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WASHINGTON, D. C. 20301

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STANDARD SYSTEMS OFFICE
ALEXANDRIA, VA 22304-6100
DLSSO-M

31 MAR 1986

SUBJECT: Approved MILSTRIP Change Letter (AMCL) 139A, Requisitioning DoD Excess Personal Property from Disposal, (Staffed by PMCL 418A)

TO: Commander, U.S. Army Materiel Command
ATTN: AMCSM-PDP
Commander, Naval Supply Systems Command
ATTN: SUP 0322
Commander, Air Force Logistics Command
ATTN: AFLC/MMLII
Commandant of the Marine Corps
ATTN: LSS-4
Commandant, U.S. Coast Guard
ATTN: G-FLP-1
General Services Administration, Federal Supply Service
ATTN: FCI, Room 510
Commander, Field Command, Defense Nuclear Agency
ATTN: FCLM
Director, National Security Agency
ATTN: L112
Executive Director, Supply Operations, DLA
ATTN: DLA-OS

1. References:

a. DLSSO-M letter 29 Aug 85, Subject: Approved MILSTRIP Change Letter (AMCL) 139, Requisitioning DoD Excess Personal Property from Disposal, (Staffed by PMCL 418A).

b. DoD 4140.17-M, MILSTRIP, 16 Jan 84, as amended.

2. Reference 1a is herewith amended and reissued. The purpose of the amendment is to incorporate all of the changes agreed to in DoD MILSTRIP Focal Point Meeting 85-1 and provide additional clarifications. Additional text provided in this amendment is underlined for your convenience.

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3. The same implementation dates as previously issued apply as follows:

USA	1 Nov 86	GSA	1 Nov 86
USN	1 Nov 86	DNA	1 Nov 86
USAF	1 Nov 87	NSA	1 Nov 86
USMC	1 Nov 86	DRMS	1 Nov 86
USCG	1 Nov 86	DLA	1 Nov 90

4. The DLSSO-M point of contact is :

1 Encl

cc:
DASD(L&MM)SD

Distribution:
DLSSO 10B


D. JAMES KRAFSIG
Acting DOD MILSTRIP
System Administrator

APPROVED MILSTRIP CHANGE LETTER (AMCL) 139A
REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM DISPOSAL

1. Change paragraph 2-51 to read as follows:

2-51 REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM DRMS

a. DoD Activities and, under certain circumstances, authorized Federal Civil Agencies are authorized to requisition excess personal property through the Defense Reutilization and Marketing Service (DRMS) or directly from a Defense Reutilization and Marketing Office (DRMO). Activities will request, through an accountable supply officer, only that property which is authorized by parent headquarters or command and will not request quantities of property which exceed authorized retention quantities. Each Military Service/Agency will furnish DRMS the federal condition codes that are acceptable in relation to the supply condition code being requisitioned. The DRMS maintains the Integrated Disposal Management System (IDMS), a standardized and centralized control and accounting system for all excess and surplus personal property located in the DRMOs and provides visibility of such property through a variety of utilization screening procedures. (See DoD 4160.21-M, Defense Utilization and Disposal Manual, for utilization policy and procedures.)

(1) Requisitions from DoD activities for excess personal property will normally be routed via AUTODIN through the Defense Automatic Addressing System (DAAS) to the DRMS for processing or the requisition may be hand carried to the DRMO for property previously selected, scheduled for pickup, or required as a result of screening at the DRMO. The RI Code of the DRMO should be placed in columns 4-6 of DD Form 1348-1 requisitions hand carried to a DRMO. Activities or units unable to submit requisitions through AUTODIN may forward them directly to DRMS by mail or by narrative message but, it should be understood that this is not the standard procedure and should be discontinued as soon as the ability to use AUTODIN is realized. DAAS will pass all A0 documents containing the DRMS RI Code S9D in columns 4-6 to DRMS. A0 documents which do not have S9D in columns 4-6, but do contain alpha codes K, L, R, S, ~~X~~, or ~~Y~~ in column 40 will be routed to DRMS. DAAS will provide AE9 supply status with BM transaction status code. A0 documents which do not contain either S9D in columns 4-6 or alpha codes K, L, R, S, ~~X~~, or ~~Y~~ in column 40 will be routed according to established source of supply rules. Requisitions with DI Codes A0B/A02 and RI Code S9D will be processed by DAAS to obtain an NSN. If an NSN is found for the part number, DAAS will change the DI Code to A0A or A01 and pass the requisitions with the NSN to DRMS. DAAS will provide AE9 supply status with BG transaction status code. If an NSN is not found, DAAS will reject the requisition. Requisitions submitted to DRMS will be in the format specified in Appendix C1, the DRMS RI Code (S9D) in columns 4-6, with an alpha code K, L, R, S, ~~X~~, or ~~Y~~ in column 40; if applicable. Signal Code D or M in column 51 to denote free issue; Advice Code 2J (fill or kill) in columns 65-66 or blank; and the

