

DLMSO

June 1, 1998

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Approved Defense Logistics Standard System(DLMS) Change 9A, 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 on September 1, 1998 and is based upon the direction of the Under Secretary of Defense (L/MDM) by the memorandum of January 21, 1997, Validation of F/AD I Activities. The revised procedures contained in this document were approved by the DoD Component at the November 17-21, 1997, Supply Process Review Committee meeting. Minor revisions to avoid classification of correspondence and reports resulting from this process have been incorporated.

Service representatives must provide to the Defense Automatic Addressing System Center (DAASC/DSDC-SSL) their current Service's priority designator validation contact points.

Addressees may direct their questions to Ms. Ellen Hilert, DSN, 235-5271 or 703-275-5271 or e-mail: ellen_hilert@hq.dla.mil or Ms. Vermella Saváge, DSN 235-5272 or 703-275-5272, e-mail: vermella_savage@hq.dla.mil. Others may direct questions/comments to their Service's/Agency's designated representative.

/s/

JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

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cc:

ARMY LOGSA SATPV L
NAVSUP 73/73
Joint Staff LRC: J4

Approved DLMS Change 9A
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 235-5271 or 703-275-5271, or e-mail: ellen_hilert@hq.dla.mil and Vermella Savage, DoD MILSTRIP System Administrator, DLMSO, DSN 235-5272 or 703-275-5272 or e-mail: vermella_savage@hq.dla.mil

2. FUNCTIONAL AREA: Supply

REFERENCES:

a. Joint Staff memorandum dated April 21, 1998, subject: Parity in the Use of Force Activity Designators (FADs) (enclosed).

b. DUSD(L/MDM) memorandum dated March 26 1998, subject: Parity in the Use of Force Activity Designators (FADs).

c. DUSD(L/MDM) memorandum dated January 21, 1997, subject: Validation of Force Activity Designator (FAD) I Activities.

d. DUSD(L/MDM) memorandum dated October 2, 1996, subject: Validation of Force Activity Designator (FAD) I Activities.

4. REQUESTED CHANGE:

a. Title: Validation of Force or Activity Designator (F/AD) I Activities

b. Description of Change:

(1) This change provides procedures for validation of F/AD I usage by requisitioning activities. The DAASC will build and maintain a table of authorized activities. During routine processing, requisitions reflecting F/AD I priorities (Priority Designator (PD) 01, 04, 11) will be edited against the authorized activity table for appropriate F/AD I assignment. Comparison to the requisition will be based upon activities identified in both the document number and supplemental address fields. Suspected abuses will be output to the report described below.

(2) Implementation will begin with a four month evaluation period to run September 1, 1998 through December 31, 1998 and will apply to requisitions dated September 1, 1998 or later. Reports will be evaluated by the DoD Components to determine (1) whether the validation process is working as intended, (2) to determine the extent of the abuse of the F/AD I priorities, (3) whether automatic downgrading should be implemented, and (4) whether corrective action other than automatic downgrading would be sufficient to remedy any abuses identified through the validation process. Additionally, the following actions will occur: Steps will be taken to ensure adequate mechanisms are in place to update the DAASC edit table on short notice. Components must identify any procedural/system changes necessary to accomplish requisitioning in support of F/AD I authorized activities regardless of the requisition point of entry (off-station requisitioning). This is necessary to preclude adverse impact should the validation process be expanded to include automatic downgrading of unauthorized F/AD I priorities to F/AD III priorities. Components will report findings during quarterly Supply Process Review meetings to determine appropriate future action.

(3) MILSTRIP/DLMS will be updated to include an appendix listing of PD validation contact points responsible for identification of DoDAACs authorized use of PD 01, 04, or 11.

c. Procedures:

(1) Revise MILSTRIP Appendix B14, sections A and D as follows:

AA. 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.

