



Defense Health Agency

TECHNICAL MANUAL

NUMBER 6430.02, Volume 1
July 1, 2022

DIRECTOR, MEDLOG

SUBJECT: Defense Medical Logistics Standard Support (DMLSS)-Volume 1, General and Administrative

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (m), establishes the Defense Health Agency's (DHA) instructions for using the Defense Medical Logistics Standard Support (DMLSS) application. This DHA-TM provides Medical Logistics (MEDLOG) personnel and other DMLSS users with the technical guidance procedures necessary to use the application effectively and efficiently to carry out the mission of medical logistics support. The technical guidance contained in this DHA-TM volumes 1 through 10 are intended for use of the automated information system in support of MEDLOG business including contingency materiel management in the DHA.

2. APPLICABILITY. This DHA-TM applies to the DHA, DHA Components (activities under the authority, direction, and control of DHA), and all personnel assigned, who have need to reference the enclosed technical guidance information for use of DMLSS automated information system.

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (c) through (m), that:

a. DHA will exercise management responsibilities of Military Health System (MHS) MEDLOG functions in the MHS including implementing procedures, administering budgets and performing financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across MHS MEDLOG activities, consistent with guidance from the Assistant Secretary of Defense for Health Affairs.

b. DHA will develop consistent standards for materiel management necessary for programmatic oversight of the Defense Health Program.

c. DHA established DMLSS as the authoritative information system that serves as the feeder system to financially accountable systems for DHA Components and accountable property officers as outlined in Reference (d).

d. DHA Components must use the DMLSS system, as prescribed in Reference (d), for all MEDLOG business functions in the following modules, including, but not limited to: Customer Area Inventory Management, Inventory Management, Equipment Management (EM), Equipment Maintenance, Assemblage Management, Systems Services, and Facility Management. These DMLSS modules provide a processing environment where personnel can accomplish automated processing for: inventorying, ordering, receiving, and issuing of materiel associated with operations, research and support prescribed by the DHA mission.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Director, MEDLOG. When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The requesting activity director or senior leader will submit the waiver request through their supervisory chain to the Director, MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. Cleared for public release. This DHA-TM is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-TM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

9. FORMS

a. Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items is available at <https://www.gsa.gov/reference/forms#>.

b. The following DD forms are available at <https://www.esd.whs.mil/Directives/forms/>

- (1) DD Form 200, Financial Liability Investigation of Property Loss
- (2) DD Form 1155, Order for Supplies or Services
- (3) DD Form 1149, Requisition and Invoice/Shipping Document
- (4) DD Form 1348-1A, Issue Release/Receipt Document

/S/
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Director

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018, as amended
- (d) DHA-Procedural Instruction 6430.04, “Use of the Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for the Medical Logistics (MEDLOG) Enterprise Activity (EA),” December 20, 2019
- (e) United States Code, Title 10, Section 1073c, “National Defense Authorization Act for Fiscal Year 2017,” December 23, 2016
- (f) DHA-Procedural Instruction 6430.02, “Defense Medical Logistics (MEDLOG) Enterprise Activity (EA),” September 27, 2018
- (g) DoD Directive 6000.12E, “Health Services Support,” January 6, 2011, as amended
- (h) DoD Instruction 6430.02, “Defense Medical Logistics Program,” August 23, 2017
- (i) DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, as amended
- (j) DoD Instruction 8510.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” March 12, 2014, as amended
- (k) United States Government Accountability Office Manual, “Federal Information System Controls Audit Manual (FISCAM),” February 2009
- (l) DHA-Procedural Instruction 8100.01, “Information Security Compliance for Defense Health Agency Financially Auditable Information Systems,” January 12, 2021
- (m) Code of Federal Regulation, Title 21, Section 1300

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will assign all DHA Headquarters staff elements and Chief, DHA MEDLOG to implement this DHA-TM in accordance with References (b), (e), and (f).

2. DIRECTOR, MEDLOG. The Director, MEDLOG or designee must perform oversight of the delivery of all MEDLOG business functions at DHA Components in accordance with References (e) through (h).

3. DHA MEDLOG PERSONNEL. DHA MEDLOG personnel must follow the instruction (Customer Support Teams, Divisions, Training, etc.) as appropriate for each volume of this DHA-TM.

4. DHA COMPONENT DIRECTORS. The DHA Component Directors must:
 - a. Ensure military medical treatment facilities (MTF) implement this DHA-TM.
 - b. Ensure compliance with this DHA-TM.
 - c. Ensure the DHA Component Chief, MEDLOG maintains and accounts for all accountable medical and dental property and financial records on the stock record account in DMLSS.
 - d. Use the following DMLSS modules including, but not limited to: Customer Area Inventory Management, Inventory Management (IM), EM, Equipment Maintenance Activity, Assemblage Management, Systems Services, and Facility Management.
 - e. Appoint a DMLSS Systems Administer (SA) in writing; may delegate by-direction signature authority to Chief, MEDLOG as necessary.
 - f. Implement procedures, guidance, and instructions for this DMLSS-TM.

5. DHA COMPONENT CHIEF, MEDLOG. The DHA Component Chief, MEDLOG must:
 - a. Maintain and account for all accountable medical and dental materiel and equipment and financial records as appropriate in DMLSS.
 - b. If designated by Director in paragraph 4.e. of this enclosure, appoint DMLSS SA in writing.

7. DHA COMPONENT DMLSS SA. The DHA Component DMLSS SA must:
- a. Establish, manage and maintain DMLSS user accounts, roles and privileges. The least privilege principle must be followed when creating or modifying user accounts.
 - b. Ensure system backups and maintenance tapes are installed at pre-defined periodic intervals and perform manual backup procedures as necessary and as provided in future DHA-TM DMLSS Volume 2, System Administration.
 - c. Monitor the DMLSS Communications Manager functionality to identify and resolve transmission errors.
 - d. Follow database auditing procedures as defined in DMLSS SA guide.
 - e. Coordinate with the DHA Component, Information Systems to house DMLSS hardware, and install and update DMLSS system software as required.
 - f. Create and manage DMLSS tutorial databases.
 - g. Review DMLSS advisory notices and notify local users as required.
8. DHA PERSONNEL. DHA personnel will utilize instructions provided in this technical manual as needed for DMLSS maintenance, access and/or transactions.

