



SUSTAINMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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DLM 4000.25, Volume 1, April 2, 2019
Change 8

DEFENSE LOGISTICS MANAGEMENT STANDARDS VOLUME 1, CONCEPTS AND PROCEDURES CHANGE 8

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 1, May 19, 2014, is published by direction of the Deputy Assistant Secretary of Defense for Logistics under the authority of DoD Instruction (DoDI) 4140.01, “DoD Supply Chain Materiel Management Policy,” December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 8 include, but are not limited to, the following: Office names and symbols that have changed are updated (e.g., ODASD(Logistics)). Abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Occurrences of “shall” are changed to “will” per a style change for DoD issuances. References to “(DLA) Transaction Services” are changed to “Defense Automatic Addressing System (DAAS)” and “DLA Logistics Information Services” to “Logistics Information Services”. In addition, minor typographical and similar editing errors in previous versions have been corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Enterprise Business Standards Office memorandum:

A. ADC 1188 dated December 26, 2018. Aligns DoD code names in the Type of Pack and Transportation Method/Type Code conversion guides with the USTRANSCOM Reference Data Management (TRDM) registry code names, and maps the TRDM to X12 code names. Adds a new mapping for Tank Car to the Type of Pack conversion guide. Updates the Unit of Materiel Measure (Unit of Issue/Purchase Unit) conversion guide to ensure DoD codes (other than those represented in the Federal Logistics Information System (FLIS) as documented in Cataloging Data and Transaction Standards, Volume 10, Tables 53 and 81), have the name assigned by X12. Additional updates correct some erroneous mappings for DoD Codes. Revises Chapter 2, Chapter 7, Appendix 4, and Table of Contents.

B. ADC 1280 dated December 26 2018. Adds content from DLM 4000.25-1, MILSTRIP and DLM 4000.25-2, MILSTRAP Chapter 1 “General Information” to appropriate areas in the DLMS Manual. Also adds content from MILSTRAP Chapter 2 “MILSTRAP Features” to the DLMS Manual. Revises Chapter 1 and Chapter 3.

C. ADC 1332 dated January 16, 2018. Documents administrative changes to align the terms, abbreviations, definitions, and acronyms in DLMS Volume. Revises Appendix 2 and Appendix 3.

III. The list below identifies the chapters, appendices, or other files from the manual that are added or replaced by this change:

Added or Replaced Files

Change History Page
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Chapter 2
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Added or Replaced Files

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IV. This change is incorporated into the on-line DLM 4000.25 series of manuals and the PDF files containing the entire set of change files on the publications page of the Enterprise Business Standards Office Website: www.dla.mil/does/dlms-pubs

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Performing the Duties of
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Volume 1 – CONCEPTS AND PROCEDURES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Change Number
1043	9/18/2013	DLMS Revisions for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification (Finance/Supply). Adds discrete SLOA/Accounting Classification data elements to logistics transactions with financial implications to implement SLOA within DLMS. This is the first in a series of anticipated DLMS changes to accommodate SLOA requirements in logistics domain processes. Also modifies X12 FA1 segment Qualifier DF for clarification. Revises Appendix 2, Terms and Definitions. Revises DLMS Implementation Conventions 180M, 511M, 511R, 517M, 810L, 842 A/W, 856S, 867I, 869F, and 940R.	1
1043A	8/20/2014	Revised Procedures for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification to Support Transaction Rejection Requirements. Amends ADC 1043 guidance regarding rejection transactions returned when DLMS transactions include discrete SLOA data elements that do not correspond to the entries in the SFIS Fund Code to Fund Code Account Conversion Table for the Fund Code in the transaction. Revises Appendix 2, Terms and Definitions, Appendix 3, Acronyms and Abbreviations, and DLMS 824R, 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.	1

ADC Number	Date	Change Description	Change Number
1043E	10/5/2015	Invalid Fund Code Edit and Remove Suspense Account F3885. Extends Defense Automatic Addressing System (DAAS) edits for invalid or missing fund codes to include transactions with Signal Codes A, B, J, and K and one scenario pertaining to Signal Codes C and L that had previously been omitted. Revises Appendix 2 Terms and Definitions.	3
1060	8/29/2013	DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program", 19 June 1996 provided guidance and procedures for standardization and management of data elements used in DoD-wide and joint Service/Agency logistics systems. While the department's mission for electronic data exchange (EDI) remains unchanged, the data management procedures in DoD 4000.25-13-M were outdated. Defense Logistics Management Standards Office initiated an effort to replace DoD 4000.25-13-M with a new Defense Logistics Manual (DLM) 4000.25, Volume 5, Defense Logistics Management System, Data Management. While developing the new volume, it became apparent that merging the content with the existing DLM 4000.25, Volume 1 would eliminate overlaps between the two volumes. The reissuance of DLM 4000.25, Volume 1, incorporates the updated DLMS data standards and procedures, eliminates redundant information and improves the organization of the information.	0

ADC Number	Date	Change Description	Change Number
1090	12/12/2013	New UoM for Defense Logistics Agency (DLA) Troop Support. Updates the DLMS Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide to add Standard Advertising Unit and the corresponding X12 Code S8 and DOD code SW. Revises Appendix 4, DLSS to DLMS Conversion Guide.	1
1098	11/7/2014	Updates to DD Form 1348-5 Notice of Availability (NOA) and Corresponding DLMS 856N NOA and 870N NOA Reply. Updates the DD Form 1348-5, Notice of Availability; updates the DLMS 856N NOA and DLMS 870N NOA Reply to align with the hard copy data content of the DD Form 1348-5; establishes the foundation for a mechanized implementation for the NOA process to provide the International Logistics Control Office (ILCO) visibility; and updates procedures for ensuring timely replies to NOAs by actively engaging the ILCOs when there is no response to a follow-up NOA. Revises Appendix 2, Terms and Definitions. Revises DLMS 856N and 870N.	1
1103	8/20/2014	Revise DLMS 824R to Include Rejections of Logistics Bills, Clarify use for Rejection of DLMS MILSTRIP Transactions. Modifies the DLMS 824R to expand the scope to include rejection of logistics bills and make administrative adjustments to convert the supplement into an implementation convention (IC) and to reflect current element use by DLA Transaction Services. Revises Chapter 4, Functional Application Errors and DLMS 824R.	1

ADC Number	Date	Change Description	Change Number
1107	5/13/2014	Corrects the DLMS Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide name descriptions for Fahrenheit, Kelvin, Ounces, Persons, and Persons Capacity. Revises Unit of Materiel Measure to align with the X12 standard names. Revises Appendix 4, DLSS to DLMS Conversion Guide.	1
1108	4/1/2014	New Unit of Measure (UoM) for DLA Energy. Updates the DLMS Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide to add Liters at 15 Degrees Celsius with the corresponding X12 Code L5 and DOD code L5. This UoM is used in the DLA Energy Supply Chain in Electronic Business System. Revises Appendix 4, DLSS to DLMS Conversion Guide.	1
1111	8/27/2014	Revises the procedures for intransit control of materiel turned in to DLA Disposition Services and proposes use of the DLMS 527R for a new Disposition Services Turn-In Receipt Acknowledgement (TRA) transaction. Establishes a distinct DLMS 527R beginning segment transaction type code. Revises Appendix 3, Acronyms and Abbreviations and DLMS 527R.	1

ADC Number	Date	Change Description	Change Number
1113	7/2/2014	Wide Area Workflow (WAWF) Advance Shipment Notice (ASN) Revisions. Enhances WAWF to carry additional data fields found on contracts and delivery orders to the WAWF receiving report (RR) as requested by DLMS Trading partners supporting SC shipments. The WAWF RR is mapped to the commercial standard transaction (American Standards Committee (ASC) X12) 856 Ship Notice/Manifest to provide functionality as an electronic data source for shipment tracking and visibility. This change has been updated subsequent to staffing to reflect standard DOD data mapping for SC data elements transmitted to DOD systems outside WAWF. Revises Appendix 4, DLSS to DLMS Conversion Guide.	1
1119A	7/24/2014	Approved Addendum to ADC 1119, Unit of Measure (UoM) Identification and Conversion for Actual Tonnes – New UoM for DLA Energy. Updates the DLMS Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide to add Actual Tonnes and the corresponding X12 Code 51 and DOD Code 51. This addendum replaces ADC 1119 in its entirety. Revises Appendix 4, DLSS to DLMS Conversion Guide.	1

ADC Number	Date	Change Description	Change Number
1123	12/2/2015	Revised Procedures for Management Control Activity (MCA) Validation of Government Furnished Materiel (GFM)/Contractor Furnished Materiel (CFM) Requisitions and Contractor DoDAAC Assignment. Establishes a requirement for MCA validation for CFM regardless of the Component sponsoring the contractor. All MCA MILSTRIP procedures applicable to GFM will be extended to CFM. Transaction Services' edits for pseudo MCA processing of DOD EMALL CFM requisitions paid via credit card will be eliminated upon Component implementation of MCA validation to mirror existing GFM procedures. Revises Appendix 2 Terms and Definitions.	3

ADC Number	Date	Change Description	Change Number
1131	11/25/2015	<p>Phase II Implementation of New DLMS 841W Hazardous Material/Hazardous Waste Profile (HWPS) and 856W Hazardous Material/Hazardous Waste (HM/HW) Shipment Status Implementation Conventions and Associated Procedures Supporting Turn-Ins to DLA Disposition Services.</p> <p>Establishes two new DLMS Implementation Conventions (IC) that provide the current functionality of the legacy flat file GenComm Standard Version 5.0 as documented in in the DLMS manual (Reference 3.f. Appendix 9). The DLMS 841W HWPS will support the required HWPS functionality, to include the capability to transmit multiple profile sheets in one transaction. The DLMS 856WHM/HW Shipment Status will support the requirement to document the DTID information associated with an HM/HW disposal turn-in; its functionality is similar to the DLMS 856S Shipment Status/MILSTRIP Legacy Document Identifier Code AS3. Also documents several updates to the data content for the HWPS and the associated DTID data content. Revises Appendices 3 Acronyms and Abbreviations, and Appendix 4 DLSS to DLMS Conversion Guide.</p>	3
1147	10/1/2014	<p>Defining Suppressors as Small Arms/Light Weapons (SA/LW).</p> <p>Modifies the definition of SA/LW to include suppressors. Revises Appendix 2, Terms and Definitions.</p>	2

ADC Number	Date	Change Description	Change Number
1147A	11/6/2014	Administrative Correction to ADC 1147, Defining Suppressors as SA/LW. Updates ADC 1147 to replace the reference to Navy specific policy with the broader DOD policy to better reflect applicability of the change across the DOD. Confirms the revision to the definition of SA/LW to include suppressors that was made to Appendix 2, Terms and Definitions via ADC 1147.	2
1151	9/14/2017	Update to Document Retention Periods in DLM 4000.25 Series of Manuals (Finance/Supply). Removes references to specific record retention periods for documents/transactions, and advises the Components to retain data created as a result of DLMS business processes in accordance with the DODI 5015.02, DOD Records Management Program. Revises Chapter 2, Business Concepts and Environments and Appendix 3, Acronyms and Abbreviations	6

ADC Number	Date	Change Description	Change Number
1161	8/1/2016	<p>Update Uniform Procurement Instrument Identifier (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manuals (Supply/SDR/DoDAAD/ Finance/Contract Administration).</p> <p>Updates Uniform Procurement Instrument Identifier (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manuals.</p> <p>Updates DLMS procedures to accommodate the procurement instrument identifier (PIID) numbering system as required by recent changes to the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS). All Components must comply with the PIID numbering requirements of DFARS subpart 204.16 for all new solicitations, contracts, delivery calls/orders, and agreements issued, and any amendments and modifications to those new actions. Additionally, this change provides guidance for legacy procurement instrument identification number (PIIN)/legacy call/order number during the initial transition. Revises Chapter 4, Functional Application Errors; Appendix 2, Terms and Definitions; and Appendix 3, Acronyms and Abbreviations.</p>	4

ADC Number	Date	Change Description	Change Number
1161A	2/23/2017	<p>Update Uniform Procurement Instrument Identifier (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manuals. Replaces ADC 1161 in its entirety and removes an incorrect business rule in position 10 of the PIID, updates the list of references to reflect approved (rather than draft) documents, and updates the implementation date to no later than March 31, 2017. There are no additional changes to the procedures or DLMS transactions identified in ADC 1161, which updated DLMS procedures to accommodate the PIID numbering system. This is a mandated change required by recent changes to the FAR and DFARS and all Components must comply with the PIID numbering requirements of DFARS subpart 204.16 for all new solicitations, contracts, delivery calls/orders, and agreements issued, and any amendments and modifications to those new actions. Additionally, this change provides guidance for legacy procurement instrument identification number (PIIN)/legacy call/order number during the initial transition. Revises Appendix 2 Terms and Definitions, Appendix 3 Acronyms and Abbreviations and Chapter 4 Functional Application Errors. Assets.</p>	5

