DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 1

CONCEPTS AND PROCEDURES

June 5, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 1, June 25, 2013
Change 2

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 1, CONCEPTS AND PROCEDURES
CHANGE 2

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 1, 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 2 includes administrative updates not marked by bold italics, to change "shall" to "will" per a style change for DoD issuances.

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

A. ADC 237 dated April 25, 2007. Rename Location Audit Program to Record Reconciliation Program. Revises Terms and Definitions.

B. ADC 448B dated October 2, 2012. Approved Administrative Addendum to Approved Defense Logistics Management System (DLMS) Change 448B, Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions. Revises Definitions, Acronyms and Abbreviations.

C. ADC 1008 dated October 9, 2012. Unit of Measure (UoM) Transition from Borrowed Codes to Migration Codes and Establishment of New UoM for DLA Energy. Revises Chapter 5 and Appendix 4.

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

Added or Replaced Files

Change History Page
Table of Contents
Chapter 5
Appendix 2 (Terms and Definitions)

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

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 1 – CONCEPTS AND PROCEDURES

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI) 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 1 prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the Department of Defense, to conduct logistics operations.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1, Chapter 3 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp.

IV. This Volume is approved for public release and is available electronically at www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

Volume 1 – CONCEPTS AND PROCEDURES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Change Number
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 Terms and Definitions.	2
329	6/23/2009	**Use of Borrowed and Migration Codes in DLMS Supplements.** This change identifies revisions that include clarifications regarding the use of Borrowed, Local and Migration codes. Revises DLMS Volume 1, Chapter 7, Standards and Conventions.	0
448B	10/2/2012	**Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.** 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 Terms and Definitions.	2
450	2/14/2012	**Elimination of the DLMS Request for Implementation Date (RFID) Procedures for Component System Changes The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated.** Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the DLMS change process.	0
487	4/2/2012	**Administrative update to DLMS Manual Volume 1, Concepts and Procedures, to reflect existing procedures in use for the DLMS, and to restructure the volume for clarity.**	0
1008	10/9/2012	**Unit of Measure (UoM) Transition from Borrowed Codes to Migration Codes and Establishment of New UoM for DLA Energy.** This ADC revises the DLMS guidance to use migration codes for the data elements associated with the X12 Unit of Measure (UoM). Current borrowed UoM codes are to transition to migration codes..	2

		Revises Chapter 5, Standards and Conventions and AP4, DLSS/DLMS Conversion Guide (Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide.	

TABLE OF CONTENTS

VOLUME 1: CONCEPTS AND PROCEDURES

Page

FOREWORD 1

CHANGE HISTORY PAGE 2

TABLE OF CONTENTS 4

CHAPTER 1 INTRODUCTION

C1.1. PURPOSE C1-1
C1.2. SCOPE C1-1
C1.3. POLICY C1-1
C1.4. RESPONSIBILITIES…….. ..... C1-2
C1.5. IMPLEMENTATION C1-7
C1.6. DLMS DEVIATIONS OR WAIVERS C1-8
C1.7. REQUIREMENTS FOR NEW OR REVISED PROCEDURES C1-8
C1.8. DISTRIBUTION OF THE DLMS DEFENSE LOGISTICS MANUAL . C1-9
C1.9. HOW TO USE THE DLMS MANUAL C1-10

CHAPTER 2 BUSINESS CONCEPTS AND ENVIRONMENTS

C2.1. OVERVIEW C2-1
C2.2. ENVIRONMENTS……. C2-1
C2.3. DLA TRANSACTION SERVICES ELECTRONIC BUSINESS INFRASTRUCTURE C2-2
C2.4. TRANSACTION FLOW C2-3
C2.5. DATA REQUIREMENTS AND FORMATS C2-3
C2.6. COMMUNICATION REQUIREMENTS C2-5
C2.7. DLA TRANSACTION SERVICES OPERATIONS C2-6

CHAPTER 3 CHANGE MANAGEMENT

C3.1. GENERAL INFORMATION C3-1
C3.2. MAINTAINING SUPPLEMENTS TO FEDERAL IMPLEMENTATION CONVENTIONS C3-1
C3.3. DLMS VERSION CONTROL…….. ..... C3-2
C3.4. DLMS CHANGE PROCESS ……..... C3-3

CHAPTER 4 FUNCTIONAL APPLICATION ERRORS

C4.1. INTRODUCTION……..... C4-1
C4.2. DLMS 824R REJECT ADVICE……..... C4-1

CHAPTER 5 STANDARDS AND CONVENTIONS

C5.1. GENERAL INFORMATION…..…….. .....C5-1
C5.2. DLMS SUPPLEMENTS TO FEDERAL IMPLEMENTATION CONVENTIONS…….. .....C5-3
C5.3 DLMS DICTIONARY/DIRECTORY C5-4

APPENDICES

AP1 APPENDIX 1, REFERENCES…….....AP1-1
AP2 APPENDIX 2, TERMS AND DEFINITIONS AP2-1
AP3 APPENDIX 3, ACRONYMS AND ABBREVIATIONS AP3-1
AP4 APPENDIX 4, DLSS TO DLMS CONVERSION GUIDE.....AP4-1
AP5 APPENDIX 5, DLMS TO DLSS CROSS REFERENCE TABLES.....AP5-1
AP6 APPENDIX 6, DLMS CODE LISTS/QUALIFIERS.....AP6-1
AP7 APPENDIX 7, DLMS TRANSACTION FORMATS AP7-1
AP8 APPENDIX 8, TRANSACTION SET 997 IMPLEMENTATION CONVENTION, FUNCTIONAL ACKNOWLEDGEMENT AP8-1
AP9 APPENDIX 9, DLMS CHANGE PROCESS FLOW CHART.....AP9-1
AP10 APPENDIX 10, DLMS COMPLIANCE.....AP10-1

C1. CHAPTER 1

INTRODUCTION

C1.1. PURPOSE. This Defense Logistics Manual (DLM) prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the Department of Defense, to conduct logistics operations. The Defense Logistics Management System, or DLMS, is a process governing logistics functional business management standards and practices rather than an automated information system. The DLMS provides an infrastructure for the participatory establishment and maintenance of procedural guidance to implement the Department's logistics policy by its user community.

C1.2. SCOPE. This manual applies to the Office of the Secretary of Defense; the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies; hereafter referred to collectively as the DoD Components. The manual applies, by agreement, to external organizational entities conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.3. POLICY

C1.3.1. DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011, authorizes the publication of this DLM and stipulates that it carries the full weight and authority of a DoD Manual. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003, establishes a configuration control process for the DLMS and prescribes use of the DLMS to implement approved DoD policy in logistics functional areas such as Military Standard Requisitioning and Issue Procedures (MILSTRIP), Military Standard Reporting and Accountability Procedures (MILSTRAP), Military Standard Billing System (MILSBILLS), Supply Discrepancy Reporting (SDR), and the DoD Physical Inventory Control Program (PICP).

C1.3.2 DoD Directive (DoDD) 8190.1, "DoD Logistics Use of Electronic Data Interchange (EDI) Standards," May 5, 2000, assigns responsibilities to DLA Logistics Management Standards for direction, management, coordination, and control of the process to replace DoD unique logistics data exchange standards with approved EDI standards and supporting implementation conventions (IC) for DoD logistics business transactional data exchange. Pending full implementation of enterprise-wide modernized data exchange standards, this manual may reflect legacy processes, formats, data and mediation.

C1.4. RESPONSIBILITIES

C1.4.1. Assistant Secretary of Defense (Logistics and Materiel Readiness (ASD)(L&MR)). Develop policy and provide guidance, oversight, and direct implementation and compliance with the DLMS, except that the Under Secretary of Defense (Comptroller)(USD(C)) shall be responsible for the MILSBILLS functional area addressed under Volume 4 of this manual. The Director of Defense Procurement and Acquisition Policy (DPAP) shall be responsible for the Contract Administration functions of shipment notification, destination acceptance reporting, and contract completion status reporting areas addressed under Volume 7 of this manual. When carrying out their responsibility, the ASD (L&MR), DoD Comptroller, and Director DPAP, as appropriate for their respective functional areas, shall:

C1.4.1.1. Direct or approve expansion of DLMS standards in assigned functional areas or application of DLMS standards in new functional areas.

C1.4.1.2. Provide DLA Logistics Management Standards with policy guidance for development, expansion, improvement, and maintenance of the DLMS.

C1.4.1.3. Resolve policy and procedural issues, which cannot be resolved within the DLMS infrastructure.

C1.4.1.4. Ensure appropriate coordination with other Office of the Secretary of Defense (OSD) staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.1.5. Ensure appropriate coordination with other OSD staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.2. Director, Defense Logistics Agency

C1.4.2.1. Establish and resource the DLA Logistics Management Standards, which shall report to the Director, Information Operations/Chief Information Officer (CIO) (J6), DLA HQ.

C1.4.2.2. Provide the necessary military and civilian personnel resources.

C1.4.2.3. Provide the necessary administrative support and services, including office space, facilities, equipment, automatic data processing support, and travel expenses for DLA Logistics Management Standards office personnel.

C1.4.3. Director, DLA Logistics Management Standards. Operating under the authority of DoD 4140.1-R and DoDI 4140.01, serve as the primary proponent to establish procedures, data standards, and transaction formats to promote interoperability in the logistics community and associated functional areas. This includes the development, maintenance and documentation of corporate level policies and procedures for exchanging logistics data between DoD Components, between DoD

Components and other Federal departments and agencies, and between DoD Components and private industry. Participate in cooperative efforts with other government entities to develop data exchange standards. Maintain membership in external voluntary standards bodies and groups; (e.g., American National Standards Institute (ANSI) chartered Accredited Standards Committee (ASC) X12). Administer the DLMS for assigned functional areas and receive policy guidance from proponent offices of the ASD(LM&R), DPAP, and the DoD Comptroller, as appropriate. The Director, DLA Logistics Management Standards shall:

C1.4.3.1. Establish a formal change management process for the DLMS.

C1.4.3.2. Establish Process Review Committees (PRC) composed of representatives from the DoD Components and participating external organizations for each of the DLMS functional areas of finance, pipeline measurement, supply (to include but not limited to requisitioning and issue procedures, physical inventory, disposition services and supply discrepancy reporting). PRCs are also established for DoD Activity Address Directory (DoDAAD) and Military Assistance Program Address Directory (MAPAD). Designate a chair for each PRC.

C1.4.3.3. Designate a program administrator to serve as the DoD focal point for the Physical Inventory Control Program. Chair the Joint Physical Inventory Working Group (JPIWG) to recommend guidance and develop program enhancements for physical inventory control of DoD supply system materiel.

C1.4.3.4. Designate a program administrator to serve as the DoD focal point for the DoD Small Arms and Light Weapons Serialization Program (DoDSA/LWSP. Chair the Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) to perform the responsibilities defined in the the JSA/LWCG Charter.

C1.4.3.5. Ensure uniform implementation of the DLMS by doing the following:

C1.4.3.5.1. Review implementation dates and plans of the DoD Components and participating external organizations, and make recommendations for improvement.

C1.4.3.5.2. Perform analysis and design functions to implement new or revised policy guidance and instructions, provided by OSD proponent offices, and to ensure the involvement of DLA Transaction Services with telecommunications planning in an integrated system design.

C1.4.3.5.3. Develop and recommend, to the appropriate OSD proponent office(s), new or revised policy with supporting analysis which identifies and explains process improvements and indicates methods for accomplishing identified changes.

C1.4.3.5.4. Serve as the Department’s Executive Agent for logistics data interchange as delineated in DoD Directive 8190.1.

C1.4.3.5.5. Develop, publish, and maintain the DLMS manual and related DLM publications consistent with the DLM requirements identified in DODI 4140.01.

C1.4.3.5.6. Develop or evaluate proposed DLMS changes (PDC) and coordinate them with the DoD Components and participating external organizations. Provide a copy of all PDCs to the applicable OSD proponent office.

C1.4.3.5.7. Review, evaluate, and recommend improvements to curricula of DoD Components and participating external organizations' training schools offering DLMS-related courses.

C1.4.3.5.8. Assist DoD Components and participating external organizations in resolving problems, violations, and deviations that arise during operations and are reported to the PRC chair. Refer unresolved matters to the applicable OSD proponent office with analysis and recommendations for resolution and corrective action.

C1.4.3.5.9. Make available to DASD(SCI) and to DoD Components, a status review of all DLMS revision proposals that have not been approved for publication or, that if approved, have not been implemented. The status review is updated weekly and is available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp.

C1.4.3.5.10. Review and coordinate with the DoD Components, and participating external organizations, all requests for system deviations and exemptions and make applicable recommendations to the OSD proponent office based on fact-finding status or analysis of accompanying justification.

C1.4.4. Heads of DoD Components and Participating External Organizations. Designate an office of primary responsibility for each DLMS functional area identified in section C1.3. Identify to DLA Logistics Management Standards, the name of a primary and alternate PRC representatives for each functional area who shall:

C1.4.4.1. Serve as members on, and fulfill the responsibilities of, the PRC for that function.

C1.4.4.2. Provide the DoD Component's or external organization's position on DLMS matters and have the authority to make decisions regarding procedural aspects.

C1.4.4.3. Ensure continuous liaison with the DLMS PRC chair and with other DoD Components and participating external organizations.

C1.4.4.4. Submit to the Director, DLA Logistics Management Standards, or appropriate PRC chair, as DLMS PDCs, all proposed changes affecting logistics business processes irrespective of the electronic business technology employed following the procedures in Chapter 3 of this volume. Perform the initial evaluation of

PDCs that originate within the DoD Component or participating external organization and return such proposals with the evaluation results.

C1.4.4.5. Perform the initial evaluation of all beneficial suggestions to the DLMS originating within the DoD Component or participating external organization. For suggestions considered worthy of adoption, submit a PDC to the DLMS PRC chair in accordance with Chapter 3 of this Volume for processing in the normal manner. The originator's PRC representative shall determine any awards using normal DoD Component or participating external organization procedures.

C1.4.4.6. Develop and submit to the PRC Chair, a single, coordinated DoD Component or participating external organization position on all PDCs within the time limit specified. When a PDC affects multiple DLMS functional areas, the control point for the PRC identified in the proposal shall submit the single coordinated response.

C1.4.4.7. Accomplish internal training to ensure timely and effective implementation and continued operation of the approved DLMS. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training. Furnish a copy of initial and revised training curricula to the appropriate DLMS PRC chair.

C1.4.4.8. Implement the approved DLMS and changes thereto. Provide the PRC chair with status information concerning implementation of approved changes. Report Control Symbol (RCS) DD-A&T(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide the DLMS PRC Chair a copy of the publication change. Send the reports to the DLMS PRC Chair.

C1.4.4.9. Ensure that operating activities supporting the DLMS comply with the requirements and procedures published in the DLMs.

C1.4.4.10. Continually review and revise internal procedures to correct misinterpretation and prevent duplication of records, reports, and administrative functions related to the DLMS.

C1.4.4.11. Reviewing supplemental procedures and/or implementing procedures issued by the DoD Components and participating external organizations to ensure conformance with the approved DLMS.

C1.4.4.12. Provide, to the appropriate PRC chair, copies of supplemental and internal procedures, and changes thereto, related to operation of the DLMS.

C1.4.4.13. Report to the PRC chair, problems, violations, and deviations that arise during system operations.

C1.4.5. Process Review Committees. PRCs are joint forums for each of the DLMS functional areas responsible for development, expansion, improvement, maintenance and administration of the DLMS. PRCs include finance, pipeline measurement and supply (to include but not limited to requisitioning and issue procedures, physical inventory accountability, SDRs, and disposition services). PRCs are also established for DoD Address Directory (DoDAAD), and Military Assistance Program Address Directory (MAPAD), The PRC representatives are listed on the DLA Logistics Management Standards Website, "Committees" page. The DLMS PRCs shall:

C1.4.5.1. Be administered/controlled by the applicable DLMS PRC Chair.

C1.4.5.2. Consist of representatives from the DoD Components and participating external organizations.

C1.4.5.3. Meet at the request of the PRC Chair. The PRC Chair shall, when possible, announce the meeting and identify the agenda items 30 calendar days in advance. The PRC Chair shall issue fully documented minutes of these proceedings to each participating DoD Component or external organization, and the applicable OSD principal staff assistant (PSA), within 30 calendar days after the meeting.

C1.4.5.4. Review and resolve comments on PDCs, deviations, and waivers, or other problems and violations, and provide recommendations for implementation or disapproval. Refer any action that the PRC cannot resolve to the appropriate OSD PSA.

C1.4.5.5. Ensure uniform and effective implementation of DLMS requirements by:

C1.4.5.5.1. Conducting periodic evaluations to determine effectiveness of DoD/DLMS policies, procedures, and processes.

C1.4.5.5.2. Conducting reviews of selected DLMS operational areas to determine conformance with, and evaluate the effectiveness of, DLMS requirements and to interpret or provide clarification of DLMS procedures.

C1.4.5.5.3. Reporting findings and recommendations of evaluations and reviews, with comments of the DoD Components and participating external organizations, to the applicable OSD PSA.

C1.4.6. DLA Transaction Services

C1.4.6.1. DLA Transaction Services Role. DLA Transaction Services is the DoD central node for development of DLMS mapping and conversion processes. DLA Transaction Services shall implement Approved DLMS Changes (ADCs) and ensures that all modifications are incorporated into the translation rules and records.

C1.4.6.2. Telecommunications Support. DLA Transaction Services implements DLMS logistics data transmission requirements and executes system

modification tasks from DLA Logistics Management Standards. DLA Transaction Services is the central node for all DLMS transactions. DoD Components shall route all DLMS transactions to DLA Transaction Services. DLA Transaction Services shall provide telecommunications support, archiving and storage, translation services, conversion processes, and other services to support DoD Component implementation of the DLMS. DLA Transaction Services is designated as the DoD provider of corporate services in support of all emerging EB technologies.

C14.6.3. Pipeline Metrics. DLA Transaction Services, as the corporate community service provider and as the Department's central point for providing supply chain information, shall capture required data and produce the end-to-end metrics necessary for achieving the key objectives required to improve logistics support to the customer.

C1.5. IMPLEMENTATION

C1.5.1. Scope of DLMS. DLMS procedures and DLMS Supplements to Federal ICs, as prescribed herein, shall be implemented uniformly between DoD Components and other participating external organizations and at all levels within each DoD Component.

C1.5.2. DoD Component Use.

C1.5.2.1. DoD Components shall give priority to development and implementation of DLMS requirements before the development and implementation of intra-DoD Component requirements.

C1.5.2.2. DLMS ANSI ASC X12 Conversion Guides. Three conversion guides must be implemented in DoD systems using ANSI ASC X12 transaction formats to convert DoD data values established in legacy systems to the corresponding ANSI ASC X12 code values. DoD applications must convert outbound transactions from DoD code values to ANSI code values based on the DLMS Conversion Guide definitions. DoD applications must convert inbound transactions from ANSI code values to DoD code values based on DLMS Conversion Guide definitions (Appendix 4). The three conversion guides available from a link on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso and Appendix 4 are:

C1.5.2.2.1. Transportation Mode of Shipment/Transportation Method/Type Code Conversion Guide.

C1.5.2.2.2. Type of Pack Conversion Guide

C1.5.2.2.3. Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide.

C1.5.2.3. Legacy Format to DLMS Cross Reference Tables. A Defense Logistics Standard System (DLSS) legacy 80 record position format to DLMS transactions cross reference table provides the following information:

C1.5.2.3.1. Cross Reference to Legacy Formats. Cross Reference of each legacy format Document Identifier Code (DIC) (e.g., A01) to DLMS Supplement number (e.g., 511) for legacy format processes in DIC sequence and DLMS Supplement sequence. Refer to Appendix 5 or use the webpage shown in C1.5.2.3.4.

C1.5.2.3.2. Correlation Tables. MILSTRAP correlation tables in legacy DIC sequence provide general functional equivalency between each MILSTRAP legacy DIC and DLMS Supplement. Details for the correlation tables are provided in Appendix 5, DLMS to DLSS Cross Reference Tables. The MILSTRAP correlation tables can be viewed at www.dla.mil/j-6/dlmso/eApplications/LogDataAdmin/dlssdlmscrossreftable.asp

C1.5.2.3.3. Cross Reference Tables. Cross reference tables for each legacy 80 record position DLSS DIC are available in DIC and DLMS sequence. www.dla.mil/j-6/dlmso/eApplications/LogDataAdmin/dlssdlmscrossreftable.asp.

C1.5.2.4. DLMS Code Lists/Qualifiers. DLMS Code Lists/Qualifiers used to identify DoD functional data elements in the DLMS Supplements are described in Appendix 6. They are accessable from a link in Appendix 6, DLMS Code List Qualifiers, or www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/LQHome.aspx

C1.6. DLMS DEVIATIONS OR WAIVERS

C1.6.1. Submission. DoD Components and participating external organizations shall not request DLMS deviations or waivers solely to accommodate existing internal systems and procedures or organizational environments. When requesting deviations or waivers, DoD Components and participating external organizations shall submit them following the guidelines in Chapter 3 in this volume.

C1.6.2. Review. The PRC chair shall consider requests for DLMS deviations or waivers when the requestor demonstrates that the system cannot provide a workable method or procedure, or cannot accommodate interim requirements. The Director, DLA Logistics Management Standards shall forward unresolved matters to the applicable OSD proponent office for resolution.

C1.7. REQUIREMENTS FOR NEW OR REVISED DLMS PROCEDURES

C1.7.1. Use of DLMS Standards and Procedures. DoD Components shall use standards and procedures prescribed by the DLMS when undertaking development of new or revising existing logistics systems. If a DoD Component or other participating external organization requires changes to or expansion of the existing DLMS to accommodate technological innovations planned for new system designs, they shall submit PDCs with full justification and explanation of the intended use following the instructions in Chapter 3 in this volume.

C1.7.1.1. DLMS Enhancements. The DLMS procedures and the supporting DLMS Supplements identify DLMS enhancements which may not have been implemented by all DLMS trading partners or within legacy systems. Therefore, data associated with an enhancement transmitted within a DLMS transaction may not be

received or understood by the recipient's automated processing system. Additionally, DLMS procedures may not have been developed to support the data exchange. Components wishing to implement DLMS enhancements must coordinate with DLA Logistics Management Standards and trading partners prior to use. DoD Components shall submit a PDC reflecting required business rules/procedures prior to implementation of DLMS enhancements already documented in DLMS Supplements.

C1.7.1.2. Future Streamlined Data. The DLMS procedures and the supporting DLMS Supplements identify data targeted for elimination under a full DLMS environment. This data is often referred to as "future streamlined data." This data is retained within DLMS during a transition period when many trading partners employ legacy systems or cannot move to full DLMS capability. DoD Components wishing to streamline data must coordinate with DLA Logistics Management Standards prior to doing so. Components shall submit a PDC reflecting any revised business rules associated with such termination.

C1.7.1.3. DLMS Field Size. The DLMS Supplements identify ANSI X12 field sizes and some field size constraints existing under DLSS legacy transactions. Many DLMS trading partners operating within a legacy system will not be able to support the DLMS expanded field size. Components desiring to implement an expanded field size under DLMS must be aware that the conversion process to the DLSS legacy transactions can not accommodate the larger fields. Components must coordinate with DLA Logistics Management Standards prior to use and may submit a PDC to adjust a field size to a recommended length.

C1.7.2. Submission of New Data Elements. Data elements employed in DoD-wide, inter-DoD Component and participating external organization logistics systems/authoritative issuances that have not been standardized under DoD Directive 8320.02, "Data Sharing in a Network Centric Department of Defense," December 2, 2004, shall be submitted as proposed DoD logistics standards following procedures developed under the authority of ASD(L&MR). DoD logistics standard data elements shall be used in design and upgrading of:

C1.7.2.1. DoD-wide and inter-DoD Component automated logistics systems and authoritative issuances.

C1.7.2.2. DoD Component systems and issuances.

C1.8. DISTRIBUTION OF THE DLMS DEFENSE LOGISTICS MANUAL

C1.8.1. DLMS Manual. The DLMS manual is published electronically. No hard-copy document is available. The Defense Logistics Manuals are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso under the header "Logistics Management Standards Publications." Any further distribution shall be accomplished within each DoD Component or external organization based upon approved distribution data generated through their internal publication channels.

C1.8.2. Changes. DLMS changes are published electronically and are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso under the header "DLMS Process Changes."

C1.9. HOW TO USE THE DLMS MANUAL

C1.9.1. Structure of the Manual

C1.9.1.1. Manual Layout. The DLMS manual consists of seven volumes: Volume 1, Concepts and Procedures; Volume 2, Supply Standards and Procedures; Volume 3, Transportation; Volume 4, Finance; Volume 5, DLMS Data Management; Volume 6, Logistics Systems Interoperability Support Services, and Volume 7, Contract Administration.

C1.9.1.2. DLMS Volumes

C1.9.1.2.1. DLMS Content. Each volume of the DLMS manual contains its own Foreword, Change History Page and Table of Contents showing procedural chapters with listings of figures, and tables and appendices. Each volume of the DLMS manual may also contain appendices for related data that apply to multiple chapters in the volume; however, use of any of the functional area volumes requires simultaneous access to the DLMS Manual Volume 1 reference material items (e.g., terms, acronyms and the DLMS change process).

C1.9.1.2.2. DLMS Supplements. Appendix 7 introduces the DLMS Supplements that explain the use of the DLMS standards. The DLMS Supplements are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp. For each DLMS Supplement, a hyperlink is provided to machine readable formats (X12 and XML) DLMS Change History and corresponding DLSS legacy transaction format.

C1.9.1.3. DLMS Reference Material in Volume 1. Volume 1 contains appendices with reference items .applicable to the entire manual. Reference items are:

Appendix 1	Consolidated Single Set of References
Appendix 2	Terms and Definitions
Appendix 3	Acronyms, and Abbreviations
Appendix 4	Conversion Guides for DoD Domain Codes to ASC X12 Domain Codes
Appendix 5	DLMS to Legacy 80 Record Positions Format Cross Reference Tables
Appendix 6	DLMS Code List Qualifiers
Appendix 7	DLMS Supplements to Federal Implementation Conventions
Appendix 8	Functional Acknowledgement Transaction Set 997
Appendix 9	DLMS Change Process Flow Chart
Appendix 10	DLMS Compliance

C2. CHAPTER 2

BUSINESS CONCEPTS AND ENVIRONMENTS

C2.1. OVERVIEW

C2.1.1. Defense Logistics Management System. The Defense Logistics Management System (DLMS) provides standard procedures and data formats to link the various component organizational elements of the Defense Logistics community including: inventory control points (ICPs), distribution depots, maintenance depots, transportation nodes, and end users in posts, camps, stations, ships, and deployed units. The DLMS addresses the different functional processes of logistics and provides standards to exchange data across the Military Services, Defense Agencies, other Federal Agencies, foreign national governments, international government organizations, and nongovernment participants. As other electronic business (EB) methods emerge, DLMS will incorporate these new capabilities into the DOD logistics business processes, as appropriate.

C2.1.2. Purpose. This chapter provides an overview of some of the technologies and procedures that all participants must implement to employ the DLMS across the range of participating organizations. This chapter also provides a road map to other parts of the manual that may provide more details about specific topics.

C2.1.3. Legacy Data Formats. When the DLMS Supplements are completely incorporated into the DoD logistics business processes, some of the data currently contained in the Defense Logistics Standard Systems (DLSS) legacy 80 record position transactions (hereafter referred to as “legacy formats”) will be unnecessary. The Defense Automatic Addressing System (DAAS) will continue to execute the DLSS error notification processes until the Department of Defense has totally implemented the DLMS.

C2.2. ENVIRONMENTS

C2.2.1. DLMS Implementation Architecture. The DLMS implementation architecture, a subset of the Defense Information Infrastructure (DII) and the Global Combat Support System (GCSS), is based on the DII Common Operating Environment (COE) and fully complies with the DII COE standards. DLA Logistics Management Standards, operating under this framework, coordinates DLMS related requirements with the DoD Component focal points and interfaces with DLA Transaction Services and the Defense Information Systems Agency (DISA) to ensure that all DII COE requirements are fulfilled.

C2.2.2. Global Exchange Service.

C2.2.2.1. Overview. DLA Transaction Services maintains the Global Exchange Service (GEX) program. The DoD GEX sites are operated by DLA Transaction Services. The GEX functions as the single interface among Government and commercial trading partners conducting electronic commerce and electronic data interchange (EDI) activities. Using the GEX results in interoperability, economies of scale, and standards compliance. The GEX translation and conversion services enable the interoperability required for DLMS implementation in a mixed DLMS/DLSS legacy 80 record position transaction environment. The DLMS implementation architecture supports both the pass-through of EDI transactions and translation services for inbound and outbound transactions. This chapter discusses the system architectures for processing DLMS transactions and reviews the functions of EDI translation software/hardware and their relationship to component logistics application systems. The EDI translator and other portions of the systems architecture developed for DLMS shall support other EDI applications including exchanges with industry.

C2.2.3. Communication. In providing EDI telecommunication services, DLA Transaction Services utilizes the standard GEX software developed to support the DoD Electronic Commerce Infrastructure. The GEX application provides the capability to securely receive and send transactions via many different telecommunication protocols, sort/route the transactions, apply the appropriate translation/mapping utilities, provide decoding/validation of American National Standards Institute Accredited Standards (ANSI) Accredited Standards Committee (ASC) X12 syntax rules, log all activities, archive files, alert users of errors, and apply routing/distribution list processes.[1]

C2.3. DLA TRANSACTION SERVICES ELECTRONIC BUSINESS INFRASTRUCTURE

C2.3.1. Overview. DLA Transaction Services is the lead GEX component supporting DLMS implementation. In addition to supporting the DLMS environment, the DAAS infrastructure supports the EDI needs of the full range of EDI transactions exchanged among DoD, Federal Civil Agencies, and security assistance countries and their trading partners. This infrastructure interacts with other logistics infrastructures to ensure that DoD's access needs are met, and also interacts with the DoD EB infrastructure for multiple EDI efforts.

C2.3.2. Purpose. The DAAS EB infrastructure was developed to meet the current and anticipated requirements for a logistics information infrastructure that can operate fully between the Department of Defense, other Government Agencies, and their trading partners. The trading partners may be internal to the Department of Defense or external commercial activities and foreign countries. DAAS is designed to support a wide range of emerging EB business practices and interfaces. DAAS provides EB capabilities such as translation, store/forward of messages, routing, file management, transaction recovery, and statistics generation. All traffic through DAAS is encrypted.

[1] DLM 4000.25-4, Defense Automatic Addressing System Manual, Appendix 1.

Secure File Transfer Protocol (SFTP) is predominate but other forms of can be provided if required by Government and/or commercial trading partners.[2] DAAS also provides end-to-end support of several prime vendor initiatives within the Government, functioning as a full service value added network (VAN) for military customers. DAAS can provide this capability to prime vendors if requested by the functional sponsor.

C2.3.2. Defense Automatic Addressing System Interfaces. The DAAS infrastructure can interact with other logistics systems to meet DoD logistics data exchange and data access needs. DAAS interfaces enable the DoD to receive, edit, route, and collect a wide range of logistics data in various electronic formats. The data are then incorporated into interactive databases that provide current information, in detailed or roll-up formats, to users at all levels in the DoD logistics process.

C2.4. TRANSACTION FLOW

C2.4.1. Transactions. The DLMS provides descriptive procedures, transactions, and data formats for computer-to-computer communications. The transactions initiate a logistics action (e.g., requisition an item, authorize a funds transfer, ship an item). The transactions are structured and formatted to be transmitted by computer systems without human intervention.

C2.4.2. DLA Transaction Services. DLA Transaction Services acts as a central node for all DLMS transactions. Transactions flow from the originator's computer to the DAAS operated by DLA Transaction Services. DAAS will edit the transaction for correct format, retain an image in an interactive data base for user access, and route the transaction to the correct recipient(s). The receiving computer(s) will process the transaction and initiate the appropriate logistics action. This action will frequently result in generation of additional DLMS transactions to other systems and/or responses back to the originator via DAAS.

C2.4.3. Transaction Gateway. DLA Transaction Services will also act as the gateway for DLMS transactions to be routed to and from Foreign Military Sales (FMS)/Security Assistance (SA) customers and contractor participants.

C2.5. DATA REQUIREMENTS AND FORMATS

C2.5.1. General Information. The DLMS uses ANSI ASC X12 transactions for EDI and X12 based extensible markup language (XML). EDI is widely used in the private sector to conduct business operations, and also between industry and the Government in acquisition, transportation, finance, and other functional areas. The DLMS extends this electronic connectivity to internal DoD logistics operations. The DLMS may also expand to include other emerging EB methods as they are standardized and approved for use by the Department of Defense.

[2] Additional encryption capability from DAAS includes, Hypertext Transfer Protocol Secure (HTTPS), MQ-Series, Secure Sockets Layer (SSL) and Virtual Private Network (VPN).

C2.5.1.1. Electronic Data Interchange Standards. The ANSI ASC X12 EDI standards define transaction sets that trading partners use to exchange business information. A transaction set may be considered the equivalent of a business form (e.g., a purchase order, invoice, or requisition). Transaction sets consist of a group of segments in a specified order. Segments consist of one or more data elements, also in a specified order. The ANSI ASC X12 standards define the general data characteristics and formats. DLMS Supplements to Federal ICs define the specific data formats to be used in DLMS transactions and also define mandatory and optional usage requirements for transactions. Except for the communications supplements in this chapter, DLMS Supplements are grouped by logistics functional area in subsequent volumes of this manual. Component application systems shall conform to the requirements specified in those DLMS Supplements.

C2.5.1.2. X12 Based Extensible Markup Language. XML is a simple and flexible information exchange format well suited to support web enabled business applications. DLA Logistics Management Standards developed XML schemas for use in DoD logistics. The XML schemas equate to the DLMS ANSI ASC X12 IC/Supplements, which can be accessed from the DLA Logistics Management Standards Website DLMS Supplement page that represents DLMS ANSI X12-based EDI transactions.

C2.5.2. Editing

C2.5.2.1. General. Data contained in DLMS transactions must be complete and accurate for the receiving computer systems to process. The following paragraphs define principles for maintaining accurate data within the DLMS for all participants.

C2.5.2.2. Edit at Origin. DLMS procedures require recipients to edit and, if necessary, reject transactions back to the sender. Originating activities should maximize editing and validation on their own transactions prior to transmission; this can minimize the expense and delay involved in processing erroneous transactions. Outbound transactions must meet all DLMS Supplement requirements. Components may apply more stringent or specific edit requirements on outbound transactions to meet their business requirements

C2.5.2.3. Use Data Only as Defined. Data elements shall carry ONLY the data specifically defined in the DLMS Supplements. Capabilities exist within the DLMS to support DoD Component unique data. However, DoD Components shall submit proposed DLMS changes following Volume 1, Chapter 3 requirements to address any planned usage of Component-unique data.

C2.5.3. Error Processing

C2.5.3.1. Transaction Set (TS) 997, Functional Acknowledgement. DLMS uses TS 997 when the translator encounters an error that violates ANSI ASC X12 syntax rules. TS 997 may also be used to acknowledge receipt of a transaction set without error when agreed to between the Department of Defense and a commercial

trading partner. Use of TS 997 is discussed in more detail in Appendix 8 of this manual and in DLM 4000.25-4, Defense Automatic Addressing (DAAS) Manual.

C2.5.3.2. DLMS Supplement 824R, Reject Advice. DLMS 824R is used by the transaction recipient to reject a DLMS transaction that could not be processed due to erroneous or missing data based on requirements identified in the DLMS Supplement for a particular transaction. DLMS 824R is generated as an exception by DAAS and DoD Component application programs to convey information to the sender's application process. Originating sites shall possess technical and procedural means to receive the application advice, correct errors, and retransmit appropriate data. Use of DLMS 824R is discussed in Volume 1, Chapter 4, Functional Application Errors.

C2.5.4. Change Control. DLA Transaction Services is the designated activity to perform change management for the translator used to convert legacy DLSS to DLMS or DLMS to legacy DLSS. DLA Transaction Services shall upgrade the translator as logistics data requirements change and the DLMS is updated to reflect the changes. Volume 1 Chapter 3 discusses the guidelines for maintaining the DLMS and defines the procedures for processing and recording proposed DLMS changes.

C2.5.5. Enveloping. The DLMS supports the bundling of multiple groups of data, referred to as enveloping. Specifically, multiple transactions can be bundled into a single DLMS interchange. Multiple transaction sets of a similar type can be placed into a single functional group, and multiple functional groups can be placed into a single interchange group. The DLMS use of envelopes is consistent with ANSI ASC X12.6 standards. Refer to DLM 4000.25-4, Defense Automatic Addressing (DAAS) Manual (Communications) for details of DLMS envelope usage.

C2.6. COMMUNICATION REQUIREMENTS

C2.6.1. Telecommunication Networks. The method for conveying DLMS transactions from one activity to another will be by DoD and Federal electronic telecommunications networks. DLA Transaction Services is the central node for all DLMS transactions. DoD Components shall route all DLMS transactions to DLA Transaction Services. The Defense Information Systems Network (DISN) is the main network pathway for transmission of transactions to and from the DAAS.[3] Refer to the DLA Transaction Services procedures in DLM 4000.25-4 for DLMS-specific capabilities and requirements for transmitting data within the DISN.

C2.6.2. Common Communications Approach. All participating activities must use a common communications approach. DLA Transaction Services procedures (DLM 4000.25-4) define specific communication requirements. The following paragraphs highlight some of the key communications requirements:

C2.6.2.1. Data transmission shall be via the DISN or other approved alternatives.

[3] The GEX is a destination not the communication pathway. The GEX is a gateway/platform on the DLA Transaction Services network that performs functions such as sorting, routing and translating.

C2.6.2.2. Compression algorithms as defined by DLA Transaction Services shall be used.

C2.6.2.3. Transaction set syntax and content shall be in accordance with ANSI ASC X12.6 standards and the implementation conventions/DLMS Supplements defined in this manual.

C2.6.2.4. Transactions through DAAS are encrypted. Paragraph C2.3.2 provides details.

C2.6.2.5. Component activities shall maintain copies of all transmissions for at least one week, and shall be able to retransmit them at the request of the receiving party. DLA Transaction Services shall retain a copy of all receipts and transmissions. The length of the retention periods will vary by the specific transaction set. DLA Transaction Services procedures define the retention period for each type of transaction set.

C2.6.2.6. DLMS transactions are variable length and in many cases have no practical maximum size. However, for transmission purposes, an overall maximum size will be imposed for transaction sets and transmission envelopes (see Chapter 4).[4]

C2.6.3. Technical Solutions. DoD Component activities shall have the discretion to determine the technical means to create the data exchange formats defined above, for example a commercial translator or develop their own software.

C2.7. DLA TRANSACTION SERVICES OPERATIONS

C2.7.1. Functions. DLA Transaction Services is central to all DLMS operations.[5] It performs numerous corporate functions for DLMS operations including:

C2.7.1.1. Performing basic edits and returning any transactions with errors back to the originator.

C2.7.1.2. Archiving all received and transmitted messages, to ensure retransmission capability in the event the original message was lost due to computer or telecommunications failure.

C2.7.1.3. Generating images, as required.

C2.7.1.4. Holding or forwarding transactions per DoD Component profile for the recipient.

C2.7.1.5. Executing "suppress" or other national command directives.

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[4] Temporary restrictions at the data element level may be imposed on translation requirements to the previous fixed-length formats.

[5] Complete procedures for DLA Transaction Services are contained in the DLM 4000.25-4, DAAS Manual.

C2.7.1.6. Loading transaction data into the Logistics On-Line Tracking System (LOTS).

C2.7.1.7. Coordinating and providing DoD management information on supply system performance evaluation.

C2.7.1.8. Performing additional functions for requisitioning, including rerouting requisitions to the correct source of supply (SOS).

C2.7.1.9. Rerouting other documents using DoD Component rules and records as appropriate.

C2.7.1.10. Evaluating the "To" address capability for receiving transactions in DLMS versus DLSS format.

C2.7.1.11. Converting transactions from legacy format DLSS to DLMS and from DLMS to DLSS, as required.

C2.7.2. DLMS Enterprise Service Provider. DLA Transaction Services is the central node for DLMS technical and operations support and shall maintain activity profiles recording EDI capability, compression techniques, encryption techniques, communications media, and other address data of the DoD Components.

C2.7.2.1. Capabilities. In its role as the DLMS enterprise service provider and as a DoD distribution point for EDI communications with industry, DLA Transaction Services maintains an extensive capability to translate between EDI formats and other file structures. As required, DLA Transaction Services shall provide translation between DLMS and Component user defined formats; between multiple versions of the ANSI ASC X12 standards; and between other EDI formats, such as XML. In addition, DLA Transaction Services shall support translation between DLSS legacy formats and DLMS formats referred to as “conversion.”

C2.7.2.2. Transition Conversion Requirements. During a transition period of indeterminate length, the Department of Defense will operate in a mixed legacy 80 record position/DLMS environment. DAAS will provide conversion processing between the standard legacy formats and DLMS to support this transition. Legacy format to DLMS conversion tables have been developed that facilitate the conversion of data from legacy format to DLMS, and vice-versa. The conversion tables enable logistics business to be conducted in both environments. To accomplish the conversion, DLA Transaction Services uses a commercial “any to any” mapping software package that supports a robust conversion. The Components are able to use their current format, either legacy format or DLMS, to initiate a transaction. DLA Transaction Services incorporates and maintains a profile of each organization and specifies whether the organization is operating in legacy format, DLMS, or both. The legacy format data elements are retained in DLMS to support the conversion. However, DLMS enhanced data may not be supported in legacy or transitioning systems, so coordination with DLA Logistics Management Standards is required prior to implementation of DLMS enhancements.

C3. CHAPTER 3

CHANGE MANAGEMENT

C3.1. GENERAL INFORMATION

C3.1.1. Guidelines Description. This chapter describes the guidelines for maintaining the Defense Logistics Management Standards (DLMS), DLMS Supplements, and procedures. The change management process ensures the proper documentation of all proposed or approved changes to the DLMS. These guidelines also apply to the legacy 80 record position based systems changes (hereafter referred to as "legacy systems or formats") and changes employing Electronic Business (EB) methods other than Electronic Data Interchange (EDI) that are chosen by DoD Components for use within their logistics business processes and systems. The DLMS shall support emerging EB technologies such as: data sharing, automatic identification technology, electronic malls, web-based technology, electronic funds transfer, etc.

C3.1.2. Structured Collaboration Model. The DLMS change management process uses a structured collaboration model as a managed transformation process. On the input side, the Proposed DLMS Change (PDC) process factors in relevant DoD level policy guidance, DoD Component business requirements, relevant subject matter experts and DLA Transaction Services subject matter and technical expertise. The output side of the structured collaboration model, the Approved DLMS Change (ADC) provides new or revised business rules, business objects, meta data and functional requirements to guide Component implementation of the ADC.

C3.2. MAINTAINING SUPPLEMENTS TO FEDERAL IMPLEMENTATION CONVENTIONS. DLA Logistics Management Standards coordinates the implementation of the DLMS and maintains control of related standards, DLMS Supplements to Federal ICs, procedures, and common support packages (e.g., versions of the American National Standards Institute, Accredited Standards Committee (ANSI ASC) X12 standards, extensible markup language (XML) based standards), participates in the standards-setting process, and ensures compliance with approved EDI standards.

C3.2.1. Change Management

C3.2.2.1. Scope. DLMS change management is the approval/disapproval and prioritization of changes to DLMS, achieved through DoD Component coordination and consensus, thereby, promoting an integrated approach standardization and modernization of DoD logistics business processes. Control of changes includes documentation, justification, systematic evaluation, coordination, release, implementation, and publication.

C3.2.2.2. Purpose. The change management process ensures that those involved in the change process define and evaluate the full impact of a change based

on at least the following considerations before making a decision to approve and implement the change:

C3.2.2.2.1. Functional requirements

C3.2.2.2.2. Change justification

C3.2.2.2.3. Quality assurance

C3.2.2.2.4. Operational Readiness

C3.2.2.2.5. Systems interfaces

C3.2.2.2.6. Technical reviews

C3.2.2.2.7. Estimated impact on total life-cycle costs

C3.2.3. Reporting Requirements

C3.2.3.1. Status Reports. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 directs DoD Components to provide the DLMS PRC chair with the implementation status of approved changes. Report Control Symbol (RCS) DD-A&T(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide a copy of the publication change to the DLMS PRC Chair. Send reports to the DLMS PRC Chair.

C3.2.3.2. Status Reviews. DLA Logistics Management Standards shall maintain status of DLMS changes. The report shall show the title and change number, associated dates, and current status for each DoD Component. The status review is updated continuously and is available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp

C3.3. DLMS VERSION CONTROL.

C3.3.1. Version Numbering. The official ANSI ASC X12 version of a standard transaction set (e.g., 511) is a key ingredient in the successful application of DLMS Supplements. The version number is transmitted as a code in the functional group header within an interchange envelope. The version is transmitted as a three-position code. Each major ANSI ASC X12 standards revision involving the public review process that leads to a publication of a set of American National Standards causes the version number to increase by one. The predominate DLMS version is 004. The next three positions designate the release level within each version, i.e., 010. The release number of each version is identified in the second position of the release level. The initial DLMS implementation release is release one (010). The predominant DLMS

releases are 010 and 030. Both version and release numbers are commonly referred to as a version release, e.g., ANSI ASC X12 version release 004010 ("4010").

C3.3.2. Multiple DLMS Versions. DLMS may support multiple supplements based on different versions/releases of the X12 standard dependent upon trading partner requirements. In addition, DLMS may support multiple standards of DLMS Supplements within each ANSI ASC X12 version/release. Currently some transactions such as the DLMS 947I support multiple standards with the newer (004030) version release for new implementations, while enabling existing implementations to remain at an older version release (004010), until they can be modified to the newer version release. Older version release DLMS Supplements may not have all the functionality of the newer one, so Component AIS should plan to modernize to the newer version release. Once all Component AIS have modernized to the newer version release, DLA Logistics Management Standards shall cancel the old DLMS Supplement via a formally staffed DLMS change

C3.4. DLMS CHANGE PROCESS

C3.4.1. New and Revised Requirements. A new requirement, design modification, system deficiency, change in DoD logistics policy, or an operational emergency can all trigger a PDC. Examples of significant changes include those that create substantial life cycle cost savings, correct deficiencies, or make significant effectiveness change(s) in operational or logistics support requirements. Proposal submission requires inclusion of detailed procedures, and the text of revisions for the DLM 4000.25 series manuals. Other changes include, but are not limited to: revisions to formats, codes, procedures; or changes requiring interface with other systems, retail level systems, or Federal Agencies. For all DLMS changes, two key elements are determining the problem, process gap or process improvement desired, and socializing the proposed change within the Component subject matter experts and put forward a recommendation from of alternative solutions.[1]

C3.4.2. Information Exchanges. PDCs will also be used to effect new or revised information exchanges. Information exchange is defined as the process of transferring data by means of direct interface between two or more applications. An information exchange opportunity exists when the authoritative source can be identified and when direct application access is technically feasible. However, other conditions must be satisfied to implement the exchange, (e.g., the proposed exchange must be evaluated against other available processes). Cost, number of subscribers, and data security/quality may also be factors.

C3.4.3. Submission. PDCs shall be submitted to DLA Logistics Management Standards through the applicable DoD Component PRC member. DLMS may also accept proposed changes submitted through joint Service/Agency process action teams or the equivalent sponsoring organization.

[1] DLMS Training slides Module 6, www.dla.mil/j-6/dlmso/eapplications/training/dlmsmodules/Module6-ProposedDLMSChanges.pptx

C3.4.4. Procedures. Appendix 9 is a flow chart that illustrates the process to submit a PDC. In summary, processing a change, waiver, or deviation to DLMS involves the following steps and the normal associated timeframes (NOTE: The PRC Chair may accelerate the change process from the timeframes indicated and may, when appropriate, extend them):

C3.4.4.1. Step 1. The PDC sponsor (see C3.4.3) submits a PDC (or waiver or deviation request) in the format available at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp, to the Director, DLA Logistics Management Standards, or appropriate PRC chair. The instructions are include at the end of the change proposal template. When more than one committee is involved, for example, supply, finance, or pipeline measurement, the PRC chairs involved will determine the lead PRC and coordination required.

C3.4.4.2. Step 2. Within 10 calendar days of receipt of proposal, the PRC chair evaluates the proposal and determines appropriate action, (e.g., return for additional information, work with PDC sponsor to clarify/amend, accept for staffing). If the proposal is accepted for staffing, the PRC chair assigns a PDC number and forwards the proposal to the DoD Component PRC members, if necessary. The PRC chair also determines if submission to external standards bodies such as ANSI ASC X12 is required. If the PDC includes a change to a Federal IC that requires review and approval by the external standards bodies, the PRC chair shall forward the IC change(s) and/or related data maintenance request(s) to those groups/committees for processing after the proposal is approved or in conjunction with staffing, if appropriate.

C3.4.4.3. Step 3. The PRC members provide the PRC chair a fully coordinated DoD Component or participating Agency response, including a proposed implementation strategy including the desired/required implementation timeline when available, by the due date provided in the proposal, normally within 30–45 days of the date on the PDC.

C3.4.4.4. Step 4. The PRC chair may initiate a follow up for non-response within 5 calendar days of due date. Additional follow up may be elevated as appropriate.

C3.4.4.5. Step 5. The PRC chair shall evaluate all comments on the PDC within 10 calendar days from receipt of all outstanding comments or in conjunction with the next scheduled PRC meeting. If necessary, the PRC shall resolve comments and/or disagreement and establish an implementation date. If the PRC approves the PDC, the PRC shall establish an implementation date based on consensus. If the PDC is disapproved by the PRC, the sponsor is notified of the disapproval.

C3.4.4.6. Step 6. Based on PDC responses, and the interface requirements associated with the specific change, the PRC chair shall establish a joint implementation date, or when appropriate, either authorize DoD Components and participating organizations to implement on a staggered schedule or a limited implementation by impacted Components. This information will be included in the

Approved DLMS Change (ADC). Where practiclal the ADC will retain the original PDC number.

C3.4.4.6.1. When an implementation date is not known/provided as part of the PDC adjudication process, the PRC chair shall include in the ADC a requirement for the DoD Components and participating organizations to actively monitor for implementation of the ADC and provide implementation dates when they become available.

C3.4.4.6.2. When one Component provides an extended implementation date, which would delay implementation by the other Components, the PRC Chair shall attempt to resolve the issue with the appropriate Component or seek a methodology which will permit a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed upon, the PRC Chair may refer the matter to the applicable OSD proponent for resolution.

C3.4.4.7. Step 7. After release of the ADC, implementation status may be reported to the PRC Chair at any time, to include full and partial implementation or required deviation. When Components are unable to meet established implementation dates, prior coordination with the PRC Chair is required. Additionally, the PRC members shall provide the PRC Chair a semiannual status report on implementation of approved changes (RCS DD-A&T(Q&SA)1419 applies) per the guidance in DoD 4140.1-R (See Paragraph C3.2.3.1). The semiannual reporting of implementation status is due June 15 and December 15.

C3.4.4.8. Step 8. When approved, all approved DLMS changes (ADCs) are formally incorporated into the DLMS Manual and posted on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp. Approved DLMS changes are also posted with the appropriate DLMS supplement at www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.

C4. CHAPTER 4

FUNCTIONAL APPLICATION ERRORS

C4.1. INTRODUCTION

C4.1.1. Purpose. DoD Components, Federal Agencies, contractors, and foreign governments may use a variety of application systems to exchange Electronic Data Interchange (EDI) data based on Defense Logistics Management System (DLMS) Supplements to Federal Implementation Conventions (IC). The primary purpose of this manual is to establish standards through which these varied systems can technically and functionally interoperate. This chapter describes use of the DLMS 824R, Reject Advice Transaction to exchange information about functional errors not covered by DLMS status transactions. The DLMS 824R Reject Advice Transaction is not used to reject a transmission due to American National Standards Institute Accredited Standards (ANSI) Accredited Standards Committee (ASC) X12 syntactical errors. A Federal IC 997, Functional Acknowledgement Transaction is used for that purpose (DLM 4000.25-4, “Defense Automaic Addressing System Manual”).

C4.1.2. Error Reduction. The primary means for reducing errors is for each DoD Component to ensure that outbound transactions are thoroughly edited to fully comply with the DLMS standards and any DoD Component-unique requirements. Receiving applications will likely perform edits to preclude processing erroneous transactions that may cause incorrect actions, disrupt the integrity of other data, or disrupt the operation of the system as a whole.

C4.1.3. Error Reporting. When receiving applications apply edit checks and discover functional errors, the errors may be reported back to the originating activity using DLMS 824R.

C4.2. DLMS 824R REJECT ADVICE

C4.2.1. Implementation Convention Content. The DLMS 824R, Reject Advice shall convey the following information when reporting errors to the originator:

C4.2.1.1. Table 1 Data. Identifies the originator of the DLMS 824R and the recipient, which is the originator of the erroneous transaction being rejected.

C4.2.1.2. Table 2 Data

C4.2.1.2.1. Identifies the erroneous transaction, specifically including the following data:

C4.2.1.2.1.1. Document number or contract number.

C4.2.1.2.1.2. Transaction set control number.

C4.2.1.2.1.3. Transaction set identifier code.

C4.2.1.2.1.4. Beginning segment information as applicable (e.g., transaction set purpose code, transaction type code, report type code, action code).

C4.2.1.2.1.5. Identifying materiel number (e.g., National StockNumber (NSN), part number (PN)/CAGE)

C4.2.1.2.1.6. Transaction creation date.

C4.2.1.2.2. The application error condition code identifying error type.

C4.2.1.2.3. Copy of the bad data element (optional).

C4.2.1.2.4. Free-form text message describing the error (optional).

C4.2.2. Reject-Error Routing. Routing of the reject is from the rejecting activity to the sending activity. This will typically lead to one of two scenarios:

C4.2.2.1. DLA Transaction Services Transaction Reject. In this case Defense Automatic Addressing System (DAAS) shall use the DLMS 824R, Reject Advice Transaction, to report the error back to the originating activity, which must correct and retransmit the transaction.

C4.2.2.2. Activity Transaction Reject from DAAS. An activity receiving a transaction from DAAS shall report the error back to the transaction originator using DLMS 824R. DAAS shall compare the reject information to an image of the transaction as they received it from the originating activity. If DAAS determines it caused the error, DAAS shall correct and retransmit the transaction. If DAAS determines the originating activity caused the error, then DAAS shall initiate another Reject Advice Transaction back to the originating activity, as in the first scenario.

C4.2.3. Application Program Use of DLMS 824R, Reject Advice. If a DoD Component application program cannot process a received transaction, it shall send a DLMS 824R, Reject Advice Transaction back to the sending activity. The Reject Advice Transaction reports the unique document number of the erroneous transaction and codes identifying one or more specific error conditions.

C4.2.3.1. Rejection by Specific Reject Advice Code. Initially, DLMS 824R was developed to provide the functionality of legacy Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) Document Identifier Code (DIC) DZG, Transaction Reject. As such it rejects the following DLMS transactions with legacy MILSTRAP functionality: DLMS Transactions 527D, 527R, 536L, 830R, 830W, 846A, 846D, 846F, 846I, 846P, 846R, 846S, 867D, 867I, 870L, 888I, and 947I, citing specific reject advice codes in the LQ segment. The DLMS 824R is authorized for use with other DLMS supply and contract administration transactions that are not specifically identified. However, use of DLMS 824R does not supersede procedures for error identification addressed by DLMS 140A, Small Arms and Light Weapons (SA/LW)

Reporting, DLMS 870S, Supply Status, or DLMS 842A/R, DoD Supply Discrepancy Report Reply. DLMS 824R codes may be expanded in the future as requirements are identified and implemented.

C4.2.3.2. DAAS Rejects. DLA Transaction Services uses the DLMS 824R to provide narrative message rejection of any DLMS transaction as described in paragraph C4.2.4.3.

C4.2.4. Characteristics of Use

C4.2.4.1. Application Identified Error Examples. Even with stringent editing performed by the EDI translator, some error conditions will occur that only the more complex application program edits can identify. These errors may include:

C4.2.4.1.1. Invalid item identification.

C4.2.4.1.2. Quantity of zero when a nonzero quantity is required.

C4.2.4.1.3. Invalid DLMS code received in the LQ02 Segment. The DLMS 824R applies only when a received transaction fails to comply with the application-level rules/formats specified in the DLMS Supplement.

C4.2.4.2. Violations of DoD Business Process Rules Where Reject Advice Codes Are Identified

C4.2.4.2.1. Exceptions. DLMS 824R does not apply when specifying violation of a DoD Component or activity business policy.

C4.2.4.2.2. Reporting. Receivers of transactions containing these types of errors shall report the errors back to the sender using the DLMS Supplement specified in the appropriate functional volume. Frequently, the same DLMS Supplement number used in the erroneous transaction set is also used to report back the errors.

C4.2.4.3. DLA Transaction Services Receipt and Generation of DLMS 824R Reject Advice

C4.2.4.3.1. Processing Data. As DAAS receives DLMS interchange envelopes it shall process the data through an EDI translator and then break the contents down to the transaction level. DAAS shall apply appropriate DLMS and DoD Component edit checks on received transactions.

C4.2.4.3.1.1. If DAAS software detects a nonbusiness process error, it shall reject the transaction back to the sender using Federal IC 997 or DLMS 824R, as applicable.

C4.2.4.3.1.2. If DAAS detects data errors preventing the correct routing or processing of the transaction, DLA Transaction Services shall reject the transaction back to the originator with a DLMS 824R containing a narrative message in

the NTE segment identifying the error(s) that prevented the routing/processing. DLA Transaction Services shall also use the enveloping information to identify the rejected transaction.

C4.2.4.3.2. Loading Transactions. DAAS shall load transactions that do not contain errors into the Logistics Online Tracking System (LOTS).

C5. CHAPTER 5

STANDARDS AND CONVENTIONS

C5.1. GENERAL INFORMATION

C5.1.1. Use of American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12. The Defense Logistics Management System (DLMS) use the ANSI ASC X12 (hereafter referred to as ASC X12) standards for Electronic Data Interchange (EDI) to exchange DoD Logistics data. ASC X12 standards are formally established, maintained, and published by ASC X12 to provide a common basis for communicating shared business information.

C5.1.2. ASC X12 Syntax Rules. ASC X12 standards define the specific syntax rules for the EDI constructs and define the universe of components that can be used. However, because ASC X12 standards are intentionally designed to be very flexible to meet the business needs of a wide variety of users, additional documentation is necessary to define how to use the standards within a specific user community. This documentation is called an Implementation Convention (IC).

C5.1.2.1. Non Compliant Syntactic Validation of X12 Supersets. ASC X12 refers to the use of codes from a higher version as a Superset, which is considered noncompliant. The X12 standard currently does not allow for use of codes from a higher version, nor does it allow substantially changing the meaning of the underlying code hence creating confusion and non-compliance with respect to semantic equivalence.

C5.1.2.2. DLMS use of ASC X12 Supersets. Although regarded as syntactically non-compliant by the X12 standard, the DLMS authorizes limited use of Supersets where higher version codes (also known as migration codes) are necessary to support Component data requirements. Where approved for use under the DLMS, DoD Components and Value Added Networks (VANS) will ensure commercial software products are configured to support Supersets as documented in the DLMS supplement

C5.1.3. Implementation Conventions. ICs further define applicable ASC X12 transaction sets used in the DLMS. Within DLMS, the DLMS Supplements identify and define the segments, data elements, and codes that DLMS trading partners use in each IC. Most importantly, ICs specify rules and formats for the contents of data within the data elements.

C5.1.4. Code Sources

C5.1.4.1. Deriving Code Values. (Code values associated with data elements may be derived from several locations. Many of the applicable code values for DLMS data elements are listed in the DLMS supplements. Three data elements; transportation mode/method code (transportation method/type code), unit of issue (unit

or basis for measurement code), and type pack code (packaging code), use conversion guides to convert the legacy 80 record position code structure to the ASC X12 code structure. DLMS will continue to support other legacy code structures used in the DLSS. Special processing at the point of input provides conversion from a DoD code value to an ASC X12 code value for transmission of the transaction set. Both the sender and the receiver employ the conversion guide so that the users see only the familiar DoD code values. DLMS Cross Reference/Conversion Guides are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eApplications/LogDataAdmin/dlmsansiconverguides.asp.

C5.1.4.2. References to Code Source. For data elements that reference a significant number of code values and all that are applicable to a DLMS application, the specific codes may not be listed in the DLMS Supplement. In those cases, reference to a code source is provided.

C5.1.5. DLMS Qualifiers

C5.1.5.1. DLMS qualifiers are codes used in the ASC X12 based DLMS Supplement to identify a specific data element. The qualifier value is selected from codes approved for use by ASC X12 in the version/release applicable to the DLMS Supplement. At times there is no suitable qualifier available within the X12 dictionary and an alternative code must be used to identify and pass the data associated with the business process. There are three methods used to accomplish this:

C5.1.5.1.1. Borrowed Code. Use of a “borrowed code” refers to establishing an agreement among all trading partners to use a valid X12 code at the correct version by altering the code’s semantic meaning (i.e., the code is used because it conforms to syntax rules, even though its intended meaning is different from its use in the identified context). The borrowed value must be a value that is otherwise unused by the trading partners allowing its definition to be mutually changed. When a borrowed code is identified for DLMS use, DLA Logistics Management Standards will submit an ASC X12 data maintenance (DM) action to establish a new qualifier to be approved for use in a higher (future) ASC X12 version/release. The borrowed code may be used indefinitely until DoD migrates to a higher version of ASC X12, but, more likely, will be permanent since migration to higher versions is very rare. Data Element 1270, codes are associated with a specific industry code list, when they are over ridden by DLMS use, the specific DLMS use must be identified.

C5.1.5.1.2. Migration Code. A migration code is a code from a higher (but existing) ASC X12 version that is used in a lower version. The semantic meaning and syntax are consistent with the higher version. Use of a “migration code” refers to establishing

agreement among all trading partners to use a valid X12 code from a higher version, with its approved X12 definition, at a lower version of X12. ASC X12 refers to the use of a migration code within implementation guidance as a superset. Manual intervention may be needed for some commercial applications to accept the higher version code.

C5.1.5.1.3. Local Code. A local code is a code value that is not in the current version, and has not been established at a higher ASC X12 version. A data maintenance action may be in process to establish the code in a higher version. Once approved by ASC X12, the local code becomes a 'migration code'. Manual intervention may be needed for some commercial applications to accept the local code.

C5.1.5.2. DLMS Preference for Borrowed Codes over Migration or Local Codes. To maintain consistency between the logistics and transportation domains, the DLMS will use codes from the current version of ASC X12 whenever feasible. The preference for documentation of new codes when they are not available in the current version is to use borrowed codes, ***where there is a reasonable contextual equivalent.*** When the list of borrowed codes for a data element has been exhausted or a suitable code cannot be found, migration codes or ***local codes*** are an acceptable alternative and will be approved by the PRC Chair/Administrator on a case-by-case basis. ***An exception to this preference is for unit of measure codes. Unit of measure codes will map to the matching ASC X12 code for the applicable version/release or a migration code. Where ASC X12 lacks a unit of measure code in the current version/release or a migration code, a DM must be submitted to ASC X12 to create the code and a local code will be assigned until such time as that migration code is approved by ASC X12.*** When codes are borrowed in the logistics domain, DLA Logistics Management Standards will continue to submit code changes to ASC X12 to add the code to a future version. Local codes will only be used where a DM action has been submitted, but the associated DLMS Supplement ***and system applications*** must be updated as soon as practical after ASC X12 completes the approval of the requested value. ***It is possible that the approved code value will differ from the local code; in this case, the DLMS Supplement and system applications will be updated to reflect the approved migration code based upon issuance of an administrative ADC.***

C5.1.5.3. DLMS Supplements frequently employ a specific combination of segments and data elements to convey encoded information. DLMS Qualifiers and Cross Reference/Conversion Guides list approximately 200 DoD standard data elements such as supply condition code, air commodity and special handling code, and management code. DLMS Supplements specify which code lists are appropriate. DLMS Qualifiers are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/LQHome.aspx.

C5.2. DLMS SUPPLEMENTS TO FEDERAL IMPLEMENTATION CONVENTIONS. DLMS Supplements are located on the DLA Logistics Management Standards Website: www.dla.mil/j-6/dlmso/eLibrary/TransFormats/140_997.asp. DLMS Supplements address how the standards are implemented. One transaction set may be used in several different functional areas or repeatedly within the same functional area. Each

separate interpretation of the standards according to a specific usage is called an application.

C5.2.1. General

C5.2.1.1. Purpose. Each DLMS Supplement represents a combination of ASC X12 standards and implementation guidance specific to the DLMS. The manner in which this information is presented is consistent from one application to the next. The format used is derived from the ASC X12 guidelines for implementing EDI with slight alteration, where necessary, to accommodate the amount of information included.

C5.2.1.2. Structure. Each DLMS Supplement begins with a hierarchy table showing the entire transaction set. This is followed by a segment hierarchy for each of the segments used by the application.

C5.2.1.3. Segment Hierarchy. The segment hierarchy includes a data element summary with information pertaining to each data element in the segment. In general, information printed in normal typeface is extracted from ASC X12 standards and information printed in italics prefaced by the phrase “DLMS Note” relates to the DLMS implementation of the standards.

C5.2.2. Implementation Notes

C5.2.2.1. Instructions on Use of the ASC X12 Standard. In many instances, exact equivalents are not available to accommodate the mapping of DoD information requirements to the standard. Specific instructions on how a particular portion of the standard is used under DLMS Supplements are provided in the form of implementation notes. These notes explain what data may be carried where. They are printed in italics. Notes may be applicable to a transaction set, a segment, a data element, or a specific code value depending upon their placement.

C5.2.2.2. Importance of Notes. The information provided in implementation notes is crucial to understanding the convention. At times, the ASC X12 data element or code value name has little similarity to the commonly used name for a piece of information. Additionally, an ASC X12 data element or code value may be used as a borrowed or migration code to carry DLMS required data not otherwise provided for by the standard. The implementation notes explain these circumstances.

C5.3. DLMS DICTIONARY/DIRECTORY. ASC X12 develops uniform standards for electronic interchange of business transactions. The main objective of ASC X12 is to provide standards to facilitate electronic interchange of general business transactions. The standards are intended to provide a broad range of ICs by trading partners. By agreement between trading partners, ICs are developed to satisfy a specific business interchange. These ICs do not incorporate the full range of allowable business information in a transaction set but tailor the configuration of the transaction sets to identify selected data segments and data elements essential to the business interchange. The DoD logistics community has exercised similar judgment in developing and defining DLMS Supplements. The DLMS Dictionary/Directory is an

extract of the ASC X12 Dictionary/Directory and shows only those DLMS Supplements, data segments, and data elements authorized for use in DLMS data interchange processes. The DLMS Dictionary/Directory is available at www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Default.ASPx

AP1. APPENDIX 1

REFERENCES

References[1] in this manual are linked to the authoritative sources from the DLA Logistics Management Standards Website for the following publication categories:

DoD Directives: www.dla.mil/j-6/dlmso/eLibrary/Manuals/directives.asp

DoD Instructions: www.dla.mil/j-6/dlmso/eLibrary/Manuals/instructions.asp

DoD Manuals/Regulations, etc: www.dla.mil/j-6/dlmso/eLibrary/Manuals/regulations.asp

DoD Component Joint: www.dla.mil/j-6/dlmso/eLibrary/Manuals/joint.asp

Defense Logistics Manuals: www.dla.mil/j-6/dlmso/eLibrafy/Manuals/dlm/dlm_pubs.asp

Military Standards: www.dla.mil/j-6/dlmso/eLibrary/Manuals/milstds.asp

Non-DoD: www.dla.mil/j-6/dlmso/eLibrary/Manuals/nondod.asp

DoD Component Regulations/Manuals: www.dla.mil/j-6/dlmso/eLibrary/Manuals/other.asp

Military Handbook and Standards: www.dla.mil/j-6/dlmso/eLibrary/Manuals/milstds.asp

Discrepancy Status or Disposition (Reply) Code[2]
www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=HD

The following references are listed in the order they appear in the text of the manual:

Document

DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMR)”

DoD Instruction 4140.1, "DoD Supply Chain Materiel Management Policy," December 14, 2011

DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003

Department of Defense Directive 8190.1, “DoD Logistics Use of Electronic Data Interchange (EDI) Standards,” as supplemented by USD (AT&L) memorandum dated 22 December 2003 (Migration to the Defense Logistics Management Standards)

DLM 4000.25-4, “Defense Automatic Addressing System (DAAS) Manual”

[1] On line sources are identified when known
[2] See DLMS Volume 2, Chapter 17, Supply Discrepancy Reporting.

Federal Acquisition Regulation and the Defense Federal Acquisition Regulation Supplement 204.7108, 204.7103, 204.7105

DTR 4500.9-R, “Defense Transportation Regulation,” June 2008

DLAI 4145.4/AR 740-3/AFJMAN 23-231/ NAVSUPINST 4400.100/MCO 4450.15, “Stock Readiness,” January 6, 2003

Naval Operations Instructions Navy Intelligence and Security Doctrine 4790.14

DoD Instruction 3110.06, “War Reserve Materiel Policy,” June 23, 2008

DoD 4140.27-M, "Shelf-life Item Management Manual," May 5, 2003

DoD 4140.25-M, “DoD Management of Bulk Petroleum Products, Natural Gas and Coal”

DoD 5200.8-R, “Physical Security Program,” May 27, 2009

DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual - Glossary and Volumes 1-16"

DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives"

Federal Property Management Regulations, 101-26.311, 101-27.505

DLM 4000.25-2, “Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)”

DoD Directive 5160.65, “Single Manager for Conventional Ammunition,” August 1, 2008

DoD 4140.26-M, "Defense Integrated Material Management Manual for Consumable Items," September 24, 2010

Army Materiel Command Regulation (AMC-R) 700-99/Naval Supply Systems Command Instruction (NAVSUPINST) 4790.7/Air Force Logistics Command Regulation (AFLCR) 400-21/Marine Corps Order (MCO) P4410.22, “Logistics Wholesale Inventory Management and Logistics Support of Multi-Service Used Non consumable Items

DoD 4160.21-M, “Defensive Materiel Disposition Manual,” August 1997

MIL-STD-129, “Military Standard Marking for Shipment and Storage”

DLAR 4155.24/AR 702-7/SECNAVINST 4855.5B/AFR 74-6, "Reporting of Product Quality Deficiencies Across Component Lines"

DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2/AFR 74-5/MCO 10110.21, "Inspection of Subsistence Supplies and Services"

DoD Directive 5410.12, “Economic Adjustment Assistance to Defense-Impacted Communities”

DLA Disposition Services I4160.14, “Operating Instructions for Disposition Management”

DLM 4000.25-1, “Military Standard Requisitioning and Issue Procedures (MILSTRIP)”

29 CFR 1910.1200(b)(6)

Joint DLAR 4155.24 /AR 702-7/SECNAVINST 4855.5B/ AFR 74-6l

DoD 4140.65-M, “Compliance For Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)”

DoD 5200.1-R, "Information Security Program," February 12, 2012

DLAR 4155.24/AR 702-7/SECNAVINST4855.5A/AFR 74-6, Product Quality Deficiency Program

MIL-HDBK-701, “Blocking, Bracing and Skidding of Industrial Plant Equipment for Shipment and Storage”

MIL-STD-107, “Preparation and Handling of Industrial Plant Equipment (IPE) for Shipment and Storage”

MIL-STD-130, "DoD Standard Practice Identification Marking of U.S. Military Property"

National Archives Records Administration (NARA) General Records Schedule (GRS)

National Telecommunications and Information Systems Security Instruction (NTISSI) No. 4001, "Controlled Cryptographic Items"

DoD Directive 8320.2, “Data Sharing in a Net-Centric Department of Defense,” April 23, 2007

DoD Instruction 4140.01, “DoD Supply Chain Materiel Management Policy,” December 14, 2011

DoD 5200.2-R “Personnel Security Program,” February 23, 1996

Foreign Assistance Act of 1961, as amended and the Arms Export Control Act of 1976, as amended

DoD Instruction 4140.61, “Customer Wait Time and Time Definite Delivery”

WAWF Electronic Data Interchange Implementation Guides

AP2. APPENDIX 2

TERMS AND DEFINITIONS

ACCESSORIAL COSTS OR CHARGES. Certain expenses incident to issues, sales, and transfers of materiel. They are defined to include: packing, handling, and crating costs; transportation costs; port loading and unloading costs; and positioning costs.

FOREIGN MILITARY SALES (FMS). Separate charges added to the standard price of materiel for each foreign military sales case. The charges cover expenses of packing, handling, crating, transportation, and supply operations associated with preparation and delivery of foreign military sales materiel.

LAND. Charges by a carrier for rendering service in addition to the line haul. Such services may include sorting, packing, cooling, heating, switching, delivering, storage, and reconsigning.

OCEAN. Those services for which the ocean carrier is not responsible under the terms of the applicable commercial tariff or Military Sealift Command (MSC) contract rate, but which are required to complete the receipt and delivery of freight between common carriers, consignors, or consignees.

ACCOUNTABILITY. (DoD) The obligation imposed by law or lawful order or regulation on an officer or other person for keeping accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

ACCOUNTABLE OFFICER. See “Accountability.”

ACCOUNTABLE RECORD. See “Property Accountability Record.”

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN). A two-position alphanumeric control code assigned (under DFARS 204.7108) to each accounting classification used in a single contract.

ACCREDITED STANDARDS COMMITTEE (ASC) X12. Accredited by the American National Standards Institute in 1979, ASC X12, Electronic Data Interchange, is a voluntary standards group charged with developing American National Standards for electronic data interchange.

ACTION ACTIVITY. Any activity required to take action as a result of a supply discrepancy report (SDR), (e.g., distribution depot, inventory control point/integrated materiel manager, contract administration office, packaging control point, international logistics control office or shipping activity).

ACTIVITY. A unit, organization, or installation performing a function or mission, (e.g., reception center, redistribution center, naval station, naval shipyard). (Source: JCS Publication 1-02, "DoD Dictionary of Military Terms.")

ACTS OF GOD. A happening outside the control of humans.

ADJUSTMENT REQUEST. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include follow-ups for adjustments for validated discrepancy reports and promised materiel return program credits.

ADJUSTMENTS, BOOK-TO-BOOK. Mismatches within the storage activity's management system between the quantity-by-location and the owner balances.

ADJUSTMENTS, PHYSICAL INVENTORY. The accounting transaction that corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, (3) capitalization/decapitalization actions, (4) reidentification of stock, (5) type of pack changes, (6) catalog data changes, (7) supply condition and purpose code changes, etc.

ADMINISTRATIVE COSTS. General overhead expenses and other costs in operating the DoD or General Services Administration logistics systems that are incident to the issue, sale, or transfer of materiel and are not included in the price of the materiel, or as an accessorial cost.

ADVANCE PAYMENT. Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

AERIAL PORT OF DEBARKATION (APOD). A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located. It is identified by a three-position Air Terminal Identifier Code (Reference DTR 4500.9-R, "Defense Transportation Regulation").

AERIAL PORT OF EMBARKATION (APOE). A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located. It is identified by a three-position Air Terminal Identifier Code (Reference DTR 4500.9-R, "Defense Transportation Regulation").

AGENT (Depot Maintenance Interservice Support Agreement). The Military Service responsible for providing depot maintenance support to the Principal. (Source: OPNAVINST 4790.14A, et.al, "Joint Depot Maintenance Program," March 31, 1999)

AGREEMENT LINE ITEM NUMBER (ALIN). Identifies an item of supply listed in an agreement document.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI). The national coordinator of voluntary standards for the United States and approves a standard only when it has verified evidence which the standards developer presents, showing that those whom the standard materially affects substantially agree by consensus to its provisions.

AMMUNITION/EXPLOSIVES. A device charged with explosives, propellants, pyrotechnics, initiating composition, nuclear, biological, or chemical materiel for use in connection with defense or offense, including demolitions. Ammunition that can be used for training, ceremonial, or nonoperational purposes is included.

ANTICIPATED NOT-MISSION-CAPABLE-SUPPLY (ANMCS). A condition which is anticipated to occur within 15 days in the continental United States (CONUS) or 20 days outside the continental United States (OCONUS) of the requisition date when the lack of items or equipment required causes mission-essential systems or equipment of being incapable of performing any of their assigned missions.

ASSEMBLAGE IDENTIFICATION NUMBER (AIN). AIN is a 2-position numeric ranging from 01-20 and is the second level identifier for medical and industrial kits/sets. It is system generated at the build manager level based on the number of kits required.

BASIC ISSUE ITEM (BII). Those essential auxiliary items that are required to operate equipment and enable it to perform the mission and function for which it was designated.

BATCH SERIAL NUMBER. A consecutive number assigned by the paying office to each batch of contract payment notices. On October 1st, each batch for each accounting point begins with one. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.

BILL. A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

BILL NUMBER. An alpha or numeric identifier assigned by the billing office to identify a bill. The bill number is unique to the billing office DoD activity address code (DoDAAC) and may not be duplicated within a calendar year.

BILL OF LADING (B/L). The primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

BILLED ERROR. An error in a bill, at the bill or detail billing record level, which has one or more of the following characteristics: duplicates a previous bill or detail record; contains an error in amount; assigns the wrong billed office, (i.e., designates the billed office in a manner that violates the requirements of Volume 4, Finance; was not billed under the proper method (noninterfund versus interfund); or should not have been billed, (e.g., was nonreimburseable, the requisition was cancelled, or accessorial charge was inappropriate)).

BILLED OFFICE. Any office designated to receive a bill.

BILLING DISCREPANCY. A discrepancy related to duplicate or multiple billings per individual shipment or a single billing with no ship line. Such discrepancies are reportable by security assistance customers on a supply discrepancy report. Within U.S. Government channels, all billing discrepancies will be processed under Volume 4, Finance.

BILLING OFFICE. An office that prepares bills for materiels and services subject to the requirements of Volume 4, Finance.

BILL OF MATERIAL (BOM). A list of raw materials/component parts, etc. and at the quantities of each needed to assemble/manufacture/repair an end item or final product.

BUILD DIRECTIVE NUMBER (BDN). BDN is a 4-position alphanumeric value used to identify a specific build order of a medical/industrial kit. It is system generated at the build manager level and serves as the first level identifier.

BUSINESS RULE. A statement that defines or constrains some aspect of the business. It is intended to assert business structure or to control or influence the behavior of the business.

CAPITALIZATION. The receipt or transfer in of inventories from a different fund or fund subdivision without charge or income. The inventory increases the transferee's fund equity (capital) directly and does not increase operational income or expense.

CARE of SUPPLIES IN STORAGE (COSIS). A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. With proper COSIS, supplies and equipment in storage will be preserved and maintained in a serviceable condition through inspection and actions taken to correct any forms of deterioration and to restore materiel to ready-for-use condition. The COSIS includes in-storage inspection, minor repair, testing, exercising, preservation, and packing of materiel, and all intra-depot materiel movement to perform those tasks.

REIMBURSABLE COSIS. Those COSIS activities such as testing, exercising, preservation, and packing of materiel in storage resulting from COSIS inspections and not funded under discrete pricing and, in general, entails those actions necessary to correct the problems with the materiel, and/or packaging identified by the routine COSIS. Reimbursable COSIS Includes the costs for any component parts required in performing minor repairs. This applies to both receipts from Military Service activities as well as materiel in storage, and includes both minor repairs and necessary packaging that will maintain the stored materiel in assigned materiel condition codes. Funding for this work is outside of the scope of the discrete pricing as defined in the Defense Capital Working Fund

STANDARD COSIS. Standard COSIS inspections are included in the discrete pricing rate and as a minimum, consist of an annual survey of the materiel in storage. The instructions in DLAI 4145.4/AR 740-3/AFJMAN 23-231/ NAVSUPINST, "Stock Readiness," January 6, 2003, provide specifics for various materiel types and categories.

CASE DESIGNATOR. A unique code used with a country identification code to identify a particular foreign military sale. It is a three-character designation.

CENTRAL SERVICE POINT. A representative designated by each Service/Agency to update the DoD activity address directory (DoDAAD) and military assistance program address directory (MAPAD) databases and to maintain liaison with DLA Transaction Services and the DoDAAD and MAPAD System Administrators.

CHANGE NUMBER. The change number is assigned by DLA Transaction Services and consists of four positions, (i.e., a one-position calendar year code and a three-position serial number).

CLEAR TEXT ADDRESS. The in-the-clear address of the ship-to and/or the mark-for activity identified by the military assistance program address code (MAPAC).

COMMUNICATION ROUTING IDENTIFIER (COMMRI). A 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DLA Transaction Services, to electronically transmit and receive logistics data between the foreign military sales and the US DoD supply systems.

COMPONENT REGISTRY. The Military Service or Defense Agency system which maintains visibility of all small arms and light weapons (SA/LW) serial numbers within that Component and provides the DoD SA/LW Registry with small arms and light weapons status.

CONSIGNEE. The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that is receiving the product.

CONSIGNOR. The person or activity that is the supplier or shipper of a product.

CONSTRUCTED DOCUMENT NUMBER. A document number created and used in place of the original requisition number when the original number cannot be determined. The constructed document number may be employed in reporting selected product quality and supply discrepancies. Under DLMS a constructed document number is identified through the use of a utilization code.

CONSTRUCTIVE DELIVERY. The delivery of materiel to a commercial carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, materiel shipment status of shipping documents, drop from inventory, or a list of deliveries in a post office.

CONTRACT ABSTRACT. A representation, in machine format, of key elements of contractual data that are used to establish the contract record in the recipient's database.

CONTRACT ADMINISTRATION OFFICE (CAO). A DoD contract administration service (CAS) DoD Component that performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations engaged in the performance of field contract administration services.)

CONTRACT LINE ITEM. An item of supply or service on a contractual document usually identified by a contract line item number (CLIN). (See DFARS 204.7103.)

CONTRACT MAINTENANCE. Any depot level maintenance performed under contract by commercial organizations, including original manufacturer. (Source: OPNAVINST 4790.14.)

CONTRACT MODIFICATION. Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action under a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements; and, (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

CONTRACTOR-FURNISHED MATERIEL (CFM). Materiel that the contractor is contractually required to provide. The source of supply for CFM may be the commercial market or the federal supply system when authorized by contract.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory item categories in descending order of degree of control normally exercised are, as follows:

CLASSIFIED ITEMS. Materiel that requires protection in the interest of national security.

PILFERABLE ITEMS. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

SENSITIVE ITEMS. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, and ammunition. (See DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation,” May 23, 2003”)

CONVENTIONAL AMMUNITION. A device charged with explosives, propellants, pyrotechnics, or initialing composition for use in conjunction with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational use.

CONTROL POINT. An activity designated by a Military Service, DLA or the General Services Administration (GSA) to monitor packaging discrepancies for their respective Service/Agency (S/A).

CRITICAL SAFETY ITEM (CSI). A part, assembly, installation, or production system with one or more essential characteristics that, if not conforming to the design data or quality requirements, would result in an unsafe condition that could cause loss or serious damage to the end item or major components, loss of control, or serious injury to personnel. Also called CSI. (See Joint Pub 1-02.)

CUSTODIAL ACCOUNTABILITY. The responsibility of the Single Manager for Conventional Ammunition (SMCA) to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and financial liability investigation of property loss reports.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

CUSTOMER COLLABORATION. A confluence of strategic, tactical, and operational time base quantitative and qualitative sharing of information between DLA and its customer activities, including, but not limited to, formalized collaboration partnerships, exception handling by detection and notification, and DLA/customer collaborative demand planning.

CUSTOMER RETURN IMPROVEMENT INITIATIVE (CRII). A DLA program developed to reduce the likelihood that depots would receive nonconforming returned materiel.

DAMAGE. Partial or total marring of the appearance or reduction in usability of the materiel for its intended purpose. For security assistance, damage describes a condition creating impaired item functionality. Applicable to U.S. Postal Service and security assistance shipments only.

DATA ELEMENT. A basic unit of information in a business transaction.

DATA ITEM. A subunit of descriptive information or value classified under a data element.

DATA MODEL. A visual depiction that identifies data, attributes, and relationships associated with other data.

DATA SEGMENT. A series of data elements defined and placed in a single group in a specific sequence. A data segment directory, defines the proper data element sequence for each data segment and is part of the ASC X12 standards.

DATE PACKED. (Shelf-Life Item). For all items required to be marked with date packed, the date packed will be that date on which the product was packaged in the unit container, regardless of dates of packing, shipping, or additional processing. (See DoD 4140.27-M, " Shelf Life Item Management Manual," May 5, 2003.)

DECAPITALIZATION. The issue or transfer out of inventories to another fund or fund subdivision without expense or reimbursement. The cost of the inventory decreases the transferor's fund equity (capital) directly and does not increase operational expenses or income.

DEFENSE LOGISTICS MANAGEMENT SYSTEM (DLMS). A broad base of business rules, to include uniform policies, procedures, time standards, transactions, and data management, designed to meet DoD's requirements for total logistics support. Founded upon ANSI ASC X12 EDI, DLMS is being expanded to support emerging electronic business (EB) capabilities such as: data sharing, automated identification technology, object-oriented user interfaces, electronic malls, web-based technology, and electronic funds transfer, as appropriate.

DELIVERY TERM CODE (DTC). A code (prescribed in FMS cases) identifying the point at which the responsibility for moving an item as an FMS shipment passes from the United States DoD to the purchasing nation or international organization.

DLMS TRADING PARTNER AGREEMENT. A written instrument of understanding negotiated between trading partners that specifies contractual matters and protocols regarding Government DLMS transactions. (Reference DLM 4000.25, "Defense Logistics Management System.")

DEFENSE TRANSPORTATION SYSTEM (DTS). That portion of the worldwide transportation infrastructure that supports DoD transportation needs in peace and war. The DTS consists of two major elements: military (unique) and commercial resources. These resources include aircraft, assets, services, and systems unique to, contracted for, or controlled by the Department of Defense. The Defense transportation infrastructure, including ports, airlift, sealift, railway, highway, intransit visibility, information management systems, customs, and traffic management that the Department of Defense maintains and exercises in peacetime, is a vital element of the DoD capability to project power worldwide. It provides for responsive force projection and a seamless transition between peacetime and wartime operations.

DEMAND DATA EXCHANGE. A systematic method use for submitting collaborative customer projected supply plan materiel requirements to DLA.

DEPARTMENT OF DEFENSE SMALL ARMS/LIGHT WEAPONS (SA/LW) REGISTRY. DoD central repository for SA/LW serial numbers. The registry serves as the single point of access for inquires relating to the last known record of SA/LW serial

numbers. Serial numbers are provided by the Component Registries on a scheduled and as required basis.

DEPOT. See "Storage Activity."

DEPOT MAINTENANCE INTER-SERVICE SUPPORT AGREEMENT (DMISA). A formalized agreement similar to a contract whereby one Service (the Agent) obligates itself to provide depot maintenance support for another Service (the Principal). (Source: OPNAVINST 4790.14A, et.al) For the purpose of this manual, DMISA also covers depot maintenance provided for under inter-Service support agreements not covered by the referenced joint regulation.

DETAIL BILLING RECORD. The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the transaction number. When more than one shipment is involved, the partial shipment, identified by a suffix, is the lowest level of detail.

DETERIORATION. A breakdown in composition of an item that makes it inferior in quality and value.

DIRECT PROCUREMENT METHOD (DPM). A method of personal property shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contract arrangements or by the use of government facilities and personnel.

DIRECT VENDOR DELIVERY (DVD). (DoD) A materiel acquisition and distribution method that requires vendor delivery directly to the customer.

DISTRIBUTION DEPOT. See "Storage Activity."

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, and procedures designed to receive, store, maintain, distribute, and control the flow of military materiel between the point of receipt into a DoD supply system and the point of issue to using activities and units. (See Joint Pub 1-02.)

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUNS (Data Universal Numbering System) NUMBER. A 9 digit numerical identifier/number created for an organization by Dunn & Bradstreet. A different DUNS number shall be assigned for each physical location different address of an organization, as well as each legal division that may be co-located. A DUNS number is frequently required to register with the Central Contractor Registration (CCR).

DUPLICATE BILL. An exact duplicate of a previous bill or a bill supported entirely by duplicate billing records.

DUPLICATE DETAIL BILLING RECORD. A second or subsequent detail billing record for a single shipment.

DUPLICATE SHIPMENT. A shipment which corresponds exactly to a previous shipment.

EFFECTIVE DATE. The five-position ordinal date (two-position year and three-position day) when an address (DoDAAD/MAPAD) change becomes effective.

ELECTRONIC MALL (EMALL). An internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products. For additional information see the DoD EMALL Website https://dod-emall.dla.mil.

ENEMY ACTION. Those courses of action imposed by the enemy that could affect the friendly mission.

ENTERPRISE IDENTIFIER (EID). An identifier, which relies on the Data Universal Numbering System (DUNS) as a primary key for non-DoD entities, and an extended DoD activity address code (DODAAC) for DoD activities. DUNS+4, an additional 4-digit suffix to the DUNS code, allows for the identification of payment location used by business partner (represented by a DUNS) when that partner has multiple locations. Other alias identifiers recorded to date include the contractor and Government entity (CAGE) code, the austin-tetra number, and taxpayer identification number (TIN).

ESSENTIALITY CODE. Indicates that the assembly or component is essential to the performance of the primary and/or secondary missions of the weapon system and/or end item. The degrees of assembly and/or component essentiality depend on the effect their failure would have on a weapon system and/or end item readiness.

EVIDENCE OF SHIPMENT. Any legible movement document or receipt, duly signed by a carrier representative, which shows that the United States has shipped or released the materiel in question to a carrier for shipment to the country's designated representative, constitutes evidence of shipment. Such documents generally show the quantity, national stock number (NSN), mode date, transportation control number (TCN), notice of availability (NOA) number/bill of lading (B/L)/parcel post insured, registered number, addressee, vessel, or flight number (to the extent possible), and name of shipper and carrier to include weight and cube information, and number of pieces, etc.

EXCEPTION MATERIEL. Security Assistance Program materiel which, due to its peculiar nature and increased transportation risks, requires special handling in the transportation cycle and deviation from normal shipping procedures. This includes classified materiel, sensitive materiel, firearms, explosives, lethal chemicals, and other dangerous and hazardous materiel that requires rigid movement control and air cargo of such size that the item exceeds commercial capability.

EXHIBIT LINE ITEM. An item of supply or service listed on an exhibit or schedule forming a part of the contractual document usually identified by an exhibit line item number (ELIN). (See DFARS 204.7105.)

EXPEDITED HANDLING SHIPMENTS. Items identified by special requirements handling codes (A, B, C, or D) in the requisitions. Items so identified override normal precedence in processing and moving shipments.

EXPIRATION DATE (Shelf-Life Item). The date beyond which nonextendible shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (See DoD 4140.27-M, "Shelf-Life Item Management Manual").

EXPIRED SHELF-LIFE. The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, has expired.

FEDERAL SUPPLY CLASSIFICATION (FSC). The first 4-digits of the 13-digit national stock number. The FSC relates/separates items of supply.

FINANCIAL DISCREPANCY. The following definition applies to security assistance discrepancy reporting only. A discrepancy related to administrative and/or accessorial charges that will be processed by the Defense Finance and Accounting Service – Denver, Deputy for Security Assistance (DFAS-DE/I).

FIRE. A phenomenon of combustion manifested in light, flame, and heat.

FOREIGN MILITARY SALES (FMS). That portion of the United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred. Also called FMS. (See Joint Publication 1-02.)

FOREIGN MILITARY SALES (FMS) CASE DESIGNATOR. A unique designator within a single country assigned by the implementing Service to each FMS case, to identify a specific offer to a country. This designator stays with and identifies the sale or offer of a sale.

FOREIGN MILITARY SALES COUNTRY REPRESENTATIVE (CR). The designated country official (Consulate, Attaché, Director of Movements) duly authorized to control FMS case transactions.

FOREIGN MILITARY SALES FREIGHT FORWARDER/INTERNATIONAL FREIGHT FORWARDER. A private firm that serves as a contractual agent for the FMS customer. These companies, as a minimum, receive, consolidate, and stage materiel within the United States for onward shipment to the purchasing country.

FOREIGN MILITARY SALES (FMS) NOTICE NUMBER. A unique number assigned to control the shipment between the shipper and the consignee.

FOREIGN ORIGIN. Those goods produced or manufactured in a foreign country located outside the CONUS, its possession, or Puerto Rico. It also includes those aforementioned that are physically located in bonded warehouses or foreign trade

zones within the United States (U.S.), its possessions, or Puerto Rico, but it does not include foreign produced or manufactured goods that have otherwise been lawfully imported into the United States, its possessions, or Puerto Rico.

FREE-ON-BOARD (FOB) DESTINATION. Product is accepted at destination by the Government. Shipper provides transportation.

FREE-ON-BOARD (FOB) ORIGIN. Product is accepted at origin (source) by the Government. Government provides transportation with commercial carriers.

GAINING INVENTORY MANAGER (GIM). The inventory manager responsible for assuming wholesale materiel management functions.

GENERAL AGENCY AGREEMENT (GAA). Pertains to Government-owned ships operated under cost plus fixed-fee contracts by commercial ocean carriers acting as general agents for the Maritime Administration, U.S. Department of Commerce, with whom the MSC has entered into agreements for the exclusive use of such ships.

Global Exchange (GEX). The Global Exchange eBusiness Gateway is the Electronic Data Interchange (EDI) hub for Department of Defense. The GEX functions as the single interface among Government and commercial trading partners conducting electronic commerce and EDI activities. It provides translation, routing, and archive services for EDI transactions that are sent between two or more Government systems or between Government systems and their commercial trading partners. There are two GEX sites operated by DLA Transaction Services

GOVERNMENT-FURNISHED MATERIEL (GFM). Materiel in the possession of, or acquired by, the Government and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

GRANT AID. Military assistance rendered under the authority of the Foreign Assistance Act of 1961, as amended, which provides defense articles and services to recipients on a nonreimbursable (grant) basis.

HANDGUNS. Handguns are divided into one of two major groups depending on the location of the chamber. Revolvers have a revolving chamber; pistols have a chamber integral with the barrel. Some handguns include single-shot pistols, revolvers, semi-automatic pistols, and fully automatic, or machine pistols.

HAZARDOUS MATERIEL (DANGEROUS GOODS). A substance of materiel that has been determined to be capable of posing an unreasonable risk to health, safety, and property when transported. This materiel includes explosives, gasses (compressed, liquefied, or dissolved under pressure), flammable liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive substances, corrosives, and miscellaneous dangerous substances presenting real or

potential hazards to life and property. Procedures for handling this materiel are specified in applicable publications of the Department of Transportation, the Interstate Commerce Commission, Federal Aviation Agency, U.S. Coast Guard, U.S. Agriculture Department, U.S. Public Health Service, Intergovernmental Maritime Consultative Organization, the International Civil Aviation Organization, and in federal or military documents. Dangerous goods is the term applied to hazardous materiel in international movement.

IMPLEMENTATION CONVENTION. The composite guideline for using the DLMS for a given application. Conventions define the structure and content of a transaction and map application data requirements into a specific transaction set (TS) for implementation in the DLMS.

INCORRECT ITEM. An item received in lieu of the item requisitioned. This is an erroneous item shipped due to shipper error and not an intended interchangeable/substitute item. See also, WRONG ITEM.

INTEGRATED MATERIEL MANAGER (IMM). Any DoD activity or agency that has been assigned wholesale materiel management responsibility for the Department of Defense and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul, and repair of reparable materiel, and disposal of materiel. (See DoD 4140.1-R.)

INTERCHANGEABLE/SUBSTITUTABLE ITEM. An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment. (See DoD 4140.1-R.)

INTERFUND BILL. A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that its funds have been disbursed and the bill "paid."

INTERFUND BILLING SYSTEM. An automated billing fund transfer system.

INTERMEDIATE DEFENSE FUEL SUPPORT POINT (DFSP). Bulk fuel storage facility where product is stored for subsequent issue to multiple end customers.

INTERNATIONAL LOGISTICS CONTROL OFFICE (ILCO). The central U.S. Military Service control point in CONUS that monitors requisitions and related transactions for FMS and Military Sales and **Grant** Aid (**GA**).

INTER-SERVICE SUPPORT. Action by one Military Service, or element thereof, to provide logistic and/or administrative support to another Military Service, or element thereof. Such action can be recurring or nonrecurring in character, on an installation, area, or worldwide basis.

INTO-PLANE. A supply technique whereby the U.S. Government contracts with a contractor to refuel military aircraft at commercial airports. The contractor supplies the fuel, lube oil, and refueling facilities (storage tank, vehicle, and equipment). The use of Government refueling trucks, equipment, bladders, etc., is not authorized unless so stipulated in the into-plane contract. (NOTE: Commercial aircraft under a Government charter may be refueled at into-plane locations; and occasionally, into-plane locations may be at a military base.)

INTRA-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INTRA-THEATER. Movement of materiel from a point in a theater to another point within the same theater.

INVENTORY. Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

INVENTORY CONTROL POINT (ICP). An organizational unit or activity within a DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Defense Department as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction. (Source: JCS Publication 1-02.)

INVENTORY LOT/SEGMENT. A sub grouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment is generally by Federal supply classification (FSC), warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory that is to be conducted on a group of items within a specified period of time, according to an established plan. There are two types of scheduled inventories:

INVENTORY, COMPLETE. An inventory of all conditions of all stock numbers within specified categories.

INVENTORY, SAMPLE. A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, materiel release denial, location survey or location reconciliation request. There are two types of unscheduled inventories:

INVENTORY, SPECIAL. A physical inventory of a specific item(s) as a result of a special requirement generated by the location audit program, preprocurement, or any

other reason deemed appropriate by the item manager, Accountable Property Officer (APO), or the APO designated representative, or the storage activity.

INVENTORY, SPOT. A physical inventory required to be accomplished as a result of a total or partial materiel denial.

ISSUING AGENCY CODE. The IAC represents the registration authority that issued the enterprise identifier. The value for the IAC is assigned by the Registration Authority for ISO/IEC 15459-2, Registration Procedures. The current Registration Authority of ISO/IEC 15459-2 is NEN – Nederlands Normalisatie-Instituut.

ITEM. An item is a single hardware article or a unit formed by a grouping of subassemblies, components or constituent parts. In the DoD, an item is any article produced, stocked, stored, issued, or used; or any product, including systems, materiel, parts, subassemblies, sets and accessories.

ITEM DEFICIENCY. See SF 368, "Product Quality Deficiency Report."

ITEM UNIQUE IDENTIFICATION (IUID) OF ITEMS. The application of a set of data elements that is globally unique and unambiguous, ensures data integrity and data quality throughout life, and supports multifaceted business applications and users. (See UNIQUE ITEM IDENTIFIER for additional definitions of IUID related terms)

JOINT COLLABORATION AGREEMENT. A collaborative and coordinated consensus between DLA and customer activities that cites mutual responsibilities and expectations of both parties in the process of demand data exchange (DDE).

LATENT DEFECTS. This definition is provided for supply discrepancy reporting of product quality deficiencies against security assistance shipments. A deficiency in an article that effects item operability and is not normally detected by examination or routine test, but which was present at the time of manufacture.

LATERAL REDISTRIBUTION. .The release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

LESS THAN RELEASE UNIT (LRU). A shipment unit that can be shipped without requiring an export release from the appropriate authority.

LETTER OF OFFER AND ACCEPTANCE. The U.S. document by which the U.S. Government offers to sell defense articles and defense services to a foreign government or international organization. The LOA lists the items and/or services, estimated costs, the terms and conditions of sale, and provides for the foreign government's signature to indicate acceptance.

LOCATION RECONCILIATION DISCREPANCIES. Location reconciliation discrepancies are classified into one of four categories as listed below:

a. Owner/Manager Record. Shows balance for storage activity; no location reconciliation transaction received (Type I Location Reconciliation Error).

b. Location Reconciliation Transaction. Received from storage activity; no corresponding owner/manager record (Type II Location Reconciliation Error).

c. Mismatch of Data Elements. Mismatch of any of the following (Type III Location Reconciliation Error):

1). Unit of issue.

2). Ownership/manager identifier.

3). Controlled inventory item code (see DoD 4100.39-M, "Federal Logistics Information Service (FLIS) Procedures Manual," Volume 10).

4). Type of pack code (subsistence).

5). Shelf-life code.

6). Date packed/expiration date (subsistence only).

d. Quantity Discrepancy (Type IV Location Reconciliation Error).

LOCATION SURVEY DISCREPANCIES. Location survey discrepancies are classified into one of three categories as listed below:

a. 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).

b. 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).

c. 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):

1). Unit of issue

2). Supply condition code.

3). Controlled inventory item code (see DoD 4100.39-M, Volume 10). Verification of the code must consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

4). Type of pack code.

5). Lot number or unique item identifier (for ammunition only).

6). Completeness and accuracy of magazine data card (for ammunition only).

LOGISTICS REASSIGNMENT (LR). The transfer of IMM responsibilities from one manager to another. (See DoD 4140.1-R.)

LOOP. A group of semantically related segments in ANSI ASC X12 Transactions. An example is the N1 loop that contains name and address information.

LOSING INVENTORY MANAGER (LIM). The inventory manager responsible for relinquishing wholesale materiel management functions.

LOT/SEGMENT (INVENTORY). A sub-grouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

LOWEST OVER ALL COST. The aggregate of shipment costs known or reasonably estimated; (i.e., transportation rate(s), accessorial, drayage, storage, in transit, packing and crating, unpacking, and port handling costs).

MAINTENANCE (MATERIEL). All action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. (Source: JCS Publication 1-02.). Maintenance, used generically in this manual, also includes evaluation, assembly, disassembly, conversion, and modification.

MAJOR DISASTER. Any disaster as a result of enemy action, insurrection, civil disturbance, flood, fire, hurricane, tornado, earthquake, or other catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government under Public Law 91 - 606, “Disaster Relief Act”, 91st Congress (42 United States Code 58) to supplement the efforts and available resources of State and local governments in alleviating the damage, hardship, or suffering caused thereby.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds $5,000 or a variance of any value for controlled items.

MANAGEMENT CONTROL ACTIVITY (MCA). A DoD Component, DoD activity, or non-DoD activity, if participating by separate agreement (e.g., the Coast Guard), designated to receive, screen, and validate Military Service-initiated and contractor-initiated requisitions for government furnished materiel (GFM) from the wholesale supply system to support DoD contracts or requirements. (See DoD 4140.1-R)

MAPPING. A process for diagramming what electronic data are to be exchanged, how the data are to be used, and what internal application system requires the data.

MATERIEL. All items (including ships, tanks, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (See Joint Publication 1-02.) Materiel is either serviceable (i.e., in an issuable condition) or unserviceable (i.e., in need of repair to make it serviceable.) (See DoD 4140.1-R.)

MATERIEL ACCOUNTABILITY. The act of safeguarding, answering for, and exercising proper quantitative and physical controls over DoD materiel, supplies, and equipment in the care and custody of DoD activities.

MATERIEL CONDITION. A classification of materiel that reflects its readiness for issue and use or to identify the action underway to change the status of materiel. (See DoD 4140.1-R)

MATERIEL DENIAL. A transaction notifying the IMM that there is insufficient materiel in storage to satisfy, in total or in part, the quantity directed for issue and specifying the quantity that may not be issued. (See DoD 4140.1-R.)

MATERIEL OBLIGATION. The unfilled portion of a requisition (for a stocked or non-stocked item) that is not immediately available for issue but is recorded as a commitment for future issue, either by direct vendor delivery or backordered from stock.

MATERIEL RECEIPT ACKNOWLEDGEMENT (MRA). A computer processed transaction or manual form used to advise that materiel has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgement process.

MATERIEL RELEASE CONFIRMATION (MRC). A notification from a shipping or storage activity advising the originator of a materiel release order of the positive action taken on the order.

MATERIEL RELEASE DENIAL (MRD). A notification from a storage site advising the originator of a materiel release order of negative (warehouse refusal) action on the order.

MATERIEL RELEASE ORDER (MRO). An order issued by an accountable supply system manager (usually an ICP or accountable depot or stock point) directing a non-accountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel. (See Joint Publication 1-02.) Also used to direct redistribution and shipment of materiel from a post, camp, station, or base to another similar organization to satisfy a specific demand.

METADATA. Information describing the characteristics of data; data or information about data; and descriptive information about an organization's data, data activities, systems, and holdings.

MILITARY ASSISTANCE PROGRAM ADDRESS CODE (MAPAC). A code constructed by the ILCO for security assistance program shipments. MAPAC is used to identify the consignee in transportation documents and to obtain clear-text address and other shipment information from the military assistance program address directory (MAPAD).

MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD). An automated database of addresses maintained for each country or international organization.

MILITARY ASSISTANCE SERVICE-FUNDED PROGRAM. Programs which, by their nature, are security assistance, except that the funding source is a DoD appropriation.

MILITARY STANDARD BILLING SYSTEM (MILSBILLS). A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, forms, formats, (both DLMS and legacy 80 record position) and procedures for billing, and related adjustments and collections for sales of materiel and related services for logistics support. It prescribes uniform procedures and time standards for the interchange of logistics information relating to logistics bills. The procedures govern the interchange of information for all logistics related financial management of the Department of Defense and participating external organizations unless specifically exempted by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)).

Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP). A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, formats (both DLMS and legacy 80 record position), and procedures for inventory accountability and reporting processes. MILSTRAP prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of logistics information, and related financial management information, for materiel in the supply control/distribution systems of the Department of Defense and participating external organizations, unless specifically exempted by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)). The financial management aspects of MILSTRAP pertain only to financial data produced as a by-product of receipt, issue, and inventory adjustment processing.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP). A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard data elements, codes, forms, transaction formats (both legacy 80 record position and DLMS) and procedures to requisition, release/issue, and dispose of materiel and prepare related documents. It prescribes uniform

procedures and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, cancellation, materiel release/issue, lateral redistribution, materiel return processes, materiel obligation validation, contractor access to government sources of supply, and selected security assistance processes. The provisions apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. It also applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

MISDIRECTED MATERIEL. Materiel which is improperly addressed and/or shipped to the wrong destination.

MISIDENTIFIED ITEM. An item for which the label on the container is different than the item in the container, or tag attached to the item. See also, WRONG ITEM.

MUTILATION. The act of making materiel unfit for its intended purpose by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

NATIONAL ITEM IDENTIFICATION NUMBER (NIIN). The last 9-digits of the national stock number (NSN). NIIN consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) nonsignificant number.

NONINTERFUND BILL. A bill that requires payment by a method other than the interfund billing system; (e.g., check payment). An example of this bill is one prepared on an SF 1080, Voucher For Transfers Between Appropriations and/or Funds.

NONTRACEABLE SHIPMENT. A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. The shipping transportation office normally makes the nontraceability determination.

NOT MISSION CAPABLE SUPPLY (NMCS). Materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to supply shortage. (See Joint Publication 1-02.)

NOTICE OF AVAILABILITY (NOA). The method by which the U.S. shipping installation will provide advance notification to the designated FMS country representative (CR) or freight forwarder (FF) that the materiel is ready for shipment and, where appropriate, that the shipment requires an export release under the provisions of AR 55-355, et al.

OFFER OF MATERIEL REPORT (OMR). A report under the Defense Logistics Management System (DLMS) that allows inventory control points and integrated materiel managers to use a DLMS transaction to provide disposition instructions or to

inquire or respond as to the status of materiel reported as excess or available for redistribution under the DLMS materiel returns program.

OFFER OR RELEASE OPTIONS. Methods by which countries participating in the FMS program advise supply sources whether materiel shipments should be released without prior notice to the CR or FF. The type of offer or release option will be determined as a result of negotiations between the CRs and the U.S. Military Service at the time the case agreement is reached.

OFFER/RELEASE OPTION CODES. Methods by which countries participating in the FMS program, advise sources of supply by coded entry on requisitions whether or not prior notice to the CRs or FFs is required before release of materiel shipments. The type of offer/release option will be determined as a result of negotiations between the CR and the Service at the time the case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls (DoD 5105.38-M. "Security Assistance Management Manual (SAMM)").

ORGANIC MAINTENANCE. Maintenance performed by a military department under military control, utilizing Government-owned or controlled facilities, tools, test equipment, spares, repair parts and military or civilian personnel. Depot maintenance support by one Service for another is considered organic within the Department of Defense. (Source: OPNAVINST 4790.14A, et.al.).

OVERAGE. Item overage is when the quantity received is greater than that ordered or shown on shipping document. This type of overage is not evident on delivery but is discovered when the article is opened and the contents are checked. Transportation overages reportable under DTR 4500.9-R, are overages of boxes, packages, or freight (packaged or loose) found to be in excess of the quantity or articles recorded on the bill of lading or transportation document covering the shipment. NOTE: Overage on SEAVAN/container that is source-loaded and moved under a shipper's load and count, and arrives at destination with original seal (s) intact, is a supply discrepancy.

OWNER. The activity holding title to the tangible personal property.

PACKAGING. A generic term that includes the processes of preserving, packing, marking, and unitization as defined below:

MARKING. Application of numbers, letters, labels, tags, symbols, or colors for handling or identification during shipment and storage.

PACKING. Assembly of items into a unit, intermediate, or exterior pack with necessary blocking, bracing, cushioning, weatherproofing, reinforcing, and marking.

PRESERVATION. Application of protective measures to prevent deterioration; includes cleaning, drying, preservation materiels, barrier materiels, cushioning, and container, when necessary.

UNITIZATION. Assembly of packs of one or more line items of supply into a single load in such a manner that the load can be handled as a unit through the distribution system. Unitization (unitized loads/unit loads) encompasses consolidation in a container, placement on a pallet or load base, or securely binding together.

PACKAGING CONTROL POINT. An activity designated by a Military Service which monitors packaging discrepancies.

PACKAGING DISCREPANCY. Any unsatisfactory condition due to improper or inadequate packaging (including marking, packing, preservation, or unitization) and which causes the item, shipment, or package to be vulnerable to loss, delay, or damage, or unnecessary expense to the U.S. Government, as in excessive packaging.

PACKING, HANDLING, AND CRATING COSTS. Costs incurred for labor, materiel, or services in preparing materiel for shipment from or between storage and distribution points.

PARTIAL SHIPMENT UNIT. A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

PAYBACK. When the Single Manager for Conventional Ammunition issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PERSONAL PROPERTY. Property of any kind or any interest therein, except real property. Tangible personal property includes military equipment, plant equipment, other equipment (general property, plant and equipment), reparables and consumables. For the purpose of this issuance, personal property discrepancies identify personal property as household goods, unaccompanied baggage (personal effects), house trailers (mobile homes), houseboats, railcars, and privately owned vehicles. (reporting applicable to packaging discrepancies only not applicable to security assistance (See Joint Travel Regulation, Volume 1).

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the property accountability record balance. This date serves as the reference point for considering the relationship between pre inventory/post inventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. Established for initiating controls on all in-process transactions and materiels that could affect the outcome of the inventory.

PLANT EQUIPMENT. Personal property of a capital nature, consisting of equipment, furniture, vehicles, machine tools, test equipment, and accessory and auxiliary items,

but excluding special tooling and special test equipment, used or capable of use in the manufacture of supplies or for any administrative or general plant purpose.

PORT OF DEBARKATION (POD). The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination. (See Joint Publication 1-02.)

PORT OF EMBARKATION (POE). The geographical point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and non-unit requirements, it may or may not coincide with the origin. (See Joint Publication 1-02.)

POSITIONING COSTS. Costs incurred in prepositioning items in the supply distribution system of a Military Department at locations OCONUS in anticipation of support to other authorized customers.

POST INVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the property accountability record balance, dated after the established physical inventory cutoff date.

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

PREINVENTORY PLANNING. Pre inventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through: (1) Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location; and (2) document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, in-process receipts are stored in location, and related transactions are transmitted to the IMM prior to the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the property accountability record balance, dated prior to the established physical inventory cutoff date.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PRE-POSITIONED WAR RESERVE (PWR). That portion of the war reserve materiel requirement that the current Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time, and to assure timely support of a specific force or project until replenishment can be effected. (See Joint Publication 1-02.)

PRINCIPAL (DMISA). The Military Service(s) or other Federal Department or Agency(s) [owner(s)] receiving depot maintenance support from the Agent. (Source: OPNAVINST 4790.14A. et.al)

PRINCIPAL ITEMS. An end item or a replacement assembly of such importance to operational readiness that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using item level. (See DoD 4140.1-R.)

PRIORITY DESIGNATOR (PD). A 2-position numeric code (01 – 15) that identifies the relative priority of the competing requisitions. As an integral of the UMMIPS, it is used by the materiel management systems to allocate available stocks among competing requisitions and is based on the combination of the F/AD assigned to the requisitioning activity and the urgency of need as prescribed in Volume 2, Supply. (See DoD 4140.1-R.)

PROCESS REVIEW COMMITTEE (PRC). A component body that processes and recommends the disposition of Defense Logistics Management System change requests. See Chapter 1 for further information.

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN). Identifies contractual documents. (See DFARS subparagraph 204.70.)

PRODUCT QUALITY (ITEM) DEFICIENCY. A defect or nonconforming condition which limits or prohibits the product from fulfilling its intended purpose. Included are deficiencies in design, specification, material, manufacturing, and workmanship.

PROGRESS PAYMENT. Amounts paid for goods or service, not yet delivered, to finance that portion on which performance has been completed.

PROOF OF DELIVERY. A legible data and signature of the designated receiver listed on the delivery manifest, certifying the item was received. Proof of delivery must also reflect the number of cases/containers received to agree with the number shown on supply documentation and actual weight received within weight-range variation. The proof of delivery establishes transfer of custody and liability to the receiver (Defense Transportation Regulation definition). In the case of nonreceipt of SDRs, the DoD ICP/IMM/shipping depot and the General Services Administration are required only to provide evidence of shipment.

PROPERTY ACCOUNTABILITY. The assignment of duties and responsibilities to an individual or organization that mandates jurisdiction, security, and answerability over public property. (See DoD 4140.1-R.)

PROPERTY ACCOUNTABILITY RECORD. The official record of tangible personal property, including inventory, owned by the Department of Defense that is maintained to identify the quantities of items on-hand, unit prices, locations, physical condition, receipt and issue records, authorized stock numbers, item descriptions, and other such

information necessary to properly account for materiel and exercise other inventory management responsibilities. (See DoD 4140.1-R.)

PROPERTY RECORD. A formal record of property and property transactions in terms of quantity and/or cost, generally by item. An official record of Government property required to be maintained. Also called property account. (See Joint Publication 1-02.)

PROVISIONING ORDER. A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitized on a supplemental agreement.)

PURCHASING OFFICE (PO). The office that awards or executes a contract for supplies or services.

QUALIFIER. A data element that identifies or defines a related element, set of elements, or a segment. The qualifier contains a code taken from a list of approved codes.

RADIO FREQUENCY IDENTIFICATION. RFID systems consist of an antenna, a transceiver with a decoder, and a transponder, typically called an RFID tag. Depending on the type of tag used, the RFID tag may contain a simple “license plate” uniquely identifying the specific tag, or it may be programmed with application-specific information. The antenna acts as a link between the tag and the transceiver. Often, the antenna is packaged with the transceiver and decoder to become a reader, also known as an interrogator. Interrogators can be handheld or fixed-mount devices. The reader decodes the data and passes that information to a computer for processing. The information can be used for a wide variety of inventory management or other identification applications through a central database.

Passive RFID tags have no on-board battery and they provide short communication ranges (1-5 meters). These tags have a low data bandwidth and cannot initiate communications, they must be read.

Semi-passive RFID tags have an internal power source for tag circuitry which allows the tag to complete functions such as monitoring of environmental conditions and which may extend the tag signal range.

Active RFID tags allow extremely low-level RF signals to be received by the tag and the tag (powered by its internal source) can respond by generating a high-level signal back to the reader/interrogator. Active RFID tags can hold large amounts of data, are continuously powered, and are normally used when a longer tag read distance is desired.

RECLAMATION ACTIVITY. An activity that performs the process of reclaiming required serviceable and economically repairable components and materiel from excess or surplus property for return to the proper supply activity.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing infloat documents.

RECONCILIATION, SMALL ARMS, & LIGHT WEAPONS. The process of matching records between the activity(s) having physical custody and/or accountably of small arms and light weapons and the Component Registry for the purpose of ensuring that the records are in agreement and/or adjusting the difference between the records so that the records agree.

RECORD RECONCILIATION* PROGRAM.** The ***record reconciliation program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the owner records. ***Record reconciliation*** programs may include quantity. This program is accomplished in two phases:

LOCATION RECONCILIATION. A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data, including quantity, do not match. Research of mismatches, including special inventories when required, results in corrective action.

LOCATION SURVEY. A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

RELEASE. A title given to annual updates of standards.

REPAIR AND RETURN. Consignment, without change in ownership, of reparable materiel from an owning activity to a Government, commercial, or industrial maintenance activity for repair and shipment directly back to the owning activity. The owning activity is responsible for negotiating maintenance agreements and preparation of applicable turn-in documents. The activity having custody of the materiel is responsible for maintaining the property accountability record (materiel accountability) prior to an assets induction into maintenance and following its return from maintenance.

REPORT OF DISCREPANCY. See Supply Discrepancy Report (SDR).

REPORTING ACTIVITY. Within the context of MRA, the reporting activity for U.S. Forces is the activity identified by the ship-to DoDAAC designated in the requisition. The reporting activity is normally the requiring activity or unit that receives the materiel and posts it to a record such as a retail stock record, stock record amount property account, etc. For security assistance shipments, the responsible Military Service ILCO will serve as the reporting activity. Within the context of MRP, the reporting activity is a Service or Agency organization that has reported materiel to an ICP/IMM.

REQUIRED AVAILABILITY DATE (RAD). A date specifying when end items and concurrent spare parts are committed to be available for transportation to a Foreign Military Sales, Grant Aid, or Security Assistant Program recipient.

REQUIRED DELIVERY DATE (RDD). A date specifying when materiel is actually required to be delivered to the requisitioner and is always earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date.

REQUIRED DELIVERY PERIOD (RDP). A period of time specifying the earliest and the latest acceptable date materiel can be delivered. (Applies to conventional ammunition requisitions only.)

REQUISITION. An order for materiel initiated by an established, authorized organization (i.e., a DoD or non-DoD organization that has been assigned a DoD Activity Address Code) that is transmitted either electronically, by mail, or telephoned to a supply source within the Department of Defense or external to the Department of Defense (the General Services Administration (GSA), the Federal Aviation Administration (FAA), or other organizations assigned management responsibility for categories of materiel), according to procedures specified in Volume 2, Supply.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

CAUSATIVE RESEARCH. An investigation of discrepancies; i.e., gains and losses, consisting of, as a minimum, a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the intention of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

POSTCOUNT VALIDATION. A comparison of physical count with recorded balances or another count, with consideration of transactions that have recently occurred. The purpose of postcount validation is to determine the validity of the count. postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken.

PREADJUSTMENT RESEARCH. A review of potential discrepancies that involves consideration of recent transactions and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

RESPONSIBLE ACTIVITY. Any activity required to take action as a result of a Supply Discrepancy Report (SDR); (e.g., ICP, contract administration office, packaging control point, or a shipping activity of shipments from an RDO).

RETAIL STOCK. Stock held in the custody or on the record of a supply organization below the wholesale level. (See DoD 4140.1-R.)

RETROGRADE CARGO. A movement of materiel opposite of the normal flow, e.g., cargo returned from OCONUS to CONUS.

SCRAP. Materiel that has no value except for its basic materiel content.

SEAPORT OF DEBARKATION (SPOD). An authorized point of arrival from a foreign country or the United States located at a seaport. It is identified by a three-position water port identifier code (Reference DTR 4500.9-R.

SEAPORT OF EMBARKATION (SPOE). An authorized point of departure from a foreign country or the United States located at a seaport. It is identified by a three-position water port identifier code (Reference DTR 4500.9-R.

SECURITY ASSISTANCE ORGANIZATION (SAO). All Department of Defense elements located in a foreign country with assigned responsibilities for carrying out security assistance management functions. It includes military assistance advisory groups, military missions and groups, offices of defense and military cooperation, liaison groups, and defense attaché personnel designated to perform security assistance functions.

SECURITY COOPERATION CUSTOMER CODE. ***The Security Cooperation (SC) customer code is a two digit code used by Defense Security Cooperation Agency to represent the country, international organization, region or program authority associated with transactions recorded in Security Cooperation systems and associated with programs implemented in the Foreign Military Sales Trust Fund. Pending separation of the country and activity codes used for distribution and physical location in clear text addressing under the DLMS, the SC customer code values and the country and activity codes are maintained in a mixed-purpose table in LOGDRMS (in association with Qualifier 85 an 85*.***

SEGMENT. Consists of locally related data elements in a defined sequence. A data segment consists of a segment identifier, one or more data elements each preceded by an element separator, and ends with a segment terminator. (See Volume 1, Chapter 7, for additional descriptive information.)

SHELF-LIFE. The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored. (See Joint Publication 1-02.)

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

SHIP-TO/MARK-FOR CODE. A one-position alphabetic or numeric code that identifies the mark-for address of the activity to receive the materiel. This code will also identify the ship-to address for materiel/documentation for shipment moving through the Defense Transportation System (DTS).

SHIPMENT. Movement of materiel from point of origin to destination by any mode.

SHIPMENT STATUS. Informs activities of the actual shipping dates (such as the date released to the carrier), the release criteria for shipments, or shipment delay notifications. Also provides for an interface with transportation and for shipment tracing by activities under DTR 4500.9-R.

SHIPMENT UNIT. One or more items assembled into one unit that becomes the basic entity for control throughout the transportation cycle.

SHIPPER. Any organization, service, or agency (including the contract administration or purchasing office for vendors) that originates/delivers materiel to a carrier for movement. The shipper may be a Military organization or activity, other Government agency, or a manufacturer or vendor. The functions performed include planning, assembling, consolidating, documenting, and arranging for movement of materiel.

SHIPPING ACTIVITY. A Service/Agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of materiel.

SHIPPING (ITEM) DISCREPANCY. Any variation in quantity or condition of materiel received from that shown on the covering authorized shipping documents, e.g., DD Form 1348-1A, Issue Release/Receipt Document, or purchase order. Shipping discrepancies include incorrect and misdirected materiel, receipt of canceled requirements, improper, inadequate technical or supply documentation, or other discrepancies as enumerated in , Volume 2, Supply, and not the result of a transportation error or product quality deficiency.

SHORTAGE. Item shortage is when the quantity received is less than the quantity ordered or shown on the shipping document. The shortage is not evident on delivery but is discovered when the container is opened and the contents are checked. Transportation shortages reportable under DLAR 4500.15, are shortages of boxes, packages, or loose articles of freight in a SEAVAN/Military Van (MILVAN), roll on/roll off, or a Container Express (CONEX) found to be less than the quantity of freight as recorded on the applicable bill of lading. NOTE: Shortage on SEAVAN/container that is source loaded and moves under shipper's load and count, and arrives at destination with original seal(s) intact, is considered a supply discrepancy.

SHRINKAGE. A reduction in size, weight, or substance.

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION (SMCA). The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the Department of Defense. Specific responsibilities, functions, authority, and relationships are contained in DoDD 5160.65, "Single Manager for Conventional Ammunition," August 1, 2008

SMALL ARMS AND LIGHT WEAPONS. For the purpose of DoD small arms and light weapons reporting, small arms and light weapons are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars."

SMALL ARM AND LIGHT WEAPONS SERIAL NUMBER. The total series of characters appearing on the firing component part of small arms or light weapons.

SMALL ARMS AND LIGHT WEAPONS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms and light weapons serial numbers' status within any Component registry.

SOURCE of SUPPLY. Any Federal Government organization exercising control of materiel and to which requisitions are directed. (See DoD 4140.1-R.)

SPECIAL PROGRAM REQUIREMENT (SPR). Automated procedure to forecast select future nonrepetitive requirements that cannot be forecast by the ICP based on demand data and which have the greatest probability of resulting in the eventual submission of requisitions.

SPLIT SHIPMENT UNIT. A whole or partial shipment unit separated at a transshipment point into two or more increments with each increment identified and documented separately.

STANDARD DELIVERY DATE (SDD). A date computed by adding the individual Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards to the requisition date.

STANDARDS. The technical documentation approved for use in the DLMS; specifically, transaction sets, segments, data elements, and code sets. Standards provide the framework for structuring each DLMS transaction.

STATUS RECIPIENT. Includes, but not limited to, requisitioners, International Logistics Control Offices/monitoring activities (Security Assistance and Foreign Military Sales (FMS)), designated MAPAD TAC 4 country designees (FMS), and MAPAD TAC 3 country/in-country security assistance activities status designees (Graint Aid customers).

STOCK READINESS. A DOD program involving the tasks needed to assure that the proper condition of materiel in storage is known and reported, that the condition is properly recorded, and that the materiel is properly provided with adequate packaging protection to prevent any degradation to lower condition codes. Stock Readiness concerns itself with the in-storage inspection, minor repair, testing, exercising of materiel, and packaging aspects associated with these efforts. Stock Readiness includes the elements of COSIS plus the functions related to the receipt, identification, classification, and packaging of materiel during the receipt process. Stock Readiness excludes those actions that fall under the area of general warehouse care and depot maintenance, including the use of proper storage aids, identification of materiel/storage locations, and rewarehousing actions.

STOCK RECORD ACCOUNT. A basic record showing by item the receipt and issuance of property, the balances on hand, and such other identifying or stock control data as may be required by proper authority.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, tank, or open area (storage), and its selection and shipment (issue). (See DoD 4140.1-R.)

STORAGE LOCATION. The physical location within a storage activity where materiel is stored.

SUBSISTENCE TYPE OF PACK CODE. Use only in subsistence requisitions to indicate the required level of pack to be applied to shipments of perishable and nonperishable subsistence materiel.

SUBSTITUTABLE ITEM. An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase “one-way interchangeability,” such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B. (See DoD 4140.1-R.).

SUMMARY BILLING RECORD (SBR). A record, used in the interfund billing system, which summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

SUPPLY DISCREPANCY. Errors reportable under Volume 2, Supply. For example any variation in goods received from data shown on the covering shipping documents (General Services Administration or Single Line Item Release/Receipt Document; Issue

Release/Receipt Document (IRRD); Requisition and Invoice/Shipping Document; authorized procurement delivery document or vendor's packing list; or other authorized shipping document) which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity including damaged or lost USPS shipments (except lost registered, insured, or certified), item shortage or overage, incorrect and misdirected materiel, receipt of canceled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the materiel to be vulnerable to loss, delay, or damage or which imposes unnecessary expense to the U.S. Government; e.g., excessive packaging.

SUPPLY DISCREPANCY REPORT (SDR). An electronic transmission or manual form used to report a supply discrepancy. Other types of discrepancies may be reported via SDR only as specifically authorized under Volume 2, Supply, Chapter 17.

SUPPLY STATUS. Informs activities of action taken or being taken on materiel requisitioned but not shipped, shipment consignments instructions, or disposition instructions for materiel offered under the materiel returns program (MRP).

SUPPLY SYSTEM RESPONSIBILITY ITEM (SSRI). These items are furnished by the supply system when the end item is issued and will be transferred with the end item during redistribution or other changes of custody unless otherwise specifically directed by the appropriate authority. This term equates to Components of End Item (COEI).

THEFT. The felonious taking and removable of materiel.

TOTAL ITEM PROPERTY RECORD. The record or record set maintained by the IMM that identifies the quantity, condition, and value of the items assets for each organizational entity having physical custody of these assets. The total item property record includes materiel that is due in, in transit, in organic wholesale repair facilities, in a contractor's custody, on loan, on hand in wholesale distribution centers, on hand at retail activities, and for reported assets in the custody of users. (See DoD 4140.1-R.)

TOTAL NONRECEIPT. Complete nonreceipt of item(s) shipped.

TRANSACTION NUMBER (OR TRANSACTION REFERENCE NUMBER). A unique reference number assigned to a transaction for identification throughout the logistics system and for the life of the transaction until its retirement is authorized in official audit reports. For DLMS transactions, this is the document number.

TRANSACTION SET (TS). The electronic data interchange (EDI) equivalent of a paper business document composed of data elements and data segments.

TRANSPORTATION CONTROL NUMBER (TCN). A 17-position alphanumeric character set assigned to control a shipment unit throughout the transportation cycle of the DTS.

TRANSPORTATION COSTS. Costs paid to common carriers or Government activities to move materiel within the transportation system.

TRANSPORTATION DISCREPANCY REPORT. A form used to report loss and damage to materiel.

TRANSPORTATION PRIORITY (TP). A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the DTS.

TRANSSHIPPER. A transportation activity, other than the shipper or receiver, that handles or documents the transfer of a shipment between conveyances. A transshipper is usually a consolidation and containerization point (CCP), air or sea port of embarkation, air or sea port of debarkation, or break-bulk point. A transshipper may perform more than one type transshipment.

TYPE I SHELF-LIFE ITEM. An item of supply that is determined through an evaluation of technical test data and/or actual experience to be an item with a definite non-extendable period of shelf life. (See DoD 4140.27-M.)

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf-life time period that may be extended after completion of inspection/test/restorative action. (See DoD 4140.27-M).

TYPE OF ADDRESS CODE (TAC). A one-position alphabetic or numeric code which designates the use of a DoDAAD or MAPAD address.

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS). A structure that establishes time standards, based on the mission and urgency of need of the requestor, for the supply of materiel from the date of the requisition to the time that the acknowledgment of physical receipt is posted to the requisitioner's inventory record. (See DoD 4140.1-R.)

UNIQUE ITEM IDENTIFIER (UII). An identifier used to uniquely identify an individual asset used within DoD. The UII may be derived from a DOD recognized IUID equivalent [e.g., Vehicle Identification Number] or a composite structure defined by the DOD [refer to UII Construct 1 and UII Construct 2]. Formation of the UII relies upon two primary methods of serialization: (1) Serialization within the enterprise and (2) Serialization within the original part number of the enterprise. Refer to OSD policy and supporting documentation for specific guidance at http://www.acq.osd.mil/dpap/pdi/uid. Refer to the current version of MIL-STD-130 for specific guidance on marking of U.S. Military property. The generic term, UII, has evolved through usage to mean the concatenated UII as a common database key without regard to the UII data set being used.

UNIQUE ITEM IDENTIFIER (UII) TYPE. A designator that identifies the specific structure and syntax of a type of UII. Specific examples of the UII Type are: Vehicle Identification Number (VIN), UII Construct I (UII 1), UII Construct 2 (UII 2).

UNIQUE ITEM IDENTIFIER (UII) CONSTRUCT 1. This is a concatenated UII based upon serialization within the enterprise. The concatenated UII Construct 1 contains the IAC, EID, and serial number.

UNIQUE ITEM IDENTIFIER (UII) CONSTRUCT 2. This is a concatenated UII based upon serialization within the part, lot, or batch number within the enterprise. The concatenated UII Construct 2 contains the IAC, EID, original part number, lot or batch number, and serial number.

UNIQUE ITEM TRACKING (UIT). A program within DoD for tracking selected items to maintain visibility of each uniquely identified asset for the primary purpose of inventory control and/or engineering analysis.

USTRANSCOM REFERENCE DATA MANAGEMENT (TRDM). A utility for managing transportation reference tables utilized by various Department of Defense (DOD) systems. It distributes the data to systems using a variety of methods according to individual system requirements and has an application for entering data.

VALIDATED DISCREPANCY REPORT. A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has a reason to believe the discrepancy has occurred. For adjustment purposes, an SDR for nonreceipt is considered validated when the shipping office determines the nontraceability of the shipment.

VERSION. A title given to the updates (every 3 years) of a Defense Logistics Management Standard that has officially been approved by ASC X12.

WAR MATERIEL REQUIREMENT. The quantity of an item required to equip and support the approved forces specified in the current Secretary of Defense guidance through the period prescribed for war materiel planning purposes.

WHOLESALE STOCK. Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities. (See DoD 4140.1-R.)

WIDE AREA WORK FLOW - RECEIPT and ACCEPTANCE (WAWF-RA). WAWF-RA is the designed program to automate Commercial Invoices and Government Receiving Reports in a web-based, paperless environment. WAWF-RA electronically captures and coordinates the four basic pieces of the payment process. WAWA-RA users input their invoices and receiving reports by transition or via the Internet. These are compared to contracts stored in the Defense Finance Accounting System (DFAS) - Electronic Document Access (EDA) system. Once the invoice and receiving reports are approved and processed, payment transactions are initiated via Electronic File Protocol (EFT) to the contractor's bank account.

WOOD PACKAGING MATERIEL (WPM). Wood or wood products (excluding paper products) used in supporting, protecting, or carrying a commodity (includes dunnage). Examples of WPM include but are not limited to pallets, skids, pallet collars, containers,

crates, boxes, cases, bins, reels, drums, load boards, and dunnage. Wood packaging made of exempt materiels but combined with solid wood components must still be treated and marked. WPM does not include processed wood materiels and manufactured wood products.

WRONG ITEM. Any incorrect or misidentified item or unacceptable substitute item received requiring submission of a discrepancy report. See also, MISIDENTIFIED ITEM and INCORRECT ITEM.

AP3. APPENDIX 3

ACRONYMS AND ABBREVIATIONS

ACRONYM OR ABBREVIATION	DEFINITION
AAC	Activity Address Code
ACRN	Accounting Classification Reference Number
ADC	Approved DLMS Change
ADP	Automatic Data Processing
AF	Air Force
AFAO	Approved Force Acquisition Objective
AFJMAN	Air Force Joint Manual
AFR	Air Force Regulation
AIN	Assemblage Identification Number
AIS	Automated Information System
AIT	Automatic Identification Technology
ALIN	Agreement Line Item Number
AMC	Air Mobility Command
AMC	Army Materiel Command
AMMA	Army Medical Materiel Agreement
AMCL	Approved MILS Change Letter (i.e. MILSTRIP, MILSTRAP, MILSBILLS)
ANMCS	Anticipated Not-Mission-Capable Supply
ANSI	American National Standards Institute
ANSI ASC X12	American National Standards Institute Accredited Standards Committee X12
AP	Abandoned Property
APO	Army or Air Force Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
AR	Army Regulation
AR	Acceptance Report
ARI	Advanced Receipt Information
ASAM	Aviation Safety Action Message

ACRONYM OR ABBREVIATION	DEFINITION
ASC	Accredited Standards Committee
ASD(L&MR)	Assistant Secretary of Defense (Logistics & Materiel Readiness)
ASN	Advance Shipping Notice
ATTN	Attention
BAC	Billing Account Code
BDN	Build Directive Number
BII	Basic Issue Item
BL	Bill of Lading
BOM	Bill of Materiel
BRAC	Base Realignment and Closure
CA	Certificate Availability
CAC	Common Access Card
CAGE	Contractor and Government Entity
CAM	Chemical Agent Monitor
CAO	Central Accounts Office(s)
CAO	Contract Administration Office
CAP	Civil Air Patrol
CAP	Contractor Acquired Property
CAS	Contract Administration Service
CBL	Commercial Bill of Lading
CCI	Controlled Cryptographic Items
CCP	Consolidation and Containerization Point
CCR	Central Contractor Registration
CCSA	Change Control Status Accounting
CCSS	Commodity Control Supply System
CCYYMMDD	Century Century Year Year Month Month Day Day
CD-ROM	Compact Disk-Read-Only Memory
CJCS	Chairman of the Joint Chiefs of Staff
CFL	Computers for Learning
CFM	Contractor Furnished Materiel
CFR	Code of Federal Regulations

ACRONYM OR ABBREVIATION	DEFINITION
CIIC	Controlled Inventory Item Code
CIM	Critical Item Management
CLIN	Contract Line Item Number
CLSSA	Cooperative Logistics Supply Support Arrangement
CMOS	Cargo Movement Operations System
CO	Contracting Officer
COG	Cognizance Code (Navy)
COMSEC	Communications Security
COMMRI	Communication Routing Identifier
CONEX	Container Express
CONUS	Continental United States
COSIS	Care of Supplies in Storage
COTS	Commercial-Off-The-Shelf
CR	Country Representative (FMS)
CR/FF	Country Representative/Freight Forwarder
CRII	Customer Return Improvement Initiative
CSI	Critical Safety Item
CSP	Central Service Point
DAAS	Defense Automatic Addressing System
DASD(SCI)	Deputy Assistant Secretary of Defense (Supply Chain Integration)
DBR	Detail Billing Record
DCMA	Defense Contract Management Agency
DCN	Disposal Consolidation Number
DD	Department of Defense (i.e., DD Form)
DD	Distribution Depot
DDE	Demand Data Exchange
DDN	Defense Data Network
DEPMEDS	DoD Deployable Medical Systems
DESEX	Defense Supply Expert System
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFAS-CO	Defense Finance and Accounting Service, Columbus

ACRONYM OR ABBREVIATION	DEFINITION
DFAS-IN	Defense Finance and Accounting Service, Indianapolis Center
DFSP	Defense Fuel Support Point
DI	DEMIL Instructions
DIC	Document Identifier Code
DII	Defense Information Infrastructure
DISA	Data Interchange Standards Association
DISA	Defense Information Systems Agency
DISN	Defense Information Systems Network
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLAR	Defense Logistics Agency Regulation
DLM	Defense Logistics Manual
DLMS	Defense Logistics Management System
DLR	Depot Level Repairable
DLSS	Defense Logistics Standard Systems
DM	Data Maintenance
DMISA	Depot Maintenance Inter-Service Support Agreement
DMLSS	Defense Medical Logistics Standard Support
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DoDD	Department of Defense Directive
DoE	Department of Energy
DPAP	Defense Procurement and Acquisition Policy
DPM	Direct Procurement Method
DRC	Disposal Release Confirmation
DRO	Disposal Release Order
DSAMS	Defense Security Assistance Management System
DSS	Distribution Standard System
DTC	Delivery Term Code
DTEB	Defense Transportation Electronic Business
DTID	Disposal Turn-In Document

ACRONYM OR ABBREVIATION	DEFINITION
DTR	Defense Transportation Regulation
DTRA	Defense Threat Reduction Agency
DTS	Defense Transportation System
DUNS	Data Universal Numbering System
DVD	Direct Vendor Delivery
DWCF	Defense Working Capital Fund
EAC	Edit Action Code
EB	Electronic Business
EBS	Enterprise Business System
ECSS	USAF Expeditionary Combat Support System
EDA	Electronic Document Access
EDD	Estimated Delivery Date
EDI	Electronic Data Interchange
EID	Enterprise Identifier
ELIN	Exhibit Line Item Number
EMALL	Electronic Mall
EP	Exchange Pricing
ESD	Estimated Shipping Date
ES/EM	Electrostatic/Electromagnetic
ESP	Enterprise Service Provider
ETA	Electronic Transportation Acquisition
ETA	Estimated Time of Arrival
ETD	Effective Transfer Date
ETID	Electronic Turn In Document
EUC	End Use Certification
F/AD	Force or Activity Designator
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FF	Freight Forwarder
FF&V	Fresh Fruit and Vegetables
FGS	Final Governing Standards

ACRONYM OR ABBREVIATION	DEFINITION
FLIS	Federal Logistics Information System
FMR	Financial Management Regulation
FMS	Foreign Military Sales
FOB	Free On Board
FPDW	FLIS Portfolio Data Warehouse
FPMR	Federal Property Management Regulation
FPO	Fleet Post Office
FRC	Fleet Readiness Centers (Navy)
FSC	Federal Supply Classification
FSG	Federal Supply Group
FV	Funds Verification
GA	Grant Aid
GAA	General Agency Agreement
GBL	Government Bill of Lading
GCSS	Global Combat Support System
GEX	Global Exchange eBusiness Gateway
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
HMIRS	Hazardous Materials Information Resource System
I&S	Interchangeability and Substitutability
IA	Industrial Activity
IAC	Issuing Agency Code
IC	Implementation Convention
ICAO	International Civil Aviation Organization
ICP	Inventory Control Point
IDE	Integrated Data Environment
IGC	Integrated Data Environment and Global Transportation Network Convergence
ILCO	International Logistics Control Office

ACRONYM OR ABBREVIATION	DEFINITION
ILP	International Logistics Program
ILS-S	Integrated Logistics System-Supply
IMM	Integrated Materiel Manager
IMET	International Military Education and Training
IPE	Industrial Plant Equipment
IMSP	Inventory Management and Stock Positioning
IPG	Issue Priority Group
IRRD	Issue Release/Receipt Document
IRRIS	Intelligent Road/Rail Information Server
ISV	In-Storage Visibility
IT	Information Technology
ITV	In-Transit Visibility
IUID	Item Unique Identification
JCS	Joint Chiefs of Staff
JDRS	***Joint Deficiency Reporting System***
JSA/LWCG	Joint Small Arms /Light Weapons Coordinating Group
LCN	Local Control Number
LCN	Location Control Number
LIM	Losing Inventory Manager
LMP	Army Logistics Modernization Program
LOA	Letter of Offer and Acceptance
LOGDRMS	Logistics Data Resources Management System
LOTS	Logistics On-Line Tracking System
LR	Logistics Reassignment
LRO	Lateral Redistribution Order
LSN	Local Stock Number
M&S	Media and Status
MAPAC	Military Assistance Program Address Code
MAPAD	Military Assistance Program Address Directory
MAT	Materiel Access Technology

ACRONYM OR ABBREVIATION	DEFINITION
MCA	Management Control Activity
MCN	Management Control Number
MCMC	Marine Corps Maintenance Centers
MCO	Marine Corps Order
MDA	Missile Defense Agency
MDN	Manufacturing Directive Number
MILS	Military Standard
MIL-STD	Military Standard
MILVAN	Military Van
MILSBILLS	Military Standard Billing System
MILSINQ	MILSBILLS Inquiry
MILSTRAP	Military Standard Transaction Reporting and Accountability Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOES	DoD EMall Manual Order Entry System
MOES	MILSTRIP Order Entry System
MOV	Materiel Obligation Validation
MPC	Material Processing Center
MRA	Materiel Receipt Acknowledgment
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRO	Materiel Release Order
MRP II	Manufacturing Resource Planning II
MSC	Military Sealift Command
MSCVAN	MSC Leased/Controlled SEAVAN or MILVAN
MSDS	Material Safety Data Sheet
MSL	Military Shipping Label
NAMF	NATO Missile Fire Installation
NAMI	Non-Army Managed Items
NARA	National Archives and Records Administration

ACRONYM OR ABBREVIATION	DEFINITION
NATO	North Atlantic Treaty Organization
NAVICP	Navy Inventory Control Point
NAVILCO	Navy International Logistics Control Office
NAVSUPINST	Naval Supply System Command Instruction
NDLR	Navy Depot Level Repairable
NIIN	National Item Identification Number
NIMS	National Inventory Management Strategy
NIMSC	Nonconsumable Item Materiel Support Code
NMCS	Not-Mission-Capable Supply
NO.	Number
NOA	Notice of Availability
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NSN	National Stock Number
NSN	NATO Stock Number
NSY	Naval Shipyards
NWRM	Nuclear Weapons Related Materiel
OCONUS	Outside Continental United States
OMR	Offer of Materiel Report
OPTEMPO	Operating Tempo
OSD	Office of the Secretary of Defense
OUSD(C)	Office of the Undersecretary of Defense (Comptroller)
OWMR	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement Protectable
PBL	Performance Based Logistics
PC&H	Packing, Crating, and Handling
PCH&T	Packing, Crating, Handling, and Transportation
PCO	Procuring Contract Officer
PD	Priority Designator
PDC	Proposed DLMS Change

ACRONYM OR ABBREVIATION	DEFINITION
PIC	Positive Inventory Control (USAF)
PICA	Primary Inventory Control Activity
PICD	Physical Inventory Cutoff Dates
PICP	Physical Inventory Control Program
PIIN	Procurement Instrument Identification Number
PKI	Public Key Infrastructure
PM	Pipeline Measurement
PMR	Prepositioned Materiel Receipt
PO	Purchasing Office
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
PQDR	Product Quality Deficiency Report
PQDR II	***Product Quality Deficiency Report Inter-service Interface***
PRC	Process Review Committee
pRFID	Passive Radio Frequency Identification
PRN	Procurement/Purchase Request Number
PWR	Pre-Positioned War Reserve
PWRMR	Pre-Positioned War Reserve Materiel Requirement
PWRMRP	Pre-Positioned War Reserve Materiel Requirement Protectable
PWRMS	Pre-Positioned War Reserve Materiel Stock
QSL	Quality Status Listing
QUP	Quantity Unit Pack
RAD	Required Availability Date
RATTS	Radiation Testing and Tracking System
RBI	Reutilization Business Integration
RCN	Report Control Number
RCS	Reports Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order

ACRONYM OR ABBREVIATION	DEFINITION
RDP	Required Delivery Period
REPSHIP	Report of Shipment
RFID	Request for Implementation Date
RHF	Requisition History File
RHICS	Regional Hazardous Inventory Control System
RIC	Routing Identifier Code
RIP	Receipt-In-Place
RMDE	Reference Master Data Environment
ROP	Reorder Point
RORO	Roll On/Roll Off
RP	Record Position
S/A	Service/Agency
SA/LW	Small Arms/Light Weapons
SAO	Security Assistance Organization
SARSS	Standard Army Retail Supply System
SBSS	Standard Base Supply System
SC	***Security Cooperation***
SCA	Stock Control Activity
SCAC	Standard Carrier Alpha Code
SCC	Supply Condition Code
SDD	Standard Delivery Date
SDDC	Military Surface Deployment and Distribution Command
SDR	Supply Discrepancy Report
SDI	Retail Storage and Distribution Interface
SEATO	Southeast Asia Treaty Organization
SEAVAN	Commercial/Government-Owned/Leased Shipping Container
SECNAVINST	Secretary of the Navy Instruction
SF	Standard Form
SHAPE	Supreme Headquarters, Allied Powers, Europe
SICA	Secondary Inventory Control Activity
SII	Special Instruction Indicator
SLES	Shelf-Life Extension System

ACRONYM OR ABBREVIATION	DEFINITION
SMCA	Single Manager for Conventional Ammunition
SOF	Safety of Flight
SOS	Source of Supply
SOU	Safety of Use
SPIIN	Supplementary Procurement Instrument Identification Number
SPR	Special Program Requirement
SQCR	Storage Quality Control Report
SR	Stock Readiness
SSA	Supply Support Activity
SS&D	Supply Storage and Distribution
SSF	Single Stock Fund
SUPPADD	Supplementary Address
TAC	Transportation Account Code
TAC	Type Address Code
TAMMS	The Army Maintenance Management System
TAV	Total Asset Visibility
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report
TEDB	The Army Maintenance Management System (TAMMS) Equipment Data Base
TEWLS	Theater Enterprise-Wide Logistics System
TIN	Tax Payer Identification Number
TRDM	USTRANSCOM Reference Data Management
TS	Transaction Set
TSDC	Transportation to Supply Documentation Correlation
TVR	Tailored Vendor Relationships
UDF	Uniform Data File
U/I	Unit of Issue
UIC	Unit Identification Code
UID	Unique Identification

ACRONYM OR ABBREVIATION	DEFINITION
UII	Unique Item Identifier
UIT	Unique Item Tracking
UITC	Unique Item Tracking Committee
UITDC	Unique Item Tracking Designator Code
UMMIPS	Uniform Materiel Movement and Issue Priority System
UN	United Nations
UND	Urgency of Need Designator
UPS	United Parcel Service
U.S.	United States
USA	United States Army
USAF	United States Air Force
USAMMA	United States Army Medical Materiel Agency
USCG	United States Coast Guard
USDAO	United States Defense Attaché Office
USMC	United States Marine Corps
USN	United States Navy
USPS	United States Postal Service
USTRANSCOM	United States Transportation Command
VAN	Value Added Network
VIN	Vehicle Identification Number
WAWF	Wide Area Work Flow
WAWF-RA	Wide Area Work Flow - Receipt and Acceptance
WCF	Working Capital Funds
WebSDR	Web Supply Discrepancy Report
WEBVLIPS	Web Visual Logistics Information Processing System
WMR	War Materiel Requirement
WP	Wash Post
WPM	Wood Packaging Materiel
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WPP	Weapons Production Program

ACRONYM OR ABBREVIATION	DEFINITION
XML	eXtensible Markup Language
XSD	XML Schema Definition

AP4. APPENDIX 4

DLSS/DLMS CONVERSION GUIDE

AP4.1. Three sets of conversion guides contain a cross reference of DoD domain codes (data item codes) to American National Standardes Institute (ANSI) Accredited Standards Committee (ASC) X12 domain code values. All three conversion guides must be implemented in DoD systems using ANSI ASC X12 transaction formats to convert DoD data value established in legacy system to the corresponding ANSI ASC X12 code values. The applicable conversion guides are available using the links provided below or from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eApplications/LogDataAdmin/dlmsansiconverguides.asp:

CODE	TITLE
*9	TRANSPORTATION MODE OF SHIPMENT/TRANSPORTATION METHOD/TYPE CODE CONVERSION

www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*9

*A TYPE OF PACK CONVERSION GUIDE

www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*A

UNIT OF MATERIEL MEASURE (UNIT OF ISSUE/PURCHASE UNIT) CONVERSION GUIDE (available in three sorts).