ENCLOSURE 3

PROCEDURES

1. DATA SENSITIVITY AND SYSTEM SECURITY. DMLSS data is for official use only and sensitive information that requires, as a minimum, controlled access protection (Class C2) compliant security mechanisms, procedures, and documentation.

a. System Security. The DMLSS security control policies and procedures are designed to comply with the requirements of a Department of Defense (DoD) Mission Assurance Category II level system and all applicable Defense Information Systems Agency Security Technical Implementation Guidance. This DHA-TM also provides high-level security procedures to minimize risks to the operational environment of the DMLSS system in accordance with Reference (i) and Reference (j).

(1) Security management controls are shared between DHA/Solution Delivery Division (SDD) and the DMLSS operating sites in accordance with Reference (m).

(a) DHA/SDD is responsible for information and application security management of the DMLSS system.

(b) DMLSS sites are responsible for security management related to the local network, infrastructure, and hardware such as user workstations, handheld devices, barcode printers, and Point of Use devices, as well as access control for site assets. Site security management responsibilities include developing a Local Security Plan. The DHA/SDD security plan for DMLSS assets specifies that site security plans and local policies are the responsibility of the site. The DMLSS SA contributes system specific information and security controls to the site Information Assurance Manager for inclusion into the overall organization or base security plan.

(2) DMLSS production servers must be located in a controlled server room. The MTF or server room manager is responsible for all physical and environmental controls for their area including the local physical layout of the computer network, heating and cooling, and ensuring adequate access control for server rooms.

(3) Console access to the DMLSS operating system is limited Joint Medical Logistics Functional Development Center staff. All other access is denied unless coordination with the DHA Global Service Center requires base level intervention.

(4) Each DMLSS user must have a unique account consisting of a username with approved access via Common Access Card (CAC) or a username with password when approved by DHA MEDLOG, to gain access to the application. Access authorization for local users is managed by the local DMLSS SA.

(5) The DMLSS system provides the ability to limit the functions a user is authorized to perform. User Privilege in System Services allows the DMLSS SA and Application Security Managers to assign existing roles by specific user or create specific roles by application for a username. The assignment of roles to users is the responsibility of the site DMLSS SA who is instructed to follow a least privilege principle when creating accounts (see the future DHA-TM Volume 2, "Systems Administration," for further instructions).

(6) The username associated to the CAC used to log into DMLSS is part of the transactional data such as source document control report and within transaction history.

(7) To prevent unauthorized access or unauthorized use of DMLSS, users should log off the DMLSS application when not in use and do not allow others to complete actions using any other than their own login/CAC.

b. Protected Health Information (PHI). The DMLSS application excludes PHI.

2. DMLSS SYSTEM NAVIGATION. The first window to appear after successfully logging on is the DMLSS System - Navigation Window. This window lists modules in DMLSS.

a. Access to Modules. The DMLSS SA must grant user access to modules and roles related to specific functionality within each module. Modules approved for access must appear in bold text.

b. Navigation Window Menu Toolbar. In this window, the toolbar offers: File, View, and Help, each with dropdown menus. The File menu offers a printer setup and the opportunity to choose a default printer. The View option allows users to customize the appearance of the Navigation window. View options include the traditional navigation menu, a navigation bar consisting of icons only, or visibility of both the traditional Navigation menu and Navigation bar. The Help menu is available on the navigation toolbar and the toolbar within each DMLSS module. The Help menu has options for Topic, Links, What's New, and About.

(1) Help Topic. Topic search provides quick help on the specific DMLSS module currently being accessed. The Help by Contents option is an additional tool available only in the module help menus. These search windows contain module specific information and are divided into three tabs: Contents, Index, and Search.

(2) Links. The following Links are present:

(a) DMLSS. By accessing the DMLSS link, users are forwarded to the DMLSS support page.

(b) Electronic Catalog (ECAT). Select this link to access the ECAT portion of the Defense Logistics Agency (DLA) Troop Support Defense Medical Materiel Online website. This website can be used to research and order materiel offered via ECAT.

(c) Joint Medical Asset Repository (JMAR). Select this link to access the JMAR website. Access requires both a CAC and separate login and password. JMAR is designed to obtain, store, and present MEDLOG data across the enterprise for various DoD organizations. Depending on access privileges, JMAR data can be accessed with parameters that pertain to a specific site or across the entire enterprise. DHA Component Operational Support users are granted access to all MEDLOG data assigned to specific commands.

(d) Resource Center. Choose this option then select the eLearning tab followed by the link to Joint Knowledge Online Direct to access the DHA/SDD Resource Center. The Resource Center offers software downloads and training information that includes step-by-step instructions, lesson plans, computer-based training, and electronic learning tools.

(e) DHA Global Service Center. Select this link to access the DHA Infrastructure and Operations User Support webpage. This webpage offers DMLSS and JMAR helpdesk support and contact information.

(3) What's New. This option contains highlights of the release notes, which explain new and updated functionality that has changed since the last system release.

(4) About. This option lists local DMLSS system information. Under the menu bar, click "Help" and select "About." Current release, build number, host name, operating platform, internet protocol address, and server name are listed in this menu. This information is useful when establishing new remote user access or submitting a trouble ticket to the DHA Global Service Center at: 1-800-600-9332 or dhagsc@mail.mil.

c. Module Toolbars. Each DMLSS module has unique toolbars. These dropdown menus include File, Navigate, Utilities, Window, and Help. The Customize Toolbars option allows a user to customize the horizontal toolbar. The settings are specific to the user's login and the computer being used at the time the setting is applied. Only 16 toolbar items may be utilized at a time. Those using this function view frequently used icons not just the default icon.

d. Shortcuts. The following shortcuts are available in the system:

(1) Icons. Modules utilize shortcut icons that are similar to those found in other windows-based programs. Icons are identified with a picture and are shortcuts placed on the horizontal and vertical toolbars for frequently used processes. The horizontal toolbar shortcuts are used to access specific processes within the module. The vertical toolbar shortcuts are used to access specific actions within a process window.

