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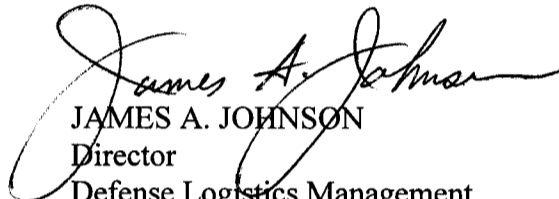
APR 3 2002

MEMORANDUM FOR: SUPPLY PRC MEMBERS

SUBJECT: Approved DLMS Change 59, Customer Identification on Automated Exception Requisitions (Supply/MILSTRIP) (Staffed as PDC 69)

The attached change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), and DoD 4000.25-M, Defense Logistics Management System (DLMS), is approved for publication effective May 1, 2002. This is an administrative change documenting procedures implemented by Service/Agency agreement.

Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Co-Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or email: ellen_hilert@hq.dla.mil or Ms. Vermella Saváge, DoD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or e-mail: vermella_savage@hq.dla.mil. Others must contact their Service or Agency designated representative.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(L)SCI
LMI

Approved DLMS Change 59

Customer Identification on Automated Exception Requisitions

1. ORIGINATOR:

- a. **Service/Agency:** DLA
- b. **Sponsor:** Supply Process Review Committee, Ms. Ellen Hilert, Co-chair, J-673 (DLMSO), 703-767-0676 (DSN 427), ellen_hilert@hq.dla.mil.
- c. **DLA Point Of Contact:** Mr. Bob Vitko, J-332

2. FUNCTIONAL AREA:

- a. **Primary:** Supply
- b. **Secondary(ies):**

3. REQUESTED CHANGE:

- a. **Title:** Customer Identification on Automated Exception Requisitions.
- b. **Description of Change:** This change requires internal system generation of customer identification for processing of automated exception requisitions that include in-the-clear ship-to addresses. The authorized system (e.g. Navy One-Touch) that prepares the requisition establishes a constant in the customer identification field that would allow the supply source to know what organization to contact to find out who the actual user is. The DAAS generates the customer identification based upon the communications routing information from the originators transaction when forwarding the DLA-supported DI Code YRZ requisition trailer for exception ship-to data.
- c. **Procedures:** Changes identified by bold italics. Yellow highlights identify revisions based upon comments received during Supply PRC meeting 01-3.

(1) Revise Chapter C.2, Preparation and Submission of Requisitions, Cancellations, and Followups, as follows:

“**C2.2.1.1** Authorized conditions for use of exception ship-to addresses are listed below. Requisitions containing exception ship-to addresses other than those listed will be rejected with Status Code D6.

C2.2.1.1.1 Sales/donations/loans/issues of materiel to qualifying Federal, State, or Civil organizations or individuals approved by the Service Secretaries.

C2.2.1.1.2 Issues of nuclear assets as directed by DTRA DOE contractors.

C2.2.1.1.3 Materiel in Supply Condition Code L to contractors.

C2.2.1.1.4 Issues required by national emergency or natural disasters.

C2.2.1.1.5 Shipments of ammunition requiring special controls.

C2.2.1.1.6 Shipments to contractors for special testing.

C2.2.1.1.7 Requisitions from deployed Naval units with an R or V in rp 30; E, G, or W in rp 40; 01, 02, or 03 in rp 60-61; and 999 in rp 62-64.

C2.2.1.1.8 DoD EMALL-generated requisitions using an IMPAC card as the method of payment.

C2.2.1.2 Exception data will normally be limited to the following:

C2.2.1.2.1 Non-NSN requirements which exceed the stock or part number field and/or require additional information.

C2.2.1.2.2 Non-NSN lumber products and other commodities identified and ordered by description only.

C2.2.1.2.3 Authorization/identification for items when such requirement is imposed by the ICP or by the parent Service or the requisitioning activity.

C2.2.1.2.4 NSN items in FSCs 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.

C2.2.1.2.5 NSN requirements needing additional identifying information; for example, requisitions initially rejected with Status Code CG or CJ.

