



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

DLMSO

April 6, 2009

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 319, Use of Two-Position Service/Agency Codes for the Defense Logistics Agency (DLA) and the U.S. Coast Guard (USCG) (Supply) (Staffed as PDC 342)

The attached change to DOD 4000.25-M, Defense Logistics Management System DLMS, is approved for implementation.

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 email: ellen.hilert@dla.mil. Others must contact their Service or Agency designated representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", with a stylized flourish at the end.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:

DUSD(L&MR)SCI

ADC 319
Use of Two-Position Service/Agency Codes for the DLA and USCG

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Service/Agency: Defense Logistics Management Standards Office (DLMSO)

b. Originator: Ms. Ellen Hilert, DLMSO, 703-767-0676, DSN 427-0676, email: Ellen.Hilert@dla.mil

2. FUNCTIONAL AREA: Supply

3. REFERENCE:

a. DoD 4000.25-M, Defense Logistics Management System (DLMS) DLMS, Appendix 2, DLMS Code List Qualifiers

b. DoD 4000.25-1-M, MILSTRIP, AP2.2 (Appendix 2.2), Service and Agency Codes

c. DLMSO memorandum Approved DLMS Change (ADC) 112, United States Coast Guard Service Code dated January 5, 2004. This change authorized the use of dual codes (first position=Z and second position=Y) of routing identifier (RI) codes to identify United States Coast Guard (USCG) contractors. Unlike other Services with multiple Service-assignment codes, of which one specific Service code is assigned for contractor-use only, the USCG has only one Service code assignment, so their only option to identify their contractors is to designate the second position value, to be used with their Service Code Z. The combination of ZY was authorized for both RI and DoDAAC.

4. REQUESTED CHANGE:

a. Description of Change: Corrects identification of Service code assignments used to recognize contractor DoDAACs. This change supports requisition processing associated with Government-furnished material (GFM) and contractor-furnished material (CFM), as well as any other logistics processes which require recognition of contractor DoDAACs.

(1) **USCG.** This change is to align the formal documentation with the actual procedures implemented by the USCG subsequent to publication of ADC 112 (see reference 3.c). The Agency/Service combination code for Coast Guard contractors will be changed from “ZY” to “Z0” (Z and Zero) for use in DoDAACs only; Z0 will not be used to identify contractor RICs as these are assigned to USCG activities..

(2) **DLA.** This change is to align the formal documentation with the actual

procedures implemented by the DLA. In addition to the existing Service/Agency Code “U” used to identify DLA contractor DoDAACs, DLA also uses a code combination of “SD” to identify DLA contractors.

(3) All Services/Agencies. Requisition processing which controls contractor access to DOD supply sources must be modified to recognize USCG and DLA contractors using the “Z0” and “SD” Service/Agency combination code values, respectively. Requisitions submitted using these values are subject to management control activity (MCA) validation under MILSTRIP, Chapter 11/DLMS Volume II.

b. Comment Resolution. Refer to Attachment 2. Updates to the ADC are identified in **yellow highlights**.

c. Background: Appendix 2.2 of MILSTRIP and Appendix 2 of DLMS document the Agency/Service codes used by all Components.

(1) The code used to designate contractors for the Coast Guard is currently documented as “ZY”. The Coast Guard has requested the documentation be changed to “Z0” to reflect the policy and procedure changes being made under Coast Guard’s Logistics Transformation project.

(2) The DLA “SD” combination is used where prime vendors have a contract with DLA and act on behalf of the government. There must be a written statement in the contract giving the contractor the authority to act as a DLA entity. A copy of the statement establishing that the Prime Vendor is acting on behalf of DLA must be on record with the cognizant DLA DoDAAC Monitor within the affected Supply Chain. This documentation must be maintained on file and furnished upon request to auditors or the DLA Central Service Point. Prime Vendor contractors do not participate in the interfund billing process. Therefore, DAAS performs a requisition scan for DoDAACs beginning with “SD” and, when necessary, changes the order’s fund code to “XP” to preclude the use of the interfund billing process on those orders. These DoDAACs will have a contract expiration date of 6 months from effective date and will require revalidation. If the contract terms are updated and the vendor is no longer acting on the behalf of DLA then their DoDAAC will be reassigned to a “U” DoDAAC. DLA, considering all actions related to these DoDAACs to be controlled internally, began using the “SD” combination in **1998** without prior coordination. However, there are some exceptions to this; and so, this change is required to ensure that any SD requisitions submitted external to the described DLA process are validated under management control activity edits.