(2) Buttons. Process buttons are available in many of the application windows. Buttons are identified with the name of the process function for which the button is used.

(3) Hot Key. Users can utilize shortcuts called hot keys to access processes by depressing a key or series of keystrokes to access a specific process. These types of shortcuts are found in the Navigate menu following the process name or in the Help menu in the horizontal toolbar.

e. Messages. The DMLSS system displays messages to users for input, output, information, or system errors. Messages to users for input, output, and information are found in the Inbox. System error messages should be reported to the DMLSS SA, or to the DHA Global Service Center at: 1-800-600-9332 or dhagsc@mail.mil.

f. Additional Screen Help. Each application within the DMLSS system contains a Help Topics icon on the vertical toolbar. By selecting one of these icons, a help window appears displaying instructional information associated to the process or function currently open. For example, if the EM Inbox screen is open and the Help Topics icon is selected, an online help window with an overview of the DMLSS/EM – Inbox is displayed.

ENCLOSURE 4

DATA CODES AND ELEMENTS

1. PURPOSE. This enclosure provides a practical, ready reference to data codes and elements used in the system that apply to the accounting, reporting, and requisitioning operations within MEDLOG.

2. SCOPE. These data codes and elements are standardized across the DoD and apply to all DHA medical activities within the limitations provided in each section.

a. Contract Type Codes. The contract type code is used to identify the type of contract or agreement for clarity of its origin since Pharmaceutical and Medical/Surgical contracting officers are accepting contracts and agreements other than Distribution and Pricing Agreements. See the future DHA-TM Volume 3, "Catalog Records," for additional information.

b. Due-In and Military Standard Requisitioning and Issue Procedures Status Codes. Table 1 contains a list of Due-In and Military Standard Requisitioning and Issue Procedures status codes. These codes are also visible in the Table Management Utility located in System Services.

Table 1. Due-In and Military Standard Requisitioning and Issue Procedures Status Codes, Descriptions, and Handling

Due in Status Code	Description	DMLSS Handling
AA	Item Rejected. Quantity exceeds Usage Level.	The status is posted to Status Edits Part III, the due-in status and due-in quantity are updated, and a Due-in Quantity Increase (DQI) or to Cancellation (DQC) transaction is generated.
AB	ECAT Local Control Number and Call Number Updated.	The due-in status is updated, along with the procurement instrument identification number, call number, and estimated shipment date.
AC	Item Accepted and Shipped.	The due-in status is updated.
AF	Second or Subsequent Follow-Up.	This status is applied when the user creates a second or subsequent follow-up.
AK	Follow up to cancellation request.	This status is applied when the user creates a follow-up to cancellation request.

Due in Status Code	Description	DMLSS Handling
AM	Requisition modifier.	This status is applied when the user creates a request to modify any of the following: Advice code, Priority; Required Delivery Date (RDD), Supplementary address, Fund code; Project code, Distribution code, and Signal code.
AR	Item Rejected. Quantity exceeds manufacturer's a location.	The status is posted to Status Edits Part III, the due-in status and due-in quantity is updated, and a DQI or DQC transaction is generated.
AT	Follow-Up.	This status is applied when the user creates a follow-up.
BA	Item being processed for release and shipment.	The due-in status is updated, along with the estimated release date.
BB	Item is back ordered against a due-in to stock.	The due-in status is updated, along with the estimated release date.
BC	Item is back ordered, and a long delay is anticipated. A possible substitute may be furnished with this status. If desired, submit a cancellation for the original requisition and submit a new requisition for the offered substitute.	The due-in status is updated, along with the estimated release date.
BD	Requisition is delayed verifying requirements. Upon completion of review, additional status is going to be provided to indicate action taken.	The due-in status is updated.
BE	Depot/Storage Activity has record of Materiel Release Order but no supporting transaction/record of action taken.	The status is posted to Status Edits Part II. Upon user approval, the due-in record is updated.

Due in Status Code	Description	DMLSS Handling
BF	No record of original requisition. This status is associated with a request for cancellation or follow-up.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, the due-in quantity is set to “0”, and a DQC transaction is generated.
BG	One or more of the following fields have been changed: Stock number, Unit of Issue (UI), and Part number.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, along with the due-in Item Identification (ID), Unit of Purchase (U/P), and U/P price.
BH	Substitute is going to be supplied. Examine UI, quantity, and unit price fields for possible changes. Revise appropriate records accordingly. Additional status is going to be provided.	The status is posted to Status Edits Part II. When the user approves, the due-in status is updated, along with the due-in sub Item ID, U/P, U/P price, and U/P quantity. A local prime/sub relationship is built, and if the ratio is 1 to 1, an IM acceptable equivalent is built. If the user rejects the substitute, an “AC1” transaction is sent to the source requesting cancellation of the order.
BJ	Quantity changed to conform to unit pack or because of allowable direct delivery contract variance; adjust the due-in records accordingly. UI is not changed.	The status is posted to Status Edits Part III, the due-in status and due-in quantity is updated, and a DQI or DQC transaction is generated.
BK	Requisition data elements have been modified as requested.	The due-in status is updated, along with the due-in priority and the estimated shipping date (if provided by the Source of Supply (SOS)).
BL	NOA was forwarded to the CR or FF on date entered in record position 70-73.	The due-in status is updated, and an Estimated Ship Date (ESD) transaction is generated.
BM	Requisition passed to activity in record position 67-69.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated.

Due in Status Code	Description	DMLSS Handling
BN	Requisition being processed as free issue.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, along with the due-in signal code and fund code. The refund code is set to "N." The logistics fund obligation and commitment values are reduced by the total line item value of the order.
BP	Requisition has been deferred per customer instructions.	The due-in status is automatically updated.
BQ	Canceled. Result of cancellation request. Also applies to cancellations resulting from deletion of an activity from the Department of Defense Activity Address Code (DoDAAC) Deobligate funds, if applicable.	The status is posted to Status Edits Part III. The due-in status and quantity updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior fiscal year (FY) Operations and Maintenance (O&M) funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
BR	Canceled in response to Materiel Obligation Validation request.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0", and a DQC transaction is generated. If the order was funded by a prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
BS	Canceled, failure to respond to Material Obligation Validation request.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, the due-in quantity is set to "0", and a DQC transaction is generated.
BT	Requisition received and processed for attempted release and shipment to meet RDD. Further status is going to be provided based on asset availability at the time of release processing. (Applies to Subsistence only.)	This due-in status is automatically updated.

