



# Defense Logistics Agency MANUAL

DLAM 5025.02  
January 4, 2013

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DLAHQ J52

SUBJECT: Issuance Numbering System

Reference: DLAI 5025.01, "DLA Issuances Program," January 4, 2013

1. PURPOSE. In accordance with the authority in the Reference cited above, this Manual provides the procedures for selecting an issuance number for the following types of DLA issuances:

- a. DLA Instructions (DLAI)
- b. DLA Regulations (DLAR)
- c. DLA Manuals (DLAM)
- d. Directive-type Memorandums (DTM)

2. APPLICABILITY. Applies to all of DLA.

3. RESPONSIBILITIES.

a. ACTION OFFICERS. The action officer shall propose a 4-digit major group and subgroup number for each new DLA issuance and a 2-digit alphabetic descriptor for the subgroup (i.e., aa, ab, ac, etc), rather than a sequential number, for use throughout the coordination and approval process.

b. POLICY REPRESENTATIVES. The organizational policy representative shall assign the final number to the DTM prior to approval by the director / commander.

c. CHIEF, POLICY MANAGEMENT DIVISION (J52). The J52, under the authority of the Director, Strategic Plans and Policy (J5), shall assign the final 2-digit numeric number to the

final version of all new DLA issuances and Joint Services issuances, for which DLA is the executive agent.

4. PROCEDURES. Follow the procedures in Enclosure 1.

5. INTERNAL CONTROLS.

a. During Stage 1: Development of the DLA Issuances Pipeline process, the action officer completes the DLA Issuances Checklist indicating that the new draft issuance was assigned a number IAW this Manual.

b. During Stage 2: Precoordination of the DLA Issuances Pipeline process, the organizational policy representative verifies that the new draft issuance is assigned a number IAW this Manual.

c. During Stage 5: Signature and Posting, the policy representative completes the DLA Issuances Checklist indicating that the final DTM is assigned a number IAW this Manual. The J52 completes the DLA Issuances Checklist indicating that the final version of each new DLAI, DLAR, and DLAM is assigned a permanent 2-digit sequential number of the subgroup.

6. RELEASEABILITY. UNLIMITED. This Manual is approved for public release and is available on the Internet from the DLA Issuances Website.

7. EFFECTIVE DATE. This Manual is effective January 4, 2013.

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Director, DLA Strategic Plans and Policy

Enclosure - Procedures

ENCLOSURE 1

PROCEDURES

1. BASIC NUMBERING SYSTEM. The DLA issuance numbering system emulates the DoD issuance number system. Emulating the DoD issuance numbering system enables DLA to quickly trace DLA issuances from its lowest-level DLA manual to its higher-level DoD instruction. This traceability enables DLA action officers to determine, quickly, issuance gaps, overlaps, and those that ought to be marked for cancellation. In addition, enables action officers to know, immediately, which DLA issuances may be impacted due to a change in a DoD issuance. See the appendix to this document for a current list of issuance number assignments.

a. DLA Regulations (DLARs) and DLA Instructions (DLAIs). The basic number shall be in Arabic numerals and shall consist of a 4-digit number representing a major subject group and its subgroup, followed by a decimal point and a 2-digit sequential number of the subgroup. For example,

(1) DLAI 5025.01 is in the major subject group “5000 – Acquisition, Administrative Management, Organizational Charters, Security, Public Affairs, and Legislative Affairs.”

(2) The number “25” represents the subgroup “5000-5099 – Acquisition and Administrative Management.”

(3) The number “.01” indicates that this is the first issuance assigned to that subgroup.

b. DLA Manuals (DLAMs). DLAMs shall be assigned the same number as the DLAI they implement. For DLAMs exceeding 100 pages in length, which shall be separated into Volumes, each Volume shall retain the same number, with the addition of a dash and Volume number in Arabic numerals at the end, For example,

(1) DLAM Manual 1400.25, Volume 1. Abbreviated as “DLAM 1400.25-V1.”

(2) DLAM Manual 1400.25, Volume 2. Abbreviated as “DLAM 1400.25-V2.”

c. DLA Directive-Type Memorandums (DTMs). DTMs shall be numbered sequentially beginning with the year in which issued, followed by the Arabic numeral for that DTM; For example, for the first DTM issued in calendar year 2013, “DTM-13-001.”

