



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO J627

February 21, 2012

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 460,  
Revises DLMS Supplement 869C, Requisition Cancellation, and Associated  
Procedures in Support of Reutilization Business Integration (RBI) (Supply)  
(Staffed as PDC 440)

The attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS) is approved for implementation March 2012. DLA Disposition Services is requested to provide the actual implementation date for the cancellation functionality to be added subsequent to the RBI go-live date. The updated DLMS Supplement will be posted to the DLA Logistics Management Standards Web at [www.dla.mil/j-6/dlmso/elibrary/TransFormats/formats.asp](http://www.dla.mil/j-6/dlmso/elibrary/TransFormats/formats.asp) within 5 days from the above date.

Addressees may direct questions to Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676 or DSN 427-0676, or email: [Ellen.Hilert@dlm.mil](mailto:Ellen.Hilert@dlm.mil). Others must contact their Component designated Supply PRC representative.

DONALD C. PIPP  
Director  
DLA Logistics Management Standards

Attachment  
ADC 460

cc:  
ODASD(SCI)

**ADC 460**  
**Revises DLMS Supplement 869C, Requisition Cancellation, and**  
**Associated Procedures in Support of RBI**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

a. **Technical POC:** DLA Logistics Information Service Agency-LAR, J6B,  
269.961.5723

b. **Functional POC:** DLA Logistics Information Service Agency-LAR, J6B,  
269.961.5635

**2. FUNCTIONAL AREA:**

a. **Primary/Secondary Functional Area:** Supply/Logistics

b. **Primary/Secondary Functional Process:** Delivery Notification

**3. BACKGROUND:** The DLA Disposition Services is a worldwide presence within the Department of Defense, with disposal specialists in 14 foreign countries, two U.S territories, and 39 states. DLA Disposition Services' mission is the execution of disposition solutions for excess military property. The Reutilization Business Integration (RBI) project will replace the Defense Reutilization and Marketing Service (DRMS) Automated Information System (DAISY) by integrating DLA Disposition Services business processes within the DLA enterprise suite of applications, including the Enterprise Business System (EBS).

a. **Intent of the transaction:** The DLMS 869C Requisition Cancellation is used to cancel customer requisitions from DLA Disposition Services. With the inclusion of the RBI functionality in EBS, this transaction needs to be updated to include passing a Disposal Turn-In Document (DTID) number. Additionally, there are unique procedures required to ensure that the document number used for a cancellation submitted from a Component supply system matches the document number employed by DLA Disposition Services.

b. **Scenario for which the transaction is used:** Under RBI, when a requisition is cancelled or partially cancelled by a customer, the DTID Number must to be added to the inbound DLMS 869C Requisition Cancellation transaction. EBS will have logic in place that will help to identify the order that needs to be either cancelled or partially cancelled based on the customers requisition document number and the DTID Number.

c. **Procedures, transactions, data elements, processing details in use today:** The 869C is currently used by EBS. The transaction needs to be updated to include the DTID Number to ensure the correct cancelled requisitions are identified and processed in EBS. This will be done by using both the customer requisition document number and the DTID Number to locate the requisition.

#### 4. PROPOSED CHANGE(S):

**a. Requested change in detail:** If a DLA Disposition Services customer cancels a requisition, a cancellation notice is generated and sent to EBS via the DLA Disposition Services Reutilization/Transfer/Donation (RTD) Web Application (for reutilization orders) or via the GSA Surplus Property Program Web Application (for transfer and donation orders). Since all DLA Disposition Services requisitions that occur for useable items require a DTID, the DTID Number needs to be sent as part of the cancellation so that EBS can verify the correct DTID inventory record is updated based on the cancellation received. Significant updates subsequent to proposal staffing are highlighted in yellow.

#### **b. Proposed procedures:**

(1) RTD customers have the option to cancel a requisition prior to receiving the requisitioned DLA Disposition Services inventory. In this situation, the RTD customer will log into the RTD or GSA web application to view the existing sales order. When a DLA Disposition Services customer generates a cancellation for a requisition, a cancellation will be sent to EBS along with the DTID Number for the item that is being cancelled. EBS will use the DTID Number as well as the requisition document number to identify and cancel the requisition. EBS will adjust its inventory accordingly, based on the cancelled quantity of the requisition.

(2) The customer may cancel an entire order (applicable to one or more DTID Number values) or a portion of the order (specific DTID Numbers from among multiple DTID Numbers applicable to the original order). RTD or GSA web applications must send a separate cancellation transaction for each DTID Document Number cancelled.

