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December 26, 2018

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1280, Administrative Update to Align MILSTRAP/MILSTRIP Chapter 1 "General" and MILSTRAP Chapter 2 "MILSTRAP Features" with the Defense Logistics Management Standards Manual

The attached administrative change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS) is approved for publication. This change incorporates background material from MILSTRIP Chapter 1, and MILSTRAP Chapters 1 and 2 into the DLMS Manual. The Enterprise Business Standards Office will publish this change in the next Formal Change for DLMS Volumes 1 and 2.

Addressees may direct questions to, Mr. Eric Flanagan, DOD MILSTRIP Administrator, and Mr. Rafael Gonzalez, DOD MILSTRAP Administrator, e-mail: EBSO.Supply@dla.mil. All others must contact their Component designated Supply PRC representative available at: http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc

DAVEREDE.HEIDI.M.1120053600 Digitally signed by DAVEREDE.HEIDI.M.1120053600 Date: 2018.12.26 13:45:22 -05'00'
HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD(Logistics)

ADC 1280
Align MILSTRAP/MILSTRIP Chapter 1 "General" and MILSTRAP Chapter 2 "MILSTRAP Features" with the Defense Logistics Management Standards Manual (Supply)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Mr. Eric Flanagan, DOD MILSTRIP Administrator, Enterprise Business Standards Office (EBSO), and Mr. Rafael Gonzalez, DOD MILSTRAP Administrator EBSO, e-mail: EBSO.Supply@dla.mil.

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

a. Primary/Secondary Functional Area: Supply

b. Logistics and Transaction Changes (Check All That Apply):

☑	Category	☑	Category	☑	Category
	Billing		Physical Inventory		Contract Admin
	Discrepancies / Deficiencies		MILSTRAP		DoDAAD
	Serialization		MILSTRIP		MAPAD
	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition	x	DLM Publications
	GFP		DOD BRAC		

3. REFERENCES:

a. DLM 4000.25-1, Military Standard Transaction Requisition and Issue Procedures (MILSTRIP)

b. DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)

c. DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 1, Concepts and Procedures, and Volume 2, Supply Standards and Procedures

4. REQUESTED CHANGE(S):

a. Brief Overview of Change: This change adds content from DLM 4000.25-1, MILSTRIP and DLM 4000.25-2, MILSTRAP Chapter 1 "General Information" to appropriate areas in the DLMS Manual. This change also adds content from MILSTRAP Chapter 2 "MILSTRAP Features" to the DLMS Manual (References 3.a., 3.b., and 3.c.).

b. Background:

(1) This change aligns the DLMS manual (Reference 3.c.) with the MILSTRIP manual (Reference 3.a.) and MILSTRAP manual (Reference 3.b.) and cancels MILSTRIP Chapter 1 and MILSTRAP Chapters 1 and 2. The General Information chapters in the MILSTRIP and MILSTRAP manuals and the MILSTRAP Features chapter contain background information on managing the respective process and much of this same information is published in the DLMS manual. This administrative change incorporates the necessary background material from the three legacy chapters into the appropriate DLMS manual volume and chapter.

(2) A subsequent DLMS change will cancel the MILSTRIP and MILSTRAP manuals. At that time, DLM 4000.25 will be the primary source for DLMS policy guidance for the MILSTRIP and MILSTRAP procedures, business rules, data standards, and transaction formats.

c. Approved Change in Detail:

(1) Update DLM 4000.25 to incorporate information from DLM 4000.25-1, Chapter 1, and DLM 4000.25-2, Chapters 1 and 2.

(2) This change is administrative in nature and does not change any existing DLMS, MILSTRIP or MILSTRAP procedures.

(3) ADC 1274 removed the chairmanship of the Joint Small Arms and Light Weapons Coordinating Group from the EBSO. ADC 1274 did not mark the relevant paragraph for removal from DLMS Volume 2 (C1.6). Removal of Volume 2, Chapter 1, paragraph C1.6 is reflected in the updates to Chapter 1.

d. Revisions to DLM 4000.25 Manuals:

(1) Update DLM 4000.25, DLMS, Volume 2, Chapter 1 to incorporate information from DLM 4000.25-1, MILSTRIP Chapter 1 and DLM 4000.25-2, MILSTRAP Chapters 1 and 2, and administrative updates. See Enclosure 1.

(2) Update DLM 4000.25, DLMS, Volume 1, Chapter 1 to incorporate information from DLM 4000.25-1, Chapter 1 and DLM 4000.25-2, Chapters 1 and 2, and administrative updates. See Enclosure 2.

(3) Update DLM 4000.25, DLMS, Volume 1, Chapter 3 to incorporate information from DLM 4000.25-1, Chapter 1 and DLM 4000.25-2, Chapters 1 and 2, and administrative updates. See Enclosure 3.

(4) Update the Table of Contents in DLM 4000.25, DLMS Volume 2, DLM 4000.25-1, MILSTRIP and DLM 4000.25-2, MILSTRAP. See Enclosure 4.

e. Proposed Transaction Flow: There are no changes to transaction flows resulting from this DLMS change.

f. Alternatives: Maintaining two separate manuals with the legacy 80 record position procedures requires users to review the MILSTRIP and/or MILSTRAP manual for the core procedures, and then the DLM 4000.25, DLMS, Volume 2 for the DLMS enhanced procedures. This is not a viable alternative, it is prone to errors in interpretation, and it is labor intensive to maintain two sets of manuals.

