DEFENSE LOGISTICS AGENCY
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April 07, 2011

MEMORANDUM FOR DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS REVIEW COMMITTEE (PRC) AND SUPPLY PRC MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 384A, Special Programs for Non-DoD/Non-Federal Agency Requisitioners; Additions in Support of DLA Disposition Services Under Reutilization Business Integration (RBI) (DoDAAD and Supply) (Staffed as Proposed Addendum 456 to ADC 384)

The attached change to DOD 4000.25-M, DLMS, is approved for implementation.

Addressees may direct questions to Robert Hammond, DoD Activity Address Directory Process Review Committee Chair, 703-767-2117, DSN 427-2117 or email: robert.hammond@dla.mil or Ellen Hilert Supply Process Review Committee Co-Chair, 703-767-0676, DSN 427-0676 or email ellen.hilert@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
DLA Logistics Management Standards

Attachment
ADC 384A

cc:
ODASD(SCI)

ADC 384A
Special Programs for Non-DoD/Non Federal Agency Requisitioners; Additions in Support of DLA Disposition Services Under Reutilization Business Integration (RBI) (DoDAAD and Supply)

1. **ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

   a. **Service/Agency**: Defense Logistics Agency Disposition Services

   b. **Technical POC:** Kevin Bess, DLA Logistics Information Service (LAR)

   c. **Functional POC:** Lanie Thrall, DLA Logistics Information Service (LAR) and Tiffany Emmons, DLA Logistics Information Service (LAR)

2. **FUNCTIONAL AREA:**

   a. **Primary/Secondary Functional Area:** Primary: DoD Activity Address Directory (DoDAAD) and Supply

   b. **Primary/Secondary Functional Process:** Primary: Material Delivery Notification for DLA Logistics Information Services products

3. **REFERENCE:**

   a. DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 6 Chapter 2 - Department of Defense Activity Address Directory (DoDAAD)
   b. DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 2 Chapter 5 - Supply Standards and Procedures
   c. DoD 4000-25-1-M - Military Standard Requisitioning and Issue Procedures (MILSTRIP)
   d. Approved Defense Logistics Management System (DLMS) Change (ADC) 384 Special Programs for Non-DoD/Non-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs (DoDAAD/Finance/Supply)

4. **REQUESTED CHANGE:**

   a. **Description of Change.** This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs.

b. **Background.**

1) The DLA Disposition Services (formerly Defense Reutilization and Marketing Service (DRMS)) is a worldwide presence within the Department of Defense, with disposal specialists in 14 foreign countries, two U.S territories, and 39 states. DLA Disposition Services mission is the execution of disposition solutions for excess military property. The Reutilization Business Integration (RBI) project will replace the DLA Disposition Services Automated Information System (DAISY) by integrating DLA Disposition Services business processes within the DLA enterprise suite of applications, including the Distribution Standard System (DSS) and the Enterprise Business System (EBS).

2) DLA Disposition Services provides support to federally authorized Special Programs that include organizations that are neither a Federal Agency nor a DoD entity. Under policies set forth within DoD, these organizations are authorized to requisition material from DLA Disposition Services. DLA Disposition Services currently uses locally assigned codes to identify these organizations.

3) DLA Disposition Services requires procedures to replace these locally assigned codes with Special Program DoDAACs. This will support transactional exchange through DLA Transaction Services when RBI becomes operational.

4) Procedures for Special Programs are prescribed by ADC 384. A Request for Implementation Date for ADC 384 was issued, but not all responses have been received. This implementation is internal to DLA for transactions processed through DLA Transaction Services (formerly DAASC).

c. **Description of Programs.**

1) **Law Enforcement Support.** 10 USC 2576a authorizes the Secretary of Defense, in consultation with the Director, Office of National Drug Control Policy (ONDCP) and the Department of Justice, to transfer excess DoD property to Federal and State law enforcement agencies, This includes small arms and ammunition, and Counter-Drug and Counter-Terrorism Activities under the 1033 program. DLA General Order 37-08 establishes the Law Enforcement Support Office (LESO) within DLA Disposition Services and transfers responsibility for the program to DLA J-363. For purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, local laws, and whose compensated law enforcement officers have powers of arrest and apprehension. In addition, the National Defense Authorization Act for 1997 created a program under Section 1033 allowing transfer of excess DoD property to law enforcement agencies for use in counter-drug activities. DLA LESO manages both programs. DLA LESO transfers needed equipment to Federal and State law enforcement agencies, while simultaneously providing the military services one of several outlets for their excess property. Each individual Law Enforcement Agency has a YT local code. There are currently 17,863 YT local codes for this program.

