



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

August 5, 2016

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1233, Administrative Update to the Defense Logistics Manual (DLM) 4000.25 Series of Manuals Front Matter Page Numbering and Definitions for DLMS Supplement and Implementation Convention

The attached change to the DLM 4000.25 series of manuals is approved for implementation.

Addressees may direct questions to Ms. Sylvia Williams, email: DLMSOSupply@dla.mil. Others must contact their designated Supply PRC representative available at <https://www.dlms.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp>.

HEIDI M. DAVEREDE
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

ADC 1233

Administrative Update to the Defense Logistics Manual (DLM) 4000.25 Series of Manuals Front Matter Page Numbering and Definitions for DLMS Supplement and Implementation Convention

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** Defense Logistics Management Standards Office (DLMSO); Sylvia Williams, sylvia.williams@dla.mil

b. **Functional POC:** DLMSO; Sylvia Williams, sylvia.williams@dla.mil

2. **FUNCTIONAL AREA:** DLM 4000.25 series of manuals publication

3. **REFERENCE:** [DLM 4000.25](#) series of manuals

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:**

(1) **DLM Page Numbering.** This change updates the page numbering of the “front matter” (foreword, process change history, and table of contents) in the DLM 4000.25 series of manuals. It prepends an alphabetic indicator to the page numbers in each section of the front matter. Each page number will begin with an abbreviation of that section's name: Pages of the foreword will begin with F (e.g., F-1). Pages of the process change history (change history page) will begin with CHP (e.g., CHP-1). Pages of the table of contents will begin with TOC (e.g., TOC-1).

(2) **Revised definition of DLMS Supplement and Implementation Convention (IC).** This change also updates the definitions of DLMS Supplement and DLMS Implementation Convention (IC). The term DLMS Supplement will be replaced with DLMS Implementation Convention (or IC) throughout the DLM 4000.25 series of manuals.

b. **Background:**

(1) **DLM Page Numbering.** Currently, page numbering of the front matter in the DLM 4000.25 series of manuals is consecutive across all three sections of the front matter. When a revision to any section of the front matter results in the addition of one or more new pages, the first page of each section subsequent to the location where the new page is added must be incremented. As a result, the table of contents must be updated to indicate the new page number that begins each section in the front matter, even though there are no substantive changes to the contents of the table of contents itself or the following section of the front matter. This change will eliminate these unneeded, non-substantive updates to the table of contents when only page numbers have changed.

(2) **Revised definition of DLMS Supplement and IC.** Formerly, a DLMSO-published guideline that documents specific business interpretations of an Accredited Standards Committee (ASC) X12 transaction set standard and is used by DOD Components and their trading partners to exchange DLMS transactions was referred to as a DLMS Supplement. That term is no longer used, and has been replaced by DLMS Implementation Convention (or IC). This change will update the definitions in DLM 4000.25 Volume 1, Appendix 2 to reflect current usage of these terms.

The term DLMS Supplement will be replaced by DLMS Implementation Convention (or IC) throughout the DLM 4000.25 series of manuals.

c. Requested Change in Detail:

(1) DLM Page Numbering

(a) Each page number on pages of the three sections of the front matter in the DLMs (foreword, process change history, and table of contents) will begin with an alphabetic abbreviation of that section's name.

(b) Pages of the foreword will begin with F (e.g., F-1). However, since the foreword did not have a page number when the Deputy Assistant Secretary of Defense for Supply Chain Integration originally signed it, no page number will actually be printed at the bottom of the foreword itself. The page number of the foreword will appear in the table of contents.

(c) Pages of the process change history (change history page) will begin with CHP (e.g., CHP-1).

(d) Pages of the table of contents will begin with TOC (e.g., TOC-1).

(2) Revise DLM 4000.25, Volume 1, Appendix 2, Terms and Definitions: Revise DLM 4000.25 Volume 1, Appendix 2 to update the definitions of DLMS Supplement and (DLMS) Implementation Convention as indicated in 4.d.(2).

(3) The term DLMS Supplement will be replaced by DLMS Implementation Convention (or IC) throughout the DLM 4000.25 series of manuals.

d. Revisions to DLM 4000.25 Manuals:

(1) For all volumes of DLM 4000.25, DLMSO will renumber the pages of the process change history and table of contents as indicated in 4.c.(1). (Note that page numbers do not appear in the foreword.) DLMSO will also renumber the page numbers in the table of contents as indicated in 4.c.(1), above.

(2) Revise DLM 4000.25, Volume 1, Appendix 2-Terms and Definitions:

(a) “**DLMS SUPPLEMENT.** *An obsolete term for* the composite guideline that documents a specific business interpretation of an ASC X12 transaction set standard. A DLMS Supplement defines the structure, content, and DLMS business rules for a specific business interpretation; it maps application data requirements into specific data fields within the X12 transaction set (TS) and establishes parameters for its business usage for implementation in the DLMS. *The term DLMS Supplement is superseded by either of the terms DLMS Implementation Convention or DLMS Logistics Implementation Convention.*”

(b) “**IMPLEMENTATION CONVENTION.** The composite guideline that documents a specific business interpretation of an ASC X12 transaction set standard. An Implementation Convention (IC) defines the structure, content, and DLMS business rules for a specific business interpretation; it maps application data requirements into specific data fields within the X12 transaction set (TS) and establishes parameters for its business usage for implementation in the DLMS. *DLMS Implementation Conventions are also known as DLMS Logistics Implementation*”

Conventions, particularly by the DoD Transportation community. DLMS Implementation Conventions were formerly known as DLMS Supplements.”

(3) The term DLMS Supplement will be replaced by DLMS Implementation Convention (or IC) throughout the DLM 4000.25 series of manuals.

e. **Proposed Transaction Flow:** N/A

f. **Alternatives:**

(1) Continue to number front matter pages consecutively as is done currently.

(2) No alternative to updating definitions is identified.

5. REASON FOR CHANGE:

a. This change to the DLM front matter page numbering will simplify the update process when formal changes to the DLMS are issued, minimizing changes needed to the table of contents and significantly reducing the amount of manual review and updating required.

b. This change documents changes in terminology that are in use across the DOD enterprise.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:**

(1) Reduces manual effort required to update page numbering for front matter when a formal change or complete reissuance of the DLM 4000.25 series of manuals is issued.

(2) Documents definitions for DLMS Supplement and Implementation Convention in the DLM 4000.25 manuals currently used across the DOD enterprise.

b. **Disadvantages:** None identified.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:

a. Page renumbering will begin with the first formal change issued after approval of this administrative DLMS Change.

b. Definitions will be updated with the first formal change issued after approval of this administrative DLMS Change.

c. The term DLMS Supplement will be replaced with DLMS Implementation Convention (or IC) throughout the DLM 4000.25 series of manuals as individual volumes are updated during a formal change.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: N/A

9. IMPACT:

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

b. **Changes to DLMS Data Elements:** None

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

d. **Transaction Services:** None

e. **Non-DLM 4000.25 Series Publications:** Components should review their publications and update references to DLM front matter page numbers and usage of the terms DLMS Supplement and Implementation Convention as needed.