June 29, 2020

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC)

SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1118A, Documentation of Project Code Management System (PCMS) Procedures as Implemented

     The attached change to DLM 4000.25, Defense Logistics Management Standards is approved for implementation .

     Addressees may direct questions to Mr. Eric Flanagan, EBSO Supply, e-mail: EBSO.Supply@dla.mil. Others must contact their designated Supply PRC representative available at http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/

THOMAS A DELANEY
Director, Enterprise Business Standards Office
DLA Information Operations

Attachment
As stated

cc:
ODASD(Logistics)
CJCS J4
DAAS

ADC 1118A
Administrative Documentation of Project Code Management System (PCMS) Procedures as Implemented

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Mr. Eric Flanagan, Enterprise Business Standards Office (EBSO), (571) 363-9291, EBSO.Supply@dla.mil.s

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES: Project Code Management

3. REFERENCE:

    a. DLM 4000.25, DLMS Volume 2, Appendix 7.13, Project Codes

    b. Approved Defense Logistics Management Standards Change (ADC) 1118, Project Code Management System (PCMS) Procedures, dated February 5, 2015

4. APPROVED CHANGE(S):

    a. <u>Overview of Change</u>: This administrative change documents PCMS functionality changes from the intended system envisioned in ADC 1118 to the actual procedures implemented in PCMS. ADC 1118 established the initial baseline requirements for a new web based PCMS to be hosted at Defense Automatic Addressing System (DAAS) and updated project code management procedures.

    b. <u>Background</u>:

        (1) Reference 3.a. documents the procedures for project codes. Category A & B project codes are Service specific and are coordinated internally or among the relevant Services/Agencies (S/A) through designated S/A project code representatives. Category C & D are common use project codes for which MILSTRIP has a greater role helping to manage.

        (2) Prior to PCMS, the Enterprise Business Standards Office (EBSO) provided an administrative support role for the assignment and lifecycle management of Category C & D project codes. EBSO regularly posted project code updates to the EBSO Website.

        (3) Prior to PCMS, the manual nature of managing project codes required EBSO to coordinate a process with the Office of the Chairman of the Joint Chiefs of Staff (CJCS) to ensure CJCS could act as flexibly and quickly as possible to issue project codes without having to worry about back and forth communication with EBSO.

        (4) Upon approval of ADC 1118 (Reference 3.b.), DAAS began coding the web application and report functionalities. Due to constraints, adjustments were made to the planned functionality that could not exactly match the envisioned system documented in ADC 1118. Key deviations include only establishing OSD and EBSO Administrator accounts to manage Category C & D project codes, and the elimination of a subscription system to automatically distribute updates. Services would no longer need to designate representatives to have system

access, and the DAAS Logistics Data Gateway (LDG) (with a copy to the EBSO Website) would facilitate project code reports.

    c. **Approved Change in Detail**:

        (1) PCMS Reports and Subscriptions. Reducing the complexity and extra level of effort to develop a push subscription service, PCMS leverages DAAS reporting capabilities through LDG. This change removes references to a PCMS reporting subscription service, and notes availability to pull project code reports from LDG or the EBSO Website.

        (2) Service PCMS Representatives. To keep the number and types of users accessing PCMS to a minimum, only users creating and modifying Category C & D project codes can get direct access to PCMS (i.e., OSD/CJCS and EBSO). The role of a designated Service project code representative is unnecessary. This change removes functions called out strictly for Service project code representatives.

    d. **Revisions to DLM 4000.25 Manuals**:

        (1) Update DLM 4000.25, DLM Volume 2 Appendix 6 (Enclosure 1) to remove the templates for project code dissemination notices (Appendix 6.37) and appointment letters (Appendix 6.38).

        (2) Update DLM 4000.25, DLM Volume 2 Appendix 7.13 (Reference 3.a.) to reflect use of PCMS for Category C & D project code management as implemented (Enclosure 2) and remove additional PCMS support procedures such as formalizing stakeholder designation of their project code representatives.

    e. **Alternatives**: None

5. REASON FOR CHANGE: Update DLM 4000.25 documentation to align with the actual procedures implemented in PCMS at DAAS. Remove numerous footnotes in Appendix 7.13 that addressed interim procedures until PCMS was in production.

