

SERVICE/AGENCY LETTERHEAD

**Enclosure 1 to ADC 1240, Official Letter of Appointment**

Date

MEMORANDUM FOR: Program Manager, Enterprise Business Standards Office

SUBJECT: Appointment to the <Enter Process Review Committee (PRC), or Work Group (WG), Name>

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," Volume 8, Materiel Data Management and Exchange, February 10, 2014
- (d) DLM 4000.25, "Defense Logistics Management Standards (DLMS), Volume 1, Concepts and Procedures" May 19, 2014

In accordance with References (a) through (d), the following individuals are hereby appointed to the <Enter PRC/WG Name> to represent the <Enter Service/Agency> in all matters relevant to this PRC/WG/. This includes any Proposed DLMS Changes (PDCs), Approved DLMS Changes (ADCs), and any data calls or other 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); Director, Defense Procurement and Acquisition Policy (DPAP); or the Under Secretary of Defense Comptroller, Business Integration Office (BIO):

Primary Representative:

Name: (First MI. Last)  
Official mailing address:  
Email: XXXXXXX@XXX.XXX  
Comm: 999-999-9999; DSN: 999-9999

Alternate Representative:

Name: (First MI. Last)  
Official mailing address (if different than Primary):  
Email: XXXXXXX@XXX.XXX  
Comm: 999-999-9999; DSN: 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

cc:  
PRC/WG Chair