



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

June 19, 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1240, Use of Official Correspondence to Appoint Primary and Alternate Process Review Committee (PRC) and Working Group (WG) Representatives and to Respond to Proposed DLMS Changes

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

Addressees may direct questions to Ms. Tonja Daniels, email: DLMSOSupply@dla.mil. Others must contact their designated PRC representative available at www.dlmso.dla.mil/eLibrary/ServicePoints/allpoc.asp.

HEIDI M. DAVEREDE
Program Manager
Enterprise Business Standards Office

Attachment
As stated

DISTRIBUTION:
SUPPLY PROCESS REVIEW COMMITTEE (PRC)
FINANCE PRC
SUPPLY DISCREPANCY REPORTING (SDR) PRC
PIPELINE MEASUREMENT (PM) PRC
DOD ACTIVITY ADDRESS DIRECTORY (DODAAD) PRC
MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD) PRC
Joint Physical Inventory Working Group (JPWIG)

cc:
ODASD (SCI)
OUSD Comptroller (BIO)
OSD DPAP (PDI)

Attachment to ADC 1240
**Use of Official Correspondence to Appoint Primary and Alternate
Process Review Committee (PRC), and Working Group (WG),
Representatives and to Respond to Proposed DLMS Changes**

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

- a. **Technical POC:** Enterprise Business Standards Office
- b. **Functional POC:** Ms. Tonja Daniels, email: DLMSOSupply@dla.mil.

2. FUNCTIONAL AREA: Primary/Secondary Functional Area: Finance, Supply, Supply Discrepancy Reporting (SDR), Pipeline Measurement, DOD Activity Address Directory (DoDAAD) Military Assistance Program Address Directory (MAPAD) PRC, Joint Physical Inventory Working Group (JPIWG)

3. 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, February 10, 2014

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** [Changes made since the coordination of the PDC are shown in GREEN highlights]

(1) This change requires the Services/Agencies to issue an official letter to designate Primary and Alternate PRC and JPIWG, and JSA/LWCG Representatives to represent their Service/Agency in all matters relevant to the PRC, and Working Group (WG)

(2) This change also requires the designated representatives to use official correspondence (agency or service letterhead is preferred) for the Component response to a Proposed DLMS Change (PDC).

b. **Background:**

(1) DLM 4000.25, Volume 1, Concepts and Procedures (Reference. 3.a.) establishes the following procedures:

(a) Paragraph C1.4.4. Heads of DoD Components and Participating External Organizations. Designate an office of primary responsibility for each DLMS functional area identified in section C1.3. Identify to Enterprise Business Standards Office, the name of a primary and alternate PRC representative for each functional area.

(b) Paragraph C1.4.4.6. Develop and submit to the PRC, and WG, Chair a single, coordinated DoD Component or participating external organization position on all PDCs within the time limit specified. When a PDC affects multiple DLMS functional areas, the control point for the PRC identified in the proposal will submit a single coordinated response.

(2) DODM 4140.01, Volume 8 (Reference 3.b.), Enclosure 3 Procedures, 2 DLMS, (3) The DoD Components:

(a) Support and maintain the DLMS.

(b) Identify to Enterprise Business Standards Office the name of a primary and alternate representative (O5/O6/GS-14/15 or equivalent level) for each DLMS functional area. The office designated as primary responsibility for each DLMS functional area:

1. Assigns responsibility to a representative to serve as a member on, and fulfill the responsibilities of, the PRC for that function.

2. Provides the position on DLMS matters and has the authority to make decisions regarding procedural aspects.

3. Acts as liaison with the DLMS functional area PRC Chair and with the other DoD Components and participating external organizations.

4. Submits to the Program Manager, Enterprise Business Standards Office, or the appropriate DLMS PRC Chair, all proposed changes affecting logistics business processes irrespective of the electronic business technology employed. Performs the initial evaluation of proposed changes that originate within the DoD Component or participating external organization and returns such proposals with the evaluation results.

(3) Currently, there are few formal records documenting under whose authority the PRC and WG representatives are appointed, or under whose authority the PRC representatives represent their respective Service/Agencies. Requiring formal correspondence documenting both of these functional roles will ensure consistency across all PRCs and WG. This will also ensure the agency chain of command is aware of its official positions on correspondence.

c. Approved Change in Detail:

(1) The Service/Agency will use an officially signed letter on Service/Agency letterhead (or a digitally signed email) to designate a Primary and Alternate PRC/WG Representative, who will have full authority to make decisions on behalf of the organization's position concerning DLMS matters. See Enclosure 1 for sample.

(a) Official Signatures: Official letters will be digitally signed and/or hard copy signed and scanned into a PDF file.

(b) Distribution: The Primary or Alternate PRC/WG representative will send an e-mail to the Enterprise Business Standards Office at EBSO@dla.mil with the official signed letter attached.

(c) The Enterprise Business Standards Office will retain official signed letters and review them annually to validate accuracy of primary and alternate appointments. When an appointment assignment changes, the Service/Agency is required to submit a new officially signed letter to the Enterprise Business Standards Office designating the new representative(s).

(2) The Service/Agency will use officially signed correspondence on Service/Agency letterhead **(or a digitally signed email)** to indicate the fully coordinated Service/Agency concurrence without comment, concurrence with comment, non-concurrence, or abstention with regard to the subject PDC. See Enclosure 2 for sample.

(a) Official Signatures: Official letters will be digitally signed and/or hard copy signed and scanned into a PDF file.

