LOGISTICS AND
MATERIEL READINESS

DLM 4000.25-1, June 25, 2013
Change 2

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES
CHANGE 2

I.   This change to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by **_bold, italicized_** print. The exception would be when the entire chapter or appendix is replaced, or a new one added.

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

A. ADC 399A dated January 30, 2013. Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (DD Form 1348-1A or DD Form 1348-2) Continuation Page. Revises the Table of Contents, References, Chapter 5 and Appendices 1-Index, 1.1, 1.6, 1.35, 1.36, 3.48, and 3.49.

B. ADC 427A dated October 3, 2012. Requisition Document Number Date Edit. Revises Chapters 2 and 3.

C. ADC 448B dated October 2, 2012. Delayed implementation for International Organization for Standardization 3166-1 Codes for the Identification of Countries and their Subdivisions. MILSTRIP Definitions and Acronyms and Abbreviations. Revises Chapters 6, 7. Revises Appendix 2 Index and Appendices 2.18, 3.3, and 3.30.

D. ADC 473A dated November 21, 2012. DLMS Revisions to Add the Associated Purchase Order Number (Supports DLA Interface with the Exchange, Navy Exchange Service Command, and Marine Corps Exchange Non-Appropriated Funds Activities, and Non-DOD Customers). Revises Appendix 1.1 and 3.48.

E. ADC 1017 dated September 18, 2012. Intra-DLA Change: Revisions to Procedures and to DLMS 527R Receipt and 947I Inventory Adjustment, and MILSTRIP to Support the Upgrade from Scrap Process used by DLA Disposition Services under Reutilization Business Integration. Revises Appendix 2.7.

F. ADC 1020 dated November 2, 2012. Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel. Revises Chapter 3 and Appendices 2.2, 2.9, 2.10, and 3.24.

G. ADC 1023 dated October 24, 2012. MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS) . Revises Chapter 2 and Appendix 2.7.

H.ADC 1032 dated January 31, 2013. Assignment of Numeric Routing Identifier Codes (RIC). Revises Appendix 2.2.   ADC 1023 dated October 24, 2012. MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System. Revises Chapter 2 and Appendix 2.7.

I. ADC 1032 dated January 31, 2013. Assignment of Numeric Routing Identifier Codes. Revises Appendix 2.2.

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

Replaced Files	**Replaced Files**
Change History Page	Appendix 1.36
Table of Contents	Appendix 2 – Index
Definitions	Appendix 2.2
Acronyms and Abbreviations	Appendix 2.7
Chapter 2	Appendix 2.9
Chapter 3	Appendix 2.10
Chapter 5	Appendix 2.18
Chapter 6	Appendix 3.3
Chapter 7	Appendix 3.24
Appendix 1 – Index	Appendix 3.30
Appendix 1.1	Appendix 3.48
Appendix 1.6	Appendix 3.49
Appendix 1.35	

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/formal_changes.asp
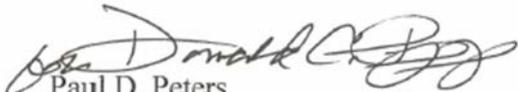
Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
AMCL 13	2/18/2010	**Withdrawal of Approved Military Change Letter (AMCL) 5 and 13, Date Packed/Expiration for Subsistence Items.** This change withdrew the original request the "Date Packed/Expiration for "Subsistence Items" elements in the DLMS Supplement and retracts associated business rules related to MILSTRIP, MILSTRAP and DLMS. Revises MILSTRIP AP3.13, Disposal Release Order, Follow-up, or Cancellation.	0
93A	8/29/2012	**Addendum 93A to include Status Code BP in Cancellation Procedures.** This change corrects an administrative oversight in documented procedures for source of supply processing of single line requisition cancellation requests to check for Status Code BP. Revises MILSTRIP Chapter 3, Requisition Processing and Related Actions.	1
102	8/15/2009	**Revised Service Code V Use in Routing Identifier Codes (RICs).** This change reassigns the use of Service and Agency Code V applicable to Routing Identifier Codes (RICs) to the Navy. Although the Service and Agency Code V belongs to the Navy for DoDAAC assignment, its use in RICs does not. The V-series when used as the RI-To is currently assigned to the National Aeronautics and Space Administration (NASA) for use in logistics transactions (NASA also used as RI-From). Under this ADC, all new RIC assignments in the V-series will belong to the Navy for use to designate Navy contractor locations. Any existing V-series RI values previously assigned for NASA will be deleted. To satisfy NASA requirements, new RICs in the appropriate G-series will be assigned in coordination with the General Services Administration (GSA).	2

ADC Number	Date	Change Description	Version
224	2/21/2007	**Revised Procedures for Logistics Accountability During Maintenance.** This change incorporates multiple revisions to procedures for maintaining accountability during maintenance. Uses existing requisitioning procedures for the induction of reparables into maintenance. Withdraws directed use of the DIC FTA transaction by the shipping activity for accountability of items identified and scheduled for repair under a Depot Maintenance Inter-Service Support Agreement (DMISA), since that type of workload must be negotiated. Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, Chapter 3, Requisition Processing and related actions, and Chapter 9, Materials Returns Program (MRP) and Lateral Distribution of Retail Assets	0
256	12/19/2007	**WebSDR/SDR Transaction Edits: Forwarding and Follow-up Timeframes.** This change approves two new edit processes for DOD WebSDR that will improve data quality and enforce existing business rules under referenced guidance. Follow-up transactions will be edited to ensure that an appropriate time has elapsed before follow-ups may be submitted. Revises Chapter 17 and establishes two new reply codes.	0
262	12/19/2007	**Deleted Department of Defense Activity Address Code (DoDAAC) Cited on Open Orders.** This change revises MILSTRIP and DLMS procedures to include instructions on cancellation of orders citing a ship-to or bill-to DoDAAC that has been deleted. Revises DLMS Volume 2, Chapter 4, and MILSTRIP Chapter 3 and Appendix 2.16 Status Code - BQ.	0
264	1/30/2008	**DLMS Enhancement for Part-Numbered Requisition Format and USAF Unique Rules for Descriptive Information including Technical Order (T.O.) Number.** This change will supports unique procedures for the AF requirement pending future reengineering. This change includes administrative updates to MILSTRIP-identified descriptive information data associated with part-numbered requisitions, during the transition to DLMS from the MILS-based procedures. AP3.4, Non-National Stock Number Requisition (Mechanical).	0

ADC Number	Date	Change Description	Version
282	5/8/2008	**Consolidation and Containerization Points (CCP)-Originated Supply Discrepancy Reports (SDRs) including Noncompliant Wood Packaging Material (WPM) Procedures and Shipment Hold Code.** This change is requested to support generation of DLMS SDRs at the Consolidation and Containerization Points (CCP) and involves shipments using noncompliant Wood Packaging Materials (WPM) and shipping through the CCPs to OCONUS sites. Revises MILSTRIP AP2.17, Hold Codes.	0
285	6/10/2008	**Administrative Revision to MILSTRIP and DLMS Supplement 869C, Requisition Cancellation for Inclusion of Missing Passing Activity Identification.** This change updates the MILSTRIP/DLMS procedures, the DLMS Supplement 869C, and Defense Automatic Addressing System (DAAS) conversion mapping for MILSTRIP Document Identifier AC_/AK_ transactions. All now permit inclusion of the party passing the transaction in the cancellation and cancellation follow-up. Revises MILSTRIP AP 3.7, Requisition Cancellation.	0
286B	6/2/2008	**Administrative Update for MILS/DLMS Conversion for MILSTRIP ACP/ACM Cancellation Formats.** This ADC updates documentation and system maps in order to support current MILSTRIP requirements. The cancellation transactions above are not currently in use, although Army has confirmed their plan to use them. Implementation of this ADC will position Defense Automatic Addressing System to support future systems developers, regardless of Service. Revises MILSTRIP AP3.9, Supply Source Cancellation.	0

ADC Number	Date	Change Description	Version
289	10/21/2009	**Revisions to Security Assistance Program Procedures, Modification of the Definition of the Security Assistance Type of Assistance and Financing Codes (MILSTRIP/Supply) and Policy Change to Billing Procedures.** This change accommodates the inclusion of a paragraph on the timeframe for shipments using a required availability date (RAD), the use of extended required delivery dates (RDDs), a paragraph regarding possible storage charges for materiel awaiting Notice of Availability (NOA) responses, and some minor changes to program names and acronyms. Revises MILSTRIP Chapter 6, Security Assistance Program, and MILSTRIP AP2.19 Security Assistance Program Type of Assistance and Financial Codes.	0
296	8/12/2008	**Passive Radio Frequency Identifications.** The changes are proposed to standardize the pRFID processes and related visibility transactions used throughout DoD. In addition, the additions will expand the use of pRFID to local delivery and the associated delivery and attempted delivery transactions to be implemented under Joint Regional Inventory Materials Management (JRIMM). Revises Chapter 24, Passive RFID Transactions.	0
306	11/10/2008	**Administrative Change to Rail Transportation Mode/Method Codes and Definitions.** This administrative change updates the DoD codes, definitions, X12 conversion and Military Standard Requisitioning and Issue Procedures (MILSTRIP) references to synchronize with the United States Transportation Command's Authorized Data Source for transportation mode/method codes. This change is in direct support of the expansion of the Defense Transportation Coordinator Initiative (DTCI) to include rail movements. Revises MILSTRIP, AP3.14, Material Release Confirmation, AP3.15, Force-Closed Material Release Confirmation, AP3.19, Shipment Status, AP3.30, Foreign Military Sales Notice of Availability Key Document, as well as, AP3.39, Shipment Status.	0

ADC Number	Date	Change Description	Version
309	6/3/2009	**Notice of Availability (NOA) and NOA Reply Transaction Data Content/Mapping including Addition of Type Pack Code for 463L Pallets.** This revision resolves a DLMS/MILS conversion issue between the MILSTRIP AD5 and the comparable DLMS 870N, Notice of Availability Reply. Revisions are identified to add a code and DLMS note to DLMS Supplement 870N supporting what the DAAS map has already implemented, and add a future enhancement to the process to identify the NOA submitter. This change also modifies the location of the type pack code in the DS 856N, Notice of Availability, updates MILSTRIP AP3.30, Formats, to correctly identify the authorized data source for valid DoD Type Pack Codes and adds to MILSTRIP Abbreviations.	0
313	12/24/2008	**Request for Implementation Date for Approved Defense Logistics Management System, Revisions to DLMS Supplement 527R to Add Code for MILSTRAP DRB Functionality and to Address Enhancement for Advice Codes Used with 527R Receipt and Response to Inquiry for Materiel Receipt.** Provides a new DS 527R, Receipt, Inquiry, Response and MRA, beginning segment action code to provide functionality of MILSTRAP (reference 3a) Document Identifier Code (DIC) DRB-MRA Reply to Follow-up. Revises MILSTRIP (references 3.c), Appendix 2.15, Advice Codes.	0

ADC Number	Date	Change Description	Version
316	2/19/2009	**Retail Transportation and Supply Receipt and Acknowledgement Transactions.** This ADC approves a standardized interchange and set of business processes between retail transportation and supply activities through the use of the standard DLMS Warehouse Shipping Order (940R) and Warehouse Shipping Advice (945A). This standard exchange provides the ability to pre-position release order data in transportation, submit follow-up status messages to transportation requesting updated shipment status, submit cancellation requests to transportation for release orders already turned over to transportation for shipment planning and execution, provide supply status messages from transportation to supply, provide cancellation response messages from transportation to supply, and submit material release confirmation messages from transportation to supply when the material has shipped. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Cancellations and Follow-Ups, Chapter 3, Requisition Processing and Related Actions, Chapter 4, Status, AP2.12, Distribution Codes, AP2.16, Status Codes, AP2.1 Document Identifier Codes, and AP3.10, Supply Status.	0
316A	6/26/2009	**USAF Requirements for Item Record Data and Unique Item Tracking (UIT) using the Materiel Release (DLMS Supplement 940R) under Transportation and Supply Receipt and Acknowledgement Interchange.** This change enhanced the Standard Base Supply System (SBSS) - Cargo Movement Operations System (CMOS) interface in association with implementation of the ADC 316 procedures for retail transportation and supply receipt and acknowledgement interchange. The change will allow SBSS to perpetuate selected item record (NSN) data and serialized control numbers/unique item identifiers (UII) in the 940R Material Release transaction. Revises Chapters 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, 19, Unique Item Tracking.	0

ADC Number	Date	Change Description	Version
316B	6/26/2009	**New Distribution Code (111) for the Retail Transportation and Supply Receipt and Acknowledgement Interchange for the 940R and 945A.** This change clearly identifies the transaction used for the Retail Transportation and Supply Receipt and Acknowledgement Interchange. The distribution code "1" has been replaced by the new code "111". Revises Chapters 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, 3, Requisition Processing and Related Actions, 4, Status, and Appendixes 2.1, Document Identifier Codes, 2.12, Distribution Codes, 2.16, Status Codes, and 3.10, Supply Status.	0
317	2/17/2009	**Revised Business Rules for Transshipper-Prepared.** This change establishes new procedures associated with SDR reporting discrepancies discovered while the shipment is in-transit. It authorizes two new SDR action codes to distinguish between SDRs requiring expedited response to resolve frustrated freight problems and those requiring no response, but which may be used by the action activity to correct shipping/packaging errors, recoup money from noncompliant vendors, and identify trends. A time standard of 5 days is established for those SDRs requesting expedited response. The change authorizes special routing rules for DLA-directed shipments (for both the ICP and the Distribution Depot). The change will support use of DoD WebSDR for direct input by aerial ports by adopting a process similar to that currently used by the consolidation and containerization point (CCP).	0

ADC Number	Date	Change Description	Version
324	6/24/2009	**DLMS Procedures for Materiel Returns from National Inventory Management Strategy (NIMS) Sites and Industrial Sites under Base Realignment and Closure (BRAC).** This change documents procedures for materiel returns to DLA as partially implemented under the national inventory management strategy (NIMS) and as planned in support of the 2005 Base Realignment and Closure (BRAC) decision. The change addresses communications among customers, the distribution depot, and the DLA ICP, along with establishing new procedures for authorizing and processing customer credit. Finalization of the returns procedures required recurring DLMSO interaction with the BRAC team to achieve correct business rules and documentation of these rules in the applicable DoD manuals. Revises MILSTRIP Chapter 9, Material Returns Program (MRP) and Lateral Redistribution of Retail Assets.	0
328	7/28/2009	**"Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.** This change requests an interface be established between the various internet ordering applications and the applicable Component financial application, so that fund availability can be checked before allowing the requisition to be processed, and, as a separate, subsequent action, establish the associated obligation within the applicable financial system. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Cancellations, and Follow-ups, as well as, AP2. 1, Document Identifier Code.	0
332	7/8/2009	**Intra-Navy Exchange Price Billing for Depot Level Repairables.** The purpose of this change is to map the Navy's current billing transactions for depot level repairables (DLRs) under the Navy Carcass Tracking program to the DLMS Supplement 810L, Logistics Bill. This change will support the Navy migration to DLMS, and will support mapping in a mixed DLMS/MILS environment. Revision to DLMS Supplement (DS) 810L, Logistics Bill.	0
338	9/28/2009	**New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy Base Realignment and Closure (BRAC) Inventory Management and Stock Positioning (IMSP).** This change was replaced in its entirety by ADC 338A.	0

ADC Number	Date	Change Description	Version
338A	8/24/2010	**New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy BRAC Inventory Management and Stock Positioning (IMSP).** This change republishes ADC 338 to replace the previously assigned advice code with a new management code for use on DLMS transactions associated with requisitioning to identify surge requirements for Mission Support Material (MSM) under DLA-Navy BRAC IMSP. Revises AP2.15 as well as the DLMS Data Dictionary and corresponding MILSTRAP appendix.	0
379	6/15/2010	**New and Revised Supply Status Procedures to Support "Virtual Receipt" and Requisition Alert Processes under Navy BRAC SS&D/IMSP.** This change created the new supply status for arrival and delivery supplements MILSTRIP requirements for materiel release confirmation (DLMS 945A) and shipment status (DLMS 856S) when directed release is triggered by a materiel release order (DLMS 940R) in support of BRAC. This change also establishes (2) Supply and shipment status provided on requisition alerts to the Navy Shipyard (NSY) or Fleet Readiness Center (FRC) sites as the order is updated in EBS. This includes revising existing status code definitions to accommodate the new requisition alert process. Revises MILSTRIP AP2.16, Supply Status Codes.	0
379A	5/4/2012	**Revised Supply Status Procedures to Support "Virtual Receipt" and Requisition Alert Processes under Navy BRAC SS&D/IMSP – Intermediate Supply Status.** This change enhances procedures implemented under ADC 379 (Reference 3.a.) to include additional supply status requirements to Navy BRAC SS&D sites. The new supply status procedures will provide greater visibility to the Naval Shipyard (NSY) or Fleet Readiness Center (FRC) in response to Navy requisition alert transactions (Reference 3.b.) in three situations: Pre-shipment Notification, Pre-protection Notification, and Mission Support Materiel (MSM) Allocation Notification.	0

ADC Number	Date	Change Description	Version
384A	4/7/2011	**Special Programs for Non-DoD/Non-Federal Agency Requisitioners; Additions in Support of DLA Disposition Services Under Reutilization Business Integration (RBI).** This change amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs. Chapter 2, Preparation and Submission of Requisitions, Cancellations and Follow-Ups.	0
384B	10/7/2011	**Special Programs for Non-DOD/Non-Federal Agency Requisitioners; Update to Section 1122 Program DODAAC Series.** This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DODAACs from "1" to "3". There are special programs where the requisitioner is neither a Federal Agency nor a DOD entity. One such program, specifically addressed by this ADC is the special program established by Section 1122 of the fiscal year 1994 National Defense Authorization Act, which established the authority for state and local governments to purchase law enforcement equipment through Federal procurement channels, provided that the equipment is used in the performance of counter-drug, homeland security, and emergency response activities. There are no changes to the DLMS Manual.	0
387	7/2/2010	**DLMS Enhancement: DLMS Supplement 846A Asset Reclassification Transaction and Associated Procedures, and Administrative Update to DS 947I Inventory Adjustment.** This change expands capability of the 846A DLMS transaction, notes and procedures. Revises MILSTRIP AP2.15, Advice Codes.	0

ADC Number	Date	Change Description	Version
389	8/3/2010	**Inventory Control Point /Integrated Item Manager (ICP/IMM)-Directed Shipments of Non-Requisitioned Government Furnished Materiel (GFM).** This proposed change documents an alternative process for providing GFM to contractors without initializing the requirement via a requisition. Under this process materiel is "pushed" from the supply system rather than the "pulled" per current MILSTRIP procedures. The ICP/IMM provides GFM to the contractor based upon the terms which establishes a list of raw materiel/component parts needed to manufacture the end item, and which will be provided by the Government without separate charge to the contractor. Revises Chapter 11, Contractor Access to Government Supply Sources.	0
395	9/1/2010	**Request for New Transportation Activity Processing Supply Status Code.** This change uses supply status code BX that enables the transportation activity to report a more detailed supply status in response to a follow-up inquiry from supply. The status code "BX" provides transportation with a more descriptive status message back to supply, to report that the item for shipment has not yet arrived at the transportation activity for in-check. Revises MILSTRIP AP2.13, Requisition Transaction Status Codes.	0
397	10/26/2010	**Deletion of the Passive RFID Reader ID Number from the Reader Registration Table.** This change deletes the requirement for reporting the pRFID Reader ID Number in the XML Reader Registration transaction. Revision to Chapter 3.	0

ADC Number	Date	Change Description	Version
399	3/18/2011	**Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page.** This change provides enhanced procedures in support automated data capture and establishes a mandatory continuation page for DD form 1348-1A or 1348-2. Additionally, this change removes use of Automated Packaging List (APL) in association with MILSTRIP. Revises MILSTRIP, Chapter 5, Release and Receipt of Materiel, Chapter 6, Security Assistance Program, AP1.1, Forms and Messages, deletes text in AP1.1.7 and insert new AP1.1.9. Also modifies AP1.35, Issue Release/Receipt Document (IRRD), AP1.36, Continuation Page, AP1.30, APL, AP3.48, Materiel Release Document, AP3.49, transfer to DLA Distribution Services on DD Form 1348-1a or DD Form 1348-2.	0
399A	1/30/2013	**Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page.** This addendum requires that unique item identifiers (UIIs) and serial numbers identified in support of DOD policy for the application of IUID in supply business processes be encoded and linked together, when they are machine readable and readily available, or when retrievable from the system generating the form. Additional capability is provided to include batch/lot numbers in association with the UII and/or serial number. This addendum clarifies Code 39 linear bar code data format requirements and updates terminology including references to the PDF417 2D bar code (vice 2D symbol) and "DOD policy for application of IUID in supply processes" (vice serialized item management). Revises MILSTRIP Table of Contents, Chapter 5, Release and Receipt of Materiel, AP1, Forms/Message Formats Index, AP1.1, Forms/Message Formats (Introduction), AP1.6, DD FORM 1348-6, Single Line Item Requisition System Document (Manual-Long Form, AP1.35, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A) With Code 39 (Three of Nine) Bar Codes and PDF417 Two-Dimensional (2D) Bar Code, AP1.36, Issue Release/Receipt Document (IRRD)(DD Form 1348-1A or DD Form 1348-2) Continuation Page, AP3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2,	2

ADC Number	Date	Change Description	Version
		AP3.49, Transfers to DLA Disposition Services Field Office on 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins). Delete MIL STD 1189B from the MILSTRIP References.	
400	4/17/2012	**Elimination of the DLMS-MILSTRAP Logistics Asset Support Estimate (LASE) Process no Longer Required by the DOD Components.** This change eliminates the DLMS-MILSTRAP LASE process as recommended by the DOD Components after staffing two separate PDCs from DLA and Army (DLA PDC 301 and Army PDC 400). The PDCs documented that DLA and Army were not implementing LASE in their respective enterprise resource planning (ERP) systems: DLA Enterprise Business System (EBS) and Army Logistics Modernization Program (LMP). The remaining DOD Components agreed to DLA and Army's elimination of the LASE process. In response to the PDCs, Navy and Air Force stated they would not implement LASE in their ERPs, and Marine Corps also concurred with the elimination of LASE. Revises MILSTRIP AP 2.16, Status Codes.	0
416	10/25/2011	**Hazardous Material/Hazardous Waste (HM/HW) Profile Transaction, DLMS 996H, in Support of Reutilization Business Integration (RBI)** This change established an interface through DLA Transactions Services to electronically convey Hazardous Material/Hazardous Waste (HM/HW) Profile Sheet (HWPS) and shipment status information for shipments to DLA Disposition Service Field Offices. The interchange will accommodate the existing Generator Communication (GenComm) Standard v5.0 in either pipe-delimited (see enclosure 1) or XML schema (see enclosure 2) transaction formats from either GenComm or the individual Component generator systems. Revises AP3.49, Transfers to Defense Reutilization and Marketing Office on DD Form 1348-1A or DD Form 1348-2 (Single Item Turn-Ins), Block 27.	0
418	4/6/2011	**Advice Code 2W for Free Issue.** This change authorizes Navy and Marine Corps use of Advice Code 2W when requisitioning on a free fill or kill basis where the requisition is satisfied through Navy-owned residual end-use assets managed under Navy ERP. Supports use of AP2.15, Advice Codes.	0

ADC Number	Date	Change Description	Version
426	5/10/2011	**Intra-Navy DLMS 511R, Requisition, Inclusion of Requested Storage Activity.** This change documents changes to DLMS 511R / Document Identifier Code A0_, to allow for the identification of the desired storage activity from which a requisitioned item is to be supplied. This change will be adopted as an intra-Navy DLMS enhancement in support of organic maintenance requisitioning procedures. Revises AP3.2, Requisition.	0
427	11/28/2011	This ADC has been superseded by ADC 427A Approved on October 2, 2012.	0
427A	10/3/2012	**Requisition Document Number Date Edit.** This change implements a permanent DAAS edit to check for an appropriate ordinal date in requisitions prior to forwarding to the source of supply. Comparable edits are authorized within source of supply requisition processing. This change replaces ADC 427 in its entirety; it retains all information previously published, additional exclusion values, and clarification of the implementation timeline. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, Chapter 3, Requisition Processing and Related Actionsand MILSTRIP AP2.16 Status Codes.	2
428	5/23/2011	**Special Program Section 1122 DoDAACs Changed from "1" Series to "3" Series.** This change modifies initial guidance in ADC 384, which assigned Service Code "I" to Missile Defense Agency. Since the alpha "I" is very similar to the numeric "1" assigned to Section 1122 Program DoDAACs, this change has been made to avoid possible confusion in human readable form. Revises AP2.2, Service and Agency Codes.	0

ADC Number	Date	Change Description	Version
428A	6/9/2011	**Support to Missile Defense Agency (MDA) as a Foreign Military Sales (FMS) Implementing Agency (IA) and Assignment of New Service and Agency (S/A) Code "I".** This addendum is provided to make administrative corrections to the approved change documentation and document additional requirements for new distribution code and fund codes to support Missile Defense Agency (MDA) as an Implementing Agency (IA). MDA will establish an ILCO, which will be responsible for entering and maintaining MAPACs in the MAPAD, as required, for use with requisitions submitted with Service/Agency Code "I"-based document numbers. Additionally, MDA will be responsible for updates to the Fund Code Table to support Interfund billing as applicable. Revises AP2.2, Type of Physical Inventory/Transaction History Codes.	0
436	8/4/2011	**Administrative Revisions to DLMS Supplements to Remove Obsolete Routing Identifier Code (RIC) "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with RICs.** This change updates the RIC field note in the DLMS to remove obsolete references to future streamlining, and the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)". Revises AP2.3, Routing Identifier Codes.	0
437	9/26/2011	**Additional Data Element Requirements for the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page Supporting Reutilization Business Integration.** This change adds the following categories of instructions to Block 27 (and its continuation page or in available white space on the paper that the form is printed, if needed) of the DD 1348-1A or DD 1348-2 to support issue of DLA Disposition Services property. Revises AP3.49, Transfers to DLA Disposition Services DD Form 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins) Block 27 and replaces the sample continuation page in AP1.36, Issue Receipt Document (IRRD).	0

ADC Number	Date	Change Description	Version
437	11/4/2011	**Correction to DOD 4000.25-1-M, Appendixes 3.48 and 3.49.** This change reverses the ADC 437 changes erroneously applied to DOD 4000.25-1-M, Appendix 3.49, and applies approved ADC 437 changes to DOD 4000.25-1-M, Appendix 3.48. Revises AP3.49, Transfers to DLA Disposition Services DD Form 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins), and AP3.48, Material Release Document DD Form 1348-1A or DD Form 1348-2.	0
440	7/19/2011	**Change to DoDAAC Authority Code Assignment Process.** This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00". Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups.	0
441	8/22/2011	**Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.** This change proposes that DLA Transaction Services split large quantities for ammunition communicated via DLMS Transaction into two legacy 80-record position transactions without creating or changing the suffix code. The split into separate transactions is necessary because the legacy format restricts the allowable field length for quantities and does not accommodate residual quantities when using the "M" quantity multiplier described above. The Defense Automatic Addressing System (DAAS) conversion split from a single DLMS transaction into two separate 80-record position legacy transactions will result in the maximum allowable quantity on the first transaction and the residual quantity on the subsequent transaction produced with like document number/suffix. Revises Chapter 4, Status, and AP3.10, Supply Status, AP3.19, Shipment Status, AP2.6, Unit of Issue and Quantity, AP3.1, Formats, AP3.12, Materiel Release Order/Follow-Up For Materiel Release Order/Lateral Redistribution Order , AP3.2, Requisition, and AP3.14, Materiel Release Confirmation.	0

ADC Number	Date	Change Description	Version
441A	1/23/2012	**Approved Addendum to Approved Defense Logistics Management System (DLMS) Change 441A, Clarification to Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits. (This document must be used in conjunction with the original ADC 441.)** Revises MILSTRIP Chapter 4, Status, Appendix AP3.10, and Appendix 3.19.	0
448	9/21/2011	**Implementation of International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.** This change implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, "Codes for the representation of names of countries and their subdivisions – Part 1: Country Codes" by September 30, 2012, in accordance with References 3.a and 3.b. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and tri-graph (three characters). Also approves a related enhancement to use country short names in DoDAAD and MAPAD last address line in lieu of country codes to meet the ISO and United States Post Office (USPS) postal addressing rules. Revises AP2.8, Security Cooperation Customer Codes, Chapter 6, Security Assistance Program, as well as, Chapter 7, Validation of Material Obligation.	0
448B	10/2/2012	**Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.** (Replaces ADC 448A in entirety) Due to the delayed implementation for ISO 3166-1 country code standard, this administrative ADC updates related DLMS documentation to restore the name change for Country & Activity codes (Logistics Qualifier 85/85*) and to remove the previously published "September 30, 2012" implementation date established under ADC 448. Revises LOGDRMS (Qualifiers 85/*85), MILSTRIP Definitions; MILSTRIP Chapter 6, Security Assistance Program, Chapter 7, Validation of Material Obligation, AP2 Index, AP2.18 Country and Activity Codes, AP 3.3 Security Assistance Program Requisition, AP3.30, FMS Notice of Availability Key Document.	2

ADC Number	Date	Change Description	Version
450	2/14/2012	**Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes.** The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.	0
451	11/7/2011	**Elimination of DD Form 173/2 for Message Transmission of MILSTRIP Transactions and Updated Procedures associated with DLA Transaction Services Document Mailing.** Revised Chapter 1, General Information, Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, Chapter 9, Materials Returns Program (MRP) and Lateral Redistribution of Retail Assets, AP1, Forms/Message Formats Index, AP2.4, Media and Status Codes, AP1.8, MILSTRIP Requisition Message, AP1.9, MILSTRIP Message Follow-up, AP1.10, MILSTRIP Message Supply Assistance Request, AP1.11, Abbreviated MILSTRIP Message Supply Status, AP1.12, abbreviated MILSTRIP Message Shipment Status, AP1.13, MILSTRIP Part Number/Non-NSN Message Requisition, AP1.15, Message Request for Special Material Obligation Validation, AP1.16, Message Reply to Special Material Obligation Validation, AP1.22, Abbreviated Message Asset Report, Etc. (Material Returns Program), and AP1.23, Mass or Universal Cancellation Message.	0

ADC Number	Date	Change Description	Version
453	12/9/2011	**Component Turn-In Documentation, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2), Supporting Disposition Services.** This ADC addresses DD Form 1348-1A (or DD Form 1348-2) requirements for DOD Components that are turning in property to DLA Disposition Services to clarify funding information required for reimbursement of scrap proceeds or obligation for Hazardous Waste (HW) disposal cost. Additionally, changes are needed to reduce the number of paper copies required at time of turn-in and also to expedite automated turn-in processing where Component systems provide computer generated DD Form 1348-1A (or DD Form 1348-2) documents that have all required information. Revises MILSTRIP AP3.49, Transfers to DLA Disposition Services Field Office on DD Form 1348-1A or DD Form 1348-2 (Single Line item Turn-Ins), as well as, Chapter 5, Release and Receipt of Material.	0
455	2/7/2012	****ADC 455 was replaced in entirety by ADC455A. Refer to ADC 455A**** **Revisions to Procedures and Supply Status (DLMS 870S/Document Identifier Code (DIC) AE_) from DLA Disposition Services under Reutilization Business Integration (RBI).** This change allows MILSTRIP requisitions for DLA Disposition Services NSN property to be prepared and submitted external to the DLA Disposition Services' RTD Web (via the customer's own supply system). These requisitions will be forwarded by DLA Transaction Services to the RTD Web for processing. When a DTID Number is not cited on the requisition transaction, the RTD Web will determine the applicable DTID Number(s) necessary to fill the requisition. This is required because DLA Disposition Services property is managed by NSN/DTID Number. Revises MILSTRIP Appendix, AP2.16, Status Codes.	0

ADC Number	Date	Change Description	Version
455A	2/7/2011	**Revisions to Procedures and Supply Status (DLMS 870S/Document Identifier Code (DIC) AE_) from DLA Disposition Services under Reutilization Business Integration (RBI).** MILSTRIP requisitions for DLA Disposition Services NSN property may be prepared and submitted external to the DLA Disposition Services' RTD Web (via the customer's own supply system). These requisitions will be forwarded by DLA Transaction Services to the RTD Web for processing. When a DTID Number is not cited on the requisition transaction, the RTD Web will determine the applicable DTID Number(s) necessary to fill the requisition. This is required because DLA Disposition Services property is managed by NSN/DTID Number. Revises MILSTRIP Appendix, AP2.16, Status Codes.	0
464	3/02/2012	**Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940R/ DIC AFX/AFZ) under Reutilization Business Integration (RBI).** This change adds a new shipment hold code for receipt in place and establishes new utilization code to recognize turn-ins processed outside the Service's supply system when ICS follow-up procedures are required. Revises Chapter 3, AP1.33, and AP2.17.	0
466	3/28/2012	**Revisions to Procedures and DLMS 511R, Requisition, to Support Requisitioning from DLA Disposition Services under RBI.** This ADC describes the new processing rules for DOD requisitions submitted to DLA Disposition Services from within the Components' supply system (via MILSTRIP legacy or DLMS format). [Use of the controlling document number suffix code as described above to provide separate transactions for each DTID is not consistent with MILSTRIP suffixing to identify split shipments. However, the DLA Disposition Services requires accountability down to the DTID level and only supports a single occurrence of the DTID for each document number. The use of suffix codes in the manner described above will leverage existing Component legacy system processing to recognize and recognize/retain suffix codes provided via supply status and will simultaneously create the one-to-one relationship necessary. Revision to MILSTRIP AP3.2.	0

ADC Number	Date	Change Description	Version
473A	11/21/2012	**DLMS Revisions to Add the Associated Purchase Order (PO) Number (Supports DLA Interface with the Exchange, Navy Exchange Service Command (NEXCOM), and Marine Corps Exchange (MCX) Non-Appropriated Funds (NAF) Activities, and Non-DOD Customers) ADC 473 (Reference 3.c.) updated DLMS transactions to support the Exchange (the Army and Air Force Exchange Service).** This change allows the Exchange and NEXCOM customer orders to include an internal PO number in the DLMS requisition transaction. DLA will then perpetuate the PO number through shipping and billing functions. Revises Appendices 1.1, Forms/Message Formats (Introduction), and 3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2.	2
477	3/8/2011	**Component Performing Procurement/Contracting for another Component Involving Government Furnished Property (GFP).** Procedures were revised to clarify that when one Component is performing the procurement/contracting service for another Component, the Component providing the procurement/contracting service and the Component requesting the contract shall coordinate efforts to ensure that the requesting Component's MCA has access to the necessary contract and applicable contract modification information to perform its management control and accountability functions over Government supply system materiel access. This change is for clarification only; no system changes or MCA management control functions/process, transaction format or transaction flow changes are needed.	0
478	2/23/2012	**Revision to Project Code Procedures Authorizing 3H-Series Project Codes for Assignment by the Joint Material Priorities Allocation Board (JMPAB).** This change adds 3-Hotel-(Alpha) to the existing 3-Juliet-(Alpha) series project codes for the Joint Materiel Priorities and Allocation Board (JMPAB) use. This change also reflects administrative updates/clarification of project code procedures, including procedures for dissemination of CJCS-assigned project codes. Revises MILSTRIP, AP2.13, Project Codes.	0

ADC Number	Date	Change Description	Version
486	3/28/2012	**Administrative Change to Delete Document Identifier Codes QD1/QR1 Routing Identifier Code Interrogation Request/Response Transactions.** This change deleted all references to the legacy DIC QD1 and QR1 transactions and associated business rules and processes and advises the using community to make all RIC inquiries via the DLA Transaction Services Portal, using the eDAASINQ application. Revises MILSTRIP AP2.3, Routing Identifier Codes.	0
1006	7/12/2012	**Exception Processing for DLA Contractor Furnished Materiel (CFM) Requisition.** This change documents an exception/deviation to the current requirements under MILSTRIP procedures for contractor access to Government supply sources. It establishes an automated DLA Transaction Services Defense Automatic Addressing System (DAAS) edit/interface to provide management control activity (MCA) validation for requisitions submitted by DLA contractors for contractor-furnished materiel (CFM). Revises Chapter 11, Contractor Access to Government Sources of Supply.	1
1011	8/13/2012	**Routing Identifier Code (RIC) Format Rule for Defense Contract Management Activity (DCMA).** This change modifies business rules for Routing Identifier Code (RIC) assignment for the purpose of establishing a business rule supporting a machine-readable method of distinguishing between RICs representing Defense Logistics Agency (DLA) and those representing Defense Contract Management Agency (DCMA) activities. Revises Appendix 2.2, Service and Agency Codes, and 2.3, Routing Identifier Codes.	1

ADC Number	Date	Change Description	Version
1014	8/17/2012	**Revised Procedures for Inclusion of Contract Data in Transactions Associated with Government Furnished Property (GFP) and Management Control Activity (MCA) Validation of Contractor Furnished Materiel (CFM) Requisitions.** This change updates DLMS procedures and multiple DLMS transactions to enhance the visibility of GFP through associated logistics transactions. It perpetuates the DFARS contract number through the requisitioning and MCA validation processing and establishes a mandatory requirement for inclusion of the applicable GFP contract number in relevant requisitions, redistribution/materiel release orders, and shipment status, thereby providing capability to monitor GFP through enterprise visibility/accountability program. Revises Chapter 11, Contractor Access to Government Sources of Supply, Appendices 1.1, Forms/Message Formats Introduction, 3.2, Requisition, 3.23, Passing Order, 3.24, Referral Order/Lateral Redistribution Order for Retail Assets, and 3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2.	1
1017	9/18/2012	**Intra-DLA Change: Revisions to Procedures and to DLMS 527R Receipt and 947I Inventory Adjustment, and MILSTRIP to Support the Upgrade from Scrap Process used by DLA Disposition Services under Reutilization Business Integration (RBI).** This change further updates DLMS 527R and 947I to accommodate upgrading of an item from scrap for items already receipted as, or downgraded to, scrap that are later identified as useable items. The upgrade from scrap process in the DLA Disposition Services Field Office system is initiated by indicating specific warehouse location and entering the Local Stock Number (LSN). Revises MILSTRIP Appendix 2.7, Document Number (utilization codes).	2

ADC Number	Date	Change Description	Version
1020	11/2/2013	**Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel.** This change documented procedures for the ownership change of Single Manager for Conventional Ammunition (SCMA) managed and non-SMCA managed materiel ammunition and ammunition-related items only, where there is no shipment or billing associated with the ownership change. Revises MILSTRIP Chapter 3, Requisition Processing and Related Actions, Appendices 2.2, Service/Agency Codes, 2.9, Supplementary Address, 2.10, Signal Codes, 2.13, Project Codes, and 3.24 Referral Order/Lateral Redistribution Order For Retail Assets.	2
1023	9/6/2012	**MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS).** This change removes placeholders for data elements intended as DLMS enhancements to support transactional requisitioning from PCARSS using DLMS requisitioning transactions. DLMS requisitioning from PCARSS is not currently identified as a PCARSS modernization goal. Additionally, this change updates MILSTRIP to remove the specific code value assigned for requisitions applicable to screening via Contractor Inventory Redistribution System. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Cancellations, and Follow-ups, and MILSTRIP AP2.7, Document Number (utilization codes).	2
1029	8/14/2012	**Establish New MILSTRIP Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for Military Sealift Command (MSC).** Revises Appendix 2.7. (Withdrawal of ADC 1029 dated September 4, 2012.)	1
1032	1/31/2013	**Assignment of Numeric Routing Identifier Codes (RIC).** This change allows numeric values to be used in the first position of the RIC. Revises MILSTRIP AP2.2, Service and Agency Codes.	2

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<u>REFERENCES¹</u>

References in this manual are linked to the authoritative sources from the DLA Logistics Management Standards web site pages for the following publication categories:

DoD Directives: www.dla.mil/j-6/dlmso/eLibrary/Manuals/directives.asp

DoD Instructions: www.dla.mil/j-6/dlmso/eLibrary/Manuals/instructions.asp

DoD Manuals/Regulations etc.:
www.dla.mil/j-6/dlmso/eLibrary/Manuals/regulations.asp

DoD Component Joint: www.dla.mil/j-6/dlmso/eLibrary/Manuals/joint.asp

Military Standards: www.dla.mil/j-6/dlmso/eLibrary/Manuals/milstds.asp

Non-DoD: www.dla.mil/j-6/dlmso/eLibrary/Manuals/nondod.asp

DoD Component Regulations/Manuals etc.:
www.dla.mil/j-6/dlmso/eLibrary/Manuals/other.asp

Defense Logistics Manuals: www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp.

Document

DoDI 4140.01 DoD Supply Chain Materiel Management Policy, December 14, 2011

Foreign Military Sales (FMS) Act of 1968

Arms Export Control Act (AECA) of 1976, as amended

DLM 4000.25, "Defense Logistics Management System (DLMS) "

DTR 4500.9-R, "Defense Transportation Regulation"

AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments"

DoDI 3110.5, "Material Condition Reporting for Mission-Essential Systems and Equipment"

DoD 4160.21-M-1, "Defense Demilitarization Manual"

Federal Property Management Regulations Subchapter H, Part 101-43, "Utilization of Personal Property," July 1, 1994

DoDD 5100.76, "Physical Security Review Board"

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¹ Online sources are identified when known.

DoD 5105.38-M, "Security Assistance Management Manual"

Defense Federal Acquisition Regulation Supplement

Military Standard 129, "Military Standard Marking for Shipment and Storage," September 19, 2007

DLM 4000.25-2, "Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)"

Federal Property Management Regulations Subchapter E, Subpart 101-26.3, Section 101-26.311, "Frustrated Shipments"

Federal Property Management Regulations Subchapter E, Part 101-27, Section 101-27.505," Notice to Activity," July 1, 1994

Federal Property Management Regulations Subchapter E, Part 101-26, Subpart 101.26.2, "Federal Requisitioning Systems"

Technical Publication, "Supply Management of Nuclear Weapons Materiel," DOE-DTRA TP100-1, Navy SWOP 100-1, Army TM 39-100-1, Air Force TO 11N-100-1 January 18, 1979

DoDD 5410.12, "Economic Adjustment Assistance to Defense-Impacted Communities"

DoD 4140.27-M, "Shelf-Life Item Management Manual"

Foreign Assistance Act of 1961, as amended

Public Law 95-384

Public Law 91-652

Public Law 96-92, October 29, 1979

DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual"

DoD 7000.14-R, Vol 11B, "Department of Defense Financial Management Regulations"

DoD 4160.21-M, "Defense Materiel Disposition Manual"

DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation", 23 May 2003

DEFINITIONS

ADVICE CODE. A coding structure for the purpose of transmitting instructions considered by the creators of requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator.

ASSEMBLAGE IDENTIFICATION NUMBER. AIN is a 2-position numeric ranging from 01-20 and is the second level identifier for medical and industrial kits/sets. It is system generated at the build manager level based on the number of kits required.

BILL OF MATERIAL (BOM). A list of raw materials/component parts, etc. and at the quantities of each needed to assemble/manufacture/repair an end item or final product.

BUILD DIRECTIVE NUMBER. BDN is a 4-position alphanumeric value used to identify a specific build order of a medical/industrial kit. It is system generated at the build manager level and serves as the first level identifier.

CONSIGNEE. The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. (Activity that is receiving the product).

CONSIGNOR. The person or activity that is the supplier or shipper of a product.

CONTRACTOR-FURNISHED MATERIEL. CFM is materiel that the contractor is contractually required to provide. The supply source for CFM may be the commercial market or the federal supply system when authorized in the contract.

COUNTRY/ACTIVITY CODE. Identifies short names and two position code assigned for country, international organization, or account, which is used for 1) distribution and the physical location used for clear text addressing under DLMS (pending adoption of the country code standard), 2) Security Assistance purposes to identify the Security Cooperation (SC) Customer Codes (the recipient of materiel or services sold, leased, loaned, transferred, exchanged, or furnished under Foreign Military Sales (FMS), or the recipient of materiel or services furnished under Grant Aid) used by the Defense Security Cooperation Agency (DSCA). Activity code may be applied to organizations, regions, territories, or programs which do not have established country codes. Pending separation of the country and activity codes used for distribution and physical location in clear text addressing under the DLMS, the SC customer code values and the country and activity codes are maintained in a mixed-purpose table in Logistics Data Resources Management System (LOGDRMS) (in association with Qualifier 85 an 85*).

COUNTRY REPRESENTATIVE/FREIGHT FORWARDER CODE. A code to identify the CR and/or FF authorized to received documentation and/or shipment for FMS transactions.

DATA ELEMENT IDENTIFIER (DEI). A type of data qualifier used in the ANSI MH10.8.2 Format Header 07 to describe authorized DoD data elements.

DATA IDENTIFIER (DI). A type of data qualifier used in the American National Standards Institute for Material Handling (ANSI MH10.8.2) Format Header 06 to identify authorized ANSI data elements.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE. A distinctive code assigned to identify specific units, activities, and/or organizations. The first position indicates the Component or other Government element of ownership or sponsorship. The remaining five positions are assigned under established products by the Service point of the participating Component.

DISPOSAL AUTHORITY CODE. A code entered on disposal related documentation to indicate that the item(s) being transferred to the DLA Disposition Services Field Office is authorized to be transferred to disposal because of instruction of the ICP/IMM relayed through the MRP or other proper authority.

DISTRIBUTION CODE. A code that indicates which activity will receive 100 percent supply status as well as other management data.

DISTRIBUTION SYSTEM. That complex of facilities, installation, methods. Patterns, and procedures designed to receive, store, maintain, distribute, and control the flow of materiel between the point of receipt into a Military supply system and the point of issue to a post, camp, station, base, or equivalent.

DOCUMENT IDENTIFIER CODE. A means of identifying a given product (i.e., requisition, referral action, status document, follow-up, cancellation) to the system to which it pertains and further identifies such data as to its intended purpose and usage and the operations dictated.

DOCUMENT NUMBER.[1] A unique reference number assigned to a requisition or a release/receipt document in order to identify the transaction throughout the logistics system and for the life of the transaction unto; its retirement is authorized in official audit reports. The first six positions are the DoDAAC of the reporting activity; the next four positions are the year and three position numerical day of the year; the next position is the utilization code; and the last three positions are the activity serial number.

DoD EMALL. An Internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products. For additional information access the DoD EMALL at https://dod-emall.dla.mil/acct/.

FOLLOW-UP. Inquiry originated by an authorized source requesting the status of a previously submitted document.

FOREIGN MILITARY SALES. The transfer of materiel, supplies, equipment, services, or any other support for case or credit by a DoD Component to a foreign government or international organization as authorized by the FMS Act of 1968. FMS includes CLSSAs.

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[1] This is referenced as the document number under the Defense Logistics Management System (DLMS).

FOREIGN MILITARY SALES CASE DESIGNATOR. A unique designator within a single country assigned by the implementing Service to each FMS case, consisting of a three position alpha/numeric code to identify a specific offer to a country. The first position will always be alphabetic and the second and third positions may be alphabetic or numeric. This designator stays with and identifies the sale or offer of a sale.

GOVERNMENT FURNISHED MATERIEL (GFM). Materiel in the possession of, or acquired by, the Government and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

GRANT AID. Military assistance rendered under the authority of the FAA for which the United States receives no dollar reimbursement.

INTERNATIONAL LOGISTICS CONTROL OFFICE. The central U.S. Service control point in CONUS that monitors requisitions and related transactions for the FMS Grant Aid.

LATERAL REDISTRIBUTION ORDER (LRO). An order by the ICP/IMM to redistribute retail stock identified through an Inter- or Intra-Service retail asset visibility system.

MANAGEMENT CONTROL ACTIVITY. DoD Component/activity designed to initially receive and effect control over Service initiated and contractor initiated requisitions for GFM which would be supplied from the wholesale system.

MATERIEL RELEASE CONFIRMATION. A notification from a storage site advising the originator of an MRO release order of the positive action taken on the order. Will also be used, with appropriate shipment status DI codes, as a reply to a follow-up initiated by the ICP.

MATERIEL RELEASE DENIAL. A notification from a storage site advising the originator of an MRO of negative (warehouse refusal) action on the order.

MATERIEL RELEASE ORDER. An order issued by an accountable supply system manager (usually an ICP or accountable depot) directing a non-accountable activity (usually a storage site or materiel drop point) within the same distribution complex to release and ship materiel.

MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY. DLM 4000.25 Volume 6 Chapter 3, containing addresses of freight forwarders, country representatives (CR), and/or customers-within-country required for releasing FMS Grant Aid shipments and related documentation.

MILITARY ASSISTANCE SERVICE FUNDED PROGRAM. Programs, which, by their nature, are *FMS and* Grant Aid except that the funding source is a DoD appropriation.

NOTICE OF AVAILABILITY. The document by which the U.S. shipping installation will notify the designated FMS CR/FF that the materiel is ready for shipment and, where appropriate, that the shipment requires an export release under the provisions of AR 55-355 et al.

PASSING ACTIONS (GENERIC TERM). A general term identifying the transactions associated with materiel demands within the supply distribution system. This term is applicable when forwarding materiel demands from the initial source of supply to the ultimate source of supply.

PASSING ORDER. An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.

QUANTITY RESTRICTION. A restriction in quantity on a single requisition to limit the number of shipment units to 25 each to accommodate structure if MILSTRIP TCNs only. Quantity restriction is applied to requisitions constituting volume shipments of equipment as specified by the Services. For example, wheeled/tracked and other items of equipment when a unit of issue of one each constitutes a single shipment unit. (Applicable to FMS only.)

REDISTRIBUTION ORDER. An order issued by a responsible IMM to an accountable supply distribution complex directing release of materiel to another supply distribution activity within the same supply complex. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

REFERRAL ORDER. An order used between supply sources and distribution systems for the purpose of passing requisition or continued supply action when the initial activity cannot fill the demand.

REPORTING ACTIVITY. A Service activity, which has reported materiel to an ICP/IMM.

REQUIRED AVAILABILITY DATE. A numerical day of the year, which specifies when, end items and concurrent spare parts are committed to be available for transportation to an FMS Grant Aid recipient.

