

RTD EMPLOYEE

WANT LIST MATCH AGAINST PRE-RECEIPT NOTICES

STANDARD OPERATING PROCEDURE

Customer scheduled implementation dates:

1. Reutilization – 10 March 2004
2. Transfer – 1 May 2004
3. Donation – 1 May 2004

This SOP is for Defense Reutilization and Marketing Office (DRMO) employees who are assisting RTD customers when the customers submit automated Want List against Due-In notices and is to be used at all DRMO sites.

RTD customers will submit automated Want List by listing National Item Identification Numbers (NIINs) saved in a Microsoft Word Text Only file against our AS3 (Due-In) notices from Defense Property Accountability System (DPAS), Air Force Equipment Management System (AFEMS), and Defense Automatic Addressing System Center (DAASC).

DRMO employees should pay particular interest to items needed by RTD customers, which are \$800 or less, demilitarization items, and/or hazardous property. Items in these categories are at risk of being batched, sent to a DEMIL Center, or place on a hazardous contract; therefore, it only makes sense that we flag these items and make them available to customers with a known need.

Depending on your DRMO's MOA with its Generators and the DRMO workload, your Chief will determine how you (RTD Specialist) handle known customer requests for items due-into your DRMO. We prefer a Receipt in Place or let the item arrive at your DRMO and have the customer submit a MILSTRIP for the items; however, Wash Post transactions are optional. The RTD Specialist must coordinate efforts with the DRMO Receiving Branch (contracted out or not). There should be no negative impact on the Receiving section.

Items do not become available for customers to MILSTRIP until items have been received by the DRMO and entered into DAISY. Customers are not guaranteed items that are Due-In. We honor first-come, first-ordered once the items are on the DRMO inventory. Items must be screened in the appropriate screening cycle.

Note: For Overseas and National DRMOs, current transportation requirements apply. If transportation costs are not cost effective to ship, ask the customers to cover the cost or check with DRMS HQ for approval prior to shipment.

The RTD Customer Guide for Want List Pre-Receipts is posted on the DRMS RTD Web page. Please refer RTD customers to this guide.

The RTD SPECIALISTS WILL:

Step 1. Determine who is checking the possible Want Lists against Pre-Receipt Notices at your DRMO.

Step 2. Go to the DRMO Web Site everyday: www.drms.dla.mil

Step 3. Select: DRMS Internal

DRMS - Defense Reutilization and Marketing Service, Surplus Property, DRMO - Microsoft Internet Explorer provided by DRMS

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" Right Item, Right Time, Right Place, Right Price, Every Time...Best Value Solutions for America's Warfighters "

Welcome to DRMS (Defense Reutilization and Marketing Service), the place to obtain *original* US Government surplus property.
[Please read this privacy and security notice](#)

IMPORTANT NOTICE: [Additional web address for DRMS](#)

To view information for Generator turn-in, search our inventory for RTD including RCP inventory, view information regarding sales including browsing for special sales catalogs, select one of the following:

Generator/Installation (EIID/DRMO Turn-ins of govt. property)	RTD Customers (Military, Govt, Public Service, Schools, LES O& Nonprofit)	RCP Program Information	Sales Customers (Private Company or Individual)
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Additional Links:

[About DRMS](#) [Big Savings](#)
[Support Numbers](#) [DRMO Site Information](#)
[DRMS Publications](#) [Freedom of Information Act Requests \(FOIA\)](#)
[Maps to DRMS HQ](#) [Public Sales](#)

Trusted sites

Start | Inbox - Microsoft Outlook | RTD EMPLOYEE Want List... | DRMS - Defense Reutil... | 1:50 PM

Step 3. Select DRMS Internal

Step 4. Select RTD.

DRMS Internal

The Computers for Learning (CFL) program authorizes the transfer of information technology (IT) assets to schools K-12 and certain colleges. Click on [Computers For Learning \(CFL\)](#)

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[DLA Headquarters](#) [DLA Corporate Calendar](#) [DLA Today & Tomorrow](#)

National	DRMS Headquarters	International
	IR/NBC Compliance Issues and Guidance (as of 5 Jan '04)	
	Webmail	
Business Operations	Support Units	General
Business Support	CIO	Applications
DEMIL	Comptroller	Forms
Environmental	Corporate	Links
Logistics		Logos
Bar-coding MOAs		C's/Phonebook
RTD	Human	
Scrap	Legal	Policies
Usable	Procurement	Presentations
	Quality of Life	Publications

Taskbar: Start | Inbox - Microsoft Outlook | RTD EMPLOYEE Want List... | DRMS Internal - Micro... | 1:57 PM

