



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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FORT BELVOIR, VIRGINIA 22060-6221**

September 05, 2019

**MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS**

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC)  
1321, Revise DLMS Requisition-Related Transactions to Include Customer Point  
of Contact Information**

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

Addressees may direct questions to Mr. Eric Flanagan, DOD MILSTRIP Administrator, e-mail: [EBSO.Supply@dla.mil](mailto:EBSO.Supply@dla.mil). Others must contact their designated Supply PRC representative available at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>

**DREXEL K. ROSS  
Acting Director  
Enterprise Business Standards Office**

Attachment  
As stated

cc:  
ODASD Logistics

## Attachment to ADC 1321

### Revise DLMS Requisition-Related Transactions to Include Customer Point of Contact Information

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

a. **Technical POC:** Keith Rineaman, General Services Administration, Federal Acquisition Service, (703) 399-1765, [keith.rineaman@gsa.gov](mailto:keith.rineaman@gsa.gov)

b. **Functional POC:** Ken Latta, General Services Administration, Federal Acquisition Service, 703-605-5514, [ken.latta@gsa.gov](mailto:ken.latta@gsa.gov)

**2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:**

a. **Primary/Secondary Functional Area:** Supply

b. **Primary/Secondary Functional Process:** Requisitioning

c. **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		MILSTRAP		DoDAAD
	Serialization	<input checked="" type="checkbox"/>	MILSTRIP		MAPAD
	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition		DLM Publications
	GFP		DOD BRAC		

**3. REFERENCES:** DLM 4000.25 Defense Logistics Management Standards, Volume 2, Chapter 4

**4. APPROVED CHANGE(S):** Substantive updates subsequent to PDC staffing are highlighted in green.

a. **Brief Overview of Change:** This change documents a General Services Administration (GSA) requirement for customers to provide point of contact (POC) information in requisitions and related transactions. This change extends the GSA requirement to all DOD supply sources. Requisition-related transactions include requisition modifications and requisition follow-ups. Supply sources will use this information to clarify requisition requirements and support deliveries.

**b. Background:**

(1) When processing requisitions, GSA sometimes contacts customers to clarify order requirements. For example, GSA may request additional item information, delivery instructions, or brand name justification. In some cases, GSA lacks customer POC information and may cancel the requisition if communication with the customer is not possible.

(2) When attempting deliveries, carriers may contact GSA to obtain a customer name and phone number. Local receiving activities sometimes request the same information. In these cases, failure to contact the customer delays deliveries and causes returned shipments and additional costs.

(3) GSA initially considered using Department of Defense Activity Address Code (DoDAAC) POC information. However, multiple POCs may share the same DoDAAC. GSA needs the contact information of the person or office who should receive communications related to the requisition.

(4) GSA's Order Management System is positioned to process contact information provided in requisitions. As a result, GSA requested a DLMS change that will require requisitioning organizations to provide POC information in requisitions and requisition-related transactions such as requisition modifications and follow-ups.

(5) GSA fulfills customer orders exclusively through direct vendor deliveries. After processing a requisition, GSA passes POC information to vendors in an EDI 850 Purchase Order. For non-EDI vendors, GSA makes the POC information available on its vendor portal.

(6) EBSO agreed that GSA's request would improve customer service and reduce costs, and can provide the same benefits to DOD sources of supply. Accordingly, this change required requisitions and requisition-related transactions to include customer contact information to support both GSA and DOD supply sources.

(7) EBSO was not able to secure concurrences from the Services. The Office of the Deputy Assistant Secretary of Defense for Logistics, the Marine Corps, and the Navy non-concurred with the PDC, but agreed that the ADC should make the POC information a recommendation. A staffing note in the PDC gave the Services the option to make the requisition POC information a recommendation rather than mandatory. EBSO revised the PDC accordingly.

**c. Requested Change in Detail:**

(1) Requisitioning organizations should provide the contact information of the individual or organization with whom the source of the supply should communicate to clarify order requirements or support deliveries.

(2) The requisition or requisition-related transaction should include the following information:

- Contact name or job title
- E-mail address and/or commercial phone number
- An office symbol or activity code

(3) The customer **should** provide a job title or description instead of a name if their organization does not allow personnel to provide a name due to security concerns.

