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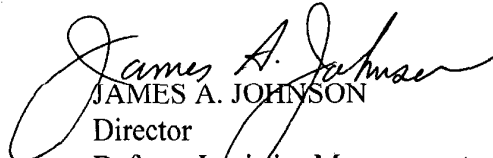
NOV 7 2002

MEMORANDUM FOR: SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved DLMS Change 82, Contractor Access to Government Supply Sources (MILSTRIP/Supply) (Staffed as PDC 88)

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 for implementation on November 1, 2002. This ADC reflects Joint Component agreements reached during the DLMS Supply Process Review **Committee Meeting 02-3**.

Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: 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 Component designated representative.


JAMES A. JOHNSON
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Attachment

cc:
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Approved DLMS Change 82
Contractor Access to Government Supply Sources

1. ORIGINATOR:

- a. Service/Agency:** Defense Logistics Agency

- b. Sponsor:** Supply PRC Chair, Ellen Hilert, DLA DLMSO/J-673, DLMSO, 703-767-0676 (DSN 427), ellen_hilert@hq.dla.mil and DOD MILSTRIP System Administrator: Ms. Vermella Saváge, DLA DLMSO/J-673, DLMSO, 703-767-0674 (DSN 427), vermella_savage@hq.dla.mil

- c. DOD EMALL Point of Contact:** Ms. Gabrielle Zimmerman, 804-279-3646, Gabrielle.Zimmerman@dscr.dla.mil

- d. DLA Point of Contact:** Mr. Bob Vitko, J-332, Logistics Operations, 703-767-1601 (DSN 427), Robert_vitko@hq.dla.mil

2. FUNCTIONAL AREA: Supply

3. REFERENCES: Federal Acquisition Regulations Subparts 1.4, 32.2, 45.303, and 51.1.

4. REQUESTED CHANGE:

- a. Title:** Contractor Access to Government Supply Sources

- b. Description of Change:** This change establishes procedures for validation of contractor orders for material from the Government supply sources using DOD EMALL and payment by government purchase/corporate credit card. These procedures are intended to facilitate processing for requisitions for contractor-furnished (CFM) paid by corporate credit card. Note, however, that an EMALL prepared requisition for CFM paid by corporate credit card may have the same configuration as a requisition for Government-furnished (GFM) paid by government purchase card (if it is lacking any of the GFM required entries). When using the same configuration, both CFM and GFM requisitions will be edited in the same manner. These procedures require the establishment of a new edit table at the DAASC containing the contractor DODAAC as authorized by the contracting officer for ordering CFM using corporate credit cards. The new table will be referred to as the "DOD EMALL CFM Table." Requisitions placed through EMALL for government purchase or corporate credit card payment will contain Fund Code XP, the contractor DODAAC as the ship-to, and the Government DODAAC for DOD EMALL (SP5200) in the supplemental address, identified as the bill-to activity. This configuration will be interpreted by source of supply (SoS) and DAAS processing as a GFM requisition under MILSTRIP rules. The DOD EMALL will forward the requisition to the ICP via DAAS. DAAS will recognize the EMALL supplemental address and employ both existing GFM edits and the new edit table to validate the requisition. If valid, DAAS will forward the requisition to the SoS. If not valid, DAAS will reject with Status Code CL. The

ICP (which will be unable to determine whether the contractor requisition is for GFM or CFM) will generate a DI Code AX1, ICP GFM Validation Request, transaction to validate the requisition with the MCA. DAAS will recognize the EMALL supplemental address and again employ existing GFM edits and the new edit table to take appropriate action. If the new edit table identifies the contractor DODAAC as authorized by the contracting officer for ordering CFM using corporate credit cards, then DAASC will validate the requisition and respond to the SoS with a DI Code AX2 with Advice Code “2M” indicating the requisition is valid. The SoS will continue processing. If the contractor DODAAC is not contained on the DOD EMALL CFM Table, but the requisition contains a valid MCA code, then DAASC will forward the AX1 to the MCA for validation. If the contractor DODAAC is not contained on the EMALL Contractor Edit Table and the requisition does not contain a valid MCA code, then DAAS will provide a DI Code AX2 with Status Code “CL” indicating the transaction is invalid. The SoS will reject the requisition.

