

## CHAPTER 2 - RECEIPT AND STORAGE

### A. WORKING WITH GENERATORS

#### 1. Generator Liaison.

a. Service Manager (SM) will maintain close liaison with Generators. Periodically visit generating activities to ensure that disposal services are provided and satisfactory. Encourage generators to batch lot low dollar value property. (See DoD 4160.21-M, Chapter 3 and DRMS-I 4160.14, Volume IV, for batchlotting criteria.)

b. SM will advise generators to access the World Wide Web at <http://www.drms.dla.mil> click on "I am a Generator of Government Excess Personal Property for Turn-In to the DRMO" for assistance with meeting disposal requirements. If a hard copy of this guidance is needed, DRMOs will furnish site specific Customer Assistance Handbook. Any questions/recommendations regarding this guidance should be directed to DRMS-BA, DSN 661-7645.

2. Generator assistance for pre-inspection of hazardous property should be provided from DRMS-I 6050.1.

#### 3. Generator Workload Projections

a. If a Service Manager (SM) learns that larger than normal amounts of property will be turned in they will request an advance listing be furnished to the receiving Central DRMO.

b. If a local determination is made that a generator will turn in larger than normal amounts of property, an advance listing of the excess property should be provided to the DRMO Chief or Site Manager as appropriate.

(1) When the advance list is received by other than the DRMO Chief a copy will be provided to the Central DRMO to prescreen these assets against DoD want list requirements.

(2) Simultaneously, the Central DRMO will forward the advance list to the local GSA Area Utilization Officer (AUO). AUOs will identify requirements. The Central DRMO will take action to accept accountability and/or physical custody of the excess property. If appropriate, excess property will be issued from the generator site.

c. Central DRMO will work with RTD customers to arrange for pickup of property from the generating activity.

4. Delivery Schedule. The DRMO should schedule delivery of property with the generating activities. Predetermined scheduling with recurring generators is encouraged as it assists the DRMO in managing property throughput. For scheduling see DoD 4160.21-M, chapter 3 and the Automated Customer Assistance Handbook <http://www.drms.dla.mil/drms/internal/logistics/handbook.pdf>.

5. Receiving Coordination. Ensure receiving coordinator function is present at each DRMO. Ensure appropriate shipment and delivery schedules are established. All property will be received unless prohibited by DoD 4160.21-M, the generators higher headquarters directives/instructions or the Safe Alert Latent Defect (SALD) Listing. If required the APO/RPO/Alternates are authorized to complete receiving responsibilities.

**6. Receipts: Automated Information Technology (AIT)/Inventory Management Barcoding System. DRMOs are required to use DRMS Sys-Tec Barcoding Technology to perform the following functions:**

#### **WAREHOUSING/MARKETING**

- **Add Storage Location**
- **Relocate Property**
- **Receipt labels**
- **PMR – Pre-Receipts**
- **Downgrade**
- **DEMIL Performed**
- **Issue Property to another DRMO (temporarily unavailable)**
- **XS5/XS6**
- **DWR Downgrade Referrals**
- **Labels: Inventory and Location**

**INVENTORY**

- **Inventories: Complete, by Location, and Random Sample (PIT data)**

**RTD**

- **Automation of the RTD Requisition 103 Form.**

**The following equipment is used:**

**JANUS 2020 Pit**

**JANUS D2020 Communications Doc**

**Intermec Desktop Bar Code printer 4100 and 3400**

**Intermec 1545 Hand Held Scanner and D Visible**

**Intermec Wedge 9710 and 9730**

**Intermec 4 slot battery charger**

**Portable printer Code writer 4102 and Zebra PT 400**

**Additional Bar Coding information can be found at the AIT website:**

**<https://www.drms.dla.mil/drms/internal/Business/Logistics/AIT/ait.html>**

**SOP for procedures on using Bar Coding equipment is also available on the AIT Web site. 24 Sep 04**

7. When same-day processing is not expected and signing block 22 of the DD Form 1348-1A is not practical, e.g., boxes/pallets containing multiple items with multiple DTIDs, use the receipt control system, DRMS Form 355, Unprocessed Receipts Control, or use the Pre-material Receipt barcode method (See DRMS-I 4160.14, Volume IV, Control Unprocessed Receipts located at the DRMO.)

8. In-Place Receipts. For property received in place prepare a MOA between the DRMO and the appropriate generating activity, see paragraph L this chapter. The MOA should cover such issues as physical custody, special handling, physical security, accountability, vehicles, loading, maintenance of vehicle keys, etc. Ensure that the wording of the MOA fits the situation (DRMS-I 4160.14, Volume I, Supplement 3). Accept accountability only, with a full information barcode label applied to property. Barcode label is not required for each individual item, but each DTID. Custodial responsibility of the property remains with the generating activity.

**NOTE:** Do not allow screening, tagging or removing of property in backlogs. Place all property on the accountable record before allowing any disposal action (RTDS).

9. Supply Condition Code (SCC) Challenge/Changes. The inspection of property decides the course for further processing. Include verification of item identity, quantity and the assigned SCC during inspection. If an item appears to have an improper SCC, change the code if non-technical property or challenge to the generating activity. If the generating activity considers the code to be invalid, include the name, title, and organization of the individual changing the code and the reason for changing the SCC on the documentation.

10. Rubber Stamp. When entering data on DD Form 1348-1A rubber stamps may be used for several entries, see DRMS-I 4160.14, Volume IV for specifics. Stamps may not be used for signature requirements.

11. Where personnel resources permit, DRMO individuals responsible for signing release documents will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reasons for deviating from it and place it in the official office administrative files. The DRMO Chief/Site Manager will review and update this documentation annually or when personnel changes impact this policy. Do not consider the Accountable Property Officer for this deviation.

**B. RECEIVING PROCESS (Non-Hazardous)**

1. Usable Property Receipt/ Non Hazardous. Ensure the generator provides required number of legible copies of DD Form 1348-1A/2 (DTID) to the DRMO. The DTID will be prepared according to guidance contained in DoD 4160.21-M, Chapter 3, attachment 1, and must accompany each turn in with the exception of furniture, as described below. The DTID may be prepared on automation equipment (must match prescribed form) or hand written.

**a. DRMOs will enter descriptive data and take pictures in FLIS Plus for LSNs in the following classes that qualifying for a single line item DAISY input (\$800 or over) in condition F7 or better:**

- 1925 Small craft
- 1940 Service vessels
- 2320 Trucks
- 38 Construction equipment
- 6515 Medical equipment
- Commercially available items, in A or B condition, \$50,000 Acquisition Value and over, with DEMIL code A, B or Q.

**Exceptions:** At the DRMO Chief’s discretion, LSN property that is hard to move or property that has good reutilization potential may be added.

**NOTE:** A-76 Sites are not excluded from this initiative; however, implementation is delayed until required contractual actions are identified and/or executed. (This instruction will be updated at that time.)

**In FLIS Plus, note that descriptive data must be entered for each LSN before the photo is input; it is critical that this data is useful for the customer’s needs. Random samples will be reviewed by DRMSON for compliance.**

**FLIS Plus is located on the WWW at:** <http://www.drms.dla.mil/drms/flisplus>.

**FLIS Plus database for adding photos and additional descriptions, you will need a password to access. Please email [s9d3649@mail.drms.dla.mil](mailto:s9d3649@mail.drms.dla.mil) with your Login ID, site name, and telephone number. Employee will be added and instructions for use will be emailed.**

**The MIDAS WWW “LSN FLIS Plus Photo Availability” report, found at the following link, will be used to track DRMO compliance:** <http://www.drms.dla.mil/drms/internal/General/Reports/reports.html>.

**b.** Furniture receipts may be received with or without a DTID. For generators electing to use DTIDs, the DRMO will still sign or initial for receipt and provide a copy back to the generating activity.

**c.** For turn-in of furniture without a DTID, furniture receipts may be annotated on a “Tally-In” sheet, accumulated, and entered into DAISY by using a generic DTID with the DRMO’s DoDAAC as the turn-in activity. DRMOs use the DRMS Form 18a and 18b, see note below. Furniture received without a DTID would not be eligible for reimbursement.

**NOTE:** The new Tally-In Sheets can be found on your Form Flow the new Form Numbers are DRMS Form 18a(Furniture Tally In Sheet) and DRMS Form 18b (Disposable Tally In Sheet [Can be used for scrap or Furniture]). The number of the forms on the Form Flow index is Drms018a and Drms018b.

**d.** Furniture will be received under a Local Stock Number (LSN), with a DRMO generated turn-in document number, for the appropriate quantity. General guidance on how to construct a LSN is in DRMS-I 4160.14, Volume IV, Chapter 2, paragraph 7b, NOTE 3. The DRMO generic DTID will be constructed as follows: (Sample, some entries could change, i.e. Supply Condition Code, unit price, etc)

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document identifier	1-3	XR1
Unit of Issue	23-24	EA (each)
Quantity	25-29	Number of items turned-in
Disposal Authority Code	64	N
DEMIL Code	65	A
Supply Condition Code	71	Actual SCC
Unit Price	74-80	Average cost of each item

<u>BLOCK (S)</u>	<u>ENTRIES</u>
1 Extended \$ value	Quantity times unit price
3 DoDAAC	Receiving DRMO DoDAAC-6 position
17 Item nomenclature	E.g., Chairs, wooden; Desks, metal
22 Received by	Signature or initials of receiver
23 Date Received	Julian Date
24 Document Number	DRMO DoDAAC (6 position); Julian date (4 digits); Serial # (4 digits)
25 Stock Number	LSN (e.g., 7110-00-CHAIR or DESKS, etc.)
27 Additional Data	As appropriate – at DRMO’s discretion more descriptive info for RTDS customers; storage location, etc.

**e. For turn-in of paint under a Local Stock Number (LSN), record an abbreviation of paint color (e.g. 'BLK') as part of the Stock Id as '801000PAINT0BLK' or enter the color in the item name (e.g. 'Paint, Latex, Black').**

2. DRMOs will validate property at time of turn-in to the maximum extent feasible as follows:

- All usable material in the following critical/sensitive FSGs/FSCs must be turned in to the DRMO with its assigned, valid NSN when available: FSGs 10, 11, 12, 13, and 14 and FSCs 1560, 1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2330, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960, (5810 and 5811 equipment which is classified or designated CCLI is the responsibility of the owning military service) 5820, 5821, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5985, 5998, 5999, 6615, 6920, 6930, 6940, 8470, and 8475.
- When property in the above critical/sensitive FSGs/FSCs is received with an LSN it must meet the following criteria.
  - A Local Stock Number (LSN) may be accepted only when the material cannot be identified to a valid NSN in FEDLOG, is considered lost, abandoned, OR unclaimed privately owned personal property, confiscated or captured enemy material. At a minimum, record positions 8 through 22 of the DTID (DD 1348-1A) will contain the Federal Supply Class (FSC), NATO codification bureau code, and noun/nomenclature and/or part number.
  - Due to national security concerns, the FSGs/FSCs listed above require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include the appropriate FSC, the valid part number and manufacturer’s name, nomenclature that accurately describes the item to include declassification, removal of COMSEC components, the end item application, and a clear-text statement explaining why the NSN is not included. This information may be annotated directly on the DTID or securely attached to the DTID.
  - The DTID for any property turned in with a LSN without an assigned DEMIL code must include the clear-text DEMIL statement. Generating activities may request assistance of the DRMO, DRMS, DLA or the item manager for the FSG/FSC to determine the appropriate statement that is required. Assist generating activities in developing the clear-text statement and assignment of the appropriate DEMIL code.

3. NSNs may not be changed to LSNs unless approved by the Property Management Branch (PMB) or the DRMO Chief. Only on rare occasions should this change be made, such as when the NSN on the DTID does not appear in DAISY or other acceptable situations. A statement or reason as to why the NSN was changed to a LSN should be annotated on the DTID and initialed by the approving supervisor.

- Physical processing of DD Form 1348-1A/2

**NOTE:** DTIDs for BATCH LOTTED property do not require signing or initialing in block 22 or dating in block 23. Copies of the DTID must be furnished to the generator unless they have agreed in writing that a copy is not required.

- Processing hard copies of DTID, DD Form 1348-1A/2, for other than batchlotted property as follows:
    - Return one copy of the DTID to the generating activity. This requirement may be eliminated if the generating activity provides notification in writing that it is not required.
    - For turn-ins accompanied by a representative of a generator a conditional copy will be provided at the time of delivery. Receivers will sign or initial block 22 and date block 23 of the DTID. This constitutes conditional acceptance and this copy becomes official receipt copy unless property is rejected.
    - DRMO will refer to DRMS WWW (DTID history), <http://www.drms.dla.mil/drms/midas/index.html> if they need confirmation of turn-in.
  - Electronic Processing of copies of DD Form 1348-1A/2 (DTID) back to the generator.
    - Notification in writing must be on file.
    - A listing of received property may be provided to the generator, if accepted.
  - Rejecting Property
    - A copy of DRMS Form 917 will be prepared to reject the property within 7 days.
    - For property turned-in by other than the generator or not accompanied by a representative of a generator the property must be rejected within 5 days.
    - Trouble items will be move to a holding area with one copy of DRMS Form 917. The RPO is responsible for ensuring that property is safeguarded (see DRMS-I 4160.14, Volume I, Chapter I, **paragraph F(5)(o). 11/18/02**)
    - Forward one copy of the DRMS Form 917 to the generator. Arrange with generator for return of the property or resolution of problem(s) causing rejection.
    - One copy of the DRMS Form 917 will be retained for files.
    - Ensure CLR transaction is accomplished if property has not been place on inventory.
    - Ensure RUGA transaction is accomplished if removed from inventory.
4. Direct the driver to unloading site or to the office to sign-out.
5. Match the DTID against the property being turned in.
6. Property Acceptability
- NSN or LSN (see B2 above).
  - Unit of issue.
  - Total quantity. If quantity does not match, attempt to resolve between the DRMO and the generator, any discrepancies over \$800 or any discrepancy of pilferable/sensitive, hazardous or MLI/CCLI property, circle the incorrect quantity and enter actual quantity in Block 10.

If the Central DRMO Chief/Site Manager determines that the time required counting the property not be justified, generator count may be accepted.

Exceptions to actual counts are limited to:

- Items batch-lotted or being batch-lotted.
  - Large quantities of small items in other than original pack.
  - Large quantities of items in original pack, e.g., use of box count.
- d. DEMIL code/certifications.
- If DEMIL code is missing, place item aside and contact Generator Activity for resolution/rejection.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1

- Determine if inert certificate is required. If a certificate is required, ensure that it is attached to the original copy of the DTID, and the two signatures correspond to the list provided by the generator. If there is no certificate, property will be rejected.
- If DEMIL was accomplished by the generator prior to turn-in a completed and valid DEMIL certificate with two signatures must accompany the property.
- Review the validity of DEMIL coding and to challenge coding suspected to be incorrect in accordance with DRMS-I 4160.14, Volume VII.
- If invalid DEMIL Code reject.
- If generator DEMIL is performed and the result is scrap residue, no certification is required upon turn-in. If generator DEMIL results in the turn-in of usable components, the generator is required to provide the DEMIL certificate.

e. Disposal Authority Code.

f. Unit price.

g. Generator's DoDAAC. The DoDAAC/FEDSTRIP code on disposal turn-in or requisitioning documents (electronic or hard copy) must be listed in the official DoD Activity Address File on the DAASC web site: <http://www.daas.dla.mil>. Turn-in documents not having correct DoDAACs/FEDSTRIPs will be rejected in accordance with DRMS-I 4160.14, Volume II, Chapter 2, Paragraph B3, Rejecting Property. If there is no entry in the TAC 3 address location on the DAASC web site, but the TAC 1 shows a valid address do not return to the generating activity. If there is no TAC 3 address, it is to be considered the same as the TAC 1. Because DAISY will not process without a TAC 3, DRMOs are to contact DRMS-RF for a special load into DAISY. Special loads are also required for FMS/HAP organization, and in BOSS for hazardous waste disposals. For the most expedient response, these requests should be e-mailed to [dodaac@mail.drms.dla.mil](mailto:dodaac@mail.drms.dla.mil) with an appropriate comment; e.g., this DoDAAC needs a TAC 3 update in the DAISY system.

AF activities using DoDAACs beginning with "FY" are required to establish accountability through the base/depot accountable supply officer. These DoDAACs have been established as "ship to" addresses only and are not authorized for receiving or requisitioning property. Generators with questions in this regard should be directed to the AF DoDAAC Point of Contact (POC) shown on the POC list at the Logistics web site under "Invalid DoDAACs".

h. Assign a Disposal Condition Code (DCC) and enter on the DTID. Challenge or change incorrect condition codes as follows:

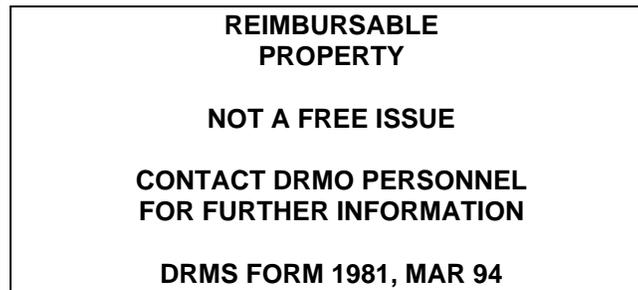
- Use discretionary authority to change for specified categories and sound rationale to challenge SCCs.
- If the SCC appears suspicious challenge the code.
- View items in their original pack and unopened containers coded "condemned" or "unserviceable" upon turn-in with doubt and challenge the generator.
- Include hazardous property receipts in the challenge process.
- For consumer type property, (i.e., general hardware, clothing, tools, furniture), use discretion to change and assign the appropriate SCC.
- Document any changes to SCC at time of turn-in on the DTID. Include name, title, office symbol and rationale for change.

i. Nomenclature

j. Reimbursement data. If the DTID has a reimbursement fund cite, receivers are to determine if the property is truly reimbursable see DRMS-I 4160.14, Volume VI. If reimbursement is suspect, discuss with the Site Management. If the decision is that the proceeds are not reimbursable, an annotation should be made on the DTID, to be processed in DAISY, and on the return DTID/electronic listing of property back to the generator that reimbursements are not authorized.

(1) Conversely, if at time of receipt, it is obvious the property is applicable for reimbursement, the generator should be contacted to obtain the appropriate fund cite. The generator should also be instructed, at that time, to place the fund cite on future DTIDs, to ensure future reimbursements are completed.

(2) For reimbursable property, attach an adhesive backed stick-on label, DRMS Form 1981, Reimbursement Data to the copy of the DTID that goes into the packet envelope, on the packet envelope itself or next to the barcode label.



- k. Value and list of missing components (if available).
  - l. Precious metals indicator code (PMIC) or visual identification of precious metals contents.
  - m. Controlled Inventory Item Code (CIIC). These items are classified and sensitive items and have more stringent processing requirements. See Volume IV, Chapter 2 for addition guidance.
  - n. Small Arms acceptability see paragraph N below.
7. Determine further action if item is eligible for:
- a. Batch-lot (see DRMS-I 4160.14, Volume IV, Chapter 2, paragraph D5)
  - Munitions List Items/Commerce Control List Items (MLI/CCLI) may not be batch lotted by generators. DRMOs are authorized to batchlot property assigned DEMIL Code "B" (MLI, no DEMIL required) and "Q" (CCLI, no DEMIL required), unless the items are assigned to critical FSG 10, 11, 12, 13 or 14 or FSC 1560, 1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2330, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960, (5810 and 5811 equipment which is classified or designated CCLI is the responsibility of the owning military service), 5820, 5821, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5985, 5998, 5999, 6615, 6920, 6930, 6940, 8470, and 8475. DRMOs will make a concerted effort to verify that the DEMIL "B" and "Q" coding designation is correct prior to the batchlotting action. Further, DEMIL Code "B" and "Q" property that is batchlotted will not be commingled with DEMIL "A" items. DEMIL Code "B" and "Q" line items may be batched together, but DEMIL Code "B" will be applied to the lot. Property assigned DEMIL Code "A" (non-MLI/non-CCLI), including that in the critical FSGs/FSCs identified above except for FSCs 5985, 5998 and 5999, may be batchlotted, consistent with batchlotting criteria defined in this instruction. However, if there is any question as to the validity of the DEMIL Code "A" designation, batchlotting will be deferred pending validation of the DEMIL coding.

**FSG 65 property will only be batched by FSC.**

- b. Downgrade (see paragraph E, this chapter).
- c. A local or national sales item. (e.g. hazardous material, cylinders, etc.)
- d. Safety Alert/Latent Defect (SALD)
  - Items in the SALD program are items determined to be unsafe dependent upon the potential defect. SALD notifications are received through the GIDEP. NSNs entered into the PAS are checked against NIINs in the SALD program to identify defective items. When a match is made, a SALD code appears on the computer screen, alerting the DRMO to locate the NIIN in the SALD listing and to process the item according to the applicable instructions. DRMOs are responsible for locally reproducing the SALD list, as required. The SALD code listing is now located/accessible through the following new Web Site <http://www.drms.dla.mil/servlet/SaldForm>.
  - Examples of the type of information the SALD listing will include, but not be limited to, are RTD constraints, sales precautions, whether the GIDEP Safe-Alert affects all items with the same NSN regardless of manufacturer and date, NSN of the major end item (if the unsafe item is a component part), and procedures for ultimate disposal of the items in the DRMO inventory. This may be disseminated through correspondence or special handling procedure as well as the SALD listing.
  - If DRMOs become aware of defective property not on SALD, they are to submit the specific NSN and relevant information through DRMS-B, who will then obtain specific disposal guidance and disseminate appropriately.

e. CV Referrals

- All referrals: Compliance responsibility falls to both the DRMO and DRMS to ensure that only DEMIL A B & Q property is referred to the CV contractor. The DRMO will validate DEMIL coding assigned to items that are being referred/released to the CV contractor. DRMS-BU will review all referrals, other than batches, prior to release to the contractor. If this validation results in a requirement for a DEMIL code change, the DRMO will process DEMIL code changer for action before releasing the property to the CV contractor. DEMIL coding suspected to be incorrect will be challenged according to DRMS-I 4160.14, Volume VII, remove the item, sit aside until DEMIL challenge is conducted.
- Batch lots: The DRMO Chief or designee is responsible for the initial review and verification of items offered to the CV contractor. Use the Consolidated DTID Inquiry and run a report by CV accumulation number to get a list of future items to be referred to the CV contractor. For batch lots, review each individual document within the lot. The query will be made on the list of Critical FSGs/FSCs in the contract, which are FSGs 10, 11, 12, 13 and 14; FSCs 1560, 1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2330, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960, 5810, 5811, 5820, 5821, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5985, 5998, 5999, 6615, 6920, 6930, 6940, 8470, and 8475. Ensure all DEMIL codes assigned to items that are being referred/released to the CV contractor are valid.
- Certifications: All property including batch lots must be verified and certified. The certification must be signed and dated by the DRMO Chief or designee for batch lots or HQ DRMS for usable items and indicate the CV accumulation number or other method of identifying the list prior to referral. The following is what the certification must say:

Critical FSC/DEMIL Review for Commercial Venture - Accumulation Number \_\_\_\_

I (or my designee) have physically inspected this property, reviewed the Consolidated DTID listing, reviewed the daily DAISY Access Reports (named DEMIL Code Change Notice) and taken appropriate action to ensure management of the property is consistent with the nature of the change. I certify to the best of my knowledge these items contain no DEMIL required property.

(NAME AND DATE) \_\_\_\_\_

- Place the report and certifications in the CV file.

f. Special handling (see Chapter 4, this instruction, for special handling).

**NOTE:** Maintain appropriate paperwork to document persons and organization(s) contacted prior to downgrading items to scrap.

8. Completing DTID.

a. Initiate a full information barcode label. Enter data required to complete the DTID, special handling code action/accounting codes, site/location code, batch-lot identification, reimbursement code, material screening code and where property is to be located. "DEMIL REQUIRED" will automatically print on the label when an appropriate DEMIL Code is entered. A barcoded planograph (template) may be used in assigning locations.

- Print sufficient number of labels, when it will not obscure information place one copy on the Source document, otherwise place on back lower right corner and one copy on the property.

b. Distribute copies as follows:

- According to agreement with generating activities.
- Forward one copy to the Central Files area.
- If material is batchlotted by the DRMO (see DRMS-I 4160.14, Volume IV, Chapter 2 for guidance).
  - Annotate FSC or batch number in Block 26 or 27 of the DTID and initial.
  - Prepare summary DTID when batch lot is cleared.
  - Attach a copy of individual DTIDs to summary document and forward to central file area.

c. Attach full information barcode label. If the turn-in consists of more than one item/box/container, etc., ensure duplicate full information barcode labels are placed on each item/box/container, etc. The same concept applies to property received in place. Portable PITS will be used to barcode each DTID, but not each individual piece of property.

9. Store in appropriately marked location by categories.

- Batch-lots. See DRMS-I 4160.14, Volume IV, Chapter 2 for further guidance.
- MLI/CCLI - based on processing state (DEMIL Required, challenged, inert, AEDA, etc.)
- Demanufacturing
- Commodities

10. After all necessary data entry input, notify warehouse person to store/display. A barcoded Planograph (Template) may be used in assigning locations.

#### C. MISIDENTIFIED PROPERTY RETURNS.

Property that is eligible for return to DRMOs due to misidentification by a DRMS activity may be returned in accordance with DRMS-I 4160.14, Volume IV, Chapter 7, Paragraph H1. This is also appropriate for state agencies for a period up to thirty days after issue for misidentified property only. For other than misidentified property, states must handle in accordance with GSA requirements and not returned to DRMS. Addresses (DoDAACs) for state agencies have been added to DAISY and will not reject because they don't match the DAASC file.

#### D. RECEIPT OF NON-RETURNABLE PROPERTY

1. When improperly identified, segregated or packaged property is delivered from off-site generators and the generator is not identifiable; property cannot be returned for reasons, such as the site being closed or the location being too far away to return (e.g., from Saudi Arabia to DRMO Livorno), take the following actions:

a. Complete an overview to determine that nothing is imminently dangerous.

b. Separate all known HP and place in an appropriate location. Do not place the HP on accountable records at this time. Prior to processing the HP, advise the local base commander, that HP has been wrongly shipped to the DRMO and cannot be returned to the generating activity. Stress that because it does not contain proper documentation, including disposal-funding information, steps will be required through their chain of command to obtain the necessary documents and funding obligations. Do not process the HP until the proper documentation is received. Follow-up with the service will be necessary until the required information is obtained. If generators or component service cannot be determined within 45 days, process as found on post.

c. Separate any known DEMIL-required property and store appropriately. If the property is DEMIL coded B, Q, etc., MLI/CCLI - no DEMIL required - continue standard processing. If you can't readily identify special handling requirements, such as DEMIL, look for any type of identification such as data plates, part numbers, manufacturer's name, etc. Use this data and available resources (e.g., FEDLOG) to attempt to find a NSN or assign LSN if necessary. Work with the local command for obtaining appropriate DEMIL codes, if necessary. If DEMIL code cannot be determined use a worst-case scenario.

d. Separate non-hazardous, non-DEMIL-required property contained in a shipment by creating a DTID designating the property as "found on post".

e. Any non-hazardous, non-salable property that requires abandonment and/or destruction will require DRMO funding.

