



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

IN REPLY
REFER TO

September 04, 2012

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Withdrawal of Approved Defense Logistics Management System (DLMS) Change (ADC) 1029, Establish New MILSTRIP-Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for Military Sealift Command (MSC) (Supply/MILSTRIP)

This memorandum announces the formal withdrawal of attached ADC 1029, released August 14, 2012. Military Sealift Command (MSC) has determined that it no longer needs the change authorized by ADC 1029. MSC staff had asked to establish a MILSTRIP document number embedded code/Utilization Code H largely for MSC internal use. However, they have now decided that they can achieve the same result through alternate methods due to concerns raised by US Fleet Forces regarding concurrent use of the Code H by other Navy organizations. Withdrawal of ADC 1029 is effective immediately, thereby removing Code H from the applicable DOD code lists.

Addressees may direct questions to Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676; DSN 427-0676; or, e-mail: ellen.hilert@dla.mil or Ms. Heidi Daverede, DOD MILSTRIP Alternate, 703-767-5111; DSN 427-5111, e-mail: heidi.daverede@dla.mil. Others may direct questions to their Service or Agency designated Supply PRC representative.

DONALD C. PIPP
Director
DLA Logistics Management
Standards Office

Attachment
ADC 1029

cc:
ODASD(SCI)



DEFENSE LOGISTICS AGENCY
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8725 JOHN J. KINGMAN ROAD
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August 14, 2012

MEMORANDUM FOR SUPPLY PROCESS REVIEW (PRC) COMMITTEE MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 1029, Establish New MILSTRIP-Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for Military Sealift Command (MSC) (Supply/MILSTRIP) (Staffed as PDC 459)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS) and DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), is approved for implementation October 1, 2012.

Addressees may direct questions to Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676; DSN 427-0676; or, e-mail: ellen.hilert@dla.mil or Ms. Heidi Daverede, DOD MILSTRIP Alternate, 703-767-5111; DSN 427-5111, e-mail: heidi.daverede@dla.mil. Others may direct questions to their Service or Agency designated Supply PRC representative.

DONALD C. PIPP
Director
DLA Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

ADC 1029

Establish New MILSTRIP-Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for MSC

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

- a. **Technical POC:** MSC N41, (202) 685-5400, DSN 325-5400
- b. **Functional POC:** MSC N415, (757) 443-2697, DSN 646-2697

2. FUNCTIONAL AREA:

- a. **Primary/Secondary Functional Area:** Supply/Logistics
- b. **Primary/Secondary Functional Process:** Order Fulfillment/Requisition Processing

3. REFERENCES:

- a. DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, Appendix 2.7, Document Number.
- b. DLM 4000.25, Defense Logistics Management System (DLMS), Volume 2.

4. BACKGROUND:

a. **Overview:** This change provides procedures that will allow the Navy to distinguish among Navy requisitions those requisitions created aboard Military Sealift Command (MSC) ships. To accomplish this, this approved change establishes a MILSTRIP-authorized value for the first position of the requisition document number serial number, also referred to as the DLMS Utilization Code, to be used within the Navy solely by the MSC. The impact of the new code assignment is confined to the Navy. However, all Components are advised to review the overall impact (see paragraph 12).

b. **Data clarification for background:** MILSTRIP delineates significant values carried in the first position of the document number serial number (record position 40 of the legacy requisition format). Under DLMS, the first position of the document number serial number was established as an independent data element called the “utilization code.” The new data element was planned for implementation as a DLMS enhancement in modernized systems to reduce reliance on embedded data elements that were necessary due to the legacy size constraints.

c. **Scenario for which the transaction is used:** The MILSTRIP document number embedded code/Utilization Code H will be used to identify requisitions that are created aboard MSC ships.

d. Procedures, transactions, data elements, processing details in use today: MSC ships use a supply management program called ShipCLIP. Currently ShipCLIP uses MILSTRIP document number embedded code/Utilization Code S to identify requisitions that are created aboard ships. However, this usage conflicts with MILSTRIP which authorizes this value for requisitions submitted to DLA Disposition Services (formally Defense Reutilization and Marketing Service (DRMS). Special routing rules in DLA Transaction Services Defense Automatic Addressing System (DAAS) are associated with the use of the MILSTRIP document number embedded code/Utilization Code S. MSC's unauthorized use of this value has led to the cancellation of some requisitions where the materiel is available in the DOD Supply System.

