



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY J627
REFER TO

April 2, 2012

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC), FINANCE PRC
and PIPELINE MEASUREMENT PRC MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 487,
Administrative Update to DLMS Volume 1, Concepts and Procedures

DOD Instruction (DODI) 4140.01, DoD Supply Chain Materiel Management Policy, requires that the DOD 4000.25-M, DLMS manual, be reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS) by June 2012. Attached change provides administrative revisions from DOD 4000.25-M, DLMS, Volume 1, Concepts and Procedures. The updated Volume 1 will be published as DLM 4000.25, DLMS, Volume 1, Concepts and Procedures. Any comments to Volume 1 will be considered for incorporation in future revisions.

Addressees may direct questions to Ms. Mary Jane Johnson, email Mary.Jane.Johnson@dla.mil. Others must contact their Component designated PRC representative.

DONALD C. PIPP
Director
DLA Logistics Management Standards

Attachment

cc:
ODASD (SCI)

ATTACHMENT TO ADC 487
Administrative Update to DLMS Volume 1, Concepts and Procedures
(Supply/Finance/DoDAAD)

1. ORIGINATOR SERVICE/AGENCY AND POC INFORMATION:

a. Service/Agency: DLA Logistics Management Standards, J627

b. Functional POC: Ms. Mary Jane Johnson, 703-767-0677, DSN 427-0677, email: Mary.Jane.Johnson@dla.mil.

2. FUNCTIONAL AREA: DLMS

3. REFERENCES:

a. DoDI 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011, www.dtic.mil/whs/directives/corres/pdf/414001p.pdf

b. DOD 4000.25-M, Defense Logistics Management System (DLMS), www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/default.asp

c. DLMSO memorandum, June 23, 2009, subject: ADC 329, Use of Borrowed and Migration Codes in DLMS Supplements (Supply/Finance/Contract Admin), www.dla.mil/j-6/dlms/eLibrary/Changes/approved4.asp

d. DLA Logistics Management Standards memorandum, February 14, 2012, subject: ADC 450, Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR), www.dla.mil/j-6/dlms/eLibrary/Changes/approved5.asp

4. BACKGROUND:

a. Intent of the change: Administrative update to Defense Logistics Management System (DLMS) Manual, Volume 1, Concepts and Procedures, to reflect existing procedures in use for the DLMS, and to restructure the volume for clarity. Per the direction in DODI 4140.01 (reference 3.a.), DoD 4000.25-M, DLMS (reference 3.b.), is being republished as Defense Logistics Manual (DLM) 4000.25. This change provides administrative revisions to DLMS Volume 1 (as revised by ADC 329 and ADC 450 (references 3.c. and 3.d. respectively)), to be published as DLM 4000.25, Volume 1.

b. Procedures:

(1) Draft DLM 4000.25, DLMS, Volume 1, minus appendices 1 through 3, is provided at the enclosure. Appendices 1 through 3 are the DLMS manual References, Terms and Definitions, and Acronyms for the DLMS DLM. As such, they are still under

development as other volumes (e.g., Volume 2 Supply, Volume 3 Transportation, Volume 4, Finance, etc.) are being finalized.

(2) Table 1 shows the existing layout of DOD 4000.25-M, DLMS, Volume 1 and the layout as it is intended to be republished in DLM 4000.25, Volume 1

Table 1. DLMS Volume 1 Realignment

DLMS TITLE	Revised draft DLM 4000.25, Vol 1 Location	Original DOD 4000.25-M, Vol 1 Location
Introduction	Chapter 1	Chapter 1
Business Concepts	Chapter 2 Business Concepts and Environments	Chapter 2
Logistics Data Management	Incorporate in future DLM 4000.25, Vol 5	Chapter 3
Environments	Chapter 2 - Merged with Business Concepts	Chapter 4
Change Management	Chapter 3	Chapter 5
Communications	Chapter removed from DLMS manual. DLA Logistics Management Standards office has recommended the chapter be included in the reissuance of the Defense Automatic Addressing System (DAAS) manual (which will become DLM 4000.25-4).	Chapter 6
Functional Application Errors	Chapter 4	Chapter 7
Standards and Conventions	Chapter 5	Chapter 8
APPENDIX ITEMS		
Reference	Vol 1 Appendix 1	Front Matter
Terms and Definition	Vol 1 Appendix 2	Front Matter
Acronyms/Abbreviations	Vol 1 Appendix 3	Front Matter
DLSS - DLMS Conversion Guide	Vol 1 Appendix 4	Front Matter, Appendix 4
DLMS to DLSS Cross Reference Tables	Vol 1 Appendix 5	Front Matter, Appendix 3
DLMS Code List Qualifiers	Vol 1 Appendix 6	Front Matter, Appendix 2
DLMS Supplements to Federal Implementation Conventions	Vol 1 Appendix 7	Front Matter, Appendix 5
Transaction Set 997 Implementation Convention-Functional Acknowledgment	Vol 1 Appendix 8	Front Matter, Appendix 1
DLMS Change Process Flow Chart	Vol 1 Appendix 9	Volume 1, Appendix 2
DLMS Compliance	Vol 1 Appendix 10	Volume 1, Appendix 3
Instructions for Preparation of PDC	Vol 1 Chapter 3 provides link to change proposal instructions.	Volume 1, Appendix 1

5. REASON FOR CHANGE: This change provides administrative updates to the DLMS manual, Volume 1. The changes reflect current operating procedures for DLMS and restructure the volume for clarity. There are no changes in policy or procedures.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Updates and clarifies DLMS Volume 1.

b. Disadvantages: None identified.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Effective upon publication of DLM 4000.25, which is anticipated in June 2012. This is an administrative update with no system impact.

8. IMPACT: Publications.

a. Draft DLM 4000.25, DLMS Manual, Volume 1. The DLMS DLM is anticipated for publication in June 2012 as require by DODI 4140.01.

b. Draft DLM 4000.25-4, DLA Transaction Services' DAAS Manual. As previously discussed between DLA Transaction Services and DLA Logistics Management Standards, recommend that DOD 4000.25-M, Volume 1, Chapter 5, Communications, be incorporated into DLM 4000.25-4 as appropriate. DLM 4000.25 is also being developed per the requirements of DODI 4140.01. Once published, DLA Transaction Services' DLM 4000.25- will replace DOD 4000.25-10-M, DAAS.



DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 1

CONCEPTS

AND

PROCEDURES

Month Day, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 1 – CONCEPTS AND PROCEDURES

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI) 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 1 prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the Department of Defense, to conduct logistics operations.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlms/eLibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1, Chapter 3 of this manual and at www.dla.mil/j-6/dlms/eLibrary/changes/processchanges.asp.

IV. This Volume is approved for public release and is available electronically at www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlms/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

Paul D. Peters
Deputy Assistant Secretary of Defense
for Supply Chain Integration

Volume 1 – CONCEPTS AND PROCEDURES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	DLMS Volume
329	6/23/2009	Use of Borrowed and Migration Codes in DLMS Supplements. This change identifies revisions that include clarifications regarding the use of Borrowed, Local and Migration codes. Revises DLMS Volume 1, Chapter 7, Standards and Conventions.	V1
450	2/14/2012	Elimination of the DLMS Request for Implementation Date (RFID) Procedures for Component System Changes The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the DLMS change process.	V1
487	4/2/2012	Administrative update to DLMS Manual Volume1, Concepts and Procedures, to reflect existing procedures in use for the DLMS, and to restructure the volume for clarity,	V1

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C1. CHAPTER 1

INTRODUCTION

C1.1. **PURPOSE**. This Defense Logistics Manual (DLM) prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the Department of Defense, to conduct logistics operations. The Defense Logistics Management System, or DLMS, is a process governing logistics functional business management standards and practices rather than an automated information system. The DLMS provides an infrastructure for the participatory establishment and maintenance of procedural guidance to implement the Department's logistics policy by its user community.

C1.2. **SCOPE**. This manual applies to the Office of the Secretary of Defense; the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies; hereafter referred to collectively as the DoD Components. The manual applies, by agreement, to external organizational entities conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.3. **POLICY**

C1.3.1. DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011, authorizes the publication of this DLM and stipulates that it carries the full weight and authority of a DoD Manual. [DoD 4140.1-R](#), "DoD Supply Chain Materiel Management Regulation," May 23, 2003, establishes a configuration control process for the DLMS and prescribes use of the DLMS to implement approved DoD 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).

C1.3.2 [DoD Directive \(DoDD\) 8190.1](#), "DoD Logistics Use of Electronic Data Interchange (EDI) Standards," May 5, 2000, assigns responsibilities to DLA Logistics Management Standards for direction, management, coordination, and control of the process to replace DoD unique logistics data exchange standards with approved EDI standards and supporting implementation conventions (IC) for DoD logistics business transactional data exchange. Pending full implementation of enterprise-wide modernized data exchange standards, this manual may reflect legacy processes, formats, data and mediation.

C1.4. RESPONSIBILITIES

C1.4.1. Assistant Secretary of Defense (Logistics and Materiel Readiness (ASD)(L&MR)). Develop policy and provide guidance, oversight, and direct implementation and compliance with the DLMS, except that the Under Secretary of Defense (Comptroller)(USD(C)) shall be responsible for the MILSBILLS functional area addressed under Volume 4 of this manual. The Director of Defense Procurement and Acquisition Policy (DPAP) shall be responsible for the Contract Administration functions of shipment notification, destination acceptance reporting, and contract completion status reporting areas addressed under Volume 7 of this manual. When carrying out their responsibility, the ASD (L&MR), DoD Comptroller, and Director DPAP, as appropriate for their respective functional areas, shall:

C1.4.1.1. Direct or approve expansion of DLMS standards in assigned functional areas or application of DLMS standards in new functional areas.

C1.4.1.2. Provide DLA Logistics Management Standards with policy guidance for development, expansion, improvement, and maintenance of the DLMS.

C1.4.1.3. Resolve policy and procedural issues, which cannot be resolved within the DLMS infrastructure.

C1.4.1.4. Ensure appropriate coordination with other Office of the Secretary of Defense (OSD) staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.1.5. Ensure appropriate coordination with other OSD staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.2. Director, Defense Logistics Agency

C1.4.2.1. Establish and resource the DLA Logistics Management Standards, which shall report to the Director, Information Operations/Chief Information Officer (CIO) (J6), DLA HQ.

C1.4.2.2. Provide the necessary military and civilian personnel resources.