**(3) Customer Submission of Cancellation via Service/Agency Supply System Subsequent to Supply Status.** When the original requisition is submitted from a Service/Agency supply system (using either DLMS or legacy MILSTRIP format), it is processed first by the RTD Web. When the requested quantity is available, but the requisition quantity exceeds the quantity associated with a single DTID Number, the RTD Web must suffix the customer's document number to create separate DLMS 511R requisitions for each DTID Number until the quantity is satisfied. This suffixing of the document number is necessary under the RBI business rules because property is controlled at the DTID level and multiple DTIDs cannot be associated with the document number alone. The RTD Web then forwards the updated requisition transactions, now reflecting the suffix code and DTID Number, to DLA Disposition Services (EBS) for processing. DLA Disposition Services will provide supply status for each document number suffix reflecting the associated DTID Number. Customer cancellations subsequent to receipt of supply status citing a document number suffix code may be prepared using the applicable document number/suffix code combination from the supply status. However, Component supply systems may also cancel requisitions by quantity alone, requiring the RTD Web to determine the appropriate suffix/DTID combinations to cancel. **Staffing Note:** Capability to process cancellations by document number and quantity, may not be available for the initial implementation in March, but will be added as post-go-live functionality.

**Staffing Note.** Use of the suffix code as described above is not consistent with MILSTRIP suffixing to identify split shipments. However, the DLA Disposition Services requires accountability down to the DTID level and only supports a single occurrence of the DTID for each document number. The originally proposed RTD procedure to generate unique document numbers for each DTID Number was not considered acceptable since these document numbers

would not be recognized by the Component's supply system creating a disconnect between the original requirement/due-in and the DLA Disposition Services response/shipment. The use of suffix codes in the manner described above will leverage existing Component legacy system processing to recognize and retain suffix codes provided via supply status and will simultaneously create the one-to-one relationship necessary. More extensive redesign is not feasible. Suffixing by document number to uniquely identify each associated DTID is, therefore, employed here as a less intrusive business model for RBI.

(4) Component modernization applications shall be designed to retain the DTID Number provided on the DLMS supply status (870S) so that it may be perpetuated to the cancellation when canceling a requisition when so desired. The DTID Number will be treated as optional from the Component supply system, but will be mandatory between RTD and EBS.

**Staffing Note to DLA Disposition Services:** The RTD-assigned DTID Number cannot be perpetuated to the legacy supply status format. Additionally, Component implementation of DLMS will not occur in the near term, and will result in the optional inclusion of the DTID; therefore, a customer cancellation may reflect the supply status identified document number/suffix code combination or document number and quantity cancelled, and not the specific DTID Number. The RTD Web must be able to accommodate the missing DTID Number and determine applicable suffix codes if not perpetuated on the customer's cancellation. Where the customer cancellation is based upon quantity, the RTD Web may need to generate multiple DLMS 869C transactions to separately identify each suffix code/DTID combination to accommodate the quantity cancelled.

(5) Local Stock Numbers (LSN) and Unit of Use under RBI

(a) Cancellations may use the LSN assigned for materiel identification.

This is applicable when property turned in to DLA Disposition Services cannot be identified by a National Stock Number (NSN).

(b) If an item is turned in to the Disposition Services Field Office, and the receiver identifies an NSN for the item, but the item is less the FLIS Unit of Issue, the receiver will create a new LSN by replacing the first character of the NIIN with an "R". This form of LSN for Unit of Use will not be visible to the customer during the ordering or cancellation, as it is provided for intra-DLA use. The property will be identified by its NSN for RTD. The Unit of Use Indicator will define the quantity and unit of measure as applicable to unit of use.

c. **Alternatives:** None identified. The DTID Number needs to be added to the transaction in order to successfully cancel DLA Disposition Services requisitions. If not provided by the customer, RTD will determine the applicable value.

**5. REASON FOR CHANGE:** If a DLA Disposition Services customer cancels a requisition, a cancellation notice is generated and sent to EBS via the RTD Web (for reutilization orders) or via GSA (for transfer and donation orders). Since all requisitions for DLA Disposition Service customers require a DTID, this information needs to be sent as part of the cancellation so that EBS can identify the correct line item and make the necessary inventory adjustments based on the cancellation received.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages (tangible/intangible):** Adding the DTID Number to the cancellation transaction will ensure that the correct line item from the original RTD or GSA requisition is cancelled. By allowing the customer to cancel by document number and quantity, DLA can select the most appropriate DTIDs for cancellation, e.g. those not yet shipped or stored at a greater distance.

