MEMORANDUM FOR: Program Manager, Defense Enterprise Data Standards Office

SUBJECT: Appointment to the DoD Activity Address Directory (DoDAAD) Configuration Management Board (CMB)

REFERENCES: (a) DoDD 8190.01E, “Defense Logistics Management Standards (DLMS),”

January 9, 2015

(b) DoDI 4140.01, “DoD Supply Chain Materiel Management Policy,”

December 14, 2011

(c) DoDM 4140.01, “DoD Supply Chain Materiel Management Procedures,”

February 10, 2014

(d) DLM 4000.25, “Defense Logistics Management System (DLMS),”

June 5, 2012

In accordance with the references, the following individuals are hereby appointed to the DoDAAD CMB to represent the (Enter Service/Agency) in all matters relevant to this CMB, to include any Proposed DLMS Changes (PDCs), Approved DLMS Changes (ADCs), or any data calls and tasks that may be directed from time to time by the Office of Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD AT&L) – Deputy Assistant Secretary of Defense, Supply Chain Integration (DASD SCI) or Director, Defense Procurement and Acquisition Policy (DPAP) -- or the OUSD Comptroller:

Primary Representative:

Name: (First MI. Last)

Official mailing address:

Email: XXXXXX@XXX.XXX

Phone: 999-999-9999

Alternate Representative:

Name: (First MI. Last),

Official mailing address (if different than Primary):

Email: XXXXXXX@XXX.XXX

Phone: 999-999-9999

All previous appointees are hereby removed for this Service/Agency.

If there are any additional questions or concerns, please contact me at 999-999-9999, email XXX@XXX.XXX

XXXXX X. XXXXXX

Authorized Service/Agency Representative