



IN REPLY  
REFER TO DLMSO

DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

SEP 11 2006

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 205A, Assignment of MILSTRIP Document Number Serial Number Record Position (RP) 40/DLMS Utilization Code M for Base Realignment and Closure (BRAC) (Staffed by PDC 218)

The attached change to DoD 4000.25-M, DLMS, and DoD 4000.25-2-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) is approved for implementation. During the Supply PRC Meeting 06-01, April 25-27, 2006, the Defense Logistics Agency (DLA) was authorized to adopt procedures for use of the Utilization Code M prior to formal distribution of this ADC. ADC 205A replaces ADC 205 and provides additional update to the associated DLMS Supplements.

Addressees may direct questions to the Defense Logistics Management Standards Office point of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: [Ellen.Hilert@dla.mil](mailto:Ellen.Hilert@dla.mil). Others must contact their Component designated representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp".

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment

cc:  
ADUSD(L&MR)SCI  
Finance PRC

**ADC 205A**  
**Assignment of MILSTRIP Document Number Serial**  
**Number RP 40/DLMS Utilization Code M BRAC**

**1. Originator:**

**a. Service/Agency:** DLA HQ/Defense Distribution Center

**b. Originator:** DDC/J3-J4, Phone: DSN 430-3063, Commercial (717) 605-3063

**2. Functional Area: Primary:** Supply Disposition

**3. Reference:** DLMSO memorandum, May 23, 2006, subject: Defense Logistics Management Systems (DLMS) Supply Process Review Committee (SPRC) Meeting 06-01, April 25-27, 2006

**3. Requested Change:**

**a. Title:** Assignment of MILSTRIP Document Number Serial Number RP 40/DLMS Utilization Code M for BRAC

**b. Description of change:** Changes from the original proposal are highlighted in yellow.

(1) Assign rp 40/DLMS Utilization Code M in DOD MILSTRIP and DLMS to identify BRAC DRMS/DRMO disposal release orders.

(2) This change includes an administrative update the DLMS Supplement (DS) 940R, Material Release, and 945A, Material Release Advice. The change modifies the DLMS note for use of the Utilization Code and perpetuates the Utilization Code from the release order to the confirmation.

**c. Background:** There is currently no effective way of capturing the number of disposal release orders (A5J) submitted to DLA distribution depots for the BRAC downsizing initiative. Alphabetic code M is now designated as reserved for record position (rp) 40 of the serial number field. Although alphabetic code S is used to identify material that is Front End screened as being excess personal property, DLA is attempting to capture these disposal release orders and improve accountability of these assets systemically. Currently DoD 4000.25-1-M, AP2.7.5.3 has no applicable code to properly identify these particular disposal release orders.

**d. Procedures:** Update MILSTRIP AP2.7.5.3 to reflect new definition for code M as shown in Enclosure 1. Update DLMS documentation as shown in Enclosure 2. Update MILSTRIP Chapter 10, Installation Closure Procedures, to provide new

guidance for use of code M. Modify the DS 940R and 945A as indicated below. Changes are identified in ***bold italics***.