*8 DoD Code Sequence:

www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*8

**8 ANSI ASC X12 Code Sequence:

www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=**8

8 Alphabetic Name Sequence:

www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*8*

AP5. APPENDIX 5

DLMS TO DLSS CROSS-REFERENCE TABLES

AP5.1. The Defense Logistics Management Standards (DLMS) – Defense Logistics Standard System (DLSS) (legacy 80 record position format) cross reference tables provide the following information:

AP5.1.1. A cross-reference of each DLSS Document Identifier Code (DIC) (e.g., A01) to DLMS Supplement number (e.g. 511) for all DLSS legacy processes in two sequences: DIC sequence; DLMS transaction sequence.

DLSS DIC/DLMS Cross Reference Guide (DIC Sequence)

DLMS/DLSS DIC Cross Reference Guide (DLMS Sequence)

AP5.1.2. A Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) customer assistance aid consisting of correlation tables between MILSTRAP legacy DIC series, (e.g. .D4_, D6_, D7_, etc.) and DLMS, which provide general functional equivalency between each MILSTRAP DIC and DLMS Supplement. In addition to identification of the DIC/DLMS basic cross-references, actual physical location of the applicable transaction type code(s) within each DLMS Supplement and clarifying information required for defining a valid correlation are provided:

Correlation of MILSTRAP DIC Functionality to DLMS Transactions (DIC Sequence)

Correlation of DLMS Transaction to MILSTRAP DIC Functionality (DLMS Sequence)

.

AP6. APPENDIX 6

DEFENSE LOGISTICS MANAGEMENT SYSTEM CODE LISTS/QUALIFIERS

AP6.1. The Defense Logistics Management System (DLMS) Supplements and the Federal Implementation Conventions (IC) frequently employ a specific combination of data segments and data elements to convey encoded information. The DLMS Qualifiers represent a combination of DoD logistics functional data elements for which the authoritative source is Assistant Secretary of Defense (Logistics & Materiel Readiness) and data elements developed and maintained by other functional data administrators; but, are used in the DLMS, (e.g., procurement, finance, contract administration and personnel). Many of the listed data elements are registered under American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 Data Element 1270 (Code List Qualifier Code) and are used in Data Segment LQ identifying the coded entry to its qualifier. The presence of an asterisk (*) in the qualifier code indicates either of the following conditions:

- The entry represents a conversion guide required or used in the legacy 80 record position Defense Logistics Standard Systems (DLSS)/DLMS translation process.
- The entry shows a secondary sequence of a data code within a qualifier (alphabetic/alphanumeric code sequence or clear-text name).
- The entry is a guide for cross-reference of DoD Document Identifier Codes (DIC) to ANSI ASC X12 Federal ICs.

AP6.2. DLMS Codes Lists/Qualifiers are available from the DLA Logistics Management Standards Website
www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/LQHome.aspx

AP7. APPENDIX 7

DEFENSE LOGISTICS MANAGEMENT SYSTEM TRANSACTION FORMATS

AP7.1. DEFENSE LOGISTICS MANAGEMENT SYSTEM TRANSACTION FORMAT. Defense Logistics Management System (DLMS) transaction formats are stored on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/TransFormats/140_997.asp.

AP7.2. DEFENSE LOGISTICS STANDARD SYSTEM FORMATS. The DLA Logistics Management Standards Website contains a link to the legacy 80 record position Defense Logistics Standard System (DLSS) transactions associated with each DLMS transaction listed. www.dla.mil/j-6/dlmso/eLibrary/TransFormats/140_997.asp.

AP7.2. DEFENSE LOGISTICS MANAGEMENT SYSTEM TRANSACTION USAGE. DLMS Supplements address how the standards are implemented. One transaction set may be used in several different functional areas or repeatedly within the same functional area. Each separate interpretation of the standards according to a specific usage is called an application. See Volume 1, Chapter 5, Standards and Conventions, for more information on DLMS transactions.

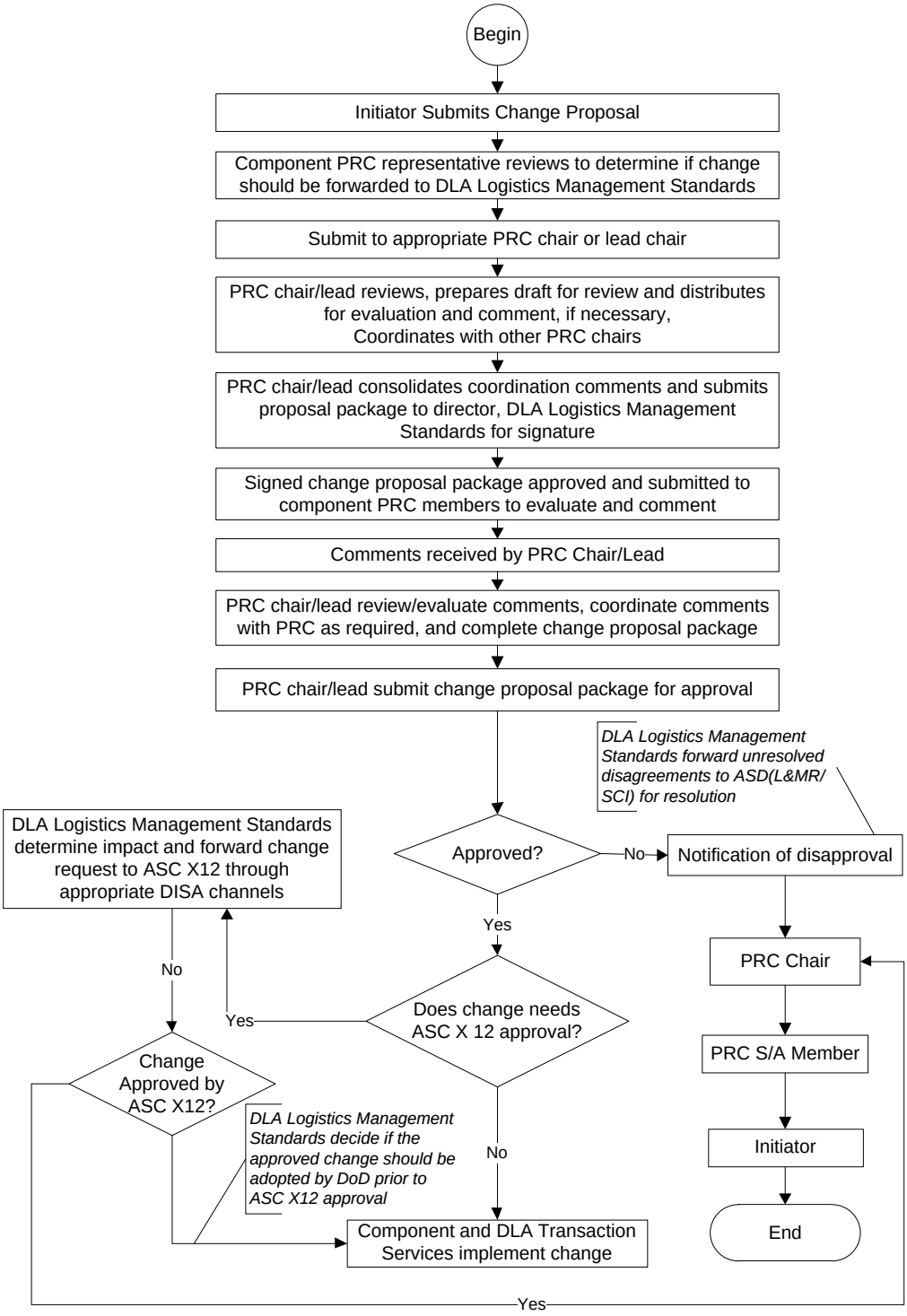
AP8. APPENDIX 8

TRANSACTION SET 997 IMPLEMENTATION CONVENTION – FUNCTIONAL ACKNOWLEDGEMENT

AP8.1. This implementation convention (IC) contains the format and establishes the data contents of the functional acknowledgement transaction set (997) for use within the EDI environment. This IC is used to acknowledge receipt and acceptance or rejection of a functional group and the transaction sets (ICs) contained therein based upon EDI translation software syntax edits. This IC does not cover the semantic meaning of the information encoded in the ICs. This IC is available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.

AP9. APPENDIX 9

DLMS CHANGE PROCESS FLOW CHART



AP10. APPENDIX 10

DEFENSE LOGISTICS MANAGEMENT SYSTEM COMPLIANCE

AP10.1. DETERMINATION OF DEFENSE LOGISTICS MANAGEMENT SYSTEM COMPLIANCE. The Defense Logistics Management System (DLMS) is a broad base body of logistics management, responsibilities, procedures, business rules, data and information exchange standards that are documented in the DLMS Manual and any Approved DLMS Changes (ADCs) published and posted to the DLA Logistics Management Standards Website after the latest publication date of the DLMS Manual.

AP10.2. NON COMPLIANT DLMS SYSTEMS. Non compliant systems interface with other systems in the accomplishment of the business processes covered by DLM 4000.25, but have not been designed to the DLMS, and have no current plans to implement the DLMS, or have plans to implement DLMS but have not started doing so.

AP10.3. LIMITED COMPLIANT DLMS SYSTEMS. Limited compliant DLMS systems interface with other systems in the accomplishment of the business processes covered by the DLMS Manual, have not fully implemented the DLMS, but have begun doing so, and have detailed plans and actions ongoing to reach full DLMS compliance.

AP10.4. FULL COMPLIANT DLMS SYSTEMS.

AP10.4.1. Systems that interface with other systems to accomplish business processes, procedures, business rules, and data that are documented in the DLMS Manual,

AP10.4.2. Have implemented the DLMS information exchange standards (e.g., DLMS Supplements to Accredited Standards Committee (ASC) X12 electronic data interchange (EDI) and/or DLMS extensible markup language (XML) schema documents) as published in DLM 4000.25 and stored on the DLA Logistics Management Standards Website, and

AP10.4.3. All ADCs by their respective required implementation dates.

AP10.5. FULL BUSINESS RULE AND BUSINESS PROCESS COMPLIANCE. DLMS compliance is a statement which identifies whether a business rule and business process either conforms to or is compatible with a DLMS business rule and business process. DLA Logistics Management Standards shall continue to post only approved DLMS business rules and business processes on the DLMS Website.

AP10.6. CONFORMANCE BUSINESS PROCESSES. A conforming business process is a set of business rules executed in a predefined sequence to achieve a business objective that is used as approved by the DLMS Manual and DLMS Supplements

without change. A conforming business rule is an explicit statement of one or more conditions that must or must not be met within a business context that is used as approved by the DLMS Manual and DLMS Supplements without change

AP10.7. COMPATIBILITY BUSINESS PROCESSES. A compatible process is a set of business rules executed in a predefined sequence to achieve a business objective that extends or constrains a DLMS business process yet is consistent with the DLMS Manual and DLMS Supplements. A compatible business rule is an explicit statement of one or more conditions that must or must not be met within a business context that extends or constrains a DLMS business rule yet is consistent with the DLMS Manual and DLMS Supplements. If a system or program manager identifies that a system is compatible, they must identify what extensions or constraints have been made. DLA Logistics Management Standards shall make a determination which extensions or constraints get added to the standard. The responsibility for generating the associated Proposed DLMS Change (PDC) lies with the system program manager, the functional proponent for the system, or the functional policy proponent that identifies the required change and not DLA Logistics Management Standards.

AP10.8. FULL COMPLIANT INSTANCES. Systems will likely include multiple transactions of which only a handful are within the scope of DLMS; therefore, this document focuses on applicability to transactions, documents, instances and any informational exchange messages (hereafter referred to inclusively as instances). The DLA Logistics Management Standards office does not have the resources to determine which instances are compliant; and instead, provides the criteria for systems and program managers to self certify that their transactions, documents, instances, or informational exchange messages are compliant. Compliance will ultimately be proven when information is exchanged and it passes functional and technical validations.

AP10.8.1. DLA Logistics Management Standards is committed to using commercial standards as applicable and therefore participates in ASC X12, and United Nations/Centre for Trade Facilitation and Electronic Business (UN/CEFACT. Conformance, compliance or compatibility with ASC X12, International Standards Organization (ISO), UN/CEFACT, or Service / Agency does not infer conformance, compliance or compatibility with the DLMS standard. Nor does conformance, compliance or compatibility with the DLMS standard infer conformance, compliance or compatibility with the ASC X12, ISO, UN/CEFACT, or Component standards.

AP10.8.2. DLMS compliance is a statement which identifies whether an instance either conforms to or is compatible with a DLMS schema. DLA Logistics Management Standards shall continue to post only approved DLMS schemas on its website and the DoD Metadata Registry.

AP10.9. CONFORMANCE TRANSACTIONS. A conforming instance is a transaction, document, XML instance for a prescribed transaction format or informational exchange message that uses an approved DLMS schema without change.

AP10.10. COMPATIBILITY TRANSACTIONS. A compatible instance is a transaction, document, XML instance or informational exchange message that uses a modified DLMS schema by adding elements that are not identified in the DLMS model and/or eliminating optional elements. If a system or program manager identifies her system is compatible, she must identify what extensions or constraints have been made. DLA Logistics Management Standards office shall make a determination which extensions or constraints get added to the standard. The DOD Component or external organization identifying the requirement must generate the associated DLMS PDC.

AP10.11. CUSTOMIZATION

AP10.11.1. Addition of Physical Metadata. The DLA Logistics Management Standards office creates schemas that can be used universally; the DLMS does not include message headers such as Simple Mail Transport Protocol (SMTP), Simple Object Access Protocol (SOAP) or Web Services Description Language (WSDL) in its schema. The message header is used to identify physical metadata associated with extraction of data from a system. The addition of this physical metadata is allowed as part of the message header as long as business content carried in the payload (or message body) is compliant with DLMS schema as described in the Conformance and Compatibility paragraphs of this document.

AP10.11.2. Business Content Metadata. Extensions or constraints to a transaction, document, XML instance or informational exchange messages are allowed but must be identified as stated in the Compatibility paragraph of this document. Supplementing the DLMS standard is allowed provided business content has not been altered and the supplemental content is coordinated with DLA Logistics Management Standards under a DLMS change. Modifications to business content which are not allowed include:

AP10.11.2.1. Changes of length outside of minimum/maximum;

AP10.11.2.2. Elimination of mandatory elements or codes;

AP10.11.2.3. Changing order or relative position of elements within the prescribed transaction;

AP10.11.2.4. Changing context or using elements for other than intended purpose (refer to approved DLMS definition);

AP10.11.2.5. Change of type or pattern (e.g., alpha numeric, numeric, real, date/time, etc.);

AP10.11.2.6. Addition or modification of codes, and

AP10.11.2.7. Alteration by use of namespaces, code lists, extension, qualification, aggregation or redefinition of data types, constructs, structure or core component types for the purpose of redefining content or elimination of mandatory elements is not allowed.

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 2

SUPPLY STANDARDS AND PROCEDURES

June 13, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 2, December 7, 2012
Change 1

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 2, SUPPLY STANDARDS AND PROCEDURES
CHANGE 1

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), 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 1 also includes administrative updates in Chapter 16, not marked by bold italics, to change "shall" to "will" per a style change for DoD issuances.

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

A. Addendum 93A dated August 29, 2012. Addendum 93A to include Status Code BP in Cancellation Procedures. Revises Chapter 4.

B. ADC 1006 dated July 12, 2012. Exception Processing for DLA Contractor Furnished Material Requisitions. Revises Chapter 4.

C. ADC 1011 dated August 13, 2012. Routing Identifier Code Format Rule for Defense Contract Management Agency Activities. Revises Appendices AP7.2 and AP7.3.

D. ADC 1012 dated July 6, 2012. Accommodation of Disposition Services Local Stock Number in Generator Communication. Establishes Appendix 9.

E. ADC 1013 dated June 16, 2012. Intra-DLA Change: Disposal Turn-In Document Number Suffixing for DLMS 846C and DLMS 846R for use by DLA Disposition Services under Reutilization Business Integration. Revises DLMS Supplements 846C and 846R, without revision to the manual.

F. ADC 1014 dated August 17, 2012. Revised Procedures for Inclusion of Contract Data in Transactions Associated with Government Furnished Property and Management Control Activity Validation of Contractor Furnished Materiel Requisitions. Revises Chapters 4 and 5, Appendices AP6.1, AP8.2, AP8.23, AP8.24 and AP8.48. Revises the following DLMS Supplements, 511R, 511M, 517G, 856S, 856R, 867I, 869C, 869F, 870S, and 940R.

G. ADC 1016 dated June 16, 2012. Adds a new Disposition Services Indicator for Controlled Property Branch Verified, for DLA Disposition Services use with DLMS 527R Receipt Transactions under Reutilization Business Integration. Revises Chapter 16 and DLMS Supplement 527R.

H. ADC 1021 dated July 17, 2012. Revises intra-DLA Procedures and DLMS 527D Pre-Positioned Materiel Receipt to Add Container Detail Supporting Relocation of Materiel between DLA Disposition Services Field Offices under RBI. Revises Chapter 16, and Administrative Update to DLMS Supplements, 511R, 527R, and 940R.

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

Replaced Files

Change History Page
Table of Contents
Chapter 4
Chapter 5
Chapter 16
Appendix 7.2
Appendix 7.3
Appendix 9 (New)

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

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 2, June 25, 2013
Change 2

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

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), 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 2 also includes administrative updates not marked by bold italics, to change "shall" to "will" per a style change for DoD issuances.

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

A. ADC 399A dated January 30, 2013. Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (DD Form 1348-1A or DD Form 1348-2) Continuation Page. Revises Table of Contents, Appendices 6 - Index, 6.1, 6.6, 6.35, 6.36, 8.48, and 8.49.

B. ADC 427A dated October 3, 2012. Requisition Document Number Date Edit. Revises Chapter 4 and Appendix 7.16.

C. ADC 448B dated October 2, 2012. Delayed implementation for International Organization for Standardization 3166-1 Codes for the Identification of Countries and their Subdivisions. Revises Appendices 7.18, 8.3 and 8.30. Revises DLMS Supplements 511M, 511R, 842A/W, 842A/R, 856ASN, 856R, 856S, 869F, 940R, 810L, 870S, and 870N.

D. ADC 452A dated October 9, 2012. Additional Criteria for DOD WebSDR Automated Supply Discrepancy Report Rejection Capability. Revises Chapters 17 and Appendix 3.

E. ADC 473A dated November 21, 2012. DLMS Revisions to Add the Associated Purchase Order Number (Supports DLA Interface with the Exchange, Navy Exchange Service Command, and Marine Corps Exchange Non-Appropriated Funds Activities, and Non-DOD Customers). Revises Appendix 6.1 and 8.48. Revises DLMS Supplements 511R, 511M, 869F, 940R, and 856S.

F. ADC 1007 dated October 1, 2012. New DLMS 842P, Product Quality Deficiency Report Data Exchange and Enhanced Exhibit Tracking via Standard Logistics Transactions. Revises Chapters 4, 5, 13, and established Chapter 24. Revises DLMS Supplements 527R, 940R, and 856S. Adds DLMS Supplement 842P.

G. ADC 1017 dated September 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. Revises Chapter 16 and Appendix 7.7. Revises DLMS Supplements 527R and 947I.

H. ADC 1019 dated December 17, 2012. Small Arms/Light Weapons Local Stock Number Assignment for use by DLA Disposition Services in Multiple DLMS Transactions, under Reutilization Business Integration. Revises DLMS 511R, 527R, 846C, 846R, and 947I without revision to the manual.

I. ADC 1020 dated November 2, 2012. Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel. Revises Chapter 4 and Appendices 7.2, 7.9, 7.10, 7.13 and 8.24. Revises DLMS Supplements 511R, 511M, 867I, 869F, 870S, 940R, and 945A.

J. ADC 1022 dated October 19, 2012. Procedures for Processing Depot Returns (including Receipt, Supply Discrepancy Report, and Revision to Time Standard for Reclassification of Supply Condition Code J and K Assets). Revises Chapters 7, 13 and 17. Revises DLMS Supplement 842A/W.

K. ADC 1023 dated October 24, 2012. MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System. Revises Chapter 4 and Appendix 7.7. Revises DLMS Supplements 511M, 511R, and 869F.

L. ADC 1026 dated October 10, 2012. Optional WebSDR Acknowledgment to Submitting System Providing WebSDR-Assigned Control Number. Revises Chapter 17.

M. ADC 1032 dated January 31, 2013. Assignment of Numeric Routing Identifier Codes. Revises Appendix 7.2.

N. ADC 1034 dated October 23, 2012. 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. Revises Chapter 16.

O. ADC 1042 dated January 7, 2013. Revise Wide Area Workflow Advance Shipment Notice to Accommodate DLA Interface for Reparable Government Furnished Property. Revises DLMS Supplements 527R and 856ASN without revision to the manual.

P. ADC 1044 dated January 22, 2013. Enhanced Interim Supply Discrepancy Report Reply Capability, Status Update, and Completion Notification. Revises Chapter 17 and Appendix 3. Revises DLMS Supplements 842A/W and 842A/R.

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

Added or Replaced Files	**Added or Replaced Files**
Change History Page	Appendix 3
Table of Contents	Appendix 6 - Index
Chapter 4	Appendix 6.1
Chapter 5	Appendix 6.6
Chapter 7	Appendix 6.35
Chapter 13	Appendix 6.36
Chapter 16	Appendix 7.2
Chapter 17	Appendix 7.7
Chapter 24 (New)	Appendix 7.9
	Appendix 7.10
	Appendix 7.18
	Appendix 8.3
	Appendix 8.24
	Appendix 8.30
	Appendix 8.48
	Appendix 8.49

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

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DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 2 – SUPPLY STANDARDS AND PROCEDURES

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 2 prescribes uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, materiel return, and inventory control processes.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1 Chapter 3 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

IV. This manual is approved for public release and is available electronically at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

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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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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, as well as 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

ADC Number	Date	Change Description	Change Number
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
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
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
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

ADC Number	Date	Change Description	Change Number
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.	
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
410 Addendum	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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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
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
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

ADC Number	Date	Change Description	Change Number
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
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
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
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

ADC Number	Date	Change Description	Change Number
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
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

ADC Number	Date	Change Description	Change Number
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
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
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
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
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
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

TABLE OF CONTENTS

VOLUME 2: SUPPLY STANDARDS AND PROCEDURES

PAGE

FOREWORD 1

CHANGE HISTORY PAGE 2

TABLE OF CONTENTS 43

CHAPTER 1 INTRODUCTION

C1.1 GENERAL C1-1
C1.2 POLICY C1-1
C1.3 APPLICABILITY C1-1
C1.4 SUPPLY PROCESS REVIEW COMMITTEE C1-1
C1.5 JOINT PHYSICAL INVENTORY WORKING GROUP C1-1
C1.6 JOINT SMALL ARMS AND LIGHT WEAPONS COORDINATING GROUP C1-2
C1.7 NONCOMPLIANCE C1-2
C1.8 TRANSACTION REVERSAL C1-2

CHAPTER 2 SPECIAL PROGRAM REQUIREMENTS AND DEMAND DATA EXCHANGE PROJECTED SUPPLY PLAN

C2.1 GENERAL C2-1
C2.2 SPECIAL PROGRAM REQUIREMENTS C2-2
C2.3 DEMAND DATA EXCHANGE PROJECTED SUPPLY PLAN C2-7

CHAPTER 3 WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES

C3.1 GENERAL C3-1
C3.2 WAR MATERIEL REQUIREMENTS C3-1
C3.3 SIMULATED MOBILIZATION EXERCISES C3-2

PAGE

CHAPTER 4 REQUISITIONING

C4.1 GENERAL C4-1
C4.2 PREPARATIONS OF REQUISITIONS C4-1
C4.3 RETRANSMITTED REQUISITIONS C4-***33***
C4.4 REQUISITION CANCELLATIONS C4-***33***
C4.5 REQUISITION MODIFICATIONS C4-3***7***
C4.6 REQUISITION INQUIRIES/REQUESTS FOR SUPPLY ASSISTANCE C4-3***9***
C4.7 REQUISITION PROCESSING AND RELATED ACTIONS C4-***41***
C4.8 ARMY EXCHANGE REPARABLE PRICING PROCESS C4-7***5***
C4.9 NAVY EXCHANGE REPARABLE PRICING PROCESS C4-7***6***
C4.10 DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS C4-7***7***

CHAPTER 5 STATUS REPORTING

C5.1 SUPPLY AND SHIPMENT STATUS – GENERAL C5-1
C5.2 NOTICE OF AVAILABILITY C5-20

CHAPTER 6 PHYSICAL INVENTORY CONTROL

C6.1 GENERAL C6-1
C6.2 POLICY C6-3
C6.3 PHYSICAL INVENTORY PROCEDURES C6-14
C6.4 RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY) – DOCUMENT IDENTIFIER CODE D8A/D9A C6-18
C6.5 REVERSAL OF INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY) – DOCUMENT IDENTIFIERCODE D8A/D9A C6-21
C6.6 RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (ACCOUNTING ERRORS) – DOCUMENT IDENTIFIER CODE D8B/D9B C6-22
C6.7 REVERSAL OF INVENTORY ADJUSTMENT (ACCOUNTING ERRORS) TRANSACTIONS C6-24
C6.8 RECORD RECONCILIATION PROGRAM C6-25
C6.9 RETENTION OF ACCOUNTABLE DOCUMENTATION C6-30

PAGE

C6.10 QUALITY CONTROL C6-31
C6.11 PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT C6-33
C6.12 STORAGE ITEM DATA CORRECTION/CHANGENOTIFICATION ... C6-42

CHAPTER 7 INVENTORY ADJUSTMENTS

C7.1 GENERAL C7-1
C7.2 CHANGES IN SUPPLY CONDITION OF MATERIEL C7-5
C7.3 OWNERSHIP GAINS AND LOSSES C7-10
C7.4 PURPOSE TRANSFERS C7-11
C7.5 PHYSICAL INVENTORY GAINS AND LOSSES C7-11
C7.6 REIDENTIFICATION OF STOCK, STOCK NUMBER CHANGES AND UNIT OF ISSUES CHANGES C7-11
C7.7 CONDITION CHANGES FOR ITEMS BEING REPORTED/ TURNED IN TO DLA DISPOSITION SERVICES C7-12
C7.8 MAINTAINING ACCOUNTABILITY DURING MAINTENANCE C7-13

CHAPTER 8 MATERIEL OBLIGATION VALIDATION

C8.1 SUPPORT OF UNITED STATES FORCES C8-1
C8.2 GRANT AID C8-7

CHAPTER 9 LOGISTICS REASSIGNMENT

C9.1 GENERAL C9-1
C9.2 POLICY C9-2
C9.3 REQUIREMENTS C9-2
C9.4 PRE-EFFECTIVE TRANSFER DATE ACTIONS C9-3
C9.5 EFFECTIVE TRANSFER DATE PERIOD ACTIONS C9-5
C9.6 POST-EFFECTIVE TRANSFER DATE ACTIONS C9-6
C9.7 RECEIPT PROCESSING AFTER EFFECTIVE TRANSFER DATE C9-8
C9.8 INQUIRY FOR LOGISTICS REASSIGNMENT ASSET DATA AND RESPONSE C9-10
C9.9 LOGISTICS REASSIGNMENT DUE-IN VALIDATION C9-10

CHAPTER 10 MATERIEL RECEIPT ACKNOWLEDGEMENT

C10.1 GENERAL C10-1

PAGE

C10.2 RESPONSIBILITIES C10-3

C10.3 INQUIRY FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGEMENT C10-10

CHAPTER 11 MATERIEL RETURNS, REDISTRIBUTION OF ASSETS, DIRECTED DISCREPANT/DEFICIENT MATERIEL RETURNS AND RETROGRADE RETURNS

C11.1 GENERAL C11-1

C11.2 APPLICABILITY AND SCOPE C11-2

C11.3 EXCLUSIONS C11-3

C11.4 REPORTING CRITERIA FOR CUSTOMER ASSET REPORTS C11-3

C11.5 PREPARATION OF CUSTOMER ASSET REPORTS C11-4

C11.6 CANCELLATION OF CUSTOMER ASSET REPORTS C11-4

C11.7 PROCESSING REPLIES TO CUSTOMER ASSET REPORTS C11-5

C11.8 FOLLOW-UPS ON REPORTED ASSETS C11-6

C11.9 AUTOMATIC RETURNS C11-7

C11.10 DEFENSE AUTOMATIC ADDRESSING SYSTEM C11-8

C11.11 INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF CUSTOMER ASSET REPORTS C11-10

C11.12 INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS C11-12

C11.13 PROCESSING OF SHIPMENT STATUS C11-13

C11.14 PROCESSING FOLLOW-UPS FROM REPORTING ACTIVITIES .. C11-13

C11.15 CANCELLATION OF CUSTOMER ASSET REPORTS C11-15

C11.16 INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF DLMS 180M CUSTOMER ASSET REPORTS, CANCELLATIONS, AND FOLLOW-UPS WHEN THE SUPPLY SOURCE HAS CHANGED C11-16

C11.17 INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER LATERAL REDISTRIBUTION OF RETAIL ASSETS C11-16

C11.18 RETURNS TO DLA FROM INDUSTRIAL SITES UNDER BASE REALIGNMENT AND CLOSURE SUPPLY, STORAGE AND DISTRIBUTION AND NATIONAL INVENTORY MANAGEMENT STRATEGY SITE CUSTOMERS C11-18

PAGE

C11.19 DIRECTED DISCREPANT/DEFICIENT MATERIEL RETURNS AND RETROGRADE RETURNS C11-19

CHAPTER 12 DUE-IN AND ADVANCE RECEIPT INFORMATION

C12.1 GENERAL C12-1

C12.2 CONTROL OF MATERIEL DUE-IN C12-2

C12.3 PROVIDING THE STORAGE ACTIVITY WITH ADVANCE RECEIPT INFORMATION C12-3

C12.4 LOAN MATERIEL C12-5

C12.5 LOGISTICS REASSIGNMENT MEMORANDUM DUE-IN AND ADVANCED RECEIPT INFORMATION C12-5

C12.6 LOGISTICS REASSIGNMENT DUE-IN VALIDATION C12-6

CHAPTER 13 MATERIEL RECEIPT

C13.1 GENERAL C13-1

C13.2 MATERIEL RECEIPT PROCESSING C13-2

C13.3 INQUIRY ON IN-TRANSIT DUE-INS C13-1***9***

C13.4 STORAGE ACTIVITY RESPONSE TO INQUIRY ON MATERIEL RECEIPT C13-1***9***

C13.5 ARMY EXCHANGE PRICING PROCESS C13-1***9***

C13.6 OPTIONAL INTRA-SERVICE USE OF RECEIPT FOR MATERIEL PROVIDED TO CONTRACTORS AS GOVERNMENT FURNISHED MATERIEL C13-***20***

CHAPTER 14 ISSUE, LOAN, DEMAND, AND SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS

C14.1 GENERAL C14-1

C14.2 ISSUE C14-2

C14.3 BACKORDER TRANSACTIONS C14-5

C14.4 DEMAND TRANSACTIONS C14-5

C14.5 LOAN TRANSACTIONS C14-5

C14.6 SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS C14-6

CHAPTER 15 INSTALLATION CLOSURE PROCEDURES

C15.1 GENERAL C15-1

PAGE

C15.2 APPLICABILITY AND SCOPE C15-1
C15.3 EXCLUSIONS C15-1
C15.4 INSTALLATION CLOSING PROCEDURES C15-2
C15.5 PROCEDURES FOR THE INVENTORY CONTROL POINT/ INTEGRATED MATERIEL MANAGER C15-4

CHAPTER 16 DISPOSITION SERVICES

C16.1 REQUISITIONING DOD EXCESS PERSONAL PROPERTY FROM THE DISPOSITION SERVICES C16-1
C16.2 REQUISITIONING AND OTHER MATERIEL MOVEMENT OF CONVENTIONAL SMALL ARMS/LIGHT WEAPONS FROM DISPOSITION SERVICES C16-1***5***
C16.3 SOURCE OF SUPPLY AND STORAGE ACTIVITY INTERFACE FOR DISPOSAL RELEASE ORDERS C16-15
C16.4 DOCUMENTATION REQUIRED FOR SHIPMENTS TO DLA DISPOSITION SERVICES C16-17
C16.5 INTRANSIT CONTROL SYSTEMS PROCESSING OF SHIPMENTS TO DLA DISPOSITION SERVICES C16-22
C16.6 PROCESSING MATERIEL AND MAINTAINING ACCOUNTABILITY BY THE DLA DISPOSITION SERVICES AND THE DISPOSITION SERVICES FIELD OFFICES C16-27
C16.7 SUPPLY DISCREPANCY REPORTING C16-4***5***

CHAPTER 17 SUPPLY DISCREPANCY REPORTING

C17.1 GENERAL C17-1
C17.2 POLICY C17-5
C17.3 PROCEDURES C17-8
C17.4 MANAGEMENT EVALUATION C17-4***4***
C17.5 SECURITY ASSISTANCE DISCREPANCY REPORTS C17-4***5***

CHAPTER 18 SMALL ARMS AND LIGHT WEAPONS SERIAL NUMBER REGISTRATION AND REPORTING

C18.1 SCOPE C18-1
C18.2 GENERAL REQUIREMENTS C18-2
C18.3 OBJECTIVES C18-4
C18.4 EXCLUSIONS C18-4

PAGE

C18.5 DELINEATION OF RESPONSIBILITIES C18-5
C18.6 SAFEGUARDING AND PHYSICAL SECURITY OF AUTOMATIC DATA PROCESSING RECORDED DATA C18-7
C18.7 OPERATING PROCEDURES C18-8
C18.8 TIME STANDARDS FOR PROCESSING UPDATES AND FOLLOW-UPS FOR SHIPMENTS AND RECEIPTS C18-12

CHAPTER 19 UNIQUE ITEM TRACKING

C19.1 SCOPE C19-1
C19.2 EXCLUSIONS C19-1
C19.3 GENERAL C19-1
C19.4 OBJECTIVES C19-1
C19.5 SAFEGUARDING AND PHYSICAL SECURITY OF UNIQUE ITEM TRACKING DATA RECORDS C19-2
C19.6 VISIBILITY OF UNIQUE ITEM TRACKING ITEMS C19-2
C19.7 RESPONSIBILITIES FOR UNIQUE ITEM TRACKING C19-2
C19.8 NATIONAL STOCK NUMBERS C19-3
C19.9 VISIBILITY OF ITEMS C19-3
C19.10 RETENTION OF UNIQUE ITEM TRACKING DOCUMENTATION C19-3
C19.11 DUE-IN AND PREPOSITIONED MATERIEL RECEIPT INFORMATION C19-4
C19.12 ADVANCE SHIPPING NOTICE C19-4
C19.13 AIR FORCE INTEGRATED LOGISTICS SOLUTION-SUPPLY RETAIL STATUS C19-4
C19.14 ACCEPTANCE REPORT C19-4
C19.15 MATERIEL RECEIPT C19-5
C19.16 UNIQUE ITEM IDENTIFIER RECEIPT DISCREPANCIES C19-5
C19.17 REINTRODUCTION OF UNIQUE ITEM IDENTIFIER ITEM PREVIOUSLY SHIPPED OUTSIDE THE CONTROL OF THE DEPARTMENT OF DEFENSE C19-5
C19.18 MATERIEL REDISTRIBUTION AND RELEASE C19-5
C19-19 CANCELLED MATERIEL RELEASE ORDER/DISPOSAL RELEASE ORDER SUPPORTING UNIQUE ITEM IDENTIFIER MATERIEL RELEASE C19-6
C19.20 MATERIEL RELEASE CONFIRMATION C19-6

PAGE

C19.21 CONFIRMATION OF SHIPMENT TO DEMILITARIZATION AND/OR DISPOSAL C19-6
C19.22 SHIPMENT STATUS C19-6
C19.23 PHYSICAL INVENTORY OF UNIQUE ITEM IDENTIFIER ITEMS C19-6
C19.24 DOD STOCK READINESS PROGRAM C19-7
C19.25 SIGHT VERIFICATION UNDER SPECIAL CIRCUMSTANCES C19-7
C19.26 DLMS TRANSACTIONS WITH UNIQUE ITEM TRACKING CAPABILITY C19-7
C19.27 DOD-LEVEL UNIQUE ITEM TRACKING PROGRAMS C19-8
C19.28 UNIQUE ITEM TRACKING DESIGNATOR CODES C19-10

CHAPTER 20 MEDICAL UNIT ASSEMBLY PROGRAM

C20.1 GENERAL C20-1
C20.2 APPLICABILITY AND SCOPE C20-1
C20.3 BUILD REQUIREMENT C20-1
C20.4 DUE-IN ESTABLISHMENT C20-1
C20.5 RECEIPT PROCESSING C20-1
C20.6 COMPONENT PACKING INFORMATION C20-2

CHAPTER 21 STOCK READINESS PROGRAM

C21.1 GENERAL C21-1
C21.2 APPLICABILITY AND SCOPE C21-1
C21.3 STOCK SCREENING REQUEST/REPLY OVERVIEW C21-2
C21.4 STORAGE QUALITY CONTROL REPORT PROCESS OVERVIEW C21-4

CHAPTER 22 ASSET STATUS REPORTING

C22.1 GENERAL C22-1
C22.2 IN STORAGE ASSETS C22-1
C22.3 INTRA-COMPONENT USE C22-4

CHAPTER 23 CATALOG DATA SUPPORT

C23.1 GENERAL C23-1
C23.2 INDUSTRIAL ACTIVITY CATALOG DATA SUPPORT C23-2

PAGE

C23.3 PROCEDURES-NAVY INTERFACE C23-3

C23.4 PROCEDURES-MARINE CORPS INTERFACE C23-9

CHAPTER 24 PRODUCT QUALITY DEFICIENCY REPORT PROGRAM

C24.1 GENERAL C24-1

C24.2 PQDR TRANSACTION SET C24-1

C24.3 APPLICABILITY AND SCOPE C24-1

C24.4 PQDR OVERVIEW C24-1

C24.5 DETAILED REQUIREMENT C24-2

C24.6 EXHIBIT TRACKING C24-5

C24.7 PQDR INTER-SERVICE INTERFACE QUERY CAPABILITY C24-5

APPENDICES

AP1. APPENDIX 1. REPORT OF VALIDATION OF MATERIEL OBLIGATIONS AP1-1

AP2. APPENDIX 2. QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT AP2-1

AP3. APPENDIX 3. SUPPLY DISCREPANCY REPORT RELEVANT DATA ELEMENTS

AP3.1 GENERAL AP3-1

AP3.2 SHIPPING AND PACKAGING DISCREPANCY CODES AP3-1

AP3.3 SUPPLY DISCREPANCY REPORT REQUESTED ACTION CODES AP3-***10***

AP3.4 DISCREPANCY STATUS OR DISPOSITION (REPLY) CODES AP3-***11***

AP3.5 DISCREPANCY REPORT DOCUMENT TYPE CODES AP3-***17***

AP4. APPENDIX 4. INSTRUCTIONS FOR PREPARATION OF STANDARD FORM 364

AP4.1 ORIGINAL REPORT AP4-1

AP4.2 SUPPLY DISCREPANCY REPORT REPLY AP4-5

AP4.3 SUPPLY DISCREPANCY REPORT FOLLOW-UPS, CORRECTIONS AND CANCELLATIONS AP4-6

AP5. APPENDIX 5. INSTRUCTIONS FOR SUBMISSION OF DOD UNIQUE ITEM TRACKING PROGRAM CANDIDATES

PAGE

AP5.1 ORIGINATOR AP5-1

AP5.2 UNIQUE ITEM TRACKING PROGRAM CANDIDATE AP5-1

AP6. APPENDIX 6. FORMS/MESSAGE FORMATS INDEX

AP6.1 FORMS/MESSAGE FORMATS INTRODUCTION AP6-1

AP6.2 DD FORM 1348, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) AP6-1

AP6.3 DD FORM 1348M, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL) AP6-1

AP6.4 DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT AP6-1

AP6.5 STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT AP6-1

AP6.6 DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM) AP6-1

AP6.7 GSA FORM 10050, SUPPLY/SHIPMENT STATUS AP6-1

AP6.8 MILSTRIP MESSAGE REQUISITION AP6-1

AP6.9 MILSTRIP MESSAGE FOLLOW-UP AP6-1

AP6.10 MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST AP6-1

AP6.11 ABBREVIATED MILSTRIP MESSAGE SUPPLY STATUS AP6-1

AP6.12 ABBREVIATED MILSTRIP MESSAGE SHIPMENT STATUS AP6-1

AP6.13 MILSTRIP PART NUMBER/NON-NSN MESSAGE REQUISITION AP6-1

AP6.14 RESERVED AP6-1

AP6.15 MESSAGE REQUEST FOR SPECIAL MATERIEL OBLIGATION VALIDATION AP6-1

AP6.16 MESSAGE REPLY TO SPECIAL MATERIEL OBLIGATION VALIDATION REQUEST AP6-1

AP6.17 REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS)(FROM SOURCE OF SUPPLY TO ILCO) AP6-1

AP6.18 FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO) AP6-1

PAGE

AP6.19 REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs) AP6-1

AP6.20 FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (MAP GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs) AP6-1

AP6.21 REPORT OF VALIDATION OF MATERIEL OBLIGATIONS AP6-1

AP6.22 ABBREVIATED MESSAGE ASSET REPORT, ETC. (MATERIEL RETURNS PROGRAM) AP6-2

AP6.23 MASS OR UNIVERSAL CANCELLATION MESSAGE AP6-2

AP6.24 DEFENSE LOGISTICS MANAGEMENT SYSTEM/LEGACY MILSTRIP REVISION IMPLEMENTATION REPORT AP6-2

AP6.25 ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING AP6-2

AP6.26 RESERVED AP6-2

AP6.27 ISSUE RELEASE/RECEIPT DOCUMENT PREPRINTED FORM WITHOUT LOGMARS BAR CODING DATA AP6-2

AP6.28 RESERVED AP6-2

AP6.29 ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING FOREIGN MILITARY SALES AP6-2

AP6.30 RESERVED AP6-2

AP6.31 ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL AP6-2

AP6.32 MESSAGE REQUEST FORM DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE AP6-2

AP6.33 QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT AP6-2

AP6.34 UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT REPORT AP6-2

AP6.35 ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (1348-1A) WITH CODE 39 (THREE OF NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL ***(2D) BAR CODE*** AP6-2

PAGE

AP6.36 ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (1348-1A or DD Form 1348-2) CONTINUATION PAGE AP6-2

AP6.37 INVENTORY CONTROL EFFECTIVENESS REPORT (AMMUNITION) DD FORM 2338-1 ..... AP6-2

AP6.38 INVENTORY CONTROL EFFECTIVENESS REPORT (GENERAL SUPPLIES) DD FORM 2338-2 ..... AP6-2

AP7. APPENDIX 7. DATA ELEMENTS AND CODES INDEX

AP7.1 DOCUMENT IDENTIFIER CODES AP7-1

AP7.2 SERVICE AND AGENCY CODES AP7-1

AP7.3 ROUTING IDENTIFIER CODES AP7-1

AP7.4 MEDIA AND STATUS CODES AP7-1

AP7.5 STOCK OR PART NUMBERS AP7-1

AP7.6 UNIT OF ISSUE AND QUANTITY AP7-1

AP7.7 DOCUMENT NUMBER AP7-1

AP7.8 DEMAND AND SUFFIX CODES AP7-1

AP7.9 SUPPLEMENTARY ADDRESS AP7-1

AP7.10 SIGNAL CODES AP7-1

AP7.11 FUND CODES AP7-1

AP7.12 DISTRIBUTION CODES AP7-1

AP7.13 PROJECT CODES AP7-1

MASTER PROJECT CODE LIST - w/ POC-POSTED TO WEBSITE ONLY

MASTER PROJECT CODE LIST - w/o POC-POSTED TO WEBSITE ONLY

AP7.14 PRIORITY DESIGNATORS, STANDARD AND REQUIRED DELIVERY DATES AP7-1

AP7.15 ADVICE CODES AP7-1

AP7.16 STATUS CODES AP7-1

AP7.17 SHIPMENT HOLD CODES AP7-1

AP7.18 COUNTRY AND ACTIVITY CODES AP7-1

AP7.19 SECURITY ASSISTANCE PROGRAM TYPE OF ASSISTANCE AND FINANCING CODES AP7-1

AP7.20 SUBSISTENCE TYPE OF PACK CODES AP7-1

PAGE

AP7.21 DISPOSAL AUTHORITY CODES AP7-1

AP7.22 COOPERATIVE LOGISTICS PROGRAM SUPPORT CATEGORY CODES AP7-1

AP7.23 PRECIOUS METALS INDICATOR CODES AP7-1

AP7.24 AUTOMATED DATA PROCESSING IDENTIFICATION CODES AP7-2

AP7.25 CUSTOMER IDENTIFICATION AP7-2

AP8. APPENDIX 8. FORMATS INDEX

AP8.1 FORMATS (INTRODUCTION) AP8-1

AP8.2 REQUISITION AP8-1

AP8.3 SECURITY ASSISTANCE PROGRAM REQUISITION AP8-1

AP8.4 NON-NATIONAL STOCK NUMBER REQUISITION (MECHANICAL) AP8-1

AP8.5 REQUISITION FOLLOW-UP AP8-1

AP8.6 DISPOSAL SHIPMENT CONFIRMATION FOLLOW-UP AP8-1

AP8.7 REQUISITION CANCELLATION AP8-1

AP8.8 SOURCE OF SUPPLY CANCELLATION REQUEST OR REPLY TO SOURCE OF SUPPLY CANCELLATION REQUEST (ISSUES FROM STOCK) AP8-1

AP8.9 SOURCE OF SUPPLY CANCELLATION (DIRECT DELIVERY FROM PROCUREMENT) AP8-1

AP8.10 SUPPLY STATUS AP8-1

AP8.11 DIRECT DELIVERY NOTICE AP8-1

AP8.12 MATERIEL RELEASE ORDER/FOLLOW-UP FOR MATERIEL RELEASE ORDER/LATERAL REDISTRIBUTION ORDER AP8-1

AP8.13 DISPOSAL RELEASE ORDER, FOLLOW-UP, OR CANCELLATION AP8-1

AP8.14 MATERIEL RELEASE CONFIRMATION AP8-1

AP8.15 FORCE CLOSED MATERIEL RELEASE CONFIRMATION AP8-1

AP8.16 DISPOSAL RELEASE ORDER CONFIRMATION OR SUPPLY STATUS AP8-1

AP8.17 MATERIEL RELEASE DENIAL (WAREHOUSE REFUSAL) AP8-1

AP8.18 DISPOSAL RELEASE ORDER DENIAL AP8-1

AP8.19 SHIPMENT STATUS AP8-2

PAGE

AP8.20 PSEUDO SHIPMENT STATUS FOR UNCONFIRMED MATERIEL RELEASE ORDERS AP8-2

AP8.21 DISPOSAL SHIPMENT CONFIRMATION AP8-2

AP8.22 DOCUMENT MODIFIER (INVENTORY CONTROL POINT TO PROCUREMENT) AP8-2

AP8.23 PASSING ORDER AP8-2

AP8.24 REFERRAL ORDER/LATERAL REDISTRIBUTION ORDER FOR RETAIL ASSETS AP8-2

AP8.25 REDISTRIBUTION ORDER AP8-2

AP8.26 SOURCE OF SUPPLY MATERIEL OBLIGATION VALIDATION REQUEST AP8-2

AP8.27 MATERIEL OBLIGATION VALIDATION REQUEST CONTROL DOCUMENT AP8-2

AP8.28 RECEIPT CONFIRMATION FOR MATERIEL OBLIGATION VALIDATION REQUEST AP8-2

AP8.29 MATERIEL OBLIGATION VALIDATION RESPONSE AP8-2

AP8.30 FOREIGN MILITARY SALES NOTICE OF AVAILABILITY KEY DOCUMENT AP8-2

AP8.31 FOREIGN MILITARY SALES NOTICE OF AVAILABILITY DETAIL DOCUMENT AP8-2

AP8.32 FOREIGN MILITARY SALES NOTICE OF AVAILABILITY REPLY DOCUMENT AP8-2

AP8.33 CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM) AP8-2

AP8.34 REPLY TO CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM) AP8-2

AP8.35 DEFENSE AUTOMATIC ADDRESSING SYSTEM CUSTOMER ASSET REPORT STATUS (MATERIEL RETURNS PROGRAM) AP8-2

AP8.36 DISPOSITION INSTRUCTIONS DELAY STATUS (MATERIEL RETURNS PROGRAM) AP8-2

AP8.37 FOLLOW-UP FOR INVENTORY CONTROL POINT/ INTEGRATED MATERIEL MANAGER REPLY TO CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM) AP8-3

AP8.38 CANCELLATION OF CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM) AP8-3

AP8.39 SHIPMENT STATUS (MATERIEL RETURNS PROGRAM) AP8-3

PAGE

AP8.40 AUTOMATIC RETURN NOTIFICATION (MATERIEL RETURNS PROGRAM) AP8-3

AP8.41 INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER FOLLOW-UP (MATERIEL RETURNS PROGRAM) AP8-3

AP8.42 INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS (MATERIEL RETURNS PROGRAM) AP8-3

AP8.43 FOLLOW-UP FOR INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS (MATERIEL RETURNS PROGRAM) AP8-3

AP8.44 FOLLOW-UP FOR MATERIEL RETURNS PROGRAM CREDIT AP8-3

AP8.45 REPLY TO FOLLOW-UP FOR MATERIEL RETURNS PROGRAM CREDIT AP8-3

AP8.46 REQUEST FOR SHIPMENT TRACING ON REGISTERED, INSURED, AND CERTIFIED PARCEL POST AP8-3

AP8.47 SUPPLY STATUS (MATERIEL RETURNS PROGRAM) AP8-3

AP8.48 MATERIEL RELEASE DOCUMENT DD FORM 1348-1A OR DD FORM 1348-2 ..... AP8-3

AP8.49 TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICE ON DD FORM 1348-1A OR DD FORM 1348-2 ..... AP8-3

AP8.50 RETURN OF DISCREPANT FOREIGN MILITARY SALES MATERIEL AP8-3

AP8.51 MATERIEL OBLIGATION VALIDATION REINSTATEMENT REQUEST AP8-3

AP8.52 INVENTORY CONTROL POINT GOVERNMENT-FURNISHED MATERIEL VALIDATION REQUEST AP8-3

AP8.53 MANAGEMENT CONTROL ACTIVITY GOVERNMENT-FURNISHED MATERIEL VALIDATION RESPONSE AP8-4

AP8.54 DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE TRANSACTION AP8-4

AP8.55 NOTIFICATION OF CUSTOMER NONRESPONSE TO MATERIEL OBLIGATION VALIDATION REQUEST AP8-4

PAGE

AP9. APPENDIX 9. GENERATOR COMMUNICATIONS INTERFACE STANDARD 5.0.0

AP9.1 GENERAL AP9-1

AP9.2 PROCEDURE AP9-1

AP9.3. FILE FORMAT FOR GENERATOR COMMUNICATIONS (Version 5.0.0-04/17/08) AP9-2

AP9.4 RECORDS FORMATS FORGENERATOR COMMUNICATIONS (Version 5.0.0 – 04/17/08) AP9-4

TABLES

Table	Title	
C2.T1	DLMS 830R MILSTRAP EQUIVALENT DOCUMENTS/CODES	C2-2
C4.T1	DERIVATION OF PRIORITY DESIGNATORS (RELATING F/AD TO UND)	C4-5
C4.T2	MCA VALIDATION PROCESS FOR GFM TRANSACTIONS	C4-***15***
C4.T***3***	DEPOT WORK AREA IDENTIFICATION	C4-***72***
C4.T***4***	DODAAC AUTHORITY CODES	C4-7***9***
C4.T***5***	REQUISITION PROCESSING AND RELATED ACTIONS	C4-***81***
C5.T1	NON-MILSTRIP SHIPMENT STATUS MESSAGE	C5-***8***
C5.T2	DISTRIBUTION DEPOTS AND CO-LOCATED MATERIEL PROCESSING CENTERS	C5-***15***
C6.T1	GENERAL SUPPLIES RECORD ACCURACY GOALS STRATIFICATION SUB-POPULATIONS AND ASSOCIATED GOALS AND TOLERANCE LEVELS	C6-14
C6.T2	LOCATION RECONCILIATION PREPARATION SCHEDULE WHEN NO OTHER SCHEDULE AGREEMENT EXISTS	C6-30
C6.T3	MINIMUM RESEARCH REQUIREMENTS FOR POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS	C6-44
C7.T1	DLSS DIC/DLMS QUANTITY OR STATUS ADJUSTMENT REASON CODE CORRELATION	C7-2
C8.T1	MATERIEL OBLIGATION VALIDATION CYCLIC VALIDATIONS SCHEDULE	C8-3

PAGE

C8.T2 CYCLIC SCHEDULE FOR MOV IN SUPPORT OF GRANT AID..... C8-7

C8.T3 PROGRAM ORIGINATOR CODES C8-9

C10.T1 MATERIEL RECEIPT ACKNOWLEDGEMENT SUBMISSION TIME LIMITS FOR REPORTING ACTIVITIES..... C10-5

C10.T2 MATERIEL RECEIPT ACKNOWLEDGE INQUIRY TIME LIMITS FOR ICPS/DLA DISPOSITION SERVICES C10-11

C11.T1 PRE-POSITIONED MATERIEL RECEIPT DUE-IN ESTIMATED DELIVERY DATE FOR SUPPLY DISCREPANCY REPORTS..... C11-21

C11.T2 PRE-POSITIONED MATERIEL RECEIPT ESTIMATED DELIVERY DATE DAYS FOR PRODUCT QUALITY DEFICIENCY REPORTS C11-23

C11.T3 DUE-IN ESTIMATED DELIVERY DATE FOR TRANSPORTATION DISCREPANCY REPORT C11-24

C11.T4 PRE-POSITIONED MATERIEL RECEIPT ESTIMATED DELIVERY DATE TIME STANDARD FOR RETROGRADE RETURNS..... C11-26

C14.T1 PRODUCT TRANSFER TYPE CODES C14-1

C16.T1 TURN-IN PROCESSING DATA REQUIREMENTS C16-23

C18.T1 FORMAT TO REPORT SMALL ARMS AND LIGHT WEAPONS WITHOUT A NATIONAL STOCK NUMBER/SERIAL NUMBER C18-3

C19.T1 DLMS TRANSACTIONS WITH UNIQUE ITEM TRACKING CAPABILITY C19-7

C19.T2 UNIQUE ITEM TRACKING DESIGNATOR CODES..... C19-10

AP2.T1 QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT AP2-1

C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Department of Defense (DoD) standard procedures and electronic data interchange (EDI) conventions to effect supply actions using American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions with the Defense Logistics Management System (DLMS).

C1.1.2. Defense Logistics Management System Volume Access. Use of this volume requires simultaneous access to DLMS Manual Volume 1 administrative items such as the lists of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; specific guidance that applies to all DLMS Supplements; DLMS to Defense Logistics Standard System (DLSS) cross-references and conversion and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The DoD policy governing the procedures in this volume are:

C1.2.1. DoD Instruction 4140.01. ”Supply Chain Materiel Management Policy”, December 14, 2011

C1.2.2. DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation”, May 3, 2003

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.4. SUPPLY PROCESS REVIEW COMMITTEE. The Supply Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of supply requirements for the DLMS. The Supply PRC chairperson, in coordination with the DoD Component Supply PRC representatives, is responsible for the contents of this volume of the DLMS. Representatives to the Supply PRC are identified on the DLA Logistics Management Standards Website. See DLMS Volume 1, Chapter 1 for a discussion of DLMS PRC functions and responsibilities.

C1.5 JOINT PHYSICAL INVENTORY WORKING GROUP. The Joint Physical Inventory Working Group (JPIWG) recommends guidance and develops program

enhancements for the physical inventory control of DoD supply system materiel. The JPIWG chairperson coordinates with DoD Component representatives for general supplies and ammunition to maintain the physical inventory control procedures contained in Chapter 6 of this volume. Representatives to the JPIWG are identified on the DLA Logistics Management Standards Website.

C1.6. JOINT SMALL ARMS AND LIGHT WEAPONS COORDINATING GROUP. The DoD Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) supports the continuous improvement of the Small Arms Serialization Program (SASP), identification of inter-DoD Component problems with inventory management of small arms and light weapons, and the formulation of solutions to those problems. The JSA/LWCG chairperson coordinates with representatives from DoD Components to maintain the SASP procedures contained in Chapter 18 of this volume. Representatives to the JSA/LWCG are identified on the DLA Logistics Management Standards Website

C1.7. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS supply-related problems are unsatisfactory, the activity having the problem may request assistance from their DLMS Supply PRC representative. For noncompliance issues that impact the JSA/LWCG as well as theJPIWG, refer concerns to the Service/Agency representative on the aforementioned committees. The request shall include information and copies of all correspondence pertinent to the problem; including the transaction set number, the document number and the date of the transaction involved. The representative shall take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the Supply PRC chairperson.

C1.8. TRANSACTION REVERSAL. Processing activities may reverse select MILSTRAP functional area transactions. See Chapter 6 for quality control requirements and for additional controls required when reversing physical inventory adjustments. See Chapter 9 for additional controls required when reversing logistics transfer/decapitalization transactions.

C2. CHAPTER 2

SPECIAL PROGRAM REQUIREMENTS AND DEMAND DATA EXCHANGE PROJECTED SUPPLY PLAN

C2.1. GENERAL

C2.1.1. Purpose. This chapter provides procedures for Special Program Requirements (SPR) and for Demand Data Exchange (DDE) Projected Supply Plan.

C2.1.2. Transactions. This chapter addresses the procedures applicable to the SPR and DDE functions using DLMS 830R and DLMS 830D respectively. Other Defense Logistics Management Sytem (DLMS) formats such as extensible markup language (XML) are also available. See the DLA Logistics Management Standards Website for available formats at www.dla.mil/j-6/dlmso/elibrary/transformats/140_997.asp.

C2.1.2.1. The DDE Projected Supply Plan function uses DLMS 830D (version 4030) identified by Accredited Standards Committee (ASC) X12 beginning segment (1/BFR12/0200) Planning Schedule Type Code AA–Customized Ordering Forecast. The DDE function is further broken down in 1/LN01/0100 to identify a DDE Projected Supply Plan submission (LN01 Code H) and a DDE Projected Supply Plan cancellation (LN01 Code C) for a given national item identification number (NIIN). This transaction is a DLMS enhancement and has no corresponding DLSS MILSTRAP legacy transaction.

C2.1.2.2. The SPR function uses DLMS 830R (version 4010) identified by ASC X12 beginning segment (1/BFR12/020) Planning Schedule Type Code XA–Requirement Forecast. SPR functions are further broken down in 2/LIN01/10 to identify SPR Request, SPR Security Assistance Request, SPR Cancellation, SPR Modification, SPR Acceptance or Rejection of Substitute Item, and SPR Inquiry. The corresponding MILSTRAP legacy 80 record position transaction functionality is identified for information purposes in a mixed DLSS/DLMS environment. DLMS 830R provides functionality of MILSTRAP legacy Document Identifier Codes (DIC) DYA, DYB, DYC, DYD, DYG, DYH, DYJ, DYL, and DYM. Table C2.T1. provides the specific 2/LIN01/10 correlation to the legacy DICs.

Table C2.T1. DLMS 830R MILSTRAP Equivalent Documents/Codes

Legacy DIC	MILSTRAP Title	830R LIN01 Code	DLMS Title	Required BFR Action Code
DYA	SPR Request	A	SPR Request	
DYB	SPR Request (Exception Data)	A	SPR Request	OT, indicates exception data is provided
DYC	SPR Cancellation	C	SPR Cancellation	
DYD	SPR Modifier	D	SPR Modification	
DYG	SPR Substitute Item Acceptance	F	SPR Substitute Item Acceptance	
DYH	SPR Substitute Item Rejection	G	SPR Substitute Item Rejection	
DYJ	SPR Follow-up	E	SPR Follow-up	
DYL	SPR Request (Cooperative Logistics Supply Support Arrangement (CLSSA))	B	SPR Security Assistance Request	
DYM	SPR Request (Exception Data for CLSSA)	B	SPR Security Assistance Request	OT, indicates exception data is provided

C2.1.2.3. SPR Status transaction is DLMS 870L identified by ASC X12 beginning segment (1/BSR01/020) Status Report Code 9–Response to a Requirement Forecast. This transaction provides MILSTRAP legacy DIC DYK functionality.

C2.1.2.4. Status Notification is DLMS 870L identified by beginning segment (1/BSR01/020) Status Report Code 3–Unsolicited Report. This transaction provides MILSTRAP legacy DIC DZ9 functionality.

C2.2. SPECIAL PROGRAM REQUIREMENTS. This section provides requirement forecasting procedures for items required to support nonrepetitive special programs or projects that cannot be forecast by the inventory control point (ICP) based on demand data, and which have the greatest probability of materializing and resulting in the eventual submission of requisitions. GSA does not participate in the SPR process.

C2.2.1. Forecasting activities may submit SPR requests for requirements meeting one or more of the following criteria:

C2.2.1.1. One-time training exercises or maneuvers.

C2.2.1.2. Repair or rebuild programs that are either nonrecurring or are seldom or irregularly programmed.

C2.2.1.3. New constructions (e.g., ships, buildings).

C2.2.1.4. One-time alterations, modifications, or conversion programs.

C.2.2.1.5. Initial issue of existing items (e.g., outfittings, activations, and changes in authorized allowances).

C2.2.1.6. Initial requirements for special operational projects.

C2.2.1.7. Initial testing.

C2.2.1.8. Government-furnished property.

C2.2.1.9. Infrequently planned support operations such as Arctic and Antarctic resupply missions.

C2.2.1.10. Special nonrepetitive situations required to support authorized Security Assistance Program requirements (e.g., initial pipeline stockage requirements in support of approved CLSSA).

C2.2.2. Excluded Requirements. The following types of requirements are excluded from identification as SPRs:

C2.2.2.1. Provisioning, recurring type.

C.2.2.2.2. War Materiel Requirements.

C.2.2.2.3. Requirements for which the DoD Component has a recurring demand.

C2.2.2.4. Subsistence, all categories.

C2.2.3. SPR Submission and Routing

C2.2.3.1. Submission Timeframe. The time window for submission of SPRs is between 90 calendar days and five years prior to the support date (the first day of the month for which it is anticipated that materiel will be requisitioned for the program). When procurement is necessary, delivery for an early support date may not be possible since the procurement lead time for most items will be greater than 90 calendar days. Therefore, forecasting activities should submit SPRs to ICPs as far in advance of the support date as practical.

C2.2.3.2. Forecasting. Forecasting activities shall prepare an SPR Request Transaction to transmit SPR data to the ICP. When the requirement for an item is such that materiel will be required in phases (e.g., 100 each per month; 100 per quarter), the forecasting activity shall stratify the forecast quantity by the support date as allowed by the DLMS Transaction.

C2.2.4. DLA Transaction Services Processing. DLA Transaction Services shall pass or route SPR inquiries as follows: Upon receipt of the DLMS 830R SPR transactions, DLA Transaction Services shall edit the national stock number (NSN) of the incoming transaction to determine whether 1) the NIIN can be identified, 2) the Federal supply class (FSC) is compatible with the NIIN, and 3) the transaction is directed to the correct source of supply. DLA Transaction Services shall pass the transaction, reject the transaction, or effect necessary changes to process the transaction and provide appropriate status notification or reject transactions to the submitter as follows:

C2.2.4.1. If the NIIN is valid (including NIINs coded obsolete/inactive) but the FSC and NIIN are not compatible, DLA Transaction Services shall correct the FSC and provide a DLMS 870L Status Notification Transaction to the submitter. DLA Transaction Services shall prepare the notification whenever the FSC is corrected in the incoming transaction. Show the correct FSC and Status Code BG in the Status Notification Transaction.

C2.2.4.2. If the NIIN is valid (including NIINs coded obsolete/inactive), screen the source of supply file Service record (or Integrated Materiel Manager (IMM) record when the Service record source is either another DoD Component activity or matches the input transaction "From" organization) and process as follows:[1]

C2.2.4.2.1. Correct Source of Supply. If the transaction is directed to the correct non-GSA source of supply, DLA Transaction Services shall pass the transaction to that activity.

C2.2.4.2.2. Incorrect Source of Supply–Reroute. If the inquiry is directed to an incorrect source of supply, and the correct source of supply is not GSA, DLA Transaction Services shall reroute the transaction to the correct source of supply and transmit a Status Notification to the submitter citing Status Code BM. DLA Transaction Services shall identify the correct source of supply in the notification transaction.

C2.2.4.2.3. GSA Directed Transactions. If the inquiry is directed to a correct GSA source of supply or to an incorrect source of supply, but GSA is the correct source of supply, DLA Transaction Services shall reject the transaction to the submitter with DLMS 824R, Reject Advice citing Reject Advice Code AX.

C2.2.4.3. If the NIIN cannot be identified, DLA Transaction Services shall reject the transaction to the submitter citing Reject Advice Code AD.

C2.2.5. Reject Advice Transaction Recipients. Activities in receipt of DLMS 824R Reject Advice transactions shall take appropriate action as indicated by the reject advice code. In addition, recipients of Reject Advice Code AB shall advise their

[1] Source of supply for obsolete/inactive items will be taken from the source of supply file when possible; otherwise, the source of supply will be the activity identified as the "To" activity in the incoming transaction.

designated DoD Component cataloging data contact point of a DLA Transaction Services source of supply file discrepancy.

C2.2.6. Status Notification Transaction Recipients. Activities in receipt of Status Notification Transactions shall notify other activities requiring knowledge of the change and ensure that all future SPR transactions show the change identified by the status code in the notification.

C2.2.6.1. Recipients of Status Code BG shall update internal SPR records to show the correct FSC identified in the notification. The recipient shall review the NSN (FSC and NIIN) to ensure the SPR being processed is for the desired item. If the NSN is not the desired item, the SPR originator shall submit an SPR Cancellation to the source of supply.

C2.2.6.2. Recipients of Status Code BM shall update their records to show the correct source of supply.

C2.2.7. IMM Processing of SPR Requests

C2.2.7.1. Source of Supply Risk. The IMM measures the size of the requirement being forecasted to determine its acceptability in terms of the risk of long supply being generated. This measurement requires consideration of the size of the forecasted quantity in relation to the normal demand estimated for the item being forecasted, the value (cost) of this quantity, the supply status of the item being forecasted, funding capability of the IMM, accuracy of past forecasts, and the degree of assurance that requisitions will follow.

C2.2.7.2. SPR Status Transaction. The IMM shall determine action to be taken on the SPR and within 15 calendar days after receipt of the request shall provide appropriate status using SPR Status Transaction. SPR status transactions shall advise the forecasting activity of acceptance, rejection (other than for correction and resubmission), or other action required on the SPR. When an IMM receives an SPR Request Transaction that cannot be processed due to erroneous or missing data, the IMM shall reject the request using DLMS 824R for correction and resubmission.

C2.2.8. Inquiry on SPR Requests. When the forecasting activity has not received an SPR Status Transaction or a DLMS 824R within 21 calendar days from the SPR request submission date, the forecasting activity may submit an SPR Inquiry Transaction to the ICP.

C2.2.9. ICP Action on SPR Follow ups

C2.2.9.1. No Record of Receipt. When there is no record of receipt of the original SPR request, the IMM shall process the SPR Inquiry Transaction as an original SPR request.

C2.2.9.2. Replies to SPRRequests. IMMs shall prepare replies to SPR inquiries, as specified in paragraph C2.2.7.

C2.2.20. Modification of SPR Requests. The forecasting activity shall send an SPR Modification Transaction to submit changes for a previously submitted SPR request to replace data in the original request. Submit SPR modifiers only to change the quantity, the project code, the coast designator, the support date, the ship-to address, and/or the initiator of the SPR requirement. If the originator of the SPR modifier differs from the originator of the original SPR, maintain a record of the revised originator.

C2.2.11. Response to SPR Modification. The ICP shall prepare replies to SPR modifiers, as specified in paragraph C2.2.7.

C2.2.12. Cancellation of SPR Requests. The forecasting Activity may submit an SPR Cancellation Transaction for a previously submitted SPR request. Cancellations must be for the total quantity applicable to the SPR.

C2.2.13. Response to SPR Cancellations. The ICP shall reply to SPR Cancellation Transactions with an SPR Status Transaction citing SPR Status Code PD indicating that the cancellation was accepted.

C2.2.14. Acceptance/Rejection of Substitute Item. Forecasting activities in receipt of SPR responses offering a substitute item shall transmit an SPR Acceptance or Rejection of Substitute Item Transaction to indicate acceptance or rejection of substitute materiel.

C2.2.15. Response to Substitute Item Rejection. The IMM shall initiate action on the item originally requested. The IMM must prepare status responses as specified in paragraph C2.2.7.

C2.2.16. Retention of SPR Requests. The ICP shall retain SPR requests until:

C2.2.16.1. The support date of those requirements for which SPR Status Code PA was furnished or until a requisition is received that can be identified to all or a portion of a particular SPR quantity.

C2.2.16.2. One procurement lead time/assembly time away from the support date when procurement/assembly is required in support of those requirements for which SPR Status Code PB was furnished.

C2.2.16.3. Assembly time prior to support date when extra time is required for assembly in support of those requirements for which SPR Status Code PC was furnished.

C2.2.17. Follow-on Status. The IMM shall provide revised SPR Status Transactions when the situation changes (e.g., change in procurement lead time, procurement is required for materiel originally anticipated to be available from stock). Generally, these situation changes are unusual in nature, are not programmed, and require off-line processing. IMMs must provide the status as specified in paragraph C2.2.7. x

C2.2.18. Preparation of SPR Shipments

C2.2.18.1. Response Timeframe. When an SPR Status Transaction citing SPR Status Code PA is received, requisitions citing Demand Code P should be submitted for the SPR-related requirements in time to allow for delivery within the appropriate Uniform Materiel Movement and Issue Priority System (UMMIPS) time standard. Demand Code P indicates to the ICP that the requisition is for materiel previously forecasted as an SPR. This enables the ICP to control and apply the appropriate logic for the demand generated by the requisition.

C2.2.18.2. Establishing Audit Trail. Requisitions submitted as a result of an SPR shall include the document number from the original SPR to establish an audit trail between the SPR and the subsequent requisitions. This audit trail provides a means to determine whether follow-on requisitions are submitted for requirements forecasted through SPRs.

C2.2.18.3. Item Deletion. When an SPR Status Transaction is received citing SPR Status Code PR, the SPR is being deleted and the item is a procurement lead time/assembly time away from the support date. If the requirement is still valid, the requiring activity must immediately submit a DLMS 511R, Requisition citing Demand Code O.

C2.2.19. Logistics Reassignments

C2.2.19.1. Logistics Loss. When an item is involved in a logistics loss to an IMM of another DoD Component, the losing inventory manager (LIM) shall send an SPR Status Transaction to the forecasting activity containing SPR Status Code PV. This status indicates that the item has been involved in a logistics reassignment and a new SPR Request Transaction must be submitted to the gaining inventory manager (GIM).

C2.2.19.2. Logistics Loss within Same DoD Component. When the logistics loss is to an IMM within the same DoD Component, the LIM shall forward the record of the SPR Request Transaction to the GIM. No status need be furnished the forecasting Activity.

C2.3. DEMAND DATA EXCHANGE PROJECTED SUPPLY PLAN. This section provides procedures for the exchange of DDE projected supply plan data between DLA and DoD customers. The two components of this business process are the transmission of customer requirements via DDE and DLA/customer collaboration. Business rules for the submission and processing of DDE shall be documented in a DLA customer support agreement, (e.g., Joint Collaboration Agreement) This agreement must be in place prior to the initial submission of DDE. DLA shall use the DDE/collaboration process to improve the accuracy of DLA's demand planning to support customer requirements.

C2.3.1. DDE supply planning activities may submit to DLA their projected supply plan/collaboration data for future requirements expected to be obtained from DLA using the DLMS 830D, DDE Projected Supply Plan Transaction. Separate DDE projected supply plans into monthly periods based on the projected dates that the materiel will be

ordered from DLA. Types of demands for which collaboration data may be submitted include, but are not limited to:

C2.3.1.1. Requirements for which the DOD Component has a recurring demand.

C2.3.1.2. Subsistence, all categories.

C2.3.1.3. One-time training exercises or maneuvers.

C2.3.1.4. Repair or rebuild programs which are either nonrecurring or which are seldom or irregularly programmed.

C2.3.1.5. New constructions (e.g., ships, buildings).

C2.3.1.6. One-time alterations, modifications, or conversion programs.

C2.3.1.7. Initial issue of existing items (e.g., outfittings, activations, and changes in authorized allowances).

C2.3.1.8. Initial requirements for special operational projects.

C2.3.1.9. Requirements for initial testing.

C2.3.1.10. Requirements for infrequently planned support operations such as Arctic and Antarctic resupply missions.

C2.3.1.11. Special situations of a nonrepetitive nature when required in support of authorized Security Assistance Program requirements (e.g., initial pipeline stockage requirements in support of approved CLSSA).

C2.3.1.12. Zero or reduced requirements, which are different from past demand history patterns.

C2.3.2. DDE Projected Supply Submission and Routing

C2.3.2.1. Submission Timeframe. DDE Transactions must be submitted each month. Demand forecasting data should be submitted by the first of the month and may be submitted up to 5 business days prior to the first of each month, with a buffer until the third of the month to accommodate transmission errors or failures.

C2.3.2.2. DDE Projected Supply Plan. DDE supply planning activities shall prepare the DDE projected supply plan for each item = Demand Forecast Unit (e.g., NIIN, Ship to DoD activity address code (DoDAAC), and Sold To DoDAAC) for which the customer wishes to collaborate with DLA. Each transaction set must include the projected supply plan period beginning date and the projected supply plan period ending date. The projected supply plan period span can be as little as 12 months or as much as 60 months.

C2.3.3. DLA Transaction Services Processing. DLA Transaction Services shall route all DDE transactions to DLA's Enterprise Processing Center, source of supply "SMS."

C2.3.4. DLA Validation of NIIN. DLA shall screen transaction sets and will only accept valid NIINs for processing.

C2.3.5. DLA Processing of DDE Data. DLA shall compare the collaboration customer's projected supply plan to the projected customer supply plan calculated by the Planning and Collaboration Subsystem or the previous collaborative projected supply plan if the NIIN is a recurring Demand Forecast Unit.

C2.3.5.1. Collaborative items (which may or may not exceed system tolerance parameters) shall be available for collaboration interaction with the customer and DLA via the Planning and Collaboration Subsystem.

C2.3.5.2. Items previously identified for inclusion in DDE that are not in the current DDE submission shall remain flagged as Collaborate with the most recent DDE projected supply plan quantities received from the customer. If the customer would like to remove an item from the DDE effort, the customer shall submitt a DLMS 830D, DDE Cancellation Transaction for the NIIN and the item will be removed from the DDE/Collaboration effort.

C2.3.5.3. The setting of system tolerance parameters used in this review requires consideration of the following: size of the DDE projected supply plan quantity in relation to the Planning and Collaboration Subsystem forecasted demand for the item; value (cost) of the projected supply plan quantity; accuracy of customer's past DDE projected supply plans; and degree of assurance that requisitions will follow.

C2.3.6. Collaboration Interaction. All Collaborative items (which may or may not exceed system tolerance parameters) shall be available for monthly collaboration interaction with the customer and DLA. The point of contact for the customer shall be alerted, via e-mail by the Collaboration lead at the DLA Field Activity (DLA Aviation, Richmond, VA, DLA Land and Maritime, Columbus, OH, DLA Troop Support, Philadelphia, PA, by the seventh business day of every month, to notify the customer of the open and close dates of the monthly collaboration window. The customer will have until the fourth Thursday of the month to complete the review (specific open and close dates will be cited in the e-mail). The DLA demand planner will then have until the fourth Friday of the month (also know as "Demand Month End") to complete the review and publish the demand plan for inclusion in the projected supply plan.

C3. CHAPTER 3

WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES

C3.1. GENERAL

C3.1.1. Purpose. This chapter prescribes procedures for War Materiel Requirements (WMR) and simulated mobilization exercise.

C3.1.2. Transactions. This chapter address the procedures applicable to the WMR function using the DLMS 830W, WMR Transaction. The WMR function is identified by the DLMS 830W American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 beginning segment (1/BFR12/020) Planning Schedule Type Code XF–War Reserve Forecast. Other DLMS formats, such as Extensible Markup Language (XML), are also available. The DLMS formats are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/Transformats/140_997.asp. The Defense Logistics Standard System (DLSS) Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) legacy 80 record position counterpart is provided for information purposes in a mixed DLSS/DLMS environment. The DLMS WMR Transaction provides the functionality of MILSTRAP legacy Document Identifier Codes (DIC) DMA, DMB, DMC, DMD, and DME. The 2/LQ01/190 WMR Code corresponds to to the legacy DICs:

C3.1.2.1. DIC DMS, Recurring U.S. Other WMR Data = LQ01 qualifier ‘LZ’ WMR Code 7–Recurring U.S. Balance War Reserves.

C3.1.2.2. DIC DMB, Nonrecurring U.S. Other WMR Data = LQ01 qualifier ‘LZ’ WMR Code 8–Nonrecurring U.S. Balance War Reserves.

C3.1.2.3. DIC DMC, Nonrecurring Allies Other WMR Data = LQ01 qualifier ‘LZ’ WMR Code 9–Nonrecurring Allies. Balance War Reserves.

C3.1.2.4. DIC DMD, WMR Forecasted Return Data = LQ01 qualifier ‘LZ’ WMR Code 4–WMR Forecasted Reparable Return.

C3.1.2.5. DIC DME, WMR Visibility Data = LQ01 qualifier ‘LZ’ WMR Code 10–Pre-Positioned War Reserve. Wholesale, Protected and Nonprotected.

C3.2. WAR MATERIEL REQUIREMENTS

C3.2.1. DoD Policy. DoD Instruction 3110.06, “War Reserve Materiel Policy,” June 23, 2008, contains DoD policy for management and development of WMR.

C3.2.2. WMR procedures provide for:

C3.2.1.1. DoD Component submission of WMR data to the integrated materiel managers (IMMs) of the Military Departments, DLA, and GSA.

C3.2.1.2. IMM edit and validation of WMR Transaction data and rejection of incomplete or invalid input.

C3.2.1.3. Providing output from the losing inventory manager (LIM) to the gaining iventory manager (GIM) upon logistics reassignment of an item.

C3.2.3. DoD Component Input. The DoD Components shall send WMR data to reach IMMs by 15 February of each year and shall submit corrections and/or changes as required. Do not submit zero quantity requirements.

C3.2.4. IMM Responsibility. The IMM shall control each DoD Component's input WMR Transactions by national stock number (NSN), edit the WMR Transactions, and validate the edited transactions for data adequacy and accuracy. The IMM shall consider validated requirements in the annual computation of the Balance War Reserve, and in any recomputation of these requirements upon receipt of corrected or revised input. When a WMR Transaction contains an invalid NSN, unit of issue, quantity, or date, process a DLMS 824R, Reject Advice. However, when the transaction is invalid for any other reason, manually reject the entire submission to the submitting DoD Component. Include all rejects on a listing showing an image of the input transaction and a code identifying the reason for the reject. Mail the listing together with a letter explaining the reject code and action(s) required of the submitter.

C3.2.5. Logistically Reassigned Items. When items are logistically reassigned, the LIM shall send the GIM a listing of WMR data with a supporting WMR Transaction, as prescribed in the Chapter 9 of this manual.

C3.3. SIMULATED MOBILIZATION EXERCISES

C3.3.1. When establishing plans that require simulated mobilization exercises, identify the associated transactions as simulated mobilization exercise transactions as provided in the applicable DLMS transaction. Do not process simulated mobilization transactions in the supply distribution system(s) as action documents that affect accountable/unit records. The DoD Component activities responsible for initiating these exercises must use extreme caution to ensure explicit procedures and complete coordination with all participants.

C3.3.2. C15.3.2. Military Standard Requisitioning and Issue Procedures (MILSTRIP), prescribes Project Codes in the 3E series that are reserved for use in simulated mobilization exercises.

C4. CHAPTER 4

REQUISITIONING

C4.1. GENERAL. This chapter prescribes procedures for the preparation and submission of requisitions with specific requisitioning requirements involving Government Furnished Materiel (GFM), Security Assistance (SA), 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.

C4.2. PREPARATION OF REQUISITIONS. Requisitioning organizations must use the DLMS 511R, Requisition, to submit requisitions for all materiel requirements.

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) or International Logistics Control Office (ILCO) assigned identification code for SA requisitioners not assigned a DoDAAC. For Grant Aid (GA), the U.S. Service Implementing Agency code identifies the U.S. Service or Agency responsible for administering the program line in the first position, the country or international organization code in the second and third positions, the customer-within-country/activity code in the fourth position, a zero in the fifth position, and the type of assistance and financing code in the sixth position. For Foreign Military Sales (FMS), the Service assignment code identifies the U.S. Service Implementing Agency responsible for administering the case in the first position, the country or international organization code in the second and third positions, the customer-within-country/activity code in the fourth position, the delivery term code (see DTR 4500.9-R or DLMS dictionary (Logistics Data Resources Management System (LOGDRMS) for code definition and applicable values) in the fifth position, and the type of assistance and financing code in the sixth position. (NOTE: Shipments to Canada identify the customer-within-country code/activity as a two-position code in the fourth and fifth positions.)

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 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 DoD 4140.1-R. 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 will 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) will 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 will 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. Determining UND . Determine the appropriate UND as follows:

C4.2.2.3.1. UND A. Use UND A in requisitioning materiel that is:

C4.2.2.3.1.1. 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)).[1]

[1] 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.

C4.2.2.3.1.2. 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.

C4.2.2.3.1.3. 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.[2]

C4.2.2.3.1.4. 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.

C4.2.2.3.1.5. 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.

C4.2.2.3.1.6. 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.

C4.2.2.3.1.7. 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.

C4.2.2.3.2. UND B. Use UND B in requisitioning materiel that is:

C4.2.2.3.2.1. Required for immediate end-use and without which the capability of the force or activity to perform its assigned operational mission is impaired.

C4.2.2.3.2.2. 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.[3]

C4.2.2.3.2.3. 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.

C4.2.2.3.2.4. 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.

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[2] Ibid.

[3] 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.

C4.2.2.3.2.5. 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.

C4.2.2.3.2.6. Required to preclude an anticipated work stoppage at an industrial or production activity that is engaged in manufacturing, modifying, or maintaining mission-essential materiel.

C4.2.2.3.2.7. Required to preclude an anticipated work stoppage on a production line performing repair and maintenance of unserviceable intensive management or critical items.

C4.2.2.3.2.8. 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.

C4.2.2.3.2.9. 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.

C4.2.2.3.3. UND C. Use UND C in requisitioning materiel that is:

C4.2.2.3.3.1. Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.

C4.2.2.3.3.2. Required for replenishment of stock to meet authorized stockage objectives.

C4.2.2.3.3.3. Required for purposes not specifically covered by any other UND.

C4.2.2.4. 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

C4.2.2.5. 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.

C4.2.2.5.1. 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:

C4.2.2.5.1.1. Part I – Service/Agency Summary of Requisitions Submitted Through DAAS,

C4.2.2.5.1.2. Part II – DoDAAC Summary by Service/Agency of Requisitions Submitted Through DAAS,

C4.2.2.5.1.3. Part III – Requisition Detail by DoDAAC of Requisitions Submitted Through DAAS,

C4.2.2.5.1.4. Part IV – Service/Agency Summary of Requisitions not Submitted Through DAAS,

C4.2.2.5.1.5. Part V – DoDAAC Summary by Service/Agency of Requisitions not Submitted Through DAAS,

C4.2.2.5.1.6. Part VI – Requisition Detail by DoDAAC of Requisitions not Submitted Through DAAS,

C4.2.2.5.1.7. Part VII – Requisition Detail by DoDAAC for Requisitions Downgraded to a Lower Priority by DAAS.

C4.2.2.5.2. Security Assistance Requisitions. SA requisitions (identified by Service/Agency Code B, D, K, P, or T in the document number or supplementary address field) will be reviewed for appropriate PD assignment by the ILCO prior to release. Specific procedures to accomplish this may be deferred until implementation of the Defense Security Assistance Management System (DSAMS). SA requisitions will not be revalidated by DLA Transaction Services against the established edit table. However, any SA requisitions with PD 01, 04, or 11 will be displayed as suspected abuse in the Unauthorized Priority Designator Report under the appropriate Service/Agency heading with no activity name.

C4.2.2.5.3. 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.[4] PD 01 requisitions may be downgraded with the exception of Air Force (Service Code F) requisitions.[5] 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.

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[4] 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.

[5] 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.

C4.2.2.5.4. 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.

C4.2.2.5.5. Participating Service/Agency Points of Contact Responsibilities. DoD 4140.01-R, Appendix 9, requires the DoD Components to 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 DLA Logistics Management Standards 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 DoD 4140.01-R.

C4.2.2.5.6. The Service/Agency F/AD Points Of Contact: Refer to the DLA Logistics Management Standards Website for the list of contacts www.dla.mil/j-6/dlmso/eLibrary/ServicePoints/default.asp.

C4.2.2.6. 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:

C4.2.2.6.1. Emergency Medical/Disaster Supplies. Use PD 03 for medical or disaster-relief supplies or related items of equipment that are required immediately for:

C4.2.2.6.1.1. Prolonging life, relieving avoidable suffering, or expediting recovery in case of injury, illness, or disease.

C4.2.2.6.1.2. 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.

C4.2.2.6.2. 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.

C4.2.2.6.3. 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.

C4.2.2.7. 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.

C4.2.2.8. 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.

C4.2.2.9. Issue Priority Groups. PDs are grouped into Issue Priority Groups (IPGs) as follows:

C4.2.2.9.1. PDs 01, 02, and 03 form IPG I

C4.2.2.9.2. PDs 04, 05, 06, 07, and 08 form IPG II

C4.2.2.9.3. PDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

C4.2.2.10. Required Delivery Dates (RDD)

C4.2.2.10.1. 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[6] will determine the supply and transportation system response time requirements. The response times (UMMIPS time standards) are displayed in DoD 4140.01-R.

C4.2.2.10.2. 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.

C4.2.2.10.3. 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.

C4.2.2.10.4. 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

[6] 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.

subtracting number of days needed for depot processing and transit time from the RDD. Submit all requisitions using schedules established by the ICP.

C4.2.2.10.5. 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.

C4.2.2.11. 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/itcso/cbt/PCARSS/index.cfm.

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 DoD 4140.1-R). 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.

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**.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.

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***.3.8. DoD EMALL-generated requisitions using IMPAC card as the method of payment.

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***. Government Furnished Materiel Requisitions

C4.2.***10***.1. General

C4.2.***10***.1.1. Purpose. This section prescribes policies and procedures for requisitioning GFM by or for contractors from the DoD Supply System. These procedures establish guidelines for requisitioners, authorized contractors, and the DoD Components to obtain GFM from DoD inventories in support of contract requirements. These procedures also support the use of DLMS requisitioning by authorized contractors to obtain materiel from Government sources of supply to be used as contractor furnished materiel ***(***CFM***)*** under controls established by the authorizing Component and as specified in this chapter. In those instances where one Component is performing the procurement/contract writing for another Component that includes the authorization for a contractor to order or receive GFP (or Army CFM), the Component providing the procurement/contracting service and the Component requesting the contract will coordinate efforts to ensure that the requesting Component's management control activity (MCA) has access to the necessary contract and applicable contract modification information to perform its management control and accountability functions over Government supply system materiel access.

C4.2.***10***.1.2. Establishing an MCA. The DoD Components will assign a unique RIC and distribution code to each MCA. Requisitioners, authorized contractors, and the DoD Components will send all requisitions for GFM to the appropriate MCA for validation.

C4.2.***10***.1.3. Violations. Any attempt to circumvent GFM/CFM validation requirements is sufficient cause to refer the violation to the appropriate criminal investigating activity to determine possible fraud, waste, and abuse. The sponsoring Component or monitoring activity must refer all violations to the criminal investigators based on reports of rejected transactions or violations discovered during the post-validation process.

C4.2.***10***.1.4. Applicability. These procedures apply to all contractors and all DoD Components requisitioning GFM or CFM from DoD sources of supply. The production of ammunition is excluded from GFM control.

C4.2.***10***.2. Preparation of Requisitions and Related Transactions For Government Furnished Materiel to Contractors

C4.2.***10***.2.1. Initiation. Requisitions for GFM may be initiated by the responsible DoD Component or, subject to the terms of the contract, by contractors. Requisitions for GFM will be prepared and initially submitted by GFM requisitioners, both contractors and DoD Components, using legacy MILSTRIP or DLMS transaction formats to the MCA designated for monitoring the contract. Transmission through DAAS will be used to the extent practical.

C4.2.***10***.2.2. Source of Supply Processing. Sources of supply will process requisitions and associated transactions containing the DoD Service/Agency codes designated for contractors under GFM controls and restrictions except when the issue will be for CFM with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions will be processed under GFM/CFM controls.

C4.2.***10***.2.3. Required Information. All GFM requisitions, including referral and passing orders, must include GFM-related information as follows:

C4.2.***10***.2.3.1. MCA monitoring the contract will be identified as the RIC-To.

C4.2.***10***.2.3.2. DoDAAC of the contractor requesting and/or receiving the materiel.

C4.2.***10***.2.3.3. Indication when issue is without reimbursement (including applicable signal code).

C4.2.***10***.2.3.4. Identification of the contract number.

C4.2.***10***.2.3.5. Identification of the call or order number, when applicable.

C4.2.***10***.2.3.6. Identification of the contract line item number, when applicable.[7]

C4.2.***10***.2 4. Contract Information. All GFM requisitions for or by contractors must identify the contract number and other appropriate contract data, as required. Components authorizing GFM may direct the inclusion of the manufacturing directive number (MDN) as supplemental to the authorizing contract number.[8]

C4.2.***10***.3. Submissions of Government Furnished Materiel Requisitions

C4.2.***10***.3.1. Requisitioners, control offices, and monitoring activities must submit all requisitions and associated transactions for GFM, regardless of origin (such as contractor or DoD Component-initiated), to the appropriate DoD Component MCA.

C4.2.***10***.3.2. After validating the GFM requisitions, the DoD Component MCA will forward the validated requisitions to the source of supply. The DoD Component MCA may pass validated transactions internally where the MCA and source of supply are collocated. The DoD Component MCA will send the validated transactions via DAAS when the MCA and source of supply are not collocated.

C4.2.***10***.3.3. Modifier Transactions. Modifier transactions are authorized for GFM requisitions to modify information such as the project code, priority designator (PD), advice code, and the required delivery date (RDD). Modifiers may not be used to change the ship-to/bill-to information. Modifiers are subject to GFM controls and validation procedures.

C4.2.***10***.4. Management Control Activity Processing of Government Furnished Materiel Requisitions and Related Transactions

C4.2.***10***.4.1. Management Control Activity Actions. The MCA will receive and validate the data in the GFM requisitions, referral orders, and passing orders, as well as subsequent modifiers and follow-ups, based on the criteria furnished by the procurement and/or contracting offices and as described in Table C4.T2. The MCA will make changes, reject, or continue the processing action.

C4.2.***10***.4.2. The MCA will maintain a requisition history file to serve as an auditable record of each GFM transaction. In addition, the MCA will generate reports required by DoD 4140.1-R.

C4.2.***10***.4.3. Under emergency conditions, such as a potential contract work stoppage, the MCA may receive telephonic requisitions, with PDs 01-08, for GFM.

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[7] Refer to ADC 1014. Staggered implementation is authorized for the transition to the full DFARS compliant contract number (rather than the abbreviated contract number authorized under legacy MILSTRIP procedures).
[8] Refer to ADC 1014. Staggered implementation is authorized for the transition to the mandatory inclusion of the contract number (rather than MDN as an alternative to the contract number).

When this occurs, the MCA may telephone the requisitions to the appropriate source of supply and validate the requirements afterward. If the post validation process reveals the requisitioner is not authorized GFM, the MCA will:

C4.2.***10***.4.3.1. Send cancellation requests to the appropriate source of supply, and

C4.2.***10***.4.3.2. advise the appropriate criminal investigating agency for determination of fraud, waste, and abuse.

C4.2.***10***.4.4. Upon completion of the validation process, the MCA will identify itself as the FROM organization in the transaction and forward the requisition transactions, or internal transactions (optional only when the MCA and source of supply are collocated in the same distribution system), cancellations, follow-ups, modifiers, passing orders, or referral orders to the applicable source of supply via DAAS.

C4.2.***10***.4.4.1. Update the outgoing transaction to insert the RIC-To of the source of supply.

C4.2.***10***.4.4.2. Insert the distribution code of the MCA validating the transaction.

C4.2.***10***.4.4.3. Perpetuate all applicable contract data. Under DLMS, the MCA must include the DFARS contract number. Where required by the Component, the MCA may also perpetuate the MDN consisting of the MCA's distribution code and two other alpha/numeric characters as assigned.[9]

C4.2.***10***.5. Management Control Activity Processing of Government Furnished Materiel Validation Requests. MCAs in receipt of a GFM validation request (DLMS 517G, GFM Validation Request) will validate the data contained therein. This validation process must be completed and a DLMS 517G GFM Validation Response transaction created and forwarded to the applicable source of supply within 15 days or receipt of the GFM validation request transaction. A GFM validation response (DLMS 517G) will be transmitted to the applicable source of supply as follows:

C4.2.***10***.5.1. If the requisition has been previously validated, cite Advice Code 2M.

C4.2.***10***.5.2. If the requisition has not been previously validated and the call order number/procurement instrument identification number (PIIN) (or MDN, if required by the Component in addition to the call order number/PIIN) is not present, cite Advice Code 2U.

[9] Refer to ADC 1014. Staggered implementation is authorized for the transition to the full DFARS compliant contract number (rather than the abbreviated contract number authorized under legacy MILSTRIP procedures) and for the transition to the mandatory inclusion of the contract number (rather than MDN as an alternative to the contract number).

C4.2.***10***.5.3. If the requisition has not been previously validated and the call order number/PIIN is present, validate the stock number, unit of issue/quantity, and contractor, and generate the GFM Validation response as follows:

C4.2.***10***.5.3.1. If the validation process reveals that the contract is not valid, respond with Advice Code 2U.

C4.2.***10***.5.3.2. If the validation process reveals that the requested quantity exceeds the contract authorized quantity, respond with Advice Code 2R and indicate the quantity approved for issue.

C4.2.***10***.5.3.3. If the validation process reveals that the requested quantity exceeds the contract authorized quantity, respond with Advice Code 2Q and indicate the total quantity is disapproved for issue.

C4.2.***10***.5.3.4. If the validation process reveals that the requested item, or contractor is not authorized GFM under a valid contract, respond with Advice Code 2V.

C4.2.***10***.5.3.5. If the validation process reveals that the requested item is authorized, respond with Advice Code 2M.

C4.2.***10***.5.4. MCAs in receipt of supply status (DLMS 870S transactions) with Status Code BF will review for establishment of a valid requisition. If a valid requisition exists, a DLMS 869F transaction will be generated. If a valid requisition does not exist, a report will generated for internal review. Subsequent receipt of a valid requisition will be processed under the procedures/validation process indicated in Table C4.T2.

Table C4.T2. MCA Validation Process for GFM Transactions

CODE OR DATA ELEMENT	VALIDATION OF ENTRY
Transaction Type	If DLMS 511R, Requisition, Referral, or Passing Order (DICs A01, A02, A04, A05, A0A, A0B, A0D, A0E, A3_, A4_,) DLMS 511M, Requisition Modification (DIC AM_) (for modification to RDD, project code, PD, or advice code), DLMS 869F, Requisition Follow-up (DIC AT_), continue the GFM validation.
Stock Number	Verify item requisitioned against a valid contract to determine authority for issue to the contractor. If blank, incorrect, or not authorized, reject with Status Code DN.

Table C4.T2. MCA Validation Process for GFM Transactions

CODE OR DATA ELEMENT	VALIDATION OF ENTRY
Unit of Issue	Validate the unit of issue in conjunction with the quantity to ensure that the requisitioned quantity does not exceed the authorized quantity. If quantity is excessive, see validation of quantity field. (Note: If a change of unit pack has occurred, appropriate adjustment should be made for authorized quantity.)
Quantity	If ordered item is authorized by contract, verify the quantity. If blank or invalid, reject with Status Code CD. If the requisitioned quantity exceeds the remaining authorized quantity, reject the quantity exceeding the authorized quantity with Status Code DJ. If authorized quantity has been exhausted by previous requisition(s), reject total requisitioned quantity with Status Code DQ.
Requisitioner	If blank or incorrect, discard. If not authorized, reject with Status Code DN.
Document Number	If blank or incorrect, reject with Status Code CD.
Supplementary Address	If contractor DoDAAC, and affected by signal code, and incorrect or not authorized, reject with Status Code DN.
Signal and Fund	If signal and fund codes indicate issues without contractor reimbursement, process as GFM; otherwise, consider as CFM. CFM requisitions, except for Army, are not subject to MCA review. All Army contractor requisitions and associated transactions will be processed under GFM controls. DAAS will respond to requests for MCA review for Army CFM under special processing rules authorized by the Army.
Manufacturer's Directive Number	If the MDN option is required by the Component and the MDN equates to a valid contract number, validate; otherwise, reject with Status Code DB.
Contract Call Order Number	If specified by S/A contract, and entry is blank or incorrect, reject with Status Code DB.
Procurement Instrument Identification Number	If blank, or contract is not on MCA file, or contract has expired, reject with Status Code DB. (If requisition originated in the legacy MILSTRIP format, then only the last eight positions of the PIIN are mandatory.)

C4.2.***10***.6. <u>Source of Supply Processing of Government Furnished Materiel Requisitions and Related Transactions</u>

C4.2.***10***.6.1. Sources of supply receiving GFM requisitions, modifiers, ***follow-ups***, and cancellations, regardless of the method of transmission, will process such transactions under these procedures. Sources of supply receiving GFM

requisitions for items not managed by their activity will reject the requisitions with Status Code CH. Sources of supply will edit the GFM transactions for the prescribed data elements and codes and correct, continue the processing actions, or provide the appropriate reject status.

C4.2.***10***.6.2. Sources of supply will validate all GFM transactions. Sources of supply in receipt of requisitions, passing orders, referral orders, modifiers, or follow-ups being treated as requisitions, containing a contractor's ***S***ervice***/Agency*** code will perform the source of supply/MCA validation process except when the signal and fund codes indicate the issue will be with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions will be processed under GFM/CFM controls. The source of supply/MCA validation process is not required when an internal requisition transaction is received from a collocated MCA in the same distribution system. However, sources of supply must have safeguards in place to ensure that only internal transactions generated by the collocated MCA are accepted/processed.

C4.2.***10***.6.3. Under emergency conditions, sources of supply may receive telephonic (PD 01-08) requisitions from the MCA or requisitioner. The source of supply may process these requisitions for immediate supply action. Subsequent to taking immediate supply action, the GFM validation process will be performed. If the GFM validation response is not received within 15 days of the request or the advice code indicates that the transaction is not authorized GFM, refer the incident to the appropriate criminal investigating agency.

C4.2.***10***.7. Source of Supply Government Furnished Materiel Validation Process. For each GFM requisition or transaction that is treated as a requisition, the source of supply will employ one of the following options:

C4.2.***10***.7.1. Create and forward a DLMS 517G GFM Validation Request to the MCA ***or distribution code*** identified in the requisitioner's transaction. If the MCA ***and distribution code are*** invalid or missing, reject with Status Code CL.

C4.2.***10***.7.2. Create and forward a GFM validation request to DLA Transaction Services even if an MCA is contained in the requisitioner's transaction. DLA Transaction Services will perform edits regarding the validity of the MCA data.

C4.2.***10***.7.3. Use a combination of the above options: one for intra-Component transactions and one for inter-Component transactions.

C4.2.***10***.7.4. Suspend further supply support action on the requisitioner's transaction pending receipt of the GFM validation response or until 15 days have elapsed from the date of the GFM validation request, whichever occurs first.

C4.2.***10***.7.5. If the GFM validation response is not received and 15 days have elapsed from the GFM validation request, reject the requisitioner's transaction with Status Code DR.

C4.2.***10***.7.6. Upon receipt of the GFM validation response, the source of supply will process the suspended transaction using instructions provided by the advice/status code.

C4.2.***10***.7.6.1. If Advice Code 2U, reject with Status Code DB.

C4.2.***10***.7.6.2. If Advice Code 2R, process for the approved quantity indicated in the GFM validation response. Reject the quantity difference between the suspended transaction and the GFM validation response with Status Code DJ.

C4.2.***10***.7.6.3. If Advice Code 2Q, reject with Status Code DQ.

C4.2.***10***.7.6.4. If Status Code CL, reject with Status Code CL.

C4.2.***10***.7.6.5. If Advice Code 2V, reject with Status Code DN.

C4.2.***10***.7.6.6. If Advice Code 2M, process under applicable source of supply procedures.

C4.2.***10***.7.6.7. If the advice/status code is invalid or an advice/status code is not indicated, reject with Status Code DR.

C4.2.***10.***7.7. If a GFM validation response is received and there is a record of the requisition, but a GFM validation request has not been submitted, discard the GFM validation response and generate a GFM validation request.

C4.2.***10***.7.8. If a GFM validation response is received and there is no record of the requisition, provide Status Code BF.

C4.2.***10***.8. <u>DAAS Processing Of GFM Transactions</u>. DAAS will pass the following:

C4.2.***10***.8.1. All GFM transactions to the identified MCA. If the MCA is not a valid MCA, reject with Status Code CL.

C4.2.***10***.8.2. All GFM validation requests to the identified MCA. If the MCA is invalid, generate a GFM validation response with Status Code CL to the source of supply.

C4.2.***10***.8.3. All GFM validation responses to the identified source of supply.

C4.2.***10***.9. <u>Exception Processing for Government Furnished Materiel for Packaged Fuel Additives Managed by DLA</u>. DLA Transaction Services will perform the DLMS 517G validation on behalf of the DLA Energy for selected requisitioning/bill-to activities and stock numbers in accordance with the following procedures:

C4.2.***10***.9.1. DLA Transaction Services will maintain a DLA Energy GFM table that will identify DLA Energy-established U-series contractor DoDAACs authorized to requisition specified additive NSNs. The authorized DLA Energy POC will provide to DLA Transaction Services the U-series DoDAAC/NSN combinations for the DLA Energy GFM table.

C4.2.***10***.9.2. DLA Energy sponsored orders for GFM will specify DoDAAC SJ0630 (Americas East), SJ0606 (Americas West), SJ0629 (Middle East), SJ0601 (Europe), SJ0600 (Pacific), and SC0600 (DLA Energy for UC series DoDAAC contingency locations) as the requisitioner/bill-to activity. They will contain a U-series DoDAAC designated as the ship-to activity, and contain the applicable contract number and the DLA Energy assigned MDN.

C4.2.***10***.9.3. DLA Transaction Services will route requisitions and requisition related transactions (DLMS 511R/511M/869F) to the source of supply for the NSN ordered, and the source of supply will generate the required DLMS 517G, GFM Validation Request to DLA Transaction Services.

C4.2.***10***.9.4. DLA Transaction Services will capture any DLMS 517G transactions containing DoDAAC SJ0630, SJ0606, SJ0629, SJ0601, SJ0600, or SC0600 (for UC locations) as the requisitioner/bill-to and a U-series DoDAAC as the ship-to and match it against the DLA Energy GFM table. If a table match is made by U-series DoDAAC and the NSN, then DLA Transaction Services will respond to the source of supply with a DLMS 517G MCA GFM Validation Response, with Advice Code 2M, indicating the order is authorized for processing. If no match, DLA Transaction Services will respond with DLMS 517G with Advice Code 2V, indicating the order is not authorized for processing.

C4.2.***10***.9.5. The source of supply will process the DLMS 517G Validation Response and either honor the order or reject the suspended transaction using Status Code DN, based on the advice code provided by DLA Transaction Services.

C4.2.***10***.10. <u>DAAS Special Processing for Army</u>[10]. Pending full implementation of MCA procedures in Army systems, DLA Transaction Services will assist the Army by performing the GFM MCA transaction validation requirement for the Army wholesale MCAs and recording all transactions into a history file for eventual processing to the appropriate MCA using the following procedures:

C4.2.***10***.10.1. Process all DLMS 511R (DIC A0_) Army contractor identified requisitions with the below listed first two positions of the DoDAAC to the applicable Army MCA. Contractor requisitions with other than the DoDAAC entries indicated are considered Army retail and will be routed to the proper source of supply with the DAAS RIC SGA or SHA identified as the MCA.

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

C4.2.***10***.10.1.1. If the first two positions of the document number or supplementary address is CB, pass to RIC A81 (TACOM MCA)

C4.2.***10***.10.1.2. If the first two positions of the document number or supplementary address is CL, pass to RIC A82 (AMCOM MCA).

C4.2.***10***.10.1.3. If the first two positions of the document number or supplementary address is CG, pass to RIC A83 (CECOM MCA).

C4.2.***10***.10.1.4. If the first two positions of the document number or supplementary address is CM, pass to RIC A84 (TACOM MCA)

C4.2.***10***.10.1.5. If the first two positions of the document number or supplementary address is CK, pass to RIC A85 (TACOM MCA).

C4.2.***10***.10.1.6. If the first two positions of the document number or supplementary address is CH, pass to RIC A86 (AMCOM MCA)

C4.2.***10***.10.2. For requisition modifications (DLMS 511M/DIC AM_) and requisition follow-ups (DLMS 869F/DIC AT_) transactions, containing a valid MCA distribution code as identified below, the DAAS RIC SGA or SHA will be entered into MCA field and routed to the appropriate source of supply. If a valid MCA is not identified and the transaction contains the entries cited above in the first two positions of the document number or supplementary address, the transaction will be passed to the appropriate MCA. If none of these conditions apply, the transaction will be considered retail and be routed to the appropriate source of supply with the DAAS RIC SGA or SHA entered into MCA RIC field. The following are valid MCA distribution codes:

C4.2.***10***.10.2.1. I (India) - TACOM MCA

C4.2.***10***.10.2.2. L (Lima) - AMCOM MCA

C4.2.***10***.10.2.3. P (Papa) - CECOM MCA

C4.2.***10***.10.2.4. S (Sierra) - TACOM MCA

C4.2.***10***.10.2.5. Y (Yankee) - TACOM MCA

C4.2.***10***.10.2.6. E (Echo) - AMCOM MCA

C4.2.***10***.10.2.7. 8 (Eight) - USACEA MCA

C4.2.***10***.10.3. Upon receipt of GFM validation transactions, a GFM validation response transaction will be generated with Status Code 2M and returned to the RIC of the source of supply submitting the GFM validation request transaction.

C4.2.***10***.11. <u>Contractor Requisitions for Contractor Furnished Materiel</u>

C4.2.***10***.11.1. Requisitions for materiel from Government sources of supply for shipment to contractors that identify the contractor as the bill-to activity are not subject to GFM MCA controls with the exception of Army contractor requisitions to which MCA controls are applicable. DAAS will validate transactions for Army contractor requisitions of CFM for those items that contractors are authorized to requisition as CFM as specified in this chapter and for non-wholesale level supply as designed by the contractor-series DoDAAC. DoD Components will establish appropriate procedures for oversight of CFM requisitions in accordance with the Federal Acquisition Regulation.

C4.2.***10***.11.2. DAAS Processing ***o***f CFM Transactions. The process described in this subparagraph provides mandatory CFM controls for CFM requisitions where the bill-to-activity, as identified in the requisition, is an Army contractor and the source of supply is DLA. This process is optional for other DoD Components and may be expanded to include other sources of supply, if needed. DAAS will maintain a list of DoD Component-authorized contractor DoDAACs and the associated NSNs/DoD-managed part numbers for which these contractors may submit CFM requisitions on a CFM Authorized Materiel Table for use in validating requisitions regardless of method of payment. CFM contractor transactions that match the CFM Authorized Materiel Table by DoDAAC, but do not match by NSN or part number, will be rejected with Status Code CL; requisitions that match on DoDAAC and NSN/part number will be processed as valid. DAAS will enter the DAAS RIC SGA or SHA as the validating MCA. DAAS will perform DLMS 517G validation requirement for authorized CFM requisitions that match to the CFM Authorized Materiel Table. DAAS will furnish CFM reports upon request for use by the contracting officer in verifying that quantities ordered are within the contract allowance. Army contractor requisitions that do not match the CFM Authorized Materiel Table will be processed by DAAS under the MCA waiver exception process or passed to the applicable MCA. For DLA CFM, processing will be as identified in C4.2.8.11.3. CFM requisitions for other Service contractors will be passed to the source of supply. NSNs listed in the table may be modified over the course of this agreement when appropriate Army contracting officer provides such authority. Updates to the authorized list will be collected, consolidated into one Excel file by the designated DLA Lead Center POC with proof of Army Contracting Officer (CO) concurrence and provided to Headquarters DLA Army Performance Based Logistics (PBL) action officer. DLA will coordinate updates to individual contractor lists with DLA DoD EMALL and DLA Transaction Services on a monthly basis. To optimize program changes, all additions to Army partnership lists will be made during an agreed-to monthly timeframe between DLA and support entities.

C4.2.***10***.11.3. DLA Transaction Services Processing of DLA CFM Transactions

C4.2.***10***.11.3.1. DLA Transaction Services will maintain a DLA CFM Authorized DoDAAC Table listing DLA contractor DoDAACs authorized to requisition CFM. DLA Transaction Services will populate or delete DoDAACs to/from the table as directed by DLA. Requisitions identifying a DLA-assigned U-series contractor DoDAAC as the bill-to activity will be edited against this table. DLA Transaction Services is required to edit all incoming DLMS 511R/511M/869F, (legacy

80 record position A0_, A3_, A4_, AM_ and AT_ equivalent), transactions containing a U-series DoDAAC when identified as the bill-to activity against the DLA CFM Authorized DoDAAC Table. If matched to the table, then DAAS will route/pass the transaction based on established DAAS rules to the appropriate source of supply for further processing. If the U-series bill-to DoDAAC does not match the table, then DAAS will reject the transaction using Status Code DB.

C4.2.***10***.11.3.2. DLA Transaction Services will capture any DLMS 517G (DIC AX1) transactions containing a DLA U-series DoDAAC identified as the bill-to DoDAAC and match it against the DLA CFM Authorized DoDAAC Table. If the U-series bill-to-DoDAAC matches the table, then DAAS will respond with a DLMS 517G (DIC AX2) transaction with Advice Code 2M indicating the requisition is authorized. If the U-series bill-to-DoDAAC does not match the table, then DAAS will respond with a DLMS 517G (DIC AX2) transaction with Advice Code 2U indicating the requisition is not authorized.

C4.2.***10***.12. Preparation of DoD EMALL Requisitions by Contractors. Authorized contractors may establish DoD EMALL accounts to facilitate materiel requisition submissions. To register, go to https://dod-emall.dla.mil and click on New User Registration. Access to DoD EMALL is now fully Common Access Card (CAC)/Public Key Infrastructure (PKI) enforced. Details of the access requirements are listed on the registration pages of the EMALL site. Prior to establishing the account, the applicable contracting officer must ensure that the contractor is authorized access to Government supply sources and must agree to review monthly or quarterly reports prepared by the DoD EMALL monitoring contractor activity. The applicable contracting officer must also provide a list of approved NSN/part numbers associated with each account/contractor DoDAAC for Army authorized CFM. Army contractors will be processed under GFM/CFM controls as described.

C4.2.***10***.12.1. DoD EMALL will validate that contractors are authorized to purchase materiel from DoD supply sources as a prerequisite for submission of EMALL orders. DoD EMALL requisitions for GFM will be subjected to prescribed rules for MCA controls within DoD EMALL or within the DAAS. DoD EMALL CFM requisitions indicating corporate credit card method of payment are subject to special processing controls as described below. Additionally, CFM requisitions for Army authorized contractors will be validated to ensure that requisitioned NSNs or DoD managed part numbers are authorized regardless of the method of payment under CFM controls described above.

C4.2.***10***.12.2. The DoD EMALL program office will identify to DLA Transaction Services all contractors authorized access to Government materiel for purchase as CFM using a corporate credit card as the method of payment. DAAS will maintain these DoDAACs as an authorized contractor edit table (referenced hereafter as the DoD EMALL CFM Table) to be employed during initial processing and for DLMS 517G processing.

C4.2.***10***.12.3. DoD EMALL requisitions for shipment to contractors using corporate credit card payment are assigned Signal Code B, Fund Code XP, and the supplemental address of the DoD EMALL DoDAAC (SP5200). This configuration identifies a Government DoDAAC as the bill-to activity, thereby triggering DAAS and the DoD Component source of supply processing systems to misinterpret such transactions as GFM requisitions. DAAS will validate these transactions against existing GFM edits and the DoD EMALL CFM Table to determine appropriate action. If the contractor requisition does not contain a valid MCA identification code and the DoDAAC is not listed in the DoD EMALL CFM Table, DAAS will reject with Status Code CL. If an MCA is identified by either a distribution code or a RIC, DAAS will forward the requisition to the source of supply. The source of supply will submit a DLMS 517G to DAAS for validation following GFM MCA procedures (including Army CFM). DAAS will recognize the EMALL supplemental address and again employ existing GFM edits and the DoD EMALL CFM Table to take appropriate action. If the validation using the DoD EMALL CFM Table identifies the contractor DoDAAC as authorized by the contracting officer for ordering CFM using corporate credit cards, then DLA Transaction Services will validate the requisition and respond to the source of supply with a DLMS 517G Validation Response using Advice Code 2M indicating the requisition is valid. The source of supply will continue processing. If the contractor DoDAAC is not contained on the DoD EMALL CFM Table, but the requisition contains a valid MCA code, then DLA Transaction Services will forward the DLMS 517G Validation Request to the MCA for validation. If the contractor DoDAAC is not contained on the DoD EMALL CFM Table, or does not match the CFM Authorized Materiel Table, when applicable, and the requisition does not contain a valid MCA code, then DAAS will provide a DLMS 517G Validation Response with Status Code CL indicating the transaction is invalid. The source of supply will reject the requisition. For DLA contractor credit card purchases (identified by a DLA-assigned U-series DoDAAC in the document number), DAAS processing rules will be as described in this paragraph, except that the requisition will be validated based upon the requisitioner DoDAAC matching to the DLA CFM Authorized DoDAAC Table.

C4.2.***10***.12.4. To support DoD requirements for oversight of materiel sold to contractors, the DoD EMALL program office will provide reports to monitor contractor activity. For contracts having a maximum total dollars ceiling, a DoD EMALL report will be provided to the contracting officer when the cumulative value of CFM ordered reaches 80 percent of the ceiling.

C4.2.***10***.13 <u>Inventory Control Point/Integrated Materiel Management-Directed Shipment of Non-Requisitioned Government Furnished Materiel Based on a Bill of Materiel</u>. ICP/IMM-directed shipments of GFM may be managed through the use of a Bill of Materiel (BOM) as identified under the terms of the DoD contract. In this context, the BOM identifies the raw materiels/component parts needed to assemble/manufacture/repair the end item or final product. Based on the unit of allowance, the number/amount of GFM component materiel needed to accommodate the total number of end items to be manufactured/assembled/repaired on a specific contract/purchase order, may be calculated and provided. This procedure eliminates the need for separate GFM requisitions for the component materiel and subsequent

MILSTRIP MCA validation. Instead, this process allows the ICP/IMM to push the materiel to the contractor as required by schedule and/or usage.

C4.2.***10.***13.1. Upon contract award for production of an end item or final product, the BOM becomes the basis for determining the quantity of GFM required by the contractor. These deliveries will only include stocked raw materiel/component parts that the Government provides at no separate charge to the contractor for assembly/manufacture of the end item/final product. Under this process, the ICP/IMM will use internal control procedures to monitor consumption of raw materiel/component parts against the receipt of items awarded by contract.

C4.2.***10***.13.2. The ICP/IMM will prepare materiel release orders for stock shipment using document numbers based upon a DLA established DoDAAC. The ship-to location cited in the release order will identify the contractor DoDAAC authorized to receive GFM. The MRO will include the authorizing contract number, and the call/order and CLIN, when applicable. The storage activity will provide shipment confirmation to the ICP/IMM for monitoring GFM shipments and will prepare shipment status perpetuating applicable contract data. For contractors without capability to accept legacy 80 record position/DLMS transactions, status of the GFM component delivery will be provided upon request by the contractor. The assembled/manufactured end items may be shipped directly to customers or shipped to a storage location for future use.

C4.2.***10***.13.3. Use of the above business process does not relieve the ICP/IMM from a management reporting requirements required by DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation. Material Receipt Acknowledgement is required for GFM, including pushed shipments, under MILSTRAP procedures.

C4.2.***10***.13.4. This process is discretionary and may not be applicable to all commodities and contracts requiring GFM. This process may only be used to support GFM requirements satisfied by the DoD Component issuing the contract (that is, by design, it does not support inter-Component materiel support).

C4.2.***11***. <u>Security Assistance Requisitions</u>

C4.2.***11***.1. <u>General</u>

C4.2.***11.***1.1. <u>Requisitions</u>. SA countries and SA organizations will prepare and send requisitions to the applicable U.S. Service International Logistics Control Office (ILCO). The ILCO will send the SA requisitions to the appropriate source of supply for processing.

C4.2.***11.***1.2. <u>Requisition Status Determination</u>. ILCOs must identify the programmed or nonprogrammed status of a requisition to the source of supply by using the appropriate cooperative logistics program support code (CLPSC). The source of supply will process SA requisitions without a CLPSC as unprogrammed requirements.

C4.2.***11***.1.3. Restrictions. Certain SA requisitions are subject to a restriction in quantity when it is determined that the total requirement for an item will result in more than 25 shipment units. This constraint is employed to preclude the assignment of nonconforming transportation control numbers (TCN) that occur when the number of shipment units exceeds 25 and that causes a loss of identity to the shipment. The DoD Component will specify the items of equipment to which the quantity restriction applies. Generally, these items are equipment such as wheeled/tracked vehicles or other items when a unit of issue of one each constitutes a single shipment unit.

C4.2.***11***.2. Requisition Identification Code. All SA requisitions will contain a unique six-position identification code consisting of a combination of codes that identifies the requisitioning country or international organization and that provides specific requisitioning and shipping instructions for the source of supply and shipping activities. This identification code is the first six positions of the document number. DLM 4000.25 Volume 6, Chapter 3, Military Assistance Program Address Directory (MAPAD); DoD 5105.38-M, Security Assistance Management Manual (SAMM); and DoD 7000.14-R, DoD Financial Management Regulation, in combination, provide the interpretation of these codes. See paragraph C4.2.1. above, for specifics on the actual code construction.

C4.2.***11***.3. Required Availability Dates

C4.2.***11***.3.1. Identification. Always identify the effective required availability dates (RAD) in SA requisitions for major weapons systems, end items, and concurrent spares. In FMS cases, compute the RAD by adding the lead time stated on the U.S. Letter of Offer and Acceptance (LOA) to the date of acceptance by the purchaser. For Grant Aid, compute the RAD by adding the ICP determined lead time to the date of the Grant Aid order.

C4.2.***11***.3.2. RAD Identification. The DoD Components will identify the RAD in requisitions for major items and associated support equipment and the initial issue parts for Grant Aid, as soon as practicable, but not later than 120 calendar days after receiving an approved funded order. Materiel not immediately available should be acquired and shipped by the last day of the month. However, depending on availability, materiel may be acquired and shipped after the RAD expires unless cancellations are submitted. Appropriate status will be provided to the address(es) designated in the requisition.

C4.2.***11***.3.2.1. RAD time begins with the date of the requisition (i.e., the date contained in the requisition document number) and does not have the effect of holding release of the materiel. The actual date for calculation of the RAD will be the last day of the month depicted. Shipment of materiel will be made at the time of initial requisition processing to the extent that releasable assets are available regardless of the number of lead time months shown.

C4.2.***11***.3.2.2. RAD Modification. Requisitioners will modify RADs when contract-forecasted delivery dates indicate a change in the availability of the

items. Requisitioners will use Status Code BB, BV, or B3 to show the true RAD. The ILCO/requisitioner will adjust all records to cite the new RAD information. When unable to meet the established RAD, the source of supply must use Status Code B3 to notify the ILCO of the RAD slippage. An extended RDD in an FMS requisition will indicate the number of months from the date of the requisition before which delivery is required. The release date is defined as 5 days prior to the last day of the month. Releasable assets will be held until 50 days prior to the last day of the month indicated.

C4.2.***11***.3.2.3. In the case of DLA support, the extended RDDs will cause intentional holding of support. For those orders, the support date is calculated externally by DLA Transaction Services upon receipt of the transaction and fed to the Enterprise Business System (EBS). DLA Transaction Services sends EBS (RIC SMS) the actual Standard Delivery Date, which in the case of extended (S-coded) RDDs will cause the order to go into BP status and be held until 50 days prior to the release date.

C4.2.***11***.4. DAAS Processing of Security Assistance Requisitions

C4.2.***11***.4.1. DAAS will reject requisitions, referral orders, passing orders, DLMS 869F, Requisition Follow-up, and DLMS 511M, Requisition Modification containing MAPACs that do not have valid ship-to and mail-to addresses in the MAPAD, to the ILCO using DLMS 870S, Supply Status, with Status Code DP.

C4.2.***11***.4.2. ICPs may reject requisitions received off-line (mail, message, courier, fax, telephone) that contain Military Assistance Program Address Codes (MAPAC) that do not have valid ship-to and mail-to addresses in the MAPAD to the submitting ILCO. This includes remarks/exception type DLMS 511R, Requisition, transactions directing materiel to various shipping points. DLMS 870S, Supply Status, with Status Code CX applies.

C4.2.1***2***. Not-Mission-Capable Supply and Anticipated Not-Mission-Capable Supply Requisitions

C4.2.1***2***.1. General

C4.2.1***2***.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.

C4.2.1***2***.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.

C4.2.1***2***.2. Not-Mission-Capable Supply Conditions Meeting Special Requirements Code 999

C4.2.1***2***.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.

C4.2.1***2***.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.)

C4.2.1***2***.2.2.1. The requisitioning unit must possess F/AD I, II, or III, and,

C4.2.1***2***.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,

C4.2.1***2***.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.

C4.2.1***2***.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:

C4.2.1***2***.3.1. Use PDs 01-08 only.

C4.2.1***2***.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.

C4.2.1***2***.3.3. Indicate short RDDs.

C4.2.1***2***.3.4. Use the PD to process these requisitions.

C4.2.1***2***.4. ANMCS Conditions. Prepare requisitions for materiel to prevent degradation of the mission capability of such systems/equipment as follows:

C4.2.1***2***.4.1. Use PDs 01-08 only.

C4.2.1***2***.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.

C4.2.1***2***.4.3. Indicate short RDDs.

C4.2.1***2***.4.4. Use the PD to process these requisitions.

C4.2.1***3***. Pre-Positioned War Reserve Material Stock (PWRMS) Requisitions

C4.2.1***3***.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.

C4.2.1***3***.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.

C4.2.1***4***. Conventional Ammunition Requisitions

C4.2.1***4***.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.

C4.2.1***4***.2. Use Advice Code 3Q, 3V, 3W, 3X, 3Y, or 3Z, as applicable, when usable SCC E materiel is acceptable.

C4.2.1***5***. Special GSA Procedures on Non-Mailable Items

C4.2.1***5***.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.

C4.2.1***5***.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.

C4.2.1***5***.3. Non-Applicability. These procedures do not apply to SA requisitions.

C4.2.1***6***. Special Procedures Associated with Industrial/Maintenance Site Requisitions

C4.2.1***6***.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.

C4.2.1***6***.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.

C4.2.1***7***. Timeframes and Submission of Requisitions

C4.2.1***7***.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.

C4.2.1***7***.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.

C4.2.1***7***.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.

C4.2.1***7***.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.

C4.2.1***8***. Maintenance of Requisition History and Due-In Files

C4.2.1***8***.1. Requirement. All DoD Components must maintain a requisition history and due-in file for each transaction processed.

C4.2.1***8***.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.

C4.2.1***9***. 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.

C4.2.1***9***.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:

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1***9***.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.

C4.2.1**9**.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. 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***.2.1. Air Force: For Air Force principals (RIC TO of F**), use Project Code 3BB.

C4.2.***20***.2.2. 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***.2.3. 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. Mass or Universal Cancellation of Requests

C4.4.2.1. General. Base closures, termination of special projects, ship and unit inactivation, termination of agreements, or termination of vessel outfitting or construction, are events that can necessitate the requirement for a mass or universal cancellation of multiple lines. 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, and the subsequent entry of unwanted shipments into the Defense Transportation System (DTS), through initiation of single line-item cancellations. When the DoD Component is aware that a total project (or total requirement for a single base) is no longer required and should be canceled and there is insufficient time remaining to permit continued cancellation on a single line basis, the DoD Component may initiate a mass or universal cancellation request of multiple lines by indicating a date range for the applicable requisition transaction number dates, appropriate project code(s) and/or various organizations.

C4.4.2.1.1. Mass Cancellation. A mass cancellation permits continued supply action and shipment processing for selected requisitions.

C4.4.2.1.2. Universal Cancellation. A universal cancellation serves to terminate all such processing, even requisitions previously identified for continued transaction and shipment processing under mass cancellation situations.

C4.4.2.2. Requirements for Continued Shipment. 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 requisition modifiers, DLMS 511M, Requisition Modification, containing Special Requirements Code 555 in the LQ segment. For SA, use of this code is restricted to approved CLSSA requisitions with Type of Assistance Code U or V. Sources of supply will not cancel requisitions that have been modified to contain Special Requirements Code 555 during a mass cancellation process.

C4.4.2.2.1. Requisition Changes. The requisition may not be changed to contain Special Requirements Code 555 by means of a requisition modification submitted after the effective date of the requested mass cancellation.

C4.4.2.2.2. Applicability. Requisitions that fall within the scope of the announced mass cancellation criteria submitted after the effective date of the mass cancellation action, must contain Special Requirements Code 555.

C4.4.2.3. Initiation of Requests. Requests for mass or universal cancellation of requisitions will be initiated by the DoD Component or by an authorized command element. The DoD Component contact points established for issuance and receipt of requests for mass and universal cancellation are listed on the Defense Logistics Management Standards website at www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp. Inter-DoD Component dissemination of requests for mass or universal cancellation must be made by the designated contact points. The mass or universal cancellation request will be accomplished by preparation of the DLMS 869C.

C4.4.2.4. Dissemination of Intra-DoD Component S/A Requests. Intra-DoD Component dissemination of requests for mass or universal cancellations will be accomplished by the DoD Component contact point designated. Intra-DoD Component dissemination will include all Component sources of supply, storage activities, and other activities within the DoD Component processing supply transactions or shipments with capability to cancel requisitions or divert shipments. In addition, the designated DoD Component contact points will ensure that the appropriate overseas theater, force, logistics, or type commanders are aware of mass or universal cancellation actions affecting their areas of responsibility.

C4.4.2.5. Required Information. Requests for mass or universal cancellation action, DLMS 869C, Cancellation, will be submitted to the DoD Component designated contact point(s) for cancellation of all open requisitions applicable to specific projects, or bases (as identified by AACs). The request for mass or universal cancellations will contain identification of the activity having submitted 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:

C4.4.2.5.1. Project code and ship-to address.

C4.4.2.5.2. One project code and various addresses.

C4.4.2.5.3. No project code and various addresses.

C4.4.2.5.4. Various project codes and one address.

C4.4.2.5.5. Federal supply classification (FSC), Federal supply group (FSG), NSN, or part number when associated with the address of the original requisition document number ship-to address and/or project designator.

C4.4.2.6. Continuing High Priority Demands. A need may exist to continue the processing of certain requisitions and shipments during mass cancellations such as high priority demands to satisfy 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, containing Special Requirements Code 555 in the LQ segment and one of the following selective criteria, to applicable sources of supply prior to the submission of the mass cancellation request:

C4.4.2.6.1. Project code(s) when associated with the ship-to address being canceled.

C4.4.2.6.2. Special Requirements Code 999 or NB when associated with the ship-to address being canceled.

C4.4.2.6.3. FSC, FSG, NSN, or part number when associated with the ship-to address being canceled.

C4.4.2.6.4. Specific requisition document number and RIC from the status received or the RIC to which the requisition has been transmitted if status has not been received.

C4.4.2.6.5. Specific PD when associated with the ship-to address being canceled.

C4.4.2.6.6. Required Delivery Period (RDP) when associated with the ship-to address being canceled—conventional ammunition only.

C4.4.2.7. Identifying Continued Processing Requests. Upon receipt of the requisition modification containing Special Requirements Code in the LQ segment reflecting a high priority demand and one of the above selective criteria, sources of supply will review all affected requisition(s) and all associated transactions to identify those for which continued processing has been requested. In the case of items scheduled for direct delivery, the source of supply will forward requisition modifications to procurement sources. Sources of supply, storage activities, and procurement sources will annotate the affected requisition(s) and all associated transactions with Special Requirements Code 555 in the LQ segment.

C4.4.2.8. DTS Processing. DTS will continue movement of materiel to which a Special Requirements Code 555 has been applied except when a universal cancellation has been announced.

C4.4.2.9. Diverting OCONUS Shipments. When OCONUS shipments have already departed from 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 C4.7.25.10.)

C4.4.2.10. Diverting CONUS Shipments. No attempt will be made to divert materiel destined to CONUS customer activities beyond the point of shipment.

C4.4.2.11. 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 Development 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 (such as, the 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 C4.7.25.10. Designated contact points 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.

C4.4.2.12. Single Line-Item Cancellation. Customers retain the authority to submit single line-item cancellation requests via DLMS 869C at any time before, during, or after the effective date of the mass cancellation.

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 DoD 4140.1-R, 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.[11] 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, 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

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

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.[12]

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 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.

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

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.

C4.7.14.2. 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.

C4.7.15. 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).

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 <u>Change the ownership while maintaining the inventory at the same depot.</u> 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 Supplement 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 DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp for both

nonstocked and non-NSN items. However, sources of supply may, based on their stock position, divert materiel to depot stock.

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. Processing Mass or Universal Cancellation Requests

C4.7.25.1. Sources of supply are responsible for ensuring that requisition processing, procurement, and storage activities exercise the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in the processing of cancellation requests include such factors as time, packing and handling, related costs, and the location of materiel for which cancellation is requested.

C4.7.25.2. Sources of supply in receipt of mass or universal cancellation requests will cancel quantities for which MROs, and/or purchase requests have not been submitted to storage or procurement activities. Provide a DLMS 870S, with Status Code BQ or B4, as appropriate, as notice of accomplished cancellations to all authorized status organizations within the timeframe for sending status.

C4.7.25.3. Sources of supply will send a DLMS 870S with Status Code B9 to all authorized status organizations under Chapter 5 within the timeframes for sending status for:

C4.7.25.3.1. Unconfirmed MROs and open procurement actions.

C4.7.25.3.2. MRCs that indicate shipment to OCONUS activities within 45 calendar days of the effective date of the mass cancellation.

C4.7.25.4. Provide a DLMS 870S with Status Code BQ, B4, or B6 as notification for each line-item actually canceled or diverted and Status Code B8 for each line-item not canceled or diverted.

C4.7.25.5. Sources of supply will provide storage activities cancellation requests, DLMS 940R, for all unconfirmed MROs and MRCs that indicate shipment to OCONUS activities within 45 calendar days of the effective date of the mass or universal cancellation.

C4.7.25.6. Sources of supply will provide procurement activities cancellation requests, DLMS 869C, for all open procurement actions.

C4.7.25.7. Sources of supply will not provide storage and procurement activities with cancellation requests when:

C4.7.25.7.1. In receipt of MRCs that show shipment has been accomplished by parcel post.

C4.7.25.7.2. In receipt of MRCs that show shipment to CONUS activities has been accomplished.

C4.7.25.7.3. In receipt of MRCs that show shipment to OCONUS customers was accomplished more than 45 calendar days prior to the receipt of the mass or universal cancellation request.

C4.7.25.8. The following rules apply to mass or universal cancellation of shipments from storage:

C4.7.25.8.1 Upon receipt of the mass or universal cancellation DLMS 869C pending the receipt of single line-item cancellation requests DLMS 940R from the source of supply, the storage activity will identify all affected MROs where the items have not been released to a carrier for delivery to the consignee.

C4.7.25.8.2. For universal cancellation, the storage activity will suspend further processing of all MROs, including any containing Special Requirements Code 555.

C4.7.25.8.3. For 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 cancellation request, the storage activity will generate a DLMS 945A with Transaction Type Code NR in the WO6 segment and Status Code DW in the LQ segment.

C4.7.25.8.4. Storage activities will accomplish cancellation for all items for which single line-item cancellation requests, DLMS 940R with Transaction Type Code ND, are received from the source of supply and the items have not been released to a carrier for delivery to the consignee.

C4.7.25.8.5. Storage activities will advise the source of supply of their 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, DLMS 945A will be prepared and sent to the source of supply with Status Code BQ.

C4.7.25.8.6. When storage activities do not accomplish cancellation, the source of supply will be furnished DLMS 945A with Status Code B8.

C4.7.25.8.7. Storage activities in receipt of transportation confirmation of shipment diversion transactions will send to the appropriate source of supply a materiel release advice with Status Code BQ, for requisitions contained within the shipment unit. The materiel release advice in this instance will contain, in addition to the normal data elements, the identification of the new consignee.

C4.7.25.8.8. Storage activities in receipt of transportation denial of shipment diversion transactions will send to the appropriate source of supply a materiel release advice with Status Code B8.

C4.7.25.9. All rules governing single line-item cancellation of shipments from procurement also apply to requests for mass or universal cancellation, except as modified herein:

C4.7.25.9.1. The source of supply will initiate cancellation requests for all items scheduled for direct delivery, and for which purchase requests have been submitted, regardless of materiel costs.

C4.7.25.9.2. Procurement activities will not initiate actions with the DTS to cause diversion of shipments at terminals.

C4.7.25.9.3. For those OCONUS shipments that have entered the DTS within 45 calendar days of the date of the mass or universal cancellation request, or from the date of receipt of the DLMS 869C from the source of supply, the procurement activity will send a DLMS 945A with Action Code AW in the W06 segment to the DLA Transaction Services.

C4.7.25.9.4. Procurement activities in receipt of confirmation of shipment diversion transactions will send to the appropriate source of supply a DLMS 945A with Status Code BQ for requisitions contained within the shipment unit. The

DLMS 945A in this instance will contain, in addition to the normal data elements, the DoDAAC of the new consignee.

C4.7.25.9.5. Procurement activities in receipt of denial of shipment diversion transactions will send, to the appropriate source of supply, a DLMS 945A with Status Code B8.

C4.7.25.10. Disposition of Frustrated Shipments and/or Materiel from Mass/Universal Cancellation Actions

C4.7.25.10.1. The disposition of frustrated shipments at WPOEs/APOEs that are the result of mass or universal cancellation action will be as follows:

C4.7.25.10.1.1. Shipments from DoD storage activities, 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.

C4.7.25.10.1.2. Shipments from GSA storage points, or from commercial vendors acting under the direction of a GSA-procuring activity, will be diverted to predesignated GSA materiel returns facilities.

C4.7.25.10.1.3. DTS attempts to divert/frustrate shipments will terminate 45 calendar days from the effective date of the mass or universal cancellation message.

C4.7.25.10.2. 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, economic considerations, such as, 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.

C4.7.25.10.3. Transportation diversion procedures are established to permit diversion only if the materiel being shipped can be identified and located by TCN.

C4.7.25.10.3.1. 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 POD will be the responsibility of the appropriate theater, force, logistics, or type commander.

C4.7.25.10.3.2. 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 463LPallets.

C4.7.25.10.4. For those mass or universal cancellation requests that specify FSC, FSG, NSN, 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.

C4.7.25.10.5. DTS will generate specified documentation for the following categories of shipments:

C4.7.25.10.5.1. For all shipments that are diverted, as a result of mass or universal cancellation, DTS will generate a confirmation of shipment diversion transaction to DAAS. The confirmation of shipment diversion must contain complete transportation movement and control document (TCMD) data for each shipment unit and, if available, the contract number. In addition:

C4.7.25.10.5.1.1. For shipments diverted under pre-positioned instructions, DTS will send a BL to the new consignee.

C4.7.25.10.5.1.2. For shipment units frustrated but not diverted to a specific site, DTS will send a request for disposition instructions to DAAS, that will route the transactions to the appropriate DoD 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, DTS will prepare a BL or other appropriate transaction for the new consignee.

C4.7.25.10.5.1.3. For shipments in transit to, at, or between POD and OCONUS consignee, OCONUS DTS activities will request disposition instructions from the appropriate theater, force, logistics, or type commander's designated contact point.

C4.7.25.10.5.2. For shipments in transit between WPOE/APOE and OCONUS consignees less than 30 calendar days, DTS will:

C4.7.25.10.5.2.1. 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.

C4.7.25.10.5.2.2. Send denial or shipment diversion transactions for each individual shipment unit to DAAS.

C4.7.25.10.6. Storage sites in receipt of diverted shipments will report the receipt to the appropriate source of supply under Chapter 13. Reconsignment/ disposition will be as directed.

C4.7.25.10.7. The DoD Component initiating cancellation requests applicable to U.S. Forces requisitions will be charged with: (1) transportation and terminal costs associated with holding, stopping, and returning materiel to storage; (2) procurement termination costs when it is determined that termination is in the best interest of the Government; and (3) excess transportation costs that may be incurred when moving cargo unaffected by the mass or universal cancellation action. Specific instructions concerning materiel transportation charges and credit allowances are contained in the DoD 7000.14-R, DoD 4140.1-R, FPMR 101-26.311, and FPMR 101-27.505.

C4.7.26. Processing of Mass or Universal Cancellation Transactions by DAAS

C4.7.26.1. Upon receipt of the mass or universal cancellation request, DLA Transaction Services will begin the establishment of a transportation to supply documentation correlation (TSDC) file. DLA Transaction Services will add to the TSDC file a copy of each DLMS 945A that has Transaction Type Code NR in the WO6 segment and Status Code DW in the LQ segment.

C4.7.26.2. When a confirmation of shipment diversion transaction is received from the DTS, DAAS will match the TCN with the TCN in all applicable DLMS 945A transactions in the TSDC file. DAAS will send a DLMS 870S with Status Code B6 to the applicable source of supply for each materiel release advice transaction matched. In this instance, the supply status transaction will contain the DoDAAC of the new consignee.

C4.7.26.3. When a denial of shipment diversion transaction is received from DTS, DAAS will match the TCN with the TCN in all applicable materiel release advice transactions in the TSDC file. DAAS will send DLMS 870S with Status Code B8 to the applicable source of supply for each materiel release advice matched.

C4.7.26.4. When a request for disposition instructions is received from DTS, DAAS will match the TCN with the TCN in all applicable materiel release advice transactions in the TSDC file. DAAS will send a narrative message to the designated canceling DoD Component contact point that provides the contact point with the TCMD transaction data, plus all supporting materiel release advice transactions that comprise the shipment.

