



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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October 27, 2000

IN REPLY
REFER TO

DLMSO

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: MILSTRIP Interim Change 00-9, Intransit Control of Shipments to Defense Reutilization and Marketing Offices (DRMOs)

The attached change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), publishes changes approved under Approved DLMS Change 37, subject as above. This change improves the operation and value of the Intransit Control System (ICS) by adding Defense Automated Addressing System Center (DAASC) edits and by changing the ICS match criteria between the shipment status and the receipt transactions.

Specific changes within the DAASC process include: (1) Validating of DoDAAC, quantity, Federal Supply Class, and unit price fields in the shipment status transaction (DI Code AS3). (2) Inserting a "critical flag" in ICS follow-up transactions (DI Code AFX/AFZ) to help the Services prioritize research and resolution.

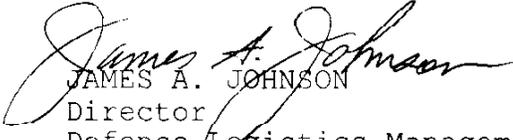
Specific changes within the ICS include: (1) Limiting match criteria between the shipment status and receipt transactions to the turn-in document number and Federal Supply Class (eliminating mismatches for quantity variance). (2) Extending the waiting period for generation of the follow-up transaction (DI Code AFX) to 90 days from posting of the receipt. (3) Allowing the follow-up transaction (DI Code AFX) for receipts with no matching shipment status to close the ICS suspense. (4) Extending the waiting period for generation of the second follow-up transaction (DI Code AFZ) to 30 days after the first follow-up. Other related changes included herein are the deletion of drivers receipt copies upon turn-in, elimination of the requirement for a driver's return copy of Disposal Turn-In Documents (DTIDs), and changes to Advice Codes applicable to ICS.

Remove MILSTRIP pages and insert revised pages as indicated below. Changes are identified by ***bold-italicized*** text. Deleted text may not be identified.

<u>Remove Old</u>	<u>Insert New</u>
xxxv thru xxxvii	same
3-1 thru 3-27	same
5-1 thru 5-4	same
B15-1 thru B15-8	same
C5-1 through C5-3	same

This change is effective November 1, 2000 with exceptions noted in the attachment for interface with the Federal Logistics Information System (FLIS). With the publication of this change, other effective changes to MILSTRIP consist of Formal Changes 1 through 9, Interim Changes 96-2, 97-1 through 97-3, 98-1, 99-1 through 99-9, and 00-1 through 00-8.

Addressees may direct their questions to DLMSO points of contact, Ms. Vermella Saváge, DoD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or e-mail: vermella_savage@hq.dla.mil or Ms. Ellen Hilert, Co-Chair Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen_hilert@hq.dla.mil. All others please contact your Component MILSTRIP or Supply PRC representative.


 JAMES A. JOHNSON
 Director
 Defense Logistics Management
 Standards Office

Attachment

DISTRIBUTION:
 Supply PRC Members

cc:
 DUSD(L) SCI
 LMI
 Joint Group on Material Management-Disposal Policy Working Group

REFERENCES

- (a) DoDD 4140.1 "Materiel Management Policy," January 5, 1993
- (b) Foreign Military Sales Act of 1968
- (c) DoD 4000.25-8-M, "Military Assistance Program Address Directory," March 1993, authorized by DoDD 4140.1, January 5, 1993
- (d) AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, "Defense Traffic Management Regulation," July 31, 1986
- (e) Canceled and replaced by DoD 4140.1-R January 25, 1993
- (f) Federal Property Management Regulation 101-26.2, "FEDSTRIP Operating Guide," July 1, 1984
- (g) Joint Chiefs of Staff Joint Army, Navy and Air Force Allied Publication 128, "Automatic Digital Network Operating Procedures," July 30, 1993
- (h) DoD 4000.25-1-S1, "Routing Identifier and Distribution Codes," August 1994, authorized by DoDD 4140.1, January 5, 1993
- (i) Reserved
- (j) DoDI 3110.5, "Materiel Condition Reporting for Mission-Essential Systems and Equipment," September 14, 1990
- (k) **DoD 4160.21-M, "Defense Materiel Disposition Manual," August 1997, authorized by DoDD 4140.1-R, May 1998**
- (l) Federal Property Management Regulation Subchapter 4, Part 101-43, "Utilization of Personal Property," July 1, 1994
- (m) Canceled and replaced by DoD 4140.1-R, May 20, 1998
- (n) Canceled and replaced by DoD 4140.1-R, May 20, 1998
- (o) DoDD 5100.76, "Physical Security Review Board," February 10, 1981
- (p) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures, Volume I," March 15, 1987, authorized by DoDD 4140.1, January 5, 1993
- (q) DoD 4000.25-10-M, "Defense Automatic Addressing System," April 5, 1985, authorized by DoDD 4140.1, January 5, 1993
- (r) DoD 4000.25-6-M, "DoD Activity Address Directory," April 1995, authorized by DoDD 4140.1, January 5, 1993

- (s) DoD 4000.25-7-M, "Military Standard Billing System," January 30, 1985, authorized by DoDD 4140.1, January 5, 1993
- (t) DoD 5105.38-M, "Security Assistance Management Manual," October 1988, authorized by DoDD 5105.38, August 10, 1978
- (u) DoD Federal Acquisition Regulation Supplement, December 31, 1991, issued under statutory authorities of the Secretary of Defense
- (v) DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400-54, "Reporting of Item and Packaging Discrepancies," December 6, 1991
- (w) Military Standard 129, "Military Standard Marking for Shipment and Storage," June 15, 1993
- (x) Canceled and replaced by DoD 7220.9-M "DoD Accounting Manual" February 1, 1988, authorized by DoDI 7220.9, "DoD Accounting Policy," October 2, 1991
- (y) DLAR 4160.60/AR 12-12/SECNAVINST 4355.17A/AFR 67-7, "Processing Discrepancy Reports Against Foreign Military Sales Shipments," December 1991
- (z) DoD 7220.9-M, "DoD Accounting Manual," February 1, 1988, authorized by DoDI 7220.9, "DoD Accounting Policy," October 2, 1991
- (aa) Canceled and replaced by DoD 7000.14-R, Vol 11B, Financial Management Regulation, December 21, 1994
- (bb) Canceled and replaced by DoD 7000.14-R, Vol 11B, Financial Management Regulation, December 21, 1994
- (cc) DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures," May 1, 1987, authorized by DoDD 4140.1, January 5, 1993
- (dd) Federal Property Management Regulation Section 101-26.311, "Frustrated Shipments," July 1, 1994
- (ee) Federal Property Management Regulation Section 101-27.505, "Notice to Activity," July 1, 1994
- (ff) Technical Publication, "Supply Management of Nuclear Weapons Materiel," DOE-DNA TP 100-1, Navy SWOP 100-1, Army TM 39-100-1, Air Force TO 11N-100-1 January 18, 1979
- (gg) Reserved
- (hh) DoD 4000.25-7-M-S-1, "Fund Code Supplement to MILSBILLS," February 25, 1994, authorized by DoDD 4140.1, January 5, 1993
- (ii) DoDD 5410.12, "Economic Adjustment Assistance to Defense-Impacted Communities," December 22, 1987
- (jj) DLAM 4215.1/AR 700-43/NAVSUP PUB 5009/AFM 78-9, "Management of Defense-Owned Industrial Plant Equipment (IPE)," November 19, 1973

- (kk) DoD 4140.27-M, "Shelf-Life Item Management Manual," August 24, 1990, authorized by DoDD 4140.1, January 5, 1993
- (ll) Foreign Assistance Act of 1961
- (mm) Public Law 95-384
- (nn) Public Law 91-652
- (oo) Public Law 96-92, October 29, 1979
- (pp) DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual " October 1994
- (qq) DoD 4160.21-M-1, "Defense Demilitarization Manual," October 3, 1991
- (rr) Canceled by DoDD 4140.1 and replaced by DoDI 4140.1-R January 25, 1993
- (ss) Military Standard 1189B, "Standard Department of Defense Bar Code Symbology," August 10, 1989
- (tt) DoD 4000.25-3-M, "Military Standard Supply and Transportation Evaluation Procedures (MILSTEP)," July 1987.
- (uu) DLAR 4140.55, et al., "Reporting of Supply and Packaging Discrepancies," as amended.
- (vv) DLAR 4140.60, et al., "Processing Reports of Discrepancy Against FMS Shipments," as amended.
- (ww) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, May 1, 1982, "Reporting of Transportation Discrepancies in Shipments, " as amended.

CHAPTER 3

REQUISITION PROCESSING AND RELATED ACTIONS

A. GENERAL

1. Supply sources receiving MILSTRIP requisitions, modifiers, passing orders, referral orders, followups, RDOs, and cancellations, regardless of the method of transmission, will process such transactions using these procedures. Supply sources will validate the data elements and codes in these transactions and accomplish changes, continue the processing action, or reject¹ the documents, as indicated in figure 3-1. See appendix B16 for appropriate requisition transaction status codes.

2. When supply sources and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed 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 (DI AC_, including automatic cancellation initiated by the supply source) and MOV reconciliation requests (DI AP_) will be processed prior to backorder releases and new requisitions (DI A0_). Demands will be sequenced as follows:

- a. PD in rp 60-61.
- b. OSD/JCS project codes, when entered in rp 57-59.
- c. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.
- d. N (NMCS) in rp 62 and PD 01-08 in rp 60-61.
- e. E (ANMCS) in rp 62 and PD 01-08 in rp 60-61.
- f. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.
- g. Expedited Transportation Signal (777 in rp 62-64) and PD 01-08 in rp 60-61.
- h. RDD/RAD in rp 62-64, if earlier than the computed SDD.
- i. Requisition document number date in rp 36-39.
- j. RDP in rp 62-64, if later than the computed SDD - conventional ammunition only.

