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IN REPLY  
REFER TO J627

November 23, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 456,  
Intra-DLA Sales Contract Catalog Data Support Transaction under Reutilization  
Business Integration (RBI) (Staffed as PDC 477)

The attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS) and DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), is approved for implementation.

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). Others must contact their Component designated Supply PRC representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", written in a cursive style.

DONALD C. PIPP  
Director  
DLA Logistics Management Standards

Attachment  
ADC 456

cc:  
ODASD(SCI)

**ADC 456**  
**Intra-DLA Sales Contract Catalog Data Support Transaction under RBI**

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

- a. **Technical POC:** DLA Logistics Information Service Agency
- b. **Functional POC:** DLA Logistics Information Service Agency

**2. FUNCTIONAL AREA:** DLA Disposition Services Receipt Processing

**3. REFERENCES:** DLA J627 memorandum dated June 20, 2011, subject: PDC 434, Intra-DLA Revisions DLMS 527R Receipt and Associated Procedures for Use by DLA Disposition Services under RBI

**4. BACKGROUND:**

**a. Intent of the transaction:**

(1) The DLA Disposition Services 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' Disposal Automated Information System (DAISY) by integrating DLA Disposition Services business processes within the DLA enterprise suite of applications, including the Enterprise Business System (EBS) and Distribution Standard System (DSS).

(2) This transaction will be used to provide DSS with contract information in order to help the DLA Disposition Services Field Offices source the correct property to the correct customers. DLA Disposition Services' sales process for handling contracts is not to be confused with standard contract terminology surrounding Federal Acquisition Regulation (FAR)-regulated contracts. The DLA Disposition Services system (EBS) houses the contract information, while DSS houses the physical location and quantity of property. By sending the valid contract information to DSS, the receiver will be able to assign a contract at the time the receipt is submitted to EBS.

**b. Scenario for which the transaction is used:**

(1) DLA Disposition Services conducts sales with the public for those items that cannot be reutilized and do not require disposal. The contracts for these sales are often written in such a way that they cannot be adequately described utilizing standard EBS data fields, such as Federal Supply Class (FSC) Code or Scrap Classification List (SCL) Code. The contracts may also cover too many individual NIINs (National Item Identification Number) for each NIIN to be listed under the contract. This combination of broad and narrow restrictions makes it impossible to systematically determine sourcing of receipted items in sales status to the contracts. It is therefore necessary to provide a means for the receiver to select the appropriate sales contract number and sales contract line item number – as a contract may have multiple line items – while entering a receipt into DSS. The receivers currently have this capability within DAISY and

exercise it as part of their regular duties. They are trained to identify which types of items go to particular contracts.

(2) The sales contracts in question reside and are maintained wholly within EBS. So in order for DSS to provide this information to the receiver to select during entry, EBS must first send the contract information to DSS. The following fields will be required as part of the transaction:

- Sales Contract Number. This is the sales contract number as assigned by EBS. It will be passed by DSS to EBS on the receipt if selected during receipt entry. Field length: 10 characters<sup>1</sup>
- Sales Contract Line Item Number. This is the sales contract line item number as assigned by EBS. It will be passed by DSS to EBS on the receipt if selected during receipt entry. The receiver will choose a combination of sales contract and line item number; he cannot choose one or the other. Field length: 6 characters
- Generic Name Description. This is the description of the intended property covered under the sales contract line item. Example: “lead acid batteries”. Field length: 40 characters
- DLA Disposition Services Field Office. This is the location where the sales contract line item is valid. DSS will not display this field to the receiver but will use it to determine which sales contract line items should be displayed to receivers at a particular location. The DLA Disposition Services Field Office, identified by DoDAAC, will be the DSS site to which the transaction is provided. Separate transactions will be provided to each applicable site. Field length: 6 characters
- Remaining Authorized Quantity. This is the remaining quantity that can be sourced to the sales contract line item, including any overage tolerance. This is cumulative for all items on the contract, as the total quantity allowed for a contract may be sourced under a single line item or any combination of line items. Update transactions will be sent by EBS as receipted items are successfully sourced to the contract so that DSS does not need to decrement this quantity. This quantity will be used for informational purposes by the receivers. There will not be hard edits in DSS to prevent receivers from assigning a contract to property based on the remaining quantity. It will provide an approximate amount remaining on the contract. The edits for determining if a contract quantity is filled will be executed in EBS. If a quantity contract has reached its contract maximum, the receipt will not be sourced to the contract on the receipt. EBS will try to source it to another open contract. Field length: 15 characters
- Unit of Measure. This is the unit of measure for the remaining authorized quantity. Items may not necessarily be receipted in the same unit of measure as identified in the contract, although the two units of measure must be compatible for conversion. The unit of measure is provided as a reference so that the receiver can determine if the

