



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

July 29, 2016

**MEMORANDUM FOR DLMS PROCESS REVIEW COMMITTEES (PRC) AND WORKING  
GROUP MEMBERS**

**SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS) Change  
(ADC) 1239, Add the DLMS Compliance Checklist to Defense Logistic Manual  
(DLM) 4000.25 Volume 1, Concepts and Procedures, Appendix 10, DLMS  
Compliance**

The attached administrative change to Defense Logistic Manual (DLM) 4000.25 Volume 1, Concepts and Procedures, Appendix 10, DLMS Compliance, is approved for publication. This administrative change adds the DLMS Compliance Checklist to Appendix 10.

Addressees may direct questions to Ms. Samantha Mosser, e-mail:  
[Samantha.Mosser@dla.mil](mailto:Samantha.Mosser@dla.mil). Others must contact their Component designated 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)

**Administrative Approved DLMS Change (ADC) 1239**  
**Add the DLMS Compliance Checklist to Defense Logistic Manual (DLM)**  
**4000.25 Volume 1, Concepts and Procedures, Appendix 10, DLMS Compliance**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

a. **Technical POC:** Samantha Mosser, Defense Logistics Management Standards Office, e-mail: [samantha.mosser@dla.mil](mailto:samantha.mosser@dla.mil)

b. **Functional POC:** None

**2. FUNCTIONAL AREA:** Applicable to all functional areas

**3. REFERENCES:** [DLM 4000.25](#), Defense Logistics Management Standards (DLMS), Volume 1, Appendix 10, DLMS Compliance.

**4. APPROVED CHANGE:**

a. **Brief Overview of Change:** This change adds the DLMS Compliance Checklist to Defense Logistics Manual (DLM) 4000.25, Volume 1, Concepts and Procedures, Appendix 10, DLMS Compliance.

b. **Background:**

(1) The mandate to implement the DLMS has existed since 2000 when the first DoD Directive 8190.01 was issued. The Directive mandate was reaffirmed with the reissuance of DoD Directive 8190.01E, Defense Logistics Management Standards (DLMS) in 2015. While neither the original version nor the most recent Directive issuance established a firm implementation date, the DoD Acquisition and Logistics Functional Strategy set the year 2019 as the goal for full DLMS implementation. Further, both the Deputy Assistant Secretary of Defense (DASD) Supply Chain Integration (SCI) and the Defense Procurement and Acquisition Policy (DPAP), Program Development and Implementation (PDI) offices initiated efforts to track the Component implementation of approved DLMS changes. Additionally, DLMSO is collaborating with the DoD Deputy Chief Management Officer (DCMO) to ensure the DLMS are incorporated within the Business Enterprise Architecture, the Defense Information Standards Registry and to ensure that there are hooks to the DLMS within the Integrated Business Framework-Data Alignment Portal.

(2) The DLMS Implementation Strategy Guide and DLM 4000.25, Volume 1, Appendix 10 provides guidance on how to determine if the DLMS are applicable to a system. This administrative ADC adds a link within Appendix 10 to provide the DLMS Compliance Check List as a tool to aid in determining when systems require DLMS compliance. A copy of the DLMS Compliance Check List is shown in Enclosure 1.

c. **Revisions to DLM 4000.25 Manuals:** This change amends DLM 4000.25, Volume 1, Appendix 10, paragraph AP10.3.1.1.1. to read as follows:

AP10.3.1.1.1. Systems that are within the DLMS functional scope are those that support business functions covered by the DLM 4000.25 series of manuals. The system under

review may identify DLMS applicability for all or selected individual business processes supported by the DLMS. A review of the DLM 4000.25 series manuals “Tables of Contents” is a quick way to identify the specific business processes supported by the DLMS. *To aid program managers in determining the applicability of the DLMS to a particular system, a DLMS Compliance Checklist is found at <http://www.dlmso.dla.mil/programs/dlms/dlms-Implementation.asp>. Program managers must review the DLMS Compliance Checklist to determine DLMS applicability to their programs.*

**5. REASON FOR CHANGE:** To provide a tool to assist program management offices in making the determination if a specific system requires DLMS compliance. While this ADC includes the check list as an enclosure, the check list will only be included in the DLM via the URL link above.

