



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO J627

February 14, 2012

MEMORANDUM FOR SUPPLY, DOD ACTIVITY ADDRESS DIRECTORY, AND FINANCE
PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Administrative Approved Defense Logistics Management System (DLMS) Change
(ADC) 450, Elimination of the DLMS Request for Implementation Date Procedures for
Component System Changes. (Supply/Finance/DoDAAD/SDR/)

The attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS),
DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), DOD
4000.25-2-M Military Standard Transaction Reporting and Accountability Procedures
(MILSTRAP), and DOD 4000.25-6-M DoD Activity Address Code Directory (DoDAAD) is
approved for immediate implementation.

Addressees may direct questions to Ms. Ellen Hilert, Supply Process Review Committee
Chair, email: Ellen.Hilert@dla.mil. Others must contact their Component designated Process
Review Committee representative.

DONALD C. PIPP
Director
DLA Logistics Management Standards

Attachment
ADC 450

cc:
ODASD (SCI)

ATTACHMENT TO ADC 450
Elimination of the DLMS Request for Implementation Date Procedures for
Component System Changes

1. ORIGINATOR:

- a. **Service/Agency:** DLA Logistics Management Standards, J627
- b. **Originator:** Ms. Ellen Hilert, DLA J-627, Supply Process Review Committee Chair

2. FUNCTIONAL AREAS: Supply, Finance, DoDAAD, SDR

3. REFERENCES:

- a. DOD 4140.1-R, DoD Supply Chain Materiel Management Regulation
- b. DOD 4000.25-M, DLMS Manual, Volume 1, Chapter 5, Change Management
- c. DOD 4000.25-M, DLMS Manual Volume 4, Chapter 1, Finance
- d. DOD 4000.25-M, DLMS Manual Volume 6, Chapter 2, DoDAAD
- e. DOD 4000.25-1-M, MILSTRIP, Chapter 1, General Information
- f. DOD 4000.25-1-M, MILSTRIP, Appendix 4, Authorized Exceptions, Special Processes, and Delayed Implementation Dates
- g. DOD 4000.25-2-M, MILSTRAP, Chapter 1, General Information
- h. DOD 4000.25-7-M, Military Standard Billing System (MILSBILLS)

4. BACKGROUND:

a. Intent of the Process

1) The Request for Implementation Date (RFID) process was established for the Defense Logistics Standard Systems (DLSS) change control process and later perpetuated to the DLMS to coordinate implementation of each Approved DLMS Change (ADC) among the impacted DOD Component and participating external organization applications. Once an ADC was fully implemented, the process change would be published in the applicable DOD 4000.25 set of manuals. The original procedures for establishing an implementation schedule became ineffective many years ago. This was primarily due to a moratorium on changes to legacy systems and an inability to forecast implementation dates for DOD Component Enterprise Resource Planning (ERP) systems and other major modernization programs. Component factors affecting implementation dates for ADCs include delayed system implementations, prioritization of changes based upon internal business needs, and resource limitations which limit the number of changes that can be accomplished within a specified time period.

2) Historically, the process to establish implementation dates for ADCs was done during and after resolution of the comments on Proposed DLMS Changes (PDC). The Administrator for a given functional area (e.g., MILSTRIP) prepared and disseminated to the DOD Component and participating Agency focal points a Request for Implementation Date (RFID) letter requesting the preferred implementation date. Based on the responses, DLA Logistics Management Standards announced an implementation date through dissemination of the ADC.

