



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221

AUG 9 2000

IN REPLY  
REFER TO DLMSO

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: MILSTRIP Interim Change 00-7, Automatic Downgrading  
Based upon Validation of Force or Activity Designator  
(F/AD) I Activities

The attached change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), revises Appendix B14, Priority Designators and Standard/Required Delivery Dates. This change activates automatic downgrading for improperly assigned Priority Designator (PD) 04 and 11; and, for Security Assistance only, for improperly assigned PD 01. This publishes changes approved under Approved DLMS Change 9B, subject as above.

Remove MILSTRIP pages and insert revised pages as indicated below. Changes are identified by ***bold-italicized*** text.

**Remove Old**

B14-1 thru B14-9

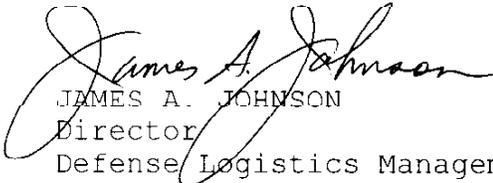
**Insert New**

B14-1 thru B14-9

This change is effective September 1, 2000. With the publication of this change, other effective changes to MILSTRIP consist of Formal Changes 1 through 9, Interim Changes 96-2, 97-1 through 97-3, 98-1, 99-1 through 99-9, and 00-1 through 00-6.

Addressees may direct their questions to DLMSO points of contact, Ms. Vermella Saváge, DoD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or e-mail: [vermella\\_savage@hq.dla.mil](mailto:vermella_savage@hq.dla.mil) or Ms. Ellen Hilert, Co-Chair Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: [ellen\\_hilert@hq.dla.mil](mailto:ellen_hilert@hq.dla.mil).

All others please contact your Component MILSTRIP or Supply PRC representative.

  
JAMES A. JOHNSON  
Director  
Defense Logistics Management  
Standards Office

Attachment

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## APPENDIX B14

### PRIORITY DESIGNATORS AND STANDARD/REQUIRED DELIVERY DATES

(RECORD POSITIONS 60-61 AND 62-64)

**A.** The priority designator (PD) is based upon a combination of factors that relate the relative importance of the requisitioner's mission, expressed by its Force or Activity Designator (F/AD), and the urgency of need of the end use expressed by the Urgency of Need Designator (UND). The F/AD (a roman numeral) is assigned by the Secretary of Defense, the Chairman of the Joint Chiefs of Staff (CJCS), or a DoD Component authorized by the CJCS to assign F/ADs for their respective forces, activities, programs or projects. The criteria for assignment of an appropriate F/AD is in DoD 4140.1-R, Appendix I (reference e). Reference paragraph D, below, for the validation procedures for F/AD I activities. The UND (an alphabetic character) is determined by the requisitioning activity. The criteria for assignment of the UND is in paragraph C below.

**B.** Commanding Officers of requisitioning installations are responsible for the accurate assignment of PDs consistent with the FAD and UND, and the validity of RDDs when assigned to requisitions. Similarly, Commanding Officers of ILCOs, receiving requisitions from MAP requisitioners, are responsible for review of assigned PDs and delivery dates. The following reviews will be accomplished prior to transmission of the requisitions to the supply source:

1. Commanders (or acting commanders during absences) will personally review all requirements based on UND A to certify an inability to perform the mission.

2. Commanders will designate, in writing, specific personnel who will personally review all requirements based on UND B to certify that the urgency has been accurately determined.

**C.** The determination of the appropriate UND shall be made as follows:

1. UND A shall be used in requisitioning materiel:

- a. Required for immediate end use and without which the force or activity is unable to perform its assigned operational mission or without which the force or activity will be unable to perform its assigned operational mission within 15 days (20 days if the force or activity is located OCONUS).<sup>1</sup>

- b. Required for immediate installation on, or repair of, mission-essential materiel and without which the force or activity is unable to perform its assigned operational mission.

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<sup>1</sup>Materiel requirements of this nature affect the readiness of mission-essential materiel and actually result in a report of casualty in accordance with equipment readiness information systems authorized by the OSD, the Chairman of the Joint Chiefs of Staff, or DoD Component headquarters.

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c. Required for immediate end use for installation on, or repair of, direct support equipment (ground support, firefighting, etc.) necessary for the operation of mission-essential materiel.<sup>2</sup>

d. Required for immediate end use in the replacement or repair of mission-essential training materiel and without which the force or activity is unable to perform its assigned training missions.

e. Required for immediate end use to effect the replacement or repair of the essential physical facilities of an industrial or production activity and without which that activity is unable to perform its assigned missions.

f. Required for immediate end use to eliminate an existing work stoppage at an industrial or production activity that is engaged in manufacturing, modifying, or maintaining mission-essential materiel.

g. Required for immediate end use to eliminate an existing work stoppage on a production line that is performing repair and maintenance of unserviceable items having a Military Mission Essentiality code of 1 or 2.

