August 06, 2014

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

SUBJECT:  Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment (Supply and Finance)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System, and DLM 4000.25-1, Military Standard Requisition and Issue Procedures (MILSTRIP) is approved for implementation.  Refer to the ADC Attachment Page 13, paragraph 10 for the target implementation timeline.  Supply PRC members are required to actively monitor for implementation of the various elements of this change and provide implementation dates when they become available.

Supply and Finance PRC members may direct questions to Ms. Ellen Hilert, Co-Chair, Supply PRC, email: ellen.hilert@dla.mil; Ms. Heidi Daverede, DOD MILSTRIP Alternate, email: heidi.daverede@dla.mil; or Mr. Robert Hammond, Chair, Finance PRC, email finance@hq.dla.mil.  Others must contact their Component/Agency designated representative shown at https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp (DOD Common Access Card restricted).

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD(SCI)
ODASD DPAP (PDI)
DOD EMALL PM
Joint Staff J4
LOGSA, PSCC

**DLMS Enhancements for Requisitioning to Improve Use of Mark-forAddressing, Expand Authorized Priority Designator Validation, and Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment**


**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Ellen Hilert, DOD MILSTRIP Administrator, Defense Logistics Management Standards Office (DLMSO), e-mail: ellen.hilert@dla.mil

**2. FUNCTIONAL AREA:**

    **a. Primary/Secondary Functional Area:** Supply/Finance/Transportation

    **b. Primary/Secondary Functional Process:** Ordering and Requisition Processing

**3. REFERENCES:**

    **a.** DLM 4000.25, Volume 2, Supply

    **b.** DLM 4000.25, Volume 4, Finance

    **c.** DLM 4000.25,Volume 6, Logistics Systems Interoperability Support Services, Chapter 2, DOD Activity Address Directory

    **d.** DLM 4000.25, Volume 6, Logistics Systems Interoperability Support Services, Chapter 4, Pipeline Measurement

    **e.** DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP)

    **f.** Approved DLMS Change (ADC) 226, Revision of MILSTRIP, MILSBILLS, and DLMS to add DODAAC Authority Code edits DAASC Processing of Requisitions, Shipping and Billing Restrictions, dated March 1, 2007

    **g.** Defense Procurement and Acquisition Policy (DPAP) course document "New Topics for DoD GPC" (Government Purchase Card) available on the DPAP Purchase Card Website: http://www.acq.osd.mil/dpap/pdi/pc/docs/5_New_Topics_for_the_DoD_GPC.pdf

    **h.** ADC 262, Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders, dated December 19, 2007

    **i.** ADC 427A, Requisition Document Number Date Edit, dated October 03, 2012

    **j.** Proposed DLMS Change (PDC) 29A, Inclusion of the Authorized Requiring Activity in the Requisition and Revised Requisition Priority Designator (PD), August 16, 2011. PDC 29A was placed on hold pending wider implementation of the DLMS. With the approval of this change, PDC 29A is formally withdrawn.

**k.** ADC 1050, New DOD EMALL DoDAAC and Supply Status Cancellation Codes for DOD EMALL Credit Card Billing, March 18, 2013

**l.** PDC 1050A, New DOD EMALL DoDAAC and Supply Status Codes for DOD EMALL Credit Card Billing, August 20, 2013.  This change has been withdrawn for rework.

**m.** ADC 1068, Enhanced Procedures for Requisitioning via DOD EMALL and GSA Internet Ordering: Component Verification of Funds Availability and Materiel Identification using the Supplier-Assigned Part Number and/or Supplier Commercial and Government Entity (CAGE) Code, October 3, 2013

**n.** Department of Defense Standard Practice Military Marking for Shipment and Storage, Revision R (MIL-STD 129R), February 2014, available at:  http://quicksearch.dla.mil/

## 4.  APPROVED CHANGE(S):

**a.  <u>Overview of Change:</u>**  This document replaces PDC 1009 in its entirety.  Significant revisions from the original proposal are highlighted.  The highlighted updates are the result of comments received during staffing of PDC 1009 and PDC 1050A.

(1)  This change establishes revised procedures for formatting the DLMS requisition transactions with impact to multiple functional processes.  The focus of this change includes:

(a)  revised procedures for ordering via DOD EMALL to allow customers using purchase card/credit card payment to also use standard MILSTRIP procedures for identification of the ship-to activity by Department of Defense Activity Address Code (DoDAAC) when the ship-to is other than the requisitioning activity (vice the current DOD EMALL procedures for clear-text addressing employed because the DOD EMALL DoDAAC prevents inclusion of a different DoDAAC for the ship-to location),

(b)  revised procedures for ordering via DOD EMALL to eliminate use of clear text addressing for the ship-to activity when the requisitioner is also the ship-to (vice the current DOD EMALL procedures for clear-text addressing employed partially because this allows for additional information to be included for direct delivery to the customer),

(c)  DLMS-formatted orders requiring use of a mark-for party identified by DoDAAC/RIC, text, or a combination of these, to ensure proper delivery to the requiring customer and enable enhanced DLA Distribution operated Materiel Processing Center (MPC) processing and validation of requisitions for authorized use of Force or Activity Designator (F/AD) I,

(d)  updated business rules for use of the signal code and population of the ship-to and bill-to activity under DLMS, and

(e)  compliance with policy, procedures, and all applicable data edits.

(2)  This change eliminates authorization for the DLA Transaction Services Defense Automatic Addressing System (DAAS) to block transmission of supply and shipment status in response to requisitions originated in DOD EMALL that use purchase card/credit card payment.

**(3)** In conjunction with the updated guidance for population of DoDAACs used for third-party billing, an enhancement is identified for inclusion of the bill-to DoDAAC on the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-in Document (DTID) for reimbursable costs applicable to the turn-in of hazardous materiel/waste to DLA Disposition Services.

**(4)** In conjunction with the updated guidance for population of a mark-for party, an enhancement is identified to include the mark-for party in the two-dimensional (2D) bar code on the DD Form 1348-1A or DD Form 1348-2, Issue Release/Receipt Document (IRRD).

**(5)** An administrative update is included to remove specific reference to MIL-STD-129 Revision P subsequent to publication of Revision R (Reference 3.n.).

b. **Background:**

**(1) DOD EMALL.** DOD EMALL supports payment under MILSBILLS procedures or via Government purchase card or corporate credit card. At the time the procedures were established for purchase card/credit card payment, a mechanism was needed to recognize the payment method with minimal impact to DLA and Component systems. Because legacy systems were involved for processing of the associated supply status, and because DOD EMALL had not adopted full DLMS transaction capability, the transaction format was constrained to the MILSTRIP legacy 80-record position format. As a result, a decision was made to use the standard MILSBILLS Fund Code XP indicating non-interfund billing and the EMALL DoDAAC SP5200 (transitioned to SC4210 in June 2013; refer to Reference 3.k.) to populate the bill-to activity in the requisition supplementary address field. These transactions cite Signal Code B, indicating shipping to the requisitioner (DoDAAC identified in the document number) and billing to the supplementary address field, but instead provide a clear-text address for shipment. DLA continues to recognize this construct for EMALL purchase card/credit card payment.

**(2) DOD EMALL MILSTRIP Compliance Issues.** MILSTRIP procedures (see paragraph C2.2.1. of Reference 3.e.) state: "To enable sources of supply to process requisitions in a timely manner to meet issue priority group, standard delivery dates, or required delivery dates, requisitioners should attempt to limit repetitive submission of requisitions containing exception data, particularly those that are to satisfy high priority requirements. Requisitioners should use available MILSTRIP capabilities to ensure that automated processes are used to the maximum possible extent. The processing of exception data requisitions is a resource-intensive process that is prone to errors and generally delays required support." The problem with the EMALL transaction formatting is that it precludes simultaneous use of the supplementary address field for identification of the ship-to DoDAAC. Under MILSTRIP, the supplementary address is commonly used for this purpose when a shipment must be delivered to an activity other than the requisitioner's DoDAAC. Because the SUPADD field must contain the EMALL DoDAAC SC4210, the customer is forced to use a clear-text address to identify the ship-to, when other than the requisitioner DoDAAC. MILSTRIP restricts the use of clear-text ship-to addresses (referred to as exception ship-to addresses) to limited scenarios (refer to Enclosure 2). However, an authorized exception was made for DOD EMALL purchase/credit cards to preclude rejection of these requisitions and document the process (subsequent to implementation). Additionally, even when the requisitioner and ship-to are the same organization, DOD EMALL users routinely employ clear-text addressing, since there is no standard MILSTRIP option for supplementing the ship-to DoDAAC (and address derived from the DoDAAC Table) with specific delivery information such as the requisitioner name or office location. Continued use of these procedures is problematic for the following reasons:

**(a)** The use of exception ship-to addressing bypasses the routine systemic controls that validate ship-to locations based upon the associated DoDAAC (Reference 3.c. and 3.e.).

**(b)** When shipped via the Defense Transportation System (DTS), the use of clear text addressing requires manual processing and has been associated with a higher rate of frustrated freight shipments. Refer to discussion of this topic at Reference 3.g.

**(c)** Prior to procurement action and/or shipment, the Government Source of Supply (SoS) is required to validate the ship-to DoDAAC against the DOD Activity Address Directory (DoDAAD) Table under Reference 3.c., as required by ADC 262 (Reference 3.h.). The DoDAAD Table is used to ensure that shippers do not ship items to activities/locations that are not active or to outdated locations for mobile units. It ensures that shippers have the most current address information, which becomes critical during deployment. Use of clear-text addressing precludes systemic capability to validate that the address is still valid and current. Updated address detail cannot be obtained prior to the physical shipment.

**(d)** Lack of the ship-to DoDAAC prevents or impairs systemic capture of logistics metrics. Logistics Metrics Analysis Reporting System (LMARS) (Reference 3.d) and Materiel Receipt Acknowledgment (MRA) Reports (Reference 3.a.) rely on the presence of the ship-to DoDAAC to properly categorize the shipment to an overseas destination or the Combatant Command.

**(e)** Lack of the ship-to DoDAAC prevents distribution of supply and shipment status directly to the Component supply system supporting the ship-to location.

**1.** Lack of supply and shipment status impedes automatic establishment of the due-in record.

**2.** Lack of shipment status prevents receipt processing facilitated by passive Radio Frequency Identification (pRFID).

**3.** Lack of shipment status will impede automated capture of item unique information (IUID) as DOD moves forward with the integrated application of IUID in logistics business processes.

**(f)** Lack of the ship-to DoDAAC impedes systemic processing supporting materiel receipt acknowledgment.

**(g)** Requisitions for Government-furnished materiel (GFM) or contractor-furnished materiel (CFM) require identification of the contractor ship-to DoDAAC in order to systemically recognize and properly validate the shipment.

**(h) DAAS Block on Transmission of Supply and Shipment Status for DOD EMALL Purchase/Credit Card Purchases.** Although there was no formal coordination or documentation of the underlying requirement, DAAS suppresses transmission of supply and shipment status transactions to the applicable MILSTRIP status recipients when the transaction contains the DOD EMALL DoDAAC (originally SP5200, and currently SC4210) as the supplementary address. The suppression rule was established long ago by the DOD EMALL Program Manager and came to the attention of the MILSTRIP Administrator during staffing of PDC 1050A (Reference 3.l.). Even though this edit has been in place for many years, it is not considered appropriate. The payment method should not be used as a factor in determining whether supply and shipment status is provided

to status recipients.  The block circumvents DOD-level requirements for provision of such status.  Although the establishment of an interface for funds validation (Reference 3.m.) diminishes some of the negative aspects of blocking status transmission, the potential impacts associated with terminating status at DAAS include inability to automate establishment of a due-in based on supply/shipment status and lack of pRFID and IUID shipment status content to facilitate receipt processing.  Standard information content such as price increases or delays in shipment may only be known if the requisitioner checks for status updates manually within DOD EMALL, rather than in their own Service supply system.

        **(3)  Mark-for Party.**  Lack of a fully integrated approach for identifying and perpetuating the mark-for party inhibits delivery of materiel to the requiring customer.

        **(a)  Navy Ship Support.**  Navy ship-board requisitioning requires identification of the mark-for location to enable the DLA Distribution's Material Processing Centers (MPC) receiving materiel for the Navy to properly sort the materiel by the customer requirements, and then deliver the materiel so that it can be more easily placed into its location once onboard the ship.  Recent changes to the requisition edit process have reduced the Navy's flexibility to identify the mark-for location when high volume ordering exceeds the allowable orders within the date-serial number range authorized by ship.

