



LOGISTICS AND
MATERIEL READINESS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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DLM 4000.25-2, July 18, 2014
Change 4

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES CHANGE 4

I. This change to DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), 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 is identified by bold, italicized print. An exception is when the entire chapter or appendix is replaced or a new one added. Change 4 also includes administrative updates: In all updated documents "DLA Logistics Management Standards" is changed to "Defense Logistics Management Standards Office" to reflect the most recent name change for the DLMSO office and abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. In accordance with new direction for issuances, "shall" has been replaced by "will", "must", or other appropriate words or phrases throughout the updated documents.

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

A. ADC 1043 dated September 18, 2013. DLMS Revisions for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification (Finance/Supply). Revises Chapter 3 and the Acronyms list.

B. ADC 1080 dated October 17, 2013. Intra-Air Force Requirement for use of Priority Designator in DLMS 527D. Revises Appendix 3.39. Revises DLMS Implementation Convention 527D.

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

Added or Replaced Files

Process Change History
Table of Contents
Acronyms and Abbreviations
Chapter 3
Appendix 3.39

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

www.dla.mil/j-6/dlms/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/dlms/eLibrary/Manuals/DLMS/formal_changes.asp

A handwritten signature in black ink, appearing to read "Dee Reardon". The signature is written in a cursive, flowing style.

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

MILITARY STANDARD TRANSACTION
REPORTING AND ACCOUNTABILITY
PROCEDURES (MILSTRAP)
PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Change Number
191	3/14/2006	Management Codes on Supply Status Transaction. This change establishes two new management codes for use on the Supply Status transaction. Both new management codes are authorized for use in the DLMS. Revises Appendix (AP) 2.6., Management Codes, paragraph AP2.6.2. Issue Related Transactions.	0
197	6/5/2006	Request for New Type of Physical Inventory/Transaction History Code and Add Code to Historical Transactions. DLA identified a requirement to have a code to distinguish transaction history associated with annual reconciliation from other transaction history submittals. This change was approved for immediate DLA implementation. Implementation of this change by other DoD Components is optional, but they are encouraged to consider the requirement for their system modernization initiatives. Revises AP2.2. Type of Physical Inventory/Transaction History Codes, and Chapter 7, Physical Inventory Control.	0
198	6/6/2006	Revise DLMS 846P to Provide Capability to Advise When No History is Available in Response to a Transaction History Request. The capability to identify that no history is available in response to a request for transaction history exists in MILSTRAP, but was not incorporated in DLMS. Revises AP2.2. Type of Physical Inventory/Transaction History Codes.	0
218	11/14/2006	Revise MILSTRAP Receipt Transactions to Document Use of Distribution Standard System Operations Control Number (OCN) and Additional Z4/Z6 Requirements. Provides for Distribution Standard System (DSS) entry of the OCN in receipt transactions regardless of materiel owner, to support current use of OCN by Army, Navy, and Mapping. Revises AP3.1. DIC D4_, and AP3.2, DIC D6_.	0

ADC Number	Date	Change Description	Change Number
220	12/8/2008	ADC in Two Parts, Part I: Revise Definitions for Small Arms to Address Light Weapons, and Part II: Visibility and Traceability of Captured, Confiscated or Abandoned Enemy Small Arms and Light Weapons. Revises Term and Definitions, Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting, and revises the following appendices to reflect Small Arms and Light Weapons (SA/LW) in place of Small Arms: AP2.1. DIC, AP2.12, Small Arms Transaction Codes, AP2.13, Small Arms Error Transaction Reject Codes; format appendices AP3.31 through AP3.37 (DICs DSA, DSB, DSC, DSD, DSF, DSM, and DSR).	0
232	3/23/2007	Administrative Update to MILSTRAP and DLMS to Clarify Supply Condition Code (SCC) Q is authorized for Turn-in to Defense Reutilization Marketing (Supply). This change revises guidance to support the turn-in of SCC Q materiel to DLA Disposition Services Field Office. This ADC revises AP2.5. Supply Condition Codes.	0
234	4/9/2007	Identification of Intra-Army Data Requirements for DLMS 527R and 527D, and Administrative Update to Batch/Lot and UII Length. This change incorporates data elements in DLMS required to accurately process intra-Army data for nonprocurement source receipts, dues-in, and advance receipt information (ARI) (prepositioned materiel receipt (PMR) under MILSTRAP). Revises AP3.2, DIC D6_, Materiel Receipt-Other Than Procurement Instrument Source, AP3.12, DIC DF_, Due-In – Other Than Procurement Instrument Source, and AP3.39. DIC DW_, Pre-Positioned Materiel Receipt.	0
235	4/17/2007	Revise DLMS 867I and MILSTRAP Issue Transactions to Support Navy Issue On Request Code. Revises DLMS 867I and DIC D7_ Issue transaction to add the Navy issue on request code in support of an existing Navy requirement. Navy uses the issue on request code when interfacing with DLA DSS. Revises AP3.3. DIC D7_, Issue.	0
236	4/25/2007	Revise the Property Accountability Accuracy Goal for Controlled Inventory Items Not Subject to Annual Complete Physical Inventory. Revises the property accountability records accuracy level, from 85 percent to 95 percent, for controlled inventory items that are not subject to an annual complete physical inventory. Revises Chapter 7, Physical Inventory Control.	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 Terms and Definitions and chapter 7, Physical Inventory Control.	0
240	6/13/2007	Transactions for Stock Screening Request/Reply and Web-Enhanced Stock Screening Requests and Storage Quality Control Reports and Update to MILSTRAP Appendix. This change defines a requirement for new DLMS transactions to be used by supply chain owners/managers to request storage sites to perform stock screening actions and allow storage sites to reply to the owners/managers electronically. Revises AP2.18. Type Inspection Codes.	0
244	5/10/2007	Definition for Reconciliation, Small Arms and Light Weapons (SA/LW) and Clarification of Procedure. This change clarifies the SA/LW reconciliation procedures and revises SA/LW Transaction Code E to acknowledge that when a Service performs the reconciliation with a DLA Distribution Depot, the reconciliation is inter-Component. This ADC revises Chapter 12, SA/LW Serial Number Registration and Reporting, and AP2.12. SA/LW Transaction Reject codes.	0
246	5/22/2007	Revise DS 527R and MILSTRAP Receipt Transactions to Document Use of Navy MTIS Indicator. When sending DIC D6_ receipt to the Navy, DAAS will send MTIS indicator in position 7 of the D6_. This change incorporates the MTIS indicator in DIC D6_.	0
250	7/30/2007	Revise DS 846I and MILSTRAP DZA Asset Status Transactions to Support Army Distribution Operations, and Revise DS 846I for Use of UTC and for Administrative Updates. Incorporates changes to support Army requirements for Asset Status Report transaction (DLMS 846I and corresponding DIC DZA Asset Status), to accommodate recording the on hand quantity of assets being held in the DLA ownership at DLA Defense Depot, Kuwait. Revises Chapter 8, Asset Status Reporting, and AP3.52. DIC DZA, Asset Status.	0

