Defense Logistics Management Standards (DLMS) Introductory Training

Creating/Reengineering DOD Logistics Business Processes

DLMS Training Catalog

- Module 1 - Introduction to the DLMS
- Module 2 - Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts
- Module 3 - DLMS Functionality & Transaction Life-Cycle
- Module 4 - DLMS Implementation Convention Content
- Module 5 - IUID & RFID - Emerging Technologies
- Module 6 - Creating/Reengineering DOD Logistics Business Processes
- Module 7 - Enterprise Interoperability Tools
- Module 8 - DoD Activity Address Directory (DoDAAD)
- Module 9 - Supply Discrepancy Reporting (SDR)
- Module 10 - DLMS Functional Financial Transaction (standalone)
- Module 11 - Creating/Reengineering DOD Logistics (standalone)

www.dla.mil/does/DLMS
Module 6 – Creating / Changing DOD Logistics Business Processes

- Role of Process Review Committees (PRCs)
- How to develop a DLMS change
- [www.dla.mil/does/DLMS](http://www.dla.mil/does/DLMS)

Module Objectives

Students will gain basic understanding of:

- Explain the role of a Process Review Committee (PRC).
- Describe/explain the life cycle of a DLMS change.
- Describe the key components of a Proposed DLMS change.
DLMS INTRODUCTORY TRAINING
Module 6 – Changing Logistics Business Processes

DLMS Governance Process

- Business Enterprise Architecture (BEA)
- Acquisition & Logistics Functional Strategy & Component Organization Execution Plans
- Supply Chain Executive Steering Committee (SCESC) System/ADC Tracking

Systems Development:
- DAAS applied syntax & semantic validations

Systems Execution:
- Compliance Oversight

DLMS Configuration Management Process, DLM 4000.25 Series of Manuals

Directives
- Instructions
- Regulations & Manuals

OSD Policy Direction
- DoDD 8190.01E
- DoDI 4140.01
- DoDM 4140.01
- BEA & DISR

Standards Syndication

DLMS Process Review Committees

INPUTS

- OMB/OSD Policy Guidance
- Service/Agency Requirements
- DAAS Technical Expertise

A Structured Collaboration Model

MANAGED TRANSFORMATION PROCESS

Artful Negotiation & Consensus Building

OUTPUTS

- Business Rules
- Business Objects
- Meta Data
- Functional Requirements

DAAS & Components Implement

Proposed DLMS Changes (PDCs)


Approved DLMS Changes (ADCs)
Module 6 – Changing Logistics Business Processes

DLMS Change Lifecycle

 ADC Process:
1. Review ADC and determine affected Component Organizations and systems
2. Distribute ADC to affected organizations
3. Prepare system change requests for system developers/integrators
4. Receive ROM estimates of resources and schedules
5. Submit to system configuration management board for prioritization, resourcing and scheduling
6. Perform system lifecycle release management tasks of documentation, coding, testing, and release.
7. Make necessary change to Component publications
8. Conduct necessary training

PDC Process Prior to Submission:
1. Issue Identification: A determination of the problem, process gap or process improvement that is desired.
2. Socialization within the Component SMEs of the issue and postulation of alternative solutions.
3. Initial heads-up contact with Component PRC representative and Defense Logistics Management Standards PRC chairperson
4. Follow DLM 4000.25 instructions for drafting Proposed DLMS Change (PDC)
5. Provide unofficial draft copy to Defense Logistics Management Standards PRC chairperson
6. Internal Component staffing, review, finalization.
7. Submit PDC to Defense Logistics Management standards through the Component PRC Representative.

Defense Logistics Management Standards Process Review Committee
1. Structured Collaboration Model
2. Defense Logistics Management Standards Managed Transformation Process
3. Artful Negotiation & Consensus Building

Additional Details Follow

PDC Staffing
• Draft changes to MILS/DLMS Manuals
• Draft changes to DLMS ICs
• Identify whether solution already exists
• Identify interoperability impact
• Identify DOD impact
• Identify changes to external business policies
• Optimize solution for reuse, effectiveness & efficiency
• Identify procedural gaps
• OSD Pre-Coordination (as needed)

ADC Staffing
• Formulation changes to MILS/DLMS Manuals
• Formulation changes to DLMS ICs
• Manage and coordinate Component issues & concerns
• Consolidate changes to MILS/DLMS Manuals
• OSD Post-Coordination (as needed)
• Build SEF Files
• Build XSD Files

