**C16. CHAPTER 16**

**DISPOSITION SERVICES**

C16.1. REQUISITIONING DOD EXCESS PERSONAL PROPERTY FROM THE DISPOSITION SERVICES

C16.1.1. General

C16.1.1.1. Excess Property Requisition. DoD activities and, under certain circumstances, authorized Federal civil agencies, requisition excess personal property through the DLA Disposition Services or directly from a DLA Disposition Services Field Office. Activities will request, through an accountable supply officer, only that property authorized by parent headquarters or command and will not request quantities of property that exceed authorized retention quantities. The DoD Component will give DLA Disposition Services the Federal condition codes that are acceptable in relation to the supply condition code (SCC) being requisitioned. DLA Disposition Services maintains a standardized and centralized control and accounting system for all excess and surplus personal property located in DLA Disposition Services Field Offices, and provides visibility of such property through a variety of utilization screening procedures. (see [DoD 4160.21-M](http://www2.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp), “Defense Materiel Disposition Manual,” August 1997 for utilization policy and procedures.)

C16.1.1.2. Use of Defense Logistics Management System 511R. DoD activities will send requisitions using the Defense Logistics Management System (DLMS) 511R Requisition, for excess personal property to DLA Disposition Services. The requisition may be hand carried to DLA Disposition Services Field Offices for property previously selected, scheduled for pickup, or required as a result of screening at DLA Disposition Services Field Offices. Always cite the DoD activity address code (DoDAAC) of the DLA Disposition Services Field Office in requisitions hand carried to a DLA Disposition Services Field Office. Activities or units unable to send requisitions electronically may forward them directly to DLA Disposition Services by mail or by narrative message, but will consider this a nonstandard procedure and discontinue its use as soon as the ability to use an electronic method is realized.

C16.1.2. Submission of Requisitions to DLA Disposition Services

C16.1.2.1. General. When DLA Disposition Services is notified of a turn-in to a DLA Disposition Services Field Office, via a DLMS 527R Receipt transaction containing Disposition Category Code RU Reutilization (see C16.1.2.1.2) the disposal turn-in document (DTID) and/or property is considered eligible for requisitioning and placed in a reutilization cycle that determines eligibility to requisition the item. There are four different continental United States (CONUS) screening periods within the reutilization/transfer/donation (RTD) formal screening cycle: DoD Formal and Special Programs (Screening Cycle Code = DOD), General Services Administration (Screening Cycle Code = GSA), Donation (Screening Cycle Code = DON), and a second RTD screening cycle for items eligible to RTD customers (Screening Cycle Code = RTD2). Outside continental United States (OCONUS) Screening Cycle Codes are FEPP (for Department of Defense, DoD Special Programs and federal Civil Agencies); FEPD (for Donation); and RTD2 for all others. DoD customers can requisition an item at any time during the cycle; however, non DoD agencies and groups only have access to the item once it reaches a certain day within that cycle.

C16.1.2.1.1. Reutilization/Transfer/Donation Property. All customers will have a valid DoDAAC in order to requisition DLA Disposition Services’ RTD property. Requisitions may be generated for DLA Disposition Services’ property via the DLA Disposition Services RTD Web, GSA Web, or from Service/Agency supply systems. However, RTD Web will be the single interface by which DLA Disposition Services receives requisitions. GSA Web and Service supply system orders will be routed by DLA Transactions Services to RTD Web prior to DLA Disposition Services. Once processed by RTD Web, any additional information/data elements that are maintained within RTD to facilitate processing will be added to the requisition documents and transmitted to DLA Disposition Services.

C16.1.2.1.2. DTID Requisitions of Reutilization Property. All requisitions sent to DLA Disposition Services for property assigned Disposition Category Code RU are considered free-issue, except requisitions from foreign military sales (FMS) customers, which generate transportation costs. These transportation costs will be identified on the requisition transaction identified by a funds appropriation, (e.g., fund cite or line of accounting). These costs are determined by the RTD Web based on the FMS customer’s profile and passed to DLA Disposition Services on the Requisition. This funds appropriation/funds cite will be perpetuated to the field office on the DLMS 940R Materiel Release Order (MRO) at the time the item is issued.

C16.1.2.1.3. DTID Number and Suffix Code on Requisitions. Service system generated requisitions for DLA Disposition Services’ owned property are routed by DLA Transaction Services to RTD Web and are not required to cite a DTID number, or DTID number and suffix, unless a specific property turn-in is being requested to fill the order. All customer requisitions originating via the RTD Web and GSA requisitions submitted to RTD Web are required to site a specific DTID number, or DTID number and suffix, as applicable. All requisitions forwarded from RTD Web to DLA Disposition Services for fulfillment, including Service system requisitions initially submitted without a DTID number, will cite a DTID number, or DTID number and suffix, as applicable.

C16.1.2.1.4. Want Lists. RTD Web customers are able to set up customized want lists within RTD Web. Want lists enable an automatic search of inventory and provide e-mail notification if the specific property becomes available. Customers will log in to RTD Web to initiate the requisition request, or generate a requisition from the Service supply system.

C16.1.2.2. Submission of Service System Generated Requisitions. RTD Web will provide a daily asset inventory file to DLA Transaction Services to enable the Services to generate DLMS or legacy 80-record position format requisitions originating from their own supply systems based on the asset inventory file. DLA Transaction Services has a documented agreement with each customer to provide the asset inventory file under the Integrated Data Environment (IDE) initiative. Military Service/Agency supply systems, external to the DLA Disposition Services RTD Web, may direct requisitions to DLA Disposition Services Routing Identifier Code (RIC) S9D without regard to specific DTID numbers contained within DLA Disposition Services’ inventory. These requisitions will be forwarded by DLA Transaction Services to the RTD Web for processing.

C16.1.2.3. RTD Web Generated Requisitions. Items that are within the reutilization cycles are reported daily by DLA Disposition Services via a property characteristic flat file to RTD Web when the Screening Cycle Code is either DOD or RTD2. This daily file to the RTD Web notifies the Web application of the available items. RTD Web maintains rules that determine eligibility to requisition specific items. For all requisitions prepared/generated within RTD Web, the document numbers will be constructed using the customer’s DoDAAC, the current ordinal date, and a serial number. The serial number may begin with a specific letter value based upon the applicable business process as directed below.

C16.1.2.3.1. Submission of Requisitions for Items Identified to a Container. To facilitate RTD, DLA Disposition Services employs a containerization process whereby the DTID number or DTID number and suffix, of similar turned-in items is associated to a container and made visible to customers. Using this visibility, customers have the option of requisitioning either the whole container (through RTD Web only) or specific items from within the container. A separate requisition identifying the disposition services container identification (ID) is sent for each item ordered by the customer. If the customer selects the entire container, a separate requisition is still generated for each item within the container. Where multiple document numbers are needed to support customers ordering containerized property, the RTD Web-generated document number will assign serial numbers beginning with utilization code R. The generation of a distinct document number for each item ordered allows the customer to have visibility and status relative to the processing of each requisition, maintains container synchronization, and facilitates inventory control. In addition to the disposition services container ID mentioned above, when the customer selects the entire container, each individual DLMS 511R Requisition (Transaction Type Code A0) will include an indicator (i.e., Container Issued in Full) to communicate that the whole container is being requisitioned and total of the DTID numbers within the container.

C16.1.2.3.2. Local Stock Number Requisitioning. Local stock number (LSN) requisitioning will be available only via RTD Web. All property marketed via RTD Web will be by DLA Disposition Services’ LSN or NSN. In cases where an item is available for requisitioning in less than the standard unit of issue, the resulting requisition transaction sent to DLA Disposition Services will include the ‘unit of use’ indicator to define the quantity and unit of measure as applicable to unit of use. The LSN will be identified as the primary identification and the NSN will be provided for cross reference.

C16.1.2.4. General Services Administration (GSA) Web Requisitioning. Items that are within the reutilization cycles are reported daily by DLA Disposition Services via a property characteristic flat file to the GSA Web when the Screening Cycle Code is GSA or DON for CONUS, and FEPP or FEPD for OCONUS. This daily file to GSA notifies the GSA Web of the available items. GSA Web maintains rules that determine who is eligible to requisition specific items. GSA customers are then able to requisition these items by generating a requisition. A daily batch file will be sent to DLA Transaction Services. Legacy 80-record position requisitions will be converted by DLA Transaction Services into DLMS 511R Requisition transactions and sent to RTD Web for processing. GSA will use the DTID number as the item control number which, along with a document number for each requisition, will be sent to RTD Web.

C16.1.2.5. Special Programs for Non-DoD/Non-Federal Agency Requisitioners. DLA Disposition Services provides support to federally authorized Special Programs, including organizations that are neither a Federal agency nor a DoD entity. Under policies set forth within the Department of Defense, these organizations are authorized to requisition materiel from DLA Disposition Services. Non-DoD and non-Federal programs requiring DoDAACs are controlled under unique series DoDAACs beginning with a numeric followed by alpha characters in the first two positions. See DLMS Volume 6, (C2.1.2.1.).

C16.1.2.5.1. DLA Disposition Services 2Y Series DoDAACs.  
DLA Disposition Services’ Special Program DoDAACs will be reserved under the 2Y series. See DLMS Volume 2, Appendix 7, Service and Agency Codes). The 2Y Series DoDAACs will be populated with DoDAAC Authority Code 04, Authorized to Requisition DLA Disposition Services’ Materiel Only (see DLMS Volume 2, (C4.7.11, Table C4.T3) and the DoDAAC authority codes link in Volume 6, C2.5.4). DLA Disposition Services will submit a letter to the DoD activity address directory (DoDAAD) Administrator (via the DLA DoDAAC central service points) designating the DLA DoDAAC monitor(s) responsible for establishing and maintaining the 2Y series DoDAACs.

C16.1.2.5.2. DoDAAC Assignments. DLA Disposition Services will ensure DoDAACs are only issued to authorized entities for authorized materiels for each special program. Initial DoDAAC assignments are as follows:

C16.1.2.5.2.1. DoD Computers for Learning Program - 2YC. Allows for the transfer of excess DoD computer hardware/information technology (IT equipment) to eligible elementary and secondary schools within the United States.

C16.1.2.5.2.2. Veterans Industries - 2YD. This vocational rehabilitation program, which provides temporary and permanent staffing for manufacturing, warehouse construction and office support, as well as outsourced support in assembly, packaging, sorting, grading, reclaiming, and recycling, is authorized to requisition excess property from DLA Disposition Services.

C16.1.2.5.2.3. DoD Firefighter Program - 2YF. Allows the transfer of excess property to firefighting agencies for use in fire protection and emergency service activities.

C16.1.2.5.2.4. Law Enforcement Support - 2YT. Allows the transfer of excess DoD property to Federal and State law enforcement agencies.

C16.1.2.5.2.5. Civil Air Patrol - 2YX. Allows the Civil Air Patrol (CAP), as the official auxiliary of the United States Air Force, to receive excess and Federal excess personal property (FEPP) without reimbursement.

C16.1.3. Receipt of Requisitions by DLA Disposition Services. Upon receipt of the requisition, DLA Disposition Services will select the requested item for issue or provide appropriate supply status if not available. If requested materiel is not available, DLA Disposition Services will keep the requisition in the requisition retention file for 60 calendar days and send a DLMS 870S Supply Status with Status Code B1 to the requisitioner. If all of the requested materiel does not become available during the 60 calendar day retention period, DLA Disposition Services will cancel the remaining unfilled quantity and send a DLMS 870S with Status Code D1 to the requisitioner.

C16.1.4. Processing Requisitions by DLA Disposition Services and the RTD Website

C16.1.4.1. Materiel Release. The MRO (Transaction Type Code NA) will be used to direct the release of property from a DLA Disposition Services Field Office. The MRO will be sent from DLA Disposition Services to the field office when materiel is being issued as a result of sales, reutilization, transfer, or donation. The materiel release process will be accomplished at the DTID number or DTID number and suffix, level of detail. The rules in DLMS Volume 2, Chapter 4 apply to the MRO process; however, the transaction may contain the following additional data to support disposal processing as described below: DTID number, or DTID number and suffix, disposition services container ID, container issued in full indicator, minimum/maximum ship quantity, sales order reference number, complete container count, transportation mode or method, cancellation mandatory/optional flag, customer type, DEMIL code, DEMIL integrity code, and/or funds appropriation number. Upon shipment of the materiel for each MRO, the DLA Disposition Services Field Office will send the DLMS 856S Shipment Status (Type Transaction Code AS\_) transaction to the customer. The transaction will contain the DTID number or DTID number and suffix of the original document number, and associated disposition services container ID.

C16.1.4.1.1. Disposal Turn in Document Number. The DTID number or DTID number and suffix will be passed to DLA Disposition Services Field Offices on every MRO sent to DLA Disposition Services Field Offices for a usable property. This will allow materiel to be released at a more detailed level of inventory.

C16.1.4.1.2. Customer Pick Up. Information contained in the MRO will indicate whether the materiel will be picked up by the customer or shipped. DoD Transportation Mode Code X will be used to indicate customer pick up; otherwise, the data element will be left blank.

C16.1.4.1.3. Minimum/Maximum Ship Quantity. These quantities will identify allowable over and under release quantities.

C16.1.4.1.4. Disposition Services Customer Type. This data element is used by the DLA Disposition Services Field Office to prioritize the workload of MROs. The codes used are: R (Reutilization) – DoD agencies and programs that are provided for by regulation; T (Transfer) - Customers that are Federal agencies that may receive property from other Federal agencies; D (Donation) - Customers that are non-profit organizations that work with the State Agencies for Surplus Property (SASPs) to withdraw DoD property; and S (Sales).

C16.1.4.1.5. Processing Requisitions Identified to a Container. When DLA Disposition Services receives a requisition with the container issued in full indicator, the information will be used to insure all requisitions for that container are received and processed appropriately. MROs generated by DLA Disposition Services for requisitioned items associated with a container will identify the disposition services container ID. In addition to the disposition services container ID, MRO transactions generated based on the customer ordering the entire container will contain a container issued in full indicator and the count of total of DTID numbers or DTID numbers and suffix within the container. This allows DLA Disposition Services field offices to insure that an MRO for each item/DTID number or DTID number and suffix associated with a container is received and processed. Upon shipment of the materiel for each MRO, the DLA Disposition Services field offices will send the DLMS 856S Shipment Status (Type Transaction Code AS) transaction to the customer, containing the DTID number or DTID number and suffix, the customer’s original requisition number, and the associated disposition services container ID.