Note: This approved change does not differ substantively from the PDC. New information is provided a paragraph 7 below for clarification.

c. **Procedures:** The following changes apply to MILSTRIP; a corresponding DLMS change will be applied.

- (1) Revise MILSTRIP Chapter 11 as indicated in the enclosure.
- (2) Revise MILSTRIP Definitions and Terms to add the following definition:

CONTRACTOR-FURNISHED MATERIEL (CFM). CFM is material that the contractor is contractually required to provide. The source of supply for CFM may be the commercial market or the federal supply system when authorized in the contract.

- (3) Revise AP2.16, Status Codes:

CODE	EXPLANATION
CL	Rejected. Contractor’s requisition or related transaction is to be processed initially by an MCA. Transaction entries indicate direct submission. Research for correct MCA and submit a new requisition. ¹² <i>If intent was to order via DOD EMALL using a corporate credit card, then contact your contracting officer to ensure you are authorized and that your DODAAC has been identified to appropriate requisition processing activities.</i>

- (4) Revise MILSTRIP AP2.1, Document Identifier Codes:

CODE	DOCUMENT TITLE	EXPLANATION
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AX1 ³⁸	Inventory Control Point Government-Furnished Materiel Validation Request	From ICP to MCA to validate GFM transactions to a valid contract. <i>May be intercepted by DAAS when applied to contractor requisitions submitted via DOD EMALL indicating payment by corporate credit card.</i>
AX2 ³⁹	Management Control Activity Government-Furnished Validation Response	From MCA to ICP. Response to ICP validation request of GFM transactions. <i>Also used by DAAS when applied to contractor requisitions submitted via DOD EMALL indicating payment by corporate credit card.</i>

³⁸ Procedures to control access to DOD material inventories by defense contractors last reported as not implemented by USA (Retail) Refer to AMCL 1A.

³⁹ See Footnote 38.

(5) Revise MILSTRIP C1.1, General Information to insert the following paragraph and renumber accordingly:

C1.7.3. DOD EMALL. Use the DOD EMALL for PD 01-15 as prescribed by Component guidance. The DOD EMALL supports standard MILSTRIP requisitioning procedures and offers additional flexibility in payment method and ship-to identification for authorized customers. Refer to www.emall.dla.mil for additional information and to register as a new user.

d. Alternatives: Require full MCA validation for CFM requisitions.

5. REASON FOR CHANGE: CFM requisitions placed via DOD EMALL for credit card payment are currently being trapped by the DAASC GFM edit and are being rejected with Status Code “CL.” This is because they are configured as if they were a GFM requisition being sent directly to the DLA ICP without any coding indicating that the requisition was reviewed by the appropriate MCA first. The MILSTRIP GFM edit is based upon the configuration of the ship-to and bill-to information as follows. First DAASC determines whether the requisition is coded as a GFM requisition. GFM requisitions (for other than Army) are coded to indicate that a contractor DODAAC is the ship-to activity and a government DODAAC is the bill-to activity. For GFM requisitions the RIC in rp 4-6 is to be either the RIC of the MCA (which DAASC would pass the requisition to for review) or the RIC in 4-6 may be the SoS/ICP if an MCA is identified by either the distribution code (rp 54) or a RIC in rp 74-76. When the MCA identification is present in rp 54 or rp 74-76, DAASC assumes the order is coming from the MCA and they will route the requisition to the SoS. Since the EMALL requisitions do not have an MCA RIC in 4-6 or the MCA codes in either rp 54 or 74-76, DAASC rejects the requisition as a GFM requisition bypassing the MCA (with Status Code CL). If this requisition would have been submitted to SoS, bypassing DAASC, it would still have been rejected. The SoS would also have identified this as a GFM requisition and would have generated an AX1 to validate the requisition with the MCA. When DAASC received the validation request, there would be no codes in the requisition identifying an MCA for DAASC to forward the validation request to and they would have provided an AX2 response back to SoS with