REQUIRED DELIVERY DATE. A three-position numerical day of the year specifies when materiel is actually required to be delivered to the requisitioner, and is always earlier or later than the computed SDD. An RDD cannot exactly equal a computed SDD.

REQUIRED DELIVERY PERIOD. A period of time, which specifies the earliest and last acceptable date materiel, can be delivered (applies to conventional ammunition requisitions only).

SECURITY COOPERATION CUSTOMER CODE. *The Security Cooperation (SC) customer code is a two digit code used by Defense Security Cooperation Agency to represent the country, international organization, region or program authority associated with transactions recorded in Security Cooperation systems and associated with programs implemented in the Foreign Military Sales Trust Fund. Pending separation of the country and activity codes used for distribution and physical location in clear text addressing under the DLMS, the SC customer code values and the country and activity codes are maintained in a mixed-purpose table in LOGDRMS (in association with Qualifier 85 an 85*).*

SHIPPING ACTIVITY. A Component activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of materiel.

STANDARD DELIVERY DATE. The maximum ending calendar date by which normal processing and shipping in the logistics system will permit receipt and recording of the materiel by the consignee.

SUBSISTENCE TYPE OF PACK CODE. Entered only in subsistence requisitions to indicate the required "level of pack" to be applied to shipments of perishable and nonperishable subsistence. (See also Appendix 2.20.)

SUPPLEMENTARY ADDRESS. The activity address of a customer when the recipient of materiel and/or the billing activity is other than the requisitioner address.

SUPPLY SOURCE. The Component installations or activities in their respective distribution systems designated to receive and process requisitions and related transactions; for example, the ICP, DLA Supply Chains, IMM, stock point, or depot.

TRANSCOM REFERENCE DATA MANAGEMENT (TRDM). A utility for managing transportation reference tables utilized by various DoD systems. It distributes the data to systems using a variety of methods according to individual system requirements and has an application for entering data.

THEATER. The geographical area outside the continental United States for which the commander of a unified or specified command has been assigned military responsibility.

TYPES OF COUNTRY SECURITY ASSISTANCE OFFER/RELEASE OPTIONS.[2] Methods by which countries participating in the FMS program advise supply sources by coded entry on requisitions whether or not prior notice to the CRs or FFs is required before release of materiel shipments. The type of offer/release option will be determined as a result of negotiations between the CR and the Service at the time case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls covered under Chapter C6, paragraph C6.15.

     1. Type A. Shipments are to be released automatically by the shipping activity without advance notice.

     2. Type X. The U.S. Service and the CR have agreed that the:

        a. U.S. Service will sponsor the shipment to a country address. Under this agreement Block 34 (FF code) of the DD Form 1513 must contain "X" and a country-within-country (CC) (transportation) code must be entered in Block 33 (mark-for code). The MAPAD must contain the CC code and addresses for each type of address required; such as, parcel post, freight, and documentation.

        b. Shipments are to be made to an assembly point or staging area as indicated by clear text instructions on exception requisitions. Under this agreement block 34 of the DD Form 1513 must contain "W." A mark-for code may be entered in Block 33 and the MAPAD must contain the mark-for code if the mark-for address is to be used on the shipment to the assembly point or staging area.

     3. Type Y. Advance NOA to the CR/FF is required before release of shipments, but shipment may be released automatically if release instructions are not received by the

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[2] See DOD 5105.38-M for additional data concerning the use of these codes and complete instructions for preparing the DOD Offer and Acceptance.

shipping activity within 15 days subsequent to the date of the NOA.

    4. Type Z. Advance NOA to the CR/FF is required before release of shipment and specific release/shipping instructions must be received by the shipping activity before shipment may be made.

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM. A system to ensure that requirements are processed under the mission of the requiring activity and the urgency of need, and to establish maximum uniform requisition processing and materiel movement standards. (The criteria for application of UMMIPS are prescribed in DoD 4140.01-M.) (See also Appendix 2.14.)

UNIQUE ITEM TRACKING (UIT). A program within DoD for tracking selected items to maintain visibility of each uniquely identified asset for the primary purpose of inventory control and/or engineering analysis.

UNIQUE ITEM IDENTIFIER (UII). An identifier used in unique item tracking programs to uniquely identify an individual asset used within DoD. The UII may be derived from a DoD recognized IUID equivalent [e.g., Vehicle Identification Number (VIN)] or a composite structure defined by the DoD [refer to Concatenated UII Construct 1 and Concatenated UII Construct 2]. Formation of the UII relies upon two primary methods of serialization: (1) Serialization within the enterprise and (2) Serialization within the original part number of the enterprise. Refer to OSD policy and supporting documentation for specific guidance at http://www.acq.osd.mil/dpap/pdi/uid/index.html.

    1. Concatenated UII Construct 1. This is a concatenated UII based upon serialization within the enterprise. The concatenated UII Construct 1 contains the Issuing Agency Code, Enterprise Identifier, and serial number.

    2. Concatenated UII Construct 2. This is a concatenated UII based upon serialization within the part, lot or batch number within the enterprise. The concatenated UII Construct 2 contains the IAC, EID, original part number, lot or batch number, and the serial number.

MILSTRIP ABBREVIATIONS AND ACRONYMS

ABBREVIATION OR ACRONYM	DEFINITION
AAC	Activity Address Code
ADC	Approved DLMS Change
ADP	Automatic Data Processing
ADPE	Automatic Data Processing Equipment
AECA	Air Export Control Agreement
APL/AEL	Allowance Parts List/Allowance Equipment List
AFAO	Approved Force Acquisition Objective
AFLC	Air Force Logistics Center
AFR	Air Force Regulation
AIN	Assemblage Identification Number
AMARC	Aerospace Maintenance and Regeneration Center
AMC	Army Materiel Command
AMCL	Approved MILSTRIP Change Letter
ANMCS	Anticipated Not Mission Capable Supply
APL	Automated Packing List
APO	Army/Air Force Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ASC	Accredited Standards Committee
BL	Bill of Lading
BDN	Build Directive Number
BRAC	Base Realignment and Closure
CAGE	Contractor and Government Entity
CASREP	Casualty Report (Navy)
CBL	Commercial Bill of Lading
CCP	Consolidation and Containerization Point

ABBREVIATION OR ACRONYM	DEFINITION
CFM	Contractor-Furnished Materiel
CIIC	Controlled Inventory Item Code
CIN	***Company Identification Number***
CIRS	Contractor inventory Redistribution System
CJCS	Chairman, Joint Chiefs of Staff
CLN	Case Line Number
CLPSC	Cooperative Logistics Program Support Code
CLSSA	Cooperative Logistics Supply Support Arrangement
COMSEC	Communications Security
CONUS	Continental United States
CR	Country Representative (FMS)
CSI	Critical Safety Item
CWT	Customer Wait Time
DAAS	Defense Automatic Addressing System
DAMES	DLA Transaction Services Automatic Message Exchange System
DCS	Defense Courier Service
DDMS	DLA Distribution Mapping System
DEI	Data Element Identifiers
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DISN	Defense Information Systems Network
DESEX	Defense Supply Expert System
DI	***Data Identifier***
DIC	Document Identifier Code
DIELOG	DLA Transaction Services Integrated Email Logistics
DIPEC	Defense Industrial Plant Equipment Center
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation

ABBREVIATION OR ACRONYM	DEFINITION
DLIS	Defense Logistic Information Service
DLMS	Defense Logistics Management System
DLSS	Defense Logistics Standard Systems
DMISA	Depot Maintenance Inter-Service Support Agreement
DMS	Defense Message System
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DoDAAF	Department of Defense Activity Address File
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DOE	Department of Energy
DRC	Disposal Release Confirmation
DRD	Disposal Release Denial
DRO	Disposal Release Order
DSAMS	Defense Security Assistance Management System
DSN	Defense Switched Network
DSS	Distribution Standard System
DTID	Disposal Turn-In Document
DTR	Defense Transportation Regulation
DTRA	Defense Threat Reduction Agency
DTS	Defense Transportation System
DVD	Direct Vendor Delivery
DWCF	Defense Working Capital Fund
EDD	Estimated Delivery Date
EMALL	Electronic Mall
ESD	Estimated Shipping Date
ETA	Estimated Time of Arrival

ABBREVIATION OR ACRONYM	DEFINITION
FAA	Federal Aviation Administration
F/AD	Force or Activity Designator
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
FF	Freight Forwarder
FF&V	Fresh Fruits and Vegetables
FLIS	Federal Logistics Information System
FMS	Foreign Military Sales
FMSO	Foreign Military Sales Order
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification
FSCAP	Flight Safety Critical Aircraft Part
FSG	Federal Supply Group
GBL	Government Bill of Lading
GFM	Government Furnished Materiel
GSA	General Services Administration
HM	Hazardous Materiel
HW	Hazardous Waste
IAC	*Issuing Agency Code*
ICP	Inventory Control Point
ICS	Intransit Control System
ILCO	International Logistics Control Office
IMM	Integrated Materiel Manager
IMPAC	International Merchant Purchase Authorization Card
IMSP	Inventory Management and Stock Position
IPE	Industrial Plant Equipment

ABBREVIATION OR ACRONYM	DEFINITION
IPG	Issue Priority Group
IRRD	Issue Release/Receipt Document
I&S	Interchangeability and Substitutability
IUID	Item Unique Identification
JANAP	Joint Army, Navy, and Air Force Publication
JCS	Joint Chiefs of Staff
LOA	Letter of Offer and Acceptance
LOGDRMS	Logistics Data Resources Management System
LOGMARS	Logistics Marking and Reading Symbols
LRO	Lateral Redistribution Order
MACOM	Major Command
MAPAD	Military Assistance Program Address Directory
MASF	Military Assistance Service Funded
MCA	Management Control Activity
MCO	Marine Corps Order
MDN	Manufacturing Directive Number
MEBS	Mapping Enterprise Business System
MICAP	Mission Impaired Capability Awaiting Parts (USAF)
MRE	Meals-Ready-To-Eat
MILSBILLS	Military Standard Billing System
MIL-STD	Military Standard
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOM	Military Official Mail
MOV	Materiel Obligation Validation
MPC	Materiel Processing Center (Navy)

ABBREVIATION OR ACRONYM	DEFINITION
MRA	Materiel Receipt Acknowledgement
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRO	Materiel Release Order
MRP	Materiel Returns Program
M&S	Media and Status
NAMSA	NATO Maintenance and Supply Agency
NATO	North Atlantic Treaty Organization
NAVILCO	Navy International Logistics Control Office
NAVSUPINST	Navy Supply Instruction
NCB	National Codification Bureau
NHPLO	NATO Hawk Production and Logistics Office
NIIN	National Item Identification Number
NIMSC	Non-consumable Item Materiel Support Code
NMCS	Not Mission Capable Supply
NMFC	National Motor Freight Classification
NOA	Notice of Availability
NSN	National Stock Number
OASD	Office of the Assistant Secretary of Defense
OCONUS	Outside Continental United States
OSD	Office of the Secretary of Defense
PBL	Performance Based Logistics
PCH&T	Packing, Crating, Handling, and Transportation
PD	Priority Designator
PEC	Production Equipment Code
PICA	Primary Inventory Control Activity

ABBREVIATION OR ACRONYM	DEFINITION
PIIN	Procurement Instrument Identification Number
POD	Port of Debarkation
POE	Port of Embarkation
PRC	Process Review Committee
PRN	Purchase Request Number
PWRMS	Pre-positioned War Reserve Materiel Stock
PWRR	Pre-positioned War Reserve Requirement
RAD	Required Availability Date
RCN	Record Control Number
RDD	Required Delivery Date
RDO	Redistribution Order
RDP	Required Delivery Period
RFID	Request for Implementation Date
RHF	Requisition History File
RIC	Routing Identifier Code
ROK	Republic of Korea
ROP	Reorder Point
RP or rp	Record Position or record position
RRAM	Real-time Reutilization Asset Management
S/A	Service/Agency
SAO	Security Assistance Organization
SAP	Security Assistance Program
SC	***Security Cooperation***
SCA	Stock Control Activity
SCC	Supply Condition Code
SDD	Standard Delivery Date
SDDC	Military Surface Deployment and Distribution Command

ABBREVIATION OR ACRONYM	DEFINITION
SDR	Supply Discrepancy Report
SEAVAN	Commercial or Government-Owned (or leased) Shipping Container
SECNAVINST	Secretary of the Navy Instruction
SED	Shipper's Export Declaration
SF	Standard Form
SICA	Secondary Inventory Control Activity
SMCA	Single Manager for Conventional Ammunition
SOS	Source of Supply
SRC	Shipment Release Code
SSA	Supply Support Arrangement
SD&D	Supply Storage and Distribution (Retail BRAC)
SUPPADD	Supplementary Address
SWOP	Special Weapons Ordnance Publication
TAC	Transportation Account Code
TAC	Type Address Code
TAV	Total Asset Visibility
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDD	Time Definite Delivery
TDR	Transportation Discrepancy Report
TM	Technical Manual
TO	Technical Order
TP	Technical Publication
TSDC	Transportation to Supply Documentation Correlation
UFC	Uniform Freight Classification
U/I	Unit of Issue
UMMIPS	Uniform Materiel Movement and Issue Priority System

ABBREVIATION OR ACRONYM	DEFINITION
UND	Urgency of Need Designator
UII	Unique Item Identifier
UIT	Unique Item Tracking
UPS	United Parcel Service
U.S.	United States
USAF	United States Air Force
USASAC	United States Army Security Assistance Center
USMFT	U.S. Message Text Format
USML	United States Munitions List
USPS	United States Postal Service
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
XML	eXtensible Markup Language

C2. CHAPTER 2

PREPARATION AND SUBMISSION OF REQUISITIONS, CANCELLATIONS, AND FOLLOW-UPS

C2.1. PREPARATION OF REQUISITIONS

C2.1.1. Requisitions shall be prepared in one of the following formats described under Appendix AP1, Forms/Message Format (Introduction) or Defense Messaging System (DMS), using the coding structures shown in Appendix AP2.2: C2.1.1.1. DD Form 1348, "DoD Single Line Item Requisition System Document (Manual)."

C2.1.1.2. DD Form 1348M, "DoD Single Line Item Requisition System Document (Mechanical)."

C2.1.1.3. SF 344, "Multiuse Standard Requisitioning/Issue System Document."

C2.1.1.4. DD Form 1348-6, "DoD Single Line Item Requisition System Document (Manual-Long Form)."

C2.1.1.5. DD Form 1348-1A, "Issue Release/Receipt Document" (acceptable and preferred as a requisition when requesting property directly from DLA Disposition Services Field Offices).

C2.1.1.6. DD Form 1348-2, "Issue Release/Receipt Document, with Address Label."

C2.1.2. The manual form (DD Form 1348, SF 344, or DD Form 1348-6) shall be used only when:

C2.1.2.1. Facilities are not available to the requisitioning activity to enable electronic transmission of documents in data pattern format, or when computer-readable machine-sensible facilities are not available to the requisitioning activity.

C2.1.2.2. The requisition coding structure does not provide sufficient data to assist the source of supply in making supply decisions. Use of exception data will cause delays in supply of materiel since each document containing such data must be withdrawn from routine processing, reviewed for the exception and continued in process after a decision has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning materiel requirements. Limitations on the use of exception data are outlined in Paragraph C2.2.

C2.1.3. Requisitions for conventional ammunition shall contain Advice Code 3Q, 3V, 3W, 3X, 3Y, or 3Z as applicable when usable Condition E stock is acceptable.

C2.1.4. Non-national stock number (NSN) requisitions shall be prepared with document identifier code (DIC) A02 or A0B in DD Form 1348m when the contractor and Government entity (CAGE) and part number do not exceed the part number field and the item can be identified by additional data in record position (rp) 70-80 as indicated in Appendix AP3.4. Otherwise, use DD Form 1348-6. This also applies to non-NSN lumber products.

C2.1.5. The manual forms (DD Form 1348 and 1348-6) shall be used as exception media when there are no available mechanical transmission methods. Use Appendix AP3, Formats (Introduction), and Appendices AP3.2, AP3.5, and AP1.8 (for messages) to prepare manual forms of requisitioning in the number of copies as specified by individual Components.

C2.1.6. The mechanical transaction shall be used as the normal requisitioning medium and shall be transmitted electronically to the source of supply via the Defense Automatic Addressing System (DAAS). Use the Appendix AP3.2 format to prepare the mechanical transaction.

C2.1.7. DMS may be used when:

C2.1.7.1. Data communication facilities are not available to permit document transmission by mechanized media.

C2.1.7.2. The document contains exception data and/or rapid document transmission is required under the assigned priority designator (PD).

C2.1.8. Under exception circumstances, requisitions may be prepared on DD Form 1348 or 1348m and read to the appropriate source of supply by telephone in exact record position alignment. When requisitions are relayed by telephone, confirmation copies are not required and shall not be forwarded.

C2.1.9. Requisitions for perishable and nonperishable subsistence shall be prepared using the following special instructions:

C2.1.9.1. All subsistence requisitions shall contain the applicable type of pack in rp 21. See codes in Appendix AP2.20.

C2.1.9.2. All subsistence requisitions shall contain a specific Required Delivery Date (RDD) (day of year format) in rp 62-64.

C2.1.9.3. Brand name resale item requisitions shall contain DIC A04 or A0D in rp 1-3.

C2.1.9.4. Brand name resale item identification numbers shall be entered in rp 8-20, using Appendix AP2.5, paragraph AP2.5.7.

C2.1.9.5. To accommodate a condition peculiar to brand name resale subsistence requisitioned by or for OCONUS (Outside the Continental United States)

activities, Advice Code 2C will be entered in rp 65-66 to convey advice to the source of supply to fill or kill an unfilled quantity which cannot be shipped by a vendor to arrive overseas within 30 days after the RDD. To implement this authority, the source of supply shall contact the vendor to determine whether shipment has been made when the item has not been received at the transshipping depot by the contract delivery date plus 15 days. If shipment has not occurred, procurement/requisition cancellation action shall be initiated by the source of supply and the customer shall be furnished appropriate supply status. If the vendor has made shipment, cancellation of the procurement cannot be effected. Shipments that cannot be shipped to arrive at the OCONUS destination within 30 days after the RDD shall be put in stock by the transshipping depot to fill future requirements. The source of supply shall furnish appropriate rejection status to the customer.

C2.1.10. In the requisition document, follow-up (no supply status received) document, and cancellation (no supply status received) document, the identification code and the reference identification code shall appear in documents applicable to part number requisitions (DICs A02 and A0B only). Materiel release denials (MRD) based on materiel release orders (MROs) issued by all activities shall contain a fund code in rp 52-53. Referral order documents to DLA sources of supply from certain Navy stock points without computer capability may not include the date of receipt of demand in rp 67-69.

C2.1.11. The manual form (DD Form 1149, Requisition and Invoice/Shipping Document) is used as a requisition and shipping document as specified by other DoD regulations. The DD Form 1149 shall not be used for any processes under MILSTRIP.

C2.1.12. Requisitions for conventional ammunition that should not be delivered before a specific date or later than a specific date may contain a required delivery period (RDP)[1] in rp 62-64. The formula for expressing an RDP is provided in Appendix AP2.14[2].

C2.1.13. Requisitions shall be prepared using valid DoD activity address codes (DoDAAC) for the intended purpose(s). DoDAACs designated as the requisitioner, bill-to, or ship-to activity shall be validated based upon the authority code assigned to each DoDAAC in the DoD activity address file (DoDAAF) and business rules described below. Refer to DAAS edit of incoming requisitions below for edit rules.

C2.2. LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS

C2.2.1. To enable sources of supply to process requisitions in a timely manner to meet issue priority group, standard delivery dates, or required delivery dates, requisitioners should attempt to limit repetitive submission of requisitions containing exception data, particularly those that are to satisfy high priority requirements. Requisitioners should use available MILSTRIP capabilities to ensure that automated

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[1] Foreign military sales (FMS) and Grant Aid requisitions are excluded from RDP procedures.
[2] Use of RDP for conventional ammunition last reported as not implemented by U.S. Air Force or Navy. Refer to AMCL 148.

processes are used to the maximum possible extent. The processing of exception data requisitions is a resource-intensive process that is prone to errors and generally delays required support. Sources of supply receiving requisitions with unnecessary exception data such as "ship by commercial air," "do not use postal system," "ship by fastest traceable means," or "ship overnight delivery" are authorized to delete such information, change the exception DIC to a non-exception DIC, and continue processing. Sources of supply shall process all requisitions under the standards of the Uniform Materiel Management and Issue Priority System (UMMIPS) (DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003). Within the UMMIPS time segment for transporting the materiel, it is the shipper's prerogative to select the mode of shipment based on time, distance, item characteristics, and economic factors. The repetitive use of the same exception ship-to address is an uneconomical way of doing business for all concerned. A separate DoDAAC assignment for this type of ship-to address should be made or the type of address code (TAC) 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. It is incumbent upon the requisitioner to work with the applicable Service focal point to develop procedures to automatically process requisitions.

       C2.2.1.1. Authorized conditions for use of exception ship-to addresses are listed below. Requisitions containing exception ship-to addresses other than those listed shall be rejected with Status Code D6.

       C2.2.1.1.1. Sales/donations/loans/issues of materiel to qualifying Federal, state, or civil organizations or individuals approved by the Service Secretaries.

       C2.2.1.1.2. Issues of nuclear assets as directed by Defense Threat Reduction Agency (DTRA) Department of Energy (DOE) contractors.

       C2.2.1.1.3. Materiel in Supply Condition Code L to contractors.

       C2.2.1.1.4. Issues required by national emergency or natural disasters.

       C2.2.1.1.5. Shipments of ammunition requiring special controls.

       C2.2.1.1.6. Shipments to contractors for special testing.

       C2.2.1.1.7. Requisitions from deployed Naval units with an R or V in rp 30; E, G, or W in rp 40; 01, 02, or 03 in rp 60-61; and 999 in rp 62-64.

       C2.2.1.1.8. DoD EMALL-generated requisitions using an International Merchant Purchase Authorization Card (IMPAC) card as the method of payment.

       C2.2.1.2. Exception data will normally be limited to the following:

       C2.2.1.2.1. Non-NSN requirements that exceed the stock or part number field and/or require additional information.

C2.2.1.2.2. Non-NSN lumber products and other commodities identified and ordered by description only.

C2.2.1.2.3. Authorization/identification for items when such requirement is imposed by the inventory control point (ICP) or by the parent Service or the requisitioning activity.

C2.2.1.2.4. NSN items in Federal supply class (FSC) 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.

C2.2.1.2.5. NSN requirements needing additional identifying information (e.g., requisitions initially rejected with Status Code CG or CJ).

C2.2.1.2.6. Requisitions for the Navy's LEVEL 1/SUBSAFE program and nuclear reactor plant materiel.

C2.2.1.2.7. NSN items for chemicals for boiler water feed water analysis.

C2.2.1.2.8. Requisitions used to establish a registered user with the ICP in a primary inventory control activity/secondary inventory control activity (PICA/SICA) situation.

C2.2.1.2.9. Requisitions for Marine Corps prepositioned war reserve (PWR) or Pre-Positioning Ships Program.

C2.2.2. Commanders shall approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

C2.2.3. Automated submissions of requisitions containing exception ship-to addresses may be authorized by agreement with the source of supply. Automated submissions shall include identification of the customer via a system-generated customer identification code that cannot be overridden by the user as described under Appendix AP1.35, Customer Identification. DAAS will generate the customer identification for automated submissions (e.g., via Defense Automatic Addressing System Automatic Message Exchange System (DAMES) of the DLA-supported DIC YRZ requisition trailer for ship-to exception data.

C2.3. <u>PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS</u>

C2.3.1. Not mission capable supply (NMCS) is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage (DoDI 3110.05, "Readiness-based Materiel Condition Reporting for Mission-Essential Systems and Equipment." September 25, 2006). Individual Service condition reporting system (e.g., Air Force mission impaired capability awaiting parts (MICAP) or Navy Casualty

Reporting (CASREP)) may require the same qualifying criteria as NMCS but do not automatically generate NMCS requisitions.

C2.3.2. <u>Expedited Handling Signal 999</u>

C2.3.2.1. PDs 01-03, requisitions for items causing mission-essential systems and equipment to be NMCS, shall be prepared to contain code 999 in rp 62-64 in lieu of the RDD. Code 999 will identify documents related to critical items and requiring expedited handling. When entered into requisitions, code 999 shall be perpetuated on MROs and DD Form 1348-1A (or DD Form 1348-2.) This procedure applies only to materiel being shipped to U.S. Forces OCONUS and to CONUS Forces alerted for OCONUS deployment within 30 days of the date of the requisition.

C2.3.2.2. Code 999 shall be used to identify the need for expedited handling only when the conditions specified below are met. (The Commanding Officer of the requisitioning activity shall either personally review, or delegate in writing to specific personnel the authority to review, all requisitions identified for expedited handling to certify compliance with prescribed criteria.) The requisitioning unit must possess Force/Activity Designator (F/AD) I, II, or III and

C2.3.2.2.1. The required items or equipment are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions (NMCS) or

C2.3.2.2.2. The required items or equipment have been identified during maintenance or testing as necessary to prevent mission-essential system or equipment from being unable to perform assigned operational missions or tasks within five days of the date of the requisition.

C2.3.2.3. Expedited handling signal 999 does not apply to foreign military sales (FMS) and Grant Aid requisitions.

C2.3.2.4. For NMCS conditions other than 999, the following procedures shall apply:

C2.3.2.4.1. PD must be 01-08.

C2.3.2.4.2. Enter N in rp 62 of requisitions applicable to NMCS conditions originating at activities where forces in CONUS are not alerted for deployment. FMS requisitions applicable to NMCS conditions shall contain an N in rp 62 that will identify transactions related to critical items and requiring expedited handling.

C2.3.2.4.3. Entries in rp 63-64 are considered non-significant on inter-Component requisitions.

C2.3.2.4.4. These documents shall be processed using the PD in rp 60-61.

C2.3.2.5. Anticipated not mission capable supply (ANMCS) is a condition that is anticipated to occur within 15 days in the CONUS or 20 days OCONUS that will result in equipment becoming deadlined for parts, engines going out of commission for parts, aircraft going out of commission for parts, and a ship's capability being impaired for parts. Requisitions for materiel to prevent degradation of the mission capability of such systems/equipment shall be prepared as follows:

C2.3.2.5.1. PD must be 01-08.

C2.3.2.5.2. Enter E in rp 62 of requisitions applicable to ANMCS conditions. FMS requisitions applicable to ANMCS conditions will contain an E in rp 62 that will identify transactions related to critical items and requiring expedited handling.

C2.3.2.5.3. Entries in rp 63-64 are considered non-significant on inter-Component requisitions.

C2.3.2.5.4. These documents shall be processed under the PD in rp 60-61.

C2.3.2.6. NMCS and ANMCS requisitions[3] shall be submitted only for materiel in the quantities needed to return the mission essential system or equipment to mission capable/operationally ready status or when items are not available in ready-for-issue condition at the supporting post, camp, station, or OCONUS theater. Use overnight or next day delivery service for NMCS and ANMCS shipments whenever possible.

C2.3.2.7. Commanders shall approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions in writing and submit the requisitions by the most expeditious means. NMCS/ANMCS requisitions shall be submitted only for parts required for installation on or repair of mission-essential systems and equipment, without which the Commander is unable to perform assigned Service operation/mission.

C2.4. <u>RESERVED</u>

C2.5. <u>RESERVED</u>

C2.6. <u>PREPARATION OF PREPOSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS</u>

C2.6.1. Requisitions for the initial fill of prepositioned war reserve materiel stock (PWRMS) consumable item requirements shall be prepared to contain Demand Code O (alpha) in rp 44 and Project Code 3AA in rp 57-59 and may be prepared as "funded" or "unfunded" requisitions except that unfunded requisitions are not to be submitted to GSA by DoD Activities. Replenishment PWRMS requisitions shall contain Project Code 3PR.

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[3] Refer to MILSTRIP, C2.2., Limitation on Submission of Exception Data Requisitions..

C2.6.2. Funded requisitions for PWRMS requirements shall contain a Signal Code other than D or M (Appendix AP2.10) in rp 51 and appropriate fund code entries in rp 52-53 (AP2.11). Normally, funded requisitions for PWRMS requirements shall contain only PDs 11-15 as appropriate, except that PDs 01-03, as appropriate, may be entered when an overriding operational situation justifies immediate supply support.

C2.7. PREPARATION OF REQUISITIONS FOR ISSUE OF SERVICE-OWNED, SINGLE MANAGER FOR CONVENTIONAL AMMUNITION-MANAGED ITEMS BELOW ESTABLISHED STOCK RESERVATION LEVELS. Service owners of Single Manager for Conventional Ammunition (SMCA)-managed items may grant authority to the SMCA ICP to issue assets below all established stock reservation levels. This authority shall be conveyed to the SMCA ICP online by the Service owners with Advice Code 2S entered in rp 65-66 of the requisition or referral order.

C2.8. PREPARATION/PROCESSING OF REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS. Developers and users of internet ordering applications that permit MILSTRIP requisitions to be initiated outside the responsible DoD Component's supply system (e.g., direct customer input to DoD EMALL, GSA Global) shall take precautions to ensure that only authorized personnel place orders and all standard financial and logistics procedures are followed.

C2.8.1. DoD Components authorizing the use of ordering processes external to the Component-sponsored supply system shall:

C2.8.1.1. Establish internal controls to identify/approve authorized users. This may be accomplished in coordination with the ordering application program management or independently in the absence of a satisfactory registration program for the internet ordering process.

C2.8.1.2. Notify users that they are required to manually establish an obligation for requisitions dependent on interfund payment procedures prior to/concurrent with placing orders via internet ordering applications, except where an interface is established with the requisitioner's Component application to validate funds availability and establish an obligation.

C2.8.1.3. Ensure that appropriate procedures are established to record the demand and establish a due-in/pre-positioned materiel receipt under DoD MILSTRAP/DLMS-based upon status provided by either the source of supply or delegated source. Alternative manual Component procedures may be employed pending systemic interfaces to support return of supply and shipment status by either the source of supply or delegated source.

C2.8.1.4. Ensure materiel receipt acknowledgement under DoD MILSTRAP/DLMS procedures via systemic interface or, where not available, instruct users to provide receipt notification via DoD EMALL (this includes non-EMALL originated orders).

C2.8.2. Sources of supply authorizing the use of ordering processes external to the customer's Component-sponsored supply system shall:

C2.8.2.1. Coordinate with DoD Components to establish controls to ensure users are identified and authorized. If a satisfactory registration program is not available, users must be alerted to comply with Component-directed procedures.

C2.8.2.2. Support adherence to standard financial procedures via systemic interface or manual procedures as follows:

C2.8.2.2.1. Establish an interface between the external ordering application and the appropriate Component-sponsored application to validate funds availability and establish the obligation; or

C2.8.2.2.2. Pending development of automated processing, alert users to comply with Component-directed manual procedures.

C2.8.2.2.3. Procedures for real-time funds availability for on-line applications are provided under DLM 4000.25, "Defense Logistics Management System Manual" (DLMS) Volume 4, Chapter 7[4].

C2.8.2.3. Use standard requisition formats under MILSTRIP/DLMS where necessary to transmit the requisition from the external ordering application to the source of supply for further processing.

C2.8.2.4. Provide order and shipment status information to the customer and applicable status recipients in accordance with MILSTRIP/DLMS.

C2.8.2.5. Where feasible, internet ordering applications shall integrate use of a replicated DoDAAC table to perform validation of requisitions for authorized ordering, bill-to, and ship-to activities according to the DoDAAC authority code. If the DoDAAC fails the authority code edits in C2.28.11., the transaction shall be rejected.

C2.9. SUBMISSION OF REQUISITIONS AND RELATED TRANSACTIONS

C2.9.1. Frequency of submitting requisitions is the sole prerogative of the requisitioner and, except for subsistence items, the distribution systems will not prescribe scheduling. Requisitions shall be submitted when necessary to meet requirements for stock or to meet specific requirements for immediate use. To make the system more efficient and cost-effective, activities should consider consolidating requirements to reduce the submission of low-value requisitions.

C2.9.2. Methods of submission of requisitions shall be as prescribed in chapter C1. Special requirements for submitting government furnished materiel (GFM) requisitions are contained in Chapter C11[5].

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[4] Refer to ADC 328, "Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.

C2.9.3. The requisition submission time period extends from the date of the requisition to the date of receipt by the initial wholesale source of supply (e.g., ICP or stock point) that maintains any asset availability records for the purpose of filling materiel demands or ordering other supply action.

C2.9.3.1. Date of requisition (as shown in requisition document number field) shall indicate the actual date of transmittal from the requisitioner to the initial source of supply. If requisitions are predated to facilitate local processing, the requisition date shall be amended (if necessary) to reflect the true date of transmittal.

C2.9.3.2. Time consumed by review/approval of intermediary control offices between the requisitioner and initial source of supply is counted in the time standard for this segment.

C2.9.4. The service/agency (S/A) implementation of this provision shall provide for establishment of controls to ensure transmission of requisitions on the document number date. Controls shall also be established to ensure non-duplicative transmission or receipt of requisitions.

C2.9.5. Requisitions with DICs A0E and A05 shall be transmitted by methods other than data pattern or computer readable fixed length format. When these requisitions are mailed, the envelope shall be conspicuously marked "MILSTRIP EXCEPTION DATA REQUISITIONS."

C2.9.6. DIC AF_ follow-ups and DIC AC_ cancellations on DIC A0E or A05 requisitions shall not include the exception data.

C2.9.7. DIC AT_ follow-ups and DIC AM_ modifier transactions shall include the exception data. Message follow-ups (DIC AT_) on a requisition with exception data shall be prepared as prescribed in Appendix AP1.9. Message modifier (DIC AM_) with exception data shall be prepared as prescribed in Appendix AP1.8.

C2.10. <u>RESERVED</u>

C2.11. <u>MAINTENANCE OF REQUISITION AND DUE-IN FILES</u>

C2.11.1. Procedures for maintenance of requisition and due-in files are the responsibility of each S/A.

C2.11.2. Requisitioners shall ensure that status and materiel receipts are expeditiously processed to requisition and due-in files to preclude unnecessary follow-ups.

C2.11.3. Receipt take up time standards for the requisitioner are one calendar day for PDs 01-08 and three calendar days for PDs 09-15.

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[5] Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

C2.12. RESERVED

C2.13. FOLLOW-UPS

C2.13.1. Follow ups should be submitted by the requisitioner, supplementary address (SUPADD), or the activity designated by a significant entry in rp 54, based on a need for information and criteria prescribed herein. For retail transportation and supply activities participating in the supply receipt and acknowledgement interchange, documented in DLM 4000.25, Volume 3, Chapter 2, follow-ups should be submitted to the servicing transportation activity in accordance with normal supply procedures, with the exception of follow-ups for multi-packs and assemblages (e.g., medical), which will be executed at the lead document number, assemblage identification number (AIN) respectively.

C2.13.2. Follow-up inquiries consist of five types, as follows:

C2.13.2.1. Follow-ups submitted to obtain the latest status of requisitions. These follow-up inquiries shall be prepared to contain DIC AF (one through three) as prescribed in Appendix AP2.1.

C2.13.2.2. Follow-ups submitted to obtain the latest status on requisitions and which may be processed as requisitions when sources of supply have no record of receipt of the original requisitions. These follow-up inquiries shall be prepared to contain DIC AT_ (one through five and seven or A through E) as prescribed in Appendix AP2.1. When an AT_ is submitted, the DLA Transaction Services authority code edits discussed in C.2.28.11 shall be applied.

C2.13.2.3. Follow-ups submitted as requests to improve estimated shipping dates (ESD) contained in previously furnished supply status documents. These follow-up inquiries shall be prepared to contain DIC AFC, as prescribed in Appendix AP2.1. These AFC follow-up inquiries will be prepared only for transactions applicable to PDs 01-08, and will be submitted only after receipt of supply status reflecting ESDs not commensurate with materiel usage or need dates.

C2.13.2.4. Follow-ups submitted to obtain latest status on previously submitted cancellation requests and which may be processed as cancellation requests provided the original requests were not received. These follow-ups shall contain DICs in the AK_ series.

C2.13.2.5. Follow-ups submitted to obtain the DoDAAC of the initial transportation shipping activity for tracing shipments under DTR 4500.9-R, "Defense Transportation Regulation".[6]

C2.13.3. Message follow-ups shall be prepared as prescribed in Appendix AP1.9.

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[6] Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C2.13.4. DIC AFY follow-up inquiries shall be submitted to the source of supply when the initial shipment tracing action results in a negative response due to the inability to determine the initial (origin) transportation shipping activity[7].

C2.13.5. DICs AF1, AF2, and AF3 and AT_ follow-up inquiries will be submitted only under the following criteria:

C2.13.5.1. Status data is not on hand to indicate a delay in receipt of materiel beyond the SDD or RDD (not applicable to follow-up inquiries requesting improvement in ESDs).

C2.13.5.2. The UMMIPS order and shipping time standard for receipt of materiel has elapsed for requisitions on which status had not been requested.

C2.13.5.3. Timeframes for submission of follow-ups:

C2.13.5.3.1. For PD 01-08 demands - only after expiration of at least three days from date of the requisition or transaction date of the latest supply status.

C2.13.5.3.2. For PD 09-15 demands - only after expiration of at least seven days from date of the requisition or transaction date of the latest supply status.

C2.13.6. Follow-ups shall be submitted to the source of supply to which the requisition was submitted, except when supply status has been received indicating that another activity is responsible for processing the demand. When supply status has been received, the follow-up shall be directed to the activity indicated as currently processing the requisition (e.g., the last known source of supply).

C2.13.7. Activities initiating follow-up documents shall take into consideration the fact that the source of supply may not have a record of having received the original requisition. When no positive supply status has been received and no previous cancellation request (DIC AC_) has been submitted, the requisitioner or other authorized activity may follow up only with the appropriate document from the DIC AT_ series. Such DIC AT_ series documents shall contain the same character in the third position of the DIC as the original requisition and shall be submitted under media and other rules applicable to such requisitions. The AT_ series of follow-ups shall be treated as requisitions if sources of supply have no record of the original requisitions. Duplicate document number edits by the source of supply will preclude duplicate processing and shipment if the original requisition is subsequently received by the source of supply.

C2.13.8. When positive supply status has been received, the requisitioner or other authorized activity may use any type of follow-up, subject to restrictions contained elsewhere in this manual.

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[7] Ibid.

C2.13.9. Sources of supply may follow up on a shipping activity, with the exception of follow-ups requesting improvement in ESDs, utilizing the MRO format with DIC AF6.

C2.13.10. DIC AK_ follow-ups may be submitted 10 days after submission of the original DIC AC_ cancellation request if no acknowledgment of receipt of the DIC AC_ is received. If status is not received within 10 succeeding days, another DIC AK_ follow-up may be submitted. If status is received acknowledging receipt of the DIC AC_ or DIC AK_, no further follow-up may be submitted until 30 days after receipt of last status.

C2.14. RESERVED

C2.15. REQUEST FOR SUPPLY ASSISTANCE

C2.15.1. Requests for supply assistance may be initiated to the source of supply on previously submitted PD 01-08 requisitions as shown in Appendix AP1.10. Authority to originate a supply assistance request will be prescribed in S/A regulations. The first line in the body of narrative messages shall contain the words "Supply Assistance Request." Supply assistance includes status of requisitions, timely supply of requirements, item substitutability and interchangeability, release of cancellation of backordered requisitions, and diversion of materiel shipments. A request for assistance may be accomplished by electronic mail (computer–Global Information Grid), message, letter, or telephone to the appropriate source of supply. Telephone requests should not exceed seven lines; however, the limitation of items shall be determined by the ability of the source of supply to record the items and initiate timely responses. Replies to supply assistance requests shall include an information copy to each addressee included in the incoming request.

C2.15.2. The request should not be generated until supply status indicating open status has been received.

C2.16. RESERVED

C2.17. CANCELLATION OF REQUISITIONS

C2.17.1. Cancellation of requisitions may be initiated by the requisitioner, the SUPADD, the activity designated by the entry in rp 54, S/A headquarters, or by authorized command elements. If cancellations are initiated by other than the requisitioner, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests can be initiated as single line transactions or by narrative message containing one or more single line cancellation transactions. For retail transportation and supply activities participating in the supply receipt and acknowledgement interchange, documented in DLM 4000.25, Volume 3, Chapter 2, cancellation requests shall be submitted to the servicing transportation activity in accordance with normal supply procedures, with the exception of cancellation requests for assemblages (e.g., medical), which will be executed at the AIN.

C2.17.2. Events such as base closures, termination of special projects, ship and unit inactivation, termination of agreements, or termination of vessel outfitting or construction can necessitate the requirement for mass or universal cancellation of multiple lines. In some instances, the S/A headquarters would be aware that a total project or total requirement for a single basis is no longer required and should be canceled. Thus, the S/A headquarters element could initiate the requests for mass or universal cancellation of multiple lines. Such requests shall be submitted by message to the S/A designated focal points listed in Chapter C8.

C2.17.3. Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds shall not be deobligated and individual due-in records shall not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, single line requisition cancellation is the preferred method. Single line cancellation actions shall be processed under Chapter C3, Paragraphs C3.27. through C3.34. The preparation of single line cancellation requests shall be accomplished using the format reflected in Appendix AP3.7.

C2.17.4. Single line cancellation requests shall be submitted to the last known source holding the applicable requisitions.

C2.17.5. Single line item cancellation requests shall not be submitted under the following circumstances:

C2.17.5.1. When a CONUS activity has received notice of shipment (DIC AS_ or DD Form 250 (Material Inspection and Receiving Report)), advising that shipment from a contractor's facility or a depot has occurred

C2.17.5.2. When an OCONUS Activity has received shipment status and

C2.17.5.2.1. the line item value of the cancellation is less than $200, or

C2.17.5.2.2. the materiel has been shipped by air mail or parcel post, or

C2.17.5.2.3. the materiel was shipped more than:

C2.17.5.2.3.1. 10 days by air shipment to aerial port of embarkation (APOE).

C2.17.5.2.3.2. 45 days by surface shipment to water port of embarkation (WPOE).

C2.17.6 Single line item cancellation requests shall normally be submitted for conditions not excluded by paragraph C2.17.5., when a discontinued need for a requisition quantity occurs regardless of line item dollar value or received status. Such submission will enable sources of supply to properly adjust demand, when appropriate, and initiate cancellation action, when feasible.

C2.17.7. Single line item cancellation requests submitted against requisitions for which Status Code BV was received may result in billing for transportation charges and/or contract termination costs in the event that the source of supply is able to effect cancellation/diversion. (See Chapter C3, Paragraph C3.28.9.)

C2.17.8. The responsibility for the utilization or disposition of materiel for which cancellation or diversion to an alternate consignee could not be effected is that of the consignee, the appropriate commander or Service headquarters.

C2.17.9. When shortages occur for previously canceled or rejected materiel, new requisitions with new document numbers, citing appropriate issue PDs, shall not be submitted to sources of supply.

C2.18. RESERVED

C2.19. MODIFICATION OF REQUISITIONS

C2.19.1. A requisition modifier may be initiated by the requisitioner, SUPADD, or control office to modify previously submitted requisitions. Restrictions for modifying GFM requisitions and associated transactions are contained in Chapter C11[8].

C2.19.2. A requisition modifier may be used to change/modify the following fields in an original requisition document:

C2.19.2.1. Media and Status, rp 7.

C2.19.2.2. Supplementary Address, rp 45-50.

C2.19.2.3. Country FMS Offer/Release Option, rp 46 (FMS requisition).

C2.19.2.4. Freight Forwarder, rp 47 (FMS requisition).

C2.19.2.5. Signal, rp 51.

C2.19.2.6. Fund, rp 52-53.

C2.19.2.7. Distribution, rp 54.

C2.19.2.8   Project, rp 57-59.

C2.19.2.9. Priority Designator, rp 60-61.

C2.19.2.10. Required delivery date or required delivery period (conventional ammunition only)[9], rp 62-64.   C2.19.2.11. Advice, rp 65-66.

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[8] Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

C2.19.3. For requisitions that are identified for continued supply action and/or shipment processing during mass cancellation situations, modifiers (DIC AM_) shall be submitted at the earliest possible date and shall contain an expedited handling signal "555" in the RDD field, rp 62-64. (See chapter C8.)

C2.19.4. A requisition modifier, DIC AM_ shall be prepared by originating activities completing all prescribed data element entries for a requisition. The requisition modifier is usually submitted when changes to existing fields are needed to expedite processing of the requisition.

C2.19.4.1. Entries in the requisition modifier may differ from that in the original requisition only to reflect changes to one or any combination of the fields identified in subparagraph C2.19.2..

C2.19.4.2. When the SUPADD (rp 45-50), the project (rp 57-59), the RDD (rp 62-64), or the advice (rp 65-66) of the DIC AM_ is blank, these fields of the original requisition shall be modified accordingly (subsistence requisitions are excluded from RDD deletion provisions).

C2.19.5. The activity initiating a requisition modifier shall be responsible for furnishing notification of such action to other interested activities, such as the requisitioner and SUPADD, when modifiers are initiated by control offices. The requisition modifier shall be transmitted to the last known source of supply.

C2.19.6. When the priority of a previously requisitioned item is modified and the quantity required is greater than the previously requisitioned quantity, a requisition modifier shall be submitted for the original quantity and a new requisition shall be submitted for the additional quantity required under the new priority. If the required quantity is less than the previously requisitioned quantity, a new requisition shall be submitted for the quantity required under the new priority, and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisition should be submitted.

C2.19.7. When a requisition modifier is submitted to modify the supplementary address, signal code, or fund code, the DAAS DoDAAC authority code edits discussed in C2.28.11 shall be reapplied.

C2.20. RESERVED

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[9] Use of RDP for conventional ammunition last reported as not implemented by U.S. Air Force or Navy. Refer to AMCL 148..

C2.21. REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM DLA DISPOSITION SERVICES[10]

C2.21.1. DoD activities and, under certain circumstances, authorized Federal civil agencies are authorized to requisition excess personal property through DLA Disposition Services or directly from a DLA Disposition Services Field Office. Activities shall request, through an accountable supply officer, only that property *that* is authorized by parent headquarters or command and shall not request quantities of property that exceed authorized retention quantities. Each S/A shall furnish DLA Disposition Services the Federal condition codes that are acceptable in relation to the supply condition code being requisitioned. DLA Disposition Services maintains a standardized and centralized control and accounting system for all excess and surplus personal property locations in the DLA Disposition Services Field Offices, and provides visibility of such property through a variety of utilization screening procedures. (See DoD 4160.21-M, "Defense Materiel Disposition Manual" for utilization policy and procedures.)

C2.21.1.1. Requisitions from DoD Activities for excess personal property shall normally be routed via DAAS to DLA Disposition Services for processing or the requisition may be hand-carried to the DLA Disposition Services Field Office for property that is selected, scheduled for pickup, or required as a result of screening at the DLA Disposition Services Field Office. The RIC of the DLA Disposition Services Field Office should be placed in rp 4-6 of DD Form 1348-1A (or DD Form 1348-2) for requisitions hand-carried to a DLA Disposition Services Field Office. Activities or units unable to submit requisitions through DAAS may forward them directly to DLA Disposition Services by mail or by narrative message but it should be understood that this is not the standard procedure and should be discontinued as soon as the ability to use DAAS is realized.

C2.21.1.2. Requisitions submitted to DLA Disposition Services shall be in the format specified in Appendix AP3.2, DLA Disposition Services RIC (S9D) in rp 4-6, with K, L, R, S, or T in rp 40; Signal D or M in rp 51 to denote free issue; Advice Code 2J (fill or kill) in rp 65-66 or blank; and the appropriate supply condition code in rp 71. For a specific item, the requisition shall contain the Disposal Turn-in Document (DTID) number or Excess Report Number (ERN) in rp 67-80 (DTID suffix, if applicable, in rp 21). For nonstock numbered items, the DIC shall be A0D or A04. Requisitions hand-carried to the DLA Disposition Services Field Office for pickup of property shall be prepared on a DD Form 1348-1A (or DD Form 1348-2), as specified in Chapter C5, Paragraph C5.3. Authorized Federal civil agencies may requisition excess/surplus property from DLA Disposition Services using SF 122, "Transfer Order-Excess Personal Property," or any other transportation order form approved by GSA under the Federal Property Management Regulation (FPMR) Subchapter 4, Part 101-43. All requisitions for small arms shall be submitted under Paragraph C2.23. Packing, crating, handling and transportation (PCH&T) charges shall be applied using DoD 4140.1-R.

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[10] Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

C2.21.1.2.1. DIC A0_ requisitions submitted through DAAS will be edited by DAAS to determine if the requisition is for excess personal property. The DAAS edit is as follows:

C2.21.1.2.1.1. If the requisition contains K, L, R, S, or T in rp 40 and a condition code is entered in rp 71, DAAS shall route the requisition to DLA Disposition Services. If a condition code is not in rp 71 and a DTID number is entered in rp 67-80, DAAS shall route the requisition to DLA Disposition Services.

C2.21.1.2.1.2. If a condition code is not in rp 71 and a DTID number is not in rp 67-80 and RIC S9D is entered in rp 4-6, DAAS shall reject the requisition back to the message originator with a clear-text message stating, "INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION."

C2.21.1.2.1.3. If the conditions in Subparagraphs C2.21.1.2.1.1. and C2.21.1.2.1.2. above are false, DAAS shall continue requisition processing.

C2.21.1.2.1.4. If the requisition RIC S9D in rp 4-6 and a condition code is entered in rp 71 and rp 40 does not contain K, L, R, S, or T, DAAS shall route the requisition to DLA Disposition Services.

C2.21.1.2.1.5. If a condition code is not in rp 71, and rp 40 does not contain K, L, R, S, or T, and a DTID number is entered in rp 67-80, DAAS shall route the requisition to DLA Disposition Services.