ADC Number	Date	Change Description	Change Number
255	11/20/2007	Storage Activity Accountability to Service Materiel Owners. Revises the chapter 7 procedures to require that the storage activity send the Inventory Owners a quarterly summary of the causative research results for each individual NIIN, for all adjustments of extended dollar value greater than \$16K and any adjustment of an item with a controlled inventory item code that is Classified, Sensitive or Pilferable. This change documents a mechanism for the storage activity to provide the materiel owner with insight for physical inventory adjustments (loss, gain, reversal or no conclusive findings) and loss, damage or destruction of property. Revises Chapter 7, Physical Inventory Control.	0
259	11/9/2007	Revise DS 867I and MILSTRAP Issue Transactions to Support Navy Issue Reversal Code. Revise DLMS 867I transaction to add a "Reason for Reversal Code" in support of an existing Navy legacy system requirement for an issue reversal code. Revises DLMS 867I Issue to add a "Reason for Reversal Code". Revises AP3.3, DIC D7_ Issue, to accommodate Navy's use of a Navy issue reversal code.	0
267	1/30/2008	Interim Change for DLMS 527R Receipt to Support Intra-Army Direct Support/Reparable Exchange Decapitalization Transaction. Documents and incorporates for temporary use, the DLSS requirements for intra-Army data elements, to support the Direct Support/Reparable Exchange receipt and follow-on triggers at the National level. Revises AP3.2. DIC D6_, Materiel Receipt – Other Than Procurement Instrument Source.	0
272	3/4/2008	Revise DLMS 527R and MILSTRAP Receipt Transactions to Add Discrepancy Indicator Codes for use with Intra-Army Discrepancy Receipt Process. Incorporate changes to DLMS 527R to support the existing Intra-Army Single Stock Fund (SSF) Discrepancy Receipt Process. Revises AP2.17, Discrepancy Indicator Codes, and AP3.2. DIC D6_, Materiel Receipt – Other Than Procurement Instrument Source.	0
274	4/1/2008	DLMS and DLSS Changes to Support Army Exchange Pricing. Documents and incorporates DLSS and DLMS requirements for intra-Army data elements to support Army's implementation of Exchange Pricing in order to comply with OSD guidance. Revises Chapter 4, Receipt and Due-In.	0

ADC Number	Date	Change Description	Change Number
287	6/24/2008	<p>Special Program Requirements (SPR) Status and Corresponding DLMS Manual Procedures Administrative Update. This change revises SPR procedures in the DLMS manual to bring the DLMS procedures in line with corresponding MILSTRAP procedural requirements and the existing SPR process. Administrative updates identify DIC functionality associated with the DLMS SPR and War Material Requirement transactions, and updates terminology in the DLMS 830R for consistency with the procedural language. Revises the MILSTRAP DIC Correlation Table.</p>	0
312	1/22/2009	<p>Denial Management Code in a Supply Status Transaction. This change requires that the denial management code approved by ADC 191 for use on a supply status transaction on an intra-Army basis, be established for DOD use. This ADC revises AP2.6., Management Codes, paragraph AP2.6.2. Issue Related Transactions.</p>	0
324	6/24/2009	<p>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 the DLA under the NIMS and in support of the 2005 BRAC decision. The change addresses communication between customer, the distribution depot, and the DLA ICP, and establishes new procedures for authorizing and processing customer credit for the returned materiel. Revises Chapter 4, Receipt and Due-in.</p>	0
333	6/24/2009	<p>Revision to DLMS, Volume 2, Chapter for Logistics Asset Support Estimate (LASE); and Administrative Updates to DLMS 846L, 870L, LASE Request Codes and Reject Advice Codes. This change made administrative updates to the DLMS LASE chapter to position it for movement to a combined DLMS/MILSTRAP DLM. ADC 333 is overcome by ADC 400 which eliminated the LASE process.</p>	0

ADC Number	Date	Change Description	Change Number
338A	8/24/2010	New Advice Code for Surge Requirements of Mission Support Material under Navy BRAC Inventory Management and Stock Positioning (IMSP). This change republishes ADC 338 to replace the assigned advice code with a new management code for use on DLMS transactions associated with requisitioning to identify surge requirements for Mission Support Material under DLA-Navy BRAC IMSP. Use of a management code (in lieu of an advice code) to identify surge requirements will allow for continued independent use of applicable advice codes on the requisition. Revises AP2.6 Management Codes, paragraph AP2.6.6. Requisition Transactions.	0
352	2/18/2010	Management Code for Product Quality Deficiency Report (PQDR) Replacement Requisitions. This change authorizes the assignment of a new management code for use on DLMS MILSTRIP requisitions. 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. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions, and paragraph AP2.6.6., Requisition Transactions.	0
355	2/5/2010	Revise DLMS 846I, Asset Status Report to Address Intra-Navy Use of Transaction Preparation Date in Multiuse Field of MILSTRAP DZA Transaction. Navy modernized system will be DLMS compliant. This change maps DIC DZA data reflected in intra-Component multiuse field to the DLMS 846I. Revises AP3.52, DIC DZA, Asset Status.	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 request authorizes the perpetuation of existing management codes on a DLMS requisitioning transaction to indicate a denial has occurred on a prior requested release of materiel purchased by the USAF from DLA under BRAC SS&D IMSP business rules. Revises AP2.6. Management Codes, paragraph AP2.6.6., Requisition Transactions.	0
364	5/18/2010	Revise DoD Physical Inventory Requirements to Allow Annual Complete Inventories as Alternative to Statistical Sampling and Location Survey Requirement. Revises Chapter 7, Physical Inventory Control.	0

ADC Number	Date	Change Description	Change Number
366	4/16/2010	<p>New Special Program Requirement (SPR) Status Code to Reject US Air Force SPRs Submitted for Planning for DLA Managed Consumables (PDMC) Flight. As a result of Air Force standing up the Air Force Global Logistics Support Center (AFGLSC) PDMC flight, SPR input will be superseded by Demand Data Exchange (DDE) for DLA managed assets. Any SPR input which DLA received would conflict with DDE forecasts, and thus need to be rejected back to origin with instruction to follow-up with the appropriate Air Force PDMC office. Revises AP2.11, SPR Status Codes.</p>	0
370	5/18/2010	<p>Requisitioning for Off-Station Forward Site Support and New Non-Inventory Affecting Denial Management Code indicating Off-Station Materiel under Navy BRAC SS&D IMSP. This change provides procedures for storage and distribution of materiel associated with a forward (remote) maintenance site, while under DLA ownership. The materiel will be physically located at the forward site, but the accountability for the materiel will remain at the primary Distribution Depot, which is co-located with the responsible Navy industrial activity. This change assigns a new denial management code for use on the Materiel Release Denial indicating the denial is the result of materiel being physically located outside the physical confines of the storages site to which the MRO was directed. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions.</p>	0
372	5/21/2010	<p>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 AP2.17, Discrepancy Indicator Codes.</p> <p>This change was inadvertently omitted when the Manual was republished and is being added as part of Formal Change 2.</p>	0/2

ADC Number	Date	Change Description	Change Number
375	9/15/2010	New Management Code for Navy Funded Non-Production Support Materiel Ordered under BRAC SS&D/IMSP. This change request is for the assignment of a new Management Code for use on applicable DLMS transactions associated with requisitioning of Navy-funded non-production support materiel ordered under DLA-Navy BRAC IMSP. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions and paragraph AP2.6.6., Requisition Transactions.	0
391	8/10/2010	New Denial Management Code to Support the New Protection Process at the Navy Shipyards when Protection Document Number/Job Order does not Match DSS Records under BRAC SS&D/IMSP. This change request authorizes the use of a new management code on the DLMS 945A, Material Release Denial, indicating a denial has occurred on a request for a Navy Shipyard maintenance customer. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions.	0
393	8/4/2010	Revise DLMS 846P, Response to Transaction History Request When No History Available, to Add a Second Iteration of Type Physical Inventory/Transaction History Code. This change recognizes the requirement to carry 2 Type Physical Inventory/Transaction History Codes in 846P when it is used as a "Response to Transaction History Request (No History Available)". DLA requests an optional second iteration of the transaction history code to cite the code which appeared on the associated Transaction History Request, in addition to code value 8 or 9. Revises AP2.2., Type of Physical Inventory/Transaction History Codes.	0
396	10/6/2010	Revised Procedures and Data Content for DLMS Materiel Release Order (940R) and Material Release Advice (945A) and New Denial Management Code for Marine Corps BRAC SDI. This change proposes new procedures and updates the DLMS Material Release Order and Material Release Advice between the Marine Corps Maintenance Center and DLA Depots operating under the DSS. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions.	0

