



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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March 9, 2022

MEMORANDUM FOR RECORD (MFR)

SUBJECT: Administrative Defense Logistics Management Standards Change 1424, Update to Defense Logistics Manual 4000.25, Volume 1 - Templates for Official Letter of Appointment and PDC Response Memorandum

The attached administrative change, as outlined in the attachment, is approved for implementation.

Addressees may direct questions to Sylvia Williams, e-mail: Sylvia.Williams@dla.mil. Others must contact their designated Process Review Committee representative available at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

NELSON R. ALVAREZ
Acting Division Chief, Defense Enterprise Data
Standards Office

Attachment
As stated

cc:
DLA J6DS

ADC 1424
**Administrative Update to Defense Logistics Manual 4000.25, Volume 1 -
Templates for Official Letter of Appointment & PDC Response
Memorandum – MFR**

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Defense Enterprise Standards Office (DEDSO), Sylvia Williams, email: Sylvia.Williams@dla.mil.

2. REFERENCES:

- a. DLM 4000.25, Volume 1, Appendix 11, Official Letter of Appointment and Sample Official PDC Response Memorandum
- b. Defense Enterprise Data Standards Office (DEDSO) Website, Standards Change Portal
- c. DLM 4000.25, Volume 1, Concepts and Procedures, Chapter 1, Introduction

3. REASON FOR SUBMITTED CHANGE: To allow for more timely updates to the Official Letter of Appointment template and the Official PDC Response Memorandum template and to improve the DLMS change process stakeholder experience, this administrative change approves the removal of the templates from DLM 4000.25, Volume 1, Appendix 11 and posting them to the DEDSO Website instead. This change also approves updates to related language in DLM 4000.25, Volume 1, Chapter 1, Introduction.

4. APPROVED CORRECTIVE ACTION(S):

a. **Approved Corrective Action in Detail:** This is an administrative change and has no impact on standard business processes or data standards.

(1) Remove DLM 4000.25, Volume 1, Appendix 11, Official Letter of Appointment and Sample Official PDC Response Memorandum (Reference 2.a.) and post templates contained in the appendix on the DEDSO Website instead (Reference 2.b).

(2) Add a reference on where to find the templates on the DEDSO Website to DLM 4000.25, Volume 1, Chapter 1, Introduction (Reference 2.c) and update referenced publication dates as needed.

b. Revisions to Defense Logistics Manuals:

(1) Remove DLM 4000.25, Volume 1, Appendix 11, Official Letter of Appointment and Sample Official PDC Response Memorandum

(2) Update DLM 4000.25, Volume 1 Chapter 1 as shown in the enclosure.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1) Improved DLMS change process stakeholder experience due to access to up-to-date templates for Official Letter of Appointment for DoD Component representatives and Official PDC Response Memorandum in one central location on the DEDSO Website.

(2) Simplified and accelerated updates to templates.

b. Disadvantages: None noted.

6. ESTIMATED TIMELINE/IMPLEMENTATION TARGET: Updates to DLM 4000.25 will be applied during the next formal change cycle. Updated templates have already been posted to the DEDSO Website.

7. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Reduced internal DEDSO labor in time. No cost savings can be assessed. Additionally, DoD stakeholders can reduce time spent on accessing or locating the templates for routine requests for staffing responses from DEDSO.

Enclosure

Defense Logistics Manual (DLM) 4000.25, Volume 1, Concepts and Procedures

Make the following changes to Volume 1. Additions are shown in *red italics*, deletions by *red strikethrough*.

Chapter 1, Introduction

(Preceding text not shown)

C1.3. POLICY

C1.3.1. DLMS procedures, must be implemented uniformly *at all levels in and* 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 Volume 4~~8~~, ~~“DoD Supply Chain Materiel Management Procedures: Operational Requirements,” February 10, 2014~~*December 13, 2018,* establishes a configuration control process for the DLMS and prescribes use of the DLMS to implement approved *DoD materiel management policy and the interfaces among the functional areas of supply, transportation, contract administration, pipeline measurement, physical inventory control, and finance.* ~~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).~~

(Intervening Text not shown)

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 memorandum¹ on Service/Agency letterhead (or a digitally signed email) to ~~identify to EBSO, the name of a primary and alternate PRC representatives~~ *s* for each functional area who will:

(Intervening Text not shown)

C1.4.4.6. ~~Develop and submit to the PRC and WG Chair, a single, coordinated DoD Component or participating external organization position on all PDCs~~

¹ A template for the Official Letter of Appointment is available on the DEDSO Website.

~~within the time limit specified.~~ *Formally tasked DoD Component and participating external organization must submit a single coordinated position/response² on all PDCs to the PRC and WG Chair by the specified suspense date.* When a PDC affects multiple DLMS functional areas, the designated representative for the PRC identified in the proposal will submit a single coordinated response.

Appendix 11, Official Letter of Appointment and Sample Official PDC Response Memorandum

Remove Appendix 11.

² A template for the Official PDC Response Memorandum is available on the DEDSO Website.