C2.21.1.2.1.6. If a condition code is not in rp 71 and rp 40 does not contain K, L, R, S, or T, and a DTID number is not in rp 67-80 and RIC S9D is in rp 4-6, DAAS shall reject the requisition back to the message originator with a clear-text message stating "INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION."

C2.21.1.2.2. For validated excess personal property requisitions, DAAS shall provide the requisitioner DIC AE9 supply status transaction with Status Code BM. Requisitions with DIC A0B or A02 and RIC S9D shall not be processed by DAAS to obtain an NSN. DAAS shall reject the requisition using a narrative message.

C2.21.1.3. Upon receipt of the requisition, DLA Disposition Services shall select the requested item for issue or provide appropriate supply status if not available. If rp 65-66 are blank and the requested materiel is not available, DLA Disposition Services shall place the requisition on the requisition retention file for 60 days and furnish Supply Status Code B1. If all of the requested materiel does not become available during the 60-day retention period, the remaining unfilled quantity shall be canceled using Status Code D1.

C2.21.1.3.1. If stock is available, DLA Disposition Services shall transmit an MRO, DIC A5_ (DD Form 1348-1A) to the DLA Disposition Services Field Office. In those instances where a specific item has been requisitioned, the DTID number or ERN shall be perpetuated on the MRO. MROs received by a DLA

Disposition Services Field Office from DLA Disposition Services shall be confirmed or denied, as appropriate. Responses by DLA Disposition Services Field Offices to follow-ups (DIC AF6) shall be made using the MRO with DIC AR0; MRDs with DIC A6_; or the supply status document with DIC AE6, as appropriate.

C2.21.1.3.2. DLA Disposition Services shall process single-line cancellation requests or requisition modifiers if the MRO has not been transmitted to the DLA Disposition Services Field Office or if the requisition is on the requisition retention file. DLA Disposition Services shall not process mass cancellation requests.

C2.21.1.4. When the DLA Disposition Services Field Office issues materiel as a result of DD Form 1348-1A (or DD Form 1348-2) being hand-carried to the DLA Disposition Services Field Office , a materiel release confirmation (MRC, DIC AR0, shall be prepared in the format of Appendix AP3.14 and transmitted to DLA Disposition Services.

C2.21.2. DLA Disposition Services shall respond to follow-ups under procedures in Chapter C3 and furnish status as outlined in Chapter C4.

C2.21.3. Materiel shall be shipped from DLA Disposition Services Field Offices to authorized requisitioners using MILSTRIP.

C2.21.4. Requisitioner requests for modification, cancellation, or follow-up to DLA Disposition Services shall be processed under Paragraph C2.13, Follow-up, C2.17, Cancellation and C2.19, Modification.

C2.22. ***REQUISITIONING CONTRACTOR INVENTORY FROM PLANT CLEARANCE AUTOMATED REUTILIZATION SCREENING SYSTEM (PCARSS). Acquiring agencies may view excess Government-furnished property (GFP), create requisitions, and see the status of current requisitions using PCARSS eTools. Authorized users may search for inventory or create alerts to be notified when desired items become available. The requisition content does not conform to MILSTRIP procedures/formatting. Detailed information about PCARSS requisitioning procedures is available at http://www.dcma.mil/itcso/cbt/PCARSS/index.cfm.***

C2.22.1. When materiel is scheduled for organic maintenance, based on the repair schedule, the maintenance activity shall requisition the materiel from the materiel owner using an A0_ in the format specified in Appendix AP3.2. All requisitions shall cite Advice Code 2J (fill or kill) in rp 65-66, and the appropriate supply condition code in rp 71.

C2.22.2. To preclude billing by the materiel owner, the A0_ requisition shall also contain the following data elements to denote free issue. For A0_s submitted to:

C2.22.2.1. Air Force: For Air Force principals (RIC To F**), use Project Code "3BB" in rp 57-59.

C2.22.2.2. <u>Navy</u>: For Navy principals (RIC To N**), use Signal Code B in rp 51 and Fund Code 26 in rp 52-53. If RIC To is N32, use N00383 in rp 45-50; if RIC TO is N35, use N00104 in rp 45-50.

C2.22.2.3. <u>Army</u>: For Army principals (RIC To A** or B**), use Project Code "3BB" in rp 57-59; Fund Code GM in rp 52-53, and Signal Code D or M in rp 51.

C2.23. <u>REQUISITIONING CONVENTIONAL SMALL ARMS FROM DLA DISPOSITION SERVICES</u>

C2.23.1. Conventional small arms as identified in DLM 4000.25-2 (MILSTRAP) will generally fall into one of the following FSCs: 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095. However, this list is not to be considered all inclusive. DLA Disposition Services shall treat any weapon meeting the general guidelines of small arms accordingly, regardless of the FSC. This covers all weapons meeting these criteria, regardless of origin (including foreign, commercial, confiscated, and nonappropriated funds weapons and museum pieces).

C2.23.2. All DoD requisitions for small arms shall be submitted by an accountable supply officer to the CONUS integrated materiel manager (IMM). Requisitions must include the following exception data: DTID number/ERN, as appropriate, and PCH&T citations. Such requisitions received directly by DLA Disposition Services or the DLA Disposition Services Field Office shall be rejected to the requisitioning activity. Requisitions approved by the IMM shall be mailed to DLA Disposition Services, Battle Creek, MI 49017-3092, ATTN: DLA Disposition Services-U.

C2.24. <u>RESERVED</u>

C2.25. <u>SHIPMENT TRACING</u>

C2.25.1. When shipment status has not been requested and materiel has not been received in normal transit time, a follow-up (DICs AF1, AF2, or AF3) shall be submitted by the requisitioner.

C2.25.2. When shipment status has been received evidencing that shipment has been made, follow-ups (DICs AF1, AF2, AF3, AT_, and AFC) shall not be submitted. These actions would result only in receipt of another shipment status document with the same data.

C2.25.3. If materiel has not been received and the date of shipment cited in the shipment status transaction indicates that normal transit time has expired, a request for shipment tracing shall be initiated using DTR 4500.9-R.

C2.25.4. When the shipment cannot be located or traced using information in the initial DIC AS_ shipment status transaction, a DIC AFY follow-up transaction shall be submitted to the last known supply source to request the DoDAAC of the initial (origin) transportation shipping activity using the Appendix AP3.5 format. Upon receipt of the IC

ASY response , the requesting activity shall furnish this DoDAAC information to its local transportation officer for shipment tracing under DTR 4500.9-R[11].

C2.26. RESERVED

C2.27. SPECIAL GSA PROCEDURES ON NONMAILABLE ITEMS

C2.27.1. A requisition submitted to GSA with Advice Code 2A (item not available locally) shall be processed regardless of possible excessive transportation costs.

C2.27.2. A requisition submitted to GSA without Advice Code 2A for an item valued at $25 or less shall be canceled (with Status Code CW) if, at time of shipment, transportation costs in excess of 50 percent of the item value would be incurred in shipping the order. GSA shall notify the ordering activity when this condition exists, and the requisitioner should attempt to procure the item locally. If local procurement cannot be effected, a new requisition should be submitted with Advice Code 2A. In response, GSA shall supply the item regardless of transportation costs.

C2.27.3. Grant Aid and FMS requisitions under these procedures shall not be returned for local procurement.

C2.28. DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

C2.28.1. DAAS shall edit all incoming requisitions and other MILSTRIP transactions for data errors and validity under procedures in DLM 4000.25-4 DAAS Manual.

C2.28.2. As a result of these edits, DAAS shall correct data entries or reject transactions. In the case of source of supply errors, the correct source of supply shall be entered in the RIC field and the transaction rerouted, as appropriate.

C2.28.3. DAAS shall reject all requisitions/EMALL orders containing GY/GZ series activity address codes (AAC) . DAAS shall furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C2.28.4.. DAAS shall pass all DIC A02 and A0B transactions to the RIC present in the incoming transaction.

C2.28.5. DAAS shall use AP2.13 to validate requisitions for invalid/expired Office of the Secretary of Defense/Chairman of the Joint Chiefs of Staff (OSD/CJCS) Category D project codes. DAAS shall blank out the inappropriate project code and furnish DIC AE9/BK status to the customer.

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[11] Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C2.28.6. DAAS shall validate F/AD I/UMMIPS priority usage through the requisitioning process. Requisitions containing an unauthorized priority designator according to Appendix AP2.14 shall be downgraded. DAAS shall furnish DIC AE9/BK status to the customer.

C2.28.7. DAAS shall perform validation of requisitions (DICs A0_, AM_, AT_, A3_, A4_, and APR) for accuracy and reasonableness of the entry in the RDD field and its compatibility with the PD. DAAS shall furnish DIC AE9/BK status to advise the requisitioner of the resulting modification. For Security Assistance requisitions forwarded to the applicable International Logistics Control Office (ILCO), DAAS shall not blank out customer input. DLA Transaction Services shall perform PD and RDD edits according to Table C3.T2 (MILSTRIP Chapter 3).

C2.28.8. DAAS shall perform validation of requisitions for authorized ordering or billing DoDAACs. DAAS shall furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection. Requisitions shall be rejected if the requisitioning DoDAAC:

C2.28.8.1. First position is F followed by all numerics, FA or FY.

C2.28.8.2. May not be used for billing.

C2.28.8.3. Bill-to activity identifies a United States Air Force (USAF) DoDAAC that is not authorized for use.

C2.28.9. DAAS shall identify non-appropriated instrumentalities, special program requisitioner DoDAACs (1st position numeric 2nd position alpha series), and prime vendor contractors using non contractor DoDAACs for billing and provide for billing under non interfund procedures by changing the fund code for these requisitions to XP. DAAS shall furnish DIC AE9/BK status to the customer. These entities are identified as follows:

C2.28.9.1. A DoD Prime Vendor contractor is identified as a DoDAAC beginning with SD.

C2.28.9.2. A non-appropriated funded activity is identified as a DoDAAC beginning with FT or FF.

C2.28.9.3. The bill-to activity is identified by DoDAAC FG4302.

C2.28.10. DAAS shall perform validation of requisitions for authorized DoDAACS. Reject requisitions when the requisitioning or bill-to-activity identifies a USAF DoDAAC that is not authorized for this use. These DoDAACs are identified by their structure: the first position is an "F," followed by one numeric character in position two, and an alpha character in position three. DAAS shall furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C2.28.11. DAAS shall perform validation of requisitions for authorized ordering, bill-to or ship-to DoDAAC according to the DoDAAC Authority Codes shown in Table C2.T1, and shall reject requisitions that do not meet the DAAS DoDAAC Authority Code edits. DAAS shall furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition. If the transaction failing the edit is DIC AM_, DAAS shall reject with supply status DIC AE_ and status code D7.

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
00	Requisition	Authorized to initiate a request for goods and services. Authorized ship-to and bill-to.
	Required: TAC 1	
	Business Rules: No restrictions	
	DAAS DoDAAC Authority Code Edit: no additional edit	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: TAC 1 and either TAC 2 and/or TAC 4	
	Business Rules: Not authorized to requisition or bill-to	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X	
02	Finance (Bill-To Only)	DoDAAC can only be used as a bill-to
	Required: TAC 1. Note TAC 2 is not allowed.	
	Business Rules: Cannot requisition, cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B	
03	Do Not Ship-To	Cannot be used as a ship-to destination
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
	Business Rules: Cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisition requisitioner field (record positions 30-35) must contain signal code J, K, L, M, or X. If used in the requisition supplementary address field (record positions 45-50) must contain signal code A, B, C, or D	
04	DLA Disposition Services Only	DLA Disposition Services Only (e.g., State agencies surplus). Used to identify Activities who have no requisition authority other than for DLA Disposition Services Only materiel.
	Required: TAC 1	
	Business Rules: Cannot requisition new material. Only authorized to obtain materials from DLA Disposition Services (DoD excess only)	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services
	Required: TAC 1	
	Business Rules: Cannot initiate a request for any good/services	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35)	
06	Free Issue	No cost option. This activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps)
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any goods/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from NGA)	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M	

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use)
	Required: TAC 1	
	Business Rules: Cannot requisition, cannot be used as a ship-to designation, and cannot be used for billing. Information/identification use only	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a ship to or bill to	

C2.28.12. DAAS shall provide supply status (DIC AE9) containing Reject Status CX to status recipients in response to requisitions/referral orders containing Status Code CX transmitted by DoD EMALL, GSA Advantage/Global, or other authorized internet ordering application. Under these conditions, CX status shall be provided on behalf of the internet ordering application to advise of rejection due to lack of available funds or other criteria associated with the funds verification process. The internet ordering application shall be perpetuated by DAAS as the RIC-From of the Supply Status. Refer to internet ordering application funds verification procedures for details (DLM 4000.25, DLMS, Volume 4, Chapter 7, Verification of Funds Availability Web Call for Requisitions Submitted via Internet Ordering Applications).[12]

C2.28.13. Deleted DoDAACs and Requisitioning Processing. Obsolete or invalid DoDAACs are flagged for deletion and later physically removed from the DoDAAC table to prevent improper requisition transactions from being processed through DLA Transaction Services. Once the delete effective date has passed, the DoDAAC shall remain on the DoDAAD master file for five years before the record is physically removed from the master file. New requisitions may not be processed against these flagged DoDAACs. However, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions shall not reject due to invalid DoDAACs during this period. After the five-year period, deleted DoDAACs are physically removed from the DLA Transaction Services-maintained DoDAAC table, and all subsequent requisitions or bills will reject due to invalid DoDAACs.

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[12] Refer to ADC 328, "Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.

C2.28.14. Requisition Date Edit. DAAS shall edit requisitions to reject any requisitions that are greater than one calendar year old, or are more than one day in the future.[13] For all requisitions (DIC A01, A0B, A02, A0E, A05, A07, A04, A0D), where the requisition is not applicable to FMS Grant Aid or Navy initial outfitting (document number Service Code N, R, or V, and Fund Code equals: VO (Victor Oscar), V7 (Victor Seven), or LQ (Lima Quebec), ***QU (Quebec Uniform) or QZ (Quebec Zulu)),*** then:

C2.28.14.1. Reject requisitions that are more than one day in the future. If the document number ordinal date YDDD (rp 36-39) converted to CCYYDDD is greater than the current date plus 1 (CCYYDDD + 1), reject with Supply Status CD, and if less than or equal to the current date plus 1, allow to process.

C2.28.14.2. Reject requisitions that are greater than one year old. If the document number ordinal date YDDD (rp 36-39) converted to CCYYDDD is equal to or less than the current date minus 1 year (CCYYDDD – 1000), reject with Supply Status CD, and if greater than the current date minus 1 year (CCYYDDD - 1000), allow to process.

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[13] ***Refer to ADC 427A, Requisition Document Number Date Edit***

C3. CHAPTER 3

REQUISITION PROCESSING AND RELATED ACTIONS

C3.1. GENERAL

C3.1.1. Sources of supply receiving requisitions, modifiers, passing orders, referral orders, follow-ups, redistribution orders (RDOs), and cancellations, regardless of the method of transmission, shall process such transactions using these procedures. Sources of supply shall validate the data elements and codes in these transactions and perform changes, continue the processing action, or reject[1] the documents as indicated in Table C3.T2 (Paragraph C3.42). See Appendix AP2.16 for appropriate requisition transaction status codes.

3.1.2. When sources of supply and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed as frequently as necessary to meet Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards, or specific Required Delivery Date RDD for subsistence requisitions, as applicable. In every such cycle, cancellation requests, document identifier code (DIC) AC_, including automatic cancellation initiated by the source of supply) and materiel obligation validation (MOV) reconciliation requests (DIC AP_) shall be processed prior to backorder releases and new requisitions (DIC A0_). Demands shall be sequenced as follows:

C3.1.2.1. Priority Designator (PD) in rp 60-61.

C3.1.2.2. Office of the Secretary of Defense/Joint Chiefs of Staff (OSD/JCS) project codes, when entered in rp 57-59.

C3.1.2.3. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.

C3.1.2.4. N (Not mission capable supply (NMCS)) in rp 62 and PD 01-08 in rp 60-61.

C3.1.2.5. E (Anticipated not mission capable supply (ANMCS)) in rp 62 and PD 01-08 in rp 60-61.

C3.1.2.6. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.

C3.1.2.7. Requisition document number date in rp 36-39.

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

C3.1.2.8. Required delivery period (RDP) in rp 62-64, if later than the computed standard delivery date (SDD) - conventional ammunition only.[2]

C3.1.3. Backordered requirements shall be merged (in above sequence) with all new transactions in any requisition processing cycle in which additional assets become available; for example, receipts of materiel and debit on hand adjustments.

C3.1.4. Processing points shall record date of receipt on rp 67-69 of each received requisition, redistribution order, and passing order. The actual date of receipt shall be captured in requisitioning transactions. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be processed by the source of supply to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall also be indicated by the source of supply in requisitions received via Defense Information Systems Network (DISN). The date may be captured by supply or communications personnel in the individual requisitions and must be compatible with the applicable transmission transaction receipt date. This date shall not be perpetuated into subsequent passing orders when moving between distribution systems, but shall be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable sources of supply to compute the requisition submission time. Computation shall be made by subtracting the date in rp 37-39 of the demand transaction from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the transactions will provide a basis for the inventory control points (ICPs) to measure the first cycle segment of supply effectiveness. The routing identifier code (RIC) "From," when utilized, shall be placed in rp 74-76 of RDOs, referral, and passing orders.

C3.1.5. The transaction document number; such as the entries in rp 30-43, and rp 44 when a suffix is applicable, shall be used as a basis for determining duplicate transactions. The recipient shall disregard duplicate requisitions, passing/referral orders, RDOs, and materiel release orders (MROs).

C3.2. RESERVED

C3.3. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING

C3.3.1. Each requisition shall contain a PD assigned by the requisitioning activity, which shall not be changed by processing points except as noted in this chapter. The assigned PD dictates the precedence of internal supply processing actions (e.g., from the receipt of a transaction until release to transportation) and determines the SDD. Mandatory time standards for processing of transactions are indicated in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," 23 May 2003, Appendix AP8, "UMMIPS Time Standards".
www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp#41401r.
For subsistence requisitions, the assigned RDD is the primary processing criterion,

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[2] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

while the assigned PD dictates the precedence of internal supply processing action for requisitions reflecting identical RDDs. Time standards indicated in UMMIPS do not apply to subsistence requisitions. (See Appendix AP2.14.)

C3.3.2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The integrated material manager (IMM)shall reserve assets of such critical items through the use of item control levels and criteria that will restrict issue to specific categories of requirements only (e.g., those within designated ranges of PDs, CJCS approved projects, or firm commitments for delivery of materiel to Grant Aid (GA) recipients. Control levels shall be established for IMMs to reserve stocks for issue only for PD 01-03. These requirements shall be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks that may not be issued for PD 09-15 requirements.

C3.3.3. Control levels shall also be established by the source of supply to restrict issues against requisitions for the initial fill of Pre-Positioned War Reserve Materiel Stocks (PWRMS) consumable item requirements to ensure that:

C3.3.3.1. Assets available below the approved force acquisition objective (AFAO) are not issued against requisitions for PWRMS requirements that contain Signal D or M in rp 51 regardless of PD.

C3.3.3.2. Assets available below the reorder point (ROP) are not issued against requisitions for PWRMS requirements containing a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in Paragraph C3.5. below.

C3.3.4. OSD/JCS projects, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64 in lieu of the RDD/RDP[3] shall be ranked above all other requisitions with the same PDs for processing purposes. Code 999 requisitions and related transactions shall receive special attention to provide for expedited processing actions.

C3.3.5. When system-wide inventory levels do not permit positive supply action on all requisitions within a given PD, supply procedures shall provide for a release of demands containing the specifically designated OSD/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions, including foreign military sales (FMS) requisitions containing Expedited Handling Signal 555 in the RDD field and other requisitions/materiel obligations shall be processed for release under Paragraph C3.1.2. in this chapter.

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[3] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

C3.4. <u>SOURCE OF SUPPLY PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29</u>[4]

C3.4.1. Upon receipt of any requisition displaying Advice Code 2D, 27 or 29, an edit shall be performed to determine whether an increase in the requisition quantity to the quantity unit pack is less or more than $5. Disregard the advice code if less than $5. If $5 or more, honor the advice code and process for the exact quantity requested. When a quantity adjustment is made using the above criteria, notify the customer using BJ status.

C3.5. <u>SOURCE OF SUPPLY PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS</u>

C3.5.1. Sources of supply, except the General Services Administration (GSA), shall process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. GSA shall process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

C3.5.2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59), the source of supply shall determine asset availability in excess of the AFAO and:

C3.5.2.1. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition shall be processed as free issue, regardless of the signal in rp 51.

C3.5.2.2. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the AFAO shall be processed as free issue, regardless of the signal in rp 51, and the balance of the requisition quantity shall be processed under Subparagraph C3.5.3. below.

C3.5.3. When the source of supply determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59) shall be checked and:

C3.5.3.1. If the signal is D or M, the unfilled quantity on the requisition shall be rejected. The rejection shall be accomplished under Status Code CB since all unfunded PWRMS requisitions shall be processed as "fill or kill."

C3.5.3.2. If the signal is other than D or M, the PWRMS requisitions shall be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 shall be checked to determine further processing routines.

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[4] Procedures for quantity adjustment related to requisitions with Advice Codes 2D, 27, or 29 last reported as not implemented by GSA. Refer to AMCL 161.

C3.5.3.2.1. Except for subsistence, PWRMS requisitions with PD 01-03 shall be processed for issue according to UMMIPS source of supply processing standards. Subsistence requisitions shall be processed to meet a specific RDD.

C3.5.3.2.2. Except for subsistence, PWRMS requisitions with PDs 11-15 shall be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity shall be placed on backorder and appropriate supply status shall be provided with an estimated shipping date (ESD) equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11 through 15 shall be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, shall be processed in the same manner as PD 11-15 requisitions.)

C3.6. <u>SOURCE OF SUPPLY PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)</u>[5]

C3.6.1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD shall be processed using the time period established for that PD.

C3.6.2. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD shall not be placed on backorder. If stock is not available, the requisition shall be referred or rejected back to the customer. If stock is available, an MRO shall be issued to the storage facility. The shipping activity shall establish necessary control mechanisms to provide timely shipment to the customer.

C3.6.3. Requisitions that cannot be delivered within the RDP shall be rejected with CB status.

C3.6.4. RDP procedures do not apply to FMS or Grant Aid requisitions.

C3.7. <u>SOURCE OF SUPPLY PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER</u>

C3.7.1. If the PD is 01-08, the requisition shall be processed for issue. Supply Status Code DS shall be furnished to the requisitioner.

C3.7.2. If the PD is 09-15 and assets are available above the ROP, the requisition shall be processed for issue. Supply Status Code DS shall be furnished to the requisitioner.

C3.7.3. If the PD is 09-15 and assets are not available above the ROP, the requisition shall be rejected with Status Code CC or CN, as appropriate.

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[5] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

C3.8. <u>FURNISHING STATUS</u>

C3.8.1. Chapter C4 prescribes and defines the various types of status data to be furnished on requisitions and in response to follow-ups, cancellations, and modifier transactions.

C3.9. <u>SOURCE OF SUPPLY PROCESSING OF SUBSISTENCE REQUISITIONS</u>

C3.9.1. Subsistence requisitions shall not be backordered.

C3.9.2. Subsistence requisitions shall be processed to meet specific RDD.

C3.10. <u>MAINTENANCE OF REQUISITION HISTORY RECORDS</u>

C3.10.1. Sources of supply shall retain accessible requisition history records for a minimum period of 6 months after closing of requisition records by cancellation, rejection, or shipment to provide responsive replies to follow-up inquiries.

C3.11. <u>REJECTION OF REQUISITIONS</u>

C3.11.1. Rejections of requisition transactions may be accomplished by sources of supply using the appropriate status codes prescribed in Appendix AP2.16.

C3.11.2. Supply status transactions with appropriate status codes shall be furnished requisitioning activities under Chapter C4 as notices of requisition rejection, with the reason for such action indicated by status code.

C3.12. <u>PROCESSING OF REQUISITIONS FOR INDUCTION TO MAINTENANCE</u>[6]

C3.12.1. Upon receipt of a requisition from maintenance for the purpose of inducting a reparable, the materiel owner shall process the requisition on a 'fill or kill' basis and direct the issue to the co-located storage activity. If there are insufficient assets at the co-located storage activity, the requisition shall be 'killed' for that portion of the requisition that cannot be issued. No billing shall be initiated on requisitions from maintenance activities for Depot Maintenance Inter-Service Support Agreement (DMISA) assets, when the A0_ was submitted consistent with C2.22.2 requirements.

C3.12.2. Preparation of MROs to the co-located storage activity shall be performed using the format reflected in Appendix AP3.12.

C3.12.3. The "Principal" system shall interpret the A0_ Advice Code 2J ('fill or kill') as 'no substitution allowed' but shall allow for a partial fill (i.e., do not backorder unfilled quantity or pass an MRO to other than the co-located storage activity). The source of supply (Principal) shall furnish the requisitioning activity (maintenance) an AE_ Status Code of CB for any unfilled quantity.

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[6] Phased implementation is authorized under ADC 224.

C3.13. RELEASE OF MATERIEL OBLIGATIONS

C3.13.1. A materiel obligation is that quantity of a requisitioned item that is not immediately available for issue, but which is recorded as a stock commitment for future issue.

C3.13.2. Sources of supply shall establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition.

C3.14. RESERVED

C3.15. PREPARING MATERIEL RELEASE ORDERS

C3.15.1. MROs are prepared by the source of supply as a result of processing requisitions against inventory records and determination that materiel is available. MROs are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROs are used as a directive for release and shipment of materiel from stock and result in the preparation of DD Form 1348-1A, "Issue Release/Receipt Document." MROs shall be prepared using the format reflected in Appendix AP3.12. The DD Form 1348-1A may be used in lieu of the MRO.

C3.15.2. Requisitions or MROs that contain Advice Code 2T and do not contain a date in rp 62-64 shall be processed under the assigned PD without regard to the advice code.

C3.15.3. Inter-Service Ownership Transfer of Ammunition/Ammunition-related Materiel. When used for inter-Service ownership transfers of non-Single Manager for Conventional Ammunition (SMCA) owned ammunition and ammunition-related materiel stored in a SMCA storage facility with no physical movement of materiel or billing, the MRO shall contain Signal Code M indicating a free issue. The MRO shall also include the associated data required to accomplish the transfer including the old (from) ownership code associated with the service transferring ownership, the RIC of the Service receiving ownership, and the new/gaining (to) ownership code associated with the Service receiving ownership. Pending transition to DLMS discrete data enhancements, the ownership to/from and new owner RIC will be identified in the supplementary address/supplemental data field beginning with Service/Agency Code Y (see the Appendix 2.9, Supplementary Address/Supplemental Data, for proper sequencing of these data elements into a single, concatenated field). The storage activity will update the custodial/accountable records for the materiel and quantity identified to reflect the new ownership code and RIC of the Service receiving ownership. No shipment status will be provided. See MILSTRAP procedures (DLM 4000.25-2, Chapter 5) for inter-Service ownership transfer initiated by the SMCA for SMCA-owned materiel.

C3.16. <u>MATERIEL RELEASE CONFIRMATION</u>

C3.16.1. The materiel release confirmation (MRC) transaction serves as advice of supply action taken from a storage site maintaining the accountable record to the source of supply that initiated the MRO. MRC transactions shall be prepared using the format contained in Appendix AP3.14.

C3.16.2. When the shipped quantity is:

C3.16.2.1. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC shall contain DIC ARA.

C3.16.2.2. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC shall contain DIC ARB.

C3.16.3. When the shipped quantity has not been adjusted for unit pack characteristics, the MRC shall always contain DIC AR0 and show the quantity actually shipped. DIC AR0 shall be used for confirmation of a partial quantity shipped when the remainder is being denied. Use Subparagraph C3.21.4., to furnished MRCs, in response to DIC AF6 follow-ups.

C3.16.4. Source of supplys shall follow up on storage facilities at least once every 30 days for unconfirmed MROs that are seven days old for PDs 01-08 and 15 days old for PDs 09-15.

C3.17. <u>STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES</u>

C3.17.1. Materiel relese denials (MRD) are prepared by storage sites and transmitted to the source of supply that initiated the MRO as notification of negative action on the MRO. MRDs shall be prepared in the format reflected in Appendix AP3.17 and shall show the quantity denied and appropriate management code.

C3.17.2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DIC AE6/CB status shall be provided to the source of supply. The source of supply shall advise eligible status recipients (applies to conventional ammunition requisitions only).[7]

C3.18. <u>STORAGE ACTIVITY DENIALS OF MATERIEL RELEASES FOR INDUCTION TO MAINTENANCE</u>[8]

C3.18.1. MRDs prepared under Paragraph C3.17. shall be used to provide a negative response to the source of supply (Principal)-initiated MROs directing release of a repairable asset for maintenance action.

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[7] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148..
[8] See AMCLs 12 and 43.

C3.18.2. If the storage activity cannot provide the reparable asset for maintenance action in response to directed release, the source of supply (Principal) shall provide supply status using DIC AE_, CB status to advise the requisitioning activity (maintenance) that the asset is not available for induction.

C3.19. <u>INITIATING PASSING OR REFERRAL ORDERS</u>

C3.19.1. Passing or referral orders are the transactions used by a source of supply to pass or refer a requisition to another source for continued supply action.

C3.19.2. Sources of supply receiving a passing or referral order shall perpetuate the same DIC when referring the requisition to another source of supply for continued supply action or create an MRO for continued supply action and release of materiel. See Appendices AP3.23 and AP3.24 for passing and referral order formats. The date of receipt of the original requisition shall be entered in rp 67-69 of the referral order.[9]

C3.19.2. Non-national stock number (NSN) requisitions (mechanical), when passed or referred, shall be forwarded to another source of supply as follows:

C3.19.2.1. If there are no reference data in rp 70-80, DISN transmission shall be utilized.

C3.19.2.2. If there are reference data in rp 70-80, it shall be the option of the passing/referring activity to either omit the reference data and forward via DISN or perpetuate pertinent reference data and forward by mail.

C3.19.3. When an secondry inventory control activity (SICA) receives a requisition for a nonconsumable item from a SICA activity, the SICA may determine supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the primary inventory control activity (PICA). If forwarded to the PICA, the SICA must record the requisition as received from the SICA requisitioning activity and recode the requirement as necessary with the PICA's RIC and the appropriate combination of media and status (M&S), supplementary address (SUPADD), signal, fund, distribution, and/or project code, which shall ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp 54 and shall not provide the SICA requisitioning activity with BM supply status. The SICA shall provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding contained in the original requisition.

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[9] For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 shall contain 888.

C.3.19.4. Inter-Service Ownership Transfer of Ammunition/Ammunition-related Materiel.* When used for Service-initiated inter-Service ownership transfers of Single Manager for Conventional Ammunition (SMCA) ammunition and ammunition related materiel with no physical movement of materiel or billing, the initiating referral order shall cite Project Code CYK and Signal Code M indicating a free issue, in conjunction with the additional data required to accomplish the transfer. This includes the old (from) ownership code associated with the service transferring ownership, the RIC of the Service receiving ownership, and the new/gaining (to) ownership code associated with the Service receiving ownership. Pending transition to DLMS discrete data enhancements, the ownership to/from and new owner RIC will be identified in the supplementary address/supplemental data field beginning with Service/Agency Code Y (see Appendix 2.9, Supplementary Address/Supplemental Data, for proper sequencing of these data elements into a single, concatenated field). The referral order will include an M&S code or distribution code ensuring follow-on status is directed appropriately (e.g., M&S Code B); do not designate status to the supplementary address. No shipment status will be provided.

C3.20. RESERVED

C3.21. PROCESSING FOLLOW-UPS

C3.21.1. Follow-up transactions shall be processed to determine the current status of requisitions, previously submitted cancellation requests, or the DoD activity address code (DoDAAC) of the initial (origin) transportation shipping activity when the shipment originated from a location other than the source of supply. Time standards for dispatching status in reply to follow-ups established for the distribution system (excluding DIC AFC follow-ups) are as follows:[10]

C3.21.1.1. For PD 01-08, dispatch status within two days from the date of receipt of the follow-up.

C3.21.1.2. For PD 09-15, dispatch status within five days from the date of receipt of the follow-up.

C3.21.2. Upon receipt of DIC AT_ follow-ups for which there is no record of the original requisitions, processing points shall process the follow-ups as requisitions unless Status Code BF has been previously provided in response to an earlier cancellation request under Chapter C4. This shall be accomplished by changing the follow-up DIC to the appropriate DIC within the "A" series and following the normal processing routine for requisitions. However, the AT_ series transaction shall only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status shall be furnished under Chapter C4.

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[10] Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C3.21.3. Processing points in receipt of followups in the DIC AT_ series for which there is a record of the original requisition shall furnish supply or shipment status under chapter C4.

C3.21.4. A storage activity, in response to a DIC AF6 followup by a source of supply, shall respond with shipment confirmation, denial, or supply status information, as appropriate.

C3.21.4.1. On an MRO being shipped, or which has been shipped, the storage activity shall respond with an MRC, DIC AR0, ARA, or ARB after shipment.

C3.21.4.2. On an MRO in the process of being denied, the storage Activity shall respond with an MRD, DIC A6_. When the MRO was previously denied, the response shall be supply status DIC AE6, with Status Code BY in rp 65-66, the quantity denied in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

C3.21.4.3. On an MRO for which both partial shipment and partial denial occur, the procedures in Subparagraphs C3.21.4.1. and C3.21.4.2. apply for the appropriate respective quantities, except MRC; DIC AR0 shall be used for the partial quantity shipped or in the process of being shipped.

C3.21.4.4. On an MRO on which shipment is being delayed, the storage Activity shall respond with supply status DIC AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

C3.21.5. Storage activities shall use DIC AE6 with Status Code BE to respond to source of supply followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Sources of supply in receipt of this status or for which 60 days have passed from the MRO generation date without confirmation and no materiel receipt acknowledgement (MRA) has been received shall generate a DIC ASH shipment status transaction to the Defense Automatic Addressing System (DAAS). The DIC ASH transaction shall be in the Appendix AP3.20 format. For DIC ASH transactions, the TCN and mode of shipment fields shall be left blank and the generation date shall be used as the date released to carrier.

C3.21.6. The DoD Components shall establish a management evaluation program that monitors storage activities' providing BE status. Goals should be established, and the performance attained is a rating element of the activity commander.

C3.21.7. Storage activities responding to a followup initiated by a source of supply on an MRO for which no record is held at the storage Activity shall utilize a DIC AE6 with BF supply status.

C3.21.8. Sources of supply in receipt of storage activity responses to DIC AF6 followups shall furnish appropriate status to eligible recipients using Chapter C4.

C3.21.9. Requests for supply assistance and follow-up inquiries requesting improvement in ESDs (DIC AFC) require management decisions relative to supply requirements that are not normally programmed in a manner to permit mechanical processing. DIC AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDs can be improved. Receipt of the AFC transactions at the source of supply serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those that would result from the shipments accomplished using the source of supply ESDs. The actual date of the requirement need is the prerogative of the requisitioning activity. Any advancement of the ESDs, including a single day, shall be considered by sources of supply as an improvement. Management decisions designed to improve ESDs should include one or more of the following and/or any other additional actions that shall cause improvement in ESDs:

C3.21.9.1. Cannibalization of existing equipment.

C3.21.9.2. Acceleration of repair programs.

C3.21.9.3. Offers of interchangeable or substitutable items.

C3.21.9.4. Diversion of materiel shipments.

C3.21.9.5. Supply from reserve assets.

C3.21.9.6. Supply from known station or depot excess stocks.

C3.21.9.7. Supply resulting from screening of materiel held pending classification.

C3.21.10. During the course of actions taken to improve ESDs, follow-up inquiries shall not be construed by sources of supply as authority to override any requirements of equal and/or higher priority. Consideration shall not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

C3.21.11. When determination is made that requested improvement in ESDs can be accomplished, the revised ESDs shall be transmitted to status recipients. When actions taken by management do not result in improved ESDs, status recipients shall be provided with the latest status applicable to the affected requisitions. Responses to DIC AFC follow-ups may be in abbreviated message format (Appendix AP1.11) at the option of the source of supply.

C3.21.12. Upon receipt of a follow-up on a previously submitted cancellation request (DIC AK_), sources of supply shall:

C3.21.12.1. Provide status under the procedures of chapter C4, if the original cancellation request has been processed.

C3.21.12.2. Process the DIC AK_ follow-up as a cancellation request and provide status under the procedures of chapter C4, if the original cancellation request was not received.

C3.21.13. Sources of supply in receipt of follow-ups on requisitions for which lateral redistribution action was taken shall provide applicable status as follows:

C3.21.13.1. If the current status is BA and the ESD or the UMMIPS time frame, which ever applies, has not passed, provide BA status with the appropriate ESD to the requisitioner.

C3.21.13.2. If the current status is BA and the ESD or the UMMIPS timeframe, whichever applies, has passed, provide B5 status to the requisitioner and generate a DIC AF6 with the RIC of the reporting activity in rp 4-6 and a 2 in rp 54.

C3.21.13.3. If the current status is positive shipping status DIC AS_, provide DIC AS_.

C3.21.14. Sources of supply in receipt of responses to DIC AF6 follow-ups shall furnish appropriate status to eligible recipients using Chapter C4.

C3.21.15. Processing points passing DIC AF_, AT_, or AK_ follow-up transactions to another source of supply for continued action shall place their RIC in rp 67-69 of the follow-up transaction. Processing points receiving such passed transactions shall not automatically pass such transactions back to the processing point from which the transaction was received (e.g., the RIC "From" in rp 67-69) without obtaining the prior agreement of that activity.

C3.22. FORCE-CLOSED MATERIEL RELEASE CONFIRMATIONS

C3.22.1. Subsequent to generating a DIC ASH transaction under section C3.21.5. above for unconfirmed MROs, sources of supply shall hold the MRO record open pending an MRA response (DoD 4000.25-2-M, Chapter 6, MILSTRAP). If an MRA response is received, it shall be used to close the MRO record.

C3.22.2. For shipments to Security Assistance recipients, sources of supply may elect to use the MRA data or generate a DIC ARH transaction, entering the mode of shipment and date shipped from the MRA, to interface with billing. If an MRA response is not received within the initial and follow-up timeframes, the source of supply may force close the MRO using a DIC ARH transaction.

C3.22.3. For shipments to Security Assistance recipients, sources of supply shall ensure that proper inventory accounting and billing procedures are applied. In response to DIC DRA transactions indicating nonreceipt, the source of supply may force close the open MRO and bill for materiel, or reprocess (ship) the materiel based upon established dollar thresholds. The ARH transaction shall be in the Appendix AP3.15 format.

C3.23. PROCESSING REDISTRIBUTION ORDERS

C3.23.1. RDOs are originated by an IMM to direct release of materiel from one supply distribution activity to another within the same distribution system.

C3.23.2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

C3.23.3. RDOs shall be prepared in the Appendix AP3.25 format.

C3.24. RESERVED

C3.25. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER TRANSACTIONS

C3.25.1. Sources of supply shall process requisition modifier transactions to provide for modification of requisitions on backorder or for which MROs have not been processed to storage activities. The corresponding original in-process requisitions and materiel obligations shall be recycled under service/agency (S/A) policy and normal processing actions shall be continued to accommodate the modifier PD or RDD/RDP.[11]

C3.25.1.1. Modification of MROs is at the discretion of the S/As. However, modifications shall not be processed against requisitions for which lateral redistribution order LROs of retail assets have been generated.

C3.25.1.2. Modification of requisitions that have been submitted to procurement sources for direct delivery is not required, except for requisition modifier documents that contain:

C3.25.1.2.1. A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 47) in the format shown in Appendix AP3.22 (DIC AMF).

C3.25.1.2.2. Expedited Handling Signal 555 in the RDD/RDP data field, rp 62-64, in the format shown in Appendix AP3.22 (DIC AMP).

C3.25.1.2.3. Changes to the SUPADD and signal fields in the format shown in Appendix AP3.22 (DIC AMF). The signal code shall be indicated in rp 77.[12] [13]

C3.25.1.3. The application of modifiers on requisitions for which split actions have been taken by the source of supply is at the option of the S/As.

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[11] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

[12] Revised requisition modifier procedures last reported as not implemented by the U.S. Marine Corps (USMC). Refer to AMCL 123C.

[13] Requisition modifier status last reported as not implemented by USAF and USMC. Refer to AMCL 143.

C3.25.1.4. Sources of supply shall provide status after processing requisition modifier documents as follows:[14,15]

C3.25.1.4.1. When the modifier transaction contains invalid entries for data elements listed in Chapter C2, which would require rejection under requisition edits prescribed in paragraph C3.1.1., the modifier request shall be rejected by means of D7 supply status (DIC AE_). Additionally, when the modifier transaction contains entries that would result in incompatibility or improper use of the RDD and/or PD that would not be acceptable under requisition edits, the modifier shall be rejected with D7 status. Note: This supply status transaction shall contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DIC AM_ to rebuild the requisition as it appears on the source of supply records.

C3.25.1.4.2. When the requisition modifier transaction is not honored because the requested modifications cannot be made, sources of supply shall provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction shall contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DIC AM_ to rebuild the requisition as it appears on the source of supply records.

C3.25.1.4.3. When the requested modifications have been successfully processed, BK supply status shall be provided.

C3.25.1.5. In addition, when modifier transactions are processed, sources of supply shall use the M&S and distribution codes to provide the latest supply or shipment status.[16]

C3.25.1.6. Sources of supply shall process requested modifications only when all data fields can be modified as requested. If this cannot be done, reject the modifier with B2 status.[17]

C3.25.2. When S/As modify MROs, a modifier transaction shall be prepared and transmitted to the applicable storage activity. The modifier transactions shall be prepared as a result of processing requisition modifier transactions. The MRO shall be identified with DIC AM_ as prescribed in Appendix AP2.1.

C3.25.2.1. Upon receipt of MRO modifier transactions, storage activities shall modify the original MRO whenever the modifier is received prior to the actual

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[14] Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.
[15] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.
[16] Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.
[17] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

printing of the DD Form 1348-1A. This shall be accomplished by matching the document numbers of modifier transactions with document numbers of previously received MROs, including match of suffix codes.

C3.25.2.2. These modified transactions shall be processed in the normal manner prescribed for MROs.

C3.25.2.3. When storage activities receive MRO modifier transactions for which they have no record of the original MRO, they shall process the modifier transactions as new MROs.

C3.25.2.4. Storage activities shall provide supply status (DIC AE6) to sources of supply when requested modifications are or are not accomplished, citing Status Code B2 or BK.[18]

C3.25.3. When sources of supply receive modifier transactions for which there is no record of the original requisition, process the requisition modifier transactions as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in Chapter C4.

C3.25.4. When modifiers are referred to another source of supply, the referring activity shall enter the RIC of the activity to which the requisition was referred in rp 4-6 and its own RIC in rp 67-69 of the DIC AM_ transaction and retransmit. Processing points receiving such passed transactions shall not automatically pass such transactions back to the processing point from which the transaction was received (e.g., the RIC "From" in rp 67-69) without obtaining the prior agreement of the activity.

C3.26. RESERVED

C3.27. PROCESSING SINGLE LINE CANCELLATION REQUESTS

C3.27.1. Sources of supply, procurement, storage, and reporting activities shall process single line cancellations (DIC AC_) as prescribed herein and in Paragraphs C3.28. through C3.34. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in Chapter C8.

C3.27.2. Sources of supply and procurement, storage, and reporting activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, dollar value, and location of materiel for which cancellation is requested.

C3.27.3. General rules for the disposition and diversion of shipped materiel are as follows:

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[18] Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C3.27.3.1. Sources of supply are responsible for providing diversion and/or disposition instructions for all items under their cognizance destined for outside the continental United States (OCONUS) that have progressed to the point where procurement actions cannot be terminated or shipment into the Defense Transportation System (DTS) has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate commander, or Service headquarters.

C3.27.3.2. Sources of supply may request diversion or disposition instructions from S/A contact points designated on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp, for both nonstocked and non-NSN items. However, sources of supply may, based on their stock position, divert materiel to depot stock.

C3.27.3.3. S/As may predetermine and designate alternate consignees so that the DoDAACs of these activities may be inserted in subsequent MILSTRIP and/or Transportation-related transactions. These predetermined destinations shall be based on considerations in Subparagraphs C3.27.2.2. and C3.27.3.1. above, and may vary by NSN, Federal supply classification (FSC), or Federal supply group (FSG).

C3.27.3.4. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities shall advise sources of supply when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The source of supply shall provide shipment status (DIC AU_) to all eligible recipients of status. These transactions shall contain a numerical day of the year in rp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for OCONUS delivery.

C3.27.3.5. When diversion of OCONUS shipments is accomplished by the DTS, sources of supply shall furnish all eligible recipients supply status (DIC AE_) with Status Code B6. The advice of actions taken by the DTS shall be provided under DTR 4500.9-R).

C3.27.3.6. Sources of supply shall automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion of a DoDAAC identified as requisitioner, ship-to or bill-to activity from the DLM 4000.25, Volume 6, Chapter 2,"DoD Activity Address Directory" (DoDAAD). Applicable supply and shipment status shall be furnished to authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status shall be disposed of.

C3.27.3.7. Costs incurred in cancellations/diversion shall be billed as provided in Paragraph C3.28.9..

C3.27.3.8. No attempt shall be made to stop or divert shipments to CONUS consignees once released for shipment, regardless of mode of shipment.

C3.28. SOURCE OF SUPPLY PROCESSING OF SINGLE LINE CANCELLATION REQUESTS

C3.28.1. DICs AC1, AC2, and AC3 cancellation requests (Appendix AP3.7) shall be processed under Subparagraph C3.1.2., including distribution of initial status, as follows:

C3.28.1.1. First, against backorders in the following order of assigned *S*tatus *C*odes: BB, BC, BD, *BP[19]*, BZ, and BV.

C3.28.1.2. Second, against unconfirmed shipments (Status Code BA).

C3.28.1.3. Third, against confirmed OCONUS shipments (DIC AS_ and/or AR_), when shipped (to surface/aerial ports of embarkation (POEs) and SEAVAN assembly points) prior to ICP receipt of DIC AC_ transactions in less than 45 days for surface mode and 10 days for air mode.

C3.28.1.4. Fourth, against all other status.

C3.28.2. Processing points passing DIC AC_ cancellation transactions to another Source of supply for continued action shall place their RIC in rp 67-69 of the cancellation transactions. Processing points receiving such passed transactions shall not automatically pass such transactions back to the processing point from which the transaction was received (e.g., the RIC "From" in rp 67-69) without obtaining the prior agreement of that activity.

C3.28.3. Cancellation actions shall be initiated/accomplished against the quantity in rp 25-29 of the DIC AC_ transaction received. When the quantity in a cancellation request cannot be determined because of erroneous data, the requisition quantity or fill or backordered quantity shall be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request shall be rejected to the activity designated by the third position of the DIC AC_ transaction using DIC AE_ with Status Code CD.

C3.28.4. Processed cancellations shall be edited to preclude duplicate cancellations. At minimum this edit shall compare quantity (rp 25-29), transaction document number (rp 30-43), suffix (rp 44), and the numerical day of the year of preparation (rp 62-64). Duplicates shall be discarded. All other cancellations shall be processed as received. When a DIC AC_ transaction is received with a blank or garbled day of preparation (rp 62-64), the original day of receipt at the source of supply shall be entered and processing shall continue.

C3.28.5. Regardless of dollar value or quantity, cancellation requests shall be processed to immediately cancel quantities for which LROs or MROs (DD Form 1348-1A) and purchase requests have not been submitted to reporting activities or depot/storage and procurement activities.

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[19] *Staggered implementation authorized. Refer to ADC 93A.*

C3.28.6. If the quantity in the cancellation request is equal to or less than the backorder quantity at the source of supply (Status Code BB, BC, or BD), cancellation shall be immediately effected and supply status (DIC AE_) with Status Code BQ shall be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (DIC AE_) with Status Code B9 shall be furnished all authorized recipients of status.

C3.28.7. If the quantity in the DIC AC_ cancellation request is greater than the backorder quantity (if any), but equal to or less than the recorded requisition quantity, the source of supply shall initiate cancellation action under criteria prescribed in subparagraph C3.28.1. above. These criteria and Chapter C6 apply to FMS and Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action shall be initiated on the recorded quantity.

C3.28.8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the source of supply shall consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

C3.28.9. In the event actions in Subparagraph C3.28.8. above are taken, Status Code B4 may be furnished to indicate that the activity designated by the signal code in the canceled requisition may be billed as follows:

C3.28.9.1. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

C3.28.9.2. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in DLM 4000.25, Voume 4, Finance.

C3.28.9.3. In addition to costs in Subparagraph C3.28.9.1. when applicable, rebuilding costs and other expenses incurred in canceling FMS and Grant Aid requisitions shall be billed by the source of supply, under DoD 5105.38-M (Security Assistance Management Manual). (Also, see MILSTRIP, Chapter C6.)

C3.28.10. Previously recorded demand data shall be reversed by the quantity of the cancellation request. The demand data shall always be adjusted regardless of the outcome of processing the cancellation request.[20]

C3.28.11. Notice of the success or failure of cancellation or diversion actions shall be provided to all eligible status recipients identified in the original requisition under Chapter C4. This notice shall be in the format of supply status (DIC AE_) or shipment status (DIC AU_) as follows:

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[20] Deferred implementation authorized pending logistics system modernization.

C3.28.11.1. Supply status (DIC AE_) with Status Code B4, B6, BQ, BR, or BS applies to executed cancellation/diversions.

C3.28.11.2. Supply status (DIC AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

C3.28.11.3. Shipment status (DIC AU_) shall be furnished to indicate that cancellation/diversion was not accomplished.

C3.28.11.4. Supply status (DIC AE_) with Status Code B8 shall be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

C3.28.11.5. Supply status (DIC AE_) with Status Code BF shall be furnished to indicate no record of the document for which the cancellation request was submitted.

C3.28.11.6. Supply status (DIC AE_) with Status Code B_, C_, or D_ shall be furnished for those transactions where the source of supply has a record of a previous cancellation or rejection.