5. REASON FOR CHANGE: Contributes to aligning the DLMS with the MILSTRIP and MILSTRAP manual procedures, and cancelling the DLM 4000.25-1, MILSTRIP and DLM 4000.25-2, MILSTRAP manuals. At that point, the DLM 4000.25, Defense Logistics Management Standards will serve as the single source for DLMS, MILSTRIP and MILSTRAP procedures.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Single source for documenting procedures.

b. Disadvantages: None.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change does not require any system changes.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: There is no cost/impact to systems. Savings are in not having to maintain the MILSTRIP and MILSTRAP manuals.

9. IMPACT:

a. New DLMS Data Elements: There are no new DLMS data elements required by this alignment.

b. Changes to DLMS Data Elements: There are no changes to DLMS data elements.

c. Automated Information Systems (AIS): No impact.

d. Defense Automatic Addressing System (DAAS): No impact.

e. Non-DLM 4000.25 Series Publications: Components should update their local procedures as necessary to align with DLM 4000.25.

ENCLOSURE 1 TO ADC 1280

Update DLM 4000.25, DLMS, Volume 2, Chapter 1. Removed text is identified by ~~double strikethroughs~~. Updated and relocated text is annotated with ***red, bold, italics***.

C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Department of Defense (DoD) standard procedures and electronic data interchange (EDI) conventions to effect supply actions using American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions with the Defense Logistics Management Standards (DLMS).

C1.1.1.1. ***This volume contains some of the legacy 80 record position transaction procedures associated with the respective DLMS transaction to ensure the functionality of the Military Standard Requisition and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP). This is included where necessary to operate in a mixed legacy 80 record position and the upgraded DLMS environment. Upon full DLMS implementation, any specific legacy procedures wording will be removed.***

C1.1.2. Defense Logistics Management Standards Volume Access. Use of this volume requires simultaneous access to DLMS Manual Volume 1 administrative items such as the lists of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; specific guidance that applies to all DLMS ~~Supplements~~***Implementation Conventions (IC)***; DLMS to Defense Logistics Standard System (DLSS) cross-references and conversion and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The DoD policy governing the procedures in this volume are:

C1.2.1. DoD Instruction 4140.01. "Supply Chain Materiel Management Policy", December 14, 2011

C1.2.2. DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures", February 10, 2014.

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations 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.

C1.4. SUPPLY PROCESS REVIEW COMMITTEE. The Supply Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of supply requirements for the DLMS. The Supply PRC chairperson, in coordination with the DoD Component Supply PRC representatives, is responsible for the contents of this volume of the DLMS. Representatives to the Supply PRC are identified on ~~the DLA Logistics Management Standards~~ ***Enterprise Business Standards Office (EBSO***) Website. See DLMS Volume 1, Chapter 1 for a discussion of DLMS PRC functions and responsibilities.

C1.5. SUPPLY DISCREPANCY REPORTING PRC. The Supply Discrepancy Reporting (SDR) PRC provides a joint Service/Agency forum to develop, expand, improve, maintain, and administer supply discrepancy reporting policy and procedures. The SDR PRC chairperson, in coordination with the DoD Component SDR PRC representatives, is responsible for the SDR related contents of this volume of the DLMS. The EBSO Website identifies the Representatives to the SDR PRC.

C1.***6*** JOINT PHYSICAL INVENTORY WORKING GROUP. The Joint Physical Inventory Working Group (JPIWG) recommends guidance and develops program enhancements for the physical inventory control of DoD supply system materiel. The JPIWG chairperson coordinates with DoD Component representatives for general supplies and ammunition to maintain the physical inventory control procedures contained in Chapter 6 of this volume. Representatives to the JPIWG are identified on the ~~DLA Logistics Management Standards~~ ***EBSO*** Website.

~~C1.6. JOINT SMALL ARMS AND LIGHT WEAPONS COORDINATING GROUP. The DoD Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) supports the continuous improvement of the Small Arms Serialization Program (SASP), identification of inter-DoD Component problems with inventory management of small arms and light weapons, and the formulation of solutions to those problems. The JSA/LWCG chairperson coordinates with representatives from DoD Components to maintain the SASP procedures contained in Chapter 18 of this volume. Representatives to the JSA/LWCG are identified on the DLA Logistics Management Standards Website~~

C1.7. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS supply ***or SDR***-related problems are unsatisfactory, the activity having the problem may request assistance from their ***respective*** ~~DLMS Supply~~ ***EBSO*** PRC representative. For noncompliance issues that impact the ~~JSA/LWCG as well as the~~ JPIWG, refer concerns to the Service/Agency representative on the aforementioned committees. The request ***should*** ~~shall~~ include information and copies of all correspondence pertinent to the problem; including the DLMS transaction

IC, the document number and the date of the transaction involved. The ***appropriate*** representative ***should*** ~~shall~~ take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the Supply PRC chairperson.