C16.1.4.1.6. Demilitarization Code and Demilitarization Integrity Code. DLA Disposition Services passes these data elements to the DLA Disposition Services field offices in order to validate that property is still eligible for requisition by a particular customer prior to the physical release of property. Based upon frequency and timing of updates, the DEMIL and DEMIL integrity codes resident in DLA Disposition Services Field Office records may be more current than the data passed in the MRO by DLA Disposition Services. Therefore, if the DEMIL code sent on the MRO does not match the DLA Disposition Services field office record, the field office will hold the property for a period of time to allow DLA Disposition Services records to be updated, and send an MRO cancellation if necessary. Additionally, if the DEMIL Code is Q, the field office will also validate the DEMIL integrity codes prior to release. If, at the end of an established waiting period, DLA Disposition Services has not sent the MRO cancellation, the field office will resume processing.

C16.1.4.1.7. Local Stock Number/Unit of Use. The MRO will carry the unit of use LSN and the cross-reference NSN. The unit of use indicator will define the quantity and unit of measure as applicable to unit of use. See C16.6.9. for assignment and use of LSNs, including unit of use LSNs.

C16.1.4.1.8. Funds Appropriation Number. This number will be used on the MRO to calculate transportation costs that may be associated with certain orders that are shipped to RTD customers. For FMS orders, it is required by the Traffic Management Office (TMO) in order to correctly charge shipping costs.

C16.1.4.1.9. Materiel Release Orders in Support of Public Sales. In support of public sales, the DLMS 940R, MRO sent to DLA Disposition Services Field Offices to direct release of a sales order line item will contain an original document number (ODN), constructed using a valid DLA Disposition Services DoDAAC as the primary document number in the transaction. The DTID number or DTID number and suffix identifying the property will be carried as a secondary reference number. The sales order reference number will be passed in each transaction as secondary to the DTID number. This will enable the field office to identify all associated MROs into a single pick order. The supplementary address will contain the valid DLA Disposition Services public sales DoDAAC, along with Signal Code K indicating ship to and bill to supplementary address. Public sales MROs will contain a DoD Transportation Mode Code of X to indicate customer pick up. Additionally, these MROs will contain the public customer’s first and last name as exception data, which will be used by field office personnel responsible for supervising customer removals to verify the correct customer is removing the property. Once property is removed, the field office will send a DLMS 945A Materiel Release Confirmation transaction, containing the associated ODN and DTID number or DTID number and suffix, to DLA Disposition Services.

C16.1.4.2. Materiel Release Order Denial. The DLA Disposition Services Field Office will send DLA Disposition Services the DLMS 945A, Materiel Release Order Denial (Transaction Type Code NK), with the appropriate management code, to communicate a denial for materiel when materiel no longer exists or when materiel has been damaged prior to customer pickup. This will include the use of denial Management Code Q for instances where there is enough on-hand materiel to fill the order, but not enough materiel on the DTID number or DTID number and suffix specified on the MRO.

C16.1.4.3. Materiel Release Confirmation. When confirming MROs, the DLA Disposition Services Field Office will provide the DLMS 945A, Materiel Release Confirmation (Transaction Type Code NJ) to the DLA Disposition Services following the prescribed rules in DLMS Volume 2, Chapter 4. However, in addition, this transaction will always contain the DTID number or DTID number and suffix or a unique control number (UCN) assigned by DLA Disposition Services during receipt and carried as a DTID number allowing release at a more detailed level of inventory.

C16.1.4.4. Follow-up for Materiel Release Order Status. The DLMS 940R, MRO Follow-Up (Transaction Type Code NB) will be used to communicate the follow-up request for status on open MROs. The DLA Disposition Services Field Office will provide MRO status using the DLMS 945A, Materiel Release Order Status (Transaction Type Code NL), as prescribed in DLMS Volume 2, Chapter 4.

C16.1.4.5. Requisition and Materiel Release Cancellation

C16.1.4.5.1. Customer Requisition Cancellations

C16.1.4.5.1.1. Customer Requisition Cancellations Based on RTD Preparation of the DLMS 869C (DIC AC\_), Customer Cancellation Request. Service system customers and RTD Web customers have the option to cancel a submitted requisition prior to receiving the inventory from DLA Disposition Services.

C16.1.4.5.1.2. RTD and GSA Web Customer Cancellations. RTD and GSA Web customers may access the RTD or GSA Web application to view existing requisitions and choose to cancel. As a result, a separate DLMS 869C, Customer Cancellation Request, will be sent to DLA Disposition Services along with the DTID number or DTID number and suffix for the item that is being cancelled. When the cancellation involves a unit of use LSN, the DLMS 869C will carry the unit of use LSN and the cross-reference NSN. The unit of use indicator will define the quantity and unit of measure as applicable to unit of use. See C16.6.9 for assignment and use of LSNs, including unit of use LSNs. DLA Disposition Services will use the DTID number or DTID number and suffix as well as the requisition document number and suffix when applicable, to identify and attempt to cancel the order. If no MRO has been generated, the DLA Disposition Services can cancel immediately and adjust available inventory accordingly. If an MRO has been generated to the DLA Disposition Services Field Office and is open, then DLA Disposition Services will attempt to cancel the MRO.

C16.1.4.5.1.3. Customer Submission of DLMS 869C Cancellations Subsequent to Transmission of DLMS Supply Status. In certain instances, the RTD Web will be required to generate document number suffix codes as needed to fill the requisitioned quantity using property associated with multiple DTID number or DTID number and suffixes (see C16.1.4.5.1.2.). Supply status will be provided under the requisitioned document number/suffix code combination citing the DTID number or DTID number and suffix value associated with each suffix. Therefore, customer cancellations submitted via the DLMS 869C from Service/Agency supply systems may be prepared using the document number and applicable suffix code from the supply status when applicable. Component supply systems may also cancel requisitions by document number and quantity alone, requiring the RTD Web to determine the appropriate suffix/DTID number or DTID number and suffix combinations to cancel. The RTD Web would then construct the individual DLMS 869C transactions and forward to DLA Disposition Services.

C16.1.4.5.2. MRO Cancellations Requiring an MRO Cancellation Request Transaction. The DLMS 940R, MRO Cancellation Request (Transaction Type Code ND) will be used to request cancellation of an MRO, and to follow-up on cancellation requests for which there has been no response. The MRO cancellation request can be triggered either by the customer’s submission of a DLMS 869C, Cancellation (Transaction Type Code AC) as described above, or systemically by DLA Disposition Services if required payment is not received or when an item property characteristics change affects the customer’s eligibility to receive the property, (e.g., DEMIL code change). The MRO cancellation request will contain the DTID number or DTID number and suffix of the materiel to be cancelled and may contain a Disposition Services Indicator for Cancellation Action Mandatory. Normally systemic cancellations requested by DLA Disposition Services will carry the mandatory cancellation indicator. The field office will reply to the MRO Cancellation Request with a DLMS 945A, Materiel Release Cancellation Advice (Transaction Type Code NR) or Materiel Release Status (Transaction Type Code NL). Upon receipt of the DLMS 945A, the DLA Disposition Services will adjust inventory as appropriate. For unit of use LSNs, the DLMS 945A will carry the unit of use LSN and the cross-reference NSN. The unit of use indicator will define the quantity and unit of measure as applicable to unit of use. See C16.6.9 for assignment and use of LSNs, including unit of use LSNs.

C16.1.4.5.3. Customer Requisition Cancellation without Submission of a DLMS 869C, Customer Cancellation Request (Transaction Type Code AC) or the Subsequent DLMS 940R, Materiel Release Order Cancellation Request (Transaction Type Code ND). DLA Disposition Services allows cancellation of submitted requisitions based upon the customer declining the ordered materiel available for pick up at the DLA Disposition Services Field Office. In these instances, the DLA Disposition Services Field Office will notify DLA Disposition Services of the cancellation by providing the DLMS 945A, Materiel Release Order Cancellation Confirmation (Transaction Type Code NR), that will contain DLMS Cancellation Reason Code YD (DLA Disposition Services Customer No-Show), YE (DLA Disposition Services Sales Customer Refused – Penalty May Apply), YF (DLA Disposition Services Sales Customer Refused – No Penalty*)*, YG (DLA Disposition Services Sales Reutilization/Transfer/Donation (RTD) Customer Declined with Prior Notice*)*, YH (DLA Disposition Services RTD Customer Refused Without Prior Notice*)*, or YI (DLA Disposition Services Commercial Venture (CV) Rejected by Government Liquidators (GL)), as appropriate. Subsequently, DLA Disposition Services will communicate requisition status to their RTD Web in order to make the cancellation visible to the customer.

C16.1.4.5.4. Mass Cancellation Request. DLA Disposition Services will not process mass cancellation requests.

C16.1.4.6. Generation of DD Form 1348-1A/1348-2 for Issues of DLA Disposition Services Owned Property by the DLA Disposition Services Field Office Subsequent to Receipt of the DLMS 940R, Materiel Release Order (Transaction Type Code NA). Shipments of DLA Disposition Services owned property will follow all instructions regarding the data requirement(s) contained in DLM 4000.25-1 MILSTRIP, Chapter 5, Release and Receipt of Materiel, relative to the DD Form 1348-1A/1348-2 (and the continuation sheet, if required) including those instructions relative to items requiring serial number tracking and/or tracking under DoD Item Unique Identification (IUID) business rules (inclusive of barcodes).

C16.1.4.6.1 Issue Process. The DLA Disposition Services issue process will also include the use of printed data in Block 27 of the DD Form 1348-1A or 1348-2 (and the continuation sheet, if needed) to support issues of DLA Disposition Services owned property. The printed data will support the issue process by providing additional warehouse/shipping instructions and property information such as:

C16.1.4.6.1.1 Exception Shipping Addresses

C16.1.4.6.1.2 Special Shipping Instructions

C16.1.4.6.1.3 Fund Citations

C16.1.4.6.1.4 Foreign Military Sales Proceeds Information

C16.1.4.6.1.5 Type of Property Being Shipped

C16.1.4.6.2. Printed Data. The printed data will also provide information/instructions to the requisitioning customer regarding the property, such as instructions for return of unneeded property requiring demilitarization and/or reimbursement indicator instructions.

C16.1.4.6.3 Additional Printed Data. Additional data to be printed in Block 27, is not communicated to the DLA Disposition Services Field Office(s) via the DLMS 940R MRO, rather the field office system will have resident logic and data that allows this data to be derived based upon current information provided in the release transaction. Business rules and criteria for entering the instructions identified will be determined by DLA Disposition Services and loaded/maintained in tables within the field office’s distribution system.

C16.1.4.7. Military Service/Agency Supply System Generated Requisitions. Once the RTD Web receives Military Service/Agency supply system generated requisitions, if a DTID number or DTID number and suffix is not identified, the DLA Disposition Services’ inventory will be searched regardless of property location.

C16.1.4.7.1. Absence of a Cited DTID Number or DTID Number and Suffix. When a DTID number or DTID number and suffix is not cited on a requisition transaction, the RTD Web will determine the applicable DTID numbers or DTID number and suffixes necessary to fill the requisition, since DLA Disposition Services’ property is managed by LSN/NSN and DTID number or DTID number and suffix. Each LSN/NSN and DTID number combination will be associated with a separate transaction. Therefore, in instances where property is physically located in multiple locations, or multiple DTID numbers or DTID number and suffixes are required to satisfy the requisition quantity, the RTD Web will be required to generate separate requisitions to DLA Disposition Services including the customer-assigned document number and sequentially assigned suffixes as needed to fill the requested quantity.

C16.1.4.7.2. Identification of Partial Fill Action. When the above occurs, the first partial fill action will be identified by the original document number submitted by the customer and will cite Suffix Code A. For the open quantity remaining on the requisition, RTD Web will select the next available DTID number or DTID number and suffix and generate additional document number suffix codes as needed.

C16.1.4.7.3. Processing Status. RTD Web will provide processing status via the DLMS 870S Supply Status transactions for the original customer document number including any suffix codes assigned by RTD Web.

C16.1.4.8. RTD Web Requisitioning

C16.1.4.8.1. Prioritization Logic in RTD Web. When RTD Web receives the property characteristics file from DLA Disposition Services for items applicable to Screening Cycle Codes DOD or RTD2, these items will be visible on the web to all eligible customers. RTD Web uses prioritization logic to assign precedence to requisitions based on the type of customer requisitioning the item. The prioritization logic will be applied in a 24-hour cycle. As requisitions are generated in RTD Web, they are sent to DLA Disposition Services via DLA Transaction Services. At the end of the 24-hour cycle, depending upon the timing of the request and the highest priority for the requisitioned item, RTD Web will determine which requisition(s) to fill. All other requisitions for the property/DTID number will be cancelled via notification from DLA Disposition Services to RTD Web. If the requisition originated from the RTD Web, RTD Web will cancel the requisition. When the user logs on, the cancellation(s) will be visible in their account. If the requisition originated from a Service/Agency supply system, RTD web will generate the DLMS 870S Supply Status with Status Code BQ to the Service’s supply system indicating cancellation.

C16.1.4.8.2. Prioritization. Prioritization will be applied to customers based on the following criteria:

* U.S. DoD Military Customers, Priority Designator (PD) 1-15 (based upon Force/Activity Designator (F/AD) and Urgency of Need Designator (UND)).
* Law Enforcement Support Office (LESO), PD 15
* Senior Reserve Officers Training Corps (SROTC), PD 12-15
* National Guard Units, PD 12-15
* Deploying National Guard Units, PD varies based upon DoDAAC and/or F/AD assignment.
* All Special Programs and walk-ins, PD 15
* Humanitarian Assistance Program (HAP), PD 15
* DoD or Service Museums, PD 15
* Computers for Learning (CFL), PD 15
* Morale, Welfare, Recreation Activities (MWRA), PD 15
* Military Affiliated Radio System (MARS), PD 15
* Civil Air Patrol (CAP), PD 15
* DoD Contractors, PD 15
* Foreign Military Sales (FMS), PD 15

C16.1.4.8.3. Exceptions to 24-Hour Processing Cycle. The two exceptions that can alter the 24-hour processing cycle are customer walk-in requisitions and FMS requisitions.