ADC Distribution
• Publish MILS/DLMS Manuals
• Publish DLMS ICs
• Publish SEF Files
• Publish XSD Files

Module 6

PRC Process

PDC Staffing
• Draft changes to MILS/DLMS Manuals
• Draft changes to DLMS ICs
• Identify whether solution already exists
• Identify interoperability impact
• Identify DOD impact
• Identify changes to external business policies
• Optimize solution for reuse, effectiveness & efficiency
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ADC Staffing
• Formulation changes to MILS/DLMS Manuals
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• OSD Post-Coordination (as needed)
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ADC Distribution
• Publish MILS/DLMS Manuals
• Publish DLMS ICs
• Publish SEF Files
• Publish XSD Files

Module 6

Submit to National and International Standards Bodies
• Submit Data Maintenance (DM) for change
• Propose solution for DM
• Build consensus for solution
• Champion solution throughout development & voting
Module 6 – Changing Logistics Business Processes

Next:

How to create a PDC & Where to find examples
Module 6 – Changing Logistics Business Processes

DLMS Change Proposal Form

Instructions for completing the form are at the end of the file.

Preparing a Good PDC

GENERAL INSTRUCTIONS

- All fields are mandatory unless noted otherwise
- The more detail, the better
- Pay particular attention to describing the supported business process
- Use active voice
- Spell out acronyms the first time they are used
- Provide full POC contact information; PII will be removed when the PDC is published
- Delete instruction pages when done
- Submit draft PDC to Component PRC representative
Originating Service/Agency and POC Information

INSTRUCTIONS
1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Identify the person who can discuss the concepts, needs, and the rationale underlying the proposed change. Include the name, organization and office symbol, DSN and commercial telephone number, and electronic mail address.

a. Technical POC: Technical Point of Contact responsible for this change.

b. Functional POC: Functional Point of Contact responsible for this change.

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:
   a. Technical POC: John
   b. Functional POC: None

   a. Technical POC: Jane Doe, Defense Logistics Management Standards, J633DD, (703) 767-0001, jane.doe@dla.mil
   b. Functional POC: John Trans, United States Transportation Command, TCJ6, (618) 220-0001, john.trans@ustranscom.mil

Functional Area

INSTRUCTIONS
2. FUNCTIONAL AREA:
   a. Primary/Secondary Functional Area: Identify the primary/secondary functional area whose systems, policies, and procedures are most affected by the change (e.g.: Supply, Finance, Pipeline Measurement, Contract Administration, etc.)

   a. Primary/Secondary Functional Area: N/A

   b. Primary/Secondary Functional Process: None

   a. Primary/Secondary Functional Process: DoDAAD

   b. Primary/Secondary Functional Process: Reference Data Maintenance
REFERENCES

3. REFERENCES:
List any applicable references (e.g., DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 2, Supply Standards and Procedures, Chapter 2). All references should be cited in the order that they appear in the DLMS change to make cross referencing easier.

REQUESTED CHANGE(S) – Brief Overview

4. REQUESTED CHANGE(S):
   a. Brief Overview of Change: Fix the loading of the BLOC data in the DoDAAD.
   b. Brief Overview of Change: This change documents the procedures that are applicable to the Bill of Lading Code (BLOC) in the DoDAAD, and changes the source of input from the DoDAAD Administrators to the Authoritative BLOC information source, USTRANSCOM Reference Data Management (TRDM). This will improve timeliness and accuracy of the BLOC data.
4. REQUESTED CHANGE(S):
b. **Background:** Bill of Lading Office Code (BLOC) data incorrect in DoDAAD

The rules for how the Bill of Lading Office Code (BLOC) is used are documented in the Defense Transportation Regulation (DTR). The primary user of BLOC information in the DoDAAD is the DLA Distribution Standard System (DSS). The BLOC data in the DoDAAD is currently entered by the DoDAAD Administrators and it is unreliable. Of the 29,000 DoDAACs that contain BLOC information, all but 4 are set incorrectly.

4. REQUESTED CHANGE(S):
b. **Background:** The rules for how the Bill of Lading Office Code (BLOC) is used are documented in the Defense Transportation Regulation (DTR). The primary user of BLOC information in the DoDAAD is the DLA Distribution Standard System (DSS). The BLOC data in the DoDAAD is currently entered by the DoDAAD Administrators and it is unreliable. Of the 29,000 DoDAACs that contain BLOC information, all but 4 are set incorrectly.