Due in Status Code	Description	DMLSS Handling
BU	Item being supplied against their Foreign Military Sales Case Designator or the Grant Aid Program and RCN.	The status is posted to Status Edits Part I.
BV	Item procured and on contract for direct shipment to consignee. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.	The due-in status is updated, along with the estimated release date, if applicable.
BW	Foreign Military Sales/Grant Aid requisition containing this document number has been received by the International Logistics Control Office and submitted to the supply system. A current ESD is not presently available but must be provided by subsequent status transactions.	The due-in status is updated.
BY	Depot/storage has previously denied the Material Release Order by "DI A6."	The status is posted to Status Edits Part II.
BZ	Requisition is being processed for direct delivery procurement. Additional status will be provided to indicate action taken.	The due-in status is updated.

Due in Status Code	Description	DMLSS Handling
B1	Assets not currently available. The requisition is retained by DLA-Disposition Services for 60 days from date of receipt awaiting possible arrival of assets. For Defense Reutilization and Marketing Office (DRMO) use only.	The status is posted to Status Edits Part I.
B2	Requested modification denied; precluded by status of supply or procurement action.	The status is posted to Status Edits Part III, and the due-in status is updated.
B3	RDD in the original requisition is unrealistic.	The due-in status is updated.
B4	Cancellation request approved. Do not deobligate funds. Billing for materiel or contract termination charges must be made.	The status is posted to Status Edits Part III. The Due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
B5	Action to determine current status and/or improve ESD is being attempted. Further status will be furnished.	The status is posted to Status Edits Part III, and the due-in status is updated.
B6	Materiel applicable to the requisition requested for cancellation has been diverted to alternate consignee.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
B7	Unit price change.	The status is posted to Status Edits Part III. The due-in status is updated, along with the U/P price.
B8	Quantity requested for cancellation not accomplished.	The due-in status is updated.

Due in Status Code	Description	DMLSS Handling
B9	Attempting to cancel per user's request. Do not deobligate funds or delete due-in. Advice of final action will be furnished in subsequent status transactions.	The due-in status is updated.
CA	Rejected.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is reduced by the quantity canceled, and a DQC transaction is generated. If the order was funded by a previous FY O&M fund, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CB	Rejected. Quantity not available by RDD.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CC	Rejected. Non-consumable item. The user's Service is not a registered user. Submit a requisition to the service Inventory Control Point (ICP) for registration action.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CD	Rejected because of errors in the quantity, date, or serial number field.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

Due in Status Code	Description	DMLSS Handling
CE	Rejected. UI cannot be converted.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CG	Unable to identify requested item.	The status is posted to Status Edits Part III. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CH	Rejected. Requisition submitted to incorrect IM module. Research for the correct source and submit a new requisition.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CJ	Rejected, item coded obsolete or inactivated. A possible substitute may be furnished with this status; if desired, submit a cancellation for the original requisition and submit a new requisition for the offered substitute.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CK	Rejected. Unable to procure.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated. If the order was funded by a prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

Due in Status Code	Description	DMLSS Handling
CL	Rejected. Contractors requisition or related transaction is to be processed initially by a Management Control Agency (MCA).	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CM	Rejected. Item is not or is no longer free issue. Submit a new funded requisition with signal code other than D or M.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CN	Rejected. Non-consumable item. The service does not receive requisition support on this item, or the requirement is a non- recurring demand that cannot be satisfied. Support is provided upon submission of a Military Interdepartmental Purchase Request by the service ICP.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CP	Rejected. SOS is local manufacture, fabrication, or local procurement.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CQ	Rejected. Item requested is service controlled.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

Due in Status Code	Description	DMLSS Handling
CR	Rejected. Invalid DI for a Government-Furnished Materiel (GFM) transaction.	The status is posted to Status Edits Part I.
CS	Rejected. Quantity requisitioned is excessive. Partial quantity being supplied.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is reduced, and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CT	Rejected. Review records and resubmit with a new document number.	The status is posted to Status Edits Part I.
CU	Rejected. Unable to procure item requested. A possible substitute may be furnished with this status; if desired, submit a new requisition for the offered substitute.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CV	Rejected. Item prematurely requisitioned.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CW	Rejected. Item is not available, local procurement authorized.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

Due in Status Code	Description	DMLSS Handling
CX	Rejected. Unable to identify ship-to address, or signal code is invalid.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CY	Rejected. Unable to procure item requested. Requisition substitute item, if possible.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CZ	Rejected. Subsistence item not available for resale. Reserved for troop issue only.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
C1	Rejected. For subsistence only. Requested item is not available nationally.	The status is posted to Status Edits Part I.
C2	Rejected. International Logistics Program funds are not available to process requisition.	The status is posted to Status Edits Part I.
C3	Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.	The status is posted to Status Edits Part I.
C4	Rejected. Applies to subsistence. Item is seasonal and not available for delivery during current shipping period.	The status is posted to Status Edits Part I.

Due in Status Code	Description	DMLSS Handling
C5	Rejected. Requisitioner, upon inspection of material in DLA Disposition Services activity, rejected acceptance due to one of the following: Condition of materiel, Unacceptable substitute, or Materiel incorrectly identified.	The status is posted to Status Edits Part I.
C6	Rejected. Requisition is for commercial type item that is not authorized for supply under the Foreign Military Sales program.	The status is posted to Status Edits Part I.
C7	Rejected. SOS has no record of exception data document.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
C8	Rejected. Vendor must not accept order for quantity less than quantity indicated in record position 76-80.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
C9	Rejected. Applies only to subsistence.	The status is posted to Status Edits Part I.
DA	Rejected. SOS is direct ordering from the Federal Supply Schedule identified by number in record positions 76-80.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DB	Rejected. No valid contract registered at an MCA.	The status is posted to Status Edits Part I.