3. Backordered requirements will be merged (in 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.

4. Processing points will record date of receipt in rp 67-69 of each requisition, redistribution order, and passing order received. The actual date of receipt shall be captured in requisitioning

¹Rejection of transactions will be accomplished only after an attempt has been made to correct the questionable data element or code. If rejection actions are applicable to more than one data element or code and no other reject status code applies, reject using Status Code CA.

transactions. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be processed by the supply source to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall also be indicated by the supply source in requisitions received via DDN. This date may be captured by supply or communications terminal personnel in the individual requisitions and must be compatible with the applicable DDN header transaction receipt date. This date will not be perpetuated into subsequent passing orders when moving between distribution systems but will be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable supply sources to compute the requisition submission time. Computation will be made by subtracting the date in rp 37-39 of the demand transaction from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the transactions will provide a basis for the ICPs to measure the first cycle segment of supply effectiveness. The RI "From," when utilized, will be placed in rp 74-76 of RDOs, referral, and passing orders.

5. The transaction document number; such as, the entries in rp 30-43, and rp 44 when a suffix is applicable, will be used as a basis for determining duplicate transactions. Duplicate requisitions, passing/referral orders, RDOs, and MROs will be disregarded by the recipient.

B. RESERVED

C. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING

1. Each requisition will contain a PD assigned by the requisitioning activity, which will not be changed by processing points. 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. The mandatory time standards for processing of transactions are as indicated in Figure 3-2. All time standards are expressed in calendar days from the time of receipt of requisitions at the initial supply source. 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 Figure 3-2, do not apply to subsistence requisitions. See appendix B14.

2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The materiel manager will reserve assets of such critical items through the use of item control levels and criteria which will restrict issue to specific categories of requirements only, i.e., those within designated ranges of PDs, JCS approved projects, or firm commitments for delivery of materiel to MAP 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 which may not be issued for PD 09-15 requirements.

3. Control levels will also be established by the supply source to restrict issues against requisitions for the initial fill of PWRMS consumable item requirements to ensure that:

a. Assets available below the AFAO are not issued against requisitions for PWRMS requirements which contain Signal D or M in rp 51 regardless of PD.

b. Assets available below the ROP are not issued against requisitions for PWRMS requirements which contain a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in paragraph E.

4. OSD/JCS projects, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64, in lieu of the RDD/RDP, will be ranked above all other requisitions with the same PDs for processing purposes. Code 999 requisitions and related transactions will receive special attention to provide for expedited processing actions.

5. 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/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions containing Expedited Handling Signal 555 or Expedited Transportation Signal 777 in the RDD field and other requisitions/materiel obligations will be processed for release under paragraph A.2., this chapter.

D. SUPPLY SOURCE PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29

Upon receipt of any requisition displaying Advice Code 2D, 27, or 29, an edit will be performed 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 advice code will be disregarded. If \$5 or more, the advice code will be honored and processed for the exact quantity requested. When a quantity adjustment is made using the above criteria, the customer will be notified using BJ status.

E. SUPPLY SOURCE PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

1. Supply sources, except GSA, will process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. The GSA will process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59), the supply source will determine asset availability in excess of the AFAO and:

a. 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, regardless of the signal in rp 51.

b. 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, regardless of the signal in rp 51, and the balance of the requisition quantity will be processed under subparagraph 3., below.

3. When the supply source determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59) will be checked and:

a. If the signal is D or M, the unfilled quantity on the requisition will be rejected. The rejection will be accomplished under Status Code CB since all unfunded PWRMS requisitions will be processed as "fill or kill."

b. If the signal is other than D or M, the PWRMS requisitions will be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 will be checked to determine further processing routines.

(1) Except for subsistence, PWRMS requisitions with PD 01-03 will be processed for issue using UMMIPS supply source processing standards. Subsistence requisitions will be processed to meet a specific RDD.

(2) 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 appropriate supply status will be provided with an ESD equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11 through 15 will be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, will be processed in the same manner as PD 11-15 requisitions.)

F. SUPPLY SOURCE PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)

1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD will be processed using the time period established for that PD.

2. 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.

3. Requisitions that cannot be delivered within the RDP will be rejected with CB status.

4. RDP procedures do not apply to FMS or Grant Aid requisitions.

G. SUPPLY SOURCE PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER

1. If the PD is 01-08, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

2. If the PD is 09-15 and assets are available above the ROP, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

3. If the PD is 09-15 and assets are not available above the ROP, the requisition will be rejected with Status Code CC or CN, as appropriate.

H. FURNISHING STATUS

Chapter 4 prescribes and defines the various types of status data to be furnished on requisitions and in response to followups, cancellations, and modifier transactions.

I. SUPPLY SOURCE PROCESSING OF SUBSISTENCE REQUISITIONS

Subsistence requisitions will not be backordered. Subsistence requisitions will be processed to meet specific RDD.

J. MAINTENANCE OF REQUISITION HISTORY RECORDS

Supply sources will retain accessible requisition history records for a minimum period of 6 months after closing of requisition records by cancellation, rejection, or shipment to provide responsive replies to followup inquiries.

K. REJECTION OF REQUISITIONS

Rejection of requisition transactions may be accomplished by supply sources using the appropriate status codes prescribed in appendix B16. Supply status transactions with appropriate status codes will be furnished requisitioning activities under chapter 4 as notices of requisition rejection, with the reason for such action indicated by status code.

L. RESERVED

M. RELEASE OF MATERIEL OBLIGATIONS

A materiel obligation is that quantity of an item requisitioned which is not immediately available for issue, but which is recorded as a stock commitment for future issue. Supply sources 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.

N. RESERVED

O. PREPARING MATERIEL RELEASE ORDERS

1. MROs, when used, are prepared by the supply source as a result of processing requisitions against inventory records and determination that materiel is available. MROs are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROs are used as a directive for release and shipment of materiel from stock and result in the preparation of DD Form 1348-1A. Preparation of MROs will be accomplished using the format reflected in appendix C11. The DD Form 1348-1A may be used in lieu of the MRO.

2. Requisitions or MROs which contain Advice Code 2T and do not contain a date in rp 62-64 will be processed under the assigned PD without regard to the advice code.

P. MATERIEL RELEASE CONFIRMATION

1. The MRC transaction serves as advice from a nonaccountable storage site to the supply source which initiated the MRO, of supply action taken. MRC transactions will be prepared using the format contained in appendix C13.

2. When the quantity shipped is:

a. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARA.

b. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARB.

3. When the quantity shipped has not been adjusted for unit pack characteristics, the MRC will always contain DI AR0 and show the quantity actually shipped. DI AR0 will be used for

confirmation of a partial quantity shipped when the remainder is being denied. Use paragraph U.4. to furnish MRCs in response to DI AF6 followups.

4. Supply sources will follow up on storage facilities at least once every 30 days for unconfirmed MROs which are 7 days old for PDs 01-08 and 15 days old for PDs 09-15.

Q. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES

1. MRDs are prepared by storage sites and transmitted to the supply source which initiated the MRO as notification of negative action on the MRO. MRDs will be prepared in the format reflected in appendix C15 and will show the quantity denied and appropriate management code.

2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DI AE6/CB status will be provided to the supply source. The supply source will advise eligible status recipients (applies to conventional ammunition requisitions only).

R. RESERVED

S. INITIATING PASSING OR REFERRAL ORDERS

1. Passing or referral orders are the transactions used by a supply source to pass or refer a requisition to another source for continued supply action. Supply sources receiving a passing or referral order will perpetuate the same DI when referring the requisition to another supply source for continued supply action or create an MRO for continued supply action and release of materiel. See appendices C20 and C21 for passing and referral order formats. The date of receipt of the original requisition will be entered in rp 67-69 of the referral order.²

2. Non-NSN requisitions (mechanical), when passed or referred, will be forwarded to another supply source as follows:

a. If there are no reference data in rp 70-80, DDN or message will be utilized.

b. If there are reference data in rp 70-80, it will be the option of the passing/referring activity to omit either the reference data and forward by DDN or message or perpetuate pertinent reference data and forward by mail.

3. When a SICA receives a requisition for a nonconsumable item from a SICA activity, the SICA may determine 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 the PICA's RI and the appropriate combination of M&S, SUPADD, signal, fund, distribution, and/or project code which will ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp 54 and will not provide the SICA requisitioning activity with BM supply status. 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.

²For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 will contain 888.

T. RESERVED

U. PROCESSING FOLLOWUPS

1. Followup transactions will be processed to determine the current status of requisitions, cancellation requests previously submitted, or the DoDAAC of the initial (origin) transportation shipping activity when the shipment originated from a location other than the supply source. Time standards for

dispatching status in reply to followups established for the distribution system (excluding DI AFC followups) are as follows:

- a. For PD 01-08, dispatch status within 2 days from the date of receipt of the followup.
- b. For PD 09-15, dispatch status within 5 days from the date of receipt of the followup.

2. Processing points, upon receipt of DI AT_ followups for which there is no record of the original requisitions, will process the followups as requisitions unless Status Code BF has been previously provided in response to an earlier cancellation request under chapter 4. This will be accomplished by changing the followup DI to the appropriate DI within the "A" series and following the normal processing routine for requisitions. However, the DI AT_ series transaction will only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status will be furnished under chapter 4.

