

## CHAPTER 2 - RECEIPTS

### A. GENERAL

1. Receipt of Usable and Scrap Property into the DRMOs. (See Defense Materiel Disposition Manual, DoD 4160.21-M, Chapter 3; DRMS-I 4160.14, Volume II, Instructions for Warehousing for DRMS and the Defense Reutilization and Marketing Offices; and this instruction for additional information.)

2. Intransit Accountability System (IAS). The IAS tracks material intransit to a DRMO. The programming for IAS is separate from DAISY, but the Notice of Receipt Refusal or Clear (CLR) transaction is input through DAISY. Additionally IAS will forward follow-ups to the generating activities based on time frames established by DoD 4000.25-1-M, MILSTRIP Manual. (Document Identifier Codes (DICs) for the follow-ups are AFX and AFZ.) As part of the IAS programming, the DRMO is required to advise DRMS-C when a turn-in of usable property, excluding Military Assistance Program (MAP) property, is refused. Prepare DRMS Form 917, Property Disposal Reject/Advice, in two copies with the second copy becoming the source document for preparation of a CLR transaction. Forward the first copy of the DRMS Form 917 to the generator. The DRMS Form 917 must be provided to the generator within 7 calendar days of the attempted turn-in. Input the CLR transaction within 5 workdays of the attempted turn-in. File the second copy of the DRMS 917 in a suspense file. See chapter 9, paragraph C, this instruction, for guidance on suspense files. See DRMS-I 4160.14, Volume II, Chapter 2, Section 2 to input the CLR transaction.

**NOTE:** Do not accept physical custody of the following items at the DRMO: explosives; live ammunition; dangerous articles (includes incendiary products); drugs; biologicals; controlled substances; nitrate base film; used psychodiagnostic test sets; and live animals. If such property is mistakenly accepted, the generator must be contacted and advised to return the property to their activity. Do not accept physical custody or accountability of the following items: classified property; classified and unclassified systems security materiel; radioactive waste; refuse and trash; property containing information covered by the Privacy Act; and hazardous property designated for disposal by the Military Services. If classified property is turned in, secure the items and notify host security.

### 3. Disposal Turn-in Document (DTID)

a. The DTID must be legible and, as a minimum, the generator must provide to the DRMO a set of one original and three copies (see DoD 4000.25-1-M).

b. Record all required entries on the original DTID with a ballpoint pen to ensure that information is recorded on all carbon copies. The "original" is normally the top or first copy containing the receipt processors original (ballpoint pen) annotations and signature.

c. Distribute copies of the DTID as follows:

(1) The time frames and the procedures for processing the receipt copy have changed. Provide a receipt copy to the generator at the time of delivery for on-site turn-ins. The DRMO is no longer required to batch receipt copies for on-site turn-ins. For property delivered by common carrier, the DRMO will provide receipt copies within 5 workdays after the property is delivered. Inspection and verification of the turn-in will be completed within 5 workdays. If a discrepancy is noted, the DRMS Form 917 must be provided to the generator within 7 calendar days. The DRMO and the generators are encouraged to develop a method to provide electronic documentation (see DoD 4160.21-M, Chapter 3). (Electronic documentation could consist of a generator DoDAAC list from the automated system, DAISY.)

(2) File original in the source document file (according to chapter 9, this instruction).

(3) Keep one copy with the property.

(4) Provide one copy to the Distribution Branch for R/T/D screening and for sales referral description.

## DRMS-I 4160.14, Volume IV, Chapter 2

### 4. Receipt Processing

a. Maintain an accurate inventory by processing all property (i.e. receiving, inspecting, verifying, classifying, displaying and inputting to the system) into the accountable record at the time of receipt to maximum extent possible, but within 5 workdays after physical receipt (except for batch-lots). Monitor this goal in applicable offices to determine if there is a need for adjustments in procedures, resources or goals. When property is refused, the receipt refusal (**CLR**) should be input within 5 workdays (see paragraph A2, this chapter).

b. The DRMO receives custodial responsibility for property when the property is physically turned in to the DRMO. The DRMO receives accountability for the property when the property is received and inspected, the turn-in documentation verified, and blocks 22 and 23 of DD Form 1348-1A are signed and dated by an authorized representative of the RPO. The copy of the DTID provided to the generating activity when the property is turned in constitutes the official receipt document unless the DRMO refuses the property and provides DRMS Form 917 to the generator within 7 calendar days of the attempted turn in. DRMO receiving personnel are required to sign and date blocks 22 and 23 of DD Form 1348-1A as a minimum. Additional data entries may be added at the direction of the DRMO Chief.

c. When the DTID is not readily accessible; e.g., turn-in documentation is in CONEXes, MILVANs, railcars or other modes of consolidated shipments, the DRMO will not be able to provide a receipt copy at the time of turn in. A receipt copy will be provided within 5 workdays.

d. When the property is received in consolidated shipments and the DTIDs are not readily accessible, attach a DRMS Form 355, Unprocessed Receipts Control, to the consolidated shipment (e.g., CONEX, MILVAN, etc.) When each individual DTID is physically receipt processed, transfer the date entered in the "Date Received" block of the DRMS Form 355 to block 23 of DD Form 1348-1A. Complete block 22 of DD Form 1348-1A.

e. As part of the receipt process, on the DTID, annotate the Site/Storage Location Codes, develop local stock numbers as required (see attachment 2, this chapter), annotate unique control numbers (UCNs) and assign the appropriate Disposal Condition Code. Also post Site/Location Codes for easy reference in the receiving area, and in the documentation area.

**NOTE:** Interrogate your inventory to verify that you have a duplicate before creating a UCN.

f. When parts/components are removed from an end item before turn-in to the DRMO, process the end item at its full value.

g. Property received in Supply Condition Code **F, G or H** may be downgraded to the appropriate SCL on receipt. Exceptions to this downgrade action are DEMIL required property, hazardous property, property selected for the Humanitarian Assistance Program (HAP), and other property, which requires special handling or special processing.

### 5. DTID Coding Aids

a. DRMOs may use a DTID coding aid, such as a rubber stamp(s) or template, to assist in the preparation of input to the system. Stamps for signatures are not authorized.

b. These aids are not intended to take the place of information entered on the DTID. They are to be used only as aids to provide uniform information for preparation of receipts input to the system.

#### c. Coding Aid for Batch-lots

(1) A Worker Identification Number (WIN) Stamp may be used on individual DTIDs going into a batch-lot to stamp block 22 of DD Form 1348-1A. The batch-lot designator should be provided in block 27 of DD Form

1348-1A. (See paragraph A7, this chapter for the construction of lot designators.) Only the cover DTID must have complete annotations. See paragraph D5, this chapter, for additional information on batch-lots.

(2) If the DRMO uses the WIN stamp, it must ensure that the following precautions are taken.

- (a) Assign each employee his/her own stamp identifiable only to that employee.
- (b) If you have a stamp ensure that it is secure at all times when not in use.
- (c) Ensure that the stamps are accounted for in the same manner as the key control system.
- (d) Use the WIN stamp **only** for batch-lotted property.

6. The Sales Referral Number and the Sales Accumulation Number.

**NOTE:** The Sales Referral Number and the Sales Accumulation Number are both established in the REFERRAL PROCESSES Screen. The Sales Referral Number has one function, to refer property for sale. The Sales Accumulation Number has two functions: 1) it can be used to establish an accumulation at the DRMO or 2) it can be used to refer property to the National Sales Office. The difference is that the Sales Accumulation Number has an L, N, or J in the sixth position of the number sequence. The Sales Referral Number does not have an L, N, or J in the sixth position.

a. The Sales Referral Number and the Sales Accumulation Number both have eight positions. The Sales Referral Number must be established before property can be added to the DRMO inventory. To establish the Sales Referral Number, use the following steps:

- (1) Select MARKETING MENU from the DAISY Menu.
- (2) Select DAISY REFERRAL PROCESSES.
- (3) Select ESTABLISH/DELETE REFERRAL NUMBERS.

(4) Select ESTABLISH A SALES REFERRAL NUMBER. The system will display the four position PLR for your DRMO. Enter the last digit of the current fiscal year. Next, for an accumulation number, enter **N** for International Sales, **L** for local sales, or **J** for retail sales. Then enter the 2 position code (alpha, numeric, or alphanumeric) for the accumulation and press RETURN. (The 2 position code is sequential and should be provided by your supervisor or the system monitor.)

**NOTE:** For a sale referral number, enter any alpha in the sixth position except N, L, or J.

b. Enter the ESTIMATED ACCUMULATION CLOSE DATE (MM/DD/YY) and press F9. The close date must be a future date and be scheduled on a Friday. If the date does not meet these conditions it will not be accepted by the system.

c. To change the close date after the Accumulation Number is established, select MARKETING from the main menu. Next select SINGLE CYCLE TRANSACTIONS. Next select the ACCUMULATION RELEASE TRANSACTION Screen. When the screen appears use the following procedure.

(1) Press F3 to display the current Accumulation Close Date to appear. If a closing date has not been established, the CLOSE DATE Field will be blank and you can enter the appropriate date.

(2) If a date is in the field, a screen message will ask you if you wish to change the Accumulation Close Date. If you answer **NO**, the process will terminate. If you answer **YES**, enter the new Accumulation Close Date (MM/DD/YY).

(3) Press F9 to update the system with the new date. The accumulation will be closed automatically on

## DRMS-I 4160.14, Volume IV, Chapter 2

the established close date.

7. Prelotting. The prelot number can be recorded in the storage location field. A log must be maintained manually to record the location of the prelots. The minimum information required in the log includes the lot number, the location, the date opened and the date closed. When a list of all the items in a prelot is needed, select WAREHOUSING from the main menu. Then select INQUIRIES. Perform INTERACTIVE SITE AND STORAGE LOCATION Report. Then select STORAGE LOCATION and follow the screen prompts.

a. Construction of the prelot number.

Lot numbers consist of a Lot Designator (two positions), an FSC or FSG plus two zeroes (four positions), and a serial number (three positions), e.g., LS7105U01.

There are five different lot designators: LA (abandoned privately owned property); LD (MLI, DEMIL required); LM (MLI no DEMIL required); LN (Non-appropriated fund property); and LS (property requiring no special handling).

The first position of the serial number will be an alpha based on the Lot Designator. LA and LN lots will have the Military Service Code of the generating activity. LD lots will have the DEMIL Code of the property requiring DEMIL. LM and LS lots will contain one of three condition designators: 1) **N** for unused; 2) **U** for used; and 3) **M** for mixed condition. Although condition designator **M** is authorized, use it only in exceptional circumstances when you do not receive enough property to assure separation of used and unused items in the lot.

**NOTE 1:** Aircraft cannot be prelotted or lotted.

**NOTE 2:** Hazardous property may be prelotted only for known customer wants (R/T/D/S). Hazardous property turned in with complete NSNs may be lotted if all items considered have the same NSN or have the same chemical name.

b. STORAGE LOCATION Field - Enter the Site/Location and Storage Location Code (Prelot Number) then press RETURN. The system will display the number of items in the prelot at the top of the screen. Write the lot number on each container. After the lot is closed, print a copy of the list of property in the prelot from Access Reports and attach a copy to the container.

c. Use the function key(s) to generate screen prints.

d. Individual transactions must be input against each item in the prelot to record actions such as Downgrade to Scrap, DEMIL Performed, Abandonment/Destruction, etc.

**NOTE:** The DRMO will not add a suffix to a DTID Number. The DRMO may subdivide receipts with the subdivide screen in the Warehousing Menu. See paragraph B8, this chapter, for detailed information.

### **B. RECEIVING STANDARD USABLE PROPERTY (ROUTINE RECEIPTS NOT REQUIRING ANY SPECIAL HANDLING)**

**NOTE 1:** Before entering any receipts for a new accumulation, verify with your supervisor that the Sales Accumulation Number for the new accumulation has been established. Normally the DRMO chief assigns the responsibility of establishing and closing accumulations to the system monitor. Sales IFB Numbers for national sales may not be available for input on receipt transactions, but must be input later to the marketing menu when the "repro" copy is received from DRMS-LM. See paragraph A6, this chapter, to input the Sales Referral Number.

**NOTE 2:** For property returned under the Guaranteed Description Clause, enter the receipt with the original DTID, if known, and follow procedures in paragraph B7, this chapter.

**NOTE 3:** Do not add a suffix to the generator's DTID.

1. Verify the information on the DTID. See DRMS-I 4160.14, Volume II, Chapter 2 and DoD 4160.21-M, Chapter VI. Particular attention must be given to DTIDs accompanying hazardous material. Fully identify the hazardous nature of the property on the DTID before acceptance. (See DoD 4160.21-M, Chapter IX, for additional guidance on processing hazardous property.)

2. Assign the appropriate Disposal Condition Code found in supplement 1, this instruction, and enter it on the DTID.

3. If the DTID quantity agrees with the actual quantity received, underline the quantity on the DTID and enter the quantity in block 10 of DD Form 1348-1A. For scrap receipts, block 10 will contain the appropriate SCL Code and weight.