2. NUMBERING NEW ISSUANCES

a. DLARs, DLAIs, and DLAMs. The DLA action officer who develop new Regulations, Instructions, and/or Manuals proposes a 4-digit major group and subgroup number from the list in the enclosure and a 2-digit alphabetic descriptor for the subgroup (i.e., aa, ab, ac, etc), rather

than a sequential number, for use throughout the coordination and approval process. DLAHQ J52 assigns the final 2-digit sequential number of the subgroup when the issuance is approved.

b. DTMs. The organizational policy representative assigns a temporary number to the DTM during Stage 2: Precoordination and a final number when the DTM is signed. The final DTM number is obtained from the DTM Number Index, which is located on the DLA Issuances website/Collaboration Room/DLA Issuances Team Site/Shared Documents folder.

3. NUMBERING REISSUANCES. Reissuances shall retain the same number as the original issuance. Numbers shall not be reused for any other purpose.

4. CLASSIFIED AND FOR OFFICIAL USE ONLY (FOUO) ISSUANCES. The abbreviation of the highest overall security classification within the issuance shall precede the issuance number: "C-" for Confidential, "S-" for Secret, and "TS-" for Top Secret. "O-" shall precede the number of FOUO issuances.

APPENDIX 1

MAJOR SUBJECT GROUPS AND SUBGROUPS

1000 MANPOWER AND PERSONNEL (CIVILIAN, MILITARY, AND RESERVE)

2000 INTERNATIONAL AND FOREIGN AFFAIRS

3000 PLANS AND OPERATIONS, RESEARCH AND DEVELOPMENT AND INTELLIGENCE

4000 LOGISTICS, NATURAL RESOURCES, AND ENVIRONMENT

5000 ACQUISITION, ADMINISTRATIVE MANAGEMENT, SECURITY, PUBLIC AFFAIRS, AND LEGISLATIVE AFFAIRS

6000 HEALTH

7000 BUDGET, FINANCE, AUDITS, AND RELATED INFORMATION CONTROL

8000 INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

1000-1999 MANPOWER AND PERSONNEL (CIVILIAN, MILITARY, AND RESERVE)

1000-1099 General

1000 General

1005 Honors and Ceremonies

1010 Drug and Alcohol Abuse

1015 Morale, Welfare, and Recreation

1020 Equal Opportunity

1025 Education and Training

1030 Criminal Justice

1100-1199 Manpower

1100 General

1110 National Requirements

1115 Availability and Procurement

1120 Defense Logistics Agency Requirements

1125 Utilization

1130 Scientific and Technical Personnel

1135 Labor Relations

1140 Allocations

1145 Qualitative Distribution

## 1200-1299 Reserve Forces

1200 General

1205 Personnel

1215 Training and Education

1225 Facilities and Equipment

1235 Mobilization and Active Duty

1240 Demobilization

1241 Benefits and Eligibility

1250 National Committees

## 1300-1399 Military Personnel

1300 General

1304 Recruitment, Induction, Enlistment, and Reenlistment

1308 Physical and Mental Standards

1310 Classification and Designation

1312 Occupational Analysis

1315 Assignment and Rotation

1320 Advancement and Promotion

1322 Training and Education

1325 Performance and Discipline

1327 Leave and Liberty

1330 Morale, Welfare, and Recreation

1332 Retirement and Separation

1334 Uniforms

1336 Records and Forms

1338 Clothing, Food, and Housing

1340 Pay and Allowances

1341 Benefits and Eligibility

1342 Dependents

1344 Personal Affairs

1348 Awards and Decorations

1350 Equal Opportunity

1352 Retired Regular and Reserve

1354 Union Activities

## 1400-1499 Civilian Personnel

1400 General

1401 Nonappropriated Funds

1402 Recruitment, Examination, Selection, and Employment

1403 Senior Executive Service and General Schedule 16 through 18

1404 Placement, Promotion, Demotion, Transfer, Reassignment, and Reemployment

1412 Retirement

1416 Salary and Wages

1418 Allowances and Differentials

1422 Hours of Work and Overtime

1424 Leave

1426 Employee Relations  
1430 Education and Training  
1432 Awards, Suggestions, and Incentives  
1438 Health and Safety  
1440 Equal Opportunity  
1442 Special Categories  
1444 Records and Forms

