



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO

J627

September 29, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 201A,  
Purchase Request Number in Logistics Reassignment Memorandum Due-in  
(MILSTRAP DDX/DLMS 527D) (Supply)

We are forwarding the attached proposed change to DOD 4000.25-M, Defense Logistics Management System (DLMS), and DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) for evaluation and submission of a single coordinated Component position. It is the Component Supply PRC representative responsibility to ensure full coordination of the proposal within your Component. **Note this change was originally written in 2004 as an intra-DLA process. DLA and the other DOD Components must address whether the procedures now apply to other DOD Components. Request the Service Supply PRC representatives coordinate with your logistics reassignment subject matter experts and comment in response to this proposal.**

Request you review the attached proposed change and provide your comments/concurrence to DLA Logistics Management Standards not later than **30** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the Ms. Mary Jane Johnson, e-mail: [Mary.Jane.Johnson@dla.mil](mailto:Mary.Jane.Johnson@dla.mil). Others must contact their Component designated representative.

DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment  
PDC 201A

cc:

ODUSD(L&MR/SCI)

Integrated Materiel Management Committee (IMMC) Chair

**ATTACHMENT TO PDC 201A**  
**Purchase Request Number in Logistics Reassignment Memorandum Due-in (MILSTRAP**  
**DDX/DLMS 527D) (Supply)**

**1. ORIGINATOR:**

**a. Service/Agency:** Defense Logistics Agency

**b. Originator:** Sponsored by Mary Jane Johnson, DOD MILSTRAP Administrator, on behalf of DLA; email: Mary.Jane.Johnson@dla.mil.

**2. FUNCTIONAL AREA:** Primary: Supply/Logistics Reassignment.

**3. REFERENCES:**

**a.** DLMSO memorandum, December 8, 2005, subject: PDC 201, Use of Purchase Request Number in Logistics Reassignment Memorandum Due-in (MILSTRAP DDX/DLMS Supplement 527D) (Supply) (PDC 201A replaces PDC 201 in its entirety)

**b.** DLMS interim change made September 28, 2004, to allow DLA's use of a 14 character purchase request (PR) number in Document Identifier (DI) Code DDX memorandum due-in, record position 30-43, in support of an existing DLA process. The MILSTRAP Administrator authorized the mapping of the PR number in September 2004 with the provision that DLA must provide the associated MILSTRAP Logistics reassignment procedures for use of a memorandum due-in with a PR number instead of a PIIN.

**4. REQUESTED CHANGE:**

**a. Description of Change:** PDC 201 (reference 3.a.) allowed for a PR number unique to DLA implementation to be used as a transaction reference number for DLMS 527D memorandum due-in from procurement instrument source (MILSTRAP DI Code DDX functionality) initiated by DLA. **PDC 201A provides the proposed MILSTRAP/ DLMS procedures associated with use of a PR number in memorandum due-in transactions, which were missing at the time PDC 201 was published in 2005. The procedures are highlighted in yellow at paragraph 4.c.2)b) on page 3 of this PDC. PDC 201A replaces PDC 201 in its entirety.**

**b. Background:** The MILSTRAP DI Code DDX Memorandum Due-In transaction function is mapped to DLMS 527D, beginning segment (1/BR02/20) Transaction Type Code DA-Due In, with 2/LIN01/10 code T. The transaction reference number for this transaction in DLA can be either a 13 position contract number or 14 position PR number, in MILSTRAP DDX record positions (rp) 30-42 or rp 30-43 respectively.

**(1)** MILSTRAP/DLMS procedures do not provide for giving memorandum due-in information to the Gaining Item Manager (GIM) for unawarded contracts, and so did not

provide for including the PR number in either the MILSTRAP DDX or the DLMS 527D memorandum due-in transaction. DLA identified use of a PR number in memorandum due-in as a requirement for their existing process. A change was authorized by the MILSTRAP Administrator in September 2004, in support of Enterprise Business System (EBS)), to allow a 14 character PR number to be used in DI Code DDX/527D due-in transactions if the following criteria were met:

If RP1-3=DDX and RP4=S and RP38 not equal to A, C, D, E, F, G, M, P, S, V, or W map RP30-43 to X12 qualifier CS06.