(4) The source of supply will use existing procurement transactions (e.g., EDI 850 Purchase Orders) to pass the customer POC information to vendors. When issuing materiel from stock, the source of supply will use the DLMS 940R Materiel Release Order to pass this information to storage activities.

(5) This change adds DLMS Notes to the following DLMS implementation conventions (ICs) to indicate the contact information requirement. The Enclosure includes the approved IC changes.

- DLMS 511R Requisition
- DLMS 511M Requisition Modification
- DLMS 869F Requisition Follow-Up
- DLMS 940R Materiel Release Order

**d. Revisions to DLM 4000.25 Manuals:**

(1) Revise DLM 4000.25, Volume 2, Chapter 4 as shown below:

***C4.2.11. ~~Reserved.~~ Contact Information.***

***C4.2.11.1. Requisitioning organizations **should** provide point of contact information in requisitions and requisition-related transactions. This information identifies the person or office to whom the source of supply should direct communications to support deliveries or inquiries.***

***C4.2.11.2. The point of contact information must include the following:***

- *Contact name or job title,*
- *E-mail address and/or commercial phone number,*
- *An office symbol or activity code.*

***C4.2.11.3. Requisitioning organizations **should** provide a job title if a name is not authorized for security or privacy reasons.***

***Intervening Text Not Shown***

***C4.7.14.1.6. Materiel release orders (MRO) **should** perpetuate customer point of contact information provided in requisition or requisition-related transactions.***

(2) Revise the following DLMS ICs as shown in the Enclosure:

- DLMS 511R Requisition
- DLMS 511M Requisition Modification
- DLMS 869F Requisition Follow-Up
- DLMS 940R Materiel Release Order

**5. REASON FOR CHANGE:** Customer POC information helps the source of supply obtain additional information regarding requisition requirements. Sources of supply can also share this POC information with carriers in order to help complete deliveries.

**a. Approved Transaction Flow:** This change does not modify the existing requisition process flow.

**b. Alternatives:** None identified.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** Providing customer POC information improves customer support and delivery performance. It also reduces requisition cancellations and costs incurred by shipping delays and returned shipments.

**b. Disadvantages:** Providing contact names may increase security and privacy risk. Furthermore, Component supply systems may require development to implement this DLMS enhancement.

**7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW**

**DEVELOPMENT:** This change assumes that some organizations may not allow users to provide a name for security reasons. In this case, the customer **should** provide a job title or description instead of a name.

**8. ADDITIONAL COMMENTS TO CONSIDER:** The DLMS 810L Logistics Bill contains a similar capability to allow customers to provide POC information.

**9. ADDITIONAL FUNCTIONAL REQUIREMENTS:** None identified.

**10. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** This ADC authorizes staggered implementation. Based on Service/Agency feedback, EBSO will establish a final target implementation date, by which date all DOD Components **should** implement this change.

**11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:**

**a.** The following cost data are from the GSA National Customer Service Center (NCSC):

- (1) A customer POC case take an average of 45 minutes to two hours to research.
- (2) It takes an average of five days to close a POC request case.

(3) The NCSC processed 4,457 POC verification requests in fiscal year 2018.

(4) \$50k in cost avoidance is possible if GSA does not have to verify customer POC information.

b. The numbers above do not include calls directly into GSA's Supply Chain Management Office or Acquisition Centers, nor does it accommodate customer service improvements that would result from GSA needing to reach out to customers for clarification on their requisition.

c. Including customer POC information would save time and labor hours as well as improve customer satisfaction with on-time delivery.

**12. IMPACT:**

a. **New DLMS Data Elements:** None.

b. **Changes to DLMS Data Elements:** None.

c. **Automated Information Systems (AIS):** DLMS EDI or XML capable DOD Component and participating non-DOD ordering systems **should** implement this change.

d. **Defense Automatic Addressing System (DAAS):** DAAS will update the DLMS 511M, 511R, 869F, and 940R maps to include new qualifiers that support this change.

e. **Non-DLM 4000.25 Series Publications:** DOD Components and Non-DOD organizations must update publications as needed.