(3) Additional DLA Background (subsequent to PDC staffing). DLA has also used two other S-series DoDAACs to identify contractors: SN and S6.

a. The SN's are being phased out. DAASC is working with DLA to accomplish this via monthly reports to the DLA DoDAAC monitors of expired contract dates.

b. The S6 is a class of DoDAAC that will become obsolete but is not

yet. DLA, GSA, and DLMSO have been meeting to finalize an approach for establishment of Fire/Rescue DoDAACs by GSA/FEMA. If this comes to fruition, the S6's that remain will be phased out just like the SN's.

c. From the DLA One Book the following information is provided:

“SN” DoDAACs will have a contract expiration date of 6 months from effective date and will require their DoDAAC to be reassigned to a “U” series DoDAAC. “SN” DoDAACs will no longer be utilized by DLA after the DoDAAC expiration date and or contract expiration date.

“S6” DoDAACs are in support of DLA Special Programs (Fire and Emergency Services Prime Vendor Contract) and will be utilized to support the Fire and Police Department. These DoDAACs will be valid for 6 months and extension of this time must be coordinated with the SP and the DLA CSP. Positions 3-6 for these “S6” DoDAACs will be broken down into the following: 0001-0399 – Philadelphia only and should be assigned in numeric sequence. The request should contain both a TAC 1 and TAC 3 (a valid non DFAS address) at a minimum for these DoDAACs.”

d. **Procedures:** Replace “ZY” reference with “Z0” and add “SD” reference in:

(1) Appendix 2.2 of MILSTRIP. Changes identified by *red/bold/italics*.

(2) Appendix 2 (Code List Qualifiers) of the DLMS manual contains the URL for LOGDRMS. The actual change required is to LOGDRMS at the following URL: <http://www.dla.mil/j-6/dlms/eApplications/Logdrms/logview/lqvqcrpt.asp?FindCode=71>

5. REASON FOR CHANGE:

a. The documentation defining the Agency/Service codes for Coast Guard and DLA contractors are currently incorrect/ incomplete.

b. DoD Components accepting requisitions from contractors cannot properly control access without correctly identifying contractors using these combination code values. Defense Automatic Addressing System (DAAS) research shows that SD-series contractors have requisitioned material from other than DLA, and therefore bypass mandated controls.

c. Any reports or programs which require contractors to be separately identified must also be updated to use the designations identified in this change.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Correctly designates how Coast Guard and DLA contractors are

identified. Supports required procedures for controlling access to DOD supply sources.

b. Disadvantages: Requires slightly more complex procedures for recognizing contractors.

7. IMPACT:

a. Requires programming changes to correctly identify USCG and DLA contractors. Service/Agencies are requested to provide implementation schedule for this change.

b. May require programming changes to enhance capability to respond to Inventory Control Point GFM Materiel Validation Requests (AX1).

c. DLMSO recommends DLA and USCG seek DAASC support to monitor for two-character based contractor identification on requisitions to ensure compliance, pending Component capability to recognize the contractors under these rules.

Enclosure

AP2.2. APPENDIX 2.2

SERVICE AND AGENCY¹ CODES

MILSTRIP SERVICE CODES

| | |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NUMBER OF CHARACTERS: | One or two. |
| TYPE OF CODE: | Alpha. |
| EXPLANATION: | S/A codes are designed to accommodate S/A identity in MILSTRIP documentation. For this purpose, these codes are used in conjunction with other codes to identify the parent S/A of requisitioners and other addressees. The S/A codes will be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents. By exception, two-position combination codes using the authorized Service/Agency code and a specified second position are authorized to identify contractor DoDAACs.² FEDSTRIP provides for the use of the two position codes, defined as civil Agency codes, to be entered in rp 30-31 and 45-46 of the GSA Form 1348 series of documents. The MILSTRIP Service codes ³ and the FEDSTRIP Agency codes ⁴ are listed below: |
| RECORD POSITION(S): | 4, 30, 31, 45, 46, 67, and/or 74. |

SERVICE CODES

| <u>CODE</u> | <u>4</u> | <u>5</u> | <u>30</u> | <u>31</u> | <u>45</u> | <u>46</u> | <u>67</u> | <u>68</u> | <u>74</u> | <u>75</u> | <u>S/A</u> | <u>REMARKS</u> |
|-------------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------------------------------------------|
| A | A | | A | | A | | A | | A | | Army | |
| B | B | | | | | | B | | B | | Army | |
| B | | | B | | B | | | | | | Army | Security Assistance Use Only ⁵ |
| C | C | | | | | | C | | C | | Army | |

¹Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes <http://www.fms.treas.gov/fastbook/> used as the first two positions of the AAC.

² **Combination codes authorized for Coast Guard and DLA. Refer to ADC 319.**

³ Mandatory usage rules for Service and Agency Codes are established for the assignment of DOD Activity Address Codes (DODAACs) and Routing Identifiers (RICs). Further stratification for DODAAC assignment usage rules may be found at <https://www.dla.mil/j-6/dlms/eApplications/Logdrms/logview/lqvcrpt.asp?FindCode=71&tockword=AGENCY&Code37=00&ca mefrom=&inat=>

⁴See Footnote 1.

