



## DEFENSE ENTERPRISE DATA STANDARDS OFFICE

### PROCESS REVIEW COMMITTEE, WORKING GROUP, AND CONFIGURATION MANAGEMENT BOARD CHARTER

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**Authority:** DoDD 8190.01E, DoDI 4140.01, and DoDM 4140.01 Volume 8

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**Purpose:** To develop, expand, improve, maintain, and manage the administration of the Defense Logistics Management Standards (DLMS) this official governance charter will be the guide for Department of Defense (DoD) components and participating organizations.

Document History

Version	Date	POC	Description
V1	12/13/2024	Sarah Winegardner	Signed Charter Agreement

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## **SECTION 1: MISSION AND OBJECTIVE**

### **1.1. MISSION**

The Defense Enterprise Data Standards Office (DEDSO) supports the DoD Chief Information Officer (CIO), Assistant Secretary Of Defense for Sustainment (ASD(S)), Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO)), and Assistant Secretary of Defense for Acquisition (ASD(A)) via the Director of Defense Pricing, Contracting and Acquisition Policy (DPCAP), as the DoD Executive Agent for the DLMS in accordance with DoDD 8190.01. Under the management control of the Defense Logistics Agency (DLA) Chief Digital & Artificial Intelligence Office (CDAO), DEDSO performs its mission across the entire spectrum of logistics standards.

### **1.2. OBJECTIVE**

a. Process Review Committees (PRCs) are established to provide a joint forum for each of the DLMS functional areas to:

- (1) Support DLMS development, implementation, expansion, improvement, maintenance, and administration.
- (2) Review and assess proposed DLMS changes, deviations, waivers, and implementation recommendations.
- (3) Review requests for DLMS support, deviations, or exemptions, with a justification based on studies or analysis conducted by the organization that makes the request.
- (4) Analyze recommendations for DLMS improvements and coordinate DLMS changes within the DoD components.
- (5) Develop potential solutions and support the progress of implementing approved DLMS changes.

b. The PRC is comprised of both primary and alternate representatives from federal agencies, DoD components, and participating external organizations for each of the DLMS functional areas:

- (1) Finance - DEDSO.Finance@dla.mil
- (2) Product Quality Deficiency Reporting (PQDR) - DEDSO.PQDR@dla.mil
- (3) Supply - DEDSO.Supply@dla.mil
- (4) Supply Discrepancy Reporting (SDR) - DEDSO.SDR@dla.mil

c. The PRCs also facilitate interoperability with transportation, contract administration, pipeline management, and maintenance functional areas as required. DLMS changes requiring the Department of Defense Assistant Secretary of Defense (DASD)(Log)) approval will use appropriate PRC.

d. The Configuration Management Board (CMB) applies to the Department of Defense Activity Address Directory (DoDAAD) and Military Assistance Program Address Directory (MAPAD) functions. DoDAAD and MAPAD are databases that enable DLMS and non-DLMS processes. Their respective CMBs will serve as the official governance forum through which the DoD components and other participating organizations manage changes to the database and associated data elements. Reviews and approves changes to a system's configuration items (such as software versions, hardware components, documentation).

e. Maintaining consistency of the system by controlling changes to its baseline configuration. Approved changes will be signed by each of the CMB members.

f. Changes requiring (DASD(Log)) approval will use an appropriate PRCs.

g. The PRCs, configuration management boards, and working groups serve different purposes and have distinct characteristics, even though all involve collaboration among representatives from DoD components and federal agencies to participate in the development, expansion, improvement, maintenance, and administration of the DLMS.

## **SECTION 2: MEMBER RESPONSIBILITIES AND ROLES**

### **2.1. WORKING GROUP**

A Working Group (WG) is formed to tackle specific issues, projects, or problems, and may include technical, process, or policy subject matter experts from a component to support their PRC representatives. The WGs collaboratively research and develop solutions by drafting policies, developing new or improved processes, and addressing issues and strategies relating to the business logistics systems. They also consist of interested parties that meet on a regular basis to resolve issues that are specific to the impacts of implementation of proposed DLMS changes (PDC) and approved DLMS changes (ADC). Solutions developed by the group may result in the submission of proposed DLMS changes through the PRC formal coordination. WG rules of order are determined by the DLMS administrator in charge of the group in conjunction with the members. WG members or other interested parties do not count as official representatives of the PRC/CMB nor have voting rights.

### **2.2. CONFIGURATION MANAGEMENT BOARD**

a. The CMB focuses primarily on reviewing and approving changes to a system's configuration, ensuring consistency throughout its lifecycle, while a PRC examines the overall effectiveness and efficiency of a process, identifying areas for improvement and suggesting changes to the process itself.

b. To qualify for the position in a PRC or CMB, members must be prepared to identify the business systems for which these standards apply, as well as identify all the various policies and procedures that are within the scope of the standardization effort to ensure both interoperability and auditability. The Committees are comprised of:

- (1) Primary DLMS administrator
- (2) Alternate DLMS administrator
- (3) DEDSO contractor support
- (4) Appointed DoD component primary and alternate representatives and other interested parties
- (5) May also include technical leads, project managers, functional subject matter experts (SMEs)
- (6) DoD component primary and alternate representatives are officially appointed through the process outlined in Defense Logistics Manual (DLM) 4000.25, Volume 1. The official Letter of Appointment identifies authorized representatives for DoD components, federal agencies, or other participating organizations in all matters for the DLMS to include PDCs/ADCs, data calls, or other tasks. These representatives will have full authority to make decisions on behalf of their respective organizations

concerning DLMS matters and are the only members permitted to vote for the components. The letter of appointment also serves as an audit trail to the authority for the content of the correspondence in accordance with Volume 8 of DoDM 4140.01 and Volume 1 of DLM 4000.25.