Due in Status Code	Description	DMLSS Handling
DC	Processing of the Cooperative Logistics Supply Support Arrangement termination/ drawdown requisition has resulted in a quantity being absorbed by the ICP/ Integrated Materiel Manager. Credit action for this quantity is in progress.	The status is posted to Status Edits Part I.
DD	Processing of the Cooperative Logistics Supply Support Arrangement termination/ drawdown requisition has resulted in a quantity not being absorbed by the ICP/Integrated Materiel Manager. This quantity is not going to be delivered. Billing action for this quantity is in process.	The status is posted to Status Edits Part I.
DE	Canceled. Although the shipment status was sent, no shipment was made.	The status is posted to Status Edits Part I.
DF	Terminate in-transit control processing. Property cannot be located. Further research is being conducted.	The status is posted to Status Edits Part I.
DG	Shipment confirmed. DLA Disposition Services action required to resolve apparent discrepancy.	The status is posted to Status Edits Part I.
DH	Terminate in-transit control processing. Further research on the quantity discrepancy is being conducted.	The status is posted to Status Edits Part I.

Due in Status Code	Description	DMLSS Handling
DJ	Rejected. GFM quantity requisitioned exceeds the contract-authorized quantity. The quantity that exceeds the authorized quantity is not going to be supplied.	The status is posted to Status Edits Part I.
DK	Rejected. The agency purchase request (APR) transaction requesting reinstatement be received over 60 days after BS status was sent.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DL	Rejected. The Agency Purchase Request (APR) transaction requesting reinstatement has been received. No record of "AE1/BS."	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DM	Rejected. The APR transaction requesting reinstatement has been received. Quantity in APR greater than quantity in "AE1/BS."	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DN	Rejected. A valid contract is recorded at the MCA; however, the requisitioned item is not authorized GFM under the contract.	The status is posted to Status Edits Part I.
DP	Rejected. Unable to identify the ship-to and/or mail-to Military Assistance Program Address Code to a valid address in the Military Assistance Program Address Directory.	The status is posted to Status Edits Part I.

Due in Status Code	Description	DMLSS Handling
DQ	Rejected. GFM quantity requisitioned totally exceeds the contract-authorized quantity. The total quantity is rejected.	The status is posted to Status Edits Part I.
DR	Rejected. The MCA, for the contract indicated, failed to respond or provide a valid response to an ICP GFM validation request.	The status is posted to Status Edits Part I.
DS	Requisition received for which the user's service is not a registered user. Issue action is being processed.	The status is posted to Status Edits Part III and the due-in status is updated.
DY	Rejected. Materiel shipped by non-traceable means or supplied by Direct Vendor Delivery from a contractor without an assigned DoDAAC or there is no record of the transaction for which the follow up was submitted.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D1	Canceled. Requisition was retained for 60 days. Requested asset did not become available.	The status is posted to Status Edits Part I.
D2	Rejected. Item requested is Brand Name Resale and is in short supply.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

Due in Status Code	Description	DMLSS Handling
D3	Rejected. Activity did not respond to SOS request for additional information.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D4	Canceled. Applies only to subsistence items. The requisition quantity does not meet the contractor's minimum order quantity.	The status is posted to Status Edits Part I.
D5	Rejected. Item authorized for issue only to nuclear reactor plant activities or support facilities.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D6	Rejected. Manually prepared requisition contains unauthorized exception data.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D7	Requisition modifier rejected because of errors in one or more data elements.	The status is posted to Status Edits Part III, and the due-in status is updated.
D8	Rejected. Requisition is for controlled substance and requisitioned and/or ship-to address is not an authorized recipient.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

Due in Status Code	Description	DMLSS Handling
ED	Item canceled via Prime Vendor Just-in-Time but is available via Prime Vendor extended delivery.	The status is posted to Status Edits Part III.
EX	Item is available for shipment or request for cancellation received but not processed.	The due-in status is updated.
FC	Request for improved status.	This status is applied when the user creates a request for improved estimated shipment date.
IA	Item accepted.	The due-in status is updated.
IB	Item backordered.	The due-in status is updated.
ID	Item deleted.	The status is posted to Status Edits Part I.
IP	Item accepted, price changed.	The status is posted to Status Edits Part III.
IQ	Item accepted, quantity changed.	The status is posted to Status Edits Part III.
IR	Item rejected.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated.
IS	Item accepted, A substitution was made.	The status is posted to Status Edits Part II.
MC	Material obligation validation confirmed.	The due-in status is updated.
MP	Material obligation validation reinstatement request (Agency Purchase Request) sent.	The due-in status is updated.
MR	Material obligation validation no longer required.	The due-in status is updated.
QD	Quantity decreased. Backorder item cancellation.	The status is posted to Status Edits Part III, the due-in status and due-in quantity is updated, and DQI or DQC transaction is generated.

Due in Status Code	Description	DMLSS Handling
RA	Receipt acknowledgement.	<p>The due-in status is updated and: If the DR transaction was from an external customer, and there is no matching due-in, an External Customers Error/Review Processing pending action message is posted to the IM In Box. If the DR transaction was from an external customer, and there is a matching due-in, an RRD transaction is generated from the IM due-in, a “BRS” transaction is generated for the IM due-out, and an RRD transaction is generated for the external customer’s due-in. If the “DR” transaction was from a DLA source, and there is a matching due in, a Passed-Active Ship Status pending action message is posted to the IM In Box.</p>
RB	Receipt acknowledgement response.	<p>The due-in status is updated and: If the “DR” transaction was from an external customer, and there is NO matching due-in, an External Customers Error/Review Processing pending action message is posted to the IM In Box. If the DR transaction was from an external customer, and there is a matching due-in, an RRD transaction is generated from the IM due-in, a “BRS” transaction is generated for the IM due-out, and an RRD transaction is generated for the external customer’s due-in. If the “DR” transaction was from a DLA source, and there is a matching due-in, a Passed-Active Ship Status pending action message is posted to the IM Inbox.</p>
RC	Request cancellation.	The due-in status is updated.

