



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO J627



MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 478,
Revision to Project Code Procedures Authorizing 3H-Series Project Codes for
Assignment by the Joint Material Priorities Allocation Board (JMPAB) (Staffed as
PDC 417)

The attached change to DOD 4000.25-M, Defense Logistics Management System (DLMS) and DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) is approved for implementation.

Addressees may direct questions to Mr. Lou Madrigal, 703-767-2011 or DSN: 427-2011 or email to: luis.madrigal@dla.mil or DOD MILSTRIP Administrator, Ms. Ellen Hilert, 703-767-0676 or DSN: 427-0676 email: Ellen.Hilert@dla.mil. Others must contact their Component designated Supply and Project Code PRC representative.

DONALD C. PIPP
Director
DLA Logistics Management Standards

Attachment
ADC 478

cc:
ODASD(SCI)

ADC 478
Revision to Project Code Procedures Authorizing 3H-Series Project Codes for
Assignment by the JMPAB



1. ORIGINATOR:

- a. Service/Agency:** DLA Logistics Management Standards, J627
- b. Originator:** Mr. Lou Madrigal, J627, Project Code Support, e-mail luis.madrigal@dla.mil

3. FUNCTIONAL AREA: Primary: Supply/MILSTRIP

4. REFERENCES:

- a.** Chairman of the Joint Chiefs of Staff (CJCS) Instruction, Uniform Material and Issue Priority System—CJCS Project Codes and Material Allocation Policies during Crisis and War, 4120.01B, Dated March 31, 2008.
- b.** DOD 4000.25-1-M, Appendix 2.13, Project Codes.

5. APPROVED CHANGE:

- a.** This change adds 3-Hotel-(Alpha) to the existing 3-Juliet-(Alpha) series project codes for the Joint Materiel Priorities and Allocation Board (JMPAB) use.
- b.** This change also reflects administrative updates/clarification of project code procedures, including procedures for dissemination of CJCS-assigned project codes.
- c. Background:** Ideally when a project code is terminated or has expired there be should a 10 year timeframe/buffer before reissuing that same project for a new use. Circumstances over the past several years have had the Joint Staff (JS) issue more JMPAB (category C) project codes than normal, causing that 10 year buffer between expiring and reissuing projects codes to shrink down to 3 years. Issuing a project code that's formally expired but "still on the books" as being used for something else could cause confusion when tracking older project codes for cost accounting and audit trail purposes. In order to eliminate this problem the DOD MILSTRIP Administrator recommends adding 3H_ as an additional series of projects codes to the JMPAB series.
- d.** DOD 4000.25-1-M, Appendix 2.13, will be revised as noted in enclosure.

5. REASON FOR CHANGE: Adding 3H_ as an additional series of projects codes will provide 26 new characters to utilize. This will ensure that no conflict exists with recently expired projects codes and newly assigned codes being reissued. There are no current 3H project codes.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: This additional 3H series will create enough latitude in the generation of category C codes to eliminate the frequent reuse of JMPAB project codes that might compromise the shipment tracking and costs incurred of supplies and equipment in support of this activity.

b. Disadvantages: None.

7. IMPACT:

a. DLMS Data. No new DLMS data elements are created by this change.

b. Publications.

(1) Chairman of the Joint Chiefs of Staff Instruction, Uniform Material and Issue Priority System-CJCS Project Codes and Material Allocation Policies during Crisis and War, 4120.01B, dated 31 March 2008, will have to be updated to include the additional 3H series.

(2) DOD 4000.25-1-M, AP2.13 Appendix 2.13 Project Codes will be updated per enclosure.

8. PDC 417 RESPONSES:

#	Organization	Response
1.	Joint Staff	Acknowledging receipt and concurrence with PDC 417.
2.	USTRANSCOM	Abstains.
3.	Air Force	Concurs without comment.
4.	DLA	Concurs without comment.
5.	USMC	Has reviewed subject PDC and concurs as written.
6.	HQDA DCS G-44(S)	Concurs without comment.
7.	Navy	Concurs with PDC 417 as written and submits no additional changes or amendments.