<b>940R</b> 2/LQ01/1300	<p>Add new introductory note on cover page:</p> <p><b><i>4.f. Data associated with a DLMS enhancement authorized for implementation by modernized systems under DLMS migration. This data should be adopted during, or subsequent, to modernization when applicable to the Component's business process. Prior coordination is not required. Components should ensure that inclusion of this data in a DLMS transaction does not cause inappropriate rejection of the transaction.</i></b></p> <p><b>Revise DLMS note:</b></p> <p><b>AJ Utilization Code</b></p> <p><b>DLMS Note:</b></p> <ol style="list-style-type: none"><li><b><i>1. Use to identify a specialized purpose for which the requisition was submitted associated with this document number.</i></b></li><li><b><i>2. Under DLSS, this is the first position of the document serial number.</i></b></li><li><b><i>3. Authorized DLMS migration enhancement; see introductory DLMS note 4f.</i></b></li></ol>
<b>945A</b> 2/LQ01/100	<p>Add new introductory note on cover page:</p> <p><b><i>3.e. Data associated with a DLMS enhancement authorized for implementation by modernized systems under DLMS migration. This data should be adopted during, or subsequent, to modernization when applicable to the Component's business process. Prior coordination is not required. Components should ensure that inclusion of this data in a DLMS transaction does not cause inappropriate rejection of the transaction.</i></b></p> <p><b>Add new code and DLMS note:</b></p> <p><b>AJ Utilization Code</b></p> <p><b>DLMS Note:</b></p> <ol style="list-style-type: none"><li><b><i>1. Use to identify a specialized purpose associated with this document number.</i></b></li><li><b><i>2. Under DLSS, this is the first position of the document serial number.</i></b></li><li><b><i>3. Authorized DLMS migration enhancement; see introductory DLMS note 3e.</i></b></li></ol>

#### 4. Reason for Change:

a. With a specific code for identifying BRAC disposal release orders, DLA and other material managers will have a specific code for proper identification. Without this specific code, the potential for incorrectly reporting all of these disposal release orders is very high.

b. The Defense Distribution Center (DDC) reports that this revision will be utilized to track disposal of stocks in storage as a result of BRAC drawdown vs. routine disposals of class I and VIII due to shelf-life expiration. DDC realizes that gaining compliance across the logistics community will be problematic until legacy systems are replaced and this new

requirement is folded into services modernization programs. As such, working level planning and corroboration meetings with item managers in regards to disposal of stocks will include instructions to place the code "M" in record position 40/DLMS Utilization Code M. Additionally, distribution centers have obsolete or inactive coded NSNs on record that are without an accompanying item manager record. During BRAC, these items will require local Disposal Release Order (DRO) input at the local distribution center. Any procedure to generate local input will include instructions to place the code "M" in rp 40/DLMS Utilization Code M.

## 5. Advantages and Disadvantages:

**a. Advantages:** This provides a means for DLA to accurately track the disposal release orders and properly report the impact of BRAC. This will eliminate the possibility of incorrectly or erroneously reporting the impact of these disposal release orders. This change will not impact processing of disposal release orders.

**b. Disadvantages:** Use of code M requires manual assignment and, therefore, there is a potential for misuse or lack of use when appropriate.

## 6. IMPACT:

**a. Data Content/Procedures:** This process will impact future processing of BRAC related disposal release orders to DRMS/DRMO. ICPs and IMMJs will need to be aware of this change so the code does not get used erroneously.

**b.** There may be continuing alternative use of the Code M for **USN, USAF, and USMC**, which have last reported unimplemented status of Approved MILSTRIP Change Letter (AMCL) 145 which modified definitions for codes M, R, and S in record position 40. The original definition for code M was: Contractor initiated requisitions for government furnished materiel (GFM) to support commercially performed maintenance contracts. No negative impact has been identified if Code M is approved for disposal release orders under this change.

**c.** In conjunction with this approved change, request any Component aware of updated procedures applicable to MILSTRIP Chapter 10, Installation Closure Procedures, to please use the Enclosure 3 to provide comments and/or insert appropriate revisions.

**d. Publication(s):** This change will impact DoD 4000.25-1-M, AP2.7.5.3 and DLMS publication.

Enclosures

## **AP2.7. APPENDIX 2.7**

### **DOCUMENT NUMBER**

AP2.7.1. The Document Number (located in rp 30-43 of transactions) is a nonduplicative number throughout the system. For support of U.S. Forces, it is constructed as follows: (See chapter 6 for document number construction for Security Assistance transactions.)

AP2.7.1.1. DoDAAC or FEDSTRIP AAC (rp 30-35).

AP2.7.1.2. Four-position ordinal date (rp 36-39).

AP2.7.1.3. Serial number (rp 40-43).

