



## Disposal Release Order

### Overview


The Materiel Management/Inventory Control Point (MM/ICP) module Disposal Release Order process provides the ability to move an ICP's materiel from the Warehouse to DLA for Disposal.

### Navigation

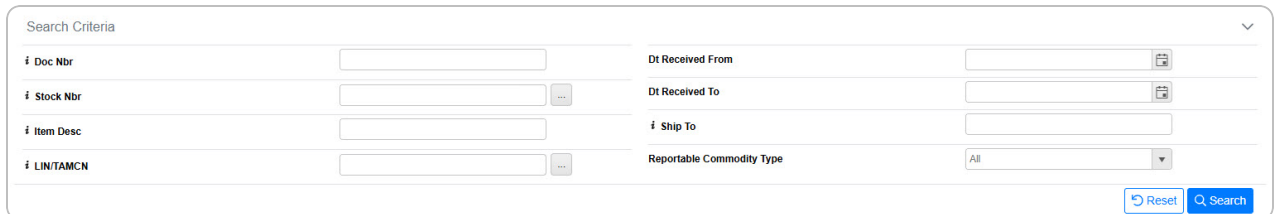
MATERIEL MGMT > Disposal Release Order > Disposal Release Order page

### Procedures

#### Search for a Disposal Release Order



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

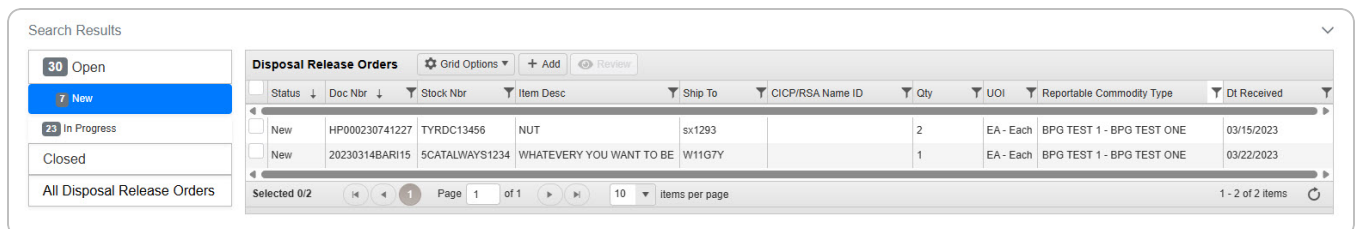


Search Criteria

# Doc Nbr	<input type="text"/>	Dt Received From	<input type="text"/>
# Stock Nbr	<input type="text"/>	Dt Received To	<input type="text"/>
# Item Desc	<input type="text"/>	# Ship To	<input type="text"/>
# LIN/TAMCN	<input type="text"/>	Reportable Commodity Type	All

2. Select . The Disposal Release Orders Search Results appear.



Search Results

30 Open  
7 New  
23 In Progress  
Closed  
All Disposal Release Orders

Status	Doc Nbr	Stock Nbr	Item Desc	Ship To	ICP/ISA Name ID	Qty	UOI	Reportable Commodity Type	Dt Received
New	HP000230741227	TYRDC13456	NUT	sx1293		2	EA - Each	BPG TEST 1 - BPG TEST ONE	03/15/2023
New	20230314BARI15	5CATALWAYS1234	WHATEVER YOU WANT TO BE	W11G7Y		1	EA - Each	BPG TEST 1 - BPG TEST ONE	03/22/2023

