



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO

October 03, 2012

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)  
427A, Requisition Document Number Date Edit (MILSTRIP/Supply)

The attached change to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP) and DLM 4000.25, Defense Logistics Management System (DLMS) is approved for implementation. Portions of this change were implemented under the ADC 427. This ADC provides updates and establishes approval to implement remaining edits in October 2012. This ADC replaces ADC 427 in its entirety.

Addressees may direct questions to Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676 or DSN 427-0676, or email [ellen.hilert@dla.mil](mailto:ellen.hilert@dla.mil), or Ms. Heidi Daverede, DOD MILSTRIP Alternate, 703-767-5111 or DSN 427-5111, or email [heidi.daverede@dla.mil](mailto:heidi.daverede@dla.mil). Others must contact their Component designated Supply PRC representative.

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD(SCI)



**ADC 427A**  
**Requisition Document Number Date Edit**

**1. ORIGINATING SERVICE/AGENCY:** Defense Logistics Agency (DLA), DLA J-3311, DSN 427-2612

**2. FUNCTIONAL AREA:**

**a. Primary/Secondary Functional Area:** Supply/Logistics

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

**3. REFERENCES:**

**a.** DLM 4000.25, Defense Logistics Management System (DLMS), Volume 2, Chapter 4, Requisitioning

**b.** DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Chapter 3, Requisition Processing and Related Actions

**c.** ADC 427, Requisition Document Number Date Edit, dated November 28, 2011

**4. REQUESTED CHANGE:**

**a. Description of Change:** Request that DLA Transaction Services Defense Automatic Addressing System (DAAS) implement a permanent edit to check for an appropriate ordinal date in requisitions prior to forwarding to the source of supply for processing. Comparable edits are authorized within source of supply requisition processing. This change replaces ADC 427 in its entirety; it retains all information previously published, additional exclusion values, and clarification of the implementation timeline. Significant revisions subsequent to publication of ADC 427 are highlighted in green.

**b. Background:**

(1) The MILSTRIP requisition document number is constructed using a four-position ordinal date (one position year of century and three-position day of year referred to as a Julian day). This date represents the requisition creation date.

(2) A situation occurred in January 2010 where the U.S. Navy erroneously resubmitted 84,000 requisitions from prior fiscal years. The preponderance of these requisitions was over one year old. DLA's edit for duplicate document number check did not catch 25,000 of these requisitions since they were completed for over one year. DLA archives most requisitions one year after they are complete, exceeding the DLMS requirement of six months retention. To prevent this situation from occurring in the future, a document number date edit is required. This edit will not apply to FMS customer orders.

(3) PDC 409 was initially requested for requisitions addressed to DLA only; however, the MILSTRIP Administrator requested the Military Services evaluate applicability of the planned edit for all requisitions. Based upon concurrence from the Army, Air Force, Navy, and Marine Corps this approved change reflects a broad application for all requisitions. It was determined that an exception would be needed for Navy initial outfitting requisitions, as these may be held internally by the Navy for over a year prior to submission to the source of supply. At this time, the other Services have not identified a requirement for exception rules.

(4) Subsequent to publication of ADC 427, the Navy identified two additional fund codes associated with Navy initial outfitting requiring exclusion from the prior date edit described below. The additional Fund Codes QU and QZ are incorporated for formal recognition of this exclusion.

(5) Prior to DLA Transaction Services implementation of the future date edit described below, the Navy withdrew their concurrence for the future date edit and requested a delay pending further research on the impact of this requirement on Navy shipboard procedures. There was a strong concern that the system replacement for Navy RSupply Afloat would not be available for several years and the legacy system and current procedures would not support the restriction on future dates. The future dates in requisitions were used primarily to bypass an internal Navy edit restricting the number of requisitions issued per day to a predefined block of serial numbers for a specific ship. During periods of heavy demand, if the assigned serial number block was exhausted in a single day, the requisition date could be incremented until all required requisitions were issued. The Navy reviewed this procedure and has now determined that the practice will be terminated and the originally approved future date edit may be implemented.

### c. Detailed Procedures:

(1) DLA Transaction Services will establish edits as described below to reject requisitions that are greater than one year old, or are more than one day in the future. This date edit is based upon a calendar year and will not impact requisition dates which cross over the fiscal year (unless more than a full calendar year has also elapsed between the requisition date and the current date).