C1.8. TRANSACTION REVERSAL. Processing activities may reverse select ~~MILSTRAP~~ functional area transactions. See ***the following DLMS Volume 2 chapters for specific details on reversals:***

- Chapter 6 for quality control requirements and for additional controls required when reversing physical inventory adjustments,
- ~~See~~ Chapter 9 for additional controls required when reversing logistics transfer/decapitalization transactions,
- ***Chapter 12 for additional controls required when reversing prepositioned materiel receipt transactions,***
- ***Chapter 13 for additional controls required when reversing receipt transactions, and***
- ***Chapter 14 for additional controls required when reversing issue transactions.***

C1.9 TRANSACTION REJECTION. DLMS Volume 1, Chapter 4 prescribes the procedures for the use of the DLMS 824R Reject Advice Transaction to exchange information about functional errors not covered by DLMS status or other type of supply transaction, including MILSTRIP and MILSTRAP functional areas. The Reject Advice Transaction reports the unique document number, and/or other pertinent information to identify the rejected transaction, and codes identifying one or more specific error conditions. Where specific reject advice codes are not established to identify the error condition causing the transaction to fail, ~~DLA Transaction Services~~ ***Defense Automated Addressing System (DAAS)*** may use the Reject Advice Transaction to provide narrative message rejection of the erroneous DLMS transaction. A combination of reject advice codes and clarifying narrative may be used to facilitate interpretation of the error condition.

C1.10. MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES.

C1.10.1. Definition. "A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard data elements, codes, forms, transaction formats (both legacy 80 record position and DLMS) and procedures to requisition, release/issue, and dispose of materiel and prepare related documents. It prescribes uniform procedures and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, cancellation, materiel release/issue, lateral redistribution, materiel return processes, materiel obligation validation, contractor access to government sources of supply, and selected security assistance processes. The provisions apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. It also applies, by

agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations."

C1.10.2. Purpose. Prescribes uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, and materiel return processes. The procedures govern the interchange of information for all materiel commodities (unless specifically exempted by the Under Secretary of Defense for Acquisition and Sustainment) (USD(A&S)) between supported activities and supply control/distribution systems of the Department of Defense (DoD) and other participating Component activities. Consideration of the requirements of other functional areas (exclusive of specific codes and procedures) related to requisition and issue processing are included to provide procedural clarity and/or to depict procedural interfaces with other standard DoD systems. The specific codes and procedures within these related functional areas (such as: priority designation, stock control, box marking, shipment planning, shipment documentation, communication processing, and contractor shipments) are prescribed in the applicable regulatory documents of the standard system.

C1.10.3. Applicability. The MILSTRIP procedures are mandatory for use by:

C1.10.3.1. All Component requisitioners authorized to request supply support from any Component distribution system and from GSA.

C1.10.3.2. All contractors authorized under Component contracts to requisition government furnished materiel (GFM) from the Component.

C1.10.3.3. The Component sources of supply and storage activities furnishing supply support to authorized requisitioners, including foreign country requisitioners participating in foreign military sales (FMS), Cooperative Logistics Supply Support Arrangement (CLSSA), and Grant Aid (hereafter referred to collectively as "Security Assistance" or "SA").

C1.10.4. Exclusions. These procedures are not applicable to the following:

C1.10.4.1. Bulk petroleum.

C1.10.4.2. Inter-Departmental and intra-Departmental purchasing operations.

C1.10.4.3. Forms and publications. (However, requirements placed on GSA and Navy for these items will be submitted in the prescribed MILSTRIP

requisition format.) Forms and publications assigned national stock numbers (NSNs) may be requisitioned using these procedures.

C1.10.4.4. Communications security (COMSEC) equipment, COMSEC aids (keying materiel), and all items including classified Components, individual elements and repair that are classified and designated crypto or are normally handled through crypto channels.

C1.11. MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES. A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, formats (both DLMS and legacy 80 record position), and procedures for inventory accountability and reporting processes. MILSTRAP prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of logistics information, and related financial management information, for materiel in the supply control/distribution systems of the Department of Defense and participating external organizations, unless specifically exempted by the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S). The financial management aspects of MILSTRAP pertain only to financial data produced as a by-product of receipt, issue, and inventory adjustment processing.

C1.11.1. MILSTRAP PURPOSE

C1.11.1.1. The forms, formats, and codes prescribed herein were developed on the basis of the DoD Components' requirement for standard transaction reporting and accountability procedures for item accountability and financial inventory of DoD materiel. The prescribed codes are mandatory for inter- and intra-DoD Component use when data are interchanged among distribution system elements.

C1.11.1.2. The requirements of other logistics functional areas (exclusive of the specific codes and procedures) related to MILSTRAP) have been considered and are included to provide procedural clarity and/or to describe procedural interfaces with other DoD logistics standard systems. Certain techniques for deriving financial billing data in the legacy 80 record position transactions are provided within the purview of this manual. Financial billing procedures are prescribed in appropriate DoD publications.

C1.11.2. MILSTRAP Exclusions

C1.11.2.1. Excluded are supply transactions below the inventory control point (ICP) and storage activity level in the distribution system (i.e., transactions at post, camp, station, base (or equivalent) level or between post, camp, station,

base (or equivalent) and using organizations), unless a DoD Component establishes an internal requirement for use at this level.

C1.11.2.2. As provided in Chapter 10, materiel receipt acknowledgment is required below the wholesale level and is not excluded.

C11.11.2.3. As provided in Chapter 22, asset status reporting is required below the wholesale level and is also not excluded.

C1.11.2.4. Specific commodities excluded from MILSTRAP procedures are identified in Chapter 6 under Exclusions:

C1.11.3. MILSTRAP PRINCIPLES AND OBJECTIVES

C1.11.3.1. MILSTRAP holds to the principle that the structure of the system provides essential information to inventory control points (ICPs) for the exercise of supply and financial management without encumbering the system with details peculiar to differing types of materiel. A standard system of this design imparts uniformity without limiting the ICP's internal management options for the items of supply it controls.

