



**DEFENSE LOGISTICS AGENCY  
DISPOSITION SERVICES  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK, MICHIGAN 49037-3092**

**MEMORANDUM FOR DLA DISPOSITION SERVICES  
REUTILIZATION/TRANSFER/DONATION CUSTOMERS**

**SUBJECT: Reduced Operations – FY19 Annual Inventory**

This memorandum is to advise you that all DLA Disposition Services sites (CONUS and OCONUS) will be functioning at reduced operations from **September 9, 2019 through September 20, 2019** to conduct a wall-to-wall inventory. It is policy to assure all inventory is counted at least once annually. In order to comply, DLA Disposition Services must accomplish a 100 percent annual physical inventory of all items in custody during fiscal year 2019. DoD Military Service requisitions with a mission priority of 1, 2 or 3 will continue to be honored and picked-up/shipped during reduced operations so we are not impacting mission readiness.

**Reutilization/Transfer/Donation Customers**

- During the two week time period of reduced operations, Reutilization/Transfer/Donation customers can continue to place requisitions for available property, but the requisitions will sit in the que until the site resumes full operations on September 23, 2019.
- No physical (walk-in) screening during reduced operations.
- Customers will be notified when their property is available for pick-up once the site is back to normal operations.
- Customer requisitions to be shipped will be scheduled after September 23, 2019 or when the site is back to normal operations.
- All property on inventory during the reduced operations will be afforded full RTD screening and requisitioning once the site resumes to normal operations.

I recognize this is an inconvenience to our valued customers, but conducting a 100 percent wall-to-wall annual inventory is necessary. Customer service, processing your excess DoD property, maximizing RTD, handling your hazardous material/waste and protecting national security is our mission. Accountability and auditability are just as important to all DoD agencies. The goal is to assure all inventory in custody is recorded accurately in the Financial Statements. Much like the military services, we need to show we are good stewards of our taxpayers' money and our ability to pass a clean audit. I trust your patience and understanding during this timeframe as we begin fiscal year 2020.

A handwritten signature in black ink, appearing to read "Michael O. Cannon", is positioned above the printed name and title.

**MICHAEL O. CANNON, SES  
Director**