



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

June 4, 2018

**MEMORANDUM FOR SUPPLY AND JOINT SMALL ARMS AND LIGHT WEAPONS
COORDINATING GROUP (JSA/LWCG) MEMBERS**

**SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS)
Change (ADC) 1274, Joint Small Arms Light Weapons Coordinating Group
(JSA/LWCG) Transfer of Chairmanship to Army (SA/LW)**

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

Addressees may direct questions to Mr. Rafael Gonzalez, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) Administrator at email rafael.gonzalez@dla.mil. All others must contact their Component designated JSA/LWCG representative.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD (SCI)

Administrative ADC 1274
Joint Small Arms Light Weapons Coordinating Group
(JSA/LWCG) Transfer of Chairmanship to Army

1. SPONSOR SERVICE/AGENCY: Enterprise Business Standards Office; Rafael Gonzalez MILSTRAP Administrator, Rafael.gonzalez@dla.mil

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

- a. Primary/Secondary Functional Area: Small Arms and Light Weapons
- b. Logistics and Transaction Changes (Check All That Apply):

<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category
	Billing		Physical Inventory		Contract Admin
	Discrepancies / Deficiencies	X	MILSTRAP		DoDAAD
	Serialization		MILSTRIP		MAPAD
X	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition	X	DLM Publications
	GFP		DOD BRAC		

3. REFERENCES:

- a. DLM 4000.25, Defense Logistics Management Standards (DLMS) Volume 1, Chapter 1 Introduction
- b. DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting
- c. DLM 4000.25, Defense Logistics Management Standards (DLMS) Volume 2, Chapter 18 Small Arms and Light Weapons Serial Number and Registration Program
- d. DOD Memorandum for Supply Chain Executive Steering Committee (SCESC) to transfer chairmanship of JSA/LWCG, April 18, 2017

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This change revises References 3.a., 3.b., and 3.c. to reflect the change in JSA/LWCG chairmanship from the Enterprise Business Standards Office (EBSO) to the United States Army. Additionally, revises DLMs with associated administrative updates as noted.

b. Background: On April 18, 2017, the SCESC agreed to transfer chairmanship of the JSA/LWCG from EBSO to the Army. As part of that decision, the Army directed HQ DA, G-4 to serve as the chair. EBSO will continue to participate in the JSA/LWCG and ensure proper updates to DLMS processes or procedures as applicable. The transfer of chairmanship was effective June 1, 2017.

c. Approved Change in Detail:

(1) Revise DLM, 4000.25, Volume 1, Chapter 1 Introduction to reflect the authorized change in JSA/LWCG chairmanship from the EBSO to the Army.

(2) Administrative changes to references 3.b. and 3.c. as noted in Enclosures 1 and 2.

d. Revisions to DLM 4000.25 Manuals:

(1) Revise DLM, Volume 1 Chapter 1 Introduction as shown in Enclosure 1.

(2) Revise DLMS Volume 2, Chapter 18 Small Arms and Light Weapons Serial Number and Registration Program and comparable MILSTRAP, Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting as shown in Enclosure 2.

(3) Update administrative changes as noted in Enclosures 1 and 2.

e. Proposed Transaction Flow: No Change.

f. Alternatives: N/A

5. REASON FOR CHANGE: Chairmanship transferred to Army.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: None noted.

b. Disadvantages: None noted.

7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT: None.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: The implementation of this change will be immediate after the release of the ADC as there is no impact to DOD Components.

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

10. IMPACT:

a. **DLMS Data Elements**: There are no new data elements or changes to existing data elements introduced by this ADC.

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

c. **DLA Transaction Services**: None

d. **Non-DLA Logistics Management Standards Publications**: Components must ensure applicable publications reflect the changes documented in this ADC.

ENCLOSURE 1 to ADC 1274

A. Revise DLM 4000.25, Volume 1, Chapter 1, Introduction as shown (changes are identified by **bold**, *red italics* or double strikethrough)

C1. CHAPTER 1 **INTRODUCTION**

C1.1. PURPOSE. This Defense Logistics Manual (DLM) prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the Department of Defense, to conduct logistics operations. The Defense Logistics Management Standards or DLMS, identify processes governing logistics functional business management standards and practices rather than an automated information system. The DLMS provide an infrastructure for the participatory establishment and maintenance of procedural guidance to implement the Department's logistics policy by its user community.