For all requisitions, identified as DLMS 511R with Transaction Type Code = A0, Requisition, and MILSTRIP Document Identifier Code (DIC) = A0A, A01, A0B, A02, A0E, A05, A07, A04, A0D, where the requisition is not applicable to FMS or Grant Aid (first position of the document number (MILSTRIP rp 30 NOT= B, D, I, K, P or T), or Navy initial outfitting (document number Service Code N, R, or V, and Fund Codes equals: VO (Victor Oscar), V7 (Victor Seven), LQ (Lima Quebec), QU (Quebec Uniform) or QZ (Quebec Zulu), then

**- Reject requisitions that are more than one day in the future:** If the document number ordinal date YDDD (rp 36-39 of the legacy requisition format) converted to CCYYDDD is greater than the current date plus 1 (CCYYDDD + 1), reject with Supply Status CD, and if less than or equal to the current date plus 1, allow to process.

**- Reject requisitions that are greater than one year old:** If the document number ordinal date YDDD (rp 36-39 of the legacy requisition format) converted to CCYYDDD is equal to or less than the current date minus 1 year (CCYYDDD - 1000), reject with Supply Status CD, and if greater than the current date minus 1 year (CCYYDDD - 1000), allow to process.

(2) Optionally, DOD sources of supply may validate the document number date as described for DAAS processing above.

(3) Revise the narrative text associated with Requisition Transaction Status Code CD to clarify the date edit.

**5. REASON FOR CHANGE:** To ensure only appropriate requisitions are passed to Military Services and Agencies for processing. Sources of supply may pursue redundant editing for the purpose of ensuring all transactions pass this edit, including those which bypass the DAAS edit. This change identified two additional Fund Codes requiring exclusion from the prior date edit. It authorizes implementation of the future date edit which was put on hold after ADC 427 was issued.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** This will allow only valid requisitions to be processed and prevent current fiscal year budgets from being depleted for invalid requisitions.

**b. Disadvantages:** None identified.

**7. NOTE ANY REGULATIONS OR GUIDANCE:** DAAS edit criteria is documented in DLM 4000.25-10 Defense Automatic Addressing System (DAAS). It requires update to document this change as revised.

**8. TIME LINE/IMPLEMENTATION TARGET:**

**a.** The prior date edit (including the additional fund codes) was previously implemented by DLA Transaction Services in conjunction with issuance of ADC 427 and Navy feedback.

**b.** The future date edit was previously placed in an unofficial deferred status pending review. Immediate implementation by DLA Transaction Services is now authorized.

**c.** Service/Agencies may implement ADC 427A as resources become available. DLA Enterprise Business System (EBS) has a tentative release date in October 2013.

**9. IMPACT:**

**a. Changes to DLMS Data Elements:** None.

**b. DLA Transaction Services:** Implement permanent ordinal date edit as described above.

**c. Publications:** MILSTRIP revisions shown at Enclosure 1.

(1) Update MILSTRIP Chapter 2.28, Defense Automatic Addressing System Edit of Incoming Requisitions, and DLMS equivalent.

(2) Update Figure C3.F1, Requisition Processing and Related Actions, and DLMS equivalent.

(3) Update MILSTRIP Appendix AP2.16, Status Codes and the DLMS Dictionary.

**d. Automated Information Systems.** Sources of supply may choose to implement the edit as prescribed for DLA Transaction Services.

## Enclosure 1, MILSTRIP Revision

**Staffing Note:** The following changes were published under ADC 427 and will be updated per ADC 427A to include the additional fund codes.

1. Revise DLM 4000.25, MILSTRIP, Chapter 2, as follows. Comparable changes are required for the DLMS manual.

**C2.28.14. Requisition Date Edit.** DAAS shall edit requisitions to reject any requisitions that are greater than one calendar year old, or are more than one day in the future.<sup>1</sup> For all requisitions (DIC A01, A0B, A02, A0E, A05, A07, A04, A0D), where the requisition is not applicable to FMS/ Grant Aid or Navy initial outfitting (document number Service Code N, R, or V, and Fund Codes equals: VO (Victor Oscar), V7 (Victor Seven), LQ ( Lima Quebec), QU (Quebec Uniform ) or QZ (Quebec Zulu)), then:

**C2.28.14.1.** Reject requisitions that are more than one day in the future. If the document number ordinal date YDDD (rp 36-39) converted to CCYYDDD is greater than the current date plus 1 (CCYYDDD + 1), reject with Supply Status CD, and if less than or equal to the current date plus 1, allow to process.

**C2.28.14.2.** Reject requisitions that are greater than one year old. If the document number ordinal date YDDD (rp 36-39) converted to CCYYDDD is equal to or less than the current date minus 1 year (CCYYDDD - 1000), reject with Supply Status CD, and if greater than the current date minus 1 year (CCYYDDD - 1000), allow to process.