3. Processing points, in receipt of followups in the DI AT_ series for which there is a record of the original requisition, will furnish supply or shipment status under chapter 4.

4. A storage activity, in response to a DI AF6 followup initiated by a supply source, will respond with shipment confirmation, denial, or supply status information, as appropriate.

- a. On an MRO being shipped, or which has been shipped, the storage activity will respond with an MRC, DI AR0, ARA, or ARB, after shipment.

- b. On an MRO in the process of being denied, the storage activity will respond with an MRD, DI A6_. When the MRO was previously denied, the response will be supply status, DI AE6, with Status Code BY in rp 65-66, the quantity denied expressed in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

- c. On an MRO for which both partial shipment and partial denial occur, the procedures in subparagraphs a. and b. above apply for the appropriate respective quantities, except MRC; DI AR0 will be used for the partial quantity shipped or in the process of being shipped.

- d. On an MRO on which shipment is being delayed, the storage activity will respond with supply status, DI AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

5. Storage activities will use DI AE6 with Status Code BE to respond to supply source followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Supply sources in receipt of this status or 60 days have passed from the MRO generation date without confirmation and no MILSTRAP Materiel Receipt Acknowledgment (MRA) has been received, will generate a DI ASH shipment status transaction to DAAS. The DI ASH transaction will be in the appendix C17A format. For DI ASH transactions, the TCN and mode of shipment fields will be left blank and the generation date will be used as the date released to carrier.

6. DoD Components will establish a management evaluation program which monitors storage activities providing BE status. Goals should be established and the performance attained by a rating element of the activity Commander.

7. Storage activities responding to a followup initiated by a supply source on an MRO for which no record is held at the storage activity will utilize a DI AE6 with BF supply status.

8. Supply sources in receipt of storage activity responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

9. Requests for supply assistance and followup inquiries requesting improvement in ESDs (DI AFC) require management decisions relative to supply requirements which are not normally programmed in a manner to permit mechanical processing. DI AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDs can be improved. Receipt of the AFC transactions at the supply sources serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those which would result from the shipments accomplished using the supply source 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 supply sources as an improvement. Management decisions, designed to improve ESDs, should include one or more of the following and/or any other additional actions which will cause improvement in ESDs:

- a. Cannibalization of existing equipment.
- b. Acceleration of repair programs.
- c. Offers of interchangeable or substitutable items.
- d. Diversion of materiel shipments.
- e. Supply from reserve assets.
- f. Supply from known station or depot excess stocks.
- g. Supply resulting from screening of materiel held pending classification.

10. During the course of actions taken to improve ESDs, followup inquiries will not be construed by supply sources 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.

11. 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. Responses to DI AFC followups may be in abbreviated message format (appendix A12) at the option of the supply sources.

12. Upon receipt of a followup on a previously submitted cancellation request (DI AK_), supply sources will:

- a. Provide status under the procedures of chapter 4, if the original cancellation request has been processed.

b. Process the DI AK_ followup as a cancellation request and provide status under the procedures of chapter 4, if the original cancellation request was not received.

13. Supply sources in receipt of followups on requisitions for which lateral redistribution action was taken will provide applicable status as follows:

a. if the current status is BA and the ESD or the UMMIPS time frames, which ever applies, has not passed, provide BA status with the appropriate ESD to the requisitioner.

b. If the current status is BA and the ESD or the UMMIPS time frames, which ever applies, has passed, provide B5 status to the requisitioner and generate a DI AF6 with the RI of the reporting activity in rp 4-6 and a 2 in rp 54.

c. If the current status is positive shipping status DI AS_, provide DI AS_.

14. Supply sources in receipt of responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter 4.

15. Processing points passing DI AF_, AT_, or AK_ followup transactions to another SOS for continued action will place their RI code in rp 67-69 of the followup transaction. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

V. FORCE CLOSED MATERIEL RELEASE CONFIRMATION

Subsequent to generating an ASH transaction under subparagraph U.5. above for unconfirmed MRO's, supply sources will hold the MRO record open pending an MRA response (MILSTRAP (reference (cc)), chapter 6). If an MRA response is received, it will be used to close the MRO record. For shipments to Security Assistance recipients, supply sources may elect to use the MRA data or generate a DI ARH transaction, entering 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 supply source may force close the MRO using an ARH transaction. For shipments to Security Assistance recipients, supply sources will ensure that proper inventory accounting and billing policy and procedures are applied. In response to DI Code DRA transactions indicating nonreceipt, the supply source may force close the open MRO and bill for the materiel, or reprocess (ship) the materiel based upon established dollar thresholds. The DI ARH transaction will be in the appendix C13A format.

W. PROCESSING REDISTRIBUTION ORDERS

1. RDOs are originated by an IMM to direct release of materiel from a supply distribution activity to another within the same distribution system.

2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

3. RDOs will be prepared in the appendix C22 format.

X. RESERVED

Y. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER DOCUMENTS

1. Supply sources will process requisition modifier transactions to provide for modification of requisitions on backorder or for which MROs have not been processed to storage activities. The corresponding original requisitions in process, and materiel obligations, will be recycled under S/A policy and normal processing actions will be continued to accommodate the modifier PD or RDD/RDP.

a. Modification of MROs is at the discretion of the S/As. However, modifications will not be processed against requisitions for which LROs of retail assets have been generated.

b. Modification of requisitions which have been submitted to procurement sources for direct delivery is not required, except for requisition modifier documents which contain:

(1) A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 47), in the format shown in appendix C19 (DI AMF).

(2) Expedited Handling Signal 555 in the RDD/RDP data field, rp 62-64, in the format shown in appendix C19 (DI AMP).

(3) Changes to the SUPADD and signal fields in the format shown in appendix C19 (DI AMF). The signal code will be indicated in rp 77.

c. The application of modifiers on requisitions for which split actions have been taken by the supply source is at the option of the S/As.

d. Supply sources will provide status after processing requisition modifier documents as follows:

(1) When the modifier transaction contains invalid entries for data elements listed in chapter 2, which would require rejection under requisition edits prescribed in paragraph A.1., the modifier request will be rejected by means of D7 supply status (DI AE_). Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

(2) When the requisition modifier transaction is not honored because the requested modifications cannot be made, supply sources will provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

(3) When the requested modifications have been successfully processed, BK supply status will be provided.

e. In addition, when modifier transactions are processed, supply sources will use the M&S and distribution codes to provide the latest supply or shipment status.

f. Supply sources will process requested modifications only when all data fields can be modified, as requested. If this cannot be done, reject the modifier with B2 status.

2. When S/As modify MROs, a modifier transaction will be prepared and transmitted to the applicable storage activity. The modifier transactions will be prepared as a result of processing requisition modifier transactions. The MRO will be identified with DI AM_ as prescribed in appendix B1.

a. 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. This will be accomplished by matching the document numbers of modifier transactions with document numbers of MROs having been previously received, including match of suffix codes.

b. These modified transactions will be processed in the normal manner prescribed for MROs.

c. 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.

d. Storage activities will provide supply status (DI AE6) to supply sources when requested modifications are or are not accomplished, citing Status Code B2 or BK.

3. When supply sources receive modifier transactions for which there is no record of the original requisition, process the requisition modifier transactions as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in chapter 4.

4. When modifiers are referred to another supply source, the referring activity will enter the RI of the activity to which the requisition was referred in rp 4-6 and their own RI in rp 67-69 of the DI AM_ 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 (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

Z. RESERVED

AA. PROCESSING SINGLE LINE CANCELLATION REQUESTS

1. Supply sources, procurement, storage, and reporting activities will process single line cancellations (DI AC_) as prescribed herein and in paragraphs AB. through AH. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in chapter 8.

2. Supply sources and 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.

3. General rules for the disposition and diversion of materiel which has been shipped are as follows:

a. Supply sources are responsible for providing diversion and/or disposition instructions for all items under their cognizance destined for OCONUS which 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 commander, or Service headquarters.

b. Supply sources may request diversion or disposition instructions from S/A contact points designated in chapter 8, figure 8-1 column 1, for both nonstocked and non-NSN items. However, supply sources may, based on their stock position, divert materiel to depot stock.

c. S/As may predetermine and designate alternate consignees so that the DoDAAC of these activities may be inserted in subsequent MILSTRIP and/or MILSTAMP transactions. These predetermined destinations will be based on considerations in subparagraphs 2. and 3.a., above, and may vary by NSN, FSC, or FSG.

d. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities will advise supply sources when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The supply source will provide shipment status (DI AU_) to all eligible recipients of status. These transactions will contain a numerical day of the year in rp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for delivery OCONUS.

e. When diversion of OCONUS shipments is accomplished by the DTS, supply sources will furnish all eligible recipients supply status (DI AE_) with Status Code B6. The advice of actions taken by the DTS will be provided under MILSTAMP (reference (p)).

f. Supply sources will automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion of a DoDAAC from the DoDAAD (reference (r)). 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.

g. Costs incurred in cancellations/diversion will be billed as provided in paragraph AB.9., below.

h. No attempt will be made to stop or divert shipments to CONUS (domestic) consignees once released for shipment, regardless of mode of shipment.

AB. SUPPLY SOURCE PROCESSING OF SINGLE LINE CANCELLATION REQUESTS

1. DIs AC1, AC2, and AC3 cancellation requests (appendix C6) will be processed under paragraph A.2., above, including distribution of initial status, as follows:

a. First, against backorders in the following order of assigned status codes: BB, BC, BD, BZ, and BV.

b. Second, against unconfirmed shipments (Status Code BA).

c. Third, confirmed OCONUS shipments (DI AS_ and/or AR_), when shipped (to surface/aerial POEs and SEAVAN assembly points) prior to ICP receipt of DI AC_ transactions in less than 45 days for surface mode and 10 days for air mode.

d. Fourth, against all other status.

