

DRMO (Business Rules)

- a. The DRMO will review the ETID status screen daily to determine potential problems with property destined for turn-in for workload management, e.g., Unauthorized Property.
- b. DRMOs will use the status flags in ETID, email capability or phone discussions to communicate with the generator.
- c. The DRMO will upon receipt (either in place or received at the DRMO) scan the ETID and input the data into the Property Accounting Program or DAISY.
- d. Must review ETIDs in pending and pending/redirect status
- e. ETIDs can either be accepted, rejected or redirected during review.
- f. Only DRMOs can approve ETID.
- g. Once an ETID has been accepted by DRMO, it can no longer be deleted or edited by the generator. The acceptance of the ETID places it into the intransit file, which creates the DRMO PMR file.
- h. Prior to acceptance, the DRMO will have the capability to reject an ETID back to the generator and the ability to enter a reject reason.
- i. The DRMO will have the capability to redirect an ETID to another DRMO.
- j. At this time, the policies and procedures associated with redirecting property to another DRMO are still being developed. Therefore, in the interim, use of the redirect capability in ETID will be used only after coordinated with the generator and receiving DRMO and the generator is willing to ship/turn-in property to the redirected DRMO location.
- k. The PMR data will be re-directed to the final DRMO.
- l. An electronic trail will be kept of each DRMO DoDAAC that the ETID has been re-directed to.
- m. The 'Ship To' address will be changed each time the DoDAAC is changed so the shipping manifest will have the correct address.
- n. If DRMO rejects ETID that was redirected to them from another DRMO then before further action can be taken the DRMO who rejects needs to call and discuss with the other DRMO and generator why this ETID has been rejected.

- o. The DRMO will provide reject notification electronically to the generator.
- p. A confirmation page will be displayed for each action whether DRMO accepts, rejects or redirects.
- q. DRMO can set the approved ETIDs to 'Processed Into DAISY' status (after receipt) for those DRMOs who would like to keep track of those ETIDs that they have processed.

