**AP1.38. APPENDIX 1.38**

**Template for Service/Agency Project Code Representative Appointment Letter**

[AGENCY LETTERHEAD]

MEMORANDUM FOR: Defense Logistics Management Standards Office,

DLA Transaction Services PCMS Administrator

SUBJECT: Service/Agency Project Code Representative Letter of Appointment

REFERENCES: (a) DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.13

In accordance with Reference (a), Primary and Alternate Service/Agency Project Code Representatives are appointed on behalf of the OSD/CJCS/Service/Agency as follows:

Primary Project Code Representative:

Ms. XXXXX XXXX

Email: [XXXXXX.XXXX@](mailto:XXXXXX.XXXX@disa.mil)

Comm: 703-607-XXXX

DSN: 327

Alternate Project Code Representative:

Mr. XXXXXXX XXXXXX,

Email: XXXXXXX.XXXXXX@

Comm: 703-607-XXXX

DSN: 327

These representatives are responsible for the currency and accuracy of our project codes and for maintaining records to support the assignment, modification or deletion of each project code.

If there are any additional questions or concerns, please contact me at XXX-XXX-XXXX.

XXXXX X. XXXXXX

Authorized Agency Representative

**Instructions/Information**

Service/Agency Project Code Service Representatives may not appoint themselves.

Send your letter as a PDF attachment to a digitally signed email to MILSTRIP Project Code Support.[[1]](#footnote-1)

A new letter listing all Service/Agency Project Code Service Representatives is required promptly for any additions or deletions.

Service/Agency Project Code Representatives are shown at: [**https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp**](https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp).

***Additional Requirements for PCMS Users (Required for: OSD/CJCS representatives and DoD MILSTRIP Administrator; Optional for: Project Code Service Representative read only access):***

Send a copy of your digitally signed appointment letter to DLA Transaction Services.***[[2]](#footnote-2)***

To submit a System Access Request (SAR) to the DLA Transaction Services PCMS application following appointment, visit[**https://www.daas.dla.mil/sar/sar\_menu.html**](https://www.daas.dla.mil/sar/sar_menu.html).***[[3]](#footnote-3)***

Deleted Service/Agency Project Code Representative accounts for the PCMS at DLA Transaction Services will be immediately deactivated.

1. ***Email to be provided when available.*** [↑](#footnote-ref-1)
2. ***Ibid***. [↑](#footnote-ref-2)
3. ***Project Code Management System (PCMS) will be operational at a future date.*** [↑](#footnote-ref-3)