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<sup>1</sup> This is a distinct data element and does not conform to contract numbering rules for acquisition under the FAR.

receipt quantity falls within the remaining quantity of the sales contract line item, regardless of the receipt unit of measure. DSS maintains information regarding how the different units of measure should be converted.

Field length: 2 characters

- Catalog Transaction Purpose Code. This code signifies what DSS should do with the transaction as follows:
  - AA: Add. DSS should add this record to the table.
  - CC: Change. DSS should overwrite an existing record with this record.
  - DD: Delete. DSS should delete the existing record with this sales contract and line item combination from the table.

Field length: 2 characters

**c. Procedures, transactions, data elements, processing details in use today:** Today the receivers and environmental specialists assign the contract at the time of turn-in in DAISY. Based on previous turn-in history, the receivers and environmental specialists know the appropriate contract to assign to the turn-in item.

## **5. APPROVED CHANGE(S):**

### **a. Approved procedures:**

(1) EBS will maintain contract information. Any updates to contracts, new line items, expiration dates, or newly created contracts will result in EBS sending a transaction to DSS, which will be added, changed, or removed upon expiration, as a drop down to the receipt screen. The receiver, when preparing to submit the receipt to EBS will, if applicable, select the appropriate sales contract and associated line item from the drop down menu and add it to the receipt.

(2) In addition to the new transaction for sending contract information. The DLMS 527R will be updated to include new fields for the sales contract number and sales contract line item.

(3) DLA (identified by DoDAAC) will prepare and transmit a sales contract data support transaction to the applicable DLA Disposition Services Field Office (also identified by DoDAAC). A separate transaction must be used for each Field Office. EBS maintains the specific site and contract information at the line item level. In order to get the appropriate line item to the correct DLA Disposition Services Field Office, a separate transaction will be sent per Field Office based on the changing line items at that site. A detail line is required for each combination of property, sales contract, and sales contract line item. Each transaction may contain one or more detail lines. The following detail level data will be included:

- (a) Sales Contract Number
- (b) Sales Contract Line Item Number
- (c) Generic Name Description
- (d) Remaining Authorized Quantity

(e) Unit of Measure

(f) Catalog Transaction Purpose Code:

- AA = Add to contract table
- CC = Change contract table
- DD = Delete from contract table

(4) The DLA Disposition Field Office will match the property received from customer turn-in to the pre-positioned sales contract data property description/category. When a match is found, the sales contract number and associated sales contract line item number will be selected from the drop list to populate these data fields on the receipt transaction. The property will be sold under the applicable sales contract.

**b. Alternatives:** An alternative to this proposed process would be to maintain thousands of line items per contract in EBS, which would be difficult to maintain. Sending the contract information to DSS is the simplest way to source the contract to the appropriate person.

**6. REASON FOR CHANGE:** The sales contracts in question reside and are maintained within EBS. In order for DSS to provide this information to the receiver to select during entry, EBS must first send the contract information to DSS.

**7. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages (tangible/intangible)** This ADC allows sales contract data to be pre-positioned at the DLA Disposition Services Field Office. Transmitting this data from EBS to DSS will provide the Field Offices with sales contract information specific to their location. This will reduce the amount of time it takes to find sales contracts pertaining to their locations, as well as reduce errors in sourcing the wrong amount of property.

**b. Disadvantages:** None known.

**8. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT (OPTIONAL):** Contract information will only be sent to DLA Disposition Field Offices that are assigned sales contract line items. Only valid contracts will be sent to DSS. The interface will happen in real time to adjust inventory on the sales contract, so more than one Field Office cannot source to the same sales contract/line item.

**9. NOTE ANY REGULATIONS OR GUIDANCE:** Requires update to DOD 4000.25-M, DLMS, to add procedures for the DLA Disposition Services business process associated with the sales contract. See Enclosure 2.

