



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO DLMSO

JAN 30 1997

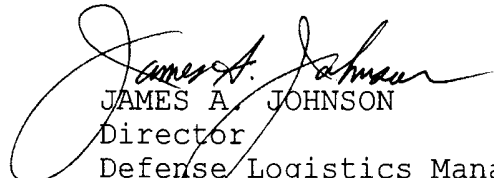
MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Defense Logistics Management Standards (DLMS) Supply
Process Review Committee (PRC) Meeting, January 6-10,
1997

The attached minutes of the DLMS Supply PRC meeting are
forwarded for your information and appropriate action.

PRC members should note that the next scheduled meeting will
be March 10-14, 1997. An agenda will be provided under separate
cover.

The DLMSO points of contact are Supply PRC Co-Chairs:
Ms. Ellen Hilert, at (703) 767-6117, DSN 427-6117, or e-mail:
ellen_hilert@hq.dla.mil; and Ms. Mary Jane Johnson, DSN 427-6123,
(703) 767-6123, or e-mail: maryjane_johnson@hq.dla.mil.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
ADUSD(L)MDM
Supply PRC Representatives and Attendees

DLMSO

January 30, 1997

MEMORANDUM FOR RECORD

SUBJECT: Defense Logistics Management Standards (DLMS) Supply Process Review Committee (PRC) Meeting, January 6-10, 1997

Purpose: The Defense Logistics Management Standards Office (DLMSO) hosted a Supply PRC meeting on January 6-10, 1997, at the Headquarters Complex, Ft. Belvoir, VA. The primary focus of this meeting was DLMS implementation convention (IC) review. Additional discussion topics included validation of Force or Activity Designator (F/AD) I activities and use of DD Form 1348-2, Issue Release/Receipt Document with Address Label. The agenda is shown at Enclosure 1. A list of attendees is shown at Enclosure 2.

Brief Summary of Discussion: Ms. Ellen Hilert and Ms. Mary Jane Johnson, Supply PRC Co-Chairs, and Ms. Vermella Saváge, MILSTRIP System Administrator, provided opening remarks and reviewed the meeting agenda.

Review of November Agenda Items:

a. **AMCLs 11 (MILSTRIP) and 15 (MILSTRAP), Expanded Materiel Receipt Acknowledgment (MRA) Procedures.** DLMSO will initiate clarification of MILSTEP reporting requirements and will review the MILSTRIP ASH transaction format to verify proper identification of the customer RIC (DAASC vs ICP).

b. **Proposed DLMS Change 1, DD Form 1348-1B, Issue Release/Receipt Document, and DD Form 1348-2A, Issue Release/Receipt Document with Address Label.** The Services/Agencies were reminded that they must provide comments/concurrences to DLMSO.

c. **PMC 40, Processing Cooperative Logistics Supply Support Arrangement (CLSSA) Requisitions.** DLMSO will release the Approved Change in accordance with Service/Agency agreements reached at the November PRC meeting.

d. **AMC 41, Defense Program for Redistribution of Assets (DEPRA) Follow-up Timeframes.** DLMSO will issue an

addendum to identify the DEPRA processing actions when denial status is received during the 30-day period after which the RDO was created and to indicate the original intent of the proposed change to eliminate CB status to the customer by DEPRA when passing the requisition to the ICP/IMM for processing. [This Approved Change will carry a revised numerical designation upon release.]

January Agenda Items:

a. **Video Training Session.** The meeting began with a video-taped training session conducted by Mr. Harry Featherstone, Logistics Management Institute. Upon request, DLMSO will loan a copy of the 4-hour program to the Services/Agencies.

b. **DD Form 1348-2, Issue Release/Receipt Document with Address Label.**

Action: The MILSTRIP System Administrator will clarify current procedures regarding the interchangeability of the 1348-1A with the 1348-2 and the authority to use the 1348-2 without preprinted postage data on the attached address label.

c. **Implementation Convention (IC) Review.** The following ICs were presented to the Committee.