Due in Status Code	Description	DMLSS Handling
RF	Follow-up request for receipt acknowledgement.	<p>The due-in status is updated and:</p> <p>If the “DR” transaction was from an external customer, and there is NO matching due-in, an External Customers Error/Review Processing pending action message is posted to the IM In Box.</p> <p>If the “DR” transaction was from an external customer, and there is a matching due-in, an RRD transaction is generated from the IM due-in, a “BRS” transaction is generated for the IM due-out, and an RRD transaction is generated for the external customer’s due-in.</p> <p>If the “DR” transaction was from a DLA source, and there is a matching due-in, a Passed-Active Ship Status pending action message is posted to the IM In Box.</p>
R1	Item rejected; not a contract item.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated.
R2	Item rejected invalid item product number.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated.
R3	Item rejected, invalid UI.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated.
R4	Item rejected, item is on manufacturer or national backorder.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated.
R5	Item rejected, reorder item as a Just-In-Time order.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to “0,” and a DQC transaction is generated.

Due in Status Code	Description	DMLSS Handling
R6	Item rejected, item is not on the customer's usage list.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated.
R7	Item rejected, reorder item as a drop shipment order.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated.
R8	Item rejected, reorder item as a surge order.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to "0," and a DQC transaction is generated.
SS	Shipment status.	When an "AS1/AU1" shipment status is received, the following information is updated in the due-in detail record: UI; Quantity shipped; Shipment hold code; Suffix code; Date shipped; Transportation Control Number/Government Bill of Lading; Mode of shipment; Status code; Status date.
TD	Troubled due-in.	The due-in status is updated.
U1	User entered ship date via due-in detail window.	The due-in status is updated.
U2	User entered estimated release date via due-in detail window.	The due-in status is updated.
U3	Receipt or cancellation reversal processed.	The due-in status is updated.
ZA	Cancellation of a washing post (WASHPOST) item for any reason.	The due-in status is updated.
ZE	Insufficient data received.	The due-in status is updated.
ZF	Cancelled prior to purchase per request of customer.	The due-in status is updated.
ZG	Item permanently not available from local purchase sources.	The due-in status is updated.

Due in Status Code	Description	DMLSS Handling
ZH	Item temporarily not available.	The due-in status is updated.
ZJ	Contract terminated by mutual agreement between vendor and government per customer request.	The due-in status is updated.
ZK	Contract unilaterally terminated.	The due-in status is updated.
ZM	Vendor refuses to accept the terms/conditions of the order.	The due-in status is updated.
ZN	Vendor shipping item free of charge.	The due-in status is updated.
ZR	Requirements exceed the max limitation of the General Services Administration schedule.	The due-in status is updated.
ZY	Commodity assigned item cancellation.	The due-in status is updated.

c. Transaction Codes and Corresponding Reasons. Table 2 contains a consolidated table of IM and EM transaction codes, transaction reasons, supporting documents generated by DMLSS and corresponding record retention period. Additional supporting documentation not generated by DMLSS may be required for these transactions. Refer to DHA or Military Department policy for further guidance.

Table 2. Transaction Codes, Descriptions and Transaction Reasons, and Source Document Cross-Reference

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
ACC	Acquisition Cost Change	Acquisition Cost Change	Not Applicable (N/A)	N/A
ACG	Item Changed to Accountable	Item Changed to Accountable	N/A	N/A
ACL	Item Changed to Not Accountable	Item Changed to Not Accountable Item Changed to No-Maintenance Required	N/A	N/A
ADP	Adjust Funds	N/A	N/A	N/A
APC	Appropriation Cancelled	N/A	N/A	N/A
APX	Appropriation Expired	N/A	N/A	N/A
AS1	Shipment Status	N/A	N/A	N/A
ASR	Accounting System Response	N/A	N/A	N/A
BRI	Backorder Release Issue	N/A	N/A	N/A
BRS	Backorder Release Issue (Sales)	N/A	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
CCR	Cost Center Revision	N/A	N/A	N/A
CCZ	Commodity Class Change	N/A	N/A	N/A
CHZ	Consumption History	N/A	N/A	N/A
CNA	Contract Number Add	N/A	N/A	N/A
CNC	Contract Number Change	N/A	N/A	N/A
CPG	Facility Contractor Part Gain	N/A	N/A	N/A
CPL	Facility Contractor Part Loss	N/A	N/A	N/A
CTE	Custodian Equipment Transfer	Custodian Equipment Transfer	N/A	N/A
CRL	Commercial Returns Loss	N/A	N/A	N/A
DAE	Decrease Equipment Authorization	Decrease Equipment Authorization	N/A	N/A
DDL	Destruction	N/A	DMLSS Destruction Document	2 years after asset is removed from accountable records
DQC	Due-in Increase Due to Cancellation	N/A	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
DQI	Due-in Quantity Increase	N/A	N/A	N/A
DRT	Defense Finance & Accounting Service Disbursement	N/A	N/A	N/A
EAD	Equipment Assembly/Disassembly	ASG - Assembly Gain, Equipment ASL - Assembly Loss, Equipment EAD - Disassembly Gain, Equipment DSG - Disassembly Loss, Equipment	N/A	N/A
ECC	Establish Customer Organization	N/A	N/A	N/A
EDP	Equipment Depreciation	N/A	N/A	N/A
EGI	Equipment Issue Gain	AIG - Assemblage Issue EGI - Equipment Issue Gain	DD Form 1155, Order for Supplies and Services, DD Form 1149, Requisition and Invoice/Shipping Document, DD Form 1348-1A, Issue Release/Receipt Document	2 years after asset is removed from accountable records
EIZ	Equipment Item ID Change	Equipment Identification Data Changed Equipment Nomenclature Change Manufacturer	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
EOC	Equipment Ownership Change	Equipment Ownership Change	N/A	N/A
ESD	Establish Due-in	N/A	N/A	N/A
ESP	Establish Funds	N/A	N/A	N/A
FPG	Facility Part Gain	N/A	N/A	N/A
FPI	Facility Part Issue	N/A	N/A	N/A
FPL	Facility Part Loss	N/A	N/A	N/A
FTZ	Integrated Materiel Manager Materiel Receipt Status	N/A	N/A	N/A
IAE	Increase Equipment Authorization	Increased Equipment Authorization	N/A	N/A
IAG	Inventory Adjustment Gain	N/A	Inventory Adjustment Document (IAD)	2 years after asset is disposed of and/or removed from accountable records
IAL	Inventory Adjustment Loss	Inventory Adjustment Loss MIL – Natural Disaster Inventory Loss	IAD	2 years after asset is removed from accountable records
IGE	Equipment Inventory Gain / Equipment Inventory Loss	ACG – Item Changed to Accountable	Custodian Action List (CAL) (include “ECN,” Document number, Item Description, quantity, UI, Cost) signed by Property Custodian; IAD, signed by Certifying and Approving	2 years after asset is removed from accountable records