C16.1.4.8.3.1. Customer Walk-ins. Customers who walk-in to a DLA Disposition Services Field Office and wish to requisition property will do so via RTD Web. These requisitions will be identified on the DLMS 511R Requisition transaction sent to DLA Disposition Services by the entry of disposition services indicator and unique document number with serial number beginning with L. These walk-in requisitions will be processed immediately. DLA Disposition Services will verify any pending requisitions for this item by DTID number or DTID number and suffix and fill all, part, or none of the walk-in requisition quantity, based upon the presence or absence of higher priority orders.

C16.1.4.8.3.2. Foreign Military Sales Customers. FMS customers with access to RTD Web have the option of freezing property by DTID number. The capability to freeze items is provided to facilitate the State Department approval process for FMS customer eligibility. During the approval process, the items are flagged as frozen both in DLA Disposition Services and at the field office, and are not advertised on the RTD Web to other customers. Once the FMS customer receives approval to acquire the item, a requisition will be sent to DLA Disposition Services from RTD Web, and the item will be issued. Using RTD Web, field offices will be able to view a list of all items that are currently frozen and print out a placard to place on the frozen items to insure walk-in customers know the item is not available. If an FMS freeze is in place, the property will not be available for screening for any other customer.

C16.1.4.9. Providing Status to Customers

C16.1.4.9.1. Processing Status for Service/Agency and GSA Web Requisitions. For Service/Agency supply system generated requisitions and GSA Web submitted requisitions, RTD Web will provide processing status via the DLMS 870S Supply Status transaction, citing the applicable status code found in [DLM 4000.25-1, Appendix 2.16.](http://www2.dla.mil/j-6/dlmso/elibrary/manuals/DLM/milstrip_AP2_index.asp) As supply status on these requisitions is updated, RTD Web will provide supply status updates to ensure customers have the most current information available on their requisitions.

C16.1.4.9.2. Requisition Visibility in RTD Web. For requisitions originated within RTD Web, customers will have the ability to view current status of all their submitted requisitions on their account at the RTD Web Website. No DLMS 870S Supply Status transaction will be generated for these requisitions.

C16.1.4.9.3. Shipment Status to Customer. Regardless of method of submission, when shipment occurs against a requisition, the DLA Disposition Services Field Office will generate a DLMS 856S Shipment Status to the customer.

C16.1.4.10. Post-Issue Tracking. DLA Disposition Services will use disposition services indicator(s) to identify post-issue tracking requirements on the DLMS 511R requisition provided by RTD Web to DLA Disposition Services. Rules regarding requirements for post-issue tracking will be maintained in RTD Web, which will send the appropriate post-issue tracking indicator to DLA Disposition Services to indicate which particular transaction requires post-issue tracking. If post-issue tracking is required, DLA Disposition Services will compile and store the requirement to facilitate future tracking. Record of the post-issue tracking requirement is maintained for the entire life of the item while being used by that particular customer. Post-issue tracking requirements are essential at time of disposal to ensure appropriate procedures have been followed, (e.g., DEMIL Certificate turned in with the item). Post-issue tracking categories are described below.

C16.1.4.10.1. Materiel Receipt Acknowledgement Required. This indicator will be applied to requisitions for DLA Disposition Services’ property falling outside standard MRA requirements under MILSTRAP/DLMS. DoD activities requisitioning from DLA Disposition Services are required to provide the DLMS 527R MRA (MILSTRAP legacy DRA functionality) under current procedures.[[1]](#footnote-1)

C16.1.4.10.2. Demilitarization Certification Required. Providing DEMIL documentation confirms when demilitarization was performed on property. Before this item can be turned in or disposed of by the customer, proof will be provided to DLA Disposition Services.

C16.1.4.10.3. Mutilation Certification Required. Providing mutilation certification when the item is no longer needed prevents reuse or reconstruction if the item. Documentation must be received by DLA Disposition Services to verify that mutilation was completed.

C16.1.4.10.4. Certificate of Recycling. The customer will provide proof via documentation that the item was recycled when no longer needed.

C16.1.5. Processing Requisitions Identified to a Container. When DLA Disposition Services receives a requisition with the container issued in full indicator, the information will be used to insure all requisitions for that container are received and processed appropriately. MROs generated by the DLA Disposition Services for requisitioned items associated with a container will have the disposition services container ID identified on the DLMS 940R Materiel Release. In addition to the disposition services container ID, DLMS 940R Materiel Release transactions generated based on the customer ordering the entire container will contain a container issued in full indicator and the count of total DTID numbers within the container. This will allow DLA Disposition Services Field Offices to insure that an MRO for each item/DTID number or DTID number and suffix associated with a container is received and processed. Upon shipment of the materiel for each MRO, the DLA Disposition Services Field Offices will send the DLMS 856S Shipment Status transaction to the customer, containing DTID number or DTID number and suffix, original requisition number, and associated disposition services container ID.

C16.1.6. Defense Automatic Addressing System Editing. Defense Automatic Addressing System (DAAS) will edit requisitions to determine if the requisition is for excess personal property as follows:

C16.1.6.1. Utilization Code and SCC. If the requisition contains Utilization Code K, L, R, S or T and a (SCC), DAAS will route the requisition to DLA Disposition Services. If the requisition does not contain a SCC, but does contain a DTID number or DTID number and suffix, DAAS will route the requisition to DLA Disposition Services.

C16.1.6.2. No SCC or Disposal Turn In Document. If the requisition does not contain an SCC and does not contain a DTID number or DTID number and suffix, but is directed to the DLA Disposition Services, DAAS will reject the requisition back to the message originator with a clear-text message stating, INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION.

C16.1.6.3. Exceptions. If conditions in the previous two sections are false, DAAS will continue the requisition processing.

C16.1.6.4. Requisitions Directed to DLA Disposition Services. If the requisition is directed to DLA Disposition Services and there is an SCC that does not contain Utilization Code K, L, R, S, or T, DAAS will route the requisition to DLA Disposition Services.

C16.1.6.5. No SCC or Utilization Code. If the requisition does not contain an SCC or Utilization Code K, L, R, S, or T, but has a DTID number or DTID number and suffix, DAAS will route the requisition to DLA Disposition Services.

C16.1.6.6. No SCC, Utilization Code, or DTID. If the requisition does not contain an SCC, Utilization Code K, L, R, S, or T nor a DTID number, but does contain DLA Disposition Services DoDAAC SC4400, DAAS will reject the requisition back to the message originator with a clear-text message stating, INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION.

C16.1.6.7. Requisition Status. DAAS will provide a DLMS 870S, Supply Status, with Status Code BM to the requisitioner for validated excess personal property requisitions. DAAS will also process DLA Disposition Services requisitions with part numbers to obtain an NSN. DAAS will change a part number to an NSN, as appropriate, pass the requisition to DLA Disposition Services, and provide a DLMS 870S, with Status Code BG to the requisitioner. If an NSN is not found, DAAS will reject the requisition with a DLMS 870S.

C16.2. REQUISITIONING AND OTHER MATERIEL MOVEMENT OF CONVENTIONAL SMALL ARMS/LIGHT WEAPONS FROM DISPOSITION SERVICES

C16.2.1 Applicability. Refer to this manual’s Definitions and Terms for the definition of applicable SA/LW

C16.2.2. Federal Supply Classification. Conventional small arms generally fall into one of the following Federal supply classifications (FSC): 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095; however, this list will not be considered all inclusive. DLA Disposition Services will treat any weapon meeting the general guidelines of a SA/LW accordingly, regardless of FSC.

C16.2.3. Small Arms/Light Weapons Requisitioning. Customer generated DLMS 511R Requisitions for SA/LW will be by NSN and quantity, and may specify a DTID number. Neither the customer requisition to DLA Disposition Services nor the resulting DLMS 940R MRO to the DLA Disposition Services Field Office will specify a serial number. However, any serial number of the weapon(s) selected for issue will be carried on the DLMS 140A, with Transaction Code S, Small Arms Shipment transaction (one copy to the requisitioning activity and another copy to the DLA SA/LW registry. The serial numbers included in the shipment may also be included in the DLMS 945A Materiel Release Order Confirmation response from DLA Disposition Services Field Offices back to DLA Disposition Services for verification of the specific weapons issued and records update.

C16.2.4. Serial Number and Unique Item Identifier Reporting. Any SA/LW unique transactions (DLMS 140A/888A) required by the current business process will be generated separately.

C16.2.5. Redistribution or Disposal. When the DLA Disposition Services takes redistribution or disposal action, the resulting DLMS 940R redistribution order or disposal release order will pass the weapons serial number to the DLA Disposition Services Field Office directing specific weapons for release. This serial number will be included in the DLMS 945A Redistribution Order (RDO)/Disposal Release Order (DRO) Confirmation response from DLA Disposition Services Field Offices back to DLA Disposition Services for verification that the correct weapon was issued.

C16.3. SOURCE OF SUPPLY AND STORAGE ACTIVITY INTERFACE FOR DISPOSAL RELEASE ORDERS

C16.3.1. General. Sources of supply use the DLMS 940R Disposal Release Order (DRO) to direct and control issue of supply system stocks on their records to disposal. Sources of supply will send DROs to the storage site having custody of the stock and result in the preparation of DD Form 1348-1A (or [DD Form 1348-2](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/forms.asp#dd13482)). If the item is classified in SCC Q and is being sent to a DLA Disposition Services Field Offices, the DRO will contain Management Code O (alpha) or S, as appropriate, to indicate if materiel is hazardous to public health and/or safety and whether mutilation[[2]](#footnote-2) is required. The retention quantity in the DRO will determine the quantity of materiel to be turned in to disposal by the storage site. The retention quantity cited in the DRO will be kept and all remaining stocks transferred to disposal, or, if the quantity on hand is less than the quantity indicated, the storage site will answer with DLMS 945A Disposal Release Denial with Status Code BY.

C16.3.2. Release Confirmation. A DLMS 945A Disposal Release Confirmation (DRC) gives advice from the storage activity to the source of supply that initiated the DRO of supply action taken. The storage site will send the DRC when quantity shipped is the same quantity, when quantity shipped is greater than requested, or when quantity shipped is less than the quantity requested in the DRO. The source of supply will use the DRC to make adjustments to inventory records. A DRC will be prepared and sent on the day materiel is delivered to the carrier for shipment to DLA Disposition Services Field Offices. The DRC will, if appropriate, contain Code 2I in the N9 segment if the shipped materiel line item value is $800 or more or the item is recorded as pilferable/sensitive. Do not wait for receipt of a driver's control copy or return of a signed receipt copy of the DTID before preparing the DRC. When not using DLMS 945A DRC to confirm a shipment of materiel to DLA Disposition Services Field Offices, send DLMS 856S to DLA Disposition Services, with Code 2I in the REF segment if shipped materiel line item value is $800 or more or the item is recorded as pilferable/sensitive, simultaneously with the DRO, DLMS 870M ICP/IMM Reply to Customer Asset Report (DIC FTR), or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (such as local transfers, use of available organic transportation, or other substantiating conditions) make use of the DRC unnecessary.

C16.3.3. Release Follow-Up. The source of supply will use a DLMS 940R Disposal Release Inquiry to follow-up on storage facilities for unconfirmed DROs 10 calendar days after the date the DRO was created. If the DRO has been complied with, the storage facility will respond with a DRC (see C16.3.2). If the DRO has not been complied with and shipment is anticipated, the storage facility will send supply status, a DLMS 945A, with an estimated shipping date. If there is no record of the DRO, the storage facility will send a status message DLMS 945A with Status Code BF. If the DRO has been denied, the storage activity will send a DLMS 945A Disposal Release Denial with Status Code BY.

C16.3.4. Release Denial. The storage site will send a DLMS 945A Disposal Release Denial to the source of supply that prepared the DRO as a notification of no action taken. Sources of supply will use the DLMS 945A to adjust inventory records.

C16.3.5. Release Cancellation. Disposal release cancellations, a DLMS 940R, are prepared by sources of supply having initiated DROs and sent to storage sites when determined disposal actions should be stopped. Source of supply cancellation requests will be sent only when DROs are unconfirmed. Storage activities will respond to the cancellation request using a DLMS 945A Disposal Release Cancellation Advice with appropriate transaction type code, and RIC of the source of supply to which the transaction will be sent and the activity preparing the transaction.

C16.3.6. Release Cancellation Follow-Up. A DLMS 940R Disposal Release Cancellation Follow-up, may be sent by the source of supply to get latest status of a disposal release cancellation. The disposal release cancellation follow-up transaction will be in the same format as the original disposal release cancellation and will be processed by the storage site as a cancellation request if the original request was not received. If the original request was received and all required actions have been completed, the storage site will respond to the disposal release cancellation follow-up by duplicating previously submitted documentation, a DLMS 945A.

C16.3.7. Reporting Excess Quantity. The source of supply will send replies to excess reports, a DLMS 870M, to notify the reporting activity that the quantity reported is in excess to source of supply requirements and further action is authorized under appropriate DoD Component procedures. Refer to Chapter 11 Materiel Returns.

C16.3.8. Defense Automatic Addressing System Processing of Release Confirmations. DAAS will use data in a DLMS 945A, with Transaction Type Code NM in the WO6 segment, to create shipment status using a DLMS 856S. Upon completion of this process, DAAS will send the DRC to the appropriate organization(s) as indicated in the N1 segment and a DLMS 856S to DLA Disposition Services.

C16.4. DOCUMENTATION REQUIRED FOR SHIPMENTS TO DLA DISPOSITION SERVICES

C16.4.1. General Requirement

C16.4.1.1. Disposal Turn-in Document or Disposal Turn In Document and Suffix. Activities will direct/process all accountable materiel to disposal using a DTID. Some categories of non-accountable property may be transferred to a DLA Disposition Services Field Office without documentation. Guidance will be provided by the servicing DLA Disposition Services Field Office. Sources of supply will 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 [DLM 4000.25-1, Appendix 3.49](http://www2.dla.mil/j-6/dlmso/elibrary/manuals/DLM/milstrip_ap3_index.asp) for data requirements) and documentation for in-transit control of property identified by an NSN or local stock number (excluding scrap [SCC S], waste, non-appropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped or transferred to a DLA Disposition Services Field Office. Shipment/transfer of materiel to a DLA Disposition Services Field Office via DTID number requires authority for disposal, which will be indicated in the DTID by appropriate disposal authority code, along with the reason for disposal code. Ensure property is reported to the integrated material manager (IMM) prior to preparing the DTID, as required, per [DoD 4140.1-R](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp), “DoD Supply Chain Materiel Management Regulation,” May 23, 2003. DTID and documentation will control the shipment from the time of release by a shipping activity until receipt of the property by DLA Disposition Services Field Office.