- (1) TS 517 (LS18) Material Obligation Validation
- (2) TS 517 (LS45) Government Furnished Material Validation
- (3) TS 867 (LS49) Issue
- (4) TS 846 (LS54) Asset Reclassification
- (5) TS 830 (LS47) War Material Requirements

Action: Based upon Component comments, the above ICs will be updated and represented to the PRC prior to submission to the Logistics Functional Work Group (LFWG). Additional ICs originally scheduled for presentation at the January PRC meeting will be rescheduled for March.

DLMS Logistics Data Manager (LDM).

Action: Some changes recommended by the Supply PRC are applicable to other functional areas. It was proposed by the Co-Chairs that the LDM address global changes:

1. Point of Contact (Segment PER/G61). Revise the implementation note for data element 365 to indicate that entries not include blank spaces, dashes, or parentheses. Add the abbreviation "(FAX)" after the word "facsimile" in the implementation code note for qualifier FX. This is for clarification since the term "FAX" is more commonly used and understood by most people. Delete qualifier FT (Federal Telecommunications System (FTS)) as unnecessary. FTS numbers are the same as commercial numbers. Add "and extension, if applicable" at the end of the note for qualifier TE (Telephone).

2. Quantity. Most data entries for quantities include a note which reads: "For example, if the quantity is 20, cite only 20." It was agreed that this note does not have any significant meaning and should be removed.

3. Universal Time Coordinate (UTC). Fix all beginning segment notes to state that this is the date "*that corresponds*" to the UTC. This language would eliminate confusion concerning how a date can be expressed as a time.

4. Override Notes. Fix N1 override notes to exclude override for the "to" address.

5. Multiple To Addressing. DLMSO must establish rules concerning use of multiple iterations of the N1 loop with more than one TO address.

d. **Approved DLSS/DLMS Change 9, Validation of F/AD I Activities.** This change establishes an automated process which will automatically validate F/AD I usage. A table of authorized activity DoD Activity Address Codes (DoDAACs) will be maintained by the DSDC/Defense Automatic Addressing System Center (DAASC) for the purpose of automatically downgrading the requisition priority of those requisitions which do not pass validation. At the November PRC meeting, the Components expressed serious concerns about pursuing implementation. Most troubling were fears that off-station high-priority requisitions would not pass the edits and that procedures were not in-place to accommodate a quick response to authorization changes. DLMSO prepared a fact sheet for ADUSD (L/MDM) requesting additional time to resolve issues (Enclosure 3). In response, the Components were directed to provide compelling rational for delaying implementation and propose a realistic timeline. Open discussion during the PRC meeting clarified concerns and procedural issues which must be resolved prior to full implementation (Enclosure 4). Mr. Vitko, DLA, recommended an alternative approach which would institute the edit validation at DAASC without actually downgrading the priority of unmatched requisitions. During a transition period,

the results of the edit would be output to a report. This will provide a solid basis for further analysis. All in attendance supported the alternative.

Action: To help assess the extent of abuse, DAASC will match priority 1/4/11 requisitions against the 1995 Component-validated authorized F/AD I DoDAACs, selecting a three-month period from historical data. A working meeting was scheduled for January 21, 1997 to review initial DAASC findings and develop a report format. The transition period is scheduled to begin April 1, 1997.

January 21, 1997 Meeting: Ms. Hilert informed those present (Air Force, Marine Corps, and DLA) that an ADUSD(L/MDM) letter had been prepared for Mr Emahiser's signature recommending that we proceed with the alternative procedure. Summary output of the DAASC inquiry was distributed and discussed (Enclosure 5). The findings indicate that during the last quarter of 1996 there were 45,445 requisitions processed through DAASC with a priority designator of 1, 4, or 11 which do not include an authorized DoDAAC. It is not initially evident whether the lack of a recent audit of F/AD I activities seriously impacted the results of the inquiry. Research to determine and correct the cause for mismatches involving a handful of high-volume Air Force requisitioners (1,000 - 7,000 requisitions/quarter) should significantly improve future findings. Also of interest, was the wide variety of types of DoDAACs found, including not only Service activities, but FMS, contractors, the Coast Guard and several civil agencies. A disk containing detail transactions will be provided to the Services so that they may proceed with the necessary research. A draft format for the DAASC report for the transition period was developed (Enclosure 6).