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
IGE	Equipment Inventory Gain / Equipment Inventory Loss	ARG - Accountability Changed to Required	CAL	2 years after asset is removed from accountable records
		BEN - Borrowed Equipment, Government Borrowed Equipment, COG - Component		
		AGE - Customer Assemblage Gain	N/A	N/A
		CFP – Centrally Funded Purchase	DD Form 1155, SF 1449, Solicitation/Contract /Order for Commercial Items CAL, signed by Property Custodian, IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
DEG - Donated Property	DD Form 1348-1A, SF 1449, CAL, signed by Property Custodian, IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records		

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
IGE	Equipment Inventory Gain / Equipment Inventory Loss	FIG – Gain from another Military Treatment Facility	DD Form 1149, signed by Authorized Government Agent; or DD Form 1348-1A, signed by MEMO POC; CAL, signed by Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		FIG – Found on Installation	CAL, signed by Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		FIG – Gain from DLA Disposition Services	Proof of Delivery, if applicable; DD Form 1348-1A, signed by MEMO POC; CAL, signed by Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
IGE	Equipment Inventory Gain / Equipment Inventory Loss	GND – Gain from Non- DoD Organization	CAL, signed by Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
ILE	Equipment Inventory Loss	IGE – Equipment Inventory Adjustment Gain	IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		IOM – Initial Outfitting from MILCON	DD Form 1155; SF 1449; CAL, signed Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		LEG – Operating Leased Equipment Research/Grant Equipment User Test	IAD, signed by Certifying Official & Approval Authority; CAL, signed by Property Custodian	2 years after asset is removed from accountable records
		MRG – Maintenance Equipment Gain – No Accountability	CAL, signed Property Custodian	No required record retention
		ALE – Customer Assemblage Loss	CAL	2 years after asset is removed from accountable records
		COL – Component Loss		
RRL – Returned Research/Grant Equipment				

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
ILE	Equipment Inventory Loss	CVL – Statement of Charges/Cash Collection Voucher	CAL	10 years after asset is removed from accountable records
		FLL – Financial Liability Investigation Item Changed to Not Accountable Loss to Deployment	DD Form 200, Financial Liability Investigation of Property Loss signed by Authorized Government Agent; IAD, signed by Certifying Official & Approval Authority; CAL, signed by Property Custodian	2 years after asset is removed from accountable records
		ILE – Equipment Inventory Adjustment Loss	IAD, signed by Certifying Official & Approval Authority; CAL, signed by Property Custodian	2 years after asset is removed from accountable records
		NAL – Item Change to Not Accountable	IAD, signed by Certifying Official & Approval Authority; CAL, Signed by Property Custodian	2 years after asset is removed from accountable records
		NDL – Loss to Natural Disaster	DD Form 200, signed by Authorized Government Agent; IAD, signed by Certifying Official & Approval Authority; CAL, signed by Property Custodian	2 years after asset is removed from accountable records

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
ILE	Equipment Inventory Loss	NML – Maintenance Equipment Loss – No Accountability Returned Borrowed Equipment, Government Returned Borrowed Equipment, Non-Government Returned Leased Equipment	CAL	No required record retention
		SML – Shipped to Another Military Treatment Facility	DD Form 1348-1A or DD Form 1149 and associated shipping documents, signed by Authorized Government Agent; CAL, signed by Property Custodian IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		TEL – Trade-In Equipment	IAD, signed by Certifying and Approving Official CAL, signed by Property Custodian	2 years after asset is removed from accountable records
		TNL – Transferred to Non-DoD Organization	IAD, signed by Certifying and Approving Official CAL, signed by Property Custodian DD Form 1348-1A or DD Form 1149	2 years after asset is removed from accountable records

