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January 16, 2019

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1332, Administrative Alignment of Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) with DLMS Volume 1 Appendix 2 and Appendix 3 (Supply/MILSTRAP)

We are forwarding the attached approved administrative change to DLM 4000.25, Defense Logistics Management Standards (DLMS) for implementation effective immediately. The Enterprise Business Standards Office (EBSO) will post the updated chapter files in the published manual upon completion of the next change cycle.

Addressees may direct questions to Mr. Rafael Gonzalez or Mr. Eric Flanagan e-mail: EBSO.SUPPLY@DLA.MIL. Others may direct questions to their Service or Agency designated Supply PRC representative available at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD(Logistics)

ATTACHMENT TO ADC 1332
Administrative Alignment of Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) with DLMS Volume 1, Appendix 2 and Appendix 3

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards Office (EBSO), email: EBSO.Supply@dla.mil

2. FUNCTIONAL AREA: Supply/MILSTRIP/MILSTRAP

3. REFERENCES:

a. DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), June 2012

b. DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP)

c. DLM 4000.25 Volume 1, Supply Standards and Procedures, May 2014

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:** This change is part of a series of DLMS changes to align the DLM 4000.25-1 (MILSTRIP) and DLM 4000.25-2 (MILSTRAP) with the companion procedures in DLMS 4000.25 (DLMS) to support retirement of the DLM 4000.25-1 and DLM 4000.25-2 manuals. This documents administrative changes to align the terms, abbreviations, definitions, and acronyms in DLMS Volume 1.

b. **Background:**

(1) This is one of a series of DLMS changes to align DLM 4000.25-2, MILSTRAP, with the companion procedures in DLM 4000.25, Volume 1, Concepts and Procedures (Def., Ref., Abbrev.). This alignment supports future efforts to sunset the DLM 4000.25-2 MILSTRAP and DLM 4000.25-1 MILSTRIP manuals, as DOD Components' systems are required to be DLMS compliant by 2019. Upon sunset of the DLMs 4000.25-1 and 4000.25-2, DLM 4000.25, Volume 1 will be the primary source for DLMS terms, definitions, and abbreviations in support of DLMS reporting and accountability procedures, business rules, data standards, and transaction formats.

(2) For the past 10 years, the Approved DLMS Changes (ADCs) included changes to align relevant content between the two manuals. This effort validates the alignment between the two manuals to enable retirement of the MILS-based manuals.

c. **Requested Change in Detail:** This administrative ADC accomplishes the following:

(1) DLM 4000.25 Volume 1, Appendix 2, Terms and Definitions. Aligns DLMS terms and definitions with MILSTRIP equivalents. See Enclosure 1.

(2) DLM 4000.25 Volume 1, Appendix 3, Acronyms and Abbreviations. Aligns DLMS acronyms and abbreviations with MILSTRAP equivalents. See Enclosure.

(3) Incorporates administrative updates as needed.

d. Revisions to DLM 4000.25 Defense Logistics Management Standards (DLMS):

(1) Update Volume 1, Concepts and Procedures, Appendix 2 Terms and Definitions as shown in Enclosure 1.

(2) Update Volume 1, Concepts and Procedures, Appendix 3 Acronyms and Abbreviations as shown in Enclosure.

e. **Approved Transaction Flow:** There are no known transaction flow changes.

f. **Alternatives:** None.

5. REASON FOR CHANGE: Supports consolidation of DLM 4000.25-2, MILSTRAP and DLM 4000.25-1, MILSTRIP manuals into the DLM 4000.25 DLMS manual.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** This change combines terms, definitions, and acronyms into a single manual, providing a single source of information for DOD Components.

b. **Disadvantages:** None

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change does not require any actions or system changes from the DOD Components. The content of this change will go into effect immediately after approval.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: There is no cost/impact to systems.

9. IMPACT:

a. **New DLMS Data Elements:** No new DLMS data elements

b. **Changes to DLMS Data Elements:** No impact

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 to ensure consistency with the changes in this document.

Enclosure 1

A. Incorporate the below terms and definitions into DLMS Volume 1, Concepts and Procedures, Appendix 2 Terms and Definitions:

ACTIVE FILE (DoD Small Arms/Light Weapons Registry (SA/LW) and Components Registry). A list of weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ADVICE CODE. A coding structure for the purpose of transmitting instructions considered by the creators of requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator.

