



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

IN REPLY  
REFER TO J627

November 23, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Logistics Management System (DLMS) Change (ADC) 463, Intra-DLA change to Revise DLMS 940R, Release Order, to Support Directed Release of Materiel in Support of Reutilization Business Integration (RBI) Public Sales Process (Staffed as PDC 463)

The attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS) 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".

DONALD C. PIPP  
Director  
DLA Logistics Management Standards

Attachment  
ADC 463

cc:  
ODASD (SCI)

## **ADC 463**

### **Intra-DLA change to Revise DLMS 940R, Release Order, to Support Directed Release of Materiel in Support of RBI Public Sales Process**

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

- a. Functional Point of Contact:** Phone: 269-961-5213
- b. Technical Point of Contact:** Phone: 269-961-5492

#### **2. FUNCTIONAL AREA:**

- a. Primary Functional Area:** Order Fulfillment
- b. Secondary Functional Area:** Customer Relationship Management
- c. Primary Functional Process:** Materiel Release Orders / Issues

**3. REFERENCE:** DLA J627 memorandum dated November 9, 2011, subject: Approved DLMS Change (ADC) 434, Intra-DLA Revisions to the DLMS 940R, Materiel Release, and Associated Procedures to Support Directed Release of Materiel under Reutilization Business Integration (RBI) (Supply) (Staffed as PDC 441). This ADC identifies several additional data fields for use under RBI. These new elements include creation of the Disposal Turn-in Document (DTID) Number as a secondary reference number used in conjunction with the controlling document number for the transaction. This ADC also adds the Transportation Mode or Method to be used for identification of customer pick-up. Use of the DTID Number and identification of customer pick-up on the DLMS 940R, MRO, for public sales are discussed below.

#### **4. BACKGROUND:**

**a. Project Overview:** 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. Disposition Services' mission is the execution of disposition solutions for excess military property. The RBI project will integrate Disposition Services with the DLA Enterprise Business System (EBS), replacing the DLA Disposition Services Automated Information System (DAISY) suite of applications.

**b. Business Scenario:** DLA Disposition Services maximizes the benefit recognized by the American taxpayer by executing the sale of excess military property deemed eligible for public consumption.

(1) The EBS Customer Relationship Management (CRM) application will support the execution of DLA Disposition Services public sales merchandising requirements. Excess military property eligible for public sale will be published to web auctions within the EBS CRM web channel application. DLA Disposition Services web auctions are required to be accessible to the general public without any form of user registration. Published web auctions will be viewable by the general public but 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 an EBS CRM business partner record that will allow the registered user to submit bids against published web auctions.

(2) The determination of an auction winner is a manual process performed by a DLA Disposition Services Sales Contracting Officer (SCO). Once an auction winner is determined, the SCO will require the chosen customer to submit an End Use Certificate (EUC). The data contained on the EUC will be used to authenticate the customers' self-registration credentials and verify their eligibility to receive the auctioned property. Pending customer validation and approval, an EBS CRM sales order document will be created.

(3) At this point in the sales processes the customer's business partner record and sales order document will replicate from the EBS CRM application into the EBS Enterprise Central Component (ECC) application via internal SAP middleware.

(4) The EBS ECC application will support the execution of DLA Disposition Services financial and inventory management requirements. The Defense Finance Accounting Service (DFAS) will post customer payments within the EBS ECC application, clearing open billing documents linked to the sales order document. The process of clearing sales order billing documents will trigger the creation of delivery documents. As delivery documents are generated, EBS ECC will transmit Materiel Release Order (MRO) transactions to the Distribution Standard System (DSS).

(5) The DSS will support the execution of DLA Disposition Services warehousing requirements. The MRO transaction will identify the sales order document by a system generated Original Document Number (ODN) (this is the primary document number on the transaction) and identifies the property being issued by the assigned Disposal Turn-in Document (DTID) number (this is the secondary reference document number on the transaction). All Disposition Services public sales MROs will be flagged as customer pick-up. The MRO transaction will serve as the indicator to the Disposition Service field activity personnel responsible for managing property removals that customer payment was received and removal is permitted.

(6) Once the customer removes the property, the DSS application will transmit a Materiel Release Confirmation transaction containing the associated sales order ODN and DTID to the EBS ECC application. The Materiel Release Confirmation transaction will trigger the posting of a goods issue transaction against the sales order delivery document. The goods issue transaction will decrement the EBS ECC inventory balances to reflect the removal of the property and update the sales order document to reflect the completion of the sale.

**c. Intent of the transaction:** The DLMS 940R Materiel Release Order (MRO) will facilitate the communication between DLA Disposition Services SCOs responsible for awarding property to public customers and field activity personnel responsible for supervising the physical removal of property from Disposition Services Field Offices.