ADC Number	Date	Change Description	Change Number
398	10/20/2010	<p>Revise DLMS 846A Asset Reclassification, 947I Inventory Adjustment, and Associated Procedures to Support Marine Corps BRAC Storage and Distribution Interface. The DLMS 846A Asset Reclassification transaction will be used in support of Marine Corps and DLA re-identification of assets to support less than unit of issue functionality at the Marine Corps Maintenance Centers. Revises AP2.6 Management Codes.</p>	0
400	4/11/2012	<p>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 after staffing two separate PDCs from DLA and Army respectively. The PDCs documented that DLA and Army were not implementing LASE in their respective enterprise resource planning systems: DLA Enterprise Business System and Army Logistics Modernization Program. The remaining DOD Components agreed to DLA and Army's elimination of the LASE process. In response to the PDCs, Navy and Air Force stated they would not implement LASE in their modernized systems, and Marine Corps also concurred with the elimination of LASE.</p>	0
403	4/25/2011	<p>Administrative Update to Identify MILSTRAP Transactions Authorized for Reversal. This administrative change updates MILSTRAP to identify in a single list, all MILSTRAP transactions that are authorized for reversal. This change clearly identifies all transactions authorized for reversal in one place for easy reference and information. This change also incorporates portions of AMCL 13 in the AP3 Introduction, regarding the MILSTRAP reversal indicator used in place of the former "11-zone overpunch". Revises AP3 Formats Introduction.</p>	0
404	12/9/2010	<p>Revision to Small Arms and Light Weapons 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. This ADC revises Chapter 12, SA/LW Serial Number Registration and Reporting, to add new paragraph C12.2.11, and updates "Definitions and Terms."</p>	0

ADC Number	Date	Change Description	Change Number
414	3/28/2011	<p>Revisions to DLMS and MILSTRAP Procedures to Address Owner/Manager Research of Inventory Adjustments (Accounting Error). This change addresses owner/manager 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 distinct code list is being added to clearly identify the inventory adjustment 'error classification codes' that apply to the DIC D8B/D9B inventory adjustments (accounting error). Revises Chapter 7, Physical Inventory Control, and adds new Appendix 2.16, Inventory Adjustments - Accounting Error Classification Codes.</p>	0
415	11/29/2011	<p>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, Chapter 7, Physical Inventory Control, as well as, AP2.2, Type of Physical Inventory/Transaction History Codes.</p>	0
423	9/29/2011	<p>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. Allow Use of SCC with Due-In (Procurement Instrument Source) transactions and specifically with Logistics Reassignment (LR) Memorandum Due-In (MILSTRAP DDX functionally). DLA uses SCC in LR Memorandum Due-In transactions (Procurement Instrument Source). Revises AP3.10, DIC DD_, Due-In Procurement Instrument Source.</p>	0

ADC Number	Date	Change Description	Change Number
441	8/22/2011	<p>Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits. This change proposes that DLA Transaction Services split large quantities for ammunition communicated via DLMS Transaction into two legacy 80-record position transactions without creating or changing the suffix code. The split into separate transactions is necessary because the legacy format restricts the allowable field length for quantities and does not accommodate residual quantities when using the “M” quantity multiplier described above. The Defense Automatic Addressing System conversion split from a single DLMS transaction into two separate 80-record position legacy transactions will result in the maximum allowable quantity on the first transaction and the residual quantity on the subsequent transaction produced with like document number/suffix. Revises AP3, Formats Introduction.</p>	0
444	12/1/2011	<p>Revise Asset Status Report Transactions, DLMS 846I and MILSTRAP DZA, to Document Ammunition Systems Use by Agreement of Nine Digit Quantity On-Hand. At the end of each day, Army Logistics Modernization Program (LMP) will send a DLMS 846I Asset Status Report to the Air Force, Marine Corps, and Navy to report asset balances for their owned assets stored in an LMP storage location. Revises Chapter 9, Rejection Routing; AP3, Formats Introduction; and AP3.52, DIC DZA, Asset Status.</p>	0
446	11/15/2011	<p>New Supply Condition Code (SCC) T, Serviceable (Ammunition Suitable for Training Use Only). This change established new SCC T for ‘Serviceable (Ammunition Suitable for Training Use Only)’, for use by agreement. 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 AP2.5, Federal Condition Code.</p>	0

ADC Number	Date	Change Description	Change Number
449	11/21/2011	Intra-DLA Revisions to the DLMS 945A, Materiel Release Advice, Cancellation Reason Code, Management codes, and Associated Procedures under RBI. This change revises the DLA Disposition Services procedures in DLMS DLM, Volume 2, Chapter 16 (Changes reflected in DLM reissuance) and revises the definition for Management Code Q expanding applicability to DTID Number for DLA Disposition Services. (Change was missing in Version 0). Revises Appendix 2.6, Management Codes.	1
461	12/1/2011	Revision for Commercial Asset Visibility-Organic Repairables Module (CAV-ORM) Estimated Completion Date on MILSTRAP DAC/DLMS 947I and Administrative Update to 527D, 527R, 856S, and 867I. This change enables CAV-ORM to receive, store, and pass the initial estimated completion date to other systems. CAV-ORM can also accept updated estimated completion date. Revises AP3.8, DIC DAC/DAD, Inventory Adjustment - Dual (Condition/Purpose Transfer).	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 updated the DIC DZA format multiuse fields to reflect Army's use of Stockage List Code and Project Code; and that DLA Transaction Services mapping between MILSTRAP legacy DZA and DLMS 846I be updated accordingly. Revises AP3.52, DIC DZA, Asset Status.	0
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 6, MRA.	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 which were 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 6, MRA.	0

ADC Number	Date	Change Description	Change Number
485	3/15/2012	<p>DOD Physical Inventory Control Program (PICP), Chief Financial Officers Act (CFOA) of 1990, Statistical Sampling Requirements and Procedures. In support of the CFOA of 1990 reporting requirements, DLA shall annually prepare and execute the DOD sampling plan using a mutually agreed upon stratified, hierarchical inventory sample for the purpose of accurately estimating the dollar value of the DOD inventory in DLA storage locations. DLA, as the common warehouse provider, stores the preponderance of the DOD on-hand inventories. The purpose of this sample is to estimate the dollar value of the non-fuel portion of the DOD on-hand inventory held in DLA storage. Revises Chapter 7, Physical Inventory Control, in support of the CFOA of 1990 reporting requirements.</p>	0
489	4/25/2012	<p>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 Ammunition report (rather than using references to the ICE Report General Supply procedures). Revises Chapter 7, Physical Inventory Control.</p>	0
1022	10/19/2012	<p>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 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 upon receipt 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 MILSTRAP Chapters 4, Receipt and Due-In, and 5, Adjustments.</p>	2