Enclosure

AP2.13. APPENDIX 2.13

PROJECT CODES

NUMBER OF CHARACTERS: Three.

TYPE OF CODE: Alpha/Numeric.

EXPLANATION: Identifies requisitions and related documentation as to special programs, exercises, projects, operations, or other purposes.

RECORD POSITION(S): 57-59.

AP2.13.1. Project codes are used for the purpose of distinguishing requisitions and related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. The project code will be entered in rp 57-59. If no project code is applicable, rp 57-59 will be left blank.

AP2.13.2. Project codes, other than OSD/CJCS assigned codes, do not provide nor imply any priority or precedence for requisition processing or supply decisions. Project codes are not related to priority in any respect and, when used, do not alter nor override the priority assigned to a requisition or shipment. Requisitions containing project codes and shipments related thereto will be processed strictly under the assigned priority designator and implied/requested preferential treatment to the contrary will be disregarded.

AP2.13.3. Project codes will be perpetuated in all related documentation and will appear as a part of shipping container markings. Recognition of project codes by suppliers in another S/A and the resultant special handling afforded requisitions and shipments will be limited to:

AP2.13.3.1. Shipment Consolidation. Criteria of consolidation of project code materiel is published in DOD 4500.9-R (DTR).

AP2.13.3.2. Container Marking. Shipments will be marked as prescribed in MIL-STD-129, as amended.

AP2.13.3.3. Shipment Release/Movement Control. At the time of project announcement for contingencies and similar rapid response situations, the initiating S/A will provide the instructions as to procedures to be followed on requisitions which must arrive at destinations within specified time periods.

AP2.13.4. Project codes are categorized into four groups and the authority to assign project codes varies by category. The following paragraphs provide the definitions of each category of project codes and identify the S/A which is authorized to assign each category of project code.

AP2.13.4.1. Category A. For use when no meaning of the code will be perpetuated outside the originating S/A. The code will be perpetuated in all related documentation and will appear as a part of the shipping container markings. Project codes in category A may be assigned by those S/As identified in appendix 2.2 by a distinct S/A code, FEDSTRIP AAC, and by those Agencies using the multi-use Service Code H.

AP2.13.4.2. Category B. For use when recognition and exceptional processing actions have been prearranged between specified S/As. Category B project codes will be announced only to participating S/As, in the format provided below. Assignment authority is the same as for category A.

AP2.13.4.3. Category C (3/alpha/alpha). Assigned for common purpose use by all or specified S/As. Approved category C project codes will be disseminated electronically to the designated project code contact points and Supply Process Review Committee (SPRC) members. All category C codes are published electronically on the DLA Logistics Management Standards office ~~DLMSO~~ web site

<http://www2.dla.mil/i-6/dlmsc/elibrary/Manuals/MILSTRIP/Default.asp> unless prohibited by security classification.

AP2.13.4.3.1. Assignment of category C project codes may be requested by OSD/CJCS or by S/As. S/A requests will be forwarded to the DoD MILSTRIP ~~System~~ Administrator by the designated S/A project code contact points. Such requests will:

AP2.13.4.3.1.1. Include a statement of the intended use.

AP2.13.4.3.1.2. Indicate the S/As which will be involved (including designator of applicable S/A codes).

AP2.13.4.3.1.3. Provide the effective date and termination date of the code.

AP2.13.4.3.2. The following special assignments are in effect:

AP2.13.4.3.2.1. Project Codes JZC, JZM, and RBB are designated as category C and are authorized exceptions to the normal category C 3/alpha/alpha structure.

AP2.13.4.3.2.2. Project codes in the 3E_ series are reserved for assignment for **exercises e.g., military**/mobilization exercises.

AP2.13.4.3.2.3. Project codes in the 3J_ **and 3H** series are reserved for assignment by the JMPAB.