5. APPROVED CHANGE(S):

a. Approved change in detail: Establish a MILSTRIP document number embedded code/Utilization Code H to be used by the Navy to identify requisitions that are created aboard MSC ships.

b. Approved procedures: The following entry will be added to MILSTRIP (see Enclosure 1) and the DLMS Dictionary Utilization Code (Enclosure 2).

H Use to identify requisitions and related transactions/documents created aboard Military Sealift Command (MSC) vessels. (This meaning is applicable only when a Navy DoDAAC is used to construct the document number.)

c. Approved transaction flow: No changes in transactions or routing rules.

d. Alternatives: Update references (a) and (b) to allow MSC the sole use of S in MILSTRIP position 40 and no longer use it to identify requisitions submitted to DLA Disposition Services from ICPs or IMMs based on a Front End Screening notice of excess personal property.

6. REASON FOR CHANGE: MSC ships use a supply management program called ShipCLIP. Currently, ShipCLIP uses MILSTRIP document number embedded code/Utilization Code S to identify requisitions that are created aboard ships. As a result of the conflict with authorized MILSTRIP procedures this usage has led to the unanticipated cancellation of some Navy requisitions. Creating a new Utilization Code H would solve this problem.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Establishment of Utilization Code H will prevent cancellation of MSC requisitions due to improper use of Utilization Code S and will allow for easy identification of Navy requisitions created aboard MSC ships.

b. Disadvantages: Other users may continue using the H in the requisition document number. There is no established edit on the document number serial number or utilization code in DLMS to block inappropriate use. For this reason, the MSC interpretation for the H will be applicable only when a Navy DoDAAC is used in the document number.

8. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT: Utilization Code H is not being used for any other purpose by Navy activities.

9. ADDITIONAL FUNCTIONAL REQUIREMENTS/BACKGROUND:

a. Approved MILSTRIP Change Letter (AMCL) 139A, 'Requisitioning DOD Excess from Disposal' was issued March 31, 1986. It contained procedures for the Defense Automatic Addressing System (DAAS) to pass all Document Identifier Code (DIC) A0_ transactions containing Routing Identifier Code (RIC) S9D in rp 4-6 to DLA Disposition Services (formerly Defense Reutilization and Marketing Service (DRMS)). Additionally, it required DAAS to route requisitions without S9D in rp 4-6 to DLA Disposition Services if they contained K, L, R, S, or T in the first position of the document serial number, i.e., rp 40. Under MILSTRIP, these entries in rp 40 were reserved for requisitions submitted to DLA Disposition Services.

b. This edit resulted in multiple problems. First, DLA Disposition Services was receiving requisitions with S9D in rp 4-6 that it could not process because they did not contain either the requisite condition code or Defense Turn-in Document (DTID) Number prescribed by MILSTRIP and needed by the DLA Disposition Services to correctly fill the order. Second, requisitions without S9D in rp 4-6, but erroneously coded with an alpha character in rp 40 reserved for DLA Disposition Services requisitions were being routed to DLA Disposition Services at an alarming rate.

c. At MILSTRIP Meeting 87-1 (October 1986) agreement was reached to change the AMCL 139A edit for requisitions passed or routed to DLA Disposition Services to those currently contained in MILSTRIP Chapter 2, paragraph C2.21.1.2.1. In essence, this edit requires requisitions with RIC S9D as the RIC-To to be rejected if they do not contain either a condition code or a DTID Number. Conversely, requisitions without S9D as the RIC-To were routed to S9D if they contain codes K, L, R, S, or T in the first position of the document serial number and either the requisite condition code or DTID Number. (Note: Under current MILSTRIP procedures, K is no longer applicable to DLA Disposition Services.)

d. The Navy requisitions in question were routed to DLA Disposition Services based on the misapplication of code 'S' in the first position of the document serial number. The subsequent addition of data to their initial orders made it appear as if the orders contained a condition code (although the source of the additional appended data is unknown, internal Navy processing is suspected).