⁵On MAP Grant Aid requisitions, rp 45 will contain S/A Code Y.

| | | | | | | | | | | | | |
|-------------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| C | | C | C | | | | | | | | Army | Contractor Use Only |
| D | D | | | | | D | D | | | | Air Force | |
| D | | D | D | | | | | | | | Air Force | Security Assistance Use Only ⁶ |
| <u>CODE</u> | <u>4</u> | <u>5</u> | <u>30</u> | <u>31</u> | <u>45</u> | <u>46</u> | <u>67</u> | <u>68</u> | <u>74</u> | <u>75</u> | <u>S/A</u> | <u>REMARKS</u> |
| <u>CODE</u> | <u>4</u> | <u>5</u> | <u>30</u> | <u>31</u> | <u>45</u> | <u>46</u> | <u>67</u> | <u>68</u> | <u>74</u> | <u>75</u> | <u>S/A</u> | <u>REMARKS</u> |
| E | E | | | | | | E | E | | | Air Force | |
| E | | E | E | | | | | | | | Air Force | Contractor Use Only |
| F | F | F | F | | | F | F | | | | Air Force | |
| G | G | G | G | | | G | G | | | | GSA | |
| H | H | H | H | | | | | | | | Other DOD Activities | Note: To designate other ⁷ DoD Activity |
| H | | H | G | H | G | | | | | | Other DOD Activity Contractors | contractors, you must use Service Code H with G. When code HG is used, rp 30-31 or 45-46 will contain the HG code, as appropriate ⁸ . |
| H | | | | | | | H | H | | | Not Assigned | |
| I | | | | | | | | | | | Not Assigned | |
| J | J | | | | | | | | | | Air Force | On Base Use Only |
| J | | J | | | | | | | | | Air Force | |
| J | | | | J | J | J | J | J | | | Not Assigned | |
| K | K | | | | | | K | K | | | Not Assigned | |
| K | | K | K | | | | | | | | Marine Corps | Security Assistance Use Only ⁹ |
| L | | | | | | | L | L | | | Not Assigned | |
| L | L | L | L | | | | | | | | Marine Corps | Contractor Use Only |
| M | M | M | M | | | M | M | M | | | Marine Corps | |
| N | N | N | N | | | N | N | N | | | Navy | |
| O | | | | | | | | | | | Not Assigned | |

⁶See Footnote 4.

⁷Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

⁸ See Footnote 2.

⁹See Footnote 4.

| | | | | | | | | | | | | |
|-------------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------------|--------------------------------------------|
| P | P | | | | | P | P | | | | Navy | |
| P | | P | P | | | | | | | | Navy | Security Assistance Use Only ¹⁰ |
| Q | Q | | | | | Q | Q | | | | Navy | |
| Q | | Q | Q | | | | | | | | Navy | Contractor Use Only |
| R | R | R | R | R | R | R | R | | | | Navy | |
| S | S | S | S | S | S | S | S | | | | DLA | |
| | | <i>S</i> | <i>D</i> | <i>S</i> | <i>D</i> | | | | | | <i>DLA</i> | <i>Contractor Use Only</i> |
| <u>CODE</u> | <u>4</u> | <u>5</u> | <u>30</u> | <u>31</u> | <u>45</u> | <u>46</u> | <u>67</u> | <u>68</u> | <u>74</u> | <u>75</u> | <u>S/A</u> | <u>REMARKS</u> |
| <u>CODE</u> | <u>4</u> | <u>5</u> | <u>30</u> | <u>31</u> | <u>45</u> | <u>46</u> | <u>67</u> | <u>68</u> | <u>74</u> | <u>75</u> | <u>S/A</u> | <u>REMARKS</u> |
| T | T | | | | | T | T | | | | DLA | |
| T | | T | | | | | | | | | DLA | Security Assistance Use Only ¹¹ |
| T | | | | T | | | | | | | (See Footnote ¹²) | |
| U | U | | | | | U | U | | | | Not Assigned | |
| U | | U | U | | | | | | | | DLA | Contractor Use Only |
| V | V | | | | | | | | | | NASA | |
| V | | V | V | | | | | | | | Navy | |
| V | | | | | | V | V | | | | Not Assigned | |
| W | W | W | W | W | W | W | W | | | | Army | |
| X | | | | | | | | | | | Not Assigned | |
| Y | | | | | | | | | | | Reserved | (Nonsignificant) |
| Z | Z | Z | Z | Z | Z | Z | Z | | | | Coast Guard | |
| Z | | Z | <i>0</i> | Z | <i>0</i> | | | | | | Coast Guard | Contractor Use Only |
| <u>CODE</u> | <u>4</u> | <u>5</u> | <u>30</u> | <u>31</u> | <u>45</u> | <u>46</u> | <u>67</u> | <u>68</u> | <u>74</u> | <u>75</u> | <u>S/A</u> | <u>REMARKS</u> |

FEDSTRIP CIVIL AGENCY CODES¹³

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Numeric.

