



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

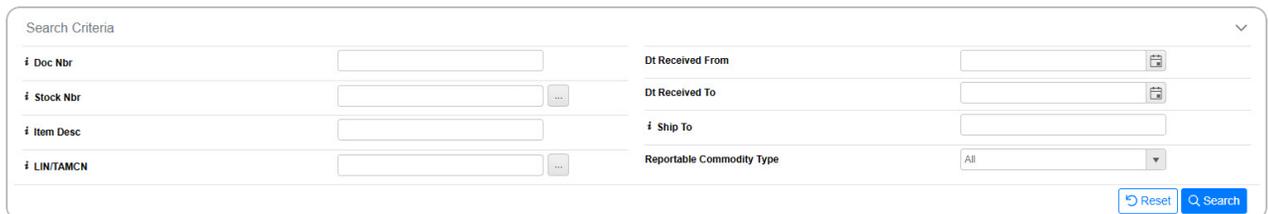
MATERIEL MGMT > Disposal Release Order > Disposal Release Order page

Procedures

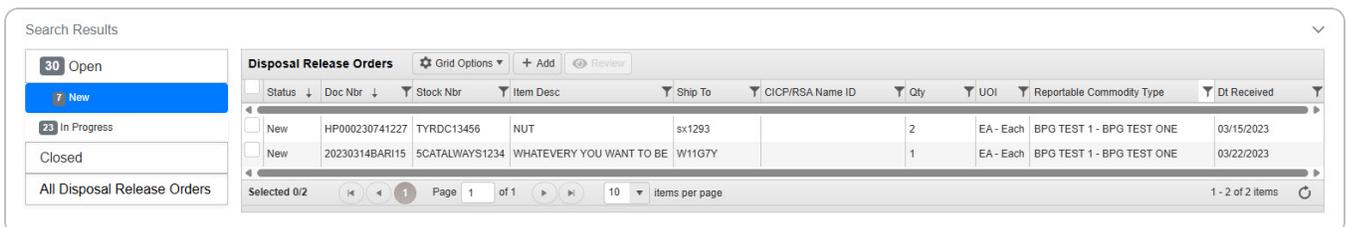
Search for a Disposal Release Order

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.



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



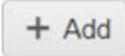
Status	Doc Nbr	Stock Nbr	Item Desc	Ship To	C/ICP/RSA Name ID	Qty	UOI	Reportable Commodity Type	Dt Received
New	HP000230741227	TYRDC13456	NUT	sx1293		2	EA - Each	BPG TEST 1 - BPG TEST ONE	03/15/2023
New	20230314BARI15	5CATALWAYS1234	WHATEVER YOU WANT TO BE	W11G7Y		1	EA - Each	BPG TEST 1 - BPG TEST ONE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