**d. Procedures, Transactions, Data Elements & Processing Details:** For DLA Disposition Services public sales, the DLMS 940R Materiel Release Order (MRO) will contain an ODN constructed with the valid DLA Disposition Services DoDAAC. The signal code of K (ship to supplementary address, bill to supplementary address) will be used and the

supplementary address will contain the newly created and valid Disposition Services public sales DoDAAC. The Document Identifier Code (DIC) of A5E will be used to indicate the transaction contains exception data. The exception data will contain the public customer's first and last name. This data will be used by the field activity personnel responsible for supervising customer removals to verify the correct customer is removing the proper property from the field office.

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

**a. Reason for Changes:** The requested changes listed below are in support of the RBI program responsible for the implementation of DLA Disposition Services public sales business processes within the existing DLA enterprise suite of applications.

**b. Requested Change Details:** The following new procedures will be used to identify the customer for DLA Disposition Service public sales MROs.

- N101, Qualifier Z7 (Mark for Party) is made available for use by DLA Disposition Services.
- N102, Name, is made available for identification of the Disposition Services public customer's first and last name.
- The DLMS Supplement is modified as follows to reflect these changes. Other required RBI changes to the DLMS 940R are identified by ADC 434 (reference 3, above) :

#	Location	DLMS Supplement 940R Revision	Reason
1.	2/N101/1100	<p><u>Revise DLMS note for existing Qualifier Z7 as follows:</u></p> <p>Z7 Mark-for Party</p> <p><b>DLMS Note:</b></p> <p><i>1. Use in redistribution orders, materiel release orders, historical materiel release orders, materiel release order modifications, disposal release orders, historical disposal release orders, and disposal release order modifications, to identify an entity located within the ship-to address that is to actually receive the materiel.</i></p> <p><i>2. For DLA Disposition Services public sales, the customer shall be identified as the Mark-for Party using N102. Use in conjunction with N101, Code BS, Bill and Ship To, identifying the unique DLA Disposition Services public sales DoDAAC. No physical shipment is involved; public sales are designated for pick-up only. Refer to <b>ADC 463</b>.</i></p> <p><i>3. DLMS enhancement; see introductory DLMS note 4a.</i></p>	Supports RBI requirement to identify the customer by name.
2.	2/N102/1100	<p><u>Revise DLMS note for existing data element "Name" as follows:</u></p> <p><b>Name</b></p> <p><b>Description:</b> Free-form name</p> <p><b>DLMS Note:</b> <i>1. Use when transaction includes Component-</i></p>	Clarification of usage. <b>Note:</b> The maximum field length for the

	<p><i>unique MRO exception data with N101 Code DA, IAD, and IF to identify the exception activity name (this equates to address line1).</i></p> <p><i>See introductory DLMS notes 4a and 4e.</i></p> <p><i>2. Use to identify the delivery location (used with Qualifier MQ above). Field length is 30 positions maximum.</i></p> <p><i>3. Use with N101 Code Z7, Mark-for Party, to identify the <b>DLA Disposition Services public sales</b> customer by first and last name. Refer to <b>ADC 463</b>.</i></p>	<p>Mark-for Party is 60 positions.</p>
--	--	--

c. **Alternatives:** None identified.

**6. ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** The requested changes will allow DLA Disposition Services Sales Contracting Officers to effectively communicate with field activity personnel responsible for supervising customer removals via DMLS compliant transactions.

b. **Disadvantages:** None identified.

**7. NOTE ANY REGULATIONS OR GUIDANCE:**

- DOD 4000.25-M, DLMS. See Enclosure 1.
- DOD 4160.21-M, Defense Materiel Disposition Manual

**8. ADDITIONAL FUNCTIONAL REQUIREMENTS:** These changes are in context of the RBI initiative. No changes or impacts have been identified for component systems.

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

**10. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** Not available at this time.

## Enclosure 1, 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.

***C16.1.4.1.9. Materiel Release Orders (MROs) in Support of Public Sales. In support of public sales, the DLMS 940R, MRO sent to DLA Disposition Services Field Offices to direct release of a sales order line item will contain system-generated document number constructed using a valid DLA Disposition Services DoDAAC as the primary document number in the transaction. The DTID number identifying the property will be carried as a secondary reference number. In addition, the sales order reference number will be passed in each transaction as secondary to the DTID Number. This will enable the Field Office to identify all associated MROs into a single pick order. The supplementary address will contain the valid DLA Disposition Services public sales DoDAAC, along with signal code 'K' indicating ship to and bill to the supplementary address. Public sales MROs will contain a DoD Transportation Mode Code of 'X' to indicate customer pick up. Additionally, these MROs will contain the public sales customer's first and last name as the Mark-For Party, to be used by Field Office personnel responsible for supervising customer removals, to verify the correct customer is removing the property. Once property is removed, the Field Office will send a DLMS 945A Materiel Release Confirmation transaction, containing the applicable document number and DTID number, to DLA Disposition Services.***