2. Processing points passing DI AC_ cancellation transactions to another SOS for continued action will place their RI in rp 67-69 of the cancellation transactions. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

3. Cancellation actions will be initiated/accomplished against the quantity in rp 25-29 of the DI AC_ transaction received. When the quantity in a cancellation request cannot be determined because of garbled or improperly punched entries, the requisition quantity or fill or backordered quantity will be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request will be rejected to the activity designated by the third position of the DI AC_ transaction using DI AE_ with Status Code CD.

4. Cancellations processed will be edited to preclude duplicate cancellations. As a minimum, this edit will compare quantity (rp 25-29), transaction document number (rp 30-43), suffix (rp 44), and the numerical day of the year of preparation (rp 62-64). Duplicates will be discarded. All other cancellations will be processed as received. When a DI AC_ transaction is received with a blank or garbled day of preparation (rp 62-64), the original day of receipt at the supply source will be entered and processing will continue.

5. Regardless of dollar value or quantity, cancellation requests will be processed to immediately cancel quantities for which LROs or MROs (DD Form 1348-1A) and purchase requests have not been submitted to reporting activities or depot/storage and procurement activities.

6. If the quantity in the cancellation request is equal to or less than the backorder quantity at the supply source (Status Code BB, BC, or BD), cancellation will be immediately effected and supply status (DI AE_) with Status Code BQ will be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (DI AE_) with Status Code B9 will be furnished all authorized recipients of status.

7. If the quantity in the DI AC_ cancellation request is greater than the backorder quantity (if any), but equal to or less than the recorded requisition quantity, the supply source will initiate cancellation action under criteria prescribed in subparagraph 1., above. This criteria and chapter 6 apply to FMS and MAP Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action will be initiated on the recorded quantity.

8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the supply source 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.

9. In the event actions in subparagraph 8. above are taken, Status Code B4 may be furnished to indicate that the activity designated by the signal code in the canceled requisition may be billed as follows:

a. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

b. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in MILSBILLS (reference (s)).

c. In addition to costs in subparagraph 9.a., above, when applicable, rebuilding costs and other expenses incurred in canceling FMS and MAP Grant Aid requisitions will be billed by the supply source, under DoD 5105.38-M (reference (t)). (Also, see chapter 6.)

10. Demand data previously recorded will be reversed by the quantity actually canceled or diverted into the storage activity based on a cancellation request.

11. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under chapter 4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows:

a. Supply status (DI AE_) with Status Code B4, B6, BQ, BR, or BS applies to cancellations/diversions accomplished.

b. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

d. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

e. Supply status (DI AE_) with Status Code BF will be furnished to indicate no record of the document for which the cancellation request was submitted.

f. Supply status (DI AE_) with Status Code B_, C_, or D_ will be furnished for those transactions where the supply source has a record of a previous cancellation or rejection.

AC. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO PROCUREMENT

1. These requests may be in mechanical record format or by manual instructions.

2. Transactions will be prepared in the format of appendix C8. DI ACP will be used to identify the transactions submitted to procurement. Entry of the PIIN or PRN will be dependent upon whether a PIIN has been assigned to a contract and is known to the supply source at the time of receipt of cancellation requests. When the PRN is used, the DoDAAC of the consignee to which shipment is to be diverted should be reflected in rp 45-50. When the supply source does not desire diversion, rp 45-50 will be left blank.

3. A manual request for cancellation/diversion submitted to the procurement activity will contain the following minimum information:

a. Notification that the transaction is a request for cancellation or diversion.

b. Identification of the supply source submitting the request.

c. The stock or part number or description of the item involved.

d. The quantity of the item to be canceled/diverted.

e. The original requisition document number and the suffix code, if applicable.

f. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.

g. The PIIN, if known; otherwise, the PRN and date of the purchase request.

h. 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.

4. Cancellation/diversion requests will be submitted to procurement activities:

a. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BZ. (See chapter 4.)

b. For items/quantities on awarded contracts/purchase agreements and the dollar value of the cancellation/diversion action exceeds \$200.

5. Supply sources will decide whether the cancellation/diversion or hold actions will be suspended or continued. 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: "Decision for cancellation or diversion by supply source." (See paragraphs AA.3.a. and AE.5.)

6. Cancellation/diversion requests or requests for determination as to whether cancellation is in the best interest of the Government will not be submitted to procurement activities when:

a. The dollar value of the request is less than \$200.³

b. DD Form 250, Material Inspection and Receiving Report, SPN, vendor shipment notice, or equivalent is on record indicating:

(1) Shipments to CONUS consignees were released to carriers regardless of dollar value.

(2) Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in paragraph AB.1.c., have elapsed. Chapter 6 applies to FMS and MAP Grant Aid requisitions.

(3) Shipment/delivery by priority mail or parcel post. In this case, shipment status (DI AU_) will be furnished in response to DI AC_ cancellations received.

7. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under the procedures of chapter 4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows:

a. Supply status (DI AE_) with Status Code B4, B6, BQ, or BS applies to cancellations/diversions accomplished.

b. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

c. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

³As an exception for intra-Service use only, cancellation/diversion may be submitted to procurement regardless of dollar value when critical/short supply items are affected.

d. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

AD. RESERVED

**AE. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/
DIVERSION REQUESTS**

1. DI ACP and manual cancellation/diversion requests will be processed in the sequence of PDs.

2. Immediate cancellation action will be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

3. Procurement activities will advise the supply source of contractual agreements which may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Supply sources will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellation or diversion will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source."

4. The cost of diversion or shipment hold actions will be provided to the supply source for billing under paragraph AB.9. Costs incurred in contract termination and diversion will also be furnished to supply sources to permit billing as prescribed in paragraph AB.9.

5. Procurement activities are required to initiate actions with clearance authorities to cause diversion of shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See chapter 8.) Procurement activities requiring diversion instructions in the instances when rp 45-50 are blank will request these instructions from the activity designated by the RI code in rp 78-80. Such requests will be accomplished by telephone or message.

6. When the above cancellation/termination or diversion/hold actions would not be in the best interest of the Government, the supply source will be so advised and requested to furnish a decision by a specified date.

7. Actions to cancel, divert, or terminate contracts will be initiated within 1 working day from the receipt of cancellation requests. These actions will be completed as expeditiously as possible, but will not exceed 5 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.

8. The procurement activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

**AF. SUPPLY SOURCE PROCESSING OF CANCELLATION REQUESTS FOR
LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS**

1. Supply source cancellation requests will be submitted to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but shipment status (DI AS6) has not been received. The DI AC6 will contain the RI of the reporting activity in rp 4-6 and Distribution Code 2 in rp 54. The supply source will provide DI AE_ with Status Code B9 to all eligible status recipients.

2. If shipment status has been received, provide DI AU_ status to all eligible status recipients.
3. Supply sources in receipt of responses to DI AC6 will furnish appropriate status to all eligible recipients.

AG. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES

1. Supply source cancellation requests (DI AC6) or followups on cancellation requests (DI AK6), in the format of appendix C7, will be submitted to storage activities:
 - a. 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/DD 1348-1A for U.S. Forces, CONUS and OCONUS, FMS, and MAP Grant Aid.
 - b. When the MRC is recorded on an OCONUS shipment which was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds \$200. Also, chapter 6 applies to FMS and MAP Grant Aid requisitions.
2. The DI AC6 will contain the DoDAAC of the activity to which shipments will be diverted in rp 45-50, when shipment has already been released. When the supply source does not desire or cannot provide diversion to a specific activity, rp 45-50 will be left blank. In the latter case, the supply source will obtain and provide alternate destinations, if requested, by storage activities. (See paragraph AA.3.)
3. In the case of an attempted diversion, supply status (DI AE_) with Status Code B9 will be furnished to eligible status recipients.
4. Supply sources will not provide storage activities with requests for cancellation/diversion when:
 - a. 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.
 - b. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, priority mail, or UPS.
 - c. When the MRC is recorded on an OCONUS shipment which was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.
 - d. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.
5. In instances described in subparagraph 4., above, shipment status (DI AU_) will be furnished to eligible status recipients.
6. A Followup on Cancellation Request, DI AK6, may be submitted to storage activities as a result of receipt of DI AK_ by the supply source from the requisitioner, SUPADD, or control activity (rp 54). A DI AK6 may also be forwarded to the storage activity by the supply source as a result of nonresponse to a previous DI AC6.

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

**AH. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/
 DIVERSION REQUESTS**

1. DI AC6 transactions will be processed in the sequence prescribed in paragraphs A.2., AB.1.b., AB.1.c., and AB.1.d.

2. Records will be maintained to allow a determination as to whether line items shipped were in single line or multiline shipment units and the respective dollar value of each. This will allow identification of shipment units which are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

3. To the extent that processing capability is available, the S/As will develop and maintain data to:

a. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are as follows:

<u>COMPUTER</u>	<u>STORAGE</u>	<u>SHIPMENT PREPARATION</u>	<u>SHIPPING</u>
Mechanized processing of AC6s, and output of DD Forms 1348-1A and stop shipment	Bin Area Bulk Area	Preservation Packaging Packing Consolidation Parcel Post	Consolidation Air Freight Motor (Truck) Freight notices Rail Freight

b. Include the maximum time experienced in processing DD Form 1348-1A shipments in each of the above work areas (within total time allowed by DoDD 4140.1R (reference (e)) from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DI AC6. Also, transaction priority should be considered as it affects processing time in hours versus days.