**13. PROPOSED DLMS CHANGE (PDC) 1321 RESPONSE/COMMENT RESOLUTION:**

	<b>Component</b>	<b>Response/Comment</b>	<b>Disposition</b>
1.	Air Force	No response received.	Noted.
2.	US Army	No response received.	Noted.
3.	DLA	Concur without comment	Noted.
4.	USMC	Non-Concur	Noted. See paragraph 4.b.(7)
5.	Navy	Non-Concur with comment.  Navy acknowledges GSA's rationale for requesting customer POC information as detailed in the PDC and proposes a 'best effort' approach to providing this information. Navy will endeavor to provide this data where necessary and practicable, but cannot commit to providing POC	Noted. See paragraph 4.b.(7)

	<p>information for each requisition or requisition-related transaction.</p> <p>In order to recommend a targeted solution that would meet the requirement as it relates to Navy activities, Navy requests specific metrics regarding the number and location of GSA shipments that have experienced delivery issues attributable to the lack of a listed POC. This information would help us understand the particular locations/activities/bases affected by this issue. GSA was not able to provide these metrics when previously requested by Navy, and without them, we will not be able to concur with this PDC or offer more specific recommendations.</p> <p>From a business process perspective, providing POC information may, in some cases, be onerous to Navy personnel due to the complexities of the Navy supply chain, specifically in instances where the requisitioner orders material on behalf of another activity and has no way of knowing the individual recipient's identity. Note that for deliveries to major concentration areas, Material Processing Centers (MPCs) accept deliveries and then route the material to local clients; when this process is in place, vendors are not able to deliver to individual customers. The requirement to provide POC information may also necessitate system changes in cases where an automated entry method is needed.</p> <p>Navy recommends leveraging POC information available in the DODAAD as an alternative to satisfy this requirement. Although the PDC notes, "multiple POCs may share the same DODAAC," the DODAAD offers an existing location currently available to record POC information. Recommend changes to the DODAAD data entry conventions to identify a primary delivery POC on a DODAAD</p>	
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		entry, rather than create a cumbersome, duplicative process. The PDC should require a DODAAD-based solution with additional guidance mandating a POC update/maintenance process.	
6.	DAAS	None noted.	Noted.
7.	USTRANSCOM	Abstain	Noted.
8.	DASD(Logistics)	<b>Non-Concur with comment.</b>  ODASD(Logistics) recommends that the PDC be revised to make optional the inclusion of customer point of contact information on requisitions.	See paragraph 4.b.(7)



**Enclosure, ADC 1321  
DLMS IC Changes**

#	Location	DLMS 511R Requisition	Reason
1.	DLMS Introductory Notes	<p><u>Add ADC 1321 to the DLMS Introductory Note:</u></p> <p><b>- <i>ADC 1321, Revise DLMS Requisition-Related Transactions to Include Customer Point of Contact Information</i></b></p>	To identify changes made to the IC.
2.	1/G61/110	<p><u>Delete Federal Note and Add DLMS Note:</u></p> <p><del><b>Federal Note:</b></del>  <del>1. Use under exceptional circumstances when requiring direct communication with the party originating the transaction set.</del>  <del>2. Use multiple repetitions to identify multiple points of contact or communication numbers. When using multiple communication numbers for a single point of contact, repeat the name cited in G6102.</del></p> <p><b>DLMS Note:</b>  <b>1. Use multiple repetitions to identify multiple points of contact or communication numbers. When using multiple communication numbers for a single point of contact, repeat the name cited in G6102.</b>  <b>2. Use for General Services Administration (GSA) requisitions. Refer to ADC 1321.</b>  <b>3. DLMS enhancement; see introductory DLMS note 3a.</b></p>	<p>To identify the desired requirement to provide customer contact information.</p> <p>Also replaces Federal Notes with DLMS Notes.</p>
3.	1/G6101/110	<p><u>Delete Federal Notes and Add DLMS Notes:</u></p> <p><b>Contact Function Code</b>  <del><b>Federal Note:</b> Use any code.</del></p> <p><b>AA Authorized Representative</b>  <del><b>Federal Note:</b> Use to identify the individual who authorized the requisition.</del></p> <p><b>IC Information Contact</b>  <del><b>Federal Note:</b> Use to identify the point of contact.</del>  <b>DLMS Note:</b>  <b>1. Use to identify the point of contact. Refer to ADC 1321.</b>  <b>2. DLA Disposition Services uses in conjunction with the Ordered By DoDAAC to perpetuate the customer contact name and phone number from the Reutilization/Transfer/Donation (RTD) Web Application to DLA Disposition Services. Refer to ADC 466.</b></p>	Replaces Federal Notes with DLMS Notes.