ADC Number	Date	Change Description	Change Number
1181B	4/6/2018	Administrative Addendum to ADC 1181A Supplier Performance Risk System (SPRS) (formerly PPIRS-NG) Functional Enhancements for Contractor Noncompliance Supply Discrepancy Reports. Documents functional enhancements and adds required functionality to the existing SDR vendor noncompliance system exchange and business rules between WebSDR and Supplier Performance Risk System (SPRS). Revises Appendix 3 Acronyms and Abbreviations.	7
1188	12/26/18	Alignment of DOD/ASC X12 Conversion Guides for Type of Pack, Transportation Method/Type Code, and Unit of Materiel Measure (Unit of Issue/Purchase Unit). Aligns DOD code names in the Type of Pack and Transportation Method/Type Code conversion guides with the USTRANSCOM Reference Data Management (TRDM) registry code names, and maps the TRDM to X12 code names. It also adds a new mapping for Tank Car to the Type of Pack conversion guide. This change updates the Unit of Materiel Measure (Unit of Issue/Purchase Unit) conversion guide to ensure DOD codes, other than those represented in the Federal Logistics Information System (FLIS) as documented in Cataloging Data and Transaction Standards, Volume 10, Tables 53 and 81 (Reference 3.a.), have the name assigned by X12. Additional updates correct some erroneous mappings for DOD Codes. Revises Chapter 1, Introduction; Chapter 2, Business Concepts and Environments; Chapter 7, Defense Logistics Management Standards Use Of Accredited Standards Committee X12; Appendix 4, DLSS to DLMS Conversion Guide, and Table of Contents	8

ADC Number	Date	Change Description	Change Number
1194	12/7/2015	Implementation of the Sub Tier Code. Adds the Sub Tier Code field to the DoDAAD to indicate if the DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within the Federal Procurement Data System (FPDS). Revises Appendix 2, Terms and Definitions; Appendix 3, Acronyms and Abbreviations.	3
1198	10/6/2017	Establishing and Maintaining Accountability for Service Owned Capital Equipment Stored at DLA Distribution Centers. One of a series of DLMS changes to define procedures and establish a coordinated implementation to exchange serial number and unique item identifier (UII), when available, to support Financial Improvement and Audit Readiness (FIAR) compliance and accountability over service owned capital equipment stored at DLA. This change is based upon the capital equipment candidate requirements in the DOD Integrated Requirements Set (IRS) for Item Unique Identification (IUID) in Supply Business Processes. Revises Appendix 1, References, Appendix 2, Terms and Definitions and Appendix 3, Acronyms and Abbreviations	6

ADC Number	Date	Change Description	Change Number
1202	7/12/2016	Processing of Advance Shipment Notice (ASN) for Certificate of Conformance (CoC) or Alternate Release Procedures (ARP) and Edit Blocking Inappropriate Supply Discrepancy Report (SDR) for Missing Quality Assurance Representative (QAR) Signature (Discrepancy Code D4) and Associated Suspended Receipt (SDR/Supply/Contract Administration). Establishes a requirement for the Defense Logistics Agency (DLA) Distribution Standard System (DSS) to capture Certificate of Conformance (CoC) and Alternate Release Procedures (ARP) indicators when present in the DLMS 856 Advance Shipment Notice (ASN) provided via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), formerly Wide Area Work Flow (WAWF), interface. DSS will recognize inclusion of the ARP or CoC indicator in the DLMS 856 ASN and store the ARP and CoC indicators for use upon receipt of the shipment matching on procurement instrument identifier (PIID)/contract number and contract line item number. Additionally, a new edit in DSS is established to prevent creation of a supply discrepancy report (SDR) with Discrepancy Code D4 when ARP or CoC indicators are present. Revises Appendix 3, Acronyms and Abbreviations.	4
1213	11/21/2016	Clarification of Bill Numbers in DLMS. Clarifies the processing of logistics Interfund bills to limit the length of bill numbers to five characters in DLMS variable length transactions in accordance with DLM 4000.25, Volume 4 and explains which bill numbers to include in adjustment requests and replies. Revises Appendix 2, Terms and Definitions and Appendix 3, Acronyms and Abbreviations.	5

ADC Number	Date	Change Description	Change Number
1226	5/10/2017	Revise DLMS 824R Reject Advice Transaction in Support of Intra-Air Force Government Furnished Property-Accountability (GFP-A). This change implements intra-Air Force procedures for the rejection of DLMS transactions as a variation of the rejection procedures described in ADC 1103. It authorizes additional data content to identify the manufacturer part number, local stock number, and commercial and government entity (CAGE) code in the DLMS 824R Reject Advice transaction. In addition, the change adds several new reject advice codes. Revises Chapter 4, Functional Application Errors. Revises DLMS IC 824R	5
1228	6/9/2017	Revise DLMS 846P Physical Inventory Request and 846R Location Reconciliation Request to Enhance End of Day/Reconciliation Process. Revises procedures and transaction content associated with inventory reconciliation supporting the Intra-Air Force Government Furnished Property-Accountability (GFP-A) Capability Initiative. Revises Appendix 2, Terms and Definitions.	5
1233	8/4/2016	Administrative Update to the Defense Logistics Manual (DLM) 4000.25 Series of Manuals Front Matter Page Numbering and Definitions for DLMS Supplement and Implementation Convention. Revises the page numbering of the “front matter” (Foreword, Process Change History, Table of Contents, Acronyms and Abbreviations, Definitions and Terms, References) in the DLM 4000.25 series of manuals to prepend an alphabetic indicator to the page numbers in each section of the front matter. Each page number will begin with an abbreviation of that section's name. Revises the front matter of the manual.	4

ADC Number	Date	Change Description	Change Number
1239	7/29/2016	Add the DLMS Compliance Checklist to Defense Logistic Manual (DLM) 4000.25 Volume 1, Concepts and Procedures, Appendix 10, DLMS Compliance. Adds the DLMS Compliance Checklist to Appendix 10, DLMS Compliance.	4
1240	6/19/2017	Use of Official Correspondence to Appoint Primary and Alternate Process Review Committee (PRC) and Working Group (WG) Representatives and to Respond to Proposed DLMS Changes. Requires the Services/Agencies to issue an official letter to designate a primary and alternate PRC and WG contact to represent their Service/Agency in all matters relevant to the PRC, and WG. Provides a sample for the official correspondence for the Component response to a Proposed DLMS Change. Revises Chapter 1, Concepts and Procedures and adds new Appendix 11, Official Letter of Appointment and Sample Official PDC Response Memorandum.	6

ADC Number	Date	Change Description	Change Number
1244	6/7/2018	Establishing Visibility of Unique Item Tracking (UIT) Program Items for Service-Owned Assets Stored at DLA Distribution Centers and Corresponding Revisions to Inventory Procedures Related to Capital Equipment. Defines procedures and establishes a coordinated implementation to exchange item unique identification (IUID) and serialization data in accordance with DODM 4140.01. Adds DLMS procedures to include serialization data in all DLMS balance-affecting transactions and selected additional transactions for UIT programs. Adds a new chapter titled "Procedures for Serially Managed Materiel Requiring Owner Visibility", and allows for expansion to other areas as ODASD(SCI) and the DoD IUID Working group identify additional IUID requirements for serially managed materiel requiring owner visibility while physically located at DLA Distribution Centers. Revises Appendix 3, Acronyms and Abbreviations	7
1259	10/20/2017 Withdrawn 4/30/18; Change 7	New Unit of Issue/Unit of Measure for Drained Net Weight (Supply). Updates the DLMS Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide to add, "Drained Net Weight" with the corresponding X12 Code OY and DOD Code OY. Revises Appendix 4, DLSS/DLMS Conversion Guide	6 7
1274	6/4/2018	Joint Small Arms Light Weapons Coordinating Group (JSA/LWCG) Transfer of Chairmanship to Army (SA/LW). On April 18, 2017, the SCESC agreed to transfer chairmanship of the JSA/LWCG from the Enterprise Business Standards Office to the Army. Revises Chapter 1, Introduction	7

ADC Number	Date	Change Description	Change Number
1275	3/8/2018	Clarifying the Use of Special Characters in DLMS Electronic Data Interchange (EDI) Transactions. Updates DLM 4000.25, Defense Logistics Management Standards (DLMS), to clarify which characters are and are not valid in DLMS EDI transactions. Revises DLMS Volume 1, Chapter 6 Standards and Conventions	7
1280	12/26/18	Align MILSTRAP/MILSTRIP Chapter 1 “General” and MILSTRAP Chapter 2 “MILSTRAP Features” with the Defense Logistics Management Standards Manual. Adds content from DLM 4000.25-1, MILSTRIP and DLM 4000.25-2, MILSTRAP Chapter 1 “General Information” to appropriate areas in the DLMS Manual. Also adds content from MILSTRAP Chapter 2 “MILSTRAP Features” to the DLMS Manual. Revises Chapter 1 Concepts and Procedures and Chapter 3 Transportation	8
1332	1/16/19	Administrative Alignment of Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) with DLMS Volume 1, Appendix 2 and Appendix 3. Documents administrative changes to align the terms, abbreviations, definitions, and acronyms in DLMS Volume 1 Revises Appendix 2 Terms and Definitions and Appendix 3 Acronyms and Abbreviations.	8

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C1. CHAPTER 1

INTRODUCTION

C1.1. PURPOSE. This Defense Logistics Manual (DLM) prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the Department of Defense, to conduct logistics operations. The Defense Logistics Management Standards or DLMS, identify processes governing logistics functional business management standards and practices rather than an automated information system. The DLMS provide an infrastructure for the participatory establishment and maintenance of procedural guidance to implement the Department's logistics policy by its user community.

C1.2. SCOPE. This manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies, hereafter referred to collectively as the DoD Components. The manual applies, by agreement, to external organizational entities conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.3. POLICY

C1.3.1. DLMS procedures, as prescribed herein, must be implemented uniformly between DoD Components and other participating external organizations and at all levels within each DoD Component. DoD Components must give priority to development and implementation of DLMS requirements before the development and implementation of intra-DoD Component requirements.

C1.3.2. DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011, authorizes the publication of this DLM and stipulates that it carry the full weight and authority of a DoD manual. DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures: Operational Requirements," February 10, 2014, establishes a configuration control process for the DLMS and prescribes use of the DLMS to implement approved DoD policy in logistics functional areas such as Military Standard Requisitioning and Issue Procedures (MILSTRIP), Military Standard Reporting and Accountability Procedures (MILSTRAP), Military Standard Billing System (MILSBILLS), Supply Discrepancy Reporting (SDR), and the DoD Physical Inventory Control Program (PICP).

C1.3.3. DoD Directive (DoDD) 8190.01E, "Defense Logistics Management Standards (DLMS)," January 9, 2015, assigns responsibilities to the **Enterprise Business Standards Office (EBSO)** for direction, management, coordination, and control of the process to replace DoD unique logistics data exchange standards with approved EDI standards and supporting implementation conventions (IC) for DoD logistics business transactional data exchange. Pending full implementation of

enterprise-wide modernized data exchange standards, this manual may reflect legacy processes, formats, data, and mediation.

C1.4. RESPONSIBILITIES

C1.4.1. **Under Secretary of Defense (Acquisition and Sustainment(A&S))**. Develop policy and provide guidance, oversight, and direct implementation and compliance with the DLMS, except that the Under Secretary of Defense (Comptroller)(USD(C)) **is** responsible for the MILSBILLS functional area addressed under Volume 4 of this manual. The Director of **Defense Pricing and Contracting (DPC)** **is** responsible for the Contract Administration functions of shipment notification, destination acceptance reporting, and contract completion status reporting areas addressed under Volume 7 of this manual. When carrying out their responsibility, the **USD (A&S)**, DoD Comptroller, and Director **DPC**, as appropriate for their respective functional areas, will:

C1.4.1.1. Direct or approve expansion of DLMS in assigned functional areas or application of DLMS in new functional areas.

C1.4.1.2. Provide the **EBSO** with policy guidance for development, expansion, improvement, and maintenance of the DLMS.

C1.4.1.3. Resolve policy and procedural issues that cannot be resolved within the DLMS infrastructure.

C1.4.1.4. Ensure appropriate coordination with other Office of the Secretary of Defense (OSD) staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.1.5. Ensure appropriate coordination with other OSD staff elements when DLMS policy guidance or directional memoranda affect assigned functions of these offices.

C1.4.2. Director, Defense Logistics Agency

C1.4.2.1. Establish and resource the **EBSO**, which will report to the Director, Information Operations/Chief Information Officer (CIO) (J6), DLA HQ.

C1.4.2.2. Provide the necessary military and civilian personnel resources.

C1.4.2.3. Provide the necessary administrative support and services, including office space, facilities, equipment, automatic data processing support, and travel expenses for Enterprise Business Standards Office personnel.