6. ADVANTAGES AND DISADVANTAGES:

    a. **Advantages**: Align documentation to the actual PCMS system.

    b. **Disadvantage**: None

7. ESTIMATED TIMELINE/IMPLEMENTATION TARGET: Immediately upon publication of this ADC

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not applicable

9. IMPACT

    a. **New/Changed DLMS Data Elements**: None

    b. **Automated Information Systems (AIS)**: None

c. Defense Automatic Addressing System (DAAS): None

d. Non-DLA Logistics Management Standards Publications: None

ENCLOSURE 1

DLM 4000.25, DLMS Volume 2, Appendix 6.

AP6. APPENDIX 6

FORMS/MESSAGE FORMATS INDEX

Remove AP6.37 and AP6.38 from DLM 4000.25,DLMS, Volume 2, Appendix 6 and mark as "Reserved" as shown below.

NUMBER	TITLE
AP6.	FORMS/MESSAGE FORMATS INDEX (THIS FILE)
[Intervening rows not shown]	
AP6.37	***RESERVED*** ~~TEMPLATES FOR PROJECT CODE MANAGEMENT SYSTEM GENERATED PROJECT CODE DISSEMINATION NOTICES~~
AP6.38	***RESERVED*** ~~APPOINTMENT LETTER TEMPLATE FOR SERVICE/AGENCY PROJECT CODE REPRESENTATIVE~~

ENCLOSURE 2

DLM 4000.25 DLMS, Volume 2, AP7.13 Project Codes.

Revise Appendix 7.13 as shown below.

AP7.13. APPENDIX 7.13

PROJECT CODES

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Alpha/Numeric
EXPLANATION:	Identifies requisitions and related documentation as to special programs, exercises, projects, operations, or other purposes.
LEGACY RECORD POSITION(S):	57-59
DLMS SEGMENT/QUALIFIER:	LQ Segment, LQ01 Qualifier 78[1]
SOURCE:	*https://www.dla.mil/HQ/InformationOperations/DLMS/ProjectCodeInfo*

AP7.13.1. Project codes are used to distinguish requisitions and related documentation and shipments, and to accumulate Service/Agency (S/A) performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. If no project code is applicable, leave blank in the applicable transaction.

AP7.13.2. Project codes, other than Office of the Secretary of Defense (OSD)/Chairman of the Joint Chiefs of Staff (CJCS) assigned codes, do not provide nor imply any priority or precedence for requisition processing or supply decisions. Project codes are not related to priority in any respect and, when used, do not alter nor override the priority assigned to a requisition or shipment. Requisitions containing project codes and shipments related thereto will be processed strictly under the assigned priority designator and implied/requested preferential treatment to the contrary will be disregarded.

AP7.13.3. Project codes will be perpetuated in all related documentation and will appear as a part of shipping container markings. Recognition of project codes by suppliers in another S/A and the resultant special handling afforded requisitions and shipments will be limited to:

AP7.13.3.1. Shipment Consolidation. Criteria for consolidation of project code materiel is published in DTR 4500.9-R.

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[1] ADC 1043 added the Standard Line of Accounting (SLOA) requirement for a project code element in the FA2 segment, but also noted that the SLOA project code may or may not be the same as the supply project code.

AP7.13.3.2. <u>Container Marking</u>. Shipments will be marked as prescribed in MIL-STD-129, as amended.

AP7.13.3.3. <u>Shipment Release/Movement Control</u>. At the time of project announcement for contingencies and similar rapid response situations, the initiating S/A will provide the instructions as to procedures to be followed on requisitions which must arrive at destinations within specified time periods.

AP7.13.4. Project codes are categorized into four groups and the authority to assign project codes varies by category. The following paragraphs provide the definitions of each category of project codes and identify the S/A which is authorized to assign each category of project code. The authoritative source for each category of project codes is either maintained with the Services or the Project Code Management System (PCMS) as part of DAAS logistics transaction processing infrastructure.[2]

AP7.13.4.1. <u>Category A</u>. For use when no meaning of the code will be perpetuated outside the originating S/A. The code will be perpetuated in all related documentation and will appear as a part of the shipping container markings. Project codes in Category A may be assigned by those S/As identified in Appendix 7.2 by a distinct S/A code, Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) activity address code (AAC), and by those Agencies using the multiuse Service Code H. Category A project codes are managed by the Services and are not included in the PCMS.[3]

AP7.13.4.2. <u>Category B</u>. For use when recognition and exceptional processing actions have been prearranged between specified S/As. Category B project codes will be announced by the managing S/A only to participating S/As, with the information described below in AP7.13.6.3. Assignment authority is the same as for Category A. Category B project codes are managed by the Services and are not included in PCMS.[4]