        **(b)  Navy Detailed Procedures.**  Navy ships use R-Supply to requisition materiel from the DOD supply system.  The first six characters of the requisition document number contain the DoDAAC of the customer at the ship level.  The requisition is routed to the appropriate SoS; that SoS determines the supply support shipping location and directs that location to pick, pack, and ship.  The shipper then ships the materiel to the destination location identified in the Navy Cargo Routing Information File (CRIF) and prepares the shipping documentation including the IRRD 1348-1A.  The Military Shipping Label (MSL) and the IRRDs identify the ship-to location as that provided by the CRIF.  Upon arrival at the ship-to location, the Navy moves the incoming materiel to its transit shed operations and the incoming materiel is sorted and staged for efficient loading of the ship.  The transit shed personnel staging is by ship and by the ultimate shipboard customer location, such as engineering.  The data allowing sorting by onboard ship customer is keyed to the serial number in the document number (in which the Navy encodes identification of the customer location).  Because the serial numbers are issued by block to correspond to the location, the Navy has a limited number of requisitions available per day.  Until recently the Navy circumvented this problem by advancing the ordinal date in the requisition document number.  Implementation of ADC 427A (Reference 3.i.) prevents the Navy from using the technique.  Therefore, the Navy needs a new method to identity the mark-for party/onboard customer using DLMS without the use of the serial number as the key.

        **(4)  Materiel Processing Center (MPC).**  DLA has a similar process for the physical sorting of materiel arriving at a DLA depot destined for a ship.  Materiel passing through DLA MPCs is also partially dependent upon the serial number in the document number to accomplish the sorting in support of efficient delivery of materiel to onboard customers.  Because the document number is one of the bar-coded elements on the IRRD, the MPC process is highly automated, allowing personnel to scan documentation for computer-assisted selection of the appropriate staging location within the MPC.  The changes identified in this document will allow for identification of the mark-for party and support Automated Information Technology (AIT).

        **(5)  Force or Activity Designator (F/AD) Abuse.**  Lack of a mark-for party DoDAAC prevents proper functioning of OSD-directed edits of MILSTRIP requisitions to prevent F/AD I abuse.

An interim approach has been implemented to manage use of the corresponding Priority Designator (PD) 01, 04, and 11. Current procedures validate the DoDAAC identified within the Document Number (the requisitioner) and the legacy supplementary address (ship-to or bill-to DoDAAC, as applicable) against a DLA Transaction Services-maintained table (Reference 3.e., MILSTRIP, Appendix 2.14). This permits automatic downgrading of unauthorized usage. However, due to the potential for a third party being involved, the edit cannot be enforced for DOD use of PD 01. Including a mark-for party DoDAAC will allow the requisitioner to identify the authorized DoDAAC when different from the requisitioner/ship-to/bill-to when this occurs due to off-site support or Service-mandated rules for DoDAAC assignment/requisition content.

(6) **Signal Code Functionality.** There is no formally documented transition plan for obtaining full functionality of the DLMS address segment identifying the ship-to and bill-to DoDAAC independent from the signal code. Inclusion of the bill-to DoDAAC by the initiating system when different from the requisitioner and ship-to DoDAAC will allow for eventual elimination of the Fund Code to Billed DoDAAC Conversion Table (also known as the Third Party Billing Table) currently associated with use of Signal Code C or L.

c. **Approved Change in Detail:**

(1) Revise business rules for the DLMS 511R Requisition, DLMS 511M Requisition Modification, DLMS 869F Requisition Follow-up, and DLMS 869A Requisition Inquiry transactions to allow simultaneous identification of the ship-to DoDAAC (when a different DoDAAC from that of the requisitioner is applicable) and the EMALL DoDAAC. To accomplish this, DOD EMALL will map the requisition data as follows:

(a) The actual ship-to DoDAAC will be mapped to the address information using the qualifier associated with the ship-to location (N101/Qualifier ST).

(b) The bill-to DoDAAC representing DOD EMALL (SC4210) will be mapped to the address information using the qualifier associated with the bill-to location (N101/Qualifier BT).

(c) The ship-to DoDAAC will also be mapped using the qualifier associated with supplemental data (LQ01/Qualifier A9). This field represents the value carried in the legacy supplementary address in a mixed DLMS/legacy environment.

(d) Requisitions structured as above will cite Signal Code L.

(2) DOD EMALL customers also use clear text addressing for the ship-to in order to identify applicable mark-for information even though the requisitioner is also the ship-to. This practice will be discontinued in favor of using the mark-for party as described in 4.c.(4). Signal Code B will be retained for these requisitions, the ship-to will be the requisitioner DoDAAC, the bill-to will be the EMALL DoDAAC, and the mark-for party will be included to provide any additional information needed for delivery of the materiel to the customer.

(3) **Rules for Signal Code C and L Functionality.** Establish new rules for Signal Codes C and L for DLMS compliant systems to provide/recognize the inclusion of different DoDAACs for the requisitioner, ship-to, and bill-to addresses within the DLMS transaction. Additionally, DLMS compliant systems must recognize that purchase/credit card billing is identified

by inclusion of the EMALL DoDAAC SC4210 as the bill-to activity.  Signal code guidance is updated for DLMS documentation as shown at Enclosure 5.

        **(a)**  The Finance Process Review Committee (PRC) Chair will coordinate with designated Service/Agency representatives to update the Fund Code to Billed DoDAAC Conversion Table to associate Fund Code XP by Service/Agency Service Code to SC4210.  This will allow for standardization of procedures and provide consistency for legacy systems and users (by allowing the converted legacy transaction to properly identify the bill-to DoDAAC using third-party billing procedures).

        **(b)**  DLA Transaction Services will use the initiating system Communications Routing Identifier (COMMRI) to ensure that requisitions identifying Signal Code L and Fund Code XP with Bill-To DoDAAC SC4210 are permitted only from DOD EMALL.  Inappropriate use will trigger rejection using Status Code CX.

        **(c)**  Guidance for use of Signal Code C and L is clarified for transition to full DLMS transaction functionality allowing for discrete identification using different DoDAAC values for the requisitioner, ship-to, and bill-to activity.  Requisitioning systems are directed to populate the bill-to/credit-to DoDAAC when using Signal Code C or L and this value will be perpetuated through the life cycle of the requisition.  If populated, DLA Transaction Services will validate that the value in the transaction is the same as the value in the Fund Code to Billed DoDAAC Conversion Table to ensure no errors are introduced by the transition to initiating system population of this value.  Inconsistent use will trigger rejection using Status Code CX.  The intent is to eliminate the need for the Fund Code to Billed DoDAAC Conversion Table upon full transition to DLMS.

        **(d)**  Business rules comparable to those for requisitioning that require discrete inclusion of the credit-to/bill-to activity are applied to materiel returns program (MRP) transactions and reimbursable turn-in of hazardous materiel/waste to DLA Disposition Services.

        **(4)  Mark-for Party.**  The following procedures are independent from the above DOD EMALL requirements, meaning the mark-for party will be available for DOD EMALL and all other DLMS compliant requisitioning systems.  The mark-for party will be mapped to the address information using the qualifier associated with the mark-for party (N101/Qualifier Z7).  The expectation is that the most common use of the mark-for party will be for clear text information, however, for greater flexibility, the mark-for party may be populated by a DoDAAC, RIC, or clear text information, such as the requiring individual's name or office, or a combination of DoDAAC or RIC with clear text.  The mark-for text information will be mapped to the address information free-form text field (N102), with field length limits as indicated below; these limits are to accommodate the mapping of this data to the DD 1348-1A or DD 1348-2.  DoDAAC and RICs will be mapped to the appropriate qualifier designating DoDAAC (N103/Qualifier 10) or RIC (N103/Qualifier M4) and will be validated during transaction processing.

        **(a)**  For a combination of DoDAAC and clear text, up to 17 positions of text may be provided.

        **(b)**  For a combination of RIC and clear text, up to 20 positions of text may be provided.

**(c)**  For mark-for text with no associated DoDAAC or RIC, up to 24 positions of clear text may be provided.

**(d)**  Use of the mark-for party will be recognized as an authorized DLMS enhancement and will not employ or be associated with the DLA unique Document Identifier Codes (DICs) YRZ DLA Requisition Exception Data or CGU Materiel Release Order (MRO) Exception Data.

**(e)**  All SoS (item manager) and shipping activity systems will be required to support use of the mark-for party for DLMS compliance.

**(5)**  Revise DLA SoS requisition processing to use the enhanced DLMS capability to discretely recognize the requisitioner, ship-to, and bill-to DoDAACs (including the specific EMALL DoDAAC) and the mark-for information as mapped to the DLMS requisitioning formats.  Other SoS systems must also be enhanced to use DLMS capability to discretely recognize the requisitioner, ship-to, bill-to, and mark-for information as mapped to the DLMS requisitioning formats.  The configuration identified in the requisition will be perpetuated to the supply and shipment status (DLMS 870S and 856S).  It will be used for the release order (DLMS 940R) when materiel is shipped from DOD stock and to procurement actions when required.

**(6)**  Revise issuing systems (e.g. the DLA Distribution Standard System) that process materiel release orders to use the enhanced DLMS capability to discretely identify the requisitioner, ship-to, and bill-to DoDAACs and the mark-for information as mapped above.

**(7)**  Revise printing of the DD 1348-1A, Issue Release/Receipt Document (IRRD), or DD Form 1348-2, IRRD with Address Label, to separately display ship-to and mark-for information.

**(a)**  When mark-for information is provided in the release order, the IRRD Block 4 will perpetuate this information.   This replaces current redundant mapping of the ship-to DoDAAC as both the ship-to and mark for.

**(b)**  A mark-for DoDAAC/RIC and text combinations will appear as two lines (12 characters each) with the DoDAAC or RIC appearing on the first line, followed by a slash (/) and then any associated text.  When text is combined with a DoDAAC, up to 17 characters of text will be allowed.  When text is combined with a RIC, up to 20 characters of text will be allowed.

**(c)**  Mark-for clear text (with no DoDAAC or RIC) will appear as two lines of 12 characters each.

**(d)**  The mark-for party will be perpetuated to PDF417 two-dimensional (2D) bar code using the appropriate identifiers for DoDAAC, RIC, and text.  The EMALL DoDAAC appearing in the supplementary data field will also be perpetuated to the 2D bar code.

**(8)**  Revise DLA Transaction Services DAAS to use the enhanced DLMS capability to discretely identify different DoDAACs as the requisitioner, ship-to, and bill-to activity when Signal Code is C or L.  This includes capturing the ship-to DoDAAC for all applicable edits, providing visibility within Web tools, and converting to MILSTRIP legacy formats as described above.  Supply and shipment status will be provided to the ship-to DoDAAC under MILSTRIP distribution rules.

**(9)  DAAS Block on Transmission of Supply and Shipment Status for DOD EMALL Purchase/Credit Card Purchases.**  Revise DAAS logic to remove the block on transmission of status where transactions identify the DOD EMALL Supplementary DoDAAC SC4210.

**Staffing Note:**  DOD Components must plan for this change to ensure that the EMALL DoDAAC is recognized as a purchase/credit card order and a new obligation is not established based upon the status transaction.

**(10)  Validation of F/AD I Activities:**

**(a)**  Requisitioning systems must support use of the mark-for party DoDAAC to identify the authorized DoDAAC when this DoDAAC is different from the requisitioner, ship-to, or bill-to DoDAAC.

**(b)**  Revise the DAAS logic for validation of requisitions for suspected F/AD I abuse to include use of the mark-for party DoDAAC (when available).

**(c)**  Automatic downgrade for PD 01 requisitions will not be authorized pending implementation of the mark-for party as an alternate location for the authorized activity DoDAAC.

**d.  Revisions to DOD 4000.25 Manuals:**

**(1)**  Revise DLMS ICs as shown in Enclosure 1.

**(2)**  Revise DLMS Volume 2, Supply, as shown in Enclosure 2.

**(3)**  Revise DLMS Volume 4, Finance, as shown in Enclosure 3.

**(4)**  Revise MILSTRIP, Chapter 2, as shown in Enclosure 4.

**(5)**  Revise MILSTRIP Appendix 1.1, Forms/Message Formats Introduction, as shown in Enclosure 5.

**(6)**  Revise MILSTRIP Abbreviations and Acronyms to remove "IMPAC":

| ~~IMPAC~~ | ~~International Merchant Purchase Authorization Card~~ |
|---|---|

**(7)**  Revise MILSTRIP Appendix AP1.35, Issue Release/Receipt Document (IRRD) (1348-1A) With Three Of Nine Bar Coding and PDF417 Two-Dimensional (2D) Bar Code, as follows:

**(a)**  Revise AP1.35.1.3.  as shown for clarification and add hyperlink:

AP1.35.1.3.  The application of Code 39 linear bar codes on the DD Form 1348-1A should be in accordance with MHIA MH10.8.1, Annex A and MIL-STD-129 (as revised).  ***The specific technical information provided in MILSTRIP is not intended to be compressive and should be used in conjunction with the MIL-STD 129.***  A data check character is not used.  The following requirements and exceptions apply:

**(b)**  Revise AP1.35.2.1.  as shown for clarification and add hyperlink:

AP1.35.2.  Programmer's Technical Summary for PDF417 2D Bar Code

AP1.35.2.1.  Refer to ISO/IEC 15438 for detailed technical specifications for printing PDF417 2D bar codes.  Refer to the ISO/IEC 15434 standard for the message syntax specifications within the PDF417 2D bar codes.  Refer to the MH10.8.2 or ISO/IEC 15418 standards for the data qualifier semantics for message data within the PDF417 2D bar codes *and refer to* MIL-STD 129 *(latest revision) for comprehensive guidance.*  For DoD assistance concerning the application of these standards contact the DOD AIT Office through the USTRANSCOM web site at http://www.ustranscom.mil/ait.

