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.
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.”


   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