C1.4.3. Director, Enterprise Business Standards Office. Operating under the authority of DoDM 4140.01 and DoDI 4140.01, serve as the primary proponent to establish procedures, data standards, and transaction formats to promote interoperability in the logistics community and associated functional areas. This

includes the development, maintenance and documentation of corporate level policies and procedures for exchanging logistics data between DoD Components, between DoD Components and other Federal departments and agencies, and between DoD Components and private industry. Participate in cooperative efforts with other government entities to develop data exchange standards. Maintain membership in external voluntary standards bodies and groups; (e.g., American National Standards Institute (ANSI) chartered Accredited Standards Committee (ASC) X12). Administer the DLMS for assigned functional areas and receive policy guidance from proponent offices of the ASD(S), **DPC**, and the DoD Comptroller, as appropriate. The Director, **EBSO** will:

C1.4.3.1. Establish a formal change management process for the DLMS.

C1.4.3.2. Establish Process Review Committees (PRC) composed of representatives from the DoD Components and participating external organizations for each of the DLMS functional areas of finance, pipeline measurement, supply discrepancy reporting and supply (to include but not limited to requisitioning and issuing procedures, physical inventory, and disposition services). Also, establish PRCs for DoD Activity Address Directory (DoDAAD) and Military Assistance Program Address Directory (MAPAD). Designate a chair for each PRC.

C1.4.3.3. Designate a program administrator to serve as the DoD focal point for the Physical Inventory Control Program. Chair the Joint Physical Inventory Working Group (JPIWG) to recommend guidance and develop program enhancements for physical inventory control of DoD supply system materiel.

C1.4.3.4. Ensure uniform implementation of the DLMS by doing the following:

C1.4.3.4.1. Review implementation dates and plans of the DoD Components and participating external organizations, and make recommendations for improvement.

C1.4.3.4.2. Perform analysis and design functions to implement new or revised policy guidance and instructions, provided by OSD proponent offices, and to ensure the involvement of Defense Automatic Addressing System (DAAS) with telecommunications planning in an integrated system design.

C1.4.3.4.3. Develop and recommend, to the appropriate OSD proponent office(s), new or revised policy with supporting analysis which identifies and explains process improvements and indicates methods to accomplish identified changes.

C1.4.3.4.4. Serve as the Department's Executive Agent for logistics data interchange on behalf of the DLA Director, as delineated in DoD Directive 8190.01E.

C1.4.3.4.5. Develop, publish, and maintain the Defense Logistics Management **Standards** manual and related DLM publications consistent with the DLM requirements identified in DODI 4140.01 and **DODM 4140.01**.

C1.4.3.4.6. Develop or evaluate proposed DLMS changes (PDC) and coordinate them with the DoD Components and participating external organizations. Provide a copy of all PDCs to the applicable OSD proponent office.

C1.4.3.4.7. Review, evaluate, and recommend improvements to curricula of DoD Components and participating external organizations' training schools offering DLMS-related courses.

C1.4.3.4.8. Assist DoD Components and participating external organizations in resolving problems, violations, and deviations that arise during operations and are reported to the PRC Chair. Refer unresolved matters to the applicable OSD proponent office with analysis and recommendations for resolution and corrective action.

C1.4.3.4.9. Make available to **Office of the Deputy Assistant Secretary of Defense (ODASD)(Logistics)** and to DoD Components, a status review of all DLMS revision proposals that have not been approved for publication or, that if approved, have not been implemented. The status review is updated weekly and is available from the **EBSO** Website on the Process Changes Page.

C1.4.3.4.10. Review and coordinate with the DoD Components and participating external organizations all requests for system deviations and exemptions and make applicable recommendations to the OSD proponent office based on fact-finding status or analysis of accompanying justification.

C1.4.4. Heads of DoD Components and Participating External Organizations. Designate an office of primary responsibility for each DLMS functional area identified in section C1.3. Use an official memorandum on Service/Agency letterhead (or a digitally signed email) to identify to **EBSO**, the name of a primary and alternate PRC representative for each functional area who will:

C1.4.4.1. Serve as members on, and fulfill the responsibilities of, the PRC or Working Group (WG) for that function, and

C1.4.4.2. Provide the DoD Component's or external organization's official position on DLMS matters and have the authority to make decisions regarding procedural aspects.

C1.4.4.3. Ensure continuous liaison with the DLMS PRC Chair and with other DoD Components and participating external organizations.

C1.4.4.4. Submit to the Director, **EBSO**, or appropriate PRC Chair, as DLMS PDCs, all proposed changes affecting logistics business processes irrespective of the electronic business technology employed following the procedures in Chapter 3 of this

volume. Perform the initial evaluation of PDCs that originate within the DoD Component or participating external organization and return such proposals with the evaluation results.

C1.4.4.5. Perform the initial evaluation of all beneficial suggestions to the DLMS originating within the DoD Component or participating external organization. For suggestions considered worthy of adoption, submit a PDC to the DLMS PRC Chair in accordance with Chapter 3 of this Volume for processing in the normal manner. The originator's PRC representative will determine any awards using normal DoD Component or participating external organization procedures.

C1.4.4.6. Develop and submit to the PRC and WG Chair, a single, coordinated DoD Component or participating external organization position on all PDCs within the time limit specified. When a PDC affects multiple DLMS functional areas, the designated representative for the PRC identified in the proposal will submit a single coordinated response.

C1.4.4.7. Accomplish internal training to ensure timely and effective implementation and continued operation of the approved DLMS. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training. Furnish a copy of initial and revised training curricula to the appropriate DLMS PRC Chair.

C1.4.4.8. Implement the approved DLMS and changes thereto. Provide the PRC Chair with status information concerning implementation of approved changes. Report Control Symbol (RCS) DD-A&S(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide the DLMS PRC Chair a copy of the publication change. Send the reports to the DLMS PRC Chair.

C1.4.4.9. Ensure that operating activities supporting the DLMS comply with the requirements and procedures published in the DLMS.

C1.4.4.10. Continually review and revise internal procedures to correct misinterpretation and prevent duplication of records, reports, and administrative functions related to the DLMS.

C1.4.4.11. ***Develop supplemental procedures for internal use as needed as long as they do not conflict with the DLMS procedures.*** Review ***internal*** supplemental procedures and/or implementing procedures to ensure conformance with the approved DLMS.

C1.4.4.12. Provide, to the appropriate PRC Chair, copies of supplemental and internal procedures, and changes thereto, related to operation of the DLMS.

C1.4.4.13. Report to the PRC Chair, problems, violations, and deviations that arise during system operations.

C1.4.5. Process Review Committees. PRCs are joint forums for each of the DLMS functional areas responsible for development, expansion, improvement, maintenance and administration of the DLMS. PRCs include finance, pipeline measurement, supply discrepancy report and supply (to include requisitioning and issuing procedures, physical inventory accountability, and disposition services). PRCs are also established for DoDAAD, and MAPAD. The PRC representatives are listed on the **EBSO** Website, "Committees" page. The DLMS PRCs will:

C1.4.5.1. Be administered/controlled by the applicable DLMS PRC Chair.

C1.4.5.2. Consist of representatives from the DoD Components and participating external organizations.

C1.4.5.3. Meet at the request of the PRC Chair. The PRC Chair will, when possible, announce the meeting and identify the agenda items 30 calendar days in advance. The PRC Chair will issue fully documented minutes of these proceedings to each participating DoD Component or external organization, and the applicable OSD principal staff assistant (PSA), within 30 calendar days after the meeting.

C1.4.5.4. Review and resolve comments on PDCs, deviations, and waivers, or other problems and violations, and provide recommendations for implementation or disapproval. Refer any action that the PRC cannot resolve to the appropriate OSD PSA.

C1.4.5.5. Ensure uniform and effective implementation of DLMS requirements by:

C1.4.5.5.1. Conducting periodic evaluations to determine effectiveness of DoD/DLMS policies, procedures, and processes.

C1.4.5.5.2. Conducting reviews of selected DLMS operational areas to determine conformance with, and evaluate the effectiveness of, DLMS requirements and to interpret or provide clarification of DLMS procedures.

C1.4.5.5.3. Reporting findings and recommendations of evaluations and reviews, with comments of the DoD Components and participating external organizations, to the applicable OSD PSA.

C1.4.6. DAAS. DAAS serves as the logistics central hub through which all DLMS transactions pass for selective data edits, business rule application, translation, routing, archiving, and data warehousing. The services provided allow the DoD Component supply systems to speak the same language, by receiving data (sometimes non-standard), editing and validating the transactions; and forwarding the transactions, in the correct format, to the proper destination. DAAS developed and maintains the Defense Automatic Addressing System (DAAS) to provide these services. The DAAS

manual is available on the **EBSO** Website. To ensure that these services are effective, DoD Components must route all DLMS transactions to DAAS. Key responsibilities for DAAS are to:

C1.4.6.1. develop DLMS mapping and conversion processes,

C1.4.6.2. implement Approved DLMS Changes (ADC) and ensure that all modifications are incorporated into the, edits, translation rules, and records,

C1.4.6.3. implement DLMS logistics data transmission requirements and execute system modification tasks supporting the DLMS documented in ADCs,

C1.4.6.4. provide telecommunications support, archiving and storage, translation services, conversion processes, and other services to support DoD Component implementation of the DLMS,

C1.4.6.5. capture required data and produce the end-to-end pipeline metrics specified by the Pipeline Measurement PRC, and

C1.4.6.6. develop, host and maintain enterprise applications and databases such as the DoDAAD, MAPAD, Web Supply Discrepancy Reporting, and host and maintains numerous essential database tables such as the Fund Code Table.

C1.5. DISTRIBUTION OF THIS MANUAL

C1.5.1. Defense Logistics Management **Standards** Manual. This manual is published electronically. No hard-copy document is available. The Defense Logistics Manuals are available from the **EBSO Website** under the header "**DLMS** Publications." Any further distribution will be accomplished within each DoD Component or external organization based upon approved distribution data generated through their internal publication channels.

C1.5.2. Changes. DLMS changes are published electronically and are available on the **EBSO** Website under the header "DLMS Process Changes."

C1.6. HOW TO USE THIS MANUAL

C1.6.1. Structure of the Manual

C1.6.1.1. Manual Layout. The Defense Logistics Management Standards manual comprises seven volumes: Volume 1, Concepts and Procedures; Volume 2, Supply Standards and Procedures; Volume 3, Transportation; Volume 4, Finance; Volume 5, Reserved; Volume 6, Logistics Systems Interoperability Support Services, and Volume 7, Contract Administration.

C1.6.1.2. DLMS Volumes

C1.6.1.2.1. DLMS Content. Each volume of the Defense Logistics Management **Standards** manual contains its own Foreword, Change History Page, and Table of Contents showing procedural chapters with listings of figures, and tables and appendices. Each volume of the Defense Logistics Management **Standards** manual may also contain appendices for related data that apply to multiple chapters in the volume; however, use of any of the functional area volumes requires simultaneous access to the Defense Logistics Management **Standards**, Volume 1 reference material items (e.g., terms, acronyms, and the DLMS change process).

C1.6.1.2.2. DLMS Implementation Conventions. Appendix 7 introduces the DLMS ICs that explain the use of the DLMS. The DLMS ICs are available on the **EBSO** Website DLMS IC page. For each DLMS IC, a hyperlink is provided to machine readable formats (X12 and XML) DLMS Change History and corresponding DLSS legacy transaction format.

C1.6.1.3. DLMS Reference Material in Volume 1. Volume 1 contains appendices with reference items applicable to the entire manual. Reference items are:

- Appendix 1 References
- Appendix 2 Terms and Definitions
- Appendix 3 Acronyms and Abbreviations
- Appendix 4 **DoD/ASC X12** Conversion Guides
- Appendix 5 DLMS to DLSS
- Appendix 6 DLMS Code List Qualifiers
- Appendix 7 DLMS Transaction Formats
- Appendix 8 Transaction Set 997 Implementation Convention, Functional Acknowledgement
- Appendix 9 DLMS Change Process Flow Chart
- Appendix 10 DLMS Compliance

C2. CHAPTER 2

BUSINESS CONCEPTS AND ENVIRONMENTS

C2.1. OVERVIEW

C2.1.1. Defense Logistics Management Standards. The Defense Logistics Management Standards (DLMS) provide procedures and data formats to link the various component organizational elements of the Defense Logistics community including: inventory control points (ICPs), distribution depots, maintenance depots, transportation nodes, and end users in posts, camps, stations, ships, and deployed units. The DLMS address the different functional processes of logistics and provides standards to exchange data across the Military Services, Defense Agencies, other Federal Agencies, foreign national governments, international government organizations, and nongovernment participants. As other electronic business (EB) methods emerge, DLMS will incorporate these new capabilities into the DoD logistics business processes, as appropriate.

C2.1.2. Purpose. This chapter provides an overview of some of the technologies and procedures that all participants must implement to employ the DLMS across the range of participating organizations. This chapter also provides a road map to other parts of the manual that may provide more details about specific topics.

C2.2. DLMS IMPLEMENTATION PROCESS. Enterprise Business Standards Office coordinates DLMS related requirements with the DoD Component focal points and interfaces with DAAS to ensure these requirements are fulfilled. These requirements are transformed into new or revised DLMS procedures, transactions and data standards.