#	Location	DLMS 511R Requisition	Reason
4.	1/G6102/110	<p><u>Delete Federal Note and Add DLMS Note:</u></p> <p><b>Name</b>  <del>Federal Note: Provide the last name, first name, middle initial and rate/rank/title, as required, of the individual named as point of contact. Include blank spaces between name components and periods after initials. Do not include NMN or NMI when a middle initial is not available.</del>  <b>DLMS Note: Use a job title or description instead of an individual's name if security or privacy concerns do not permit the use of a name. Refer to ADC 1321.</b></p>	<p>This note addresses a situation where an organization may not permit the use of an individual's name due to security or privacy reasons.</p> <p>Also replaces Federal Notes with DLMS Notes.</p>
5.	1/G6103/110	<p><u>Delete Federal Notes and Add DLMS Notes:</u></p> <p><b>Communication Number Qualifier</b>  <del>Federal Note:</del>  <del>1. Use to identify the preferred method of communication in the first repetition. Use additional repetitions when identifying alternate communication methods.</del>  <del>2. Do not include blank spaces, dashes or parentheses between numbers.</del></p> <p><b>DLMS Note:</b>  <b>1. Use to identify the preferred method of communication in the first repetition. Use additional repetitions when identifying alternate communication methods.</b>  <b>2. Use to provide a commercial phone number and/or e-mail address to facilitate carrier deliveries or source of supply inquiries. Refer to ADC 1321.</b></p> <p><b>AU Defense Switched Network</b>  <del>Federal Note: Use to identify the DSN telephone number.</del>  <b>DLMS Note: Use to identify the DSN telephone number.</b></p> <p><b>EX Telephone Extension</b>  <del>Federal Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</del>  <b>DLMS Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</b></p> <p><b>FX Facsimile</b>  <del>Federal Note: Use to identify the facsimile (FAX) telephone number.</del>  <b>DLMS Note: Use to identify the facsimile (FAX) telephone number.</b></p>	<p>This note delineates the need to use commercial phone numbers when possible.</p> <p>Also replaces Federal Notes with DLMS Notes.</p>

#	Location	DLMS 511R Requisition	Reason
		<p><b>IT International Telephone</b>  <del>Federal Note: Include country and city code.</del>  <b>DLMS Note: <i>Include country and city code.</i></b></p> <p><b>TE Telephone</b>  <del>Federal Note: Use to identify commercial phone number. Include the area code and number.</del>  <b>DLMS Note: <i>Use to identify a commercial phone number. Include the area code and number.</i></b></p>	
6.	1/G6104/110	<p><u>Add DLMS Note:</u></p> <p><b>DLMS Note:</b> Do not include blank spaces, dashes or parenthesis between numbers.</p>	