3000-3999 PLANS AND OPERATIONS, RESEARCH AND DEVELOPMENT,  
INTELLIGENCE AND COMPUTER LANGUAGE

3000-3199 Plans and Operations

3000 Plans and Operations  
3001 Personnel Accounting  
3002 Personnel Recovery  
3005 Mobilization  
3020 Crisis Management and Emergency Preparedness  
3025 Civil Defense, Civil Disturbances, and Evacuations  
3100 International Cooperation  
3110 Logistics  
3115 Intelligence  
3145 Biological and Chemical Defense  
3150 Nuclear Weapons Systems

3200-3299 Research and Development

3200 General  
3201 Laboratories  
3210 Research Grants  
3216 Biological Research  
3222 Electromagnetic Compatibility and Electronic Warfare  
3224 Equipment and Supplies

3300-3399 Intelligence

3300 General  
3305 Education and Training  
3325 Intelligence Collection

3400-3499 Computer Language

3400 General  
3405 Programming Languages  
3410 Artificial Intelligence

3600-3699 Information Operations

3600 General  
3601 Organization  
3604 Military Deception  
3605 Electronic Warfare  
3606 Operations Security  
3607 Military Information Support Operations  
3608 Force Development  
3609 Intelligence Support

4000-4999 LOGISTICS, NATURAL RESOURCES, AND ENVIRONMENT

4000-4099 Logistics  
4000 Logistic Support  
4005 Industrial Preparedness

4100-4199 Materiel and Property Management

4100 Commercial Activities  
4105 Procurement  
4120 Standards  
4140 Materiel Management and Control  
4145 Storage  
4151 Materiel Maintenance  
4155 Quality Assurance and Control  
4161 Personal and Military Property  
4165 Real Property  
4170 Conservation

4200-4299 Production and Acquisition

4200 General  
4205 Contractual Assistance  
4210 Materials  
4220 Petroleum Products  
4245 Acquisition Management and Production  
4270 Construction

4400-4499 Priority and Urgency

4400 General  
4410 Procedures and Instructions

4500-4599 Transportation

4500 Management  
4515 Utilization  
4525 Postal Services  
4540 Movement Control



4600-4699 Communications and Electronics

4600 Countermeasures  
4630 Facilities  
4640 Telephone and Telecommunications  
4650 Radio  
4660 Communications Security

4700-4799 Natural Resources and Environment

4700 General  
4705 Water  
4710 Preservations  
4715 Environmental Security

5000-5999 ACQUISITION, ADMINISTRATIVE MANAGEMENT, SECURITY, PUBLIC AFFAIRS, AND LEGISLATIVE AFFAIRS

5000-5099 Acquisition and Administrative Management

5000 General  
5010 Management Programs  
5015 Records Management  
5025 DLA Issuances Program  
5030 Interagency Relations  
5035 Contributions  
5040 Audiovisual Activities  
5045 Correspondence

5200-5299 Security

5200 General  
5205 Special Programs  
5210 Personnel, Facilities, and Classification Guides  
5215 Computer Security  
5220 Industrial Security  
5230 Information Disclosure  
5240 Counterintelligence  
5250 Signature Support

5300-5399 Office and Administrative Services

5305 Space  
5330 Printing and Copying  
5335 Supplies and Equipment

5400-5499 Public Affairs

5400 General

5410 Community and Commercial Participation

5500-5599 Legislative Affairs

5500 General

5505 Investigations

5515 Claims

5525 Law Enforcement and Legislative Affairs

5530 Agreements

5535 Patents, Copyrights, and Trademarks

5545 Congressional Relations and Hearings

6000-6999 HEALTH

6000-6099 General

6000 General

6010 Benefits and Treatment

6015 Facilities

6020 First Aid

6025 Health Care

6040 Records and Forms

6050 Environmental Hazards

6055 Safety

6060 Child Care

6100-6199 Physical Fitness

6100 General

6130 Evaluation, Review Boards, and Councils

6200-6399 Preventive and General Medicine

6200 General

6205 Immunization

6230 Hygiene and Sanitation

6310 Treatment and Hospitalization

6400-6499 Special Fields

6400 General

6410 Dentistry

6420 Medical Intelligence

6430 Boards

6440 Laboratory Testing

6465 Pathology  
6480 Blood  
6485 Infections and Diseases  
6490 Mental Health  
6495 Assault Prevention

7000-7999 BUDGET, FINANCE, AUDITS, AND INFORMATION CONTROL

7000-7099 General

7000 General  
7040 Financial Management  
7041 Cost and Economic Information  
7045 Program Management  
7050 Investigation and Inspection  
7060 International Balance of Payments Program