C2.2.1. Transactions. The DLMS provide descriptive procedures, transactions, and data formats for computer-to-computer communications. The transactions initiate a logistics action (e.g., requisition an item, authorize a funds transfer, ship an item). The transactions are structured and formatted to be transmitted by computer systems without human intervention.

C2.2.2. Transaction Flow. DAAS acts as a central hub for all DLMS transactions. Transactions flow from the originator's computer to the Defense Automatic Addressing System (DAAS) operated by DAAS. DAAS will edit the transactions for correct format, retain an image in an interactive data base for user access, and route the transactions to the correct recipient(s). The receiving computer(s) will process the transactions and initiate the appropriate logistics action. This action will frequently result in generation of additional DLMS transactions to other systems and/or responses back to the originator via DAAS. Refer to Defense Logistics Manual (DLM) 4000.25-4, Defense Automatic Addressing System (DAAS) manual for procedures and operations of DAAS.

C2.3. DLMS DATA MANAGEMENT

C2.3.1. Data management for DLMS provides data standards, syntax, and procedures necessary to ensure the data at the heart of DLMS transactions is well understood and interoperable. It prevents overlapping or incompatible uses of data and enables trading partners to communicate data or carry forward important data through related processes. The foundation of DLMS data management is based on the guiding principles established in DoD Directive (DoDD) 8190.01E, "Defense Logistics Management Standards (DLMS)," January 9, 2015, and DoDD 8320.02, "Data Sharing in a Net-Centric Department of Defense." April 23, 2007. DLMS Data Management is further described in Chapter 5 of this volume.

C2.3.2. Continued Support For Legacy Data. DAAS will continue to execute the DLSS error notification processes until DoD has totally implemented the DLMS.

C2.4. REQUIREMENTS FOR NEW OR REVISED DLMS PROCEDURES

C2.4.1. Use of DLMS Procedures. DoD Components must use standards and procedures prescribed by the DLMS when undertaking development of new or revising existing logistics systems. If a DoD Component or other participating external organization requires changes to, or expansion of, the existing DLMS to accommodate technological innovations planned for new system designs, they must submit PDCs with full justification and explanation of the intended use following the instructions in Chapter 3 in this volume.

C2.4.1.1. DLMS Enhancements. The DLMS procedures and the supporting DLMS Implementation Conventions (IC) identify DLMS enhancements that may not have been implemented by all DLMS trading partners or within legacy systems. Therefore, data associated with an enhancement transmitted within a DLMS transaction may not be received or understood by the recipient's automated processing system. Additionally, DLMS procedures may not have been developed to support the data exchange. Components wishing to implement DLMS enhancements must coordinate with the Enterprise Business Standards Office and trading partners prior to use. DoD Components must submit a PDC reflecting required business rules/procedures prior to implementation of DLMS enhancements already documented in DLMS ICs.

C2.4.1.2. Future Streamlined Data. The DLMS procedures and the supporting DLMS ICs identify data that may be targeted for elimination under a full DLMS environment. This data is often referred to as "future streamlined data". This data is retained within DLMS during a transition period when many trading partners employ legacy systems or cannot move to full DLMS capability. DoD Components wishing to streamline data must coordinate with the Enterprise Business Standards Office prior to doing so. Components need to submit a PDC reflecting any revised business rules associated with such termination.

C2.4.1.3. DLMS Data Element Field Size. The DLMS ICs identify ANSI X12 field sizes and some field size constraints existing under DLSS legacy transactions.

Many DLMS trading partners operating within a legacy system will not be able to support the DLMS expanded field size. Components desiring to implement an expanded field size under DLMS must be aware that the conversion process to the DLSS legacy transactions cannot accommodate the larger fields. Components must coordinate with the Enterprise Business Standards Office prior to use and may submit a PDC to adjust a field size to a recommended length.

C2.4.2. Submission of New Data Elements. Data elements employed in DoD-wide, inter-DoD Component, and participating external organization logistics systems' authoritative issuances that have not been standardized under DoDD 8320.02, "Data Sharing in a Net-Centric Department of Defense," April 3, 2007, will be submitted as proposed DoD logistics standards following procedures developed under the authority of ASD(S). DoD logistics standard data elements must be used in design and upgrading of:

C2.4.2.1. DoD-wide and inter-DoD Component automated logistics systems and authoritative issuances, and

C2.4.2.2. DoD Component systems and issuances.

C2.5. DATA REQUIREMENTS AND FORMATS

C2.5.1. General Information. The DLMS use ANSI ASC X12 transactions for EDI and X12 based extensible markup language (XML). EDI is widely used in the private sector to conduct business operations, and also between industry and the Government in acquisition, transportation, finance, and other functional areas. The DLMS extend this electronic connectivity to internal DoD logistics operations. The DLMS may also expand to include other emerging EB methods as they are standardized and approved for use by the DoD. The standards and conventions are described in Chapter 6 of this manual.

C2.5.2. DoD/ANSI ASC X12 Conversion Guides. ***DoD systems that store internal data in DoD format and exchange data in X12-based DLMS format must incorporate*** three conversion guides to convert DoD data values established in legacy systems to the corresponding ASC X12 code values. DoD applications must convert outbound transactions from DoD code values to ***ASC X12*** code values based on the ***DoD/ASC X12*** Conversion Guide definitions. DoD applications must convert inbound transactions from ***ASC X12*** code values to DoD code values based on ***DoD/ASC X12*** Conversion Guide definitions (Appendix 4).

The three conversion guides available from a link on the Enterprise Business Standards Office Website and Appendix 4 are:

C2.5.2.1. Transportation Mode of Shipment/Transportation Method/Type Code Conversion Guide.

C2.5.2.2. Type of Pack Conversion Guide.

C2.5.2.3. Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide.

C2.5.3. Legacy Format to DLMS Cross Reference Tables. A Defense Logistics Standard System (DLSS) legacy 80 record position format to DLMS transactions cross reference table provides the following information:

C2.5.3.1. Cross Reference to Legacy Formats. Cross Reference of each legacy format Document Identifier Code (DIC) (e.g., A01) to DLMS IC number (e.g., 511R) for legacy format processes in DIC sequence and DLMS IC sequence. Refer to Appendix 5.

C2.5.3.2. Correlation Tables. MILSTRAP correlation tables in legacy DIC sequence provide general functional equivalency between each MILSTRAP legacy DIC and DLMS IC. Details for the correlation tables are provided in Appendix 5, DLMS to DLSS Cross Reference Tables. The MILSTRAP correlation tables can be viewed at the Enterprise Business Standards Office Website.

C2.5.3.3. Cross Reference Tables. Cross reference tables for each legacy 80 record position DLSS DIC are available in DIC and DLMS sequence at the Enterprise Business Standards Office Website.

C2.5.4. DLMS Code Lists/Qualifiers. DLMS Code Lists/Qualifiers used to identify DoD functional data elements in the DLMS ICs are described in Appendix 6. They are accessible from a link in Appendix 6, DLMS Code List Qualifiers, or in LOGDRMS from the Enterprise Business Standards Office Website.

C2.5.5. Editing

C2.5.5.1. General. Data contained in DLMS transactions must be complete and accurate for the receiving computer systems to process. The following paragraphs define principles for maintaining accurate data within the DLMS for all participants.

C2.5.5.2. Edit at Origin. DLMS procedures require recipients to edit and, if necessary, reject transactions back to the sender. Originating activities should maximize editing and validation on their own transactions prior to transmission; this can minimize the expense and delay involved in processing erroneous transactions. Outbound transactions must meet all DLMS IC requirements. Components may apply more stringent or specific edit requirements on outbound transactions to meet their business requirements

C2.5.5.3. Use Data Only as Defined. Data elements will carry ONLY the data specifically defined in the DLMS ICs. Capabilities exist within the DLMS to support DoD Component unique data. However, DoD Components must submit proposed DLMS changes following Volume 1, Chapter 3 requirements to address any planned usage of Component-unique data.

C2.5.6. Error Processing

C2.5.6.1. Transaction Set (TS) 997, Functional Acknowledgement. DLMS use TS 997 when the translator encounters an error that violates ANSI ASC X12 syntax rules. TS 997 may also be used to acknowledge receipt of a transaction set without error when agreed to between the DoD and a commercial trading partner. Use of TS 997 is discussed in more detail in Appendix 8 of this manual and in DLM 4000.25-4, DAAS manual.

C2.5.6.2. DLMS Implementation Convention 824R, Reject Advice. DLMS 824R is used by the transaction recipient to reject a DLMS transaction that could not be processed due to erroneous or missing data based on requirements identified in the DLMS IC for a particular transaction. DLMS 824R is generated as an exception by DAAS and DoD Component application programs to convey information to the sender's application process. Originating sites will possess technical and procedural means to receive the application advice, correct errors, and retransmit appropriate data. Use of DLMS 824R is discussed in Volume 1, Chapter 4, Functional Application Errors.

C2.5.7. Change Control. DAAS is the designated activity to perform change management for the translator used to convert legacy DLSS to DLMS or DLMS to legacy DLSS. DAAS will upgrade the translator as logistics data requirements change and the DLMS are updated to reflect the changes. Volume 1 Chapter 3 discusses the guidelines for maintaining the DLMS and defines the procedures for processing and recording proposed DLMS changes.

C2.5.8. Enveloping. The DLMS support the bundling of multiple groups of data, referred to as enveloping. Specifically, multiple transactions can be bundled into a single DLMS interchange. Multiple transaction sets of a similar type can be placed into a single functional group, and multiple functional groups can be placed into a single interchange group. The DLMS use of envelopes is consistent with ANSI ASC X12.6 standards. Refer to Defense Logistics Manual (DLM) 4000.25-4, DAAS manual (Communications) for details of DLMS envelope usage.

C2.6. DLMS DEVIATIONS OR WAIVERS

C2.6.1. Submission. DoD Components and participating external organizations will not request DLMS deviations or waivers solely to accommodate existing internal systems and procedures or organizational environments. When requesting deviations or waivers, DoD Components and participating external organizations must submit them following the guidelines in Chapter 3 in this volume.

C2.6.2. Review. The PRC Chairs will consider requests for DLMS deviations or waivers when the requestor demonstrates that the system cannot provide a workable method or procedure, or cannot accommodate interim requirements. The Director, Enterprise Business Standards Office will forward unresolved matters to the applicable OSD proponent office for resolution.

C2.7. COMMUNICATION REQUIREMENTS

C2.7.1. Telecommunication Networks. The method for conveying DLMS transactions from one activity to another will be by DoD and Federal electronic telecommunications networks. DoD Components will route all DLMS transactions to DAAS. The Defense Information Systems Network (DISN) is the main network pathway for transmission of transactions to and from the DAAS. Refer to the DAAS procedures in DLM 4000.25-4 for DLMS-specific capabilities and requirements for transmitting data within the DISN.

C2.7.2. Common Communications Approach. All participating activities must use a common communications approach. DAAS procedures (DLM 4000.25-4) define specific communication requirements. The following paragraphs highlight some of the key communications requirements:

C2.7.2.1. Data transmission will be via the DISN or other approved alternatives.

C2.7.2.2. Compression algorithms as defined by DAAS will be used.

C2.7.2.3. Transaction set syntax and content will be in accordance with ANSI ASC X12.6 standards and the DLMS implementation conventions defined in this manual.

C2.7.2.4. Transactions through DAAS are encrypted.

C2.7.2.5. Component activities will maintain readily accessible copies of all transmissions for at least one week, and will be able to retransmit them at the request of the receiving party. DAAS will retain a copy of all receipts and transmissions in accordance with DoDI 5015.02, DoD Records Management Program. DAAS procedures define the retention period for each type of transaction set.

C2.7.2.6. DLMS transactions are variable length and in many cases have no practical maximum size. However, for transmission purposes, an overall maximum size will be imposed for transaction sets and transmission envelopes (see Chapter 4).¹

C2.7.3. Technical Solutions. DoD Component activities will have the discretion to determine the technical means to create the data exchange formats defined above, for example, using a commercial translator or develop their own software.

C2.8. DAAS OPERATIONS

C2.8.1. Functions. DAAS is central to all DLMS operations.² It performs numerous corporate functions for DLMS operations including:

¹ Temporary restrictions at the data element level may be imposed on translation requirements to the previous fixed-length formats.

² Complete procedures for DAAS are contained in the DLM 4000.25-4, DAAS manual.

C2.8.1.1. Performing basic edits and returning any transactions with errors back to the originator.

C2.8.1.2. Archiving all received and transmitted messages, to ensure retransmission capability in the event the original message was lost due to computer or telecommunications failure.

C2.8.1.3. Generating images, as required.

C2.8.1.4. Holding or forwarding transactions per DoD Component profile for the recipient.

C2.8.1.5. Executing "suppress" or other national command directives.

C2.8.1.6. Loading transaction data into the Logistics On-Line Tracking System (LOTS).

C2.8.1.7. Coordinating and providing DoD management information on supply system performance evaluation.

C2.8.1.8. Performing additional functions for requisitioning, including rerouting requisitions to the correct source of supply (SOS).