C2.2.1.2.6 Requisitions for the Navy's LEVEL 1/SUBSAFE program and nuclear reactor plant materials.

C2.2.1.2.7 NSN items for chemicals for boiler water feedwater analysis.

C2.2.1.2.8 Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

C2.2.1.2.9 Requisitions for Marine Corps PWR or Pre-Positioning Ships Program.

C2.2.2 Commanders will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

C2.2.3 Automated submission of requisitions containing exception ship-to addresses may be authorized by agreement with the supply source. Automated submissions will include identification of the customer via a system-generated customer identification code that cannot be overridden by the user as described under Appendix AP1.35, Customer Identification. The DAAS will generate the customer identification for automated submissions (e.g. via DAMES) of the DLA-supported DI Code YRZ requisition trailer for ship-to exception data.

(2) Revise DLMS Supplements as follows:

- **511R, Requisition:** 2/N901/020 – Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer ~~account number~~

identification or other authorized submitter of requisitions containing in-the-clear exception ship-to addressing.

- **511M, Requisition Modification:** 2/N901/020 – Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer ~~account number~~ *identification or other authorized submitter of requisitions containing in-the-clear exception ship-to addressing.*
- **869A, Requisition Inquiry/Supply Assistance:** 2/REF01/105 – Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer ~~account number~~ *identification or other authorized submitter of requisitions containing in-the-clear exception ship-to addressing.*
- **869C, Cancellation:** 2/REF01/105 – Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer ~~account number~~ *identification or other authorized submitter of requisitions containing in-the-clear exception ship-to addressing.*

(3) Add new Appendix AP2.25, Customer Identification:

AP2.25 APPENDIX 2.25

CUSTOMER IDENTIFICATION

NUMBER OF CHARACTERS: Thirteen.

TYPE OF CODE: Alpha/Numeric.

EXPLANATION: Provides customer identification on automated submission of requisitions containing exception ship-to addresses via a system-generated code that cannot be overridden by the user. The first three-characters may identify the preparing system followed by a 10-character identification of the individual customer keyed to the customer login/account. The originating organization must be able to identify the specific individual by this code. When constructed by the DAAS, the customer identification will consist of the six-position input communications routing identifier of the originator (the first position of the seven position communications routing identifier is dropped) plus the four-position serial number and three-position date from the incoming message header.

RECORD POSITIONS: 67-79 of DLA-supported DI Code YRZ requisition trailer for exception ship-to data (Type Transaction Code ST).

AP2.25.1 Originating systems are identified as follows:

<u>CODE</u>	<u>EXPLANATION</u>
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OTS	Navy One Touch

d. Alternatives: Use of Public Key Encryption (PKI) for future requisition submissions should be evaluated.

4. **REASON FOR CHANGE:** Use of exception ship-to addressing on requisitions must be tightly controlled due to the susceptibility of this procedure to fraud and abuse. Importing this procedure into an automated environment with no manual oversight at the supply source increases the potential for improper use. The requested change provides a safeguard mechanism allowing a trusted identification of the individual requesting shipment to a location not identified within the DoD infrastructure.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages: The identification of the individual customer/preparing system through a system-generated input provides key information for detecting/researching instances of fraud or abuse with no impact on the individual customer. This change supports requisitions input using MILSTRIP when associated with the DLA-supported DI Code YRZ requisition trailer and conversion to equivalent DLMS EDI format.

b. Disadvantages: None identified.

6. IMPACT:

a. Data Content/Procedures: MILSTRIP procedures identified above. No significant impact is associated with this change. This change documents procedures already implemented at DAASC, DLA ICP, and Navy One Touch. This change does not impact all implementations of the DLA trailer format YRZ; it is applicable only to the specific format that provides exception ship-to information as identified by the Type Transaction Code ST. The DLMS notes above support DLSS/DLMS transition. However, the origin of customer identification under full DLMS-originated requisitions remains an open issue. DAASC and DLMSO will evaluate potential use of the enveloping information contained in the ISA, Interchange Control Header.

b. Publication(s): DoD 4000.25-1-M, MILSTRIP; DoD 4000.25-M, DLMS