C1.2. SCOPE. This manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies, hereafter referred to collectively as the DoD Components. The manual applies, by agreement, to external organizational entities conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.3. POLICY

C1.3.1. DLMS procedures, as prescribed herein, must be implemented uniformly between DoD Components and other participating external organizations and at all levels within each DoD Component. DoD Components must give priority to development and implementation of DLMS requirements before the development and implementation of intra-DoD Component requirements.

C1.3.2. DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011, authorizes the publication of this DLM and stipulates that it carries the full weight and authority of a DoD manual. DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures: Operational Requirements," February 10, 2014, establishes a configuration control process for the DLMS and prescribes use of the DLMS to implement approved DoD policy in logistics functional areas such as Military Standard Requisitioning and Issue Procedures (MILSTRIP), Military Standard Reporting and Accountability Procedures (MILSTRAP), Military Standard Billing System (MILSBILLS), Supply Discrepancy Reporting (SDR), and the DoD Physical Inventory Control Program (PICP).

C1.3.3. DoD Directive (DoDD) 8190.01E, "Defense Logistics Management Standards (DLMS)," January 9, 2015, assigns responsibilities to the DLMS Program Office for direction, management, coordination, and control of the process to replace DoD unique logistics data exchange standards with approved EDI standards and supporting implementation conventions (IC) for DoD logistics business transactional data exchange. Pending full implementation of enterprise-wide modernized data exchange standards, this manual may reflect legacy processes, formats, data, and mediation.

C1.4. RESPONSIBILITIES

C1.4.1. Assistant Secretary of Defense (Logistics and Materiel Readiness (ASD)(L&MR)). Develop policy and provide guidance, oversight, and direct implementation and compliance with the DLMS, except that the Under Secretary of Defense (Comptroller)(USD(C)) will be responsible for the MILSBILLS functional area addressed under Volume 4 of this manual. The Director of Defense Procurement and Acquisition Policy (DPAP) will be responsible for the Contract Administration functions of shipment notification, destination acceptance reporting, and contract completion status reporting areas addressed under Volume 7 of this manual. When carrying out their responsibility, the ASD (L&MR), DoD Comptroller, and Director DPAP, as appropriate for their respective functional areas, will:

C1.4.1.1. Direct or approve expansion of DLMS in assigned functional areas or application of DLMS in new functional areas.

C1.4.1.2. Provide the DLMS Program Office with policy guidance for development, expansion, improvement, and maintenance of the DLMS.

C1.4.1.3. Resolve policy and procedural issues that cannot be resolved within the DLMS infrastructure.

C1.4.1.4. Ensure appropriate coordination with other Office of the Secretary of Defense (OSD) staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.1.5. Ensure appropriate coordination with other OSD staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.2. Director, Defense Logistics Agency

C1.4.2.1. Establish and resource the **Enterprise Business Standards** ~~Defense Logistics Management Standards Program~~ Office, which will report to the Director, Information Operations/Chief Information Officer (CIO) (J6), DLA HQ.

C1.4.2.2. Provide the necessary military and civilian personnel resources.

C1.4.2.3. Provide the necessary administrative support and services, including office space, facilities, equipment, automatic data processing support, and travel expenses for DLMS Program Office personnel.

C1.4.3. Director, **Enterprise Business Standards** ~~Defense Logistics Management Standards Program Office~~. Operating under the authority of DoDM 4140.01 and DoDI 4140.01, serve as the primary proponent to establish procedures, data standards, and transaction formats to promote interoperability in the logistics community and associated functional areas. This includes the development, maintenance and documentation of corporate level policies and procedures for exchanging logistics data between DoD Components, between DoD Components and other Federal departments and agencies, and between DoD Components and private industry. Participate in cooperative efforts with other government entities to develop data exchange standards. Maintain membership in external voluntary standards bodies and groups; (e.g., American National Standards Institute (ANSI) chartered Accredited Standards Committee (ASC) X12). Administer the DLMS for assigned functional areas and receive policy guidance from proponent offices of the ASD(LM&R), DPAP, and the DoD Comptroller, as appropriate. The Director, DLMS Program Office will:

C1.4.3.1. Establish a formal change management process for the DLMS.