10. TIME LINE/IMPLEMENTATION TARGET: October 1, 2012.

11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not available.

12. IMPACT:

a. **New DLMS Data Elements:** None

b. Changes to DLMS Data Elements: New Utilization Code H is established.

c. DOD Components:

(1) Components are asked to ensure that all data shown in the enclosures is current.

(2) Components should review the practice of using reserved codes inappropriately in the construction of document numbers.

(3) Components should ensure modernized systems can separately interpret the Utilization Code rather than rely solely on the document number serial number as preparation for transition to full DLMS.

(4) The Navy should develop internal system edits to preclude inappropriate use of MILSTRIP document number embedded code/Utilization Code H

d. Non-DLA Logistics Management Standards Publications: Internal Navy guidance must be disseminated to provide guidance restricting the use of the MILSTRIP document number embedded code/Utilization Code H to MSC requisitioners.

Enclosure 1, MILSTRIP Appendix AP 2.7

Update the MILSTRIP as indicated below.

AP2.7. APPENDIX 2.7

DOCUMENT NUMBER

AP2.7.1. The document number (located in record position (rp) 30-43 of transactions) is a nonduplicative number throughout the system. For support of U.S. Forces, it is constructed as follows: (See chapter 6 for document number construction for Security Assistance transactions.)

AP2.7.1.1. Department of Defense activity address code (DoDAAC) or Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) activity address code (AAC) (rp 30-35).

AP2.7.1.2. Four-position ordinal date (rp 36-39).

AP2.7.1.3. Serial number (rp 40-43).

Service													
Agency Code													
Activity Address Code						Ordinal Date				Serial Number			
30	31	32	33	34	35	36	37	38	39	40	41	42	43

AP2.7.2. The entries in rp 30 and 31 shall always be the appropriate character(s) from Appendix AP2.2 that indicates the Service/Agency (S/A).

AP2.7.3. DoDAAC or FEDSTRIP AAC for each activity shall be established and disseminated by each of the Services, DLA and the GSA. (See DLM 4000.25, Volume 6, Chapter 2, DoDAAD.) Each code so established shall contain or serve as an address to permit shipping and billing for materiel and for mailing of documentation.

AP2.7.4. Entries in rp 36-39 (date) shall always be numeric and shall indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date shall be amended (if necessary) to reflect the true date of transmittal.

AP2.7.4.1. Rp 36 shall indicate the last numeric digit of the calendar year in which the document was originated. Example: 0 for ~~1999~~ 2010, 1 for ~~1991~~ 2011, etc.

AP2.7.4.2. Rp 37-39 shall indicate the numerical or consecutive day of the calendar year; for example, 035 is equal to February 4TH.

Additional Examples:

<u>RECORD POSITIONS</u>				<u>DATES</u>	
36	37	38	39		
0	0	0	5	-	January 5, 2010
9	0	5	2	-	February 21, 2009
2	2	7	9	-	October 5, 2012

AP2.7.5. Document serial numbers, assigned at the discretion of the document originator, are entered in rp 40-43. The document serial number shall not be duplicated on the same day. The serial number may be assigned to consist of alphanumeric characters, with the exception of alphas I and O (on inter-Service transactions) under the following criteria:

AP2.7.5.1. Rp 40 may consist of alpha or numeric characters with the utilization of certain alphas limited as specified in paragraph AP2.7.5.3., below. Under DLMS implementation, this embedded information shall be carried as a distinct data element referred to as the utilization code.