C1.4.2.3. Provide the necessary administrative support and services, including office space, facilities, equipment, automatic data processing support, and travel expenses for DLA Logistics Management Standards office personnel.

C1.4.3. Director, DLA Logistics Management Standards. Operating under the authority of DoD 4140.1-R and DoDI 4140.01, serve as the primary proponent to establish procedures, data standards, and transaction formats to promote interoperability in the logistics community and associated functional areas. This includes the development, maintenance and documentation of corporate level policies and procedures for exchanging logistics data between DoD Components, between DoD

Components and other Federal departments and agencies, and between DoD Components and private industry. Participate in cooperative efforts with other government entities to develop data exchange standards. Maintain membership in external voluntary standards bodies and groups; (e.g., American National Standards Institute (ANSI) chartered Accredited Standards Committee (ASC) X12). Administer the DLMS for assigned functional areas and receive policy guidance from proponent offices of the ASD(LM&R), DPAP, and the DoD Comptroller, as appropriate. The Director, DLA Logistics Management Standards shall:

C1.4.3.1. Establish a formal change management process for the DLMS.

C1.4.3.2. Establish Process Review Committees (PRC) composed of representatives from the DoD Components and participating external organizations for each of the DLMS functional areas of finance, pipeline measurement, supply (to include but not limited to requisitioning and issue procedures, physical inventory, disposition services and supply discrepancy reporting). PRCs are also established for DoD Activity Address Directory (DoDAAD) and Military Assistance Program Address Directory (MAPAD). Designate a chair for each PRC.

C1.4.3.3. Designate a program administrator to serve as the DoD focal point for the Physical Inventory Control Program. Chair the Joint Physical Inventory Working Group (JPIWG) to recommend guidance and develop program enhancements for physical inventory control of DoD supply system materiel.

C1.4.3.4. Designate a program administrator to serve as the DoD focal point for the DoD Small Arms and Light Weapons Serialization Program (DoDSA/LWSP). Chair the Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) to perform the responsibilities defined in the the JSA/LWCG Charter.

C1.4.3.5. Ensure uniform implementation of the DLMS by doing the following:

C1.4.3.5.1. Review implementation dates and plans of the DoD Components and participating external organizations, and make recommendations for improvement.

C1.4.3.5.2. Perform analysis and design functions to implement new or revised policy guidance and instructions, provided by OSD proponent offices, and to ensure the involvement of DLA Transaction Services with telecommunications planning in an integrated system design.

C1.4.3.5.3. Develop and recommend, to the appropriate OSD proponent office(s), new or revised policy with supporting analysis which identifies and explains process improvements and indicates methods for accomplishing identified changes.

C1.4.3.5.4. Serve as the Department's Executive Agent for logistics data interchange as delineated in DoD Directive 8190.1.

C1.4.3.5.5. Develop, publish, and maintain the DLMS manual and related DLM publications consistent with the DLM requirements identified in DODI 4140.01.

C1.4.3.5.6. Develop or evaluate proposed DLMS changes (PDC) and coordinate them with the DoD Components and participating external organizations. Provide a copy of all PDCs to the applicable OSD proponent office.

C1.4.3.5.7. Review, evaluate, and recommend improvements to curricula of DoD Components and participating external organizations' training schools offering DLMS-related courses.

C1.4.3.5.8. Assist DoD Components and participating external organizations in resolving problems, violations, and deviations that arise during operations and are reported to the PRC chair. Refer unresolved matters to the applicable OSD proponent office with analysis and recommendations for resolution and corrective action.

C1.4.3.5.9. Make available to DASD(SCI) and to DoD Components, a status review of all DLMS revision proposals that have not been approved for publication or, that if approved, have not been implemented. The status review is updated weekly and is available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp.

C1.4.3.5.10. Review and coordinate with the DoD Components, and participating external organizations, all requests for system deviations and exemptions and make applicable recommendations to the OSD proponent office based on fact-finding status or analysis of accompanying justification.

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. Identify to DLA Logistics Management Standards, the name of a primary and alternate PRC representatives for each functional area who shall:

C1.4.4.1. Serve as members on, and fulfill the responsibilities of, the PRC for that function.

C1.4.4.2. Provide the DoD Component's or external organization's position on DLMS matters and have the authority to make decisions regarding procedural aspects.

C1.4.4.3. Ensure continuous liaison with the DLMS PRC chair and with other DoD Components and participating external organizations.

C1.4.4.4. Submit to the Director, DLA Logistics Management Standards, or appropriate PRC chair, as DLMS PDCs, all proposed changes affecting logistics business processes irrespective of the electronic business technology employed following the procedures in Chapter 3 of this volume. Perform the initial evaluation of

PDCs that originate within the DoD Component or participating external organization and return such proposals with the evaluation results.

C1.4.4.5. Perform the initial evaluation of all beneficial suggestions to the DLMS originating within the DoD Component or participating external organization. For suggestions considered worthy of adoption, submit a PDC to the DLMS PRC chair in accordance with Chapter 3 of this Volume for processing in the normal manner. The originator's PRC representative shall determine any awards using normal DoD Component or participating external organization procedures.

C1.4.4.6. Develop and submit to the PRC Chair, a single, coordinated DoD Component or participating external organization position on all PDCs within the time limit specified. When a PDC affects multiple DLMS functional areas, the control point for the PRC identified in the proposal shall submit the single coordinated response.

C1.4.4.7. Accomplish internal training to ensure timely and effective implementation and continued operation of the approved DLMS. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training. Furnish a copy of initial and revised training curricula to the appropriate DLMS PRC chair.

C1.4.4.8. Implement the approved DLMS and changes thereto. Provide the PRC chair with status information concerning implementation of approved changes. Report Control Symbol (RCS) DD-A&T(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide the DLMS PRC Chair a copy of the publication change. Send the reports to the DLMS PRC Chair.

C1.4.4.9. Ensure that operating activities supporting the DLMS comply with the requirements and procedures published in the DLMS.

C1.4.4.10. Continually review and revise internal procedures to correct misinterpretation and prevent duplication of records, reports, and administrative functions related to the DLMS.

C1.4.4.11. Reviewing supplemental procedures and/or implementing procedures issued by the DoD Components and participating external organizations to ensure conformance with the approved DLMS.

C1.4.4.12. Provide, to the appropriate PRC chair, copies of supplemental and internal procedures, and changes thereto, related to operation of the DLMS.

C1.4.4.13. Report to the PRC chair, problems, violations, and deviations that arise during system operations.

C1.4.5. Process Review Committees. PRCs are joint forums for each of the DLMS functional areas responsible for development, expansion, improvement, maintenance and administration of the DLMS. PRCs include finance, pipeline measurement and supply (to include but not limited to requisitioning and issue procedures, physical inventory accountability, SDRs, and disposition services). PRCs are also established for DoD Address Directory (DoDAAD), and Military Assistance Program Address Directory (MAPAD), The PRC representatives are listed on the DLA Logistics Management Standards Website, "[Committees](#)" page. The DLMS PRCs shall:

C1.4.5.1. Be administered/controlled by the applicable DLMS PRC Chair.

C1.4.5.2. Consist of representatives from the DoD Components and participating external organizations.

C1.4.5.3. Meet at the request of the PRC Chair. The PRC Chair shall, when possible, announce the meeting and identify the agenda items 30 calendar days in advance. The PRC Chair shall issue fully documented minutes of these proceedings to each participating DoD Component or external organization, and the applicable OSD principal staff assistant (PSA), within 30 calendar days after the meeting.

C1.4.5.4. Review and resolve comments on PDCs, deviations, and waivers, or other problems and violations, and provide recommendations for implementation or disapproval. Refer any action that the PRC cannot resolve to the appropriate OSD PSA.

C1.4.5.5. Ensure uniform and effective implementation of DLMS requirements by:

C1.4.5.5.1. Conducting periodic evaluations to determine effectiveness of DoD/DLMS policies, procedures, and processes.

C1.4.5.5.2. Conducting reviews of selected DLMS operational areas to determine conformance with, and evaluate the effectiveness of, DLMS requirements and to interpret or provide clarification of DLMS procedures.

C1.4.5.5.3. Reporting findings and recommendations of evaluations and reviews, with comments of the DoD Components and participating external organizations, to the applicable OSD PSA.

C1.4.6. DLA Transaction Services

C1.4.6.1. DLA Transaction Services Role. DLA Transaction Services is the DoD central node for development of DLMS mapping and conversion processes. DLA Transaction Services shall implement Approved DLMS Changes (ADCs) and ensures that all modifications are incorporated into the translation rules and records.

C1.4.6.2. Telecommunications Support. DLA Transaction Services implements DLMS logistics data transmission requirements and executes system

modification tasks from DLA Logistics Management Standards. DLA Transaction Services is the central node for all DLMS transactions. DoD Components shall route all DLMS transactions to DLA Transaction Services. DLA Transaction Services shall provide telecommunications support, archiving and storage, translation services, conversion processes, and other services to support DoD Component implementation of the DLMS. DLA Transaction Services is designated as the DoD provider of corporate services in support of all emerging EB technologies.

C14.6.3. Pipeline Metrics. DLA Transaction Services, as the corporate community service provider and as the Department's central point for providing supply chain information, shall capture required data and produce the end-to-end metrics necessary for achieving the key objectives required to improve logistics support to the customer.

C1.5. IMPLEMENTATION

C1.5.1. Scope of DLMS. DLMS procedures and DLMS Supplements to Federal ICs, as prescribed herein, shall be implemented uniformly between DoD Components and other participating external organizations and at all levels within each DoD Component.

C1.5.2. DoD Component Use.

C1.5.2.1. DoD Components shall give priority to development and implementation of DLMS requirements before the development and implementation of intra-DoD Component requirements.

C1.5.2.2. DLMS ANSI ASC X12 Conversion Guides. Three conversion guides must be implemented in DoD systems using ANSI ASC X12 transaction formats to convert DoD data values established in legacy systems to the corresponding ANSI ASC X12 code values. DoD applications must convert outbound transactions from DoD code values to ANSI code values based on the DLMS Conversion Guide definitions. DoD applications must convert inbound transactions from ANSI code values to DoD code values based on DLMS Conversion Guide definitions (Appendix 4). The three conversion guides available from a link on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms and Appendix 4 are:

C1.5.2.2.1. Transportation Mode of Shipment/Transportation Method/Type Code Conversion Guide.

C1.5.2.2.2. Type of Pack Conversion Guide

C1.5.2.2.3. Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide.

