



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6100



IN REPLY  
REFER TO

DLMSO

19 JUL 1993

MEMORANDUM OF MEETING

SUBJECT: Summary of DoD Joint Physical Inventory Working Group (JPIWG)/Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Focal Point Meeting, 21-25 June 1993

**I. PURPOSE:** The subject meeting was hosted by the Defense Logistics Management Standards Office (DLMSO) at 6301 Little River Turnpike, Alexandria, VA. The purpose of the meeting was to review and finalize the enhancements to Approved MILSTRAP Change Letter (AMCL) 8. The enhancements are necessary to support Defense Management Review Decision (DMRD) 902 (Depot Consolidation) and policy changes promulgated in DoD 4140.1-R (DoD Materiel Management Regulation). The goal of the meeting was to provide the enhanced AMCL 8A to both the Defense Distribution Systems Center (DDSC) and Joint Logistics Systems Center (JLSC) by 15 July 1993 for incorporation in the core migration systems (Distribution Standard System (DSS) and Materiel Management Standard System (MMSS)). The list of attendees and agenda of the meeting are at Enclosures 1 and 2.

**II. BRIEF SUMMARY OF DISCUSSIONS:** The subject meeting consisted of three parts. Part one convened the JPIWG; part two convened the JPIWG and MILSTRAP Focal Point Committee; and part three convened the JPIWG, MILSTRAP Focal Point Committee, DDSC, and JLSC.

A. Information Briefings: At each part of the meeting the JPIWG Chairperson, MILSTRAP System Administrator, and representatives from the Office of the Deputy Under Secretary of Defense (Logistics) Materiel and Resources Management (MRM) and Logistics Systems Development (LSD), provided the meeting objectives and perspectives on the need for enhancing AMCL 8. The briefings were used to set the tone of the meeting and to ensure that those in attendance understood and appreciated the need for finalizing AMCL 8A by 25 June 1993.

DLMSO

PAGE 2

SUBJECT: Summary of DoD Joint Physical Inventory Working Group (JPIWG)/Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Focal Point Meeting, 21-25 June 1993

B. Agenda Item:

1. REVIEW ENHANCEMENTS TO AMCL 8

a. Discussion: The draft AMCL 8A was first reviewed by the JPIWG. Based on discussions, changes and corrections were made. The JPIWG finalized their review and presented the AMCL to the MILSTRAP Focal Points. The joint group reviewed the AMCL, made changes and corrections, and finalized AMCL 8A. (See noted concerns in paragraphs II.B.2. and II.B.3.)

b. Disposition: AMCL 8A is at Enclosure 3.

2. AMCL 8A End of Day Processing Requirement

a. Discussion: AMCL 8A provides for end of day processing as an interim measure to keep the distribution (depot) center and owner/manager records in agreement until such time as a single shared asset balance is established. The end of day processing procedures require that for unresolved mismatches (after programmatically considering infloat documents, delayed transactions, etc.), the owner/manager will update their onhand balance with the distribution (depot) center onhand balance. The DLA MILSTRAP Focal Point representative, Ms. Mickie Martin, voiced concerns over the potential impact caused by turbulence (e.g., D8A one day; D9A the next day; etc.) that this requirement may have on the Integrated Materiel Manager's requirements computations for buy and/or disposal actions. Ms. Martin indicated that she needed to discuss this issue further with DLA requirements functional experts to ascertain the impact. Ms. Carolyn Farley, the DLA Inventory Accuracy Program Team Chief, did not believe that there was cause for concern over the end of day processing requirement.

b. Disposition: DLMSO noted the DLA MILSTRAP Focal Point representative's concern and requested that DLA provide DLMSO with a consolidated DLA position on end of day processing by 30 July 1993.