Step 5. Select Want List Matches for Pre-Receipts

The screenshot shows the R/T/D website interface. The browser title is "R/T/D - Microsoft Internet Explorer provided by DRMS". The page has a header with the "R/T/D" logo and navigation tabs for "What's What", "RTD POCs", and "Workshop". A left-hand navigation menu lists various categories: DRMS Home, Internal Home, Headquarters, National, International, Business, Support, General, and Site Search. The main content area is divided into several sections: "RTD Queries" with links for "DTID History", "MILSTRIP History Search with TCN", "Ultimate MILSTRIP Search", and "Reut Customer Questionnaire Query"; "RTD POCs" with links for "RTD Business Unit", "RTD Specialists International", "RTD HQ Field Liaisons", and "RTD Specialists National"; "RTD Useful Links" with links for "DoDAAC Verification", "RCP Information", "FLIS Plus and Photos", and "Top 20 FSCs"; and "XcessXpress" with links for "Business Rules", "SOP", and "FAQs For DRMS". A yellow callout box with a black border points to the "Want List Matches for Pre-Receipts" link in the RTD POCs section. The Windows taskbar at the bottom shows the Start button, an Outlook inbox, and the current browser window.

This will take you to: <https://www.drms.dla.mil/cflprerec/PreReceiptServlet>

Step 6. DRMO employees should click on their DRMO or Zone to find out what is Due-In and to determine if there are Want Lists posted for Due-Ins.

Employees may search for Due-Ins by Federal Supply Class, NIIN, Item Name, or DTID; however, to determine if a Want List exist for items due into your DRMO simply mark your DRMO and select AS3.

DRMO Pre-Receipt Data

[DRMS Home Page](#)

(Mandatory) Choose Your DRMO or Zone:	(Mandatory) Choose to either search for Pre-Receipts or list Pre-Receipts by AS3/AE1:
ABU DHABI UAE: SQ1A ALPHA HUNGARY: SQEC ANCHORAGE: SZVA ANNISTON: SWEA ANNISTON DEMIL CENTER: SWED AVIANO ITALY: SQUP BARSTOW: SYMA BENNING: SWMA BITBURG GERMANY: SQGB BRAGG: SZQB	Search for Pre-Receipts by FSC and/or NIIN and/or Item Name Wildcard of % can be used, example: %LAMP, CL%P, CL%, %LAM% Federal Supply Class: <input type="text"/> NIIN: <input type="text"/> Item Name: <input type="text"/> DTID: <input type="text"/>
- Or -	
ASIA ZONE ATLANTIC ZONE CALIFORNIA ZONE CENTRAL EUROPEAN ZONE MEDITERRANEAN ZONE MOUNTAIN ZONE NORTH CENTRAL ZONE NORTHEAST ZONE PACIFIC ZONE RCP-RECYCLING CONTROL POINT	List Pre-Receipts by AS3 or AE1 NOTE: By default records for the last 30 days are retrieved and for AS3s those that have not yet resulted in an XR1 <input checked="" type="checkbox"/> AS3 Actual Pre-Receipts <input checked="" type="checkbox"/> AE1 Potential Pre-Receipts in addition to AS3/AE1 can choose the following: <input type="checkbox"/> Order by Generator DoDAAC <input type="checkbox"/> Ignore 30 day default <input type="checkbox"/> AS3 already processed (XR1 Created)

Select your DRMO and AS3 to view customer Want Lists matches against Due-In notices and Due-Ins without Want Lists for your DRMO.

You may also choose to sort your query results

View Clear

Select – View

Step 7. You will receive the Due-In List for your DRMO or Zone. Managers use this report to determine workload impact and RTD personnel should use this report to help fill known customer requests

If there are established Want Lists for items, the Want Lists will always appear first on the Due-In list.

DRMO Pre-Receipt Data

AS3 Excess Notifications (Searches are currently limited to 2500 line items).
 The DTID can be copy and pasted into your DRMO DAISY screen in order to pull the PMR data.
 NOTE1: If a "Want List" button displays next to an item please click on this button to see Want List information.
 NOTE2: Click on the DTID, DoDAAC and Designee Code links in order to see more information.
 NOTE3: AS3s with an existing Want List, Excess In Place code of Y, or an existing Designee code are displayed first, then the remaining records are listed in order by FSC then Name.
 NOTE4: Clicking Generate 1348 will generate a DD 1348-1A Disposal Turn In Document in pdf format.