4. The storage activity, upon receipt of a DI AC6, will determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of an inprocess DD Form 1348-1A shipment is required. The stop shipment notices will include pertinent line item/transaction identification, priority, and information as to whether a single or multiline 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 subsequently be processed.

5. Cancellation will be accomplished for all items/quantities for which a DD Form 1348-1A has not been released to storage work areas.

6. Cancellation will be attempted 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:

a. The dollar value is less than \$25 for a single line shipment unit.

b. The dollar value of a single line packed in a consolidated shipment unit is less than \$200.

7. The storage activity will advise the supply source and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see chapter 4). This notice will be provided as follows:

a. When the storage activity has no record of the MRO receipt, the supply source will be provided DI AE6 status with Status Code BF.

b. When the items have not left the depot and cancellation action is accomplished, respond only to the supply source in the same format as the cancellation request document with the exception that rp 4-6 will contain the RI of the supply source to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AG6.

c. When cancellation is not attempted under the less than \$25/\$200 criteria in subparagraphs 6.a. and 6.b., above, the storage activity will furnish the supply source DI AE6 status with Status Code B8.

d. When the items have been released to a carrier in shipments destined to a CONUS customer, no action will be taken to stop/divert the materiel beyond the point of shipment. The supply source will be provided with reply to cancellation request - MRC (DI AU0, AUA, or AUB) transactions in the format shown in appendix C13 and all eligible status recipients will be provided with Reply to Cancellation Request - Shipment Status (DI AU_) in the format shown in appendix C17.

e. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity will initiate actions under MILSTAMP (reference (p)) to stop or divert shipments within the DTS. The supply source will be provided with DI AE6 status containing Status Code B9.

f. The storage activity will not initiate action to stop/divert OCONUS shipments within the DTS when:

(1) The items are consolidated in a multiline shipment unit.

(2) The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DI AC6.

(3) The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.

(4) A single line item shipment has a total dollar value of less than \$200.

(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 larger containers; such as, CONEX and SEAVAN.

g. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity will provide the supply source with DI AE6 status containing Status Code B6.

h. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in subparagraph 7.f., above or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity will provide Reply to Cancellation Request - Shipment Status (DI AU1, AU2, or AU3) to all eligible status recipients and

Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source. At the option of the supplying S/A, Reply to Cancellation Request - Shipment Status (DIs AU1, AU2, and AU3) may be provided to all eligible status recipients by the supply source rather than directly by the storage activity. In this latter case the storage activity will only generate the Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source.

8. Storage activities requiring diversion instructions when rp 45-50 of the DI AC6 cancellation is blank will request such instructions from the activity designated by the RI in rp 67-69. Such requests will be made by telephone or message.

9. Actions under subparagraphs 3. through 7., above, will be completed in 2 working days for PDs 01-08 and 5 working days for PDs 09-15.

10. The storage activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

AI. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

1. Reporting activities will attempt cancellation to the maximum extent possible.

2. When the reporting activity has no record of the LRO, the supply source will be provided DI AE6 with Status Code BF and Distribution Code 2 will be entered in rp 54.

3. If cancellation cannot be accomplished, the supply source will be provided DI AE6 with Status Code B8 and Distribution Code 2 will be entered in rp 54.

4. If cancellation can be accomplished, the supply source will be provided DI AE6 with Status Code BQ and Distribution Code 2 will be entered in rp 54.

5. The reporting activity will not attempt diversion of material confirmed shipped.

AJ. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS

1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery, an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between supply sources and procurement activities to ensure:

a. Transmission of status to designated recipients in an orderly and timely fashion.

b. Proper marking of shipment containers.

c. Delivery of materiel using priorities or RDDs.

d. Transmission of shipment status, within the time standard prescribed in chapter 3, paragraph L., to the ship-to activity designated by the signal code unless the M&S code is 8.

2. Purchase requests will contain specific in-the-clear and coded data as specified below, which will be perpetuated on procurement instruments and related transactions:

- a. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.
 - b. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.
 - c. MILSTRIP project code and project name, if applicable.
 - d. Schedule of deliveries using RDDs or RADs, whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and will result in the required schedule of deliveries.
 - e. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by DoD FAR Supplement, appendix F-401, table 2 (reference (u)).
3. Requisitions to be supplied by direct delivery from vendor sources will be identified separately from stock replenishment buys on purchase requests.

AK. RESERVED

AL. PREPARATION OF SHIPMENTS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

1. ***Shipments/transfers to DRMOs will normally require a Disposal Turn-In Document, (DD Form 1348-1A or DD Form 1348-2) and documentation for intransit control*** of property identified by an NSN or local stock number (and excluding scrap [Supply Condition Code S], waste, non-appropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/transferred to a DRMO from the time of release by a shipping activity until receipt of the property by the DRMO. ***Activities will furnish one DI AS3 shipment status transaction, under Chapter 4, to the DRMS for each DTID sent to a DRMO, regardless of dollar value.***

a. Only those DI AS3 shipment status transactions applicable to shipments/***transfers*** of usable property directed to DRMOs with a line item value of \$800 or more per the ***Federal Logistics Information System (FLIS)*** and for all shipments/***transfers*** of pilferable or sensitive items (based on CIIC code) regardless of dollar value will be entered into the ***intransit control system (ICS)***. The extended value of the shipment will be determined on the basis of the document number, quantity, and the unit price. The unit price will be obtained from the ***FLIS***.

b. The use of ***this system*** will provide a capability to monitor ***shipments/transfers to DRMOs. This system will also provide a capability for DRMS to furnish information to S/A headquarters concerning the shipment/transfer of property to DRMOs.***

2. These procedures do not negate the authority of the DRMO to refuse acceptance of accountability and physical receipt of certain types and classes of materiel ***as prescribed by*** DoD 4160.21-M, chapter 3. If it is determined that the materiel is not acceptable, (categories of materiel that are not physically acceptable in a DRMO are listed in DoD 4160.21-M) and the shipment is rejected/returned to the shipper, the DRMO will provide notice of rejection to DRMS under existing procedures, ***thus purging the ICS suspense file. Guidance on shipment notices and ICS processing is applicable only to usable items being shipped/transferred to a DRMO.***

AM. DIRECTING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE

1. Supply sources will utilize the DRO (DI A5J) and related transactions to direct and control issue of supply system stocks on their accountable records to disposal. DROs are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348-1A. Preparation of DROs will be accomplished under the appendix C12 format. When the quantity to be transferred to disposal exceeds the capability of the quantity field, rp 25-29, multiple DROs are required; each DRO prepared for the same item will contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions will be processed off-line.

a. The retention quantity in rp 55-61 of the DRO will determine the quantity of materiel to be turned in to disposal by the storage site.

(1) The quantity in rp 55-61 will be retained and all remaining stocks transferred to disposal.

(2) If the quantity onhand is less than the quantity shown in rp 55-61, the storage site will respond under subparagraph d., below.

b. The DRC transaction serves as advice from a nonaccountable storage site to the SOS having initiated the DRO of supply action taken. DRC transactions will be prepared in the appendix C14 format with DI ARJ when the quantity shipped is the same quantity requested in the DRO. The DRC will contain DI ARK when the quantity shipped is greater than the quantity requested in the DRO. The DRC will contain DI ARL when the quantity shipped is less than the quantity requested in the DRO. The SOSs will utilize the DRC with DI ARK/ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation will be processed off-line. ARJ/K/L transactions will be prepared and transmitted on the day materiel is delivered to the carrier for shipment to the DRMO. Preparation of DI ARJ/K/L will not wait for receipt of a "driver's control copy" or a signed receipt copy of the DTID to be returned. When a DRC (DI ARJ/K/L) is not used to confirm shipment of materiel to a DRMO, the DI AS3 transaction will be generated simultaneously with the DI A5J/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 the use of the ARJ/K/L unnecessary.

c. The disposal release followup transaction (DI AFJ) will be used by the SOS to follow up on storage facilities for unconfirmed DROs 10 days after the date the DRO was created. The disposal release followup transaction will be prepared in the DRO format.

(1) If the DRO has been complied with, the storage facility will respond as indicated in subparagraph b., above.

(2) If the DRO has not been complied with and shipment is anticipated, the storage facility will respond using the appendix C14 format with DI AEJ and the ESD in rp 57-59.

(3) If there is no record of the DRO, the storage facility will respond with BF status (rp 65-66)/DI AEJ using the appendix C14 format.

(4) If the DRO has been denied (DI A6J), the storage activity will respond with BY status/DI AEJ using the appendix C14 format.

d. DRDs are prepared by the storage site and transmitted to the appropriate SOS having prepared the DRO as notification of negative action on the DRO. Preparation of the DRDs will be accomplished under the format referenced in appendix C16 and will contain DI A6J. SOSs will utilize the DRD to make appropriate adjustments to the inventory records.

e. Disposal release cancellations are prepared by SOSs having initiated DROs and transmitted to storage sites when it is determined that disposal actions should be discontinued. SOS cancellation requests will be submitted only in those instances when DROs are unconfirmed. Disposal release cancellation transactions will be prepared in the same format as the original DRO and will contain DI ACJ. Storage activity response to the cancellation request will be by one of the following transactions:

(1) When shipment has been made, response to the SOS will be a DRC.