4. If the DTID quantity does not agree with the actual quantity received, attempt local resolution between the generator and the DRMO for a discrepancy over \$800, pilferable/sensitive, hazardous or DEMIL required property. If local resolution is unsuccessful, circle the incorrect quantity on the DTID and enter the actual quantity in block 10 of DD Form 1348-1A. Resolve all quantity discrepancies for pilferable/sensitive, hazardous, and DEMIL required property before accepting accountability.

**NOTE:** Numerous changes to DEMIL Codes were made official in February 1995 (see DoD 4160.21-M-1). If the DTID does not contain a valid DEMIL Code, advise the generator of the code changes and assist the generator to resolve the problem.

5. If the DTID does not contain a complete document number, the DRMO will obtain a document number from the generating activity and enter it on the DTID. However, do not make any entries into DAISY until all the necessary information is provided by the generator. If the required information is not provided within 5 calendar days, prepare DRMS Form 917 and forward it to the generating activity. See paragraph A2, this chapter, for the Notice of Receipt Refusal for Intransit Accountability.

6. Record the calendar date the property was physically received and verified (see paragraph A4, this chapter). After property has been warehoused, annotate the storage location in block 27 of DD Form 1348-1A. If a DTID coding aid is used, enter the applicable codes (see supplement 1, this instruction). If a coding aid is not used, receiving personnel will enter all required coding on the DTID.

7. Use the information on the DTID to enter the accountable record into DAISY. To process the receipt, access the WAREHOUSING Main Menu. Then select the RECEIPT FUNCTIONS option. From that menu select the USABLE RECEIPTS option and make the following entries:

a. DTID NBR Field - DTID number. When a new customer (new DoDAAC) is entered, a pop-up screen will ask for a name and address. After entering the required information, press F9 to update the file. Do not suffix the generator's DTID.

b. STOCK ID Field - Stock Identification Number (NSN/LSN). The Stock ID Field includes the FSC (a four position numeric) followed by the National Item Identification Number (NIIN). The NIIN includes the NATO Codification Bureau (NCB) Code (a two position numeric) in the first two positions of the NIIN.

**NOTE 1:** After entering the Stock Identification Number, a pound sign (#) may appear. This occurs when certain NSN characteristics are incomplete or missing. Input the required information as needed. Do not change an NSN to an LSN unless the reason is annotated on the DTID, approved and initialed by the PMB Chief or the DRMO Chief.

**NOTE 2:** See attachment 3, this chapter for property that must be reported with a valid NSN.

**NOTE 3:** To construct an LSN, make the following entries: (1) FSC (a four position numeric); (2) NATO Codification Bureau (NCB) Code (a two position numeric, see supplement 1, this instruction); and (3) abbreviated descriptive data (descriptive data can use one to seven positions). See attachment 2, this chapter, for abbreviations for LSNs.

**DRMS-I 4160.14, Volume IV, Chapter 2**

- c. DT REC Field - Date of Receipt (from block 23 of DD Form 1348-1A)
- d. S/P Field - Special Processing Code, as applicable
- e. HM/HW Field - Hazardous Material/Hazardous Waste Code
- f. REIMB Field - Reimbursement Code (Will default to 2 if no code is input.)
- g. DAC Field - Disposal Authority Code

**NOTE:** Disposal Authority Code F is for property turned in by other Federal Agencies.

- h. FCC Field - Federal Condition Code

**NOTE:** See the revised Disposal Condition Codes, mandated by GSA, in supplement 1, this instruction.

- i. Property with an LSN (Local Stock Number) complete the following entries as applicable:
  - (1) PMIC Field - Precious Metals Indicator Code (PMIC). (Automatically entered on NSNs.)
  - (2) PIL/SEN Field - Pilferable/Sensitive Code (Not entered on an LSN. Automatically entered on NSNs.)
  - (3) HAZ/CHL Field (under development)
  - (4) SAIC Field - Small Arms Indicator Code (SAIC).
  - (5) ADPE Field - Automation Resources (AR, formerly AE) Indicator Code
- j. Quantity Field
- k. Unit of Issue Field
- l. ITEM NAME Field - Item Name (Automatically entered on NSNs.)
- m. UNIT PRICE Field - Unit Price
- n. DEMIL Field – DEMIL Code

**NOTE 1:** DEMIL G property can only be received in place. Use # in the second position of the site location to indicate that the property was received in place. Ensure that an MOU or MOA advises the generator that the property is to be kept intact - no cannibalization, painting, etc.

**NOTE 2:** DEMIL P indicates that the property is classified and cannot be processed for disposal. Notify the DRMO Chief and host security immediately. See DEMIL Codes, supplement 1, this instruction.

- o. CHLG - DEMIL Challenge Field. Initiate a DEMIL challenge if appropriate.

**NOTE:** See DRMS-I 4160.14, Volume VII, Chapter 2, for detailed information on the DEMIL Challenge process. When a challenge is input, the system will generate a Freeze Code of X on all items in the DRMS inventory with the same NSN. This Freeze Code will also be applied to new receipts with the same NSN.

- p. DEMIL – DEMIL Performed Field. DEMIL Performed Code as applicable.
- q. SHC Field - Special Handling Code, as applicable.

r. MSC Field - Material Screening Code. Use MSC **J** if the property is for retail sale. Use MSC **L** if the property is for local sale. Use MSC **N** if the property is for national sale. Use MSC **X** if bypassing screening.

s. Action Field - Action Code **N** or **R** is automatically entered for NSNs. Enter **A** to bypass screening.

t. Accounting Field - Accounting Code - **A**

u. DUP Field - Depreciated Unit Price (Bypass. Program not functional.)

v. DESC Field - Optional Description Field - Y or N, Y to input a description, N if no description required. If Y is selected, enter all available descriptive data in the space provided.

w. Site Location Field - The site location is a two position entry. The first entry should be the DRMO's Property Location RIC (PLR) suffix, e.g., **C** as in **SVKC**. The second position must be a pound sign (#) for property received in place, otherwise use an alpha or a numeric.

x. STOR LOC Field - Storage Location - a nine position entry. See DRMS-I 4160.14, Volume II, Supplement 4, for a detailed diagram and a description of the DRMS location numbering system.

**NOTE:** DAISY may require additional data entries before the item is added to the inventory.

8. Subdividing on Receipt. Subdividing can be used to satisfy merchandising requirements and to process property when more than one Disposal Condition Code applies. (Do not subdivide when it will affect reportability or when it will reduce the potential for R/T/D. Coordinate the subdivision with a distribution specialist.) **Streamline the receipt process of large quantities of small arms at DRMOs Anniston and Crane.** A separate screen is provided for subdividing on receipt. To subdivide on receipt, select RECEIPT FUNCTIONS from the DRMO WAREHOUSING Menu. Then select SUBDIVIDES UPON RECEIPT. Enter the number of subdivides that you need to make and press "Enter". The system then displays the data entry screen for subdivides. This screen will not allow you to change the Supply Condition Code (SCC). Receive the total quantity in the SSC provided by the generator. Downgrade or upgrade the items with the incorrect code, after receipt, as appropriate. Make the following entries to subdivide on receipt:

**NOTE:** If the generator is repeatedly turning in property with incorrect codes, you may challenge the SCC or refuse the turn-ins.

a. DTID NBR Field - Enter the DTID number.

b. Make the additional data entries as appropriate. See paragraphs B7b through B7s, this chapter. After these data fields are completed, the system displays, "Please Wait". The system may then request additional information or go to the SUBDIVIDE USABLE PROPERTY Screen. Make the following entries to the SUBDIVIDE USABLE PROPERTY Screen:

**NOTE:** Make entries as appropriate. All fields may not require entries.

(1) FCC Field - Enter the Disposal Condition Code.

(2) SHC Field - Enter the Special Handling Code as appropriate.

(3) MSC Field - Enter the Material Screening Field as appropriate.

(4) QTY Field - Enter the quantity of this subdivision and press enter.

(5) DMP Field - Enter the DEMIL Performed Code as appropriate.

(6) DUP Field - If you press enter, the system calculates the adjusted unit price (AUP).

## **DRMS-I 4160.14, Volume IV, Chapter 2**

(7) AA Field - If the Action Code needs changing, make the correction. Enter the Accounting Code.

(8) MGT Field - Bypass this field.

(9) DESC Field - If a description is not required, enter **N**. If a description is required enter **Y**.

(10) SITE Field - Enter the site location.

(11) STOR LOC Field - Enter the storage location field. Press F9 to update the record. Repeat data entries b1 through b11 until the subdivision is complete.

**NOTE:** When the Unique Control Numbers (UCNs) are generated, record them on all copies of the DTID.

### **C. RECEIVING PROPERTY REQUIRING SPECIAL PROCESSING.**

(See DoD 4160.21-M, Chapter 4 and Chapter 10 for additional information.) See supplement 1, this instruction for a list of Special Processing Codes. Process the following categories of property using the specific guidance provided for each category. Refer to the following note as needed:

**NOTE:** For property that is required to bypass screening - process the item into an accumulation that is already in RSC A. Accomplish this by using the XS5 transaction for national sale or the XS6 transaction for local sale with the Type Sale Code of L or N.

1. Abandoned Privately Owned Property. Make the data entries (see paragraph B7, this chapter), with the following exceptions:

a. S/P Field - Special Processing Code, enter **A**. The system changes the screen from BASIC RECEIPT to ABANDONED PRIVATELY OWNED PROPERTY. The system also displays the LAST OWNER KNOWN Field.

b. LAST OWNER KNOWN Field - Complete if possible or bypass.

c. The system automatically completes the following fields except the MSC Field:

(1) REIMB Field - **1**

(2) SHC Field - **F**

(3) MSC Field - Enter **X or J**.

(4) ACTN Field - **A**

(5) ACCT Field - **B**

d. After all the data is entered, press F9 to update the inventory. The system will then ask for a fund citation and an address. The fund citation should be provided on the DTID by the generator.

2. Declassified Property. For property received with a statement of declassification make the data entries (see paragraph B7, this chapter), with the following exceptions. (Property received without the necessary statement of declassification cannot be accepted at the DRMO.)

a. S/P Field - **B**, DAISY changes the screen from BASIC RECEIPT to DECLASSIFIED PROPERTY.

b. DAISY automatically completes the following fields:

(1) MSC Field - **Z**

(2) ACTN Field - **N**

## (3) ACCT Field - A

3. Metalworking Machinery (MM) FSG 34. (Formerly Industrial Plant Equipment, IPE.) This includes all MM in FSCs 3405 through 3450 (except 3439) and 3460.

a. MM in Supply Condition Codes A through G may be accepted from the generator after Defense Supply Center Richmond (DSCR) has completed reutilization screening. DSCR furnishes disposition instructions to the generating activity to release the property to the DRMO. The generator reports the property to the DRMO with the DTID. They may also be required to provide two copies of DD Form 1342 (DoD Record Supplementary Data), and a copy of the disposition instructions. If the required documentation is not submitted with the property, the DRMO will refuse the turn-in. After notification of the receipt input at the DRMO, DSCR will submit an SF 120, Report of Excess Personal Property, to GSA within 7 days for Federal Civil Agency screening.

b. MM in Supply Condition Codes H and S may be accepted directly from the generator with the DTID. The DRMO may challenge turn-ins with an inaccurate Supply Condition Code.

**NOTE:** In accordance with 40 CFR 761.50 (g) the reporting of MM to DSCR or for turn-in to a DRMO will include a certification statement to include the following, "I certify that this metalworking machine has been tested and found to be contaminated with less than 50 parts per million (PPM) of polychlorinated biphenyl (PCB) and, to the best of my knowledge, this concentration level is not the result of dilution." This certification must be signed, dated and attached to the DTID. See DRMS-I 4160.14, Volume II, Chapter 8, paragraph B, for additional detailed information. If the MM does not contain or is not contaminated with hydraulic and/or cutting fluid, the testing and certification is not required

c. Accessories should be retained concurrently with the MM.

d. After the appropriate documentation is received make the data entries for MM in SCCs A through G (see paragraph B7, this chapter) with the following exceptions:

(1) STOCK ID Field - If no NSN is assigned, it is mandatory that an LSN be assigned as follows:

(a) FSC - Enter the first four positions of the Commodity Code number which is found in block 4 of the DD Form 1342, DoD Property Record.

(b) NCB Code - Enter **00** in fifth and sixth positions of the LSN.

(c) Seventh through fourteenth positions - Enter the last eight numbers in the Commodity Code Number or a descriptive term or acronym, e.g., 3424 00 KILN.

(2) S/P Field - The system enters **C**. DAISY will change the screen from BASIC RECEIPT to INDUSTRIAL PLANT EQUIPMENT and a field for the DIPEC Report Number will be added.

(3) DIPEC REPORT NUMBER Field - Enter the Excess Report Number beginning with SE4300. If the property has a Supply Condition Code (SCC) in the range of A - G and the DRMO determines that the property is MM, but no report number was provided, contact DSCR at DSN 695-3499, for assignment of a report number. If the property has an SCC of H or S, you may zero-fill the space for the report number. If the DSCR disposal instruction letter reflects a Supply Condition Code different from the DTID, reject the turn-in until the generating activity has resolved the discrepancy with DSCR. See paragraph A2, this chapter, to reject property on DRMS Form 917.