C2.8.1.9. Rerouting other documents using DoD Component rules and records as appropriate.

C2.8.1.10. Evaluating the "To" address capability for receiving transactions in DLMS versus DLSS format.

C2.8.1.11. Converting transactions from legacy format DLSS to DLMS and from DLMS to DLSS, as required.

C2.8.2. DLMS Global Services Provider. DAAS maintains activity profiles recording EDI capability, compression techniques, encryption techniques, communications media, and other address data of the DoD Components.

C2.8.2.1. Capabilities. In its role as the DLMS Global Services Provider and as a DoD distribution point for EDI communications with industry, DAAS maintains an extensive capability to translate between EDI formats and other file structures. As required, DAAS will provide translation between DLMS and Component user defined formats; between multiple versions of the ANSI ASC X12 standards; and between other EDI formats, such as XML. In addition, DAAS will support translation between DLSS legacy formats and DLMS formats referred to as "conversion".

C2.8.2.2. Transition Conversion Requirements. During a transition period of indeterminate length, the DoD will operate in a mixed legacy 80 record position/DLMS environment. DAAS will provide conversion processing between the standard legacy formats and DLMS to support this transition. Legacy format to DLMS conversion tables

have been developed that facilitate the conversion of data from legacy format to DLMS, and vice-versa. The conversion tables enable logistics business to be conducted in both environments. To accomplish the conversion, DAAS uses a commercial “any to any” mapping software package that supports a robust conversion. The Components are able to use their current format, either legacy format or DLMS, to initiate a transaction. DAAS incorporates and maintains a profile of each organization and specifies whether the organization is operating in legacy format, DLMS, or both. The legacy format data elements are retained in DLMS to support the conversion. However, DLMS enhanced data may not be supported in legacy or transitioning systems, so coordination with the Enterprise Business Standards Office is required prior to implementation of DLMS enhancements.

C3. CHAPTER 3

CHANGE MANAGEMENT

C3.1. GENERAL INFORMATION

C3.1.1. Guidelines Description. This chapter describes the guidelines for maintaining the Defense Logistics Management Standards (DLMS), DLMS Implementation Conventions (IC), and procedures. The change management process ensures the proper documentation of all proposed or approved changes to the DLMS. These guidelines also apply to the legacy 80 record position based systems changes (hereafter referred to as “legacy systems or formats”) and changes employing Electronic Business (EB) methods other than Electronic Data Interchange (EDI) that are chosen by DoD Components for use within their logistics business processes and systems. The DLMS will support emerging EB technologies such as: data sharing, automatic identification technology, electronic malls, web-based technology, electronic funds transfer, etc.

C3.1.2. Structured Collaboration Model. The DLMS change management process uses a structured collaboration model as a managed transformation process. On the input side, the Proposed DLMS Change (PDC) process factors in relevant DoD level policy guidance, DoD Component business requirements, relevant subject matter experts and Services ***Defense Automatic Addressing System (DAAS)*** subject matter and technical expertise. The output side of the structured collaboration model, the Approved DLMS Change (ADC) provides new or revised business rules, business objects, metadata, and functional requirements to guide Component implementation of the ADC.

C3.2. MAINTAINING DLMS IMPLEMENTATION CONVENTIONS. ***Enterprise Business Standards Office (EBSO)*** coordinates the implementation of the DLMS and maintains control of related standards, DLMS ICs, procedures, and common support packages (e.g., versions of the American National Standards Institute, Accredited Standards Committee (ANSI ASC) X12 standards, extensible markup language (XML) based standards), participates in the standards-setting process, and ensures compliance with approved EDI standards. A DLMS IC is a composite guideline that documents a specific business interpretation of an ASC X12 transaction set standard. The DLMS IC defines the structure, content, and DLMS business rules for a specific business interpretation; it maps application data requirements into specific data fields within the X12 transaction set and establishes parameters for its business usage.

C3.2.1. Change Management

C3.2.1.1. Scope. DLMS change management is the approval/disapproval and prioritization of changes to DLMS, achieved through DoD Component coordination and consensus, thereby promoting an integrated approach to standardization and modernization of DoD logistics business processes. Control of changes includes

documentation, justification, systematic evaluation, coordination, release, implementation, and publication.

C3.2.1.2. Purpose. The change management process ensures that those involved in the change process define and evaluate the full impact of a change based on at least the following considerations before making a decision to approve and implement the change:

C3.2.1.2.1. Functional requirements

C3.2.1.2.2. Change justification

C3.2.1.2.3. Quality assurance

C3.2.1.2.4. Operational readiness

C3.2.1.2.5. Systems interfaces

C3.2.1.2.6. Technical reviews

C3.2.1.2.7. Estimated impact on total life-cycle costs.

C3.2.2. Reporting Requirements

C3.2.2.1. Status Reports. DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures: **Volume 1**, Operational Requirements", February 10, 2014 directs DoD Components to provide the DLMS PRC Chair with the implementation status of approved changes. Report Control Symbol (RCS) DD-A&S(AR)1419 applies for this requirement. Begin reporting the first period following publication of the approved DLMS change. Stop reporting after identifying the approved change when the change is fully implemented. Cite the DoD Component or participating external organization implementing publication(s) and change number(s), and identify the operating system or subsystem involved. Provide a copy of the publication change to the DLMS PRC Chair. Send reports to the DLMS PRC Chair.

C3.2.2.2. Status Reviews. **EBSO** will maintain status of DLMS changes. The report will show the title and change number, associated dates, and current status for each DoD Component. The status review is updated continuously and is available from the **EBSO** Process Changes **web page**.

C3.3. DLMS VERSION CONTROL

C3.3.1. Version Numbering. The official ANSI ASC X12 version of a standard transaction set (e.g., 511) is a key ingredient in the successful application of DLMS ICs. The version number is transmitted as a code in the functional group header within an interchange envelope. The version is transmitted as a three-position code. Each major ANSI ASC X12 standards revision involving the public review process that leads to a publication of a set of American National Standards causes the version number to

increase by one. The predominate DLMS version is 004. The next three positions designate the release level within each version, (e.g., 010). The release number of each version is identified in the second position of the release level. The initial ASC X12 release is release one (010). The predominant DLMS releases are 010 and 030. Both version and release numbers are commonly referred to as a version/release, e.g., ANSI ASC X12 version/release 004010 ("4010").

C3.3.2. Multiple DLMS Versions. DLMS may support multiple ICs based on different versions/releases of the X12 standard dependent upon trading partner requirements. In addition, DLMS may support multiple standards of DLMS ICs within each ANSI ASC X12 version/release. Currently some transactions such as the DLMS 9471 support multiple standards; the newer (004030) version/release is used for new implementations, while enabling existing implementations to remain at an older version/release (004010), until they can be modified to the newer version/release. Older version/release DLMS ICs may not have all the functionality of the newer one, so Component AIS should plan to modernize to the newer version release (4030). Once all Component AIS have modernized to the newer version release, **EBSO** will cancel the old DLMS IC via a formally staffed DLMS change.

C3.4. DLMS CHANGE PROCESS

C3.4.1. New and Revised Requirements. A new requirement, design modification, system deficiency, change in DoD logistics policy, information exchange, or an operational emergency can all trigger a PDC. Examples of significant changes include those that create substantial life cycle cost savings, correct deficiencies, or make significant effectiveness change(s) in operational or logistics support requirements. Proposal submission requires inclusion of detailed procedures, and the text of revisions for the Defense Logistics Manual (DLM) 4000.25 series of manuals. Other changes include, but are not limited to: revisions to formats, codes, procedures; or changes requiring interface with other systems, retail level systems, or Federal Agencies. For all DLMS changes, two key elements are defining the problem, process gap or process improvement desired, and socializing the proposed change within the Component subject matter experts and putting forward a recommendation from a set of alternative solutions.¹ To aid in ensuring the successful and timely processing of a PDC, the submitter should accomplish the following actions prior to its formal submission:

C3.4.1.1. Issue Identification. Determine the problem, process gap, or process improvement that is desired. The clear and complete articulation of the problem, process gap, or process improvement (including available problem examples and/or illustrative data) aids in the understanding by all parties involved. It also aids in the formulation of solution alternatives, preliminary internal Component socialization, and will be essential in the preparation of the draft PDC.

¹ DLMS Training slides Module 6:

C3.4.1.2. Socialization within the Component. Coordinate with subject matter experts of the issue and postulate alternative solutions. A thorough preliminary vetting of the problem statement and alternatives by the Component subject matter experts provides an internal validation of the problem statement, ensures that all viable alternatives have been developed and that there are no unforeseen/undocumented detrimental impacts to other processes and process owners.

C3.4.1.3. Initial heads-up: contact with Component PRC representative and DLMS PRC chairperson. Early contact with the Component PRC representative and PRC Chair allows for a determination if similar solutions have been submitted and rejected and why, other applicable solutions from other Components that have either been adopted or are proposed, being worked, and are applicable to the stated problem resolution.

C3.4.1.4. Strict adherence to DLM 4000.25 PDC instructions. The adherence to the instructions for drafting PDCs is the first item of review by the applicable DLMS PRC Chair. Following the instructions aids the overall process by eliminating rejects back to the submitter for administrative errors, lack of clarity, omissions, and incompleteness.

C3.4.1.5. Provide advance unofficial draft copy to DLMS PRC chairperson. Providing an advance copy allows the PRC Chair to do a quick review and provide feedback to the submitter on any administrative errors, lack of clarity, omissions, and incompleteness that should be corrected prior to the submitters staffing the draft proposal inside their Component.

C3.4.1.6. Internal Component staffing, review, finalization. Prior to draft PDC submission to the DLMS PRC Chair, the final draft proposal should be fully vetted within the Component.

C3.4.1.7. Submit PDC to Component PRC Representative. While anyone can initiate a PDC, the **EBSO** only accepts draft PDC submissions from the designated Component representative to the PRC. Once submitted to the **EBSO** by the Component PRC representative, the draft proposal is treated as that Component's official position and all internal Component staffing and vetting is presumed to have occurred.

C3.4.2. Information Exchanges. PDCs will also be used to effect new or revised information exchanges. Information exchange is defined as the process of transferring data between two or more applications. The DLMS ICs prescribe the transfer of data among applications when transactional business events are communicated. Strict adherence to the notes contained in the DLMS ICs is critical to the successful communication among applications. The three major categories of notes contained in the DLMS ICs are:

C3.4.2.1 ANSI ASC X12 Standard Syntax and Semantic Notes. These notes must be universally adhered to by all users of the X12 transaction set.

C3.4.2.2 Federal Notes. These notes identify the business rules and usage constraints to which all Federal Government users of the X12 transaction set must adhere in addition to the ANSI ASC X12 Standard Syntax and Semantic Notes.

C3.4.2.3 DLMS Notes. These notes identify the business rules and usage constraints to which all DLMS implementing trading partner users of the DLMS IC must adhere, in addition to the ANSI ASC X12 Standard Syntax and Semantic Notes and Federal Notes.

C3.4.3. Submission. **The applicable DoD Component PRC member must submit** PDCs to **EBSO**. **The EBSO** may also accept proposed changes submitted through joint Service/Agency process action teams or the equivalent sponsoring organization.

C3.4.4. Procedures. Appendix 9 is a flow chart that illustrates the process to submit a PDC and the processing of the PDC by the applicable DLMS PRC through the issuance of an ADC. In summary, processing a change, waiver, or deviation to DLMS involves the following steps and the normal associated timeframes (NOTE: The PRC Chair may accelerate the change process from the timeframes indicated and may, when appropriate, extend them):

C3.4.4.1. Step 1. The PDC sponsor (see C3.4.3) submits a PDC (or waiver or deviation request) in the format available on the **EBSO Website to the Director, EBSO, or appropriate PRC Chair**. The instructions are included at the end of the change proposal template. When more than one committee is involved, for example, supply, finance, or pipeline measurement, the PRC Chairs involved will determine the lead PRC and coordination required.

C3.4.4.2. Step 2. Within 10 calendar days of receipt of proposal, the PRC Chair evaluates the proposal and determines appropriate action, (e.g., return for additional information, work with PDC sponsor to clarify/amend, accept for staffing). The PRC Chair will verify that the submitter adequately addresses the following items in the PDC:

- Identify impact to current business processes
- Identify organizations and systems and respective roles
- Identify new business procedures and associated business rules
- Define new DLMS data elements and/or changes to existing ones
- Define new information exchanges and/or changes to existing ones
- Identify the required implementation timelines by impacted systems
- Identify any impact to existing DoD policy.

C3.4.4.3. Step 3. If the proposal is accepted for staffing, the PRC Chair assigns a PDC number and updates the draft PDC to ensure the following items are included, as applicable:

- Insert required changes to DLM 4000.25 series of manuals
- Insert required changes to DLMS ICs
- Assess interoperability impact to DoD global supply chain
- Identify any additional DoD impacts
- Identify and coordinate with OSD on possible DoD policy impacts
- Optimize solution for reuse, effectiveness and efficiency

C3.4.4.4. Step 4. Once the submitting organization and the DLMS PRC Chair are in agreement with the PDC content, the **PRC Chair will release the** PDC to the DoD Component PRC members for coordination. The PRC Chair also determines if submission to external standards bodies such as ANSI ASC X12 is required. If the PDC includes a change to a DLMS IC that requires review and approval by the external standards bodies, the PRC Chair will forward the IC change(s) and/or related data maintenance request(s) to those groups/committees for processing after the proposal is approved or in conjunction with staffing, as appropriate.

