



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO J627

January 13, 2013

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 472,  
Revision Documenting Changes to the Material Receipt Acknowledgement (MRA)  
Report Section of the MILSTRAP and DLMS Manuals (Supply/MILSTRAP)

We are forwarding the attached proposed change to DOD 4000.25-M, DLMS, and DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), for evaluation and submission of a single coordinated DOD Component position. It is the responsibility of the Component Supply PRC representative to ensure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLA Logistics Management Standards 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 Ms. Mary Jane Johnson, DLA Logistics Management Standards, DOD MILSTRAP Administrator, (703) 767-0677; DSN 427-0677; email: mary.jane.johnson@dla.mil; or Mr. Paul Jensen, DLA Logistics Management Standards contractor support, email: paul.jensen.ctr@dla.mil. Others must contact their Component designated Supply PRC representative.

DONALD C. PIPP  
Director  
DLA Logistics Management Standards

Attachment  
PDC 472

cc:  
ODASD(SCI)

**ATTACHMENT TO PDC 472**  
**Revision Documenting Changes to the Material Receipt Acknowledgement (MRA) Report**  
**Section of the MILSTRAP and DLMS Manuals**

**1. ORIGINATOR:**

a. **Service/Agency:** DLA Logistics Management Standards

b. **Functional POC:** Ms. Mary Jane Johnson, DLA Logistics Management Standards, DOD MILSTRAP Administrator, (703) 767-0677; DSN 427-0677; email: mary.jane.johnson@dla.mil; and Mr. Paul Jensen, DLA Logistics Management Standards contractor support, email: paul.jensen.ctr@dla.mil

**2. FUNCTIONAL AREA:** Supply/Material Receipt Acknowledgement (MRA) Report (On-Line Report Tool); DLMS/MILSTRAP

**3. REFERENCES:**

a. DLA Transaction Services Functional requirements for On-Line Material Receipt Acknowledgement (MRA) Management Information Report tool

b. DOD 4000.25-M, DLMS, Volume 2, Chapter 10, Section C10.2.10 Management Evaluation, available at [www.dla.mil/j-6/dlms/elib/Manuals/dlms/v2.asp](http://www.dla.mil/j-6/dlms/elib/Manuals/dlms/v2.asp)

c. DOD 4000.25-2-M, Military Standard Reporting and Accounting Procedures (MILSTRAP), Chapter 6, available at [www.dla.mil/j-6/dlms/elib/Manuals/MILSTRAP/default.asp](http://www.dla.mil/j-6/dlms/elib/Manuals/MILSTRAP/default.asp)

d. DLMSO memorandum, November 25, 2009, subject: Defense Logistics Management System (DLMS) Supply Process Review Committee (SPRC) Meeting 09-01, October 28-29, 2009, available at [www.dla.mil/j-6/dlms/Archives/Supply/meetings/09\\_1/SPRC09\\_1\\_minutes.pdf](http://www.dla.mil/j-6/dlms/Archives/Supply/meetings/09_1/SPRC09_1_minutes.pdf)

e. DOD 4000.25-10-M, Defense Automatic Addressing System (DAAS), Appendix 5, Section AP5.2.12.6 Management Evaluation, available at [www.dla.mil/j-6/dlms/elib/Manuals/DAAS/DAASManualFinal102003\\_Ch1-062206.pdf](http://www.dla.mil/j-6/dlms/elib/Manuals/DAAS/DAASManualFinal102003_Ch1-062206.pdf)

**4. BACKGROUND:**

a. The Materiel Receipt Acknowledgement (MRA) process provides for a DOD automated, closed-loop system to provide accountability and monitor receipt of shipments of DOD and General Services Administration (GSA) wholesale stocks, and DLA Disposition Services stocks, that are issued from on-hand assets or procured for direct vendor delivery (DVD). The MRA process is documented in DLMS, Volume 2, chapter 10 and MILSTRAP chapter 6 (references 3.b. and 3.c. respectively).