(4) FCC Field - The second code in this field, the Disposal Condition Code which is assigned by the DRMO, must be better than **X** (salvage).

(5) The system automatically makes the following entries for property in Supply Condition Codes (SCC) **A** through **G**:

**DRMS-I 4160.14, Volume IV, Chapter 2**

- (a) SHC Field - **Q**
- (b) MSC Field - **5**
- (c) ACTN Field - **R**
- (d) ACCT Field - **A**

(6) For property assigned SCC **H**, enter MSC L/N and Action/Accounting (A/A) Codes **N, A**.

(7) In the DESC Field the system automatically enters **Y**. When the description screen window appears, make the following mandatory entries (abbreviate if needed):

- (a) Year of manufacture
- (b) Name of manufacturer
- (c) Model number
- (d) Serial number

**NOTE 1:** If any of this data is not available, indicate that it is not available in your screen entry.

**NOTE 2:** DSCR screens this type property for reutilization. To continue screening for transfer and donation, process the remaining property into an accumulation.

e. For MM in SCCs H or S, make the following entries:

(1) STOCK ID Field - If no NSN is assigned, it is mandatory that an LSN be assigned as follows:

- (a) FSC - Enter the four positions of the Federal Stock Class.
- (b) NCB Code - Enter 00 in the fifth and sixth positions of the LSN.
- (b) Seventh through fourteenth positions - Enter a descriptive term or an acronym.

f. The Automatic Release Date (ARD) is established when the DRMO personnel make the receipt input.

**NOTE:** Do not ship MM without certification that the item is PCB testing exempt. Attach certification to the DTID.

4. Non-appropriated Fund (NAF) Property. NAF property, property purchased with non-appropriated funds, requires reimbursement to the generator. Documentation certifying the NAF property must be submitted with the DTID. The DTID must state that the property is reimbursable. The NAF activity must also provide a current mailing address on the DTID. If the property is issued through reutilization or transfer the reimbursement collected by the DRMO will not exceed the estimated gross proceeds that would be derived from sale on a competitive basis. NAF property is not donable. Process NAF property having no reutilization/transfer potential directly to sales (refer to NOTE under paragraph C, this chapter). Input the receipt for usable NAF property (see paragraph B7, this chapter) with the following exceptions:

a. S/P Field - Enter Special Processing Code **D**, DAISY will change the screen from BASIC RECEIPT to NON-APPROPRIATED FUND PROPERTY.

b. REIMB Field - Enter **1**.

c. SHC Field - Enter **E** for NAF property.

d. ACTN Field - DAISY automatically enters a **B** for the Accounting Code.

e. After completing the data entry, press F9. The system will then display a screen. Enter the requested information except for the fund cite (no fund cite for NAF). Press F9 to update the inventory.

**NOTE 1:** Hazardous NAF property is not turned in directly to the DRMO. It is disposed of by the NAF activity or turned in to the host for ultimate disposal via DRMS service contract.

**NOTE 2:** For overseas areas only, AAFES will be reimbursed for AAFES owned, overstocked tires turned in to the DRMO in an unused condition and sold as usable property.

5. Reclamation Property. To receive property to be held for reclamation after screening is complete, make the data entries (see paragraph B7), this chapter, unless the property requires DEMIL. If the property requires DEMIL, input the receipt transaction with the assigned DEMIL Code and with the following exceptions:

**NOTE:** Property identified for reclamation will be reported to the DRMO with a Supply Condition Code (SCC) of G. The unit price on property subject to reclamation cannot be changed in the system. The SCC of G will advise screeners that the item is not complete.

a. S/P Field - Enter Special Processing Code **E**. DAISY automatically changes the screen from BASIC RECEIPT to RECLAMATION PROPERTY.

b. DEMIL - DEMIL Code Field. Enter the DEMIL Code from the DTID.

c. CHLG – DEMIL Challenge Field. Initiate a DEMIL challenge as needed.

d. PERF – DEMIL Performed Code Field – Enter the code as appropriate. See DRMS-I 4160.14, Volume VII, Chapter 2, for detailed information.

e. SHC Field - DAISY automatically fills in the Special Handling Code with **1**.

f. MSC Field - Enter Material Screening Code **Y**.

**NOTE:** Cannot use Y if reportable. Leave blank and the system will enter 5. The system will also enter R for Action Code.

g. Action Code - **N**

h. Accounting Code - DAISY automatically fills in the Accounting Code with **A**.

6. Service Peculiar Property - changed to Military Type Property. Do not screen this type property. See DoD 4160.21-M for more information and a definition. Input the receipt transaction (see paragraph B7), this chapter, with the following exceptions:

a. S/P Field – Enter Special Processing Code **F**, DAISY will change the screen from BASIC RECEIPTS to SERVICE PECULIAR PROPERTY.

b. DAISY automatically completes the following fields:

(1) SHC Field - Special Handling Code **9**

(2) ACTN Field - Accounting Code **A**

(3) ACCT Field - Action Code **A**

## DRMS-I 4160.14, Volume IV, Chapter 2

7. Shelf Life Property (including shelf life expired which should be turned in under Supply Condition Code **H**). See DoD 4160.21-M for additional information. The Special Handling Codes for Shelf Life Property are provided in Supplement 1, this handbook. Input the receipt transaction (see paragraph B7, this chapter) with the following exceptions:

a. S/P Field - Enter Special Processing Code **G**, DAISY will change the screen from BASIC RECEIPT to SHELF LIFE PROPERTY.

b. SHC Field - Enter the appropriate Special Handling Code (**A, B** or **C**).

(1) SHC **A** - Shelf life property, more than 6 months before expiration.

(2) SHC **B** - Shelf life property, 3 to 6 months before expiration.

(3) SHC **C** - Shelf life property, expired or less than 3 months before expiration.

c. ACTN Field - Enter **N** for Action Code.

8. Federal Civil Agency (FCA) Property. FCAs may turn in property to the DRMO for disposal processing based on an MOU between GSA and DLA with the following requirements.

**NOTE 1.** Before receipts for FCA property can be processed into the DRMO inventory, the DRMO must record the FCA FEDSTRIP in the system. The guidance for this process is in chapter 5, attachment 3, this instruction..

**NOTE 2.** The turn-in document, DD 1348-1 series document, from the FCA must have XP in record positions 52 and 53. The Fund Code of XP is not recorded in the data entry screen.

a. Fee Schedule. The fee for usable property is 1 percent of the extended acquisition value, with a \$28 minimum or \$5,000 maximum charge per turn-in document. The fee for scrap property is \$66 per ton or a minimum charge of \$28 per turn-in.

**NOTE:** There is no charge for non-reimbursable turn-in of precious metals bearing scrap. This property will continue to be accepted by the DRMO with no charge. This is done in support of the DoD Precious Metals Recovery Program.

b. To process the receipt into the DRMO inventory, follow the procedures in paragraph B7, this chapter, with the following exceptions.

(1) DTID NBR Field - Enter the FEDSTRIP provided by the FCA.

(2) REIMB Field - Enter Reimbursement Code **S**.

(3) DAC Field - Enter Disposal Authority Code **F** for usable, no entry for scrap.

c. Unacceptable turn-ins from FCAs consist of the following:

(1) Arms, ammunition, explosives, dangerous articles, hazardous property

(2) FSC 6505 items (drugs, biologicals, and reagents)

(3) Subsistence items

(4) Trash and waste material (which would require DLA to pay for its disposition)

(5) Classified property

(6) Flight safety critical aircraft parts

(7) Other types of property as agreed to by DLA and the FCA.

d. Additional guidance on FCA property is provided in DRMS-I 4160.14, Volume II, Chapter 4 and the MOU between DLA and GSA, dated 26 January 1996. Questions regarding FCA property may be directed to DRMS HQ Operations personnel at DSN 661-5952.

**NOTE:** Each turn-in document will be considered one line item.

**D. OTHER PROPERTY REQUIRING SPECIAL PROCESSING.**

The following categories of property also require special processing, but do not require a special processing code.

1. Agency for International Development (AID) Property. Input the receipt transaction (see paragraph B7, this chapter). **No** Special Handling Code.

2. Aircraft and Flight Safety Critical Aircraft Parts (FSCAP).

a. Complete Aircraft. To receive complete aircraft into the DAISY accountable record select "WAREHOUSING" from the main menu. Next select "RECEIPT AND STORAGE". And finally select "USABLE RECEIPTS". Input the receipt transaction according to paragraph B7, this chapter, with the following exceptions:

(1) STOCK ID Field - Enter the NSN/LSN. To create an LSN use either FSC 1510 or 1520 (e.g., 1510-00-B52B). (For additional information on LSNs, see Supplement 1, this instruction.) To receive complete aircraft (no parts or components) use only FSC 1510 or 1520. Below is the definition for these two FSCs.

(a) 1510. Aircraft, Fixed Wing. This class includes only complete aircraft. End items, assemblies, parts, attachments, or accessories for use in or on fixed wing aircraft are classified in classes other than this class.

(b) 1520. Aircraft, Rotary Wing. This class includes only complete aircraft. End items, assemblies, parts attachments, or accessories for use in or on rotary wing aircraft are classified in classes other than this class.

(2) S/P Field - (Special Processing). The alpha I is automatically entered. The presence of an I in this field causes another small screen to pop-up for the entry of additional data, such as the tail number and the cage code.

(3) HM/HW Field - Leave blank.

(4) REIMB Field - Leave blank. Aircraft in these FSCs are not reimbursable.

(5) PMIC Field - Leave blank.

(6) SHLF Field - Leave blank.

(7) PIL/SEN Field - Leave blank.

(8) HAZ/CHLG - Leave blank.

(9) SAIC Field - Leave blank.

(10) ADPE Field - Leave blank.

(11) QTY Field - Quantity should be 1. If the generator has turned in more than one item per DTID, you must enter each item individually. After the first entry the system prompts you to create a Unique Control Number (UCN). If a UCN is created, record it on the copies of the DTID. Do not suffix the DTID.

## **DRMS-I 4160.14, Volume IV, Chapter 2**

(12) UI Field - Unit of issue is automatically entered.

(13) SHC Field - Leave blank unless circumstances require the entry of a Special Handling Code.

(14) MSC Field - Enter **X** if not automatically entered. Aircraft is screened by the service; accepted for reclamation or DEMIL and sent direct to sale.

(15) Action Code - **A** is automatically entered.

(16) Accounting Code - **A** is automatically entered.

(17) DUP Field - Leave blank.

(18) DESC Field - DAISY enters a Y in this field to request additional descriptive data. The field for the additional data will pop-up after you save the receipt.

(19) SITE LOC Field - Site Location is a two position entry. The first position should be the DRMO's Property Location RIC (PLR) suffix, e.g., C as in SVKC. The second position should be #, for aircraft received in place, otherwise use an alpha or a numeric in the second position.

(20) STOR LOC - Enter a nine digit alpha-numeric location code.

**NOTE:** After you enter F9 to save and update the inventory, a small pop-up screen appears. This screen contains fields for the entry of the CAGE Code and the part number.

(21) CAGE Code - The Commercial and Government Entity (CAGE) Code is usually a five digit number assigned to the manufacturer of an item. Each DRMO is sent a monthly update of Federal Logistics Data (FEDLOG) that contains the CAGE Codes which cross references data two ways: 1. by the manufacturer's name to the code; and 2. by the code to the manufacturer's name.

**NOTE:** The information in FEDLOG is provided on a compact disk (CD). To receive the CD on a monthly basis each activity must renew their request annually. This request should be sent to:

**Defense Logistics Information Service  
Federal Center DLIS-V  
Battle Creek MI 49017-3084.**

(22) Part Number - Enter the part number or tail number if recorded on the DTID. For additional information or assistance, contact DRMO Tucson.

b. FSCAP – Unused. FSCAP is considered unused if it is sealed when it is received at the DRMO. This type property may be received for disposal processing if received in its original, sealed, undamaged packaging and the NSN, contract number, CAGE Code(s) and part number are provided. Input the transaction according to paragraph B7, this chapter.

**NOTE:** FSCAP turned in by the generator must contain the letters FSCAP in Block 27 of the DTID. The DTID must also contain one of two FSCAP Codes in Block 27, E or F.

c. FSCAP - Used and Documented. Serviceable or reparable FSCAP may be reutilized, transferred, donated or sold, subject to DEMIL requirements, provided the historical records and documentation are furnished with the parts at turn-in. Specific terms and conditions of sales contracts are identified in Chapter Four of DoD 4160.21-M. Input the receipt transaction according to paragraph B7, this chapter.

**NOTE:** Undocumented FSCAP must be mutilated. Responsibility for undocumented FSCAP was given to DRMS by Deputy Under Secretary of Defense, effective 1 April 2000. Interim receipt procedures for data input are provided in subparagraphs D2d and D2e, this chapter.

d. FSCAP – Used and Undocumented, DEMIL Not Required. Process this property as a downgrade transaction. Use the following steps.

(1) Select the DOWNGRADE TO SCRAP Screen from the DAISY Menu and enter the NSN.

(2) A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select Y (yes).