**b. Disadvantages:** There are no disadvantages to adding the DTID Number to the transaction.

**7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT:** The DTID Number will be passed on the transaction.

**8. ADDITIONAL COMMENTS TO CONSIDER:** Not Applicable

**9. NOTE ANY REGULATIONS OR GUIDANCE:** Updates will be made to the DOD 4160.21-M.

**10. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** March 2012 (with enhancement to support transactional cancellation by document number and quantity, to be provided subsequent to go-live DLA Disposition Services is requested to provide notification of the implementation date for this functionality).

**11. IMPACT:**

**a. Publications:**

- (1) Requires update to DLMS 869C as shown at Enclosure 1.
- (2) Requires update to DOD 4000.25-M, DLMS, as shown at Enclosure 2.

**b. Automated Information Systems (AIS):**

- (1) DLA: Impacts EBS and DSS
- (2) GSA – GSA Surplus Property Program
- (3) Service AIS: Under modernization, Components should adopt the capability to cancel requisitions from DLA Disposition Services by document number/suffix code and DTID combination when considered appropriate for the Component.

**c. DLMS Data.** There are no new or revised data elements associated with this change. The existing data element for DTID Number is added to the DLMS 869C.

**Enclosure 1, DLMS Supplement Revisions**

	<b>Location</b>	<b>869C Revision</b>	<b>Reason</b>
1.	Introductory Notes	<p>Add <b>ADC 460</b> to Introductory notes:</p> <p>- <b>ADC 460, Revises DLMS Supplement 869C Requisition Cancellation, and associated Procedures in Support of Reutilization Business Integration (RBI)</b></p>	To identify DLMS changes included in the DLMS Supplement.
2.	1/ BSI07/20	<p>Revise DLMS Note as shown:</p> <p><b>Transaction Set Purpose Code</b> ZZ Mutually Defined DLMS Note:</p> <ol style="list-style-type: none"> <li>When included, the quantity and unit of measure values associated with this transaction are applicable to the unit of use.</li> <li>Authorized DLMS enhancement under DLA industrial activity support agreement. Refer to ADC 381.</li> <li><b>Authorized DLMS enhancement for DLA Disposition Services requisition cancellations. Refer to <b>ADC 460.</b></b></li> </ol>	Expands authorized use to DLA Disposition Services.
3.	2/REF04-01/105	<p>Add new qualifier W1 as shown:</p> <p><b>W1 Qualifier Identifying Disposal Turn-In Document Number (DTID)</b> DLMS Note:</p> <ol style="list-style-type: none"> <li><b>This is a unique number to identify property turned into a DLA Disposition Services Field Office. Use in conjunction with the controlling requisition document number identified in REF01 code TN, to identify the DTID associated with the property being cancelled by a DLA Distribution Services customer.</b></li> <li><b>The DTID Number is required when cancelling a requisition from DLA Disposition Services via DLA Disposition Services' Reutilization/Transfer/Donation (RTD) Web Application or GSA Surplus Property Program Web Application. <b>The DTID Number value should also be accommodated in Component supply systems preparing the cancellation under DLMS business rules.</b> Use a separate requisition cancellation for each DTID Number associated with the customer requisition document number being cancelled.</b></li> <li><b>When there is no Suffix Code associated with the customer's Document Number, enter the correlating DTID in the REF04-02. If there is a Suffix Code, then enter the DTID in the REF04-04.</b></li> <li><b>DLMS enhancement; refer to <b>ADC 460.</b></b></li> </ol>	<p>Supports RBI; clarifies usage.</p> <p>Adding the DTID at both levels of the composite data element enables X12 compliance in the presence, or absence, of a suffix code for the requisition cancellation document number.</p>