b. The MRA procedures require that DOD Components monitor and evaluate their Component's MRA submissions to ensure compliance with MRA requirements. The on-line MRA Management Information Report (also referred to as 'MRA Report') is a tool to facilitate this management evaluation. The MRA report is available from the DLA Transaction Services Web Site Logistics Reports. Each Supply Process Review Committee (PRC) representative is responsible for analysis of the report to identify potential deficiencies in their Service or Agency MRA operations or procedures contributing to breakdowns in internal controls for in transit wholesale stock. Supply PRC

representatives are responsible for initiating corrective action with their Service or Agency delinquent and non-reporting activities.

c. In the 2008 – 2010 timeframe, DLA Logistics Management Standards office worked with the Supply Process Review Committee (SPRC) and DLA Transaction Services to analyze and identify areas to improve the MRA Report tool. Several report improvements were made as a result of this analysis as discussed at SPRC Meeting 09-01 (reference 3.d). The excerpt from the minutes is at Enclosure 1.

d. To access the MRA Report, complete a System Access Request (SAR) on the DLA Transaction Services Website at <https://www.transactionservices.dla.mil/sar>. Select the Logistics Reports option and complete the SAR form. When the SAR is approved, DLA Transaction Services will forward the specific URL to access the Logistics Reports.

## 5. CHANGE:

a. **Description of Change:** This PDC serves three purposes: 1) Documents changes to the on-line MRA Management Information Report tool structure and business rules that were agreed to by the Supply PRC and implemented by DLA Transaction Services in early 2010. 2) Revises MILSTRAP/DLMS Manuals to incorporate MRA Report changes made by DLA Transaction Services. 3) Requests that the DOD Components validate the need or purpose of select supplemental reports available in the on-line MRA Report tool.

1) Revises the MILSTRAP/DLMS manuals to document the changes to the on-line MRA Management Information Report structure agreed to by the Supply PRC; updates the report descriptions; and provides additional information regarding the capability to save the reports to a spreadsheet for additional analysis.

2) Documents changes in the on-line MRA Management Information Report agreed to by the Supply PRC and implemented in early 2010, as follows [note that the detailed business rules for the DAAS MRA Report are not documented in MILSTRAP/DLMS; they are documented in DOD 4000.25-10-M, DAAS manual (reference 3.e.)]:

a) Corrections to data collection for “MRA Not Received” report relating to invalid DoDAACs and Y-series DoDAACs:

- The logic was changed to count shipments against the requisitioner’s DoDAAC (rp 30-35), when the signal code points to an invalid or Y-series ship-to-DoDAAC

b) Percentages and dollar values were added to Summary and Detail Reports

c) Changed titles within the report to:

- “Material Receipt Acknowledgement (MRA) Summary Report: Service/Agency Summary Report”
- “Material Receipt Acknowledgement (MRA) Detail Report: DoDAAC Summary Report”

- d) Separation of the “MRA Not Received” report into two separate reports:
- Stock Shipments Only
  - Direct Vendor Delivery (DVD) Shipments Only

3) **SUPPLY PRC ACTION REQUIRED- SUPPLEMENTAL REPORTS.** There are six supplemental Delinquent MRA reports: Medical (MRA06), Subsistence (MRA31), Ammunition (MRA32), Contractor (MRA33), Army Total Package Fielding (MRA34), and DoDAACs with greater than 500 nonresponses (MRA05). Request that the DOD Components validate the need /purpose of, the supplemental reports available in the On-Line MRA Management Report tool. Initially, DLA Logistics Management Standards recommended deleting the reports in favor of an ad hoc report capability; however, DLA Transaction Services advised that the technical architecture did not support the ad hoc report concept. At that point, the Supply PRC discussed whether the requirement for supplemental MRA reports by specific category was still valid in light of MRA Report improvements and/or changing requirements, but a final SPRC determination was not made. Accordingly, request that as part of this PDC staffing, SPRC representatives reassess/validate the need for these separate reports, or recommend discontinuation if they are not being used. Refer to specific actions in subparagraphs (a) through (f) below. The screen image from the existing On-Line MRA Report tool shows that the reports are still available (Figure 1).