(2) When cancellation is accomplished, response to the SOS will be prepared in the same format as the cancellation request, with the exception that rp 4-6 will contain the RI of the SOS to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AGJ.

f. A disposal release cancellation followup transaction (DI AKJ) may be submitted by the SOS to obtain the latest status of a disposal release cancellation. The disposal release cancellation followup transaction will be in the same format as the original disposal release cancellation (appendix C12) and will be processed by the storage site as a cancellation request provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site will respond to the disposal release cancellation followup by duplicating the previously submitted documentation.

2. SOSs will utilize the reply to excess report (DI FTR) to notify the reporting activity that the quantity reported is in excess to SOS requirements and that further action is authorized under appropriate S/A procedures. See chapter 9, this manual, for detailed instructions.

AN. PROCESSING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE

1. The **shipment** transfer of materiel to a DRMO on a DTID requires authority for disposal, which must be indicated on the DTID by entry of the appropriate disposal authority code (appendix B26). **Ensure property is reported to the IMM prior to DTID preparation, if required, per DoDD 4140.1-R.**

2. Activities lacking an ability to prepare mechanically processable transactions and/or electrically transmit them to the ICS will arrange for such preparation and/or AUTODIN transmission of the intransit control transactions by the nearest facility having such capabilities. When support from another activity cannot be obtained, transactions may be mailed, **or transmitted electronically (e-mail, etc)**, to DRMS. These must include the in-the-clear address of the activity and a point of contact. DLA/DRMS will coordinate with the military services to determine options for any activities that consistently mail transactions.

3. Activities will direct/process all **accountable** materiel to disposal using the DTID (DD Form 1348-IA **or DD Form 1348-2**). **Some categories of nonaccountable property may be transferred to a DRMO without documentation. Guidance will be provided by the servicing DRMO.**

4. For each DTID, activities will furnish one DI AS3 shipment status transaction, under chapter 4, to the DRMS for each shipment/transfer sent to a DRMO without regard to the dollar value. **Only those DI AS3s applicable to shipments/transfers with a line item value of \$800 or more per the FLIS and for all shipments/transfers of pilferable or sensitive items (based on CIIC code) regardless of dollar value will be entered into the intransit control system (ICS).** Activities will prepare and transmit the DI AS3 shipment status transaction, with Distribution Code 9 in rp 54 and the unit price of the materiel in rp 62-68, in the appendix C17 format to the DRMS when a DRC (DI ARJ, ARK, or ARL) is created by the shipping activity reflecting the actual quantity shipped and the date delivered to the carrier for shipment. The DI AS3 shipment status transaction will initiate the suspense file in the ICS, which will, as a minimum, contain the following data:

<u>DATA ELEMENT</u>	<u>SOURCE</u>
Document Number	AS3/DRMS Automated Information System (DAISY) Receipt
NSN/FSC/FSG (if available)	AS3/ DAISY Receipt
Unit of Issue	AS3/ DAISY Receipt
Extended Dollar Value of Shipment (if available)	calculated from FLIS unit price
Controlled Inventory Item Code	FLIS
Quantity Shipped	AS3
Date of Shipment	AS3
Quantity Received	DAISY Receipt
Date of Receipt	DAISY Receipt
Extended Dollar Value of Receipt	DAISY Receipt
Dollar Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal computation)

5. Procedures

a. **Defense Automated Addressing System Center**

(1) DAASC will edit the AS3s before passing them to DRMS:

(a) Reject, to the generating activity, those with invalid DoDAACs, invalid FSCs (FSC does not exist), and those with quantities of zero or blank. The rejected transaction will be returned to the originating station with a narrative explanation of the reason for return and instructions not to resubmit.

(b) Edit the unit price: if the transaction contains a local stock number with a blank or zero unit price, reject; if NSN and blank or zero unit price, insert the

FLIS price.¹

(2) DAASC will "flag" ICS follow-up transactions (DI Code AFX/AFZ) to help the Services prioritize research and resolution of these transactions. These transactions will include "CRITICAL" in rp 67-74; identifying sensitive items, demil required items, and all items in "critical classes." DAASC will make the determination for appending the critical flag as follows:

(a) To determine if critical class, match FS Group or Class (as appropriate) to table built from DoD 4160.21-M, Chapter 3, Attachment 1.

(b) To determine if demil required, match NSN to FLIS looking for demil code = C, D, E, or F.²

(c) To determine if sensitive item, match NSN to FLIS for CIIC looking for Sensitive Item Codes = 1, 2, 3, 4, 5, 6, 8, Q, R, S.³

b. Defense Reutilization and Marketing Office

(1) The DRMO will accept accountability of the shipment if the materiel is acceptable based on the established criteria in DoD 4160.21-M.

(2) The DRMO will furnish *documentation of receipt* of the DTID upon request by the shipping activity. NOTE: The DRMO will always furnish a copy of the signed DTID for all shipments containing quantity discrepancies. The DRMO will note the difference in the quantity received and the quantity shipped on the DTID.

(3) If an error exists because the quantity received is less than or greater than the quantity entered on the DTID, the DRMO shall notify the shipping activity. (see DoD 4160.21-M, chapter 3 and *DLAI 4140.55/SECNAVINST 4355.18A/AFJMAN 23-215/AR 735-11-2*).

c. Defense Reutilization and Marketing Service

(1) When a *DAISY* "receipt of usable property" or "receipt" is processed by DRMS, it will be compared with the suspense file generated by the shipment status transaction (DI AS3); the *DAISY* receipt will open the ICS transaction if there is no matching AS3. The suspense file will remain on open file for a period of one year from the date it is initiated unless it is closed by one of the actions specified below. All transactions generated by ICS will be transmitted through DAASC to the activity in rp 30-35 of the AS3. ICPs/IMMs receiving these transactions will forward them to the shipping activity as appropriate (see Appendix C5).

The suspense file will be closed: If the receipt matches a shipment status transaction (DI AS3) previously recorded in the suspense file. **A match is based on DTID number and FSC.**

Forward a follow-up transaction If, after a period of **90** days from the date of DRMS posting of the receipt, there is no matching shipment status transaction, and the extended value is \$800 or more, or the item is recorded as

¹ FLIS interface for unit price will not be available until April 2001.

² FLIS interface for demil code will not be available until April 2001.

³ FLIS interface for CIIC will not be available until April 2001

pilferable or sensitive. ***This notification (DI AFX with advice code 36) will close the ICS suspense.***

When, after a period of **90** days, there is no receipt applicable to a shipment status transaction and the extended value of the AS3 is more than \$800 or the item is recorded as pilferable or sensitive. ***This follow-up will be a DI AFX with advice code 37.***

(2) If a disposal supply status transaction (DI AE3) or a disposal shipment confirmation transaction (DI ASZ) is not received within 30 days of transmission of the disposal shipment/receipt confirmation follow-up a second disposal shipment confirmation follow-up transaction using DI AFZ will be generated. The record will remain open for a period of 1 year from the date it was originated unless closed by a response to the AFZ follow-up. When moved from the active suspense file, records will be placed on an accessible history file for an additional 2-year period.

(3) Receipt of supply status (DI AE3) will direct further ICS processing.

DE supply status	Advise the ICS to terminate intransit control processing for the document number in question. If received in response to DI AFX/AFZ with Advice Code 37, a record of the AS3 transaction is not required.
DF supply status	Advise the ICS to remove the record from the active suspense file and place the record in an accessible history file for a period of 2 years.
DG supply status	Close the record in ICS, processing is considered complete. DRMS will use its own procedures to determine why notification of receipt of the materiel had not been sent by the DRMO to DRMS and the ICS will retain an accessible history file record for 2 years.
DH supply status	Close the record, intransit processing is considered complete and an accessible history file record will be retained by the ICS for a period of 2 years.
BF supply status	Remove the record from the active suspense file and place it in the accessible history file for a period of 2 years.

(4) If a shipment status transaction (DI ASZ) is received by the **ICS**, intransit control 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 DRMOs.

d. Shipping Activity

(1) Supply organizations in receipt of disposal shipment confirmation follow-ups (DI AFX or AFZ) will ensure that applicable shipping activities review receipt documentation, and provide timely responses (within **30** working days of receipt of the follow-up). ***AFX transactions with advice code "36" do not require a response.***

(2) Upon receipt of a follow-up, the shipping activity will respond to the follow-up, by supply status, DI AE3, or shipment status, as follows:

Provide BF supply status	When the shipping activity has no record of the shipment nor of generating the shipment status (DI AS3) and has not received receipt documentation of the DTID.
Provide DE supply status	When it is determined that although shipment status (DI AS3) had been sent, no shipment had been made or no record of shipment, other than the AS3 transaction, can be located.
Provide DF supply status	When receipt documentation is not available, but investigation indicates that property was removed from the storage area and cannot be located. The shipping activity will perform additional research as determined by S/A procedures, including, if necessary, referral to the appropriate criminal investigative activity.
Provide shipment status (ASZ)	When the shipping activity (the activity in receipt of the (AFX/AFZ)) has no record of generating a shipment status transaction (DI AS3) but has received receipt documentation of the DTID.

3. DRMS will provide a Quarterly Intransit to DRMO Report **upon request**. **In addition**, the DRMS will provide tailored Special Extract Reports **as requested**. The format and explanation of the Quarterly Intransit to DRMO Report is contained in appendix A34 and is assigned RCS DD-A&T (AR) 1787.

AO. RESERVED

AP. SHIPMENT TRACING

Supply sources (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources), upon receipt of a DI AFT, Request for Shipment Tracing on Registered, Insured, and Certified mail/parcel post, will:

1. Initiate tracer action under USPS Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form will be used.

2. On receipt of the post office response, initiate appropriate action as follows:

a. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by off-line narrative message to include advice to prepare discrepancy reports under Joint Regulation DLAR 4140.55, et al. (reference (v)).

b. If notified that the post office has proof of delivery, notify the consignee (based on the signal in rp 51) by off-line narrative message, including particulars concerning proof of delivery, with an information copy to supply source involved.