3) Summary of Process Defined in Existing Manuals. Per DOD 4000.25-M, Volume 1, Chapter 5, the implementation date is established either during the adjudication of PDC responses or via an RFID letter. During the staffing of the PDC, Process Review Committee (PRC) members are requested to provide the PRC chair a fully coordinated DOD Component or participating Agency response, including a proposed implementation date if known, normally within 45 days of the date of the PDC. If there is immediate consensus across the PRC for an implementation date, the PRC chair issues the implementation date in the ADC. If an implementation date is not established during the approval process, the PRC chair prepares and disseminates to the Service/Agency focal points an RFID letter. Based on responses, the PRC chair establishes a single implementation date, or when appropriate, authorizes DOD Components and external organizations to implement on a staggered schedule. The PRC chair then issues the ADC with the implementation information. Upon reaching the effective date of implementation, all ADCs are formally incorporated into the electronic version of the DLMS manual. Formal changes will be published to coincide with scheduled implementation dates. Formal changes may include any approved change with the same scheduled implementation date which has been published since the last formal change.

b. Procedures and Processing Details in Use Today. Over the years, the RFID process fell into disuse when the Components, in the process of developing ERPs, were unable to provide projected implementation dates, and changes to legacy systems were prohibited or tightly controlled by Component and DOD policy. During the October 14-16, 2008 Supply Process Review Committee meeting, it was noted that some of the Components implemented portions of their ERP systems. As a result, it was determined that coordinating ADC implementation dates had again become an important planning tool to assist in implementing changes. It was agreed that the DLA Logistics Management Standards office would provide an assessment of the required implementation strategy in PDCs and request Component input on strategy and an implementation timeline. Based on comments received, the DLA Logistics Management Standards office would then provide, where possible, a coordinated implementation date in the ADC. Note that this agreement represented a change from the published business process, by bypassing the RFID letter and soliciting/coordinating that information during the PDC staffing and adjudication process.

5. APPROVED CHANGE:

a. Description of Change: The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. The process for coordinating implementation dates will be as agreed upon during the October 2008 Supply PRC meeting and shall continue to comply with DOD 4140.1-R, DOD Supply Chain Materiel Management Regulation, Appendix 13.1.3.

b. Approved Procedure:

- 1) The process to identify the implementation timeline begins with the initial PDC submission, when the requesting DOD Component or participating Agency will provide a required or desired implementation date, if known.
- 2) Once the PDC is released to the PRC for formal comment/concurrence, the PRC representatives are requested to provide input regarding their implementation strategy and timeline.
- 3) During the PDC adjudication process and based on PRC responses, the PRC chair will establish a joint implementation date, if known based on PRC input, or when appropriate, authorize implementation on a staggered schedule or a limited implementation to only impacted Components and participating external organizations. This information will be included in the ADC.
- 4) Concurrent with the re-issuance of the DLMS and DLSS manuals, the numbering style for DLMS changes will be modified so that, where practical, the ADC will retain the original PDC number.
- 5) When an implementation date is not known/provided as part of the PDC adjudication process, the PRC chair shall include in the ADC a requirement for the PRC representatives to actively monitor for implementation of the ADC and provide implementation dates when they become available.
- 6) When one Component provides an extended implementation date, which would delay implementation by the other Components, the PRC Chair shall attempt to resolve the issue with the appropriate Component or seek a methodology which 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 ODASD(SCI) or the applicable OSD proponent for resolution.
- 7) After release of the ADC, implementation status may be reported 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, PRC members shall provide the PRC chair a semiannual status report on implementation of approved changes (RCS DD-A&T(Q&SA)1419 applies) per the guidance in the DoD 4140.1-R, Appendix 13.1.3.3. The semiannual reporting of implementation status is due June 15 and December 15.
- 8) Any outstanding RFID letters will be worked by the PRC chair in coordination with PRC members to either withdraw the process change or coordinate a draft ADC with the PRC indicating the proposed implementation strategy and/or timeline.

6. REASON FOR CHANGE: This is an administrative change to implement more viable procedures to identify and track implementation dates for approved DLMS changes, in place of the RFID process which is no longer workable. The DLMS manuals are being updated to reflect the current processes. Consistent numbering from PDC to the corresponding ADC will facilitate

tracking of changes.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Implements a sustainable approach to identify and track DLMS implementation dates.

b. Disadvantages: Lacks the disciplined release schedule for outstanding changes associated with the original DLSS change process.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Upon release of this ADC.

