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IN REPLY
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JUN 01 1999

DLMSO

MEMORANDUM FOR: DISTRIBUTION

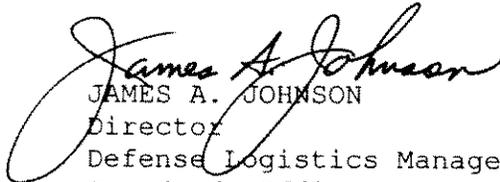
SUBJECT: Approved DLMS Change 17, Exception for DoD EMALL
In-The-Clear Ship-To Address Requisitions (Staffed
as Proposed DLMS Change (PDC) 26) (Supply/MILSTRIP)

Attachment 1 is forwarded as an approved change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), and DoD 4000.25-M, Defense Logistics Management System (DLMS). This change is approved for a July 1999 implementation.

Approval is based upon coordination with the DoD Components and comment resolution during the Supply Process Review Committee (PRC) Meeting 99-2. PDC 26 requested that authorization for in-the-clear ship-to addressing be granted for DoD EMALL requisitioning regardless of method of payment. However, due to Component nonconcurrence, this capability is extended to IMPAC card users only and will not apply to requisitions using interfund billing for payment. During the 99-2 meeting, the Army and DLA asserted strong opposition to the broad application originally proposed. Quoting from the DLSC-LS May 14, 1999 memorandum (attachment 2), "interfund billing coupled with in-the clear [ship-to] addressing exposes the DoD supply inventories to an unacceptable risk to fraudulent requisitioning."

Addresses are advised not to file this change in the applicable manuals. This approved change is provided as a planning document to assist in system design/programming efforts which are necessary to implement the change.

Addressees may direct questions to the DLMSO point of contacts, Ms. Ellen Hilert, DSN 427-0676, (703) 767-0676/ e-mail: ellen_hilert@hq.dla.mil or Ms. Vermella Saváge, DSN 427-0674, 703-767-0674/e-mail: vermella_savage@hq.dla.mil. Others may direct questions to their Service or Agency designated representative.


JAMES A. JOHNSON
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Attachments

DISTRIBUTION:

JECPO Strategic Business Development

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Approved DLMS Change 17

Exception for DoD EMALL

In-The-Clear Ship-To Address Requisitions

1. ORIGINATOR:

a. Service/Agency:

(1) Joint Electronic Commerce Program Office (JECPO)
and

(2) HQ United States Air Force (USAF)

b. Originators:

(1) DoD EMALL Program Manager

(2) , HQ USAF Supply Policy

(3) Air Force Liaison - DoD EMALL

2. FUNCTIONAL AREA:

a. Primary: Supply

b. Secondary: Transportation

3. REQUESTED CHANGE:

a. Title: Exception for DoD EMALL In-The-Clear Ship-To Address Requisitions.

b. Description of Change:

DoD 4000.25-1-M, MILSTRIP, currently restricts use of in-the-clear ship-to addressing to specified exception situations. MILSTRIP further directs use of DoDAACs for repetitive shipments and instructs Components to assign DoDAACs for each receiving location. This change authorizes in-the clear ship-to addressing for EMALL customers using IMPAC card as the method of payment, thereby allowing them to direct shipments to any location.

c. Procedures:

- (1) Revise DoD 4000.25-1-M, MILSTRIP, as follows.
Revisions are identified in **bold italicized** text.
Make corresponding changes under the DLMS.

(a) Definitions and Terms:

"DoD EMALL. An Internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products. For additional information access the DoD EMALL at <http://www.emall.dla.mil>."

(b) Acronyms and Abbreviations:

"IMPAC International Merchant Purchase Authorization Card"

(c) Chapter 2, paragraph B, LIMITATIONS ON SUBMISSION OF EXCEPTION DATA REQUISITIONS:

"a. Authorized conditions for use of exception ship-to addresses are listed below...

(8) DoD EMALL-generated requisitions using IMPAC card as the method of payment."

(2) System Programming Changes.

(a) Long Range Changes. Implement DLMS.

(b) Interim/Immediate Changes.