3. When the supply source is a small business firm or civilian contractor not required to process followups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post will be forwarded to the ICP for processing.

CHAPTER 5

RELEASE AND RECEIPT OF MATERIEL

A. GENERAL

1. The Issue Release/Receipt Document, DD Form 1348-1A, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The DD Form 1348-1A is mandatory and the APL is optional for all shipments to DoD customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The DD Form 1348-1A may be manually or mechanically prepared and will contain data elements prescribed herein for the various types of transactions.

3. Use of carbonless paper for a preprinted DD Form 1348-1A is authorized at the option of the Service/Agency.

4. For the DD Form 1348-1A, see appendices A26 through A30. There are two methods for generating the form.

a. **Preprinted form.** Data entries will be made by automated printers, typewriter, or handscripted (see appendices A26 through A30).

b. **Non-printed form.** When this method is used, the form and data are printed simultaneously and will contain the prescribed data elements.

5. The preprinted DD Form 1348-1A is 8-1/2 inches long (side to side) and 5-1/2 inches high (top to bottom). When printed on plain stock paper using laser, thermal transfer, ion disposition, cold fusion, or other similar nonimpact printers, the size may vary within a range of 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth inch tolerance). When such print technology is used, the in-the-clear/human-readable data must be easily read. Margins of one-fourth inch and outside lines are preferred, but may be eliminated to the extent that the DD form number is not sacrificed. When printed three per 8-1/2- by 14-inch sheet of paper, the originator of the form, shall ensure the form spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data to be entered in the data blocks are shown in appendices C45A and C46A. Block 27 will contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text may be used with the bar coded information for those activities possessing bar coding capability. The paper may be any color that provides a minimum bar code contrast signal as specified in MIL-STD-1189B (reference (ss)).

6. The three of nine bar code, as defined in MIL-STD-1189B (reference (ss)), is established as the standard symbology for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied in accordance with MIL-STD-129 (reference (w)) unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a bar code character even if the position was blank on the source document.

7. Automated Packing List. When the APL is not produced, a copy of the DD Form 1348-1A will be used for this purpose and will be placed inside the packing list envelope securely attached to

the outside of the shipping container; on multiple container shipments, the DD Form 1348-1A will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements outlined in appendix A31.

B. DOCUMENT DISTRIBUTION

Actual copies utilized other than the original and first carbon copy, will be at the option of the individual S/A. See Figures 5-1 and 5-2 for the distribution of the documents.

C. ISSUES FROM SUPPLY SYSTEM STOCK/DEFENSE REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FORM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The DD Form 1348-1A may be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issues from the DRMO). The requisitioner may also use this format when hand carrying requisitions for local issue from the DRMO. Minimum data entries are outlined in appendix C45A for the DD Form 1348-1A.

2. In order to accommodate the various distribution systems and equipment, the DD Form 1348-1A provide blocks for data entry. The use of these blocks, with the exception of Blocks N, and R, is optional, but when used, will contain information shown in appendix C45A.

D. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES)

1. In addition to the release of materiel for shipment based upon a requisition, other occasions necessitate release of materiel for shipment based upon other situations, such as the following:

- a. Materiel returns from base to depot.
- b. Base-to-base movements.
- c. Retrograde or lateral system movements.

2. The same documentation and distribution thereof prepared in the same number of copies as prescribed in Figure 5-1 will be used to accomplish returns and transfers. Entries will be as shown in Figure 5-3 for all DLA and inter-S/A transactions.

3. For intra-S/A use, the data prescribed in Figure 5-3 must be entered. Other entries may be prescribed by the S/As concerned; however, any such entries must relate to the columnar and/or block headings indicated in the form.

E. TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

Use the DD Form 1348-1A as the DTID for all transfers to DRMOs. See appendix C46A for entries that are required for single line item turn-ins.

Figure 5-1. Distribution of DD Form 1348-1A, Issue Release/Receipt Document, and Automated Packing List to all consignees other than Defense Reutilization and Marketing Offices.

DOCUMENT	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A	Three	<p>Two copies will accompany all shipments. When the DD Form 1348-1A contains bar coding, one of the two copies to accompany the shipment will be the original copy.</p> <p>A minimum of one copy will be on the outside of the shipping container if not in conflict with other applicable directives. One copy will be produced and retained by the shipper unless an automated capability is available to prove a shipment has been made.</p>
APL	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 5-2. Distribution of DD Form 1348-1A, Issue Release/Receipt Document, for Shipments to Defense Reutilization and Marketing Offices.

DOCUMENT	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A	Five	<p>Four copies will accompany all shipments of materiel to the DRMO. When the DD Form 1348-1A contains bar coding, the original copy will accompany the shipment. These copies will be used as follows:</p> <ul style="list-style-type: none"> (1) Source document file copy. (2) Return to originator with signature of receiver. (3) Remains attached to property at DRMO. (4) Used by personnel screening property for potential reutilization, transfer, or donation. (5) If activity requires a driver's return copy, a fifth copy will accompany the shipment.
APL	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 5-3. Instructions for Completion of DD Form 1348-1A, used for Returns to Stock and Transfers (excluding Transfers to Defense Reutilization and Marketing Offices).

RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
1-3	Perpetuate form source document or blank
4-7	Blank
8-22	Stock or part number
23-24	Unit of Issue
25-29	Quantity
30-43	Document Number of Consignor (shipper)
44-73	Blank
74-80	Unit price
Blocks 3 and 27	The DoDAAC of the activity to which the materiel is directed. The in-the-clear name, number, and address may be in Block 27.
Block 27	The supply condition code reflecting the condition of the materiel (see appendix B18).
Block 27	The activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable).

APPENDIX B15

ADVICE CODES

Advice codes are numeric/alphabetic or numeric/numeric and provide coded instructions to supply sources when such data are considered essential to supply action and entry in narrative form is not feasible. The requisition transaction advice codes flow from requisition originators to initial processing points and are thereafter perpetuated into passing actions and release/receipt documents. The excess transaction advice codes flow from a DAAS facility to an ICP/IMM to indicate that the excess transaction has been edited by DAAS. The method of assigning advice codes and listings of requisition/excess transaction advice excess transaction advice codes are provided below:

CATEGORY ASSIGNMENTS OF ADVICE CODES

**RECORD
POSITION(S)**

65	66	numeric/alphabetic and numeric/numeric
2	A thru Z (Except O and I) 1 thru 9	For DLA, inter-Service, and GSA transactions.
3	A thru Z (Except O and I) 1 thru 9	
1	A thru Z (Except O and I) 1 thru 9	For Intra-Army usage. ¹

¹ The codes assigned for DLA, inter-Service and GSA transaction use will also be recognized and use for intra-Service transactions and will not be duplicated within the Service assignment latitude.

**RECORD
POSITION(S)**

65	66	numeric/alphabetic and numeric/numeric
6	A thru Z (Except O and I) 1 thru 9	For Intra-Air Force usage. ²
5	A thru Z (Except O and I) 1 thru 9	For Intra-Navy usage. ³
4	A thru Z (Except O and I) 1 thru 9	For Intra-Marine Corps usage. ⁴
7	A thru Z (Except O and I) 1 thru 9	For Intra-GSA usage. ⁵
8	A thru Z (Except O and I) 1 thru 9	For Intra-DLA usage. ⁶
9	A thru Z 1 thru 9	Reserved - Not to be used.
0	A thru Z 1 thru 9	

²See Footnote 1 on page B15-1.

³See Footnote 1 on page B15-1.

⁴See Footnote 1 on page B15-1.

⁵See Footnote 1 on page B15-1.

⁶See Footnote 1 on page B15-1.

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Numeric/alphabetic or numeric/numeric.

EXPLANATION: Provides coded instructions by the requisitioner to supply sources when such data are considered essential to supply action and entry in narrative form is not feasible.

RECORD POSITION(S): 65-66.

REQUISITION TRANSACTION ADVICE CODES

<u>CODE</u>	<u>EXPLANATION</u>
2A	Item is not locally obtainable through manufacture, fabrication, or procurement.
2B	Requested item only will suffice. Do not substitute/ interchange. Also applies to "obsolete"/"inactivated" items previously rejected with Status CJ. When used in response to Status Code CJ, the submission of a new requisition will be on DD Form 1348-6 with all appropriate technical data; for example, end item usage, component, make, model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication.
2C	(1) Do not backorder. Reject any unfilled quantity not available to meet SDD/RDD. Suitable substitute acceptable. (2) When entered in Brand Name Resale Subsistence Item, requisitions for overseas will be interpreted to authorize rejection of unfilled quantities not due to arrive in the overseas command by the RDD plus 30 days. Rejection status will be furnished the customer when it is determined by the supply source that unfilled requisitioned quantities cannot be shipped in time to arrive at the OCONUS destination by RDD plus 30 days. This may occur as a result of vendors' failure to ship required quantities to the CONUS transshipment depots by contract delivery date plus 15 days or, upon receipt at the CONUS transshipment depot, it is determined that the shipment could not reach the OCONUS destination by the RDD plus 30 days.
2D	Furnish exact quantity requested (i.e., do not adjust to quantity unit pack unless adjustment is upward and the dollar value increase is not more than \$5.00 over the requisition's extended money value).
2E	Free issue. Stock lists or other publications offer this materiel without reimbursement. (To be used with Signal D or M on inter-Service requisitions.)
2F	Item known to be coded "Obsolete" but still required for immediate consumption. Service coordinated/approved substitute is acceptable. If unable to procure, reject requisition with Status CJ.

