

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 Standards or DLMS, identify processes governing logistics functional business management standards and practices rather than an automated information system. The DLMS provide 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 (OSD), 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. DLMS procedures, as prescribed herein, must be implemented uniformly at all levels in and between DoD Components and other participating external organizations. DoD Components must give priority to development and implementation of DLMS requirements before the development and implementation of intra-DoD Component requirements.

C1.3.2. DoD Instruction (DoDI) 4140.01, authorizes the publication of this DLM and stipulates that it carry the full weight and authority of a DoD manual. DoDM 4140.01 Volume 8, establishes a configuration control process for the DLMS and prescribes use of the DLMS to implement approved DoD materiel management policy. and the interfaces among the functional areas of supply, transportation, contract administration, pipeline measurement, physical inventory control, and finance.

C1.3.3. DoD Directive (DoDD) 8190.01E, "Defense Logistics Management Standards (DLMS)," January 9, 2015, assigns responsibilities to the Director, Defense Logistics Agency (DLA) Defense Enterprise Data Standards Office (DEDSO) for direction, management, coordination, and control of the DLMS. process to replace DoD unique logistics data exchange standards with approved EDI standards and supporting implementation conventions (ICs) 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. Under Secretary of Defense (Acquisition and Sustainment (A&S)). Develop policy and provide guidance, oversight, and direct implementation and compliance with the DLMS, except that the Under Secretary of Defense (Comptroller)(USD(C)) is responsible for the MILSBILLS functional area addressed under Volume 4 of this manual. The Director of Defense Pricing and Contracting (DPC) is 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 USD (A&S), DoD Comptroller, and Director DPC, as appropriate for their respective functional areas, will:

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

C1.4.1.2. Provide the DEDSO with policy guidance for development, expansion, improvement, and maintenance of the DLMS.

C1.4.1.3. Resolve policy and procedural issues that 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, DLA.

C1.4.2.1. Establish and resource the DEDSO, which will 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 Defense Enterprise Data Standards Office personnel. Responsibilities for the DLMS are found in DoDD 8190.01E,

C1.4.3. Director, DEDSO. Operating under the authority of DoDM 4140.01 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(S), DPC, and the DoD Comptroller, as appropriate. The Director, DEDSO will:

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, product quality deficiency reporting (PQDR), pipeline measurement, supply discrepancy reporting (SDR), and supply (to include but not limited to requisitioning and issuing procedures, physical inventory, and disposition services). Also, establish Configuration Management Boards (CMBs) for DoD Activity Address Directory (DoDAAD) and Military Assistance Program Address Directory (MAPAD). Designate an administrator chair for each PRC/CMB.

C1.4.3.3. Ensure uniform implementation of the DLMS by doing the following:

C1.4.3.3.1. Review implementation dates and plans of the DoD Components and participating external organizations and make recommendations for improvement.

C1.4.3.3.2. Perform analysis and design functions to implement new or revised policy guidance and instructions, provided by DLMS OSD proponent offices, and to ensure the involvement of Defense Automatic Addressing System (DAAS) with telecommunications planning in an integrated system design.

C1.4.3.3.3. Develop and recommend, to the appropriate DLMS OSD proponent office(s), new or revised policy with supporting analysis which identifies and explains process improvements and indicates methods to accomplish identified changes.

C1.4.3.3.4. Serve as the Department's Executive Agent for the DLMS logistics data interchange on behalf of the DLA Director, as delineated in DoDD 8190.01E.

C1.4.3.3.5. Develop, publish, and maintain the Defense Logistics Management Standards manual and related DLM publications consistent with the DLM requirements identified in DoDI 4140.01 and Volume 8 of DoDM 4140.01.

C1.4.3.3.6. 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 DLMS OSD proponent office.

C1.4.3.3.7. Review, evaluate, and recommend improvements to curricula of DoD Components and participating external organizations' training schools offering DLMS-related courses.

C1.4.3.3.8. Assist DoD Components and participating external organizations in resolving problems, violations, and deviations that arise during operations and are reported to the PRC administrator Chair. Refer unresolved matters to the applicable DLMS OSD proponent office with analysis and recommendations for resolution and corrective action.

C1.4.3.3.9. Make available to Office of the Deputy Assistant Secretary of Defense (ODASD)(Logistics) 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 DEDSO Website. on the Process Changes Page.

C1.4.3.3.10. Review and coordinate with the DoD Components and participating external organizations all requests for system deviations and exemptions and make applicable recommendations to the DLMS OSD proponent office based on fact-finding status or analysis of accompanying justification.

C1.4.4. Heads of DoD Components and Participating Organizations. DoD Components and participating organizations will use an officially signed Letter of Appointment (with official letterhead) to appoint primary and alternate PRC/WG/CMB representatives. These representatives will have full authority to make decisions on behalf of the organization's position concerning DLMS matters. A template for the Official Letter of Appointment is available on the DEDSO Website.

C1.4.4.1. Primary and alternate PRC/WG/CMB representatives (O-5/O-6/GS-14/15 or equivalent level) must be authorized by an individual senior to them in their chain of command and cannot be self-appointed. The Official Appointment Letter must be signed (digitally or in wet ink) and must include the DoD Component or participating organizations official letterhead. Non-standard appointment letters will be returned for correction.