C1.11.3.2. MILSTRAP establishes standard codes, forms, formats, and procedures for the inventory accountability and reporting process, which is mandatory for use by Components. These procedures are designed to provide:

C1.11.3.2.1. A standardized coding structure for inventory transactions and related management actions that conveys the information required for effective inventory management.

C1.11.3.2.2. Uniformity in the interchange of inventory accountability information within and between the DoD Components.

C1.11.3.2.3. An integrated system of item accountability which permits the accumulation of financial data for financial reporting as an adjunct of updating the inventory record.

C1.11.3.3. MILSTRAP is not designed to accommodate every transaction relevant to an inventory control system nor does it embody all data elements integral to existing systems. Rather, MILSTRAP isolates and concentrates on transactions that are fundamental to any inventory control system and on related data elements which are interchanged between distribution systems or elements of systems with sufficient frequency to justify standardization and universal recognition.

C1.11.3.4. The design of MILSTRAP recognizes that supply policy may obviate use of a prescribed code or may demand system oriented codes. Accordingly, the procedure allows selectivity in the application of codes and permits intra-Component assignment of certain supplemental codes within the

basic coding structure. Codes established under this option will not duplicate or circumvent the intent of codes utilized in the basic uniform system nor must use of these codes exceed the confines of applicable distribution system(s).

C1.11.3.5. Legacy 80 Record Position Multiuse Fields. This paragraph applies only to users that have not implemented the use of DLMS transactions.

C1.11.3.5.1. Needs for internal Component data are met by allowing multiuse data in certain record positions and fields in the legacy 80 record position transactions and as defined in the legacy 80 record position format appendices. The need for Multiuse fields only pertains to the legacy 80 record position transactions. Internal Component data is accommodated as necessary in the respective DLMS transactions as defined in the respective Implementation Convention(s).

C1.11.3.5.2. Where legacy transactions are still being used, Multiuse record positions will be blank in inter-Component supply transactions, unless otherwise stated in this manual. However, internal data may be entered in these fields in intra-Component supply transactions. Each Component will define internal data and incorporate the data into the appropriate DLMS transaction(s) using the DLMS change process. Such data is meaningful only within the Component's system(s).

C1.11.3.5.3. Legacy record positions and fields labeled blank must be left blank. Components will not define internal entries in these fields or record positions; they are reserved for future assignment by the Department of Defense.

C1.11.4. INVENTORY SEGMENTATION CODES

C1.11.4.1. Information regarding an item's stock balance will be obtained by dividing the inventory of an item into meaningful categories having distinctive characteristics. This process is called inventory segmentation. The inventory control system (designed to account for items of supply controlled, managed, or stocked in the distribution system) is based on the concept of inventory segmentation by ownership/purpose, supply condition, and location. The coding information indicates who owns the assets (ownership), for what purpose the materiel is held within an ownership (purpose), the condition of the materiel in terms of serviceability and readiness for issue (supply condition), and where the materiel is physically stored (location). These basic data elements are required for inventory management, requisition processing, and distribution management. This information is also required for preparing financial and supply status reports required for management and decision making.

C1.11.4.2. The range of inventory segmentation codes is designed to accommodate the distribution system as a whole. The full range of codes may not apply to the materiel managed by any one ICP, but use of codes that do apply

is mandatory. Codes provided but not required by an ICP will not be used for another purpose.

C1.11.4.2.1. OWNERSHIP/PURPOSE CODES

C1.11.4.2.1.1. Ownership codes segment and identify, on the inventory control record maintained by other than the owner, the Military Service or other activity having title to the assets. This is shown by a numeric code assignment (Appendix AP2.3). Purpose codes segment and identify, on the inventory control record maintained by the owner, the purpose or reservation for which the materiel is held. This is shown by an alphabetic code assignment prescribed by the individual Component (Appendix AP2.4).

C1.11.4.2.1.2. To preclude unwarranted sophistication in accountability, identification, and reporting of assets, ownership and purpose codes—although separate and distinct elements of data—will be entered in the inventory control record as a single data element. Accordingly, when one Component is accountable for assets owned by another, the entire balance is maintained by the accountable activity under the numeric code assigned to the owning Component. Further breakout by purpose (alphabetic code) is neither prescribed nor intended.

C1.11.4.2.1.3. In summary, any numeric entry reflects ownership by another activity and the numeric itself identifies the owner. Conversely, any alphabetic entry reflects ownership by the activity maintaining the inventory control record and the alphabetic code itself identifies the purpose for which the materiel is reserved.

C1.11.4.2.2. SUPPLY CONDITION CODES. Supply Condition Codes (SCCs) are part of the Federal Condition Code (Legacy MILSTRAP Appendix AP2.5). SCCs segment and identify, on the inventory control record, the physical state of the materiel or actions underway to change the status of the materiel.

C1.11.4.2.3. LOCATION CODES

C1.11.4.2.3.1. Location codes segment and identify on the inventory control record, the activity where materiel is physically stored or located.

C1.11.4.2.3.2. The three-digit routing identifier code (RIC) structure established by MILSTRIP provides a standard system for identifying activities within established supply distribution systems, including those that store materiel. To make use of this existing structure, location codes used to identify activities storing materiel correspond to the RICs established by MILSTRIP.

C1.11.4.2.3.3. Location codes need not be entered on the inventory control record in their RIC configuration. If an alternate means is used

to identify the physical storage site for record purposes, the storage record code must be directly relatable to the RIC of the storage activity entered on input and output documentation.