Service													
Agency Code													
Activity Address Code						Ordinal Date				Serial Number			
30	31	32	33	34	35	36	37	38	39	40	41	42	43

AP2.7.2. The entries in rp 30 and 31 will always be the appropriate character(s) from appendix AP2.2 that indicates the S/A.

AP2.7.3. The DoDAAC or FEDSTRIP AAC for each activity will be established and disseminated by each of the Services, DLA and the GSA. (See DoD 4000.25-6-M, DoDAAD.) Each code so established will contain or serve as an address to permit shipping and billing for materiel and for mailing of documentation.

AP2.7.4. Entries in rp 36-39 (date) will always be numeric and will indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date will be amended (if necessary) to reflect the true date of transmittal.

AP2.7.4.1. Rp 36 will indicate the last numeric digit of the calendar year in which the document was originated. Example: 0 for 1990, 1 for 1991, etc.

AP2.7.4.2. Rp 37-39 will indicate the numerical or consecutive day of the calendar year; for example, 035 is equal to February 4<sup>TH</sup>.

Additional Examples:

<u>RECORD POSITIONS</u>				<u>DATES</u>	
<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>		
0	0	0	5	-	January 5, 1990
9	0	5	2	-	February 21, 1999
0	2	7	9	-	October 5, 2000

AP2.7.5. Document serial numbers, assigned at the discretion of the document originator, are entered in rp 40-43. The document serial number will not be duplicated on the same day. The serial number may be assigned to consist of alphanumeric characters, with the exception of alphas I and O (on inter-Service transactions) under the following criteria:

AP2.7.5.1. Rp 40 may consist of alpha or numeric characters with the utilization of certain alphas limited as specified in paragraph AP2.7.5.3., below. ***Under DLMS implementation, this embedded information will be carried as a distinct data element referred to as the Utilization Code.***

AP2.7.5.2. Rp 41-43 may consist of alpha or numeric character on inter-S/A requisitions. However, the entries in rp 41-43 will not be meaningful to the receiving S/A, but will be perpetuated on documentation initiated as a result of requisition processing.

AP2.7.5.3. The following alphabetic codes have been reserved for use in rp 40:

<u>CODE</u>	<u>EXPLANATION</u>
K	Use to identify requisitions submitted to DRMS, DRMO, or GSA for excess property located at a DRMO that is requested as a result of reviewing manual screening lists; for example, EPPLs and GSA Regional Catalog listings.
L	Use to identify requisitions submitted to DRMOs which result from physical screening of property at the DRMO. This type of screening is referred to as “Local Area Screening” without any consideration of the distance traveled by the screener.
<b>M</b>	<del>Reserved.</del> <b><i>Use to identify ICP/IMM-directed disposal release orders resulting from BRAC. This value is not currently approved for use on other transaction types.</i></b>
N	Use to identify requisitions and related transactions/documents for materiel provided through the reclamation process.

<b><u>CODE</u></b>	<b><u>EXPLANATION</u></b>
P	Use to identify requisitions for excess contractor inventory that has been reported on DD 540 series of forms or referred by the Contractor Inventory Redistribution System (CIRS) either mechanically or by listing.
Q	Use to identify requisitions and related transactions/documents for items reclaimed from aircraft and equipment from the Aerospace Maintenance and Regeneration Center (AMARC).
R <sup>1</sup>	Use to identify requisitions submitted to DRMS/DRMOs from ICPs or IMMIs based on a Final Asset Screening notice of surplus personal property.
S <sup>2</sup>	Use to identify requisitions submitted to DRMS/DRMOs from ICPs or IMMIs based on a Front End Screening notice of excess personal property.
T	Use to identify requisitions submitted to DRMS/DRMOs from ICPs/IMMIs based on a management decision for recoupment of known transfers to disposal.
U	Use to identify Quality Deficiency Report (QDR) related transactions when the original requisition is not known. (See DoD 4000.25-7-M (MILSBILLS).)
Y	Use to identify requisitions resulting from interrogation of the Interrogation Requirements Information System. (See DoD 4160.21-M.)