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appropriate supply condition code in column 71. If columns 65-66 are blank and requested materiel is not available, DRMS will place the requisition on the requisition retention file for 60 days and furnish Supply Status Code B1. If all of the requested materiel does not become available during the 60 day retention period, the remaining unfilled quantity will be cancelled using Status Code D1. For a specific item, the requisition will contain the Disposal Turn In Document (DTID) Number or Excess Report Number (ERN) in column 67-80 (DTID suffix, if applicable, in column 21). For non stock numbered items, the DI Code will be A0D or A04. DRMS will select the requested item for issue or provide appropriate supply status if not available. Requisitions hand carried to the DRMO for pick up of property will be prepared on a DD Form 1348-1 as specified in chapter 5, paragraph 5-3. Authorized Federal Civil Agencies may requisition excess/surplus from DRMS using SF 122 or any other transportation order form approved by GSA according to Federal Property Management Regulation (FPMR) subchapter 4, part 101-43. All requisitions for small arms will be submitted under provisions of paragraph 2-71. Packing, crating, handling and transportation (PCH&T) charges will be in accordance with DoD Regulation 4100.37, Retention and Transfer of Materiel Assets.

(2) Upon receipt of the requisition, the DRMS will transmit a Materiel Release Order (MRO), DI code A5 (DD Form 1348-1), to the DRMO. The MRO will be in the format specified in paragraph 5-3a. In those instances where a specific item has been requisitioned, the DTID or excess report number will be perpetuated on the MRO, as exception data (DI Code A53). MROs received by a DRMO from DRMS will be confirmed or denied as appropriate. Materiel Release Confirmation (MRC) will be prepared in the format specified in appendix C13 (DI Code AR). Materiel Release Denials (MRDs) will be prepared by the DRMO when applicable as notification of a negative action on the MRO. MRD format is in appendix C15 (DI Code A6). Responses by DRMOs to followups (DI Code AF6) will be made using the MRC with DI Code AR0; MRD with DI Code A6; or the supply status card with DI Code AE6 as appropriate. Single line cancellation requests or requisition modifier documents will be processed by DRMS if the MRO has not been transmitted to the DPDO or if the requisition is on the requisition retention file. No mass cancellation requests will be processed by DRMS.

(3) When the DRMO issues materiel as a result of DD Form 1348-1 being hand carried to the DRMO, a MRC, DI Code AR0, will be prepared in the format of appendix C13 and transmitted to DRMS.

b. The DRMS will respond to followups in accordance with the procedures established in chapter 3 of this manual and furnish status as outlined in chapter 4 of this manual.

See DL550-BM Ato
7 Aug 86.

c. Materiel will be shipped from DRMOs to authorized requisitioners in accordance with established MILSTRIP procedures and time frames.

d. Requisitioner requests for modification, cancellation or followups to DRMS will be in accordance with the procedures in chapter 2 of this manual.

2. Add the following to paragraph 3-69:

g. DRMS will forward cancellation requests (DI Code AC6) or followups on cancellation requests (DI Code AK6) to DRMOs when a Materiel Release Confirmation (MRC) (DI Code AR_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DRMO, shipment status (DI Code AU_) will be forwarded by DRMS to eligible status recipients.

3. Delete Advice Code 3A from appendix B15. Add the following status codes to Appendix B16:

CODE

EXPLANATION

B1	Assets not currently available. Requisition will be retained by DRMS for 60 days from date of receipt awaiting possible arrival of assets. (DRMS use only.)
D1	Cancelled. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled. (DRMS use only.)