BILL OF MATERIAL (BOM). A list of raw materials/component parts, etc. and the quantities of each needed to assemble/manufacture/repair an end item or final product.

CALL/ORDER NUMBER. A release against a basic contract. This is a legacy four-position field (that must be used in conjunction with a legacy PIIN). The new identifier for call/order number under the PIID rules is designated by F or M in the 9th position of the PIID and is treated as a contractual document. See PIID definition.

COUNTRY REPRESENTATIVE/FREIGHT FORWARDER CODE. A code to identify the CR and/or FF authorized to received documentation and/or shipment for FMS transactions.

DATA ELEMENT IDENTIFIER (DEI). A type of data qualifier used in the ANSI MH10.8.2 Format Header 07 to describe authorized DoD data elements.

DATA IDENTIFIER (DI). A type of data qualifier used in the American National Standards Institute for Material Handling (ANSI MH10.8.2) Format Header 06 to identify authorized ANSI data elements.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE. A distinctive code assigned to identify specific units, activities, and/or organizations. The first position indicates the Component or other Government element of ownership or sponsorship. The remaining five positions are assigned under established products by the Service point of the participating Component.

DISPOSAL AUTHORITY CODE. A code entered on disposal related documentation to indicate that the item(s) being transferred to the DLA Disposition Services Field Office are authorized to be transferred to disposal because of instruction of the ICP/IMM relayed through the MRP or other proper authority.

DISTRIBUTION CODE. A code that indicates which activity will receive 100 percent supply status as well as other management data.

DOCUMENT IDENTIFIER CODE. A means of identifying a given product (i.e., requisition, referral action, status document, follow-up, cancellation) to the system to which it pertains and further identifies such data as to its intended purpose and usage and the operations dictated.

DOCUMENT NUMBER. A unique reference number assigned to a requisition or a release/receipt document in order to identify the transaction throughout the logistics system and for the life of the transaction until its retirement is authorized in official audit reports. The first six positions are the DoDAAC of the reporting activity; the next four positions are the year and three position numerical day of the year; the next position is the utilization code; and the last three positions are the activity serial number.

FOLLOW-UP. Inquiry originated by an authorized source requesting the status of a previously submitted document.

PASSING ACTIONS (GENERIC TERM). A general term identifying the transactions associated with materiel demands within the supply distribution system. This term is applicable when forwarding materiel demands from the initial source of supply to the ultimate source of supply.

PASSING ORDER. An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.

QUANTITY RESTRICTION. A restriction in quantity on a single requisition to limit the number of shipment units to 25 each to accommodate structure if MILSTRIP TCNs only. Quantity restriction is applied to requisitions constituting volume shipments of equipment as specified by the Services. For example, wheeled/tracked and other items of equipment when a unit of issue of one each constitutes a single shipment unit. (Applicable to FMS only.)

REDISTRIBUTION ORDER. An order issued by a responsible IMM to an accountable supply distribution complex directing release of materiel to another supply distribution activity within the same supply complex. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

REFERRAL ORDER. An order used between supply sources and distribution systems for the purpose of passing requisition or continued supply action when the initial activity cannot fill the demand.

SUPPLEMENTARY ADDRESS. The activity address of a customer when the recipient of materiel and/or the billing activity is other than the requisitioner address.

SUPPLY SOURCE. The Component installations or activities in their respective distribution systems designated to receive and process requisitions and related transactions; for example, the ICP, DLA Supply Chains, IMM, stock point, or depot.

TRANSCOM REFERENCE DATA MANAGEMENT (TRDM). A utility for managing transportation reference tables utilized by various DoD systems. It distributes the data

to systems using a variety of methods according to individual system requirements and has an application for entering data.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e.g., small arms or light weapons belonging to intelligence-gathering activities).