C1.5.2.3. Legacy Format to DLMS Cross Reference Tables. A Defense Logistics Standard System (DLSS) legacy 80 record position format to DLMS transactions cross reference table provides the following information:

C1.5.2.3.1. Cross Reference to Legacy Formats. Cross Reference of each legacy format Document Identifier Code (DIC) (e.g., A01) to DLMS Supplement number (e.g., 511) for legacy format processes in DIC sequence and DLMS Supplement sequence. Refer to Appendix 5 or use the webpage shown in C1.5.2.3.4.

C1.5.2.3.2. Correlation Tables. MILSTRAP correlation tables in legacy DIC sequence provide general functional equivalency between each MILSTRAP legacy DIC and DLMS Supplement. Details for the correlation tables are provided in Appendix 5, DLMS to DLSS Cross Reference Tables. The MILSTRAP correlation tables can be viewed at www.dla.mil/j-6/dlms/eApplications/LogDataAdmin/dlssdlmscrossreftable.asp

C1.5.2.3.3. Cross Reference Tables. Cross reference tables for each legacy 80 record position DLSS DIC are available in DIC and DLMS sequence. www.dla.mil/j-6/dlms/eApplications/LogDataAdmin/dlssdlmscrossreftable.asp.

C1.5.2.4. DLMS Code Lists/Qualifiers. DLMS Code Lists/Qualifiers used to identify DoD functional data elements in the DLMS Supplements are described in Appendix 6. They are accessible from a link in Appendix 6, DLMS Code List Qualifiers, or www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/LQHome.aspx

C1.6. DLMS DEVIATIONS OR WAIVERS

C1.6.1. Submission. DoD Components and participating external organizations shall not request DLMS deviations or waivers solely to accommodate existing internal systems and procedures or organizational environments. When requesting deviations or waivers, DoD Components and participating external organizations shall submit them following the guidelines in Chapter 3 in this volume.

C1.6.2. Review. The PRC chair shall consider requests for DLMS deviations or waivers when the requestor demonstrates that the system cannot provide a workable method or procedure, or cannot accommodate interim requirements. The Director, DLA Logistics Management Standards shall forward unresolved matters to the applicable OSD proponent office for resolution.

C1.7. REQUIREMENTS FOR NEW OR REVISED DLMS PROCEDURES

C1.7.1. Use of DLMS Standards and Procedures. DoD Components shall use standards and procedures prescribed by the DLMS when undertaking development of new or revising existing logistics systems. If a DoD Component or other participating external organization requires changes to or expansion of the existing DLMS to accommodate technological innovations planned for new system designs, they shall submit PDCs with full justification and explanation of the intended use following the instructions in Chapter 3 in this volume.

C1.7.1.1. DLMS Enhancements. The DLMS procedures and the supporting DLMS Supplements identify DLMS enhancements which may not have been

implemented by all DLMS trading partners or within legacy systems. Therefore, data associated with an enhancement transmitted within a DLMS transaction may not be received or understood by the recipient's automated processing system. Additionally, DLMS procedures may not have been developed to support the data exchange. Components wishing to implement DLMS enhancements must coordinate with DLA Logistics Management Standards and trading partners prior to use. DoD Components shall submit a PDC reflecting required business rules/procedures prior to implementation of DLMS enhancements already documented in DLMS Supplements.

C1.7.1.2. Future Streamlined Data. The DLMS procedures and the supporting DLMS Supplements identify data targeted for elimination under a full DLMS environment. This data is often referred to as "future streamlined data." This data is retained within DLMS during a transition period when many trading partners employ legacy systems or cannot move to full DLMS capability. DoD Components wishing to streamline data must coordinate with DLA Logistics Management Standards prior to doing so. Components shall submit a PDC reflecting any revised business rules associated with such termination.

C1.7.1.3. DLMS Field Size. The DLMS Supplements identify ANSI X12 field sizes and some field size constraints existing under DLSS legacy transactions. Many DLMS trading partners operating within a legacy system will not be able to support the DLMS expanded field size. Components desiring to implement an expanded field size under DLMS must be aware that the conversion process to the DLSS legacy transactions can not accommodate the larger fields. Components must coordinate with DLA Logistics Management Standards prior to use and may submit a PDC to adjust a field size to a recommended length.

C1.7.2. Submission of New Data Elements. Data elements employed in DoD-wide, inter-DoD Component and participating external organization logistics systems/authoritative issuances that have not been standardized under DoD Directive 8320.02, "Data Sharing in a Network Centric Department of Defense," December 2, 2004, shall be submitted as proposed DoD logistics standards following procedures developed under the authority of ASD(L&MR). DoD logistics standard data elements shall be used in design and upgrading of:

C1.7.2.1. DoD-wide and inter-DoD Component automated logistics systems and authoritative issuances.

C1.7.2.2. DoD Component systems and issuances.

C1.8. DISTRIBUTION OF THE DLMS DEFENSE LOGISTICS MANUAL

C1.8.1. DLMS Manual. The DLMS manual is published electronically. No hard-copy document is available. The Defense Logistics Manuals are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms under the header "Logistics Management Standards Publications." Any further distribution shall be

accomplished within each DoD Component or external organization based upon approved distribution data generated through their internal publication channels.

C1.8.2. Changes. DLMS changes are published electronically and are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso under the header "DLMS Process Changes."

C1.9. HOW TO USE THE DLMS MANUAL

C1.9.1. Structure of the Manual

C1.9.1.1. Manual Layout. The DLMS manual consists of seven volumes: Volume 1, Concepts and Procedures; Volume 2, Supply Standards and Procedures; Volume 3, Transportation; Volume 4, Finance; Volume 5, DLMS Data Management; Volume 6, Logistics Systems Interoperability Support Services, and Volume 7, Contract Administration.

C1.9.1.2. DLMS Volumes

C1.9.1.2.1. DLMS Content. Each volume of the DLMS manual contains its own Foreword, Change History Page and Table of Contents showing procedural chapters with listings of figures, and tables and appendices. Each volume of the DLMS manual may also contain appendices for related data that apply to multiple chapters in the volume; however, use of any of the functional area volumes requires simultaneous access to the DLMS Manual Volume 1 reference material items (e.g., terms, acronyms and the DLMS change process).

C1.9.1.2.2. DLMS Supplements. Appendix 7 introduces the DLMS Supplements that explain the use of the DLMS standards. The DLMS Supplements are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp. For each DLMS Supplement, a hyperlink is provided to machine readable formats (X12 and XML) DLMS Change History and corresponding DLSS legacy transaction format.

C1.9.1.3. DLMS Reference Material in Volume 1. Volume 1 contains appendices with reference items applicable to the entire manual. Reference items are:

- Appendix 1 Consolidated Single Set of References
- Appendix 2 Terms and Definitions
- Appendix 3 Acronyms, and Abbreviations
- Appendix 4 Conversion Guides for DoD Domain Codes to ASC X12 Domain Codes
- Appendix 5 DLMS to Legacy 80 Record Positions Format Cross Reference Tables
- Appendix 6 DLMS Code List Qualifiers
- Appendix 7 DLMS Supplements to Federal Implementation Conventions
- Appendix 8 Functional Acknowledgement Transaction Set 997
- Appendix 9 DLMS Change Process Flow Chart

Appendix 10 DLMS Compliance

C2. CHAPTER 2

BUSINESS CONCEPTS AND ENVIRONMENTS

C2.1. OVERVIEW

C2.1.1. Defense Logistics Management System. The Defense Logistics Management System (DLMS) provides standard procedures and data formats to link the various component organizational elements of the Defense Logistics community including: inventory control points (ICPs), distribution depots, maintenance depots, transportation nodes, and end users in posts, camps, stations, ships, and deployed units. The DLMS addresses the different functional processes of logistics and provides standards to exchange data across the Military Services, Defense Agencies, other Federal Agencies, foreign national governments, international government organizations, and nongovernment participants. As other electronic business (EB) methods emerge, DLMS will incorporate these new capabilities into the DOD logistics business processes, as appropriate.

C2.1.2. Purpose. This chapter provides an overview of some of the technologies and procedures that all participants must implement to employ the DLMS across the range of participating organizations. This chapter also provides a road map to other parts of the manual that may provide more details about specific topics.

C2.1.3. Legacy Data Formats. When the DLMS Supplements are completely incorporated into the DoD logistics business processes, some of the data currently contained in the Defense Logistics Standard Systems (DLSS) legacy 80 record position transactions (hereafter referred to as “legacy formats”) will be unnecessary. The Defense Automatic Addressing System (DAAS) will continue to execute the DLSS error notification processes until the Department of Defense has totally implemented the DLMS.

C2.2. ENVIRONMENTS

C2.2.1. DLMS Implementation Architecture. The DLMS implementation architecture, a subset of the Defense Information Infrastructure (DII) and the Global Combat Support System (GCSS), is based on the DII Common Operating Environment (COE) and fully complies with the DII COE standards. DLA Logistics Management Standards, operating under this framework, coordinates DLMS related requirements with the DoD Component focal points and interfaces with DLA Transaction Services and the Defense Information Systems Agency (DISA) to ensure that all DII COE requirements are fulfilled.

C2.2.2. Global Exchange Service.

C2.2.2.1. Overview. DLA Transaction Services maintains the Global Exchange Service (GEX) program. The DoD GEX sites are operated by DLA Transaction Services. The GEX functions as the single interface among Government and commercial trading partners conducting electronic commerce and electronic data interchange (EDI) activities. Using the GEX results in interoperability, economies of scale, and standards compliance. The GEX translation and conversion services enable the interoperability required for DLMS implementation in a mixed DLMS/DLSS legacy 80 record position transaction environment. The DLMS implementation architecture supports both the pass-through of EDI transactions and translation services for inbound and outbound transactions. This chapter discusses the system architectures for processing DLMS transactions and reviews the functions of EDI translation software/hardware and their relationship to component logistics application systems. The EDI translator and other portions of the systems architecture developed for DLMS shall support other EDI applications including exchanges with industry.