Selected 0/2 Page 1 of 1 10 Items per page 1 - 2 of 2 Items





# Add a Disposal Release Order

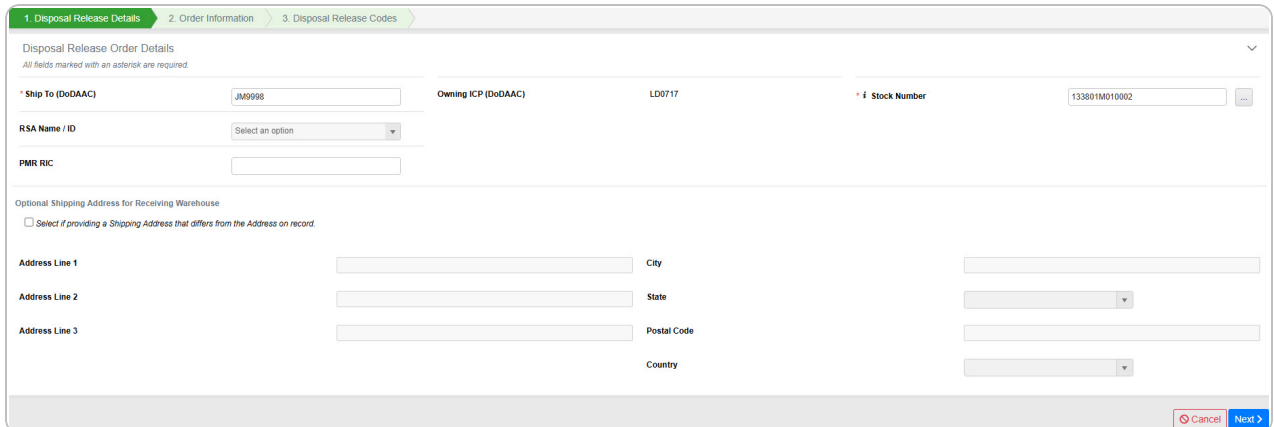
## Navigation

MATERIEL MGMT > Disposal Release Order >  > New Disposal Release Order page




## Procedures

### Add a Disposal Release Order

1. Select . The **New Disposal Release Order** page displays, open to the **Disposal Release Details** tab.



The screenshot shows the 'Disposal Release Order Details' form. It has three tabs: '1. Disposal Release Details' (active), '2. Order Information', and '3. Disposal Release Codes'. The form contains several fields: 'Ship To (DoDAAC)' with value 'JM9998', 'Owning ICP (DoDAAC)' with value 'LD0717', 'Stock Number' with value '133801M010002', 'RSA Name / ID' with a dropdown menu, and 'PMR RIC' with an empty field. Below these is a section for 'Optional Shipping Address for Receiving Warehouse' with a checkbox and three address lines. At the bottom right are 'Cancel' and 'Next >' buttons.

- A. Enter the Ship To DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
  - B. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
2. Select . The **Order Information** tab displays.





## Help Reference Guide

**New Disposal Release Order**

1. Disposal Release Details   **2. Order Information**   3. Disposal Release Codes






Order Information  
All fields marked with an asterisk are required.

Doc Number	<input type="text"/>	Stock Number	0001000445808	* Quantity	<input type="text"/>	* Required Delivery Date	<input type="text"/>
Status	New	Item Description	COOL FANS INSTL/AF	Unit Of Issue	EA - Each	* Date Received	3/21/2025
* Priority Designator	<input type="text"/>	* Condition Code	<input type="text"/>	Unit Price	\$1.00	Deliver Not Before Date	<input type="text"/>

Instructions  
Optional instructions can be entered below.

Order Instructions

80 characters remaining

- A. Use  to select the Priority Designator.
- B. Use  to select the Condition Code.
- C. Use  to choose the Quantity.
- D. Use  to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use  to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

3. Select . The Disposal Release Codes tab displays.





## Help Reference Guide

**New Disposal Release Order**






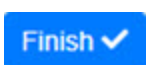
1. Disposal Release Details   2. Order Information   **3. Disposal Release Codes**

Disposal Release Codes  
All fields marked with an asterisk are required.

Advice Code	<input type="text"/>	Project Code	<input type="text"/>	*Demand Code	<input type="text"/>
*Media & Status Code	<input type="text"/>	Purpose Code	<input type="text"/>	*Fund Code	<input type="text"/>
*Signal Code	<input type="text"/>	Distribution Code	<input type="text"/>	Reason Code	<input type="text"/>

Additional Disposal Release Codes

*Reason for Disposal	<input type="text"/>	*Disposal Auth Code	<input type="text"/>	DEMIL Code	<input type="text"/>
Management Code	<input type="text"/>			B - MLI - Dmil Not Req	

- A. Use  to select the Media & Status Code.
  - B. Use  to select the Signal Code.
  - C. Use  to select the Demand Code.
  - D. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
  - E. Use  to select the Reason for Disposal.
  - F. Use  to select the Disposal Auth Code.
4. Select . The **New Disposal Release Order** page closes, and the new Disposal Release Order is at the top of the Disposal Release Orders grid, highlighted in green.





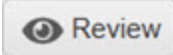
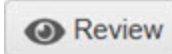
# Review a Disposal Release Order

## Navigation

MATERIEL MGMT > Disposal Release Order > ☐ (desired record) >  Review > Review Disposal Release Order page

## Procedures

### Review the Disposal Release Order

1. Click ☐ to select the desired entry. *The Disposal Release Order is highlighted, and  becomes available.*
2. Select . *The **Review Disposal Release Order** page displays, open to the Details tab.*
  - A. Review the Order Information.