Enclosure 2

B. Incorporate the below terms and definitions into DLMS Volume 1, Concepts and Procedures, Appendix 3 (Acronyms and Abbreviations):

ADPE	<i>Automatic Data Processing Equipment</i>
AECA	<i>Air Export Control Agreement</i>
APL/AEL	<i>Allowance Parts List/Allowance Equipment List</i>
AFLC	<i>Air Force Logistics Center</i>
AMARC	<i>Aerospace Maintenance and Regeneration Center</i>
APL	<i>Automated Packing List</i>
ASD(L&MR)	<i>Assistant Secretary of Defense for Logistics and Materiel Readiness</i>
CASREP	<i>Casualty Report (Navy)</i>
CIN	<i>Company Identification Number</i>
CIRS	<i>Contractor inventory Redistribution System</i>
CJCS	<i>Chairman, Joint Chiefs of Staff</i>
CLN	<i>Case Line Number</i>
CLPSC	<i>Cooperative Logistics Program Support Code</i>
CWT	<i>Customer Wait Time</i>
DAMES	<i>DLA Transaction Services Automatic Message Exchange System</i>
DCS	<i>Defense Courier Service</i>
DDMS	<i>DLA Distribution Mapping System</i>
DEI	<i>Data Element Identifiers</i>
DI	<i>Data Identifier</i>
DIELOG	<i>DLA Transaction Services Integrated Email Logistics</i>
DIPEC	<i>Defense Industrial Plant Equipment Center</i>
DLIS	<i>Defense Logistics Information Service</i>
DMS	<i>Defense Message System</i>
DoDAAF	<i>Department of Defense Activity Address File</i>
DoDI	<i>Department of Defense Instruction</i>
DRD	<i>Disposal Release Denial</i>
DSN	<i>Defense Switched Network</i>
EBCDIC	<i>Extended Binary Code Decimal Interchange Code</i>
FAA	<i>Federal Aviation Administration</i>
FEDSTRIP	<i>Federal Standard Requisitioning and Issue Procedures</i>

FMSO	<i>Foreign Military Sales Order</i>
FSCAP	<i>Flight Safety Critical Aircraft Part</i>
HM	<i>Hazardous Materiel</i>
HW	<i>Hazardous Waste</i>
I&S	<i>Interchangeability and Sustainability</i>
ICS	<i>Intransit Control System</i>
JANAP	<i>Joint Army, Navy, and Air Force Publication</i>
JPWIG	<i>Joint Physical Inventory Working Group</i>
LOGMARS	<i>Logistics Marking and Reading Symbols</i>
MACOM	<i>Major Command</i>
MASF	<i>Military Assistance Service Funded</i>
MEBS	<i>Mapping Enterprise Business System</i>
MICAP	<i>Mission Impaired Capability Awaiting Parts (USAF)</i>
MRP	<i>Materiel Returns Program</i>
MRE	<i>Meals-Ready-To-Eat</i>
M&S	<i>Media and Status</i>
NAMSA	<i>NATO Maintenance and Supply Agency</i>
NCB	<i>National Codification Bureau</i>
NHPLO	<i>NATO Hawk Production and Logistics Office</i>
NIPRNET	<i>Non-Secure Internet Protocol Router Network</i>
NMFC	<i>National Motor Freight Classification</i>
OASD	<i>Office of the Assistant Secretary of Defense</i>
OEM	<i>Original Equipment Manufacturer</i>
PEC	<i>Production Equipment Code</i>
PWRR	<i>Pre-positioned War Reserve Requirement</i>
RFID	<i>Request for Implementation Date</i>
-or-	<i>Radio Frequency Identification</i>
ROK	<i>Republic of Korea</i>
RRAM	<i>Real-time Reutilization Asset Management</i>
SAP	<i>Security Assistance Program</i>
SED	<i>Shipper's Export Declaration</i>
SMR	<i>Source, maintenance, and Recoverability</i>
SN	<i>Serial Number</i>
SRC	<i>Shipment Release Code</i>

SWOP	<i>Special Weapons Ordnance Publication</i>
TDD	<i>Time Definite Delivery</i>
TIPR	<i>Total Item Property Record</i>
TM	<i>Technical Manual</i>
TO	<i>Technical Order</i>
TP	<i>Technical Publication</i>
UFC	<i>Uniform Freight Classification</i>
USASAC	<i>United States Army Security Assistance Center</i>
USMFT	<i>U.S. Message Text Format</i>
USML	<i>United States Munitions List</i>
WSN	<i>Weapons Serial Number</i>