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 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 F/AD to UND)			
FORCE OR ACTIVITY DESIGNATOR	URGENCY OF NEED DESIGNATOR		
	A	B	C
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. PD 01, 04, and 11 requisitions (DI Code A0_, AM_, AT_, A3_, A4_) which do not identify an authorized activity in the document number (rp 30-43) or supplemental address field (rp 45-50) will be identified for investigation without interruption of normal requisition processing. 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. Suspected abuse will be output to the

Unauthorized Priority Designator Assignment Report (Appendix A35). All Services, the Defense Logistics Agency (if needed), and the General Services Administration, must provide the DAASC with their PD validation contact points (minimum of 1 primary and 1 alternate) who will ensure that the authorized activity edit table remains current based on annual review and validation. The GSA will maintain oversight of authorized non-DoD activities. The Service/Agency contact points will also have the responsibility for notifying the DAASC of urgently needed changes for immediate update of the edit table outside the annual review. The Joint Staff will identify contact points to DAASC as an alternative source of emergency updates. Telephonic or electronic communication, to include on-line update, with the DAASC is authorized for time sensitive updates, however formal correspondence with the DAASC is required to support inclusion of all F/AD I authorized activities on the edit table. In order to maintain unclassified communication, contact points are advised to identify authorized activities for PD validation by DoDAAC only (no clear text activity names) and make no reference to the associated F/AD.

(2) Revise Table of Contents at page xvi and MILSTRIP Appendix A, page A-iii, to add:

Appendix A35 - Unauthorized Priority Designator Assignment Report

(3) Add new MILSTRIP Appendix A35 as shown in Attachment 2.

(4) Revise DLMS, Volume 2, Chapter 5, Section 5.2.1.1 (top section of page 5-4) as follows:

The requisitioning activity determines the appropriate PD to use in the requisition based on the assigned F/AD and the UND. Table 5-1 indicates the appropriate Arabic number PD derived from a combination of a given roman numeral F/AD with one of the alphabetical UNDs. Note that each force or activity normally can choose from only three PDs.

DERIVATION OF PRIORITY DESIGNATORS

(Relating F/AD 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

TABLE 5-1

VALIDATION OF F/AD I ACTIVITIES

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 authorized F/AD I activities. F/AD I requisitions (TS 511R/M - Requisition/Modification, Transaction Type Codes A0, BM, BN, AM) which do not identify an authorized activity in the transaction reference number, ship-to, bill-to, or mark-for fields will be identified for investigation without interruption on normal requisition processing. 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. Suspected abuse will be output to the Unauthorized Priority Designator Assignment Report (Appendix 5H). All Services, the Defense Logistics Agency (if needed), and the General Services Administration, must provide the DAASC with their PD validation contact points (minimum of 1 primary and 1 alternate) who will ensure that the authorized activity edit table remains current based on annual review and validation. The GSA will maintain oversight of authorized non-DoD activities. The Service/Agency contact points will also have the responsibility for notifying the DAASC of urgently needed changes for immediate update of the edit table outside the annual

review. The Joint Staff will identify contact points to DAASC as an alternative source of emergency updates. Telephonic or electronic communication, to include on-line update, with the DAASC is authorized for time sensitive updates, however formal correspondence with the DAASC is required to support inclusion of all F/AD I authorized activities on the edit table. In order to maintain unclassified communication, contact points are advised to identify authorized activities for PD validation by DoDAAC only (no clear text activity names) and make no reference to the associated F/AD.

(5) Revise Table of Contents DLMS Volume 1, page vi, and Volume 2, page 2-iv, to add:

Appendix 5H *Unauthorized Priority Designator* 5H-1
Assignment Report

(6) Add new DLMS Volume 2, Appendix 5H, as shown in Attachment 2 (converted to DLMS format).

4. REASON FOR CHANGE: F/AD I is reserved for the highest national priorities, and the Chairman, Joint Chiefs of Staff is responsible for recommending and validating all F/AD I assignments. The Joint Staff audit F/AD I usage on an annual basis to ensure continued validity of those assignments and require the Services to validate F/AD I usage by activity based on the requisitioning data captured over the review period. The audits continue to reveal unauthorized use of F/AD I priorities. Unauthorized use of F/AD I allocates potentially scarce resources to activities that would otherwise have a lesser priority.