C16.4.1.2. Shipment Status. For shipments/transfers to DLA Disposition Services Field Offices, shipping activities will send a DLMS 856S, Shipment Status (Transaction Type Code AS), for each DTID number or DTID number and suffix regardless of dollar value. The DLMS 856S will contain Distribution Code 9 identifying DLA Disposition Services, the unit price of the materiel, the actual quantity shipped, and the date delivered to the carrier for shipment.

C16.4.1.2.1. Shipment Status Visibility/Transactions with Distribution Code 9. DLA Transaction Services will 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 will edit the DLMS 856S Shipment Status for the following criteria before routing the transaction to the DLA Disposition Services Field Office global record:

C16.4.1.2.1.1. Invalid DoDAAC, Federal supply classification, or Quantity. Reject, to the generating activity, for invalid DoDAACs, FSC (FSC does not exist), and quantity of zero or blank. The rejected transaction will be returned to the generating activity with a narrative explanation of the reason for return and instructions not to resubmit.

C16.4.1.2.1.2. Edit Unit Price. If the transaction contains an LSN with a blank or zero unit price, reject; if the transaction contains an NSN and blank or zero unit price, insert the Federal Logistics Information System (FLIS) price.

C16.4.1.2.2. Information Capture and Validation. The DLA Disposition Services 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 Services Field Office prior to physical receipt. Additionally, a subset of shipment transactions meeting the Intransit Control System (ICS) criteria is used to initiate the DLA Disposition Services ICS tracking process.

C16.4.1.3. Fund Citation for Scrap Proceeds Reimbursement. For shipments involving the turn-in of scrap materiel to DLA Disposition Services Field Offices, the turn-in shipping activity will add the data element, ‘Scrap Reimbursement’, to the instructions in Block 27 (and its continuation page or in available white space on the paper that the form is printed, if needed) of the DD Form 1348-1A or DD 1348-2. The value in this field will be the fund citation for reimbursement of scrap proceeds minus disposition processing costs. For receipt of property, DLA Disposition Services will sign the DD Form 1348-1A, DD 1348-2 and provide a signed digital image of the turn-in document via [eDOCs](https://edocs.daps.dla.mil/search/) to confirm receipt in the in-transit system.

C16.4.1.4. Receipt in Place Documentation Processing at the DLA Disposition Services Field Office. For receipt in place excess property where the DoD generator has provided a DLMS 856S Shipment Status (and DLMS 996H for Hazardous Waste), the Distribution Standard System(DSS) due-in report is authorized to be used by DLA Disposition Services without a hard copy DD Form 1348-1A or DD Form 1348-2 for receipt, so long as all required information for turn-in is included in the automated file.

C16.4.2. Requirements for Shipments of Hazardous Materiel and Hazardous Waste. The following guidance outlines basic documentation requirements for turn-in of Hazardous Materiel (HM), Hazardous Waste (HW), and other types of wastes (e.g., Polychlorinated Biphenyl (PCBs), Friable Asbestos, etc.). The turn-in activity will enter the bill-to fund code for reimbursable actions associated with the disposal, (e.g., HW contractor costs, in the DD Form 1348-1A or DD Form 1348-2), in order to provide reimbursement to DLA Disposition Services. To ensure compliance with federal, state, DoD and host nation regulations, turn-in activities will obtain and become familiar with applicable Code of Federal Regulations (CFR), state regulations, DoD regulations, and Overseas Environmental Baseline Guidance Documents (OEBGD), or the Final Governing Standards (FGS) for the host nation.

C16.4.2.1. Shipment Status. The DLA Disposition Services Field Offices will use the DLMS 856S to electronically capture and validate information about inbound HM/HW property from a customer that is shipping property to a DLA Disposition Services field office prior to physical receipt. The information contained within the transaction is used by DLA Disposition Services field offices to schedule inbound shipments and to match the inbound shipment to a Hazardous Waste Profile Sheet (HWPS). In addition to data requirements for shipment status of non-hazardous materiels, shipment status for HW/HM will add the following: DTID number or DTID number and suffix number, HWPS number, disposal authority code, disposition services indicator code, item nomenclature, SCC, special materiel identification code, materiel management aggregation code, and DEMIL code. This additional information will assist the DLA Disposition Services Field Offices with the receipt, inspection, and materiel identification of the HM/HW turn-ins. See DLA Disposition Services [I 4160.14](http://www.dispositionservices.dla.mil/publications/index.shtml), “Operating Instructions for Disposition Management,” for appropriate code value lists.

C16.4.2.2. Hazardous Waste Profile Sheet (DLMS 996H Hazardous Waste Profile Transaction). The HWPS provides detailed information/analysis relative to the waste stream being turned in to the DLA Disposition Field Office. This information will be provided prior to receipt to allow for compatible storage arrangements and will facilitate DLA Disposition Services’ ability to plan, manage, schedule, and report on inbound shipments to maximize the efficiency of the receiving process.

C16.4.2.2.1. Required Documents for Hazardous Waste/Hazardous Materiel Turn-ins. Turn-in activities are required to provide an HWPS, DLA Disposition Services Form 1930, or backup documents indicating lab or manufacturer’s chemical analysis with the turn-in of each initial waste stream, and once a year thereafter. An HWPS is required with turn-ins of HW and used and/or opened HM that meets the definition of HW when discarded via disposal service contract. Used and/or opened HM is considered contaminated and may not be the same property described on a Materiel Safety Data Sheet (MSDS). See [DoD 4160.21-M](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp), Chapter 10, Paragraph D. Generators will complete the HWPS by providing information based upon user's knowledge or laboratory analysis of the waste. Supporting documentation, consisting of lab or manufacturer’s chemical analysis, description of waste production processes including raw materials, end products, and other sources documenting how the waste was generated, may be required if user's knowledge does not identify or characterize the waste sufficiently or correctly. All supporting documentation should accompany the physical shipment. A DLMS 996H transaction can be used in lieu of a hard copy Form 1930 for HW received in place, however, hard copy Form 1930s will be required if HW is physically received at the Disposition Services Field Office or if a hard copy HWPS is required by Federal, State, or Local regulation.

C16.4.2.2.2. Initial Hazardous Waste Profile Sheet and Follow-on Turn-in Documents. After the initial turn-in of the waste, turn-ins of identical waste will not require a HWPS for one year; instead, generators will enter a DLA Disposition Services-assigned HWPS reference number in Block 27 (Clear Text Statement) of the DD Form 1348-1A, DTID. The turn-in activity will certify each HWPS annually by providing to DLA Disposition Services Field Office one of the following: a new, signed, and dated HWPS, an electronically transmitted HWPS for each waste turn-in that will be generated during the following year, or a letter listing the HWPS reference number(s) and the name of the corresponding waste stream for each profile which the generator wishes to remain active for another year. If the turn-in activity chooses to provide a letter, that letter will be signed and dated and include the following statement: "The undersigned certifies that the hazardous waste profiles listed in this letter have been carefully reviewed. Any changes to the processes generating these wastes have been considered. New regulations affecting hazardous waste identification and disposal have been applied. Neither the waste streams nor the identification of the waste streams has changed in a manner that would warrant a change in the data previously provided on these waste profiles."

C16.4.2.2.3. Overseas Hazardous Waste/Hazardous Materiel Shipment Requirements. For overseas shipments of HM/HW, the turn-in activity will include the host nation and International Maritime Dangerous Goods (IMDG) shipping description. The IMDG shipping description includes both the United Nations, and United States Department of Transportation (DOT) requirements and is virtually the same. Any place that a Proper Shipping Name (PSN), container information, state waste code, etc., are required, the respective country codes, container information, etc., will be filled in.

C16.4.2.2.4. Exemption of Hazardous Waste Profile Sheet Requirements. Laboratory chemicals are exempt from HWPS requirements, but will be processed according to DoD 4160.21-M, Chapter 10.

C16.4.2.3. Material Safety Data Sheet Requirement

C16.4.2.3.1. Material Safety Data Sheet Hard Copy Requirement. Turn-in activities will provide a hard copy MSDS for hazardous materiel in the absence of a Hazardous Material Information Repository System (HMIRS) Number. If there is a valid MSDS in HMIRS, then indicate the MSDS five digit alpha code from the HMIRS on the DTID (DD Form 1348-1A). This requirement applies to turn-ins of both used and unused HM, as well as opened or unopened HM. The MSDS requirement does not apply to exclusions listed in 29 CFR 1910.1200(b)(6).

C16.4.2.3.2. Hazardous Materiel Information/Documentation Requirements. The MSDS will match the specific manufacturer of the hazardous materiel and should include the manufacturer's name or contractor and Government entity (CAGE) code. In addition to an MSDS, used and/or opened HM requires that the chemical name of any hazardous contaminants and the noun name of any non-hazardous contaminants will be identified on the DTID. This is required because used and/or opened HM may have become contaminated with constituents not reflected on the MSDS. A HWPS may also be required for used/opened HM going directly to waste disposal contract.

C16.4.2.4. Methods of Document Generation for Hazardous Waste/Hazardous Materiel Turn-ins. There are three methods available for automated turn in of HM/HW: Generator Communication (GenComm), Electronic Turn-In Document (ETID), and direct interface via DLA Transaction Services.

C16.4.2.4.1. Generator Communication Method. Use of the GenComm Server for automated turn-in of documentation to the DLA Disposition Services Field Office allows the military generator, using its HW disposal system, to electronically send email or upload the DTID, DD 1348-1A and the related HWPS. The GenComm server will transmit the HWPS and any correlating supply shipment status information to DLA Transaction Services using the standard XMLschema. DLA Transaction Services will convert the information into a DLMS 996H transaction and route to the appropriate DLA Disposition Services Field Office using a RIC plus suffix to site identification (ID) to valid RIC crosswalk table. This table will be maintained by DLA Disposition Services and provided to DLA Transactions Services as required. DLA Transaction Services will also generate the DLMS 856S shipment status transaction from the information in the XML schema and send to the appropriate field office.

C16.4.2.4.2. Electronic Turn-In Document. Use of ETID for automated turn-in of documentation to the DLA Disposition Services Field Office allows those military generators lacking an automated system to login to ETID via the web and manually generate their DTID and HWPS documentation. ETID will have a direct interface with the DLA Disposition Services Field Office system, which will receive the information for processing of the HM/HW turn-in.

C16.4.2.4.3. Direct Communication with DLA Transaction Services. Those military generators with a Performance Based Agreement (PBA) with DLA Transaction Services can bypass the GenComm server. The PBA should identify the military generator’s DoDAAC to be used in the HWPS transaction, as well as confirmation of capability of producing the DLMS 856S shipment status, along with the DTID number and HWPS number and all other data required for HM/HW shipment status (see C16.4.2.1.). The generator has the option of providing the DLA Transaction Services with the identical transactions currently provided to GenComm, the XML schema, or the actual DLMS 996H and 856S transactions. For generators not DLMS compliant, the DLA Transaction Services will map the 856S based on the inbound feed from the military generator.

C16.4.2.5. DLA Transaction Services mapping to 996H

C16.4.2.5.1. DLMS 996H. The DLMS 996H will serve as a file transfer message for conveying the GenComm standard and XML schema transactions to the receiving DLA Disposition Services Field Office.

C16.4.2.5.2. File Transfer Segments. The beginning segment for file transfer information will be used to convey the GenComm interface standard version number. The file information segments will be used to pass the XML tag name and content information associated with that tag name. In order to assist a receiving system with consuming the DLMS 996H transaction, each file information segment needs to include contextual information for the content being passed. This will be accomplished by pairing the file information segments. The first file information segment in a pair will provide the context for the pair (i.e., the GenComm data element name), while the subsequent file information segment(s) provide the content (i.e., the values associated with the data element name). The file transfer segments will continue to be paired until all the data elements associated with the GenComm inbound transaction have been successfully mapped to the DLMS 996H transaction.

C16.4.3. Receipt of Hazardous Materiel/Hazardous Waste and Processing Related Hazardous Waste Profile Sheet. Upon receipt by DLA Disposition Services Field Office of the DLMS 996H HM/HW Profile Sheet from DLA Transaction Services, the supporting system will parse the information into its database and store the individual HWPS records by HWPS reference number and DTID number. When HM/HW is turned in to the DLA Disposition Services field office, the system will search for a DLMS 527D Pre-positioned Materiel Receipt (PMR) to facilitate automated check-in. In the absence of the PMR, a search for the matching DLMS 856S shipment status will be conducted. Once the matching record is found, the system will use the DTID number or DTID number and suffix, and the HWPS reference number from the shipment status to pull the matching HWPS for the shipment to be receipted. If no electronic records are on file for the DTID number or DTID number and suffix, and the HWPS, the DLA Disposition Services Field Office personnel will be manually prompted to enter the information into their system based on the hard copy documentation accompanying the shipment.

C16.5. INTRANSIT CONTROL SYSTEMS PROCESSING OF SHIPMENTS TO DLA DISPOSITION SERVICES

C16.5.1. General.

C16.5.1.1. ICS is an automated DoD process that provides a central capability to monitor and/or investigate discrepancies in shipments of materiel to DLA Disposition Services field offices that meet ICS rules. Property qualifying for ICS processing have a line item value over $800 or a pilferable/sensitive controlled inventory item code (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 CIICs are equal to: 1, 2, 3, 4, 5, 6, 8, Q, R, $.

C16.5.1.2. Electronic Turn-In Document Process. Use of ETID for automated turn-ins to the DLA Disposition Services Field Office allows those military generators lacking an automated system to log in to ETID via the web and manually generate their DTID number or DTID number and suffix. ETID will have a direct interface into the ICS global record and will enter property qualified for Intransit tracking into the ICS on the generators behalf. For identification purposes, ETID will have the option to construct the DTID number or DTID number and suffix, document number using a unique value in the first position of the serial number. This will 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. 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 will provide notification to the generating activity responsible for the property via email.