2) **DoD Firefighter Program:** The Secretary of Defense is directed by 10 USC § 2576b to transfer to firefighting agencies in the District of Columbia and the

States, commonwealths, and territories of the United States, property that is excess to the needs of the DoD and that the Secretary of Defense determines is suitable to be used by such agencies in fire protection and emergency service activities, under terms prescribed by the Memorandum of Agreement. The authorities granted to the Secretary of Defense have been delegated to Defense Logistics Agency in determining whether property is suitable for use by fire protection and emergency service activities. US Department of Agriculture (USDA) Firefighters and DLA entered into an interagency agreement under the Economy Act, 31 USC. § 1535. The current Memorandum of Agreement was signed in July 2010. This memorandum authorizes USDA to manage the property transfer; authorizes DLA Disposition Services to transfer excess under 10 USC 257§ 6b. The primary DoDAAC already authorized is H9FD01. Each individual Fire organization has a YF locally assigned code. There are currently 171 YF locally assigned codes for this program. Users for each Fire organization (may be more than one) are identified by unique UserID, which is captured in the Customer Profile under RBI.

3) **DoD Computers for Learning Program (CFL):** This program is authorized under the provisions of the Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3701 *et seq*.), the Federal Property and Administrative Services Act of 1949, ch. 288, 63 Stat. 377, and the National Defense Authorization Act for Fiscal Year 1996, Public Law 104-106. It is further defined and authorized under Executive Order 12999. This program allows for the transfer of excess DoD computer hardware to eligible elementary and secondary schools within the United States. EO 12999 authorized Executive Agencies to transfer excess information technology (IT) equipment to schools. In December 2002, DoD Business Initiative Council (BIC) gave DLA Disposition Services responsibility for screening and distributing excess IT equipment, to include management of the DoD CFL program as part of EO 12999. Each school has a Y locally assigned code (YA, YC, YK, YN and YP): There are currently 4704 Y locally assigned codes under this program. Each Y locally assigned code may have more than one user identified by a unique UserID under RBI.

4) **Civil Air Patrol (CAP):** CAP is the official auxiliary of the USAF and is eligible to receive excess and Federal Excess Personal Property (FEPP) program without reimbursement. Title to the property is transferred to CAP upon the condition that the property be used by CAP to support valid mission requirements. The CAP must return unneeded property to a DLA Disposition Services Office. This program is under the authority of the DoD 4160.21-M Chapter 5. The primary DoDAAC is FG3301. There are currently 215 YX locally assigned codes under this program.

5) **Veterans Industries:** This vocational rehabilitation program provides temporary and permanent staffing for manufacturing, warehouse construction, and office support, as well as outsourced support in assembly, packaging, sorting, grading, reclaiming, and recycling. This program falls under the McKinney-Vento Act

Title V; National Defense Authorization Act 1997; Public Law 104-201. The executive agent for this program is Office of Veterans Affairs.
This program is managed/approved within DoD through Washington Headquarters Service (WHS). The primary DoDAAC for this program is HQ0082. DLA Disposition Services locally assigns codes YA to this program.

d.   Procedures.

1) RBI Special Program DoDAACs will be reserved under the 2Y series DoDAACs. Initial DoDAAC assignments are as follows:
    i.   2YT - Law Enforcement Support.
    ii.   2YF - DoD Firefighter Program
    iii. 2YC - DoD Computers for Learning Program
    iv.   2YX - Civil Air Patrol
    v.   2YD - Veterans Industries
2) DLA Transaction Services will implement procedures to pre-populate and restrict the 2Y series DoDAACs to DoDAAC Authority Code 04, "DLA Disposition Services Only".
3) DLA Disposition Services will submit a letter to the DoDAAD Administrator (via the DLA DoDAAC Central Service Points) designating the DLA DoDAAC monitor(s) responsible for establishing and maintaining the 2Y series DoDAACs.
4) DLA Disposition Services shall be responsible for ensuring that DoDAACs are issued only to authorized entities and for ensuring that only authorized materials are issued for each Special Program.
5) Any existing DoDAAC established for a special program activity may continue to be used for requisitioning from DLA Disposition Services until such time as transitioned to a special program DoDAAC numbering series. New DLA Disposition Services special program series DoDAACs do not need to be established for customers with an existing DodAAC with authority codes 01, 04 or 06.
6) In the future, the lead activity for a Special Program (normally the executive agent) may elect to assign DoDAACs for their program that may include other authority codes. At such time, DLA Disposition Services will coordinate with the lead activity to determine the continued need for the DLA Disposition Services Special Program DoDAACs.
7) DLA Disposition Services may coordinate with DLA Transaction Services regarding potential support for an initial one time load of DoDAACs.
8) MILSTRIP Priority Designators shall be restricted to 8, 10, and 15, which correspond to Force or Activity Designator V and Urgency of Need A, B, and C. DLA Transaction Services shall establish edits that will downgrade unauthorized priority designators to priority 15 and provide visibility of this action via generation of Supply Status (Code BK). This requirement is identified in ADC 384 for all Special Programs.
9) DLA Transaction Services shall establish edits to replace submitter's Fund Code with Fund Code XP, requiring noninterfund billing, and advise the submitter

using status code BK. This requirement is identified in ADC 384 for all Special Programs (note that signal codes M or D do not require a fund code).

