**Proposed Defense Logistics Management Standards Change XXXX**

**Change Title**

*DELETE INSTRUCTIONS IN* ***BLUE*** *WHEN COMPLETED*

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: *SUBMITTER:* Identify the individuals who can discuss the concepts, needs, and rationale underlying the proposed change from a technical and a functional perspective. Ensure phone number and email are provided.
	1. **Technical POC:** Technical Point of Contact responsible for this change
	2. **Functional POC:** Functional Point of Contact responsible for this change
2. REASON FOR CHANGE:
	1. Bottom Line Up-Front: *SUBMITTER:* Describe the problem, desired outcome, and how this change will resolve the problem and achieve the desired outcome. Include a description of any specific advantages, for example anticipated cost savings, and/or disadvantages resulting from this change.
	2. Background: *SUBMITTER:* Describe how the issue originated, any significant actions taken, and progress made to date. Include the who, what, where, when, and why of the change.
3. CHANGE IN DETAIL:
	1. **Technical Details:** *SUBMITTER:*Provide the technical details supporting this change. Describe the proposed change in detail including applicable transactions, data elements, code values, business rules, and procedures.
	2. **Revised Transaction Flow:** *SUBMITTER:* Describe, in a chronological order, the flow of transactions based on the proposed change. Include any flow diagrams as applicable. In addition, describe any specific routing rules needed to support this change.
4. IMPLEMENTATION TARGET: *SUBMITTER:*  Provide an estimated timeline, including an estimated completion date, to implement this change *for each impacted system*.

*Coordination Response Requirement:* *PRC Representatives, include, with your response, an estimated timeline and estimated completion date to implement this change for each impacted system.*

1. TECHNICAL IMPACT:
	1. **Additions or Changes to Data Elements:** *DEDSO/DAAS:* Provide details for proposed new data elements, changes to existing data elements, code values, definitions, and revised data characteristics.
	2. **Automated Information Systems (AIS):** *SUBMITTER:* Provide a list of all systems impacted by this change, including the program office point of contact information (name, phone number, email) for each listed system. Please note, we need the actual application impacted and not just a generic reference like “Army.”

***Coordination Response Requirement:*** *PRC Representatives, include, with your response, a list of all systems impacted by this change, including the program office point of contact information (name, phone number, email) for each listed system.*

* 1. **Defense Automatic Addressing System (DAAS):** *DEDSO/DAAS:* Identify impact to DAAS processing, DAAS maps for DLMS or other transaction format conversions.
1. PUBLICATION/POLICY IMPACT:
	1. **Defense Logistics Manual (DLM) 4000.25:** *SUBMITTER and DEDSO:* Both the submitter and DEDSO will identify and describe any required changes to DLMS EDI X12/XML transactions or publications to support this change.
	2. **Non-DLM 4000.25 Publications:** *SUBMITTER:* List any non-DLM 4000.25 publications that will require revisions based on this change (e.g., if, as a result of this change, an Air Force Manual (AFMAN) requires revision, list the specific reference here).

***Coordination Response Requirement:*** *PRC Representatives, include, with your response, a list of additional publications that will require revision as a result of this change.*

1. ASSUMPTIONS: *SUBMITTER:* Describe any assumptions made during the development of this change that may impact implementation of the change.
2. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION: *SUBMITTER:* If there is a connection between this change and any FIAR, material weakness, or other audit finding, describe it here. Explain how the change aids in correcting a deficiency and/or provides necessary controls to prevent future findings, as defined in DoDI 5010.40.

*Coordination Response Requirement: PRC Representative, include, with your response, any applicable NFR identification numbers with a brief synopsis of the NFR and how the change contributes to correcting the finding. Include references to information in the ADVANA NFR database. Include any applicable CAPs related to this change as well as a brief summary.*

* 1. Notices of Findings and Recommendations (NFR): *SUBMITTER:* Provide any applicable NFR identification numbers. Please include a brief synopsis of the NFR and how the change contributes to correcting the finding. Include references to information in the ADVANA NFR database.
	2. Corrective Action Plan (CAP) References: *SUBMITTER:* Provide any applicable CAPs related to the change and a brief summary.
	3. Other FIAR, Material Weakness, and Audit-Related Information: *SUBMITTER:* Use this section for additional information, e.g., specific material weaknesses, and/or significant deficiencies.
1. END-TO-END TESTING REQUIREMENTS:  *SUBMITTER:* Define the end-to-end testing that is required to be performed with DAAS and/or other impacted trading partners prior to the release of change into a production environment.
2. REFERENCES: *SUBMITTER:* Cite relevant references that support the change such as, Department of Defense (DoD) Policy and DLM Policies and Procedures. List references in order of appearance in the change.