C16.5.2. 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 C16.5.1.1.), will initiate the ICS suspense file maintained as part of the DLA Disposition Services Field Office global record. This global record will be visible and available to all DLA Disposition Services Field Offices as required. At a minimum, the suspense file will contain the following data shown in Table C16.T1:

|  |  |
| --- | --- |
| Table C16.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 | 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) |

C16.5.3. Intransit 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 will provide a quarterly Intransit to DLA Disposition Services Field Office Report upon request. DLA Disposition Services will provide tailored special extract reports as requested (Appendix 2).

C16.5.4. Intransit Control System Tracking and Associated Actions

C16.5.4.1. DLA Disposition Services Field Office Processing against the Global Intransit Control System Suspense File

C16.5.4.1.1. Suspense File Comparison. When a receipt is processed at any of the DLA Disposition Services Field Offices, it will be compared with the suspense file. The receipt will 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 will remain open for a period of one year from the date it is initiated, unless closed by one of the actions below.

C16.5.4.1.2. Intransit Control System Follow-up Transactions. All follow-up transactions generated as a result of ICS processing will be sent through DLA Transaction Services. The field office will prepare the DLMS 940R, Transaction Type Code NH (MILSTRIP DIC AFX/AFZ functionality) Disposal Shipment Confirmation Follow-up identifying the originating activity as DLA Disposition Services (RIC S9D). The follow-up will 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., inventory control point (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 and to perform research in order to provide either the ICP/IMM or storage activity response.

C16.5.4.1.3. Research Guidance (Critical Flag). When the field office prepares the DLMS 940R follow-up, the transaction will 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 (DoD 4160.21-M). The DLMS 940R follow-up will also include the DoDAAC of the field office that has received or is intended to receive the turn-in.

C16.5.4.1.4. Closure of Suspense Files. The suspense file will 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.

C16.5.4.1.5. Internal Receipt Refusal. If the field office is unable to receive the property and must reject the property back to the generator, an internal Receipt Refusal transaction will 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 will be closed.

C16.5.4.1.5.1. DLMS 940R Disposal Shipment Confirmation Follow-Up with Advice Code 36. If after 90 calendar days from the date of 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 will forward the 940R Disposal Shipment Confirmation Follow-up transaction with Advice Code 36 (MILSTRIP DIC AFX functionality. No response is required and this notification closes the ICS suspense.

C16.5.4.1.5.2. DLMS 940R Disposal Shipment Confirmation Follow-up with Advice Code 37. If after 90 calendar days from the date of 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 will forward the 940R Disposal Shipment Confirmation Follow-up transaction with Advice Code 37 (MILSTRIP DIC AFX functionality). The ICS remains open awaiting response.

C16.5.4.1.6. Second Follow-up. If the DLMS 870S Supply Status or the DLMS 945A (Type Transaction Code AZ) Disposal Shipment Confirmation transaction is not received within 30 calendar days of sending the DLMS 940R Disposal Shipment Confirmation Follow-up with Advice Code 37, the field office will send a second follow-up (MILSTRIP DIC AFZ functionality). The record will remain open for a period of 1 year from the date it was originated unless closed by a response to the 940R. When moved from the active suspense file, records will be placed on an accessible history file for an additional two years.

C16.5.4.1.7. Terminating In-Transit Control System Processing. Receipt of 870S Supply Status will direct further ICS processing as follows:

C16.5.4.1.7.1. DLMS 870S Supply Status with Status Code DE. Receipt of 870S Supply Status with Status Code DE will terminate ICS processing for the document number in question. Status Code DE indicates no shipment was made.

C16.5.4.1.7.2. DLMS 870S Supply Status with Status Code DF. Receipt of a DLMS 870S Supply Status with Status Code DF will 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 will be removed from the active suspense file and placed in an accessible history file for two years.

C16.5.4.1.7.3. DLMS 870S Supply Status with Status Code DG. Receipt of a DLMS 870S Supply Status with Status Code DG indicates shipment is confirmed and a signed copy of the DTID number or DTID number and suffix 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 will use its own procedures to determine why notification of receipt of materiel was not sent by the field office. DLA Disposition Services will keep an accessible history file record for two years.

C16.5.4.1.7.4. DLMS 870S Supply Status with Status Code DH. Receipt of a DLMS 870S 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 will close the record in ICS for the document number in question. DLA Disposition Services will keep an accessible history file record for two years.

C16.5.4.1.7.5. DLMS 870S Supply Status with Status Code BF. Receipt of a DLMS 870S Supply Status with Status Code BF indicates that the shipping activity has no record of the document number in question. This will close the record in ICS and removes the record from the active suspense file. DLA Disposition Services will place the record in an accessible history file for two years.

C16.5.4.1.8. Receipt of a DLMS 945A, Disposal Shipment Confirmation, Type Transaction Code AZ. When the DLMS 945A (Type Transaction Code AZ) Disposal Shipment Confirmation transaction is received, ICS processing for the document number in question is considered complete. Accessible history file records will contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DLA Disposition Services Field Offices.

C16.5.4.1.9. Shipping Activity Actions

C16.5.4.1.9.1. Documentation Review. Supply organizations in receipt of the DLMS 940R Disposal Shipment Confirmation Follow-up will ensure that applicable shipping activities review signed 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.

C16.5.4.1.9.2. Filing Disposal Turn In Documents. To ensure required copies of the DTID number or DTID number and suffix are available, shipping activities will file all signed receipt copies when received from the field office. Copies will be kept for a minimum of two years after date of the shipment.

C16.5.4.1.9.3. Quantity Received Verification. Upon receipt of a disposal shipment confirmation follow-up, the shipping activity will verify the actual quantity shipped, and will respond with supply or shipment status as follows:

C16.5.4.1.9.4. 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 DLMS 870S Supply Status with Status Code BF will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.5.4.1.9.5. 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 DLMS 870S Supply Status with Status Code DE will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.5.4.1.9.6. Signed DTID Receipt Not Available. If a signed copy of the DTID number or DTID number and suffix receipt is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping activity will do additional research as determined by the DoD Component procedures, including, if necessary, referral to the appropriate criminal investigative activity. The DLMS 870S Supply Status with Status Code DF will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.5.4.1.9.7. No Shipping Activity Record. If the shipping activity has no record of generating a DLMS 856S Shipment Status transaction, but has received a signed copy of the DTID from the Disposition Services Field Office, a DLMS 945A Disposal Shipment Confirmation (Transaction Type Code AZ) (MILSTRIP DIC ASZ functionality) showing the quantity receipted for the DTID number or DTID number and suffix will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.5.4.1.9.8. Use of Distribution Code 9. The DLMS 870S Supply Status and the DLMS 945A Disposal Shipment Confirmation transactions generated by the shipping activity in response to the DLMS 940R Disposal Shipment Confirmation Follow-up will contain Distribution Code 9 to enable DLA Transaction Services to route copies of these transactions to the ICS Global Record.

C16.5.4.1.9.9. Extended Value Determination. The extended value of the shipment will be determined by document number, quality, and unit price.

C16.5.4.1.9.10. Shipment/Transfer Monitoring. ICS provides a means to monitor shipments/transfers to DLA Disposition Services Field Offices. This system also provides a capability for DLA Disposition Services to give information to the DoD Component concerning the shipment/transfer of property to DLA Disposition Services Field Offices.

C16.6. PROCESSING MATERIEL AND MAINTAINING ACCOUNTABILITY BY THE DLA DISPOSITION SERVICES AND THE DISPOSITION SERVICES FIELD OFFICES

C16.6.1 Materiel Acceptability. These procedures do not negate the authority of 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. If materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, DLA Disposition Services Field Office will provide notice of rejection to DLA Disposition Services under existing procedures, thus purging the ICS file. Guidance on shipment notices and ICS processing is applicable only to useable items being shipped/transferred to DLA Disposition Services Field Office.

C16.6.1.1 Document Receipt. DLA Disposition Services Field Offices will give documentation of receipt of the DTID number upon request by the shipping activity. NOTE: The DLA Disposition Services Field Offices will always supply a copy of the signed DTID, or DTID and suffix for all shipments containing quantity discrepancies. DLA Disposition Services Field Offices will note the difference in quantity received and quantity shipped on the DTID number or DTID number and suffix.

C16.6.1.2 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 number or DTID number and suffix, DLA Disposition Services Field Offices will notify the shipping activity and submit a supply discrepancy report. See DoD 4160.21-M, Chapter 3; and Chapter 17.

C16.6.2. Maintaining Property Accountability. The accountable property record for inventory owned by the DLA Disposition Services will be maintained by the DLA Disposition Services Field Office system. DLA Disposition Services system will maintain the owner’s total item property record and financial accounting for DLA Disposition Services Owned property. End of day processing and an annual reconciliation will occur to ensure that the two inventory records are kept in sync at the DTID number or DTID number and suffix level.

C16.6.2.1. Maintaining Owner Compliance Table. The field office system will maintain an owner compliance table to ensure daily (end of day) and annual (total reconciliation) requirements are executed based on pre-established business rules in compliance with DLM 4000.25, DLMS Manual, Chapter 6. (Physical Inventory Control)

C16.6.2.2. Daily System Reconciliation. The DLA Disposition Services (owner) system and the DLA Disposition Field Office (storage activity) system will match all active records daily (i.e. DTID numbers or DTID number and suffixes that had any transaction affecting record balances) on-hand balances.

C16.6.2.2.1. DLMS 846R Transaction for End-of-Day Processing. The field office system (storage activity) will send the daily closing balance for each affected DTID number or DTID number and suffix using the DLMS 846R, Location Reconciliation Request transaction, Report Type Code LC and the type of reconciliation code for end of day processing. The DLMS 846R will contain the demilitarization code (DEMIL code) that corresponds to the stock number for that DTID number or DTID number and suffix. The DEMIL code will be included in the match of item data characteristics (unit of issue, condition code, CIIC, and DEMIL code) to ensure compatibility between storage activity and owner systems.

C16.6.2.2.2. Additional Use of DLMS 846R. The field office system (storage activity) will also send a DLMS 846R, Location Reconciliation Notification, Report Type Code X4, to advise DLA Disposition Services of the total number of daily DTID number or DTID number and suffix closing balance transactions (number of DLMS 846R, Report Type Code LC transactions) being forwarded and the associated cut-off date. Imbalances will be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions.

C16.6.2.3. Annual Record Total Reconciliation. All DLA Disposition Services owner and field office storage activity records (active and inactive, including zero balances) will be reconciled at least once each fiscal year (total reconciliation).

C16.6.2.3.1. DLMS 846R Location Reconciliation by DTID or DTID and Suffix. The field office will prepare location reconciliation requests by line item (DTID number or DTID number and suffix) for each DTID regardless of the balance (including zero balances), using the DLMS 846R, Location Reconciliation Request transaction, Report Type Code LC and the type of reconciliation code for annual location reconciliation. The location reconciliation request will contain the DEMIL code that corresponds to the stock number for that DTID. The DEMIL code will be included in the match of item data characteristics (unit of issue, condition code, CIIC, and DEMIL code) to ensure compatibility between storage activity and owner systems.

C16.6.2.3.2. DTID or DTID and Suffix Closing Balance Transactions. The field office (storage activity) system will also send a DLMS 846R, Location Reconciliation Notification, Report Type Code X4, to advise DLA Disposition Services of the number of annual DTID number or DTID number and suffix closing balance transactions (DLMS 846R Type Code LC transactions) being forwarded and the associated cut-off date. Imbalances will be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions.

C16.6.2.4 Mismatches. For any mismatches found, the DLA Disposition Services personnel will ensure that potential or actual inventory accounting adjustments are researched and corrected in accordance with the value of the adjustment and type of item involved. Emails will be sent to the appropriate Disposition Services Field Office personnel requesting assistance to isolate errors in data transmission.

C16.6.3. Disposition Services Containerization Processing

C16.6.3.1. Identifying Items. To enhance potential marketing, the DLA Disposition Services Field Office has the discretion to “containerize” items turned in by DTID number or DTID number and suffixes that can be reutilized/sold together. Rules regarding items that can be grouped in containers are governed by the DLA Disposition Services. For instance, items that share the same or similar item characteristics such as demilitarization (DEMIL) code or CIIC can be placed in the same container.

C16.6.3.1.1 Use of DLA Disposition Services Container Identification Number. When the decision is made to market items via containerization processing, the DLA Disposition Services Field Office will generate a disposition services container Identification (ID) number for the items identified by DTID number or DTID number and suffixes placed in the container. For each DTID number or DTID number and suffix coded receipt, the disposition services container ID number will also be identified in the DLMS 527R Receipt transaction (Transaction Type Code D4) generated by the field office to DLA Disposition Service, along with the disposition services complete container count and disposition services current container count.

C16.6.3.1.2 Container Tracking. DLA Disposition Services will track each DTID number or DTID number and suffix in the container. The disposition services container ID number and the DTID number will be sent to the RTD Web so the items can be marketed as part of the disposition services container.

C16.6.3.2. Container Transfer. In cases where items are eliminated or moved from one container to another based upon DEMIL code challenges, downgrade to scrap or re-marketing decisions, the DLA Disposition Services Field Office will generate the DLMS 846A, Asset Reclassification Response (Type Transaction Code TD) to DLA Disposition Services to maintain container synchronization and inventory accuracy. This container identification change process applies to NSNs, LSNs, and unit of use LSNs. When unit of use LSNs are involved, the DLMS 846A will also contain the cross reference NSN. The DLMS 846A will identify the controlling document number generated by the DLA Disposition Field Office, the DTID number or DTID number and suffix as a primary reference, the existing disposition services container ID number (FROM Container ID), as well as the new disposition services container ID number (TO Container ID). In the case of an item being removed from a container and not being placed in a new container, the TO disposition services container ID will not be cited in the transaction. Disposition services container ID changes always originate from the Field Office to the DLA Disposition Services. Accordingly, there is no corresponding asset reclassification request transaction for container ID changes.

C16.6.4 Scrap Downgrade

C16.6.4.1. Downgrade to Scrap. The downgrade to scrap process is used by the DLA Disposition Services and its field offices when an item is no longer needed and the property has no commercial value other than for basic materiel content. Policy and authority for downgrading materiel to scrap can be found in DoD 4160.21-M, “Defense Materiel Disposition Manual”.

