



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

July 03, 2025

MEMORANDUM FOR RECORD

**SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS)
Change (ADC) 1503, DLMS Implementation Convention Notes Updates**

The attached approved administrative update is effective immediately. This administrative update to the DLMS Implementation Convention Notes does not change or eliminate any existing procedures.

Addressees may direct questions to Amy Zink, e-mail: DEDSOdata@dla.mil. Others must contact their designated Process Review Committee representative available at <https://www.dla.mil/Defense-DataStandards/Committees/Contacts/>.

Sarah C. Winegardner
Director, Defense Enterprise Data
Standards Office (DEDSO)

Attachment
As stated
cc:
ODASD(Logistics)
DLA J6D

Memorandum for Record

Administrative Approved Defense Logistics Management Standards Change 1503, DLMS Implementation Convention Notes Updates

1. **ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Amy Zink, DEDSO, DEDSOdata@dla.mil

2. **REASON FOR CHANGE:**

a. **Bottom Line Up Front:** The Defense Enterprise Data Standards Office (DEDSO) is undertaking an initiative to improve the clarity and usability of the Defense Logistics Management Standards (DLMS) implementation conventions (ICs). This involves streamlining the DLMS notes to reduce redundancy and enhance overall readability. This administrative update does not alter or eliminate any existing procedures. **Components have no action.**

b. **Background:** The DLMS ICs have, over time, accumulated redundant and verbose language that detracts from their intended clarity and user value. Recognizing that the DLMS implementation process presents inherent complexities, DEDSO is undertaking an initiative to enhance the user experience and facilitate more efficient and accurate implementation of DLMS standards across all stakeholder communities. This Memorandum for Record (MFR) represents the initial step in a series of planned updates to further refine and optimize the DLMS ICs.

3. **CHANGE IN DETAIL:**

a. **Technical Details:** Due to the extensive nature of the DLMS IC notes updates, a comprehensive listing is not included in this document. Please refer to the following link for a detailed record of all changes: [ADC 1503 MFR.xlsx](#)

b. **Revised Transaction Flow:** No impact.

4. **IMPLEMENTATION TARGET:** To be completed internally by DEDSO upon approval. Target completion is 60 days.

5. **TECHNICAL IMPACT:**

a. **Additions or Changes to Data Elements:** No impact.

b. **Automated Information Systems (AIS):** No impact.

c. **Defense Automatic Addressing System (DAAS):** No impact.

6. PUBLICATION/POLICY IMPACT:

a. **Defense Logistics Manual (DLM) 4000.25**: No impact.

b. **Non-DLM 4000.25 Publications**: No impact.

7. ASSUMPTIONS: None.

8. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION: None.

9. END-TO-END TESTING REQUIREMENTS: None.

10. REFERENCES: None.