

CHAPTER V
DLSC PROVISIONING SCREENING MASTER ADDRESS TABLE

5.100 Section 1: General. These instructions cover the procedures to be used to register activities as users of the DLSC provisioning screening services and to record such activities and their requirements in the DLSC Provisioning Screening Master Address Table.

5.100.1 Letter of Registration. A Letter of Registration (see sample, pages V6, V7) is required as the authorization for activities and their contractors to participate in the DLSC Provisioning Screening program and to provide for their registration in the DLSC Provisioning Screening Master Address Table. The Letter of Registration must be submitted to DLSC by the responsible Government activity and will contain the following information:

- a. Recipients complete mailing addresses.
- b. Media of output (cards, tape, AUTODIN, etc.).
- c. Alternate media of output.
- d. Destination Code.
- e. Activity Code.
- f. Authorization for DECLARED EXCESS ASSET'S Information.
- g. Authorization for Catalog Management Data (CM D).
- h. Service Code.
- i. Communications Routing Indicator Code (AUTODIN users).

5.100.2 Mailing Address. The Letter of Registration will be addressed to:

Commander
Defense Logistics Services Center
ATTN: DLSC-FECA
Federal Center
Battle Creek, Michigan 49017-3084

5.200 Section 2: DLSC Provisioning Screening Master Address Table.

5.200.1 DLSC Provisioning Screening Master Address Table. The DLSC Provisioning Screening Master Address Table is the register which controls the mode and media of output and the address information for the distribution and transmission of the results of provisioning screening.

5.210 Registration in the Provisioning Screening Master Address Table. Registration action to the Provisioning Screening Master Address Table must be furnished to DLSC at least ten days prior to the initial submission of screening requests under a requirement (Activity Code/Destination Code) not previously established. DLSC-F will advise the submitter as soon as the registration is effected. In the event the submitter does not receive such notification, a follow-up inquiry will be made prior to the submission of screening requests.

5.300 Section 3: Special Instructions.

5.300.1 Multiple Addressees. When multiple output of screening results is requested **all** addressees registered under the applicable destination code will receive the results of screening. When single output is requested only the first addressee in the register (under the applicable destination code) will receive the results.

5.300.2 Destination Code. The destination code is five characters in length and may be any combination of alpha- numerics as designated by the submitter.

5.300.3 Government Activity Submitter. The destination code for a Government activity submitter must contain at least two alpha characters in order to preclude duplication of a valid FSCM/NSCM.

5.300.4 Contractor Submitter. The destination code for a contractor may consist of, but is not restricted to, their assigned FSCM/NSCM.

5.310 Document Identifier Code (DIC). A three-position alpha code used to indicate the type of action desired. This code will appear in *position 1-3* of the input request EAM *format*.

5.310.1 DIC LUP. The code used to establish a new destination code and related address information, or to add a new recipient's address information to an existing destination code in the DLSC Master Address Table.

5.310.2 DIC LUR. The code used to change a line or lines of information in an existing address and destination code.

5.310.2.1 If the change contains more lines than the existing address, a Delete/Add transaction must take place; i.e., delete the entire existing address (**DIC LUS**) and add the new complete address information (**DIC LUP**).

5.310.3 DIC LUS. The code used to delete a destination code and all related address information. A separate deletion action must be made for each address under a destination code when the destination code and at least one address is to be retained.

5.320 Maintenance of the DLSC Master **Address Table**. It will be the responsibility of the Government activity having cognizance of the screening requirements of the contractors to update and purge the DLSC Master Address Table according to current requirements. Special attention should be directed to deletion of addresses and destination codes upon completion of contractual obligations or Service/Agency requirements.

5.400 Section 4: Destination Code/Address Card -- Format.

5.410 Input Formats. The following procedures will be used in the preparation of the 80 Column EAM card *format* required to establish the destination code and related address information for initial inclusion in, and subsequent maintenance of this information, in the DLSC Master Address Table.

5.410.1 Position 1-3, Document Identifier Code.

LUP - Establish a new destination code and related address information, or add an address to an existing destination code.

LUR - Change address information or output media code of an existing destination code.

LUS - Delete destination code and all related address information or delete an address from a destination code.

5.410.2 Position 4-6, Package Sequence Number. A three-position alphanumeric sequence number to control or maintain the sequence of *lines* in an address package. The first *line* of the first address will contain AO1, the second *line* A02, and continue thus to the *last line* of the last address in the package which will be Z and the appropriate number; e.g., if there are 12 *lines* total in the entire package the last *line* will be Z12.

5.410.3 Position 7, Blank.

5.410.4 Position 8-9, Activity Code, Screening. The two-position code designating the submitter or responsible Government activity; (e.g., TG - Warner Robins AFB, KE - Aviation Supply Office, etc.).

5.410.5 Position 10-14, Destination Code, Screening. The five-position code which identifies the recipient(s) of provisioning screening results.

5.410.5.1 Position 1-14, Deletions - DIC LUS. To delete an entire destination code and all of its related address data, positions 15-80 will be left blank. To delete one address from an existing destination code positions 15-16 must be completed and 17-80 will be left blank.

5.410.6 Position 15-16, Address *Line Sequence Code*. A two-position alphanumeric number to sequence the individual addresses in a multiple address package and to sequence the *lines* within each address. The first position (15) will be alpha starting with A and each *line* in an address will have the same alpha in position 15. Position 16 will be numeric and will be sequenced starting with "1" in the first *line* of an address, "2" in the second *line*, etc., so that a 5 line address would be sequenced A 1, A2, A3, A4, A5 in position 15-16. In a multiple address package, the second address would be sequenced B 1, B2, B3, etc., in positions 15-16.