Status Code "CL" indicating that the SoS should cancel the requisition

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: This change is designed to have minimal procedural and automated processing impact. No program changes are required by the SoS or DOD EMALL for proper CFM requisitions to process. DAAS will insert edit table validation within existing framework for GFM requisition validation. This change can be implemented quickly and will support continued use of DOD EMALL for all types of requisitions and payment methods.

b. Disadvantages: DOD EMALL requisitions for CFM paid by credit card have the same configuration as a GFM requisition. Care must be taken to recognize these requisitions as CFM or they will not be properly recorded as sales in financial/management systems. These procedures provide a "quick fix," but do not address potential interface issues.

7. ADDITIONAL INFORMATION:

a. DOD EMALL GFM Procedures. The DOD EMALL does not currently support data contents required for standard MILSTRIP GFM requisitioning. By agreement with the DOD EMALL program, specific field legends to identify the manufacturer's directive number, contract call order number, and contract identification will be adopted by the DOD EMALL. These MILSTRIP GFM changes are tentatively scheduled for Version 5.4 release in April 2003.

b. DOD EMALL CFM Procedures. The following list delineates DOD EMALL procedures, clarifying the steps involved in identifying and approving a contractor for access to DOD supply sources for CFM using the DOD EMALL.

(1) Contractors register on EMALL, filling out the screen and printing their information on company letterhead.

(2) Contracting Officer receives and signs registration requests and forwards to fax number at top of form (Registration Authority). The signature is a commitment on the Contracting Officer's part to review monthly activity for the account being approved, to include request for revocation, if needed.

(3) Registration Authority validates contractor's request and authorizes account for use.

(4) Registration Authority forwards contractor's DODAAC by e-mail (for inclusion in the DOD EMALL CFM Table) to DAASC (primary and alternate DAASC points of contact) and to the DOD EMALL deputy program manager for info only. Subject line (for easy identification) will be "DOD EMALL CFM DODAAC Edit Table".

(5) DAASC adds new DODAAC to the table.

(6) DOD EMALL Operations Team runs a report every month to locate any contractor registrations where the end date of the contract is the month to follow.

(7) Help Desk receives this report and contacts the contractor/customer AND the Contracting Officer to determine if the contract will be extended or will be closed out. Help Desk will forward their customer contact results to the Registration Authority and enter a comment into the user account profile requesting the Registration Authority either extend the end date or revoke the account.

(8) Registration Authority will send an e-mail to the distribution list in #4 above indicating the DODAAC that should be removed from the table when an account is revoked.

(9) DOD EMALL Operations Team will run reports for each contractor account on DOD EMALL every month. The report will list the items, quantities and dollar value for each order placed by the contractor in the preceding month. This report will be forwarded to the Contracting Officer for review. The purpose of the review is to ensure the contractor stays within the scope of the contract for which they have been granted access.

(10) If the Contracting Officer notices any irregularities that can not be cured through discussions with the contractor, they will contact the DOD EMALL Help Desk and request the account be revoked immediately.

8. IMPACT:

a. Data Content/Procedures: DAAS system changes requiring validation of contractor requisitions to ensure contractors are authorized to use Government supply sources.

b. Publication(s): DOD 4000.25-M (DLMS), DOD 4000.25-1-M (MILSTRIP), DOD 400.15-10, DAAS.

c. DOD EMALL: DOD EMALL will take action to accommodate data entries associated with GFM requisitions: Manufacturer's Directive Number, Contract Call Order Number, and Contract Identification. This will ensure that EMALL requisitions for GFM with payment via Government purchase card will be subjected to appropriate MCA controls.