**10. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** January 2012

**11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE** N/A

**12. IMPACT:** Requires code additions to DLMS Supplement 832N, Version 4030.

**a. New DLMS Data Elements:** New DLMS data elements are established as described above for the: Sales Contract Number, Sales Contract Line Item Number, Remaining Authorized Quantity, and Generic Name Description.

**b. Changes to DLMS Data Elements:** N/A.

Enclosure 1, DLMS Supplement (DS) Revisions

Item #	Location	Revision to 4030 832N Catalog Data Support	Reason
1.	DLMS Introductory Note	<p>Added ADC 456 to DLMS Introductory note.</p> <p>- ADC 456, Intra-DLA Sales Contract Catalog Data Support Transaction under Reutilization Business Integration (RBI)</p>	To identify DLMS changes included in the DS.
2.	DLMS Introductory Note 3	<p><u>Add the following new DLMS Introductory DLMS Note 3 (renumber remaining notes):</u></p> <p><b>DLMS Note: 3.</b> This transaction may be used for the Sales Contract Catalog Data Support Transaction. This transaction supports the DLA Reutilization Business Integration (RBI). The resulting interface has applicability for DLA Disposition Services and DLA Disposition Services Field Offices. The sales contract catalog data is accessed by the Field Office when receiving turn-in property so that the property may be identified to the applicable sales contract for subsequent re-sale.</p>	Describes additional usage for this transaction set to exchange sales contract data.
3.	1/BCT01/0200	<p><u>Add new qualifier with DLMS Note:</u></p> <p><b>SC Sales Catalog</b></p> <p><b>DLMS Notes:</b> Use to identify catalog data support communicated between DLA Disposition Services and DLA Distribution Services Field Offices supporting Reutilization Business Integration (RBI). Catalog data support transactions identified by BCT01=SC are referred to in this document as ‘Sales Contract Catalog Data Support.’ Note: Only the following detail level functional data is applicable to this process: Generic Name Description, Sales Contract Number, Sales Contract Line Item Number, Remaining Authorized Quantity, and Unit of Measure.</p>	Clarifies the transaction contents when the catalog data support applies to sales contract data. Provides a separate distinct identification for this new usage.
4.	2/LIN/0100	<p><u>Revises Segment level DLMS Note as follows:</u></p> <p><b>DLMS Note: 2.</b> This segment provides the materiel identification to be used in storage and distribution functions, as well as requisitioning where applicable, or for query functionality where available. Variations in procedures are due to differing implementations by <b>DLA Disposition Services and by Military Service interfaces</b> with DLA applications.</p>	Expands clarification to include DLA Disposition Services.

Item #	Location	Revision to 4030 832N Catalog Data Support	Reason
5.	2/LIN01/0100	<p><u>Revise Data Element level notes as follows:</u></p> <p><b>DLMS Note:</b> 1. Must use to identify the purpose of the transaction. Cite the applicable Catalog Transaction Purpose Code.</p> <p>2. For DLA Disposition Services Catalog Data Support (Catalog Purpose Code CP) only codes AA, CC, and DD are applicable.</p> <p><b>3. For Sales Contract Catalog Data Support (Catalog Purpose Code SC) only codes AA, CC, and DD are applicable.</b></p> <p>AA: New Catalog Record Added.  CC: Catalog Record Changed.  DD: Catalog Record Deleted.  QU: Site Query for Catalog Record  MN: Multiple NSNs for Part Number/CAGE  NN: No record exists for NSN query  NL: No record exists for LSN query  NP: No NSN or LSN Found for Part Number/CAGE  RN: NSN Replaced  RS: Use NSN When Exhausted  SN: NSN Substituted  NS: NSN Superseded  DN: NSN Discontinued; no Replacement</p>	Clarification of the new usage for sales contract data.
6.	2/LIN02/0100	<p><u>Add new Data Element level note 7:</u></p> <p><b>DLMS Note:</b> 7. For sales contract catalog data, provide only the description of the <b>property</b> associated with sales contract line item.</p>	Clarification of the new usage for sales contract data.
7.	2/LIN02/0100	<p><u>Add new qualifier with DLMS Note:</u></p> <p><b>GE Generic Name Description</b>  <b>DLMS Note:</b> Use only with the Catalog Purpose Code SC to identify the generic name, category, or description for the type of property acceptable under a specified sales contract line item. (Field length restricted to 40 characters.)</p>	Clarification of the new usage for sales contract data.
8.	2/REF01/0400	<p><u>Add new qualifier with DLMS Note:</u></p> <p><b>FCN Assigned Contract Number</b>  <b>DLMS Note:</b> Use only with the Catalog Purpose Code SC to identify the sales contract number. (Field length equal to 10 characters.)</p>	Clarification of the new usage for sales contract data.
9.	2/REF04-01/0400	<p><u>Add new qualifier with DLMS Note:</u></p> <p><b>BCI Basic Contract Line Item Number</b>  <b>DLMS Note:</b> Use only in conjunction with the sales contract number (REF01=FCN) to identify the sales contract number line item number.</p>	Clarification of the new usage for sales contract data.
10.	2/SLN/3500	<p><u>Revise Segment level DLMS Note as follows:</u></p> <p><b>DLMS Note:</b> Use to open the SLN Loop to allow for subsequent identification of the Safety Level <b>or Remaining Authorized Quantity, as applicable.</b></p>	Clarification of the new usage for sales contract data.