C2.2.3. Communication. In providing EDI telecommunication services, DLA Transaction Services utilizes the standard GEX software developed to support the DoD Electronic Commerce Infrastructure. The GEX application provides the capability to securely receive and send transactions via many different telecommunication protocols, sort/route the transactions, apply the appropriate translation/mapping utilities, provide decoding/validation of American National Standards Institute Accredited Standards (ANSI) Accredited Standards Committee (ASC) X12 syntax rules, log all activities, archive files, alert users of errors, and apply routing/distribution list processes.¹

C2.3. DLA TRANSACTION SERVICES ELECTRONIC BUSINESS INFRASTRUCTURE

C2.3.1. Overview. DLA Transaction Services is the lead GEX component supporting DLMS implementation. In addition to supporting the DLMS environment, the DAAS infrastructure supports the EDI needs of the full range of EDI transactions exchanged among DoD, Federal Civil Agencies, and security assistance countries and their trading partners. This infrastructure interacts with other logistics infrastructures to ensure that DoD's access needs are met, and also interacts with the DoD EB infrastructure for multiple EDI efforts.

C2.3.2. Purpose. The DAAS EB infrastructure was developed to meet the current and anticipated requirements for a logistics information infrastructure that can operate fully between the Department of Defense, other Government Agencies, and their trading partners. The trading partners may be internal to the Department of Defense or external commercial activities and foreign countries. DAAS is designed to support a wide range of emerging EB business practices and interfaces. DAAS provides EB capabilities such as translation, store/forward of messages, routing, file management, transaction recovery, and statistics generation. All traffic through DAAS is encrypted.

¹ DLM 4000.25-4, Defense Automatic Addressing System Manual, Appendix 1.

Secure File Transfer Protocol (SFTP) is predominate but other forms of can be provided if required by Government and/or commercial trading partners.² DAAS also provides end-to-end support of several prime vendor initiatives within the Government, functioning as a full service value added network (VAN) for military customers. DAAS can provide this capability to prime vendors if requested by the functional sponsor.

C2.3.2. Defense Automatic Addressing System Interfaces. The DAAS infrastructure can interact with other logistics systems to meet DoD logistics data exchange and data access needs. DAAS interfaces enable the DoD to receive, edit, route, and collect a wide range of logistics data in various electronic formats. The data are then incorporated into interactive databases that provide current information, in detailed or roll-up formats, to users at all levels in the DoD logistics process.

C2.4. TRANSACTION FLOW

C2.4.1. Transactions. The DLMS provides descriptive procedures, transactions, and data formats for computer-to-computer communications. The transactions initiate a logistics action (e.g., requisition an item, authorize a funds transfer, ship an item). The transactions are structured and formatted to be transmitted by computer systems without human intervention.

C2.4.2. DLA Transaction Services. DLA Transaction Services acts as a central node for all DLMS transactions. Transactions flow from the originator's computer to the DAAS operated by DLA Transaction Services. DAAS will edit the transaction for correct format, retain an image in an interactive data base for user access, and route the transaction to the correct recipient(s). The receiving computer(s) will process the transaction and initiate the appropriate logistics action. This action will frequently result in generation of additional DLMS transactions to other systems and/or responses back to the originator via DAAS.

C2.4.3. Transaction Gateway. DLA Transaction Services will also act as the gateway for DLMS transactions to be routed to and from Foreign Military Sales (FMS)/Security Assistance (SA) customers and contractor participants.

C2.5. DATA REQUIREMENTS AND FORMATS

C2.5.1. General Information. The DLMS uses ANSI ASC X12 transactions for EDI and X12 based extensible markup language (XML). EDI is widely used in the private sector to conduct business operations, and also between industry and the Government in acquisition, transportation, finance, and other functional areas. The DLMS extends this electronic connectivity to internal DoD logistics operations. The DLMS may also expand to include other emerging EB methods as they are standardized and approved for use by the Department of Defense.

² Additional encryption capability from DAAS includes, Hypertext Transfer Protocol Secure (HTTPS), MQ-Series, Secure Sockets Layer (SSL) and Virtual Private Network (VPN).

C2.5.1.1. Electronic Data Interchange Standards. The ANSI ASC X12 EDI standards define transaction sets that trading partners use to exchange business information. A transaction set may be considered the equivalent of a business form (e.g., a purchase order, invoice, or requisition). Transaction sets consist of a group of segments in a specified order. Segments consist of one or more data elements, also in a specified order. The ANSI ASC X12 standards define the general data characteristics and formats. DLMS Supplements to Federal ICs define the specific data formats to be used in DLMS transactions and also define mandatory and optional usage requirements for transactions. Except for the communications supplements in this chapter, DLMS Supplements are grouped by logistics functional area in subsequent volumes of this manual. Component application systems shall conform to the requirements specified in those DLMS Supplements.

C2.5.1.2. X12 Based Extensible Markup Language. XML is a simple and flexible information exchange format well suited to support web enabled business applications. DLA Logistics Management Standards developed XML schemas for use in DoD logistics. The XML schemas equate to the DLMS ANSI ASC X12 IC/Supplements, which can be accessed from the DLA Logistics Management Standards Website DLMS Supplement page that represents DLMS ANSI X12-based EDI transactions.

C2.5.2. Editing

C2.5.2.1. General. Data contained in DLMS transactions must be complete and accurate for the receiving computer systems to process. The following paragraphs define principles for maintaining accurate data within the DLMS for all participants.

C2.5.2.2. Edit at Origin. DLMS procedures require recipients to edit and, if necessary, reject transactions back to the sender. Originating activities should maximize editing and validation on their own transactions prior to transmission; this can minimize the expense and delay involved in processing erroneous transactions. Outbound transactions must meet all DLMS Supplement requirements. Components may apply more stringent or specific edit requirements on outbound transactions to meet their business requirements

C2.5.2.3. Use Data Only as Defined. Data elements shall carry ONLY the data specifically defined in the DLMS Supplements. Capabilities exist within the DLMS to support DoD Component unique data. However, DoD Components shall submit proposed DLMS changes following Volume 1, Chapter 3 requirements to address any planned usage of Component-unique data.

C2.5.3. Error Processing

C2.5.3.1. Transaction Set (TS) 997, Functional Acknowledgement. DLMS uses TS 997 when the translator encounters an error that violates ANSI ASC X12 syntax rules. TS 997 may also be used to acknowledge receipt of a transaction set without error when agreed to between the Department of Defense and a commercial

trading partner. Use of TS 997 is discussed in more detail in Appendix 8 of this manual and in DLM 4000.25-4, Defense Automatic Addressing (DAAS) Manual.

C2.5.3.2. DLMS Supplement 824R, Reject Advice. DLMS 824R is used by the transaction recipient to reject a DLMS transaction that could not be processed due to erroneous or missing data based on requirements identified in the DLMS Supplement for a particular transaction. DLMS 824R is generated as an exception by DAAS and DoD Component application programs to convey information to the sender's application process. Originating sites shall possess technical and procedural means to receive the application advice, correct errors, and retransmit appropriate data. Use of DLMS 824R is discussed in Volume 1, Chapter 4, Functional Application Errors.

C2.5.4. Change Control. DLA Transaction Services is the designated activity to perform change management for the translator used to convert legacy DLSS to DLMS or DLMS to legacy DLSS. DLA Transaction Services shall upgrade the translator as logistics data requirements change and the DLMS is updated to reflect the changes. Volume 1 Chapter 3 discusses the guidelines for maintaining the DLMS and defines the procedures for processing and recording proposed DLMS changes.

C2.5.5. Enveloping. The DLMS supports the bundling of multiple groups of data, referred to as enveloping. Specifically, multiple transactions can be bundled into a single DLMS interchange. Multiple transaction sets of a similar type can be placed into a single functional group, and multiple functional groups can be placed into a single interchange group. The DLMS use of envelopes is consistent with ANSI ASC X12.6 standards. Refer to DLM 4000.25-4, Defense Automatic Addressing (DAAS) Manual (Communications) for details of DLMS envelope usage.

C2.6. COMMUNICATION REQUIREMENTS

C2.6.1. Telecommunication Networks. The method for conveying DLMS transactions from one activity to another will be by DoD and Federal electronic telecommunications networks. DLA Transaction Services is the central node for all DLMS transactions. DoD Components shall route all DLMS transactions to DLA Transaction Services. The Defense Information Systems Network (DISN) is the main network pathway for transmission of transactions to and from the DAAS.³ Refer to the DLA Transaction Services procedures in DLM 4000.25-4 for DLMS-specific capabilities and requirements for transmitting data within the DISN.

C2.6.2. Common Communications Approach. All participating activities must use a common communications approach. DLA Transaction Services procedures (DLM 4000.25-4) define specific communication requirements. The following paragraphs highlight some of the key communications requirements:

C2.6.2.1. Data transmission shall be via the DISN or other approved alternatives.

³ The GEX is a destination not the communication pathway. The GEX is a gateway/platform on the DLA Transaction Services network that performs functions such as sorting, routing and translating.

C2.6.2.2. Compression algorithms as defined by DLA Transaction Services shall be used.

C2.6.2.3. Transaction set syntax and content shall be in accordance with ANSI ASC X12.6 standards and the implementation conventions/DLMS Supplements defined in this manual.

C2.6.2.4. Transactions through DAAS are encrypted. Paragraph C2.3.2 provides details.

C2.6.2.5. Component activities shall maintain copies of all transmissions for at least one week, and shall be able to retransmit them at the request of the receiving party. DLA Transaction Services shall retain a copy of all receipts and transmissions. The length of the retention periods will vary by the specific transaction set. DLA Transaction Services procedures define the retention period for each type of transaction set.

C2.6.2.6. DLMS transactions are variable length and in many cases have no practical maximum size. However, for transmission purposes, an overall maximum size will be imposed for transaction sets and transmission envelopes (see Chapter 4).⁴

C2.6.3. Technical Solutions. DoD Component activities shall have the discretion to determine the technical means to create the data exchange formats defined above, for example a commercial translator or develop their own software.

C2.7. DLA TRANSACTION SERVICES OPERATIONS

C2.7.1. Functions. DLA Transaction Services is central to all DLMS operations.⁵ It performs numerous corporate functions for DLMS operations including:

C2.7.1.1. Performing basic edits and returning any transactions with errors back to the originator.

C2.7.1.2. Archiving all received and transmitted messages, to ensure retransmission capability in the event the original message was lost due to computer or telecommunications failure.

C2.7.1.3. Generating images, as required.

C2.7.1.4. Holding or forwarding transactions per DoD Component profile for the recipient.

C2.7.1.5. Executing "suppress" or other national command directives.

⁴ Temporary restrictions at the data element level may be imposed on translation requirements to the previous fixed-length formats.

⁵ Complete procedures for DLA Transaction Services are contained in the DLM 4000.25-4, DAAS Manual.

C2.7.1.6. Loading transaction data into the Logistics On-Line Tracking System (LOTS).

C2.7.1.7. Coordinating and providing DoD management information on supply system performance evaluation.