<sup>1</sup>Refer to ADC 427A.

2. Revise Table C3.T2, Requisition Processing and Related Actions as shown.

### CODE OR DATA ELEMENT

### ENTRY IS BLANK OR INCORRECT

Date

Reject. Sources of supply may reject if other than FMS/Grant Aid or Navy initial outfitting, and the requisition date exceeds one calendar year from the transaction processing date (current date) or is more than one day in the future.<sup>1</sup>

<sup>1</sup>Refer to ADC 427A. Edit is mandatory during DAAS processing and optional for DoD sources of supply.

3. Revise MILSTRIP Appendix AP2.16, Status Codes, as shown.

CD Rejected. Unable to process because of errors in the quantity, date, and/or serial number fields.

- (1) If received in response to a requisition and the materiel is still required, submit a new requisition with correct data field entries.
- (2) *If other than FMS/Grant Aid or Navy initial outfitting, the requisition date shall not exceed one calendar year from the transaction processing date (current date) or be more than one day in the future.*
- (3) If received in response to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.

## Enclosure 2, Comment Resolution

	Originator	PDC 409 Concurrence/Comment	Response
1.	USMC	<p>Concurs with comment:</p> <p>1. Staffing Note (Paragraph 4.c)</p> <p>a. This Headquarters requests that these edits be applied to requisitions generated by Marine Corps ground D0DAACs (1st ID0DAAC Position = M or L) HQMC</p> <p>b. This Headquarters requests that these edits be applied to orders/referrals passed to Marine Corps sources of supply.</p> <p>USMC preliminary comments (prior to above concurrence):</p> <p>We had some conflicting interpretations in the way our stakeholders read the PDC and I'm trying to adjudicate to nail down a single MC position on which we can respond.</p> <p>One school of thought feels the PDC relates to Calendar Year (CY) and as a result requisitions over 365 days old (doc serial number date) will be rejected.</p> <ul style="list-style-type: none"> <li>To exemplify, if today is Oct 1, 2010 (Julian 0275) then requisitions created on January 1, 2010 (0001) will process because the converted dates (20100275-2010001=274) is less than 1000.</li> <li>On the other hand requisitions with the serial date of Sept 29, 2009 (9273) will reject because (20100275-2009273=1002) is greater than 1000.</li> </ul> <p>A second school of thought is that the reject rules described in this PDC are built around Fiscal Year.</p> <ul style="list-style-type: none"> <li>As an example, a requisition with a serialization date of 0273 (Sept 29, 2010) will reject in DLA TS if it is received on Oct 2, 2010 (0276) because the fiscal year during which the requisition was dropped is not the same as the fiscal year when it actually reaches DLA TS for processing.</li> </ul> <p>Comments: MCLC Command            Recommendation: Concur with reservation. I do not see where Fiscal Year (FY) closeout is being taken into consideration. Following scenario applies:</p> <p>Scenario #1 Comptroller provides the Intermediate level Retail General Accounts with funding which is required to be obligated within five days of the start of the new FY.</p>	<p>Noted.</p> <p>Response to preliminary comments:            That is correct the PDC relates to Calendar Year</p> <p>This example is correct.</p> <p>This example is correct.</p> <p>The reject rules in the PDC are built around the CY. The Fiscal Year in which the requisition was generated is not relevant to the calculation.            This example is not correct.            Based on the example dates, the converted requisition date is 2010273 and the date received (current date) Is 2010276.  <math>2010276 - 2010273 = 3</math>            This requisition will process.</p>