C16.6.4.2. Downgrade Items Upon Receipt (at Time of Turn-in): During the receiving process, if the DLA Disposition Services Field Office determines the item has only scrap value, the item may be downgraded to scrap upon receipt. The field office will assign a Disposition Services Scrap LSN to replace the existing NSN or LSN found on the original DTID number or DTID number and suffix generated by the customer.

C16.6.4.2.1. Assignment of ‘Disposition Category’ for Items Downgraded Upon Receipt. During the pre-receipt process, the field office will request a ‘Disposition Category’ from DLA Disposition Services (C16.6.9 - DLA Disposition Category Assignment and Associated Actions). Once the Disposition Category assignment response is provided, the field office will submit the receipt for scrap to the DLA Disposition Services, using the DLMS 527R Receipt (Transaction Type Code D4) using a Scrap LSN. The DLMS 527R Receipt for material downgraded to scrap at time of receipt will reflect the source of the materiel received/returned code, (e.g., J = Return to inventory from other DoD activity users), (see the reason for materiel receipt/return ([MRR](http://www2.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=MRR)) code list).

C16.6.4.2.2. Downgrade (Upon Receipt) of Entire Quantity on Disposal Turn In Document or Disposal Turn In Document and Suffix. If the entire quantity on the DTID number or DTID number and suffix is being downgraded to scrap, the original DTID number or DTID number and suffix number will remain and the original NSN/LSN will be referenced in the Receipt for audit purposes, to link to the newly assigned Scrap LSN. If the DTID number or DTID number and suffix is a duplicate number, then a UCN will be generated for the downgrade to scrap.

C16.6.4.2.3. Downgrade (Upon Receipt) of Partial Quantity on Disposal Turn In Document or Disposal Turn In Document and Suffix. If only part of the DTID is being downgraded to scrap, then a UCN will be generated and the Receipt will contain the original DTID number or DTID number and suffix as a secondary reference number.

C16.6.4.3. Downgrade Items After Turn-in (After Receipt). Any time after receipt, DLA Disposition Services may notify the Disposition Services Field Office via a DLMS 846C, Disposition Status Update (Report Type Code PC), to change the disposition status of the DTID number or DTID number and suffix to DS (Disposal). When the field office receives a disposal recommendation, the disposition of the property at the field office is determined by pre-defined ultimate disposal process business rules.

C16.6.4.3.1 Downgrade Items to Scrap (After Receipt). If the business rule decision is to downgrade to scrap, the field office will send a DLMS 947I, Inventory Adjustment (Type Transaction Code NU) with Quantity or Status Adjustment Reason Code BS – Downgrade (Loss), and associated with the original DTID number or DTID number and suffix.

C16.6.4.3.2. Creation of New Receipt for Items Downgraded to Scrap Subsequent to Initial Turn-in. A new receipt is created for the scrap using the DLMS 527R Receipt with the source of Materiel Received/Returned Code W - Receipt as a result of DLA Disposition Services process to downgrade to scrap, subsequent to the initial receipt of materiel. A DLA Disposition Services scrap LSN will be assigned in compliance with the scrap classification listing for use in the new Receipt. A UCN will be assigned and associated with the original DTID number or DTID number and suffix to avoid duplication in DLA Disposition Services. This UCN will become the controlling document number in the DLMS 527R. The new receipt will contain the original DTID number or DTID number and suffix as a secondary reference number, and will reference the original materiel identification (NSN or LSN).

C16.6.4.3.3. Materiel Downgraded to Scrap When Materiel Is Part of a Container. If the materiel/DTID number or DTID number and suffix downgraded to scrap is part of a container, the field office will generate a DLMS 846A, Asset Reclassification Response (Report Type Code TD), to delete the DTID number or DTID number and suffix/container ID association in order to maintain container synchronization and inventory accuracy (see C16.6.3.2., Container Transfer).

C16.6.5. Relocation Between DLA Disposition Services Field Offices

C16.6.5.1. Use of DLMS 940R, DLMS 856S and DLMS 945A When Relocating Materiel Between Field Offices. In all instances when relocation of materiel between DLA Disposition Services field offices is necessary, the DLA Disposition Services will direct this action by using the DLMS 940R, Redistribution Order (Transaction Type Code NI), and sending it to the shipping field office, except when the Disposal Category Code for the DTID number or DTID number and suffix is DS Disposal. The shipping field office will always provide a DLMS 856S, Shipment Status (Transaction Type Code AS) to the receiving field office and the DLMS 945A, Redistribution Order Shipment Confirmation (Transaction Type Code NJ) to DLA Disposition Services upon shipment.

C16.6.5.2. Prepositioned Materiel Receipt for Relocations Between Field Offices. For all relocation actions between field offices, DLA Disposition Services will generate a DLMS 527D, PMR (Transaction Type Code DE), to the field office designated to receive the relocated materiel. The PMR will contain 2/LIN01/10 Code N (return to inventory of materiel relocated between storage activities without change in ownership (MILSTRAP DIC DWK functionality)). DLA Disposition Services will include the DTID number or DTID number and suffix in the PMR in order for DTID number or DTID number and suffix accountability to be maintained across multiple locations. The DTID number or DTID number and suffix value may be the original turn-in document number or may be a UCN assigned by the field office during receipt processing when the original DTID number or DTID number and suffix is not adequate to uniquely identify the property. Additionally, when an entire container is identified for transfer between field offices, the PMR will contain the disposition services container ID. ***Along with the Disposition Services Container ID, DLA Disposition Services will pass a Disposition Services Complete Container Count to indicate how many different DTID number, or DTID numbers and suffixes are within the container; this is how many different receipts are expected for a particular container.*** Upon receipt of the materiel, the receiving field office will provide the DTID number or DTID number and suffix or UCNand the disposition services container ID provided in the PMR to DLA Disposition Services using a DLMS 527R, Receipt, (Transaction Type Code D4) identified by 2/LIN01/10 Code N***, and sequentially assign the Disposition Services Current Container Count number for each DTID number or DTID number and Suffix that is in the container***.

C16.6.5.3. Relocation of Disposal Category Code DS (Disposal) Items Between DLA Disposition Services Field Offices

C16.6.5.3.1. Field Office Responsibility for DS Category Code on Turn-in Materiel. Turn-in materiel to a DLA Disposition Services Field Office under a DTID number or DTID number and suffix may be assigned Disposal Category Code of DS (Disposal) (see C16.6.9.). DLA Disposition Services Field Offices are responsible to manage the issue of property assigned Disposition Category Code DS and to update DLA Disposition Services’ owner record for all property managed by DLA Disposition Services field offices, to include disposal category property.

C16.6.5.3.2. Tracking Materiel Issues for Materiel Required to be Relocated Between Field Offices. The DLMS 867I, Issue (Relocation) transaction (2/PTD01/10, Product Transfer Type Code BJ), will be used to track materiel issues between DLA Disposition Services Field Offices for disposal items required to be relocated to another DLA Disposition Services Field Office; (e.g., DEMIL Field Office). In these cases, the DLA Disposition Services Field Office shipping the materiel will send DLA Disposition Services the DLMS 867I Issue transaction for each DTID number or DTID number and suffix or Scrap (UCN) LSN quantity being relocated. DLA Disposition Services uses the Issue transaction to update the owner record.

C16.6.5.3.2.1. Additional Field Office Responsibilities for Relocation of DS Coded Materiel Requiring Redistribution. For these issues, the field office will create an internal DLMS 940R Redistribution Order using a UCN constructed using the field office DoDAAC and current ordinal date, followed by a unique 4-digit serial number, (e.g., SY205411390001, SY205411390002, etc). The field office will then decrement the owner balance, create and exit the DLMS 867I Issue, position the Redistribution Order for release, and once released, generate the DLMS 945A Redistribution Order Shipment Confirmation to the owner and the DLMS 856S Shipment Status to the receiving field office using DAAS.

C16.6.5.3.2.2. Citing Document Identifier Codes on Redistribution Orders. The MILSTRIP DIC cited in the internal DLMS 940R will be A2\_, Redistribution Release Order since the materiel is being shipped to another field office.

C16.6.5.3.2.3. Requirement for Posting to the Defense Automatic Addressing System. Since these transactions are internal to the field office, a copy will be passed to DLA Transaction Services to be posted in the DAAS so that the complete issue, confirmation, and status history are maintained.

C16.6.5.3.3. Disposal Consolidation Number. DLA Disposition Services requires the use of a unique disposal consolidation number (DCN) to support the grouping of property relocated during the disposal process. A unique DCN will be generated for each group of items that are issued (relocated) in a single shipment. Each DLMS 867I Issue, will contain the DTID number or DTID number and suffix, or UCN as a secondary number in the transaction to support identifying inventory at a level lower than the document number or DCN. DLA Disposition Services will compile each individually received Issue (Relocation) transaction with the same DCN into one redistribution order (RDO) document, thus reducing the volume of RDO documents created. The DCN is a unique 10-digit number with positions 1-3 equal to the DLA Disposition Services Field Office RIC and positions 4-10 equal to a unique alphanumeric serial number. There is only one DCN per RDO.

C16.6.5.3.4. Documenting the On-hand Balance Record for Relocations. Upon receipt of the DLMS 867I Issue transaction, DLA Disposition Services will decrement the on-hand balance record for the submitting DLA Disposition Services Field Office and generate an internal RDO or modify an existing internal RDO. For these relocations no RDO (DLMS 940R, Type Transaction Code NI) will exit the DLA Disposition Services system.

C16.6.5.3.5. Checking the Disposal Consolidation Number. DLA Disposition Services will check the DCN on the DLMS 867I Issue transaction against previously created internal RDOs. If the DCN is present on an existing RDO, the DTID number or DTID number and suffix will be added as a new RDO. If the DCN is not present on an existing RDO, the DLA Disposition Services system will create a new internal RDO.

C16.6.5.3.6. Redistribution Orders Quantity. The quantity on the DLMS 867I Issue transaction will be used to populate the RDO quantity field and will be reflected as in-transit until the DLMS 527R Receipt transaction is processed from the receiving DLA Disposition Services Field Office.

C16.6.5.3.7. Partial Shipments, First Shipment Requirements. If property that requires DEMIL needs to go to a different field office (DEMIL facility) and the size and/or weight limits the use of one conveyance, partial shipments may occur. The first partial shipment will include two document numbers - the RDO document number (i.e., the controlling document number) and the original DTID number or DTID number and suffix from the issuing/losing field office as a secondary reference number. This document number will be reported by the DLA Disposition Services Field Office on the DLMS 527R Receipt transaction submitted to DLA Disposition Services.

C16.6.5.3.8. Partial Shipments, Second Shipment Requirements. When the second partial shipment arrives at the DEMIL facility, the RDO document number cannot identify the receipt by itself due to the disposition services duplicate DTID number or DTID number and suffix business rule. Therefore, a UCN will be created by field office personnel to receipt the remainder of the property, causing three document numbers to be associated with the shipment/receipt transaction: (1) the original RDO document number serving as the primary document number for the new receipt, (2) the original DTID number or DTID number and suffix from the issuing/losing field office (secondary reference number), which is perpetuated from the RDO, and (3) the UCN generated to prevent DTID number or DTID number and suffix re-use. These document numbers are all linked and all three will be reported on the DLMS 527R Receipt transaction submitted to DLA Disposition Services.

C16.6.6 DLA Disposition Services Public Sales

C16.6.6.1. Public Sales Contracts. Contracts for public sales are maintained at DLA Disposition Services. The DLMS 832N, Catalog Data Support transaction (Catalog Purpose Code SC) will be used to communicate sales contract catalog data to the field offices. This pre-positioned information will be used by the field office to facilitate the receipt process for turned-in property/DTIDs or DTIDs and suffixes initially assigned Disposition Category Code SL–Sales. A separate transaction will be used for each field office, since specific site data and materiel contract information is maintained at the line item level. A detail line is required for each combination of property, sales contract, and sales contract line item. Each transaction may contain one or more detail lines. The following detail level data will be included: sales contract number, sales contract line item number, generic name/description, DLA Disposition Services Field Office, remaining authorized quantity, unit of measure, and the catalog transaction purpose code used to indicate whether the line item record will be added, changed, or deleted.

C16.6.6.2. Comparison of Customer Turn-in Property to Prepositioned Sales Contract Data. The DLA Disposition Services Field Office will match the property received from customer turn-in to the pre-positioned sales contract data. When a match is found, the sales contract number and associated sales contract line item number will be provided on the receipt transaction provided to DLA Disposition Services. See C16.6.8.3. - Disposition Category Code SL–Sales

C16.6.6.3. WEB Auction for Public Sale of Excess Property. Subsequent to receipt, excess property eligible for public sale will be published to DLA Disposition Services web auctions, which are required to be accessible to the general public without any form of user registration. While published web auctions will be viewable by the general public, users will be restricted from submitting bids until a self-registration process is completed. The completion of the self-registration process will result in the creation of a DLA Disposition Services business partner record, enabling the registered user to submit bids against published web auctions.

C16.6.6.3.1. End Use Certificate. Upon determination of an auction winner, the customer will be required to submit an end use certificate (EUC). The information on the EUC will be used to authenticate the customer’s self-registration credentials and verify eligibility to receive the auction property. Upon completion of the eligibility process, DLA Disposition Services will create a supporting internal sales order document.

C16.6.6.3.2. Materiel Release Order for Public Sale Property. Once the Defense Finance Accounting Service (DFAS) posts customer payment against the sales order, then DLMS 940R Materiel Release Orders will be generated by DLA Disposition Services to the DLA Disposition Services Field Office authorizing release of the materiel. The MRO transaction will serve as the indicator to DLA Disposition Services Field Office personnel responsible for managing property removals, that customer payment was received and removal is permitted. See C16.1.4.1.9. - Materiel Release Orders in Support of Public Sales

C16.6.7. Receipts of Turn-ins to DLA Disposition Services Field Offices: For receipt of items that have been turned in, the field office will provide DLA Disposition Services a DLMS 527R Receipt, (Transaction Type Code D4 with 2/LIN01/10 code I) (MILSTRAP D6A functionality) or J (D6B functionality), as appropriate. The DTID

number or DTID number and suffix, which represent specific property in the same condition turned in to a specific DLA Disposition Services Field Office, will be passed on all field office generated receipt transactions and provides the level of traceability DLA Disposition Services requires. Because property is often turned in used, simply representing property by materiel number (e.g., NSN or LSN) is insufficient and the DTID number or DTID number and suffix provides the capability to identify and track property at a more granular level of detail. For receipt of property, the field offices will sign the DD Form 1348-1A/1348-2 and provide a signed digital image of the turn-in document via eDOCs, to confirm receipt in ICS.