C1.4.3.2. Establish Process Review Committees (PRC) composed of representatives from the DoD Components and participating external organizations for each of the DLMS functional areas of finance, pipeline measurement, supply discrepancy reporting and supply (to include but not limited to requisitioning and issuing procedures, physical inventory, and disposition services). **Also establish** PRCs ~~are also established~~ for DoD Activity Address Directory (DoDAAD) and Military Assistance Program Address Directory (MAPAD). Designate a chair for each PRC.

C1.4.3.3. Designate a program administrator to serve as the DoD focal point for the Physical Inventory Control Program. Chair the Joint Physical Inventory Working Group (JPIWG) to recommend guidance and develop program enhancements for physical inventory control of DoD supply system materiel.

~~C1.4.3.4. Designate a program administrator to serve as the DoD focal point for the DoD Small Arms and Light Weapons Serialization Program (DoDSA/LWSP). Chair the Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) to perform the responsibilities defined in the JSA/LWCG Charter.~~

C1.4.3.4.5. Ensure uniform implementation of the DLMS by doing the following:

C1.4.3.4.5.1. Review implementation dates and plans of the DoD Components and participating external organizations, and make recommendations for improvement.

C1.4.3.4.5.2. Perform analysis and design functions to implement new or revised policy guidance and instructions, provided by OSD proponent offices, and to

ensure the involvement of DAAS with telecommunications planning in an integrated system design.

C1.4.3.45.3. Develop and recommend, to the appropriate OSD proponent office(s), new or revised policy with supporting analysis which identifies and explains process improvements and indicates methods to accomplish identified changes.

C1.4.3.45.4. Serve as the Department's Executive Agent for logistics data interchange on behalf of the DLA Director, as delineated in DoD Directive 8190.01E.

C1.4.3.45.5. Develop, publish, and maintain the Defense Logistics Management System manual and related DLM publications consistent with the DLM requirements identified in DODI 4140.01.

C1.4.3.45.6. Develop or evaluate proposed DLMS changes (PDC) and coordinate them with the DoD Components and participating external organizations. Provide a copy of all PDCs to the applicable OSD proponent office.

C1.4.3.45.7. Review, evaluate, and recommend improvements to curricula of DoD Components and participating external organizations' training schools offering DLMS-related courses.

C1.4.3.45.8. Assist DoD Components and participating external organizations in resolving problems, violations, and deviations that arise during operations and are reported to the PRC Chair. Refer unresolved matters to the applicable OSD proponent office with analysis and recommendations for resolution and corrective action.

C1.4.3.45.9. Make available to DASD(SCI) and to DoD Components, a status review of all DLMS revision proposals that have not been approved for publication or, that if approved, have not been implemented. The status review is updated weekly and is available from the **Enterprise Business Standards** Defense Logistics Management Standards Program Office Website on the Process Changes Page.

C1.4.3.45.10. Review and coordinate with the DoD Components and participating external organizations all requests for system deviations and exemptions and make applicable recommendations to the OSD proponent office based on fact-finding status or analysis of accompanying justification.

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 DLMS Program 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 and have the authority to make decisions regarding procedural aspects.

C1.4.4.3. Ensure continuous liaison with the DLMS PRC Chair and with other DoD Components and participating external organizations.

C1.4.4.4. Submit to the Director, **Enterprise Business Standards** ~~Defense Logistics Management Standards Program~~ Office, or appropriate PRC Chair, as DLMS PDCs, all proposed changes affecting logistics business processes irrespective of the electronic business technology employed following the procedures in Chapter 3 of this volume. Perform the initial evaluation of PDCs that originate within the DoD Component or participating external organization and return such proposals with the evaluation results.

C1.4.4.5. Perform the initial evaluation of all beneficial suggestions to the DLMS originating within the DoD Component or participating external organization. For suggestions considered worthy of adoption, submit a PDC to the DLMS PRC Chair in accordance with Chapter 3 of this Volume for processing in the normal manner. The originator's PRC representative will determine any awards using normal DoD Component or participating external organization procedures.

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 designated representative for the PRC identified in the proposal will submit a single coordinated response.

C1.4.4.7. Accomplish internal training to ensure timely and effective implementation and continued operation of the approved DLMS. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training. Furnish a copy of initial and revised training curricula to the appropriate DLMS PRC Chair.