#	Location	DLMS 511M Requisition Modification	Reason
1.	DLMS Introductory Notes	<u>Add ADC 1321 to the DLMS Introductory Note:</u> <b>- ADC 1321, Revise DLMS Requisition-Related Transactions to Include Customer Point of Contact Information</b>	To identify changes made to the IC.
2.	1/G61/110	<u>Delete Federal Note and Add DLMS Note:</u>  <b>Federal Note:</b> <del>1. Use in other than mass modifications and under exceptional circumstances when requiring direct communication with the party originating the transaction set.</del> <del>2. Use multiple repetitions to identify multiple points of contact or communication numbers. When using multiple repetitions to identify different communication numbers for a single point of contact, repeat the name cited in G6102.</del>  <b>DLMS Note:</b> <b>1. Use in other than mass modifications and under exceptional circumstances when requiring direct communication with the party originating the transaction set.</b> <b>2. Use multiple repetitions to identify multiple points of contact or communication numbers. When using multiple repetitions to identify different communication numbers for a single point of contact, repeat the name cited in G6102.</b> <b>3. Use for General Services Administration (GSA) requisitions. Refer to ADC 1321.</b> <b>4. DLMS enhancement; see introductory DLMS note 3a.</b>	To identify the desired requirement to provide customer contact information.  Also replaces Federal Notes with DLMS Notes.
3.	1/G6101/110	<u>Delete Federal Notes and Add DLMS Notes:</u>  <b>AA Authorized Representative</b> <del><b>Federal Note:</b> Use to identify the individual who authorized the requisition.</del>  <b>IC Information Contact</b> <del><b>Federal Note:</b> Use to identify the point of contact.</del>  <b>DLMS Note:</b> <b>1. Use to identify the point of contact. Refer to ADC 1321.</b> <b>2. DLA Disposition Services uses in conjunction with the Ordered By DoDAAC to perpetuate the customer contact name and phone number from the Reutilization/Transfer/Donation (RTD) Web Application to DLA Disposition Services. Refer to ADC 466.</b>	Replaces Federal Notes with DLMS Notes.

#	Location	DLMS 511M Requisition Modification	Reason
4.	1/G6102/110	<p><u>Delete Federal Note and Add DLMS Note:</u></p> <p><b>Name</b>  <del>Federal Note: Provide the last name, first name, middle initial and rate/rank/title, as required, of the individual named as point of contact. Include blank spaces between name components and periods after initials. Do not include NMN or NMI when a middle initial is not available.</del></p> <p><b>DLMS Note:</b> <i>Use a job title or description instead of an individual's name if security or privacy concerns do not permit the use of a name. Refer to ADC 1321.</i></p>	<p>This note addresses a situation where an organization may not permit the use of an individual's name due to security or privacy reasons.</p> <p>Also replaces Federal Notes with DLMS Notes.</p>
5.	1/G6103/110	<p><u>Delete Federal Notes and Add DLMS Notes:</u></p> <p><b>Communication Number Qualifier</b>  <del><b>Federal Note:</b>  1. Use to identify the preferred method of communication in the first repetition. Use additional repetitions when identifying alternate communication methods.  2. Do not include blank spaces, dashes or parentheses between numbers.</del></p> <p><b>DLMS Note:</b>  1. <i>Use to identify the preferred method of communication in the first repetition. Use additional repetitions when identifying alternate communication methods.</i>  2. <i>Do not include blank spaces, dashes or parenthesis between numbers.</i>  3. <i>Use to provide a commercial phone number and/or e-mail address to facilitate carrier deliveries or source of supply inquiries. Refer to ADC 1321.</i></p> <p><b>AU Defense Switched Network</b>  <del><b>Federal Note:</b> Use to identify the DSN telephone number.</del>  <b>DLMS Note:</b> <i>Use to identify the DSN telephone number.</i></p> <p><b>EX Telephone Extension</b>  <del><b>Federal Note:</b> Use immediately following codes AU, IT, or TE to identify a telephone extension.</del>  <b>DLMS Note:</b> <i>Use immediately following codes AU, IT, or TE to identify a telephone extension.</i></p> <p><b>FX Facsimile</b>  <del><b>Federal Note:</b> Use to identify the facsimile (FAX) telephone number.</del>  <b>DLMS Note:</b> <i>Use to identify the facsimile (FAX) telephone number.</i></p>	<p>This note delineates the need to use commercial phone numbers when possible.</p> <p>Also replaces Federal Notes with DLMS Notes.</p>

#	Location	DLMS 511M Requisition Modification	Reason
		<p><b>IT International Telephone</b>  <del>Federal Note: Include country and city code.</del>  <b>DLMS Note: <i>Include country and city code.</i></b></p> <p><b>TE Telephone</b>  <del>Federal Note: Use to identify commercial phone number. Include the area code and number.</del>  <b>DLMS Note: <i>Use to identify a commercial phone number. Include the area code and number.</i></b></p>	
6.	1/G6104/110	<p><u>Add DLMS Note:</u></p> <p><b>DLMS Note:</b> Do not include blank spaces, dashes or parenthesis between numbers.</p>	

