**AP2.13. APPENDIX 2.13**

**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) |

AP2.13.1. 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.

AP2.13.2. 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.

AP2.13.3. 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:

 AP2.13.3.1. Shipment Consolidation. Criteria for consolidation of project code materiel is published in DTR 4500.9-R.

 AP2.13.3.2. Container Marking**.** Shipments will be marked as prescribed in MIL-STD-129, as amended.

 AP2.13.3.3. 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.

AP2.13.4. 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.[[2]](#footnote-2)

 AP2.13.4.1. 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 2.2 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.[[3]](#footnote-3)

 AP2.13.4.2. 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 AP2.13.6.3. Assignment authority is the same as for Category A. Category B project codes are managed by the Services and are not included in PCMS.[[4]](#footnote-4)

 AP2.13.4.3. 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 Category C codes are managed in PCMS by OSD, Office of CJCS, or the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator.[[5]](#footnote-5)

 AP2.13.4.3.1. 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:

 AP2.13.4.3.1.1. Include a statement of the intended use.

 AP2.13.4.3.1.2. Indicate the S/As which will be involved (including designator of applicable S/A codes).

 AP2.13.4.3.1.3. Provide the effective date and termination date of the code.

 AP2.13.4.3.1.4. Identify at least one monitor/coordinator.

 AP2.13.4.3.1.5. Note any references.

 AP2.13.4.3.2. 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.

 AP2.13.4.4. 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.[[6]](#footnote-6)

 AP2.13.4.5. OSD and CJCS Assignment Requests

 AP2.13.4.5.1.. 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[[7]](#footnote-7).

 AP2.13.4.5.2. 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 JMPAB, 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[[8]](#footnote-8):

 AP2.13.4.5.2.1. Service Headquarters.

 AP2.13.4.5.2.2. Unified or Service Command Headquarters.

 AP2.13.4.5.2.3. The Joint Staff.

 AP2.13.4.5.2.4. OSD.

AP2.13.5. Dissemination. When Category C & D project codes are initially assigned, extended, or cancelled prior to the current expiration date, PCMS will distribute announcements to the listed monitor(s)/coordinator(s) for the project code and all those subscribed to receive project code announcements.[[9]](#footnote-9)

 AP2.13.5.1. The following are required to subscribe in PCMS to receive project code updates:

 AP2.13.5.1.1. Designated OSD project code representatives,

 AP2.13.5.1.2. Designated CJCS project code representatives,

 AP2.13.5.1.3. DoD MILSTRIP Administrators,

 AP2.13.5.1.4. Designated S/A project code representatives,

 AP2.13.5.1.5. S/A representatives of the Supply Process Review Committee.

 AP2.13.5.2. Initial dissemination of Category C and D project codes will be accomplished as follows:

 AP2.13.5.2.1. 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.

 AP2.13.5.2.2. The approved project code is finalized and made active in PCMS, which electronically forwards an unclassified project code assignment letter to subscribers. Also, PCMS will push notification of the new code to eligible systems.[[10]](#footnote-10)

 AP2.13.5.2.3**.** S/A project code representatives electronically disseminate the project code notice to all involved S/A activities.

 AP2.13.5.3. Announcements of project code assignments, updates, and terminations will provide the information listed below:

| TITLE | EXPLANATION |
| --- | --- |
| Project Code | Code assigned under the provisions of this manual. |
| Effective Date | Indicate the date when supply sources should commence required action relative to the code. |
| Termination Dateor Continuing | Identify the last calendar day that the project code will be active, or indicate that the project code is continuing indefinitely for project codes integrated with ongoing MILSTRIP processes. After a specified termination date is passed, inter-S/A recognition of the code *will* stop and categories C and D project codes will be removed from the active project code listing. Unfilled requisitions (which have not been canceled) containing a terminated project code (Category B, C, or D) will be processed in the same manner that requisitions with Category A project codes are processed. No mass cancellation of CJCS project coded requisitions is authorized without prior approval of the JMPAB. |
| Service Code(s) | All or specified S/A code(s) which will be used in conjunction with the project code. This information is to be included as part of the Project Code Description field of PCMS. |
| Use/References | 1. Use - Use a clear-text statement defining the intended use of the code and indicating those to whom it applies (unless the use is classified). Also, if applicable, provide an abbreviated project name.2. References - Cite inter-S/A agreements and other documents when establishing or specifying special controls for the project. The S/A establishing the project is responsible for ensuring that suppliers are provided copies of these documents, if not available on an inter-S/A basis. If a joint regulation is cited, all S/A numbers will be included in the project code announcement. An assembly point for shipment may be designated in this column by use of the DoDAAC for the assembly point. The DoDAAC of the assembly point will be entered in requisitions by requisitioners as the ship-to address. Shipping activities are not required to use project code announcements to determine the ship-to address unless inter-S/A agreements are negotiated for special routing of shipments. Only one assembly point per project code may be assigned. |
| Monitor/Coordinator | Identify the activity within the S/A or OSD/CJCS which is monitoring or coordinating the project, point of contact, telephone number (DSN and commercial, as applicable), and email address. |

 AP2.13.5.3.1. As per AP2.13.6.2.2., PCMS will distribute project code announcements when a new project code is activated.[[11]](#footnote-11) Refer to Appendix 1.37 for the format of the generated announcement.

 AP2.13.5.3.2. When an active project code is extended, PCMS will distribute a project code update announcement indicating the new termination date.[[12]](#footnote-12) Refer to Appendix 1.37 for the format of the generated announcement.