Action: Components should review the draft format and provide comments/concurrence to DLMSO. Once approved, DAASC will begin the programming effort. DAASC should determine whether transition period results should be based upon requisition edit or a quarterly inquiry. If feasible, DAASC should use the new report formats with current quarter requisitions to expedite research of mismatches. The Components must provide the names/offices of individuals responsible for forwarding activity changes to DAASC. The Components should make an effort to update both the Joint Staff list of authorized activities and the corresponding DAASC list. For background information, Enclosure 7 provides the applicable JCS Instruction and the Joint Staff cover letter used to conduct the 1995 audit of F/AD I assignments.

Security Classification Issue: Subsequent to the January 21, 1997 meeting, it became apparent that the classification of F/AD I information would present a greater problem than previously realized. In reviewing the background information requested by the meeting attendees, Ms. Hilert noted that the cover letter clearly states that the identification of an activity as F/AD I is CONFIDENTIAL. Mr. Trepal has agreed to initiate inquiries and pursue declassification if appropriate. The Committee will be informed of progress.

e. Additional Discussion Topics:

(1) **DLMS Baseline.** The ICs published in the current DLMS manual are written in American National Standards Institute, Version 003050. Questions concerning the establishing a baseline for the DLMS were addressed. The Committee is currently reviewing ICs in the 003060 Version. However, Version 003070 will be released very shortly. A definitive answer is not available at this time.

(2) **Planning for DLMS Implementation.** The first meeting of the Logistics Information Board (LIB) DLMS-sponsored Working Group on Implementation Planning has been scheduled for January 14, 1997 (Enclosure 8). Committee members were asked to forward some of their concerns about funding, training, and implementation to their LIB/LIB Work Group representatives.

(3) **DLMS Configuration Control.** The Committee expressed concern with the numbering system currently employed for proposed and approved changes to the DLSS/DLMS. Improvements were recommended. Plans for an on-line configuration control system appear to be on hold. However, future plans for the DLMSO web site do include posting of such changes. Additionally, a listing of all DLMS changes is maintained within DLMSO and will be made available to the PRC.

Action: DLMSO will look into including identification of the functional area impacted within the title of the DLSS/DLMS changes. Changes will be numbered consecutively by functional area eliminating confusion about skipped change numbers. DLMSO will advise the Committee of changes to the numbering and configuration control system status at the next meeting.

(4) **DLMSO Home Page.** The Committee recommended expanding the use of the Internet web site to include minutes of meetings and updates to the hard-copy listing on IC status. DLMSO is determining the feasibility of this. Instructions for accessing the home page are shown at Enclosure 9.

(5) **March Supply PRC Meeting.** The next scheduled meeting will be held at Ft. Belvoir on March 10-14, 1997.

ELLEN HILERT _____
Supply PRC Co-Chair

/s/

MARY JANE JOHNSON _____
Supply PRC Co-Chair

/s/

VERMELLA SAVÁGE _____
MILSTRIP System Administrator

/s/

AL HENDERSON _____
DLMSO Action Officer

/s/

DON COLLINS _____
DLMSO Action Officer

/s/

APPROVE: _____
JAMES A. JOHNSON
Director, DLMSO

/s/

Enclosures

FACT SHEET

SUBJECT: Request for Extension on Implementation of Approved DLSS/DLMS Change 9, Validation of Force or Activity Designator (F/AD) I Activities

BACKGROUND:

- o This change establishes an automated process which will automatically validate F/AD I usage. A table of authorized activity DoDAACs will be maintained by the Defense Automatic Addressing System Center (DAASC) for the purpose of automatically downgrading the requisition priority of those requisitions which do not pass edit.