C4.7.26.5. For those materiel release advice transactions on which confirmation/denial shipment diversion, or request for disposition instruction transactions are not received within 21 calendar days of the date of the mass or universal cancellation request, DAAS will initiate a shipment tracer action under DTR 4500.9-R, ”Defense Transportation Regulation,” to the APOE/WPOE indicated in the materiel release advice.

C4.7.26.6. When confirmation/denial of diversion or request for disposition instruction transactions are received from the transportation clearance authorities and DAAS does not find a corresponding materiel release advice record within the TSDC file, DAAS will forward DLMS 870S transactions to the shipping activity identified in the transportation mass/universal cancellation status transactions

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 Code***s***: 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.

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.

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

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]

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:

[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.

C4.7.29.6.1. 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.T***3***.

Table C4.T***3***. 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 DoD 4140.01-R 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 pass DLMS 511R part-numbered (DIC A02 and A0B) requisitions to the RIC present in the incoming transaction.

C4.10.5. 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.

C4.10.6. 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.

C4.10.7. 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.

C4.10.8. 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.

C4.10.9. 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.

C4.10.10. 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.[15] 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:

C4.10.10.1. 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.

C4.10.10.2. 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.

C4.10.11. 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.T4.), and will reject requisitions that do not meet the DoDAAC authority code edits.[16] 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.).

[15] Refer to ADC 427***A.***
[16] Deferred implementation of authority code edits is authorized pending supply source system modernization. Also note that DAAS is currently using MILSTRIP edits for DLMS transactions as an interim measure pending full DLMS implementation.

C4.T***4***. 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	
	Business Rules: No restrictions	
	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 and either TAC 2 and/or TAC 4	
	Business Rules: Not authorized to requisition or bill-to	
	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.	
	Business Rules: Cannot requisition, cannot be used as a ship-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	
	Restriction: TAC 2 and TAC 4 are not allowed	
	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	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materiel from DLA Disposition Services Only (DoD excess only)	
	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	
	Business Rules: Cannot initiate a request for any goods/services	
	DAAS DoDAAC authority code edit: DoDAAC cannot be used as N101 code OB or N901 code TN	

C4.T***4***. 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	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from NGA)	
	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., Defense Courier Service, or for future DoDAAC activation, such as in the case of DoDAACs reserved for contingencies (at which time a different authority code may be assigned.))
	Required: TAC 1	
	Business Rules: Cannot requisition, cannot be used as a ship-to designation, and cannot be used for billing. 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.T5. 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[19]	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. [20]

[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] Deferred implementation of Authority Code edits authorized pending supply source system modernization.
[20] Refer to ADC 427***A***. Edit is mandatory during DAAS processing and optional for DoD sources of supply.

Table C4.T5. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Serial	Reject.
Demand	Process as recurring.
Supplementary Address[21,22]	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.[23]

[21] This data element is referred to as Supplemental Data under the DLMS.
[22] Deferred implementation of Authority Code edits authorized pending supply source system modernization.
[23] 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.

Table C4.T5. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Priority Designator[24]	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. 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.

[24] Edit is mandatory during DAAS processing and optional for DoD sources of supply.

Table C4.T5. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Required Delivery Date[25,26]	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.)

[25] 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.
[26] 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.T5. 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.[27] 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[28,29], furnish BK supply status, and process.
Required Delivery Period (Conventional Ammunition Only)[30]	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.

[27] Use of the RDD to fill subsistence items last reported as not implemented by DLA (Subsistence). Refer to AMCL 7.
[28] The 100-day edit is not applicable to requisitions for FSC 1300 (conventional ammunition).
[29] Not applicable for Intra-USAF requisitions
[30] Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

C5. CHAPTER 5

STATUS REPORTING

C5.1. SUPPLY AND SHIPMENT STATUS - GENERAL

C5.1.1. Status Data. Status data is either supply status or shipment status. Sources of supply to include inventory control point (ICP)/integrated materiel manager (IMM) and shipping activities prepare status transactions using the applicable transaction described under paragraphs C5.1.2. and C5.1.3.. Status documents from sources of supply shall be forwarded to the Defense Automatic Addressing System (DAAS) for transmission to status recipients. Status data may be informational or require additional action by organizations based on the assigned status code. Status recipients include, but are not limited to, requisitioners, storage activities, control offices, and/or monitoring activities. For security assistance (SA) shipment status, the control office or monitoring activity receives the status from the source of supply and provides it to the appropriate country status recipient. For foreign military sales (FMS) customers, the status goes to the Military Assistance Program Address Directory (MAPAD) type address code (TAC) 4 country status recipient. For grant aid (GA) customers, the status goes to the MAPAD TAC 3 country/in-country security assistance organization (SAO) status recipient.

C5.1.1.1. Supply Status. Supply status informs organizations of action taken or being taken on materiel requisitioned but not shipped, shipment consignment instructions, or disposition instructions for materiel offered under the materiel returns program (MRP).

C5.1.1.2. Shipment Status. Shipment status informs organizations of the actual shipping dates (such as the date released to the carrier), the release criteria for shipments, or shipment delay notifications. It also provides for an interface with transportation and for shipment tracing by organizations under DTR 4500.9-R.

C5.1.2. Types of Supply Status

C5.1.2.1. Supply Status. Use a DLMS 870S transaction, Supply Status.

C5.1.2.1.1. Response to Requisition

C5.1.2.1.1.1. Sources of supply (or management control activities (MCA)), processing GFM transactions, use the DLMS 870S with appropriate status codes to convey advice to organizations. It is used to convey notice of action taken or being taken on requisitions and requisition-related transactions; such as, retransmitted requisitions, cancellations, modifications, and requisition inquiries (follow-ups and/or requests for supply assistance). Organizations shall identify additional status addressees in the original requisition and/or requisition-related transactions, as applicable. DAAS generates supply status in selected situations resulting from item

identification edits but shall indicate their RIC as the MESSAGE FROM address in the supply status.

C5.1.2.1.1.2. Reporting Status Decisions. Sources of supply or MCAs shall respond to requisition(s) to advise activities of action taken (as indicated), alone or in combination, to any of the requests listed below. This includes status upon processing a requisition inquiry (follow-up and request for supply assistance) or a cancellation request, and rejection status when rejecting transactions.

C5.1.2.1.1.2.1. Backorder.

C5.1.2.1.1.2.2. Partial issue or partial other action.

C5.1.2.1.1.2.3. Materiel substitution.

C5.1.2.1.1.2.4 Unit of issue changes.

C5.1.2.1.1.2.5. Retransmitted (rerouted) requisitions.

C5.1.2.1.1.2.6. Cancellation, modification, or inquiry.

C5.1.2.1.1.2.7. Any circumstance that predicts that issue may not be made within the timeframes established for the assigned priority designator (PD).

C5.1.2.1.2. Response to Direct Vendor Delivery (DVD). Sources of supply shall use the notice of response to DVD to advise organizations materiel is being supplied by DVD from procurement. The supply (procurement) source generates this notice for each requisition that is procured for DVD to a consignee. The DVD, DLMS 870S notice provides a cross-reference between the requisition document number and the contract information. Organizations may also use information in this notice to report nonreceipt of materiel using the appropriate discrepancy reporting process.

C5.1.2.1.3. Response to Supply Assistance. Sources of supply shall use the notice of response to supply assistance to advise organizations of action taken to expedite the shipment of the requested materiel.

C5.1.2.1.4. Materiel Processing Center (MPC) Supply Status

C5.1.2.1.4.1. The MPC shall provide Status Code NL to notify the Navy ship/customer that materiel has arrived at the MPC for sortation and temporary storage pending delivery to the customer.

C5.1.2.1.4.2. The MPC shall provide Status Code NW to provide systematic notification materiel has been delivered from the MPC to the Navy ship/customer.

C5.1.2.1.5. Air Force Integrated Logistics Solution-Supply (ILS-S) (Retail Supply). Supply Status DLMS 870S shall be used on an intra-Air Force basis to

provide the latest status to the intended receiving activity. Additionally, supply status shall be used to support the unique item tracking (UIT) program for positive inventory control (PIC) nuclear weapons related materiel (NWRM) by providing UII and/or serial numbers. For legacy items where the unique item identifiers (UIIs) have not been marked in accordance with item unique identification (IUID) policy, the serial number alone shall be passed.

C5.1.2.1.5.1. DLA Transaction Services shall enable transmission of information copies of the ILS-S Supply Status to the NWRM PIC Fusion Module UIT Registry to ensure the PIC NWRM program has near real time access to UIIs and the associated serial numbers of NWRM item movements.

C5.1.2.1.5.2. DLA Transaction Services shall block transmission of ILS-S Supply Status to non-Air Force recipients where feasible.

C5.1.2.2. Materiel Returns Supply Status. Organizations and sources of supply shall use the DLMS 870M, Materiel Return Supply Status to convey advice to one another as notice of action taken or being taken on Offer of Materiel Reports (OMRs) and OMR-related transactions. Use the DLMS 870M to send status to the ICPs/IMMs. The ICPs/IMMs shall use the DLMS 870M to provide status or disposition instructions for materiel to organizations, including disposition instructions related to discrepant materiel reported under Chapter 17. Follow Chapter 11 to determine the processing procedures for and the prescribed usage of this status.

C5.1.2.2.1. Unsolicited Report. Customer organizations shall use the unsolicited report to provide status to the source of supply on open OMRs for unshipped materiel.

C5.1.2.2.2. Response to Materiel Returns. Sources of supply shall use the DLMS 870M to provide informational status or disposition instructions to organizations for materiel reported under the MRP.

C5.1.3. Types of Shipment Status

C5.1.3.1. Preparation of Shipment Status. Shipment status shall be provided by the shipping activity or the source of supply for direct vendor delivery (contractor direct) or in response to a requisition follow-up. The consolidation and containerization point (CCP) and other locations performing consolidation subsequent to issuance of shipment status may also provide shipment status for the purpose of identifying passive RFID.[1] Under DLMS, the shipment status shall include enhanced data content and support item unique identification (IUID) and intransit visibility requirements as directed under DoD policy/procedures (DoD 4140.1-R), when available and pending full DLMS implementation/modernization. Shipment status shall be provided by the DoD shipping

[1] Refer to ADC 257, DLMS Shipment Status Generated by the Consolidation and Containerization Point (CCP)

activity, the CCP, or by the source of supply[2] using the DLMS 856S. Maintenance activities (organic and commercial) shall provide shipment notification to the receiving activity and other interested parties when materiel is shipped to the distribution depot, DLA Disposition Services Field Office, or other designated receiving activity per source of supply/inventory control point guidance. This may be accomplished using either the DLMS 856S Shipment Status, or the DLMS 856 Advance Shipment Notice (ASN), provided via Wide Area Work Flow-Receipt and Acceptance (WAWF-RA).[3] The DLMS Shipment Status shall include asset visibility content, such as IUID, and intransit visibility requirements, such as passive RFID and the TCN as directed under DoD policy/procedures (DoD 4140.1-R). DLMS enhancements include, but are not limited to the following:

C5.1.3.1.1. Passive RFID for the shipment unit/case/pallet associated at the requisition document number level. The shipment status transaction may identify a hierarchy to clarify the relationship of passive tags within different shipment levels.

C5.1.3.1.2. For Unique Item Tracking (UIT) purposes, the IUID and/or serial number. Serial number without applicable IUID may only be used during MILSTRIP/DLMS transition and pending implementation of IUID capability. Additional UID information as identified in the DLMS 856S is optional. Refer to Chapter 19 for UIT guidance.

C5.1.3.1.3. Both the TCN and a secondary transportation number, such as the small package carrier number, when this is applicable.[4]

C5.1.3.1.4. Identification of the carrier when other than United States Postal Service (USPS) by name and Standard Carrier Alpha Code (SCAC).[5]

C5.1.3.1.5. Identification of the initial DoD shipping activity (origin) by DoDAAC.[6]

C5.1.3.1.6. For OCONUS shipments made via the Defense Transportation System (DTS), GBL/CBL, parcel post, and small package carrier shipments, specific identification of the POE or CCP. The shipment status shall specify air terminal, water terminal, or CCP by applicable qualifier code in the transaction. (During MILSTRIP/DLMS transition, DAAS may substitute a generic terminal qualifier

[2] Direct vendor delivery shipment status using the 856S includes shipment status prepared by the DLA-sponsored Defense Planning and Management System (DPMS) application.
[3] Business rules for use of the 856 for GFM or Property Transfer, including internal DoD transfers, are evolving. Refer to the Defense Procurement and Acquisition policy for UID available at url; http://www.acq.osd.mil/dpap/pdi/uid/index.html. Specific applicability and interoperability issues to be resolved by the UID Program Office and DUSD(L&MR)SCI.
[4] Refer to ADC 223, DLMS Shipment Status Enhancements: Secondary Transportation Number, Initial Shipping Activity, Carrier Identification, and POE, approved for phased and staggered implementation.
[5] Ibid.
[6] Ibid.

for shipment status transactions converted from legacy 80 record position transactions where the type of facility is unknown.)[7]

C5.1.3.1.7. Under DLMS, the shipment status shall perpetuate data content as applicable: project code, the special requirements code (legacy MILSTRIP required delivery date (RDD) coded entries, e.g. 999), and priority designator.[8] Shipment status applicable to shipment of GFP, including requisitioned GFM and shipment of reparables to/from commercial maintenance, shall perpetuate contract data from the MRO, to include the contract number authorizing GFP, and the call/order and CLIN when provided.

C5.1.3.1.8. The transportation priority shall be included in all shipment status transactions as derived under DoD 4140.1-R guidance or other pertinent criteria.[9]

C5.1.3.1.9. The shipment status may include the unit price (required for Distribution Standard System (DSS)-generated shipment status; otherwise optional).[10]

C5.1.3.1.10. <u>Product Quality Deficiency Report (PQDR) Exhibit Tracking</u>

C5.1.3.1.10.1. When shipment status is prepared for shipment of a PQDR exhibit, the shipping activity will perpetuate the PQDR Report Control Number (RCN) from the MRO to the shipment status and designate a copy of the receipt transaction for distribution to the Product Data Reporting and Evaluation Program-Automated Information System (PDREP-AIS).

C5.1.3.1.10.2. DAAS will recognize the inclusion of the PDREP-AIS DoDAAC in the shipment status and forward a copy of the shipment status for use in exhibit tracking.

C5.1.3.2. <u>Shipment Status from the CCP or Other Locations Performing Consolidation</u>. Shipment status shall be provided by the CCP or other locations performing consolidation subsequent to the original issuance of shipment status, for the primary purpose of providing updated RFID information. This in turn supports intransit asset visibility and receipt processing. Other locations include distribution depots performing consolidation of local deliveries resulting in passive RFID updates.

C5.1.3.2.1. <u>Preparation of the CCP/Consolidation Shipment Status</u>

C5.1.3.2.1.1. The CCP/consolidation shipment status shall be identified by a unique code in the transaction and shall include the information as describe below.

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[7] Ibid.
[8] Refer to ADC 242, Shipment Status DS 856S: Priority Designator (PD), Transportation Priority, Project Code, Special Requirements Code, approved for phased and staggered implementation.
[9] Ibid
[10] Refer to ADC 242A, Inclusion of Unit Price on DLMS Shipment Status (DS 856S).

C5.1.3.2.1.1.1. Ship-To-Activity. This activity shall be explicitly identified.

C5.1.3.2.1.1.2. Lead TCN. This TCN may differ from that on the original shipment status.

C5.1.3.2.1.1.3. RFID Tag Value. When applicable, the transaction shall contain multiple passive RFID tag values using a hierarchical structure. The original passive RFID shall be repeated when it is available. Any additional tag values available shall also be provided.

C5.1.3.2.1.1.4. Transaction Originator, This shall identify the routing identifier code (RIC) of the ICP perpetuated from the original shipment status.

C5.1.3.2.1.1.5. Consolidation Activity. This shall identify the DoDAAC of the location where the consolidation occurred, e.g. CCP or depot performing local delivery manifesting.

C5.1.3.2.1.1.6. Shipment Date. This shall be the CCP/consolidation point shipment date.

C5.1.3.2.1.1.7. Mode of Shipment. This shall be the mode shipped by the CCP/consolidation point.

C5.1.3.2.1.2. Shipment status information content may be repeated from the original shipment status when this information is available, e.g., when the original shipper was a co-located distribution depot. Where access to the original shipment status information is not available, the original data content shall not be perpetuated and applicable data fields shall not be populated.

C5.1.3.2.2. DAAS Distribution of CCP/Consolidation Shipment Status. DAAS shall route the CCP/consolidation shipment status to the ship-to activity. Standard DAAS business rules for distribution of the shipment status to status recipients do not apply. In addition, DAAS shall not distribute the CCP shipment status to Distribution Depot ship-to locations or Materiel Processing Center (MPC) locations supported by DSS.

C5.1.3.2.3. Use of the CCP/Consolidation Shipment Status by the Receiving Activity. The value of this transaction to the receiving activity is to support passive RFID-enabled receipt processing. DLMS applications not supporting passive RFID may disregard this status or choose to append the mode of shipment and the shipment date. New content on the CCP/consolidation shipment status should not be viewed as replacement values for a previously received shipment status matching on document number/suffix. Since there may not be a match on the previously identified TCN, the CCP/consolidation shipment status information shall be handled in a way that does not impact quantity due or visibility of partial shipments that may not have been consolidated within the reconfigured shipment.

C5.1.3.3. Shipment Status for Local Delivery Manifested, Outbound MILSTRIP Shipments on Behalf of On-Base Customers, Re-warehousing actions/transshipments between Distribution Depots in support of 'Home' Industrial Activity and 'Forward Support' Industrial Activity site materiel requirements, and non-MILSTRIP Shipments (e.g., DD Form 1149) to Off-Base Customers, with Passive RFID. For shipments prepared by the transportation office that are local delivery manifested, materiel processing center (MPC) deliveries, outbound MILSTRIP shipments on behalf of on-base customers, re-warehousing actions between distribution depots, and outbound non-MILSTRIP shipments (e.g., DD Form 1149) to off-base customers, the shipment status shall be prepared in accordance with paragraph C5.1.3.1 using a DLMS 856S, Shipment Status, to include identifying the passive RFID information and associating the tag data to the document number of the item(s) to be transshipped or cross-docked.

C5.1.3.3.1. For local delivery manifested shipments, MPC deliveries, and outbound MILSTRIP shipments for On-Base Customers, the DLMS 856S shall contain the transaction status reason code (BSN07 = 091 Transship/Cross-dock Shipment Status (non-CCP)) to denote that the shipment status is being provided by a location performing transshipping/cross-docking subsequent to the original shipment. The RIC From shall be the RIC of the activity executing the local delivery manifest. The remaining data elements for a shipment status transaction shall be ascertained from the pack list/shipping documentation accompanying the shipment. If the shipment already has a pRFID tag on it, no additional DLMS 856S is required; the existing pRFID tag will just need to be read and an XML Visibility transaction sent to DLA Transaction Services recording the tag read event. If there is no document number either on the inbound data or on the pack list/shipping documentation, then do not generate the DLMS 856S for conveying the pRFID tag. This is to preclude a mismatch of data with the original DLMS 856S transmitted by the ICP, that will have a document number.

C5.1.3.3.2. For re-warehousing actions/transshipments between distribution depots in support of 'Home' Industrial Activity site and 'Forward Support' Industrial Activity site materiel requirements, a normal DLMS 856S shall be generated and transmitted to DAAS. This transaction shall carry the normal shipment status message data, along with the pRFID tag identification numbers and any extended transportation data (e.g., bill of lading number, commercial carrier tracking numbers). Since there will never be a materiel receipt acknowledgement (MRA) for these re-warehousing actions/transshipments between the Home and Forward Industrial Activities, a status reason code (BSN07=048 Industrial Activity Re-Warehousing/Transship Shipment Status) shall be included so that DLA Transaction Services can flag these DLMS 856S instances and prevent them from triggering the MRA Report.

C5.1.3.3.3. For outbound non-MILSTRIP shipments documented on a DD Form 1149, a DLMS 856S shall be created. Table C5.T1 lists the minimum data elements that shall be included in the shipment status message; sources of the data are the DD Form 1149 and pRFID tag information. ***Shipment status applicable to shipment of GFP shall perpetuate all GFP contract data from the shipping documentation, to include the contract number authorizing GFP, and the call/order and CLIN when provided.***

Table C5.T1. Non-MILSTRIP Shipment Status Message

ITEM #	DATA ELEMENT	X12 REFERENCE	VALUE
1.	Transaction Set Purpose Code	BSN01	00
2.	Shipment Identification	BSN02	ZZ
3.	Transaction Date	BSN03	[YYYYMMDD]
4.	Transaction Time	BSN04	[HHMM]
5.	Transaction Type Code	BSN06	AS
6.	Status Reason Code	BSN07	014
7.	Hierarchical Level (Transaction Originator)	HL01	1
		HL03	V
8.	Routing Identifier Code (From)	N101	CS
		N103	M4
		N104	[RIC of Activity Generating Status]
		N106	FR
9.	Hierarchical Level (Shipment Status Information)	HL01	2
		HL03	W
10.	Materiel Identification	LIN02	FS (for single line item NSN)
			MG (for single line item part number)
			ZZ (for multi-line items)
		LIN03	[NSN] (if LIN02 = FS)
			[Part Number] (if LIN02 = MG)
			MIXED (if LIN02 = ZZ)
11.	Unit of Issue	SN103	[Unit of Issue] (for single line items)
			MX (for multi-line items)
12.	Quantity	SN102	[Quantity] (for single line items)
			1 (for multi-line items)
13.	Document Number	REF01	TN

Table C5.T1. Non-MILSTRIP Shipment Status Message

ITEM #	DATA ELEMENT	X12 REFERENCE	VALUE
		REF02	[Document Number from DD Form 1149]
14.	Consignor	N101	CN
		N103	10
		N104	[DoDAAC]
15.	Ship To	N101	ST
		N103	10
		N104	[DoDAAC]
		N106	TO
16.	Release Date	DTM01	011
		DTM02	[CCYYMMDD]
17.	Transportation Control Number	REF01	TG
		REF02	[TCN]
18.	Mode of Shipment	TD504	[X12 Code from DLMS Conversion Guide]
19.	Hierarchical Level (Passive RFID Information)	HL01	3
		HL02	[Parent Loop Number] (if multiple levels of pRFID used between interior and exterior packaging)
		HL03	P
20.	pRFID Tag Number	REF01	JH
		REF02	[Tag Number]

C5.1.3.3.4. DAAS Distribution of Shipment Status for Local Delivery Manifested, Deliveries to MPC, Outbound MILSTRIP Shipments on Behalf of On-Base Customers, and non-MILSTRIP Shipments (e.g., DD Form 1149) to Off-Base Customers. DAAS shall route the shipment status to the ship-to activity. Standard DAAS business rules for distribution of the shipment status to status recipients do not apply.

C5.1.3.3.5. DAAS Distribution of Shipment Status for Re-warehousing actions/transshipments between Distribution Depots in support of 'Home' Industrial Activity and 'Forward Support' Industrial Activity site materiel requirements. DAAS shall

route the shipment status according to standard DAAS business rules for distribution of the shipment status to status recipients.

C5.1.3.3.6. Receiving Activity Use of Shipment Status for Local Delivery Manifested, Deliveries to MPC, Outbound MILSTRIP Shipments on Behalf of On-Base Customers, Re-warehousing actions/transshipments between Distribution Depots in support of 'Home' Industrial Activity and 'Forward Support' Industrial Activity site materiel requirements, and non-MILSTRIP Shipments (e.g., DD Form 1149) to Off-Base Customers. The value of this transaction to the receiving activity is to support passive RFID-enabled receipt processing. DLMS applications not supporting passive RFID may disregard this status or choose to append the mode of shipment and the shipment date. New content on the shipment status should not be viewed as replacement values for a previously received shipment status matching on document number/suffix.

C5.1.3.4. Shipment Status Materiel Returns. The DLMS 856R, Shipment Status Materiel Returns, shall be used to prepare a shipment status and be submitted promptly to the ICP/IMM after materiel directed for return is released to the carrier. Refer to Chapter 11 for materiel returns program procedures. Shipment status for materiel returns shall include the TCN, shipment date, mode of shipment, and quantity shipped. It shall perpetuate data content from the DLMS 180M automatic return notification or the ICP/IMM DLMS 870M reply to the customer's asset report and shipping information, as applicable, per guidance in the DLMS Supplements. The DLMS 856R shipment status shall include asset visibility content and intransit visibility requirements as directed under DoD policy/procedures (DoD 4140.1-R). DLMS enhancements include, but are not limited to, the following:

C5.1.3.4.1. Passive RFID for the shipment unit/case/pallet associated at the document number level. The shipment status transaction may identify a hierarchy to clarify the relationship of passive tags within different shipment levels.

C5.1.3.4.2. For UIT purposes, the IUID and/or serial number. Serial number without applicable IUID may be used during MILSTRIP/DLMS transition and pending implementation of IUID capability. Refer to Chapter 19 for UIT guidance.

C5.1.3.4.3. Both the TCN and a secondary transportation number, such as the small package carrier number, when this is applicable.

C5.1.3.4.4. Identification of the carrier, when other than USPS, by SCAC.

C5.1.3.4.5. Specific identification of all parties associated with the materiel return. This includes the party to receive credit when different from the document number DoDAAC (previously carried in the MILSTRIP supplementary address) and all parties to receive status. Transition to use of specifically identified parties facilitates full DLMS implementation, by enabling identification of multiple different activities (e.g. submitter, ship-from, credit-to, status-to). Prior coordination for this DLMS enhanced capability is required.

C5.1.3.5. Shipment Status Message Changes/Updates. In the event a shipment does not get lifted as originally intended (e.g., shipment is left off the truck) and the shipment is re-booked, the activities (e.g., shippers, ICPs) that originate the DLMS 856S shipment status transaction shall send an updated transaction with all of the changed transportation information. The shipment status update can also be used to convey updated passive RFID tagging information, if it changed from the original erroneous submission. Examples of changed transportation information includes transportation method code, SCAC, ship date, bill of lading information, and tracking information.

C5.1.3.5.1. Preparation of the Shipment Status Change/Update

C5.1.3.5.1.1. The shipment status change/update message shall be identified by a unique code (BSN02 = RR) in the transaction to flag it as an updated shipment status message.

C5.1.3.5.1.2. It shall convey a new Status Reason Code (BSN07 = A40) to advise the shipment status recipient that the updated shipment status transaction corrects erroneous content data (e.g., transportation data, pRFID data).

C5.1.3.5.1.3. It shall repeat the shipment status information from the original shipment status message, in addition to any changes to the original information.

C5.1.3.5.1.4. It shall convey updated passive RFID information if it has changed from the original erroneous submission. When applicable, the transaction shall contain multiple passive RFID tag values using a hierarchical structure. The original passive RFID shall be repeated when it is available. Any additional tag values available to the shipment status recipient shall also be provided.

C5.1.3.5.1.5. It shall convey changed transportation information (e.g., transportation method code, SCAC, ship date, bill of lading information, and tracking information).

C5.1.3.5.2. DLA Transaction Services Distribution of Shipment Status Change/Update. DLA Transaction Services shall route the shipment status change/update to the shipment status recipient per standard business rules for distribution of the shipment status. DLA Transaction Services shall not distribute the shipment status change/update to MILSTRIP legacy recipients.

C5.1.3.5.3. Use of the Shipment Status Change/Update by the Receiving Activity. The value of this transaction to the receiving activity is to provide corrected transportation data and to support passive RFID-enabled receipt processing. DLMS compliant systems' receiving applications should handle the updated transactions as the official shipment status, since they carry the corrected data.

C5.1.4. Requesting Status

C5.1.4.1. Purpose. Use the DLMS 869F Requisition Follow-Up to request status on a previously submitted requisition.

C5.1.4.2. Organizations Receiving Status. To ensure sources of supply automatically provide status data to all organizations required to receive supply and/or shipment status, identify all additional organizations to receive status in the initial requisition or in requisition related transactions. To obtain status on previously submitted requisitions or cancellation requests, activities may submit follow-ups.

C5.1.4.3. Reports. The DoD Components shall submit reports when requisition status reporting is required to designate status of a project. Obtain special reports, when required, from an eligible recipient of status identified in requisitions. Special reports are not required from the inter-DoD Component sources of supply.

C5.1.4.4. Status Code CA. When Status Code CA is received in response to a follow-up request and no record of the previous Status Code CA and the reasons for rejection can be located, authorized status recipients may inquire off line, such as via mail, message, or telephone, to the source of supply to obtain reasons for rejection.

C5.1.5. Status Recording. Organizations shall promptly record all status information received (automatically and/or in response to requisition inquiries) to applicable due-in records and/or requisition history (status) files, and, in the case of the DLA Disposition Services, the disposal suspense file. Status recipients shall use supply status data to establish or update the due-in record to monitor for materiel receipts under Chapter 13. In addition, status recipients shall:

C5.1.5.1. Give particular attention to the supply status transaction date to ensure that records/files are updated in the proper chronological order/date sequence.

C5.1.5.2. Review the DLMS 870S received for any additional action required by the status code if any.

C5.1.5.2.1. If supply status identifies a processing delay due to storage site denial to the source of supply's materiel release order (Status Code BD with Management Code R), the customer/customer's system shall update/clear the local record for the suffix and quantity identified (so that later status on a next available suffix is not misinterpreted as duplicative/exceeding the quantity ordered, potentially triggering cancellation). Estimated shipping dates shall not be provided with BD status when associated with storage activity denial as indicated by Management Code R. Further supply action to satisfy the denied quantity shall be identified on later supply status transactions under the next available suffix code. Use of Status Code BD with Management Code R allows the customer's system to better track status and recognize the correct quantity in process.

C5.1.5.2.2. If a requisition has been rejected with a rejection status code, and the materiel is still required, the requirement shall be submitted as a new requisition with a new document number and a current transaction date.

C5.1.5.3. Treat shipment status received as notice shipment has been made and that additional follow up shall only result in receipt of another shipment status document.

C5.1.5.4. Anticipate receipt of materiel within prescribed Uniform Materiel Movement and Issue Priority System (UMMIPS) timeframe for the assigned PD, or the RDD cited in the requisition, upon receipt of supply status without an estimated shipping date (ESD).

C5.1.5.5. Evaluate status already received prior to submitting requisition inquires to follow up for additional status.

C5.1.5.6. Ensure appropriate status is sent to other activities requiring status when the only status recipient is the activity identified by a distribution code.

C5.1.6. Sending Status - General

C5.1.6.1. Requirements. Sources of supply shall automatically send a DLMS 870S when processing requisitions, redistribution orders (RDOs), cancellations, modifications, and requisition inquiries (follow-ups and requests for supply assistance). MCAs shall send reject status for requisitions they process. Sources of supply shall maintain and send current supply status as provided below. For these purposes, MCAs and sources of supply shall maintain accessible requisition history records for a minimum of 6 months after completing a shipment of materiel or canceling a requisition, to provide for timely status responses. MCAs shall maintain requisition history records until contract termination.

C5.1.6.2. Associated Transaction Status. Sources of supply initiated requisition status shall include all status transactions (supply and shipment) generated during source of supply processing that are not produced in response to requisition inquiries or cancellation requests.

C5.1.6.3. Normal Requisitioning Processing. The sources of supply shall provide supply status based on normal requisition processing, including additional supply status due to changes in requisition processing, such as, cancellation actions, modifications, item substitutions, DVD actions, changes in ESDs (when retransmitting requisitions to another source of supply), and requisition inquires (follow-ups and requests for supply assistance). In addition, supply sources shall send:

C5.1.6.3.1. A DLMS 870S with Status Code BB (citing the scheduled ESD for release of materiel from stock to the customer) when backordering a requisition against a due-in to stock. The source of supply shall always send additional Status Code BB to organizations with a revised ESD when adjusting shipping dates.

C5.1.6.3.2. A DLMS 870S with Status Code BZ with an ESD after deciding to process the requirement as a DVD shipment. Sources of supply shall give Status Code BV after effecting contracts or procurement actions and establishing an agreed to contract shipping date. Status Code BV must contain contract shipping date and also the contract data that provides organizations with a cross-reference to the original requisition. At a minimum, contract data shall include the contract number, call/order number, notification of destination/origin acceptance, allowable quantity variances, and identification of the contractor by CAGE. The contract required shipping date shall be discretely identified and may be equal to the estimated shipment date. Additional contract data may be included as available.[11]

C5.1.6.3.3. A DLMS 870S with additional Status Code BV with a revised ESD to organizations when adjusting contract shipping dates on items scheduled for DVD.

C5.1.6.4. Manual Requests. The source of supply may reject a requisition, or initiate a manual off-line request to obtain additional information, when the requisition contains insufficient information to continue processing. Use the STATUS TO organization identified in the requisition as the action addressee on all requests for additional information. Treat other organizations identified in the requisition, not designated as STATUS TO organizations, as information addressees on requests for additional information. When an inquiry for additional information is made, the source of supply shall send a DLMS 870S with Status Code BD, to all designated STATUS TO organizations. Sources of supply shall suspend further action on requisitions awaiting additional information until a response is received or until 30 calendar days from date of inquiry, whichever occurs first. Upon receipt of requested information, the source of supply shall continue normal processing. If the organization does not provide needed information within 30 calendar days, the source of supply shall reject the requisition using a DLMS 870S with Status Code D3.

C5.1.6.5. Status Frequency. For each reinstated requisition, retransmitted (rerouted) requisition, requisition modifier, and Materiel Release Order (MRO) processed, sources of supply shall automatically send supply and/or shipment status, as appropriate.

C5.1.6.5.1. Shipment Status to DAAS. Sources of supply shall transmit shipment status to DAAS for all source of supply requisitions to include a DLMS 856S for all DVDs, as required. Upon receipt of shipment status, DAAS shall convert the shipment status to the appropriate type of status and make distribution. Except for cancellation and rejections, DAAS shall send status to designated status recipients as identified by a significant media and status code (DoD or Component level), a significant distribution code
www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=AK

[11] Refer to ADC 465, Contract Data for 870S_BV Status

and to any activity identified by RIC as a party to receive status. Sources of supply shall give shipment status for exception ship-to addresses.[12]

C5.1.6.5.1.1. Materiel Processing Center (MPC) Shipment Status. DAAS shall also provide a copy of shipment status for materiel to be delivered to Navy ships to the applicable MPC operated by DLA Distribution at the co-located Distribution Depot (DD) receiving site. In order to accomplish this, DLA Transaction Services shall maintain a table of DoDAACs associated with a particular copy of DSS as identified by DLA Distribution that the copy of DSS MPC supports. DLA Distribution, in coordination with the Service, shall provide updates to DLA Transaction Services as needed. When DAAS processes the DLMS 856S/AS8 and the ship-to DoDAAC begins with N, R, V, Z, M, or as otherwise identified, DAAS shall match the ship-to DoDAAC to the MPC table. When an appropriate DSS DoDAAC for MPC support is identified, shipment status shall be forwarded to the DSS for establishment of pre-positioned materiel receipt (due-in) record at the applicable MPC.

C5.1.6.5.1.2. MPCs receiving shipment status are located at the distribution depot locations identified in Table C5.T2.

Table C5.T2. Distribution Depots and Co-Located Materiel Processing Centers

DEPOT WITH CO-LOCATED MPC	DEPOT DODAAC	MPC ROUTING IDENTIFIER
Norfolk	SW3117	PSJ
Jacksonville	SW3122	PSU
San Diego	SW3218	PSK
Puget	SW3216	PSN
Yokosuka	SW3142	PSL
Sasebo	SW3143	PSM
Guam	SW3147	SCN
Pearl Harbor	SW3144	PSY
Sigonella	SW3170	SNH
Bahrain	SW3183	SNN
Everett, Washington State	SW3237	SNY
Little Creek, Norfolk, VA	SW3187	SEF
D&S Pier, Norfolk, VA	SW3186	SEE
Subron 11, Point Loma, CA	SW3236	SNX
Groton, Ct	SW3188	SEX

[12] Refer to ADC 242B.

C5.1.6.5.1.3. The MPC shall use the supplementary address, project code, special requirements code, and transportation priority or priority designator from the due-in record or the shipment documentation to sort materiel for delivery per the Navy customer direction.

C5.1.6.5.2. Status of Unconfirmed Materiel Release Orders. Sources of supply shall send DLMS 856S transactions to DAAS in accordance with C5.1.6.5.1. DAAS shall send this status to the ship-to activity. If DAAS cannot determine the ship-to activity, DAAS shall return the transaction to the ICP for handling. DAAS shall route the pseudo shipment status transaction for SA requisitions to the applicable DoD Component International Logistics Control Office (ILCO).

C5.1.6.6. Turn-In Document Status. For each shipment on a defense turn-in document (DTID), the shipping activity shall provide a DLMS 945A, Materiel Release Advice, or a DLMS 856S with appropriate in-transit control coding as specified under Chapter 16 for materiel being shipped to the DLA Disposition Services. If pricing information is not available, enter an estimated unit price.

C5.1.6.7. Requisition/Reinstatement for Backorder. When a requisition or reinstatement of a requisition is to be backordered against due-in to stock, sources of supply shall furnish exception supply status. Sources of supply shall send Status Code BB and the ESD for release of materiel from stock to the customer. Sources of supply shall send Status Code BB to the customer with the revised ESD when shipping dates are adjusted.

C5.1.6.8. Exception Status. Sources of supply shall send a DLMS 870S Exception Supply Status when the intent to process for DVD is known. This exception status shall contain Status Code BZ and the ESD. When contracts or procurement actions have been effected and an agreed to contract shipping date is established, sources of supply shall send additional Status Code BV indicating the contract shipping date.

C5.1.6.9. Contract Shipping Date Adjustment. When contract shipping dates are adjusted on items scheduled for DVD, the source of supply shall provide a DLMS 870S with Status Code BV to indicate the revised shipping date. Sources of supply use the DVD notice DLMS 870S to notify organizations of materiel being supplied by DVD. This notice provides a cross-reference between the document number and contract data. When delivery dates are established for DVD shipments, the source of supply shall provide the DVD notice in addition to supply status.

C5.1.6.10. Indicating Processing Delay. Sources of supply shall furnish supply status indicating a processing delay when an MRO is denied by the storage activity. Use Status Code BD and denial Management Code R citing the MRO denied

quantity and suffix.[13] Further supply action to satisfy the denied quantity is anticipated to occur on a later suffix code.

C5.1.6.11. Mandatory Status Reporting. The use of supply and shipment status is mandatory for all source of supply initiated requisition statuses. Supply source initiated requisition status includes all statuses generated during source of supply processing not produced in response to follow-ups or cancellation requests. Use of supply and shipment status in response to cancellation requests is optional when supply status distribution rules require multiple recipients of status. Upon receipt of a DLMS 856S, DAAS shall convert the request to the appropriate response transactions and make distribution to all eligible status recipients.

C5.1.6.12. Preparation of Status

C5.1.6.12.1. Late Delivery. All supply status transactions, indicating materiel will be released for shipment later than the standard delivery date (SDD) or RDD/required delivery period (RDP) must contain an ESD. Such supply status is applicable to materiel obligations including procurement for DVD. Conversely, the source of supply shall reject requisitions that contain Advice Code 2C, 2J, 2T, or 2W with Status Code CB when items are not available for immediate release or cannot be supplied by the SDD/RDD/RDP, with a DLMS 870S.

C5.1.6.12.2. Estimated Shipment. ESDs are also mandatory entries for those transactions reporting adjusted ESDs and any circumstance that predicts that issue may not be made within the timeframes established for the PD. Storage facilities in receipt of requisition inquiries on requirements that are in the process of being filled shall use supply status to provide ESDs to the requesting source of supply. Status transactions providing advice of such events as changes in stock numbers, unit of issue changes, rejections, and shipments shall not contain an ESD.

C5.1.6.12.3. Rejecting Requisitions. Sources of supply shall use a DLMS 870S with status codes in the C and D series when rejecting requisitions and RDOs.

C5.1.6.12.4. Processing Point Response. Processing points provide a DLMS 856S in response to receipt of a DLMS 869F, Requisition Follow-up, containing the DoDAAC of the initial (origin) transportation activity. If the processing point is unable to provide the DoDAAC information to the requesting activity, the follow-up transaction shall be rejected with Status Code DY.

C5.1.6.12.5. Requisition Inquiry. Status furnished by a DLMS 870S in response to a DLMS 869A, Requisition Inquiry, shall contain the most current information available regarding the status of the requisition. Supply status in response to a requisition inquiry shall contain a changed/new ESD, when applicable, and a

[13] Authorized for use on an intra-Army basis (ADC 191) and later expanded to inter-Service/Agency use (ADC 312). Not implemented by DLA and other Components.

transaction date that corresponds to the date of the reply. A DLMS 856S in response to a requisition inquiry shall contain the shipping data for the materiel shipped.

C5.1.6.12.6. Narrative Explanation. Status Code CA and TD are the only status conditions to which the source of supply shall provide a narrative explanation (in a free-form format) identifying the reason for rejection.

C5.1.6.12.7. Abbreviated Messages. The DoD Components may opt to use abbreviated status to activities.

C5.1.6.12.8. Cancellation Request. A DLMS 870S with Status Code BF sent in response to cancellation requests, with a document number not matching source of supply records, prevents source of supply processing of later transactions for this same document number. When providing Status Code BF in response to a cancellation request, also provide Status Code BF in response to all other transactions received containing the same transaction reference number. Sources of supply shall retain accessible history records of Status Code BF generated from processing no-record cancellation requests for a minimum of six months following the generation of Status Code BF.

C5.1.6.12.9. Materiel Returns Status. Use Chapter 11 procedures for providing materiel returns supply status transactions resulting from processing OMRs and OMR-related transactions.

C5.1.6.12.10. Free Issue. Requisitions that fail free issue validation shall be rejected with Status Code CM; a new funded requisition may be submitted if the materiel is still required. Requisitions that fail free issue validation after materiel release (post-post requisitions/issue) may be handled as funded requirements. In this case, the source of supply shall furnish Status Code DT alerting eligible status recipients that the post-post requirement is not authorized for free issue and to adjust fund obligation records as materiel will be billed to the requisitioner.

C5.1.6.12.10.1. Where a post-post requisition contains a free issue Signal Code D or M and free issue is not authorized, the signal code shall be modified to the applicable billable signal code. Where the original requisition identified a valid fund code, it shall be used for billing; otherwise, the fund code shall be modified to indicate non-interfund billing (Fund Code XP):

C5.1.6.12.10.1.1. Signal Code D shall be replaced with Signal Code A to show the correct shipping activity. (Both D and A ship-to the requisitioner as identified in the document number of original submission.)

C5.1.6.12.10.1.2. Signal Code M shall be replaced with Signal Code J to show the correct shipping activity. (Both M and J ship-to the supplementary address identified in the original submission.)

C5.1.6.12.10.2. Since post-post orders are already shipped and cannot be split, if part of the quantity ordered is not eligible for free issue, the entire order shall be denied free issue.

C5.1.6.13. Time Standards for Providing Status Transactions. When required, sources of supply shall dispatch applicable status on requisitions, retransmitted requisitions, reinstated requisitions, and responses to requisition inquiries within the times prescribed below:

C5.1.6.13.1. Supply Status

C5.1.6.13.1.1. Two calendar days from receipt of PD 01-08 transactions.

C5.1.6.13.1.2. Five calendar days from receipt of PD 09-15 transactions.

C5.1.6.13.1.3. Twenty-four hours after release of MOV requests.

C5.1.6.13.2. Shipment Status

C5.1.6.13.2.1. Twenty-four hours after shipment (or release to carrier) for PD 01-03 transactions.

C5.1.6.13.2.2. Forty-eight hours after shipment for PD 04-08 transactions.

C5.1.6.13.2.3. Three working days after shipment for PD 09-15 transactions.

C5.1.6.13.2.4. Twenty-four hours from receipt of PD 01-03 requisition inquiries.

C5.1.6.13.2.5. Forty-eight hours from receipt of PD 04-08 requisition inquiries.

C5.1.6.13.2.6. Three working days from receipt of PD 09-15 requisition inquiries.

C5.1.7. Distribution of Status

C5.1.7.1. Requisition Cancellations. Sources of supply shall automatically send supply and/or shipment status in response to requisition cancellations, including mass and universal cancellations. In addition to status sent to organizations, DLA Transaction Services shall send shipment status to storage/procurement activities and/or the source of supply (when DVD actions with Status Code BV are applicable) on all affected shipments entering the DTS during mass or universal cancellation situations. Sources of supply shall send the status of cancellation actions within five

calendar days of receipt of the requisition cancellations. Sources of supply shall revise this status as further actions are taken on the cancellation request.

C5.1.7.2. Procedures. Sources of supply shall address supply and shipment status sent in response to requisition cancellations as follows:

C5.1.7.2.1. When there is no record of the requisition cancellation, address the status transaction to the requisitioner.

C5.1.7.2.2. When there is a record of the requisition cancellation, address the status transaction to the organization(s) identified in the cancellation request, including any additional status organizations.

C5.2. NOTICE OF AVAILABILITY

C5.2.1. Notice of Availability

C5.2.1.1. General. U.S. shipping activities use the Notice of Availability (NOA) to notify the designated country representative/freight forwarder (CR/FF) addressee that materiel is ready for shipment. A manual NOA shall be prepared for all classified shipments and certain unclassified shipments for all FMS purchases except those customers specifically requesting mechanized NOAs such as the Federal Republic of Germany. FMS purchasers desiring to receive the mechanized NOA shall submit their request to the Director, DLA Logistics Management Standards. All purchasers requesting mechanized NOA shall be identified in this paragraph. Procedures for NOA preparation are contained in paragraphs below.

C5.2.1.2. For mechanized NOAs, use the DLMS 856N Notice of Availability.

C5.2.1.3. The NOA document, manual or mechanized, shall be assigned a notice number. The FMS notice number shall be the transportation control number (TCN) assigned to the shipment and created with guidance in the DTR 4500.9-R, Appendix L.

C5.2.1.4. Procedures to be followed in releasing shipments of FMS from storage activities shall be prescribed. When FMS Offer/Release Options Y and Z are prescribed, notification to the designated CR/FF is required prior to release of the shipment. When FMS Release Option A or X is prescribed, the shipment shall be released automatically, without providing an NOA to the CR/FF.

C5.2.1.5. When the shipment is unclassified and is to be accomplished by parcel post/small parcel delivery service, the shipment shall be released automatically without an NOA and should be either insured, certified, or registered. Evidence of shipment shall be provided for all FMS shipments regardless of shipment size, weight, or value. Classified shipments always require use of an NOA.

C5.2.1.6. From SDDC, an NOA shall be furnished to the CR/FF and the shipment shall be held pending release and shipping instructions from the CR/FF. NOAs for classified shipments shall be forwarded to the CR identified in the MAPAD.

C5.2.1.7. When an export release is required from SDDC under DTR 4500.9-R, Chapter 203 (Shipper, Transshipper, and Receiver Requirements and Procedures), the shipping activity shall submit a request for export release to the SDDC Operations Center before shipment. An NOA shall be furnished to the CR/FF and shall indicate that an export release has been requested. The export release provided by the SDDC releasing authority shall include shipping instructions as coordinated with the CR/FF.

C5.2.1.8. When a shipment does not require an export release, or the shipping activity has determined there is no requirement for a high degree of protection or control and Country FMS Offer/Release Option Y is indicated for the materiel, the shipment shall be released to the CR/FF on the 15th calendar day after the NOA date, unless alternate shipping instructions are received. When an export release is required, the shipment shall be held pending receipt of releasing and shipping instructions from the SDDC releasing authority, and if such instructions are not received within 15 calendar days after the NOA date, follow up only to SDDC instead of transmitting a duplicate NOA.

C5.2.1.9. In instances where the shipping activity has determined a need for a high degree of protection or control, or FMS Offer/Release Option Z is indicated, the shipment shall be held pending receipt of release and shipping instructions from the CR/FF. Should such instructions not be received within 15 calendar days after the NOA date, a duplicate of the NOA shall be transmitted to the designated notice recipient, with the same shipment unit number assigned. This duplicate NOA shall be annotated to indicate that the shipment delay is caused by the CR/FF's failure to furnish release and shipping instructions. Two copies of DD Form 1348-5, "Notice of Availability/Shipment," together with DD Form 1348-1A, shall constitute the delay NOA. The Service focal point shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall be advised for Navy and Marine Corps sponsored shipments.

C5.2.1.10. Note that Offer/Release Option Z procedures shall be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments, ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada). Shipment shall not be made until a response from the NOA is received.

C5.2.2. Notice of Availability – Reply.

C5.2.2.1. Use the DLMS 870N, Notice of Availability (NOA) Reply.

C5.2.2.2. Consignment. FMS country representatives (CR)/freight forwarders (FF) shall use the DLMS 870N to provide shipment consignment instructions to shipping activities for materiel reported available for shipment.

C5.2.2.3. Response to Notice of Availability. The CR/FF shall use the DLMS 870N to respond to the key NOA specifying shipment consignment instructions, if any, and shall coordinate these or other shipment or delivery instructions with the Military Surface Deployment and Distribution Command (SDDC) releasing authority. The CR/FF shall indicate in the DLMS 870N the date when separate shipment instructions, if required, were mailed.

C5.2.2.3.1. Reject – Duplicate Shipment. When a country replies to a DLMS 856N using a DLMS 870N and rejects the shipment because the shipment unit contains materiel that constitutes a duplicate shipment, the U.S. shipping organization shall withdraw the rejected materiel from the shipment and prepare a new DLMS 856N.

C5.2.2.3.2. Delayed. Use a DLMS 870N to indicate that all of the referenced shipments are delayed.

C5.2.2.3.3. Export Release Not Required. Use a DLMS 870N to indicate that all referenced shipments do not require export release instructions.

C5.2.2.3.4. Export Release Required. Use a DLMS 870N to indicate that all referenced shipments require export release instructions.

C5.2.2.4. Shipment Release Instructions. Shipment release instructions shall provide for shipment or delivery of materiel to a single destination by shipment unit. Shipping activities shall not split shipment units identified by shipment unit numbers to accommodate shipments or deliveries to multiple points. Specify the need for coordinated instructions in instructions to the CRs/FFs regarding replies to NOAs when an export release is required and include provisions for the following minimum data in the DLMS 870N:

C5.2.2.4.1. The complete name and address of the consignee except when the CR/FF will pick up the materiel.

C5.2.2.4.2. The date the materiel is to be shipped or the date when the CR/FF will pick up the materiel.

C5.2.2.4.3. The complete name and telephone number(s) of the individual(s) who will be available and authorized to receive on behalf of the purchasing country, for the specific classified shipment covered by the NOA advising of the availability of a classified shipment.

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 shall 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 DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation”.

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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall be blind counts; that is, personnel conducting physical counts shall 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 shall be applied such as increased supervision and two member count teams.

C.6.2.2.6. Personnel performing physical counts shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall be established to compare and report actual results against standards and corrective plans of action shall 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 shall pay special attention to safeguarding of inventory items. This shall 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 shall be shared to provide materiel asset information. At minimum, the total item property record shall 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 shall 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) shall be shared; duplicative records shall 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 shall 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 shall be performed as follows:

C6.2.6.1. Owner/Manager and Storage Activity Responsibility. Owners/managers and storage activities shall match all active records (e.g., stock numbers that had any transaction affecting record balances) on-hand balances daily. The storage activity shall 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 shall 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 shall 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 shall 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 shall match the storage activity location reconciliation request Transactions to the affected records. Imbalances shall be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions. For unresolved mismatched quantities, the owner/manager shall update the affected record on-hand balance with the storage activity's closing on-hand balance. The mismatched quantity (gains and losses) shall 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 shall 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 shall 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 shall 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 shall reconcile total item property records and financial records as prescribed by DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)" 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 shall 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 shall maintain quantitative balance records for all on-hand materiel regardless of ownership. Storage activities shall maintain transaction histories to support the balance records. Maintenance of these records shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall have an equal probability of being selected in the sample and inventoried.

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

C6.2.10.1.2.2.4. DoD CFO Statistical Sample Inventory Plan. Each year's DOD CFO Annual Statistical Sample Plan shall 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 shall 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 shall include all

adjustments and documentation that supports the physical completion of the inventory process.

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

C6.2.10.3. Items Designated for Complete Inventories. Complete inventories shall 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 shall 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. shall 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 shall negotiate projected workload at least once annually (prior to each fiscal year). The owner would provide prioritization methodology/model results to the distribution depot 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 shall 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 shall 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.

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).

[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).

C6.2.12.3. 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. below.

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			

[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.

[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. PHYSICAL INVENTORY PROCEDURES

C6.3.1. Inventory Program Accomplishment. Storage activities shall 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 shall 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.

C6.3.3. Scheduled Inventories

C6.3.3.1. Item Characteristics. Storage activities shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall cite Type of Physical Inventory/Transaction History Code E.

C6.3.4.2.2. Storage activities shall 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.

[4] Refer to ADC 415

C6.3.4.2.5. Storage activities shall 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 shall 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 shall 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 shall 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 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 shall 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 shall be released for items undergoing inventory when such release is necessary to meet the order/ship timeframes prescribed by DoD 4140.1-R, 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 shall complete physical inventories and transmit the appropriate Inventory Adjustment (Physical Inventory) Transactions (DLMS 947I with Quantity or Status Adjustment Reason Code

[5] Ibid

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 shall 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 shall 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 shall 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 shall 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 shall apply all gains and losses to the wholesale manager. The storage activity shall prorate any losses that cannot be applied to the wholesale manager among all owners having balances. Storage activities shall not consider foreign owner balances in the prorating process. Foreign owner and Special Defense Acquisition Fund balances shall not be altered unless they are the only remaining balances for reporting a loss. Resolution of these losses shall be in accordance with DoD Security Assistance Program policy.

C6.3.6.7. Processing Physical Inventory Adjustments. The storage activity shall 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, shall 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 shall 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 shall 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 shall reply by sending a Response to Physical Inventory Request Transaction with Management Code Y to the owner/manager. The storage activity shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall request the history using a Transaction History Request Transaction citing the appropriate Type Physical Inventory/Transaction History Code. Transaction history shall consist of all transactions affecting the balance for the requested timeframe.

C6.4.4.2. Transaction History Data. The storage activity shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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.

C6.4.6.2. Error Correction

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

C6.4.6.2.2. Inventory Owners. Inventory owners shall 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 shall 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, shall be referred to security officials of the storage activity at which the

[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.).

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 shall:

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 DoD 4140.1-R), 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 shall 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 shall 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 shall 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 shall be separated and identified as follows[7]:

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

C6.5.4.2. Initial adjustment rates shall 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 shall 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 shall 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 'systems', an accounting adjustment (gain/loss) (DLMS 947I with Quantity or Status Adjustment Reason Code AB; DIC D8B/D9B) shall 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 shall focus on events/processes that cause the databases (between the storage activity and total item property record) to be out of sync. DoD Components shall 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 shall ensure that proper audit trails are maintained to reflect the posting of the correct supply transaction.

[7] Refer to ADC 415
[8] Refer to ADC 414

C6.6.1.2. Owners/managers shall 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 shall 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 shall 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 AP2.16B. The error classification system is structured to provide the DoD Components the latitude to amplify the DoD defined error classifications; however, DoD Components shall 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

[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.).

C6.6.5.1. Causative History Summary. Owners/managers shall 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 shall 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 shall 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, shall 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 shall 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 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 shall 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 shall 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 shall 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 shall implement a record reconciliation program that shall 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 shall be subject to validation and research before they are counted as errors. The DoD Components shall 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 shall conduct prompt research and assess the need for a special inventory Physical Inventory Request Transaction with Type of Physical Inventory/Transaction History Code K). In some instances, location survey and physical inventory shall be conducted concurrently for ammunition and subsistence.

C6.8.1.2. Timing. Location survey shall 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 shall 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.

[10] The location reconciliation process shall not be required with the establishment of single shared-asset balances (see paragraphs C6.2.2. and C6.2.4.).

C6.8.1.5. Lots/Segments. An objective is to identify items to location survey lots or segments. Lots/segments shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall be classified in one of the four categories listed below (report only one error per location reconciliation error).

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).

[11] The location reconciliation process shall not be required with the establishment of single shared-asset balances (see paragraphs C6.2.2 and C6.2.4).

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 shall perform location reconciliation in accordance with the following guidance:

C6.8.2.3.1. Annual Location Reconciliation. Owners/managers and storage activities shall reconcile all records annually. The reconciliation shall be performed prior to the Chief Financial Officer inventories in September. The annual reconciliation shall be done as required by subparagraph C6.8.2.3.3. below.

C6.8.2.3.2. Location Reconciliation Request. Storage activities shall 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 shall cite DLMS 846R, Action Code 24 or, for MILSTRAP legacy DIC DZH, Type of Location Reconciliation Request Code 2. Storage activities shall send the request to the owner/manager. Storage activities preparing MILSTRAP legacy DIC DZH requests shall 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) shall 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 shall 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 shall establish the following provisions for controlling location reconciliation:

C6.8.2.3.4.1. Location Reconciliation Notification. Storage activities shall 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 shall 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 shall 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 shall 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 shall 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) shall 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.) shall 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) shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall be monitored for attained quality levels and performance evaluated on improvements, not numerical goals. Accordingly, all quality control programs shall 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 shall include identification of the individual performing the tasks. This shall 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 shall 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 shall 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 DoD 4140.1-R. 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).

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.

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[12] Refer to ADC 415 available at: www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp
[13] Book-to-Book Adjustments are not included in section 1.
[14] Book-to-Book Adjustments are included in section 2.

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 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.

[15] Book-to-Book Adjustments are included in section 3.

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).

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).

[16] Book-to-Book Adjustments are included in section 4.

C6.11.1.2. General Supplies - Accuracy and Performance Data -- Part II. Each DoD Component shall 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 shall 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

[17] The location reconciliation process shall 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.

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.

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)

[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).

C6.11.2.2.3. (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.

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.

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

[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 shall 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 shall 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.

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 shall use the Storage Item Data Correction/Change Transaction to update stock records, item locator records, and bin tags.

C7. CHAPTER 7

INVENTORY ADJUSTMENTS

C7.1. GENERAL

C7.1.1. Purpose

C7.1.1.1. Adjustment/Change Procedures. This chapter provides procedures relating to the following types of adjustment and change actions:

C7.1.1.1.1. Adjustments caused by catalog change actions.

C7.1.1.1.2. Reidentification of improperly identified materiel.

C7.1.1.1.3. Offsetting adjustments to purpose and condition codes.

C7.1.1.1.4. Discrepancies disclosed by physical inventory.

C7.1.1.1.5. Ownership gains and losses applicable to the Single Manager for Conventional Ammunition (SMCA).

C7.1.1.2. This chapter also provides procedures relating to the Asset Reclassification transaction.

C7.1.2. Transactions. This chapter addresses the procedures applicable to the inventory adjustment function using the DLMS 947I, and the asset reclassification function using the DLMS 846A. DLMS 947I has corresponding Military Standard Transaction and Accountability Procedures (MILSTRAP) legacy transactions. The DLMS 846A is a DLMS enhancement with no corresponding MILSTRAP transaction.

C7.1.2.1. Inventory Adjustment. The inventory adjustment function is identified by the DLMS 947I, Accredited Standards Committee (ASC) X12 beginning segment (1/W1505/0200) Transaction Type Code NU – Inventory Adjustment. The Defense Logistics Standard System (DLSS) MILSTRAP legacy 80 record position transaction functionality identified by document identifier codes (DIC) is included for information purposes in a mixed DLMS/DLSS environment. Other formats, such as extensible markup language (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.

C7.1.2.1.1. The inventory adjustment function encompasses increases, decreases, or dual adjustments. This relates to MILSTRAP legacy DICs D8_ (increase), D9_ (decrease), or DAC/DAD/DAS (dual adjustment), respectively.

C7.1.2.1.2. Inventory adjustments are further broken down by the DLMS 947I, ASC X12 warehouse adjustment item detail segment (2/W1901/0200) Quantity or

Status Adjustment Reason Code. The quantity or status adjustment reason codes correlate to the 3rd position of MILSTRAP legacy DICs D8_/D9_ or DAC/DAC/DAS as identified in Table C7.T1:

Table C7.T1. DLSS DIC/DLMS Quantity Or Status Adjustment Reason Code Correlation

W1901 Quantity or Status Adjustment Reason Code	Explanation	Corresponding MILSTRAP legacy DIC
AA	Inventory Adjustment (Physical Inventory). Gain or loss disclosed as a result of physical count of stock, single adjustment.	D8A or D9A
AB	Inventory Adjustment (Accounting Error). Gain or loss resulting from clerical or automated information system errors which are not subject to correction by reversal of original transaction, single adjustment.	D8B or D9B
AC	Inventory Adjustment (Condition). Gain, loss or dual adjustment resulting from condition transfer.	D8C or D9C or DAC
AD	Inventory Adjustment (Purpose). Gain, loss or dual adjustment resulting from purpose transfer.	D8D or D9D or DAD
AK	Inventory Adjustment (Logistics Transfer). Gain or loss of item management responsibility as a result of logistics transfer.	D8E or D9E
AL	Inventory Adjustment (Capitalization). Gain to, or loss from, a stock fund or stock fund division at time of activation or subsequent extension/ expansion, as result of capitalization,	D8F or D9F
AJ	Inventory Adjustment Decrease (Survey Process). Loss from shrinkage, theft contamination, deterioration, and/or expired shelf life, single adjustment.	D9G only
AI	Inventory Adjustment Decrease (Disaster). Loss from major disasters, fire loss, enemy action, act of God, etc., single adjustment.	D9H only
AE	Inventory Adjustment (Reidentification). Gain resulting from inspection of an item in stock which has been misidentified, single adjustment.	D8J or D9J

Table C7.T1. DLSS DIC/DLMS Quantity Or Status Adjustment Reason Code Correlation

W1901 Quantity or Status Adjustment Reason Code	Explanation	Corresponding MILSTRAP legacy DIC
AF	Inventory Adjustment (Stock Number Changes). Gain or loss resulting from stock number change. Excludes change of unit price only.	D8K or D9K Inventory Adjustment (Catalog Changes). Gain or loss resulting from stock number and/or unit of issue changes, single adjustment. Excludes change of unit price only.
AN	Inventory Adjustment (Unit of Issue Changes). Gain or loss resulting from unit of issue changes. Excludes change of unit price only.	
AG	Inventory Adjustment (Ownership). Gain, loss, or dual adjustment resulting from ownership transfer by the single manager conventional ammunition (SMCA). Use is restricted to users of the conventional ammunition system.	D8S or D9S or DAS
AH	Inventory Adjustment (Other). Gain or loss for which a specific code is not otherwise provided. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data.)	D8Z or D9Z

C7.1.2.2. Asset Reclassification. The Asset Reclassification transaction is a DLMS enhancement and there is no corresponding MILSTRAP transaction or function. A DLMS 846A Asset Reclassification is used for the following transaction functions identified by DLMS 846A ASC X12 beginning segment (1/BIA02/020) Report Type Codes:

C7.1.2.2.1. Asset Reclassification Request Transactions. Asset reclassification transactions are identified by Report Type Code TE. Owners use this function for asset reclassification request transactions and asset reclassification follow-up transactions. The types of asset reclassification requests, as well as the asset reclassification request follow-up transaction, are further delineated by a variety of 1/BIA06/020 action codes.

C7.1.2.2.2. Asset Reclassification Denial Transaction. The Asset Reclassification Denial transaction is identified by Report Type Code TD. Storage activities generate this transaction. Asset reclassification request denial codes identify the reason a request was denied. Asset Reclassification Response Denial transactions (Action Code DE), must also cite the Asset Reclassification Denial Code at either 2/LQ01/260/ARD or 2/LQ01/376/ARD, as appropriate. (No reasons for denial have been identified for asset reclassification requests associated with SCC reclassification.)

C7.1.2.2.3. Asset Reclassification Extension Request Transaction. The asset reclassification extension request transaction is identified by Report Type Code AR. Storage activities generate this transaction.

C7.1.2.2.4. Asset Reclassification Extension Response Transaction. The asset reclassification extension response transaction is identified by Report Type Code AX. Owners generate this transaction.

C7.1.3. Adjustment Actions. DLMS provides two methods for effecting adjustments–single or dual actions.

C7.1.3.1. Single Adjustment. The single adjustment method accommodates processing techniques that use individual increase or decrease adjustment actions against the accountable and owner records.

C7.1.3.1.1. Increase. Identify single increase adjustments by using DLMS 947I ASC X12 warehouse adjustment item detail segment (2/W1916/0200) Inventory Transaction Type Code AJ – 'Inventory Adjustment' (legacy DIC D8_.)

C7.1.3.1.2. Decrease. Identify single decrease adjustments by using DLMS 947I ASC X12 warehouse adjustment item detail segment (2/W1916/0200) Inventory Transaction Type code AD – 'Inventory Adjustment – Decrease' (legacy DIC D9_.)

C7.1.3.2. Dual Adjustment. The dual adjustment method provides for offsetting adjustments to condition or purpose code in a single adjustment transaction. Identify dual inventory adjustments by using DLMS 947I ASX X12 warehouse adjustment item detail segment (2/W1916/0200) Inventory Transaction Type Code DU – 'Inventory Adjustment – Dual' (legacy DIC DAC, DAD, or DAS.)

C7.1.3.3. Single Transaction Prescribed. When the DoD Component practice prescribes the use of single adjustments internally for condition or purpose transfer, make provisions to accept and process dual adjustments from other DoD Components for condition or purpose transfer.

C7.1.4. Ownership/Purpose Code Changes. Changes between ownership codes, from purpose code to ownership code, or from ownership code to purpose code, shall not be made by an adjustment action. Process appropriate issue and receipt transactions to make the necessary accounting actions. An exception to this rule is the

use of dual or single inventory adjustment transactions to accomplish ownership gain/loss under the SMCA concept (C7.3.).

C7.1.5. Project Code Changes. Accomplish changes in project or distribution codes maintained on the owner record by using individual increase or decrease materiel adjustment transactions with the appropriate quantity or status adjustment reason code (other than Quantity or Status Adjustment Reason Code AA (Physical Inventory) (legacy DIC D8A/D9A)).

C7.1.6. Clerical/Automated Accounting Errors. Submit inventory adjustments resulting from clerical or automated information system errors that cannot be corrected by reversing the original transaction or from reconciliation between the storage activity and the owner using an Inventory Adjustment transaction with Quantity or Status Adjustment Reason Code AB (Accounting Error) (legacy DIC D8B/D9B).

C7.1.7. Nonspecific Inventory Adjustments. Use the Inventory Adjustment transaction with Quantity or Status Adjustment Reason Code AH (Other), to accomplish an adjustment increase or decrease when a quantity or status adjustment reason code is not otherwise provided. (The DoD Components shall maintain detailed backup information as to use and requirement for the transaction.)

C7.1.8. Specific Inventory Adjustments. The Inventory Adjustment transaction with Quantity or Status Adjustment Reason Code AJ (Survey) shall be used to report inventory adjustments resulting from shrinkage, theft, contamination, deterioration, and expired shelf-life. Losses resulting from major disasters, fire, enemy action, acts of God, etc., will be identified by Quantity or Status Adjustment Report Code AI (Disaster).

C7.2. CHANGES IN SUPPLY CONDITION OF MATERIEL

C7.2.1. Supply Condition Reclassification of Assets in Storage

C7.2.1.1. Reporting Classification Variance to Owners. When inspection of stocks on hand reveals that a SCC reclassification is required, storage activities shall report the variance to the owner within 3 calendar days using a dual Inventory Adjustment Transaction for SCC change (Inventory Adjustment with Quantity or Status Adjustment Reason Code AC (Condition Change) or legacy DIC DAC) for the affected condition codes.

C7.2.1.2. Changing Suspect Stock to SCC J. When immediate reclassification of suspect stocks is beyond current capabilities, transfer the materiel to SCC J using a dual inventory adjustment for SCC change (Inventory Adjustment with Quantity or Status Adjustment Reason Code AC (Condition Change) or legacy DIC DAC) for the affected condition codes.

C7.2.1.2.1. Reclassification Timeframe for SCC J. With the exception of ***explosive and inert*** ammunition, complete the materiel reclassification ***of materiel reported in SCC J*** within ***8***0 calendar days after reporting the change to the owner. ***Owner/managers shall provide timely disposition instructions for materiel in a***

suspended condition to promote rapid reclassification of materiel (with a maximum of 50 days for provision of owner/manager disposition instructions and 30 days for storage activity reclassification). Complete the reclassification of ***explosive and inert*** ammunition within 270 calendar days after reporting the change.

C7.2.1.2.2. Reporting Completion of Reclassification. When the reclassification is complete, report the change to the owner using dual Inventory Adjustment Transaction for SCC change (Quantity or Status Adjustment Reason Code AC (Condition Change) or legacy DIC DAC. Use the same document number used to report the materiel in SCC J.

C7.2.2. Reclassification of SCC Q (Suspended) Product Quality Deficiency Related Materiel

C7.2.2.1. Storage Activities shall report discrepant receipts in SCC Q as prescribed by Chapter 13, receipt procedures. When directed by the owner, storage activities shall also transfer stored, including suspended, materiel to SCC Q and report the action using a dual inventory adjustment transaction following C7.2.1.1.

C7.2.2.2. When inspection or technical/engineering analysis of materiel confirms a product quality deficiency, possibilities for other use of the materiel within the Department of Defense, as well as public health/safety and national security interests, must be considered. Owners shall determine if further use of the item can be made within the Department of Defense.

C7.2.2.3. When inspection of technical/engineering analysis of materiel indicates that litigation action is required, the owner shall direct transfer of the materiel to SCC L.

C7.2.2.4. If the deficiency does not prohibit further DoD use (i.e., the defect is minor or the item meets specifications for another national stock number (NSN)), owners shall direct storage activities to re-identify and/or transfer the suspended SCC Q materiel to the appropriate condition. Storage activities shall, within 3 calendar days from receipt of the ICP direction, reclassify the SCC Q materiel to the appropriate condition. Report completion of this action with an Inventory Adjustment transaction, using the same document number originally used to report the materiel in SCC Q (i.e., the document number of the original receipt or inventory adjustment transaction). For re-identifications, storage activities shall follow the procedure in C7.6.

C7.2.2.5. If the deficiency prohibits further DoD use, the materiel shall remain in SCC Q and owners shall direct transfer of the materiel to the DLA Disposition Services Field Offices following Chapter 16 procedures. Improperly documented, unauthorized source, defective, non-repairable, and time-expired Aviation CSI/FSCAP materiel that is not mutilated by the holding activity shall be directed to the DLA Disposition Services Field Office in SCC Q with Management Code S. All such materiel shall be mutilated. When turning such Aviation CSI/FSCAP materiel in to a DLA Disposition Services Field Office, the turn-in document must clearly note that the part is

defective, non-repairable, time-expired, or otherwise deficient and that mutilation is required.

C7.2.3. Reclassification of SCC L Receipts

C7.2.3.1. Storage Activity Reporting. Storage activities shall report discrepant receipts from procurement and materiel held pending resolution of a transportation discrepancy in SCC L as prescribed by Chapter 13. When directed by the owner (C7.2.8.), storage activities shall also transfer materiel to SCC L and report the action using a dual adjustment transaction following the procedures in C7.2.1.

C7.2.3.2. Materiel Owner Responsibilities. Owners are responsible for monitoring materiel suspended in SCC L and directing change of the materiel to its correct condition when litigation or other action to resolve the discrepancy is completed using an Asset Reclassification Request transaction in accordance with C7.2.6. If inspection or technical/engineering analysis confirms that a product quality deficiency prohibits further use of the materiel within the Department of Defense, the owner shall direct transfer of the materiel to SCC Q.

C7.2.3.3. Reclassification Procedures. When directed by the owner, storage activities shall, within 3 calendar days from receipt of an asset reclassification request, reclassify the suspended materiel to its correct SCC. Report completion of action with an Inventory Adjustment – Dual (SCC Change) using the same document number originally used to record the materiel in SCC L (i.e., the document number of the original receipt or inventory adjustment transaction). See C7.2.8. for storage activity asset reclassification denial procedures when requested reclassification action cannot be done.

C7.2.4. Reclassification of SCC K and SCC R Receipts

C7.2.4.1. Suspension of Materiel. Under Chapter 13, Materiel Receipt processing procedures, storage activities may suspend materiel in SCC K upon receipt for SCC determination. Storage activities may also receive materiel identified as SCC R (suspended) from reclamation activities that lack the capability to determine the materiel condition.

C7.2.4.2. Storage Activity Actions. Storage activities shall reclassify these suspended receipts to their correct condition within the timeframes prescribed in the following paragraphs. When materiel has been reclassified to its correct condition, the storage activity shall send an Inventory Adjustment Transaction – Dual for SCC change (Quantity or Status Adjustment Reason Code AC (Condition Change) (legacy DIC DAC)) to the owner using the same document number cited in the original receipt transaction.

C7.2.4.2.1. Reclassification Timeframe for SCC K Suspended (Returns). With the exception of ammunition, ***complete the reclassification of*** materiel reported in SCC K within 80 calendar days after reporting the ***discrepant*** receipt ***via SDR. Owner/managers shall provide timely disposition instructions for***

materiel in a suspended condition to promote rapid reclassification of materiel (with a maximum of 50 days for provision of owner/manager disposition instructions and 30 days for storage activity reclassification). Reclassify ***explosive and inert*** ammunition within 45 calendar days after reporting the receipt.

C7.2.4.2.2. Reclassification Timeframe for SCC R Suspended (Reclaimed Items, Awaiting Condition Determination). When materiel identified as SCC R is received from reclamation activities, reclassify the materiel within 180 calendar days after reporting the receipt or prior to induction into maintenance facilities for repair/modification, whichever is sooner.

C7.2.4.2.2.1. No Asset Test Capability. When the capability to test/check SCC R assets for actual condition does not exist, the materiel may be forwarded to a maintenance facility for condition determination.

C7.2.4.2.2.2. Property Accountability Records. The actual condition of assets must be recorded on the owner record before the assets may be included in a scheduled maintenance program.

C7.2.5. Automatic Disposal of Reclassified Stock. When materiel is reclassified to SCC H, storage activities may also, based on criteria promulgated by the DoD Components, automatically turn condemned and expired shelf-life materiel in to DLA Disposition Services or take other authorized automatic disposal action. Advise the owner of such simultaneous reclassification and automatic disposal action by entering Management Code M (materiel condemned–excludes expired shelf-life materiel) or Management Code T (materiel condemned–expired shelf-life materiel) in the inventory adjustment transaction. ***Refer to C13.2.8.2.10.1. for exclusions from automatic disposal.***

C7.2.6. Exceptions to Prescribed Timeframes for SCC Reclassification – Request for Reclassification Extension

C7.2.6.1. Requesting Extensions to a Suspense. When additional time is needed to reclassify materiel held in SCC J, K, or R, because of large quantities, lack of facilities, nonavailability of personnel and/or test equipment, or other circumstances considered justified by the storage activity commander, the storage activity shall forward a DLMS 846A Asset Reclassification Extension Request to the owner.

C7.2.6.1.1. Approval of Extension Requests. When appropriate, the owner shall use the Asset Reclassification Extension Response to approve the extension request, notify the storage activity, and establish a suspense to ensure that classification action is taken within the agreed upon timeframe.

C7.2.6.1.2. Disapproval of Extension Requests. If the owner does not approve the request for extension, they shall send an Asset Reclassification Extension Response to the storage activity disapproving the request. The storage activity shall make every effort to comply with the established timeframe.

C7.2.6.2. Reclassification. Owners may submit Asset Reclassification Request Transactions in accordance with C7.2.8. to request hastened reclassification of SCC J, K, and R assets whenever it is deemed necessary based on their stock position and overall management responsibility.

C7.2.7. Monitoring Assets Recorded in Suspended SCCs

C7.2.7.1. SCC J, K, and R. Owners shall review records for all materiel suspended in SCC J, K, and R at least monthly and ensure that storage activities accomplish reclassification actions within prescribed timeframes.

C7.2.7.2. SCC L. Although there is no prescribed timeframe for transferring suspended materiel from SCC L, owners shall review all records for materiel suspended in SCC L at least quarterly and shall take necessary action to ensure expeditious litigation/negotiation with contractors or common carriers.

C7.2.7.3. SCC Q. Although there is no prescribed timeframe for transferring suspended materiel from SCC Q, supply sources shall review all records for materiel suspended in SCC Q at least monthly. Supply sources shall take necessary action to ensure expeditious inspection or technical/engineering analysis of suspect assets and prompt transfer of assets, under C7.2.2., based on the inspection results.

C7.2.8. Asset Reclassification Request, Follow-up and Response Associated with Request for SCC Reclassification

C7.2.8.1. Asset Reclassification Request, Follow-up and Denial Transaction Procedures. This section prescribes standard procedures for use of Asset Reclassification Request, Follow-up, and Denial transactions. Procedures for using Asset Reclassification Extension Request and Asset Reclassification Extension Response transactions are addressed in C7.2.6.

C7.2.8.2. Owner Responsibilities. As discussed in C7.2.7, owners are responsible for monitoring assets in suspended SCCs. Owners use the Asset Reclassification Transaction to request that the storage activity effects reclassification of assets in suspended SCCs. Reasons for sending an DLMS 846A, Asset Reclassification request to the storage activity for SCC reclassification are:

C7.2.8.2.1. Expedite SCC Reclassification. Owner/manager requirement for storage activity to expedite SCC reclassification action. Only the current SCC is identified in the transaction. (Identified by DLMS 846A, ASC X12 beginning segment (1/BIA06/20) Action Code 23.)

C7.2.8.2.2. Resolution of SCC Suspension. Owner/manager resolution of a suspension (e.g., completion of litigation or technical inspection). Both the ‘from’ and ‘to’ SCCs are identified in the transaction. (Identified by DLMS 846A, ASC X12 beginning segment (1/BIA06/20), Action Code 62.)

C7.2.8.2.3. SCC Reclassification Timeframe Expired. Owner/manager uses when the storage activity is responsible for the SCC reclassification action, the timeframe has expired, and the owner did not receive a corresponding adjustment, reclassification denial, or request for an extension transaction from the storage activity. Only the current SCC is identified in the transaction. (Identified by DLMS 846A, ASC X12 beginning segment (1/BIA06/20), Action Code 86.)

C7.2.8.3. Storage Activity Actions. In response to an Asset Reclassification Request Transaction, the storage activity shall take action to reclassify the materiel in the timeframe specified and provide an Inventory Adjustment Transaction to the owner. If the storage activity is not able to effect the reclassification action, the storage activity will submit an Asset Reclassification Denial Transaction citing the appropriate Asset Reclassification Denial Code to explain the reason for the denial. If the reclassification action cannot be accomplished in the timeframe specified, the storage activity will submit an Asset Reclassification Extension Request in accordance with C7.2.6.

C7.2.8.4. Owner Use of Asset Reclassification Follow-up. Owners send the Asset Reclassification Follow-up Transaction to the storage activity to obtain status of a previously submitted asset reclassification request when the owner did not receive a corresponding Inventory Adjustment or Asset Reclassification Denial Transaction. In response to a follow-up, when the corresponding inventory adjustment was previously provided, the storage activity will resubmit the inventory adjustment transaction with Advice Code 3P indicating it is a duplicate of a previously submitted transaction sent in response to the follow-up. Caution must be used by recipient to assure the transaction is not processed twice.

C7.3. OWNERSHIP GAINS AND LOSSES

C7.3.1. Change of Ownership. Based on unique requirements of the SMCA and the DoD Components authorized by DoD Directive 5160.65, “Single Manager for Conventional Ammunition”, August 1, 2008, separate Inventory Adjustment (Ownership Transfer) transactions have been developed to permit:

C7.3.1.1. Keeping integrity of the document number from the requisitioner's original demand throughout total processing, when payback actions are necessary.

C7.3.1.2. Online recording and reconciliation of materiel debit and credit balances of the SMCA and affected DoD Components.

C7.3.1.3. The DoD Components to have an audit trail when their inventory/financial records are affected.

C7.3.2. Payback of SMCA Items- Dual Inventory Adjustment (Ownership Transfer). The Inventory Adjustment – Dual (Ownership Transfer) transaction (Quantity or Status Adjustment Reason Code AG; legacy DIC DAS) is designed for use as a dual adjustment limited to effecting paybacks of SMCA items from one owning Service to another Service, in accordance with DoD policy and inter-Service agreements. The SMCA shall initiate an Inventory Adjustment - Dual (Ownership Transfer) for processing

internal adjustments to custodial/accountable records and for notification of SMCA storage activities. Under legacy MILSTRAP, the use of the M modifier with ammunition, to express thousands when the quantity exceeds 99,999, is an optional feature that can be applied intra-Service and, by agreement, inter-Service.

C7.3.3. Payback of SMCA Items- Single Inventory Adjustment (Ownership Transfer). The Inventory Adjustment – single (Ownership Transfer) transactions (Quantity or Status Adjustment Reason Code AG; legacy DIC D8S and D9S) are designed for use as a single adjustment transaction limited to effecting paybacks of SMCAs for conventional ammunition items from one owning Service to another Service, in accordance with DoD policy and inter-Service agreements. The SMCA shall initiate the transactions for updating internal custodial/accountable records and for notification to affected Military Services of actions to be accomplished. Under legacy MILSTRAP, the use of the M modifier with ammunition to express thousands when the quantity exceeds 99,999, is an optional feature that can be applied intra-Service and, by agreement, inter-Service.

C7.4. PURPOSE TRANSFERS. Based on authorized programs, materiel may be reserved for specific purposes and kept on inventory control records until requisitioned. To accomplish transfer of assets between purpose codes, the Inventory Adjustment transactions for purpose code (single or dual), shall be processed against the property accountability records. The Inventory Adjustment transaction with Quantity or Status Adjustment Reason Code AD applies (legacy MILSTRAP D8D and D9D, or DAD).

C7.5. PHYSICAL INVENTORY GAINS AND LOSSES. Procedures concerned with inventory adjustments due to physical inventory losses or gains are contained in Chapter 6.

C7.6. REIDENTIFICATION OF STOCK, STOCK NUMBER CHANGES, AND UNIT OF ISSUE CHANGES

C7.6.1. Reidentification of Stock

C7.6.1.1. When inspection shows an item in stock has been misidentified, storage activities shall send an inventory adjustment to the owner. The transaction shall contain the misidentified stock number, the quantity misidentified (Quantity or Status Adjustment Reason Code AE (Reidentification)), and Suffix Code A.

C7.6.1.2. When one new stock number is picked up due to reidentification, the inventory adjustment shall contain the same document number as the original transaction, identified stock number, quantity of the identified stock number using (Quantity or Status Adjustment Reason Code AE (Reidentification)), and Suffix Code B.

C7.6.1.3. When more than one new stock number is picked up due to reidentification, an additional inventory adjustment for each newly identified stock number shall be prepared and sent. The additional inventory adjustment transaction(s) shall be prepared in the same manner as the second transaction except that the suffix codes will progress to C, D, etc., as each transaction is prepared. The suffix codes in

the second and ensuing transactions will serve to correlate the transactions to the misidentified stock number.

C7.6.1.4. The owner/manager and storage activity shall process an inventory adjustment against their inventory control records to cause the decrease under the incorrectly identified stock number and increase(s) against the correct stock number(s).

C7.6.2. Stock Number and/or Unit of Issue Changes

C7.6.2.1. When only a stock number change occurs, the owner/IMM prepares and processes an inventory adjustment containing the old and new stock numbers (Quantity or Status Adjustment Reason Code AF (Stock Number Change)) and the associated inventory adjustment increase and decrease.

C7.6.2.2. When only a unit of issue change occurs, the owner/IMM prepares and processes an inventory adjustment containing the old and new units of issue (Quantity or Status Adjustment Reason Code AN (Unit of Issue Change)) and the associated inventory adjustment increase and decrease.

C7.6.2.3. When a simultaneous stock number and unit of issue change occurs, the owner/IMM prepares and processes an inventory adjustment containing the old and new stock numbers and units of issue (Quantity or Status Adjustment Reason Code AF and AN), and the associated inventory adjustment increase and decrease.

C7.7. CONDITION CHANGES FOR ITEMS BEING REPORTED/TURNED IN TO DLA DISPOSITION SERVICES

C7.7.1. When materiel is not identified by an NSN and is actually scrap, the DoD Components may prescribe that it be classified in SCC S for turn in to a DLA Disposition Services Field Office. Otherwise, only materiel recorded on property accountability records in SCC A through H and SCC Q shall be reported or turned in to the DLA Disposition Services Field Office.

C7.7.2. When excess, serviceable or unserviceable materiel is classified in SCC J, K, L, M, N, P, or R, the DoD Components must initiate action to reclassify the materiel to an acceptable SCC (A through H, Q, or S) before preparing the turn-in documentation. Section C7.2 contains the materiel reclassification procedures.

C7.7.3. Activities not reporting or turning in materiel to a DLA Disposition Services Field Office in an appropriate SCC shall risk having the materiel rejected/returned by the DLA Disposition Services Field Office for proper classification.

C7.7.4. DLA Disposition Services Field Offices shall use the disposal condition codes to accurately describe the physical condition of the materiel based on its inspection at time of receipt. DLA Disposition Services Field Offices shall record both supply and the disposal condition codes, and shall show both codes as management data for DLA Disposition Services program screening and review. Within the DLA Disposition Services Field Office process, Disposal Condition Code S is assigned for

"property with no value except for its basic materiel content." Consequently, Disposal Condition Code S may be assigned by DLA Disposition Services Field Offices to materiel with or without NSN identification.

C7.8. MAINTAINING ACCOUNTABILITY DURING MAINTENANCE

C7.8.1. Applicability. When responsibility for maintaining the property accountability record for DoD-owned property has been assigned to an activity(s) other than the owner, the responsible activity shall execute the owner's actions set forth in this section.

C7.8.1.1. These procedures apply to transfers of inventory to SCC M for maintenance, assembly, disassembly, reclamation, conversion, modification, repair, and destructive or nondestructive test/evaluation, and transfer to their correct condition classification upon return from maintenance.

C7.8.1.2. These procedures exclude repair and return of materiel owned below the wholesale distribution system. However, storage activities shall keep visibility and the property accountability record for these assets pending transfer to maintenance and upon their return from maintenance.

C7.8.2. Requirements

C7.8.2.1. Organic Maintenance. When materiel is scheduled for organic maintenance by Depot Maintenance Interservice Support Agreement (DMISA) or other inter-DoD Component agreement, the agreement shall specify materiel control requirements to include whether the storage activity will report returns from maintenance to the owner (Principal) as transfers from SCC M under this section, or as receipts in accordance with procedures in Chapter 13.

C7.8.2.2. DoD Component Actions. Each DoD Component shall ensure that:

C7.8.2.2.1. Owned Inventory. The DoD Components shall ensure owned inventory in the hands of DoD, other Government (non-DoD), and commercial activities is properly accounted for under provisions of Chapters 6, 7, 12, 13, and 14 of this volume of the DLMS manual and, for commercial maintenance, the provisions of the Federal Acquisition Regulation (FAR). This includes returns from field activities for repair and reissue as wholesale inventory. The DoD Components shall prescribe use of any required internal codes to meet these requirements (Responsibility of the owner (Principal for maintenance by DMISA).)

C7.8.2.2.2. Total Item Property Records. Total item property records for materiel in the hands of maintenance activities are maintained and adjusted based on the quantity of items actually returned and will support the DoD 7000.14-R, "DoD Financial Management Regulation", financial accounting requirements. (Responsibility of the owner (Principal for maintenance by DMISA).)

C7.8.2.2.3. Commercial Maintenance Contracts. Contracts for commercial maintenance require the reporting of materiel loss or damage to the contracting officer. Contracts may also require the contractor to report the start and completion of maintenance action for each unit of materiel. (Responsibility of the Agent for maintenance by DMISA).)

C7.8.2.2.4. Procurement and Supply Interface. Any needed interface between the procurement and supply operations/functions exists to ensure reported data is sent to the owner. (Responsibility of the agent for maintenance by DMISA.) Arrangements may be made for commercial activities to report directly to these activities using DLMS transactions.

C7.8.2.2.5. Inventory Balances. Reported data affecting inventory balances is recorded on the total item property record. (Responsibility of the owner (Principal for maintenance by DMISA).)

C7.8.2.3. Storage Activity Actions. Storage activities shall report the following actions to the owner of the materiel. In the DoD Component systems not using dual inventory adjustment transactions, use the corresponding single inventory adjustment.

C7.8.2.3.1. When materiel is inducted for maintenance (repair/modification, assembly, etc.), process a dual inventory adjustment to transfer materiel from the SCC on the record to SCC M.

C7.8.2.3.2. When materiel is returned from maintenance (repair/modification, assembly, etc.), process a dual inventory adjustment to transfer materiel from SCC M to the SCC in which the materiel is received (e.g., SCC A for completed materiel, SCC G for materiel awaiting repair parts, or SCC H for condemned materiel). In the DoD Component systems that do not use the dual adjustment, process the equivalent loss and gain transactions to accomplish the transfer.

C8. CHAPTER 8

MATERIEL OBLIGATION VALIDATION

C8.1. SUPPORT OF UNITED STATES FORCES

C8.1.1. General

C8.1.1.1. Purpose. This chapter prescribes policies and procedures for the validation by organizations of the continuing need for over age requisitioned requirements and for the reconciliation of source of supply materiel/obligation records with the due-in records of requisitioning activities. The materiel obligation validation (MOV) process is twofold: (1) validation of need; and (2) reconciliation of records.

C8.1.1.2. Materiel Obligation Definition. A materiel obligation is that unfilled portion of a requisition (for a stocked or nonstocked item) that is not immediately available for issue but is recorded as a commitment for future issue, either by DVD or backordered from stock. This includes both NSN and non-NSN items. MOV pertains to those requisitioned items assigned Status Code BB, BC, BD, BP[1] BV, or BZ. DVD requisitions assigned Status Code BV or BZ are excluded from the automatic MOV cancellation process; however, organizations must submit requisition cancellations for materiel no longer required. See Chapter 4 for the requisition cancellation procedures.

C8.1.1.3. Use of the DLMS 517M. Sources of supply use the DLMS 517M, Materiel Obligation Validation, to generate MOV requests to organizations for a comparison and validation of the continued requirement of outstanding requisitions held as materiel obligations by the source of supply with those carried as due-in by the organization.

C8.1.1.3.1. MOV Response. Organizations use the DLMS 517M, to generate MOV responses to advise the source of supply: (1) to hold a materiel obligation until supplied, or (2) to cancel all or a portion of a materiel obligation.

C8.1.1.3.2. MOV Notification. Sources of supply must provide an MOV notification of nonresponse to organizations for each nonresponse to an MOV cycle for requisitions assigned Status Code BZ. The organization must conduct an item-by-item review and respond with a requisition cancellation if the materiel is not required.

C8.1.1.4. Source of Supply Definition. A source of supply is defined as the DoD Component organization that maintains materiel obligation records, and includes, but is not limited to, those organizations commonly referred to as inventory control points (ICP), integrated materiel mangers (IMM), requisition processing points, stock control activities (SCA), and stock points.

[1] Status Code BP may be deferred for inclusion under logistics system modernization.

C8.1.1.5. Organization Definition. An organization is defined as a requisitioner, control office, and/or monitoring activity having the responsibility to validate and/or reconcile materiel obligation records between the requisitioning activity and the source of supply requesting the validation.

C8.1.2. Materiel Obligation Reinstatement Request. This is a request by an organization to reinstate requisition(s) previously canceled due to that organization's nonresponse to an MOV request. Use the DLMS 517M, to reinstate previously canceled requisition(s).

C8.1.3. Exclusions

C8.1.3.1. FMS transactions are excluded from these procedures; however, the DoD Components should reconcile FMS materiel obligation records at the source of supply with those of the organizations required to maintain FMS case control. MOV procedures for Grant Aid (GA) transactions are in C8.2..

C8.1.3.2. Civilian Component activities are excluded unless covered by inter-Component agreements.

C8.1.4. Materiel Obligation Age Criteria

C8.1.4.1. Timeframe. Materiel obligations are over age and subject to these procedures when PD 01-08 requisitions have aged 30 calendar days past the requisition date or PD 09-l5 requisitions have aged 75 calendar days past the requisition date.

C8.1.4.2. Special Validations. Sources of supply may order special validations without regard to the age of the materiel obligations involved.

C8.1.4.3. Long Production Lead Time. These procedures also apply to long production lead time items since requirements for such items may also change as a result of unit/force movements, deactivation, and other population changes; however, only item managers may elect to establish longer intervals for the validation of long production lead time items.

C8.1.5. Schedule for Cyclic Validation of Materiel Obligations

C8.1.5.1. Annual Schedule. The annual schedule of cyclic validations in support of U.S. Forces and the prescribed MOV response times is shown in Table C8.T1.

Table C8.T1. Materiel Obligation Validation Cyclic Validations Schedule

CYCLE NUMBER	SOURCE OF SUPPLY CUTOFF TO PREPARE AND FORWARD VALIDATION REQUESTS	MAXIMUM ENDING DATE BY WHICH REQUISITIONER RESPONSES ARE DUE BACK TO SOURCE OF SUPPLY
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

C8.1.5.2. Response Not Within Scheduled Timeframe. Deployed units, afloat units, and CONUS/OCONUS locations that are unable to acknowledge receipt, or respond by the prescribed date, may request DLA Transaction Services to temporarily provide responses to MOV requests. Use a DLMS 517M, with Transaction Type Code AP and Action Code 9 to notify the DAAS of the organizations authorized for the MOV exemption. The theater/fleet commander or major command must approve the MOV exemption request by message to DLA Transaction Services. The exemption request is only authorized for the current MOV cycle. DLA Transaction Services shall not generate MOV responses for any later MOV cycle unless a separate exemption request approval is received.

C8.1.5.3. Quarterly Reporting. Each DoD Component must provide a quarterly consolidated report to the Deputy Assistant Secretary of Defense for Supply Chain Integration (DASD SCI) using the Appendix 1 format. Submit this report within 30 calendar days after the close of each MOV cycle. This report is assigned Report Control Symbol (RCS) DD-AT&L (Q)1064. The source of supply shall review the history file, prior to preparing the report, for those transactions in which the quantity response was different from the quantity requested. This review shall determine if the quantity difference resulted from a shipment, a cancellation, or if the requisitioner actually requested cancellation of the obligation. Only cancellations actually requested by the requisitioner using the MOV response are included in the MOV report. Do not report a difference in quantity resulting from any other cause and/or process.

C8.1.5.4. Special IMM Requests. The IMM may initiate a special validation request. For example, the IMM may need to validate requirements for high dollar value, critical items, or for those NSNs that have the largest number of materiel obligations on record or account for certain percentages of the total materiel obligations. These special validations should be selective in approach and may be made regardless of whether the materiel obligations were previously validated. The IMM may determine and define critical items as those essential items that are in short supply or expected to be in short supply for an extended period.

C8.1.5.5. Determination of Recipient of Validation Requests. MOV requests shall be transmitted to the activities determined under the following rules:

C8.1.5.5.1. The activity designated by the Media and Status (M&S) unless covered by the exceptions listed below.

C8.1.5.5.2. When the M&S is 0, transmit to the activity designated by an alphabetic character or numeric 6, 7, or 8 in the distribution code.

C8.1.5.5.3. When distribution code contains a numeric other than 5, 6, 7, or 8, or is blank, and M&S is 0, transmit requests to the requisitioner.

C8.1.5.5.4. When Distribution Code 5 is identified, transmit requests to DLA (DoDAAC SL4701) regardless of M&S.[2]

C8.1.5.5.5. When the M&S is F, G, P, or Z, transmit requests to the requisitioner.

C8.1.6. Preparation of Special Validation Requests

C8.1.6.1. Purpose. Use the DLMS 517M, to request a special MOV at times other than the normal MOV cycles indicated in Table C8.T1. Organizations shall validate the special MOV and use a DLMS 517M in response to the special MOV request.

C8.1.6.2. Document Number. The MOV request must identify the document number of the demand that is held as a materiel obligation, the unfilled quantity, and a response due date that is always 15 calendar days from the date of the MOV request.

C8.1.6.3. Urgent Requests. Due to the urgency of demands for critical items, IMMs may determine that supply of current demands should be accomplished from due-in stocks, against which there are materiel obligations of lesser or equal priorities. In these instances, the IMMs shall initiate a special MOV request.

C8.1.7. Performance of the Validation and Reconciliation

C8.1.7.1. Mandatory Request. The recipient of validation requests (either scheduled or special) must conduct an item-by-item review with the user to determine the continued need for each item, the quantity involved, and the priority designator (PD) of the requirement. Routine responses that all materiel obligations are still required are to be avoided. Such cursory reviews do not improve supply support. Items that are identified in the requests, but are not contained on the records of the recipient of the request, shall also be sent to the user for validation. Items that are contained on the records of recipients of the validation requests and meet the over age criteria, but are not covered by a request, shall be validated with the user.

[2] Refer to ADC 369. Deferred implementation is authorized.

C8.1.7.2. Recipient Response. The recipient of validation requests shall match the items recorded as materiel obligations at the source of supply with the records of unfilled demands to determine and take action to bring the two records into agreement.

C8.1.7.3. Status Request. Organizations may request status of any outstanding items, having met the age criteria, and not included with the scheduled validation requests. When such status is desired, the requisitioning activity shall submit a DLMS 869A, Requisition Inquiry/Supply Assistance, or DLMS 869F, Requisition Follow-Up, to the source of supply. (See Chapter 4 for the requisition inquiry procedures.)

C8.1.8. Responses to Materiel Obligation Requests

C8.1.8.1. Purpose. Use a DLMS 517M, to respond to special MOV requests. MOV responses shall contain the document number of the demand as contained in the MOV request, the quantity required for continuation as a materiel obligation, and the suffix, if applicable. The MOV responses shall advise the source of supply whether materiel obligations should be canceled or the requirements still exist (and the item should be continued as a materiel obligation). Respond to the special MOV requests in time to meet the requested MOV response due date.

C8.1.8.2. Response to Requests for MOV. Upon completing the validation /reconciliation process, organizations must send an MOV response for each MOV request to the source of supply that submitted the MOV request. Submit the MOV response by the MOV response due date cited in the MOV request. Use the MOV response to advise the source of supply of the quantity still required for supply action. If total cancellation is desired, do not include the quantity segment in the MOV response.

C8.1.8.3. Revised Delivery Date. Whenever a requirement is to be retained as a materiel obligation and the PD/required delivery date (RDD)/required delivery period (RDP) changes due to reassessment of requirements, submit a DLMS 511M, Requisition Modification, to indicate the revised PD/RDD/RDP. (See Chapter 4 for the requisition modifier procedures.)

C8.1.8.4. DAAS Initiated Responses

C8.1.8.4.1. Exempted Activities. DAAS uses a DLMS 517M, to provide MOV responses for authorized activities exempted from participating in an MOV cycle.

C8.1.8.4.2. DAAS Response. DAAS provides appropriate MOV responses to the respective source of supply for each MOV exemption received. DAAS shall send the MOV response no earlier than seven calendar days after receipt of the MOV exemption, but no later than the last day of the cycle.

C8.1.8.4.3. MOV History File. DAAS uses the MOV history file to generate appropriate MOV responses for the activity(ies) identified in the MOV exemption.

C8.1.8.5. Receipt of Confirmed Cancellations. Organizations in receipt of confirmed cancellations may request reinstatement of their canceled requisitions for a period not to exceed 60 calendar days after the BS cancellation transaction date. Use a DLMS 517M, to request the reinstatement of canceled requisitions and indicate the quantity required. The reinstated quantity may be equal to or less than, the canceled quantity canceled. The reinstated quantity shall not exceed the canceled quantity.

C8.1.9. Source of Supply Cancellation of Materiel Obligations

C8.1.9.1. Procedures to Stop Cancellation Actions. Sources of supply must use Chapter 4 procedures to stop storage and transportation actions when accomplishing cancellations resulting from the MOV program.

C8.1.9.2. Cancellation Criteria. Sources of supply shall cancel materiel obligations when an organization has not responded to the scheduled MOV request by the MOV response due date, except for requisitions in Status Code BV or BZ. Requisitions being filled by DVD (Status Codes BV and BZ) are excluded from automatic cancellation of the MOV process. When a response to an MOV request has not been received by the response cutoff date for a requisition in BZ status, the source of supply shall send a DLMS 517M, Transaction Type Code AP, and Action Code 9 to the validating organization. The organization must validate the requirement or respond with a requisition cancellation if the materiel is not required. See Chapter 4 for the requisition cancellation procedures.

C8.1.9.3. Cancellation Upon Request. Sources of supply shall cancel materiel obligations upon receipt of requisition cancellation requests. When there is no record of the item as a materiel obligation, match the MOV response with the requisition history file (RHF) to determine the item's status. If the item is being processed, take action to stop the flow of the unneeded materiel. All sources of supply shall try to meet the DoD objective of taking all possible action to prevent shipment from the storage activity, port of embarkation, or vendor (in the instance of purchase actions). Based on action taken, sources of supply shall provide requisitioning organizations with appropriate supply or shipment status.

C8.1.9.4. Cancellation Status. Sources of supply shall send a DLMS 870S, Supply Status, with Status Code BR or BS to the organizations for which MOV requests were submitted for each item canceled as a result of the validation actions.

C8.1.9.5. Verification from Requisitioner. Sources of supply may contact requisitioning organizations to determine desired actions applicable to erroneous response transactions, if time permits. Should time not permit the source of supply to contact the requisitioning activities, the items concerned with the erroneous transactions, shall be retained as a materiel obligation until clarification is obtained.

C8.1.9.6. Response. The DoD Component of the organization initiating a cancellation request, or failing to respond to MOV requests, shall be charged with (1) transportation costs for returning the materiel to the storage activity, and

(2) procurement and termination costs when it is determined that termination is in the best interest of the Government. Specific instructions concerning materiel transportation charges andcredit allowances are in DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," Volume 11B.

C8.1.10. Source of Supply Materiel Obligation Reinstatement

C8.1.10.1. Timeframe. Sources of supply shall reinstate action on requisition(s) when organizations submit MOV reinstatement requests within 60 calendar days of requisition cancellation citing Status Code BS. Reinstate the requisition for the quantity equal to or less than the original canceled quantity. If the quantity is greater than the quantity canceled by the Status Code BS, only reinstate the quantity in the BS status. Reject the quantity exceeding the BS quantity. Use Status Code BS to prepare the MOV reinstatement request to ensure identification of the correct suffix.

C8.1.10.2. Source of Supply Codes. Sources of supply shall use Status Code DK, DL, and DM to reject MOV reinstatement requests received over 60 calendar days after the BS status transaction date, or when there is no record of the BS status, or when the MOV reinstatement request is for a quantity greater than the canceled quantity.

C8.2. GRANT AID

C8.2.1. General. This section prescribes policies and procedures for the validation of ICP materiel obligation records with the records of the DoD Component ILCO maintaining Security Assistance Organization (SAO) program control and for the validation of the continuing need at the GA country level for over age demands. The purpose is twofold: (1) the reconciliation of records and (2) the validation of need.

C8.2.2. Annual Validation Schedule. The annual schedule of cyclic validation in support of GA materiel obligations is shown in Table C8.T2.

Table C8.T2. Cyclic Schedule for MOV in Support of Grant Aid

CYCLE NUMBER	SOURCE OF SUPPLY CUTOFF TO PREPARE AND FORWARD VALIDATION REQUESTS	MAXIMUM ENDING DATE BY WHICH REQUISITIONER RESPONSES ARE DUE BACK TO SOURCE OF SUPPLY
1	31 January	31 May
2	31 July	30 November

C8.2.3. Aged Materiel Obligation Requests. Sources of supply shall provide the ILCO with MOV requests applicable to aged materiel obligations for GA requirements. MOV requests shall be sent to the ILCO by the sources of supply using schedules for validating aged GA materiel obligations established by the Assistant Secretary of Defense (Logistics & Materiel Readiness)(ASD(L&MR)].

C8.2.4. Materiel Obligation Definition. Materiel obligations are defined as that portion of the requisitioned quantity that is not immediately available for issue to the requisitioner and/or is recorded as a commitment for future issue of stocked items. This includes commitments for DVDs. The source of supply shall produce MOV requests from their records of materiel obligations for which the requisition document number dates are aged to 180 calendar days or more at the time of the established validation cutoff. Materiel obligations selected for validation, meeting the 180-day age criterion, shall be those assigned Status Code BB, BC, BD, or BV. The quantities identified in the MOV requests reflect the unfilled quantities only of items maintained as materiel obligations at the sources of supply. Use the DLMS 517M, to prepare MOV requests.

C8.2.5. Source of Supply Request Timeframe. Sources of supply shall send scheduled MOV requests not later than 10 calendar days after the established cutoff date.

C8.2.6. Accomplishing MOV by the Army and Air Force ILCOs

C8.2.6.1. Item/Request Matching. The ILCO receiving MOV requests shall match the items indicated as being on record at the source of supply with its records of unfilled demands and provide the MOV requests to SAOs that represent quantities/items as follows:

C8.2.6.1.1. In the MOV requests received from the source of supply, (the ILCO shall not attempt to adjust quantity differences between the ILCO record and the source of supply record.)

C8.2.6.1.2. On the ILCO record, having reached the validation age criterion and not included with MOV requests furnished by the source of supply. The ILCO shall adjust its records based upon the MOV responses received from SAOs.

C8.2.6.2. Program Originator Codes. The DoD Components may elect to have their ILCOs identify the program originator code in MOV requests transmitted to SAOs for validation. The identification of this code enables the SAO to determine the specific section to which to direct the MOV requests. In these instances, the codes shown in Table C8.T3 apply. (Do not include these codes in MOV responses that are sent to the source of supply.)

Table C8.T3. Program Originator Codes

CODE	PROGRAM ORIGINATOR
B	SAO (Army)
P	SAO (Navy)
D	SAO (Air Force
K	SAO (Marine Corps)

C8.2.6.3. Transmitting Requests. Transmit the MOV requests to the appropriate SAO not later than 45 calendar days after the scheduled cutoff date. The time between the cutoff date and the 45 calendar days for transmitting the MOV requests to SAOs allows:

C8.2.6.3.1. Transmission of the MOV requests from the source of supply to the ILCO.

C8.2.6.3.2. ILCO establishment of suspense records of the source of supply request quantities and preparation of MOV requests for transmission to the SAOs. SAOs shall provide MOV response to the ILCO within 90 calendar days after the cutoff date for the validation cycle.

C8.2.7. Accomplishing MOV by the Navy ILCO

C8.2.7.1. Item/Record Matching. The Navy ILCO (NAVILCO) shall match the items indicated as being on record at the source of supply with its records of unfilled demands and effect a file reconciliation. NAVILCO shall send MOV responses for each MOV request received to the source of supply that submitted the validation request. The source of supply shall use the MOV response to determine whether the items should be canceled or requirements still exist and the items should be continued as materiel obligations.

C8.2.7.2. Response Timeframe. Send MOV responses to validation requests to sources of supply by 15 March for the first cycle and 15 September for the second cycle. Indicate the quantity still required in the MOV response. If total cancellation is desired, do not include the quantity segment in the MOV response.

C8.2.7.3. Inquiries. Submit a requisition inquiry, DLMS 869A or DLMS 869F, as appropriate, for items outstanding on NAVILCO records for which no MOV reconciliation request was received from the source of supply. See Chapter 4 for the requisition inquiry procedures.

C8.2.8. NAVILCO Initiation of Reconciliation and/or Validation with SAOs

C8.2.8.1. Annual Request Submission. Annually, on 16 September, the NAVILCO shall prepare MOV reconciliation requests that represent unfilled requisitions with dates of 31 July or earlier.

C8.2.8.2. Program Identification. NAVILCO shall identify the program originator code in the MOV reconciliation requests sent to SAOs for validation. SAO shall use this code to determine the specific section to which to direct the requests. In these instances, the codes in Table C8.T3. apply.

C8.2.8.3. MOV Transmission. NAVICP shall send the MOV reconciliation requests to the appropriate SAO not later than 26 September and indicate 31 October as the response due date.

C8.2.9. Validation of Requirements by the SA Organizations

C8.2.9.1. Verifying Existing Requirements. SAOs receiving MOV requests shall determine whether requirements for the items and quantities still exist. SAOs shall also determine whether requirements exist for items/quantities, having reached the age criteria and not included with the MOV requests. Once validation is completed, SAOs shall adjust their records to show the country's needs for the items/quantities.

C8.2.9.2. Item Status Request. SAO shall request status of any items that are outstanding, have met the age criteria, and are not included in the MOV requests. When such status is required, SAO shall submit a requisition inquiry, DLMS 869A, to the appropriate ILCO. See Chapter 4 for the requisition inquiry procedures.

C8.2.9.3. Response for Each Reconciliation Request. SAO shall provide an MOV response for each MOV reconciliation request, as appropriate, to indicate the remaining quantity of each item is still required. The SAO shall send MOV responses to the appropriate ILCO. For the U.S. Army Security Assistance Command and the Air Force Security Assistance Center, send these responses to arrive no later than the date specified in the transmittal, which is 35 calendar days prior to the response due date contained in the requests. For NAVILCO, these responses must be received no later than 31 October.

C8.2.10. Response to MOV Requests by the Army and Air Force ILCOs

C8.2.10.1. Record Adjustment. Upon receipt of the responses from SAOs, the ILCO shall adjust its records to agree with the country's requirements indicated by the MOV responses. The ILCO shall then send MOV responses for each MOV request received from the source of supply that submitted the validation requests. The source of supply shall use the MOV response to determine whether the items should be canceled or requirements still exist and the items should be continued as materiel obligations. Provide MOV responses to the source of supply by the response due date indicated in the MOV requests. Response due date is established as the 125th calendar day following the cutoff date for validation. MOV requests shall indicate the cutoff date.

C8.2.10.2. Quantity Remaining Required. ILCO shall indicate the quantity still required in the MOV response. If total cancellation is desired, do not include the quantity segment in the MOV response.

C8.2.10.3. Outstanding Items. ILCO shall submit a requisition inquiry, DLMS 869A or DLMS 869F, as appropriate, for items outstanding on the ILCO records, indicated as required by SAO, and for which no MOV request was received from the source of supply. See Chapter 4 for the requisition inquiry procedures.

C8.2.11. NAVILCO Action on SAO Responses

C8.2.11.1. Record Adjustment. Upon receipt of the responses from SAOs, the NAVILCO shall adjust its records to agree with country requirements as indicated by the MOV responses. NAVILCO shall send requisition cancellations to the source of

supply on those unshipped lines for which the SAO indicated a reduced quantity requirement. NAVILCO shall initiate action to resolve the unreconciled lines for which the SAO indicated a requirement. NAVILCO shall send the appropriate supply and shipment status to SAOs.

C8.2.11.2. Requisition Cancellation. By 30 November, NAVILCO shall prepare and send a requisition cancellation to the last known source processing the corresponding requisition. See Chapter 4 for the requisition cancellation procedures.

C8.2.11.3. Record of Confirmed Cancellations. NAVILCO shall keep a record of confirmed cancellations received in response to requisition cancellations submitted as a result of reduced quantity requirements indicated by SAOs.

C8.2.11.4. Quantity Reduction Reconciliation. NAVILCO shall prepare a report of the number of lines reconciled with the SAO, the number and value of SAO requested quantity reductions, and the number and value of confirmations received as of 31 December. NAVILCO shall send two copies of this report to the appropriate Service headquarters for review and submission to Office of the Assistant Secretary of Defense.

C8.2.12. ILCO Cancellation of Materiel Obligations

C8.2.12.1. Source of Supply Action. The source of supply shall cancel materiel obligation items upon receipt of requisition cancellations or the indication of need for lesser quantities from the ILCO. (When there is no record of the item at time of receipt of the MOV responses, the MOV response shall be matched with the RHF to determine the latest status of the item or action taken to accomplish cancellation action. The source of supply shall send the ILCO supply or shipment status as appropriate.) In the event procurement, rebuild, or other expense has been incurred and must be billed to GA for an individual item being canceled, the supplying DoD Component shall take action under DoD 5105.38-M, Part II, Chapter H.

C8.2.12.2. Validation of Cancellations. The source of supply shall send the ILCO, for which validation requests were submitted, Status Code BR for each item and/or quantity canceled as a result of the validation actions. ILCO should not consider any quantity as canceled before receiving the confirming Status Code BR.

C8.2.12.3. When no Response has been Received. The source of supply shall not automatically cancel items for which materiel obligations were established when no MOV response has been received relative to specific items submitted for validation.

C9. CHAPTER 9

LOGISTICS REASSIGNMENT

C9.1. GENERAL

C9.1.1. Purpose. This chapter provides procedures designed to ensure successful Logistics Reassignment (LR) of both consumable and nonconsumable items, provide adequate management control of items in a transitional situation, and ensure uninterrupted supply support of items during the transition period.

C9.1.2. Transactions. This chapter addresses the procedures to the following Accredited Standards Committee (ASC) X12 transaction functions identified by their beginning segment and report 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 functionality is identified for information purposes in a mixed DLSS/DLMS environment.

C9.1.2.1. LR Management Data Transaction is identified by the DLMS 536L ASC X12 beginning segment (1/BR02/020) Transaction Type Code LR – Logistics Reassignment. This transaction provides the functionality of MILSTRAP legacy document identifier codes (DIC) DLS, DLT, DLU, DLV, DLW, and DLX.

C9.1.2.2. LR Transfer/Decapitalization Transaction is identified by the DLMS 846D ASC X12 beginning segment (1/BIA/020) Report Type Code TL – Logistics Transfer Advice. This transaction provides MILSTRAP legacy DIC DEE/DEF functionality.

C9.1.2.3. LR Transfer/Decapitalization Inquiry Transaction identified by the DLMS 846D ASC X12 beginning segment (1/BIA/020) Report Type Code TK – Logistics Transfer Inquiry. This transaction provides MILSTRAP legacy DIC DLA functionality.

C9.1.2.4. LR Storage Information Order Transaction is identified by the DLMS 846S ASC X12 beginning segment (1/BIA/020) Report Type Code PK – Storage Information Inquiry. This transaction provides MILSTRAP legacy DIC DZC functionality.

C9.1.2.5. LR Storage Information Reply Transaction is identified by the DLMS 846S ASC X12 beginning segment (1/BIA/020) Report Type Code TQ – Storage Information Advice. This transaction provides MILSTRAP legacy 8 DIC DZD functionality.

C9.1.3. LR Process. To ease understanding of these procedures, the LR process has been divided into three periods of time based upon the effective transfer date (ETD). These periods are identified as pre-ETD, ETD, and post-ETD. The pre-ETD

period commences on the date the GIM assignment/ETD is sent to the GIM/LIM and terminates at ETD. ETD is the date of the LR. Although ETD is a specific point in time, for the purpose of these procedures, any actions involving data requirements that show conditions as of the ETD shall be discussed as if such actions took place on the ETD, even though they may have been taken immediately before or after the actual ETD. The post-ETD period begins immediately following the ETD and includes all actions that do not specifically involve data requirements that show conditions as of the ETD. Specific events required to take place during the LR are set forth under the appropriate period.

C9.1.3.1. The LIM shall use an LR Management Data Transaction to provide the GIM with general management information, backorder and demand data, on hand data, due-in data, contract history data, and product quality deficiency report (PQDR) history data for consumable assets being logistically reassigned.

C9.1.3.2. The LIM shall use an LR Transfer/Decapitalization Transaction to notify the GIM of the transfer and decapitalization quantities for the item being logistically reassigned. The GIM shall use an LR Transfer/Decapitalization Inquiry Transaction to inquire about LR transfer/decapitalization quantities when none was received.

C9.1.3.3. The LIM shall send an LR Storage Information Order Transaction to the storage activity to notify them to transfer ownership of wholesale stocks to the GIM and of the quantity which the LIM is retaining. Storage activities shall send an LR Storage Information Reply Transaction to the LIM to notify the LIM of the quantities the storage activity actually transferred to GIM ownership and those retained in LIM ownership.

C9.2. POLICY. DoD policy for LR of consumable items is contained in DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items." DoD policy for LR of nonconsumable items is contained in AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22, "Logistics Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items,".

C9.3. REQUIREMENTS

C9.3.1. General. The LIM, GIM, and storage activities shall accomplish the actions required by this manual to reassign asset accountability to the GIM in a timely manner to ensure uninterrupted supply support. Resolution of problems affecting supply operation requires direct communication, coordination, and assistance.

C9.3.2. GIM. The GIM shall accept, as of the ETD, those items and book balances submitted by the LIM. (The following policy covering transfer of assets for LR is implemented from DoD 4140.26-M and AMC-R 700-99 et al., respectively.) The LIM shall transfer all on-hand wholesale balances, in place, except:

C9.3.2.1. Assets committed to the support of special projects, programs, and/or plans including the International Logistics Program (ILP), e.g., staged shipments, packaged shipments. On hand wholesale assets in support of the ILP shall not be transferred to the GIM nor shall any ongoing procurement action in support of the ILP be terminated.

C9.3.2.2. Consumable assets in SCCs F, H, J, K, L, M, P, Q, R, and S. (See DoD 4140.26-M for complete criteria.)

C9.3.2.3. Nonconsumable assets in SCCs G, H, J, K, L, M, P, and Q. SCCs H and P materiel shall never be decapitalized. (See AMC-R 700-99 et al., for complete criteria.)

C9.3.3. LIM. On an expedited basis the LIM shall decapitalize to the GIM wholesale assets, other than the SCCs shown above, generated during the first year following ETD. The LIM shall report assets generated after 1 year of ETD under Chapter 11, (Materiel Returns Program Procedures). Except for decapitalization of procurement receipts, the GIM shall reject assets decapitalized more than 1 year after the ETD using Reject Advice Code AW.

C9.4. PRE-EFFECTIVE TRANSFER DATE ACTIONS

C9.4.1. General

C9.4.1.1. The LIM procurement office shall provide the GIM with contractual status on contracts either retained by the LIM or assigned to the Defense Contract Management Agency (DCMA) for contract administration. Contract status includes, but is not limited to, delivery status, acceleration of delivery, follow-up status requests, contract warranty provisions, and executing appropriate modifications to basic contracts.

C9.4.1.2. For nonconsumable items, the LIM shall give the GIM listings of all purchase requests (procurement actions that have not reached the award stage) throughout the pre-ETD period. The GIM shall, within 15 calendar days following receipt of the purchase request listing from the LIM, annotate required changes, and return one copy to the LIM. For consumable items, the LIM shall send listings of all purchase requests to the GIM 45 calendar days prior to the ETD in the format established by DoD 4140.26-M.

C9.4.1.3. The LIM shall reclassify consumable assets, in SCCs Q and R, to the appropriate SCC before the LIM sends the GIM an updated LR Management Data Transaction.

C9.4.1.4. For assets in SCC H, the LIM shall either forward the assets to DRMO or reclassify the item to its true condition as authorized by Chapter 7.

C9.4.2. One hundred and fifty calendar days prior to ETD, or upon notification if less than 150 calendar days, the LIM shall take the following actions:

C9.4.2.1. Advise the GIM of assets being held for litigation.

C9.4.2.2. Perform physical inventories under Chapter 6 procedures, as stated in DoD 4140.26-M for consumable items, and AMC-R 700-99 et al., for nonconsumable items, as follows:

C9.4.2.2.1. For consumables, inventory stock on hand for wholesale assets designated as classified or sensitive.

C9.4.2.2.2. For nonconsumables, inventory on-hand wholesale assets.

C9.4.3. One hundred and twenty calendar days prior to ETD, or upon notification if less than 120 calendar days, for consumable items being transferred, the LIM shall send the GIM an LR Management Data Transaction containing backorder and demand data, on-hand data, due-in data, and contract history data. Do not provide PQDR history data at this time.

C9.4.4. Sixty calendar days prior to ETD the LIM shall process excess reports received for LR items for which disposition action is appropriate, in accordance with Chapter 11 procedures.

C9.4.5. Forty-Five Calendar Days Prior to ETD

C9.4.5.1. By mutual agreement between the GIM and the LIM, the LIM shall initiate action to amend existing LR item contracts/purchase orders not reassigned to the GIM to provide for diversion of stock by quantities into storage activities of the GIM. The GIM shall send addresses of the shipping destinations to the LIM, as appropriate. The LIM shall retain the due-in.

C9.4.5.2. For consumable items, the LIM shall send listings of all purchase requests in accordance with DoD 4140.26-M. The GIM will, within 15 calendar days following receipt of the purchase request listing from the LIM, annotate required changes and return one copy to the LIM.

C9.4.6. Thirty Calendar Days Prior to ETD. The LIM shall take the following actions:

C9.4.6.1. Furnish the GIM a war materiel requirement (WMR) data listing sorted by NSN and the DoD Component (and routing identifier code (RIC)) within the DoD Component when the requirements have been allocated), major to minor, showing the current computed data.

C.9.4.6.1.1. Include the quantity and value of the forecasted reparable return data, if applicable; quantity and value of Balance War Reserves (Other War Materiel Requirement (OWMR); Other War Reserve Materiel Requirement (OWRMR); OWRMR, Protectable (OWRMRP); Pre-Positioned War Reserve Materiel Requirement (PWRMR); PWRMR, Protectable (PWRMRP)); dollar value subtotals for FSC, RIC if allocated, and the DoD Component; and grand total dollar value.

C9.4.6.1.2. Additionally, send the DLMS 830W, War Materiel Requirements, to the GIM to show original input from which the WMR computed data was generated. The GIM shall process the DLMS 830W to recompute the WMR data as described in Chapter 3.

C9.4.6.2. For consumable items, send the GIM an updated LR Management Data Transaction containing backorder and demand data, on-hand data, due-in data, and contract history data. Do not provide PQDR history data at this time. Send the GIM the latest status of assets being held for litigation action.

C9.5. EFFECTIVE TRANSFER DATE PERIOD ACTIONS. The LIM shall do the following at ETD:

C9.5.1. Send an LR Storage Information Order Transaction to the storage activities as a notification that wholesale stocks stored are now under GIM ownership.

C9.5.2. Process inventory adjustments to decrease the inventory control record using DLMS 947I.

C9.5.3. Prepare and send to the GIM LR Transfer/Decapitalization Transaction by SCC and location. Telephone communication between the GIM and LIM is authorized to resolve transactions that reject from the validation process. To preclude inquiries when there are no on-hand assets available for transfer, the LIM shall send a LR Transfer/Decapitalization Transaction to the GIM for a zero quantity as either a transfer or a decapitalization, based on the following:

C9.5.3.1. LR transfers are used for permanent transfers, without reimbursement of cost, of inventory within the same fund division (the LIM has a transfer-out and the GIM has a corresponding transfer-in).

C9.5.3.2. LR decapitalization transactions are used for permanent transfers, without reimbursement of cost, of inventory between different fund divisions, or chartered subdivisions within the fund (the LIM has a decapitalization and the GIM has a corresponding capitalization).

C9.5.4. Give memorandum due-in information to the GIM and advance receipt information (ARI) to the storage activity in accordance with Chapter 12.

C9.5.5. Send the GIM storage activity a DLMS 527D ARI for each due-in from procurement on which the destination has changed to the GIM. In addition, send the LIM storage activity a reversal DLMS 527D ARI to delete the ARI.

C9.5.6. Transfer funded backorders to the GIM in accordance with DoD 4140.26-M. Transfer the funded backorders using referral/passing orders in accordance with MILSTRIP.

C9.5.7. For consumable items, send the LR Management Data Transaction containing PQDR history data. Send data for completed PQDRs only and include all

PQDRs completed up to 3 years prior to the ETD. Do not provide backorder and demand data, on-hand data, due-in data, or contract history data at this time.

C9.5.8. For items with SPR, prepare and send a DLMS 870L, Order Status Report (SPR Status), to the forecasting activity as outlined in Chapter 2.

C9.5.9. Advise the GIM of the latest data available on assets being held for litigation action.

C9.6. POST-EFFECTIVE TRANSFER DATE ACTIONS

C9.6.1. Storage Activity Action. The storage activity shall prepare an LR Storage Information Reply Transaction within 5 working days of receipt of an LR Storage Information Order Transaction advising the LIM of the quantity transferred to GIM ownership. If the storage activity does not receive an LR Storage Information Order Transaction, the storage activity shall prepare and send the LIM an LR Storage Information Reply Transaction showing each balance by SCC.

C9.6.2. GIM Actions

C9.6.2.1. Inventory Adjustment. Convert valid LR Transfer/Decapitalization Transactions received from the LIM to inventory adjustments using DLMS 947I, to establish or increase inventory balances. (This action is not required upon receipt of an LR transfer/decapitalization with a zero quantity.) The GIM may automatically reject invalid LR transfer/decapitalization transactions. Telephone communication between the GIM and LIM is authorized to resolve LR transfer/decapitalization transactions that reject from the validation process.

C9.6.2.2. Memorandum Due-In Transactions. Process valid DLMS 527D memorandum due-in transactions, received from the LIM in accordance with Chapter 12.

C9.6.2.3. Transaction Rejections. If in receipt of an LR Transfer/ Decapitalization Transaction or DLMS 527D memorandum due-in for an item not involved in an LR, reject the incorrectly reported transactions back to the initiator using DLMS 824R, Reject Advice, citing Reject Advice Code AY.

C9.6.2.4. Reconsignment Instructions. When appropriate, give reconsignment instructions to the LIM for items due-in from undelivered contracts of the LIM. Report receipts from these contracts following the ETD in accordance with Chapter 13.

C9.6.2.5. LR Transfer/Decapitalization Reversals. Accept and process reversals of LR Transfer/Decapitalization Transactions, adjust their management and financial records, and discontinue processing any other transactions against the LR assets until the GIM processes new LR Transfer/Decapitalization Transactions from the LIM.

C9.6.3. LIM Actions

C9.6.3.1. Updating Due-Ins. The LIM shall update the memorandum due-in and ARI in accordance with Chapter 13, as necessary, to include the following actions:

C9.6.3.1.1. Changing the destination of undelivered purchases upon request of the GIM.

C9.6.3.1.2. Awarding an unawarded purchase request.

C9.6.3.2. Litigation Procedures. The LIM shall enter litigation proceedings on all items in SCC L which are either on hand at ETD or later received by either the GIM or LIM on LIM negotiated contracts. The LIM shall notify the GIM of actions being taken to resolve the litigation actions.

C9.6.3.3. Condition Change. When an item previously transferred to the GIM is restored to an issuable condition, or when inspection of stock on hand reveals a change in condition of the materiel, the GIM shall be notified of the condition transfer using a DLMS 947I.

C9.6.3.4. Preparation of Storage Information. The LIM's storage activity shall send a LR Storage Information Reply Transaction within 5 working days of the ETD advising the LIM of the quantity transferred to GIM ownership. If the LIM's storage activity does not receive a LR Storage Information Order Transaction, the storage activity shall send the LIM a LR Storage Information Reply Transaction showing each balance by SCC.

C9.6.3.5. LIM Processing of a LR Storage Information Reply. Upon receipt of the LR Storage Information Reply Transaction, the LIM will review the quantity. When the transfer quantity in the reply is greater than the transfer quantity shown in the order, the LIM shall transfer/decapitalize the additional quantity to the GIM on a new LR Transfer/Decapitalization Transaction. When the transfer quantity in the reply is less than the transfer quantity in the order, the LIM shall:

C9.6.3.5.1. Within 24 hours of receipt of the reply, initiate action to reverse the LR Transfer/Decapitalization Transaction, previously submitted for that location and SCC.

C9.6.3.5.2. Conduct research, and/or request a special inventory when deemed appropriate.

C9.6.3.5.3. Determine whether the quantity reported by the storage activity is correct (based on the best data available after research/inventory). If research shows the quantity reported was not correct the LIM shall process a reversal, or LR Transfer/Decapitalization Transaction and a LR Storage Information Order Transaction containing new document numbers with the revised quantity.

C9.6.3.5.3.1. Complete these actions within 30 calendar days after the ETD to prevent a long time lag between the ETD and corrective action. If extenuating circumstances prevent a LIM from accomplishing this task within 30 calendar days, notify the GIM of the problem and expected date when the problem should be resolved (not to exceed 60 calendar days past the ETD).

C9.6.3.5.3.2. If a LR Storage Information Reply Transaction contains a transferable quantity on an item the LIM provided a LR Transfer/Decapitalization Transaction with a zero balance, the LIM shall send a new LR Storage Information Order Transaction to the storage activity, and a new LR Transfer/Decapitalization Transaction to the GIM showing the appropriate quantity, SCC, and location; in this situation, the LIM shall not prepare a LR Transfer/Decapitalization Transaction reversal.

C9.6.3.6. Ninety Calendar Days after ETD. For consumable items, the LIM shall send the GIM an updated LR Management Data Transaction containing contract history and PQDR history data. Give data for PQDRs completed between the ETD and the ETD plus 90 calendar days only. Do not give backorder and demand, on hand, or due-in data at this time.

C9.6.3.7. One Hundred and Eighty Calendar Days after ETD. For consumable items, the LIM shall send the GIM an updated LR Management Data Transaction with PQDR history data. Give data for PQDRs completed between the ETD plus 90 calendar days and the ETD plus 180 calendar days only. Do not give backorder and demand, on hand, due-in, or contract history data at this time.

C9.6.3.8. Two-Hundred and Seventy Calendar Days after ETD. For consumable items, the LIM shall send the GIM an updated LR Management Data Transaction containing contract history and PQDR history data. Give data for PQDRs completed between the ETD plus180 calendar days and the ETD plus 270 calendar days only. Do not give backorder and demand, on-hand, or due-in data at this time.

C9.7. RECEIPT PROCESSING AFTER EFFECTIVE TRANSFER DATE. Storage activities shall process receipts after the ETD in accordance with Chapter 13.

C9.7.1. Receipts from Procurement

C9.7.1.1. Upon receipt of assets from procurement by either the GIM or LIM storage activity, send a DLMS 527R Receipt Transaction to the LIM.

C9.7.1.2. Procurement receipts received after 1 year past the ETD shall be processed by the LIM and GIM in the same manner that procurement receipts would be processed when received during the ETD to 1 year period.

C9.7.1.3. When the LIM receives a receipt transaction from the storage activity for an item that was logistically reassigned, the LIM shall:

C9.7.1.3.1. Process the receipt to reduce the due-in record, record the assets on the LIM owner record.

C9.7.1.3.2. Decrease the LIM owner record using a DLMS 947I, Inventory Adjustment Transaction, in accordance with Chapter 7.

C9.7.1.3.3. Send a DLMS 527R, Memorandum Receipt Transaction, to the GIM.

C9.7.1.3.4. Send a LR Transfer/Decapitalization Transaction, in accordance with C9.5, and include transaction number or contract number (and related data: Contract line item number (CLIN), exhibit line item number (ELIN), and call or order number) from the associated receipt transaction to establish an audit trail between the receipt and its following transfer/decapitalization.

C9.7.1.3.5. Send a LR Storage Information Order Transaction to the storage activity in accordance with C9.5.

C9.7.1.3.6. Process receipts for which litigation is required in accordance with Chapter 13.

C9.7.1.4. If no DLMS 527D ARI is recorded, the storage activity shall report materiel received from procurement sources in accordance with Chapter 13.

C9.7.1.5. The GIM will:

C9.7.1.5.1. Use a LR Transfer/Decapitalization Transaction to record the assets on the GIM owner record and to reduce the memorandum due-in record in accordance with Chapter 13.

C9.7.1.5.2. If a LR Transfer/Decapitalization Transaction is received for an item not involved in an LR, the GIM shall reject the transaction back to the initiator using DLMS 824R citing Reject Advice Code AY.

C9.7.1.5.3. If assets from procurement are received for which there are no ARIs at the receiving storage activity, the receiving activity shall report the receipt to the cognizant IMM. If the GIM does not have a recorded due-in and the item was recently involved in an LR, the GIM should research/contact the LIM to determine proper reporting of the receipt to maintain accountability accuracy. If the procurement receipt is incorrectly reported to the LIM (and the LIM did not initiate the procurement action), the LIM should reject the receipt back to the originator with a DLMS 824R citing Reject Advice Code AB.

C9.7.2. Receipts From Other Than Procurement

C9.7.2.1. The LIM's storage activity, upon receipt of assets from other than procurement, shall send DLMS 527R receipt to the LIM.

C9.7.2.2. The LIM shall:

C9.7.2.2.1. Process the storage activity initiated receipt to reduce the due-in record and record assets on the LIM inventory record for the quantity received.

C9.7.2.2.2. Decrease the inventory control record using DLMS 947I.

C9.7.2.2.3. Send DLMS 527R, Memorandum Receipt Transaction, to the GIM.

C9.7.2.2.4. Send a LR Transfer/Decapitalization Transaction to the GIM.

C9.7.2.3. The GIM shall process the D527R, Memorandum Receipt Transaction, to reduce the memorandum due-in record and shall use the LR Transfer/Decapitalization Transaction to record assets on their inventory record for the quantity received.

C9.7.2.4. If no ARI is recorded, the storage activity will report materiel received from nonprocurement sources following Chapter 13.

C9.8. INQUIRY FOR LOGISTICS REASSIGNMENT ASSET DATA AND RESPONSE

C9.8.1. LR Transfer/Decapitalization Inquiry. The GIM shall send an inquiry to the LIM, using a LR Transfer/Decapitalization Inquiry Transaction, for all assets logistically reassigned for which they received no LR Transfer/Decapitalization Transaction.

C9.8.2. LIM Response. The LIM shall send the necessary LR Transfer/ Decapitalization Transaction or a duplicate thereof.

C9.9. LOGISTICS REASSIGNMENT DUE-IN VALIDATION. See Chapter 12, Due-In Inquiry and Reconciliation procedures.

C10. CHAPTER 10

MATERIEL RECEIPT ACKNOWLEDGEMENT

C10.1. GENERAL

C10.1.1. Purpose. This chapter provides the process for a DoD automated, closed-loop system to provide accountability and monitor receipt of shipments of DoD and General Services Administration (GSA) wholesale stocks and DLA Disposition Services stocks issued from on-hand assets or procured for direct vendor delivery (DVD). These procedures provide for the control of due-in records below the wholesale level and the interface among the transportation, quality, supply, and financial operations/systems below the wholesale level and between the supply and purchasing operations/systems at the wholesale level to provide proper control over intransit assets and document receipt in the payment files.

C10.1.2. Transactions. This chapter addresses the procedures applicable to the following Accredited Standards Committee (ASC) X12 transaction functions identified by their beginning segment (1/BR02/020) transaction type code. Other DLMS formats, such as XML, are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.
The corresponding MILSTRAP legacy 80 record position transaction functionality is identified for information purposes in a mixed DLSS/DLMS environment.

C10.1.2.1. Materiel Receipt Acknowledgement (MRA) Transaction is DLMS 527R, identified by the ASC X12 beginning segment (1BR02/020) Transaction Type Code TH – Receipt Acknowledgement Advice. This transaction provides MILSTRAP legacy DIC DRA functionality.

C10.1.2.2. MRA Response to Inquiry Transaction is DLMS 527R, identified by Transaction Type Code TH–Receipt Acknowledgement Advice, used in conjunction with 1/BR06/20 Action Code V–Respond. This transaction provides MILSTRAP legacy DIC DRB functionality.[1]

C10.1.2.3. MRA Inquiry Transaction is DLMS 527R, identified by Transaction Type Code TG – Receipt Acknowledgement Inquiry. This transaction provides MILSTRAP legacy DIC DRF functionality.

[1] Refer to ADC 313. DOD Components must provide DLA Logistics Management Standards office with their Component implementation date for ADC 313.

C10.1.3. Applicability

C10.1.3.1. These procedures apply to shipments of DoD wholesale stocks and DLA Disposition Services stocks and, in part, to shipments of GSA wholesale stocks--whether pushed or pulled, delivered or picked up, issued from on hand assets or procured for DVD from commercial sources. These procedures apply to:

C10.1.3.1.1. All DoD integrated materiel managers (IMM) and the DLA Disposition Services (for the purposes of MRA, DLA Disposition Services is the DoD manager for shipments from reutilization and marketing).

C10.1.3.1.2. Recipients of DoD and GSA wholesale stocks and DLA Disposition Services stocks–including DoD intermediate/retail level and end-use activities; contractors that receive GFM, as defined under DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003; DoD ICPs that requisition materiel from GSA, DLA Disposition Services, or other DoD inventory control points (ICP); and DoD maintenance facilities that receive items for maintenance when the maintenance activity accountable officer assumes property accountability for the inducted items--hereafter called reporting activities.

C10.1.3.2. GSA shall not use the MRA to monitor materiel receipt but shall use the data to interface with the discrepancy reporting process. Therefore, GSA shall not follow-up to reporting activities to request an MRA.

C10.1.3.3. The DoD Components may prescribe additional internal follow-up requirements to those identified in this chapter.

C10.1.4. Exclusions. The following are excluded from MRA procedures:

C10.1.4.1. Commodities excluded from requisitioning, except that receipt of requisitioned forms and publications shall be acknowledged.

C10.1.4.2. Shipments to SA customers except when the shipment concerns an unconfirmed materiel release order (MRO).

C10.1.4.3. Inter-Component lateral redistributions of retail stock not directed by the IMM.

C10.1.4.4. Shipments to state, civil, or federal agency activities.

C10.1.4.5. Receipts into DoD wholesale stock controlled under Chapter 13, including relocations/shipments to contractors, commercial or industrial activities which are receipt reported to the owner. However, when IMMs requisition materiel from another IMM or DLA Disposition Services, and the receipt is reported under Chapter 13, the requisitioning IMM shall acknowledge the receipt.

C10.1.4.6. Shipments to defense reutilization and marketing that are covered under the procedures for in-transit control of shipments to DLA Disposition Services Field Offices.

C10.1.4.7. Shipments of fresh fruit and vegetables.

C10.1.4.8. Shipments to Army/Air Force Exchange Service (DoD activity address codes (DoDAAC) HX1_, HX2_, HX3_ , and HX4 _).

C10.2. RESPONSIBILITIES

C10.2.1. Reporting Activity. Reporting activities excluding International Logistics Control Offices (ILCO) shall:

C10.2.1.1. Establish supply due-in records for all requisitions (pulled or pushed) being supplied from wholesale stock. It is not required to establish a due-in record when shipment status is received after the materiel has been received.

C10.2.1.2. Update (or establish, when no previous record of the due-in/materiel receipt exists) due-in records and estimated delivery dates, based on supply and shipment status received. Establish due-in record estimated delivery dates which equal MRA prescribed timeframes (i.e., the shipment status release day plus 30 or 90 calendar days for shipments to continental United States (CONUS) or overseas activities, respectively).

C10.2.1.3. Post receipts from wholesale stock to a stock record/property, or equivalent, account and acknowledge materiel receipt under these procedures.

C10.2.1.4. Post receipts to the appropriate account. Whenever materiel is taken into U.S. Government custody at final destination, whether it has been accepted or not, ensure the receipt is posted to the stock record/property, or equivalent, account. Establish any needed interface among the transportation, quality, and supply operations/processes to meet this requirement.

C10.2.1.5. Monitor due-in records and report nonreceipt under these procedures when materiel is not received within the prescribed timeframes. DLMS requires that 100 percent shipment status be sent to all reporting activities so they can meet this requirement.

C10.2.1.6. Coordinate with the financial operation/function before clearing a due-in record by any action other than materiel receipt. Maintain an auditable record of all due-in records so cleared.

C10.2.1.7. Establish an interface with financial accounting operations/processes to maintain proper financial accounting control for in-transit assets, as prescribed by DoD 7000.14-R, “DoD Financial Management Regulation”.

C10.2.2. ILCO History Screening. ILCOs shall screen history records for valid shipment status or coordinate with freight forwarders/customers to determine shipment status/receipt data, for unconfirmed MROs and send an MRA Advice Transaction within prescribed timeframes.

C10.2.3. Integrated Materiel Manager. IMMs shall:

C10.2.3.1. Have a closed-loop system to monitor materiel receipt on all shipments of wholesale stock to DoD activities.

C10.2.3.2. Control MRA data based on quantity within document number. When the MRA does not match a shipped record, use the data only for quality control/management evaluation purposes. Do not reject MRAs to the submitter.

C10.2.3.3. Keep an accessible record of requisitions, by document number and suffix code shipped, until materiel receipt is confirmed, nonreceipt is reported for the quantity shipped, or failure to acknowledge is included in management evaluation reports.

C10.2.3.4. Establish an interface between the supply and disbursing functions/operations to provide receipt acknowledgment data for all DVDs for documentation of payment files.

C10.2.3.5. Consider MRA data in the supply discrepancy report (SDR) validation process.

C10.2.4. DoD Component. The DoD Components:

C10.2.4.1. Shall establish the internal interface among the logistics, financial, and contracting operations/systems necessary to accomplish MRA requirements.

C10.2.4.2. May, for intra-DoD Component shipments, elect to have their shipping activity or consolidation and containerization point create an MRA and send it with the shipment for completion and submission by the reporting activity.

C10.2.4.3. May prescribe, where appropriate, that intermediate levels of supply (i.e., organizations that are not the ultimate materiel recipient but maintain due-in records for referred user requisitions) post receipts to their due-in records and acknowledge materiel receipt for the user.

C10.2.4.4. May record MRA data in requisition history and use to close unconfirmed MROs.

C10.2.5. MRA Submission

C10.2.5.1. Reporting Time Limits. Reporting activities shall meet the time limits identified in this chapter. These requirements and timeframes are independent from prescribed shipment tracing and discrepancy reporting requirements and timeframes to which the receiving facility must also adhere. MRA reporting timeframes are summarized below:

Table C10.T1. Materiel Receipt Acknowledgement Submission Time Limits for Reporting Activities

ACTION	TIME LIMIT
U.S. Forces send MRA	* 5 calender days from date materiel received and: ❑ 30 calendar days from the DLMS 856S date shipped Field entry (CONUS destination) for nonreceipt. or ❑ 90 calendar days from the DLMS 856S date shipped Field entry (Overseas destination) for nonreceipt.
ILCOs Send MRA	*120 calendar days from the DS 856S date shipped field entry for security assistance shipments.
Send MRA in Reply to Follow-Up	*15 calendar days from transaction preparation date in the MRA Inquiry.
* Take the action **before** the time limit is reached. ❑ Take the action **when** the time limit is reached.	

C10.2.5.2. Submission of MRA Advice Transaction. Reporting activities shall submit an MRA when a materiel receipt is posted to the retail stock record, stock record account, property account, or equivalent record. Also, submit an MRA when due-in dates are reached and materiel has not been received.

C10.2.5.3. U.S. Forces Reporting. U.S. Forces reporting activities shall send an MRA:

C10.2.5.3.1. Within 5 calendar days from date materiel is received.

C10.2.5.3.2. For nonreceipt of materiel with a CONUS destination, within 30 calendar days from date shipped cited in DLMS 856S, Shipment Status.

C10.2.5.3.3. For nonreceipt of materiel with an overseas destination, within 90 calendar days from date shipped cited in DLMS 856S.

C10.2.5.4. SA Shipments. ILCOs in receipt of DLMS 856S pseudo shipment status shall screen history records for valid shipment status. If valid shipment status is

not available, ILCOs may coordinate with freight forwarders/customers to determine shipment status/receipt data. Submit an MRA to show shipment status or receipt data within 120 calendar days from the pseudo shipment status release date.

C10.2.5.5. DAAS MRA Processing. DAAS shall pass the MRA to the designated IMM the reporting activity indicates in the transaction, and provide images to other designated activities based upon the DoD Component rules. Reporting activities shall direct the MRA to one of the following (listed in order of preference):

C10.2.5.5.1. The organization that directed the materiel shipment as shown on DLMS 856S.

C10.2.5.5.2. The last known source of supply to that authorized follow-up action shall be directed as shown on DLMS 870S, Supply Status.

C10.2.5.5.3. The source of supply to which the DLMS 511R, Requisition, was submitted.

C10.2.5.6. MRA For Materiel Provided to Contractors as Government Furnished Materiel and for MRA Associated with Contractor Furnished Materiel Obtained from Government Supply Sources. This business process is applicable when contractors are authorized to receive specific items and quantities of government furnished materiel (GFM) or contractor furnished materiel (CFM) (also known as contractor acquired property (CAP)) from Government sources of supply. 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. Under DLMS, MRA of GFM/CFM requires identification of the DoD contract number and call/order number, when applicable, which authorized the provision of GFM/CFM to establish accountability to the authorizing DoD contract. This contract number is required in addition to the controlling document number for the MRA transaction.