C11. CHAPTER 11

GOVERNMENT FURNISHED MATERIEL CONTRACTOR ACCESS TO GOVERNMENT SUPPLY SOURCES

C11.1. GENERAL

C11.1.1. This chapter prescribes policies and procedures for requisitioning **GFM** by or for contractors from the DoD Supply System. These procedures establish guidelines to requisitioners and authorized contractors and S/As to obtain **Government-furnished materiel (GFM)** from DoD inventories **to fulfill** of contract requirements¹. **These procedures also support the use of MILSTRIP requisitioning by authorized contractors to obtain material from Government supply sources to be used as contractor-furnished materiel (CFM) under controls established by the authorizing Component.**

C11.1.2. The S/As will assign a unique RI and distribution code to each **management control activity (MCA) validating GFM requisitions.**

C11.1.3. Any attempt to circumvent GFM/CFM validation requirements is sufficient cause to refer violation to the appropriate criminal investigating activity to determine possible fraud, waste, and abuse. The sponsoring Service will make violation referrals to criminal investigating activities or monitoring MCA based upon reports of rejected transactions or violations discovered during the post validation process.

C11.1.4.

C11.2. APPLICABILITY

C11.2.1. These procedures apply to all contractors and all S/A activities requisitioning GFM **or CFM** from DoD supply sources(s). The production of ammunition is excluded from GFM control.

¹ *Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Army Retail). Refer to AMCL 1A.*

C11.3. PREPARATION OF REQUISITIONS AND RELATED TRANSACTIONS FOR GOVERNMENT MATERIEL FURNISHED TO CONTRACTORS

C11.3.1. Requisitions for GFM may be initiated by the responsible S/A or, subject to the terms of the contract, by contractors. Requisitions for GFM will be prepared and initially submitted by GFM requisitioners, both contractors and S/As, using current MILSTRIP media transmission techniques to the S/A MCA designated for monitoring the contract. Transmission through DAAS will be utilized to the extent practical.

C11.3.2. Requisitions and associated transactions containing an S/A code designated for contractors, as specified in AP2.2 (rp 30-35 or rp 45-50 if ship-to address), will be processed under GFM controls and restrictions except when the signal and fund codes indicate the issue will be **for CFM** with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions must be processed under GFM controls.

C11.3.3. In addition to normal requisition data, GFM requisitions will contain the following:

C11.3.3.1. DIs A01, A02, A04, A05, A0A, A0B, A0D, A0E, A3_, and A4_ will be in rp 1-3.

C11.3.3.2. RI in rp 4-6 identifying the appropriate S/A MCA monitoring the contract.

C11.3.3.3. Contractor generated requisitions will contain the appropriate contractor DoDAAC in rp 30-35.

C11.3.3.4. S/A generated requisitions for GFM will contain the appropriate contractor DoDAAC in rp 45-50.

C11.3.3.5. When applicable, a signal code in rp 51 to indicate issue without reimbursement.

C11.3.3.6. When applicable, a fund code in rp 52-53 to indicate issue without reimbursement.

C11.3.3.7. At the option of the S/A, a three-character MDN in rp 54-56 may be used in lieu of the PIIN in rp 73-80.

C11.3.3.8. When applicable, the call order number in rp 69-72.

C11.3.3.9. At the option of the S/A, the last eight positions of the PIIN in rp 73-80 in lieu of the MDN in rp 54-56. This entry is mandatory if the MDN is not entered in rp 54-56.

C11.3.3.10. GFM non-NSN requisitions will be identified with an E in rp 68; the call order number, if appropriate, in rp 69-72; and at the option of the S/A, the last eight

positions of the PIIN in rp 73-80 in lieu of the MDN in rp 54-56 (this entry is mandatory if the MDN is not entered in rp 54-56).

C11.4. SUBMISSION OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS

C11.4.1. Frequency of submitting GFM requisitions is the prerogative of the requisitioner. GFM requisitions will be submitted, when necessary, to meet contract requirements.

C11.4.2. GFM requisitions (DI A0_) and associated GFM transactions will be initially submitted to an MCA.

C11.4.3. It is mandatory that GFM requisitions be forwarded regardless of origin, such as contractor or S/A initiated, to the appropriate S/A MCA for validation. After validation by the S/A MCA, the MCA will forward validated requisitions to the ICP. Where the MCA and ICP are collocated, internal passing of transactions is authorized. When the MCA and ICP are not collocated, the transmission should be via DAAS, where practical.

