



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO

October 31, 2005

MEMORANDUM FOR FINANCE AND SUPPLY PROCESS REVIEW COMMITTEE
(PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)
110-B, Additional Air Force (AF) Requisition and Interfund Bill Restrictions
(Supply/Finance) (Staffed as PDC 110-B)

The attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS), Military Standard Billing System (MILSBILLS), and DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) is approved for DAAS implementation 30 days from the above date. Components may phase in additional edits during modernization or when feasible.

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@dla.mil, or Ms. Aundra Rhone-Jones, DOD MILSTRIP System Administrator, 703-767-3630, or e-mail: aundra.rhone-jones@dla.mil.

Others must contact their Component designated representative.

JACKIE L. CARTER
Acting Director
Defense Logistics Management
Standards Office

Attachment
cc:
ADUSD(L)SCI

**Approved DLMS Change (ADC) 110-B
Additional AF Requisitions and Interfund Bill Restrictions**

1. ORIGINATOR:

- a. Service/Agency: DFAS Denver
- b. Sponsored by DoD Supply and Finance PRCs

2. FUNCTIONAL AREA: Finance and Supply

3. REFERENCE:

- a. DOD 4000.25-7-M, Military Standard Billing System (MILSBILLS)
- b. DOD 4000.25-1-M., Military Standard Requisitioning and Issue Procedures (MILSTRIP)
- c. DOD 4000.25-M, Defense Logistics Management System (DLMS)
- d. DLMSO Memorandum dated March 14, 2005, subject: Approved DLMS Change (ADC) 110A, DAASC Processing of AF Requisitions and Requisitions with Billing Restrictions – Revised
- e. DLMSO Memorandum dated March 11, 2004, subject: Approved DLMS Change (ADC) 110, DAASC Processing of AF Requisitions and Requisitions with Billing Restrictions

4. REQUESTED CHANGE:

a. **Description of Change:** This change expands the USAF requested edits approved under ADC 110 and ADC 110-A. This change further revises requisition, **turn in of material and hazardous waste to Defense Redistribution and Marketing Service (DRMS)**, and interfund bill processing to reject transactions which identify a requisitioner or bill-to party reflecting an Air Force DOD Activity Address Code (DODAAC) not authorized for use as the bill-to party. **Highlighting** identifies significant changes since original staffing.

Background. The Business Partner Network Number (BPNN) is required for Intra-governmental Transaction Exchange (IGTE). It identifies a government entity for the purpose of intra-governmental transactions. For DOD purposes the 6 position DODAAC plus the prefix “DOD” will be employed where a BPN is required. However, the Air Force does not have DODAACs to sufficient detail level to fulfill the IGTE requirements. SAF/FMP (AFAFO) coordinated with SAF/AQC, SAF/FMPT and AF/IL to develop a BPN structure that will have the least impact on Logistics, but provides the detail level needed for AF purposes to comply with IGTE, Standard Document Number (SDN), identification of multiple delivery locations for contracting purposes, and Wide Area Work Flow (WAWF) requirements. The Air Force plan required that thousands of 6-position DODAACs be added to the DOD Activity Address

Directory (DODAAD) for use as BPNs (sometimes appearing without the DoD prefix). These DODAACs are recognizable by their structure: the first position is an “F”, followed by one numeric character in position two, and an alpha character in position three. One of their primary purposes is in WAWF for routing of invoices and receiving reports. These DODAACs are not authorized to requisition or to turn-in material or hazardous waste under DLMS/MILS procedures and are not authorized as the bill-to party in interfund bills. These DODAACs may be used as the ship-to location when another party, e.g., the base DODAAC, places the requisition for shipment to this location.

b. Procedures

(1) DAAS will reject any MILS/DLMS requisition reflecting a requisitioner or bill-to party identified by the DODAAC structure specified: the first position is an “F”, followed by one numeric character in position two, and an alpha character in position three. In addition, DAAS will ensure that DODAACs with the identified structure are not identified in the fund code table as the bill to activity. DAAS will use Supply Status CX.