C10.2.5.7. MRA for Tailored Vendor Relationship. DLA, in conjunction with the DoD Components and vendors, has implemented tailored vendor relationship (TVR). TVR is a business process where there is a direct relationship between the customer and the vendor. Under TVR, customers place orders directly with the Prime Vendor, outside the routine supply requisitioning process/systems, using various communication channels such as EDI, phone, fax, email, or via the prime vendor's ordering system. DLA EBS receives copies of transactions in order to maintain line item accountability. MRA of TVR shipments require use of the contract number, call, and line item numbers to uniquely identify lines. This data is necessary because TVR orders can have multiple lines for the same document number and suffix code. DLA receives MRAs for TVR from~~,~~ Defense Medical Logistics Standard Support (DMLSS), Theater Enterprise-Wide Logistics System (TEWLS), EMALL, or customer systems.

C10.2.6. Acknowledgement of Split or Partial Shipments. When a shipped line item (requisition document number and suffix code) is consigned as a split or partial

shipment, submit an MRA, for the shipment segments as they are received. The split or partial shipment codes are part of the transportation control number (TCN) structure in accordance with DTR 4500.9-R, DoD Transportation Regulation". Accordingly, reporting activities shall include the TCN in the MRA transaction when it is available. If the total quantity for the shipped line item is not received by the due-in date, report the missing quantity, citing Discrepancy Indicator Code F, in accordance with the guidance in the MRA transaction.

C10.2.7. Acknowledgement of a Discrepant/Deficient Shipment. To acknowledge receipt of a discrepant/deficient shipment, submit an MRA, except as noted below, with the appropriate discrepancy indicator code. With the exception of the receipt of multiple stock numbers, use a single MRA transaction to acknowledge the receipt showing both non-discrepant and discrepant quantities. Note that MRA requirements and timeframes are independent from prescribed shipment tracing and discrepancy/deficiency reporting requirements and timeframes to which the receiving facility must also adhere.

C10.2.7.1. If the document number of a receipt cannot be identified, post the receipt using a local document number. Do not submit an MRA.

C10.2.7.2. If stock number/part number cannot be identified, do not include the stock/part number in the MRA and enter Discrepancy Indicator Code A.

C10.2.7.3. For total or partial nonreceipt, enter the quantity not received and Discrepancy Indicator Code F.

C10.2.7.4. Except for shortage and partial or total nonreceipt, addressed above, enter Discrepancy Indicator Code X in the MRA if the discrepancy does not meet discrepancy reporting criteria.

C10.2.7.5. When posting a receipt using more than one transaction because the discrepancy results from the receipt of multiple stock numbers, send an MRA for each transaction posted. If needed, also send a MRA for any quantity not received.

C10.2.8. Correcting or Canceling a MRA

C10.2.8.1. Identification of Erroneous Information. Activities that acknowledge a materiel receipt in error shall not correct the MRA. However, to ensure validation of any SDR for the shipment, the reporting activity must identify the erroneous MRA information in the SDR remarks (SF364, "Report of Discrepancy") or in the ASC X12 note/special instruction segment (2/NTE/2400) of the DLMS 842A/W, SDR Follow-up, Correction, Cancellation, & Reconsideration Request.

C10.2.8.2. Error Documentation. When the IMM receives an MRA that does not match a shipment record, or contains errors, the IMM shall document the error in the management evaluation report or quality control data, as applicable.

C10.2.9. Quality Controls

C10.2.9.1. Evaluation of Internal MRA Processing. To comply with the requirements of Chapter 6, IMMs and reporting activities shall include the evaluation of internal MRA processing in their quality control programs. The following work processes shall be included: accuracy of MRA initiation or inquiry, submission timeliness, and investigative research to determine and correct processing errors.

C10.2.9.2. Designation of Responsible Organization. Command IMMs shall assign to specific organizations the responsibility for directing and monitoring corrective action. The purpose of the program is to assist management in identifying those human, procedural, or system errors adversely affecting the MRA process or indicating potential deficiencies in the control over in-transit assets.

C10.2.9.3. Organizational Interface. Command IMMs must ensure effective organizational interrelationships among the functional operations/processes concerned with MRA, such as: supply, procurement, financial, inventory management, transportation, quality assurance, and storage.

C10.2.10. Management Evaluation

C10.2.10.1. The DoD Components shall:

C10.2.10.1.1. Establish a management evaluation program which monitors and evaluates MRA submission to ensure compliance with MRA requirements.

C10.2.10.1.2. Execute timely processing and perform response rate analyses to identify non-responsive activities and initiate corrective actions.

C10.2.10.2. The evaluation program shall provide for:

C10.2.10.2.1. Review of the MRA Management Information report (Report Control Symbol DD-AT&L(AR)1113 applies). DLA Transaction Services shall prepare the report and provide access by electronic means. The report content is determined by the Supply Process Review Committee. Each Supply Process Review Committee representative is responsible for analysis of the report to identify potential deficiencies in their Service or Agency MRA operations or procedures contributing to breakdowns in internal controls for intransit wholesale stock. Supply Process Review Committee representatives are responsible for initiating corrective action with delinquent and non-reporting activities.

C10.2.10.2.2. The MRA Management information report shall include as a minimum:

C10.2.10.2.2.1. General MRA Management Report Criteria. Documentation of nonresponses for a reporting period to include: the number of qualifying shipments made to an activity (by “ship to” DoDAAC); the number of MRA responses received from that activity; the number of nonresponses. The following

sections identify a common report description, how to do additional analysis of the data, and the types of breakdown to be available for MRA responses/non-responses for several different categories and whether detail by individual DoDAAC is available.

C10.2.10.2.2.2. Capability to do Additional MRA Report Analysis. Most of the MRA reports contain a “Save” link above the report title. Clicking the “Save” link will launch the applicable MRA report content in a spreadsheet format for additional analysis

C10.2.10.2.2.3. Common Text for Report Descriptions. In general, for each report category, the count of qualified shipments requiring an MRA is matched against MRAs received/not received within the allotted timeframe and a percentage is computed. The reports shows results for Shipments Requiring MRA and MRA Not Received. Some of the reports include a column for MRA Received. Where the report is broken out by Service, click on the Service line hyper link to show the specific report category MRA Service/Agency Detail Report showing all DoDAACs making up the totals within each Service. The detail report shows results for shipments requiring an MRA and MRA received. Some of the detail reports include a column for MRA received. Selecting a DoDAAC from the detail report will show all document numbers associated with that DoDAAC total. Clicking on an individual document number will launch WEBVLIPS for further analysis of the selected document number. Differences from this standard report description are noted in the following descriptions of each specific MRA report type:

C10.2.10.2.3.1. MRA Service/Agency Summary shows shipments for DoD Components/Participating Agencies and all categories by area of the ship-to-DoDAAC and customer. Detail report is available. Summary and Detail Reports include an extra column for MRA received.

C10.2.10.2.3.2. Direct Vendor Delivery (DVD) (Non Stock) MRA Summary shows DVD (Non Stock) shipments for DoD Components/Participating Agencies and all categories by Area and Customer. Detail report is available.

C10.2.10.2.3.3. Stock Shipment Summary, MRA Not Received shows Stock Shipments by area of the ship-to-DoDAAC and DoD Components/ Participating Agencies. Detail report is available.

C10.2.10.2.3.4. Direct Vendor Delivery (DVD) and Stock Shipment Summary, MRA Not Received shows DVD and Stock Shipments for all DoD Components/Participating Agencies and all categories by Ship-to DoDAAC. Detail report is available.

C10.2.10.2.3.5. Shipment Discrepancy Report by Depot shows the number of shipments by qualified depot or DVD shipper and the count and percentage of MRAs received from reporting activities with an MRA discrepancy indicator code from the qualifying depots or DVD shippers.

C10.2.10.2.4. Specific Category Reports. The MRA Management Information report provides the capability to access information by specific categories for ammunition, contractor, and Army Total Package Fielding. For these specific category reports, the detail report reflects the same layout as the summary report:

C10.2.10.2.4.1. Ammunition Percent of Delinquents Summary shows shipments for ammunition by area of the ship-to-DoDAAC and DoD Component/Agency. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.

C10.2.10.2.4.2. Contractor Percent of Delinquents Summary shows contractor shipments by area of the ship-to-DoDAAC and DoD Component/Agency. Detail report is available. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.

C10.2.10.2.4.3. Army Total Package Fielding (TPF), Percent of Delinquents Summary shows Army TPF shipments by area of the ship-to-DoDAAC. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.

C10.2.10.2.4.4. Percent of Delinquents General Summary shows general shipments by area of the ship-to-DoDAAC and DoD Component. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown. The report excludes the categories for Ammunition, Contractor, and Army Total Package Fielding.

C10.2.10.3. IMMs shall keep accessible records of shipments and MRA transactions to support the reporting requirements.

C10.3. INQUIRY FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGEMENT

C10.3.1. Timeframe for MRA Inquiry. When materiel shipment is confirmed or when the requisition involves an unconfirmed MRO, the IMM shall monitor for receipt of MRA(s). For U.S. Forces' shipments to CONUS activities, IMMs must receive MRA for the total quantity shipped within 45 calendar days from the date shipped cited in the DLMS 945A, Materiel Release Advice, or DLMS 856S. For U.S. Forces shipments to overseas activities, IMMs must receive MRA within 105 calendar days from the date released to carrier, or within 135 calendar days from the DS 856S shipment status release date for security assistance requisitions. Otherwise, the IMM shall send an MRA Inquiry Transaction for the delinquent MRA to:

C10.3.1.1. The organization that the materiel was shipped to, for U.S. Forces.

C10.3.1.2. The applicable ILCO, for SA requisitions.

C10.3.1.3. Summary of MRA Inquiry Time Limits. Reporting activities shall meet the time limits identified in this chapter. These requirements and timeframes are independent from prescribed shipment tracing and discrepancy reporting requirements and timeframes to which the receiving facility must also adhere. MRA inquiry time limits are summarized below:

Table C10.T2. Materiel Receipt Acknowledgement Inquiry Time Limits for ICPs/DLA Disposition Services

ACTION	TIME LIMIT
Follow-Up for Delinquent MRA	❑ 45 calendar days from the date shipped field entry in the Materiel Release Confirmation (MRC) or Pseudo Shipment Status (DLMS 856S/MILSTRIP legacy DIC ASH) for U.S. Forces shipments (CONUS destination). ❑ 105 calendar days from the date shipped field entry in the MRC or Pseudo Shipment Status (for U.S. Forces shipments (Overseas destination). ❑ 135 calendar days from the date shipped field entry in the Pseudo Shipment Status for security assistance shipments.
❑ Take the action **when** the time limit is reached.	

C10.3.2. Delinquent MRA Inquiry Response

C10.3.2.1. To respond to an inquiry on a delinquent MRA, the reporting activity shall prepare a MRA following paragraph C10.2.5., above. Send the MRA to the originator of the inquiry within 15 calendar days from the transaction preparation date cited in the inquiry.

C10.3.2.2. In the event that materiel has not been received because a Navy ship has not yet had the opportunity to physically pick it up (it is awaiting pick up at a Navy Local Logistics Support Center or the Material Processing Center), the Navy ship reporting activity shall respond with a MRA Inquiry Transaction containing Discrepancy Indicator Code G. This will signal the ICP to keep the record open and continue to monitor for receipt of MRA(s), and send another MRA Inquiry Transaction after another 45 calendar days have elapsed (which may be responded to with an additional MRA Response to Inquiry Transaction with Discrepancy Indicator Code G if the ship is unable to pick up their materiel from the Navy Local Logistics Support Center or the Material Processing Center). The Navy ship reporting activity may send up to six MRA

transactions in response to follow-up, using MRA Response to Inquiry Transaction with Discrepancy Indicator Code G. The Navy ship reporting activity shall send an MRA, using DLMS 527R MRA Response to Inquiry Transaction, without the Discrepancy Indicator Code G, once the materiel is received (e.g., picked-up or otherwise delivered directly to the ship), which may include the use of other discrepancy codes as appropriate. If a reply is not received within 45 calendar days from the sixth MRA Response to Inquiry Transaction with Discrepancy Indicator Code G, the ICP shall include the delinquency information in the management evaluation report (C10.2.10). Also, if the requisition involves an unconfirmed MRO (see Chapter 4, (Processing Follow-Ups)), then the ICP shall resolve the record as described in Chapter 4 for force closed materiel release confirmation).

C10.3.2.3. Except as noted in C10.3.2.2., if a reply is not received within 30 calendar days from the MRA inquiry preparation date, the IMM shall include the delinquency information in the MRA Management Information Report. Also, if the requisition involves an unconfirmed MRO, then the IMM shall resolve the record as described in the procedures in Chapter 4 for force-closed materiel release confirmations.

C11. CHAPTER 11

MATERIEL RETURNS, REDISTRIBUTION OF ASSETS, DIRECTED DISCREPANT/DEFICIENT MATERIEL RETURNS, AND RETROGRADE RETURNS

C11.1. GENERAL

C11.1.1. Purpose. This chapter provides procedures for the interchange of information between the owning organization and the integrated materiel manager (IMM) on the reporting and distribution of assets. This chapter provides procedures for inventory control point (ICP)/IMM directed lateral redistribution of retail assets identified by an inter- or intra-Component retail asset visibility system. In addition, this chapter provides special procedures for returns to DLA from selected sites in support of base realignment and closure (BRAC) retail supply, storage and distribution (SS&D)/inventory management and stock positioning (IMSP) and national inventory management strategy (NIMS). These procedures also establish the necessary controls to ensure timely processing of related transactions and provide for the automatic return of materiel under specified conditions.

C11.1.2. Reporting Policy. Policy regarding the reporting of assets, the transfer of assets, the lateral redistribution of assets, and the use of assets as an alternative to procurement (also known as the procurement offset portion of total asset visibility (TAV)), is contained in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003.

C11.1.3. Customer Asset Reports. Customer Asset Reports (DLMS 180M, Materiel Returns Reporting (Customer Asset Report)) and follow-on documentation sent by Defense data network (DDN) shall always be routed through the Defense Automatic Addressing System.

C11.1.4. Materiel Return Credit. Credit for materiel returns is granted on the basis of receipt and classification by the consignee. Policy for granting credit is covered under DoD 4140.1-R[1]. Procedures for the timeframes and transactions for providing credit for materiel returns, lateral redistributions, and materiel provided for the procurement offset portion of TAV are contained in the MILSBILLS procedures identified in DLM 4000.25, Volume 4, Finance. MILSBILLS covers credit procedures for packing, crating, and handling (PC&H) and transaction formats for DLMS 812R, Adjustment Request (Follow-up for Materiel Returns Program (MRP) Credit), and DLMS 812L, Adjustment Request Reply (Reply to Follow-up for Materiel Returns Program (MRP) Credit).

[1] DLA is required to request approval of new procedures supporting BRAC/NIMS allowing full materiel credit for returns regardless of asset position with no credit for packing, crating, handling and transportation (PCH&T).

C11.1.5. Responsibility for Costs Incurred for 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 Chapter 17. This includes returns made in violation of prescribed materiel returns procedures, returns showing 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.

C11.2. APPLICABILITY AND SCOPE. The provisions of this chapter are applicable as follows:

C11.2.1. To all activities offering or returning materiel to the DoD Component ICP/ IMM, or the General Services Administration (GSA).

C11.2.2. To activities receiving and processing lateral redistribution orders of retail assets.

C11.2.3. To the processing of Grant Aid. Policy regarding utilization and redistribution of Grant Aid materiel is contained in DoD 5105.38-M, "Security Assistance Management Manual," Chapter 11, Section II.

C11.2.4. To the processing of non-consumable items.

C11.2.5. To Base Realignment and Closure; Supply, Storage and Distribution; Inventory Management and Stock Positioning; and National Inventory Management Strategy

C11.2.5.1. Background. Under NIMS, DLA's consumable item supply chain management extends from the wholesale level to the point of consumption, replacing the Service-managed retail inventory level. Subsequent to the 2005 BRAC decision, retail SS&D functions and associated infrastructure supporting Military Service selected industrial sites transfers to DLA. As a result, selected industrial and NIMS sites can no longer maintain retail stock balances; once the customer has determined it has no use for the materiel, it is returned to DLA.

C11.2.5.2. A variation of the MRP is used for processing materiel returns to DLA from selected sites in support of the BRAC SS&D/IMSP and NIMS. Standard MRP transactions (e.g., DLMS 180M, Material Returns Reporting (MILSTRIP Customer Asset Reports (Document Identifier Code (DIC) FTE)), DLMS 870M, Material Returns Supply Status (MILSTRIP Reply to Customer Asset Report (DIC FTR) and ICP/IMM Materiel Receipt Status (DIC FTZ)), do not apply; only those logistics transactions specified in the detailed procedures under Paragraph C11.18. are used. Under the NIMS/BRAC returns program, DLA accepts returned DLA-managed materiel back into DLA ownership regardless of the current stock asset position. Based upon specified business rules, DLA provides zero, partial, or full credit for the materiel to the customer. No credit for packaging, crating, handling, or transportation is provided.

C11.2.5.3. Unlike MRP, under the BRAC SS&D/NIMS return procedures it is the returning DoD Component's responsibility to provide a Prepositioned Materiel Receipt (PMR) transaction to the applicable storage activity if that activity is a collocated DLA storage activity using the Distribution Standard System (DSS). The only transaction exchange with DLA prior to financial processing is the DLMS receipt transaction (DLMS 527R, Receipt, Inquiry, Response and Materiel Receipt Acknowledgement (MILSTRIP Materiel Receipt – Other Than Procurement Instrument Source (DIC D6B)), which is reported by the storage activity to the DLA ICP.

C11.3. EXCLUSIONS. The following categories are excluded from these procedures:

C11.3.1. Customer asset reports identified by part numbers exceeding a field length of 15 in the stock or part number field are excluded from DAAS processing of DLMS 180M for customer asset report transactions. Other customer asset reports for items not identified by a national stock number (NSN) (e.g., locally assigned stock numbers) are excluded from these procedures on an inter-DoD Component basis.

C11.3.2. Perishable subsistence items, with the exception of perishable subsistence returns (other than fresh fruit and vegetables (FF&V)) from Navy mobile logistics support fleet ships in the Pacific area.

C11.3.3. Industrial plant equipment (IPE) identified only by a plant equipment code/manufacturer's part number. These items shall be reported to DLA Aviation on DD Form 1342, "DoD Property Record."

C11.3.4. Class V (W) ground (surface) ammunition.

C11.3.5. Lumber products (with the exception of lumber product items stocked by GSA).

C11.3.6. Items under Defense Threat Reduction Agency (DTRA) management; such as Federal Supply Group 11 and all Department of Energy (DoE) special design and quality controlled items (identified by contractor and Government entity (CAGE) 87991 in the Federal Logistics Information System (FLIS) master item file) and all DoD items designed specifically for use on or with special weapons (identified by CAGE 57991, 67991, or 77991 in the FLIS master item file). (These items shall be processed under DoE-DNA TP 100-1, et al.)

C11.3.7. Automatic data processing equipment under DoD 4160.21-M, "Defense Materiel Disposition Manual."

C11.4. REPORTING CRITERIA FOR CUSTOMER ASSET REPORTS

C11.4.1. Determination of Reporting Requirements. Reporting of assets shall be determined by the existing retention and reporting policy under DoD 4140.1-R. This includes the reporting policy for the procurement offset portion of TAV as described in DoD 4140.1-R. In response to the Asset Status/Transaction Reporting Request (DLMS 846I, Asset Status Inquiry/Report), submit Customer Asset Reports (DLMS 180M,

Materiel Returns Reporting (Report of Available Assets to ICP/IMM)/Customer Asset Report)) using appropriate project codes identified in Paragraph C11.5.4.

C11.4.2. Reporting Activity Actions. The reporting activity shall forward customer asset reports to the ICP/IMM. Direct all GSA customer asset reports to routing identifier code (RIC) GG0. Forward all part-numbered Customer Asset Reports (DLMS 180M) directly to DAAS for possible conversion to an NSN using information in the FLIS files. Customer Asset Reports (DLMS 180M) transmitted by electronic means shall always be routed through DAAS.

C11.5. PREPARATION OF CUSTOMER ASSET REPORTS

C11.5.1. Customer Asset Reports. Use DLMS 180M to offer or report materiel that is no longer needed.

C11.5.2. Reports of Serviceable Items. Reports of serviceable non-consumable item materiel support code (NIMSC) 5 items from secondary inventory control activity (SICA) reporting activities to the appropriate DoD Component SICA shall be submitted under the DoD Component implementing instructions. Quantities that are not required by the SICA shall be forwarded to the primary inventory control activity (PICA) using DLMS 180M. If appropriate, the SICA shall provide DS 870M, Materiel Returns Supply Status (ICP/IMM Status to Customer) delay status to the materiel holder for the quantity referred to the PICA under section C11.11.5. The expected reply date of the DLMS 870M, if used, shall be 35 calendar days after the date the report was forwarded to the PICA. The PICA shall provide disposition instructions to the SICA. The SICA, in turn, shall provide disposition instructions to the reporting activity under the DoD Component implementing instructions.

C11.5.3. NIMSC 5 Stocks Exceeding Retention Limit. When the SICA has NIMSC 5 serviceable stocks that exceed the retention limit, the SICA shall prepare DLMS 180M, Materiel Returns Reporting, to report available assets to ICP/IMM using the guidelines above, but with the SICA's own document number.

C11.5.4. Use of Project Codes. The DoD Components shall use one of the following project codes for the procurement offset portion of TAV of their Customer Asset Report (DLMS 180M):

C11.5.4.1. RBB for consumables,

C11.5.4.2. 3AG for reparables, or

C11.5.4.3. 3AU for DLA Dispositon Service Field Office assets.

C11.6. CANCELLATION OF CUSTOMER ASSET REPORTS

C11.6.1. Use of DLMS 180M. Use DLMS 180M to prepare cancellation of asset reports, in total or partial quantities, and submit to the ICP/IMM under the following conditions:

C11.6.1.1. When a determination is made that materiel is not available in the quantity reported on the asset report.

C11.6.1.2. Upon determination that materiel directed for return shall not be returned.

C11.6.2. Timely and Accurate Cancellations. The need for timely and accurate cancellation actions under the above conditions is emphasized to avoid unnecessary follow-up actions and to ensure that ICP/IMM records or expected returns reflect proper quantities.

C11.7. PROCESSING REPLIES TO CUSTOMER ASSET REPORTS

C11.7.1. Reporting Activity Processing. DLMS 870M is used by the ICP/IMM to respond to all customer asset reports and can be used (intra-Army only) to notify customers of the amount of credit granted and/or reversed for materiel received. The reporting activity shall process the DLMS 870M, reply using the appropriate status code and take the following actions:

C11.7.1.1. Use Paragraph C11.6. to submit a cancellation, DLMS 180M, when it is determined that the materiel directed for return shall not be returned.

C11.7.1.2. Use DLMS to 856R, Shipment Status Materiel Returns, to prepare a shipment status and promptly submit to the IMM/ICP after materiel directed for return is released to the carrier. Prepare a separate DLMS 856R for each shipment. Exercise care to ensure that appropriate data content, including suffix of the individual DLMS 870M document, is perpetuated in the DLMS 856R.

C11.7.2. Response to Transaction Receipt. When DLMS 870M is transmitted to the SICA, the SICA shall forward disposition instructions to the materiel holder under the DoD Component implementing instructions. The materiel holder shall provide advice to the SICA regarding shipment or cancellation as appropriate, under the DoD Component implementing instructions, and the SICA shall provide DLMS 856R, or DLMS 180M cancellation, to the PICA. If the SICA receives DLMS 870M ICP/IMM Follow-Up from the PICA and has no record of shipment, the SICA shall follow up to the materiel holder and submit an interim DLMS 870M supply status to the PICA containing a future estimated shipping date (ESD) to preserve PICA's due-in record pending a firm reply to the DLMS 870M follow-up.

C11.7.3. Replies to DLMS 180M Customer Asset Reports. DLMS 870M replies to Customer Asset Reports (DLMS 180M) containing Project Code RBB, 3AG, or 3AU denoting the procurement offset portion of TAV and Status Code TC require reevaluation prior to disposal since these assets may not be above an activity's retention limit. Assets required and offered using either Project Code RBB or 3AG shall always be directed for return with credit; however, assets required and offered using Project Code 3AU shall only be directed for return without credit.

C11.8. FOLLOW-UPS ON REPORTED ASSETS

C11.8.1. Reporting Activity Follow-Ups. Reporting activity follow-ups consist of three types:

C11.8.1.1. Follow-Up for ICP/IMM Reply to Asset Report (DLMS 180M). This type of follow-up shall be used to obtain intelligence regarding status of the original asset report (DLMS 180M (Report of Available Assets to ICP/IMM)). DLMS 180M follow-up to ICP/IMM shall be submitted no earlier than 30 calendar days from date of submission of DLMS 180M (Report of Available Assets to ICP/IMM), and shall contain the same data as shown in the DLMS 180M (Report of Available Assets to ICP/IMM). If DLMS 870M (Disposition Instructions Delay Status) has been received, DLMS 180M Follow-Up shall be submitted at the expiration of the expected reply date and DLMS 870M (From ICP/IMM) has not been received.

C11.8.1.2. Follow-up for ICP/IMM Materiel Receipt Status (DLMS 180M). This type follow-up shall be used when materiel to be returned has been shipped as directed by a reply to asset report (From ICP/IMM)(DLMS 870M) but an ICP/IMM Materiel Receipt Status (DLMS 870M) has not been received. DLMS 180M, follow-up for ICP/IMM Materiel Receipt Status), shall be submitted no earlier than 70 calendar days for continental U.S. (CONUS) or 130 calendar days for outside-the-continental U.S. (OCONUS) after shipment. The data for the DLMS 180M, follow-up shall be the same as shown in the DLMS 856R (Customer Status to ICP/IMM).

C11.8.1.3. Follow-Up for Credit (DLMS 812R, Adjustment Request) Follow-Up for Materiel Returns Program Credit. This type of follow-up shall be used when materiel to be returned has been shipped and credit allowance was indicated by ICP/IMM Materiel Receipt Status (DLMS 870M) but no credit billing has been received. This follow-up shall be prepared in accordance with MILSBILLS procedures.

C11.8.2. Follow-Ups to ICP/IMM. Follow-ups shall be submitted to the ICP/IMM to whom the original asset report (DLMS 180M) was submitted, except when information has been received in DLMS 870M (DAAS Customer Asset Report Information Status) status document that DAAS has rerouted the asset report to the correct ICP/IMM. In this case, the follow-up shall be submitted to the activity identified in the DS 870M DAAS Customer Asset Report Information status document received from DAAS.

C11.8.3. ICP/IMM Follow-Ups on Directed Returns (DLMS 870M). Upon receipt of DLMS 870M, ICP/IMM Follow-Up, from the ICP/IMM, the reporting activity shall review records to determine whether a DLMS 870M, Reply to Customer Excess Report, had been received. If there is no record of having received DLMS 870M reply to the customer excess report, the 870M ICP/IMM Follow-Up transaction shall be converted to DLMS 870M, Reply to Customer Excess Report, and processed. If shipment has not occurred, DLMS 870M, Materiel Returns Program Supply Status, citing the ESD shall be submitted. If records indicate that shipment has occurred, the transportation activity shall be queried to ensure that the materiel has been shipped. If the materiel has been shipped, a new DLMS 856R, shall be created. If materiel has not been shipped,

determine when the shipment will be made and follow the above procedures. When less than the total quantity contained in the original DLMS 870M is to be shipped, the reporting activity shall respond to the DLMS 870M, ICP/IMM Follow-Up, with DLMS 870M, Materiel Returns Supply Status, for the quantity to be shipped and DLMS 180M for the quantity that will not be shipped. If any of the shipment has already occurred, the reporting activity shall respond to DLMS 870M (ICP/IMM Follow-up), with DLMS 856R for the quantity that has been shipped and with DLMS 870M supply status and/or DLMS 180M cancellation for the remaining portions of the originally reported quantity, as appropriate.

C11.9. AUTOMATIC RETURNS

C11.9.1. Items Designated by a Supply Source for Automatic Return. DLMS 180M Automatic Return Notification is used for items by a source of supply for automatic return. Supply sources shall notify reporting activities of the location to which items so designated are to be shipped.

C11.9.2. Nonconsumable Item Materiel Support Code (Items Designated for Automatic Return). All NIMSC 5 unserviceable (SCC E or F) items are designated for automatic return on an inter-DoD Component basis. PICAs shall notify SICAs of the NSN and the storage organization to which such items are to be shipped. PICAs shall also notify the receiving storage activity of the NSN of such items to be returned. The SICAs shall perpetuate this information to the SICA activities using the intra-DoD Component procedures. If there is no DoD Component SICA for the items identified for automatic return by a PICA (e.g., Coast Guard), the PICA shall provide the information to the appropriate DoD Component designated activity.

C11.9.3. Automatic Return of Unserviceable Items. When an unserviceable NIMSC 5 item is automatically returned or a replacement item will be requisitioned, DLMS 180M and later documentation shall include Project Code 3AL. If a replacement for the unserviceable NIMSC 5 automatic return item will not be requisitioned (e.g., the returned item exceeds the returning activity's authorization or requirement), DLMS 180M Automatic Return Notification and related documentation shall not contain Project Code 3AL. The DLMS 180M to the PICA shall contain the data elements specified for DLMS 180M (Report of Available Assets to ICP/IMM). After generation of the DLMS 180M Automatic Return Notification, processing shall occur as though there has been a DLMS 180M (Report of Available Assets to ICP/IMM) report and a DLMS 870M (From ICP/IMM), reply, along with other provisions of this chapter, excluding DLMS 180M (For Reply to Asset Report) and DLMS 870M (ICP/IMM Status to Customer).

C11.9.4. Restrictions. No other inter-DoD Component use of DLMS 180M Automatic Return Notification is currently authorized.

C11.9.5. Internal DoD Component Use. The DoD Components may use DLMS 180M Automatic Return Notification internally for intra-DoD Component programs that do not conflict with other provisions of this manual.

C11.9.6. Source of Supply Processing of Automatic Return Notification. Upon receipt of DLMS 180M Automatic Return Notification, the SICA shall establish a due-in and generate a PMR transaction to the receiving activity for the quantity in the DLMS 180M Automatic Return Notification transaction. The due-in and the PMR transaction shall be created under Chapter 12 procedures. Note: For unserviceable NIMSC 5 items, the SICA shall send a DLMS 180M Automatic Return Notification, with data elements specified in C11.9.3, to the PICA. The PICA shall establish the due-in and send the PMR transaction to the receiving depot.

C11.10. DEFENSE AUTOMATIC ADDRESSING SYSTEM. DAAS shall do the following:

C11.10.1. Route Using the RIC To. DLMS 870M, Materiel Returns Supply Status; DLMS 856R, Materiel Returns Shipment Status; DLMS 812R, Adjustment Request (Follow-Up for Materiel Returns Program Credit); DLMS 180M, (Follow-Up for ICP/IMM Materiel Receipt Status); and DLMS 180M, Automatic Return Notification, shall be passed to the activity represented by the RIC To.

C11.10.2. Route Using the M&S Code. DLMS 812L, Reply to Follow-Up for Credit Status; DLMS 870M, ICP/IMM Status Advising of Delay; DLMS 870M DAAS Customer Asset Report Status; DLMS 870M ICP/IMM Reply to Customer Asset Report; DLMS 870M, ICP/IMM Advice of Receipt or Non-Receipt of Materiel; and DLMS 870M, ICP/IMM Follow-Up, shall be passed using the M&S code.

C11.10.3. Route Using the RIC To when M&S Code is 9. DLMS 180M, Cancellation; DLMS 180M, Customer Asset Report; and DLMS 180M, Customer Follow-Up to ICP/IMM, shall be passed to the RIC To if the M&S code is 9.

C11.10.4. Perform NSN/NIIN Validation when M&S Code is not 9. For DLMS 180M, Cancellation; DLMS 180M, Customer Asset Report; and DLMS 180M, Customer Follow-Up to ICP/IMM, DAAS shall perform NSN/national item identification number (NIIN) validation and source of supply edit as follows:

C11.10.4.1. Correct NSN and Managed by ICP/IMM. If the NSN is correct and managed by the ICP/IMM identified by the RIC To, Advice Code 3T shall be entered in the advice segment and the document shall be transmitted to that ICP/IMM.

C11.10.4.2. Correct NSN but Not Managed by ICP/IMM. If the NSN is correct, but is not managed by the ICP/IMM identified in the RIC To, the correct ICP/IMM RIC shall be entered, along with Advice Code 3T, and the transaction transmitted to the correct ICP/IMM. DAAS shall send the reporting activity a DLMS 870M, Materiel Returns Supply Status with Status Code TZ.

C11.10.4.3. Incorrect Federal Supply Classification. If the Federal supply classification (FSC)/NIIN/NSN validation indicates that the FSC is incorrect, the FSC shall be changed and the RIC of the ICP/IMM shall be changed where applicable. Advice Code 3T shall be entered and the transaction transmitted to the managing

ICP/IMM. DAAS shall send the reporting activity a DLMS 870M, Materiel Returns Supply Status, with Status Code TZ.

C11.10.4.4. Routing Cannot be Accomplished. If routing to an ICP/IMM cannot be done by DAAS, the document shall be passed to the activity identified by the RIC To.

C11.10.5. Validation by Signal Code. DAAS shall validate DLMS180M, Materiel Returns Reporting (Automatic Return Notification From Customer to Supply Source), (Customer Asset Report (Report of Available Assets to ICP/IMM)), and (Customer Follow-Up to ICP/IMM (For Reply to Asset Report)), transactions for valid ship-from and credit-to addresses as designated by the signal code. If DAAS cannot identify the ship-from or credit-to address, the transactions shall be rejected to the originating activity using DLMS 870M, Materiel Return Supply Status, with Status Code SK.

C11.10.6. Editing Part-Numbered Asset Reports. DLA shall not accept DLMS180M, Materiel Returns Reporting, part-numbered asset reports. DAAS shall reject all such reports with Status Code T9. DAAS shall pass all part-numbered asset reports to the RIC present in the incoming transaction. The DoD Components may reject (Status Code T9) part-numbered assets not acceptable or recognized under internal procedures. Non-mechanical part-numbered transactions shall not be processed by DAAS, but shall be rejected for processing under intra-DoD Component procedures.

C11.10.7. Edit Rejects Containing Status Code SC. DAAS shall edit DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), rejects containing Status Code SC or SD for correct ICP/IMM and FSC as follows:

C11.10.7.1. Correct NSN and ICP/IMM. If the NSN is correct and belongs to the rejecting ICP/IMM, the DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), shall be converted to DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), with Advice Code 3T and sent to the ICP/IMM.

C11.10.7.2. Correct NSN But Wrong ICP/IMM. If the NSN is correct but not managed by the ICP/IMM, the DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), shall be converted to DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), with Advice Code 3T and sent to the correct ICP/IMM. DAAS shall send the reporting activity a DLMS 870M, DAAS Customer Excess Report Information Status, with Status Code TZ.

C11.10.7.3. Incorrect Federal Supply Classification. If the FSC is incorrect, DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), shall be converted to DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), with the correct FSC, with Advice Code 3T, and the document returned to the rejecting ICP/IMM or transmitted to the correct ICP/IMM. DAAS shall send the reporting activity a DLMS 870M, DAAS Customer Excess Report Information Status, with Status Code TZ.

C11.10.7.4. Inactivated DLA/GSA/Navy Item in DAAS. If a DLA/GSA/Navy IMM has coded the item inactivated in DAAS records and a DLA, GSA, or Navy activity originated the reject document, DAAS shall change the status code to TC and forward the DLMS 870M, Materiel Returns Supply Status from ICP/IMM to the reporting activity.

C11.10.8. Edit Rejects from the GSA. DAAS shall edit DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), rejects from GSA with Status Code SC as follows:

C11.10.8.1. Correct NSN Managed by GSA. If the NSN is correct and it is managed by GSA, DAAS shall change the status code to TC and forward the DLMS 870M, Materiel Returns Supply Status from ICP/IMM to the reporting activity.

C11.10.8.2. Correct NSN, Not Managed by GSA. If the NSN is correct but not managed by GSA, DAAS shall convert the DLMS 870M, Materiel Returns Supply Status from ICP/IMM to DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), enter Advice Code 3T and transmit to the appropriate ICP/IMM. In addition, DAAS shall send the reporting activity DLMS 870M with Status Code TZ.

C11.10.8.3. Valid NIIN/Incorrect FSC. If the NIIN is valid and the FSC is incorrect, DAAS shall convert the DLMS 870M, Materiel Returns Supply Status (from ICP/IMM), to DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), with the correct FSC; enter Advice Code 3T and transmit the DLMS 180M back to GSA or to the managing ICP/IMM. DAAS shall send the reporting activity DLMS 870M, DAAS Customer Excess Report Information Status, with Status Code TZ.

C11.10.8.4. NSN Cannot be Identified. If the NSN cannot be identified, DAAS shall change the Status Code to SD and transmit DLMS 870M, Reply to Customer Asset Report (From ICP/IMM), to the reporting activity.

C11.10.9. Automatically Route Transactions to GSA. DAAS shall automatically route all DLMS 180M, Customer Asset Report (Report of Available Assets to ICP/IMM) for GSA managed items to RIC GG0.

C11.11. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF CUSTOMER ASSET REPORTS

C11.11.1. Disposition Determination. ICP/IMM shall process asset reports to determine disposition. Asset reports containing project codes assigned for specific returns program purposes (such as rollbacks and automatic returns) shall be processed under the assigned controls. Assets required and offered using either Project Code RBB or 3AG shall always be directed for return with credit; however, assets required and offered using Project Code 3AU shall only be directed for return without credit.

C11.11.1.1. Response Timeframe. DLMS 870M, Materiel Returns Supply Status (From ICP/IMM) shall be prepared to respond to asset reports no later than 30 calendar days from date of receipt of the DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM) transaction.

C11.11.1.2. Response After 30 Calendar Days. If a DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), cannot be provided within 30 calendar days, send DLMS 870M, Delay Status, with Status Code TR and enter an expected reply date when final disposition instructions are expected to be provided.

C11.11.1.3. Suffix Codes. Suffixes shall be used to identify partial actions.

C11.11.2. Materiel Required. If it is determined that the materiel is required, forward DLMS 870M, Materiel Returns Supply Status (From ICP/IMM) citing Status Code TA, TB, TH, or TJ to the reporting activity. The ICP/IMM shall establish a due-in for the quantity of materiel to be returned and generate DLMS 527D, PMR, transaction to the receiving depot.

C11.11.2.1. Shipment Time Allowed. Time allowed for shipment and return of materiel is 120 (CONUS) and 180 (OCONUS) days, and the counting starts with the day of posting of DLMS 856R, or the estimated shipping date cited in DLMS 870M. The due-in estimated delivery date (EDD) shall be updated upon receipt of a DLMS 856R or DLMS 870M Status to equal the time allowed for shipment and return of materiel.

C11.11.2.2. Materiel Not Received Within 120 or 180 Calendar Days. If the materiel is not received by the due-in EDD, or 30 days have elapsed since the transmission of DLMS 870M, ICP/IMM Follow-Up, without receiving a response, the ICP/IMM shall take action to cancel the due-in and delete DLMS 527D transaction. DLMS 527D shall also be canceled when DLMS 180M, Materiel Returns Reporting, is received from the customer activity. The EDD required for the due-in shall be 120 calendar days (CONUS) and 180 calendar days (OCONUS) from the processing date of DLMS 870M Materiel Returns Supply Status (From ICP/IMM). The due-in estimated delivery date shall be updated upon receipt of DLMS 870M, Materiel Returns Supply Status, or DLMS 856R, Shipment Status Materiel Returns (Customer Status to ICP/IMM).

C11.11.2.3. Cancellation of Due-In Not Precluding Other Requirements. Action taken to cancel the due-in and delete DLMS 527D, Due-in Advance Receipt, transaction does not preclude requirements prescribed in other DoD manuals and joint regulations to initiate tracer action and file discrepancy reports such as a Transportation Discrepancy Report (TDR) or Supply Discrepancy Report (SDR) on shipments not received, but for which shipment status has been received.

C11.11.3. Entering Priority Designators in DLMS. Enter priority designators (PD) in DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), documents as follows:

C11.11.3.1. PD 03. PD 03 shall be used in the return of critical items and approved intensive management items (including serviceable local stocks).

C11.11.3.2. PD 06. PD 06 shall be used in the return of materiel identified by the materiel manager as qualified for automatic return to the DoD distribution system.

C11.11.3.3. PD 13. PD 13 shall be used in the routine return of materiel not covered above (except surplus and scrap) such as the return of local stocks to sources of supply.

C11.11.4. Non-processable Customer Asset Reports. DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), received by the ICP/IMM that cannot be processed shall be rejected to the reporting activity using DLMS 870M, Materiel Return Supply Status (From ICP/IMM), status with the appropriate S_ series reject status code.

C11.11.5. Customer Asset Reports for Items Requiring Screening/Review. DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), received for items requiring extended screening/review shall be suspended. The reporting activity shall be sent a DLMS 870M, Materiel Returns Supply Status (ICP/IMM Status to Customer), with Status Code TR containing an estimated date of reply in the ESD field.

C11.11.6. FSC Change Required. If the determination has been made that an FSC change is required on a customer asset report (DLMS 180M, Materiel Returns Reporting), the correct FSC shall be entered, the RIC To of the ICP/IMM shall be changed, where applicable, and the DLMS 180M, Customer Asset Report, shall be forwarded to the responsible ICP/IMM for processing. The reporting activity shall be sent a DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), containing Status Code T7. The RIC of the forwarding ICP/IMM shall be entered in the RIC field of the ICP/IMM representing the last known holder and shall be entered as the RIC of the activity preparing the document.

C11.12. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS

C11.12.1. Notification of Receipt/Nonreceipt. The ICP/IMM shall prepare DLMS 870M, Materiel Returns Supply Status, to provide reporting activities with notification of materiel receipt or non-receipt on returns. DLMS 870M Materiel Returns Supply Status shall be provided upon processing of the receipt for other than suspended condition materiel, or upon processing of inventory adjustment action moving assets from suspended condition to correct condition, or not less than 30 calendar days after DLMS 870M, Materiel Returns Supply Status (ICP/IMM Follow-Up), when no receipt or DLMS 856R, Shipment Status Materiel Returns, has been processed. Multiple DLMS 870M, Materiel Returns Supply Status, documents shall be provided when a single shipment is received in more than one materiel condition. Use status codes in the DLMS 870M as follows:

C11.12.1.1. Status Code TN. Enter Status Code TN when credit is granted for the condition and quantity of materiel received.

C11.12.1.2. Status Code TM. Enter Status Code TM when reduced or no credit is allowed because the condition of materiel received is less than that authorized for return.

C11.12.1.3. Status Code TL. Enter Status Code TL when the materiel received is other than authorized for return and no credit is allowed.

C11.12.1.4. Status Code TP. Enter Status Code TP when the materiel is not received within prescribed timeframes, follow-up action has been unsuccessful, and the credit authorization is canceled.

C11.12.1.5. Status Code TQ. Enter Status Code TQ when the materiel has been received for an authorized non-creditable return.

C11.12.2. Multiple DLMS 870Ms Required. DLMS 870M, Materiel Returns Supply Status, shall always show the document number, including suffix code, contained in the DLMS 180M, Materiel Returns Reporting, or DLMS 870M, Materiel Returns Supply Status (From ICP/IMM). When multiple DLMS 870M, Materiel Returns Supply Status, transactions are required for materiel received in different conditions, each DLMS 870M produced shall retain the document number and suffix of the DLMS 180M, Materiel Returns Reporting/DLMS 870M, Materiel Returns Supply Status (From ICP/IMM).

C11.13. PROCESSING OF SHIPMENT STATUS

C11.13.1. Preparation of Documentation. Shipment status provides information and normally requires no subsequent documentation. ICPs/IMMs shall receive shipment status transactions and update appropriate ICP/IMM records. The shipment date indicated in DLMS 856R, Shipment Status Materiel Returns, is available to ICPs/IMMs to verify in-transit status and provide information on expected receipts. DLMS 856R received for items not under control of the ICP/IMM shall be rejected to the reporting activity using DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), with reject Status Code SC. DLMS 856Rs that do not pass data field validity checks shall be rejected to the reporting activity using DLMS 870M, with the appropriated S_ series status code.

C11.13.2. Shipment Advice. In the event that the ICP/IMM requires an advice of shipment to support related supply decisions and a DLMS 856R, Shipment Status Materiel Returns, has not been received, an ICP/IMM follow-up (DLMS 870M, Materiel Returns Supply Status) shall be prepared and forwarded to the reporting activity. DLMS 870M shall not be generated until at least five calendar days have elapsed from the transmission of DLMS 870M (from ICP/IMM) for PD 03 or 50 calendar days for PD 13 and no DLMS 856R, Shipment Status Materiel Returns, or receipt has been posted. DLMS 870M with Status Code T3 may be generated upon expiration of the due-in timeframe when DLMS 856R has been received, but receipt has not been posted. The ICP/IMM is authorized to follow up without regard to the established timeframe when the need arises to satisfy PD 01-08 requirements.

C11.14. PROCESSING FOLLOW-UPS FROM REPORTING ACTIVITIES

C11.14.1. Types. Follow-ups submitted by reporting activities consist of three types:

C11.14.1.1. Follow-up for ICP/IMM Reply to Customer Asset Report (DLMS 180M, Materiel Returns Reporting (For Reply to Asset Report)).

C11.14.1.2. Follow-up for ICP/IMM Materiel Receipt Status (DLMS 180M, Materiel Returns Reporting (Follow-Up for ICP/IMM Materiel Receipt Status)).

C11.14.1.3. Follow-up for credit (DLMS 812R, Adjustment Request (Follow-Up for Materiel Returns Program Credit)).

C11.14.2. Determining Whether Original DLMS 180M was Received. On receipt of DLMS 180M, Materiel Returns Reporting (For Reply to Asset Report), the ICP/IMM shall determine whether there is a record indicating that the original DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), was received.

C11.14.2.1. Record Established. If a record is established and DLMS 870M, Materiel Returns Supply Status (ICP/IMM Status to Customer), indicating delayed response was sent to the customer, a duplicate DLMS 870M shall be provided. If a record is established and a DLMS 870M was not provided, one of the following actions shall be initiated:

C11.14.2.1.1. In Process. If DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), transaction is in process, DLMS 870M, Materiel Returns Supply Status (ICP/IMM's Status to Customer), shall be sent to the customer with Status Code TR indicating the DLMS 180M is in process and DLMS 870M shall be provided at a later date.

C11.14.2.1.2. Rejection. If DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), was rejected by the ICP/IMM as invalid, DLMS 180M shall produce DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), to the reporting activity with the same status code used in the original DLMS 870M.

C11.14.2.2. No Record of Receipt. If no record of receipt exists for DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), the ICP shall process the DLMS 180M as a new DLMS 180M and provide DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), as appropriate, to the reporting activity.

C11.14.3. Receipt of DS 180M, Follow-Up for ICP/IMM Materiel Receipt Status. On receipt of a DLMS 180M, Materiel Returns Reporting, ICP/IMM shall review records and take action as follows:

C11.14.3.1. Received Materiel. If the records indicate that the materiel has been received and classified, transmit a DLMS 870M, Materiel Returns Supply Status, to the customer.

C11.14.3.2. Received Materiel Not Classified. If records indicate that the materiel has been received but not classified, the ICP/IMM shall provide DLMS 870M, Materiel Returns Supply Status (From ICP/IMM) with Status Code TT to the customer.

C11.14.3.3. Materiel Not Located. If records indicate that the materiel has not been received, and if the materiel is not located after investigation, the reporting activity shall be sent DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), with Status Code TU.

C11.14.4. Receipt of DLMS 812R. On receipt of DLMS 812R, Adjustment Request (Follow-Up for Materiel Returns Program Credit), ICP/IMM shall take action under MILSBILLS procedures.

C11.14.5. Items Not Under Cognizance of the ICP/IMM. DLMS 180M, Materiel Returns Reporting (For Reply to Asset Report), received for items not under awareness of the ICP/IMM shall be rejected to the reporting activity using DLMS 870M, Materiel Returns Supply Status (From ICP/IMM), with Status Code SC. DLMS 180M, Follow-up for ICP/IMM Reply to Customer Asset Report, that does not pass data field validity edits shall be rejected to the reporting activity using DLMS 870M Status with the appropriate reject status code.

C11.15. CANCELLATION OF CUSTOMER ASSET REPORTS

C11.15.1. Reducing Quantity in All Applicable Cancellation Requests. Upon receipt of a customer cancellation (DLMS 180M, Materiel Returns Reporting), ICP/IMM shall cancel or reduce the quantity in all applicable documents affected by DLMS 180M, including the decision to return, due-in record, PMR, and credit suspense, if applicable.

C11.15.2. Materiel Not Received by Due-In Estimate. The ICP/IMM shall initiate cancellation (DLMS 870M, Materiel Returns Supply Status) action when materiel is not received by the due-in EDD or when materiel is not received and no response has been received within 30 calendar days after its DLMS 870M, ICP/IMM Follow-Up. ICP/IMM shall also initiate cancellation when DLMS 856R, Shipment Status Materiel Returns, is not received within 120 calendar days (CONUS) or 180 calendar days (OCONUS) after receipt of DLMS 870M, Materiel Returns Supply Status.

C11.15.3. Cancellations Initiated by ICP/IMM. Cancellations started by the ICP/IMM or in response to DLMS 180M, Materiel Returns Reporting, shall be done as follows:

C11.15.3.1. Creditable Returns. For creditable returns, notification of cancellation to the reporting activity shall be made using DLMS 870M, Materiel Returns Supply Status, with Status Code TP.

C11.15.3.2. Non-creditable Returns. For non-creditable returns, notification of cancellation to the reporting activity shall be made using DLMS 870M, Materiel Returns Supply Status, with Status Code TV.

C11.15.4. Receipt of Shipment Status. When DLMS 856R has been received, but material has not been received within the timeframe allotted under C11.11.2.1., action to cancel the due-in and PMR shall be accomplished under Chapter 12 procedures.

C11.16. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF DLMS 180M CUSTOMER ASSET REPORTS, CANCELLATIONS, AND FOLLOW-UPS WHEN THE SUPPLY SOURCE HAS CHANGED

C11.16.1. Advice Code 3T. Upon receipt of DLMS 180M, Materiel Returns Reporting, Cancellation of Customer Asset Report, or Customer Follow-Up to ICP/IMM (For Reply to Asset Report), transaction from DAAS with Advice Code 3T when the SOS has been changed, the losing ICP/IMM shall arrange to change the FLIS and DAAS SOS files.

C11.16.2. Losing Supply Source. The losing ICP/IMM shall prepare and transmit through DAAS DLMS 180M, Materiel Returns Reporting (Report of Available Assets to ICP/IMM), Cancellation of Customer Asset Report, and/or Customer Follow-Up to ICP/IMM (For Reply to Asset Report)), transactions containing Advice Code 3U to the gaining SOS.

C11.16.3. DAAS Action. DAAS shall pass DLMS 180M transactions, above, to the gaining SOS.

C11.17. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER LATERAL REDISTRIBUTION OF RETAIL ASSETS

C11.17.1. Purpose. This paragraph outlines procedures for filling back orders by generating lateral redistribution orders for retail materiel that has been identified through an inter- or intra-DoD Component retail asset visibility system. The DoD Components may elect to exclude government furnished materiel (GFM), security assistance, and contractor furnished materiel (CFM) backorders from these procedures under DoD 4140.1-R procedures.

C11.17.2. Backorder Supplied by Lateral Redistribution. If a backorder is to be supplied by lateral redistribution of materiel identified by an inter- or intra-DoD Component retail asset visibility system, the lateral redistribution order (LRO) shall contain appropriate data from the requisition, DLMS 940R, (Referral Order (For Domestic Shipment/With NSN/North Atlantic Treaty Organization (NATO) Stock Number)) in the document identifier, the RIC of the reporting activity, Distribution Code 2 for consumable materiel or Distribution Code 3 for reparable materiel, and the RIC of the receiving ICP/IMM. The LRO shall be forwarded through DAAS to the reporting activity. DLMS 945A, Materiel Release Advice (to ICP/IMM From Storage Activity) with Status Code BA shall be provided to eligible status recipients.

C11.17.3. Reporting Activity Actions. The reporting activity shall:

C11.17.3.1. Process the Lateral Redistribution Order on a Fill/Kill basis. Provide Status Code BA using DLMS 945A, Materiel Release Advice (to ICP From Storage Activity), for the quantity being filled and/or Status Code CB status for the quantity not being filled (killed) to the receiving activity, and include Distribution Code 2 or 3.

C11.17.3.2. Supply Substitutions. Substitutions are allowed if the requiring activity/requisitioning activity and the supplying/holding activity are the same DoD Component. Do not substitute if the requiring/requisitioning activity and the supplying/holding activity are different DoD Components.

C11.17.3.3. Ensure Shipment. Ensure materiel is shipped, using DD Form 1348-1A, to the activity identified in the LRO as the "ship-to" addressee. When the materiel is shipped, send DLMS 856S, Shipment Status (To ICP/IMM From Reporting Activities for LRO Shipments of Retail Assets), to the activity identified as the receiving activity in the LRO. The DLMS 856S shall include the DoDAAC and fund code of the activity to which the credit for the materiel and reimbursement for the packing, crating, handling, and transportation (PCH&T) costs is to be provided; and Signal Code B and Distribution Code 2 or 3. Retail activities shall use Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards for processing LROs directed by the ICP/IMM.

C11.17.3.4. Establish Internal Records. Establish internal records to receive credit for the materiel and reimbursement for PCH&T costs and not generate billing instructions.

C11.17.4. Inventory Manager Actions. ICP/IMM shall:

C11.17.4.1. Update Estimated Ship Dates. Use DLMS 945A, Materiel Release Advice (To ICP From Storage Activity), with Status Code BA and Distribution Code 2 or 3 to update ESDs.

C11.17.4.2. Generate Follow-Ups. Generate DLMS 940R, Materiel Release (From ICP/IMM to Reporting Activity or Storage Activity), follow-ups with Distribution Code 2 or 3 to the reporting activity as follows:

C11.17.4.2.1. When the initial Status Code BA or CB is not received on LROs within 10 calendar days.

C11.17.4.2.2. Upon receipt of Supply Status Code BA without an ESD and 10 calendar days have elapsed since the transaction date of the DLMS 945A, Materiel Release Advice (To ICP From Storage Activity), Supply Status Code BA.

C11.17.4.2.3. Upon Receipt of Supply Status Code BA with an ESD and the ESD has expired.

C11.17.4.2.4. When no response is received to the previous follow-up and 10 calendar days have elapsed. Continue to follow up until status is received, backorder is re-established, or final disposition.

C11.17.4.3. Provide Reinstatement and Status Notification. Reinstate the requisition and send appropriate status to eligible status recipients upon receipt of DLMS 945A, Materiel Release Advice (To ICP From Storage Activity)/Status Code CB with Distribution Code 2 or 3.

C11.17.4.4. Generate Billing. Upon receipt of DLMS 856S, Shipment Status (To ICP/IMM from reporting activities for LRO shipments of retail assets), with Distribution Code 2 or 3, generate billing transactions to the requisitioner and provide crediting transactions for the materiel and PCH&T under the procedures of MILSBILLS procedures, to the credit-to activity identified in DLMS 856S, Shipment Status. In addition, ICP/IMM shall send DLMS 856S, Shipment Status (To DAAS From Service/Agency for Distribution), shipment status transaction to DAAS.

C11.17.4.5. Create Customer Supply/Status Transactions. When creating customer supply and status transactions as a result of processing DLMS 945A, Materiel Release Advice or DLMS 856S, Shipment Status Materiel Returns, transactions with Distribution Code 2 or 3, always use the distribution code that was in the original requisition.

C11.18. RETURNS TO DLA FROM INDUSTRIAL SITES UNDER BASE REALIGNMENT AND CLOSURE SUPPLY, STORAGE AND DISTRIBUTION AND NATIONAL INVENTORY MANAGEMENT STRATEGY SITE CUSTOMERS

C11.18.1. Industrial Sites Procedures

C11.18.1.1. The return of DLA-managed material shall be accomplished without processing the standard MRP program transactions. The individual maintenance customer shall determine when it has no immediate requirement for the materiel and shall initiate the return process. The materiel shall be physically returned to the DLA storage activity with the applicable documentation. The returning activity shall provide a DLMS 527D, Due-In/Advance Receipt/Due Verification (MILSTRAP PMR (DIC DW_)), transaction to the storage activity identifying the DoD Component activity to which the receipt shall be reported. Upon notification of receipt by the storage activity by a DLMS 527R (MILSTRAP Materiel Receipt - Other Than Procurement Instrument Source (DIC D6A)), the Military Service activity shall determine whether there is a need for the materiel by another maintenance user (backorder). If so, an issue document shall be forwarded to the storage activity for action. If not, a materiel release order (MRO) shall be initiated, directing shipment-in-place (citing the ship-to/supplemental address of the storage activity), authorizing a change of ownership to DLA. The receipt of the returned materiel from the Military Service ownership to DLA shall be accomplished with a DLMS 527R Receipt (MILSTRAP DIC D6B).

C11.18.1.2. Upon notification of receipt, the DLA ICP shall determine whether a corresponding sale to Service maintenance (identified by DoDAAC series/internal customer group) has occurred for the same materiel and condition code within a 60 day time frame. If there is a matching sale, the customer shall receive credit equal to the original sale. The Service's financial system shall be notified of a credit via a DLMS 810L, Logistics Bill (MILSBILLS Billing for Issue from Stock (Credit) (DIC FA2)).

C11.18.1.3. If no sale has occurred or the condition code differs from that on the original sale, DLA shall provide credit based upon stock position. If the return quantity exceeds that of previous sales, credit shall be provided equal to the original

sale quantity and credit on the remaining quantity shall be based upon stock position. DLA ICP business rules for determining whether to provide credit/credit amount are equivalent to the MRP program and policy contained in DoD 4140.1-R. The Service's financial system shall be notified of a credit via a DLMS 810L (MILSBILLS DIC FA2).

C11.18.2. National Inventory Management Strategy Procedures. Materiel returns from a NIMS site customer shall be processed as per C11.18.1.1. through C11.18.1.3. including use of the PMR, receipt to the Military Service, followed by the MRO directing shipment-in-place triggering receipt to the DLA ICP. The DLA ICP shall process the receipt and determine whether a sale has occurred for the same materiel, condition code, and customer within a 60 day time frame reflecting the exact same document number as the receipt (return) document. If there is an exact matching sale, the customer shall receive credit equal to the original sale. Credit for any quantity returned over the original amount, in a different condition code from the original sale, or unmatched is subject to DLA ICP business rules equivalent to the MRP for determining whether to provide credit/credit amount.

C11.19. DIRECTED DISCREPANT/DEFICIENT MATERIEL RETURNS AND RETROGRADE RETURNS

C11.19.1. General Requirements. The DoD supply chain may require the return of supply items for a variety of reasons beyond the usual excesses turned in for credit under the materiel returns program (MRP) described earlier in this chapter. These can include the exchange of depot level repairable (DLR) Class IX repair parts as required by Military Services' Exchange Pricing programs, the retrograde of forward-positioned retail stock back to a home location, and discrepant/deficient materiel returns directed by SDRs, Product Quality Deficiency Reports (PQDRs), or TDRs. In many cases, logistics business rules require that the return shall use the same document number as the related order/sale. The use of a combination of enhanced return transactions and the addition of specific indicators to other transactions allows for the specific reporting of the transactions without confusion about the nature of the return and enable enhanced in-transit visibility (ITV) of these returns. The procedures also support recent process improvement initiatives related to requirements for directed returns.

C11.19.2. Associated Transactions. There are three DLMS transactions that contain specific content that support the procedures for retrograde and directed discrepant/deficient returns. They are the DLMS 527D, Pre-Positioned Materiel Receipt, DLMS 856R, Materiel Returns Shipment Status, and DLMS 842A/R Standard Supply Discrepancy Report Reply.

C11.19.2.1. A Pre-Positioned Materiel Receipt, DLMS 527D/MILSTRAP DW_, is required for all returns to a Defense Distribution Depot/Storage Activity. This requirement is applicable to DLMS-capable applications and legacy MILS applications. Detailed procedures associated with the PMR are listed in paragraph C11.19.3.

C11.19.2.2. A Materiel Returns Shipment Status, DLMS 856R with enhanced data content, is required from DLMS-capable customers to report directed returns to

both the storage activity and the ICP/Integrated Materiel Manager (IMM) (or other Component designated activity). Detailed procedures associated with the materiel returns shipment status are listed in paragraph of C11.19.3.

C11.19.2.3. Passive Radio Frequency Identification (pRFID) and Item Unique Identification (IUID) shall be included in the DLMS materiel returns shipment status transactions as required by DoD or DoD Component policy.

C11.19.3. Detailed Procedures. The following paragraphs contain detailed procedures for return of supply items related to discrepant/deficient materiel as directed by an SDR, PQDR, or TDR response. This section also addresses retrograde of forward-positioned retail stock back to a home location.

C11.19.3.1. Supply Discrepancy Report

C11.19.3.1.1. When directing return of discrepant materiel, the SDR reply shall include the number of days by which the customer shall return the materiel to the designated location. Expedited time standards under DoD or DoD Component policy shall be applied to wrong item/misdirected/misidentified classified/sensitive item returns. ICP/IMs may also apply expedited time standards to overage returns for backordered materiel not available within another customer's required delivery date. The return-to location shall be identified by DoDAAC or CAGE. Clear text addresses may be included to facilitate the return since not all customers have ready access to an authoritative source for address information.

C11.19.3.1.2. The organization responsible for the SDR reply shall take action to establish a due-in and generate a PMR transaction to the receiving activity. The PMR shall include the return quantity and the appropriate supply condition code. Action to establish the due-in and create the PMR transaction shall be accomplished under MILSTRAP/DLMS. The PMR shall perpetuate the document number associated with the SDR, normally the document number of the original shipment. The DLMS PMR shall include a Return Type Code indicating the reason for return for which the PMR is established and shall perpetuate the DoD WebSDR control number associated with the SDR.

C11.19.3.1.3. The PMR Due-in EDD indicating the time allowed for shipment and return of discrepant materiel shall be based upon the date of the SDR reply directing the return. The EDD shall be calculated based upon the date of the initial SDR reply directing return. (This may be a reply from the storage activity when action activity responsibility has been delegated by the ICP/IM.) The EDD is a "not to exceed" time standard established for system processing and does not necessarily equal the number of days identified in the SDR reply. The return-by date may be dictated by policy or by need. PMR time standards are shown in Table C11.T1., PMR Due-In Estimated Delivery Date for SDRs.

Table C11.T1. Pre-Positioned Materiel Receipt Due-In Estimated Delivery Date for Supply Discrepancy Reports

EDD	USAGE
30 calendar days	Wrong item/misdirected/misidentified classified/sensitive items (U.S.)
45 calendar days	Returns within Combatant Command/geographic area Wrong item/misdirected/misidentified classified/sensitive items (SA)
90 calendar days	Returns between Combatant Commands/geographic areas (e.g., between CONUS and OCONUS locations (U.S.))
195 calendar days	Returns for other than classified/sensitive (SA)

C11.19.3.1.4. The returning activity shall prepare the DLMS 856R, materiel returns shipment status citing the Return Type Code, identifying the reason for return for which the materiel returns shipment status is provided. If the controlling document number for the directed return is the same as the customer's requisition, a unique transportation control number (TCN) (not derived from the original document number) shall be identified. The shipment status shall perpetuate the DoD WebSDR control number (required where electronic interface is available to facilitate inclusion of this data content). The materiel returns shipment status shall include pRFID and IUID in accordance with DoD/Component policy. The shipment status shall be directed to the ICP/IMM (or other organization that directed the return). The shipment status shall also be directed to the return-to activity when identified by DoDAAC. DAAS shall transmit to DLMS capable activities as identified.

C11.19.3.1.5. Upon receipt of materiel returns shipment status, the ICP/IMM shall recalculate the EDD to equal the original time allowed for shipment and return of materiel (i.e., reset the EDD using the date of the shipment status as the starting date, comparable to MILSTRIP MRP EDD procedures) and provide a replacement PMR to the receiving location. This action will ensure that both records have the same EDD date.

C11.19.3.1.6. The ICP/IMM and the International Logistics Control Office (ILCO) shall monitor for directed returns. Follow-up action is required where classified/sensitive materiel has not been returned by the EDD. The ICP/IMM shall use automated research tools to determine status where applicable: query for materiel returns shipment status in WEB Visual Logistics Information Processing System (WEBVLIPS), transportation shipment status in Integrated Data Environment (IDE)-Global Transportation Network (GTN) Convergence (IGC), and Report of Shipment (REPSHIP) in Intelligent Road/Rail Information Server (IRRIS). Offline communication with the shipper may be necessary to determine the status of the materiel. The ICP shall verify that proper discrepancy procedures are followed for materiel reported as in-transit and not received. If shipment was delayed an updated EDD shall be identified

and disseminated.

C11.19.3.1.7. For nonclassified/sensitive returns, in the event that the ICP/IMM requires advice of shipment to support related supply decisions and neither the materiel nor shipment status has been received, the ICP/IMM may follow-up with the customer. Follow-up for nonclassified/sensitive returns is optional except when return shipment status was provided and materiel was not received. If the nonclassified/sensitive returns are not received by the EDD and no transportation shipment status in IGC exists and no materiel returns shipment status was provided or the customer is non-responsive to ICP/IMM follow-up, the ICP/IMM shall initiate cancellation of the due-in/PMR and take appropriate financial action (e.g., reversal of credit previously provided or billing for materiel not returned). If the EDD was reset based upon shipment status and the materiel is not received by the new EDD, the ICP/IMM shall follow-up with the shipper to determine the status of the return. The ICP shall initiate cancellation of the PMR and establishment of a new PMR if the originally planned receiving location is changed. Offline communication with the shipper may be necessary to determine the status of the materiel. The ICP shall verify that proper discrepancy procedures are followed for materiel reported as in-transit and not received.

C.11.19.3.2. Product Quality Discrepancy Report

C.11.19.3.2.1. When directing return of deficient materiel/exhibits to storage activities, the PQDR reply shall include the date by which the customer shall return the materiel to the designated location. The responsible activity may apply an expedited time standard to Type I PQDRs or as appropriate. The return-to location shall be identified by DoDAAC or CAGE. Clear text addresses may be included to facilitate the return since not all customers have ready access to an authoritative source for address information.

C.11.19.3.2.2. When directing return of deficient materiel/PQDR exhibit, the ICP/IMM shall establish a due-in and generate a PMR transaction to the receiving activity for the materiel return/exhibit quantity using SCC Q. Action to establish the due-in and create the PMR transaction shall be accomplished under MILSTRAP/DLMS by the activity directing the return. The PMR shall perpetuate the document number associated with the PQDR, normally the document number of the original shipment. If not available, a constructed document number shall be employed for the PMR, the return shipment, and future financial actions. The DLMS PMR shall include the Return Type Code indicating the reason for the PMR as return of quality deficient materiel and shall perpetuate the PQDR report control number (RCN).

C.11.19.3.2.3. The PMR due-in EDD indicating the time allowed for shipment and return of deficient materiel shall be based upon the date of the PQDR reply directing the return. The EDD is a “not to exceed” time standard established for system processing and does not necessarily correlate to the PQDR reply return-by date which may be dictated by other criteria. See Table C11.T2., PMR Estimated Delivery Date Days for Product Quality Deficiency Reports, to establish the EDD.

Table C11.T2. Pre-Positioned Materiel Receipt Estimated Delivery Date Days for Product Quality Deficiency Reports

EDD	USAGE
45 calendar days	Returns within Combatant Command/geographic area
90 calendar days	Returns between Combatant Commands/geographic areas (e.g., between CONUS and OCONUS locations)
195 calendar days	Security Assistance returns

C.11.19.3.2.4. The returning activity shall prepare DLMS 856R, materiel returns shipment status citing the Return Type Code indicating the reason for the shipment status as deficient materiel returns. If the controlling document number for the directed return is the same as the customer's requisition, a unique TCN (not derived from the original document number) shall be identified. The materiel returns shipment status shall perpetuate the PQDR RCN. The materiel returns shipment status shall include pRFID and IUID in accordance with DoD/Component policy. The shipment status shall be directed to the ICP/IMM (or other organization that directed the return). The shipment status shall also be directed to the return-to activity when identified by DoDAAC. DAAS shall transmit to DLMS capable activities as identified.

C.11.19.3.2.5. Upon receipt of materiel returns shipment status, the ICP/IMM shall recalculate the EDD to equal the original time allowed for shipment and return of materiel (i.e., reset the EDD using the date of the shipment status as the starting date, comparable to MILSTRIP MRP EDD procedures) and provide a replacement PMR to the receiving location. This action ensures that both records have the same EDD.

C.11.19.3.2.6. The ICP/IMM and the ILCO shall monitor for directed returns. Follow-up with customers is required where materiel/PQDR exhibit has not been returned by the EDD. The ICP/IMM shall use automated research tools to determine status where applicable: query for materiel returns shipment status in WEBVLIPS, transportation shipment status in IGC, and REPSHIP in IRRIS. The ICP shall verify that proper discrepancy procedures are followed for materiel reported as in-transit and not received. The originator of the PMR shall cancel the PMR if circumstances have changed and materiel will not be returned as directed. The PMR shall be cancelled and a new PMR established if the originally planned receiving location is changed.

C.11.19.3.3. Transportation Discrepancy Report

C.11.19.3.3.1. When directing return of materiel associated with a TDR, the TDR reply shall include the date by which the reporting activity shall return the materiel to the designated location. The responsible activity may apply an expedited

time standard as appropriate. The return-to location shall be identified by DoDAAC or CAGE. Clear text addresses may be included to facilitate the return since not all customers have ready access to an authoritative source for address information.

C.11.19.3.3.2. When directing return of discrepant materiel, the ICP/IMM responsible for the TDR reply shall take action to establish a due-in and generate a PMR transaction to the receiving activity for the quantity in the TDR reply. Action to establish the due-in and create the PMR transaction shall be accomplished under MILSTRAP/DLMS. The PMR shall perpetuate the return document number associated with the document number of the original shipment or as assigned by the ICP/IMM. The DLMS PMR shall include a Return Type Code indicating the reason for the PMR as return of transportation-related discrepant materiel and shall perpetuate the control number associated with the TDR.

C.11.19.3.3.3. The PMR due-in EDD indicating the time allowed for shipment and return of deficient materiel shall be based upon the date of the TDR response directing the return. The EDD is a “not to exceed” time standard established for system processing and does not necessarily correlate to the TDR reply return-by date, which may be dictated by other criteria. See Table C11.T3., Due-In Estimated Delivery Date for Transportation Discrepancy Report, to establish the EDD.

Table C11.T3. Due-In Estimated Delivery Date for Transportation Discrepancy Report

EDD	USAGE
45 calendar days	Returns within Combatant Command/geographic area
90 calendar days	Returns between Combatant Commands/geographic areas (e.g., between CONUS and OCONUS locations)
195 calendar days	Security Assistance returns

C.11.19.3.3.4. The returning activity shall prepare DLMS 856R materiel returns shipment status citing a Return Type Code indicating the reason for the shipment status is applicable to a TDR directed return. If the controlling document number for the directed return is the same as the original shipment, a unique TCN (not derived from the original document number) shall be identified. The materiel returns shipment status shall perpetuate the TDR control number. The materiel returns shipment status shall include pRFID in accordance with DoD/Component policy. The shipment status shall be directed to the ICP/IMM (or other organization that directed the return). The shipment status shall also be directed to the return-to activity. DAAS shall transmit to DLMS capable activities as identified.

C.11.19.3.3.5. Upon receipt of materiel returns shipment status, the ICP/IMM shall recalculate the EDD to equal the original time allowed for shipment and return of materiel (i.e., reset the EDD using the date of the shipment status as the starting date, comparable to MILSTRIP MRP EDD procedures) and provide a

replacement PMR to the receiving location. This action will ensure that both records have the same EDD date.

C.11.19.3.3.6. The ICP/IMM and ILCO shall monitor for receipt. Follow-up with customers is required where materiel has not been returned by the EDD. The ICP/IMM shall use automated research tools to determine status where applicable: query for materiel returns shipment status in WEBVLIPS, transportation shipment status in IGC, and REPSHIP in IRRIS. The ICP shall verify that proper discrepancy procedures are followed for materiel reported as in-transit and not received. The originator of the PMR shall cancel the PMR if circumstances have changed and materiel will not be returned as directed. The PMR shall be cancelled and a new PMR established if the originally planned receiving location is changed.

C.11.19.3.4. Retrograde Returns. These procedures apply to returns for which materiel returns shipment status (DLMS 856R/DIC FTM) is not provided under the above MILSTRIP Materiel Returns Program.

C.11.19.3.4.1. When directing return of materiel (for return, replacement, or other reason), the ICP/IMM shall include the date by which the reporting activity shall return the materiel to the designated location and the applicable PD. The return-to location shall be identified by DoDAAC or CAGE. Clear text addresses may be included to facilitate the return since not all customers have ready access to an authoritative source for address information. Retrograde returns that are not subject to ICP/IMM direction shall be returned in accordance with DoD Component procedures.

C.11.19.3.4.2. When directing return of materiel the ICP/IMM shall establish a due-in and generate a PMR transaction to the receiving activity for the applicable quantity. Action to establish the due-in and create the PMR transaction shall be accomplished under MILSTRAP/DLMS. Where the returning activity self-initiates the return, the returning activity shall be responsible for preparation of the PMR. The PMR shall perpetuate the return document number. The DLMS PMR shall include a Return Type Code indicating the reason for the PMR as return of materiel for repair (including exchange price returns)/retrograde movement.

C.11.19.3.4.3. The PMR EDD indicating the time allowed for shipment and return of deficient materiel shall be based upon the date of the directed return or generation of PMR where the return is initiated by the returning activity. The EDD is a “not to exceed” time standard established for system processing and does not necessarily correlate to the reply return-by date when applicable since that date may be dictated by other criteria. See Table C11.T4., PMR EDD Time Standard for Retrograde Returns, to establish the EDD.

Table C11.T4. Pre-Positioned Materiel Receipt Estimated Delivery Date Time Standard for Retrograde Returns

EDD	USAGE
45 calendar days	Returns within Combatant Command/geographic area
90 calendar days	Returns between Combatant Commands/geographic areas (e.g., between CONUS and OCONUS locations)
195 calendar days	Security Assistance returns

C.11.19.3.4.4. The returning activity shall prepare DLMS 856R materiel returns shipment status citing a Return Type Code indicating the reason for the shipment status is applicable to return/retrograde movement. The materiel returns shipment status shall perpetuate the associated document number. A unique TCN (not derived from the original document number) shall be identified. A customer reference number may be included when applicable to identify the original requisition document number. The materiel returns shipment status shall include pRFID and IUID in accordance with DoD/Component policy. The shipment status shall be directed to the ICP/IMM (or other organization that directed the return). The shipment status shall also be directed to the return-to activity when identified by DoDAAC. DAAS shall transmit to DLMS capable activities as identified.

C.11.19.3.4.5. Upon receipt of materiel returns shipment status, the ICP/IMM shall recalculate the EDD to equal the original time allowed for shipment and return of materiel (i.e., reset the EDD using the date of the shipment status as the starting date, comparable to MILSTRIP MRP EDD procedures) and provide a replacement PMR to the receiving location. This action ensures that both records have the same EDD date.

C.11.19.3.4.6. The ICP/IMM shall monitor for receipt. Follow-up with the returning activity is required where materiel has not been returned by the EDD. The ICP/IMM shall use automated research tools to determine status where applicable: query for materiel returns shipment status in WEBVLIPS, transportation shipment status in IGC, and REPSHIP in IRRIS. The ICP shall verify that proper discrepancy procedures are followed for materiel reported as in-transit and not received. The originator of the PMR shall cancel the PMR if circumstances have changed and materiel will not be returned as directed. The PMR shall be cancelled and a new PMR established if the originally planned receiving location is changed.

C12. CHAPTER 12

DUE-IN AND ADVANCE RECEIPT INFORMATION

C12.1. GENERAL

C12.1.1. Standard Procedures. This chapter prescribes standard procedures for sending information about incoming materiel between wholesale managers and storage activities and between owner/managers and maintenance activities, and between losing inventory manages (LIM) and gaining inventory managers (GIM). The procedures require timely establishment of due-in information for all anticipated receipts of materiel, and requires that managers provide receiving storage activities with information for anticipated receipts.

C12.1.2. Control of Due-In Records for Materiel Receipt Acknowledgement. The control of due-in records below the wholesale level to accommodate the DoD closed-loop materiel receipt acknowledgment (MRA) process is addressed in Chapter 10.

C12.1.3. Consignment of Materiel to Storage Activities. Documentation covering consignment of materiel to storage activities is prescribed in the DoD Component publications. 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 publications and is, therefore, not a consideration here.

C12.1.4. Transactions. This chapter addresses the procedures applicable to the following Accredited Standards Committee (ASC) X12 transaction functions identified by their beginning segment and transaction type code. Other DLMS formats, such as extensible markup language (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 functionality is identified for information purposes in a mixed DLSS/DLMS environment.

C12.1.4.1. Due-in Transaction is identified by the DLMS 527D ASC X12 beginning segment (1/BR02/020) Transaction Type Code DA – Due-in. This transaction provides MILSTRAP legacy DIC DD_/DF_ functionality.

C12.1.4.2. Advance Receipt Information Transaction identified by the DLMS 527D ASC X12 beginning segment (1/BRO2/020) Transaction Type Code DE – Advance Receipt. This transaction provides MILSTRAP legacy DIC DU_/DW_ functionality.

C12.1.4.3. Delinquent Due-in Inquiry Transaction is identified by the DLMS 527D ASC X12 beginning segment (1/BR02/020) Transaction Type Code TJ –

Delinquent Due-in Inquiry. This transaction provides MILSTRAP legacy DIC DLC functionality.

C12.1.4.4. Delinquent Due-in Advice Transaction is identified by the DLMS 527D ASC X12 beginning segment 91/BR02/020) Transaction Type Code TI – Delinquent Due-in Advice. This transaction provides MILSTRAP legacy DIC DLD functionality.

C12.1.4.5. Due-in Reconciliation Inquiry Transaction is identified by the DLMS 527D ASC X12 beginning segment (1/BR02/020) Transaction Type Code LC – Due-in Reconciliation Inquiry. This transaction provides MILSTRAP legacy DIC DLE functionality.

C12.1.4.6. Due-in Reconciliation Advice Transaction is identified by the DLMS 527D ASC X12 beginning segment (1/BR02/020) Transaction Type Code TK – Due-in Reconciliation Advice. This transaction provides MILSTRAP legacy DIC DLF functionality.

C12.1.5. Use of DLMS 527D. Use the DLMS 527D functionality as follows:

C12.1.5.1. Owners/integrated material managers (IMM) use to establish advance receipt information (ARI) at the storage activity. ARI is known also knows as Prepositioned Materiel Receipt (PMR).

C12.1.5.2. GIMs use for due-in reconciliation and to inquire about delinquent due-in transactions

C12.1.5.3. LIMs use to provide the GIM with memorandum due-in information, to respond to GIM due-in reconciliations and inquiries, and to provide the GIM revised due-in estimated delivery dates (EDD) as changes occur.

C12.2. CONTROL OF MATERIEL DUE-IN

C12.2.1. Establishing Due-In Records. IMMs shall establish due-in records for all anticipated receipts of materiel to maintain property accountability or visibility of materiel due-in to inventory, as required under Chapter 6.

C12.2.2. Keep Current Status. IMMs shall keep due-in records in a current status. Use revised delivery schedules, notification of shipment or delayed shipment, repair schedules and repair schedule changes, contracts and contract changes, customer and manager cancellations, materiel receipts, and completion of shipment tracer/discrepancy reporting actions to establish, revise, and delete due-in records and maintain appropriate delivery dates. Refer to Chapter 11, C11.19. for specific content and estimated delivery date requirements for ARI associated with directed discrepant/deficient materiel returns and retrograde returns.

C12.2.3. Audit Trail. IMMs shall establish an audit trail when deleting or reversing due-in quantities. All due-in deletions and reversals shall interface with the financial

system. Due-in deletions and reversals are prohibited without advance coordination between the supply and financial functions, and with the procurement function for dues-in from procurement instrument sources, unless the supply, financial, and procurement systems are fully integrated. When deleting or reversing due-in quantities, managers shall initiate action to correct the receiving storage activity's ARI file under C12.3.3.

C12.2.4. Supply and Financial Interface. The DoD Components shall establish the necessary interface between supply and financial operations/functions to account for materiel in-transit as required under DoD 7000.14-R, "Department of Defense Financial Management Regulation".

C12.2.5. In-Transit Due-In Procedures. IMMs shall monitor due-in records and inquire to storage activities for information on in-transit dues-in under the procedures in Chapter 13.

C12.2.6. Product Quality Deficiency Materiel. When IMMs direct materiel for return based on a reported product quality deficiency, they shall prescribe use of Supply Condition Code (SCC) Q in the disposition instructions to the returning activity. IMMs shall establish and monitor due-ins for all returns of potential/confirmed product quality deficiency related materiel, citing the document number included in the report. Provide ARIs for the returns to receiving storage activities, under C12.3, citing the due-in document number and SCC.

C12.3. PROVIDING THE STORAGE ACTIVITY WITH ADVANCE RECEIPT INFORMATION

C12.3.1. Due-In Information Requirements. IMMs shall provide maintenance and storage activities with due-in information for scheduled materiel receipts by providing them with ARI transactions. For due-ins from procurement instrument sources, IMMs shall include applicable contract information and packaging data, to facilitate the receiving process and reduce the need for hard copy contracts at the receiving activity. As part of the contract information, the IMM shall include indicators identifying whether the contract required unique identification (UID) or passive Radio Frequency Identification (pRFID).[1]

C12.3.2. Storage Activity Requirements. Storage activities receiving DLMS 527D shall keep them in an ARI file pending receipt of the materiel or the receipt of updates to the ARI from the IMM. Storage activities may use the ARI contract information and packaging data to facilitate the receiving process.

C12.3.2.1. Passive RFID. ARI notice that a shipment contractually requires passive RFID shall allow preplanning so that the incoming shipment may be directed for offloading at the RFID reader location and provides a basis for submission of a Supply Discrepancy Report (SDR) in accordance with SDR procedures should the vendor fail to employ the required RFID.

[1] DLA DSS will implement these new procedures IAW Approved DLMS Change (ADC) 172 in January 2007, enabling DSS to use the indicator when the IMM provides it in the 527D ARI transaction.

C12.3.2.1.1. Upon request of the IMM, Defense Automatic Addressing System (DAAS) is authorized to support DLMS implementation of this process by inserting the pRFID indicator in the ARI as the transaction processes through the DAAS. IMMs shall provide specific criteria for use by the DAAS to prevent improper assignment of the indicator. This DLA Transaction Services procedure is an interim "work-around" pending IMM implementation of integrated logisitics and contract administration processes so that the contractural requirement for pRFID can be programmatically identified and positioned in the ARI transaction.[2]

C12.3.2.1.2. DLA Transaction Services shall maintain a table containing criteria to be used in determination of applicable ARIs. Criteria may specify excluded contract numbers, excluded commodities (by FSG or FSC), Service/Agency originating the ARI, specific characters within the contract numbe, and location of the storage activity (e.g. CONUS).

C12.3.2.2. Item Unique Identification. ARI notice that a shipment contractually requires item unique identification (IUID) provides a basis for submission of supply discrepancy reports (SDR) in accordance with SDR procedures, should the vendor fail to employ the required IUID.

C12.3.3. ARI. IMMs shall send ARI transactions and ARI transaction reversals as due-in records are revised so that receiving storage activities can maintain the records to show status equivalent to IMM due-in records. IMMs shall send ARI reversals to the storage activities when deleting due-in records. IMMs shall also send ARI reversals when revising due-in records (e.g., dates, quantities, destinations) and simultaneously send replacement ARI transactions showing revised due-in record data.

C12.3.4. Optional National Inventory Management Strategy (NIMS) Advanced Receipt Notification. Under the NIMS concept of operation, the IMM may own materiel for managed NSNs down to the retail level. Such arrangements shall be based on agreements between participating DoD Components. Replenishment of IMM owned retail shall be accomplished under a push scenario. When assets are available to push, ARI shall be sent to the NIMS site using standard ARI procedures. Optionally, the DoD Component agreements may authorize the use of ARI for the IMM to notify the NIMS site that materiel to support their replenishment requirement is delayed. In this instance, ARI shall contain the quantity not available for push replenishment, the Delay Notification Code BD and an estimated shipping date. If at the time push replenishment is required, only a partial quantity is available, then two ARI transactions shall be generated; one for the quantity pushed and one for quantity delayed. These transactions shall have different document numbers and the delayed one shall have the BD Delay Notification Code. Later, if only a partial amount of the quantity previously delayed becomes available to push, two ARI transactions shall be generated. The one for the quantity pushed shall maintain the document number of the original delayed notification with the "BD" indicator eliminated. The ARI for the quantity still delayed

[2] Refer to ADC 297, DLA Transaction Services Passive Radio Frequency Identification (pRIFD)-Required Exclusion Table for DLMS 527D ARI/Prepositioned Materiel Receipt (PMR). At the time of implementation, DLA is the only participating Component.

must be assigned a new document number and a BD Delay Notification Code. If the total quantity is initially delayed and later the total quantity is shipped, ARI must have the same document number throughout the process. The IMM shall update/replace the ARI delayed notification anytime either the replenishment quantity or the estimated shipping date changes. New delayed notification must maintain the same document number unless a partial push occurs. Replacement delayed notification under the same or new document number shall not require the reversal of the previous ARI transaction. Reversal logic for ARI transactions indicating that a push shipment has been initiated shall follow the requirement in C12.3.3.

C12.3.5. ARI for Materiel Returns under NIMS and Base Realignment and Closure (BRAC) Retail Supply, Storage and Distribution (SS&D)/Inventory Management and Stock Positioning (IMSP). The ARI is used in a variation of the materiel returns program for processing DLA-managed materiel returns to DLA from selected sites in support of the BRAC SS&D/IMSP and NIMS. The returning activity shall be responsible for submission of an ARI to the storage site identifying the Military Service activity to which the receipt shall be reported for these returns of DLA-managed items. Because the Military Service sites shall no longer retain retail stock balances under these programs, DLA shall assume ownership of all materials regardless of asset position. Upon notification of receipt of returned materiel by the storage activity via a Recipt Transaction (DLMS 527R Receipt with 2/LIN01/10 Code I; MILSTRAP DIC D6A), the Military Service activity shall determine if there is a need for the material by another maintenance user (backorder). If so, an issue document shall be forwarded to the storage activity for action. If not, a materiel release order shall be initiated, directing shipment-in-place (citing the ship-to/supplemental address of the storage activity), authorizing a change of ownership to DLA. The receipt of the returned materiel from the Military Service ownership to DLA shall be accomplished with a receipt (DLMS 527R Receipt with 2/LIN01/10 Code J; MILSTRAP DIC D6B).

C12.4. LOAN MATERIEL

C12.4.1. Use appropriate adjustment and/or receipt/due-in transactions to show the on-hand/due-in and later receipts. Show materiel on loan on owner records in the appropriate purpose code (as prescribed by the DoD Component procedures) or as a nonprocurement source due-in citing Reason for Materiel Receipt/Return Code H depending on the method/system applied.

C12.4.2. Owners/IMMs may use ARI transactions to provide advance notification to activities scheduled to receive returned loaned materiel.

C12.5. LOGISTICS REASSIGNMENT MEMORANDUM DUE-IN AND ADVANCE RECEIPT INFORMATION

C12.5.1. Memorandum Due-In. The LIM shall send a memorandum due-in information transactions as of the effective transfer date (ETD) to the GIM, for both awarded contracts and unawarded purchase requests. Quantities shall show only what is available for transfer. The GIM shall process valid memorandum due-in transactions

to establish memorandum due-in records. If the GIM receives a memorandum due-in transaction for an item not involved in a logistics reassignment , the GIM shall reject the transaction back to the initiator using DLMS 824R, Reject Advice, citing Reject Advice Code AY.

C12.5.2. Destination Change. Under DoD 4140.26-M, "Defense Integrated Materiel Management for Consumable Items", September 24, 2010 policy, the LIM shall take action to change the destination of undelivered purchases upon request of the GIM. Upon changing the quantity due-in/destination, the LIM shall prepare and send a memorandum due-in reversal and a new memorandum due-in to the GIM. Additionally, when an award is made for an unawarded purchase request, the LIM shall prepare and send a memorandum due-in reversal and a new memorandum due-in transaction to the GIM and a ARI transaction to the applicable storage activity.

C12.6. LOGISTICS REASSIGNMENT DUE-IN VALIDATION

C12.6.1. Due-In Inquiry

C12. 6.1.1. Inquiry for Due-In with Expired EDD. The GIM shall initiate a DLMS 527D due-in inquiry when the EDD for delivery of materiel is delinquent by more than 30 calendar days. Compute the delinquent date from the memorandum due-in that the LIM provided on the ETD. The GIM shall also initiate DLMS 527D when a revised due-in date later becomes delinquent by 30 calendar days.

C12.6.1.2. Inquiry for Due-In with Invalid EDD. The GIM shall initiate DLMS 527D due-in inquiry 30 calendar days after the ETD when the memorandum due-in, the LIM provided on the ETD, contains an invalid EDD (e.g., for materiel pending procurement/contract action by the LIM). The GIM shall initiate a second inquiry 60 calendar days after the ETD for all dues-in with invalid EDDs. If the LIM does not reply to the second inquiry, the GIM must intervene off-line. The GIM shall include all due-ins with invalid EDDs 90 calendar days after the ETD in the reconciliation. Based on the response, the GIM shall determine if additional inquiry/reconciliation action is required.

C12.6.2. Delinquent Due-In Advice

C12.6.2.1. The LIM shall provide the GIM with due-in information in response to an inquiry using a delinquent due-in advice transaction citing the appropriate asset transfer status code.

C12.6.2.2. Revision of Estimates. To preclude the need for due-in inquiry transactions by the GIM, the LIM shall provide revised EDDs as changes occur using a delinquent due-in transaction with Asset Transfer Status Code AF.

C12.6.3. Due-In Reconciliation

C12.6.3.1. Due-In Verification. The DoD Components shall use the due-in reconciliation process to verify that the GIM is in receipt of all procurement/contract award data for assets due-in and the most current EDDs available. This process shall

also ensure that all items still pending procurement/contract award on the ETD are still valid.

C12.6.3.2. Due-In Reconciliation. The GIM shall initiate a due-in reconciliation inquiry for reconciliation of dues-in for logistically reassigned materiel 90 calendar days after the ETD and semiannually thereafter for all materiel that has not been received. The GIM shall include all items with materiel still due in to the LIM, regardless of the presence of a current EDD, in the reconciliation request.

C12.6.3.3. Due-In Reconciliation Response. The LIM shall respond to due-in reconciliation requests using a due-in reconciliation advice containing the appropriate asset transfer status code. The LIM shall ensure that due-in information for all items still pending procurement/contract action, pending delivery, or in litigation is readily available to respond to the reconciliation request.

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 activity receipt processing performance in terms of the goal to process receipts and show them with minimal delay as on hand assets available for issue. Recording asset receipts and making asset records visible from the point of inspection and/or acceptance normally will be done within 24-hours (holidays and weekends excepted) as prescribed in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003. The accounting and finance office must be notified of item receipt within the 24-hour period. One objective of the DLMS is to process receipts through the receiving activity, irrespective of geographical location, and show them on both the accountable and locator records with least delay. For this objective, there are two segments of receipt processing:

C13.2.6.1.1. Date materiel is turned over by the carrier to the designated receiving activity to date when storage location/proof of storage is posted in the receiving activity's records. Materiel is considered to be in storage when it reaches the first location (either temporary or permanent) where actual storage control exists through locator data and the materiel can be issued in response to materiel release documentation.

C13.2.6.1.2. Date materiel is turned over by the carrier to the designated receiving activity to date of posting to the total item property record.

C13.2.6.2. Processing Standards. Performance standards for processing receipts through these time segments are as follows:

C13.2.6.2.1. New Procurement. Process receipts from new procurement through segments one and two within 7 calendar days.

C13.2.6.2.2. Others. Process all other receipts through segments one and two within 10 calendar days.

C13.2.6.3. Wholesale Receipt Effectiveness. Report wholesale activity receipt processing effectiveness as prescribed by Chapter 6, C6.11.1.2.1. 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.

C13.2.8.2.8.1***3***. 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 transaction number in the Receipt Transaction in addition to the original transaction 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 C4.9.3.1.

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 normally authorize return of assets to DoD storage activities. Receipts not due-in are, therefore, considered DoD-owned assets that have not been reported to GSA under the materiel returns program. The DoD Components will establish internal procedures for recording these assets on a storage activity record and an owner record within the DoD Component for later issue, excess reporting under the materiel returns program, or release for ***DLA Disposition Services***. In the absence of guidance from the DoD Components for reporting receipt of unauthorized return of GSA assets to their Component, DLA storage activities will receipt the assets to the local Base Operating Supply System (BOSS) for use by the depot. If the materiel cannot be used locally send it to disposal. This procedure ensures the assets are recorded on a DoD record.

C13.2.8.2.10.11.2. DoD-Managed Reparable Items. Report the Receipt Transaction to the manager of the shipping DoD Component. 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 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.

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 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.

C13.2.8.2.10.1***3***. 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. Responsible Activity Actions. When responsibility for keeping the property accountability record for DoD-owned property has been assigned to an activity other than the owner, the responsible activity will execute the owner's actions set forth in this section.

C13.2.9.2 Applicability. 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 Exclusions. These procedures exclude repair and return materiel owned below the wholesale distribution system; however, storage activities will maintain visibility and the property accountability record for these assets pending issue to maintenance and upon their return from maintenance.

C13.2.9.4. Requirements

C13.2.9.4.1. 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.

C13.2.9.4.2. 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.

C13.2.9.4.2.1. 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.

C13.2.9.4.2.2. Inter-DoD Component Agreements. When materiel is scheduled for organic maintenance by DMISA or other inter-DoD Component agreement, the agreement will specify the materiel control requirements. The agreement will also specify to include whether the storage activity will report returns from maintenance to the owner (Principal) as receipts under this chapter, or as transfers from SCC M under the Chapter 7.

C13.2.9.5. DoD Component Actions. Each DoD Component will ensure that:

C13.2.9.5.1. 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)).

C13.2.9.5.2. 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)).

C13.2.9.5.3. 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).

C13.2.9.5.4. Procurement/Supply Interface. Any needed interface between the procurement and supply operations/functions exists to ensure that reported data is 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)).

C13.2.9.6. 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.

C13.2.9.7. Issue from Commercial Activity. When materiel is issued to a customer directly from a commercial activity, ensure that appropriate supply transactions are processed to establish the property accountability and financial accounting audit trails. Depending on the Component system business rules, this may require either a receipt and issue, or a condition code change and issue.

C13.2.9.8. Condemned Materiel. When materiel is condemned by maintenance activities, ensure the condemnation action is recorded (inventory adjustment-decrease) to adjust the DoD inventory and financial accounts.

C13.2.9.9. Reclaimed Items

C13.2.9.9.1. 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.

C13.2.9.9.2. 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[1]

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.

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

[1] Refer to ADC 313. DoD components must provide DLA Logistics Management Standards office with their Component implementation date for ADC 313.

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.

C14. CHAPTER 14

ISSUE, LOAN, DEMAND, AND SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTION

C14.1. GENERAL

C14.1.1. This chapter provides a standard procedure for processing Issue, Demand, and Single Manager for Conventional Ammunition (SMCA) Freeze/ Unfreeze Action. This chapter also addresses the materiel loan process.

C14.1.2. Transactions. This chapter addresses the procedures applicable to the following Defense Logistics Management System (DLMS) transactions, identified by their Accredited Standards Committee (ASC) X12 beginning segment report type code. Other DLMS formats, such as extensible markup language (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 Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) legacy 80 record position transaction functionality is identified for information purposes in a mixed Defense Logistics Standard System (DLSS)/DLMS environment.

C14.1.2.1. Issue Transaction. Issue Transaction is DLMS 867I Issue, identified by ASC X12 beginning segment (1/BPT04/20) Report Type Code 01 – Product Transfer. This transaction provides MILSTRAP legacy Document Identifier Code (DIC) D7_ functionality. The Issue Transaction function is further broken down by the 2/PTD01/10 Product Transfer Type Code which provides the functionality of the third position or the MILSTRAP legacy DIC. Table C14.T1 shows the specific product transfer type code corresponding to the MILSTRAP legacy DICs.

Table C14.T1. Product Transfer Type Codes

MILSTRAP Legacy DIC	MILSTRAP Title	DLMS 867I PTD01 PRODUCT TRANSFER TYPE CODE
D7A	Issue (Own Service/Agency)	SS
D7B	Issue (DoD Activities)	BD
D7C	Issue (Non-DoD Activities)	BC
D7D	Issue (Grant Aid)	BE
D7E	Issue (Foreign Military Sales)	BF
D7G	Issue (Destructive Test/Evaluation)	BG

Table C14.T1. Product Transfer Type Codes

MILSTRAP Legacy DIC	MILSTRAP Title	DLMS 867I PTD01 PRODUCT TRANSFER TYPE CODE
D7H	Issue (Furnished Materiel for Consumption)	BH
D7J	Issue (Reutilization and Marketing)	BI
D7K	Issue (Relocation)	BJ
D7L	Issue (Assembly/Disassembly/ Reclamation/Conversion/Modification)	BK
D7M	Issue (Repair or Nondestructive Test/Evaluation)	BL
D7N	Issue (Loan)	BM
D7P	Issue (Returned Purchases)	BN
D7P	Issue (Designated Items)	BO
D7R	Issue (Exchange Items)	BR
D7Z	Issue (Other)	BQ

C14.1.2.2. Demand Transaction. Demand Transaction is DLMS 867D Demand Reporting identified by beginning segment (1/BPT04/20) Report Type Code TO – Demand Report. This transaction provides MILSTRAP legacy DIC DHA functionality.

C14.1.2.3. Single Manager for Conventional Ammunition Freeze/Unfreeze Action Transaction. SMCA Freeze/Unfreeze Action Transaction is DLMS 846F SMCA Freeze/Unfreeze Action, identified by beginning segment (1/BIA02/20) Report Type Code ZB – Conventional Ammunition Suspension Report. This transaction provides MILSTRAP legacy DIC DA1/DA2 functionality.

C14.2. ISSUE

C14.2.1. General

C14.2.1.1. This section provides a standard procedure for processing Issue information to owner/inventory control point (ICP) for the purpose of:

C14.2.1.1.1. Updating the owner/ICP record.

C14.2.1.1.2. Recording the appropriate financial transaction.

C14.2.1.1.3. Providing a basis for billing the customer.

C14.2.1.2. Processing points receiving requisitions, passing actions, follow-ups and cancellations, irrespective of format or method of transmission, shall process such transactions in accordance with their respective internal procedures.

C14.2.1.3. Internal processing methods may vary due to automated capability and related procedures; however, the formats for output from processing point to requisitioner and between processing points will use the formats prescribed in this manual.

C14.2.1.4. Issue transactions are used to convey issue data to the ICP. Issue Transactions resulting from a backorder release are identified by Issue Transaction related Management Code M.

C14.2.1.5. Materiel from an Army Medical Materiel Agreement (AMMA) site may be issued using local catalog identification numbers.

C14.2.2. Maintaining Accountability During Maintenance Actions

C14.2.2.1. Applicability. When responsibility for maintaining the property accountability record for DoD-owned property has been assigned to an activity other than the owner, the responsible activity shall execute the owner's actions set forth in this section.

C14.2.2.1.1 These procedures apply to issues from inventory for assembly, disassembly, reclamation, conversion, modification, repair, and destructive or nondestructive test/evaluation consigned by the Department of Defense, other Government (non-DoD) Agencies, and commercial activities. Transfers to Supply Condition Code (SCC) M are covered under Chapter 7.

C14.2.2.1.2. These procedures exclude repair and return of materiel owned below the wholesale distribution system. However, storage activities shall maintain visibility and the property accountability record for these assets pending issue to maintenance and upon their return from maintenance.

C14.2.2.2. Requirements

C14.2.2.2.1. Collocated Storage Activity. When the maintenance activity is collocated with a DoD storage activity, owners shall direct materiel into maintenance only from the collocated storage activity. When necessary, owners shall relocate materiel from remote storage activities to the storage activity collocated with the maintenance activity using DLMS 940R, Materiel Release. The action shall be posted to the property accountability record using either the Issue Transaction (Issue Relocation) or DLMS 945A, Materiel Release Advice, showing relocation between storage activities without change in ownership. The due-in and Advance Receipt Information (ARI) for controlling such relocations, which are processed under Chapter 13, may include Management Code V to identify materiel for immediate issue to transfer to maintenance. The DoD Components may apply processing techniques triggered by

Management Code V to preclude physical storage of the materiel pending its release to the maintenance activity.

C14.2.2.2.2. Organic Maintenance. When materiel is scheduled for organic maintenance by Depot Maintenance Inter-Service Support Agreement (DMISA) or other inter-DoD Component agreement, the agreement shall specify property accountability and materiel control requirements. The agreement shall also indicate whether the owner (Principal) will direct the issue of materiel to the maintenance activity under this section or the storage activity will transfer the materiel to the maintenance activity based on the repair schedule and report the transfer to SCC M under Chapter 7.

C14.2.2.2.3. DoD Component Actions. Each DoD Component shall ensure that:

C14.2.2.2.3.1. 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 Chapter 6, Chapter 7, Chapter 12, Chapter 13 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 shall prescribe use of any required internal codes to meet this requirement. (Responsibility of the owner (Principal for maintenance by DMISA).)

C14.2.2.2.3.2. Total item property records for materiel in the hands of maintenance activities are maintained and adjusted based on the quantity of returned materiel and shall 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).)

C14.2.2.2.3.3 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.)

C14.2.2.2.3.4. Any needed interface between the procurement and supply operations/functions exists to ensure that reported data is 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.

C14.2.2.2.3.5. Reported data affecting inventory balances is recorded in the total item property record. (Responsibility of the owner (Principal for maintenance by DMISA).)

C14.2.2.2.4. Owners (Principals for maintenance by DMISA) shall issue materiel from storage for maintenance action using the process in subparagraph C14.2.2.1. Issues should be posted to the property accountability record using either the Issue Transaction, or an image of DLMS 945A. Include any internal coding needed for proper financial accounting in the transaction.

C14.2.3. Issue Supply Condition Code Q Materiel to DLA Disposition Services Field Office. When an inspection or technical/engineering analysis reveals a product quality deficiency that prohibits further DoD use of the materiel, the ICP will direct the transfer of the materiel to the DLA Disposition Services Field Office in SCC Q. Disposal release orders and related issue transactions for this materiel must cite either Management Code O (alpha) to identify deficient materiel that does not require mutilation or Management Code S to identify deficient materiel that requires mutilation. DLA Disposition Services will perform mutilation in accordance with existing guidance for the national stock number (NSN)/type of materiel. The ICP should identify to DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding hazardous contents contained in the item.

C14.2.4. Issue Transactions for Relocation Between DLA Disposition Services Field Offices. Refer to chapter 16 for procedures for relocation between disposition services field offices.

C14.3. BACKORDER TRANSACTIONS. Backorder transactions are not considered essential to supply operations under DLMS (consensus reached by the DLMS Supply Process Review Committee (PRC)). Accordingly there is no DLMS backorder transaction. Under legacy MILSTRAP, Backorder transactions may be used to report establishment or cancellation of a backorder to ICPs[1]. MILSTRAP legacy Backorder transactions are identified by the DIC DG series transactions.

C14.4. DEMAND TRANSACTIONS. The Demand Transaction may be used between supported activities and ICPs to report the establishment or cancellation of supply system demands, or may be used by ICPs as a technique for recording and accumulating demands for NSN items resulting from processing DLMS requisitions, passing orders, or other forms of supply system demands.

C14.5. LOAN TRANSACTIONS

C14.5.1. When authority is given to loan Government-owned materiel, supporting documentation pertaining to the terms and conditions of the loan shall be maintained in a manual jacket file. As a minimum, the file should contain appropriate records to provide information on the purpose of the loan/authorization; location(s) of the materiel; condition of materiel at time of loan; loan duration; quantity; and value of loaned materiel.

C14.5.2. If accountability is dropped, the Issue Transaction (Loan) shall be used to loan materiel from depot inventory to authorized recipients. Some centralized systems do not use Issue Transactions for effecting issues; however, the applied method should show the issue of loan materiel for audit and accountability purposes. For a decentralized system, the Issue Transaction, if created by other than the ICP, may be used.

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[1] Backorder transactions were eliminated from DLMS by intent after coordination with the DoD Supply Process Review Committee (SPRC).

C14.6. SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS

C14.6.1. Processing of DLMS 846R, Location Reconciliation Request transactions such as mismatched record reconciliation requests or materiel release denials (DLMS 945A, Materiel Release Advice) may require the SMCA to freeze and, when resolved, to unfreeze wholesale assets at a specific storage activity for a given stock or part number, ownership/purpose code, and SCC.

C14.6.2. When freeze or unfreeze actions are taken based on C14.6.1, the SMCA shall provide the SMCA Freeze/Unfreeze Action Transaction to the owning DoD Component ICP for update of the ICP wholesale financial accountable records.

C15. CHAPTER 15

INSTALLATION CLOSURE PROCEDURES

C15.1. GENERAL. This chapter provides procedures and specifies timeframes for installation closures. They are intended to systematically curtail supply support, transfer mission-essential materiel, transfer excess materiel, 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).

C15.2. APPLICABILITY AND SCOPE. These procedures and timeframes apply to all DoD installations, both CONUS and OCONUS; DoD tenant and satellite activities; DoD inventory control points (ICP); DoD integrated materiel managers (IMM); and to GSA activities processing reports for materiel no longer required as a result of an installation closure.

C15.3. EXCLUSIONS. In addition to exclusions cited in Chapter 11, the procedures in this chapter do not apply to the following:

C15.3.1. Inter-departmental and intra-departmental purchasing operations.

C15.3.2. Forms and publications. (However, use the DLMS 511R, Requisition when submitting requirements for these items to GSA and Navy. See Chapter 4 for requisitioning procedures.)

C15.3.3. 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.

C15.3.4. Related personal property reportable to GSA as a part of a real estate package. Related personal property is classified as any property that is:

C15.3.4.1. An integral part of real property or is related to, designed for, or specially adapted to functional or productive capacity of real property and removal of this personal property would significantly diminish the economic value of 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 related personal property.

C15.3.4.2. Determined by GSA to be related to real property.

C15.3.4.3. Installed property (Class II Plant Property).

C15.3.4.4. 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 shall 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 shall maintain its identity. Stratify an inventory applicable to each designated account into three classes of property:

C15.4.1.1.1. Mission-essential – to be transferred to a new location with the mission.

C15.4.1.1.2. Not mission-essential – required for local operations during the period prior to closure.

C15.4.1.1.3. Excess to operational needs.

C15.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property shall return that property to the installation. Accountable records shall show 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. Requisition Review. Simultaneously with doing the inventory, do a review of the installation requisitions. Identify requisitions that shall 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 as excess to operational needs. Do cancellation 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 4.

C15.4.3. Disposition of Inventory

C15.4.3.1. Time-Phased Closing Schedule. The activity being closed shall develop a time-phased schedule to transfer mission-essential property to the new mission location(s). The schedule shall plan movement of property at the earliest date without impeding the mission prior to transfer. Transfer mission-essential property to 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 items not mission-essential under provisions of DoD Directive 5410.12, Economic Adjustment Assistance to Defense-Impacted Communities. Begin initial review of installation-owned items immediately upon completion of the inventory, including items identified as excess 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 DoDD 5410.12.

C15.4.3.3. Review of Host Country Agreements. In actions involving 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 host country. Begin the review immediately upon completion of the inventory, including those items identified as necessary for operations of the installation 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 all property identified as excess to needs of the installation and not included in the preliminary list of related personal property to the appropriate ICP/IMM under Chapter 11 procedures.

C15.4.3.5. Property Stratification 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 they will become excess to operational needs. Sixty calendar days prior to the date that each item will become excess, report the item to the ICP/IMM under Chapter 11 procedures.

C15.4.3.6. Reporting Personal Property Items. Report items identified as related personal property (see C15.3.4.) to the ICP/IMM using the DLMS 180M Customer Asset Report, and indicate 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 Chapter 11 procedures.

C15.4.3.7. Processing Excess Materiel. When items have been reported to ICPs/IMMs as excess under the above guidance and Chapter 11 procedures, and the ICPs/IMMs have indicated a requirement, those items shall be processed using ICP/IMM materiel returns instructions.

C15.4.3.8. Excess Item Disposal. Dispose of all items reported to the ICPs/IMMs as excess, and items ICPs/IMMs have provided DLMS 870M with Status Code TC, plus items not reportable to ICPs/IMMs (e.g., locally purchased non-NSN items) under DoD Component procedures. All items identified as related personal property (see C15.3.4.) and for which there is no DoD requirement, shall remain with the installation.

C15.4.3.9. Inactive NSNs. Distribution centers having obsolete or inactive coded NSNs on record, that are without an accompanying item manager record, shall locally prepare a disposal release order (DRO), DLMS 940R citing Utilization Code M.

C15.5. PROCEDURES FOR THE INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER

C15.5.1. ICPs/IMMs shall process a DLMS 180M customer asset report received for property resulting from installation closure using Chapter 11 procedures. ICPs/IMMs shall 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 shall direct disposal of materiel resulting from base realignment and closure (BRAC) under Chapter 4 procedures for directing materiel to DLA Disposition Services. The resulting DRO, DLMS 940R, shall contain Utilization Code M.

C16. CHAPTER 16

DISPOSITION SERVICES

C16.1. REQUISITIONING DOD EXCESS PERSONAL PROPERTY FROM THE DISPOSITION SERVICES

C16.1.1. General

C16.1.1.1. 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.)

C16.1.1.2. Use of Defense Logistics Management System 511R. DoD activities will send requisitions using the Defense Logistics Management System (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.

C16.1.2. Submission of Requisitions to DLA Disposition Services

C16.1.2.1. 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 C16.1.2.1.2) 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.

C16.1.2.1.1. 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.

C16.1.2.1.2. 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.

C16.1.2.1.3. 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 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.

C16.1.2.1.4. 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.

C16.1.2.2. 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.

C16.1.2.3. 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.

C16.1.2.3.1. 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.

C16.1.2.3.2. 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.

C16.1.2.4. 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.

C16.1.2.5. 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.).

C16.1.2.5.1. 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.

C16.1.2.5.2. 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:

C16.1.2.5.2.1. 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.

C16.1.2.5.2.2. 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.

C16.1.2.5.2.3. DoD Firefighter Program - 2YF. Allows the transfer of excess property to firefighting agencies for use in fire protection and emergency service activities.

C16.1.2.5.2.4. Law Enforcement Support - 2YT. Allows the transfer of excess DoD property to Federal and State law enforcement agencies.

C16.1.2.5.2.5. 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.

C16.1.3. 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.

C16.1.4. Processing Requisitions by DLA Disposition Services and the RTD Website

C16.1.4.1. 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.

C16.1.4.1.1. 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.

C16.1.4.1.2. 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.

C16.1.4.1.3. Minimum/Maximum Ship Quantity. These quantities will identify allowable over and under release quantities.

C16.1.4.1.4. 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).

C16.1.4.1.5. 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.

C16.1.4.1.6. 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.

C16.1.4.1.7. 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.

C16.1.4.1.8. 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.

C16.1.4.1.9. 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. 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.

C16.1.4.2. 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.

C16.1.4.3. 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.

C16.1.4.4. 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.

C16.1.4.5. Requisition and Materiel Release Cancellation

C16.1.4.5.1. Customer Requisition Cancellations

C16.1.4.5.1.1. 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.

C16.1.4.5.1.2. 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.

C16.1.4.5.1.3. 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 C16.1.4.5.1.2.). 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.

C16.1.4.5.2. 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.

C16.1.4.5.3. 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 Government Liquidators (GL)), as appropriate. Subsequently, DLA Disposition Services will communicate requisition status to their RTD Web in order to make the cancellation visible to the customer.

C16.1.4.5.4. Mass Cancellation Request. DLA Disposition Services will not process mass cancellation requests.

C16.1.4.6. Generation of 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).

C16.1.4.6.1 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:

C16.1.4.6.1.1 Exception Shipping Addresses

C16.1.4.6.1.2 Special Shipping Instructions

C16.1.4.6.1.3 Fund Citations

C16.1.4.6.1.4 Foreign Military Sales Proceeds Information

C16.1.4.6.1.5 Type of Property Being Shipped

C16.1.4.6.2. 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.

C16.1.4.6.3 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.

C16.1.4.7. 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.

C16.1.4.7.1. 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.

C16.1.4.7.2. 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.

C16.1.4.7.3. 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.

C16.1.4.8. RTD Web Requisitioning

C16.1.4.8.1. 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.

C16.1.4.8.2. 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

C16.1.4.8.3. 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.

C16.1.4.8.3.1. 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.

C16.1.4.8.3.2. 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.

C16.1.4.9. Providing Status to Customers

C16.1.4.9.1. 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.

C16.1.4.9.2. 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.

C16.1.4.9.3. 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.

C16.1.4.10. 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.

C16.1.4.10.1. 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.[1]

C16.1.4.10.2. Demilitarization Certification Required. Providing DEMIL documentation confirms when demilitarization was performed on property. Before this item can be turned in or disposed of by the customer, proof will be provided to DLA Disposition Services.

C16.1.4.10.3. 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.

C16.1.4.10.4. Certificate of Recycling. The customer will provide proof via documentation that the item was recycled when no longer needed.

C16.1.5. 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 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

[1] 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.

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.

C16.1.6. 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:

C16.1.6.1. 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.

C16.1.6.2. 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.

C16.1.6.3. Exceptions. If conditions in the previous two sections are false, DAAS will continue the requisition processing.

C16.1.6.4. 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.

C16.1.6.5. 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.

C16.1.6.6. 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.

C16.1.6.7. 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.

C16.2. REQUISITIONING AND OTHER MATERIEL MOVEMENT OF CONVENTIONAL SMALL ARMS/LIGHT WEAPONS FROM DISPOSITION SERVICES

C16.2.1 Applicability. Refer to this manual's Definitions and Terms for the definition of applicable SA/LW

C16.2.2. 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.

C16.2.3. 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.

C16.2.4. 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.

C16.2.5. 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.

C16.3. SOURCE OF SUPPLY AND STORAGE ACTIVITY INTERFACE FOR DISPOSAL RELEASE ORDERS

C16.3.1. 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[2] 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.

C16.3.2. Release Confirmation. A DLMS 945A Disposal Release Confirmation (DRC) gives advice from the storage activity to the source of supply 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 source of supply will use the DRC to make adjustments to inventory records. A DRC will be prepared and sent on the day materiel is delivered to the carrier for shipment to DLA Disposition Services Field Offices. The DRC will, if appropriate, contain 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. Do not wait for receipt of a driver's control copy or return of a signed receipt copy of the DTID before preparing the DRC. When not using DLMS 945A DRC to confirm a shipment of materiel to DLA Disposition Services Field Offices, send DLMS 856S to DLA Disposition Services, with Code 2I in the REF segment if shipped materiel line item value is $800 or more or the item is recorded as pilferable/sensitive, simultaneously with the DRO, DLMS 870M ICP/IMM Reply to Customer Asset Report (DIC FTR), or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (such as local transfers, use of available organic transportation, or other substantiating conditions) make use of the DRC unnecessary.

C16.3.3. 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 C16.3.2). 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 DRO has been denied, the storage activity will send a DLMS 945A Disposal Release Denial with Status Code BY.

C16.3.4. 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.

C16.3.5. Release Cancellation. Disposal release cancellations, a DLMS 940R, are prepared by sources of supply having initiated DROs and sent to storage sites when

[2] 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.

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.

C16.3.6. 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.

C16.3.7. 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.

C16.3.8. 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.

C16.4. DOCUMENTATION REQUIRED FOR SHIPMENTS TO DLA DISPOSITION SERVICES

C16.4.1. General Requirement

C16.4.1.1. 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 DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation,” May 23, 2003. 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.

C16.4.1.2. 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.

C16.4.1.2.1. 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:

C16.4.1.2.1.1. 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.

C16.4.1.2.1.2. 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.

C16.4.1.2.2. 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.

C16.4.1.3. 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.

C16.4.1.4. 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.

C16.4.2. 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 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.

C16.4.2.1. 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 I 4160.14, "Operating Instructions for Disposition Management," for appropriate code value lists.

C16.4.2.2. 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.

C16.4.2.2.1. 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.

C16.4.2.2.2. 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."

C16.4.2.2.3. 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.

C16.4.2.2.4. 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.

C16.4.2.3. Material Safety Data Sheet Requirement

C16.4.2.3.1. 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).

C16.4.2.3.2. 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.

C16.4.2.4. 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.

C16.4.2.4.1. 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.

C16.4.2.4.2. 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.

C16.4.2.4.3. 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 C16.4.2.1.). 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.

C16.4.2.5. DLA Transaction Services mapping to 996H

C16.4.2.5.1. 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.

C16.4.2.5.2. 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.

C16.4.3. 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.

C16.5. INTRANSIT CONTROL SYSTEMS PROCESSING OF SHIPMENTS TO DLA DISPOSITION SERVICES

C16.5.1. General.

C16.5.1.1. 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, $.

C16.5.1.2. 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 have the option to construct the DTID number or DTID number and suffix, document number using a unique value 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.

C16.5.2. 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 C16.5.1.1.), 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
Document Number	ETID/Shipment Status/Receipt
NSN/FSC/FSG (if available)	ETID/Shipment Status/Receipt
Unit of Issue	ETID/Shipment Status/Receipt
Extended $ Value of Shipment (if available)	Calculated from FLIS unit price
Controlled Inventory Item Code	FLIS
Quantity Shipped	ETID/Shipment Status
Date of Shipment	ETID/Shipment Status
Quantity Received	Receipt
Date of Receipt	Receipt
Extended Dollar Value of Receipt	Receipt
$ Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

C16.5.3. 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).

C16.5.4. Intransit Control System Tracking and Associated Actions

C16.5.4.1. DLA Disposition Services Field Office Processing against the Global Intransit Control System Suspense File

C16.5.4.1.1. 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.

C16.5.4.1.2. 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.

C16.5.4.1.3. 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.

C16.5.4.1.4. 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.

C16.5.4.1.5. 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.

C16.5.4.1.5.1. 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.

C16.5.4.1.5.2. 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.

C16.5.4.1.6. 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.

C16.5.4.1.7. Terminating In-Transit Control System Processing. Receipt of 870S Supply Status will direct further ICS processing as follows:

C16.5.4.1.7.1. 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.

C16.5.4.1.7.2. 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.

C16.5.4.1.7.3. 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 from the

field office is on file for the quantity shipped. This closes the record in ICS for the document number in question. DLA Disposition Services 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.

C16.5.4.1.7.4. 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 from the field office is on file, however the quantity on the DTID is different than the quantity on the shipment status. Further research on the quantity discrepancy is being conducted within Service/Agency channels. This 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.

C16.5.4.1.7.5. 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.

C16.5.4.1.8. 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.

C16.5.4.1.9. Shipping Activity Actions

C16.5.4.1.9.1. Documentation Review. Supply organizations in receipt of the DLMS 940R Disposal Shipment Confirmation Follow-up will ensure that applicable shipping activities review signed documentation (DTID), investigate discrepancies, and provide timely responses within 30 working days of receipt of the inquiry. Disposal Shipment Confirmation Follow-ups with Advice Code 36 do not require a response.

C16.5.4.1.9.2. Filing Disposal Turn In Documents. To ensure required copies of the DTID number or DTID number and suffix are available, shipping activities will file all signed receipt copies when received from the field office. Copies will be kept for a minimum of two years after date of the shipment.

C16.5.4.1.9.3. 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:

C16.5.4.1.9.4. No Shipment Record/Status. If there is no record of the shipment, nor of generating the shipment status, and no record of a signed copy of the DTID, the DLMS 870S Supply Status with Status Code BF will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.5.4.1.9.5. 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.

C16.5.4.1.9.6. Signed DTID Receipt Not Available. If 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.

C16.5.4.1.9.7. No Shipping Activity Record. If the shipping activity has no record of generating a DLMS 856S Shipment Status transaction, but has received a signed copy of the DTID from the Disposition Services Field Office, 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.

C16.5.4.1.9.8. 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.

C16.5.4.1.9.9. Extended Value Determination. The extended value of the shipment will be determined by document number, quality, and unit price.

C16.5.4.1.9.10. 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.

C16.6. PROCESSING MATERIEL AND MAINTAINING ACCOUNTABILITY BY THE DLA DISPOSITION SERVICES AND THE DISPOSITION SERVICES FIELD OFFICES

C16.6.1 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.

C16.6.1.1 Document Receipt. DLA Disposition Services Field Offices will give documentation of receipt of the DTID number upon request by the shipping activity. NOTE: The DLA Disposition Services Field Offices will always supply a copy of the signed DTID, or DTID and suffix for all shipments containing quantity discrepancies. DLA Disposition Services Field Offices will note the difference in quantity received and quantity shipped on the DTID number or DTID number and suffix.

C16.6.1.2 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.

C16.6.2. 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.

C16.6.2.1. 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)

C16.6.2.2. 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.

C16.6.2.2.1. 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.

C16.6.2.2.2. 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.

C16.6.2.3. 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).

C16.6.2.3.1. 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.

C16.6.2.3.2. 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.

C16.6.2.4 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.

C16.6.3. Disposition Services Containerization Processing

C16.6.3.1. 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.

C16.6.3.1.1 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.

C16.6.3.1.2 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.

C16.6.3.2. 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.

C16.6.4 ***Reclassification of Scrap***

C16.6.4.1. 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”.

C16.6.4.***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.

C16.6.4.***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 (C16.6.9 - 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).

C16.6.4.***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.

C16.6.4.***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.

C16.6.4.***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.

C16.6.4.***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.

C16.6.4.***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).

C16.6.4.1.2.3. 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 C16.6.3.2., Container Transfer).

C16.6.4.2. 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 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.

C16.6.4.2.1. 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).

C16.6.4.2.2. 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.

C16.6.4.2.3. Creation of New Receipt for Items Upgraded from Scrap. The Field Office will identify the NSN the scrap is being upgraded to, 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 usable NSN, 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, 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.

C16.6.5. Relocation Between DLA Disposition Services Field Offices

C16.6.5.1. 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.

C16.6.5.1.1. 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 Disposal Release Denial (Transaction Type Code NP) citing Management Code N will be created and sent to EBS for processing against the original RDO.[3]

C16.6.5.1.2 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).

C16.6.5.2. Prepositioned Materiel Receipt for Relocations Between Field Offices. 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

[3] ***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 1034.***

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.*** Upon receipt of the materiel, the receiving field office will provide the DTID number or DTID number and suffix or UCN and 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***.

C16.6.5.3. Relocation of Disposal Category Code DS (Disposal) Items Between DLA Disposition Services Field Offices

C16.6.5.3.1. 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 C16.6.9.). 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.

C16.6.5.3.2. 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.

C16.6.5.3.2.1. 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.

C16.6.5.3.2.2. 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.

C16.6.5.3.2.3. 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.

C16.6.5.3.3. 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.

C16.6.5.3.4. 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.

C16.6.5.3.5. 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.

C16.6.5.3.6. 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.

C16.6.5.3.7. 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.

C16.6.5.3.8. 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.

C16.6.6 DLA Disposition Services Public Sales

C16.6.6.1. 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.

C16.6.6.2. 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 C16.6.8.3. - Disposition Category Code SL–Sales

C16.6.6.3. 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.

C16.6.6.3.1. 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.

C16.6.6.3.2. 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 C16.1.4.1.9. - Materiel Release Orders in Support of Public Sales

C16.6.7. 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.

C16.6.7.1. 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 C16.6.9.). 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.).

C16.6.7.2. 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 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).

C16.6.7.3. 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 C16.6.6.) 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.

C16.6.7.4. Turn-in of Small Arms/Light Weapons. During the pre-receipt process, the field office will sight verify the serial number(s) received. At time of 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. 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) [4]

[4] 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 DLA Logistics Management Standards with their planned Distribution Standard System (DSS) implementation date when known.

C16.6.7.5. 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).

C16.6.7.6. 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:

C16.6.7.6.1. AP – Abandoned Property

C16.6.7.6.2. CA – Certificate Available to Document Property Condition

C16.6.7.6.3. CPBV – Controlled Property Branch Verified as Not Controlled

C16.6.7.6.***4***. DI – DEMIL Instructions Available at Time of Receipt

C16.6.7.6.***5***. HM – Hazardous Materiel

C16.6.7.6.***6***. HW – Hazardous Waste

C16.6.7.6.***7***. HWPS – Hazardous Waste Profile Sheet Available at Time of Turn-in

C16.6.7.6.***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.

C16.6.7.6.***9***. SA/LW – Small Arms and Light Weapons

C16.6.7.6.***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.

C16.6.7.7. 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).

C16.6.8. 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 C16.6.8.1. and C16.6.8.2.).

C16.6.8.1. 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.

C16.6.8.2. 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 C16.6.9.4. For relocation/redistribution of Disposition Category Code DS materiel to another DLA Disposition Services Field Office, (see C16.6.5).

C16.6.8.3. 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:

C16.6.8.3.1. 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 C16.6.5.3.2.) or the DLMS 511R (post-post Directed MRO (DIC C0_)) if the property is issued to a disposal customer (see C16.6.9.4.).

C16.6.8.3.2. 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.

C16.6.8.3.2.1. 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.

C16.6.8.3.2.1.1. 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.

C16.6.8.3.2.1.2. 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 C16.6.9.4.).

C16.6.8.3.2.2. 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 C16.6.9.4.).

C16.6.8.4. 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).

C16.6.8.4.1. 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.

C16.6.8.4.2. 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.

C16.6.8.4.3. 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.

C16.6.8.5. 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.

C16.6.8.6. 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.

C16.6.8.7. 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.

C16.6.8.7.1. 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.

C16.6.8.7.2. 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.

C16.6.8.8. 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.

C16.6.8.9. 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.

C16.6.8.10. 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.

C16.6.8.11. 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.

C16.6.9 Local Stock Numbers (LSN) and Unit of Use.

C16.6.9.1. 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:

C16.6.9.1.1. 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.

C16.6.9.1.2. 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.

C16.6.9.1.3. 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.

C16.6.9.2. 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.

C16.6.9.3. 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.

C16.7. 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 Depot 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 Distribution Depots and customers for RCP directed shipments. The SDR may be reported by the receiving field office or by the receiving customer.

C16.7.1. 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 Depot = B, and Redistribution between field offices = E).

C16.7.1.1. 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.

C16.7.1.2. 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.

C16.7.1.3. Primary/Secondary Document Numbers. The outgoing SDR may require communication of two document numbers. The following rules apply:

C16.7.1.3.1. 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.

C16.7.1.3.2. Property Shipped by the DLA Distribution Depot 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.

C16.7.1.3.3. 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.

C16.7.2. RCP SDRs Prepared via DoD Web SDR. DLA Disposition Services RCP personnel will receive and process discrepancies for property shipped by the DLA Distribution Depots 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:

C16.7.2.1. D = DLA Disposition Services Donated Materiel. D Identifies discrepant property staged at the depot and released to a state agency customer.

C16.7.2.2. F = DLA Disposition Services Transferred Materiel. F Identifies discrepant property shipped to a non-DoD federal agency customer by a distribution depot.

C16.7.2.3. 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.

C16.7.2.4. R = DLA Disposition Services Reutilization. R Identifies discrepant property shipped to a DoD customer by a distribution depot (applicable to RCP receipt).

C16.7.2.5. S = DLA Disposition Services Sale. S Identifies discrepant property sold to a DLA Disposition Services sales contractor and shipped by a distribution depot.

C16.7.3. 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 C16.7.2. 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.

C16.7.4. Distribution of Document Type Code D SDRs Generated During the Receiving Process at the DLA Disposition Services Field Office.

C16.7.4.1. 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).

C16.7.4.2. 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.

C16.7.4.2.1. 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.

C16.7.4.2.2. 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.

C16.7.4.3. 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.

C16.7.5. 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. 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 Supplement using an ASC X12-compliant variable-length transaction format. Multiple DLMS Supplements 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 Supplements for SDRs are available via the Implementation Convention/DLMS Supplement page of the DLA Logistics Management Standards Website.

C17.1.3. 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.

C17.1.3.1. 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

[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.

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.

C17.1.3.2. 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.

C17.1.3.3. 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.

C17.1.3.4. 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 DLA Logistics Management Standards Website.

C17.1.3.5. 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.

C17.1.4. DLMS Subcommittees. The DoD Component members of the SDR Subcommittees (U.S. and Security Assistance) of the DoD Supply Process Review Committee are identified on the SDR Subcommittee page of the DLA Logistics Management Standards Website.

C17.1.5. 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.

C17.1.6. Exclusions. The following types of discrepancies are excluded from the provisions of this publication:

C17.1.6.1. 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 item identification (IUID) data. These may be reported as SDRs and are not subject to submission timeframes. Refer to IUID discrepancies below.

C17.1.6.2. Discrepancies involving local deliveries to, or returns from, internal or satellite activities. This exclusion is not applicable to on-site distribution depot shipments.

C17.1.6.3. Discrepancies involving shipments of privately-owned vehicles.

C17.1.6.4. Discrepancies involving shipments on requisitions or purchase orders from personnel services activities citing non-appropriated funds.

C17.1.6.5. 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.

C17.1.6.6. 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.

C17.1.6.7. Discrepancies involving personal property shipments.

C17.1.6.8. Billing discrepancies, except as specifically permitted under Security Assistance procedures in this chapter. Price verifications and/or challenges are not reportable on an SDR.

C17.1.7. Types of Discrepancies

C17.1.7.1. 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.

C17.1.7.1.1. 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.

C17.1.7.1.2. 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.

C17.1.7.2. 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/.

C17.1.7.3. 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.

C17.1.7.4. 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.

C17.1.7.5. 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.

C17.1.7.6. 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 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. If no code exists to adequately describe the 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 below. A constructed document number identifying the receiving distribution depot 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.) or procurement information (procurement instrument number, line item number, vendor shipment number) will be provided in accordance with the DLMS transaction format/SF 364. When reporting new procurement receipts, the distribution depot 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 Depot San Joaquin, California (DDJC), will be reported as DD1JC01.

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 supply documentation is missing, incomplete, or improperly prepared regardless of dollar value.

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 will 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 should 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.

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.

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 depot 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 Depots. To ensure proper billing, indicate if the materiel is a major item, i.e., ships, aircraft, missiles, ammunition, vehicles, etc., or secondary item, i.e., any item that supports a major item such as reparables, consumables, assemblies, etc. Distribution Depots will include projected or actual costs for labor and repackaging materiels. If actual, indicate the date corrective action was completed.

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 Depots 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 depot 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 Z1, 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.

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. Quality Related Issues Identified During Distribution Depot Receipt. Three-position Q-series discrepancy codes have been developed to accommodate materiel owners with special programs requiring immediate visibility and notification of quality deficient (or potentially deficient) materiel received at the distribution depot. These codes are applicable for reporting to ICP/IMMs via the SDR process, based upon special inspection requests by the materiel owner. These reports are contingent upon pre-existing receipt restriction requirements that identify the National Stock Number (NSN) and specific actions the materiel owner expects the distribution depot to perform. Some of the specific programs that require reporting of quality-related concerns for receipts, including new procurement and customer returns, are: PQDR exhibits, items identified as customer return improvement initiative (CRII) items, critical safety items, items that failed under use, and items requiring First Article Testing.

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. 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 Supplement 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. Receiving activities will report repetitive discrepancies, regardless of dollar value. 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). When a distribution depot receives an RDO from another distribution depot and the materiel is short, over, wrong, or quality deficient, the receiving depot will:

C17.3.3.1. RDO Shortage. Prepare the SDR to report shortage and use Action Code 1D (materiel still required). The shipping depot 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 balance, the depot 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 depot 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 depot 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 depot 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 depot 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 depot 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 on both the wrong item that was shipped and the correct item that was not shipped. No distribution depot 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 depot 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 ICP/IMM using Action Code 1A (disposition instructions requested). The ICP/IMM will respond to the receiving depot with disposition instructions, to include condition code change requirements where appropriate. Refer to quality-related issues in paragraph C17.3.2.9.

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. 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.

C17.3.4.3 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.

C17.3.4.4 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. An exception from normal routing exists for SDRs entered via DoD WebSDR on LROs for TAV shipments between DLA and the Army's Non-Army Managed Items Group, Supply Directorate (NAMI Group, RIC AJ2)".

C17.3.5.1. All SDRs submitted for DLA directed LROs where the item is managed by DLA, owned by NAMI (RIC AJ2), and shipped from an Army CONUS site, will be sent to NAMI for investigation, with an information copy to DLA (RIC SMS). 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. 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 Depot Receipt with no Due In. Distribution Depots 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. Exception: discrepant critical safety item (CSI) materiel will be placed in SCC J regardless of whether it is new procurement or returned materiel. Initial SDR will include estimated costs of disposal or repackaging in the remarks section and complete the appropriate data element entries for electronic submission.

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 depot.

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. Report discrepancies involving IUID under Unique Item Tracking (UIT) program requirements or as contractually required under IUID program policy. Discrepancies may be related to the packaging label, including automated information technology (AIT); the item marking, including AIT; supply documentation; the due-in record; and/or a mismatch between the item and any of these. The elements which may comprise unique identification are: unique item identifier (UII), UII type, issuing agency code, enterprise identifier (or manufacturer's CAGE), part number (original or current), serial number, and batch/lot number. The application of these elements vary according to multiple factors such as the type of item and the specific contract requirements. Discrepancies identified during receipt of new procurement materiel 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 and corrective action taken.

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 shipment is not frustrated and forward movement is not stalled 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, the SDR will cite Action Code 3A, Transshipper (Aerial/Water port or CCP) Requests Expedited Response; Shipment Frustrated, is Authorized. The submitter will use the remarks block to clarify desired actions and shipment information where specific data fields in the SDR are not available pending full implementation.

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. 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 Depots. 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

C17.3.10.2.1.1. Army Directed 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, B14, B16, B17, B46, B64, and B69. 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/webflis/). 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.

C17.3.10.2.1.2. Total nonreceipt SDRs for Security Assistance Shipments from DLA Distribution Depots. 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 the DLA Distribution Customer Support Team Point of Contact for SDRs at DSN 977-8749 (717)770-8749.

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 Depot. 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.

C17.3.10.3. Materiel Returns

C17.3.10.3.1. ***Use prepositioned materiel receipt (PMR) or shipping documentation to identify the owner, otherwise, i***nitial 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

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.

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. When the action activity does not respond to an SDR within the prescribed timeframe specified in this chapter, the submitting activity ***will*** provide an SDR follow-up. ***In the absence of guidance directing a shorter timeframe, routine follow-ups may be submitted as soon as 51 days from the original submission.*** Prior to submitting a follow-up, the reporting 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 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. 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. ***DoD WebSDR will 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).***

C17.3.11.2. If no response is received to the follow-up within 30 calendar days, the originator ***should consider*** contact***ing*** DLA Distribution for distribution depot 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***. ***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.

C17.3.11.3. 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.

C17.3.11.4. 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.

C17.3.11.5. 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.

C17.3.12. 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. Responsible activities will reply to SDRs by submission of a DLMS 842A/R to WebSDR or via direct WebSDR input. Pending implementation of DLMS, other previously authorized SDR response formats may be used. SDR replies ***must*** 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 appropriate Reply Code (Appendix 3). Action activities ***must*** ensure that inappropriate reply codes are blocked from use when responding to transshipper SDRs (Document Type Code W)[2]. 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. Historical replies (transactions citing Transaction Set Purpose Code 49) will be used to fulfill these requirements where the submitter indicated that an SDR reply was not required.

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 or GSA. Such interim replies will indicate when additional status will be provided. Identify the interim disposition/status using the appropriate Reply Code (Appendix 3). If

[2] Refer to Approved DLMS Change 317B, Action Activity Replies to Transshipper-Prepared SDRs

no coding exists to specifically identify the reasons for the delay, select Code 137 and provide a clear-text explanation.

C17.3.12.1.2.1.1. 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 6 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.

C17.3.12.1.2.1.2. 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.

C17.3.12.1.2.2. Status Updates.[3] 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 also be used to send a research findings/ recommendations to the ICP/IMM (Army directed shipments only).

C17.3.12.1.2.2.1. When the SDR is routed to the ICP as the action activity rather than the shipping depot under Army SDR routing rules, it may 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).

C17.3.12.1.2.2.2. For interim replies requesting additional clarification (Reply Code 104), the submitting activity is encouraged to respond

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[3] Refer to ADC 1044 Enhanced Interim SDR Reply Capability, Status Update, and Completion Notification. Delayed implementation authorized beginning late 2013.

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.

C17.3.12.1.2.2.3. 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, will 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.[4] 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. It will be provided in the following specific situations and will be available for additional use as needed.

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. 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. 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.

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[4] ***Ibid.***

C17.3.12.1.2.4.3. 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.

C17.3.12.3.4. 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.

C17.3.12.3.5. 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. Returning Discrepant Materiel. When discrepant materiel is directed to be returned, the responsible activity will direct the customer to reship the 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. Use of the Defense Transportation System (DTS) for the return movement is encouraged. As an alternative to providing transportation reimbursement, the responsible action activity may provide the transportation account code (TAC) chargeable for the transportation services and supporting information, e.g., the bill of lading number, or small package carrier account information. In those cases were 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. 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 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.

C17.3.12.4.3. Packaging Discrepancies Noted at a Distribution Depot. The ICP will annotate the SDR to indicate that distribution depot 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 depot may charge the corrective action costs. After completing corrective action, the distribution depot will annotate the actual cost of the work performed, note the date completed, and forward a copy to the ICP for close-out.

C17.3.12.4.4. 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:

C17.3.12.4.4.1. Inspection, certification, and marking of compliant WPM,

C17.3.12.4.4.2. Replacement of the WPM,

C17.3.12.4.4.3. Consignee pick-up of the materiel only, or

C17.3.12.4.4.4. Return to origin or designated location.

C17.3.12.4.4.5. 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 controlled inventory items, arms, arms parts, ***and explosive and inert*** ammunition (shortage/overage/wrong item/misdirected): Total response time, to include sequential processing by multiple action activities when necessary, will not exceed 25 calendar days. Wrong item receipts identified as controlled/sensitive 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.

C17.3.13.2.2. 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.

C17.3.13.2.3. ***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.***4***. Distribution depots will respond to SDRs submitted directly to the shipping activity within 25 calendar days. Responses from distribution depots 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.***5***. ICP/IMMs will respond to SDRs submitted directly to the SoS within 50 calendar days. Where sequential process by distribution depot and ICP/IMM are required, total processing time will not exceed 50 calendar days.

C17.3.13.2.***6***. 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. 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.

C17.3.13.3.2. Response Coordination. It is not the responsibility of the SDR initiator to forward copies of the SDR to all parties involved. Instead, it will be the responsibility of the shipping activity or losing item manager (LIM) to coordinate with the GIM for an appropriate response/disposition to the submitter.

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 depot 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. 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. Do not duplicate detail information from the original report except as indicated in the DLMS 842A/W. POC information applicable to the cancelled SDR is required. A brief narrative description of the reason for cancellation should be included.

C17.3.17. Consignor Replies on Industrial Plant Equipment (IPE) Packaging Deficiencies. Consignor (shipper) replies on IPE packaging deficiencies, which DLA Aviation in Richmond, Virginia, has previously funded for packaging, crating, and handling (PC&H) will provide necessary documents to transfer or reimburse funds for any required corrective action. Handling for PC&H is based on specified requirements for IPE in MIL-HDBK-701, Military Standardization Handbook Blocking, Bracing, and Skidding of Industrial Plant Equipment, and MIL-STD-107, Military Standard Preparation and Handling of Industrial Plant Equipment.

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 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 Supplements 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 information copy of each new SDR submission to the submitting system based upon agreement with the submitting Service/Agency. This information copy will be used by the submitting system to append the WebSDR-assigned control number to the internal system record for the specified SDR.***[5]

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 depot 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.

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[5] ***Refer to ADC 1026. Upon full implementation, the information copy will be replaced by an SDR reply citing Reply Code 103, Discrepancy Report Receipt Acknowledgment.***

C17.3.20.1.1.***5***. Return unroutable transshipper prepared SDRs to the submitter for continued processing off-line.[6]

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).

C17.3.20.1.2. 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 Depot 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.

C17.3.20.1.2.3. Inappropriate entries will be overlaid with the correct value, if available, from DAAS history.[7]

C17.3.20.1.2.4. SDRs directed to obsolete DLA supply center RICs will be redirected to DLA Enterprise Business System.

C17.3.20.1.3. Provide translation capability to the Army User Defined File (UDF) format to support Army Web-Based Tool (WBT) SDR application transaction processing pending DLMS implementation.[8] No other transactional non-DLMS formats are authorized for SDRs.

C17.3.20.1.4. Convert SDRs for e-mail distribution where SDR transactions are not feasible due to lack of an established SDR application interface.

C17.3.20.1.4.1. 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.

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[6] Refer to ADC 317, Revised Business Rules for Transshipper-Prepared Supply Discrepancy Reports. Implementation delayed.
[7] Refer to ADC 425, Revised SDR Codes and Procedures, including Incorrect Part Number Discrepancy Codes and DoD WebSDR Data Edits and Forwarding Enhancement.
[8] Refer to ADC 452, Implementation of DOD WebSDR Automated SDR Rejection Capability.

C17.3.20.1.4.1.1. 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
- 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

C17.3.20.1.4.1.2. 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

C17.3.20.1.4.1.3. 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.

C17.3.20.1.4.1.4. 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.

C17.3.20.1.5. Maintain historical records of SDRs and associated transactions.

C17.3.20.1.6. Provide access to SDR information via Web Visual Logistics Information Processing System (WEBVLIPS).

C17.3.20.1.7. Provide ad-hoc queries and management reports.

C17.3.20.1.8. Maintain the DoD WebSDR as a value-added service to support submission, reply, and other functions related to SDR processing.

C17.3.20.1.9. Convert CCP-generated SDRs for e-mail distribution pending owner/manager ability to process electronically.

C17.3.20.1.10. ***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 depots 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.[9]

[9] 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.

C17.3.20.2. WebSDR will edit SDR transactions prior to passing/routing to ensure minimal standards of acceptability.[10] 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[11]). 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.

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.

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

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10 Refer to ADC 452, Implementation of DOD WebSDR Automated SDR Rejection Capability.
11 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.

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.

C17.3.20.2.1***2***. 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.

C17.3.20.2.1***3***. 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.

C17.3.20.2.1***4***. SDRs must contain valid transaction set purpose codes and document type codes as shown in the applicable DLMS Supplement. Reject with Discrepancy Disposition/Status (Reply) Code 938 and 939, respectively. Submitting system personnel will be notified of invalid transaction set purpose codes.

C17.3.20.2.1***5.*** 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.

C17.3.20.2.1***6***. 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.[12]

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.

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.

C17.3.20.2.1***9***. 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.

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[12] Refer to ADC 1044 Enhanced Interim SDR Reply Capability, Status Update, and Completion Notification. Delayed implementation authorized beginning late 2013.I

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.

C17.3.20.4. 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. When the new action activity is a distribution depot, the original SDR will be retransmitted to the designated depot. The customer will receive notification of interim status.

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 and to the SDR initiator for notification of interim status.

C17.3.20.4.3. 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.

C17.3.20.4.4. 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 depot 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.

C17.3.20.4.5. 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.

C17.4. 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 will 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 will 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 will 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 will monitor SDR program performance applicable to transshipper SDRs. 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.

C17.4.2. 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 depot 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 Supplement. 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)[13]. 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).

C17.5.8.3. 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 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 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).

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[13] ADC 430, Timeframe Change for Security Assistance SDR Requests for Reconsideration

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. Reject duplicate SDRs, except those that are resubmitted to request reconsideration of previous decision.

C17.5.14.1.4. 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.