**STAFFING NOTE: As written, these rules limit use of the PR number in MILSTRAP DDX and corresponding DLMS 527D, to intra-DLA use only. DLA and the other DOD Components must comment if these rules should be revised to allow for other DOD Components to use a PR number in logistics reassignment memorandum due-in transactions.**

(2) At the time PDC 201 was staffed, DLA had not yet identified the DLMS/MILSTRAP Logistics Reassignment procedures associated with use of a PR number in the memorandum due-in transaction.

(a) The DOD MILSTRAP Administrator noted that current logistics reassignment procedures require use of a PIIN (contract number) for DI Code DDX and corresponding DLMS 527D memorandum due-in transactions. When a PIIN is used, the receiving storage activity processes a 527R Receipt (MILSTRAP DI Code D4S functionality) citing the PIIN to the losing inventory manager (LIM), when the asset is received. The LIM in turn processes a D4X/527R memorandum receipt to GIM. The GIM then uses the memorandum receipt to reduce the memorandum due-in, which provides a necessary audit trail for the assets.

(b) If materiel is not actually bought/received under a PR number, the memorandum due-in with a PR number will never have an associated memorandum receipt to close out the memorandum due-in and establish an audit trail. Accordingly, the MILSTRAP Administrator requested that DLA identify the specific logistics reassignment procedures used to close out the memorandum due-in transactions sent to the GIM with a PR number rather than PIIN. PDC 201A provides those procedures.

### **c. Procedures:**

(1) **DLA Transaction Services Mapping:** Implement the rule below to ensure that outbound DI Code DDX due-in transactions from EBS can have a 14 character PR number which traditionally is in MILSTRAP record positions 30-43:

If RP1-3=DDX and RP51-53 = SMS and RP38 not equal to A, C, D, E, F, G, M, P, S, V, or W map RP30-43 to DS 527D, table 2, segment CS06 at position 20 (2/CS06/20).

(2) **Revise DOD 4000.25-2-M, MILSTRAP:**

(a) **Appendix AP3.10, DI Code DD\_**, Due-In (Procurement Instrument Source), add a new footnote 3 as follows:

<b>FIELD</b>	<b>RECORD POSITIONS</b>
Procurement Instrument Identification Number (PIIN) or Due-In Document Number	30-43 <sup>3</sup>

<sup>3</sup>*DLA also enters a 14 position Purchase Request Number in rp 30-43. DLMS Mapping guidance: If RP1-3=DDX, and RP51-53 = SMS, and RP38 not equal to A, C, D, E, F, G, M, P, S, V, or W, map RP30-43 to DLMS 527D Due-In, 2/CS06/20 purchase request number.*

(b) **Chapter 11, Logistics Reassignment, paragraph C11.5.4.2** (change is identified by *red bold italics*) (corresponding changes will be made to DLMS, Volume 2, Chapter 9):

C11.5.4. ***Memorandum Due-In:***

***C11.5.4.1.*** The LIM will furnish memorandum due-in information as of the ETD to the GIM using DI Code DDX *for procurement source due in under a procurement instrument identification number (PIIN)* or DI Code DFX for non procurement source due-in. Quantities will reflect only that which is available for transfer.

***C11.5.4.2.*** *For consumable items, for intra-DLA processing, the LIM will also furnish the GIM DI Code DDX memorandum due-in information for all purchase request dues-in (procurement actions that have not reached the award stage) citing the purchase request number. When a purchase request is subsequently awarded under a PIIN, the LIM will send a DDX reversal for the purchase request memorandum due-in, and send a follow-on memorandum due-in containing the PIIN. Quantities will reflect only that which is available for transfer.*

(c) **Chapter 11, to add new paragraph C11.6.3**, and renumber paragraphs C11.6.3 through C11.6.11 as C11.6.4. through C11.6.12 (corresponding changes will be made to DLMS, Volume 2, Chapter 9):

***C11.6.3.*** *The GIM will process DI Code DDX reversal transactions received from the LIM for memorandum dues-in submitted by purchase request number to close out those memorandum dues-in.*

**5. REASON FOR CHANGE:** DLA EBS requires the capability to send memorandum due-in transactions from procurement instrument source (DLMS 527D corresponding to MILSTRAP DI Code DDX functionality) containing a 14 digit PR number. This satisfies an existing DLA process.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantage:** EBS will be able to send a 14 character string that identifies a DI Code DDX memorandum transaction with a PR number, in addition to the currently expected 13 character string. This satisfies an existing DLA process.

**b. Disadvantage:** None identified.