5.410.7 Position 17-64, Provisioning Screening Receiver's Address. The multiple line information in the exact format required to mail the output product to the recipient(s) of provisioning screening data. A separate *line* will be used for each line of address information. An attention line if used, should be placed before the street and city address information and should be an office symbol, room number, etc. Person's names should not be used unless absolutely necessary.

5.410.8 Position 65-66, Blank.

5.410.9 Position 67-68, Output Mode/Media Code. A two-position alphanumeric code which designates the mode and media by which the output data is returned to the recipients of provisioning screening results (see Appendix III A Table 10 Output Mode/Media Codes).

5.410.10 Position 69, Assets Authorization Code. A one-position numeric code which indicates whether or not a recipient is authorized to receive DECLARED EXCESS ASSETS information. A "1" indicates the recipient is authorized, a "2" indicates he is not.

5.410.11 Position 70-71, Service Code, Provisioning Screening Destination Table. A two-position numeric code designating the Military Service component or Civil Agency authorizing the submission of provisioning screening requests. Used internally by DLSC only for statistical compilation purposes. "These codes are as follows:

Army	- 01
Navy	- 02
Air Force	- 03
Marine Corps	- 04
DLA	- 05
Other DoD	- 06
Civil Agency	- 07
Other Government/NATO	- 08

5.410.12 Position 72-73, Alternate Media of Output Code. A secondary use of the Output Mode and Media Code (see Appendix III A Table 10 Output Mode/Media Code) used by activities to designate the alternate media of output the recipient, who normally receives results of screening via AUTODIN, desires when the results of screening exceed AUTODIN output limitation (see DIC KEC), or when there is a degradation of AUTODIN.

5.420.1 Single Address Input.

Doc Id Code	Pkg Seq No	Act Code	Dest Seq Code No	Address	out-put Mode/Media Code	Asset Auth Code	Serv Code	Alt Media of out-put Code	CMD Auth Code
LUP	A01	SA	ACDWY A1	Commander	A2	1	03	M7	1
LUP	A02	SA	ACDWY A2	AFLC					
LUP	A03	SA	ACDWY A3	ATTN: MMSCA					
LUP	Z04	SA	ACDWY A4	Wright-Patterson AFB, Ohio 45433					

5.420.2 Multiple Address Input,

LUP	A01	SA	ACDWY A1	Commander	A2	1	03	M7	1
LUP	A02	SA	ACDWY A2	AFLC					
LUP	A03	SA	ACDWY A3	ATTN: MMSCSA					
LUP	A04	SA	ACDWY A4	Wright-Patterson AFB, Ohio 45433					
LUP	A05	SA	ACDWY B1	Rose Engrg Co.	A2	2	03	M7	2
LUP	A06	SA	ACDWY B2	ATTN: Contract Ad- ministrator					
LUP	A07	SA	ACDWY B3	4900 W. 78th St.					
LUP	Z08	SA	ACDWY B4	Grand Rapids, Michigan 49000					

5.430.3 / SAMPLE LETTER OF REGISTRATION: AUTODIN USERS

XXXXXXXXXX
XXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXX

Commander
Defense Logistics Services Center
Directorate of Cataloging
ATTN: DLSC-FECA (Provisioning Screening)
Federal Center
Battle Creek, Michigan 49017-3084

SUBJECT: Request for Registration as an AUTODIN Recipient of Provisioning and Other Preprocurement Screening Results

Following information pertinent to registration as an AUTODIN recipient of results of provisioning and other preprocurement screening is being furnished in accordance with chapter V, DoD 4100.38-M.

Input DIC - LUP
Activity Code - TG
Destination Code - 12345
Media of Data - 'A2' (Fixed Length Record Format Record)
Service Code
Alternate Media of Output - M8 (Magnetic tape)
Address Information -

Communication Routing Indicator Code - XX (per JANAP 128) XX

This contractor is/is not authorized to receive DECLARED EXCESS ASSETS information.

This contractor is/is not authorized to receive CMD information.

(signed) _____

5.430.4 SAMPLE LETTER OF REGISTRATION (EXCEPT AUTODIN)

XXXXXXXXXX
XXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXX

Commander
Defense Logistics Services Center
Directorate of Cataloging
ATTN: DLSC-FECA (Provisioning Screening)
P.O. Box 3412
Federal Center
Battle Creek, Michigan 49017-3084

SUBJECT: Request for Registration as a Recipient of Provisioning and Other Preprocurement Screening Results

The following information is furnished pursuant to the above subject request:

Input DIC - LUP
Activity Code - TG
Destination Code - 12345
Output Media of Code - L1 (1 Part Listing)
Service Code
Address Information -

This contractor is/is not authorized to receive DECLARED EXCESS Assets information.

This contractor is/is not authorized to receive CMD information.

(signed) _____

5.430.4 SAMPLE LETTER OF REGISTRATION (EXCEPT AUTODIN)

X x x x x x x x
XXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXX

Commander /
Defense Logistics Services Center
Directorate of Cataloging
ATTN: **DLSC-FECA** (Provisioning Screening)
P.O. Box 3412
Federal Center
Battle Creek, Michigan **49017-3084**

SUBJECT: Request for Registration as an Recipient of Provisioning and Other Preprocurement Screening Results

The following information is furnished pursuant to the above subject request:

Input DIC - LUP
Activity Code - TG
Destination Code - 12345
Output Media of Code - L 1 (1 Part Listing)
Service Code
Address Information •

This contractor is/is not authorized to receive DECLARED EXCESS Assets information.

This contractor is/is not authorized to receive **CMD** information.

(signed) _____