2. UND B shall be used in requisitioning materiel:

a. Required for immediate end use and without which the capability of the force or activity to perform its assigned operational mission is impaired.

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<sup>2</sup>See footnote 1.

- b. Required for immediate installation on, or repair of, mission-essential materiel and without which the capability of the force or activity to perform its assigned operational missions is impaired.<sup>3</sup>
- c. Required for immediate end use for installation on, or repair of, auxiliary equipment which supplements mission-essential material or takes the place of such material should it become inoperative.
- d. Required for immediate end use in the replacement or repair of mission-essential or auxiliary training equipment and without which the capability of the force or activity to perform its assigned missions is impaired.
- e. Required for immediate end use to effect replacement or repair of the essential physical facilities of an industrial or production activity and without which the capability of that activity to perform its assigned missions is impaired.
- f. Required to preclude an anticipated work stoppage at an industrial or production activity that is engaged in manufacturing, modifying or maintaining mission-essential materiel.
- g. Required to preclude an anticipated work stoppage on a production line performing repair and maintenance of unserviceable intensive management or critical items.
- h. Required for the immediate replacement of the safety level quantity of mission-essential items on allowance and load lists (such as, prescribed load lists, spares kits, station sets, or coordinated shipboard allowance lists) when the last item has already been issued.
- i. Required for immediate stock replenishment at overseas forward area supply activities when a customer's mission-essential stock level goes below the safety level and stock due in is not anticipated to arrive prior to stock on hand reaching a zero balance. The quantity ordered should be the minimum amount sufficient to ensure the maintenance of a positive stock balance until materiel that is due in actually arrives.

3. UND C will be used in requisitioning materiel:

- a. Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.
- b. Required for replenishment of stock to meet authorized stockage objectives.
- c. Required for purposes not specifically covered by any other UND.

D. This section describes the assignment process for determining the appropriate PD based on the assigned F/AD and the validation process for those activities using the F/AD I assignment

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<sup>3</sup>Materiel requirements of this nature directly affect the capability of the force or activity to perform its mission; it can temporarily accomplish assigned missions and tasks but with effectiveness and efficiency below the DoD Component Headquarters-determined level of acceptable readiness.

inappropriately.

a. Derivation of Priority Designators. The requisitioning activity determines the appropriate PD to enter in the requisition based on the assigned F/AD and the UND determined by the requisitioning activity. Table 1 indicates the appropriate Arabic number PD derived from a combination of a given roman numeral F/AD with one of the alphabetical UNDs. It should be noted that each force or activity normally can choose from only three priority designators.

**Table 1**

**DERIVATION OF PRIORITY DESIGNATORS**

(Relating FAD to UND)

<u>FORCE OR ACTIVITY DESIGNATOR</u>	<u>URGENCY OF NEED DESIGNATOR</u>		
	<u>A</u>	<u>B</u>	<u>C</u>
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

b. Validation of F/AD I Activities. By direction of the Office of the Secretary of Defense, the Defense Automatic Addressing System Center (DAASC/DSDC-SSL) will validate F/AD I usage through the requisitioning process. DAASC will maintain an edit table consisting of activities authorized use of F/AD I. To preserve accuracy and timely update, the Joint Chiefs of Staff will forward to DAASC all Secretary of Defense approved assignments of FAD I immediately upon approval. Telephonic or electronic communication, to include on-line update, with the DAASC is authorized for time sensitive updates, however formal documentation shall be forwarded to DAASC to support inclusion of all F/AD I authorized activities. In order to maintain unclassified communication, JCS contact points are advised to identify authorized activities by DoDAAC only (no clear text activity names) and make no reference to the associated F/AD. **DAASC will edit** PD 01, 04, and 11 requisitions (DI Code A0\_, AM\_, AT\_, A3\_, A4\_, APR) **to insure that F/AD I requisitions identify** an authorized activity in the document number (rp 30-43) or supplemental address field (rp 45-50). **PD 01 requisitions failing this edit** will be identified **for suspected abuse and subsequent** investigation without interruption of normal requisition processing. **PD 04 and 11 requisitions failing this edit will be downgraded in accordance with table 2 below. DAASC will report downgrading action back to the requisitioner in an AE9 transaction with BK status and the modified requisition will be forwarded for processing. By agreement all suspected F/AD I abuse found in**, U.S. Coast Guard requisitions (rp 30 equal to Z) identified under the above validation process will be automatically downgraded. In addition, the DAASC will assess the validity of transactions which bypass the F/AD I validation process as a result of alternative requisition submission, e.g., Defense Supply Expert System (DESEX) input, using the requisition image transaction (DI Codes CHI, CHA, BE9, and B99). **Suspected abuse uncovered during the above edit process (to include those downgraded by DAASC)** will be output to the Unauthorized Priority Designator Assignment Report (Appendix A35).

