



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3500 DEFENSE PENTAGON
WASHINGTON, DC 20301-3500

MEMORANDUM FOR RECORD

SUBJECT: Administrative Approved Defense Logistics Management Standards Change 1240B,
Defense Logistics Management Standards (DLMS) Appointment Letter and Official
Response Form Standardization

The attached approved administrative change is effective immediately. This administrative change revises and clarifies the documentation requirements for appointment letters and formal comment responses.

The Defense Enterprise Data Standards Office (DEDSO) point of contact is Don Landon, e-mail: Donald.1.Landon@dla.mil.

Sarah Winegardner
Director, Defense Enterprise Data
Standards Office

Attachments:
As stated

DISTRIBUTION:
SUPPLY PROCESS REVIEW COMMITTEE (PRC)
FINANCE PRC
SUPPLY DISCREPANCY REPORTING (SDR) PRC
PRODUCT QUALITY DEFICIENCY REPORTING (PQDR) PRC
DOD ACTIVITY ADDRESS DIRECTORY (DODAAD) PRC
MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD) PRC

cc:
ODASD (Logistics)
OUSD (Comptroller)



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Administrative Approved Defense Logistics Management Standards Change 1240B, Defense Logistics Management Standards (DLMS) Appointment Letter and Official Response Form Standardization

1. ORIGINATING POC INFORMATION:

- a. **Technical and Functional POC:** Don Landon, email: Donald.1.Landon@dla.mil.

2. REASON FOR CHANGE:

a. **Bottom Line Up-Front:**

(1) This change reenforces the requirement to appoint designated Defense Logistics Management Standards (DLMS) Process Review Committee (PRC)/Working Group (WG)/Configuration Management Board (CMB) primary and alternate representatives using correspondence on official letterhead.

(2) This change also requires responses to formal review of proposed DLMS changes by using the attached DoD Component Official Response Form (Enclosure 2).

b. **Background:**

(1) The official Letter of Appointment identifies authorized PRC/WG/CMB representatives to represent their DoD Component or participating organization in all matters for the DLMS to include proposed and approved DLMS changes (PDC/ADC), data calls, or other tasks.

(2) The DoD Component Official Response Form standardizes PDC comment collection to provide visibility and auditability.

(3) Both documents will serve as an audit trail to the authority for the content of the correspondence in accordance with Volume 8 of DoDM 4140.01 and Volume 1 of DLM 4000.25.

3. CHANGE IN DETAIL:

a. **Technical Details for Appointing PRC/WG/CMB Representatives:** DoD Components and participating organizations will use an officially signed Letter of Appointment (with official letterhead) to appoint primary and alternate PRC/WG/CMB representatives. These representatives will have full authority to make decisions on behalf of the organization's position concerning DLMS matters. Enclosure 1 has an example Letter of Appointment.

(1) Primary and alternate PRC/WG/CMB representatives (O-5/O-6/GS-14/15 or equivalent level) must be authorized by an individual senior to them in their chain of command and cannot be self-appointed.

(2) Utilize or follow the fillable Official Appointment Letter template found on the DLMS website.

(3) The Official Appointment Letter must be signed (digitally or in wet ink) and must include the DoD Component or participating organizations official letterhead. Non-standard appointment letters will be returned for correction.

(4) Distribution: The primary and alternate PRC/WG/CMB representative will send signed Letters of Appointment via email to the appropriate DLMS functional area below:

(a) Supply PRC/Joint Small Arms WG – DEDSO.Supply@dla.mil

(b) SDR PRC – DEDSO.SDR@dla.mil

(c) PQDR PRC – DEDSO.PQDR@dla.mil

(d) Finance PRC – DEDSO.Finance@dla.mil

(e) DoDAAD PRC – DoDAAD@dla.mil

(f) MAPAD PRC – MAPAD@dla.mil

(5) PRC/WG/CMB administrators will retain official Letters of Appointment and coordinate annual revalidation with primary and alternate PRC/WG/CMB representatives. Annual revalidation will initiate on the first business day of February each year.

(6) When a primary and/or alternate PRC/WG/CMB representative changes, DoD Component/participating organizations are required to submit a new officially signed letter to the DLMS functional area group email listed above as soon as possible.

b. Revised Method for Providing Formal Responses on PDCs: DoD Components and participating organizations will use the highlighted drop-down box within the DoD Component Official Response Form (Enclosure 2) to indicate the fully coordinated position on a PDC. Official responses received without a properly completed DoD Component Official Response Form will be returned for correction. Provide comments as needed and select from the four options:

- Concurrence without Comment
- Concurrence with Comment
- Non-concurrence
- No comment

(1) Distribution: Send the completed DoD Component Official Response Form to the appropriate DLMS functional area e-mail listed above.