DLMSO

PAGE 3

SUBJECT: Summary of DoD Joint Physical Inventory Working Group (JPIWG)/Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Focal Point Meeting, 21-25 June 1993

3. DATE PACKED/EXPIRATION DATE AND TYPE OF PACK CODE

a. Discussion: During the rewrite of AMCL 8, the DLA JPIWG representative recommended that date packed/expiration date and type of pack code be removed from AMCL 8. The recommendation on date packed/expiration date was based on systems not being in place to accommodate the requirement pending the establishment of single shared asset balance records. The recommendation on type of pack codes was based on the fact there are only seven or eight subsistence National Stock Numbers that require type of pack codes remaining, and these will be replaced by the time AMCL 8A is implemented, therefore, there is no need to perpetuate the requirement in the core migration systems. However, the JPIWG Chairperson stated that since the date packed/expiration date requirements represented approved MILSTRAP/MILSTRIP changes (AMCL 5 (MILSTRAP) and AMCL 13 (MILSTRIP)) and the type of pack code is a requirement established by MILSTRIP and incorporated in MILSTRAP, DLMSO cannot alter the requirement until DLA formally requests such a change.

b. Disposition: Until such time as a formal change request is submitted to DLMSO, the date packed/expiration date and type of pack code requirements remain valid. Please note that in accordance with the DoD procedures, any recommended change to MILSTRAP and MILSTRIP that originates within a Service/Agency must be submitted to the appropriate Service/Agency MILSTRAP/MILSTRIP Focal Point representative.

c. At the request of the DoD MILSBILLS Systems Administrator, the JPIWG Chairperson requested the JPIWG and MILSTRAP representatives provide DLMSO with the name of their Service/Agency point of contact for assistance with financial matters, particularly those related to supply. The JPIWG representatives must be especially mindful of this requirement because the Chief Financial Officer's Act of 1990 requires cooperation between the supply and financial communities. Request that the JPIWG and MILSTRAP representatives provide this information within 60 days of the date of the minutes.

d. The Air Force representative requested the minutes reflect that since the Air Force MILSTRAP representative, as a minimum, had not been provided a chance to review (the Air Force representative copy was returned to DLMSO for lack of postage) and staff the changes

DLMSO

PAGE 4

SUBJECT: Summary of DoD Joint Physical Inventory Working Group (JPIWG)/Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Focal Point Meeting, 21-25 June 1993

to AMCL 8, that the Services/Agencies may submit future change proposals as a result of subsequent review of the change. MILSTRAP Administrator's note: In accordance with DoD procedures, it is a Service/Agency prerogative to propose changes to the Defense Logistics Standard System (DLSS) if they are justified under the moratorium (see Enclosures 4 and 5). Services/Agencies may submit changes not justified as DLSS changes under the moratorium as Defense Logistics Management Standards (DLMS) change proposals. In accordance with DoD procedures, Services/Agencies should submit any DLSS change proposals to their appropriate Service/Agency MILSTRAP/MILSTRIP, etc. focal point representative. Also, any DLMS change proposals should be submitted to the appropriate Service/Agency MILSTRAP/MILSTRIP, etc. Focal Point representatives.

E. During the third part of the meeting, the group discussed the AMCL at length with the DDSC and JLSC representatives. The DDSC and JLSC representatives provided status on their respective systems and outlined their next steps. The DDSC and JLSC agreed to meet the following week (1 July 1993) to continue their discussions, which will include implementation of AMCL 8A and requirements for the January 1995 Initial Operating Site. In response to the JLSC question "What are the JPIWG's AMCL 8A priorities for inclusion in the core migration systems?" the JPIWG/MILSTRAP representatives identified three processes (i.e., distribution (depot) center DI Code D8A/D9A processing, end of day processing, and inventory prioritization information processing). The distribution (depot) center DI Code D8A/D9A processing and end of day processing were identified as the most important. The priorities are based on the Department's philosophy that materiel accountability for materiel in storage resides at the distribution (depot) center.

**NOTE:** As a result of the DDSC/JLSC 1 July 1993 meeting, a joint DDSC/JLSC letter (Enclosure 6) was forwarded to the JPIWG Chairperson requesting the minimum requirement for initial implementation of AMCL 8A within the core migration systems and requested that the response be as close to a systems change request as possible. The JPIWG Chairperson's interim response reiterated the priorities as stated above and included a requirement that DI Code DKA (Physical Count Transaction) not be considered for the core migration systems since it was cancelled by AMCL 8A (Enclosure 7).

