IN REPLY
REFER TO   DLMSO

MAY 8 2008

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change
(PDC) 294 Foreign Military Sales (FMS) Requisitioning Procedures for Use
of DoD EMALL

We are forwarding the attached, proposed change to DoD 4000.25-M, Defense
Logistics Management System (DLMS), and DoD 4000.25-1-M, Military Standard
Requisitioning and Issue Procedures (MILSTRIP), for evaluation and submission of a
single, coordinated DoD Component position. The interface requirement relating to this
proposed change is shown to assist in your internal coordination. However, omission of
such a requirement does not relieve you of the responsibility to assure full coordination of
the proposal within your Component.

Request you review the attached, proposed change and provide your comments/
concurrence to DLMSO 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 DLMSO points of contact, Ms. Ellen Hilert,
Chair, Supply Process Review Committee, 703-767-0676; DSN 427-0676; or, e-mail:
ellen.hilert@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(SCI/L&MR)

PDC 294
FMS Requisitioning Procedures for Use of DoD EMALL

1. ORIGINATOR:

    a. Service/Agency: Headquarters, Defense Logistics Agency

    b. Originator: International Programs, Operations and Readiness Directorate (J-31/CSO-I), commercial phone: 703-767-7515

2. FUNCTIONAL AREA: Supply

3. REQUESTED CHANGE:

    a. Description of Change: This change is provided to document proposed procedures for FMS customers to access, query, and order materiel through DoD EMALL (Electronic Mall), to include Defense Automated Addressing System (DAAS) procedures and the use of Military Department (MILDEP)-assigned Routing Identifier Codes (RICs) for use by FMS customers and supporting U.S. Government personnel for internal record keeping purposes when utilizing DoD EMALL.

        (1) This change requests the formalization of the modification of DAAS logic for all Services to process FMS requisitions submitted from the DoD EMALL, as if they came from the MILDEP International Logistics Control Offices (ILCOs). DAAS may identify these requisitions by the DoD EMALL COMMRI transmitting them, and the Implementing Agency code in the first position of the document number.

        (2) DoD EMALL FMS requisitions will be created in the FMS legacy systems using a unique MILDEP RIC to identify them internally as DoD EMALL orders. Security Cooperation Information Portal (SCIP) will match the active Requisition File against the DoD EMALL Hold File, combine matched requisitions to shopping cart data, and transmit to DoD EMALL for processing.

        (3) Requisitions from in-country may also use the RIC identified by the MILDEPS for FMS orders through DoD EMALL. DAAS logic need not be modified for FMS requisitions coming from in-country, as they will be forwarded to the ILCO under the current process.

        (4) Currently, communication into country will be limited to the e-mail capability DoD EMALL has to send carts to other users or other e-mail addresses. In the future, the SCIP may be programmed to also send DoD EMALL carts into country for approval.

        (5) After approval by the ILCO and/or country, the FMS legacy systems will pass the requisition back to the SCIP. The requisition will be matched to a DoD EMALL cart, and SCIP will return it to DoD EMALL for processing and submission through DAAS to

the Source of Supply (SOS). The MILDEPs will pass orders to SCIP in a daily flat file or other electronic methods.

 (6) This proposed change includes a request to DAAS to provide the ILCOs with an AE_ with "BM" status when the DoD EMALL 511R moves from DoD EMALL through DAAS to the SOS. This will allow the tracking of DoD EMALL orders to the SOS.

 (7) The change also includes a requirement for the DoD EMALL to send a reference number qualifier in the 511R that will identify the requisition as a DoD EMALL order. The use of REF 04 128, Reference Identification Qualifier, URL, with a Y entered to identify the order was originated in the DoD EMALL program, is recommended.

 (8) This change requests the addition of a paragraph in Chapter 6 of the MILSTRIP manual to explain the processing of FMS DoD EMALL orders.

 b. Background:

 (1) A team was formed in 2005 to develop the FMS legacy, DLA, and DoD EMALL systems changes, to allow FMS customers to use the DLA Orders for queries on open requisitions in DLA, as mandated by DLA.

 (2) The capability to submit requisitions, if they choose, through DoD EMALL has been added to the team's charter. This effort has identified the need for several DAAS and EBS changes and the need for unique MILDEP-designated RICs.