2. When property cannot be returned as a result of distance, as a minimum, prepare a letter to the generator stating the problem and the corrective action taken by the DRMO. Prepare a SITREP if offense occurs more than twice, elevating through DRMS to the generating activity commander.

3. DRMS-O will provide an advice letter to the MACOM commander when these SITREPS are received and return the documents to the ASO that services the unit turning in the property. This should be accomplished at least once a week. If the ASO authorizes generating activity pickup, hold the documents for the generator's courier.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1

### E. MANAGEMENT OF USABLE PROPERTY DESIGNATED FOR DOWNGRADE TO SCRAP

1. Receive as scrap or downgrade to scrap only that property which cannot be marketed and successfully sold as usable property. Emphasis will be placed on shipping to the DEMAN contractor property that may contain hazardous fluids; e.g., PCBs, that was intact at receipt but may become a hazard through the scrapping process must be handled properly. Dependent on the type of property, DRMOs will arrange for the components to be removed. DRMOs/DRMS will fund the disposal when accomplished by other than the DEMAN Contractor.

2. Property turned in with SCC "F", "G", "H" may be downgraded to the appropriate SCL/SCT on receipt. Exceptions to this downgrade action are DEMIL required property, hazardous property, property selected for HAP and other properties, which requires special handling processing.

**3. Property turned in with SCC "Q" will be downgraded to scrap upon receipt (XR3) using the SCL/SCT of CSI on receipt. Items received in SCC "Q" will be mutilated. 17 Feb 04**

4. Mutilation is defined as the act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

5. Mutilation may be performed, certified and verified at the DEMIL Centers or as a condition of sale. When mutilation is performed it must be certified, verified and dated. The statement "I certify mutilation was accomplished in accordance with DRMS-I 4160.14, Volume II": will be placed on or attached to the DTID and placed in the source document file.

6. Property that is eligible and will be processed by the Demanufacturing (DEMAN) Contract is exempt from the above procedures and certification requirements. These items are to be processed according to the procedures for the Demanufacturing Contract. The demanufacturing process will accomplish the required mutilation.

7. Usable property assigned critical FSGs/FSCs (see list B2 above) when eligible to be downgraded to scrap requires mutilation and will be assigned SCL MUT and mutilated. Mutilation is not required for critical FSCs/FSGs assigned DEMIL code A when verified at time of downgrade. DEMIL A property will be physically segregated from scrap accumulations assigned other DEMIL codes and be built as a DEMIL A only scrap pile.

8. To prevent an inadvertent and unauthorized release of critical FSGs/FSCs which become DEMIL-required after the time of receipt of scrap or downgrade action, mutilation is required.

9. Ensure mutilation of safety alert and defective items to prevent reuse for their originally intended purpose through the DEMIL Centers, DEMAN Contract, or as a "condition of sale".

10. Circuit cards, containing precious metals, with critical FSCs that have DEMIL codes "B" or "Q" will not be mutilated prior to downgrade to P8E. They will be handled separately from non-critical FSCs, for retaining identity; the precious metals recovery will complete the mutilation requirements.

### F. SCRAP PROCESSING

1. Inspection, Classification and Segregation. Scrap tally in sheet (DRMS Form 18) will be used when property is received without a DTID or in small quantities. Segregation will be in agreement with the Standard Waste and Classification List (SCL) codes contained in DRMS-I 4160.14, Volume IV, Supplement 1. Assign scrap sparingly to SCL H24 or T24 and segregate within 20 workdays from date of receipt into appropriate SCLs.

a. Take appropriate storage precautions for Higher Value Metallic Scrap including Precious Metals.

b. Boxed Items. When boxed items are downgraded and it is not economically feasible to unbox the contents, ensure that the basic material content of the items is properly identified and lotted for sale.

c. Nonmetallic Scrap. Store cloth and other nonmetallic scrap inside a warehouse or container to protect it from the weather.

d. FSCAP Items. FSCAP items received as usable that have been mutilated prior to turn-in will be processed as scrap (XR2). DRMO will annotate on the DD Form 1348-1A by lining through the NSN and inserting the word "SCRAP". This DTID will be returned to the generator because an in-transit mis-match will occur and may not be cleared on electronic confirmation or receipt listing provided to generators on predetermined frequency basis.

***e. COMSEC/CRYPTO scrap. Those items in FSCs 5810 (COMSEC) or 5811 (Cryptologic) having a CIIC of "9" will be rejected back to the military services. CIIC 9 items must be processed in accordance with National Security Agency (NSA) regulations prior to turn-in of residue, if any, to a DRMO. DRMO's may only accept scrap receipts of COMSEC/CCI property provided it has been processed in accordance with NSA regulations and all decals, data plates and other identification that would indicate that the property was once COMSEC/CCI equipment, have been removed. 27 June 03***

f. MLI requiring demilitarization may not be received as or downgraded to scrap unless required demilitarization has been performed.

g. When MLI/CCLI not requiring DEMIL are received as scrap, or are downgraded to scrap by the DRMO upon or after receipt, they may be commingled with non-MLI/CCLI scrap provided DEMIL Code B is applied to the entire accumulation.

h. When MLIs requiring DEMIL are demilitarized and usable MLI components/component parts remain intact, continue to identify the items as MLI regardless of whether disposed of as usable property or as scrap. When disposed of as scrap, the items may be commingled with non-MLI scrap provided DEMIL Code B is applied to the entire accumulation.

## 2. Weighing Scrap at Receipt.

a. Weigh scrap at time of physical receipt in the DRMO using DRMS Form 146 or an electronic weigh ticket.

b. Scales. DRMOs will arrange inspections of platform, truck, and railroad scales at a frequency not less than annually and more often if required by State and local laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. DRMOs will initiate the action to obtain the services of a qualified scale inspector, and to request repair action when needed.

c. Estimated weights may be used. The official direction for estimating scrap weights, when scales are unavailable is located in DoD 4160.21-M, Defense Materiel Disposition Manual, Chapter 3, Para F4, Scrap Accounting. If scales are not available for weighing receipts of scrap, notify the Forward Support Team chief of the situation. The Forward Support Team chief should notify the DRMS Facilitator of the problem, who will determine, in conjunction with the Forward Support Team chief, whether to involve the DRMS Facilities & Equipment Office in considering procurement of a weigh scale."

d. Dispositions of scrap, i.e., via sale, demanufacturing, etc., must be weighed to provide accurate accounting. Variations should not exceed 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and underages will be processed IAW Vol IV, Chapter 6, Attachment 1, Criteria, Documentation and Approval Levels for Adjustments and Corrections to the Accountable Record.

e. To reduce potential for compromise of tonnage/pounds weighed, do not accept contractor-provided weight tickets. Request weight tickets be mailed or faxed directly from the commercial scale house to the DRMO.

f. For precious metals weighing requirements see DRMS-I 4160.14, Volume VIII.

3. Reclassifying Scrap. When reclassifying scrap from one SCL to another, scrap will be weighed at the discretion of the DRMO Chief or designee.

## 4. Scrap Downgrade After Receipt.

- The DRMO Central Chief is responsible for designating individual(s) to authorize/perform downgrades according to DRMS-I 4160.14, Volume IV, Chapter 6.
- For property surviving RTDS downgrade to scrap if applicable.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1

- For property destined for A&D, downgrade to scrap using **an appropriate SCL Code that identifies material content, i.e., FO1 Wood, G01, G02, & G03 Rubber, H08 Plastic. You must establish a scrap inventory record with the first downgrade of property destined for A&D to accommodate the later referral to A&D for each commodity. Limit the use of SCL code B00 to use for rubbish, a scrap commodity that is never sold. 25 Apr 03** There will be instances when line item accountability remains a mandatory requirement such as for DEMIL required property, hazardous substances, safety alert property or other special handling property. For any or all of these types of property, line item accountability will remain as long as is required for responsible care and safekeeping of the property. The actual downgrade and A&D issue transaction may occur only after the disposal action or the end of the line item accountability requirement.
  - Examples:
    - For DEMIL required property which might become suitable for A&D only after completion of DEMIL requirements, line item accountability would remain until the DEMIL is completed and the DEMIL certificate is certified and verified. Only at that point would the property be downgraded to scrap.
    - In some instances, the line item accountability requirement remains through the final disposal, that is, until property is already buried in a landfill. In such instances, both the downgrade transaction and the referral for A&D must occur after the disposal action is completed.
  - For property on the inventory account as scrap, the process of referring for A&D is unchanged.
  - The net effect of these changes are that all A&D actions will be recorded in DAISY by weight; no A&D actions by line items are authorized.
- For property destined for mutilation including critical FSG/FSC/SALD use SCL Code MUT.
- FSCAP property downgraded to scrap use SCL Code MFS.
- For property other than Demil A that is downgraded to scrap and is either sold or disposed of via service contract, Trade Security Controls clearance and an End Use Certificate are required (see also DRMS-I 4160.14, Volume VII, Chapter 3, paragraph K and DRMS-I 4160.14, Volume II, Chapter 4, Special Processing.

### G. STORING PROPERTY

1. Move property from receiving to designated storage area.
2. Forward barcoded source document to the central files area.
3. Ensure storage of property to maximize RTDS of DRMO assets and to provide optimum visibility. Decisions should be made at the time of receipt as to the extent of display that is most appropriate for final disposition, i.e. sales method, Local Sale, Centralized DEMIL, DEMAN.
4. A DRMS Form 1981 may be used to identify property that is not available for free issue.

### H. STORAGE OF MUNITIONS LIST (MLI)

1. MLI DEMIL (DEMIL required). If the DEMIL code is C, D, or E, place in a separate level, stack, bay/section or area aisle, bay/section or area.
2. Store DEMIL code challenged items in a separate location until challenge is resolved.
3. Usable MLI/CCLI not requiring DEMIL may be commingled with non-MLI in national accumulations.
  - Inside the United States, Puerto Rico, Virgin Islands, American Samoa, Guam or the Trust Territory of the Pacific Islands, DEMIL codes A, B, or Q may be stored in the same national sales display area.
  - Outside the United States, Puerto Rico, Virgin Islands, American Samoa, Guam or the Trust Territory of the Pacific Islands, DEMIL code B, and Q must be placed in the national sale display area.
4. Install identification placards at display location designated for DEMIL.
  - a. MLI - DEMIL required.
  - b. DEMIL code challenged items.
5. Place MLI requiring DEMIL in the designated display location.

**NOTE: DEMIL posters (DRMS Form 333, "DEMIL REQUIRED" and 334, "DEMIL CODE CHALLENGED") should be prominently displayed in receiving areas to facilitate receipt processing of MLI/CCLI. Pocket cards that contain the list of critical FSGs/FSCs/DEMIL Buzz Words are also available as tools for receiving**

*personnel; these cards are DRMS Form 1995-1. These items can be ordered via e-mail at Forms@dlis.dla.mil*

6. Attach "DEMIL Required" placard or conspicuously mark larger items which are located outside the designated "DEMIL Required" display area.

7. Place DEMIL code challenged items in the designated hold area pending resolution of challenge.

8. Attach "DEMIL Code Challenged" placard or conspicuously mark larger items that are located outside the designated "DEMIL Code Challenged" display area.

9. Complete display action according to paragraph F above.

#### I. RELOCATE PROPERTY AFTER DEMIL CODE CHANGES

1. If a change occurs after the property has been received, relocate property.

2. Prepare new barcode label to change:

- DEMIL Code
- Storage Location as required
- Sales Referral

3. Place barcode on property and move property to proper storage location.

4. If the property cannot be found, go to paragraph I below.

5. See DRMS-I 4160.14, Volume VII, for guidance on DEMIL Code changes during the sales process.

#### J. RESEARCHING MISSING/TROUBLE PROPERTY

1. If property cannot be found, recheck location and surrounding locations, if found place in assigned location.

2. When property is not in location:

a. Review/research access reports and related documentation to determine if the item was issued, downgraded or adjusted from record.

b. Check to see if the item was moved and awaiting DEMIL without input of a location change or not yet input to the system.

3. Prepare DRMS Form 39-3 or DD Form 200 according to DRMS-I 4160.14, Volume IV, Chapter 6.

#### K. RESOURCE RECOVERY AND RECYCLING PROGRAM (RRRP)

1. General. DoD RRRP provides 100 percent reimbursement of the proceeds from the sale of recyclable material to generating activities (military department of defense agencies) that establish and operate qualifying recycling program (QRP) that reduce waste streams, prevent pollution and conserve natural resources (10 U.S.C. 2577, Public Law 97-214). Definitions of terms used in 10 U.S.C. 2577 follow:

a. Qualifying Recycling Program. Organized operations that require concerted efforts to divert or recover scrap or waste from the waste streams, as well as efforts to identify, segregate, and maintain the integrity of the recyclable material in order to maintain or enhance the marketability of the materials, are qualifying recycling programs.

b. Recyclable Material. Includes materials diverted from the solid waste stream and the beneficial use of such materials.

- Recycling is further defined as the result of a series of activities by which materials that would become or otherwise remain waste, are diverted from the solid waste stream by collection, separation and processing and are used as raw material in the manufacture of goods sold or distributed in commerce or the reuse of such materials as substitutes for goods made of virgin materials.
- The term also includes, for purposes of the RRRP policy document, scrap (including ferrous and nonferrous scrap) and, specifically, firing range expended brass and mixed metals gleaned from firing range cleanup which do not require DEMIL.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1

### 2. Management and Disposition of Recyclable Materials

a. The Deputy Secretary of Defense has assigned to DLA overall management responsibility for market research and for conducting sales for the military departments of DoD-generated recyclable materials. DLA has in turn delegated these responsibilities to DRMS.

b. Eligible recyclable materials, includes (but is not limited to) paper, food waste, plastic, glass, all cardboard and other packing materials, newspaper, empty food and beverage containers and ferrous and non-ferrous scrap.

c. The following may not be accepted/sold through QRP: precious metals, government furnished materials, hazardous wastes, unopened containers of used oil, solvents or paints, or usable items.

d. MLI/CCLI is ineligible for reimbursement to a QRP regardless of who serves as the sales agent (DRMS or generator). This includes:

- MLI requiring DEMIL both DEMILLED and UNDEMILLED. This includes property that has been DEMILLED by the generator prior to turn-in.
- Scrap resulting from the residue of DEMIL, regardless of who performed the DEMIL.

**NOTE:** See DoDI 4715.4. This instruction authorizes QRPs to recycle firing-range scrap consisting of expended brass and mixed metals gleaned from firing range clearance through direct sales. Mixed metals gleaned from firing range clean up are defined as material (e.g., shrapnel) which is in a form that is unrecognizable from its original configuration and does not require further DEMIL. For information, the DoDI prescribes that generators in CONUS who choose to sell expended brass through direct sale must mutilate it by crushing, shredding, cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc., or otherwise destroying it prior to sale. If generators sell expended brass through DRMS, there is no mutilation requirement. The rule for OCONUS is different. OCONUS QRPs can recycle expended brass through the DRMO. However, in order to qualify for reimbursement, the generator prior to turning accountability over to the DRMO must demilitarize it.

e. DRMOs must ensure that only one QRP account is established on each installation that the DRMO services.

f. QRP designated coordinators must certify on the turn-in document that material turned in under the auspices of the DoD RRRP meets all applicable qualifications. QRP coordinators must also certify that materials being turned in for reimbursement are not MLI requiring DEMIL. Validate and/or challenge this certification at the time of turn-in. Elevate any local unresolved differences of opinion to the DRMS Scrap Business Unit.

g. Insure that eligible RRRP proceeds are credited to the single F3875 budget clearing account for the QRP. All materials not turned in as part of the QRP to the DRMS DWCF account.

h. Any amount received for QRP sale item requires reimbursement to the generator(s).

i. Reimbursement of proceeds from the sale of usable property downgraded to scrap is *not* authorized.

j. Procedures. Process RRRP property in the same manner as other types of scrap. Provide generating activities with current market information, sales service, guidance and training in scrap identification and segregation, and proper turn-in methods. Furnish initial storage containers for more valuable type of recyclable materials. Recyclable material identification methods are in DoD 4160.21-H, Chapter IV.

### L. RECEIPT OF HAZARDOUS PROPERTY (HP)

1. Specific instructions for the receipt of hazardous property are located in DRMS-I 6050.1, Chapter II, Receipt.

2. Do not downgrade hazardous property. Remove hazardous material within a 180-day timeframe. The 180-day timeframe may be extended if additional time is required to sell hazardous property on national sale provided appropriate hazardous class compatibility storage exists and containers are in good condition.

a. Notify the environmental specialist when hazardous property is turned in.

b. Do NOT batch lot hazardous property or downgrade to scrap. Exception: used oil and large volumes of lead-acid batteries may be downgraded to scrap (see DRMS-I 6050.1, Chapter XXI, Batteries).

c. Direct driver to the unloading site. Route HW to the conforming storage site.

d. Verify composition of the hazardous property turn-ins.

e. If the turn-in does not meet HM/HW turn-in requirements, complete DRMS Form 917, Property Disposal Reject/Advice Notification when property is improperly identified, labeled, marked or packaged.

f. Store property.

#### M. RECEIVING PROPERTY IN PLACE

1. Coordinate with generator to inspect property prior to receiving in place. If authorized prepare MOA; see Volume 1, Chapter 1.

a. DRMO accepts accountability

b. Generator has physical responsibility/custody.

c. Hazardous property will be according to DRMS-I 6050.1.

d. Property requires special handling, see Chapter 4, this volume.

**NOTE:** If accountability cannot be accepted coordinate refusal with generator. If a DTID has been received, prepare an original and two copies of DRMS Form 917 noting the reason for property refusal in the remark block. Attach one copy to property, forward one copy to the generating activity and retain one copy.

e. Receive according to paragraph B, Receipts, this volume.

2. Forward Receiving Activities. A FRA is a location where DRMO personnel or contractor personnel perform the function of receiving property for disposal on behalf of another physical location/servicing DRMO. The FRA is the receiving line for a Servicing DRMO not co-located with the property being received. FRAs may be temporary, use as contingency or is a permanent site to receive property for a servicing DRMO. A FRA may be placed at a generator's site if the generator is willing to provide a minimal amount of space required and system connectivity for the operations. FRA sites are not always manned. A MOA is prepared. FRAs may operate on a scheduled or rotational basis depending on the generator's requirements and ability to meet the FRAs support needs.

a. FRAs will ship usable items over \$800 in acquisition value, pilferable/sensitive or DEMIL required property to the Central DRMO in time for it to be received onto the accountable record within five (5) working days after initial arrival at the FRA. On arrival at the FRA, said property will be tagged with the Unprocessed Receipt Form DRMS 355, and all DTID documentation will be attached to the property. On arrival at the Central DRMO, the property will be considered backlog from day of arrival at the FRA if it is not entered onto the accountable record within the stipulated five (5) working days. If the property cannot be shipped from the FRA within five (5) working days, the FRA will process a receipt transaction into the FRA DAISY account or report the property as backlog. When shipped, the Central DRMO will then process a change of location transaction upon arrival of property from the FRA.

b. For bulk usable, rolling stock, low dollar value, scrap, or other property that will remain at the FRA, the FRA will process a receipt transaction in to the FRA DAISY account or report the property as backlog if not received within five (5) working days.

c. FRAs that are currently inputting all property into the DAISY account at the FRA and using barcode labels prior to shipment to the Central DRMO are encouraged to continue this practice to facilitate receipt at the Central DRMO.

d. The procedures for processing hazardous materials are not affected by this.

#### N. RECEIVING SMALL ARMS WEAPONS AND RELATED PARTS, COMPONENTS AND ACCESSORIES

(See DoD 4000.25-2-M, Chapter 12, DoD 4160.21-M-1, Chapters II and III and Appendix 4, Category 1 and DoD 4160.21-M, Chapter 4).

1. Small Arms. Small arms are defined as "handguns; shoulder-fired weapons; light automatic weapons up to and including 50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder-fired; and individually operated weapons that are portable and/or can be fired without special mounts or firing devices and that have potential use

## **DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1**

in civil disturbances and are vulnerable to theft.

2. Receivers will determine acceptability and ensure that small arms certifications are provided for complete small arms weapons and small arms barrel and receiver groups. One signature, that of the individual who inspected the material, is required. The certification must read as follows:

'I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material.'

**NOTE:** Undemilitarized bolts and barrels should be received as pilferable property.

3. Accountability. Accept accountability but not physical custody for small arms/receivers. Do not batch small arms.

4. Storage. Only DRMOs with approved weapon storage areas are authorized to store small arms.

5. Small Arms Receipt. Receive small arms weapons in two forms, partial and complete. They will not be mixed on a DTID. If missing parts are not listed, reject the item with a DRMS Form 917. State on the form that the NSN is for a whole item only and does not apply to the item turned in.

a. Match the DTID against the property being turned in, ensure the disposal authority code has been provided and verify the documentation against the property.

(1) Ensure that all weapons received under one DTID have the same supply condition code and that lists of all serial numbers are provided with the DTID.

(2) Include small arms certification on DTIDs for all small arms weapons, receivers or barrels.

(3) Accept partially complete weapons only if they have a supply condition code of G with all missing parts listed.

(4) After determining acceptability continue the receipt process in accordance with paragraph B, this chapter.

b. All small arms in DoD control are registered and tracked through the SASP. Input DRMO-demilitarized small arms/receivers (to include confiscated, privately owned (claim property) and NAF weapons turned in for disposal) to the SASP.

c. After DEMIL has been performed, input transaction according to DRMS-I 4160.14, Volume IV, Chapter 10 for DRMS SASP accounting procedures.

d. Identify residue of demilitarized small arms/receivers into the appropriate scrap classification. Do not identify by NSN or serial number.

### **O. ABANDONMENT/DESTRUCTION**

1. Instructions. Detailed instructions on abandonment or destruction are in DoD 4160.21-M, Chapter 8. See below for instructions/use of DRMS Form 240, Economy Formula Worksheet, for economy formula computations where required. See below for form.

DRMS FORM 240

ECONOMY FORMULA WORKSHEET (DRMS-I 4160.14, Volume II - Instructions on Reverse)			DATE
ACTIVITY	LOCATION		
DTID NO.	NSN		
DESCRIPTION	QTY OR WT		
UNIT ACQ COST			
TOTAL ACQ COST			
<u>COSTS/EXPENSES</u>			
1. ESTIMATED GROSS SALES VALUE			
2. ESTIMATED COST OF PROCESSING			
a. COLLECTION \$			
b. SEGREGATION \$			
c. STORAGE/PRESERVING		\$	
d. OTHER PROCESSING		\$	
e. TOTAL \$			
3. ESTIMATED COST OF PREPARATION AND DELIVERY FOR SALE			
a. PERSONNEL SERVICES		\$	
b. PACKING, CRATING, BALING		\$	
c. OTHER PREPARATION		\$	
d. SALES DELIVERY		\$	
e. TOTAL \$			
4. COST OF DIRECT SALES OVERHEAD (15% of Line 3e)			\$
5. TOTAL (Add Lines 2e, 3e, and 4)			\$
6. NET SALES Value (Line 1 minus Line 5)			\$
7. ESTIMATED COST OF ABANDONMENT OR DESTRUCTION			\$
8. NET SALES VALUE COMPARED TO ABANDONMENT OR DESTRUCTION (Line 6 minus Line 7)			\$
<b>RECOMMENDED DISPOSITION AND JUSTIFICATION</b>			
TYPED NAME AND GRADE OF PROPERTY DISPOSAL OFFICER		SIGNATURE	

DRMS FORM 240 May 90 (Jan 86 edition is usable)  
NSN 754600L000240

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1

2. Signature Exceptions. When you are required to receive non-salable items that cannot be disposed of otherwise, and the only landfill available is a commercial landfill, both signers of the abandonment or destruction certificates may be DRMO employees if:

- The DRMO has received physical custody of the property and
- The property is not subject to special handling.

3. Public Notification Requirements. Public notification of abandoning or destroying surplus property is no longer required. Maintain records of all abandonment and destruction actions for future verification of action taken according to DRMS-I 4160.14, Volume IV, Chapter 9. Foreign excess property may also be abandoned or destroyed without public notification if this course of action is not in conflict with existing country-to-country agreements, DoD 5105.38-M and Unified Command Supplement.

4. Abandonment or Destruction Alternatives (A or D). Use the following suggested methods to avoid A or D costs.

a. Ensure that shelf life standards are appropriate. They may have been changed and property could be salable.

b. Obtain necessary approvals through DRMS to run open retail sales for unsalable items such as wood scrap. Workable criteria is sales per pickup truck load.

c. Shred wood scrap for maximum space in packing rolloffs for disposal in landfills.

d. Attempt to sell shredded wood scrap. (Can be sold for mulch or other decorative type products. Also, some materials can be shredded for use in carpet and carpet pads.)

e. Make every effort to identify and utilize government owned and approved landfills, specifically in the local area.

f. Determine if any A or D property may be appropriate for disposal in a host operated construction/demolition landfill.

g. Work with state to identify approved lists of EPA/state landfills for solid waste and asbestos items.

h. Place more emphasis on donation in lieu of A or D.

i. If one DRMO does not have a market for some types of property normally requiring A or D but another one does, determine if transfer of accountability is covered by proceeds, and negotiate forwarding to the DRMO that can process without A or D.

### P. RETROGRADE

1. Retrograde Policy. Retrograde is defined, as the process of transferring DoD owned property from U.S. overseas facilities to CONUS. Pursue this type of disposal action when host country disposal or third country disposal is not possible, environmentally unsound, or prohibited. In general retrogrades are only used for returning HM/HW to CONUS for ultimate disposal. However, all types of DoD owned property can be retrograded. Accomplish by using the criteria outline on DRMS Form 1944. Any property accepted by you destined for return to CONUS is at the generator's expense. Deliver all HM/HW to a permitted disposal facility and initiate ultimate disposal actions according to existing laws/regulations.