C11.4.4. Modifier transactions are authorized for GFM requisitions only to modify the project code, PD, advice code, and the RDD. Modifiers may not be used to change the SUPADD to a contractor's SUPADD. Modifiers are subject to GFM controls and validation procedures.

C11.5. MANAGEMENT CONTROL ACTIVITY PROCESSING OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS

C11.5.1. The MCA will receive GFM requisitions (DIs A01, A02, A04, A05, A0A, A0B, A0D, and A0E), passing orders (DI A3_), referral orders (DI A4_), followups (DI AT_), and modifiers (DI AM_ only for RDDs, project codes, PDS, and advice codes). The MCA may receive supply status (DI AE_), shipment status (DI AS_), MOV transactions (DIs AN_ and AP_), followups (DIs AF_ and AK_), and cancellations (DI AC_). All other DIs received by the MCA will be rejected with Status Code CR.

C11.5.2. Based upon criteria furnished by procurement/contracting offices, the MCA will validate the data elements and codes in GFM transactions other than DIs AE_, AS_, AF_, AK_, AC_, AN_, and AP_, as indicated in Figure C11-1. The MCA will make changes, reject, or continue processing action on the GFM transactions.

C11.5.3. The MCA will maintain requisition history files to serve as an auditable record of GFM transactions. In addition, the MCA will generate reports as required by DoD 4140.1-R (DoD Materiel Management Regulation).

DoD 4000.25-1-M

C11.5.4. Under emergency conditions, such as a potential contract work stoppage, the MCA may receive telephonic requisitions, PDs 01-08, for GFM. When this occurs, the MCA may telephone the requisitions to the appropriate supply source and validate the requirements afterward. If the post validation process reveals the requisitioner is not authorized GFM, the following actions will be taken:

C11.5.4.1. Submit cancellation requests to the appropriate supply source.

C11.5.4.2. Advise the appropriate criminal-investigating agency for determination of fraud waste, and abuse.

C11.5.5. Upon completion of the validation process, the MCA will make the following changes and forward the requisitions, or internal requisition transactions (optional only when the MCA and supply source are collocated in the same distribution system), cancellations, followups, modifiers, passing orders, or referral orders to the applicable supply source through DAAS, if practical:

C11.5.5.1. Insert the routing identifier of the supply source in rp 4-6.

C11.5.5.2. Insert the distribution code of the MCA validating the transaction in rp 54 or the MDN consisting of the MCAs distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.

C11.5.5.3. Delete the data in rp 69-80.

C11.5.5.4. If required by the S/A, insert the RI of the validating MCA in rp 74-76 of the requisition. The MCA RI will be in rp 74-76 of the passing order or referral order.

C11.5.6. MCAs in receipt of DI AX1 transactions (AP3.52) will validate the data contained therein. This validation process must be completed and a DI AX2 transaction created and forwarded to the applicable supply source within 15 days of receipt of the DI AX1 transaction. The format for the DI AX2 transaction is contained in AP3.53. The DI AX1 will be validated as follows:

C11.5.6.1. If the requisition has been previously validated, the DI AX2 transaction will contain Advice Code 2M.

C11.5.6.2. If the requisition has not been previously validated and the call order number/PIIN (or MDN) is not present, the DI AX2 transaction will contain Advice Code 2U.

C11.5.6.3. If the requisition has not been previously validated and the call order number/PIIN (or MDN) is present, validate the data elements as indicated in Figure C11-1, and generate the DI AX2 transaction as follows:

C11.5.6.3.1. If the validation process reveals that the contract is not valid, the DI AX2 will contain Advice Code 2U.

C11.5.6.3.2. If the validation process reveals that the requested quantity exceeds the contract authorized quantity, the DI AX2 will contain Advice Code 2R and the quantity that can be supplied will be entered in rp 25-29.

C11.5.6.3.3. If the validation process reveals that the requested quantity exceeds the contract authorized quantity, DI AX2 will contain Advice Code 2Q.

C11.5.6.3.4. If the validation process reveals that the requested item, or requisitioner, or DoDAAC in rp 45-50, is not authorized GFM under a valid contract, the DI AX2 will contain Advice Code 2V.