9. IMPACT:

a. Components and Other Participating Organizations: Supply PRC members will be asked via separate correspondence to review their respective MILSTRIP Appendix 4, Authorized Exceptions, Special Processes, and Delayed Implementation Dates sections to provide updated status on delayed implementations previously authorized. Any updates to status of a particular Approved MILSTRIP Change Letter/ADC will be included in the DLMS Change Status Report, available at www.dla.mil/j-6/dlms/eLibrary/changes/processchanges.asp.

b. DLMS Data Elements: There are no new or revised data elements associated with this change.

c. Publications: Changes are identified by *red, bold and italicized* text for insertions and ~~red double strikethrough~~ for deletions.

- 1) DOD 4000.25-M (DLMS) Volume 1, Chapter 5, revisions shown in Enclosure 1.
- 2) DOD 4000.25-M (DLMS) Volume 6, Chapter 2, revisions shown in Enclosure 2.
- 3) DOD 4000.25-1-M (MILSTRIP) Chapter 1, revisions shown in Enclosure 3.
- 4) DOD 4000.25-1-M (MILSTRIP) Appendix 4, will be updated with Components via separate correspondence; revisions will be incorporated into the DLMS Change Status Report.
- 5) DOD 4000.25-2-M (MILSTRAP) Chapter 1, revisions shown in Enclosure 4.
- 6) DOD 4000.25-7-M (MILSBILLS). Not updated. Changes incorporated into DLM 4000.25-M (DLMS) Volume 4, Finance, the replacement manual for MILSBILLS. DLM 4000.25-M, Volume 4, Chapter 1, Introduction, revisions shown in Enclosure 5.

Enclosure 1, DoD 4000.25-M (DLMS) Volume 1, Chapter 5, Change Management, Update

Revise DoD 4000.25-M, Volume 1, Chapter 5, Change Management as shown. With impending initial issuance of replacement manual for DoD 4000.25-M, renumber paragraphs to align with new location in successor manual, DLM 4000.25, Volume 1, Chapter 3, Change Management.

C3.4. DLMS CHANGE PROCESS

C3.4.4.3. Step 3. 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, if known,** by **the** due date provided in the proposal, normally within **30-45** days of the date of the PDC.

C3.4.4.4. Step 4. The PRC chair may initiate follow up for non-response within 5 calendar days of due date. Additional follow up may be elevated as appropriate.

C3.4.4.5. Step 5. The PRC chair **shall** 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 possible**. If the PRC approves the PDC, the PRC will establish an implementation date based on consensus. If the PDC is disapproved by the PRC, the sponsor is notified of the disapproval.

~~C3.4.4.6. Step 6. If an implementation date is not established during the approval process, the PRC chair prepares and disseminates to PRC members a request for implementation date (RFID). The PRC chair normally requests a response within 45 days of the date issued. When a satisfactory implementation date cannot be jointly agreed upon, the PRC chair shall refer the matter to the ASD(L&MR), or other OSD sponsor for resolution. NOTE: This step will be used when an implementation date is not established during the original staffing process or during a PRC quarterly meeting.~~

C3.4.4.67. Step 67. Based on **PDC** responses **and the interface requirements associated with the specific change**, the PRC chair shall establish a **joint single** implementation date, or when appropriate, **either** authorize DoD Components **and participating organizations** to implement on a staggered schedule **or a limited implementation by impacted parties. This information will be included in the Approved DLMS Change (ADC). Where practical, the ADC will retain the original PDC number.**

C3.4.4.6.1. When an implementation date is not known/provided as part of the PDC adjudication process, the PRC chair shall 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.

C3.4.4.6.2. When one Component provides an extended implementation date, which would delay implementation by the other Components, the PRC Chair shall attempt to resolve the issue with the appropriate Component or seek a methodology which 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.

C3.4.4.7. Step 7. After release of the ADC, implementation status may be reported 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 shall provide the PRC Chair a semiannual status report on implementation of approved changes (RCS DD-A&T (Q&SA)1419 applies) per the guidance in the DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation. The semiannual reporting of implementation status is due June 15 and December 15.

