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IN REPLY  
REFER TO

DLMSO

JUN 01 2000

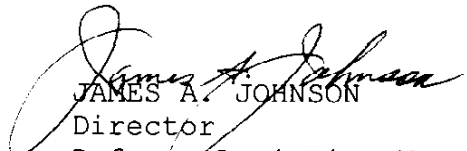
MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Approved Defense Logistics Standard System (DLMS)  
Change 9B, Automatic Downgrading Based upon  
Validation of Force or Activity Designator (F/AD) I  
Activities

The attachment is forwarded as an approved DLSS/DLMS change to the DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) and to the DoD 4000.25-M, DLMS, Volume 2, Supply, Chapter 5, Requisitioning.

This change is effective September 1, 2000 and is based upon coordination with the DLMS Supply Process Review Committee, DUSD(L), and the Joint Chiefs of Staff (J4).

Addressees may direct their questions to Ms. Ellen Hilert, DSN 427-0676; 703-767-0676; e-mail: ellen\_hilert@hq.dla.mil or Ms. Vermella Saváge, DSN 427-0674; 703-767-0674; e-mail: vermella\_savage@hq.dla.mil. Others may direct questions/comments to their Service's/Agency's designated representative.

  
JAMES A. JOHNSON  
Director  
Defense Logistics Management  
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Attachment

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DLMS Supply PRC

cc:  
Joint Staff/J-4  
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**Approved DLMS Change 9B**  
**Automatic Downgrading Based upon Validation of Force or**  
**Activity Designator (F/AD) I Activities**

**1. ORIGINATOR:**

**a. Service/Agency:** DLMSO

**b. Originator:** Ellen Hilert, Supply PRC Co-chair, DSN 427-0676; 703-767-0676, or e-mail: ellen\_hilert@hq.dla.mil

**2. FUNCTIONAL AREA:** Supply

**3. REFERENCE:** DLMSO memorandum dated June 1, 1998, subject: Approved Defense Logistics Standard System (DLMS) Change 9A, Validation of Force or Activity Designator (F/AD) I Activities

**4. REQUESTED CHANGE:**

**a. Title:** Approved DLMS Change 9B, Automatic Downgrading Based upon Validation of F/AD I Activities

**b. Description of Change:**

(1) **Background.** Approved DLMS Change 9A established an automated process to validate F/AD I requisitions using a table of authorized activity DoDAACs maintained at DAASC. Beginning in September 1998, requisitions reflecting unauthorized use of associated priority designators (PDs) have been output to a report for Component review. The Approved Change specified that the Components would review and evaluate the validation process quarterly to determine the potential for implementing automatic downgrading without adverse impact on ongoing operations.

(2) This change activates automatic downgrading based upon above DAASC validation to include all improper PD 04 and 11 requisitions and Security Assistance (SA) PD 01s. The downgrade logic employed by DAASC will maintain the requisitioner's original Urgency of Need Designator (UND) within the original Issue Priority Group (IPG). The assigned PD will equate to F/AD III.

**c. Procedures:**

(1) Revise MILSTRIP Appendix B14, section D, paragraphs b and c as follows:

**Ab. Validation of F/AD I Activities.** By direction of the Office of the Secretary of Defense, the Defense Automatic Addressing System Center (DAASC) 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) 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. **All 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 the table 2. Suspected abuse will be output to the Unauthorized Priority Designator Assignment Report (Appendix A35) under the appropriate Service/Agency heading with no activity name.**

**Table 2**

<b>DAASC TABLE FOR AUTOMATIC DOWNGRADING OF REQUISITION PRIORITY DESIGNATOR</b>	
<b>If PD is:</b>	<b>Then DAASC will change to:</b>
01 ( <i>USCG and SA only</i> )	03
04	06
11	13

(2) Corresponding revisions will be posted to DLMS, Volume 2, Chapter 5.

**5. REASON FOR CHANGE:**

a. The Components have made substantial progress toward uncovering and eliminating causes for misuse of F/AD I. It was agreed during the Supply Process Review Committee Meeting 00-1 that this additional step to preclude improper use of PD 04 and 11 would be appropriate at this time. PD 01 (with the exception of SA) was not included for automatic downgrading because there is currently no way to guarantee that the authorized activity will be reflected within the requisition. The risk of downgrading an appropriately coded urgent requisition was not considered acceptable on a DoD-wide basis. Currently identified situations of potential risk involve requisitions resulting from F/AD authorization by program (rather than activity) and Air Force requisitions that may be constructed using higher-level DoDAACs. Components will be asked to identify activities authorized to order material under F/AD I programs during the upcoming Joint Staff-initiated F/AD review cycle.

b. SA customers do not have authorization to use F/AD I at this time. Consequently, this change subjects all SA requisitions reflecting PD 01, 04, or 11 to automatic downgrading.

**6. ADVANTAGES/DISADVANTAGES:** This procedure polices DoD policy

for F/AD I usage automatically with very limited risk to Military operations.

**7. IMPACT:** Minimal impact to customers. With the exception of DAASC, no modification of Component automated processing systems will be required to support this change.