c. Security Assistance (SA) Requisitions. SA requisitions (identified by Service Code B, D, K, P, or T in rp 30/45) will be reviewed for appropriate PD assignment by the ILCO prior to release. Specific procedures to accomplish this may be deferred until implementation of the Defense Security Assistance Management System (DSAMS). SA requisitions will not be revalidated by DAASC against the established edit table. However, any SA requisitions with PD 01, 04, or 11 **will be downgraded in accordance with table 2. DAASC will report downgrading action to the applicable ILCO in an**

**AE9 transaction with BK status and the modified requisition will be forwarded for processing.** Suspected abuse will be output **to the Unauthorized Priority Designator Report** under the appropriate Service/Agency heading with no activity name.

**Table 2**

**DAASC TABLE FOR AUTOMATIC DOWNGRADING OF REQUISITION PRIORITY DESIGNATOR**

<b>If PD is:</b>	<b>Then DAASC will change to:</b>
01 <b>(USCG and SA only)</b>	03
04	06
11	13@

d. Participating Service/Agency Points of Contact and Responsibilities. DoD 4140.1-R, Appendix 9, (reference e) requires DoD Components to designate a single office of primary responsibility to act as focal point for UMMIPS matters. To provide clear visibility of such points of contact, the JCS, the Military Services, the Defense Logistics Agency (if needed), and the General Services Administration, will provide contact information to DLMSO for publication in this appendix. Contact information shall include office name/symbol and communications numbers. Primary and alternate information should be included. DoD Component responsibilities for monitoring FAD assignments and conducting annual reviews are delineated in reference e.

e. Service/Agency Points of Contact.

	<u>PRIMARY</u>	<u>ALTERNATE</u>
CJCS	LTC Brent Baker Joint Staff/J4-SMPED DSN 227-6849 COMM (703) 697-6849 Email: bakerhb@js.pentagon.mil	
Army	Ms. Sharon Dunfrond DALO-SMP DSN 224-6753 COMM (703)614-6753	LTC Mark Early DAMO-SSW DSN 224-7956 COMM (703)614-7956
Navy	CAPT William Kowba OPNAV N41 DSN 664-9954 COMM (703) 604-9954	
Air Force	LTC Don Virostko AF/ILSP DSN 227-5980 COMM (703)697-5980 Email: virostko@pentagon.af.mil	LTC Michael Melendrez AF/ILSP DSN 227-5938 COMM (703)697-5938
Marine Corps	Mr. Keith Rineaman USMC/LPP-2	

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DSN 225-8939  
COMM (703)695-8946  
Email:  
RineamanKC@hqmc.usmc.mil

DLA	Mr. Robert Vitko DLSC-L DSN 427-1601 COMM (703)767-1601 Email: robert_vitko@hq.dla.mil	Ms. Brenda Meadows DLSC-L DSN 427-1606 COMM (703)767-1606 Email: brenda_meadows@hq.dla.mil
GSA	Mr. Gary Hood FSS/FCSD COMM (703)305-6514 Email: gary.hood@gsa.gov	Ms. Marcia Crocket FSS/FCSI COMM (703) 305-7551 Email: marcia.crockett@gsa.gov
Coast Guard	Ms. Sherry Larkin US CG/G SLP COMM (202)267-4516 Email: slarkin@comdt.uscg.mil	

E. In the following special circumstances, the stated PD may be used by all requisitioners, irrespective of FAD, but they are not to be used for the routine replenishment of stocks to meet authorized stockage objectives:

1. PD 03 shall be used by all activities for medical or disaster-relief supplies or related items of equipment that are required immediately for:

a. Prolonging life, relieving avoidable suffering, or expediting recovery in case of injury, illness, or disease.

b. Avoiding or reducing the impact of epidemics or similar potential mass illnesses or diseases when in the opinion of medical professionals the probability of epidemics or similar potential mass illnesses is imminent.

