DEFENSE LOGISTICS AGENCY
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July 16, 2009

MEMORANDUM FOR: SEE DISTRIBUTION

Subject: "Off-Line" Requisition Processing: Internet Ordering Application Request for
Component Verification of Funds Availability and Recording of the Financial
Obligation (PDC 266/DRAFT ADC 328) Meeting

On July 9, 2009, the Defense Logistics Management Standards Office (DLMSO) hosted a
Supply/Finance Process Review Committee (PRC)-sponsored single-topic meeting to provide
clarification of the planned business process and obtain resolution of comments received from
the DLA and the Services during staffing of Proposed DLMS Change (PDC) 266. The meeting
handout, briefing, and attendees list are available on the Supply PRC Web page:
http://www.dla.mil/j-6/dlmso/Programs/Committees/ Supply/supplyPRC.asp.

Ms. Ellen Hilert, Supply PRC Chair, facilitated discussion, with contributing clarification
and commentary by multiple participants. The following are action items and recommended
revisions to the draft ADC resulting from the meeting. All recommended changes will be
incorporated in the final version to be published NLT July 23, 2009.

1.   DoD EMALL - Incorporate an edit against the ordering authority code on the DoDAAC
table to verify that customers using are authorized requisitioners. Determine feasibility for near
term implementation using the replicated DoDAAC file for easy access. This edit is to be
applicable to all Components, regardless of implementation of the funds verification process and
regardless of method of payment.

2.   Pilot Implementation - The Marine Corps offered to participate in the pilot
implementation with the Army, DoD EMALL, and GSA Global/GSA Advantage. The Navy
and Air Force are unable to support this requirement currently. DLA internet ordering
applications (i.e., non-integrated tailored vendor relation (TVR-programs) are also unable to
adopt this process at this time, but will be required to ensure that customers are notified of the
requirement to ensure financial compliance by manual recording of the obligation associated
with their order.

3.   DAASC-Maintained Ordering Applications - DLMSO asked DAASC to consider
feasibility of future integration of the funds verification process for the DAASO Asynchronous
Message Entry System (DAMES), DIALOG, and DAASC Web Requisitioning (WEBREQ).
applications.

4.   Navy Proposed Additional Data Elements - Priority Designator, Required Delivery Date
(RDD), Special Requirements Code (non-date RDD codes) will be added to the web request for

funds verification. Inclusion of the extended dollar value is considered unnecessary since the price and quantity are provided. The Navy would like to see the redundant information because financial applications currently receive extended dollar value. Since the goal is to minimize the data included in the web request for technical considerations, the recommendation is that the programming development to support this change include capability to perform the calculation. If the Navy has stronger reasons for inclusion of the extended dollars, these should be provided to DLMSO.

5.   Prioritization of Orders - The ordering application will use the PD, RDD, Special Requirements Code, and Project Code (3 and 9-series) to sequence the order of the request for "shopping carts" with multiple line items. This will help ensure that limited funds go to higher priority orders. Prioritization will be comparable to MILSTRIP demand sequence rules.

6.   Message Identification Number - Codes will be assigned for the first position of the message identification for each separate application (vice Service or Agency, as draft currently states): E = DoD EMALL, G = GSA Global, A = GSA Advantage. New codes will be added for any additional ordering applications which adopt this process.

7.   Document Number Suffix - Edit of referral order suffix code values will be included.

8.   Source of Supply (SoS)- Terminology will be corrected in the request (currently says source of order)

9.   Fiscal Year - Clarification will be included in the ADC for purpose of the fiscal year of the requisition submission in the request format. It will be used for processing at the end of fiscal year where suspended processing during the last days of the current fiscal year will result in establishment of the obligation in the subsequent fiscal year. Inclusion of the fiscal year of the submission will allow the obligation to be recorded properly.

10.   Original Reply Code 1 - Message Identification Duplicate. Text will be updated to use same terminology as the request format for message identification number.

11.   Original Reply Code 2 - Document Number Duplicate. This condition will trigger a reject, but will <u>not</u> be forwarded to DAAS using CX Status when the customer is not available for immediate funds verification reply. If the customer is available, the requisition may be resubmitted/reprocessed using a different document number. If forwarded with no action and the requisition is identified as a duplicate at the SoS, the requisition will not be processed and no notification will be provided to the customer under current MILSTRIP implementation. This is considered less risk that returning a CX status which could inadvertently cancel the original valid requirement.

12.   Original Reply Code 5 - Third-Party Bill-to. Split into two codes; one for unauthorized ordering DoDAAC (vice "unrecognized"), and another for third-party bill-to. The former will be rejected, the latter will be approved.

13.   Original Reply Code 6 - Change terminology from "unrecognized" to "unauthorized."

14.   Original Reply Code 9 - Modifier/Follow-up. Review codes for possible split; one for modifiers (MILSTRIP AM_) and follow-ups (MILSTRIP AT_) that match an existing obligation, and one for those that are unmatched and for which the obligation is not matched indicating funds are available (these could also be rejected for any of the applicable reasons associated with new requisitions). Add requirement for the funds control application to ensure that materiel identification is consistent with a previously recorded document number. Reject if unmatched.

15.   Original Reply Codes - Codes will be re-ordered in a more logical sequence.

16.   Third -Party Bill-To Table - Methodology for obtaining verification of third-party bill-to DoDAACs located on the DAAS table in association with the Fund Code will be pursued for a future enhancement of this process.

17.   Status Code CX Reject Notification - For rejected orders that processed without visibility to the customer, the ordering application will include both CX and the Routing Identifier Code (RIC) associated with the ordering application in the DLMS requisition submitted to DAAS. The inclusion of the RIC will help distinguish the resulting Supply Status with CX from those CX Status transactions that are created by DAAS.   The definition for the CX will be updated accordingly. Note: It was unknown at the time of this meeting whether GSA will use this process or will create their own CX supply status.

18.   Negative Values - Negative values (or a flag for this purpose) will not be included at this time. The understanding is that funds verification will not occur until the user has determined that the order is ready and "submits." The use of the sequence by priority will help ensure that the most important orders are funded, should there not be sufficient funds for the entire order. The alternative (where prioritization was not enough to make sure that the most important order was funded) , is for the customer to cancel the order, allow time for the SoS to process the cancellation and return notification to the customer's financial application where the de-obligation will be processed. This will allow funds to become available for other orders. Note: The option to evaluate the use of this feature during design will be included in the ADC.

     This meeting was highly productive in clarifying the business process and resolving comments and concerns. DLMSO thanks all participants. The DLMSO points of contact are Ms. Ellen Hilert at 703-767-0676; or, e-mail: Ellen.Hilert@dla.mil and Mr. Robert Hammond, 703-767-2117, DSN 427-2117 or e-mail: robert.hammond@dla.mil.
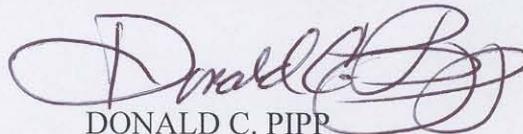
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