C11.5.6.3.5. If the validation process reveals that the requested item is authorized, the DI AX2 will contain Advice Code 2M.

C11.5.7. MCAs in receipt of DI AE_ transactions with Status Code BF will review for establishment of a valid requisition. If a valid requisition exists, a DI AT_ transaction will be generated. If a valid requisition does not exist, a report will be generated for internal review. Subsequent receipt of a valid requisition will be processed under the procedures/validation process indicated in Figure C11-1.

C11.6. SUPPLY SOURCE PROCESSING OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS

C11.6.1. Supply sources receiving GFM requisitions, modifiers, passing orders, referral orders, followups, and cancellations, irrespective of method of transmission, will process such transactions under GFM procedures. Supply sources in receipt of GFM requisitions for items not managed by their activity will reject the requisitions with Status Code CH. Supply sources will edit transactions for the prescribed data elements and codes in GFM transactions and correct, continue processing actions, or reject, as appropriate. See AP2.16, this manual, for applicable status codes.

C11.6.2. Supply sources will validate all GFM transactions. Subsequent to performing the edits in chapter 3, supply sources in receipt of requisitions, passing orders, referral orders, modifiers, or followups being treated as requisitions, containing a contractor's service code under AP2.2, in rp 30-35 or in rp 45-50, if ship-to address, will perform the supply source/MCA validation process except when the signal and fund codes indicate the issue will be with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions will be processed under GFM controls. (Note: The supply source/MCA validation process is not required when an internal requisition transaction is received from a collocated MCA in the same distribution system. However, supply sources are required to have safeguards in place to ensure that only internal transactions generated by the collocated MCA are accepted/processed.)

DoD 4000.25-1-M

C11.6.3. Under emergency conditions, supply sources may receive telephonic requisitions (PD 01-08) from the MCA or requisitioner. These requisitions may be processed for immediate supply action. Subsequent to taking immediate supply action; the GFM validation process will be accomplished. If the DI AX2 transaction is not received within 15 days of the DI AX1 transaction or the advice code received indicated that the transaction is not authorized, the incident will be referred to the appropriate criminal-investigating agency.

C11.6.4. The supply source/MCA validation process is as follows:

C11.6.4.1. For each GFM requisition or transaction that is treated as a requisition, the supply source will employ one of the following options:

C11.6.4.1.1. Create and forward a DI AX1 transaction to the MCA identified in rp 74-76 or rp 54 of the requisitioner's transaction. The format for the DI AX1 transaction is in AP3.52. If rp 74-76 and rp 54 of the requisitioner's transaction are blank or invalid, the transaction will be rejected with Status Code CL.

C11.6.4.1.2. Create and forward a DI AX1 transaction to DAAS regardless of the coding contained in rp 74-76 or rp 54 of the requisitioner's transaction. The format for DI AX1 transaction is in AP3.52. Edits regarding validity of the data in rp 74-76 or rp 54 will be performed by DAAS under paragraph C11.7.2, below.

C11.6.4.1.3. Utilize a combination of the above options: one for intra-Service transactions and one for inter-Service transactions.

C11.6.4.2. Further supply support action on the requisitioner's transaction will be suspended pending receipt of the DI AX2 or *until* 15 days have elapsed from the date of the DI AX1 transaction whichever occurs first.

C11.6.4.3. If the DI AX2 transaction is not received and 15 days have elapsed, the requisitioner's transaction will be rejected with Status Code DR.

C11.6.4.4. Upon receipt of the DI AX2 transaction, the supply source will process the suspended transaction using instructions provided by the advice/status code in rp 65-66.

C11.6.4.4.1. If the advice code is 2U, the suspended transaction will be rejected with Status Code DB.

C11.6.4.4.2. If the advice code is 2R, the suspended transaction will be processed for the quantity indicated in rp 25-29 *of* the DI AX2 transaction. The quantity difference between the suspended transaction and the DI AX2 transaction will be rejected with Status Code DJ.

C11.6.4.4.3. If the advice code is 2Q, the suspended transaction will be rejected with Status Code DQ.