C3.29. SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS TO PROCUREMENT

C3.29.1. These requests may be in mechanical record format or by manual instructions; however, electronic submission of the requests is recommended.

C3.29.2. Prepare transactions using the Appendix AP3.9 format. Use DIC ACP to identify the transactions submitted to procurement. Entry of the procurement instrument identification number (PIIN) or purchase request Number (PRN) shall be dependent upon whether a PIIN has been assigned to a contract and is known to the source of supply at the time of receipt of cancellation requests. When the PRN is used, the DoDAAC of the consignee to which shipment is to be diverted should be reflected in rp 45-50. When the source of supply does not desire diversion, rp 45-50 shall be left blank.

C3.29.3. A manual request for cancellation/diversion submitted to the procurement activity shall contain the following minimum information:

C3.29.3.1. Notification that the transaction is a request for cancellation or diversion.

C3.29.3.2. Identification of the source of supply submitting the request.

C3.29.3.3. The stock or part number or description of the item involved.

C3.29.3.4. The quantity of the item to be canceled/diverted.

C3.29.3.5. The original requisition document number and the suffix code, if applicable.

C3.29.3.6. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.

C3.29.3.7. The PIIN, if known; otherwise, the PRN and date of the purchase request.

C3.29.3.8. Diversion or hold instructions to include coded and in-the-clear, ship-to, and mark-for addresses for shipment if diversion is to be accomplished.

C3.29.4. Cancellation/diversion requests shall be submitted to procurement activities:

C3.29.4.1. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BZ. (See Chapter C4.)[21]

C3.29.4.2. For items/quantities on awarded contracts/purchase agreements and the dollar value of the cancellation/diversion action exceeds $200.

C3.29.5. Sources of supply shall decide whether the cancellation/diversion or hold actions shall be suspended or continued. Decisions to continue cancellations or diversions shall be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by source of supply." (See Paragraphs C3.27.3.1. and C3.31.5.)

C3.29.6. Cancellation/diversion requests or requests for determination as to whether cancellation is in the best interest of the Government shall not be submitted to procurement activities when:

C3.29.6.1. The dollar value of the request is less than $200.[22]

C3.29.6.2. DD Form 250, "Materiel Inspection and Receiving Report," vendor shipment notice, or equivalent is on record indicating:

C3.29.6.2.1. Shipments to CONUS consignees were released to carriers regardless of dollar value.

C3.29.6.2.2. Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in Subparagraph C3.28.1.3. has elapsed. Chapter C6 applies to FMS and Grant Aid requisitions.

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[21] Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

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

C3.29.6.2.3. Shipment/delivery by priority mail or parcel post. In this case, shipment status (DIC AU_) shall be furnished in response to received DIC AC_ cancellations.

C3.29.7. Notice of the success or failure of cancellation or diversion actions shall be provided to all eligible status recipients identified in the original requisition under the procedures of Chapter C4. This notice shall be in the format of supply status (DIC AE_) or Shipment Status (DIC AU_) as follows:

C3.29.7.1. Supply status (DIC AE_) with Status Code B4, B6, BQ, or BS applies to executed cancellation/diversions.

C3.29.7.2. Supply status (DIC AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

C3.29.7.3. Shipment status (DIC AU_) shall be furnished to indicate that cancellation/diversion was not accomplished.

C3.29.7.4. Supply status (DIC AE_) with Status Code B8 shall be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

C3.30. RESERVED

C3.31. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS

C3.31.1. DIC ACP and manual cancellation/diversion requests shall be processed in the sequence of PDs.

C3.31.2. Immediate cancellation action shall be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

C3.31.3. Procurement activities shall advise the source of supply of contractual agreements that may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Sources of supply shall decide whether the cancellation, diversion, or hold actions shall be suspended or continued. Decisions to continue cancellation or diversion shall be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by sources of supply."

C3.31.4. The cost of diversion or shipment hold actions shall be provided to the source of supply for billing under Subparagraph C3.28.9. Costs incurred in contract termination and diversion shall also be furnished to source of supplys to permit billing as prescribed in Subparagraph C3.28.9.

C3.31.5. Procurement activities are required to initiate actions with clearance authorities to effect diversion of shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See Chapter C8.) Procurement activities requiring

diversion instructions in the instances when rp 45-50 are blank shall request these instructions from the activity designated by the RIC in rp 78-80. Such requests shall be accomplished by telephone or message.

C3.31.6. When the above cancellation/termination or diversion/hold action would not be in the best interest of the Government, the source of supply shall be so advised and requested to furnish a decision by a specified date.

C3.31.7. Actions to cancel, divert, or terminate contracts shall be initiated within one working day from the receipt of cancellation requests. These actions shall be completed as expeditiously as possible, but shall not exceed five working days for PD 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration shall be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract.

C3.31.8. The procurement activity shall advise the source of supply that the attempted stop/diversion action has or has not been accomplished by the DTS within two working days of receiving the confirmation/denial notification from the DTS.

C3.32. <u>SOURCES OF SUPPLY PRECESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS</u>

C3.32.1. Source of supply cancellation requests shall be submitted to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but Shipment Status (DIC AS6) has not been received. The DIC AC6 shall contain the RIC of the reporting activity in rp 4-6 and Distribution Code 2 in rp 54. The source of supply shall provide DIC AE_ with Status Code B9 to all eligible status recipients.

C3.32.2. If shipment status has been received, provide DIC AU_ status to all eligible status recipients.

C3.32.3. Sources of supply in receipt of responses to DIC AC6 shall furnish appropriate status to all eligible recipients.

C3.33. <u>SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES</u>

C3.33.1. Source of supply cancellation requests (DIC AC6) or follow-ups on cancellation requests (DIC AK6), in the format of AP3.8, shall be submitted to storage activities:

C3.33.1.1. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received. This applies to PD 01-15 requisitions/MROs/DD 1348-1A for CONUS and OCONUS U.S. Forces, FMS, and Grant Aid.

C3.33.1.2. When the MRC is recorded on an OCONUS shipment that was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds $200. Also, Chapter C6 applies to FMS and Grant Aid requisitions.

C3.33.2. The DIC AC6 shall contain the DoDAAC of the activity to which shipments shall be diverted in rp 45-50, when shipment has already been released. When the source of supply does not desire or cannot provide diversion to a specific activity, rp 45-50 shall be left blank. In the latter case, the source of supply shall obtain and provide alternate destinations if requested by storage activities. (See Paragraph C3.27.3.)

C3.33.3. In the case of an attempted diversion, supply status (DIC AE_) with Status Code B9 shall be furnished to eligible status recipients.

C3.33.4. Sources of supply shall not provide storage activities with requests for cancellation/diversion when:

C3.33.4.1. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line-item value of less than $200 and is for an OCONUS shipment.

C3.33.4.2. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, priority mail, or commercial express transportation service.

C3.33.4.3. When the MRC is recorded on an OCONUS shipment that was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.

C3.33.4.4. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.

C3.33.5. In instances described in Subparagraph C3.33.4. shipment status (DIC AU_) shall be furnished to eligible status recipients.

C3.33.6. A follow-up on cancellation request, DIC AK6, may be submitted to storage activities as a result of receipt of DIC AK_ by the source of supply from the requisitioner, SUPADD, or control activity (rp 54). A DIC AK6 may be forwarded to the storage activity by the source of supply as a result of nonresponse to a previous DIC AC6.

C3.33.7. DLA Dispositon Services shall forward cancellation requests (DIC AC6) or follow-ups on cancellation requests (DIC AK6) to DLA Disposition Services Field Offices when an MRC (DIC AR_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DLA Disposition Services

Field Offices, shipment status (DIC AU_) shall be forwarded by DLA Disposition Services to eligible status recipients.[23]

C3.34. <u>STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS</u>

C3.34.1. DIC AC6 transactions shall be processed in the sequence prescribed in Subparagraphs C3.1.2., C3.28.1.2., C3.28.1.3., and C3.28.1.4..

C3.34.2. Records shall be maintained to allow a determination as to whether shipped line items were in single line or multiline shipment units and the respective dollar value of each. This will allow identification of shipment units that are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

C3.34.3. To the extent that processing capability is available, the S/As shall develop and maintain data to:

C3.34.3.1. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are:

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

C3.34.3.2. Include the maximum time experienced in processing DD Form 1348-1A (or DD Form 1348-2, "Issue Release/Receipt Document with Address Label") shipments in each of the above work areas (within total time allowed by DoD 4140.1-R, "DoD Supply Chain Materiel Management regulation," May 23, 2003 from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DIC AC6. Transaction priority should also be considered, as it affects processing time in hours versus days.

C3.34.4. The storage activity, upon receipt of a DIC AC6, shall determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of an in-process DD Form 1348-1A shipment is required. The stop shipment notices shall include pertinent line item/transaction identification, priority, and

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[23] Procedures, formats, and codes for requisitioning materiel from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

information as to whether a single or multiline shipment unit is involved. A separate stop shipment notice shall be issued to the current work area and every other work area through which the shipment would subsequently be processed.

C3.34.5. Cancellation shall be accomplished for all items/quantities for which a DD Form 1348-1A has not been released to storage work areas.

C3.34.6. Cancellation shall be attempted for all items/quantities for which a DD Form 1348-1A has been released to storage work areas and there is no record of transportation release to a carrier, unless:

C3.34.6.1. The dollar value is less than $25 for a single line shipment unit.

C3.34.6.2. The dollar value of a single line packed in a consolidated shipment unit is less than $200.

C3.34.7. The storage activity shall advise the source of supply and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see Chapter C4). This notice shall be provided as follows:

C3.34.7.1. When the storage activity has no record of the MRO receipt, the source of supply shall be provided DIC AE6 status with Status Code BF.

C3.34.7.2. When the items have not left the depot and cancellation action is accomplished, respond only to the source of supply in the same format as the cancellation request document with the exception that rp 4-6 shall contain the RIC of the source of supply to which the transaction shall be transmitted and rp 67-69 shall contain the RIC of the activity preparing the transaction. This transaction shall contain DIC AG6.

C3.34.7.3. When cancellation is not attempted under the less than $25/$200 criteria in Subparagraphs C3.34.6.1. and C3.34.6.2. above, the storage activity shall furnish the source of supply DIC AE6 status with Status Code B8.

C3.34.7.4. When the items have been released to a carrier in shipments destined to a CONUS customer, no action shall be taken to stop/divert the materiel beyond the point of shipment. The source of supply shall be provided with reply to cancellation request - MRC (DIC AU0, AUA, or AUB) transactions in the format shown in Appendix AP3.14 and all eligible status recipients shall be provided with reply to cancellation request - shipment status (DIC AU_) in the format shown in Appendix AP3.19.

C3.34.7.5. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity shall initiate actions under the DTR to stop or divert shipments within the DTS. The source of supply shall be provided with DIC AE6 status containing Status Code B9.

C3.34.7.6. The storage activity shall not initiate action to stop/divert OCONUS shipments within the DTS when:

C3.34.7.6.1. The items are consolidated in a multiline shipment unit.

C3.34.7.6.2. The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DIC AC6.

C3.34.7.6.3. The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.

C3.34.7.6.4. A single line item shipment has a total dollar value of less than $200.

C3.34.7.6.5. The single line item shipment unit has a total dollar value of less than $1,000 and was shipped in consolidation with other shipment units in larger containers (e.g., 463L Pallet, SEAVAN).

C3.34.7.7. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity shall provide the source of supply with DIC AE6 status containing Status Code B6.

C3.34.7.8. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in Subparagraph C3.34.7.6. or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity shall provide reply to cancellation request - shipment status (DIC AU1, AU2, or AU3) to all eligible status recipients and reply to cancellation request - MRC (DIC AU0, AUA, or AUB) to the source of supply. At the option of the supplying S/A, reply to cancellation request - shipment Status (DIC AU1, AU2, and AU3) may be provided to all eligible status recipients by the source of supply rather than directly by the storage activity. In this latter case the storage activity shall only generate the reply to cncellation request - MRC (DIC AU0, AUA, or AUB) to the source of supply.

C3.34.8. Storage activities requiring diversion instructions when rp 45-50 of the DIC AC6 cancellation is blank shall request such instructions from the activity designated by the RIC in rp 67-69. Such requests shall be made by telephone or message.

C3.34.9. Actions under Subparagraphs C3.34.3. through C3.34.7. shall be completed in two working days for PDs 01-08 and 5 working days for PDs 09-15.

C3.34.10. The storage activity shall advise the source of supply that the attempted stop/diversion action has/has not been accomplished by the DTS within two working days of receiving the confirmation/denial notification from the DTS.

C3.35. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

C3.35.1. Reporting activities shall attempt cancellation to the maximum possible extent.

C3.35.2. When the reporting activity has no record of the LRO, the source of supply shall be provided DIC AE6 with Status Code BF and Distribution Code 2 shall be entered in rp 54.

C3.35.3. If cancellation cannot be accomplished, the source of supply shall be provided DIC AE6 with Status Code B8 and Distribution Code 2 shall be entered in rp 54.

C3.35.4. If cancellation can be accomplished, the source of supply shall be provided DIC AE6 with Status Code BQ and Distribution Code 2 shall be entered in rp 54.

C3.35.5. The reporting activity shall not attempt diversion of materiel confirmed shipped.

C3.36. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS

C3.36.1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery (DVD), an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between sources of supply and procurement activities to ensure:

C3.36.1.1. Transmission of status to designated recipients in an orderly and timely fashion.

C3.36.1.2. Proper marking of shipment containers.

C3.36.1.3. Delivery of materiel using priorities or RDDs.

C3.36.1.4. Transmission of shipment status within the time standard prescribed in Chapter C4, Paragraph C4.12. to the ship-to activity designated by the signal code unless the M&S code is 8.

C3.36.2. Purchase requests shall contain specific in-the-clear and coded data as specified below, that shall be perpetuated on procurement instruments and related transactions:

C3.36.2.1. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.

C3.36.2.2. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.

C3.36.2.3. MILSTRIP project code and project name, if applicable.

C3.36.2.4. Schedule of deliveries using RDDs or Required Availability Date (RADs), whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and shall result in the required schedule of deliveries.

C3.36.2.5. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by Defense Federal Acquisition Regulation (FAR) Supplement (DFARS), Appendix F-401, Table 2.

C3.36.3. Requisitions to be supplied by direct delivery from sources shall be identified separately from stock replenishment buys on purchase requests.

C3.36.4. Transmission of shipment status within the time standard prescribed in Chapter C4, Section C4.12. to the ship-to activity designated by the signal code unless the M&S code is 8.

C3.37. RESERVED

C3.38. PREPARATION OF SHIPMENTS TO DLA DISPOSITION SERVICES FIELD OFFICES[24]

C3.38.1. Shipments/transfers to DLA Disposition Services Field Offices shall normally require a disposal turn-in document (DTID), (DD Form 1348-1A or DD Form 1348-2) and documentation for in-transit control of property identified by an NSN or local stock number (and excluding scrap [Supply Condition Code S], waste, nonappropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/transferred to a DLA Disposition Services Field Office on a DTID from the time of release by a shipping activity until receipt of the property by the DLA Disposition Services Field Office. Activities shall furnish one DIC AS3 shipment status transaction under Chapter C4 to the DLA Disposition Services for each DTID sent to a DLA Disposition Services Field Office, regardless of dollar value.

C3.38.1.1. Only those DIC AS3 shipment status transactions applicable to shipments/transfers of usable property directed to DLA Disposition Services Field Offices with a line-item value of $800 or more per the Federal Logistics Information System (FLIS) and for all shipments/transfers of pilferable or sensitive items (based on

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[24] Requirement to provide shipment status to DLA Dispositon Services on all shipments regardless of dollar value. Refer to AMCL 16. Requirement to provide the unit price on shipment status to DLA Disposition Services. Refer to AMCL 17. Establishing in-transit control procedures for shipments to DLA Disposition Services Field Offices. Refer to AMCL 158B. AMCLs 16, 17, and 158B last reported as not implemented by USAF and USMC.

controlled inventory item code (CIIC) code), regardless of dollar value, shall be entered into the In-Transit Control System (ICS). The extended value of the shipment shall be determined on the basis of the document number, quantity, and unit price. The unit price shall be obtained from the FLIS.

      C3.38.1.2. The use of this system shall provide a capability to monitor shipments/transfers to DLA Disposition Services Field Offices. This system also provides a capability for DLA Disposition Services to furnish information to S/A headquarters concerning the shipment/transfer of property to DLA Disposition Services Field Offices.

      C3.38.2. These procedures do not negate the authority of the DLA Disposition Services Field Offices to refuse acceptance of accountability and physical receipt of certain types and classes of materiel as prescribed by DoD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997, Chapter 3. If it is determined that the materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, the DLA Disposition Services Field Office shall provide notice of rejection to DLA Disposition Services under existing procedures, thus purging the ICS suspense file. Guidance on shipment notices and ICS processing is applicable only to usable items being shipped/transferred to a DLA Disposition Service Field Office.

C3.39 DIRECTING MATERIEL TO DLA DISPOSITION SERVICES[25]

      C3.39.1 Sources of supply shall utilize the disposal release order (DRO) (DIC A5J) and related transactions to direct and control issue of supply system stocks on their records to DLA Disposition Services. DROs are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348-1A (or DD Form 1348-2) as outlined in Chapter 5, Paragraph C5.5. Preparation of DROs shall be performed using the Appendix AP3.13 format. If the item is classified in SCC Q and is being transferred to DLA Disposition Services, the DRO shall contain Management Code O (alpha) or S, as appropriate, to indicate whether the materiel is hazardous to public health/safety and mutilation is required. Aviation critical safety item (CSI)/flight safety critical aircraft part (FSCAP) materiel in SCC Q directed to DLA Disposition Services shall always cite Management Code S. (See MILSTRAP, Appendix AP2.6). DLA Disposition Services shall perform mutilation in accordance with existing guidance for the NSN/type of material. The ICP/IMM should identify to DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding hazardous constituents contained in the item. When the quantity to be transferred to DLA Disposition Services exceeds the capability of the quantity field, rp 25-29, multiple DROs with new document numbers shall be utilized. When multiple DROs are required; each DRO prepared for the same item shall contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions shall be processed off-line.

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[25] Ibid.

C3.39.1.1. The retention quantity in rp 55-61 of the DRO shall determine the quantity of materiel to be turned in to disposal by the storage site.

C3.39.1.1.1. The quantity in rp 55-61 shall be retained and all remaining stocks transferred to disposal.

C3.39.1.1.2. If the quantity on hand is less than the quantity shown in rp 55-61, the storage site shall respond under Subparagraph C3.39.1.4..

C3.39.1.2. The DRO confirmation (DRC) transaction serves as advice from a storage site maintaining the accountable record, to the source of supply that initiated the DRO, of supply action taken. DRC transactions shall be prepared in the Appendix AP3.16 format with DIC ARJ when the shipped quantity is the same as the quantity requested in the DRO. The DRC shall contain DIC ARK when the shipped quantity is greater than the quantity requested in the DRO. The DRC shall contain DIC ARL when the shipped quantity is less than the quantity requested in the DRO. The sources of supply shall utilize the DRC with DIC ARK/ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation shall be processed offline. ARJ/K/L transactions shall be prepared and transmitted on the day materiel is delivered to the carrier for shipment to a DLA Disposition Services Field Office. Preparation of ARJ/K/L shall not wait for a signed receipt copy of the DTID to be returned. When a DRC (DIC ARJ/K/L) is not used to confirm shipment of materiel to a DLA Disposition Services Field Office, the DIC AS3 transaction shall be generated simultaneously with the DIC A5J/FTR or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (e.g., local transfers, use of available organic transportation, or other substantiating conditions) make the use of the ARJ/K/L unnecessary.

C3.39.1.3. The disposal release follow-up transaction (DIC AFJ) shall be used by the source of supply to follow up on storage facilities for unconfirmed DROs 10 days after the date the DRO was created. The disposal release follow-up transaction shall be prepared in the DRO format.

C3.39.1.3.1. If the DRO has been complied with, the storage facility shall respond as indicated in Subparagraph C3.38.4.2..

C3.39.1.3.2. If the DRO has not been complied with and shipment is anticipated, the storage facility shall respond using the Appendix AP3.16 format with DIC AEJ and the ESD in rp 57-59.

C3.39.1.3.3. If there is no record of the DRO, the storage facility shall respond with BF status (rp 65-66)/DIC AEJ using the Appendix AP3.16 format.

C3.39.1.3.4. If the DRO has been denied (DIC A6J), the storage activity shall respond with BY status/DIC AEJ using the Appendix AP3.16 format.

C3.39.1.4. Disposal release denials (DRD) are prepared by the storage site and transmitted to the appropriate source of supply having prepared the DRO as notification of negative action on the DRO. Preparation of DRDs shall be performed under the format referenced in Appendix AP3.18 and shall contain DIC A6J. Sources of supply shall utilize DRD to make appropriate adjustments to the inventory records.

C3.39.1.5. Disposal release cancellations are prepared by sources of supply having initiated DROs and transmitted to storage sites when it is determined that disposal actions should be discontinued. Source of supply cancellation requests shall be submitted only in those instances when DROs are unconfirmed. Disposal release cancellation transactions shall be prepared in the same format as the original DRO and shall contain DIC ACJ. Storage activity response to the cancellation request shall be by one of the following transactions:

C3.39.1.5.1. When shipment has been made, response to the source of supply shall be a Disposal release cancellation.

C3.39.1.5.2. When cancellation is accomplished, response to the source of supply shall be prepared in the same format as the cancellation request, with the exception that rp 4-6 shall contain the RIC of the source of supply to which the transaction shall be transmitted and rp 67-69 shall contain the RIC of the activity preparing the transaction. This transaction shall contain DIC AGJ.

C3.39.1.6. A disposal release cancellation follow-up transaction (DIC AKJ) may be submitted by the source of supply to obtain the latest status of a disposal release cancellation. The disposal release cancellation follow-up transaction shall be in the same format as the original disposal release cancellation (Appendix AP3.13) and shall be processed by the storage site as a cancellation request provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site shall respond to the disposal release cancellation followup by duplicating the previously submitted documentation.

C3.39.2. Sources of supply shall utilize the reply to customer asset report (DIC FTR) (Appendix AP3.34) to notify the reporting activity that the reported quantity is in excess to source of supply requirements and that further action is authorized under appropriate S/A procedures. See Chapter C9, this manual, for detailed instructions.

C3.40. <u>PROCESSING MATERIEL TO THE DLA DISPOSITION SERVICES</u>[26]

C3.40.1. <u>Disposal Turn In Document</u>. Activities shall direct/process all accountable material to disposal using a DTID. Some categories of non-accountable property may be transferred to a DLA Disposition Services Field Office without documentation. Guidance shall be provided by the servicing DLA Disposition Services

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[26] Refer to AMCL 158B (MILSTRIP) Intransit Control Procedures for Shipments to DRMOs (now formally known as DLA Disposition Services Field Offices). (AMCLs 16 &17 should be implemented with 158B as they affect the same procedures/transactions.) Last reported implemented completed by all except USAF & USMC.

Field Office. Turn-in activities shall send a DTID (DD Form 1348-1A or DD Form 1348-2) (see Appendix 3.49 for data requirements) for in-transit control of property identified by an NSN or local stock number (excluding scrap [Supply Condition Code (SCC) S], waste, non-appropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/ transferred to a DLA Disposition Services Field Office. Shipment/transfer of material to a DLA Disposition Services Field Office via DTID requires authority for disposal which must be indicated in the DTID by appropriate disposal authority code, along with the reason for disposal code. Ensure property is reported to the IMM prior to DTID preparation, as required, per DoD 4140.1-R. DTID documentation will control the shipment from the time of release by a shipping activity until receipt of the property by a DLA Disposition Services Field Office.

       C3.40.1.1 <u>Accept Accountability</u>. The Field Office shall accept accountability of the shipment if material is acceptable based on established criteria in DoD 4160.21-M.

       C3.40.1.2. <u>Document Receipt</u>. The Field Office shall give documentation receipt of the DTID upon request by the shipping activity. NOTE: The Field Office shall always supply a copy of the signed DTID for all shipments containing quantity discrepancies. The Field Office shall note the difference in quantity received and quantity shipped on the DTID

       C3.40.1.3. <u>Notify Shipping Activity of Quantity Error</u>. If an error exists because the quantity received is less than or greater than quantity entered on the DTID, the Field Office shall notify the shipping activity and submit a supply discrepancy report. (See DoD 4160.21-M, Chapter 3; and DoD 4000.25-M, DLMS, Vol 2, Chapter 17).

      C3.40.2 <u>Quality Deficient Property</u>. The transfer of an item in SCC Q requires the entry of Management Code O (alpha) or S, as appropriate, on the DTID to indicate if the materiel is not hazardous to public health/safety or national security and may not be used within DoD but may be sold by DLA Disposition Services Field Office or if the material is hazardous to public health/safety and mutilation is required. Aviation CSI/FSCAP materiel in SCC Q directed to DLA Disposition Services will always cite Management Code S. Note that the DLA Transaction Services Defense Automatic Addressing System (DAAS) will edit disposal release orders (MILSTRIP DIC Code A5J) for Aviation CSI/FSCAP material in SCC Q to ensure that these contain Management Code S indicating that mutilation is required. If not, DAAS will insert Management Code S and continue processing.

      C3.40.3. <u>Shipment Status</u>. For shipments/transfers to DLA Disposition Services Field Offices, shipping activities shall send a shipment status (DIC AS3), for each DTID, regardless of dollar value. The shipment status will contain Distribution Code 9 in rp 54 identifying DLA Disposition Services, the unit price of the material, the actual quantity shipped, and the date delivered to the carrier for shipment.

      C3.40.3.1 <u>Receipt-in-Place</u>. Through coordination with the turn-in activity, DLA Disposition Services may arrange for the turn-in activity to retain custody of the

property until it is ready for sale, reutilization, transfer, or donation. When this occurs the shipment status (DIC AS3 or DLMS 856S) transaction may be provided by the turn-in activity without physical shipment of the property citing Shipment Hold Code R. Intransit control for receipt of the property is not applicable.

C3.40.3.2. DLA Transaction Services shall route shipment status transactions with Distribution Code 9 to the DLA Disposition Services Field Office global record making the shipment status information visible and available to all DLA Disposition Services Field Offices, as required. DLA Transaction Services shall edit the shipment status for the following criteria before routing the transaction to the DLA Disposition Services Field Office global record:

C3.40.3.2.1 Invalid DoDAAC, FSC, or Quantity. Reject, to the generating activity, for invalid DoDAACs, FSC (FSC does not exist), and quantity of zero or blank. The rejected transaction shall be returned to the generating activity with a narrative explanation of the reason for return and instructions not to resubmit.

C3.40.3.2.2 Edit Unit Price. If the transaction contains a local stock number with a blank or zero unit price, reject; if NSN and blank or zero unit price, insert the FLIS price.

C3.40.3.3. The DLA Disposition Service Field Offices use the shipment status to electronically capture and validate information about incoming property from an activity that is shipping property to a DLA Disposition Service Field Office prior to physical receipt. Additionally, a subset of shipment transactions meeting the ICS criteria is used to initiate the DLA Disposition Services ICS tracking process.

C.3.40.4 Intransit Control System Processing of Shipments to DLA Disposition Services

C.3.40.4.1. General

C3.40.4.1.1 ICS is an automated DoD process which provides a central capability to monitor and/or investigate discrepancies in shipments of material to DLA Disposition Services Field Offices which meet ICS rules. Property qualifying for ICS processing have a line item value over $800 or a Pilferable/Sensitive CIIC regardless of dollar value, and the property is being turned in to the Field Office. Pilferable CIICs are equal to: J, I, M, N, P, V, W, X, Y and Z. Sensitive Item codes are equal to: 1, 2, 3, 4, 5, 6, 8, Q, R, $.

C3.40.4.2. In-Transit to DLA Disposition Services Field Office Report. ICS provides a capability for DLA Disposition Services to furnish management information to Service/Agency headquarters concerning the transfer of property to DLA Disposition Services Field Offices. DLA Disposition Services shall provide an In-Transit to DLA Disposition Services Field Office Report upon request. DLA Disposition Services shall provide tailored special extract reports as requested (see Appendix 1.33).

C3.40.4.3 Electronic Turn-In Document (ETID) Process. Use of ETID for automated turn-ins to the DLA Disposition Service Field Office allows those military generators lacking an automated system to log in to ETID via the web and manually generate their DTID. ETID will have a direct interface into the ICS global record and will enter property qualified for intransit tracking into the ICS on the generator's behalf. This shall facilitate routing of follow-ups through DLA Transaction Services' DAAS to the supply system of the DoDAAC of the generator and provide the capability to monitor shipments/transfers to DLA Distribution Services Field Offices. To facilitate identification when intransit control follow-up procedures are required, ETID shall support the construction of the DTID document number using the unique value T in the first position of the serial number (DLMS Utilization Code T)[27]. When follow-up notifications on in-transit property are required, in addition to the systemic follow-up generated by the Field Office, the ETID application shall provide notification to the generating activity responsible for the property via email.

C.3.40.4.4. Intransit Control System Tracking and Associated Actions

C3.40.4.4.1. Intransit Control System Suspense File. The ETID interface described above, shipment status transactions, or any receipts processed prior to shipment status meeting ICS criteria (see C16.5.1.), shall initiate the ICS suspense file maintained as part of the DLA Disposition Services Field Office global record. This global record shall be visible and available to all DLA Disposition Services Field Offices as required. At a minimum, the suspense file will contain the data shown in Table C3.T1.

Table C3.T1. Turn-In Processing Data Requirements

Data Element	Source
Document Number	ETID/Shipment Status/Receipt
NSN/FSC/FSG (if available)	ETID/Shipment Status/Receipt
Unit of Issue	ETID/Shipment Status/Receipt
Extended $ Value of Shipment (if available)	Calculated from FLIS unit price
Controlled Inventory Item Code (CIIC)	FLIS
Quantity Shipped	ETID/Shipment Status
Date of Shipment	ETID/Shipment Status
Quantity Received	Receipt
Date of Receipt	Receipt
Extended Dollar Value of Receipt	Receipt

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[27] Delayed implementation authorized under ADC 464, Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940R/ DIC AFX/AFZ) under Reutilization Business Integration (RBI).

Table C3.T1. Turn-In Processing Data Requirements

Data Element	Source
$ Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

C.3.40.4.4.2 DLA Disposition Services Field Office Processing against the Global Intransit Control System Suspense File

C.3.40.4.4.2.1   When a receipt is processed at any of the DLA Disposition Services Field Offices, it shall be compared with the suspense file. The Field Office receipt shall open the ICS transaction suspense file if no previous shipment status created a suspense record and the receipt value is $800 or more, or the item is recorded as pilferable or sensitive. The suspense file shall remain open for a period of 1 year from the date it is initiated, unless closed by one of the actions below.

C.3.40.4.4.2.2. All disposal shipment confirmation follow-up transactions generated as a result of ICS processing shall be sent through DLA Transaction Services. The Field Office shall prepare the disposal shipment confirmation follow-up (MILSTRIP DIC AFX). The follow-up shall be directed to the RIC of the shipping activity. If the shipping activity RIC is not known, the DoDAAC identified in the document number may be used for transaction routing. The DoDAAC in the document number may be the shipping activity itself or the activity directing the disposal action; e.g., ICP/IMM. ICPs/IMMs receiving the Follow-up will enter the shipping activity RIC as the intended recipient and resend the Follow-up through DLA Transaction Services, to the shipping activity to answer directly, or coordinate with the shipping activity to perform research in order to provide either the ICP/IMM or storage activity response.

C.3.40.4.4.2.3. When the Field Office prepares the Follow-up, the transaction shall include research guidance (Critical Flag) to aid the DoD Components to prioritize research and resolution of problems. The Critical Flag will identify turn-ins of sensitive items (1, 2, 3, 4, 5, 6, 7, 8, Q, R, or $), demilitarization required items (C, D, E, or F), and items identified to critical classes of supply (see DoD 4160.21-M).

C.3.40.4.4.2.4. The suspense file shall be closed if the receipt matches a shipment status transaction previously recorded in the suspense file. A match is based on DTID number and FSC.

C.3.40.4.4.2.5. If the Field Office is unable to receive the property and must reject the property back to the generator, an internal Receipt Refusal transaction shall be processed and matched to the record in ICS. If the internal transaction matches a shipment transaction previously recorded in the suspense file, the suspense file record shall be closed. Additionally, when this occurs, an SDR will be provided to the turn-in activity.

C3.40.4.4.2.5.1. If after 90 calendar days from the date of Field Office posting the receipt to the ICS there is no matching shipment status transaction and the extended value is $800 or more, or the item is recorded as pilferable or sensitive, the Field Office shall forward the disposal shipment confirmation follow-up (DIC AFX) transaction with Advice Code 36. No response is required and this notification closes the ICS suspense.

C3.40.4.4.2.5.2. If after 90 calendar days from the date of Field Office posting shipment status to the ICS there is no matching receipt transaction, the extended value is $800 or more, or the item is recorded as pilferable or sensitive, the Field Office shall forward the disposal shipment confirmation rollow-up (DIC AFX) transaction with Advice Code 37. The ICS remains open awaiting response.

C.3.40.4.4.2.6. If the supply status (DIC AE3) or the disposal shipment confirmation (DIC ASZ) transaction is not received within 30 calendar days of sending the disposal shipment confirmation follow-up (DIC AFX) with Advice Code 37, the Field Office shall send a second follow-up (DIC AFZ). The record shall remain open for a period of 1 year from the date it was originated unless closed by a response to the second Follow-up. When moved from the active suspense file, records shall be placed on an accessible history file for an additional 2 years.

C.3.40.4.4.2.7. Receipt of spply status (MILSTRIP DIC AE3) will direct further ICS processing as follows:

C.3.40.4.4.2.7.1. Receipt of supply status with Status Code DE shall terminate ICS processing for the document number in question. Status Code DE indicates no shipment was made.

C.3.40.4.4.2.7.2 . Receipt of supply status with Status Code DF shall terminate ICS processing and indicates property was removed from the storage area and cannot be located. Further research is being conducted within Service/Agency channels. The record shall be removed from the active suspense file and placed in an accessible history file for 2 years.

C.3.40.4.4.2.7.3. Receipt of supply status with Status Code DG indicates shipment is confirmed and a signed copy of the DTID from the Field Office is on file for the quantity shipped. This closes the record in ICS for the document number in question. DLA Disposition Services shall use its own procedures to determine why notification of receipt of material was not sent by the Field Office. DLA Disposition Services will keep an accessible history file record for 2 years.

C.3.40.4.4.2.7.4. Receipt of supply status with Status Code DH indicates shipment is confirmed and a signed copy of the DTID from the Field Office is on file, however the quantity on the DTID is different than the quantity on the shipment status. Further research on the quantity discrepancy is being conducted within Service/Agency channels. This shall close the record in ICS for the document

number in question. DLA Disposition Services will keep an accessible history file record for 2 years.

C.3.40.4.4.2.7.5. Receipt of supply status with Status Code BF indicates that the shipping activity has no record of the document number in question. This shall close the record in ICS and removes the record from the active suspense file. DLA Disposition Services shall place the record in an accessible history file for 2 years.

C.3.40.4.4.2.7.6. When the Disposal Shipment Confirmation (DIC ASZ) transaction is received, ICS processing for the document number in question is considered complete. Accessible history file records shall contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DLA Disposition Services Field Offices.

C.3.40.4.4.2.7.7. <u>Shipping Activity Actions</u>

C.3.40.4.4.2.7.7.1. <u>Documentation Review</u>. Supply organizations in receipt of the Disposal Shipment Confirmation Follow-up (DIC AFX) shall ensure that applicable shipping activities review signed receipt documentation (DTID), investigate discrepancies, and provide timely responses within 30 working days of receipt of the inquiry. Disposal shipment confirmation follow-ups with Advice Code 36 do not require a response.

C.3.40.4.4.2.7.7.2. <u>Filing DTID Receipts</u>. To ensure required copies of the DTID are available, shipping activities shall file all signed receipt copies when received from the Field Office. Copies shall be kept for a minimum of 2 years after date of the shipment.

C.3.40.4.4.2.7.7.3. <u>Quantity Received Verification</u>. Upon receipt of a disposal shipment confirmation follow-up, the shipping activity shall verify the actual quantity receipted, and shall respond with supply or shipment status as follows:

C.3.40.4.4.2.7.7.3.1. <u>No Shipment Record/Status</u>. If there is no record of the shipment, nor of generating the shipment status, and no record of a signed copy of the DTID, the supply status (DIC AS3) with Status Code BF shall be sent in response to the disposal shipment confirmation follow-up.

C.3.40.4.4.2.7.7.3.2. <u>Shipment Status Sent But No Record</u>. If it is determined that although shipment status had been sent, no shipment had been made or no record of shipment, other than the shipment status transaction, can be located, the supply status (DIC AS3) with Status Code DE shall be sent in response to the 940R Disposal Shipment Confirmation Follow-up.

C.3.40.4.4.7.2.7.3.3. <u>Signed Receipt Not Available</u>. If a signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping

activity shall do additional research as determined by the DoD Component procedures, including, if necessary, referral to the appropriate criminal investigative activity. The supply status (AE3) with Status Code DF shall be sent in response to the disposal shipment confirmation follow-up.

C.3.40.4.4.2.7.7.3.4. No Shipping Activity Record. If the shipping activity has no record of generating a shipment status (AE3) transaction, but has received a signed copy of the DTID, a disposal shipment confirmation (DIC ASZ) showing the quantity receipted for in the DTID shall be sent in response to the disposal shipment confirmation follow-up. A separate action may be required to close out any open SDRs applicable to this shipment.

C3.40.44.2.77.3.5. Supply Status Distribution Code. The supply status (AE3) and the disposal confirmatin (ASZ) transactions generated by the shipping activity in response to the disposal shipment confirmation Follow-up (AFX/AFZ) shall contain Distribution Code 9 to enable DLA Transaction Services to route copies of these transactions to the ICS global record.

C3.41. RESERVED

C3.42. SHIPMENT TRACING

C3.42.1. Sources of supply (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources), upon receipt of a DIC AFT, Request for Shipment Tracing on Registered, Insured, and Certified mail/parcel post, shall:

C3.42.1.1. Initiate tracer action under United States Postal Service (USPS) Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form shall be used.

C3.42.1.2. On receipt of the post office response, initiate appropriate action as follows: C3.42.1.2.1. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by offline narrative message to include advice to prepare discrepancy reports under Joint Regulation DLAI 4140.55, et al.

C3.42.1.2.2. If notified that the Post Office has proof of delivery, notify the consignee (based on the signal in rp 51) by offline narrative message, including particulars concerning proof of delivery, with an information copy to the source of supply.

C3.42.1.2.3. When the source of supply is a small business firm or civilian contractor not required to process followups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post shall be forwarded to ICP for processing.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Routing Identifier Code	Determine correct source and continue processing.
Media and Status	Process as zero (0).

Stock Number or Appropriate Item Identification	1. If blank, reject.
	
	2. If incorrect, research to determine[28] whether the stock number has changed (e.g., FSC changed to match the NIIN). As a result of the review, take action as follows:
	
	   a. If the stock number cannot be identified, reject with appropriate supply status.
	
	   b. If the FSC is incompatible with the NIIN, check the FSC to determine whether it matches a previously assigned FSC. If it matches, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If it does not match, reject with appropriate supply status.
	
	   c. If the stock number has changed (e.g., FSC change), change the number to the new stock number and continue supply action. If the changed NSN is managed by another source of supply, initiate a passing order and furnish appropriate supply status.
	
	3. If manufacturer's part number, compare to FLIS to determine whether a stock number is assigned. If assigned, change the manufacturer's part number to the stock number and continue supply action. If the NSN is managed by another source of supply, initiate a passing order and furnish appropriate supply status.

Unit of Issue	Enter correct unit of issue or reject. If rejected, enter correct unit of issue in rp 79-80 supply status transaction.[29]
Quantity	Reject.
Requisitioner[30]	Discard if entry is blank or incorrect. If the DoDAAC fails the Authority Code edits in C2.28.11., reject the transaction with CX or D7 status as appropriate.
Date	Reject. Sources of supply may reject if other than FMS/Grant Aid or Navy initial outfitting, and the requisition date exceeds one calendar year from the transaction processing date (current date) or is more than one day in the future.[31]
Serial	Reject.

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[28]This edit does not apply to U.S.Navy (USN) supply sources.

[29] Requirement to provide correct unit of issue when original unit of issue on the requisition could not be converted last reported as not implemented by USN. Refer to AMCL 162.

[30] Deferred implementation of Authority Code edits authorized pending supply source system modernization.

[31] Refer to ADC 427**A**, Edit is mandatory during DAAS processing and optional for DoD sources of supply.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Demand	Process as recurring.
Supplementary Address[32, 33]	Reject if blank or invalid and the signal code is B, J, K, L, or M. If the DoDAAC fails the Authority Code edits in C2.28.11, reject the transaction with CX or D7 status as appropriate.
Signal	Reject.
Fund	No edit is required unless signal code is C or L. Reject if signal code is C or L and fund code does not identify a valid bill-to activity as prescribed by MILSBILLS.
Distribution	Process as blank.
Project	1. Process as blank. 2. If an OSD/JCS project code is entered, the requisition shall be ranked above all other requisitions within the PD.[34]
Priority Designator[35]	1. If Expedited Handling Signal 999 is present in the RDD field, requisition is for U.S. Forces and the PD is not 01-03, enter PD 03 and furnish BK supply status. 2. If an OSD/JCS project code is present in rp 57-59 and the PD entry is not an existing PD code (not 01-15), enter PD 03 and furnish BK supply status. 3. If NMCS/ANMCS indicator (N/E) is present in rp 62 and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 4. If special mass cancellation coding 555 is present in rp 62-64 and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 5. If Expedited Transportation Signal 777 is in rp 62-64 and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 6. If required availability date (A in rp 62) is present and the PD entry is not an existing PD code (not 01-15), enter PD 15. 7. If extended RDD (S or X in rp 62) is present and PD is other than 09-15, enter PD 15, furnish BK supply status, and process. 8. If work stoppage indicator (F or R in rp 62) is present and PD is not 01-08, enter PD 15, furnish BK supply status, and process. 9. For all other conditions, if PD is not 01-15, enter PD 15.
Required Delivery Date[36, 37]	1. If NMCS/ANMCS indicator (N/E in rp 62) is present and PD is 01-08,

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[32] This data element is referred to as Supplemental Data under the DLMS.
[33] Deferred implementation of Authority Code edits authorized pending supply source system modernization.
[34] Elimination of requirement to change the priority on CJCS project code requisitions last reported as not implemented by USMC. Refer to AMCL 9.
[35] Edit is mandatory during DAAS processing and optional for DoD sources of supply.
[36] Deferred implementation of PD/RDD compatibility edits and furnishing BK supply status under Approved DLMS Change 57 are authorized pending supply source system modernization.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Required Delivery Date (cont)	process. If there is an N or E in rp 62 but PD 09-15 in rp 60-61, blank the entry in rp 62-64, furnish BK supply status and process using the priority. If there is an N or E in rp 62, blank any characters in rp 63-64 and furnish BK supply status. Exception: For Air Force requisitions, blank only numeric characters (01-99); do not blank special coding to fulfill an Air Force internal requirement for NMCS/MICAP justification. (Note: This eliminates short RDDs associated with NMCS/ANMCS and expressed as number of days from requisition date.)
	2. If Expedited handling Signal 999 is present in rp 62-64 and requisition is not intended for U.S. Forces, blank the expedited handling signal, furnish BK supply status, and process using the priority. If requisition is intended for U.S. Forces, process.
	3. If special mass cancellation coding 555 is present in rp 62-64 indicating continued processing during mass cancellation, process.
	4. If Expedited Transportation Signal 777 is in rp 62-64 and PD 01-08 is in rp 60-61, process. If the PD is 09-15, blank the expedited transportation signal, furnish BK supply status, and process using the priority.
	5. If Co-Located Customer Handling Service Indicator 444 is present in rp 62-64, process.
	6. If RAD or extended RDD (rp 62 is A, S, or X) and rp 63-64 are not equal to 01-99, blank entry in 62-64, furnish BK supply status, and process.
	7. If work stoppage indicator (F or R in rp 62) is present and rp 63-64 are not blank, blank entry in 63-64, furnish BK supply status, and process. (Note: This eliminates short RDDs associated with work stoppage and expressed as number of days from requisition date.)
	8. For subsistence, except for conditions [text deleted] above, all requisitions shall contain a specific RDD in ordinal day of year format. If blank, compute an SDD.[38]
	9. For all other conditions, blank RDD field if entry does not indicate a calendar date that falls no more than 100 days subsequent to the requisition date[39, 40] furnish BK supply status, and process.
Required Delivery Period (Conventional Ammunition Only)[41]	If rp 62 is B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and rp 63-64 contains 01-99, process.
Advice	Process as blank.

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[37] Non-date entries in the RDD field; such as, Codes E, F, N, R, 444, 555, 777, and 999, are referenced as Special Requirements Codes under the DLMS.

[38] Use of the RDD to fill subsistence items last reported as not implemented by DLA (Subsistence). Refer to AMCL 7.

[39] The 100-day edit is not applicable to requisitions for FSC 1300 (conventional ammunition).

[40] Not applicable for Intra-USAF requisitions

[41] Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

C5. CHAPTER 5

RELEASE AND RECEIPT OF MATERIEL

C5.1. GENERAL

C5.1.1. The Issue Release/Receipt Document, DD Form 1348-1A (or DD Form 1348-2 with attached shipping label), and continuation page are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a receipt transaction and/or to provide a means to automate the capture of data using automatic identification technology (AIT) devices.The DD Form 1348-1A (or DD Form 1348-2) is mandatory for all shipments to DoD customers, including foreign military sales (FMS) and contractors, from DoD and General Services Administration (GSA) shipping activities. Additionally, the continuation page is a mandatory document to assist the processing of serialized items (see Appendix AP1.36).

C5.1.2. The DD Form 1348-1A (or DD Form 1348-2) may be manually or mechanically prepared and will contain data elements prescribed herein for the various types of transactions.

C5.1.3. Use of carbonless paper for a preprinted DD Form 1348-1A (or DD Form 1348-2) is authorized at the option of the Service/Agency.

C5.1.4. Mechanically prepared DD Form 1348-1A (or DD Form 1348-2) must contain all required bar codes as outlined in C5.1.5*,* C5.1.6, *and C5.1.9*.

C5.1.5. For transfers to DLA Disposition Services Field Offices, at least one copy of DD Form 1348-1A (or DD Form 1348-2) must accompany the property and be in a legible, easy-to-read format.

C5.1.6. For the DD Form 1348-1A, see Appendices AP1.25 through AP1.29, AP1.31 and AP1.35. There are two methods for generating the form:

C5.1.6.1. Preprinted form. Data entries will be made by automated printer, typewriter, or hand scribed.

C5.1.6.2. Non-preprinted form. When this method is used, the form and data are printed simultaneously and will contain the prescribed data elements.

C5.1.7. The preprinted DD Form 1348-1A is 8-1/2 inches long (side to side) and 51/2 inches high (top to bottom). When printed on plain stock paper using laser, thermal transfer, ion disposition, cold fusion, or other nonimpact printers, the size may vary within a range of 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth inch tolerance). When such print technology is used, the in-the-clear/human-readable data must be easily read and the AIT entries must be machine readable. Margins of one-

fourth inch and outside lines are preferred, but may be eliminated provided the DD form number remains readable. When printing three *forms* per 8-1/2- by 14-inch sheet of paper, the originator *must* shall ensure that the form, spacing, size, and data entered thereon are legible and capable of being interpreted by a Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) scanning device.

C5.1.7.1 Block numbers are provided for data entry. Data to be entered in the data blocks are shown in Appendices 3.48 and 3.49. Block 27 will contain information facilitating item unique identification (IUID) in support of unique item tracking (UIT) and *DoD supply policy* in conjunction with the expanded content of the Portable Data File 417 (PDF417) two-dimensional (2D) *bar code* as illustrated in Appendic*es* 1.35 *and 1.36*. For a single item shipment, include the clear-text, concatenated/single value unique item identifier (UII). Phased*/staggered* implementation is authorized pending DoD*-wide* implementation *of DoD policy for the application of I*UID *in supply processes*. As an interim approach, identification of the item on the Issue Release*/*Receipt Document (IRRD) by serial number alone is authorized. Additional optional information may include the item manufacturer's contractor and Government entity (CAGE) code, current part number, and batch/lot number. Block 27 *will* contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text may be used with the AIT encoded information for those activities possessing bar coding capability.

C5.1.7.2   The paper may be any color that provides a minimum bar code contrast as specified in International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) (ISO/IEC) 15415, Information Technology - Automatic Identification and Data Capture Techniques - Bar Code Print Quality Test Specification – Two-dimensional Symbols and in ISO/IEC 15416, Information Technology – Automated Identification and Data Capture Techniques – Bar Code Symbology Specification – Linear Symbols.

C5.1.8. The Code 39 (three-of-nine) linear bar code, and PDF417 *2D bar code*, and Macro PDF417 *2D bar code*, as defined in ISO/IEC 16388 Information Technology – Automated Identification and Data Capture Techniques – Bar code symbology specifications – Code 39 and ISO/IEC 15438 Information Technology – Automated Identification and Data Capture Techniques – PDF417 *2D* bar code symbology specification, are established as the standard symbologies for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied using MIL-STD-129P, or latest revision, unless otherwise authorized. When Code 39 linear bar code symbols are printed on DD Form 1348-1A (or DD Form 1348-2), all record positions of data elements that will be encoded, will contain a bar code character even if the position was blank on the source document.

C5.1.9. IRRD (DD 1348-1A or DD Form 1348-2) Continuation Page. For shipment quantities of two or more serialized items, the responsible activity *will* prepare a continuation page to facilitate automatic data capture.

C5.1.9.1. In lieu of printing the PDF417 *2D bar code* in Block 27 of the DD Form 1348-1A (or DD Form 1348-2), the continuation page will contain a single PDF417 *2D bar code* or multiple Macro PDF417 *2D bar codes* (as required by data volume) for the included data.