Figure 1. MRA Menu – As of January 2012

a) **DLA ACTION – SUBSISTENCE REPORT [FEDERAL SUPPLY GROUPS (FSG) 88, 89]:** DLA Supply PRC representatives to provide input on whether the **Delinquent MRA Reports for Subsistence (MRA31)** is still required. Provide rationale for maintaining or eliminating the report. Request DLA review criteria for identifying the report (i.e., FSG 88, 89).

b) **SERVICE SUPPLY PRC ACTION – AMMUNITION REPORT [FSG 13]:** Service Supply PRC representatives to provide input on whether the **Delinquent MRA Reports for Ammunition (MRA32)** is still required. Provide rationale for maintaining or eliminating the report. Review criteria for identifying the report (i.e., FSG 13) if Service position is that it be maintained.

c) **SUPPLY PRC ACTION – CONTRACTOR REPORT [DODAAC WITH SERVICE CODE C, E, L, Q, or U]:** Supply PRC representatives to provide input on whether the **Delinquent MRA Reports Contractor (MRA33)** is still required. Provide rationale for maintaining or eliminating the report. Review the criteria for the report; current criteria is DoDAACs with Service Code C, E, L, Q, or U. **STAFFING NOTE:** The DoDAAC Administrator advises that SD and HG are also contractor DoDAAC series. Z0 (zero) is also contractor DoDAAC for US Coast Guard. The SD, HG and Z0 series of DoDAACs are not currently part of the MRA Contractor report criteria. Request Components comment on adding these series DoDAACs to the contractor report criteria.

**d) SUPPLY PRC ACTION – GREATER THAN (>) 500 NO MRA REPORT:**

DLA Logistics Management Standards recommends eliminating this report. This report was intended to highlight reporting activities with a high number of nonresponses (i.e. MRAs not submitted). The 500 number was arbitrary. Further, the MRA Reports contain a feature that allows reports to be immediately saved as a spreadsheet. For example, accessing the report, “MRA Service/Agency Summary (MRA01) and saving the results for a specific service selection as a spreadsheet, the report can be arrayed in ascending or descending order of nonresponses, removing the need for a separate “>500 nonresponses” report. Supply PRC representatives to provide input on whether you agree with the recommendation to eliminate this report, or still require the >500 Nonresponses report (MRA05). Provide rationale if the recommendation is to maintain the report. Absence of a recommendation will be considered concurrence with eliminating the >500 NO MRA report.

**e) DLA ACTION – MEDICAL REPORT [DLA ICP ROUTING IDENTIFIER CODE (RIC) S9M]:** The existing requirement for a **Delinquent MRA Report for Medical (MRA06)** is based on obsolete DLA RIC S9M and it is not being populated. Accordingly, the report as currently defined is invalid. Further, the MILSTRAP Administrator’s understanding is that most medical materiel is now ordered via an Accredited Standards Committee (ASC) X12 Transaction Set 850 Purchase Order to a Prime Vendor, outside the normal DLMS/MILSTRIP supply business process, and so DAAS doesn’t capture the initial supply transactions necessary to measure MRA performance against. However, our understanding is that DLA Medical expects the MRA from their customers. **Accordingly, if MRA transactions are being provided for Medical, but the DLA Medical process is outside the scope of the established business rules for capturing the information for the MRA Report, a separate report is required and DLA must provide the separate criteria to create the report since it does not fit into the existing overall MRA Report criteria/business rules used by DAAS.** DLA response required.