(3) Another pop-up screen will appear requiring a response. "If downgrade to scrap is done, DRMO must mutilate property for FSCAP purposes." At the bottom of the DOWNGRADES TO SCRAP Screen a question asks, "Do you wish to continue with receipts? Y/N." Select Y (yes).

(4) The DOWNGRADE TO SCRAP Screen will now display. Enter the appropriate data and enter Y in the DESC Field. A pop-up screen will appear with the wording "OPTIONAL DESCRIPTION". Enter the following description, "Undocumented FSCAP item requiring mutilation."

(5) Complete the XR3 transaction using SCL MFS. FSCAP in this SCL will be kept separate until mutilation is completed. The residue will then be placed in the appropriate SCL based on basic material content.

**NOTE:** DRMOs are authorized to assign SCC H to undocumented FSCAP.

e. FSCAP – Used and Undocumented, DEMIL Required. For FSCAP requiring DEMIL that has been mutilated/demilitarized by the generator, process the property to the appropriate scrap accumulation. For FSCAP requiring DEMIL that has not been mutilated/demilitarized by the generator, the property will be processed as an XR1 and demilitarized after receipt.

(1) When the FSCAP NSN is entered on the DAISY USABLE RECEIPTS Screen, a pop-up screen will appear and ask, "Did generator submit a Historical Record or Maintenance Record/Form with turn-in?" Select Y (yes).

(2) Input the receipt transaction according to paragraph B7, this chapter, with the following exception: enter MSC X and Action/Accounting Codes A/A.

3. Automation Resources (AR, formerly AE). AR includes Automation Equipment and Commercial-off-the-Shelf software (COTS) or hardware and software.

**NOTE 1:** All AR tape and other magnetic media used for processing or storing classified or other sensitive information turned in to the DRMO must be certified by the accountable officer of the turn-in activity verifying: 1) that the media is unclassified and or was declassified; or 2) that privacy act information or personal information has been removed. This certification may be provided on the DTID. (See DoD 4160.21-M, Chapter 4.)

**NOTE 2:** Subject to the terms of the licensing agreement, Commercial-off-the-Shelf (COTS) software not requested for redistribution through DISA will be destroyed by the holding activity, returned to the vendor, or turned in to the DRMO. See DoD 4160.21-M, Chapter 4.

**NOTE 3:** Compact disks (CDs) are not eligible for turn-in to the DRMO.

a. Documentation requirements for AR reported to Defense Information System Agency (DISA), (DSN) 761-2260, formerly DARIC, are provided in this subparagraph. Property turned in without the required documentation from DISA will be refused by the DRMO.

(1) AR reported to DISA by DoD activities requires one of the following before turn in to the DRMO:

(a) For a large quantity of identical AR property, which has been "window" screened, DISA provides a letter to the major command authorizing the turn-in of the AR. This letter lists by location and specifies for each line item: 1) name of manufacturer; 2) type/model number; 3) all serial numbers; and 4) the name of the component. OR

## DRMS-I 4160.14, Volume IV, Chapter 2

(b) For AR that has completed normal DISA screening, the DTID is accompanied by a copy of the SF 120 indicating the DoD case number and ARD assigned by DISA.

(c) For GSA-owned AR that is leased to a DoD activity, the generator identifies the property as, "GSA-OWNED AR LEASED TO DOD" on the DTID. This property is processed by the DRMO in the same manner as DoD-owned AR, except sale proceeds will be credited to GSA. See DoD 4160.21-M, Chapter 7.

(2) AR reported to DISA by Federal civilian agencies/activities requires one of the following before turn in to the DRMO:

(a) For AR turned in with an original acquisition cost (OAC) of less than \$1,000,000, the DTID must include a statement that the required reutilization, transfer and donation screening has been completed and the AR is surplus to the needs of Federal Government. OR

(b) For AR turned in with an OAC of \$1,000,000 or more, the DTID must contain the following statement: "The AR shown hereon has completed screening required by the Federal Information Resources Management Regulation (FIRMR) as GSA case \_\_\_\_\_ (enter case number assigned by GSA) and should be disposed of as surplus to the needs of the Federal Government."

(3) When DISA waives the screening for certain AR, a copy of the waiver letter must be attached to the DTID.

b. Input the receipt transaction (see paragraph B7, this chapter) for all AR screened by DISA with the following exceptions:

(a) STOCK ID Field - Enter GS in the last two positions if the AR is fund-owned by GSA.

(b) MSC Field - Enter **X**.

(c) ACTN Field - Enter **A**.

(d) ACCT Field - Enter **A**.

c. Input the receipt transaction (see paragraph B7, this chapter) for AR repair parts and supplies with an OAC under \$5,000 (property eligible for screening at the DRMO) and property waived for screening by DISA with one exception. If the property is fund-owned by GSA, enter **GS** in the last two positions of the STOCK ID Field.

d. Unserviceable AR in condemned or scrap condition (Supply Condition Code H or S). All turn-ins of unserviceable AR will be consistent with the DoD Internal Management Control Program, DoD Directive 5010.38. The DTID will include a statement which identifies any component, part, attachment, etc., which may be hazardous in nature (e.g., mercury switches, PCBs, etc.). If the hazardous components have been removed, a statement to that effect will be included on the DTID.

**NOTE 1:** This property may be found in numerous FSCs; however, most of it will be under stock numbers in FSG 70. Turn-ins under former FSCs 7410 and 7440 must be changed to one of the appropriate FSCs in FSG 70.

**NOTE 2:** For additional information on screening AR, see chapter 3, this instruction or DoD 4160.21-M, Chapter 4.

4. Base Closure Property and Property Transfers from DRMOs. When property is transferred from one DRMO to another, enter the receipt data (see paragraph B7, this chapter) with the following exceptions.

a. MSC Field - Enter Material Screening Code (MSC) **X** for sale or **P** for ultimate disposal.

b. ACTN Field - Enter Action Code **A** or Action Code **P** for ultimate disposal.

c. ACCT Field - Enter Accounting Code **F** or Accounting Code **Q** for ultimate disposal.

5. Batch-lotted Property

a. Definition. Batch-lotting is the physical grouping together of individual receipts of low dollar value property. The physical grouping consolidates multiple DTIDs (whether NSN or LSN) under a single "cover" DTID. The objective of batch-lotting is to reduce the time and costs related to physical handling and administrative processes required for receiving items individually. The cover DTID establishes accountability in the accountable record and individual line items lose their identity.

b. Property requiring special handling. When property has special handling requirements as defined in DoD 4160.21-M, Chapter 4 and Chapter 10, that cannot be met at time of receipt, the property cannot be batch lotted.

(1) Batch lot non-appropriated fund (NAF) property or abandoned privately owned property by generator/owner. Identify the fund to which proceeds are to be deposited and comply with other requirements for this type of property.

(2) Do not commingle Shelf-life Codes.

(3) Allow commingling of DEMIL Codes in batch-lots by the generator or DRMO as follows:

(a) Batch property with DEMIL Code A separately.

(b) DEMIL Codes B and Q may be batched together except for property in Critical FSCs. See Attachment 3, this chapter, for a list of Critical FSCs. Use DEMIL Code B on the DTID for commingled batch-lots.

(c) Supply Operations Assistance Program or Intrafleet Supply Support Operations Team (SOAP/ISSOT) activities may batch lot DEMIL Codes A, B, and Q together.

(4) Iranian assets (IA) must be batch lotted separately.

(5) ***IT receipts, with total acquisition value of \$800 or less and where the DTID does not contain a Pilferable/Sensitive code in Block 9, may be batchlotted. All IT receipts with total acquisition value greater than \$800 must be received individually as either XR1s or XR3s. 24 Oct 03***

***c. Exclusions to Batch Lotting – cannot be batched.***

(1) All MLI/CCLI identified in DoD 4160.21-M-1, 22 CFR, and 15 CFR 799.1.

(2) Hazardous property.

(3) Property requiring inert certification.

(4) Small arms.

(5) Lasers.

(6) Radioactive materials (e.g., gauges, meters, watches).

(7) Items determined to be pilferable or sensitive in accordance with DoD 4100.39-M, Federal Logistics Information System procedures Manual, Volume 10, chapter4, Table 61 and Table 104; and Joint Regulation on Safeguarding of DLA Sensitive Inventory Items, controlled Substances, and Pilferable Items of Supply, DLAR 4145.11/AR 740-7 NAVSUPINST 4440.146L/MCO 4450.11.

(8) Metalworking Machinery (MM) formerly Industrial Plant Equipment (IPE).

(9) Grade 8 Fasteners and machine bolts in FSCs 5305 and 5306. Do not batch-lot these items if they appear

## DRMS-I 4160.14, Volume IV, Chapter 2

on the Safe Alert Latent Defect (SALD) List.

***(10) Property in Critical FSCs in DEMIL Codes B through Q. Property in FSCs 5985, 5998 and 5999 WILL NOT be batchlotted regardless of DEMIL Code. See Attachment 3, this chapter, for a list of Critical FSCs.***

(11) And other items that require special handling as defined in DoD 4160.21-M, Chapter 4.

d. TYPES OF BATCH-LOTS. Batch-lotting may be done by the DRMO or generating activity [including U.S. Navy Supply Operations Assistance Program (SOAP) and Intrafleet Supply Support Operations Team (ISSOT)]. The methods are explained in subparagraphs (1) and (2) below.

(1) DRMO prepared batch-lots

(a) Batch lot qualifying property by appropriate commodity groupings in quantities that would appeal to R/T/D and/or sales customers. Property turned in on DTIDs with an extended dollar value of \$800 or less in Supply Condition Codes A through H may be batch lotted. Property with high potential for R/T/D/S may be excluded from batchlotting. (See DoD 4160.21-M, chapter 3, paragraph D5.)

(b) Display each batch-lot in the location from which the appropriate disposal action can be taken (R/T/D/S or A/D).

(c) During the building phase the DRMO will:

[1] DTIDs for BATCH LOTTED property do not require signing or initialing in block 22 or dating in block 23. Copies of the DTID must be furnished to the generator unless they have agreed in writing that a copy is not required. Additional annotations to the individual DTIDs may be added at the direction of the DRMO chief. Only the cover DTID must have complete annotations. For a manually completed cover DTID, complete a blank DTID with the information entered in DAISY in the data entries below (items [4][a] through [4][x]). For an automated DTID attach a screen print of the data entries to a blank DTID. File one copy of the cover DTID in the source document file with a copy of each individual DTID. Place a second copy of the cover DTID in the folder/holder with the other DTIDs kept with the batch-lot. Additional copies of the cover DTID may be kept with the batch-lot.

[2] Place one copy of the individual DTIDs, fastened with paper prong fasteners, in a plastic pouch or in an envelope or folder and retain with the property for reutilization or sales review. Retain the original copy in the central receiving area to become the basis for the required summary/cover DTID. If the batch-lotted property exceeds one pallet, attach the DTID to the first pallet. Insure that all pallets/containers are identified to the batch-lotted item. The receipt copy will be provided to the generator at the time of delivery for on-site turn-ins. For property delivered by common carrier, the DRMO will provide a receipt copy within 5 workdays. See paragraph A3c, this chapter, for electronic documentation.

**NOTE:** Do not process DTIDs for batch-lotted property the same as DTIDs for single line items.

[3] Based on the accumulation time frame, close the batch-lots. (Accumulation time frame should not exceed three months.) Before making the data entries to DAISY for the summary/cover DTID ensure that a sales referral number (same as accumulation number) has been established. To establish the sales referral number, first select MARKETING from the DRMO DAISY Menu. Next select REFERRAL PROCESSES. And finally select ESTABLISH REFERRAL NUMBER and make the data entries based on the screen messages. After the sales referral number is established, enter the data for the cover DTID in DAISY. For additional information on establishing the referral number, see paragraph A6, this chapter.

[4] For DRMO prepared batch-lots, use the "DRMO BATCH-LOTS - USABLE" Screen or the "DRMO BATCH-LOTS - DOWNGRADE" Screen. Input the data to the system as follows:

[a] DTID NBR Field - Enter the DoDAAC of the predominant generator. The system will input the date of the transaction and assign a sequential serial number beginning with B for batch.

[b] STOCK ID Field

1. Enter the four position Federal Stock Class (F
2. "BATCH" is already provided on the screen.
3. Enter 5 position Julian Date for the date the batch was closed.
4. Enter M for mixed, N for unused or U for used.

[c] DT REC Field - Enter date batch-lot is closed.

[d] SP Field - Enter Special Processing Code as needed.

[e] HM/HW Field - Leave blank.

[f] REIMB Field - Enter Reimbursement Code only if a single generator DoDAAC is in the batch-lot. If property is from multiple generators, maintain a log to record turn-ins by DoDAAC.

[g] DAC Field - Enter the Disposal Authority Code.

[h] FCC Field - Enter the Federal Condition Code.

[i] PMIC Field - Enter the Precious Metals Indicator Code as needed.

[j] PIL/SEN Field - No entry. No sensitive/pilferable property in batch-lots.

[k] HAZ/CHLG Field - No data entry, bypass.

[l] SAIC Field - No data entry, bypass.

[m] ADPE Field - Enter the Automation Resources (AR, formerly AE) Code as needed.

[n] QTY Field - Enter quantity (the number of DTIDs in the batch-lot).