(c)  Revise the data format table at Paragraph AP1.35.3 to correct column headings and insert the following rows (below Supplementary Address row):

| Compliance Indicator | Separator / Trailer Characters | Format Header | Category/Description ANSI MH10.8.2 Format 06 Data Identifier (DI) or Format 07 Data Element Identifier (DEI) | Data Field (DoD Usage) | Data Format (Type/Length) | Sample Data (Compliance, Header, Identifier and Data ~~Field~~) | Total Characters |
|---|---|---|---|---|---|---|---|
| | G S | | H Category 8, Name of Party:  DI (H) is followed by the (Mark-for DoDAAC) followed by a (+) character followed by the EDIFACT Code List 3035 code value (UC) | Mark-for Party DoDAAC  Reflects DoDAAC in MARK FOR (Block 4)  The Mark-for DoDAAC may be used alone or in combination with a text element.  In either case, the DoDAAC is separately encoded. Only one Mark-for DoDAAC may be used. | an6+UC  The (+UC) is encoded data | HW90GF8+UC | 10 |
| | G S | | H Category 8, Name of Party:  DI (H) is followed by the (Mark-for RIC) followed by a (+) character followed by the EDIFACT Code List 3035 code value (UD) | Mark-for Party RIC  Reflects RIC in MARK FOR  (Block 4)  The Mark-for RIC may be used alone or in combination with a text element.  In either case, the RIC is separately encoded.  Only one Mark-for RIC may be used. | an3+UD  The (+UD) is encoded data | HAER+UD | 7 |
| | G S | | H Category 8, Name of Party:  DI (H) is followed by the (Mark-for text) followed by a (+) character followed by the EDIFACT Code List 3035 code value (HK) | Mark-for Party Text  Reflects text other than DoDAAC or RIC in MARK FOR (Block 4)  The Mark-for text may be used alone or in combination with a DoDAAC or RIC element.  In either case, the text is separately encoded without the DoDAAC or RIC.  All 24 Mark-for text positions are available if a mark-for DoDAAC or a Mark-for RIC is not encoded.  If a Mark-for DoDAAC is encoded separately, 17 positions are available for the clear text.  If a Mark-for RIC is encoded separately, 20 positions are available for the clear text.  When the Mark-for text is printed in combination with a DoDAAC or RIC, do not encode the printed slash (/). | an1..24+HK  The (+HK) is encoded data | HJohn Doe+HK | 28 |

(8)  Revise MILSTRIP Appendix AP2.10, Signal Codes, as shown in Enclosure 6.

**(9)** Revise MILSTRIP Appendix AP2.14, Priority Designators, Standard and Required Delivery Dates, as shown in Enclosure 7.

**(10)** Revise MILSTRIP Appendix AP2.16, Status Codes, as shown below:

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 Military Assistance Program Address Code (MAPAC) does not exist in ~~DLM 4000.25, Volume 6, Chapter 3,~~ *MAPAD* as a valid ship-to and/or mail-to address. ~~(Applicable to ICP/IMM processing only.)~~

(3)  GSA Advantage GY/GZ series activity address codes (AAC) 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)  *A discretely identified DLMS bill-to activity used with Signal Code C or L does not correspond to the Fund Code to Billed DoDAAC Conversion Table.*

*(6) Financial events associated with bill-to DoDAAC SC2410 must be initiated via DoD EMALL (indicating payment via purchase/credit card) and are otherwise invalid.*

*(7)  Unable to identify the discretely designated mark-for party DoDAAC or RIC.*

*(8)* If still required, submit a new requisition with valid data entries.

*(9)*  Notification of rejection due to lack of available funds or other criteria associated with the funds verification process.  Provided in response to the internet ordering application's request for funds verification.  The RIC-From associated with the internet ordering application used for submission of the requisition/referral order is identified in the DIC AE9.  *R*ejection is provide*d* by the DoD Component responding to the funds verification request under DoD and DoD Component-directed business rules, and not the DAAS or the Source of Supply.

**(11)**  Revise MILSTRIP Appendix AP3.48,  Materiel Release Document DD Form 1348-1A or DD Form 1348-2, as shown below:

| BLOCK(S) | ENTRIES |
| --- | --- |
| 4 | ~~DoDAAC of the MARK FOR recipient~~ *Mark-for Party*, if applicable.  *The mark-for party may be identified by DoDAAC, RIC, clear text, or a combination of these.  Up to 24 characters may be displayed as two lines of 12 each.  The DoDAAC or RIC (when provided) will appear in the first line and must be separated from clear text with a slash (/).*  ~~If~~ *R*educed print ~~is~~ *may be* used~~, in the clear address may be entered in addition to the DoDAAC~~. |

e. **Transaction Flow:**

      **(1)** DOD EMALL passes the requisition to DLA Transaction Services. DLA Transaction Services performs applicable edits, records the requisition in logistics databases, and routes the requisition to the SoS. When applicable, DLA processes the requisition and makes applicable sourcing decision. DLA provides status to DLA Transaction Services for processing under standard MILSTRIP distribution rules.

      **(2)** Requisitioning systems (other than DOD EMALL) are authorized to adopt use of the mark-for party with no change to existing transaction flow.

f. **Alternatives:** None identified.

g. **Proposed DLMS Change (PDC) 1009A Staffing Response/Comment Resolution:** See Enclosure 8.

## 5. REASON FOR CHANGE:

a. This change is required to correct numerous compliance issues (see background details) and support audit readiness.

b. The above ordering procedures are needed to provide greater flexibility for DOD EMALL customers.

c. A standard logistics transaction methodology is needed to support requisitioning requirements for identification of the mark-for party and ensure proper delivery of materiel.

d. There is a continuing need for MILSTRIP appendices to provide clear guidance on MILSTRIP data and business rules as applicable within both legacy and modernization systems. This change provides expanded guidance for use of the signal code under DLMS while maintaining capability to support legacy usage.

e. This change is needed to ensure that supply and shipment status are distributed under standard MILSTRIP business rules. Blocking such distribution due to method of payment is not authorized.

## 6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:**

      **(1)** Uses DLMS enhancement capability to overcome shortcomings inherent in the legacy MILSTRIP format.

      **(2)** Corrects compliance issues identified under background information.

      **(3)** The simplified procedures documented in the ADC 1009A (requiring the Fund Code to Billed DoDAAC Conversion Table to carry the EMALL DoDAAC in association with Fund Code XP) will simplify implementation for DLA Transaction Services by eliminating the need for some unique DLMS business rules for identification of the EMALL DoDAAC bill-to and will support appropriate conversion to the legacy format when required.

**(4)** DOD Components will be able to receive supply and shipment status, with all the inherent information these provide, regardless of the method of payment.

**(5)** Supports achieving a clean financial audit.

**b. <u>Disadvantages</u>:**

**(1)** Limited print space available within the IRRD mark-for block necessitates a restriction of the field length for the DLMS mark-for party.

**(2)** AIT using 2D bar codes may not be available at all locations.

**(3)** This change does not address specifically GSA internet ordering procedures for Government purchase/credit card payment. GSA procedures will be addressed separately by DLMS change addendum. The goal is to apply all of the above functionality to orders processed via GSA systems. ADC 1009A changes that are not associated with the payment method are applicable to GSA under this document.

## 7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT:

**a.** DLA Transaction Service's DAAS conversion capability will ensure no impact to legacy systems. However, this requires the Services/Agencies to update the Fund Code to Billed DoDAAC Conversion Table for legacy conversion when Fund Code XP and Signal Code L apply.

**b.** Including the mark-for party in shipping documentation will allow for proper delivery of shipments pending receiving activity DLMS implementation (since this DLMS transaction content will be continue to be dropped during conversion to the legacy format).

**c.** This change will be pursued independent of DLMS changes to accommodate Standard Line of Accounting (SLOA) data in the requisitioning cycle.

## 8. ADDITIONAL COMMENTS TO CONSIDER:

**a.** The Services/Agencies may need to establish additional business rules for retail/tactical receiving activities to ensure materiel intended for direct turn-over to the customer based upon mark-for party information is accomplished (rather than receipting the shipment into stock).

**b.** The deficiencies identified in this change must be corrected in support of audit readiness.

## 9. ADDITIONAL FUNCTIONAL REQUIREMENTS:

**a.** GSA currently does not have a mechanism (such as the EMALL-specific DoDAAC) to identify when payment is accomplished by purchase/credit card. Additionally, GSA currently does not provide status for purchase/credit card orders. GSA procedures will need to be upgraded to accommodate the changes identified in this document using a GSA-specific DoDAAC for designation of purchase/credit card payment (or an alternate method may be proposed).

**b.** Additional restrictions on the use of clear text addressing may be appropriate and will be addressed separately as DOD Supply Policy evolves.

**c.** This change does not perpetuate the use of the mark-for party to the materiel returns supply and shipment status. If required, Components will need to identify the requirement via separate DLMS change.

## 10. TIME LINE/IMPLEMENTATION TARGET DATE:

**a. Mark-for Party:** April 2015. This change requires joint implementation among DOD EMALL, DLA Transaction Services, DLA Enterprise Business System, and DLA Distribution Standard System. Joint implementation by these parties is timed to coincide with EMALL Release 2.0. Phased and staggered implementation, supported by DLA Transaction Services, is authorized for others. Staggered/delayed implementation authorized for 2D bar code implementation.

**b. Validation of F/AD I Activities:** December 2015. DLA Transaction Service implementation will be deferred pending Service implementation of the mark-for party DoDAAC functionality. Staggered implementation authorized by Service. Automatic downgrade for PD 01 requisitions will not be authorized pending full implementation of the mark-for party as an alternate location for the authorized activity DoDAAC.

**c. Fund Code to Billed DoDAAC Conversion Table Update to associate Fund Code XP by Service/Agency Service Code to SC4210.** October 2014 for each Service/Agency (to ensure Fund Code XP will be available for this process when fully implemented.)

**d. EMALL Transaction Formatting for Purchase/Credit Card Orders:** April 2015 (to coincide with release of EMALL 2.0).

**e. Termination of DAAS Block on Status Dissemination for EMALL Purchase/Credit Card Orders**

  **(1)** The intent is to provide time for Service supply systems to be upgraded to recognize the method of payment for credit card orders, so the Service will not over obligate based upon receipt of status. This change may be implemented by Service, if requested. Target date: April 2015.

  **(2)** For Federal/Civil agency requisitioners, the block may be lifted within 30 days of the ADC. Status will be directed by DAAS to the GSA portal under existing rules.

**f. MPC Process:** December 2015. DLA DSS implementation may be deferred pending Navy implementation of the mark-for party functionality.

## 11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not available. Savings for more efficient processing of shipments and cost avoidance for frustrated shipments are applicable.

## 12. IMPACT:

**a. <u>DLMS Data Elements</u>:** There are no new data elements associated with this change.

**b. <u>Revised Data Elements</u>:** This change updates the DLMS Dictionary and MILSTRIP Appendix 2.10 definitions for signal code values as shown in Enclosure 5.

**c.** **Automated Information Systems (AIS):**

(1) DOD EMALL as described above. Implementing this change will require training for users to terminate use of clear-text addressing where the ship-to has an assigned DoDAAC. Use of the mark-for party is encouraged to ensure delivery to the intended recipient. This change does not impact DOD EMALL requisition formatting for exception situations requiring clear-text addressing where no DoDAAC is assigned for the ship-to location.

(2) DLA Enterprise Business System (EBS) as described above.
**Staffing Note:** Capability to accept the requisition mark-for party identification as modified by this change is essential for processing EMALL orders upon transition to the use of a ship-to DoDAAC for GPC since the customer must have a way to further identify the intended recipient. This information must be perpetuated to the shipper (for both DVD and stock shipments).

(3) DLA Distribution Standard System (DSS) as described above. Impact includes:

(a) processing of materiel release,

(b) perpetuation of new data content to the shipment status and materiel release confirmation,

(c) printing of the IRRD with mark-for party identification in the applicable blocks,
**Staffing Note:** Capability to accept the materiel release order mark-for party identification as modified by this change is essential for processing EMALL orders upon transition to the use of a ship-to DoDAAC for GPC orders since the customer must have a way to further identify the intended recipient and this information must be visible by the receiver.

(d) printing of the IRRD with mark-for party identification within the 2D bar code,

(e) MPC processing to recognize the mark-for party for segregation and delivery,

(f) applicability of the mark-for party to DLA Distribution Services, and

(g) use of the mark-for DoDAAC when provided for validation of FA/D 1 priorities.

(4) Service/Agency DLMS compliant applications must be modified to adopt mark-for party identification.
**Staffing Note:** The mark-for party is currently identified for applicably to the disposal release order (DRO) (DLMS 940R). However, it is not known if this requirement is valid under the modernization of DLA Distribution Services business processes. This change provides additional business rules for the use of the mark-for party that should be reviewed for use by DLA Disposition Services.

