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IN REPLY  
REFER TO J627

April 25, 2011

**MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS**

**SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 403,  
Administrative Update to Identify MILSTRAP Transactions Authorized for  
Reversal (Supply/MILSTRAP)**

The attached administrative change to DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), is approved for publication in the next reissuance of MILSTRAP.

Addressees may direct questions to Ms. Mary Jane Johnson, DOD MILSTRAP Administrator, DLMS Supply PRC Co-Chair, email: [Mary.Jane.Johnson@dla.mil](mailto:Mary.Jane.Johnson@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 a horizontal line.

DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment  
ADC 403

cc:  
ODASD(SCI)

**ATTACHMENT TO ADC 403**  
**Administrative Update to Identify MILSTRAP Transactions Authorized for Reversal**

**1. ORIGINATOR:**

- a. **Service/Agency:** DLA Logistics Management Standards, J627
- b. **Originator:** Ms. Mary Jane Johnson, DOD MILSTRAP Administrator, DLMS Supply Process Review Committee Co-Chair, e-mail [Mary.Jane.Johnson@dla.mil](mailto:Mary.Jane.Johnson@dla.mil)

**2. FUNCTIONAL AREA:** Primary: Supply/MILSTRAP

**3. REFERENCES:**

- a. DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) September 2001 as amended
- b. DLMSO memorandum, February 14, 2008, subject: Request for Implementation Date for Approved MILSTRAP Change Letter (AMCL) 13, Partial Reversal of Select MILSTRAP Transactions, available at: <https://www.dla.mil/j-6/dlmsso/eLibrary/Changes/rfid.asp>

**4. REQUESTED CHANGE:**

**a. Description of Change:**

(1) This administrative change updates the DOD MILSTRAP Appendix 3 (AP3) Introduction (reference 3a) to identify in a single list, all MILSTRAP transactions that are authorized for reversal. Currently to determine if a MILSTRAP transaction can be re reversed, you must review the AP3 format for a given transaction, and check to see if the quantity field in that format references the AP3 footnote for reversal. This change clearly identifies all transactions authorized for reversal in once place for easy reference and information.

(2) This change also incorporates portions of AMCL 13 (reference 3b) in the AP3 Introduction. AMCL 13 is not yet published in MILSTRAP because a joint implementation date for use of partial reversals addressed by AMCL 13 was never established. However, the section of AMCL 13 documenting information about the structure of the MILSTRAP reversal indicator used in place of the former “11-zone overpunch” can be published.

**b. Procedures: MILSTRAP, AP3 Formats Introduction.** Revise DoD 4000.25-2-M, MILSTRAP, AP3 Formats Introduction, to revise paragraph AP3.3.2 as shown in Enclosure 1:

(1) Add new subparagraph AP3.3.2.1. to identify MILSTRAP transactions authorized for reversal, as well as the DLMS Supplements for the corresponding functionality that are authorized for reversal,

(2) Add new subparagraph AP3.3.2.2. to incorporate the information approved by AMCL 13 (reference 3b) documenting the structure of the MILSTRAP reversal indicator used in place of the former “11-zone overpunch” originally cited in MILSTRAP.

**5. REASON FOR CHANGE:** Administrative update to provide a list of all MILSTRAP transactions that are authorized to be reversed. Currently you must check the quantity field in each format to see if the transaction can be reversed. Also documents how the MILSTRAP reversal indicator is used in place of the 11-zone overpunch, as approved by AMCL 13.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:**

(1) Clearly identifies in one list all of the MILSTRAP transactions that are authorized for reversal.

(2) Documents how the 'punch card' 11-zone overpunch equates to the MILSTRAP 'reversal indicator' in 80-record position MILSTRAP transactions.

**b. Disadvantages:** None.

**7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Procedural update with no system impact. This change will be published in the reissuance of MILSTRAP, which is anticipated in 1<sup>st</sup> or 2<sup>nd</sup> quarter fiscal year 2012.

**8. IMPACT:**

**a. Publications:** Administrative update to DOD MILSTRAP.

**b. New DLMS Data Elements:** None.

**c. Automated Information Systems:** No impact. This is an administrative publication update.

Enclosure

## ENCLOSURE TO ADC 403

Add subparagraphs AP3.3.2.1 and AP3.3.2.2. Change is identified by *bold italics*.