2. Military Interdepartmental Purchase Requests (MIPRs). Prior to movement of retrograde property, generators will furnish DRMS-R with MIPRs. Issue MIPRs with sufficient balances to fund packing, crating, handling, transportation and disposal of retrograded property.

3. Authorization. Unless authorized by DRMS, use the Defense Transportation System (DTS) to transport retrogrades to CONUS. Move retrogrades intact (i.e., all property identified by the same unique retrograde number). Where practical, use dedicated, standard size shipping containers.

4. DRMS Project Managers' Responsibilities Coordinate with Traffic Management Office, Military Sealift Command and the Military Traffic Management Command to ensure the timely, safe and compliant transport of retrogrades. These offices will provide DRMS with ship schedules, estimated time(s) of arrival, routing and other

pertinent scheduling information.

5. Requirement of 40 CFR 262.60. DRMS will use the host DoD port EPA Identification Number (or DoD activity where the receiving DRMO is located) to satisfy the requirements of 40 CFR 262.60. DRMS will use their own EPA Identification Number to satisfy the requirements of 40 CFR 262.60.

#### Q. TRANSPORTATION

When shipping property for various requirements, (FRA to DRMO, DRMO to DRMO/Centralized DEMIL Site, CV partner, chaff to DRMO Crane) decisions will be required on the appropriate transportation method. Where feasible, FedEx will be used and tracking will be accomplished via their WWW site. In instances where shipments are 180 pounds or less or where cubic feet for fast track is appropriate, International Merchant Purchase Automation Card (IMPAC) will be used for payment. Other funds required for shipping will be processed through the standard DRMO budgeting techniques.

#### R. DISPOSAL OF FOREIGN ASSETS

Disposal services to foreign countries (foreign assets) may only be processed by way of a DRMS Foreign Military Sale (FMS) Letter of Offer and Acceptance (LOA).

- **For example:** DRMS cannot accept NATO property (or other property owned by a foreign government or entity) for disposal until the FMS case is written, signed, and NATO pays for the disposal services, in advance (just like a sales contract). If DRMS accepts property and a case is never completed, disposal options are eliminated. Even if it could be accepted and sold, there is no authority for DRMS to retain the sales proceeds.

#### S. STATE AGENCY PROPERTY

The 1982 Memorandum of Understanding (MOU) between DoD and GSA that allowed State Agencies to turn-in "un-donable" surplus property to DRMOs for disposal is no longer in effect.

Its discontinuance requires state agencies to dispose of property previously requisitioned from DRMOs in accordance with the direction outlined in 41 CFR.

For non-demil required property, 41 CFR, Subpart 101-44.202(4) requires donees to return donable property to the State Agency, if while still usable the property has not been placed in use for the reason it was donated or ceases to be used by the donee.

For demil required property, 41 CFR, Subpart 101-42.1102-8(c) State Agencies are not to return property requiring demilitarization but are to comply with the appropriate requirements in the DoD Demilitarization Manual (DoD 4160.21-M-1).

DRMOs may accept property from state agencies if the property was previously obtained from DRMO with a later determination (within 30 days) that it was misidentified.

State agency Recycle Control Point (RCP) customers with qualified returns will work with the nearest DRMO.

All customer returns will be accomplished using standard scheduling policies and procedures outlined in DoD 4160.21-M, Chapter 3 and DRMS-I 4160.14, Volume II, Chapter 2, paragraph A4.

In addition, understanding that state agencies are not to requisition hazardous material unless they have a "known donee" (and unless they complete the certification required in DRMS-I 4160.14, Volume III, Supplement 4), in the event the "known donee" does not work out, the state agency may return the property within 30 days.

Non hazardous property and hazardous material received as a result of a return due to DRMO misidentification at release or "known donee's" inability to accept, will be brought back into the DRMO inventory in accordance with DRMS-I 4160.14, Volume IV, Chapter 7, paragraph H1 and established HM receipt requirements. If a return request is received after 30 days it will be forwarded to DRMS via the waiver process shown in DRMS-I 4160.14, Volume I. These requests will be handled on a case-by-case basis.

Prior to return, DRMOs will need to verify through MIDAS that the property was actually previously requisitioned by the state agency. Additionally, the DRMOs must ensure the hazardous material has not been opened or otherwise tampered with prior to accepting the return. DRMOs may not accept other state agency property.

DAISY has been modified to include state agency addresses so the returns will not reject for invalid DoDAACs.

Process requirements for Service Education Activities (SEAs) to Dispose of Property previously received from

## **DRMS-I 4160.14, VOLUME II, Chapter 2, Section 1**

DRMOs is as follows:

In accordance with 41 CFR 101, for property received prior to December 1998, when donated property becomes excess for the SEA they should:

- Report the excess status to the State Agency for Surplus Property (SASP), asking if they would like the property back.
- SASP is to respond in writing with a "Yes" or "No".
  - If yes - send property to SASP
  - If no - report property to DRMO, asking if they would like the property back.
- DRMO is to respond in writing with a "Yes" or "No".
  - If yes - send property to DRMO
  - If no - dispose of property in economical form (land-fill, if condition of property warrants)

### **T. LAW ENFORCEMENT SUPPORT OFFICES (LESO)**

With the exception of gas masks and night vision equipment all DEMIL required property that has been requisitioned by the LESO will be returned to the DRMO. Standard disposal turn-in procedures (DD Form 1348-1A requirements) are applicable for this property. Gas masks, to include those with filters containing chromium, will be demilitarized and disposed of by the user, in accordance with applicable federal and state disposal requirements. The HW disposal for the chromium filters constitutes demilitarization. Night vision equipment may contain low levels of radiation, making them inappropriate for return to a DRMO. The DLA LESO will arrange ultimate disposal of night vision equipment.

### **U. COMMUNICATIONS SECURITY (COMSEC) EQUIPMENT AND CONTROLLED CRYPTOGRAPHIC ITEMS (CCI)**

*All items designated as COMSEC or CCI fall under the Controlled Inventory Item Code (CIIC) of "9." DoD 4160.21-M, Chapter 3, attachment 2, (Critical FSCs) states, "classified or designated CCI will be disposed of by the owning military service."*

*Those items in FSCs 5810 (COMSEC) or 5811 (Cryptologic) having a CIIC of "9" will be rejected back to the military services. CIIC 9 items must be processed in accordance with National Security Agency (NSA) regulations prior to turn-in of residue, if any, to a DRMO.*

*All other items in these FSCs (e.g. brackets, dials, access panels, retainers, etc.) can be turned in to a DRMO for disposition. DRMOs must check items suspected of being COMSEC/CCI against FEDLOG to validate the CIIC. Suspect items may be turned in under a LSN, or have NSA and/or COMSEC metal identification tags, identification labels or any other markings that may identify the item as COMSEC or CCI.*

*Controlled 5810/11 items not recovered by the generator or found on installation will be managed by contacting the installation COMSEC Custodian, requesting they take custody of the property, and completing a SITREP. 27 June 2003*

## CHAPTER 2 - RECEIPT AND STORAGE (Section 2)

This portion of this instruction is for data entry input to the system. Use the following guidance and screens to input transactions.

Use Receipt and Storage options to establish the accountable record for usable property and scrap. The Receipt and Storage options are listed on the Receipt Selection menu. DAISY determines whether a usable property item is reportable or non-reportable. The information you enter on these screens becomes the property's accountable record in DAISY.

Use each of the receiving options to complete a specific task:

<u>To do this...</u>	<u>Use this screen...</u>
Record the receipt of usable property	Usable Receipts screen.
Record the receipt of scrap property	Scrap Receipts screen.
Record the receipt of property and downgrade it to scrap at the same time	Downgrades Upon Receipt screen.
Record the receipt of upgrades from scrap	Upgrade from Scrap screen.
Record DRMO-prepared batch lots of usable property	DRMO Batch Lots- Usable screen.
Record DRMO-prepared batch lots of downgraded property	DRMO Batch Lots- Downgrade screen.
Record and subdivide property as it is received	Subdivides Upon Receipt screen.
Refuse to accept property at your DRMO	Receipt Refusal screen.

In addition to the menu options, Receipt and Storage contains five windows that display when required.

<u>When this condition exists...</u>	<u>DAISY displays this window...</u>
DAISY does not recognize a DODAAC	Local DODAAC Address window.
You type an M in the HM/HW field on the Usable Receipts screen	Hazardous Material window.
You type a W in the HM/HW field on the Usable Receipts screen	Hazardous Waste window.
You type a 1 in the REIMB code field on the Usable Receipts screen	DTID Reimbursement window.

### A. USABLE RECEIPTS (NSN or LSN).

Use the Usable Receipts screen to record the receipt of usable property or to record the receipt of found-in DRMO property. The Usable Receipts screen is not used to receive DRMO Prepared Batch Lots, and Upgrades from Scrap. (To record these types of property, go to paragraph E, Upgrade from Scrap, this chapter, and paragraph J, Figure 2-15, DRMO Batch Lots). To record the receipt of usable or found-in-DRMO property, complete the following steps.

**1. Access the Receipt and Storage menu.**

Access the Receipt and Storage menu from the DRMO Warehousing Main menu.

DAISY displays the Set and Export RIC Environment Variables screen.

**2. Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

DAISY displays the Receipt Selection menu.

### 3. Select Usable Receipts.

Select Usable Receipts from the Receipt Selection menu.

DAISY displays the Usable Receipts screen (Figure 2-1).

```
replace not stored      update      record 1 of 1
udwa7020.003           USABLE RECEIPTS           02/20/04
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18           09:13
```

DTID_NBR W45G18-2032-0001		STOCK ID 1005 007265684		DT REC 02/01/06	S/P	HM/HW	REIMB		
*** BASIC RECEIPT *** FSC DESCRIPTION									
SWUC: :					SALD: :				
FIIG CD	DAC N	FCC A6	PMIC A	SHLF O	PIL/SEN 4	HAZ /CHLG	SAIC S	ADPE 0	
QTY EA		ITEM RIFLE, CALIBER .22				UNIT PRICE 102.00			
DEMIL D	CHLG 6	PERF 3	SHC	MSC	ACTN ACCT R D	UDJC	DUP	MGT CD	DESC N
PRELOT: : SITE: AO: LOCATION: BIN15LOC1 :									
ENTER GENERATOR DODAAC OR CTRL TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN									
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key									

Figure 2-1. A Completed Usable Receipts Screen

### 4. Complete the Generator DODAAC field. (6 characters)

- If a Generator DODAAC is not displayed, type the correct DODAAC
- If a Generator DODAAC is displayed
  - To use the displayed DODAAC, press **[Enter]**
  - To change the DODAAC, type over it with the correct DODAAC
  - To clear the DODAAC before DAISY creates a UCN, hold **[Ctrl]** and press **Y**, then continue at the next bullet point.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y/N."
- To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
- To create a UCN, type **Y**, and then press **[Enter]**.
  - If DAISY can generate a UCN, The displays the UCN in the DTID\_NBR field. Go to Step 8.
  - If DAISY cannot generate a UCN, The displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen. If DAISY displays "Enter Name," go to paragraph XIV, Entering a Local DODAAC Address.

### 5. Type the DTID Julian date. (4 characters)

### 6. Type the DTID Serial number. (4 characters)

**7. If needed, type the optional DTID suffix supplied by the generator or press [Enter] to bypass.** (1 character)

DAISY validates the DTID number and displays a message. If the message is:

- "Duplicate DTID Number-Do You Wish To Continue? Y/N," go to Step 8
- "Enter Federal Supply Class," go to Step 9

**8. Answer "Duplicate DTID Number - Do You Wish To Continue? Y/N" message.**

To stop working with the DTID number you entered, type **N** and press **[Enter]**, then return to Step 3 and type the correct DTID.

To continue working with the property item but change the DTID Number, type **Y** and press **[Enter]**. The system replaces the DTID number with a unique control number and displays the message "Unique Control Number Assigned - Press [Enter] To Continue." Press **[Enter]**. If it cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

On the DTID, circle the DTID number and write the UCN. From now on, the property will be referred to by the UCN and not the DTID number.

- Prepare a photocopy of the DTID. Reference the original DTID number with the UCN. State "See UCN."

**9. Type the Federal Supply Class.** (4 characters)

If working with an NSN, the Stock ID field consists of the Federal Supply Class, NIIN, and additional data.

When you type an FSC that DAISY recognizes, DAISY displays the FSC name under the \*\*\* BASIC RECEIPT \*\*\* label.

If working with an LSN, the Stock ID field consists of the Federal Supply Class, NCB code, and a name/abbreviated name of the item (e.g., table, sulfacid) and at least three characters of description.

**10. Type the NIIN or Local ID.** (4-9 characters)

If working with an NSN, the NIIN is 9 numeric characters.

If DAISY finds a match for the NIIN, it displays NSN information. If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed. If NSN characteristics are incomplete, (that is, if one or more of unit of issue, unit price, item name or DEMIL code are missing), a pound sign (#) is placed in the first position of the additional data portion of the STOCK ID field. You will complete these fields in later steps. Go to Step 11.

- If DAISY finds the NIIN and the NIIN does not correspond to the FSC you typed, DAISY displays "FSC Changed to XXXX - Do You Wish to Continue with New FSC? Y/N."
  - If you typed the wrong NIIN and want to correct it, type **N** then press **[Enter]**. DAISY displays a blank receipt screen. Retype all information.
  - If you want DAISY to correct the FSC, type **Y** then press **[Enter]**. This corrects the FSC.
- If DAISY doesn't find a match for the NIIN, DAISY displays the message "No match on NSN Char - Continue as LSN? Y or N."
  - To continue and enter the item as an LSN, type **Y** then press **[Enter]**. Go to "If working with an LSN..." at the end of this step. Do NOT type Y unless you know this NIIN is invalid. It is contrary to DRMS policy to use an LSN without first getting the results of a NIIN characteristics search.
  - If you don't want to enter the item as an LSN, type **N** then press **[Enter]**. This displays "Initiate NSN Char Search Y or N."
    - To cancel an NSN characteristics search, type **N** then press **[Enter]**. The screen clears and you may enter another DTID.
    - To initiate an NSN characteristics search, type **Y** then press **[Enter]**. The displays "NSN Char Search Initiated; Print Screen, Press [Return]." If a printer is available, print the screen and attach it to the DTID. If a printer is not available, write the date and "NSN characteristics search initiated" on the DTID. Press **[Enter]** and the screen clears. The cursor is in the DTID field ready for a new entry. NSN characteristics are available within 2 to 7 days after the batch programs are next run. Resume processing this DTID the next workday.
      - When you resume processing, if DAISY displays "NIIN request already underway" at the bottom of the screen, the NSN characteristics request was recorded but has not been processed. Wait

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

another day to resume processing.

- When you resume processing, if DAISY displays "Invalid NIIN, continue as LSN? y/n" in the ITEM NAME field, the NSN characteristics request was completed, but no characteristics were found. To clear the screen and stop processing this record, type **N**. To continue as an LSN, type **Y**, and complete the STOCK ID field as an LSN.

If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed.

If working with an LSN, the NIIN field must contain the name/abbreviated name of the item, at least 3 characters.

11. **If needed, type the Additional Data or press [Enter] to bypass** (2 characters). This field may be used to continue the name of the LSN property.
12. **Check that the DTID and Stock ID are correct.**
  - If they are not correct, press **[Ctrl] U** until the incorrect portion is highlighted or the screen clears. Type the correct information.
  - If they are correct, go to Step 13.
13. **Type the date the property was received and press [Enter]** (8 numeric/special characters). Type the date the property was delivered to the DRMO in the DT\_REC field. The format is MM/DD/YY. For property received in place, type the date inspected.

DAISY displays a message. If the message is

- "Is This Date Correct? Y/N," the date entered is over 20 days ago.
    - If the date is correct, type **Y** then press **[Enter]**. DAISY accepts the date and moves the cursor to the next field. Go to Step 14.
    - If the date is not correct, type **N** then press **[Enter]**. Type the correct date then press **[Enter]** again. Go to Step 14.
  - "Invalid Date. Must Be Current or Past Day," you typed a future date. Press **[Enter]**, then type the correct date.
14. **Type a Special Processing code in the S/P field or press [Enter] to bypass.** (1 character) (See paragraph B, Special processing, of systems input, this chapter.) Type a code to modify the screen for special processing. Special processing is required for specific classes of property. To display a list of Special Processing codes and what classes of property they represent press **[F5]** while the cursor is in the S/P field.

If you press **[Enter]**, DAISY leaves **\*\*\* BASIC RECEIPT \*\*\*** displayed in the middle of the screen. Go to Step 15.

If you type a Special Processing code, DAISY displays the name of the class of property in the middle of the screen. Depending on the Special Processing code typed, DAISY may complete some fields and/or make additional fields available. Skip or change (if required) any fields that DAISY completes. For an illustration of the Special Processing receipt screens and a list of which fields are completed for you, go to paragraph B, Special Processing Codes.

15. **Complete the HM/HW (Hazardous Material/Hazardous Waste) field.** (1 character)
  - If the property is non-hazardous, press **[Enter]** and go to Step 16.
  - If the property is hazardous material type **M**.
  - If the property is hazardous waste type **W**.
16. **Type the Reimbursement code in the REIMB field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)
  - If the item is not reimbursable, press **[Enter]**.
  - If the item is reimbursable, type **1** in the REIMB field.
  - If you typed A in the S/P field, DAISY places a 1 in the REIMB field.

17. **If receiving Abandoned Privately Owned Property, complete the LAST OWNER field.** (1-28 characters)  
Press **[Enter]** indicating the owner is unknown or type the owner's name.

18. **If receiving MM (formerly called IPE) type the DSCR EXCESS REPORT NUMBER.** (4-8 characters) **IT SHOULD BE NOTED THAT DIPEC IS NOW DSCR.**  
The DSCR Excess Report number (always starts with SE4300) is on the instruction letter from DGSC that is attached to the property DTID. A DD Form 1342 should also be attached. The first four digits you type must be a Julian date no greater than the current date.

If the property is supply condition codes A-G and is MM but no DSCR Excess Report number is provided by the generator, call the generator. Ask for DD Form 1342 and DGSC instructions. After you receive them, complete the receipt processing. If the generator did not report the property as MM and wants to prepare DRMS Form 917 and return the property to the generator. If the generator cannot be reached, contact DSCR, Product Center 8, DSN 695-3499 for a report number (see paragraph I).

If DSCR instructions are provided for supply-condition-code-H property or the DSCR letter has a supply condition code different than on the DTID, reject the property with DRMS Form 917.

After the field is full or you press **[Enter]**, DAISY checks the typed field values against the validation tables.

19. **Type the Disposal Authority code in the DAC field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)

If the DAC is not on the DTID, contact the generator for the code and note it in position 64 of the DTID. Write the name and telephone number of the person who provided the DAC in the remark section of the DTID. If the generator cannot provide a code, reject the property by completing DRMS Form 917.

20. **Type the Federal Condition code in the FCC field.** (2 characters)  
The Federal Condition code consists of the Supply Condition code from position 71 of the DTID and the Disposal Condition code you assign.

21. **For property with an LSN, complete the following fields.**

**PMIC** (1 character)  
Type the Precious Metals Indicator code or press **[Enter]**.

**PIL/SEN** (1 character)  
Type the Pilferable/Sensitive code or press **[Enter]**.

**SAIC** (1 character)  
Type the Small Arms Indicator code or press **[Enter]**.  
S = Small Arms. SERIAL NBR is displayed beside the window name  
R = Other property for which serial numbers must be entered blank = property that does not require entry of serial numbers

**AE** (1 character)  
Type the Automatic Equipment Indicator or press **[Enter]**.

**DESC** Enter name of manufacturer, year of manufacture, model name and serial number(s).

**NOTE: If necessary, abbreviate to get all the information into the field. If any information cannot be found, indicate that also.**

22. **For property with an NSN, complete the HAZ /CHLG field.** (2 characters)

HAZARDOUS CHALLENGE:

On the DAISY Receipt and DTID restart screens for stock numbered items an information pop-up window will display when the cursor passes the "HM/HW" field and the field is left blank and the stock number has a Hazardous Material Code (HMC) or a Type Cargo Code. If the HM/HW code was unintentionally left blank, press F7, enter the M or W and proceed with the receipt.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

This pop-up window is a notice that the item may have hazardous content and may need to be processed as HM or HW and because the HM/HW field is blank the item may require a "Hazardous Challenge" to the generator. Or the item may require other special handling. Review the code definitions listed in DRMS-I 4160.14, Volume IV, Supplement 1 before any further handling, storage or shipment. After review of the code determine if the item requires:

- a. Processing as HM/HW IAW DRMS-I 6050.1 (which will require the generator to provide HM/HW turn-in information). Discontinue the receipt process and request the generator provide the appropriate documentation (F1 to clear the message and F3 to exit the receipt).
- b. Special safety handling as defined in DRMS-I 6055.1, Chapter V, Storage and Handling. Continue the receipt by pressing the F1 and follow DRMS-I 6055.1 procedures.
- c. No special handling, shipment or storage; the code is not relevant to DRMO processing. Continue the receipt by pressing F1.

### 23. Complete the QTY (Quantity) field. (1-5 characters)

If DAISY does not display a quantity, type the quantity.

If DAISY displays a quantity and it matches the quantity listed on the DTID and the quantity received, press **[Enter]**.

If a discrepancy exists between the quantity displayed on the screen and the quantity on the DTID, contact the generator and resolve the discrepancy. After the discrepancy is resolved, either press **[Enter]** to accept the quantity displayed or type the correct quantity and press **[Enter]**.

### 24. Complete the UI (Unit of Issue) field. (2 characters)

If DAISY displays a Unit of Issue, the only allowed change is Broken Pack, BP.

If the UI field is blank, type in a valid Unit of Issue code.

### 25. For property with an LSN, type the name of the item. (1-29 characters)

If the ITEM NAME field is blank, type the item name from the DTID.

### 26. For property with an LSN, type the Unit Price. (1-12 characters)

If the unit price is 0.00 or missing, type the unit price in dollars or dollars and cents.

### 27. If not displayed, type the DEMIL code. (1 character)

If the DEMIL field is blank or X, type the DEMIL code from the DTID.

### 28. For property with an NSN, type the CHLG code (2 characters) Access the DEMIL Code Challenge screen through the Special Functions screen.

### 29. Type the DEMIL Performed code in the PERF field or press **[Enter]** to bypass. (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)

If working with Declassified Property, type **6** or **7**.

If the PERF field is blank and the DEMIL field contains an F, DAISY displays "DEMIL Instructions? Y/N."

- If DEMIL instructions are provided, type **Y** and press **[Enter]**. DAISY displays the Optional Description window. Type the DEMIL instructions (1-60 characters) provided with the DTID by the item manager.
- If DEMIL instructions are not provided, type **N** and press **[Enter]**. DAISY displays the message, "DEMIL F Cannot Be Received Without DEMIL Instructions from the item manager -Return Property to Generating Activity." Press **[F1]** to stop processing this receipt.

### 30. Type the Special Handling code in the SHC field. (1 character) If there is no SHC, press **[Enter]** to bypass this field.

If working with Non-Appropriated Fund Property, type **H** for commissary (surcharge) property or **E** for all other NAF property.

### 31. Type the Material Screening code in the MSC field. (1 character) (See DRMS-I 4160.14, Volume IV,

Supplement 1.)

You may type the MSC or leave it blank for DAISY to enter. You can look up a list of codes in the RCPT Validation table.

If working with Abandoned Privately Owned Property or Non-Appropriated Fund Property and the item is available for sale, type **X**. If working with Abandoned Privately Owned Property or Non-Appropriated Fund Property and the item is to be in retail sales, type **J**.

If working with Non-Appropriated Fund Property and screening is required, type **Y**.

If working with Declassified Property, type **X** to change the MSC.

- 32. Complete the Action code (ACTN) field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.) The ACTN code indicates the action to be taken (by the computer) to post the transaction. DAISY displays N for non-reportable or R for reportable. Press **[Enter]** to accept the displayed code, or type the correct code.

If working with Declassified Property, type **A** to change the MSC.

- 33. Type the Accounting code in the ACCT field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.) The ACCT code identifies a specific generation and disposition.

- 34. Type the Ultimate Disposal Justification Code in the UDJC field,** (1 character). Required if the property is being sent to ultimate disposal (see DRMS-I 4160.14, Volume IV, Supplement 1).

- 35. Complete the Depreciated Unit Price (DUP) field.** (1-12 characters)  
If you press **[Enter]** to bypass this field, DAISY computes the Adjusted Unit Price (AUP) at a later time.

- 36. Indicate description requirements.** (1 character)

- If a description is not required, type **N** in the DESC field.
- If a description is required, type **Y** in the DESC field.

- 37. Complete the SITE and LOCATION fields or press [Enter] to skip them for now.** (2 and 9 characters respectively)

- If you skip the SITE and LOCATION fields for now, add the site/storage location(s) later, through the Add Storage Location screen. If the property will be stored in multiple locations, skip the fields and add the locations later.
- To record the location, type the 2-character code in the SITE field, then type the 9-character storage location in the LOCATION field.

If the PERF field is blank and the DEMIL field contains a G, the property cannot be physically accepted at the DRMO. The second position of the Site Location code must be a pound sign (#), indicating the property was accepted in-place.

DAISY displays the message "Enter Date Received" and moves the cursor to the DT\_REC field.

- 38. Press [F9].**  
DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information.

<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Unique Reportability Item Description and/or DEMIL Instructions window	Para M, Unique Reportability Item Description and/or DEMIL Instructions window
Serial Number window	Para P, Serial Number window
DTID Reimbursement window	Para K, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	Para L, Hazardous Material or Hazardous Waste window
Description screen	Para B, Description screen, (I)

When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used.

**B. SPECIAL PROCESSING CODES**

If you type a Special Processing code in the S/P field, DAISY changes the Basic Receipt screen to the Special Processing screen corresponding to the code you typed. If you press [F5] while the cursor is in the S/P field, DAISY displays the special processes and their codes (Figure 2-2).

```

replace not stored      update      record  1 of      1
udwa7020.003           USABLE RECEIPTS           02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18           09:13
  
```

DTID_NBR W45G18-2032-0001	STOCK ID 1005 007265684	DT REC 02/01/06	S/P	HM/HW	REIMB
------------------------------	----------------------------	--------------------	-----	-------	-------

\*\*\* BASIC RECEIPT \*\*\*  
GUNS, THR

SWUC: :

FIIG CD	DAC	FCC	PMIC A	SHLF O	P
QTY UI			ITE		
EA		RIFLE, C			
DEMIL	CHLG	PERF	SHC	MSC	ACTN
D					
DRMO BELVOIR			PRELOT:		

Special Processing Codes

BLANK = BASIC RECEIPT - **NOT** SPECIAL

A = Abandoned Privately Owned Property

B = Declassified Property

C = Industrial Plant Equipment

D = Non-Appropriated Fund Property

E = Reclamation Property

F = Service Peculiar Property

G = Shelf Life Property

H = Subdivide: **DIRECT MENU CHOICE ONLY**

I = Description Screen

J = Add Serial Number

Press RETURN to continue.