(5) Sources of supply must ensure no financial event involving SC4210 is permitted for purposes other than authorized in this document.

**(6)**  Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) to use the enhanced DLMS capability to discretely identify the requisitioner, ship-to, and bill-to DoDAACs and the mark-for party as mapped above.

**(7)**  Impact to GSA and other web-based ordering source systems/processes must be evaluated for the requirement to provide supply and shipment status for all requisitions regardless of the payment method.  Procedures must be established for identifying purchase/credit card payment outside DOD EMALL.

### d.  DLA Transaction Services:

**(1)**  This change impacts DAAS mapping.  Review for impact on conversion between DLMS and legacy MILSTRIP (e.g., for transaction exchange with Components subsequent to requisition processing by DLA).

**(2)**  This change requires capability to discretely identify the requisitioner, ship-to, and bill-to DoDAACs and perpetuate this information to applicable DAAS edits, data bases, and web tools, including DOD Web Visual Logistics Information Processing System (WebVLIPS), LMARS, and MRA Reporting.

**(3)**  DAAS authorized priority designator validation (PD 01, 04, and 11) must be expanded to include the mark-for party DoDAAC when one is provided.

**(4)**  DAAS edits must confirm initiating system population of the bill-to DoDAAC in conjunction with Signal Code C or L in the DLMS transaction is consistent with the Fund Code to Billed DoDAAC Conversion Table.

**(5)**  DAAS edits must ensure requisitions identifying a bill-to DoDAAC SC4210 is only originated by DOD EMALL.

**(6)**  The DAAS restriction on dissemination of supply and shipment status based upon the presence of the EMALL DoDAAC must be removed (capability to remove by Service may be required).

**(7)**  The DAAS edit for CFM based upon the DOD EMALL DoDAAC as the supplementary address must be revised to accommodate the DOD EMALL DoDAAC as the bill-to (in conjunction with the contractor DoDAAC as requisitioner and ship-to).
**Staffing Note:**  It is anticipated that this requirement will be superseded by a separate DLMS change impacting DAAS CFM edits.

### e.  Non-DLM 4000.25 Manual Publications:  Requires update to internal Service/Agency guidance.  This includes policy statements employed by DOD EMALL.  Services are required to issue appropriate guidance to terminate extensive use of clear text addressing associated with DOD EMALL purchase card orders.

**Enclosure 1, DLMS Implementation Convention (IC) Revisions**

| Item # | Location | DLMS 511M Modification Revision | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 5:<br><br>- *ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS Changes included in the DLMS IC. |
| 2. | 2/N101/180 | Revise DLMS notes with existing Qualifier Z7:<br><br>**Z7  Mark-for Party**<br>**DLMS Note:**<br>1. Use to identify *or modify* an entity located within the ship-to address that is to actually receive the *materiel*.<br>*2.  The Mark-for Party may be identified by DoDAAC, RIC, clear text, or a combination of these.  Only one of DoDAAC or RIC may be used.*<br>*3.  Maximum length of the Mark-for Party is 24 positions: Mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each.  If text is combined with a DoDAAC, up to 17 clear text characters will be allowed.  If text is combined with a RIC, up to 20 clear text characters will be allowed. A slash (/) will be inserted during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction.*<br>*4. Authorized DLMS enhancement; see introductory DLMS note ~~3a~~ 3g.  Refer to ADC 1009A.*<br>*5.  Also use* for Requisition Exception Data Transaction (DLA DI Code YRZ-Transaction Code MF) to identify mark-for delivery information.  See introductory DLMS note 3f. | Supports expanded use of the mark-for party. |
| 3. | 2/N102/180 | Revise DLMS note 3:<br><br>**Name**<br>**DLMS Note:**<br>3. Use with N101 Code Z7 to identify the recipient of materiel. ~~when coded data is not available.~~ *Total field length is restricted to 24 clear text characters, when not used in combination with a DoDAAC or RIC.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters.  Authorized DLMS enhancement; see introductory DLMS note 3g.  Refer to ADC 1009A.* | Clarification. |

| Item # | Location | DLMS 511R Requisition Revision | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 5:<br><br>*- ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS Changes included in the DLMS IC. |
| 2. | 2/N101/180 | Revise DLMS notes with existing Qualifier Z7:<br><br>**Z7  Mark-for Party**<br>**DLMS Note:**<br>1. *Use to identify an entity located within the ship-to address that is to actually receive the materiel.*<br>2. *The Mark-for Party may be identified by DoDAAC, RIC, clear text, or a combination of these.  Only one of DoDAAC or RIC may be used.*<br>3. *Maximum length of the Mark- for party is 24 positions: Mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each.  If text is combined with a DoDAAC, up to 17 clear text characters will be allowed.  If text is combined with a RIC, up to 20 clear text characters will be allowed. A slash (/) will be inserted during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction.*<br>4. *Authorized DLMS enhancement; see introductory DLMS note 3f. Refer to ADC 1009A.*<br>5. *Also use* for Requisition Exception Data Transaction (DLA DI Code YRZ-Transaction Code MF) to identify mark-for delivery information. See introductory DLMS note 3e. | Supports expanded use of the mark-for party. |
| 3. | 2/N102/180 | Revise DLMS note 3 and delete note 4:<br><br>**Name**<br>**DLMS Note:**<br>3. Use with N101 Code Z7 to identify the recipient of materiel. ~~when coded data is not available.~~ *Total field length is restricted to 24 clear text characters, when not used in combination with a DoDAAC or RIC characters.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters.  Authorized DLMS enhancement; see introductory DLMS note 3f.  Refer to ADC 1009A.*<br><br>~~*4. DLMS enhancement; see introductory DLMS note 3a.*~~ | Clarification. |

| Item # | Location | DLMS 4030 856S Shipment Status Revision | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 3:<br><br>- *ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS Changes included in the DLMS IC. |
| 2. | 2/N101/2200 | Revise DLMS note with existing Qualifier Z7:<br><br>**Z7 Mark-for Party**<br>**DLMS Note:**<br>1. Use to identify an entity located within the ship-to address that is to actually receive the *materiel*.<br>2. *The Mark-for Party may be identified by DoDAAC, RIC, clear text, or a combination of these. Only one of DoDAAC or RIC may be used.*<br>3. *Maximum length of the Mark-for Party is 24 positions: Mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each. If text is combined with a DoDAAC, up to 17 clear text characters will be allowed. If text is combined with a RIC, up to 20 clear text characters will be allowed. A slash (/) will be inserted during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction.*<br>4. *Authorized* DLMS enhancement; see introductory DLMS note ~~2a~~ *2f*. Refer to ADC 1009A. | Supports expanded use of the mark-for party. |
| 3. | 2/N102/2200 | Revise DLMS note 4 for existing data element:<br><br>**Name**<br>**DLMS Note:**<br>4. Use with N101 *C*ode Z7 to identify the recipient of materiel~~. when coded data is not available.~~ *Total field length is restricted to 24 clear text characters, when not used in combination with a DoDAAC or RIC. If combined with a Mark-for DoDAAC, restrict clear text to 17 characters. If combined with a Mark-for RIC, restrict clear text to 20 characters. Authorized DLMS enhancement; see introductory DLMS note 2f. Refer to ADC 1009A.* | Clarification. |

| Item # | Location | DLMS 869A Requisition Inquiry | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 5:<br><br>- *ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS Changes included in the DLMS IC. |

| Item # | Location | DLMS 869A Requisition Inquiry | Reason |
|---|---|---|---|
| 2. | 2/N101/110 | Add DLMS notes and new Qualifier Z7:<br><br>**Z7  Mark-for Party**<br>**DLMS Note:**<br>*1. Use to identify an entity located within the ship-to address that is to actually receive the material.*<br>*2.  The Mark-for Party may be identified by DoDAAC, RIC, clear text, or a combination of these.  Only one of DoDAAC or RIC may be used.*<br>*3.  Maximum length of the mark for party is 24 positions: Mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each.  If text is combined with a DoDAAC, up to 17 clear text characters will be allowed.  If text is combined with a RIC, up to 20 clear text characters will be allowed. A slash (/) will be inserted during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction.*<br>*4. Authorized DLMS enhancement; see introductory DLMS note 4g. Refer to ADC 1009A.*<br>*5.  Also use* for Requisition Exception Data Transaction (DLA DI Code YRZ-Transaction Code MF) to identify mark-for delivery information. See introductory DLMS note 3e. | Supports expanded use of the mark-for party. |
| 3. | 2/N102/110 | Revise DLMS notes for existing data element:<br><br>**Name**<br>**DLMS Note:**<br>*1.*  Use with N101 *C*ode ZE *for the end item manufacturer name*. When using N102 *for this purpose*, do not use N103 and N104.  **DLMS enhancement;  see introductory DLMS note 2.a.**<br>*2. Use with N101 Code Z7 to identify the recipient of materiel. Total field length is restricted to 24 clear text characters, when not used in combination with a DoDAAC or RIC.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters. Authorized DLMS enhancement; see introductory DLMS note 4g. Refer to ADC 1009A.* | Clarification. |

| Item # | Location | DLMS 869F Requisition Follow up Revision | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 5:<br><br>*- ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS Changes included in the DLMS IC. |

| Item # | Location | DLMS 869F<br>Requisition Follow up Revision | Reason |
|---|---|---|---|
| 2. | 2/N101/110 | Revise DLMS notes with existing Qualifier Z7:<br><br>**Z7 Mark-for Party**<br>**DLMS Note:**<br>1. Use to identify an entity located within the ship-to address that is to actually receive the material.<br>2. ***The mark-for party may be identified by DoDAAC, RIC, clear text, or a combination of these. Only one of DoDAAC or RIC may be used.***<br>3. ***Maximum length of the Mark-for Party is 24 positions: mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each. If text is combined with a DoDAAC, up to 17 clear text characters will be allowed. If text is combined with a RIC, up to 20 clear text characters will be allowed. A slash (/) will be inserted during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction.***<br>  4. ***Authorized DLMS enhancement; see introductory DLMS note 4g. Refer to ADC 1009A.***<br>5. ***Also use*** for Requisition Exception Data Transaction (DLA ***Code*** YRZ-Transaction Code MF) to identify mark-for delivery information. See introductory DLMS note 4f. | Supports expanded use of the mark-for party. |
| 3. | 2/N102/110 | Revise DLMS note 3 for existing data element:<br><br>**Name**<br>**DLMS Note:**<br>3. Use with N101 Code Z7 to identify the ~~in-the-clear~~ recipient of materiel. ~~*when coded data is not available.*~~ ***Total field length is restricted to 24 clear text characters, when not used in combination with a DoDAAC or RIC. If combined with a Mark-for DoDAAC, restrict clear text to 17 characters. If combined with a Mark-for RIC, restrict clear text to 20 characters. Authorized DLMS enhancement; see introductory DLMS note 4g. Refer to ADC 1009A.*** | Clarification. |

| Item # | Location | DLMS 870S<br>Requisition Follow up Revision | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 4:<br><br>- ***ADC 1009A***, ***DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment*** | Identifies DLMS Changes included in the DLMS IC. |

| 2. | 2/N101/90 | Replace DLMS notes for existing Qualifier Z7:<br><br>**Z7  Mark-for Party**<br>**DLMS Note:**<br>*1. Use to identify an entity located within the ship-to address that is to actually receive the materiel.*<br>*2. The Mark-for Party may be identified by DoDAAC, RIC, clear text, or a combination of these.  Only one of DoDAAC or RIC may be used.*<br>*3. Authorized DLMS enhancement; see introductory DLMS note 3f. Refer to ADC 1009A.* | Supports expanded use of the mark-for party. |
|---|---|---|---|
| 3. | 2/N102/90 | Mark Data Element N102 as Used and add the following DLMS note:<br><br>**Name**<br>**DLMS Note:**<br>*Use with N101 Code Z7 to identify the recipient of materiel. Total field length is restricted to 24 characters.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters. Authorized DLMS enhancement; see introductory DLMS note 3f. Refer to ADC 1009A.* | Clarification. |

| Item # | Location | DLMS 940R<br>Materiel Release Revision | Reason |
|---|---|---|---|
| 1. | DLMS Introductory Notes | Add ADC 1009A to DLMS Introductory Note 6:<br><br>*- ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS changes included in the DLMS IC. |
| 2. | 2/N101/1100 | Revise DLMS note 1 with existing Qualifier Z7:<br><br>**Z7  Mark-for Party**<br>**DLMS Note:**<br>1. Use in redistribution orders, materiel release orders, historical materiel release orders, *and* materiel release order modifications, ~~disposal release orders, historical disposal release orders, and disposal release order modifications~~, to identify an entity located within the ship-to address that is to actually receive the materiel. *Total field length is restricted to 24 clear text characters, when not used in combination with a DoDAAC or RIC.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters.  Authorized DLMS enhancement; see introductory DLMS note 4f.  Refer to ADC 1009A.* | Supports expanded use of the mark-for party.<br><br>**Staffing Note:**  Mark-for Party is not applicable to  disposal release orders confirmations. |

