

STANDARD OPERATING PROCEDURE

TITLE: Donation Option 1 (Computer Generated DD 1348-1A)

RESPONSIBILITY	STEP	ACTION
	1.	All screening is electronic
	2.	Customer input freeze in FEDs (GSA System)
	3.	Transaction is generated to DRMS (DAD) Donation request added.
	4.	RCP Liaison will:
	4a.	Go to DRMS Internal Web Page
	4b.	Click on Reports – then MILSTRIP Reports
	4c.	Click on RCP Site (example S9WA San Diego)
	4d.	Print Daily DRMS Milstrip Material Release Orders DD Form 1348-1A.
	4e.	Contact POC at Depot, provide “heads-up” copy of DD 1348 if needed, ask POC to notify Liaison when property is staged.
	4f.	Once you are notified property is staged, go to Depot RCP staging area and verify NSN, condition of property.
	4g.	After validation, contact Stage Agency and coordinate removal of property. State Agency of Designee has 21 days to remove property. Provide State Agency with the procedure for entering Depot (gate, bldg, etc.) and type of identification required.
		NOTE: If State Agency requires weight and cube of item, Go into DSS system: Select Depot Site Select QBL Display Input NIIN If weight and cube have all zeros, contact Depot Supervisor.
	4h.	If after five (5) business days you have not been able to confirm a date for customer to pick-up property, send an email to POC at HQ indicating the date and times attempts were made to coordinate removal.
	5.	If Production POC cannot obtain a date for State Agency to remove property, the requisition will be cancelled. GSA will be faxed a copy of the SF123/DD 1348-1A with “CANCELLATION” annotated on the document. The transaction will be reserved and an A5J will be generated to send the property to the local DRMO.

- 6. If property does not reach staging area in a timely manner (up to seven business days), initiate a Supply Discrepancy Report (SDR) with the POC at HQ Production.**
- 7. RCP DAISY will send an A5A (Material Release Order) to DSS.**
- 8. RCP DAISY will post a STD (Shipped to Donee) at time property moved to staging area.**
- 9. Once the property is removed, an ARO will post to RCP DAISY indicating shipment confirmed. Record status code is changed to "Z".**
- 10. If there is a partial removal of the property, complete a DLA 1367 to RCP Production.**
- 11. If all the property is removed, have customer sign the SF123 or DD1348-1A and fax the signed copy to RCP Production.**

STANDARD OPERATING PROCEDURE

TITLE: Donations – Option 2
(Coordinate with commercial carrier to pick property up from DEPOT)

RESPONSIBILITY	STEP	ACTION
RCP Liaison	1	All screening is electronic.
	2	Customer input freeze in FEDs (GSA System).
	3	Transaction is generated to DRMS (DAD) Donation request added.
	4	RCP Liaison will:
	4a	Go to DRMS Internal Web Page.
	4b	Click on Reports – MILSTRIP Reports.
	4c	Click on RCP Site (example S9WA (San Diego)).
	4d	Print Daily DRMS Milstrip Material Release Orders DD Form 1348-1A.
	4e	Contact POC at Depot, provide “heads-up” copy of DD 1348 if needed, ask POC to notify Liaison when property is staged.
	4f	Once you are notified property is staged, go to Depot RCP Staging Area and verify NSN, condition of property and quantity.
	4g	State Agency will provide an account number to be used for the movement of property from the Depot.
	4h	Determine the packaging requirement to move property to commercial carrier.
	4i	Once property is shipped, fax a copy of the shipping paper to HQ Production POC.

**NOTE: If State Agency requires weight and cube of item,
Go into DSS System:
Select Depot Site
Select Inquiries
Select QB Display
Input NIIN
If weight and cube have all zeros, contact Depot Supervisor.**

STANDARD OPERATING PROCEDURE

TITLE: Donations – Option 3 Small Packages (Packages small enough to carry back to the DRMO)

RESPONSIBILITY	STEP	ACTION
RCP Liaison	1	All screening is electronic.
	2	Customer input freeze in FEDs (GSA System).
	3	Transaction is generated to DRMS (DAD) Donation request added.
	4	RCP Liaison will
	4a	Go to DRMS Internal Web Page.
	4b	Click on Reports – then Milstrip Reports
	4c	Click on RCP Site (example S9WA San Diego)
	4d	Print Daily DRMS Milstrip Material Release Orders DD 1348- 1A.
	4e	Contact POC at Depot, provide “heads-up” copy of DD 1348 if needed, ask POC to notify Liaison when property is staged.
	4f	Once you are notified property is staged, go to Depot RCP Staging Area and verify NSN, condition of property and quantity.
	4g	Send an email to POC at HQ Production prior to movement of property stating the order number and the DTID that you physically remove from the Depot and take to the DRMO.
	4h	Have customer pick property up from the DRMO, once it is signed for, fax SF123/DD1348 – 1A to POC at HQ Production.

**NOTE: If Stage Agency requires weight and cube of item,
Go into DSS System:
Select Depot Site
Select Inquiries
Select QB Display
Input NIIN
If weight and cube have all zeros, contact Depot
Supervisor.**