



**DEFENSE LOGISTICS AGENCY**  
HEADQUARTERS  
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IN REPLY  
REFER TO

August 13, 2013

MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS  
REVIEW COMMITTEE (PRC), FINANCE PRC, AND SUPPLY PRC MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC)  
384D, Special Programs for Non-DoD/Non-Federal Agency Requisitioners; DLA  
Energy Customers' DoDAACs (DoDAAD/FINANCE/SUPPLY)

The attached change to DLM 4000.25, Defense Logistics Management System is  
approved implementation.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, 703-767-6885,  
DSN 427 or email: [DODAADHQ@DLA.MIL](mailto:DODAADHQ@DLA.MIL); Robert Hammond, Finance PRC Chair, 703-767-  
2117 or email: [Robert.hammond@dla.mil](mailto:Robert.hammond@dla.mil); or Ellen Hilert, Supply PRC Co-Chair, 703-767-0676 or  
email: [Ellen.hilert@dla.mil](mailto:Ellen.hilert@dla.mil). Others must contact their Component designated representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP  
Director  
DLA Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD(SCI)

**ADC 384D**  
**Special Programs for Non-DOD/Non-Federal Agency Requisitioners; DLA Energy Customers' DoDAACs (DoDAAD/FINANCE/SUPPLY)**

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

- a. **Technical POCs:** DLA Energy, James Mandziara, at 703-275-5725.
- b. **Functional POC:** DLA Logistics Management Standards Office, DoDAAD PRC Chair, Tad Delaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

**2. FUNCTIONAL AREA:**

- a. **Primary/Secondary Functional Area:** DoDAAD/Supply/Finance
- b. **Primary/Secondary Functional Process:** DoDAAD/Supply/Finance

**3. REFERENCES:**

- a. DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2, Department of Defense Activity Address Directory
- b. DLM 4000.25, Defense Logistics Management System, Volume 2, Chapter 5, Supply Standards and Procedures
- c. DLM 4000.25-1, 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)
- e. DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 3, Military Assistance Program Address Directory

**4. REQUESTED CHANGE:**

- a. **Brief Overview of Change:** This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Energy Convergence Project, where the requisitioner is neither a Federal Agency nor a DoD entity. This change modifies the DoDAAC series to identify DLA Energy Aerospace Commercial and University customers from "2AC" and "2AU" to a single "2A" series. This change replaces ADC 384C in its entirety; it retains all information previously published, adds additional exclusion values, and clarifies the implementation timeline. Significant changes to ADC 384C are highlighted in yellow.

**b. Background:**

(1) Defense Logistics Agency (DLA) Energy (formerly Defense Energy Support Center) offers a large array of energy related support for the federal government, facilitating storage and deployment of fuel and other energy sources.

(2) DLA Energy also provides support to organizations with special programs where the requisitioner is neither a Federal Agency nor a DOD entity. One such program is established by Public Law 105-303, the Commercial Space Act of 1998, to promote the development of the emerging human space flight industry.

(3) The Act defines:

(a) ‘Administrator’ as the administrator of the National Aeronautics and Space Administration (NASA).

(b) ‘Commercial provider’ as any person or entity providing space transportation services or other space-related activities, primary control of which is held by persons other than Federal, State, local, and foreign governments.

(c) ‘Space-related activities’ to include research and development, manufacturing, processing, service, and other associated support activities.

(4) In the Act, the Congress declared that the use of the free market principle in operating, servicing, allocating, and adding capabilities to the Space Station, and the resulting fullest possible engagement of commercial providers, as defined, will reduce the Space Station operational costs for all partners including the Federal Government’s burden to the United States to fund these operations.

(5) For the purpose of this ADC, requisitioners that would receive a “2A” construct DoDAAC under this Program are limited to DLA Energy customers that are not DOD or Federal Agencies ~~are DLA Aerospace Commercial and University customers.~~ DLA Energy customers who already have a valid DoDAAC assigned by their Component for use by DLA Energy will not use a “2A” DoDAAC.

(6) Extending the benefits the federal government derives from its purchasing power with the cost savings resulting from volume purchases on missile fuels will ease engaging these commercial customers in the development of the human space flight industry.

(7) DLA Energy is currently transitioning its operations from legacy systems to the Enterprise Business System (EBS), used by DLA and all its sub-divisions. EBS requires DoDAACs or Military Assistance Program Activity Codes (MAPACs) as the means with which to identify its customers for billing, shipping, etc., in accordance with DOD policy.