**Requested Change(s) - Requested Change in Detail**

4. REQUESTED CHANGE(S):
c. **Requested Change in Detail:** Load BLOC from TMDS data.

4. REQUESTED CHANGE(S):
c. **Requested Change in Detail:** The following procedures will correct the BLOC information in the DoDAAD:
1) Remove BLOC field from the DoDAAD web updated page and from Army and Air Force input systems.
2) Clear the existing BLOC information from the DoDAAD database.
3) Re-populate the BLOC information in the DoDAAD from TRDM.
4) DAAS establish a link to import BLOC data updates from TRDM on a recurring basis.
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Requested Change(s) - Revisions to DLM 4000.25 Manuals

INSTRUCTIONS

4. REQUESTED CHANGE(S):
   d. Revisions to DLM 4000.25 Manuals:
   Identify required changes to Defense Logistics Standard Systems (DLSS) and DLMS publications to support this change and provide the specific wording for the changes. Include references to chapter and volume and document all changes to the MILS/DLMS manual procedural text, legacy transaction formats or DLMS ICs, data elements, code values, and any other relevant information. If necessary, this information can be provided as a separate document when the form is submitted. Write the procedural text for the manuals in active voice (e.g., “the storage activity will send the receipt transaction to the owner”, rather than “the receipt transaction is sent to the owner”).

4. REQUESTED CHANGE(S):
   d. Revisions to DLM 4000.25 Manuals: No change.

   e. Proposed Transaction Flow: TRDM to DoDAAD.

   d. Revisions to DLM 4000.25 Manuals: This change will impact the DoDAAD User Guide maintained by Transaction Services.

   Special Programs: Non-DOD and non-federal programs requiring DoDAACs are controlled under unique series DoDAACs beginning with numeric followed by alpha characters in the first two positions. Among others, the programs include programs authorized by Congress for state and local entities to purchase material from Federal sources. Contact DLMSO for guidance on establishing a DoDAAC series for a new special program.

Requested Change(s) - Proposed Transaction Flow

INSTRUCTIONS

4. REQUESTED CHANGE(S):
   e. Proposed Transaction Flow: Illustrate for clarification where new transactions or revised routing rules are applicable.

4. REQUESTED CHANGE(S):
   e. Proposed Transaction Flow: TRDM to DoDAAD.

   e. Proposed Transaction Flow: DAAS and USTRANSCOM will establish an automated interface between TRDM and DoDAAD to electronically transmit the initial update of the BLOC data field in the DoDAAD. After the initial load, any updates to the BLOC data in TRDM will be automatically pushed to the DoDAAD.
4. REQUESTED CHANGE(S):
f. Alternatives: None.

4. REQUESTED CHANGE(S):
f. Alternatives: Continuing to rely on manual data entry of this information by the CSP will further perpetuate the unreliability of the BLOC data, both in data quality and timeliness, since the CSPs are not the authoritative source for BLOC data as it relates to transportation office DoDAACs.

5. REASON FOR CHANGE:
Bad data.

5. REASON FOR CHANGE: BLOC data in DoDAAD is currently unreliable, both in data quality and timeliness of updates.
6. ADVANTAGES AND DISADVANTAGES:
   a. **Advantages**: Identify both tangible and intangible benefits expected from adoption of the change. Include benefits both within and beyond the primary functional area of the MILS/DLMS, especially benefits accruing to DOD. Address what happens if nothing is done. Quantify both tangible and intangible benefits and advantages. Show computation of dollar values where appropriate. Demonstrate why the proposed solution is more advantageous than the alternatives.
   b. **Disadvantages**: Indicate known or potential problems and costs associated with the proposal. Consider disadvantages both within and beyond the primary functional area of the MILS/DLMS. Quantify both tangible and intangible costs and disadvantages. Show computation of dollar values where appropriate.

   **6. ADVANTAGES AND DISADVANTAGES:**
   a. **Advantages**: Better BLOC data.
   b. **Disadvantages**: None noted.

7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT: (OPTIONAL) Indicate any assumption about the existing environment that may impact the development or implementation of the proposed change.

