IN REPLY
REFER TO DLMSO

JAN 0 5 2004

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved DLMS Change 112, United States Coast Guard Service Code
(Supply/MILSTRIP)

The attached change to DOD 4000.25-M, Defense Logistics Management System
(DLMS) and DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures
(MILSTRIP), is approved for implementation. Implementation is primarily between the United
States Coast Guard and the Defense Automatic Addressing System Center. Component impact
involves recognizing addressing information beginning with ZY as United States Coast Guard
contractors. Components should identify implementation dates to DLMSO.

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 email:
ellen.hilert@dla.mil or Ms. Vermella Saváge, DOD MILSTRIP System Administrator,
703-767-0674, DSN 427-0674, or e-mail: Vermella.savage@dla.mil. Others please contact
your Component-designated representative.

JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(LMR)SCI
LMI

Approved DLMS Change 112
United States Coast Guard Service Code
(Supply/MILSTRIP)

1. **ORIGINATOR:**

   a. **Service/Agency:** Headquarters, United States Coast Guard

   b. **Originator:** Sharon Larkin, G-SLP

2. **FUNCTIONAL AREA:**

   Primary: Supply/Military Standard Requisitioning and Issue Procedures (MILSTRIP)

3. **REFERENCES:**

   a. DLMSO memorandum dated December 8, 2003, subject: Followup on Proposed DLMS Change 106, United States Coast Guard Service Code (Supply/MILSTRIP)

   b. DLMSO memorandum dated July 30, 2003, subject: Proposed DLMS Change 106, United States Coast Guard Service Code (Supply/MILSTRIP)

4. **REQUESTED CHANGE:**

   a. **Title:** United Stated Coast Guard Service Code

   b. **Description of Change:** This change proposes contractor-use of ZY_ in record positions 4-5, 67-68, and 74-75 in requisitions and related transactions.

   c. **Procedures:** Revise MILSTRIP Appendices 2.2 and 2.3 to indicate that ZY_ in record positions 4-5, 67-68, and 74-75 in requisitions and related transactions will be designated for "contractor use only."

5. **REASON FOR CHANGE:** This change proposes the use of dual codes (first position=Z and second position=Y) of routing identifier (RI) codes to identify United States Coast Guard (USCG) contractors. Unlike other Services with multiple Service-assignment codes of which one specific Service code is assigned for contractor-use only, the USCG has only one Service code assignment of which their only option is to designate a dual-position code (to be used with their Service Code Z) to identify their contractors. USCG currently uses this Z + Y dual-code combination logic to establish activity address codes to identify their contractors and are proposing this same logic be applied to establishing RI codes for contractor use only. The USCG Deepwater program authorizes the assigned

contractor (Lockheed Martin) to receive requisitions directly from USCG units via the Defense Automatic Addressing System. The contractor will require an RI to, not only receive requisitions from the units, but to send supply and shipment status back to requisitioning units.

6. **ADVANTAGES AND DISADVANTAGES:**

   a. **Advantages**: To provide electronic identification of USCG contractors by designating dual characters within the RI code (first position=Z and second position=Y) for contractor use only.

   b. **Disadvantages:** None identified.

7. **IMPACT:**

   a. **Programming:** Changes require recognizing RI codes assigned to Coast Guard contractors.

   b. **Publications:** Revisions required to the following publications:

   - DOD 4000.25-1-M, MILSTRIP
   - DOD 4000.25-1-S1, MILSTRIP Routing Identifier and Distribution Codes
   - DOD 4000.25-M, DLMS
   - Coast Guard Supply Policy and Procedure Manual, COMDTINST M4400.19 (series)

AP2.2 APPENDIX 2.2

SERVICE AND AGENCY[1] CODES

MILSTRIP SERVICE CODES

NUMBER OF CHARACTERS:	One or two.
TYPE OF CODE:	Alpha.
EXPLANATION:	S/A codes are designed to accommodate S/A identity in MILSTRIP documentation. For this purpose, these codes are used in conjunction with other codes to identify the parent S/A of requisitioners and other addressees. The S/A codes will be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents. FEDSTRIP provides for the use of the two position codes, defined as civil Agency codes, to be entered in rp 30-31 and 45-46 of the GSA Form 1348 series of documents. The MILSTRIP Service codes and the FEDSTRIP Agency codes[2] are listed below:
RECORD POSITION(S):	4, 30, 31, 45, 46, 67, and/or 74.