Disposal Release Order: HP000230741219

DetailsHistory

Action

Order Information

Document Number	HP000230741219	Stock Number	253001TIM1911	Requested Quantity	3 EA	Required Delivery Date	03/17/2023
Date Received	03/15/2023	Item Description	SHIELD	Priority Designator	15 - F/AD V – UND C	Deliver Not Before	
Status	Open - In Progress	Condition Code	H - Unscvbl(Condemned)	Unit Price	\$1,911.00	Program	

- B. Review the **Quantity Status MRO**:





## Help Reference Guide

Quantity Status (2 remaining)

+ Add ▾

### New MRO


Select	RSA Name	RSA DoDAAC	RSA ID	Owning DoDAAC	Condition Code	Project Code	Purpose Code	Contract Number	Available Qty
<input type="radio"/>	MIAMI	W91NTE		N00019	J				20

\* Select Quantity

2

Cancel

Save

i. Use  to choose the Select Quantity.

C. Review the **Quantity Status Serialized MRO**:

Quantity Status (2 remaining)

+ Add ▾

### New Serialized MRO

#### Search Criteria

Serial Number	<input type="text"/>	RSA DoDAAC	<input type="text"/>
Condition Code	<input type="text"/>	Project Code	<input type="text"/>
Purpose Code	<input type="text"/>		

Search Reset

#### Serial Numbers

Grid Options ▾ + Select

<input type="checkbox"/>	Serial Number	RSA DoDAAC	RSA ID	Owning DoDAAC	Cond Cd	Prj Cd	Purpose Cd	Contract Nbr
<input type="checkbox"/>	456738	W91NTE		N00019	J			
<input type="checkbox"/>	456739	W91NTE		N00019	J			

Selected 0/20 Page 1 of 1 50 items per page 1 - 20 of 20 items

#### Selected

Grid Options ▾ X Remove

<input type="checkbox"/>	Serial Num...	RSA DoDA...	RSA ID	Owning Do...	Cond Cd	Prj Cd	Purpose Cd	Contract Nbr
Selected								

Page 0 of 0 50 items per page No items to display

Cancel

Save





## Help Reference Guide

### D. Review the Requirements.

Requirements					
Advice Code		Project Code		Fund Code	99
Media & Status Code	2 - Exempt Sply Sts to RQNR by DISN	Purpose Code		Reason Code	
Signal Code	C - Addressee designated by the Fund Code	Demand Code	B - Nonrecurring Initial Issue Demand for POL	Special Requirements	
				Order Instructions	VERIFY SERIAL NUMBERS
				Distribution Code	9
				PMR Sent To	SVE

### E. Review the Additional DRO Requirements.

Additional DRO Requirements					
Reason for Disposal	Q - Specification nonconformance	Disposal Auth Code	R - Items on this transaction have been reported to the ICP/IMM under MILSTRIP MRP procedures and are considered over the ICP/IMMs authorized retention levels.	DEMIL Code	F - MLI - Dmil
				Management Code	O - Not Hazardous

### F. Review the Shipping Information.

Shipping Information	
Ship To DoDAAC	SX1293
Ship To Address	DLA DISPOSITION SVCS SESQUEHANNA BLDG 206 5450 CARLISLE PIKE MECHANICSBURG PA 17055-0788 USA

## 3. Select the History tab.

Redistribution Order: LD071750719904

Details History

Transactions

DLMS Transactions	Star Options	View Details	Refresh	Print
Direction	Set Type	Item Type Cd	Processed Dt/Tm	Process Status
Outbound	6270 - Material Due-In and Receipt	DE	03/12/2025 7:11:00 PM	PCD - Processed
				LD071750719904 [DWK - Due In Mkt Relocation]
				PIDGKIT
				2
				A
				DWK
				YRT
				LD0717

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

### A. Review the DLMS Transactions grid.

## 4. Select **Action**. The Action dropdown appears.

- Choose **Cancel Disposal Release Order**. The **Cancel Disposal Release Order** pop-up appears.









Cancel Disposal Release Order

\*Quantity to Cancel

2

▲▼

✓ Confirm Cancel

- I. Use  to choose the Quantity to Cancel.
  - II. Select . The release order is changed to "Closed - Canceled".
5. Select the All Disposal Release Orders hyperlink. The **Review Disposal Release Order** page closes and returns to the Disposal Release Order page.