AP7.13.4.3. <u>Category C (3/alphanumeric/alphanumeric)</u>. Assigned for common purpose use by all or specified S/As. Category C project code(s) are assigned for a specified period of time, not to exceed two years initially, with an exception for project codes assigned to ongoing MILSTRIP procedures. The project code monitor/coordinator will evaluate the need to extend and update Category C project codes prior to expiration. All **C**ategory C codes are managed in PCMS by OSD, Office of CJCS, or the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator.[5]

AP7.13.4.3.1. Assignment of Category C project codes may be requested by OSD/CJCS or by S/As. S/A requests will be forwarded by the Supply Process Review

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[2] ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is Appendix 7.13, posted to the DLMS Publications page.
[3] Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements.
[4] Ibid.
[5] ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is Appendix 7.13, posted to the EBSO Website, DLMS Publications.

Committee (SPRC) representative to the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator. Such requests must:

AP7.13.4.3.1.1. Include a statement of the intended use.

AP7.13.4.3.1.2. Indicate the S/As which will be involved (including designator of applicable S/A codes).

AP7.13.4.3.1.3. Provide the effective date and termination date of the code.

AP7.13.4.3.1.4. Identify at least one monitor/coordinator.

AP7.13.4.3.1.5. Note any references.

AP7.13.4.3.2. Project Codes CYK, JZC, JZM, JZO, and RBB are designated as Category C and are authorized exceptions to the normal Category C 3/alphanumeric/alphanumeric structure.

AP7.13.4.4. Category D (9/alphanumeric/alphanumeric). OSD/CJCS project codes. Requisitions and materiel releases with Category D project codes will be ranked above all other requisitions with the same priority designators for processing purposes. Authorization for use of Category D project code(s) will be for a specified period of time, not to exceed two years initially. OSD/CJCS will evaluate the need to extend and update Category D project codes prior to expiration. All Category D codes are managed in PCMS by OSD and CJCS.[6]

AP7.13.4.5. OSD and CJCS Assignment Requests

AP7.13.4.5.1.. OSD project codes will be assigned only to projects and programs clearly of direct interest to the Secretary of Defense (SECDEF). Requests for assignment of OSD project code(s) will be submitted to the DASD (L&MR) SCI. An information copy of the request will be provided to the DoD MILSTRIP Administrator. Upon approval of the request by the DASD (L&MR) SCI, OSD will complete assignment of the project code in PCMS, or may request CJCS record the project code in PCMS on behalf of OSD[7].

AP7.13.4.5.2. CJCS project codes will be assigned only to projects and programs clearly of direct interest to the CJCS acting on behalf of the SECDEF. The Force/Activity Designators (F/AD) to be used in conjunction with the CJCS project code should be designated in the authorization. Requests for assignment of CJCS project code(s) will be submitted to the *Joint Materiel Priorities and Allocation Board* JMPAB, an agency of the Chairman, Joint Chiefs of Staff, and approved through the appropriate office listed below to authorize CJCS to complete assignment of the project code in PCMS[8]:

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[6] Ibid.

[7] Ibid.

[8] Ibid.

AP7.13.5. <u>Dissemination</u>.   When Category C & D project codes are initially assigned, extended, or cancelled prior to the current expiration date, ***the change will be reflected on PCMS generated reports*** ~~PCMS will distribute announcements to the listed monitor(s)/coordinator(s) for the project code and all those subscribed to receive project code announcements.⁹~~.

~~AP7.13.5.1. The following are required to subscribe in PCMS to receive project code updates:~~

~~AP7.13.5.1.1. Designated OSD project code representatives,~~

~~AP7.13.5.1.2. Designated CJCS project code representatives,~~

~~AP7.13.5.1.3. DoD MILSTRIP Administrators,~~

~~AP7.13.5.1.4. Designated S/A project code representatives,~~

~~AP7.13.5.1.5. S/A representatives of the Supply Process Review Committee.~~

AP7.13.5.~~2~~*1*. Initial dissemination of Category C and D project codes will be accomplished as follows:

AP7.13.5.~~2.1~~*1*. For OSD/CJCS project codes, OSD/CJCS are responsible for electronically disseminating the authorizing project code message (or the Execute Order containing project code assignment) to S/A Headquarters and other activities as appropriate.

AP7.13.5.~~2~~*1*.2. The approved project code is finalized and made active and will be available from ***the Defense Automatic Addressing System (DAAS) Logistics Data Gateway (LDG)*** ~~in PCMS, which electronically forwards an unclassified project code assignment letter to subscribers. Also, PCMS will push notification of the new code to eligible systems.¹⁰~~.