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
A	A		A		A		A		A		Army	
B	B						B		B		Army	
B			B		B						Army	Security Assistance Use Only[3]
C	C						C		C		Army	
C			C		C						Army	Contractor Use Only
D	D						D		D		Air Force	
CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS

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[1]Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes http://www.fms.treas.gov/fastbook/ *used as the first two positions of the AAC*.

[2]See Footnote 1.

[3]On MAP Grant Aid requisitions, rp 45 will contain S/A Code Y.

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
D			D		D						Air Force	Security Assistance Use Only[4]
E	E						E		E		Air Force	
E			E		E						Air Force	Contractor Use Only
F	F		F		F		F		F		Air Force	
G	G		G		G		G		G		GSA	
H	H		H		H						Other DOD Activities	Note: To designate other[5] DoD Activity contractors, you must use Service Code H with G. When code HG is used, rp 30-31 or 45-46 will contain the HG code, as appropriate.
H			H	G	H	G					Other DOD Activity Contractors	
H							H		H		Not Assigned	
I											Not Assigned	
J	J										Air Force	On Base Use Only
J			J								Air Force	
J					J		J		J		Not Assigned	
K	K				K		K				Not Assigned	
K			K						K		Marine Corps	Security Assistance Use Only[6]
L							L		L		Not Assigned	
L	L		L		L						Marine Corps	Contractor Use Only
M	M		M		M		M		M		Marine Corps	
N	N		N		N		N		N		Navy	
O											Not Assigned	
P	P						P		P		Navy	
P			P		P						Navy	Security Assistance Use Only[7]
Q	Q						Q		Q		Navy	
Q			Q		Q						Navy	Contractor Use Only
R	R		R		R		R		R		Navy	
CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS

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[4]***See Footnote 3.***

[5]Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

[6]See Footnote *3*.

[7]See Footnote *3*.

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
S	S	S		S		S		S			DLA	
T	T						T	T			DLA	
T			T								DLA	Security Assistance Use Only[8]
T					T						(See Footnote[9])	
U	U						U	U			Not Assigned	
U			U	U							DLA	Contractor Use Only
V	V										NASA	
V			V	V							Navy	
V							V	V			Not Assigned	
W	W		W		W		W		W		Army	
X											Not Assigned	
Y											Reserved	(Nonsignificant)
Z	Z		Z		Z		Z		Z		Coast Guard	
Z	Z	*Y*	Z	Y	Z	Y	Z	*Y*	Z	*Y*	Coast Guard	Contractor Use Only

FEDSTRIP CIVIL AGENCY CODES[10]

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Numeric.

EXPLANATION: Identifies civil agencies under FEDSTRIP

RECORD POSITION(S):   30-31 and 45-46.

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[8] See Footnote **3**.

[9] S/A Code T entered in rp 45 may be used for any FMS country Defense organization which is not designated as an element of that country's Army, Navy, Air Force, or Marine Corps.

[10] See Footnote 1.

AP2.3 APPENDIX 2.3

<u>ROUTING IDENTIFIER CODES</u>

AP2.3.1. RIs (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by S/As for processing inter-S/A, and intra-S/A logistical transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. ***DAASC maintains an electronic database of these codes which are accessible from their website https://day2k1.daas.dla.mil/dodaac/dbb.asp***.

AP2.3.2. To qualify for assignment of an RI, the facility/activity must be an integral and predetermined element of an established logistical system and must perform a general logistical control, distribution and/or storage mission (to include bases, posts, camps, and stations, when applicable).