C17.5.14.1.5. Process to the Security Assistance customer initial acknowledgment of receipt of SDR replies and/or denials.

C17.5.14.1.6. 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.

C17.5.14.1.7. 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. After three ILCO reject transactions, the action activity should be contacted off-line to clarify the issues involved.

C17.5.14.1.8. 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.

C18. CHAPTER 18

SMALL ARMS AND LIGHT WEAPONS SERIAL NUMBER REGISTRATION AND REPORTING

C18.1. SCOPE.

C18.1.1. Applicability. The provisions of this chapter apply to the DoD Components responsible for inventory management of small arms and light weapons (SA/LW) and other activities involved in the shipment, registration, or receipt of SA/LW.

C18.1.2. Transactions. This chapter addresses the procedures applicable to SA/LW serial number registration and reporting using the DLMS 140A and 888A transactions. 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)/Defense Logistics Management System (DLMS) environment. Other formats, such as DLMS 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.

C18.1.2.1. DLMS 140A, SA/LW Reporting, is used for the following transaction functions identified by the Accredited Standards Committee (ASC) X12 beginning segment (1/BGN/20) Transaction Type Code (BGN07) and, where applicable, Action Code (BGN08):

C18.1.2.1.1. SA/LW Control Reporting Transaction is identified by Transaction Type Code W4 – Weapons Control Report. This transaction provides MILSTRAP legacy Document Identifier Code (DIC) DSM functionality.

C18.1.2.1.2. SA/LW Receipt/Shipment Follow-up Transaction is identified by Transaction Type Code W4 – Weapons Control Report, with Action Code T – Status Query. This transaction provides MILSTRAP legacy DIC DSD functionality.

C18.1.2.1.3. SA/LW Reconciliation Transaction is identified by Transaction Type Code W5 – Weapons Control Report Reconciliation. This transaction provides MILSTRAP legacy DIC DSR functionality when DSR is used as reconciliation transaction.

C18.1.2.1.4. SA/LW Reject Transaction is identified by Transaction Type Code W5 – Weapons Control Report Reconciliation, with Action Code U – Reject. This transaction provides MILSTRAP legacy DIC DSR functionality when DSR is used to reject invalid/erroneous SA/LW transactions.

C18.1.2.1.5. SA/LW Reconciliation/Reject Follow-up Transaction is identified by Transaction Type Code W5 – Weapons Control Report Reconciliation, with Action Code T – Status Query. This transaction provides MILSTRAP legacy DIC DSF functionality.

C18.1.2.1.6. SA/LW Correction Transaction is identified by Transaction Type Code W5 – Weapons Control Report Reconciliation, with Action Code AC – Acknowledge. This transaction provides MILSTRAP legacy DIC DSC functionality.

C18.1.2.2. DLMS 888A. SA/LW Data Change Transaction is identified by ASC X12 beginning segment (1/BGN07/15) Transaction Type Code W1 – Weapons Data Change. This transaction provides MILSTRAP legacy DIC DSA/DSB functionality.

C18.2. GENERAL REQUIREMENTS

C18.2.1. Purpose. This chapter provides procedures for reporting SA/LW serial number data between the DoD Components and the DoD SA/LW Registry (hereafter referred to in this chapter as the DoD Registry). SA/LW, as defined in Definitions and Terms, including those mounted on aircraft, vehicles, and vessels, that are accounted for in unclassified property records, shall be reported (included will be foreign and commercial weapons, museum pieces with serial numbers, and captured, confiscated, or abandoned enemy SA/LW in the possession of the Department of Defense).

C18.2.2. List of Serial Numbers in Shipments. In addition to the shipment requirements contained in this volume, the shipping activity shall send a listing of the weapon serial numbers contained in each shipment with the shipment documentation accompanying SA/LW shipments between the DoD Components. When shipments consist of multiple containers, the listing shall identify which serial numbers are within each container.

C18.2.3. Small Arms and Light Weapons Without a National Stock Number and/or Serial Number. When discovered, SA/LW without a National Stock Number (NSN) and/or SA/LW (except museum pieces) with missing, obliterated, mutilated, or illegible serial numbers, shall be reported to the DoD Registry by the Component Registry for review and assignment of a Management Control Number (MCN)/NSN and/or serial number. Assignment of Local Control Number (LCN) or MCN shall not replace or be used in lieu of procedures to request assignment of an NSN where applicable. The Component Registry shall report all SA/LW without an NSN and/or SA/LW serial number, by message or letter, for assignment of serial number and/or NSN in the format in Table C18.T1 below:

C18.T1. Format To Report Small Arms and Light Weapons Without a National Stock Number/Serial Number

NSN	**Serial Number**	**Description**
(NSN or none)	(Serial Number or none)	(Make, model, caliber, and other nomenclature)

C18.2.4. Management Control Number/Local Control Number. MCNs/LCNs shall be used by the DoD Components for weapon identification until a valid NSN can be obtained from the DoD Registry in accordance with C18.2.3, or notification that the MCN/LCN will not be assigned an NSN.

C18.2.5. Lost, Abandoned, or Unclaimed Privately-Owned. Lost, abandoned, or unclaimed privately-owned SA/LW that are processed through a Board of Officers for actions described in DoD 4160.21-M, "Defense Materiel Disposition Manual," Chapter 4, and later turned into a DLA Disposition Services Field Office, shall be registered immediately when they come under U.S. Government control.

C18.2.6. Nonappropriated Funded. Nonappropriated funded SA/LW turned in to a DLA Disposition Service Field Office and privately owned weapons classified as claims property shall be registered immediately when they come under the control of the Department of Defense. SA/LW that are claimed (private property whose title has passed to the Department of Defense as a result of a claim against the U.S. Government due to its damage in connection with U.S. Government activities, usually movement of household goods) and confiscated (private property whose title has passed to the Department of Defense as a result of being confiscated by appropriate authority, usually as a result of being abandoned and/or unauthorized for personal possession) by DoD activities shall be reported immediately to the Component Registries.

C18.2.7. Ceremonial/Training. The DoD Components shall obtain a new NSN (or currently assigned NSN) from the DoD Registry for modified weapons rendered inoperable that are used for ceremonial or training purposes. These weapons shall be retained on the Component Registries as weapons subject to the reporting criteria.

C18.2.8. Lost, Stolen, and/or Recovered. The DoD Components shall establish procedures to ensure reporting of lost, stolen, unaccounted, and/or recovered SA/LW under the provisions of DoDM 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives".

C18.2.9. Mobilization. In the event of mobilization or other emergency, the DoD Registry and the Component Registries shall continue to operate and be maintained. SA/LW Transaction Code J (Emergency Suspense Status) may be used in emergency situations as authorized by the individual DoD Components.

C18.2.10. Enemy Small Arms and Light Weapons. Captured, confiscated or abandoned enemy SA/LW in the possession of the Department of Defense as a result of military actions shall be registered. SA/LW may be of foreign or domestic manufacture and may include recaptured US military SA/LW.

C18.2.11. Reporting Foreign Weapon Serial Numbers.

C18.2.11.1. When reporting foreign weapons' serial numbers that contain unidentifiable characters (non-English alpha characters/non-Arabic numerals) that can be translated into an alpha/numeric equivalent, the translated serial number shall be permanently inscribed on the weapon. When the foreign-weapon serial number cannot be translated into alpha/numeric equivalents, the DoD Component shall contact the DoD Registry for assignment of a serial number. Upon assignment of a serial number, the DoD Component shall permanently inscribe the newly assigned serial number on the weapon.

C18.2.11.2. The translated or assigned serial number of the historical weapon must be reported to the Component and DoD Registries in accordance with reporting requirements of this document.

C18.2.11.3. Foreign weapons designated by their Component Registry as having historical value are exempt from the requirement to have translated or assigned serial numbers permanently inscribed, since inscription would destroy the historical value of the weapon.

C18.3. OBJECTIVES

C18.3.1. Establish continuous visibility over all SA/LW by serial number from the contractor to depot; in storage; in transit to requisitioners; in post, camp, and station custody; in the hands of users; during turn-ins; in renovation; and during disposal/demilitarization.

C18.3.2. Interface the SA/LW serial number reporting between the DoD Components using standard procedures.

C18.3.3. Provide follow up procedures for delinquent shipment/receipt transactions.

C18.3.4. Provide SA/LW records reconciliation procedures.

C18.3.5. Provide law enforcement agencies, within 72 hours, the identification of the last known accountable activity having a specific serial-numbered SA/LW.

C18.4. EXCLUSIONS

C18.4.1. Nonappropriated Funds Purchases. SA/LW purchased with non-appropriated funds and privately-owned weapons are exempt from being reported to the DoD Registry since these weapons are controlled by civil authorities under the Gun

Control Act of 1968. This does not include weapons turned in for disposal (see paragraphs C18.2.5 and C18.2.6 above).

C18.4.2. Classified Activities. Classified activities that determine that specific SA/LW should not be registered under these procedures shall request guidance through appropriate channels from the DoD Component.

C18.4.3. Deviations. Deviations from these requirements by DoD activities with small static inventories require concurrence of the Joint Small Arms/Light Weapons Coordinating Group (JSA/LWCG) and approval of the JSA/LWCG Chair. Submit requests for deviations, to include appropriate justification, via electronic mail to DLA Logistics Management Standards at www.dla.mil/j-6/dlmso/About/Comment/coment_form.php or by traditional mail to:

DLA Logistics Management Standards J627 ROOM 1650
Defense Logistics Agency J6
JSA/LWCG Chair
8725 John J Kingman Road, STOP 6205
FORT BELVOIR, VA 22060-6217.

C18.5. DELINEATION OF RESPONSIBILITIES

C18.5.1. DoD Registry. The DoD Registry shall:

C18.5.1.1. Be operated and maintained by the Department of the Army.

C18.5.1.2. Provide a central repository of SA/LW serial numbers from the Component Registries, to include those on-hand, in transit, lost, stolen, demilitarized, or shipped outside the control of the Department of Defense.

C18.5.1.3. Provide law enforcement agencies, within 72 hours, the identification of the last known accountable activity (to include telephone number) having a specific serial-numbered weapon (see paragraph C18.7.6, below). Respond as expeditiously as possible to other inquiries, depending upon volume and existing workload.

C18.5.1.4. Enter all inquiries from law enforcement agencies and inquiries from appropriate military and civilian activities for weapons located in foreign countries on the DoD Registry file when no record exists on the active or inactive file. This shall be accomplished by using DLMS 140A SA/LW Control Reporting Transaction (MILSTRAP DIC DSM function) with SA/LW Transaction Code I (Interrogation/Inquiry Record) and entering the message/inquiry form number in the transaction number (document number) field for cross-reference purposes.

C18.5.1.4.1. For weapons identified as belonging to a DoD Component, these entries shall remain in the DoD active master file until the weapon is returned to DoD control and properly recorded on a Component Registry.

C18.5.1.4.2. Weapons identified as other than the Department of Defense in origin shall be placed in the inactive file of the DoD registry.

C18.5.1.5. At minimum, identify duplicate serial numbers received from the Component Registries on a quarterly basis. The appropriate DoD Component shall be contacted to verify duplicates and the DoD Registry shall issue selected suffixes to modify affected serial number(s) for all but one of the duplicate numbers. To the extent possible, weapons with duplicate serial numbers located in the wholesale system shall be modified first to maintain an audit trail for all modification actions:

C18.5.1.5.1. Provide appropriate corrective instructions to the Component Registries reporting duplicate serial numbers.

C18.5.1.5.2. Establish a complete historical cross-reference record (mechanical or hard copy).

C18.5.2. Component Registries. Component Registries shall:

C18.5.2.1. Maintain and control a mechanized active, inactive, and history file to control SA/LW serial numbers for which they do or did maintain accountability.

C18.5.2.2. Update files based on transaction reporting (e.g., receipts, issues, turn-ins, and inter-DoD Component transfers). Perpetuate suffix codes from all receipt/issue/adjustment transactions when updating files.

C18.5.2.3. Use standard data elements and standard transactions (identified in paragraph C18.1.2) to interface between the Component Registries for reporting changes affecting the SA/LW status in the master file of the Component Registries.

C18.5.2.4. Provide monthly electronic file overlays to the DoD Registry showing active and inactive files in serial number sequence.

C18.5.2.5. Identify duplicate serial numbers on file and request altering instructions from the DoD Registry for all but one of the duplicate numbers. Suspend movement of these weapons pending verification of the record and/or receipt of instructions for modification of the serial number on the weapon.

C18.5.2.6. Provide available data upon receipt of an inquiry from a law enforcement agency within 72 hours, and initiate action as deemed appropriate.

C18.5.2.7. Perform an annual records verification utilizing the registry files to obtain records compatibility with depot files and inventory control point (ICP) files by stock number and quantity.

C18.5.2.8. Report lost, damaged, or destroyed weapons in accordance with DoD 7000.14-R, “Department of Defense Financial Management Regulations,” Volume 12, Chapter 7. SA/LW Transaction Code Q (Notification of Suspected Loss) is applicable for reporting potential lost or stolen SA/LW pending full investigation and

preparation of a Financial Liability Investigation of Property Loss Report (DD Form 200). SA/LW Transaction Code U (Found or Recovered) is applicable for reporting if the missing weapon is found or recovered. Use the SA/LW Control Reporting Transaction for updating the registries.

C18.5.2.9. After all investigative requirements have been initiated, including preparation of a Financial Liability Investigation of Property Lost Report, identify lost or stolen weapons on the Component Registry using the SA/LW Control Reporting Transaction with SA/LW Transaction Code L (Inventory Adjustment - Loss). (Note: In accordance with DoDM 5100.76, the DoD Components are required to submit semiannual reports to the chairperson, Physical Security Review Board for all SA/LW where theft, loss, and recovery occur.)

C18.5.2.10. Perform an annual SA/LW reconciliation with all activities recorded on the registry as having possession and/or accountability of reported SA/LW by serial number, stock number, and quantity. The reconciliation method shall depend on the DoD Components' ability to use Defense Data Network transaction sets or listings. When listings are used to perform the annual reconciliation, they shall be identified by the appropriate transaction set either as header information or shown with each line entry (see paragraph C18.7.8 below).

C18.5.2.11. Report all new weapons or devices that could be construed as SA/LW to the JSA/LWCG chairperson. The chairperson shall determine the reportability and notify the DoD Component. Weapons or devices for which no determination can be made will be discussed by the full JSA/LWCG.

C18.5.3. JSA/LWCG. JSA/LWCG responsibilities are as set forth in DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation”.

C18.6. SAFEGUARDING AND PHYSICAL SECURITY OF AUTOMATIC DATA PROCESSING RECORDED DATA

C18.6.1. The SA/LW data contained in the Automatic Data Processing (ADP) records of the DoD Registry could produce classified data if the total number of serial numbers by weapon type were summarized. Consideration must be given to security of the SA/LW records due to their sensitive nature. Security of ADP records shall be in accordance with DoD 5200.1-R, “Information Security Program”.

C18.6.2. A determination to classify shall be made when there is sound reason to believe that knowledge of the information would provide unfriendlies an insight into the war potential, war defense plans, or posture of the United States and could reasonably be expected to cause a degree of harm to the national security.

C18.6.3. The operation of this program does not relieve units/activities from the requirements for physical security of weapons in accordance with DoD Component regulations.

C18.7. OPERATING PROCEDURES

C18.7.1. The Component Registries shall provide for electronic file transfer of their active and inactive files, in serial number sequence, to arrive at the DoD Registry not later than the 10th of each month. The format shall be in accordance with the DLMS 140A SA/LW Control Reporting Transaction (MILSTRAP DIC DSM function). The DoD Registry shall verify record counts as indicated on the files.

C18.7.2. The DoD Registry shall combine the DoD Components' electronic files into a single file, in serial number sequence, not later than the 15th day of each month. At minimum, the DoD Registry shall identify duplicate serial numbers quarterly in accordance with subparagraph C18.5.1.5 above.

C18.7.2.1. If duplicate serial numbers appear during the next check, and are owned by a single DoD Component, the Component Registry shall be notified to validate the serial numbers. If duplicate serial numbers remain after this validation, the Component Registry shall request altering instructions from the DoD Registry to modify the affected serial number(s). The DoD Registry shall issue modified serial numbers (using selected alpha suffix(es) and maintain a complete historical cross-reference record.

C18.7.2.2. If duplicate serial numbers appear during the next check, and are owned by more than one DoD Component, the DoD Registry shall notify each Component Registry to validate its serial numbers. If duplicates remain after this validation process, the DoD Registry shall issue modified serial numbers to one of the Component Registries (using selected alpha suffixes) and maintain a complete historical cross-reference record.

C18.7.3. Recovered Weapons. Weapons recovered by law enforcement agencies or foreign countries and returned to the custody of a DoD Component shall be registered on the Component Registry using the SA/LW Control Reporting Transaction with SA/LW Transaction Code U (Found or Recovered).

C18.7.4. Inter-DoD Component Transfers. The SA/LW Control Reporting Transaction is used to report inter-DoD Component transfers between the Component Registries. The requirements for reporting shipments shall be as follows:

C18.7.4.1. Shipments Between DoD Components:

C18.7.4.1.1. Shipping Registry. When weapons are selected for shipment by the shipping activity, SA/LW Control Reporting Transaction with SA/LW Transaction Code S (Shipment) shall be sent to the shipping Component Registry. The shipping Component Registry enters the SA/LW data in the active file to indicate the in-transit shipment. The shipping Component Registry then sends the transaction to the destination Component Registry for all inter-DoD Component shipments.

C18.7.4.1.2. Receiving Registry. The receiving Component Registry enters the SA/LW data into the active file to open the record. This record is maintained until confirmation of weapon receipt is provided by the receiving activity.

C18.7.4.1.2.1. Receiving Activity Actions. The receiving activity verifies the serial number(s) and sends SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) to its Component Registry. The receiving Component Registry matches the SA/LW data against the in-transit record. A match constitutes a reconciliation and completes the record.

C18.7.4.1.2.2. Discrepant Serial Numbers. Discrepant serial number(s) shall be verified by electronic mail, telephone or letter and corrective action taken as required.

C18.7.4.1.2.3. Receiving Registry. The receiving Component Registry provides SA/LW Control Reporting Transaction with SA/LW Transaction Code R to the shipping Component Registry.

C18.7.4.1.3. Maintenance Reporting. Weapons shipments from one DoD Component to another for maintenance purposes shall also be reported to appropriate Component Registries. This requirement shall be included in any maintenance support agreement.

C18.7.4.1.4. Shipping Timeframe. If 30 calendar days from date of shipment for continental United States (CONUS) and 90 calendar days for overseas is exceeded, the shipping Component Registry shall initiate coordination to determine the status of the outstanding SA/LW Control Reporting Transactions with SA/LW Transaction Code S (see paragraph C18.8.2) (for receiving Component Registry procedures, see paragraph C18.8.3.). A monthly overage shipment listing shall also be sent to the receiving Component Registry.

C18.7.4.2. Shipments from Procurement. When weapons are shipped from a contractor to activities within the Department of Defense, the contractor is required to prepare three SA/LW Control Reporting Transactions. SA/LW Transaction Code P (Procurement Gains) shall be in the one transaction sent to the shipping Component Registry giving notification of shipment. The data are entered in the shipping Component Registry to open the record. This record shall be held in suspense until confirmation of weapon receipt is provided by the receiving activity. The receiving activity shall submit an SA/LW Control Reporting Transaction to update its Component Registry. The two remaining control reporting transactions shall have the Routing Identifier Code (RIC) of the shipping Component Registry to which the confirmation of receipt shall be provided. The SA/LW Control Reporting Transaction shall accompany the shipment documentation. When shipments consist of multiple containers, a listing shall identify which serial numbers are within each container.

C18.7.4.3. Shipments Outside the Control of the Department of Defense. When SA/LW are selected for shipment to Foreign Military Sales (FMS)/Grant Aid and

other Agencies outside DoD control, or when a DoD agency assumes title and accountability for U.S. weapons purchased or produced under a DoD contract then shipped directly to Security Assistance or other customers outside the Department of Defense, the SA/LW Control Reporting Transactions for the weapons shall be provided to the shipping Component Registry giving notification of shipment. The shipping Component Registry codes each weapon in the shipment using SA/LW Transaction Code N (Shipment to Other Agencies) or code F (Shipment to FMS/Grant Aid) depending upon type of shipment. The shipping Component Registry then enters the SA/LW shipment data into the inactive file. Weapons returned to the DoD supply system from previous shipments to FMS/Grant Aid and other agencies outside DoD control shall be registered by the receiving activity on its Component Registry.

C18.7.5. Demilitarization. When SA/LW are selected for destruction at the demilitarization activity, the demilitarization activity sends SA/LW Control Reporting Transaction with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. The Component Registry shall code each of the demilitarized weapons and enter the SA/LW demilitarization data into the inactive file.

C18.7.6. Department of Defense Small Arms and Light Weapons Serialization Program. The DoD SA/LW Serialization Program is designed to provide investigative agencies, within 72 hours, the identification of the last accountable activity having a specific serial-numbered SA/LW. Investigative agencies will process all inquiries by electronic mail, message, letter, or telephone to the DoD Registry. The DoD Registry shall identify the accountable Component Registry from the data contained in its master record and query that registry as to the last accountable activity for the specific serial-numbered weapon. Once the Component Registry identifies the last accountable activity, response is provided to the investigative agency through the DoD Registry.

C18.7.7. Invalid or Erroneous DLMS 140A Transactions. The Component Registry shall reject invalid or erroneous DLMS 140A SA/LW transactions to the originator using the DLMS 140A SA/LW Reject Transaction (MILSTRAP DIC DSR function). (See paragraph C18.7.10 for rejecting DLMS 888A SA/LW Data Change Transaction with SA/LW Transaction Code K (Multi-Field Correction).) The rejecting Component Registry shall cite the appropriate SA/LW Error Transaction Reject Codes in the SA/LW Reject Transaction. The code explanations identify required corrective action. In a DLMS environment, the SA/LW Reject Transaction may contain more than one SA/LW error transaction reject code, and activities shall ensure that all error conditions are corrected prior to resubmission. Under the constraints of the 80 record position DLSS (MILSTRAP) environment, the reject advice code identifies only one error condition in the transaction, and activities shall review all other fields of the rejected transactions prior to resubmission to ensure that all data entries are correct.

C18.7.7.1. Correction of Rejected Transactions. The Component Registry shall hold rejected transactions in a suspense file until corrective action has been received from the DoD Component. DLMS 140A SA/LW Correction Transaction

(MILSTRAP DIC DSC function) with the appropriate SA/LW error transaction reject code shall be used to respond to rejected transactions.

C18.7.7.2. Follow-Up. If no corrective action is received by the Component Registry within 14 calendar days, the Component Registry shall send a DLMS 140A SA/LW Reconciliation/Reject Follow-up Transaction (MILSTRAP DIC DSF function) to the DoD Component.

C18.7.8. Annual Reconciliation. The annual reconciliation of all SA/LW on the Component Registry shall be performed using DLMS 140A SA/LW Reconciliation Transaction (MILSTRAP DIC DSR function) with SA/LW Transaction Code E (intra-DoD Component Reconciliation of SA/LW serial numbers, and inter-DoD Component reconciliation when reconciling with DLA Defense Distribution Depots). This is a bottoms-up records reconciliation(i.e., matching records from the activity having physical custody and/or accountability of the weapon to the Component Registry records). Matching records shall be considered reconciled. Duplicate SA/LW serial numbers detected during the reconciliation shall require modification instructions from the DoD Registry. Component Registries that perform the annual reconciliation using other than transaction reporting shall ensure that listings contain SA/LW Reconciliation Transaction in the heading. SA/LW Transaction Code E need not be identified on the listing or posted to the Component Registry.

C18.7.8.1. Registry Rejects. Unmatched records and weapons for which no reconciliation was received by the Component Registry shall result in a SA/LW Reject Transaction with the appropriate SA/LW error transaction reject code(s) to the DoD Component.

C18.7.8.2. Follow up for Response to Reject. If corrective transactions and/or notification of a problem is not received from the DoD Component within 60 calendar days, the Component Registry shall follow up using DLMS 140A SA/LW Reconciliation/Reject Follow-up Transaction (MILSTRAP DIC DSF function).

C18.7.9. Mass Stock Number/Department of Defense Activity Address Code Changes. Accomplish mass stock number changes and mass DoD Activity Address Code (DoDAAC)/Unit Identification Code (UIC) changes using DLMS 888A SA/LW Data Change Transaction with SA/LW Transaction Code H (Mass Stock Number Change) (MILSTRAP DIC DSB function) or SA/LW Transaction Code M (Mass DoDAAC/UIC Change) (MILSTRAP DIC to be determined).

C18.7.10. Multi-field Corrections. Reporting activities shall use DLMS 888A, SA/LW Data Change Transaction with SA/LW Transaction Code K (Multi-Field Correction) (MILSTRAP DIC DSA function) to change erroneous information on the Component Registry active/inactive file. The Component Registry shall reject any SA/LW Data Change Transactions (with SA/LW Transaction Code K), that contain invalid data or do not match the file or.

C18.7.10.1. Preparation of Small Arms and Light Weapons Data Change Transaction. Reporting activities shall prepare SA/LW Data Change Transaction with SA/LW Transaction Code K when the Component Registry contains erroneous information. Changes can be made to the NSN/MCN/LCN/DoDAAC/UIC of the accountable activity and serial number.

C18.7.10.2. Rejection of Small Arms and Light Weapons Data Change Transactions. SA/LW Data Change Transactions (with SA/LW Transaction Code K) received by the Component Registry that do not match the NSN/MCN/LCN, reporting activity DoDAAC/UIC, or serial number contained on the active/inactive file shall be rejected to the reporting activity using DLMS 888A as a reject transaction. The rejected SA/LW Data Change Transaction (with SA/LW Transaction Code K) shall contain the appropriate SA/LW error transaction reject code. Rejected transactions shall be suspended in the Component Registry pending receipt of a corrected SA/LW Data Change Transaction (with SA/LW Transaction Code K). Under DLMS, more than one SA/LW error transaction reject code may be shown in the rejected SA/LW Data Change Transaction (with SA/LW Transaction Code K), and the reporting activity must review all invalid data before resubmitting the corrected transaction. In a DLSS (MILSTRAP) environment, only one SA/LW error transaction reject code can be identified in the rejected transaction (MILSTRAP DIC DSA), and the reporting activity must review all entries for additional invalid data before submitting the corrected transaction.

C18.7.10.3. Small Arms and Light Weapons Transaction Code K Conversion. The Component Registries shall not include SA/LW Data Change Transactions (with SA/LW Transaction Code K) on their electronic file transfer overlay records to the DoD Registry. The Component Registry shall convert the DLMS 888A SA/LW Data Change Transactions (with SA/LW Transaction Code K) received from the reporting activity to DLMS 140A SA/LW Control Reporting Transaction with SA/LW Transaction Code K and the old serial number cited for all changes to the serial number field for the monthly electronic file transfer.

C18.8. TIME STANDARDS FOR PROCESSING UPDATES AND FOLLOW-UPS FOR SHIPMENTS AND RECEIPTS

C18.8.1. Weapons Visibility. One objective of the SA/LW serial number registration and reporting procedures is to provide visibility of actual location of all weapons by the timely update of the Component Registries during the shipment or receipt process. The timeframe for processing DLMS 140A SA/LW Control Reporting Transaction (MILSTRAP DIC DSM function) for SA/LW Transaction Codes R and S is 10 calendar days from date of action.

C18.8.1.1. Notification of In-transit Shipment to Shipping Component Registry. Within 10 calendar days of selection for shipment, the shipping activity shall send the SA/LW Control Reporting Transaction (with SA/LW Transaction Code S) to the shipping Component Registry to indicate which serial numbers are included in the in-transit shipment. activities that do not have mechanized capability shall provide the SA/LW Control Reporting Transaction (with SA/LW Transaction Code S) or hard copy

information to the shipping Component Registry by the fastest available means, leaving the shipping activity within 10 calendar days of selection for shipment.

C18.8.1.2. Update of Shipping Component Registry. Within 10 calendar days of receipt of the SA/LW Control Reporting Transaction (with SA/LW Transaction Code S) from the shipping activity, the shipping Component Registry shall use the transaction to update its files, establish the in-transit record, and send the SA/LW Control Reporting Transaction to the receiving Component Registry for all inter-DoD Component shipments.

C18.8.1.3. Receiving Component Registry Verification. Within 10 calendar days of receipt of the weapon(s), the receiving activity shall use the SA/LW Control Reporting Transaction data that accompanied the shipment to verify the received serial number(s) and provide the WSN transaction (with SA/LW Transaction Code R) to the receiving Component Registry. activities that do not have mechanized capability shall provide the SA/LW Control Reporting Transaction (with SA/LW Transaction Code R) or hard-copy information, to the receiving Component Registry by the fastest available means.

C18.8.1.4. Shipping Component Registry Verification. Within 10 calendar days of receipt of the SA/LW Control Reporting Transaction (with SA/LW Transaction Code R) from the receiving activity, the receiving Component Registry shall send SA/LW Control Reporting Transaction (with SA/LW Transaction Code R) to the shipping Component Registry to provide notification of weapons receipt. The 10-calendar day requirement for shipment/receipt notification also applies to SA/LW shipments from one DoD Component to another for maintenance purposes. This requirement shall be included in any maintenance support agreements between the DoD Components.

C18.8.2. Overage Shipments. The shipping Component Registry shall send a follow-up on all in-transit weapons (30 calendar days for CONUS shipments, and 90 calendar days for overseas shipments) from date of shipment, for which no confirmation of receipt (SA/LW Control Reporting Transaction with code R) has been received. The shipping Component Registry shall send DLMS 140A SA/LW Receipt/Shipment Follow-up Transaction (MILSTRAP DIC DSD function) to the receiving Component Registry. Allow 10 calendar days for response to the follow-up transaction.

C18.8.2.1. Weapon Received. If the weapon has been received, the receiving Component Registry shall submit a SA/LW Control Reporting Transaction with SA/LW Transaction Code R.

C18.8.2.2. Weapon Not Received. If the weapon has not been received, the receiving Component Registry shall submit SA/LW Control Reporting Transaction with SA/LW Transaction Code A (Weapon Not Received).

C18.8.2.3. No Response Received. If no response is received, an electronic transmission (message) shall be sent to the receiving Component Registry with an information copy to the receiving activity and its higher headquarters.

C18.8.2.4. Negative/No Response Reporting. Negative response or no response to the message shall cause the shipping Component Registry reporting the weapon(s) as missing, lost, or stolen to its appropriate investigative agency and the DoD Registry (see subparagraphs C18.5.2.8. and C18.5.2.9. above).

C18.8.3. Shipment Follow-Up Procedures. Follow-up procedures shall be initiated by the receiving Component Registry for all received weapons for which no DLMS 140A SA/LW Control Reporting Transaction (with SA/LW Transaction Code S) was provided by the shipping Component Registry. The follow up procedure is necessary to confirm that the serial number(s) reported as received matches the serial number(s) selected and shipped. The receiving Component Registry shall take the follow-up action with the shipping Component Registry using the SA/LW Receipt/Shipment Follow-up Transaction within 10 calendar days after a weapon(s) has been confirmed as received. Lack of response within 10 calendar days shall cause an electronic transmission (message) to be sent to the shipping Component Registry with an information copy to the shipping activity and its higher headquarters.

C18.8.4. Intra-DoD Component Timeframes. The standard timeframes for inter-DoD Component submission of SA/LW Control Reporting Transaction with SA/LW Transaction Codes R and S as prescribed above also apply to intra-DoD Component shipments and receipts.

C19. CHAPTER 19

UNIQUE ITEM TRACKING

C19.1. SCOPE. The provisions of this chapter apply to the Military Departments including Coast Guard and Defense Agencies (hereafter referred to as the DoD Components) responsible for unique item tracking (UIT).

C19.2. EXCLUSIONS

C19.2.1. Classified activities that determine the visibility of specific UIT assets may compromise operational security shall request guidance from their DoD Components. No DoD Component activity shall deviate from these requirements without the concurrence of their DoD Component and the Unique Item Tracking Committee (UITC). Submit requests for deviation, to include appropriate justification, to DLA Logistics Management Standards, J627, Room 1650, 8725 John J Kingman Road, STOP 6205, Fort Belvoir, VA 22060-6217 or use the comment form on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/About/Comment/comment_form.php.

C19.2.2. Small arms and light weapons program reporting requirements are outlined in Chapter 18.

C19.3. GENERAL. This chapter covers procedures to obtain a UIT designator code and to report, populate, update, and reconcile UIT assets in the DoD Component systems related to or impacted by UIT.[1]

C19.4. OBJECTIVES

C19.4.1. Establish continuous visibility over all UIT assets from their point of entry into the DoD logistics systems through disposal, demilitarization or shipment outside the control of the Department of Defense.

C19.4.2. Reestablish visibility over a UIT item previously shipped outside the Department of Defense's control when it is reintroduced to DoD control.

C19.4.3. Requires use of standard logistics transactions to interface UIT reporting between/among owners, the DoD Components and suppliers. The objective is to populate accountability and, if required, visibility records using standard DLMS logistics transactions. These procedures do not dictate whether the DoD Component systems accomplish UIT through an integrated automated information system (AIS) accommodating UIT data or through use of stand-alone UIT data registries.

[1] All AISs relevant to the unique identification and tracking of item of supply throughout the DoD supply chain. These systems include, but are not limited to, the supply system, financial system, maintenance system, procurement system, the DoD Component repositories.

19.4.4. To provide coverage for all UITC DoD level (inter-DoD Component) UIT programs registered through the DoD UITC in accordance with DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003.

C19.5. SAFEGUARDING AND PHYSICAL SECURITY OF UNIQUE ITEM TRACKING DATA RECORDS

C19.5.1. Secure AIS records as required by DoD 5200.1-R, "Information Security Program," January, 14, 1997.

C19.5.2. Safeguarding AIS UIT recorded data does not relieve units and activities from the DoD Component requirements for physical, electronic, and procedural security of unique item identifier (UII) items.

C19.6. VISIBILITY OF UNIQUE ITEM TRACKING ITEMS. Establishing visibility of items comprising a UIT program (hereafter referred to as UIT items or UIT assets) may begin at any point in the supply chain. Customarily, for "cradle to grave" UIT programs, initial tracking begins at time of shipment from the manufacturer. Alternatively, a UIT program may begin after UIT items are already in the DoD logistics system.

C19.7. RESPONSIBILITIES FOR UNIQUE ITEM TRACKING. The DoD Components shall:

C19.7.1. Maintain AIS necessary to track UIT items for which the owner has or had accountability/visibility.

C19.7.2. Submit existing and proposed DoD level (inter-DoD Component) UIT programs to the DoD UITC for registration and assignment of a Federal Logistics Information System UIT designator code. Coordinate candidate UIT programs with the other DoD Components during the nomination process. Appendix 5 provides procedures for nominating and coordinating a UIT program candidate.

C19.7.2.1. Provide the nominating DoD Component the reason(s) when disapproving a UIT candidate for registration.

C19.7.2.2. Request mediation by the UITC when another DoD Component disapproves a UIT candidate program.

C19.7.3. Apply UIT designator codes to national item identification numbers (NIINs). Refer to C19.28, Table C19.T2. for assigned UIT designator codes. Ensure that the integrated materiel manager (IMM) applies the UIT designator code to every NIIN comprising the DoD level program, for which a UIT designator code is not already assigned. The IMM assigns UIT designator codes to a NIIN based on direction by the DoD Component UIT central control point. UIT designator code provides the DoD Components a systematic means to identify that a NIIN is subject to UIT and subject to these procedures.

C19.8. NATIONAL STOCK NUMBERS. If known, an item's national stock number (NSN), in conjunction with the UII[2], shall be the preferred means for tracking an item in logistics AIS. If there is no NSN, the owner(s) or an accountable officer shall assign a local control number (LCN) until a valid management control number (MCN) or NSN can be obtained. DLMS provides flexibility to accommodate tracking by NSN and UII, or by NSN and serial number, until such time as IUID policy and use of UIIs is fully implemented. UIT by NSN and serial number is a transitional requirement until the Components fully implement the IUID concept for serially managed assets, and tracking by UII, across the Department of Defense

C19.9. VISIBILITY OF ITEMS. Visibility tracking shall cease when UIT items are shipped outside the control of the Department of Defense, or when demilitarization and/or disposal are confirmed. Historical UIT transactions shall be retained in an inactive file accessible through an automated means.

C19.10. RETENTION OF UNIQUE ITEM TRACKING DOCUMENTATION. Audit capability is required following UIT document processing. Audit capabilities include establishing and maintaining a transaction history that ensures and facilitates successful UIT asset tracing for the following periods:

C19.10.1. Controlled Inventory Items. A minimum of 10 years for controlled inventory items (identified in DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual") and other items that may be designated by the OSD and the DoD Components.

C19.10.2. Non-Controlled Inventory Items. A minimum of 6 years for non-controlled items.[3]

C19.10.3. Source Documents. Retain original documents or facsimiles (e.g., (microfilm, microfiche, Compact Disk-Read Only Memory (CD-ROM)) for a minimum of six years for non-controlled items and a minimum of 10 years for controlled items from date originated. Retain foreign military sales (FMS) source documents and financial records for 10 years from date of closure.

C19.10.4. Transaction History. AIS transaction history files associated with UIT shall include the information system transaction record and the required source document information that prompted the information system transaction. Transaction history records shall be organized and maintained in a manner that shall ensure that

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[2] The UII is an identifier used to uniquely identity an individual asset used within the DoD. The UII may be a DoD Recognized IUID equivalent [e.g., Vehicle identification number (VIN)] or a composite structure defined by the Department of Defense [refer to UII Construct 1 and UII construct 2]. Refer to DoD policy and supporting documentation for specific IUID guidance at www.acq.osd.mil/dpap/pdi/uid/index.html. Refer to the most current version of MIL-STD-130 for specific guidance marking of U.S. Military property.

[3] DoD 4140.1-R requires that transaction histories be maintained for a least 2 years. Under the document retention requirements contained in the National Archives Records Administration (NARA) General Records Schedule (GRS), the document retention period for Accountable Officer's Records is 6 years 3 months.

accurate information can be retrieved and collated in a timely and reliable manner for a minimum of 10 years.

C19.11. DUE-IN AND PREPOSITIONED MATERIEL RECEIPT INFORMATION. Establish due-in records in accordance with due-in procedures in Chapter 12. Upon establishing a due-in, provide a DLMS 527D Prepositioned Materiel Receipt (PMR) transaction to each intended storage activity in accordance with the PMR procedures in Chapter 12. If UIIs are known at time of DLMS 527D initiations, they shall be included.

C19.12. ADVANCE SHIPPING NOTICE. When the procuring DoD Component orders UIT items from a production contractor, the procuring DoD Component shall ensure that the applicable clause requiring the vendor to provide UIIs in accordance with DoD UID Defense Acquisition Regulations Supplement (DFARS) clause is included in the contract.[4] The contractor shall submit IUID UII information to Wide Area Workflow – Receipt and Acceptance (WAWF-RA) in accordance with the WAWF Implementation Guides for the 856, Advance Shipment Notice; 857 Shipment and Billing Notice; direct online input; or another comparable information exchange method supported by WAWF-RA. WAWF shall disseminate the vendor shipment notice to the procuring activity to satisfy the shipment performance notice requirement for the vendor to provide notification of shipment to the procuring activity using DLMS 856, including UII(s). In addition, the WAWF-RA shall disseminate the vendor shipment information to the receiving depot or other DLMS-compliant receiving system using DLMS 856, Advanced Shipment Notice, including UII(s).

C19.13. AIR FORCE INTEGRATED LOGISTICS SOLUTION-SUPPLY RETAIL STATUS. Air Force Integrated Logistics Solution-Supply (ILS-S) (Retail Supply) Supply Status (DLMS 870S) shall be used on an intra-Air Force basis to provide the latest status to the intended receiving activity, including UII and/or serial number in support of UIT for positive inventory control (PIC) nuclear weapon related materiel (NWRM). For legacy items where the UII has not been marked in accordance with IUID policy, the serial number alone shall be passed. DLA Transaction Services shall enable transmission of information copies of the ILS-S Supply Status to the NWRM PIC Fusion Module UIT Registry to ensure the PIC NWRM program has near real time access to UIIs and the associated serial numbers of NWRM item movements.

C19.14. ACCEPTANCE REPORT. When acceptance at origin is applicable, DLMS 856, forwarded to the procuring and receiving activity, shall contain accepted IUID information. When acceptance at destination is applicable, the receiving system may report acceptance, including UII(s), using the DLMS 861, Acceptance Report, to WAWF. Where electronic interface is not available, the receiver may report acceptance, including UII(s), using direct online input to WAWF-RA. WAWF shall extract the IUID information for all Government accepted IUID items and forward to the DoD IUID Registry. Additional information and guidance on the IUID registry can be found on the UID Website http://www.acq.osd.mil/dpap/pdi/uid.

[4] See www.acq.osd.mil/dpap/pdi/uid for specific UID DFARS clause information to include in the contract.

C19.15. MATERIEL RECEIPT

C19.15.1 Receipt. The receiving activity shall notify the owner when UIT items are received. Submit receipt including UII(s) using DLMS 527R Receipt Transaction, in accordance with the receipt procedures in Chapter 13.

C19.15.2 Correction Of Erroneous Receipts. The preferred method for correcting receipt errors for complete or partial receipt (accountable document quantity, UII(s), or both) is to submit a DLMS 527R Receipt reversal in accordance with Chapter 13 Receipt procedures to correct the audit trail.

C19.16. UNIQUE ITEM IDENTIFIER RECEIPT DISCREPANCIES. When received UIIs do not match accompanying UII documentation (e.g., quantity and/or UIIs), the receiving activity shall record the actual quantity and UIIs received, and notify the shipping activity or inventory control point (ICP)/IMM, as applicable, of the discrepancy. The receiving activity shall submit a supply discrepancy report (SDR) showing the appropriate discrepancy code for quantity and IUID discrepancies in accordance with SDR procedures. For shortages or overages in shipments of controlled inventory items, arms, arms parts, ammunitions, and explosives, report within 24 hours of discovery (see SDR response timeframes). Action activities shall reply to all SDRs within 30 calendar days from date of receipt of reports by the action activity when associated with shipments of controlled inventory items. See Chapter 17 for SDR procedures.

C19.17. REINTRODUCTION OF UNIQUE ITEM IDENTIFIER ITEM PREVIOUSLY SHIPPED OUTSIDE THE CONTROL OF THE DEPARTMENT OF DEFENSE. When a UIT item(s) previously shipped outside DoD control is reintroduced to DoD control, the receiving activity shall report the receipt, including UIIs, to the owner. The receiving activity shall submit the receipt using DLMS 527R Receipt transaction.

C19.18. MATERIEL REDISTRIBUTION AND RELEASE

C19.18.1. The shipping activity shall release the appropriate number and condition code of UII items without regard to the UIIs selected. Also applies to disposal release orders (DRO). There is currently no documented requirement for an owner to direct release of specific UIIs.

C19.18.2 Defense Logistics Management System Retail Transportation and Supply Receipt And Acknowledgement Interchange. (See DLM 4000.25, “Defense Logistics Management System Manual,” Volume 3, Chapter 2.) For designated supply trading partners (currently limited to the Standard Base Supply System (SBSS) – Cargo Movement Operations System (CMOS) interface), the DLMS 940R Materiel Release shall be used to support the UIT program for PIC NWRM. UIIs and the associated serial number shall be passed in the DLMS 940R for each item meeting the PIC NWRM program criteria. For legacy items where the UII has not been marked in accordance with IUID policy, the serial number alone shall be passed. This is an interim measure pending transition to tracking by UII and associated IUID business rules/transactions.

C19.18.3. For designated supply trading partners (currently limited to SBSS – CMOS interface), an information copy (image) of the Materiel Release 940R and Materiel Release Advice 945A shall be used in support of Air Force PIC Fusion program data requirements. The routing of an additional information only copy of the DLMS standard transactions (940R and 945A) is authorized for forwarding PIC Fusion data needed for the Air Force UIT registry. This is a specific authorized use with unique identifiers to flag the transaction as information only.

C19.19. CANCELLED MATERIEL RELEASE ORDER/DISPOSAL RELEASE ORDER SUPPORTING UNIQUE ITEM IDENTIFIER MATERIEL RELEASE

C19.19.1. The storage activity shall confirm materiel release order (MRO) or DRO cancellation to the owner, including UIIs. The storage activity shall confirm MRO or DRO cancellations in accordance with DLMS 945A materiel release cancellation advice or disposal release cancellation advice in accordance with Chapter 4.

C19.19.2. The owner shall confirm MRO cancellation with Status Code BQ using DLMS 870S Supply Status via DAAS to eligible status recipients. Data are entered in the eligible status recipient's AIS.

C19.20. MATERIEL RELEASE CONFIRMATION

C19.20.1. For all UIT programs, with the exception noted below for the retail transportation and supply receipt acknowledgment interchange, the shipping activity shall confirm materiel release to the owner and report shipped UIIs. The storage activity shall submit a MRC, including UIIs, using DLMS 945A, processed in accordance with Chapter 4.

C19.20.2. DLMS Retail Transportation and Supply Receipt and Acknowledgement Interchange. (See DLM 4000.25 Volume 3, Chapter 2). Transportation activities do not currently have a requirement to perform unique item tracking. As a result, the DLMS 945A Materiel Release Advice does not currently authorize inclusion of UII (or serial number).

C19.21. CONFIRMATION OF SHIPMENT TO DEMILITARIZATION AND/OR DISPOSAL. The shipping activity shall report to the owner, shipment of all UII items to demilitarization and/or disposal. The storage activity shall include the UIIs on the DLMS 945A Materiel Release Advice.

C19.22. SHIPMENT STATUS. For all UIT programs, the shipping activity shall report shipment status, with UIIs selected for shipment, to the receiving DoD Component. The receiving DoD Component shall enter the data in its AIS to confirm that received UIIs are the UIIs reported shipped.

C19.23. PHYSICAL INVENTORY OF UNIQUE ITEM IDENTIFIER ITEMS. Physical inventory of UIT items shall be conducted in accordance with Chapter 6 physical inventory procedures. There is currently no DoD requirement to inventory by UII.

C19.24. DOD STOCK READINESS PROGRAM. Under the Stock Readiness program, the Department of Defense requires uniform care of supplies, including the inspection and reporting of materiel condition and serviceability, and the scheduling, controlling, and reporting of packaging and other cost reimbursable actions supporting care of supplies in storage (COSIS). For UIT items, the distribution depot shall report storage quality issues requiring COSIS work to the materiel owner via the Storage Quality Control Report, including UII, for approval in accordance with DoD Component "Stock Readiness" Policy using DLMS 842SQ Storage Quality Control Report and DLMS 842S/R Storage Quality Control Report Reply.

C19.25. SIGHT VERIFICATION UNDER SPECIAL CIRCUMSTANCES. Reserved. (NOTE: This capability is to be provided on an exception basis by DLMS 140B once requirements are defined in a proposed DLMS change.

C19.26. DLMS TRANSACTIONS WITH UNIQUE ITEM TRACKING CAPABILITY. Table C19.T1 shows the DLMS transactions with UIT capability and the associated DLMS chapter for processing the transactions.

Table C19.T1. DLMS Transactions with Unique Item Tracking Capability

DLMS Transaction	TITLE	DLMS Volume, Chapter
140A[5]	Small Arms and Light Weapons Reporting	Vol 2, Chapter 18
140B	RESERVED. No documented business case/requirement (Unique Item Tracking Report)	
180M	Materiel Returns Reporting	Vol 2, Chapter 11
511M	Requisition Modification	Vol 2, Chapter 4
511R	Requisition	Vol 2, Chapter 4
527D	Due-in/Advance Receipt/Due Verification	Vol 2, Chapter 12
527R	Receipt, Inquiry, Response and MRA	Vol 2, Chapter 13
810L	Logistics Bill	Vol 5, Chapter 2
842A/W	SDR Follow-up, Correction, Cancellation, & Reconsideration Request	Vol 2, Chapter 17
842S/Q	Storage Quality Control Report	Vol 2, Chapter 21
842S/R	Storage Quality Control Report Reply	Vol 2, Chapter 21
846A	Asset Reclassification	Vol 2, Chapter 7
846F	Ammunition Freeze/Unfreeze	Vol 2, Chapter 14

[5] DLMS 140A is specific to use for Small Arms and Light Weapons tracking under the DoD Small Arms and Light Weapons Serialization Program.

Table C19.T1. DLMS Transactions with Unique Item Tracking Capability

DLMS Transaction	TITLE	DLMS Volume, Chapter
846I	Asset Status Inquiry/Report	Vol 2, Chapter 5
846R	Location Reconciliation Request	Vol 2, Chapter 6
856	Advance Shipment Notice	Vol 2, Chapter 19
856R	Shipment Status Materiel Returns	Vol 2 Chapter 11
856S	Shipment Status	Vol 2, Chapter 5
861	Acceptance Report	Vol 2, Chapter 19 (WAWF)
867I	Issue	Vol 2, Chapter 14
870M	Materiel Returns Supply Status	Vol 2, Chapter 11
870S	Supply Status	Vol 2, Chapter 5
888A[6]	Small Arms and Light Weapons Data Change	Vol 2, Chapter 18
940R	Materiel Release	Vol 2, Chapter 4
940R	Materiel Release for retail transportation and supply receipt and acknowledgement interchange	Vol 3, Chapter 3
945A	Materiel Release Advice	Vol 2, Chapter 4
947I	Inventory Adjustment	Vol 2, Chapter 7

C19.27. DOD-LEVEL UNIQUE ITEM TRACKING PROGRAMS

C19.27.1. DoD Small Arms and Light Weapons Serialization Program. See DLMS, Volume 2, Chapter 18, for the DoD Small Arms and Light Weapons (SA/LW) Serialization Program procedures.

C19.27.2. Radiation Testing and Tracking System Program

C19.27.2.1. The Radiation Testing and Tracking System (RATTS) is a program established to provide regulatory and statutory compliance with Federal, state, and local regulations for the use of radioactive materiel in fielded chemical defense equipment and in industrial applications. It maintains visibility of radioactive source UIIs and wipe test results. It is designed to provide strict control and identification of all radioactive sources to comply with Nuclear Regulatory Commission (NRC) license requirements.

[6] DLMS 888A is specific to use for Small Arms tracking under the DoD Small Arms Serialization Program.

C19.27.2.2. The cell, detector chemical (a component of the M43A1 detector), and drift tube module (a component of the chemical agent monitor (CAM)) are reportable. In turn, the M43A1 detector and M43 alarm are components of the M8A1 chemical agent alarm. The drift tube module in the CAM is the key component of the end item. Hereafter the cell, detector chemical, and CAM drift tube module are identified as radioactive "sources." The requirements for these reporting standards are as set forth in NRC License 12-00722-13 and 12-00722-14.

C19.27.2.3. NRC licenses require UII control of the radioactive source throughout its life cycle. NRC requires a wipe test on an annual basis for the M43A1 detector radioactive source and CAM radioactive source. In addition, the M43A1 detector radioactive source and the CAM radioactive source must be wipe tested within six months of transfer to another activity.

C19.27.3. Navy Depot Level Reparable Program. The Navy Depot Level Reparable (NDLR) program is the recognized inter-DoD Component UIT program for Navy-managed DLRs.

C19.27.4. Army Maintenance Management System Equipment Data Base

C19.27.4.1. The Army Maintenance Management System (TAMMS) Equipment Data Base (TEDB) identifies major end items for all ground, rail, and some construction equipment and watercraft. The information is maintained on vehicles accepted into the Army inventory and includes their age, location, NSN re-designations, overhaul/rebuild/recapitalization and Operating Tempo (OPTEMPO)/usage data. Information is also provided on OPTEMPO (usage) and vehicle age (miles and years). It is used for procurement planning, budgetary justifications, asset redistribution, identity of candidates for safety recalls or overhaul; and for one-time logistics reports and summaries to field units. Additionally, units use the data to reconstruct lost or destroyed equipment logbooks and missing or illegible serial/registration numbers. TEDB is the repository for the Army Vehicle Registration Number Program. The U.S. Army Logistics Support Activity is responsible for recording and maintaining a cross-reference file for all Army vehicle registration numbers on all Army vehicles during their life span. Information from this program meets several management needs such as satisfying state and foreign country registration requirements and assisting law enforcement agencies. The registration number remains unique to a specific equipment item during its life span.

C19.27.4.2. TEDB benefits the warfighter because it is a single source for selected vehicle information. Organizations requiring vehicle location, OPTEMPO/usage, or age information can obtain this information from the TEDB for units throughout the Active Army and Reserve components regardless of the equipment manager. TEDB contributes to improved budgetary, logistics acquisition, and depot program management at all levels of the Army.

C19.27.5. Aviation Component Tracking Program. The Aviation Component Tracking Program is comprised of a set of procedures and databases designed to

ensure unique part identification for flight safety parts and for life managed or special interest items. It provides for control, improved accountability, and visibility of U.S. Army Aviation equipment. The maintenance consolidated database contains the life cycle installation/removal/repair data for all life managed and special interest items. By maintaining the central repository for historical component data, the maintenance consolidated database allows for the recovery of critical data and continued use of parts with missing or erroneous data that would otherwise have to be scrapped.

C19.27.6. Tritium UIT Program. This program identifies all primary and secondary items comprised of tritium throughout the Army, Army Reserve, National Guard, and Marines. This program is necessary to meet a requirement for location visibility of all tritium sources at all times.

C19.27.7. Controlled Cryptographic Items Program. The controlled cryptographic items (CCI) program was established to meet National Security Agency requirements to maintain visibility of controlled cryptographic end items, standalone CCI, and embedded CCI. The CCI program shall perform a complete physical inventory at periodic intervals not to exceed 12 months between successive inventories in accordance with National Security Telecommunications and Information Systems Security Instruction (NSTISSI) 4001, Controlled Cryptographic Items, July 1996. This inventory must include all CCI equipment and uninstalled CCI components. This is necessary to guard against preventable losses of un-keyed CCI to an actual or potential adversary.

C19.27.8. Positive Inventory Control of Nuclear Weapons Related Materiel. Air Force program for providing positive inventory control (PIC) for nuclear weapons related materiel (NWRM).

C19.28. UNIQUE ITEM TRACKING DESIGNATOR CODES. The Federal Logistics Information System is the authoritative source for UIT designator codes. The UIT designator code indicates that an item requires UIT at the DoD level and identifies a DoD UIT program associated with the UIT requirement. See C19.7.3 for application of UIT designator codes. Table C19.12 shows the UIT Designator Codes.

Table C19.T2. Unique Item Tracking Designator Codes

Code	Explanation
AAA	DoD Small Arms and Light Weapons Serialization Program (DoDSALWSP)
AAB	Security Risk Category I Non-Nuclear missiles and Rockets
AAC	Radiation Testing and Tracking System (RATTS) Program
AAD	Navy Depot Level Reparables (NDLR) Program
AAE	Army Maintenance Management System (TAMMS) Equipment Data Base (TEDB)
AAF	Aviation Component Tracking Program
AAG	Tritium Unique Item Tracking Program

Table C19.T2. Unique Item Tracking Designator Codes

Code	Explanation
AAH	Controlled Cryptographic Items (CCI)
AAJ	Positive Inventory Control (PIC) Nuclear Weapon Related Materiel (NWRM)

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 shall comply with these procedures.

C20.3. BUILD REQUIREMENT. The assembly manager shall 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 shall 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 shall 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 shall 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 shall maintain accountability by processing receipts from new procurements within seven calendar days and all other receipts within 10 calendar days. Receipts are measured from date turned over by the carrier to the designated receiving activity to date when storage location/proof of storage is posted in the receiving activity's records. Assembly activities shall comply with Chapter 13 for maintaining control of receipts and for reporting discrepant/deficient receipts.

C20.6. COMPONENT PACKING CONFIRMATION. The assembly activity shall use DLMS 650C, Component Packing Confirmation to notify the assembly manager that packing has been completed at the assembly activity.

C21. CHAPTER 21

STOCK READINESS PROGRAM[1]

C21.1 GENERAL. This chapter provides general information supporting the DoD Stock Readiness (SR) Program. The authoritative source for detailed procedures pertaining to this program is DLAI 4145.4/AR 740-3/AFJMAN 23-231/NAVSUPINST 4400.100/MCO 4450.15, Stock Readiness. Under the SR Program, the Department of Defense requires uniform care of supplies, including the inspection and reporting of condition and serviceability of materiel, and the scheduling, controlling, and reporting of packaging and other cost reimbursable actions in support of the stock readiness program. This chapter provides an overview of the DLMS transactions that support the stock readiness program. Initial implementation is internal to DLA and its storage activities using Distribution Standard System (DSS). The DoD Components shall phase in usage during modernization. All transactions shall be processed through the Defense Automatic Addressing System (DAAS). Capability to support communication with non-DLMS owner/managers and non-DSS storage sites using email and web-based processing is planned.

C21.1.1. Screening Request/Reply. The electronic stock screening request is used by materiel owners/manager to request storage activities to perform a screening action based upon specified criteria. The storage activity shall provide an electronic response to the request with results of the screening or to report that materiel matching the screening criteria was not found. The DLMS 842C, Stock Screening Request/Reply transactions replace the manual tracking and communication of screening requests and results where electronic capability is supported. This DLMS enhancement provides the DoD Components with the capability to use an electronic transmission method within their inventory management systems and improve tracking and management of screening actions.

C21.1.2. Storage Quality Control Report (SQCR)/Reply. The electronic SQCR is used by the storage activity to report storage quality issues requiring stock readiness work (e.g. repair, repackaging, testing, etc.) to the owner for approval. The DLMS 842S, Storage Quality Control Report/Reply transactions, replace the SQCR, DD Form 1225, for information exchange under the DLMS. This DLMS enhancement provides the DoD Components with the capability to use an electronic transmission method within their inventory management systems and eliminates the exchange of hardcopy documents. This process includes both the storage activity report and the owner reply. A future enhancement to report storage activity completion of work is also available in the DLMS format[2].

C21.2 APPLICABILITY AND SCOPE. This guidance is applicable to DoD Components owner/managers and storage activities. It applies to classes of supply that are managed

[1] DLMS procedures in this Chapter are effective February 2008.
[2] Refer to ADC 131, DLMS Submission of Electronic DD Form 1225, Storage Quality Control Report.

by the DoD Components and stored at the storage activities, except Class V, Class VI, and Bulk Class III.

C21.3 STOCK SCREENING REQUEST/REPLY OVERVIEW. The materiel owner/manager shall create a stock screening request to notify distribution activities to screen for potentially quality deficient/defective materiel. Triggers for stock screening actions include a Product Quality Deficiency Report (PQDR), Supply Discrepancy Report (SDR), the critical item management (CIM) process, or other notification of defect. The materiel owner/manager shall identify materiel to be screened by NSN or part number/CAGE, specify the inspection type, and provide detailed instructions for the stock screening criteria (e.g., part numbers, vendor, markings, contract, etc.). Screening instructions may be defined by data elements within screening request or by narrative remarks.

C21.3.1 Under DLMS, the stock screening request is prepared using the DLMS 842C/I, Stock Screening Request. The owner/manager shall create and transmit a separate transaction for each action and information copy recipient (i.e., 28 transactions prepared for 28 storage activities). The owner/manager shall identify as the action recipient those storage activities known by the owner/manager to have the materiel in question in storage. An information copy shall be reported to all other storage activities. This process shall ensure that all applicable materiel is screened, to include, for example, DLA-managed materiel that is now owned by the DoD Components.

C21.3.2 The stock screening request shall remain open in the owner/manager application until a reply is received from all the action storage activities/locations indicating that the stock screening has been: completed with no defects found; completed with SQCR created; or completed with a “no stock” reply. An interim reply may be provided under exceptional circumstances with explanatory comments . When all action activity replies have been received, the request shall be closed.

C21.3.3 Under DLMS, the stock screening reply is prepared using the DLMS 842C/R, Stock Screening Reply, to close the automated coordination of stock screening actions. Storage activities shall send a stock screening reply transaction to the owner/manager for storage activities identified for action. If no stock is stored at a particular storage activity, the storage activity shall send a “no stock” reply where designated for action.

C21.3.4 If the storage activity finds stock within its location, the storage activity shall automatically create an inspection workload using the data from the stock screening transaction. If the inspection type is critical safety item (CSI), the storage activity shall automatically freeze the stock. When the inspection is complete, action storage activities shall send a reply to the owner/manager with the results of the stock screening and close the screening request. When materiel is found matching the screening criteria, the reply shall specify the quantity and condition of the materiel. Depending upon the results of the screening, the reply may indicate that an SQCR will follow.

C21.3.5 No screening reply is prepared by information stock screening request recipients. This is true regardless of the results of the screening. However, if defective materiel is located at a storage activity receiving only an information copy, an SQCR may be prepared for the materiel owner following guidance below.

C21.3.6 Detailed Requirements. The owner/manager preparing the stock screening request shall assign a suspense date based on the inspection type. The owner/manager shall specify screening criteria as appropriate. Only one contract number (optionally including call number and CLIN), vendor, or batch/lot may be specified per request. The materiel owner/manager may specify up to five CAGE/part number combinations associated with an NSN, e.g., for CSI inspections. The owner/manager shall assign an internal reference number for identification of the stock screening request, that may be used to associate the request with the triggering event. This reference number may be systemically assigned and shall be perpetuated to the stock screening reply and any resulting SQCRs. A document number is required to ensure a DoD-wide unique control number. Both the stock screening reference number and the document number must be included in all transactions. In addition, when applicable, the Product Quality Deficiency Report (PQDR) report control number (RCN) or the SDR document number shall be included to provide a cross reference when the screening action is triggered by a PQDR or SDR.

C21.3.7. Inspection Types. Stock screening requests may be prepared for the following inspection types: aviation safety action message (ASAM), safety of flight (SOF), special inspection, quality related (PQDR or SDR), safety of use (SOU), CSI, and other. Inspection type is identified within the screening request and reply by the Type Inspection Code.

C21.3.8. The owner/manager request format performs four functions:

C21.3.8.1. Stock Screening Request for Action. This is the basic request sent to storage locations where materiel matching screening criteria is known to be held.

C21.3.8.2. Informational Stock Screening. This is sent to storage locations where materiel matching screening criteria is not known to be held, but which may hold such materiel owned by other organizations.

C21.3.8.3. Cancellation. This cancels a previously transmitted request.

C21.3.8.4. Additional Comments. This identifies a follow-on separate transmission that provides clarification of the original request.

C21.3.9. The storage location reply format performs five functions:

C21.3.9.1. No Stock Found. Used by action storage activities to inform the owner/manager that no materiel matching the screening criteria was located.

C21.3.9.2. Stock Screening Completed. Used by action storage activities to inform the owner/manager that the stock screening action is complete and provide the results of the screening.

C21.3.9.3. Interim Reply – Comments Provided. This is used by exception when necessary to communicate with the owner/manager prior to completion of the screening action, e.g., to request additional time or clarification of the screening criteria.

C21.3.9.4. Not Processed – Additional Comments Rejected. This is used to provide notification that the additional comments from the owner/manager cannot be processed because the screening action has been completed and closed.

C21.3.9.5. Cancellation. This cancels a previously transmitted reply so that a corrected reply may be provided.

C21.4. STORAGE QUALITY CONTROL REPORT PROCESS OVERVIEW. The SQCR is submitted by storage activities when changes in the condition of stocks are discovered during stock surveillance, inspections/screening, or during distribution processes requiring stock inspection/screening. The SQCR is forwarded to the materiel owner to obtain disposition instructions, to include approval for reimbursable stock readiness work, e.g. repair, repackaging, testing, etc.

C21.4.1. Triggers for preparation of the SQCR include:

C21.4.1.1. Changes to an unserviceable condition when it is determined that there may be contractor liability for unserviceability under the terms of warranty clauses or unserviceability is due to a latent defect. Materiel in this condition shall be transferred to SCC L (suspended litigation) pending negotiation with contractor(s) or receipt of disposition instructions.

C21.4.1.2. Transfers to SCC D (serviceable – test/modification), E (unserviceable – limited restoration), F (unserviceable – repairable), G (unserviceable – incomplete), J (suspended in stock), and L (suspended – litigation).

C21.4.1.3. Changes in condition of dated, limited shelf-life materiel, medical, or subsistence items.

C21.4.1.4. The item in stock is unidentified or misidentified.

C21.4.2. Under DLMS, the SQCR is prepared by DSS DDs using the DLMS 842S/Q, SQCR. Where DLMS is not supported, the SQCR shall be mailed or faxed to the materiel owner pending implementation of the DLMS or DAAS capability to convert transactions to email.

C21.4.3. Under DLMS, the SQCR response is prepared using the DLMS 842S/R, SQCR Reply. Where DLMS is not supported, the materiel owner shall return the SQCR form annotated with the applicable response information.

C21.4.4. Upon completion of authorized reimbursable stock readiness work, the storage activity shall annotate the hard-copy SQCR with the cost of the action and return it to the materiel owner. The electronic SQCR storage activity reply with completion information is not applicable to DLA, which has query capability to provide visibility of inventory status. A DLMS enhancement for future implementation will support the storage activity notification to the materiel owner that work has been completed[3].

C21.4.5. Detailed Requirements. The distribution activity shall prepare an SQCR for each item, reporting quantity by condition code. SQCRs are forwarded to the appropriate materiel owner stock readiness (SR) coordinator for response. The SQCR shall remain open in at the storage activity until disposition is received from the materiel owner. The SR coordinator reviews the item for excess stock position, cost of action in relation to the value of materiel, etc., and approves or disapproves the stock readiness action request. When disapproving the stock readiness request, the SR coordinator shall concurrently provide disposition instructions for the materiel. When approving the SR request, the SR coordinator shall reply to the storage activity for action. A disposition/status reply code is available in the DLMS format to communicate the reply to reduce reliance on narrative text and to facilitate automated tracking/trend analysis.

C21.4.6. Inspection Types. An SQCR may be prepared as a result of any of the following inspection types: ASAM, SOF, special inspection, quality related (PQDR or SDR), SOU, CSI, cyclic, outbound shipment, shelf-life inspection, standard stock readiness, or other. The inspection type is identified within the SQCR and reply by the type inspection code.

C21.4.7. The storage activity shall provide materiel identification by NSN or manufacturer's CAGE /part number. It shall also support identification by description if needed. Data content is comparable to the DD 1225. When applicable, the report shall include the stock screening request reference number as a cross-reference between the screening request and the resulting SQCR. The SQCR shall use a discrepancy code to identify the non-conformance situation. It provides the estimated/actual cost for repair or repackaging. By DLMS enhancement for future implementation, the SQCR/reply allows for item unique identification.[4]

C21.4.7.1. The storage activity SQCR format performs four functions:

C21.4.7.1.1. Original Report

C21.4.7.1.2. Correction

[3] DLMS procedures in this Chapter are effective February 2008..
[4] Ibid.

C21.4.7.1.3. Cancellation

C21.4.7.1.4. Historical Report. This is used to transmit a record of the SQCR to DAAS under DLMS, when an alternative method of communication was employed. Currently, it is only used when the DSS storage activity communicates with a DLA legacy ICP.

C21.4.7.2. The SQCR reply format performs three functions:

C21.4.7.2.1. SQCR Reply. This is used by the materiel owner to provide disposition instructions on requested stock readiness work.

C21.4.7.2.2. Work Completion Notice. This is used to provide completion status to the materiel owner after approval is given to perform stock readiness work. The storage activity completion reply is provided in the DLMS format as an enhancement for future implementation with the Military Services.[5]

C21.4.7.2.3. Historical Reply. This is used to transmit a record of the SQCR Reply to DAAS under DLMS, when an alternative method of communication was employed.

C21.4.8. DAAS Query Capability.[6] By DLMS enhancement for future implementation, when DAAS web-based processing is available for SQCR and Stock Screening Requests, the web will include capability to query to provide historical information by: NSN, CAGE/part number, control numbers, serial number or batch/lot (associated with NSN/part number), contract number or CAGE, date open, date closed, storage location, and owner/manager.

[5] Ibid.
[6] DAAS query capability not currently available pending full implementation of ADC 240, DLMS Transactions for Stock Screening Request/Reply and Web-Enhanced Stock Screeining Requests and SQCRs.

C22. CHAPTER 22

ASSET STATUS REPORTING

C22.1. GENERAL

C22.1.1. Purpose. This chapter prescribes asset status reporting procedures for the interchange of asset status information between the DoD Component wholesale and below wholesale distribution systems and owners/managers.

C22.1.2. Transactions. This chapter addresses the procedures applicable to the asset status reporting function using the DLMS 846I. The asset status reporting function is identified by the DLMS 846I Accredited Standards Committee (ASC) X12 beginning segment (1/BIA02/020) report type codes. Its DLSS (MILSTRAP) legacy counterpart identified by document identifier codes (DIC), is included for information purposes to allow for processing in a mixed DLMS/DLSS environment. Other formats such as Extensible Markup Langauage (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).

C22.1.2.1. DLMS 846I, Asset Status Inquiry/Report is used for the following transaction functions identified by the beginning segment Report Type Code:

C22.1.2.1.1. Request for Asset Status Report is identified by Report Type Code TI–Asset Status Inquiry. This transaction provides MILSTRAP legacy DIC DZE functionality, which was sent from an inventory control point (ICP) to Military Service designated central points to request reporting from bases, posts, camps and stations.

C22.1.2.1.2. Asset Status Report is identified by Report Type Code TJ–Asset Status Advice. This transaction provides MILSTRAP legacy DIC DZA and DZF functionality.

C22.2. IN STORAGE ASSETS

C22.2.1. Assets Within the Wholesale Distribution System

C22.2.1.1. For assets within the wholesale distribution system, Asset Status Report Transactions may be used between DoD Components by mutual agreement. Send Asset Status Report Transactions (legacy DIC DZA) between DoD Components based on mutually agreed schedules.

C22.2.1.2. Asset status transactions may be used between a Component ICP and a DLA storage activity by mutual agreement.

C22.2.1.3. Under MILSTRAP, due to the number of record positions in DIC DZA devoted to entries prescribed by the DoD Components for use within Component distribution systems, each Component is authorized to procure a printed format suited to its needs. DoD Components must identify to Defense Logistics Management Standards any Component-prescribed data in DIC DZA that will be required in the Component's modernized system using DLMS. This is necessary so that DLA Logistics Management Standards can incorporate the Component data in the DLMS 846I Asset Status Report Transaction.

C22.2.2. Assets Below the Wholesale Distribution System. Assets below the wholesale distribution system shall be reported to the owner/manager when requested by the owner/ manager.

C22.2.2.1. Use the Request for Asset Status Report Transaction with the appropriate asset status code to request, change, or discontinue asset status reporting from the below wholesale distribution system.

C22.2.2.2. For the total asset visibility program, use the Request for Asset Status Report Transaction to request the report of assets above the requisitioning objective using DS to Federal IC 180M, Materiel Returns Reporting (Military Standard Requisitioning and Issue Procedures, DLM 4000.25-1, (MILSTRIP) DIC FTE). Use with the asset visibility program is based on agreement of the involved DoD Components.

C22.2.2.3. Transmit Request for Asset Status Report Transactions to central points designated by DoD Components. Each DoD Component designated activity shall be responsible for notifying its reporting activities of the reporting requirements shown in the Request for Asset Status Report Transactions received from the other Components. The Component activities designated to receive the requests are:

Component	Activity	Routing Identifier Code
Army	USAMC Logistics Support Activity ATTN: AMXLS-V Building 5307, Sparkman Center Redstone Arsenal, AL 35898-7466	AGT
Navy	Navy Supply Systems Command Weapon Systems Support Mechanicsburg, PA 17055-5000	NRP47

Component	Activity	Routing Identifier Code
Air Force	Headquarters Air Force Materiel Command 4375 Chidlaw Road, Suite 6 Wright-Patterson Air Force Base Dayton, OH 45433-5006	FNA
Marine Corps	ILS Directorate (Code 820) Marine Corps Logistics Base Albany, GA 31704-5000	MPB

C22.2.2.4. Always show dates for commencement of reporting (Asset Status Reporting Codes C and D) and change of reporting (Reporting Codes H and J) in the Request for Asset Status Report Transaction as the first day of a month. In these instances, send the request transaction not later than 60 calendar days before the commencement date.

C22.2.2.5. Provision is made for requesting earlier commencement of reporting by use of Asset Status Reporting Code M. In this instance, the DoD Components' central points shall ensure that reporting commences as soon as possible after receipt of the request.

C22.2.2.6. When a one-time asset status report is required on an expedited basis, the Request for Asset Status Report Transaction shall contain Asset Status Reporting Code Z and the date the report is required. The DoD Component central point or the reporting activity in receipt of the request shall take no further action if the date the report is required is already past.

C22.2.2.7. When a one-time asset status report is required for the asset visibility/redistribution program, the Request for Asset Status Report Transaction shall contain Reporting Code N and the date the report is required. Use with the asset visibility program is based on agreement of the involved DoD Components.

C22.2.2.8. Use the Request for Asset Status Report Transaction to request termination of reporting by citing Asset Reporting Code E. Show dates for termination of reporting in the transaction as the last day of the month. Send the Request for Asset Status Report Transaction termination request not later than 60 calendar days prior to the termination date entered in the transaction.

C22.2.2.9. Activities below the distribution system (base, post, camp, or station) shall use Asset Status Report Transactions to report assets to the requesting ICP. Report on hand balances by each separate supply condition of held materiel. Under the constraints of the MILSTRAP fixed length format, the DIC DZF Asset Status

Report Transaction is designed to provide for use of multiple transactions when either or both of the following apply:

C22.2.2.9.1. More than two supply conditions of materiel are held.

C22.2.2.9.2. Requisitioning objective, due-in, or reserved quantities exceed 999,999.

C22.2.2.10. The asset status reporting code cited in the Asset Status Report Transaction shall indicate the type of reporting being accomplished.

C22.3. INTRA-COMPONENT USE

C22.3.1 Intra-Army Use. Army also uses the DLMS Asset Status Report Transaction on an intra-Army basis for Army Single Stock Fund Asset Balance Reporting. This use serves a dual purpose:

C22.3.1.1 When used to report on the single stock fund to the national level systems, the Asset Status Report Transaction represents a report to update the requisitioning objective, reorder point, and retention limit.

C22.3.1.2. When used during a logistics reassignment outside the Army by the losing item manager, the Asset Status Report Transaction informs the Army manager for Non-Army Managed Items (NAMI) of the requisitioning objective and safety level to be set in their systems to be able to monitor and maintain the single stock fund stocking levels.

C22.3.2. Intra-Navy Use. Navy also uses the DLMS 846I Asset Status Report Transaction on an intra-Navy basis for reporting allowance-based assets that are below the whole distribution system to the ICP. This allows the ICP to determine when the activity requires more materiel due to being below its allowance.

C23. CHAPTER 23

CATALOG DATA SUPPORT

C23.1. GENERAL

C23.1.1. Purpose. This chapter provides general information regarding procedures and data exchange requirements for the communication of the DLMS Catalog Data Support.

C23.1.2. Transactions. This chapter addresses procedures applicable to the following Accredited Standards Committee (ASC) X12 transaction functions identified by the transaction set number and the beginning segment Transaction Purpose Code. There are no legacy 80 record position (MILS) equivalent transactions. See the DLA Logistics Management Standards Website for available DLMS Supplement formats www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.

C23.1.2.1. DLMS 832N, Catalog Data Support, is used for the following transaction functions identified by the beginning segment Catalog Purpose Code (1/BCT01/0200):

C23.1.2.1.1. CP – Use to identify catalog data support communicated between DLA Disposition Services, DLA Disposition Services Field Offices, and Distribution Depots supporting Reutilization Business Integration (RBI). These catalog data support transactions identified by BCT01=CP are referred to in this document as DLA Disposition Services Catalog Data Support. See Chapter 16 for detailed procedures associated with this type of catalog data support.

C23.1.2.1.2. RC – Use to identify catalog data support communicated between DLA and maintenance/industrial activities (IAs) authorized by DLA IA support agreement supporting Supply, Storage, and Distribution (SS&D) for the Navy and Retail Storage and Distribution Interface (SDI) for the Marine Corps. These catalog data support transactions are referred to as IA Catalog Data Support.

C23.1.2.1.3. SC – Use to identify catalog data support communicated between DLA Disposition Services and DLA Disposition Services Field Offices supporting Reutilization Business Integration (RBI). These catalog data support transactions are referred to as Sales Contract Catalog Data Support. Note: Only the following detail level functional data is applicable to this process: Generic Name Description, Sales Contract Number, Sales Contract Line Item Number, Remaining Authorized Quantity, and Unit of Measure. See Chapter 16 for detailed procedures associated with this type of catalog data support.

C23.1.2.2. Reserved. (This is a placeholder for other Catalog Data Support transactions that shall be identified by different Transaction Purpose Codes.)

C23.2. INDUSTRIAL ACTIVITY CATALOG DATA SUPPORT

C23.2.1. Navy Background. As a result of the 2005 Base Realignment and Closure (BRAC) decision, retail supply, storage and distribution functions and associated infrastructure supporting the Navy industrial/maintenance sites transferred to DLA. DLA is the material provider for all consumable items in support of the maintenance mission at these sites. To effectively manage materiel at these sites, DLA shall maintain materiel master records identifying the materiel identification and associated characteristics for all DLA managed, non-DLA managed, and local stock number materials that are used by the Navy. Prior to the BRAC decision, Enterprise Business System (EBS) maintained materiel master records for all DLA managed items and some non-DLA Managed items; with this new requirement the DLA EBS shall establish materiel master records for any non-DLA managed item requested by the Navy Fleet Readiness Centers (FRCs) and the Naval Shipyards (NSYs).

C23.2.2. Marine Corps Background. As a result of the 2005 BRAC decision, operating materiel and supplies storage and distribution functions and associated infrastructure supporting the Marine Corps Maintenance Centers (MCMC) industrial/maintenance sites transferred to DLA. DLA is the storage and distribution provider for most consumable items in support of the maintenance mission at these sites. To effectively manage materials at these sites, DLA Distribution Standard System (DSS) shall maintain item data records containing the materiel identification and associated characteristics for all materiel used by the MCMC. Prior to the BRAC decision, DSS maintained item data records for all DLA managed items and most non-DLA-managed items; with this new requirement the DLA DSS established item data records for any item assigned a local stock number (LSN) by the MCMC.

C23.2.3. The catalog data exchange supports the following functions. Specific implementation varies by Service:

C23.2.3.1. Communication of Federal Logistics Information System (FLIS) and user unique data associated information for newly cataloged national stock number (NSN) materiel.

C23.2.3.2. Identification of non-NSN materiel by an LSN so that the LSN may be recognized for requisitioning, storage, and receipt processing.

C23.2.3.3. Communication of FLIS Catalog Change Notices to the Navy NSY and FRC sites. DLA shall send change notices whenever an active materiel master record is updated in the form of DLMS 832N IA Catalog Data Support transactions. EBS shall send notices for changes resulting from manual/ programmatic updates (within EBS) and from systemic updates (from FLIS). FLIS changes include communication of replacement, superseded, and discontinued NSNs.

C23.2.3.4. Identification of NSN materiel by an LSN so that the LSN may be used for storage and distribution of materiel identified at the unit of use (that is, a unit of measure that is less than the FLIS unit of issue).

C23.2.3.5. Identification of MCMC LSNs to a unit of use LSN.

C23.2.3.6. Communication of a Service coordinated/approved substitute/ interchangeable item as a result of DLA or other Service provided supply status to associate the substitute NSN with the primary NSN.

C23.2.3.7. Shipyard prepared queries to identify available DLA EBS materiel master matches on NSN, LSN, or CAGE/part number. This action may trigger an EBS query against FLIS. EBS responses shall be returned in an DLMS 832N IA Catalog Data Support transaction.

C23.3. PROCEDURES – NAVY INTERFACE

C23.3.1. Upon data conversion, all the current LSNs and non-DLA managed materiel masters from the FRC and NSY systems shall migrate to EBS. This shall provide a base line for the materiel currently used at the BRAC sites.

C23.3.2. The catalog data shall be applicable to new item inductions, FLIS change notices for DLA items and non-DLA managed items, as well as Navy-assigned LSNs. Since DLA shall purchase, store, and sell these items to industrial activities, DLA shall have this data resident in EBS and shall provide visibility and updates to the Navy systems via the DLMS 832N IA Catalog Data Support transaction.

C23.3.3. EBS shall also maintain site specific materiel master records for Depot Level Repairable, Nuclear Support Consumables, or Program Owned Material (even cognizance (COG)) items to provide updates pertaining to FLIS data or user unique data elements to the FRC or NSY sites. DLMS 832N IA Catalog Data Support change transactions shall be provided to applicable sites based on FLIS updates or end user changes to user defined data elements for these items.

C23.3.4. Web-based Query. When new items are needed by any of these sites, the capability is required to create new materiel masters or update user defined data elements to existing materiel masters directly into EBS through a user unique screen. This application within EBS shall prompt users for mandatory fields and user defined fields for new entries, that may be optional depending upon the site (FRC/NSY). The screen shall allow the user to query the current EBS data base and determine if an NSN or LSN already exists within EBS.

C23.3.5. If an existing record is found, and EBS does not currently reflect the materiel master is extended to the user site, based on user response, the materiel shall be extended to the user site and an DLMS 832N IA Catalog Data Support transaction shall be sent to user site and identified as an ‘ADD’ record.

C23.3.6. When no record is found within EBS, the system shall query the FLIS reference master data environment (RMDE) to identify any associated NSN. Once the materiel master is created in EBS, an DLMS 832N IA Catalog Data Support transaction shall be sent to the applicable FRC or NSY site. If found, the user shall have the option to build a materiel master record created with FLIS data and any mandatory user unique

data elements in EBS based on user response/input. EBS shall then format an DLMS 832N IA Catalog Data Support transaction. This DLMS 832N IA Catalog Data Support transaction shall be identified as an 'ADD' and shall be sent to the appropriate NSY/FRC site via DLA Transaction Services.

C23.3.7. If no NSN is found in FLIS, the user shall have the option to add a materiel master identified by an EBS assigned LSN. EBS has logic that defaults specific mandatory FLIS data elements, and prompts the user for those for which a default cannot be determined. EBS shall then format an DLMS 832N IA Catalog Data Support transaction and send it to the site identified by the user and also furnish a copy to the instance of DSS at the same site.

C23.3.8. Materiel Identification. Cataloging data shall be categorized by two methods of materiel identification

C23.3.8.1. Items identified by NSN. For these, DLA shall relay FLIS catalog information in the absence of a Navy-FLIS interface. DLA shall also incorporate additional DLA/Navy unique content.

C23.3.8.2. Items identified by LSN. There shall be four configurations of LSN materiel numbers within EBS.

C23.3.8.2.1. Items Cataloged with an NSN but issued to the Navy by Unit of Use. EBS shall assign a unique LSN using the existing data associated with the original NSN. All transactions for this item shall be recorded within EBS under the LSN. There shall be a cross-reference on the materiel master from the LSN to the NSN, and on the NSN to the LSN. LSNs in this category shall use the following construct: 5975-U0-000-1234.

C23.3.8.2.2. Items Identified within a Navy System (e.g., Materiel Access Technology (MAT) or Manufacturing Resource Planning II (MRP II)) by LSN. These LSNs shall be migrated into EBS. EBS shall continue to process transactions against these numbers and modification shall be done through user unique screen application by end users. Updates shall be sent to applicable sites based on these updates. LSNs in this category shall use the following construct: 5315- LL-00-9876.

C23.3.8.2.3. Items with no current LSN or NSN assigned to the Cage and Part Number combination within EBS or FLIS. EBS shall allow end users to create a materiel master for these items via the user unique screen application and systemically assign an LSN. Updates shall be sent to applicable sites based on the initial creation and any subsequent updates based on end user input. These LSNs shall be established based on Federal Supply Classification (FSC) with a serial number range of NL00000000001 through NL99999999999.

C23.3.8.2.4. Hazardous Materiel under Regional Hazardous Inventory Control System (RHICS). For items for which a materiel master is needed to identify

hazardous materiel under RHICS, an LSN identifying the RHICS cataloged or created "LLN" numbers shall be used if no NSN is assigned.

C23.3.8.2.4.1. EBS shall search the existing data base to determine if there is an existing record of the RHICS material beginning with LLN (first 3 digits). When there is an existing materiel master, EBS shall return a DLMS 832N Catalog Data Support transaction identified as an "ADD" record containing all agreed to data elements to build a record in MAT and pass a copy to DSS.

C23.3.8.2.4.2. If no materiel master exists for the RHICS hazardous materiel, the user shall be prompted for mandatory fields and user defined fields for new entries using the RHICS data base elements. The key is that only one RHICS LLN number shall be used for like material. Thereby having only one LLN number per hazardous materiel for all users. When the query is for an LLN, the DLMS 832N Catalog Data Support transaction shall be an output transaction to MAT and a copy shall be furnished to the applicable DSS site.

C23.3.8.3. New Records. Upon creation of new materiel identification content applicable to this process, EBS shall build the materiel master, apply the catalog data to the identified sites (extend to the user sites), and format an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, that shall be sent to the appropriate NSY/FRC site via Defense Automatic Addressing System (DAAS). EBS shall provide a copy of DLMS 832N IA Catalog Data Support transactions for items identified as LSNs to the applicable DSS site.

C23.3.8.4. Modified Records. When the user entry modifies an existing record via the user unique screen application, the user shall be prompted to save changes. This shall trigger EBS to generate a DLMS 832N Catalog Data Support transaction citing Catalog Purpose Code CC, Catalog Record Changed. This record shall contain all applicable data elements to build a record within Navy systems (allowing overlay, vice transmission of only the modified content). If the change is to an existing LSN record previously provided to a DSS site, a copy of the change shall also be furnished.

C23.3.8.5. Transaction Query. NSY sites shall have the additional capability to inquire EBS materiel master records using an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code QU, Site Query for Catalog Record, to determine if NSN or LSN or CAGE Code and Part Number combination exists in the EBS data base when there is no existing record on the internal table within the NSY Navy system.

C23.3.8.5.1. If there is an existing materiel master within EBS for the inquired NSN, EBS shall extend the materiel master to the inquiry site and return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, containing all mandatory data elements to build a record in the MAT system.

C23.3.8.5.2. If there is no materiel master within EBS for the inquired NSN, EBS shall inquire FLIS. When the response is positive, EBS shall build a materiel master and return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, containing all mandatory data elements to build a record in MAT system.

C23.3.8.5.3. If the response from FLIS for the inquired NSN is negative EBS shall return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code NN, No record exists for NSN query. MAT shall output for manual review.

C23.3.8.5.4. If there is an existing material master within EBS for the inquired LSN, EBS shall extend the materiel master to the inquiry site and return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, containing all mandatory data elements to build a record in MAT system.

C23.3.8.5.5. If the response for the inquired LSN is negative EBS shall return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code NL, No record exits for LSN query. MAT shall output for manual review. The user may at this point enter data into the EBS user unique entry screen indicating the need to create a record.

C23.3.8.5.6. If there is an existing materiel master within EBS for the inquired ‘Part Number/CAGE’, EBS shall extend the materiel master to the inquiry site and return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, containing all mandatory data elements to build a record in MAT system.

C23.3.8.5.7. If there is NO existing materiel master within EBS for the inquired ‘part number/CAGE’, EBS shall invoke a query to FLIS.

C23.3.8.5.7.1 When the FLIS response is positive and only one NSN is returned, EBS shall build the materiel master to the inquiry site and return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, containing all mandatory data elements to build a record in the MAT system.

C23.3.8.5.7.2. When the FLIS response is positive and multiple NSNs are returned, EBS shall return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code MN: Multiple NSNs for Part Number/CAGE. MAT shall output record for manual review. The user shall determine which NSN is applicable for their use and shall have the option to inquiry against the specific NSN or build the record through the EBS on-line input.

C23.3.8.5.7.3. When the FLIS response is negative, EBS shall return an DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code NP, No NSN or LSN Found for Part Number/CAGE, to MAT for manual review.

C23.3.9. Unit of Use. Unique functionality to be added in support of the 2005 BRAC decision at the NSY and FRC sites is the ability to issue and store material at a quantity and unit of use less than the FLIS unit of issue. In these instances EBS shall apply unique logic to create a materiel master with an LSN. This record shall contain all applicable FLIS and user unique data elements copied from the original NSN. The EBS materiel master records for both the LSN and NSN shall reference each other.

C23.3.9.1. EBS shall create an LSN record for all NSN items identified with a unit of use upon data conversion as a base line. After initial conversion, these records shall be based on either a requisition alert or funded requisition from any NSY or FRC site identifying a unit of use requirement. An DLMS 832N IA Catalog Data Support transaction record shall NOT be generated to the NSY/FRC sites, but shall be forwarded to the applicable DSS site.

C23.3.9.2. The DLMS 832N IA Catalog Data Support record shall reflect the assigned LSN and Unit of Use as well as the associated NSN and FLIS unit of issue. DSS shall build an internal table cross-referencing the NSN and the associated Unit of Use LSN, FLIS Unit of Issue and the Unit of Use.

C23.3.10. Substitute Cross Reference. EBS shall provide catalog data reflecting substitute reference during the status process. This shall occur for both DLA managed substitutions and for other Service managed substitutions.

C23.3.10.1. When EBS processes a request from an NSY or FRC and determines the primary materiel identification number (e.g., NSN) is not available but an approved substitute is available, EBS shall provide ‘BH’ status and format an DLMS 832N IA Catalog Data Support identified as a substitute record reflecting the primary NSN and reference the substitute NSN.

C23.3.10.2. When EBS receives a ‘BH’ indicating DLA will be sent an item previously identified as a Navy suitable substitute for a DLA funded requisition, the status shall prompt EBS to format a DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code SN, NSN Substituted, reflecting the primary NSN and referencing the substitute NSN when a materiel master already exists in EBS.

C23.3.10.3. When a materiel master for the substitute NSN does not exist in EBS, a materiel master record shall be created. Any user unique data elements shall be copied from the primary NSN specific to that site. A DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code SN, NSN Substituted, reflecting the primary NSN and referencing the substitute NSN shall be forwarded to the applicable site for updating of Navy systems.

C23.3.10.4. EBS shall not maintain a cross reference to other service managed NSNs pertaining to Substitution.

C23.3.11. FLIS Change Notices. EBS shall be responsible for providing all change notices to the Navy BRAC 2005 SS&D sites. These change notices shall be generated as a result of FLIS data changes. Anytime a FLIS recorded data element in EBS is modified, a DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code CC, Catalog Record Changed, shall be sent to all FRC/NSY sites that the material has been extended to within EBS. The changed data element shall not be specifically identified. Each FRC/NSY system shall update internal records accordingly.

C23.3.11.1. NSN Replacement. When an NSN is specifically identified as a 'REPLACED BY' the DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code RN, NSN Replaced, and both the former and new NSN shall be identified. MAT and MRP II shall update its systems as applicable for these records.

C23.3.11.2. When an NSN is specifically identified as 'DISCONTINUED' the DLMS 832N IA Catalog Data Support transaction shall cite Catalog Purpose Code DN, NSN Discontinued; no Replacement. If a subsequent NSN is identified from the FLIS update, the DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code NS, NSN Superseded, shall contain both the former and new NSN. MAT and MRP II shall update its systems as applicable for these records.

C23.3.11.3. When an NSN is specifically identified as 'When Exhausted use' the DLMS 832N IA Catalog Data Support transaction shall cite Catalog Purpose Code RS, Use NSN When Exhausted, and both the former and new NSN shall be identified on the DLMS 832N IA Catalog Data Support transactions. MAT and MRP II shall update its systems as applicable for these records.

C23.3.12. Unanticipated Situations Impacting Catalog Transaction Exchange

C23.3.12.1. If the connection between DLA EBS and FLIS, via FLIS Portfolio Data Warehouse (FPDW) is down, EBS shall initially respond with a 'Response Delayed' status and recycle the query until the FPDW connection resumes and then provide the appropriate status at that time. This process is identified by a DLMS 832N IA Catalog Data Support transaction citing Catalog Transaction Purpose Code RD.

C23.3.12.2. If an unexpected error occurs that is not accounted for by existing response codes, a response of "Manual Action Required" shall be provided by EBS and the transaction shall output for manual review. This process is identified by a DLMS 832N IA Catalog Data Support transaction citing Catalog Transaction Purpose Code AR.

C23.4. PROCEDURES – MARINE CORPS INTERFACE.

C23.4.1. Upon data conversion, all the current local stock numbers and non-DLA managed materiel masters from the MCMC systems shall be migrated to DSS. This shall provide a base line for the materiels currently used at all MCMC sites.

C23.4.2. The catalog data shall be applicable to MCMC-assigned LSNs. Since DLA shall be storing and distributing these items to industrial activities (IAs), DLA shall have this data resident in the DSS and the MCMC shall provide visibility and updates to these LSNs via the DLMS 832N IA Catalog Data Support transaction.

C23.4.3. Web-based Query. When new items are needed by any of these sites, the capability to create new material masters or update user defined data elements to existing material masters directly into MCMC systems through a user unique screen. This application within the MCMC systems shall prompt users for mandatory fields and user defined fields for new entries, which may be optional depending upon the site application. The screen shall allow the user to query the current MCMC data base and determine if an NSN or LSN already exists.

C23.4.4. If no NSN or LSN exists in the MCMC systems, the user shall have the option to add a materiel master identified by a MCMC assigned LSN. MCMC systems have logic that shall default specific mandatory data elements, and prompt user for those for which a default cannot be determined. MCMC systems shall then format a DLMS 832N IA Catalog Data Support transaction and send to the site identified by the user.

C23.4.5. Materiel Identification. Cataloging data shall be categorized by items identified by LSN where no NSN is assigned.

C23.4.5.1. Items currently identified within MCMC systems ((Industrial Logistics Support Management Information System), and MRP II) as an LSN shall be migrated into DSS. DSS shall continue to process transactions against these LSNs and modification shall be done through user unique screen application maintained by the MCMC systems. Updates shall be sent to applicable sites based on these updates.

C23.4.5.2. For items identified by contractor and Government entity (CAGE) and part number combination (with no LSN or NSN assigned) within MCMC systems, MCMC systems shall allow end users to create a materiel master for these items via the user unique screen application and systemically assign an LSN. Updates shall be sent to applicable sites based on the initial creation and any subsequent updates based on end user input. These LSNs shall be established based on the FSC with a sequentially assigned number in the LSN NIIN.

C23.4.5.3. A cataloging action is not required to establish unit of use LSNs for NSN materiel or for non-NSN materiel previously assigned an LSN. A DLMS 846A Asset Reclassification action shall be used to re-identify the materiel and trigger the creation of an item data record under the new LSN within DSS.

C23.4.6. New Records. Upon creation of new materiel identification content applicable to this process, MCMC systems shall build the materiel master, apply the catalog data to the identified sites (extend to the user sites), and format a DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code AA, New Catalog Record Added, that shall be sent to the DSS via DLA Transaction Services.

C23.4.7. Modified Records. When the user entry modifies an existing record via the user unique screen application, the user shall be prompted to save changes. This shall trigger the MCMC system to generate a DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code CC, Catalog Record Changed. This record shall contain all applicable data elements to build a record within the DSS system (allowing overlay, vice transmission) of only the modified content

C23.4.8. Deleted Records. When the user entry deletes an existing record via the user unique screen application, the user shall be prompted to save changes. This shall trigger the MCMC system to generate a DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code DD, Catalog Record Delete. This record shall contain all applicable data elements to delete a record within the DSS system

C23.4.9. FLIS Change Notices. DSS shall be responsible for providing change notice information via catalog data support transactions to MCMC sites for changes related to the NSN itself. MCMC systems shall be updated as applicable for these records.

C23.4.9.1. NSN Replacement. When an NSN is specifically identified as a ‘REPLACED BY,’ the DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code RN, NSN Replaced, including the former and new NSN shall be identified.

C23.4.9.2. When an NSN is specifically identified as ‘DISCONTINUED’ the DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code DN, NSN Discontinued; no Replacement, shall be provided. If a subsequent NSN is identified from the FLIS update, the DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code NS, NSN Superseded, shall be provided containing both the former and new NSN.

C23.4.9.3. When an NSN is specifically identified as ‘When Exhausted use’ the DLMS 832N IA Catalog Data Support transaction citing Catalog Purpose Code RS, Use NSN When Exhausted, shall be provided including both the former and new NSN.

C24. CHAPTER 24

PRODUCT QUALITY DEFICIENCY REPORT PROGRAM

C24.1. GENERAL. This chapter provides general information supporting the DoD Product Quality Deficiency Report (PQDR) Program. The authoritative source for detail procedures pertaining to this program is DLAR 4155.24/AR 702-7/SECNAVINST 4855.5 series/AFI 21-115, Product Quality Deficiency Report Program (refer to the DLA PQDR Home Page). The DoD PQDR program requires DoD Component capture and exchange product quality deficiency information to facilitate root cause determinations, corrective actions, reliability analysis, and recoupment actions (contractor caused deficiencies). This chapter provides an overview of the DLMS transaction exchange supporting the PQDR program. Initial implementation will include the DLA Enterprise Business Systems (EBS), SECNAV Product Data Reporting and Evaluation Program (PDREP), and NAVAIRSYSCOM Joint Deficiency Reporting System (JDRS). Initially, all transactions will pass through the PQDR Inter-service Interface (PQDR II). Components developing new PQDR processing systems will comply with this DLMS standard to exchange data with other DoD PQDR systems.

C24.2. PQDR Transaction Set. The PQDR transaction set is used to move the PQDR (SF-368) data between points (originator/originating point, screening point, action point, and support point), facilitate PQDR exhibit movements, and exchange general information (interim responses, general correspondence, etc.). For each transmission, the receiving system will provide a transaction to the submitting system acknowledging data receipt. DLMS Supplement 842P, PQDR Data Exchange, replaces the system unique transactions currently used to exchange date. This DLMS enhancement provides the DoD Components with a standard electronic transmission method for reporting PQDRs across systems.

C24.3. APPLICABILITY AND SCOPE. This guidance is applicable to all DoD Components responsible for reporting and processing PQDR information. It applies to all supply classes not specifically excluded from PQDR reporting under DLAR 4155.24/AR 702-7/SECNAVINST 4855.5 series/AFI 21-115.

C24.4. PQDR OVERVIEW. The originator/originating point discovers a deficiency and submits the PQDR to the appropriate screening point. The screening point determines the appropriate action point (normally the item manager) and forwards the report for investigation. The action point will either investigate the report or assign the report to a support point (normally the Defense Contract Management Agency (DCMA)) for investigation. When required, the PQDR exhibits are moved between the exhibit holder and the investigating point. Throughout the investigation process, each point sends interim responses and other routine correspondence transactions to keep each interested activity updated with the current investigation status. Under DLMS, PQDR data is exchanged between information technology (IT) systems using the 842P PQDR

Data Exchange transaction. Once data is shared between systems, all subsequent transactions must be sent to each shared system.

C24.5. DETAILED REQUIREMENT. PQDR data exchanged electronically between EBS, PDREP, and JDRS will pass through the PQDR II. The sending system is responsible for complying with the 842P format and including the applicable data elements. The report control number (RCN) is the key identifier for each unique PQDR and will be perpetuated with each transaction. The PQDR II will validate each transaction for required data elements and reject incomplete transactions to the sending system. In addition, the PQDR II will maintain a record of the IT systems having received a prior transaction for each RCN and route a copy of all subsequent transactions to the IT system.

C24.5.1. PQDR Movement Transactions. The DLMS 842P moves the PQDR between the different investigating points.

C24.5.1.1. Originator Forwards to Screening Point (Transaction Set Purpose Code 00). Used when the originator forwards to screening point in another system or when originator and screening point do not exist within the same system. Note: EBS is not permitted to originate PQDRs.

C24.5.1.2. Forward from Screening Point to Action Point (Transaction Set Purpose Code FA). Used when the screening point forwards a PQDR to an action point and the action point does not exist within the same system.

C24.5.1.3. Forward from Action Point to Support Point (Transaction Set Purpose Code 4S). Used when the action point forwards a PQDR to a support point and the support point does not exist within the same system.

C24.5.1.4. Final Reply from Support Point To Action Point (Transaction Set Purpose Code 11). Used when the support point completes their investigation and returns the PQDR to an action point and the action point does not exist within the same system.

C24.5.1.5. Final Reply (Completion Notice) from Action Point to Screening Point (Transaction Set Purpose Code CN). Used when the action point completes their investigation and returns the PQDR to a screening point and the screening point does not exist within the same system.

C24.5.1.6. Not Processed (Misdirected) (Transaction Set Purpose Code 12) Use to indicate that a PQDR was received by the incorrect screening, action, or support point and could not be processed. Return misdirected PQDRs to the previous processing point.

C24.5.1.7. Retraction (Transaction Set Purpose Code 03). Used by screening and action points to change ownership of a PQDR action back to the previous processing point or location.

C24.5.1.8. Reply Rebuttal (Transaction Set Purpose Code RR). Used to rebut an investigation response. PQDR placed at the prior ownership level.

C24.5.2. Exhibit Movement Transactions. PQDR exhibit movement transactions provide status and control over exhibit movements. All PQDR processing points can use exhibit movement transactions. Use of this DLMS 842P for exhibit movement supplements the use of standard logistics transactions for receipt and shipment status. When information copies of the receipt and shipment status are provided to the PDREP-AIS, they will be used to update the exhibit movement and disseminated as appropriate.

C24.5.2.1. Exhibit Request (Transaction Set Purpose Code 13). Used to request the exhibit and provide shipping information.

C24.5.2.2. Exhibit Shipped Notification (Transaction Set Purpose Code 14). Used to provide exhibit shipment information to the requestor.

C24.5.2.3. Exhibit Receipt (Transaction Set Purpose Code ER). Used to document exhibit receipt. Note: If sent as a late exhibit receipt, PQDR is reassigned to the sender's level.

C24.5.2.4. Exhibit Tracer (Not Found) (Transaction Set Purpose Code 10). Used by exhibit requestor to request status or follow up on an exhibit request.

C24.5.2.5. Materiel Disposition (Transaction Set Purpose Code MD). Used to provide final material disposition instructions. Used by the support or action point after the investigation is complete.

C24.5.2.6. Exhibit Disposition Confirmation (Transaction Set Purpose Code ED) Used by the current exhibit holder to confirm compliance with material disposition instructions.

C24.5.3. General Information Transactions. The PQDR general information transactions provide information or status regarding the PQDR without changing ownership.

C24.5.3.1. Acknowledge/Status (Transaction Set Purpose Code 08). Used to acknowledge that a PQDR was received and provide current status to the sender.

C24.5.3.2. Interim Reply (Transaction Set Purpose Code 25). Used by support or action point to provide investigation status of the PQDR to the previous owner.

C24.5.3.3. General Correspondence (Transaction Set Purpose Code CO). Used to transmit general correspondence information concerning the PQDR status from the sender to the receiver, or to send corrections with an explanation of changes.

C24.5.3.4. Follow-up for Status (Transaction Set Purpose Code 45). Used to request status when a processing point has not provided investigation status via interim reply or the like.

C24.5.3.5. Cancellation (Transaction Set Purpose Code 01). Use when PQDR is cancelled in one system and cancelation needs to be propagated to other systems. Note: Only screening points may cancel a PQDR.

C24.5.3.6. Delegate to Alternate Support Point (Transaction Set Purpose Code DA). Used to delegate to another support point by the responsible support point without changing the responsible support point.

C24.5.3.7. Redirect/Transfer (Transaction Set Purpose Code 47). Used to redirect a PQDR to another screening point, action point, or support point within the component.

C24.5.3.8. Reopen (Transaction Set Purpose Code RO). Used when a PQDR is reopened by the system sending the transaction and needs to be reopened in receiving system. The screening point will send to notify other systems that a PQDR has been reopened. The other touch points (originator, action, or support point) will send when requesting the PQDR to be reopened.

C24.5.3.9. Update (Transaction Set Purpose Code SU). Used to send an update to correct or append specific data fields in another IT system.

C24.5.3.10. Forward to Contractor (Transaction Set Purpose Code FC). Used when support point sends PQDR investigation request to a contractor.

C24.5.3.11. Information Copy (Transaction Set Purpose Code 22). Used to send information copy of PQDR to another system. Used for dissemination to non-action activities outside of the PQDR process in another system. Used to provide PQDR to other agencies with a need to know. All data fields should be sent to present the entire PQDR to the receiver.

C24.5.4. System Transactions. System transactions are used to confirm data receipt and communicate transaction failures to the sending system.

C24.5.4.1. Transaction Rejection (Transaction Set Purpose Code 44). Used when the PQDR II determines that 842P transaction is non-compliant with this standard or when a recipient system of an 842P is unable to process a transaction due to its data requirements (i.e. duplicate RCN). This transaction is system generated. End users should use Transaction Set Purpose Code 12, Not Processed (Misdirected), to return with comment.

C24.5.4.2. Confirmation of Transaction Receipt (Transaction Set Purpose Code 06). Used by an automated IT system to confirm transaction receipt from another system.

C24.6. Exhibit Tracking. Systemic update of the PDREP-AIS for exhibit tracking is provided as a by-product of standard logistics transactions. When received at a distribution depot, the receipt transaction will identify the PQDR RCN and an information copy of the receipt will be provided. Similarly, when a DLMS shipment status transaction is prepared for the shipment of an exhibit, the shipment status will perpetuate the PQDR RCN from the release order.

C24.7. PQDR Inter-Service Interface Query Capability. The PQDR II will allow users to query the transaction history by RCN, the system inbox to view pending incoming transactions, and the system outbox to view pending outgoing transaction.

AP1. APPENDIX 1

REPORT OF VALIDATION OF MATERIEL OBLIGATIONS

1. Total overage Materiel obligations referred for validation (includes those forwarded by USAF bases to ALCs):		
a. U.S. Forces	Number	Value[1]
b. FMS and Grant Aid	Number	Value[2]
2. Total cancellations requested by the requisitioner.	Number	Value[3]
3. Total canceled by the logistics system as a direct result of the above requests:[4]		
a. U.S. Forces	Number	Value[5]
b. FMS and Grant Aid	Number	Value[6]
4. Percentage of accomplishment (Line 3 divided by Line 2).	Percent	Percent
5. Materiel Obligation Validation requests to which the requisitioner did not respond (requisitioner failed to acknowledge receipt of requests; did not confirm that materiel obligation should be retained; and did not request suspension of automatic cancellations).	Number	Value[7]

[1] All dollar values will be expressed in thousands.
[2] Ibid.
[3] Ibid.
[4] A materiel obligation shall not be counted as actually canceled until it is certified that the materiel will not be delivered to the requisitioner; for example, the affected elements of the logistics system have confirmed that shipment/procurement action has been stopped.
[5] All dollar values will be expressed in thousands.
[6] Ibid.
[7] Ibid.

6. Total canceled by the logistics systems due to nonresponse:[8]

a. U.S. Forces	Number	Value[9]
b. FMS and Grant Aid	Number	Value[10]

7. Percentage of accomplishment (Line 6 divided by Line 5)	Percent	Percent

8. Reinstatement requests received:[11,12]

Army	Number	Value[13]
Navy	Number	Value[14]
Air Force	Number	Value[15]
Marine Corps	Number	Value[16]
Other DoD	Number	Value[17]

9. Reinstatements accomplished:[18,19]

Army	Number	Value[20]
Navy	Number	Value[21]
Air Force	Number	Value[22]
Marine Corps	Number	Value[23]
Other DOD	Number	Value[24]

[8] Ibid
[9] Ibid.
[10] Ibid.
[11] Reinstatement requests received are measured from the ending of the prior MOV cycle to the ending date of the current MOV cycle. This report reflects cycle reinstatements.
[12] Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.
[13] All dollar values will be expressed in thousands.
[14] Ibid.
[15] Ibid.
[16] Ibid.
[17] Ibid.
[18] Reinstatement requests received are measured from the ending of the prior MOV cycle to the ending date of the current MOV cycle. This report reflects cycle reinstatements.
[19] Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.
[20] All dollar values will be expressed in thousands.
[21] Ibid
[22] Ibid
[23] Ibid
[24] Ibid

AP2. APPENDIX 2

QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT[1]

AP2.1. A Quarterly Intransit To DLA Disposition Services Field Office Report is produced by DLA Disposition Services upon request. In addition, an annual report is produced at the end of each fiscal year that includes the previous four totals upon request. The report is in four parts:

AP2.1.1. Total DoD Summary

AP2.1.2. Service Summary

AP2.1.3. DoDAAC breakout (including further subdivision by DLA Disposition Services Field Office Routing Identifier Code (RIC).

AP2.1.4. A Supplemental Invalid DoDAAC Report

AP2.2. The report shall be distributed upon request. All copies of the reports are provided to the designated DoD Component MILSTRIP Focal Points. Further dissemination of the reports is the responsibility of each individual DoD Component.

AP2.3. The format of the report and the explanation of the derivation of the counts:

Table AP2.T1. QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT

Total DoD, Service, or DoDAAC (Clear-text name and address of the DoDAAC will be printed)							
		DLMS 940R (DIC AFX) Generated	DLMS 940R (DIC AFZ) Generated	No Response to DLMS 940R (DIC AFZ)			Unresolved Discrepancies Moved to History
	Discrepancies Cleared	Advice Code	Advice Code	30-60 Days	60-90 Days	>90 Days	
Total Matches	DLMS 945A (DIC ASZ) / DLMS 870S (DIC AE3) – BF, DE, DF, DG, DH	36 37	36 37	36 37	36 37	36 37	36 37
Note:	1. All columns show transaction and dollar totals. Show dollars in multiples of $100.00 2. Report prepared in hardcopy shall page break after each distinct record, i.e., after each DoDAAC or Service.						

[1] Establishing intransit control procedures for shipments to DLA Disposition Services Field Offices last reported as not implemented by USAF and USMC. Refer AMCL 158B.

AP2.4. Explanation of columns in the report:

AP2.4.1. Total Matches. Reflects a count of matching DLMS 856S (DIC AS3) transactions and DLA Disposition Services Field Office receipts. Physical security/controlled inventory item totals required an exact quantity match. All other items require a quantity match within $800 of an exact match.

AP2.4.2. Discrepancies Cleared. Reflects a count of transactions received by DLA Disposition Services Field Offices in response to DLMS 940R (DIC AFX) and DLMS 940R (DIC AFZ) follow-ups, subdivided by type of response; DLMS 945A (DIC ASZ) or DLMS 870S (DIC AE3) with Status Code BF, DE, DF, DG, or DH.

AP2.4.3. DLMS 940R (DIC AFX) Generated. Reflects a count of DLMS 940R (DIC AFX) transactions generated during the period (quarter or fiscal year) by DLA Disposition Services, subdivided by the type of condition causing a mismatch between the DLMS 856S (DIC AS3) and the DLA Disposition Services Field Office receipt.

AP2.4.4. DLMS 940R (DIC AFZ) Generated. Reflects a count of the DLMS 940R (DIC AFZ) transaction generated during the period (quarter or fiscal year) by DLA Disposition Services, subdivided by type of condition causing a mismatch between the DLMS 856S (DIC AS3) and the DLA Disposition Services Field Office receipt.

AP2.4.5. No response to DLMS 940R (DIC AFZ). Reflects a count of the DLMS 940R (DIC AFZ) transactions to which there has been no response, subdivided by number of days since the DLMS 940R (DIC AFZ) transaction was generated prior to the report preparation cutoff date; further subdivided by type of condition causing a mismatch of the DLMS 856S (DIC AS3) and the DLA Disposition Services Field Office receipt.

AP2.4.6. Unresolved Discrepancies Moved to History. Count of the transactions (records) moved from the active file to history during the period (quarter of fiscal year) that has no resolution of the discrepant condition. Documents (records) are removed from the active file to history, one year from the date of receipt of the first transaction in the record (either a DLMS 856S (DIC AS3) or a DLA Disposition Services Field Office receipt transaction).

AP3. APPENDIX 3.

SUPPLY DISCREPANCY REPORT RELEVANT DATA ELEMENTS

AP3.1. GENERAL

AP3.1.1. 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.

AP3.2. SHIPPING AND PACKAGING DISCREPANCY CODES

AP3.2.1. 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 Depot 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	Receiving report/Materiel Inspection and Receiving Report/Receiving Report (DD 250 or equivalent) omitted
D5	Transportation-specific documentation discrepancy (select specific detail-level code if applicable)
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 or incorrect
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

DISCREPANCY CODES

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[1]

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

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

[1] Discrepancy Code H6, Shipper's Declaration for Dangerous Goods, has been re-assigned to the D-series. See D505 and D506.

DISCREPANCY CODES

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**
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)
P113	Electrostatic/electromagnetic device preservation inadequate or omitted
P114	Concealed preservation defect found in storage (retail only)

DISCREPANCY CODES

Packaging Discrepancy Codes

P2	**Improper packing**
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)

Packaging Discrepancy Codes

P3	**Improper markings**
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
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).

DISCREPANCY CODES

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

Packaging Discrepancy Codes

P4	**Improper unitization (includes palletization and containerization)**
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

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

DISCREPANCY CODES

Quality Deficiency Receipts/Stock Screening (Distribution Depot 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
Q33	Returned, redistribution order, or stock screened item suspected materiel deficiency (DLA Customer Returns Improvement Initiative (CRII) items only)
Q44	New procurement receipt, customer return, redistribution order or stock screen item contracting deficiency, for specification and/or technical data deficiency
Q55	Item under investigation
Q66	Customer return or stock screen item failed under use
Q77	New receipt, customer return, redistribution order to stock screen item identified as a Critical Safety Item (CSI)
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)
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)

DISCREPANCY CODES

Technical Markings (Name Plates, Log Books, Operating Handbooks, Special Instructions)[2]

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

Unique Identification

U01	Unique identification data on label missing, damaged, or unreadable
U02	Unique identification data on item missing, damaged, or unreadable
U03	Unique identification data on supply documentation missing, damaged, or unreadable
U04	Unique identification data not provided on shipping notice
U05	Non-conformance to unique identification requirements under terms of contract
U06	Multiple containers without separate unique identification data listings
U07	Mismatch between unique identification data on item and label
U08	Mismatch between unique identification data on item and shipping documentation
U09	Mismatch between unique identification data on item and due-in or shipping notice
U10	Mismatched or missing unique identification discovered upon opening a sealed pack
U11	Materiel unidentifiable; stock number missing or damaged
U12	Duplicate unique identification

[2] Discrepancy Code T8 discontinued. See W7 and W8.

DISCREPANCY CODES

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; not applicable to Security Assistance)
Z3	Distribution Depot receipt not due-in.
Z4	No record exists for document number cited on supply document (not used by distribution depot; not applicable to Security Assistance)
Z5	Immediate resolution/replacement of discrepant item under DLA industrial activity support agreement
Z6	SDR resubmitted following inappropriate cancellation (must use in combination with other discrepancy codes)
Z7	Property not authorized or not acceptable for turn-in to DLA Disposition Services.

AP3.3 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. Not applicable to Security Assistance
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 (not applicable to Security Assistance)
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)

AP3.4 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:[3]

101 Credit authorized/recommended.

102 Credit not authorized; see remarks.

105 Forward materiel received to address shown. Must use traceable and most economical means available.

106 Forward materiel received to contractor address shown (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 to address shown.

114 Provide disposal documentation by date indicated to address shown. 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.

[3] 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 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.

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 Distribution Depot status on SDRs forwarded to the owner/manager for action:

301 SDR forwarded for disposition by USA as indicated.

302 SDR forwarded for disposition by USAF as indicated.

303 SDR forwarded for disposition by USMC as indicated.

304 SDR forwarded for disposition by USCG as indicated.

305 SDR forwarded for disposition by USN as indicated.

306 SDR forwarded for disposition by GSA as indicated.

307 SDR forwarded for disposition by DLA as indicated.

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.

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.

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.

510 SDR forwarded to Item Manager for research and/or disposition instructions.

511 SDR forwarded to Industrial Operations Command 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.

521 SDR resolution pending PQDR review.

The 600-series codes indicate an ICP reply to the Distribution Depot:

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.

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 not reported within required timeframe.

716 SDR recorded for information and possible corrective action.

717 SDR identifies a carrier discrepancy. Resubmit as a Transportation Discrepancy Report (TDR).[4]

[4] 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.

718 SDR identifies a quality deficiency. Resubmit as a PQDR.[5]

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 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).

[5] See footnote 1.

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.

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.

AP3.5 DISCREPANCY REPORT DOCUMENT TYPE CODES

AP3.5.1. 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.

AP3.5.2. 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.

AP3.5.3. 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 delivery

7 Customer Originated, depot/lateral shipment

Restricted Use. Authorized user only:

A Storage Site receipt, customer return/Other

N Storage site receipt, depot shipment (RDO)

P Storage Site receipt, vendor delivery (new procurement)

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 RDO)

9 Depot originated, vendor delivery to depot

R Depot originated, redistribution order receipt

D DLA Disposition Services Field Office originated[6]

[6] SDR Document Type Code D must be used in conjunction with the applicable DLA Disposition Services Document Type Code

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 Depot 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

AP4. APPENDIX 4

INSTRUCTIONS FOR PREPARATION OF STANDARD FORM 364

AP4.1. ORIGINAL REPORT. A hard copy Supply Discrepancy Reports (SDR) shall only be used by exception under Chapter 17 guidance. When reported manually via hard copy, the following instructions for use of the SF 364, Report of Discrepancy, apply.

AP4.1.1. Indicate whether shipping discrepancy or packaging discrepancy by placing an "X" in appropriate boxes at the top of the form.

Item 1 Date of Preparation. Use month, day, and four-position year format for the date the reporting activity prepares the SDR (e.g., January 10, 2012).

Item 2 Report Number. Provide the locally assigned report number. For Security Assistance shipments, this consists of one alpha character to identify the initiating office in-country, four numeric characters for number control, two alpha characters for the foreign customer country and three to six alphanumeric characters for the master and line item case designator, i.e., A0010-JA-KBD/001. For any unnumbered reports received, the International Logistics Control Office (ILCO) shall assign number x9000 to x9999 and so advise the foreign country customer on the receipted copy. Suffix code R added to the report number indicates the purchaser has asked for reconsideration of the report disposition. Suffix code C added to the report number indicates that the purchaser has contested the U.S. Government's decision on a request for reconsideration.

Item 3 To. In-the-clear name, address, ZIP code and DoD Activity Address Code (DoDAAC) and/or Routing Identifier Code (RIC) (if assigned), and attention symbol/code of action activity. The action activity is based upon the origin of the shipment. If forwarding to the ICP, the RIC of the ICP is located in positions 67-69 of the DD Form 1348-1A. If forwarding to the Defense Distribution Depot, the RIC of the shipping depot is located in positions 4-6 of the DD Form 1348-1A.

Item 4 From. DoDAAC, name, address and ZIP code of the reporting activity or Security Assistance customer (consignee). The in-the-clear address shall be entered.

Item 5a Shipper's Name. Enter name, DoDAAC and/or RIC (for DoD activities) or commercial and government entity (CAGE) code (if available, for commercial contractor facilities), and address of shipper (consignor) when different from Item 3. If applicable, the RIC of the shipping depot is located in positions 4-6 of the DD Form 1348-1A.

Item 5b Number and Date of Invoice. Applicable to Security Assistance billing discrepancies. Enter number and date of vendor's invoice or shipper's bill number. Attach copy of invoice to SF 364.

Item 6 Transportation Document. Enter the type of transportation document, Transportation Control Number (TCN), Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), manifest, waybill, insured/certified U.S. Postal Service, or transportation control and movement document (TCMD) and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via traceable means, (e.g., GBL, CBL). Further for U.S. SDRs, for discrepancies involving shortages, include following statement in Item 12--"Shortage has been verified as not being transportation related."

Item 7a Shipper's Number. Enter shipment number (when more than one shipment is made under a contract or requisition) and contract/contract line item number/document number (e.g., contract, purchase order). For Security Assistance, also include the shipment date to distinguish multiple shipments from a contractor source.

Item 7b Office Administering Contract. Name, address, and ZIP code of the Contract Administration Office (CAO) activity that directed/arranged shipment.

Item 8 Requisitioner's Number. Enter the requisitioning activity's number, (e.g., requisition, purchase request, and suffix code), if applicable. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Only one document number will be included on each SF 364. For U.S. SDRs only, when the original requisition number cannot be identified for discrepancies in sealed vendor packs, the reporting activity must include a constructed document number. When using a constructed document number in an SDR, use block 13 to cite the fund code and bill-to/credit-to DoDAAC, if different from that in the document number.

Item 9a NSN/Part Number and Nomenclature. If item received is different from item shown on shipping documents, or different from item ordered, show each item on a separate line. For serial numbered principal items, sets, kits and outfits, list the item individual serial number first, followed by the discrepancies applicable to that serial number. (Sets,

kits and outfits showing an assembly order number, the assembly order number should also be listed.)

Item 9b Unit of Issue. Enter unit of issue as billed or indicated on shipping document for each item listed in Item 9a.

Item 9c Quantity Shipped/Billed. Enter quantity of item shipped or billed. When code C1 is applicable, enter the quantity and the supply condition code of the item when shipped, (e.g., 980A as shown on shipping document).

Item 9d Quantity Received. Enter the quantity of item received.

Item 10a Discrepancy Quantity. Enter the discrepant quantity. If code C1 is applicable, enter the quantity and the supply condition code of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code, (e.g., 960A, 20F).

Item 10b Discrepancy Unit Price. Enter the unit price as billed or shown on shipping document.

Item 10c Discrepancy Total Cost. For shipping discrepancies, enter the total value of materiel (10a x 10b). For U.S. SDR packaging deficiencies, enter total cost for corrective packaging of all discrepant items. For SDRs reporting both a packaging and a shipping discrepancy on the same item, enter on separate lines both the total value of the materiel and the total cost for corrective packaging.

Item 10d Discrepancy Code. Nature of the discrepancy using the applicable discrepancy code. See Appendix 3 for discrepancy codes that supplements those listed on the face of the form. If a condition exists that is not listed, use code Z1 and describe discrepancy in Item 12, Remarks. Use up to three discrepancy codes. When Discrepancy Code Q1, Product Quality Deficiency, or C2, Expired Shelf Life, is applicable, enter the following information under Item 12, Remarks:

1. Manufacturer's name and commercial and government entity (CAGE) code (if available).

2. Contract/purchase order number if not shown in Item 7a.

3. Date manufactured, date cured, date assembled, date packed (apply one as appropriate), and expiration date for Type I (nonextendible) shelf-life items and inspection or test date for Type II (extendible) shelf-life items. Include the date overhauled/rebuilt if pertinent.

4. Lot/batch number.

5. Location of materiel.

6. Name, address, and telephone number of point of contact.

7. Nature of complaint stating in detail why materiel is unsatisfactory.

Item 11 Action Code. Nature of the action requested identified by action code. See Appendix 3 for action codes that supplements those listed on the face of the form.

Item 12 Remarks.

General Conditions. Use for any supplemental information when the combination of discrepancy codes and action codes needs clarification; when discrepancies need explanation; and when a breakdown of cost to report, in terms of labor man-hours and materials, is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action should be entered here. Provide photos where it would assist in determining the cause/validity of the discrepancy/deficiency.

Information Contact. Include name and communication numbers, (e.g., DSN and commercial telephone numbers, facsimile number, and e-mail address) of the person to be contacted for additional information if different from that entered in Item 14a.

Discrepancies in Sealed Vendor Packs. Enter, if available, the contract number and lot number from the item package and the words "concealed discrepancy found upon opening sealed vendor pack," or cite the appropriate discrepancy code.

Special conditions. For shortages or nonreceipt of GSA items shipped via U.S. Postal Service--cite whether all packages shown as shipped in Item 5 of GSA or DD Form 1348-1A were received. For medical materiel requiring refrigeration or frozen storage--cite the information requested on the special instruction sheet, which is included with shipments of such materiel. For classified materiel--cite whether indications of container tampering were or were not evident; indicate whether a security deviation inquiry may be necessary at the origin.

Security Assistance SDRs. Cite the specific violation of specification, regulation, packaging instruction, or contract.

Item 13 Funding and Accounting Data. (Not applicable to Security Assistance SDRs.)

For packaging discrepancies, the accounting/appropriation fund cite may be entered in this block by the SDR initiator if reimbursement funds/credits are expected for costs incurred to correct reported deficiencies. Use only when a billing document such as the SF 1080, Voucher for Transfer Between Appropriation and/or Funds, will not be prepared.

When using a constructed document number under authorized SDR procedures and prior coordination with the applicable Component finance office (Code U in the first position of the constructed document number serial number (DLMS Utilization Code U) per MILSBILLS procedures), include fund code and credit-to/bill-to DoDAAC, to ensure that credit/billing is appropriate.

Item 14a Typed or Printed Name, Title, and Phone Number of Preparing Official. Self-explanatory. Include both full commercial, DSN, and facsimile communication numbers and e-mail address, if available.

Item 14b Signature. Self-explanatory.

Item 15 Distribution Addressees for Copies. Enter other addressees receiving copies of the report. Not applicable to Security Assistance SDRs.

AP4.2 SUPPLY DISCREPANCY REPORT REPLY. The reverse of SF 364 shall be completed by the action activity as required by this publication.

Item 16 From. The name, DoDAAC and/or RIC, and address of the activity preparing the reply.

Item 17 Distribution Addressees for Copies. Enter addressees (including DoDAAC and/or RIC (if assigned)) receiving copies of the reply in addition to addressee listed in Item 18.

Item 18 To. Enter address (including DoDAAC and/or RIC (if assigned)) of the activity indicated in Item 4 on face of the form. For Security Assistance, use the address for the appropriate ILCO.

Item 19 Enter action taken by responsible action office by placing an "X" in appropriate box(es). Do NOT check box 19f(2) for U.S. SDRs; the regulation(s) citation(s) applies only for shipments to Security Assistance customers. Also, see instructions for Item 23.

Item 20 Enter disposition instructions by placing an "X" in appropriate box(es). Also, see instructions for Item 23.

Item 21 Enter an "X" to indicate to the reporting activity that a new requisition is required if the materiel is still needed. Also, see instructions for Item 23.

Item 22 Enter an "X" to indicate a replacement shipment will be made and the approximate shipment date. Also, see instructions for Item 23.

Item 23 Remarks

General Conditions. Enter any clarification or information necessary for a complete reply. Enter corrective action taken to preclude future packaging discrepancies and/or record the SDR reply code (Appendix 3). This code and applicable narrative may be used rather than marking equivalent boxes for Items 19, 20, and 21.

Item 24a Typed or Printed Name and Phone Number of Preparing Official. This is the individual authorized to provide an SDR response. Include both DSN and full commercial telephone numbers.

Item 24b Signature. Self-explanatory.

Item 24c Date. Use month, day, and four-position year (e.g., January 10, 2012).

AP4.3. SUPPLY DISCREPANCY REPORT FOLLOW-UPS, CORRECTIONS, AND CANCELLATIONS

AP4.3.1. At the top of the original report annotate the appropriate word ("FOLLOW-UP," "CORRECTION," or "CANCELLATION") and the date the follow-up, correction, or cancellation was prepared and forward to the same distribution addresses as the initial report.

AP4.3.2. Where there is any change to the point of contact information provided in block 14a of the original SF 364, enter the new point of contact name and telephone number(s) and e-mail address.

AP4.3.3. For corrected or cancelled SDRs, the initiator shall explain the clarifying data in detail in the "Remarks" block. Include the signature, date, DSN number, complete commercial telephone number, and e-mail address, if available, of the person preparing the revised report.

SF364, Supply Discrepancy Report Form (Front)

REPORT OF DISCREPANCY (ROD)

☐ SHIPPING ☐ PACKAGING

1. DATE OF PREPARATION

2. REPORT NUMBER

3. TO *(Name and address, include ZIP Code)*

4. FROM *(Name and address, include ZIP Code)*

5a. SHIPPER'S NAME

5b. NUMBER AND DATE OF INVOICE

6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill TCN, etc.)*

7a. SHIPPER'S NUMBER *(Purchase order/Shipment, Contract, etc.)*

7b. OFFICE ADMINISTRATION CONTRACT

8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc)*

9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. ACTION CODE[2]
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE[1] (d)	

12. REMARKS *(Continue on separate sheet of paper if necessary)*

[1]DISCREPANCY CODES

CONDITION OF MATERIAL
C1 — In condition other than that indicated on release/ receipt document
C2 — Expired shelf life
C3 — Damaged parcel post shipment
SUPPLY DOCUMENTATION
D1 — Not received
D2 — Illegible or mutilated
D3 — Incomplete/improper or without authority *(Only when receipt cannot be properly processed)*
MISDIRECTED MATERIAL
M1 — Addressed to wrong activity
OVERAGE/ DUPLICATE SHIPMENTS
O1 — Quantity in excess of that on receipt document
O2 — Quantity in excess of that requested *(Other than unit of issue pack)*
O3 — Quantity duplicates shipment
PACKING DISCREPANCY
P1 — Improper preservation
P2 — Improper packing
P3 — Improper marking
P4 — Improper utilization
PRODUCT QUALITY DEFICIENCIES
Q1 — Deficient material (Applicable to Grant Aid and FMS shipments only)
SHORTAGE OF MATERIAL
S1 — Quantity less than that on receipt document
S2 — Quantity less than that requested *(Other than unit of issue pack)*
S3 — Non-receipt of parcel post shipments
ITEMS TECHNICAL DATA MARKINGS *(i.e. Name Plates, Log Books, Opening Handbooks, Special Instructions, etc.)*
T1 — Missing
T2 — 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
WRONG ITEM *(Identify requested item as a separate copy in Item 9 above)*
W1 — Incorrect item received
W2 — Unacceptable substitute
OTHER DISCREPANCIES
Z1 — See remarks

[2] ACTION CODES

1A — Disposition instructions requested *(Reply on reverse)*
1B — Material being retained *(See remarks)*
1C — Supporting supply documentation requested
1D — Material still required expedite shipment *(Not applicable to FMS)*
1E — Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days *(Reply on reverse) (Not applicable to FMS)*
1F — Replacement shipment requested *(Not applicable to FMS)*
1G — Reshipment not required. Item to be requisitioned.
1H — No action required. Information only
1Z — Other action requested *(See remarks)*

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICAL

14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

SF364, Supply Discrepancy Report Form (Reverse Side)

16. FROM:

17. DISTRIBUTION ADDRESSEES FOR COPIES

18. TO:

Use window envelope to mail this document. Insert name, and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extent beyond right dot. Address must not exceed four singles space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

a. MATERIAL ☐ HAS SEEN ☐ WILL BE SHIPPED

DOCUMENT NUMBER

b. ☐ NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.

c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN / WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT

d. ☐ INVOICE/BILL ATTACHED

e. ☐ PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENTS ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.

(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.5)
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(b) CHAP.2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. ☐ PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.

b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: DAYS

c. ☐ RETAIN MATERIAL AT NO CHARGE.

d. ☐ MATERIAL WILL BE PICKED UP IN: DAYS

e. ☐ SHIP MATERIAL *(Specify location)*:

(1) ☐ GBL APPROPRIATIONS CHARGEABLE:

(2) ☐ CHARGES COLLECT-VIA: ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST *($_____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)*

(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID

f. ☐ OTHER *(Specify)*

21. ☐ IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION

22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: DATE

23. REMARKS *(Continue on separate sheet of paper if necessary)*

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICAL	24b. SIGNATURE	24c. DATE

STANDARD FORM 364 BACK (REV. 2-89)

AP5. APPENDIX 5

INSTRUCTIONS FOR SUBMISSION OF DOD UNIQUE ITEM TRACKING PROGRAM CANDIDATES

AP5.1 ORIGINATOR

AP5.1.1. DoD Component Unique Item Tracking (UIT) Representative. Include the name, organization and office symbol, DSN and commercial telephone number, and electronic-mail address.

AP5.1.2. DoD Component. Identify the DoD Component submitting the UIT program candidate or the joint DoD Component group/committee sponsoring the program candidate.

AP5.1.3. Originator. Identify the person who can discuss the concepts, needs, and the rationale underlying the UIT program candidate. Include name, organization and office symbol, DSN and commercial telephone number, and electronic-mail address.

AP5.1.4. Program Sponsor. Include the name, organization and office symbol, and DSN and commercial telephone number, and electronic-mail address.

AP5.2. UNIQUE ITEM TRACKING PROGRAM CANDIDATE

AP5.2.1. Program Name. Enter the full name of the UIT program candidate. Spell out all acronyms.

AP5.2.2. Program Description. Provide a brief description of the UIT program and its applicability to the overall DoD UIT Program. Identify the functional area associated with the UIT program candidate, any other program which may be affected by, or have an interest in, and if applicable, cite authority documents. Identify any additional data element requirements that may be added, revised, or deleted as a result of this program.

AP5.2.3 Justification for UIT Requirement. Provide background and support for the UIT program candidate. Elaborate on the need for the UIT program candidate in a context that allows evaluators to understand the full impact of the program and the impact of not maintaining the status quo. Also, provide responses to the following questions:

AP5.2.3.1. What value does the UIT candidate program add to the DoD UIT Program?

AP5.2.3.2. What potential customers will benefit from the candidate UIT program?

AP5.2.3.3. How does the candidate UIT program contribute to the accountability and visibility of the asset being tracked?

AP5.2.3.4. Is the candidate UIT program compliant with sections C5.7. (Item Accountability, Control and Stewardship) and C5.7.3. (Unique Item Tracking) of, DoD 4140.01-R, DoD Supply Chain Materiel Management Regulation? If yes, at what level and when was compliance achieved? If no, is there a plan to become compliant with DoD 4140.01-R, sections C5.7. and C5.7.3.?

AP5.2.3.5. How many line items (NSN + UIT elements (Unique Item Identifier (UII), and/or serial number = line item) are to be tracked?

AP5.2.3.6. How many reportable line items and UIT events are to be reported?

AP5.2.3.7. What is the name and location of the AIS where the assets will be reported? What standard DLMS transactions will be used to report the assets (e.g., DLMS 527R Receipt, DLMS 856S Shipment Status, DLMS 947I Inventory Adjustment, etc.)?

AP5.2.3.8. In accordance with DoD 4140.1-R, subparagraph C5.7.3.2.3. what provisions have been made for use of AIT?

AP5.2.3.9. In accordance with Item Unique Identification (IUID) policy, IUID is a system of marking items with UIIs that have machine-readable data elements to distinguish an item from all other like and unlike items. A data matrix is used for marking. The Department of Defense requires IUID for specific categories of items. All UIT program items fall under the IUID category of serial managed assets. Accordingly, UIT program items require 2D marking in accordance with IUID policy. IUID policy and specific IUID guidance are available at http://www.acq.osd.mil/dpap/pdi/uid/index.html. For specific guidance on marking DoD property for IUID, refer to the current version of MIL-STD-130. For items that are not currently in compliance with IUID marking policy, provide medium in use and placement of UIT identification.

AP5.2.3.10. Identify any special processing requirements. For example, for Navy depot level reparables, Navy indicated they did not want the DLA distribution depots to open the containers to verify serial number information. Such requirements should be identified and explained, as part of the program submission process. Also, identify the following:

AP5.2.3.10.1. Physical handling (e.g., whether or not to sight verify (open containers, etc.).

AP5.2.3.10.2. Proposed types of UIT events to be reported (e.g., receipt, location reconciliation, inventory adjustment (gain/loss), shipment status, etc.).

AP6. APPENDIX 6

FORMS/MESSAGE FORMATS INDEX

NUMBER	TITLE
AP6.	FORMS/MESSAGE FORMATS INDEX (THIS FILE)
AP6.1.	FORMS/MESSAGE FORMATS INTRODUCTION
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.	GSA FORM 10050, SUPPLY/SHIPMENT STATUS
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
AP6.26.	RESERVED
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
AP6.30.	RESERVED
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)

AP7. APPENDIX 7

DATA ELEMENTS AND CODES INDEX

NUMBER	TITLE
AP7.1	DOCUMENT IDENTIFIER CODES
AP7.2	SERVICE AND AGENCY CODES
AP7.3	ROUTING IDENTIFIER CODES
AP7.4	MEDIA AND STATUS CODES
AP7.5	STOCK OR PART NUMBERS
AP7.6	UNIT OF ISSUE AND QUANTITY
AP7.7	DOCUMENT NUMBER
AP7.8	DEMAND AND SUFFIX CODES
AP7.9	SUPPLEMENTARY ADDRESS
AP7.10	SIGNAL CODES
AP7.11	FUND CODES
AP7.12	DISTRIBUTION CODES
AP7.13	PROJECT CODES
	MASTER PROJECT CODE LIST - w/ POC-POSTED TO WEBSITE ONLY
	MASTER PROJECT CODE LIST - w/o POC-POSTED TO WEBSITE ONLY
AP7.14	PRIORITY DESIGNATORS, STANDARD AND REQUIRED DELIVERY DATES
AP7.15	ADVICE CODES
AP7.16	STATUS CODES
AP7.17	SHIPMENT HOLD CODES
AP7.18	***COUNTRY AND ACTIVITY CODES***
AP7.19	SECURITY ASSISTANCE PROGRAM TYPE OF ASSISTANCE AND FINANCING CODES
AP7.20	SUBSISTENCE TYPE OF PACK CODES
AP7.21	DISPOSAL AUTHORITY CODES
AP7.22	COOPERATIVE LOGISTICS PROGRAM SUPPORT CATEGORY CODES
AP7.23	PRECIOUS METALS INDICATOR CODES

NUMBER	TITLE
AP7.24	AUTOMATED DATA PROCESSING IDENTIFICATION CODES
AP7.25	CUSTOMER IDENTIFICATION

AP8. APPENDIX 8

FORMATS INDEX

APPENDIX	DIC	TITLE
AP8.1		Formats Introduction
AP8.2	A0_/AM_	Requisition
AP8.3	A0_/AM_	Security Assistance Program Requisition
AP8.4	A02/A0B	Non-National Stock Number Requisition (Mechanical)
AP8.5	AF_/AT_	Requisition Follow-up
AP8.6	AFX/AFZ	Disposal Shipment Confirmation Follow-up
AP8.7	AC_/AK_	Requisition Cancellation
AP8.8	AC6/AC7/AG6	Source of Supply Cancellation Request or Reply to Source of Supply Cancellation Request (Issues from Stock)
AP8.9	ACM/ACP	Source of Supply Cancellation (Direct Delivery from Procurement)
AP8.10	AE_	Supply Status (Issues from Stock)
AP8.11	AB_	Direct Delivery Notice[1]
AP8.12	A5_/AF6	Materiel Release Order/Follow-up for Materiel Release Order/Lateral Redistribution Order
AP8.13	A5J/AFJ/ACJ/ AKJ/AGJ	Disposal Release Order, Follow-up, or Cancellation
AP8.14	ARA/ARB/AR0/ AUA/AUB/AU0	Materiel Release Confirmation
AP8.15	ARH	Force Closed Materiel Release Confirmation
AP8.16	ARJ/ARK/ARL/ AEJ	Disposal Release Order Confirmation or Supply Status
AP8.17	A6_	Materiel Release Order Denial (Warehouse Refusal)
AP8.18	A6J	Disposal Release Order Denial

[1] Use of Document Identifier Code (DIC) AB_ changed from intra- to inter-Service for direct delivery from procurement last reported as not implemented by GSA. Refer to AMCL 155.

APPENDIX	DIC	TITLE
AP8.19	AS1-6/AS8/ ASY or AU1-5/AU7/AU8	Shipment Status
AP8.20	ASH	Pseudo Shipment Status for Unconfirmed Materiel Release Order
AP8.21	ASZ	Disposal Shipment Confirmation
AP8.22	AMF/AMP	Document Modifier (Inventory Control Point to Procurement)
AP8.23	A3_	Passing Order
AP8.24	A4_	Referral Order/Lateral Redistribution Order for Retail Assets
AP8.25	A2_	Redistribution Order
AP8.26	AN_	Source of Supply Materiel Obligation Validation Request
AP8.27	AN9/ANZ	Materiel Obligation Validation Request Control Document
AP8.28	AP9/APX	Receipt Confirmation for Materiel Obligation Validation Request
AP8.29	AP_	Materiel Obligation Validation Response
AP8.30	AD1/ADR/AD3	Foreign Military Sales Notice of Availability Key Document
AP8.31	AD2/AD4	Foreign Military Sales Notice of Availability Detail Document
AP8.32	AD5	Foreign Military Sales Notice of Availability Reply Document
AP8.33	FTE/FTG	Customer Asset Report (Materiel Returns Program)
AP8.34	FTR	Reply to Customer Asset Report (Materiel Returns Program)
AP8.35	FTQ	Defense Automatic Addressing System Customer Asset Report Status (Materiel Returns Program)
AP8.36	FTD	Disposition Instructions Delay Status (Materiel Returns Program)

APPENDIX	DIC	TITLE
AP8.37	FTF	Follow-up for Inventory Control Point/Integrated Materiel Manager Reply to Customer Asset Report (Materiel Returns Program)
AP8.38	FTC	Cancellation of Customer Asset Report (Materiel Returns Program)
AP8.39	FTM	Shipment Status (Materiel Returns Program)
AP8.40	FTA	Automatic Return Notification (Materiel Returns Program)
AP8.41	FT6	Inventory Control Point/Integrated Materiel Manager Follow-up (Materiel Returns Program)
AP8.42	FTZ	Inventory Control Point/Integrated Materiel Manager Materiel Receipt Status (Materiel Returns Program)
AP8.43	FTT	Follow-up for Inventory Control Point/Integrated Materiel Manager Materiel Receipt Status (Materiel Returns Program)
AP8.44	FTP	Follow-up for Materiel Returns Program Credit
AP8.45	FTB	Reply to Follow-up for Materiel Returns Program Credit
AP8.46	AFT	Request for Shipment Tracing on Registered, Insured, and Certified Parcel Post
AP8.47	FTL	Supply Status (Materiel Returns Program)
AP8.48		Materiel Release Document DD Form 1348-1A or DD Form 1348-2
AP8.49		Transfers to DLA Disposition Services Field Office on DD Form 1348-1A or DD Form 1348-2 (Single Line Item Turn-Ins)
AP8.50		Return of Discrepant Foreign Military Sales Materiel
AP8.51[2]	APR	Materiel Obligation Validation Reinstatement Request
AP8.52[3]	AX1	Inventory Control Point Government-Furnished Materiel Validation Request

[2] Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.

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

APPENDIX	DIC	TITLE
AP8.53[4]	AX2	Management Control Activity Government-Furnished Materiel Validation Response
AP8.54[5]	AP8	Defense Automatic Addressing System Materiel Obligation Validation Response Transaction
AP8.55	AV_	Notification Of Customer Nonresponse To Materiel Obligation Validation Request

[4] Ibid.

[5] Use of revised MOV temporary suspension procedures for selected activities last reported as not implemented by USMC. Refer to AMCL 37.

AP9. APPENDIX 9

GENERATOR COMMUNICATIONS INTERFACE STANDARD 5.0.0

AP9.1 General.

AP9.1.1. Generator Communications (GenComm) basically serves as an interpreter, allowing DLA Disposition Services to read automated data submitted from the generator's system, which meets the standard set forth in this document. Data can be submitted in bar delimited format or in XML.

AP9.1.2. GenComm allows for the electronic transfer of the Waste Profile Sheet (WPS, DRMS 1930 and the Disposal Turn-In Document (DTID, DD1348-1A) data.

AP9.1.2.1. It expedites the transfer of accountability from the Generator to the DLA Disposition Services Field Office.

AP9.1.2.2. It expedites the ultimate disposal of hazardous waste from the DoD supply chain by reducing keystroke errors and lowering data entry costs by decreasing paper handling.

AP9.2. Procedure.

AP9.2.1. The generator uses their system to create either an ASCII or an XML file.

AP9.2.2. The generator transfers their file to the GenComm server by using one of the following methods:

AP9.2.2.1. E-mail file to: gencomm@gencomm.dla.mil

AP9.2.2.2. Upload the file to: Gencomm Upload Page (https://www.drms.dla.mil/gencomm/GencommUpload)

AP9.2.2.3. Use secure shell/secure FTP

AP9.2.3. Generator checks the GenComm Log file to check for problems or errors. The log file lists the WPS numbers and DTID numbers, which processed. Items rejected show the WPS/DTID number and a reason for the reject. Items rejected need to be resubmitted in a new file, with a different name. Note: the individual records reject – not the entire file.