C1.11.5. INVENTORY TRANSACTION CODING

C1.11.5.1. An inventory transaction is a full description of a supply action furnished to or developed by an ICP for use in the management of items under its control, from both a financial and supply point of view. In turn, properly aggregated inventory transactions form the essential information required by an ICP for review and for reporting the results of its management effort to higher authority.

C1.11.5.2. Legacy document identifier codes (DIC), Standard DICs in the A_ series identify MILSTRIP inventory transactions related to the requisitioning and issuing. Standard DICs in the D_ series identify inventory transactions pertinent to the inventory accountability and reporting process. The D_ series DICs are listed in Appendix AP2.1. In the migration to DLMS, the DICs were retained as data in the DLMS transactions as an identifier of the discrete transaction purpose (e.g., the type of inventory adjustment or the type of receipt).

ENCLOSURE 2 TO ADC 1280

Update DLM 4000.25, DLMS, Volume 1, Chapter 1. Removed text is identified by ~~double strikethroughs~~. Updated and relocated text is annotated with ***red, bold, italics***. Note for Volume 1, this is Change 8

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 carry 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~~ ***Enterprise Business Standards*** Office ***(EBSO)*** 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~~ ***Under*** Secretary of Defense (~~Logistics and Materiel Readiness~~ ***Acquisition and Sustainment***(***A&S***~~(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~~ ***is*** responsible for the MILSBILLS functional area addressed under Volume 4 of this manual. The Director ~~of Defense Procurement and Acquisition Policy (DPAP)~~ ***Defense Pricing and Contracting (DPC)*** ~~will be~~ ***is*** 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 ~~A~~***U***SD (~~L&MR~~***A&S***), DoD Comptroller, and Director **DPC**~~AP~~, 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 ***EBSO*** ~~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 Office~~ ***EBSO***, 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 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~~***S***), ***DPC***~~DPAP~~, and the DoD Comptroller, as appropriate. The Director, ***EBSO***~~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 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. Ensure uniform implementation of the DLMS by doing the following:

C1.4.3.4.1. Review implementation dates and plans of the DoD Components and participating external organizations, and make recommendations for improvement.

C1.4.3.4.2. 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 Defense Automatic Addressi***ng***~~gn~~ System (DAAS) with telecommunications planning in an integrated system design.

C1.4.3.4.3. 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.

C1.4.3.4.4. Serve as the Department's Executive Agent for logistics data interchange on behalf of the DLA Director, as delineated in DoD Directive 8190.01E.

C1.4.3.4.5. Develop, publish, and maintain the Defense Logistics Management ***Standards***~~System~~ manual and related DLM publications consistent with the DLM requirements identified in DODI 4140.01***, and DoDM 4140.01***.

C1.4.3.4.6. 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.

C1.4.3.4.7. Review, evaluate, and recommend improvements to curricula of DoD Components and participating external organizations' training schools offering DLMS-related courses.

C1.4.3.4.8. 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.

C1.4.3.4.9. Make available to ***Office of the Deputy Assistant Secretary of Defense (O***DASD)(***Logistics***~~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 Office~~ ***EBSO*** Website on the Process Changes Page.

C1.4.3.4.10. 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~~***EBSO***, 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 Office~~ ***EBSO***, 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~~***S***(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. ***Develop supplemental procedures for internal use as needed as long as they do not conflict with the DLMS procedures.*** Review ***internal*** 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~~***EBSO*** 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~~***EBSO*** 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~~***Standards*** Manual. This manual is published electronically. No hard-copy document is available. The Defense Logistics Manuals are available from the ~~Enterprise Business Standards Office~~***EBSO Website*** under the header "~~Defense Logistics Management Standards~~***DLMS*** 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 Office~~***EBSO*** 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 ***Standards***~~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 ***Standards***~~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 ***Standards*** ~~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~~***EBSO*** 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 3 TO ADC 1280

Update DLM 4000.25, DLMS Volume 1, Chapter 3. Removed text is identified by ~~double strikethroughs~~. Updated and relocated text is annotated with ***red, bold, italics***. Note for Volume 1, this is Change 8.

C3. CHAPTER 3

CHANGE MANAGEMENT

C3.1. GENERAL INFORMATION

C3.1.1. Guidelines Description. This chapter describes the guidelines for maintaining the Defense Logistics Management Standards (DLMS), DLMS Implementation Conventions (IC), and procedures. The change management process ensures the proper documentation of all proposed or approved changes to the DLMS. These guidelines also apply to the legacy 80 record position based systems changes (hereafter referred to as "legacy systems or formats") and changes employing Electronic Business (EB) methods other than Electronic Data Interchange (EDI) that are chosen by DoD Components for use within their logistics business processes and systems. The DLMS will support emerging EB technologies such as: data sharing, automatic identification technology, electronic malls, web-based technology, electronic funds transfer, etc.

C3.1.2. Structured Collaboration Model. The DLMS change management process uses a structured collaboration model as a managed transformation process. On the input side, the Proposed DLMS Change (PDC) process factors in relevant DoD level policy guidance, DoD Component business requirements, relevant subject matter experts and ~~DLA Transaction Services~~***Defense Automatic Addressing System (DAAS)*** subject matter and technical expertise. The output side of the structured collaboration model, the Approved DLMS Change (ADC) provides new or revised business rules, business objects, metadata, and functional requirements to guide Component implementation of the ADC.

C3.2. MAINTAINING DLMS IMPLEMENTATION CONVENTIONS.

