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IN REPLY
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DLMSO

May 11, 2001

MEMORANDUM FOR: DISTRIBUTION

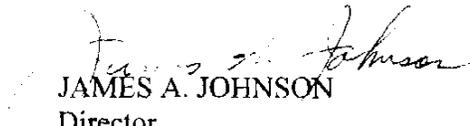
SUBJECT: Approved DLMS Change 43, Validation of GSA Advantage-Assigned GY/GZ Series Activity Address Codes (AACs)

The attached approved change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP); DoD 4000.25-7-M, Military Standard Billing Procedures; DoD 4000.25-6-M, DoD Activity Address Directory; and DoD 4000.25-M, Defense Logistics Management System (DLMS), is forwarded for a **coordinated phased implementation beginning 60 days from the date of release. Do not implement prior to this date.** The initial phase will include publication of revised procedures and implementation of the specified edit within the Defense Automatic Addressing System (DAAS) and the DoD EMAIL. ICPs may determine a subsequent implementation schedule in coordination with business system modernization efforts. DLMS implementation of a new status code will be coordinated with the Supply Process Review Committee (PRC).

This change was discussed and approved during a joint session of the DLMS Supply and Finance PRCs on March 22, 2001. Later revisions were coordinated electronically. This change has also been coordinated with DUSD(L)SCI for approval to proceed. This change is considered essential to correct an operational deficiency.

Addressees may direct questions to the DLMSO points of contact identified by area of responsibility. All others please contact your designated Component representative.

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DISTRIBUTION:

Supply Process Review Committee
Finance Process Review Committee
DoDAAD Committee
DoD EMALL Program Manager

cc:

ADUSD(L)SCI
LMI

Approved DLMS Change 43,
Validation of GSA Advantage-Assigned GY/GZ Series Activity Address Codes (AACs)

1. ORIGINATOR:

- a. Service/Agency: GSA
- b. Originator: Gary Hood, GSA/FSS, comm: 703-305-6514 and email gary.hood@gsa.gov

2. FUNCTIONAL AREA:

- a. Primary: Supply
- b. Secondary: Finance and DoDAAD

3. REQUESTED CHANGE:

- a. **Title:** Validation of GSA Advantage-Assigned GY/GZ Series AACs.
- b. **Description of Change:** The GSA generates AACs for DoD Component and civil agency purchase card users of GSA Advantage. These AACs are published in the DoDAAD to facilitate shipment within the DoD transportation system, but are not authorized for use in DoD requisitioning/ordering processes. This change requires rejection of all DoD requisitions/orders and bills where the ordering activity, ship-to activity, or bill-to activity is identified by a GSA Advantage-assigned GY or GZ series AAC. The change specifies procedures for rapid implementation by DAAS/DoD EMALL, procedures for staggered implementation within Inventory Control Points (ICPs), and long-term procedures for DLMS implementation.

c. Procedures:

- (1) **Requisitioning Procedures:** DAAS and the DoD EMALL will reject all requisitions/EMALL orders containing the GY or GZ series AACs. Revise MILSTRIP, Appendix 2.16, page AP2.16-10, to add the following definition to status code CX for this purpose:

CX	Rejected. Unable to identify the bill-to and/or ship-to address as designated by the signal code or the signal code is invalid. <i>GSA Advantage GY/GZ series AACs are not authorized for use in DoD requisitions/orders.</i> If still required, submit a new requisition ¹ with valid data entries.
¹ Submit a new requisition using a new document number with a current ordinal date.	

- (2) **Billing Procedures:** DAAS will reject all logistics bills identifying the billed office with a GY or GZ series AAC. Revise DoD 4000.25-7-M, MILSBILLS, chapter 2, section M., paragraph 4 to add the following additional edit:

“DAAS and DoD logistics billing systems will reject all billings designating GY or

GZ series DoDAACs as the billed office.