Item #	Location	Revision to 4030 832N Catalog Data Support	Reason
11.	2/QTY01/4300	<u>Add new qualifier with DLMS Note:</u>  <b>61 Remaining Authorized Quantity</b> <b>DLMS Note:</b> <i>Use only with the Catalog Purpose Code SC to identify the remaining quantity on the sales contract. (Maximum length is 15 positions).</i>	Clarification of the new usage for sales contract data.
12.	2/QTY03/4300	<u>Mark Data Element QTY03 as Used and add the following note:</u>  <b>DLMS Note:</b> <i>DLMS users see the Unit of Issue and Purchase Unit Conversion Table for available codes.</i>	Clarification.
13.	2/QTY03-01/4300	<u>Open QTY03-01 and add the following note:</u>  <b>DLMS Note:</b> <i>Use in conjunction with the remaining authorized quantity to identify the unit of measure associated with the sales contract line item.</i>	Clarification of the new usage for sales contract data.

## **Enclosure 2, DLMS Manual Revisions**

Revise DOD 4000.25-M, Volume 2, Chapter 16, as follows. Paragraph numbering is approximate pending full re-write of this chapter for RBI-related changes.

### **C16.6.6. DLA Disposition Services Public Sales**

***C16.6.6.1. Contracts for public sales are maintained at DLA Disposition Services. The 832N, Catalog Data Support transaction (Catalog Purpose Code 'SC') shall be used to communicate sales contract catalog data to the Field Offices. This pre-positioned information shall be used by the Field Office to facilitate the receipt process for turned-in property/DTIDs initially assigned Disposition Category Code SL (Sales). A separate transaction must be used for each Field Office since specific site data and contract information is maintained at the line item level. A detail line is required for each combination of property, sales contract, and sales contract line item. Each transaction may contain one or more detail lines. The following detail level data will be included: Sales Contract Number, Sales Contract Line Item Number, Generic Name/Description, DLA Disposition Services Field Office, Remaining Authorized Quantity, Unit of Measure, and the Catalog Transaction Purpose Code used to indicate the line item record shall be added, changed, or deleted.***

***C16.6.6.2. The DLA Disposition Services Field Office shall match the property received from customer turn-in to the pre-positioned sales contract data. When a match is found, the sales contract number and associated sales contract line item number will be provided on the receipt transaction provided to DLA Disposition Services.***

***C16.6.6.3. Subsequent to receipt, excess property eligible for public sale will be published to DLA Disposition Services Web auctions, which are required to be accessible to the general public without any form of user registration. While published Web auctions will be viewable by the general public, users will be restricted from submitting bids until a self-registration process is completed. The completion of the self-registration process will result in the creation of a DLA Disposition Services business partner record, enabling the registered user to submit bids against published web auctions.***

***C16.6.6.3.1. Upon determination of an auction winner, the customer shall be required to submit an End Use Certification (EUC). The information on the EUC shall be used to authenticate the customer's self-registration credentials and verify eligibility to receive the auction property. Upon completion of the eligibility process, DLA Disposition Services will create a supporting internal sales order document.***

***C16.6.6.3.2. Once the Defense Finance Accounting Service (DFAS) posts customer payment against the sales order, then DLMS 940R Materiel Release Orders shall be generated by DLA Disposition Services to the DLA Disposition Services Field Office authorizing release of the property. The MRO transaction will serve as the indicator to DLA Disposition Services Field Office personnel responsible for managing property removals, that customer payment was received and removal is permitted.***