C3.4.4.8. Step 8. ~~Upon reaching the effective date of implementation, All approved DLMS changes (ADCs) are formally incorporated into the electronic version of the DLMS manual, which can be found on the DLMSO worldwide web (WWW) page~~ **DLA Logistics Management Standards Web site www.dla.mil/j-6/dlms/eLibrary/changes/processchanges.asp, when approved. **Approved DLMS changes are posted with the appropriate DLMS Supplement at www.dla.mil/j-6/dlms/eLibrary/TransFormats/140_997.asp, ~~http://www.dla.mil/j-6/dlms/eLibrary/TransFormats/formats.asp~~. Interim changes will be published, as required, to meet system requirements. Approved interim changes will also be incorporated into the electronic version of the DLMS manual on their effective date. Formal changes will be published to coincide with scheduled implementation dates. Formal changes may include any approved change with the same scheduled implementation date and any interim changes which have been published since the last formal change.****

Enclosure 2, DoD 4000.25-M (DLMS) Volume 6, Chapter 2 Update

Revise DoD 4000.25-M, Volume 6, Chapter 2, DoD Activity Address Directory (DoDAAD) as shown.

C2.3.1.2. Recommended changes to the DoDAAD shall be forwarded to the DoDAAD System Administrator for review and coordination with ***the DoD DoDAAD PRC membership Services/Agencies***. Approved changes shall be scheduled for implementation ~~in the quarterly update following~~ ***in accordance with*** the date agreed ~~upon to~~ by the ~~Services/Agencies~~ ***DoD DoDAAD PRC membership***. Implementation dates for approved changes shall be coordinated with ~~Services/Agencies~~ ***the DoD DoDAAD membership*** or as directed by the ~~Deputy Under~~ ***Office of the Deputy Assistant*** Secretary of Defense, ***Supply Chain Integration Logistics and Materiel Readiness (DUODASD/L&MR)***.

Enclosure 3, DoD 4000.25-1-M (MILSTRIP) Chapter 1, General Information, Update

1. Modify C1.6.2.4.3., Establishing Implementation Dates, as shown.

~~C1.6.2.4.3.1. Following resolution of the Component comments on PDCs, the DoD MILSTRIP System Administrator will prepare and disseminate to the Component MILSTRIP Focal Points a letter requesting Component preferred implementation dates. Such requests for implementation dates will normally request that Component implementation dates be provided within 30 or 45 days. During the PDC adjudication process and based on Supply PRC responses, the PRC chair will seek to establish a joint implementation date or, when appropriate, either authorize DoD Components and participating external organizations to implement on a staggered schedule or a limited implementation by impacted parties.~~

C1.6.2.4.3.2. When one Component ~~proposes~~ **provides** an extended implementation date, which would delay implementation by the other Components ~~by 12 months~~, the DoD MILSTRIP System Administrator ~~may~~ **shall** attempt to resolve the issue with the appropriate Component or seek a methodology which will permit a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed upon, the DoD MILSTRIP System Administrator may refer the matter to ~~SD(L&MP)~~ **ODASD(SCI)** for resolution.

2. Modify C1.6.3.1.4. to add a new subparagraph as shown.

C1.6.3.1.4.5. Required or desired implementation date, if known

3. Modify C1.6.3.1.5. – C1.6.3.1.6. as shown.

C1.6.3.1.5. Develop and submit to ~~the DLMSO~~ **DLA Logistics Management Standards** a single, coordinated Component position on all proposed ~~system~~ **DLMS** changes, **to include their implementation strategy and timeline when known**. The Component responses to proposed ~~system~~ **DLMS** changes will be provided to the **MILSTRIP Administrator** within the timeframes specified (normally 30–45 days).