F2 -Nxt Form F10-More Key

Figure 2-2. List of Special Processing Codes

When you type a Special Processing code, DAISY changes the Basic Receipt window to reflect the special processing required. The name of the Special Processing window appears on the center of the screen. When you type a Special Processing code, DAISY automatically completes some fields on the screen for you. As you finish receiving the property, check that DAISY completed the fields properly.

**You cannot process hazardous property when using a Special Processing Code.**

- **A = ABANDONED PRIVATELY OWNED PROPERTY**

Use the Abandoned Privately Owned Property window (Special Processing code A) to receive abandoned property. Most often, you'll use this window to record the receipt of property when the property owner is unknown. If the owner is known, and if a certificate of release was obtained from the owner, process the property as routine service/agency excess. To record the receipt of usable abandoned privately owned property, complete the following steps.

**1. Type A in the S/P field on the Basic Receipt screen.**

DAISY places a 1 in the REIMB field and changes the name of the window to the Abandoned Privately Owned Property window (Figure 2-3). The LAST OWNER KNOWN field appears directly below the field label.

```

replace not stored      update      record 1 of 1
udwa7020.003           USABLE RECEIPTS           02/02/96
EIN st3ao01   PLR: ST3A : GENERATOR: W45G18           09:13
  
```

DTID_NBR W45G18-2032-0001	STOCK ID 2340 BICYCLE	DT REC 02/01/06	S/P A	HM/HW	REIMB 1					
*** BASIC RECEIPT *** FSC DESCRIPTION										
SWUC: :			SALD: :							
FTIG CD	DAC N	FCC A1	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE		
QTY 1		UI EA	ITEM BICYCLE, 10 SPEED, MOUNTAIN			UNIT PRICE 1202.00				
DEMIL	CHLG	PERF	SHC F	MSC	ACTN A	ACCT B	UDJC	DUP	MGT_CD	DESC N
PRELOT:			: SITE: AO:			LOCATION: BIN15LOC1 :				
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key										

Figure 2-3. A Completed Abandoned Privately-Owned Property Window

DAISY automatically fills in the following fields:

- ACTN, Action code = A
- ACCT, Accounting code = B
- LAST KNOWN OWNER = blank
- SHC, Special Handling code = F

**2. Return to paragraph A, Usable Receipts, Step 15.**

- **B = DECLASSIFIED PROPERTY**

Use the Declassified Property window (Special Processing code B) to receive declassified property. To accept declassified property, a certificate of declassification must be attached to the property. If a certificate of declassification is not attached, the property cannot be accepted. Contact the generator and secure a certificate or return the property. To record the receipt of usable, declassified property, complete the following steps.

**1. Type B in the S/P field.**

DAISY changes the name of the window to the Declassified Property window (Figure 2-4)

```

replace not stored      update      record 1 of 1
udwa7020.003          USABLE RECEIPTS          02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18          09:13
  
```

DTID_NBR W45G18-2032-0001		STOCK ID 4940-010315729		DT REC 02/01/06	S/P B	HM/HW	REIMB 1	
SWUC: :				SALD: :				
FIIG CD	DAC R	FCC A1	PMIC	SHLF	PIL/SEN A	HAZ /CHLG	SAIC	ADPE
QTY 1		UI EA	ITEM NAME ELECT/HYDIA SYS			UNIT PRICE 2561.87		
DEMIL A	CHLG	PERF	SHC	MSC Z	ACTN ACCT N A	UDJC	DUP	MGT CD N
PRELOT:			:			SITE: AO: LOCATION: BIN15LOC1 :		
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key								

Figure 2-4. A Completed Declassified Property Window

DAISY automatically fills in the following fields:

- ACTN, Action code = N
- ACCT, Accounting code = A
- MSC, Material Screening code = Z
- SHC, Special Handling code = blank

**2. Return to paragraph A, Usable Receipts, Step 15.**

- **C = METALWORKING MACHINERY (MM)**

Use the MM window (Special Processing code C) to receive MM property. Use the MM window only for IPE property in CONUS with supply condition codes of A-G. Process CONUS MM with a supply condition code of H and overseas MM property through the Basic Accountable Record window. (However, if you start recording the receipt as MM, the system allows the routine receipt on this window.) To record the receipt of usable MM complete the following steps.

**1. Type C in the S/P field.**

The system changes the name of the window to the Industrial Plant Equipment window (Figure 2-5).

```

replace not stored      update      record 1 of 1
udwa7020.003          USABLE RECEIPTS          02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18          09:13
  
```

DTID_NBR W45G18-2032-0001		STOCK ID 3690 00MACHINE		DT REC 02/01/06	S/P C	HM/HW	REIMB 1		
INDUSTRIAL PLANT EQUIPMENT									
SWUC: :		DIPEC REPORT NUMBER SE4300				SALD: :			
FIIG CD	DAC R	FCC A4	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE	
QTY 1		UI EA	ITEM NAME AMMUNITION LOADING MACHINE			UNIT PRICE 15450.00			
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT	UDJC	DUP	MGT CD	DESC
A		Q		5	R A				N
PRELOT:				:	SITE: AO:	LOCATION: BIN15	LOC1 :		
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key									

Figure 2-5. A Completed Metalworking Machinery Window

The system automatically fills in the following fields:

- ACTN, Action code = R
- ACCT, Accounting code = A
- DSCR EXCESS REPORT NUMBER = SE4300
- SHC, Special Handling code = Q

**2. Return to Paragraph A, Usable Receipts, Step 15.**

**NOTE:** Except for FSC 3439, Supplies and Accessories, all MM entering the disposal system must be fully visible. The DoC and the machine tool manufacturing industry to determine the impact of DRMS sales on the industry use the information available. To provide the necessary visibility, take the following actions when receiving MM:

- Enter Y in DESC at the end of the receipt screen.
- A description screen window will appear. Enter the name of the manufacturer, year of manufacture, model name, and serial number(s). If necessary, abbreviate so information will fit. If it does not fit, indicate on the screen.

**• D = NON-APPROPRIATED FUND PROPERTY**

Use the Non-Appropriated Fund Property window (Special Processing code D) to receive property procured with non-appropriated funds. The proceeds are reimbursable to the generator. The DTID must have a statement attached attesting to the NAF procurement, otherwise, the property must be processed as routine service/agency excess. Reimbursable property must have the fund cite or check mailing address for reimbursement. To record the receipt of usable non-appropriated fund property, complete the following steps.

**1. Type D in the S/P field.**

DAISY places a 1 in the REIMB field and changes the name of the window to the Non-Appropriated Fund Property window (Figure 2-6).

```

replace not stored      update      record 1 of 1
udwa7020.003           USABLE RECEIPTS           02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18           09:13
    
```

DTID_NBR W45G18-2032-0001		STOCK ID 2320 00truck		DT REC 02/01/06	S/P D	HM/HW	REIMB 1		
NON-APPROPRIATED FUND PROPERTY									
SWUC: :				SALD: :					
FIIG CD	DAC N	FCC H7	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE	
QTY 1		UI EA		ITEM NAME TRUCK, PICK-UP		UNIT PRICE 10000.00			
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT	UDJC	DUP	MGT CD	DESC
A					B				N
PRELOT: :								SITE: AO: LOCATION: BIN15LOC1 :	
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key									

Figure 2-6. A Completed Non-Appropriated Fund Property Window

DAISY automatically fills in the following field:

ACCT, Accounting code = B

**2. Return to paragraph A, Usable Receipts, Step 15.**

**NOTE:** Hazardous NAF property is not turned in directly to the DRMO. This property is disposed of by NAF or turned in to the host for ultimate disposal by DRMS service contract.

- E = RECLAMATION PROPERTY**

Use the Reclamation Property window (Special Processing code E) to receive property to be held for reclamation after screening is complete. To record the receipt of usable reclamation property, complete the following steps. (See DoD 4160.21-M for types of reclamation property.)

**1. Type E in the S/P window.**

DAISY changes the name of the window to the Reclamation Property window (Figure 2-7).

```

replace not stored      update      record 1 of 1
udwa7020.003           USABLE RECEIPTS           02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18       09:13
  
```

DTID_NBR W45G18-2032-0001		STOCK ID 2320 00TRUCK		DT REC 02/01/06	S/P E	HM/HW	REIMB		
RECLAMATION PROPERTY									
SWUC: :				SALD: :					
FIG CD	DAC N	FCC HX	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE	
QTY	UI	ITEM NAME				UNIT PRICE			
1	EA	TRUCK, PICK-UP				1000.00			
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT	UDJC	DUP	MGT_CD	DESC
A			1		A				N
PRELOT:					SITE: AO:		LOCATION: BIN15LOC1 :		

F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-7. A Completed Reclamation Property Window

DAISY automatically fills in the following field:

ACCT, Accounting code = A  
 SHC, Special Handling code = 1

**2. If property requires DEMIL enter:**

- S/I Field - Special Processing code E.
- SHC Field - DAISY automatically fills in SCH with 1.
- MSC Field - Enter MSC Y. (Cannot use MSC Y if reportable. Leave blank and DAISY will enter 5). Will also enter R for the action code.
- Action code - N.
- Accounting code - DAISY automatically enters A.

**3. Return to paragraph A, Usable Receipts, Step 15.**

- **F = SERVICE PECULIAR PROPERTY**

Use the Service Peculiar Property window (Special Processing code F) to receive property peculiar to a particular branch of service. To record the receipt of usable service peculiar property, complete the following steps. (Examples of service peculiar property might be Marine Corp sabers or Navy Bosun's whistle.)

**1. Type F in the S/P field.**

DAISY changes the name of the window to the Service Peculiar Property window (Figure 2-8).

```

replace not stored      update      record 1 of 1
udwa7020.003           USABLE RECEIPTS           02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18       09:13
  
```

DTID_NBR W45G18-2032-0001		STOCK ID 8455-011350023		DT REC 02/01/06	S/P E	HM/HW	REIMB	
SERVICE PECULIAR PROPERTY								
SWUC:       :				SALD:       :				
FIIG CD	DAC N	FCC A1	PMIC	SHLF O	PIL/SEN U	HAZ /CHLG	SAIC	ADPE
QTY 3		UI PR	ITEM NAME INSIGNIA, GRADE, ENLI			UNIT PRICE .70		
DEMIL A	CHLG	PERF	SHC 9	MSC	ACTN ACCT A A	UDJC	DUP	MGT_CD DESC N
PRELOT:			SITE: AO:			LOCATION: BIN15LOC1 :		
F1 - Prv Form F2 - Nxt Form F3 - Prv Rec F4 - Nxt Rec F5 - Fld Help F10 - More Key								

Figure 2-8. A Completed Service Peculiar Property Window

DAISY automatically fills in the following fields:

- ACTN, Action code               = A
- ACCT, Accounting code         = A
- SHC, Special Handling code     = 9

**2. Return to paragraph A, Usable Receipts, Step 15.**

**• G = SHELF LIFE PROPERTY**

Use the Shelf Life Property window (Special Processing code G) to receive property with a limited shelf life. Use this screen to receive property with a shelf life code from NSN characteristics or LSN property identified by the generator as Shelf Life Property. To record the receipt of usable shelf life property, complete the following steps.

**1. Type G in the S/P field.**

DAISY changes the name of the window to the Shelf Life Property window (Figure 2-9).

```

replace not stored      update      record 1 of 1
udwa7020.003          USABLE RECEIPTS          02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18      09:13
    
```

DTID_NBR W45G18-2032-0001		STOCK ID 4940-010315729		DT REC 02/01/06	S/P G	HM/HW	REIMB 1		
SHELF LIFE PROPERTY									
SWUC: :				SALD: :					
FIIG	DAC R	FCC HX	PMIC	SHLF Q	PIL/SEN U	HAZ /CHLG	SAIC	ADPE	
QTY 10		UI EA		ITEM NAME GASKET		UNIT PRICE 53.90			
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT	UDJC	DUP	MGT_CD	DESC
A				Z	N A				N
PRELOT:			:			SITE: AQ: LOCATION: BIN15LOC1 :			
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key									

Figure 2-9. A Completed Shelf Life Property Window

**2. Enter the following codes:**

SHC - A, B or C. (A = Shelf life property more than 6 months before expiration. B = Shelf life property 3 to 6 months before expiration. C = Shelf life property, expired or less than 3 months before expiration.)

**3. Return to paragraph A, Usable Receipts, Step 15.**

- H = SUBDIVIDING RECEIPTS**

Use the Subdividing Receipts window if you need to

- satisfy merchandising requirements
- process supply condition "H" property received on a single DTID consisting of usable property, and usable property that will be downgraded to scrap upon receipt
- process a partial quantity on a DTID as retail sales, while the remainder is processed by other means
- Receive property when more than one Disposal Condition code applies. Extreme care must be taken when receiving property with more than one Disposal Condition code.
- **Streamline the receipt process of large quantities of small arms at DRMOs Anniston and Crane.**

Do not subdivide receipts of usable property if

- RTD potential exists for the property
- the receipt meets reportable criteria and subdividing will affect reportability

To subdivide a receipt, complete the following:

**1. Type H in the S/P field.**

DAISY displays "Subdivide Upon Receipt is a Direct Menu Selection. Return to menu? Y/N."

- To return the cursor to the S/P field, type **N** then press **[Enter]**. You may now type a different Special Processing code or press **[Enter]** to leave the S/P field blank.
- To return to the Receipt Selection menu, type **Y** then press **[Enter]**. DAISY displays the Receipt Selection





Figure 2-11. A Completed Serial Number Window

2. **Type the manufacturer's Serial Number in the SERIAL NUMBER field.** (3-15 characters)  
The Serial Number is often stamped on the property or on an attached plate.
3. **Press [Return].**  
If the quantity you received does not match the number of Serial numbers you entered, the cursor moves to the next SERIAL NUMBER field and presents the next sequence number.
4. **If you have more Serial Numbers, repeat Steps 2 and 3.**  
When the sequence number equals the quantity, the screen clears and DAISY displays the next window.

**C. SCRAP RECEIPTS**

Use the Scrap Receipts screen to record the receipt of scrap property.

1. **Access the Receipt and Storage menu.**  
Access the Receipt and Storage menu from the DRMO Warehousing Main menu.  
  
DAISY displays the Set and Export RIC Environment Variables screen.
2. **Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**  
DAISY displays the Receipt Selection menu.
3. **Select Scrap Receipts.**  
Select Scrap Receipts from the Receipt Selection menu. DAISY displays the Scrap Receipt screen (Figure 2-12).

```

replace not stored      update      record  1 of  1
udwa7020.002           SCRAP RECEIPTS           02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR:           09:13

                UNPREPARED HEAVY MELTING IRON AND STEEL SCRAP

```

DTID_NBR W45G18-2032-0001	SCL/SCT NBR LE1IBPA	DT_REC 02/01/06	SCRAP WEIGHT 12	REIMB
HAZ	DEMIL /PERF SHC A	ACTN_CD K	ACCT_CD D	
DRMO BELVOIR      SITE:    BP:    LOCATION SCRAPPPILE    :				

```

F1-Prv Fm F2-Nxt Fm F3-Prv Rec F4-Nxt Rec F5- Fld Help F10-More Key

```

Figure 2-12. A Completed Scrap Receipts Screen

4. **Complete the Generator DODAAC field.** (6 characters)
  - If a Generator DODAAC is not displayed, type the correct DODAAC
  - If a Generator DODAAC is displayed
    - To use the displayed DODAAC, press [Enter]

- To change the DODAAC, type over it with the correct DODAAC
- To clear the DODAAC hold **[Ctrl]** and press **Y**. Continue immediately below.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y/N."
- To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
  - To create a UCN, type **Y**, and then press **[Enter]**.
  - If DAISY can generate a UCN, DAISY displays the UCN in the DTID\_NBR field. Go to Step 9.
  - If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen.

If DAISY displays "Enter Name," go to paragraph J, Entering a Local DODAAC Address.

**5. Type the DTID Julian date.** (4 characters)

**6. Type the DTID Serial number.** (4 characters)

**7. If needed, type the optional DTID suffix (if provided by the generator) or press [Enter] to bypass.** (1 character)

DAISY validates the DTID number and displays a message. If the message is

- "Duplicate DTID Number-Do You Wish To Continue? Y/N," go to Step 8.
- "Enter SCL\_/SCT prefix," go to Step 9.

**8. Answer "Duplicate DTID Number. Continue? Y/N <CR>" message.** (In order for the generator to receive reimbursement for reimbursable property a non-duplicate DTID must be provided. Contact the generator for a new DTID number. If the generator does not provide a new DTID number, ask them to retrieve the property.)

- To stop working with the DTID number you entered, type **N**, then return to Step 4 and type the correct DODAAC.
- To continue working with the property item but change the DTID number to a UCN, type **Y**. The system replaces the DTID number with a unique identifying number and displays the message "New UCN number is ... Please note. <CR>" Write the UCN number down, then press **[Enter]**.

**9. Type the SCL/SCT number.** (7 characters)

The first character (SCL/SCT prefix) must be **L** or **T**. Type **T** if scrap is for term sales, otherwise type **L**.

- If the SCL/SCT is on file, DAISY displays the site and storage location codes.
- If the SCL/SCT number is not on file, DAISY displays the message "SCL/SCT Number Not Found, Do You Wish To Continue? Y/N."
  - To start a new scrap pile, type **Y**, and then press **[Enter]**. The SCL/SCT number you type will be recorded.
  - To change the SCL/SCT Number, type **N**, press **[Enter]**, and type the new SCL/SCT number.

**10. Type the date of receipt in the DT\_REC field, then press [Enter].** (8 numeric/special characters)

Type the date the property was delivered to the DRMO in MM/DD/YY format. For property received in place, type the date inspected.

DAISY displays a message. If the message is:

- "Is This Date Correct? Y/N," the date entered is over 20 days ago.
  - If the date is correct, type **Y** then press **[Enter]**. DAISY accepts the date and moves the cursor to the next field.
  - If the date is not correct, type **N** then press **[Enter]**. Type the correct date then press **[Enter]** again.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

- "Invalid Date. Must Be Current or Past Day," you typed a future date. Press **[Enter]**, then type the correct date.

### 11.Type the **SCRAP WEIGHT**. (1-8 characters)

The weight is in whole pounds unless the second character of SCL/SCT is V. If the second character is V, the weight is in whole grams.

DAISY displays the message "Was weight entered correct? Y/N"

- If the weight is correct, type **Y** and press **[Enter]**.
- If the weight is not correct, type **N** and press **[Enter]**. Type the correct weight.

### 12.Type the **Reimbursement code in the REIMB field**. (1 character) (See DRMS-I 4160.14, Vol. IV, Supplement 1.)

- If the item is not reimbursable, press **[Enter]**.
- If the item is reimbursable, type **1**.

### 13.Type the **DEMIL code**. (1 character) (See DRMS-I 4160.14, Vol. IV, Supplement 1.)

### 14.Type the **DEMIL Performed code in the /PERF field**. (1 character) (See DRMS-I 4160.14, Vol. IV, Supplement 1.)

If a DEMIL Performed code is not required, press **[Enter]** to move the cursor to the next field.

If the generator performed the DEMIL, the DEMIL performed code must be 6 if there is MLI residue, or 7 if there is no MLI residue.

### 15.Type the **Special Handling code (SHC)**. (1 character)

If Special Handling code is not required, press **[Enter]** to move the cursor to the next field.

### 16.If the **Accounting code should be different than displayed, type the correct code**. (1 character)

If the displayed code is correct, press **[Enter]**.

### 17.If not displayed, type the **SITE Location code**. (2 characters)

### 18.If not displayed, type the **STORAGE location**. (9 characters)

### 19.Review all the information you typed.

- If the data is correct, go to the next step.
- If the data is not correct, hold **[Ctrl]** and press **U** to back up to each field in error (press **[Enter]** to move forward) and type the correct data. When all data is correct, go to the next step.

### 20.Press **[F9]**.

DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display the DTID Reimbursement window. If DAISY displays the DTID Reimbursement window, go to paragraph L, Specifying a Fund Cite or a Check Mailing Address.

When DAISY is ready for another receipt, the system clears the screen except for the DODAAC used.

## D. DOWNGRADES TO SCRAP UPON RECEIPT

Use the following steps to downgrade property upon receipt.

1. Determine that usable property turned in to a DRMO is eligible for downgrade to scrap upon receipt and does not require DEMIL (see DRMS-I 4160.14, Volume IV, Chapter 2 and DRMS-I 4160.14, Vol. VII for additional guidance).

**NOTE: Do not downgrade hazardous property to scrap (except used oil and large volumes of lead acid batteries). (See DRMS-I 4160.14, Volume IV, Chapter 2.)**

2. Coordinate downgrade decision with the Distribution Branch if doubt concerning reutilization and sales potential exists.
3. Obtain approval for downgrade action as follows:
  - a. DRMO chief or DRMO chief's designee if extended value is \$50,000 or less.
  - b. DRMO chief if extended value is over \$50,000.
4. If disapproved, continue processing according to paragraph C, this chapter.
5. If approved, verify scrap site location, SCL, weight and action accounting codes.
6. Sign and date block 8 of the DTID upon completion of receipt as scrap material.
7. Coordinate with PMB for delivery to the scrap yard.

Use the Downgrade to Scrap on Receipt screen to record the receipt of property and downgrade it to scrap at the same time. To record the receipt of property and downgrade it to scrap, complete the following steps.

**1. Access the Receipt and Storage menu.**

Access the Receipt and Storage menu from the DRMO Warehousing Main menu.

DAISY displays the Set and Export RIC Environment Variables screen.

**2. Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**

DAISY displays the Receipt Selection menu.

**3. Select Downgrades Upon Receipt.**

Select Downgrades Upon Receipt from the Receipt Selection menu. DAISY displays the Downgrades to Scrap screen (Figure 2-13).

```

replace not stored      update      record 1 of 1
udwa7020.006          DOWNGRADES TO SCRAP          2/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18          09:13
  
```

DTID_NBR W45G18-2032-0001		STOCK ID 2510 007265684		DT REC 02/01/96	S/P	HM/HW	REIMB		
BASIC DOWNGRADE BALED/SHREDDED WOOL SCRAP									
SWUC: :				SALD: :					
FIIG CD	DAC M	FCC FS	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE	
QTY 100		UI EA	ITEM NAME WOOL SOCKS			UNIT PRICE 1.00			
DEMIL A	CHLG	PERF	SHC	MSC	ACTN ACCT E C	UDJC	DUP	MGT_CD	DESC N
SCL/SCT NBR: LCB8A1A :				SITE: A1:		LOCATION: 000000001 :		WEIGHT: :	
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key									

Figure 2-13 A Completed Downgrade to Scrap Screen

4. Complete the Generator DODAAC field. (6 characters)

If a Generator DODAAC is not displayed, type the correct DODAAC

- If a Generator DODAAC is displayed
  - To use the displayed DODAAC, press **[Enter]**
  - To change the DODAAC, type over it with the correct DODAAC
  - To clear the DODAAC, hold **[Ctrl]** and press **Y**. Continue below.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y/N."
  - To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
  - To create a UCN, type **Y**, and then press **[Enter]**.
    - If DAISY can generate a UCN, the system displays the UCN in the DTID\_NBR field. Go to Step 8.
    - If DAISY cannot generate a UCN, the system displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen.

If DAISY displays "Enter Name," go to paragraph J, Entering a Local DODAAC Address.

5. Type the DTID Julian date. (4 characters)

6. Type the DTID Serial number. (4 characters)

7. If needed, type the optional DTID suffix (if provided by the generator) or press **[Enter]** to bypass. (1 character)

DAISY validates the DTID number and displays a message. If the message is

- "Duplicate DTID Number-Do You Wish To Continue? Y/N," go to Step 8

- "Enter Federal Supply Class," go to Step 9.

### 8. Answer "Duplicate DTID Number - Do You Wish To Continue? Y/N" message.

To stop working with the DTID number you entered, type **N** and press **[Enter]**, then return to Step 4 and type the correct DTID.

**NOTE: In order for the generator to receive reimbursement for reimbursable property a non-duplicate DTID must be provided. Contact the generator for a new DTID number. If the generator does not provide a new number, ask them to retrieve the property.**

To continue working with the property item but change the DTID Number, type **Y** and press **[Enter]**. The system replaces the DTID number with a unique control number and displays the message "Unique Control Number Assigned - Press [Enter] To Continue." Press **[Enter]**. If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

On the DTID, circle the DTID number and write the UCN. From now on, the property will be referred to by the UCN and not the DTID number.

### 9. Type the Federal Supply Class. (4 characters)

If working with an NSN, the Stock ID field consists of the Federal Supply Class, NIIN, and additional data. When you type an FSC that DAISY recognizes, DAISY displays the FSC name under the BASIC DOWNGRADE label.

If working with an LSN, the Stock ID field consists of the Federal Supply Class, NCB code, and at least three characters of description (one must be an alpha character). Prepare a photocopy of the DTID. Reference the Original DTID number with the UCN. State "see UCN".

### 10. Type the NIIN or Local ID. (4-9 characters)

If working with an NSN, the NIIN is 9 numeric characters.

- If DAISY finds a match for the NIIN, DAISY displays NSN information. If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed. If NSN characteristics are incomplete (That is, if one or more of unit of issue, unit price, item name or DEMIL code are missing), a pound sign (#) is placed in the first position of the additional data portion of the STOCK ID field. You will complete these fields in later steps. Go to Step 12.
- If DAISY finds the NIIN and the NIIN does not correspond to the FSC you typed, DAISY displays "FSC Changed to XXXX - Do You Wish to Continue with New FSC? Y/N."
- If you typed the wrong NIIN and want to correct it, type **N** then press **[Enter]**. DAISY displays a blank receipt screen. Retype all information.
- If you want DAISY to correct the FSC, type **Y** then press **[Enter]**. DAISY corrects the FSC.
- If DAISY doesn't find a match for the NIIN, DAISY displays the message "No match on NSN Char - Continue as LSN? Y or N."
  - To continue and enter the item as an LSN, type **Y** then press **[Enter]**. Go to "If working with an LSN..." at the end of this step. Do not type Y unless you know the NIIN is invalid. It is contrary to DRMS instruction to use an LSN without first getting the results of a NIIN characteristics search.
  - If you don't want to enter the item as an LSN, type **N** then press **[Enter]**. DAISY displays "Initiate NSN Char Search Y or N."
    - To cancel an NSN characteristics search, type **N** then press **[Enter]**. The screen clears and you may enter another DTID.
    - To initiate an NSN characteristics search, type **Y** then press **[Enter]**. DAISY displays "NSN Char Search Initiated; Print Screen, Press [Return]." If a printer is available, print the screen and attach it to the DTID. If a printer is not available, write the date and "NSN characteristics search initiated" on the DTID. Press **[Enter]** and the screen clears. The cursor is in the DTID field ready for a new entry. NSN characteristics are

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

available when the batch programs are next run. Resume processing this DTID the next workday.