[o] UI Field - EA is provided on the screen for the unit of issue.

[p] ITEM NAME Field - Enter the name of the predominant property in the batch.

[q] UNIT PRICE Field - Enter the unit price based on one of the two following methods:

1. The following table provides the unit price. The extended price equals the unit price multiplied by the number of DTIDs contained in the batch-lot.

FOR BATCH-LOTS CONTAINING ONLY DTIDs WITH AN EXTENDED DOLLAR VALUE OF:	THE AVERAGE UNIT PRICE WILL BE:
\$.01 - \$ 10.00	\$ 4.00
\$.01 - \$ 20.00	\$ 8.00
\$.01 - \$ 35.00	\$ 12.00
\$.01 - \$ 50.00	\$ 18.00
\$.01 - \$100.00	\$ 34.00
\$.01 - \$500.00	\$100.00
\$.01 - \$800.00	\$150.00

## DRMS-I 4160.14, Volume IV, Chapter 2

2. If the table above does not accurately reflect the value of the batch-lot, you are authorized to compute the actual average unit price. This can be done by adding the total number of items in the batch-lot and dividing that figure into the total dollar value of items in the batch-lot.

[r] DEMIL Field - Enter the DEMIL Code.

[s] CHLG Field - No data entry for the Challenge Code, bypass.

[t] PERF Field - Enter the DEMIL Performed Code as needed.

[u] SHC Field - Enter the Special Handling Code as needed.

[v] MSC Field - Enter **J** for retail sale, **L** for local sale, **N** for national sale or **X** to bypass screening.

[w] ACTN Field - The Action Code is entered by the system after the unit price is entered.

[x] ACCT Field - Enter the Accounting Code.

[y] DUP Field - Enter depreciated unit price if documented by the generator or bypass the field and DAISY computes the adjusted unit price (UP).

[z] DESC Field - To enter a description, enter **Y** for yes. If no description is needed, enter **N** for no.

[aa] SITE Field - Enter the site code.

[ab] LOCATION Field - Enter the location.

(d) After the data entered in the BASIC RECEIPT Screen is accepted by DAISY, the screen is overlaid with a request for additional information entitled, "SINGLE CYCLE - LOCAL SALES" or "SINGLE CYCLE - NATIONAL SALES." Make the following entries:

[1] **ACCUMULATION NBR Field** - Enter the following information after the accumulation number has been established.

[a] Four position Property Location RIC (PLR) already provided.

[b] Enter single position numeric for fiscal year.

[c] Enter MSC - **L or N**.

[d] Enter two position accumulation number.

[2] **SALES IFB NBR Field** - Use the IFB number from the Property List (DLA Form 1366A) received from the Sales Office.

[3] **SALES IFB ITEM NBR Field** - Enter if known, otherwise leave blank.

[4] **TYPE SALES CODE Field** - This data entry is made by the system after the SALES IFB NBR is entered.

(e) After input, file the summary DTID and the individual DTIDs of the batch-lotted items in the source document file according to the following options:

[1] Option 1 - File the summary DTID (with attachments) in a separate source document file established solely for batch-lotted property. Sequence this file by date and serial number of the summary DTID.

[2] Option 2 - File the summary DTID (with attachments) in the normal source document file. Use of this

option does not relieve the DRMO of its responsibility to provide requested information on batched items to inquiring generating activities.

(f) Issues during building phase. While a batch-lot is building, issues may be made to R/T/D customers if they present an approved issue document. The issue document will contain the batch-lot number in the STOCK ID field. Hold this document until the batch-lot is closed and the XR1 is input to the system. Then, process an issue transaction against the batch-lot using the date the batch-lot is closed as the date of issue. After closing a batch-lot, partial or total issues can be made.

(2) **Generator Prepared batch-lots.** Detailed criteria are in DoD 4160.21-M, Chapter 3. The special handling exclusions identified in this chapter apply.

(a) Batch-lotted property shall be collected by condition code, in a standard tri-wall container, box pallet, or other suitable container. The total acquisition value of the entire batch lot may not exceed \$2500.

[1] Option 1 - Collect by FSC, unit price of \$100 or less. Each container shall bear only those items of the same FSC.

[2] Option 2 - Collect by FSG, unit price of \$50 or less. Each container shall bear only those items of the same FSG.

[3] Option 3 - Collect without regard to FSC or FSG, unit price of \$35 or less. Because of special processing needs, eligible navy Supply Operation Assistance Program (SOAP) and Intra Fleet Supply Support Operation Team (ISSOT) items shall be batched under this option in individual ship lots regardless of the number of containers/pallets involved.

(b) The generating activity will provide a DD Form 1348-1 series document with the following minimum data to accompany each box/pallet:

[1] Rp 8-11 - predominant FSC (DAISY will not accept FSGs, FSCs must be used).

[2] Rp 12-16 - BATCH

**NOTE:** When Option 3 is selected, the FSC must be 9999.

[3] Rp 23-24 - LB.

[4] Rp 25-29 – Actual number of pounds.

**NOTE:** Rp 23-29 are optional. If blank, enter EA in rp 23-24 and the quantity in rp 25-29.

[5] Rp 30-44 - Document number assigned by the generating activity. Must contain the DoD Activity Address Code in the first six positions, or other identification of the generating activity when a DoDAAC has not been assigned. Where a DoDAAC has not been assigned, rp 30 must be a MILSTRIP Assigned Service Code (alpha) and rp 36 through 44 must include the Julian date and a serial number.

[6] Rp 65 - DEMIL code **A** for non-MIL/CCLI or **B** for MIL/CCLI not requiring DEMIL. Use **B** for SOAP/ISSOT activities. In the ZI, items with DEMIL Codes **B** and **Q** may be batched together (DEMIL Code **B** on cover DTID). Overseas generating activities may batch DEMIL Code **B** and **Q** items together. When commingling MIL/CCLI no-DEMIL required items DEMIL Code **B** must be used.

[7] Rp 74-80 - Unit price (total value must not exceed \$2500.). Total value of the batch-lot will be placed on the DTID by the generating activity.

[8] Block A - Shipping point. DoDAAC or activity in-the-clear address. For SOAP/ISSOT activities, record the name of the generating activity.

## DRMS-I 4160.14, Volume IV, Chapter 2

[9] Block B - Ship to DRMO, DoDAAC or activity in-the-clear address.

[10] Block E - Total acquisition value of the lot.

[11] Block AA-GG - CERTIFICATION: "I certify that this lot is in compliance with current disposal policy." Follow this statement with the date, signature and printed or typed name of the certifying officer.

(c) Upon receipt of batch-lots prepared by generating activities, including SOAP/ISSOT, make an inspection for obvious violations of the above criteria. When unauthorized property is found in the lot, request the generating activity to retrieve the unauthorized items. Keep a memorandum for record (MFR) of this action on file. If a generating activity does not remove unauthorized items and/or persistently violates the above criteria, the DRMO is authorized to refuse the turn-in until all unauthorized property is removed. (Keep an MFR of this action on file for 90 days.)

(d) Input a receipt transaction for a generating activity, including SOAP/ISSOT prepared batch-lots for usable property. Select the "Usable" or the "Downgrade" screen to input generator prepared batch-lots.

[1] Enter the quantity.

[2] For the unit of issue, enter LB.

(e) Filing options for the DTID for generator-prepared batch-lots is the same as Option 1 for DRMO batch-lots. See paragraph D5d(1)(e), this chapter.

(f) Input a downgrade transaction for property batched by the generating activities or for property batched by the DRMO that qualifies for retail sale. For batch-lotted property transferred to retail sale, count the number of individual items (not DTIDs) and enter the number in Block S of the DTID. Input property which cannot be identified to a specific SCL as SCL H13 (Misc, Scrap). Sell it as miscellaneous scrap, or SCL H24 (Unsegregated Scrap) if further segregation is considered desirable. Input the downgrade receipt transaction (see paragraph E3), this chapter.

### 6. Chemical Defense Equipment (CDE).

a. Declared hazardous, scheduled for ultimate disposal (UD) and having DEMIL requirements. (See DoD 4160.21-M, Chapter 10, Attachment 1 and DRMS-I 4160.14, Volume VII, Chapter 2 and Supplement 4, for additional, important information.)

(1) Prepare the receipt transaction (see paragraph B7, this chapter), with the following **exceptions**:

(a) HM/HW Field - Enter Hazardous Waste Code **W**.

(b) DEMIL CHLG PERF Field - Enter DEMIL Code **D**.

(c) SHC Field - Bypass this field.

(d) MSC Field - Enter Material Screening Code **X**.

(e) ACTN Field - Action Code, Enter **A**.

(f) ACCT Field - Accounting Code, Enter **A**.

(2) Do not DEMIL.

(3) When the contractor has removed the property for UD, input the issue transaction (see chapter 7, paragraph E5d, this instruction) with the following **exceptions**:

(a) PERF Field - Enter DEMIL Performed Code **4**.

(b) ACTN Field - Action Code, Enter **P**.

(c) Accounting Code - Enter **Q**.

b. Declared hazardous, scheduled for UD with no DEMIL requirements. Input the receipt transaction (see paragraph B7, this chapter), with the following exceptions:

(a) SHC Field - Enter Special Handling Code **D**.

(b) MSC Field - **P**.

(c) ACTN Field - Action Code, Enter **P**.

(d) ACCT Field - Accounting Code, Enter **Q**.

c. Non-hazardous and no DEMIL required. Input the XR1 (see paragraph B7, this chapter).

7. Coast Guard Property. If it is in the physical custody of the Coast Guard, input the XR1 according to paragraph B7, this chapter, with the following exception: SHC Field - enter Special Handling Code **J**. If it is in the physical custody of the DRMO, input the receipt transaction (see paragraph B7, no Special Handling Code).

8. Dangerous Items. Input the receipt transaction (see paragraph B7, this chapter), with **one exception**: SHC Field - enter Special Handling Code **W**.

9. Defective Property. Defective property is property not meeting military, Federal or commercial specifications as required by military procurement contracts. Identification of defective property is a service intended primarily for DLA because, unlike the military service depots, DLA does not have a maintenance activity which can mutilate defective property. Defective property has two categories, Category 1 (CAT 1) and Category 2 (CAT 2).

a. Store CAT 1 and CAT 2 property in a separate location from other property and store separate from each other. Mark CAT 1 and CAT 2 property clearly to indicate the category of defective property sorted therein. Indicate "MUST BE MUTILATED" on CAT 1 signs. Indicate "CANNOT BE REUTILIZED BY ORDER OF ITEM MANAGER" on CAT 2 signs.

b. Input the receipt transaction (see paragraph B7, this chapter), with the following **exceptions**:

(1) SHC Field - Enter Special Handling Code **W** for CAT 1; **T** for CAT 2.

(2) MSC Field - Enter Material Screening Code **X**.

(3) ACTN Field - Action Code, Enter **A**.

(4) ACCT Field - Accounting Code, Enter **A**.

c. Defective property is identified on the Safe Alert/Latent Defect List.

d. Process CAT 1 or 2 property that is hazardous material or waste according to paragraph D14, this chapter.

**NOTE:** Do not R/T/D/S CAT 1 property. Instead, mutilate and schedule for abandonment and destruction or ultimate disposal, as required.

10. DEMIL Property

## DRMS-I 4160.14, Volume IV, Chapter 2

**NOTE 1:** For small arms weapons, see DLAR 7510.3, Control of Small Arms by Serial Number, and chapter 10, this instruction for serial number control procedures.

**NOTE 2:** For items assigned Disposal Condition Code X (salvage) and requiring DEMIL, see paragraph E5a, this chapter. See DRMS-I 4160.14, Volume VII, Instructions for Demilitarization at the DRMOs, and DoD 4160.21-M-1, Defense Demilitarization Manual, for additional information.

**NOTE 3:** See attachment 3, this chapter, for FSCs for MLI/CCLI that must be reported with a valid NSN. See DoD 4160.21-M, Chapter 3, paragraph B.

a. Property held by the generating activity for DEMIL, but entered on the DRMO record for screening.

(1) Inspect the property and process the receipt.

(2) Input the receipt (see paragraph B7, this chapter), with the following exceptions:

(a) DEMIL Field - Enter the DEMIL Code from the DTID; must be DEMIL required. See Supplement 1 for the code listing.

(b) CHLG – DEMIL Challenge Field. Initiate a DEMIL challenge if appropriate. See DRMS-I 4160.14, Volume VII, Chapter 2, for detailed information on the DEMIL challenge process.

(c) PERF – DEMIL Performed Field. Enter the DEMIL Performed Code if appropriate.

(d) SHC Field - Bypass this field.

(e) SITE Field - Enter the alpha for the site and # to indicate that the property was received in place.

(3) After the generating activity completes DEMIL, the residue is turned in to the DRMO accompanied by the remaining copies of the original DTID and DEMIL accomplished certification. Downgrade the residue to scrap using the procedure in paragraph E3, this chapter.

b. Property requiring DEMIL and in the custody of the DRMO. Input the receipt (see paragraph B7, this chapter), with the following exceptions:

(1) DEMIL Field - Enter the DEMIL Code from the DTID. Must be DEMIL required (see Supplement 1 for code listing).