C1.4.4.8. Implement the approved DLMS and changes thereto. Provide the PRC Chair with status information concerning implementation of approved changes. Report Control Symbol (RCS) DD-A&T(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide the DLMS PRC Chair a copy of the publication change. Send the reports to the DLMS PRC Chair.

C1.4.4.9. Ensure that operating activities supporting the DLMS comply with the requirements and procedures published in the DLMS.

C1.4.4.10. Continually review and revise internal procedures to correct misinterpretation and prevent duplication of records, reports, and administrative functions related to the DLMS.

C1.4.4.11. Review supplemental procedures and/or implementing procedures issued by the DoD Components and participating external organizations to ensure conformance with the approved DLMS.

C1.4.4.12. Provide, to the appropriate PRC Chair, copies of supplemental and internal procedures, and changes thereto, related to operation of the DLMS.

C1.4.4.13. Report to the PRC Chair, problems, violations, and deviations that arise during system operations.

C1.4.5. Process Review Committees. PRCs are joint forums for each of the DLMS functional areas responsible for development, expansion, improvement, maintenance and administration of the DLMS. PRCs include finance, pipeline measurement, supply discrepancy report and supply (to include requisitioning and issuing procedures, physical inventory accountability, and disposition services). PRCs are also established for DoDAAD, and MAPAD. The PRC representatives are listed on the DLMS Program Office Website, "Committees" page. The DLMS PRCs will:

C1.4.5.1. Be administered/controlled by the applicable DLMS PRC Chair.

C1.4.5.2. Consist of representatives from the DoD Components and participating external organizations.

C1.4.5.3. Meet at the request of the PRC Chair. The PRC Chair will, when possible, announce the meeting and identify the agenda items 30 calendar days in advance. The PRC Chair will issue fully documented minutes of these proceedings to each participating DoD Component or external organization, and the applicable OSD principal staff assistant (PSA), within 30 calendar days after the meeting.

C1.4.5.4. Review and resolve comments on PDCs, deviations, and waivers, or other problems and violations, and provide recommendations for implementation or disapproval. Refer any action that the PRC cannot resolve to the appropriate OSD PSA.

C1.4.5.5. Ensure uniform and effective implementation of DLMS requirements by:

C1.4.5.5.1. Conducting periodic evaluations to determine effectiveness of DoD/DLMS policies, procedures, and processes.

C1.4.5.5.2. Conducting reviews of selected DLMS operational areas to determine conformance with, and evaluate the effectiveness of, DLMS requirements and to interpret or provide clarification of DLMS procedures.

C1.4.5.5.3. Reporting findings and recommendations of evaluations and reviews, with comments of the DoD Components and participating external organizations, to the applicable OSD PSA.

C1.4.6. DAAS. DAAS serves as the logistics central hub through which all DLMS transactions pass for selective data edits, business rule application, translation, routing, archiving, and data warehousing. The services provided allow the DoD Component supply systems to speak the same language, by receiving data (sometimes non-standard), editing and validating the transactions; and forwarding the transactions, in the correct format, to the proper destination. DAAS developed and maintains the Defense Automatic Addressing System (DAAS) to provide these services. The DAAS manual is available on the DLMS Program Office Website. To ensure that these services are effective, DoD Components must route all DLMS transactions to DAAS. Key responsibilities for DAAS are to

C1.4.6.1. develop DLMS mapping and conversion processes,

C1.4.6.2. implement Approved DLMS Changes (ADC) and ensure that all modifications are incorporated into the, edits, translation rules, and records,

C1.4.6.3. implement DLMS logistics data transmission requirements and execute system modification tasks supporting the DLMS documented in ADCs,

C1.4.6.4. provide telecommunications support, archiving and storage, translation services, conversion processes, and other services to support DoD Component implementation of the DLMS,

C1.4.6.5. capture required data and produce the end-to-end pipeline metrics specified by the Pipeline Measurement PRC, and

C1.4.6.6. develop, host and maintain enterprise applications and databases such as the DoDAAD, MAPAD, Web Supply Discrepancy Reporting, and host and maintains numerous essential database tables such as the Fund Code Table.

