



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

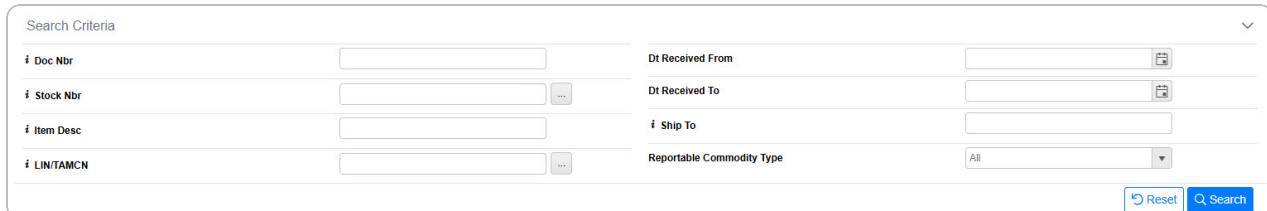
MATERIEL MGMT > Disposal Release Order > Disposal Release Order page

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  **Reset** at any point of this procedure returns all fields to the default "All" setting.

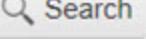
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

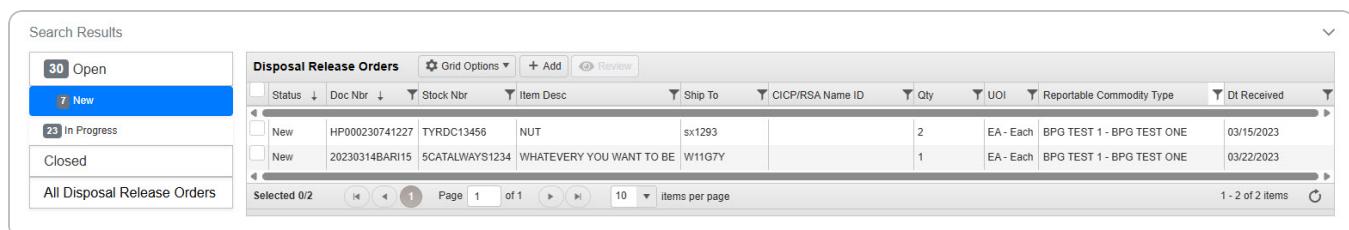


The screenshot shows a 'Search Criteria' form with the following fields:

- Doc Nbr:
- Stock Nbr: ...
- Item Desc:
- LIN/TAMCN: ...
- Dt Received From:
- Dt Received To:
- Ship To:
- Reportable Commodity Type: All

Buttons:  **Reset**  **Search**

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



The screenshot shows a 'Search Results' table for 'Disposal Release Orders' with the following data:

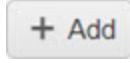
Disposal Release Orders									
Status	Doc Nbr	Stock Nbr	Item Desc	Ship To	CICP/RSA Name ID	Qty	UOI	Reportable Commodity Type	Dt Received
New	HP000230741227	TYRDC13456	NUT	sx1293		2	EA - Each	BPG TEST 1 - BPG TEST ONE	03/15/2023
New	20230314BAR115	5CATALWAYS1234	WHATEVER YOU WANT TO BE	W11G7Y		1	EA - Each	BPG TEST 1 - BPG TEST ONE	03/22/2023

Buttons: Grid Options, + Add, Review, Page 1 of 1, 10 items per page, 1 - 2 of 2 items.



Add a Disposal Release Order

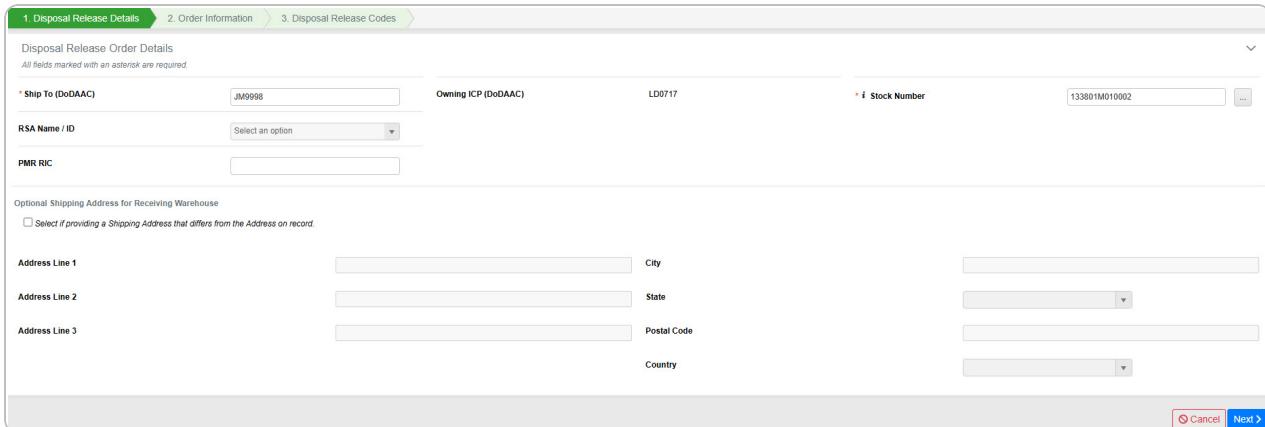
Navigation

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.



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

Disposal Release Order Details
All fields marked with an asterisk are required.