C3.4.4.5. Step 5. The PRC members provide the PRC Chair a fully coordinated DoD Component or participating Agency response, including a proposed implementation strategy including the desired/required implementation timeline when available, by the due date provided in the proposal, normally within 30 days of the date on the PDC. If the Component/Agency response is a non-concur, it is incumbent on the PRC representative to explain the issue and provide a proposed resolution to the DLMS PRC Chair.

C3.4.4.6. Step 6. The PRC Chair may initiate a follow up for non-response five calendar days after the due date. Additional follow up may be elevated as appropriate.

C3.4.4.7. Step 7. The PRC Chair will evaluate all comments on the PDC within 10 calendar days from receipt of all outstanding comments or in conjunction with the next scheduled PRC meeting. If necessary, the PRC will resolve comments and/or disagreement and establish an implementation date. If the Component comments cannot be resolved by the PRC membership or policy issues exist, unresolved issues may be elevated to the applicable OSD proponent for resolution. If the PRC approves the PDC, the PRC Chair will establish an implementation date based on consensus. If the PDC is disapproved by the PRC, the sponsor is notified of the disapproval.

C3.4.4.8. Step 8. Based on PDC responses, and the interface requirements associated with the specific change, the PRC Chair will establish a joint implementation date, or when appropriate, either authorize DoD Components and participating organizations to implement on a staggered schedule or authorize a limited implementation by impacted Components. This information will be included in the ADC. PDCs that begin with the 1000 number series will retain that same number in the ADCs.

C3.4.4.8.1. When an implementation date is not known/provided as part of the PDC adjudication process, the PRC Chair will include in the ADC a requirement

for the DoD Components and participating organizations to actively monitor for implementation of the ADC and provide implementation dates when they become available.

C3.4.4.8.2. When one Component provides an extended implementation date, which would delay implementation by the other Components, the PRC Chair will attempt to resolve the issue with the appropriate Component or seek a methodology that will permit a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed upon, the PRC Chair may refer the matter to the applicable OSD proponent for resolution.

C3.4.4.9. Step 9. The DLMS PRC Chair will prepare the ADC by updating the PDC content based on adjudication of Component responses to the PDC. This includes the following:

- Formalize changes to DLM 4000.25 series of manuals.
- Formalize changes to DLMS ICs.
- Create SEF and XSD files in support of DLMS IC changes.

C3.4.4.10. Step 10. When approved, all ADCs are formally incorporated into the Defense Logistics Management **Standards** manual and posted on the **EBSO** Website on the Process Changes Page. ***Text changes in the manuals are identified by bold italicized print.*** Approved DLMS changes are also posted with the appropriate DLMS IC on the DLMS IC web page.

C3.4.5. Post-Approved DLMS Change (ADC) Issuance Component Implementation Responsibilities.

C3.4.5.1. Review ADC and determine affected Component organizations and systems.

C3.4.5.2. Distribute ADC to affected organizations.

C3.4.5.3. Affected activities prepare system change requests (SCRs) for system developers/integrators.

C3.4.5.4. Affected system developers/integrators develop rough order of magnitude (ROM) estimates of resources and schedules required to implement ADC.

C3.4.5.5. Submit SCRs/ROMs to applicable system configuration management boards for prioritization, resourcing and scheduling.

C3.4.5.6. Perform system lifecycle release management tasks of documentation, coding, testing, and release for affected systems.

C3.4.5.7. Make necessary change to affected Component publications.

C3.4.5.8. Conduct necessary training for affected Component personnel.

C3.4.5.9. Provide implementation status updates to the PRC Chair at any time, to include full and partial implementation or required deviation. When Components are unable to meet established implementation dates, prior coordination with the PRC Chair is required. Additionally, the PRC members must provide the PRC Chair a semiannual status report on implementation of approved changes (RCS DD-A&**S**(Q&SA)1419 applies) per the guidance in DoDM 4140.01. The semiannual reporting of implementation status is due June 15 and December 15.

C7. CHAPTER 7

DEFENSE LOGISTICS MANAGEMENT STANDARDS USE OF ACCREDITED STANDARDS COMMITTEE X12

C7.1. PURPOSE. The purpose of this chapter is to describe Defense Logistics Management Standards (DLMS) use of Accredited Standards Committee (ASC) X12 standards.

C7.2. IMPLEMENTATION CONVENTION. ASC X12 develops uniform standards for electronic interchange of business transactions. The main objective of ASC X12 is to provide standards to facilitate electronic interchange of general business transactions. The standards provide a broad range of transaction setup upon which trading partners may base specific implementation conventions (IC). By agreement between trading partners, ICs are developed to satisfy a specific business interchange. These ICs do not incorporate the full range of allowable business information in a transaction set but tailor the configuration of the transaction sets to identify selected data segments and data elements essential to the business interchange. The Logistics Community has exercised a similar judgment in developing and defining the DLMS ICs.

C7.3. DLMS IMPLEMENTATION CONVENTION

C7.3.1. The DLMS ICs represent a combination of ASC X12 standards and implementation guidance specific to the DLMS. The main objective is to provide standards to facilitate electronic interchange of general business transactions. DLMS ICs identify and define the segments, data elements, and codes that DLMS trading partners use in each IC. Most importantly, DLMS ICs specify rules and formats for the content within the data elements. DLMS ICs address how the standards are implemented. One X12 transaction set may be used in several different functional areas or repeatedly within the same functional area. Each separate interpretation of the standards according to a specific usage is called an application. DLMS ICs are found on the Enterprise Business Standards Office Website at the DLMS IC page.

C7.3.2. Structure. Each DLMS IC consists of a cover page, X12 transaction set table diagram, segment hierarchy, and notes.

C7.3.2.1. Cover page. The cover pages includes the transaction designation (e.g., 527R, Material Due-In and Receipt), the purpose of the transaction (brief narrative description of how this transaction is used), notes (a more detailed description of the transaction within the scope of the Supply Chain), and a change history (a list of ADCs and a short description of the enhancement).

C7.3.2.2. X12 Transaction Set Table Diagram. The information here contains an outline of the X12 standard transaction set. There may be semantic notes, but only high level information is contained within this section.

C7.3.2.3. Segment Hierarchy. The segment hierarchy includes a data element summary with information pertaining to each data element in the segment. In general, information printed in normal typeface is extracted from ASC X12 standards and information printed in italics prefaced by “DLMS Note” relates to the DLMS implementation of the standards.

C7.3.2.4. Instructions on Use of the ASC X12 Standard. In many instances, exact equivalents are not available to map the DoD information requirements to the ASC X12 standard. Specific instructions on how a particular portion of the standard is used under DLMS ICs are provided in the form of DLMS notes. The DLMS notes explain what data may be carried where. The DLMS notes are printed in italics in a gray box. Notes may be applicable to a transaction set, segment, data element, or a specific code value.

C7.3.2.5. Importance of DLMS Notes. The information provided in DLMS notes is crucial to understanding the DLMS IC. At times, the ASC X12 data element or code value name has little similarity to the commonly used DoD name for a piece of information. Additionally, an ASC X12 data element or code value may be used as a migration code (C7.4.1.3) or local code (C7.4.1.4) to carry DLMS required data not otherwise provided for by the standard. The DLMS notes explain these circumstances.

C7.3.2.6. Syntax and Semantic Notes. The terms “syntax” and “semantic,” when used in the context of EDI implementations, refer to the structure and meaning of X12-formatted information respectively.

C7.3.2.6.1. Syntax is the structure of the data. This includes establishing the method of encoding a piece of data by its attributes and identifying that data in the transfer. Defining minimum and maximum field lengths of a data element or the designation of a relevant code list are examples of syntax requirements.

C7.3.2.6.2. Semantic relates to the meaning of the data transferred. For example, a semantic note might indicate the relationships in the meaning of one or more data elements in an instance of the segment.

C7.4. DLMS USE OF ASC X12 CODES. Most DLMS ICs are based on ASC X12 version/release 4010 or 4030. When DLMS uses codes from a higher version/release, it is referred to as a Migration Code. The X12 standard currently does not allow for use of codes from a higher version/release, nor does it allow substantially changing the meaning of the underlying code, hence creating confusion and non-compliance with respect to semantic equivalence. Although technically regarded as syntactically non-compliant by the X12 standard, the DLMS authorize limited use of higher version/release codes to support Component data requirements. DAAS, DoD Components, trading partners, and Value Added Networks (VAN) will ensure commercial software products are configured in accordance with the DLMS IC.

C7.4.1. Code Sources

C7.4.1.1. Deriving Code Values. Code values associated with data elements may be derived from several locations. Many of the applicable code values for DLMS data elements are listed in the DLMS ICs. DLMS will continue to support other legacy code structures used in the Defense Logistics Standard System (DLSS). Three data elements, transportation mode/method code (transportation method/type code), unit of issue (unit or basis for measurement code), and type pack code (packaging code) use conversion guides to convert the DoD legacy fixed-position code structure to the ASC X12 code structure. Special processing at the sending node provides conversion from a DoD code value to an ASC X12 code value for transmission of the transaction set. The sender and the receiver employ the conversion guide so that the users see only the familiar DoD code values. **DoD/ASC X12** Conversion Guides are available from the Enterprise Business Standards Office Website.

C7.4.1.2. References to Code Source. In DLMS ICs, some data elements reference a significant number of code values that are applicable to a DLMS application. When the specific codes are not listed in the DLMS IC, a reference to a code source is provided.

C7.4.1.3. Migration Code. A “migration code” is a code used from a higher ASC X12 version/release (e.g., 5030) that is used in a lower version/release (e.g., 4010). The semantic meaning and syntax are consistent with the higher version/release. Use of a migration code refers to establishing agreement among all trading partners to use a valid X12 code from a higher version/release, with its approved X12 definition, in a lower version/release of X12. Manual intervention may be needed for some commercial ANSI ASC X12 parsers to accept the higher version/release code.

C7.4.1.4. Local Code. A “local code” is a code value that is not in the current version/release, and has not been established in a higher ASC X12 version/release. A data maintenance action with ASC X12 is in process to establish the code in a higher version/release. Once approved by ASC X12, the local code becomes a migration code. Manual intervention may be needed for some commercial applications to accept the local code.

C7.4.1.5. Borrowed Code. Use of a “borrowed code” refers to establishing an agreement among all trading partners to use a valid X12 code at the correct version but altering the code’s semantic meaning (i.e., the code is used because it conforms to syntax rules, even though its intended meaning is different from its use in the identified context). The borrowed value must be a value that is otherwise unused by the trading partners allowing its definition to be mutually changed. When a borrowed code is identified for DLMS use, Enterprise Business Standards Office will submit an ASC X12 data maintenance (DM) action to establish a new qualifier to be approved for use in a higher (future) ASC X12 version/release. The borrowed code may be used indefinitely until DoD migrates to a higher version of ASC X12; however, it is more likely to be permanent, since migration to higher versions is very rare.

C7.4.1.6. DLMS Qualifiers

C7.4.1.6.1. DLMS qualifiers are ASC X12 Data Element 1270 Codes that identify a DoD code list. X12 Data Element 1271 (Industry Code) is the actual code from the code list identified (or qualified) in X12 Data Element 1270. DLMS Qualifiers are available from the Enterprise Business Standards Office Website. See Chapter 6 of this volume for more information about how Logistics Data Resources Management System (LOGDRMS) presents qualifiers.

C7.4.1.6.2. Qualifier values are selected from codes approved for use by ASC X12 in the version/release applicable to the DLMS IC. At times, there is no suitable qualifier available within the X12 dictionary and an alternative code must be used to identify and pass the data associated with the business process (migration or borrowed code).

AP2. APPENDIX 2

TERMS AND DEFINITIONS

ACCESSORIAL COSTS OR CHARGES. Certain expenses incident to issues, sales, and transfers of materiel. They are defined to include: packing, handling, and crating costs; transportation costs; port loading and unloading costs; and positioning costs.

FOREIGN MILITARY SALES (FMS). Separate charges added to the standard price of materiel for each foreign military sales case. The charges cover expenses of packing, handling, crating, transportation, and supply operations associated with preparation and delivery of foreign military sales materiel.

LAND. Charges by a carrier for rendering service in addition to the line haul. Such services may include sorting, packing, cooling, heating, switching, delivering, storage, and reconsigning.

OCEAN. Those services for which the ocean carrier is not responsible under the terms of the applicable commercial tariff or Military Sealift Command (MSC) contract rate, but which are required to complete the receipt and delivery of freight between common carriers, consignors, or consignees.

ACCOUNTABILITY. (DoD) The obligation imposed by law or lawful order or regulation on an officer (accountability officer) or other person for keeping accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

ACCOUNTABLE OFFICER. See "Accountability."