- o August 27, 1996. Under ADUSD (L/MDM) direction, DLMSO hosted a Supply Process Review Committee (PRC) Meeting to discuss deficiencies in existing procedures and practice. Components expressed concern for the proposed DAASC validation process, but agree to move forward.

- o October 10, 1996. DLMSO issued the Proposed Change for Component review with a 30 day comment period. The Services did not provide official comment within the allotted time.

- o November 13, 1996. DLMSO issued Approved Change with ADUSD directed effective date of December 6, 1996.

- o November 18-22, 1996. DLMSO hosted a Supply PRC Meeting. Agenda included implementation status of Approved Change. Components restated concerns/nonconcurrency as indicated below.

DISCUSSION:

- o PRC Members expressed great concern that the process as defined will adversely impact logistics operations.
 - o It is feared that the proposed system will not be able to provide a quick response for emergency changes in F/ADs resulting in downgrading of requisitions for critically needed material. The change would require advance coordination by operations personnel not normally responsible for supply system maintenance. Routine situations, such as non-mission capable aircraft requiring repair parts to be requisitioned by other than the authorized F/AD I home base, may cause delays in obtaining the parts.

- o Potential need for table updates outside DAASC's normal hours of operation are not addressed.

- o Internal Service procedures are not adequately addressed.

- o Only the Navy has provided a Point of Contact to DAASC for identifying authorized activities.
- o The Services have not provided DoDAACs of approved F/AD I activities for building the DAASC edit table.

CONCLUSION: The planned implementation date cannot be met. Based upon the above discussion, DLMSO agreed to initiate action with ADUSD (L/MDM) to delay the scheduled implementation. DLMSO requested that the Components provide supporting documentation as soon as possible. Letters received thus far are attached (Attachment 1 & 2). A Supply PRC Meeting is scheduled for January 6-10, 1996. Components will be requested to determine appropriate Points of Contact and arrive with recommendations for improving the process.

RECOMMENDATION: A 90 day extension should be granted to resolve Component concerns, expand DLSS/DLMS procedures to correct deficiencies, develop corresponding Service procedures to support the change, and provide wide dissemination of changes.

APPROVED: _____

COORDINATION: _____

Ellen Hilert/DLMSO/767-6117/12-10-96

Attachments

document: q/work_in fad.wpd

action officer: Hilert
12/4/96

MFR: Faxed to Terry Trepal, DUSD (L/MDM), 12/4/96 for review and possible action.

coord: _____ J. Johnson (has seen and approved for forwarding 12/4/96)

_____ P. Brittingham

_____ K Naber

Validation of Force or Activity Designator (F/AD) I Activities
Discussion Summary Notes - PRC Meeting, January 10, 1997

Component expressed concerns in the following areas:

1. Verification of Need: Although there is a wide perception of abuse, there is no positive evidence specific to F/AD I.

a. Unknown volume/source of abuse.

b. Accuracy of authorized DoDAACs maintained by Joint Staff J4 uncertain after initial validation. Infrequent update cycle (last update 1995).

2. Possible Misplaced Focus: Crucial need to update F/AD I and UMIPS definitions. Need further examination of process and completion of on-going projects before attempting corrective action. Larger problem enforcing appropriate use of F/AD II and III.

3. Classification Questions: The current secret classification for the J4 list pertains only to the aggregate of information which includes both the activities and the associated projects which are authorized to use F/AD I. This classification is not applicable to the validation process which is based upon DoDAAC alone. *[Subsequent to the meeting, it was found that "The fact that units are FAD I is CONFIDENTIAL." per Joint Staff memorandum, September 13, 1995.]*

4. Authorized Points of Contact (POC): Under Approved Change 9, Services are to provide POCs responsible for providing DAASC with changes to the F/AD I Authorized list.

a. Should J4 be the authorized POC for all Services/Agencies?

b. Who will serve as the POC for civil agencies, foreign governments, others?

c. Within the Services, who should be the POC? Alternate POC? By name or by office?