		<p>This is done to ensure all providing funds is fully obligated within the FY being closed out. Following the beginning of the new FY, cancellation is often provided on numerous document placed at the last moment the previous week. In order to avoid a financial reverted balance new documents are often submitted using prior FY document number and the associated appropriation data.</p> <p>Scenario #2 Delay in transmission through the AUTODIN / DDN FTP process to DLATS. Under the proposed PDC any transactions received after September 30 would be rejected.</p> <p>Under both the above scenarios a recommendation is made to delay the Julian date lockout by 30 day which will allow for the completion of the FY closeout.</p> <p>The PDC presented does not address the submission of ATA transactions with a prior FY document. An ATA transactions sent from a customer to an ICP will establish a document for a previous FY obligating funds which are not available.</p> <p>Which cancellation status transactions will be provided back to the originating organization recording the canceling due to invalid Julian date in the document number field?</p>	<p>Scenario 1. The new edits are not based upon Fiscal Year. The edits will determine if a requisition is over a requisition submission is over 1 calendar year old (meaning a full year has elapsed since the date in the document number). Submission of requisitions using a prior FY document number will not trigger the edit-based rejection unless the document number date is also a year old.</p> <p>Scenario 2. Transactions will not be rejected by DLA Transaction Services based upon a September 30 FY cut-off. The only rejections will occur if the date in the document number is also more than a year old.</p> <p>The wording of the edit has been clarified to indicate that it is not fiscal year based.</p> <p>Requisition Follow-ups (e.g. DIC ATA) will not be subjected to the new edit.</p> <p>The ADC has been updated to show that Supply Status CD applies. The definition will also be updated for clarification.</p>
2.	Navy	<p>In response to DLA Logistics Management Standard's request in PDC 409 that Services comment upon extending requisition edit criteria to requisitions, passing orders and referral orders routed to Navy sources of supply, Navy concurs with extending the original proposal to cover requisitions routed to Navy sources of supply, excluding FMS or MAP Grand Aid requisitions. Navy does not agree with expanding this edit to cover passing orders or referrals.</p>	<p>Accepted.</p> <p>An exception has been authorized</p>

	<p>The Navy will require an exception for initial outfitting requisitions. These will be identified by Service Code N, R, or V, and Fund Codes:</p> <ul style="list-style-type: none"> <li>- VO (Victor Oscar)</li> <li>- V7 (Victor Seven)</li> <li>- LQ (Lima Quebec)</li> </ul> <p>The Outfitting Requisition Control and Accounting System (ORCAS) is the initial entry point for all outfitting requisitions. Within ORCAS, we validate and if valid screen for assets or funds. Funds may not be available and requisitions can be held for more than a year. When ready to release, we obligate funds on the non-WSS COG and drop to the source of supply.</p> <p>Preliminary comments:</p> <p>Para 4.C. - The check to exclude FMS customer orders from this Julian date edit is looking for B, D, K, P or T in the first position of the document number (MILSTRIP rp 30). This check should be expanded to include "I" for the Missile Defense Agency. The K code can be deleted from this check, since the Marine Corps uses P for their FMS requisitions.</p> <p>If there will be supply system requisitioning for cases implemented by the following agencies and the Implementing Agency code will be used in the first position of the requisition document number, the check will have to be expanded to also include these codes:</p> <ul style="list-style-type: none"> <li>C - Defense Information Systems Agency (DISA)</li> <li>F - Defense Contract Management Agency (DCMA)</li> <li>M - National Security Agency (NSA)</li> <li>Q - Defense Security Cooperation Agency (DSCA)</li> <li>R - Defense Logistics Agency (DLA)</li> <li>U - National Geospatial-Intelligence Agency (NGA)</li> <li>Z - Defense Threat Reduction Agency (DTRA)</li> </ul> <p>Since DOD 4000.25-1-M, MILSTRIP Manual, has assigned the above codes for other than Security Cooperation use (in rp 30), the FMS check may have to expand to include additional fields within the MILSTRIP transaction.</p> <p>These are the non-Security Cooperation assignments for these codes in rp 30:</p> <ul style="list-style-type: none"> <li>C - Army (Contractor Use Only)</li> <li>F - Air Force</li> <li>M - Marine Corps</li> <li>Q - Navy (Contractor Use Only)</li> </ul>	<p>for initial outfitting requisitions.</p> <p>Response to preliminary comments:</p> <p>Concur with inclusion of Code "I" for Missile Defense Agency (MDA). Subsequent to publication of PDC 409, ADC 428 added the MDA as a Foreign Military Sales (FMS) Implementing Agency (IA) and Assigned Service and Agency (S/A) Code "I".</p> <p>Noted that the Marine Corps is using "P" for their FMS requisitions however "K" (Marine Corps) will not be removed from the list because this is an established MILSTRIP code available for use as a Marine Corps IA.</p> <p>Service and Agency codes C, F, M, Q, R, U, and Z are established MILSTRIP S/A codes that are extensively used for Non-FMS related requisitioning. Non-concur with additional S/A Codes listed for DISA, DCMA, NSA, DSCA, NGA, DTRA. If additional codes are needed to support identification of these activities as FMS Implementing Agencies, a proposed DLMS</p>
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		<p>R - Navy  U - DLA (Contractor Use Only)  Z - Coast Guard</p> <p>Source: DOD 4000.25-1-M, AP2.2. APPENDIX 2.2  SERVICE AND AGENCY CODES</p>	<p>change must be submitted.</p> <p>Note that MILSTRIP already has assigned "T" for DLA FMS (vice R).</p>
3.	DPAP (contractor support)	We have no comments on this PDC.	Noted.
4.	DLA Logistics Management Standards	No response was received from the Military Services to the PDC 409 staffing note requesting Components evaluate expanding edit criteria to other Military Service or Defense Agency requisitions processing via DLA Transaction Services.	Re-coordinated to expand edit applicability to requisitions.
5.	DFAS	<p>On PDC 409, where will the CCYYDDD date actually occur?</p> <p>1) In the 511R?  2) In the DAAS edits only?  3) In all requisitions including MILS?</p>	The edit will occur within the DAAS edits for both MILSTRIP and DLMS-formatted requisitions routed to DLA.
6.	Air Force	<p>AF concurs with PDC 409.</p> <p>Concur on expanding to the edit to AF requisitions (not allow requisitions older than 12 months).</p>	Noted.
7.	DLA	<p>DLA concurs.</p> <p>In response to staffing note 2 requesting Components evaluate expanding edit criteria (or a variation allowing somewhat older transactions) for passing orders and referral orders, DLA responded: <i>Cannot apply this logic to A3 and A4 documents. A large majority of A3 and A4 documents will be older than one year and this edit would cancel valid requirements.</i></p>	Accepted. The referral reference has been removed.
8.	Army	<p>HQDA D-44(S) Concurs with PDC 409.</p> <p>There was concern as it relates to passing orders or referral orders. Customer orders may be more than one year old before they are passed (when the passing order is as a result of a Logistical Reassignment) or referred. Otherwise Army concurs with the edit as applied to new requisitions.</p>	Accepted. The referral reference has been removed.
9.	DLA Transaction Services	Update for applicably to Service/Agency Code I.	Noted.

