



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO DLMSO

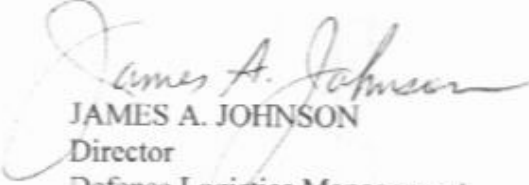
MAR 11 2004

MEMORANDUM FOR FINANCE PROCESS REVIEW COMMITTEE (PRC)

SUBJECT: Approved DLMS Change(ADC)110,DAASC Processing of AF Requisitions
and Requisitions with Billing Restrictions

This attached change to DOD 4000.25-7-M, Military Standard Billing (MILSBILLS), and DOD 4000.25-M, Defense Logistics Management System (DLMS), is approved for immediate implementation. Components may defer associated automated processing pending logistics systems modernization. Components should identify implementation dates to the Defense Logistics Management Standards Office (DLMSO).

Addressees may direct questions to the DLMSO point of contact, Mr. Dennis Thomas, Chair, Finance Process Review Committee, 703-767-0682, DSN 427-0682, or e-mail: dennis.thomas@dla.mil. Others must contact their Component's designated representative.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(L)SCI

Approved DLMS Change 110

DAASC Processing of AF Requisitions and Others with Billing Restrictions

1. ORIGINATOR:

- A. Service/Agency: DFAS Denver
- B. Sponsor: Susan Scott
- C. Functional Point of Contact: Same

2. FUNCTIONAL AREA: Finance/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)

4. REQUESTED CHANGE:

A. Description of Change: Revise MILSBILLS and MILSTRIP to:

1. Identify non-appropriated and prime vendor contractors using non contractor DoDAACs and to ensure billing under non-interfund procedures by requiring DAAS to change the fund code for requisitions to XP
 - Change the fund code to XP¹ on those requisitions which have a bill-to DoDAAC which begins with SD, FT, or FF .
 - Sellers are being asked to comply with this change and bill all such transactions which bypass DAAS under non-interfund procedures as soon as their modernization efforts permit. Sellers will not be penalized if their modernization programs do not allow them to comply. However, in such cases they will be required to honor requests to convert any such Interfund billings to noninterfund.
2. Identify AF DoDAACs which may not be used as ordering (Requisitioning DoDAACs beginning with F followed by all numeric, FA, or FY) or billing (Bill-to DoDAAC, FA, or FY) and to provide for DAAS rejection, under MILSTRIP and MILSBILLS, of such requisitions .
3. Reject requisitions when the Bill-to DoDAAC is not authorized for billing (supply status CX)².

B. Procedures:

1. Revise MILSBILLS to reject interfund bills when the bill-to office DoDAAC
 - is a DoD Prime Vendor contractor (DoDAAC begin with SD or FT),
 - is a non-appropriated funded activity (DoDAAC begins with FT or FF),
 - may not be used for billing (DoDAAC begins with FA or FY)
2. Revise MILSTRIP
 - to reflect revised Appendix AP.2.16, Status Codes, as indicated in ***bold italics***

¹ Air Force and DLA required change for DAAS.

<u>CODE</u>	<u>EXPLANATION</u>
BK	<p>Modified.</p> <p>(1) Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.</p> <p>(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.</p> <p>(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 processing.</p> <p>(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.</p> <p><i>(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.</i></p>
CX	<p>Rejected.</p> <p>(1) Unable to identify the bill-to and/or ship-to address as designated by the signal code or the signal code is invalid.</p> <p>(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.)</p> <p>(3) GSA Advantage GY/GZ series AACs are not authorized for use in DoD requisitions/orders.</p> <p><i>(4) Activity identified in document number or supplemental address is not authorized as requisitioning or bill-to activity.</i></p> <p>(4) If still required, submit a new requisition^[1] with valid data entries.</p>

- Revise MILSTRIP Chapter 2 as indicated in ***bold italics***:

C2.28 DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

C2.28.1 The DAAS will edit all incoming requisitions and other MILSTRIP transactions for data errors and validity under procedures in DoD 4000.25-10-M (DAAS).

C2.28.2 As a result of these edits, DAAS will correct data entries or reject transactions. In the case of supply source errors, the correct supply source will be entered in the RI field and the transaction rerouted, as appropriate.

C2.28.3 The DAAS will reject all requisitions/EMALL orders containing GY/GZ series AACs. The DAAS will furnish DI AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C2.28.4 DAAS will pass all DI A02 and A0B transactions to the RI present in the incoming transaction.

C2.28.5 The DAAS will use AP2.13 to validate requisitions for invalid/expired OSD/CJCS Category D project codes. The DAAS will blank out the inappropriate project code and furnish DI AE9/BK status to the customer.

C2.28.6 The DAAS will validate F/AD I usage through the requisitioning process. Requisitions containing an unauthorized priority designator according to AP2.14 will be downgraded. The DAAS will furnish DI AE9/BK status to the customer.

C2.28.7 The DAAS will perform validation of requisitions (DI Codes A0_, AM_, AT_, A3_, A4_, and APR) for accuracy and reasonableness of the entry in the RDD field and its compatibility with the PD. The DAAS will furnish DI AE9/BK status to advise the requisitioner of the resulting modification. For Security Assistance requisitions forwarded to the applicable ILCO, DAAS will not blank out customer input. DAASC will perform PD and RDD edits according to Figure C3.1.2 supply source guidance.

C2.28.8 The DAAS will identify non-appropriated instrumentalities and prime vendor contractors using non-contractor DoDAACs for billing and provide for billing under non-interfund procedures by changing the fund code for these requisitions to XP. A DoD Prime Vendor contractor is identified as a DoDAAC beginning with SD or FT. A non-appropriated funded activity is identified as a DoDAAC beginning with FT or FF. The DAAS will furnish DI AE9/BK status to the customer.

C2.28.9 The DAAS will perform validation of requisitions for authorized ordering or billing DoDAACs. Reject requisitions when the requisitioning DoDAAC is not authorized to order identified as follows: DoDAACs beginning with F followed by all numerics, FA, or FY. Reject requisitions when the DoDAAC may not be used for billing identified as: DoDAACs beginning with FA or FY. The DAAS will furnish DI AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C. _Effective: DAASC: 1 Jul for bill reject and NLT 1 Apr for requisition related procedures. Others should implement all no later than Oct 1, 2004².

² Legacy systems may implement these changes as part of their system modernization and transformation efforts if preferred. However, the DAAS rejects will still apply.