AP2.3.3. The use of an RI on any one document does not infer, imply, or intend that follow-on documentation resulting there from must contain the same RI or any element thereof. It is a fundamental premise of MILSTRIP that any RI serves as only one of the following:

AP2.3.3.1. An address to indicate the intended recipient of the document for logistical actions.

AP2.3.3.2. Identify the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

AP2.3.4. The system does not list or recognize any codes containing "numerics" in the first position. Codes of this category are reserved and are not to be used or considered as RIs within the meaning of MILSTRIP.

AP2.3.5. All authorized RIs will contain one of the characters depicting Service assignment as listed in MILSTRIP AP2.2., in the first position.

AP2.3.6. The second[1] and third positions may be in any combination of alphanumerics. These positions may identify either a facility or activity of the S/A depicted by the first position.

AP2.3.7. Each S/A is responsible for the assignment of RIs to its facilities and activities. An S/A which has activities located at another S/A facility will assign its own RI to the activity. An S/A which has assets located at another S/A facility will use the RI assigned by the S/A owning/operating the facility. (An appropriate RI may be assigned to identify these assets when requested by the S/A owning the assets.) The DoD MILSTRIP System Administrator will make RI H_ series assignments for "Other DOD Activities."

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[1]*Y in second position identifies United States Coast Guard contractor use only when first position is Z.*

   AP2.3.8. Each S/A will designate a coordinator with responsibilities to control, monitor, and submit/validate all RI additions, revisions, and deletions relative to its S/A. The S/A coordinators established for assignment of RIs are as follows:

SERVICE/AGENCY	COORDINATOR ADDRESS
ARMY	Commander ***USAMC LOGSA*** ATTN AMX***LS-RR*** ***Redstone Arsenal AL 35898-7466***
NAVY	Commander Naval Inventory Control Point ATTN M0417 Mechanicsburg PA 17055-0788
AIR FORCE	Commander HQ Air Force Materiel Command ATTN AFMC ***LSO/LOT*** ***5215 Thurlow Street Suite 5*** Wright Patterson AFB OH 45433-***5540***
MARINE CORPS	Commanding General Marine Corps Logistics Base ATTN Code P820 Albany GA 31704-5000
COAST GUARD	Commandant US Coast Guard ATTN ***G-SLP*** 2100 Second Street SW Washington DC 20593-0001
DTRA	Defense Threat Reduction Agency ATTN NSOCM DTRA 1680 Texas Street SE Kirtland AFB NM 87117-5669
NSA	Director National Security Agency ATTN ***LL11*** 9800 Savage Road Fort George G Meade MD 20755-***6619***

SERVICE/AGENCY	COORDINATOR ADDRESS
GSA	General Services Administration Federal Supply Service ATTN FCSI (CMB4 Room 702) Washington DC ***22202-4502***
DLA	Defense Logistics Support Command ATTN J-332***2*** RM 4146 8725 John J Kingman Road Suite ***4235*** Fort Belvoir VA 22060-6221
OTHER DoD ACTIVITIES	Defense Logistics Management Standards Office ATTN DLMSO/J-6***411*** Suite 1834 8725 John J Kingman Road ***STOP 6205*** Fort Belvoir VA 22060-6217

AP2.3.9. Each S/A coordinator will ensure currency in code assignments. Additional assignments, revisions, and/or deletions of RI codes, with exception of H_ series will be submitted to the DAASC. RI Code H_ assignments will be submitted to DLMSO. The DAASC will monitor RI code assignment for compliance with the above assignment rules.

AP2.3.10. The DAASC maintains the RI database and serves as the focal point for receipt of all RI database revisions. The RI database is published electronically and updated from requests for additions, changes, and/or deletions as submitted by the Component RI coordinators. Interested parties may interrogate the RI database through the DAASC website at ***https://day2k1.daas.dla.mil/dodaac/dbb.asp***.