AP9.2.4. To receive the GenComm Log file submit the following via e-mail:

AP9.2.4.1. DoDAAC

AP9.2.4.2. E-mail Address for system or individual(s) to receive the log.

AP9.2.4.3. To: mailto:DRMSShipHQ@dla.mil

AP9.3. File Format for Generator Communications (Version 5.0.0 – 04/17/08). The basic structure for communicating this data is to use sections and subsections in a text file. The record format for each text line is determined by a combination of its sequence in the outline and its first field.

AP9.3.1. Structure.

AP9.3.1.1. The required outline is as follows:

- File Header
- WPS Section, if any
- DTID Section, if any

AP9.3.1.2. Each WPS section is as follows:

- WPS Section Header
- WPS Subsection(s), if any
- WPS Section Trailer

AP9.3.1.2.1 Each WPS Subsection is as follows:

- WPS Record
- Chemical Composition Subsection, if any
- EPA Waste Number Subsection, if any.

AP9.3.1.2.2. Each Chemical Composition Subsection is as follows:

- Chemical Composition Section Header
- Chemical Composition Record(s)
- Chemical Composition Section Trailer.

AP9.3.1.2.3. Each EPA Waste Number Subsection is as follows:

- EPA Waste Number Subsection Header
- EPA Waste Number Record(s)
- EPA Waste Number Subsection Trailer.

AP9.3.1.3. Each DTID section is as follows:

- DTID Section Header
- DTID Subsection(s), if any
- DTID Section Trailer.

AP9.3.1.3.1. Each DTID Subsection is as follows:

- DTID Record
- DTID Container Subsection, if any
- DTID EPA Waste Code Subsection, if any
- DTID State Waste Code Subsection, if any

AP9.3.1.3.2. Each DTID Container Subsection is as follows:

- DTID Container Subsection Header
- DTID Container Record(s)
- DTID Container Subsection Trailer.

AP9.3.1.3.3. Each DTID Container Subsection is as follows:

- DTID EPA Waste Code Subsection Header
- DTID EPA Waste Code Record(s)
- DTID EPA Waste Code Subsection Trailer.

AP9.3.1.3.4. Each DTID State Waste Code Subsection is as follows:

- DTID State Waste Code Subsection Header
- DTID State Waste Code Record(s)
- DTID State Waste Code Subsection Trailer.

AP9.3.2. Fields are restricted to a maximum of the length indicated, unless noted as variable (V).

AP9.3.3. Fields will be delimited by the pipe symbol ("|") in the bar delimited files. However, there will not be a trailing pipe ("|").

AP9.3.4. Records will be delimited by the carriage return <CR>, technically stored as the carriage return line feed (LF) combination. This will be represented as End of Record Indicator in the record formats.

AP9.3.5. At the end of any record there are three options:

AP9.3.5.1. Continue with the next record.

AP9.3.5.2. Terminate the section or subsection with its trailer and start a new section or subsection.

AP9.3.5.3. Terminate the section or subsection with its trailer and quit (End of file).

AP9.3.6. The following codes are used in defining record formats:

- Mandatory (M)
- Optional (O)
- Alpha (A)
- Numeric (N)
- Alpha/Numeric (A/N)

AP9.4. Record Formats for Generator Communications (Version 5.0.0 - 04/17/08)

AP9.4.1. File Header Format. The header record will be followed by one or two sections: Waste Profile Sheet (WPS) Section or Disposal Turn In Document (DTID) Section. Each section can contain one or more records. A section must have a section header and a section trailer. Permissible combinations are: File Header (FH) and WPS and DTID Sections (in that order), FH and WPS Section only, or FH and DTID section only. Note: The Routing Identifier Code (RIC) SFX must be coordinated with your environmental contact to ensure proper routing.

M/ O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	DoDAAC	A/N	6	6	The Generator DoDAAC i.e. FB2020
M	Date	N	7	7	Julian date the file was created i.e. 1994332
M	Time	N	4	4	In the format HHMM
M	Form Version	A/N	5	1	DLA Disposition Services File Format version Number (will currently be 5.0.0)
M	DLA Disposition Services Filed Office RIC	A/N	4	3	DLA Disposition Services Filed Office RIC and Suffix
M	Form Version	A/N	V	1	Generator Software Release Version Number
M	End of Record Indicator				

AP9.4.2. WPS Section Header Format.

M/ O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	WPS Section Header	A/N	12	12	A constant of “beg_wps_sect”
M	End of Record Indicator				

AP9.4.3. WPS Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style	DRMS 1930 Block # Correlating Data Elements
M	Waste Profile Number	A/N	20	5		Part 1 – A
M	Generator Name	A/N	30	2		Part 1 – A-1
M	Facility Adds Line 1	A/N	30	3		Part 1 – A-2
O	Facility Adds Line 2	A/N	30	0		Part 1 – A-2
M	Facility Adds Line 3	A/N	30	2	City & State	Part 1 – A-2
M	Facility ZIP Cd Line 4	A/N	10	5	NNNNN-NNNN	Part 1 – A-3
O	Generator USEPA ID	A/N	13	0		Part 1 – A-4
O	Generator State ID	A/N	13	0		Part 1 – A-5
M	Technical Contact	A/N	30	2		Part 1 – A-6
O	Technical Title	A/N	30	0		Part 1 – A-7
M	Technical Phone	A/N	21	4	XXX(NNN)NNN-NNNNxNNNN	Part 1 – A-8
O	Profile Established Date	N	7	0	Julian YYYYDDD	
O	Name of Waste	A/N	60	0		Part 1 – B-1
O	Process Generating Waste	A/N	60	0		Part 1 – B-3
O	Projected Annual Volumes	N	10.4	0	NNNNNNNNNN.NNNN	Part 1– B-3
O	Projected Annual Units	A	10	0		Part 1 – B-4
O	Mode of Collection	A	15	0		Part 1 – B-5
O	Dioxin Waste	A	1	0	Y/N	Part 1 – B-6
O	Land Disposal Restrictions	A	1	0	Y/N	Part 1 – B-7-A
O	Exemption Granted	A	1	0	Y/N	Part 1 – B-7-B
O	Meets Treatment Standards	A	1	0	Y/N	Part 1 – B-7-C
O	Treatment Standard Reference	A/N	30	0		Part 1 – B-7-C

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style	DRMS 1930 Block # Correlating Data Elements
O	Color	A	30	0		Part 2 – 1-1
O	Density	N	3.3	0	NNN.NNN	Part 2 – 1-2
O	BTU/LB	N	10	0	NNNNNNNNNN	Part 2 – 1-3
O	Total Solids	N	3.2	0	This will contain a percent.	Part 2 – 1-5
O	Ash Content	N	3.2	0	This will contain a percent.	Part 2 – 1-4
O	Layering	A	12	0	MULTILAYERED, BILAYERED, SINGLE PHASE	Part 2 – 1-6
O	Physical State	A	10	0	S = SOLID, L = LIQUID, SS = SEMISOLID, G = GAS, O = OTHER	Part 2 – 2
O	Treatment Group	A	1	0	W,N W=Wastewater, N = Nonwastewater	
O	Ignitable (D001)	A	1	0	Y/N	Part 2 – 2
O	Flash Point (F)	A/N	9	0		Part 2 – 2
O	High Toc (> 10 %)	A	1	0	Y/N	Part 2 – 2
O	Low Toc (< 10 %)	A	1	0	Y/N	Part 2 – 2
O	Reactive (D003)	A	1	0	Y/N	Part 2 – 2
O	Water Reactive	A	1	0	Y/N	Part 2 – 2
O	Cyanide Reactive	A	1	0	Y/N	Part 2 – 2
O	Sulfide Reactive	A	1	0	Y/N	Part 2 – 2
O	Corrosive (D002)	A	1	0	Y/N	Part 2 – 2
O	Ph	A/N	8	0	Example: >= 12.5	
O	Toxicity Characteristic	A	1	0	Y/N	Part 2 – 2
O	Corrodes Steel	A	1	0	Y/N	
O	Copper Quantity	N	V	0		
O	Copper Units	A/N	3	0		
O	Phenolics Quantity	N	V	0		
O	Phenolics Units	A/N	3	0		
O	Nickel Quantity	N	V	0		
O	Nickel Units	A/N	3	0		
O	Total Halogens Quantity	N	V	0		

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style	DRMS 1930 Block # Correlating Data Elements
O	Halogens Units	A/N	3	0		
O	Zinc Quantity	N	V	0		
O	Zinc Units	A/N	3	0		
O	Volatile Organics Qty	N	V	0		
O	Volatile Organics Units	A/N	3	0		
O	Chromium Hex Quantity	N	V	0		
O	Chromium Units	A/N	3	0		
O	PCB Quantity	N	V	0		
O	PCB Units	A/N	3	0		
O	(Other) Description	A/N	30	0		
O	Other Quantity	N	V	0		
O	Other Units	A/N	3	0		
O	Dot Hazardous Material	A	1	0	Y/N	Part 2-4
O	Proper Shipping Name	A/N	120	0		Part 2-4
O	Hazard Class	A/N	18	0		Part 2-4
O	UN or NA Number	A/N	6	0		Part 2-4
O	Additional Description	A/N	60	0		Part 2-4
O	Method of Shipment	A/N	30	0	BULK, DRUM or OTHER (Describe)	Part 2-4
O	DoT Reportable Qty (RQ)	N	5	0		Part 2-4
O	DoT Unit of Issue	A/N	5	0		
O	Packing Group	A	3	0		Part 2-4
O	Emerg Resp Guide Page No	N	4	0		Part 2-4
O	Edition (YR)	N	4	0		
O	Special Handling Info	A/N	90	0		Part 2-5
O	Basis For Information	A	4	0	USER for user knowledge LAB for chemical analysis	Part 2-6
O	RCRA Requirements	A/N	255	0		
O	Addl RCRA Requirements	A/N	255	0		Part 2-6
O	Certifier Name	A	45	0		Part 2-6
M	End of Record Indicator					

AP9.4.4. Chemical Composition Header Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style	DRMS 1930 Block # Correlating Data Elements
M	Composition Subsection Header	A/N	13	13	A constant of "beg_comp_sect"	
M	End of Record Indicator					

AP9.4.5. Chemical Composition Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style	DRMS 1930 Block # Correlating Data Elements
M	Chemical Name	A	60	2		Part 2-3
M	Chemical Concentration	A/N	10	1		Part 2-3
M	Chemical Range	A/N	30	2		Part 2-3
M	CAS Number	A/N	11	2	Chemical Abstract Service Number	Part 2-3
M	End of Record Indicator					

AP9.4.6. Chemical Composition Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Composition Subsection Trailer	A/N	13	13	A constant of “end_comp_sect”
M	End of Record Indicator				

AP9.4.7. EPA Waste Number Header Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	EPA Waste No Subsect Header	A/N	12	12	A constant of “beg_ewn_sect”
M	End of Record Indicator				

AP9.4.8. EPA Waste Number Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	EPA HW Number	A/N	4	4	EPA HW Number i.e. D001
M	Range	N	20	2	Range of concentration
M	EPA Units	A/N	5	2	
M	End of Record Indicator				

AP9.4.9. EPA Waste Number Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	EPA Waste No Subsection Trailer	A/N	12	12	A constant of “end_ewn_sect”
M	End of Record Indicator				

AP9.4.10. WPS Section Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	WPS Section Trailer	A/N	12	12	A constant of "end_wps_sect"
M	End of Record Indicator				

AP9.4.11. DTID Section Header Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	DTID Section Header	A/N	12	12	A constant of "beg_dtid_sect"
M	End of Record Indicator				

AP9.4.12. DTID Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Federal Supply Class	N	4	4	
M	NIIN/Local Stock Number	A/N	9	5	
O	Additional Data	A/N	2	0	
M	Document Number	A/N	15	14	Disposal Turn In Document Number
M	Unit of Issue	A	2	2	
M	Quantity	N	5	1	
O	Disposal Authority Cd	A	1	0	M=Approved, N=Not Reqd., R=Auth. Received
M	Hazardous Waste/Mat Code	A	1	1	"W" for hazardous and non-regulated waste, "M" for hazardous material, and "N" for all other property turn-ins to DLA Disposition Services Field Office
M	Unit Price	N	5.2	1	NNNNN.NN (Acquisition Unit Price)
M	Item Nomenclature	A/N	60	2	
M	Supply Condition Code	A	1	1	
M	Demil Code	A	1	1	
O	Accumulation Start Date	N	7	0	Julian Date i.e. 1994320
O	Waste Profile Sheet No	A/N	20	0	
O	MSDS Number	A/N	15	0	
O	Receipt Manifest Number	A/N	17	0	Only used for property received at the DLA Disposition Services Field Office from an off-site facility. Put in the 12 digit EPA Manifest Number.
O	Type of Container	A/N	60	0	
O	Total Wt/Vol	N	6	0	
O	Wt/Vol Code	A	1	0	P= Pounds, T= Short Tons (2000 LB), G= Gallons, Y= Cubic Yards, K= Kilograms, M= Tonnes (1000KG), L= Litres, C= Cubic Meters
O	Org Code	A/N	6	0	
O	Building	A/N	6	0	
O	Type Operation	A	60	0	i.e. Motor Pool, Spill Residue, Degreasing etc.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Contact Name	A	18	4	
M	Contact Phone	A/N	21	4	
O	Waste Description line 1	A/N	60	0	
O	Waste Description line 2	A/N	60	0	
O	Waste Description line 3	A/N	60	0	
O	Waste Description line 4	A/N	60	0	
O	Contract Number	A/N	13	0	
O	CLIN/HIN	A/N	6	0	
M	Total Disposal Cost	N	5.2	4	NNNNN.NN
M	Fund Code	A/N	2	2	
O	Bill to DoDAAC	A/N	6	0	
O	Pickup DoDAAC	A/N	6	0	
O	Number of Containers	N	4	0	Count of containers in DTID
M	End of Record Indicator				

AP9.4.13. DTID Container Header Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Container Subsection Header	A/N	13	13	A constant of "beg_cont_sect"
M	End of Record Indicator				

AP9.4.14. DTID Container Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Document Number	A/N	15	14	Disposal Turn In Document Number
M	Container Number	A/N	15	4	Alias "Drum Number"

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
O	Storage Location Code	A/N	9	0	Location within the building
O	Container WT/VOL	N	6	0	
O	Accumulation Start Date	N	7	0	Julian Date i.e. 1994320
M	End of Record Indicator				

AP9.4.15. DTID Container Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Container Subsection Trailer	A/N	13	13	A constant of "end_cont_sect"
M	End of Record Indicator				

AP9.4.16. DTID EPA Waste Code Header Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	EPA Waste Code Subsection Header	A/N	16	16	A constant of "beg_dtidepa_sect"
M	End of Record Indicator				

AP9.4.17. DTID EPA Waste Code Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Document Number	A/N	15	14	Disposal Turn In Document Number
M	DTID EPA Waste Codes	A/N	4	4	EPA waste code for DTID
M	End of Record Indicator				

AP9.4.18. DTID EPA Waste Code Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	EPA Waste Code Subsection Trailer	A/N	16	16	A constant of "end_dtidepa_sect"
M	End of Record Indicator				

AP9.4.19. DTID State Waste Code Header Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	State Waste Code Subsection Header	A/N	16	16	A constant of "beg_dtidsta_sect"
M	End of Record Indicator				

AP9.4.20. DTID State Waste Code Record Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	Document Number	A/N	15	14	Disposal Turn In Document Number
M	DTID State Waste Codes	A/N	10	4	State waste code for DTID
M	End of Record Indicator				

AP9.4.21. DTID State Waste Code Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	State Waste Code Subsection Trailer	A/N	16	16	A constant of "end_dtidsta_sect"
M	End of Record Indicator				

AP9.4.22. DTID Section Trailer Format.

M/O	Field Name	A, N or A/N	Field Length	Min Field Length	Example, Format or Style
M	DTID Section Trailer	A/N	13	13	A constant of "end_dtid_sect"
M	End of Record Indicator				

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 3

TRANSPORTATION

March 23, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 3, December 7, 2012
Change 1

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 3, TRANSPORTATION
CHANGE 1

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 3, June 2012, is published-by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added.

II. This change includes Approved Defense Logistics Management System (DLMS) Changes (ADC) published by DLA Logistics Management Standards Office memorandum. ADC 1024 dated August 14, 2012, Updates the Logistics Data Resources Management System (LOGDRMS) for the Transportation Codes Used in Supply Transactions by adding a new Chapter 4.

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

Replaced Files

Change History Page
Table of Contents
Chapter 4

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

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 3, June 25, 2013
Change 2

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 3, TRANSPORTATION
CHANGE 2

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 3, 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 new or replaced.

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

A. ADC 1024A dated September 26, 2012. Update Logistics Data Resources Management System Air Dimension Code Definition and Incorporate Subscription Process to USTRANSCOM Reference Data Management System. Revises Chapter 4 and adds Appendix 1.

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

Added or Replaced Files

Change History Page
Table of Contents
Chapter 4
Appendix 1 (new)

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

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 3 – TRANSPORTATION

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 3 is new and prescribes DoD standard procedures, data and transactions for the interchange of information between the logistics and transportation domains. Implementation of these guidelines facilitates seamless entry of materiel from the supply domain into the Defense Transportation System (DTS). It also enhances In-Transit Visibility (ITV) and improves data quality.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1 Chapter 3 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

IV. This Volume is approved for public release and is available electronically at www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

VOLUME 3 – TRANSPORTATION

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Change Number
305	10/23/2008	**Revision to DOD 4000.25-M, DLMS Manual, Volume 3 - Transportation.** This administrative change establishes Volume 3 of the DLMS Manual to establish governance in the form of DoD standard procedures and data and transactions for the interchange of information between the logistics and transportation domains. Incorporates front matter, Chapter 1 - Introduction, and Chapter 3 - Passive RFID Transactions, with DLMS Supply Process Review Committee and United States Transportation Command's Defense Transportation Electronic Business (DTEB) Committee. Revises DLMS Volume 3, Transportation and moves Volume 2, Chapter 24, Passive Radio Frequency Identification (RFID) to Volume 3, Transportation, Chapter 3, Passive Radio Frequency Identification (RFID) Transactions.	0
316	2/19/2009	**Retail Transportation and Supply Receipt and Acknowledgement Transactions.** This ADC approves a standardized interchange (through the use of electronic data interchange (EDI)) and set of business processes between retail transportation and supply activities through the use of the standard DLMS Warehouse Shipping Order (940R) and Warehouse Shipping Advice (945A). This standard exchange provides the ability to pre-position release order data in transportation, submit follow-up status messages to transportation requesting updated shipment status, submit cancellation requests to transportation for release orders already turned over to transportation for shipment planning and execution, provide supply status messages from transportation to supply, provide cancellation response messages from transportation to supply, and submit material release confirmation messages from transportation to supply when the material has shipped. Revises DLMS Supplements 940R, Warehouse Shipping Order, and 945A, Warehouse Shipping Advice. DLMS Volume 2, Chapter 2, Retail Transportation and Supply Interchange.	0

ADC Number	Date	Change Description	Change Number
316A	6/26/2009	**USAF Requirements for Item Record Data and Unique Item Tracking (UIT) using the Materiel Release (DLMS Supplement 940R) under Transportation and Supply Receipt and Acknowledgement Interchange.** This change enhanced the Standard Base Supply System (SBSS) - Cargo Movement Operations System (CMOS) interface in association with implementation of the ADC 316 procedures for retail transportation and supply receipt and acknowledgement interchange. The change will allow SBSS to perpetuate selected item record (NSN) data and serialized control numbers/unique item identifiers (UII) in the 940R Material Release **transaction.** Revises Chapter 1, Introduction, and Chapter 2, Retail Supply and Transportation Interchange.	0
316B	6/26/2009	**New Distribution Code (111) for the Retail Transportation and Supply Receipt and Acknowledgement Interchange for the 940R and 945A.** This change clearly identifies the transaction used for the Retail Transportation and Supply Receipt and Acknowledgement Interchange. The Distribution Code 1 has been replaced by the new code 111. Revises Volume 3, Transportation, Chapters 1, Introduction, and 2, Retail Supply and Transportation Interchange, as well as, DLMS (4030) 940R, Material Release, and (4010) 945A, Material Release Advice.	0
316C	1/15/2010	**Revise DLMS Supplement 940R Material Release and DLMS Supplement 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 to ADC 316 (Retail Transportation and Supply Receipt and Acknowledgement Transactions), authorizes the generation of an information copy of the 940R and 945A transactions (Distribution Code 111) for a specific Air Force PIC NWRM need. Revises Chapter 2, Retail Supply and Transportation Interchange, DLMS 940R, Material Release, and DLMS 945A, Material Release Advice.	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 revises Document Identifier Codes (DIC) FTA and FTR will be replaced by new DICs XAA and XAR, respectively. The maps for the XAA and XAR are at Enclosure 1. Since the data content for the Air Force DIC FTA/FTR is not MILSTRIP-compliant, this DIC change is necessary to avoid confusion with MILSTRIP compliant FTA/FTR transactions, which map to DLMS 180M, Materiel Returns Reporting, and DLMS 870M, Material Returns Supply Status, respectively. Revises DLMS (4030) 940R, Material Release, and DLMS (4030) 945A, Material Release Advice. No Manual revisions.	0

ADC Number	Date	Change Description	Change Number
395	9/1/2010	**Request for New Transportation Activity Processing Supply Status Code.** This change uses Supply Status Code BX that enables the transportation activity to report a more detailed supply status in response to a follow-up inquiry from supply. The Supply Status Code BX provides transportation with a more descriptive status message back to supply, to report that the item for shipment has not yet arrived at the transportation activity for in-check. Revises Chapter 2, Retail Transportation and Supply Interchange (Stock and Non-Stock Shipments).	0
397	10/26/2009	**Deletion of the Passive RFID Reader ID Number from the Reader Registration Table.** This change deletes the requirement for reporting the pRFID Reader ID Number in the XML Reader Registration transaction. There is no system changes required from deleting the Reader ID Number entry from the table in the DLMS Manual, since the data element is not carried in the XML pRFID transactions. Revises Reader Registration and Visibility Transaction Data Requirements Tables in Chapter 3, Passive Radio Frequency Identification Transactions.	0
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 will allow for the inclusion of UII and/or Serial Number data in DLMS 870S transactions in support of the supply transportation interchange. The supply status applicable to this change is generated by ILS-S (Air Force retail supply system), authorizes the generation of an information copy of the 870S to satisfy a specific Air Force PIC NWRM need, and establishes a new qualifier to identify the retail supply activity generating the supply status. Revises Chapter 2, Retail Supply and Transportation Interchange (Stock and Non-Stock Shipments).	0
411	4/12/2011	**Update Functionality for DLMS 856S Shipment Status and DLMS 945A Material Release Advice.** This change adds a new Replacement Indicator (BSN02 = RR) to flag the 856S, Shipment Status, transaction as an updated shipment status, a new Status Reason Code (BSN07 = A40) to advise the submitter to the status update, a new Replacement Indicator (W0602 = RR Replace) to advise the submitter, a new Replacement Indicator (W0602 = RR Replace) to advise the ICP to flag the transaction as an updated Material Release Confirmation (MRC), and adds a new Shipping Date Change Reason Code (W0610 = 13) to advise the ICP that the shipper submitted an updated MRC and revises DLMS 945A, Material Release Confirmation. Revises DLMS 856S, Shipment Status, and DLMS 945A, Material Release Confirmation. Revises Chapter 2, Retail Supply and Transportation Interchange (Stock and Non-Stock Shipments).	0

ADC Number	Date	Change Description	Change Number
417	4/27/2011	**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 Radio Frequency Identification (RFID).** This change documents procedures for use of the DS 856S, Shipment Status, for passive RFID 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, or non-MILS shipments to off-base customers. Revises DLMS (4030) 856R, Shipment Status Material Returns, and Chapter 3, Passive Radio Frequency Identification (RFID) Transactions.	0
1024	8/14/12	**Update Logistics Data Resources Management System (LOGDRMS) for the Transportation Codes Used in Supply Transactions.** This change modifies the source location of transportation reference tables previously found in LOGDRMS and used for DLMS supply transactions. Adds Chapter 4, Transportation Reference Tables for DLMS Transactions.	1
1024A	9/26/12	**Update Logistics Data Resources Management System (LOGDRMS) Air Dimension Code Definition and Incorporate Subscription Process to USTRANSCOM Reference Data Management (TRDM) System.** This administrative change corrects the definition of air dimension code in LOGDRMS, incorporates the TRDM subscription process into the DLMS manual, and updates the DLMS usage for Transportation Mode or Method Code and the corresponding Conversion Guide. Revises Chapter 4, Transportation Reference Tables for DLMS Transactions, and adds Appendix 1, USTRANSCOM Reference Data Management (TRDM) Repository Information.	2

TABLE OF CONTENTS

VOLUME 3: TRANSPORTATION

Page

FOREWORD 1

CHANGE HISTORY PAGE 2

TABLE OF CONTENTS 6

CHAPTER 1 INTRODUCTION

C1.1. GENERAL C1-1
C1.2. POLICY C1-1
C1.3. APPLICABILITY C1-1
C1.4. COMMITTEES……. C1-2
C1.5. NONCOMPLIANCE C1-2

CHAPTER 2 RETAIL SUPPLY AND TRANSPORTATION INTERCHANGE-STOCK SHIPMENTS

C2.1. GENERAL C2-1
C2.2. BACKGROUND……. C2-1
C2.3. STOCK SHIPMENT PROCEDURES C2-1

CHAPTER 3 PASSIVE RADIO FREQUENCY IDENTIFICATION

C3.1. GENERAL C3-1
C3.2. APPLICABILITY AND SCOPE C3-1
C3.3. PROCESS OVERVIEW……. C3-1
C3.4. READER REGISTRATION PROCESS C3-2
C3.5. READER REGISTRATION DATA REQUIREMENTS C3-2
C3.6. VISIBILITY TRANSACTION PROCESS C3-4
C3.7. VISIBILITY TRANSACTION DATA REQUIREMENTS C3-5
C3.8. VISIBILITY RESPONSE TRANSACTION PROCESS C3-6
C3.9. VISIBILITY RESPONSE TRANSACTION DATA REQUIREMENTS C3-6
C3.10. DATA STORAGE PROCESS……. C3-7
C3.11. PASSIVE RFID AND SHIPMENT STATUS C3-8

CHAPTER 4 TRANSPORTATION REFERENCE TABLES FOR DLMS TRANSACTIONS

C4.1. GENERAL C4-1
C4.2. APPLICABILITY AND SCOPE C4-1
C4.3. PROCESS OVERVIEW……. C4-2
C4.4. CROSS REFERENCE OF LOGDRMS AND TRDM TABLES NAMES……. C4-2
C4.5. REFERENCE TABLE CHANGE MANAGEMENT PROCESS C4-3

APPENDICES

AP1 APPENDIX 1, USTRANSCOM REFERENCE DATA MANAGEMENT (TRDM) REPOSITORY INFORMATION…… AP1-1

TABLES

Table	Title	
C3.T1.	Passive RFID Reader Registration Data Requirements	C3-3
C3.T2.	Passive RFID Visibility Transaction Data Requirements	C3-5
C3.T3.	Passive RFID Visibility Response Transaction Data Requirements	C3-6
C4.T1.	***Transportation Reference Tables and DLMS Supply Transactions***	***C4-1***
C4.T2.	New TRDM Transportation Reference Table Names	C4-2

FIGURES

Figure	Title	
C2.F1.	Retail Transportation and Supply Data Interchange	C2-6
C3.F1.	pRFID Data Flow (Between Site and DLA Transaction Services)	C3-8

C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides DoD standard procedures, data and transactions for the interchange of information between the logistics and transportation domains. Electronic Data Interchange (EDI) Implementation Conventions (ICs) use American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions. Implementation of these guidelines facilitates seamless entry of materiel from the supply domain into the Defense Transportation System (DTS). It also enhances In-Transit Visibility (ITV) and improves data quality.

C1.1.2. Defense Logistics Management System (DLMS) Volume Access. Use of this volume requires simultaneous access to the DLMS Manual Volume 1 administrative items such as the lists of, acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; DLMS-to-Defense Logistics Standard System (DLSS) cross-references and conversion guides; specific guidance that applies to all implementation conventions; and functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The corresponding DoD Directives, DoD Instructions, Defense Logistics Manuals (DLMs), Defense Transportation Regulation, and any other applicable references will be cited in the individual Transportation Volume chapters as appropriate. At a minimum, these references include:

C1.2.1. DoD Instruction 4140.01, “DoD Supply Chain Materiel Management Policy”, December 14, 2011.

C1.2.2. DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation,” May 23, 2003.

C1.2.3. DTR 4500.9-R, “Defense Transportation Regulation (DTR).”

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations. The procedures in this volume apply in those instances when DoD logistics and transportation systems need to exchange standardized business information about materiel and shipments. This includes, for example, warehouse operations, vendor shipments, and reference tables where electronic transactions are exchanged “across the seams” of the logistics and transportation domains. The use of standardized DLMS

transactions in this interchange process, where supply and transportation business processes intersect, helps improve asset visibility and communications related to cargo movement operations.

C1.4. COMMITTEES. A coordination process will be conducted for the implementation and use of electronic transactions exchanged between the supply and transportation domains. The committees listed below, in addition to any others as required, will participate in the coordination and subsequent standardization process. Each of the committees below has a designated member serving as a representative on the other committee.

C1.4.1. The Defense Transportation Electronic Business (DTEB) Committee. The DTEB Committee, usually referred to as “the DTEB”, identifies and resolves issues and recommends management actions that support the accelerated implementation of electronic business information exchange. As the focal point for all defense transportation e-business development efforts, it coordinates e-business standards and requirements with defense and federal organizations and commercial industry. The committee represents transportation interests at all levels of the Federal Government. The United States Transportation Command (USTRANSCOM) serves as chair of the DTEB; Defense Logistics Management Standards is a member of the DTEB.

C1.4.2. The Supply Process Review Committee (PRC). The Supply PRC is the forum through which the DoD Components and other participating organizations participate in the development, expansion, improvement, maintenance, and administration of supply requirements for the DLMS. DLA Logistics Management Standards serves as chair of the Supply PRC; USTRANSCOM/DTEB is a member of the Supply PRC.

C1.5. NONCOMPLIANCE. If reasonable attempts to obtain 1) compliance with prescribed procedures or 2) resolution of DLMS supply-related problems are unsatisfactory, the activity having the problem shall request assistance from either its DLMS Supply PRC representative or DTEB representative, depending on the nature of the problem. For transportation issues, contact the DTEB representative; for supply issues, contact the Supply PRC representative. The request shall include information and copies of all correspondence pertinent to the problem; including the transaction set number, the transaction number, the date of the transaction involved, and any applicable DLMS Manual and DTR references. The representative will take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the DTEB chairperson (for transportation issues) or the Supply PRC chairperson (for supply issues).

C2. CHAPTER 2

RETAIL SUPPLY AND TRANSPORTATION INTERCHANGE – STOCK SHIPMENTS

C2.1. GENERAL. This chapter provides procedures for use in retail transportation and supply processes related to the transportation in-check of cargo from a supply warehouse and subsequent outbound shipment by the servicing transportation activity. These procedures create a virtual warehouse between supply and transportation by standardizing a supply-transportation interchange, and provide in-transit visibility and accountability of government assets shipped in the Defense Transportation System (DTS). The transactions provide users with an electronic method of obtaining shipment data and status on specific line items upon inquiry.

C2.2. BACKGROUND. This section documents a standardized interchange of information between retail transportation and supply through the use of Electronic Data Interchange (EDI) transactions. For materiel requirements processed using Military Standard Requisitioning and Issue Procedures (MILSTRIP) legacy 80 record position transactions and Defense Logistics Management System (DLMS) procedures, the standardized interchange employs DLMS 940R, Materiel Release and DLMS 945A, Materiel Release Advice. This standard provides retail supply systems the ability to pre-position release order data in transportation, to submit follow-up status messages to transportation requesting updated shipment status, and to submit cancellation requests to transportation for release orders already turned over to transportation for shipment planning and execution. The standard also provides retail transportation systems the capability to provide supply status messages to supply, to provide cancellation response messages to supply, and to submit materiel release confirmation messages to supply when the materiel has shipped.

C2.3. STOCK SHIPMENT PROCEDURES

C2.3.1. Supply and Transportation Systems. Initially there are five Automated Information Systems (AISs) that are expected to use this standardized interchange between retail transportation and supply activities. They are the Defense Medical Logistics Standard Support (DMLSS), Global Combat Support System – Marine Corps (GCSS-MC), USAF Expeditionary Combat Support System (ECSS), and the Standard Base Supply System (SBSS), which represent the supply systems for their respective business areas, and the Cargo Movement Operations System (CMOS), which represents the transportation system. Systems other than the five systems above, planning to use these standardized interchange transactions to implement a similar capability must coordinate with DLA Logistics Management Standards office and United States Transportation Command (USTRANSCOM) prior to attempting to implement the interchange.

C2.3.2. Retail Supply Activity. This paragraph provides general procedures for retail supply activities related to the delivery of items to the servicing transportation activity for further shipment.

C2.3.2.1. Pre-Positioned Release Order. For designated supply trading partners, the Defense Automatic Addressing System (DAAS) shall transmit copies of the DLMS 940R, Materiel Release Order/Disposal Release Order/Redistribution Order (Document Identifier Codes (DIC) A2_/A5_/A5J/A4_) transactions to the designated transportation system to be pre-positioned awaiting actual arrival of cargo from the supply warehouse.

C2.3.2.1.1. For designated supply trading partners (currently limited to the SBSS—CMOS interface) the DLMS 940R, Materiel Release will be used to pass Federal Logistics Information System (FLIS) National Stock Number (NSN) item data (as identified in the 940R) that is not otherwise available to CMOS. This is an interim measure pending establishment of a FLIS interface.

C2.3.2.1.2. For designated supply trading partners (currently limited to the SBSS—CMOS interface), the DLMS 940R, Materiel Release will be used to support the unique item tracking (UIT) program for Positive Inventory Control (PIC) Nuclear Weapon Related Materiel (NWRM). A unique item identifier (UII) and the associated serial number will be passed in the DLMS 940R for each item meeting the PIC NWRM program criteria. For legacy items where the UII has not been marked in accordance with Item Unique Identification (IUID) policy, the serial number alone will be passed. This is an interim measure pending transition to tracking by UII and associated IUID business rules/transactions. DLMS Volume II, Chapter 19, UIT Procedures applies (with exceptions as noted). Future CMOS releases will include the serial number/UII in the DLMS 945A, Materiel Release Advice transaction.

C.2.3.2.1.3. For designated supply trading partners (currently limited to the SBSS—CMOS interface), an information copy (image) of the Materiel Release 940R will be used in support of Air Force PIC Fusion program data requirements. The routing of an additional information-only copy of the DLMS standard transactions (940R) is authorized for forwarding PIC Fusion data needed for the Air Force UIT registry. This is a specific authorized use with unique identifiers to flag the transaction as information only.[1]

C2.3.2.2. Delivery and In-Check. The supply activity shall make local deliveries of the items to be shipped to the servicing transportation activity. The line items shall be in-checked by the transportation activity based on the cargo and the documentation received from the supply activity.

C2.3.2.3. Shipment Documentation. The materiel for shipment shall be delivered to the servicing transportation activity by the retail supply activity accompanied by a DD Form 1348-1A, Issue Release/Receipt Document, (IRRD).

[1] Refer to ADC 316C.

DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Chapter 5, documents procedures for the use and generation of the IRRD.

C2.3.2.4. Follow-up Requests. The supply system shall initiate DLMS 940R, Materiel Release Inquiry/Disposal Release Inquiry (DIC AF6/AFJ) message for follow-up requests. Based upon elapsed time from either the initial release of the Materiel Release Order/Disposal Release Order/Redistribution Order or the estimated shipping date from the Materiel Release Advice/Disposal Shipment Advice, the supply system will initiate the inquiry using normal follow-up procedures as documented in DLM 4000.25-1, Chapter 2. The only exceptions relate to multi-packs (see paragraph C2.3.6. below) and assemblages (e.g., medical (see paragraph C2.3.7. below)).

C2.3.2.5. Cancellation Requests. The supply system shall initiate DLMS 940R, Materiel Release Cancellation/Disposal Release Cancellation (DIC AC6/ACJ) message for cancellation requests. DLM 4000.25-1, Chapter 2 prevails; the only exceptions relate to multi-packs (see paragraph C2.3.6. below) and assemblages (e.g., medical (see paragraph C2.3.7. below)).

C2.3.2.6. Shipment Status Messages

C2.3.2.6.1. Initial Shipment Status Message. When the retail supply activity receives the Materiel Release Confirmation for a multi-pack, the activity shall associate it with all the document numbers that were contained in the initial Materiel Release Order, generate the required DLMS 856S, Shipment Advice (DIC AS_) shipment status transactions for the multipack, and transmit to DAAS for distribution per existing procedures and trading partner profiles. When the retail supply activity receives the Materiel Release Confirmation for an assemblage (e.g., medical), the activity shall generate the required DLMS 856S Shipment Status transaction at the Assemblage Identification Number (AIN) level. For all Materiel Release Confirmations, the retail supply activity shall insert the original distribution code assigned to the Materiel Release Order/Disposal Release Order/Redistribution Order in lieu of the special distribution code used to denote the retail transportation and supply interchange when generating the shipment status transactions.

C2.3.2.6.2. Shipment Status Message Updates. In the event a shipment does not get lifted as originally intended (e.g., shipment is left off the truck) and the retail supply activity receives an updated DLMS 945A, Materiel Release Confirmation message from the retail transportation activity, then the retail supply activity shall generate an updated DLMS 856S, Shipment Status transaction to convey the changed transportation information. See DLM 4000.25, Volume 2, Chapter 5 for detailed procedures. Examples of changed transportation information would include transportation method code, standard carrier alpha code (SCAC), ship date, bill of lading information, and tracking information.

C2.3.3. Servicing Transportation Activity. This paragraph provides general procedures for servicing transportation activities upon local delivery of items for shipment (received from retail supply).

C2.3.3.1. In-Check. Upon local delivery of the item (from retail supply) to the transportation activity customer service area, transportation personnel shall in-check the items as follows:

C2.3.3.1.1. Either scan the DD Form 1348-1A, IRRD using a handheld scanner or manually in-check the document numbers into the transportation system.

C2.3.3.1.2. Generate DLMS 945A, Materiel Release Advice/Disposal Shipment Advice (DIC AE6/AEJ) in-check status message and send it to the supply activity electronically.

C2.3.3.2. Hold Status. Subsequent to in-check and prior to materiel release confirmation, if the cargo is placed in transportation hold status, additional DLMS 945A, Materiel Release Advice/Disposal Shipment Advice (DIC AE6/AEJ) status messages shall be sent by transportation to supply.

C2.3.3.3. Status/Follow-up Response. The transportation system shall respond to a follow-up request using DLMS 945A, Materiel Release Advice/Disposal Shipment Advice (DIC AE6/AEJ) supply status message.

C2.3.3.4. Cancellation Response. The transportation system shall generate a DLMS 945A, Materiel Release Advice/Disposal Shipment Advice (DIC AE6/AEJ) status message with applicable status code indicating acknowledgement of the cancellation requirements.

C2.3.3.5. Materiel Release Confirmation

C2.3.3.5.1. Initial Materiel Release Confirmation. After the shipment is processed and shipped, the transportation activity generates a DLMS 945A, Materiel Release Confirmation/Disposal Release Confirmation, and sends it to the supply activity, where the shipment status message will be generated and transmitted.

C2.3.3.5.2. Materiel Release Confirmation Changes/Updates. In the event a shipment does not get lifted as originally intended (e.g., shipment is left off the truck), the transportation activities that originate the DLMS 945A Materiel Release Confirmation shall send an updated MRC transaction with all of the changed transportation information to the supply activity to enable the supply activity to prepare an updated DLMS 856A Shipping Status message. See DLM 4000.25 Volume 2, Chapter 4 for detailed procedures for preparation of the MRC change/update message. Examples of changed transportation information would include transportation method code, SCAC, ship date, bill of lading information, and tracking information.

C2.3.3.6. Transaction Information Copy. For designated supply trading partners (currently limited to the SBSS–CMOS interface), an information copy (image) of the DLMS 945A, Materiel Release Advice will be used in support of Air Force PIC Fusion program data requirements. The routing of an additional information-only copy of the DLMS 945A, Materiel Release Advice transaction is authorized for forwarding PIC

Fusion data needed for the Air Force UIT Registry. This is a specific authorized use with unique identifiers to flag the transaction as information only.

C2.3.4. DLA Transaction Services Processing. DLA Transaction Services shall route transactions between designated supply and transportation systems based on mutual agreements between the trading partners. This includes both DLMS compliant and MILSTRIP legacy transaction compliant systems.

C2.3.4.1. Cargo Movement Operations System. The Cargo Movement Operations System (CMOS) shall be capable of receiving DLMS compliant DLMS 940R, Materiel Release and transmitting DLMS 945A, Materiel Release Advice messages.

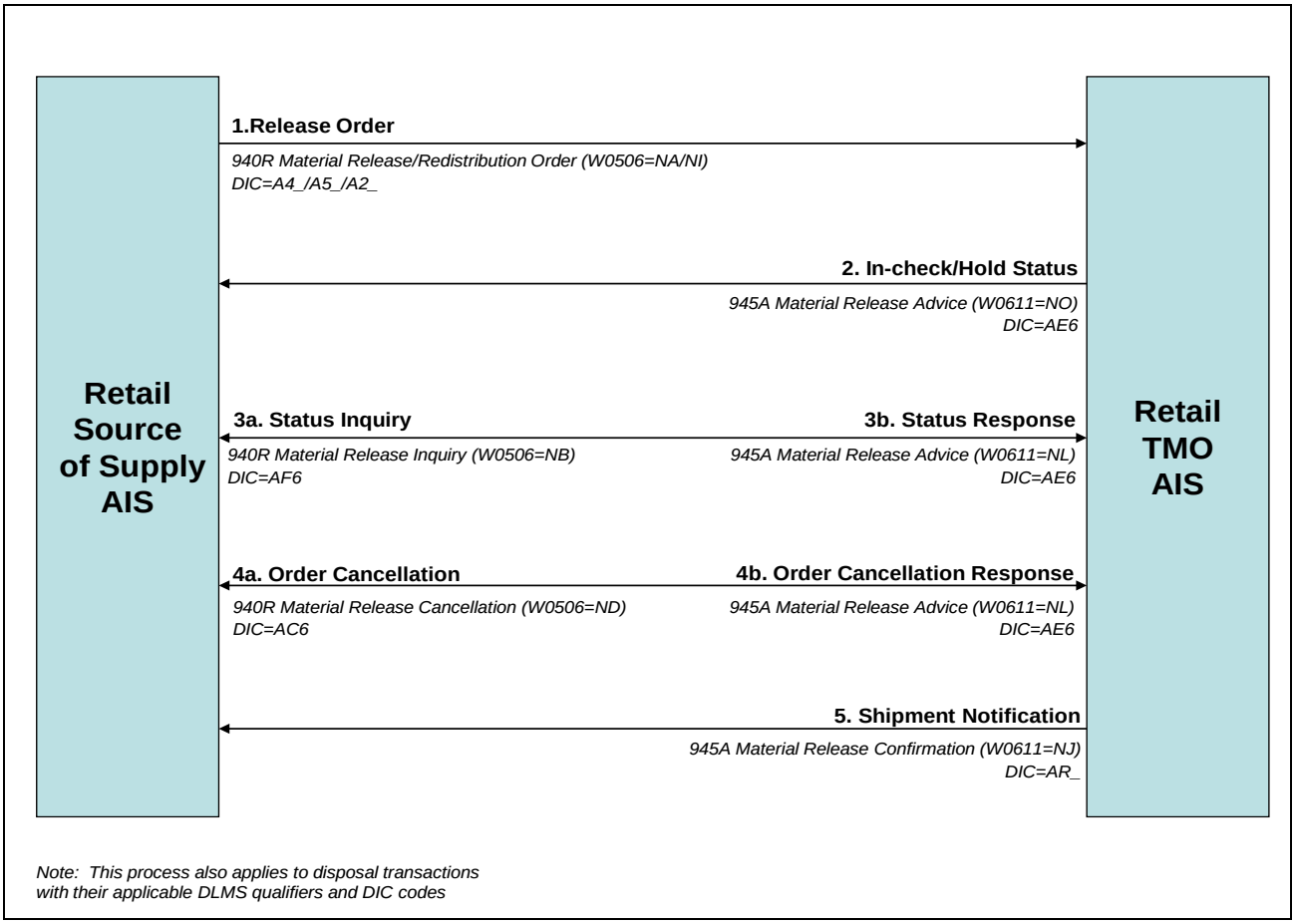
C2.3.4.2. Supply Systems. Depending on whether the supply system is DLMS compliant, DLA Transaction Services shall process the transactions as follows:

C2.3.4.2.1. DLMS Compliant Systems. If the supply system is DLMS compliant, DLA Transaction Services shall not transform the transactions to/from MILSTRIP legacy transactions, based on established trading partner profiles held by DLA Transaction Services. If the supply system is DLMS compliant and is exchanging information about multi-packs, the W0507 data element in the DLMS 940R, Materiel Release and W0612 data element in the DLMS 945A, Materiel Release Advice shall carry Action Code CN. For assemblages (e.g., medical), the W0507 data element in the DLMS 940R, Materiel Release and W0612 data element in the DLMS 945A, Materiel Release Advice shall carry Action Code ME. For interchanges other than multi-packs and assemblages, the W0507 data element in the DLMS 940R, Materiel Release and the W06112 data element in the DLMS 945A, Materiel Release Advice shall carry Action Code A6. Additionally, DLMS 940R and DLMS 945A shall have Distribution Code 111. These action codes and Distribution Code 111 shall denote the applicability of special procedures authorized under this Chapter and authorize the use of selected EDI segments and loops to denote contents of multi-packs and assemblages.

C2.3.4.2.2. MILSTRIP Legacy Transaction Compliant Systems. If the supply system is MILSTRIP legacy transaction compliant, Distribution Code 111 shall be identified to denote the applicability of special procedures authorized under this Chapter. Normally DLA Transaction Services shall transform the transactions to/from MILSTRIP legacy formats based on existing maps, except when there is a Distribution Code 111 in DLMS 945A, Materiel Release Advice/Disposal Shipment Advice messages from the transportation system. Distribution Code 111 authorizes the following actions: use of DIC AE6/AEJ for unsolicited supply status responses by the transportation system; use of transportation hold and delay codes in DIC AE6/AEJ (rp51) by the transportation system in addition to its normal usage in the Materiel Release Confirmation; and use of DIC AE6/AEJ in lieu of DIC AG6/AGJ as a cancellation response by transportation system to facilitate usage of the supply status and transportation hold and delay codes.

C2.3.5. Retail Transportation and Supply Interchange. Figure C2.F1 shows the standard transactions that shall occur between retail supply and the transportation activity for the business processes covered in this chapter.

Figure C2.F1 – Retail Transportation and Supply Data Interchange



C2.3.5.1. DLMS and MILSTRIP Legacy Transaction Designations. To denote a transaction is in support of the Retail Transportation and Supply Receipt and Acknowledgement Interchange, it shall contain the designated action code and/or distribution code as delineated below:

C2.3.5.1.1. Action Code (Other than Multi-packs and Assemblages (e.g., Medical))

C2.3.5.1.1.1. DLMS 940R (W0507) = A6

C2.3.5.1.1.2. DLMS 945A (W0612) = A6

C2.3.5.1.2. Action Code (Multi-Packs and Assemblages (e.g., Medical))

C2.3.5.1.2.1. Multi-Packs. DLMS 940R (W0507) = CN and DLMS 945A (W0612) = CN

C2.3.5.1.2.2. Assemblages. DLMS 940R (W0507) = ME and DLMS 945A (W0612) = ME

C2.3.5.1.3. Distribution Code

C2.3.5.1.3.1. DLMS 940R and DLMS 945A LQ01 = AK and LQ02 = 111

C2.3.5.1.3.2. MILSTRIP legacy transaction distribution code = 111.

C2.3.5.2. Pre-Positioned transactions from Supply. For designated supply trading partners, DLA Transaction Services shall transmit copies of DLMS 940R, Materiel Release Order/Disposal Release Order/Redistribution Order (DICs A2_/A5_/A5J/A4_) transactions to the designated transportation system to be pre-positioned awaiting actual arrival of cargo from the supply warehouse. The applicable transactions can be readily identified by use of Distribution Code = 111. Additionally, the action code in DLMS 940R (W0507) and DLMS 945A (W0612) will be either A6, CN, or ME.

C2.3.5.3. Receipt/In-Check of Cargo by Transportation. Upon physical receipt/in-check of cargo by transportation, the transportation system shall self-initiate a DLMS 945A, Materiel Release Advice/Disposal Shipment Advice (DIC AE6/AEJ) supply status response message to notify the supply activity via DLA Transaction Services that the property has been received. Since there was no initial DLMS 940R, Materiel Release Inquiry/Disposal Release Inquiry (DIC AF6/AFJ) follow-up request prompting the status message, the American National Standards Institute, Accredited Standards Committee X12 (X12) Code NO shall be inserted in the W0611 data element to denote that this is being used by transportation to report cargo processing status prior to materiel release confirmation, and X12 code A6 shall be inserted in the W0612 data element to denote that the supply status response is part of the Retail Transportation and Supply Receipt and Acknowledgement Interchange. To facilitate mapping of the DLMS 945A, Materiel Release Inquiry/Disposal Release Inquiry to a MILSTRIP legacy DIC AE6/AEJ transaction, the Distribution Code shall carry a value of 111 to inform DLA Transaction Services of the special routing and generation of an unsolicited supply status message and to authorize the use of the transportation hold and delay code in lieu of a signal code for a supply status response, in addition to the Materiel Release Confirmation where it normally is reported. If the materiel is later placed into a transportation hold status, such as awaiting air clearance, a self-initiated DLMS 945A, Materiel Release Advice/Disposal Shipment Advice supply status message shall be generated for every reportable status change prior to shipment. The W06, LQ, and G62 segment values in the DLMS 945A, Materiel Release Advice/Disposal Shipment Advice for this step are as follows:

C2.3.5.3.1. In-Check Reporting. To report in-check of cargo, W0611 = NO and W0612 = A6; LQ01 = AK and LQ02 = 111; LQ01 = 81 and LQ02 = BA; G6201 = 17 and G6202 = estimated shipping date in CCYYMMDD format.

C2.3.5.3.2. Transportation Hold and Delay Reporting. To report a transportation hold and delay status, W0611 = NO and W0612 = A6; LQ01 = AK and LQ02 = 111; LQ01 = BC and LQ02 = authorized code values from the Transportation Hold Code table located at the following web address: https://www-tmds.c2.amc.af.mil/TMDS G6201 = 17 and G6202 = estimated shipping date in CCYYMMDD format.

C2.3.5.4. Status Inquiry and Response. The supply system will initiate a DLMS 940R, Materiel Release Inquiry/Disposal Release Inquiry (DIC AF6/AFJ) message for follow-up requests to inquire on the status of a release order turned over to transportation for shipping; the W0507 data element shall carry an A6 to denote that the follow-up request is part of the Retail Transportation and Supply Receipt and Acknowledgement Interchange. Based upon elapsed time from either the initial release of the Materiel Release Order/Disposal Release Order/Redistribution Order or the estimated shipping date from the Materiel Release Advice/Disposal Shipment Advice, the supply system will initiate the inquiry using normal follow-up procedures, with communications via DLA Transaction Services. The transportation system shall respond to a follow-up request with a DLMS 945A, Materiel Release Advice/Disposal Shipment Advice supply status response message with an A6 in the W0612 data element and Distribution Code 111 to denote that the supply status response is part of the Retail Transportation and Supply Receipt and Acknowledgement Interchange. Distribution Code 111 also authorizes the use of the transportation hold and delay code in lieu of the signal code, as applicable for a supply status response, in addition to the Materiel Release Confirmation where it normally is reported. The W06, LQ, and G62 segment values in the DLMS 945A, Materiel Release Advice/Disposal Shipment Advice for this step are as follows:

C2.3.5.4.1. Materiel Release Order

C2.3.5.4.1.1. W0611 = NL

C2.3.5.4.1.2. W0612 = A6

C2.3.5.4.1.3. LQ01 = AK and LQ02 = 111

C2.3.5.4.2. Disposal Release Order

C2.3.5.4.2.1. W0611 = NQ

C2.3.5.4.2.2. W0612 = A6

C2.3.5.4.2.3. LQ01 = AK and LQ02 = 111.

C2.3.5.4.3. To report the applicable supply status code, LQ01 = 81 and LQ02 = authorized code values from DLM 4000.25-1, Appendix 2.16. Typical status codes that may be reported by transportation are BA to denote the item is being processed for release and shipment (in-checked) or BF to denote that transportation has no record of the document for the follow-up request, or BX to indicate that pre-positioned

data on the item from shipment was received from supply but the item has not yet arrived at the transportation activity for in-check. When providing a BA status, G6201 = 17 and G6202 = estimated shipping date in CCYYMMDD format.

C2.3.5.4.4. To report a transportation hold and delay status, LQ01 = AK and LQ02 = 111; LQ01 = BC and LQ02 = authorized code values from the Transportation Hold Code table located at the following web address https://www-tmds.c2.amc.af.mil/TMDS G6201 = 17 and G6202 = estimated shipping date in CCYYMMDD format.

C2.3.5.5. Cancellation Requests and Responses. The supply system shall initiate a DLMS 940R, Materiel Release Cancellation/Disposal Release Cancellation (DIC AC6/ACJ) message when it wants to issue a cancellation request to the transportation system for release orders that have already been turned over to transportation for shipping; the W0507 data element shall carry an A6 to denote that the cancellation request is part of the Retail Transportation and Supply Receipt and Acknowledgement Interchange. Normal cancellation request procedures shall apply. The transportation system shall respond to the cancellation request with a DLMS 945A, Materiel Release Advice/Disposal Shipment Advice message, with an A6 in the W0612 data element. The distribution code shall carry a value of 111 to inform DLA Transaction Services of the use of the supply status response (MILSTRIP legacy DIC AE6/AEJ format) as part of the Retail Transportation and Supply Interchange. In addition to Distribution Code 111 identifying the retail interface, it also authorizes the use of supply status codes, as a response to the cancellation request. DLMS 945A, Materiel Release Advice/Disposal Shipment Advice (W0611), (W0612), and LQ01/02 data element values for this step are as follows:

C2.3.5.5.1. Materiel Release Order

C2.3.5.5.1.1. W0611 = NL

C2.3.5.5.1.2. W0612 = A6

C2.3.5.5.1.3. LQ01 = AK and LQ02 = 111

C2.3.5.5.2. Disposal Release Order

C2.3.5.5.2.1. W0611 = NQ

C2.3.5.5.2.2. W0612 = A6

C2.3.5.5.2.3. LQ01 = AK and LQ02 = 111.

C2.3.5.5.3. To report the applicable supply status code associated with the cancellation response, LQ01 = 81 and LQ02 = authorized code values from DLM 4000.25-1, Appendix 2.16. Typical status codes that may be reported by transportation are BF to denote that transportation has no record of the document for the cancellation request, BQ to denote that the cancellation request is confirmed and the release order is

no longer being processed for shipment, and B8 to denote that the quantity requested for cancellation cannot be processed because the item has already been shipped.

C2.3.5.6. Shipment Notification (Materiel Release Confirmation). Once the materiel is shipped, the transportation system shall initiate a DLMS 945A, Materiel Release Confirmation/Disposal Release Confirmation (DIC AR_) message to notify the supply system via DAAS that the materiel has been shipped. The W0612 data element shall contain an A6 and Distribution Code 111. Upon receipt of a DLMS 945A, Materiel Release Confirmation/Disposal Release Confirmation (DIC AR_), the supply system shall transmit, via DAAS, the required DLMS 856S, Shipment Advice (DIC AS_) messages to the designated recipients following normal supply business rules. Note: the retail supply system shall apply the original distribution code in lieu of the specially assigned code value of 111 in the shipment status messages. The W06, LQ, and G62 segment values in the DLMS 945A, Materiel Release Confirmation/Disposal Release Confirmation for this step are as follows:

C2.3.5.6.1. Materiel Release Order

C2.3.5.6.1.1. W0611 = NJ

C2.3.5.6.1.2. W0612 = A6

C2.3.5.6.1.3. LQ01 = AK and LQ02 = 111

C2.3.5.6.2. Disposal Release Order

C2.3.5.6.2.1. W0611 = NM

C2.3.5.6.2.2. W0612 = A6

C2.3.5.6.2.3. LQ01 = AK and LQ02 = 111.

C2.3.5.6.3. Partial Transportation Control Numbers. If the shipment is partialed into multiple TCNs (e.g., alpha character other than X in record position 16), the W12 sub-loop will be repeated for each related partial TCN (e.g., record positions 1-15 are identical) with the TCN and the document number for the shipment identified in the N9/0040 segment.

C2.3.6. Multi-Pack Processing Procedures. This paragraph provides procedures for use when processing multi-packs.

C2.3.6.1. DLMS Compliant Supply Systems

C2.3.6.1.1. DLMS 940R, Materiel Release. DLMS 940R shall be used as a multi-line document transaction to identify the lead document number for a multi-pack and the document numbers contained within the multi-pack. The authorization to do this shall be carried in the W0507/0200 data element with a value CN. For materiel and disposal release orders and redistribution orders, the N9/0900 segment shall contain the

lead document number assigned to the multi-pack, from which the transportation control number will be derived/assigned. The W01 Loop (Loop ID 0310) shall be repeated for each document number associated with the multi-pack including the lead document number identified in N9/0900. Follow-up requests shall only be at the lead document number level, with it identified in the N9/0400 segment in the W01 loop; no looping of the W01 is required; however, the following values shall be used to satisfy X12 syntax compliance: W0101 = 1, W0102 = MX, W0104 = ZZ, and W0105 = MIXED. Cancellation requests shall contain the single line Materiel Release Order document number, and the transportation system shall recognize that the document number being used may not be the lead document number, but may still be part of a multi-pack. Cancellation will be attempted for all items/quantities for which a DD Form 1348-1A has been released and there is no record of transportation release, unless the dollar value of a single line packed in a consolidated shipment unit is less than $200, per DLM 4000.25-1, Chapter 3.

C2.3.6.1.2. DLMS 945A, Materiel Release Advice. DLMS 945A will be used as a multi-line document transaction to identify the transportation control number (and partial TCNs) and lead document number associated to it. The authorization to do this shall be carried in the W0507/0200 data element with a value CN. Status responses shall only be at the lead document number level, with it identified in the W12 loop in the N9/0040 segment and the W1207 data element shall carry a ZZ with the word “MIXED” in the W1208 data element to denote a multi-pack with mixed commodities. For cancellation responses, the response shall be at the single line document number level. For materiel release confirmation when the multi-pack is not partialed into multiple TCNs, the transaction shall be processed as a single line transaction with the TCN and the lead document number identified in the W12 sub-loop, and the W1207 data element shall carry a ZZ with the word “MIXED” in the W1208 data element. If the multi-pack is partialed into multiple TCNs (e.g., alpha character other than X in record position 16), the W12 sub-loop shall be repeated for each related partial TCN (e.g. record positions 1-15 are identical) with the TCN and the lead document number for the multi-pack identified in the N9/0040 segment and the W1207 data element shall carry a ZZ with the word “MIXED” in the W1208 data element. When the retail supply activity receives the Materiel Release Confirmation, the activity shall associate it with all the document numbers that were contained in the initial Materiel Release Order, generate the required DLMS 856S, Shipment Advice shipment status transactions for the multi-pack, and transmit to DAAS for distribution per existing procedures and trading partner profiles.

C2.3.6.2. MILSTRIP Legacy Compliant Supply Systems

C2.3.6.2.1. DLMS 940R, Materiel Release. DLMS 940R will be transformed by DLA Transaction Services from the MILSTRIP legacy transaction release order into a single line item order, as it is normally done today. The transportation system shall in-check the multi-pack by either scanning or manually loading the lead document number; the transportation operator will then have to read the individual DD Form 1348-1A contained within the pack list to in-check the items individually and associate them to the lead document number. The TCN shall be derived from the lead document number. Follow-up and cancellation requests shall contain the single line Materiel Release Order document number. For cancellations, the transportation system shall recognize that the

document number used may not be the lead document number, but may still be part of a multi-pack. Cancellation will be attempted for all items/quantities for which a DD Form 1348-1A has been released and there is no record of transportation release, unless the dollar value of a single line packed in a consolidated shipment unit is less than $200, per DLM 4000.25-1, Chapter 3.

C2.3.6.2.2. DLMS 945A, Materiel Release Advice. For status and cancellation responses, the message shall be originated by the transportation system at the single line item transaction, comparable to the single line item DLMS 940R, Materiel Release received from the supply system; it shall be transformed by DLA Transaction Services into a single line MILSTRIP legacy DIC AE6/AEJ transaction at the Materiel Release Order document number level. For materiel release confirmations, the transportation system shall originate the transaction at the single line item level, comparable to the single line item DLMS 940R, Materiel Release received from the retail supply system; DLA Transaction Services shall transform the message into individual MILSTRIP legacy DIC AR_ transactions with the appropriate TCN (or partial TCN) mapped to the document numbers cited in the N9/0040 segment within the W12 sub-loop.

C2.3.7. Assemblage (e.g., Medical) Processing Procedures. This paragraph provides procedures for assemblage processing and the associated transactions between supply and transportation for shipment requirements. Refer to Volume 2, Chapter 20, Medical Unit Assembly Program, for related procedures used by the medical supply system to construct assemblages.

C2.3.7.1. DLMS Compliant Supply Systems

C2.3.7.1.1. DLMS 940R, Materiel Release. The DLMS 940R will be used as a multi-line document transaction to identify the Assemblage Identification Number (AIN) for an assemblage and the internal document numbers contained within the assemblage. The authorization to do this shall be carried in the W0507/0200 data element with a value ME. The N9/0900 segment will contain the AIN assigned to the assemblage, from which the transportation control number shall be derived/assigned. The W01 (Loop ID 0310) loop shall be repeated for each internal document number associated with the assemblage, with the information associated with the AIN being the first loop. Follow-up and cancellation requests shall be only at the AIN level (no looping of the W01 is required); however, the following values shall be used to satisfy X12 syntax compliance: W0101 = 1, W0102 = MX, W0104 = ZZ, and W0105 = “MIXED”. The lead document number will be in the W01 loop in the N9/0400 segment.

C2.3.7.1.2. DLMS 945A, Materiel Release Advice. The DLMS 945A will be used as a multi-line document transaction to identify the transportation control number (and partial TCNs) and AIN associated to it. The authorization to do this shall be carried in the W0612/0200 data element with a value ME. Status and cancellation responses shall only be at the lead AIN level, with it identified in the W12 loop in the N9/0040 segment, and the W1207 data element shall carry a ZZ with the word “MIXED” in the W1208 data element to denote an assemblage with mixed commodities; no looping of the W12 is required. For materiel release confirmation when the assemblage is not partialed

into multiple TCNs, the transaction shall be processed as a single line transaction with the TCN and the AIN identified in the W12 sub-loop, and the W1207 data element shall carry a ZZ with the word “MIXED” in the W1208 data element. If the assemblage is partialed into multiple TCNs (e.g., alpha character other than X in record position 16), the W12 sub-loop shall be repeated for each related partial TCN (e.g. record positions 1-15 are identical) with the TCN and the AIN for the assemblage identified in the N9/0040 segment, and the W1207 data element shall carry a ZZ with the word “MIXED” in the W1208 data element. When the retail supply activity receives the Materiel Release Confirmation, the supply activity shall generate the required DLMS 856S, Shipment Advice shipment status transaction at the AIN level for the assemblage.

C2.3.7.2. MILSTRIP Legacy Compliant Supply Systems

C2.3.7.2.1. DLMS 940R, Materiel Release. DLMS 940R shall be transformed by DLA Transaction Services from the MILSTRIP legacy release order into a single line item for the entire assemblage as a single unit. The transportation system shall in-check the assemblage by scanning or manually loading the AIN and process the assemblage as a single shipment unit. The TCN shall be derived from the AIN. Follow-up and cancellation requests shall only be at AIN level; no looping of the W01 is authorized.

C2.3.7.2.2. DLMS 945A, Materiel Release Advice. For status and cancellation responses, the message shall be originated by the transportation system at the single line item transaction, comparable to the single line item DLMS 940R Materiel Release received from the supply system; it shall be transformed by DLA Transaction Services into a single line MILSTRIP legacy DIC AE6/AEJ transaction at the AIN level. For materiel release confirmations, the transportation system shall originate the transaction at the single line item level, comparable to the single line item DLMS 940R received from the retail supply system; DLA Transaction Services shall transform the message into individual MILSTRIP legacy equivalent DIC AR_ transactions with the appropriate TCN (or partial TCN) mapped to the AIN cited in the N9/0040 segment within the W12 sub-loop.

C3. CHAPTER 3

PASSIVE RADIO FREQUENCY IDENTIFICATION TRANSACTIONS

C3.1. GENERAL. This chapter provides procedures for reader registration and visibility processing supporting DoD Radio Frequency Identification (RFID) implementation. The Department of Defense requires integration of passive RFID (pRFID) technology in the DoD Supply chain. Visibility is a critical component of this requirement. The Defense Logistics Management System (DLMS) includes the establishment of data requirements that support shipment visibility across the DoD supply chain. The detailed procedures pertaining to these requirements are provided in this chapter. DoD policy regarding this pRFID implementation is located on the DoD Automatic Identification Technology (AIT) Web site http://www.transcom.mil/ait.

C3.2. APPLICABILITY AND SCOPE. This guidance is applicable to DoD pRFID system implementations. The scope includes systems that send, receive, and/or collect supply and transportation data and the business processes used to generate that data, technologies to collect new data, software to integrate the data, and tools to visualize the information.

C3.3. PROCESS OVERVIEW

C3.3.1. Participating activities shall register pRFID Readers per the guidance in Section C3.4 for the purpose of identifying the Reader location.

C3.3.2. Once registered, scanned tag reads shall be reported either by a DoD system or middleware to the Defense Automatic Addressing System (DAAS) using the Visibility Transaction which provides the pRFID tag and Reader identification; the data elements for the Visibility Transaction are defined in Section C3.7. The purpose of this process is to associate the tag identification and location with previously transmitted logistics transactions containing pRFID, e.g., DLMS 856S, Shipment Status; Defense Transportation Electronic Business (DTEB) Implementation Convention (IC) 856A, Receipt/Shipment Consolidation/Due-in Notice; and any others defined in the future.

C3.3.3. If the middleware fails to associate the tag with a previously transmitted logistics transaction, the activity will ask for a follow-up by sending a Visibility Transaction to DAAS with Reader Function Code F (Follow-Up), and DAAS shall transmit a Visibility Response Transaction containing the data elements defined in Section C3.9.

C3.3.4. There are three transactions[1] to support this process; one is used for sending Reader Registration data, a second for sending Visibility data, and a third for

[1] The schema files (XSD) can be viewed at www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.

DLA Transaction Services to respond to inquiries for unmatched tag reads. The transaction details are covered in the following paragraphs.

C3.4. READER REGISTRATION PROCESS

C3.4.1. The Reader Registration Transaction is applicable to handheld or fixed pRFID devices for the purpose of identifying their location and role in the supply chain. The term “READER” refers to a specific Reader, group of Readers, or all Readers at a site, depending upon how the site chose to register its Readers.

C3.4.2. The registering site shall provide to DAAS the location registration data defined in Table C3.T1. via the site’s middleware application (e.g., Savi Site Manager, Globe Ranger) or via the World Wide Web (to be determined). DAAS shall establish the Reader in a location table, assign a location control number (LCN), and send the Reader Registration Transaction back to the originator with the LCN. The LCN shall be used on every subsequent transaction sent to DAAS from the field.

C3.4.3. After a site has successfully registered a Reader’s location, it is responsible for maintaining current point of contact (POC) information and deleting the Reader when no longer required. POC information is for restricted use and shall not be displayed in routine queries. Only registered Readers can be updated or deleted. A previously deleted Reader cannot be re-registered with the same LCN, nor can it be updated.

C3.4.4 . Any time a Reader or group of Readers is updated, moved, or retired, the registering site shall send the update Reader Registration Transaction to DAAS using the original LCN with a delete in the Action Taken field. If the Reader or group of Readers is just being updated or moved and will be used at a different location, a new Reader Registration Transaction shall be transmitted to DAAS with the new registration data, at which DAAS will assign a new LCN and send a Reader Registration Transaction back to the originator with the new LCN.

C3.4.5. Registration actions that are not successfully processed by DAAS shall be rejected and a response sent with the applicable Reader registration action code.

C3.5. READER REGISTRATION DATA REQUIREMENTS. Passive RFID Reader Registration shall encompass the data requirements identified in Table C3.T1.

Table C3.T1. Passive RFID Reader Registration Data Requirements

Element	Description	Man/ Opt/ Con[2]	Mini-mum Lgth	Maxi-mum Lgth	Values
RFID Location Control Number (LCN)	DAAS-assigned upon initial registration	C	1	16	From site to DAAS: - Blank for initial registration request - LCN for update requests From DAAS to site: - LCN
Reader Registration Action	Describes purpose of registration action or DAAS response to the registration action	M	1	2	From Site to DAAS: E – establish reader U – update reader info D – delete reader From DAAS to Site: CE – establish reader confirmed CU – update reader confirmed CD – delete reader confirmed NE – establish reader not accepted NU– update reader not accepted ND – delete reader not accepted
Reader Type	Location's reader is fixed or mobile	M	1	1	F = Fixed M = Mobile
Location	DoDAAC, CAGE, Water Port, or Aerial Port code for this location	M	5	6	
Location Text	Further description of this location	O	1	50	Free form text; possible entries would be Area xxx, Bldg. xxx, Post xxx, Door xxx

[2] "Man" means "Mandatory;" "Opt" means "Optional;" and "Con" means "Conditional."

Table C3.T1. Passive RFID Reader Registration Data Requirements

Element	Description	Man/ Opt/ Con[2]	Mini-mum Lgth	Maxi-mum Lgth	Values
Type of Location	Code to identify type of location	M	1	1	D = DoDAAC V = Cage Code A = Aerial Port W = Water Port
Effective Date/Time	Date/Time reported action took place	M	12	12	ZULU CCYYMMDDHHmm (example: 200612051459)
Latitude	Latitude of this location	M	4	9	CRIF[3] or degrees, minutes, seconds, and direction
Longitude	Longitude of this location	M	4	9	CRIF or degrees, minutes, seconds, and direction
POC Name and Other Information	Name and other information of POC at site	M	20	100	
POC Commercial Telephone Number	Commercial telephone number of POC at site	M	10	15	
POC DSN Telephone Number	DSN telephone number of POC at site	M	7	7	
POC E-Mail Address	Email address of POC at site	M	10	50	

C3.6. VISIBILITY TRANSACTION PROCESS

C3.6.1. When a shipment with pRFID arrives, departs, or is observed at a registered Reader location, the Reader shall communicate with the middleware, which shall send the Visibility Transaction to DAAS with a Reader Function Code of A (Arrived), D (Departed), or O (Observed). If the Reader has an assigned role (e.g., receiving or shipping) the transaction shall be used to report that action (e.g., arrived or departed) using the appropriate action codes. If the device cannot determine arrival or departure, the action code for Observed shall be used.

[3] Enter “CRIF” for undisclosed locations.

C3.6.2. At those sites electing to provide pRFID support for local deliveries, use the new Reader Function Codes in Table C3.T2. For local delivery with pRFID, the Reader shall either record a delivery event or an undelivered (e.g., attempted delivery) event. "Delivered" is defined as the customer accepting the materiel from the shipping entity. "Undelivered" is defined as during normal operating hours and at no fault of the shipping entity, a shipment cannot be delivered. When a local delivery with pRFID is delivered or undelivered using a mobile handheld Reader, the Reader information shall be uploaded to the middleware at the home base, which shall send the Visibility Transaction to DAAS with a Reader Function Code of X (Delivered) or U (Undelivered/Attempted Delivery).

C3.6.3. If the middleware fails to associate the tag with a previously transmitted logistics transaction, the activity will ask for a follow-up by sending a Visibility Transaction to DAAS with a Reader Function Code of F (Follow-Up).

C3.6.4. Valid Visibility Transactions shall be accepted and stored in DAAS. Visibility Transactions from non-registered Readers or with an invalid LCN shall be returned to the sender with an 'N' in the sending location action indicating the transaction had an error and was not recorded at DLA Transaction Services.

C3.7. VISIBILITY TRANSACTION DATA REQUIREMENTS. Passive RFID Visibility Transactions shall contain the data requirements identified in Table C3.T2.

Table C3.T2. Passive RFID Visibility Transaction Data Requirements

Element	Description	Man/ Opt/ Con	Mini-mum Lgth	Maxi-mum Lgth	Values
Passive RFID Tag	Tag ID Value	M	24	50	
RFID Location Control No.	DAAS assigned during the registration process	M	1	16	
Reader Function Code	Describes process associated with this Reader	M	1	1	From site to DAAS; A – Arrived D – Departed O – Observed F – Follow-up X – Delivered U – Undelivered/ Attempted Delivery From DAAS to site: N – Not recorded

Table C3.T2. Passive RFID Visibility Transaction Data Requirements

Element	Description	Man/ Opt/ Con	Mini-mum Lgth	Maxi-mum Lgth	Values
Tag Read Date/Time	Date/Time reported action took place	M	12	12	ZULU CCYYMMDDHHmm (example: 200612051459)

C3.8. VISIBILITY RESPONSE TRANSACTION PROCESS

C3.8.1. If the middleware fails to associate the tag with a previously transmitted DLMS 856S or DTEB IC 856A, the activity will send a Visibility Transaction to DAAS with a Reader Function Code of F (Follow-Up).

C3.8.2. If the requested information is found, DAAS shall transmit a Visibility Response Transaction containing the data elements defined in Section C3.9.

C3.8.3. If DAAS does not have the information, DAAS shall transmit to the sender a Visibility Response Transaction with N in the Reader Function Code field, indicating that the corresponding DLMS 856S or DTEB 856A transaction was not recorded at DLA Transaction Services.

C3.9. VISIBILITY RESPONSE TRANSACTION DATA REQUIREMENTS. Passive RFID Visibility Response Transactions shall contain the data requirements identified in Table C3.T3.

Table C3.T3. Passive RFID Visibility Response Transaction Data Requirements

Element	Description	Man/ Opt/ Con	Mini-mum Lgth	Maxi-mum Lgth	Values
RFID Location Control No.	DAAS assigned during the registration process	M	1	16	
Tag Read Date Time	Date/Time reported action took place	M	12	12	ZULU CCYYMMDDHHmm (example: 200612051459)

Table C3.T3. Passive RFID Visibility Response Transaction Data Requirements

Element	Description	Man/ Opt/ Con	Mini-mum Lgth	Maxi-mum Lgth	Values
Reader Function Code	Describes process associated with this Reader	M	1	1	From DAAS to Site; F – Follow-up Information N – No Information Found If N, the conditional fields will not be populated
Passive RFID Tag	Tag Identification Value	M	24	50	
Shipment Notice Type	X12 Transaction Type Code	M	3	4	If F, enter “SHIP” If N, enter “NONE”
Document Number	Requisition Number	C	14	14	
Suffix	Requisition Number suffix	C	1	1	Populated only if Document No. has it
Transportation Control Number	TCN from Shipment notice	C	17	17	
Shipment Date	Date/Time from Shipment Notice	C	12	12	ZULU CCYYMMDDHHmm (example: 200612051459)
NSN/Part Number	National Stock Number/Part Number cited in Shipment Notice	C	13	15	
Ship Quantity	Quantity Shipped cited in Shipment Notice	C	5	9	

C3.10. DATA STORAGE PROCESS

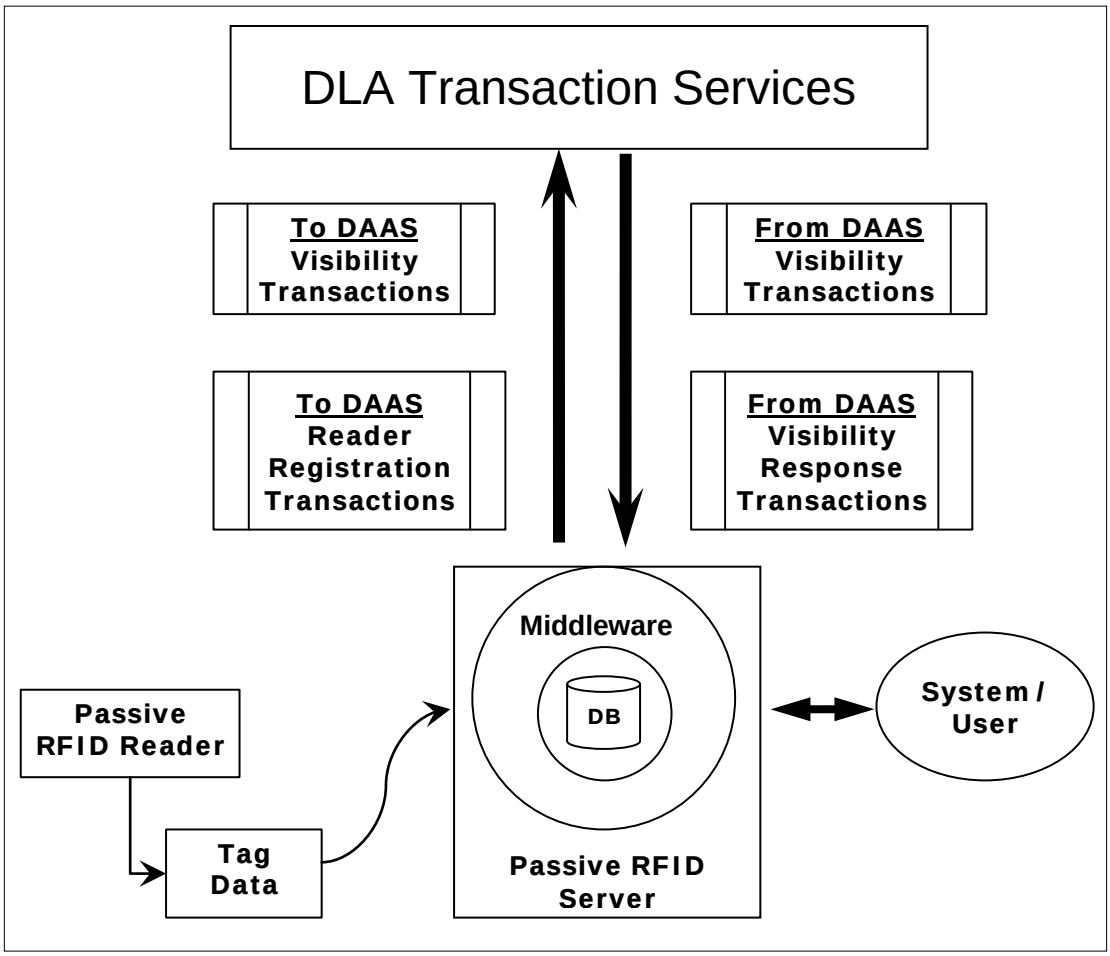
C3.10.1. DAAS shall store the Reader Registration Transaction and the pRFID Visibility Transaction in addition to the “R Table” data.

C3.10.2. All error-free Visibility Transactions arriving at DAAS shall be stored upon arrival for approximately seven months.

C3.10.3. All error-free device registrations shall be stored until a Reader Registration Action value of D (Delete Reader) is received by DAAS in a Reader Registration Transaction 'cancelling' the device.

C3.10.4. Figure C3.F.1 summarizes the general transaction process flow between a pRFID system and DLA Transaction Services.

Figure C3.F1. pRFID Data Flow (Between Site and DLA Transaction Services)



C3.11. PASSIVE RFID AND SHIPMENT STATUS

C3.11.1. DAAS "L Table". All pRFID readers are required to be registered in DAAS. This is accomplished through use of the standard XML Reader Registration transaction, in which a unique LCN is assigned to the reader and its information is stored in the DAAS "L Table".

C3.11.2. DAAS "R Table". When a shipment of DoD stocked materiel has pRFID tags applied to it, the association of the pRFID tag to a particular document number is identified in the DLMS 856S. For Materiel Returns Program, retrograde, and directed

returns with pRFID, the association of the pRFID tag to a particular document number is identified in the DLMS 856R. In addition to these transactions being routed under normal MILSTRIP business rules, a copy is stored in the DAAS "R Table" as extended shipment data.

C3.11.3. DAAS "V Table". When the pRFID tag is subsequently read by a registered Reader, the standard XML Visibility Transaction is transmitted to DAAS to identify the LCN and the pRFID tag number that was read; this data is subsequently stored in the "V Table".

C3.11.4. The fusion of the data in the "L", "R", and "V" tables enables enterprise visibility systems (e.g., Asset Visibility and WebVLIPS) to provide in-transit visibility in response to queries by associating the pRFID tag read to an LCN and a particular document number and/or transportation control number.

C3.11.5. Customer supply receiving business processes can be triggered by the pRFID tag read, by fusing the pRFID tag number with the matching DLMS 856S or DLMS 856R.

C3.11.6. This process works well for stocked shipments and shipments moving through a DLA Containerization and Consolidation Point (CCP). However, the process delineated above has a gap when transportation offices are trans-shipping/cross-docking shipments for local delivery manifesting to on-base customers; deliveries to Materiel Processing Centers (MPC); outbound MILSTRIP shipments on behalf of on-base customers; re-warehousing actions between distribution depots; and outbound non-MILSTRIP shipments to off-base customers. For local delivery manifested shipments, deliveries to MPC, and outbound MILSTRIP shipments on behalf of on-base customers, the ICP may already have sent a shipment status message; however, the pRFID tag information and updated transportation data may be absent from the message. For re-warehousing actions and outbound non-MILSTRIP shipments, normally there is no supply shipment status message; therefore, the pRFID tag and transportation data are not transmitted to the receiving activity to facilitate use of pRFID tagging to trigger the receipt take-up process. For requirements when transportation offices are trans-shipping/cross-docking shipments, other shipment status reporting procedures are followed. These scenarios include local delivery manifesting to on-base customers; deliveries to MPC; outbound MILSTRIP shipments on behalf of on-base customers; re-warehousing actions between distribution depots; and outbound non-MILSTRIP shipments to off-base customers.

C3.11.6.1. For local delivery manifested shipments, deliveries to MPC, and outbound MILSTRIP shipments for on-base Customers, the DLMS 856S will need to use the transaction status reason code (BSN07 = "091" Trans-ship/Cross-dock Shipment Status (non-CCP)) to denote that the shipment status is being provided by a location performing trans-shipping/cross-docking subsequent to the original shipment. The RIC From will be the RIC of the activity executing the local delivery manifest. The remaining data elements for a shipment status message will be ascertained from the pack list/shipping documentation accompanying the shipment. If the shipment already

has a pRFID tag on it, no additional DLMS 856S is required; the existing pRFID tag will just need to be read and an XML Visibility Transaction sent to DAAS recording the tag read event. If there is no document number on either the inbound data or on the pack list/shipping documentation, then do not generate the DLMS 856S for conveying the pRFID tag. This is to preclude a data mismatch with the original DLMS 856S transmitted by the ICP, which will have a document number.

C3.11.6.2. For re-warehousing actions/transshipments between Distribution Depots in support of 'Home' Industrial Activity site and 'Forward Support' Industrial Activity site materiel requirements, a normal DLMS 856S should be generated and transmitted to DAAS. This transaction should carry the normal shipment status message data along with the pRFID tag identification numbers and any extended transportation data (e.g., bill of lading number, commercial carrier tracking numbers). Since there will never be a Materiel Receipt Acknowledgement (MRA) for these re-warehousing actions/transshipments between the Home and Forward Industrial Activities, a status reason code (BSN07="048" Industrial Activity Re-Warehousing/Trans-ship Shipment Status) shall be included so that DLA Transaction Services can flag these DLMS 856S instances and prevent them from triggering the MRA Report.

C3.11.6.3. For Outbound Non-MILSTRIP shipments documented on a DD1149, a DLMS 856S will be created by the shipping activity. See the DLMS Manual, DLM 4000.25, Volume 2, Chapter 5, Status Reporting, Table C5.T.1. for the minimum data elements that should be included in the shipment status message; sources of the data are the DD1149 and pRFID tag information.

C4. CHAPTER 4

TRANSPORTATION REFERENCE TABLES FOR DLMS TRANSACTIONS

C4.1. GENERAL. This chapter documents procedures for the use and maintenance of transportation reference tables used in Defense Logistics Management Standard (DLMS) Supply transactions. The USTRANSCOM Reference Data Management (TRDM) is the authorized data repository source for transportation reference tables. The Logistics Data Repository Management System (LOGDRMS) maintains a list of authorized DLMS Logistics Qualifiers that are associated to selected TRDM reference tables. To ensure synchronicity and ease of access to the code lists, this chapter outlines the transportation reference tables to be accessed in TRDM via LOGDRMS and documents the change management process for these tables.

C4.2. APPLICABILITY AND SCOPE

C4.2.1. This guidance is applicable to DLMS Supply transactions that use certain transportation reference table information.

C4.2.2. See Table C4.T1 for the list of the applicable qualifiers and DLMS Supplement number references.

Table C4.T1. Transportation Reference Tables and DLMS Supply Transactions

Qualifier	LOGDRMS Table Name (DLMS Logistics Qualifier Name)	DLMS Supplement Uses
33	Air Commodity and Special Handling Code	856N, 650A
34	Water Commodity and Special Handling Code	856N, 650A
35	Air Dimension Code	856N
36	Air Terminal Identifier Code	810L, 856S, 945A
37	Water Terminal Identifier Code	810L, 856S, 945A
38	Consolidation and Containerization Point Code	856S, 945A
39	Transportation Mode or Method Code	812R, ***869A***
*9	Transportation Method/Type Code Conversion Guide	180M, 527R, 810L, ***856ASN***, 856N, 856R, 856S, 940R, 945A.
40	Type Pack Code	856N
*A	Type of Pack Conversion Guide	None
42	Estimated Time of Arrival Code	527R
45	Standard Carrier Alpha Code (SCAC)	856, 856S, 940R, 945A
BD	Transportation Priority Code	511M, 511R, 856N, 856S, 869F, 870M, 940R

C4.3. PROCESS OVERVIEW. The DLMS logistics qualifier codes in Table C4.T1 are used in logistics DLMS transactions to identify transportation related information.

C4.3.1. LOGDRMS will maintain a list of authorized logistics qualifier codes associated with TRDM transportation reference tables. The metadata in LOGDRMS will define the DLMS data element name, the TRDM table name as the alias, a definition along with any special business rules associated with the construct/use of the table, and the TRDM URL and table name containing the list of authorized code values.

C4.3.2. LOGDRMS will maintain the Transportation Method/Type Code and Type of Pack Conversion Guides, both metadata as defined in C4.3.1. and the code lists.

C4.3.3. TRDM will maintain the transportation reference tables and a website that is accessible by users from the logistics domain.

C4.4. CROSS REFERENCE OF LOGDRMS AND TRDM TABLE NAMES

C4.4.1. Table C4.T2 establishes a cross reference of the LOGDRMS logistics qualifiers and table names to the TRDM table names.

Table C4.T2. New TRDM Transportation Reference Table Names

Qualifier	DLMS Qualifier Title (ATR)	TRDM Table Name(s)
33	Air Commodity and Special Handling Code	Air-Commodity Air-Special-Handling Mail-Air-Special-Handling Air-Commodity-Handling
34	Water Commodity and Special Handling Code	Water-Commodity Water-Type-Cargo Water-Special-Handling
35	Air Dimension Code	Shipment-Unit-Piece Air Dimension Code
36	Air Terminal Identifier Code	Aerial-Port
37	Water Terminal Identifier Code	Water-Port
38	Consolidation and Containerization Point Code	Consolidation-Containerization-Point
39	Transportation Mode or Method Code	Transportation-Method
*9	Transportation Method/Type Code Conversion Guide	Transportation-Method
40	Type Pack Code	Type-Pack
*A	Type of Pack Conversion Guide	Type-Pack
42	Estimated Time of Arrival Code	Estimated-Time-of-Arrival Code
45	Standard Carrier Alpha Code (SCAC)	Standard-Carrier-Alpha
BD	Transportation Priority Code	Transportation-Priority

C4.4.2. The DLMS data element, Air Commodity and Special Handling Code, is a concatenation of the TRDM air commodity code and the applicable special handling code tables.

C4.4.3. The DLMS data element, Water Commodity and Special Handling Code is a concatenation of the TRDM water commodity, water type cargo, and water special handling codes.

C4.5. REFERENCE TABLE CHANGE MANAGEMENT PROCESS

C4.5.1. Logistics Domain-Requested Changes. The change management process for DLMS standards is contained in DLM 4000.25, Volume 1, Chapter 3, Change Management. The change management process for logistics domain-requested changes to these reference tables must be coordinated through the DLMS Supply Process Review Committee (PRC), USTRANSCOM and the TRDM Program Management Office (PMO). The requested changes will be subject to the Proposed DLMS Change (PDC) process, and provided for review by the Supply PRC members. USTRANSCOM is a voting member of the Supply PRC, and the TRDM PMO is on distribution for all DLMS changes. The general rules that apply to the change management process for review of the proposed changes are as follows:

C4.5.1.1. Proposed DLMS Changes (PDC) must be submitted to DLA Logistics Management Standards Office for coordination and comment with the Supply PRC, USTRANSCOM, and TRDM.

C4.5.1.2. DLA Logistics Management Standards Office will evaluate proposed changes and provide comments and analysis or recommendations.

C4.5.1.3. Staffing progress and current status of the proposed changes will be shown on the DLA Logistics Management Standards Office website.

C4.5.1.4. There will be a resolution process for objections or comments of note, subject to the review of the Supply PRC members.

C4.5.1.5. Upon completion of the comment resolution process, proposed changes must be coordinated with USTRANSCOM and the TRDM PM. Upon review and implementation approval by USTRANSCOM, an Approved DLMS Change (ADC) will be released to the Supply PRC, with concurrent configuration documentation released by the TRDM PMO to its stakeholders.

C4.5.2. Transportation Domain-Requested Changes. The change management process for TRDM standards is documented in USTRANSCOM standard operating procedures. Once the change is approved via the TRDM configuration management process and loaded into TRDM, DLA Logistics Management Standards Office will receive an email notification from the TRDM website.

C4.5.2.1. Minor Changes to the Reference Table. DLA Logistics Management Standards Office ***will not*** prepare an administrative ADC to the Supply

PRC announcing the change. ***Logistics systems maintaining these tables for use by supply transactions may establish either a system-to-system interface or a subscription service to TRDM to ensure tables are kept current as TRDM publishes changes.*** An example of a minor change is the introduction of a new code value ***or code definition*** to a table.

C4.5.2.2. Significant Changes to the Reference Table. DLA Logistics Management Standards Office will release a PDC to the Supply PRC for coordination. PRC comments/non-concurrences must be coordinated with USTRANSCOM and the TRDM PMO for resolution. Upon satisfactory resolution, the DLA Logistics Management Standards Office will release the ADC formally announcing the table changes to the Supply PRC. If the results of comment resolution require a change by the TRDM PMO, the ADC will be released concurrent with the TRDM change. An example of a significant change is a modification of the metadata (e.g., field length changed from two positions to three positions).

AP1. APPENDIX 1

USTRANSCOM REFERENCE DATA MANAGEMENT (TRDM) REPOSITORY INFORMATION

AP1.1. TRDM is a reference data repository operated by USTRANSCOM (Air Mobility Command - AMC), which stores and manages both standardized and approved non-standard transportation reference data. It provides a one-stop shopping capability for transportation reference tables, the distribution of reference data, and the synchronization of managed transportation data with defined sources.

AP1.2. TRDM users can view data and associated metadata with the codes. The information provided also includes logical name, physical name, definitions, table and field descriptions, and authoritative source information.

AP1.3. TRDM uses data stewards to update the transportation data on prescribed schedules. The data, reference tables, and associated metadata are published on web pages and made available through subscriptions as well. The subscription service automatically sends the transportation data to subscribing automated information systems and authorized end-users.

AP1.4. The web address for TRDM and user information is: (https://trdm.c2.amc.af.mil). A valid DoD issued Common Access Card (CAC) is required to access TRDM.

AP1.5. To self-subscribe to TRDM, go to https://trdm.c2.amc.af.mil/trdm. Click the link to request registration. The registration page requests citizenship status, email address, and a commercial phone number. Once registered, returning to the TRDM page will automatically log you in.

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 4

MILITARY STANDARD BILLING SYSTEM - FINANCE

April 11, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-3000

LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 4, June 25, 2013
Change 2

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 4, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) - FINANCE
CHANGE 2

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 4, 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. Change 2 to Volume 4 consists of administrative corrections for typos. These administrative changes are not marked in the manuals.

II. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp.

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 4 – MILITARY STANDARD BILLING SYSTEM – FINANCE

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 4 provides standard procedures for billing and related adjustments for sales of materiel and related services, collectively referred to as the Military Standard Billing System (MILSBILLS). This includes the related standard transactions for exchanging data in compliance with the procedures.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1, Chapter 3 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

IV. This Volume is approved for public release and is available electronically at www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

VOLUME 4 – Military Standard Billing System - Finance

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
221A	8/3/2011	**Revised Procedures associated with the DLMS Enhancement for Communication of Unit Price.** This change revises procedures for DLA Transaction Services Defense Automatic Addressing System (DAAS) conversion mapping from DLMS to MILS legacy 80 record position formats to block the perpetuation of any price exceeding 7 positions (5 digits dollars and 2 digits cents), and block the perpetuation of any price consisting of all "9"'s. The change allows the Navy ERP to accept items whose price is larger than $100,000. Revises DLMS Supplements 511R, Requisition, 511M, Requisition Modification, 527D, Due-in/Advance Receipt /Due Verification, 527R, Receipt, Inquiry, Response and MRA, 536L, Logistics Reassignment Management Data, 810L, Logistics Bill, 812L, Logistics Bill Adjustment Request Reply, 812R, Logistics Bill Adjustment Request, 846D, Logistics Reassignment Transfer and Decapitalization, 856S, Shipment Status, and 869F, Requisition Follow-Up.	**0**
274	4/1/2008	**DLMS and DLSS Changes to Support Army Exchange Pricing. This change makes changes to support Army Exchange Pricing.** Army Managed National Stock Numbered (NSN) items that are on an existing or planned national repair program, will have an Exchange Price (EP), which represents the Latest Repair Cost plus a recovery rate. Essentially, those nationally repaired items will be issued at a discounted price based upon an expected return. If EP items are not returned within the established timeline (Delta Delay Days), the process will generate a Delta Bill (SP minus EP), which would result in a net cost of the full Standard Price to the customer. The Exchange Price will only be applicable to Army EP customers. All other customers will be charged the Standard Price. Revises MILSTRIP Chapter 3, MILSTRAP Chapter 4, and MILSBILLS Chapter 2 and Appendix 2.5.	**0**
275	4/3/2008	**Administrative Changes to Eliminate Override Procedures for DLMS Supplements 812L, Logistics Bill Adjustment Request Reply and 812R, Logistics Bill Adjustment Request.** This change modifies the 812L and 812R DLMS Supplements to clearly identify as an enhancement (not approved for current use) the use of Table 1 Code Source Information in cases where the Agency code is applicable to all Table 2 iterations. This change also removes the use of override procedures for Code Source information, as override is no longer recognized as recommended procedure.	**0**

ADC Number	Date	Change Description	Version
280	8/8/2008	**PQDR/SDR/TDR Credit Tracking.** This change to MILSBILLS will allow for better tracking of credits for PQDRs, SDRs and TDRs. Revises MILSBILLS Chapter 4, Appendix 2.3, and Appendix 2.5.	0
289	10/21/2009	**Revisions to Security Assistance Program Procedures, Modification of the Definition of the Security Assistance Type of Assistance and Financing Codes (MILSTRIP/Supply) and Policy Change to Billing Procedures.** This change accommodates the inclusion of a paragraph on the timeframe for shipments using a Required Availability Date (RAD), the use of extended Required Delivery Dates (RDDs), a paragraph regarding possible storage charges for materiel awaiting Notice of Availability (NOA) responses, and some minor changes to program names and acronyms. Revises DLMS Volume 4 Chapter 2.	0
290	6/24/2008	**Administrative Revisions to the DLMS Supplements 810, Logistics Bill, 812L, Logistics Bill Adjustment Request Reply and 812R, Logistics Bill Adjustment Request.** This change adds additional qualifier codes to DLMS Financial Supplements and to make administrative changes to achieve consistency among the Supplements. Revises DLMS Supplements 810L Logistics Bill, 812L Logistics Bill Adjustment Request Reply and 812R Logistics Bill Adjustment Request, as well as, DLMS Volume 4 Chapter 2, DLMS Billing.	0
294	7/31/2008	**Elimination of Treasury Suspense Account F388.** Eliminated Treasury Suspense Account F3885, which was a suspense account used to temporarily hold unmatched financial transactions. Treasury stated that this account is no longer authorized for use. Revises DLMS Volume 4 Chapter 5, Interfund Billing System Procedures, as well as, MILBILLS AP2.2, Fund Codes.	0
315	1/5/2009	**Administrative Change to DLMS Note for Fund Code in DLMS 810L, Logistics Bill.** This change modifies the DLMS Supplement 810L to incorporate an administrative change to correct an incorrect DLMS note regarding the qualifier DG (Fund Code), which incorrectly states that the fund code may not be used with Interfund bills.	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 as partially implemented under the National Inventory Management Strategy (NIMS) and as planned in support of the 2005 Base Realignment and Closure (BRAC) decision. The change addresses communications among customers, the distribution depot, and the DLA ICP, along with establishing new procedures for authorizing and processing customer credit. Finalization of the returns procedures required recurring DLMSO interaction with the BRAC team to achieve correct business rules and documentation of these rules in the applicable DoD manuals. Revises MILBILLS Chapter 2.	0

ADC Number	Date	Change Description	Version
328	7/28/2009	**"Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.** This change requests an interface be established between the various internet ordering applications and the applicable Component financial application, so that fund availability can be checked before allowing the requisition to be processed, and, as a separate, subsequent action, establish the associated obligation within the applicable financial system. Revises DLMS Volume 2, Chapter 7, Verification of Funds Availability Web Call for Requisitions Submitted VIA Internet Ordering Applications; Volume 4, Finance, AP2, Verification of Funds Request, and AP3, Verification of Funds Reply; DLMS Supplement 9DS) Revision of 511R, Requisition.	0
332	7/8/2009	**Intra-Navy Exchange Price Billing for Depot Level Reparables.** The purpose of this change is to map the Navy's current billing transactions for depot level repairables (DLRs) under the Navy Carcass Tracking program to the DLMS Supplement 810L, Logistics Bill. This change will support the Navy migration to DLMS, and will support mapping in a mixed DLMS/MILS environment. Revision to DLMS Supplement (DS) 810L, Logistics Bill.	0
346	10/26/2009	**DLMS Interfund Billing System Procedures.** This change publishes procedures for DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 4 (Finance), Chapter 5 - Interfund Billing System Procedures.	0
350	11/16/2009	**Navy Budget Project For Billing.** The purpose of this change is to map the Navy's current MILS billing transactions for the Summary Bill to the DLMS Supplement 810L, Logistics Bill by including a DLMS qualifier called "budget project identifier" for Navy "budget project". This change will support the Navy migration to DLMS, and will support mapping in a mixed DLMS/MILS environment.	0

ADC Number	Date	Change Description	Version
435	10/3/2011	**Use of Referential Data to Support Standard Financial Information Structure (SFIS).** This changes provides for the Component and Agency preferred solution of exchanging SFIS accounting data elements using referential data keyed on a fund code. DLA Transaction Services will develop and host an expanded fund code table on DAAS, which will be the master reference table for SFIS data to be maintained. The ADC also modifies specified DLMS transactions to add Business Partner Number (BPN) as an authorized DLMS enhancement, which may be an issue for non-DoD buyers and sellers to accommodate. Revises DLMS Supplement (DS) 511R, Requisition, 511M Requisition Modifier, 869F, Requisition Follow Up, 180M Material Returns Reporting, 517M, Material Obligation Validation, 867I, Issue, 940R, Material Release, 856S, Ship Notice/Manifest, 842 A/W Supply Discrepancy Report, 810L, Logistics Bill, 517G, Government Furnished Material (GFM) Validation, 527D, Due in/Advance Receipt/Due Verification, 527R, Receipt, Inquiry, Response and MRA, 812L, Logistics Bill Adjustment Request Reply, 812R, Logistics Bill Adjustment Request , 842A/R Standard Supply Discrepancy Report Reply, 867D, Demand Reporting, 869A, Requisition Inquiry/Supply Assistance Request, 869C, Requisition Cancellation, 945A, Material Release Advise, and 947I, Inventory Adjustment (Applies to 4010 as well).	0
450	2/14/2012	**Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes.** The RFID letter/process, as currently published in the DoD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process. Revises DLMS Volume 4, Chapter 1	0
469	2/23/2012	**Consolidating MILSBILLS into DLMS Volume 5, Finance.** This change consolidates and updates chapters of DoD 4000.25-7-M (MILSBILLS) with the DoD 4000.25-M (DLMS) Finance volume to enable DLMS Volume 4 to be a single manual for DLMS/MILS logistics billing. Revises DLMS Volume 4.	0

TABLE OF CONTENTS

VOLUME 4: Military Standard Billing System - Finance

Page

FOREWORD 1

CHANGE HISTORY PAGE 2

TABLE OF CONTENTS..... 6

CHAPTER 1 INTRODUCTION

C1.1. GENERAL C1-1
C1.2. POLICY C1-1
C1.3. APPLICABILITY C1-2
C1.4. FINANCE PROCESS REVIEW COMMITTEE…….. ..... C1-2
C1.5. SUPPLEMENTAL PROCEDURES C1-2
C1.6. NONCOMPLIANCE C1-2
C1.7. SIMULATED MOBILIZATION EXERCISE C1-3

CHAPTER 2 BILLING PROCEDURES

C2.1. CRITERIA FOR BILLING C2-1
C2.2. PREPARATION OF BILLS ……..... C2-3
C2.3. RETENTION OF BILLING RECORDS..... C2-8
C2.4. CORRECTION OF ERRONEOUS BILLINGS..... C2-8
C2.5. CANCELLATIONS C2-9
C2.6. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS..... C2-9
C2.7. BILLING FOR PROGRESS AND ADVANCE PAYMENTS C2-11
C2.8. INTO-PLANE FUEL SALES..... C2-12
C2.9. HAZARDOUS MATERIEL AND WASTE BILLINGS C2-12
C2.10. GENERAL SERVICES ADMINISTRATION UNIQUE BILLINGS..... C2-14
C2.11. ARMY EXCHANGE PRICING PROCESS C2-15
C2.12. NAVY EXCHANGE PRICING PROCESS..... C2-16
C2.13. INCLUSION OF TRANSPORTATION CONTROL NUMBERS ON DLMS LOGISTICS BILLS C2-17

CHAPTER 3 PROCESSING AND PAYMENT OF BILLS

C3.1. PAYMENT OF NONINTERFUND BILLS C3-1
C3.2. PROCESSING INTERFUND BILLS..... C3-1
C3.3. ADJUSTMENTS..... C3-1

CHAPTER 4 ADJUSTMENT PROCEDURES

C4.1. REQUESTING ADJUSTMENTS C4-1
C4.2. CANCELING OR AMENDING REQUESTS FOR ADJUSTMENT C4-2
C4.3. FOLLOW-UP ON UNANSWERED REQUESTS FOR ADJUSTMENT C4-2
C4.4. REPLYING TO REQUESTS FOR ADJUSTMENT OR MATERIEL RETURNS PROGRAM CREDIT C4-3
C4.5. ADJUSTMENT AMOUNT C4-3
C4.6. INCOMPLETE OR UNSUPPORTED BILL C4-4
C4.7. BILLING STATUS PROCEDURES C4-4
C4.8. BILL COPY PROCEDURES C4-5
C4.9. REQUESTS FOR CHANGE IN BILLING METHOD C4-5
C4.10. ADJUSTMENTS FOR DISCREPANCY REPORTS C4-6
C4.11. ADJUSTMENTS FOR BILLING ERRORS C4-8
C4.12. PRICE CHALLENGES AND VERIFICATION C4-12
C4.13. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT C4-12
C4.14. ADJUSTMENTS FOR CHANGE NOTICES C4-12
C4.15. SECURITY ASSISTANCE DISCREPANCIES AND BILLING ERRORS C4-12
C4.16. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM) C4-13

CHAPTER 5 INTERFUND BILLING SYSTEM PROCEDURES .....

C5.1. POLICY C5-1
C5.2. PRINCIPLES OF THE INTERFUND BILLING SYSTEM C5-1
C5.3. PREPARATION OF INTERFUND BILLS C5-2
C5.4. CENTRAL ACCOUNTS OFFICES C5-2
C5.5. INTERFUND REPORTS C5-3
C5.6. STATEMENT OF INTERFUND TRANSACTIONS C5-3
C5.7. CENTRAL ACCOUNTS OFFICE LEVEL INTERFUND PROCEDURES C5-6

CHAPTER 6 DEFENSE AUTOMATIC ADDRESSING SYSTEM .....

C6.1. GENERAL C6-1
C6.2. MILITARY STANDARD BILLING SYSTEM PROCESSING C6-1
C6.3. BILL COPY RETRIEVAL C6-3
C6.4. FUND CODE TABLES C6-4
C6.5. MILITARY STANDARD BILLING SYSTEM INQUIRY PROCESS C6-4
C6.6. MILITARY STANDARD BILLING SYSTEM-RELATED REPORTS C6-4

C6.7. OTHER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES AUTHORIZED INTERFUND C6-10

CHAPTER 7 VERIFICATION OF FUNDS AVAILABILITY WEB CALL FOR REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS

C7.1. IMPLEMENTING FUNDS AVAILABILITY VERIFICATION C7-1
C7.2. FUNDS AVAILABILITY REQUEST……..... C7-1
C7.3. BUSINESS RULES C7-1
C7.4. FUNDS AVAILABILITY REPLY..... C7-2
C7.5. PROCESSING MULTIPLE LINE ITEMS..... C7-2
C7.6. VERIFICATION OF AVAILABILITY REPLY CODE..... C7-2
C7.7. CRITERIA FOR UNACCEPTABLE REQUISITION PROCESSING C7-3
C7.8. REQUISITON MODIFICATIONS C7-4
C7.9. REQUISITION FOLLOW-UPS C7-4
C7.10. REVISION OF REQUISITION CONTENT..... C7-5
C7.11. ALTERNATIVES FOR UNTIMELY APPLICATION INTERFACE..... C7-5
C7.12. BATCH ACCEPTANCE C7-6

APPENDIX 1 FUND CODE TABLES AND RELATED LISTINGS AP1-1

APPENDIX 2 ..... AP2-1

AP2.1 DOCUMENT IDENTIFIER CODES..... AP2.1-1
AP2.2 FUND CODES AP2.2-1
AP2.3 BILLING ADVICE CODES AP2.3-1
AP2.4 BILLING STATUS CODES AP2.4-1
AP2.5 TYPE OF BILL CODES..... AP2.5-1
AP2.6 RECIPIENT OF BILLING STATUS CODES..... AP2.6-1
AP2.7 SALES PRICE CONDITION CODES..... AP2.7-1
AP2.8 GENERAL SERVICES ADMINISTRATION CUSTOMER SUPPLY CENTER CODES..... AP2.8-1
AP2.9 INFORMATION INDICATOR CODES..... AP2.9-1
AP2.10 SIGNAL CODES AP2.10-1
AP2.11 OTHER CODES..... AP2.11-1

APPENDIX 3 RECORD FORMATS..... AP3-1

TABLES

Table **Title**

C1.T1. Supplemental Billing Procedures C1-2
C2.T1. Method of Billing C2-5

C2.T2. Standard Interfund Bill Numbers C2-7
C4.T1. Adjustments to Discrepancy Reports C4-6
C4.T2. Default PQDR Fund Codes C4-8
C5.T1. Seller Central Accounts Offices C5-2
C5.T2. Buyer Central Accounts Offices C5-3
C5.T3. Department of Defense Central Accounts Offices..... C5-5

FIGURES

Figure **Title**

C6.F1. Interfund Billing Adjustment Example..... C6-6
C6.F2. Interfund Bills by Billed Office Example..... C6-7
C6.F3. Interfund Bills Rejected Example C6-8
C6.F4. Interfund Bill Retransmission Request C6-8
C6.F5. In-storage Visibility Redistribution Credit Report..... C6-9
C6.F6. Rejected Bill by Billing Office..... C6-10

C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Defense Logistics Management System (DLMS) standard procedures for billing and related adjustments for sales of materiel and related services, collectively referred to as the Military Standard Billing System (MILSBILLS). This includes the related standard transactions for exchanging data in compliance with the procedures using either the DLMS Supplements (DS) variable length format or the legacy Defense Logistics Standards Systems (DLSS) fixed length 80 record position format.

C1.1.1.1. New and migrating systems implementations of the DLMS are to comply with the DLMS Supplements to Federal Implementation Conventions (ICs) for American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 in accordance with DoD Directive 8190.1, "DoD Logistics Use of Electronic Data Interchange (EDI) Standards,".May 5, 2000. The relevant DLMS Supplements are the DLMS 810L (Logistics Bill), DLMS 812R (Logistics Bill Adjustment Request), and DLMS 812L (Logistics Bill Adjustment Request Response). All DLMS Supplements to Federal ICs may be accessed at www.dla.mil/j-6/dlmso/eLibrary/TransFormats/140_997.asp.

C1.1.1.2. DLSS is the legacy implementation for billing, previously published as part of MILSBILLS. See Appendix 3 for the list of billing related document identifier code (DIC) formats.

C1.2.1. Use of This Volume. Use of this volume requires simultaneous access to DLMS Manual Volume 1 administrative items such as lists of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; DLMS-to-Defense Logistics Standard System (DLSS) cross-references and conversion guides; specific guidance that applies to all implementation conventions; and functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY

C1.2.1. DoD 7000.14-R, "Department of Defense Financial Management Regulations," provides the DoD policies governing procedures in this volume.

C1.2.2. DoD 4140.01-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 provides the DoD policies and governing procedures in this volume.

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, Military Departments, Joint Staff, Unified and Specified Commands, Defense Agencies, and Defense Organizations (hereafter referred to collectively as "DoD Components") and, by agreement, to other organizations participating in the DLMS.

C1.4. FINANCE PROCESS REVIEW COMMITTEE. The Finance Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of the Interfund Billing System and other financial requirements for the DLMS. The Chairman, Finance PRC, in coordination with other Finance PRC members, is responsible for the contents of this volume of the DLMS. The identification of Finance PRC representatives, and other PRC related information, appears on the Finance PRC Webpage at www.dla.mil/j-6/dlmso/Programs/Committees/Finance/financeprc.asp. Refer to Volume 1, Chapter 1 for a discussion of general DLMS PRC functions and responsibilities.

C1.5. SUPPLEMENTAL PROCEDURES. Supplemental procedures issued by the DoD Components and participating Agencies are authorized when additional detailed instructions are required. The publications listed in Table C1.T.1 supplement the provisions of this volume within the DoD Components and participating Agencies:

Table C1.T1. Supplemental Billing Procedures

SERVICE or AGENCY	SUPPLEMENTAL INSTRUCTIONS
United States Army (USA) and United States Air Force (USAF)	Defense Finance and Accounting Service (DFAS)-Indianapolis Center (DFAS-IN) Regulation 37-1, Finance and Accounting Policy Implementation
United States Navy (USN) or United States Marine Corps (USMC)	NAVSO P-1000, Department of the Navy Financial Management Policy Manual
General Services Administration (GSA)	FPMR 101, Subchapter E, Subpart 101-26-8, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billings FEDSTRIP Operating Guide

C1.6. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS Finance related problems are unsatisfactory, the activity having the problem shall request assistance from its DLMS Finance PRC representative. The request shall include information and copies of all correspondence pertinent to the problem; including the document number, the number and date of the DLMS bill, and billing office. The representative shall take the necessary actions to

resolve the issue or problem. The actions may include requesting assistance from the Chairman.

C1.7. SIMULATED MOBILIZATION EXERCISE

C1.7.1 When establishing plans that require simulated mobilization exercises, identify the associated transactions as simulated mobilization exercise transactions as provided for in the applicable implementation convention. The common mechanism in the DLMS Supplement is to set the Purpose Code of the beginning segment to 77–Simulation Exercise. Do not process simulated mobilization transactions in the supply distribution system(s) as action documents that affect accountable/unit records. The DoD Component activities responsible for initiating these exercises must use extreme caution to ensure procedures are explicit and to coordinate with all participants.

C1.7.2. DLSS has reserved certain DIC series for use in mobilization or other exercises. Within the legacy DLSS, DIC H series transactions are reserved for use during simulated mobilization exercises in lieu of the normal F or G series DICs. Although not mandatory, exercise planners are encouraged to use the H series DIC.

C2. CHAPTER 2

BILLING PROCEDURES

C2.1. CRITERIA FOR BILLING

C2.1.1. Shipments From Stock. Billing shall be effected on the basis of drop from inventory or performance of services. Exceptions are as follows:

C2.1.1.1. Security Assistance. Billings for security assistance shall be effected upon constructive delivery.

C2.1.1.2. Petroleum, Oil, and Lubricants (POL). Billings for bulk POL shipments may be billed after notification of receipt or 15 calendar days after the date of shipment or issue, whichever occurs first.

C2.1.1.3. Perishable Subsistence Chill and Freeze Items. Billings for perishable subsistence chill and freeze items shall be effected upon drop from inventory. Billings for fresh fruits and vegetables shall be effected upon receipt of an issue transaction from DLA Troop Support.

C2.1.1.4. Drawdowns

C2.1.1.4.1. Materiel requisitioned under authority of Section 506 of the Foreign Assistance Act, as amended (i.e. , when the Foreign Military Sales (FMS)/Grant Aid (GA) type of assistance code is C), may not be billed until funds are appropriated, with the exception of Working Capital Fund activities. Although Section 506 does not provide obligation or disbursing authority, it does permit the drawdown of existing DoD stocks subject to an appropriation to be made at a later date. Since there is no assurance that DoD accounts will be reimbursed, the transfers cannot be recorded as accounts receivable. Therefore, issues under Section 506 will be treated as transfers without reimbursement. The transfer without reimbursement will be reversed when appropriations are received to reimburse the DoD account for the transfer. Section 506 draw downs of General Services Administration (GSA) or other non-DoD stocks are not authorized.[1]

C2.1.1.4.2. All requests for Defense Working Capital Fund (DWCF) activities (to include transportation) shall include a funding source, allowing DWCF

[1]Section 552 of the Foreign Assistance Act of 1961 allows the President to "direct the drawdown of commodities and services from the inventory and resources of any agency of the United States Government". Under DLMS, except for the use of DoD (Section 506) or any agency (Section 552) assets, drawdowns under both sections are identified and treated similarly.

activities to be reimbursed by the Military Departments without delay. Orders will not be accepted without a funding source. Refer to DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)", Vol. 12, paragraph 230502 and Vol. 11B, paragraph 110106.A.).

C2.1.2. Direct Deliveries of Materiel From Contractors. When an inventory item is out of stock, is not carried, or has otherwise been requested via direct delivery of materiel from a vendor, the billing shall be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor.

C2.1.3. In-Storage Visibility Lateral Redistributions. When an Integrated Materiel Manager/Inventory Control Point (IMM/ICP) laterally redistributes materiel, reimbursement to the reporting activity and billing to the requisitioning activity shall be effected upon notification of receipt by the requisitioning activity.

C2.1.4. In-Storage Visibility Procurement Offset. When materiel is returned to the IMM/ICP to offset or preclude procurement, reimbursement to the returning activity is authorized upon receipt, inspection, and acceptance of materiel as evidenced by the IMM/ICP's generation of a creditable Materiel Receipt Status.

C2.1.5. Customer Asset Report Credits. Materiel Return Program (MRP) credits are authorized upon receiving notification that materiel authorized for return under creditable procedures has been received in the offered condition and quantity.

C2.1.6. Materiel Services. Billings for services related to materiel shipments and returns not included in the materiel price are authorized after the services are rendered.

C2.1.7. Obligations for Requisitioned Materiel. Establishing an obligation for the proper amount under the requisition document number is essential for the timely and automated processing of interfund bills. Failure to do so is a violation of financial management procedures; and may delay processing and increase workload for both DFAS and submitting Component personnel. DoD Components that either (1) establish business processes for requisitioning outside their customer's Component sponsored supply system, e.g., via internet ordering applications, or (2) authorize their own Component personnel to satisfy requirements through the use of external ordering processes, shall support adherence to standard DoD financial business processes.

C2.1.7.1 DoD Components may authorize manual recording of the financial obligation by the customer as a separate action until such time as an automated interface between the ordering application and a Component-sponsored financial system is available. Where an interface is not available, external ordering applications shall alert users to comply with their Component-directed financial procedures.

C2.1.7.2 Procedures for on-line internet ordering application real-time verification of funds availability and funds availability response for are provided under DLMS Vol 4, Chapter 7.

C2.2. PREPARATION OF BILLS

C2.2.1. General. Bills shall be prepared within 30 calendar days of the criteria provided in section C2.2 and must identify each shipment, delivery, service performed, or refund earned.

C2.2.2. Materiel Billing And Credit Amounts. In general, billings for materiel shall be at the standard price in effect at the time of shipment, and credit adjustments (refunds) shall be at the price originally billed. Exceptions are identified in the following subparagraphs. Billings and credits for services or allowances related to materiel shipments shall be processed as prescribed by section C2.5.

C2.2.2.1. Lateral Redistribution Credits. Reimbursements for materiel laterally redistributed shall be processed at the standard price in effect at the time of shipment. Credits may be fully or partially reversed by the IMM/ICP when a validated discrepancy report documents the materiel was not shipped in a condition or quantity warranting full credit.

C2.2.2.2. In-Storage Visibility Procurement Offset and MRP Credits. Credits shall be processed at the acquisition cost in effect at the time of receipt. Credits may be lower if, in the opinion of the IMM/ICP, the received materiel is not in a condition and/or quantity to warrant full credit.

C2.2.2.3. Quality Deficiency Reports. When the original requisition number cannot be identified, the credits shall be at the current standard price.

C2.2.2.4. Materiel Returns to DLA from Industrial Sites under Base Realignment and Closure Retail Storage and Distribution/Inventory Management and Stock Positioning, and National Inventory Management Strategy[2]. A variation of the MRP program is used for processing materiel returns to DLA from selected sites in support of the Base Realignment and Closure (BRAC) Retail Storage and Distribution (SS&D)/Inventory Management and Stock Positioning (IMSP) and the National Inventory Management Strategy (NIMS). Standard MRP DLMS/MILSTRIP transactions do not apply. No credit for packaging, crating, handling, or transportation (PCH&T) shall be provided.

C2.2.2.4.1. Industrial Sites. DLA managed materiel returned by an industrial customer at BRAC industrial sites will be accepted into DLA inventory

[2] DLA is required to request approval of new procedures supporting BRAC/NIMS allowing full materiel credit for returns regardless of asset position with no credit for PCH&T.

regardless of DLA wholesale asset stock position. Credit shall be processed based upon a receipt of the returned materiel corresponding to a sale to Service maintenance (identified by DoD Activity Address Code (DoDAAC) series/internal customer group) for the same materiel and condition completed within the 60-day period prior to the date on the return. Up to 100 percent credit shall be processed at the full selling price of the item on the original order(s) used as reference for return quantity less than or equal to the quantity on the reference order(s). DLMS/MILSBILLS Billing for Issue from Stock (DLMS 810L/DIC FA2) shall be used to provide credit under modified business rules. Credit for any quantity returned over the original amount, in a different condition code from the original sale or unmatched is subject to DLA ICP stock position using business rules equivalent to the MRP for determining whether to provide credit/credit amount contained in DoD 4140.01-R, "Supply Chain Materiel Management Regulation," May 23, 2003. The Service's financial system will be notified of any resulting credit via a DLMS/MILSBILLS Materiel Returns Program Credit (DLMS 810L/DIC FD2).

C2.2.2.4.2. National Inventory Management Strategy Sites. Credit for materiel returns from a NIMS site customer will be processed based upon the return receipt. The DLA ICP shall process the receipt and determine whether a sale has occurred for the same materiel, condition code, and customer within a 60-day time frame reflecting the exact same document number as the receipt (return) document. If there is an exact matching sale, the customer shall receive credit equal to the original sale. Credit for any quantity returned over the original amount, in different condition code from the original sale or unmatched is subject to credit/credit amount from C2.2.2.4.1. The Service's financial system will be notified of any resulting credit via a DLMS/MILSBILLS Materiel Returns Program Credit (DLMS 810L/DIC FD2).

C2.2.3. Method of Billing

C2.2.3.1. Bills arising from transactions containing a National Stock Number (NSN) within the DoD will be collected through the Military Standard Billing System (MILBILLS) interfund billing procedures when supported by the supply and accounting systems. The provider will not accept a Military Interdepartmental Purchase Request (MIPR) if interfund can be used. Manual billing (e.g., the XP fund code) will not be used unless approved by the Deputy Chief Financial Officer. For intragovernmental interfund disputes, follow the dispute process outlined in Chapter 4.[3] Billings to DoD offices must be under interfund procedures except as provided below.

C2.2.3.2. Billing shall be under noninterfund procedures when:

C2.2.3.2.1. The bill-to office is non-DoD (Bill-To Service Code is numeric, G, or Z).

[3] From DoD 7000.14-R, Volume 4, Chapter 3 Receivables, Paragraph 030504.B (November 2009)

C2.2.3.2.2. The bill-to office is a DoD contractor (Bill-To Service Code is C, E, HG, L, Q, SD, or U).

C2.2.3.2.3. The bill-to office is DoD (Bill-To Service Code is alpha other than C, E, G, HG, L, Q, SD, U, or Z) and the fund code requires noninterfund billing (normally XP fund code).

C2.2.3.2.4. The bill-to office is another-DoD Component (Bill-To Service Code is H) and the fund code is not identified as a valid fund code.

C2.2.3.2.5. The bill-to office is Army & Air Force Exchange Service (AAFES) (Bill-To Service Code is H followed by an X).

C2.2.3.2.6. DLA Transaction Services will reject bills when they fail any of the edits. See Chapter 6.2 for information about the routing and editing of bills processed through DLA Transaction Services. Rejected bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices will correct the rejected bills and resubmit them to the DLA Transaction Services. Billing offices will ensure that all appropriate adjustments for rejected billings and interfund collections are made to seller accounting records.

C2.2.3.3. Method of Billing Summary. Billing methods are summarized in Table C2.T1.

Table C2.T1. Method of Billing

Condition Number	Billed DoDAAC Begins With:	And Fund Code is:	Then the Billing Method is:
1	C, E, G, HG, HX, L, Q, SD, U, Z, or numeric	Any	NON INTERFUND
2	Any Service code	XP or otherwise designates noninterfund	NON INTERFUND
3	H	Not identified as eligible for interfund billing	NON INTERFUND
4	Anything other than conditions described by 1, 2, or 3		INTERFUND

C2.2.4. Determining Bill-To Parties

C2.2.4.1. Billed Party. Ordering activities shall identify a billed party DoDAAC for all requisitions or other orders, including nonreimbursable orders.

C2.2.4.2. Billed Party Not Identified. Item managers or other providers of goods and services shall reject requisitions or other orders when a valid billed party is not identified. In the event an order comes through without a valid bill-to party, billing offices will designate the ordering or submitting activity as the bill-to party if, for whatever reason, they are unable to identify a valid billed party. The Service Security Assistance Control Office shall be designated as the bill-to party for unidentifiable security assistance requisitions. The Service control offices are: Army–W25P02, Navy–N65916, and Air Force–FG2303.

C2.2.4.3. The mailing address for noninterfund bills shall be the clear text address prescribed for billing (TAC 3 if assigned; otherwise TAC 1) in the DoDAAD (DLM 4000.25, Defense Logistics Management System Manual, Volume 6, Chapter 2). The routing for interfund bills shall be based on the billing Communication Routing Identifier (COMMRI).

C2.2.5. Nonreimbursable Bills. Materiel issued under nonreimbursable procedures must be reported to the billed office using the Notice of Nonreimbursable Issue (810L/DIC FE_).

C2.2.6. Interfund Bills

C2.2.6.1. Use of Interfund. If the bill is paid under interfund procedures, the billing office will report the collection to its servicing finance center on its seller interfund report. A separate interfund bill will be prepared for billings applicable to a bill-to DoDAAC and treasury symbol.

C2.2.6.2. An interfund bill consists of a Summary Billing Record (DS 810L, DIC FS_) and one or more detail billing records, but shall not contain more than 495 records in total. Noninterfund records shall not be included on the same bill.

C2.2.6.3. Interfund bills are forwarded to DLA Transaction Services electronically for editing and further routing to the offices billed as described in Chapter 6. Only billings routed by DLA Transaction Services shall be eligible for interfund collection as prescribed in Chapter 5.

C2.2.6.4. Separate detail billing records, selected from the Appendix 3 series appendices, shall be prepared for each shipment of delivery supporting the summary billing record.

C2.2.6.5. The fund code (see Appendix 2) provides procedures for converting fund codes to appropriations charged.

C2.2.6.6. A separate interfund (or noninterfund) bill shall be prepared:

C2.2.6.6.1 when the billed office DoDAAC or fund code changes,

C2.2.6.6.2. when the net amount of the bill (net amount of the detail billing records) equals or exceeds 10 million dollars,

C2.2.6.6.3. when the number of billing records (summary plus detail billing records) exceed 495 records, or

C2.2.6.6.4. when there are different Security Cooperation Customer Codes.

C2.2.6.7. The recommended standard for interfund bill numbers appears in Table C2.T2.

Table C2.T2. Standard Interfund Bill Numbers

If the Billing Month Is:	The 1st Position of the Bill Number Will Be:	If the Billing Month Is:	The 1st Position of the Bill Number Will Be:
January	A or B	July	N or P
February	C or D	August	Q or R
March	E or F	September	S or T
April	G or H	October	U or V
May	J or K	November	W or X
June	L or M	December	Y or Z
The remaining four positions of the bill number will be alpha or numeric (characters A-Z or 0 or 9). The bill number shall be unique within the billing month.			

C2.2.7. Noninterfund Bills

C2.2.7.1. When an activity is unable to use electronic data interchange (EDI) methods (i.e. DLMS 810L), it may use the SF 1080, "Voucher for Transfers between Appropriations and/or Funds," or other form approved by the Treasury Department,

such as GSA Form 789, "Statement, Voucher, and Schedule of Withdrawals and Credits" as the billing document for noninterfund bills.

C2.2.7.2. An original of the noninterfund billing shall be provided to the billed office. Noninterfund billings will, at a minimum, be supported by the following information[4]: document order number, description of the article or services, delivery or other performance date, quantity, and price. The document order number and description will usually be satisfied by the requisition document number and NSN. The delivery or performance date is the same as the day of year prescribed for the detail billing record appropriate for the issue or service.

C2.2.7.3. Billing offices may, at their option and with the customer's concurrence, provide automated support for noninterfund billings using the G series billing records. These billing records shall be transmitted electronically to DLA Transaction Services, which will pass the records to the billed office by the best means available. Hard copy billing documents are not required.

C2.3. RETENTION OF BILLING RECORDS

C2.3.1. Billing offices must have accessibility to billing records for six years, three months after the month of the billing. Billing records include a copy of the bill and supporting records.

C2.3.2. Notwithstanding the requirements of C2.3.1, adjustment processing activities shall retain accessibility to billing records for whatever time period is required to enable them to process adjustments for requests or validated discrepancy reports when the request or report leading to the adjustment is received within prescribed timeframes.

C2.3.3. For security assistance, interfund bills are considered supporting execution documentation required to be maintained by the Implementing Agency in accordance with DoD 7000.14R, Volume 15, 0602.J.7.

C2.4. CORRECTION OF ERRONEOUS BILLINGS

C2.4.1. Billing Forwarded To Customer. When a billing office finds it has issued an invoice containing one or more erroneous billing lines, it shall correct the erroneous billing line in a later invoice. Normally, billing offices are expected to reverse and reissue only the erroneous billing line, not the entire invoice. The corrections shall be processed as soon as practical and shall not await customer requests for adjustments.

[4] Though not required, to facilitate the resolution of billing or payment disputes involving noninterfund bills, billing offices should also include electronic contact information on the bill.

C2.4.2. Billing Rejected By DLA Transaction Services. Billings rejected by DLA Transaction Services must be corrected and resubmitted to obtain reimbursement. Corrective procedures shall include the accounting records to maintain the audit trail and the validity of the records. For example, in-transit interfund collections and paid accounts receivables related to the rejected bills will have to be reversed.

C2.5. CANCELLATIONS. When a provider accepts a customer's request to cancel a requisition or other order, any billings generated for that requisition shall be reversed in the next billing cycle. When the cancellation involves diverting materiel back to stock, the billing shall be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed under noninterfund procedures.

C2.6. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS

C2.6.1. DoD Shipments

C2.6.1.1. Purpose. Accessorial and administrative costs may be invoiced using either interfund or noninterfund reimbursement methods. However, in all cases, billing shall be accomplished in the same manner as the materiel. DoD 7000-14-R, Volume 6, provides the DoD policy for billing accessorial and administrative costs.

C2.6.1.2. Normal Charges. Unless otherwise indicated on ordering documents or transactions, accessorial costs incurred for supply items requisitioned by DoD Activities shall be charged to the same funds as the materiel.

C2.6.1.3. Retail Loss Allowance. DoD 7000.14-R, volume IIB, requires the DWCF to grant a discount for retail losses to retail stock funds based upon net issues after authorized credits or offsets have been applied. These discounts are to provide funds for losses experienced at the retail stock fund level. Retail loss discounts shall not be granted for sales to commissaries and customers of retail or installation level stock fund activities. However, retail loss discounts are authorized for all military clothing items sold to Military Exchanges.

C2.6.1.4. Packing, Crating, Handling, and Transportation

C2.6.1.4.1. Reimbursements for packing, crating, and handling costs for (a) IMM/ICP directed lateral redistributions, (b) IMM/ICP authorized MRP and sales returns, and (c) IMM/ICP directed procurement offset returns associated with In-Storage Visibility (ISV) shall be a percent of the materiel credit price. The rate shall be 3.5 percent for consumable items and 1 percent for reparable items. Billing offices shall use the Accessorial and Other Miscellaneous Billings record format to support these billings and reimbursements.

C2.6.1.4.2. Reimbursements for transportation costs for (a) IMM/ICP directed lateral redistributions, (b) IMM/ICP authorized MRP and sales returns, and (c)

IMM/ICP directed procurement offset returns associated with ISV shall be for an amount equal to the IMM/ICP's cost recovery rate for second destination transportation included in the selling price of the materiel and shall be supported by a Billing for Transportation record format.

C2.6.1.4.3. Billing offices shall use the Accessorial and Other Miscellaneous Billings or other appropriate record to support billings and reimbursements for other authorized PCH&T, administrative, or accessorial charges.

C2.6.1.4.4. Reimbursement for packing, crating, handling, and transportation shall not be provided for materiel returns to DLA industrial sites under BRAC SS&D/IMSP, or NIMS sites[5]. Refer to C2.2.2.4.

C2.6.2. GSA Shipments

C2.6.2.1. General. GSA shall assess accessorial and administrative costs on shipments to the Department of Defense as indicated in this section.

C2.6.2.2. Transportation Charges

C2.6.2.2.1. Paid By GSA. GSA shall pay transportation charges on stock items to:

C2.6.2.2.1.1. Consignees in the CONUS, and, where scheduled, surface commercial transportation services are available in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island.

C2.6.2.2.1.2. A U.S. port of embarkation for overseas destinations not included in subparagraph C2.6.2.2.1.1.

C2.6.2.2.2. Paid By Customer. GSA shall not pay transportation charges for shipments of special order program (nonstock) items, purchased free on board (FOB) origin. GSA will, however, prepay and bill the agency as a separate item for:

C2.6.2.2.2.1. Transportation charges to a CONUS destination or a U.S. Port of Embarkation on F.O.B. origin items.

C2.6.2.2.2.2. Transportation charges from a CONUS destination or a U.S. Port of Embarkation to consignees in Hawaii, the Commonwealth of Puerto Rico,

[5] DLA is required to request approval of new procedures supporting BRAC/NIMS allowing full materiel credit for returns regardless of asset position with no credit for PCH&T.

the Virgin Islands, the Southeast Peninsula of Alaska, Central Alaska (rail belt), and Kodiak Island.

C2.6.2.2.2.3. Transportation charges billed under interfund procedures shall be billed using the Accessorial and Other Miscellaneous Billings record.

C2.6.2.3. Export Charges

C2.6.2.3.1. Surcharge shall be assessed at the rate of 10 percent of the value of the materiel ordered and shipped to customers overseas from GSA wholesale distribution centers and vendors when unique DoD marking/packing requires the shipment be physically handled by a GSA export packing facility. The export surcharge shall be billed as follows:

C2.6.2.3.2. A flat fee of $5 administrative charge per requisition line shall be assessed for export shipments not physically handled by a GSA export packing facility.

C2.6.2.3.3. The export services performed on shipments for customers overseas may vary by customer location, commodity, mode of shipment, and other criteria and include: monitoring and expediting delivery to meet required delivery date; over packing and documenting dangerous/hazardous shipments; challenging air eligible shipments; unitizing, consolidating, and palletizing cargo; arranging for seavans to source load cargo and document shipments for delivery to ports of embarkation; and others.

C2.6.2.3.4. GSA shall annually review actual costs to perform export services and, as appropriate, propose changes in the above rate for use throughout each fiscal year. The Under Secretary of Defense (Comptroller) shall be advised sufficiently in advance for appropriate program and budget planning.

C2.7. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

C2.7.1. Progress Billings

C2.7.1.1. Purpose. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

C2.7.1.2. Billing Basis. Billings made for progress payments will be based upon documentary evidence of satisfactory performance and shall not exceed the amount of the customer order.

C2.7.1.3. Offsets. The billing office shall offset billing lines for deliveries against all outstanding progress billings related to those deliveries. Billing lines shall be reported for both the sales price of the shipment and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to invoice for the delivery.

C2.7.1.4. Multiple Progress Billings. Although multiple progress billings may have been submitted against an order, a single recoupment billing may be reported for the total amount of the progress billings.

C2.7.2. Advance Billings

C2.7.2.1. Applicability. Advance billings may not be billed via interfund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level, advances.

C2.7.2.2. Application of Advances. Received advances must be returned or applied to accounts receivable before the end of the fiscal year.

C2.8. INTO-PLANE FUEL SALES

C2.8.1. Applicability. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft except when other billing procedures are specified by the terms of an inter-Service support agreement.

C2.8.2. Reimbursable Issues. Reimbursable issues (sales) of fuel into DoD planes by DoD activities shall be billed at the standard price in effect at the time of issue.

C2.8.3. Contractor Fuel Issues. Contractor into-plane fuel issues shall be billed at the standard price applicable to each such issue.

C2.8.4 DWCF Billing. Billing offices funded by the DWCF will grant credit for DoD aircraft defueling based on supply defueling slips at DWCF prices.

C2.8.5. Credits. Credits shall be given for contractor into-plane defueling of DoD aircraft based on a defueling slip at the standard price given for each defueling.

C2.8.6. Into-plane fuel bills shall use the Billing for Into-Plane Issues record format.

C2.9. HAZARDOUS MATERIEL AND WASTE BILLINGS

C2.9.1. Users of DLA's hazardous materiel and waste disposal services shall provide DLA with a disposal turn-in document (DD Form 1348-1A, “Issue Releases/Receipt Document,” or 1348-2, “Issue Release/Receipt Document with

Address Label") as prescribed by DLM 4000.25. Since these services are provided on a reimbursable basis, the order will be funded in accordance with the standards prescribed by DoD 7000.14-R. The order will generally authorize DLA to use the interfund billing system to reimburse themselves for these services.

C2.9.2 General[6]

C2.9.2.1. General policies and procedures governing hazardous materiels and waste disposal within the Department of Defense are prescribed by DoD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997. DLA Disposition Services (formerly the Defense Reutilization and Marketing Service) is authorized to bill for these services under interfund billing procedures and shall use the Billing For Decentralized, Noncatalogued, and Nonstocked Items billing record.

C2.9.2.2. Requestors of services wanting to dispose of hazardous waste and materiel shall follow the procedures in DoD 4160.21-M and Chapters 3 and 5 of MILSTRIP DLM 4000.25-1. These procedures require preparation of a disposal turn-in document (DTID) in accordance with instructions prescribed by MILSTRIP[7] and provide it to the DLA Disposition Services Field Office (formerly Defense Reutilization and Marketing Office (DRMO)). The DLA Disposition Services Field Office shall provide the generator with a receipt copy of the DTID at the time of turn-in.

C2.9.3. Hazardous Waste Disposal

C2.9.3.1. Hazardous waste disposal services are provided on a reimbursable basis and generators must, therefore, contact their servicing finance office to ensure that funds are obligated for these services. Prior to actual turn-in and disposal, the cost of hazardous waste disposal services may be estimated by referring to the contract governing the materiel being disposed of. The estimated cost of the disposal must be obligated under the DTID number. Contact the DLA Disposition Services Field Office for assistance in estimating the cost.

C.2.9.3.2. The DLA Disposition Services Field Office shall provide the generator with copies of the disposal manifest (DD Form 1155) and any modifications as the disposal request is executed and modifications are agreed to. The DLA Disposition Services Field Office shall also provide the generator with a certified copy of disposal for each DTID. Generators must advise their servicing finance office when estimated amounts obligated at the time of turn-in or execution are lower than actual amounts indicated on these documents.

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[6] The "background" information in this subsection is provided to assist financial personnel in understanding their responsibilities with regard to hazardous waste and materiel disposal services. Any conflicts between information contained in this subsection and procedures prescribed by MILSTRIP or DoD 4160.21-M will be resolved by following MILSTRIP procedures.

[7] Appendix 3.49 Transfers To DLA Disposition Services Field Office on DD Form 1348-1a Issue Release/Receipt Document, or DD Form 1348-2, Issue Release/Receipt Documents With Address Label.

C2.9.3.3. Establishing an obligation for the proper amount under the DTID document number is essential for the timely and automated processing of interfund charges. Failure to do so is a violation of financial management procedures and shall delay updating generator accounts and increase workload on both DFAS and generator personnel.

C2.9.4. Hazardous Materiel Disposal

C2.9.4.1. Unlike hazardous waste, disposal of hazardous materiel may not result in any charges to the generator. Therefore, unless you are certain you will incur disposal charges, generators should not obligate turn-ins of hazardous materiel. After receipt of the hazardous materiel DTID, the DLA Disposition Services Field Office must advise the generator if disposal costs that are the responsibility of the generator will be incurred. The following determines whether or not the generator shall be charged for disposal of hazardous materiel.

C2.9.4.2. There shall be no disposal costs charged to the generator if the DLA Disposition Services Field Office can dispose of the hazardous materiel through an existing contract or believes the materiel can be reutilized, transferred, donated or sold.

C2.9.4.2.1. DLA Disposition Services Field Offices shall provide the generator with a monthly Disposal Funding Status Report of the DTIDs that were successfully reutilized.

C2.9.4.2.2. Generators who have open hazardous materiel disposals in process shall contact the DLA Disposition Services Field Office if they fail to receive a monthly Disposal Funding Status Report.

C2.9.5. When the preceding condition does not apply, the hazardous materiel becomes hazardous waste, the disposal shall be on a reimbursable basis, and hazardous waste disposal procedures apply. Funding for this hazardous waste disposal must be provided to the DLA Disposition Services Field Office within 5 workdays of notification. The DLA Disposition Services Field Office must not proceed with the disposal of the now classified hazardous waste until funding is confirmed by the generator.

C2.10. GENERAL SERVICES ADMINISTRATION UNIQUE BILLINGS

C2.10.1. Automotive Vehicles

C2.10.1.1. GSA is authorized to use the interfund billing system to invoice DoD activities for automotive vehicles purchased under a category one (reimbursable) MIPR. DoD activities submitting a MIPR must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation, which requires activities to provide DLMS requisition data for each line-item to be delivered to each ship-to address.

C2.10.1.2. For purposes of identifying and validating charges, GSA shall support interfund billings for automotive vehicles with a single line item billing register. The register must show, in addition to the information shown on the billing record, the full MIPR number under the columns headed "STOCK NUMBER."

C2.10.2. GSA Customer Supply Center Billing Procedures

C2.10.2.1. GSA bills DoD customers for Customer Supply Center (CSC) billings using either a customer provided MILSTRIP document number or a constructed pseudo-document number. The document number is constructed from the ordering DoDAAC of the customer provided at the time the account was opened, the Julian day the order was placed, and the last four positions of the ticket number. GSA shall treat all line items requisitioned as a single order, with or without multiple line items, and bill for the order under the constructed document number if the customer doesn't provide a MILSTRIP document.

C2.10.2.2. GSA CSC interfund bills shall be supported by the GSA CSC Billing record.

C2.10.2.3. Noninterfund bills shall be supported by the Single Line Item Billing Register. The register must include the customer provided MILSTRIP document number in the stock number field.

C2.10.2.4. GSA offers its customers the option of having its CSC billings billed to a Government purchase card. Activities having difficulties with interfund or SF 1080 billings of CSC supplies may want to consider this option.

C2.11. ARMY EXCHANGE PRICING PROCESS

C2.11.1. The Army approach to the Exchange Pricing interim approach is a multi-system functionality implementation. Exchange Pricing employs a dual pricing system for a repairable NSN item based upon Standard Price (latest acquisition cost plus recovery rate) and Exchange Price (latest repair cost plus cost recovery rate) and a “buy one–return one” relationship with the customer (i.e., 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 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).

C2.11.2. 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 items will be priced at the Exchange Price if the customer is an authorized Exchange Price customer.

C2.11.3. 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 Exchange Price customer, and the NIIN has an established Exchange Price indicator. As this transaction is processed through the Army supply system, middleware, Funds Control Module (including Exchange Price Tracking) Defense Automatic Addressing System (DAAS), Commodity Control Supply System (CCSS), and Army Logistics Modernization Program (LMP), the Exchange Price indicator will be used to identify the transaction as Exchange Price related. All the legacy systems will continue processing the MILS transactions; LMP will process DLMS transactions that are converted by DLA Transaction Services.

C2.11.4. All related supply transactions prepared by the Army will carry and perpetuate the Exchange Price Indicator. The following transactions will be impacted as a result of the Exchange Price implementation: Requisition; Requisition Modifier; Requisition Follow-up; Materiel Release Order; and Supply Status. The returns process will also process Exchange Price related transactions. The Materiel Receipt transaction will be generated by SARSS for all returns of Exchange Price NIINs, and will include an Exchange Price Type of Credit indicator for Unserviceable credit when applicable and an Exchange Price Conversion Indicator to identify the need to provide credit according to the pre Exchange Price credit policy, which will last for 60 calendar days following Exchange Pricing implementation.

C2.11.5. If the return has 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 Exchange Price Indicator and Type Bill code to identify the specific type of Exchange Price bill to the Army financial system.

C2.12. NAVY EXCHANGE PRICING PROCESS

C2.12.1. The Navy uses a two tier pricing system for selling Depot Level Repairable (DLR) 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 repairable 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 includes 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 a NRFI unit is available for turn in via the Advice Code, and they are then charged Net or Standard Price accordingly.

C2.12.2. Received requisitions 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 will trigger an additional charge to the customer if the carcass is not returned. Navy uses the term "Carcass Charge" for this additional billing, which represents the difference in value 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.

C2.12.3. Under legacy format Defense Logistics Standard Systems (DLSS)/MILSBILLS billing, the Navy ICPs use the Sales Price Condition Code to indicate to customers that a bill is either Net (Exchange) Price or Carcass (Delta) Price. Once operational, the Navy's ERP will replace the Navy ICP's DLSS/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 whether the price charged is Standard, Net, or Carcass price. DAAS will convert Navy bills back to DLSS/MILSBILLS format for any Navy customers unable to accept DLMS formats.