 (3) This change documents procedures which will help FMS customers utilize DoD EMALL, and formalizes the DAAS modification made for Navy FMS DoD EMALL orders.

 c. Process details:

 (1) The FMS DoD EMALL user will log on to the SCIP, select the Case Execution Community, and select "DoD EMALL." SCIP will pass user credentials to DoD EMALL authorizing the session.

 (2) The user will submit queries to DLA orders the same as any other user. The difference will be in the data returned to the user. If the user is a country representative, either foreign or a U.S. citizen working for a foreign country, the user will only be able to see that country's data or subset thereof, based on their registration in SCIP and DoD EMALL.

 (3) The FMS user will be able to browse catalogs, compare items, build a new shopping cart, or edit a historical cart. When finished shopping, the user will send the cart or list of items electronically to SCIP. No FMS document numbers or FMS case designators will be assigned at this time.

(4) At any time, the user may send the cart to another registered DoD EMALL user or to an e-mail address of his choice by the Send Cart function within DoD EMALL. This action will create a copy of the cart in the receiving user's saved carts or "carts for action." If an e-mail is sent to a person who is not a registered user of DoD EMALL, the e-mail will include an image of the shopping cart as an attachment. This function may be utilized to notify country representatives in the U.S. or in-country of a pending shopping cart, and get approval by e-mail for it.

(5) Within SCIP, the user will assign document numbers, create supplementary addresses, and assign priority and advice codes to the items he wishes to order in the cart. In the future, the user may send the cart or list through SCIP, by a common format (e-mail, eXtensible Markup Language (XML), or other method) to his/her country for funding approval. (See paragraph d4.) The in-country system will record the requisitions from SCIP into their obligation system and respond to SCIP or the ILCO FMS legacy system with approved requisitions. Programming for this function within SCIP will occur as resources allow.

(6) Upon receipt of the response from in-country or other approving official, SCIP will send the requisition to the Implementing Agency FMS legacy system by the "Order Now" process. If country approval is not required and the user may approve the purchase from his/her location/position, he/she will select the SCIP "Order Now" process.

(7) The MILDEP FMS legacy systems will create a requisition using their assigned RIC for record and obligation purposes. This will allow easy visibility to identify the DoD EMALL requisitions in the files until they are overlaid with the true SOS.

(8) SCIP will release an FMS order to DoD EMALL only after it has been approved/funded by the ILCO, and the order from the ILCO matches the order originating from DoD EMALL.

(9) When DoD EMALL receives the approved FMS order back from SCIP, DoD EMALL will submit the order through DAAS to the appropriate SOS using the 511R transaction, with the reference code that identifies the order as originating in DoD EMALL.

d. **Details of the Proposed Change:** Flow charts of the processes described below are shown at Enclosure 1.

(1) DAAS logic is requested to be changed to recognize FMS DoD EMALL orders by the originating Communication Routing Indicator (COMM RI) of DoD EMALL, and the FMS Implementing Agency (IA) code in the document number, and route the requisitions to the SOS instead of the ILCO.

(2) Upon receipt of an FMS DoD EMALL requisition from the DoD EMALL COMMRI, DAAS processes are requested to change to create and forward a Document Identifier AE_ , with BM status, to the ILCO providing the SOS (SMS or GSA), to allow the ILCO to update their records with the true SOS.

(3) DAAS logic for FMS DoD EMALL requisitions coming from in-country will remain unchanged. DAAS will forward them to the appropriate ILCO under the normal processing rules. The SCIP will compare them to a table of open DoD EMALL carts and process, accordingly, either through DoD EMALL, or the legacy systems.

(4) Revise MILSTRIP and DLMS Manual as follows:

    (a) Add paragraph C6.7.5 to the MILSTRIP Manual under C6.7 Requisition Preparation and Submission (with comparable change to DLMS):

"C6.7.5. FMS customers may use DoD EMALL to facilitate shopping and ordering of stock-numbered material and part-numbered materiel on DLA-managed Indefinite Delivery/Indefinite Quantity (IDIQ) contracts. All such orders must be approved by the applicable ILCO prior to DoD EMALL releasing the requisitions to DAAS for forwarding to the SOS. These requisitions will be identifiable to DAAS by the DoD EMALL Communications Routing Identifier and the FMS document numbers. DAAS will recognize these FMS requisitions as ILCO-approved.