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
ILE	Equipment Inventory Loss	TDL – Turn-In to DLA-DS	DD Form 1348-1A, signed by DLA-DS rep.; CAL, signed by Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		TBL – Turn-In to installation Supply	CAL, signed by Property Custodian; IAD, signed by Certifying Official & Approval Authority	2 years after asset is removed from accountable records
		TML – Turn-In to Medical Supply	N/A	N/A
INR	Issue Non-Routine	N/A	N/A	N/A
IOC	Due-out Cancellation	N/A	N/A	N/A
IOI	Due-out Increase	N/A	N/A	N/A
IOU	Due-out (Backorder)	N/A	N/A	N/A
ISS	Issue Sale	N/A	N/A	N/A
ISU	Issue Used	N/A	N/A	N/A
ITG	Inventory Transfer Gain	N/A	N/A	N/A
ITL	Inventory Transfer Loss	N/A	N/A	N/A
LCG	Location Change	N/A	N/A	N/A
LCL	Location Change Loss	N/A	N/A	N/A
MRA	Manage Return Authorization	N/A	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
MRC	Manual Replenishment Cancellation	N/A	N/A	N/A
MRP	Manual Replenishment	N/A	N/A	N/A
MSG	Miscellaneous Gain	EIG – End/Kit Item Gain IIG – Individual/Component Gain MDG – Capitalization of Stock Fund Asset	N/A	N/A
MSL	Miscellaneous Loss	EIL – End/Kit Item Loss IIL – Individual/Component Loss MDL – Decapitalization of Stock Fund Asset	N/A	N/A
MTZ	Equipment Catalog Change	EXZ – Accountable Code Changed MRZ – Maintenance Required Indicator Changed	N/A	N/A
OLE	Outgoing Loan Equipment	External Organization Loaned Equipment Internal Organization Loaned Equipment Patient Loaned Equipment Renewed External Loaned Equipment Renewed Internal Loaned Equipment Renewed Patient Loaned Equipment	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
PCA	Purchase Card Adjustment	N/A	N/A	N/A
PCR	Purchase Card Receipt	N/A	N/A	N/A
PCT	Purchase Card Transfers	N/A	N/A	N/A
PCZ	Price Change	N/A	N/A	N/A
PDI	Due-in Price Change	N/A	N/A	N/A
PDO	Due-out Price Change	N/A	N/A	N/A
PUR	Purge Transactions	N/A	N/A	N/A
RCC	Revise Customer ID	N/A	N/A	N/A
RGZ	Re-stratification Gain	N/A	N/A	N/A
RIX	Customer Changed to External	N/A	N/A	N/A
RLE	Return Loan Equipment	External Organization Returned Equipment Internal Organization Returned Equipment Patient Returned Equipment	N/A	N/A
RLZ	Re-stratification Loss	N/A	N/A	N/A
RND	Receipt Not Due-in	N/A	N/A	N/A
RNR	Receipt Non- Routine	N/A	N/A	N/A
RPG	Repair Part Gain	N/A	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
RPI	Repair Part Issue	N/A	N/A	N/A
RPL	Repair Part Loss	N/A	N/A	N/A
RRD	Receipt	N/A	N/A	N/A
RXI	Customer Changed to Internal	N/A	N/A	N/A
SDG	Shipment Discrepancy Gain	N/A	N/A	N/A
SDL	Shipment Discrepancy Loss	N/A	N/A	N/A
SHG	Shipment Gain	DPG – Donated Item Gain FZG – Receipt from DLA Disposition Services SFG – In-shipment Gain	N/A	N/A
SHL	Shipment Loss	RXL – Return Excess to DLA SFL – Out-shipment Loss TZL – Out-shipment to DRMO	N/A	N/A
SLR	Stock Level Revision	N/A	N/A	N/A
SNZ	Equipment ID Change	Equipment Item ID Change in DHA Component Catalog Equipment Item ID Changed in Equipment	N/A	N/A
SPZ	Item ID Change	N/A	N/A	N/A

Transaction Code	Description	Corresponding Transaction Reason(s)	Supporting Document Generated by DMLSS (if applicable)	Required Record Retention for Supporting Document
TIG	Turn-in Adjustment Gain	FBG – Found on Installation TIG – Turn-in Gain	N/A	N/A
TIL	Turn-in Adjustment Loss	RTL – Return to SOS RVL – Return Item for Credit TRL – Return Item for Trade In	N/A	N/A
TNA	Transportation Cost Contract Number	N/A	N/A	N/A
TNC	Transportation Contract Number Change	N/A	N/A	N/A
TPI	Transportation Cost Price Change	N/A	N/A	N/A
TPN	Customer Type Property Change to No	N/A	N/A	N/A
TPY	Customer Type Property Change to Yes	N/A	N/A	N/A
TQC	Transportation Cost Due-in Cancellation	N/A	N/A	N/A
TRD	Transportation Cost Receipt	N/A	N/A	N/A
TSD	Transportation Cost Due-in	N/A	N/A	N/A
UIZ	Unit of Issue Change	N/A	N/A	N/A
VRN	Vendor Reference Number	N/A	N/A	N/A

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

APR	agency purchase request
BCP	Business Continuity Plan
CAC	Common Access Card
CAL	custodian action list
DHA	Defense Health Agency
DHA-TM	Defense Health Agency-Technical Manual
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DQC	due-in quantity cancellation
DQI	due-in quantity increase
DRMO	Defense Reutilization and Marketing Office
ECAT	Electronic Catalog
EM	Equipment Management
ESD	Estimated Ship Date
FY	fiscal year
GFM	Government-furnished materiel
IAD	Inventory Adjustment Document
ID	identification
ICP	Inventory Control Point
IM	Inventory Management
JMAR	Joint Medical Asset Repository
MCA	Management Control Agency
MEDLOG	Medical Logistics
MHS	Military Health System
MTF	military medical treatment facility
N/A	Not Applicable
O&M	Operations and Maintenance

PHI	Protected Health Information
RDD	Required Delivery Date
SA	Systems Administrator
SDD	Solution Delivery Division
SF	Standard Form
SOS	Source of Supply
UI	Unit of Issue
U/P	Unit of Purchase
WASHPOST	washing post

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this DHA-TM.

Business Continuity Plan (BCP). The BCP focuses on the component's ability to continue or quickly recover its mission-essential functions following any disruption short of a major catastrophe or national security emergency. BCP may be incorporated into a specific plan or, when appropriate, in documents such as standard operating procedures, and generally are distributed widely so that all relevant personnel are familiar with the required procedures and associated responsibilities.

console access. Access to all commands and files on a Linux or other Unix-like operating system.

DHA Component. Activity under the authority, direction and control of the Director, DHA.

DMLSS Advisory Notice. Messages indicating known issues and estimated date for correction to DMLSS users between system updates.

DRMO. Former business name of DLA Disposition Services.

least privilege principle. Permits DMLSS access with the least amount of privileges that affords the user to accomplish assigned tasks in accordance with organization missions and business needs.

Medical Information Systems. The information technology support function or department within the DHA Component.

MTF. Any fixed facility of the Defense Health Agency or Department of Defense that is outside of a deployed environment and used primarily for health care and any other location used for purposes of providing health care services as designated by the Secretary of Defense.

PHI. Individually identifiable health information that is transmitted or maintained by electronic or any other form or medium. PHI excludes individually identifiable health information in employment records held by a DoD covered entity in its role as employer.

security awareness plan. A written plan that clearly describes the entity's security program and policies and procedures that support it. The plan and related policies should cover all major systems and facilities and should outline the duties of those who are responsible for overseeing security (i.e., the security management function) as well as those who own, use, or rely on the entity's computer resources.

security management. Administration of an entity's information security program. This includes assessing risks, implementing appropriate security policies and related controls, establishing a security awareness and education program for employees, and monitoring and evaluating policy and control effectiveness.

WASHPOST. A type of status code from DLA that alerts the customer (DoDAAC) that the transaction is being cancelled and the requisition cleared from DLA records (requisition cancelled and washed from the wholesale system).