**AP7.13. APPENDIX 7.13**

**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. |
| LEGACY RECORD POSITION(S): | 57-59. |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Qualifier 78[[1]](#footnote-1) |
|  |  |

AP7.13.1. Project codes are used to distinguish requisitions and related documentation and shipments, and to accumulate Service/Agency (S/A) performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. If no project code is applicable, leave blank in the applicable transaction.

AP7.13.2. Project codes, other than Office of the Secretary of Defense (OSD)/ Chairman of the Joint Chiefs of Staff (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.

AP7.13.3. 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:

 AP7.13.3.1. Shipment Consolidation. Criteria for consolidation of project code materiel is published in DTR 4500.9-R.

 AP7.13.3.2. Container Marking**.** Shipments will be marked as prescribed in MIL-STD-129, as amended.

 AP7.13.3.3. 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.

AP7.13.4. 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. The authoritative source for each category of project codes is either maintained with the Services or the Project Code Management System (PCMS) as part of DAAS logistics transaction processing infrastructure.

 AP7.13.4.1. 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 7.2 by a distinct S/A code, Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) activity address code (AAC), and by those Agencies using the multiuse Service Code H. Category A project codes are managed by the Services and are not included in the PCMS.

 AP7.13.4.2. Category B. For use when recognition and exceptional processing actions have been prearranged between specified S/As. Category B project codes will be announced by the managing S/A only to participating S/As, with the information described below in AP7.13.6.3. Assignment authority is the same as for Category A. Category B project codes are managed by the Services and are not included in PCMS.

 AP7.13.4.3. Category C (3/alphanumeric/alphanumeric). Assigned for common purpose use by all or specified S/As. Category C project code(s) are assigned for a specified period of time, not to exceed two years initially, with an exception for project codes assigned to ongoing MILSTRIP procedures. The project code monitor/coordinator will evaluate the need to extend and update Category C project codes prior to expiration. All *C*ategory C codes are managed in PCMS by OSD, Office of CJCS, or the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator.

 AP7.13.4.3.1. Assignment of Category C project codes may be requested by OSD/CJCS or by S/As. S/A requests will be forwarded by the Supply ProcessReview Committee (SPRC) representative to the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator. Such requests must:

 AP7.13.4.3.1.1. Include a statement of the intended use.

 AP7.13.4.3.1.2. Indicate the S/As which will be involved (including designator of applicable S/A codes).

 AP7.13.4.3.1.3. Provide the effective date and termination date of the code.

 AP7.13.4.3.1.4. Identify at least one monitor/coordinator.

 AP7.13.4.3.1.5. Note any references.

 AP7.13.4.3.2. Project Codes CYK, JZC, JZM, JZO, and RBB are designated as Category C and are authorized exceptions to the normal Category C 3/alphanumeric/alphanumeric structure.

 AP7.13.4.4. Category D (9/alphanumeric/alphanumeric). 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. Authorization for use of Category D project code(s) will be for a specified period of time, not to exceed two years initially. OSD/CJCS will evaluate the need to extend and update Category D project codes prior to expiration. All Category D codes are managed in PCMS by OSD and CJCS.

 AP7.13.4.5. OSD and CJCS Assignment Requests

 AP7.13.4.5.1. OSD project codes will be assigned only to projects and programs clearly of direct interest to the Secretary of Defense (SECDEF). Requests for assignment of OSD project code(s) will be submitted to the DASD (L&MR) SCI. An information copy of the request will be provided to the DoD MILSTRIP Administrator. Upon approval of the request by the DASD (L&MR) SCI, OSD will complete assignment of the project code in PCMS, or may request CJCS record the project code in PCMS on behalf of OSD.

 AP7.13.4.5.2. CJCS project codes will be assigned only to projects and programs clearly of direct interest to the CJCS acting on behalf of the SECDEF. The Force/Activity Designators (F/AD) to be used in conjunction with the CJCS project code should be designated in the authorization. Requests for assignment of CJCS project code(s) will be submitted to the ***Joint Materiel Priorities and Allocation Board***, an agency of the Chairman, Joint Chiefs of Staff, and approved through the appropriate office listed below to authorize CJCS to complete assignment of the project code in PCMS:

 AP7.13.4.5.2.1. Service Headquarters.

 AP7.13.4.5.2.2. Unified or Service Command Headquarters.

 AP7.13.4.5.2.3. The Joint Staff.