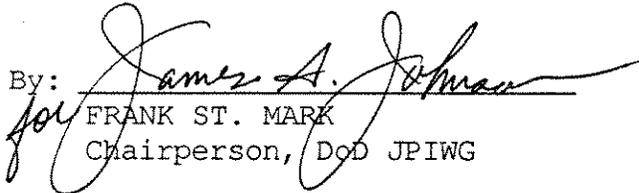
SUBJECT: Summary of DoD Joint Physical Inventory Working Group (JPIWG)/Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Focal Point Meeting, 21-25 June 1993

III. DECISIONS REACHED: Described in paragraph II.

IV. FOLLOWUP ACTIONS REQUIRED: Indicated in paragraphs II.B.2.b and II.C. Additionally, as indicated in AMCL 8A, the DoD is in the process of developing a statistical sampling methodology to meet both the Chief Financial Officer Act of 1990 and the Department's requirement to validate the accuracy of property accountability records. Components will be provided a copy of the model as soon as it is available. Now that AMCL 8A is completed, the JPIWG can turn its attention to completing the MILSTRAP Quality Control chapter, Causative Research Requirements, and Physical Inventory Control Program Plan. A meeting will be convened in the near future to develop a plan for completing the above as well as Component identified actions. Special thanks and best wishes to Maj Pete Talleri, USMC, for his contribution as a member to the JPIWG.

7 Encl

Prepared By:

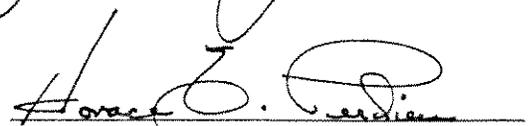
  
for FRANK ST. MARK  
Chairperson, DoD JPIWG

  
MARY JANE HEFNER  
MILSTRAP Administrator

Reviewed By:

  
JAMES A. JOHNSON  
Chief, Distribution Standards

Approved By:

  
HORACE E. PERDIEU  
Director, Defense Logistics  
Management Standards Office

## AGENDA

### JOINT DOD JPIWG/MILSTRAP FOCAL POINT MEETING

21-25 JUNE 1993

| <u>DATE/TIME</u>          | <u>TOPIC</u>   |
|---------------------------|--|
| <u>MONDAY, 21 JUNE</u>    |  |
| 0830-0845                 | ADMINISTRATIVE COMMENTS  |
| 0845-0900                 | MEETING OBJECTIVES<br>CHAIRPERSON, JPIWG   |
| 0900-0930                 | ENHANCED AMCL 8 PERSPECTIVE<br>MR. DALE YEAKEL, OASD (P&L) LSD<br>MR. RANDY FOWLER, OASD (P&L) MRM |
| 0930-1200                 | REVIEW ENHANCEMENTS TO AMCL 8  |
| 1300-1600                 | REVIEW ENHANCEMENTS TO AMCL 8  |
| <u>TUESDAY, 22 JUNE</u>   |  |
| 0800-1200                 | REVIEW ENHANCEMENTS TO AMCL 8  |
| 1300-1600                 | FINALIZE ENHANCEMENTS TO AMCL 8  |
| <u>WEDNESDAY, 23 JUNE</u> |  |
| 0830-0845                 | ADMINISTRATIVE COMMENTS  |
| 0845-0915                 | MEETING OBJECTIVES<br>CHAIRPERSON, JPIWG<br>MILSTRAP ADMINISTRATOR                                 |
| 0915-0930                 | ENHANCED AMCL 8 PERSPECTIVE<br>MR. RANDY FOWLER, OASD (P&L) MRM                                    |

DATE/TIME

TOPIC

0930-1200

REVIEW ENHANCEMENTS TO AMCL 8

1200-1600

REVIEW ENHANCEMENTS TO AMCL 8

THURSDAY, 24 JUNE

0800-1200

REVIEW ENHANCEMENTS TO AMCL 8

1300-1600

FINALIZE ENHANCEMENTS TO AMCL 8

FRIDAY, 25 JUNE

0800-1200

PRESENT FINALIZED AMCL 8 TO THE  
JLSC

1300-1600

AMCL 8A WRAP UP