**f) ARMY ACTION – TPF REPORT [ARMY IDENTIFIED DODAAC TABLE]:** Request Army advise whether the **Delinquent MRA Reports for ARMY TPF (MRA34)** is still required. This report displays several DoDAACs for TPF separately. Those DoDAACs are also part of the overall report, so on the surface this report appears to provide little value as a separate report. Request Army provide rationale if the recommendation is to maintain this report and provide current list of TPF DoDAACs for the report. Absence of a recommendation will be considered concurrence with eliminating the report.

**4) SUPPLY PRC ACTION REQUIRED – SHIPMENT DISCREPANCY REPORT BY DEPOT.** Request Supply PRC representatives provide input on whether the **Shipment Discrepancy Report by Depot (MRA04)** should be continued. Provide rationale for maintaining or eliminating the report. This report shows the number of shipments by qualified depot or DVD shipper and the count and percentage of MRAs received from reporting activities with an MRA discrepancy indicator code. This report does not reflect whether a discrepancy report, indicated by the MRA discrepancy indicator code, was actually created (i.e., Supply Discrepancy Report (SDR), Transportation Discrepancy Report (TDR), or Product Quality Deficiency Report (PQDR)). Components are requested to comment whether there is a requirement to continue producing this report, and provide rationale. Absence of a recommendation will be considered concurrence with eliminating the report.

**b. Proposed procedures: Revise DOD 4000.25-2-M, MILSTRAP, as shown in the enclosure.** Corresponding changes will be made to DOD 4000.25-M, DLMS, Volume 2, Chapter 10.

**c. Alternatives: None.**

**6. REASON FOR CHANGE:** Align the respective manuals to reflect changes to the MRA Reports discussed and agreed to by the Supply PRC. Enhance the documentation for each existing MRA report available using the On-Line MRA Management Reports. Obtain Supply PRC user input on the continued need for the various supplemental MRA reports.

**7. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** Aligns the MILSTRAP and DLMS publications with the actual implementation of changes shown in the On-Line MRA Management Reports.

**b. Disadvantages:** None.

**8. IMPACT:**

**a. Publication:**

**1) DLMS and MILSTRAP manuals:** Requires that DLA Logistics Management Standards revise DOD 4000.25-2-M, MILSTRAP, Chapter 6, Section C6.10 (Management Evaluation) and the corresponding DOD 4000.25-M, Volume 2, Chapter 10, Section C10.2.10, to identify the changes incorporated in the On-Line MRA Management Information Report. Expand the description of the options available in the On-Line MRA Management Report tool as noted in this change.

**2) DAAS Manual:** Requires that DLA Transaction Services revise DOD 4000.25-10-M, DAAS, as needed to document the changes in business rules incorporated in the On-Line MRA Management Report. This is the responsibility of DLA Transaction Services as the DAAS manual is not under purview of the DLA Logistics Management Standards office.

Enclosures

## ENCLOSURE 1 TO PDC 472

### EXCERPT FROM SPRC MEETING 09-2 MINUTES (REFERENCE 3.b.):

**“i. Material Receipt Acknowledgement (MRA).** DLMSO presented a demonstration of the On-Line Material Receipt Acknowledgement Report (MRA) tool at the DAASC website, and briefed the status of their effort to review and improve current MRA reports developed by DAASC based upon requirements in MILSTRAP, DOD 4000.25-M, Chapter 6. These reports are intended to be a tool used by the Services/Agencies to evaluate MRA submissions and ensure compliance with the DOD MRA requirements.

#### **DLMSO discussed several changes made to the reports based upon their review, to include:**

- (1) Data collection errors which have been corrected.
- (2) Percentages and dollar values which have been added to Summary and Detail Reports.
- (3) Separation of the NO MRA report into two separate reports - by stock shipment and by direct vendor delivery shipment.
- (4) Discontinuing the requirement for supplemental MRA reports by commodity.