ADC Number	Date	Change Description	Change Number
1034	10/23/2012	<p>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 (RDO) cancellations and denials within DLA Disposition Services systems under RBI. Revises Appendix 2.6, Management Codes.</p>	2
1034B	7/5/2013	<p>Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration. This change establishes a new Cancellation Reason Code YJ for use on DLMS Implementation Convention (formerly DLMS Supplement) 945A (DIC AG6) and a new Denial Management Code N for use on the DLMS 945A (DIC A6_) for proper financial processing of Redistribution Orders (RDO) cancellations and denials within DLA Disposition Services systems under RBI. Replaces ADC 1034. Revises Appendix 2.6, Management Codes.</p>	3
1043	09/18/2013	<p>DLMS Revisions for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification (Finance/Supply). This change adds discrete SLOA/Accounting Classification data elements to logistics transactions with financial implications to implement SLOA within DLMS. Revises Chapter 3, Issue, Backorder, Demand, Loan and Single Manager Conventional Ammunition Freeze/Unfreeze Actions, and the Acronyms list.</p>	4

ADC Number	Date	Change Description	Change Number
1054	4/23/2013	<p>Intra-DLA Revisions to Procedures and DLMS 945A Materiel Release Advice, Denial Management Code for Credit to Commercial Venture (CV) Contract Associated with DLA Disposition Services under Reutilization Business Integration (RBI). A new Denial Management Code is added to DLMS 945A (MILSTRIP legacy DIC A6_, that represents a denial of an unauthorized Commercial Venture (CV) delivery order line item. Revises Appendix 2.6, Management Codes.</p>	3
1080	10/17/2013	<p>Intra-Air Force Requirement for use of Priority Designator in DLMS 527D Prepositioned Materiel Receipt (PMR) (Supply/MILSTRAP). This change authorizes intra-Air Force use of the Priority Designator in DLMS 527D PMR and legacy DIC DW_. Revises Appendix 3.39, DW_ Pre-Positioned Materiel Receipt - Other Than Procurement Instrument Source.</p>	4

TABLE OF CONTENTS

	Page
FOREWORD	1
PROCESS CHANGE HISTORY	2
TABLE OF CONTENTS	17
ABBREVIATIONS AND ACRONYMS	28
REFERENCES	34
DEFINITIONS AND TERMS	36
 C1 CHAPTER 1 - GENERAL INFORMATION	
C1.1 AUTHORITY	C1-1
C1.2 PURPOSE	C1-1
C1.3 APPLICABILITY	C1-1
C1.4 EXCLUSIONS	C1-2
C1.5 POLICY	C1-2
C1.6 RESPONSIBILITIES	C1-3
C1.7 PUBLICATION OF THE MANUAL	C1-6
C1.8 CHANGE MANAGEMENT	C1-7
C1.9 SUPPLY PROCESS REVIEW COMMITTEE REPRESENTATIVES	C1-9
C1.10 COMMUNICATIONS	C1-9
 C2 CHAPTER 2 - MILSTRAP FEATURES	
C2.1 GENERAL	C2-1
C2.2 RELATIONSHIP OF MILSTRAP TO MILSTRIP	C2-1
C2.3 MILSTRAP PRINCIPLES AND OBJECTIVES	C2-1
C2.4 INVENTORY SEGMENTATION CODES	C2-3
C2.5 INVENTORY TRANSACTION CODING	C2-4

**C3 CHAPTER 3 - ISSUE, BACKORDER, DEMAND, LOAN, AND
SINGLE MANAGER CONVENTIONAL AMMUNITION
FREEZE/UNFREEZE ACTIONS**

C3.1	GENERAL	C3-1
C3.2	ISSUE TRANSACTIONS	C3-1
C3.3	MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS	C3-2
C3.4	ISSUE SUPPLY CONDITION CODE Q MATERIEL TO DLA DISPOSITION SERVICES FIELD OFFICE	C3-3
C3.5	BACKORDER TRANSACTIONS	C3-4
C3.6	DEMAND TRANSACTIONS	C3-4
C3.7	LOAN TRANSACTIONS	C3-4
C3.8	SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS	C3-4

C4 CHAPTER 4 - RECEIPT AND DUE-IN

C4.1.	GENERAL	C4-1
C4.2	CONTROL OF MATERIEL DUE-IN	C4-1
C4.3	PRE-POSITIONING DOCUMENTS FOR RECEIPTS	C4-2
C4.4	MATERIEL RECEIPTS (PROCUREMENT INSTRUMENT SOURCE)	C4-4
C4.5	MATERIEL RECEIPTS (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)	C4-4
C4.6	TIME STANDARDS FOR PROCESSING RECEIPTS	C4-5
C4.7	CONTROL OF RECEIPTS	C4-5
C4.8	SUBMITTING REPORTS FOR DISCREPANT/ DEFICIENT RECEIPTS	C4-6
C4.9	PROCESSING DISCREPANT/DEFICIENT RECEIPTS	C4-7
C4.10	FOLLOW-UP ON INTRANSIT DUE-INS	C4-17
C4.11	REPLY TO MATERIEL RECEIPT FOLLOW-UPS	C4-18
C4.12	MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS	C4-18
C4.13	RECLAIMED ITEMS	C4-20
C4.14	LOAN TRANSACTIONS	C4-20
C4.15	ARMY EXCHANGE PRICING PROCESS	C4-21

C5 CHAPTER 5 - ADJUSTMENTS

C5.1	GENERAL	C5-1
C5.2	CHANGES IN SUPPLY CONDITION OF MATERIEL	C5-2
C5.3	OWNERSHIP GAINS AND LOSSES	C5-6
C5.4	PURPOSE TRANSFERS	C5-7
C5.5	INVENTORY GAINS AND LOSSES	C5-7
C5.6	MAINTAINING ACCOUNTABILITY DURING MAINTENANCE	C5-7
C5.7	REIDENTIFICATION OF STOCK, STOCK NUMBER CHANGES, AND UNIT OF ISSUE CHANGES	C5-8
C5.8	CONDITION CHANGES FOR ITEMS BEING REPORTED/TURNED IN TO DLA DISPOSITION SERVICES	C5-10

C6 CHAPTER 6 - MATERIEL RECEIPT ACKNOWLEDGMENT

C6.1	PURPOSE	C6-1
C6.2	APPLICABILITY	C6-1
C6.3	EXCLUSIONS	C6-2
C6.4	COMMUNICATIONS	C6-2
C6.5	POLICY	C6-3
C6.6	PREPARING AND SENDING MATERIEL RECEIPT ACKNOWLEDGMENT	C6-5
C6.7	FOLLOW-UPS FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT	C6-6
C6.8	CORRECTING OR CANCELING MATERIEL RECEIPT ACKNOWLEDGMENT	C6-7
C6.9	QUALITY CONTROL	C6-8
C6.10	MANAGEMENT EVALUATION	C6-8

C7 CHAPTER 7 - PHYSICAL INVENTORY CONTROL

C7.1	GENERAL	C7-1
C7.2	POLICY	C7-2
C7.3	PHYSICAL INVENTORY PROCEDURES	C7-12
C7.4	RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY) – DOCUMENT IDENTIFIER CODE D8A/D9A.....	C7-15

C7.5	REVERSAL OF INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY) – DOCUMENT IDENTIFIER CODE D8A/D9A	C7-18
C7.6	RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (ACCOUNTING ERRORS) – DOCUMENT IDENTIFIER CODE D8B/D9B	C7-19
C7.7	REVERSAL OF INVENTORY ADJUSTMENT (ACCOUNTING ERRORS) TRANSACTION	C7-21
C7.8	RECORD RECONCILIATION PROGRAM	C7-22
C7.9	RETENTION OF ACCOUNTABLE DOCUMENTATION	C7-27
C7.10	QUALITY CONTROL.....	C7-28
C7.11	PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT	C7-29