~~Defense Logistics Management~~ ***Enterprise Business*** Standards Office ***(EBSO)*** coordinates the implementation of the DLMS and maintains control of related standards, DLMS ICs ~~(also known as DLMS Supplements)~~, procedures, and common support packages (e.g., versions of the American National Standards Institute, Accredited Standards Committee (ANSI ASC) X12 standards, extensible markup language (XML) based standards), participates in the standards-setting process, and ensures compliance with approved EDI standards. A DLMS IC is a composite guideline that documents a specific business interpretation of an ASC X12 transaction set standard. The DLMS 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 and establishes parameters for its business usage.

C3.2.1. Change Management

C3.2.1.1. Scope. DLMS change management is the approval/disapproval and prioritization of changes to DLMS, achieved through DoD Component coordination and consensus, thereby promoting an integrated approach to standardization and modernization of DoD logistics business processes. Control of changes includes documentation, justification, systematic evaluation, coordination, release, implementation, and publication.

C3.2.1.2. Purpose. The change management process ensures that those involved in the change process define and evaluate the full impact of a change based on at least the following considerations before making a decision to approve and implement the change:

C3.2.1.2.1. Functional requirements

C3.2.1.2.2. Change justification

C3.2.1.2.3. Quality assurance

C3.2.1.2.4. Operational readiness

C3.2.1.2.5. Systems interfaces

C3.2.1.2.6. Technical reviews

C3.2.1.2.7. Estimated impact on total life-cycle costs.

C3.2.2. Reporting Requirements

C3.2.2.1. Status Reports. DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures: ***Volume 1,*** Operational Requirements", February 10, 2014 directs DoD Components to provide the DLMS PRC Chair with the implementation status of approved changes. Report Control Symbol (RCS) DD-A&~~T~~***S***(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 a copy of the publication change to the DLMS PRC Chair. Send reports to the DLMS PRC Chair.

C3.2.2.2. Status Reviews. ~~Defense Logistics Management Standards Office~~ ***EBSO*** will maintain status of DLMS changes. The report will show the title and change number, associated dates, and current status for each DoD Component. The status review is updated continuously and is available from the ~~Defense Logistics~~

~~Management Standards~~ ***EBSO*** Website
~~www.dlmso.dla.mil/eLibrary/changes/processchanges.asp~~.

C3.3. DLMS VERSION CONTROL

C3.3.1. Version Numbering. The official ANSI ASC X12 version of a standard transaction set (e.g., 511) is a key ingredient in the successful application of DLMS ICs. The version number is transmitted as a code in the functional group header within an interchange envelope. The version is transmitted as a three-position code. Each major ANSI ASC X12 standards revision involving the public review process that leads to a publication of a set of American National Standards causes the version number to increase by one. The predominate DLMS version is 004. The next three positions designate the release level within each version, (e.g., 010). The release number of each version is identified in the second position of the release level. The initial ASC X12 release is release one (010). The predominant DLMS releases are 010 and 030. Both version and release numbers are commonly referred to as a version/release, e.g., ANSI ASC X12 version/release 004010 ("4010").

C3.3.2. Multiple DLMS Versions. DLMS may support multiple ICs based on different versions/releases of the X12 standard dependent upon trading partner requirements. In addition, DLMS may support multiple standards of DLMS ICs within each ANSI ASC X12 version/release. Currently some transactions such as the DLMS 947I support multiple standards; the newer (004030) version/release is used for new implementations, while enabling existing implementations to remain at an older version/release (004010), until they can be modified to the newer version/release. Older version/release DLMS ICs may not have all the functionality of the newer one, so Component AIS should plan to modernize to the newer version release (4030). Once all Component AIS have modernized to the newer version release, ~~Defense Logistics Management Standards Office~~ ***EBSO*** will cancel the old DLMS IC via a formally staffed DLMS change.

C3.4. DLMS CHANGE PROCESS

C3.4.1. New and Revised Requirements. A new requirement, design modification, system deficiency, change in DoD logistics policy, information exchange, or an operational emergency can all trigger a PDC. Examples of significant changes include those that create substantial life cycle cost savings, correct deficiencies, or make significant effectiveness change(s) in operational or logistics support requirements. Proposal submission requires inclusion of detailed procedures, and the text of revisions for the Defense Logistics Manual (DLM) 4000.25 series of manuals. Other changes include, but are not limited to: revisions to formats, codes, procedures; or changes requiring interface with other systems, retail level systems, or Federal Agencies. For all DLMS changes, two key elements are defining the problem, process gap or process improvement desired, and socializing the proposed change within the Component subject matter experts and putting forward a recommendation from a set of

alternative solutions.[1] To aid in ensuring the successful and timely processing of a PDC, the submitter should accomplish the following actions prior to its formal submission:

C3.4.1.1. Issue Identification. Determine the problem, process gap, or process improvement that is desired. The clear and complete articulation of the problem, process gap, or process improvement (including available problem examples and/or illustrative data) aids in the understanding by all parties involved. It also aids in the formulation of solution alternatives, preliminary internal Component socialization, and will be essential in the preparation of the draft PDC.

C3.4.1.2. Socialization within the Component. Coordinate with subject matter experts of the issue and postulate alternative solutions. A thorough preliminary vetting of the problem statement and alternatives by the Component subject matter experts provides an internal validation of the problem statement, ensures that all viable alternatives have been developed and that there are no unforeseen/undocumented detrimental impacts to other processes and process owners.