C2.13. INCLUSION OF TRANSPORTATION CONTROL NUMBERS ON DLMS LOGISTICS BILLS. Suppliers may bill on partial shipments with identical quantities under the same document number, which makes the bills appear as duplicates. Including the Transportation Control Number (TCN) on the DLMS Logistics Bill will resolve that problem. Partial shipment codes are part of the TCN structure in accordance with DTR 4500.9-R, "Defense Transportation Regulation". Accordingly, reporting activities shall include the TCN in DLMS Logistics Bill transactions. This is a DLMS enhancement, which may be implemented without prior authorization.

C3. CHAPTER 3

PROCESSING AND PAYMENT OF BILLS

C3.1. PAYMENT OF NONINTERFUND BILLS

C3.1.1. Payments made to other Federal Agencies are due upon receipt and shall be paid in full. The following exceptions apply:

C3.1.1.1. Bills for issues to North Atlantic Treaty Organization (NATO) (Supreme Headquarters Allied Powers Europe (SHAPE)) (identified by billed office Department of Defense Activity Address Code (DoDAAC) WM1Q7K) are due 120 calendar days after the billed date.

C3.1.1.2. Bills for issues to United Nations (UN) Peacekeeping Forces (identified by billed office DoDAAC WN7GX8) are due 120 calendar days after the billed date.

C3.1.2. When the appropriations to be reimbursed and disbursed are both within the Department of Defense, bills may be paid either by check or through cross disbursing (no check) procedures. Payments involving appropriations outside the Department of Defense shall be by check.

C3.1.3. All remittances must include either the bill number or a copy of the bill.

C3.2. PROCESSING INTERFUND BILLS. Interfund bills are notices of disbursement of billed office funds by the billing office. Accordingly, billed offices shall take prompt action to record and clear the in-transit disbursement.

C3.3. ADJUSTMENTS

C3.3.1. Billed offices shall review all charges to ensure that billed items were ordered and that obligations are adjusted when appropriate. All requests for billing adjustments shall be prepared in accordance with Chapter 4.

C3.3.2. Billing or other discrepancies that do not meet the criteria for requesting adjustment, described in Chapter 4, shall be recorded as obligations, funds disbursed, and expenses.

C4. CHAPTER 4

ADJUSTMENT PROCEDURES

C4.1. REQUESTING ADJUSTMENTS

C4.1.1. Submission of Adjustment Requests

C4.1.1.1. Unless otherwise indicated in this chapter, requests for adjustment, follow-ups, and replies shall be submitted by electronic means.

C4.1.1.2. Requests are generally prepared using the Request for Billing Adjustment (DLMS 812R, DIC FAE) record. However, into-plane and bulk fuel related adjustment requests must use the Request For Adjustment of Fuel Billing (DLMS 812 R, DIC FJE). Refer to other Chapter 4 sections for more specific information on preparing requests for adjustments and follow-ups.

C4.1.1.3. Requests for adjustments will normally indicate the billing office as the addressee and shall be submitted to DLA Transaction Services for processing and routing to the billing office. Requests for adjustments of GSA billings shall be addressed to the GSA National Customer Service Center (DoD Activity Address Code (DoDAAC) 476437, RI code GSA). Correspondence to the Service Center, if necessary, may be directed to:

General Services Administration
National Customer Service Center
1500 East Bannister Road
Kansas City, Missouri 64131-3087
Telephone: (800) 488-3111 (DSN) 465-1416

C4.1.2. Nonreimbursable. Forward a request for adjustment in the format prescribed for billing account code (BAC) 14 when the coding of the requisition indicates that the materiel was requisitioned under nonreimbursable procedures and a materiel billing was received.

C4.1.3. Accessorial. A request for adjustment in the format prescribed for BAC 15 shall be forwarded whenever accessorial costs are charged and the charges are not authorized.

C4.1.4. Timeframes. All requests for adjustments should be submitted within 30 calendar days of receipt of the billing. Initial requests for adjustment received after the record retention period for billing records may be denied. When a discrepancy report or adjustment request is received within prescribed timeframes, nonavailability of records,

or the passing of the record by the time the report is validated or the request is processed, may not be used as a basis for denying the adjustment.

C4.1.5. Minimum Value

C4.1.5.1. Adjustment for Billing Errors. In general, no request for adjustment should be submitted for billing errors when the amount of the error is $250 or less. As an exception to the general guideline, no request for adjustment should be submitted for billing errors when the amount of the error is $100 or less and the billing office is GSA or the materiel involved is a subsistence item.

C4.1.5.2. Adjustment Types. There is no minimum value for requesting status on an anticipated or required billing, requesting a corrected bill when the received bill is incomplete, requesting a copy of a bill, requesting a change in the type of billing (interfund to noninterfund and noninterfund to interfund), or requesting adjustments for validated discrepancy reports.

C4.1.5.3. Foreign Military Sales Billing Errors. There is no minimum value for adjustment of foreign military sales (FMS) billing errors. However, adjustment requests for FMS shipments may not be submitted when the request can be rejected per the general conditions of the U.S. Department of Defense Letter of Offer and Acceptance.

C4.2. CANCELING OR AMENDING REQUESTS FOR ADJUSTMENT

C4.2.1. Canceling Requests. Submitting offices may cancel requests for adjustments whenever the request is no longer valid or appropriate and the billing office has not provided a final reply to the request.

C4.2.2. Amendments. Requests for adjustments may be amended by canceling the original request and submitting a new request.

C4.3. FOLLOW-UP ON UNANSWERED REQUESTS FOR ADJUSTMENT

C4.3.1. Adjustment Requests. Except for follow-ups to DLA Transaction Services, offices submitting adjustment requests will follow-up on requests for adjustments remaining unanswered for more than 14 calendar days after submission. If the request for adjustment remains unanswered for more than 14 calendar days after follow-up, submitting offices will forward a second and final follow-up by letter or message to the billing office. In addition to providing the billing office with the information required to process the request, the final follow-up will identify the dates of initial and follow-up request.

C4.3.1.1. Follow the procedures prescribed for noncompliance and other problems (see Chapter 1) when requests for adjustments or requests for MRP credits

remain unanswered for more than 30 calendar days after the second follow-up or if an interim response was received and the promised date has passed.

C4.3.1.2. Follow up to DLA Transaction Services (daashelp@dla.mil) for copies of interfund bills that were requested but not received.

C4.3.2. Credit Follow-Up. Offices designated to receive Materiel Returns Program (MRP) credit will initially follow-up on the credit due when the credit has not been received and more than 30 calendar days have elapsed since the creditable status was received. A second follow-up will be submitted if a reply or credit is not received within 30 calendar days of the initial follow-up.

C4.4. REPLYING TO REQUESTS FOR ADJUSTMENT OR MATERIEL RETURNS PROGRAM CREDIT

C4.4.1. Processing Adjustments. Billing or adjustment processing offices will reply to adjustment requests using Defense Logistics Management System (DLMS) 812L, Adjustment Request Reply transaction. The DLMS Supplement will also be used to reply to follow-up requests.

C4.4.2. Responding to Requests. Billing offices shall respond to all requests for adjustment within 13 calendar days of the date the request is received. Billing offices shall respond to follow-up requests for adjustment within 13 calendar days of the date the request is submitted. Replies to adjustment requests (DLMS 812L, Document Identifier Code (DIC) FAR) and follow-ups (DLMS 812L, DIC FAS) are required and shall also be forwarded to DLA Transaction Services for processing and further routing to the adjustment requestor. As with the requests, fuel-related replies shall follow the equivalent DIC FJ_ series formats. All adjustment replies shall include an appropriate coded reply.

C4.4.2.1. Responses to adjustment requests shall be forwarded to the office designated by the recipient of billing status code. Adjustments shall be forwarded to the original billed office.

C4.4.2.2. Billing offices shall respond to initial requests and first follow-up for MRP credit in the DLMS 812L, DIC FTB format. Responses shall be forwarded, via DSN, to the office designated by the materiel receipt status (870M, DIC FTZ).

C4.4.2.3. Billing offices shall respond to second follow-up requests for adjustments and MRP credit within 30 calendar days of receipt. If the request cannot be answered within 30 calendar days, an interim response by letter or message will be provided. The response must be completed within 60 calendar days.

C4.5. ADJUSTMENT AMOUNT. In general, adjustments, when warranted, will be at the originally billed price. Adjustments for validated product quality deficiency reports (PQDRs) will be processed at the current standard price when the original billed price

cannot be determined. Adjustments for Materiel Returns Program (MRP) credits will be at the current acquisition price or at a reduced price if, in the opinion of the Integrated Materiel Manager (IMM), the condition warrants such reduction.

C4.6. INCOMPLETE OR UNSUPPORTED BILL

C4.6.1. An incomplete bill is one in which the interfund or noninterfund bill is not fully supported by detail billing records or information, respectively.

C4.6.2. Since DLA Transaction Services will not pass incomplete interfund bills to billed offices and billing offices will not be reimbursed for bills not submitted to DLA Transaction Services, a copy of the "incomplete" interfund bill shall be requested from DLA Transaction Services.

C4.6.3. Requests for incomplete (i.e., unsupported) noninterfund bills shall be addressed to the billing office and must cite BAC 19. In addition to responding to the request, whenever the bill referred to is on file, billing offices must always provide a fully supported copy or corrected bill to the billed office.

C4.7. BILLING STATUS PROCEDURES

C4.7.1. Obtaining Bill Status. When requisitioned materiel is received, intended billed offices must use an Adjustment Request (DLMS 812R, DIC FAE) to seek the status of the bill. When materiel was not ordered, or if ordered and not received, discrepancy report procedures apply. See DLMS Volume 2, Chapter 17 and DoD 4500.9-R, Defense Transportation Regulation, Volume 2, Chapter 210 for discrepancy report procedures.

C4.7.2. Shipment Bill Status. When shipment status is received for requisitioned materiel and the materiel can be billed only upon evidence of constructive delivery, intended billed offices must use an Adjustment Request (DLMS 812R, DIC FAE) citing BAC 35 to seek the status of the bill. Billing offices may generate the required billing when properly completed requests are received and a billing is awaiting evidence of constructive delivery. Billing offices will also initiate appropriate actions with their supply office to identify and resolve problems underlying this condition.

C4.7.3. Timeframe. At least 90 calendar days must have elapsed after receiving the materiel or, in the case of FMS shipments, shipment status before requesting the bill status. However, the status must be requested within a year of the shipment date (2 years for FMS shipments). Billing offices may reject requests for billing status that are not submitted within these timeframes.

C4.7.4. When the billing status request involves fuels and is forwarded to DLA Energy (RIC S9F), the request shall be mailed and must identify the supply source. If the supply source is a DLA Energy regional location, provide the location's DoDAAC. If

the supply source is a contractor, including contractor Into-plane, provide the contract number.

C4.7.5. Restrictions. Except for billings awaiting evidence of shipment or receipt, billing offices will not generate bills based solely upon a request for billing status.

C4.7.6. DoD 7000.14-R, Department of Defense Financial Management Regulations (FMRS), Volume 10 has allowances for writing off unbilled liabilities and de-obligating the related obligation when an invoice has not been received within 180 calendar days from the date of acceptable final performance and there is documentation on file that at least two written requests for an invoice have been made. Refer to the reference for other conditions that must be met, such as establishing a reserve for late bills.

C4.8. BILL COPY PROCEDURES

C4.8.1. Requesting Copies. Requests for copies of interfund bills shall be addressed to DLA Transaction Services if the DLA Transaction Services record retention period has not expired. Requests must use the Request for Retransmission of Interfund Bill (DLMS 812R ,DIC QB1) format. See Chapter 6 for DLA Transaction Services record retention requirements and options for retrieving bill copies.

C4.8.2. Retransmitting Copies. DLA Transaction Services will retransmit copies of all bills wherein the billing office DoDAAC, bill number, and year within decade and month of credit match the same information on the request.

C4.8.3. Copies of Noninterfund Bills. Requests for copies of noninterfund bills will normally be addressed to the billing office.

C4.9. REQUESTS FOR CHANGE IN BILLING METHOD

C4.9.1. Change in Billing Method

C4.9.1.1. When billing offices bill under interfund procedures and MILSBILLS procedures do not allow for such billing, billed offices will forward requests for adjustment in the format prescribed for BAC 52.

C4.9.1.2. When MILSBILLS procedures prescribe billing under interfund procedures, billing offices shall deny requests for improperly billed interfund.

C4.9.1.3. When the requisition or customer asset report improperly designates interfund billing and the interfund billing cannot be processed, refer to the following subparagraph for requesting rebilling under noninterfund procedures.

C4.9.2. Properly Billed Interfund to Noninterfund

C4.9.2.1. When a billed office is unable to process a billing record under interfund procedures, the billed office may have the item or items billed under noninterfund procedures by forwarding a request for billing adjustment citing BAC 51. Use of this advice code is an admission by the billed office that the requisition or other document was incorrectly coded.

C4.9.2.2. Requests citing BAC 51 may be submitted only when the funds or charge cannot be disbursed or processed under interfund procedures. All such requests shall be honored by the billing office; the billing office may challenge this assertion.

C4.10. ADJUSTMENTS FOR DISCREPANCY REPORTS

C4.10.1. Financial Adjustment

C4.10.1.1. Discrepancy reports shall be submitted, reviewed, processed, validated, and responded to in accordance with the procedures described in the requirements in Table C4.T1.

Table C4.T1. Adjustments to Discrepancy Reports

Reporting of Transportation Discrepancies in Shipments DTR 4500.9-R "Defense Transportation Regulation"
Supply Discrepancy Reporting, DLM 4000.25, Chapter 17
Product Quality Deficiency Program, DLAR 4155.24/AR 702-7/SECNAVINST4855.5A/AFR 74-6

C4.10.1.2. Billing offices shall process financial adjustments or claims citing the applicable Type of Bill Code (QD, WP, WU, or TD) based on the discrepancy report when the discrepancy report is validated and all of the following MILSBILLS or GSA criteria are met:

C4.10.1.2.1. Discrepancy Not Otherwise Resolved. The discrepancy was not resolved otherwise; for example, the vendor does not replace deficient materiel for a validated PQDR.

C4.10.1.2.2. Materiel Billed and Paid. The materiel was billed and paid previously or, in the case of reporting on a constructed document number, there is a reasonable basis for assuming that the items were previously billed and paid.

C4.10.1.2.3. Materiel Returned. The materiel is received by the depot in those cases where the discrepancy report reply requires the return.

C4.10.1.3. The discrepancy involves GSA shipments and the Transportation Discrepancy Report (TDR) exceeds $25 per line (detail billing record) (DBR) or the Supply Discrepancy Report (SDR) exceeds $50 per line (DBR). There is no minimum adjustment level on PQDRs involving GSA shipments. There are no adjustment dollar value limitations for discrepancies involving DoD shipments.

C4.10.1.4. The original MILSTRIP requisition number is included on the PQDR or SDR. When the original requisition number cannot be identified, the originating or screening point must include a constructed 14 position MILSTRIP document number using the originating or screening point's DoDAAC for the first six characters, the current Julian date (YDDD) for the next four positions, and a four position serial number beginning with "U" as the first position of the serial number. An example of a constructed document number is F123453175 U001. Code U is also carried as a utilization code under DLMS. Note: For SDRs, circumstances authorizing the use of a constructed document number are restricted to those described in DLMS, Volume 2, Chapter 17.

C4.10.1.5. The discrepancy report for a GSA shipment is received by GSA, except when extenuating circumstances or high dollar values warrant special consideration, within the following timeframes:

C4.10.1.5.1. Within 1 year of the shipment date for PQDRs except:

C4.10.1.5.1.1. For items under warranty that must be received within the time limits prescribed in the individual warranty.

C4.10.1.5.1.2. For shelf life items that must be received prior to the expiration of the shelf life period and within 1 year of the shipment date.

C4.10.1.5.2. Within 180 calendar days of the shipment date for other than quality deficiencies except for:

C4.10.1.5.2.1. Shipments for security assistance consignees that must be received within 18 months of the shipment date; and

C4.10.1.5.2.2. Shipments to consignees located in the CONUS, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island that must be received within 120 calendar days of the shipment date.

C4.10.1.6. Improper Commitment. When a reply to a discrepancy report improperly commits the billing office to providing an adjustment (e.g., the shipment was never billed), the billing office will ask the replying office to correct the reply to the discrepancy report.

C4.10.2. Other Discrepancy Adjustment Rules

C4.10.2.1. Adjusting Discrepancy Reports. Requests for adjustments related to TDRs will be submitted only when the adjustment is not received and more than 60 calendar days have elapsed since the report was filed. Requests related to PQDRs and SDRs should be timely, but shall not be submitted until a minimum of 60 calendar days have elapsed since receiving notification that the discrepancy is validated (i.e., that an adjustment is approved). When the promised adjustment for a discrepancy is contingent upon the return of materiel, the request shall not be submitted until a minimum of 60 calendar days have elapsed since shipping the materiel with additional allowance for transportation time to the shipping activity. When a reply to a discrepancy report is not received, follow up as prescribed by DLMS Volume 2, Chapter 17.

C4.10.2.3. The portion of credits for materiel laterally redistributed may be fully or partially reversed by the IMM when a discrepancy report documents the materiel was not shipped in a condition warranting full credit.

C4.10.2.4. Activities responsible for discrepant shipments may be held responsible for costs incurred for repackaging, disposal, unauthorized returns, deficient packaging, and other item and packaging discrepancies that have been documented and validated under SDR procedures. Although other mutually agreeable arrangements may be made, such costs shall normally be recovered under noninterfund procedures and will be supported by the validated discrepancy report. In addition, when such returns are creditable, these discrepancy costs may be offset against the credit to which the returning activity is otherwise entitled.

C4.10.2.5. Adjustments based upon PQDRs shall be forwarded to the code and bill-to DoDAAC indicated on the PQDR. If omitted, adjustments shall be sent to the DoDAAC indicated (TAC 3, or TAC 1 if no TAC 3 exists) of the requisition number provided on the PQDR and the fund codes in Table C4.T2.

Table C4.T2. Default PQDR Fund Codes

BILLED SERVICE CODE	FUND CODE
N, P, R, or V (Navy)	96
All Others	QD

C4.11. ADJUSTMENTS FOR BILLING ERRORS

C4.11.1. The following are billing errors and shall not be accepted for processing unless the minimum value criterion (Section 4.1) for requesting adjustment is met:

C4.11.1.1. Duplicates

C4.11.1.2. Wrong amount billed

C4.11.1.3. Wrong office billed

C4.11.1.4. Improper billed

C4.11.1.5. Promised adjustment not received

C4.11.1.6. Other problems

C4.11.2. Duplicates

C4.11.2.1. Duplicate Billing Line

C4.11.2.1.1. A duplicate billing line is a second or later billing for a single shipment or adjustment. If the second or later billing resulted from a second or later shipment, financial adjustment procedures do not apply. See, instead, discrepancy report procedures for duplicate shipments in DLMS Volume 2, Chapter 17.

C4.11.2.1.2. To obtain adjustment for duplicate detail billing records not previously adjusted by the billing office, submit a separate request for each duplicated billing record in the format prescribed for BAC 11.

C4.11.2.2. Duplicate Bill

C4.11.2.2.1. This is an interfund or noninterfund bill (SF 1080 or equivalent), that is supported entirely by duplicate detail billing records. In the case of interfund bills, the bill is also included on the billing office's interfund report.

C4.11.2.2.2. Adjustments for duplicate interfund bills may be requested only upon confirmation that the bills (original and duplicate) were, in fact, reported to the buying service's Central Accounts Office (CAO). To obtain an adjustment, submit a Request For Summary Level Billing Adjustment (DLMS 812R, DIC FDE) for each duplicated bill citing:

C4.11.2.2.2.1. BAC 42 when the bill, details and summary are identical, including the bill number to a previous bill,

C4.11.2.2.2.2. BAC 43 when, except for the bill number, the bill details and summary are identical to a previous bill, and

C4.11.2.2.2.3. BAC 44 when all of the supporting detail billing records of one bill have been included on another bill. The bill containing such previously billed DBRs is the duplicate bill.

C4.11.3. Wrong Amount Billed

C4.11.3.1. Purpose. A wrong amount billed refers to a billing line in which the unit price, quantity, or price extension is erroneous.

C4.11.3.2. Exceptions. Do not request adjustment for wrong amount if:

C4.11.3.2.1. The unit price is the correct standard or catalog price and you are questioning the price. Follow price challenge procedures instead.

C4.11.3.2.2. The extension does not agree with the amount billed and Sales Price Condition code B is indicated. In this case, the unit price shown on the billing record is the inventory carrying value, the standard unit price. The billing unit price, if needed, must be computed.

C4.11.3.2.3. The quantity billed equals the quantity ordered or shipped and a lesser quantity is received. Follow the appropriate DLMS Volume 2, Chapter 17 discrepancy reporting procedure instead.

C4.11.4. Wrong Office Billed

C4.11.4.1. Request. Request an adjustment for wrong office billed when the office billed does not agree with the coded requirements of the requisition or adjustment request and the coding indicated a valid billed office DoDAAC. A valid billed office DoDAAC is one listed in the DoD Activity Address Directory (DoDAAD) with the proper authority code (See Chapter 6, C6.2.2.1.2 of this volume).

C4.11.4.2. Request Denial. When the billing was prepared in accordance with the requisition or modification received by the Inventory Control Point/Integrated Materiel Manager (ICP/IMM), the request shall be denied.

C4.11.4.3. Wrong Office Assigned. When the billing office assigned the billed office as prescribed in Chapter 2 and the office assigned is not the intended office, the billed office will transfer or otherwise process the bill in accordance with procedures prescribed by the DoD Component. If the offices involved are serviced by the same finance center, the billed office shall contact the intended billed office or requisitioner and make arrangements for transferring the bill.

C4.11.5. Improper Billing

C4.11.5.1. General. A DLMS 812R, Adjustment Request citing the proper billing advice code should be submitted to billing offices to request adjustments for improper billings. For purposes of this section, an improper billing is a billing line which:

C4.11.5.1.1. Charges for materiel requisitioned under nonreimbursable procedures;

C4.11.5.1.2. Charges improperly for accessorial costs;

C4.11.5.1.3. Charges for materiel following a reply that a billing could not be rendered; or

C4.11.5.1.4. Charges for materiel confirmed cancelled when the materiel is not received.

C4.11.5.2. Cancelled. When a billing for materiel is received on a requisition that was confirmed cancelled by the ICP or IMM and the materiel is not received, a request for adjustment in the format prescribed for BAC 17 shall be forwarded to the billing office. When the materiel was received or if the requisition was not confirmed cancelled by the ICP or IMM, MILSBILLS procedures do not apply. Follow instead procedures prescribed for reporting SDRs. Although annotations on a shipping document, in conjunction with other factors, may support a discrepancy report, they do not support an adjustment for improper billing. A validated discrepancy report is needed.

C4.11.5.3. Backordered. A request for adjustment in the format prescribed for BAC 18 shall be forwarded to the billing office whenever a billing is received on a requisition that was backordered and the receipt of the billing status, confirming that the materiel was not received. Do not submit requests citing BAC 18 prior to obtaining this status.

C4.11.5.4. Billing Cannot Be Rendered. Billed offices shall request adjustment in the format prescribed for BAC 20 whenever the billing office issues a bill after advising, in a response to a request for billing status (Billing Status Codes DC and DF), that a bill could not be rendered.

C4.11.6. Promised Adjustment Not Received. Billed offices shall forward an Adjustment Request (DLMS 812R, DIC FAB/FJR) with the proper billing advice code to the billing office to follow-up on unreceived promised adjustments and more than 30 calendar days have elapsed since receiving a reply promising the billing or adjustment.

C4.11.7. Lateral Redistributions (In-Storage Visibility For Both Consumables and Reparables). Offices promised credits for lateral redistributions (In-Storage Visibility (ISV) for both consumables and reparables) shall follow up on credits not received within 30 calendar days of the date shipment confirmation is submitted to the ICP/IMM. The initial request must be made by submitting a Request for Billing Adjustment (DLMS 812R, DIC FAE) record citing BAC 27 to the ICP/IMM.

C4.11.8. Other Billing Problems. Billed offices or others will request adjustments for problems not covered by billing advice codes by forwarding a letter (or message) of explanation along with the information required to process the request for BAC 55. The billing office will normally respond with an Adjustment Request (DLMS 812L, DIC FAR or FJR format).

C4.12. PRICE CHALLENGES AND VERIFICATION. DoD 4140.1-R DoD Supply Chain Materiel Management Regulation, May 23, 2003 prescribes the basic DoD requirements under Service and Agency Price Challenge And Price Verification Programs. Price challenges and verification are often mistaken for MILSBILLS "wrong unit price billed" procedures. Contact IMM/ICP customer service for assistance filing price challenges.

C4.13. DISPUTED RESPONSES TO REQUESTS FOR ADJUSTMENT. Billing and billed offices are expected to resolve their differences regarding adjustment requests. However, when a billed office does not agree with the billing office's response and the billed office considers the amounts involved significant, the billed office may consider the dispute an unresolved problem and follow the procedures prescribed in Chapter 1.

C4.14. ADJUSTMENTS FOR CHANGE NOTICES

C4.14.1. Recording Undelivered Orders. If an order is placed with or through the DWCF, an undelivered order (obligation) should be recorded when the order is placed. A non-stock numbered item should be recorded as an undelivered order when the order is accepted. An adjustment to the undelivered order should be processed when a change notice affecting price, quantity, or an acceptable substitution of a like item is received from the stock fund. Refer to DoD 7000.14-R Volume 6 for more specific information on the above requirements.

C4.14.2. Customer Not Receiving Change Notice. If a DBOF customer does not receive a change notice at all or in time to cancel or modify the order and additional funds are required, the materiel may be refused or returned to the DBOF and an adjustment requested. Adjustments for this reason shall be forwarded by mail and must be signed by the activity accounting officer. The request must meet the following requirements and will state essentially:

> "As a result of a price change, quantity change, or authorized substitution, the value of the materiel received exceeds amounts obligated and all available obligation authority. Request credit for the indicated quantity and items delivered under the following requisition document and suffix number. Please also provide us with the return instructions for the materiel."

C4.14.3. Honoring Requests. The billing office shall honor all such requests and provide adjustment, without regard to dollar value, after the materiel is returned. The ordering activity shall also contact the ICP/IMM to arrange for the return.

C4.15. SECURITY ASSISTANCE DISCREPANCIES AND BILLING ERRORS

C4.15.1. The Military Department may automatically grant adjustments[1] and charge or credit the administrative surcharge fund when:

C4.15.1.1. The request cannot be rejected per the general conditions of the U.S. Letter of Offer and Acceptance, and

C4.15.1.2. The transaction was billed on a DD Form 645A, Foreign Military Sales Statement.

C4.15.1.3. The amount of the adjustment requested is either (1) less than $100 or (2) less than the amount approved[2] for that Military Department by the Defense Security Cooperation Agency.

C4.15.2. Adjustments for IMM/ICP charges that may not be automatically charged to the administrative fund shall be prepared and forwarded to the IMM/ICP in accordance with the procedures contained in this chapter.

C4.16. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS PROGRAM)

C4.16.1. Procedures. Materiel returns program procedures are prescribed by DLMS Volume 2.

C4.16.2. Processing Credits. Billing offices shall process credits for excess reports during the first billing cycle after receiving notification that materiel authorized for return under creditable procedures has been received in a condition warranting credit. The portion of credits for materiel laterally redistributed may be fully or partially reversed by the IMM when a discrepancy report documents that the materiel was not shipped in a condition warranting full credit.

C4.16.3. Materiel Returns Program or Procurement Offset Status Request (In-Storage Visibility For Both Consumables and Reparables). Offices expecting MRP or procurement offset (ISV for both consumables and reparables) shall request credit status using the Follow-up for Materiel Returns Program Credit (DLMS 812R, DIC FTP). The initial request should be prepared when the credit has not been received and more the 30 calendar days have elapsed since the Materiel Receipt Status (DLMS 870M, DIC FTZ), citing a creditable status or the Shipment Status (DLMS 856S, DIC AS6) is received by the IMM/ICP.

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[1] Automatic adjustments may be withheld from specific customers if there is a pattern of abuse of this authority. When such a pattern exists, all discrepancies and billing errors from that customer should be researched.

[2] Military Departments may request approval for a different adjustment level. The dollar amounts of automatic adjustments will be determined by an agency cost effectiveness study which compares the administrative cost of conducting necessary research to determine specific responsibility versus the cost which will be incurred by the administrative surcharge pool if an automatic refund is authorized. The agency cost effectiveness study must be submitted to Defense Security Cooperation Agency for review and approval.

C5. CHAPTER 5

INTERFUND BILLING SYSTEM PROCEDURES

C5.1. POLICY

C5.1.1. General. It is DoD policy that DoD customers shall authorize suppliers to use the interfund billing system to reimburse themselves for materiel, hazardous materiel and waste services, and services related to materiel shipments.

C5.1.2. Exclusions

C5.1.2.1. The interfund billing system is not mandatory for use when the involved funds are Military Assistance Grant Aid or where only limited sales occur between the DoD Components.

C5.1.2.2. The interfund billing system may not be used to bill non-DoD customers (e.g., state or local governments, private contractors, individuals, or nonappropriated fund instrumentalities) or for major end items such as complete aircraft, ships, tanks, space vehicles, and missiles.

C5.1.2.3. Except for the General Services Administration (GSA), the Federal Aviation Administration (FAA), and the National Oceanic and Atmospheric Administration (NOAA), non-DoD suppliers may not use the interfund billing system to bill DoD customers.

C5.2. PRINCIPLES OF THE INTERFUND BILLING SYSTEM

C5.2.1. The interfund billing system allows suppliers to reimburse themselves, from appropriations designated by the customer, at the time of billing. The supplier forwards an automated billing to the billed office and reports to the Treasury Department a reimbursement of the supplying funds, with an offsetting charge to the customer's fund.

C5.2.2. Interfund bills are both "bills" and "notices" to a customer that its funds have been charged and the "bill" paid.

C5.2.3. Billed offices shall, upon receipt of the "bill", either accept and record the charge for the complete or partial bill or, when the charge is questionable or erroneous at the detail bill level or in dispute, record the charge into the designated default account for further research. Charges shall remain uncleared pending completion of research and resolution. The Department of the Navy has been granted a waiver as an exception to this procedure. A questionable or erroneous portion of a Navy interfund bill will suspend to the interfund clearing account (treasury account symbol F3885).

When the charge is acceptable, but the account disbursed by the billing office is not, the billed office shall accept and record the charge to the proper account. The billed office shall also follow procedures prescribed by its disbursing officer to correct the account reported to the Treasury Department.

C5.2.4. Only the billing office or Central Accounts Office (CAO) is authorized to adjust or otherwise reverse reimbursements reported to the Treasury Department on behalf of the billing office.

C5.3. PREPARATION OF INTERFUND BILLS

C5.3.1. Interfund bills are made up of one or more detail billing records with the same fund code, and a single summary billing record. The summary billing record represents a summary of the supporting detail billing records.

C5.3.2. Detail billing records in support of interfund bills shall be prepared in accordance with Defense Logistics Management System (DLMS) 810L transaction or Appendix 3 for legacy 80 column card transactions.

C5.4. CENTRAL ACCOUNTS OFFICES

C5.4.1. General. CAOs are Defense Finance and Accounting Service (DFAS) Centers or other federal agencies given the responsibility of reporting on interfund in the Statement of Interfund Transactions to the Treasury Department. Depending upon the customer organization, they may have seller and or buyer CAO responsibilities.

C5.4.2. Seller Central Accounts Offices. DLA Transaction Services forwards copies of interfund summary billing records to seller CAOs. Based upon these records, seller CAOs report seller interfund self-reimbursements and related buyer disbursements to the Treasury Department. Seller CAO interfund bill responsibilities are identified by the service code of the seller DoD Activity Address Code (DoDAAC) described in Table C5.T1.

Table C5.T1. Seller CAO

SELLER DoDAAC BEGINS WITH	SELLER CAO
Numeric	GSA
F	DFAS-CO
M	DFAS-CL
N	DFAS-CL
Other	DFAS-IN

C5.4.3. Buyer Central Accounts Offices. Buyer CAOs are responsible for interfund bill clearance and report, to the Treasury Department, buyer adjustments of the disbursement side of seller reported interfund transactions. Neither buyers nor their CAOs can directly or indirectly adjust the reimbursement side of interfund transactions reported by seller CAOs. Buyer CAO interfund bill responsibilities are determined by the appropriation disbursed according to Table C5.T2.

Table C5.T2. Buyer CAO

INDEX	TREASURY SYMBOL	LIMIT or SUBHEAD	BUYER CAO
17	All	All	DFAS-CL
21	All	All	DFAS-IN
57	All	All	DFAS-CO
97	NOT 4930	All	DFAS-IN
97	4930	All	DFAS-IN

C5.5. INTERFUND REPORTS

C5.5.1. Billing Office Reports. CAOs shall base interfund reimbursements upon summary billing records received from DLA Transaction Services for interfund bills passing DLMS prescribed DLA Transaction Services edits. Therefore, upon implementation of the revised seller interfund reporting procedures, DLMS no longer requires sellers to forward DD Form 1400, Statement of Interfund Transactions or equivalent reports to their accounts office. However, CAOs may continue to require their reporting activities to submit seller interfund reports for a transition period determined by the accounts office.

C5.5.2. Billed Office Reports. Each billed office shall report (i.e., correct or otherwise clear) interfund disbursements charged to the office in accordance with procedures prescribed by its Service or Agency.

C5.5.3. Department Level Reports. CAOs shall consolidate Department level "Statement of Interfund Transactions" and prepare related reports from interfund reports received from billed offices and summary billing records validated by DLA Transaction Services.

C5.6. STATEMENT OF INTERFUND TRANSACTIONS

C5.6.1. Purpose and Reports Control Symbol. This section prescribes a monthly report on interfund transactions. The DD 1400 "Statement of Interfund Transactions" provides OUSD(C) with a summarized classification of receipts and outlays processed under the interfund billing system.

C5.6.2. Applicability and Scope. The provisions of this section apply to the DoD Components and to their disbursing officers (referred to collectively as "disbursing officers"). It establishes the requirements and procedures for the preparation and submission of interfund transaction reports.

C5.6.3. Report Form. The "Statement of Interfund Transactions" must be prepared monthly and contain totals for each appropriation/limit charged and reimbursed, the reporting period, and identify the reporting office. GSA shall submit an equivalent "Statement of Interfund Transactions."

C5.6.4. Frequency and Distribution. The "Statement of Interfund Transactions" must be submitted to the OUSD(C) as promptly as possible, but no later than close of business on the 2nd workday of the month immediately following the close of the reporting month.

C5.6.5. Adjustments. In preparing the "Statement of Interfund Transactions," CAOs or offices designated by the DoD Components or participating Agencies shall convert invalid accounts to the charged agency's default appropriation as indicated in Appendix 2.2. of this guidance.

C5.6.6. Other Reporting Requirements

C5.6.6.1 Extract of the Statement of Interfund Transactions

C5.6.6.1.1. Each Military Department (and GSA for its equivalent report) must furnish an "extract" of the "Statement of Interfund Transactions" to the DoD Components and other participating Agencies for which it collects or disburses showing the transactions for that Component or Agency. The DoD Components may be identified by their unique suffix/limit codes on department "97" appropriations.

C5.6.6.1.2. Extracts of the "Statement of Interfund Transactions" (and GSA equivalent) that are forwarded to DoD CAOs shall be supported by summary billing records (DLMS 810L/Document Identifier Code (DIC) FS). The summary billing records shall be forwarded electronically to the CAO responsible for clearance. The CAO responsible for clearance is determined by the departmental index of the disbursed appropriation and, in the case of department "97" appropriations, by the DoD Component identification contained in the appropriation's suffix/limit code. Table C5.T3 identifies the CAO responsible for clearing interfund bills:

Table C5.T3. Department of Defense Central Accounts Offices

CLEARANCE CAO	COMMRI	INDEX	COMPONENT[1]
DFAS-Indianapolis	RUQADVU	97	Other than USAF, USN, USMC, and SDDC limit FD30
		21	All
DFAS-Columbus	RUVEGAA	97	USAF
		57	All
DFAS-Cleveland	RUEBJNW	97	USN and USMC
		17	All

C5.6.6.1.3. The extracts should be submitted as soon as possible but no later than 2 workdays after the Statement of Interfund Transactions is submitted to OUSD(C).

C5.6.6.2. Defense Agency Appropriations. A "Statement of Interfund Transactions" summarizing the transactions by appropriation for each Defense Agency must be provided to the Director of Budget and Finance, Washington Headquarters Service, 1155 Defense Pentagon, Washington, DC 20301-1155.

C5.6.7. Hard Copy Report Preparation

C5.6.7.1. General

C5.6.7.1.1. Each interfund report must be completed with the minimum required information.

C5.6.7.1.2. If more than one sheet is used to report transaction amounts, the grand total for each column must be shown on the last page of the statement. Page totals are optional.

C5.6.7.1.3. Each hard copy statement must be signed by the officer under whose direction it was prepared.

C5.6.7.1.4. Negative amounts must be identified by the suffix "CR."

C5.6.7.2. Columnar Entries

[1] For purposes of this procedure, the Component Identification for 97X4930 is in the 1st position of the suffix/limit code and is A (USA), N (USN), F (USAF), M (USMC), and 5 (Defense Agencies). For other than 97X4930, the identification is in the 1st two positions and is 01 (USA), 02 (USAF), 04 (USN), and 05 (USMC).

C5.6.7.2.1. Appropriation or Fund /Symbol. Enter the department index number assigned by the Treasury Department as a prefix to that department's appropriation symbols, fiscal year or other appropriate indicator (e.g., "X" if no year, etc.), treasury account symbol of the appropriation, other fund, or receipt account for which the transaction amounts are being reported. Include any prefix or suffix prescribed by the Treasury Department on the classification authorization. No other suffix or prefix may be shown.

C5.6.7.2.2. Reimbursements (Credits). Enter the amounts of collected appropriation reimbursements applicable to each related appropriation or other fund account.

C5.6.7.2.3. Expenditures (Charges). Enter the amounts of disbursements chargeable to each appropriation or other fund symbol.

C5.7. CENTRAL ACCOUNTS OFFICE LEVEL INTERFUND PROCEDURES

C5.7.1. Army, Navy, Air Force, and GSA shall prescribe procedures consistent with those prescribed in this Manual for:

C5.7.1.1. Reporting interfund reimbursements and disbursements originated by Activities serviced by their disbursing offices and shall be included in their "Statement of Interfund Transactions."

C5.7.1.2. Adjusting, accepting or otherwise clearing interfund disbursements charged to Activities serviced by their disbursing offices and whose adjustments shall be included in their Statements of Interfund Transactions.

C5.7.1.3. Ensuring there are adequate controls over interfund-related transactions such that:

C5.7.1.3.1. Lapsed accounts are not reported to the Treasury Department or the other DoD Components.

C5.7.1.3.2. Invalid account symbols are converted to the agency default appropriation as defined in Appendix 2.2 of this regulation.

C5.7.1.3.3. Seller interfund reimbursements reported to the Treasury Department are based upon interfund billings validated by DLA Transaction Services.

C5.7.1.3.4. Disbursements charged to billed offices are processed by the billed office.

C5.7.1.3.5. Uncleared Disputed Transactions

C5.7.1.3.5.1. Uncleared “disputed” transactions shall be researched and cleared within a reasonable period (i.e., within 120 calendar days of the date the disbursement was reported to DFAS when the entitlement office and accounting office are not co-located and 90 days when they are co-located). Amounts placed in suspense; that is, charged to the clearing account, are transferred to another account or are otherwise cleared within the same period as above.

C5.7.1.3.5.2. Within 90 days of the disbursement being report to DFAS, or 60 days if co-located, DFAS shall ask the customer to follow up on uncleared detail bills. When a customer leaves a detail bill uncharged for 120 calendar days (90 days if co-located), DFAS shall contact the customer for an appropriation to charge to clear the detail bill. Only when a written notification from the seller that an adjustment is forthcoming may the item remain unprocessed after this timeframe. Within 90 days of the suspense date (60 days if co-located), DFAS will ask the customer to clear the amount in suspense and provide an alternative account for the disbursement.

C6. CHAPTER 6

DEFENSE AUTOMATIC ADDRESSING SYSTEM

C6.1. GENERAL. This chapter describes Defense Logistics Management System (DLMS) Finance related procedures and processes for the Defense Automatic Addressing System (DAAS). DLM 4000.25-4, "Defense Automatic Addressing System" provides additional information regarding support furnished by Defense Logistics Agency (DLA) Transaction Services.

C6.2. MILITARY STANDARD BILLING SYSTEM PROCESSING

C6.2.1. Requirement to Route Bills to DAAS

C6.2.1.1. As indicated in Chapter 2, sellers shall route all interfund and automated "G" series noninterfund billing records to DAAS for editing, retention, and further routing to billed offices.

C6.2.1.2. Only interfund bills passing MILSBILLS prescribed edits and routed by DAAS are eligible for reporting to the Treasury Department and interfund reimbursement.

C6.2.1.3. All billing records shall be electronically routed to DAAS.

C6.2.2. Bill Editing

C6.2.2.1. DAAS shall edit and reject any bill that fails any of the following edits:

C6.2.2.1.1. The record count (positions 5-7 of the legacy 80 column card format) of the summary billing record equals the actual count of the supporting detail billing records.

C6.2.2.1.2. The bill-to Department of Defense Activity Address Code (DoDAAC) (positions 30-35) of the summary billing record is a valid DoDAAC, and is authorized for use as a bill-to party in accordance with the DoDAAC authority code, as outlined in DoD 4000.25-M, "Defense Logistics Management System" Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 – Department of Defense Activity Address Directory. Note that DoDAACs are deleted to prevent requisition transactions from being processed through DLA Transaction Services. Once the delete effective date has passed, the record is physically removed from the master file, and bills with the bill-to authorized in accordance with the DoDAAC authority code will not reject as invalid during this period. After the five year period, deleted DoDAACs

are removed from the DLA Transaction Services database, and subsequent bills will reject as invalid DoDAACs.

C6.2.2.1.2.1. The bill-to DoDAAC of the summary billing record is authorized for use as a bill-to party. An unauthorized United States Air Force (USAF) bill-to activity is identified by its structure.

C6.2.2.1.2.1.1. DoDAAC begins with FT or FF indicating a non-appropriated funded activity,

C6.2.2.1.2.1.2. DoDAAC begins with FA or FY, or

C6.2.2.1.2.1.3. The first position of the DoDAAC is an “F”, followed by one numeric character in position two, and an alpha character in position three.

C6.2.2.1.3. The amount (positions 65-73) of the summary billing record equals the sum of the amounts (positions 65-73) of the supporting billing records.

C6.2.2.1.4. The bills are identified as interfund and authorized to be billed under interfund procedures.

C6.2.2.1.5. The bill-to is one of the following F numeric or F numeric alpha DoDAACs.

C6.2.2.1.5.1. F (Numeric) (Numeric) (Numeric) (Numeric) (Numeric)

C6.2.2.1.5.2. F (Numeric) (Numeric) (Numeric) (Numeric) (Alpha)

C6.2.2.1.5.3. F (Numeric) (Numeric) (Alpha)

C6.2.2.1.5.4. FA series

C6.2.2.1.5.5. FF series

C6.2.2.1.5.6. FT series.

C6.2.2.2. Rejected bills shall be returned to the originator or originating communications center with a narrative description indicating the reason for rejection.

C6.2.2.2.1. Originators may retrieve any rejected bills within one hour of original submission to DAAS. When appropriate, billing offices shall correct and resubmit rejected bills.

C6.2.2.2.2. Billing offices shall ensure that adjustments for rejected billings are properly recorded in their seller accounting records.

C6.2.2.3. Upon successful completion of the bill edits, DLA Transaction Services shall:

C6.2.2.3.1. Route billings to the billed office by the best available means.

C6.2.2.3.2. Ensure that electronically routed bills are routed to the billing communications routing identifier (COMMRI) code assigned to the billed office DoDAAC.

C6.2.2.3.3. Ensure that non-electronically routed bills are mailed to the clear-text address of the billed DoDAAC identified for billing.

C6.2.2.4. DAAS shall forward images of interfund summary billing records to the seller's Central Accounts Office (CAO).

C6.2.3. Bill Retention. DLA Transaction Services shall retain a copy of non-security assistance bills for two years and security assistance bills for four4 years after initial routing.

C6.3. BILL COPY RETRIEVAL

C6.3.1. Copies of bills may be retrieved in any of the following ways:

C6.3.1.1. MILSINQ. Images of bills may be retrieved from DAAS through their web-based MILSBILLS Inquiry (MILSINQ) process. See section C6.5.

C6.3.1.2. Retransmission Request. Bills may also be retrieved from DAAS by submitting a Request for Retransmission of Interfund Bill (DLMS 812R/Document Identifier Code (DIC) QB1).

C6.3.1.2.1. DLA Transaction Services shall retransmit a copy of all bills matching the billing office DoDAAC and bill number provided on the request. Although unlikely, it is possible that DLA Transaction Services will find and retrieve a current and prior year bill matching the prescribed retransmission criteria.

C6.3.1.2.2. The retransmission request may also be requested via the Internet as part of the MILSINQ process.

C6.3.1.3. Telephone Request. DLA Transaction Services shall accept telephone requests (937-656-3247 or DSN 986-3247) for copies. Telephone requests are limited to no more than five bills and the service will be terminated if abused.

C6.3.2. Only copies of bills routed by DAAS and within the record retention period may be retrieved through the methods described in C6.3.1 above. However, whenever DAAS does not find a matching bill, it shall create and forward a request for copy of bill (DLMS 812R/DIC FAE billing record, with Billing Advice code 41) to the billing office.

C6.3.2.1. Billing offices failing to respond to requests for copies of interfund bills received within the record retention period shall be directed by their Service or Agency headquarters to reverse the billing. Billed offices shall absorb all charges in the manner prescribed by their Service or Agency when the record retention period has elapsed and they have failed to obtain copies of the bill(s).

C6.3.2.2. Forward a billing adjustment reply (DLMS 812L, DIC FAR) with Billing Status code DA to advise the requesting office that they have referred their bill retransmission (copy) request to the seller.

C6.4. FUND CODE TABLES. Fund code tables appear on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4.asp.

C6.5. MILITARY STANDARD BILLING SYSTEM INQUIRY PROCESS

C6.5.1. General MILSINQ Information

C6.5.1.1. MILSINQ is a process established by DLA Transaction Services to allow its customers to remotely query the DAAS MILSBILLS database as an alternative to the DLMS 812R and DIC QB1 retransmission (send a copy of the bill to me) means of obtaining billing information from DAAS. MILSINQ may also be used for the Military Standard Requisitioning and Issue Procedures (MILSTRIP) materiel obligation validation process.

C6.5.1.2. Bills may be queried by the billing DoDAAC or billed DoDAAC and may be narrowed to a particular billing month or bill.

C6.5.1.3. Once identified, the bills can be viewed, printed, saved to a local PC, or retransmitted (copy sent by DAAS to a designated recipient).

C6.5.1.4. The MILSINQ Website[1] is https://www.transactionservices.dla.mil/milsinq. Users will generally be logged off systems after 5 minutes of idle time.

C6.6. MILITARY STANDARD BILLING SYSTEM-RELATED REPORTS

C6.6.1. Introduction

[1] If the application is not accessible from your browser, contact your local Internet support office for assistance in configuring your telnet application for your browser.

C6.6.1.1. As part of its logistics information data services, DAAS accumulates data from MILSBILLS records it routes and generates reports for MILSBILLS use. The reports cover the preceding 12 months.

C6.6.1.2. The following MILSBILLS-related reports are available from https://www.transactionservices.dla.mil/milsinq:

C6.6.1.2.1. Interfund billing adjustments by billing office (Routing Identifier Code (RIC) sequence).

C6.6.1.2.2. Interfund bills by billed office (DoDAAC sequence).

C6.6.1.2.3. Interfund bills by billed office (DoDAAC within Service).

C6.6.1.2.4. Interfund bills by billing office (DoDAAC within Service).

C6.6.1.2.5. Interfund bills by billing office (RIC sequence).

C6.6.1.2.6. Interfund bills by route to COMMRI (COMMRI sequence).

C6.6.1.2.7. Interfund bills rejected by DLA Transaction Services (RIC sequence).

C6.6.1.2.8. Interfund bill retransmission requests.

C6.6.1.2.9. In-storage Visibility Redistribution (ISVR) credit report 'Lateral Redistribution.'

C6.6.1.2.10. Rejected interfund bills by billed office (Service sequence).

C6.6.1.2.11. Rejected interfund bills by billing office (DoDAAC within Service).

C6.6.2. Interfund Billing Adjustments By Billing Office Routing Identifier Code

C6.6.2.1. This report provides each billing office RIC with data related to billing adjustment requests and responses. With the exception of DIC QB1, all adjustment requests processed by DAAS during the indicated reporting month and year are included. Figure C6.F1 shows an example of this report.

Figure C6.F1. Interfund Billing Adjustment Example

1 DECEMBER 1999 LIDS REPORT OF BILLING ADJUSTMENTS BY BILLING OFFICE PAGE 2

BILLING RI CODE	TOTAL REQUESTS	NUMBER REQUESTS BY BILLING ADVICE CODE (19 / 41)	(21/24/26)	(34)	OTHER	TOTAL REPLIES	NUMBER OF REPLIES BY BILLING STATUS CODE (AH / DF	(CA / DM)	(DD)	(EL EM)	OTHER
FHC	6		6								
FHZ	100		97	1	2						
FLB	4		4								
FLG	2		2								
FLZ	185		161	11	13						
FPB	6		6								
FPD	12		12								
FPK	2		2								
FPZ	104		93	7	4						
FZZ	2		2								
F TOTAL	567		496	24	47						
G12	1			1							
G69	7			5	2						
GA0	42			1	41	41			2		39
GF0	12			4	8	13			7		6
GG0	212				212	204					204
GK0	1				1						
GN0	4			2	2	13			11		2
GN2	2			2							
GP0	6				6						
G31	1		1			1			1		
G3A	5,509		81	5,221	207	12,909			12,736	22	151
GT0	2				2	2					2
G TOTAL	5,799		82	5,236	481	13,183			12,757	22	404
M16	44			44							
M TOTAL	44			44							
MA8	179				179						
MAB	27			18	9						
MBB	192			188	4						
MPB	232		2	213	17						
M TOTAL	630		2	419	209						
N32	573		1	104	468	581			20		561

C6.6.2.2. Total number of requests and replies are provided for each billing RIC, with subtotals for each listed RIC series (first position of RIC) and a grand total for the report. Request details include numbers by advice code groupings and reply details include numbers by billing status code groupings.

C6.6.3. Interfund Bills By Billed Office. This report provides each billed office (BILLED DODAAC) with the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) that supports the bills, and the value ($ VALUE) of interfund bills processed by DAAS during the report month. The report provides a page break, a total (SUBTOT) for each service, and a total (TOTAL) for the report. Figure C6.F2 shows an example of this report.

Figure C6.F2. Interfund Bills by Billed Office Example

```
1DECEMBER 1999  LIDS REPORT OF INTERFUND BILLS BY BILLED OFFICE   PAGE     1

 BILLING
 RI CODE   NO. BILLS           NO. DETAILS                  $     V A L U E

 194212            1                  54                           3,472.43
-SUBTOT            1                  54                           3,472.43
1DECEMBER 1999  LIDS REPORT OF INTERFUND BILLS BY BILLED OFFICE   PAGE     2

 BILLING
 RI CODE   NO. BILLS           NO. DETAILS                  $     V A L U E

 CL0KX1            1                  16                           3,044.67
-SUBTOT            1                  16                           3,044.67
1DECEMBER 1999  LIDS REPORT OF INTERFUND BILLS BY BILLED OFFICE   PAGE     3

 BILLING
 RI CODE   NO. BILLS           NO. DETAILS                  $     V A L U E

 F03000           20                 153                       2,318,452.27
 F0440G           21                 100                       3,675,259.23
 F2570H            9                  43                         536,524.95
 F60700           15                  68                       1,899,856.28
 F72300           14                  72                         734,389.81
 F75800            2                   3                             567.12
 FA2303           50                 103                         265,392.51
 FB2027            9                  30          -               20,082.47
 FB2029            7                  61                          12,049.52
 FB2037            9                  64                          13,122.88
 FB2039            5                  14                           7,521.66
```

C6.6.4. Interfund Bills By Billing Office. This report provides each billing office (BILLING RI CODE) with the number of interfund bills (NO. BILLS), the number of detail billing records (NO. DETAILS) that support the bills, and the value ($ VALUE) of interfund bills processed by DAAS during the report month. The report provides a page break, a total (SUBTOT) for each Service, and a total (TOTAL) for the report.

C6.6.5. Interfund Bills Rejected By DAAS. This report identifies, in a summarized form for each billing office, the number, value, and reasons why interfund bills were rejected by DLA Transaction Services. Figure C6.F3 shows an example of this report.

Figure C6.F3. Interfund Bills Rejected Example

1 DECEMBER 1999 LIDS REPORT OF INTERFUND BILLS REJECTED BY DAASC PAGE 1

BILLING RI CODE	---- $ VALUE OF SUMMARY ----- NOT EQUAL TO DETAILS NUMBER	$ VALUE	----- CC 5-7 NOT EQUAL ------ TO DETAILS NUMBER	$ VALUE	------ CC 30-35 NOT ------ IN DODAAF NUMBER	$ VALUE	------ T O T A L S ---- NUMBER	$ VALUE
AKZ					1	10,475.41	1	10,475.41
AX8			3	22,955.67			3	22,955.67
B16					1	1,492.92	1	1,492.92
B46					2	15,496.86	2	15,496.86
C08					1	76.03	1	76.03
CB6			2	23,312.78	1 -	545.00	3	22,767.78
GK0					1	1,047.23	1	1,047.23
MPB			1	3,822.78			1	3,822.78
N32					3	23,480.00	3	23,480.00
N35					2	9,483.50	2	9,483.50
NBZ					19	31,817.94	19	31,817.94
NDZ					50 -	56,460.14	50 -	56,460.14
NNZ					27	50,116.88	27	50,116.88
NUA					7 -	1,123.53	7 -	1,123.53
NUZ					1 -	3,218.42	1 -	3,218.42
NZZ					10	704.24	10	704.24
PLZ					7 -	2,756.33	7 -	2,756.33
PTZ					19 -	6,887.27	19 -	6,887.27
S9D	1 -	492.10					1 -	492.10
S9P					1	831.90	1	831.90
SCA					1	26,347.23	1	26,347.23
- TOT	1 -	492.10	6	50,091.23	154	100,379.45	161	149,978.58

C6.6.6. Interfund Bill Retransmission Request. This report summarizes the number of interfund bill retransmission requests and outcomes for the requests by billing RIC. Figure C6.F4 shows an example of this report.

Figure C6.F4. Interfund Bill Retransmission Request

1 DECEMBER 1999 LIDS REPORT OF INTERFUND BILL RETRANSMISSION REQUESTS PAGE 1

RECIPIENT DODAAC	TOTAL REQUESTS	# RETRIEVED	# UNMATCHED	# REJECTED
S62ANG	3	3		
S74LSD	11	11		
S81KJK	10	10		
- TOTAL	24	24		

1 DECEMBER 1999 LIDS REPORT OF INTERFUND BILL RETRANSMISSION REQUESTS PAGE 2

RECIPIENT DODAAC	TOTAL REQUESTS	# RETRIEVED	# UNMATCHED	# REJECTED
F03700	5	5		
F26100	15	15		
F62300	5	5		
F69400	7	7		
F71600	9	9		
F74600	7	7		
F91111	289	289		
FA2303	1	1		
- TOTAL	338	338		
- GRAND TOT	362	362		

C6.6.7. Interfund Bills By Route-To COMMRI Code. This report provides a monthly summary of interfund bills by "route-to" COMMRI code for bill route by DAAS, the number of interfund bills (NO. BILLS), number of detail billing records (NO. DETAILS), and the dollar value of the bills (DOLLAR VALUE) are summarized by Service for each billed-to DoDAAC (BILLED DODAAC) within a communications office to which bills are routed (COMMRI) by DAAS during a month.

C6.6.8. In-storage Visibility Redistribution Credit Report. This is a report of laterally redistributed materiel and ISV procurement offset reimbursements. It shows the number and dollar value of credits for materiel, transportation, packing, crating, and handling by DoDAAC and/or RIC receiving the credit. See Figure C6.F5 for an example of this report.

Figure C6.F5. In-storage Visibility Redistribution Credit Report

ISVR CREDIT REPORT FOR DECEMBER 1999 PAGE 1

PART A _ LATERAL REDISTRIBUTION

DODAAC	RIC	MATERIEL (FD2) L/I	MATERIEL (FD2) $ VALUE	TRANS (FQ2) L/I	TRANS (FQ2) $ VALUE	PCH (FN2) L/I	PCH (FN2) $ VALUE	TOTALS L/I	TOTALS $ VALUE
	AKZ	0	0.00	36	2,996.14	36	1,393.73	72	4,389.87
	B14	0	0.00	8	658.33	8	541.35	16	1,199.73
	B16	0	0.00	31	1,300.86	31	1,205.22	62	2,506.09
	B17	0	0.00	18	2,886.42	18	2,749.90	36	5,636.32
	B64	0	0.00	7	861.24	6	845.33	13	1,706.57
TOTAL		0	0.00	100	8,703.05	99	7,735.54	199	16,438.59
W15GK8	AKZ	3	735.00	0	0.00	0	0.00	3	735.00
TOTAL		3	735.00	0	0.00	0	0.00	3	735.00
W25G1Q	AKZ	2	328.00	0	0.00	0	0.00	2	328.00
TOTAL		2	328.00	0	0.00	0	0.00	2	328.00
W21G2G	B16	5	254.38	0	0.00	0	0.00	5	254.38
W21G2G	B17	1	12,027.00	0	0.00	0	0.00	1	12,027.00
W21G2G	B64	7	76,199.00	0	0.00	0	0.00	7	76,199.00
TOTAL		13	88,480.38	0	0.00	0	0.00	13	88,480.38
W21G2H	B16	2	586.00	0	0.00	0	0.00	2	586.00
TOTAL		2	586.00	0	0.00	0	0.00	2	586.00
W22NYN	AKZ	19	98,280.00	0	0.00	0	0.00	19	98,280.00
W22NYN	B14	1	34,072.00	0	0.00	0	0.00	1	34,072.00
W22NYN	B16	3	6,720.00	0	0.00	0	0.00	3	6,720.00
TOTAL		23	139,072.00	0	0.00	0	0.00	23	139,072.00
W33NYP	B17	4	46,480.00	0	0.00	0	0.00	4	46,480.00
TOTAL		4	46,480.00	0	0.00	0	0.00	4	46,480.00
W24XC5	AKZ	2	2,895.48	0	0.00	0	0.00	2	2,895.48
W24XC5	B14	3	1,769.32	0	0.00	0	0.00	3	1,769.32

C6.6.9. Rejected Interfund Bills by Billing Office (Service Sequence). This report provides a listing of interfund bills that failed MILSBILLS prescribed DAAS edits. These bills were returned by DLA Transaction Services to the billing office. The report identifies bills by billing office and identifies the billed DoDAAC, bill number, and dollar value. See Figure C6.F6 for an example of this report.

Figure C6.F6. Rejected Bill by Billing Office

```
1 DECEMBER 1999 REJECTED INTERFUND BILLS BY BILLING OFFICE   PAGE     6

  SERVICE      BILLING   BILLED    BILL         DOLLAR VALUE  BILLING MESSAGE
                OFFICE   DODAAC    NUMBER

               N69117   R52841    Y1258  -         1,677.47
               N69117   R52841    Y1259  -        11,450.62
               N69117   R52841    Y1260  -         5,279.92
               N69117   V21091    Y1455              450.60
               N69117   V21525    Y1496           16,599.10
0                 TOTAL FS            7   -         1,123.53

0                 SUBTOT            145            45,156.87

1 DECEMBER 1999 REJECTED INTERFUND BILLS BY BILLING OFFICE   PAGE     7

  SERVICE      BILLING   BILLED    BILL         DOLLAR VALUE  BILLING MESSAGE
                OFFICE   DODAAC    NUMBER

      DLA       SB0700   B         D0001           26,347.23
0                 TOTAL FS            1            26,347.23

               SC0203   WK4E1E    9JBHA              831.90
0                 TOTAL FS            1              831.90

               SC4400   CL0N9K    WR005  -           492.10
0                 TOTAL FS            1   -          492.10

0                 SUBTOT              3            26,687.03

1 DECEMBER 1999 REJECTED INTERFUND BILLS BY BILLING OFFICE   PAGE     8

  SERVICE      BILLING   BILLED    BILL         DOLLAR VALUE  BILLING MESSAGE
                OFFICE   DODAAC    NUMBER

     OTHER      476420   N68342    Y6837            1,047.23
0                 TOTAL FS            1             1,047.23
```

C6.7. OTHER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES AUTHORIZED INTERFUND

C6.7.1. DLA Transaction Services shall edit service code H requisitions to ensure that interfund procedures are appropriate for the requisitioner. Other DoD Components' requisitions for which interfund billing is appropriate are those in which the requisitioning DoDAAC is identified as authorized interfund billing. See Appendix AP1 for more information.

C6.7.2. If necessary, DLA Transaction Services will change the fund code cited on other DoD Components' requisitions to XP when the H-Series requisitioning DoDAAC is not identified as authorized interfund billing.

C6.7.3. Other DoD Components may add their DoDAAC (to allow for interfund billing) or delete a listed DoDAAC (mandatory noninterfund billing). To request a

change, use the comment form on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/About/Comment/comment_form.php.

C7. CHAPTER 7

VERIFICATION OF FUNDS AVAILABILITY WEB CALL FOR REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS

C7.1. IMPLEMENTING FUNDS AVAILABILITY VERIFICATION. Internet ordering applications that accept Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions dependent upon interfund billing procedures (e.g., DoD EMALL, General Services Administration (GSA) Advantage/GSA Global) shall implement Defense Logistics Management System (DLMS) procedures for verification of Component funds availability. Components shall establish procedures to process the request for verification of funds availability and ensure subsequent establishment of a financial obligation.

C7.1.1. DoD Components may authorize manual recording of the financial obligation by the customer as a separate action until an automated interface between the ordering application and a Component-sponsored financial system is available.

C7.1.2. Where an interface is not available, external ordering applications shall alert users to comply with their Component-directed financial procedures.

C7.2. FUNDS AVAILABILITY REQUEST. The Verification of Funds Availability Request shall be prepared as a web call for online, real-time processing in the format prescribed at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v4_VF1.docx.

C7.3. BUSINESS RULES. Business rules for processing the Verification of Funds Availability Request are as follows.[1]

C7.3.1. Ordering applications shall not send requisitions, requisition modifications, and requisition follow-ups to the Source of Supply (SoS) until the funds availability check is completed and positive confirmation is received.

C7.3.2. The Verification of Funds Availability Request shall be forwarded to the Army when the requisition identifies an Army DoDAAC in either the document number or supplemental address.

[1] Under the pilot program, implementation is limited to an interface between DoD EMALL and GSA Advantage/GSA Global and the Army Funds Control Module and the Marine Corps financial application. Additional Component interfaces are projected under future phases. Refer to ADC 328.

C.7.4. FUNDS AVAILABILITY REPLY. The Verification of Funds Availability Reply shall be prepared as a web call for online real-time processing in the format prescribed at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v4_VF2.docx.

C.7.5. PROCESSING MULTIPLE LINE ITEMS. When multiple line items are included in the customer's "shopping cart," they shall be processed for funds verification as individual requisitions in succession by sequence[2] described below, thereby allowing funds to be applied appropriately should there be insufficient funds for the entire "cart." The sequence shall be:

C7.5.1. Priority Designator (PD).

C7.5.2. OSD/JCS project codes.

C7.5.3. Special Requirements Code 999 and PD 01-03.

C7.5.4. Special Requirements Code N (NMCS) (PD 01-08).

C7.5.5. Special Requirements Code E (ANMCS) (PD 01-08).

C7.5.6. Special Requirements Code 555 and PD 01-08.

C7.5.7. Required Delivery Date.

C7.6. VERIFICATION OF AVAILABILITY REPLY CODE. The receiving DoD Component shall verify funds availability and provide the applicable reply code.

C7.6.1. Under the following criteria, the requisition shall be considered acceptable for further processing by the Internet ordering application and forwarding to the SoS by citing an alpha Funds Verification (FV) Reply Code.

C7.6.1.1. If funds are available for the bill-to DoDAAC and no error conditions exist, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code A.

C7.6.1.2. If the bill-to DoDAAC is determined under internal Component procedures as not applicable to the funds verification process (e.g., funded by an alternative funding source, which the Component is not able to verify), the requisition shall be authorized for continued processing with no action. Cite FV Reply Code B.

C7.6.1.3. If the bill-to DoDAAC is not identified in the web call due to procedures for third-party billing (bill-to DoDAAC associated with the Fund Code/Signal

[2] Sequencing rules are based upon those established for demand sequencing under MILSTRIP Chapter 3, paragraph 3.1.2. These rules deviate from demand sequencing to include use of the RDD.

Code C or L)[3], but the requisitioner DoDAAC has funds available and no error condition exists, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation shall be established under the requisitioner's DoDAAC. Cite FV Reply Code C.

C7.6.1.4. If the bill-to DoDAAC is not identified in the web call due to procedures for third-party billing (bill-to DoDAAC associated with the Fund Code/Signal Code C or L), and the funds verification cannot be approved using the requisitioner DoDAAC, but no error condition exists, the requisition shall be authorized for continued processing with no action. Cite FV Reply Code D.

C7.6.1.5. If the unique message identification number (control number) assigned for the web call is a duplicate of a previously processed funds availability request, but funds are available, the requisition shall be authorized for continued processing. Cite Funds Verification (FV) Reply Code E.

C7.6.1.6. Under Component-directed procedures, requisitions may be forwarded for funds verification even where the requisitioner's Component is not responsible for reimbursement to the SoS, e.g., a requisition with an Army requisitioner and a Navy bill-to activity. The requisitioner's Component may choose to obligate funds under the requisitioner DoDAAC as a precaution. The Army has directed that these procedures be employed for Army requisitioners.

C7.6.1.6.1. If the bill-to DoDAAC is identified as another Component, but the requisitioner DoDAAC has funds available, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code F.

C7.6.1.6.2. If the bill-to DoDAAC is identified as another Component, but the requisitioner DoDAAC does not have funds available, no action shall be taken by the requisitioner's financial application and the requisitioner shall be asked to confirm that correct information is used in the requisition and an obligation has been recorded by the bill-to Component. Cite FV Reply Code G. The customer may choose to continue or abort processing (subject to bill-to activity's funds verification processing, when available).

C7.7. <u>CRITERIA FOR UNACCEPTABLE REQUISITION PROCESSING</u>. Under the following criteria, the requisition shall not be considered acceptable for further processing by the Internet ordering application by citing a numeric Funds Verification (FV) Reply Code.

C7.7.1. If funds are not available for the bill-to DoDAAC, the requisition shall not be authorized for further processing. Cite FV Reply Code 1.

[3] Procedures for verification of third party bill-to DoDAACs are under consideration for a future enhancement.

C7.7.2. If the bill-to DoDAAC is not authorized under Component procedures as a valid bill-to DoDAAC, the requisition shall not be authorized for further processing. Cite FV Reply code 2.

C7.7.3. If the Fund Code is not recognized and acceptable to the billed Component, the requisition shall not be authorized for further processing. Cite FV Reply Code 3.

C7.7.4. If the requisition document number (or document number/suffix) is a duplicate of a previously established obligation, the requisition shall not be authorized for further processing. Cite FV Reply Code 4.

C7.8. REQUISITON MODIFICATIONS. Requisition modifications shall be processed for verification of funds availability to ensure that the original requisition obligation is on file and any applicable changes to fund code or bill-to activity are acceptable. The materiel identification on the modification must match that on the original requisition. The responsible Component shall not reject or establish a new obligation for requisition modifications due to a duplicate document number.

C7.8.1. Where no action is taken due to a previously recorded obligation and there are no error conditions, the requisition modification shall be authorized for further processing. Cite FV Reply Code H.

C7.8.2. Where the materiel identification does not match that of the previously recorded obligation matching on document number, the requisition shall be rejected. Cite FV Reply Code 5.

C7.8.3. If the Component has no identified obligation for the document number (or document number/suffix), process as a new requisition under the above procedures for verification of Component funds availability. Cite the applicable FV reply code. Note: The funds verification process may result in rejecting modifications to requisitions that had previously processed successfully by the SoS. Direct communication with the requisitioning Component's financial office and possibly the SoS may be required to resolve the problem.

C7.9. REQUISITION FOLLOW-UPS. Requisition follow-ups in DLMS 869F, Document Identifier Code (DIC) AT_ format shall be processed for verification of funds availability to ensure that the original requisition obligation is on file. The materiel identification on the follow-up must match the original requisition. The responsible Component shall not reject or establish a new obligation for these follow-ups due to a duplicate document number.

C7.9.1. Where no action is taken due to previously recorded obligation and there are no error conditions, the requisition follow-up shall be authorized for further processing. Cite FV Reply Code H.

C7.9.2. Where the materiel identification does not match that of the previously recorded obligation (matching on document number), the requisition shall be rejected. Cite FV Reply Code 5.

C7.9.3. If the Component has no obligation identified for the document number (or document number/suffix), process as a new requisition under the above procedures for verification of Component funds availability. Cite the applicable FV reply code. Note: The funds verification process may result in rejecting follow-ups to requisitions that had previously processed successfully by the SoS. Direct communication with the requisitioning Component's financial office and possibly the SoS may be required to resolve the problem.

C7.10. REVISION OF REQUISITION CONTENT. Customers receiving a reply code indicating that their requisition is not authorized for further processing shall be provided an opportunity to revise the requisition content. For example, the customer may choose to reduce the extended dollar value by reducing the quantity ordered or correct the bill-to activity DoDAAC or fund code, as applicable. Subsequent to customer update, the Request for Verification Funds Availability shall be re-transmitted.

C7.11. ALTERNATIVES FOR UNTIMELY APPLICATION INTERFACE. When the ordering application is unable to establish a timely interface with the responsible Component application, and the customer awaits the real-time funds availability reply, the ordering application may offer two alternatives:

C7.11.1. Unmonitored Funds Verification. The Verification of Funds Availability Request shall be transmitted without direct feedback to the customer. The ordering application shall re-send the request every 15-30 minutes for up to 3-hours[4] while the requisition is held in a pending status. If the reply is received indicating that the requisition is authorized for further processing, the requisition shall be forwarded to the SoS with no further action.

C7.11.1.1. If the FV Reply Code indicates that the requisition is not approved for further processing, the Internet ordering application shall retain the FV Reply Code for customer queries of requisition status. In addition:

C7.11.1.1.1. If the requisition is rejected using FV Reply Code 1-3, the ordering application shall transmit the requisition to the SoS via DAAS, citing Supply Status CX and the Internet ordering application's Routing Identifier Code (GSA Internet ordering applications shall cite "GSA" and DoD EMALL shall cite "SME") in the DLMS requisition. DAAS shall recognize this as a trigger for preparation of supply status indicating rejection of the requisition. DAAS shall prepare and return to all applicable status recipients the MILSTRIP Supply Status perpetuating the CX status. The Internet

[4] Actual time window for repeated attempts to contact the financial application may vary by Internet application.

ordering application shall be perpetuated by DAAS as the Routing Identifier Code (RIC) From of the Supply Status. DAAS shall not forward the requisition to the SoS.

C7.11.1.1.2 If the requisition is rejected using FV Reply Code 4 (duplicate document number/suffix), the requisition shall not be forwarded.

C7.11.1.1.3 If the requisition is rejected using FV Reply Code 5 (modifier/follow-up with miss-match on materiel identification), the requisition shall not be forwarded.

C7.11.1.2. If no reply is received after repeated attempts, the requisition shall be forwarded to the SoS with no action.

C7.11.2. Hold for Later Processing. The customer may choose to place the order ("shopping cart") in a hold status, and retry later. The ordering application shall not attempt to re-send the request. The order shall be saved for later processing to be initiated by the customer.

C7.12. BATCH ACCEPTANCE. Where the ordering application accepts batch ordering or input via MILSTRIP/DLMS format (e.g., multiple transactions uploaded as a batch, or without real-time direct interaction between the application and the customer, such as via DoD EMALL Manual Order Entry System (MOES)), the ordering application shall process the Verification of Funds Availability Request as described in paragraph C7.11.1. above using unmonitored funds verification procedures.

AP1. APPENDIX 1

FUND CODE TABLES AND RELATED LISTINGS

AP1.1. Fund code to fund account conversion tables are published at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v4a1_01.docx.

The authoritative reference table is published at the Defense Automatic Addressing System (DAAS) Website https://www.daas.dla.mil/daashome/services.asp.

AP1.2. Fund code to billed office DoD Activity Address Code (DoDAAC) conversion tables are published at https://www2.dla.mil/j-6/dlmso/certaccess/elibrary/manuals/dlm/v4/v4a1_02.docx **(Requires CAC or PKI Certificate)**.

The authoritative reference table is published at the DAAS Website https://www.daas.dla.mil/daashome/services.asp.

AP1.3. H series DoDAACs authorized to use interfund fund codes are published at https://www2.dla.mil/j-6/dlmso/certaccess/elibrary/manuals/dlm/v4/v4a1_03.docx **(Requires CAC or PKI Certificate)**.

The authoritative reference table is published at the DAAS Website https://www.daas.dla.mil/daashome/services.asp.

AP2. APPENDIX 2

CODES

APPENDIX	TITLE	PAGE
AP2.1	Document Identifier Codes	AP2.1-1
AP2.2	Fund Codes	AP2.2-1
AP2.3	Billing Advice Codes	AP2.3-1
AP2.4	Billing Status Codes	AP2.4-1
AP2.5	Type of Bill Codes	AP2.5-1
AP2.6	Recipient of Billing Status Codes	AP2.6-1
AP2.7	Sales Price Condition Codes	AP2.7-1
AP2.8	GSA Customer Supply Center Codes	AP2.8-1
AP2.9	Information Indicator Codes	AP2.9-1
AP2.10	Signal Codes	AP2.10-1
AP2.11	Other Codes	AP2.11-1

AP2.1. APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Alpha or Alpha Numeric
EXPLANATION:	Identifies all authorized MILSBILLS transactions. The “H” series (not shown) are the same as the “F” series except for the first position of the code, and are reserved for use during simulated mobilization exercises (see chapter 2). The “G” series codes denote noninterfund billings.

DIC(s)	TITLE
FAE	Request for Adjustment of Non-Fuel Billing
FAF	Follow-up on Request for Adjustment of Non-Fuel Billing
FAR	Reply to Request for Adjustment of Non-Fuel Billing
FAS	Response to Follow-up on Request for Adjustment of Non-Fuel Billing
FA1, GA1	Billing for Issue from Stock (Charge)
FA2, GA2	Billing for Issue from Stock (Credit)
FB1, GB1	Billing for Direct Delivery of Stocked Items (Charge)
FB2, GB2	Billing for Direct Delivery of Stocked Items (Credit)
FCA	Fund Code to Appropriation Update Record
FCB	Fund Code to Billed Office DoDAAC Update Record
FCT	Text Header Record: Fund Code Changes
FC1, GC1	Billing for Decentralized, Noncatalogued, and Nonstocked Items (charge)
FC2, GC2	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit)
FDE	Request for Summary Level Billing Adjustment
FDF	Follow-up on Request for Summary Level Billing Adjustment
FDR	Reply to Request for Summary Level Billing Adjustment
FDS	Response to Follow-up on Request for Summary Level Billing Adjustment

DIC(s)	TITLE
FD1, GD1	Materiel Return Program Credit
FD2, GD2	Materiel Return Program Credit (Reversal)
FE3, GE3	Notice of Nonreimbursable Issue
FE4, GE4	Notice of Nonreimbursable Issue (reversal)
FF1, GF1	Billing for DoD Dependent School Supplies (Charge)
FF2, GF2	Billing for DoD Dependent School Supplies (Credit)
FG1, GG1	GSA Customer Supply Center Billing (Charge)
FG2, GG2	GSA Customer Supply Center Billing (Credit)
FJE	Request for Adjustment of Fuel Billing
FJF	Follow-up on Request for Adjustment of Fuel Billing
FJR	Reply to Request for Adjustment of Fuel Billing
FJS	Reply to Follow-up on Request for Adjustment of Fuel Billing
FJ1, GJ1	Billing for Bulk Petroleum (Charge)
FJ2, GJ2	Billing for Bulk Petroleum (Credit)
FK series	Reserved for the use of security assistance (see DoD 7000.14, Volume 15)
FL1, GL1	Retail Loss Allowance - Credit Reversal
FL2, GL2	Retail Loss Allowance - Credit
FN1, GN1	Accessorial and Other Miscellaneous Billings (Charge)
FN2, GN2	Accessorial and Other Miscellaneous Billings (Credit)
FP1, GP1	Billing for Into-Plane Issues (Charge)
FP2, GP2	Billing for Into-Plane Issues (Credit)
FQ1, GQ1	Billing for Transportation (Charge)
FQ2, GQ2	Billing for Transportation (Credit)
FR1, GR1	Billing for Export Transportation (Charge)
FR2, GR2	Billing for Export Transportation (Credit)
FS1, GS1	Summary Billing Record (Net Charge)
FS2, GS2	Summary Billing Record (Net Credit)
FTB	Reply to Follow-up for Materiel Return Program Credit
FTP	Follow-up for Materiel Return Program Credit

DIC(s)	TITLE
FT2	Materiel Receipt Status
FU1, GU1	Progress Payment (Charge)
FU2, GU2	Progress Payment (Recoupment)
FX1, GX1	Trade, Quantity, and Other Allowances (Charge)
FX2, GX2	Trade, Quantity, and Other Allowances (Credit)
QB1	Request for Retransmission of Bill (Copy)

AP2.2. APPENDIX 2.2

FUND CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha or Numeric

AP2.1. Fund codes are two position alpha/numeric codes used in conjunction with Service or Agency Code of the billed office to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded).

- The fund code to disbursement fund account conversion tables are published online in Part I of the Fund Code Table at: https://www.daas.dla.mil/daashome/services.asp
- Only valid appropriations and limits may be associated with fund codes. The undistributed intergovernmental payments account, F3885 may not be associated with fund codes or used on interfund bills.
- When a fund code used in the billing and adjustment process is not found on the fund code to disbursement fund account conversion table the appropriation charged shall be assigned as follows:

Organization (Billed Service Code)	Interfund Default Appropriation
Contractor (C, E, L, Q, U)	Not applicable, noninterfund
Non-DoD (G, Z, HX, Numeric)	Not applicable, noninterfund
Army (A, W)	21*2020
Air Force (D, F)	57*3400
Navy (N, P, R, V)	17*1804
Marine Corps (K, M)	17*1106
Defense Logistics Agency (S, T)	97X4930.5999
Other Defense Agency (H)	Not applicable, noninterfund.

AP2.2. An additional use for the fund code, when the signal code is C or L, is to indicate the DoDAAC of the “bill-to” office. See AP1 for codes.

AP2.3. Requisitions submitted to DoD Activities and the General Services Administration shall always contain a fund code, unless the materiel requested shall be issued without charge. When the materiel shall be issued without charge the signal code (pos. 51) shall be D or M (free issue) and the fund code shall not be significant.

AP2.4. Defense Agencies and others using H series DoDAACs may use fund codes designating interfund billing only if the requisitioning DoDAAC is identified as authorized to use interfund. See AP1 for authorized DoDAACs.

AP2.5. Agency designated Fund Code Coordinators are responsible for maintaining fund codes for their Service or Agency. Fund code coordinators are identified at ***www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4.asp.***

AP 2.3. APPENDIX 2.3

BILLING ADVICE CODES

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Numeric
EXPLANATION:	Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office. See chapter 4 for information on the use of the codes.

Code	Description
11	Duplicate billing record received. Request credit.
12	Wrong amount billed. Request credit.
13	Wrong office billed. Request credit and re-billing to correct office.
14	Bill received for materiel requisitioned as nonreimbursable. Materiel not received. Request credit.
15	Bill received for unauthorized accessorial charge. Request credit.
17	Bill received for confirmed canceled requisition. Materiel not received. Request credit.
18	Bill received for back ordered materiel. Materiel not received. Request credit.
19	Incomplete bill. Detail billing records do not support the amount billed. Request credit or corrected bill.
20	Bill received following billing office reply that an adjustment billing could not be rendered. Request credit.
21	TDR (SF 361) submitted over 60 days ago; adjustment bill not received. Request credit.
23	Promised adjustment not received. Request credit.

Code	Description
24	Reply to Product Quality Deficiency Report (SF 368) indicated adjustment authorized. Request refund.
26	Reply to Supply Discrepancy Report (SF 364) indicated adjustment authorized; however, adjustment billing not received. Request credit status.
27	Material laterally redistributed as directed and shipment status (AS6) provided; however, credit billing not received. Request credit status.
34	Requisitioned materiel received. Request billing status.
35	Shipment status received for materiel requisitioned for security assistance. Request billing status.
41	Request copy of billing.
42	Duplicate summary level billing (same bill number). Request credit.
43	Duplicate summary level billing (different bill number). Request credit.
44	Duplicate summary level billing within second billing. Request credit.
51	Unable to process billing under interfund procedures. Request interfund reversal and re-billing under noninterfund procedures.
52	Billed by interfund when requisition or other document specified noninterfund billing. Request interfund reversal and re-billing under noninterfund procedures.
55	Refer to accompanying letter of explanation.
90-99	Reserved for internal use. May not be reflected on any document forwarded outside the activity.

AP2.4. APPENDIX 2.4

BILLING STATUS

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Alphabetic
EXPLANATION:	Billing status codes are used in replies to requests for billing adjustment, duplicate billing, or billing status. The first position entry, when present, is significant only to the billing office. The second and third position entries listed below convey significant information to the billed office.

Code	Description
"A" SERIES: REQUEST DENIED	
AA	Duplicate billing record resulted from receipt of duplicate requisition and resulting duplicate issue.
AB	Billing record reflected correct unit price, quantity, and extended amount.
AC	Billing record was prepared in accordance with requisition, excess report, or request for adjustment.
AD	Either nonreimbursable was not authorized, or if authorized, was not specified in the requisition.
AE	Accessorial charge was authorized, requested, and furnished.
AF	Materiel either was not back ordered or was issued following notification of back order.
AG	Requested adjustment, not related to a discrepancy report, is less than the minimum dollar value prescribed for adjustment.
AH	Prescribed record retention period has elapsed.
AI	Adjustment was issued under bill number shown in pos. 54-58.
AJ	Requisition or excess report did not specify billing under noninterfund procedures.
AK	Copy of bill should be requested from DLA Transaction Services.

Code	Description
AM	Discrepancy report required the return of the discrepant or deficient materiel. Credit cannot be provided until the depot receives the materiel. If the materiel was shipped, initiate shipment tracer.
AO[1]	Request was not received within allowable timeframes.
AP	Cancellation request either was not received or was received but not confirmed.
AR	Reply to discrepancy report did not promise adjustment.
AS	Reply was not furnished indicating that billing could not be rendered.
"C" SERIES: REQUEST GRANTED	
CA	Duplicate, adjustment, or corrected bill shall be issued in the next billing cycle.
"D" SERIES: ADVISORY RESPONSE	
DA	No record of requested bill in DLA Transaction Services files. Request forwarded to billing office.
DC	Materiel was issued on a nonreimbursable basis.
DD	Billing or adjustment was rendered under bill number shown in pos. 54-58.
DF	No record of cited document number or bill number is on file.
DH	Billing or adjustment under the cited document number shall be furnished in the next billing cycle.
DI	Letter of explanation shall follow.
"E" SERIES: REQUEST REJECTED	
EA	Request is incomplete or contains invalid data. Review and resubmit with correct data.
EF	No record of duplicate billing under bill number(s) cited.
EH	No duplicate billing. Duplicate summary billing record was not reported to the Treasury Department.

1 The fact that the record retention period has elapsed by the time the discrepancy report is validated or the adjustment request is completed may not be used as a basis for denying or failing to comply with the adjustment request if the request was submitted within prescribed timeframes.

Code	Description
EI	No record of requisition or shipment. Submit[2] a copy of the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, or equivalent.

2 For fuel shipments provide the following information by letter or message: supply source for product received, contract number for direct deliveries, and if shipped by DFSP, the DoDAAC of the DFSP.

AP2.5. APPENDIX 2.5

TYPE OF BILL CODES

NUMBER OF CHARACTERS:	Two
TYPE OF CODE:	Alphabetic
EXPLANATION:	Types of bill codes are provided, at the option of the billing office, on the detail billing records to indicate to the billed office the purpose of the billing.
Code	Description
AA	Bill for materiel issued, quantity billed is equal to quantity requisitioned.
AB	Bill for materiel issued, quantity billed is less than quantity requisitioned due to partial issue.
AC	Bill for materiel issued, quantity billed is greater or less than quantity requisitioned due to unit pack adjustment.
AR	IMM authorized returns under the Materiel Returns Program.
DB	Bill for the Delta amount (Standard Price minus Exchange Price) (Commonly referred to as “Carcass Charge” within Navy).
DR	IMM directed returns under the Asset Visibility (Procurement Offset) Program.
EP	Bill at Exchange Price (Commonly referred to as “Net Price” within Navy).
HM	Hazardous materiels.
HW	Hazardous waste disposal services.
LR	IMM directed Lateral Redistributions.
QD	Bill to adjust the amount previously billed due to approval of a PQDR.
RB	Credit Bill to reverse a Delta Bill (DB) under Exchange Pricing (Commonly referred to as “Carcass Charge Reversal” within Navy).
SC	Credit Bill for Serviceable Credit under Exchange Pricing (May be Exchange Price or Delta Price for Navy).

Code	Description
TD	Bill to adjust the amount previously billed due to approval of a TDR.
TM	Bill for creditable excess materiel returned, reduced credit allowed for quantity shown.
TN	Bill for creditable excess materiel returned, full credit allowed for quantity shown.
WP	Bill to adjust the amount previously billed due to approval of an SDR.
WR	Bill to adjust amount billed previously, due to warehouse refusal.
WS	Bill to adjust amount billed previously, due to billing error detected by billing office.
WT	Bill to adjust amount billed previously, due to billing error reporting by billed office.
WU	Bill to adjust the amount billed previously, due to approval of discrepancy report. Use until codes QD, WP, and TD are implemented.
WV	Bill to adjust amount billed previously, due to failure to return materiel as directed.

AP2.6. APPENDIX 2.6

RECIPIENT OF BILLING STATUS CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Recipient of Billing Status Codes are used in requests for billing adjustment to convey to the processor or DLA Transaction Services the identity of the activity to receive the billing reply and status.

Code	Description
2	Reply to DoDAAC shown in pos. 30-35
4	Reply to DoDAAC shown in pos. 45-50
9	Reply to DoDAAC designated by pos. 52

AP2.7. APPENDIX 2.7

SALES PRICE CONDITION CODE

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alphabetic
EXPLANATION:	Indicates that the indicated standard unit price is not the actual billing unit price used. The actual billing unit price is equal to the billing amount divided by the quantity.

Code	Description
B	Sales price reduced as agreed. The amount billed does not equal the unit price extension (quantity times unit price). The actual amount is equal to a “discounted” unit price (not shown) extension.
X	Used by Navy. When used on DIC FA1, indicates that this is an additional charge for non-return of a Depot Level Repairable carcass. When used on DIC FA2, indicates that this is a reversal of a previous charge for non-return of a Depot Level Repairable carcass.

AP2.8. APPENDIX 2.8

GENERAL SERVICES ADMINISTRATION CUSTOMER SUPPLY CENTER CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Numeric

EXPLANATION: Codes identifying GSA customer supply centers

Code	Location
11	Naval Air Depot, Jacksonville, FL Building 101, Gate #1 Mezzanine #5 Jacksonville, FL 32212
21	Servmart – Quantico, VA 7 Zeilin Road Building #7 MCB Quantico, VA 22134-5109
25	RAF Lakenheath 48 Fighter Wing – Logistics Readiness Squadron RAF Lakenheath, Bldg 1035 Brandon, Great Britain IP27 9PN
26	U.S. Army – Chievres U.S. Army Hangar 3 Base Aerienne DeEta 7950 Chievres, Belgium
27	U.S. Army – Schinnen U.S. Army Building 73 Nutherweg 60 5365 ER Schinnen, Netherlands
39	U.S. Marine Corps Air Ground Combat Center – 29 Palms GSA Global Supply Store Building 1102 Twenty-nine Palms, CA 92278-8108

Code	Location
41	U.S. Marine Corps Air Station – Iwakuni USMC Servmart #41 GSA Global Supply Building 1007, Bay 701 Misumi-Machi, Iwakuna-Shi Yamaguchi-Ken Prefecture, SW Honshu 740-2005 (JP) MCAS Iwakuni, Japan
43	U.S. Air Base – Misawa Unit 5014, Building 1334 35 Logistics Readiness Squadron \1-Chrome, Hirahata, Misawa City Aomori-Prefecture, Japan 033-0012 (JP)
44	U.S. Air Base – Kadena GSA Global Supply Mart #44 Unit 5257 Building 792 18 Logistics Readiness Squadron Kadena-Cho, Okinawa-Prefecture, Japan 904-0117 (JP) Kadena AB, Okinawa Japan
46	U.S. Air Base – Yokota GSA Global Supply Mart #46 Unit 5234 Building 924 374 Logistics Readiness Squadron Fussa-City, Tokyo Prefecture, Japan 197-00001 (JP)
48	U.S. Air Base – Osan GSA Global Supply GSA Mustang Mart #48 Unit 2078, BLDG 819, Building 837 51 Logistics Readiness Squadron Song Tan City, (ROK), Korea 459-120 (ROK) Osan AB, Korea
50	U.S. Air Base – Kunsan GSA Global Supply GSA Wolfpack Mart #50 Unit 2025, Building 823 8 Logistics Readiness Squadron Gwangju Cholla-Buk Do, (ROK) Korea 570-150 (KR) Kunsan AB, Korea

Code	Location
53	U.S. Army Garrison – Camp Zama GSA Global Supply Mart #53 Unit 5006, Building 320 Department of Logistics – 17th Supply Area Support Group Soubudai, Zama City Kanagawa-Prefecture Japan 228-0027 (JP)
64	GSA Global Supply Store 450 Golden Gate Avenue San Francisco, CA 94102
65	Servmart – Camp Pendleton, CA Building 2210 Camp Pendleton, CA 92055
71	Marine Corps Base - Camp Butler GSA Global Supply Mart #71 Unit 5001, Building 5969 Chatan-cho, Okinawa-Prefecture 904-0200 (JP) Okinawa Ryukyu, Japan USMC Camp Butler, Okinawa Japan
73	U.S. Marine Corps Base – Camp LeJeune LeJeune First Choice 1606 Fir Street Camp LeJeune, NC 28542-0007
74	U.S. Naval Base Marianas (Not a Walk-in Store) Defense Distribution Center – Guam & Marianas GSA Mart #74 Building 2118 – Receiving Station Sumay Drive Santa Rita, Guam 96915-1000
76	U.S. Army – Baumholder Smith Barracks, Building 8716 Aulenbacher Strasse 55774 Baumholder, Germany
77	U.S. Army Stuttgart Patch Barracks, Building 2317 Katzenbach Strasse 70569 Stuttgart/Vaihingen, Germany

Code	Location
78	U.S. Army Mannheim Spinelli Barracks, Building 1536 Am Aubuckel 68259 Mannheim, Germany
79	U.S. Army – Kaiserslautern Kaiserslautern Industrial Center, Building 2264 Mannheimer Strasse 209 67657 Kaiserslautern, Germany
80	Servmart – Albany, GA Marine Corps Logistics Base 814 Radford Boulevard Warehouse 1330 Albany, GA 31704
81	USMC – Barstow, CA Marine Corps Logistics Base C Street Warehouse 8 Door #22 Shop Stores Barstow, CA 92311-5050
89	GSA Global Supply Store Building 1726 530 Kuntz Avenue Honolulu, HI 96818
92	U.S. Naval Base – Yokosuka (Not a Walk-in Store) GSA Global Supply Mart #92 Fleet Industrial Supply Center - Yokosuka, Building B-52 Honcho 1 Chrome, 1 Ban Kanagawa-Prefecture Yokosuka - shi, Japan 238-001 (JP)
93	U.S. Naval Base – Singapore (Not a Walk-in Store) Fleet and Industrial Supply Ctr – Det Yokosuka GSA Global Supply Mart #93 Singapore CRRC Program Bldg 74 ODE PSA SEMBAWANG Deptford Road Sembawang, Singapore SG
94	GSA Eastern Distribution Center 1900 River Road Burlington, NJ 08016

Code	Location
95	GSA Global Supply Store 5250 Gibson Avenue, Bay 4 Elmendorf AFB, AK 99506-4430
96	GSA Customer Supply Center Building #510 Rough & Ready Island Stockton, CA 95203
98	GSA Global Supply Store Building 2069 Humphreys Road Schofield Barracks, HI 96857

AP2.9. APPENDIX 2.9

INFORMATION INDICATOR CODE

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alpha or numeric
EXPLANATION:	This code, located in position 39 of the summary billing record, conveys special information to offices receiving the Interfund bill.

Code	Information Conveyed
H	Hazardous Waste Disposal Services
R	Exact reversal of a previously submitted and erroneous summary billing record
X	Denoted DLA Transaction Services provided copy[1] of an Interfund bill

[1] DLA Transaction Services routes and retains copies of billing originated at a billing office. Bills retrieved by DLA Transaction Services from their files and retransmitted to an office are copies. Copies may, however, be treated as originals if appropriate.

AP2.10. APPENDIX 2.10

SIGNAL CODE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha

EXPLANATION: This code is prescribed by DLM 4000.25-1 and is used to designate the bill-to and ship-to (or ship-from in the case of DIC FT_ and FD_ records) activities. The descriptions shown below are presented in an abbreviated form. Refer to MILSTRIP for additional information.

Code	Bill-To	Ship-To/From
A	Requisitioning/Reporting Activity (pos. 30-35)	Requisitioning/Reporting Activity (pos. 30-35)
B	Supplementary Addressee (pos. 45-50)	Requisitioning/Reporting Activity (pos. 30-35)
C	Addressee designated by the fund code	Requisitioning/Reporting Activity (pos. 30-35)
D	Free issue	Requisitioning/Reporting Activity (pos. 30-35)
J	Requisitioning/Reporting Activity (pos. 30-35)	Supplementary Addressee (pos. 45-50)
K	Supplementary Addressee (pos. 45-50)	Supplementary Addressee (pos. 45-50)
L	Addressee designated by the fund code	Supplementary Addressee (pos. 45-50)
M	Free issue	Supplementary Addressee (pos. 45-50)
W	Reserved for Intra-Service use	Requisitioning/Reporting Activity (pos. 30-35)
X	Reserved for Intra-Service use	Supplementary Addressee (pos. 45-50)

AP2.11. APPENDIX 2.11

OTHER CODES

NUMBER OF CHARACTERS:	Variable
TYPE OF CODE:	Variable
EXPLANATION:	This appendix provides the source and other information for codes used or referred to in this manual which are prescribed by other DoD publications and not republished in this manual.
Code	Authoritative Source
Asset Transaction Status	DLM 4000.25-1
CommRI	ACP 117
Content Indicator	JANAP 128
Delivery Source	DoD 7000.14-R, Chapter 8, Volume 15
DoD Activity Address	DLM 4000.25, Volume 6, Chapter 2
FMS Country	DoD 5105.38-M
Media and Status	DLM 4000.25-1
Mode/Method	Volume I, DoD 4500.32-R
Routing Identifier Code	DLM 4000.25-1
Service/Agency	DLM 4000.25-1
Stock Fund or Non Stock Fund	DoD 7000.14-R, Chapter 8, Volume 15
Transportation Bill	DoD 7000.14-R, Chapter 8, Volume 15
Type of Assistance	DoD 5105.38-M
Unit of Issue[1]	DLM 4000.25-1

[1] Also referred to as the Unit of Measurement Code

AP3. APPENDIX 3

RECORD FORMATS

DIC	TITLE
FAE FAF	Request for Adjustment of Non-Fuel Billing Follow-up on Request for Adjustment of Non-Fuel Billing www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FAE_FAF.docx
FAR FAS	Reply to Request for Adjustment of Non-Fuel Billing Response to Follow-up on Request for Adjustment of Non-Fuel Billing www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FAR_FAS.docx
FA1, GA1 FA2, GA2	Billing for Issue from Stock (Charge) Billing for Issue from Stock (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FA1_FA2_GA1_GA2.docx
FB1, GB1 FB2, GB2	Billing for Direct Delivery of Stocked Items Charge) Billing for Direct Delivery of Stocked Items (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FB1_FB2_GB1_GB2.docx
FCA	Fund Code to Appropriation Update Record www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/20v4_FCA.docx
FCB	Fund Code to Billed Office DoDAAC Update www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FCB.docx
FCT	Text Header Record: Fund Code Related Changes to DLA Transaction Services www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FCT.docx
FC1, GC1 FC2, GC2	Billing for Decentralized, Noncatalogued, and Nonstocked Items (Charge) Billing for Decentralized, Noncatalogued, and Nonstocked Items (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FC1_FC2_GC1_GC2.docx
FDE FDF	Request for Summary Level Billing Adjustment Follow-up on Request for Summary Level Billing Adjustment www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FDE_FDF.docx
FDR FDS	Reply to Request for Summary Level Billing Adjustment Response to Follow-up on Request for Summary Level Billing Adjustment www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FDR_FDS.docx
FD1, GD1 FD2, GD2	Credit for Excess Materiel Return (Reversal) Credit for Excess materiel Return (No Charge) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FD1_FD2_GD1_GD2.docx

DIC	TITLE
FE3, GE3 FE4, GE4	Notice of Nonreimbursable Issue Notice of Nonreimbursable issue (reversal) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FE3_FE4_GE3_GE4.docx
FF1, GF1 FF2, GF2	Billing for DoD Dependent School Supplies (Charge) Billing for DoD Dependent School Supplies (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FF1_FF2_GF1_GF2.docx
FG1, GG1 FG2, GG2	GSA Customer Supply Center Billing (Charge) GSA Customer Supply Center Billing (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FG1_FG2_GG1_GG2.docx
FJE FJF	Request for Adjustment of Fuel Billing Follow-up on Request for Adjustment of Fuel Billing www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FJE_FJF.docx
FJR FJS	Reply to Request for Adjustment of Fuel Billing Reply to Follow-up on Request for Adjustment of Fuel Billing www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FJR_FJS.docx
FJ1, GJ1 FJ2, GJ2	Billing for Bulk Petroleum (Charge) Billing for Bulk Petroleum (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FJ1_FJ2_GJ1_GJ2.docx
FL1, GL1 FL2, GL2	Retail Loss Allowance - Credit Reversal Retail Loss Allowance - Credit www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FL1_FL2_GL1_GL2.docx
FN1, GN1 FN2, GN2	Accessorial and Other Miscellaneous Billings (Charge) Accessorial and Other Miscellaneous Billings (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FN1_FN2_GN1_GN2.docx
FP1, GP1	Billing for Into-Plane Issues (Charge/Credit) http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FP1_FP2_GP1_GP2_A.docx
FP2, GP2	Retail Petroleum Issues (Charge/Credit) http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FP1_FP2_GP1_GP2_B.docx
FQ1, GQ1 FQ2, GQ2	Billing for Transportation (Charge) Billing for Transportation (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FQ1_FQ2_GQ1_GQ2.docx

DIC	TITLE
FR1, GR1 FR2, GR2	Billing for Export Transportation (Charge) Billing for Export Transportation (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FR1_FR2_GR1_GR2.docx
FS1, GS1 FS2, GS2	Summary Billing Record (Net Charge) Summary Billing Record (Net Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FS1_FS2_GS1_GS2.docx
FTB	Reply to Follow-up for Materiel Return Program Credit www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FTB.docx
FTP	Follow-up for Materiel Return Program Credit www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FTP.docx
FU1, GU1 FU2, GU2	Progress Payment (Charge) Progress Payment (Recoupment) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FU1_FU2_GU1_GU2.docx
FW1, GW1 FW2, GW2	Cash Discounts (Charge) Cash Discounts (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FW1_FW2_GW1_GW2.docx
FX1, GX1 FX2, GX2	Trade, Quantity, and Other Allowances (Charge) Trade, Quantity, and Other Allowances (Credit) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_FX1_FX2_GX1_GX2.docx
QB1	Request for Retransmission of Bill (Copy) www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLM/v4/v4_QB1.docx

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 6

LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

June 5, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 6, June 25, 2013
Change 2

DEFENSE LOGISTICS MANAGEMENT SYSTEM
VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES
CHANGE 2

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added.

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

A. ADC 448A dated October 2, 2012. Approved Addendum, Address Line 5 Country Name Implementation and related DoDAAD Batch Transactions. No change to manuals or DLMS Supplements.

B. ADC 448B dated October 2, 2012. Delayed implementation for International Organization for Standardization 3166-1 Codes for the Identification of Countries and their Subdivisions. Revises Chapter 3.

C. ADC 1025 dated 12 September 2012. Update to Routing Identifier Codes, DoD Activity Address Codes, Reparable/Non-repairable National Item Identification Numbers, combatant Command designations in the Logistics Metrics Analysis reporting System. Revises Chapter 4 (file linked from C4.6.3.1.2, Table D, Inventory Control Points).

D. ADC 1025A dated February 6, 2013. Addendum to Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Non-reparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System. Revises Chapter 4. (file linked from C4.6.3.1.2, Table D, Inventory Control Points).

E. ADC 1038 dated September 11, 2012. Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules. Revises Chapter 4.

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

Added or Replaced Files

Change History Page
Table of Contents
Chapter 3
Chapter 4

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

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 6 – LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 6 prescribes DoD standard procedures, data and transactions used in support of enterprise services related to customer addressing and logistics pipeline performance measurement.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1 Chapter 3 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

IV. This Volume is approved for public release and is available electronically at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

VOLUME 6 – LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
226	3/1/2007	**Revision of MILSTRIP, MILSBILLS and DLMS to add DoDAAC Authority Code Edits.** This change will establish a new edit for DoDAACs by Authority Code in order to restrict requisitioning, shipment and billing by DoDAAC. DoDAAC Authority Codes are applicable to all Components. This change will revise DLMS, MILSTRIP and MILSBILLS to identify DoDAAC authorities for requisitioning, shipment and billing, and to provide for DAAS and source of supply rejection, under DLMS, MILSTRIP and MILSBILLS of requisitions or bills, as appropriate.	0
251	8/1/2007	**Department of Defense Activity Address Directory (DoDAAD).** This issued the new DoDAAD manual as an ADC.	0
262	12/19/2007	**Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders**. Revise MILSTRIP/DLMS procedures to include instructions on cancellation of orders, citing a ship-to or bill-to DoDAAC that has been deleted, as identified in the DoD Activity Address Directory (DoDAAD). In response to comments on the proposal, the following clarification is provided: The intent is for all Components to implement this procedure change while modernizing or as soon as practical, thereby canceling open orders/backorders for which there is a deleted DoDAAC identifying the bill-to or ship-to activity. This procedure complements the existing procedure to cancel backorders where the requisitioner DoDAAC has been deleted. Updates from the original staffing are highlighted.	0
298	9/16/2008	**Department of Defense Activity Address Directory (DoDAAD) Enhancements.** This change documents the proposed procedures that are applicable to the reengineered DoDAAD. The ADC contains many enhancements. One change calls for adding the new GSA unique fields to the DAASINQ and enhanced eDAASINQ. One change establishes DoD policy that Component governing directives require that deploying units have current DoDAAC information prior to deployment. The remaining changes expand the capability of the DoDAAD web update page. DAASC will need to make both database and code changes to implement the new requirements.	0

ADC Number	Date	Change Description	Version
318	3/24/2009	**DoD Activity Address Directory (DoDAAD) Country Codes in the DoDAAD (Staffed as PDC 325).** This change documents the procedures that are applicable to the country code listing of the DoDAAD and procedures for notifying CSPs of country code changes. This change reiterates that CSPs are responsible for ensuring that their Component DoDAAC information is current and that Component CSPs must take action to ensure DoDAAC country code information is validated whenever there is a change to the country code listing. This change also excludes activity codes applicable to programs and not to countries from being entered into the address field of the DoDAAD.	0
321	4/14/2009	**Department of Defense Activity Address Directory (DoDAAD) Bill of Lading Code (BLOC).** This change documents the procedures that are applicable to the Bill of Lading Code (BLOC) in the DoDAAD, and changes the source of input from the DoDAAD Administrators to the Authoritative BLOC information source, Table Management Distribution System (TMDS). This will improve timeliness and accuracy of the BLOC data.	0
323	5/19/2009	**DoD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements.** This change documents enhancements recommended by the DoDAAD Process Review Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.	0
323A	1/21/2011	**Approved Addendum 323A to ADC 323, Rescind Multiple Contracts per DoDAAC Change.** This amends ADC 323 to delete the approved enhancement for adding multiple contracts assigned to a single DoDAAC to the DoDAAD and for modifying the eDAASINQ search capability to query the multiple contract fields.	0
336	1/25/2011	**Military Assistance Program Address Directory (MAPAD) Procedures.** This change provides updated MAPAD policy and procedures, including those associated with MAPAD reengineering. This change establishes DLMS Volume 6, Logistics Systems Interoperability Support Services, Chapter 3, MAPAD.	0
337	8/31/2009	**DoD Activity Address Directory (DoDAAD) Internal Note Field (Staffed as PDC 362).** This change adds a free-form note field to the DOD Activity Address File (DoDAAF), which will be viewable and downloadable in the Enhanced DAASC Inquiry System (eDAASINQ) by DoDAAC Central Service Points (CSPs) and Monitors, according to their existing role-based access for updating, adding or deleting DoDAACs. This field will allow DoDAAC Monitors to input internal notes related to a specific DoDAAC, which will create a historical record and assist DoDAAC CSPs and Monitors in managing their DoDAACs.	0

ADC Number	Date	Change Description	Version
354	2/4/2010	**DOD Activity Address Code (DoDAAC) Edits on Logistics Bills and Requisitions (Finance/DoDAAD/Supply).** This change provides information and procedures regarding Defense Automatic Addressing System Center (DAASC) DoDAAC edits for logistics bills and requisitions. This also incorporates an administrative change to reflect the DAASC retention of security assistance bills of 4 years after initial routing vice 2 years.	0
365	5/6/2010	**DOD Activity Address Code (DoDAAC) City State Zip Validation.** This change is to improve the validation of the CONUS city, state and zip code data by establishing procedures for DoDAAC entries that do not match the United States Postal System (USPS) authoritative source.	0
368	12/7/2010	**Procedures and Assignment of Navy DoDAACs to DLA for Use on DLA Requisitions to Military Service/GSA Sources of Supply (SoSs) in Support of Navy Industrial Activities (IAs) under BRAC SS&D/IMSP (Supply/DoDAAD).** This change requires assignment of Navy (N-series) DoDAACs for DLA's use under BRAC SS&D/IMSP and documents associated procedures. DLA will control and assign document numbers using these unique Navy DoDAACs when requisitioning from other SoSs in support of Navy industrial activities (IA) including Navy Shipyards (NSYs) and Fleet Readiness Centers (FRCs). This change establishes a new business process for Navy BRAC IMSP requisitioning. It impacts DAAS routing rules and establishes DAAS rules for creation of supply and shipment status associated with these requisitions. Other DoD Components processing rules are not impacted.	0
383	5/18/2010	**DoD Activity Address Directory (DoDAAD) Container Consolidation Point (CCP).** This change is to implement the use of the Break Bulk Point (BBP) and Container Consolidation Point (CCP) data fields in the DoDAAD for their intended purpose under DoDAAD reengineering, as separate, discrete data fields, rather than as a single, multi-use field. This will require phased implementation.	0
384	5/21/2011	**Special Programs for Non-DoD/Non-Federal Agency.** This change establishes Defense Logistics Management Standards (DLMS) procedures for Special Programs where the requisitioner is neither a Federal Agency nor a DoD entity, and establishes a new DoDAAC series to clearly identify such programs.	0
384A	4/7/2011	**Special Programs for Non-DoD/Non-Federal Agency.** This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs.	0
384B	10/7/2011	**Special Programs for Non-DoD/Non-Federal Agency.** This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DoDAACs from "1" to "3".	0

ADC Number	Date	Change Description	Version
385	10/21/2010	**DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for Multiple DoDAACs (DoDAAD).** This change is to designate query and download of information for multiple DoDAACs from the eDAASINQ web site as "For Official Use Only."	0
392	8/3/2010	**DoD Activity Address Directory (DoDAAD) Setting the CONUS/OCONUS Indicator.** The change is to remove the manual setting of the CONUS/OCONUS field and set the flag programmatically based on the TAC 2 address.	0
394	8/17/2010	**DoD Activity Address Directory (DoDAAD) Overseas Address Line Change for Canada and Mexico (DoDAAD and Supply).** This change corrects a problem with the last line of the overseas address lines for Canada and Mexico.	0
406	1/31/2011	**DoD Activity Address Directory (DoDAAD) Removal of Unused Fields.** The DoDAAD database contains some unused fields, which leads to confusion in the user community. This Change corrects the problem by removing the unused fields.	0
408	12/21/2010	**DoD Activity Address Directory (DoDAAD) DAASINQ RIC Display.** This change is to correct the DAASINQ display for RIC query results.	0
424	5/9/2011	**DoDAAD Modification to Break Bulk Point (BBP).** This change approves interim and longer term procedures to correct inconsistent Break Bulk Points (BBPs) for TAC1 and TAC2 addresses.	0
436	8/4/2011	**Administrative Revisions to DLMS Supplements to Remove Obsolete RIC "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with Routing Identifiers.** (1) Administrative change to update RIC field note in the DLMS to remove obsolete references to future streamlining. (2) Administrative update to the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)".	0
440	7/19/2011	**Change to DoDAAC Authority Code Assignment Process.** This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00".	0
448	9/21/2011	**Implementation of International Standards Organization (ISO) 3166-1 codes for the indentification of countries and their subdivisions (DoDAAD/MAPAD/Finance).** Implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, "Codes for the representation of names of countries and their subdivisions. Part 1: Country Codes" by September 30, 2012. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and trigraph (three characters). DLMS will implement the ISO 3166-1 two character (digraph) alpha code structure and code list in order to minimize the impact on databases, application logic, and outputs that are currently reliant and restricted to two characters. Prior to the end of calendar year 2017, the Defense Logistics Management Standards PRCs will initiate action to assess the value and	0

ADC Number	Date	Change Description	Version
		implementation requirements in migrating from ISO 3166-1 digraph to the tri-graph code structure.	
448A	10/2/2012	**Address Line 5 Country Name Implementation and Related DoDAAD Batch Transactions.** This change is an addendum to ADC 448 and not a total replacement. The addendum approves changes to the address placement and business rules associated with adding the country name to the address fields in the DoDAAD and MAPAD and removing the previously approved changes for DoDAAD batch processing. Without revision to the manual.	2
448B	10/2/2012	**Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.** 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. Chapter 3, Military Assistance Program Address Directory.	2
450	2/14/2012	**Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR).** The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.	0
462	11/29/2011	**Initial Publication of Logistics Metrics Analysis Reporting System (LMARS).** Currently no formal LMARS process and procedures exist. The DLA Transaction Services developed and posted to its web site a number of independent documents related to LMARS. These documents were developed ten years ago and serve as the only existing documentation. This ADC compiles and organizes these existing documents into a single formally published "as-is" baseline for LMARS. The formalization of the existing documents will be published as Chapter 4 of Volume 6.	0
477	02/20/2012	**Component Performing Procurement/Contracting for another Component Involving Government Furnished Materiel or Government Furnished Property (DoDAAD and Supply).** This ADC clarifies the roles and responsibilities of Components when one is performing procurement/contracting services for another and the contract involves Government Furnished Materiel or Government Furnished Property. The clarification is that the Component requesting the procurement/contract action is responsible for assigning the delivery point DoDAACs using Service Codes assigned to it and the requesting Component is also responsible for performing the MILSTRIP Management Control Activity functions. The ADC also changes two data fields in the DoDAAD database from mandatory to optional.	0

ADC Number	Date	Change Description	Version
1025	9/12/2012	**Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Nonreparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System (LMARS).** This change updates specific LMARS configuration and business rules that Components/Agencies have implemented. Revises Chapter 4, Pipeline Measurememt (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1025A	2/6/2013	**This administrative addendum corrects oversight to the requested deletion of Air Force Routing Identifier Code (RIC) DLJ in ADC 1025.** Addendum adds United States Special Operations Command RICs H92 & H9D to current listing of the RICs that function as wholesale Inventory Control Points in the Logistics Metrics Analysis Reporting System Addendum to ADC 1025, Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Nonreparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System. Revises Chapter 4, Pipeline Measurement (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1038	12/11/2013	**Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules.** This change updates the Logistics Metric Analysis Reporting System (LMARS) Fill Rules to correspond to changes implemented in the DOD supply chain. The Fill Rules were established over 10 years ago by the Customer Wait Time Committee (CWTC), which oversaw the development and implementation of LMARS. Revises DLMS Manual Volume 6 Chapter 4, Pipeline Mesaurement.	2
Adm Chng	07/12/2012	The name for Air Force Security Assistance Command has changed to Air Force Security Assistance Cooperation Directorate. The acronym AFSAC has changed and is now AFSAC-D. Revised Table C3.T1. in Volume 6, Logistics Systems Interoperability Support Services.	0

TABLE OF CONTENTS

VOLUME 6: LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

Page

FOREWORD 1

CHANGE HISTORY PAGE 2

TABLE OF CONTENTS 8

CHAPTER 1 INTRODUCTION

C1.1. GENERAL C1-1
C1.2. POLICY C1-1
C1.3. APPLICABILITY C1-1
C1.4. DoDAAD PROCESS REVIEW COMMITTEE…….. ..... C1-1
C1.5. MAPAD PROCESS REVIEW COMMITTEE C1-2
C1.6. PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE C1-2
C1.7. NONCOMPLIANCE C1-2

CHAPTER 2 DoD ACTIVITY ADDRESS DIRECTORY

C2.1. GENERAL C2-1
C2.2. GENERAL ARCHITECTURE……..... C2-2
C2.3. POLICY C2-4
C2.4. ROLES AND AUTHORITIES C2-5
C2.5. PROCEDURES C2-7
C2.6. OTHER PROCESSING AND INFORMATION C2-12

CHAPTER 3 MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY

C3.1. GENERAL C3-1
C3.2. POLICY C3-3
C3.3. MAPAD ACCESS C3-3
C3.4. RESPONSIBILITIES C3-4
C3.5. SYSTEM MAINTENANCE C3-7
C3.6. USE OF MAPAC IN MILITARY STANDARD REQUISTIONING AND ISSUE PROCEDURES ……..... C3-7
C3.7. COMPOSITION OF CLEAR TEXT ADDRESSES C3-8
C3.8. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED PROCESSING FILES C3-10
C3.9. FREIGHT FORWARDER/COMPONENT SECURITY ASSISTANCE OFFICE C3-11

C3.10. FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS C3-12
C3.11. FREIGHT ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES C3-14
C3.12. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES C3-15
C3.13. CONSTRUCTION OF CANADIAN MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES C3-18
C3.14. TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES .. C3-18
C3.15. SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES C3-21
C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES C3-22
C3.17. EFFECTIVE DATE AND DELETEION DATE FOR FOREIGN MILITARY SALES C3-22
C3.18. OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES C3-22
C3.19. DELIVERY TERM CODES FOR FOREIGN MILITARY SALES C3-23
C3.20. PRIORITIES FOR FOREIGN MILITARY SALES C3-23
C3.21. FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS C3-23
C3.22. GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS C3-24
C3.23. DATA ELEMENTS TO CONSTRUCT MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID C3-25
C3.24. CONSTRUCTION OF MILITARYASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID C3-25
C3.25. TYPE ADDRESS CODES FOR GRANT AID C3-26
C3.26. SPECIAL INSTRUCTIONS FOR INDICATORS FOR GRANT AID . C3-26
C3.27. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID C3-27
C3.28. EFFECTIVE DATE AND DELETION DATE FOR GRANT AID C3-27
C3.29. DELIVERY TERM CODES FOR GRANT AID C3-27
C3.30. PRIORITIES FOR GRANT AID C3-27
C3.31. GRANT AID CLASSIFIED SHIPMENTS C3-27
C3.32. CODES AND TRANSACTION FORMATS C3-27

CHAPTER 4 PIPELINE MEASUREMENT

C4.1. GENERAL C4-1
C4.2. POLICY C4-2
C4.3. ROLES AND AUTHORITIES C4-3
C4.4. CONFIGURATION MANAGEMENT C4-6
C4.5. LMARS ARCHITIECTURE C4-8
C4.6. LMARS CONTENT C4-9

APPENDICES

AP1. APPENDIX 1. Document Identifier Codes..... AP1-1
AP2. APPENDIX 2. Service Codes..... AP2-1
AP3. APPENDIX 3. Special Instruction Indicators (SIIs)..... AP3-1
AP4. APPENDIX 4. Type Of Address Codes (TACs) AP4-1
AP5. APPENDIX 5. Delivery Term Codes (DTCs)..... AP5-1
AP6. APPENDIX 6. Address File Identifier AP6-1
AP7. APPENDIX 7. Addition/Revision To Mapad For FMS(MA1, MA2) AP7-1
AP8. APPENDIX 8. Deletion To MAPAD For FMS(MA3) AP8-1
AP9. APPENDIX 9. Addition/Revision To MAPAD For Map Grant Aid (MA1, MA2)..... AP9-1
AP10. APPENDIX 10. Deletion To MAPAD For Map Grant Aid (MA3)..... AP10-1
AP11. APPENDIX 11. Authorized Exceptions, Special Processes, And Delayed Implementation Dates(Introduction)..... AP11-1
AP12. APPENDIX 12. MILSTRIP Data Elements For FMS AP12-1

TABLES

Table **Title**

C3.T1. DoD Component Security Assistance Offices C3-11
C3.T2. Type of Address Code Descriptions C3-19
C3.T3. TACs For Classified Materiel C3-24

FIGURES

Figure **Title**

C3.F1. Example of Foreign Military Sales MAPAC Ship-To/Mark-For C3-16
C3.F2. Example of Country Address Page for Australia C3-17
C3.F3. Example of Foreign Military Sales Military MAPAC Construction for Canada Ship-To C3-18
C3.F4. Example of Special Instruction Incicators C3-21
C3.F5. Example of Grant Aid MAPAC from the Requisition C3-26
C3.F6. Grant Aid Type Address Codes C3-26

C1. CHAPTER 1.

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Department of Defense standard procedures for special processing and interoperability support. The volume covers processes that go beyond the functional processes covered in the previous Defense Logistics Management System (DLMS) Volumes. Not all DLMS processing is transactional based. This volume focuses on the special processing for the Department of Defense Activity Address Directory (DoDAAD) (Chapter 2), Military Assistance Program Address Directory (MAPAD) (Chapter 3), and Logistics Metrics Analysis Reporting System (LMARS) (Chapter 4).

C1.1.2. Defense Logistics Management System Volume Access. Use of this volume requires simultaneous access to the DLMS Manual Volume 1 administrative items such as the lists of, acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; specific guidance that applies to all DLMS Supplements; and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The policy governing the procedures in this volume are:

C1.2.1. DoD Instruction 4140.01, “DoD Supply Chain Materiel Management Policy," December 14, 2011.

C1.2.2. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003.

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.4. DoD ACTIVITY ADDRESS DIRECTORY PROCESS REVIEW COMMITTEE. The DoDAAD Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of DoDAAD requirements for the DLMS. Refer to Chapter 2 in this volume for a discussion of DoDAAD PRC functions and responsibilities. The DoDAAD PRC chair, in coordination with the DoDAAD PRC Central Service Points (CSP), is responsible for the contents of Chapter 2. CSPs to the DoDAAD PRC are located at

https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf

C1.5. MAPAD PROCESS REVIEW COMMITTEE. The MAPAD PRC is the governance body through which the DoD Components and other participating organizations may participate to develop, expand, improve, maintain, and administer the MAPAD. The MAPAD PRC functions are defined in Chapter 3 in this volume. The MAPAD PRC chair, in coordination with the MAPAD PRC CSPs, is responsible for the contents of Chapter 3. CSPs to the MAPAD PRC are located at https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ServicePoints/members_mapad_FocalPoints.docx

C1.6. PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE. The Pipeline Measurement (PM) PRC is the governance body through which the DoD Components and other participating organizations participate in the development, maintenance and configuration management of LMARS. The PM PRC functions are defined in Chapter 4 in this volume. The PM PRC chair, in coordination with the PM PRC members is responsible for the contents of Chapter 4. The list of PM PRC membership list is located at https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/PRCMembers/members_PMPRC.docx.

C1.7. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS related problems are unsatisfactory, the activity having the problem shall request assistance from their respective DLMS DoDAAD, MAPAD or PM PRC Representative, depending on the nature of the problem. The request will include information and copies of all correspondence pertinent to the problem; including the transaction set number, the transaction number, and the date of the transaction involved. The representative will take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the respective PRC Chair.

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1 GENERAL

C2.1.1. Purpose. This chapter establishes policy and procedures for the DoD Activity Address Directory (DoDAAD). The DoDAAD is an interactive relational database serving as a single authoritative source of identification, routing and address information for authorized uses, including Military Components and Agencies, participating Federal Agencies, authorized contractors and authorized special program activities, such as state and local governments. DoDAAD supports business application systems data and interoperability requirements, including, (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, and acquisition systems. Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.

C2.1.2. Assignment. The Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization. If you are a Government Service/Agency employee, contact your Central Service Point (CSP) or local DoDAAC Monitor at your location to have a DoDAAC assigned. If you don't know your CSP or DoDAAC monitor, contact the DoD DoDAAC Administrator by sending an email to: DODAADHQ@DLA.MIL. Requests for new DoDAACs and for DoDAAC changes must be submitted with sufficient time to allow processing by the CSP in order to be implemented in time for their intended use (such as requisitioning, shipping, and billing). CSPs are responsible for ensuring their Component DoDAAC information is current and accurate. The CSPs shall establish data submission timeframe requirements in their respective governing directives to ensure that deploying and redeploying units have current DoDAAC information prior to their deployment or redeployment.

C2.1.2.1. Special Programs. Non-DoD and non-Federal programs requiring DoDAACs are controlled under unique series DoDAACs beginning with numeric followed by alpha characters in the first two positions. Among others, the programs include programs authorized by Congress for state and local entities to purchase materiel from Federal sources. DoD and Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact DLA Logistics Management Standards for guidance on establishing a DoDAAC series for a new special program.

C2.1.2.2. Contractors. Contractors shall only be assigned DoDAACs if they have a contract with DoD that authorizes them access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. CSPs shall only assign Contractor DoDAACs to contractors with contracts issued by their Component or issued on behalf of their Component. CSPs shall make contractor DoDAAC assignments within the specific DoDAAC series specified by DLM 4000.25-1,

"MILSTRIP", Appendix AP2.2 "Service and Agency Codes". (Note that Washington Headquarters Service assigns contractor DoDAACs for "Other Government Contactors" under the HGC DoDAAC Series.) CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer and reviewing contract data as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for cancelling it when there is no longer an active contract associated with the DoDAAC.

C2.1.2.3. Repository for DoDAAC and Routing Identifier Code. DLA Transaction Services is the official repository for DoDAACs and Routing Identifier Codes (RIC) and is responsible for the data validation editing, routing and electronic transmission of logistics transactions to the DoD Components, Federal agencies, and contractors. Customers establishing or changing DoDAACs or RICs need to contact DLA Transaction Services to receive logistics transactions (e.g., requisitions and supply/shipment status), routed according to Military Standards to their DoDAACs and RICs. Customers that already have DLA Transaction Services accounts must provide DLA Transaction Services the DoDAAC(s) or RIC(s) to load to their accounts, which are uniquely identified by a seven character Communication Routing Identifier (CommRI). Customers without accounts can learn more about the various types of accounts and input a system access request (SAR) for an account from the DLA Transaction Services Customer Assistance page at https://www.transactionservices.dla.mil/daashome/customerassistance.asp, or by contacting the DLA Transaction Services helpdesk at 1-937-656-3247.

C2.2. GENERAL ARCHITECTURE. The DoDAAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to DoDAACs in near real-time. This is accomplished by using a database of codes and address data maintained and available 24/7 from the DLA Transaction Services Website https://www.transactionservices.dla.mil/daashome/homepage.asp, or by contacting the DLA Transaction Services helpdesk at 1-937-656-3247.

C2.2.1. Functional Architecture. DLA Logistics Management Standards is the DoDAAD System Administrator, provides the Chairman of the DoDAAD Process Review Committee (PRC) and is responsible for ensuring that the DoDAAD directory meets the requirements of authorized DoDAAD users. DLA Transaction Services is responsible for meeting the requirements of the DoDAAD System Administrator and maintaining the hardware, software, and help desk resources to ensure DoDAAD users' operational requirements are met. The CSPs are responsible for ensuring the accuracy and currency of the DoDAAD data for the DoDAACs assigned to them. The CSPs may establish DoDAAD Monitors delegating portions of their responsibilities for review and approval of DoDAAD maintenance actions (see Section 2.5. PROCEDURES). However, the CSPs are ultimately responsible for the accuracy and currency of the data pertaining to the DoDAACs assigned to them. The technical architecture below supports the CSP in maintaining DoDAAD data currency and accuracy. The complete description of roles and responsibilities is in Section 2.4. (ROLES AND AUTHORITIES).

C2.2.2. Technical Architecture

C2.2.2.1. DoDAAD Data Maintenance. The CSPs or their designated CSP Monitors update the DoDAAD via a Web application. This applies only to the directory entries for which the CSP is responsible and authorized to update. The Army and Air Force CSPs use their respective DoDAAD Web maintenance applications. The Army and Air Force are responsible for ensuring that their respective applications provide the same capabilities and data validation as the DLA Transaction Services Web maintenance application. All other CSPs use the DLA Transaction Services DoDAAD Web maintenance application to perform maintenance actions. Regardless of the Web application used, data validations shall be consistent and completed maintenance actions shall update the single authoritative source database at DLA Transaction Services in near real-time. Access controls are built into the technical architecture to control update privileges based on user ID and level of access granted (see Section 2.5. PROCEDURES for access levels). DoDAAD maintenance details are available in the DoDAAD Help and Reference document found on the DLA Logistics Management Standards Website. A valid DoD Common Access Card (CAC) is required to access the document at
https://www2.dla.mil/j-6/dlmso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf

C2.2.2.2. Database Structure. The DoDAAD database is supported by commercial-off-the-shelf (COTS) software that easily supports the addition of new data types as requirements dictate. The current database dictionary of data elements is available at
www.dla.mil/j-6/dlmso/eLibrary/documents/DoDAAD/DoDAADMasterFileLayout.docx.

C2.2.2.3. DoDAAD Application System Access. The DoDAAD authoritative source database is available 24 hours per day, 7 days per week. Application systems requiring DoDAAD data access to support their processing may exercise three options:

C2.2.2.3.1. Database Replication. First, database replication can provide the application near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DLA Transaction Services, the replicated copy is constantly in synchronization with the authoritative source database.

C2.2.2.3.2 Direct Connect Access. Second, direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application always uses the exact same data contained in the DoDAAD authoritative source database. Components desiring near real-time access can establish a replication link to the DoDAAD by contacting DLA Transaction Services.

C2.2.2.3.3. Batch Processing. The third and least preferred option is batch processing. DLA Transaction Services will continue to support batch transaction processing for the foreseeable future. However, the goal is to encourage all DoDAAD users to switch to real-time replication processing (if possible). The batch broadcast transaction formats are available at Appendix1:

C2.2.2.3.3.1. Batch Insert, Appendix AP1.1.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.1_BatchInsert.docx

C2.2.2.3.3.2. Batch Revision Update, Appendix AP1.2.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.2_BatchUpdate.docx

C2.2.2.3.3.3. Batch Delete, Appendix AP1.3.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.3_BatchDelete.docx

C2.2.2.3.3.4. Batch Message, Appendix AP1.4.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/v6/v6a1.4_BatchMessage.docx

C2.2.2.4. Legacy Batch Dependent Application Systems. When the legacy batch dependent application systems are retired, the batch update option and the batch transaction formats (above) will be removed.

C2.2.2.5. Defense Automatic Addressing Inquiry. Users can view and query DoDAAD query results via Defense Automatic Addressing Inquiry (DAASINQ) at any time. This query is open to all users, it requires knowledge and entry of the DoDAAC desired and returns information only on that single DoDAAC. The procedures for accessing and using DAASINQ are available at https://www.transactionservices.dla.mil/daasinq/.

C2.2.2.6. Enhanced Defense Automatic Addressing Inquiry. Users can view, query, and download DoDAAD query results via enhanced Defense Automatic Addressing Inquiry (eDAASINQ) at any time. This is a robust query enabling wild card searches, it requires the user have a CAC and approved SAR. Caution should be exercised to ensure that query results are distributed only to those who have a need to know. The procedures to access and use eDAASINQ are available at https://www2.transactionservices.dla.mil/portal/. If the download file formats changes, DLA Transaction Services will post a notification on the eDAASINQ page prior to the change.

C2.3. POLICY

C2.3.1. Under provisions of DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003, the Department of Defense policy includes the following DoDAAD policy:

C2.3.1.1. The DoDAAD shall be disseminated as required to DoD Component user levels. DoD Components and Federal Agencies are authorized to develop and publish supplemental procedural issuances for internal use, as long as the internal instructions do not conflict with the procedures contained herein.

C2.3.1.2. Recommended changes to the DoDAAD shall be forwarded to the DoDAAD System Administrator for review and coordination with the DoD DoDAAD PRC membership. Approved changes shall be scheduled for implementation in accordance with the date agreed to by the DoD DoDAAD PRC membership. Implementation dates

for approved changes shall be coordinated with the DoD DoDAAD membership or as directed by the Deputy Assistant Secretary of Defense for Supply Chain integration (ODASD/SCI).

C2.3.2. DLA Logistics Management Standards is responsible for the enhancement and maintenance of the functional documentation for the DoDAAD. DLA Transaction Services is responsible for system documentation, security access, and Web control for the DoDAAD.

C2.4. ROLES AND AUTHORITIES

C2.4.1. User Access. There are multiple levels of access determined by the roles of the user. The DoDAAD System Administrator (DLA Logistics Management Standards) shall set the policy governing access and DLA Transaction Services shall maintain the access controls to the system. All update access is controlled in accordance with DoD Public Key Infrastructure (PKI) requirements.

C2.4.2. Potential Users. DLA Transaction Services provides a Web screen from which potential users can request access. This SAR screen requests information regarding the type of access required (drop down list), information about the requestor (fill in the blanks), need for access (drop down), and Component affiliation (drop down).

C2.4.2.1. A User ID and password are assigned by DLA Transaction Services and are used only to register the user's CAC.

C2.4.2.2. Accounts not used over a period of 30 consecutive days will be deleted.

C2.4.3. Permission Requests. All access permission requests are forwarded via email to the DoDAAD System Administrator and DLA Transaction Services for approval. Upon determination, DLA Transaction Services will notify the requestor via email of the approval or denial. If access has been approved, DLA Transaction Services will send two separate emails to the requestor: one will contain the user identification, and one will contain the password. These will be combined to register the user's CAC.

C2.4.4. Database Profiles. The system provides a database profile of all users with access by access level, and maintains statistics on the number of accesses and types of access (update, query, download) by user.

C2.4.5. Access Levels and Authorities

C2.4.5.1. System Administration Level. This highest level of access is provided only to the DoDAAD System Administrator and DLA Transaction Services. They will have read and download access to all data and information in the DoDAAD database. They will also have access to all user profiles and usage data.

C2.4.5.2. DoD Component Central Service Point Level. This level of access is granted to the individual designated in writing by each DoD Component as its CSP.

Each Component shall provide the name of its CSP to the DoDAAD System Administrator, who will notify DLA Transaction Services. The user ID will be structured such that, when a CSP logs into the system, the system recognizes the CSP and the DoDAACs and related information for which that CSP has responsibility. The CSP has the ability to access all information in the database, but can update only information for the Component for which the CSP has responsibility. CSPs will be unable to update information on other Component DoDAACs, (e.g., the Army CSP will not be able to update Navy DoDAACs or the information related to them). The CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the Component for which the CSP is responsible. This capability is restricted to CAC/PKI protection and requires a SAR from DLA Transaction Services.

C2.4.5.3. DoD Component Sub-Delegation Central Service Point Levels. Component level CSPs can delegate/sub-divide their responsibility for file maintenance of the DoDAACs for which they are responsible. A maximum of 20 delegations (or Monitors) per CSP are allowed. Each CSP must identify to the DoDAAD System Administrator and DLA Transaction Services the individuals to whom sub-delegations are being made and the DoDAACs that each is responsible for in the DoDAAD. The user identification (ID) shall be structured such that, when a CSP Administrator or Monitor logs into the system, the system recognizes the CSP Administrator or Monitor, the DoDAACs, and related information for which that CSP Administrator or Monitor has responsibility. The CSP Administrator or Monitor shall have the ability to access all information in the database and can update any information for the Component for which they have been assigned responsibility by their CSP. A CSP Administrator or Monitor will not be able to update information on other Component DoDAACs, or DoDAACs assigned to another CSP Administrator or Monitor within the same Component. This capability is restricted to CAC/PKI protection and requires a SAR from DLA Transaction Services.

C2.4.5.4. Query Access Levels

C2.4.5.4.1. Query Restricted Access. Enhanced queries of multiple DoDAACs and download of data is available through the eDAASINQ website. This capability is restricted to CAC/PKI protection and requires a Systems Access Request from DLA Transaction Services.

C2.4.5.4.2. Query General Access. Query of a single DoDAAC is open to the general public. The procedures for accessing and using DAASINQ are available at https://www.transactionservices.dla.mil/daasinq/.

C2.4.5.5. Application Access Level. This level is the Component business application level access to the database. Application users will have no ability to change the database but will have unlimited access to the data. The initial business application access arrangements shall be made by DLA Transaction Services in consultation with the DoDAAD System Administrator.

C2.4.6. DoDAAD Program Management. DLA Logistics Management Standards is responsible for the program management of the DoDAAD. Tasks include (but are not limited to):

C2.4.6.1. Prepare requirements and functional specifications

C2.4.6.2. Scheduling and transition planning

C2.4.6.3. Test cases

C2.4.6.4. Policy and procedure documentation.

C2.4.7. DoDAAD Program Execution. DLA Transaction Services is responsible for program execution. Tasks include (but are not limited to):

C2.4.7.1. Hardware and software acquisition

C2.4.7.2. Technical design and database maintenance

C2.4.7.3. Testing and system interface connectivity

C2.4.7.4. Hardware and software maintenance and refresh.

C2.4.8. Central Service Point. CSPs are individuals, assigned by the Service/Component who can assign and/or maintain the DoDAAD. If you don't know your CSP or DoDAAC monitor, contact the DoD DoDAAC Administrator by sending an email to: DODAADHQ@DLA.MIL. These individuals change frequently and the current version of the list can be accessed from the DLA Logistics Management Standards Website https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp.

C2.5. PROCEDURES

C2.5.1. DoDAAC Creation. The DoDAAC is a six-position code that uniquely identifies a unit, activity, or organization. The first position designates the DoD Component element of ownership. An alpha character in the first position indicates DoD; a numeric character in the first position indicates non-DoD. Specific code meanings are shown on the CSP page of the DLA Logistics Management Standards website at https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp.

C2.5.1.1. Permanent DoDAACs. Once a DoDAAC is used as an Enterprise Identifier as part of a unique Enterprise Identifier assignment, the DoDAAC can never be reused. The DoDAAC update application will not allow CSPs to reactivate a DoDAAC that has been designated as a permanent DoDAAC and has previously been deleted. DoDAACs that are designated as permanent and mistakenly deleted by a CSP can only be re-added by contacting the DoDAAC administrator and DLA Transaction Services. When a DoDAAC has been used as an Enterprise Identifier, DLA Transaction Services will set the "Enterprise Identifier" flag within the DoDAAC. If a DoDAAC that

has been used as an Enterprise Identifier is deactivated, DLA Transaction Services will set the "Cancelled/Never Reuse" flag in the DoDAAC.

C2.5.1.2. Contractor DoDAACs. Contractor DoDAACs shall be assigned by the CSP of the DoD Component that signed the contract with the Contractor, except in those cases where one Component is providing a procurement/contract writing service for another Component. In those cases where one Component is providing a procurement/contract writing service for another Component, the requesting Component's DODAAD CSP shall assign the Contractor DoDAACs. The CSPs will review contract expiration dates and ensure DoDAACs are deleted (inactivated from requisitioning) as of their respective contract expiration dates.

C2.5.1.2.1. Contractors shall only be assigned DoDAACs if they have a contract with DoD to access DoD materiel or to provide services such as maintenance/repair that require a shipping address. CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer and obtaining copies of contracts as appropriate.

C2.5.1.2.2. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for cancelling it when there is no longer an active contract associated with the DoDAAC.

C2.5.1.3. DoDAACs Having Procurement Authority. Activities that have the authority to enter into contracts with commercial vendors will have an indicator set indicating that their DoDAAC can appear as the first six-characters of a contract number. The Component Procurement Authority Acquisition Control Points designated by the acquisition community shall review newly added DoDAACs and advise their respective CSP of DoDAACs that should have their Procurement Authority Indicator turned on. The details for maintenance of the Procurement Authority Indicator can be found in the DoDAAD Help and Reference document found on the DLA Logistics Management Standards Website. A valid DoD CAC is required to access the document.
https://www2.dla.mil/j-6/dlmso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf.

C2.5.1.4. CSP Responsibility for DoDAACs. CSPs are responsible for the timeliness and accuracy of their DoDAACs, and for maintaining records to support the assignment of each DoDAAC. To assist CSPs in managing their DoDAACs, the DoDAAD contains an optional "internal comments" field for recording historical information related to the assignment of the DoDAAC.

C2.5.2. Addresses. There may be up to four distinct addresses contained in the DoDAAD for each DoDAAC. These distinct delineations are "Type of Address Code" (TAC) designations. The term TAC will be used when referring to the different types of address information available on the DoDAAD. TAC information follows:

C2.5.2.1. Owner Identification. Also referred to as a "TAC 1", identifies the mailing address of the owner. TAC 1 address information is mandatory.

C2.5.2.2. Ship-To Information. Also referred to as a "TAC 2", identifies the ship-to or freight address for the activity. If no ship-to information is entered, the TAC 1 address is used.

C2.5.2.3. Bill-To Information. Also referred to as a "TAC 3", identifies the billing address or the activity responsible for bill payments. If no bill-to information is entered, the TAC 1 address is used.

C2.5.2.4. Commercial Small Parcel Shipping Information. Also referred to as a "TAC 4", identifies the commercial shipping address (e.g., address used by United States Postal System, United Parcel Service, FedEx). If no Commercial Shipping information is entered, the TAC 2 address is used. If there is no TAC 2 address then the TAC 1 address is used.

C2.5.3. DoDAAD Maintenance

C2.5.3.1. Master File Maintenance

C2.5.3.1.1. Revisions. Revisions to the DoDAAD result from release or revision of DoD instructions, directives, policy changes, and recommendations of the DoDAAD System Administrator and the DoD Components.

C2.5.3.1.2. Submitting Proposed DoDAAD Changes. The Component DODAAD primary PRC members shall forward proposed DoDAAD functionality or publication changes to DLA Logistics Management Standards, ATTN: DoDAAD System Administrator as required by DLMS, Volume 1, Chapter 3, available at: www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v1.asp

C2.5.3.2. DoDAAC Structure

C2.5.3.2.1. The DoDAAC consists of a six-position alphanumeric code. The first position designates the Military Service or other Government element of ownership or sponsorship.

C2.5.3.2.1.1. A DoDAAC with an alpha character in the first position indicates that the DoDAAC is a DoD activity or a commercial activity with which a DoD activity has entered into a contractual agreement requiring that the commercial activity have a DoDAAC. The first position indicates the Service to which the activity belongs or the Service with the requirement for support from a commercial activity.

C2.5.3.2.1.2. A DoDAAC with a numeric character in the first position followed by a numeric character in the second position indicates that the DoDAAC identifies a Federal Agency activity.

C2.5.3.2.1.3 A DoDAAC with a numeric character in the first position followed by an alpha character in the second position indicates that the DoDAAC identifies an activity that is neither DoD or nor Federal. These DoDAACs identify state or local governmental activities and are used in support of special authorized programs. Descriptions of the special programs supported by the DoD and GSA are available at www.dla.mil/ j-6/dlmso/eLibrary/Manuals/DLM/v6/v6SpecialProgramsProvidingAccessToFederalGovernment.docx

The first two character DoDAAC code assignments are available at www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/Documents/DoDAAC-Assignment-Logic.doc.

C2.5.3.2.2. CSPs shall assign DoDAAC codes within the limitations of paragraphs C2.5.3.2.1.1 through C2.5.3.2.1.3 above in accordance with their respective responsibility delegations. Within the above limitations, CSPs have latitude to assign a coding structure for the remaining characters of a DoDAAC to provide additional embedded coded intelligence.

C2.5.3.2.3. The system provides for assigning four types of address information to each activity: mail, freight, billing, and commercial small parcel. The DoDAAC is identical for all four address types. Each address type is distinguished by the field location on the DoDAAD master file located at www.dla.mil/j-6/dlmso/eLibrary/Documents/DoDAAD/DoDAADMasterFileLayout.docx. These field locations correspond to the TAC 1, TAC 2, TAC 3, and TAC 4 code designations in the DoDAAD.

C2.5.3.2.4. Directory users will enter the proper address based on the applicable TAC on a letter, label, or box marking in accordance with the applicable mode of transportation. Ensure that only one type of address is used for each of the four address types. Combining part of an APO address with a commercial postal standard will create an invalid address.

C2.5.3.2.5. Addresses listed for freight purposes contain sufficient information to use the in-the-clear portion of package markings and to insert in the consignee block of transportation documents. The geographic location in the destination block of transportation documents may vary depending upon the mode of transportation. There are two geographic location indicators in addition to the address: Aerial Port of Debarkation (APOD); and Water Port of Debarkation (WPOD). The APOD and WPOD are adjuncts to the address information, and a variance in the address may be required depending on the values in these fields. Supplemental information concerning railheads, airports, etc., serving a given installation in CONUS is contained in the Defense Transportation Regulation (DTR) at www.transcom.mil/dtr/part-ii/

C2.5.3.2.6. Addresses for commercial small parcel shipping should be entered in the TAC 4 section of the DoDAAD. Commercial small parcel shipping

information must follow the format established by the USPS, which consists of elements such as recipient name, street name, house number, city, state, and ZIP Code. APO, FPO and other military unique qualifiers should not be used in the TAC 4 commercial small parcel shipping section.

C2.5.3.3. ZIP Code

C2.5.3.3.1. To facilitate the identification of the correct ZIP code for DoDAAC addresses, a list of ZIP code prefixes and ZIP codes by State is available at Appendix 1:

C2.5.3.3.1.1. ZIP Code Prefixes, Appendix AP1.5. http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.5_ZipCodePrefixes.docx.

C2.5.3.3.1.2. ZIP Code By State, Appendix AP1.6. http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.6_ZipCodeByState.docx.

C2.5.3.4. Delayed Implementation Dates. There are two delayed implementation dates for use in the DoDAAD system: Effective Date and Delete Date.

C2.5.3.4.1. Effective Date. Effective Date is used to schedule future changes. When a DoDAAC is entered or updated and an Effective Date is supplied for a given TAC, the data entered for that TAC will not be effective or published until the current date matches the Effective Date entered. Multiple changes can be entered using this technique, as long as the Effective Date entered does not duplicate an existing Effective Date.

C2.5.3.4.2. Pending Effective Date. When an Effective Date is pending for a given TAC, the system will indicate the pending date by flagging the TAC with a graphic above the Effective Date field indicating “Future DoDAAD information available”. To view the pending changes, the user may click the “Future data available” graphic.

C2.5.3.4.3. Delete Date. Delete Date is used to delete a TAC of the DoDAAC. Individual TACs may be deleted, however a Delete Date entered on TAC 1 will delete the entire DoDAAC.