| Item # | Location | DLMS 940R<br>Materiel Release Revision | Reason |
|---|---|---|---|
| 3. | 2/N102/1100 | Add new DLMS note 4 for existing data element:<br><br>**Name**<br>**DLMS Note:**<br>*4. Use with N101 Code Z7 to identify the recipient of materiel. Total field length is restricted to 24 characters.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters.  Authorized DLMS enhancement; see introductory DLMS note 4f.  Refer to ADC 1009A.* | Adds additional business rules for Z7. |

| Item # | Location | DLMS 945A (4010 and 4030)<br>Materiel Release Revision | Reason |
|---|---|---|---|
| 1. | **DLMS Introductory Notes** | Add ADC 1009A to DLMS Introductory Note 6:<br><br>*- ADC 1009A, DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment* | Identifies DLMS Changes included in the DLMS IC. |
| 2. | 2/N101/80 | Add new DLMS note and Qualifier Z7:<br><br>**Z7  Mark-for Party**<br>**DLMS Note:**<br>*1. Use for materiel release confirmations and historical materiel release confirmations to identify an entity located within the ship-to address that is to actually receive the materiel.  The Mark-for Party may be identified by DoDAAC, RIC, clear text, or a combination of these.  Only one of DoDAAC or RIC may be used.  Authorized DLMS enhancement; see introductory DLMS note 4e.  Refer to ADC 1009A.* | Added for consistency with shipment status and release order.<br><br>**Staffing Note:**  Mark-for Party is not applicable to  disposal release orders confirmations. |
| 3. | 2/N102/80 | Add new DLMS note 3 for existing data element:<br><br>**Name**<br>**DLMS Note:**<br>*3. Use with N101 Code Z7 to identify the recipient of materiel. Total field length is restricted to 24 characters.  If combined with a Mark-for DoDAAC, restrict clear text to 17 characters.  If combined with a Mark-for RIC, restrict clear text to 20 characters.  Authorized DLMS enhancement; see introductory DLMS note 4e.  Refer to ADC 1009A.* | Adds additional business rules for Z7. |

**Enclosure 2, DLMS Manual Revisions**

**A.** Revise the DLM 4000.25, Volume 2, Chapter 4 as shown below. No change to MILSTRIP manual. Revisions are shown in ***bold red italics.***

       C4.2.2. <u>Priority Designators and Required Delivery Dates</u>

          C4.2.2.1. <u>Assignment of PD</u>. The priority designator (PD) is based upon a combination of factors that relate the relative importance of the requisitioner's mission, expressed by its Force or Activity Designator (F/AD) (a Roman numeral) and the urgency of need of the end use expressed by the Urgency of Need Designator (UND). The F/AD is assigned by the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD Component authorized by the Chairman of the Joint Chiefs of Staff, to assign F/ADs for their respective forces, activities, programs, or projects. The criteria for assignment of an appropriate F/AD is in <u>DoD 4140.1-R</u>. The requisitioning activity determines the UND (an alphabetic character).

          C4.2.2.2. <u>Commanding Officer Responsibilities</u>. Commanding officers of requisitioning installations are responsible for the accurate assignment of PDs consistent with the F/AD and UND, and the validity of required delivery dates (RDDs) when assigned to requisitions. Commanding officers of ILCOs, receiving requisitions from SA requisitioners, are responsible for review of assigned PDs and delivery dates. Commanding officers ***must*** accomplish the following reviews prior to sending requisitions to the source of supply:

             C4.2.2.2.1. <u>Commander Requirements Review</u>. Commanders (or acting commanders during absences) ***must*** personally review all requirements based on UND A to certify an inability to perform the mission.

             C4.2.2.2.2. <u>Designation of Reviewers</u>. Commanders ***must*** designate, in writing, specific personnel who ***will*** personally review all requirements based on UND B to certify that the urgency has been accurately determined.

         ***C4.2.2.3. Accurate assignment of the PD is a key element in ensuring that potentially scarce resources are appropriately allocated. To preclude abuse or misuse of the PD, the Office of the Secretary of Defense has directed the DLA Transaction Services to validate use of the PDs 01, 04, and 11, which are associated with special programs and top national priorities. Inappropriate assignments are identified for management review or automatic downgrading based upon Service/Agency guidance. To pass validation, requisitions reflecting PD 01, 04, or 11 must identify the DoDAAC of the activity authorized use of F/AD I in the document number, ship-to, bill-to, or mark for party.***[1]

**B.** Revise the DLM 4000.25, Volume 2, Chapter 4 as shown below to limit the applicability of EMALL exception ship-to addresses. <u>A comparable change to the MILSTRIP is shown separately below</u>. Revisions are shown in ***bold red italics.***

      C4.2.4. <u>Exception Data</u>. Requisitioners must limit repetitive exception data to aid timely source of supply processing of requisitions to meet IPG processing times, standard delivery dates (SDDs), or

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[1] *Refer to ADC 1009A. **Automatic downgrade for PD 01 requisitions will not be authorized pending implementation of the mark-for party as an alternate location for the authorized activity DoDAAC.***

RDDs, particularly those that satisfy high priority requirements. Use available requisitioning capabilities to ensure maximum utilization of automated processes. Processing exception data requisitions is resource intensive, prone to errors, and generally delays required support. The sources of supply *will* disregard all unnecessary exception data (such as ship by commercial air, do not use postal system, ship by fastest traceable means, or ship overnight delivery) and continue processing. Sources of supply *will* process all requisitions under UMMIPS (see DoD 4140.1-R). Within the UMMIPS time segment for transporting the materiel, it is the shipper's prerogative to select the mode of shipment based on time, distance, item characteristics, and economic factors. The repetitive use of the same exception ship-to address is an uneconomical way of doing business for all concerned. A separate DoDAAC assignment for this type of ship-to address should be made or the Transportation Account Code (TAC) 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. It is incumbent upon the requisitioner to work with the applicable DoD Component focal point to develop procedures to automatically process requisitions.

  C4.2.5. <u>Limitation on Use of Exception Data</u>

    C4.2.5.1. <u>Applicability</u>. Exception data *will* normally be limited to the conditions listed below. Commanders must approve, or delegate in writing to specific personnel to approve, the submission of exception-data requisitions.

    C4.2.5.2. <u>Authorized Conditions</u>. 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.

      C4.2.5.2.1. Sales/donations/issues of materiel to qualifying Federal, state, or civil organizations or individuals approved by the Service Secretaries.

      C4.2.5.2.2. Issues of nuclear assets as directed by Defense Threat Reduction Agency to Department of Energy contractors.

      C4.2.5.2.3. Materiel in SCC L to contractors.

      C4.2.5.2.4. Issues required by national emergency or natural disasters.

      C4.2.5.2.5. Shipments to contractors for special testing.

      C4.2.5.2.6. Requisitions from deployed naval units with an R or V in the first position of the transaction reference number; Utilization Code E, G, or W; PD 01, 02, or 03; and Special Requirements Code 999.

      *C4.2.5.2.7 DoD EMALL-generated requisitions using a Government purchase card as the method of payment and the non-contractor ship-to location is not identified by a DoDAAC. Requisitioners must use the DoDAAC applicable to the ship-to locations when assigned. See paragraph C4.2.4. for additional guidance.*

    C4.2.5.3. <u>Limitations</u>. Exception data will normally be limited to the following:

      C4.2.5.3.1. Non-NSN lumber products identified and ordered by description only or other commodities that require additional descriptive information.

C4.2.5.3.2.  Authorization/identification for items when such requirement is imposed by the Inventory Control Point (ICP), or by the parent Component, or the requisitioning activity.

C4.2.5.3.3.  NSN requirements needing additional identifying information; for example, requisitions initially rejected with Status Code CG or CJ.

C4.2.5.3.4.  Requisitions for LEVEL 1/SUBSAFE and nuclear reactor plant materiel.

C4.2.5.3.5.  NSN items for chemicals for boiler water and feed water analysis.

C4.2.5.3.6.  Requisitions used to establish a registered user with the ICP in a Primary Inventory Control Activity (PICA)/Secondary Inventory Control Activity (SICA) situation.

C4.2.5.3.7.  Requisitions for Marine Corps Pre-Positioned War Reserve (PWR) or Pre-Positioning Ships Program.

~~C4.2.5.3.8.  DoD EMALL-generated requisitions using IMPAC card as the method of payment.~~

*C4.2.5.4.  Automated submissions of requisitions containing exception ship-to addresses may be authorized by agreement with the source of supply.  Exception ship-to addressing is only authorized where the ship-to location is not identified by a DoDAAC.  This exception cannot be applied to requisitioning for shipment to a contractor.  Automated submissions must include identification of the customer via a system-generated customer identification code that cannot be overridden by the user as described under MILSTRIP Appendix AP1.35, Customer Identification. DAAS will generate the customer identification for automated submissions (e.g., via Defense Automatic Addressing System Automatic Message Exchange System (DAMES) of the DLA-supported DIC YRZ requisition trailer for ship-to exception data.*

**C.**  Revise the DLM 4000.25, Volume 2, Chapter 4, as shown below to add a new subparagraph.  No change to MILSTRIP required.

C4.10.  DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

*(Intervening text not shown)*

C4.10.3.  DAAS *will* reject all requisitions/EMALL orders containing GY/GZ series AACs.  DAAS *will* send DLMS 870S transactions with Status Code CX to advise all concerned of rejection of the requisition.

*C4.10.4  DAAS will recognize the enhanced DLMS capability to discretely identify different DoDAACs as the requisitioner, ship-to, and bill-to activities as a DLMS enhancement.[2]*

*C4.10.4.1  DAAS will perform validation to ensure that only DoD EMALL-generated requisitions contain the EMALL DoDAAC SC2410 as the bill-to DoDAAC.  When*

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[2]  *Refer to ADC 1009A.*

*shipment to an activity other than the requisitioner is required, the EMALL DoDAAC will be included as the bill-to activity in the DLMS transaction in association with Fund Code XP and Signal Code L.  This construct is used to identify purchase/credit card as the method of payment. Requisitions using this construct outside DoD EMALL will be rejected.  DAAS will send a DLMS 870S transaction with Status Code CX to advise all concerned of the rejection.*

*C4.10.4.2 While maintaining a mixed DLMS/MILSTRIP Legacy environment, DAAS will perform validation to ensure DLMS requisitions discretely identifying the bill-to DoDAAC in conjunction with Signal Code C or L do not conflict with the bill-to activity identified in the Fund Code to Billed DoDAAC Conversion Table (refer to DLM 4000.25, Volume 4, Appendix 1.2) .  Inconsistent requisition content will be rejected.  DAAS will send a DLMS 870S transaction with Status Code CX to advise all concerned of the rejection.*

**D.**  Revise the DLM 4000.25, Volume 2, Chapter 5 as shown below to update guidance:

C5.1.6.5.1.1.  Materiel Processing Center (MPC) Shipment Status.  DAAS *will* also provide a copy of shipment status for materiel to be delivered to Navy ships to the applicable MPC operated by DLA Distribution at the co-located Distribution Depot ~~(DD)~~ receiving site.  In order to accomplish this, DLA Transaction Services *will* maintain a table of DoDAACs associated with a particular copy of DSS as identified by DLA Distribution that the copy of DSS MPC supports.  DLA Distribution, in coordination with the Service, *will* provide updates to DLA Transaction Services as needed.  When DAAS processes the DLMS 856S/AS8 and the ship-to DoDAAC begins with N, R, V, Z, M, or as otherwise identified, DAAS *will* match the ship-to DoDAAC to the MPC table.  When an appropriate DSS DoDAAC for MPC support is identified, shipment status *will* be forwarded to the DSS for establishment of pre-positioned materiel receipt (due-in) record at the applicable MPC.

C5.1.6.5.1.2.  MPCs receiving shipment status are located at the distribution depot locations identified in Table C5.T2.

Table C5.T2.  Distribution Depots and Co-Located Materiel Processing Centers

| DEPOT WITH CO-LOCATED MPC | DEPOT DODAAC | MPC ROUTING IDENTIFIER |
|---|---|---|
| Norfolk | SW3117 | PSJ |
| Jacksonville | SW3122 | PSU |
| San Diego | SW3218 | PSK |
| Puget | SW3216 | PSN |
| Yokosuka | SW3142 | PSL |
| Sasebo | SW3143 | PSM |
| Guam | SW3147 | SCN |
| Pearl Harbor | SW3144 | PSY |
| Sigonella | SW3170 | SNH |
| Bahrain | SW3183 | SNN |
| Everett, Washington State | SW3237 | SNY |
| Little Creek, Norfolk, VA | SW3187 | SEF |

~~C5-16~~ C5.1.6.5.1.3. The MPC *will* use the *ship-to DoDAAC, mark-for party* ~~supplementary address~~ project code, special requirements code, and transportation priority or priority designator from the due-in record or the shipment documentation to sort materiel for delivery per the Navy customer direction.