5. Off-Station Requisitions: Support location DoDAACs generally appear in the requisition transaction rather than the authorized F/AD I activity DoDAAC. Major roadblock?

a. Local automated systems may preclude use of outside DoDAACs.

b. Inclusion of the requisition Project Code could increase flexibility of validation criteria.

6. Rapid Response: Procedures are not in place to expedite changes.

a. Process may be time-consuming (finding and notifying the right people).

b. Must establish procedures for DAASC duty officer.

7. Foreign Military Sales: During certain situations, foreign governments may be authorized use of F/AD I. Current procedures do not allow for validation by foreign countries.

8. Addendum to Approved Change 9: Must modify language to specify transactions types validated (A0_, AM_, AT_, A3_, A4_). Also, must address acceptable means of communication (voice, e-mail, letter backup?). Procedures must be enhanced based upon transition period and to reflect DAASC report.

9. Requisitioning without DAASC Validation: DESEX, Internet, and direct phone calls to supply source bypass DAASC. Need to assess impact. Use status transactions to pinpoint possible abuse.

SAMPLE FORMATS

**FORCE OR ACTIVITY DESIGNATOR (F/AD) I VARIANCE REPORT
REPORT PERIOD: JANUARY 1, 1997 - MARCH 31, 1997
PART I - SERVICE/AGENCY SUMMARY**

MILITARY SERVICE	NO. OF DODAACS	NO. OF REQUISITIONS
ARMY	100	2,505
NAVY	600	8,009
AIR FORCE	500	XX,XXX
MARINE CORPS	75	XXX
AGENCY/OTHER		
GENERAL SERVICES ADMINISTRATION	XX	XX
DEFENSE LOGISTICS AGENCY	X	X
U.S. POSTAL SERVICE	X	X
GRAND TOTAL:	XX,XXX	XXX,XXX

Report includes DI Codes: A0_, AM_, AT_, A3_, A4_.

Encl

**FORCE OR ACTIVITY DESIGNATOR (F/AD) I VARIANCE REPORT
 REPORT PERIOD: JANUARY 1, 1997 - MARCH 31, 1997
 PART II - DODAAC SUMMARY BY SERVICE/AGENCY**

ARMY					
	DODAAC	NO. OF REQUISITION S	PD 01	PD 04	PD 11
GRAND TOTAL		2,505	50	100	100
	100				
	W12345	150	1	119	30
	WXXXX	60	5	55	0

Continues displaying all Army activities, includes Army contractor and Army FMS).

*Sorted in descending order by number of requisitions.
 DoDAACs are taken from the requisition number.*

**FORCE OR ACTIVITY DESIGNATOR (F/AD) I VARIANCE REPORT
 REPORT PERIOD: JANUARY 1, 1997 - MARCH 31, 1997
 PART III - REQUISITION DETAIL BY DODAAC**

ARMY							
8	1	2	3	4	5	6	7
123 456 7 890123456789012 34	56789	01234567890123 4	567890	1 23 4 56 789	01 234 56 789	01234567890	

DODAAC: W12345
 (In-The-Clear Activity Name Here) **NO. OF REQUISITIONS:**
 150

PD 01 1
 (80 column transactions here)

PD 04 119
 (80 column transactions here)

PD 11 30
 (80 column transactions here)

**FORCE OR ACTIVITY DESIGNATOR (F/AD) I VARIANCE REPORT
 REPORT PERIOD: JANUARY 1, 1997 - MARCH 31, 1997**

PART IV/V - REQUISITION STATUS SUMMARY/DETAIL

Same as Part II/III using status transactions as source of data (requisitions would have failed edit, however input by- passed DAASC validation, e.g., DESEX).