Change to AP3.3.2.2. which differs from what is published in the referenced 3b Request for Implementation Date for AMCL 13 is **highlighted**.

# AP3. APPENDIX 3

## FORMATS INTRODUCTION

AP3.1. General. The AP3 series appendices prescribe the alignment and data entries for the MILSTRAP formats.

AP3.2. Formats. MILSTRAP formats are described in appendices AP3.1 through AP3.68.

AP3.3. Special Explanation/Instruction. To prevent repeating lengthy and repetitious footnotes, explanations, and instructions, the following are provided *for* reference purposes and will be referred to in the applicable formats:

AP3.3.1. For ammunition items in Federal Supply Group 13, quantities exceeding 99,999 may be expressed in thousands by placing an M in record position 29. Example: A quantity of 1,950,000 would be expressed as 1950M (1950 in record positions 25-28 and an M in record position 29). Quantities not evenly divisible by thousands will require two transactions. The first transaction will reflect the rounded thousands using the M modifier and the second transaction will reflect the residual quantity: e.g., for a quantity of 100,001, the first document will reflect a quantity of 0100M and the second document will reflect a quantity of 00001.

AP3.3.2. When reversal or cancellation of the original transaction is required, enter a reversal indicator in record position 25.

***AP3.3.2.1. MILSTRAP Transactions authorized for reversal. The following MILSTRAP transactions are authorized for reversal (the DLMS Supplements for the corresponding functionality are also authorized for reversal):***

<b>Appendix</b>	<b>DI Code</b>	<b>Corresponding DLMS Supplement</b>	<b>Title of Transaction Authorized for Reversal</b>
<b>AP3.1</b>	<b>D4_</b>	<b>527R Receipt</b>	<b>Material Receipt – Procurement Instrument Source</b>
<b>AP3.2</b>	<b>D6_</b>	<b>527R Receipt</b>	<b>Material Receipt – Other Than Procurement Instrument Source</b>
<b>AP3.3</b>	<b>D7_</b>	<b>867I Issue</b>	<b>Issue</b>
<b>AP3.4</b>	<b>D8_, D9_</b>	<b>947I Inventory Adjustment</b>	<b>Adjustment – Increase or Decrease</b>

<i>Appendix</i>	<i>DI Code</i>	<i>Corresponding DLMS Supplement</i>	<i>Title of Transaction Authorized for Reversal</i>
<i>AP3.5</i>	<i>D8E,D8F, D9E,D9F</i>	<i>947I Inventory Adjustment</i>	<i>Inventory Adjustment – Increase or Decrease (Logistics Transfer/Capitalization/Decapitalization)</i>
<i>AP3.6</i>	<i>D8S,D9S</i>	<i>947I Inventory Adjustment</i>	<i>Inventory Adjustment – Increase or Decrease (Ownership Transfer)</i>
<i>AP3.7</i>	<i>DA1,DA2</i>	<i>846F Ammunition Freeze/Unfreeze</i>	<i>Single Managed Conventional Ammunition Freeze/Unfreeze Action</i>
<i>AP3.8</i>	<i>DAC, DAD</i>	<i>947I Inventory Adjustment</i>	<i>Inventory Adjustment – Dual (Condition/Purpose Transfer)</i>
<i>AP3.9</i>	<i>DAS</i>	<i>947I Inventory Adjustment</i>	<i>Inventory Adjustment – Dual (Ownership Transfer)</i>
<i>AP3.10</i>	<i>DD_</i>	<i>527D Due-In</i>	<i>Due-In – Procurement Instrument Source</i>
<i>AP3.11</i>	<i>DEE, DEF</i>	<i>846D Logistics Reassignment Transfer and Decapitalization</i>	<i>Logistics Transfer/Decapitalization</i>
<i>AP3.12</i>	<i>DF_</i>	<i>527D Due-In</i>	<i>Due-In – Other Than Procurement Instrument Source</i>
<i>AP3.13</i>	<i>DG_</i>	<i>NA</i>	<i>Backorder</i>
<i>AP3.14</i>	<i>DHA</i>	<i>867D Demand</i>	<i>Demand</i>
<i>AP3.42</i>	<i>DU_</i>	<i>527D PMR</i>	<i>Pre-Positioned Material Receipt (PMR) – Procurement Instrument Source</i>
<i>AP3.43</i>	<i>DW_</i>	<i>527D PMR</i>	<i>PMR – Other Than Procurement Instrument Source</i>
<i>AP3.58</i>	<i>DZC</i>	<i>846S Logistics Reassignment Storage Info Order</i>	<i>Logistics Reassignment Storage Information</i>
<i>AP3.59</i>	<i>DZD</i>	<i>846S Logistics Reassignment Storage Info Reply</i>	<i>Logistics Reassignment Storage Information Reply</i>