(2) The DLMS PRC/WG/CMB Chair will:

- Retain official correspondence and DoD Component Official Response Form for each DoD Component in a DLMS change file.
- Adjudicate all comments and non-concurrences.
- Document adjudication results in the ADC comment matrix.

c. **Alternatives:** None.

4. IMPLEMENTATION TARGET: ADC 1240B supersedes ADC 1240A and is effective immediately.

5. TECHNICAL IMPACT: N/A

6. PUBLICATION/POLICY IMPACT:

a. **Defense Logistics Manual (DLM) 4000.25:** Add DoD Component Official Response Form for Official Responses as shown in Enclosure 2 to Volume 1 of DLM 4000.25. Additional updates to DLM 4000.25 will incorporate the contents of this ADC.

b. **Non-DLM 4000.25 Publications:** Both the Official Letter of Appointment template and DoD Component Official Response Form are available at the DLMS website referenced below.

7. ASSUMPTIONS: N/A

8. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION: N/A

9. END-TO-END TESTING REQUIREMENTS: N/A

10. REFERENCES:

a. DLM 4000.25, Defense Logistics Management Standards, Volume 1, Concepts and Procedures

b. DoD Manual 4140.01, Volume 8, DoD Supply Chain Materiel Management Procedures: Materiel Data Management and Exchange

c. DLMS website: <https://www.dla.mil/Defense-Data-Standards/>

Official Letter of Appointment

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Date:

MEMORANDUM FOR: Program Manager, Defense Enterprise Data Standards Office

SUBJECT: Appointment to the

-

REFERENCES:

- (a) DoD Manual 4140.01, Volume 8, "DoD Supply Chain Materiel Management Procedures: Materiel Data Management and Exchange, February 10, 2014.
- (b) Defense Logistics Manual 4000.25, Volume 1, "Defense Logistics Management Standards: Concepts and Procedures," May 19, 2014, as amended.

1. In accordance with references (a) and (b), the following individuals meet necessary grade requirements and are hereby appointed to the - to represent the above-named Component/Agency in all matters relevant to this entity(s).

Primary Representative:

Name:

Email:

Phone:

Alternate Representative:

Name:

Email:

Phone:

2. All previous appointees are hereby removed for this DoD Component/Agency.

3. Signator:

Designating Official Name:

Designating Official Email:

Designating Official Phone:

cc:
PRC/CMB/WG

Enclosure 2 ADC 1240B, DoD Component Official Response Form

Official DoD Component Response Form								
PDC #: XXXXXX								
DATE: MM/DD/YYYY								
SUBMITTER: ENTER NAME, POSITION, CONTACT INFORMATION, COMPONENT								
SELECT ONE OFFICIAL PDC RESPONSE VIA DROPDOWN BELOW								
CLICK HERE								
DoD Component Directions: •Row 2, Enter PDC Number. •Row 3, Enter Date. •Row 4, Fill in the PRC Component Name, Position, Contact Information & Component. •Row 6, Select 1 Official PDC Response via the Dropdown option. •Rows 13 -17, provide comments as stated. •Rows 20 & downward, place only one comment per row. Enter your comment, justification, and recommended changes. Confirm that the completed document accurately represents your Component's position. •Once form is complete, Primary or Alternate PRC Member is to send form back to DEDSO via email, within the 30 day timeframe.								
Component Input Names of all systems impacted by the PDC and points of contact for each system:								
Is funding required for this change? If so, when is funding anticipated?								
Estimated implementation timeline and completion date for each system:								
Names of all Component publications impacted by the PDC:								
List any information relevant to Financial Improvement and Audit Remediation, notices of findings and recommendations, material weaknesses, corrective action plans, audits, etc. Coordinator Comment and Justification:								
Component Coordination Comments Types of Coordination Comments: (1) Critical. Critical comments are those that identify violations of the law or contradictions of Executive Branch policy or of policy established in DoDDs, DoDIs, DLARs, or policy DLAs. Unnecessary risks to Audit Readiness; DLA materiel; waste or abuse of DLA appropriations; or imposition of an unreasonable burden on a coordinator's resources. When a coordinator has one or more critical comments, that coordinator's coordination will reflect a nonconcur. (2) Substantive. Substantive comments are made when a section in an ADC or PDC appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or when a coordinator disagrees with the proposed responsibilities, requirements, and/or procedures. A substantive comment is usually not sufficient justification for a coordinator to nonconcur on an ADC or PDC. Several substantive comments, when taken together, may be grounds for a nonconcurrency. DO NOT include administrative comments!								
PAGE	LINE #	PARA	Critical or Substantive	COMMENT	RECOMMENDED CHANGE	DEDSO Action Officer REJECT or ACCEPT	DEDSO Action Officer Comments	DEDSO Applied Recommended Change Y or N