**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]](#footnote-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.

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]](#footnote-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](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp#41401r).  
For subsistence requisitions, the assigned RDD is the primary processing criterion, 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]](#footnote-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.

C3.4. SOURCE OF SUPPLY PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29[[4]](#footnote-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. SOURCE OF SUPPLY PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

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.

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. SOURCE OF SUPPLY PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)[[5]](#footnote-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. SOURCE OF SUPPLY PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER

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.

C3.8. FURNISHING STATUS

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. SOURCE OF SUPPLY PROCESSING OF SUBSISTENCE REQUISITIONS

C3.9.1. Subsistence requisitions shall not be backordered.

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

C3.10. MAINTENANCE OF REQUISITION HISTORY RECORDS

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. REJECTION OF REQUISITIONS

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. PROCESSING OF REQUISITIONS FOR INDUCTION TO MAINTENANCE[[6]](#footnote-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.

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](http://www.dla.mil/j-6/dlmso/elibrary/manuals/forms.asp), “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.

C3.16. MATERIEL RELEASE CONFIRMATION

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. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES

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]](#footnote-7)

C3.18. STORAGE ACTIVITY DENIALS OF MATERIEL RELEASES FOR INDUCTION TO MAINTENANCE[[8]](#footnote-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.

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. INITIATING PASSING OR REFERRAL ORDERS

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]](#footnote-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.

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]](#footnote-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.

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]](#footnote-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]](#footnote-12) [[13]](#footnote-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.

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

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](http://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-](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp)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]](#footnote-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.

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](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4.asp), 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](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp) (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]](#footnote-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:

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]](#footnote-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]](#footnote-22)

C3.29.6.2. [DD Form 250](http://www.dla.mil/j-6/dlmso/elibrary/manuals/forms.asp), “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.

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. SOURCES OF SUPPLY PRECESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

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

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]](#footnote-23)

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

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  Bulk Area | Preservation Packaging  Packing Consolidation  Parcel Post | Consolidation  Air Freight  Motor (Truck)  Freight notices  Rail Freight |

C3.34.3.2. Include the maximum time experienced in processing DD Form 1348-1A (or [DD Form 1348-2](http://www.dla.mil/j-6/dlmso/elibrary/manuals/forms.asp), “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 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](http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html)), 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]](#footnote-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 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](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp), “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]](#footnote-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.

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. PROCESSING MATERIEL TO THE DLA DISPOSITION SERVICES[[26]](#footnote-26)

C3.40.1. Disposal Turn In Document. 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 Field Office. Turn-in activities shall send a DTID ([DD Form 1348-1A](http://www.dla.mil/j-6/dlmso/elibrary/manuals/forms.asp#dd13481a) or [DD Form 1348-2](http://www.dla.mil/j-6/dlmso/elibrary/manuals/forms.asp#dd13482)) (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 Accept Accountability. 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. Document Receipt. 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. Notify Shipping Activity of Quantity Error. 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 Quality Deficient Property. 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. Shipment Status. 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 Receipt-in-Place. 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]](#footnote-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 |
| $ 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. Shipping Activity Actions

C.3.40.4.4.2.7.7.1. Documentation Review. 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. Filing DTID Receipts. 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. Quantity Received Verification. 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. No Shipment Record/Status. 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. Shipment Status Sent But No Record. 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. Signed Receipt Not Available. 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]](#footnote-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]](#footnote-29) |
| Quantity | Reject. |
| Requisitioner[[30]](#footnote-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]](#footnote-31) |
| Serial | Reject. |
| Demand | Process as recurring. |
| Supplementary Address[[32]](#footnote-32), [[33]](#footnote-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]](#footnote-34) |
| Priority Designator[[35]](#footnote-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]](#footnote-36), [[37]](#footnote-37)  Required Delivery Date (cont) | 1. If NMCS/ANMCS indicator (N/E in rp 62) is present and PD is 01-08, 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.[[38]](#footnote-38) 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.  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]](#footnote-39), [[40]](#footnote-40) furnish BK supply status, and process. |
| Required Delivery Period (Conventional Ammunition Only)[[41]](#footnote-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. |

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. [↑](#footnote-ref-1)
2. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-2)
3. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
5. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-5)
6. Phased implementation is authorized under ADC 224. [↑](#footnote-ref-6)
7. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.. [↑](#footnote-ref-7)
8. See AMCLs 12 and 43. [↑](#footnote-ref-8)
9. For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 shall contain 888. [↑](#footnote-ref-9)
10. Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5. [↑](#footnote-ref-10)
11. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-11)
12. Revised requisition modifier procedures last reported as not implemented by the U.S. Marine Corps (USMC). Refer to AMCL 123C. [↑](#footnote-ref-12)
13. Requisition modifier status last reported as not implemented by USAF and USMC. Refer to AMCL 143. [↑](#footnote-ref-13)
14. Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5. [↑](#footnote-ref-14)
15. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-15)
16. Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5. [↑](#footnote-ref-16)
17. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-17)
18. Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5. [↑](#footnote-ref-18)
19. ***Staggered implementation authorized. Refer to ADC 93A.*** [↑](#footnote-ref-19)
20. Deferred implementation authorized pending logistics system modernization. [↑](#footnote-ref-20)
21. Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148. [↑](#footnote-ref-21)
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. [↑](#footnote-ref-22)
23. Procedures, formats, and codes for requisitioning materiel from disposal last reported as not implemented by DLA. Refer to AMCL 139A. [↑](#footnote-ref-23)
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. [↑](#footnote-ref-24)
25. Ibid. [↑](#footnote-ref-25)
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. [↑](#footnote-ref-26)
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). [↑](#footnote-ref-27)
28. This edit does not apply to U.S.Navy (USN) supply sources. [↑](#footnote-ref-28)
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. [↑](#footnote-ref-29)
30. Deferred implementation of Authority Code edits authorized pending supply source system modernization. [↑](#footnote-ref-30)
31. Refer to ADC 427, DLMS Mapping for Air Force Unique Transactions Used between Air Force Locations and Expeditionary Combat Support System (ECSS). Edit is mandatory during DAAS processing and optional for DoD sources of supply. [↑](#footnote-ref-31)
32. This data element is referred to as Supplemental Data under the DLMS. [↑](#footnote-ref-32)
33. Deferred implementation of Authority Code edits authorized pending supply source system modernization. [↑](#footnote-ref-33)
34. Elimination of requirement to change the priority on CJCS project code requisitions last reported as not implemented by USMC. Refer to AMCL 9. [↑](#footnote-ref-34)
35. Refer to ADC 427, DLMS Mapping for Air Force Unique Transactions Used between Air Force Locations and Expeditionary Combat Support System (ECSS). Edit is mandatory during DAAS processing and optional for DoD sources of supply. [↑](#footnote-ref-35)
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. [↑](#footnote-ref-36)
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. [↑](#footnote-ref-37)
38. . Deferred implementation of Authority Code edits authorized pending supply source system modernization. [↑](#footnote-ref-38)
39. The 100-day edit is not applicable to requisitions for FSC 1300 (conventional ammunition). [↑](#footnote-ref-39)
40. Not applicable for Intra-USAF requisitions [↑](#footnote-ref-40)
41. Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148. [↑](#footnote-ref-41)