 AP2.13.5.3.3. When an active project code is cancelled early (i.e., before the currently published termination date) or reaches its termination date PCMS will distribute a project code cancellation announcement.[[13]](#footnote-13) The prior termination date is to be crossed out and the actual expiration date distinctly displayed. Refer to Appendix 1.37 for the format of the generated announcement.

 AP2.13.5.4. Following the initial dissemination of the project code assignment, PCMS will include the code in reports and relevant queries of active project codes.[[14]](#footnote-14)

 AP2.13.5.4.1. For those without PCMS accounts, reports containing all Category C and D codes will be published electronically on the Defense Logistics Management Standards Website Publications page unless prohibited by security classification. The report includes active project codes and those that have expired in the six months prior of the report generation date.

 AP2.13.5.4.2. Those with access to PCMS can access system generated reports and perform ad hoc queries. See AP2.13.9.1. below for information on who, and how individuals obtain PCMS accounts.[[15]](#footnote-15)

AP2.13.6. Maintenance of Project Code Assignments. The designated S/A project code representatives (and the initiator or requestor of the project code, if different from the S/A project code representatives referenced under paragraph AP2.13.7., below) will ensure that the status of the project code remains current. The initiator or requestor of a project code will provide the current information of the monitor/coordinator and requests for extension up to two years to the OSD/CJCS or DoD MILSTRIP Administrator as appropriate. When informed of project code assignment changes, the appropriate PCMS user will record the changes in PCMS, which in turn will notify all subscribers as referenced in AP2.13.6.3.[[16]](#footnote-16)

AP2.13.7. Service/Agency MILSTRIP Project Code Representatives

AP2.13.7.1. OSD/CJCS, Services, and DLA will formally designate a primary representative, and may designate up to three alternates. Appointment letters adding or removing individuals as representatives are to be signed by the designating OSD/CJCS/Component governing authority for project codes and sent to the MILSTRIP Project Code Support at Defense Logistics Management Standards Office and to the DAAS PCMS Administrator.[[17]](#footnote-17) Refer to Appendix 1.38 for an appointment letter template.

AP2.13.7.2. The S/A designated project representatives are published electronically on the Defense Logistics Management Standards Website (CAC required).

AP2.13.8. Project Code Management System

 AP2.13.8.1. System Administration[[18]](#footnote-18)

AP2.13.8.1.1. DAAS maintains the PCMS application for updating Category C & D project code data.[[19]](#footnote-19) It facilitates project code lifecycle management, automated notification to designated recipients, 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.

 AP2.13.8.1.2. 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.

AP2.13.8.2. 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.[[20]](#footnote-20)

 AP2.13.8.2.1. 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.

 AP2.13.8.2.2. 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.

 AP2.13.8.2.3. 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.

 AP2.13.8.3. PCMS will track which project codes are reserved, pending active, and expired.[[21]](#footnote-21)

 AP2.13.8.3.1. 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.

 AP2.13.8.3.2. 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 AP2.13.6.3.. 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.

 AP2.13.8.3.3. 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)
2. ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMS Publications page. [↑](#footnote-ref-2)
3. Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements. [↑](#footnote-ref-3)
4. Ibid. [↑](#footnote-ref-4)
5. ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMSO website: www.dlmso.dla.mil/elibrary/manuals/dlm/dlm\_pubs.asp. [↑](#footnote-ref-5)
6. Ibid. [↑](#footnote-ref-6)
7. Ibid. [↑](#footnote-ref-7)
8. Ibid. [↑](#footnote-ref-8)
9. ADC 1118 initiated the development of PCMS. Until PCMS is implemented, DoD MILSTRIP Project Code Support will disseminate project code notices to the representatives listed under AP2.13.6.1. and other interested parties. [↑](#footnote-ref-9)
10. ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMS Publications page. The MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37. Push notifications to Component systems is a planned enhancement of PCMS. [↑](#footnote-ref-10)
11. ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37. [↑](#footnote-ref-11)
12. Ibid. [↑](#footnote-ref-12)
13. Ibid. [↑](#footnote-ref-13)
14. ADC 1118 initiated the development of PCMS. Until PCMS is implemented, reports of Category C & D project codes can be accessed as described in AP2.13.6.4.1. [↑](#footnote-ref-14)
15. Ibid. [↑](#footnote-ref-15)
16. ADC 1118 initiated the development of PCMS. Until PCMS is operational, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMSO website: www.dlmso.dla.mil/elibrary/manuals/dlm/dlm\_pubs.asp. MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37. [↑](#footnote-ref-16)
17. ADC 1118 initiated the development of PCMS. Until PCMS is operational, a copy of the appointment letter does not need to be sent to the DAAS PCMS Administrator. [↑](#footnote-ref-17)
18. ADC 1118 initiated the development of PCMS. Until PCMS is operational, procedures of AP2.13.9.1. are on hold. [↑](#footnote-ref-18)
19. Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements. [↑](#footnote-ref-19)
20. ADC 1118 initiated the development of PCMS. Until PCMS is operational, DAAS will maintain the current validation/expiration edit check for Category D project codes. [↑](#footnote-ref-20)
21. ADC 1118 initiated the development of PCMS. Until PCMS is operational, procedures of AP2.13.9.3. are on hold and MILSTRIP Project Code Support will continue to track and disseminate project codes. [↑](#footnote-ref-21)