AP2.13.4.3.2.4. Project codes in the 3R_ series are reserved for assignment for RDF **in support of rapid deployment/reaction forces responding to contingencies.**

AP2.13.4.4. Category D. OSD/CJCS project codes. Requisitions and materiel releases with category D project codes will be ranked above all other requisitions with the same priority designators for processing purposes. All category D project codes are in the 9_ series. The following definitions of specific series apply:

AP2.13.4.4.1. 9/numeric/numeric - reserved for assignment by OSD. Specific use of the code is to be determined by OSD. Such codes will be monitored by **DASD ADUSD(L&MR)** SCI in coordination with the DoD MILSTRIP ~~System~~ Administrator.

AP2.13.4.4.2. 9/numeric/alpha - identifies allocation at the level of the Chairman, Joint Chiefs of Staff of significant materiel or equipment items that are on hand or are becoming available for issue when resources are not sufficient to meet all requirements. (This series of project codes is used for scarce resource allocation.)

AP2.13.4.4.3. 9/alpha/numeric - identifies the establishment and subsequent release, at the level of the Chairman, Joint Chiefs of Staff, of emergency, reserve, or specified purpose stocks which are on hand or are becoming available. (This series of project codes is used as authority to release resources which are being held for contingencies; for example, **safety** stocks and war reserves.)

AP2.13.4.4.4. 9/alpha/alpha - identifies a project, operation, program force, or activity sanctioned by the Chairman, Joint Chiefs of Staff acting on behalf of the Joint Chiefs of Staff, or by the Chairman acting on behalf of the Secretary of Defense which requires heightened logistic infrastructure visibility and support.

AP2.13.4.4.4.1. Assignment Requests

AP2.13.4.4.4.1.1. S/A requestors of project codes will provide Service Code(s). Use/References, Monitor/Coordinator, Effective Date, and Termination Date. This information is necessary to produce the project code announcement required by paragraph AP2.13.5., below.

AP2.13.4.4.4.1.2. Requests for assignment of OSD project code(s) will be submitted to the **DASD ADUSD(L&MR)** SCI. An information copy of the request will be provided to the DoD MILSTRIP System Administrator. The DoD MILSTRIP System Administrator will assign the appropriate project code upon approval of the request by the **DASD ADUSD(L&MR)** SCI.

AP2.13.4.4.4.1.3. Requests for assignment of CJCS project code(s) will be submitted to the Joint Materiel Priorities and Allocations Board, an agency of the Chairman, Joint Chiefs of Staff, and approved through the appropriate office listed below:

AP2.13.4.4.4.1.3.1. Service Headquarters.

AP2.13.4.4.4.1.3.2. Unified or Service Command Headquarters.

AP2.13.4.4.4.1.3.3. The Joint Staff.

AP2.13.4.4.4.1.3.4. OSD.

AP2.13.4.4.4.2. Assignment Constraints

AP2.13.4.4.4.2.1. OSD project codes shall be assigned only to projects and programs clearly of direct interest to the Secretary of Defense (**SECDEF**). Authorization for use of OSD project code(s) will be for a specified period of time.

AP2.13.4.4.4.2.2. CJCS project codes shall be assigned only to projects and programs clearly of direct interest to the CJCS acting on behalf of the **SECDEF** Secretary of Defense. Authorization for use of a CJCS project code shall be for a specified period of time, and the **F/AD(s)** ~~FAD(s)~~ to be used in conjunction with the CJCS project code should be designated in the authorization.

AP2.13.4.4.4.3. Dissemination - Initial dissemination of **CJCS- assigned category C and D** project codes will be accomplished in **multiple steps** ~~three phases~~, as follows:

AP2.13.4.4.4.3.1. OSD/CJCS ~~letter or~~ **electronically disseminates the applicable project code** message **(or the Execute Order containing project code assignment)** to S/A Headquarters **and other activities as appropriate**, the DoD MILSTRIP System Administrator, and to the DAASC.

AP2.13.4.4.4.3.2. **OSD/CJCS electronically forwards unclassified notification of Category C and D project code only assignment to the DLA Transactions Services.**

AP2.13.4.4.4.3.3 OSD/CJCS electronically forwards unclassified **notification of Category C or D project code assignment** to DoD MILSTRIP Administrator.

