



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO DLMSO

July 24, 2003


MEMORANDUM FOR: SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed DLMS Change (PDC) 108, Mandatory Identification of Controlled Inventory Item Code (CIIC) on Transfers to DRMO (Supply/MILSTRIP)

We are forwarding the attached proposed change to DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), and DOD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated Component position. The interface requirement relating to this proposed change is shown to assist in your internal coordination. However, omission of such a requirement does not relieve you of the responsibility to assure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLMSO not later than **45** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen.hilert@dla.mil or Ms. Vermella Saváge, DOD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or e-mail: vermella.savage@dla.mil. Others please contact your Component designated representative.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(L)SCI
LMI

PDC 108, Mandatory Identification of CIIC on Transfers to DRMO

1. ORIGINATOR:

- a. **Service/Agency:** DRMS Business Support Office (DRMS-BA)
- b. **Originator:** Guy Stutzman, DRMS, DRMS-BA (Business Support)
- c. **DLA Supply PRC:** Mr. Bob Vitko, J-332

2. **FUNCTIONAL AREA:** Supply - Systems, policies, and procedures of all DOD or Federal Civil Agencies turning excess personal property in to disposal activities for final disposition will be affected by this change.

3. REQUESTED CHANGE:

- a. **Title:** Mandatory Identification of CIIC on Transfers to DRMO

b. **Description of Change:** This change requires mandatory identification of the CIIC on the Defense Turn-in Document (DTID), DD Form 1348-1A or DD Form 1348-2. Additionally, the heading for block 9 is revised and instructions for block 15 are updated. Changes are identified by *bold italics* and strikeouts.

- c. **Procedures:**

(1) Revise entry instructions for block 9 in DOD 4000.25-M, Appendix 3.49, Transfers to Disposal, to read as indicated.

Block 9 Enter applicable controlled inventory item code which describes the *classified and/or sensitive or security/pilferage* classification of the shipment from DOD 4100.39-M (FLIS Procedures Manual), volume 10, chapter 4, table 61. (*Mandatory entry, inclusive of Code U to denote unclassified materiel.*)

(2) Entry instructions for block 15 are revised as indicated.

Block 15 Enter the shelf life, ~~if appropriate; otherwise leave blank.~~ of the item. Enter "SL" (for shelf life) followed by applicable shelf-life code from DOD 4100.39-M (FLIS Procedures Manual), volume 10, chapter 4, table 50. Shelf-Life Code 0 indicates a nondeteriorative shelf-life period.

(3) Revise the heading of block 9 on the pre-printed DD Form 1348-1A. Revise to read "CIIC" in lieu of "PS."

d. Alternatives: None identified.

4. REASON FOR CHANGE:

Current heading of block 9 of the DD Form 1348-1A is PS for pilferable or sensitive. At the time the Controlled Inventory Item Code (CIIC) was established to cover classified as well as pilferable or sensitive property using one major heading, the form was not revised accordingly. The definition of the CIIC covers the 3 categories but the DD Form 1348-1A does not correspond. Although the narrative policy for the CIIC indicates it is a mandatory field, not having an obvious location for placement on the form has resulted in several turn-ins of property in conditions that is not authorized for DRMS disposal processing. This heading is not complete and results in mishandling of excess personal property. Changing the heading of block 9 to CIIC leads the DD Form 1348-1A originator to review all the categories under the CIIC and understand that property that may be classified or have classified components, such as Communications Security (COMSEC) property, cannot be turned in for handling as pilferable or sensitive, but must have all COMSEC characteristics removed. Currently there is no obvious block on the DD Form 1348-1A to indicate the security classification of an item. This change provides consistency with entry instructions for the DD 1348-1A under Appendix 3.48, Materiel Release, with the exception that the entry for shelf life will not be mandatory.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages: This change will result in more accuracy in completing disposal actions for controlled inventory items and reduce correction costs and potential for property being erroneously released to unauthorized individuals/entities.

b. Disadvantages: Disadvantages are in the area of not making the change. Historical records show that improper turn-ins and receipts of unauthorized property have resulted in items being found by investigative activities that were released to denied individuals/ organizations and have led to possibilities of national security issues.

6. IMPACT:

a. Data Content/Procedures: Requires change to MILSTRIP/DLMS and Service/Agency systems and procedures. Preprinted and electronic forms will require updating.

b. Publication(s):

(1) DOD 4160.21-M will be revised to be compatible with this change. Draft update is currently in process.

(2) Revision to DRMS-I 4160.14, Volume II, Chapter 2, paragraph U (Controlled Cryptographic Items)

(3) Revision to DRMS-I 4160.14, Volume II, Chapter 4, paragraph B24 (Cryptologic Communication)