(2) SHC Field - Enter Special Handling Code 2.

**NOTE:** If unclassified non-AEDA property requiring DEMIL is determined by DRMO receiving personnel to be in S disposal condition and should be processed to scrap, input the XR1 with Action/Accounting Codes AA and MSC X. Disposal Condition Code S will not process on an XR1 (usable property receipt). After DEMIL is performed, downgrade the property to scrap.

(3) LOCATION Field - Enter the security location for small arms weapons/parts; actual location for other property.

c. When a Special Handling Code for DEMIL (2 or 3) and another Special Handling Code are both applicable to the same receipt input, enter the Special Handling Code for DEMIL in the SHC Field.

d. If an item is input as DEMIL Code **A** or **B** and rejected because it is DEMIL Code **F** in the Federal Logistics Information System (FLIS) formerly called MDB or TIR, return the item to the generator. Do not reaccept until the generator either performs the required DEMIL or provides specific, written DEMIL instructions. When the instructions are provided, select the appropriate code for input.

e. If the DEMIL Code is **G**, you are not authorized to accept physical custody. For systems input, use Special Handling Code **3** to indicate that physical custody will be maintained by the generating activity, i.e., property is received in place.

f. Defective artillery cartridge and shell cases should be input as DEMIL **D**.

11. Drugs/agriculture commodities. Input the receipt (see paragraph B7), this chapter, no Special Handling Code. Do not accept physical custody of drugs, biologicals and controlled substances.

12. Explosive and Acid Contaminated Property. This type property may not be accepted by the DRMO. The DRMO may provide a sales service with the appropriate sale clauses.

13. Property Found in DRMO. Property "Found in DRMO" is either not identifiable to any DTID number, or has NSN/DTID identity but is not listed in the current inventory. If this type property is acceptable for turn in to the DRMO, investigate to find the origin of the property and to determine what previous actions were recorded in the accountable record, e.g., screening, adjustments, etc. To assist in the investigation, DRMS Form 1841, Found in DRMO, may be used to record information. Process the items as follows:

**NOTE:** Property returned by a non-DoD customer will be processed under this category. This includes RCP property returns. Use the RCP DTID number in the letter provided to the customer by DRMS-LMIR. See chapter 7, this instruction, paragraph H4, for additional information.

a. Item not identifiable to any DTID or DTID number. If research fails to determine an accountable activity, prepare a DD Form 1348-1A. Process the item as a new receipt. Input the receipt (see paragraph B7, this chapter), except that DAISY assigns the DTID number.

b. Item with NSN/DTID identity, but not listed in current accountable record. Research the accountable record to determine if the item previously received required screening.

(1) If research reveals the item did not receive required screening or was never processed into the inventory, process it as a new receipt and give full screening time. Input the receipt (see paragraph B7, this chapter).

(2) If research reveals the item previously received the required screening, process it directly to sales. Do this by processing an XR1 (see paragraph B7, this chapter), with the following exception: MSC Field - Enter Material Screening Code **X**.

c. When the DEMIL Code is not known, request the DRMO's host activity or a nearby generating activity to assist in assigning the proper DEMIL Code. For all "Found in DRMO Property", prepare DTID and include the statement "Found in DRMO" and related circumstances in the remarks section of the DD Form 1348-1 series document.

**NOTE:** If the type property is not suitable for turn in to a DRMO, notify the host activity to take possession of the property.

14. Hazardous Material/Hazardous Waste. Hazardous property is identified by the HM or HW in block C of DD 1348-1 or block 4 of DD 1348-1A.

a. Hazardous property that is eligible for R/T/D screening and sales. Input the receipt (see paragraph B7, this chapter), with the following exceptions:

(1) STOCK ID Field - Enter the NSN. If no NSN is assigned, it is mandatory that an LSN be assigned as follows:

(a) Enter the FSC (four positions).

(b) Enter the NCB Code (two positions).

## DRMS-I 4160.14, Volume IV, Chapter 2

(c) Enter abbreviated descriptive data, e.g., PCB (one to seven positions).

(2) HM/HW Field - Enter Hazardous Material/Hazardous Waste Code **M or W**.

(3) MSC Field - Enter the appropriate Material Screening Code (see attachment 1, this chapter).

b. Hazardous property that is not eligible for R/T/D or sales. These items are defined in DRMS-I 6050.1, Environmental Compliance for the DRMS Hazardous Property Program. Input the receipt (see paragraph B7, this chapter), with the following exceptions:

(1) STOCK ID Field - Enter the NSN. If no NSN is assigned, it is mandatory that an LSN be assigned. See paragraph D14a(1), this chapter, to construct an LSN.

(2) HM/HW Field - Enter Hazardous Material/Hazardous Waste Code **M or W**.

(3) SHC Field - Enter Special Handling Code **D**.

(4) MSC Field - Enter Material Screening Code **P**.

(5) ACTN Field - Enter Action Code **P** for hazardous property sent directly to ultimate disposal. This also applies to unused hazardous property that has the appearance of being tampered with or opened.

(6) ACCT Field - Enter **Q** for hazardous property sent directly to ultimate disposal.

c. Property not eligible for R/T/D, but is eligible for sales. If a known market for the property does not exist, or if the property fails to sell, process for disposal via service contract.

(1) The following property belongs to this category:

(a) Contaminated used or contaminated spent solvents (40 CFR 261.31).

(b) Contaminated used or contaminated spent solutions, sludges and residues as listed in 40 CFR 261.31.

(c) Any container or inner liner removed from a container that has been used to hold any product defined as acutely hazardous under 40 CFR 261.33 (e) that has been triple rinsed with an appropriate solvent or other scientifically approved method.

(2) Prepare the XR1 (see paragraph B7, this chapter), with the following exceptions:

(a) STOCK ID Field - Enter the NSN. If no NSN is assigned it is mandatory that an LSN be assigned. See paragraph D14a(1), this chapter, to construct an LSN.

(b) HM/HW Field - Enter Hazardous Material/Hazardous Waste Code **M or W**.

(c) SHC Field - Enter Special Handling Code **D** only if no market exists or if the property fails to sell and property is scheduled for UD.

(d) MSC Field - Enter Material Screening Code **X**, or enter **P** if Action Accounting Codes are **PQ**.

(e) ACTN Field - Enter Action Codes **A** for hazardous property with sales potential. Enter **P** for hazardous property with no sales potential or that has failed to sell. Then schedule this property for UD.

(f) ACCT Field - Enter **A** for hazardous property with sales potential. Enter **Q** for hazardous property with no sales potential.

d. Hazardous property scheduled for UD in the Base Operating Supply System (BOSS) will automatically change record status due to the BOSS/DAISY Interface. The codes and definitions are as follows:

(1) Record Status Code **D**: Hazardous property in ultimate disposal status, awaiting disposition.

(2) Record Status Code **E**: Hazardous property for which a delivery order or one-time contract has been requested.

(3) Record Status Code **G**: Hazardous property for which a delivery order has been issued and a copy has been received at the DRMO.

15. Defense Working Capital Fund (DWCF) Activity Property formerly Industrial Funded Property.

a. This type property is identified by the Industrial Fund Code that must be placed on the DTID by the generator when the property is reported to the DRMO. The appropriate code and the prefix for the different services should be recorded as follows:

57X.4930 Air Force

21X.4930 Army

17X.4930 Navy and Marine Corps

b. Additional information on DWCF is in DRMS-I 4160.14, Volume II, Chapter 8. Input the receipt (see paragraph B7, this chapter), with **one exception**: SHC Field - Enter Special Handling Code **S**.

16. Iranian Assets (IA). The generating activity must indicate on the DTID that the property is IRANIAN NON-TITLED ASSETS (INTA) or IRANIAN TITLED ASSETS (ITA). Input the XR1 (see paragraph B7, this chapter) with the following exception: REIMB Field - Enter 1, for reimbursement required. IA may be batch-lotted provided the batch lot only contains INTA or ITA **and** the documentation indicates that reimbursement is required. Questions may be referred to DRMS-U at DSN 661-5825, 661-5927 or 661-5967. Questions may also be referred to DRMS-L at DSN 661-4784.

**NOTE:** IA is not eligible for donation.

17. Live Animals. Input the receipt according to paragraph B7, this chapter. Enter item description in DESC FIELD. Do not accept physical receipt of this type property.

18. Military Assistance Program (MAP) Property

a. MAP property is defined as previously DoD-owned property or material that was furnished to any country or international organization on a grant aid basis under or held in a MAP ownership account. When such property is released to a DLA disposal activity, process directly to sales. However, permit Federal screeners to screen this property before sales action, using available disposal transaction registers and inventory-on-hand listings. Do any resultant transfers on a reimbursable basis. MAP property may not be cannibalized unless approval has been received from the Department of State. MAP property cannot be donated. If a significant delay exists between the time the property is declared excess and when the item is to be inspected by DRMO personnel, process the item into the accountable record through the MAP Property Pending Inspection Suspense File. If no delay exists, input the receipt on an XR1 transaction.

b. The DTID or advance notice of turn-in must contain minimum MAP identity data as follows:

(1) The first position of the DoDAAC will be service code **B, D, K, P** or **T**.

(2) The second and third positions of the DoDAAC is a two-position Country Activity Code found in DoD 4000.25-8-M, DoD Military Assistance Program Address Directory.

## DRMS-I 4160.14, Volume IV, Chapter 2

- (3) Julian date (usually in positions 7 through 10 of the DTID number).
- (4) Sequential serial number in positions 11-14 of the DTID number.
- (5) Identification of generator.
- (6) MAP account number.

### c. MAP Property Pending Inspection Suspense File

(1) The MAP Property Pending Inspection Suspense File identifies property declared excess by the host country, on site and not inspected by DRMO personnel. Upon notification by the host country that MAP property is pending inspection, input an XR4 (MAP Property Pending Inspection) transaction. To access the screen for the XR4 transaction input, select DRMO WAREHOUSING MAIN MENU from the DRMO DAISY Menu. From that menu select CONTROL UNPROCESSED RECEIPTS. From the "RECEIPTS" Menu select MAP PENDING INSPECTION. Input the receipt (XR4) (see receipt transaction format in paragraph B7, this chapter), with the following **exceptions**:

(a) Site Loc Field - Enter the site location (one position) followed by a # (pound sign) to indicate that the property is received in place.

(b) Stor Loc Field - Enter the storage location (9 positions).

(c) Daisy POC Field - Enter the name of the DAISY Point of Contact.

(d) Tele Number Field - Enter the telephone number of the DAISY Point of Contact.

(2) After input of the XR4 transaction, the item is listed on the MAP Property Pending Inspection Listing.

(3) After physically inspecting the MAP property, verifying the accompanying turn-in documentation and accepting accountability, input an XR1. Following the input of the XR1, delete the item from the MAP Property Pending Inspection Suspense File.

d. MAP Property Received at the DRMO. This procedure is for MAP property that is in the custody of the DRMO or for property that has been received in place but was inspected with no delay. Input the receipt (see paragraph B7, this chapter), with the following exceptions:

(1) DT\_REC Field - Enter the Julian date when accountability for MAP property was accepted. The date of receipt must reflect the actual day the property was inspected by the DRMO. While the declaration date is to be entered as the date of receipt of the XR4 transaction, the date of receipt for all XR1 transactions is when the MAP property is physically inspected and accountability is accepted.

(2) REIMB Field - Enter Reimbursement Code **1** or **2** if authority has been granted not to reimburse MAP account.

(3) SHC Field - 7 (Automatically entered by DAISY based on the DoDAAC beginning with B, D, K, P or T).

(4) MSC Field - Enter Material Screening Code **8**.

(5) ACTN Field - Enter Action Code **A**.

(6) ACCT Field - Enter Accounting Code **A**.

**NOTE:** MAP property is not donable, however transfers may be made to federal screeners. See NOTE, paragraph C, this chapter, to add the property to an accumulation.

19. MAP Funded Military Assistance Advisory Group (MAAG) Administrative Property, Including Vehicles. Input the receipt (see paragraph B7, this chapter), with the following **exceptions**:

- a. REIMB Field - Enter Reimbursement Code **1**.
- b. SHC Field - 7 (Automatically entered by DAISY based on the DoDAAC beginning with B, D, K, P or T).
- c. MSC Field - Enter Material Screening Code **8**.
- d. ACTN Field - Enter Action Code **A**.
- e. ACCT Field - Enter Accounting Code **A**.

**NOTE:** MAAG property is not donable, however transfers may be made to federal screeners. See NOTE, paragraph C, this chapter.

20. Mutilation Required Property. Input the receipt (see paragraph B7, this chapter), with the following exception: SHC Field - Enter Special Handling Code **X**.

21. National Aeronautics and Space Administration (NASA) Property. Input the receipt (XR1) see paragraph B7, this chapter, with the following exception: SHC Field - Enter Special Handling Code **L**.

22. Non-donable Property from State Agencies for Surplus Property (SASP). DRMOs may provide disposal support to GSA for the disposal of Federal surplus property that SASPs are unable to donate. SASPs are required to comply with DoD turn-in procedures. Input the receipt (see paragraph B7, this chapter).