**6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Effective immediately.

**7. IMPACT:** Program managers must review the DLMS Compliance Checklist to determine DLMS applicability. There are no new or changed data elements, no changes to AISs, no changes applicable to Transaction Services and no changes to other non-DLM publications resulting from this ADC.

## Defense Logistics Management Standards (DLMS) Compliance Checklist for Investment Review Board (IRB)

The system was identified as potentially requiring compliance with DLMS implementation policy based on the system's description or because it's functionality maps to one or more of the following Business Enterprise Architecture (BEA) operational activities in Defense Information Technology Portfolio Repository (DITPR): *Conduct Program Management (A3.2.8); Manage Receipt and Acceptance (A3.1.2.4); Manage Property and Materiel (A4); Perform Build and Make and Maintenance and Sustainment (A4.3); Deliver Property and Forces (A4.4); Dispose or Return Property and Materiel (A4.5); Perform Asset Accountability (A4.6)*

**Instructions: Answer all questions and provide explanation in the comments block.**

- 1 Question A is a screening question to determine if DLMS applies to the system. Provide a yes or no answer in the space provided. See "Comments" column for further instructions based on the answer provided.
- 2 If DLMS applies after answering "Yes" to question A or if uncertain proceed answering questions 1 through 8.
- 3 The yes/no cells are conditionally formatted. They will change color based on the answer provided. See the legend for more information.

Question #	Question	Yes/No	Comments (explain Yes/No answers)
A	Does the system perform business functions, and/or manage, send/receive, display, or store data associated with the business functionality and processes covered by DLM 4000.25? (Note - The DLM Volume/Chapter Tables of Contents can be used as a guide to supplement the below check list items.)		If "no", then the DLMS Enterprise Standard does not apply to this system
			If "yes", then the DLMS compliance policy applies to this system. Continue with checklist.
1	Does the system calculate forecasts of special program, future demand estimated requirements for items of supply or determine items that should be disposed of and provide forecasts to the sources of supply?		<i>Provide explanation</i>
2	Does the system exchange information with other systems to perform property accountability functions, and/or provide visibility of property (i.e. access, query, or display property information) to include final disposition of materiel at the end of the life cycle?		<i>Provide explanation</i>
3	Does the system perform materiel ordering or requisitioning functions initiating requests for material from DOD or other Federal Government supply system sources, such as the General Services Administration (GSA), or contracts established by DOD or Federal Government sources of supply/procuring offices?		<i>Provide explanation</i>
4	Does the system perform functions to receive and process orders against contracts, requisitions for supply system materiel, lateral redistribution requests, stock redistribution orders, materiel returns, or materiel disposals?		<i>Provide explanation</i>
5	Does the system perform materiel receiving and/or property acceptance functions for materiel from contractors, or DOD and/or Federal Government supply system sources of supply, (such as GSA) and does it report discrepancies or provide information to support discrepancy resolution?		<i>Provide explanation</i>
6	Does the system maintain asset inventory records and perform any of the following physical inventory functions; scheduling inventories, conducting physical counts of on-hand materiel, comparison of physical counts to record balances, reporting gains and losses, support causative research and reporting, performing location audits or location/records reconciliations?		<i>Provide explanation</i>
7	Does the system perform materiel visibility functions such as tracking, registry functions where it sends information to or receives information from visibility and or tracking databases.		<i>Provide explanation</i>
8	Interfund billing and payment functions where information must be exchanged with other systems to get or provide information on materiel issues, receipts, and acceptance, payments, and discrepancies, requests for payment, or adjustments or funds transfers.		<i>Provide explanation</i>
B	If any of the questions 1 through 8 were answered "Yes," does the system adhere to the business rules, information exchange business transaction formats and data standards documented in DLM 4000.25 for those areas using the DLMS Implementation Convention ANSI X12 transactions or approved DLMS XML schemas?		<i>Provide explanation</i>