- (3) **DoDAAD Procedures:** This change will prevent misuse of GY/GZ AACs within DoD pending a determination of their validity under DoDAAD procedures.
 - (4) **Staggered ICP Processing:** ICPs will phase in equivalent validation to reject GSA ADVANTAGE assigned GY/GZ series AACs. This will block processing of requisitions which by-pass the DAASC and enter the ICP system through alternative methods, e.g. DESEX. Components will coordinate implementation schedules to DLMSO.
 - (5) **DLMS Procedures:** Above edits will be adopted under the DLMS. Additionally, a unique status code for use under DLMS to specifically indicate unauthorized use of a GY/GZ series AACs will be assigned. A unique code will prevent confusion where multiple meanings are assigned to a single status code under the DLSS. DLMS status codes will be assigned at a future time.
 - (6) **DAASINQ Procedures:** Modify DAASINQ DoDAAC inquiry screen to reflect the following advisory note when GY/GZ series AACs are displayed: ***“GY/GZ series AACs designate GSA Advantage customers and are not authorized for use within DoD requisitioning/ordering processes.”*** [As an alternative, place advisory note on initial entry screen.]
- d. **Alternatives:** The DoDAAD re-engineering effort currently underway will address the need to designate purpose/authorized use with the establishment of AACs. Once available, this information will facilitate selection of the appropriate AAC and validation process within logistics applications.

4. REASON FOR CHANGE:

- a. **Background:** These GY/GZ AACs were created for GSA Advantage purchase card users only and were never intended for standard MILSTRIP/MILSBILLS/DLMS usage. By request of USTRANSCOM, the AACs were registered and maintained on the DoDAAD to facilitate shipment within the Defense Transportation System (DTS). USTRANSCOM Component commands require a published AAC to process transactions through their systems. Because GSA Advantage sales are FOB port, the Military Service pays for onward movement for export shipments, employing the DTS.
- b. **Current Problem:** There are currently no business rules prohibiting the use of GY/GZ series AACs in DoD logistics requisitioning or billing processes. These AACs were intended for the exclusive use associated with GSA Advantage and in no way designate authorized requisitioners or billed offices. Additionally, these AACs are assigned using the GSA Service/Agency Code vice that of the customer, which could impede enforcement of Service assigned rules within DoD processes. Once DAASC receives the DoDAAC overlay from GSA with these AACs, they are perpetuated by DAASC into the Service DoDAAC files. Under existing requisitioning and DoDAAC business rules, requisitions with these AACs could

automatically be passed to an ICP and/or used to withdraw assets from DRMS and result in the unauthorized acquisition of Government property.

5. ADVANTAGES AND DISADVANTAGES:

- a. **Advantages:** The above change prevents unauthorized use of GSA Advantage assigned GY/GZ series DoDAACs in DoD requisitions and bills. These AACs were created for customers using a purchase card payment method and cannot be used in the logistics billing processes. Additionally, it would be inappropriate to use these AACs for ordering outside GSA Advantage because controls that ensure appropriate correlation between the customer's purchase card account and the ship-to address would not be in place. These AACs do not reflect the Service Code of the customer and should not be used to record sales.
- b. **Disadvantages:** May result in some confusion for established DoD EMALL customers who have successfully used these AAC in the past to identify ship-to locations.

6. IMPACT:

- a. Requisition/order rejection requires coordination with EMALL/DAASC/ICPs for synchronized implementation to preclude rejection of otherwise valid EMALL purchase card orders.
- c. Requires further action by the DoD DoDAAC Committee to reach a final determination of the validity of the GSA assignment of GY/GZ AACs to Component personnel. Additionally, if continued, procedures must ensure that these GY/GZ AACs are not perpetuated to Component DoDAAC files unless specifically requested.
- d. GSA will take action to ensure that address information is properly formatted. GSA will also take action to correct the present inability to edit or purge duplicative/unused addresses. GSA Advantage Version 6.0, scheduled for spring 2001 implementation, will reflect these revisions.