ACCOUNTABLE PROPERTY SYSTEM OF RECORD. The Government system used to control and manage accountable property records; a subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system. (Source: DODI 5000.64, May 19, 2011)

ACCOUNTABLE RECORD. See "Property Accountability Record."

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN). A two-position alphanumeric control code assigned (under DFARS 204.7108) to each accounting classification used in a single contract.

ACCREDITED STANDARDS COMMITTEE (ASC) X12. Accredited by the American National Standards Institute in 1979, ASC X12, Electronic Data Interchange, is a voluntary standards group charged with developing American National Standards for electronic data interchange.

ACTION ACTIVITY. Any activity required to take action as a result of a supply discrepancy report (SDR), (e.g., distribution depot, inventory control point/integrated materiel manager, contract administration office, packaging control point, international logistics control office or shipping activity).

ACTIVE FILE. *(DoD Small Arms/Light Weapons Registry (SA/LW) and Components Registry). A list of weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.*

ACTIVITY. A unit, organization, or installation performing a function or mission, (e.g., reception center, redistribution center, naval station, naval shipyard).
(Source: JCS Publication 1-02, "DoD Dictionary of Military Terms.")

ACTS OF GOD. Happenings outside the control of humans.

ADJUSTMENT REQUEST. Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include follow-ups for adjustments for validated discrepancy reports and promised materiel return program credits.

ADJUSTMENTS, BOOK-TO-BOOK. Mismatches within the storage activity's management system between the quantity-by-location and the owner balances.

ADJUSTMENTS, PHYSICAL INVENTORY. The accounting transaction that corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, (3) capitalization/decapitalization actions, (4) reidentification of stock, (5) type of pack changes, (6) catalog data changes, (7) supply condition and purpose code changes, etc.

ADMINISTRATIVE COSTS. General overhead expenses and other costs in operating the DoD or General Services Administration logistics systems that are incident to the issue, sale, or transfer of materiel and are not included in the price of the materiel, or as an accessorial cost.

ADVANCE PAYMENT. Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

ADVICE CODE. *A coding structure for the purpose of transmitting instructions considered by the creators of requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator.*

AERIAL PORT OF DEBARKATION (APOD). A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located. It is identified by a three-position Air Terminal Identifier Code
(Reference DTR 4500.9-R, "Defense Transportation Regulation").

AERIAL PORT OF EMBARKATION (APOE). A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located. It is identified by a three-position Air Terminal Identifier Code (Reference DTR 4500.9-R, "Defense Transportation Regulation").

AGENT (Depot Maintenance Interservice Support Agreement). The Military Service responsible for providing depot maintenance support to the Principal. (Source: OPNAVINST 4790.14A, et.al, "Joint Depot Maintenance Program," March 31, 1999)

AGREEMENT LINE ITEM NUMBER (ALIN). Identifies an item of supply listed in an agreement document.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI). The national coordinator of voluntary standards for the United States and approves a standard only when it has verified evidence which the standards developer presents, showing that those whom the standard materially affects substantially agree by consensus to its provisions.

AMMUNITION/EXPLOSIVES. A device charged with explosives, propellants, pyrotechnics, initiating composition, nuclear, biological, or chemical materiel for use in connection with defense or offense, including demolitions. Ammunition that can be used for training, ceremonial, or nonoperational purposes is included.

ANTICIPATED NOT-MISSION-CAPABLE-SUPPLY (ANMCS). A condition which is anticipated to occur within 15 days in the continental United States (CONUS) or 20 days outside the continental United States (OCONUS) of the requisition date when the lack of items or equipment required causes mission-essential systems or equipment of being incapable of performing any of their assigned missions.

ASSEMBLAGE IDENTIFICATION NUMBER (AIN). AIN is a 2-position numeric ranging from 01-20 and is the second level identifier for medical and industrial kits/sets. It is system generated at the build manager level based on the number of kits required.

AVAILABLE FOR ISSUE BALANCE. The total balance on-hand by stock number at the storage location minus materiel allocated to fulfill release orders.

BASIC ISSUE ITEM (BII). Those essential auxiliary items that are required to operate equipment and enable it to perform the mission and function for which it was designated.

BATCH SERIAL NUMBER. A consecutive number assigned by the paying office to each batch of contract payment notices. On October 1st, each batch for each accounting point begins with one. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.

BILL. A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

BILL NUMBER. A five character alphanumeric identifier assigned by the billing office to identify a bill. The bill number is unique to the billing office DoD activity address code (DoDAAC) and may not be duplicated within a calendar year.

BILL OF LADING (B/L). The primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

BILL OF MATERIAL (BOM). *A list of raw materials/component parts, etc. and the quantities of each needed to assemble/manufacture/repair an end item or final product.*

BILLED ERROR. An error in a bill, at the summary bill or detail billing record level, which has one or more of the following characteristics: duplicates a previous bill or detail record; contains an error in amount; contains a SLOA data mismatch (discrete values for the SLOA data elements in the transaction do not match data elements from the SFIS Fund Code to Fund Account Conversion Table for the Fund Code in the transaction); provides an invalid fund code; assigns the wrong billed office, (i.e., designates the billed office in a manner that violates the requirements of Volume 4, Finance; was not billed under the proper method (noninterfund versus interfund); or should not have been billed, (e.g., was nonreimbursable, the requisition was cancelled, or accessorial charge was inappropriate)).

BILLED OFFICE. Any office designated to receive a bill.

BILLING DISCREPANCY. A discrepancy related to duplicate or multiple billings per individual shipment or a single billing with no ship line. Such discrepancies are reportable by security assistance customers on a supply discrepancy report. Within U.S. Government channels, all billing discrepancies will be processed under Volume 4, Finance.

BILLING OFFICE. An office that prepares bills for materiel's and services subject to the requirements of Volume 4, Finance.

BILL OF MATERIAL (BOM). A list of raw materials/component parts, etc. and at the quantities of each needed to assemble/manufacture/repair an end item or final product.

BUILD DIRECTIVE NUMBER (BDN). BDN is a 4-position alphanumeric value used to identify a specific build order of a medical/industrial kit. It is system generated at the build manager level and serves as the first level identifier.

BUSINESS RULE. A statement that defines or constrains some aspect of the business. It is intended to assert business structure or to control or influence the behavior of the business.

CALL/ORDER NUMBER. A release against a basic contract. This is a legacy four - position field (that must be used in conjunction with a legacy PIIN). The new identifier

for call/order number under the PIID rules is designated by F or M in the 9th position of the PIID and is treated as a contractual document. See PIID definition.

CAPITAL EQUIPMENT. Capital equipment is defined as tangible personal property end items that: (1) have an acquisition cost at or above the current capitalization threshold, with a useful service life of two or more years; (2) are functionally complete for their intended purpose, durable, and nonexpendable; (3) are not intended for sale in the ordinary course of business; (4) do not ordinarily lose their identity or become a component part of another article when put into use; and (5) are available for the use by the reporting entity for its intended purpose (Reference DoDI 5000.64). Source of definition: Guidelines for Registering Government Serialization, Type Designation and Ownership of Major End Items, Assemblies and Subassemblies and Capital Equipment in the IUID Registry, Version 1.1 October 15, 2007.

CAPITAL EQUIPMENT CANDIDATE. Capital equipment candidate end items have the following characteristics; (1) have a FLIS IUID Indicator (Y); (2) are within Classes of Supply II, VII, and VIII; and (3) have a current Unit Price recorded in the FLIS of at least \$100,000. Not all capital equipment candidate items will ultimately be reported on financial accountability statements due to the decision to implement uniform serialization across a NIIN and to not track actual acquisition cost of each equipment in supply chain AISs. However, all capital equipment candidate items will be subject to serialized data visibility procedures.

CAPITALIZATION. The receipt or transfer in of inventories from a different fund or fund subdivision without charge or income. The inventory increases the transferee's fund equity (capital) directly and does not increase operational income or expense.

CARE OF SUPPLIES IN STORAGE (COSIS). A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. With proper COSIS, supplies and equipment in storage will be preserved and maintained in a serviceable condition through inspection and actions taken to correct any forms of deterioration and to restore materiel to ready-for-use condition. The COSIS includes in-storage inspection, minor repair, testing, exercising, preservation, and packing of materiel, and all intra-depot materiel movement to perform those tasks.

REIMBURSABLE COSIS. Those COSIS activities such as testing, exercising, preservation, and packing of materiel in storage resulting from COSIS inspections and not funded under discrete pricing and, in general, entails those actions necessary to correct the problems with the materiel, and/or packaging identified by the routine COSIS. Reimbursable COSIS Includes the costs for any component parts required in performing minor repairs. This applies to both receipts from Military Service activities as well as materiel in storage, and includes both minor repairs and necessary packaging that will maintain the stored materiel in assigned materiel condition codes. Funding for this work is outside of the scope of the discrete pricing as defined in the Defense Capital Working Fund

STANDARD COSIS. Standard COSIS inspections are included in the discrete pricing rate and as a minimum, consist of an annual survey of the materiel in storage. The instructions in DLAI 4145.4/AR 740-3/AFJMAN 23-231/ NAVSUPINST, "Stock Readiness," January 6, 2003, provide specifics for various materiel types and categories.

CENTRAL SERVICE POINT. A representative designated by each Service/Agency to update the DoD activity address directory (DoDAAD) and military assistance program address directory (MAPAD) databases and to maintain liaison with Transaction Services and the DoDAAD and MAPAD System Administrators.

CHANGE NUMBER. The change number is assigned by Transaction Services and consists of four positions, (i.e., a one-position calendar year code and a three-position serial number).

CLEAR TEXT ADDRESS. The in-the-clear address of the ship-to and/or the mark-for activity identified by the military assistance program address code (MAPAC).

COMMUNICATION ROUTING IDENTIFIER (COMMRI). A 7-character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the Transaction Services, to electronically transmit and receive logistics data between the foreign military sales and the US DoD supply systems.

COMPONENT REGISTRY. The Military Service or Defense Agency system which maintains visibility of all small arms and light weapons (SA/LW) serial numbers within that Component and provides the DoD SA/LW Registry with small arms and light weapons status.

CONSIGNEE. The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that is receiving the product.

CONSIGNOR. The person or activity that is the supplier or shipper of a product.

CONSTRUCTED DOCUMENT NUMBER. A document number created and used in place of the original requisition number when the original number cannot be determined. The constructed document number may be employed in reporting selected product quality and supply discrepancies. Under DLMS a constructed document number is identified through the use of a utilization code.

CONSTRUCTIVE DELIVERY. The delivery of materiel to a commercial carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, materiel shipment status of shipping documents, drop from inventory, or a list of deliveries in a post office.

CONTRACT ABSTRACT. A representation, in machine format, of key elements of contractual data that are used to establish the contract record in the recipient's database.

CONTRACT ADMINISTRATION OFFICE (CAO). A DoD contract administration service (CAS) DoD Component that performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations engaged in the performance of field contract administration services.)

CONTRACT LINE ITEM. An item of supply or service on a contractual document usually identified by a contract line item number (CLIN). (See DFARS 204.7103.)

CONTRACT MAINTENANCE. Any depot level maintenance performed under contract by commercial organizations, including original manufacturer. (Source: OPNAVINST 4790.14.)

CONTRACT MODIFICATION. Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action under a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements; and, (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

CONTRACTOR-FURNISHED MATERIEL (CFM). Materiel that the contractor is contractually required to provide. The source of supply for CFM may be the commercial market or the federal supply system when authorized by contract.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory item categories in descending order of degree of control normally exercised are, as follows:

CLASSIFIED ITEMS. Materiel that requires protection in the interest of national security.

PILFERABLE ITEMS. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

SENSITIVE ITEMS. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, and ammunition. (See DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures: Operational Requirements," February 10, 2014.)

CONVENTIONAL AMMUNITION. A device charged with explosives, propellants, pyrotechnics, or initialing composition for use in conjunction with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational use.

CONTROL POINT. An activity designated by a Military Service, DLA or the General Services Administration (GSA) to monitor packaging discrepancies for their respective Service/Agency (S/A).

COUNTRY CODE. 1) Identifies the Geopolitical Entities, Names, and Codes (GENC) standard. The GENC standard is the U.S. government profile of ISO 3166 (Parts 1 and 2) names and code elements, with modifications only where necessary to comply with U.S. law and U.S. government recognition policy. The authoritative source for GENC is the Geopolitical Entities, Names, and Codes (GENC) Registry. 2) Country used for distribution and the physical location used for clear text addressing under DLMS.

COUNTRY REPRESENTATIVE/FREIGHT FORWARDER CODE. *A code to identify the CR and/or FF authorized to received documentation and/or shipment for FMS transactions.*

CRITICAL SAFETY ITEM (CSI). A part, assembly, installation, or production system with one or more essential characteristics that, if not conforming to the design data or quality requirements, would result in an unsafe condition that could cause loss or serious damage to the end item or major components, loss of control, or serious injury to personnel. Also called CSI. (See Joint Pub 1-02.)