C16.6.7.1. Assignment of Disposition Category Code. When property identified to a DTID number or DTID number and suffix is turned in, it is assigned an initial disposition category at pre-receipt (i.e., physical examination of property), which is provided in the DLMS 527R Receipt to DLA Disposition Services (see C16.6.9.). This disposition category is used to determine how the property is to be processed subsequent to receipt; (e.g. reutilization, disposal, etc). When the receipt transaction is received, DLA Disposition Services will confirm that the correct disposition category has been assigned using property characteristics provided in the DLMS 527R; (e.g. DEMIL Code, HM/HW indicator, etc.).

C16.6.7.2. DLMS 527R Required Data Elements. The DLMS 527R Receipt transaction includes the following data elements as applicable to support the disposition category code assignment process and to subsequently track other disposal processes: Bill to DoDAAC, DEMIL code, demilitarization integrity code, demilitarization performed code, disposition services accumulation number, disposition category code, disposition services container ID, disposition services complete container count, disposition services current container count, disposition services indicator (e.g., Abandoned Property (AP) Indicator, Certificate Availability (CA) Indicator, ***Controlled Property Branch Verified as Not controlled (CPBV),*** DEMIL Instructions (DI) Indicator, HM Indicator, HW Indicator, or HWPS Indicator, Receipt-In-Place (RIP) Indicator, SA/LW Indicator, Wash Post (WP) Indicator), disposition services reimbursement code, disposition services UCN, DTID number or DTID number and suffix, DTID materiel description, hazardous materiel indicator code, Industrial Plant Equipment (IPE) report number, MSDS Number, model number (used only in conjunction with IPE Report Number), Sales Contract Number, Sales Contract Line Item Number, Service LSN, year of manufacturer (used only in conjunction with IPE Report Number).

C16.6.7.3. Disposition Category Code SL–Sales. The DLA Disposition Services Office will return a Disposition Category Code SL to notify the field office that the item will be held for sale. When pre-existing sales contract data is available, DLA Disposition Services will pre-position contract data using the DLMS 832N transaction (see C16.6.6.) to facilitate receipt processing. At time of receipt, the field office receiver will match the property received from customer turn-in to the pre-positioned sales contract data. When a match is found, the sales contract number and associated sales contract line item number will be provided on the DLMS 527R Receipt transaction sent to DLA Disposition Services.

C16.6.7.4. Turn-in of Small Arms/Light Weapons. During the pre-receipt process, the field office will sight verify the serial number(s) received. At time of receipt, the field office will include those serial numbers in the DLMS 527R Receipt transaction sent to DLA Disposition Services and also send a DLMS 140A, Transaction Code R, Receipt, to the DLA SA/LW registry and the generating activity. There is a “many-to-one” relationship between a weapon serial number and DTID number or DTID number and suffix; therefore, the weapon serial number will be looped on the DLMS 527R Receipt transaction. The DLMS 140A transaction has a “one-to-one” relationship for weapon serial numbers. The system produces two DLMS 140A transactions to each generating activity. For example, each DLMS 527R Receipt transaction for SA/LW will contain the DTID number or DTID number and suffix and a specific weapon serial number for each individual weapon; (e.g., if ten weapons make up the DTID number or DTID number and suffix quantity), DLA Disposition Services will receive one Receipt transaction for that DTID number or DTID number and suffix, with ten unique serial numbers. Additionally, that same receipt transaction produces 20 DLMS 140A transactions (e.g., ten outbound to the DLA SA/LW registry and ten outbound to the generating activity) [[3]](#footnote-3)

C16.6.7.5. Turn-in of Industrial Plant Equipment. During the pre-receipt process, the field office will verify the serial number received and include that serial number in the DLMS 527R Receipt transaction sent to DLA Disposition Services (one-to-one relationship between DTID number or DTID number and suffix and serial number for IPE).

C16.6.7.6. Disposition Services Indicator. The field office will assign a disposition services indicator in the DLMS 527R Receipt transaction to communicate unique property and/or materiel location information as follows:

C16.6.7.6.1. AP – Abandoned Property

C16.6.7.6.2. CA – Certificate Available to Document Property Condition

***C16.6.7.6.3. CPBV – Controlled Property Branch Verified as Not Controlled***

C16.6.7.6.***4***. DI – DEMIL Instructions Available at Time of Receipt

C16.6.7.6.***5***. HM – Hazardous Materiel

C16.6.7.6.***6***. HW – Hazardous Waste

C16.6.7.6.***7***. HWPS – Hazardous Waste Profile Sheet Available at Time of Turn-in

C16.6.7.6.***8***. RIP – Receipt-In-Place. Property not physically located at the field office. The generator retains custody and accountability (ownership) until property is ready for sale, reutilization, transfer and/or donation.

C16.6.7.6.***9***. SA/LW – Small Arms and Light Weapons

C16.6.7.6.***10***. WP – Wash Post. Property may have previously processed as RIP pending sale, reutilization, transfer, or donation. Once the customer is available to remove the property from generator’s location, the field office will send a DLMS 527R Receipt, with Disposition Services Indicator WP, and the appropriate Disposition Category Code of SL or RU. The receipt quantity will be added to the field office and DLA Disposition Services’ inventory records, then immediately dropped. The field office will use the WP indicator to generate an internal DLMS 940R MRO to drop the DTID number or DTID number and suffix (requisitioned quantity) from its inventory balance.

C16.6.7.7. Hazardous Materiel Indicator Code, Demilitarization code, and Controlled Inventory Item Code. The Hazardous Materiels Indicator Code , DEMIL Code and CIIC will be included on all DLMS 527R Receipt transactions generated from Recycling Control Points (RCP) for transfers to DLA Disposition Services (RIC S9W) and from DLA Disposition Services Field Offices for receipts of generator turn-ins to DLA Disposition Services (RIC S9D).

C16.6.8. Disposition Category Code Assignment and Associated Action. When generators turn-in materiel under a DTID number or DTID number and suffix to a DLA Disposition Services Field Office, the field office will send DLA Disposition Services a non-DLMS synchronous real-time transaction to request disposition category assignment. Depending upon the characteristics of the DTID number or DTID number and suffix property, DLA Disposition Services’ response will assign one of the following five Disposition Category Codes: Reject (RJ), Research (RS), Reutilization (RU), Sales (SL), or Disposal (DS). After the DLA Disposition Services Field Office receiver verifies the receipt disposition category assignment from DLA Disposition Services, the field office will send a DLMS 527R Receipt transaction with the appropriate disposition category code (see C16.6.8.1. and C16.6.8.2.).

C16.6.8.1. Assignment of Disposition Category Code. The Disposition Category Code assigned to a DTID number or DTID number and suffix determines how the property is processed subsequent to receipt; (e.g. reutilization, disposal, etc). In addition, the category will determine the field office stow process, and which activity will be responsible for the issue of DTID number or DTID number and suffix property. The DLA Disposition Services will be responsible for issuing DTID number or DTID number and suffix records with Disposition Category Codes of RU or SL, except when the SL Disposition Category Sub-Category Code is CV (Commercial Venture) or SV (Scrap Venture). The Disposition Services Field Office will be responsible for issuing

DTID number or DTID number and suffix records with a disposition category of Disposal (DS), or Sales (SL) with a Disposition Category Sub-Category Code CV or SV.

C16.6.8.2. DTID, or DTID and Suffix Property Issued by DLA Disposition Services Field Offices. The DLA Disposition Services Field Office will issue DTID number or DTID number and suffix property based on the Disposition Category Code and additional data reflected in the DLMS 846C. For these issues, the field office will create an internal DLMS 940R (either Redistribution Order or Materiel Release Order, as appropriate). For materiel release to customers of Disposition Category Code DS materiel, or Disposition Category Code SL materiel with subcategory CV or SV, see C16.6.9.4. For relocation/redistribution of Disposition Category Code DS materiel to another DLA Disposition Services Field Office, (see C16.6.5).

C16.6.8.3. Validation/Change of Initial Disposition Category Code. There are multiple situations when DLA Disposition Services and the DLA Disposition Services Field Office validate or change the disposition category code assigned to a DTID number or DTID number and suffix in the initial DLMS 527R Receipt transaction. The DLMS 846C Disposition Category Update transaction (Report Type Code PC–Update), will be used by DLA Disposition Services for these communications. For instances where a response is warranted, the DLMS 846C, Disposition Category Update Response transaction (Report Type Code 09–Response), will be used by DLA Disposition Services Field Offices. A summary of when the DLMS 846C is used to validate/change initially assigned disposition category codes is as follows:

C16.6.8.3.1. Using 846C Disposition Category Update Transaction. Upon receiving the Receipt transaction from the field office, DLA Disposition Services will validate the disposition category code of the receipted DTID number or DTID number and suffix. If Disposition Category Code DS is assigned, and DLA Disposition Services agrees, a DLMS 846C Disposition Category Update transaction will be generated to the field office citing Disposition Category Code DS. This transaction will notify the field office that the item will be sent to ultimate disposal and will contain data required by the DLA Disposition Field Office to construct internal MROs or RDOs as required to issue the property. Upon receipt of the DLMS 846C Disposition Category Update transaction indicating ultimate disposal, the field office will generate a DLMS 846C Disposition Category Update Response to DLA Disposition Services confirming, changing, or denying the assigned DS Category Code. If confirmed, the field office will subsequently generate the DLMS 867I Issue transaction to DLA Disposition Services if the property is issued to another DLA Disposition Services Field Office (DEMIL or Controlled Property Center) (see C16.6.5.3.2.) or the DLMS 511R (post-post Directed MRO (DIC C0\_)) if the property is issued to a disposal customer (see C16.6.9.4.).

C16.6.8.3.2. Update/Changes to a Controlled Property Rule. If DLA Disposition Services updates/changes a controlled property rule, the Disposition Category Code of the DTID numbers, or DTID numbers and suffixes affected by this change may be updated. This can occur prior to or during the RTD screening cycle. DLA disposition category codes can be changed among DS (Disposal), RU (Reutilization) or SL (Sales). If the property goes through the complete RTD cycle and is not requisitioned, it will be assigned Disposal Category Code DS or Disposition Category Code SL-Sales via generation of the DLMS 846C update transaction by DLA Disposition Services. This transaction will contain data required by the DLA Disposition Field Office to construct internal MROs. Items assigned a disposal category are processed as described above. Some DTID number or DTID number and suffix property assigned Disposition Category Code SL–Sales are further identified by a disposition sub-category code in the DLMS 846C as being eligible for CV or SV contracts and are processed as described below.

C16.6.8.3.2.1. Sales Category Sub-Category Commercial Venture. DLA Disposition Services has a partnership with a commercial venture firm to sell DoD surplus property following the RTD screening cycle. DLA Disposition Services will identify property categorized for CV and send the DLMS 846C Disposition Category Update transaction to the field office to initiate processing. Upon receipt of the DLMS 846C indicating CV, the field office will generate the DLMS 846C Disposition Category Update Response transaction to DLA Disposition Services confirming or changing the assigned disposition category codes.

C16.6.8.3.2.1.1. Change of CV Code Due to Ineligibility. When the Controlled Property Verification Officer at the field office determines materiel is not CV eligible, the Disposition Category Update Response transaction will contain disposition category code DS instead of SL, as well as a disposition category change reject reason code, as published in DLA Disposition Services -I 4160.14, reflecting the data characteristic or reason the item will not be released to the CV contract. DLA Disposition Services will in turn send the update DLMS 846C to the field office. The reject reason code will cause the field office to remove the property from the CV holding area at the warehouse and allow the item to be processed through ultimate disposal.

C16.6.8.3.2.1.2. Use of DLMS 511R for Eligible CV Materiel. When the field office determines the materiel is CV eligible, the field office will send the DLMS 511R (post-post directed MRO) transaction to DLA Disposition Services for inventory issued to the CV customer (see C16.6.9.4.).

C16.6.8.3.2.2. Sales Category (SL) Sub-Category Scrap Venture (SV). DLA Disposition Services has a partnership with a scrap venture firm to manage the receipt, marketing and sale of surplus scrap property generated by DoD installations. DLA Disposition Services will identify property categorized for SV and send the DLA Disposition Services Field Office a DLMS 846C Disposition Category Update to initiate SV processing. The field office will send DLMS 511R (post-post directed MRO) transactions to DLA Disposition Services for all inventory issued to the SV customer (see C16.6.9.4.).

C16.6.8.4. Directed Release of Disposal and Sales DTID Number, or DTID Number and suffix, Property (Post-Post Action). DLA Disposition Services Field Offices will send the DLMS 511R, DLA-Directed MRO (DIC C0\_) Type Transaction Code A0/Action Code J, to DLA Disposition Services after property has been issued. Upon receipt, DLA Disposition Services will drop its inventory balance. In this instance, no MRO is sent to the field office, as this 511R is for inventory reduction vice shipping (the materiel has already been delivered or picked up).

C16.6.8.4.1. Use of Internal DLMS 940R MRO. For these issues, the field office will create an internal DLMS 940R MRO using a unique document number constructed by using the field office DoDAAC and current ordinal date, followed by a unique 4-digit serial number, (e.g., SY205411390001, SY205411390002, etc). The field office will then decrement the owner balance, create and exit the DLMS 511R directed MRO, position the MRO for release, and once released, generate the DLMS 945A materiel release confirmation to the owner and DLMS 856S Shipment Status to the customer. Materiel release confirmations for both scrap and commercial venture property will use the transportation mode code for “Bearer, Walk-Thru (Customer Pickup of Materiel)” to indicate no physical shipment is involved.

C16.6.8.4.2. DIC for Internal MRO. The DIC cited in the internal DLMS 940R will be A5\_, MRO since the property is being shipped or picked up by a customer.

C16.6.8.4.3. Updating DAAS on Internal MROs. Since these transactions are internal to the field office, a copy will be passed to DLA Transaction Services to be posted in the DAAS so that the complete issue, confirmation, and status history are maintained.

C16.6.8.5. Post-post Requisitions. Post-post requisitions from the DLA Disposition Services Field Office will be identified by disposition category code and disposition sub-category code. A Disposition Category Code DS indicates the materiel has already been issued. As discussed above, Disposition Category Code SL (Sales) with the Disposition Sub-Category Code CV (Commercial Venture) indicates the property was issued to the commercial venture customer. Use of Disposition Category Code SL with Disposition Sub-Category Code SV indicates the property was issued to a scrap venture customer.