C8 CHAPTER 8 - ASSET STATUS REPORTING

C8.1	GENERAL	C8-1
C8.2	ASSETS WITHIN THE DISTRIBUTION SYSTEM	C8-1
C8.3	ASSETS BELOW THE DISTRIBUTION SYSTEM	C8-1

C9 CHAPTER 9 - REJECTION, ROUTING AND REVERSAL OF TRANSACTIONS

C9.1	GENERAL	C9-1
C9.2	REJECTION OF TRANSACTIONS	C9-1
C9.3	ROUTING OF TRANSACTIONS	C9-2

C10 CHAPTER 10 - CORRECTION/CHANGE OF STORAGE ITEM RECORDS

C10.1	GENERAL	C10-1
C10.2	ITEM CORRECTION/CHANGE NOTIFICATION	C10-1
C10.3	LOGISTICS REASSIGNMENT	C10-1

C11 CHAPTER 11 - LOGISTICS REASSIGNMENT

C11.1	GENERAL	C11-1
C11.2	POLICY	C11-1
C11.3	REQUIREMENTS	C11-1
C11.4	PRE-EFFECTIVE TRANSFER DATE ACTIONS	C11-2
C11.5	EFFECTIVE TRANSFER DATE PERIOD ACTIONS	C11-4
C11.6	POST EFFECTIVE TRANSFER DATE ACTIONS	C11-5

C11.7	RECEIPT PROCESSING AFTER EFFECTIVE TRANSFER DATE	C11-7
C11.8	FOLLOW-UP FOR LOGISTICS REASSIGNMENT ASSET DATA	C11-9
C11.9	REPLY TO FOLLOW-UP FOR LOGISTICS REASSIGNMENT ASSET DATA	C11-9
C11.10	FOLLOW-UP FOR DUE-IN DATA	C11-9
C11.11	REPLY TO FOLLOW-UP FOR DUE-IN DATA	C11-9
C11.12	LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION ...	C11-10

C12 CHAPTER 12 - SMALL ARMS AND LIGHT WEAPONS SERIAL NUMBER REGISTRATION AND REPORTING

C12.1	SCOPE	C12-1
C12.2	GENERAL	C12-1
C12.3	OBJECTIVES	C12-3
C12.4	EXCLUSIONS	C12-3
C12.5	DELINEATION OF RESPONSIBILITIES	C12-4
C12.6	SAFEGUARDING AND PHYSICAL SECURITY OF AUTOMATIC DATA PROCESSING RECORDED DATA	C12-6
C12.7	OPERATING PROCEDURES	C12-6
C12.8	TIME STANDARDS FOR PROCESSING UPDATES AND FOLLOW-UPS FOR SHIPMENTS AND RECEIPTS	C12-10

C13 CHAPTER 13 - SPECIAL PROGRAM REQUIREMENTS

C13.1	GENERAL	C13-1
C13.2	SPECIAL PROGRAM REQUIREMENT SUBMISSION AND ROUTING	C13-2
C13.3	INVENTORY CONTROL POINT PROCESSING OF SPECIAL PROGRAM REQUIREMENT REQUESTS	C13-2
C13.4	FOLLOW-UP ON SPECIAL PROGRAM REQUIREMENT REQUESTS	C13-3
C13.5	INVENTORY CONTROL POINT ACTION ON SPECIAL PROGRAM REQUIREMENT FOLLOW-UP	C13-3

C13.6	MODIFICATION OF SPECIAL PROGRAM REQUIREMENT REQUESTS	C13-3
C13.7	RESPONSE TO SPECIAL PROGRAM REQUIREMENT MODIFIER	C13-3
C13.8	CANCELLATION OF SPECIAL PROGRAM REQUIREMENT REQUESTS	C13-3
C13.9	RESPONSE TO SPECIAL PROGRAM REQUIREMENT CANCELLATION	C13-3
C13.10	ACCEPTANCE/REJECTION OF SUBSTITUTE ITEM	C13-3
C13.11	RESPONSE TO SUBSTITUTE ITEM REJECTION	C13-4
C13.12	RETENTION OF SPECIAL PROGRAM REQUIREMENT REQUESTS	C13-4
C13.13	FOLLOW-ON STATUS	C13-4
C13.14	PREPARATION OF SPECIAL PROGRAM REQUIREMENT REQUISITIONS	C13-4
C13.15	LOGISTICS REASSIGNMENT	C13-5

**C14 CHAPTER 14 - WAR MATERIEL REQUIREMENTS AND
SIMULATED MOBILIZATION EXERCISES**

C14.1	GENERAL	C14-1
C14.2	WAR MATERIEL REQUIREMENTS	C14-1
C14.3	SIMULATED MOBILIZATION EXERCISES	C14-2

APPENDIX 1 APPENDIX 1 - FORMS

AP1	FORMS INDEX.....	AP1-i
AP1.1	INVENTORY CONTROL EFFECTIVENESS REPORT AMMUNITION) DD FORM 2338-1	AP1.1-1
AP1.2	INVENTORY CONTROL EFFECTIVENESS REPORT (GENERAL SUPPLIES) DD FORM 2338-2.....	AP1.2-1

APPENDIX 2 APPENDIX 2 - CODES

AP2	CODES INDEX	AP2- i
AP2.1	DOCUMENT IDENTIFIER CODES	AP2.1-1
AP2.2	TYPE OF PHYSICAL INVENTORY/TRANSACTION HISTORY CODES	AP2.2-1
AP2.3	OWNERSHIP CODES	AP2.3-1
AP2.4	PURPOSE CODES	AP2.4-1

AP2.5	FEDERAL CONDITION CODES	AP2.5-1
AP2.6	MANAGEMENT CODES	AP2.6-1
AP2.7	CORRECTION/CHANGE CODES FOR STORAGE ITEM RECORDS	AP2.7-1
AP2.8	REJECT ADVICE CODES	AP2.8-1
AP2.9	ASSET STATUS REPORTING CODES	AP2.9-1
AP2.10	ASSET TRANSFER STATUS CODES	AP2.10-1
AP2.11	SPECIAL PROGRAM REQUIREMENT STATUS CODES	AP2.11-1
AP2.12	SMALL ARMS AND LIGHT WEAPONS TRANSACTION CODES	AP2.12-1
AP2.13	SMALL ARMS AND LIGHT WEAPONS ERROR TRANSACTION REJECT CODES	AP2.13-1
AP2.14	TYPE OF MEDIA CODES	AP2.14-1
AP2.15	INVENTORY ADJUSTMENT - PHYSICAL INVENTORY ERROR CLASSIFICATION CODES	AP2.15-1
AP2.16	INVENTORY ADJUSTMENT - ACCOUNTING ERROR CLASSIFICATION CODE	AP2.16-1
AP2.17	DISCREPANCY INDICATOR CODES	AP2.17-1
AP2.18	TYPE INSPECTION CODES	AP2.18-1
AP2.19	REVIEW PERIOD INDICATOR CODES	AP2.19-1
AP2.20	COMPETITIVE CHARACTERISTICS CODES	AP2.20-1
AP2.21	TYPE OF CONTRACTOR CODES	AP2.21-1
AP2.22	TYPE DUE-IN INDICATOR	AP2.22-1
AP2.23	TYPE LOCATION RECONCILIATION REQUEST	AP2.23-1
AP2.24	OTHER CODES	AP2.24-1

APPENDIX 3 APPENDIX 3 - FORMATS

AP3	FORMATS INDEX	AP3-INDEX-1
AP3	INTRODUCTION	AP3-INTRO-1
AP3.1	MATERIEL RECEIPT - PROCUREMENT INSTRUMENT SOURCE (D4_)	AP3.1-1
AP3.2	MATERIEL RECEIPT - OTHER THAN PROCUREMENT INSTRUMENT SOURCE (D6_)	AP3.2-1
AP3.3	ISSUE (D7_).....	AP3.3-1