AP2.7.5.2. Rp 41-43 may consist of alpha or numeric characters on inter-S/A requisitions. However, the entries in rp 41-43 shall not be meaningful to the receiving S/A, but shall be perpetuated on documentation initiated as a result of requisition processing.

AP2.7.5.3. The following alphabetic codes have been reserved for use in rp 40:

<u>CODE</u>	<u>EXPLANATION</u>
B ¹	Document number assigned by the Marine Corps Maintenance Center Bridge in conjunction with the changes required under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated within the Marine Corps systems and submission of the corresponding material release order is transmitted to the DLA managed warehouse. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.)
D ²	Document number assigned by the depot on behalf of the Marine Corps Maintenance Center under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated without submission of a corresponding material release order. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.)
E	Navy exception "ship to" for deployed naval units.
G	Navy exception "ship to" for deployed naval units.

¹ Available under DLMS. Refer to ADC 396, Revised Procedures and Data Content for DLMS Materiel Release Order (940R) and Material Release Advice ((945A) and New Denial Management Code for Marine Corps BRAC Storage and Distribution Interface (SDI).

² Ibid.

<u>CODE</u>	<u>EXPLANATION</u>
H	<i>Requisitions and related transactions/documents created aboard Military Sealift Command (MSC) vessels. (This meaning is applicable only when a Navy DoDAAC is used to construct the document number.)</i>
J	Inventory control point (ICP) interrogations or offers of excess, and requisitions resulting from the interrogations or offers (denotes inter-service supply support transactions between ICPs).
K	Reserved.
L	Use to identify requisitions submitted to DLA Disposition Services that result from physical screening of property at the DLA Disposition Services Field Office. This type of requisition is referred to as a "Walk-In Requisition."
M ³	Use to identify Inventory Control Point/Integrated Materiel Manager directed disposal release orders resulting from Base Realignment and Closure (BRAC). This value is not currently approved for use on other transaction types.
N	Reserved.
P	Use to identify requisitions for excess contractor inventory that has been reported on DD 540 series of forms or referred by the Contractor Inventory Redistribution System (CIRS) either mechanically or by listing.
Q	Use to identify requisitions and related transactions/documents for items reclaimed from aircraft and equipment from the Aerospace Maintenance and Regeneration Center (AMARC).
R ⁴	Use to identify document numbers generated within the DLA Disposition Services' Reutilization/Transfer/Donation (RTD) Web to accommodate processing of the individual lines associated with requisitioning a Disposition Services container.
S ⁵	Use to identify requisitions submitted to DLA Disposition Services.
T	Use to identify Electronic Turn-In Document (ETID) prepared shipments/ transfers to DLA Disposition Services. ⁶
U	Product quality deficiency report (PQDR) and supply discrepancy report (SDR) related transactions when the original requisition number is not known. (See MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.)
V ⁷	Nuclear Related Materiel Code 2305 material requires manual routine contact of Nuclear Engineering Department for delivery instructions.

³ Use of modified definitions for codes M, R, and S in record position 40 last reported as not implemented by United States Navy (USN), United States Air Force (USAF), and United States Marine Corps (USMC). Refer to AMCL 145

⁴ Ibid.

⁵ Ibid.

⁶ ADC 464 (PDC 484), Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940/ DIC AFX/AFZ) under RBI.

⁷ Available under DLMS. Refer to ADC381, Procedures and Additional Data Content supporting Requisitions, Requisition Alerts, and Unit of Use Requirements under Navy BRAC SS&D/IMSP

<u>CODE</u>	<u>EXPLANATION</u>
W	Navy exception "ship to" for deployed naval units.
Z ⁸	Nuclear R elated M ateriel C ode 2305 material requires manual immediate contact of Nuclear Engineering Department for delivery instructions.

⁸ Ibid.

Enclosure 2, Utilization Code

Update the DLMS Dictionary as indicated below.

Name: Utilization Code

Alias: Utilization Code (X12 4010 and higher - LQ01/Qualifier AJ)

Definition: Identifies the purpose of the transaction.