4. Change paragraph 5-3 to read:

5-3 Issues from Supply System Stock/Defense Reutilization and Marketing Office (DRMO)/Requisitions for Local Issue from DRMO.

a. The DD Form 1348-1 is prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issue from the DRMO). The requisitioner also uses this format when hand carrying requisitions for local issue from the DRMO. Minimum data entries are as follows:

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<u>Item</u>	<u>Print Position Columns</u>	<u>Identification or Source of Data</u>
DI Code	1-3	Perpetuate from source document unless otherwise indicated. For DRMS directed shipments from DRMOs use DI Code A5_. Requisitions for local issue from the DRMO will contain DI Code AØ_.
RI Code (From)	4-6	RI Code of the shipping activity. RI Code of the shipping DRMO on DRMS directed shipments from DRMOs and on requisitions for local issue from a DRMO.
M&S Code	7	Code assigned to requisition/source document.
National Stock or Part Number	8-22	National stock number or part number being released.
Unit of Issue	23-24	Unit of issue of the national stock number/part number being released.
Quantity	25-29	Quantity being released.
Document Number	30-43	Document number of requisition.
Suffix Code	44	Blank if the document represents release of the total quantity requisitioned. Appropriate suffix code assigned to indicate partial quantity release.
Supplementary Address	45-50)	On issues from supply system stock and on DRMS directed shipments, perpetuate from source document. Self-explanatory on requisitions for local issue from disposal.
Signal Code	51)	
Fund Code	52-53)	
Distribution Code	54-56)	
Project Code	57-59)	
Priority Code	60-61)	

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<u>Item</u>	<u>Print Position Columns</u>	<u>Identification or Source of Data</u>
Required Delivery Date	62-64)	}
Advice Code	65-66)	
RI Code	67-69	Perpetuate from source document. (RI Code identifying activity directing release of materiel.) Blank on local issue from disposal.
Multi Use	70-73	Perpetuate from source document. Leave blank on requisitions for local issue from disposal.
Unit Price	74-80	Unit price of item being released.

b. In order to accommodate the various distribution systems and equipment, DD Form 1348-1 provides blocks for entry of other data. The use of these blocks, with the exception of block 5, is optional but when used will contain the following:

<u>Block</u>	<u>Entries</u>
A	The shipping point identified by name and/or code.
B	The consignee by account number or name and address.
C	Repeat of data entered in the Supplementary Address Field (cc 45-50).
D	The project name and/or code, if any.
E	The extended value of the transaction (Mandatory for Foreign Military Sales transactions).
F	The location from which materiel is to be selected.
G	Coded cargo data.
H	The number of issue units in a package.
I	The unit weight applicable to the unit of issue.
J	The unit cube applicable to the unit of issue.
K	Uniform Freight Classification.
L	National Motor Freight Classification
M	Percentage of first class.
N	Physical Security/Pilferage Code (see DoD 4500.32-R, MILSTAMP, Vol I)
O	Date of document preparation.
P	Supply Condition Code.
Q	For service use.
R	Enter SL (for shelf-life) followed by applicable shelf-life code as defined.

Block

Entries

S	For internal use.
T	Stock or part number of item originally requested, if other than item released.
U	Freight classification nomenclature.
V	For internal use on issues from Supply System Stock. DRMO enters DTID number on DRMS directed shipments from disposal. Requisitioner enters DTID number on requisitions for local issue from disposal.
W	For internal use on issues from supply system stock. DRMO enters excess report number, where applicable, on DRMS directed shipments from disposal. Requisitioner enters excess report number, where applicable, on requisitions for local issue from disposal.
X	Item nomenclature.
Y	For internal use.
1 thru 4	For Shipper and Receiver use.
5	Block 5 of DD Forms 1348-1 will reflect the shipping container number and the total number of containers in a shipment under the rules contained in paragraph 5.3.4 of MILSTD 129. The shipping container number(s) will indicate the specific container(s) in which the item reflected on a DD Form 1348-1 is packed. EXAMPLE: 7/12; container number 7 of a 12 container shipment. When an item is shipped in more than one container of a shipment, the container numbers and number of containers will be entered in block 5 as: 3, 5, 7/12; container numbers 3, 5, and 7 of a 12 container shipment.
6 thru 10	Shipper and receiver use.
AA thru GG	Provided for any special notes or instructions deemed appropriate.
11-15	Self-explanatory.