(b) Distribution: Official signed letters should be attached to an official email back to the Enterprise Business Process Standards Office at EBSO@dla.mil, with a courtesy copy to the Chair of the PRC/WG sponsoring the PDC, **Using one of the following group emails:**

- 1.** Supply PRC/JPIWG – DLMSSupply@dla.mil
- 2.** SDR PRC – DLMSSDR@dla.mil
- 3.** Finance PRC – FinanceHQ@dla.mil
- 4.** DoDAAD PRC – DoDAADHQ@dla.mil
- 5.** MAPAD PRC – MAPADHQ@dla.mil
- 6.** Pipeline Measurement PRC – DLMSLMARS@dla.mil

(c) The DLMS PRC/WG Chair will retain official signed letters in the official DLMS change file, will adjudicate all comments and non-concurrences, and document adjudication results in the Approved DLMS Change.

d. Revisions to DLM 4000.25 Manuals:

(1) Update DLM 4000.25, Defense Logistics Management Standards, Volume 1, Concepts and Procedures, Chapter 1 as shown:

Bold red italics and strike-through text identify changes.

C1.4.4. Heads of DoD Components and Participating External Organizations. Designate an office of primary responsibility for each DLMS functional area identified in section C1.3. ***Use an official memorandum on Service/Agency letterhead (or a digitally signed email) to identify to Enterprise Business Standards Office***, the name of a primary and alternate PRC representative for each functional area who will:

C1.4.4.1. Serve as members on, and fulfill the responsibilities of, the PRC or **Working Group (WG)** for that function, **and**

C1.4.4.2. Provide the DoD Component's or external organization's **official** position on DLMS matters.

(Intervening text not shown)

C1.4.4.6. Develop and submit to the PRC and **WG** Chair, a single, coordinated DoD Component or participating external organization position on all PDCs within the time limit specified. When a PDC affects multiple DLMS functional areas, the ~~control point~~ **designated representative** for the PRC identified in the proposal will submit a single coordinated response.

(2) Add sample letter and correspondence as shown in Enclosures 1 and 2 as new Appendix 11 to DLM 4000.25, Volume 1.

e. **Alternatives:** None

5. REASON FOR CHANGE: An official letter/memorandum identifies authorized PRC/WG representatives to represent their Service/Agency in all matters relevant to a PRC or WG to include any PDCs, Approved DLMS Changes (ADCs), and any data calls or other tasks that may be directed or identified. The formal response correspondence establishes a single coordinated response from the participating organization on all PDCs and provides visibility to the Service/Agency chain of command. Both documents serve as an audit trail to the authority for the content of the correspondence

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** This change aligns with current procedures and improves visibility of the PRC and WG process.

b. **Disadvantages:** None.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Immediate implementation.

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

SERVICE/AGENCY LETTERHEAD

Enclosure 1 to ADC 1240, Official Letter of Appointment

Date

MEMORANDUM FOR: Program Manager, Enterprise Business Standards Office

SUBJECT: Appointment to the <Enter Process Review Committee (PRC), or Work Group (WG), Name>

REFERENCES:

- (a) DoDD 8190.01E, "Defense Logistics Management Standards (DLMS)," January 9, 2015
- (b) DoDI 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011
- (c) DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures," Volume 8, Materiel Data Management and Exchange, February 10, 2014
- (d) DLM 4000.25, "Defense Logistics Management Standards (DLMS), Volume 1, Concepts and Procedures" May 19, 2014

In accordance with References (a) through (d), the following individuals are hereby appointed to the <Enter PRC/WG Name> to represent the <Enter Service/Agency> in all matters relevant to this PRC/WG/. This includes any Proposed DLMS Changes (PDCs), Approved DLMS Changes (ADCs), and any data calls or other tasks that may be directed from time to time by the Office of Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD AT&L); Deputy Assistant Secretary of Defense, Supply Chain Integration (DASD SCI); Director, Defense Procurement and Acquisition Policy (DPAP); or the Under Secretary of Defense Comptroller, Business Integration Office (BIO):

Primary Representative:

Name: (First MI. Last)
Official mailing address:
Email: XXXXXXX@XXX.XXX
Comm: 999-999-9999; DSN: 999-9999

Alternate Representative:

Name: (First MI. Last)
Official mailing address (if different than Primary):
Email: XXXXXXX@XXX.XXX
Comm: 999-999-9999; DSN: 999-9999

All previous appointees are hereby removed for this Service/Agency.

If there are any additional questions or concerns, please contact me at 999-999-9999, email: XXX@XXX.XXX

XXXXX X. XXXXXX
Authorized Service/Agency Representative

cc:
PRC/WG Chair

SERVICE/AGENCY LETTERHEAD

**Enclosure 2 to ADC 1240,
Sample Official PDC Response Memorandum**

Date

MEMORANDUM FOR: Program Manager, Enterprise Business Standards Office

SUBJECT: Response to Proposed Defense Logistics Management Standards (DLMS) Change
(PDC) <Enter Number and Title>

- Agency/Service has reviewed subject PDC and concurs as written.
- Agency/Service has reviewed subject PDC and concurs with comment.
 - Official comments detailed here.
 - Recommended resolution to comments
- Agency/Service has reviewed subject PDC and non-concurs for following reasons
 - Non-concur comments here.
 - Recommended resolution to non-concur comments
- Agency/Service has reviewed subject PDC and abstains.

<Delete or remove any of the above bullets that do not apply.>

If there are any additional questions or concerns, please contact me at 999-999-9999,
email: XXX@XXX.XXX.

XXXXX X. XXXXXX

Authorized Service/Agency Representative

cc:
PRC/WG Chair