



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY DLMSO  
REFER TO

DEC 22 2008

MEMORANDUM FOR UNIQUE ITEM TRACKING (UIT) COMMITTEE MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 314,  
Administrative Update to DLMS, Volume 2, Appendix 5, Instructions for  
Submission of DoD UIT Program Candidates (Supply/UIT)

The attached, administrative change to DoD 4000.25-M, DLMS, is approved. The change to the DLMS manual will be published in the next reissuance of the manual. The corrected Appendix will be posted to the UIT Committee webpage at <http://www.dla.mil/j-6/dlms/Programs/Committees/UITC/UITC.asp> within 10 days from the above date

Addressees may direct questions to the DLMSO point of contact, Ms. Mary Jane Johnson, e-mail: [Mary.Jane.Johnson@dla.mil](mailto:Mary.Jane.Johnson@dla.mil); (703) 767-0677; and, DSN 427-0677. Others must contact their Component designated UIT Committee representative.

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment

cc:  
DUSD(L&MR)SCI  
SUPPLY PROCESS REVIEW COMMITTEE

**ATTACHMENT TO ADC 314**  
**Administrative Update to DLMS, Volume 2, Appendix 5, Instructions for Submission of DoD  
UIT Program Candidates (Supply/UIT)**

**1. ORIGINATOR:**

- a. **Service/Agency:** Defense Logistics Management Standards Office (DLMSO)
- b. **Originator:** Ms. Mary Jane Johnson, UIT Committee Chair, MILSTRAP Administrator, e-mail: Mary.Jane.Johnson@dla.mil; (703) 767-0677; and, DSN 427-0677.

**2. FUNCTIONAL AREA:** Supply/UIT

**3. REQUESTED CHANGE:**

- a. **Title:** Administrative Update to DLMS, Volume 2, Appendix 5, Instructions for Submission of DoD UIT Program Candidates (Supply/UIT)
- b. **Description of Change:** This administrative update to DLMS Volume 2, Appendix 5 corrects erroneous paragraph number references, for DoD 4140.1-R, cited in the Instructions for Submission of DoD UIT Program Candidates.
- c. **Procedures:** Administrative update to DOD 4000.25-M, DLMS, Volume 2, Appendix 5 as shown in the Enclosure.

**4. REASON FOR CHANGE:** Administrative updates necessary to correct erroneous paragraph numbers referenced in DLMS Volume 2, Appendix 5 Instructions for Submission of DoD UIT Program Candidates. The DoD 4140.1-R section titles referenced in the DLMS appendix are correct, but the wrong paragraph numbers are cited. This change is an administrative update to identify the correct paragraph numbers for the DoD 4140.1-R sections addressed in the DLMS appendix.

**5. ADVANTAGES AND DISADVANTAGES:**

- a. **Advantages:** Updates the DLMS Volume 2, Appendix 5, Instruction for Submission of DoD UIT Program Candidates, to cite the correct paragraph numbers for the DoD 4140.1-R sections for “UIT” and “Item Accountability, Control and Stewardship”.
- b. **Disadvantages:** None.

**6. IMPACT:** Modify DOD 4000.25-M, Volume 2, Appendix 5.

Enclosure

# ENCLOSURE to ADC 314

## AP5. APPENDIX 5

### INSTRUCTIONS FOR SUBMISSION OF DOD UNIQUE ITEM TRACKING (UIT) PROGRAM CANDIDATES

(Changes are **highlighted**)

#### AP5.1 ORIGINATOR

AP5.1.1. UITC Representative. Include the name, organization and office symbol, and DSN and commercial telephone number, and electronic-mail address.

AP5.1.2. DoD Component. Identify the DoD Component submitting the UIT program candidate or the joint DoD Component group/committee sponsoring the program candidate.

AP5.1.3. Originator. Identify the person who can discuss the concepts, needs, and the rationale underlying the UIT program candidate. Include the name, organization and office symbol, and DSN and commercial telephone number, and electronic-mail address.

AP5.1.4. Program Sponsor. Include the name, organization and office symbol, and DSN and commercial telephone number, and electronic-mail address.

#### AP5.2. UIT PROGRAM CANDIDATE

AP5.2.1. Program Name. Enter the full name of the UIT program candidate. Spell out all acronyms.

AP5.2.2. Program Description. Provide a brief description of the UIT program and its applicability to the overall DoD UIT Program. Identify the functional area associated with the UIT program candidate, any other program which may be affected by, or have an interest in, and if applicable, cite authority documents. Identify any additional data element requirements that may be added, revised, or deleted as a result of this program.

AP5.2.3 Justification for UIT Requirement. Provide background and support for the UIT program candidate. Elaborate on the need for the UIT program candidate in a context that allows evaluators to understand the full impact of the program and the impact of not maintaining the status quo. Also, provide responses to the following questions:

AP5.2.3.1. What value does the UIT candidate program add to the DoD UIT Program?

AP5.2.3.2. What potential customers will benefit from the candidate UIT program?

AP5.2.3.3. How does the candidate UIT program contribute to the accountability and visibility of the asset being tracked?

AP5.2.3.4. Is the candidate UIT program compliant with sections **C5.3 C5.7** (Item Accountability, Control and Stewardship) and **C6.3 C5.7.3** (Unique Item Tracking) of DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation? If yes, at what level and when was compliance achieved? If no, is there a plan to become compliant with DoD 4140.1-R, sections **C5.3 C5.7** and **C6.3 C5.7.3**?

AP5.2.3.5. How many line items (NSN + UIT elements (UII, serial number, part number, etc. = line item) are to be tracked?

AP5.2.3.6. How many reportable line items and UIT events are to be reported (1 NSN:1 UII, end article NSN/UII and component NSN/UII, multiple (variable number) reportable NSNs/single or multiple UIIs, etc.)?

AP5.2.3.7. At what level will the assets be tracked (wholesale, below wholesale, contractor facilities, etc.)?

AP5.2.3.8. What is the name and location of the AIS where the assets will be reported? What standardized transactions will be used to report the assets (DLSS or DLMS etc.)?

AP5.2.3.9. In accordance with DoD 4140.1-R, subparagraph **C6.3.2.3 C5.7.3.2.3**, what provisions have been made for use of AIT?

AP5.2.3.10. In accordance with Item Unique Identification (IUID) policy, IUID is a system of marking items with UIIs that have machine-readable data elements to distinguish an item from all other like and unlike items. A data matrix is used for marking. DoD requires IUID for specific categories of items. All UIT program items fall under the IUID category of serial managed assets. Accordingly, UIT program items require 2D marking in accordance with IUID policy. IUID policy and specific IUID guidance are available at <http://www.acq.osd.mil/dpap/UIID>. For specific guidance on marking DoD property for IUID, refer to MIL-STD-130M (or most current version). For items that are not currently in compliance with IUID marking policy, provide medium in use and placement of UIT identification.

AP5.2.3.11. Identify any special processing requirements. For example, for Navy Depot Level Repairables, Navy indicated they did not want the DLA distribution depots to open the containers to verify UII information. Such requirements should be identified and explained, as part of the program submission process. Also, identify the following:

AP5.2.3.11.1. Physical handling (e.g., whether or not to sight verify (open containers, etc.).

AP5.2.3.11.2. Proposed types of UIT events to be reported (e.g., receipt, shipment, demilitarization, reconciliation, gain/loss, etc.).