C1.5. DISTRIBUTION OF THIS MANUAL

C1.5.1. Defense Logistics Management System Manual. This manual is published electronically. No hard-copy document is available. The Defense Logistics Manuals are available from the **Enterprise Business Standards** Defense Logistics Management Standards Program Office under the header "Defense Logistics Management Standards Publications." Any further distribution will be accomplished within each DoD Component or external organization based upon approved distribution data generated through their internal publication channels.

C1.5.2. Changes. DLMS changes are published electronically and are available on the **Enterprise Business Standards** ~~Defense Logistics Management Standards Program~~ Office Website under the header "DLMS Process Changes."

C1.6. HOW TO USE THIS MANUAL

C1.6.1. Structure of the Manual

C1.6.1.1. Manual Layout. The Defense Logistics Management Standards manual comprises seven volumes: Volume 1, Concepts and Procedures; Volume 2, Supply Standards and Procedures; Volume 3, Transportation; Volume 4, Finance; Volume 5, Reserved; Volume 6, Logistics Systems Interoperability Support Services, and Volume 7, Contract Administration.

C1.6.1.2. DLMS Volumes

C1.6.1.2.1. DLMS Content. Each volume of the Defense Logistics Management System manual contains its own Foreword, Change History Page, and Table of Contents showing procedural chapters with listings of figures, and tables and appendices. Each volume of the Defense Logistics Management System manual may also contain appendices for related data that apply to multiple chapters in the volume; however, use of any of the functional area volumes requires simultaneous access to the Defense Logistics Management System, Volume 1 reference material items (e.g., terms, acronyms, and the DLMS change process).

C1.6.1.2.2. DLMS Implementation Conventions. Appendix 7 introduces the DLMS ICs that explain the use of the DLMS. The DLMS ICs are available on the DLMS Program Office Website DLMS IC page. For each DLMS IC, a hyperlink is provided to machine readable formats (X12 and XML) DLMS Change History and corresponding DLSS legacy transaction format.

C1.6.1.3. DLMS Reference Material in Volume 1. Volume 1 contains appendices with reference items applicable to the entire manual. Reference items are:

Appendix 1	References
Appendix 2	Terms and Definitions
Appendix 3	Acronyms and Abbreviations
Appendix 4	DLSS/DLMS Conversion Guides
Appendix 5	DLMS to DLSS
Appendix 6	DLMS Code List Qualifiers
Appendix 7	DLMS Transaction Formats
Appendix 8	Transaction Set 997 Implementation Convention, Functional Acknowledgement
Appendix 9	DLMS Change Process Flow Chart
Appendix 10	DLMS Compliance

ENCLOSURE 2 to ADC 1274

A. Revise DLMS Volume 2, Chapter 18 Small Arms and Light Weapons Serial Number and Registration Program.

C18.4.3. Deviations. Deviations from these requirements by DoD activities with small static inventories require concurrence of the Joint Small Arms/Light Weapons Coordinating Group (JSA/LWCG) and approval of the JSA/LWCG Chair. **Upon approval, submit a proposed DLMS change to the Enterprise Business Standards Office via electronic mail.** ~~Submit requests for deviations, to include appropriate justification, via electronic mail via the Defense Logistics Management Standards comment form (available on the DLMS Website) or by traditional mail to:~~

~~Defense Logistics Management Standards
J6KC ROOM 1650
Defense Logistics Agency J6
JSA/LWCG Chair
8725 John J Kingman Road, STOP 6205
FORT BELVOIR, VA 22060 6217.~~

Intervening text not shown.

C18.5.3. JSA/LWCG. JSA/LWCG responsibilities are as set forth in DoDM 4140.01, "DoD Supply Chain Materiel Management Regulation".

B. Revise MILSTRAP, Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting as shown below.

C12.4.3. Deviations from MILSTRAP requirements by DoD activities with small static inventories require concurrence of the Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) and approval of the JSA/LWCG Chair. **Upon approval, submit a proposed DLMS change to the Enterprise Business Standards Office via electronic mail.** ~~Submit requests for deviations, to include appropriate justification, via electronic mail to the Defense Logistics Management Standards comment form, available on the DLMS Website, or by traditional mail to:~~

~~Defense Logistics Management Standards J67B
Room 1650
Defense Logistics Agency J6
JSA/LWCG CHAIR
8725 John J Kingman Road, STOP 6205
Fort Belvoir, VA 22060 6217.~~