* Ship To (DoDAAC): JM9998 Owning ICP (DoDAAC): LD0717 * Stock Number: 133801M010002

RSA Name / ID: Select an option

PMR RIC:

Optional Shipping Address for Receiving Warehouse
 Select if providing a Shipping Address that differs from the Address on record.

Address Line 1: _____ City: _____

Address Line 2: _____ State: _____

Address Line 3: _____ Postal Code: _____

Country: _____

- 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	<input type="text"/> 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

Cancel Back Next >

- 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.



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 2/12/2026



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	Project Code	*Demand Code
*Media & Status Code	Purpose Code	*Fund Code
*Signal Code	Distribution Code	Reason Code

Additional Disposal Release Codes

*Reason for Disposal	*Disposal Auth Code	DEMIL Code B - MLI-Dmil Not Req
Management Code	O - Not Hazardous	

Cancel Back Finish ✓

- 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.

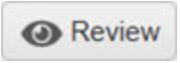
4. Select . **The New Disposal Release Order page closes, and the new Disposal Release Order is at the top of the Disposal Release Orders grid, highlighted in green.**





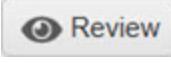
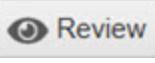
Review a Disposal Release Order

Navigation

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

Procedures

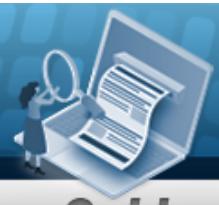
Review the Disposal Release Order

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								Action
Details		History						
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 - Unsvcb(Condemned)	Unit Price	\$1,911.00	Program		

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





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"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Serial Numbers

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

Selected 0/20

1 - 20 of 20 items

Selected

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

Selected

No items to display

Cancel

Save





D. Review the Requirements.

Requirements					
Advice Code	Project Code	Fund Code	99	Order Instructions	VERIFY SERIAL NUMBERS
Media & Status Code	2 - Except Sply Sts to RQNR by DISN	Purpose Code	Reason Code	Distribution Code	9
Signal Code	C - Addressee designated by the Fund Code	Demand Code	B - Nonrecurring Initial Issue Demand for PDI.	Special Requirements	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-Dml	Management Code
						O - Not Hazardous

F. Review the Shipping Information.

Shipping Information					
Ship To DoDAAAC	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

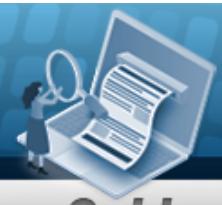
Details		History		Action																																										
Transactions																																														
<table border="1"> <thead> <tr> <th colspan="2">DLMS Transactions</th> <th>Grid Options</th> <th>View Details</th> <th>Reprocess</th> <th>Project</th> <th>Resolve</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> All</td> <td>Direction</td> <td><input type="checkbox"/> Set Type</td> <td><input type="checkbox"/> Trans Type Cd</td> <td><input type="checkbox"/> Processed Dltm</td> <td><input type="checkbox"/> Process Status</td> <td><input type="checkbox"/> Doc Nbr</td> <td><input type="checkbox"/> Document Id Desc</td> <td><input type="checkbox"/> Suffix Cd</td> <td><input type="checkbox"/> Report Type Cd</td> <td><input type="checkbox"/> Stock Nbr</td> <td><input type="checkbox"/> Qty</td> <td><input type="checkbox"/> Cond Cd</td> <td><input type="checkbox"/> Document Id</td> <td><input type="checkbox"/> Message From</td> <td><input type="checkbox"/> Copy Address</td> <td><input type="checkbox"/> Message To</td> </tr> <tr> <td><input type="checkbox"/> Outbound</td> <td>527D - Material Due-in and Receipt</td> <td><input type="checkbox"/> DE</td> <td></td> <td>03/12/2025 7:11:00 PM</td> <td>PCD - Processed</td> <td>LD071750719904</td> <td>DWK - Due In Mtr Relocation</td> <td></td> <td></td> <td>PIDGEK1</td> <td>2</td> <td>A</td> <td>DWK</td> <td>YRT</td> <td></td> <td>LD0717</td> </tr> </tbody> </table>						DLMS Transactions		Grid Options	View Details	Reprocess	Project	Resolve	<input type="checkbox"/> All	Direction	<input type="checkbox"/> Set Type	<input type="checkbox"/> Trans Type Cd	<input type="checkbox"/> Processed Dltm	<input type="checkbox"/> Process Status	<input type="checkbox"/> Doc Nbr	<input type="checkbox"/> Document Id Desc	<input type="checkbox"/> Suffix Cd	<input type="checkbox"/> Report Type Cd	<input type="checkbox"/> Stock Nbr	<input type="checkbox"/> Qty	<input type="checkbox"/> Cond Cd	<input type="checkbox"/> Document Id	<input type="checkbox"/> Message From	<input type="checkbox"/> Copy Address	<input type="checkbox"/> Message To	<input type="checkbox"/> Outbound	527D - Material Due-in and Receipt	<input type="checkbox"/> DE		03/12/2025 7:11:00 PM	PCD - Processed	LD071750719904	DWK - Due In Mtr Relocation			PIDGEK1	2	A	DWK	YRT		LD0717
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Selected 0/1	Page	1	of 1	< >	50	Items per page	per page	1 - 1 of 1 items																																						

A. Review the DLMS Transactions grid.

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

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





Cancel Disposal Release Order

X

* Quantity to Cancel

2



 **Confirm Cancel**

- I. Use  to choose the Quantity to Cancel.
- II. Select  **Confirm Cancel**. *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.*