8. ADDITIONAL COMMENTS TO CONSIDER: (OPTIONAL) Indicate any additional comments to consider not previously described.

9. ADDITIONAL FUNCTIONAL REQUIREMENTS: (OPTIONAL) Indicate additional functional requirements not documented elsewhere.
Estimated Time Line/Implementation Target

INSTRUCTIONS

10. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: (REQUIRED) Indicate desired/proposed implementation timeline. If this change is associated with a Component-mandated change, provide the planned implementation date.

- Unknown.

- The changes will be implemented into TRDM and DoDAAD on November 1, 2012.

Estimated Savings/Cost Avoidance

INSTRUCTIONS

11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: If known, indicate estimated savings or cost avoidance associated with this change.

- None noted.
12. IMPACT: Any additions or changes to data elements will be inserted by DLMS Program Office (Example: Data Content/Procedures: Identify additional specific information requirements that will be added, revised, or deleted as a result of this change.)

a. New DLMS Data Elements: Example: This PDC/ADC adds the following new DLMS Data Elements; they are not included in any previous DLMS transactions. Provide the data element name with the definition and data characteristics.

b. Changes to DLMS Data Elements: Example: This PDC/ADC changes the usage of the following existing DLMS Data Elements. Provide the data element name (or revised data element name) with the revised definition and/or revised data characteristics.

12. IMPACT:

a. New DLMS Data Elements: N/A

b. Changes to DLMS Data Elements: N/A

12. IMPACT:

a. New DLMS Data Elements: There are no new DLMS data elements introduced by this change.

b. Changes to DLMS Data Elements: There are no changes to existing DLMS data elements introduced by this change.
Impact – Automated Information Systems

INSTRUCTIONS

12. IMPACT:
c. Automated Information Systems (AIS): Identify specific AIS impacted by this change.

12. IMPACT:
c. Automated Information Systems (AIS):
1) There are no changes required to Service/Agency Automated Information Systems
2) USTRANSCOM TRDM to establish automated update capability with DoDAAD for BLOC data.

Impact – Transaction Services

INSTRUCTIONS

12. IMPACT:
d. Defense Automatic Addressing System (DAAS): Identify impact to DAAS or DAAS maps for MILS-DLMS or other transaction format conversion.

12. IMPACT:
d. Transaction Services: N/A

12. IMPACT:
d. Transaction Services:
Transaction Services will work with USTRANSCOM to setup an automated data feed of BLOC data from TRDM and update the DoDAAD whenever the BLOC data is changed in TRDM.
Impact – Non-DLM 4000.25 Series Publications

**INSTRUCTIONS**

12.IMPACT:
   e. Non-DLM 4000.25 Series Publications: List any non-DLMS/MILS publications that would be affected by this change (e.g., if the change affects instructions published in an AFMAN, the specific AFMAN should be listed here).

12.IMPACT:
   e. Non-DLM 4000.25 Series Publications:
   1) AFI 123.01, Chapter 2
   2) NC 456.05, Chapter 4

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**DLMS Process Review Committees**

**INPUTS**

- OMB/OSD Policy Guidance
- Service/Agency Requirements
- DAAS Technical Expertise

**OUTPUTS**

- Managed Transformation Process
- Business Rules
- Business Objects
- Meta Data
- Functional Requirements
- Artful Negotiation & Consensus Building

**Proposed DLMS Changes (PDCs)**

**Approved DLMS Changes (ADCs)**

Where do I find a list of Approved DLMS Changes (ADC)?

Most recent ADCs appear first. Older changes can be selected from the “More approved changes” links.
Example of a completed ADC.

This example of an ADC includes changes to a DLMS IC.
DLMS Introductory Training

Module 6 – Changing Logistics Business Processes

DLMS Manual Formal Changes

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

LOGISTICS AND MATERIAL MANAGEMENT

LOGISTICS MANAGEMENT SYSTEM

VOLUME 2, SUPPLY STANDARDS AND PROCEDURES

CHANGE 1

DLM 4900.25, Volume 2, December 7, 2012

Change 1

DEFENSE LOGISTICS MANAGEMENT SYSTEM

This change to DLM 4900.25, Defense Logistics Management System (DLMS), Volume 2, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.16, “DoD Supply Chain Materiel Management Policy,” December 14, 2011. Unless otherwise noted, revised text in the manual is identified by bold, indented type. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 1 also includes administrative updates in Chapter 16, not marked by bold text, to change “shall” to “will” per a style change for DoD documents.