C2.7.1.8. Performing additional functions for requisitioning, including rerouting requisitions to the correct source of supply (SOS).

C2.7.1.9. Rerouting other documents using DoD Component rules and records as appropriate.

C2.7.1.10. Evaluating the "To" address capability for receiving transactions in DLMS versus DLSS format.

C2.7.1.11. Converting transactions from legacy format DLSS to DLMS and from DLMS to DLSS, as required.

C2.7.2. DLMS Enterprise Service Provider. DLA Transaction Services is the central node for DLMS technical and operations support and shall maintain activity profiles recording EDI capability, compression techniques, encryption techniques, communications media, and other address data of the DoD Components.

C2.7.2.1. Capabilities. In its role as the DLMS enterprise service provider and as a DoD distribution point for EDI communications with industry, DLA Transaction Services maintains an extensive capability to translate between EDI formats and other file structures. As required, DLA Transaction Services shall provide translation between DLMS and Component user defined formats; between multiple versions of the ANSI ASC X12 standards; and between other EDI formats, such as XML. In addition, DLA Transaction Services shall support translation between DLSS legacy formats and DLMS formats referred to as "conversion."

C2.7.2.2. Transition Conversion Requirements. During a transition period of indeterminate length, the Department of Defense will operate in a mixed legacy 80 record position/DLMS environment. DAAS will provide conversion processing between the standard legacy formats and DLMS to support this transition. Legacy format to DLMS conversion tables have been developed that facilitate the conversion of data from legacy format to DLMS, and vice-versa. The conversion tables enable logistics business to be conducted in both environments. To accomplish the conversion, DLA Transaction Services uses a commercial "any to any" mapping software package that supports a robust conversion. The Components are able to use their current format, either legacy format or DLMS, to initiate a transaction. DLA Transaction Services incorporates and maintains a profile of each organization and specifies whether the organization is operating in legacy format, DLMS, or both. The legacy format data elements are retained in DLMS to support the conversion. However, DLMS enhanced data may not be supported in legacy or transitioning systems, so coordination with DLA Logistics Management Standards is required prior to implementation of DLMS enhancements.

C3. CHAPTER 3

CHANGE MANAGEMENT

C3.1. GENERAL INFORMATION

C3.1.1. **Guidelines Description.** This chapter describes the guidelines for maintaining the Defense Logistics Management Standards (DLMS), DLMS Supplements, and procedures. The change management process ensures the proper documentation of all proposed or approved changes to the DLMS. These guidelines also apply to the legacy 80 record position based systems changes (hereafter referred to as “legacy systems or formats”) and changes employing Electronic Business (EB) methods other than Electronic Data Interchange (EDI) that are chosen by DoD Components for use within their logistics business processes and systems. The DLMS shall support emerging EB technologies such as: data sharing, automatic identification technology, electronic malls, web-based technology, electronic funds transfer, etc.

C3.1.2. **Structured Collaboration Model.** The DLMS change management process uses a structured collaboration model as a managed transformation process. On the input side, the Proposed DLMS Change (PDC) process factors in relevant DoD level policy guidance, DoD Component business requirements, relevant subject matter experts and DLA Transaction Services subject matter and technical expertise. The output side of the structured collaboration model, the Approved DLMS Change (ADC) provides new or revised business rules, business objects, meta data and functional requirements to guide Component implementation of the ADC.

C3.2. **MAINTAINING SUPPLEMENTS TO FEDERAL IMPLEMENTATION CONVENTIONS.** DLA Logistics Management Standards coordinates the implementation of the DLMS and maintains control of related standards, DLMS Supplements to Federal ICs, procedures, and common support packages (e.g., versions of the American National Standards Institute, Accredited Standards Committee (ANSI ASC) X12 standards, extensible markup language (XML) based standards), participates in the standards-setting process, and ensures compliance with approved EDI standards.

C3.2.1. Change Management

C3.2.2.1. **Scope.** DLMS change management is the approval/disapproval and prioritization of changes to DLMS, achieved through DoD Component coordination and consensus, thereby, promoting an integrated approach standardization and modernization of DoD logistics business processes. Control of changes includes documentation, justification, systematic evaluation, coordination, release, implementation, and publication.

C3.2.2.2. **Purpose.** The change management process ensures that those involved in the change process define and evaluate the full impact of a change based

on at least the following considerations before making a decision to approve and implement the change:

- C3.2.2.2.1. Functional requirements
- C3.2.2.2.2. Change justification
- C3.2.2.2.3. Quality assurance
- C3.2.2.2.4. Operational Readiness
- C3.2.2.2.5. Systems interfaces
- C3.2.2.2.6. Technical reviews
- C3.2.2.2.7. Estimated impact on total life-cycle costs

C3.2.3. Reporting Requirements

C3.2.3.1. Status Reports. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 directs DoD Components to provide the DLMS PRC chair with the implementation status of approved changes. Report Control Symbol (RCS) DD-A&T(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide a copy of the publication change to the DLMS PRC Chair. Send reports to the DLMS PRC Chair.

C3.2.3.2. Status Reviews. DLA Logistics Management Standards shall maintain status of DLMS changes. The report shall show the title and change number, associated dates, and current status for each DoD Component. The status review is updated continuously and is available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms/eLibrary/changes/processchanges.asp

C3.3. DLMS VERSION CONTROL

C3.3.1. Version Numbering. The official ANSI ASC X12 version of a standard transaction set (e.g., 511) is a key ingredient in the successful application of DLMS Supplements. The version number is transmitted as a code in the functional group header within an interchange envelope. The version is transmitted as a three-position code. Each major ANSI ASC X12 standards revision involving the public review process that leads to a publication of a set of American National Standards causes the version number to increase by one. The predominate DLMS version is 004. The next three positions designate the release level within each version, i.e., 010. The release number of each version is identified in the second position of the release level. The initial DLMS implementation release is release one (010). The predominant DLMS

releases are 010 and 030. Both version and release numbers are commonly referred to as a version release, e.g., ANSI ASC X12 version release 004010 (“4010”).

C3.3.2. Multiple DLMS Versions. DLMS may support multiple supplements based on different versions/releases of the X12 standard dependent upon trading partner requirements. In addition, DLMS may support multiple standards of DLMS Supplements within each ANSI ASC X12 version/release. Currently some transactions such as the DLMS 9471 support multiple standards with the newer (004030) version release for new implementations, while enabling existing implementations to remain at an older version release (004010), until they can be modified to the newer version release. Older version release DLMS Supplements may not have all the functionality of the newer one, so Component AIS should plan to modernize to the newer version release. Once all Component AIS have modernized to the newer version release, DLA Logistics Management Standards shall cancel the old DLMS Supplement via a formally staffed DLMS change

C3.4. DLMS CHANGE PROCESS

C3.4.1. New and Revised Requirements. A new requirement, design modification, system deficiency, change in DoD logistics policy, or an operational emergency can all trigger a PDC. Examples of significant changes include those that create substantial life cycle cost savings, correct deficiencies, or make significant effectiveness change(s) in operational or logistics support requirements. Proposal submission requires inclusion of detailed procedures, and the text of revisions for the DLM 4000.25 series manuals. Other changes include, but are not limited to: revisions to formats, codes, procedures; or changes requiring interface with other systems, retail level systems, or Federal Agencies. For all DLMS changes, two key elements are determining the problem, process gap or process improvement desired, and socializing the proposed change within the Component subject matter experts and put forward a recommendation from of alternative solutions.¹

C3.4.2. Information Exchanges. PDCs will also be used to effect new or revised information exchanges. Information exchange is defined as the process of transferring data by means of direct interface between two or more applications. An information exchange opportunity exists when the authoritative source can be identified and when direct application access is technically feasible. However, other conditions must be satisfied to implement the exchange, (e.g., the proposed exchange must be evaluated against other available processes). Cost, number of subscribers, and data security/quality may also be factors.

C3.4.3. Submission. PDCs shall be submitted to DLA Logistics Management Standards through the applicable DoD Component PRC member. DLMS may also accept proposed changes submitted through joint Service/Agency process action teams or the equivalent sponsoring organization.

¹ DLMS Training slides Module 6, www.dla.mil/j-6/dlms/eapplications/training/dlmsmodules/Module6-ProposedDLMSChanges.pptx

C3.4.4. Procedures. Appendix 9 is a flow chart that illustrates the process to submit a PDC. In summary, processing a change, waiver, or deviation to DLMS involves the following steps and the normal associated timeframes (NOTE: The PRC Chair may accelerate the change process from the timeframes indicated and may, when appropriate, extend them):

C3.4.4.1. Step 1. The PDC sponsor (see C3.4.3) submits a PDC (or waiver or deviation request) in the format available at www.dla.mil/j-6/dlms/eLibrary/Changes/processchanges.asp, to the Director, DLA Logistics Management Standards, or appropriate PRC chair. The instructions are include at the end of the change proposal template. When more than one committee is involved, for example, supply, finance, or pipeline measurement, the PRC chairs involved will determine the lead PRC and coordination required.

C3.4.4.2. Step 2. Within 10 calendar days of receipt of proposal, the PRC chair evaluates the proposal and determines appropriate action, (e.g., return for additional information, work with PDC sponsor to clarify/amend, accept for staffing). If the proposal is accepted for staffing, the PRC chair assigns a PDC number and forwards the proposal to the DoD Component PRC members, if necessary. The PRC chair also determines if submission to external standards bodies such as ANSI ASC X12 is required. If the PDC includes a change to a Federal IC that requires review and approval by the external standards bodies, the PRC chair shall forward the IC change(s) and/or related data maintenance request(s) to those groups/committees for processing after the proposal is approved or in conjunction with staffing, if appropriate.

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, by the due date provided in the proposal, normally within 30–45 days of the date on the PDC.

C3.4.4.4. Step 4. The PRC chair may initiate a 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 shall resolve comments and/or disagreement and establish an implementation date. If the PRC approves the PDC, the PRC shall 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. 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 Components. 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 DoD 4140.1-R (See Paragraph C3.2.3.1). The semiannual reporting of implementation status is due June 15 and December 15.

C3.4.4.8. Step 8. When approved, all approved DLMS changes (ADCs) are formally incorporated into the DLMS Manual and posted on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms/eLibrary/changes/processchanges.asp. Approved DLMS changes are also posted with the appropriate DLMS supplement at www.dla.mil/j-6/dlms/eLibrary/TransFormats/140_997.asp.