C3.4.1.3. Initial heads-up: contact with Component PRC representative and DLMS PRC chairperson. Early contact with the Component PRC representative and PRC Chair allows for a determination if similar solutions have been submitted and rejected and why, other applicable solutions from other Components that have either been adopted or are proposed, being worked, and are applicable to the stated problem resolution.

C3.4.1.4. Strict adherence to DLM 4000.25 PDC instructions. The adherence to the instructions for drafting PDCs is the first item of review by the applicable DLMS PRC Chair. Following the instructions aids the overall process by eliminating rejects back to the submitter for administrative errors, lack of clarity, omissions, and incompleteness.

C3.4.1.5. Provide advance unofficial draft copy to DLMS PRC chairperson. Providing an advance copy allows the PRC Chair to do a quick review and provide feedback to the submitter on any administrative errors, lack of clarity, omissions, and incompleteness that should be corrected prior to the submitters staffing the draft proposal inside their Component.

C3.4.1.6. Internal Component staffing, review, finalization. Prior to draft PDC submission to the DLMS PRC Chair, the final draft proposal should be fully vetted within the Component.

C3.4.1.7. Submit PDC to Component PRC Representative. While anyone can initiate a PDC, the ~~Defense Logistics Management Standards Office~~ ***EBSO*** only accepts draft PDC submissions from the designated Component representative to the PRC. Once submitted to the ~~Defense Logistics Management Standards Office~~ ***EBSO***

[1] DLMS Training slides Module 6, ~~www.dlmso.dla.mil/eapplications/training/dlmsmodules/Module6-ProposedDLMSChanges.pptx~~

by the Component PRC representative, the draft proposal is treated as that Component's official position and all internal Component staffing and vetting is presumed to have occurred.

C3.4.2. Information Exchanges. PDCs will also be used to effect new or revised information exchanges. Information exchange is defined as the process of transferring data between two or more applications. The DLMS ICs prescribe the transfer of data among applications when transactional business events are communicated. Strict adherence to the notes contained in the DLMS ICs is critical to the successful communication among applications. The three major categories of notes contained in the DLMS ICs are:

C3.4.2.1 ANSI ASC X12 Standard Syntax and Semantic Notes. These notes must be universally adhered to by all users of the X12 transaction set.

C3.4.2.2 Federal Notes. These notes identify the business rules and usage constraints to which all Federal Government users of the X12 transaction set must adhere in addition to the ANSI ASC X12 Standard Syntax and Semantic Notes.

C3.4.2.3 DLMS Notes. These notes identify the business rules and usage constraints to which all DLMS implementing trading partner users of the DLMS IC must adhere, in addition to the ANSI ASC X12 Standard Syntax and Semantic Notes and Federal Notes.

C3.4.3. Submission. ***The applicable DoD Component PRC member must submit*** PDCs ~~must be submitted~~ to ***EBSO*** ~~Defense Logistics Standards Office through the applicable DoD Component PRC member~~. ~~Defense Logistics Management~~ ***The EBSO***~~Standards Office~~ may also accept proposed changes submitted through joint Service/Agency process action teams or the equivalent sponsoring organization.

C3.4.4. Procedures. Appendix 9 is a flow chart that illustrates the process to submit a PDC and the processing of the PDC by the applicable DLMS PRC through the issuance of an ADC. In summary, processing a change, waiver, or deviation to DLMS involves the following steps and the normal associated timeframes (NOTE: The PRC Chair may accelerate the change process from the timeframes indicated and may, when appropriate, extend them):

C3.4.4.1. Step 1. The PDC sponsor (see C3.4.3) submits a PDC (or waiver or deviation request) in the format available on the ~~at~~ ***EBSO Website*** ~~www.dlmso.dla.mil/eLibrary/Changes/processchanges.asp~~ to the Director, ~~Defense Logistics Management Standards Office~~ ***EBSO***, or appropriate PRC Chair. The instructions are included at the end of the change proposal template. When more than one committee is involved, for example, supply, finance, or pipeline measurement, the PRC Chairs involved will determine the lead PRC and coordination required.

C3.4.4.2. Step 2. Within 10 calendar days of receipt of proposal, the PRC Chair evaluates the proposal and determines appropriate action, (e.g., return for additional information, work with PDC sponsor to clarify/amend, accept for staffing).

The PRC Chair will verify that the submitter adequately addresses the following items in the PDC:

- Identify impact to current business processes
- Identify organizations and systems and respective roles
- Identify new business procedures and associated business rules
- Define new DLMS data elements and/or changes to existing ones
- Define new information exchanges and/or changes to existing ones
- Identify the required implementation timelines by impacted systems
- Identify any impact to existing DoD policy.

C3.4.4.3. Step 3. If the proposal is accepted for staffing, the PRC Chair assigns a PDC number and updates the draft PDC to ensure the following items are included, as applicable:

- Insert required changes to DLM 4000.25 series of manuals
- Insert required changes to DLMS ICs
- Assess interoperability impact to DoD global supply chain
- Identify any additional DoD impacts
- Identify and coordinate with OSD on possible DoD policy impacts
- Optimize solution for reuse, effectiveness and efficiency

C3.4.4.4. Step 4. Once the submitting organization and the DLMS PRC Chair are in agreement with the PDC content, the ***PRC Chair will release the*** PDC ~~will be released~~ to the DoD Component PRC members for coordination. The PRC Chair also determines if submission to external standards bodies such as ANSI ASC X12 is required. If the PDC includes a change to a DLMS IC that requires review and approval by the external standards bodies, the PRC Chair will forward the IC change(s) and/or related data maintenance request(s) to those groups/committees for processing after the proposal is approved or in conjunction with staffing, as appropriate.