10) Revise MILSTRIP Chapter 2 paragraph C2.28.11 as indicated in ***bold italics***, with corresponding changes to DLMS Volume 2 Chapter 4 paragraph C4.8.10 and DLMS Volume 6 Chapter 2 Table C2.T1 as follows:

DoDAAC Authority Codes*:*

Code	Description	Definition
00	Requisition	Authorized to initiate a request for goods and services. Authorized "ship to" and "bill to".
	Required: ~~POC[1]~~,-TAC 1	
	Business Rules: No restrictions	
	DAAS DoDAAC Authority Code Edit: no additional edit	
01	Ship To Only	*Can only be used as a "ship to" address with no other implicit authority.*
	Required:-~~POC~~, TAC 1 and either TAC 2 and/or TAC 4	
	Business Rules: Not authorized to requisition or "bill to"	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X	
02	Finance (Bill to Only)	DoDAAC can only be used as a "bill to"
	Required: ~~POC~~, TAC 1. Note TAC 2 is not allowed.	
	Business Rules: Cannot requisition, cannot be used as a "ship to" designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B	
03	Do Not Ship to	Cannot be used as a "ship to" destination
	Required: ~~POC~~, TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	
	Business Rules: Cannot be used as a "ship to" designation	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisition requisitioner field (record positions 30-35) must contain signal code J, K, L, M, X. If used in the requisition supplementary address field (record positions 45-50 must contain signal code A, B, C, or D.	
04	~~DRMS Only~~ *DLA Disposition Services Only*	***Defense Reutilization and Marketing Service DLA Disposition Services Only*** (e.g., State agencies surplus). Used to identify activities who have no requisition authority other than for ~~DRMS~~ ***DLA Disposition Services Only*** material.
	Required: ~~POC~~, TAC 1	
	Business Rules: Cannot requisition new material. Only authorized to obtain materials from ~~DRMS~~ ***DLA Disposition Services*** (DOD excess only)	

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[1] POC was made optional with ADC 298.

Code	Description	Definition
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with ~~DRMS~~ *DLA Disposition Services* RIC (S9D) in record positions 4-6	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services
	Required: ~~POC~~, TAC 1	
	Business Rules: Cannot initiate a request for any good/services.	
	DAAS DoDAAC Authority Code Edit:DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).	
06	Free Issue	No cost option. This activity is restricted to items that are available without cost (e.g., ~~DRMS~~ *DLA Disposition Services*, NGA Maps)
	Required: ~~POC~~, TAC 1	
	Business Rules: Cannot requisition/purchase any goods/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from NGA)	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M	
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service, or for future DoDAAC activation, such as in the case of DoDAACs reserved for contingencies (at which time a different Authority Code may be assigned.))
	Required: ~~POC~~, TAC 1	
	Business Rules: Cannot requisition, cannot be used as a Ship To designation, and cannot be used for Billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to"	

Alternatives: None noted.

5. **REASON FOR CHANGE:** With the addition of DLA Disposition Services business processes into the DSS system, data elements and transaction information need to be introduced in DLMS transactions to provide the DLA Disposition Services customers a means to input, submit, and receive information and to track transactions that they have previously entered in the DAISY system.

6. **ADVANTAGES AND DISADVANTAGES:**

   a. **Advantages (tangible/intangible)** Allows for recognition of DLA Disposition Services Special Program DoDAACs as non-DoD or non-Federal DoDAACs for DLA Transaction Services edits, internal controls and internal DLA transactional exchange.
   b. **Disadvantages:** None noted.

7. **NOTE ANY REGULATIONS OR GUIDANCE: (IF APPLICABLE):** Refer to DoD 4161.21-M.

8. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** DLA Disposition Services desires implementation by October 2011.

9. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** None noted.

10. **IMPACT:**

    a. **Implementation:** DAAS edits shall be implemented within 60 days of publication of the approved change.
    b. **Publication:** Requires changes to DoD 4000.25-M and DoD 4000-25-1-M identified in this change proposal.

    c. **DLMS Data.**

        i.   There are no new data elements associated with this propoasal.
        ii. Update the "SERVICE AND AGENCY" code tables in DLMS Data Dictionary. These tables display sponsorship of DoDAACs by DoDAAC Series.

             http://www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=71

             http://www.dla.mil/j6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=71*