



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO J627

March 24, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 409,
Requisition Document Number Julian Date Edit (MILSTRIP/Supply)

We are forwarding the attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated DOD Component position. It is the Component Supply PRC representative's 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 **45** 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 point of contact Ms. Ellen Hilert, e-mail: Ellen.Hilert@dla.mil. Others must contact their Component designated Supply PRC representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", written over the printed name.

DONALD C. PIPP

Director

Defense Logistics Management

Standards Office

Attachment

cc:
ODASD(SCI)

PDC 409
Requisition Document Number Julian Date Edit

1. ORIGINATING SERVICE/AGENCY: Defense Logistics Agency (DLA), DLA J-3311 DSN 427-2612

2. FUNCTIONAL AREA:

- a. **Primary/Secondary Functional Area:** Supply/Logistics
- b. **Primary/Secondary Functional Process:** Requisition Processing

3. REFERENCES:

- a. DoD 4000.25-M, Defense Logistics Management System, Volume 2, Ch 4
- b. DoD 4000.25-M, Defense Logistics Management System, Volume 2, Ch 5
- c. DoD 4000.25-1-M, Defense Logistics Management System, Volume 2, Ch 3

4. REQUESTED CHANGE:

a. **Description of Change:** Request that DLA Transaction Services Defense Automatic Addressing System (DAAS) implement a permanent edit to check for an appropriate Julian Date in requisitions prior to forwarding to DLA for processing.

b. **Background:** A situation occurred in January 2010 where the U.S. Navy erroneously resubmitted 84K requisitions from prior fiscal years. The preponderance of these requisitions were over one year old. DLA's edit for duplicate document number check did not catch 25K of these requisitions since they were completed for over one year. DLA archives most requisitions one year after they are complete, exceeding the DLMS requirement of six months retention. To prevent this situation from occurring in the future, a document number Julian date edit is required. This edit will not apply to FMS customer orders.

c. **Detailed Procedures:** DLA Transaction Services will establish new edits to reject requisitions that are greater than one year old, or are more than one day in the future.

- For all requisitions (DLMS 511R with Transaction Type Code = A0, Requisition and MILSTRIP Document Identifier Code (record position (rp) 1-3) = A0A, A01, A0B, A02, A0E, A05, A07, A04, A0D, routed to SMS where the requisition is not FMS or MAP Grant Aid (first position of the document number (MILSTRIP rp 30 = B, D, K, P or T)

- If the document number ordinal date YDDD (rp 36-39 of the legacy requisition format) converted to CCYYDDD is greater than the current date plus 1 (CCYYDDD + 1), reject with Supply Status CD¹, and if less than or equal to the current date plus 1, allow to process.

-If the document number ordinal date YDDD (rp 36-39 of the legacy requisition format) converted to CCYYDDD is equal to or less than the current date minus 1 year (CCYYDDD - 1000), reject with

¹ Supply Status CD, Rejected. Unable to process because of errors in the quantity, date, and/or serial number fields.

(1) If received in response to a requisition and the materiel is still required, submit a new requisition with correct data field entries.

(2) If received in response to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.

Supply Status CD, and if greater than the current date minus 1 year (CCYYDDD - 1000), allow to process.

Staffing Notes to DoD Components:

- 1. Evaluate expanding above criteria to other Military Service or Defense Agency requisitions processing via DLA Transaction Services. Comments must be provided.*
- 2. Evaluate expanding above criteria (or a variation allowing somewhat older transactions) for passing orders and referral orders. Comments must be provided.*
- 5. REASON FOR CHANGE:** To ensure only valid requisitions are passed to DLA for processing.
- 6. ADVANTAGES AND DISADVANTAGES:**
 - a. Advantages:** This will allow only valid requisitions to be processed and prevent current fiscal year budgets from being depleted for invalid requisitions.
 - b. Disadvantages:** None identified.
- 7. NOTE ANY REGULATIONS OR GUIDANCE:** DAAS edit criteria is documented in DoD 4000.25-10-M Defense Automatic Addressing System (DAAS).
- 8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Request implementation as soon as possible.
- 9. IMPACT:**
 - a. Changes to DLMS Data Elements:** None.
 - b. DLA Transaction Services:** Implement permanent Julian date edit as described above.
 - c. Publications:** MILSTRIP Chapter 3 and DLMS equivalent requisition edit criteria will be updated to reflect this requirement if approved with applicability to additional Military Services and Defense Agencies. If approved as DLA only, this requirement will be considered to be an internal DLA requirement.