Remarks: This data element equates to the first position of the document number serial number (i.e., *record position 40 of the MILSTRIP legacy format*/position 11 of the MILSTRIP document number) when it consists of the reserved alpha codes listed below. Under DLMS the embedded data is carried as a distinct data element.

Source: DLMS Manual (*DLM 4000.25*) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) (*DLM 4000.25-1*, AP2.7 (Appendix AP2.7))

Data Code Characteristics: Type: Id Min: 001 Max: 001

CODE *NAME/DEFINITION*

B Document number assigned by the Marine Corps Maintenance Center Bridge in conjunction with the changes required under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated within the Marine Corps systems and submission of the corresponding material release order is transmitted to the DLA managed warehouse. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.)

D Document number assigned by the depot on behalf of the Marine Corps Maintenance Center under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated without submission of a corresponding material release order. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.)

E Navy exception "ship to" for deployed naval units

G Navy exception "ship to" for deployed naval units

H *Requisitions and related transactions/documents created aboard Military Sealift Command (MSC) vessels. (This meaning is applicable only when a Navy DoDAAC is used to construct the document number.)*

J Inventory control point (ICP) interrogations or offers of excess, and requisitions resulting from the interrogations or offers (denotes inter-service supply support transactions between

- ICPs).
- K Reserved.
 - L Use to identify requisitions submitted to DLA Disposition Services that result from physical screening of property at the DLA Disposition Services Field Office. This type of requisition is referred to as a “walk-in requisition.”
 - M ICP/IMM-directed disposal release orders resulting from BRAC. This value is not currently approved for use on other transaction types.
 - N Reserved.
 - P Requisitions for excess contractor inventory that has been reported on DD Form 540 or referred by the Contractor Inventory Redistribution System (CIRS) either mechanically or by listing.
 - Q Requisitions and related transactions or documents for items reclaimed from aircraft and equipments by the Aerospace Maintenance And Regeneration Center (AMARC).
 - R Use to identify document numbers generated within the DLA Disposition Services’ Reutilization/Transfer/Donation (RTD) Web to accommodate processing of the individual lines associated with requisitioning a Disposition Services container.
 - S Use to identify requisitions submitted to DLA Disposition Services.
 - T Use to identify Electronic Turn-In Document (ETID) prepared shipments/transfers to DLA Disposition Services.
 - U Product quality deficiency report (PQDR) and supply discrepancy report (SDR) related transactions when the original requisition number is not known. (*See MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.*)
 - V Nuclear Related Materiel Code 2305 material requires manual routine contact of Nuclear Engineering Department for delivery instructions
 - W Navy exception "ship to" for deployed naval units
 - Z Nuclear Related Materiel Code 2305 material requires manual immediate contact of Nuclear Engineering Department for delivery instructions.

Enclosure 3, Comment Resolution

	Originator	Response/Comment	Disposition
1.	DLA	DLA concurs, but our sustainment team is confused over whether this will require any special processing in EBS. The way I read it, it sounds like this impacts only Navy systems, and that we would just need to make sure that we are not using 'H' for anything else in our system, correct?	Noted. Interpretation of the new MILSTRIP document number embedded code/Utilization Code H will be based upon the document number DoDAAC. Therefore, DLA requisitions containing a Navy document number supporting Navy BRAC should not use this value.
2.	Army	Concur	Noted.
3.	Navy	Concur Note: Internal Navy comments resolved. Initial staffing comments indicated the Trident Refit Facility (TRF Kings Bay) was using some of the alpha characters as the first position of the document serial number for the Trident Boat UICs as well as TRF. At the time of original staffing, SWS 68733 used H for one of their work centers and 44466 used H to denote the disposal of hazardous material.	Noted.
4.	Air Force	Concur	Noted.
5.	DPAP	The DPAP IUID/WAWF Team does not have any comments	Noted.
6.	USTRANSCOM	Abstain	Noted.