AP2.13.4.4.4.3.4 DoD MILSTRIP System Administrator **electronically forwards a project code assignment letter** to the designated S/A project code contact points and SPRC members. ~~and SPRC members.~~

AP2.13.4.4.4.3.5. S/A project code contact points **electronically disseminate the project code letter** or message to all involved S/A activities.

AP2.13.4.4.4.3.6 Following this initial dissemination of the Category **C & D** project code assignment, all Category **C & D** codes will be published electronically on the DLA Logistics Management Standards office **DLMSO** web site <http://www2.dla.mil/j-6/dlmsso/elibrary/Manuals/MILSTRIP/Default.asp> unless prohibited by security classification.

AP2.13.4.4.4.4. **Validation** – **DLA Transaction Services** The DAASC will edit all requisitions and related transactions (DI, **C** A0_, AM_, AT_, and APR) for invalid/expired OSD/CJCS Category D project codes. If an invalid/expired code is present, **DLA Transaction Services** DAASC will blank the project code, forward the requisition for processing, and report this action back to the requisitioner in an AE9 transaction with BK status. To accomplish this, the **DLA Transaction Services** DAASC will establish and maintain an edit table based upon OSD/CJCS **letter or message, communication of for Category D project code assignment** or communication from the MILSTRIP System Administrator identifying additions/deletions/corrections to project code information.

AP2.13.5. Announcements of project code assignments will be under procedures and conditions specified in paragraph AP2.13.4., above, and will provide the information listed below:

<u>TITLE</u>	<u>EXPLANATION</u>
Service Code(s)	All or specified S/A code(s) which will be used in conjunction with the project code.
Project Code	Code assigned under the provisions of this manual.
Use/References	<p>1. <u>Use</u> - Use a clear-text statement defining the intended use of the code and indicating those to whom it applies (unless the use is classified). Also, if applicable, provide an abbreviated project name.</p> <p>2. <u>References</u> - Cite inter-S/A agreements and other documents when establishing or specifying special controls for the project. The S/A establishing the project is responsible for ensuring that suppliers are provided copies of these documents, if not available on an inter-S/A basis. If a joint regulation is cited, all S/A numbers will be included in the project code announcement. An assembly point for shipment may be designated in this column by use of the DoDAAC for the assembly point. The DoDAAC of the assembly point will be entered in requisitions by requisitioners as the ship-to address. Shipping activities are not required to use project code announcements to determine the ship-to address unless inter-S/A agreements are negotiated for special routing of shipments. Only one assembly point per project code may be assigned.</p>
Monitor/Coordinator	Identify the activity within the S/A or OSD/CJCS which is monitoring or coordinating the project, point of contact, telephone number (DSN and commercial, as applicable), and e-mail address.
Effective Date	Indicate the date when supply sources should commence required action relative to the code.

TITLEEXPLANATION

Termination Date

When a specified termination date is reached, inter-S/A recognition of the code will stop and categories C and D project codes will be deleted from the active project code listing. Unfilled requisitions (which have not been canceled) containing a deleted project code (category B, C, or D) will be processed in the same manner that requisitions with category A project codes are processed. No mass cancellation of CJCS project coded requisitions is authorized without prior approval of the JMPAB.

AP2.13.6. Maintenance of Project Code Assignments. The Component project code contact point (and the initiator or requestor of the project code, if different from the project code contact point list referenced under paragraph AP2.13.7., below) will ensure that the status of the project code remains current. In addition to the requirements identified under paragraph AP2.13.5., above, the initiator or requestor of a project code will provide the current information of the monitor/coordinator. As project code assignment changes occur, the DoD MILSTRIP System Administrator will notify all interested parties; such as, the project code contract point, the requestor or initiator (if different from the project code contact point), and the monitor/coordinator. The project code contact point and the initiator or requestor of the project code (if different from the project code contact point) will also notify all interested parties of changes in project code assignments.

AP2.13.7. Service/Agency MILSTRIP Project Code Contact Points. The S/A designated project code contact points are published electronically on the DLA Logistics Management Standards office DLMSSO web site at <http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/MILSTRIP/Default.asp>.