C5.1.9.2. The continuation page *will* contain, at a minimum, the prescribed data elements outlined in Appendix 1.36. For systems capable of printing *PDF417* 2D *bar codes*, see Appendix 1.35 for a listing of encoded MH10.8.2 standard data identifiers for the data elements.

C5.1.9.3. The continuation page *will* also contain *Code 39* linear bar coding with the respective human-readable interpretation (i.e. clear text) for the included serial numbers to satisfy legacy system requirements.

C5.2. <u>DOCUMENT DISTRIBUTION</u>

C5.2.1. Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See Tables C5.T1 and C5.T2 for the distribution of the transactions.

C5.2.2. For transfers to DLA Disposition Services Field Offices, if all DD 1348-1A data is provided in automated transactions and/or available via digital image, one copy of the printed document *must* accompany the shipment; in accordance with the Paperwork Reduction Act, additional paper copies are not required including verification of receipt copies.

Table C5.T1. <u>Distribution of DD Form 1348-1A (or DD Form 1348-2), Issue Release/Receipt Document, and Continuation Page to all Consignees other than DLA Disposition Services and Security Assistance</u>[1]

TRANSACTION	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A (or DD Form 1348-2)	One (Automated) or Two (Manual)	One copy will accompany all shipments on the outside of the shipping container if not in conflict with other applicable directives. When the DD Form 1348-1A (or DD Form 1348-2) contains bar coding, the copy accompanying the shipment *will* contain the bar coding. For manually generated copies, one *c*opy *will* be retained by the shipper unless an automated capability is available to prove that a shipment has been made. Copies *must* be attached IAW MIL-STD-129.
Continuation Page	One (Automated) *o*r Two (Manual)	One copy *will* accompany the DD Form 1348-1A (or DD Form 1348-2) for all shipments containing serialized items and be attached to the material and shipment IAW MIL-STD-129. For manually generated copies, one copy *will* be retained by the shipper unless an automated capability is available to track the serialized contents of the shipment.

[1] For Security Assistance shipments, see Figure C6-F1.

Table C5.T2. Distribution of DD Form 1348-1A (or DD Form 1348-2), Issue Release/Receipt Document and Continuation Page for Shipments to DLA Disposition Services Field Office

TRANSACTION	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A (or DD Form 1348-2)	One (Automated) or Two (Manual)	One copy will accompany all shipments of materiel and remain attached to the property at the DLA Disposition Services Field Office. When the DD Form 1348-1A (or DD Form 1348-2) contains bar coding, the copy accompanying the shipment *will* contain the bar coding. For manually generated copies, one copy will be produced and retained by the shipper unless an automated capability is available to prove a shipment has been made.
Continuation Page	One (Automated) or Two (Manual)	One copy *will* accompany the DD Form 1348-1A (or DD Form 1348-2) for all shipments containing serialized items and be attached to the material. Upon receipt at the DLA Disposition Services Field Office, the copy *will* be used by personnel screening property for potential reutilization, transfer, or donation. It will remain attached to the property at the DLA Disposition Services Field Office. For manually generated copies, one copy will be produced and retained by the shipper unless an automated capability is available to track the serialized contents of the shipment and prove a shipment has been made.

C5.3 ISSUES FROM SUPPLY SYSTEM STOCK OR FROM DLA DISPOSITION SERVICES FIELD OFFICES; REQUISITIONS FOR LOCAL ISSUE FROM DLA DISPOSITION SERVICES FIELD OFFICES

C5.3.1. The DD Form 1348-1A (or DD Form 1348-2) *will* be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DLA Disposition Services Field Office (DLA Disposition Services-directed issues from the local DLA Disposition Services Field Office). The requisitioner may also use this format when hand carrying requisitions for local issue from DLA Disposition Services Field Office. Minimum data entries are outlined in Appendix 3.48 for the DD Form 1348-1A (or DD Form 1348-2).

C5.3.2. To accommodate the various distribution systems and equipment, DD Form 1348-1A (or DD Form 1348-2) provides blocks for data entry. With the exception of Blocks 9, and 15, use of these blocks is optional, but when used, will contain information shown in Appendix 3.48.

C5.3.3. The continuation page *will* accompany the DD Form 1348-1A (or DD Form 1348-2) and *must* be attached to the material and shipment IAW MIL-STD-129 shipping document requirements for all shipments of two or more items which are tracked *under a UIT program or in support of DoD policy fo the application of IUID in supply business process*. Minimum data entries are outlined in Appendix 1.36.

C5.4. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICES)

C5.4.1. In addition to the release of materiel for shipment based upon a requisition, other situations such as the following necessitate release of materiel for shipment:

C5.4.1.1. Materiel returns from base to depot.

C5.4.1.2. Base-to-base movements.

C5.4.1.3. Retrograde or lateral system movements.

C5.4.2. The documentation copy and distribution requirements prescribed in Tables C5.*T*1 or C5.*T*2 *will* be used to effect returns and transfers. Entries will be as shown in Figure C5.F1 for all DLA and inter-Service/Agency (S/A) transactions.

C5.4.3. For intra-S/A use, the data prescribed in Figure C5.F1 must be entered. Other entries may be prescribed by concerned S/As; however, any such entries must relate to the columnar and/or block headings indicated in the form.

Figure C5.F1. Instructions for Completion of DD Form 1348-1A (or DD Form 1348-2), Used for Returns to Stock Transfers (Excluding Transfers to DLA Disposition Services Field Offices)

RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
1-3	Perpetuate from source document or blank.
4-7	Leave blank.
8-22	Enter the stock or part number.
23-24	Enter the U/I.
25-29	Enter the quantity.
30-43	Enter the document number of the consignor (shipper.)
44-73	Leave blank.

Figure C5.F1. Instructions for Completion of DD Form 1348-1A (or DD Form 1348-2), Used for Returns to Stock Transfers (Excluding Transfers to DLA Disposition Services Field Offices)

RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
74-80	Enter the unit price[2].
Blocks 3 and 27	Enter DoDAAC of the activity to which the materiel is directed. The in-the-clear name, number, and address may be in Block 27.
Block 27	Enter the supply condition code reflecting the condition of the materiel. (See DLM 4000.25-2 (MILSTRAP).)
Block 27	Enter activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable). (See DLM 4000.25, Volume 4 Finance). For single quantity item, enter applicable *serial number and/or UII* content in conjunction with application of a *PDF417* 2D *bar code* as listed in Appendix 1.1 and as illustrated in Appendix 1.35. *For multiple uniquely identified items, use the continuation page per Appendix 1.36*[3]

C5.5. TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICES. Use DD Form 1348-1A (or DD Form 1348-2) as the disposal turn-in document (DTID) for all transfers to DLA Disposition Services Field Offices. See C5.2.2. for criteria to use automated distribution of DD Form 1348-1A (or DD Form 1348-2). Appendix .3.49 shows required entries required for single line item turn-ins. See Appendix 1.35 for *PDF417* 2D *bar code* content. A continuation page *will* accompany the DD Form 1348-1A (or DD Form 1348-2) for all shipments of two or more items *that* are tracked *under a UIT program or in support of DoD policy for the application of IUID in supply business processes*. See Appendic*es* 1.35 for PDF417 *2D bar code* content and 1.36 for the continuation page content.

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[2] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents.   If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221
[3] For Security Assistance shipments, see Figure C6-F1.

C6. CHAPTER 6

SECURITY ASSISTANCE PROGRAM

C6.1 GENERAL

C6.1.1. The provisions of Military Standard Requisitioning and Issue Procedures (MILSTRIP) apply to all phases of requisitioning and issue to support the Security Assistance Program; however, this chapter provides special procedures and instructions for preparing and processing foreign military sales (FMS) and Grant Aid requirements (see Appendix AP2.19), which are exceptions to other areas of the manual.

C6.2. RESERVED

C6.3. REQUISITION FORMATS

C6.3.1. Requisitions for FMS and Grant Aid materiel vary from the construction of requisitions in support of U.S. Forces. Codes peculiar to FMS and Grant Aid requisitions are listed in the designated appendices and in the military assistance program address airectory (MAPAD) found in DLM 4000.25 Volume 6, Chapter 3, together with their meanings and applications. Specific FMS and Grant Aid requisition entries are as follows:

C6.3.1.1. Grant Aid

C6.3.1.1.1. Requisitioner Field (rp 30-35)

C6.3.1.1.1.1. Rp 30 shall contain the FMS and Grant Aid service assignment code (Appendix AP2.2) of the U.S. Service Implementing Agency responsible for administering the Grant Aid Program line.

C6.3.1.1.1.2. Rp 31-32 shall contain the **Security Cooperation (SC) Customer Code** (Appendix AP2.18)[1].

C6.3.1.1.1.3. Rp 33 shall contain the customer-within-country/activity code to indicate the recipient or place of discharge within the country/activity (see MAPAD), with the exception of requisitions containing Document Identifier Code (DIC) A05 with special one-time shipping instructions entered in the Remarks block of the requisition. In this instance, a DIC A05 requisition may contain a zero in rp 33. The special instruction shall include an address to receive documentation when documents are not to be forwarded to the ship-to address. The use of DIC A05 requisitions shall be limited to one-time situations where it is not practicable to designate the addresses by coded entries in the requisition and in the MAPAD.

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[1] Refer to Approved Defense Logistics Management System (DLMS) Change (ADC) 448***B***

C6.3.1.1.1.4. Rp 34 shall contain a numeric zero (0).

C6.3.1.1.1.5. Rp 35 shall contain the appropriate Grant Aid type of assistance/financing code (Appendix AP2.19).

C6.3.1.1.2. Supplementary Address Field (rp 45-50)

C6.3.1.1.2.1. Rp 45 shall contain Y to indicate that the data entered in rp 46-50 are nonsignificant to the overall systems but are to be perpetuated in all subsequent documentation.

C6.3.1.1.2.2. Rp 46-50 shall contain the .record control number (RCN). This number is assigned by the appropriate Service activity and is constructed as follows:

C6.3.1.1.2.2.1. Rp 46 shall contain the last digit of the program year in which the requisitioned item was approved and funded.

C6.3.1.1.2.2.2. Rp 47-50 shall contain the four-position program line item number (alpha/numeric) or the program.

C6.3.1.2. Foreign Military Sales

C6.3.1.2.1. Requisitioner Field (rp 30-35)

C6.3.1.2.1.1. Rp 30 shall contain the FMS and Grant Aid Service assignment code (Appendix AP2.2) of the U.S. Service Implementing Agency responsible for administering the FMS Case.

C6.3.1.2.1.2. Rp 31-32 shall contain the ***SC Customer Code*** (Appendix AP2.18) [2].

C6.3.1.2.1.3. Rp 33 shall contain the customer-within-country code. This code shall be assigned and recognized in conjunction with entries in rp 46-47. The application of the customer-within-country code in relation to coded entries in rp 46-47 is explained in paragraph C6.3.2.3. below. When a customer-within-country code is not applicable, a zero shall be entered.

C6.3.1.2.1.4. Rp 34 shall contain the FMS delivery term code (see DTR 4500.9-R, "Defense Transportation Regulation" (DTR) or DLMS Dictionary (Logistics Data Resources Management System (LOGDRMS) for code definition and applicable values) to convey the point of delivery condition negotiated under the case agreement, and must correspond to delivery terms specified in the applicable Letter of Offer and Acceptance.

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[2] Ibid.

C6.3.1.2.1.5. Rp 35 shall contain the appropriate FMS type of assistance/financing code (Appendix AP2.19).

C6.3.1.2.2. <u>Supplementary Address Field (rp 45-50)</u>

C6.3.1.2.2.1. Rp 45 shall contain the FMS Service code (Appendix AP2.2) of the customer country's requisitioning Service, which is published in the MAPAD.

C6.3.1.2.2.2. Rp 46 shall contain the applicable country FMS offer/release option code (A, Y, or Z) or code X to denote that the United States is responsible for transportation arrangements as determined by negotiations between the customer country representative(CR) and the U.S. Service responsible for administering the FMS case, and as reflected in the Case Agreement. Country FMS offer/release option codes are listed in the definitions and terms section of this manual with explanations of their application and recognition under FMS offer and release procedures.

C6.3.1.2.2.3. Rp 47 shall contain a code to designate the recipient of shipments and documentation and shall be the FMS country representative/freight forwarder (CR/FF) code as published in the MAPAD. This entry and the use of code X or W shall be applied and recognized in conjunction with the entry in rp 33 as explained in Paragraph C6.3.2.3. below.

C6.3.1.2.2.4. Rp 48-50 shall contain the specific FMS case designator consisting of a three-position alpha/numeric code. The first position shall always be alphabetic, and the second and third positions may be alphabetic or numeric. All correspondence (such as letters and messages) shall always include the appropriate case identifier composed of the two digit security cooperation customer code, one digit implementing agency code, and the three digit case designator as part of the identification data.

C6.3.1.2.3. <u>Designation of Shipment Addresses for Foreign Military Sales</u>

C6.3.1.2.3.1. The means of expressing ship-to and/or mark-for addresses in requisitions are the entries shown in rp 33 (customer-within-country) and rp 47 (CR/FF), respectively. The designation of such addresses shall be consistent with delivery terms contained in the case agreement. Specific codes shall not be utilized in requisitions until such time as the codes and corresponding addresses are published in the MAPAD.

C6.3.1.2.3.1.1. The Defense Automatic Addressing System (DAAS) shall reject requisitions, referral orders, passing orders, DIC AT_ follow-ups, and DIC AM_ modifiers containing Military Assistance Program Address Codes (MAPAC) that do not have valid ship-to and mail-to addresses in the MAPAD, to the submitting International Logistics Control Office (ILCO). (supply status (DIC AE9) with Supply Status Code DP applies.)

C6.3.1.2.3.1.2. The inventory control points (ICP) may reject requisitions received off-line (mail, message, courier, fax, telephone) which contain MAPACs that do not have valid ship-to and mail-to addresses in the MAPAD, to the submitting ILCO. This includes remarks/exception type DI A05/A0E requisitions directing materiel to various shipping points. (DI AE_ with Status Code CX applies).

C6.3.1.2.3.1.3. When shipment is to be made to a CR/FF or to a point designated by a CR/FF in response to a notice of availability (NOA), a specific code other than an X or W shall be entered in rp 47. In this instance, the ship-to address shall be the address listed in the MAPAD for the CR/FF or the address provided in response to the NOA. The mark-for address shall be the address listed in the MAPAD for the code in rp 33. For those countries which have elected not to publish clear-text addresses for rp 33 codes, there shall be no mark-for address, but supply and shipping activities shall perpetuate the rp 33 code in all related documentation. When a customer-within-country code is not applicable, a zero shall be entered.

C6.3.1.2.3.1.4. When shipment is to be made to an assembly point or staging area, an XW shall be entered in rp 46-47 and a clear-text address shall be conveyed in an exception requisition. See paragraph C6.1.3.2.4.3. The rp 33, if required, shall designate the mark-for address.

C6.3.1.2.3.1.5. When shipment is to be made to an address within the customer country, an XX shall be entered in rp 46-47 and the in-country ship-to address shall be the address listed in the MAPAD for the code in rp 33. See paragraph C6.3.1.2.4.3.

C6.3.1.2.3.1.6. The foregoing instructions apply to all customer countries except Canada. For Canada, shipment address codes are contained in rp 46 and 47.

C6.3.1.2.4. Country FMS Offer/Release Option Codes

C6.3.1.2.4.1. Country FMS offer/release option codes are used in requisitions for shipments to be made or offered to CR/FFs. These codes specify whether shipments are to be made automatically or under one of two types of NOAs and shall be consistent with the conditions of the FMS case agreements. Country FMS offer/release option codes are not applicable to requisitions for Canada since FFs are not utilized for Canada and both rp 46 and 47 are used to denote shipment addresses.

C6.3.1.2.4.2. Country FMS offer/release option codes and their explanations are contained in the definitions and terms section of this manual.

C6.3.1.2.4.3. If, consistent with the conditions of the FMS case agreements, transportation arrangements for shipments shall be accomplished by the U.S. Service, an X shall be entered in rp 46 in lieu of a country FMS offer/release option code. When an X is authorized and entered in rp 46, an X or W, denoting shipment to an address within the customer country or shipment to an assembly point or staging area, must be entered in rp 47.

C6.4. <u>RESERVED</u>

C6.5. <u>REQUIRED AVAILABILITY DATES</u>

C6.5.1. Requisitions for FMS and Grant Aid requirements for major weapons systems, end items, and concurrent spares shall be prepared to reflect the amount of time remaining from dates of requisitions until required availability dates (RADs) become effective. In FMS cases the RAD shall be computed by adding the lead time stated on the letter of offer and acceptance (LOA) to the date of acceptance by the purchaser. For Grant Aid, the RAD shall be computed by adding the ICP determined lead time to the date of the order.

C6.5.2. The requisition RAD shall be expressed as the number of months remaining from the date of the requisition to the computed RAD that will be entered in rp 63-64 of the requisition. The character A shall be inserted in rp 62. This technique enables the source of supply, ILCO, and customer control of requisitions, provides for recognition of firm commitments to foreign governments, and helps assure that materiel requirements are ready for delivery by the approved RAD. The actual date for calculation of the RAD shall be the last day of the month depicted by the rp 62-64 entries. Shipment of materiel shall be made at the time of initial requisition processing to the extent that releasable assets are available, regardless of the number of lead time months shown in rp 63-64 of the RAD entry. Materiel not immediately available should be acquired and shipped by the last day of the month depicted by the rp 63-34 entries. However, depending on availability, materiel may be acquired and shipped after the RAD expires and cancellations are submitted. Appropriate status shall be provided to the address(es) designated in the requisition.

C6.5.3. For Grant Aid, as soon as practicable, but not later than 120 days after receipt of an approved funded order, the Service/Agency (S/A) Departments shall place a RAD on the requisitions for major items, and the associated support equipment and initial issue parts, as determined by the S/A.

C6.5.4. RAD time begins with the date of the requisition (i.e., the date contained in the requisition document number (See Appendix AP2.14)) and does not have the effect of holding release of the materiel.

C6.5.5. Requisition originators shall modify the RADs when contract forecast delivery dates indicate availability of items at a time other than designated by the previously established RADs. In inter-S/A actions, when requisitions or other documents bear a RAD with a shorter lead time than when the materiel will be available, the supplying S/A shall promptly provide the requesting S/A with status reflecting the true availability date. This shall be accomplished by use of DIC AE_ with Supply Status Code BB, BV, or B3, as appropriate. The requesting S/A shall adjust all records to reflect the new availability date information. When the supplying S/A is aware that the established RAD will not be met, that S/A's supply source shall advise the appropriate ILCO that the RAD will not be met due to slippage and internal processing. The advice

of RAD slippage shall be furnished to the ILCO by letter, message, or DIC AE_ with Supply Status Code B3.

C6.5.5.1. An extended required delivery date (RDD) in an FMS requisition shall be expressed with the letter S in rp 62, and the number of months from the date of the requisition before which delivery is required entered in rp 63-34 of the requisition. The release date is defined as five days prior to the last day of the month indicated in rp 63-64 Releasable assets shall be held until 50 days prior to the last day of the indicated month.

C6.6. <u>RESERVED</u>

C6.7. <u>REQUISITION PREPARATION AND SUBMISSION</u>

C6.7.1. Requisitions shall be prepared and transmitted by FMS purchasers and security assistance organizations (SAO) to the applicable ILCO in the appropriate MILSTRIP format as prescribed by the U.S. Service. The ILCO shall transmit FMS and Grant Aid requisitions to the appropriate source of supply in the prescribed DoD MILSTRIP format.

C6.7.2. Requisitions prepared by the U.S. Service for FMS and Grant Aid requirements shall be transmitted to the appropriate source of supply in the prescribed MILSTRIP format.

C6.7.3. ILCOs shall enter a cooperative logistics program support category code (CLPSC) (Appendix AP2.22) in rp 72 of applicable requisitions and passing orders, in order to convey programmed/nonprogrammed status of a requisition to an ICP/integrated materiel manager (IMM). Supply support provided under cooperative logistics supply support arrangement (CLSSA) agreements is intended to provide support to the requiring nation on the same basis that support is provided to U.S. Forces, within assigned priority (based upon force or activity designator (F/AD)) and with all other coding being equal. However, such support cannot be provided if it will impair the combat effectiveness of U.S. Forces. Consequently, CLSSA support is not to be provided on the same basis as for U.S. Forces until after the expiration of a lead time period necessary to augment U.S. Stocks to support the agreement. CLSSA requisitions received before the expiration of required lead time may be filled from existing supply source stocks only if stock levels do not drop below the established reorder point. If sufficient stock balances are not available to fill such requisitions without dropping below the reorder point, supply sources shall initiate procurement action to fill the CLSSA requirement. CLSSA requisitions received prior to expiration of the established lead times are considered to be "unprogrammed" requirements. Unprogrammed CLSSA requisitions and passing orders shall contain CLPSC 2 in rp 72 (Appendix AP2.22). CLSSA requisitions and passing orders received after expiration of the lead time required to augment stock levels shall be processed in the same manner

as U.S. demands. Such requisitions and passing orders are considered to be "programmed" requirements and shall contain CLPSC 1 in rp 72. If rp 72 is blank when the requisition is received by the ICP/IMM, the requisition shall be processed as an unprogrammed requirement.

C6.7.4. Certain FMS and Grant Aid requisitions shall be subject to a restriction in quantity when it is determined that the total requirement for an item will result in more than 25 shipment units. This constraint is employed to preclude the assignment of non-MILSTRIP transportation control numbers (TCN), which occurs when the number of shipment units exceeds 25 and which causes a loss of identity to the shipment. The Services shall specify the items of equipment to which the quantity restriction applies. Generally, these items will be equipment such as wheeled/tracked vehicles or other items when a unit of issue of one each will constitute a single shipment unit.

C6.8. RESERVED

C6.9. STATUS IN GENERAL

C6.9.1. Supply sources shall provide status only to the ILCO or other monitoring activities identified in rp 54 of Appendix AP3 formats. DIC AE3 shall be used on supply status, and DIC AS3 shall be used on shipment status in response to follow-ups. However, DIC AE8/AS8 shall be used in status initiated by the source of supply or as otherwise delegated. It is the responsibility of the ILCO or monitoring activity to furnish status to the appropriate country status recipient.

C6.9.2. Status from the ILCO/monitoring activity to the MAPAD country status recipient shall be transmitted through DAAS.

C6.9.3. Status to FMS customers is sent to the MAPAD type address code (TAC) 4 country status recipient.

C6.9.4. Status to Grant Aid customers is sent to the MAPAD TAC 3 purchaser/in-country SAO status recipient.

C6.9.5. The media and *status* (M&S) entry in rp 7 should be zero to preclude unnecessary status output. The transmission medium is determined by DAAS.

C6.10. STATUS UPON REQUISITION INITIATION OR SUBMISSION

C6.10.1. General. Status is provided by the ILCO to the customer when the requisition enters the supply system.

C6.10.2. Service Initiated Requisitions. When FMS requisitions are prepared and introduced by a U.S. Service, a supply status document representing the U.S. prepared requisition shall be transmitted by the introducing U.S. Service to the appropriate MAPAD status recipient. The supply status document may also be prepared for Continental United States (CONUS)-generated Grant Aid transactions and, when prepared, shall be transmitted to the appropriate in-country SAO. The supply status

(DIC AE_) shall contain a code A thru E in the third position to reflect the type of stock number being requisitioned. It is desired that the latest available unit price be entered in rp 74-80; however, this is an optional entry depending on the capability of the involved Service. Status Code BU shall be entered in rp 65-66 and the estimated shipping date (ESD) in rp 70-73 may be left blank.

C6.10.3. Customer Initiated Requisitions

C6.10.3.1. When country prepared FMS requisitions are forwarded to sources of supply by the ILCO, supply status with DIC AE2 citing Status Code BW shall be provided to the customer.

C6.10.3.2. When Grant Aid requisitions prepared by the in-country SAO are forwarded to sources of supply by the ILCO, supply status with DIC AE1 citing Status Code BW shall be provided to the customer/SAO.

C6.10.3.3. The latest available unit price may be entered in rp 74-80, and the ESD in rp 70-73 may be left blank.

C6.11. FOLLOW-UPS AND STATUS RESPONSES

C6.11.1. As authorized, follow-ups, modifiers, and cancellations for FMS and Grant Aid transactions may be submitted by the CR or in-country SAOs to the sources(s) designated by the individual U.S. Service administering the FMS case or Grant Aid program line.

C6.11.2. When follow-ups are submitted to the ILCO/monitoring activity, the latest status information shall be furnished to the CR by the ILCO/monitoring activity.

C6.11.3. FMS requisition status shall contain DIC AE2 or AS2.

C6.11.4. Grant Aid requisition status shall contain DIC AE1 or AS1.

C6.11.5. When current status information is not available on requisitions that have been submitted to the supply system, the ILCO/monitoring activity may transmit the follow-up to the appropriate source of supply or provide interim status to the customer pending completion of ILCO/monitoring activity follow-up action. In either case, a supply status document containing Supply Status Code BW or BM (as indicated by the U.S. Service) and a blank ESD field may be provided to the customer. When requisitions have not been introduced into the supply system, the ILCO/monitoring activity shall provide a written reply to the customer originated follow-ups.

C6.12. CANCELLATION AND REJECTION STATUS

C6.12.1. Cancellation and rejection status from the source of supply shall be provided to the ILCO/monitoring activity citing DIC AE3 and the appropriate status code.

C6.12.2. DIC AE1/AE2 supply status transactions shall not be produced by the source of supply on FMS and Grant Aid requisitions.

C6.13. STATUS ON FOREIGN MILITARY SALES NOTICE OF AVAILABILITY

C6.13.1. When FMS requisitions are processed and an NOA is forwarded to the CR/FF, a DIC AE2 supply status transaction containing Status Code BL shall be furnished to authorized status recipients at the same time the NOA is forwarded. The BL status advises that the item is available for shipment and was offered to the CR/FF on the date entered in rp 70-73.

C6.14. MODIFICATION OF COUNTRY FOREIGN MILITARY SALES OFFER/ RELEASE OPTION OR FREIGHT FORWARDER

C6.14.1. Unusual circumstances may require a change in the country FMS offer/release option code or freight forwarder code for an FMS case or for individual requisitions within an FMS case. When this condition exists, either FMS customers or ILCO/monitoring activity may initiate DIC AM_ requisition modifier to change the coded data in FMS requisitions that have been released to the supply system.

C6.14.2. FMS requisition modifier transactions shall be initiated under Chapter 2, Paragraph C2.19. Entries in the requisition modifier transaction may differ from those in the original requisition only to reflect changes to one or any combination of the following:[3]

    C6.14.2.1. Media and Status, rp 7.

    C6.14.2.2. Country FMS Offer/Release Option, rp 46.

    C6.14.2.3. Freight Forwarder, rp 47.

    C6.14.2.4. Signal, rp 51.

    C6.14.2.5. Fund, rp 52-53.

    C6.14.2.6. Distribution, rp 54.

    C6.14.2.7. Project, rp 57-59.

    C6.14.2.8. Priority Designator, rp 60-61.

    C6.14.2.9. Required Availability Date, rp 62-64.

    C6.14.2.10. Advice, rp 65-66.

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[3] Revised requisition modifier procedures last reported as not implemented by the United States Marine Corps (USMC). Refer to AMCL 123C.

C6.14.3. Modifiers that change the country FMS offer/release option or FF must be submitted to procurement for manual amendment of contracts. Customers are responsible for additional charges that may accrue. To limit manual processing and avoid additional contract charges, modifiers that change the country FMS offer/release options or FFs should be submitted only when the change is mandatory. When letters of offer and acceptance (LOAs) have not been amended to reflect the changes, FMS customers must coordinate with the Service ILCO/monitoring activity before requesting requisition modification.

C6.15. RELEASE OF FOREIGN MILITARY SALES SHIPMENTS

C6.15.1. General

C6.15.1.1. The procedures for releasing shipments of FMS materiel from storage activities are normally dependent upon the entry in rp 46 of requisitions or related transactions. The exceptions to use of the country FMS offer/release option code in rp 46 in the release of shipments are:

C6.15.1.1.1. When the shipment is unclassified and is to be accomplished by parcel post/small parcel delivery service, the shipment shall be released automatically without an NOA regardless of the entry in rp 46 and should be either insured, certified, or registered. Evidence of shipment must be provided for all FMS shipments regardless of shipment size, weight, or value. Classified shipments always require use of an NOA, as indicated below.

C6.15.1.1.2. When an export release is required from the Military Surface Deployment and Distribution Command (SDDC) under DTR 4500.9-R, Chapter 203 (Shipper, Transshipper, and Receiver Requirements and Procedures), the shipping activity shall submit a request for export release to the SDDC Operations Center before shipment. An NOA shall be furnished to the CR/FF and shall indicate that an export release has been requested. The export release provided by the SDDC releasing authority shall include shipping instructions as coordinated with the CR/FF.

C6.15.1.1.3. When the shipping activity determines that the shipment includes materiel that is dangerous/hazardous, sensitive, or otherwise requires a high degree of protection or control within CONUS, but does not require an export release. Note that Offer/Release Option Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments, and ammunition, arms and explosives shipments or any other factor that mandates coordinated release procedures (this does include Canada). Shipment must not be made until a response from the NOA is received.

C6.15.1.1.4. From SDDC, an NOA shall be furnished to the CR/FF regardless of the entry in rp 46, and the shipment shall be held pending receipt of release and shipping instructions from the CR/FF. NOAs for classified shipments shall be forwarded to the CR identified in the MAPAD.

C6.15.1.1.5. For shipments not subject to the exceptions outlined in Paragraph C6.15.1.1., the entry in rp 46 shall prescribe procedures to be followed in releasing shipments of FMS materiel from storage activities. When Country FMS Offer/Release Options Y and Z are entered in rp 46, notification to the designated CR/FF is required prior to release of the shipment. When rp 46 contains Country FMS Offer/Release Option A or X, the shipment shall be released automatically, without providing an NOA to the CR/FF.

C6.15.1.1.6. U.S. shipping activities use the NOA to notify the designated CR/FF addressee that materiel is ready for shipment. A manual NOA shall be prepared for all FMS purchases except those customers specifically requesting mechanized NOAs such as the Federal Republic of Germany. Countries desiring to receive the mechanized NOA shall submit a request to the Director, DLA Logistics Management Standards. All purchasers requesting the mechanized NOA shall be identified in this paragraph. Procedures for NOA preparation are contained in Paragraphs C6.15.2. and C6.15.3. below.

C.16.15.1.1.7. The manual or mechanized NOA document shall be assigned a notice number. The FMS notice number shall be the TCN assigned to the shipment and created in accordance with guidance in DTR 4500.9, Appendix L.

C6.15.2. Manual Notice of Availability

C6.15.2.1. DD Form 1348-5, Notice of Availability/Shipment, shall serve as a cover document for individual copies of DD Form 1348-1A applicable to each line item in a shipment unit. Together, these documents shall comprise the original NOA. The data to be entered on DD Form 1348-5 are those that describe the shipment unit, while the supporting copies of the DD Form 1348-1A provide individual item data. All blocks of the DD Form 1348-5 from the top of the form to the portion captioned "TO BE COMPLETED BY ADDRESSEE" shall be completed by initiating activities when the applicable shipment units are consolidated. In instances of single-line item shipment units, the following data are not mandatory entries on the DD Form 1348-5 if they are contained in the accompanying copies of the DD Form 1348-1A: type pack, pieces, weight, and cube. All data blocks are self-explanatory, except that the NOA date (the date the notice is transmitted) shall be entered in the block titled "Notice of Availability/Shipment." The "Notice Number" block shall contain the control number (such as the TCN or Government Bill of Lading (GBL)) assigned to the shipment. When an export release is required from the SDDC, DD Form 1348-5 shall be annotated or stamped "EXPORT RELEASE REQUIRED" in the lower left corner. The shipping activity shall also annotate or stamp brief notes applicable to materiel discussed in Paragraph C6.15.1.1.3. when appropriate. The manual NOA shall be mailed to the notice recipient specified in the MAPAD, except that the NOAs covering classified shipments shall be forwarded to the country representative. Distribution of DD Form 1348-5 (Appendix AP1.4) shall be as follows:

COPY NO.   USAGE

1   Retained by the shipping activity pending receipt of shipment release instructions.

2, 3   Furnished to the appropriate CR/FF address (as designated in the MAPAD to receive the NOA) with copies of DD Form 1348-1A, for insertion of shipment release instructions on the third copy and return to the shipping activity. The second copy shall be retained by the CR/FF.

C6.15.2.2. Replies to manual NOAs shall be performed by two different methods. When an export release is required, the CR/FF shall furnish specifying consignment instructions, if any, and coordinate these or other shipment or delivery instructions with the SDDC releasing authority. When an export release is not required, the reply shall be accomplished by insertion of shipment release instructions on the third copy, which shall be returned to the issuing activity. Shipment release instructions shall provide for shipment or delivery of materiel to a single destination by shipment unit. Instructions to CR/FFs regarding replies to NOAs shall specify the need for coordinated instructions when an export release is required and include provisions for the following minimum data in the replies to other NOAs:

C6.15.2.2.1. The complete name and address of the consignee except when materiel shall be picked up by the CR/FF.

C6.15.2.2.2. The date materiel is to be shipped or the date the materiel shall be picked up by the CR/FF.

C6.15.2.2.3. The complete name and telephone number(s) of the individual(s) who will be available and authorized to receive materiel on behalf of the purchaser, for the specific classified shipment covered by the NOA advising of the availability of a classified shipment.

C6.15.2.3. In instances where the shipment does not require an export release or the shipping activity has determined that there is no requirement for a high degree of protection or control and Country FMS Offer/Release Option Y is contained in rp 46, the shipment shall be released to the CR/FF on the 15th calendar day after the NOA date, unless alternate shipping instructions are received. When an export release is required, the shipment shall be held pending receipt of release and shipping instructions from the SDDC releasing authority, and if such instructions are not received within 15 calendar days after the NOA date, a follow-up only to SDDC shall be made in lieu of transmitting a duplicate NOA. In instances where the shipping activity has determined a need for a high degree of protection of control or Country FMS Offer/Release Option Z is contained in rp 46, the shipment shall be held pending receipt of release and shipping instructions from the CR/FF. Should such instructions not be received within 15 calendar days after the NOA date, a duplicate of the NOA shall be transmitted to the designated notice recipient, with the same shipment unit number

assigned. This duplicate NOA shall be annotated to indicate that the shipment delay is caused by the CR/FF's failure to furnish release and shipping instructions. Two copies of DD Form 1348-5, Notice of Availability/Shipment, together with DD Form 1348-1A, shall constitute the delay NOA. The Service focal point shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall be advised for Navy and Marine Corps sponsored shipments.

C6.15.3. Mechanized Notice of Availability. Except for classified shipments or unclassified shipments to be accomplished by parcel post/small parcel delivery service, the mechanized FMS NOA is provided to customers having a need to receive mechanized data for FMS shipments when Country FMS Offer/Release Option Y or Z is entered in rp 46 of requisitions or when an export release is required. The mechanized NOA consists of the following documents:

C6.15.3.1. The FMS NOA key document shall contain shipment unit information and shall accompany the FMS NOA detail document. The initial key document shall contain DIC AD1 when an export release is not required and DIC ADR when an export release is required. When release instructions have not been received within 15 days of the DIC ADR NOA date, a follow-up shall be made to the SDDC releasing authority and a delay NOA key document, DIC AD3, shall not be prepared or transmitted to the CR/FF. When Country FMS Offer/Release Option Z applies and release instructions have not been received within 15 calendar days of the DIC AD1 NOA date, a delay NOA key document containing DIC AD3 shall accompany the delay NOA detail documents.

C6.15.3.2. The FMS NOA detail document shall contain line item information as contained in the issue/release document (e.g., the MRO or DD Form 1348-1A). The initial detail document shall contain DIC AD2. When Country FMS Offer/Release Option Z applies and release instructions have not been received within 15 calendar days of the NOA date, a delay detail document containing DIC AD4 shall be prepared for each initial detail document that accompanied the initial key document.

C6.15.3.3. The FMS reply document (DIC AD5) shall always be used when replying to a mechanized NOA other than DIC ADR. When replying to a DIC ADR NOA key document, the specifying consignment instructions and/or other shipment or delivery instructions shall be provided to the SDDC releasing authority to facilitate provision of a coordinated (export) release to the shipping activity. In replying to mechanized NOA other than DIC ADR, the following rules apply:

C6.15.3.3.1. When shipment release is to be made to the addresses identified by coded entries in the MAPAD, the AD5 document shall contain an R in rp 60.

C6.15.3.3.2. When shipment release instructions are being mailed under separate cover, the AD5 document shall contain an E in rp 60. The shipment release instructions may be communicated by letter, country designated forms, or other appropriate communications; however, such instructions must reach the shipping

activity within 15 days for transactions coded with Country FMS Offer/Release Option Y. Otherwise, the shipment shall be released automatically to the appropriate address contained in the MAPAD. The S/A's implementation of these procedures shall provide for such replies to be transmitted to the activity designated by the Routing Identifier Code (RIC) contained in rp 4-6 of the NOA documents.

C6.15.3.3.3. When a country replies to an NOA and rejects the shipment because the shipment unit contains materiel that will constitute a duplicate shipment, the shipping activity shall withdraw the rejected materiel from the shipment and prepare a new NOA (AD1 and AD2 or ADR and AD2).

C6.15.3.3.4. Shipments from Procurement. RESERVED.

C6.15.3.3.5. Storage or staging charges may accrue when a NOA response (or failure to respond) requires the items to be held for an extended period of time. Any storage costs are charged to the FMS case.

C6.16. RESERVED

C6.17. CONSOLIDATION AND MARKING OF FOREIGN MILITARY SALES SHIPMENTS

C6.17.1. Consolidation. The shipment planning process should recognize and assure compatibility of codes in requisitions and related documents when configuring shipment units. Requisitions with an N or E in rp 62, or 777 in rp 62-64, shall not be held for consolidation, but the NOA requirements remain in effect. To assure compatibility of codes, rp 30-34, rp 45-50, and rp 57-61 must be considered for FMS nonassembly shipments; rp 55 and 56 must be considered in addition to rp 30-34, rp 45-50, and rp 57-61 for FMS assembly shipments; and rp 30-33, rp 35, and rp 57-61 must be considered for Grant Aid.

C6.17.1.1. FMS assembly shipments may be consolidated into containers or shipment units if under the same U.S. Service program manager, recipient country, customer within country, delivery term code, in-country service, offer/release option code, FF code, FMS case, case line number, project codes (if applicable), and priority designator (PD). The criteria for FMS nonassembly shipments are the same as for assembly shipments with the following exception; nonassembly shipments may be consolidated regardless of case line number (CLN).

C6.17.1.2. Grant Aid assembly and nonassembly shipments may be consolidated into containers or shipment units if under the same U.S. Service program manager recipient country, customer within country, type of assistance, project code (if applicable), and PD.

C6.17.1.3. Consolidation shall also be limited by the following conditions:

C6.17.1.3.1. Physical characteristics of items should be compatible with other items in the same shipment unit.

C6.17.1.3.2. Explosives or other dangerous articles shall not be consolidated with other items.

C6.17.1.3.3. Aircraft, missiles, engines, and large (excess dimension) spares or assemblies for any item of equipment subject to special handling or construction, or requiring movement as a single shipment unit shall not be consolidated with other line items.

C6.17.1.3.4. Radioactive or magnetic materiel shall not be consolidated together or with other materiel.

C6.17.1.3.5. When shelf-life items are included in a consolidated shipment, the exterior of the consolidated shipping container shall be marked under the multipack requirements of MIL-STD-129, "Military Standard Marking for Shipment and Storage."

C6.17.2. Address Marking. The manner of designating ship-to and/or mark-for addresses in requisitions is described in paragraph C6.3.2.3. After determining the specific coded entries and their use as a ship-to and/or mark-for address in a given requisition, the corresponding clear-text address for container markings shall be obtained from the MAPAD.

C6.17.3. Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page. All references in this chapter to DD Form 1348-1A and DD Form 1348-2 and its distribution shall by direct association also apply to its continuation page as described in Chapter 5. The continuation page contains encoded information for the automated processing of multiple serialized items in a shipment.

C6.18. RESERVED

C6.19. DOCUMENT DISTRIBUTION

C6.19.1. Military Assistance Program Grant Aid Documents

C6.19.1.1. DD Form 1348-1A. Documentation to accompany shipments shall be two copies of DD Form 1348-1A, Issue Release/Receipt Document. See Figure C6-F1.

C6.19.1.2. DD Form 250. On direct deliveries from vendors, a copy of DD Form 250, Material inspection and Receiving Report, procurement shipping and receiving document, shall be forwarded to the SAO of the country.

C6.19.2. Foreign Military Sales Documents

C6.19.2.1. DD Form 1348-1A. Documentation to accompany shipments shall be two copies of the IRRD. See Figure C6-F1. For shipments requiring an NOA, three copies of DD Form 1348-1A shall accompany the NOA.

C6.20. RESERVED

C6.21. SPECIAL GRANT AID PROCEDURES

C6.21.1. When issues of excess materiel are made in support of reimbursable Grant Aid requisitions, the following actions shall be initiated:

C6.21.1.1. Change signal code to D.

C6.21.1.2. Furnish BN supply status to designated address(es).

C6.21.2. When issues of DoD Defense Working Capital Fund (DWCF) stocks are made in support of reimbursable Grant Aid requisitions, TAC C is currently being used. DWCF activities are billing for those after the fact.

C6.22. RESERVED

C6.23. CANCELLATION OF REQUISITIONS

C6.23.1. The rules governing cancellation of requisitions for Troop Support (see Chapter 2, Paragraph C2.17.; Chapter 3, Paragraph C3.27.; and Chapter 8) shall apply to FMS and Grant Aid except for special procedures herein.

C6.23.2. When individual line items with a Grant Aid program RCN are to be canceled, or FMS cases/programs are to be canceled, the canceling Agency/activity shall submit single-line cancellation requests under the appropriate Service policy.

C6.23.3. FMS/Grant Aid single-line cancellation requests shall be processed under Chapter 3, Paragraph C3.27., except that:

C6.23.3.1. No tracer action shall be initiated for FMS shipments to foreign purchasers that move in commercial transportation channels to commercial freight forwarders and are therefore not available for cancellation after turnover to the carrier, post office, or freight forwarder. Storage activities shall furnish supply sources with shipment status documents (DIC AU_).

C6.23.3.2. Supply sources shall advise the ILCO of contractual agreements that will result in cost conditions if cancellations, diversions, or holding are accomplished. The ILCO decides whether the cancellation, diversion, or hold actions shall be suspended or continued. Decisions to continue cancellations or diversions shall be provided to the supply source by narrative message containing the notation: "Decision for cancellation or diversion by ILCO."

C6.23.4. FMS/Grant Aid mass cancellation requests shall be processed under Chapter 8, except that Security Assistance Program mass cancellation requests shall be submitted with the required codes for identification of one of the following, for which cancellation of all requisitions is requested

C6.23.4.1. U.S. Service code and **SC *Customer Code*** (rp 30-32).

C6.23.4.2. U.S. Service code and **SC *Customer Code*** (rp 30-32) and project code (rp 57-59).

C6.23.4.3. Federal supply classification (FSC) or federal supply group (FSG) when associated with U.S. Service code and country/activity code (rp 30-32).

C6.23.5. Transportation (such as the terminal costs associated with stopping, holding, and returning materiel to depots or storage) and procurement termination costs incident to actual diversion/cancellation of FMS requisitions shall be charged under DoD 7000.14-R, "DoD Financial Management Regulation."

C6.23.6. Grant Aid shipments that meet the criteria for shipment diversion under mass cancellation conditions shall be diverted to the pre-designated storage sites of the canceling Service by the Defense Transportation Service (DTS). Storage sites in receipt of Grant Aid cancellation shipment(s) shall report the receipt(s) to the applicable Service ICP/ILCO and the materiel shall be accounted for as suspended materiel pending receipt of disposition instructions. Service ILCOs shall provide disposition instructions under the provisions of DoD 5105.38-M, "Security Assistance Management Manual" (Part II).

C6.23.7. Navy-sponsored FMS shipments from vendor sources shall be diverted to predesignated Navy storage sites by the DTS. FMS shipments sponsored by the other Services and Navy sponsored shipments from DoD/General Services Administration (GSA) storage activities shall be diverted under Chapter 8, Paragraph C8.5.1.

C6.24. RESERVED

C6.25. RETURN OF DISCREPANT FOREIGN MILITARY SALES MATERIEL

C6.25.1. Discrepancies in FMS shipments are reported on a Supply Discrepancy Report (SDR) (via SF 364, Report of Discrepancy, or equivalent under DLMS), by the receiving FMS customer through the applicable ILCO. The required data entries and procedures for processing SDRs are provided in DLM 4000.25, "DLMS Manual" Volume 2, Chapter 17.

C6.25.2. When it is determined that materiel reported on an SDR is to be returned to U.S. supply systems stocks, the U.S. source of supply shall provide the SDR reply to the applicable ILCO for distribution to the FMS customer. The source of supply or the applicable ILCO shall prepare DD Form 1348-1A to be used to return the materiel. The prepared form shall contain entries shown in Appendix AP3.50. All DLA shipments resulting in an SDR due to a wrong item received shall be returned to a CONUS DLA depot as part of the SDR process.

C6.25.3. The DTS shall be used to return discrepant FMS materiel when appropriate. This can be accomplished in two ways:

C6.25.3.1. If a transshipment point has not been specified and the SAO has the capability/capacity to perform this function, the SAO shall arrange for movement through the DTS.

C6.25.3.2. If a transshipment point has been designated, the transshipment point shall arrange for movement through the DTS.

C6.25.3.3. The transshipment point should be a U.S. Activity located in the FMS country that submitted the SDR and/or be reasonably accessible to the FMS country.

C6.25.3.4. At a minimum, the transshipment point shall provide legible copies of the signed DD Form 1348-1A (evidencing receipt) to the U.S. source of supply identified in rp 67-69, the appropriate CR listed in the MAPAD, and, if requested, to the consignor. The latter two copies may be reproductions of the copy furnished to the source of supply.

C6.25.3.5. Coordination between the U.S. source of supply and the ILCO is required prior to initial designation as transshipment point of an S/A other than that of the source of supply.

C6.25.3.6. When the DTS is not used for return of discrepant FMS materiel, the holding FMS country shall arrange for movement through the CR/FF to the activity designated in Block 3 of DD Form 1348-1A. CONUS inland shipments shall be effected by the use of a collect commercial bill of lading (CBL) convertible to a GBL upon receipt. Reimbursement of transportation charges between the holding FMS country and the CR/FF shall be requested by the CR to the U.S. supply source identified in rp 67-69 of DD Form 1348-1A.

C6.25.3.7. Regardless of the method of transporting return-eligible discrepant FMS materiel, all shipments pursuant to these procedures must be completed within 180 days of the date of document preparation entered in Block 5 of the DD Form 1348-1A.

Figure C6.F1. Distribution of DD Form 1348-1A

DOCUMENT	NO. OF COPIES	DISTRIBUTION
DD Form 1348-1A	Three	Two copies shall accompany all shipments. (One copy must be the first carbon copy.) A minimum of one copy shall be on the outside if not in conflict with other applicable directives. The original shall be retained by the shipper unless an automated capability is available to prove a shipment has been made. When DD Form 1348-1A contains bar coding, one of the two copies to accompany all shipments shall be the original copy.
DD Form 1348-1A	One	Forwarded via priority mail to the activity designated in the MAPAD to receive the document (Type Address Codes 5 and 6; if blank, see Type Address Codes1 and 2, respectively).

C6.26. FMS TRANSPORTATION. FMS transportation guidance may be found in the Security Assistance Management Manual (SAMM), DoD 5105.38M and the DTR 4500.9-R, Part II.

    C6.26.1. FMS detention and demurrage charges are located in the Security SAMM, Chapter 7.

    C6.26.2. FMS document retention requirements are defined in the DTR 4500.9-R, Appendix E, Paragraph Q.

C7. CHAPTER 7

VALIDATION OF MATERIEL OBLIGATION

C7.1. SECTION I - SUPPORT OF UNITED STATES FORCES

C7.1.1. GENERAL

C7.1.1.1. This chapter prescribes policies and procedures for the validation by users of the continuing need for overage requisitioned requirements and for the reconciliation of source of supply materiel/obligation records with the due-in records of requisitioning activities. The purpose, therefore, is twofold: (1) validation of need and (2) reconciliation of records. For ease of reference, these two functions will hereinafter be called materiel obligation validation (MOV).

C7.1.1.2. A materiel obligation is herein defined as that unfilled portion of a requisition (for a stocked or nonstocked item) that is not immediately available for issue but is recorded as a commitment for future issue, either by direct delivery from vendor or back-ordered from stock. This includes both national stock number (NSN) and non-NSN items. Accordingly, MOV shall pertain to those requisitioned items assigned Status Codes BB, BC, BD, BP[1], BV, and BZ as applicable. Requisitions that are to be filled by direct delivery from vendors, Status Codes BV and BZ, are excluded from automatic cancellation of the MOV process,

C7.1.1.3. An MOV request is generated from a source of supply to a requisitioner/control office for a comparison and validation of the continued requirement of outstanding requisitions held as materiel obligations by the source of supply with those carried as due-in by the requisitioner.

C7.1.1.4. An MOV response is a reply by a requisitioner to an MOV request advising the supplier:

C7.1.1.4.1. To hold a materiel obligation until supplied, or

C7.1.1.4.2. To cancel all or a portion of materiel obligation.

C7.1.1.5. An MOV reinstatement request[2] is submitted by a requisitioner to reinstate a previously canceled requisition due to the requisitioner's nonresponse to an MOV request.

C7.1.1.6. A source of supply is herein defined as any Component activity that maintains materiel obligation records and includes, but is not limited to, those activities

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[1] Status Code BP may be deferred for inclusion under logistics system modernization.