Want List Status Key: I = Issued, N = Not wanted, P = Processing

Total	I	N	P	Want List	1348	FSC	NIIN	DTID	Item Name	Trans Dt	XR1 Dt	DRMO	From System	Generator DoDAAC	Designee Cd	Excess In Place	UI	Qty
1	0	0	0	Want List	Generate 1348	5330	003951055	SC44023344004J	GASKET	2004-01-06 19:31:59.0		ST1A	DAASC			N	EA	1
					Generate 1348	1005	009082311	SC44024016002R	ANVIL	2004-01-21 21:57:03.0		ST1A	DAASC			N	EA	10
					Generate 1348	1020	006049189	SC070032124003	HOUSING AND SPROCKE	2004-01-21 18:46:37.0	2004-01-26 07:16:41.0	ST1A	DAASC			N	EA	2
					Generate 1348	1055	011198206	SC44023358004E	PLUG	2004-01-15 19:34:27.0		ST1A	DAASC			N	EA	6
					Generate 1348	1075	010270535	N6553840150009	DRIVE LINK ASSEMBLY	2004-01-19 12:00:00.0						N	EA	3

Step 6. Click on the Want List block to learn more about the customer wanting this item

Some customers may ask for additional information or a photograph. When possible the RTD Specialist should provide the additional data; however, DRMS HQ personnel understand this isn't always possible

If any given customer appears to abuse the request for additional data, please report the customer to DRMS HQ RTD Business Unit POCs for action.

Step 8. The RTD Specialist can now check a block to notify the customer of action being taken. In order to do a Wash Post the DRMO employee must coordinate with the Generator, DRMO Receiving Section, and Customer. DRMO employees should encourage a Receipt in Place and let the item come on the inventory and wait for a MILSTRIP.

DRMO Pre-Receipt Want List Data

AS3 Generator Provided Data			
Document Id Code	AS3	Condition Code	A
XR1 Created	No	Shelf Life Code	
Transaction Date	2004-01-17 00:00:00.0	Precious Metal Indicator Code	U
DTID	SC44023344004J	Pilferable Sensitive Code	U
Stock Number	5330003951055	Automated Data Processing Equipment	0
Organization	DRMO NORFOLK	Disposal Authentication Code	N
Unit Issue	EA	Description	
Quantity	1	Point of Contact	
Unit Price	7.84	Email Address	
Weight		Commercial Phone	
Cube		DSN Phone	
Inventory Name	GASKET		

Want List(s) corresponding to AS3 above in order by customer request date.

Date Submitted 2004-01-29 13:41:08.0

Point of Contact Mae D. McQueen

DoDAAC [SC0500](#)

Email Address Mae.D.McQueen@dla.mil

Commercial Phone (215) 737 - 5244

Fax (215) 737 - 7234

Step 7. Click current status block: Not wanted by customer, processing, or issued and hit the Update button. The customer will be notified of the latest status via email.

State PA

Zip 19111-5096

Country USA

Not wanted by Customer
 Processing
 Issued to Customer

NOTE: an email will be sent to the customer when their Want List status has changed in order to notify them of their status.

Update

Clear

EXAMPLE

DOCUMENT IDENTIFIER		AS3
SITE ID		MILSTRIP
TRANSACTION DATE		17-JAN-2004 00:00:00
EXCESS IN PLACE CODE		N
ESTIMATED AVAILABLE DATE		16-JAN-2004
ROUTING IDENTIFIER CODE		S9W
MEDIA STATUS CODE		0
FEDERAL STOCK CLASS		5330
NIIN		003951055
MATERIAL MANAGEMENT AGGREGATE CODE		
UNIT OF ISSUE		EA
QUANTITY		20
DISPOSABLE DOCUMENT NUMBER		SC44023344004J
ITEM NUMBER		SC44023344004J
SUPPLEMENTARY ADDRESS		SX1493
SIGNAL CODE		
FUND CODE		6A
PRECIOUS METALS INDICATOR CODE		U
AUTOMATED DATA PROCESSING EQUIPMENT IDENTIFIER		0
DISPOSAL AUTHORITY CODE		N
PROJECT CODE		
DEMILITARIZATION CODE		A
SUPPLY CONDITION CODE		A
FLIGHT SAFETY CRITICAL AIRCRAFT PART		N
UNIT PRICE		\$7.84
PILFERABLE SENSITIVE CODE		U
HAZARDOUS MATERIAL IDENTIFICATION CODE		
HAZARDOUS MATERIAL CODE		
SPECIAL CONTROL ITEM CODE		
DODAAC OF SERVICING DRMO		SX1493
UNIT WEIGHT		
UNIT CUBE		
SHELF LIFE		
ITEM NOMENCLATURE		GASKET
EXCESS DATE		16-JAN-2004
PART NUMBER		
DEVICE CODE		
CAGE CODE		
EXPIRATION DATE		
HOLDING POC		
HOLDING DODAAC		
HOLDING LOCATION		

This is an example of information available for the item wanted by Ms Mae McQueen. The info is from DAASC; therefore, it won't be as detailed as the info from DPAS or AFEMS. See DPAS example below.

This information is made available by clicking on the DTID on the Want List Pre-Receipt Data.