AP7.13.5.2.3. S/A project code representatives electronically disseminate the project code notice to all involved S/A activities.

AP7.13.5.3. Announcements of project code assignments, updates, and terminations will provide the information listed below:

TITLE	EXPLANATION
Project Code	Code assigned under the provisions of this manual.
Effective Date	Indicate the date when supply sources should commence required action relative to the code.
Termination Date or Continuing	Identify the last calendar day that the project code will be active, or indicate that the project code is continuing indefinitely for project codes integrated with ongoing MILSTRIP processes. After a specified termination date is passed, inter-S/A recognition of the code *will* stop and categories C and D project codes will be removed from the active project code listing. Unfilled requisitions (which have not been canceled) containing a terminated project code (Category B, C, or D) will be processed in the same manner that requisitions with Category A project codes are processed. No mass cancellation of CJCS project coded requisitions is authorized without prior approval of the JMPAB.
Service Code(s)	All or specified S/A code(s) which will be used in conjunction with the project code. This information is to be included as part of the Project Code Description field of PCMS.
Use/References	1. Use – Use a clear text statement defining the intended use of the code and indicating those to whom it applies (unless the use is classified). Also, if applicable, provide an abbreviated project name. 2. References – Cite inter-S/A agreements and other documents when establishing or specifying special controls for the project. The S/A establishing the project is responsible for ensuring that suppliers are provided copies of these documents, if not available on an inter-S/A basis. If a joint regulation is cited, all S/A numbers will be included in the project code announcement. An assembly point for shipment may be designated in this column by use of the DoDAAC for the assembly point. The DoDAAC of the assembly point will be entered in requisitions by requisitioners as the ship-to address. Shipping activities are not required to use project code announcements to determine the ship-to address unless inter-S/A agreements are negotiated for special routing of shipments. Only one assembly point per project code may be assigned.
Monitor/Coordinator	Identify the activity within the S/A or OSD/CJCS which is monitoring or coordinating the project, point of contact, telephone number (DSN and commercial, as applicable), and email address.

~~AP7.13.5.3.1. As per AP7.13.6.2.2., PCMS will distribute project code announcements when a new project code is activated.[11] Refer to Appendix 1.37 for the form at of the generated announcement.~~

AP7.13.5.*2*~~3~~.2. When an active project code is extended, *the extension will not exceed two years*. ~~PCMS will distribute a project code update announcement indicating the new termination date.[12] Refer to Appendix 1.37 for the format of the generated announcement.~~

AP7.13.5.3.~~3~~. When an active project code is cancelled early (i.e., before the currently published termination date) or reaches its termination date ~~PCMS will distribute a project code cancellation announcement.[13] T~~*t*he prior termination date is to be crossed out *on the PCMS* reports and the actual expiration date distinctly displayed. ~~Refer to Appendix 1.37 for the format of the generated announcement.~~

~~AP7.13.5.4. Following the initial dissemination of the project code assignment, PCMS will include the code in reports and relevant queries of active project codes.[14]~~

AP7.13.5.4.~~1~~. For those without ~~PCMS~~ *LDG* accounts, reports containing all Category C and D codes will be published electronically on the ~~Defense Logistics Management Standards~~ *Enterprise Business Standards Office (EBSO) Website* ~~Publications page unless prohibited by security~~. The report includes active project codes and those that have expired in the six months prior of the report generation date.

~~AP7.13.5.4.2. Those with access to PCMS can access system generated reports and perform ad hoc queries. See AP7.13.9.1. below for information on who, and how individuals obtain PCMS accounts.[15]~~

~~AP7.13.6. Maintenance of Project Code Assignments. The designated S/A project code representatives (and the initiator or requestor of the project code, if different from the S/A project code representatives referenced under paragraph AP7.13.7., below) will ensure that the status of the project code remains current. The initiator or requestor of a project code will provide the current information of the monitor/coordinator and requests for extension up to two years to the OSD/CJCS or DoD MILSTRIP Administrator as appropriate. When informed of project code assignment changes, the appropriate PCMS user will record the changes in PCMS, which in turn will notify all subscribers as referenced in AP7.13.6.3.[16]~~