- EMALL Commodities Corridor Modular Ordering Management System (MOMS) will create and send Exception Data Requisitions (AOE), and its associated YRZ trailer record, when customers elect in-the-clear ship-to addressing in lieu of DoDAAC TAC addressing for depot and DVD contractor items when an IMPAC card is used for method of payment. The YRZ record will include the in-the-clear address and a 13 digit customer account identification which is permanently associated with a single user.
 - DLA (SAMMS) will provide for the automated processing of Exception Data Requisitions (AOE) and associated YRZ record, perpetuating the in-the-clear ship-to addressing.
 - Distribution Depot Standard System (DDSS) will accept in-the-clear ship-to address associated with the material release order and process according.
- 4. REASON FOR CHANGE:** Some customers of the DoD EMALL, require that they be able to ship EMALL item orders to other than DoDAAC TAC addresses; using an in-the-clear ship-to address. For example, the Air Force has

established the requirement for the EMALL to ship ALL EMALL-ordered items to in-the-clear addresses; e.g., all items are to be shipped to the orderer's specified address and not a base/depot supply related DoDAAC TAC address. In the case of the Air Force, all EMALL orders are limited to non-weapon system coded items which are paid for using a purchase card only. Under this change, the Air Force will not be required to assign supply ship-to DoDAACs beyond their present base/depot supply related DoDAACs to accommodate these orders. Additionally, the Marine Corps requests the option of sending EMALL-ordered items to other than DoDAAC TAC addresses. They need this capability to be able to ship to deployed locations that have no DoDAAC assigned, and for shipments of critical parts directly to maintenance organizations at their depots.

5. ADVANTAGES AND DISADVANTAGES

a. ADVANTAGES AND DISADVANTAGES:

- (1) Customer Responsiveness, and Uniformity. For EMALL users, this change will permit all customers the ability to direct shipments to the full range of addresses with increased accountability over traditional MILSTRIP requisitioning. Additionally, this capability will be uniformly available across all sources of supply. Finally, it will shorten the transportation time through the reduction in the number of times an order is handling/processed, especially for items that can be shipped via commercial means (FedEx, UPS, DHL, WorldWideExpress).
- (2) Commercial Business Practice Implementation. This will further align the DoD EMALL practices with best commercial practices.

b. Disadvantages:

- (1) The processes for handling in-the-clear addressed items will need to be worked with the depot and DVD contractors transportation departments in order to make the process efficient. The EMALL team will work with those departments to ensure EMALL order processing is made efficient.
- (2) Existing management reports/queries designed to work with 80 rp transactions or equivalent records will require revision to capture and associate the in-the-clear ship-to address and customer identification with the requisition.

6. IMPACT

- a. **DLMS ICs:** The DLMS requisition implementation conventions (ICs) currently accommodates in-the-clear addressing. Minimal revision to the following requisition-related ICs to identify the EMALL customer account number will be required:
- (1) **511R, Requisition:** 2/N901/020 - Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer account number.
 - (2) **511M, Requisition Modification:** 2/N901/020 - Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer account number.
 - (3) **869A, Requisition Inquiry/Supply Assistance:** 2/REF01/105 - Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer account number.
 - (4) **869C, Cancellation:** 2/REF01/105 - Add Qualifier IT, Internal Customer Number, with note: Use to identify the DoD EMALL-generated customer account number.
- b. **Publication(s):** MILSTRIP and DLMS manuals. Service/Agency publications as applicable.
- c. **Defense Automated Addressing Systems Center (DAASC):** Modification to: Logistics On-Line Tracking System (LOTS) and Logistics Information Processing System (LIPS) to capture and maintain trailer YRZ data.
- d. **DLA:** Capability to process trailer YRZ with in-the-clear address and customer account information. Capability to forward YRZ in-the-clear address data to Defense Distribution Depot. Modification of DDSS to accept and process trailer data.
- e. **Other:** Optional acceptance of trailer YRZ to forward in-the-clear ship-to addresses to Service ICPs and process accordingly for Service-managed material must be coordinated with the DoD EMALL program manager and DLMSO. Impact on Global Transportation Network (GTN) and Service systems not identified.