**D.** Revise the DLM 4000.25, Volume 2, Chapter 16 as shown below to update guidance:

C16.4.2.  <u>Requirements for Shipments of Hazardous Materiel and Hazardous Waste</u>.  The following guidance outlines basic documentation requirements for turn-in of Hazardous Materiel (HM), Hazardous Waste (HW), and other types of wastes (e.g., Polychlorinated Biphenyl (PCBs), Friable Asbestos, etc.). The turn-in activity will enter the bill-to fund code *and bill-to DoDAAC (when other than the turn-in activity)* for reimbursable actions associated with the disposal, (e.g., HW contractor costs*)*, in the DD Form 1348-1A or DD Form 1348-2), in order to provide reimbursement to DLA Disposition Services.  To ensure compliance with federal, state, DoD and host nation regulations, turn-in activities will obtain and become familiar with applicable Code of Federal Regulations (CFR), state regulations, DoD regulations, and Overseas Environmental Baseline Guidance Documents (OEBGD), or the Final Governing Standards (FGS) for the host nation.

**Enclosure 3, DLMS Volume 4, Finance, Manual Revisions**

Revise the DLMS manual as shown below for documentation of current procedures.  Revisions are shown in *bold red italics*.

    C2.2.3.  Method of Billing

        C2.2.3.1.  Bills arising from transactions containing a National Stock Number (NSN) within the DoD will be collected through the Military Standard Billing System (MILBILLS) interfund billing procedures when supported by the supply and accounting systems.  The provider will not accept a Military Interdepartmental Purchase Request (MIPR) if interfund can be used.  Manual billing (e.g., the XP fund code) will not be used unless approved by the Deputy Chief Financial Officer.  For intragovernmental interfund disputes, follow the dispute process outlined in Chapter 4.[3]  Billings to DoD offices must be under interfund procedures except as provided below.

        C2.2.3.2.  Billing *will* be under noninterfund procedures when:

        C2.2.3.2.1.  The bill-to office is non-DoD (Bill-To Service Code is numeric, G, or Z).

        C2.2.3.2.2.  The bill-to office is a DoD contractor (Bill-To Service Code is C, E, HG, L, Q, SD, or U).

        C2.2.3.2.3.  The bill-to office is DoD (Bill-To Service Code is alpha other than C, E, G, HG, L, Q, SD, U, or Z) and the fund code requires noninterfund billing (normally XP fund code).

        C2.2.3.2.4.  The bill-to office is another-DoD Component (Bill-To Service Code is H) and the fund code is not identified as a valid fund code.

        C2.2.3.2.5.  The bill-to office is Army & Air Force Exchange Service (AAFES) (Bill-To Service Code is H followed by an X).

        *C2.2.3.2.6.  The bill-to office is SC4210, representing DoD EMALL, and the fund code is XP.  This combination indicates billing via customer-provided Government purchase card or corporate credit card.  No other use is authorized.[3]*

        C2.2.3.2.*7.*  DLA Transaction Services will reject bills when they fail any of the edits.  See Chapter 6.2 for information about the routing and editing of bills processed through DLA Transaction Services.  Rejected bills will be returned to the originating communications center with a narrative description indicating the reason for rejection.  Billing offices will correct the rejected bills and resubmit them to the DLA Transaction Services.  Billing offices will ensure that all appropriate adjustments for rejected billings and interfund collections are made to seller accounting records.

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[3] *Refer to ADC 1009A.*

C2.2.3.3.  Method of Billing Summary.  Billing methods are summarized in Table C2.T1.

Table C2.T1.  Method of Billing

| Condition Number | Billed DoDAAC Begins With: | And Fund Code is: | Then the Billing Method is: |
|---|---|---|---|
| 1 | C, E, G, HG, HX, L, Q, SD, U, Z, or numeric | Any | NON INTERFUND |
| 2 | Any Service code | XP or otherwise designates noninterfund | NON INTERFUND |
| 3 | H | Not identified as eligible for interfund billing | NON INTERFUND |
| *4* | *SC4210* | *XP* | *Government purchase card or corporate credit card (Reserved for DoD EMALL requisitions)* |
| *5* | Anything other than conditions described by 1, 2, ~~or~~ 3, *or 4* | | INTERFUND |

**Enclosure 4, MILSTRIP Manual Revision**


A.  Revise the DLM 4000.25-1, Chapter 2 as shown below to limit the applicability of EMALL exception ship-to addresses.  Revisions are shown in ***bold red italics***.

C2.2.  <u>LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS</u>

C2.2.1.  To enable sources of supply to process requisitions in a timely manner to meet issue priority group, standard delivery dates, or required delivery dates, requisitioners should attempt to limit repetitive submission of requisitions containing exception data, particularly those that are to satisfy high priority requirements.  Requisitioners should use available MILSTRIP capabilities to ensure that automated processes are used to the maximum possible extent.  The processing of exception data requisitions is a resource-intensive process that is prone to errors and generally delays required support.  Sources of supply receiving requisitions with unnecessary exception data such as "ship by commercial air," "do not use postal system," "ship by fastest traceable means," or "ship overnight delivery" are authorized to delete such information, change the exception DIC to a non-exception DIC, and continue processing.  Sources of supply ***will*** process all requisitions under the standards of the Uniform Materiel Management and Issue Priority System (UMMIPS) ([DoD 4140.1-R](#), "DoD Supply Chain Materiel Management Regulation," May 23, 2003).  Within the UMMIPS time segment for transporting the materiel, it is the shipper's prerogative to select the mode of shipment based on time, distance, item characteristics, and economic factors.  The repetitive use of the same exception ship-to address is an uneconomical way of doing business for all concerned.  A separate DoDAAC assignment for this type of ship-to address should be made or the type of address code (TAC) 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions.  Activities having multiple locations should assign a separate DoDAAC to each receiving location.  It is incumbent upon the requisitioner to work with the applicable Service focal point to develop procedures to automatically process requisitions.

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 Defense Threat Reduction Agency (DTRA) Department of Energy (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 a~~n International Merchant Purchase Authorization Card (IMPAC)~~ *Government purchase* card as the method of payment *and the non-contractor ship-to location is not identified by a DoDAAC. Requisitioners must use the DoDAAC applicable to the ship-to locations when assigned.  See paragraph C2.2.1. for additional guidance.*

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

C2.2.1.2.1.  Non-NSN requirements that 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 inventory control point (ICP) or by the parent Service or the requisitioning activity.

C2.2.1.2.4.  NSN items in Federal supply class (FSC) 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.

C2.2.1.2.5.  NSN requirements needing additional identifying information (e.g., 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 materiel.

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

C2.2.1.2.8.  Requisitions used to establish a registered user with the ICP in a primary inventory control activity/secondary inventory control activity (PICA/SICA) situation.

C2.2.1.2.9.  Requisitions for Marine Corps prepositioned war reserve (PWR) or Pre-Positioning Ships Program.

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

C2.2.3.  Automated submissions of requisitions containing exception ship-to addresses may be authorized by agreement with the source of supply.  Automated submissions *must* 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.  DAAS will generate the customer identification for automated submissions (e.g., via Defense Automatic Addressing System Automatic Message Exchange System (DAMES) of the DLA-supported DIC YRZ requisition trailer for ship-to exception data.

B.  Revise the DLM 4000.25-1, Chapter 5 as shown to update the MIL-STD reference and hyperlink.

C5.1.8.  The Code 39 (three-of-nine) linear bar code,  and PDF417 2D bar code, and Macro PDF417 2D bar code, as defined in ISO/IEC 16388 Information Technology – Automated Identification and Data Capture Techniques – Bar code symbology specifications – Code 39 and ISO/IEC 15438 Information Technology – Automated Identification and Data Capture Techniques – PDF417 2D bar code symbology specification, are established as the standard symbologies for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD.  This symbology will be applied using MIL-STD-129P, or (latest revision), unless otherwise authorized.  When Code 39 linear bar code symbols are printed on DD Form 1348-1A (or DD Form 1348-2), all record positions of data elements that will be encoded, will contain a bar code character even if the position was blank on the source document.  *The specific technical information provided in MILSTRIP is not intended to be compressive and should be used in conjunction with the MIL-STD 129.*

**Enclosure 5, MILSTRIP Appendix 1.1, Forms/Message Formats Introduction, Revisions**

Revise the MILSTRIP as shown.  Revisions are shown in ***bold red italics***.

AP1.1.6.6.2.  The Issue Release/Receipt Document data elements, configuration and locations are as follows:

*(Intervening text not shown)*

| BLOCK ELEMENT NAME | BLOCK SIZE/<br>NO. OF CHARACTERS | BLOCK<br>NUMBER |
|---|---|---|
| Total Price | $12^4$ | 1 |
| Ship-From | 10 | 2 |
| Ship-To | 9 | 3 |
| Mark-For | ~~19~~ ***24[1]*** | 4 |

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***[1] Maximum length is 24 positions: Mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each.  If text is combined with a DoDAAC, up to 17 clear text characters are allowed.  If text is combined with a RIC, up to 20 clear text characters is allowed.  Insert a slash (/)during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction.  Refer to ADC 1009A***

*(Intervening text not shown)*

AP1.1.7.  DD Form 1348-2, Issue Release/Receipt Document with Address Label (AP1.31)

AP1.1.7.1.  The Service/Agencies have the option to stock or print the DD Form 1348-2. The DD Form 1348-2 configuration is a DD Form 1348-1A with a perforated address label attached to the outer right edge.  The length of the DD Form 1348-2 is 13 inches.  The DD Form 1348-2 may be configured for printing as continuous forms.  For continuous forms configuration, pin-fed strips of one-half inch on each side may be added.  The length of the DD Form 1348-2 with pin-fed strip ***will*** not exceed 14 inches.  The address label dimensions of the DD Form 1348-2 are 4-1/4 inches long and 5-1/2 inches high.  Use of the address label with preprinted postage data is only authorized for shipments by the U.S. Postal Service.  The address label ***will*** contain the following elements.

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[4]Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents.  If total price exceeds available space for display on the printed form, the generating application may leave blank.  Refer to ADC 221.

AP1.1.7.1.1.  Postage Data

AP1.1.7.1.2.  TCN Data

AP1.1.7.1.3.  Weight Data

AP1.1.7.1.4.  Type Service Data

AP1.1.7.1.5.  From Data

AP1.1.7.1.6.  Ship-to Data

AP 1.1.7.2.  Data *will* be entered on the address label as follows:

AP1.1.7.2.1.  Postage Data.  A shipment through the U.S.P.S. must contain the following phrase, "OFFICIAL BUSINESS."  This phrase *will* be printed on the bottom line of the postage block.

AP1.1.7.2.2.  Transportation Control Number.  Enter the TCN applicable to the shipment.

AP1.1.7.2.3.  Weight.  Enter the weight of the item being shipped.

AP1.1.7.2.4.  Type Service.  Enter the appropriate type of delivery service; for example, first-class-priority, express mail, and Military Official Mail (MOM).

AP1.1.7.2.5.  Ship-to.  Enter the applicable in-the-clear address of the activity that ~~shall~~ *is to* receive the shipment.  If mark-for data is required, enter the mark-for data above the city/state/zip code data.  If the Port of Embarkation (POE) is required, enter the POE in this block.

**Enclosure 6, MILSTRIP Appendix 2.10, Signal Codes, Revisions**

Revise the MILSTRIP as shown.  Revisions are shown in *bold red italics*.

## AP2.10. APPENDIX 2.10

### SIGNAL CODES

AP2.10.1.  *General.  This appendix provides guidance for legacy-formatted MILSTRIP requisitions and provides transition guidance for perpetuation of the signal code under DLMS.  The long-term goal for DLMS procedures is to eventually terminate the use of the signal code, which is redundant to the use of discretely identified activities relevant to the transaction.*

AP2.10.*2  Legacy MILSTRIP Business Rules.*  The signal code (record position 51) in A series documents has two purposes; it designates the fields containing the intended consignee (ship-to), and the activity to receive and effect payment of bills, when applicable.  In the case of the Material Returns Program (MRP), *D*ocument *I*dentifier *C*ode (DIC) FT_ series, the signal code designates the fields containing the intended consignor (ship-from) and the activity to receive and process credits, when applicable.  All requisitions/asset reports *will* contain the appropriate signal code.