    C6.7.5.1. FMS DoD EMALL users will be able to browse catalogs, compare items, build a new shopping cart or edit a historical cart. When finished shopping, the user will send the cart or list of items electronically to Security Cooperation Information Portal (SCIP). No FMS document numbers or FMS case designators will be assigned within DoD EMALL.

    C6.7.5.2. The Army, Navy, and Air Force FMS legacy systems interfacing with the SCIP will create the requisition based upon EMALL shopping carts using their assigned Military Service Routing Identifier (RI) as the SOS for record and obligation purposes. This will identify the DoD EMALL requisitions in their files pending further processing. SCIP will return an FMS order to DoD EMALL only after it has been approved/funded and by the ILCO (preceded by in-country, when required by the country).

    C6.7.6.3. When DoD EMALL receives the approved FMS order back from SCIP, DoD EMALL will format and forward the order to DAAS. DAAS will route the requisition to the correct SOS (replacing the interim-use Service RI) and provide BM status. After that, normal processing applies, as does status and shipping procedures. See figures C6.F1 and C6.F2 for order processing flow."

    (b) Add new subparagraph under MILSTRIP C2.28., Defense Automatic Addressing System Edit Of Incoming Requisitions, (with comparable change to DLMS):

"C2.28.12. DAAS shall recognize FMS requisitions originating from DoD EMALL as approved by the ILCO, and route to the appropriate Source of Supply (SOS). In conjunction with this, DAAS shall generate BM status (under existing business rules), thereby allowing the temporarily-assigned Routing Identifier (used to recognize EMALL FMS orders pending formal submission) to be updated with the actual SOS."

4. REASON FOR CHANGE:

a. To formalize, for all Services, the DAAS modification to their processes, Navy requested for FMS orders coming in from DoD EMALL in 2005.

b. To ensure MILSTRIP Chapter 6, Security Assistance Program is up-to-date and clearly explains new processes associated with FMS ordering materiel through the DoD EMALL.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Adds greater flexibility and supports smoother, automated transition from EMALL shopping to ordering for FMS customers. Establishes the foundation for further updates and enhancements which may be pursued, allowing greater benefits from EMALL shopping/ordering as this process evolves.

b. Disadvantages: Some FMS legacy system modification is required related to new Routing Identifiers used in this process. DAASC modification is required to recognize DoD EMALL FMS requisitions as approved by the ILCO, so that these requisitions will not be viewed as by-passing the ILCO and returned for approval.

6. IMPACT: Procedure and system changes as identified above.

Enclosure 1, FMS Order Processing via DoD EMALL

Figure C6.F1. FMS Order Processing via DoD EMALL

1) User logs on to SCIP,
2) User Selects Case Execution community,
3) User Selects EMALL

SCIP passes generic DoDAAC credential to EMALL, thereby allowing session to occur.

1) User shops, builds a new shopping cart/edits historical cart, and sends the "list of items" to SCIP. (Note: No FMS Document Numbers or FMS Case is assigned at this time)

1) User assigns Document Nrs, Supp Add, Priority, Advice Code, etc. to selected items in the cart.
2) After obtaining funding approval , User "submits" orders, which SCIP forwards to the FMS legacy system for obligation establishment
3) SCIP creates Pending record for matching EMALL order and legacy obligation in next daily cycle

FMS Legacy System

1) SCIP compares DoD EMALL pending orders w/legacy daily open requisition extracts (the obligation)
2) Match ensures Reqn. Qty, Case (Supp Add), Priority, Advice Code, etc. from legacy system is used
3) If data matches, pass to DoD EMALL
4) If no match, process legacy controlled exception/user alert

1) EMALL accepts Order from SCIP
2) EMALL Creates 511R Order Transaction, and passes it to DAASC for routing to SOS