AP3.4	INVENTORY ADJUSTMENT - INCREASE OR DECREASE (D8_, D9_).....	AP3.4-1
AP3.5	INVENTORY ADJUSTMENT – INCREASE OR DECREASE (LOGISTICS TRANSFER/CAPITALIZATION/ DECAPITALIZATION) (D8E, D8F, D9E, D9F)	AP3.5-1
AP3.6	INVENTORY ADJUSTMENT - INCREASE OR DECREASE (OWNERSHIP TRANSFER) (D8S, D9S)	AP3.6-1
AP3.7	SINGLE MANAGED CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTION (DA1, DA2)	AP3.7-1
AP3.8	INVENTORY ADJUSTMENT - DUAL (CONDITION/ PURPOSE TRANSFER) (DAC, DAD).....	AP3.8-1
AP3.9	INVENTORY ADJUSTMENT - DUAL (OWNERSHIP TRANSFER) (DAS)	AP3.9-1
AP3.10	DUE-IN - PROCUREMENT INSTRUMENT SOURCE (DD_)	AP3.10-1
AP3.11	LOGISTICS TRANSFER/DECAPITALIZATION (DEE, DEF).....	AP3.11-1
AP3.12	DUE-IN - OTHER THAN PROCUREMENT INSTRUMENT SOURCE (DF_)	AP3.12-1
AP3.13	BACKORDER (DG_)	AP3.13-1
AP3.14	DEMAND (DHA)	AP3.14-1
AP3.15	PHYSICAL INVENTORY REQUEST (DJA)	AP3.15-1
AP3.16	LOGISTICS TRANSFER/DECAPITALIZATION FOLLOW-UP (DLA)	AP3.16-1
AP3.17	REPLY TO LOGISTICS TRANSFER/DECAPITALIZATION FOLLOW-UP (DLB)	AP3.17-1
AP3.18	LOGISTICS REASSIGNMENT DELINQUENT DUE-IN FOLLOW-UP (DLC)	AP3.18-1
AP3.19	LOGISTICS REASSIGNMENT DELINQUENT DUE-IN RESPONSE (DLD)	AP3.19-1
AP3.20	LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION REQUEST (DLE)	AP3.20-1
AP3.21	LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION RESPONSE (DLF)	AP3.21-1

AP3.22	LOGISTICS REASSIGNMENT GENERAL MANAGEMENT DATA (DLS)	AP3.22-1
AP3.23	LOGISTICS REASSIGNMENT BACKORDER AND DEMAND DATA (DLT)	AP3.23-1
AP3.24	LOGISTICS REASSIGNMENT ON-HAND ASSET DATA (DLU)	AP3.24-1
AP3.25	LOGISTICS REASSIGNMENT DUE-IN ASSET DATA (DLV)	AP3.25-1
AP3.26	LOGISTICS REASSIGNMENT CONTRACT HISTORY DATA (DLW)	AP3.26-1
AP3.27	LOGISTICS REASSIGNMENT TECHNICAL AND QUALITY DATA (DLX)	AP3.27-1
AP3.28	WAR MATERIEL REQUIREMENTS DATA (DM_)	AP3.28-1
AP3.29	MATERIEL RECEIPT ACKNOWLEDGMENT (DRA, DRB) ..	AP3.29-1
AP3.30	FOLLOW-UP FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT (DRF).....	AP3.30-1
AP3.31	SMALL ARMS MULTI-FIELD CORRECTIONS (DSA)	AP3.31-1
AP3.32	SMALL ARMS MASS STOCK NUMBER CHANGE (DSB)....	AP3.32-1
AP3.33	SMALL ARMS CORRECTION (DSC)	AP3.33-1
AP3.34	SMALL ARMS RECEIPT/SHIPMENT FOLLOW-UP (DSD)	AP3.34-1
AP3.35	SMALL ARMS RECONCILIATION/REJECT FOLLOW-UP (DSF).....	AP3.35-1
AP3.36	WEAPON SERIAL NUMBER CONTROL (DSM)	AP3.36-1
AP3.37	SMALL ARMS RECONCILIATION/REJECT (DSR)	AP3.37-1
AP3.38	PRE-POSITIONED MATERIAL RECEIPT – PROCUREMENT INSTRUMENT SOURCE (DU_).....	AP3.38-1
AP3.39	PRE-POSITIONED MATERIEL RECEIPT – OTHER THAN PROCUREMENT INSTRUMENT SOURCE (DW_).....	AP3.39-1
AP3.40	MATERIEL RECEIPT FOLLOW-UP – PROCUREMENT INSTRUMENT SOURCE (DXA).....	AP3.40-1
AP3.41	MATERIEL RECEIPT FOLLOW-UP – OTHER THAN PROCUREMENT INSTRUMENT SOURCE (DXB).....	AP3.41-1
AP3.42	REPLY TO MATERIEL RECEIPT FOLLOW-UP – PROCUREMENT INSTRUMENT SOURCE (DXC)	AP3.42-1

AP3.43	REPLY TO MATERIEL RECEIPT FOLLOW-UP – OTHER THAN PROCUREMENT INSTRUMENT SOURCE (DXD)	AP3.43-1
AP3.44	SPECIAL PROGRAM REQUIREMENT REQUEST (DYA, DYB, DYL, DYM)	AP3.44-1
AP3.45	SPECIAL PROGRAM REQUIREMENT CANCELLATION (DYC)	AP3.45-1
AP3.46	SPECIAL PROGRAM REQUIREMENT MODIFIER (DYD)	AP3.46-1
AP3.47	SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM ACCEPTANCE (DYG).....	AP3.47-1
AP3.48	SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM REJECTION (DYH)	AP3.48-1
AP3.49	SPECIAL PROGRAM REQUIREMENT FOLLOW-UP (DYJ)	AP3.49-1
AP3.50	SPECIAL PROGRAM REQUIREMENT STATUS (DYK).....	AP3.50-1
AP3.51	STATUS NOTIFICATION TRANSACTION (DZ9).....	AP3.51-1
AP3.52	ASSET STATUS (DZA)	AP3.52-1
AP3.53	STORAGE ITEM DATA CORRECTION/ CHANGE (DZB).....	AP3.53-1
AP3.54	LOGISTICS REASSIGNMENT STORAGE INFORMATION (DZC)	AP3.54-1
AP3.55	LOGISTICS REASSIGNMENT STORAGE INFORMATION REPLY DZD)	AP3.55-1
AP3.56	ASSET STATUS REPORTING REQUEST (DZE)	AP3.56-1
AP3.57	ASSET STATUS REPORTING (BASE, POST, CAMP, AND STATION LEVEL USE) (DZF)	AP3.57-1
AP3.58	TRANSACTION REJECT (DZG)	AP3.58-1
AP3.59	LOCATION RECONCILIATION REQUEST (DZH)	AP3.59-1
AP3.60	TRANSACTION HISTORY REQUEST (DZJ)	AP3.60-1
AP3.61	TRANSACTION HISTORY TRANSMITTAL (DZK)	AP3.61-1
AP3.62	END OF DAY TRANSACTION COUNT (DZM)	AP3.62-1
AP3.63	LOCATION RECONCILIATION NOTIFICATION (DZN)	AP3.63-1
AP3.64	LOCATION RECONCILIATION HISTORY NOTIFICATION (DZP)	AP3.64-1