C4. CHAPTER 4

FUNCTIONAL APPLICATION ERRORS

C4.1. INTRODUCTION

C4.1.1. Purpose. DoD Components, Federal Agencies, contractors, and foreign governments may use a variety of application systems to exchange Electronic Data Interchange (EDI) data based on Defense Logistics Management System (DLMS) Supplements to Federal Implementation Conventions (IC). The primary purpose of this manual is to establish standards through which these varied systems can technically and functionally interoperate. This chapter describes use of the DLMS 824R, Reject Advice Transaction to exchange information about functional errors not covered by DLMS status transactions. The DLMS 824R Reject Advice Transaction is not used to reject a transmission due to American National Standards Institute Accredited Standards (ANSI) Accredited Standards Committee (ASC) X12 syntactical errors. A Federal IC 997, Functional Acknowledgement Transaction is used for that purpose (DLM 4000.25-4, "Defense Automatic Addressing System Manual").

C4.1.2. Error Reduction. The primary means for reducing errors is for each DoD Component to ensure that outbound transactions are thoroughly edited to fully comply with the DLMS standards and any DoD Component-unique requirements. Receiving applications will likely perform edits to preclude processing erroneous transactions that may cause incorrect actions, disrupt the integrity of other data, or disrupt the operation of the system as a whole.

C4.1.3. Error Reporting. When receiving applications apply edit checks and discover functional errors, the errors may be reported back to the originating activity using DLMS 824R.

C4.2. DLMS 824R REJECT ADVICE

C4.2.1. Implementation Convention Content. The DLMS 824R, Reject Advice shall convey the following information when reporting errors to the originator:

C4.2.1.1. Table 1 Data. Identifies the originator of the DLMS 824R and the recipient, which is the originator of the erroneous transaction being rejected.

C4.2.1.2. Table 2 Data

C4.2.1.2.1. Identifies the erroneous transaction, specifically including the following data:

C4.2.1.2.1.1. Document number or contract number.

C4.2.1.2.1.2. Transaction set control number.

C4.2.1.2.1.3. Transaction set identifier code.

C4.2.1.2.1.4. Beginning segment information as applicable (e.g., transaction set purpose code, transaction type code, report type code, action code).

C4.2.1.2.1.5. Identifying materiel number (e.g., National StockNumber (NSN), part number (PN)/CAGE)

C4.2.1.2.1.6. Transaction creation date.

C4.2.1.2.2. The application error condition code identifying error type.

C4.2.1.2.3. Copy of the bad data element (optional).

C4.2.1.2.4. Free-form text message describing the error (optional).

C4.2.2. Reject-Error Routing. Routing of the reject is from the rejecting activity to the sending activity. This will typically lead to one of two scenarios:

C4.2.2.1. DLA Transaction Services Transaction Reject. In this case Defense Automatic Addressing System (DAAS) shall use the DLMS 824R, Reject Advice Transaction, to report the error back to the originating activity, which must correct and retransmit the transaction.

C4.2.2.2. Activity Transaction Reject from DAAS. An activity receiving a transaction from DAAS shall report the error back to the transaction originator using DLMS 824R. DAAS shall compare the reject information to an image of the transaction as they received it from the originating activity. If DAAS determines it caused the error, DAAS shall correct and retransmit the transaction. If DAAS determines the originating activity caused the error, then DAAS shall initiate another Reject Advice Transaction back to the originating activity, as in the first scenario.

C4.2.3. Application Program Use of DLMS 824R, Reject Advice. If a DoD Component application program cannot process a received transaction, it shall send a DLMS 824R, Reject Advice Transaction back to the sending activity. The Reject Advice Transaction reports the unique document number of the erroneous transaction and codes identifying one or more specific error conditions.

C4.2.3.1. Rejection by Specific Reject Advice Code. Initially, DLMS 824R was developed to provide the functionality of legacy Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) Document Identifier Code (DIC) DZG, Transaction Reject. As such it rejects the following DLMS transactions with legacy MILSTRAP functionality: DLMS Transactions 527D, 527R, 536L, 830R, 830W, 846A, 846D, 846F, 846I, 846P, 846R, 846S, 867D, 867I, 870L, 888I, and 947I, citing specific reject advice codes in the LQ segment. The DLMS 824R is authorized for use with other DLMS supply and contract administration transactions that are not specifically identified. However, use of DLMS 824R does not supersede procedures for error identification addressed by DLMS 140A, Small Arms and Light Weapons (SA/LW)

Reporting, DLMS 870S, Supply Status, or DLMS 842A/R, DoD Supply Discrepancy Report Reply. DLMS 824R codes may be expanded in the future as requirements are identified and implemented.

C4.2.3.2. DAAS Rejects. DLA Transaction Services uses the DLMS 824R to provide narrative message rejection of any DLMS transaction as described in paragraph C4.2.4.3.

C4.2.4. Characteristics of Use

C4.2.4.1. Application Identified Error Examples. Even with stringent editing performed by the EDI translator, some error conditions will occur that only the more complex application program edits can identify. These errors may include:

C4.2.4.1.1. Invalid item identification.

C4.2.4.1.2. Quantity of zero when a nonzero quantity is required.

C4.2.4.1.3. Invalid DLMS code received in the LQ02 Segment. The DLMS 824R applies only when a received transaction fails to comply with the application-level rules/formats specified in the DLMS Supplement.

C4.2.4.2. Violations of DoD Business Process Rules Where Reject Advice Codes Are Identified

C4.2.4.2.1. Exceptions. DLMS 824R does not apply when specifying violation of a DoD Component or activity business policy.

C4.2.4.2.2. Reporting. Receivers of transactions containing these types of errors shall report the errors back to the sender using the DLMS Supplement specified in the appropriate functional volume. Frequently, the same DLMS Supplement number used in the erroneous transaction set is also used to report back the errors.

C4.2.4.3. DLA Transaction Services Receipt and Generation of DLMS 824R Reject Advice

C4.2.4.3.1. Processing Data. As DAAS receives DLMS interchange envelopes it shall process the data through an EDI translator and then break the contents down to the transaction level. DAAS shall apply appropriate DLMS and DoD Component edit checks on received transactions.

C4.2.4.3.1.1. If DAAS software detects a nonbusiness process error, it shall reject the transaction back to the sender using Federal IC 997 or DLMS 824R, as applicable.

C4.2.4.3.1.2. If DAAS detects data errors preventing the correct routing or processing of the transaction, DLA Transaction Services shall reject the transaction back to the originator with a DLMS 824R containing a narrative message in

the NTE segment identifying the error(s) that prevented the routing/processing. DLA Transaction Services shall also use the enveloping information to identify the rejected transaction.

C4.2.4.3.2. Loading Transactions. DAAS shall load transactions that do not contain errors into the Logistics Online Tracking System (LOTS).

C5. CHAPTER 5

STANDARDS AND CONVENTIONS

C5.1. GENERAL INFORMATION

C5.1.1. Use of American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12. The Defense Logistics Management System (DLMS) use the ANSI ASC X12 (hereafter referred to as ASC X12) standards for Electronic Data Interchange (EDI) to exchange DoD Logistics data. ASC X12 standards are formally established, maintained, and published by ASC X12 to provide a common basis for communicating shared business information.

C5.1.2. ASC X12 Syntax Rules. ASC X12 standards define the specific syntax rules for the EDI constructs and define the universe of components that can be used. However, because ASC X12 standards are intentionally designed to be very flexible to meet the business needs of a wide variety of users, additional documentation is necessary to define how to use the standards within a specific user community. This documentation is called an Implementation Convention (IC).

C5.1.2.1. Non Compliant Syntactic Validation of X12 Supersets. ASC X12 refers to the use of codes from a higher version as a Superset, which is considered noncompliant. The X12 standard currently does not allow for use of codes from a higher version, nor does it allow substantially changing the meaning of the underlying code hence creating confusion and non-compliance with respect to semantic equivalence.

C5.1.2.2. DLMS use of ASC X12 Supersets. Although regarded as syntactically non-compliant by the X12 standard, the DLMS authorizes limited use of Supersets where higher version codes (also known as migration codes) are necessary to support Component data requirements. Where approved for use under the DLMS, DoD Components and Value Added Networks (VANS) shall ensure commercial software products are configured to support Supersets as documented in the DLMS supplement

C5.1.3. Implementation Conventions. ICs further define applicable ASC X12 transaction sets used in the DLMS. Within DLMS, the DLMS Supplements identify and define the segments, data elements, and codes that DLMS trading partners use in each IC. Most importantly, ICs specify rules and formats for the contents of data within the data elements.

C5.1.4. Code Sources

C5.1.4.1. Deriving Code Values. (Code values associated with data elements may be derived from several locations. Many of the applicable code values for DLMS data elements are listed in the DLMS supplements. Three data elements; transportation mode/method code (transportation method/type code), unit of issue (unit or basis for measurement code), and type pack code (packaging code), use conversion guides to convert the legacy 80 record position code structure to the ASC X12 code structure. DLMS will continue to support other legacy code structures used in the DLSS. Special processing at the point of input provides conversion from a DoD code value to an ASC X12 code value for transmission of the transaction set. Both the sender and the receiver employ the conversion guide so that the users see only the familiar DoD code values. DLMS Cross Reference/Conversion Guides are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms/eApplications/LogDataAdmin/dlmsansiconverguides.asp.

C5.1.4.2. References to Code Source. For data elements that reference a significant number of code values and all that are applicable to a DLMS application, the specific codes may not be listed in the DLMS Supplement. In those cases, reference to a code source is provided.

C5.1.5. DLMS Qualifiers

C5.1.5.1. DLMS qualifiers are codes used in the ASC X12 based DLMS Supplement to identify a specific data element. The qualifier value is selected from codes approved for use by ASC X12 in the version/release applicable to the DLMS Supplement. At times there is no suitable qualifier available within the X12 dictionary and an alternative code must be used to identify and pass the data associated with the business process. There are three methods used to accomplish this:

C5.1.5.1.1. Borrowed Code. Use of a “borrowed code” refers to establishing an agreement among all trading partners to use a valid X12 code at the correct version by altering the code’s semantic meaning (i.e., the code is used because it conforms to syntax rules, even though its intended meaning is different from its use in the identified context). The borrowed value must be a value that is otherwise unused by the trading partners allowing its definition to be mutually changed. When a borrowed code is identified for DLMS use, DLA Logistics Management Standards shall submit an ASC X12 data maintenance (DM) action to establish a new qualifier to be approved for use in a higher (future) ASC X12 version/release. The borrowed code may be used indefinitely until DoD migrates to a higher version of ASC X12, but, more likely, will be permanent since migration to higher versions is very rare. Data Element 1270, codes are associated with a specific industry code list, when they are over ridden by DLMS use, the specific DLMS use must be identified.