5. Revise Appendix C1 as follows:

APPENDIX C1

REQUISITION

<u>Field Legend</u>	<u>(Manual) Block No.</u>	<u>Type Requisition (Mechanical) Card Column</u>	<u>Entry and Instructions</u>
Send to	A	Not Applicable	The appropriate "in-the-clear" name and address corresponding to the RI Code may be entered.
Requisition from	B	Not Applicable	The appropriate "in-the-clear" name and address of the requisitioner may be entered.
Document Identifier	1	1-3	Code applicable to a requisition.
Routing Identifier	2	4-6	Code indicating source to which the document is submitted.
Media & Status	3	7	Self-explanatory.
Stock Number	4,5,6	8-22	
Unit of Issue	7	23-24	
Quantity	8	25-29	Document number as assigned by the preparing activity.
Document Number	9-12	30-43	
Demand	13	44	Self-explanatory.

<u>Field Legend</u>	<u>(Manual) Block No.</u>	<u>Type Requisition (Mechanical) Card Column</u>	<u>Entry and Instructions</u>
Supplementary Address	14-15	45-50	When applicable enter the coded address of the "ship to" or "bill to" activity. Field may be left blank when coded entry is not applicable. When coded data entered is not significant to the supply source (other than an activity address code) an alphabetic "Y" will be entered in cc 45.
Signal	16	51	Self-explanatory.
Fund	17	52-53	Code as directed by the service.
Distribution	18	54	When applicable, enter the code of the activity to receive status information in addition to the requisitioner or the supplementary address.
		55-56	Code as directed by the services.
Project	19	57-59	When applicable, enter the appropriate code in accordance with service instructions.
Priority	20	60-61	Priority Designator.
Required Delivery Date	21	62-64	Enter in accordance with requirements of appendix B14.

<u>Field Legend</u>	<u>(Manual) Block No.</u>	<u>Type Requisition (Mechanical) Card Column</u>	<u>Entry and Instructions</u>
Advice	22	65-66	Advice code to convey instructions to the supply source. When code is not required, leave blank.
Date of Receipt of Requisition	23	67-69	Leave blank.
Blank	23	70-80	Leave blank on inter-Service requisitions forwarded to the DLA and GSA supply sources. a. This field is optional for intra-Service or Agency use. b. This field may be used for internal purposes on retained copies of requisitions. c. When a requisition with a Part Number (A02/A0B) is converted to NSN (A01/A0A), DAAS will blank fill this field.
Remarks Field	L-W		This field will be used to convey any additional required information not provided for in the requisition format.

Contractor Entries

Entries for Contractor initiated requisitions for Government Furnished Materiel (GFM)

<u>Field Legend</u>	<u>(Manual) Block No.</u>	<u>Type Requisition (Mechanical) Card Column</u>	<u>Entry and Instructions</u>
Blank	23	70-72	Leave blank.
Contract Number	23	73-80	Enter last eight positions of the contract number.

MCA Entries

Entries for Contractor initiated requisitions for Government Furnished Materiel (GFM)

Blank	23	70-71	Leave blank.
Management Code	23	72	Enter Management Code "Y."
Contract Number	23	73-80	Blank. Delete last eight positions of the contract number which was provided by the contractor.

Entries Required When Requisitioning a Specific Item From Disposal.

Disposal Turn-in Document Number or Excess Report		67-80	This entry is optional on DI Code A0A/A01/A0E/A05 requisitions and is mandatory on A04/A0D requisitions. If applicable, the DTID suffix code will be entered in card column 21.
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Entries Required on Requisitions to Disposal When a Specific Item is Not Required.

Blank		70	Leave Blank.
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<u>Field Legend</u>	<u>(Manual) Block No.</u>	<u>Type Requisition (Mechanical) Card Column</u>	<u>Entry and Instructions</u>
Condition Code		71	Enter lowest acceptable Supply Condition Code in accordance with Military Service/ Agency criteria furnished to DPDS. See paragraph 2-51 for requirement.
Blank		72-80	Leave Blank.

NOTE 1: See "B" Series Appendices for explanation of data fields.