**Pre-Receipt Lookup for DTID
SB310640073903**

EXAMPLE

DOCUMENT IDENTIFIER	AS3
SITE ID	DL-DDC
TRANSACTION DATE	07-JAN-2004 16:21:17
EXCESS IN PLACE CODE	N
ESTIMATED AVAILABLE DATE	07-JAN-2004
ROUTING IDENTIFIER CODE	ST1
FEDERAL STOCK CLASS	7025
NIIN	MONITOR
MATERIAL MANAGEMENT AGGREGATE CODE	
UNIT OF ISSUE	EA
QUANTITY	9
DISPOSABLE DOCUMENT NUMBER	SB310640073903
ITEM NUMBER	DSKOD040070004
SIGNAL CODE	
AUTOMATED DATA PROCESSING EQUIPMENT IDENTIFIER	
DISPOSAL AUTHORITY CODE	N
PROJECT CODE	
DEMILITARIZATION CODE	A
SUPPLY CONDITION CODE	H
UNIT PRICE	\$260.00
PILFERABLE SENSITIVE CODE	
HAZARDOUS MATERIAL IDENTIFICATION	
DODAAC OF SERVICING DRMO	SX1493
UNIT WEIGHT	
UNIT CUBE	
ITEM NOMENCLATURE	MONITOR
EXCESS DATE	07-JAN-2004
PART NUMBER	
ACQUISITION DATE	07-JAN-2004
END ITEM APPLICATION	
BAR CODE	N08114
SERIAL NUMBER/LOT NUMBER	705MX005536
USAGE MILES/HOURS	
ADDITIONAL DESCRIPTIVE DATA	MONITOR GOLDSTAR MODEL 56I
REMARKS 1	
REMARKS 3	B/C N08114,N08473,N03231,N09900,N08779,N08229,N08836,N03329,N08823,N03329
YEARS SERVICE LIFE	0
EXPIRATION DATE	07-JAN-2004
HOLDING POC	BETTY MOOSE
HOLDING DODAAC	SB3106
HOLDING LOCATION	UNASSIGNED
REPORTING POC	BETTY MOOSE
REPORTING DODAAC	SX1493
REPORTING ADDRESS 1	1968 GILBERT STREET
REPORTING CITY	NORFOLK
REPORTING STATE	VA
REPORTING POSTAL CODE	23512
REPORTING EMAIL ADDRESS	BETTY.MOOSE@DLA.MIL

This is another example of information available on an item

You will find much more detailed information from AFEMS and DPAS to include a POC and telephone number

Step 9. The RTD Specialist is now aware of a customer for an item and notified the customer that he or she is processing the item by coordinating efforts with the DRMO Receivers and Generator if needed.

1. It is very important that the RTD specialist know who the customers are. If one of the DLA Inventory Control Points (ICPs) such as Mae McQueen's SC0500 ICP Philadelphia, request comes in, it is probably a request to fill a backorder. This is an important request and should be treated as such.
2. If a request from LESO, CAP, or a Federal or Donation customer comes in, the item can be received and process as normal with full intent to keep the item out of a Batch Lot or from being shipped directly to a DEMIL Center. These items will be placed in the normal RTD screening cycle process.
3. Each DRMO will work requests for Pre-Receipt items slightly different; however, it is critical that items with known customers are not placed in batch lots or sent to a DEMIL Center upon receipt at a DRMO.
4. There will be some cases where the generator has placed an item in a batch lot prior to turn-in to the DRMO. In this case, notify the customer immediately.
5. The Generator is not required to enter any data. Ask the generator to attached a copy of the customer's want list to the item identified as needed. The generator may decide to expedite the turn-in (Receipt in place or physical turn-in to the DRMO). By attaching a copy of the Want List to the item needed, DRMO receivers will know to treat the item as a single line item and should not batch or send to a DEMIL Center upon receipt.

Step 10. (FINAL STEP) Receive MILSTRIP from the customer. Remember, the customer who said he/she wanted the item may not be the first to get a MILSTRIP into the DRMO. Stating you want an item does not act as a tag. We will honor the first MILSTRIP for these items.

1. Process the MILSTRIP according to MILSTRIP guidance
 - a. SF122/123 as applicable and in the appropriate screening cycle
2. Follow standard shipping guidance for customers.
 - a. Current guidance applies to PCH&T (nothing has changed).
 - b. Where possible you may ask the Generator to send the item directly to the TMO for DoD eligible customers versus sending the item to the DRMO.

Remember, the receiving and RTD processes remain unchanged, we are simply matching customers to property prior to the items coming into the DRMO to better serve them.

When new Generators wish to participate in this program: check the database (see Pre-Receipt Users Application Manual) to determine if their DoDAACs are listed. They may not know we receive turn-in data automatically through DAASC. If their DoDAACs aren't listed, refer Generators to DRMS-HQ, George Gray at George.Gray@dla.mil