#	Location	DLMS 869F Requisition Follow-Up	Reason
1.	DLMS Introductory Notes	<u>Add ADC 1321 to the DLMS Introductory Note:</u> <b>- ADC 1321, Revise DLMS Requisition-Related Transactions to Include Customer Point of Contact Information</b>	To identify changes made to the IC.
2.	2/PER/160	<u>Delete Federal Note and Add DLMS Note:</u>  <del><b>Federal Note:</b></del> <del>1. Use when requiring direct communications with the party originating the transaction set.</del> <del>2. Use multiple repetitions to identify multiple communications numbers.</del>  <b>DLMS Note:</b> <b>1. Use when requiring direct communications with the party originating the transaction set.</b> <b>2. Use multiple repetitions to identify multiple communications numbers.</b> <b>3. Use for General Services Administration (GSA) requisitions. Refer to ADC 1321.</b> <b>4. DLMS enhancement; see introductory DLMS note 4a.</b>	To identify the desired requirement to provide customer contact information.  Also replaces Federal Notes with DLMS Notes.
3.	2/PER01/160	<u>Delete Federal Note and Add DLMS Note:</u>  <b>Contact Function Code</b> <del><b>Federal Note:</b> Use to identify the point of contact.</del>  <b>DLMS Note: Use to identify the point of contact.</b>	Replaces Federal Notes with DLMS Notes.
4.	2/PER02/160	<u>Delete Federal Note and Add DLMS Note:</u>  <b>Name</b> <del><b>Federal Note:</b> Provided the last name, first name, middle initial and rate/rank/title, as required of the individual named as point of contact. Include blank spaces between name components and periods after initials. Do not include NMN or NMI when a middle initial is not available.</del>  <b>DLMS Note: Use a job title or description instead of an individual's name if security or privacy concerns do not permit the use of a name. Refer to ADC 1321.</b>	To identify the desired requirement to provide a name or job title/description.  Also replaces Federal Notes with DLMS Notes.
5.	2/PER03/160	<u>Add Qualifier EX, Delete Federal Notes and Add DLMS Notes:</u>  <b>Communication Number Qualifier</b> <del><b>Federal Note:</b></del>	This note delineates the need to use commercial phone numbers when possible.

#	Location	DLMS 869F Requisition Follow-Up	Reason
		<p><del>1. Use to identify the preferred method of communication in the first repetition. Use additional repetitions when identifying alternate communication methods.</del></p> <p><del>2. Do not include blank spaces, dashes, or parenthesis between numbers.</del></p> <p><b>DLMS Note:</b>  <i>1. Use to identify the preferred method of communication in the first repetition. Use additional repetitions when identifying alternate communication methods.</i>  <i>2. Use to provide a commercial phone number and/or e-mail address to facilitate carrier deliveries or source of supply inquiries. Refer to ADC 1321.</i></p> <p><b>AU Defense Switched Network</b>  <del>Federal Note: Use to identify the DSN telephone number.</del>  <b>DLMS Note: Use to identify the DSN telephone number.</b></p> <p><b>FX Facsimile</b>  <del>Federal Note: Use to identify the facsimile (FAX) telephone number.</del>  <b>DLMS Note: Use to identify the facsimile (FAX) telephone number.</b></p> <p><b>EX Telephone Extension</b>  <b>DLMS Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</b></p> <p><b>IT International Telephone</b>  <del>Federal Note: Include country and city code.</del>  <b>DLMS Note: Include country and city code.</b></p> <p><b>TE Telephone</b>  <del>Federal Note: Use to identify commercial phone number. Include the area code and number.</del>  <b>DLMS Note: Use to identify a commercial phone number. Include the area code and number.</b></p>	<p>Also replaces Federal Notes with DLMS Notes.</p>
6.	2/PER04/160	<p><u>Add DLMS Note:</u></p> <p><b>DLMS Note:</b> Do not include blank spaces, dashes or parenthesis between numbers.</p>	