[2] Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.

commonly referred to as integrated materiel managers (IMM), inventory control points (ICP), requisition processing points, stock points, and stock control activity (SCA).

C7.1.2. UNDERLINE EXCLUSIONS FROM SECTION I

C7.1.2.1. Foreign military sales (FMS) transactions are excluded from these procedures; however, the Services should reconcile FMS materiel obligation records at the source of supply with those of the activities required to maintain FMS case control. MOV procedures for Grant Aid transactions are contained in Section II of this chapter (Paragraph C7.2.).

C7.1.2.2. Civilian Component activities are excluded unless covered by inter-Component agreements.

C7.1.3. MATERIEL OBLIGATION AGE CRITERIA

C7.1.3.1. Materiel obligations are considered overage and subject to this procedure when:

C7.1.3.1.1. Uniform Materiel Movement and Issue Priority System (UMMIPS) priority designator (PD) 01-08 requisitions have aged to 30 days past the requisition date.

C7.1.3.1.2. UMMIPS PD 09-15 requisitions have aged to 75 days past the requisition date.

C7.1.3.2. Special validations may be ordered without regard to the age of the materiel obligations involved.

C7.1.3.3. The provisions of this procedure also apply to long production lead-time items since requirements for such items may also change as a result of unit/force movements, deactivation, and other population changes. However, only item managers may elect to establish longer intervals for validation of long production lead-time items.

C7.1.4. SCHEDULE FOR CYCLIC VALIDATION OF MATERIEL OBLIGATIONS

C7.1.4.1. The annual schedule of cyclic validations in support of U.S. forces is shown in Table C7.T1.

Table C7.T1. <u>Cyclic Schedule for Materiel Obligation Validation</u>
<u>(excludes Support of Grant Aid)</u>

CYCLE NO.	SOURCE OF SUPPLY CUTOFF TO PREPARE AND FORWARD VALIDATION REQUESTS	MAXIMUM ENDING DATE BY WHICH REQUISITIONER RESPONSES ARE DUE BACK TO SOURCE OF SUPPLY
1	20 JAN	5 MAR
2	20 APR	5 JUN
3	20 JUL	5 SEP
4	20 OCT	5 DEC

C7.1.4.2. The MOV response time for support of U.S. forces is prescribed in Table C7-T1. Deployed units, afloat units, and continental U.S. (CONUS)/0utside the continental U.S. (OCONUS) locations that are unable to acknowledge receipt, or to respond by the prescribed date, may request that DLA Transaction Services temporarily provide responses to MOV requests. The request must be approved by the theater/fleet commander or major command by message to DLA Transaction Services (see Appendix AP1.32). The message shall cite the MOV cycle for which the activity is unable to acknowledge receipt and provide the required MOV response. The Defense Automatic Addressing System (DAAS) shall not generate MOV responses for any subsequent MOV cycle unless a separate message is received.[3]

C7.1.4.3. A consolidated report in the format shown in Appendix AP1.21 shall be submitted quarterly by Component headquarters to the Deputy Assistant Secretary of Defense for Supply Chain Integration (DASD(SCI)). This report shall be submitted within 30 days after close of each validation cycle. This report is assigned Report Control Symbol DD-AT&L(Q)1064. Prior to preparing the report, the source of supply shall review the history file for those transactions in which the quantity response was different from the requested quantity. This review shall determine whether the quantity difference resulted from a shipment or cancellation, or whether the requisitioner actually requested cancellation of the obligation. Only cancellations actually requested by the requisitioner using the MOV response shall be included in the MOV Report.[4] A difference in quantity resulting from any other cause and/or process shall not be reported.

C7.1.4.4. IMMs may initiate special validation requests. For example, the IMM may need to validate requirements for high dollar value, critical items, or for those

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[3] Use of revised MOV temporary suspension procedures for selected Activities last reported as not implemented U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 37.

[4] Requirement to clarify the Material Obligation Validation (MOV) report to reflect only cancellations actually requested by the requisitioner via the MOV response last reported as not implemented by USAF and USMC. Refer to AMCL 33.

NSNs which have the largest number of materiel obligations on record or account for certain percentages of the total materiel obligations. These special validations should be selective in approach and may be made regardless of whether the materiel obligations were previously validated. Critical items are determined by IMMs and are defined as those essential items that are in short supply or expected to be in short supply for an extended period.

C7.1.5. DETERMINATION OF RECIPIENT OF VALIDATION REQUESTS

C7.1.5.1. MOV requests shall be transmitted to the activities determined under the following rules:

C7.1.5.1.1. The activity designated by the media and status (M&S) code (rp 7)unless covered by the exceptions listed below.

C7.1.5.1.2. When the Media and Status (M&S) Code is 0, transmit to the activity designated by an alphabetic character or numeric 6, 7, or 8 in rp 54.[5]

C7.1.5.1.3. When distribution code (rp 54) contains a numeric other than 5, 6, 7, or 8, or is blank, and M&S is 0, transmit requests to the requisitioner (rp 30-35).[6]

C7.1.5.1.4. When Distribution Code 5 is identified, transmit requests to DLA (DoD activity address code (DoDAAC) SL4701) regardless of M&S.[7]

C7.1.5.1.5. When the M&S is F, G, P, or Z, transmit requests to the requisitioner (rp 30-35).

C7.1.6. PREPARATION OF SPECIAL VALIDATION REQUESTS

C7.1.6.1. Each request for a special MOV shall be performed via message. The response to the special request shall also be performed via message. The requirement for use of messages recognizes the fact that these special validations shall normally consist of a limited number of transactions for single requisitioning activities.

C7.1.6.2. The message request shall consist of the document number of the demand that is held as a materiel obligation, the applicable stock or part number, the unfilled quantity, identification of the ship-to address, the current PD, and a reply due date. The established reply due date is always 15 days from the date of the message dispatch. The format of the message request is provided in Appendix AP1.15.

C7.1.6.3. Due to the urgency of demands for critical items, IMMs may determine that supply of current demands should be accommodated from due-in stocks,

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[5] Authorizes use of Distribution Code 6 with Navy Service Codes N, R, and V last reported as not implemented by USMC. Refer to AMCL 38.

[6] Ibid.

[7] Refer to Approved DLMS Change (ADC) 369. Deferred implementation authorized.

against which there are materiel obligations of lesser or equal priorities. In these instances, the IMMs would initiate the special MOV procedures.

C7.1.7. <u>PREPARATION OF CYCLIC VALIDATION REQUESTS</u>

C7.1.7.1. Scheduled MOV requests (Document Identifier Code (DIC) AN1, AN2, or AN3) shall be prepared in the format prescribed in Appendix AP3.26.

C7.1.7.2. Sources of supply shall transmit DIC AN_ documents to DAAS using the Defense Information Systems Network (DISN) (machine-readable format) message system. DAAS shall transmit the requests to the designated recipient, perpetuating the source of supply batch control.

C7.1.7.3. Scheduled MOV requests shall be transmitted not later than five days after the cutoff date under the cover of an MOV control document in the format contained in Appendix AP3.27. The response due dates, as established in the schedule in Tables C7.T1 and C7.T2, are entered in rp 46-49 of the control documents and rp 75-77 of the request documents. The MOV control document includes a provision whereby the recipient shall acknowledge receipt of such request documents. The MOV control document shall be produced for DIC AN_ and forwarded to the source of supply. The source of supply shall use the DIC ANX to control and record receipt acknowledgments. Use the format shown in Appendix AP3.28 to prepare the receipt confirmation document for MOV.

C7.1.7.4. DAAS shall use any of the automated communications networks to provide DIC AN_ requests to recipients based on their various capabilities. DAAS shall maintain a history record of all DIC AN_ requests that are processed for each MOV cycle.[8]

C7.1.7.5. When preparing MOV batches for transmission, no more than 494 DIC AN_ transactions shall be included in a single message. Each batch shall have its own MOV control document (DIC AN9/ANZ). If a single batch exceeds 493 detail requests (DICs AN1, AN2, and AN3), additional messages are required, with a separate control document for each partial batch in a different message. For example, if 950 detail requests are to be sent to the same recipient, the first message shall include only 493 detail requests (DICs AN1, AN2, and AN3) and a control document; the second message shall include the remaining 457 detail requests and another control document. (This limitation allows for a message header and trailer, and sufficient capacity for DAAS to conform with legacy system requirements using a maximum limit of 500 documents in a single message when rejecting an erroneous MOV message to the transmitting activity.)

C7.1.7.6. When transmitting via modern automated communications networks and based on the capability of the recipient's capability to receive, there is no maximum limit as to the number of AN_ documents forwarded in a single transmission.

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[8] Use of revised MOV temporary suspension procedures for selected Activities last reported as not implemented by U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 37.

However, each transmission must contain a separate MOV control document (DIC AN9) and include the in-the-clear address of the source of supply for each separate group and/or quantity of AN_ requests that are sent to the same activity for validation. When two or more transmissions are sent to the same activity, enter distinct batch control numbers (rp 7-10) in the AN9 documents.

C7.1.7.7. Sources of supply shall establish records by batch control number (rp 7-10) for each validation cycle. This will permit follow-up, as necessary, when customer receipt of a particular batch number is not acknowledged.

C7.1.8. ACKNOWLEDGMENT OF RECEIPT OF CYCLIC VALIDATION REQUESTS

C7.1.8.1. Requisitioning activities in receipt of scheduled validation request documents intended for other recipients shall forward the documents by the most expeditious means to the intended recipients when known; otherwise, the documents shall be returned immediately to the submitting source of supply.

C7.1.8.2. The recipient of scheduled requests by mail shall acknowledge receipt of the request documents by annotating DIC AP9 and the receipt date in the prescribed block of the MOV control document(s) and returning the control document(s) to the activity from which it was received. The in-the-clear address of the source of supply shall be preprinted on the control document. Such acknowledgment shall be accomplished immediately upon receipt of the request documents. When MOV request documents are received via message, they should be checked with the control document for a complete count. If the count is correct, acknowledge receipt of the batch by returning the control document(s) utilizing DIC AP9 and including the date in rp 41-44 that the batch was received. This acknowledgment shall be returned by message whenever possible, regardless of receipt by mail or message. Acknowledge receipt (DIC AP9) as each batch of AN_ documents is received. Acknowledgment (DIC AP9) shall not be delayed until all batches (if two or more) are received. Prompt acknowledgment of each batch, as received, will preclude unnecessary source of supply follow-up (DIC ANZ) and transmission of duplicate DIC AN_ documents.

C7.1.8.3. Receiving activities which do not receive the total number of documents indicated in the MOV control document shall take one of the following actions:

C7.1.8.3.1. If the DISN message system is utilized, the DIC of the MOV control document shall be changed to APX and returned to DAAS or the source of supply.

C7.1.8.3.2. If mail is utilized, the DIC of the control document shall be crossed out, DIC APX annotated, and returned to the source of supply. The phrase, "All MOV requests not received; resubmit" may be added to the document if desired. All APX documents shall be construed as, or serve notice that, the source of supply should retransmit that specific batch.

C7.1.8.4. Responses to validation requests need not be batched.

C7.1.8.5. DAAS MOV response procedures for activities prescribed in Paragraph C7.1.4.2. are contained in Paragraph C7.1.11.[9]

C7.1.9. <u>FOLLOW-UP ON UNACKNOWLEDGED CYCLIC VALIDATION REQUESTS</u>

C7.1.9.1. Sources of supply shall initiate follow-up action on scheduled validation when no acknowledgment of the request documents is received. The follow-up shall be in the MOV control document format (Appendix AP3.27) utilizing DIC ANZ. The follow-up shall be accompanied by duplicates of the original detail request documents and shall be transmitted 30 days from the cutoff date of the validation requests. If no acknowledgment of the follow-up is received and no response is received by the response due date, the affected materiel obligations (except for fleet units) shall be canceled.

C7.1.9.2. When acknowledgment of receipt of requests is not received from fleet units (ships and squadrons as indicated by the in-the-clear activity address), a duplicate of the follow-up MOV control document(s) (DIC ANZ) shall also be furnished to the appropriate fleet type commander, the activity indicated by the entry in rp 54.

C7.1.10. <u>PERFORMANCE OF THE VALIDATION AND RECONCILIATION</u>

C7.1.10.1. It is mandatory that the recipient of validation requests (either scheduled or special) conduct an item-by-item review with the user to determine continued need for each item, the quantity involved, and the PD of the requirement. A perfunctory review, or a routine response that all materiel obligations are still required, is a waste of time and effort on the part of all activities. Such cursory reviews do not improve supply support. Items that are identified in the requests but are not contained on the records of the recipient of the request shall also be furnished to the user for validation. Items that are contained on the records of recipients of the validation requests and which meet the overage criteria but are not covered by a request shall likewise be validated with the user.

C7.1.10.2. The recipient of validation requests shall match the items recorded as materiel obligations at the source of supply with the records of unfilled demands to determine the validity of the materiel obligation and take action to bring the two records into agreement.

C7.1.10.3. Requisitioning activities may request status of any items that are outstanding to the requisitioner, having met the age criteria, and not included with the scheduled validation requests. When such status is desired, the requisitioning activity shall furnish the source of supply with the normal follow-up transaction in the DIC AF_ or AT_ series.

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[9] Use of revised MOV temporary suspension procedures for selected Activities last reported as not implemented by U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 37

C7.1.11. <u>RESPONSES TO MATERIEL OBLIGATION VALIDATION REQUESTS</u>

C7.1.11.1. Responses to special validation requests shall be accomplished by message in the format shown in Appendix AP1.16. The message responses shall contain the document number of the demand as contained in the validation request message, the stock or part number, the valid PD, and the quantity required for continuation as a materiel obligation. The message response shall also contain any quantities of materiel received by requisitioning activities prior to preparation of the response. The response will serve to advise whether obligations should be canceled or requirements still exist (and the item should be continued as a materiel obligation). The message responses to the special validation requests shall be accomplished in time to meet the "request reply by" date as contained in the validation request message.

C7.1.11.2 Upon completion of an MOV, as required by receipt of scheduled validation request transactions, a DIC AP_ response (format shown in Appendix AP3.29) for each DIC AN_ request transaction (or requisition on the listing) shall be furnished to the source of supply that submitted the requests. Components have the option to allow their activities to use the DIC AP8 transaction (Appendix AP3.54) to respond to MOV requests that have been verified as valid and the quantity field remains unchanged. The DIC AP8 transaction shall not be generated until all changes relating to the applicable MOV cycle have been made.[10] Responses shall be submitted to the source of supply by the reply due date shown in the request transactions. The requisitioners shall indicate the action to be taken on each scheduled MOV request as follows:

C7.1.11.2.1. The quantity field of the DIC AP_ response document shall indicate the quantity still required. If total cancellation is desired, the quantity field shall be zero filled.

C7.1.11.2.2. Whenever a requirement is to be retained as a materiel obligation and the PD or required delivery date (RDD)/required delivery period (RDP)[11] changes due to reassessment of requirements, a requisition modifier (DIC AM_) shall be prepared to reflect the revised PD/RDD/RDP. The requisition modifier in this instance shall be prepared by originating activities completing all prescribed data element entries for requisitions and reflecting the upgraded or downgraded PD/RDD/RDP.

C7.1.11.3. Transmittal of DIC AP_ responses shall be as follows:

C7.1.11.3.1. DIC AP_ responses shall be transmitted via message whenever the validating activity has access to the DISN message system.

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[10] Use of revised MOV temporary suspension procedures for selected Activities last reported as not implemented by U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 37

[11] Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

C7.1.11.3.2. An MOV control document is not required with DIC AP_ responses returned by mail or message. DIC AP_ responses shall be transmitted as individual transactions or small batches and as early as practical after validation. Accumulation of DIC AP_ transactions for large or one-time transmission is not required and is to be discouraged. Prompt transmission of DIC AP_ transactions will preclude shipment/release of items no longer needed.

C7.1.11.3.3. Validating activities without the capability to produce machine-readable messages may respond to scheduled validation requests by returning all requests under a letter of transmittal to the source of supply. In these instances, the letters of transmittal shall indicate those items required to be continued as materiel obligations and the validated PD, or those items required to be canceled. Alternatively, the DIC AP_ transactions shall be annotated and returned in two batches; one containing those items to be continued and the other for those items for cancellation.

C7.1.11.3.4. Fleet units mailing responses to CONUS sources of supply shall report such mailing by message to the source of supply if transactions are mailed less than 20 days before the reply due date contained in the scheduled validation request.

C7.1.11.4. DAAS shall utilize the DIC AP8 transaction (Appendix AP3.54) to provide responses to the DIC AN_ transactions received for activities using the procedure outlined in Paragraph C7.1.4.2. In addition, DAAS shall generate DIC AP9 transactions (Receipt confirmation for MOV requests) for these same activities.[12]

C7.1.11.5. DAAS shall provide appropriate DIC AP_ responses to the respective source of supply for each DIC AP8 transaction received. DAAS shall process the DIC AP8 no earlier than seven days after receipt, but no later than the last day of the cycle.[13]

C7.1.11.6. DAAS shall utilize the DIC AN_ history file to generate appropriate DIC AP_ responses for the activity identified in the DIC AP8 transaction.[14]

C7.1.11.7. Requisitioning activities in receipt of confirmed cancellations (Status Code BS) as a result of the MOV program may request reinstatement[15] of their canceled requisitions for a period not to exceed 60 days following the transaction date (rp 62-64) of the BS cancellation. Reinstatement of canceled requisitions shall be accomplished online; off-line reinstatement requests shall not be honored. When reinstatement is required, the requisitioner shall furnish the source of supply a DIC APR

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[12] Use of revised MOV temporary suspension procedures for selected Activities last reported as not implemented by and U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 37.

[13] Ibid.

[14] Ibid.

[15] Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.

transaction, MOV Reinstatement Request, for the quantity required, in the format shown in Appendix AP3.51. The reinstated quantity may be equal to or less than the canceled quantity. The reinstated quantity shall not exceed the canceled quantity.

C7.1.12. SOURCE OF SUPPLY CANCELLATION OF MATERIEL OBLIGATIONS

C7.1.12.1. When performing cancellations resulting from MOV procedures, sources of supply shall initiate efforts to stop storage and transportation actions under Chapter 3.

C7.1.12.2. Sources of supply shall cancel materiel obligations:

C7.1.12.2.1. When no reply to a special validation message request has been received by the reply due date.

C7.1.12.2.2. When the requisitioner has not acknowledged receipt of the scheduled validation requests (or the fleet unit/type commander has not requested temporary suspension of cancellation actions pending final response) and no DIC AP_ responses are received by the response due date.

C7.1.12.2.3. When receipt of validation requests has been acknowledged but no DIC AP_ response has been received relative to specific items submitted for validation. In these instances, receipt of a follow-up during the validation cycle shall not preclude cancellation action.

C7.1.12.2.4. Upon receipt of cancellation requests from requisitioning activities. When there is no record of the item as a materiel obligation, the validation response shall be matched with the requisition history file (RHF) to determine the current status of the item. If the item is in an inprocess state, effective action must be taken to stop the flow of unneeded materiel. All sources of supply shall strive to attain the DoD objective of taking all feasible action to preclude shipment from the storage activity, the port of embarkation, or the vendor (in the instance of purchase actions). Based on action taken, the requisitioning activity shall be provided with appropriate supply or shipment status.

C7.1.12.3. The source of supply shall furnish BR or BS supply status to the activities for which validation requests were submitted, as appropriate, for each item canceled as a result of the validation actions.

C7.1.12.4. Sources of supply in receipt of scheduled validation responses intended for other sources of supply shall immediately forward these transactions via priority mail to the activity designated by the routing identifier code (RIC).

C7.1.12.5. Sources of supply may contact requisitioning activities to determine desired actions applicable to erroneous transactions, if time permits. Should time not permit for the source of supply to contact the requisitioning activities, the items concerned with the erroneous transactions shall be retained as a materiel obligation, until clarification is obtained.

C7.1.12.6. The Component of the activity initiating a cancellation request or failing to respond to DIC AN_ validation requests shall be charged with (1) transportation costs for returning the materiel to the storage activity and (2) procurement and termination costs when it is determined that termination is in the best interest of the Government. Specific instructions concerning materiel transportation charges and credit allowances are contained in DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," Vol 11B.

C7.1.13. MATERIEL OBLIGATION REINSTATEMENT[16]

C7.1.13.1. The source of supply shall reinstate supply action on requisition(s) for which a DIC APR transaction has been received if the requisition was canceled with Status Code BS within the last 60 days. Reinstatement of the requisition shall be for the quantity in the DIC APR transaction that may be equal to or less than the original canceled quantity. If the reinstatement quantity of the DIC APR transaction is greater than the quantity canceled in the DIC AE_ transaction, Status Code BS, only the quantity in the DIC AE_ transaction, Status Code BS, shall be reinstated. Only the quantity exceeding the BS quantity shall be rejected. The DIC APR transaction should be prepared using the DIC AE_ transaction (Status Code BS) as a basis to ensure that the correct suffix code is included. The advice code from the original requisition must be perpetuated in the DIC APR transaction or the advice code shall be treated as blank. DIC APR transactions shall be rejected using DIC AE_ (Status Codes DK, DL, and DM) for the following reasons:

C7.1.13.1.1. Received over 60 days after the DIC AE_ (Status Code BS) transaction date.

C7.1.13.1.2. No record of a DIC AE_ transaction (Status Code BS).

C7.1.13.1.3. Requests for reinstatement of a quantity larger than that which was canceled. The canceled quantity is shown in rp 25-29.

C7.1.13.2. When the DIC APR transaction is received by the source of supply, the latest supply status shall be furnished the status eligible recipients.

C7.2. SECTION II – FOREIGN MILITARY SALES AND GRANT AID

C7.2.1. GENERAL. This part prescribes policies and procedures for the validation of ICP materiel obligation records with the records of Service International Logistics Control Office) (ILCO) maintaining Security Assistance Organization (SAO) program control and for the validation of the continuing need at the Grant Aid country level for overage demands. The purpose is twofold: (1) the reconciliation of records, and (2) the validation of need.

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[16] Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.

C7.2.2. SCHEDULE FOR CYCLIC VALIDATION OF MATERIEL OBLIGATIONS.
The annual schedule of cyclic validation in support of FMS and Grant Aid materiel
obligations is shown in Figure C7.T2.

Table C7.T2. Cyclic Schedule for Materiel Obligation Validation
in Support of FMS and Grant Aid

CYCLE NO.	SOURCE OF SUPPLY CUTOFF TO PREPARE AND FORWARD VALIDATION REQUESTS	MAXIMUM ENDING DATE BY WHICH REQUISITIONER RESPONSES ARE DUE BACK TO SOURCE OF SUPPLY
1	31 JAN	31 MAY
2	31 JUL	30 NOV

C7.2.3. FMS AND GRANT AID MATERIEL OBLIGATION VALIDATION
REQUEST ACTION

C7.2.3.1. Sources of supply shall provide the ILCO with validation requests
applicable to aged materiel obligations for Grant Aid requirements. The validation
requests shall be provided to the ILCO by the sources of supply using schedules for
validating aged Grant Aid materiel obligations established by the Under Secretary of
Defense (USD) (Acquisition, Technology and Logistics (AT&L).

C7.2.3.2. Materiel obligations are defined as that portion of the requisitioned
quantity that is not immediately available for issue to the requisitioners and/or is
recorded as a commitment for future issue of stocked items. This includes
commitments for direct delivery from vendors. The validation requests shall be
produced from the source of supply records of materiel obligations for which the
requisition document number dates are aged to 180 days or more at the time of the
established validation cutoff. Materiel obligations selected for validation, having met the
aforementioned age criterion, shall be those that are assigned Supply Status Codes BB,
BC, BD, and BV. The quantities shown on the validation requests shall reflect the
unfilled quantities only of the indicated items that are maintained as materiel obligations
at the sources of supply. The validation requests shall be prepared under the format
contained in Appendix AP3.26.

C7.2.3.3. Service implementation of these procedures shall specify whether
the listing of validation requests shall or shall not be furnished to the ILCO of that
Service with the documents. Each Service desiring that its ILCO receive listings with
the validation requests shall so advise the supplying Component headquarters.

C7.2.3.4. The machine listings, when required, shall be prepared in
sequence by Service (rp 30), *SC Customer Code*, and document number, major or
minor, and reflect subtotal document count by *SC Customer Code* (rp 31-32) and
grand total for the listing. The validation requests, with listing when desired, shall be

sent by priority mail to the ILCO designated in rp 54 of the original requisition. However, sources of supply may elect to forward the requests and listings by routine mail, in lieu of priority mail, in instances where the ILCO is geographically close to the source of supply. Scheduled MOV validation requests shall be transmitted not later than 10 days after the established cutoff date. Transmission shall be by the DISN message system when feasible, under the procedure specified in Section I, Paragraph C7.1.8.

C7.2.3.5. The source of supply shall follow up on the appropriate ILCO when no acknowledgment of the validation request is received. The follow-up, in the format shown in Appendix AP1.18 and including a reproduction of the original request document, shall be mailed 30 days from the cutoff date of the validation request.

C7.2.4. ACKNOWLEDGMENT OF A VALIDATION REQUEST BY THE INTERNATIONAL LOGISTICS CONTROL OFFICE

C7.2.4.1. An ILCO in receipt of validation requests intended for another ILCO shall forward the transactions by priority mail to the intended ILCO when known; otherwise, return them immediately to the submitting source of supply .

C7.2.4.2. The ILCO shall acknowledge receipt of the MOV requests by entering the receipt date in the prescribed block of the transmittal letter with appropriate signature of the recipient and returning the letter to the activity from which it was received. Such acknowledgment shall be accomplished immediately upon receipt of the validation requests.

C7.2.4.3. An ILCO not receiving listings and which does not receive the total number of transactions indicated as having been transmitted by letters of transmittal, should include the document numbers of the actually received transactions with their acknowledgments of validation requests. In these instances, the source of supply shall be required to identify the transactions that were not received and transmit them to the ILCO under a letter of transmittal.

C7.2.4.4. An ILCO receiving listings with the validation requests and not in receipt of all transactions indicated on the listings shall prepare a validation request for each entry on the listings for which a validation request was not received.

C7.2.5. ACCOMPLISHING MATERIEL OBLIGATION VALIDATION BY THE ARMY AND AIR FORCE INTERNATIONAL LOGISTICS CONTROL OFFICES

C7.2.5.1. The ILCO receiving the validation requests shall match the items indicated as being on record at the source of supply with its records of unfilled demands and provide the SAOs with validation requests that represent quantities/items:

C7.2.5.1.1. In the validation requests received from the source of supply. (The ILCO shall not attempt to adjust differences between the ILCO record and the source of supply record.)

C7.2.5.1.2. On the ILCO record, having reached the validation age criterion and not included with validation requests furnished by the source of supply. (Service implementation of these procedures shall contain the provisions whether the SAOs shall be provided with validation requests and/or listings.) The ILCO records shall be adjusted based upon the responses received from the SAOs.

C7.2.5.2. Components may elect to have their ILCO enter the program originator code in rp 7 of DIC AN_ requests transmitted to SAOs for validation. Entry of this code shall enable the SAO to determine the specific section to which the requests are to be directed. In these instances, the codes shown in Table C7.T3 apply.

Table C7.T3. Program Originators

CODE	PROGRAM ORIGINATOR
B	SAO (Army)
P	SAO (Navy)
D	SAO (Air Force)
K	SAO (Marine Corps)
(These codes shall not be perpetuated in the DIC AP_ responses transmitted to the source of supply.)	

C7.2.5.3. The validation requests and/or listings shall be sent by priority mail to the appropriate SAO not later than 45 days after the scheduled cutoff date. The time between the cutoff date and the 45 days for mailing the requests to the SAOs is the time allowed for:

C7.2.5.3.1. Transmission of the requests from the source of supply to the ILCO.

C7.2.5.3.2. The ILCO establishment of suspense records of the source of supply request quantities and preparation of validation request documentation for transmission to the SAOs. The transactions shall be transmitted to the SAO under cover of the validation request transmittal letter contained in Appendix AP1.19. The transmittal letter should include provisions whereby the recipient shall acknowledge receipt of the transaction and return annotations to arrive at the ILCO within 90 days after the cutoff for validation.

C7.2.5.4. The ILCO shall follow up on the appropriate SAO when no acknowledgment of the requests is received. The follow-up shall use the format shown in Appendix AP1.20, include a reproduction of the original requests, and be sent by priority mail 65 days from the cutoff date of the validation requests.

C7.2.6. <u>MATERIEL OBLIGATION VALIDATION BY THE NAVY INTERNATIONAL LOGISTICS CONTROL OFFICE</u>

C7.2.6.1. The NAVILCO shall match the items indicated as being on record at the source of supply with its records of unfilled demands and effect a file reconciliation. The NAVILCO shall prepare responses (DIC AP_) using the format contained in Appendix AP3.29 for each reconciliation request transaction received from the source of supply. The responses shall be transmitted to the source of supply having submitted the validation requests. The response will serve to advise the source of supply as to whether the items should be canceled or requirements still exist and the items should be continued as materiel obligations. Responses to validation requests shall be furnished to sources of supply by 15 March for the first cycle and 15 September for the second cycle.

C7.2.6.2. The quantity field of the DIC AP_ response shall indicate the quantity still required. If total cancellation is desired, the quantity field shall be zero filled.

C7.2.6.3. A follow-up in either the DIC AT_ or AF_ series shall be submitted for items outstanding on NAVILCO records for which no DIC AN_ request was received from the source of supply.

C7.2.7. <u>NAVY INTERNATIONAL LOGISTICS CONTROL OFFICE INITIATION OF RECONCILIATION/VALIDATION WITH SECURITY ASSISTANCE ORGANIZATIONS</u>

C7.2.7.1. Annually, on 16 September, the NAVILCO shall prepare reconciliation requests representing unfilled requisitions with dates of 31 July or earlier in the format of Appendix AP3.26.

C7.2.7.2. The NAVILCO shall enter the program originator code in rp 7 of DIC AN_ reconciliation requests transmitted to SAOs for validation. This code will enable the SAO to determine the specific section to which the requests are to be directed. In these instances, the codes shown in paragraph C7.2.5. above are applicable.

C7.2.7.3. The validation requests and/or listings shall be sent by priority mail to the appropriate SAO not later than 26 September. The transactions shall be transmitted to the SAO under cover of the validation request transmittal letter contained in Appendix AP1.19. The transmittal letter includes provisions whereby the recipient shall acknowledge receipt of the document(s) and return annotations by 31 October.

C7.2.7.4. The ILCO shall follow up on the appropriate SAO when no acknowledgment of the reconciliation requests is received. The follow-up, in the format shown in Appendix AP1.20 and including a reproduction of the original requests, shall be sent by priority mail on 10 October.

C7.2.8. <u>ACKNOWLEDGMENT OF LISTINGS/REQUESTS BY SECURITY ASSISTANCE ORGANIZATIONS</u>

C7.2.8.1. SAOs in receipt of validation requests intended for other recipients shall forward the requests by priority mail to the intended recipients when known; otherwise, the requests shall be returned immediately to the submitting ILCO.

C7.2.8.2. The SAOs shall acknowledge receipt of the requests by entering the receipt date in the prescribed block of the transmittal letter, with appropriate signature of the recipient, and returning the letter to the ILCO from which it was received. Such acknowledgment shall be effected immediately upon receipt of the validation requests.

C7.2.9 <u>VALIDATION OF REQUIREMENTS BY THE SECURITY ASSISTANCE ORGANIZATIONS</u>

C7.2.9.1. The SAOs receiving the validation requests/listings shall determine whether requirements for the items and quantities still exist. The SAOs shall also determine whether requirements exist for items/quantities having reached the age criteria and not included with the validation requests. Once the validation of requirements is completed, the SAOs shall adjust their records to reflect the need of the country for the items/quantities.

C7.2.9.2. SAOs shall request status of any outstanding items that have met the age criteria and are not included in the materiel obligation validation requests. When such status is required, the SAO shall send a DIC AF1 follow-up to the appropriate ILCO.

C7.2.9.3. The SAO shall annotate a copy of the listing or each DIC AN_ validation request, as appropriate, to indicate:

C7.2.9.3.1. The required quantity of each item (if DIC AN_ requests are used, entry shall be made in Data Block 8), and

C7.2.9.3.2. The received quantity of the item "to date," if any (if DIC AN_ requests are used, entry shall be made in Block U of the remarks block).

C7.2.9.4. SAOs shall send annotations to the appropriate ILCO by priority mail. For United States Army Security Assistance Command (USASAC) and Air Force Logistics Command (AFLC), these annotations must be forwarded to arrive no later than the date specified in the latter of transmittals, which is 35 days prior to the response due date contained in rp 75-77 of the request transactions. For NAVILCO, these annotations must arrive no later than 31 October.

C7.2.10. RESPONSE TO MATERIEL OBLIGATION VALIDATION REQUESTS BY THE ARMY AND AIR FORCE INTERNATIONAL LOGISTICS CONTROL OFFICES

C7.2.10.1. Upon receipt of the responses from the SAOs, the ILCO shall adjust its records to agree with country requirements indicated by the responses. The ILCO shall then prepare responses (DIC AP_) using the Appendix AP3.29 format for each reconciliation request transaction received from the source of supply. The responses shall be transmitted to the source of supply having submitted the validation requests. The response will serve to advise the source of supply as to whether the items should be canceled or requirements still exist and the items should be continued as materiel obligations. Responses to validation requests are required to be furnished to the source of supply by the reply due date contained in rp 75-77 of the validation requests. The reply due date shall be established as the 125th day following the cutoff date for validation. The cutoff date shall be entered in rp 71-73 of the validation requests.

C7.2.10.2. The quantity field of the DIC AP_ response shall indicate the quantity still required and the advice code field shall be zero filled. If total cancellation is desired, the quantity field shall be zero filled.

C7.2.10.3. A follow-up, either in the DIC AT_ or AF_ series, shall be submitted for items outstanding on the ILCO records, indicated as required by the SAO, and for which no DIC AN_ request was received from the source of supply.

C7.2.11. NAVY INTERNATIONAL LOGISTICS CONTROL OFFICE ACTION ON SECURITY ASSISTANCE ORGANIZATION RESPONSES

C7.2.11.1. Upon receipt of the response from the SAOs, NAVILCO shall adjust its records to agree with country requirements indicated by the responses. Cancellation requests shall be submitted to the source of supply on those unshipped lines for which the SAO indicated a reduced quantity requirement. Action shall be initiated to resolve unreconciled lines for which the SAO indicated a requirement. NAVILCO shall provide appropriate supply and shipment status to the SAOs.

C7.2.11.2. By 30 November, the cancellation requests, prepared in the format contained in Appendix AP3.7, shall be transmitted to the last known source processing the corresponding requisition.

C7.2.11.3. NAVILCO shall maintain a record of confirmed cancellations received in response to cancellation requests submitted as a result of reduced quantity requirements indicated by SAOs.

C7.2.11.4. NAVILCO shall prepare a report of the number of lines reconciled with the SAO, the number and value of SAO requested quantity reductions, and the number and value of confirmations received as of 31 December. Two copies of the report shall be submitted to the appropriate Service headquarters for review and submission to the Office of the Assistant Secretary of Defense (OASD).

C7.2.12. INTERNATIONAL LOGISTICS CONTROL OFFICE CANCELLATION OF MATERIEL OBLIGATIONS

C7.2.12.1. The source of supply shall cancel materiel obligation items upon receipt of cancellation requests or indication of need for lesser quantities from the ILCO. (When there is no record of the item, at time of receipt of validation responses, the responses shall be matched with the requisition history file to determine the latest status of the item or action taken to accomplish cancellation action and provide the ILCO with supply or shipment status as appropriate.) In the event procurement, rebuild, or other expense has been incurred and must be billed to Grant Aid for an individual item being canceled, the supplying S/A shall take action under DoD 5105.38-M, Part II, Chapter H.

C7.2.12.2. The source of supply shall furnish the ILCO for each validation request submitted a supply status transaction containing Status Code BR for each item and/or quantity canceled as a result of validation actions. The ILCO should not consider any quantity canceled until confirming BR status is received.

C7.2.12.3. The source of supply shall not automatically cancel items for which materiel obligations were established when no DIC AP_ response has been received relative to specific items/requests submitted for validation.

AP1. APPENDIX 1

FORMS/MESSAGE FORMATS INDEX

Number	Title
AP1.	FORMS/MESSAGE FORMATS INDEX
AP1.1.	FORMS/MESSAGE FORMATS INTRODUCTION
AP1.2.	DD FORM 1348, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)
AP1.3.	DD FORM 1348M, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
AP1.4.	DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT
AP1.5.	STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT
AP1.6.	DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)
AP1.7.	GSA FORM 10050, SUPPLY/SHIPMENT STATUS
AP1.8.	MILSTRIP MESSAGE REQUISITION
AP1.9.	MILSTRIP MESSAGE FOLLOW-UP
AP1.10.	MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST
AP1.11.	ABBREVIATED MILSTRIP MESSAGE SUPPLY STATUS
AP1.12.	ABBREVIATED MILSTRIP MESSAGE SHIPMENT STATUS
AP1.13.	MILSTRIP PART NUMBER/NON-NSN MESSAGE REQUISITION
AP1.14.	RESERVED
AP1.15.	MESSAGE REQUEST FOR SPECIAL MATERIEL OBLIGATION VALIDATION
AP1.16.	MESSAGE REPLY TO SPECIAL MATERIEL OBLIGATION VALIDATION REQUEST
AP1.17.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP1.18.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP1.19.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP1.20.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP1.21.	REPORT OF VALIDATION OF MATERIEL OBLIGATIONS

Number	Title
AP1.22.	ABBREVIATED MESSAGE ASSET REPORT, ETC. (MATERIEL RETURNS PROGRAM)
AP1.23.	MASS OR UNIVERSAL CANCELLATION MESSAGE
AP1.24.	DEFENSE LOGISTICS MANAGEMENT SYSTEM/LEGACY MILSTRIP REVISION IMPLEMENTATION REPORT
AP1.25.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING
AP1.26.	RESERVED
AP1.27.	ISSUE RELEASE/RECEIPT DOCUMENT PREPRINTED FORM WITHOUT LOGMARS BAR CODING DATA
AP1.28.	RESERVED
AP1.29.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING FOREIGN MILITARY SALES
AP1.30.	RESERVED
AP1.31.	ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL
AP1.32.	MESSAGE REQUEST FORM DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE
AP1.33.	QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT
AP1.34.	UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT REPORT
AP1.35.	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A) WITH CODE 39 (THREE OF NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL *(2D) BAR CODE*
AP1.36	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE

AP1.1. APPENDIX 1.1

FORMS/MESSAGE FORMATS
(INTRODUCTION)

AP 1.1.1. Requisitions may be transmitted using the CJCSI 5721.01E, The Defense Message System[1] and Associated Legacy Message Processing Systems, requirements. DLM 4000.25-1, Chapter C1, paragraph C1.7., describes methods used to transmit and receive requisition and requisition-related transactions. In addition, the specific forms and message formats[2] prescribed for use under MILSTRIP are described below.

AP1.1.2. <u>MILSTRIP Message Requisition (AP1.8.) and Abbreviated MILSTRIP Message Supply Status (AP1.11)</u>

AP1.1.2.1. The first line in the body of the message shall contain the words "MILSTRIP REQUISITION." Thereafter, each requisition shall be numbered, commencing with number 1, and the first 66 positions of data (except for dividing slashes (/)) shall be inserted. The basic requisition shall consist of 18 separated field-lengths of data.

AP1.1.2.2. Below is a sample message requisition segmented and explained.

AP1.1.2.2.1. <u>First Line</u>: A0E/(DIC); XYS/(RIC); S/(M&S); 1224005123456/(stock or part number); EA/(unit of issue); 00015(quantity); ZY1234/(requisitioner); 1150/(ordinal date); 0112/(serial number); R/(demand); BLNK/(SUPADD); A/(signal).[3]

AP1.1.2.2.2. <u>Second Line</u>: 19/(fund); 089/(distribution); BLNK/(project); 03/(PD); 154 (RDD); 2B/(advice).[4]

AP1.1.2.3. Part number requisitions converted to message format are illustrated in AP1.13.

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[1]CJCS Directives Home Page – http://www.dtic.mil/cjcs_directives/

[2]Narrative messages shall only be used on an exception basis. When used, each transmission shall be limited to a maximum of seven transactions or the contents of a single page, whichever is greater. See chapter C1, paragraph C1.7.2.3., to obtain additional information regarding the use of narrative messages.

[3]When an element of data is not available, the field shall be recognized and entered as "BLNK."

[4]Ibid.

AP1.1.3. <u>MILSTRIP Message Follow-Up (AP1.9.)</u>.

AP1.1.3.1. Follow-up on requisitions may be transmitted electronically in the form of a formatted message or a narrative message when requesting status and improved estimated shipping date (ESD), under chapter 2.

AP1.1.3.2. The first line in the body of the message shall contain the words "MILSTRIP FOLLOW-UPS." When requesting normal status, DICs AF1, AF2, and AF3 apply. When requesting an improved ESD, DIC AFC applies. Exception data, and additional wording shall be omitted unless DIC AT_ is used. The DIC dictates action to be taken by the supply source, under chapter C3, and added comments or requests are not applicable since the narrative message is no more than one of the media of communications for submitting follow-ups.

AP1.1.3.3. Below is a sample narrative follow-up message segmented and explained:

AP1.1.3.3.1. <u>First Line</u>: AT5/(DIC); S/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity); XTZ456/(requisitioner); 1250/(ordinal date); 0111/(serial number); R/(demand); BLNK/(SUPADD).[5]

AP1.1.3.3.2. <u>Second Line</u>: 12/(fund code); 089/(distribution code); BLNK/(project code); 02/(PD); 154/(RDD); 2B/(advice).[6]

AP1.1.4. <u>Request for Supply Assistance</u>. Requests for Supply Assistance are described under chapter C2 and illustrated in AP1.10. Paragraphs AP1.3.2 and AP1.3.3., above, also apply, except DIC AFC shall always be used. This shall ensure manual review and reply using chapters C3 and C4.

AP1.1.5. <u>Message Cancellation</u>

AP1.1.5.1. Cancellation of a requisition may be transmitted electronically in the form of a narrative message[7] under chapters C1 and C2.

AP1.1.5.2. The first line is the body of the message shall contain the words "MILSTRIP CANCELLATION." Exception data, remarks, and additional verbiage shall be omitted.

AP1.1.5.2.1. <u>First Line</u>: AC1/(DIC); FMI/(R); 2/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity);

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[5]Ibid.

[6]Ibid.

[7] Narrative messages shall only be used on an exception basis. When used, each transmission shall be limited to a maximum of seven transactions or the contents of a single page, whichever is greater. See chapter C1, paragraph C1.7.2.3., to obtain additional information regarding the use of narrative messages.

FB2300/(requisitioner); 6265/(ordinal date); 0111/(serial number); R/)demand code); BLNK/(SUPADD); A/(signal).[8]

AP1.1.5.2.2. <u>Second Line</u>: 12/(fund); 089/(distribution); BLNK/(project); 02/(PD); 354/(RDD); BLNK/(advice).[9]

AP1.1.6. <u>Abbreviated Message Documents (AP1.11 and AP1.12)</u>

AP1.1.6.1. Abbreviated message formats are provided for MILSTRIP follow-ups (DIC AF_ series only), cancellations, supply status, and shipment status, respectively. Use of these documents shall be at the option of the individual Service/Sgency (S/A). Use between S/As shall be based upon agreement between the S/As.

AP1.1.6.2. Abbreviated message follow-up (DIC AF_ only) and cancellation documents shall be initiated only by those activities with capability to prepare machine-readable documents for transmission by the Defense Message System (DMS).[10]

AP1.1.6.3. When abbreviated messages are used, each message shall be limited to a maximum of seven items or the contents of a single page, whichever is greater.

AP1.1.6.4. The first line in the body of the message shall contain the words ABBREVIATED MILSTRIP FOLLOW-UP, CANCELLATIONS, SUPPLY STATUS, OR SHIPMENT STATUS, as applicable. Thereafter, number each line item, commencing with number 1. Insert slashes (/) or other appropriate marks between each code and/or data element as depicted in AP1.11 and AP1.12. The authorized data elements[11] and code entries for abbreviated messages are as follows:

AP1.1.6.4.1. <u>Follow-Ups and Cancellation Requests (No Supply Status Received)</u>

AP1.1.6.4.1.1. Document Identifier Code (DIC)

AP1.1.6.4.1.2. Routing Identifier Code (RIC) (To)

AP1.1.6.4.1.3. Stock or Part Number

AP1.1.6.4.1.4. Unit of Issue

AP1.1.6.4.1.5. Quantity

AP1.1.6.4.1.6. Requisition Document Number

AP1.1.6.4.1.7. Distribution, when applicable; otherwise, leave blank.

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[8] When an element of data is not available, the field shall be recognized and entered as "BLNK.".

[9] Ibid.

[10] CJCS Directives Home Page – http://www.dtic.mil/cjcs_directives/.

[11] When an element of data is not available, the field shall be recognized and entered as "BLNK.".

AP1.1.6.4.1.8. Priority Designator

AP1.1.6.4.2. <u>Follow-Ups and Cancellation Requests (Supply Status Received)</u>

AP1.1.6.4.2.1. Document Identifier Code

AP1.1.6.4.2.2. Routing Identifier Code (To)

AP1.1.6.4.2.3. Stock or Part Number

AP1.1.6.4.2.4. Unit of Issue

AP1.1.6.4.2.5. Quantity

AP1.1.6.4.2.6. Requisition Document Number

AP1.1.6.4.2.7. Suffix, when applicable; otherwise, leave blank.

AP1.1.6.4.2.8. Status

AP1.1.6.4.2.9. Distribution, when applicable; otherwise, leave blank.

AP1.1.6.4.2.10. Priority Designator

AP1.1.6.4.3. <u>Supply Status</u>

AP1.1.6.4.3.1. Document Identifier Code

AP1.1.6.4.3.2. Stock or Part Number

AP1.1.6.4.3.3. Unit of Issue

AP1.1.6.4.3.4. Quantity

AP1.1.6.4.3.5. Requisition Document Number

AP1.1.6.4.3.6. Suffix, when applicable; otherwise, leave blank.

AP1.1.6.4.3.7. Priority Designator

AP1.1.6.4.3.8. Status

AP1.1.6.4.3.9. Estimated Shipping Date

AP1.1.6.4.4. <u>Shipment Status</u>

AP1.1.6.4.4.1. Document Number Code

AP1.1.6.4.4.2. Quantity

AP1.1.6.4.4.3. Requisition Document Number

AP1.1.6.4.4.4. Suffix, when applicable; otherwise, leave blank.

AP1.1.6.4.4.5. Date Shipped or Estimated Shipping Date

AP1.1.6.4.4.6. Priority Designator

AP1.1.6.4.4.7. Transportation Control Number (TCN).

AP1.1.6.4.4.8. Mode-of-Shipment

AP4.2.6.4.4.9. If available, any of the following may also be provided: GBL Number, Registered Parcel Post Number, or other shipment number.

AP1.1.6.5. <u>Materiel Obligation Validation Form Letters and Messages</u>. Form letter requests, followup requests, message requests, and replies are provided in AP1.15 through AP1.20 and AP1.32 for use in connection with Materiel Obligation Validation (MOV) procedures under chapter C7.

AP1.1.6.6. <u>DD Form 1348-1A, Issue Release/Receipt Document (AP1.25, AP1.27, AP1.29, AP1.31, and AP1.35)</u>.

AP1.1.6.6.1. <u>Non-Preprinted Issue Release/Receipt Document</u>. A single line item, single part form produced on plain stock paper (see example, AP1.25). The size may vary within a range of 7-3/4 to 9 inches long (side to side) and 4 to 5 inches high (top to bottom) (see *C*hapter C5). Data to be entered in the data blocks are shown in *A*ppendices 3.48 and 3.49. Blocks 24, 25, and 26 *must* contain bar coded data except for DLA Disposition Services Field Office documents. DLA Disposition Services Field Office documents *will* not contain bar coding in Block 26. Block 27 *must* contain a two-dimensional (2D) *bar code* (Portable Data File (PDF) 417) encompassing the linear bar code data elements plus additional elements to improve automated information technology (AIT) efficiencies and to facilitate item *unique* identification (IUID) when applicable.

AP1.1.6.6.2. The Issue Release/Receipt Document data elements, configuration and locations are as follows:

DATA ELEMENT NAME	LENGTH	RECORD POSITION(S)
Document Identification Code	3	1-3
Routing Identifier Code (From)	3	4-6
Media and Status	1	7
Unit of Issue	2	23-24
Quantity	5	25-29

DATA ELEMENT NAME	LENGTH	RECORD POSITION(S)
Service	1	45
Supplementary Address	5	46-50
Signal	1	51
Fund	2	52-53
Distribution	3	54-56
Project	3	57-59
Priority	2	60-61
Required Delivery Date	3	62-64
Advice	2	65-66
Routing Identifier	3	67-69
Ownership/Purpose	1	70
Condition	1	71
Management	1	72
Multi Use	1	73
Unit Price[12]	7	74-80

BLOCK ELEMENT NAME	BLOCK SIZE/ NO. OF CHARACTERS	BLOCK NUMBER
Total Price	12[13]	1
Ship-From	10	2
Ship-To	9	3
Mark-For	19	4
Doc Date	5	5
NMFC	9	6
Freight Rate	8	7
Type Cargo	10	8
Physical Security	4	9

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[12] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. Refer to ADC 221.

[13] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

BLOCK ELEMENT NAME	BLOCK SIZE/ NO. OF CHARACTERS	BLOCK NUMBER
Quantity	7	10
Unit Pack	3	11
Unit Weight	10	12
Unit Cube	7	13
UFC	6	14
Shelf Life	3	15
Freight Classification Nomenclature	36	16
Item Nomenclature	36	17
Type Container	5	18
No. of Containers	8	19
Total Weight	13	20
Total Cube	10	21
Received By	26	22
Date Received	10	23
Document Number and Suffix (30-44)	44	24
National Stock Number and Additional (8-22)	44	25
For other than Security Assistance: RIC (4-6) UI (23-24) QTY (25-29) COND Code (71) Dist (55-56) UP (74-80)[14]	***Variable***	26
If Security Assistance: RIC (4-6), UI (23-24), QTY (25-29), COND (71), UP (74-80)[15], SUPPADD (45, 48-50)		

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[14] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size **will** reflect the unit price as 9 digits for dollars and 2 digits for cents. Refer to ADC 221.
[15] **Ibid**

Additional Data	Variable	27

For shipments of GFP, include the GFP contract number (and call order number when provided). This includes shipments from DOD to contractors and contractor shipment of GFP to DOD activities. The contract number shall be prefaced by "GFP" to clarify the usage.