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[11] ~~ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37.~~
[12] ~~Ibid.~~
[13] ~~Ibid~~.
[14] ~~ADC 1118 initiated the development of PCMS. Until PCMS is implemented, reports of Category C & D project codes can be accessed as described in AP7.13.6.4.1.~~
[15] ~~Ibid.~~
[16] ~~ADC 1118 initiated the development of PCMS. Until PCMS is operational, the authoritative source for Category C & D project codes is Appendix 7.13, posted to the EBSO Website: https://www.dla.mil/HQ/InformationOperations/DLMS/. MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 6.37.~~

AP7.13.7. Service/Agency MILSTRIP Project Code Representatives

AP7.13.7.1. OSD/CJCS, Services, and DLA will formally designate a primary representative, and may designate up to three alternates. Appointment letters adding or removing individuals as representatives are to be signed by the designating OSD/CJCS/Component governing authority for project codes and sent to the MILSTRIP Project Code Support at Defense Logistics Management Standards Office and to the DAAS PCMS Administrator.[17] Refer to Appendix 1.38 for an appointment letter template.

AP7.13.7.2. The S/A designated project representatives are published electronically on the Enterprise Business Standards Office Website (CAC required).

AP7.13.**6**8. Project Code Management System

AP7.13.**6**.1. System Administration[18]

AP7.13.**6**8.1.1. DAAS maintains the PCMS application for updating Category C & D project code data.[19] It facilitates project code lifecycle management, automated notification to designated recipients, and real-time project code validation for supply transactions processed through DAAS. Access to the PCMS application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment letter submitted to the MILSTRIP Administrator, and a System Access Request (SAR) submitted to DAAS.

AP7.13.**6**8.1.2. DAAS deactivates accounts when an account holder is no longer authorized or when the account has not experienced activity for a period of time determined by DAAS. OSD/CJCS and MILSTRIP Administrator accounts are restricted through access controls to project code categories appropriate to their role authorized in their appointment letter.

AP7.13.**6**8.2. Validation. Using project code data in PCMS, DAAS will edit all requisitions and related transactions (DLMS 511R / MILSTRIP Document Identification Code (DIC) A0_, AM_, DLMS 869F / MILSTRIP DIC AT_, and DLMS 517M / MILSTRIP DIC APR) for invalid/expired Category C & D project codes.[20]

AP7.13.**6**8.2.1. The edit check for valid project codes compares the project code in the transaction to the project codes recorded in PCMS and verifies the project code is present and currently active.

AP7.13.**6**8.2.2. If the edit check determines the project code exists but has expired, PCMS compares the ordinal date from the requisition document number in

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[17] ADC 1118 initiated the development of PCMS. Until PCMS is operational, a copy of the appointment letter does not need to be sent to the DAAS PCMS Administrator.
[18] ADC 1118 initiated the development of PCMS. Until PCMS is operational, procedures of AP7.13.9.1. are on hold.
[19] Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements.
[20] ADC 1118 initiated the development of PCMS. Until PCMS is operational, DAAS will maintain the current validation/expiration edit check for Category D project codes.

the transaction to the beginning date and actual expiration date of the project code in PCMS to determine if the project code was active at the time of the original requisition.

AP7.13.**6**8.2.3. If an invalid code is present or a project code is used on a requisition issued outside the active period for the project code, DAAS will blank the project code, forward the requisition for processing, and report this action back to the requisitioner in a supply status transaction (DLMS 870S / MILSTRIP DIC AE9) with BK status.

AP7.13.**6**8.3. PCMS will track which project codes are reserved, pending active, and expired.[21]

AP7.13.**6**8.3.1. PCMS users may reserve a project code within their authority to assign for up to one year. If the project code is not made active or given a pending date to become active within the year it was reserved, then PCMS will no longer reserve the project code. During the time that a project code is reserved, it is only discoverable within PCMS by other users who could have been assigned the same code.

AP7.13.**6**8.3.2. PCMS users can set a project code to automatically become active on a date up to 30 days in the future. In order to set a project code for future activation, the project code must have the required information for disseminating the project code as called for in AP7.13.6.3. During the time that a project code is pending activation, it is only discoverable within PCMS by other users who could have assigned the same code.

AP7.13.**6**8.3.3. PCMS will not offer a previously expired project code to be reused for another purpose until at least five years after the project code expired. When a user requests to create a new project code, PCMS will first offer the project code that has gone the longest since being used. The user will be able to request a specific project, so long as it is not already active or within five years since expiring.

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[21] ~~ADC 1118 initiated the development of PCMS. Until PCMS is operational, procedures of AP7.13.0.3. are on hold and MILSTRIP Project Code Support will continue to track and disseminate project codes.~~