2. PD 03 shall be used by all activities for emergency supplies or items of equipment that are required immediately for controlling a civil disturbance, civil disorder or rioting.

3. PD 06 shall be used by all activities for emergency supplies of individual and organizational clothing required immediately to provide a minimum of essential clothing to active duty military personnel who are actually without their required clothing.

F. If local stocks are exhausted and the local supply activity must requisition a specific immediate end-use requirement for a supported activity with a higher FAD, the supply activity may assign a PD, commensurate with the FAD of the supported unit, to the specific requirement. This authority will not be used for the routine replenishment requirements of the supported unit.

G. Whenever a DoD Component executes a contract which provides that a commercial contractor will requisition Government-furnished materiel from the DoD distribution system, the DoD contracting

officer will advise the contractor of the PDs to be shown in such contractor-prepared requisitions. The advice will take cognizance of the FAD of the national priority program, force or activity for which the contract is executed, and potential urgencies of need.

**H. ISSUE PRIORITY GROUPS (IPGs)** PDs are grouped into Issue Priority Groups (IPGs) as follows:

1. PDs 01, 02, and 03 form IPG I.
2. PDs 04, 05, 06, 07, and 08 form IPG II.
3. PDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

**I.** The key to achieving and maintaining a well balanced stock position is timeliness in submitting stock replenishment requisitions. Services, in promulgating this system, will ensure establishment of directives to provide positive assurance that replenishment requisitioning is effected when the reorder point has been reached and/or when planned program requirements or issue experience reveals the necessity for the establishment of stock levels. Continued emphasis on stock replenishment requisitioning will minimize the necessity for priority requisitioning. Competing demands; such as, different demands having the same PD or RDD for assets in short supply, will be manually reviewed when release of assets may result in failure to satisfy a firm commitment for delivery of materiel to a MAP recipient or failure to satisfy a requisition reflecting a CJCS assigned project code. Decision on the selection of demands to be satisfied will be based on scheduled dues-in, significance of the CJCS assigned project codes, and acceptability of substitute items. The CJCS project codes are in the 9\_ series. Control levels may be established to reserve assets for requisitions with designated ranges of PDs, CJCS approved projects, or firm commitments for delivery of materiel to a MAP recipient.

**J.** Requisitioning activities, after determining the appropriate PD applicable to requisitions, will determine the supply transportation system response time requirements by the designation or non-designation of a RDD. The response times (UMMIPS time standards) are displayed in chapter 3, figure 3-2.

1. When an extended RDD is assigned, it will be expressed in terms of months from the last day of the month expressed by the date of the requisition. The number of months, designating the extended RDDs, will be entered in rp 63-64 and an alphabetic "X" will be entered in rp 62. In these instances, the RDD is interpreted to indicate the latest acceptable delivery date and will not preclude earlier delivery if the materiel is available. The appropriate PD, consistent with the FAD and UND, will be entered in 60-61. Under these circumstances, the RDD will be the last day of the month depicted by the entry in rp 63-64. When supply status is provided, the ESD will be shown in rp 70-73. Supply sources deferring supply support to the requisitioner will enter Status Code BP in rp 65-66 of the supply status transaction.

2. When expedited transportation is required, and the PD is 01-08, "777" may be entered in rp 62-64.

3. If the customer is collocated with the supply depot issuing the materiel or has through local negotiations obtained collocated customer status and does not require the fastest possible service of the supply and transportation system, the customer should enter an RDD of "444". The customer entering a "444" RDD should expect the total time from order placement to delivery to be within the total order and ship time specified in chapter 3, figure 3-2, for the assigned PD.

4. If the customer does not specify a delivery date or one of the allowable entries for rp 62-64 as stated in this appendix, the RDD will be left blank and the customer should expect the total time from order placement to delivery to be within the total order and ship time specified in chapter 3, figure

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3-2, for the assigned PD. When requisitions are received without entries in rp 62-64, these positions will be left blank on all transactions resulting from requisition processing.

**K.** For subsistence, the RDD in rp 62-64 is a mandatory entry on all requisitions, with the assigned PD prescribing the precedence of internal supply processing actions for requisitions reflecting identical RDDs. To ensure delivery on the RDD, the ICP/depot may bank the requisitions until the correct processing date, computed by subtracting the number of days needed for depot processing and transit time from the RDD. All requisitions will be submitted using schedules established by the ICP.

1. When RDDs extend beyond order/ship times established by the ICP (for MREs and other ration items), paragraph J.1., above, will apply.

2. Expedited Handling Signal 999 and other NMCS conditions covered in the succeeding paragraphs take precedence over the specific RDD requirements.