Add a Disposal Release Order

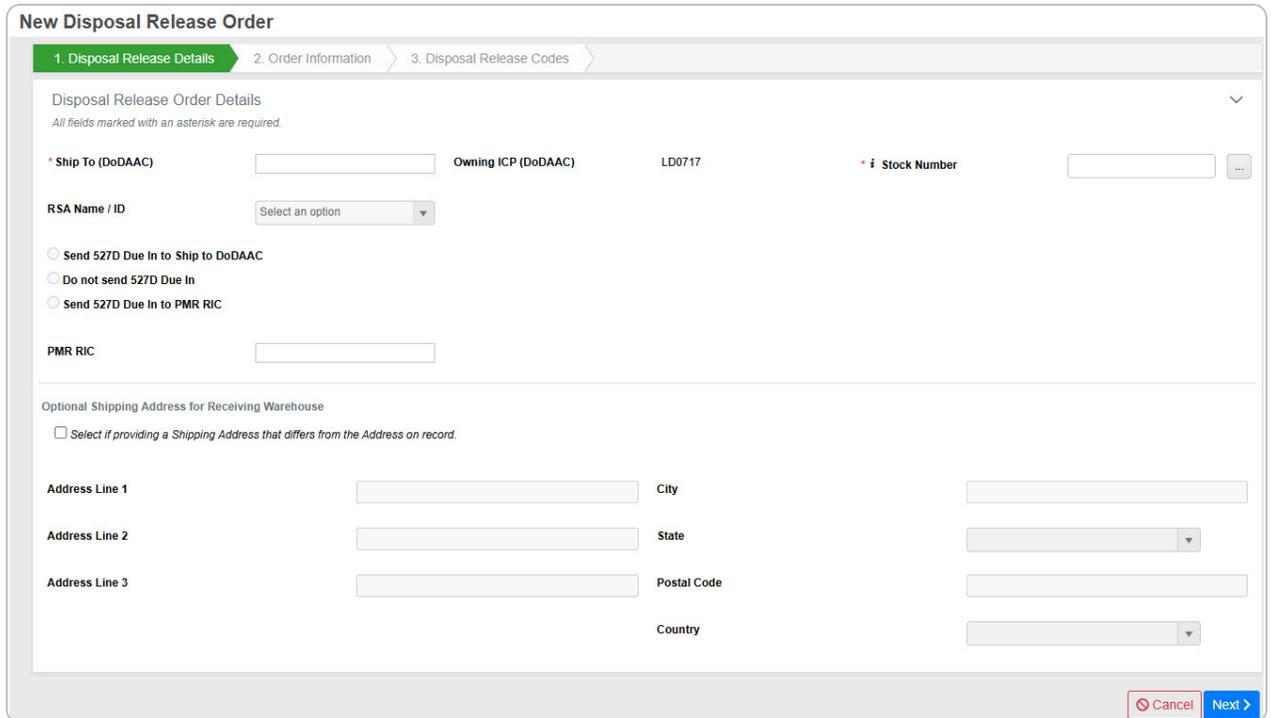
Navigation

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.





- A. Use  to select the Ship To (DoDAAC).
- B. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

2. Select . *The Order Information tab displays.*

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"/>
*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.*





New Disposal Release Order

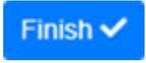
1. Disposal Release Details 2. Order Information **3. Disposal Release Codes**

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	B - MLI -Dmil Not Req
Management Code	<input type="text" value="0 - Not Hazardous"/>				

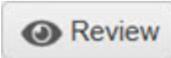
- A. Use  to select the Media & Status Code.
 - B. Use  to select the Signal Code.
 - C. Use  to select the Demand Code.
 - D. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
 - E. Use  to select the Reason for Disposal.
 - F. Use  to select the Disposal Auth Code.
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.





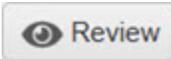
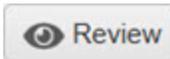
Review a Disposal Release Order

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

Details History 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 - FIAD 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.





Help Reference Guide

Quantity Status (0 remaining) ▼

MRO - HP000230741219 ▼

RSA DoDAAC W91NTE	Estimated Ship Date N/A	Owning DoDAAC N00019	Contract Number	
Condition Code A	Project Code	Purpose Code	Stock Number	
Trans Account Code				
Selected Quantity	Planned Quantity	Denied Quantity	Shipped Quantity	Canceled Quantity
3 EA	3 EA	0 EA	0 EA	0 EA

C. Review the Requirements.

Requirements ▼

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

D. 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 -Omil	Management Code	O - Not Hazardous
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E. 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
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3. Select the History tab.

Redistribution Order: LD071750719904 Action ▼

Details History

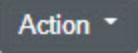
Transactions ▼

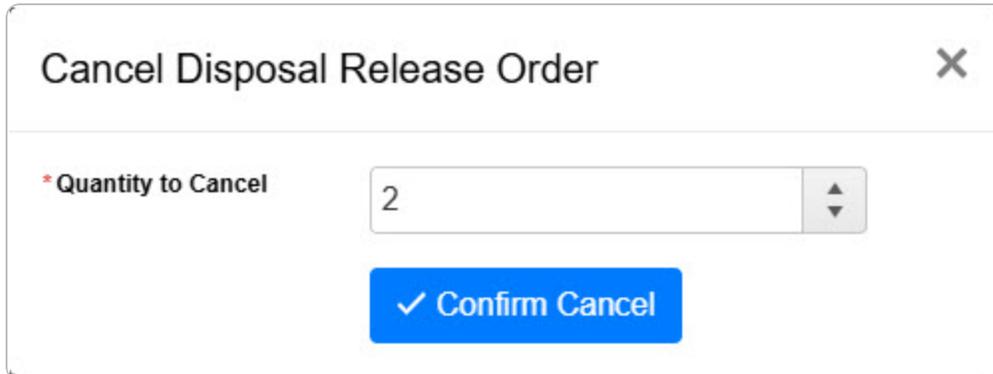
DLMS Transactions	Grid Options	View Details	Refresh	Reset												
<input type="checkbox"/> All	Direction	Set Type	Trans Type Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc	Suffix Cd	Report Type Cd	Stock Nbr	City	Cont Cd	Document Id	Message From	Copy Address	Message To
<input type="checkbox"/>	Outbound	S27D - Material Due-in and Receipt - DE		03/12/2025 7:11:00 PM	PCD - Processed	LD071750719904	DWK - Due In Mtl Relocation			PHDDEKIT	2	A	DWK	VRT		LD0717
Selected 01 Page 1 of 1 50 items per page per page 1 - 1 of 1 items																

A. Review the Transactions grid.





4. Select . *The Action dropdown appears.*
 - a. Choose **Cancel Disposal Release Order**. *The **Cancel Disposal Release Order** pop-up appears.*



The screenshot shows a modal window titled "Cancel Disposal Release Order" with a close button (X) in the top right corner. Inside the window, there is a label "*Quantity to Cancel" followed by a text input field containing the number "2" and a spinner control. Below the input field is a blue button with a white checkmark and the text "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.*