 AP7.13.4.5.2.4. OSD.

AP7.13.5. Dissemination. When Category C & D project codes are initially assigned, extended, or cancelled prior to the current expiration date, ***the change will be reflected on PCMS generated reports***.

 AP7.13.5.***1***. Initial dissemination of Category C and D project codes will be accomplished as follows:

 AP7.13.5.***1***.1. For OSD/CJCS project codes, OSD/CJCS are responsible for electronically disseminating the authorizing project code message (or the Execute Order containing project code assignment) to S/A Headquarters and other activities as appropriate.

 AP7.13.5.***1***.2. The approved project code is finalized and made active ***and will be available from the Defense Automatic Addressing System (DAAS) Logistics Data Gateway (LDG)***.

 AP7.13.5.***2***. When an active project code is extended, ***the extension will not exceed two years***.

 AP7.13.5.3. When an active project code is cancelled early (i.e., before the currently published termination date) or reaches its termination date, ***t***he prior termination date is to be crossed out ***on the PCMS reports*** and the actual expiration date distinctly displayed.

 AP7.13.5.4. For those without ***LDG*** accounts, reports containing all Category C and D codes will be published electronically on the ***Defense Enterprise Data Standards Office (DEDSO)*** Website. The report includes active project codes and those that have expired in the six months prior of the report generation date.

AP7.13.***6***. Project Code Management System

 AP7.13.***6***.1. System Administration

AP7.13.***6***.1.1. DAAS maintains the PCMS application for updating Category C & D project code data. It facilitates project code lifecycle management, and real-time project code validation for supply transactions processed through DAAS. Access to the PCMS application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment letter submitted to the MILSTRIP Administrator, and a System Access Request (SAR) submitted to DAAS.

 AP7.13.***6***.1.2. DAAS deactivates accounts when an account holder is no longer authorized or when the account has not experienced activity for a period of time determined by DAAS. OSD/CJCS and MILSTRIP Administrator accounts are restricted through access controls to project code categories appropriate to their role authorized in their appointmentletter. S/A Project Code Representatives and SPRC representatives may submit a SAR to obtain a read-only access account to perform ad hoc queries.

AP7.13.***6***.2. Validation. Using project code data in PCMS, DAAS will edit all requisitions and related transactions (DLMS 511R / MILSTRIP Document Identification Code (DIC) A0\_, AM\_, DLMS 869F / MILSTRIP DIC AT\_, and DLMS 517M / MILSTRIP DIC APR) for invalid/expired Category C & D project codes.

 AP7.13.***6***.2.1. The edit check for valid project codes compares the project code in the transaction to the project codes recorded in PCMS and verifies the project code is present and currently active.

 AP7.13.***6***.2.2. If the edit check determines the project code exists but has expired, PCMS compares the ordinal date from the requisition document number in the transaction to the beginning date and actual expiration date of the project code in PCMS to determine if the project code was active at the time of the original requisition.

 AP7.13.***6***.2.3. If an invalid code is present or a project code is used on a requisition issued outside the active period for the project code, DAAS will blank the project code, forward the requisition for processing, and report this action back to the requisitioner in a supply status transaction (DLMS 870S / MILSTRIP DIC AE9) with BK status.

 AP7.13.***6***.3. PCMS will track which project codes are reserved, pending active, and expired.

 AP7.13.***6***.3.1. PCMS users may reserve a project code within their authority to assign for up to one year. If the project code is not made active or given a pending date to become active within the year it was reserved, then PCMS will no longer reserve the project code. During the time that a project code is reserved, it is only discoverable within PCMS by other users who could have been assigned the same code.

 AP7.13.***6***.3.2. PCMS users can set a project code to automatically become active on a date up to 30 days in the future. In order to set a project code for future activation, the project code must have the required information for disseminating the project code as called for in AP7.13.6.3.. During the time that a project code is pending activation, it is only discoverable within PCMS by other users who could have assigned the same code.

 AP7.13.***6***.3.3. PCMS will not offer a previously expired project code to be reused for another purpose until at least five years after the project code expired. When a user requests to create a new project code, PCMS will first offerthe project code that has gone the longest since being used. The user will be able torequest a specific project, so long as it is not already active or within five years since expiring.

1. ADC 1043 added the Standard Line of Accounting (SLOA) requirement for a project code element in the FA2 segment, but also noted that the SLOA project code may or may not be the same as the supply project code. [↑](#footnote-ref-1)