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<sup>1</sup> Use of modified definitions for codes M, R, and S in record position 40 last reported as not implemented by USN, USAF, and USMC. Refer to AMCL 145.

<sup>2</sup> See Footnote 1.

**Enclosure 2 – DLMS Revision**

Return

QUALIFIER CODE: AJ

**LOGISTICS QUALIFIER CODE LIST**

NAME: UTILIZATION CODE

ALIAS: UTILIZATION CODE

DEFINITION: IDENTIFIES THE PURPOSE OF THE TRANSACTION.

REMARKS: POSITION 11 OF THE MILSTRIP DOCUMENT NUMBER CONSISTS OF ANY ALPHA OR NUMERIC CHARACTERS WITH THE EXCEPTION OF THE RESERVED ALPHA CODES LISTED BELOW. THE RESERVED CODES ARE DEFINED UNDER THIS LOGISTICS QUALIFIER (AJ).

SOURCE: DEFENSE LOGISTICS MANAGEMENT SYSTEM (DLMS) MANUAL (DOD 4000.25-M) AND MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) (DOD 4000.25-1-M APPENDIX AP2.7.5.3)

ABSTRACT:

DATA CODE CHARACTERISTICS:                      TYPE: ID                      MIN: 001                      MAX: 001

CODE	EXPLANATION
E	NAVY EXCEPTION "SHIP TO" FOR DEPLOYED NAVAL UNITS
G	NAVY EXCEPTION "SHIP TO" FOR DEPLOYED NAVAL UNITS
J	INVENTORY CONTROL POINT (ICP) INTERROGATIONS OR OFFERS OF EXCESS, AND REQUISITIONS RESULTING FROM THE INTERROGATIONS OR OFFERS (DENOTES INTER-SERVICE SUPPLY SUPPORT TRANSACTIONS BETWEEN ICP'S).
K	REQUISITIONS SUBMITTED TO DEFENSE REUTILIZATION AND MARKETING OFFICES (DRMO'S) AND GENERAL SERVICES ADMINISTRATION (GSA) FOR EXCESS PROPERTY LOCATED AT A DRMO THAT IS REQUESTED AS A RESULT OF REVIEWING MANUAL SCREENING LISTS, E.G., EXCESS PERSONAL PROPERTY LISTS (EPPL'S) AND GSA REGIONAL CATALOG LISTINGS.
L	REQUISITIONS SUBMITTED TO DRMO'S WHICH RESULT FROM PHYSICAL SCREENING OF PROPERTY AT THE DRMO; REFERRED TO AS "LOCAL AREA SCREENING" WITHOUT ANY CONSIDERATION OF THE DISTANCE TRAVELED BY THE SCREENER.
<b>M</b>	<b>Reserved Use to identify ICP/IMM-directed disposal release orders resulting from BRAC. This value is not currently approved for use on other transaction types.</b>



N TRANSACTIONS FOR COMPONENTS RECLAIMED BY MILITARY ACTIVITIES OR CONTRACTORS THROUGH END ITEM RECLAMATION. (THIS CODE IS CITED WHEN FORWARDING COMPONENTS TO STOCK BY ACTIVITIES PREPARING SHIPPING OR TURN-IN DOCUMENT.)

P REQUISITIONS FOR EXCESS CONTRACTOR INVENTORY THAT HAS BEEN REPORTED ON DD FORM 540 OR REFERRED BY THE CONTRACTOR INVENTORY REDISTRIBUTION SYSTEM (CIRS) EITHER MECHANICALLY OR BY LISTING.

Q REQUISITIONS AND RELATED TRANSACTIONS OR DOCUMENTS FOR ITEMS RECLAIMED FROM AIRCRAFT AND EQUIPMENTS BY THE AEROSPACE MAINTENANCE AND REGENERATION CENTER (AMARC).

R REQUISITIONS SUBMITTED TO DRMS AND/OR DRMO'S FROM ICP'S OR IMM'S BASED ON FINAL ASSET SCREENING NOTICE OF SURPLUS PERSONAL PROPERTY.