7100-7199 Budgeting

7100 General  
7150 Public Works

7200-7299 Appropriations Accounting and Control

7200 General  
7220 Obligations, Expenditure, and Cost Accounting  
7230 Reimbursements  
7250 Reprogramming  
7280 Special Funds  
7290 Military Assistance

7300-7399 Disbursements and Receipts

7300 General  
7310 Accountability  
7330 Payrolls and Pay Allotments  
7360 Foreign Financial Operations

7400-7499 Revolving Funds

7400 General  
7410 Industrial Funds  
7420 Stock Funds  
7460 Management Funds

7600-7699 Auditing

7600 General

7640 Contract Auditing  
7650 General Accounting Office

7700-7799 Information Resources Management

7700 General  
7710 Financial Reporting  
7720 Progress Reporting  
7730 Statistical Reporting  
7740 Programs  
7750 Information Requirements  
7770 Magnetic Tape Extracts

7800-7899 Contract Financing

7800 General  
7830 Advance Payments  
7840 Partial and Progress Payments

7900-7999 Automated Information Systems

7900 General  
7920 Automated Information Systems  
7930 Programs  
7935 Data Systems Documentation Standards  
7950 Automated Data Processing Resources

8000-8999 INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

8000-8099 Defense Information Management

8000 General

8100-8199 Information Resources Management

8100 General  
8110 Information Management Strategic and Business Planning  
8115 Capital Planning and Investment Control  
8120 Automated Information Systems  
8130 Governance Processes and Management Control Structures  
8140 Knowledge/Skills-Based Workforce  
8150 Performance Measures and Assessment Activities  
8160 Asset Inventory Management and Visibility  
8170 Creating, Accessing, and Dissemination of Information  
8180 Records Management  
8190 Electronic Business/Electronic Commerce

## 8200-8299 Mission and Functional Processes

- 8200 General
- 8210 Customer Requirements Generation Processes
- 8215 Suppliers and Competitive Sourcing
- 8220 Information Technology Services
- 8240 Business Process Re-Engineering
- 8250 Process Change
- 8260 Data Management
- 8270 Operational Architectures

## 8300-8399 Information Infrastructure Design and Engineering

- 8300 General
- 8310 Building Codes and Standards
- 8315 Modeling and Simulation
- 8320 Data Elements and Codes
- 8330 Integration and Interoperability
- 8340 Common Operating Environment
- 8350 Engineering
- 8360 Test and Evaluation
- 8370 Technical and Systems Architectures

## 8400-8499 Information Technology

- 8400 General
- 8410 Computing
- 8420 Telecommunication
- 8430 Software and Application Systems
- 8440 Other Information Technology
- 8450 Information Processing Services
- 8460 Telecommunications Services
- 8470 Software Services

## 8500-8599 Information Infrastructure Protection and Safeguards

- 8500 Information Assurance General (Overarching)
- 8510 Information Assurance Certification and Accreditation
- 8520 Key and Identity Management (Public Key Infrastructure, Key Management Infrastructure, Electronic Key Management System)
- 8521 Biometrics
- 8530 Computer Network Defense
- 8531 Vulnerability Management (e.g., Information Assurance Vulnerability Alert)
- 8540 Interconnectivity/Multiple Security Levels (e.g., SECRET and Below Interoperability)
- 8550 Network/Web
- 8551 Ports, Protocols, and Services
- 8560 Assessments (e.g., Red Teaming, TEMPEST Testing and Monitoring)
- 8570 Education, Training, Awareness

8580 Other Information Assurance (e.g., Information Assurance in Acquisition, Operational Test and Evaluation)

8582 Information Assurance in the Acquisition System

8590 Critical Infrastructure Protection

8900-8999 Information Collection

8900 General

8910 Information Requirements