	Location	869C Revision	Reason
4.	2/REF04-03/105	<p><u>Add new qualifier W1 as shown:</u></p> <p><b>W1 Qualifier Identifying Disposal Turn-In Document Number (DTID)</b>  <b>DLMS Note:</b></p> <ol style="list-style-type: none"> <li><i>This is a unique number to identify property turned into a DLA Disposition Services Field Office. Use in conjunction with the controlling requisition document number identified in REF01 code TN, to identify the DTID associated with the property being cancelled by a DLA Distribution Services customer. The DTID Number value should also be accommodated in Component supply systems preparing the cancellation under DLMS business rules.</i></li> <li><i>Use a separate requisition cancellation for each DTID Number associated with the customer requisition document number being cancelled.</i></li> <li><i>When there is no Suffix Code associated with the customer's Document Number, enter the correlating DTID in the REF04-02. If there is a Suffix Code, enter the DTID in the REF04-04.</i></li> <li><b>DLMS enhancement; refer to ADC 460.</b></li> </ol>	<p>Supports RBI; clarifies usage.</p> <p>Adding the DTID at both levels of the composite data element enables X12 compliance in the presence, or absence, of a suffix code for the requisition cancellation document number.</p>
5.	2/LIN02/50	<p><u>Revise DLMS Note as shown:</u></p> <p>SW Stock Number  DLMS Note:</p> <ol style="list-style-type: none"> <li>Use to identify the local stock number (LSN).</li> <li>Authorized DLMS enhancement under DLA industrial activity support agreement. Refer to ADC 381.</li> <li><b>Authorized DLMS enhancement for DLA Disposition Services requisition cancellations. Refer to ADC 460.</b></li> </ol>	<p>Expands authorized use to DLA Disposition Services</p>
6.	2/LIN02/50	<p><u>Revise DLMS Note as shown:</u></p> <p>FS National Stock Number  DLMS Note:</p> <ol style="list-style-type: none"> <li>Use to identify the NSN.</li> <li>When the unit of use indicator is included (1/BSI07/20=ZZ), the NSN cancelled will be interpreted as a unit of use requirement so that the cancellation may be processed against the associated LSN. The cancelled quantity is expressed in the unit of use for the LSN in lieu of the unit of issue for the identified NSN. Authorized DLMS enhancement under DLA industrial activity support agreement.</li> <li><b>Authorized DLMS enhancement for DLA Disposition Services requisition cancellations. Refer to ADC 460.</b></li> </ol>	<p>Expands authorized use to DLA Disposition Services.</p>

## Enclosure 2, DLMS Manual Revisions

Revise DOD 4000.25-M, Volume 2, Chapter 16, as follows. Paragraph numbering is approximate pending full re-write of this chapter for RBI-related changes.

**NOTE:** Delete current C16.1.2., *Single Line Item Cancellations*. The last sentence “DRMS shall not process mass cancellations.” was moved down to C16.1.4.5.4.

### **C16.1.4.5. Requisition and Materiel Release Cancellation.**

***C16.1.4.5.1. Customer Requisition Cancellations Based Upon RTD Preparation of the DLMS 869C (DIC AC\_), Customer Cancellation Request. Service system customers and RTD Web customers have the option to cancel a submitted requisition prior to receiving the inventory from DLA Disposition Services.***

***C16.1.4.5.1.1. RTD and GSA Web customers may access the RTD or GSA Web application to view existing requisitions and choose to cancel. As a result, a separate 869C, Customer Cancellation Request, will be sent to DLA Disposition Services along with the DTID Number for the item that is being cancelled. When the cancellation involves a unit of use LSN, the 869C will carry the unit of use LSN and the cross-reference NSN. The Unit of Use Indicator will define the quantity and unit of measure as applicable to unit of use. See paragraph 16.6.1. below for assignment and use of LSNs, including Unit of Use LSNs. DLA Disposition Services will use the DTID Number as well as the requisition document number and suffix code, when applicable, to identify and attempt to cancel the order. If no MRO has been generated, the DLA Disposition Services can cancel immediately and adjust available inventory accordingly. If an MRO has been generated to the DLA Disposition Services Field Office and is open, then DLA Disposition Services will attempt to cancel the MRO.***

***C16.1.4.5.1.2. Customer Submission of DLMS 869C Cancellations Subsequent to Transmission of DLMS Supply Status. In certain instances, the RTD Web will be required to generate document number suffix codes as needed to fill the requisitioned quantity using property associated with multiple DTID numbers (see C16.1.4.X.X<sup>1</sup>). Supply status shall be provided under the document number/suffix code combination citing the DTID value associated with each suffix. Therefore, customer cancellations submitted via the DLMS 869C from Service/Agency supply systems may be prepared using the document number and applicable suffix code from the supply status when applicable. Component supply systems may also cancel requisitions by document number and quantity alone, requiring the RTD Web to determine the appropriate suffix/DTID combinations to cancel. The RTD Web would then construct the individual DLMS 869C transactions and forward to DLA Disposition Services<sup>2</sup>.***

***C16.1.4.5.2. MRO Cancellations Requiring an MRO Cancellation Request Transaction. The 940R, MRO Cancellation Request (Transaction Type Code “ND”) will be used to request cancellation of a MRO, and to follow-up on cancellation requests for which there has been no response. The MRO cancellation request can be triggered either by the customer’s submission of an 869C, Cancellation (Transaction Type Code ‘AC’) as described above, or systemically by DLA Disposition Services if required payment is not received or when an item property characteristics***

<sup>1</sup> The exact paragraph number to be determined upon completion of Chapter 16.