- When you resume processing, if DAISY displays "NIIN request already underway" at the bottom of the screen, the NSN characteristics request was recorded but has not been processed. Wait another day to resume processing.
- When you resume processing, if DAISY displays "Invalid NIIN, continue as LSN? Y/N" in the ITEM NAME field, the NSN characteristics request was completed, but no characteristics were found. To clear the screen and stop processing this record, type **N**. To continue as an LSN, type **Y**, and complete the STOCK ID field as an LSN.

If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed.

If working with an LSN, the NIIN field must contain the name or abbreviated name of the item - at least 3 characters.

**11.** If needed, type the Additional Data or press [Enter] to bypass. (2 characters) This field may be used to continue the name of the LSN property.

**12.** Type the date the property was received and press [Enter]. (8 numeric/special characters)

Type the date the property was delivered to the DRMO in the DT\_REC field. The format is MM/DD/YY. For property received in place, type the date inspected.

DAISY displays a message. If the message is:

- "Is This Date Correct? Y/N," the date entered is over 20 days ago.
  - If the date is correct, type **Y** then press [Enter]. DAISY accepts the date and moves the cursor to the next field.
  - If the date is not correct, type **N** then press [Enter]. Type the correct date then press [Enter] again.
- "Invalid Date. Must Be Current or Past Day," you typed a future date. Press [Enter], then type the correct date.

**13.** Complete the HM/HW (Hazardous Material/Hazardous Waste) field. (1 character)

- If the property is non-hazardous, just press [Enter].
- If the property is hazardous material type **M**.
- If the property is hazardous waste type **W**.

**14.** Type the Reimbursement code in the REIMB field. (1 character)

- If the item is not reimbursable, press [Enter].
- If the item is reimbursable, type **1** in the REIMB field.

**15.** Type the Disposal Authority code in the DAC field. (1 character)

If the DAC is not on the DTID, contact the generator for the code and note it in position 64 of the DTID. Write the name and telephone number of the person who provided the DAC in the remark section of the DTID. If the generator cannot provide a code, reject the property by completing DRMS Form 917.

**16.** Type the Federal Condition code in the FCC field. (2 characters)

The Federal Condition code consists of the Supply Condition code from position 71 of the DTID and the Disposal Condition code you assign.

**17.** For property with an LSN, complete the following fields.

**PMIC** (1 character)

Type the Precious Metals Indicator code or press **[Enter]**.

**PIL/SEN** (1 character)

Type the Pilferable/Sensitive code or press **[Enter]**.

**SAIC** (1 character)

Type the Small Arms Indicator code or press **[Enter]**.

S = Small Arms. SERIAL NBRS is displayed beside the window name

R = Other property for which serial numbers must be entered

Blank = property that does not require entry of serial numbers

**AE** (1 character)

Type the Automatic Equipment Indicator or press **[Enter]**.

**18. For property with an NSN, complete the HAZ /CHLG field.** (2 characters)

Challenge processing will be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**19. Complete the QTY (Quantity) field.** (1-5 characters)

If DAISY does not display a quantity, type the quantity.

If DAISY displays a quantity and it matches the quantity listed on the DTID and the quantity received, press **[Enter]**.

If a discrepancy exists between the quantity displayed on the screen and the quantity on the DTID, contact the generator and resolve the discrepancy. After the discrepancy is resolved, either press **[Enter]** to accept the quantity displayed or type the correct quantity and press **[Enter]**.

**20. Complete the UI (Unit of Issue) field.** (2 characters)

If DAISY displays a Unit of Issue, the only allowed change is Broken Pack, BP.

If the UI field is blank, type in a valid Unit of Issue code.

**21. For property with an LSN, type the name of the item.** (1-29 characters)

If the ITEM NAME field is blank, type the item name from the DTID.

**22. For property with an LSN, type the Unit Price.** (1-12 characters)

If the unit price is 0.00 or missing, type the unit price in dollars or dollars and cents.

**23. If not displayed, type the DEMIL code.** (1 character)

If the DEMIL field is blank or X, type the DEMIL code from the DTID.

**24. For property with an NSN, type the CHLG code** (2 characters)

Challenge processing to be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**25. Type the DEMIL Performed code in the PERF field or press [Enter] to bypass.** (1 character)

If working with Declassified Property, type **6** or **7**.

If the PERF field is blank and the DEMIL field contains an F, DAISY displays "DEMIL Instructions? Y/N."

- If DEMIL instructions are provided, type **Y** and press **[Enter]**. DAISY displays the Optional Description window. Type the DEMIL instructions (1-60 characters) provided with the DTID by the item manager.
- If DEMIL instructions are not provided, type **N** and press **[Enter]**. DAISY displays the message, "DEMIL F Cannot Be Received Without DEMIL Instructions from the item manager -Return Property to Generating Activity." Press **[F1]** to stop processing this receipt.

**26.Type the Special Handling code in the SHC field.** (1 character)

If there is no SHC, press **[Enter]** to bypass this field.

If working with Non-Appropriated Fund Property, type **H** for commissary (surcharge) property or **E** for all other NAF property.

**27.Complete the Depreciated Unit Price (DUP) field.** (1-12 characters)

If you press **[Enter]** to bypass this field, DAISY computes the Adjusted Unit Price (AUP) at a later time, after programming is complete.

**28.Indicate description requirements.** (1 character)

- If a description is not required, type **N** in the DESC field.
- If a description is required, type **Y**.

**29.Type the SCL/SCT number.** (7 characters)

The first character must be **L** or **T**. TYPE T if scrap is for term sales, otherwise type L.

- If the SCL/SCT Number is on file, DAISY displays the site and storage location codes.
- If the SCL/SCT Number is not on file, DAISY displays the message "SCL/SCT Number Not Found, Do You Wish To Continue? Y/N."
  - To start a new scrap pile, type **Y**, and then press **[Enter]**. The SCL/SCT number you type will be recorded.
  - To change the SCL/SCT Number, type **N**, press **[Enter]**, and type the new SCL/SCT number.

**30.If not displayed, type the SITE LOCATION code.** (2 characters)

**31.If not displayed, type the STORAGE LOCATION.** (9 characters)

**32.Type the SCRAP WEIGHT.** (1-8 characters)

The weight is in whole pounds unless the second character of SCL/SCT is V. If the second character is V, the weight is in whole grams.

DAISY displays the message "Was weight entered correct? Y/N"

- If the weight is correct, type **Y** and press **[Enter]**.
- If the weight is not correct, type **N** and press **[Enter]**. Type the correct weight.

**33.Review all the information you typed.**

- If the data is correct, go to the next step.
- If the data is not correct, hold **[Ctrl]** and press **U** to back up to the field in error (press **[Enter]** to move forward) and type the correct data. When all data is correct, go to the next step.

**34.Press [F9].**

DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information.

<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Serial Number window	B, Serial Numbers
DTID Reimbursement window	L, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste	K, Hazardous Material and Hazardous Waste

When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used.

**E. UPGRADE FROM SCRAP**

Use the Upgrade from Scrap screen to record the receipt of scrap and to upgrade that scrap to usable property. To record the upgrade of scrap property, complete the following steps.

**1. Access the Receipt and Storage menu.**

Access the Receipt and Storage menu from the DRMO Warehousing Main menu. DAISY displays the Set and Export RIC Environment Variables screen.

**2. Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**

DAISY displays the Receipt Selection menu.

**3. Select Upgrade from Scrap.**

Select Upgrade from Scrap from the Receipt Selection menu.

DAISY displays the Upgrade from Scrap screen (Figure 2-14).

```

replace not stored      update      record  1 of  1
udwa7020.005           UPGRADES FROM SCRAP           2/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: SX151W           09:13
  
```

DTID_NBR SX151W-1338-U185		STOCK ID 7110-901LSN		DT REC 02/01/96		S/P	HM/HW	REIMB
*** BASIC RECEIPT ***								
SWUC: :						SALD: :		
FIIG CD	DAC N	FCC A6	PMIC A	SHLF	PIL/SEN 4	HAZ /CHLG	SAIC	ADPE
QTY 12		UI EA	ITEM NAME DESK, SMALL WRITING			UNIT PRICE 1.00		
DEMIL A	CHLG	PERF	SHC	MSC X	ACTN ACCT A C	UDJC	DUP	MGT_CD DESC Y
SCL/SCT NBR: LF01BPA : SITE: BP: LOCATION: SCRAPPILE : WEIGHT: 480 :								

ENTER SCRAP WEIGHT AND PRESS <F9> TO UPDATE. F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-14. A Completed Upgrade from Scrap Screen

**4. Complete the Generator DODAAC field. (6 characters)**

- If a Generator DODAAC is not displayed, type the correct DODAAC

- If a Generator DODAAC is displayed
  - To use the displayed DODAAC, press **[Enter]**
  - To change the DODAAC, type over it with the correct DODAAC
  - To clear the DODAAC so DAISY can create a UCN, hold **[Ctrl]** and press **Y**, then continue immediately below.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y\N."
  - To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
  - To create a UCN, type **Y**, and then press **[Enter]**.
    - If DAISY can generate a UCN, DAISY displays the UCN in the DTID\_NBR field. Go to Step 9.
    - If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen.

If DAISY displays "Enter Name," go to paragraph J, Entering a Local DODAAC Address.

**5. Type the DTID Julian date.** (4 characters)

**6. Type the DTID Serial number.** (4 characters)

**7. If needed, type the optional DTID suffix on the original usable property DTID or press [Enter] to bypass.**  
(1 character)

DAISY validates the DTID number and displays a message. If the message is

- "Duplicate DTID Number-Do You Wish To Continue? Y/N," go to Step 8
- "Enter Federal Supply Class," go to Step 10

**8. Answer "Duplicate DTID Number - Do You Wish To Continue? Y/N" message.**

To stop working with the DTID number you entered, type **N** and press **[Enter]**, then return to Step 4 and type the correct DTID.

(In order for the generator to receive reimbursement for reimbursable property a non-duplicate DTID must be provided. Contact the generator for a new DTID number. If the generator does not provide a new number, ask them to retrieve the property.)

To continue working with the property item but change the DTID Number, type **Y** and press **[Enter]**. The system replaces the DTID number with a unique control number and displays the message "Unique Control Number Assigned - Press [Enter] To Continue." Press **[Enter]**. If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

On the DTID, circle the DTID number and write the UCN. From now on, the property will be referred to by the UCN and not the DTID number. Prepare a photocopy of the DTID. Reference the original DTID number on the UCN. State "see UCN".

**9. Type the Federal Supply Class.** (4 characters)

If working with an NSN, the Stock ID field consists of the Federal Supply Class, NIIN, and additional data. When you type an FSC that DAISY recognizes, DAISY displays the FSC name under the \*\*\* BASIC RECEIPT \*\*\* label.

If working with an LSN, the Stock ID field consists of the Federal Supply Class, NCB code, a name or abbreviated name of the item (e.g., table, sulfacid) - at least three characters).

**10. Type the NIIN or Local ID.** (4-9 characters)

If working with an NSN, the NIIN is 9 numeric characters.

- If DAISY finds a match for the NIIN, DAISY displays NSN information. If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed. If NSN characteristics are incomplete (that is, if one or more of unit of issue, unit price, item name or DEMIL code are missing), a pound sign (#) is placed in the first position of the additional data portion of the STOCK ID field. You will complete these fields in later steps. Go to Step 12.
- If DAISY finds the NIIN and the NIIN does not correspond to the FSC you typed, DAISY displays "FSC Changed to XXXX - Do You Wish to Continue with New FSC? Y/N."
- "If you typed the wrong NIIN and want to correct it, type **N** then press **[Enter]**. DAISY displays a blank receipt screen. Retype all information.
  - If you want DAISY to correct the FSC, type **Y** then press **[Enter]**. DAISY corrects the FSC.
- If DAISY doesn't find a match for the NIIN, DAISY displays the message "No match on NSN Char - Continue as LSN? Y or N."
  - To continue and enter the item as an LSN, type **Y** then press **[Enter]**. Go to "If working with an LSN..." at the end of this step. Do not type Y unless you know this NIIN is valid. It is contrary to DRMS instruction to use an LSN without first getting the results of a NIIN characteristics search.
  - If you don't want to enter the item as an LSN, type **N** then press **[Enter]**. DAISY displays "Initiate NSN Char Search Y or N."
    - To cancel an NSN characteristics search, type **N** then press **[Enter]**. The screen clears and you may enter another DTID.
    - To initiate an NSN characteristics search, type **Y** then press **[Enter]**. DAISY displays "NSN Char Search Initiated; Print Screen, Press [Return]." If a printer is available, print the screen and attach it to the DTID. If a printer is not available, write the date and "NSN characteristics search initiated" on the DTID. Press **[Enter]** and the screen clears. The cursor is in the DTID field ready for a new entry. NSN characteristics are available when the batch programs are next run. Resume processing this DTID the next workday.
      - When you resume processing, if DAISY displays "NIIN request already underway" at the bottom of the screen, the NSN characteristics request was recorded but has not been processed. Wait another day to resume processing.
      - When you resume processing, if DAISY displays "Invalid NIIN, continue as LSN? y/n" in the ITEM NAME field, the NSN characteristics request was completed, but no characteristics were found. To clear the screen and stop processing this record, type **N**. To continue as an LSN, type **Y**, and complete the STOCK ID field as an LSN.

If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed.

If working with an LSN, the NIIN field must contain the name or abbreviated name of the item - at least 3 characters.

**11.If needed, type the Additional Data or press [Enter] to bypass.** (2 characters) This field may be used to continue the name of the LSN property.

**12.Check that the DTID and Stock ID are correct.**

- If they are not correct, press **[CTRL] U** until the incorrect portion is highlighted or the screen clears. Type the correct information.
- If they are correct, go to Step 13.

**13.Type the date the property was received and press [Enter].** (8 numeric/special characters)

Type the date the property was delivered to the DRMO in the DT\_REC field. The format is MM/DD/YY. For property received in place, type the date inspected.

DAISY displays a message. If the message is

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

- "Was the Date Entered Correctly? Y/N," the date entered is over 20 days ago.
  - If the date is correct, type **Y** then press **[Enter]**. DAISY accepts the date and moves the cursor to the next field.
  - If the date is not correct, type **N** then press **[Enter]**. Type the correct date then press **[Enter]** again.
- "Invalid Date. Date Must Be Current or Past Day," you typed a future date. Press **[Enter]**, then type the correct date.

### 14. Type a Special Processing code in the S/P field or press **[Enter]** to bypass. (1 character)

Type a code to modify the screen for special processing. Special processing is required for specific classes of property. To display a list of Special Processing codes and what classes of property they represent press [F5] while the cursor is in the S/P field.

If you press **[Enter]**, DAISY leaves \*\*\* BASIC RECEIPT \*\*\* displayed in the middle of the screen. Go to Step 15.

If you type a Special Processing code, DAISY displays the name of the class of property in the middle of the screen. Depending on the Special Processing code typed, DAISY may complete some fields and/or make additional fields available. Skip or change (if required) any fields that DAISY completes. For an illustration of the Special Processing

recei

### 15. Complete the HM/HW (Hazardous Material/Hazardous Waste) field. (1 character)

- If the property is non-hazardous, press **[Enter]**.
- If the property is hazardous material type **M**.
- If the property is hazardous waste type **W**.

### 16. Type the Reimbursement code in the REIMB field. (1 character)

- If the item is not reimbursable, press **[Enter]**.
- If the item is reimbursable, type **1** in the REIMB field.
- If you typed A in the S/P field, DAISY places a 1 in the REIMB field.

### 17. Type the Disposal Authority code in the DAC field. (1 character)

If the DAC is not on the DTID, contact the generator for the code and note it in position 64 of the DTID. Write the name and telephone number of the person who provided the DAC in the remark section of the DTID. If the generator cannot provide a code, reject the property by completing DRMS Form 917.

### 18. Type the Federal Condition code in the FCC field. (2 characters)

The Federal Condition code consists of the Supply Condition code from position 71 of the DTID and the Disposal Condition code you assign.

### 19. For property with an LSN, complete the following fields.

**PMIC** (1 character)

Type the Precious Metals Indicator code or press **[Enter]**.

**PIL/SEN** (1 character)

Type the Pilferable/Sensitive code or press **[Enter]**.

**SAIC** (1 character)

Type the Small Arms Indicator code or press **[Enter]**.

S = Small Arms. SERIAL NBRS is displayed beside the window name

R = Other property for which serial numbers must be entered

Blank = property that does not require entry of serial numbers

**AE** (1 character)

Type the Automation Equipment Indicator or press **[Enter]**.

### 20. For property with an NSN, complete the HAZ /CHLG field. (2 characters)

Challenge processing will be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**21. Complete the QTY (Quantity) field.** (1-5 characters)

If DAISY does not display a quantity, type the quantity.

If DAISY displays a quantity and it matches the quantity listed on the DTID and the quantity received, press **[Enter]**.

If a discrepancy exists between the quantity displayed on the screen and the quantity on the DTID, contact the generator and resolve the discrepancy. After the discrepancy is resolved, either press **[Enter]** to accept the quantity displayed or type the correct quantity and press **[Enter]**.

**22. Complete the UI (Unit of Issue) field.** (2 characters)

If DAISY displays a Unit of Issue, the only allowed change is Broken Pack, BP.

If the UI field is blank, type in a valid Unit of Issue code.

**23. For property with an LSN, type the name of the item.** (1-29 characters)

If the ITEM NAME field is blank, type the item name from the DTID.

**24. For property with an LSN, type the Unit Price.** (1-12 characters)

If the unit price is 0.00 or missing, type the unit price in dollars or dollars and cents.

**25. If not displayed, type the DEMIL code.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)

If the DEMIL field is blank or X, type the DEMIL code from the DTID.

**26. For property with an NSN, type the CHLG code** (2 characters)

Challenge processing to be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**27. Type the DEMIL Performed code in the PERF field or press [Enter] to bypass.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)

If working with Declassified Property, type **6** or **7**.

If the PERF field is blank and the DEMIL field contains an F, DAISY displays "DEMIL Instructions? Y/N."

- If DEMIL instructions are provided, type **Y** and press **[Enter]**. DAISY displays the Optional Description window. Type the DEMIL instructions (1-60 characters) provided with the DTID by the item manager.
- If DEMIL instructions are not provided, type **N** and press **[Enter]**. DAISY displays the message, "DEMIL F Cannot Be Received Without DEMIL Instructions from the item manager - Return Property to Generating Activity." Press **[F1]** to stop processing this receipt.

**28. Type the Special Handling code in the SHC field.** (1 character)

If there is no SHC, press **[Enter]** to bypass this field.

If working with Non-Appropriated Fund Property, type **H** for commissary (surcharge) property or **E** for all other NAF property.

**29. Type the Material Screening code in the MSC field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)

You may type the MSC or leave it blank for DAISY to enter. You can look up a list of codes in the RCPT Validation table.

If the property is to be issued right away or to be put on sale, type **X**.

**30. Complete the Action code (ACTN) field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

The ACTN code indicates the action to be taken (by the computer) to post the transaction. DAISY displays N for non-reportable or R for reportable. Press **[Enter]** to accept the displayed code, or type the correct code.

If working with Declassified Property, type **A** to change the MSC.

### 31. Type the Accounting code in the ACCT field. (1 character)

The ACCT code identifies a specific generation and disposition.

### 32. Complete the Depreciated Unit Price (DUP) field. (1-12 characters)

If you press **[Enter]** to bypass this field, DAISY computes the Adjusted Unit Price (AUP) at a later time.

### 33. Indicate description requirements. (1 character)

- If a description is not required, type **N** in the DESC field.
- If a description is required, type **Y** in the DESC field.

### 34. Complete the SITE and LOCATION fields or press **[Enter]** to skip them for now.

(2 and 9 characters respectively)

- If you skip the SITE and LOCATION fields for now, add the site/storage location(s) later, through the Add Storage Location screen. If the property will be stored in multiple locations, skip the fields and add the locations later.
- To record the location, type the 2-character code in the SITE field, then type the 9-character storage location in the LOCATION field.

If the PERF field is blank and the DEMIL field contains a G, the property cannot be physically accepted at the DRMO. The second position of the Site Location code must be a pound sign (#), indicating the property was accepted in-place.

DAISY displays the message "Enter Date Received" and moves the cursor to the DT\_REC field.

### 35. Press **[F9]**.

DAISY displays a new window across the bottom of the screen.

### 36. Type the SCL/SCT number. (7 characters)

The first character must be **L** or **T**. Type **T** if scrap is for term sales, otherwise type **L**.

- If the SCL/SCT is on file, DAISY displays the site and storage location codes.
- If the SCL/SCT Number is not on file, DAISY displays the message "Scrap pile not found. <CR>" Press **[Enter]**, and type a correct SCL/SCT number.

### 37. Type the SCRAP WEIGHT. (1-8 characters)

The weight is in whole pounds unless the second character of SCL/SCT is **V**. If the second character is **V**, the weight is in whole grams.

### 38. Press **[F9]**.

DAISY displays "Press <Print Screen> for Hard-Copy Document, then <Return>."

### 39. Press **[Print Screen]**.

A hard-copy print of your screen will show the UCN for the upgraded property.

### 40. Press **[Enter]**.

DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information.

<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Unique Reportability Item Description and/or DEMIL Instructions window	M, Unique Reportability Item Description and/or DEMIL Instructions window
Serial Number window	B, Serial Numbers
DTID Reimbursement window	L, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	K, Hazardous Material and Hazardous Waste
Description screen	B, Description screen, Step 3

When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used.

## **F. DRMO BATCH LOTS - USABLE**

Use the DRMO Batch Lots - Usable screen for recording the receipt of DRMO-prepared batch lots of usable property.

To record the receipt of DRMO-prepared batch lots of usable property, complete the following steps.

### **1. Access the Receipt and Storage menu.**

Access the Receipt and Storage menu from the DRMO Warehousing Main menu.

DAISY displays the Set and Export RIC Environment Variables screen.

### **2. Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**

DAISY displays the Receipt Selection menu.

### **3. Select DRMO Batch Lots- Usable.**

Select DRMO Batch Lots- Usable from the Receipt Selection menu.

DAISY displays the DRMO Batch Lots- Usable screen. (Figure 2-15).

```

replace not stored      update      record  1 of      1
udwa7021.004          DRMO BATCH LOTS- USABLE
EIN st3ao01  PLR: ST3A : GENERATOR:W45G18
                                                    02/02/96
                                                    09:13
  
```

DTID_NBR W45G18-2032-B212		STOCK ID 7110-BATCH91363M		DT REC 02/01/96	S/P	HM/HW	REIMB	
*** BASIC RECEIPT *** OFFICE FURNITURE								
SWUC: :				SALD: :				
FIIG CD	DAC N	FCC A6	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE
QTY 10		UI EA	ITEM NAME DESKS			UNIT PRICE 102.00		
DEMIL A	CHLG	PERF	SHC	MSC X	ACTN ACCT A A	UDJC	DUP	MGT_CD N
PRELOT:				:SITE : AO: LOCATION: BIN15LOC1 :				
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key								

Figure 2-15. A Completed DRMO Batch Lots-Usable Screen

**4. Complete the Generator DODAAC field. (6 characters)**

- If a Generator DODAAC is not displayed, type the correct DODAAC
- If a Generator DODAAC is displayed
  - To use the displayed DODAAC, press **[Enter]**
  - To change the DODAAC, type over it with the correct DODAAC
  - To clear the DODAAC, hold **[Ctrl]** and press **Y**, then continue at the next bullet point.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y\N."
  - To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
  - To create a UCN, type **Y**, and then press **[Enter]**.
    - If DAISY can generate a UCN, DAISY displays the UCN in the DTID\_NBR field. Go to Step 5.
    - If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y\N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen. DAISY fills the DTID\_NBR field by completing a UCN. DAISY also places BATCH (for Batch lot) in the NIIN or local ID field and EA (each) in the UI field.

If DAISY displays a message. If the message is:

- "Enter Name," go to paragraph J, Entering a Local DODAAC Address.
- "Enter Federal Supply Class," go to Step 5.

**5. Type the predominant Federal Supply Class. (4 characters)**

**6. Type the Julian date the lot was opened. (5 characters)**

The date format is YYDDD.

**7. Type a character for the condition of the property. (1 character)**

- If the property is unused, type **N**.
- If the property is mixed, type **M**.
- If the property is used, type **U**.

**8. Type the date the property was received and press [Enter].** (8 characters)

Type the date the property was delivered to the DRMO in the DT\_REC field. The format is MM/DD/YY. For property received in place, type the date inspected.

DAISY displays a message. If the message is

- "Is This Date Correct? Y/N," the date entered is over 20 days ago.
  - If the date is correct, type **Y** then press **[Enter]**. DAISY accepts the date and moves the cursor to the next field. Go to Step 9.
  - If the date is not correct, type **N** then press **[Enter]**. Type the correct date then press **[Enter]** again. Go to Step 9.
- "Invalid Date. Must Be Current or Past Day," you typed a future date. Press **[Enter]**, then type the correct date.

**9. Type a Special Processing code in the S/P field or press [Enter] to bypass.** (1 character)

Type a code to modify the screen for special processing. Special processing is required for specific classes of property. To display a list of Special Processing codes and what classes of property they represent press [F5] while the cursor is in the S/P field.

If you press **[Enter]**, DAISY leaves \*\*\* BASIC RECEIPT \*\*\* displayed in the middle of the screen. Go to Step 10.

If you type a Special Processing code, DAISY displays the name of the class of property in the middle of the screen. Depending on the Special Processing code typed, DAISY may complete some fields and/or make additional fields available. Skip or change (if required) any fields that DAISY completes. For an illustration of the Special Processing receipt screens and a list of which fields and completed for you, go to Paragraph VI, Special Processing Codes.