C3.4.4.5. Step 5. The PRC members provide the PRC Chair a fully coordinated DoD Component or participating Agency response, including a proposed implementation strategy including the desired/required implementation timeline when available, by the due date provided in the proposal, normally within 30 days of the date on the PDC. If the Component/Agency response is a non-concur, it is incumbent on the PRC representative to explain the issue and provide a proposed resolution to the DLMS PRC Chair.

C3.4.4.6. Step 6. The PRC Chair may initiate a follow up for non-response five calendar days after the due date. Additional follow up may be elevated as appropriate.

C3.4.4.7. Step 7. The PRC Chair will evaluate all comments on the PDC within 10 calendar days from receipt of all outstanding comments or in conjunction with the next scheduled PRC meeting. If necessary, the PRC will resolve comments and/or disagreement and establish an implementation date. If the Component comments cannot be resolved by the PRC membership or policy issues exist, unresolved issues may be elevated to the applicable OSD proponent for resolution. If the PRC approves the PDC, the PRC Chair will establish an implementation date based on consensus. If the PDC is disapproved by the PRC, the sponsor is notified of the disapproval.

C3.4.4.8. Step 8. Based on PDC responses, and the interface requirements associated with the specific change, the PRC Chair will establish a joint implementation date, or when appropriate, either authorize DoD Components and participating organizations to implement on a staggered schedule or authorize a limited implementation by impacted Components. This information will be included in the ADC. PDCs that begin with the 1000 number series will retain that same number in the ADCs.

C3.4.4.8.1. When an implementation date is not known/provided as part of the PDC adjudication process, the PRC Chair will include in the ADC a requirement for the DoD Components and participating organizations to actively monitor for implementation of the ADC and provide implementation dates when they become available.

C3.4.4.8.2. When one Component provides an extended implementation date, which would delay implementation by the other Components, the PRC Chair will attempt to resolve the issue with the appropriate Component or seek a methodology that will permit a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed upon, the PRC Chair may refer the matter to the applicable OSD proponent for resolution.

C3.4.4.9. Step 9. The DLMS PRC Chair will prepare the ADC by updating the PDC content based on adjudication of Component responses to the PDC. This includes the following:

- Formalize changes to DLM 4000.25 series of manuals.
- Formalize changes to DLMS ICs.
- Create SEF and XSD files in support of DLMS IC changes.

C3.4.4.10. Step 10. When approved, all ADCs are formally incorporated into the Defense Logistics Management ***Standards*** ~~System~~ manual and posted on the ~~Defense Logistics Management Standards~~ ***EBSO*** Website. Text changes in the manuals are identified by bold italicized print. ~~www.dlmso.dla.mil/eLibrary/changes/processchanges.asp~~ Approved DLMS changes are also posted with the appropriate DLMS IC on the EBSO Website. ~~at~~ ~~www.dlmso.dla.mil/elibrary/TransFormats/140_997.asp~~.

C3.4.5. Post-Approved DLMS Change (ADC) Issuance Component Implementation Responsibilities.

C3.4.5.1. Review ADC and determine affected Component organizations and systems.

C3.4.5.2. Distribute ADC to affected organizations.

C3.4.5.3. Affected activities prepare system change requests (SCRs) for system developers/integrators.

C3.4.5.4. Affected system developers/integrators develop rough order of magnitude (ROM) estimates of resources and schedules required to implement ADC.

C3.4.5.5. Submit SCRs/ROMs to applicable system configuration management boards for prioritization, resourcing and scheduling.

C3.4.5.6. Perform system lifecycle release management tasks of documentation, coding, testing, and release for affected systems.

C3.4.5.7. Make necessary change to affected Component publications.

C3.4.5.8. Conduct necessary training for affected Component personnel.

C3.4.5.9. Provide implementation status updates to the PRC Chair at any time, to include full and partial implementation or required deviation. When Components are unable to meet established implementation dates, prior coordination with the PRC Chair is required. Additionally, the PRC members must provide the PRC Chair a semiannual status report on implementation of approved changes (RCS DD-A&~~T~~***S***(Q&SA)1419 applies) per the guidance in DoDM 4140.01. The semiannual reporting of implementation status is due June 15 and December 15.

ENCLOSURE 4 TO ADC 1280

1. Update the DLM 4000.25, DLMS Volume 2 Table of Contents. Removed text is identified by ~~double strikethroughs~~. Updated text is annotated with ***red, bold, italics***.

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2. Update the DLM 4000.25-1, MILSTRIP Table of Contents. Removed text is identified by ~~double strikethroughs~~. Updated text is annotated with ***red, bold, italics***.

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(Intervening Text Not shown)

TABLES

~~C1.T1 MILSTRIP Transaction Communication Procedance ..... C1-11~~

3. Update the DLM 4000.25-2, MILSTRAP Table of Contents. Removed text is identified by ~~double strikethroughs~~. Updated text is annotated with ***red, bold, italics***.

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C1 CHAPTER 1 - ~~GENERAL INFORMATION~~ ***Reserved – See 4000.25, DLMS, Volume 2, Chapter 1***

C2 CHAPTER 2 - ~~MILSTRAP FEATURES~~ ***Reserved – See 4000.25, DLMS, Volume 2, Chapter 1***