AP2.10.*2.1*  The coding structure and its meaning for *DIC* A_ series documents *are shown in Table AP2.10.T1.*

*Table AP2.10.T1.  Legacy-Formatted Requisitioning Transaction Business Rules*

| Code | Ship to . . . | Bill to . . . |
|------|---------------|---------------|
| A | Requisitioner | Requisitioner (rp 30-35) |
| B | Requisitioner | Supplementary address (rp 45-50) |
| C | Requisitioner | Bill-to party designated by the fund code (52-53) |
| D | Requisitioner | No billing required (free issue) (Not to be used by DoD activities when submitting requisitions on General Services Administration (GSA)) |
| J | Supplementary address | Requisitioner (rp 30-35) |
| K | Supplementary address | Supplementary address (rp 45-50) |
| L | Supplementary address | Bill-to party designated by the fund code (52-53) |

| Code | Ship to . . . | Bill to . . . |
|---|---|---|
| *M* | *Supplementary address*[5] | *No billing required (free issue). (Not to be used by DoD activities when submitting requisitions on GSA)* |
| *W* | *Requisitioner* | *For intra-Service use only* |
| *X* | *Supplementary address* | *For intra-Service use only* |

~~AP2.10.2.~~ ~~When the materiel is to be shipped to the activity indicated in rp 30-35, the signal code shall be as follows:~~

~~AP2.10.2.1. Code A - Bill to activity in rp 30-35.~~

~~AP2.10.2.1.2. Code B - Bill to the activity in rp 45-50.~~

~~AP2.10.2.1.3. Code C~~[6]~~- Bill to the activity in rp 52 and 53.~~

~~AP2.10.2.1.4. Code D - No billing required - free issue. (Not to be used by DoD activities when submitting requisitions on Government Service Administration (GSA).)~~

~~AP2.10.2.1.5. Code W - (For intra-Service use only.)~~

~~AP2.10.2.1.2. When the materiel is to be shipped to the activity indicated in rp 45-50, the signal code shall be as follows:~~

~~AP2.10.2.1.2.1. Code J - Bill to the activity in rp 30-35.~~

~~AP2.10.2.1.2.2. Code K - Bill to the activity in rp 45-50.~~

~~AP2.10.2.1.2.3. Code L~~[7]~~- Bill to the activity in rp 52 and 53.~~

~~AP2.10.2.1.2.4. Code M - No billing required - free issue. (Not to be used by DoD activities when submitting requisitions on GSA.)~~

~~AP2.10.2.1.2.5. Code X - (For intra-Service use only.)~~

AP2.10.2.**2.** The coding structure and its meaning *for applicable Materiel Returns Program (MRP) (*DIC FT_ series documents) *are shown in Table AP2.10.T2.*

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[5] *When used to identify ownership transfer of ammunition and ammunition-related materiel with no physical movement of materiel or billing, Signal Code M is used in conjunction with Project Code CYK and the supplementary address/supplemental data field beginning with Service/Agency Code Y and will not require inclusion of a valid ship-to DoDAAC. Refer to ADC 1020.*

[6] See *AP2.10.2.3.* ~~AP2.11.2 for explanation~~.

[7] ~~Ibid.~~

**Table AP2.10.T2.  Legacy-Formatted Asset Reporting Transaction Business Rules**

| Code | Ship from . . . | Credit to . . . |
|---|---|---|
| A | Requisitioner | Requisitioner (rp 30-35) |
| B | Requisitioner | Supplementary address (rp 45-50) |
| C | Requisitioner | Bill-to party designated by the fund code (52-53) |
| D | Requisitioner | No credit required |
| J | Supplementary address | Requisitioner (rp 30-35) |
| K | Supplementary address | Supplementary address (rp 45-50) |
| L | Supplementary address | Bill-to party designated by the fund code (52-53) |
| M | Supplementary address | No credit required |
| W | Requisitioner | For intra-Service use only |
| X | Supplementary address | For intra-Service use only |

AP2.10.3.1.  When the materiel is to be shipped from the activity indicated in rp 30-35, the signal code shall be as follows:

AP2.10.3.1.1.  Code A - Credit to the activity in rp 30-35.

AP2.10.3.1.2.  Code B - Credit to the activity in rp 45-50.

AP2.10.3.1.3.  Code C [8] – Credit to the activity in rp 52 and 53.

AP2.10.3.1.4.  AP2.10.3.1.4.  Code D - No credit required.

AP2.10.3.1.5.  Code W - (For intra-Service use only.)

AP2.10.3.2.  When the materiel is to be shipped from the activity indicated in rp 45-50, the signal code shall be as follows:

AP2.10.3.2.1.  Code J - Credit to the activity in rp 30-35.

AP2.10.3.2.2.  Code K - Credit to the activity in rp 45-50.

AP2.10.3.2.3.  Code L [9] – Credit to the activity in rp 52 and 53.

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[8] Ibid.

~~AP2.10.3.2.4.  Code M - No credit required.~~

~~AP2.10.3.2.5.  Code X - (For intra-Service use only.)~~

*AP2.10.2.3.*  When the Signal Code is C or L, an additional use for the fund code is to indicate the bill-to office.  The fund code to bill-to office conversion under MILSBILLS procedures is prescribed in the fund code appendix of DLM 4000.25, Volume 4, Finance.

*AP2.10.3 DLMS MILSTRIP Business Rules.[10]  Pending future termination of the signal code under DLMS, the signal code remains as a required data element.  Redundant mapping of the discretely identified activities is required during an extended transition period to ensure interoperability in a mixed DLMS/legacy environment.*

*AP2.10.3.1  Although identified in the transaction, the signal code in requisitions, including referral and passing orders, must also designate the role/placement of legacy fields containing the intended consignee (ship-to), and the activity to receive and effect payment of bills, when applicable.  In the case of the MRP, the signal code designates the role/placement of fields containing the intended consignor (ship-from) and the activity to receive and process credits, when applicable.  All requisitions/asset reports will contain the appropriate signal code.*

*AP2.10.3.2  The coding structure and its meaning for requisition documents are shown in Table AP2.10.T3.*

*Table AP2.10.T1.  DLMS-Formatted Requisitioning Transaction Business Rules*

| Code | Ship to . . . | Bill to . . . | Notes |
|------|---------------|---------------|-------|
| *A* | *Requisitioner Requisitioner DoDAAC perpetuated to the bill and ship-to (N101/Code BS)* | *Requisitioner Requisitioner DoDAAC perpetuated to the bill and ship-to (N101/Code BS)* | *Supplemental data non-significant (LQ01/Code A9)* |
| *B* | *Requisitioner Requisitioner DoDAAC perpetuated to the ship-to (N101/Code ST)* | *Addressee (other than the requisitioner) designated by the bill-to (N101/Code BT)* | *Perpetuate bill-to DoDAAC to the supplemental data (LQ01/Code A9)* |

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*[10] Refer to ADC 1009A.*

| Code | Ship to . . . | Bill to . . . | Notes |
|------|---------------|---------------|-------|
| C | *Requisitioner Requisitioner DoDAAC perpetuated to the ship-to (N101/Code ST)* | *Addressee (other than the requisitioner or ship-to) designated by the bill-to (N101/Code BT)* | *Supplemental data non-significant (LQ01/Code A9)*<br><br>*Bill-to DoDAAC must be associated with the fund code in the Fund Code to Billed DoDAAC Conversion Table[11]* |
| D | *Requisitioner Requisitioner DoDAAC perpetuated to the ship-to (N101/Code ST)* | *No billing required (free issue)* | *Supplemental data non-significant (LQ01/Code A9)* |
| J | *Addressee (other than the requisitioner) designated by the ship-to (N101/Code ST)* | *Requisitioner Requisitioner DoDAAC perpetuated to the bill-to (N101/Code BT)* | *Perpetuate ship-to DoDAAC to the supplemental data (LQ01/Code A9)* |
| K | *Addressee (other than the requisitioner) designated by the bill and ship-to (N101/Code BS)* | *Addressee (other than the requisitioner) designated by the bill and ship-to (N101/Code BS)* | *Perpetuate bill and ship-to DoDAAC to the supplemental data (LQ01/Code A9)* |
| L | *Addressee (other than the requisitioner) designated by the ship-to (N101/Code ST)* | *Addressee (other than the requisitioner or ship-to) designated by the bill-to (N101/Code BT)* | *Perpetuate ship-to DoDAAC to the supplemental data (LQ01/Code A9)*<br><br>*Bill-to DoDAAC must be associated with the identified Fund Code in the Fund Code to Billed DoDAAC Conversion Table[12]* |
| M | *Addressee (other than the requisitioner) designated by the ship-to (N101/Code ST)[13]* | *No billing required (free issue)* | *Perpetuate ship-to DoDAAC to the supplemental data (LQ01/Code A9)[14]* |

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[11] *Refer to DLM 4000.25, Volume 4, Finance.*
[12] *Ibid.*
[13] *When used to identify ownership transfer of ammunition and ammunition-related materiel with no physical movement of materiel or billing, Signal Code M is used in conjunction with Project Code CYK and the supplementary address/supplemental data field beginning with Service/Agency Code Y and will not require inclusion of a valid ship-to DoDAAC.  Refer to ADC 1020.*
[14] *Ibid.*

| Code | Ship to . . . | Bill to . . . | Notes |
|---|---|---|---|
| W | Requisitioner (N101/Code ST) | For intra-Service use only | |
| X | Addressee (other than the requisitioner) designated by the ship-to (N101/Code ST) | For intra-Service use only | Perpetuate ship-to DoDAAC to the supplemental data (LQ01/Code A9) |

AP2.10.3.3.  The coding structure and its meaning for MRP asset reports documents are shown in Table AP2.10.T4.

Table AP2.10.T4.  DLMS-Formatted Asset Reporting Transaction Business Rules

| Code | Ship from . . . (N101/Code SF) | Credit to . . . (N101/Code ZB) [15] | Notes |
|---|---|---|---|
| A | Reporting activity identified in the document number perpetuated to the shipped from and party to receive credit | Reporting activity identified in the document number perpetuated to the shipped from and party to receive credit | |
| B | Reporting activity identified in the document number perpetuated to the shipped from | Addressee (other than the reporting activity) designated by the party to receive credit | Perpetuate credit-to DoDAAC to the supplemental data (LQ01/Code A9) |
| C | Reporting activity identified in the document number perpetuated to the shipped from | Addressee (other than the reporting activity) designated by the party to receive credit based on the fund code. | Credit-to DoDAAC must be associated with the identified Fund Code in the Fund Code to Billed DoDAAC Conversion Table[16] |
| D | Reporting activity identified in the document number perpetuated to the shipped from | No credit required | |

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[15] A single party to receive credit is used pending implementation of a DLMS enhancement to distinguish and discretely identify the party to receive credit for materiel; party to receive credit for packing, crating, and handling; and party to receive credit for transportation.
[16] Refer to DLM 4000.25, Volume 4, Finance.

| Code | Ship from . . .<br>(N101/Code SF) | Credit to . . .<br>(N101/Code ZB) [15] | Notes |
|---|---|---|---|
| J | Addressee (other than the reporting activity identified in the document number) discretely identified as the shipped from | Reporting activity identified in the document number perpetuated to the party to receive credit | Perpetuate reporting location to the supplemental data (LQ01/Code A9) |
| K | Addressee (other than the reporting activity identified in the document number) designated by the shipped from and party to receive credit | Addressee (other than the reporting activity identified in the document number) designated by the shipped from and party to receive credit | Perpetuate party to receive credit DoDAAC to the supplemental data (LQ01/Code A9) |
| L | Addressee (other than the reporting activity identified in the document number) designated by the shipped from | Addressee (other than the reporting activity identified in the document number or shipped from) designated by the party to receive credit based on the fund code | Perpetuate shipped from DoDAAC to the supplemental data (LQ01/Code A9)<br><br>Credit-to DoDAAC must be associated with the identified fund code in the Fund Code to Billed DoDAAC Conversion Table |
| M | Addressee (other than the reporting activity identified in the document number) designated by the shipped from | No credit required | Perpetuate shipped from DoDAAC to the supplementary data (LQ01/Code A9) |
| W | Reporting activity identified in the document number perpetuated to the shipped from | For intra-Service use only | |
| X | Addressee (other than the reporting activity identified in the document number) designated by the shipped from | For intra-Service use only | |

AP2.10.*4*.  The coding structure and its meaning for shipments/transfers to DLA Disposition Service Field Office:

AP2.10. *4*.1.  For shipments/transfers of hazardous materiel and waste to DLA Disposition Service Field Offices, the Disposal Turn-In Document (DTID), DD Form 1348-1A, DD Form 1348-2, or authorized electronic equivalent, *will* reflect the designated consignee DLA Disposition Service Field Office *as the ship-to (N1/Code ST) (MILSTRIP Legacy supplementary address (*rp 45-50*))* and the signal code *will* be *as shown in Table AP2.10.T5.*

*Table AP2.10.T5.  DTID Signal Code Business Rules*

| *Code* | *Bill to . . .* |
|---|---|
| *A* | *Turn-in activity identified in the document number (MILSTRIP legacy rp 30-35)* |
| *B* | *Bill to activity in block 27 of the DTID.  If Signal Code B is present and no bill-to activity is provided in DTID block 27, the bill-to office will default to the turn-in activity identified in the document number (MILSTRIP legacy rp 30- 35).* |
| *C* | *Addressee designated by the fund code (MILSTRIP legacy rp 52-53).  If Signal Code C is present and no bill-to activity is identified on the Fund Code to Billed DoDAAC Conversion Table, the bill-to office will default to the turn-in activity in the document number (MILSTRIP legacy rp 30-35).*<br>*For Signal Code C, bill to activity must also be identified in block 27 of the DTID.* |
| *L* | *Addressee designated by the fund code (legacy rp 52-53).  If Signal Code L is present and no bill-to activity is identified on the Fund Code to Billed DoDAAC Conversion Table, the bill-to office will default to the turn-in activity in the document number (MILSTRIP legacy rp 30-35).*<br>*For Signal Code L, bill to activity must also be identified in block 27 of the DTID.* |

~~AP2.10.4.1.1  Code A - Bill to activity in rp 30-35.~~

~~AP2.10.4.1.2.  Code B - Bill to activity in block 27 of the DTID.  If Signal Code B is present and no bill-to activity is provided in block 27, the bill-to office shall default to the activity in rp 30- 35.~~

~~AP2.10.4.1.3.  Code C - Bill to activity in rp 52 and 53.  If Signal Code C is present and no bill-to activity is identified on the fund code table, the bill-to office shall default to the activity in rp 30-35.~~

~~AP2.10.4.1.4.  Code L - Bill to activity in rp 52 and 53.  If  Signal Code L is present and no bill-to activity is identified on the fund code table, the bill-to office shall default to the activity in rp 30-35.~~

AP2.10.*4*.2.  Only the signal codes in AP2.10.*3*.1 are applicable on the DTID for hazardous materiel or waste turn-in.  Processing under Signal Codes C and L are redundant to allow perpetuation of legacy system procedures.