**10. Complete the HM/HW (Hazardous Material/Hazardous Waste) field.** (1 character). Only non-hazardous property may be batch lotted.

- If the property is non-hazardous, press **[Enter]** and go to Step 11.
- If the property is hazardous material type **M**.
- If the property is hazardous waste type **W**.

**11. Type the Reimbursement code in the REIMB field.** (1 character)

- If the item is not reimbursable, press **[Enter]**.
- If the item is reimbursable, type **1** in the REIMB field.
- If you typed A in the S/P field, DAISY places a 1 in the REIMB field.

**12. If receiving Abandoned Privately Owned Property, complete the LAST OWNER field.** (1-28 characters)

Either press **[Enter]** indicating the owner is unknown or type the owner's name.

**13. If receiving Industrial Plant Equipment (IPE) property, type the DIPEC EXCESS REPORT NUMBER.** (4-8 characters) Normally this equipment is high acquisition value property and cannot be batched. Bypass this field. Only IPE, which is \$800, or less may be batched.

**14. Type the Disposal Authority code in the DAC field.** (1 character)

If the DAC is not on the DTID, contact the generator for the code and note it in position 64 of the DTID. Write the name and telephone number of the person who provided the DAC in the remark section of the DTID. If the generator cannot provide a code, reject the property by completing DRMS Form 917. Each turn-in must have a DAC. Use the DAC of the predominant generator.

**DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2**

**15. Type the Federal Condition code in the FCC field. (2 characters)**

The Federal Condition code consists of the Supply Condition code from position 71 of the DTID and the Disposal Condition code you assign.

**16. As applicable, complete the following fields.**

**PMIC** (1 character)

Type the Precious Metals Indicator code or press **[Enter]**.

**PIL/SEN** (1 character) **(Do not batch)**

**SHLF** (1 character)

Type the Shelf Life code or press **[Enter]**.

**SAIC** (1 character) **(Do not batch)**

**AE** (1 character)

Type the Automation Equipment Indicator or press **[Enter]**.

**17. As applicable, complete the HAZ /CHLG field. (2 characters)**

Challenge processing will be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**18. Complete the QTY (Quantity) field. (1-5 characters)**

Type the number of documents in the batch.

**19. As applicable, type the Unit Price. (1-12 characters)**

If the unit price is 0.00 or missing, type the unit price in dollars or dollars and cents.

**20. If not displayed, type the DEMIL code. (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)**

If the DEMIL field is blank or X, type the DEMIL code from the DTID.

**21. As applicable, type the CHLG code. (2 characters)**

Challenge processing to be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**22. Type the DEMIL Performed code in the PERF field or press [Enter] to bypass. (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)**

If working with Declassified Property, type **6** or **7**.

If the PERF field is blank and the DEMIL field contains an F, DAISY displays "DEMIL Instructions? Y/N.

- If DEMIL instructions are provided, type **Y** and press **[Enter]**. DAISY displays the Optional Description window. Type the DEMIL instructions (1-60 characters) provided with the DTID by the item manager.
- If DEMIL instructions are not provided, type **N** and press **[Enter]**. DAISY displays the message, "DEMIL F Cannot Be Received Without DEMIL Instructions from the item manager - Return Property to Generating Activity." Press **[F1]** to stop processing this receipt.

**23. Type the Special Handling code in the SHC field. (1 character)**

If there is no SHC, press **[Enter]** to bypass this field.

If working with Non-Appropriated Fund Property, type **H** for commissary (surcharge) property or **E** for all other NAF property.

**24. Type the Material Screening code in the MSC field. (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)**

If working with Abandoned Privately Owned Property or Non-Appropriated Fund Property and the item is

available for sale, type **X**. If working with Abandoned Privately Owned Property or Non-Appropriated Fund Property and the item is to be in retail sales, type **J**.

If working with Non-Appropriated Fund Property and screening is required, type **L**.

If working with Declassified Property, type **X** to change the MSC.

- 25. Complete the Action code (ACTN) field.** (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1.)  
The ACTN code indicates the action to be taken (by the computer) to post the transaction. DAISY displays N for non-reportable, R for reportable. Press **[Enter]** to accept the displayed code.

If working with Declassified Property, type **A** to change the MSC.

- 26. Type the Accounting code in the ACCT field.** (1 character)  
The ACCT code identifies a specific generation and disposition.

- 27. Complete the Depreciated Unit Price (DUP) field.** (1-12 characters)  
If you press **[Enter]** to bypass this field, DAISY computes the Adjusted Unit Price (AUP).

- 28. Indicate description requirements.** (1 character)
- If a description is not required, type **N** in the DESC field, or bypass.
  - If a description is required, type **Y** in the DESC field.

- 29. Complete the SITE and LOCATION fields or press [Enter] to skip them for now.** (2 and 9 characters respectively)
- If you skip the SITE and LOCATION fields for now, add the site/storage location(s) later, through the Add Storage Location screen. If the property will be stored in multiple locations, skip the fields and add the locations later.
  - To record the location, type the 2-character code in the SITE field, then type the 9-character storage location in the LOCATION field.

If the PERF field is blank and the DEMIL field contains a G, the property cannot be physically accepted at the DRMO. The second position of the Site Location code must be a pound sign (#), indicating the property was accepted in-place. DAISY displays the message "Enter Date Received" and moves the cursor to the DT\_REC field.

- 30. Press [F9].**  
DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information.

<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Unique Reportability Item Description and/or DEMIL Instructions window	M, Unique Reportability Item Description and/or DEMIL Instructions window
Serial Number window	O, Serial Number window
DTID Reimbursement window	L, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	K, Hazardous Material or Hazardous Waste window
Description screen	B, Description screen, Step 2

When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used.

**NOTE:** The accounting procedure for generator prepared batch lots is recorded in pounds instead of each in the quantity field.

1. From the main menu, select No. 1, Receipt & Storage.
  - a. Select 1.
  - b. Select 1 again, Usable Receipts.
  - c. Type in the FSC, the word BATCH, and the serial number. For example: 3030BATCH0001.
  - d. Enter the complete stock ID number and hit return/enter. (You will notice that LB appears in the quantity field.)
  - e. Complete the receipt, and enter the number of pounds for the batch lot in the quantity field.

**G. DRMO BATCH LOT - DOWNGRADE**

Use the DRMO Batch Lot- Downgrade screen to record the receipt of DRMO-prepared batch lots of (usable) property and downgrade it to scrap at the same time. To record the DRMO-prepared batch lot and downgrade it to scrap, complete the following steps.

**1. Access the Receipt and Storage menu.**

Access the Receipt and Storage menu from the DRMO Warehousing Main menu.

**2. Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**

DAISY displays the Receipt Selection menu.

**3. Select DRMO Batch Lot- Downgrade.**

Select DRMO Batch Lot- Downgrade from the Receipt Selection menu. DAISY displays the DRMO Batch Lot- Downgrade screen (Figure 2-16)

```

replace not stored      update      record  1 of 1
udwa7021.005          DRMO BATCH LOTS - DOWNGRADE          02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18
  
```

DTID_NBR W45G18-1352-B214		STOCK ID 2510-BATCH91342U		DT REC 02/01/96	S/P	HM/HW	REIMB	
BASIC DOWNGRADE BALED/SHREDEDDED WOOL SCRAP								
SWUC: :				SALD: :				
FIIG CD	DAC M	FCC FS	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE
QTY 100		UI EA	ITEM NAME WOOL SOCKS			UNIT PRICE 1.00		
DEMIL A	CHLG	PERF	SHC	MSC X	ACTN ACCT E C	UDJC	DUP	MGT_CD N
SCL/SCT NBR: LCBSA1A		SITE: A1		LOCATION: 000000001		WEIGHT: :		

ENTER SCRAP WEIGHT AND PRESS <F9> TO UPDATE. F1 -Piv Form F2 -Nxt Form F3 -Piv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-16 A Completed DRMO Batch Lot- Downgrade Screen

**4. Complete the Generator DODAAC field. (6 characters)**

- If a Generator DODAAC is not displayed, type the correct DODAAC
- If a Generator DODAAC is displayed
  - To use the displayed DODAAC, press **[Enter]**
  - To change the DODAAC, type over it with the correct DODAAC
  - To clear the DODAAC, hold **[Ctrl]** and press **Y**. Continue below.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y\N."
  - To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
  - To create a UCN, type **Y**, and then press **[Enter]**.
    - If DAISY can generate a UCN, DAISY displays the UCN in the DTID\_NBR field. Go to Step 5.
    - If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y\N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen. DAISY fills the DTID\_NBR field by completing a UCN. DAISY also places BATCH (for Batch lot) in the NIIN or local ID field and EA (each) in the UI field. DAISY places an S in the second part of the FCC field (disposal condition code) plus an E in the ACTN field and a C in the ACCT field.

If DAISY displays a message. If the message is

- "Enter Name," go to Paragraph J, Entering a Local DODAAC Address.
- "Enter Federal Supply Class," go to Step 5.

**5. Type the predominant Federal Supply Class. (4 characters)**

**6. Type the Julian date the lot was opened. (5 digits)**

The date format is YYDDD.

**7. Type a character for the condition of the property.** (1 character)

- If the property is unused, type **N**.
- If the property is mixed, type **M**.
- If the property is used, type **U**.

**8. Type the date the property was received and press [Enter].** (8 characters)

Type the date the property was delivered to the DRMO in the DT\_REC field. The format is MM/DD/YY. For property received in place, type the date inspected.

DAISY displays a message. If the message is

- "Is This Date Correct? Y/N," the date entered is over 20 days ago.
  - If the date is correct, type **Y** then press **[Enter]**. DAISY accepts the date and moves the cursor to the next field.
  - If the date is not correct, type **N** then press **[Enter]**. Type the correct date then press **[Enter]** again.
- "Invalid Date. Must Be Current or Past Day," you typed a future date. Press **[Enter]**, then type the correct date.

**9. Type the Reimbursement code in the REIMB field.** (1 character)

- If the item is not reimbursable, press **[Enter]**.
- If the item is reimbursable, type **1** in the REIMB field.

**10. Type the Disposal Authority code in the DAC field.** (1 character)

If the DAC is not on the DTID, contact the generator for the code and note it in cc64 of the DTID. Write the name and telephone number of the person who provided the DAC in the remark section of the DTID. If the generator cannot provide a code, reject the property by completing DRMS Form 917.

**11. Type the Federal Condition code in the FCC field.** (2 characters)

The Federal Condition code consists of the Supply Condition code from cc 71 of the DTID and the Disposal Condition code you assign. Valid combinations are FS, GS, or HS.

**12. As applicable, complete the following fields.**

**PMIC** (1 character)

Type the Precious Metals Indicator code or press **[Enter]**.

**SHLF** (1 character)

Type the Shelf Life code or press **[Enter]**.

**PIL/SEN** (1 character) (Do not batch)

Type the Pilferable/Sensitive code or press **[Enter]**.

**SAIC** (1 character) (Do not batch)

Type the Small Arms Indicator code or press **[Enter]**.

S = Small Arms. SERIAL NBRS is displayed beside the window name

R = Other property for which serial numbers must be entered

Blank = property that does not require entry of serial numbers

**AE** (1 character)

Type the Automation Equipment Indicator or press **[Enter]**.

**13. As applicable, complete the HAZ /CHLG field.** (2 characters)

Challenge processing will be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**14. Complete the QTY (Quantity) field.** (1-5 characters)

If DAISY displays a quantity and it matches the quantity listed on the DTID and the quantity received, press **[Enter]**.

If a discrepancy exists between the quantity displayed on the screen and the quantity on the DTID, contact the generator and resolve the discrepancy. After the discrepancy is resolved, either press **[Enter]** to accept the quantity displayed or type the correct quantity and press **[Enter]**.

**15.As applicable, type the name of the item.** (1-29 characters) (Consists of predominant name of property)  
If the ITEM NAME field is blank, type the item name from the DTID.

**16.As applicable, type the Unit Price.** (1-12 characters)  
If the unit price is 0.00 or missing, type the unit price in dollars or dollars and cents.

**17. If not displayed, type the DEMIL code.** (1 character)  
If the DEMIL field is blank or X, type the DEMIL code from the DTID.

**18. As applicable, type the CHLG code.** (2 characters) *Incomplete process*  
Challenge processing to be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**19.Type the DEMIL Performed code in the PERF field or press [Enter] to bypass.** (1 character)  
If working with Declassified Property, type **6** or **7**.

If the PERF field is blank and the DEMIL field contains an F, DAISY displays "DEMIL Instructions? Y/N."

- If DEMIL instructions are provided, type **Y** and press **[Enter]**. DAISY displays the Optional Description window. Type the DEMIL instructions (1-60 characters) provided with the DTID by the item manager.
- If DEMIL instructions are not provided, type **N** and press **[Enter]**. DAISY displays the message, "DEMIL F Cannot Be Received Without DEMIL Instructions from the item manager - Return Property to Generating Activity." Press **[F1]** to stop processing this receipt.

**20.Type the Special Handling code in the SHC field.** (1 character)

If there is no SHC, press **[Enter]** to bypass this field.

If working with Non-Appropriated Fund Property, type **H** for commissary (surcharge) property or **E** for all other NAF property.

**21.Complete the Depreciated Unit Price (DUP) field.** (1-12 characters)  
If you press **[Enter]** to bypass this field, DAISY computes the Adjusted Unit Price (AUP) at a later time.

**22.Indicate description requirements.** (1 character)

- If a description is not required, type **N, or bypass**. In the DESC field.
- If a description is required, type **Y**.

**23.Type the SCL/SCT number.** (7 characters)  
The first character must be **L** or **T**. Type **T** if scrap is for term sales, otherwise type **L**.

- If the SCL/SCT is on file, DAISY displays the site and storage location codes.
- If the SCL/SCT Number is not on file, DAISY displays the message "SCL/SCT Number Not Found, Do You Wish To Continue? Y/N."
  - To start a new scrap pile, type **Y**, and then press **[Enter]**. The SCL/SCT number you type will be recorded.
  - To change the SCL/SCT Number, type **N**, press **[Enter]**, and type the new SCL/SCT number.

**24.If not displayed, type the SITE Location code.** (2 characters)

**25.If not displayed, type the Storage LOCATION.** (9 characters)

**26.Type the SCRAP WEIGHT.** (1-8 characters)  
The weight is in whole pounds unless the first character of SCL/SCT is **V**. If the first character is **V**, the weight is in whole grams.

DAISY displays the message "Was weight entered correct? Y/N"

- If the weight is correct, type **Y** and press **[Enter]**.
- If the weight is not correct, type **N** and press **[Enter]**. Type the correct weight.

**27. Review all the information you typed.**

- If the data is correct, go to the next step.
- If the data is not correct, hold **[Ctrl]** and press **U** to back up to each field in error (press **[Enter]** to move forward) and type the correct data. When all data is correct, go to the next step.

**28. Press [F9].**

DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information.

<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Unique Reportability Item Description and/or DEMIL Instructions window	M, Unique Reportability Item Description and/or DEMIL Instructions window
Serial Number window	B, Serial Numbers
DTID Reimbursement window	L, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	K, Hazardous Material and Hazardous Waste
Description screen	B, Description screen, Step 3

When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used.

**H. SUBDIVIDES UPON RECEIPT**

Use the Subdivides Upon Receipt screen if you need to

- satisfy merchandising requirements
- process supply condition "H" property received on a single DTID consisting of usable property, and usable property that will be downgraded to scrap upon receipt
- process a partial quantity on a DTID as retail sales, while the remainder is processed by other means
- Receive property when more than one Disposal Condition code applies. Extreme care must be taken when receiving property with more than one Disposal Condition code.
- ***Streamline the receipt process of large quantities of small arms at DRMOs Anniston and Crane.***

*Do not subdivide* receipts of usable property if RTD potential exists for the property, or receipts for hazardous property.

To subdivide a receipt, complete the following steps.

**1. Access the Receipt and Storage menu.**

Access the Receipt and Storage menu from the DRMO Warehousing Main menu.

DAISY displays the Set and Export RIC Environment Variables screen.

**2. Press [Enter] to use the current RIC or type a new RIC suffix and press [Enter].**

DAISY displays the Receipt Selection menu.

**3. Select Subdivides Upon Receipt.**

Select Subdivides Upon Receipt from the Receipt Selection menu.

DAISY displays the Subdivisions Requested window (Figure 2-17).

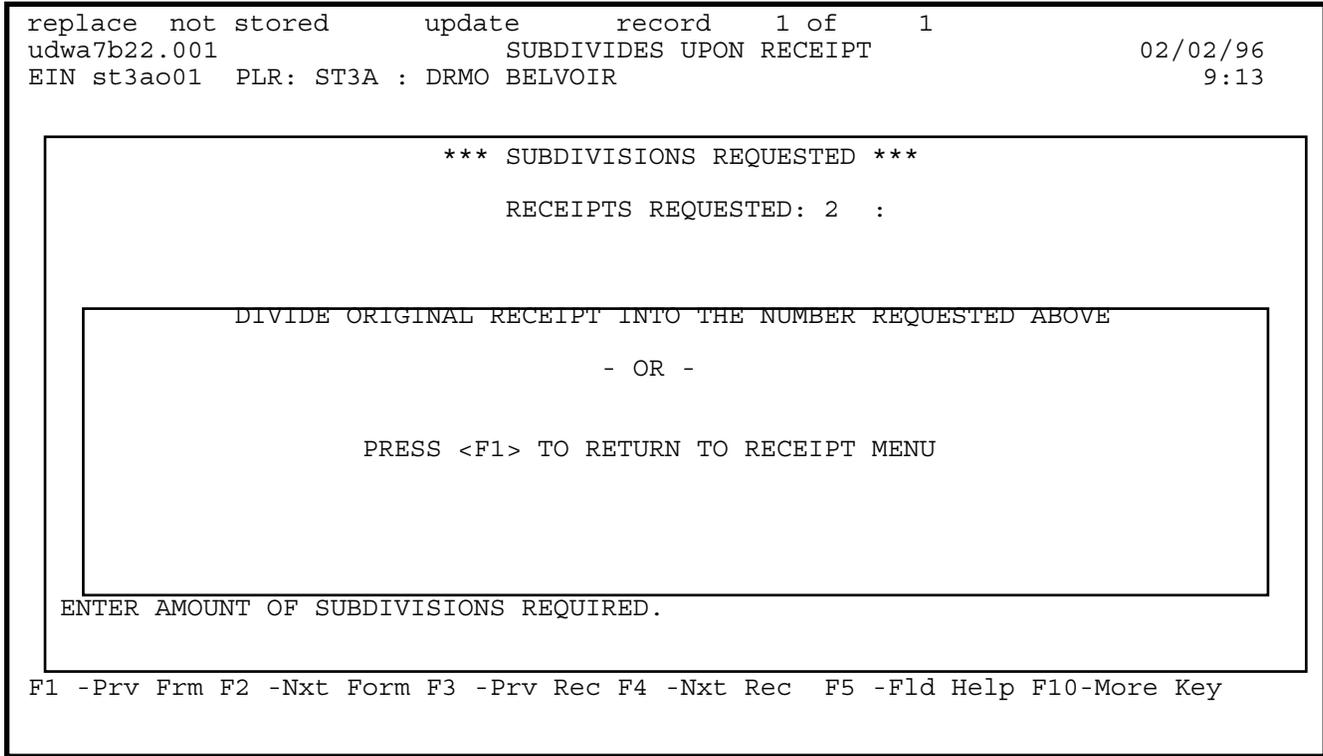


Figure 2-17. A Completed Subdivisions Requested Window

**4. Type the number of subdivisions you need to make then press [Enter].**  
 (1-2 characters)

Type the number of receipts you want the original receipt divided into. DAISY displays the Subdivisions Upon Receipt screen (Figure 2-18).

**DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2**

```

replace not stored      update      record  1 of 1
udwa7021.003          SUBDIVIDES UPON RECEIPT          02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: W45G18
  
```

DTID_NBR W45G18-2032-0001	STOCK ID 1005 007265684	DT REC 02/01/96	S/P	HM/HW	REIMB			
*** BASIC RECEIPT ***								
SWUC:       :			SALD:       :					
DAC N	FCC A6	PMIC A	SHLF O	PIL/SEN 4	HAZ /CHLG	SAIC S	ADPE O	
QTY 100	UI EA	ITEM NAME RIFLE, CALIBER .22			UNIT PRICE 102.00			
DEMIL CHLG PERF D		SHC 3	MSC	ACTN ACCT R D	UDJC	DUP	MGT_CD	DESC N
		PRRILOT:			: SITE:	AO:	LOCATION:	BIN15LOC1:
ENTER SCRAP WEIGHT AND PRESS <F9> TO UPDATE. F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key								

Figure 2-18. A Completed Subdivisions Upon Receipt Screen

**5. Complete the Generator DODAAC field. (6 characters)**

- If a Generator DODAAC is not displayed, type the correct DODAAC
- If a Generator DODAAC is displayed
  - To use the displayed DODAAC, press **[Enter]**
  - To change the DODAAC, type over it with the correct DODAAC
  - To clear the DODAAC before DAISY creates a UCN, hold **[Ctrl]** and press **Y**, then continue at the next bullet point.
- To create a UCN instead of using a Generator DODAAC, press **[Enter]**. DAISY displays "Generate UCN for property found at DRMO? Y/N."
  - To return to the Generator DODAAC field, type **N**, then press **[Enter]**.
  - To create a UCN, type **Y**, and then press **[Enter]**.
    - If DAISY can generate a UCN, DAISY displays the UCN in the DTID\_NBR field. Go to Step 9.
    - If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

DAISY validates the Generator DODAAC and displays the name of the Generator at the top of the screen. If DAISY displays "Enter Name," go to Paragraph XIII, Entering a Local DODAAC Address.

**6. Type the DTID Julian date. (4 characters)**

**7. Type the DTID Serial number. (4 characters)**

**8. If needed, type the optional DTID suffix or press [Enter] to bypass. (1 character)**

DAISY validates the DTID number and displays a message. If the message is

- "Duplicate DTID Number-Do You Wish To Continue? Y/N," go to Step 9
- "Enter Federal Supply Class," go to Step 10

**9. Answer "Duplicate DTID Number - Do You Wish To Continue? Y/N" message.**

To stop working with the DTID number you entered, type **N** and press **[Enter]**, then return to Step 5 and type the correct DTID.

**NOTE: In order for the generator to receive reimbursement for reimbursable property a non-duplicate DTID must be provided. Contact the generator for a new DTID number. If the generator does not provide a new number, ask them to retrieve the property.**

To continue working with the property item but change the DTID Number, type **Y** and press **[Enter]**. The system replaces the DTID number with a unique control number and displays the message "Unique Control Number Assigned - Press [Enter] To Continue." Press **[Enter]**. If DAISY cannot generate a UCN, DAISY displays "Unable to obtain lock. Try again? Y/N." Either type **Y** to try again or type **N** to quit. Press **[Enter]**.

On the DTID, circle the DTID number and write the UCN. From now on, the property will be referred to by the UCN and not the DTID number.

#### 10.Type the Federal Supply Class. (4 characters)

If working with an NSN, the Stock ID field consists of the Federal Supply Class, NIIN, and additional data. When you type an FSC that DAISY recognizes, DAISY displays the FSC name under the \*\*\* BASIC RECEIPT \*\*\* label.

If working with an LSN, the Stock ID field consists of the Federal Supply Class, NCB code, and a name of abbreviated name of the item (e.g., table, sulfacid) - at least 3 characters.

#### 11.Type the NIIN or Local ID. (4-9 characters)

If working with an NSN, the NIIN is 9 numeric characters.

- If DAISY finds a match for the NIIN, DAISY displays NSN information. If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed. If NSN characteristics are incomplete (that is, if one or more of unit of issue, unit price, item name or DEMIL code are missing), a pound sign (#) is placed in the first position of the additional data portion of the STOCK ID field. You will complete these fields in later steps. Go to Step 12.
- If DAISY finds the NIIN and the NIIN does not correspond to the FSC you typed, DAISY displays "FSC Changed to XXXX - Do You Wish to Continue with New FSC? Y/N."
- If you typed the wrong NIIN and want to correct it, type **N** then press **[Enter]**. DAISY displays a blank receipt screen. Retype all information.
  - If you want DAISY to correct the FSC, type **Y** then press **[Enter]**. DAISY corrects the FSC.
- If DAISY doesn't find a match for the NIIN, DAISY displays the message "No match on NSN Char - Continue as LSN? Y or N." Do not type Y unless you know this NIIN is invalid. It is contrary to DRMS instruction to use an LSN without first getting the results of a NIIN characteristics search.
  - To continue and enter the item as an LSN, type **Y** then press **[Enter]**. Go to "If working with an LSN..." at the end of this step.
    - If you don't want to enter the item as an LSN, type **N** then press **[Enter]**. DAISY displays "Initiate NSN Char Search Y or N."
      - To cancel an NSN characteristics search, type **N** then press **[Enter]**. The screen clears and you may enter another DTID.
      - To initiate an NSN characteristics search, type **Y** then press **[Enter]**. DAISY displays "NSN Char Search Initiated; Print Screen, Press [Return]." If a printer is available, print the screen and attach it to the DTID. If a printer is not available, write the date and "NSN characteristics search initiated" on the DTID. Press **[Enter]** and the screen clears. The cursor is in the DTID field ready for a new entry. NSN characteristics are available when the batch programs are next run. Resume processing this DTID the next workday.
        - When you resume processing, if DAISY displays "NIIN request already underway" at the bottom of the screen, the NSN characteristics request was recorded but has not been processed. Wait another day to resume processing.
        - When you resume processing, if DAISY displays "Invalid NIIN, continue as LSN? Y/N" in the ITEM NAME field, the NSN characteristics request was completed, but no characteristics were found. To clear the screen and stop processing this record, type **N**. To continue as an LSN, type **Y**, and complete the STOCK ID field as an LSN.

If you are working with a valid NSN, NSN-related field values are displayed and cannot be changed.

If working with an LSN, the NIIN field must contain the name or abbreviated name of the item - at least 3 characters.

**12.If needed, type the Additional Data or press [Enter] to bypass.** (2 characters) This field may be used to continue the name of the LSN property.

**13.Check that the DTID and Stock ID are correct.**

- If they are not correct, press **[CTRL] U** until the incorrect portion is highlighted or the screen clears. Type the correct information.
- If they are correct, go to Step 14.

**14.Type the date the property was received and press [Enter].** (8 numeric/special characters)

Type the date the property was delivered to the DRMO in the DT\_REC field. The format is MM/DD/YY. For property received in place, type the date inspected.