#### **Future report revisions include:**

- (1) Development of HELP screens to the on-line reports at DAASC.
- (2) Changes to data collection logic to:
  - (a) count all MRA data in the Service report of the ship to DoDAAC, vice the Service report of the requisitioner, unless the ship to DoDAAC is a DSS depot.
  - (b) count all MRA data in the Service Report of the requisitioner's DoDAAC if the signal code points to an invalid ship to DoDAAC.
  - (c) Amend eligibility business rules to require a requisition to, or material release order from, a wholesale Inventory Control Point.
- (3) Possible development of additional standard reports, such as:
  - (a) The full suite of MRA Reports by Service.
  - (b) A new NO MRA report which consolidates stock shipments and DVD shipments into a single TOTAL NO MRA report in the new format.

Although work with DAASC to improve these reports will continue, the new reports described in the DLMSO briefing are expected to be available on-line in early 2010.”

## ENCLOSURE 2 TO PDC 472

Revise DOD 4000.25-2-M, MILSTRAP, Chapter 6, Section C6.10. as shown below. Changes and additions are identified by ***red bold italic***. Deletions are identified by ~~***red italic strike-through***~~. Corresponding changes will be made to DLMS, Volume 2, Chapter 10. (includes administrative update to change 'DAASC' to 'DLA Transaction Services'.)

### C6.10. MANAGEMENT EVALUATION

C6.10.1. DoD Components shall establish a management evaluation program ***that*** monitors and evaluates MRA submission to ensure compliance with MRA requirements. Execute timely processing and perform response rate analyses to identify nonresponsive activities and initiate corrective actions.

C6.10.2. The program shall provide for:

C6.10.2.1. Review of the MRA Management Information report (Report Control Symbol DD-AT&L(AR)1113 applies). ***DLA Transaction Services shall*** prepare the report and provide access by electronic means. The report content is determined by the Supply Process Review Committee. Each ***Supply Process Review Committee representative MILSTRAP focal point*** is responsible for analysis of the report to identify potential deficiencies in their Service or Agency MRA operations or procedures contributing to breakdowns in internal controls for intransit wholesale stock. ***Supply Process Review Committee representatives MILSTRAP focal points*** are responsible for initiating corrective action with delinquent and non-reporting activities.

C6.10.2.2. The MRA Management information report shall include as a minimum:

C6.10.2.2.1. ***General MRA Management Report Criteria.*** Documentation of nonresponses for a reporting period to include: the number of qualifying shipments made to an activity (by "ship to" DoDAAC); the number of MRA responses received from that activity; the number of nonresponses. ***The following sections identify a common report description, how to do additional analysis of the data, and the types of breakdown to be available for MRA responses/non-responses for several different categories and whether detail by individual DoDAAC is available. The reference in parentheses (e.g., MRA01) corresponds to the reference in the on-line MRA Report menu.***

~~***C6.10.2.2.2. Breakdown of nonresponses by DVD and stocked shipment to include the number, percentage, and dollar value of each category.***~~

***C6.10.2.2.2. Capability to do Additional MRA Report Analysis. Most of the MRA reports contain a "Save" link above the report title. Clicking the "Save" link will launch the applicable MRA report content in a spreadsheet format for additional analysis***

***C6.10.2.2.3. Common Text for Report Descriptions. In general, for each report category, the count of qualified shipments requiring an MRA is matched against MRAs received/not received within the allotted timeframe and a percentage is computed. The reports shows results for Shipments Requiring MRA and MRA Not Received. Some of the reports include***

*a column for MRA Received. Where the report is broken out by Service, click on the Service line hyper link to show the specific report category MRA Service/Agency Detail Report showing all DoDAACs making up the totals within each Service. The detail report shows results for shipments requiring an MRA and MRA received. Some of the detail reports include a column for MRA received. Selecting a DoDAAC from the detail report will show all document numbers associated with that DoDAAC total. Clicking on an individual document number will launch WEBVLIPS for further analysis of the selected document number. Differences from this standard report description are noted in the following descriptions of each specific MRA report type:*

~~*C6.10.2.2.3. Report of MRAs having a discrepancy indicator; report by shipping activity to indicate total shipments that qualified for an MRA during the report period; total MRAs received with a discrepancy indicator and a subset to identify them by “ship-to” activity.*~~