EMALL

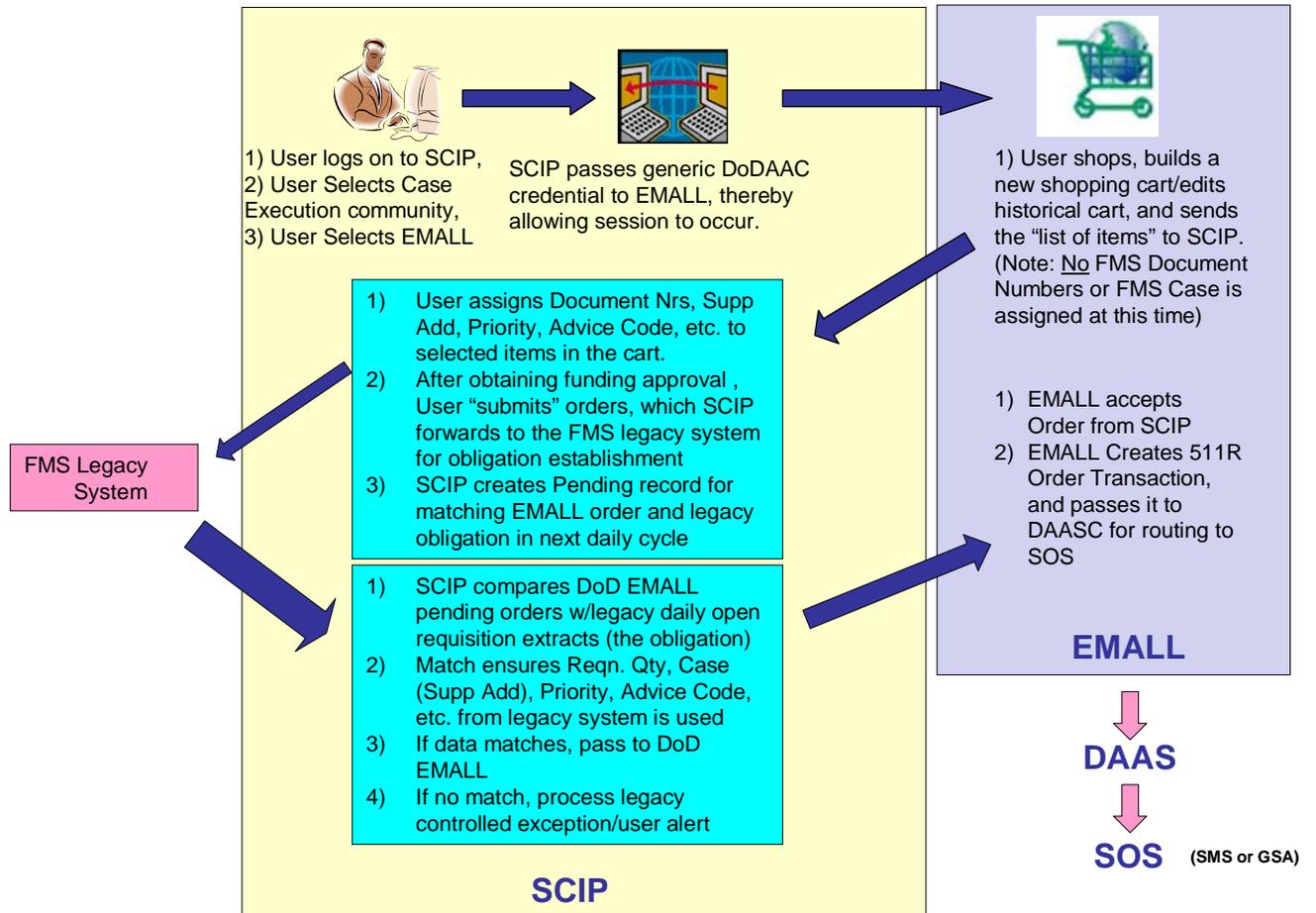**SCIP**

DAAS

SOS (SMS or GSA)

**Figure C6.F1. FMS Order Processing via DoD EMALL
with In-Country Approval**

Current Process

> DoD EMALL users may send an
> email to other users or to other
> email addresses with a copy of
> the cart contents. Users may use
> this method to gain approval from
> in-country

DoD EMALL → | ← **Country**

Future Process

> DoD EMALL users will be able
> to send pending carts to
> approval authorities in country
> by email, XML, or other
> approved electronic method