DAISY displays a message. If the message is

- "Is This Date Correct? Y/N," the date entered is over 20 days ago.
  - If the date is correct, type **Y** then press **[Enter]**. DAISY accepts the date and moves the cursor to the next field. Go to Step 15.
  - If the date is not correct, type **N** then press **[Enter]**. Type the correct date then press **[Enter]** again. Go to Step 15.
  - "Invalid Date. Must Be Current or Past Day," you typed a future date. Press **[Enter]**, then type the correct date.

**15.Type a Special Processing code in the S/P field or press [Enter] to bypass.** (1 character)

Type a code to modify the screen for special processing. Special processing is required for specific classes of property. To display a list of Special Processing codes and what classes of property they represent press **[F5]** while the cursor is in the S/P field.

If you press **[Enter]**, DAISY leaves **\*\*\* BASIC RECEIPT \*\*\*** displayed in the middle of the screen. Go to Step 16.

If you type a Special Processing code, DAISY displays the name of the class of property in the middle of the screen. Depending on the Special Processing code typed, DAISY may complete some fields and/or make additional fields available. Skip or change (if required) any fields that DAISY completes. For an illustration of the Special Processing receipt screens and a list of which fields and completed for you, go to Paragraph B, Special Processing Codes.

**16.Complete the HM/HW (Hazardous Material/Hazardous Waste) field.** (1 character)

- If the property is non-hazardous, press **[Enter]** and go to Step 17.
- If the property is hazardous material type **M**.
- If the property is hazardous waste type **W**.

**17.Type the Reimbursement code in the REIMB field.** (1 character)

- If the item is not reimbursable, press **[Enter]**.
- If the item is reimbursable, type **1** in the REIMB field.
- If you typed A in the S/P field, DAISY places a 1 in the REIMB field.

**18.If receiving Abandoned Privately Owned Property, complete the LAST OWNER field.** (1-28 characters)

Either press **[Enter]** indicating the owner is unknown or type the owner's name.

**19.If receiving Metal Working Machine (MM) property, type the DIPEC EXCESS REPORT NUMBER.** (4-8 characters)

The DIPEC Excess Report number (it always starts with SE4300) is on the instruction letter from DGSC that is attached to the property DTID. A DD Form 1342 should also be attached. The first four digits you type must be a Julian date no greater than the current date.

If the property is supply condition codes A-G and is IPE, but no DIPEC excess report number is provided by

the generator, call the generator. Ask for DD Form 1342 and DGSC instructions. After you receive them, complete the receipt processing. If the generator did not report the property as IPE and wants to, prepare DRMS Form 917 and return the property to the generator. If the generator cannot be reached, contact DGSC at AUTOVON 683-6279 for a report number.

If DGSC instructions are provided for supply-condition-code-H property or the DGSC letter has a supply condition code different than on the DTID, reject the property with DRMS Form 917.

After the field is full or you press **[Enter]**, DAISY checks the typed field values against the validation tables.

**20.Type the Disposal Authority code in the DAC field.** (1 character)

If the DAC is not on the DTID, contact the generator for the code and note it in cc64 of the DTID. Write the name and telephone number of the person who provided the DAC in the remark section of the DTID. If the generator cannot provide a code, reject the property by completing DRMS Form 917.

**21.Type the Federal Condition code in the FCC field.** (2 characters)

The Federal Condition code consists of the Supply Condition code from cc71 of the DTID and the Disposal Condition code you assign.

**22.For property with an LSN, complete the following fields.**

**PMIC** (1 character)

Type the Precious Metals Indicator code or press **[Enter]**.

**SHLF** (1 character)

Type the Shelf Life code or press **[Enter]**.

**PIL/SEN** (1 character)

Type the Pilferable/Sensitive code or press **[Enter]**.

**SAIC** (1 character)

Type the Small Arms Indicator code or press **[Enter]**.

S = Small Arms. SERIAL NBRS is displayed beside the window name  
R = Other property for which serial numbers must be entered  
Blank = property that does not require entry of serial numbers

**AE** (1 character)

Type the Automatic Equipment Indicator or press **[Enter]**.

**23.For property with an NSN, complete the HAZ /CHLG field.** (2 characters)

Challenge processing will be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

**24.Complete the QTY (Quantity) field.** (1-5 characters)

If DAISY does not display a quantity, type the quantity.

If DAISY displays a quantity and it matches the quantity listed on the DTID and the quantity received, press **[Enter]**.

If a discrepancy exists between the quantity displayed on the screen and the quantity on the DTID, contact the generator and resolve the discrepancy. After the discrepancy is resolved, either press **[Enter]** to accept the quantity displayed or type the correct quantity and press **[Enter]**.

**25.Complete the UI (Unit of Issue) field.** (2 characters)

If DAISY displays a Unit of Issue, the only allowed change is Broken Pack, BP.

If the UI field is blank, type in a valid Unit of Issue code.

**26.For property with an LSN, type the name of the item.** (1-29 characters)

If the ITEM NAME field is blank, type the item name from the DTID.

**27.For property with an LSN, type the Unit Price.** (1-12 characters)

If the unit price is 0.00 or missing, type the unit price in dollars or dollars and cents.

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

### 28. If not displayed, type the DEMIL code. (1 character)

If the DEMIL field is blank or X, type the DEMIL code from the DTID.

### 29. For property with an NSN, type the CHLG code (2 characters)

Challenge processing to be provided in an update to DAISY. For now, press **[Enter]** to bypass the field.

### 30. Type the DEMIL Performed code in the PERF field or press **[Enter]** to bypass. (1 character)

If working with Declassified Property, type **6** or **7**.

If the PERF field is blank and the DEMIL field contains an F, DAISY displays "DEMIL Instructions? Y/N."

- If DEMIL instructions are provided, type **Y** and press **[Enter]**. DAISY displays the Optional Description window. Type the DEMIL instructions (1-60 characters) provided with the DTID by the item manager.
- If DEMIL instructions are not provided, type **N** and press **[Enter]**. DAISY displays the message, "DEMIL F Cannot Be Received Without DEMIL Instructions from the item manager - Return Property to Generating Activity." Press **[F1]** to stop processing this receipt.

### 31. Type the Special Handling code in the SHC field. (1 character)

If there is no SHC, press **[Enter]** to bypass this field.

If working with Non-Appropriated Fund Property, type **H** for commissary (surcharge) property or **E** for all other NAF property.

### 32. Type the Material Screening code in the MSC field. (1 character)

You may type the MSC or leave it blank for DAISY to enter. You can look up a list of codes in the RCPT Validation table.

If working with Abandoned Privately Owned Property or Non-Appropriated Fund Property and the item is available for sale, type **X**. If working with Abandoned Privately Owned Property or Non-Appropriated Fund Property and the item is to be in retail sales, type **J**.

If working with Non-Appropriated Fund Property and screening is required, type **Y**.

If working with Declassified Property, type **X** to change the MSC.

### 33. Complete the Action code (ACTN) field. (1 character)

The ACTN code indicates the action to be taken (by the computer) to post the transaction. DAISY displays N for non-reportable or R for reportable. Press **[Enter]** to accept the displayed code, or type the correct code.

If working with Declassified Property, type **A** to change the MSC.

### 34. Type the Accounting code in the ACCT field. (1 character)

The ACCT code identifies a specific generation and disposition.

### 35. Complete the Depreciated Unit Price (DUP) field. (1-12 characters)

If you press **[Enter]** to bypass this field, DAISY computes the Adjusted Unit Price (AUP).

### 36. Indicate description requirements. (1 character)

- If a description is not required, type **N** in the DESC field.
- If a description is required, type **Y** in the DESC field.

### 37. Press **[F9]**.

DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information.

<u>If DAISY displays the...</u>	<u>Go to Section...</u>
Unique Reportability Item Description and/or DEMIL Instructions window	M, Unique Reportability Item Description and/or DEMIL Instructions window
Serial Number window	O, Serial Number window
DTID Reimbursement window	L, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	K, Hazardous Material or Hazardous Waste window
Description screen	B, Description screen, Step 3
A Special Processing Code screen	B, Special Processing Codes

After you have completed any of the screens listed above, DAISY displays the Subdivide Receipts window (Figure 2-19) where you enter the information about each subdivision.

```

replace not stored      update      record 1 of 1
udwa7b23.004           SUBDIVIDES USABLE PROPERTY      02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR                          9:13
  
```

Spec Proc Cd G	HAZ M	NON-REPORTABLE	ORG DTID: W45G1801380001
FSC NIIN/LSN	FCC AA QTY UI DML	ITEM NAME	
7110 00DESK	HX NA 5 EA A	DESK	
RECEIPTS => REQUESTED: 3 USED: 2 REMAINING: 1 <=			RM_QTY: 3
=> U C N <=	FCC SHC MSC QTY DMP	DUP	AA MGT DESC
SX14930138S007	H7		1 NA N
SX14930138S008	HX	X	1 AA N
SX14930138S009	HX		3 NA N
DRMO BELVOIR	PRELOT:	: SITE: SS	: LOCATION: SSSSSSSSS :
ENTER DISPOSAL CONDITION CODE			
F1 -Prv Frm F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key			

Figure 2-19. A Completed Subdivide Receipts Window

- 38. If necessary, type the Disposal Condition code in the FCC column.** (1 character)  
The first character of the FCC (Supply Condition code) is displayed.
- 39. If necessary, type the Special Handling code in the SHC column.** (1 character) (See DRMS-I 4160.14, Volume IV for a list of SHCs.)
- 40. If necessary, type the Material Screening code in the MSC column.** (1 character) (See DRMS-I 4160.14, Volume IV, for a list of MSCs.)
- 41. Type the quantity of *this* subdivision in the QTY column then, press [Enter].** (1-5 characters) On the last subdivision, DAISY fills in the QTY with the remaining quantity (RM\_QTY). If you requested more UCNs than you used, DAISY discards them.
- 42. Type the DEMIL Performed code in the DMP column.** (1 character) (See DRMS-I 4160.14, Volume IV, April 2002

## DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2

Supplement 1, for a list of DEMIL codes.)

### 43. Type the Depreciated Unit Price in the DUP column. (1-15 characters)

If you press **[Enter]**, DAISY calculates the adjusted unit price (AUP) at a later time.

### 44. Type the Action code if it should be other than the one displayed. (1 character) (See DRMS-I 4160.14, Volume IV, Supplement 1, for a list of Action/Accounting codes.)

### 45. If necessary, type the Accounting code. (1 character)

### 46. Type the management code in the MGT column and press **[F9]**, or press **[F9]**. (1 character)

### 47. Indicate description requirements. (1 character)

- If a description is not required, type **N** in the DESC field.
- If a description is required, type **Y** in the DESC field.

### 48. Complete the SITE LOC and STOR LOC fields or press **[Enter]** to fill them with **Ss**. (2 and 9 characters respectively) (see DRMS-I 4160.14, Volume II, Chapter 1)

- If you press **[Enter]**, add the site/storage location(s) later, through the Add Storage Location screen. Press **[Enter]** and add the locations later if the property will be stored in multiple locations.
- To record the location, type the 2-character code in the SITE LOC field for where the item will be stored; type the 9-character storage location in the STOR LOC field.

If the DMIL/PERF field is blank and the DMIL field contains a G, then the property cannot be physically accepted at the DRMO. The second position of the Site Location code must be a pound sign (#), indicating the property was accepted in-place.

### 49. Press **[F9]**.

DAISY displays the number of receipts (UCNs) USED and REMAINING to be used. The USED field contains the number of UCNs you have assigned items to. The REMAINING field contains the number of UCNs you have not yet assigned property items to. The RM\_QTY field contains the number of property items not yet assigned to a UCN.

If you haven't finished subdividing receipts, DAISY fills in the next UCN and puts the cursor in the FCC field.

- To continue subdividing, go to Step 38.
- To cancel all the subdivisions you've done for the DTID and exit, press **[F7]**. When prompted, confirm your desire to quit by typing **Y** then pressing **[Enter]**.

After you enter and add the last subdivision, DAISY displays the Receipt of Usable Property screen, ready for you to type another DTID.

When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used.

## I. RECEIPT REFUSAL

When property is refused, complete a DRMS Form 917.

Use the Receipt Refusal screen to record the refusal of property. Refuse property that does not meet DRMS disposal requirements.

### 1. Access the Receipt and Storage menu.

Access the Receipt and Storage menu from the DRMO Warehousing Main menu.

DAISY displays the Set and Export RIC Environment Variables screen.

### 2. Press **[Enter]** to use the current RIC or type a new RIC suffix and press **[Enter]**.

DAISY displays the Receipt Selection menu.

### 3. Select Receipt Refusal.

Select Receipt Refusal from the Receipt Selection menu. DAISY displays the Receipt Refusal screen (Figure 2-20).

```

replace not stored      update      record  1 of  1
udwa7b22.001           SUBDIVIDES UPON RECEIPT           02/02/96
EIN st3ao01  PLR: ST3A :  GENERATOR:                       9:13

      DTID NUMBER:  W45G1813570001 :
      STOCK ID: 7110 00LSN      :
      FSC DESCRIPTION
      OFFICE FURNITURE

      DATE REFUSED      QTY      PROP LOC SITE
      12/02/91         2         DRMO BELVOIR

ENTER FEDERAL SUPPLY CLASS
F1 -Prv Frm F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

```

Figure 2-20. A Completed Receipt Refusal Screen

**4. Complete the DTID field.** (14-15 characters)

- If you have a DTID, type the DTID number.
- If you type 14 characters, press **[Enter]**.
- If you type 15 characters, *do not* press **[Enter]**.

**5. Type the Federal Supply Class.** (4 characters)

If working with an NSN, the Stock ID field consists of the Federal Supply Class, NIIN, and additional data. When you type an FSC that DAISY recognizes, DAISY displays the FSC name under the \*\*\* BASIC RECEIPT \*\*\* label.

If working with an LSN, the Stock ID field consists of the Federal Supply Class, NCB code, and at least three characters of description (one must be an alpha character).

**6. Type the NIIN or Local ID.** (4-9 characters)

If working with an NSN, the NIIN is 9 numeric characters.

If working with an LSN, the NIIN field must contain the name or abbreviated name of the item - at least 3 characters.

**7. If provided by the generator, type the Additional Data or press [Enter] to bypass.** (2 characters) This field may be used to continue the name of the LSN property.**8. Type the DATE REFUSED, then press [Enter].** (8 characters)

Type the date in MM/DD/YY format.

**9. Type the quantity in the QTY field, and then press [Enter].** (1-5 characters)**10. Press [F9].**

DAISY displays "Please Wait" while it records all of the property information.

DAISY clears the screen and is ready for another refused receipt.

**J. RETURN OF PROPERTY TO GENERATOR.**

Use this step to return property to the generator after receipt.

**a. Select the menu option - Return of Property to the Generator.**

```

                                ACCELL/SQL
[udwb70go]                      INVENTORY MAINTENANCE FUNCTIONS      Menu Item 6 of 6

1.  DEMIL PERFORMED AFTER ESD
2.  DOWNGRADE AFTER RECEIPT
3.  ABANDONMENT & DESTRUCTION
4.  TRANSFER PROPERTY
5.  ISSUE PROPERTY
6.  RETURN OF PROPERTY TO GENERATOR

Selection:
To see more function key labels, press the function key labeled 'More Key'
SF1-Prv Form  F2-Select F3-Prev Item  F4-Next Item F5-Item Help  F10-More Key
```

Figure 2-21. Inventory Maintenance Functions

**b. Type DTID number, SCL or SCT and press return.**

```

Replace not stored      Update      Record 1 of 1
udwb7010.00            DAISY                                07/11/96
s9d3029                RETURN PROPERTY TO GENERATOR          08:52

  DTID_NO/SCL-SCT

Enter either a DTID No. Or a Scrap ID.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Figure 2-22. Return Property to Generator

The next screen provides basic information about the record. Verify that you are processing the correct record. If you entered the wrong DTID, SCL or SCT; press F1 to back out immediately. If the correct DTID appears, type in the quantity returned and press enter. Type the date property was returned by using the following format - mm/dd/yy and press return.

c. You are now at the end of the record. Press F9 to add and update the entry.

```

Replace stored Update Record 1 Of 1
udwb7020.003 DAISY 07/11/96
s9d3029 RETURN PROPERTY TO GENERATOR
09:05

DTID_NO/SCL-SCT FB202053399999

QUANTITY RETURNED: 5 NSN/LSN :793000BADSTUF
DATE RETURNED :07/11/96 HM/HW CODE :M
GENERATOR DODAAC: FB2500 QUANTITY ON HAND:5
ITEM NAME :BAD STUFF

MANIFEST DOCUMENT NUMBER :DUMMYSYCA51920001
US EPA TRANSPORTER ID NO. :XXX999999999
ADDL US EPA TRANSPORTER ID NOS. :
TSDF STATE PERMIT NO. :XXX999999999
EPA HAZARDOUS WASTE NO. :X999
DESIGNATED FAC. US EPA ID NO. :SYB951920001

DESIGNATED FACILITY NAME :FEDERAL CENTER
ADDITIONAL DATA :
SPECIFIC LOCATION :74 WASHINGTON AVE N
GENERAL LOCATION/ZIP CODES :BATTLE CREEK, MI 49016-5000

ENTER DATE THE PROPERTY WAS RETURNED TO THE GENERATOR; THEN <F9> TO UPDATE
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key
    
```

Figure 2-23. Return Property to Generator - Completed

**NOTE: If the property is HW complete a Manifest Screen for the DTID.**

**K. ENTERING A LOCAL DODAAC ADDRESS**

When you enter a DTID number, DAISY checks to see if the DODAAC of the DTID is listed in the Local DODAAC Address file. If DAISY does not recognize the DODAAC, it displays the Local DODAAC Address window. In this window, type the DODAAC's address. The information you type comes from the DTID or the Generating Activity Statistics (LJAS4000).

```

replace not stored      update      record 1 of 1
udwa7030.002           SCRAP RECEIPTS           2/02/96
EIN st3ao01  PLR: ST3A :  GENERATOR:           9:13

```

SCL DESCRIPTION				
DTID_NBR	SCL/SCT_NBR	DT_REC	SCRAP WEIGHT	REIMB
W45G18-	-	-		
	DEMIL /PERF	SHC	ACTN_CD	ACCT_CD

Local Dodaac Address Screen

DoDAAC: W45G18  
 Address Of Generator:  
 Name CONSOL PROP ACCT  
 Street Address BLDG 184  
 RED RIVER ARMY DEPOT  
 City, State, Country TEXARKANA, TX  
 Zip/APO/FPO Code 75507 -

~~ENTER FEDERAL SUPPLY CLASS~~  
 F1 -Prv Frm F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-24. A Completed Local DODAAC Address window on the Scrap Receipts Screen

1. **Type the name of the generator, then press [Enter].** (1-35 characters)
2. **Type the first line of the street address, then press [Enter].** (1-35 characters)
3. **If there is more address information, type a second line then press [Enter].** (1-35 characters)  
 To bypass the second line of address information, press [Enter].
4. **Type the city, state, and country, (if other than U.S.A.) then press [Enter].** (1-26 characters)
5. **Type the ZIP/APO/FPO code.** (9 characters)  
 If you do not use the 4 character additional postal code, press [Enter].  
  
 The cursor returns to the NAME field.
6. **Check each field.**
  - If any field is incorrect, press [Enter] until the cursor is in the field with the error. Retype the field with the correct information.
  - If all fields are correct, go to Step 7.
7. **Press [F9].**  
 DAISY adds the address. DAISY displays the screen you were working on with the cursor in the next field (Julian Date).  
  
 If you were working with
  - Usable Receipts go to paragraph A, Step 5.
  - Scrap Receipts, go to paragraph C, Step 5.
  - Downgrades Upon Receipt go to paragraph D, Step 5.

**L. HAZARDOUS MATERIAL AND HAZARDOUS WASTE**

DAISY displays the Hazardous Material and Hazardous Waste windows when you type an M or W in the HM/HW

field on the Receipt of Usable Property screen. On either the Hazardous Material or Hazardous Waste window, type details about the hazardous property.

If you type M in the HM/HW field on the Receipt of Usable Property screen, DAISY displays the Hazardous Material window.

If you type W in the HM/HW field on the Receipt of Usable Property screen, DAISY displays the Hazardous Waste window.

The next few pages describe the Hazardous Material and Hazardous Waste windows.

**HAZARDOUS MATERIAL WINDOW**

If you type an M in the HM/HW field, DAISY displays the Hazardous Material window (Figure 2-25). When DAISY displays the window, the cursor is in the SP CRIT CD field. If necessary, you can delay filling out the information about the property by typing Z in the SP CRIT CD field. This records the property as hazardous, and later, through the Hazardous menus, you can complete the detail about the property. To record hazardous material information, complete the following steps.

```

replace not stored      update      record      1 of      1 added
UDWA7D38.014          USABLE RECEIPTS          05/31/00
EIN s9d3029  PLR: SVEA : GENERATOR: D R M S          10:00
  
```

DTID_NBR SC4402-0152-0003	STOCK ID 5910 00CAPACIT OR	DT_REC 05/31/00	S/P	HM/HW M	REIMB
------------------------------	-------------------------------	--------------------	-----	------------	-------

Hazardous Material

SWUC:	Sp Crit Cd	State Waste Code			
FIIG CD	Hazardous Material Description:				
DEMIL C	PCB/PPM Con	Lab Annl	Appox Gal	Appox Gr Wt	DESC
A	Serial No	Dimensions HxWxL	KVA	MSDS	N
DRMO					SSS :

Enter Special Criteria Code  
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

Figure 2-25. A Completed Hazardous Material window on the Receipt of Usable Property Screen

1. If applicable, type the Special Criteria code to define the type of hazardous property. (1 character)  
If you type Z, DAISY holds the Hazardous Material record for later completion and displays the receipt screen you were working on or the next window.

If none of the special criteria apply, press [enter] to move to the next field.

2. If your state has one, type the State Waste code, otherwise, press [enter]. (1-8 characters)  
The first two characters are a state abbreviation.

3. Type a brief description of the hazardous material. (2 lines of 60 characters each)

4. Type the percentage concentration of PCBs in parts per million. (1-9 characters)

5. If a laboratory analysis is available, type Y in the LAB ANNL field.  
If you press [Enter] to bypass, DAISY assumes N for LAB ANNL.

6. If the material is a fluid, type the approximate gallons in the APPROX GAL field. (1-9 characters)
7. Type the pounds of approximate gross weight in the APPROX GR WT field. (1-9 characters)
8. If the item has a Serial Number, type it in the SERIAL NO field. (1-9 characters)  
A Serial Number is required if the item is a transformer.
9. If the item is a transformer, type its dimensions. (1-15 characters)  
Use the format of height, width, and length. Separate each measurement with an X.
10. If the item is a transformer, type the kilovolt-amperes in the KVA field.  
(1-9 characters)
11. Press [F9] to add the hazardous material information.  
DAISY displays the receipt screen you were working on with the cursor in the REMI CD field.

**HAZARDOUS WASTE WINDOW**

If you type a W in the HMHW field, DAISY displays the Hazardous Waste window (Figure 2-26). When DAISY displays the window, the cursor is in the SPECIAL CRITIA CD field. If necessary, you can delay filling out the information about the property by typing Z in the SPECIAL CRITIA CD field. This records the property as hazardous, and later, through the Hazardous menus, you can complete the detail about the property. To record hazardous waste information, complete the following steps.

```

replace not stored      update      record      1 of      1 added
UDWA7C37.024          USABLE RECEIPTS          05/31/00
EIN s9d3029  PLR: SVEA : GENERATOR: D R M S          09:56
  
```

Spc Cr	Hazardous Waste						Storage
Cd	Rec	Manifest #	Cont #	Wt/Vol	M/V	EPA HW ID #s	Code
		State				Waste	Accum
		Waste Code(s)				Profile #	Start Date
S							
FIE	ORG	BLDG	Gener	Data	Type	Oper	Name
							Phone
		Contents Description:					
DEM							
A		Container Description:					

Enter Special Criteria Code

F1 -Prv Frm F2 -Nxt Frm F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-26. A Completed Hazardous Waste window on the Receipt of Usable Property Screen

1. If applicable, type the Special Criteria code to define PCBs and other specific hazardous items, otherwise, press [enter]. (1 character)  
If you type Z, DAISY holds the Hazardous Waste record for later completion and displays the receipt screen you were working on.  
If you press [enter], because none of the other special criteria apply, the cursor moves to the next field.
2. Type the Receipt Manifest number. (17 characters) Or, press [enter] to by-pass.  
The Receipt Manifest number identifies the manifest used to ship the waste from the generator to the DRMO.  
A receipt is not required unless HW is transported on public roads.
3. Type the DAISY container number in the CONT NO field. (1-4 characters)

4. **Type the numeric weight or volume in the TOTAL WT/VOL field.** (1-6 characters)
5. **Type the code for the weight or volume in the W/V CODE field.** (1 character) Press **[F5]** for a list of codes to use.
6. **Type the EPA waste classification in the HAZ WS ID NO field.** (4 characters)  
If the property fits any of the EPA waste classifications, use the dummy code D001.
7. **Type the storage code identifying the type of container used to store the waste.** (3 characters)  
If you press **[F5]** DAISY displays a window with the allowable codes.
8. **If your state has Waste Disposal codes, type your state's Waste code, otherwise press [enter].** (8 characters)  
The first two characters are a state abbreviation.
9. **In the ORG field, type the organizational symbol (office symbol) identifying the generator.** (1-6 characters)
10. **In the BLDG field, type the building number for the building that generated the waste.** (1-6 characters)
11. **In the GENER DATA TYPE OPER field, type a description of the operation that generated the hazardous waste.** (1-20 characters)  
Examples of a description are *motor pool, degreasing, and spill residue.*
12. **Type the name of the point of contact for the hazardous waste.** (1-18 characters)
13. **Type the telephone number for the point of contact in the PHONE field.** (1-15 characters)
14. **Type a description of the hazardous waste in the CONTENTS DESCRIPTION field.** (Up to 4 lines of 60 characters each)
15. **In the CONTAINER DESCRIPTION field, type a description of the container the waste is stored in.** (1-60 characters)
16. **Press [F9] to add the record.**  
DAISY displays the receipt screen you were working on with the cursor in the next field.

#### **M. SPECIFYING A FUND CITE OR A CHECK MAILING ADDRESS**

If, when receiving property, you type 1 in the REIMB field (reimbursement code), DAISY displays the DTID Reimbursement window (Figure 2-27). The information you type on this window comes from the DTID. Use this window to record where a reimbursement check for a property item should be sent. From this window you may:

- Select an existing Fund Cite or add a new one if the one you need is not on the list.
- Specify a Check Mailing Address, that is, select a Check Mailing Address or add a new one if the one you need is not on the list.