C11.6.4.4.4. If the status code is CL, the suspended transaction will be rejected with Status Code CL.

C11.6.4.4.5. If the advice code is 2V, the suspended transaction will be rejected with Status Code DN.

C11.6.4.4.6. If the advice code is 2M, the suspended transaction will be processed under applicable supply source procedures.

C11.6.4.4.7. If the advice/status code is blank *or* invalid, the suspended transaction will be rejected with Status Code DR.

C11.6.4.5. If a DI AX2 transaction is received, and there is a record of the requisition but a DI AX1 transaction has not been submitted, the DI AX2 transaction will be discarded and a DI AX1 transaction will be generated.

C11.6.4.6. If a DI AX2 transaction is received, and there is no record of the requisition, a DI AE_ transaction, with Status Code BF, will be generated.

C11.6.5. Followups will be processed to determine the current status of requisitions or cancellation requests previously submitted. Time standards for dispatching status in reply to followups are as indicated in chapter 3, paragraph C3.21., this manual.

C11.6.6. Supply sources in receipt of DI AT_ transactions, containing a service code designated for contractors, as specified in AP2.2, in rp 30-35 or 45-50, if ship-to address, and having no record of the original requisition, will create and forward a DI AX1 transaction except when the signal and fund codes indicate the issue will be with contractor reimbursement by other than an army contractor. All Army contractor requisitions and associated transactions will be processed under GFM controls. The processing of the DI AX1 transaction and the responding DI AX2 transactions will be accomplished under procedures contained in this chapter.

C11.7. DEFENSE AUTOMATIC ADDRESSING SYSTEM PROCESSING OF GOVERNMENT-FURNISHED MATERIEL TRANSACTIONS

C11.7.1. DAAS will pass all GFM requisitions and related transactions to the RI code in rp 4-6 if the RI code identifies an established MCA. If the RI code is not an established MCA, and the distribution code identifies an established MCA or the RI code in rp 74-76 identifies a valid MCA, DAAS will route the transaction. If the RI code is not an established MCA, and the distribution code does not identify an established MCA or the RI code in rp 74-76 does not identify a valid MCA, the transaction will be rejected with Status Code CL.

C11.7.2. DAAS will pass all DI AX1 transactions to the activity identified with a valid MCA RI code in rp 74-76, or MCA distribution code in rp 54. If the DI AX1 transaction has

an invalid MCA RI and an invalid MCA distribution code, a DI AX2 with Status Code CL will be generated and forwarded to the supply source.

C11.7.3. DAAS will pass all DI AX2 transactions to the supply source identified by the RI in rp 4-6.

C11.8. CONTRACTOR REQUISITIONS FOR CONTRACTOR-FURNISHED MATERIEL

C11.8.1. Requisitions for materiel from Government supply sources for shipment to contractors which identify the contractor as the bill-to activity are not subject to GFM MCA controls (with the exception of Army contractor requisitions to which MCA controls are applicable). DoD Components will establish appropriate procedures for oversight of CFM requisitions in accordance with the Federal Acquisition Regulation.

C11.9. PREPARATION OF DOD EMALL REQUISITIONS BY CONTRACTORS.

Authorized contractors may establish DoD EMALL accounts to facilitate submission of requisitions for materiel. To register, go to www.emall.dla.mil and click on New User Registration. Prior to establishing the account, the applicable contracting officer must insure that the contractor is authorized access to Government supply sources and must agree to review monthly or quarterly reports prepared by the DoD EMALL monitoring contractor activity.

C11.9.1. DoD EMALL requisitions for GFM will follow prescribed rules for MCA controls. Additionally, CFM requisitions for Army contractors will follow prescribed rules for MCA controls. CFM requisitions indicating method of payment by corporate credit card are subject to special processing controls as described below.

C11.9.1.1. The DoD EMALL administrator will identify to DAAS all contractors authorized access to Government materiel for purchase as CFM using a corporate credit card as the method of payment. DAAS will maintain these DoDAACs as an authorized contractor edit table (referenced hereafter as the DOD EMALL CFM Table) to be employed during initial processing and for DI AX1 processing.