C1.4.4.2. Provide the DoD Component's or external organization's official 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, DEDSO, 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 will determine any awards using normal DoD Component or participating external organization procedures.

C1.4.4.6. Formally tasked DoD Component and participating organization must submit a single coordinated position/response on all PDCs to the PRC and WG Chair by the specified suspense date. When a PDC affects multiple DLMS functional areas, the designated representative for the PRC identified in the proposal will submit a single coordinated response. Use the DoD Component Official Response Form to indicate the fully coordinated position on a PDC. Official responses received without a properly completed DoD Component Official Response Form will be returned for correction. The required DoD Component Official Response Form is available on the DEDSO Website.

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&S(AR)1419 applies to 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. Develop supplemental procedures for internal use as needed as long as they do not conflict with the DLMS procedures. Review internal supplemental procedures and/or implementing procedures 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. PRCS. 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, supply discrepancy report, product quality deficiency report, and supply (to include requisitioning and issuing procedures, physical inventory accountability, and disposition services). CMBs are also established for DoDAAD, and MAPAD. The PRC representatives are listed on the DEDSO Website, “Committees” page. The DLMS PRCs will:

C1.4.5.1. Be managed administered/controlled by the applicable DLMS PRC administrator. 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 will, when possible, announce the meeting and identify the agenda items 30 calendar days in advance. The PRC Chair will issue fully documented minutes of these proceedings to each participating applicable 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 DLMS OSD proponent. 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 DLMS OSD proponent. OSD PSA.

C1.4.6. DAAS. DAAS serves as the logistics central hub through which all DLMS transactions pass for selective data edits, business rule application, translation, routing, archiving, and data warehousing. The services provided allow the DoD Component supply systems to speak the same language, by receiving data (sometimes non-standard), editing and validating the transactions; and forwarding the transactions, in the correct format, to the proper destination. DAAS developed and maintains the Defense Automatic Addressing System (DAAS) to provide these services. The DAAS manual is available on the DEDSO Website. To ensure that these services are effective, DoD Components must route all DLMS transactions to DAAS. Key responsibilities for DAAS are to:

C1.4.6.1. Develop DLMS mapping and conversion processes.

C1.4.6.2. Implement approved DLMS changes (ADC) and ensure that all modifications are incorporated into the edits, translation rules, and records.

C1.4.6.3. Implement DLMS logistics data transmission requirements and execute system modification tasks supporting the DLMS documented in ADCs.

C1.4.6.4. Provide telecommunications support, archiving and storage, translation services, conversion processes, and other services to support DoD Component implementation of the DLMS.

C1.4.6.5. Capture required data and produce the end-to-end pipeline metrics. specified by the Pipeline Measurement PRC, and

C1.4.6.6. Develop, host, and maintain enterprise applications and databases such as the DoDAAD, MAPAD, Web Supply Discrepancy Reporting, and host and maintain numerous essential database tables such as the Fund Code Table.

C1.5. DISTRIBUTION OF THIS MANUAL.

C1.5.1. Defense Logistics Management Standards Manual. This manual is published electronically. No hardcopy document is available. The Defense Logistics Manuals are available from the DEDSO Website under the header “DLMS Publications.” Any further distribution will be accomplished within each DoD Component or external organization based upon approved distribution data generated through their internal publication channels.

C1.5.2. Changes. DLMS changes are published electronically and are available on the DEDSO Website under the header “DLMS Process Changes.”

C1.6. HOW TO USE THIS MANUAL.

C1.6.1. Structure of the Manual.

C1.6.1.1. Manual Layout. The Defense Logistics Management Standards manual comprises seven volumes: Volume 1, Concepts and Procedures; Volume 2, Supply Standards and Procedures; Volume 3, Transportation; Volume 4, Finance; Volume 5, Reserved; Volume 6, Logistics Systems Interoperability Support Services, and Volume 7, Contract Administration.

C1.6.1.2. DLMS Volumes.

C1.6.1.2.1. DLMS Content. Each volume of the Defense Logistics Management Standards 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 Defense Logistics Management Standards 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 Defense Logistics Management Standards, Volume 1 reference material items (e.g., terms, acronyms, and the DLMS change process).

C1.6.1.2.2. DLMS Implementation Conventions. Appendix 7 introduces the DLMS ICs that explain the use of the DLMS. The DLMS ICs are available on the DEDSO Website DLMS IC page. For each DLMS IC, a hyperlink is provided to machine readable formats (X12 and XML) DLMS Change History and corresponding DLSS legacy transaction format.

C1.6.1.3. DLMS Reference Material in Volume 1. Volume 1 contains appendices with reference items applicable to the entire manual. Reference items are:

Appendix 1	References
Appendix 2	Terms and Definitions
Appendix 3	Acronyms and Abbreviations
Appendix 4	DoD/ASC X12 Conversion Guides
Appendix 5	DLMS to DLSS
Appendix 6	DLMS Code List Qualifiers
Appendix 7	DLMS Transaction Formats
Appendix 8	Transaction Set 997 Implementation Convention, Functional Acknowledgement
Appendix 9	DLMS Change Process Flow Chart
Appendix 10	DLMS Compliance