(2) Source of Supply (SoS) edits will be modified over time and during modernization to incorporate the above edit so as to reject transactions which bypass DAAS.

(3) DAAS will reject any MILS/DLMS interfund bill reflecting a bill-to party identified by the DODAAC structure specified above. Billings rejected by DAAS must be corrected and resubmitted to obtain reimbursement. Corrective procedure will be to contact DFAS to obtain a valid Air Force bill-to DODAAC.

(4) Revise MILSTRIP Chapter 2 as indicated in *bold italics*:

C2.28.10 The DAAS will perform validation of requisitions for authorized DODAACS. Reject requisitions when the requisitioning or bill-to activity identifies a USAF DODAAC that is not authorized for this use. These DODAACs are identified by their structure: the first position is an “F”, followed by one numeric character in position two, and an alpha character in position three. The DAAS will furnish DI AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

(5) Revise Appendix AP.2.16, Status Codes, as highlighted (ADC 110 changes are identified in *bold italics*):

CODE EXPLANATION

BK Modified.

(1) Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.

(2) Used by DAASC on DI AE9 to advise that the requisition contained a requisition priority for which the activity was not authorized. The requisition priority has been downgraded as shown and the requisition forwarded for processing.

(3) Used by DAASC on DI AE9 to advise that the requisition contained an invalid/expired OSD/CJCS Category D Project code. The project code has been blanked out and the requisition

forwarded for process

(4) Used by DAASC on DI AE9 or by supply source to advise the customer that the requisition priority designator and/or RDD data fields contained invalid or incompatible data. Customer entry has been modified or blanked out and the requisition forwarded for processing.

(5) Used by DAASC on DI AE9 or by the supply source to advise that submitter's fund code has been replaced by Fund Code XP requiring non-interfund billing.

CX Rejected.

(1) Unable to identify the bill-to and/or ship-to address as designated by the signal code or the signal code is invalid.

(2) The MAPAC does not exist in the DOD 4000.25-8-M,MAPAD, as a valid ship-to and/or mail-to address. (Applicable to ICP/IMM processing only.)

(3) GSA Advantage GY/GZ series AACs are not authorized for use in DOD requisitions/orders.

(4) Activity identified in the requisition is not authorized as a requisitioning or bill-to activity.

(5) If still required, submit a new requisition² with valid data entries.

(6) Revise MILSBILLS Chapter 6 as indicated in *bold italics*:

C6.3.2. Bill Editing

C6.3.2.1. DAAS shall edit and reject any bill which fails any of the following edits:

C6.3.2.1.1. The record count (positions 5-7) of the summary billing record equals the actual count of the supporting detail billing records.

C6.3.2.1.2. The bill-to DODAAC (reference (i)) (positions 30-35) of the summary billing record is a valid DODAAC.

C6.3.2.1.2.1 The bill-to DODAAC of the summary billing record is authorized for use as a bill-to party. An unauthorized USAF bill-to activity may be identified by the following structure: the first position is an "F", followed by one numeric character in position two, and an alpha character in position three.

(6) The DLMS manual will be updated with comparable changes.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages: This change will reduce follow up on DFAS' part and will eliminate duplication of effort.

b. Disadvantages: The SoS (seller) will have to validate DODAACs at time of requisition/order to ensure the use of a billable DODAAC.

6. ALTERNATIVES: Under the DODAAD re-engineering implementation, it will be possible to improve these procedures by incorporating an edit based upon the new DODAAC Authority Codes. Use of the Authority Code will require additional steps to apply the code to existing and all newly assigned DODAACs meeting the structure identified in this change. DLMSO will pursue this approach for a future date.

7. IMPACT:

a. Impacted areas include DAAS, DLMS/MILS procedures, and Component edits and procedures for requisition processing, **turn in of material or hazardous waste**, and billing functions.

b. **Recommended Effective Date:** Request this change be implemented at DAAS as soon as possible.