S REQUISITIONS SUBMITTED TO DRMS AND/OR DRMO'S FROM ICP'S OR IMM'S BASED ON A FRONT END SCREENING NOTICE OF EXCESS PERSONAL PROPERTY.

T REQUISITIONS SUBMITTED TO DRMS AND/OR DMRO'S FROM ICP'S OR IMM'S BASED ON A MANAGEMENT DECISION FOR RECOUPMENT OF KNOWN TRANSFERS TO DISPOSAL.

U PRODUCT QUALITY DEFICIENCY REPORT (PQDR) AND SUPPLY DISCREPANCY REPORT (SDR) RELATED TRANSACTIONS WHEN THE ORIGINAL REQUISITION NUMBER IS NOT KNOWN. (MILSBILLS).

W NAVY EXCEPTION "SHIP TO" FOR DEPLOYED NAVAL UNITS

Y REQUISITIONS RESULTING FROM INTERROGATION OF THE INTERROGATION REQUIREMENTS INFORMATION SYSTEM.

# **C10. CHAPTER 10**

## **INSTALLATION CLOSURE PROCEDURES**

### **C10.1. GENERAL**

C10.1.1. This chapter provides procedures and specifies timeframes to be used for installation closures. These procedures are intended to systematically curtail supply support, transfer mission-essential materiel, transfer materiel no longer required, and redirect mission-essential requisitions for or from activities affected by installation closures. Included are procedures for reporting all installation-owned property which will not be transferred with the mission to the new location(s).

### **C10.2. APPLICABILITY AND SCOPE**

C10.2.1. These procedures and timeframes are applicable to all DoD installations, both CONUS and OCONUS, DoD tenant and satellite activities, DoD ICPs, DoD IMM, and to GSA activities processing reports for materiel no longer required as a result of an installation closure.

### **C10.3. EXCLUSIONS**

C10.3.1. In addition to the exclusions cited in chapter 1, paragraph C1.4., and chapter 9, paragraph C9.3., these procedures are not applicable to the following:

C10.3.2. Related personal property which can be reported to GSA as a part of a real estate package. Related personal property is classified as any property:

C10.3.2.1. Which is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common use items, including, but not limited to, general-purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered to be related personal property.

C10.3.2.2. Which is determined by the Administrator of GSA to be related to the real property.

C10.3.3. Installed property (Class II Plant Property).

C10.3.4. Real Property.

### **C10.4. INSTALLATION CLOSING PROCEDURES**

#### **C10.4.1. Stratification of Inventory**

C10.4.1.1. Installation Procedures. An inventory of all installation-owned property will be conducted as soon as a confirmed closure date is announced. The inventory will include, but not be limited to, nonconsumable items (recoverable/capitalized assets and assets on table of allowances) and consumable items (assets on working capital fund records). Each designated account will

maintain it's identify. An inventory applicable to each designated account will be stratified into three classes of property:

C10.4.1.1.1. Mission-essential and is to be transferred to a new location with the mission.

C10.4.1.1.2. Not mission-essential but is required for local operations during the period prior to closure.

C10.4.1.1.3. Materiel no longer required for operational needs.

C10.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property will return that property to the installation. Accountable records will reflect the returns. Tenant-owned and satellite-owned property will be inventoried and stratified as described in subparagraph C10.4.1.1., above.

C10.4.1.3. Working Capital Fund. The S/A managed working capital fund items will be relocated with the mission, if mission-essential, or redistributed within the S/A working capital fund. IMM items will be relocated with the mission, if mission essential, or reported to the IMM for disposition instructions.

#### C10.4.2. In-Process Requisitions

C10.4.2.1. Simultaneously with the conduct of the inventory, a review of installation requisitions will be conducted. Requisitions will be identified as to those which will be:

C10.4.2.1.1. Continued for shipment to the unit's relocation site.

C10.4.2.1.2. Continued for operational requirements until closure.