~~C1.6.3.1.6. Develop and submit to the DLMSO a single, coordinated Component implementation date on all approved system changes. The Component responses will be provided to the DLMSO within the timeframe specified (normally 30–45 days). Based on PDC responses and the interface requirements associated with the specific change, the PRC chair shall establish a joint implementation date, or when appropriate, either authorize DoD Components and participating organizations to implement on a staggered schedule, or a limited implementation by impacted parties. This information will be included in the Approved DLMS Change (ADC). When an implementation date is not known/provided as part of the PDC adjudication process, the PRC chair shall 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.~~

4. Modify C1.6.3.3. as shown.

C1.6.3.3. ~~After release of the ADC, implementation status may be reported to the MILSTRIP Administrator 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 shall provide DLMSO the MILSTRIP Administrator updated status of approved changes to include full/partial implementation or later divergence from published documentation~~ a semiannual status report on implementation of approved changes (RCS DD-A&T(Q&SA)1419 applies) per the guidance in the DoD 4140.1-R, Appendix 13.1.3.3. ~~Prior coordination is required when Components are unable to meet established implementation dates.~~ The semiannual reporting of implementation status is due June 15 and December 15.

Enclosure 4, DoD 4000.25-2-M (MILSTRAP) Chapter 1, General Information, Update

1. Modify C1.8.4.2. as shown.

C1.8.4.2. PRC representatives shall provide a single coordinated position on all proposed changes, **to include their implementation strategy and timeline.**

2. Modify C1.8.6., Establishment of Implementation Dates, as shown.

~~C1.8.6.1. Following resolution of DoD Component comments on the proposed change, the system administrator may prepare and disseminate to the DoD Component Supply PRC representative a letter requesting the DoD Component preferred implementation date. Requests for implementation dates (RFIDs) will normally request that DoD Component implementation dates be provided within 30 or 45 calendar days. During the PDC adjudication process and based on DoD Component responses, the PRC chair will seek to establish a joint DoD implementation date.~~

C1.8.6.2. When one DoD Component provides an extended implementation date which would delay implementation by the other DoD Components ~~by 12 months or more~~, the **DoD MILSTRAP system** administrator shall attempt to resolve the issue with the appropriate DoD Component, or seek a methodology which would permit a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed upon, the **DoD MILSTRAP system** administrator may refer the matter to ~~ASD(L&MR)~~ **ODASD (SCI)** for resolution.

3. Modify C1.8.7., Announcement of Approved Changes/Implementation Dates, to add a new subparagraph as shown.

C1.8.7.4. After release of the ADC, implementation status may be reported to the MILSTRAP Administrator 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 shall provide the MILSTRAP Administrator a semiannual status report on implementation of approved changes (RCS DD-A&T(Q&SA)1419 applies) per the guidance in the DoD 4140.1-R, Appendix 13.1.3.3. The semiannual reporting of implementation status is due June 15 and December 15.

Enclosure 5, DoD 4000.25-7-M, (MILSBILLS) Chapter 1, Administrative and General

Removal of MILSBILLS manual and replace with the following in DLM Volume 4, shown in Enclosure 4.

1. With the impending issuance of the DLM 4000.25, Volume 4, Finance, no actual updates will be made to the predecessor manual, MILSBILLS. For reference purposes as it relates to this ADC, the following paragraphs that contain implementation date information were not migrated to Volume 4:

~~C1.2.4.5. Approved revisions shall be consolidated and scheduled for implementation, usually semi-annually to avoid continuous disruption of systems at operating levels. Urgent revisions shall be implemented on a priority basis. Implementation dates for approved revisions shall be coordinated with all the DoD Components and participating Agencies. When joint revision proposals are coordinated, one of the system administrators shall be designated as the office of primary responsibility for preparing the joint response.~~

~~C1.3.2.4.5. Secure semiannually from the DoD Components status of implementation of approved system revisions. (RCS DD A&T(Q&SA)1410 applies.)~~

2. The implementation date information from the MILSBILLS is replaced by the following paragraph in DLM 4000.25, Volume 4, Finance:

C1.2.1. Use of This Volume. Use of this volume requires simultaneous access to DLMS Manual Volume 1 administrative items such as lists of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; DLMS-to-Defense Logistics Standard System (DLSS) cross-references and conversion guides; specific guidance that applies to all implementation conventions; and functional and technical information that is relatively stable and applies to the DLMS as a whole.