



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

IN REPLY
REFER TO

J627

March 15, 2012

MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DODAAD) PROCESS
REVIEW COMMITTEE (PRC) FINANCE PRCAND SUPPLY PRC MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 384C,
Special Programs for Non-DOD/Non-Federal Agency Requisitioners; Aerospace
Customers DoDAACs (DODAAD/FINANCE/SUPPLY)

The attached change to DOD 4000.25-M, DLMS, is approved for implementation.

Addressees may direct questions to Robert Hammond, DOD PRC Chair and Finance PRC
Chair, 703-767-2117, DSN 427-2117 or email: Robert.hammond@dla.mil or Ellen Hilert Supply
PRC Co-Chair, 703-767-0676, DSN 427-0676 or email ellen.hilert@dla.mil. Others must contact
their Component designated representative.

DONALD C. PIPP
Director
DLA Logistics Management Standards

Attachment
As stated

cc:
ODASD(SCI)

ADC 384C
**Special Programs for Non-DOD/Non-Federal Agency Requisitioners;
Aerospace Customers (DODAAD/FINANCE/SUPPLY)**

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

- a. **Technical POC:** William F. Comar, DLA Energy Finance
- b. **Functional POC:** Frances Walinsky, DLA Energy Order Management

2. FUNCTIONAL AREA:

- a. **Primary/Secondary Functional Area:** DoDAAD/Supply /Finance
- b. **Primary/Secondary Functional Proces:** DoDAAD/Supply/Finance

3. REFERENCES:

a. DOD 4000.25-M, Defense Logistics Management System (DLMS) Volume 6 Chapter 2 - Department of Defense Activity Address Directory (DoDAAD)

b. DOD 4000.25-M, Defense Logistics Management System (DLMS) Volume 2 Chapter 5 - Supply Standards and Procedures

c. DOD 4000-25-1-M - Military Standard Requisitioning and Issue Procedures (MILSTRIP)

d. Approved Defense Logistics Management System (DLMS) Change (ADC) 384 Special Programs for Non-DoD/Non-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs (DoDAAD/Finance/Supply)

4. APPROVED CHANGE:

a. **Brief Overview of Change:** This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Energy Convergence Project, where the requisitioner is neither a Federal Agency nor a DOD entity. This change establishes DoDAAC series to identify DLA Energy Aerospace Commercial and University customers.

b. **Background:**

i. Defense Logistics Agency (DLA) Energy (formerly Defense Energy Support Center) offers a large array of energy related support for the federal government, facilitating storage and deployment of fuel and other energy sources.

ii. DLA Energy also provides support to organizations with special programs where the requisitioner is neither a Federal Agency nor a DOD entity. One such program is

established by Public Law 105-303, the Commercial Space Act of 1998 to promote the development of the emerging human space flight industry.

iii. For purpose of this ADC, requisitioners that are not DOD or Federal Agencies are DLA Energy Aerospace Commercial and University customers.

iv. The Act defines:

1) ‘Administrator’ as the administrator of the National Aeronautics and Space Administration (NASA).

2) ‘Commercial provider’ as any person providing space transportation services or other space-related activities, primary control of which is held by persons other than Federal, State, local and foreign governments.

3) ‘Space-related activities’ to include research and development, manufacturing, processing, service and other associated support activities.

v. In the Act, the Congress declared that the use of the free market principle in operating, servicing, allocating and adding capabilities to the Space Station, and the resulting fullest possible engagement of commercial providers, as defined, will reduce the Space Station operational costs for all partners including the Federal Government’s burden to the United States to fund these operations.

vi. Extending the benefits the federal government derives from its purchasing power with the cost savings resulting from volume purchases on missile fuels will ease engaging these commercial customers in the development of the human space flight industry.

vii. DLA Energy is currently transitioning its operations from legacy systems to the Enterprise Business System (EBS), used by DLA and all its sub-divisions. EBS requires DoDAACs or Military Assistance Program Activity Codes (MAPACs), in accordance with DOD policy.

viii. DLA Energy Aerospace Commercial, University and NASA customers are currently assigned a local code resembling a DoDAAC. These are locally created and are not registered at DLA Transaction Services. NASA is a federal agency and has assigned DoDAACs, which should be used; Commercial and University customers require special program DoDAACs. DoDAAC series “2A” has already being assigned to DLA.

ix. The currently used locally assigned numbers have a “T” in the first position, which is reserved for Security Assistance use only in constructing a MAPAC. The practice of using locally assigned “T” identifiers for another use is not compliant with policy, causing the transactions to fail Defense automatic Addressing System edits and be rejected.

c. Approved Change in Detail:

(1) Designate DoDAAC series “2AC” for Commercial customers, “2AU” for University special program customers served by DLA Energy.

(2) DLA Transaction Services and DLA Energy establish edits for “2AC” and “2AU” series DoDAAC to replace submitter’s Fund Code with Fund Code XP, requiring noninterfund billing and advise the submitter using status code BK.

(3) DLA include all taxes and surcharges for purchases into the price of the material at the time the order is created.

(4) DLA DoDAAC Central Service Point designates DoDAAC monitors to manage the “2AC” and “2AU” series DoDAACs and amend appointment letters accordingly.

(5) DLA Transaction Services revise the DoDAAC Central Service Point/Monitor listing to indicate that “2A” series DoDAACs are assigned to DLA Special Programs.

(6) UMMIPS priorities 8, 10, and 15, which corresponds to Force or Activity Designator V and Urgency of Need A, B, and C, are authorized.

- d. **Revisions to DOD 4000.25 Manuals:** None noted.
- e. **Proposed Transaction Flow:** There are no new routing rules.
- f. **Alternatives:** None noted.

5. **REASON FOR CHANGE:** Complies with DOD policy for DoDAAC assignment. With the addition of DLA Energy business into EBS, data elements and transaction information needs to be introduced in DLMS transactions to provide DLA Energy Commercial, University and customers a means to input, submit and receive sales and billing information.

6. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** Allows for recognition of DLA Energy DoDAACs as non-DoD or non-Federal DoDAACs for DLA Transaction Services edits, internal controls and internal DLA transactional exchange.

b. **Disadvantages:** None Noted.

7. **ADDITIONAL FUNCTIONAL REQUIREMENTS:** None noted.

8. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** DLA Energy needs these changes as soon as possible so that orders that have been placed by Aerospace Commercial and University customers can be billed immediately.

9. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** Implementation of these special purpose DoDAACs will result in the ability to account for and bill sales made to these Commercial and University customers in EBS.

10. IMPACT:

- a. **New DLMS Data Elements:** No new DLMS Data Elements.
- b. **Changes to DLMS Data Elements:** No changes to DLMS Data Elements.
- c. **Automated Information Systems (AIS):** AIS is not impacted by this change.
- d. **DLA Transaction Services:** These special purpose DoDAACs will need to be loaded and maintained at DLA Transaction Services.
- e. **Non-DLA Logistics Management Standards Publications:** This change will have no effect on current publications.