EXPLANATION: Identifies civil agencies under FEDSTRIP

RECORD POSITION(S): 30-31 and 45-46.

¹⁰See Footnote 4.

¹¹See Footnote 4.

¹²S/A Code T entered in rp 45 may be used for any FMS country Defense organization which is not designated as an element of that country's Army, Navy, Air Force, or Marine Corps.

¹³See Footnote 1.

Attachment 2 - Comment Resolution

The following comments were received during the coordination of PDC 342. Responses are provided by DLMSO, DLA, and USCG.

| # | Submitter | Comment | Response/Resolution |
|----|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | NAVSUP | Concur | |
| 2 | Navy SPAWAR | In reading PDC 342, the change affects DLMS transaction sets. Our concern is the affect on the 856S transaction set developed prior to this change. Our database schema currently handles a one digit service code that permeates through out the database feeding several systems to include two maintenance systems, various handheld interfaces and up line reporting to NAVAIR, NAVSEA and NAVSUP databases. Any assistance that you can provide would be appreciated. | DLMSO response: The primary MILSTRIP concern with developing capability to identify contractor DoDAACs is to preclude unauthorized access to DoD supply sources. This is a required capability for Inventory Control Points processing requisitions from outside parties. We are not aware of an impact on your 856S program and your application may not have Management Control Activity responsibilities. Even for legacy systems unable to interpret the two-character combination, the risk is minimal due to the type of contractors using these DoDAACs. DLMSO has asked that DLA monitor past requisitioning by SD contractors to verify appropriate usage. DLMSO would also encourage DLA to ask DAASC to develop program edits to ensure all assigned S-series contractors do not abuse the requisitioning process, pending Component capability to ensure proper controls. |
| 2. | DFAS | No comment/concur | |
| 3 | DAASC | We may need clarification from DLA J3311 to discuss contract expiration dates on all other 'S' DoDAACs.... | |
| 4. | DLA J-3311 | SD DoDAACs were being created as far back as 1998. <i>(The original PDC indicated this occurred much more recently.)</i> There are 268 SD DoDAACs. They are Prime Vendors acting on behalf of DLA functioning as storage locations, accepting orders, and shipping stock. Whoever decided to use SD most likely | DLMSO response: The ADC has been updated to include background paragraphs which explain the use and planned discontinuance of these SN and S6 contractor series. The MILSTRIP table is not being updated for these two series since they are recognized as improper and are being phased out. |

| | | | |
|---|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>considered the fact that these activities are akin to a DLA depot and act on behalf of DLA...so they determined to extend a DLA series DoDAAC.</p> <p>All that aside, we have SD DoDAACs on major Prime Vendor contracts that are up and running. My goal is to assure that if they place orders, we subject them to the GFM procedures.</p> <p>“PDC is good as is but that we need to work on the clean up of SN and S6 going forward”</p> | |
| 5 | DLA DAASC | <p>DAASC query identified the following series of SU DoDAACs which do not appear to be properly assigned.</p> <p>SU04AF - ODS RESERVE - AIR FORCE SU04AR - ODS RESERVE - ARMY SU04CG - ODS RESERVE - COAST GUARD SU04DR - ODS RESERVE - DEFENSE RESERVE SU04MA - ODS RESERVE - MARINES SU04NV - ODS RESERVE - NAVY =====</p> <p>SUK12A - DCMA NORTHERN EUROPE UNITED KINGDOM SUK13A - DCMA NORTHERN EUROPE - WARTON SUK14A - DCMA BRISTOL UNITED KINGDOM SUK15A - DCMA ROCHESTER UNITED KINGDOM</p> | <p>DLMSO response: This issue is turned over to DLA and the DLMSO DoDAAC PRC for resolution. It does not impact this ADC.</p> |
| 6 | DAASC | <p>It does not appear that use of "Z0_" for RICs is being observed by the Coast Guard</p> | <p>USCG Response: RIC's with Z(zero) "Z0" are assigned to Coast Guard units. They are not assigned to contractors.</p> <p>DLMSO Response: ADC has been updated to remove this aspect.</p> |
| 7 | USTRANSCOM | <p>Abstain</p> | |
| | FAA | <p>FAA has a number of USCG DoDAACs loaded in the FAA's system and requested clarifying information regarding updating</p> | <p>USCG Response: Do not change any Coast Guard DoDAACs in the FAA system. The Coast Guard has take</p> |

| | | | |
|--|--|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| | | of their records (change all USCG DoDAACs from the ZY to a Z0). | action to delete/cancel the ZY's and loaded Z0's in DAASC. FAA should only update your database from what DAASC has listed. |
|--|--|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|