3. During mass and universal cancellation situations, provisions of chapters 3 and 8 take precedence over specific RDD requirements.

4. Provisions for work stoppage conditions do not apply to subsistence.

**L.** NMCS/ANMCS requisitions will be prepared with special coding in the RDD field when the following conditions exist/are anticipated to occur: equipment deadlined for parts, aircraft out of commission for parts, engine out of commission for parts, and ships capability impaired for parts. The Commanding Officer of the requisitioning activity will either personally approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions.

**M.** Expedited Handling Signal 999 will be entered in the RDD field of PD 01-03 NMCS requisitions for materiel being shipped to U.S. Forces OCONUS and CONUS Forces alerted for deployment within 30 days of the requisition date only when the conditions specified below are met:

1. The requisitioning unit must possess FAD I, II, or III, and

2. The items or equipment required are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions, or

3. The items or equipment required have been identified during maintenance or testing as necessary to prevent mission-essential systems or equipment from being unable to perform assigned operational missions or tasks within five days of the date of the requisition.

**N.** Expedited Handling Signal 999 does not apply to FMS and MAP Grant Aid requisitions.

**O.** For NMCS conditions other than 999, and all ANMCS conditions, requisitions must contain PD 01-08, and rp 62 will contain N (NMCS) or E (ANMCS). Short RDDs expressed as days from the requisition date may be entered in rp 63-64.

**P.** When a requisitioner desires that specific materiel shipments not be released prior to 50 days before expiration of the extended RDD, an S will be entered in rp 62. The RDD will be interpreted as the last day of the month indicated in rp 63-64. The entry in rp 63-64 will indicate the number of months from the requisition date that the materiel is required; such as, an "01" for the first month and "02" for the second. Shipping activities will ensure that this request is honored. Supply sources deferring supply support to the requisitioner will enter Status Code BP in rp 65-66 of the supply status transaction.

**Q.** FMS and MAP Grant Aid requisitions may contain a required availability date (RAD) in rp 62-64. The RAD will reflect the amount of time remaining from the date of the requisition until the materiel is

required with the number of months remaining from the date of the requisition to the required availability date entered in rp 63-64. (See chapter 6.)

**R.** When a requisitioner desires to identify requisitions for continued document and/or shipment processing during mass cancellation situations, a document modifier (DI AM\_) will be submitted with "555" in the RDD data field, rp 62-64. Requisitions containing or modified to contain "555" in the RDD data field, and containing PD 01-08 in rp 60-61, will receive processing precedence, under chapter 3, paragraph A.2. Requisitions containing "555" in the RDD data field and PD 09-15 rp 60-61 will be processed under the priority.

**S.** For work stoppage conditions at industrial activities, the following procedures may apply at the option of the individual Service. When utilized, these codes will only be significant on an intra-Service basis and will not be otherwise recognized:

1. Enter F in rp 62 of requisitions submitted by rework facilities for bits and pieces required for rework of mandatory turn-in reparable materiel.

2. Enter R in rp 62 of requisitions submitted by repair activities, other than rework facilities, to indicate local work stoppage requirements.

3. Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates for those requisitions containing F or R in rp 62.

**T.** For conventional ammunition requisitions only when materiel is required to be delivered within a specific time period; such as, materiel for an exercise which is not required before or after the exercise, an RDP may be established as outlined below and entered in rp 62-64:

1. Decide the last acceptable delivery date, then calculate how many days this date is past the date of the requisition. Assign this number of days to the last two positions of the RDP (rp 63-64). (The RDP allows the last acceptable delivery date to reach up to but not exceed 99 days past the date of the requisition.)

2. Decide the earliest acceptable delivery date. Determine how many days this date is before the last acceptable delivery date. Match this number to the corresponding letter in the RDP table below. Assign this letter to the first position of the RDP (rp 62). (The RDP allows the earliest acceptable delivery date up to, but not greater than, 14 days before the last acceptable delivery date.)

B	C	D	G	H	J	K	L	M	P	T	U	V	W
1	2	3	4	5	6	7	8	9	10	11	12	13	14

3. In the above manner, a requisitioner may specify a RDP without the use of exception data. As an example, assume a requisition has an ordinal date of 9125, and the last acceptable delivery date is 30 days after the date of the requisition (9155), while the earliest acceptable delivery date is 2 days before the last acceptable delivery date (9153). In this case, the last two positions of the RDP would be 30, and the first position would be C (2 days before 9155--the last acceptable delivery date). The RDP would appear on the requisition as C30.