APPENDIX 4 APPENDIX 4 - TIME LIMITS

AP4.1 MATERIEL RECEIPT ACKNOWLEDGMENT TIME LIMITS .. AP4.1-1

TABLES

C7.T1 GENERAL SUPPLIES RECORD ACCURACY GOALS
STRATIFICATION SUB-POPULATIONS AND
ASSOCIATED GOALS AND TOLERANCE LEVEL SC7-11

C7.T2 LOCATION RECONCILIATION PREPARATION SCHEDULE
WHEN NO OTHER SCHEDULE AGREEMENT EXISTSC7-25

C7.T3 MINIMUM RESEARCH REQUIREMENTS FOR POTENTIAL
OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTSC7-39

C9.T1 MILSTRAP TRANSACTIONS AUTHORIZED FOR REVERSAL . C9-4

C12.T1 FORMAT TO REPORT SMALL ARMS AND LIGHT WEAPONS
WITHOUT A NATIONAL STOCK NUMBER/
SERIAL NUMBERC12-1

ABBREVIATIONS AND ACRONYMS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
ADC	Approved DLMS Change
ADP	Automated Data Processing
ASD (L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness)
AMCL	Approved MILSTRAP Change Letter
ANSI ASC	American National Standards Institute Accredited Standards Committee
BRAC	Base Realignment and Closure
CAO	Contract Administrative Office
CLIN	Contract Line Item Number
CLSSA	Cooperative Logistics Supply Support Arrangement
COMSEC	Communications Security
CONUS	Continental United States
CWT	Customer Wait Time
CSI	Critical Safety Item
DAAS	Defense Automated Addressing System
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1348-1A	Issue Release/Receipt Document
DoD Form 200	Financial Liability Investigation of Property Loss
DD Form 2338-1	Inventory Control Effectiveness (ICE) Report – Ammunition

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DD Form 2338-2	Inventory Control Effectiveness (ICE) Report -- General Supplies
DFAR	Defense Federal Acquisition Regulation
DIC	Document Identifier Code
DISN	Defense Information Systems Network
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLM	Defense Logistics Manual
DLMS	Defense Logistics Management Standards
DLSS	Defense Logistics Standard System(s)
DMISA	Depot Maintenance Inter-Service Support Agreement
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDI	Department of Defense Instruction
DTID	Disposal Turn-In Document
DTRA	Defense Threat Reduction Agency
DSS	Distribution Standard System
DVD	Direct Vendor Delivery
EBCDIC	Extended Binary Coded Decimal Interchange Code
EDI	Electronic Data Interchange
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FMS	Foreign Military Sales
FSC	Federal Supply Classification

<u>Acronym or Abbreviation</u>	<u>Definition</u>
FSCAP	Flight Safety Critical Aircraft Part
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
IA	Industrial Activity
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IMM	Integrated Materiel Manager
IMSP	Inventory Management and Stock Positioning
JPIWG	Joint Physical Inventory Working Group
JSA/LWCG	Joint Small Arms and Light Weapons Coordinating Group
LCN	Local Control Number
LIM	Losing Inventory Manager
LMP	Army Logistics Modernization Program
LR	Logistics Reassignment
LRO	Lateral Redistribution Order
M&S	Media and Status
MCN	Management Control Number
MILSBILLS	Military Standard Billing System
MILSTRAP	Military Standard Transaction Reporting and Accountability Procedures

<u>Acronym or Abbreviation</u>	<u>Definition</u>
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRA	Materiel Receipt Acknowledgment
MRC	Materiel Release Confirmation
MRO	Materiel Release Order
MRP	Materiel Returns Program
NIIN	National Item Identification Number
NIMS	National Inventory Management Strategy
NIPRNET	Non-Secure Internet Protocol Router Network (NIPRNET)
NSN	National Stock Number
OEM	Original Equipment Manufacturer
OWMR	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement, Protectable
PICA	Primary Inventory Control Activity
PICD	Physical Inventory Cutoff Dates
PIIN	Procurement Instrument Identification Number
PMR	Pre-Positioned Materiel Receipt
PO	Purchasing Office
PQDR	Product Quality Deficiency Report
PRC	Process Review Committee
PWRMR	Pre-Positioned War Reserve Materiel Requirement
PWRMRP	Pre-Positioned War Reserve Materiel Requirement, Protectable

<u>Acronym or Abbreviation</u>	<u>Definition</u>
RCS	Report Control Symbol
RDD	Required Delivery Date
RIC	Routing Identifier Code
RP	Record Position
SA/LW	Small Arms and Light Weapons
SCC	Supply Condition Code
SDD	Standard Delivery Date
SDR	Supply Discrepancy Report
SICA	Secondary Inventory Control Activity
SF 364	Standard Form, Supply Discrepancy Report (SDR)
SF 368	Product Quality Deficiency Report (PQDR)
SLOA	<i>Standard Line of Accounting</i>
SMCA	Single Manager for Conventional Ammunition
SMR	Source, Maintenance, and Recoverability
SN	Serial Number
SPR	Special Program Requirement
SSA	Supply Support Activity
SS&D	Supply, Storage and Distribution
TIPR	Total Item Property Record
TDR	Transportation Discrepancy Report
UI	Unit of Issue
UIC	Unit Identification Code

**Acronym or
Abbreviation**

Definition

UMMIPS	Uniform Materiel Movement and Issue Priority System
U.S.	United States
USAF	United States Air Force
WMR	War Materiel Requirement
WSN	Weapon Serial Number

C3. CHAPTER 3

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

C3.1. GENERAL

C3.1.1. This chapter provides a standard procedure for processing issue transaction information to an inventory control point (ICP) for the purpose of:

C3.1.1.1. Updating the central inventory control record.

C3.1.1.2. Recording the appropriate financial transaction. ***Conformance with standard line of accounting (SLOA)/accounting classification requires any initiation of a financial business event to include SLOA mandated standard financial information system (SFIS) elements.¹ Transition to DLMS issue transactions is required to support inclusion of SLOA required elements. Pending full implementation of SLOA under DLMS, DLA Transaction Services will facilitate interoperability by updating selected SLOA data fields based upon the initiator's Service/Agency and Fund Code when moving from a legacy environment to a DLMS compliant system.***

C3.1.1.3. Providing a basis for billing the customer.

C3.1.2. Processing points receiving requisitions, passing actions, follow-ups and cancellations, irrespective of format or transmission method, will process such transactions in accordance with their respective internal procedures.

C3.1.3. Internal processing methods may vary due to automated capability and related procedures; however, the forms and formats for output from processing point to requisitioner and between processing points will be in the form and formats prescribed in [DLM 4000.25-1](#), "Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual," and this manual.

C3.1.4. This chapter also provides for processing by the Single Manager for Conventional Ammunition (SMCA) of freeze and unfreeze actions.

C3.2. ISSUE TRANSACTIONS. Issue transactions are used to convey issue data to the ICP or Integrated Materiel Manager (IMM). Issue transactions are identified by document identifier codes (DIC) in the D7 series that are assigned and explained in appendix AP2.1. Issue transactions resulting from a backorder release are identified by

¹ Refer to ADC 1043.

issue transaction related Management Code M in record position 72 (Appendix AP2.6). See appendix AP3.3 for transaction formats.

C3.3. MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS

C3.3.1. 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 will execute the owner's actions set forth in this section.

C3.3.1.1. These procedures apply to issues from inventory for assembly, disassembly, reclamation, conversion, modification, repair, and destructive or nondestructive test/evaluation by DoD, other Government (non-DoD), and commercial activities. Transfers to Supply Condition Code (SCC) M are covered under Chapter 5, C5.6.