C5.1.5.1.2. Migration Code. A migration code is a code from a higher (but existing) ASC X12 version that is used in a lower version. The semantic meaning and syntax are consistent with the higher version. Use of a “migration code” refers to establishing

agreement among all trading partners to use a valid X12 code from a higher version, with its approved X12 definition, at a lower version of X12. ASC X12 refers to the use of a migration code within implementation guidance as a superset. Manual intervention may be needed for some commercial applications to accept the higher version code.

C5.1.5.1.3. Local Code. A local code is a code value that is not in the current version, and has not been established at a higher ASC X12 version. A data maintenance action may be in process to establish the code in a higher version. Once approved by ASC X12, the local code becomes a 'migration code'. Manual intervention may be needed for some commercial applications to accept the local code.

C5.1.5.2. DLMS Preference for Borrowed Codes over Migration or Local Codes. To maintain consistency between the logistics and transportation domains, the DLMS will use codes from the current version of ASC X12 whenever feasible. The preference for documentation of new codes when they are not available in the current version is to use borrowed codes. When the list of borrowed codes for a data element has been exhausted or a suitable code cannot be found, migration codes are an acceptable alternative and will be approved by the PRC Chair/Administrator on a case by case basis. When codes are borrowed in the logistics domain, DLA Logistics Management Standards shall continue to submit code changes to ASC X12 to add the code to a future version. Local codes shall only be used where a data maintenance action has been submitted, but the associated DLMS Supplement must be updated as soon as practical after ASC X12 completes the approval of the requested value.

C5.1.5.3. DLMS Supplements frequently employ a specific combination of segments and data elements to convey encoded information. DLMS Qualifiers and Cross Reference/Conversion Guides list approximately 200 DoD standard data elements such as supply condition code, air commodity and special handling code, and management code. DLMS Supplements specify which code lists are appropriate. DLMS Qualifiers are available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/LQHome.aspx.

C5.2. DLMS SUPPLEMENTS TO FEDERAL IMPLEMENTATION CONVENTIONS. DLMS Supplements are located on the DLA Logistics Management Standards Website: www.dla.mil/j-6/dlms/eLibrary/TransFormats/140_997.asp. DLMS Supplements address how the standards are implemented. One transaction set may be used in several different functional areas or repeatedly within the same functional area. Each separate interpretation of the standards according to a specific usage is called an application.

C5.2.1. General

C5.2.1.1. Purpose. Each DLMS Supplement represents a combination of ASC X12 standards and implementation guidance specific to the DLMS. The manner in which this information is presented is consistent from one application to the next. The format used is derived from the ASC X12 guidelines for implementing EDI with slight alteration, where necessary, to accommodate the amount of information included.

C5.2.1.2. Structure. Each DLMS Supplement begins with a hierarchy table showing the entire transaction set. This is followed by a segment hierarchy for each of the segments used by the application.

C5.2.1.3. Segment Hierarchy. The segment hierarchy includes a data element summary with information pertaining to each data element in the segment. In general, information printed in normal typeface is extracted from ASC X12 standards and information printed in italics prefaced by the phrase “DLMS Note” relates to the DLMS implementation of the standards.

C5.2.2. Implementation Notes

C5.2.2.1. Instructions on Use of the ASC X12 Standard. In many instances, exact equivalents are not available to accommodate the mapping of DoD information requirements to the standard. Specific instructions on how a particular portion of the standard is used under DLMS Supplements are provided in the form of implementation notes. These notes explain what data may be carried where. They are printed in italics. Notes may be applicable to a transaction set, a segment, a data element, or a specific code value depending upon their placement.

C5.2.2.2. Importance of Notes. The information provided in implementation notes is crucial to understanding the convention. At times, the ASC X12 data element or code value name has little similarity to the commonly used name for a piece of information. Additionally, an ASC X12 data element or code value may be used as a borrowed or migration code to carry DLMS required data not otherwise provided for by the standard. The implementation notes explain these circumstances.

C5.3. DLMS DICTIONARY/DIRECTORY. ASC X12 develops uniform standards for electronic interchange of business transactions. The main objective of ASC X12 is to provide standards to facilitate electronic interchange of general business transactions. The standards are intended to provide a broad range of ICs by trading partners. By agreement between trading partners, ICs are developed to satisfy a specific business interchange. These ICs do not incorporate the full range of allowable business information in a transaction set but tailor the configuration of the transaction sets to identify selected data segments and data elements essential to the business interchange. The DoD logistics community has exercised similar judgment in developing and defining DLMS Supplements. The DLMS Dictionary/Directory is an extract of the ASC X12 Dictionary/Directory and shows only those DLMS Supplements, data segments, and data elements authorized for use in DLMS data interchange processes. The DLMS Dictionary/Directory is available at www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Default.ASPx

AP4. APPENDIX 4

DLSS/DLMS CONVERSION GUIDE

AP4.1. Three sets of conversion guides contain a cross reference of DoD domain codes (data item codes) to American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 domain code values. All three conversion guides must be implemented in DoD systems using ANSI ASC X12 transaction formats to convert DoD data value established in legacy system to the corresponding ANSI ASC X12 code values. The applicable conversion guides are available using the links provided below or from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms/eApplications/LogDataAdmin/dlmsansiconverguides.asp:

CODETITLE

*9 TRANSPORTATION MODE OF SHIPMENT/TRANSPORTATION
METHOD/TYPE CODE CONVERSION

www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*9

*A TYPE OF PACK CONVERSION GUIDE

www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*A

UNIT OF MATERIEL MEASURE (UNIT OF ISSUE/PURCHASE UNIT) CONVERSION
GUIDE (available in three sorts).

*8 DoD Code Sequence:

www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*8

**8 ANSI ASC X12 Code Sequence:

www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code>**8

8 Alphabetic Name Sequence:

www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*8*

AP5. APPENDIX 5

DLMS TO DLSS CROSS-REFERENCE TABLES

AP5.1. The Defense Logistics Management Standards (DLMS) – Defense Logistics Standard System (DLSS) (legacy 80 record position format) cross reference tables provide the following information:

AP5.1.1. A cross-reference of each DLSS Document Identifier Code (DIC) (e.g., A01) to DLMS Supplement number (e.g. 511) for all DLSS legacy processes in two sequences: DIC sequence; DLMS transaction sequence.

[DLSS DIC/DLMS Cross Reference Guide](#) (DIC Sequence)

[DLMS/DLSS DIC Cross Reference Guide](#) (DLMS Sequence)

AP5.1.2. A Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) customer assistance aid consisting of correlation tables between MILSTRAP legacy DIC series, (e.g. .D4_, D6_, D7_, etc.) and DLMS, which provide general functional equivalency between each MILSTRAP DIC and DLMS Supplement. In addition to identification of the DIC/DLMS basic cross-references, actual physical location of the applicable transaction type code(s) within each DLMS Supplement and clarifying information required for defining a valid correlation are provided:

[Correlation of MILSTRAP DIC Functionality to DLMS Transactions](#) (DIC Sequence)

[Correlation of DLMS Transaction to MILSTRAP DIC Functionality](#) (DLMS Sequence)

AP6. APPENDIX 6

DEFENSE LOGISTICS MANAGEMENT SYSTEM CODE LISTS/QUALIFIERS

AP6.1. The Defense Logistics Management System (DLMS) Supplements and the Federal Implementation Conventions (IC) frequently employ a specific combination of data segments and data elements to convey encoded information. The DLMS Qualifiers represent a combination of DoD logistics functional data elements for which the authoritative source is Assistant Secretary of Defense (Logistics & Materiel Readiness) and data elements developed and maintained by other functional data administrators; but, are used in the DLMS, (e.g., procurement, finance, contract administration and personnel). Many of the listed data elements are registered under American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 Data Element 1270 (Code List Qualifier Code) and are used in Data Segment LQ identifying the coded entry to its qualifier. The presence of an asterisk (*) in the qualifier code indicates either of the following conditions:

- The entry represents a conversion guide required or used in the legacy 80 record position Defense Logistics Standard Systems (DLSS)/DLMS translation process.
- The entry shows a secondary sequence of a data code within a qualifier (alphabetic/alphanumeric code sequence or clear-text name).
- The entry is a guide for cross-reference of DoD Document Identifier Codes (DIC) to ANSI ASC X12 Federal ICs.

AP6.2. DLMS Codes Lists/Qualifiers are available from the DLA Logistics Management Standards Website

www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/LQHome.aspx

AP7. APPENDIX 7

DEFENSE LOGISTICS MANAGEMENT SYSTEM TRANSACTION FORMATS

AP7.1. DEFENSE LOGISTICS MANAGEMENT SYSTEM TRANSACTION FORMAT. Defense Logistics Management System (DLMS) transaction formats are stored on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlms/eLibrary/TransFormats/140_997.asp.

AP7.2. DEFENSE LOGISTICS STANDARD SYSTEM FORMATS. The DLA Logistics Management Standards Website contains a link to the legacy 80 record position Defense Logistics Standard System (DLSS) transactions associated with each DLMS transaction listed. www.dla.mil/j-6/dlms/eLibrary/TransFormats/140_997.asp.

AP7.2. DEFENSE LOGISTICS MANAGEMENT SYSTEM TRANSACTION USAGE. DLMS Supplements address how the standards are implemented. One transaction set may be used in several different functional areas or repeatedly within the same functional area. Each separate interpretation of the standards according to a specific usage is called an application. See Volume 1, Chapter 5, Standards and Conventions, for more information on DLMS transactions.