(8) DLA Energy Aerospace Commercial, University and National Aeronautics and Space Administration (NASA) customers are currently assigned a local code resembling a DoDAAC. These are locally created and are not registered at DLA Transaction Services. NASA is a federal agency and has assigned DoDAACs, which should be used; Commercial and University customers require special program DoDAACs. DoDAAC series “2A” has already ~~being~~ been assigned to DLA Energy.

(9) The currently used, locally assigned numbers have a “T” in the first position, ~~which~~. Per DLM 4000.25-1 MILSTRIP, “T” is reserved for Security Assistance use only in constructing a MAPAC. The practice of using locally assigned “T” identifiers for another use is not compliant with this policy, ~~causing~~ which causes the transactions to fail Defense Automatic Addressing System edits and be rejected.

(10) To help facilitate the Energy Convergence implementation plan, DLA Energy requested a specific series for contractors under this program that would require the requisite contractor data to create the DoDAAC. The “2AB” series was thus designated as the construct that would be used to denote contractors under this program.

**c. Proposed Change in Detail:**

(1) Designate DoDAAC series ~~“2AC” for Commercial customers, “2AU” for University~~ “2A” for special program customers served by DLA Energy, and delete series “2AC” and “2AU,” as these will be part of DLA’s internal DoDAAC assignment logic.

(2) DLA Transaction Services and DLA Energy establish edits for ~~“2AC” and “2AU”~~ “2A” series DoDAACs to replace submitter’s Fund Code with Fund Code XP, requiring noninterfund billing and advise the submitter using status code BK.

(3) DLA include all taxes and surcharges for purchases into the price of the materiel at the time the order is created.

(4) DLA DoDAAC Central Service Point designates DoDAAC monitors to manage the ~~“2AC” and “2AU”~~ “2A” series DoDAACs and amend appointment letters accordingly.

(5) DLA Transaction Services revise the DoDAAC Central Service Point/Monitor listing to indicate that “2A” series DoDAACs are assigned to DLA Special Programs.

(6) DLA Transaction Services modify the DoDAAD update application to require contractor fields (i.e., Contract Number, CAGE Code, and Contract Expiration Date) for the “2AB” series DoDAACs.

(7) Uniform Materiel Movement and Issue Priority System (UMMIPS) priorities 8, 10, and 15, which correspond to Force or Activity Designator V and Urgency of Need A, B, and C, are authorized.

**d. Revisions to DLM 4000.25 Manuals: None noted.**

e. **Proposed Transaction Flow:** There are no new routing rules.

f. **Alternatives:** None noted.

5. **REASON FOR CHANGE:** Complies with DOD policy for DoDAAC assignment. With the addition of DLA Energy business into EBS, data elements and transaction information needs to be introduced in DLMS transactions to provide DLA Energy ~~Commercial, University and~~ customers a means to input, submit, and receive sales and billing information.

6. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** Allows for recognition of DLA Energy customer 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. **ADDITIONAL FUNCTIONAL REQUIREMENTS:** None noted.

8. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** DLA Energy needs these changes as soon as possible so that orders that have been placed by **DLA Energy Aerospace** ~~Commercial and University~~ customers can be billed immediately.

9. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** Implementation of these special purpose DoDAACs will result in the ability to account for and bill sales made to these ~~Commercial and University~~ DLA Energy customers in EBS.

10. **IMPACT:**

a. **New DLMS Data Elements:** No new DLMS Data Elements.

b. **Changes to DLMS Data Elements:** ~~No changes to DLMS Data Elements.~~ **Remove 2AC and 2AU from Logistics Qualifier 71 in LOGDRMS.**

c. **Automated Information Systems (AIS):** ~~AIS is not impacted by this change.~~ **DLA's Customer Master database will need to reflect these changes.**

d. **DLA Transaction Services:** These special purpose DoDAACs will need to be loaded and maintained at DLA Transaction Services. **Modify the DoDAAD Update Application to require contractor fields (i.e., Contract Number, CAGE Code, and Contract Expiration Date) for the "2AB" series DoDAACs.**

e. **Non-DLA Logistics Management Standards Publications:** ~~This change will have no effect on current publications.~~ **DLA will need to review its policies and procedures to ensure the constructs established in this change are incorporated as necessary.**

## 11. COMMENTS RESOLUTION:

<b>Organization</b>	<b>Comment</b>	<b>Disposition</b>
DLA	Concur	Noted.
U.S. Navy	Concur to this change as written.	Noted.
U.S. Air Force	Concur without comments.	Noted.
U.S. Marine Corps	Concur, no comments.	Noted.
DeCA	Concurs.	Noted.
WHS	Concur.	Noted.
DSS	No objection to the initiative.	Noted.