#	Location	DLMS 869F Requisition Follow-Up	Reason
7.	2/PER05/160	<p><u>Delete Federal Notes and Add DLMS Notes:</u></p> <p><b>AU Defense Switched Network</b>  <del>Federal Note: Use to identify the DSN telephone number.</del>  <b>DLMS Note: Use to identify the DSN telephone number.</b></p> <p><b>EX Telephone Extension</b>  <del>Federal Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</del>  <b>DLMS Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</b></p> <p><b>FX Facsimile</b>  <del>Federal Note: Use to identify the facsimile (FAX) telephone number.</del>  <b>DLMS Note: Use to identify the facsimile (FAX) telephone number.</b></p> <p><b>IT International Telephone</b>  <del>Federal Note: Include country and city code.</del>  <b>DLMS Note: Include country and city code.</b></p> <p><b>TE Telephone</b>  <del>Federal Note: Use to identify commercial phone number. Include the area code and number.</del>  <b>DLMS Note: Use to identify a commercial phone number. Include the area code and number.</b></p>	To replace Federal Notes with DLMS Notes.
8.	2/PER07/160	<p><u>Delete Federal Notes and Add DLMS Notes:</u></p> <p><b>AU Defense Switched Network</b>  <del>Federal Note: Use to identify the DSN telephone number.</del>  <b>DLMS Note: Use to identify the DSN telephone number.</b></p> <p><b>EX Telephone Extension</b>  <del>Federal Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</del>  <b>DLMS Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</b></p> <p><b>FX Facsimile</b>  <del>Federal Note: Use to identify the facsimile (FAX) telephone number.</del>  <b>DLMS Note: Use to identify the facsimile (FAX) telephone number.</b></p> <p><b>IT International Telephone</b>  <del>Federal Note: Include country and city code.</del></p>	To replace Federal Notes with DLMS Notes.

#	Location	DLMS 869F Requisition Follow-Up	Reason
		<p><b>DLMS Note:</b> <i>Include country and city code.</i></p> <p><b>TE Telephone</b></p> <p><del><b>Federal Note:</b> <i>Use to identify commercial phone number. Include the area code and number.</i></del></p> <p><b>DLMS Note:</b> <i>Use to identify a commercial phone number. Include the area code and number.</i></p>	

#	Location	DLMS 940R Materiel Release Order	Reason
1.	DLMS Introductory Notes	<p><u>Add ADC 1321 to the DLMS Introductory Note:</u></p> <p><b>- ADC 1321, Revise DLMS Requisition-Related Transactions to Include Customer Point of Contact Information</b></p>	To identify changes made to the IC.
2.	1/PER01/0800	<p><u>Add Qualifier and DLMS Note:</u></p> <p><b>IC Information Contact</b>  <b>DLMS Note: Use to perpetuate the customer point of contact information provided in requisitions and requisition-related transaction. Refer to ADC 1321.</b></p>	To allow the ICP to send customer POC information to storage activities
3.	1/PER02/0800	<p><u>Add DLMS Note:</u></p> <p><b>DLMS Note:</b>  <del>1. Use for point of contact name. Maximum length is 30 positions.</del>  <b>1. Use to perpetuate the customer point of contact information provided in requisitions and related transactions. Refer to ADC 1321.</b></p>	To clarify the use of this data element to support ADC 1321.
4.	1/PER03/0800	<p><u>Add Qualifiers and DLMS Notes:</u></p> <p><b>Communication Number Qualifier</b>  <b>DLMS Note: Use to convey the customer commercial phone number and/or e-mail address provided in requisitions and related transactions. Refer to ADC 1321</b></p> <p><b>AU Defense Switched Network</b>  <b>DLMS Note: Use to identify the DSN telephone number.</b></p> <p><b>EX Telephone Extension</b>  <b>DLMS Note: Use immediately following codes AU, IT, or TE to identify a telephone extension.</b></p> <p><b>FX Facsimile</b>  <b>DLMS Note: Use to identify the facsimile (FAX) telephone number.</b></p> <p><b>IT International Telephone</b>  <b>DLMS Note: Include country and city code.</b></p> <p><b>TE Telephone</b>  <b>DLMS Note: Use to identify commercial phone number. Include the area code and number.</b></p>	<p>To clarify the use of this data element to support ADC 1321.</p> <p>This change also adds qualifiers AU, EM, and IT, in order to allow the DLMS 940R to convey the information.</p>