<sup>2</sup> Refer to ADC 460. Delayed implementation authorized.



*change affects the customer's eligibility to receive the property, e.g., DEMIL code change. The MRO cancellation request will contain the DTID of the materiel to be cancelled and may contain a Disposition Services Indicator for Cancellation Action Mandatory. Normally systemic cancellations requested by DLA Disposition Services will carry the mandatory cancellation indicator. The Field Office will reply to the 940R MRO Cancellation Request with a 945A, Materiel Release Cancellation Advice (Transaction Type Code 'NR') or Materiel Release Status (Transaction Type Code 'NL'). Upon receipt of the 945A, the DLA Disposition Services will adjust inventory as appropriate. For unit of use LSNs, the 945A will carry the unit of use LSN and the cross-reference NSN. The Unit of Use Indicator will define the quantity and unit of measure as applicable to unit of use. See paragraph 16.6.1. below for assignment and use of LSNs, including Unit of Use LSNs.*

*C16.1.4.5.3. Customer Requisition Cancellation without Submission of 869C, Customer Cancellation Request (Transaction Type Code 'AC') or the Subsequent 940R, Materiel Release Order Cancellation Request (Transaction Type Code 'ND'). DLA Disposition Services allows cancellation of submitted requisitions based upon customer declining the ordered materiel available for pick up at the Disposition Services Field Office. In these instances, the DLA Disposition Field Office shall notify DLA Disposition Services of the cancellation by providing the 945A, Materiel Release Order Cancellation Confirmation (Transaction Type Code NR), which will contain DLMS Cancellation Reason Code D, E, F, G, H, or I, as appropriate. Subsequently, DLA Disposition Services shall communicate requisition status to their RTD Web in order to make the cancellation visible to the customer.*

*C16.1.4.5.4. DLA Disposition Services shall not process mass cancellation requests.”*

### Enclosure 3, Response to PDC Staffing

	Originator	Response/Comment	Disposition
1.	Army	HQDA DCS G-44(S) Concurs with PDC 440 with comment. PDC 440 must be coordinated with PD-LMP for true implication.	Noted.
2.	Marine Corps	This Headquarters has reviewed the subject PDC and concurs as written.	Noted
3.	Air Force	The Air Force concurs with PDC 440 without comments.	Noted.
4.	DLA	<p>Comments provided:</p> <ol style="list-style-type: none"> <li>1. Can a customer assign a 5 digit serial number to the DTID? If so, will the receiver assign a UCN or continue with the 5 digit serial number DTID? If so, will the DTID field contain 15 characters?</li> <li>2. Editorial correction, add “to” where indicated.</li> <li>3. Once the item is cancelled and returned to the inventory in EBS and DSS, where in the disposal cycle will it begin again? E.g. in reutilization, transfer or sales category? How or which system will make this determination using what transaction?</li> <li>4. Visibility of the cancellation would be very helpful in research of supply discrepancy reports.</li> </ol>	<p>1. No. The DTID is field length is 14 positions. The serial number portion of the DTID is 4 positions. Property cannot be requisitioned citing an original DTID that was suffixed by the generator. In that situation a UCN would have been assigned and the UCN would be 14 positions. The UCN would apply to the requisition (mapped to the DTID data field).</p> <p>2. Fixed.</p> <p>3. Once an item is cancelled it will re-enter the disposal cycle it was in when cancelled. This will be done by EBS.</p> <p>4. Noted.</p>
5.	DFAS	No comment.	Noted.
6.	Navy	The Navy concurs with PDC 440 as written and submits no additional changes or amendments.	Noted.
7.	USTRANSCOM	Abstain.	Noted.

	<b>Originator</b>	<b>Response/Comment</b>	<b>Disposition</b>
8.	MILSTRIP Administrator	<p>1. Procedures for MILSTRIP transaction cancellation must be updated to reflect the optional use of suffix codes.</p> <p>2. RTD procedures for transaction-based cancellation must support cancellation by quantity alone. This is a current MILSTRIP functionality. Not all Services incorporate the suffix code in a cancellation.</p>	<p>Updated with Disposition Services concurrence as follows:</p> <p>From the developer:</p> <p>They are accounted for on outbound transactions due to the necessity for Air Force to have a suffix.</p> <p>Changes to in bound transactions from all the other services for partial cancellations and suffix for both GSA would be a post-go-live enhancement.</p>