10.	DSCA	<p>CISIL allows requisitions up to 4 years old. Without the FMS exemption from PDC 409 we would have to address the PDC. Because CISIL retains requisitions until at least 6 months after case closure and has no feature to resubmit requisitions, I don't see this PDC as an issue for CISIL.</p> <p>Also refer to the comments submitted by DSCA's Defense Security Assistance Development Center (DSADC) and posted as Navy comments.</p>	Noted.
11.	USTRANSCOM	USTRANSCOM Abstains	Noted.

	Originator	ADC 427 Concurrence/Comment	Response
1.	Navy	<p>1. The Navy initial outfitting fund codes must be update to include two additional values: QU (Quebec Uniform ) or QZ (Quebec Zulu).</p> <p>2. Navy received additional comments with regard to ADC427 requiring further assessment of the impact that this ADC upon the existing Navy processes as explained in the following paragraphs?</p> <p style="padding-left: 40px;">Navy/Rsupply/Afloat currently allows requisitions to process up to 45 days in advance of the current Julian Date. This is done for a couple of reasons, one of which is that the Fleet Industrial Supply Centers (FISC) do not accept a requisition that is more than 7 days old, so the rule was set to allow the activity to process documents in advance to allow for the proper review and verification of the documents while a ship was deployed. The ship could then drop them off at the FISC upon arrival and the documents would not be aged. The other reason is that sometimes an activity will use all available document numbers for the day in question and the date will be pushed forward. Navy/Rsupply/FISC allow this date to continue to push into the future as necessary up to 45 days.</p> <p style="padding-left: 40px;">Implementation of ADC427 will disrupt Rsupply traffic by rejecting these transactions back to the submitter. Is a filter or exception control at DLATS possible to prevent this from occurring?</p> <p>-----</p> <p>Navy does not concur with going ahead with the ADC 427 logic change YET, not until we resolve the open issues.</p> <p>-----</p>	<p>1. Concur.</p> <p>2. The Navy reviewed multiple alternatives including use of the MILSTRIP procedures such as the supplementary address or a new advice code to expand the controls available through the serial number block. The MILSTRIP Administrator reviewed a Navy recommendation to authorize a 5-day window into the future for ship requisitions. The 5-day window could not be approved (except potentially for a limited time pending adoption of the approved procedures). Upon subsequent consideration, the Navy withdrew their nonconcurrence.</p>

	<p>After extensive review and coordination, the Navy provided revised feedback:</p> <p>The Navy is in agreement that they will not forward date requisitions more than 1 day in the future. This is our understanding of what was originally written in ADC 427. This will allow us to concur with this ADC with the exception of the changes that are needed to accommodate the Outfitting community.</p> <p>We do not need delayed implementation. We will be OK with DLA rejecting requisitions for future dates in the near term.</p>	
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