***AP2.10.5.  Designation of the DoD EMALL DoDAAC SC4210 as the bill-to indicates payment via Government purchase card or corporate credit card applies.***

*(Last paragraph moved up to AP2.10.2.3.)*

**Enclosure 7, MILSTRIP Appendix 2.14, Priority Designators, Standard and Required Delivery Dates, Revisions**


Revise the MILSTRIP as shown.  Revisions are shown in ***bold red italics***.


AP2.14.5.2.  Validation of F/AD I Activities.  By direction of the OSD, the DLA Transaction Services *will* validate F/AD I usage through the requisitioning process.  The DLA Transaction Services *will* maintain an edit table consisting of activities authorized to use F/AD I. To preserve accuracy and timely update, the JCS *will* forward to DLA Transaction Services and Government Services Administration (GSA) all OSD-approved assignments of F/AD I immediately upon approval.  Telephonic or electronic communication, to include on-line update, with the DLA Transaction Services and GSA is authorized for time sensitive updates; however, formal documentation *will* be forwarded to DLA Transaction Services and GSA to support inclusion of all F/AD I authorized activities.  In order to maintain unclassified communication, JCS contact points are advised to identify authorized activities by DoDAAC only (no clear-text activity names) and make no reference to the associated F/AD.  DLA Transaction Services *will* edit PD 01, 04, and 11 requisitions (***DLMS 511R, 511M, 869F, and 517M or MILSTRIP legacy*** DI**C**s A0_, AM_, AT_, A3_, A4_, and APR) to ensure that F/AD I requisitions identify an authorized activity in the document number (***MILSTRIP legacy*** rp 30-43)~~, or~~ supplementa**ry** address field (***MILSTRIP legacy*** rp 45-50), ***or DLMS ship-to, bill-to, or mark-for party***[17] ***DoDAAC***.  DLA Transaction Services *will* identify PD 01 requisitions failing this edit for suspected abuse and subsequent investigation without interruption of normal requisition processing.  DLA Transaction Services *will* use ***Table*** AP2-14.T2, to downgrade PD 04 and 11 requisitions failing this edit.  DLA Transaction Services *will* report downgrading action back to the requisitioner in a~~n~~ ***DLMS 870S/DIC*** AE9 transaction with BK status and *will* forward the modified requisition for processing.  By agreement, all suspected F/AD I abuses found in US Coast Guard requisitions (***document number beginning with Service/Agency Code Z*** ~~rp 30 equal to Z~~) identified under above validation process *will* be automatically downgraded.  In addition, DLA Transaction Services *will* assess the validity of transactions which bypass the F/AD I validation process as a result of alternative requisition submission; such as, Defense Supply Expert System (DESEX) input, using the requisition image transaction (***MILSTRIP legacy*** ~~document identifier codes~~ (DIC**s**~~)~~ CHI, CHA, BE9, and B99).  Suspected abuses uncovered during the above edit process (to include those transactions downgraded by DLA Transaction Services) *will* be output to the Unauthorized Priority Designator Assignment Report (Appendix AP1.34).

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[17] ***Refer to ADC 1009A.  Automatic downgrade for PD 01 requisitions will not be authorized pending implementation of the mark-for party as an alternate location for the authorized activity DoDAAC.***

**Enclosure 8, PDC 1009A Staffing Response/Comment Resolution**

| | Originator | Response/Comment | Disposition |
|---|---|---|---|
| 1. | DLA | Concur.<br>DLA Disposition Services has confirmed that the Mark-for Party (Code Z7) does not apply to DRO. | Noted.<br>ADC updated as requested. |
| 2. | Air Force | Air Force concurs with the following comment:<br><br>After reviewing the code used on the handheld to parse the 2D barcode for Asset Management, we have determined that adding this additional data described in PDC 1009A would not have an impact on existing ILS-S functionality. The new barcode will need to be tested to ensure 100% confidence.<br><br>Initial comments: (responses inserted):<br>If DLMSO adds fields to the 1348 bar codes it may cause AF/ILS-S to not properly read some of the data due to parsing changes. Air Force (ILS-S) needs to know how the new data is going to be parsed into the existing barcode?<br>From there we can better determine the impact of this PDC.<br>>>DLMSO: Does the AF support including the Mark For in the 2D bar code?<br>>>USAF: Yes, the Air Force does support including the Mark For in the 2D bar code.<br>>>DLMSO: Is there a methodology for adding the data in a way that would make it easier for the AF to accept or drop with no impact?<br>>>USAF: Yes, as long as there is a new Data Identifier (DI) used to identify the Mark For field then it should not break our existing coding.<br>>>DLMSO: This PDC did not discuss the new DI as it was yet to be determined.<br>>>USAF: The Air Force would still need to conduct testing to ensure the new information doesn't cause problems in our existing code. | Noted. |
| 3. | Army | Concur.<br>DLMSO noted the following Army concern during discussions with GCSS-Army for implementation of the EMALL funds validation interface: The GCSS-A ERP will need sufficient lead time to able | Noted. |

| | Originator | Response/Comment | Disposition |
|---|---|---|---|
| | | to properly process supply/shipment status for EMALL GPC purchases.  This is due to the current processing rules that do not interpret method of payment.  Since the document number would not match an existing obligation, GCSS-A would incorrect create a new obligation for each document number even. | |
| 4. | Navy | Concur.<br>Initial comments/questions (responses inserted):<br>1.  Please clarify the use of Signal Code B and C. Which one should be used for EMALL orders? Both seem to be referenced in the document.<br>>>Response:  Most EMALL requisitions will use Signal Code B for GPC.  The idea is to only use Signal Code L when the requisitioner DoDAAC is different from the ship-to DoDAAC and GPC applies.  This will allow us to identify the EMALL GPC DoDAAC as the bill-to (in DLMS format and in third party billing table).  The PDC guidance for use of Signal Code C is not targeted to EMALL GPC; it is primarily to clarify that the value of the DoDAAC is supposed to be populated in the DLMS transaction by whatever system is initiating or will be added by DAAS for systems processing the DLMS transaction.   Goal there is to eventually eliminate the need for separate conversion table maintained at DLA Trans Svcs.<br>2.  When Bill To or Ship To is transmitted to DAAS - will they be passed as sent or will they be re-derived when the transactions is translated back to DLMS?<br>>>Response:  Currently, all DLMS transactions are converted back to legacy format for basic MILSTRIP edits and then translated back to DLMS and extended data re-inserted.<br>3.  Should the Bill To be transmitted for all Signal Code C and L transactions - or just for EMALL at first?<br>>>Response:  We do want Navy ERP to populate the DLMS bill-to DoDAAC for Signal Code C and L.  This should be part of your DLMS full compliance transition plan. | Noted. |

| | Originator | Response/Comment | Disposition |
|---|---|---|---|
| | | 4. Implementation within 1 year after approval will be very difficult...and very unlikely. This requires MANY changes to our system.<br><br>>>Response: Understood....can you breakdown as to what can be done within 1 year (or maybe 18 months) vs. what will take additional time. | |
| 5. | Marine Corps | Concur.<br><br>No requirement to perpetuate the use of mark-for party for materiel returns has been identified. | Noted. |
| 6. | DLA Transaction Services | The following modifications for DMARS are required:<br><br>**Remove** CR: 2006-01-9421<br><br>"If rp 1-3 = AB1/AE1/AS1/AU1 and rp 45-50 = SC4210 and rp 51 = B and rp 52-53 = XP, then terminate transaction but continue to parse to LOTS if required by current logic."<br><br>**Implement** New Logic:<br><br>If Signal = L and Fund Code = XP, and rp 45-50 = SC4210, reject with CX status if not from RUQABXC (EMALL X12). | Concur.<br>Additional DAAS impact identified in ADC paragraph 12. |
| 7. | USTRANSCOM AIT Support | I took a quick look at this and am very concerned about how the "ship to" and "mark for" information will be carried over to the MSL. There has always been difficulty at the system margins concerning what "consignee" means. It has never been clearly identified in terms of the "supply chain" with regard to "ship to" or "mark for".<br><br>How would you populate the DLM 4000.25-1, AP1.35 graphic that shows an address for the "Ultimate Consignee/Mark For" address in Block 27? We now have a data cell in the MSL for this data. Where is the supply system getting that data? Would it be as noted in the ADC 1009A change to AP1.1.7.2.5 (with reference to AP1.31)? If so and there is a POE, does the POE code get entered in the address label block as well as the "Ship to" and the "Mark For" address data?<br><br>If only the POE is entered in the block, then how will the address label get the item to the consignee? | This is a long-standing terminology issue that exists between supply and transportation. The bottom line is that ship-to in transportation and supply mean very different things in the pipeline.<br>In supply, the ship-to is the customer to receive the materiel and take it up on their property book; the mark-for is an entity within the customer's realm to ultimately consume the stuff.<br>On the MSL, the ship-to/POE is defined by transportation planning/routing. That is, the POE is the port or the transportation ship-to is the transportation receiving dock/warehouse at |

| | Originator | Response/Comment | Disposition |
|---|---|---|---|
| | | Question: Is the slash (/) intended to be counted as part of the 24 characters?<br><br>Response: The intent was not to include the slash in transactions. It was inserted for display so that the RIC or DoDAAC wouldn't run into the text. We were trying to work within the limited character space that<br>DSS already has available and didn't want to waste any space by other ways to separate the values.<br><br>Question: Is there a reason to encode the text, RIC, and DODAAC as separate values? If the slash (/) is included in the encoded string, it is very easy to parse out the RIC or DODAAC from the 24 characters just based on the number of characters in the RIC (3) or DODAAC (6). If the string can be encoded as a single value, using the EDIFACT 3035 code of "HR" as noted below becomes very straight forward because it could be used for instances of mark-for text, RIC, and DODAAC.<br><br>Response: Logical, but we always promote using discrete data mapping for the DLMS. Since we are using the N1 segment for Mark-forParty we are mapping to the three separate qualifiers for expressing the mark for as text, DoDAAC, and RIC (all of which were already in the ICs).<br><br>Another question: Will the DODAAC assigned address structure be modified to accept the extra line of data for the mark-for party?<br><br>The draft Enclosure 1, Item 2 states, "Use [mark-for party] to identify an entity located within the ship-to address that is to actually receive the material."<br><br>The draft AP1.1.7.2.5 states "If mark-for data is required, enter the mark-for data above the city/state/zip code data."<br><br>This will affect the figures in DLM 4000.25-1 | destination to receive the shipment from the carrier, who will eventually turn it over to the supply ship-to customer. The ultimate consignee is the supply ship-to customer. The MSL may not be able to handle both an ultimate consignee and mark-for, so it would better for the supply ship-to to show up in the ultimate consignee field of the MSL. The 1348-1A barcode would then have the supply ship-to and the supply mark-for, so that the customer can scan the barcode and process the supply receipt to the property book and turn the materiel over to the appropriate entity within that supply customer.<br><br>For some shipments moving to OCONUS destinations, the POE is provided in the MILSTRIP shipment status, but the POE has not be identified as a requirement for the 2D bar code. |

| | Originator | Response/Comment | Disposition |
|---|---|---|---|
| | | AP1.35, AP1.25, and the MSL. I did not see those changes in the ADC. I believe the DODAAC allowed address is only 4 lines of 35 characters. I also recall something about international addresses now requiring 5 lines of data for the country code. | |
| 8. | GSA | DLA Transaction Services is authorized to proceed with deletion of Fund Code XP associated with a Department of Agriculture DoDAAC on the Fund Code to Billed DoDAAC Conversion Table. | The staffing note requesting this action has been removed from the ADC. This was the only existing use of Fund Code XP that would conflict with the planned use under the approved change. |