### **2.3. PROCESS REVIEW COMMITTEE**

PRCs are the official DLMS governance body focused on continuous oversight, evaluating, and improving existing processes or systems within a specific process area. Its goal is to ensure efficiency and effectiveness of the DLMS. PRCs are ongoing and will conduct regular reviews and audits of processes, analyze performance data, and assess compliance with regulatory or internal standards on an as needed basis. PRCs may initiate WGs to address specific issues.

### **2.4. RESPONSIBILITIES**

As a representative of and advocate for their respective organizations, PRC and CMB members' responsibilities include:

- a. Providing to the DLMS administrator an appointment letter according to the guidelines provided in Volume 8 of DoDM 4140.01 and Volume 1 of DLM 4000.25. Required format available at <https://www.dla.mil/Defense-Data-Standards/Committees/>.
- b. Meeting the grade requirements for primary and alternate PRC and CMB representatives (O- 5/O-6/GS-14/15 or equivalent grade level) and be authorized by an individual senior to them in their chain of command (cannot be self-appointed).
- c. Acting as the single focal point of coordination between DEDSO and their organization on issues impacting their PRC/CMB.
- d. Ability to identify their component's business systems, policies, and procedures impacted by a change.
- e. Responding to comments, questions, and document staffing requests within a reasonable amount of time, as determined by the primary/alternate administrator. Official responses for proposed DLMS changes are recorded via the DoD Component Official Response Form provided at <https://www.dla.mil/Defense-Data-Standards/Committees/>. All other response formats will be returned for correction.
- f. Ability to discuss funding, planning, and implementation timelines and impacts on their respective organization.
- g. Identifying and developing technical requirements for inclusion in the proposed DLMS and/or change package for staffing within the PRC/CMB.

h. Attending committee meetings or having the alternate representative in their absence who will act on behalf of the represented organization. Non-formal appointed alternates may attend but cannot submit official votes for their organization.

i. If an organization non-concurs to a proposed DLMS change, provide justification based on a specified technical or functional business reason and not on timing, resources, or funding.

j. Non-concurring organizations will provide an alternative proposal.

## **2.5. DEDSO DIRECTOR**

The DEDSO Director is responsible for the following:

- a. Appointing the DLMS primary and alternate administrator for each PRC/CMB.
- b. Approving the meeting agenda and meeting minutes.
- c. Overseeing the direction of each committee/board towards DoD goals.
- d. Providing guidance on the resolution of controversial issues.

## **2.6. DLMS ADMINISTRATOR and ALTERNATE ADMINISTRATORS**

Both the DLMS primary administrator and alternate administrator are process area representatives from DEDSO who have the following responsibilities:

- a. Call and chair PRC/CMB/WG meetings.
- b. Determine rules of order for applicable PRC/CMB/WG.
- c. Establish and oversee WGs to address specific taskings or to develop specific process changes as needed.
- d. Seek committee consensus on issues discussed during the PRC/CMB. When dissenting opinions occur, the DEDSO Committee Administrator will analyze functional business reasons for dissent against the needs of the enterprise. Should the functional reasons be determined to be insufficient, the DEDSO Committee Administrator will arrange further discussions that may result in withdrawal of dissenting opinion(s).
- e. Retain official correspondence and DoD Component Official Response form for each DoD component in the file plan.



f. Adjudicate all comments and non-concurrences to proposed changes and document results in the DoD Component Official Response Form, when applicable.

g. DLMS Administrators will evaluate and verify memberships annually.

## **2.7. DEDSO CONTRACTOR SUPPORT**

a. Will be appointed by the DEDSO contract lead and approved by the administrator.

b. Call meetings at the direction of the administrator.

c. Facilitate the preparation of the agenda and other meeting materials and provide administrative support as needed.

d. Maintain records of PRC/CMB/WG decisions and assigned actions on the DEDSO website that is accessible by PRC/CMB members.

e. Ensure meetings are effectively organized and minutes are tracked in accordance with provided guidelines.

f. Track and report status of action items to the administrator.

g. Provide the administrator with notes/minutes within seven days of the meeting, when applicable.

h. Post minutes to the PRC/CMB websites within two days of approval by the administrator.

i. Maintain current information on the DEDSO website.

## SECTION 3: VOTING RIGHTS

### 3.1. VOTING COMMITTEE MEMBERS

a. Voting representatives must be a full-time United States government employee or service member. The PRC/CMB consists of two members, (Primary and alternate) from each of the following organizations at a minimum.

- (1) United States Army
- (2) United States Air Force
- (3) United States Navy
- (4) United States Marine Corps
- (5) Defense Logistics Agency (DLA)

b. Individual PRC/ CMB may include additional organizations as voting members as needed.

### 3.2. NON-VOTING MEMBERS

a. Non-voting member DoD activities, federal agencies, and commercial trading partners may participate on a committee or board as interested parties.

b. Any DoD or federal agency employee with vested interest in the respective functional area may attend PRC, CMB, and WG meetings. These interested parties may also address the committee but do not have voting rights. Non-voting members from commercial industry will be approved by the administrator and accompanied by a government sponsor. Non-voting members do not require an appointment letter.



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