Perpetuate the customer's internal purchase order (PO) number when provided on the release order[16].

PO number value: 10-13 characters

For IUID to support UIT/ serialized item management, include the following:[17]

Field size and characteristics of item unique identification data content and specific policy guidance is available at:

Unique Item Identifier and/or Serial Number

http://www.acq.osd.mil/dpap/pdi/uid/index.html

The following additional data elements may be included in support of IUID:

Manufacturer's CAGE, Current Part Number, Batch/Lot

Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

AP1.1.6.6.3. The Issue Release/Receipt Document is used as:

AP1.1.6.3.1. An issue document from distribution point to consignee resulting from a requisition.

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[16] ***Refer to ADC 473A***

[17] Capability to support IUID data content within the ***PDF 417*** 2D ***bar code*** has been approved for staggered and phased implementation under ADC 44B and ***ADC 399/ADC 399A***. Components have not reported implementation at this time.

AP1.1.6.3.2. A release document for retrograde materiel or inter base (post, camp, station, etc.) movements.

AP1.1.6.3.3. A materiel return document from base to depot.

AP1.1.6.3.4. A receipt document by the consignee

AP1.1.6.3.5. Disposal turn-in document.

AP1.1.6.3.6. Local requisition on DLA Disposition Services Field Office.

AP1.1.6.6.4. The Issue Release/Receipt Document is designed to accommodate the various elements of data used by any of the Services as source information for preparing other documentation. The document enables supply sources to use a single method of documentation for all requisitions and provide a standard receiving document that shall accommodate both manual and automated requisitioners and consignees.

AP1.1.7. <u>DD Form 1348-2, Issue Release/Receipt Document with Address Label (AP1.31)</u>

AP1.1.7.1. The Service/Agencies have the option to stock or print the DD Form 1348-2. The DD Form 1348-2 configuration is a DD Form 1348-1A with a perforated address label attached to the outer right edge. The length of the DD Form 1348-2 is 13 inches. The DD Form 1348-2 may be configured for printing as continuous forms. For continuous forms configuration, pin-fed strips of one-half inch on each side may be added. The length of the DD Form 1348-2 with pin-fed strip shall not exceed 14 inches. The address label dimensions of the DD Form 1348-2 are 4-1/4 inches long and 5-1/2 inches high. Use of the address label with preprinted postage data is only authorized for shipments by the U.S. Postal Service. The address label shall contain the following elements.

AP1.1.7.1.1. Postage Data

AP1.1.7.1.2. TCN Data

AP1.1.7.1.3. Weight Data

AP1.1.7.1.4. Type Service Data

AP1.1.7.1.5. From Data

AP1.1.7.1.6. Ship-to Data

AP 1.1.7.2. Data shall be entered on the address label as follows:

AP1.1.7.2.1. Postage Data. A shipment through the U.S.P.S. must contain the following phrase, "OFFICIAL BUSINESS." This phrase shall be printed on the bottom line of the postage block.

AP1.1.7.2.2. Transportation Control Number. Enter the TCN applicable to the shipment.

AP1.1.7.2.3. Weight. Enter the weight of the item being shipped.

AP1.1.7.2.4. Type Service. Enter the appropriate type of delivery service; for example, first-class-priority, express mail, and Military Official Mail (MOM).

AP1.1.7.2.5. Ship-to. Enter the applicable in-the-clear address of the activity that shall receive the shipment. If mark-for data is required, enter the mark-for data above the city/state/zip code data. If the Port of Embarkation (POE) is required, enter the POE in this block.

AP1.1.8. IRRD (DD Form 1348-1A or DD Form 1348-2) Continuation Page. This is a mandatory document for serialized *Item* shipments containing machine readable *bar codes* for the encoded content information to include the serial numbers*,* unique item identifiers (UII*s*)*, and batch/lot numbers* as required *for tracking under a UIT program or in support of DoD policy for the application of IUID in supply processes*. The continuation page is intended to expedite supply and distribution processes by providing a means to automate the capture of data using automatic identification technology (AIT) devices. The continuation page is free form. The data elements and preferred format are shown in AP1.36.

AP1.6. APPENDIX 1.6

DD FORM 1348-6
DOD SINGLE LINE ITEM REQUISITION SYSTEM
DOCUMENT (MANUAL-LONG FORM)

DOCUMENT IDENTIFER			ROUTING IDENTIFIER			M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)																UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER						
							FSCM					PART NUMBER																S E R V	REQUISITIONER					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

DOCUMENT NO. (Cont.)							D E M A N D	S E R V	SUPPLEMENTARY ADDRESS				S I G N A L	FUND CODE		DISTRI-BUTION CODE			PROJECT CODE			PRIORITY		REQUIRED DELIVERY DAY OF YEAR			ADVICE CODE		BLANK			
DATE				SERIAL																													
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69

											REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA
													*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)
70	71	72	73	74	75	76	77	78	79	80	65	66	
													2. MANUFACTURER'S NAME

3. MANUFACTURER'S CATALOG IDENTIFICATION   4. DATE (YYMMDD)   5. TECHNICAL ORDER NUMBER

6. TECHNICAL MANUAL NUMBER   7. NAME OF ITEM REQUESTED

8. DESCRIPTION OF ITEM REQUESTED   8a. COLOR

SAMPLE   8b. SIZE

9. END ITEM APPLICATION   9a. SOURCE OF SUPPLY

9b. MAKE   9c. MODEL NUMBER   9d. SERIES   9e. SERIAL NUMBER

10. REQUISITIONER (Clear text name and address)   11. REMARKS

F O L D L I N E

DD Form 1348-6, FEB 85 (EG)   Edition of Apr 77 may be used until exhausted.   DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (МАNYAΛ – ΛОNΓ ФОРМ)

INSTRUCTIONS FOR IDENTIFICATION OF DATA BLOCKS

FIELD LEGEND	BLOCK NUMBER	ENTRY AND INSTRUCTIONS
Manufacturer's Code and Part Number	1	Enter the item contractor and Government entity (CAGE) code when available, first, followed by the complete part number when the part number exceeds 10 digits.
Manufacturer's Name	2	Enter the manufacturer's name and address (including Zip Code, if known) when the CAGE is not available.
Manufacturer's Catalog Identification	3	Enter the manufacturer's catalog identification number when available.
Date	4	Enter the date of the publication in calendar date format (YYMMDD).
Technical Order Number	5	Enter the applicable order number in which the requested item may be defined.
Technical Manual Number	6	Enter the applicable technical manual number in which the requested item may be defined.
Name of Item Requested	7	Enter the appropriate name of item requested.
Description of Item Requested	8	Enter the description of item requested and, if necessary, attach exhibits or pictures.
Color	8a	Enter the color of item requested, if applicable.
Size	8b	Enter the size of item requested, if applicable.
End Item Applicable	9	Enter the name of the applicable end item for which the requested item applies. Entry should cite NSN and/or nomenclature. If application is unknown, enter unknown.
Supply Source	9a	Enter the supply source of the applicable end item, if known.
Make	9b	Enter the manufacturer's make of the applicable end item, if known.
Model Number	9c	Enter the manufacturer's model number of the applicable end item, if known.

FIELD LEGEND	BLOCK NUMBER	ENTRY AND INSTRUCTIONS
Series	9d	Enter the manufacturer's series number of the applicable end item, if known.
Serial Number	9e	Enter the serial number of the end item, if known. ***If UII is available, enter in Block 11 (prefixed with "UII").***
Requisitioner	10	Enter the requisitioner's clear-text name, commercial or DSN number, and address including ZIP code.
Remarks	11	Enter any additional information which will assist the supply source to obtain the correct item.

AP1.35. APPENDIX 1.35

ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A) WITH CODE 39 (THREE-OF-NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL *2D BAR CODE*

Notes:

1. Above sample is for illustration only. Implemented version may differ in placement and size of **PDF417** 2D **bar code**. The **Code 39 linear bar code and** PDF417 2D **bar code** requirements are described in this appendix.

2. For shipment quantities of two or more serialized items, in lieu of printing the PDF417 **2D bar code** in Block 27 of the DD Form 1348-1A, the continuation page will contain a single PDF417 **2D bar code** or multiple Macro PDF417 **2D bar codes** (as required by data volume) for the included data (see AP1.36).

3. Unit prices obtained via electronic interfaces that are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

AP1.35.1. <u>Code 39 Linear Bar Code Requirements</u>. The following encoded data are required on the DD Form 1348-1A.

AP1.35.1.1. Code 39 linear bar coded data with human-readable interpretation for issue to Services/Agencies.

AP1.35.1.1.1. Document number and suffix assigned to the requisition for a maximum fifteen characters should be bar coded in Block 24.

AP1.35.1.1.2. Thirteen-digit national stock number (NSN) and two additional code values, as applicable, per Appendix 2.5.2, should be bar coded in Block 25. In the absence of the NSN, the manufacturer's CAGE and Part Number will be used up to a maximum of 15 characters.

AP1.35.1.1.3. Three character routing identifier code (RIC), two character unit of issue (UI) code, five digit zero filled quantity (QTY), one character supply condition code (COND), blank or last two characters of the distribution code field (DIST), and a seven digit or eleven digit zero filled unit price (UP) showing dollars and cents with no decimal bar coded in block 26. The bar code will have a fixed length of 20 or 24 characters to include leading zeros and spaces depending on the implemented version of the unit price annotation noted in Appendix 3.48. For transfers to DLA Disposition Services, Block 26 will not contain bar code data in accordance with Appendix 3.49.

AP1.35.1.2. Code 39 linear bar coded data, with human-readable interpretation requirements, for issue to FMS/Grant Aid customers.

AP1.35.1.2.1. Block 24. The document number and suffix assigned to the requisition up to a maximum fifteen characters should be bar coded.

AP1.35.1.2.2. Block 25. The thirteen digit national stock number (NSN) and two additional code values, as applicable, per Appendix 2.5.2, should be bar coded. In the absence of the NSN, the manufacturer's CAGE and part number will be used up to a maximum of 15 characters.

AP1.35.1.2.3. Block 26. The two character unit of issue (UI) code, five digit zero filled quantity (QTY), one character condition code (COND), a seven digit or eleven digit zero filled unit price (UP) showing dollars and cents with no decimal, and the first position and last 3 positions of supplementary address (SUPADD) should be bar coded. The bar code will have a fixed length of 19 or 23 characters to include leading zeros and spaces depending on the implemented version of the unit price annotation noted in Appendix 3.48.

AP1.35.1.3. The application of Code 39 linear bar codes on the DD Form 1348-1A should be in accordance with MHIA MH10.8.1, Annex A and MIL-STD-129 (as revised). A data check character is not used. The following requirements and exceptions apply:

AP1.35.1.3.1. The height of the bar code should be at least 0.5 inches (12.7 mm); and height must be no less than 0.25 inches (6.3 mm) , regardless of the density (characters per inch/mm).

AP1.35.1.3.2. Blocks 24 and 25. The length of the bar code must not be greater than 4.0 inches (101.6 mm). Each bar code must have 15 characters. When there is an absence of any character(s) (less than 15) within these two bar codes, encoded spaces will be used as fillers (based upon specific encoded data element).

AP1.35.1.3.3. Block 26. The length of the bar code must not be greater than 4.5 inches (114.3 mm). Encoded spaces will be used as fillers for any unknown, or unencoded, data characters.

AP1.35.1.3.4. Block 27. The length of the bar codes must not be greater than 4.00 inches (101.6 mm) for serial numbers that may have up to 30 characters. The narrow element X-dimension should be at least 0.01 inches (.25mm) but will not be less than 0.007 inches (0.1778 mm) for these high-density bar codes. The wide to narrow ratio should be 3 to 1 but must not be less than 2 to 1.

AP1.35.1.3.5. The ASCII characters encoded will consist of the standard uppercase characters, numbers, and symbols identified in ISO/IEC 16388, Table 1 (i.e.[A to Z][1 to 9][hyphen][period][space][$][/][+][%][stop/start (*)]. The full ASCII 128 character set will not be used to encode information. Also, scanners and imagers will not be configured to decode the full ASCII 128 character set for linear (Code 39) bar codes.

AP1.35.1.4. The application of Code 39 linear bar codes must be in accordance with ISO/IEC 16388. Print quality, element width, and wide to narrow ratios must comply with ISO/IEC 15416 and MHIA MH10.8.1. The standard linear (Code 39) bar code density range should be from 3.0 to 9.4 characters per inch (CPI) (25.4 mm).

AP1.35.*2*. Programmer's Technical Summary for PDF417 *2D Bar Code*

AP1.35.*2*.1. Refer to ISO/IEC 15438 for detailed technical specifications for printing PDF417 *2D bar codes*. Refer to the ISO/IEC 15434 standard for the message syntax specifications within the *PDF417* 2D *bar codes*. Refer to the MH10.8.2 or ISO/IEC 15418 standards for the data qualifier semantics for message data within the *PDF417 2D bar codes*. For DoD assistance concerning the application of these standards contact the DOD AIT Office through the USTRANSCOM web site at http://www.ustranscom.mil/ait.

AP1.35.*2*.2. The PDF417 *2D bar code* used for shipping and receiving should be printed with no more than 12 data columns in width. The use of 13 to 18 data columns is allowed for inventory or supporting documentation applications (identification marking, ammunition/explosive marking, packing list, etc.) if smaller *PDF417 2D bar codes* cannot accommodate the increased data requirements. A PDF417 *2D bar code*

includes a start pattern, a left row indicator column, one or more data columns, a right row indicator column, and a stop pattern.
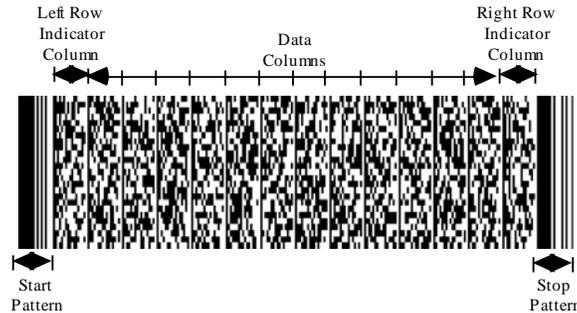
AP1.35.**2**.3. The **PDF417 2D bar code must** not exceed 2.4 inches (61 mm) in height to include the surrounding minimum quiet zone.

AP1.35.**2**.4. The **PDF417 2D bar code must** have a minimum quiet zone of 0.04 inches (1 mm) above, below, to the left, and to the right.

AP1.35.**2**.5. The minimum narrow element dimension (X-dimension) **must** not be less than 0.01 inches (10 mils/.254 mm). For **PDF417 2D bar code**s up to 12 data columns, the X- dimension **must** not exceed 0.017 inches (17 mils/.432 mm). For 13 to 18 data columns, the X-dimension will not exceed 0.01 inches.

AP1.35.**2**.6. The **PDF417 2D bar code must** have a minimum row height of three times the width of the narrow element (X-dimension).

AP1.35.**2**.7. The **PDF417 2D bar code will** use error correction level 5.

AP1.35.**2**.8. The label should be designed so that two bar codes are not next to each other in the same horizontal plane unless the label is wide enough to reduce the possibility of interference with successful bar code scanning.

AP1.35.**2**.9. Data identifiers, that contain no information, should not be encoded in the **PDF417 2D bar code**.

AP1.35.**2**.10. The quality of the printed **PDF417 2D bar code must** meet a grade requirement of 2.5 (B) at the point of production when measured in accordance with ISO/IEC 15438 with a measurement aperture of 0.25 mm and an inspection wavelength of 660 ± 10 nm.

AP1.35.**3**. **_Data Format_**. The following table provides examples and explanations of the data stream for a PDF417 2D **bar code**.

AP1.35.**3**.1. Compliance Indicator (Column 1), shows the special formatting characters associated with the ISO/IEC 15434 data format. The Compliance Indicator **will** be the first three characters in the Message Header. The Compliance Indicator **will** be [)> (left bracket, right parenthesis, and greater than).

AP1.35.**3**.2. Separator/Trailer Characters (Column 2), which are non-printing ASCII control characters, show the separator or terminal code that is for that particular part of the data stream. The Format Trailer Character (RS) will be used at the end of the Message Header (before a format series) and at the end of each format series of data (before the next series of data). The Data Element Separator (GS) separates data elements within each format series of the data table. The Message Trailer (EOT) identifies the end of the message within the data stream.

AP1.35.**3**.3. Format Header (Column 3) is a two-digit numeric identifier "06" or "07"that identifies the rules governing the message format for the data elements that follow.

AP1.35.**3**.4. ***Data Identifiers*** (DI) or ***Data Element Identifiers*** (DEI) Column 4) define data content within the message. DIs, for Format Header 06, pertain to American National Standards Institute (ANSI) authorized data elements. Refer to ANSI MH10.8.2, American National Standard for Material Handling, for additional information. DEI***s***, for Format Header 07, pertain to DoD authorized data elements.

AP1.35.**3**.5. Data Field (Column 5) contains an abbreviated description of the data field.

AP1.35.**3**.6. Data Format Type/Length (Column 6) contains indicators of whether the data is alpha and/or numeric and the length of the actual data represented by this field (e.g. an5). A convention of "an..25" means a variable length data string of up to 25 alphanumeric characters, where "an25" means a fixed length of precisely 25 alphanumeric characters. A convention of "an13..15" means a minimum of 13 characters and a maximum of 15 characters. The plus symbol (+) is used to show concatenated data fields within a DI/DEI string. Variable length fields are not zero-filled unless the information is extracted from an external data source that requires leading zeros. If a DI or DEI is used to encode data for multiple applications, several data formats may be described.

AP1.35.**3**.7. Sample Data (Column 7) contains sample data for the field indicated.

AP1.35.**3**.8. Total Characters (Column 8) reflects length of the data element separator + header/data element identifier + data field.

Compliance Indicator	Separator / Trailer Characters	Format Header	ANSI MH10.8.2 Format 06 Data Identifier (DI)/ Category/Description or Format 07 Data Element Identifier (DEI)	Data Field (DoD Usage)	Data Format (Type/Length)	Sample Data (Compliance, Header, Identifier and Data Field)	Total Characters
[]>				**Message Header Compliance indicator**		[]>	4
	R S	**06**		**Data Identifier Format (ANSI Standard)**		06	3
	G S	**12S** Category 19, Traceability Number for an Entity: Document Number (internally assigned or mutually defined)	Document Number Includes Suffix Code when applicable	an14..15	12SW90GF8829620 258	19
	G S	**N** Category 14, Industry Assigned Codes: National/NATO Stock Number (NSN)	**National Stock Number (NSN) or Stock Identification Elements** May reflect NSN, CAGE Code/part number, FSC, etc., as applicable. May also include associated coding, e.g., Type of Pack, USN Special Material Identification Code (SMIC) or USAF Materiel Management Aggregation Code (MMAC) This data content is analogous to the MILSTRIP stock number field. For unique item tracking *or in support of DoD policy for the application of IUID in supply processes*, use this identifier for the NSN and use separate identifiers listed below to uniquely identify a specific individual item.	an..15	N5340013145957	17
	G S	**7Q** Category 17, Measurement: Quantity, Amount, or Number of Pieces in the format: Quantity followed by the two character ANSI X12.3 Data Element Number 355 Unit of Measurement Code	**Quantity and Unit of Issue** Do not include leading zeros Staffing Note: Original footnote deleted; restricted quantity to 1.	an..5+an2	7Q1EA	10
	G S	**V** Category 22, Party to the Transaction: Supplier Code assigned by Customer	**Routing Identifier Code – Shipping Activity** Identifies the RIC of the source of supply (MILSTRIP transaction rp 4-6).	an3	VS9I	5
	G S	**7V** Category 22, Party to the Transaction: Code assigned to a party which has financial liability for an entity or group of entities (e.g., owner of inventory) (mutually defined)	**Routing Identifier Code – ICP/IMM** Identifies the RIC of the activity originating the MRO/LRO/DRO (MILSTRIP transaction rp 67-69).	an3	7VN32	6
	G S	**8V** Category 22, Party to the Transaction: Customer Code assigned by Customer	**Distribution Cognizance Code** Last two positions of DoD Distribution Code used for DD Form 1348-1A linear bar code data.	an2	8V7V	5
	G S	**2R** Category 18, Miscellaneous: Return code assigned by the Customer	**Condition Code**	an1	2RA	4
	GS	**12Q** Category 17, Measurement: *Entry* Value followed by an ISO 4217 data element code for representing unit of value of currencies and funds (e.g., 12Q2.50USD) (2.50 Monetary Value in USA Dollars)	**Unit Price** Configured as 9 digits (whole dollars, decimal, and 2 digits cents followed by "USD" indicating U.S. dollars). Do not include leading *zeros*.	n..9.n2+an3	*12Q50.20USD*	19

Compliance Indicator	Separator / Trailer Characters	Format Header	ANSI MH10.8.2 Format 06 Data Identifier (DI)/ Category/Description or Format 07 Data Element Identifier (DEI)	Data Field (DoD Usage)	Data Format (Type/Length)	Sample Data (Compliance, Header, Identifier and Data Field)	Total Characters
	G S		**5P** Category 16, Item Information: Freight Classification Item Number assigned by Carrier for purposes of rating hazardous materials (e.g., Motor Freight, Air, Boat, Rail Classification)	**National Motor Freight Classification Commodity Number**	n6	5P999912	9
	G S		**25S** Category 19, Traceability Number for an Entity: Identification of a party to a transaction *assigned by a holder of a Company Identification Number (CIN) and including the related Issuing Agency Code (IAC) in accordance with ISO/IEC 15459 and its registry, structured as a sequence of 3 concatenated data elements: IAC, followed by CIN, followed by the supplier assigned serial number that is unique within the CIN holder's domain (See MH10.8.2 Annex C.11)*	**Unique Item Identifier (UII).** The unique identification assigned by the supplier or DoD to an entity for its lifetime	an..50 Decreased to 50 to match UII registry	25SD12345123TS001100223	54
	G S		**S** Category 19, Traceability Number for an Entity: Serial number or code assigned by the Supplier to an entity for its lifetime, (e.g., computer serial number, traceability number, contract tool identification)	**Serial Number** *The item's serial number used for tracking under a UIT program or in support of DoD policy for the application of IUID in supply processes.*	an..30	S123TS001100223	32
	G S		**1T** Category 20, Traceability Number for Groups of Entities: Traceability Number assigned by the Supplier to identify/trace a unique group of entities (e.g., lot , batch , heat)	**Batch/Lot Number** Assigned by the supplier (or DoD) to identify/trace a unique group of entities, (e.g. lot, batch, *or production run*).	an..25	ITMGU12345	28
	G S		**17V** Category 22, Party to the Transaction: U.S. DoD CAGE Code	**Manufacturer ID Commercial and Government Entity Code (CAGE)** The manufacturer's CAGE for the identified item. [Optional alternative manufacturer identification may be used by Component agreement only. If Dun & Bradstreet Data Universal Numbering System (DUNS) number, use identifier 12V. If GS1 Company Prefix code, use identifier 3V.]	an5 [n9] [an7..10]	17V1AAA9 [12V123456789] [3V0614141]	14
	G S		**1P** Category 16, Item Information: Item Identification Code assigned by Customer	**Part Number** The part number currently used to identify this item.	an..16	1P9988771212SP	19
	R S	07		Format Indicator (ANSI Free Text)	n2	07	3
	G S	03		**Project Code**	an3	03ZCN	6
	G S	B6		**DoD Distribution Code** Three-position field must reflect blanks as applicable. Blanks may be located in any position.	an3	B6_7V	6
	G S	27		**Consignee DoDAAC** Reflects ship-to DoDAAC (Block 3)	an6	27WK4FV9	9

Compliance Indicator	Separator / Trailer Characters	Format Header	ANSI MH10.8.2 Format 06 Data Identifier (DI)/ Category/Description or Format 07 Data Element Identifier (DEI)	Data Field (DoD Usage)	Data Format (Type/Length)	Sample Data (Compliance, Header, Identifier and Data Field)	Total Characters
	G S		**38**	**Nomenclature**	an..20	38LOOP, STRAP	23
	G S		**32**	**Required Delivery Date (RDD)** May reflect RDD in DDD format or special codes, e.g., expedited shipment and handling (Code 999), Not Mission Capable Supply (NMCS) (Code N__), etc.	an..3	32999	6
	G S		**B7**	**Requisition Priority Designator (PD)**	n2	B703	5
	G S		**B8**	**Partial Shipment Indicator**	a1	B8P	4
	G S		**81**	**Supplementary Address** Derived from rp 45-50 of the requisition	an6	*81WK4FV9*	9
	R S EOT						2

AP1.35.*4 **Encoding the Separator/Trailer Characters**. The following table shows the encode**d** values that can be used for the non-printing ASCII control characters used as Element Separators.

Table of Hexadecimal and Decimal Values

ASCII / ISO *646*	HEX	DEC
RS	1E	30
GS	1D	29
EOT	04	04

AP1.35.5. _PDF417 2D Bar Code Data Syntax_

AP1.35.5.1. Common data for the IRRD item will be encoded in the ISO/IEC 15434 Format 06 and Format 07 syntax envelopes, as applicable.

AP1.35.5.2. For an IRRD quantity of one item, the Format 06 envelope may also be used to associate the format applicable item-specific data (e.g. serial number, UII, batch/lot, etc.) for the uniquely identified item. A single data qualifier or paired data qualifiers (e.g., UII (DI 25S), serial number (DI S), batch/lot (DI 1T)) may be used with the Format 06 envelope to identify and associate the serialized

data for an item. The UII and serial number (used for tracking under a UIT program or in support of DoD supply policy for the application of IUID) will be encoded to based upon IUID Indicator Y when they are when machine readable and readily available, or when retrievable from the system generating the form. However, at a minimum, the serial number is required for a NSNs falling under a UIT program.

AP1.35.5.3. For IRDD quantities of two or more items, use the DD Form 1348-1A Continuation Page (see AP1.36).

Sample ***PDF417 2D bar code*** data stream:

[)>^{RS}06^{GS}12SW90GF8829620258^{GS}N5340013145957^{GS}7Q1EA^{GS}VS9I^{GS}7VN32^{GS}2RA^{GS}12Q050.20USD^{GS}5P999 912^{GS}25SUN077991289674B36AB^{GS}S123TS001100223^{GS}1TMGU12345 ^{GS}17V1AAA9 ^{GS}1P9988771212SP^{RS}07 ^{GS}03ZCN^{GS}B6 7V^{GS}27WK4FV9^{GS}38LOOP, STRAP^{GS}32999^{GS}B702^{GS}B8P^{GS}81WK4FV9^{RS}$_{EOT}$

Sample PDF417 ***2D Bar Code***

AP1.36. APPENDIX 1.36

ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD FORM 1348-2) CONTINUATION PAGE

27. Additional Data	**CONTINUATION PAGE**	PAGE: 1 OF 3
DOCUMENT NO. & SUFFIX: W90GF8829620258		QUANTITY & U/I: 00060EA

ID DATA INCLUDES UIIs (IF APPLICABLE) Scan/rescan the Macro PDF417 symbols in any order to decode message
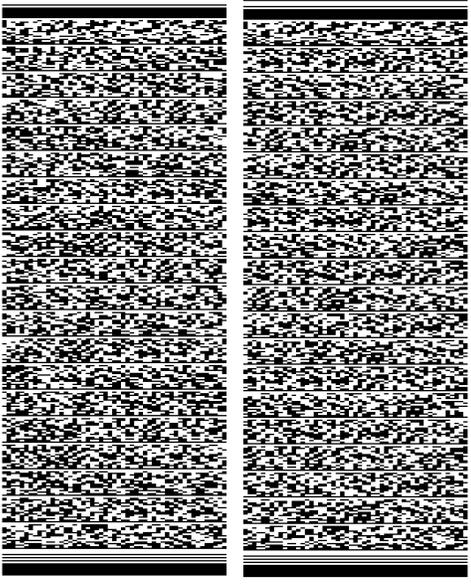
SERIAL NUMBERS

30-CHARACTER SERIAL NO EXAMPLE

A1B2C3234567890

A1B2C3112345678

A1B2C38

A1B2C39

A1B2C310

A1B2C36

A1B2C37

A1B2C33

A1B2C34

A1B2C35

WAREHOUSE/SHIPPING INSTRUCTIONS:

OTHER INSTRUCTIONS:

Note: Above sample is for illustration only and is not actual size. The sample shows only the first page of a multi-page set; the follow-on pages would show the listed serial number linear bar code information for the remaining items in the shipment.

AP1.36.1. <u>IRRD (DD 1348-1A or DD Form 1348-2) Continuation Page</u>. When the continuation page is used as an extension of the IRRD Block 27, it will contain the following minimum data:

AP1.36.1.1. Continuation Page (Title).

AP1.36.1.2. Document Number and suffix (from requisition/shipment).

AP1.36.1.3. Quantity Shipped and Unit of Issue (processed for shipment).

AP1.36.1.4. Page number and total number of continuation pages.

AP1.36.1.5. PDF417 *2D bar code* or Macro PDF417 *2D bar codes*. See Appendix 1.35 for included data elements, their respective data identifiers, and print quality requirements.

AP1.36.1.6. *Code 39 linear bar codes with human-readable information. Each item's serial number used for tracking under a UIT program or in support of DoD policy for the application of IUID in supply processes, as applicable, will be printed and encoded with a Code 39 linear bar code. This requirement provides backward compatibility for distribution systems unable to decode the PDF417 2D bar code information. Each item will have no more than one encoded serial number; some items may not have a serial number (i.e., the item only has a UII or the item is not serialized). See AP1.36.4 for implementation business rules*.

AP1.36.2. *<u>Code 39 Linear Bar Code Business Rules</u>. Format requirements for the DD Form 1348-1A Continuation Page applications are:*

AP1.36.2.1. *The minimum bar height should be at least 0.50 inches (12.7 mm), but must not be less than 0.25 inches (6.3 mm.).*

AP1.36.2.2. *The space provided on the continuation page must be able to encode up to 30 characters for the serial number and the bar code should not exceed 4 inches in length.*

AP1.36.2.3. *The narrow element X-dimension should be at least 0.010 inches (0.25 mm) but must not be less than 0.007 inches (0.18 mm) for these high density bar codes. The wide to narrow ratio should be 3 to 1 but must not be less than 2 to 1.*

AP1.36.2.4. *The quality of the printed bar code must meet a grade requirement of 1.5(C) at the point of production when measured in accordance with ISO/IEC 15416 with a measurement aperture of 0.25 mm and an inspection wavelength of 660±10 nm.*

AP1.36.2.5. *The ASCII characters encoded will consist of the standard uppercase characters, numbers, and symbols identified ISO/IEC 16388, Table 1. The full ASCII 128 character set will not be used.*

AP1.36.3. Common data for all of the IRDD items will be encoded in the PDF417 (or Macro PDF417) 2D bar code's first ISO/IEC 15434 Format 06 and Format 07 envelopes, as applicable.

AP1.36.4. UIIs and serial numbers (including batch/lot number when required for tracking) will be encoded and linked together to support DoD supply policy based upon IUID Indicator Y when they are machine readable and readily available, or when retrievable from the AIS generating the form. However, at a minimum, the serial number is required for NSNs falling under a UIT program.

AP1.36.4.1. One item. If the continuation page is used for an IRDD quantity of one serialized item, the first Format 06 envelope may also be used to associate item-specific data for the uniquely identified item. A single data qualifier or a single set of data qualifiers (e.g., UII (DI 25S), serial number (DI S), batch/lot (DI 1T)) may be used with the Format 06 envelope to identify and associate the serialized data for an item.

AP1.36.4.2. Two or more items. For an IRDD quantity of two or more serialized items, an additional Format 06 envelope (one per item) will be used for each item to encode item-specific data (e.g., UII (DI 25S), serial number (DI S), batch/lot (1T)) for the uniquely identified item.

AP1.36.4.3. The example is for 40 items in an IRDD.
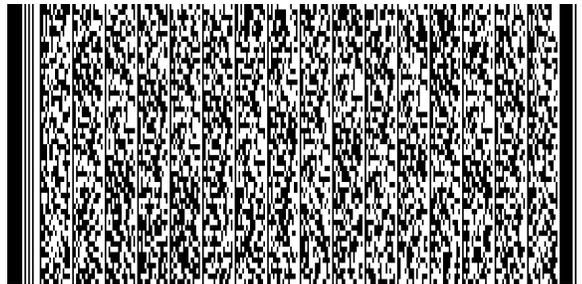
Sample PDF417 2D bar code (actual size)

[)>^{RS}06^{GS}12SW90GF8829620258^{GS}N5340013145957^{GS}7Q40EA^{GS}VS9I^{GS}7VN32^{GS}2RA^{GS}12Q050.20USD^{GS}5P9999 12^{GS}1TMGU12345^{GS}17V1AAA9^{GS}1P99887712I2SP^{RS}07^{GS}03ZCN^{GS}B6 7V^{GS}27WK4FV9^{GS}38LOOP,STRAP^{GS}329 99^{GS}B702^{GS}B8P^{GS}81WK4FV9^{RS}06^{GS}SVT45645^{RS}06^{GS}SVT45646^{RS}06^{GS}SVT45647^{RS}06^{GS}SVT45648^{RS}06^{GS}SVT4564 9^{RS}06^{GS}SVT45651^{RS}06^{GS}SVT45652^{RS}06^{GS}SVT45653^{RS}06^{GS}SVT45654^{RS}06^{GS}SVT45655^{RS}06^{GS}SVT45656^{RS}06^{GS}SVT 45657^{RS}06^{GS}SVT45658^{RS}06^{GS}SVT45659^{RS}06^{GS}SVT45660^{RS}06^{GS}SVT45661^{RS}06^{GS}SVT45662^{RS}06^{GS}SVT45663^{RS}06^{G} ^{S}SVT45664^{RS}06^{GS}SVT45665^{RS}06^{GS}SVT45666^{RS}06^{GS}SVT45667^{RS}06^{GS}SVT45668^{RS}06^{GS}SVT45669^{RS}06^{GS}SVT45670 ^{RS}06^{GS}SVT45671^{RS}06^{GS}SVT45672^{RS}06^{GS}SVT45673^{RS}06^{GS}SVT45674^{RS}06^{GS}SVT45675^{RS}06^{GS}VT45676^{RS}06^{GS}S674A 3604^{RS}06^{GS}SVT45677^{RS}06^{GS}25S06141411A0B9C3D7^{RS}06^{GS}25SUN077991289674B36AA^{RS}06^{GS}25SUN077991289 674B36AB^{RS}06^{GS}SVT45678^{GS}25SUN077991289674B36AC^{RS}06^{GS}S674A3605^{GS}25S06141411A0B9C3D8^{RS}06^{GS}S MK98765^{GS}25SUN077991289674B36AD^{RS}$_{EOT}$

Linear Bar Code Sample Data Stream (above)

AP1.36.5. <u>PDF417 2D Bar Code Business Rules</u>. If only one PDF417 2D bar code is required to encode the information, it will be a standard PDF417 2D bar code and not a Macro PDF417 2D bar code. If two or more PDF417 2D bar codes are

required, they must be Macro PDF417 2D bar codes. The PDF417 2D bar codes will be on the first page(s) of the continuation page to be followed by each item's serial number encoded with Code 39 linear bar codes.

AP1.36.5.1. Macro PDF417 2D bar codes will be used when the encoded data message file exceeds the capacity of a single PDF417 2D bar code. When space is exhausted in a PDF417 2D bar code's data capacity, the application program must begin using Macro PDF417 2D bar codes to encode the data content in multiple bar codes. There is no requirement to repeat shipment-related data in the next Macro PDF417 2D bar code; the Macro PDF417 2D bar codes are linked with codewords to derive a single transaction file. A full size 18 data column 2D bar code (PDF417 or Macro PDF417) can encode approximately 1100 characters at Error Level 5. The character capacity of the PDF417 2D bar code is based on a PDF417 2D bar code limit of 925 codewords, the compaction algorithm used to encode data in a codeword, and the PDF417 2D bar code's error correction level.

AP1.36.5.2. Macro PDF417 2D bar codes will be encoded and printed in accordance with ISO/IEC 15438.

AP1.36.5.3. Each Macro PDF417 2D bar code represents a segment of the whole file. To reconstruct the whole file, the segments need to be placed in the correct order. Each Macro PDF417 2D bar code is encoded with a control block of codewords that facilitates this reassembly process after all the PDF417 2D bar codes have been scanned at least once in any sequence order.

AP1.36.5.4. Each receiving system used to scan Macro PDF417 2D bar codes will need to determine if the system scanner will operate in a buffered or unbuffered mode. As the Macro PDF417 2D bar codes are scanned, the de-packetizing function reconstructs the original message. If operating in buffered mode, the PDF417 2D bar code codeword de-packetizing function is in the scanner's decoder; if operating in unbuffered mode, it is in the receiving system decoder.

AP1.36.5.5. Decoders should provide a specific means whereby the processing of a given Macro PDF417 2D bar code control block file ID may be aborted, thus allowing the decoder to begin processing a different set of Macro PDF417 2D bar codes. This is necessary to prevent a deadlock condition should one or more Macro PDF417 2D bar codes of a given file ID be missing or undecodable.

AP1.36.5.6. To accommodate potentially unbuffered operations by some receiving systems, the segment count field in the control block will be encoded in each Macro PDF417 2D bar code to facilitate checking that all segments in a set of Macro PDF417 2D bar codes are received. The segment count field identifies the total number of Macro PDF417 2D bar codes in the distributed file.

AP1.36.5.7. The following is provided to describe the example Macro PDF417 2D bar code control block used for the continuation page Macro PDF417 2D bar

codes shown in AP1.36.6. The codewords are encoded by software suites using different schemes; thus, the example only shows the numeric value of each codeword and not the actual syntax of how it is encoded.

- *Continuation page example first Macro PDF417 2D bar code Control Block code words within the Macro PDF417 2D bar code's segment data structure are:*

    (928) (111)(100) (129) (923)(001) (111)(002)

- *Continuation page example second Macro PDF417 2D bar code Control Block codewords are:*

    (928) (111)(101) (129) (923)(001) (111)(002) (922)

- *The code-words represent the following controls:*

    (928) = *the tag identifier for the start of a macro control block*

    (111)(100) = *the modular math base 900 value for the 1st segment (00000)*

    (111)(101) = *the modular base 900 value for the 2nd segment (00001)*

    (129) = *the file ID assigned for the set of Macro PDF417 2D bar codes*

    (923)(001) = *the tag and field designator for the Segment Count field*

    (111)(002) = *the modular base 900 value for the Segment Count (00002)*

    (922) = *the tag identifier for the end of the last macro Control Block*

AP1.36.6. <u>Example Macro PDF417 2D Bar Codes</u>. The following two Macro PDF417 2D bar codes from the continuation sample page are printed full size for system developer review. The two Macro PDF417 2D bar codes contain all of the linear bar coded information from the parent DD Form 1348-1A (or DD Form 1348-2), additional item identification detail, and the included UIIs and/or serial numbers. The annotations of ^(nnn) in the encoded strings below denote Macro PDF417 code words.
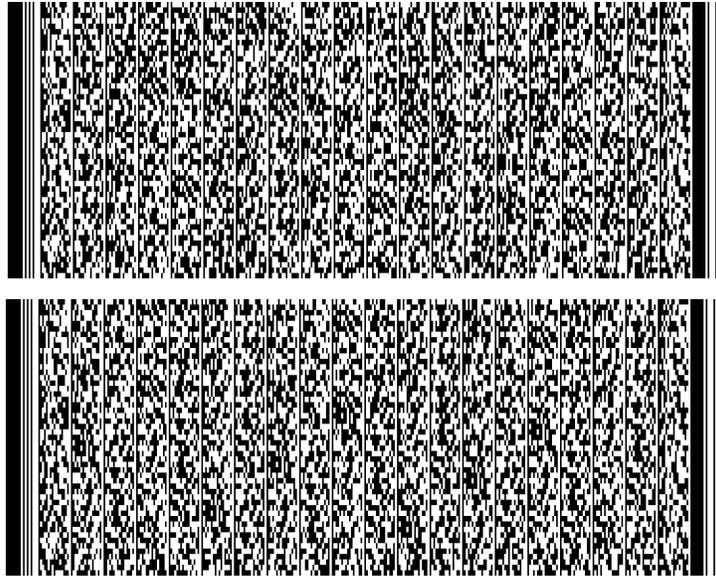
Macro PDF417 2D Bar Code Samples (actual size) from Continuation Page

[)>^{RS}06^{GS}12SW90GF8829620258^{GS}N5340013145957^{GS}7Q60EA^{GS}VS9I^{GS}7VN32^{GS}2RA^{GS}12Q050.20USD^{GS}5P9999 12^{GS}1TMGU12345^{GS}17V1AAA9^{GS}1P9988771212SP^{RS}07^{GS}03ZCN^{GS}B6 7V^{GS}27WK4FV9^{GS}38LOOP, STRAP^{GS}32999^{GS}B702^{GS}B8P^{GS}81WK4FV9^{RS}06^{GS}S30-CHARACTER SERIAL NO EXAMPLE^{RS}06^{GS}SA1B2C3112345678^{RS}06^{GS}SA1B2C3234567890^{RS}06^{GS}25SD1AAA9A1B2C33^{GS}SA1B2C33^{RS}06^{G} ^{S}25SD1AAA9A1B2C34^{GS}SA1B2C34^{RS}06^{GS}25SD1AAA9A1B2C35^{GS}SA1B2C35^{RS}06^{GS}25SD1AAA9A1B2C36^{GS}SA1 B2C36^{RS}06^{GS}25SD1AAA9A1B2C37^{GS}SA1B2C37^{RS}06^{GS}25SD1AAA9A1B2C38^{GS}SA1B2C38^{RS}06^{GS}25SD1AAA9A1 B2C39^{GS}SA1B2C39^{RS}06^{GS}25SD1AAA9A1B2C310^{GS}SA1B2C310^{RS}06^{GS}25SD1AAA9A1B2C311^{GS}SA1B2C311^{RS}06 ^{GS}25SD1AAA9A1B2C312^{GS}SA1B2C312^{RS}06^{GS}25SD1AAA9A1B2C313^{GS}SA1B2C313^{RS}06^{GS}25SD1AAA9A1B2C31 4^{GS}SA1B2C314^{RS}06^{GS}25SD1AAA9A1B2C315^{GS}SA1B2C315^{RS}06^{GS}25SD1AAA9A1B2C316^{GS}SA1B2C316^{RS}06^{GS}25 SD1AAA9A1B2C317^{GS}SA1B2C317^{RS}06^{GS}25SD1AAA9A1B2C318^{GS}SA1B2C318^{RS}06^{GS}25SD1AAA9A1B2C319^{GS}S A1B2C319^{RS}06^{GS}25SD1AAA9A1B2C320^{GS}SA1B2C320^{RS}06^{GS}25SD1AAA9A1B2C321^{GS}SA1B2C321^{RS}06^{GS}25SD1 AAA9A1B2C322^{GS}SA1B2C322^{RS}06^{GS}25SD1AAA9A1B2C323^{GS}SA1B2C323^{RS}^(928)^(111)^(100)^(129)^(923)^(001)^(111)^(002)

06^{GS}25SD1AAA9A1B2C324^{GS}SA1B2C324^{RS}06^{GS}25SD1AAA9A1B2C325^{GS}SA1B2C325^{RS}06^{GS}25SD1AAA9A1B2C 326^{GS}SA1B2C326^{RS}06^{GS}25SD1AAA9A1B2C327^{GS}SA1B2C327^{RS}06^{GS}25SD1AAA9A1B2C328^{GS}SA1B2C328^{RS}06^{GS} 25SD1AAA9A1B2C329^{GS}SA1B2C329^{RS}06^{GS}25SD1AAA9A1B2C330^{GS}SA1B2C330^{RS}06^{GS}25SD1AAA9A1B2C331 ^{GS}SA1B2C331^{RS}06^{GS}25SD1AAA9A1B2C332^{GS}SA1B2C332^{RS}06^{GS}25SD1AAA9A1B2C333^{GS}SA1B2C333^{RS}06^{GS}25S D1AAA9A1B2C334^{GS}SA1B2C334^{RS}06^{GS}25SD1AAA9A1B2C335^{GS}SA1B2C335^{RS}06^{GS}25SD1AAA9A1B2C336^{RS}06 ^{GS}25SD1AAA9A1B2C337^{RS}06^{GS}25SD1AAA9A1B2C338^{RS}06^{GS}25SD1AAA9A1B2C339^{RS}06^{GS}25SD1AAA9A1B2C 340^{RS}06^{GS}25SD1AAA9A1B2C341^{RS}06^{GS}25SD1AAA9A1B2C342^{RS}06^{GS}25SD1AAA9A1B2C343^{RS}06^{GS}25SD1AAA9 A1B2C344^{RS}06^{GS}25SD1AAA9A1B2C345^{RS}06^{GS}25SD1AAA9A1B2C346^{RS}06^{GS}25SD1AAA9A1B2C347^{RS}06^{GS}25SD 1AAA9A1B2C348^{RS}06^{GS}25SD1AAA9A1B2C349^{RS}06^{GS}25SD1AAA9A1B2C350^{RS}06^{GS}25SD1AAA9A1B2C351^{RS}06 ^{GS}25SD1AAA9A1B2C352^{RS}06^{GS}25SD1AAA9A1B2C353^{RS}06^{GS}25SD1AAA9A1B2C354^{RS}06^{GS}25SD1AAA9A1B2C 355^{RS}06^{GS}25SD1AAA9A1B2C356^{RS}06^{GS}25SD1AAA9A1B2C357^{RS}06^{GS}25SD1AAA9A1B2C358^{RS}06^{GS}25SD1AAA9 A1B2C359^{RS}$_{EOT}$^(928)^(111)^(101)^(129)^(923)^(001)^(111)^(002)^(922)

AP2. APPENDIX 2

DATA ELEMENTS AND CODES INDEX

Number	Title
AP2.1	DOCUMENT IDENTIFIER CODES
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AP2.3	ROUTING IDENTIFIER CODES
AP2.4	MEDIA AND STATUS CODES
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AP2.8	DEMAND AND SUFFIX CODES
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AP2.20	SUBSISTENCE TYPE OF PACK CODES
AP2.21	DISPOSAL AUTHORITY CODES
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Number	Title
AP2.24	AUTOMATED DATA PROCESSING IDENTIFICATION CODES
AP2.25	CUSTOMER IDENTIFICATION

AP2.2. APPENDIX 2.2

SERVICE AND AGENCY CODES[1]

MILSTRIP SERVICE CODES

NUMBER OF CHARACTERS:	One or two
TYPE OF CODE:	Alpha**numeric**[2]
EXPLANATION:	Services/Agency (S/A) codes are designed to accommodate S/A identity in Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation. For this purpose, these codes are used in conjunction with other codes to identify the parent S/A of requisitioners and other addressees. The S/A codes shall be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents according to the following MILSTRIP record position key:

4	First position of the Routing Identifier Code (RIC)
30	First position of the Document Number
31	Second position of the Document Number
45	First position of Supplementary Address
46	Second position of Supplementary Address
67	First position of RIC for U.S. storage activity preparing the DD Form 1348-1A or DD Form 1348-2
74	First position of the RIC

By exception, two position combination codes using the authorized S/A code and a specified second position are authorized to identify contractor DoDAACs.[3] FEDSTRIP provides for the use of the two position codes, defined as civil Agency codes, to be entered in rp 30-31 and 45-46 of the Government Services Administration (GSA) Form 1348 series of documents. The MILSTRIP Service codes[4] and the Federal Standard Requisitioning and Issue Procedure (FEDSTRIP) Agency codes[5] are listed below:

RECORD POSITION: 4, 30, 31, 45, 46, 67, and/or 74

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[1] Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes http://www.fms.treas.gov/fastbook/ used as the first two positions of the activity address code (AAC).

[2] **Refer to ADC 1032. Delayed/staggered implementation authorized.**

[3] Combination codes authorized for USCG and DLA. Refer to ADC 319.

[4] Mandatory usage rules for Service and Agency Codes are established for the assignment of DoD Activity Address Codes (DoDAACs) and Routing Identifier Codes (RICs). Further stratification for DoDAAC assignment usage rules may be found at: www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=71

[5] Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes http://www.fms.treas.gov/fastbook/ used as the first two positions of the activity address code (AAC).