Each ADC that caused a change is listed in the Formal Change Letter.

Formal Change Letter identifies all files replaced since last change.

Revised File

- Change-Riscy Page
- Table of Contents
- Chapter 4
- Chapter 5
- Chapter 16
- Appendix 7.2
- Appendix 7.3
- Appendix 9 (New)

IV. This change is incorporated into the e-manuals of DLMS at the DLA Logistics Management Standards Website

w ww. d a. m il/d la/d la/o ofc/ manuals/d if b/d la pa. do m and the PDF file containing the entire set of change files is available at

www. d a. m il/d la/d la/o ofc/ manuals/d if b/d la pa. do m

www. d a. m il

Paul G. Clendennen

Deputy Assistant Secretary of Defense
for Supply Chain Integration

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The DLMS manual documents the changes made since the previous published change.

<table>
<thead>
<tr>
<th>ADC Number</th>
<th>Date</th>
<th>Change Description</th>
<th>Change Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>237</td>
<td>4/25/2007</td>
<td>Rename Location Audit Program to Record Reconciliation Program. This change renames the Location Audit Program to the Record Reconciliation Program. Revise DLMS Terms and Definitions</td>
<td>2</td>
</tr>
<tr>
<td>329</td>
<td>6/23/2009</td>
<td>Use of Borrowed and Migration Codes in DLMS Supplements. This change identifies revisions that include clarifications regarding the use of Borrowed, Local and Migration codes. Revise DLMS Volume 1, Chapter 7, Standards and Conventions</td>
<td>0</td>
</tr>
<tr>
<td>448B</td>
<td>10/2/2012</td>
<td>Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions. Due to the delayed implementation for ISO 3166-1 country code standard for the identification of Country &amp; Activity codes, the process is delayed. The revised implementation date established under ADC 448B Revise DLMS Terms and Definitions.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3/14/2012</td>
<td>Elimination of the DLMS Request for Implementation Date (RFID) Procedures for Component System Changes. The RFID letter process, as currently published in the DOD 4900.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an implementation date established under ADC 448B Revise DLMS Terms and Definitions.</td>
<td>0</td>
</tr>
</tbody>
</table>
Common PDC Questions & Answers

- **Where are the instructions for filling out a Proposed DLMS Change?**
  - DLMS Web site under “eLibrary”/”Process Changes“

- **Who can prepare and submit a Proposed DLMS Change?**
  - Anyone, but it must be submitted to DLMS via the Component designated representative to the applicable DLMS Process Review Committee.

- **Who assigns the PDC Number and what is it used for?**
  - The DLMS Program Office assigns a PDC Number to each proposed DLMS change submitted and the PDC # is used as a configuration management tool.

- **Why are there gaps in the ADC numbers published on the DLMS Program Office web site.**
  - Not all ADCs complete the DLMS change lifecycle in the same amount of time.
  - Not all PDCs become ADCs.
  - Some PDCs may be combined into a single ADC, if they are closely tied together.

- **How long does the PDC/ADC cycle take?**
  - Depends on complexity, priority of the change and how well PDC(s) are developed. Could be as little as 30 days for administrative changes or simple code value additions or could take longer for complex new business processes.
Summary

- The DLMS are a broad base of DOD-approved business rules, standards, objects and processes designed for total logistics support.

- The DLMS Program Office employs a time proven structured collaboration model to ensure support of needed business process improvements while maintaining interoperability across the enterprise.

- Anyone can submit a proposed DLMS change (PDC) through their designated DLMS Process Review Committee (PRC) representative.

- Instructions are contained in the DLMS Manual, DLM 4000.25, Volume 1, & the DLMS Program Office web site

- The DLMS Program Office chairs the DLMS PRCs which review, staff and revise PDCs until they, in most cases, become and are published as approved DLMS changes (ADCs).

Module 6 Quiz

Question 1: Where can the instructions be found for preparation of a proposed DLMS change (PDC)?

a) The DOD Directive 8190.1  
b) DODM 4140.01  
c) DLMS Program Office Web site

Question 2: Who can draft a proposed DLMS change and who must submit PDCs to Defense Logistics Management Standards Office?

a) Component PRC Representative  
b) Anyone  
c) Flag level Officer

Question 3: Where are Approved DLMS changes published?

a) DOD Directive 8190.1  
b) DLMS Program Office Web site  
c) Yellow Pages
End of Module 6