5. ADVANTAGES/DISADVANTAGES: This change provides a means to identify and measure F/AD I abuse without detrimental impact on military operations. There are no known disadvantages.

6. IMPACT: This change is a procedural interface between requisitioning activities and the DAASC. This change also requires procedural amendment to requisitioning procedures. No system reprogramming outside the DAASC is required. DAASC will prepare the necessary reports and maintain the authorized activity edit table.

**APPENDIX A35
(or APPENDIX 5H)**

Unauthorized Priority Designator Assignment Report

A. The Unauthorized Priority Designator Assignment Report is produced monthly by DAASC to identify suspected abuse of F/AD priority assignment. Summary reports, parts I, II, IV, and V are also available quarterly and annually. The report is in six parts:

1. Part I - Service/Agency Summary
2. Part II - DoDAAC Summary by Service/Agency
3. Part III - Requisition Detail by DoDAAC
4. **Part IV - Alternative Requisition Submission Service/Agency Summary**
5. Part V - Alternative Requisition Submission **DoDAAC** Summary **by Service/Agency**
6. Part VI - Alternative Requisition Submission Detail **by DoDAAC**

B. The report is available for review or downloading through Internet access to the DAASC Home Page at www.daas.dla.mil after the 5th of the month. Capability to review or download by Service/Agency is available.

C. The format of the report and the explanation of the contents are as follows:

UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT

REPORT PERIOD: JANUARY 1, 1998 - JANUARY 31, 1998

PART I - SERVICE/AGENCY SUMMARY

MILITARY SERVICE	NO. OF DODAACS	NO. OF REQUISITIONS IDENTIFIED	PRIOR QUARTER TOTAL
ARMY	100	2,505	X,XXX
NAVY	400	8,009	XX,XXX
AIR FORCE	XXX	XX,XXX	XX,XXX
MARINE CORPS	XX	XXX	XXX
AGENCY/OTHER			
GENERAL SERVICES ADMINISTRATION	XX	XX	XX
DEFENSE LOGISTICS AGENCY	X	X	X
FEDERAL AVIATION ADMINISTRATION	X	X	X
COAST GUARD	X	X	X
GRAND TOTAL:	XX,XXX	XXX,XXX	XXX,XXX

UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT

REPORT PERIOD: JANUARY 1, 1998 - JANUARY 31, 1998

PART II - DODAAC SUMMARY BY SERVICE/AGENCY

ARMY

DODAAC	NUMBER OF REQUISITIONS IDENTIFIED	PD 01	PD 04	PD 11	PRIOR QUARTER		
					PD 01	PD 04	PD 11
TOTAL 500	2,555	55	2,000	500	XX	X,XXX	XX
W12345	XXX	X	XXX	XX	X	XX	XX
WXXXX	XX	X	XX	X	X	XXX	X
<i>Continues displaying all Army activities.</i>							

UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT

REPORT PERIOD: JANUARY 1, 1998 - JANUARY 31, 1998

PART III - REQUISITION DETAIL BY DODAAC

ARMY

1 2 3 4 5 6 7

8

123 456 7 890123456789012 34 56789 01234567890123 4 567890 1 23 4 56 789 01 234 56 789 01234567890

DODAAC: W12345 (In-The-Clear Activity Name Here)	NO. OF REQUISITIONS IDENTIFIED: 150	
PD 01	10	
(transactions displayed here)		
PD 04	120	
(transactions displayed here)		
PD 11	20	
(transactions displayed here)		

D. Explanation of data in report.

1. *Requisition data displayed in this report is selected in accordance with the validation process described under appendix B14, section D. Parts IV/V/VI repeat the earlier display format, however, the source of data is the requisition image transaction provided to DAASC where an alternative means of requisition submission has been used bypassing DAASC validation, e.g., DESEX input.*

2. Report data is sorted in descending order by number of requisitions. Summaries and transaction display are grouped using the DoDAAC identified in the requisition document number. Contractor and Security Assistance customers are grouped with the sponsoring Service/Agency. ***The annual report is prepared without prior quarter totals.***