***AP3.3.2.2. Reversal Indicator. In punched-card transactions, the reversal indicator was an eleven-zone overpunch of the quantity digit in record position 25 of the quantity to be reversed. In nonpunched-card MILSTRAP 80 record position transactions, the reversal indicator is the Extended Binary Coded Decimal Interchange***

Code (EBCDIC) or American Standard Code for Information Interchange (ASCII) equivalent of the punched-card entry, which is also entered in record position 25 of the reversal quantity for the 80 record position MILSTRAP transactions (**NOTE: Transaction reversal under DLMS is accomplished with a negative sign in front of the quantity, accordingly the MILSTRAP reversal indicator as described below does not apply in DLMS**). The EBCDIC reversal indicators are a minus sign for a blank entry, a } (closing brace) for an entry of zero, or an alphabetic J through R for an entry of 1 through 9 respectively. Since significant digits are to be preceded by zeros, the blank and minus sign indicators in record position 25 are actually invalid entries and are mentioned only to cover all possibilities. The punched card and EBCDIC reversal indicators are as follows:

QUANTITY ENTRY	RECORD POSITION 25 PUNCHED-CARD TRANSACTION ENTRY	RECORD POSITION 25 EBCDIC REVERSAL	EBCDIC REVERSAL QUANTITY ENTRY
1	11-zone and blank	- (MINUS)	- 1
00001	11-zone and 0 (zero)	}	}0001
10001	11-zone and 1	J	J0001
20001	11-zone and 2	K	K0001
39999	11-zone and 3	L	L9999
42180	11-zone and 4	M	M2180
57832	11-zone and 5	N	N7832
60000	11-zone and 6	O	O0000
78364	11-zone and 7	P	P8364
80000	11-zone and 8	Q	Q0000
99999	11-zone and 9	R	R9999

For ammunition, an M-modifier may be entered in record position 29 of the quantity field to denote thousands. In such cases, the quantity and reversal indicators would appear as shown in the following example for a reversal quantity of 800000:

QUANTITY ENTRY	RECORD POSITION 25 PUNCHED-CARD TRANSACTION ENTRY	RECORD POSITION 25 EBCDIC REVERSAL CHARACTER	EBCDIC REVERSAL QUANTITY ENTRY
0800M	11-zone and 0 (zero)	}	}800M

AP3.3.3. When all data elements, other than quantity, are identical and the quantity due-in or being adjusted exceeds 99,999 or 9999M (M-Modifier thousands - and residual quantities are for ammunition); or when all data elements are the same, except the condition of materiel, for materiel being received or being adjusted; assign consecutive suffix codes in record position 44 beginning with alpha code A in the initial transaction; otherwise, leave blank.

AP3.3.4. Date Indicator is a three-position field used to identify the year and month (e.g., 305 is year 2003, month of May). Date indicators refer to the last day of the month unless otherwise noted in the transaction. The Date Indicators in Special Program Requirement (SPR) transactions refer to the first day of the month as noted in the formats

#### AP3.4. General Guidance for Quantity, Day, and Date Entries

AP3.4.1. Quantity. Unless otherwise stated in the format explanation and instructions, quantity fields must be completely filled. If the quantity being entered does not fill the prescribed number of positions, right justify the entry and precede the significant digits with zeroes. For instance, a quantity of 55 would be entered in record positions 25-29 as 00055.

AP3.4.2. Day. The term Julian day is not recognized for data element terminology. Accordingly, all instructions covering the entry of a 3-digit day refer to the ordinal day of the calendar year. For instance, 25 February will be entered as 056 and 14 July would be entered as 195 or 196 in a leap year.

AP3.4.3. Date. Date entries of four positions, unless otherwise specified, consist of the last position of the calendar year and the 3-digit ordinal day of the calendar year. For instance, 25 February 2003 would be entered as 3056.