- a. DTID\_NBR Field - Enter the DTID number provided by the SASP. The first two positions of the DTID must be the state's numeric code. The third position is **X**. The remaining 11 positions may any alpha/numeric combination, but must be filled.
- b. MSC Field - Enter Material Screening Code **X**.
- c. ACTN Field - Enter Action Code **A**.
- d. ACCT Field - Enter Accounting Code **A**.

23. Nuclear Ordnance Property. Accept nuclear ordnance property with the proper documentation, demilitarization/declassification certificates, (see DoD 4160.21-M, Chapter VIII, paragraph B71 and DRMS-H 4160.3, Volume I, Chapter XVII, paragraph F3). Input the receipt (see paragraph B7, this chapter), with the following exceptions:

- a. DEMIL Field - Enter the appropriate DEMIL Code which should be DEMIL not Required or the DEMIL Code with the appropriate DEMIL Performed Code.
- b. CHLG – DEMIL Challenge Field. Initiate a DEMIL challenge is appropriate. See DRMS-I 4160.14, Volume VII, Chapter 2, for detailed information on the DEMIL challenge process.
- c. PERF – DEMIL Performed Field. Enter the DEMIL Performed Code as appropriate.
- d. SHC Field - If the property is going on a service contract, input Special Handling Code **D**, otherwise leave blank.
- e. MSC Field - Enter the Material Screening Code **X**, or **P** if the property is going on a service contract.
- f. ACTN Field - Enter Action Code **A**, or **P** if the property is going on a service contract.

## DRMS-I 4160.14, Volume IV, Chapter 2

g. ACCT Field - Enter Accounting Code **A**, or **Q** if the property is going on a service contract.

**NOTE:** If this property is not put on a service contract, see NOTE in paragraph C, this chapter.

24. Radioactive Items. (See DoD 4160.21-M, paragraph B87, for detailed information.) Input the receipt (see paragraph B7, this chapter) with the following **exception**: SHC Field - Enter Special Handling Code **5**. Do not accept accountability or custody of radioactive waste.

25. Ships, Combatant. (Identified as warships in the International Traffic in Arms Regulation.) Includes all ships listed on the Naval Vessel Register. See DoD 4160.21-M, Chapter 4, Attachment 5. Input of combatant ships to the accountable record at the DRMO is prohibited except for MAP property. Reporting of combatant ships for sale is done by the Chief of Naval Operations, Department of the Navy to DRMS-LM. Accompanying each ship reported will be a letter stating that this ship is on the Naval Vessel Register. Refuse erroneous turn-ins.

26. Ships, Noncombatant

a. Includes all ships, boats and craft not listed on the Naval Vessel Register, see DoD 4160.21-M, Chapter 4, Attachment 6. Turn-ins of noncombatant ships, listed in Attachment 6, are done by the Department of the Navy. These turn-ins are accompanied by a letter stating that the item is not on the Naval Vessel Register. Accept these turn-ins. Input the receipt transaction (see paragraph B7, this chapter).

b. This also includes ships, boats and craft not listed in DoD 4160.21-M Chapter 4, Attachment 5 or Attachment 6. Accept these turn-ins. Input the receipt (see paragraph B7, this chapter). For additional information and assistance, contact DRMS-LM.

27. Small Arms. This includes small arms and small arms end items. Small arms are defined as "handguns; shoulder-fired weapons; light automatic weapons up to and including 50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder-fired; and individually operated weapons that are portable and/or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft." See chapter 10, this instruction, for guidance on input to the Small Arms Serialization Program (SASP).

**NOTE:** Based on the Defense Appropriation Act for 1996 (PL 104-61) the Office of the Secretary of Defense established a Moratorium on Small Arms. The moratorium directs the DRMO not to accept turn-ins of M-1 Carbines, M-1 Garand rifles, M-14 rifles, .22 caliber rifles, or M-1911 pistols. See DRMS-I 4160.14, Volume VII, Chapter 3, paragraph L, for detailed information on the moratorium requirements.

a. Accomplish receipt of accountability of small arms weapons as either a complete weapon or an incomplete weapon. They will not be mixed on a DTID. Incomplete weapons may be accepted with the Supply Condition Code (SCC) of **F** (unserviceable - reparable) or SCC of **G** (unserviceable - incomplete) with all missing parts listed. If missing parts are not listed, reject the item on DRMS Form 917, Property Disposal Reject/Advice, stating that the NSN is for a whole item only and does not apply to the item turned in.

**NOTE 1:** Physical receipt of small arms end items is currently allowed only at an activity with an approved weapons storage area.

**NOTE 2:** The use of an XR3 for demilitarized small arms is prohibited. Small arms demilitarized by the generating activity before turn-in will be turned in as scrap. See paragraph E2, this chapter.

b. For small arms end items, input the receipt transaction (see paragraph B7, this chapter), with the following exceptions:

(1) SAIC Field - Enter Small Arms Indicator Code of **S**.

(2) MSC Field - Enter Material Screening Code **S**.

(3) ACTN Field - Enter Action Code **N**.

(4) ACCT Field - Enter Accounting Code **A**.

(5) Seq Serial Number Screen - This screen appears after all the basic data entries are made and the screen operator enters F9. Enter the serial numbers for the property turned in on each DTID. This is a mandatory data entry.

28. Term Contract Sales of Usable Property

a. Usable items such as drums, furniture, etc., may be received and removed against a term contract. For these types of items, input the receipt transaction (see paragraph B7, this chapter), with the following exceptions:

(1) REIMB Field - Enter Reimbursement Code **1** if abandoned, privately owned property. Otherwise leave blank.

(2) SHC Field - Enter **S** for industrial fund activity property; **F** for abandoned privately owned property; otherwise blank.

(3) MSC Field - Enter Material Screening Code **X**.

(4) ACTN Field - Enter Action Code **A**.

(5) CCT Field - Enter Accounting Code **A**.

b. The DTID should be annotated/stamped **TERM**.

c. Move usable property generated and applied against a term sale contract directly to the merchandising cycle (see Note in paragraph C, this chapter).

**E. RECEIPT OF SCRAP.**

See DoD 4160.21-H, Defense Scrap Yard Handbook, for additional information on scrap handling.

1. Processing of the DTID. Process as indicated in paragraphs B1 through B6, this chapter.

2. Property Turned in to the DRMO as Scrap (XR2)

**NOTE:** The use of an XR2 for NSN/LSN-identified property is prohibited.

a. For input see the SCRAP RECEIPTS Screen in DAISY Warehousing. To access this screen, first select DRMO WAREHOUSING MAIN MENU from the DRMO DAISY Menu. Next, select RECEIPT FUNCTIONS from the Warehousing Menu. Finally, select the SCRAP RECEIPTS Screen. The data entries will be as follows:

(1) DTID NBR Field - Enter the DTID number.

(2) SCL/SCT NBR Field

(a) Enter L or T.

(b) Enter the three position SCL Code. Must be a valid SCL Code.

(c) Enter the two position Site Code.

(d) Enter the DEMIL Code.

## DRMS-I 4160.14, Volume IV, Chapter 2

(3) DT\_REC Field - Enter the date of receipt (8 positions).

(4) SCRAP WEIGHT Field - Enter the scrap weight (1-8 positions).

(a) When scrap is weighed upon receipt, attach either the stamped weight ticket or DRMS Form 146, Weight Ticket, to the source document (DD Form 1348-1 series document). Record the vehicle registration number instead of the license number. If weight tickets are not produced by the scale, weight may be recorded on the DTID and initialed by the receiver.

(b) A witness is not required when weighing scrap on receipt, except for those SCLs specified in DRMS-I 4160.14, Volume VIII, Chapter 4.

(5) REIMB Field - If the property is reimbursable, enter 1. If it is not reimbursable, bypass the entry by pressing "enter".

(6) DEMIL Field - Enter the DEMIL Code from the DTID except for the following property. (See DoD 4160.21-M-1, Appendix 4, Category III, for additional information.)

(a) Input expended artillery cartridge cases as DEMIL **B**.

(b) Input expended small arms cartridge cases as DEMIL **E**.

(c) CONUS activities are authorized to use DEMIL Performed Code **9** for small arms cartridge cases (DEMIL **E**). Overseas activities are required to DEMIL small arms cartridge cases.

**NOTE:** If the DRMO desires to commingle scrap in one SCL Code accumulation that is both DEMIL Code B - MLI, DEMIL not required and DEMIL Code A - non-MLI - then the XR2(s) for the non-MLI must be identified as DEMIL Code B.

(7) SHC Field - Enter the Special Handling Code as needed. If no SHC applies press "enter" to bypass this field.

(8) ACTN\_CD Field - The Action Code will be constant, **K**.

(9) ACCT\_CD Field - Enter the Accounting Code, normally **D**. (Enter **F** if receipts are from another DRMO, or **G**, if receipt is for VSF from recovery of SCL P06, hypo solution.)

(10) SITE Field - Enter the Site Code (2 positions).

(11) LOCATION Field - Enter the storage location if it is not already displayed (9 positions).

b. If the property requires reimbursement, display a FUND CITE screen. Make the following entries:

(1) FUND CITATION Field - Enter either the fund citation provided by the generator or enter the check mailing address for the generator in the following field:

(2) CHECK MAILING ADDRESS Field

c. After the system has accepted all the data entries, the scrap moves directly to sales.

d. For each individual pile or bin of scrap, prepare a sign or placard showing the scrap record under which that particular pile of scrap is recorded in the accountable record (e.g., SCL: D1D - Scrap Classification; **A1** - Site/Location Code; **A** - DEMIL Code).

e. Ensure that all scrap material turned in is accompanied by proper turn-in documentation; however, small quantities of salable scrap turn-ins should not be refused for the lack of a DTID. In this case, process scrap

property such as small quantities of waste paper, cardboard, cartons, ferrous metals and nonferrous metals received without documentation into your DRMO inventory using a DRMS Form 18, Scrap Tally In, for each SCL, site location, DEMIL Code and DAISY assigned DTID number (UCN). Use the DAISY assigned DTID number (UCN) for preparation of XR2(s) as quantities warrant, or at the close of each week regardless of quantity. DRMS Form 18 need not be signed in the "RECEIVED BY" block until the form is completed showing "Total Pounds," either during the week indicated or at the close of the week. The "Date Received" is the date the DRMS Form 18 is signed.

f. You may use DRMS Form 18 to tally in scrap received with DTIDs when there are numerous receipts to the same SCL Code. Assign a DAISY DTID number (UCN). Summarize each DTID, attach to the DRMS Form 18 and keep on file to provide an audit trail.

**NOTE:** The use of an XR3 for demilitarized small arms is prohibited. Receive small arms demilitarized by the generating activity before turn-in as scrap. The generator will delete all references to types or quantities of small arms or their serial numbers from the DTID before the DRMO accepts accountability for the scrap. Process an XR2 into the accountable record.

### 3. Usable NSN/LSN Identified Property Downgraded to Scrap Upon Receipt (XR3)

***a. Property turned in with Supply Condition Code Q, regardless of dollar value, will be downgraded to scrap upon receipt (XR3) using SCL/SCT CSI and will be mutilated. 17 Feb 04***

b. Property turned in with Supply Condition Codes **F, G or H**, regardless of dollar value, may be downgraded to scrap provided it meets the following requirements:

(1) It was turned in under an identifiable NSN or LSN, does not require special handling e.g., hazardous or DEMIL, not selected for HAP and,

(2) It is either obsolete, non-reportable, or printed material having no utilization or donation potential and has value **only** as scrap.

c. Batteries. Large volumes of batteries make it impractical to account for each battery as an individual line item. Only lead acid batteries may be downgraded to scrap. This may be done on receipt. However lead acid batteries should be downgraded to scrap only when a known/potential sales market exists. If the batteries are downgraded to scrap and are not sold, DRMS must fund for disposal. Because of the hazardous component in these batteries (i.e., the electrolytic acid), the batteries are not to be commingled with other scrap items. If the batteries cannot be reutilized, transferred, recycled for precious metals, or sold as scrap, they must be upgraded for service contract removal. **Specifically exempt from downgrade to scrap are lithium, nickel-cadmium and mercury batteries.**

d. A batch-lot may be downgraded provided:

(1) It was prepared by the DRMO and contains only items in Federal Condition Codes **FS, GS or HS**, or

(2) It was prepared by the generating activity and contains only items in Supply Condition Codes **F, G or H**.

e. Processing of the DTID includes verification of downgrade approval by signature of the DRMO Chief or the designee on the cover DTID. For downgrade approval authorizations, see chapter 6, attachment 1, paragraph 5, this instruction.

f. Material received as usable/NSN identified property and immediately downgraded to scrap/ transferred to retail sale, (see paragraph E3a, this chapter), may be received and downgraded individually on an (XR3). To make the data entries, select the DRMO WAREHOUSING MAIN MENU from the DRMO DAISY Menu. Next select RECEIPT FUNCTIONS. Finally select the DOWNGRADES UPON RECEIPT Screen. Input the XR3 as follows:

(1) DTID NBR Field - Enter the DTID number.