IC 00-9
DoD 4000.25-1-M

<u>CODE</u>	<u>EXPLANATION</u>
2G	Multiple-use: (1) Ship new stocks or stocks having new appearance; (2) Strategic mission requires latest model and configuration (for electronic tubes); (3) Strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges); (4) Anticipated usage requires latest expiration dates only (for biologicals).
2H	Special textile requirement for use in airborne operations where personal safety is involved.
2J	Do not substitute or backorder any unfilled quantities.
2K	Item being requisitioned from CONUS pursuant to the balance of payments program. (To be used only by OCONUS requisitioner.)
2L	Quantity reflected in quantity field exceeds normal demands; however, this is a confirmed valid requirement.
2M	The MCA validation process has revealed that the requested item is authorized by a valid contract.
2N	Item required in one continuous length as expressed in rp 25-29 and unit of issue in rp 23-24. No other configuration is acceptable and/or multiples of the unit pack are not acceptable.
2P	Item required in one continuous length as expressed in rp 25-29 and the unit of issue in rp 23-24. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable.
2Q	The MCA validation process has revealed that the quantity cited on the DI AX1 exceeds the contract authorized quantity. The total requisitioned quantity is to be rejected.
2R	The MCA validation process has revealed that the quantity cited on the DI AX1 transaction exceeds the contract authorized quantity. The quantity field in this transaction (DI AX2) reflects the quantity that may be supplied. The quantity difference between the DI AX1 and this transaction will not be supplied.
2S	Issue below established stock reservation levels is authorized. (To be used by Service owners of SMCA managed conventional ammunition items only.)
2T	Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.
2U	The MCA validation process has revealed that no valid contract is registered at the MCA.

- 2V The MCA validation process has revealed that the contract is valid; however, the requisitioned item, or requisitioner, or the DoDAAC in rp 45-50, is not authorized GFM under the contract.
- 2W This requisition is submitted for free issue of assets above the AFAO on a fill or kill basis. (Applicable to MAP/MASF requisitions only.)
- 21 Combination of Advice Codes 2L and 2T.
- 22 Combination of Advice Codes 2C and 2L.
- 23 Combination of Advice Codes 2L and 2G.
- 24 Combination of Advice Codes 2B and 2G.
- 25 Combination of Advice Codes 2A and 2F.
- 26 Combination of Advice Codes 2B and 2L.
- 27 Combination of Advice Codes 2D and 2L.
- 28 Combination of Advice Codes 2N and 2L.
- 29 Combination of Advice Codes 2D and 2G.
- 31 Combination of Advice Codes 2J and 2G.
- 32 Combination of Advice Codes 2C and 2T.
- 33 Combination of Advice Codes 2L and 2J.
- 34 Requested item only will suffice. Do not substitute/inter change. Items required in one continuous length as expressed in rp 25-29 and unit of issue in rp 23-24. No other configuration is acceptable and/or multiples of the unit pack are not acceptable. (Combination of Advice Codes 2B and 2N.)
- 39 Requested item only will suffice. Do not substitute/interchange. Item required in one continuous length as expressed in rp 25-29 and the unit of issue in rp 23-24. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable. (Combination of Advice Codes 2B and 2P.)
- 3B Item being requisitioned has been designated as commercial-type item. Unable to obtain item from commercial sources. Request supply of requisitioned quantity be accomplished against the FMS case reflected in rp 48-50.
- 3A Deleted.

Procedures for Requesting and Approving Use of Advice Codes 3C through 3J

1. Activities will submit their requests to use Advice Code 3C through 3J using internal S/A guidance, to the authorized approving S/A activity. (See paragraph 2, below)

<u>CODE</u>	<u>EXPLANATION</u>
3C	Issue newest materiel but with no less than 75 percent of shelf life remaining. Applies to Defense Supply Center Philadelphia (DSCP) Medical items for PWRR, MPSR, and other requirements whose activities have received approval from their Service/Agency to use this code. (See paragraph 2. below for the authorized S/A approving activity.)
3D	Combination of Advice Code 2L and 3C.
3E	Combination of Advice Code 2B and 3C.
3F	Combination of Advice Code 2D and 3C.
3G	Combination of Advice Code 2J and 3C.
3H	Combination of Advice Code 2C and 3C.
3J	Combination of Advice Code 2T and 3C.

2. The authorized approving S/A activity will submit all approved requests to the **DSCP** with the following data: (1) DoDAAC of the approved activity, and (2) justification for the use of the new codes. Authorized S/A approving activities are as follows:

Army Commander
U.S. Army Medical Materiel Agency
ATTN: SGMMA-RMM
Fort Detrick
Frederick, MD 21701-5000

Navy Chief of Naval Operations
Navy Department
ATTN: OP-41C
Washington, DC 20350-2000

Air Force Air Force Materiel Command
ATTN: AFMLO/FOR-O
Frederick, MD 21701-5000

Marine Corps Commandant of the Marine Corps
Headquarters United States Marine Corps
ATTN: LPP-2
Washington, DC 20380-2000

Coast Guard Commandant
U.S. Coast Guard
ATTN: G-ELM-2
2100 Second Street, SW

Washington, DC 20593-0001

NSA Director
National Security Agency
ATTN: L1111
9705 Samford Road
Fort George G. Meade, MD 20755-6000

DLA Defense **Supply Center Philadelphia**
ATTN: **DSCP-RAM (Medical)**
2800 S. 20th Street
Philadelphia, PA 19101-8419

3. The **DSCP** will provide approval/disapproval to the authorized approving S/A activity with an effective date for submission of requisitions.

<u>CODE</u>	<u>EXPLANATION</u>
3K-3P	Deleted.
3Q	Requested item only will suffice. Do not substitute/interchange. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3V	Deliver to the ultimate consignee by the SDD entered hereon or cancel requirement. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3W	Furnish exact quantity requested (i.e., do not adjust to unit pack quantity). Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3X	Requisitioner will accept Condition E stock (ammunition stock only).
3Y	Do not substitute or back order any unfilled quantities. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3Z	The quantity reflected in the quantity field exceeds normal demand; however, this is a confirmed valid requirement. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).

EXCESS TRANSACTION ADVICE CODES

<u>CODE</u>	<u>EXPLANATION</u>
3T	Document has been edited by DAAS. Records indicate that NSN is correct and that the activity identified in rp 4-6 is the managing ICP/IMM.
3U	The correct SOS is in rp 4-6. Necessary action has been initiated to correct DIDS SOS file.

DRMS INTRANSIT CONTROL ADVICE CODES

<u>CODE</u>	<u>EXPLANATION</u>
35	There is a quantity variance between the DRMS receipt quantity and the AS3. (For use with DIs AFX and AFZ by DRMS only.)
36	A DRMO receipt exists for which a matching AS3 has not been received. No response is required. (For use with DIs AFX and AFZ by DRMS only.)
37	An AS3 has been received for which a matching DRMO receipt has not been received. (For use with DIs AFX and AFZ by DRMS only.)

APPENDIX C5

DISPOSAL SHIPMENT CONFIRMATION FOLLOWUP

1. The following entries will apply when shipment status has been received from a shipping activity by DRMS on shipments to DRMOs.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	DI AFX for initial followup. DI AFZ when response to initial followup has not been received.
Routing Identifier	4-6	See paragraph 3 instructions below.
All Other Fields	7-61	Duplicate entries from shipment status document (DI AS3).
Blank	62-64	Leave blank.
Advice	65-66	Enter advice code from appendix B15 indicating the reason for followup.
Research Guidance	67-74	"CRITICAL" or blank, as appropriate.
Blank	75-80	Leave blank.

2. The following entries will apply when shipment status has not been received from a shipping activity by DRMS on shipments to DRMOs.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter DI AFX for initial followup. Enter DI AFZ when response to initial followup has not been received.
Routing Identifier	4-6	See paragraph 3 instructions below.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Media and Status	7	Leave blank.
Stock Number	8-22	Enter stock number/data as shown in the DRMO receipt of usable property document.
Unit of Issue	23-24	Enter unit of issue as shown in the DRMO receipt of usable property document.
Quantity	25-29	Enter quantity as shown in the DRMO receipt of usable property document.
Document Number	30-43	Enter document number as shown in the DRMO receipt of usable property document.
Suffix	44	Enter suffix as shown in the DRMO receipt of usable property document or leave blank when none is entered by DRMO.
Supplementary Address	45-50	Enter DoDAAC of receiving DRMO.
Signal	51	Leave blank.
Fund	52-53	Leave blank.
Distribution	54	Enter 9.
All Other Fields	55-64	Leave blank.
Advice	65-66	Enter advice code from appendix B indicating the reason for the followup.
Research Guidance	67-74	"CRITICAL" or blank, as appropriate.
Blank	75-80	Leave blank.

3. DI AFX/AFZ Routing Instruction:

- a. DRMS will generate DI AFX/AFZs with rp 4-6 always blank.
- b. DAAS will route DI AFX/AFZs to rp 4-6 or to rp 30-35 if rp 4-6 are blank.
- c. ICP/IMMs receiving DI AFX/AFZs (based on the entry in rp 30-35) will:

(1) Entry the shipping activity RI in rp 4-6 of the DI AFX/AFZ and route them to the shipping activity via DAAS for the shipping activity to answer directly to DRMS using DI ASZ; or

(2) Perform research with the shipping activity in order to provide either an ICP/IMM or storage activity DI ASZ answer to DRMS.