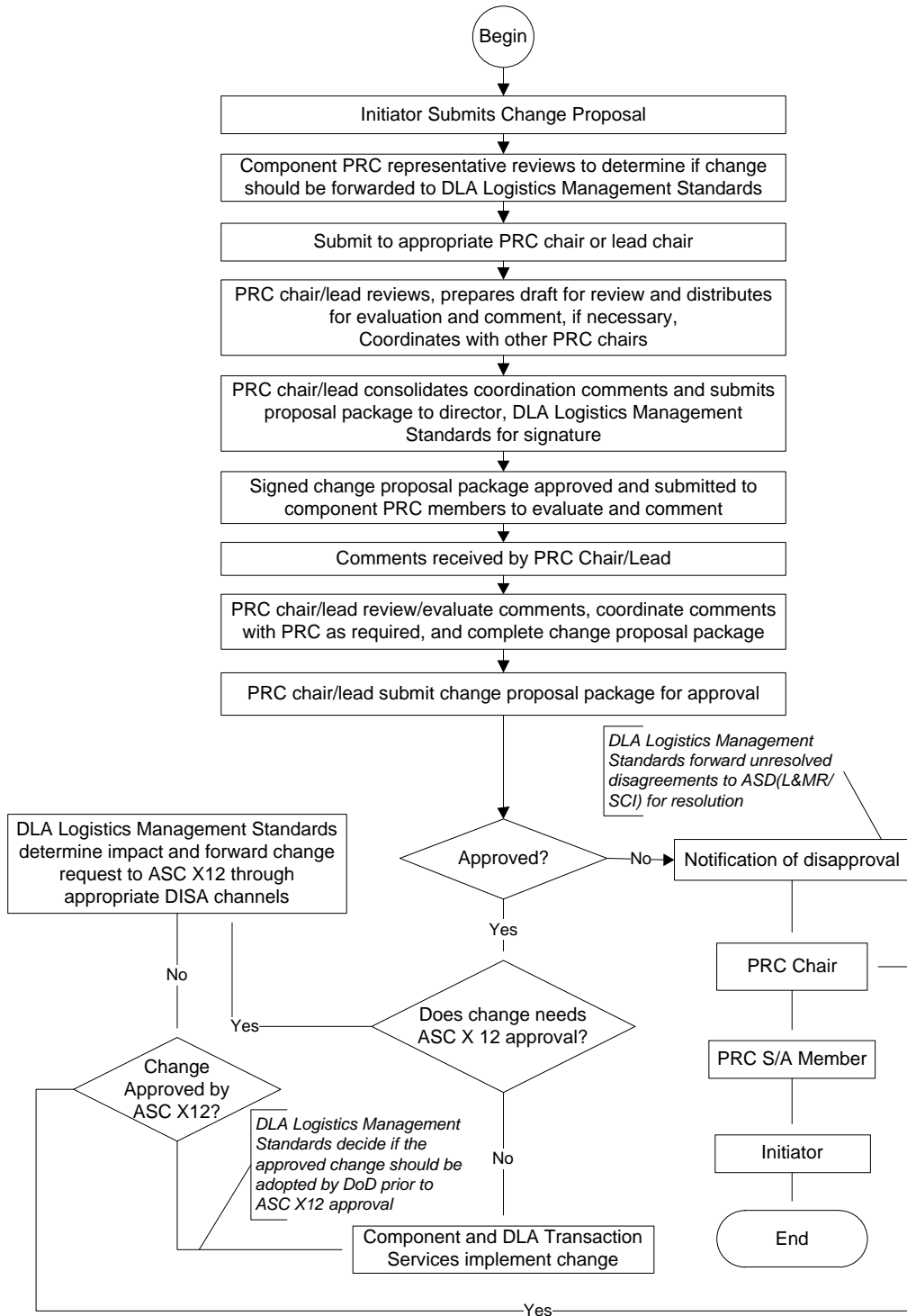
AP8. APPENDIX 8

TRANSACTION SET 997 IMPLEMENTATION CONVENTION – FUNCTIONAL ACKNOWLEDGEMENT

AP8.1. This implementation convention (IC) contains the format and establishes the data contents of the functional acknowledgement transaction set (997) for use within the EDI environment. This IC is used to acknowledge receipt and acceptance or rejection of a functional group and the transaction sets (ICs) contained therein based upon EDI translation software syntax edits. This IC does not cover the semantic meaning of the information encoded in the ICs. This IC is available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmsso/elibrary/TransFormats/140_997.asp.

AP9. APPENDIX 9

DLMS CHANGE PROCESS FLOW CHART



AP10. APPENDIX 10

DEFENSE LOGISTICS MANAGEMENT SYSTEM COMPLIANCE

AP10.1. **DETERMINATION OF DEFENSE LOGISTICS MANAGEMENT SYSTEM COMPLIANCE.** The Defense Logistics Management System (DLMS) is a broad base body of logistics management, responsibilities, procedures, business rules, data and information exchange standards that are documented in the DLMS Manual and any Approved DLMS Changes (ADCs) published and posted to the DLA Logistics Management Standards Website after the latest publication date of the DLMS Manual.

AP10.2. **NON COMPLIANT DLMS SYSTEMS.** Non compliant systems interface with other systems in the accomplishment of the business processes covered by DLM 4000.25, but have not been designed to the DLMS, and have no current plans to implement the DLMS, or have plans to implement DLMS but have not started doing so.

AP10.3. **LIMITED COMPLIANT DLMS SYSTEMS.** Limited compliant DLMS systems interface with other systems in the accomplishment of the business processes covered by the DLMS Manual, have not fully implemented the DLMS, but have begun doing so, and have detailed plans and actions ongoing to reach full DLMS compliance.

AP10.4. **FULL COMPLIANT DLMS SYSTEMS.**

AP10.4.1. Systems that interface with other systems to accomplish business processes, procedures, business rules, and data that are documented in the DLMS Manual,

AP10.4.2. Have implemented the DLMS information exchange standards (e.g., DLMS Supplements to Accredited Standards Committee (ASC) X12 electronic data interchange (EDI) and/or DLMS extensible markup language (XML) schema documents) as published in DLM 4000.25 and stored on the DLA Logistics Management Standards Website, and

AP10.4.3. All ADCs by their respective required implementation dates.

AP10.5. **FULL BUSINESS RULE AND BUSINESS PROCESS COMPLIANCE.** DLMS compliance is a statement which identifies whether a business rule and business process either conforms to or is compatible with a DLMS business rule and business process. DLA Logistics Management Standards shall continue to post only approved DLMS business rules and business processes on the DLMS Website.

AP10.6. **CONFORMANCE BUSINESS PROCESSES.** A conforming business process is a set of business rules executed in a predefined sequence to achieve a business objective that is used as approved by the DLMS Manual and DLMS Supplements

without change. A conforming business rule is an explicit statement of one or more conditions that must or must not be met within a business context that is used as approved by the DLMS Manual and DLMS Supplements without change

AP10.7. COMPATIBILITY BUSINESS PROCESSES. A compatible process is a set of business rules executed in a predefined sequence to achieve a business objective that extends or constrains a DLMS business process yet is consistent with the DLMS Manual and DLMS Supplements. A compatible business rule is an explicit statement of one or more conditions that must or must not be met within a business context that extends or constrains a DLMS business rule yet is consistent with the DLMS Manual and DLMS Supplements. If a system or program manager identifies that a system is compatible, they must identify what extensions or constraints have been made. DLA Logistics Management Standards shall make a determination which extensions or constraints get added to the standard. The responsibility for generating the associated Proposed DLMS Change (PDC) lies with the system program manager, the functional proponent for the system, or the functional policy proponent that identifies the required change and not DLA Logistics Management Standards.

AP10.8. FULL COMPLIANT INSTANCES. Systems will likely include multiple transactions of which only a handful are within the scope of DLMS; therefore, this document focuses on applicability to transactions, documents, instances and any informational exchange messages (hereafter referred to inclusively as instances). The DLA Logistics Management Standards office does not have the resources to determine which instances are compliant; and instead, provides the criteria for systems and program managers to self certify that their transactions, documents, instances, or informational exchange messages are compliant. Compliance will ultimately be proven when information is exchanged and it passes functional and technical validations.

AP10.8.1. DLA Logistics Management Standards is committed to using commercial standards as applicable and therefore participates in ASC X12, and United Nations/Centre for Trade Facilitation and Electronic Business (UN/CEFACT). Conformance, compliance or compatibility with ASC X12, International Standards Organization (ISO), UN/CEFACT, or Service / Agency does not infer conformance, compliance or compatibility with the DLMS standard. Nor does conformance, compliance or compatibility with the DLMS standard infer conformance, compliance or compatibility with the ASC X12, ISO, UN/CEFACT, or Component standards.

AP10.8.2. DLMS compliance is a statement which identifies whether an instance either conforms to or is compatible with a DLMS schema. DLA Logistics Management Standards shall continue to post only approved DLMS schemas on its website and the DoD Metadata Registry.

AP10.9. CONFORMANCE TRANSACTIONS. A conforming instance is a transaction, document, XML instance for a prescribed transaction format or informational exchange message that uses an approved DLMS schema without change.

AP10.10. COMPATIBILITY TRANSACTIONS. A compatible instance is a transaction, document, XML instance or informational exchange message that uses a modified DLMS schema by adding elements that are not identified in the DLMS model and/or eliminating optional elements. If a system or program manager identifies her system is compatible, she must identify what extensions or constraints have been made. DLA Logistics Management Standards office shall make a determination which extensions or constraints get added to the standard. The DOD Component or external organization identifying the requirement must generate the associated DLMS PDC.

AP10.11. CUSTOMIZATION

AP10.11.1. Addition of Physical Metadata. The DLA Logistics Management Standards office creates schemas that can be used universally; the DLMS does not include message headers such as Simple Mail Transport Protocol (SMTP), Simple Object Access Protocol (SOAP) or Web Services Description Language (WSDL) in its schema. The message header is used to identify physical metadata associated with extraction of data from a system. The addition of this physical metadata is allowed as part of the message header as long as business content carried in the payload (or message body) is compliant with DLMS schema as described in the Conformance and Compatibility paragraphs of this document.

AP10.11.2. Business Content Metadata. Extensions or constraints to a transaction, document, XML instance or informational exchange messages are allowed but must be identified as stated in the Compatibility paragraph of this document. Supplementing the DLMS standard is allowed provided business content has not been altered and the supplemental content is coordinated with DLA Logistics Management Standards under a DLMS change. Modifications to business content which are not allowed include:

AP10.11.2.1. Changes of length outside of minimum/maximum;

AP10.11.2.2. Elimination of mandatory elements or codes;

AP10.11.2.3. Changing order or relative position of elements within the prescribed transaction;

AP10.11.2.4. Changing context or using elements for other than intended purpose (refer to approved DLMS definition);

AP10.11.2.5. Change of type or pattern (e.g., alpha numeric, numeric, real, date/time, etc.);

AP10.11.2.6. Addition or modification of codes, and

AP10.11.2.7. Alteration by use of namespaces, code lists, extension, qualification, aggregation or redefinition of data types, constructs, structure or core component types for the purpose of redefining content or elimination of mandatory elements is not allowed.