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
0												*Not Assigned*
1												*Not Assigned*
2	*2*						*2*		*2*		*Army*	*See Footnote[6]*
3												*Reserved*
4	*4*						*4*		*4*		*Navy*	*See Footnote[7]*
5												*Reserved*
6	*6*						*6*		*6*		*Air Force*	*See Footnote[8]*
7												*Reserved*
8	*8*						*8*		*8*		*Marine Corps*	*See Footnote[9]*
9												*Reserved*
A	A		A		A		A		A		Army	
B	B						B		B		Army	
B			B		B						Army	Security Assistance Use Only[10]
C	C						C		C		Army	
C			C		C						Army	Contractor Use Only
D	D						D		D		Air Force	
D			D		D						Air Force	Security Assistance Use Only[11]
E	E						E		E		Air Force	
E			E		E						Air Force	Contractor Use Only
F	F		F		F		F		F		Air Force	
G	G		G		G		G		G		GSA	
H	H		H		H						Other DoD Activities	Note: To designate other[12] DoD Activity contractors, you must use Service Code H with
H			H	G	H	G					Other DoD Activity Contractors	

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[6] *Refer to ADC 1032. Delayed/staggered implementation authorized*
[7] *Ibid.*
[8] *Ibid.*
[9] *Ibid.*
[10] On Grant Aid requisitions, rp 45 shall contain S/A Code Y.
[11] Ibid.
[12] Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
H							H		H		Not Assigned	G. When code HG is used, rp 30-31 or 45-46 shall contain the HG code, as appropriate[13].
I			I								Missile Defense Agency	Security Assistance Use Only
J	J										Air Force	On Base Use Only
J				J							Air Force	
J					J		J		J		Not Assigned	
K	K						K		K		Not Assigned	
K			K		K						Marine Corps	Security Assistance Use Only[14]
L							L		L		Not Assigned	
L	L		L		L						Marine Corps	Contractor Use Only
M	M		M	M			M		M		Marine Corps	
N	N		N	N			N		N		Navy	
O											Not Assigned	
P	P						P		P		Navy	
P			P		P						Navy	Security Assistance Use Only[15]
Q	Q						Q		Q		Navy	
Q			Q		Q						Navy	Contractor Use Only
R	R		R		R		R		R		Navy	
S	S		S	S	S		S		S		DCMA	See footnote[16]
S	S		S	S	S		S		S		DLA	See footnote[17]
S			S	D	S	D					DLA	Contractor Use Only
T	T						T		T		DLA	
T			T								DLA	Security Assistance Use Only[18]

[13] Mandatory usage rules for Service and Agency Codes are established for the assignment of DoD Activity Address Codes (DoDAACs) and Routing Identifier Codes (RICs). Further stratification for DoDAAC assignment usage rules may be found at www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=71.

[14] On Grant Aid requisitions, rp 45 shall contain S/A Code Y.

[15] Ibid.

[16] DCMA: DoDAACs begin with S and end with A; any character is allowed in between. RICs are in the format S-numeric-alpha, where the numeric value is 6, 7, or 8 only.

[17] DLA: S-series excluding those values that fall within the DCMA format rules identified in the previous footnote for DCMA.

[18] On Grant Aid requisitions, rp 45 shall contain S/A Code Y.

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
T					T						(See Footnote[19])	
U	U						U		U		Not Assigned	
U			U	U							DLA	Contractor Use Only
V			V	V							Navy	
V	V						V		V		Navy	Contractor Use Only
V							V		V		Not Assigned	
W	W	W		W	W		W		W		Army	
X											Reserved	(Used internally by DLA Transaction Services)
Y					Y[20]						Reserved	***See Footnote***
Z	Z	Z	Z		Z		Z		Z		Coast Guard	
Z			Z	0	Z	0					Coast Guard	Contractor Use Only

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[19] S/A Code T entered in rp 45 may be used for any Foreign Military Service (FMS) country Defense organization which is not designated as an element of that country's Army, Navy, Air Force, or Marine Corps.

[20] Identifies Security Assistance Grant Aid when used in a Security Assistance requisition (as designated by rp 30). Otherwise, considered nonsignificant except by coordinated prior agreement or authorized procedures for inter-Service ownership transfer of ammunition/ammunition-related materiel. See MILSTRIP Appendix 2.9 for details.

FEDSTRIP CIVIL AGENCY CODES[21]

NUMBER OF CHARACTERS:	Two.
TYPE OF CODE:	Numeric, Numeric.
EXPLANATION:	Identifies civil agencies under FEDSTRIP
RECORD POSITION(S):	30-31 and 45-46.

SPECIAL PROGRAM ACTIVITY CODES[22]

NUMBER OF CHARACTERS:	Two.
TYPE OF CODE:	First-position Numeric, Second-position Alpha.
EXPLANATION:	Identifies special program activities that are neither DoD or Federal Agencies
RECORD POSITION(S):	30-31 and 45-46.

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[21] Refer to the Treasury Financial Manual Supplement – FAST Book (Part II link to Independent Agencies) for linsitn of Federal civil Agency codes http://www.fms.treas.gov/fastbook/ used as the first two positions of the AAC*.*

[22] Request for Implementation Date for Approved DLMS Change (ADC) 384, Special Programs for NonDoD/No-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs, January 18, 2011

AP2.7. APPENDIX 2.7

DOCUMENT NUMBER

AP2.7.1. The document number (located in record position (rp) 30-43 of transactions) is a nonduplicative number throughout the system. For support of U.S. Forces, it is constructed as follows: (See chapter 6 for document number construction for Security Assistance transactions.)

AP2.7.1.1. Department of Defense activity address code (DoDAAC) or Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) activity address code (AAC) (rp 30-35).

AP2.7.1.2. Four-position ordinal date (rp 36-39).

AP2.7.1.3. Serial number (rp 40-43).

Service													
Agency Code													
Activity Address Code						Ordinal Date				Serial Number			
30	31	32	33	34	35	36	37	38	39	40	41	42	43

AP2.7.2. The entries in rp 30 and 31 shall always be the appropriate character(s) from appendix AP2.2 that indicates the Service/Agency (S/A).

AP2.7.3. DoDAAC or FEDSTRIP AAC for each activity shall be established and disseminated by each of the Services, DLA and the GSA. (See DLM 4000.25, Volume 6, Chapter 2, DoDAAD.) Each code so established shall contain or serve as an address to permit shipping and billing for materiel and for mailing of documentation.

AP2.7.4. Entries in rp 36-39 (date) shall always be numeric and shall indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date shall be amended (if necessary) to reflect the true date of transmittal.

AP2.7.4.1. Rp 36 shall indicate the last numeric digit of the calendar year in which the document was originated. Example: 0 for 1990, 1 for 1991, etc.

AP2.7.4.2. Rp 37-39 shall indicate the numerical or consecutive day of the calendar year; for example, 035 is equal to February 4TH.

Additional Examples:

	RECORD POSITIONS					DATES
36	37	38	39			
0	0	0	5	-		January 5, 2010
9	0	5	2	-		February 21, 2009
2	2	7	9	-		October 5, 2012

AP2.7.5. Document serial numbers, assigned at the discretion of the document originator, are entered in rp 40-43. The document serial number shall not be duplicated on the same day. The serial number may be assigned to consist of alphanumeric characters, with the exception of alphas I and O (on inter-Service transactions) under the following criteria:

AP2.7.5.1. Rp 40 may consist of alpha or numeric characters with the utilization of certain alphas limited as specified in paragraph AP2.7.5.3., below. Under DLMS implementation, this embedded information shall be carried as a distinct data element referred to as the utilization code.

AP2.7.5.2. Rp 41-43 may consist of alpha or numeric characters on inter-S/A requisitions. However, the entries in rp 41-43 shall not be meaningful to the receiving S/A, but shall be perpetuated on documentation initiated as a result of requisition processing.

AP2.7.5.3. The following alphabetic codes have been reserved for use in rp 40:

CODE	EXPLANATION
B[1]	Document number assigned by the Marine Corps Maintenance Center Bridge in conjunction with the changes required under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated within the Marine Corps systems and submission of the corresponding material release order is transmitted to the DLA managed warehouse. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.)
C	*Use in the document number (unique control number) assigned for receipt of an item upgraded from scrap under DLA Disposition Services procedures. (This meaning is applicable only to DLA Disposition Services Field Office-prepared receipt transactions.)*

[1] Available under DLMS. Refer to ADC 396, Revised Procedures and Data Content for DLMS Materiel Release Order (940R) and Material Release Advice ((945A) and New Denial Management Code for Marine Corps BRAC Storage and Distribution Interface (SDI).

CODE	EXPLANATION
D[2]	Document number assigned by the depot on behalf of the Marine Corps Maintenance Center under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated without submission of a corresponding material release order. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.)
E	Navy exception "ship to" for deployed naval units.
G	Navy exception "ship to" for deployed naval units.
J	Inventory control point (ICP) interrogations or offers of excess, and requisitions resulting from the interrogations or offers (denotes inter-service supply support transactions between ICPs).
K	Reserved.
L	Use to identify requisitions submitted to DLA Disposition Services that result from physical screening of property at the DLA Disposition Services Field Office. This type of requisition is referred to as a "Walk-In Requisition."
M[3]	Use to identify Inventory Control Point/Integrated Materiel Manager directed disposal release orders resulting from Base Realignment and Closure (BRAC). This value is not currently approved for use on other transaction types.
N	Reserved.
P	***Reserved for DoD assignment.***
Q	Use to identify requisitions and related transactions/documents for items reclaimed from aircraft and equipment from the Aerospace Maintenance and Regeneration Center (AMARC).
R[4]	Use to identify document numbers generated within the DLA Disposition Services' Reutilization/Transfer/Donation (RTD) Web to accommodate processing of the individual lines associated with requisitioning a Disposition Services container.
S[5]	Use to identify requisitions submitted to DLA Disposition Services.
T	Use to identify Electronic Turn-In Document (ETID) prepared shipments/ transfers to DLA Disposition Services.[6]

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[2] Ibid.
[3] Use of modified definitions for codes M, R, and S in record position 40 last reported as not implemented by United States Navy (USN), United States Air Force (USAF), and United States Marine Corps (USMC). Refer to AMCL 145
[4] Ibid.
[5] Ibid.
[6] ADC 464 (PDC 484), Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940/ DIC AFX/AFZ) under RBI.

CODE	EXPLANATION
U	Product quality deficiency report (PQDR) and supply discrepancy report (SDR) related transactions when the original requisition number is not known. (See MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.)
V[7]	Nuclear Related Materiel Code 2305 material requires manual routine contact of Nuclear Engineering Department for delivery instructions.
W	Navy exception "ship to" for deployed naval units.
Z[8]	Nuclear related materiel code 2305 material requires manual immediate contact of Nuclear Engineering Department for delivery instructions.

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[7] Available under DLMS. Refer to ADC381, Procedures and Additional Data Content supporting Requisitions, Requisition Alerts, and Unit of Use Requirements under Navy BRAC SS&D/IMSP
[8] Ibid.

AP2.9. APPENDIX 2.9

SUPPLEMENTARY ADDRESS

AP2.9.1. The supplementary address (SUPADD)/supplemental data field is a multi-purpose data element. Usage rules vary for U.S. Forces and Security Assistance, by the intent of the transaction originator, as well as based upon the transaction format (legacy MILSTRIP vs. DLMS) used to communicate the information. Regardless of usage or format, the originator's SUPADD/supplementary data shall be perpetuated in all subsequent transactions and documentation.

AP2.9.2. U.S. Forces

AP2.9.2.1. Under legacy MILSTRIP, the SUPADD (located in rp 45-50) in transactions for support of U.S. Forces, when significant, will contain a DoD activity address code (DoDAAC). The entry in the first position (Service) or first and second position (Federal Agency, if numeric-numeric, or special program activity, if numeric-alpha) shall always be the appropriate character(s) identifying the Service/Agency (S/A) or program (see Appendix 2.2. Service and Agency Codes). The DoDAAC shall be established in the authoritative DLA Transaction Services DoD Activity Address Directory (DoDAAD) database by S/A designated DoDAAD Central Service Points for dissemination in a variety of formats. Each code so established will contain address(es) in detail to permit the shipping and billing of materiel. (See the DLM 4000.25, Volume 6, Chapter 2, DoD Activity Address Directory (DoDAAD).)

Service/Agency					
Activity Address Code					
45	46	47	48	49	50

AP2.9.2.2. Under DLMS, the SUPADD shall be replaced by a generic supplemental data field. DoDAACs provided for the purpose of identifying a ship-to and/or bill-to activity are carried as discrete data elements in the DLMS transaction address segment with specific data qualifiers indicating the exact purpose.

AP2.9.2.2.1. In a mixed legacy/DLMS environment, the supplemental data field is used to perpetuate/populate the legacy MILSTRIP SUPADD. During this time, field size for the supplemental data field is restricted to 6 positions. When containing a DoDAAC, the value carried in the supplemental data field must also be repeated in the applicable DLMS address segment to identify the ship-to/bill-to activity.

AP2.9.2.2.2. Under full DLMS, the requirement to pass activity address information within the supplement data shall be terminated and the supplementary data

field will be used for miscellaneous data only. Under full DLMS, the field length shall be expanded to 30 positions.

AP2.9.2.3. Non-significant Supplemental Data. The Service/Agency Code Y in the first position shall be used to denote that the field is being used for data rather than a ship-to/bill-to DoDAAC. When the originator of the transaction uses the SUPADD/supplemental data field for data rather than addressing, the entry shall be considered non-significant to the receiving activity except by coordinated prior agreement *or authorized procedures for inter-Service ownership transfer of ammunition/ammunition-related materiel.*

AP2.9.2.4. Inter-Service Ownership Transfer of Ammunition/Ammunition-related Materiel

AP2.9.2.4.1 When used for inter-Service ownership transfer of ammunition or ammunition-related materiel located in a Single Manager for Conventional Ammunition (SMCA) storage activity where no physical movement of materiel or billing applies, the Referral Order (DLMS 511R/DIC A4_) shall cite Signal Code M and Project Code CYK in conjunction with a SUPADD/supplemental data field beginning with Service/Agency Code Y (a ship-to DoDAAC is not applicable). In a mixed DLMS/legacy environment, the required additional data content to support this process will be concatenated in the SUPADD/supplemental data field as follows:

- **First position: Service/Agency Code Y**
- **Second position: Old (from) ownership code**
- **Third-fifth position: New owner RIC**
- **Last position: New/gaining (to) ownership code**

AP2.9.2.4.2 Materiel release orders (MROs) (DLMS 940R/DIC A5_) directed to an SMCA storage activity for inter-Service transfer of ammunition or ammunition-related materiel with no physical movement or billing will cite the SUPADD/supplemental data constructed as in AP2.9.4.1 in combination with Signal Code M. All subsequent transactions will perpetuate this construct.

AP2.9.2.4.3 Under DLMS, the originating system will also provide the discrete data elements where applicable, mirroring those contained in the supplemental data. This redundancy will be retained until all parties are using DLMS and the supplemental data field may be repurposed for unrelated information.

AP2.9.2.5. When the first position of the document number contains a valid S/A alpha designator and the first position of the SUPADD/data field contains a zero (0), DAAS shall change the zero (0) to Y.

AP2.9.3. Security Assistance

AP2.9.3.1. For Security Assistance transactions, the legacy MILSTRIP SUPADD, as well as the mixed environment DLMS supplemental data field, is used for a concatenation of multiple distinct data elements.

AP2.9.3.1.1. For Foreign Military Sales (FMS), the first position (legacy format rp 45) shall contain the in-country Service designating the military service within the Security Assistance customer country. For Grant Aid, the first position shall contain Service/Agency Code Y. Note that the Y is subsequently converted to an X for establishment of the applicable Military Assistance Program Address Code (MAPAC).

AP2.9.3.1.2. The contents of the remaining positions vary for both FMS and Grant Aid, according to the Security Assistance country and the originator's intent. (See MILSTRIP Chapter 6 and AP3.03 or DLM 4000.25, Volume 6, Chapter 3, Military Assistance Program Address Directory (MAPAD), for detailed guidance.)

AP2.9.3.2. In a mixed legacy/DLMS environment, the supplemental data field shall be interpreted during DLA Transaction Services' DAAS processing and separated into its discrete data elements for transmission to DLMS-compliant applications. Under full DLMS, the originating system shall provide the discrete data elements applicable to the transaction including: customer within country code, offer and release option code, FMS case number, program line number, record control number.

AP2.10. APPENDIX 2.10

SIGNAL CODES

AP2.10.1. The signal code (record position 51) in A series documents has two purposes; it designates the fields containing the intended consignee (ship-to), and the activity to receive and effect payment of bills, when applicable. In the case of the Material Returns Program (MRP), document identifier code (DIC) FT_ series, the signal code designates the fields containing the intended consignor (ship-from) and the activity to receive and process credits, when applicable. All requisitions/asset reports shall contain the appropriate signal code.

AP2.10.2. The coding structure and its meaning for A series documents:

AP2.10.2.1. When the materiel is to be shipped to the activity indicated in rp 30-35, the signal code shall be as follows:

AP2.10.2.1.1. Code A - Bill to activity in rp 30-35.

AP2.10.2.1.2. Code B - Bill to the activity in rp 45-50.

AP2.10.2.1.3. Code C[1] - Bill to the activity in rp 52 and 53.

AP2.10.2.1.4. Code D - No billing required - free issue. (Not to be used by DoD activities when submitting requisitions on Government Service Adminstration (GSA).)

AP2.10.2.1.5. Code W - (For intra-Service use only.)

AP2.10.2.2. When the materiel is to be shipped to the activity indicated in rp 45-50, the signal code shall be as follows:

AP2.10.2.2.1. Code J - Bill to the activity in rp 30-35.

AP2.10.2.2.2. Code K - Bill to the activity in rp 45-50.

AP2.10.2.2.3. Code L[2] - Bill to the activity in rp 52 and 53.

AP2.10.2.2.4. Code M - No billing required - free issue. (Not to be used by DoD activities when submitting requisitions on GSA.) *When used to identify ownership transfer of ammunition and ammunition-related materiel with no physical movement of materiel or billing, Signal Code M is used in conjunction*

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[1] See AP2.11.2 for explanation.
[2] Ibid.

with the supplementary address/supplemental data field beginning with Service/Agency Code Y and will not require inclusion of a valid ship-to DoDAAC.[3]

AP2.10.2.2.5. Code X - (For intra-Service use only.)

AP2.10.3. The coding structure and its meaning for DIC FT_ series documents:

AP2.10.3.1. When the materiel is to be shipped from the activity indicated in rp 30-35, the signal code shall be as follows:

AP2.10.3.1.1. Code A - Credit to the activity in rp 30-35.

AP2.10.3.1.2. Code B - Credit to the activity in rp 45-50.

AP2.10.3.1.3. Code C[4] - Credit to the activity in rp 52 and 53.

AP2.10.3.1.4. AP2.10.3.1.4. Code D - No credit required.

AP2.10.3.1.5. Code W - (For intra-Service use only.)

AP2.10.3.2. When the materiel is to be shipped from the activity indicated in rp 45-50, the signal code shall be as follows:

AP2.10.3.2.1. Code J - Credit to the activity in rp 30-35.

AP2.10.3.2.2. Code K - Credit to the activity in rp 45-50.

AP2.10.3.2.3. Code L[5] - Credit to the activity in rp 52 and 53.

AP2.10.3.2.4. Code M - No credit required.

AP2.10.3.2.5. Code X - (For intra-Service use only.)

AP2.10.4. The coding structure and its meaning for shipments/transfers to DLA Disposition Service Field Office:

AP2.10.4.1. For shipments/transfers of hazardous materiel and waste to DLA Disposition Service Field Offices, the Disposal Turn-In Document (DTID), DD Form 1348-1A, DD Form 1348-2, or authorized electronic equivalent, shall reflect the designated consignee DLA Disposition Service Field Office in rp 45-50 and the signal code shall be as follows:

AP2.10.4.1.1 Code A - Bill to activity in rp 30-35.

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[3] ***Upon transition to DLMS discrete data enhancements this process will also require separate identification of the applicable ownership codes (to/from) and the new owner RIC. Refer to ADC 1020.***

[4] See AP2.11.2 for explanation.

[5] Ibid.

AP2.10.4.1.2. Code B - Bill to activity in block 27 of the DTID. If Signal Code B is present and no bill-to activity is provided in block 27, the bill-to office shall default to the activity in rp 30- 35.

AP2.10.4.1.3. Code C - Bill to activity in rp 52 and 53. If Signal Code C is present and no bill-to activity is identified on the fund code table, the bill-to office shall default to the activity in rp 30-35.

AP2.10.4.1.4. Code L - Bill to activity in rp 52 and 53. If Signal Code L is present and no bill-to activity is identified on the fund code table, the bill-to office shall default to the activity in rp 30-35.

AP2.10.4.2. Only the signal codes in AP2.10.4.1 are applicable on the DTID for hazardous materiel or waste turn-in. Processing under Signal Codes C and L are redundant to allow perpetuation of legacy system procedures.

AP2.10.5. When the Signal Code is C or L, an additional use for the fund code is to indicate the bill-to office. The fund code to bill-to office conversion under MILSBILLS procedures is prescribed in the fund code appendix of DLM 4000.25, Volume 4, Finance.

AP2.18. APPENDIX 2.18

COUNTRY AND ACTIVITY CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha-Alpha or Alphanumeric

EXPLANATION: *Country and Activity Codes* are listed on the DLA Logistics Management Standards Web site under: Logistics Qualifier Search/Select Qualifier Code from Table of Contents/Key Word "Country *and Activity Codes*" at www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvtoc.aspx?item=*.

Identifies short names and two position code assigned for country, international organization, or account, which is used for 1) distribution and the physical location used for clear text addressing under DLMS, 2) Security Assistance purposes to identify the Security Cooperation (SC) Customer Codes (the recipient of materiel or services sold, leased, loaned, transferred, exchanged, or furnished under FMS, or the recipient of materiel or services furnished under Grant Aid) used by the Defense Security Cooperation Agency. Activity code may be applied to organizations, regions, territories, or programs which do not have established country codes.

Pending separation of the country and activity codes used for distribution and physical location in clear text addressing under the DLMS, the SC customer code values and the country and activity codes are maintained in a mixed-purpose table in LOGDRMS (in association with Qualifier 85 an 85).*

NOTE: Inclusion of a country or activity in this appendix does not, of itself, indicate that the country or activity is now, ever has been or will be a recipient of Security Assistance.

RECORD POSITION(S):   31-32

AP3.3. APPENDIX 3.3

SECURITY ASSISTANCE PROGRAM REQUISITION

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)		ENTRY AND INSTRUCTIONS
Send To[1]	A	Not Applicable	Enter the appropriate in-the-clear name and address of the activity designated to receive the requisition.
Requisition Is From	B	Not Applicable	Enter the in-the-clear name and address of the requisitioner.
Document Identifier Code		1-3	Enter DIC A0_ or AM_.
Routing Identifier Code		4-6	Enter RIC indicating the source to which the document is submitted.
Media and Status		7	Enter M&S code.
Stock Number		8-22	Enter the stock or part number of the item requisitioned.
Unit of Issue		23-24	Enter the U/I.

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[1]See the "AP2" series of appendices for the explanation of data fields.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Quantity	25-29	a. Enter quantity requisitioned.
		b. When quantity restriction applies; for example, total requirements for an item will result in more than 25 shipment units for specified items, see Chapter 6, Section C6.7.4.
		c. For ammunition and ammunition related requisitions only (items in Federal supply group (FSG) 13 and for Federal supply classification (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140), enter an "M" in rp 29 to express in thousands any quantity exceeding 99,999. Example: A quantity of 1,950,000 will be expressed as 1950M (1950 in rp 25-28 and an M in rp 29).
Document Number	30-43	Enter the document number as assigned by the preparing activity.
Service	30	Enter the alphabetical code of the U.S. implementing Component designated as the recipient of the Security Assistance order.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Security Cooperation Customer Code	31-32 (First and Second Position)	Enter the appropriate **SC Customer Code (**recipient country/organization for the Security Assistance materiel**)**.
Mark-For	33 (Third Position)	a. For Grant Aid, enter the one-digit alpha or numeric code to indicate the country recipient and place of discharge within the country.

b. For foreign military sales (FMS), enter the one-digit alpha/numeric code that identifies the countries' selected mark-for addresses, that will be part of shipment container markings selected mark-for addresses, that will be part of shipment container markings. When rp 46-47 contains code XX, the address identified by the code in rp 33 will be the ship-to address. When a code is not applicable, a numeric zero (0) will be entered.

c. An XW entry in rp 46-47 indicates instances where the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related materiel release orders (MRO).

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Foreign Military Sales Delivery Term	34 (Fourth Position)	a For FMS requisitions, enter the numeric code to identify delivery term for type of shipment. b The above entry is not applicable to Grant Aid requisitions. For Grant Aid requisitions, always enter a 0 (zero).
Security Assistance Program Type of Assistance/ Financing	35 (Fifth Position)	Enter the one-digit alpha or numeric code to identify the type of assistance.
Date	36-39	Enter the year and three-position day of year.
Serial Number	40-43	Enter the serial number of the requisition. The number is assigned at the discretion of the requisition initiator and will not be duplicated on any one day.
Demand	44	Enter the demand code, as applicable.
Supplementary Address	45-50	Contains entries indicated below:

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
In-Country Service	45	a. For FMS, this code must be the Service Assignment Code B, D, K, P, or T since these are the only codes with addresses published in the Military Assistance Program Address Directory (MAPAD).
		b. For Grant Aid, enter an alpha Y to indicate that the contents in Block 15 or rp 46-50 are not meaningful to the system, but are to be perpetuated in the ensuing documentation.
Address	46-47 (First and Second Position)	a. For FMS, enter the appropriate types of country FMS offer/release options in rp 46 and FF in rp 47 designated by the recipient country (see the MAPAD). When the shipments are to be made under U.S. sponsored transportation, alpha XX will be entered. An XW entry in rp 46-47 indicates the materiel is to be delivered to an assembly point or staging area In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.
	48-50 (Third, Fourth, and Fifth Position)	b. For FMS, enter the applicable three-position case number assigned to the FMS transaction.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
	46-50	c. For Grant Aid in the first position or rp 46, enter the last numeric digit of the SAP year, for example, 1999 is expressed as 9, 2000 as 0, etc.). The remaining four positions of Block 15 or rp 47-50 will indicate the program line item (alpha, numeric, or alpha/numeric).
Signal	51	Enter the signal code.
Fund	51-53	Enter the fund code as directed by the Service.
Distribution	54-56	Enter the distribution code of the activity to receive status as directed by the Service.
Project	57-59	When applicable, enter the appropriate project code under Service instructions.
Priority	60-61	Enter the priority designator.
Required Delivery Date	62-64	This field will normally be left blank. (The ordinal day or Required Availability Date (RAD) entry will be made when conditions meet the established criteria.)
Advice	65-66	Enter the advice code to convey instructions to the supply source. When entry is not required, leave blank.
Date of Receipt of Requisition[2]	67-69	Leave blank on submission. Processing points will enter date of receipt.

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[2] Processing points passing DIC AM_ modifiers to another supply source for continued processing will enter their RIC in rp 67-69.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Blank	70-80 (FMS 70-71, 73-80)	Leave blank on inter-Service requisitions forwarded to the DLA and Government Services Administration (GSA) supply sources. a. This field is optional for intra-Service/Agency (S/A) use. b. This field may be used for internal purposes on retained copies of requisitions.
Cooperative Logistics Program Support Category	72	<u>FMS only</u>. The applicable International Logistics Control Office (ILCO) will enter the appropriate Cooperative Logistics Program Support Code (CLPSC) if rp 35 contains a V on Cooperative Logistics Supply Support Arrangement (CLSSA) requisitions or passing orders. If blank, or incorrect, reject with Status Code CT.[3]
Remarks Field of Requisition	L-V	This field will be used to convey required additional information not provided for in the requisition format.

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[3] Requirement to expand the CLPSC to differentiate a Foreign Military Sales Order (FMSO) I requisition from a FMSO II requisition was not implemented. Refer to AMCLs 7 and 22.

AP3.24. APPENDIX 3.24

REFERRAL ORDER/LATERAL REDISTRIBUTION ORDER FOR RETAIL ASSETS

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3	Enter DIC A4_.
Routing Identifier Code	4-6	Enter the RIC of the **activity** to which the transaction is being sent.
Media and Status	7	Enter the M&S code as shown in the original requisition.
Stock or Part Number	8-22	a. When no change or substitution is made, enter the stock or part number shown in the requisition. b. When a change or substitution is made, enter the corrected stock or substituted stock or part number.
Unit of Issue	23-24	Enter U/I.
Quantity	25-29	a. Enter the quantity. b. For ammunition and ammunition related items only (items in Federal supply group (FSG) 13 and for Federal supply classification (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140), enter an M in rp 29 to express in thousands any quantity exceeding 99,999. Example: Express a quantity of 1,950,000 as 1950M (1950 in rp 25-28 and an M in rp 29).
Document Number	30-43	Enter document number as shown in the requisition.
Suffix	44	a. Enter the suffix code applicable to quantity in rp 25-29 when the requisitioned quantity is divided into separate actions. b. When the requisitioned quantity is not divided, leave this field blank.

RECORD

FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Supplementary Address	45-50	Enter data from the original requisition.[1]
Signal	51	Enter data from the original requisition.
Fund	52-53	Enter data from the original requisition.
Distribution	54-56	When used to effect lateral redistribution of retail assets, enter 2 for consumables and 3 for reparables in rp 54; otherwise, enter data from the original requisition.
Project	57-59	Enter data from the original requisition.
Priority	60-61	Enter data from the original requisition.
Required Delivery Date/Required Delivery Period[2]	62-64	Enter data from the original requisition.
Advice	65-66	Enter data from the original requisition.
Date of Receipt of Demand	67-69	Enter the date of receipt of the demand document as recorded in that document by the initial recipient in the supply distribution system. Note: Referral orders generated as a result of backorder releases and submitted to the (Single Manager for Conventional Ammunition) SMCA shall contain code 888 in rp 67-69.
Management Data	70-71	Enter management data, as authorized.
Demand Code/ [3] Management Data[4]	72	Enter demand code from rp 44 of original requisition or management data, as authorized. Note: Intra-Air Force Foreign Military Service (FMS) DIC A4_ transactions may use a Cooperative Logistics Program Support Code (CLPSC) (program/non-program) code in rp 72.

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[1] ***When used on a referral order to initiate an inter-Service ammunition-related ownership transfer with no physical movement of materiel and no billing, cite Signal Code M and Project Code CYK in conjunction with the supplementary address constructed as follows: Service/Agency Code Y followed by the old (from) ownership code, the RIC to which ownership is transferred, and the new/gaining (to) ownership code. Refer to ADC 1020.***

[2] Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

[3] Deferred implementation authorized. The revised format of the referral order to include the demand code of the original requisition may be deferred for DLMS/logistics systems modernization.

RECORD

FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Management Data	73	Enter Management data, as authorized.
Routing Identifier Code	74-76	Enter RIC applicable to the activity generating the transaction.
Management Data	77-80	Enter management data, as authorized.

LATERAL REDISTRIBUTION ORDER ENTRIES: Entries applicable when rp 54 equals 2 or 3:

Purpose code	70	Enter the purpose code of the materiel being issued if required based on Component agreement (derived from DIC DZF, Asset Status Reporting Transaction); otherwise leave blank.
Condition Code	71	Enter the applicable condition code.
Blank	72-73	Leave Blank.

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[4] On an Intra-Navy basis, a management code may be used to identify the reason a requisition is referred to the Navy Inventory Control Point (ICP) when the requisition cannot be filled by the referring system. Refer to ADC 363.

RECORD

FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS

GOVERNMENT-FURNISHED MATERIEL REFERRAL ORDER ENTRIES.[5]

Manufacturer's Directive Number	*54-56*	*If required by the Component contracts, enter the MDN.*
Contract Call Order Number	*69-72*	*If required by the Component contracts, enter the appropriate contract call order number.*
Contract Identification	*73-80*	*Enter the last eight positions of the procurement instrument identification number (PIIN). This entry is mandatory.[6]*

MANAGEMENT CONTROL ACTIVITY ENTRIES. Entries Required for referral orders for Government-Furnished Materiel.[7]

Routing Identifier Code	*4-6*	*Enter the RIC of the source of supply.*
Distribution	*54-56*	*Enter the distribution code of the management control activity (MCA) validating the transaction or the MDN consisting of the MCA's distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.*
Routing Identifier Code	*74-76*	*If required by the Component, enter the RIC of the validating MCA in rp 74-76.*

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[5] Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

[6] *Abbreviated contract number is mandatory, regardless of inclusion of the MDN. Refer to ADC 1014.*

[7] Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

AP3.30. APPENDIX 3.30

FOREIGN MILITARY SALES NOTICE OF AVAILABILITY KEY DOCUMENT

AP3.30.1. The mechanized foreign military sales (FMS) notice of availability (NOA) is provided to customers having a need to receive mechanized data for FMS shipments when FMS Offer/Release Option Y or Z is entered in rp 46 of requisitions. This FMS NOA Key document shall accompany the FMS NOA detail documents.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3	a. Enter DIC AD1 for the initial key NOA document when an export release is not required. b. Enter DIC ADR for the initial key NOA document when an export release is required. c. Enter DIC AD3 for the delay key NOA document.
Routing Identifier Code	4-6	Enter the RIC of the activity transmitting the NOA.
Number of Line Items	7-10	Enter the number of line items included in the shipment unit as represented by NOA detail documents transmitted with the NOA key document.
Commodity/Cargo Exception/Special Handling	11-17	a. Rp 11-15 shall always contain the appropriate water commodity and cargo exception code to be used to describe the predominant commodity within the shipment unit for ocean manifesting. (See DTR 4500.9-R, "Defense Transportation Regulation") b. Rp 16-17 shall always contain the appropriate air commodity and special handling code to be used for all shipments via air. Identifies materiel for manifesting and customs requirements and denotes cargo requiring special handling or reporting (see DTR 4500.9-R).
Air Dimension	18	Identifies dimensional characteristics of air shipments by relating the dimensions of the largest piece to the minimum size cargo door opening of an aircraft (see DTR 4500.9-R).

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Security Cooperation Customer Code	19-20	Enter **SC** Customer Code.
Blank	21-22	Leave blank.
Mode of Shipment	23	Identifies the intended mode to be used from shipping activity to designated consignee.[1]
Type of Pack	24-25	Identifies the type of pack code used for the shipment unit[2].
Pieces	26-29	Enter total pieces in shipment unit.
Weight	30-35	Enter total weight of shipment unit. This entry shall be rounded to the next whole number.
Cube	36-39	Enter total cubic feet of shipment unit. This entry shall be rounded to the next whole number.
Blank	40-44	Leave blank.
Supplementary Address	45-50	Enter data same as the issue release/receipt document (MRO, DD Form 1348-1A, DD Form 1348-2, etc).
Blank	51-52	Leave blank.
Transportation Priority	53	See DTR 4500.9-R.
Blank	54-56	Enter data same as the issue release/receipt document (materiel release order (MRO), DD Form 1348-1A, DD Form 1348-2, etc).
Project Code	57-59	Enter the same project code as the issue release/receipt document (MRO, DD Form 1348-1A, DD Form 1348-2, etc).
Blank	60	Leave blank.
FMS Notice Number	61-77	Identifies the number assigned to the shipment that controls the shipment from shipper to consignee. See DLM 4000.25-1, Chapter 6, Paragraph C6.15.

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[1] Refer to the TRDM for available code list at https://trdm.c2.amc.af.mil/trdm/index.jsp (DTR Data).
[2] Ibid.

	RECORD	
FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Date of Offer	78-80	a. For DICs AD1, ADR, and AD3 documents, enter the ordinal day the initial NOA is transmitted.
		b. When new NOAs are prepared, because the original NOA contained items that were rejected, the date of offer shall be the transmission date of the NOA.

AP3.48. APPENDIX 3.48

MATERIEL RELEASE DOCUMENT
DD FORM 1348-1A OR DD FORM 1348-2

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3[1]	Perpetuate from requisition or source document unless otherwise indicated.
Routing Identifier Code (From)	4-6[2]	Enter the RIC of the shipping activity.
Media and Status	7	Enter the M&S code assigned to the requisition or source document.
Stock or Part Number	8-22	Indicate the NSN or part number being released. See Block 25.
Unit of Issue	23-24	Indicate the U/I of the NSN or part number being released.
Quantity	25-29	Indicate the quantity being released. See Block 26.
Document Number	30-43	Enter the document number of requisition. See Block 24.
Suffix Code	44	Leave blank if the document represents release of the total quantity requisitioned. Indicate the appropriate suffix code assigned to indicate a partial quantity release. See Block 24.
Supplementary Address	45-50[3]	Perpetuate from the original requisition or source document. See Block 26.
Signal	51[4]	Perpetuate from the original requisition or source document.
Fund	52-53[5]	Perpetuate from the original requisition or source document.

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[1] Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

[2] Ibid.

[3] Ibid.

[4] Ibid.

[5] Ibid.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Distribution	54-56[6]	Perpetuate from the original requisition or source document.
Project	57-59[7]	Perpetuate from the original requisition or source document.
Priority	60-61[8]	Perpetuate from the original requisition or source document.
Required	62-64[9]	Perpetuate from the original requisition or source document.
Advice	65-66[10]	Perpetuate from the original requisition or source document.
Routing Identifier Code	67-69[11]	Perpetuate from the original requisition or source document.
Management	70-73	Perpetuate from the original requisition or source document.
Unit Price[12]	74-80	Indicate the unit price of item being released. See Block 26.

[6] Ibid.

[7] Ibid.

[8] Ibid.

[9] Ibid.

[10] Ibid.

[11] Ibid.

[12] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents.   If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

BLOCK(S)	ENTRIES
1	Total price (10 digits dollars and 2 digits cents).[13]
2	Department of Defense Activity Address Code (DoDAAC) of shipping activity/DLA Disposition Services Field Office. If reduced print in used, in-the-clear address may be entered in addition to the DoDAAC.
3	DoDAAC of the activity to receive the shipment, if applicable. If reduced print is used, in-the-clear address may be entered in addition to the DoDAAC.
4	DoDAAC of the MARK FOR recipient, if applicable. If reduced print is used, in-the-clear address may be entered in addition to the DoDAAC.
5	Document preparation date (enter numerical day of year).
6	National motor freight classification commodity code.
7	Freight rate for the shipment.
8	Type of cargo code (See DTR 4500.9-R "Defense Transportation Regulation)
9	Enter applicable controlled inventory item code (CIIC) that describes the classified and/or sensitive or pilferage classification of the shipment from DoD 4100.39-M (FLIS Procedures Manual), Volume 10, Chapter 4, Table 61. (Mandatory Entry)[14]
10	Actual quantity received.
11	Unit pack of item shipped.
12	Unit weight of item shipped.
13	Unit cube of item shipped.
14	Uniform freight classification (UFC) commodity code.
15	Shelf life of item shipped. Enter SL (for shelf life) followed by applicable shelf-life code from DoD 4100.39-M (FLIS Procedures Manual) Volume 10, Chapter 4, Table 50. (Mandatory Entry)[15]
16	Freight classification nomenclature.
17	Item nomenclature.
18	Type of container used for the shipment.
19	Number of containers that make up the shipment.
20	Total weight of all containers that make up the shipment.
21	Total cube of all containers that make up the shipment.

[13] Ibid.

[14] Mandatory requirement to enter the controlled inventory item code (CIIC) and shelf-life code on the DD Form 1348-1A for issues from stock last reported as not implemented by USN. Refer to AMCL 32.

[15] Ibid.

BLOCK(S)	ENTRIES
22	Received by, signature of receiver, or call sign/code of individual authorized access to the automated file.
23	Date received, date shipment was received.
24	<u>Document Number</u> - The document number assigned to the requisition.[16]
	<u>Suffix Code</u> - Blank if the document represents release of the total quantity requisitioned. If partial shipment, the appropriate suffix code assigned to indicate partial quantity released.
25	<u>National Stock Number</u> - Enter the stock or part number being released.
	<u>Add</u> - For subsistence items, enter the type of pack code in position 21.
FOR OTHER THAN FMS SHIPMENTS	
26	<u>Routing Identifier Code</u> - The RIC code of the shipping activity.
	<u>Unit of Issue</u> - The unit of issue of the stock or part number being released.
	<u>Quantity</u> - The quantity being released.
	<u>Condition Code</u> - The supply condition code of materiel being released.
	<u>Distribution</u> - Perpetuate from record positions 55 and 56.
	<u>Unit Price</u>[17] - The unit price for the NSN/part number being released.
27	This block may contain additional data including bar coding for internal use. This block may contain a **PDF417** 2D **bar code** that contains information for serially tracked items and repeats bar coded data content. Data entered in this block is as required by shipping activity by commodity. When data is entered in this block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D **bar code** format information. See Appendix 1.36 for the Block 27 continuation page requirements. For shipments of GFP, include the GFP contract number (and call order number when provided). This includes shipments from DOD to contractors and contractor shipment of GFP to DOD activities. The contract number shall be prefaced by "GFP" to clarify the usage.
	<u>DTID</u> - On issues from DLA Disposition Services Field Office, enter Disposal Turn-In Document (DTID).[18]

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[16] Prepare data from blocks 24-26 in two configurations: (1) three-of-nine bar code and (2) in-the-clear. When prepared manually, do not include bar code.

[17] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

[18] Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

BLOCK(S)   ENTRIES

27   For Issues of DLA Disposition Services-owned property :

(Continued) Warehouse/Shipping Instructions:

Exception Shipping Address: If the ship to address is an exception address, print the exception address (up to five lines).

Special Shipping Instructions: Print any special shipping instructions. Some examples of shipping instructions can include:

Do not ship. Customer will arrange for transportation.

Do not ship property. Contact customer for transportation instructions.

Contact customer to obtain transportation fund cite and TAC.

Fax this 1348 and shipping document to [insert point of contact].

Fund Citation: Print line of accounting in a single text field.

Foreign Military Sales Proceeds Information: For FMS shipments, print "FMS PROCEEDS".

Type of Property Being Shipped: Indicate if the property is either "Hazardous Property" or a "Small Arms Issue".

Other Instructions:

Instructions for Return of Unneeded Property: Print applicable instructions if customer is required to return material to DLA Disposition Services, when they no longer require the property and/or it requires demilitarization.

USML Items - This block will contain clear-text information to identify shipments of USML items which may require filing of export licenses and shipper export declarations (SED) per 22CFR126.4 and 22CFR123.22 as follows: "USML item—may need SED."

Purchase Order (PO) Number - Perpetuate the customer's internal PO number when provided on the release order. The PO number must be prefaced by text "PO #" to clarify the usage.[19]

For IUID to support UIT/serialized item management:[20]

Unique Item Identifier (UII) and/or Serial Number

The following additional data elements may be included in support of IUID:

Manufacturer's commercial and Government entity (CAGE)

Current Part Number (PN)

Batch/Lot (BT/LT)

Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

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[19] ***Refer to ADC 473A***

BLOCK(S)   ENTRIES

FOR FMS SHIPMENTS[21]

26   <u>Unit of Issue</u> - two positions - the unit of issue of the stock or part number being released.

             <u>Quantity</u> - five positions - the quantity being released.

             <u>Condition</u> - one position - the supply condition code of materiel being released.

             <u>Unit Price</u>[22] - the unit price for the NSN/part number being released.

             <u>Supplementary Address</u> - the first position and last three positions of the supplementary address.

27   This block may contain additional data including bar coding for internal use. This block may contain a **PDF417** 2D **barcode** which contains information for serially tracked items and repeats bar coded data content. Data entered in this block is as required by shipping activity by commodity. When data is entered in this block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D **barcode** format information. See Appendix 1.36 for the Block 27 continuation page requirements.

             <u>USML Items</u> – This block will contain clear-text information to identify shipments of United States Munitions List (USML) items which may require filing of export licenses and Shipper Export Declarations (SED) per 22CFR126.4 and 22CFR123.22 as follows: "USML item—may need SED.

             <u>For IUID to support UIT/serialized item management:</u>[23]

             Unique Item Identifier (UII) and/or Serial Number (S/N)

             The following additional data elements may be included in support of IUID:

                 Manufacturer's CAGE

                 Current Part Number

                 Batch/Lot

             Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

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[20] Capability to support IUID data content within the **PDF417** 2D **bar code** has been approved for staggered and phased implementation under ADC 44B and **ADC 399/399A**. Components have not reported implementation at this time.

[21] Requirement to add bar-coded Foreign Military Sales data to the Issue Release/Receipt Document last reported as not implemented by United States Marine Corp (USMC). Refer to AMCL 8.

[22] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

[23] Ibid.

AP3.49. APPENDIX 3.49

TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICE ON 1348-1A OR DD FORM 1348-2 (SINGLE LINE-ITEM TURN-INS)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3	Perpetuate from the source document. For locally determined excesses generated at a base, post, camp, or station, assign a DIC as determined by Service/Agency (S/A) procedures.
Routing Identifier Code	4-6	Enter the RIC of the shipping activity or leave blank when the shipping activity is not assigned an RIC.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned in. For subsistence items, enter the type of pack in rp 21. See Block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned in.
Quantity	25-29	Enter the quantity being turned in to DLA Disposition Services Field Office.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24.
Suffix	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DLA Disposition Services Field Office .

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Signal	51	For hazardous materiel and waste turn-ins, enter the applicable signal code; otherwise, leave blank. Signal Codes A, B, C, and L are authorized; if using Signal Code B, bill-to office must be identified in block 27. Refer to Appendix AP2.10, Signal Codes, for bill-to identification rules associated with disposal turn-in document (DTID).
Fund	52-53	For Hazardous materiel and waste turn-ins, enter the bill to fund code for reimbursable actions associated with disposal.
Distribution	54	Perpetuate from source document or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank.
Precious Metals	62	Enter applicable precious metals code from appendix AP2.23.
Automated Data Processing Equipment Identification	63	Enter applicable ADPE code from appendix AP2.24.
Disposal Authority	64	Enter applicable disposal authority code from Appendix AP2.21.
Demilitarization	65	Enter code assigned as required by DoD 4160.21-M-1. Note: When demilitarization has been accomplished prior to transfer to DLA Dispostion Services Field Office, the appropriate demilitarization certification, as required by DoD 4160.21-M-1, must be reflected in Block 27.
Reclamation	66	Enter Y if reclamation was performed prior to release to a DLA Disposition Services Field Office. Enter R if reclamation is to be performed after turn-in to DLA Disposition Services Field Office. Enter N if reclamation is not required.
Routing Identifier Code	67-69	Perpetuate from disposal release order (DRO).
Ownership	70	Enter applicable ownership code or leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Supply Condition	71	Enter the applicable MILSTRAP supply condition code.
Management	72	Perpetuate from source document or leave blank.
Flight Safety Critical Aircraft Parts	73[1]	Enter Criticality Code E to indicate Nuclear Hardened Flight Safety Critical Aircraft Parts (FSCAP) or Criticality Code F to indicate a standard FSCAP.
Unit Price	74-80	Enter the unit price for the NSN or part number in rp 8-22[2].

BLOCK(S)	ENTRIES
1	Enter the extended value of the transaction[3].
2	Enter the shipping point by Department of Defense activity address code (DoDAAC); if reduced printing is used, in-the-clear address may be entered in addition to the DoDAAC.
3	Enter the consignee DLA Disposition Services Field Office by DoDAAC. This will be the predesignated DLA Disposition Field Office and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC.
4	Insert HM, if the turn-in is hazardous materiel or HW, if the turn-in is hazardous waste.
5	Enter the date of document preparation, if required by the shipper.
6	Enter the national motor freight classification (NMFC), if required by the shipper.
7	Enter the freight rate, if required by the shipper.
8	Enter coded cargo data, if required by the shipper.
9	Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100.39-M, Volume 10, Chapter 4, Table 61.

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[1] Identification of of FSCAP codes on the DTID and disposal release transactions last reported as not implemented by USA and USN. Refer to Approved DLSS/DLMS Change 6.

[2] Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221A.

[3] If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

BLOCK(S)	ENTRIES
10	Enter the quantity actually received by the DLA Disposition Field Office, if different from positions 25-29.
11	Enter the number of units of issue in a package, if required by the shipper.
12	Enter the unit weight applicable to the unit of issue, if required by the shipper.
13	Enter the unit cube applicable to the unit of issue, if required by the shipper.
14	Enter the uniform freight classification, if required by the shipper.
15	Enter the shelf life, if appropriate; otherwise, leave blank.
16	Enter in-the-clear freight classification nomenclature, if required by the shipper.
17	Enter the item nomenclature. For non-NSN items; enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
18	Enter type of container, if required by the shipper.
19	Enter number of containers that makes up the shipment, if required by the shipper.
20	Enter total weight of shipment, if required by the shipper.
21	Enter total cube of shipment, if required by the shipper.
22	Received By - Enter the signature of person receiving the materiel.
23	Date Received - Enter date materiel was received and signed for.
24	Document Number - Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number as determined by Service/Agency procedures. Suffix Code - Leave blank.[4]
25	National Stock Number - Enter the stock number or part number being turned in. Additional - For subsistence items, enter the type of pack code rp 21.
26	For turn-in to DLA Disposition Services Field Office - This block will not contain bar code data, it is reserved for internal DLA Disposition Services Field Office use.

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[4] Data from blocks 24-25 will be displayed in two configurations; (1) three-of-nine bar code and (2) in-the-clear. When prepared manually, bar code will not be included.

BLOCK(S)	ENTRIES
27	

This block may contain additional data including bar coding for internal use. This block may contain a **PDF417** 2D **bar code** that contains information for serially tracked items and repeats bar coded data content. Enter data in this block as required by the shipping activity or the DLA Disposition Services Field Office receiving the materiel. When data is entered in the block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D **bar code** format information. See Appendix 1.36 for the Block 27 continuation page requirements.

HM/HW Turn-Ins – For hazardous materiel and waste turn-ins, enter the DoDAAC of the bill-to office (required for Signal Code B), the contract line item number (CLIN) for the item on the disposal contract, the total cost of the disposal, Hazardous Waste Profile Sheet Reference Number, the Material Safety Data Sheet 5-digit alpha code from the Hazardous Material Information Repository System, the Chemical Name of Hazardous Contaminant(s), and the Noun Name of Non-Hazardous Contaminant(s).

FSCAP Items –This block will contain both coding and clear-text information to identify Flight Safety Critical Aircraft Parts (FSCAP) shipments to DLA Disposition Services Field Offices using Criticality Code E or F as follows: FSCAP E - Flight Safety Critical Aircraft Part-Nuclear Hardened or FSCAP F – Standard Flight Safety Critical Aircraft Part.[5]

Scrap Reimbursement – This block will contain the fund citation for reimbursement of scrap proceeds minus Disposition processing costs.

For IUID to support UIT/serialized item management:[6]

Unique Item Identifier (UII) and/or Serial Number

The following additional data elements may be included in support of IUID:
   Manufacturer's CAGE
   Current Part Number
   Batch/Lot
   Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

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[5] Identification of of FSCAP codes on the DTID and disposal release transactions last reported as not implemented by USA and USN. Refer to Approved DLSS/DLMS Change 6,
[6] Capability to support IUID data content within the **PDF417** 2D **bar code** has been approved for staggered and phased implementation under ADC44B **and ADC 399/399A**. Components have not reported implementation at this time.