C16.6.8.6. Routing Identifier Code-To S9W or S9D on DLA Disposition Services Directed Materiel Release Orders. DLA Disposition Services specific DLMS 511R DLA-Directed MRO transactions will always display a RIC-To S9W or S9D. RIC-To S9W will be used to indicate property issued from a RCP; RIC-To S9D will be used to indicate property issued from a DLA Distribution Services Field Office.

C16.6.8.7. Disposition Category Code DS/Disposition Sub-Category Code. Upon receipt of these types of DLMS 511R transactions, DLA Disposition Services will determine the type of post-post order that should be generated based upon the disposition category code/disposition sub-category code. Disposition Category Code DS will indicate a DLA Disposition Services post-post disposal order and will prompt a search for the DCN.

C16.6.8.7.1. Use of Disposal Consolidation Number on DLMS 511R Transactions. The field office will include the DCN on the 511R. It is used by DLA Disposition Services to tie multiple post-post disposal order transactions to a common sales document. The DCN is used to facilitate item grouping in a common shipment and to reduce the amount of sales documents required.

C16.6.8.7.2. DLMS 511R to Existing Sales Document Matches. DLA Disposition Services will include the inventory on the DLMS 511R to an existing sales document when a match is found. If no match is found, a new internal disposal post-post sales order will be created.

C16.6.8.8. DLA Disposition Services Post-Post SV Orders. The DLA Disposition Services Field Office will send DLMS 511R post-post requisitions using Disposition Sub-Category Code SV to DLA Disposition Services each time SV customers remove property for a scrap UCN,DTID number or DTID number and suffix from a DLA Disposition Services Field Office. DLA Disposition Services will create a post-post sales order for each DLMS 511R DLA-Directed MRO transaction received from the Field Office. DLA Disposition Services will assign DTID number or DTID number and suffix, associated with the materiel on the post-post order based on First In-First Out (FIFO) order, limiting selection to DTID numbers with an available quantity on the DTID Table. DLA Disposition Services will first add a new record to the Sales Order DTID Table and include: DTID number or DTID number and suffix, post-post order number, quantity, date, and order type; and then update the inventory record by decreasing the available quantity for the DTID.

C16.6.8.9. DLA Disposition Services Post-Post CV Orders. The DLA Disposition Services Field Office will send DLMS 511R post-post requisitions using Disposition Sub-Category Code CV to DLA Disposition Services each time CV customers remove property for a commercial venture DTID number or DTID number and suffix, from a DLA Disposition Services Field Office. DLA Disposition Services will create a post-post order for each 511R DLA-Directed MRO transaction received from the field office and add a record to the Sales Order DTID Table to include: DTID number or DTID number and suffix, post-post order number, quantity, date, and order type; and then update the inventory record by decreasing the available quantity for the DTID.

C16.6.8.10. Billing for Materiel. The DLMS 511R transactions for scrap and commercial venture will indicate non-Interfund billing to the contractor (Fund Code XP) and the customer will be billed prior to removal of the materiel. The DoDAAC of the commercial or scrap venture firm will be identified as both the ordered-by and ship-to activity. For DLMS 511R transactions, the Signal Code M indicates there will be no billing. In addition, the DoDAAC of the disposal customer will be identified as both the ordered-by and ship-to activity. When a unit of use LSN is being issued, the DLMS 511R will carry both the unit of use LSN and the cross-reference NSN. The unit of use Indicator defines the quantity and unit of measure applicable to the Unit of Use.

C16.6.8.11. Disposal of SA/LW: For DLMS 511R directed MROs with Disposition Category Code DS involving the disposal of SA/LW, the serial number/unique item identifier (UII) will not be populated on the transaction. The serial number/UII will only be present on the 945A confirmation.

C16.6.9 Local Stock Numbers (LSN) and Unit of Use.

C16.6.9.1. Local Stock Numbers (LSN) and Unit of Use. There are several instances that an LSN will be used by the DLA Disposition Services Field Office and supported activities:

C16.6.9.1.1. Useable Local Stock Numbers (LSN). When materiel is turned in to the Disposition Services Field Office identified by an LSN assigned by the generator, and it cannot be further identified to an NSN, and is determined to be useable, a Disposition Services LSN will be assigned (if one does not already exist) and will be used as identification of the property throughout the disposition services process. Useable LSNs will be identified by valid FSC as part of the numbering convention, (e.g., 1035-DS-GUN-GT3M). The original LSN used by a generator to turn in materiel, will be included as a reference on the receipt and will serve as reference information for the item when it is marketed on the RTD website.

C16.6.9.1.2. Scrap LSN. Materiel downgraded to scrap during or subsequent to receipt will be assigned a Scrap LSN. Scrap LSNs will be identified by using a materiel group of SCRP. All scrap LSNs will use this materiel group identification as well as containing a Scrap Classification Code (SCL). The SCL is a three-character DLA Disposition Services code to identify different types of scrap and appears in positions 11-13 of the Scrap LSN, e.g., SCRP-DS-000-A01A.

C16.6.9.1.3. Unit of Use. When the materiel turned in to the Disposition Services Field Office can be identified to a NSN but the quantity is less than the FLIS unit of use, the DLA Disposition Services Field Office will create a new LSN by replacing the first character of the NIIN, (e.g., 5965-R1-123-4567, with an "R"). DLA Disposition Services and field offices use of DLMS transactions, including the DLMS 945A Release Confirmation, will carry the unit of use LSN, the cross-reference NSN, and the unit of use indicator. When the unit of use Indicator is present in the transaction, the quantity and unit of measure values associated with this transaction are applicable to the unit of use. However, the property will be identified to its NSN for RTD. This form of LSN for unit of use will not be visible to the customer as its use will only be between DLA Disposition Services and their field offices.

C16.6.9.2. Catalog Data Support Transaction (DLMS 832N). DLA Disposition Services will be the source for all Disposition Services LSNs (useable and scrap LSNs) and will notify DLA Disposition Services Field Offices via a DLMS 832N, Catalog Data Support transaction when it creates, changes or deletes an LSN. The DLA Disposition Services will use the DLMS 832N to create or update their LSN records.

C16.6.9.3. Creation/Update of Unit of Use LSNs. The DLMS 832N will not be used between DLA Disposition Services and their field offices for creation or update of unit of use LSNs, rather both will maintain tables which contain agreed upon conversion factors for what will be the lowest possible assigned unit of measure for each valid Federal Logistics Information System (FLIS) unit of use. When receipts for Unit of Use LSN materiel are processed by DLA Disposition Services, internal logic will link the materiel back to the NSN.

C16.7. SUPPLY DISCREPANCY REPORTING. Supply discrepancy reports (SDRs) and associated responses will be reported via the Disposition Services Field Office system or DoD WebSDR, using the DLMS 842A/W, Standard Supply Discrepancy Report (SDR), Follow-up, Correction, Cancellation, & Reconsideration Request, for the initial SDR and the 842A/R, Standard Supply Discrepancy Report (SDR) Reply, for the reply. Discrepancies may be identified in shipments between the DLA Distribution Depot and the DLA Disposition Services field office, between two DLA Disposition Services Field Offices, and between the field office and the generating customer, as well as between Distribution Depots and customers for RCP directed shipments. The SDR may be reported by the receiving field office or by the receiving customer.

C16.7.1. Outgoing SDR. During the receiving process, if the DLA Disposition Services Field Office identifies a supply discrepancy, an SDR will be generated via the field office system using Document Type Code D in conjunction with the appropriate SDR Disposition Services type code to distinguish the source of discrepant shipment (generating activity turn-In = T, DLA Distribution Depot = B, and Redistribution between field offices = E).

C16.7.1.1. Discrepancy Codes. The Disposition Services Field Office will describe the type of discrepant condition, in most instances using unique discrepancy codes within their internal system. For external DoD processing, these unique codes trigger specific remarks for the outgoing SDR, but the code itself will not be perpetuated. Instead, the associated standard DoD discrepancy code value will be used for distribution of the SDR thus allowing the internal codes to remain available in the field office system for metrics and managements reports. Unique DLA Disposition Services discrepant conditions-, such as the turn-in of unauthorized property-or lack of specific documentation for hazardous materiel/hazardous waste may be identified by the applicable shipping, packaging, and storage discrepancy code.

C16.7.1.2. Action Codes. The DLA Disposition Services Field Office will indicate the applicable action taken or requested on the SDR. When the generator turns in property that cannot be accepted by the field office, the field office will prepare an SDR using SDR Requested Action Code 3C, indicating pick-up of unauthorized or unacceptable property is required.

C16.7.1.3. Primary/Secondary Document Numbers. The outgoing SDR may require communication of two document numbers. The following rules apply:

C16.7.1.3.1. Property Turned in by Generating Activity. The value used for the DTID/Suffix by the customer will be the primary document number identified in the SDR. If a UCN was established by the field office upon receipt, it will not be perpetuated on the SDR.

C16.7.1.3.2. Property Shipped by the DLA Distribution Depot to the DLA Disposition Services Field Office. The document number used to ship the property will be the primary document number identified in the SDR. No secondary document number is applicable.

C16.7.1.3.3. Redistribution of Property Between Disposition Services Field Offices. The redistribution document number will be the primary document number identified in the SDR. The DTID used by DLA Disposition Services to track materiel will be perpetuated in the SDR and will be available to the receiving field office in both the DLMS 856S, Shipment Status and the DLMS 527D, PMR.

C16.7.2. RCP SDRs Prepared via DoD Web SDR. DLA Disposition Services RCP personnel will receive and process discrepancies for property shipped by the DLA Distribution Depots to various customers. RCP personnel will log in to WebSDR to create and submit SDRs on behalf of the customer using Document Type Code 7 and the related DLA Disposition Services SDR type code to distinguish customer type, as follows:

C16.7.2.1. D = DLA Disposition Services Donated Materiel. D Identifies discrepant property staged at the depot and released to a state agency customer.

C16.7.2.2. F = DLA Disposition Services Transferred Materiel. F Identifies discrepant property shipped to a non-DoD federal agency customer by a distribution depot.

C16.7.2.3. O = Other DLA Disposition Services Shipment. O Identifies any other discrepant DLA Disposition Services Field Office property shipment not applicable for identification by any other designated Disposition Services Type Code.

C16.7.2.4. R = DLA Disposition Services Reutilization. R Identifies discrepant property shipped to a DoD customer by a distribution depot (applicable to RCP receipt).

C16.7.2.5. S = DLA Disposition Services Sale. S Identifies discrepant property sold to a DLA Disposition Services sales contractor and shipped by a distribution depot.

C16.7.3. Incoming Customer SDRs. SDRs addressed to DLA Disposition Services (RIC S9D) or RCP (RIC S9W) will be supported by conversion to email via DoD WebSDR. RCP SDRs will be processed in accordance with paragraph C16.7.2. The generic email address for S9D will be associated with all the DLA Disposition Services Field Offices for Document Type 7 SDR only, allowing customer generated SDRs to be forwarded to DLA Disposition Services. Replies will be created in DoD WebSDR. Incoming Customer SDRs will not be sent to the DLA Disposition Services ICP system.

C16.7.4. Distribution of Document Type Code D SDRs Generated During the Receiving Process at the DLA Disposition Services Field Office.

C16.7.4.1. Discrepant Turn-ins. SDRs resulting from discrepant turn-ins will be directed to the shipping activity DoDAAC (also known as the generator) identified on the turn-in document (DD 1348-1A, Block 2).

C16.7.4.2. SDRs with Type Code T. SDRs citing DLA Disposition Services SDR Type Code T will be sent directly to the activity responsible for the turn-in of property whenever possible. In order to ensure electronic notification to the generating activity, DLA Disposition Services will provide the generator’s email address to DoD WebSDR. This email address will be used by WebSDR for dissemination of the SDR.

C16.7.4.2.1. Generator Email Address. The Disposition Services Field Office system will establish a global table to store generator email addresses. The generator’s email address will be captured from automated turn-in web-based tools maintained by DLA Disposition Services. The field office system will map the generator email address as indicated by the DLMS 842A/W. DoD WebSDR will use this email address for distribution to the identified address in addition to any other applicable distribution business rules.

C16.7.4.2.2. DoD Component Distribution. The SDR will automatically be sent to SDR applications based upon the existing DoD WebSDR or the Military Service of the customer either by transaction or via the email address associated with the DoDAAC in WebSDR. DLA Disposition Services will monitor for SDRs that never reached the intended recipient when so notified by rejected SDR or failed SDR transmission and pursue manual off-line follow-up if needed.

C16.7.4.3. SDRs Citing the DLA Disposition Services SDR Type Code B or E. SDRs with Type Code = B or E will be directed to the shipping activity and no information copies required.

C16.7.5. Property Requiring Customer Pick-Up. When unauthorized or unacceptable property is turned in to the field office, property will be placed in a frustrated property research area and an SDR prepared with the Discrepancy Code Z7 and Action Code 3C to notify the generator to pick-up the property. If the field office received property where the owner is not known or if the generator fails to respond to the SDR within 55 days or fails to pick up the property, the property may be mutilated and/or destroyed, consistent with Demilitarization Code requirements, local policies, laws, and regulations. As appropriate based upon the security and classification requirements of specific property, DLA Disposition Services may contact the generator in advance of the 55 day SDR time standard (which is consistent with all host nation, Federal, State, and local laws and regulations including DoD disposal policies).

1. DLA Disposition Services must define the expanded requirements for materiel receipt acknowledgment by DLA Disposition Services’ non-DoD customers, via a future DLMS Change Proposal. [↑](#footnote-ref-1)
2. Material requiring mutilation may not be consigned to DLA Disposition Services Field Offices unless the DoD Component of the activity directing the shipment has made prior official arrangements with the DLA Disposition Services. If mutilation is required, provide specific instructions to the DLA Disposition Services Field Offices by separate correspondence, citing the DTID number. [↑](#footnote-ref-2)
3. DLA has advised that use of the SA/LW serial number will not be implemented initially in the 527R Receipt transaction at the field offices. DLA must provide DLA Logistics Management Standards with their planned Distribution Standard System (DSS) implementation date when known. [↑](#footnote-ref-3)