

SERVICE/AGENCY LETTERHEAD

**Enclosure 2 to ADC 1240,
Sample Official PDC Response Memorandum**

Date

MEMORANDUM FOR: Program Manager, Enterprise Business Standards Office

SUBJECT: Response to Proposed Defense Logistics Management Standards (DLMS) Change
(PDC) <Enter Number and Title>

- Agency/Service has reviewed subject PDC and concurs as written.
- Agency/Service has reviewed subject PDC and concurs with comment.
 - Official comments detailed here.
 - Recommended resolution to comments
- Agency/Service has reviewed subject PDC and non-concurs for following reasons
 - Non-concur comments here.
 - Recommended resolution to non-concur comments
- Agency/Service has reviewed subject PDC and abstains.

<Delete or remove any of the above bullets that do not apply.>

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