C11.9.1.2. DoD EMALL requisitions for shipment to contractors using payment by corporate credit card are assigned Signal Code B, Fund Code XP, and the supplemental address of the DoD EMALL DoDAAC (SP5200). This configuration identifies a Government DoDAAC as the bill-to activity, therefore, DAAS and the DoD-Component supply source processing systems will interpret such transactions as GFM requisitions. The DAAS will validate these transactions against both existing GFM edits and the DOD EMALL CFM Table to determine appropriate action. If the contractor requisition does not contain a valid MCA

identification code and the DoDAAC is not listed in the DOD EMALL CFM Table, DAAS will reject with Status Code CL. If the contractor DoDAAC is listed or if an MCA is identified by either a distribution code in rp 54 or an RI in rp 74-76, DAAS will forward the requisition to the supply source. The supply source will submit a DI AX1 to DAAS for validation following GFM MCA procedures. DAAS will recognize the EMALL supplemental address and again employ existing GFM edits and the DOD EMALL CFM Table to take appropriate action. If the DOD EMALL CFM Table identifies the contractor DoDAAC as authorized by the contracting officer for ordering CFM using corporate credit cards, then DAASC will validate the requisition and respond to the supply source with a DI AX2 using Advice Code 2M indicating the requisition is valid. The supply source will continue processing. If the contractor DoDAAC is not contained on the DOD EMALL CFM Table, but the requisition contains a valid MCA code, then DAASC will forward the DI AX1 to the MCA for validation. If the contractor DoDAAC is not contained on the DOD EMALL CFM Table and the requisition does not contain a valid MCA code, then DAAS will provide a DI AX2 with Status Code CL indicating the transaction is invalid. The supply source will reject the requisition.

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CODE OR DATA ELEMENT	VALIDATION OF ENTRY
Document Identifier	If DI is A01, A02, A04, A05, A0A, A0B, A0D, A0E, AT_, A3_, A4_, or AM_ (for RDD, project code PD, or advice code), continue the GFM validation.
Stock Number	Verify item requisitioned against a valid contract to determine authority for issue to the contractor. If blank, incorrect, or not authorized, reject with Status Code DN.
Unit of Issue	Validate the unit of issue in conjunction with the quantity to ensure that the quantity requisitioned does not exceed the authorized quantity. If quantity is excessive, see validation of quantity field. (Note: If a change of unit pack has occurred, appropriate adjustment should be made for quantity authorized.)
Quantity	If item ordered is authorized by contract, verify the quantity. If blank or invalid, reject with Status Code CD. If the requisitioned quantity exceeds the remaining quantity authorized, reject the quantity which exceeds the authorized quantity with Status Code DJ. If authorized quantity has been exhausted by previous requisition(s), reject total quantity requisitioned with Status Code DQ.
Requisitioner	If blank or incorrect, discard. If not authorized, reject with Status Code DN.
Document Number	If blank or incorrect, reject with Status Code CD.
Supplementary Address	If contractor DoDAAC, and affected by signal code, and incorrect or not authorized, reject with Status Code DN.
Signal and Fund	If signal and fund codes indicate issues without contractor reimbursement, process as GFM; otherwise, consider as CFM. CFM requisitions, except for Army, are not subject to MCA review. All Army contractor requisitions and associated transactions will be processed under GFM controls.
Manufacturer's	The MDN may be used in rp 54-56 in lieu of the PIIN in rp 73-

Directive Number	80. If the MDN option is used and the MDN equates to a valid contract number, validate; otherwise, reject with Status Code DB.
Contract Call Order Number	If specified by S/A contract, and entry is blank or incorrect, reject with Status Code DB.
Last eight positions of the Procurement Instrument Identification Number	If blank, or contract is not on MCA file, or contract has expired, reject with Status Code DB. (If not using the MDN option, rp 54-56, then the last eight positions of the PIIN is mandatory.)

Figure C11.1. Management Control Activity Validation Process of Government-Furnished Materiel Transactions