NOTE 2: Processing points passing DI Code AM documents to another source of supply for continued processing will enter their RI Code in columns 67-69.

NOTE 3: Requisitions to DPDS (RIC S9D) cannot reflect entry in columns 21-22 other than a DTID number suffix code in column 22 when applicable.

6. Revise Appendix C13 as follows:

APPENDIX C13

MATERIEL RELEASE CONFIRMATION

<u>Field Legend</u>	<u>Column(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Code applicable to a Materiel Release Confirmation (ARØ, ARA, or ARB) or a Reply to Cancellation Request-Materiel Release Confirmation (AUØ, AUA, AUB).
Routing Identifier	4-6	Code of the supply source from which the MRO/cancellation request was received.
Media and Status	7	Code as shown in the MRO/cancellation request.
Stock or Part Number	8-22	Stock or part number of the item supplied.

<u>Field Legend</u>	<u>Column(s)</u>	<u>Entry and Instructions</u>
Unit of Issue	23-24	Self-explanatory.
Quantity	25-29	Self-Explanatory
Document Number	30-43	Document number as shown in the MRO/cancellation request.
Suffix	44	Code contained in cc 44 of the MRO. If no code is in cc 44 of the MRO/cancellation request, leave blank.
Supplementary Address	45-50	Coded address as shown in the MRO/cancellation request.
Hold	51	Type of hold code when applicable. Leave blank in response to followup when item has not been selected for shipment.
Fund	52-53	Code as shown in the MRO.
Port of Embarkation	54-56	a. For shipments moving to overseas destinations via Defense Transportation System (DTS) (LOGAIR, QUICKTRANS, MTMC, MSC, AND MAC), GBL/CBL deliveries to POEs, or parcel post entering the DTS at a POE (other than the APO/FPO postal system), enter the POE or SEAVAN consolidation and containerization point (CCP). See DoD 4500.32-R, Appendix B. b. Leave blank for parcel post movement through an APO or FPO system. c. Enter the POE for FMS transactions moving via the DTS. If not moving via the DTS, leave blank.

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<u>Field Legend</u>	<u>Column(s)</u>	<u>Entry and Instructions</u>
		d. Enter the POE for MAP Grant Aid transactions except parcel post.
		e. Leave blank for CONUS shipments.
Estimated Shipping Date or Date Shipped	57-59	Date delivered to carrier. When used in response to followup and shipment has not occurred, enter estimated shipping date.
Priority	60-61	Code as shown in the MRO/cancellation request.
TCN, GBL, or other Shipment Unit number (Service Assignment Code of the requisitioner will be omitted when the TCN is used)	62-76	a. Enter the Shipment Unit TCN for containerized or breakbulk shipments as prescribed in DoD 4500.32-R, MILSTAMP, for shipments to the POE, LOGAIR, QUICKTRANS, SEAVAN Cargo assembly point and parcel post (excluding registered, insured and certified parcel post). If internal systems require, the first 14 positions of the SEAVAN TCN may be used as the shipment unit TCN provided the 15th position contains an X. b. Enter the consignor, letter B and GBL number for all inland shipments with a final destination within CONUS. c. Enter the consignor, letter C and certified mail number for shipments forwarded by certified mail. d. Enter the consigner, letter I and insured number for insured parcel post.

Field Legend

Column(s)

Entry and Instructions

Mode of Shipment

77

Date Available for
Shipment

78-80

For Local Issues From Disposal

DTID

62-76

e. Enter the consignor, letter R and registration number on registered parcel post.

f. Enter the consignor, letter U and the United Parcel Service (UPS) daily pickup record number for UPS shipments to CONUS, Alaska and Hawaii consignees.

g. Leave blank in response to followup when shipment has not been released to carrier.

h. For FMS transactions which are made on a commercial bill of lading or commercial collect bill of lading and preceding instructions do not apply, enter the FMS notice number from cc 61-75 of the notice of availability document.

Code identifying the mode of shipment (See DoD 4500.32-R, MILSTAMP). Leave blank in response to followup when shipment has not occurred.

Date available for shipment. Leave blank in response to followup when shipment has not occurred (i.e., when cc 57-59 contains an ESD).

Disposal Turn-in Document Number (DTID) for materiel issued.