

Developing a Fund Cite to Order on EMALL

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- Step 1: Each site or unit will need to log-in to their DOD E-mail account. After logging-in to their account, they need to “Click on Account” in the top right of the web page. What will appear after the page refreshes is a series of tabs in the following order: Account Info; Permissions; Express Settings; Options; Address Book; Email List; Credit Card List; Recipients. Then “Click on the Permissions Tab” and complete the required MILSTRIP/FEDSTRIP Authorization forms.
- Step 2: They will need to complete a separate Authorization Forms for each fund - MPA & OMA (35 is for MPA); (ZZ is for OMA). I’ve attached copies of my Authorization forms as examples for the field. After completing the forms there’s a button at the bottom of the form “Click Submit Button”. Print a copy of the authorization forms and the requester and supervisor must sign the documents and then forward to Brigade Chief for this/her signature. After the Brigade Chief signs, he/she will then forward the forms to USACC G8 for review, processing and signature (on my forms you can see that Mr. Pratt had forwarded both documents on to a Ms. Amy Kaine at CC G8 for her signature).
- Step 3: Once all required signatures are obtained, the requester needs to FAX both forms to the FAX number listed on the top of the authorization forms. In the case of my forms, and because this was the first time us in the field completing the process, I personally confirmed that everything was setup properly with Lori Wilson at DLA. One other item is that after the requester submits their authorization forms to DOD E-mail, a returned email was sent back stating they received them. DOD E-mail will also send a follow-up email stating that your account is now set up to use the system by payment method of MILSTRIP.
- Step 4: Once the account is set up to use MILSTRIP, after you “Click Cart Checkout”, the window titled checkout summary appears. You now have the option of using two (2) different ways of funding/paying for your order labeled “Payment Method” by either (GPC or MILSTRIP). FYI after placing an order yesterday I believe the system will default to pay by GPC card. Click the drop down button and change how you’re going to pay for this order to: “MILSTRIP”. When you do this, the page will take a few seconds to reset. FYI for some reason, all document numbers will change, so you will have to manually reset or change them to the correct document numbers. Example: If you are ordering 10 different size shoes, the document numbers should be listed as JDATE-001E thru 010E. Again, after you change to MILSTRIP all documents for some reason will change to JDAT-011E thru 020E. This is based upon the above listed example. Just below the button you used to change funding to MILSTRIP is a section called “Checkout Cart View”, and on the right-hand side of this section you have to manually input the following areas.

- Fund Code: (35 = MPA) or (ZZ = OMA)
 - Signal Code: Will always be “A”
 - Media Status Code must be “S”
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- Step 5: After you have set funding & signal codes Click Update ALL and message boxes under each document should disappear.

 - Step 6: Click at the bottom of your order and Click Checkout and the process is complete.

NOTES:

- Whoever sets the funding codes will need to set the MILSTRIP fund in the big GFEBs system for the orders to go through! Had a problem with my first order going through because the system was not setup properly.
- I have attached a smart sheet for the ordering process that must be following when units use the MILSTRIP payment method.