C10.4.2.1.3. Materiel no longer required for operational needs and will be canceled. Cancellation will be accomplished by single-line cancellation if time permits.

C10.4.2.2. Sixty days prior to closure date, all requisitions will be reviewed again for need. If required, the requisitions will be identified for shipment to the relocation site. Requisitions not required will be canceled using single line cancellation procedures. When time is insufficient to effect single-line cancellations, mass cancellation procedures under chapter 8 will be utilized. Mass cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.

#### C10.4.3. Disposition of inventory

C10.4.3.1. The activity being closed will develop a time-phased schedule to transfer mission-essential property to the new location(s) of the mission(s). The schedule will plan the movement of such property at the earliest date possible without impairing mission capability prior to the transfer. Mission-essential property will be transferred to the new location after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to the mission transfer.

C10.4.3.2. In actions involving an installation closure, all items which are not mission essential will be reviewed and processed under the provisions of DoDD 5410.12. The initial review of installation-owned items under the provision of DoDD 5410.12 will begin immediately upon

completion of the inventory including those items identified as no longer required and those items identified as being necessary for operation of the installation prior to closure. Using these item lists as the basis, the preliminary identification of related personal property, as defined by DoDD 5410.12, will be made.

C10.4.3.3. In actions involving the closure of OCONUS installations, all items which are not mission essential and/or will not be transferred with the activity will be reviewed and processed under agreements between the United States and the host country. The review will begin immediately upon completion of the inventory, including those items identified as necessary for operations of the installation prior to closure.

C10.4.3.4. Immediately upon completion of the inventory and, if time permits, not less than 6 months prior to the announced date of closure, all property that has been identified as no longer needed by the installation and which is not included in the preliminary list of related personal property will be reported to the appropriate ICP/IMM under procedures specified in chapter 9.

C10.4.3.5. All property that is not mission-essential but which is required to operate the installation for all or a portion of the time remaining until closure and which is not included in the preliminary list of "related personal property" will be stratified in order of the dates that the items will become excess to operational needs. Sixty days prior to the date that each item will become excess, the items will be reported as excess to the ICP/IMM under procedures specified in chapter 9.

C10.4.3.6. Items identified as related personal property (subparagraph C10.4.3.2., above) will be reported to the ICP/IMM using DI FTE, Customer Asset Report, and Project Code 3QQ in rp 57-59. The Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property which is designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, the item(s) will be deleted from the inventory of related personal property. Related personal property will not be reported to GSA under MRP procedures.

C10.4.3.7. Items which have been reported to ICPs/IMMs as no longer needed under the above guidance and procedures contained in chapter 9 and for which the ICPs/IMMs have indicated a requirement will be processed using ICP/IMM materiel return instructions.

C10.4.3.8. All items which have been reported to the ICPs/IMMs as no longer needed and for which the ICPs/IMMs have provided TC supply status, plus those items which are not reportable to ICPs/IMMs (for example, locally purchased non-NSN items) will be disposed of under S/A procedures. All items which are identified as related personal property (see subparagraph C10.4.3.2., above) and for which there is no DoD requirement will remain with the installation.

***C10.4.3.9. Distribution centers having obsolete or inactive coded NSNs on record that are without an accompanying item manager record will locally prepare a disposal release order (DRO) (DI A5J) with code M in the first position of the document number serial number (rp 40) for disposal action.***

## C10.5 PROCEDURES – INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER

C10.5.1. ICPs/IMMs will process Customer Asset Reports (DI FTEs) for property received as a result of installation closure using procedures contained in chapter 9. ICPs/IMMs will not direct

return of related personal property identified by Project Code 3QQ unless the item is required to meet an AFAO and/or approved PWRR.

***C10.5.2. When appropriate, ICPs/IMMs will direct disposal of material resulting from Base Realignment and Closure (BRAC) under guidance and procedures contained in chapter 3 for directing materiel to DRMS. The resulting disposal release order (DRO) (DI A5J) will contain code M in the first position of the document number serial number (rp 40).***