C2.5.3.4.4. Pending Delete Date. When a Delete Date is pending for a given TAC, the system will indicate the pending date by flagging the TAC with a graphic above the Delete Date field indicating “Future data available.” To view the pending changes, the user may click the “Future data available” graphic.

C2.5.3.4.5. Passed Delete Date. Once the Delete Date has passed, the DoDAAC will remain on the DoDAAD master file for 5 years before the record is physically removed from the master file. This gives the pipeline of pending actions sufficient time to clear before the DoDAAC is actually removed from the master file. The only indication that a DoDAAC has been deleted during those 5 years is the existence of a Delete Date on the master record for the given DoDAAC.

C2.5.4. Authority Codes. Authority codes have been established to restrict requisitioning, shipment, and billing by DoDAAC. DoDAAC authority codes are applicable to all Services.

C2.5.4.1. CSPs will assign authority codes to all new DoDAACs.

C2.5.4.2. The authority codes are defined in the DoDAAC Authority Codes Table available on the DLA Logistics Management Standards Website. The first code (00) will allow total unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6DoDAADAuthorityCodes.docx

C2.6. OTHER PROCESSING AND INFORMATION. Other DoDAAC processing and information is managed in electronic files available on the DLA Logistics Management Standards Website as indicated in the paragraphs below.

C2.6.1. U.S. Army Unique Processing, Appendix AP1.7.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.7_USA.docx

C2.6.2. U.S. Navy Unique Processing, Appendix AP1.8.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.8-USN.docx

C2.6.3. U.S. Air Force Unique Processing, Appendix AP1.9.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.9_USAF.docx

C2.6.4. U.S. Marine Corps Unique Processing, Appendix AP1.10.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.10_USMC.docx

C2.6.5. U.S. Coast Guard Unique Processing, Appendix AP1.11.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.11_USCG.docx

C2.6.6. General Services Administration Unique Processing, Appendix AP1.12.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.12_GSA.docx

C2.6.7. Department of Defense Dependent Schools (DoDDS) Information, Appendix AP1.13.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.13_DoDDS.docx

C2.6.8. Other Defense Agency Information, Appendix AP1.14.
http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.14_Other.docx

C3. CHAPTER 3.

MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY

C3.1. GENERAL

C3.1.1. Purpose. This chapter establishes information requirements for the Military Assistance Program Address Directory (MAPAD). This chapter prescribes the standards to establish, maintain, publish, and disseminate address data to requiring Military Service organizations, Federal agencies, foreign country representatives, freight forwarders, and commercial firms under DoD contracts who are engaged in supply and/or shipment of materiel applicable to the Security Assistance Program (SAP), including Foreign Military Sales (FMS) and Grant Aid programs.

C3.1.2. Assignment. The Military Assistance Program Address Code (MAPAC) is a six position code that uniquely identifies a program or activity. MAPACs are stored in the MAPAD database. Changes and additions to MAPAD are made by the Service International Logistics Control Office (ILCO) Central Service Points (CSPs), who are identified at https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ServicePoints/members_MAPAD_FocalPoints.docx

C3.1.3. General Architecture. The MAPAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to MAPACs in near real-time. This is accomplished by using a database of codes and address data maintained and available twenty-four hours per day, seven days per week at DLA Transaction Services.

C3.1.3.1. Functional Architecture. DLA Logistics Management Standards is the MAPAD System Administrator, and is responsible for ensuring that the MAPAD directory meets the requirements of authorized MAPAD users. DLA Transaction Services is the MAPAD Central Control Point, and is responsible for meeting the requirements of the MAPAD System Administrator and for maintaining the hardware, software, and help desk resources to ensure MAPAD users' operational requirements are met. The ILCO CSPs are responsible for ensuring the accuracy and currency of the MAPAD data for their MAPACs. The ILCO CSPs can, if they choose, establish MAPAD Monitors, delegating portions of their responsibilities (defined in Section C3.3 ACCESS) for review and approval of MAPAD maintenance actions; however, the ILCO CSPs are ultimately responsible for the accuracy and currency of the data pertaining to their MAPACs.

C3.1.3.2. Technical Architecture

C3.1.3.2.1. MAPAD Data Maintenance. The ILCO CSPs or their designated ILCO CSP Monitors update the MAPAD via the MAPAD Web update application. This applies only to the directory entries for which the ILCO CSP is responsible and authorized to update. All ILCO CSPs shall use the DLA Transaction Services MAPAD Web maintenance application to perform maintenance actions. The MAPAD Web maintenance application ensures that data validation is consistent, and that completed maintenance actions update a single authoritative source database at DLA Transaction Services in near real-time. Access controls are built into the technical architecture to control who and what can be updated based on user identification (ID) and level of access. Access Levels are defined in Section C3.3 ACCESS.

C3.1.3.2.2. Database Structure. The MAPAD database structure easily supports the addition of new data types as requirements dictate.

C3.1.3.2.3. MAPAD Application System Access. The MAPAD authoritative source database is available 24 hours per day, 7 days per week. Application systems requiring access to MAPAD data to support their processing have three options.

C3.1.3.2.1.1. Database Replication. Database replication can be provided for the application, so that the application has near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DLA Transaction Services, the replicated copy is constantly synchronized with the authoritative source database.

C3.1.3.2.1.2. Direct Connect Access. Direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application is always using the exact same data as that contained on the MAPAD authoritative source database. Components who desire near real-time access can establish a replication link to the MAPAD by contacting DLA Transaction Services.

C3.1.3.2.1.3. Batch Processing. The least preferred, option is batch processing; however, DLA Transaction Services shall continue to support batch transaction processing for the foreseeable future. The goal, however, is to encourage all users of the MAPAD to switch to real-time replication processing (if possible).

C3.1.4. Applicability and Scope. This is applicable to the Army, Navy, Air Force, Marine Corps, General Services Administration (GSA), Defense Logistics Agency (DLA), Missile Defense Agency and other activities that have agreed to participate in the system (hereinafter referred to as Components). Also, this directory applies to DLA Transaction Services, to commercial organizations that enter into materiel and service contracts with DoD, and activities of other Federal Agencies that maintain logistics support agreements with the Department of Defense.

C3.2. POLICY. DoDI 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011 and DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 provide policies and governing procedures for this volume.

C3.3. MAPAD ACCESS

C3.3.1. User Access. There are multiple levels of access governed by the roles of the user. The MAPAD System Administrator (DLA Logistics Management Standards) shall set the policy governing access, and DLA Transaction Services shall maintain the MAPAD System access controls. All update access is Public Key Infrastructure (PKI) controlled.

C3.3.2. MAPAD System Access Requests. DLA Transaction Services provides a System Access Request (SAR) Web screen for potential users to request access https://www.transactionservices.dla.mil/sar. This screen requests information regarding the type of access required (drop down list), information about the requestor (fill in the blanks), need for access (drop down), and Component affiliation (drop down), and requests that they enter and verify their desired password (fill in blanks). Access also requires a signed letter of appointment as a CSP, which may be forwarded via email to DLA Transaction Services and the MAPAD System Administrator. Upon approval, DLA Transaction Services shall send an email back to the requestor notifying the requestor of the approval or denial. If access is granted, DLA Transaction Services shall send two separate emails back to the requestor: one contains the user ID, and the other is for the password. The user ID and password are only used to register a common access card (CAC) for PKI control. Once the CAC is registered, all access shall be restricted to CAC/PKI access.

C3.3.3. Database Profiles. The application server provides a database profile of all users with access by access level and maintains statistics on the number of accesses and types of access (update, query, download) by user. The application server also maintains data on attempted unauthorized access.

C3.3.4. Access Levels and Authorities.

C3.3.4.1. System Administration Level. This highest level of access is provided only to the MAPAD System Administrator and DLA Transaction Services. They shall have access to all data and shall be able to download any information in the data base. They shall also have access to all user profiles and usage data.

C3.3.4.2. Component International Logistics Control Office Central Service Point Level. This level of access is granted to the individual(s) designated in writing by each DoD Component as its ILCO CSP(s). The letter of designation shall be provided to DLA Transaction Services, with a copy to the MAPAD System Administrator. The MAPAD contains a field called "Sponsored Service" indicator, which restricts who can update a particular MAPAC. If the Sponsored Service indicator is present, access is restricted to users in the same Component area as the Sponsored Service (e.g., the Army ILCO CSP shall not be able to update a MAPAC with the Sponsored Service

indicator set to the Navy). ILCO CSPs set the Sponsored Service indicator. The ILCO CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the DoD Component for which they are responsible.

C3.3.4.3. DoD Component Monitors. Component level ILCO CSPs can delegate and or subdivide file maintenance responsibilities for their respective MAPACs. A maximum of 20 delegations or Monitors per ILCO CSP are allowed. Each ILCO CSP must identify to the MAPAD System Administrator and DLA Transaction Services the individuals to whom sub delegations are being made and the MAPACs for which each is responsible in the MAPAD. The user ID shall be structured such that, when an ILCO CSP or their designated Monitor logs into the system, the system recognizes the ILCO CSP or Monitor, the MAPACs, and related information for which that ILCO CSP or Monitor has responsibility. The ILCO CSP or Monitor shall have the ability to access all information in the database and can update any information for the Component for which they have been assigned responsibility by their ILCO CSP. ILCO CSPs or Monitors shall not be able to update information on other Component MAPACs, or MAPACs assigned to another ILCO CSP or Monitor within their Component.

C3.3.4.4. General Access Level. This level provides user access to view any general information in the database via the Defense Automatic Addressing System Center Inquiry (DAASINQ) query program for a specific MAPAC. Additional MAPAD information and file download capability is available by SAR/PKI access via DLA Transaction Services enhanced DAASINQ (eDAASINQ).

C3.4. RESPONSIBILITIES

C3.4.1. The DoD MAPAD System Administrator is responsible for chairing the MAPAD Process Review Committee (PRC) and administering the MAPAD system under the policy guidance of the Assistant Secretary of Defense, Logistics & Materiel Readiness (ASD(L&MR)) as outlined in Volume 1, Chapter 1 of DLM 4000.25, Defense Logistics Management System (DLMS) Manual".

C3.4.1.1 The DoD MAPAD System Administrator shall ensure that Continental U.S. (CONUS) addresses are authorized by the Defense Security Service (DSS) to receive/process materiel/documents classified SECRET/CONFIDENTIAL. The procedures are as follows:

C.3.4.1.1.1. The country representative shall submit a clearance request for any activity that has been selected to receive/process materiel/documents classified SECRET/CONFIDENTIAL for its FMS cases via electronic PDF to: MAPADHQ@DLA.MIL. U.S. Government facilities and foreign government property (e.g., embassies and missions) are exempt from actual security clearance inspection, but a request for MAPAD address input must be submitted.

C.3.4.1.1.2. The clearance request shall be in writing and shall include the full name and address of the selected activity. The letter shall be scanned as a PDF file and addressed to:

DLA Logistics Management Standards, J627
ATTN MAPAD Administrator, ROOM 1650
8725 John J Kingman Road
Fort Belvoir VA 22060-6217

C.3.4.1.1.3. The DoD MAPAD System Administrator shall submit the request to the Defense Security Service via email to OCC.Facilities@dss.mil with a copy to the ILCOs.

C.3.4.1.1.4. Contact information for Defense Security Service (DSS) is: OCC.Facilities@dss.mil

Defense Security Service, ISFO
Facility Clearance Division (IOP)
27130 Telegraph Road
Quantico, VA 22134-2253
571-305-6642

C.3.4.1.1.5. The DSS shall conduct a security clearance survey in accordance with the requirements set forth in DoD 5200.1-R, "Information Security Program," February 12, 2012, DoD 5200.2-R "Personnel Security Program," February 23, 1996 and DoD 5200.8-R, "Physical Security Program," May 27, 2009.

C.3.4.1.1.6. When DSS determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive and store materiel classified CONFIDENTIAL/SECRET, the country representative shall be notified directly by DSS of their findings with information copies to the DoD MAPAD System Administrator and the ILCOs. The correspondence directing publication of the addresses shall cite the letter from the DSS as authority.

C.3.4.1.1.7. When DSS determines that a freight forwarder (or other intended CONUS recipient) cannot be cleared or has been found incapable of safeguarding classified shipments; DSS shall notify the DoD MAPAD Administrator and all ILCOs via email. The requestor for clearance shall also receive a copy of the letter.

C.3.4.1.1.8. For a freight forwarder (or other intended recipient) to receive classified shipments for more than one country, a separate request must be submitted for each individual country. These requests shall be submitted and processed as outlined above.

C3.4.2. DLA Transaction Services is responsible for program execution. Tasks include (but are not limited to):

C3.4.2.1. Hardware and software acquisition

C3.4.2.2. Technical design and database maintenance

C3.4.2.3. Testing and system interface connectivity

C3.4.2.4. Hardware and software maintenance and refresh

C3.4.3. Heads of participating DoD Components shall designate in writing a primary and an alternate ILCO CSP representative for the MAPAD. The letter of designation shall be provided to DLA Transaction Services, with a copy to the MAPAD System Administrator.

C3.4.4. The DoD ILCO CSPs shall:

C3.4.4.1. Ensure continuous liaison with the DoD MAPAD System Administrator and other DoD Components.

C3.4.4.2. Assist country representatives in preparing letter requests for materiel and documents classified SECRET/CONFIDENTIAL by identifying their applicable MAPACs..

C3.4.4.3. The ILCO CSP shall enter the applicable MAPAC data via the MAPAD Web entry, except for data related to Type Address Code (TAC) A, B, C, or D which will be entered by DLA Transaction Services.

C3.4.4.4. The ILCO CSPs are responsible for ensuring the accuracy and currency of the MAPAD data for their assigned MAPACs and for maintaining records to support the proper assignment, modification or deletion of each MAPAC. ILCO CSPs shall validate MAPAD addresses on a continual basis. Each Component shall establish internal MAPAD validation procedures. Requests for changes to the MAPAD may be received from the following sources in addition to country representatives:

C3.4.4.4.1. Freight Forwarder. A Freight Forwarder may submit requests to the ILCO CSP for a change of address to the existing addresses for receipt of materiel/documentation, except TAC A, B, C, or D addresses, which must have prior approval by the DSS and the country representative.

C3.4.4.4.2. U.S. Government Representatives Located in the Continental United States/Overseas

C3.4.4.4.2.1. Authorized U.S. Government representatives located overseas may submit a request for addition, revision, and/or deletion of any MAPAD address, provided they indicate that the request has been coordinated with the country representative.

C3.4.4.4.2.2. Authorized U.S. Government representatives may process a request for addition, revision, and/or deletion for Air/Army Post Office/Fleet Post Office/Diplomatic Post Office (APO/FPO/DPO) addresses and addresses to receive classified freight shipments without stating that the request has been coordinated with the country representative.

C3.4.4.4.2.3. ILCO CSPs may process a request for addition, revision, and/or deletion of special project addresses, (e.g., assembly/consolidated shipment point addresses) without coordination with the customer country or authorized U.S. Government representative.

C3.4.4.4.2.4. ILCO CSPs may process requests for deletion of MAPACs after the following procedures have been used to close all their cases associated with the MAPAC:

C3.4.4.4.2.4.1. Query the country to validate the MAPAC. (Note: The query must be approved by the Services' senior country desk officer.)

C3.4.4.4.2.4.2. After three months, if there is no response from the country, send a second follow up to the country, advising that no response shall mean an automatic deletion from the MAPAD.

C3.4.4.5. Additions, revisions, and deletions to the master MAPAD for Grant Aid addresses shall be made only by the responsible ILCO CSP following a request from an authorized U.S. Government representative or the DoD Component.

C3.5. SYSTEM MAINTENANCE

C3.5.1. Revisions to the MAPAD result from a release or change to DoD instructions/directives, from policy changes, and by recommendation of the DoD Components.

C3.5.2. Recommended changes to the administration and support of the MAPAD are handled through the documented DLMS change process found in Volume 1 of this manual www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp

C3.6. USE OF MAPAC IN MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

C3.6.1. Activities that prepare FMS and Grant Aid requisitions must ensure that ship-to/mark-for addresses are published in the MAPAD before requisitions are entered into the supply system. Conversely, addresses should be deleted only after all logistics transactions have been completed, or a cross-reference address (in the TAC 9) has been provided. When shipping Activities are unable to select an address or when clarification and/or identification of specific ship-to/mark-for addresses is required, the appropriate freight forwarder/Component Security Assistance office shall provide assistance.

C3.6.2. Instructions for construction and use of MAPACs for FMS shipments are contained in Section C3.10.

C3.6.3. Instructions for construction and use of MAPACs for Grant Aid shipments are contained in Section C3.22.

C3.7. COMPOSITION OF CLEAR TEXT ADDRESSES

C3.7.1. General applications are as follows:

C3.7.1.1. Clear text addresses for each assigned MAPAC shall be constructed to ensure timely and efficient delivery of materiel and documentation in accordance with the negotiated delivery conditions of the sales agreement for all FMS MAPACs and Grant Aid agreements.

C3.7.1.2. Each ship-to address shall be limited to a maximum of five lines and 35 or fewer positions per line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in automated data processing (ADP) programs.

C3.7.1.3. Addresses cannot contain a tilde (~). Special characters such as ampersand (&) and parentheses are acceptable. Use of the tilde is restricted because it is used by DLA Transaction Services as a delimiter in transactions.

C3.7.1.4. Abbreviations shall be used only when they are essential to movement of materiel/documents and can be recognized by the involved Services/Agencies, contractors, or foreign government representatives.

C3.7.1.5. Domestic mail addresses shall be constructed to include activity name, post office box number, street address, city, state, and ZIP + four code. When the address requires additional information (e.g., exceptions), special instructions shall be included in the introduction to the appropriate country address listing. However, other information (e.g., attention lines) may be included in any address line except the street address, city, state, or ZIP + four code line. Post Office box numbers shall not be accepted for ship to addresses without Special Instruction Indicators (SIIs).

C3.7.1.6. Use of APO/FPO/DPO addresses must be specifically authorized by DoD Letter of Offer and Acceptance. Additionally, their use requires the written approval of the addressee, stating that they shall accept full responsibility for receiving materiel/documentation. APO/FPO/DPO addresses shall be constructed to include activity name, office symbol or code, post office box number, APO/FPO/DPO number and Zip + four code. When the address requires additional information (e.g., exceptions), special instructions shall be included in the introduction to the appropriate country address listing. Other information (e.g., attention lines) may be included in any address except the APO/FPO/DPO line.

C3.7.1.7. International mail addresses are not to be used in shipping FMS or Grant Aid items unless specifically authorized by DoD Letter of Offer and Acceptance.

C3.7.1.8. The Department of State Pouch Service is no longer allowed to be used for the movement of materiel, including small parcels.

C3.7.1.9. For deletion of a MAPAC, all logistics transactions containing the deleted MAPAC must have been completed or instructions for processing logistics

transactions still in the system must be provided to the ILCO CSP. Accordingly, one of the following must be accomplished:

C3.7.1.9.1. When addresses for another MAPAC are to be used for processing requisitions, the deleted clear text addresses shall be replaced with an address reference that reads "Deleted. Use MAPAC (insert appropriate code) addresses." This shall be a TAC 9 and shall remain in the MAPAD for five years. Also, the replacement MAPAC shall be entered in the cross reference field of the deleted MAPAC.

C3.7.1.9.2. When addresses of another MAPAC are not to be used for processing logistics transactions, special instructions indicator (SII) “S” shall be included in the directory and the clear text address field shall be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing.

C3.7.2. Foreign Military Sales Address Composition

C3.7.2.1. Domestic freight addresses shall be constructed to include the name and address of the freight forwarder/country representative, street address, city, state, and ZIP + four code. Other information, (e.g., attention lines) can be included on any address line other than the street address, or the city, state, and ZIP + four code lines. Addresses containing telephone numbers shall be constructed at a request from the freight forwarder/country representative for notification by the carrier prior to delivery, subject to additional charges. Therefore, all such entries should be closely coordinated with the country representative to determine whether prior notice and its subsequent charges are actually required.

C3.7.2.2. Mark-for addresses shall be constructed to provide for delivery to the ultimate consignee.

C3.7.2.3. When FMS shipments are to be delivered to an overseas port of debarkation or delivered to destination, the mark-for address shall be used with the Water Port of Debarkation (WPOD) or Aerial Port of Debarkation (APOD), as appropriate. If the port of debarkation is located in a country other than the customer country, the customer must obtain approval authority from the transiting country and confirm this authority prior to MAPAD entry. When the shipment is made to an APO/FPO/DPO address, the mark-for address should be placed on the parcel in such a way that it shall not be confused with the APO/FPO/DPO address. This will avoid the possibility of the parcel being inadvertently routed through international mail.

C3.7.2.4. Addresses for receipt/processing of classified mail or materiel must meet the requirement for classification of CONFIDENTIAL or SECRET as prescribed by DSS and discussed earlier.

C3.7.3. Grant Aid Address

C3.7.3.1. When a small parcel shipment is not acceptable to the authorized U.S. Government representative located overseas, as indicated by the absence of a TAC 1 address, materiel shall be shipped to the freight address (TAC 2).

C3.7.3.2. An international mail address may be used when an APO/FPO/DPO does not operate but must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C3.7.3.3. The clear text address column shall normally be blank for a TAC 2 address. The appropriate WPOD or APOD shall be used with the TAC M address for this MAPAC to consign materiel shipments. The TAC 2 clear text address field shall contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized. If commercial airlift is authorized, the name and location of the International Air Port is not shown in the TAC 1 or 2. The TAC 1 and 2 shall have an “S” in the SII and the air port information shall be listed in the special instruction. The APOD field shall contain the three-position air terminal identifier code for the airport to be used for delivery of materiel by U.S. Military aircraft. To determine the APOD for a specific location, refer to the Scott Airlift Control Center Website https://tacc.scott.af.mil/default.asp?action=xog (from "XOG Quick Links" select "Channel Sequence Listing". The WPOD field shall contain the appropriate three-position water port designator code. Valid APOD and WPOD codes are contained in the table Management Distribution System located at https://trdm.c2.amc.af.mil/trdm/index.jsp. See “AERIAL-PORT” and “WATER-PORT” reference tables under the Master Model Compliant Reference Data section.

C3.7.3.4. The TAC M address shall be constructed to ensure efficient delivery of materiel after reaching the WPOD or APOD.

C3.8. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED FILES

C3.8.1. The automated MAPAD file enables automated and manually operated DoD Component Activities to be routinely informed of current changes to the master file. To ensure that the most current information is made available to those Activities having a recurring operational requirement for the address data, all DoD Components should take full advantage of this feature.

C3.8.2. DoD Components requiring the automated address file for processing of documentation under the DLMS or for expeditious dissemination of data to activities with manual operations shall request the file from DLA Transaction Services. The preferred method to disseminate address data is through data replication. DoD Components requiring the automated address file for internal use should coordinate with DLA Transaction Services to replicate the MAPAD database. In the near term, batch transmissions shall be supported (see paragraphs C3.26.7 through C3.26.10. for details).

C3.8.3. Transmission of batch transaction changes from DLA Transaction Services to the designated DoD Component Activities shall be by electronic transmission using content indicator IHAF. A separate transaction shall be made for each MAPAC and TAC that is to be added, revised, or deleted. The document identifier code shall identify the action to be taken on the assigned effective/deletion date. The transmission of batch transactions shall only be supported until replication can be established.

C3.9. FREIGHT FORWARDER/COMPONENT SECURITY ASSISTANCE OFFICE
Problems in transportation during delivery of FMS materiel to a freight forwarder should be referred to the shipper if the materiel is moving under a prepaid Commercial Bill of Lading or Government Bill of Lading or via a prepaid small parcel carrier. Problems with the carrier in transportation of materiel moving on a collect commercial bill of lading should be resolved between the carrier and freight forwarder. Problems in documentation (e.g., misdirected shipments) shall be referred to the shipper. If these problems cannot be resolved between the freight forwarder and shipper, contact the appropriate Component security assistance office in Table C3.T1.

Table C3.T1. DoD Component Security Assistance Offices

Component	Contact Data
Army	U. S. Army Security Assistance Command ATTN: AMSAC-PO-PA -CS 54 M Avenue, Suite 1 New Cumberland, PA 17070-5096 Telephone Commercial: (717) 770-6843, 7398 or 4832 Fax Commercial: (717) 770-7909 DSN 771
Navy	US Navy Inventory Control Point Philadelphia Philadelphia, PA 19111-5098 Telephone Commercial: (215) 697-5103, 1155, or 1340 DSN: 442
Marine Corps	Commandant of the Marine Corps Code LFT-1 Washington, DC 20380-0001 Telephone Commercial: (703) 695-7930 US Navy Inventory Control Point Philadelphia Philadelphia, PA 19111-5098 Telephone Commercial: (215) 697-5103, 1155, or 1340

Table C3.T1. DoD Component Security Assistance Offices

Component	Contact Data
Air Force	Air Force Security Assistance ***Cooperation Directorate*** (AFSAC-***D***) 555 ILS/LGIP 1940 Allbrook Road, Bldg 1, Door 19 Wright-Patterson AFB OH 45433-5006 Telephone: (937) 522-6564, 6565, 6570, or 6571 DSN: 672 6564, 6565, 6570, or 6571 Fax: (937) 656-1155/ DSN: 986-1155 E-mail: 555.ils.transportation@wpafb.af.mil
DLA Disposition Services	DLA Disposition Services ATTN: J421 Hart-Dole-Inouye Federal Center 74 Washington Ave Battle Creek, MI 49037 Telephone Commercial: (269) 961-5927, 5668 or 5142 Fax Commercial: (269) 961-4213 DSN 661
Missile Defense Agency	Missile Defense Agency ATTN: DIF Bldg. 5222 Redstone Arsenal, AL 35898 Telephone Commercial: (256) 313-9644 or 9427 DSN: 897-9644 or 9427

C3.10. FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.10.1. The FMS Program is defined as that portion of the Security Assistance Program (SA) under which the recipient provides reimbursement for defense articles and services. It is authorized by the Foreign Assistance Act of 1961, as amended and the Arms Export Control Act of 1976, as amended. All FMS shipments are a result of a negotiated agreement between the U.S. Government and the government of the purchasing country.

C3.10.2. FMS requisitions are designed to be processed in the same manner as DoD logistics transactions; however, there are some instances where they will differ (e.g., construction of Military Standard Requisitioning and Issues Procedures

(MILSTRIP)) requisition document numbers and the use of supplementary addresses. The following are general instructions used in shipping FMS materiel:

C3.10.2.1. There will be circumstances when deviations to the shipping instructions contained in the requisition are authorized. An example of a deviation is when a shipment, originally scheduled for delivery to a freight forwarder, is redirected into the Defense Travel System (DTS) for direct delivery to an overseas location.

C3.10.2.2. To use the MAPAD to find in-the-clear, ship-to and mark-for addresses, both the document number and the supplementary address shall be used. There are two very important factors to remember when constructing an MAPAC:

C3.10.2.2.1. The requisition numbers for FMS are not constructed the same way requisitions are constructed for the DoD Components.

C3.10.2.2.2. The first six positions of the document number cannot be considered to be the same as a MAPAC.

C3.10.2.3. Because Canada has no freight forwarders in the United States, the construction of their MAPACs is an exception to the rule. Refer to Section C3.13. for construction of Canadian MAPACs.

C3.10.2.4. FMS items shall be shipped by a carrier that can provide evidence of shipment (for Supply Discrepancy Report purposes, evidence of shipment constitutes "constructive proof of delivery in compliance with DoD 5105.38-M, "Security Assistance Management Manual (SAMM)," paragraph C6.4.9.6.

C3.10.2.5. Regulations, such as the Defense Federal Acquisition Regulation Supplement (DFARS) Volume III, Appendix F, Material Inspection and Receiving Report for procurement documents and independent Service requirements, mandate that the elements listed below be provided on shipping documents for use by the freight forwarder. The freight forwarders use this information to obtain insurance, and identify the materiel for the export license. Every effort should be made to ensure that the following information is provided on shipping documents:

C3.10.2.5.1. Requisition Document Number.

C3.10.2.5.2. FMS Case Identifier Number.

C3.10.2.5.3. Unit Price/Total Price.

C3.10.2.5.4. Quantity.

C3.10.2.5.5. NSN/Part Number and Description.

C3.10.2.5.6. Project Code (if applicable).

C3.10.3. Prior to selecting the appropriate address, the shipper must consider shipment size, destination, classification, type of materiel, deliver term code, and priority.

C3.11. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES

C3.11.1. Data Elements Used To Construct MAPAD Codes For FMS. Five data fields are required to construct a ship-to MAPAC and a mark-for MAPAC. These data elements are taken from the requisition document number and supplementary address. A MAPAC shall have six positions for the purpose of integrating the code into Component logistics systems. This is accomplished by zero filling the non-significant record positions (rp). The five data elements used to construct the FMS ship-to and mark-for MAPACs are listed below.

C3.11.1.1. Requisition Document Number

C3.11.1.1.1. The second and third position of the document number (MILSTRIP rp 31–32) shall contain the SA/FMS country/international organization codes assigned by the Defense Security Cooperation Agency. The authoritative source for these values is DOD 5105.38-M, Chapter 4, Table C4.T2., available at www.dsca.mil/samm.

C3.11.1.1.2. The fourth position of the document number (MILSTRIP rp 33) shall contain the mark-for code. The alpha/numeric code indicates the final destination address of the materiel. When the country does not identify a valid mark-for code, a numeric zero shall be shown in MILSTRIP rp 33.

C3.11.1.2. Supplementary Address

C3.11.1.2.1. The first position of the supplementary address (MILSTRIP rp 45) shall contain the code designating the customer country's requisitioning Service. B=Army; P=Navy; D=Air Force; K=Marine Corps; T=other than Army, Navy, Air Force, or Marine Corps. The first position of the requisition number (MILSTRIP rp 30) usually contains these same Service codes. The difference is that rp 30 indicates the U.S. Military Service that manages or is responsible for the FMS case. In constructing MAPACs for the ship-to and mark-for address, only the customer country's Service Code (rp 45) shall be used. The U.S. Service Code (rp 30) shall be used to show the appropriate freight forwarder/Service assistance office if any problems arise. It is possible for rp's 30 and 45 to have different Service Codes (e.g., if the requisition number begins with BATL4V and the supplementary address is DA2KBM, the shipper would use the D (customer country's Air Force Code) from the supplementary address to construct the ship-to/mark-for MAPACs, but would contact the U.S. Army (B) for assistance, if required).

C3.11.1.2.2. The third position of the supplementary addresses (MILSTRIP rp 47) shall contain an alpha/numeric code to designate the customer country's freight forwarder or designated recipient of materiel.

C3.11.1.2.2.1. If code X appears in the third position of the supplementary address (MILSTRIP rp 47), the shipment is to be made through the DTS to a designated address with no freight forwarder involvement. This address can be identified by the use of rp 33 to construct the MAPAC. Shipments moving through Air Mobility Command (AMC), Surface Deployment and Distribution Command (SDDC), and Military Sealift Command (MSC) must have an in-the-clear address or mark-for code (e.g., if movement is via AMC/SDDC/MSC and there is a numeric zero in rp 33, the in-the-clear address or customer code shall be obtained prior to shipment). Contact your appropriate freight forwarder/Component Security Assistance Office for this information.

C3.11.1.2.2.2. If code W appears in the third position of the supplementary address (MILSTRIP rp 47), the shipment is to be made to an intermediate point (e.g., an item being shipped to a facility for calibration prior to final delivery to country) and the in-the-clear address shall be provided. If the in-the-clear address is not provided, the shipper must call the freight forwarder/Service Security Assistance Office for the in-the-clear address.

C3.12. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES

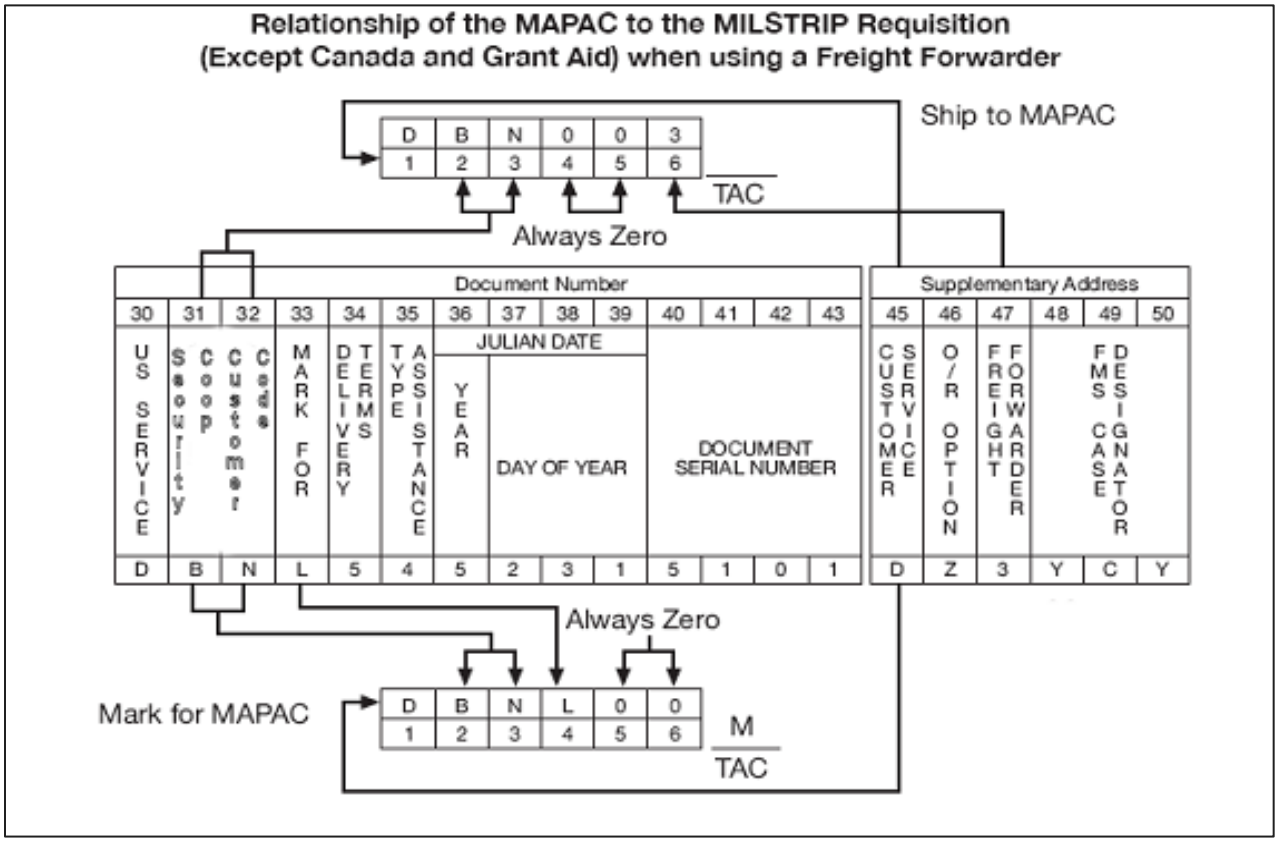
C3.12.1. The ship-to MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization (see country/activity code reference in DoD 5105.38-M, Chapter 4, Table C4.T2: www.dsca.mil/samm); next, add two zeros (the non-significant record positions explained in C2.3.1 above) and then show rp 47 (the freight forwarder/designated representative code).

C3.12.2. The mark-for MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization; rp 33 (the code identifying the final destination of the materiel); and then adding two zeros (the non-significant record positions).

C3.12.3. Figure C3.F1. is an example of how the ship-to and mark-for MAPACs are constructed and the importance of the placement of the zeros for the non-significant record positions. The MAPAC appears as a six-position code in the MAPAD. It is constructed from selected codes located in various data fields of the requisition. Specifically, requisition record positions 31, 32, 33, 45, 46, and 47 provide all the information necessary to construct a MAPAC when shipment is made through a freight forwarder. A MAPAC does not exist as a discrete entity without a defining TAC. The TAC further defines the clear-text address to be used. Figure C3.F1. is an illustration of two FMS MAPACs constructed from applicable entries in a requisition. This is necessary when a shipment is made through the FMS customer's freight forwarder. The freight forwarder's address is represented by the ship-to MAPAC and the final destination address is represented by the mark-for MAPAC. The numbers 30–50 in the figure indicate record positions in the MILSTRIP 80 rp transaction format. The row of

alphanumeric characters represents the applicable codes inserted in each record position by the originator of the requisition.

Figure C3.F1. Example of Foreign MAPAC Ship-To/Mark-For



C3.12.4. Figure C3.F2. is a sample MAPAD address listing for Australia. Note that the clear text address is based on the use of specific TAC codes.

Figure C3.F2. Example of Country Address Page for Australia

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
BATL00	M	AUSTRALIAN ARMY 31 SUP BN BANDIANA ViC AUSTRALIAN				89039	
BATL00	1	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	2			VC1	RCM	88326	
BATL00	4	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	5	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	6	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL02	9	DELETE USE MAPAC BATL00 ADDRESSES	S				90021
BATL02	A		S			89109	
BATL02	B		S			89109	
BATL02	C		S			90101	
BATL02	D					90101	
BATL02	1	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306				88109	
BATL02	2	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306	A			88109	
BATL02	2	AUSTRALIAN MATERIAL 301 SWIFT AVENUE SOUTH SAN FRANCISCO CA 94808	A				
BATL02	3	OFFICE OF NAVAL ATTACHE EMBASSY OF AUSTRALIA 1601 MASSACHUSETTS AVE NW WASHINGTON DC 20036				88181	
BATL02	4	NAVAL SUPPLY SYSTEMS ROYAL AUSTRALIAN NAVY BUILDING MRUSSELL OFFICE CANBERRA ACT AUSTRALIA 2600				88101	
BATL03	9	DELETE USE MAPAC BAT002 ADDRESSES				89326	

C3.13. CONSTRUCTION OF CANADIAN MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES. Since Canada has no CONUS freight forwarders, their ship-to and mark-for addresses are the same; therefore, shipments are made directly to the in country destination point. Because of this, the Canadian requisition number and supplementary addresses are different to accommodate the unique construction of their MAPACs. To construct a Canadian MAPAC, use the Service code from the first position of the supplementary address (MILSTRIP rp 45; next the second and third position of the document number (MILSTRIP rp 31 and rp 32 (two-digit ***Security Cooperation (SC) Customer Code***); next rp 33 (zero filled); and finally, rp 46 and rp 47 from the supplementary address. (Figure C3.F3.)

Figure C3.F3. Example of Foreign Military Sales MAPAC Construction for Canada Ship-To

	DOCUMENT NUMBER													SUPPLEMENTARY ADDRESS					
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
US SERVICE	SECURITY COOPERATION CUSTOMER CODE		CUSTOMER	DELIVERY TERM	TYPE ASSISTANCE	CALENDAR YEAR	JULIAN	DAY	DATE	DOCUMENT SERIAL NUMBER				COUSTOMER SERVICE	OFFER/OPTION RELEASE	FREIGHT FORWARDER	FMS	CASE	DESIGNATOR
B	C	N	O											B	C	A	C	A	B

C3.14. TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES

C3.14.1. The TACs used in this manual identifies the type of address to be used in the shipment/distribution of materiel/documentation. There are 13 TACs; however, not all of the TACs shall be used in the MAPAD at the same time, but may be used in combination. The ILCO CSP shall determine which combination of TACs is appropriate

C3.14.2. Table C3.T2. contains a brief description of nine of the 13 TACs. Section C3.21. contains the four remaining TACs to be used in shipping classified materiel.

C3.T2. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
M	A clear text mark-for address
1	This address shall receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with the DTR 4500.9-M, Defense Transportation Regulation Part III chapter 203 item B. TAC 5 is the same address as TAC 1 unless published differently.
2	This address shall be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD shall contain Special Instruction Indicator Code A which directs forwarding of the materiel/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.
3	For sending a Notice of Availability (NOA), if required. This address shall be used when the Option Code (Y or Z in record position 46 of the requisition) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA shall also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling shall be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped. For a classified shipment, send the NOA to the receiving country service representative. In response to the NOA, the country representative must specify, by name, the person shall receive and sign for the shipment at the TAC A, B, C, or D address. Should there be no reply to the NOA, the service security assistance office shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall be advised for Navy and Marine Corps sponsored shipments. If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the service focal point shall be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) shall contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder shall also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.

C3.T2. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
4	This address shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall be used for electronic distribution of supply and shipping status transactions. A COMMRI is a 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DLA Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.
5	This address shall be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-1a, “Issue Release/Receipt Document,” DD Form 1348-2, “Issue Release/Receipt Document with Address Label,” DD Form 250, “Material Inspection and Receiving Report”; or any forms used for release/receipt. The TAC 5 address shall only be published when it is different from the TAC 1 address.
6	For sending copies of the release/receipt documents and bills of lading on TAC 2 shipments; and shall only be published if different from TAC 2. Documentation (release/receipt) for automatic freight shipment shall be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-1a, Issue Release/Receipt Document, DD Form 1348-2, issue release/receipt document with address label; DD Form 250, material inspection and receiving report, or any forms used for release/receipt of shipments. The TAC 6 address shall only be published when it is different from the TAC 2 address.
7	This address shall be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address shall be established only when TAC's A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change the address as long as it remains within the freight forwarder's operation).
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC shall remain in the directory to provide a reference to another MAPAC which shall be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry shall remain in the MAPAD for a period of 5 years.

C3.15. SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES

C3.15.1. SIIs are coded in the SII column to indicate instructions to be used in shipping materiel or sending documentation to a particular address.

C3.15.2. Only the SII S shall be shown in clear text. This information is listed at the beginning of each country section. The clear text SIIs are a means by which customer countries place their unique requirements in the MAPAD (e.g., political considerations, circumstances peculiar only to one country; a country that has negotiated their own freight rates with a carrier). The shipper must adhere to these instructions. The appropriate freight forwarder Service Assistance Office must be contacted if problems arise in executing the specific SII.

C3.15.3. SII S requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4.

Figure C3.F4. Example of Special Instruction Indicators

MAPAC	TAC	SPECIAL INSTRUCTIONS
BAT001 BAT003 DAT00A DAT00B DAT00D DAT00F	1 1 1 1 1 1	a. For material sourced from CONUS, ship-to Australian Government Cargo Office 485 Valley Drive Brisbane CA 94005-1293
DEATH DAT002 DAT003 DAT005 DAT007 DAT008 PAT002 PAT003	1 1 1 1 1 1 1 1	b. For material sourced from Canada, ship-to MSAS Cargo International Montreal International Airport Cargo Rd Building 1 Dorval Quebec Canada H4Y 1A9
BAT002 BAT003 DAT00A DAT00B DAT00C	2 2 2 2 2	a. Emery Worldwide deferred service is to receive first preference as the receiving carrier for all shipments (Issue Priorities 01 through 03). See subparagraph c., below.
DAT00D DAT00F DEATH DAT002 DAT003	2 2 2 2 2	b. Viking Freight Systems is to receive first preference as the Receiving carrier for all shipments originating in the state of California (Issue Priorities 04 through 15). See subparagraph c., below.
DAT005 DAT006 DAT007 DAT008 PAT002	2 2 2 2 2	c. Yellow Freight is to be given first preference as the receiving carrier for all shipments originating in all states other than California (Issue Priorities 04 through 15).

C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES. These codes indicate the WPOD or APOD to which FMS shipments shall be sent under Delivery Term Code (DTCs) 6, 7, and 9. The shipments shall be moved through the DTS to the in country ports. In the case of DTCs 6 and 9, port personnel shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to destination. In the case of DTC 7, the U.S. Government is obligated to transport the materiel to the customer's in country mark-for address.

C3.17. EFFECTIVE DATE AND DELETION DATE FOR FOREIGN MILITARY SALES. This is a date when the MAPAC is effective and/or the date it is deleted. The deleted record shall remain in the file for 5 years after it is deleted to allow the pipeline to be flushed. Changes shall take effect when the current date matches the effective date.

C3.18. OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES

C3.18.1. The MILSTRIP data elements outlined above were those elements required to construct MAPACs. However, there are additional elements to be used in the movement of FMS materiel. The second position of the supplementary address (MILSTRIP rp 46), is called the offer/release option code and identifies whether or not an NOA is needed prior to shipment. See section C3.21. for instructions on shipping classified materiel.

C3.18.2. If the Offer/Release Option Code is an alpha A, the shipment shall be released automatically to the freight forwarder or designated recipient of the materiel. Offer/Release Option Code A is not absolute. Offer/Release Option Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.18.3. When the Offer/Release Option Code is an alpha Y, the shipment must not be released until an NOA is forwarded to the TAC 3 address. If a reply to the NOA is not received within 15 calendar days from the date of the notice, the shipment shall be released to the appropriate TAC 2 address with no further action by the shipper. Offer/Release Option Code Y is not absolute. Offer/Release Option Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.18.4. When the Offer/Release Code Option is an alpha Z an NOA shall be forwarded to the TAC 3 address, or country representative if the shipment is classified. However, the shipment must not be released until a response from the proper NOA addressee is received. If no response has been received in 15 calendar days, a follow up shall be sent. If no response is received within 15 calendar days of the follow-up, a second follow-up shall be sent and assistance shall be requested from the appropriate

DoD Component Security Assistance/Cooperation Agency. Note that Option Release Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.18.5. When the Offer/Release Option Code is an alpha X the United States is responsible for transportation and no NOA is required.

C3.19. DELIVERY TERM CODES FOR FOREIGN MILITARY SALES. DTCs identify the Department of Defense and the purchasing country responsibility for transportation and handling costs. A link to DTCs is contained in paragraph C3.26.3.

C3.20. PRIORITIES FOR FOREIGN MILITARY SALES. FMS customer countries are assigned the same force/activity designator (F/AD) codes as the DoD Components. The requisition priority designator shall be based upon the assigned F/AD–refer to MILSTRIP. FMS materiel shall be transported in accordance with all the requirements and conditions of DoD 4140.1-R and DTR 4500.9-R).

C3.21. FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS

C3.21.1. FMS classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled under all conditions and requirements governing the movement of US. Government classified materiel, DoDs 5200.1-R, 5200.2-R, and 5200.8-R. The following additional conditions apply:

C3.21.1.1. All DTC 4, 5, 8, C, E and H shipments of classified materiel require the full Offer Release Option Code Z process before they can be released; For example, a proper response from the NOA addressee must be received from the proper NOA addressee before shipment release. The proper NOA addressee for shipments of classified materiel is the MAPAD listed country representative for the FMS Purchaser.

C3.21.1.2. Classified materiel requisitioned under DTCs 2, 3, 5, 6, 7, or 9 should be entered into the DTS for movement.

C3.21.1.3. There are many freight forwarders that have been identified by the DSS as authorized to receive classified materiel. These freight forwarders are identified by the TACs A, B, C, and D. If these TACs are not included in the freight forwarder's MAPAC, classified materiel shall not be released to that freight forwarder.

C3.21.1.4. Table C3.T3. shows a summary of the TACs to be used in moving classified materiel.

Table C3.T3. TACs For Classified Materiel

TAC	SUMMARY EXPLANATION
A	Materiel classified SECRET moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R, Part II, Chapter 205.
B	Materiel classified SECRET moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.
C	Materiel classified CONFIDENTIAL moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.
D	Materiel classified CONFIDENTIAL moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.

C3.21.1.5. The shipper must send the NOA to the country representative as indicated in the appropriate country introduction page. Shipments of classified materiel shall not be moved until the following conditions have been met:

C3.21.1.5.1. NOA response.

C3.21.1.5.2. Identification of a cleared facility.

C3.21.1.5.3. Identification of an authorized designated representative of that country.

C3.22. GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.22.1. The Grant Aid Program is defined as that portion of the SAP that provides defense articles and services to recipients on a non reimbursable or grant basis. Grant Aid is authorized by the Foreign Assistance Act of 1961, as amended.

C3.22.2. The following general instructions are to be used to ship Grant Aid items:

C3.22.2.1. Generally, there are no freight forwarders involved in Grant Aid shipments. DoD policy is to handle Grant Aid type shipments under DTC 9 procedures; however, DTC 7 procedures may apply depending on circumstances determined by the cognizant Combatant Commander.

C3.22.2.2. For Grant Aid shipments, data elements from the requisition document number and first position of the supplementary address shall be used for both the ship-to and mark-for MAPACs.

C3.23. DATA ELEMENTS TO CONSTRUCT MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID

C3.23.1. There are significant differences between constructing FMS and Grant Aid MAPACs. For Grant Aid there are only three data elements in the requisition that are required to construct the MAPAC. With Grant Aid requisitions, as with FMS, the MAPACs must contain six positions in order to be integrated into the DoD logistics systems.

C3.23.2. The data elements to be used to construct the ship-to/mark-for MAPACs are listed below:

C3.23.2.1. Requisition Document Number

C3.23.2.1.1. The second and third positions of the document number (MILSTRIP rp 31–rp 32) shall contain the ***SC Customer Code***.

C3.23.2.1.2. The fourth position of the document number (MILSTRIP rp 34) shall contain the mark-for code.

C3.23.2.2. Supplementary Address. Unlike FMS, the Grant Aid first position of the supplementary address shall always contain alpha code Y (MILSTRIP rp 45). However, in locating the MAPACs in this directory, the Y code shall be converted to an X. The first position of the requisition document number (MILSTRIP rp 30), shall still show the appropriate code to indicate the DoD Component managing the case. These codes are: B=Army; D=Air Force; I=Missile Defense Agency; P=Navy; K=Marine Corps; T=other than Army, Navy, Air Force, Missile Defense Agency or Marine Corps.

C3.24. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID. The ship-to/mark-for MAPAC is constructed by taking the Y code first position of the supplementary address to an X; the second and third position of the requisition document number (MILSTRIP rp 31–32) (two digit ***SC Customer Code***); and the third position of the requisition document number (MILSTRIP rp 33) (final destination address); and then adding two zeros (non significant record positions). Figure C3.F5. is an example of how the ship-to/mark-for MAPACs is constructed.

Figure C3.F5. Example of Grant Aid MAPAC from the Requisition.

DOCUMENT NUMBER														SUPPLEMENTARY ADDRESS					
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
US SERVICE	SECURITY COOPERATION CUSTOMER CODE		CUSTOMER	DELIVERY TERM	TYPE ASSISTANCE	YEAR	DATE: JULIAN	DATE: DAY	DATE: DATE	SERIAL NUMBER				MAP INDICATOR	PROGRAM YEAR	RECORD	CONTROL NUMBER		
B	K	S	T	0	1	8	1	9	2	1	2	3	4	Y	8	A	O	4	7

C3.25. TYPE ADDRESS CODES FOR GRANT AID. When making Grant Aid shipments, only five "type of address" codes shall be utilized as shown in Figure C3.F6.

Figure C3.F6. Grant Aid Type Address Codes.

TAC	SUMMARY EXPLANATION
M	Clear text mark-for address.
1	Small parcel carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with SAAM, DoD 5105.38-M.
2	Surface freight or air carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery.
3	Supply shipment status information.
9	Indicates a cross-reference MAPAC for deleted MAPAC.

C3.26. SPECIAL INSTRUCTION INDICATORS FOR GRANT AID

C3.26.1. SIIs are coded in the SII column to indicate that instructions to be used in shipping materiel or sending documentation to a particular country.

C3.26.2. Only the SII “S” shall be shown in clear text or narrative form. This information is listed at the beginning of each country section. The shipper must adhere

to these instructions. The appropriate freight forwarder/Service Assistance Office shall be contacted if problems arise in executing the specific SII.

C3.27. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID. Grant Aid shipments shall move through the DTS to Grant using in country ports of discharge. DoD personnel at those ports shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to its destination.

C3.28. EFFECTIVE DATE AND DELETION DATE FOR GRANT AID. This is the date when the MAPAC is effective and/or the date it is to be deleted. MAPACs shall remain on the MAPAD for 5 years beyond the delete date.

C3.29. DELIVERY TERM CODES FOR GRANT AID. There are no DTCs that apply to Grant Aid shipments. The U.S. Government is responsible from point of origin to delivery of materiel to port of discharge overseas. RP 35 shall always contain a numeric zero.

C3.30. PRIORITIES FOR GRANT AID. Grant Aid shipments shall be transported in accordance with the requirements and conditions of time-definite delivery (TDD) and DTR 4500.9-R.

C3.31. GRANT AID CLASSIFIED SHIPMENTS. Grant Aid classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled in accordance with all conditions and requirements governing the movement of U.S. Government classified materiel in DoD 5200.1-R. Upon arrival at the overseas port the appropriate government to government transfer procedures shall be implemented.

C3.32. CODES AND TRANSACTION FORMATS. The MAPAD contains unique transaction formats, unique code lists, and common data element shared with MILSTRIP. The following information is provided as supporting documentation to the MAPAD.

C3.32.1. Special Instruction Indicators. SII “S” requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4.” www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*SI

C3.32.2. Type of Address Codes. TACs designate the type of action being taken for a specific address (e.g., transmitting status, shipping information, Notice of Availability). www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*TM

C3.32.3. Delivery Term Codes. DTCs designate DoD/purchasing country’s responsibility for transportation and handling cost. The code designates the segments of the transportations pipeline for which the DoD is responsible during the transport of supply shipment units under FMS/Grant Aid programs www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=A3.

C3.32.4. Foreign Military Sales Military Standard Requisitioning and Issue Procedures Data Elements. Appendix AP2.1 highlights MILSTRIP requisition document number and supplementary address data elements used to construct a valid MAPAC. www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.1_MILSTRIP_Elements.docx

C3.32.5. Address File. Appendix AP2.2 Address File Identifier, identifies which MAPAD file shall be changed. http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.2_Address_File_Indentifier.docx

C3.32.6. Document Identifier Codes. Appendix AP2.3, Document Identifier Codes, identifies transactions to logistics system(s) and specific operation to which they apply. Appendix 3, also indicates the intended purpose and use of the transaction data (i.e., add, change or delete). www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.3_Document_Identifier_code.docx

C3.32.7. Add/Change Foreign Military Sales Military Assistance Program Address Code. Appendix AP2.4 contains the transaction formats (MA1, MA2) for Adding and Changing FMS MAPACs. http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.4_Add_Change_Formats_FMS.docx

C3.32.8. Delete Foreign Military Sales Military Assistance Program Address Code. Appendix AP2.5 contains the transaction format (MA3) for Deleting FMS MAPACs. www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.5_Delete_Format_FMS.docx

C3.32.9. Add/Change Grant Aid Military Assistance Program Address Code. Appendix AP2.6 contains the transaction formats (MA1, MA2) for Adding and Changing Grant Aid MAPACs. www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.6_Add_Change_Formats_Grant_Aid.docx

C3.32.10. Delete Grant Aid Military Assistance Program Address Code. Appendix AP2.7 contains the transaction format (MA3) for Deleting Grant Aid MAPACs. www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6a2.7_Delete_Format_Grant_Aid.docx

C3.32.11. Security Assistance Program Service Designator. The SAP Customer Service Designator is derived from the Service and Agency code list and is used in the first character of the MAPAC to classify the ownership of the MAPAC being defined. Note: The value for the SAP customer service designator also appears in the first position of the supplemental address field in the Security Assistance MILSTRIP requisition. www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=94

C4. CHAPTER 4

PIPELINE MEASUREMENT

C4.1. GENERAL

C4.1.1. Purpose of Chapter. This chapter identifies the roles, authorities, business rules, governance and configuration management process that comprise the Logistics Metric Analysis Reporting System (LMARS). It establishes the information requirements for LMARS. The LMARS tool is a database and collection of reports located at DLA Transaction Services. LMARS provides a single, authoritative, enterprise-wide source of logistics pipeline performance and customer wait time data. Within the authority granted it in paragraph C4.3.1. below, the Pipeline Measurement Process Review Committee (PRC) is responsible for developing and maintaining LMARS to include the maintenance of this chapter.

C4.1.2. Purpose of LMARS. LMARS is a tool/database for the collection of logistics business event information that allows actual logistics pipeline performance to be measured and reported uniformly. The information enables management to track trends, identify areas requiring improvement, and compare actual performance against pre-established goals. It provides information that allows policy, procedural, and/or technology infusions to be assessed for their effects on pipeline performance. LMARS supports the measurement of logistics pipeline segment performance, to include logistics response time (LRT), and will in the future, based on individual business event transactions, provide the ability to measure customer wait time (CWT), and to compare actual performance against time definite delivery (TDD) standards. The common denominator among the LRT, CWT, and TDD performance measures is that they all begin with the submission of a customer order document number and end with the receipt of the ordered materiel. LMARS is comprised of a standard:

C4.1.2.1. Set of definitions identifying the beginning and ending of each of the twelve measurable logistics pipeline segments.

C4.1.2.2. Set of business event/transactions used as the authoritative source for recording a business event beginning or ending point.

C4.1.2.3. Set of business rules, decision tables, and algorithms applied to the standard events/transactions to populate database pipeline segment performance data.

C4.1.2.4. Database consisting of data that is available for download and analysis.

C4.1.2.5. Set of monthly reports that capture the performance for a month in the life of the logistics pipeline. These reports are assigned Report Control Symbol DD-AT&L(AR)1113.

C4.2. POLICY. It is DoD policy that all organizations in the supply chain recognize and emphasize the importance of time in accomplishing their respective functions. DoD materiel management shall be structured to be responsive to customer requirements during peacetime and war. Timely receipt of items ordered by customers of the logistics system contributes to increased customer confidence in that system. All organizations in the supply chain must accomplish their respective functions in an efficient and cost-effective manner. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 is the principal supply chain policy document that lays the foundation for paragraphs C4.2.1, C4.2.2., and C4.2.3.

C4.2.1. Logistics Response Time. To gauge logistic system timeliness, the performance data collection system, LMARS, is established as the single, authoritative, enterprise-wide source for performance reporting and analysis of LRT.

C4.2.2. Customer Wait Time

C4.2.2.1. Components shall develop methods of including retail transactions at the lowest level (e.g., immediate issues of materiel from installation or shipboard supply activities, Government purchase card acquisitions, etc.) with Wholesale logistics response time measurement in order to produce a customer wait time performance measure.

C4.2.2.2. Components shall use the CWT measure to assess past performance and apply lessons learned to improve future performance of the DoD supply chain.

C4.2.2.3. Components shall submit monthly reports to DLA Transaction Services covering completed orders originating from organizational maintenance activities. The reports shall be prepared in accordance with reporting requirement instructions specified in Enclosure 1 of DoD Instruction 4140.61, "Customer Wait Time and Time Definite Delivery." DLA Transaction Services shall compile the Component data and complete DD Form 2829 for posting to the LMARS Website.

C4.2.3. Time Definite Delivery

C4.2.3.1. The establishment of TDD standards is based on the concept that, within a specified degree of probability (e.g., 95 percent), the logistics system is capable of delivering required materiel to the customer within a given period of time depending on the priority and geographic location of the customer.

C4.2.3.2. United States Transportation Command (USTRANSCOM) negotiates and maintains the TDD standards. In the absence of specific customer TDD standards, the legacy aggregate standards in DoD 4140.1-R prevail. In developing organic or contractor performance agreements with their customers, materiel managers and distribution and transportation managers should develop specific customer TDD standards that are tailored to meet specific delivery requirements:

C4.2.3.2.1. TDD standards address the supply of materiel from the time of requirement origination (date of the requisition) to the time that the requisitioner acknowledges physical receipt. The major segments of the total logistics pipeline are requisition submission time, inventory control point (ICP) processing time, storage depot segment time, transportation segment time, and theater segment time.

C4.2.3.2.2. Each logistics pipeline segment involved in the processing of a requisition has been assigned a portion of the total available time. Individual segment standards should not be considered inviolate if exceeding those standards results in time savings and improved service for the total pipeline.

C4.2.3.2.3. Timely receipt of items ordered by logistics system customers contributes to increased customer confidence in the system. All organizations in the supply chain must accomplish their respective functions in an efficient and cost-effective manner.

C4.2.3.2.4. The LMARS database is intended to be the primary source of logistics response time data for comparison against the TDD standards.

C4.3. ROLES AND AUTHORITIES

C4.3.1. Pipeline Measurement Process Review Committee (PRC). The Pipeline Measurement PRC is responsible for developing and maintaining LMARS to capture and record logistics pipeline business events from business transactions. LMARS provides a reliable and consistent database of information from which the measurement of logistics pipeline segment performance metrics such as LRT and CWT may be generated. The LMARS data recording of actual performance times can be compared to the TDD standards. The Pipeline Measurement PRC operates under the authority and within the framework documented below.

C4.3.2. Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI). The ODASD/SCI shall:

C4.3.2.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the Pipeline Measurement program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of LMARS.

C4.3.2.2. Review and approve Pipeline Measurement program plans, priorities, schedules, and goals, and resolve policy and procedural issues where agreement cannot be obtained within the Pipeline Measurement PRC.

C4.3.2.3. Champion efforts to identify funding sources to support and further the Pipeline Measurement program objectives.

C4.3.2.4. Ensure applicable coordination within OSD staff elements that are responsible for Pipeline Measurement performance measurement policy guidance or one-time instructional memoranda affecting functions assigned to this PRC.

C4.3.2.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C4.3.2.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD/SCI representative, and accept updates after each meeting or as appropriate.

C4.3.2.7. Ensure that DoD senior leaders are advised of initiatives and plans as they are developed with respect to Pipeline Measurement performance data integrity and management.

C4.3.2.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C4.3.3. DLA Logistics Management Standards. As the Chair of the Pipeline Measurement PRC, DLA Logistics Management Standards shall:

C4.3.3.1. Develop Pipeline Measurement PRC meeting agendas and convene meetings as required, but at least semi-annually. Announce meetings 30 calendar days in advance. Submit minutes of each Pipeline Measurement PRC meeting within 7 to 14 calendar days of meeting completion to the Pipeline Measurement PRC membership and the OSD PSA for review. Publish final meeting minutes within 30 calendar days of meeting completion. Maintain a current list of representatives to the Pipeline Measurement PRC.

C4.3.3.2. Submit proposed recommendations for LMARS improvement to the committee members and the OSD PSA. Present issues to the Pipeline Measurement PRC for review and resolution. Where PRC consensus cannot be obtained, document and present the issues to the OSD PSA for resolution.

C4.3.3.3. Document the Pipeline Measurement PRC program objectives and business rules in DLM 4000.25, “Defense Logistics Management System (DLMS)”.

C4.3.3.4. In support of the Supply Chain Metrics Group, develop and document (maintain) program functional requirements for data collection, uniform business rules, computational algorithms, and management reporting and queries for DLA Transaction Services to develop and execute the tool set for measuring LRT, CWT, and TDD actual performance.

C4.3.3.5. Develop and provide training on LMARS.

C4.3.3.6. Report findings and recommendations of evaluations and reviews, with comments from the DoD Components and participating external organizations, to the OSD PSA through the use of standard DLMS configuration management procedures (e.g., proposed and approved DLMS changes).

C4.3.3.7. Ensure that the PRC builds an extensible capability allowing for the expansion of data to encompass Pipeline Measurement performance measurement of Wholesale and Retail logistics processes and functions.

C4.3.3.8. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.3.4. DLA Transaction Services. DLA Transaction Services shall:

C4.3.4.1. Develop and maintain the databases, applications, training aids, and tools required to support LMARS.

C4.3.4.2. Attend all Pipeline Measurement PRC meetings.

C4.3.4.3. Implement enhancements and modifications to LMARS documented by DLA Logistics Management Standards and approved by the Pipeline Measurement PRC.

C4.3.4.4. Provide LMARS subject matter expertise to members of the Pipeline Measurement PRC for dissemination to their respective Components.

C4.3.4.5. Provide LMARS measurement summaries using formats prescribed by policy.

C4.3.4.6. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.3.5. DoD Components. DoD Components shall support the Pipeline Measurement PRC by providing qualified, experienced representatives who shall:

C4.3.5.1. Attend all Pipeline Measurement meetings.

C4.3.5.2. Furnish agenda items to the Chair, Pipeline Measurement PRC.

C4.3.5.3. Respond to tasking emanating from Pipeline Measurement PRC meetings.

C4.3.5.4. Identify inter-DoD Component LRT, CWT, and TDD requirements to the Pipeline Measurement PRC for discussion and formulation of a solution.

C4.3.5.5. Develop and submit recommended DLMS change proposals to the Pipeline Measurement PRC Chair for processing under DLMS configuration management procedures.

C4.3.5.6. Present the Component position and be authorized to negotiate and seek agreement with Pipeline Measurement PRC members to achieve the objectives and standardization of LMARS. Provide Component responses to proposed DLMS changes within specified timeframes.

C4.3.5.7. Promote and support LMARS within the respective Components and serve as the Components' LMARS subject matter expert.

C4.3.5.8. Use metrics to assess the DoD Supply Chain pipeline performance and serve as a basis for process improvements. Conduct analysis and take appropriate actions within the Component to improve pipeline performance.

C4.3.5.9. Review Monthly LMARS Outputs and Data

C4.3.5.9.1. Review monthly reports analyzing and researching unusual trends. Significant changes need to be researched using the drill down capability to determine the anomaly causes. Researchers should look for conditions such as one or more activities performing mass close outs of open aged records in a non-timely manner resulting in unusually long LRT. The Anomaly Code list and report is also a tool to aid in determination of suspect data and performance reporting. The Anomaly Code list is available at the following link: www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Anomaly_Code_List.doc.

C4.3.5.9.2. Data corrections required as a result of the above research and analysis will be identified to the Pipeline Measurement PRC Chair and DLA Transaction Services. When warranted, the Pipeline Measurement PRC chair will ensure prior coordination with the ODASD/SCI Pipeline Measurement PRC representative before performing data corrections. The data correction method will be determined by DLA Transaction Services and coordinated with the Pipeline Measurement PRC Chair.

C4.3.5.9.3. Table updates, business rule changes, and fill rule changes will be identified by the Components to the Pipeline Measurement PRC Chair where changes have occurred in critical decision tables such as Routing Identifier Codes (RICs), DoD Activity Address Codes (DoDAACs), Combatant Commander (COCOM) designations, etc.

C4.3.5.10. Submit required monthly CWT reports to DLA Transaction Services in accordance with approved formats and instructions.

C4.3.5.11. Retain records of LRT, CWT, and TDD performance measurements for audit and oversight.

C4.4. CONFIGURATION MANAGEMENT

C4.4.1. Pipeline Measurement PRC Administration. The Pipeline Measurement PRC shall be responsible for:

C4.4.1.1. Coordinating actions essential to the maintenance and improvement of LMARS.

C4.4.1.2. Developing and maintaining uniform business rules for the measurement and reporting of LRT, CWT, and TDD in LMARS.

C4.4.1.3. Serving as the primary group responsible for developing and executing LMARS and its associated products for the measurement of LRT, CWT, and TDD.

C4.4.1.4. Ensuring senior leaders in the DoD Components are apprised of all initiatives and plans as they are developed with respect to LMARS.

C4.4.1.5. Documenting and maintaining DoD-level LRT, CWT and TDD calculation rules to support consistency of measurement across the Department of Defense within LMARS.

C4.4.1.6. Posting Pipeline Measurement PRC meeting minutes of each Pipeline Measurement PRC meeting to the DLA Logistics Management Standards Website, along with a current list of representatives to the Pipeline Measurement PRC.

C4.4.1.7. Providing feedback to the DASD/SCI concerning Component requirements to fully implement LRT, CWT, and TDD measurement tools.

C4.4.2. Proposed DLMS Change (PDC)/Approved DLMS Change Process (ADC). The requirements and guidelines for change management are documented in Volume 1, Chapter 3 (DLMS Change Management) of DLM 4000.25. The change control process ensures the proper documentation of all proposed or approved changes, the tracking and reporting of these changes to the functional baseline using change control status accounting, and the validation of the changes using functional change control reviews as required. Chapter 3, DLMS Change Management can be viewed at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp.

C4.4.2.1. A subset of the DLMS change process is the preparation of the Proposed DLMS Change (PDC). The PDC is an audit trail for Pipeline Measurement. Changes to Pipeline Measurement are required to be submitted using the process identified in Volume 1, Chapter 3 of DLM 4000.25 www.dla.mil/j-6/dlmso/eLibrary/manuals/dlm/v1.asp.

C4.4.2.2. The PDC process flow is defined in Appendix 9 of DLM 4000.25 www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1/v1a9.docx.

C4.4.3. DLA Transaction Services Technical Documentation

C4.4.3.1. Develop and provide training on LMARS.

C4.4.3.2. Report findings and recommendations of evaluations and reviews, with comments from the DoD Components and participating external organizations, to the OSD PSA through the use of standard DLMS configuration management procedures (e.g., proposed and approved DLMS changes).

C4.4.3.3. Ensure that the PRC builds an extensible capability allowing for the expansion of data to encompass Pipeline Measurement performance measurement at Wholesale and Retail logistics processes and functions.

C4.4.3.4. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.5. LMARS ARCHITECTURE

C.4.5.1 Functional Architecture

C4.5.1.1. LMARS is based on the capture by DLA Transaction Services of the business events at the individual transaction level for each individual customer order/document number.

C4.5.1.2. LMARS reports and measures the pipeline segment(s) completed for a document number in that report month. The total document numbers that complete a segment and the time to complete each document are the key data captured and used to calculate average segment time performance.

C4.5.1.3. LMARS is a point in time reporting system. When an item identified by a document number has shipped, the first four segments are reported in the monthly report corresponding to the month DAAS receives the shipment transaction. Later actions within the pipeline are reported in the month during which that segment is completed. With the exception of the ICP segment (ISPT), no segment is reported again for that document number in any succeeding months. A materiel release order (MRO) denial will cause the ISPT segment to be re-reported with additional time for the denial and new MRO processing added.

C4.5.1.3.1. With the exception of segments one through three (which are dependent on the date DAAS receives the shipment transaction), the first date that DAAS receives a transaction, defined as a segment ending event, determines when that segment's count and time is included in a month's report.

C4.5.1.3.2. The last in-document date is used to compute the segment time.

C4.5.1.3.3. Segments one through four are all reported in the month that the shipment transaction is received. Segments five through twelve and the total for segments one through twelve are reported in the month that the transaction for the segments end event is received by DLA Transaction Services.

C.4.5.2 Technical Transaction Architecture. LMARS is based on legacy Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) transactions formats with some data extensions of the base legacy documents. Incoming DLMS based transactions are converted to legacy transaction formats using the DLA Transaction Services standard DLMS to legacy MILSTRIP/MILSTRAP maps.

C4.6. LMARS CONTENT

C4.6.1. Inputs. The Data sources used to fill the LMARS database and prepare the monthly reports are as follows:

C4.6.1.1. DLA Transaction Services Routed DLSS/DLMS Transactions. The DLMS X12 electronic data interchange (EDI) and DLMS extensible markup language (XML) transactions are first converted to DLSS transactions (legacy 80 record position MILSTRIP/MILSTRAP) and merged with standard legacy DLSS transactions. The DLMS transactions, when converted to DLSS legacy, include extended data not available in the equivalent DLSS legacy transaction as originated by the source system. There are also some Service Unique DLSS-like transactions that are not DLSS standard transactions but are standard within a Component such as the Air Force document identifier code BF7.

C4.6.1.2. DLA Transaction Services Non-routed Transactions. These are Component unique document identifier codes (DIC) (DLSS-like) 80 record position transactions used to report offline actions by the Services, DLA, and GSA. These transaction DICs are B99, BE9, D7, CHA, CH1 CO_, and CQ. Integrated Data Environment (IDE) and Global Transportation Network (GTN) Convergence (IGC) User Defined Format (UDF) data feeds provide information to open and close the transportation pipeline segments.

C4.6.1.3. DLA Troop Support Special Prime Vendor Data Feeds. Special data feeds are received for Fresh Fruits and Vegetables (FFV), Semi Perishables, Maintenance Repair Operations (MRO), and Prime Vendor Medical (PVM).

C4.6.1.4. EDI 850 transaction is used in place of Other S9G MROs if the EDI 850 has an earlier date.

C4.6.1.5. Other External Data Feeds used to support weekly and monthly LMARS processing are the DoD Activity Address Directory (DoDAAD) and the national item identification number (NIIN) file provided by the DLA Logistics Information Service. Additionally the following data sources are used and require validation and update by the Components.

C4.6.1.5.1. COCOM DoDAACs. Report not presently produced.

C4.6.1.5.2. DLA Demand Chain DoDAACs. A table of DoDAACs provided to DAAS by the DLA Office of Operations Research and Resource Analysis (DORRA).

C4.6.1.5.3. DLA Supply Chain. A table of items in the DLA Supply Chain provided to DAAS by the DLA Logistics Information Service (NIIN) and DORRA (Part Numbers).

C4.6.1.5.4. Guard or Reserve DoDAACs. A table of DoDAACs identifying guard and reserve units provided to DAAS by the Marine Corps and Army.

C4.6.1.5.5. Reparable/Non Reparable Indicator. A table designating reparable items and non-reparable items provided by all Services

C4.6.2. Segment Definitions

C4.6.2.1. Logistics Pipeline Segment 1, “Requisition Submission Time” is the elapsed time from the date in the requisition number to the date that it was received by DLA Transaction Services.

C4.6.2.2. Logistics Pipeline Segment 2, “Internal Service Processing Time” is the elapsed time beginning when DAAS releases a requisition for internal service or non-Wholesale action and ending when the requisition is returned and released to a Wholesale ICP.

C4.6.2.3. Logistics Pipeline Segment 3, “Inventory Control Point Processing Time” measures the time from DAAS release of a requisition to an ICP, until DAAS receipt of a MRO transaction directing shipment.

C4.6.2.4. Logistics Pipeline Segment 4, “Storage Activity Processing Time” is measured from the date DAAS received the MRO to the date shipped/released in an AS/AR/AU/856S (Shipment Status) transaction.

C4.6.2.5. Logistics Pipeline Segment 5, “Storage Activity to Consolidation Containerization Point Processing Time” is measured from the date shipped/released to the CCP, to the date received by the CCP.

C4.6.2.6. Logistics Pipeline Segment 6, “Consolidation Containerization Point Processing Time” is measured from the CCP’s date of receipt until the date of release.

C4.6.2.7. Logistics Pipeline Segment 7, “CONUS In-Transit Time” measurement starts with date shipped by the shipper (may be contractor, storage depot, or CCP) and ends on the date received by a CONUS customer or port of embarkation (POE) for overseas movements.

C4.6.2.8. Logistics Pipeline Segment 8, “Port of Embarkation Processing” is measured from the date of POE receipt to the date of POE release.

C4.6.2.9. Logistics Pipeline Segment 9, “Port of Embarkation to Port of Debarkation In-Transit Time” is measured from POE date of release to port of debarkation (POD) date of receipt.

C4.6.2.10. Logistics Pipeline Segment 10, “Port of Debarkation Processing” is measured from the date of POD receipt to date of POD materiel release.

C4.6.2.11. Logistics Pipeline Segment 11, “In-Theater In-transit Time” is measured from the POD release date to the consignee receipt or “tailgate” date, for all OCONUS areas.

C4.6.2.12. Logistics Pipeline Segment 12, "Receipt Take-Up Time" is the time between consignee receipt or "tailgate" date and the record posting date in the DRA, DRB, or D6S.

C4.6.2.13. Total Pipeline Time is measured from the date in the requisition number (start of segment 1) to the date the customer posts it to the property record (end of segment 12).

C4.6.3. Business Rules. The paragraphs in this section describe the key tables that the LMARS uses to determine the appropriate reporting of a requisition's life cycle events, DLA Transaction Services procedures, and the output report-specific data population rules and display.

C4.6.3.1. Key Tables

C4.6.3.1.1. LMARS Fill Type Table. Access the LMARS Fill Type Table at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Type_of_Fill_Table.xlsx.

C4.6.3.1.1.1. This table is used to determine the applicable reports in which each document number, completing a pipeline segment within the report month, is included. Each report is discussed in detail in paragraph C4.6.5. below. The usage and detailed procedures for the LMARS Fill Type Table are available at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/LMARS_FILL_Rules_Procedures.docx.

C4.6.3.1.1.2. Examination of the data in the transaction against the values in Columns "A" through "H" of the LMARS Fill Table yields one of the Fill Types below (which equate to Column "I") of the LMARS Fill Table. The derived Fill Type is inserted into the LMARS database date element "CORP-FILL-TYPE" for that transaction document number. The Fill Types and their applicable Reports are identified below.

LMARS Records Fill Types

A = Immediate shipment from depot
B = Planned DVD Shipments
C = Backordered
D = Unplanned DVD Shipments
O = Other

LMARS Reports	Applicable Fill Type Codes
Total	Fill Types = A, B, C, D, O
Immediate	Fill Type = A
Planned DVD	Fill Type = B
Backorder	Fill Type = C
Unplanned DVD	Fill Type = D
Other	Fill Type = O

C4.6.3.1.2. Output Report Specific Tables. The LMARS application makes use of additional tables to populate the data in the specific monthly output

reports. These tables are provided at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/KeyLMARSTables.docx.

C4.6.3.1.3. DLA Special Report Fill Type Table. LMARS provides a series of reports that are tailored for DLA management usage. While these DLA-specific reports are not discussed in this chapter, the report fill rules are identified within the DLA Corporate Fill Table found at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/DLA_Corp_fill_rules.doc.

C4.6.4 DLA Transaction Services Procedures

C4.6.4.1. Daily Continuous Processing. With the exception of special data feeds, transactions are received at DLA Transaction Services continually, and copied and parsed to the Logistics On-line Tracking System (LOTS) database.

C4.6.4.2. Weekly Processing. Every Friday at midnight DLA Transaction Services performs the following processing procedure in preparation for the monthly processing:

C.4.6.4.2.1. LOTS database is copied and integrated with the LMARS Master file.

C.4.6.4.2.2. A temporary LMARS Master file is created for that month's reporting.

C.4.6.4.2.3. LMARS business rules are applied to the temporary LMARS Master file.

C.4.6.4.2.4. A LMARS flat file is produced and put on a guest server for Secure File Transfer Protocol (SFTP).

C.4.6.4.2.5. Flat files tailored to each Service/Agency are created.

C.4.6.4.2.6. Output. Weekly activity file generated.

C4.6.4.3. Monthly Processing. On the first of each month the following processes are performed:

C4.6.4.3.1. LOTS database is copied and integrated with the LMARS Master file.

C4.6.4.3.2. Special Feed data integrated with LMARS Master file.

C4.6.4.3.3. LMARS business rules applied to the new LMARS Master file.

C4.6.4.3.4. Test reports for the month are produced.

C4.6.4.3.5. Top 300 drilldown reports produced.

C4.6.4.3.6. Anomaly file produced.

C4.6.4.3.7. The test reports, anomaly file, and the Top 300 drill down reports are used to identify and correct any DLA Transaction Services processing errors and to identify anomalies and unusual trends that the Services need to research and verify. The DLA Transaction Services processing errors, if any, are corrected and the reports are rerun. The applicable LMARS Service Contact Points are provided Top 300 drill down reports when necessary and requested to determine whether the data is valid. The Services with anomalies and/or unusual trends have five days to respond. Based on their response and the Pipeline Measurement PRC chair authorization, data identified as invalid are removed, the rationale is documented, and the LMARS reports are rerun and become final for that month.

C4.6.4.4. Retention requirements. The monthly LMARS reports are maintained for a minimum of 3 years.

C4.6.4.5. User Accounts. User accounts must be obtained from DLA Transaction Services. The instructions for obtaining a user account are found on the DLA Transaction Services Website at https://www.transactionservices.dla.mil/daashome/homepage.asp. Click on "Request Login ID and Password" and follow the screens for completing the On-Line Systems Access Request.

C4.6.4.5.1. The Logistics Metrics Analysis Reporting System/Customer Wait Time (LMARS/CWT) at DLA Transaction Services maintains logistics pipeline information for all Wholesale items. LMARS/CWT is populated with information from the MILSTRIP and MILSTRAP transactions that flow through DLA Transaction Services. LMARS/CWT report response time within the 12 logistics pipeline segments: All reporting time frames are expressed in terms of days. Current standard reports are available via the Web on a monthly basis.

C4.6.4.5.2. To access LMARS and CWT reports a user must acquire an access account from DLA Transaction Services. The user must submit a System Access Request (SAR). It is important to note that once a user has obtained access approval for LMARS, the user must keep the account active by logging into LMARS at least once every 30 days or the account will be inactivated.

C4.6.4.5.3. Data download capabilities. DLA Transaction Services can provide data downloads in a variety of forms. Monthly reports provide a link at the top that allows the report to be directly downloaded by the user to a Microsoft Excel Spreadsheet. For other database transfers/downloads of LMARS data and/or tables the requester should contact the Service/Agency Pipeline Measurement PRC point of contact, or if not known, DLA Transaction Services. Database transfers/downloads of LMARS data for a specific Service or Agency, are performed by that Service or Agency.

C4.6.4.6. Handling of Corrections. The Components and DLA Transaction Services review the initial runs of each month's reports, to include analyzing and

researching unusual trends. Significant changes need to be researched using the drill down capability to determine the cause. Researchers should look for conditions such as one or more activities performing mass close outs of open aged records in a non-timely manner resulting in unusually long LRT. The Anomaly Code list and report is also a tool to aid in determination of suspect data and performance reporting. The Anomaly Code list is available at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Anomaly_Code_List.doc.

Data corrections required as a result of the above research and analysis will be identified to the Pipeline Measurement PRC Chair and DLA Transaction Services. When warranted, the Pipeline Measurement PRC chair will ensure prior coordination with the DASD/SCI Pipeline Measurement PRC representative before correcting data. The data correction method will be determined by DLA Transaction Services and coordinated with the Pipeline Measurement PRC Chair by the Component that identified the problem.

C4.6.5. Output Reports. All output reports are displayed in a standard format. The following sub-paragraphs of this section describe the format and content of standard monthly reports for the selected month; if no month is selected LMARS defaults to the most recent month available. Paragraphs C4.6.5.1, C4.6.5.2, and C4.6.5.3 below describe the Major Report Categories and the Sections and Sub-sections within them. The titles of the Major Report Categories, the Sections, and the Sub-sections are all centered on the report pages. Paragraph C4.6.5.4 below defines the meanings of the heading titles in the far left column of the reports and paragraph C4.6.5.5 defines the column headings and data content across the top of the reports.

A sample output report showing the format is available at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/WhollesaleReguistionPipeline.xls.

The LMARS database data dictionary is available at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Record_Layout.doc.

The data value names and location on the LMARS master data record is available at www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Data_values.doc. This database is the authoritative source from which all LMARS output reports are produced. It is also the authoritative source of all files that are made available to the Components for their individual purposes. Foreign Military Sales documents and Initial Outfitting documents are excluded from all LMARS reporting.

C4.6.5.1. Major Report Categories. The user selects the desired Major Report Category from the main LMARS Web Page. The report categories are identified below:

C4.6.5.1.1. "COMPOSITE" Report. The Composite Report includes all document numbers eligible for LMARS reporting in a given month with the exception of those for Guard, Reserve, or Contractor DoDAACs.

C4.6.5.1.2. "MAJOR COMMAND" Report. The Major Command Report includes a subset of the document numbers in the Composite Report. To be included in the Major Command report the document number's Ship-To address or Consignee must be identified as being in that specific Major Command. **Note: Major Command Report is not presently produced pending Major Command Code table update; therefore the "Major Command" report category is not currently a selectable Major Report category on the main LMARS page.**

C4.6.5.1.3. "REPAIRABLE NIIN" Report. The Reparable NIIN Report includes a subset of the document numbers in the Composite Report. To be included in the Reparable NIIN report the NIIN being ordered on a given document number must be identified as a Reparable NIIN by at least one Service.

C4.6.5.1.4. "GUARD" Report. To be included in the Guard Report, the document number's Ship-To address or Consignee must be an identified Guard DoDAAC. Note that the document numbers included in the Guard Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. DLA Transaction Services maintains an internal table of DoDAACs supplied by the Components that identifies Guard unit DoDAACs.

C4.6.5.1.5. "RESERVE" Report. To be included in the Reserve Report the document number's Ship-To address or Consignee must be an identified Reserve DoDAAC. Note that the document numbers included in the Reserve Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. DLA Transaction Services maintains an internal table of DoDAACs supplied by the Components that identifies Reserve unit DoDAACs.

C4.6.5.1.6. "CONTRACTOR" Report. To be included in the Contractor Report the document number's Ship-To or Consignee address must be an identified Contractor DoDAAC. Note that the document numbers included in the Contractor Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. Contractor DoDAACs are identified according to Table H.

C4.6.5.2. Major Report Category Sections. Each Major Report Category is composed of Sections and each Section has a total line totaling all the data for that section prior to beginning a new Section. The Sections are identified by tabs at the bottom of the report. The titles of the tabs and section headings are (1) "TOTAL", (2) "ARMY", (3) "AIR FORCE", (4) "NAVY", (5) "MARINE CORPS", (6) "COAST GUARD" and (7) "OTHER".

C4.6.5.3. Fill Type Sub-Sections. Each Major Report Category Section is further sub-divided into six Fill Type Sub-Sections. Each Sub-Section has a total line. The Fill Type Sub-Sections record document numbers according to how that document number is being satisfied. The LMARS Fill Type Table discussed in paragraph C4.6.3.1.1. is a key table used to produce the LMARS output reports. Paragraph C4.6.3.1.1. describes the Fill Type Table composition, usage, mapping of Fill Types to

the LMARS Fill Type Report Sub-Sections, and web link to the current LMARS Fill Type Table. The Fill Type Sub-Sections titles and descriptions are below:

C4.6.5.3.1. "TOTAL" Fill Type Sub-Section. The "TOTAL" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of the cumulative document numbers of each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). Reporting starts when a shipment is indicated by a shipment transaction or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Types = A, B, C, D, O.

C4.6.5.3.2. "IMMEDIATE" Fill Type Sub-Section. The "IMMEDIATE" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of immediate issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). One of the following conditions must be met to qualify as an immediate issue: (1) The first or only Supply Status is BA. (2) The last Supply Status must be BA and received within five days of first status, and no Backorder Status ever received. Direct Vendor Deliveries, whether planned or unplanned, are not considered immediate issues. Reporting starts when a shipment is indicated by a shipment, transaction, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = A.

C4.6.5.3.3. "PLANNED" Fill Type Sub-Section. The "PLANNED" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of Planned Direct Vendor Delivery (DVD) issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The servicing ICP's criteria (Table B) must be met to qualify as a planned DVD. Reporting starts when a shipment is indicated by a shipment, transportation, or receipt transaction. To be included in the PLANNED Sub-Section (Planned Direct Vendor Delivery (DVD)), the document number must meet the criteria for Planned DVD in the LMARS Type of Fill Table. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = B.

C4.6.5.3.4. "BACKORDERED" Fill Type Sub-Section. The "BACKORDERED" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of document numbers that were at some time backordered within each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The following criteria must be met to qualify as a backorder: (1) Any Supply Status (AE transaction) received, prior to shipment, must have a BB, BC, or Service specified (Table A) backorder code. (2) Direct Vendor Delivery, whether planned or unplanned, was not indicated prior to

shipment. To be included in the "BACKORDERED" Sub-section the document number must meet the criteria for backordered documents in the LMARS Type of Fill Table, having a Fill Type = C.

C4.6.5.3.5. "UNPLANNED" Fill Type Sub-Section. The "UNPLANNED" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of unplanned direct vendor delivery (DVD) issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The servicing ICP's criteria (Table A) must be met to qualify as an unplanned DVD. Reporting starts when a shipment is indicated by a shipment, transportation, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = D.

C4.6.5.3.6. "OTHER" Fill Type Sub-Section. The "OTHER" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of document numbers and/or its related data that did not meet the criteria for Immediate Issue, Backorder, Planned or Unplanned Direct Vendor Delivery for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). Reporting starts when shipment is indicated by a shipment, transportation, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Types = O.

C4.6.5.4. Delivery Area and Issue Processing Group row headings. These headings are repeated within each Major Report Category Section and its Sub-Sections. Column A of the spreadsheet output identifies the breakout within the Sub-Section for each of the five delivery areas (CONUS, OCONUS1, OCONUS2, OCONUS3, OCONUS4). Each Delivery Area is further broken out into the three Issue Processing Groups (IPGs). The IPG headings are PROC GP1, PROC GP2, and PROC GP3, and the TOTAL/AVERAGE line applicable to each pipeline segment and a grand "TOTAL" line appear at the bottom.

C4.6.5.4.1. Delivery Area row headings. The five delivery area headings are CONUS, OCONUS1, OCONUS2, OCONUS3, and OCONUS4. The delivery area within which a document number is reported is based on an internal DLA Transaction Services table. DLA Transaction Services researches all new DoDAACs as they are established and determines the appropriate delivery area. The LMARS Delivery Areas are consistent with the TDD Areas identified in DoD 4140.1-R, Appendix 8, Paragraph AP8.2., found at http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf. The LMARS Delivery areas map to the TDD Areas as follows.

LMARS Area	TDD Areas
CONUS	48 Contiguous States
OCONUS1	Area A
OCONUS2	Area B
OCONUS3	Area C
OCONUS4	Area D

It should be noted that LMARS makes no distinctions between Airlift and Sealift delivery areas.

C4.6.5.4.2. Issue Processing Group row labels. Each Delivery area is further broken out into the three Issue Processing Groups (PROC GP1, PROC GP2, and PROC GP3), and the Total/ Average line applicable to each pipeline segment within and a grand "TOTAL" line appear at the bottom. Standard Uniform Materiel Movement and Issue Priority System (UMMIPS) Priority Designator and IPG groupings apply. The Group Priority (GP) is determined by the priority designator in the document. The priority designator of the document can be modified up until the item is shipped; after that point it will never change for that document. The PROC GP1, PROC GP2, and PROC GP3 designations correlate directly with IPG I, IPG II, and IPG III described in DLM 4000.25, Volume 2, Chapter 4, paragraph C4.2.2.9. at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v2.asp. IPGs are groupings of Issue Priority Designators (IPDs) as shown below:

- PDs 01, 02, and 03 form IPG I
- PDs 04, 05, 06, 07, and 08 form IPG II
- PDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

C4.6.5.5. Column/Pipeline Segment Heading and Data Descriptions. The following paragraphs define the pipeline segment headings and data content that appears under each heading for a particular row heading. Where applicable, DLSS Document Identifier Codes (e.g., A5_, AS_, and DRA) are indicated to denote which transactions are used to measure the beginning and ending of the pipeline segments. Note that in all cases data values displayed in blue are active. If the reviewer places the curser over the data value and clicks the value, the document numbers and their associated data will be presented.

C4.6.5.5.1. Spreadsheet Report Columns B and C

- Logistics Pipeline Segment 1 – "Requisition Submission Time"
- Report Spreadsheet Heading "1 – "REQN SUBMIT"
- LMARS database name "RST – NODE".

Columns B and C reflect the month's data reported for Segment 1, Requisition Submission Time. Spreadsheet column B shows the number of Wholesale requisitions

submitted for each area's Processing Group. Service unique processing rules have identified additional transactions (Table B) included in this column. Requisitions for National Guards, Reserve Units, and Contractors are excluded from these reports. Requisitions for Foreign Military Sales (FMS), Initial Outfitting (Table C), or with RDDs beginning with "S" or "X" are excluded from all LMARS reports. Column C reflects this segment's time, calculated by subtracting the document date from the DAAS receipt date. RST for images of requisitions submitted to DAAS (CH1, CHA, BE9, and D7_) is limited to 30 days or less. The spreadsheet column C shows the average requisition submission time for each Processing Group. At the bottom of each area is the total number and weighted average of requisitions DAAS received. The last row in the report provides the TOTAL requisitions and weighted time in columns B and C for this segment. Transactions that failed DAAS edits are not included until or unless they are resubmitted.

C4.6.5.5.2. Spreadsheet Report Columns D & E

- Logistics Pipeline Segment 2, "Internal Service Processing Time"
- Report Spreadsheet Heading "2 – SERVICE PROCESS"
- LMARS database name "SPT – NODE".

An example of Internal Service Processing is the processing by Naval Supply Systems Command (NAVSUP) Fleet Logistics Centers (FLCs). This segment time begins when DAAS releases a requisition for internal Service (non-Wholesale (to a RIC other than that on Table D)) action and ends when it is returned and released to a Wholesale ICP (Table D). The number of requisitions and average times are shown for each area's Processing Group. Total requisitions DAAS released and their weighted average are shown at the bottom of each area and on the last data line of the report. DAAS processing time is not shown but is reflected in the Total Order-Receipt computations.

C4.6.5.5.3. Spreadsheet Report Columns F and G

- Logistics Pipeline Segment 3, "Inventory Control Point (ICP) Processing Time")
- Report Spreadsheet Heading "3 – ICP PROCESS"
- LMARS database name "ISPT – NODE".

This segment measures the time from DAAS' release of a requisition to a Wholesale ICP, until DAAS' receipt of an issue transaction. Issue transactions can be an MRO, A5_ transaction, a Table E listed equivalent, an AB_ (Direct Delivery Notice) transaction, or an AE_ (Supply Status) transaction with BV status, indicating direct vendor delivery. There may be multiple ICP actions taken on a requisition, but passing, referral, backorder, or delayed actions are not used to close this segment. Supply status of BQ, BR, B4, C_, D1-D8, except D7, DB, DN, DQ, DR, or specified intra-service

codes (Table F), indicating rejection or cancellation will drop a requisition from being reported unless shipment and/or receipt is indicated. The number of "issues" transactions is shown in column F and average times are in column G.

C4.6.5.5.4. Spreadsheet Report Columns H and I

- Logistics Pipeline Segment 4, "Storage Activity Processing Time"
- Report Spreadsheet Heading "4 – STORAGE ACTIVITY"
- LMARS database name 'SAPT – NODE".

The time is measured from DAAS' receipt of a defined MRO to the date shipped/released in DIC AS_/AU_ (Shipment Status) transaction. When Shipment Status is not available, the date in a materiel release confirmation (MRC) DIC AR_ transaction is used to close the segment. In the case of Direct Vendor Deliveries (DVDs), time is measured from DAAS' receipt of a DIC AB_ transaction, or a DIC AE_ transaction with BV status, to the date shipped/released in a DIC AS_/AU_ or DIC AR_ transaction. The number of shipments and average processing times are shown in Columns H and I respectively, similar to previous segments.

C4.6.5.5.5. Spreadsheet Report Columns J and K

- Logistics Pipeline Segment 5, "Storage Activity to Consolidation Containerization Point (CCP) Processing Time"
- Report Spreadsheet Heading "5 – STORAGE TO CCP"
- LMARS database name "DCPT – NODE".

The time is measured from the date shipped/released by the storage activity to the CCP's receipt date reported in the TAV, TAW, or the IGC provided transaction. DLMS transactions from commercial carriers may also be used in this segment. The count of the number of shipments to a CCP and average processing times are displayed in columns J and K respectively. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

C4.6.5.5.6. Spreadsheet Report Columns L and M

- Logistics Pipeline Segment 6, "CCP Processing Time"
- Report Spreadsheet Heading "6 – CCP ACTIVITY"
- LMARS database name "CPT – NODE"

For OCONUS, and only when a CCP is used, time is measured from the CCP's receipt and release dates in the TAV, TAW, or a GTN provided transaction. The count of the number of shipments processed by a CCP and average processing times are shown in columns L and M respectively. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

C4.6.5.5.7. Spreadsheet Report Columns N and O

- Logistics Pipeline Segment 7, "CONUS In-Transit Time"
- Report Spreadsheet Heading "CONUS IN-TRANSIT"
- LMARS database name "CIT – NODE".

There are two differing movement possibilities for this segment; however, they are mutually exclusive at the document level. The start and stop times will depend upon whether a CCP is in the pipeline for the document number. The following are the two mutually exclusive methods for the computation of time for a specific document number.

- Segment 7A – For OCONUS shipments moving through a CCP, time is measured from the CCP's release to the POE's receipt. Dates/times for calculating this segment come from the TAV/TAW or IGC-provided transaction. Average times and the number of shipments from a CCP are shown. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

- Segment 7B – For CONUS shipments, it's the time from the storage or vendor date shipped/released, in the AS_/AU_ or AR_ transaction, to the consignee's receipt or "tailgate" date. Unless transactions with "tailgate" dates are provided, this segment will not be populated. (NOTE: A DRA, DRB, or D6S may have two date fields; one for a record posting date, used in Segment 12, and one for a "tailgate" date. Each Service/Agency is to identify any transactions and/or record positions used for "tailgate" dates.) For OCONUS shipments, when a CCP is not used, time is measured from the shipped/released date to the POE's receipt date in a GTN provided transaction. DLMS transactions from commercial carriers may be used in this segment (for CONUS and OCONUS). The times and the number of shipments to a CONUS consignee or POE are shown.

C4.6.5.5.8. Spreadsheet Report Columns P and Q

- Logistics Pipeline Segment 8, "POE Processing"
- Report Spreadsheet Heading "8 – POE ACTIVITY"
- LMARS database name "POET – NODE".

POE receipt and release dates, provided by GTN or other In-Transit data transactions, are used to calculate OCONUS times. The average times and number of shipments processed by a POE will be shown. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

C4.6.5.5.9. Spreadsheet Report Columns R and S

- Logistics Pipeline Segment 9, "Port of Embarkation to Port of Debarkation In-Transit Time"
- Report Spreadsheet Heading "9 – POE to Port of Debarkation (POD)"
- LMARS database name "ITTT – NODE".

Measurement is from POE release to POD receipt. IGC provides the transactions needed to calculate this segment's times. DLMS or other In-Transit data transactions, if available, may also be used. Times and numbers for these columns are shown similar to the previous segments. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

C4.6.5.5.10. Spreadsheet Report Columns T and U

- Logistics Pipeline Segment 10, "POD Processing"
- Report Spreadsheet Heading "10 – POD Activity"
- LMARS database name "PODT – NODE".

IGC provides transactions with the POD receipt and release dates/times needed to calculate the OCONUS entries shown for this segment. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

C4.6.5.5.11. Spreadsheet Report Columns V and W

- Logistics Pipeline Segment 11, “In-Theater In-transit Time”
- Report Spreadsheet Heading “11 – IN-THTR IN-TRANS”
- LMARS database name “ITIT – NODE”.

Measurement is from the POD release date to the consignee receipt or “tailgate” date, for all OCONUS areas. Unless transactions with “tailgate” dates are identified, this segment will not be populated. (NOTE: Transactions DRA, DRB, or D6S may have two date fields; one for a record posting date, used in Segment 12, and one for a “tailgate” date. Each Service/Agency is to identify any transactions and/or record positions used for “tailgate” dates.) DLMS transactions that measure commercial express service time from storage or vendor to consignee receipt will be included in this segment. Average times and the number of In-Theater shipments are shown.

C4.6.5.5.12. Spreadsheet Report Columns X and Y

- Logistics Pipeline Segment 12, “Receipt Take-Up Time”
- Spreadsheet Report Heading “12 – RCPT TAKE UP”
- LMARS database name “RTT – NODE”.

For CONUS and OCONUS (see NOTE in Segments 7B and 11), it is the time between consignee receipt or “tailgate” date and the record posting date in the DRA, DRB, or D6S. Quantity and discrepancy Code fields in the DRA and DRB are not checked to verify total receipt. IGC or DLMS transactions, if applicable, may be used. If only a record posting date is available, this segment will not be populated. Times and number of receipted shipments are shown.

C4.6.5.5.13. Spreadsheet Report Columns Z and AA

- Logistics Pipeline Segment 13, “Total Order-Receipt Time”
- Spreadsheet Report Heading “TOTAL ORDER RECEIPT”
- LMARS database name “TPT – NODE”.

This is the time between the requisition date and the receipt record posting date. These columns are only populated when the order to receipt cycle has been completed. A defined requisition (or a defined MRO) and a materiel receipt acknowledgment are the minimum transactions needed before a cycle’s time is reported. To calculate the average time for each area’s IPG, the aggregate time of the completed cycles is divided by the number of completions. At the bottom of each area is the number and weighted average of document numbers that were completed during the reporting month. Included in these two columns are numbers and averages for DLA’s Prime Medical

Vendor (PMV), Maintenance Repair Operations (MRO), and Perishable and Semi-Perishable orders. See Table G for their computation logic.

C4.6.5.5.14. Spreadsheet Report Columns Z and AA. The last two columns also show Total Order-Receipt, but with the document numbers with the highest five percent in terms of longest times in each area's IPG eliminated. The objective of these columns is to present counts and average times with the extremes removed. Note: These columnar calculations are not performed for the GUARD, RESERVE, and CONTRACTOR Major Reports.

AP1. APPENDIX 1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Identifies transactions to logistics system(s) and specific operation to which they apply. Also indicates the intended purpose and use of the transaction data.

Code	Document Title	Explanation
MA1	Addition to MAPAF	Signifies the data to be added to the address file for FMS and MAP Grant Aid.
MA2	Revision to MAPAF	Signifies changes to current information on the address file for FMS and MAP Grant Aid.
MA3	Deletion from MAPAF	Signifies the MAPAC to be deleted from the address file for FMS and MAP Grant Aid.

AP1.1. APPENDIX 1.1

TA1 ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI code TA1.
Country/State Indicator	4	Codes if City, State, and ZIP Code line of address (blank for all other conditions): C – if country code S – if state code
	5-6	Blank. Not used.
Type of Address	7	Enter TAC for type of address to be added. TAC 1, Mail - Address to be used for mailing materiel, documentation, or billing. Also to be used for freight shipments if no TAC 2 is listed, in conjunction with DLAH 4510 Series and Service consignment publications. TAC 2, Freight - Address to be used for freight shipments in conjunction with DLAH 4510 Series and Service consignment publications. TAC 3, Billing - Address to be used for materiel billing when different from TAC 1 address.
Activity Address	8-13	
Service Point	(8)	Enter SP code. See appendix A3.
Address	(9-13)	Enter five position of the AAC assigned by SPs (alphas I and O will not be used).

Field Legend	Position(s)	Entry and Instructions
Clear-Text name and Address	14-48	Must be all capital letters - no punctuation except in ZIP code. Line 1 - Name of activity. Maximum 35 positions, including spaces. No special characters are allowed. Line 2 - Street address or location. Maximum 35 positions, inlcuding spaces. Line 3 - City, State, and ZIP code. Maximum 35 positions, including spaces. The ZIP code and supplement will always be placed in the last transaction of clear-text address as the last entry.
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two-letter Post Office State code
Blank	(37-38)	Double space
Zip Code	(39-43)	Five-position Post Office ZIP code
Dash	(44)	Dash (-)

Field Legend	Position(s)	Entry and Instructions
ZIP Supplement	(45-48)	Four-position ZIP supplement Optional line 4 - In those instances where the name of the activity, street address, or location exceeds the allotted number of positions, use one additional transaction line. Maximum 35 positions, including spaces. Note: Address Transaction lines - Transactions are numbered in consecutive sequence beginning with “1". The clear-text must not exceed four lines and be free of salutatory titles, punctuation, and special characters. A maximum of “4" transactions for each address. Note: Foreign Address Transactions - Canadian or other foreign addresses: Where the TAC 1 mailing address is only two or three lines, the postal code of Canada or any other foreign coutry can be placed alone at the start of the next line. Where the address consists of four lines, the postal code must be placed at the end of the fourth line (see figure 2-3). Note: The following fields apply only to the first address transaction line.
Air Terminal Identifier	49-51	Enter a three-position code which identifies an APOD. Explanation of these codes is contained in the MAC Channel Sequence Listing for Channel Traffic.
Standard Point Location	52-57	Enter SPLC. The six-digit motor SPLC is to be included in addresses for CONUS activities only and is applicable in transaction one of the freight address format (TAC 2) or mail address format (TAC 1) when the TAC 1 address is used for both mail and freight.
Effective Date	58-62	Enter date the address becomes effective in logistics systems.
Year	(58-59)	Enter current year.
Day of Year	(60-62)	Enter day of year, ordinal day 001-366.
Change Number	63-66	Change sequence number assigned by the CCP.
Year	(63)	Designates current year, last digit 0-9.

Field Legend	Position(s)	Entry and Instructions
Serial Number	(64-66)	Enter serial number.
Break Bulk Point	67-72	For overseas Activities - Enter the activity address code of an overseas destination to which consolidated shipments are directed for distribution. For CONUS Activities - Enter the activity address code of a CONUS destination to which less-than-truckload shipments are directed for consolidation.
Port Designator	73-75	Enter a three-position code which identifies the POD serving the activity. Explanations of these codes are contained in DoD 4500.32-R.
Multiuse	76	For intra-Service/Agency use, enter data prescribed by the Service/Agency. For inter-Service/Agency use, leave blank.
Blank	77-79	Reserved for future DoD assignment.
Line Number	80	Enter line sequence number beginning with “1".

AP1.2. APPENDIX 1.2

TA3 REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code TA3.
Country/State Indicator	4	Codes if City, State, and ZIP Code line of address (blank for all other conditions): C – if country code S – if state code
	5-6	Blank. Not used.
Type of Address	7	Enter TAC of address to be revised. TAC 1, Mail - Address to be used for mailing materiel, documentation, or billing. Also to be used for freight shipments if no TAC 2 is listed, in conjunction with DLAH 4510 Series and Service consignment publications. TAC 2, Freight - Address to be used for freight shipments in conjunction with DLAH 4510 Series and Service consignment publications. TAC 3, Billing - Address to be used for materiel billing when different from TAC 1 address.
Activity Address	8-13	
Service Point	(8)	Enter SP code. See appendix A3.
Address Code	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).

Field Legend	Position(s)	Entry and Instructions
Clear-Text name and Address	14-48	Must be all capital letters - no punctuation except in ZIP code. Line 1 - Name of activity. Maximum 35 position, including spaces. No special characters are allowed. Line 2 - Street address or location. Maximum 35 positions, including spaces. Line 3 - City, State, and ZIP Code. Maximum 35 positions, including spaces. The ZIP Code and supplement will always be placed in the last transaction of clear-text address as the last entry.
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two-letter Post Office code
Blank	(37-38)	Double space
ZIP Code	(39-43)	Five-position Post Office code
Dash	(44)	Dash (-)

Field Legend	Position(s)	Entry and Instructions
ZIP Supplement	(45-48)	Four-position ZIP supplement Optional Line 4 - In those instances where the name of the activity, street address, or location exceeds the allotted number of positions, use one additional transaction line. Maximum 35 positions, including spaces. Note: Address Transaction lines - Transactions are numbered in consecutive sequence beginning with “1". The clear-text must not exceed four lines and be free of salutatory titles, punctuation, and special characters. A maximum of “4" transactions for each address. Note: Foreign Address Transactions - Canadian or other foreign addresses: Where the TAC 1 mailing address is only two or three lines, the postal code of Canada or other foreign country can be placed alone at the start of the next line. Where the address consists of four lines, the postal code must be placed at the end of the fourth line (see figure 2-3).
Air Terminal Identifier	49-51	Enter a three-position code which identifies an APOD. Explanation of these codes is contained in the MAC Channel Sequence Listing for Channel Traffic.
Standard Point Location	52-57	Enter SPLC. The six-digit motor SPLC is to be included in addresses for CONUS activities only and is applicable in transaction one of the freight address format (TAC 2) or mail address format (TAC 1) when the TAC 1 address is used for both mail and freight.
Effective Date	(58-62	Enter date the revised address becomes effective in logistics systems.
Year	58-59)	Enter current year.
Day of Year	(60-62)	Enter day of year, ordinal day 001-366.
Change Number	63-66	
Year	(63)	Enter current year, last digit 0-9.
Serial Number	(64-66)	Enter serial number.

Field Legend	Position(s)	Entry and Instructions
Break Bulk Point	67-72	For Overseas Activities - Enter the AAC of an overseas destination to which consolidated shipments are directed for distribution. For CONUS Activities - Enter the AAC of a CONUS destination to which less-than-truckload shipments are directed for consolidation.
Port Designator	73-75	A three-position code which identifies the POD serving the activity. Explanations of these codes are contained in DoD 4500.32-R.
Multi-Use	76	For intra-Service/Agency use, enter data prescribed by the Service/Agency. For inter-Service/Agency use, leave blank.
Blank	77-79	Reserved for future DoD assignment.
Line Number	80	Enter line sequence number beginning with “1".

AP1.3. APPENDIX 1.3

TA4 DELETION FROM ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code TA4.
	4-6	Leave blank.
Type of Address	7	Enter TAC to be deleted.
Activity Address	8-13	
Service Point	(8)	Enter SP code. See appendix A3.
Address	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).
Blank	14-57	Leave blank.
Effective Date	58-62	Enter date the AAC is no longer valid in logistics systems.
Blank	63-80	Leave blank.

AP1.4. APPENDIX 1.4

AUTOMATED MESSAGE FORMAT

Record Position(s)	Entry and Instructions
1-2	Appropriate two-position Service/Agency code.
3-4	Two-position calendar year, e.g., 86.
5-7	SP assigned three-position sequence serial number. Must be assigned sequentially from 001 thru 999.
8	Blank.
9-13	Enter - BATCH.
14	Blank.
15-16	01 thru 99.
17	Blank.
18-19	Enter - OF.
20	Blank.
21-22	01 thru 99.

AP2. APPENDIX 2

SERVICE CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Signifies the first position of the MAPAC and identifies the customer Service.

Code	**Definition**
B	Army.
P	Navy.
D	Air Force.
K	Marine Corps.
T	Other than Army, Navy, Air Force, or Marine Corps.

AP3. APPENDIX 3

SPECIAL INSTRUCTION INDICATORS (SIIs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies special instructions to be followed for materiel/documentation shipments in sections B and C MAPACs.

SII Code	DEFINITION
A	Materiel/documentation, as indicated by the TAC, will be forwarded to the address nearest the shipping activity. If additional instructions are provided, SII Code “S” applies.
B-C	Reserved.
D	Forward documentation be electronic transmission.
E	Shipments over 10,000 lbs. process with Option Code Z. Shipments less than 10,000 lbs. will be released to the TAC 2 address without processing an NOA. (Note: Special Instruction Code E will not be published for use with a specific address without approval by the appropriate Service/Agency.)
F-R	Reserved.
S	Special instructions involve use of clear text statement or multiple instructions. Such as, preferred carrier, multiple “ship-to” addresses for materiels, or supporting documentation. Also ship to the nearest address (geographically) closest to the shipping activity. Refer to country introduction for the specific requirement(s).
T-Z	Reserved.

AP 4. APPENDIX 4
TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates the type of action being taken, e.g., transmitting status, shipping information, transmitting NOAs, or other documentation.

TAC	Explanation
A	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC A addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)
B	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial (collect) bill of lading (CCBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the same address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: TAC B addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)
C	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC C addresses listed in this directory are cleared to receive/process classified through CONFIDENTIAL.)
D	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial bill of lading (CBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: All TAC D addresses listed in this directory are cleared to receive/process shipments classified through CONFIDENTIAL.)
E-L	Reserved.
M	This address will be used as a mark-for on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent small package carrier problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphanumeric code to designate an in-country destination. This code will be the same as the code in RP 33 for the MILSTRIP requisition.
N-Z	Reserved.

1	This address will receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DTR 4500.9-M, Defense Transportation Regulation Part III chapter 203 item B. Packages moving through the State Department pouch room will not exceed 40 pounds, 26 inches length, or 62 inches length plus girth. For additional guidance on use of diplomatic pouch mail see chapter 1, paragraph 1.h. TAC 5 is the same address as TAC 1 unless published differently.
2	This address shall be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD shall contain Special Instruction Indicator Code A which directs forwarding of the materiel/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.
3	For sending a Notice of Availability (NOA), if required. This address shall be used when the Option Code (Y or Z in record position 46 of the requisition) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA shall also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling shall be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped. For a classified shipment, send the NOA to the receiving country service representative. In response to the NOA, the country representative must specify, by name, the person shall receive and sign for the shipment at the TAC A, B, C, or D address. Should there be no reply to the NOA, the service security assistance office shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall be advised for Navy and Marine Corps sponsored shipments. If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the service focal point shall be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) shall contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder shall also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.
4	This address shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall be used for electronic distribution of supply and shipping status transactions. A COMMRI is a 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DLA Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.

5	This address shall be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-1a, "Issue Release/Receipt Document," DD Form 1348-2, "Issue Release/Receipt Document with Address Label," DD Form 250, "Material Inspection and Receiving Report"; or any forms used for release/receipt. The TAC 5 address shall only be published when it is different from the TAC 1 address.
6	Documentation (release/receipt) for automatic freight shipment will be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-2, Issue Release/Receipt Document with Address Label; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt of shipments. The TAC 6 address will only be published when it is different from the TAC 2 address.
7	This address will be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address will be established only when TACs A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change this address as long as it remains within the freight forwarder's operation).
8	Reserved.
9	TAC 9 indicated that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry will remain in the MAPAD for a period of 5 years.
MAP GRANT AID	
TAC	**EXPLANATION**
A-L	Reserved.
M	TAC M identifies that clear text mark-for address which will be used on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent post office problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphabetic or numeric code to designate the mark-for address. This code will be the same as the code in RP 33 of the MILSTRIP requisition.
N-Z	Reserved.
1	This address will receive shipments moving by a carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DTR 4500.9-M, Defense Transportation Regulation Part III chapter 203 item B. Because Grant Aid materiel moves by DTS, shipments of both classified and unclassified materiel is included.

2	The WPOD and APOD codes will be used to obtain the appropriate destination when surface or air freight is selected as the transportation mode. In addition to the selected destination, the TAC M address will be used as a mark-for address to consign materiel shipments. The clear text address field will contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized.
3	This address will be used for distribution of supply status, shipment status documents, and copies of release/receipt document. Addresses may be listed for forwarding documents by mail and/or electronic transmission. When SII "D" is used, indicating documents should be forwarded by electronic transmission, a mail address will also be included for distribution of copies of release/receipt documents and other documents not readily transmitted by electronic transmission, and for distribution of all documents in the event of a MINIMIZE.
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted MAPAC. It can also provide a reference to special instructions for processing documents containing the deleted code. The deleted entry will remain in the MAPAD for a period of 5 years.

AP5. APPENDIX 5

DELIVERY TERM CODES (DTCs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.

a. Detailed explanation of DoD responsibility for CONUS originated FMS shipments.

DTC	EXPLANATION
2	Delivery to an inland destination with origin and destination in CONUS or origin and destination in the same overseas geographic area. The DoD is responsible for transportation to the specified destination at which the customer is responsible for unloading, accepting custody, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code, which has limited use, is normally associated with shipments such as training items sent to DoD Activities foreign officers or excess materiel of one country filling a requirement of another country in the same geographic area.
3	Delivery to a point alongside vessel or aircraft at the POE (FAS), port of embarkation (FAS POE). The DoD is responsible for transportation to a point within reach of the ship's tackle or alongside the vessel/aircraft. The customer is responsible for loading aboard the vessel/aircraft and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use.
4	Delivery at the origin. The materiel is made available to the customer at the point of origin (usually a depot, vendor's loading dock, or a disposal activity). The customer is responsible for all transportation and related costs. Accordingly, the shipment is sent to a freight forwarder designated by the customer with transportation by prepaid parcel post, on a CBL prepaid by the freight forwarder, or paid for on a collect CBL. (If a TAC 7 address is listed for the MAPAC, a CBL is issued and "billed to" that address rather than sending the shipment collect.) This code is considered the standard code and is applied to most FMS transactions. Offshore procurement. Delivery at origin if customer has provided point to contact for the offshore procured items. If no point of contact is provided, delivery will be at destination. Contractor is responsible for movement to designated freight forwarder or country representative.
5	Delivery to a POE (free on board (FOB)). DoD is responsible for movement to the POE. The customer is responsible for unloading the shipment from the inland carrier at the POE, delivery alongside the vessel/aircraft, and all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and is applied only when prior arrangements for the use of port facilities at the customer's expense have been made.

6	Delivery to an overseas POD. The DoD is responsible for transportation from the point of origin to the overseas POD. The customer is responsible for discharging the vessel/aircraft, port handling, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. Shipments are made on GBLs and in the DTS (including LOGAIR, OUICKTRANS, MAC, MTMC water ports, and/or MSC). Port handling at CONUS and overseas air terminals is provided without direct reimbursement by the customer when shipment is made under actual MAC tariff rates (which include such services). The customer does provide reimbursement for port handling when movement costs are charged using the DoD accessorial rate. At U.S. operated overseas water ports, handling costs are reimbursed according to local agreements between the United States and the customer; at the overseas air and water ports, charges are paid directly by.
	the customer. This code is the standard code for materiel that is the customer restricted from movement to a freight forwarder. This code is normally applied to shipments of firearms, classified and explosive materiel, and in other instances specifically directed in the FMS case agreement.
7	Delivery to an inland point in the recipient country. DoD is responsible for transportation, including transocean and overseas inland movement, from the point of origin, to a specified inland location. The customer is responsible for unloading the shipment from the inland carrier at the specified location and for all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and normally applies to the shipment of materiel to those countries which have no seaports (e.g., Bolivia, Paraguay, Switzerland, and Austria). The shipper provides modes and routing from the origin to the consignee location by GBL or by special arrangement with MAC, MSC, or U.S. military activities within the country for movement from the POD to the consignee location.
8	Delivery onboard a vessel/aircraft at the POE. The DoD is responsible for transportation from the point of origin to the vessel at the POE including unloading from the inland carrier, port handling, and stowage aboard the vessel/aircraft. The customer is responsible for all subsequent onward movement. Expenses to the DoD for accessorial costs are reimbursable. Shipments are made on GBLs. This code is especially applicable for explosive materiel prohibited from movement by a freight forwarder, but which must move through Military-controlled port with onward movement arranged by and coordinated with the country freight forwarder.
9	Delivery to POD. The DoD is responsible for transportation from the point of origin to the overseas POD, including discharge from the vessel/aircraft. The customer is responsible for all subsequent handling and onward movement. Expenses to the DoD for accessorial costs are reimbursable.
b. Detailed explanation of DoD responsibility for FMS repair and return shipments originating from and returning to overseas.	
A	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination and subsequent return to a designated overseas POD. The customer is responsible for overseas inland transportation of materiel to and from the overseas POE/POD and overseas port handling.
B	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination, return to a CONUS POE, and CONUS port handling. The customer is responsible for overseas inland transportation to the overseas POE, overseas port loading, and all return transportation from the CONUS POE to ultimate destination.

C	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to and from a designated CONUS destination, and CONUS port loading of a customer arranged carrier. The customer is responsible for movement of materiel to and from the CONUS POD/POE.
D	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to a CONUS destination, and return to an overseas designated POD. The customer country is responsible for transportation to a CONUS POD, overseas port unloading, and overseas inland transportation to ultimate destination.
E	The customer is responsible for all transportation from overseas point of origin to the CONUS destination and return to an overseas destination.
F	The DoD is responsible for transportation from an overseas inland location to an overseas POE, overseas port handling, transportation to a CONUS POE, CONUS port handling, inland transportation to a designated conus destination, and return to an overseas destination.
G	The DoD is responsible for overseas port handling through an overseas POE, transportation to a CONUS POD, CONUS port handling, inland transportation to a CONUS destination, return to an overseas POD and overseas port handling. Customer country is responsible for overseas inland transportation to and from the overseas POE/POD.
H	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for return transportation form the CONUS activity to the CONUS POE. The customer is responsible for return CONUS port handling and all transportation to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified materiels.
J	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for all transportation from the CONUS activity to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified cryptographic materiels.

AP6. APPENDIX 6

ADDRESS FILE IDENTIFIER

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies which MAPAF file will be changed.

Code	EXPLANATION
F	FMS file to be changed in MAPAF. (Addition, revision, or deletion.)
G	Grant Aid file to be changed in the MAPAF. (Addition, revision, or deletion.)

AP7. APPENDIX 7

ADDITION/REVISION TO MAPAD FOR FMS (MA1, MA2)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter appropriate DI code. a. MA1 (Add). b. MA2 (Revision).
Routing Identifier To	4-6	Entered when required for intra-Service/ Agency distribution of address data.
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11)	a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for, both for shipments through a freight forwarder and through the DTS. b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents. c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.

Field Legend	Position(s)	Entry and Instructions
Consignee Freight Forwarder	(12-13)	a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same one entered in RP 47 of requisitions and related documents. Normally, this would be a different code for each country representative and/or each of their freight forwarders. A numeric zero appears in position 12 for all countries except Canada.
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clear-Text Address	15-49	a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in RP 80 beginning with one. The last transaction for each address is identified by a nine in RP 79.
		b. When a TAC 9 transaction is generated and another MAPAC is to used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in RPs 33-38 of the clear text field.
Special Instructions Indicator	50	Entry in this position indicated that special instructions or cargo exceptions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	a. When FMS shipments are sponsored to overseas destinations by the U.S. Government through the ocean transportation segment of DTS, RPs 51-53 for TACs 2 or B addresses will contain the appropriate overseas WPOD.
		b. When special instructions or cargo exceptions apply, the appropriate SII code will be entered in RP 50.
		c. When FMS shipments are made to the country representative, freight forwarder, or other CONUS destinations, these positions will be blank.
Aerial Port of Debarkation	54-56	These instructions for RPs 51-53 apply to APOD entries in these positions
Effective Date	57-61	Ordinal date on which addition or revision is to be effective. Last two digits of calender year, RPs (57-58), and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs (62-63), and day of year, RPs (64-66).
Blank	71-76	Reserved for future DoD assignment.

Field Legend	Position(s)	Entry and Instructions
Freight Forwarder Location	77	When an MAPAC designates multiple locations for consigning shipments and mailing documentation, i.e., east, west, and gulf coast locations, an FFLC will be assigned as follows: code 1 for an east coast location, code 2 for a west coast location, code 3 for a gulf coast location, and a code zero to indicate that the address is the only freight forwarder for the MAPAC.
TAC Sequence	78	When multiple addresses are published within any one FFLC, a TAC sequence code beginning with one will be assigned to each address within that MAPAC, TAC, and FFLC.
Last Line Indicator	79	The last line for each address is identified by a nine in this RP. This position is blank on all records except the last transaction.
Line Sequence	80	Enter code 1, 2, etc., not to exceed 7.

AP8. APPENDIX 8

DELETION TO MAPAD FOR FMS (MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code MA3.
Routing Identifier To	4-6	Enter when required for intra-Service/ Agency distribution data.
Address File Identifier	7	Code F identifies FMS address.
MAPAC	8-13	Code F identifies FMS address.
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11)	a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for both for shipments through a freight forwarder and through the DTS.
		b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.
		c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.
Country Representative/Freight Forwarder	(12-13)	a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same code which is entered in RP 47 of requisitions and related documents. Normally, this would be a different code for each country representative and/or each or their freight forwarders. A numeric zero appears in RP 12 for all countries except Canada.

Field Legend	Position(s)	Entry and Instructions
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, RPs 57-58 and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70, sequence serial number (001-999).
Blank	71-77	Leave blank.
TAC Sequence	78	When multiple addresses are published within any one FFLC, enter the TAC sequence code of the address to be deleted.
Last Line Indicator	79	The last card for each address is identified by a nine in this position. This position is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

AP9. APPENDIX 9
ADDITION/REVISION TO MAPAD FOR MAP GRANT AID
(MA1, MA2)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter appropriate DI code: a. MA1 (Add) b. MA2 (Revision)
Routing Identifier (To)	4-6	Entered when required for intra-Service/ Agency distribution of addresses
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Grant Aid Identifier	(8)	Always code X. No Service assignment code is used for MAP Grant Aid addresses.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-For	(11-12)	a. An alphanumeric code in position 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries.
		b.An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clean-Text Address	15-49	a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in RP 80, beginning with one. The last transaction for each address is identified by a nine in RP 79. b. When a TAC 9 transaction is generated and another MAPAC is to be used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in RPs 33-38 of the clear text field.

Special Instructions Indicator	50	An entry in this position indicates that special instructions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	a. The appropriate overseas WPOD will be indicated in these positions of TAC 2 or B addresses. b. When special instructions apply to the POD, the WPOD code will not be entered in RPs 51-53; however, the appropriate SII code will be entered in RP 50.
Aerial Port of Debarkation	54-56	The instructions for RPs 51-53 apply to APOD entries in these positions.
Effective Date	57-61	Ordinal date on which addition, revision, or deletion is to be effective. Last two digits of calendar year, RPs 57-58; and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70 sequence serial number (001-999).
Blank	71-77	Reserved for future DoD assignment.
TAC Sequence	78	When multiple addresses are published for the same MAPAC and TAC, a TAC sequence code beginning with one will be assigned to each address for that MAPAC and TAC.
Last Line Indicator	79	The last transaction for each address is identified by a nine in this RP. This is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

AP10. APPENDIX 10
DELETION TO MAPAD FOR MAP GRANT AID (MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI code MA3.
Routing Identifier To	4-6	Entered when required for intra-Service Agency distribution data.
Address File Identifier	7	Code G Identifier Grant Aid addresses.
MAPAC	8-13	
Grant Aid Identifier	(8)	
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11-12)	a. An alphanumeric code in RP 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries. b. An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, RPs 57-58, and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70, sequence serial number (001-999).
Blank	71-78	Leave blank.
Last Line Indicator	79	The last transaction for each address is identified by 9 in this RP. This RP is blank on all transactions except the last transaction.

Field Legend	Position(s)	Entry and Instructions
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

AP11. APPENDIX 11

AUTHORIZED EXCEPTIONS, SPECIAL PROCESSES, AND DELAYED IMPLEMENTATION DATES

(INTRODUCTION)

AP11.1 INTRODUCTION

AP11.1.1 DoD policy concerning the implementatio of MAPAD procedures is contained in DoD Directive 4140.1 (reference (a)), and is summarized in chapter 1, paragraph G., of this manual.

AP11.1.2 Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the MAPAD System Administrator in accordance with the DUSD(P&L). The following rationale is applicable only to DIs pertaining to MILSTRIP supply distribution system(s)

AP11.1.3 Requests for exceptions, special processes, or delayed implementation dates will be forwarded by concerned focal points to the MAPAD System Administrator for consideration when it can be demonstrated the MAPAD cannot provide a workable method or procedure or that, for some reason beyond the control of the focal point or concerned Service/Agency, an approved change cannot be implemented on the scheduled date.

AP11.1.4 Requests for exceptions, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures.

AP11.1.5 Requests for exceptions or special procedures will be forwarded to the MAPAD System Administrator by the Service/Agency focal point for review and coordination, if required, with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations and shall provide the following minimum information:X

AP11.1.6 Narrative description of the basic concept being proposed and reason(s) therefor.

AP11.1.6.1 Known interface and impact requirement with other DLSS and Services/Agencies.

AP11.1.6.2 Advantages/disadvantages of request.

AP11.1.6.3 Proposed wording required for appendix C.

AP11.1.6.4 Starting and ending dates of request.X

AP11.2 FMS ADDRESSES – SECTION B

AP11.3 MAP GRANT AID ADDRESSES – SECTION C

AP12. APPENDIX 12

MILSTRIP DATA ELEMENTS FOR FMS

NUMBER OF CHARACTERS:	20.
TYPE OF CODE:	Alpha or numeric.
EXPLANATION:	The MILSTRIP requisition document number and supplementary address data elements are used to construct a valid MAPAC.

REQUISITION NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
Document Number	30-43	Document number as assigned by the preparing activity.
Service	(30)	(1) For MAP Grant Aid, enter the alphabetical code of the U.S. implementing Service/Agency designated to be the recipient of the MAP order. (2) For FMS, enter the Service code of the Service/Agency maintaining FMS case control.
Country	(31-32)	Appropriate recipient country for FMS and MAP Grant Aid materiel.
(First and Second Position)		
Customer Within Country	(33) (Third Position)	(1) For MAP Grant Aid, enter the one-digit alpha or numeric code to indicate the country recipient and place of discharge within the country. (2) For FMS, enter the one-digit alpha/numeric code that identifies the country's selected mark-for address, which will be a part of shipment container markings. When RP 46-47 contains code XX, the address identified by the code in RP 33 will be the

		ship-to address. When code is not applicable, a numeric zero will be entered. (3) An XW entry in RP 46-47 indicates instances where the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.
Foreign Military Sales Delivery Term	(34) (Fourth Position)	(1) For FMS requisitions, enter the numeric code to identify delivery term for type of shipment. (2) The above entry is not applicable to MAP Grant Aid requisitions. For MAP Grant Aid requisitions, always enter a numeric zero.
FMS and Grant Aid Type of Assistance Financing	(35) (Fifth Position)	The one-digit alpha or numeric code to identify the type of assistance.
Date	(36-39)	Year and three position day of year.
Serial Number	(40-43)	Enter the serial number of the requisition. The number is assigned at the discretion of the requisition initiator and will not be duplicated on any one day.
Supplementary Address	(45-50)	Contains entries indicated below: (1) For FMS, this code must be the service assignment code B, P, D, K, or T. (2) For MAP Grant Aid, enter an alpha Y to indicate that the contents in RP 46-50 are not meaningful to the system, but are to be perpetuated in the ensuing documentation.
Address	(46-47) (First and Second Position)	(1) For FMS, enter the appropriate type of country FMS offer/release options in RP 46 and FF in RP 47 designated by the recipient country. When the shipments are to be made under U.S.-sponsored transportation, alpha XX will be entered. An XW entry in RP 46-47 indicates the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.

	(48-50) (Third, Fourth, and Fifth Position)	(2) For FMS, enter the applicable three positions case number assigned to the FMS transaction.
	(46-50)	(3) For MAP Grant Aid in the first position or RP 46, enter the last numeric digit of the International Logistics Program year (i.e., 1991 is expressed as 1, 1992 as 2, etc.). The remaining four RP 47-50 will indicate the program line item (alpha, numeric, or alphanumeric).

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 7

CONTRACT ADMINISTRATION

APRIL 24, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 7 – CONTRACT ADMINISTRATION

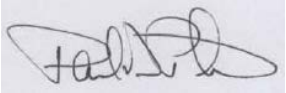
FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.0, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 7 prescribes DoD standard procedures, data, and transactions for the interchange of information describing Contract Administration.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1 Chapter 3 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

IV. This Volume is approved for public release and is available electronically at www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.



Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

VOLUME 7 – CONTRACT ADMINISTRATION

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
None			0

TABLE OF CONTENTS

VOLUME 7: CONTRACT ADMINISTRATION

Page

FOREWORD 1

CHANGE HISTORY PAGE 2

TABLE OF CONTENTS 3

CHAPTER 1 INTRODUCTION

C1.1. GENERAL C1-1
C1.2. POLICY C1-1
C1.3. APPLICABILITY C1-1
C1.4. SUPPLY PROCESS REVIEW COMMITTEE C1-1
C1.5. NONCOMPLIANCE C1-1

CHAPTER 2 SHIPMENT NOTIFICATION

C2.1. GENERAL C2-1
C2.2. PROCEDURES C2-1

CHAPTER 3 DESTINATION ACCEPTANCE REPORTING

C3.1. GENERAL C3-1
C3.2. PROCEDURES C3-1

CHAPTER 4 CONTRACT COMPLETION STATUS REPORTING

C4.1. GENERAL C4-1
C4.2. BASIS FOR CONTRACT CLOSING C4-1
C4.3. STANDARD TIMES FOR CONTRACT CLOSING C4-1
C4.4. CONTRACT PAYMENT C4-2
C4.5. CONTRACT COMPLETION STATEMENT C4-2
C4.6. UNCLOSED CONTRACT STATUS C4-3
C4.7. CONTRACT CLOSEOUT EXTENSION C4-3
C4.8. CANCELLATIONS C4-4
C4.9. FAST PAY CONTRACTS C4-4
C4.10. PREPARATION OF THE DLMS 567C TRANSACTION C4-4

C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides DoD standard procedures and electronic data interchange (EDI) conventions for the interchange of post award contract data using American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions.

C1.1.2. Defense Logistics Management System (DLMS) Volume Access. Use of this volume requires simultaneous access to the DLMS Manual Volume 1 administrative items such as the list of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; DLMS to Defense Logistics Standard System (DLSS) conversion guides; specific guidance that applies to all implementation conventions; and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) provide the DoD policies governing procedures in this volume.

C1.3. APPLICABILITY. This manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and the Defense Agencies, hereafter referred to collectively as the DoD Components. The manual applies, by agreement, to external organizations conducting logistics business operations with the Department of Defense including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.4. SUPPLY PROCESS REVIEW COMMITTEE. The Supply Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of contract administration requirements for the DLMS. The chair, Supply PRC, in coordination with the Supply PRC representatives, Wide Area Workflow Program Management Office, and Director of Defense Procurement and Acquisition Policy (DPAP) is responsible for the content of this volume of the DLMS. Refer to Volume 1, Chapter 1, for a discussion of DLMS PRC functions and responsibilities.

C1.5. NONCOMPLIANCE. If reasonable attempts to obtain 1) compliance with prescribed procedures or 2) resolution of DLMS contract administration-related problems are unsatisfactory, the activity having the problem may request assistance from their DLMS Supply PRC representative. The request shall include information and

copies of all correspondence pertinent to the problem; including the transaction set number, the transaction number, and the date of the transaction involved. The representative shall take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the Supply PRC chair.

C2. CHAPTER 2

SHIPMENT NOTIFICATION

C2.1. GENERAL. This chapter prescribes standard procedures to report the shipment of supplies by vendors to the Department of Defense. These reports are either generated online in Wide Area Workflow (WAWF) or transmitted to WAWF using the 856, Advance Shipment Notice (ASN). The ASN provides an electronic receiving report to designated recipients to enable electronic processing of the receipt and acceptance of supplies. The ASN replaces the functionality of the DD Form 250, Material Inspection and Receiving Report.

C2.2. PROCEDURES.

C2.2.1. The Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 232.70, Electronic Submission and Processing Payment Requests and Receiving Reports, prescribes policies and procedures for submitting and processing receiving reports in electronic form.

C2.2.2. DFARS Appendix F, Part 3, Preparation of the Wide Area Workflow Receiving Report, prescribes instructions for the preparation of the receiving report.

C2.2.3. The WAWF Electronic Data Interchange Implementation Guides at https://wawf.eb.mil define the structure and associated business rules for generating and transmitting the 856 ASN.

C3. CHAPTER 3

DESTINATION ACCEPTANCE REPORTING

C3.1. GENERAL. This chapter provides standard procedures for the receiving activity to report acceptance of materiel at destination. Activities performing acceptance at destination shall prepare and transmit an Acceptance Report (AR) either online in Wide Area Workflow (WAWF) or by transmitting the DLMS 861A, Acceptance Report to WAWF. The Defense Finance and Accounting Service (DFAS) matches the Acceptance Report to the contracts stored in the Electronic Document Access (EDA) system and to the vendor's invoice to effect payment to the vendor.

C3.2. PROCEDURES.

C3.2.1. The Defense Federal Acquisition Regulation Supplement (DFARS) Appendix F, Part 3, Preparation of the Wide Area Workflow Receiving Report, prescribes instructions to prepare the receiving report to record acceptance.

C3.2.2. The WAWF Electronic Data Interchange Implementation Guides at https://wawf.eb.mil define the structure and associated business rules for generating and transmitting the DLMS 861A, Acceptance Report to WAWF.

C4. CHAPTER 4

CONTRACT COMPLETION STATUS REPORTING

C4.1 GENERAL

C4.1.1. Purpose. This chapter prescribes standard procedures for reporting:

C4.1.1.1. The status of unclosed contracts subsequent to physical completion,

C4.1.1.2. Major events leading to the closing of the contract files by the Contract Administration Office (CAO),

C4.1.1.3. The extension of the contract closeout period by the CAO, and

C4.1.1.4. The extension of the contract closeout period by the Purchasing Office (PO).

C4.1.2. Scope. These reports are identified as Defense Logistics Management System (DLMS) Supplement 567C, Contract Completion Status, and primarily provide information to the PO for closing and retiring its contract files. The DLMS transactions are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.

C4.1.3. Computer Formats. These procedures provide computer processable formats in lieu of hard copy documents and complement those in Federal Acquisition Regulation (FAR), 4.804-1 and the Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 204.804-1.

C4.1.4. Contract Completion Statements. Each CAO-issued DLMS 567C may include only one contract completion statement, unclosed contract status, or cancellation. The PO-issued DLMS 567C may include only one contract closeout extension. Multiple contract completion statements within a single DLMS 567C transmission are not permitted at this time.

C4.2. BASIS FOR CONTRACT CLOSING

C4.2.1. Contract Face Value. The basis for closing contract files depends upon the face value of the contract and the extent of administration accorded to it.

C4.2.2. Closeout Code. The CAO uses the conditions set forth in the contract closeout group codes to group the contracts for follow-on closing actions.

C4.3. STANDARD TIMES FOR CONTRACT CLOSING. FAR 4.804-1 prescribes the time standards for closing contracts. These standards are based on the date that the contract is physically completed and on the contract type. When the CAO closes the

contract within the time standards, it reports the closure under the procedures in section C4.4. When the CAO does not close the contract within the time standards, it reports the status under the procedures in section C4.5, until it closes the contract and finally reports it under section C4.4.

C4.4. CONTRACT PAYMENT. When an office other than the office with primary contract administration responsibility performs the payment function on a contract, the disbursing office shall notify the primary CAO when final payment has been made and the disbursing office file closed. The CAO shall forward the status within five workdays after expiration of the standard closing period.

C4.5. CONTRACT COMPLETION STATEMENT

C4.5.1. Purpose. The contract completion statement is the DFARS-authorized electronic version of the DD Form 1594, Contract Completion Statement. It is the means by which the CAO informs the PO (or designated Automatic Data Processing (ADP) point) of the major events of physical completion, final payment, and/or closure of the CAO contract file. For all contracts, a final contract completion statement is the basis for the PO to closeout its contract file.

C4.5.2. Contract Completion Definition. A contract is physically completed when,

C4.5.2.1. For supplies and services contracts:

C4.5.2.1.1. The contractor has completed the required deliveries of supplies and the Government has inspected and accepted such supplies, and

C4.5.2.1.2. The contractor has performed all services and the Government has accepted such services, and all option provisions, if any, have expired, and

C4.5.2.1.3. A notice of complete contract termination has been given to the contractor by the Government;

C4.5.2.2. For facilities contracts and rental, use, and storage agreements, a notice of complete termination has been issued or the contract period has expired.

C4.5.3. Physical Completion of Large-Purchase Contract. When a large-purchase contract such as Contract Closeout Group Code B, C, or D, is physically completed (i.e., delivered complete and the materiel or service accepted), the CAO with the primary contract administration responsibility shall forward an interim contract completion statement to the PO to report physical completion.

C4.5.4. Final Payment for Large-Purchase Contract. For a large-purchase contract, Contract Closeout Group Code B, C, or D, when final payment is made and other actions completed, the CAO with primary contract administration responsibility shall send a final contract completion statement to the PO based upon physical completion, final payment, and completion of all administrative actions.

C4.5.5. Unliquidated Amount. The unliquidated amount is money that was obligated on the contract but not spent. In all cases, the final contract completion statement must include any unliquidated amount that remains on the contract or order after final payment has been made. The unliquidated amount is the remainder of the accumulated amounts paid, as netted by all collections, subtracted from the amount obligated on the contract by any contract modifications, and adjusted by deductions and all variance codes. The unliquidated amount shall be conveyed in the AMT data segment of the CS loop in the DLMS 576C and will appear only when an unliquidated amount remains on the contract. The accountable activity must reclaim this money before the PO closes the contract.

C4.5.6. Contract Over Payments. Contract over payments can occur when the contract contains the quantity variation clause, FAR 52.211-16 Variation in Quantity, and contractors deliver a quantity within the overage quantity permitted. In this instance, the contract funding is deficient and additional funds must be obligated before the contract can be closed. The deficient funds may be cited in the AMT segment and identified by Code C in AMT03.

C4.5.7. Receipt of Contract Extension Report. When the CAO has received a contract completion extension report from the PO, and if the CAO had to perform an additional contract administration function, the CAO shall issue a final contract closeout statement report within five workdays after the extended closeout date. If the CAO did not have to perform additional contract administration functions after the extension transaction was issued, the contract file shall be closed and the last issued final contract completion statement will apply.

C4.6. UNCLOSED CONTRACT STATUS. The CAO shall send an unclosed contract status report to the PO (or designated ADP point) for each contract that will not be closed within the timeframe established in FAR 4.804-2.

C4.6.1. Reason for Delay. The status report shall include the reasons for delay and the target date that has been set for closing.

C4.6.2. Revised Unclosed Status Report. If the contract is not closed by the target date, a revised unclosed contract status report shall be sent with the new target date and reason(s) for further delay.

C4.6.3. Timeframe. A CAO with primary contract administration responsibility shall send the unclosed contract status report to the PO. The CAO shall forward the unclosed status report within 45 days after the expiration of the standard closing period (refer to DFARS Procedures, Guidance, and Information (PGI) 204.804-2).

C4.7. CONTRACT CLOSEOUT EXTENSION

C4.7.1. Purpose. The PO shall use the contract completed date in the contract completion statement as the closeout date for file purposes. When completion of any pending significant PO action extends beyond this closeout date, the PO shall send a

contract closeout extension notice to the CAO (or designated ADP point) advising of the extended closeout date.

C4.7.2. Timeframe. The PO must forward the extension to the CAO within 5 workdays after receipt of the completion statement.

C4.7.3. Status. The CAO shall then hold the contract open until the extended closeout date.

C4.7.4. Revision of Closeout Extension. The PO must ensure that when the extended closeout date is to be revised, another extension notice, with a new extended closeout date, is sent to the CAO.

C4.7.5. Closure. The CAO shall close the contract file when the extended closeout date is passed. If the CAO performed an additional contract administrative function, it shall issue another contract completion statement report; otherwise, the previous statement report shall remain in effect.

C4.7.6. Exception to Closure. A contract file shall not be closed if the contract is in litigation or under appeal; or in the case of a termination, all termination actions have not been completed. See FAR 4.804-1(c).

C4.8. CANCELLATIONS. Conditions may necessitate the cancellation of a contract completion status transaction. Cancellation is done by sending the Procurement Instrument Identification Number (PIIN), Supplementary Procurement Instrument Identification Number (SPIIN) (when applicable), CAO, and PO of the original transaction and a Transaction Status Indicator Code K.

C4.9. FAST PAY CONTRACTS. Normally, a PO receives both a shipment notice transaction and a contract completion statement transaction on each contract. On fast-pay contracts that do not exceed $25,000, however, shipment information is not required by the Army, Navy, or DLA. The Army shall use the contract completion statement both to show performance and to close the contract. The Air Force requires and receives the shipment information and a contract completion statement on fast-pay contracts.

C4.10. PREPARATION OF THE DLMS 567C TRANSACTION. The instructions to prepare the DLMS 567C are on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp

C4.10.1. Structure. This transaction set contains only one table.

C4.10.2. Uses. As discussed in sections C4.4., C4.5., and C4.6., there are six uses of the contract completion status transaction. Each use is identified by a code in the 1/CS05/050 data element.

C4.10.2.1. CAO Issuance. Those issued by the CAO:

C4.10.2.1.1. The unclosed contract status (Code D);

C4.10.2.1.2. The final contract completion statement for a small purchase (Code A);

C4.10.2.1.3. The interim contract completion statement for a large purchase (Code B); and

C4.10.2.1.4. The final contract completion statement for a large purchase (Code C).

C4.10.2.2. PO Issuance. The transaction issued by the PO is the contract closeout extension (Code E); and

C4.10.2.3. DFAS Issuance. The transaction issued by DFAS is the financial contract completion statement (Code F).

C4.10.3. Name/Place Data. There are two N1 data segments for names and places.

C4.10.3.1. To/From Code. The 1/N1/030 segment precedes the 1/CS/050 loop, and with two iterations, carries the Code FR (from) and the Code TO (to); these will be the appropriate PO and CAO that will be common to all records in a given transaction set.

C4.10.3.2. Paying Office. The 1/N1/120 segment in the 1/CS/050 loop will identify a paying office or a contractor when one applies to the record.

C4.10.3.3. Transaction Status Code. Each applicable transaction status indicator code is carried in an iteration of the 1/LQ/110 data segment. Only Codes F, J, and K may be used in this transaction set.

C4.10.3.4. Cancellation Report. A cancellation report is identified by the Transaction Status Indicator Code K in a 1/LQ/110 data segment. A cancellation report must be sent at least one calendar day before its replacement report. A cancellation report requires the To, the From, the PIIN, the SPIIN (if applicable), the code for the type transaction, and the cancellation code.