C3.3.1.2. These procedures exclude repair and return of 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.

C3.3.2. Requirements

C3.3.2.1. When the maintenance activity is collocated with a DoD storage activity, owners will direct materiel into maintenance only from the collocated storage activity. When necessary, owners will relocate materiel from remote storage activities to the storage activity collocated with the maintenance activity to accomplish this requirement using a MILSTRIP materiel release transaction. The action will be posted to the property accountability record using either a DIC D7K Issue Transaction or the MILSTRIP transaction coded to indicate a relocation between storage activities without change in ownership. The due-in and Pre-Positioned Materiel Receipt (PMR) for controlling such relocations, which are processed under the Chapter 4 procedures, may include Management Code V to identify materiel intended for immediate issue (under the Chapter 3 procedures) or transfer (under the Chapter 5 procedures) to maintenance. Services/Agencies may apply processing techniques triggered by Management Code V to preclude physical storage of the materiel pending its release to the maintenance activity.²

C3.3.2.2. When materiel is scheduled for organic maintenance by Depot Maintenance Inter-Service Support Agreement (DMISA) or other inter-DoD Component agreement, the agreement will specify the property accountability and materiel control requirements. The agreement will 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 5, C5.2.

² Proposed DLMS Change (PDC) 449 proposes deletion of Management Code V.

C3.3.2.3. Each DoD Component will ensure that:

C3.3.2.3.1 Owned inventory in the hands of DoD, other Government (non-DoD), and commercial activities is properly accounted for under the provisions of Chapters 3, 4, 5, and 7 (including C7.2.3. and C7.2.4.) of this 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. Components will prescribe use of any required internal codes to meet this requirement. (Responsibility of the owner (Principal for maintenance by DMISA).)

C3.3.2.3.2. Total item property records for materiel released to maintenance activities are maintained and adjusted based on the quantity of returned materiel and will support the [DoD 7000.14-R](#), "Department of Defense Financial Management Regulations" financial accounting and reconciliation requirements. (Responsibility of the owner (Principal for maintenance by DMISA).)

C3.3.2.3.3. Contracts for commercial maintenance require the commercial activity to report shipment or condemnation of materiel to the contracting officer. (Responsibility of the Agent for maintenance by DMISA.)

C3.3.2.3.4. Any needed interface between its procurement and supply operations/functions exists to assure that reported data is transmitted 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 "Military Standard Transaction Reporting and Accounting Procedures" ([MILSTRAP](#)) transactions.

C3.3.2.3.5. Reported data affecting inventory balances is recorded in the owner's total item property record. (Responsibility of the owner (Principal for maintenance by DMISA).)

C3.3.2.4. Owners (Principals for maintenance by DMISA) will issue materiel from storage for maintenance action using MILSTRIP transactions. Issues will be posted to the property accountability record using either MILSTRAP transactions containing the appropriate DIC D7 series from appendix AP2.1 or an image of the MILSTRIP transaction. Include any internal coding needed for proper financial accounting in the transaction.

C3.4. 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/IMM should

identify to DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding hazardous contents contained in the item.

C3.5. BACKORDER TRANSACTIONS. Backorder transactions may be used to report establishment or cancellation of a backorder to ICPs³. Backorder transactions are identified by document identifiers in the DIC DG series transactions. See Appendix AP3.13 for format.

C3.6. DEMAND TRANSACTIONS. Demand transactions, DIC DHA, 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 MILSTRIP requisitions, passing orders, or other forms of supply system demands. See Appendix AP3.14 for format.

C3.7. LOAN TRANSACTIONS

C3.7.1. When authority is given to loan Government-owned materiel, supporting documentation pertaining to the terms and conditions of the loan will 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 materiel loaned.

C3.7.2. If accountability is dropped, the Issue (Loan) Transaction (DIC D7N) will be used to loan materiel from depot inventory to authorized recipients. Some centralized systems do not use the DIC D7 series transactions for effecting issues; however, the applied method should reflect the issue of loan materiel for audit and accountability purposes. For a decentralized system, the D7N transaction, if created by other than the IMM, may be used. See Appendix AP3.3 for format.

C3.8. SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS

C3.8.1. Processing of MILSTRAP and MILSTRIP transactions such as mismatched Location Reconciliation Request transactions (DIC DZH) or Materiel Release Denials (DIC A6_) 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.

C3.8.2. When freeze or unfreeze actions are taken based on C3.9.1, the SMCA will provide SMCA freeze/unfreeze action (DIC DA1 or DA2, as appropriate) to the owning Service ICP for update of the ICP wholesale financial accountable records. See Appendix AP3.7 for format.

³ Backorder transactions were eliminated from DLMS by intent after coordination with the DoD Supply Process review Committee.

AP3.39. APPENDIX 3.39

PRE-POSITIONED MATERIEL RECEIPT –OTHER THAN PROCUREMENT INSTRUMENT SOURCE

<u>FIELD LEGEND</u>	<u>RECORD POSITIONS</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter appropriate DIC from the DW series.
Routing Identifier Code (FROM)	4-6	Enter RIC of the Inventory Control Point to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item to be received.
Unit of Issue	23-24	Enter UI of the item.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros. ^{1/2}
Document Number	30-43	Enter controlling document number.
Suffix	44	Enter controlling suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter SUPADD; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise, leave blank.
Multiuse	60-66	For intra-DoD Component use, enter data prescribed by the DoD Component. ^{3, 4, 5}
Dual Use	65-66	

¹ See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

² See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

³ For intra-Navy use, rp 60-66 identifies the standard unit price. (See ADC 63.)

⁴ For intra-Army use, rp 60-61 identifies the priority designator. (See ADC 234).

⁵ **For intra-Air Force use, rp 60-61 identifies the priority designator. (See ADC 1080).**

<u>FIELD LEGEND</u>	<u>RECORD POSITIONS</u>	<u>ENTRY AND INSTRUCTIONS</u>
Multiuse or Optional inter-DoD Component use for delay notification	(65-66)	For intra-DoD Component use, enter data prescribed by the DoD Component. ⁶
Optional inter-DoD Component use for delay notification	(65-66)	For Inter-DoD Component use, either shipment delay notification code "BD" in rp 65-66, if required based on Service/Agency NIMS agreement, and assets are not available to replenish the NIMS retail site requirement; otherwise, leave blank. ⁷
Routing Identifier Code (TO)	67-69	Enter RIC of the storage activity which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Supply Condition	71	Enter SCC of item to be received.
Management	72	Enter management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	If prescribed by the DoD Component managing the item, enter last digit of the calendar year and two-digit month signifying estimated delivery date, e.g., 211, means 2002, month of November. ⁸ (When delayed shipment notification "BD" is used in rps 65-66, then the date entry represents the Estimated Shipping Date vice the Estimated Delivery Date).
Blank	76-78	Leave blank. ⁹
Multiuse	79-80	For intra-DoD Component use, enter data prescribed by Component. For inter-Component use, leave blank.

⁶ For intra-Army use, rp 65-66 identifies the advice code. (See ADC 234).

⁷ The DWK, Pre-Positioned Materiel Receipt-Other Than Procurement, may carry "BD" delayed notification on an optional basis, IAW Service/Agency agreement when materiel to support a National Inventory Management Strategy (NIMS) site requirement is delayed. Under this circumstance, the transaction will also carry an Estimated Ship Date. See Chapter 4, Paragraph C4.3.4.

⁸ See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

⁹ For Navy Commercial Asset Visibility-Organic Repair Module DIC DWK, rp 76-78 identifies the Shipper RIC. (See ADC 124.)