```

replace not stored      update      record  1 of      1
udwa7216.001           USABLE RECEIPTS           2/02/96
EIN st3ao01  PLR: ST3A : GENERATOR : FINANCE AND ACCOUNTING 09:48

```

```

DTID W45G180346001  REIMBURSEMENT

FUND CITATION

- OR -

CHECK MAILING ADDRESS:
NAME                FINANCE & ACCOUNTING OFFICE
STREET/(NAME CONT.) BLDG 15
(OPTIONAL)          RED RIVER ARMY DEPOT
BOTTOM ADDRESS LINE TEXARKANA, TX                75507-0000

<ZOOM> TO VIEW FUND CITE TABLE FOR CURRENT GENERATOR

PRESS <F9> TO ADD/UPDATE FOR PRESS <F7> TO CLEAR

```

~~Enter Fund Cite or press <RETURN> for Check Mailing Address~~

F1 -Prv Frm F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-27. A Completed DTID Reimbursement Window on the Usable Receipts Screen

**To select an existing Fund Cite**, press **[F20]** (Zoom) to display the Fund Cite list, then press **[F4]** or **[F3]** to view the Fund Cites. If the correct Fund Cite is listed, highlight the Fund Cite, press **[F1]** to select it, then press **[F9]** to update the record. If the correct Fund Cite is *not* listed, press **[F19]** and then add the Fund Cite.

**To add a new Fund Cite** when the correct one is not listed, type the new Fund Cite (1-75 characters) in the FUND CITATION field. Press **[F9]** to add the new cite to the property record and to the list of existing Fund Cites.

**To specify a Check Mailing Address**, press **[Enter]**. The cursor moves to the NAME field in the Check Mailing Address section of the screen.

**To select an existing Check Mailing Address**, press **[F20]** (Zoom) to display the Check Mailing Address list, then press **[F4]** or **[F3]** to view the addresses. If the correct Check Mailing Address is listed, highlight the address, press **[F1]** to select it, then press **[F9]** to update the record. If the correct Check Mailing Address is *not* listed, press **[F19]** (if none are listed, press **[Enter]**) and then add the Check Mailing Address.

**To add a new Check Mailing Address** when the correct one is not listed, type the new Check Mailing Address in the following fields

- NAME (1-35 characters)
- STREET/(NAME CONT.) (1-35 characters)
- (OPTIONAL) (1-35 characters)
- BOTTOM ADDRESS LINE (1-35 characters)

Press **[F9]** to add the new address to the property record and to the list of existing Check Mailing Addresses.

#### N. UNIQUE REPORTABILITY ITEM DESCRIPTION AND/OR DEMIL INSTRUCTIONS WINDOW

**NOTE: Under single cycle processing, reportable/nonreportable item descriptions are no longer required. Therefore, use paragraphs M and N for DEMIL purposes only until such time as the system is updated to reflect this guidance.**

If, when receiving property, you type a Y (or DAISY places a Y) in the DESC field on a reportable receipt, then, when you press **[F9]**, DAISY displays the Unique Reportability Item Description and/or DEMIL Instructions window (Figure 2-28). Use this window to enter DEMIL instructions.



<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Serial Number window	P, Serial Number Window - SAIC Code or B, J-Serial Numbers
DTID Reimbursement window	M, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	L, Hazardous Material and Hazardous Waste
Description screen	I, Description screen, Step 3

DAISY displays "Press [Enter] to continue." Press **[Enter]**. When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used on the previous receipt recorded in this session.

**O. NON-REPORTABLE DESCRIPTION AND/OR DEMIL INSTRUCTIONS WINDOW**

See **NOTE** in paragraph **M** above regarding item descriptions.

If, when receiving property, you type a Y (or DAISY places a Y) in the DESC field on a non-reportable receipt, then, when you press **[F9]**, DAISY displays the Non-Reportable Description and/or DEMIL Instructions window (Figure 2-29). Use this window to enter DEMIL instructions only.

```

replace not stored      update      record 1 of 1
udwa7020.001           USABLE RECEIPTS           02/02/96
EIN st3ao01  PLR: ST3A : GENERATOR: CONSOLIDATED PROPERTY OFFICE 09:13
    
```

DTID_NBR W45G18-1091-0001_B	STOCK ID 7110 00LSN	DT REC 04/01/96	S/P	HM/HW	REIMB				
*** BASIC RECEIPT ***									
SWUC: :			SALD: :						
DAC N	FCC A1	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC	ADPE		
QTY 1	UI EA	ITEM NAME DESK, SMAL WRITING			UNIT PRICE 125.00				
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT	UDJC	DUP	MGT_CD	DESC
Non-Reportable Description and/or DEMIL Instructions:								SSSSSSSS : ENTER SCRAP WEIGHT AND PRESS <F9> TO UPDATE. F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key	

Figure 2-29. A Non-Reportable Description and/or DEMIL Instructions Window on the Usable Receipts Screen

To enter DEMIL instructions complete the steps below.

**1. Type instructions.** (1 line of 60 characters)

If you want to bypass the window, press **[F1]**. DAISY displays "Description Not Wanted? Continue To Next Screen? Y/N."

- If you do *not* want to bypass, type **N**, and then press **[Enter]**. DAISY displays "Press <F1> to bypass or enter description and <F9> to Add/Update." Continue at Step 1.
- If you want to bypass, type **Y**, and then press **[Enter]**. DAISY clears the screen and either displays another window or displays "Press Return <CR> to Continue." Press **[Enter]**. DAISY is ready for a new receipt.

**2. Press [F9].**

DAISY displays "Press Return <CR> to Continue."

**3. Press [Enter].**

DAISY displays "Please Wait" while it records all of the property information.

Depending on what you've typed, DAISY may display one or more windows on which you type additional information or DAISY may display the receipt screen you were on.

<u>If DAISY displays the...</u>	<u>Go to Paragraph...</u>
Serial Number window	P, Serial Number Window - SAIC Code or B, J-Serial Numbers
DTID Reimbursement window	M, Specifying a Fund Cite or a Check Mailing Address
Hazardous Material or Hazardous Waste window	L, Hazardous Material and Hazardous Waste
Description screen	Description screen, Step 3

DAISY displays "Press [Enter] to continue." Press **[Enter]**. When DAISY is ready for another receipt, DAISY clears the screen except for the DODAAC used on the previous receipt recorded in this session.

**P. SERIAL NUMBER WINDOW**

Use the Serial Number window to record the serial numbers of usable property. If you type S or R in the SAIC field on a receipt screen, after you press [F9], DAISY automatically displays the Serial Number window. To use the Serial Number window, complete the following steps.

**1. Type S or R in the SAIC field.**

DAISY displays SERIAL NBRS beside the window name.

After you press [F9], DAISY displays the Serial Number window (Figure 2-30).



**Q. RELOCATE PROPERTY.**

Keep relocation of property to a minimum. The normal process of property through the system is to place it in one storage location, where the property will remain throughout the entire disposal process.

1. If property **must** be relocated:

- Utilize the Bar Coding Program and the Portable Input Terminal (PIT) to accomplish Add Storage Locations and Relocate functions. When using the Bar Code Program and Pits for these functions it is not necessary to accomplish a DRMS Form 152-153.
- If the Bar Code Program and PITs are not used to Add Storage Locations and to Relocate property follow all procedures beginning with paragraph 2.
  - **Add Storage Locations using PIT**
    - User may add storage locations for property that was located in suspense (SSSSSSSS) location or record multiple location for an item by selecting the following menu options:
      - Select "F1Warehousing " from main menu.
      - Select "F1 Add Storage Loc."
      - Scan DTID number from label.
      - Scan site/storage location label where you wish to store property.
      - Place property in location.
      - Save transaction by pressing "F1" key.
  - **Relocate property:**
    - Select "F1" Warehousing " from main menu.
    - Select "F2 Relocate Property".
    - Scan DTID number.
    - Press "F2" to answer "no".
    - Place property in new location.
    - Scan location label.
    - Save transaction by pressing F1 key.
  - **Upload collected data to Bar Code Program:**
    - Unload Pit data to Bar Code Program using Com Dock
    - Prior to uploading the data into DAISY, ensure the IP address of the HP or Dial-Up modem numbers are configured.
    - Click on PROCESS, click on DAISY interface (PIT Update). Program will lead the user to SYS-TEC interface program and the system is ready to upload data from SYS-TEC program to DAISY HP.
      - Click on connect and logon to DAISY by entering login ID and password.
      - Click on the update button.
      - Log out of DAISY once all the data is uploaded to the DRMO HP by clicking on the exit button.

2. When action is complete forward whatever method is used to the Central Files Area.

- Receive request to relocate property.
- Receive and review annotated Items DEMIL Challenge listing and determine items needing relocation.
- Receive approved Downgrade Placard from the Distribution Branch to relocate downgraded property to the scrap yard.
- Receive and review DEMIL placard for DEMIL property requiring relocation.

3. Move property into new location.

4. Process location change as follows:

- Enter new location. Depending on which document is used, sign/date the document. (Go to paragraph R below for input.) Route completed documentation to the central files area by close of business the same day.
- Enter new location on DEMIL Challenge List and forward to the Documentation Branch for file (go to paragraph R below for systems input).
- When downgraded material is delivered to the scrap yard, forward downgrade placard to the Scrap Section for processing. For further processing, go to paragraph R below.

**DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2**

- Attach DEMIL placard to property moved to the DEMIL area.

<u>To do this...</u>	<u>Use this screen</u>
Change the location of usable property or scrap.	Relocate Property Screen.
Enter site and storage locations for items that did not have a site/storage location entered when the property was received.	Add Storage Location Screen.
Divide scrap into smaller units or to move scrap weight from one scrap record to another.	Scrap Breakdown Screen.

**R. SYSTEMS INPUT FOR RELOCATED**

Use the Relocate Property screen to change the location of either usable or scrap property. When relocating property, the DTID number, SCL/SCT number, and Site/Storage location must already be in DAISY. Only the total weight of a scrap record can be relocated. For usable property, Site and Storage Locations may replace the current location or be additional storage locations. To relocate property, complete the following steps.

**1. Access the Storage Functions from the DRMO Warehousing menu.**

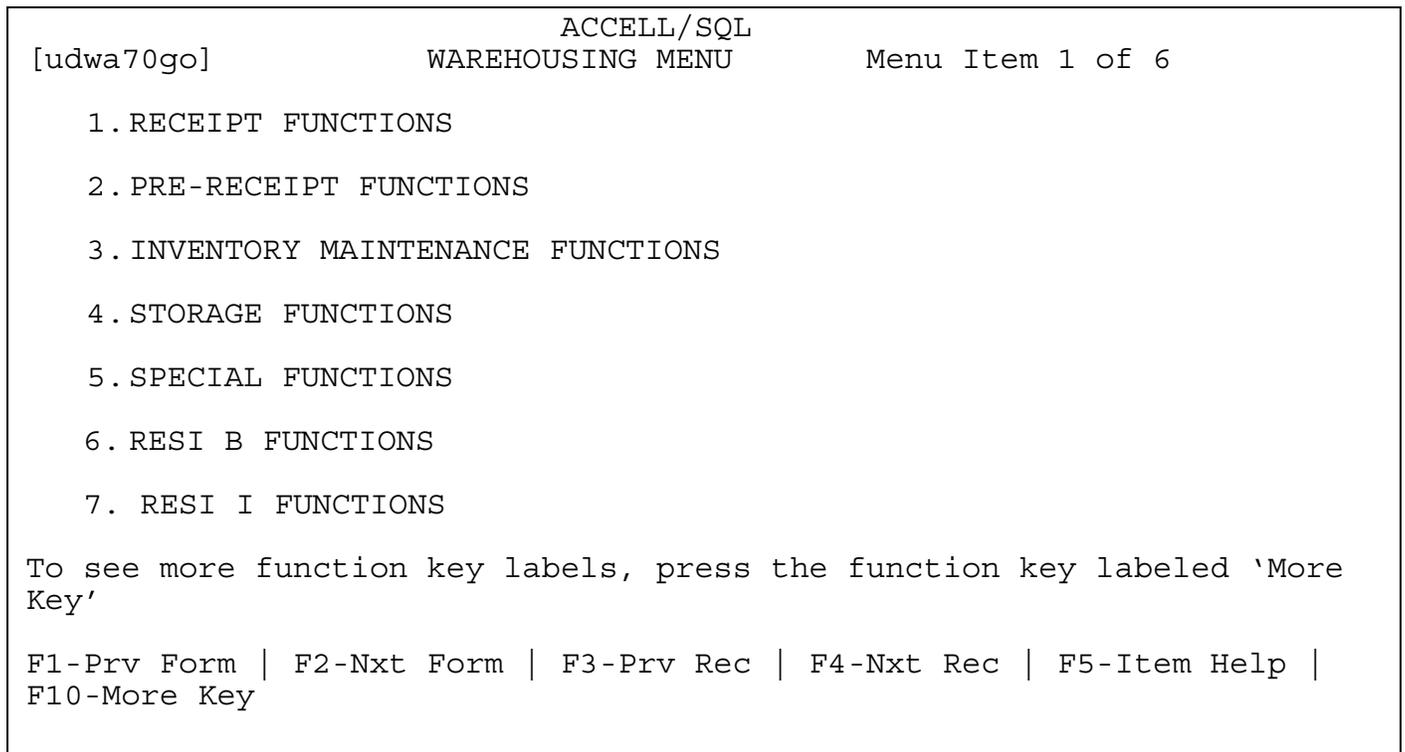


Figure 2-31. Warehousing Menu

**2. Select Relocate Property.**

Select Relocate Property from the Warehousing menu.

ACCELL/SQL [udwb91go]	STORAGE FUNCTIONS	Menu Item 1 of 3
<ol style="list-style-type: none"> <li>1. ADD STORAGE LOCATION</li> <li>2. RELOCATE PROPERTY</li> <li>3. SCRAP BREAKDOWN</li> </ol>		
<p>To see more function key labels, press the function key labeled 'More Key'  F1-Prv Form   F2-Nxt Form   F3-Prv Rec   F4-Nxt Rec   F5-Item Help   F10-More Key</p>		

Figure 2-32. Storage Functions

DAISY displays the Relocate Property screen (Figure 2-33).

replace not stored	update	record	1 of	1					
udwb1041.005		DAISY			01/09/96				
func7000		RELOCATE PROPERTY SCREEN			16:16				
<table border="1" style="margin: auto;"> <tr> <td>Dtid/Scl/Sct/PreLOT Number</td> </tr> <tr> <td>Qty On Hand</td> </tr> <tr> <td>Inv. Item Name</td> </tr> <tr> <td>Stock ID</td> </tr> </table>						Dtid/Scl/Sct/PreLOT Number	Qty On Hand	Inv. Item Name	Stock ID
Dtid/Scl/Sct/PreLOT Number									
Qty On Hand									
Inv. Item Name									
Stock ID									
ENTER DTID OR SCL/SCT OR PRELOT NUMBER									
F1 -Prv Form F2- Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 Fld Help F10-More Key									

Figure 2-33. Relocate Property Screen

**3. If relocating usable property, type a DTID number. If relocating scrap, type a SCL/SCT number. (7-15 characters)**

- If you type fewer than 15 characters, press **[Enter]**.
- If you type 15 characters, *do not* press **[Enter]**.

If DAISY finds the record and storage locations were entered, DAISY displays one of two additional windows for typing new Site/Storage location(s). DAISY displays one window if you type a DTID number (Figure 2-34). DAISY displays a different window if you type a SCL/SCT number (Figure 2-35). If you type a DTID, DAISY also displays the values for the other fields in the first window.

If DAISY displays

- "Use Add Storage Location Process," the Site/Storage locations are S filled.
  - To record the storage location for this property, press **[Enter]** to clear the message, then press **[F1]** to return to the Warehousing menu. Select item 1, Add Storage Location.
  - To record a new storage location for a different item, press **[Enter]** to clear the message. Type a new DTID/SCL/SCT/PRELOT number.

**DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2**

- "Not on file - verify and reenter - Press <Enter> to continue," the property record is not found. Press **[Enter]**, check the number and type the correct number.
- "Scrap record not found - Please reenter - Press <Enter> to continue," the scrap record is not found. Press **[Enter]**, check the number and type the correct number.
- "Item in Z status. - Press <Enter> to continue," the accountable record is closed. Press **[Enter]** and type a new DTID/SCL/SCT/PRELOT number.

If you typed a DTID number go to Step 4. If you typed an SCL/SCT number go to Step 10.

Replace not stored update record 1 of 1

udwb1041.005 DAISY 01/09/96  
func7000 RELOCATE PROPERTY SCREEN 16:16

DTID/SCL/SCT/Prelot Number W45G1800930001 Qty On Hand 1 Inv. Item Name CAR Stock ID 232000AUTO
Site/Storage Location AO R010101A1

ENTER NEW SITE LOCATION: <F7> TO ADD NEW LOCATION  
F1 -Prv Form F2 -Nxt Form F3 - Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-34. Relocate Property screen with DTID Site/Storage Location Window

**4. If you need to enter an additional storage location, press [F7].**

The cursor moves to the first blank line on the Site/Storage Location window.

To replace the current location, go to the next step and type over the existing data.

**5. Type the new Site Location. (2 characters)**

**6. Type the new Storage Location. (9 characters)**

**7. Press [F9].**

Daisy updates the property location record.  
Repeat Steps 4, 5, 6, and 7 for each location.

**8. To delete a location, move the cursor to the location you want to delete, then press [F18].**

To move the cursor up press [F3]. To move down, press [F4].

**9. When finished relocating the property, press [F1].**

The cursor returns to the DTID/SCL/SCT/PRELOT NUMBER field ready for another property record.

Replace not stored	update	record	1 of	1						
udwb1041.005		DAISY		01/09/96						
func7000		RELOCATE PROPERTY SCREEN		16:16						
<table border="1"> <tr> <td>DTID/SCL/SCT/Prelot Number W45G1800930001</td> </tr> <tr> <td>Qty On Hand 1</td> </tr> <tr> <td>Inv. Item Name CAR</td> </tr> <tr> <td>Stock ID 232000AUTO</td> </tr> </table>					DTID/SCL/SCT/Prelot Number W45G1800930001	Qty On Hand 1	Inv. Item Name CAR	Stock ID 232000AUTO		
DTID/SCL/SCT/Prelot Number W45G1800930001										
Qty On Hand 1										
Inv. Item Name CAR										
Stock ID 232000AUTO										
<table border="1"> <thead> <tr> <th>Old Site/Storage Location</th> <th>New Site/Storage Location</th> <th>Scrap Wt</th> </tr> </thead> <tbody> <tr> <td>A2 AO R010101A1</td> <td></td> <td>10000</td> </tr> </tbody> </table>					Old Site/Storage Location	New Site/Storage Location	Scrap Wt	A2 AO R010101A1		10000
Old Site/Storage Location	New Site/Storage Location	Scrap Wt								
A2 AO R010101A1		10000								
<p>ENTER NEW SITE LOCATION: &lt;F7&gt; TO ADD NEW LOCATION  F1 -Prv Form F2 -Nxt Form F3 - Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key</p>										

Figure 2-35. Relocate Property screen with SCL/SCT Site/Storage Location Window

**10. Type the new Site Location.** (2 characters)

**11. Type the new Storage Location.** (9 characters)

**12. Press [F9].**

Daisy updates the property location record. "Added" appears at the top right of the screen. The cursor returns to the DTID/SCL/SCT/PRELOT NUMBER field ready for another property record.

### S. ADD STORAGE LOCATION

Use the Add Storage Location screen to enter site and storage locations for items that did not have a site/storage location entered when the property was received. To add a storage location, complete the following steps.

**1. Access the Item and Inventory Maintenance menu from the DRMO Warehousing menu.**

**2. Select Add Storage Location.**

Select Add Storage Location from the DRMO Warehousing menu.

DAISY displays the Add Storage Location screen (Figure 2-36).

```

replace stored                update                record                1 of 1 RECORDS FOUND

udwb91113.007                DAISY                01/22/96
st1a001                      Add Storage Location Screen                10:41
    
```

PLR: ST1A		SITE NAME: DRMO NORFOLK		
DTID	STOCK ID	QTY	PROCESS DT	
W45G1802010001	2610 006403968	1040	07/20/90	
W45G1802010015	1005 007265808	15	07/14/90	
W45G1802020001	5305 007247203	2	07/21/90	
W45G1801940001	7110 00DESK	6	07/20/90	
W45G1802020087	3110 010385202 #	1	07/21/90	
W45G1802020042	5305 007247203	100	07/21/90	
W45G1802020011	5950 009999336 #	10	07/21/90	

Press <Nxt Form> to Assign Storage Locations  
 F1 -Prv Form F2 -Nxt Form F3 -Find

Figure 2-36. A Completed Add Storage Location Screen

**3. Type a full or partial DTID number or leave blank, and then press [F3].**

(0-15 characters)

DAISY finds DTIDs that have a site and storage location of S. There are three types of find. To find

- a particular DTID, type the full DTID number in the DTID field
- A group of DTIDs all beginning with the same characters (e.g., a particular DODAAC), type as many of the beginning characters as possible, and then type an asterisk (\*). DAISY finds all (S location) DTIDs that begin with the characters you typed before the \*.
- All DTIDs requiring a storage location, leave the DTID field blank and then press [F3]. DAISY displays all (S location) DTIDs. (All of them may not fit on one screen.) Finding all DTIDs that require a storage location takes time and computer resources, please use this find only when necessary.

If DAISY displays "DTID has been transferred to Region or location assigned" the DTID has moved to the Region level or a location already entered. Access the DTID on the Add Storage Location screen from the DRMR Warehousing menu.

If DAISY displays "Location has been assigned or RCD STAT CD = Z" the site and storage location is not Ss. Repeat Step 4.

**4. If not already highlighted, highlight the DTID you want to work with and press [F2].**

To move the highlight bar to the next record, press [F4]. To move the highlight bar to the previous record, press [F3].

When working with a long list, display the next set (screen full) of DTIDs by pressing [F15], or display the previous set of DTIDs by pressing [F14].

When you press [F2], DAISY displays a window to type storage locations in.

**5. Type the Site Location in the SITE LOC field. (2 characters)**

**6. Type the Storage Location in the STORAGE LOCATION field. (9 characters)**

**7. Press [F9].**

Adds the storage location and moves the cursor to the next site location field.

If there are more locations where this property is stored, repeat Steps 6, 7, and 8. You may type up to 10 locations.

**8. Press [F1].**

DAISY closes the Site/Storage Location window.

If more than one DTID was previously displayed, the next one is highlighted. To add storage locations for this DTID, go to Step 5.

**9. When finished adding storage locations, press [F1].**

Displays the menu you accessed the Add Storage Location screen from.

**T. SCRAP BREAKDOWN**

Use the Scrap Breakdown screen to divide scrap into smaller units or to move scrap weight from one scrap record to another. Prior to using the Scrap Breakdown screen, scrap personnel either prepare or receive a DRMS Form 39-3 (see DRMS-I 4160.14, Volume IV, Chapter 6, for a sample DRMS Form 39-3).

To use the Scrap Breakdown screen complete the following steps.

**1. Access the Item and Inventory Maintenance menu from the DRMO Warehousing menu.**

**2. Select Scrap Breakdown.**

Select Scrap Breakdown from the Warehousing menu.

DAISY displays the Scrap Breakdown screen (Figure 2-37).

replace not stored	update	record	1 of 1
UDWCB0AA 006		SCRAP BREAKDOWN	01/09/96 - 15:35
SCL/SCT NUMBER	CURRENT WEIGHT	LOSING WEIGHT	
TE1IA0A	1235567	200	

SCL/SCT not found - Do you wish to add?  
 F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-37. Scrap Breakdown Screen

**3. Type the SCL/SCT number of the losing scrap record in the SCL/SCT NUMBER field. (7 characters)**

The SCL/SCT Number consists of:

- SCL/SCT Prefix (L or T)
  - SCL code
- SCL/SCT Site code
- Scrap DEMIL code

DAISY displays the current weight and moves the cursor to the LOSING WEIGHT field.

**4. Type the total losing weight in the LOSING WEIGHT field and press [Enter].**

(7 characters)

DAISY displays "Is Weight Correct? A Yes Reply Will Require Entry of Complete Breakdown."

**5. Type Y or N then press [Enter].**

- If the weight is correct, type **Y** and press **[Enter]**. DAISY displays another window.
- If the weight is wrong, type **N**, press **[Enter]**, then type the correct weight and press **[Enter]**.

**6. Type the gaining SCL/SCT Number. (7 characters)**

The SCL/SCT Number consists of:

- SCL/SCT Prefix (L or T)
- SCL Code
- SCL/SCT Site Code

**DRMS-I 4160.14, VOLUME II, Chapter 2, Section 2**

- Scrap DEMIL Code

If the Gaining SCL/SCT number is found, DAISY displays "Enter Gaining Weight." DAISY displays the Site Storage Location. Go to Step 10.

If the SCL/SCT is not located DAISY displays "SCL/SCT Not Found - Do You Wish to Add."

replace not stored		update	record	1 of 1
UDWCB0AA 006		SCRAP BREAKDOWN		01/09/96 - 15:35
SCL/SCT NUMBER LE1IA0A		CURRENT WEIGHT 1235567	LOSING WEIGHT 200	
SCL/SCT	SITE/STRG LOC	GAINING WEIGHT	TOT WGHT	REMAINING
TE1I01A	A0	SCRAPYARD	200	200 0

Enter Gaining Weight; Then press <F9> to update  
 F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 2-38. A Completed Scrap Breakdown Screen

**7. Type Y or N then press [Enter].**

- To add the SCL/SCT number, type **Y** and press **[Enter]**.
- If you do not wish to add the SCL/SCT type **N**, and press **[Enter]**. Type the correct SCL/SCT number and press **[Enter]**.

**8. Type the Site Location Code in the SITE field. (2 characters)**

**9. Type the Storage Location Code in the STRG LOC field. (9 characters)**

**10. Type the Gaining Weight in the GAINING WEIGHT field. (7 characters)**

**11. Press [F9] to update.**

If the REMAINING field is zero, DAISY displays "Scrap Breakdown Is Complete; Press <RETURN>." Press **[Enter]**. Either type another SCL/SCT number to break down more scrap (return to Step 3) or press **[F1]** to exit to the Warehousing menu.

**12. If the REMAINING field is not zero, repeat Steps 6 through 11.**

**13. When DAISY transactions are complete, send the DRMS Form(s) 39-3 to the central files area for filing.**