## DRMS-I 4160.14, Volume IV, Chapter 2

(2) STOCK ID Field - Enter the NSN. If DAISY recognizes the Federal Stock Class (FSC) it displays the item name in the BASIC DOWNGRADE Field. If the property was turned in with an LSN, enter the FSC, the NATO Codification Bureau (NCB) Code, and descriptive data using at least three characters.

(3) DT\_REC Field - Enter the date of receipt.

(4) HM/HW Field - Enter the Hazardous Material/Hazardous Waste Code if applicable.

(5) REIMB Field - Enter 1 if the property is reimbursable, if non-reimbursable, bypass this field.

(6) DAC Field - Enter the Disposal Authority Code.

(7) FCC Field - Enter the Supply Condition Code. The Disposal Condition Code (**S**) is provided by the system.

(8) If the STOCK ID Field was filled with an LSN, the following fields must be completed:

(a) PMIC Field - Enter the Precious Metals Indicator Code or bypass.

(b) PIL/SEN Field - Enter the Pilferable/Sensitive Code or bypass.

(c) SAIC Field - No data entry, bypass.

(d) ADPE Field - Enter the Automation Resources (AR, formerly AE) Code or bypass.

**NOTE:** If the STOCK ID Field was filled with an NSN, the fields in 8a and 8d may be automatically filled by the system.

(9) QTY Field - Enter the quantity (1-5 positions).

(10) UI Field - If blank, enter the appropriate unit of issue (2 positions).

(11) ITEM NAME Field - Automatically filled if NSN was entered, otherwise enter the item name from the DTID (1-29 positions).

(12) UNIT PRICE Field - Automatically filled if NSN was entered, otherwise enter the unit price in dollars or dollars and cents (1-12 positions).

(13) DEMIL Field – If a good NSN is entered and the system displays a blank field or an **X**, the system may require you to initiate a DEMIL challenge. Otherwise enter the DEMIL Code from the DTID.

(14) Enter the DEMIL Performed Code if appropriate or bypass.

(15) SHC Field - Enter the Special Handling Code if appropriate or bypass.

(16) DUP Field - Enter the Depreciated Unit Price if provided by the generator or bypass. When this field is bypassed, the system computes the Adjusted Unit Price (AUP).

(17) DESC Field - Enter N if no description is required. Enter Y if a description is required.

(18) After the data for the basic downgrade is entered, the system displays four additional fields requiring data entries:

(a) SCL/SCT NBR Field

(1) Enter L or T.

(2) Enter the three position SCL Code. Must be a valid SCL Code.

(3) Enter the two position site code.

(4) Enter the DEMIL Code.

(b) SITE Field - Enter the site code.

(c) LOCATION Field - Enter the storage location.

(d) WEIGHT Field

(1) Enter the scrap weight (1-8 positions). This entry is in pounds unless the SCL is for V-coded scrap. The weight for V-coded scrap will be recorded in grams. Manual calculations required before data entry to the system.

(2) When scrap is weighed upon receipt, attach the weight ticket to the source document (DD Form 1348-1 series document). If a weight ticket is not produced, note the weight on the DD Form 1348-1 series document and initial by receiver.

(3) A witness is not required when weighing scrap on receipt except for those SCLs specified in DRMS-I 4160.14, Volume VIII, Chapter 4.

g. Batch Processing DTIDs for Property Eligible for Downgrade on Receipt, XR3.

(1) DTIDs for property eligible for downgrade on receipt may be accumulated and batched for downgrade processing based on the basic material content of the property, i.e., SCL/SCT, when certain restrictions are followed.

(2) The restrictions for batch processing DTIDs for property that is eligible for downgrade to scrap on receipt will consist of the same criteria used for batch-lotting usable property. See subparagraphs D5b and D5c, this chapter, for the criteria for batch-lotting. The DTIDs will be grouped according to SCL/SCT.

(3) Preparation of the summary DTID for the eligible property in each SCL/SCT will follow the same steps as the summary DTID for a batchlot for usable property with one exception. The exception for the summary DTID for batch processing of the DTIDs for an XR3 transaction is the requirement to annotate the SCL/SCT on the screen print of the summary DTID in the Location Field.

(4) The batched DTIDs will be attached to the summary DTID and filed in the source document file.

4. Usable Property Downgraded to Scrap/Transferred to Retail Sale After Receipt (DWN)

a. You may DEMIL items in Disposal Condition Code **X** (salvage) and requiring DEMIL after the XR1 has processed into the accountable record provided the item has no reutilization or sale value. Use Action/Accounting Codes **AA** and **MSC X** on the XR1 for these items. This causes the item to bypass screening. **Munitions List Items (MLI) requiring demilitarization must be demilitarized before downgrading.**

b. Receive property requiring mutilation (e.g., M151s, gamma goats, Category 1 of Defective Property) on an XR1 and then downgrade, as appropriate, only after mutilation is complete. Mutilation must be certified by the "two-man rule". After mutilation is complete, this property may be referred for sale. Property requiring mutilation may also be referred for sale when mutilation is a condition of sale.

**NOTE:** Do not downgrade hazardous materials to scrap except as provided in paragraph E3b, this chapter.

c. Non-reportable excess repair parts or components of combat weapons, vehicles and equipment that have no commercial sales value other than for basic material content may be downgraded to scrap after completion of appropriate non-reportable screening and any required demilitarization.

## DRMS-I 4160.14, Volume IV, Chapter 2

d. Precious metals bearing materials. (The following does not apply to property requiring DEMIL.) Downgrade items to scrap that contain precious metals and for which sale is determined not to be in the Government's best interest. See DRMS-I 4160.14, Volume VIII, for specific guidance.

e. See chapter 5, paragraph B, this instruction, for additional information concerning the downgrade process and prescribed source documents for the downgrade transactions.

f. Input of the downgrade transaction. If it is determined that usable property is eligible for downgrade to scrap, due to poor sales experience, precious metals recovery, or other reasons, (see DoD 4160.21-M, Chapter 7, paragraph B2) input the referral transaction according to the DAISY Menu "REFERRAL TO SCRAP/RETAIL SALE". To access this menu select MARKETING MENU from the DRMO DAISY Menu. Next select REFERRAL PROCESSES from the MARKETING Menu. Finally select REFER FOR DOWNGRADE from the REFERRAL PROCESSES Menu. Process the downgrade as follows:

(1) DTID NUMBER Field - Enter the DTID Number. After the DTID number has been entered, the system displays a screen with the basic data on that item.

(2) JUSTIFICATION CODE Field - Enter the Justification Code. After the Justification Code is entered and the transaction is saved, the system generates a DWR, Downgrade Request transaction. The DTID is held in the "Pend" file until the downgrade has been completed and then the system generates a DWN, Downgrade After Request transaction. After receipt of the DTID, the system generates a DWD, Gain from Downgrade.

### 5. Commingling of MLI, No DEMIL Required CCLI and Non-MLI

a. To commingle non-MLI (Code **A**) and MLI, no DEMIL required (Code **B**) property at the time of performing a downgrade, input DEMIL Code **B** in the downgrade transaction for the **A** DEMIL-coded items. For example, if an item is recorded as a DEMIL Code **A**, input DEMIL Code **B** on the XR3 transaction to record the resultant scrap accumulation in a DEMIL B scrap record. (Items recorded as DEMIL Code **B** cannot be input with DEMIL Code **A**.) When DEMIL Codes **A** and **B** are commingled, the entire accumulation must be processed with the same restrictions as MLI (DEMIL Code **B**) scrap.

b. When DEMIL has been performed to the extent that the property can no longer be identified as MLI; i.e., no usable MLI component parts remain intact, use DEMIL Performed Codes **1, 3, 5 or 7**. The scrap record for these DEMIL Performed Codes will have a DEMIL Code **A**; e.g., SCL D1D A0A. To commingle such property with DEMIL Code **B** scrap, use the corresponding even-numbered DEMIL Performed Code that would identify the property as MLI residue. For example, if an item that normally has a DEMIL Performed Code **1** is to be commingled with DEMIL Code **B** scrap, your DRMO would use DEMIL Performed Code **0**. (See DEMIL Performed codes at supplement 1.)

### 6. Property Not Segregated/Classified at Time of Downgrading Action (XR3)

a. Process items being expended to scrap that have not been segregated/classified at the time of receipt or downgrade into the account under SCL H24 or T24. Route these items to the scrap segregation area to be sorted and properly classified.

b. When segregation of SCL H24 or T24 is completed and the resulting segregated property is moved to the proper storage area, determine the weight and record it using the SCRAP BREAK DOWN Screen. To access this screen, select DRMO WAREHOUSING MAIN MENU from the DRMO DAISY Screen. Next select STORAGE FUNCTIONS. Finally select SCRAP BREAK DOWN Screen. To record the weight in the accountable record, make the following data entries:

(1) SCL/SCT NUMBER - Enter the Property Location RIC.

(2) CURRENT WEIGHT Field - System enters the current weight.

(3) LOSING WEIGHT Field – Enter losing weight.

(4) Follow the screen prompts and complete the remaining fields except for the last two fields. The system will compute the data for the TOT WGHT Field entry and the REMAINING Field entry.

c. When the quantity adjustment is entered, the system enters the appropriate Type Transaction Code and adjusts the accountable record.

**NOTE 1:** SCL H13 records indicate miscellaneous scrap received, accounted for and removed.

**NOTE 2:** Input packing and waste residue resulting from downgrading action, which has no utilization/sales potential, to SCL B00.

**NOTE 3:** Use DRMS Form 1978 to record scrap breakdown. See chapter 5, paragraph K, this instruction.

7. Resource, Recovery and Recycling Program (RRR Program). Account for scrap not physically received and sold by term contract on a "wash post" basis. The XR2 records the receipt and the XS0 records the total proceeds received. The XR2 and XS0 should be processed in the same cycle or day with the quantity received and quantity delivered on the XR2 and XS0 respectively being equal. If material is physically received, normal sales posting actions may be employed, i.e., XR2 and XS0 for term sales and XR2, XS8, XS9 and XS0 for other sales methods. See chapter 5, attachment 3, this instruction, for information on reimbursement for recycled property.

8. Creating New Storage Locations for a Scrap Accumulation. At time of input, a scrap record can be entered to an existing scrap pile or to a new scrap pile.

a. If the scrap record is intended for an existing scrap pile, after you enter the SCL/SCT Number, the Site Location Field automatically fills with the assigned site location for the existing/open scrap pile. Complete the record with the remaining data entries.

b. If the scrap record is intended for a new scrap pile, enter the new SCL/SCT number. DAISY displays a message stating that the record does not exist and asks, "Do you wish to add?". If you enter Y for yes, the system opens a new scrap pile and the cursor moves allowing you to enter the remaining data. If you enter N for no, the system returns the cursor to the SCL/SCT number so that you can enter a different number and then proceed with the remaining data entries.

c. Press F9 to add the information to the accountable record.

9. Relocation of Property Records, Scrap and Usable. To change the location of a scrap or usable record, input the new location to the RELOCATE PROPERTY SCREEN. To access this screen, select the DRMO WAREHOUSING MAIN Menu from the DRMO DAISY Menu. Then select the STORAGE FUNCTIONS Menu. Finally, select the RELOCATE PROPERTY SCREEN. This screen can be used to change the location of usable or scrap property. To change the property location, make the following data entries:

a. DTID/SCL/SCT/Prelot Number Field - Enter the DTID number or the SCL/SCT Code. If the property is in the accountable record and is not in **Z** record status, the system displays data for the following fields: Qty On Hand; Inv. Item Name; and Stock ID or weight if scrap.

b. Site/Storage Location Field - Enter the new location by typing over the current location.

c. To complete the data entry press F9. If more locations need to be added, press F7 and type the next location, press F9 to add. Continue until all locations have been added.

## F. STANDARD RECEIPT PROCESSING

1. To establish or confirm the date when a property accumulation is closed, a transaction termed an Accumulation Release Transaction (ART) has been developed. The ARD/ESD is established automatically based on the date of the ART. This transaction is input as needed, one for each accumulation. This is necessary to

## **DRMS-I 4160.14, Volume IV, Chapter 2**

update the inventory in the accountable record. This transaction should be input on the **last Friday** of the accumulation.

2. To input data for the ART, see paragraph A6, this chapter for detailed guidance.
3. Site/Storage Location Changes. To change the site or storage location, see paragraph E9, this chapter.
4. To freeze property use the ADD, MODIFY & CANCEL FREEZES Menu. This menu can be accessed from the DAISY RTD Menu. See chapter 7, this instruction, for procedures for data input to this menu. See supplement 1, this instruction, for definitions of the Freeze Codes.

**NOTE:** If you want to change the accumulation close date, use the ACCUMULATION RELEASE TRANSACTION (ART) Screen. (The accumulation close date can only be changed on an accumulation that is still open.) This screen can be accessed by selecting the MARKETING Menu. Next enter "10" at the Selection prompt. (Two more options will appear.) Select the ACCUMULATION RELEASE TRANSACTION Screen. The new date for the accumulation release must be a future date and it must be scheduled for a Friday. If an ART is input with a different accumulation release date, it changes the ESD for all items in the accumulation, regardless of record status. Follow the screen prompts. The transaction is complete when the word "updated" appears in the upper right hand corner of your screen.