*C6.10.2.2.3.1. MRA Service/Agency Summary (MRA01) shows shipments for DoD Components/Participating Agencies and all categories by area of the ship-to-DoDAAC and customer. Detail report is available. Summary and Detail Reports include an extra column for MRA received.*

*C6.10.2.2.3.2. Direct Vendor Delivery (DVD) (Non Stock) MRA Summary (MRA02) shows DVD (Non Stock) shipments for DoD Components/Participating Agencies and all categories by Area and Customer. Detail report is available.*

*C6.10.2.2.3.3. Stock Shipment Summary, MRA Not Received (MRA36) shows Stock Shipments by area of the ship-to-DoDAAC and DoD Components/ Participating Agencies. Detail report is available.*

*C6.10.2.2.3.4. Direct Vendor Delivery (DVD) and Stock Shipment Summary, MRA Not Received (MRA37) shows DVD and Stock Shipments for all DoD Components/Participating Agencies and all categories by Ship-to DoDAAC. Detail report is available.*

**STAFFING NOTE:** Some or all of the following reports highlighted in yellow may be deleted depending upon SPRC response to actions at paragraphs 5.a.3) and 5.a.4) in the PDC:

*C6.10.2.2.3.5. Shipment Discrepancy Report by Depot (MRA04) shows the number of shipments by qualified depot or DVD shipper and the count and percentage of MRAs received from reporting activities with an MRA discrepancy indicator code from the qualifying depots or DVD shippers.*

*C6.10.2.2.4. Specific Category Reports. The MRA Management Information report may provide the capability to access information by specific categories such as subsistence, ammunition, contractor, and Army Total Package Fielding. Additionally it will provide the capability to request highlight listing showing DoDAACs with over 500 nonresponses to assist in identifying organizations not complying with MRA procedures. For these specific category reports, the detail report reflects the same layout as the summary report:*

~~*C6.10.2.2.8. Medical (S9M) Percent of Delinquents Summary (MRA06) shows shipments for medical Items by area of the ship-to-DoDAAC and DoD Component/Agency. The count of qualified shipments is matched against MRAs received/not received and a percentage is computed. The*~~

*report shows results for Shipments Requiring an MRA, where an MRA was not received within the allotted timeframe and where an MRA was received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.* **STAFFING NOTE:** The report based on obsolete RIC S9M is not valid. Refer to paragraph 5.a.3)(e) in the PDC for required DLA action..

*C6.10.2.2.4.1. Summary of Activities with Greater than 500 Non-Responses (MRA05) provides a summary by area of the ship-to-DoDAAC and DoD Component/Agency for ship-to activities with over 500 non-responses for qualified shipments in the reporting period. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.*

*C6.10.2.2.4.2. Subsistence Percent of Delinquents Summary (MRA31) shows shipments for subsistence items by area of the ship-to-DoDAAC and DoD Component/Agency. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.*

*C6.10.2.2.4.3. Ammunition Percent of Delinquents Summary (MRA32) shows shipments for ammunition by area of the ship-to-DoDAAC and DoD Component/Agency. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.*

*C6.10.2.2.4.4. Contractor Percent of Delinquents Summary (MRA33) shows contractor shipments by area of the ship-to-DoDAAC and DoD Component/Agency. Detail report is available. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.*

*C6.10.2.2.4.5. Army Total Package Fielding (TPF), Percent of Delinquents Summary (MRA034) shows Army TPF shipments by area of the ship-to-DoDAAC. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.*

*C6.10.2.2.4.6. Percent of Delinquents General Summary (MRA35) shows general shipments by area of the ship-to-DoDAAC and DoD Component. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown. The report excludes the categories for Subsistence, Ammunition, Contractor, Army Total Package Fielding, and Medical. **STAFFING NOTE:** Last sentence will change as needed if any of the supplemental reports are eliminated.*