CUSTODIAL ACCOUNTABILITY. The responsibility of the Single Manager for Conventional Ammunition (SMCA) to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and financial liability investigation of property loss reports.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

CUSTOMER COLLABORATION. A confluence of strategic, tactical, and operational time base quantitative and qualitative sharing of information between DLA and its customer activities, including, but not limited to, formalized collaboration partnerships, exception handling by detection and notification, and DLA/customer collaborative demand planning.

CUSTOMER RETURN IMPROVEMENT INITIATIVE (CRII). A DLA program developed to reduce the likelihood that depots would receive nonconforming returned materiel.

DAMAGE. Partial or total marring of the appearance or reduction in usability of the materiel for its intended purpose. For security assistance, damage describes a condition creating impaired item functionality. Applicable to U.S. Postal Service and security assistance shipments only.

DATA ELEMENT. A basic unit of information in a business transaction.

DATA ELEMENT IDENTIFIER (DEI). *A type of data qualifier used in the ANSI MH10.8.2 Format Header 07 to describe authorized DoD data elements.*

DATA IDENTIFIER (DI). *A type of data qualifier used in the American National Standards Institute for Material Handling (ANSI MH10.8.2) Format Header 06 to identify authorized ANSI data elements*

DATA ITEM. A subunit of descriptive information or value classified under a data element.

DATA MODEL. A visual depiction that identifies data, attributes, and relationships associated with other data.

DATA SEGMENT. A series of data elements defined and placed in a single group in a specific sequence. A data segment directory, defines the proper data element sequence for each data segment and is part of the ASC X12 standards.

DATE PACKED. (Shelf-Life Item). For all items required to be marked with date packed, the date packed will be that date on which the product was packaged in the unit container, regardless of dates of packing, shipping, or additional processing. (See DoD 4140.27-M, "Shelf Life Item Management Manual," May 5, 2003.)

DECAPITALIZATION. The issue or transfer out of inventories to another fund or fund subdivision without expense or reimbursement. The cost of the inventory decreases the transferor's fund equity (capital) directly and does not increase operational expenses or income.

DEFENSE LOGISTICS MANAGEMENT STANDARDS (DLMS). A process governing logistics functional business management standards and practices across DoD. A broad base of business rules, to include uniform policies, procedures, time standards, transactions, and data management, designed to meet DoD requirements for global supply chain management system support. DLMS enables logistics operations to occur accurately and promote interoperability between DoD and external logistics activities at any level of the DoD organizational structure. The DLMS supports electronic business capabilities such as: ANSI Accredited Standards Committee (ASC) X12 EDI, upon which the DLMS transaction exchange was founded; automatic identification technology, including passive RFID and linear and 2D bar coding; extensible mark-up language (XML); and web-based technology. The DLMS encompasses standardization of logistics processes including, but not limited to: Military Standard Billing System (MILSBILLS), Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), Military Standard Requisitioning and Issue Procedures (MILSTRIP), and Supply Discrepancy Reporting.

DELIVERY TERM CODE (DTC). A code (prescribed in FMS cases) identifying the point at which the responsibility for moving an item as an FMS shipment passes from the United States DoD to the purchasing nation or international organization.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC). *A distinctive code assigned to identify specific units, activities, and/or organizations. The first position indicates the Component or other Government element of ownership or sponsorship. The remaining five positions are assigned under established products by the Service point of the participating Component.*

DLMS TRADING PARTNER AGREEMENT. A written instrument of understanding negotiated between trading partners that specifies contractual matters and protocols regarding Government DLMS transactions. (Reference DLM 4000.25, "Defense Logistics Management Standards.")

DEFENSE TRANSPORTATION SYSTEM (DTS). That portion of the worldwide transportation infrastructure that supports DoD transportation needs in peace and war. The DTS consists of two major elements: military (unique) and commercial resources. These resources include aircraft, assets, services, and systems unique to, contracted for, or controlled by the Department of Defense. The Defense transportation infrastructure, including ports, airlift, sealift, railway, highway, intransit visibility, information management systems, customs, and traffic management that the Department of Defense maintains and exercises in peacetime, is a vital element of the DoD capability to project power worldwide. It provides for responsive force projection and a seamless transition between peacetime and wartime operations.

DEMAND DATA EXCHANGE. A systematic method use for submitting collaborative customer projected supply plan materiel requirements to DLA.

DEPARTMENT OF DEFENSE SMALL ARMS/LIGHT WEAPONS (SA/LW) REGISTRY. DoD central repository for SA/LW serial numbers. The registry serves as the single point of access for inquiries relating to the last known record of SA/LW serial numbers. Serial numbers are provided by the Component Registries on a scheduled and as required basis.

DEPOT. See "Storage Activity."

DEPOT MAINTENANCE INTER-SERVICE SUPPORT AGREEMENT (DMISA).

A formalized agreement similar to a contract whereby one Service (the Agent) obligates itself to provide depot maintenance support for another Service (the Principal). (Source: OPNAVINST 4790.14A, et.al) For the purpose of this manual, DMISA also covers depot maintenance provided for under inter-Service support agreements not covered by the referenced joint regulation.

DETAIL BILLING RECORD. The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the transaction number. When more than one shipment is involved, the partial shipment, identified by a suffix, is the lowest level of detail.

DETERIORATION. A breakdown in composition of an item that makes it inferior in quality and value.

DIRECT PROCUREMENT METHOD (DPM). A method of personal property shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contract arrangements or by the use of government facilities and personnel.

DIRECT VENDOR DELIVERY (DVD). (DoD) A materiel acquisition and distribution method that requires vendor delivery directly to the customer.

DISPOSAL AUTHORITY CODE. *A code entered on disposal related documentation to indicate that the item(s) being transferred to the DLA Disposition Services Field Office are authorized to be transferred to disposal because of instruction of the ICP/IMM relayed through the MRP or other proper authority.*

DISTRIBUTION CODE. *A code that indicates which activity will receive 100 percent supply status as well as other management data.*

DISTRIBUTION DEPOT. See "Storage Activity."

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, and procedures designed to receive, store, maintain, distribute, and control the flow of military materiel between the point of receipt into a DoD supply system and the point of issue to using activities and units. (See Joint Pub 1-02.)

DLMS SUPPLEMENT. An obsolete term for the composite guideline that documents a specific business interpretation of an ASC X12 transaction set standard. A DLMS Supplement defines the structure, content and DLMS business rules for a specific business interpretation; it maps application data requirements into specific data fields within the X12 transaction set (TS) and establishes parameters for its business usage for implementation in the DLMS. DLMS Supplements are also known as either DLMS Implementation Conventions or DLMS Logistics Implementation Conventions. The term DLMS Supplement has been superseded by either of the terms DLMS Implementation Convention or DLMS Logistics Implementation Convention.

DOCUMENT IDENTIFIER CODE (DIC). *A means (legacy 80 record position) of identifying a given product (i.e., requisition, referral action, status document, follow-up, cancellation) to the system to which it pertains and further identifies such data as to its intended purpose and usage and the operations dictated.*

DOCUMENT NUMBER. *A unique reference number assigned to a requisition or a release/receipt document in order to identify the transaction throughout the logistics system and for the life of the transaction until its retirement is authorized in official audit reports. The first six positions are the DoDAAC of the reporting activity; the next four positions are the year and three position numerical day of the year; the next position is the utilization code; and the last three positions are the activity serial number.*

DoDAAC AUTHORITY CODE. Establishes a basis for restricting processing of DLSS/DLMS Requisition, shipping and billing transactions by establishing limitations on the authority of an individual activity assigned a DoDAAC to submit specifically identified transactions to the Defense Automatic Addressing System.

DROP FROM INVENTORY. Reduction of the quantitative inventory balance.

DUNS (Data Universal Numbering System) NUMBER. A 9-digit numerical identifier/number created for an organization by Dunn & Bradstreet. A different DUNS number will be assigned for each physical location different address of an organization, as well as each legal division that may be co-located. A DUNS number is frequently required to register with the Central Contractor Registration (CCR).

DUPLICATE BILL. An exact duplicate of a previous bill or a bill supported entirely by duplicate billing records.

DUPLICATE DETAIL BILLING RECORD. A second or subsequent detail billing record for a single shipment.

DUPLICATE SHIPMENT. A shipment which corresponds exactly to a previous shipment.

EFFECTIVE DATE. The five-position ordinal date (two-position year and three-position day) when an address (DoDAAD/MAPAD) change becomes effective.

ELECTRONIC MALL (EMALL). An internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products. For additional information see the DoD EMALL Website.

ENEMY ACTION. Those courses of action imposed by the enemy that could affect the friendly mission.

ENTERPRISE IDENTIFIER (EID). An identifier, which relies on the Data Universal Numbering System (DUNS) as a primary key for non-DoD entities, and an extended DoD activity address code (DoDAAC) for DoD activities. DUNS+4, an additional 4-digit suffix to the DUNS code, allows for the identification of payment location used by business partner (represented by a DUNS) when that partner has multiple locations. Other alias identifiers recorded to date include the contractor and Government entity (CAGE) code, the austin-tetra number, and taxpayer identification number (TIN).

ESSENTIALITY CODE. Indicates that the assembly or component is essential to the performance of the primary and/or secondary missions of the weapon system and/or end item. The degrees of assembly and/or component essentiality depend on the effect their failure would have on a weapon system and/or end item readiness.

EVIDENCE OF SHIPMENT. Any legible movement document or receipt, duly signed by a carrier representative, which shows that the United States has shipped or released the materiel in question to a carrier for shipment to the country's designated

representative, constitutes evidence of shipment. Such documents generally show the quantity, national stock number (NSN), mode date, transportation control number (TCN), notice of availability (NOA) number/bill of lading (B/L)/parcel post insured, registered number, addressee, vessel, or flight number (to the extent possible), and name of shipper and carrier to include weight and cube information, and number of pieces, etc.

EXCEPTION MATERIEL. Security Assistance Program materiel which, due to its peculiar nature and increased transportation risks, requires special handling in the transportation cycle and deviation from normal shipping procedures. This includes classified materiel, sensitive materiel, firearms, explosives, lethal chemicals, and other dangerous and hazardous materiel that requires rigid movement control and air cargo of such size that the item exceeds commercial capability.

EXHIBIT LINE ITEM. An item of supply or service listed on an exhibit or schedule forming a part of the contractual document usually identified by an exhibit line item number (ELIN). (See DFARS 204.7105.)

EXPEDITED HANDLING SHIPMENTS. Items identified by special requirements handling codes (A, B, C, or D) in the requisitions. Items so identified override normal precedence in processing and moving shipments.

EXPIRATION DATE (Shelf-Life Item). The date beyond which non-extendible shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (See DoD 4140.27-M, "Shelf-Life Item Management Manual").

EXPIRED SHELF-LIFE. The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, has expired.

FEDERAL SUPPLY CLASSIFICATION (FSC). The first 4-digits of the 13-digit national stock number. The FSC relates/separates items of supply.

FEDMALL. An internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products. FedMall replaces DoD EMALL. For additional information see the FedMall Website.

FINANCIAL DISCREPANCY. The following definition applies to security assistance discrepancy reporting only. A discrepancy related to administrative and/or accessorial charges that will be processed by the Defense Finance and Accounting Service – Denver, Deputy for Security Assistance (DFAS-DE/I).

FIRE. A phenomenon of combustion manifested in light, flame, and heat.

FOLLOW-UP. *Inquiry originated by an authorized source requesting the status of a previously submitted document.*

FOREIGN MILITARY SALES (FMS). That portion of the United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the

Arms Export Control Act of 1976, as amended. This assistance differs from the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred. Also called FMS. (See Joint Publication 1-02.)

FOREIGN MILITARY SALES (FMS) CASE DESIGNATOR. A unique designator within a single country assigned by the implementing Service to each FMS case, to identify a specific offer to a country. This designator stays with and identifies the sale or offer of a sale.

FOREIGN MILITARY SALES COUNTRY REPRESENTATIVE (CR). The designated country official (Consulate, Attaché, Director of Movements) duly authorized to control FMS case transactions.

FOREIGN MILITARY SALES FREIGHT FORWARDER/INTERNATIONAL FREIGHT FORWARDER. A private firm that serves as a contractual agent for the FMS customer. These companies, as a minimum, receive, consolidate, and stage materiel within the United States for onward shipment to the purchasing country.

FOREIGN MILITARY SALES OFFER RELEASE OPTION CODE.¹ Method by which countries participating in the FMS program advise sources of supply by coded entry on requisitions whether or not prior notice to the freight forwarder or country representative (FF/CR) is required before release of materiel shipments. The type of offer release option will be determined as a result of negotiations between the CR and the Service at the time case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls covered under chapter C25, paragraph C25.11.

1. Type A. Shipments are to be released automatically by the shipping activity without advance notice.

2. Type X. The U.S. Service and the CR have agreed that the:

a. U.S. Service will sponsor the shipment to a country address. Under this agreement Block 34 (FF code) of the DD Form 1513 must contain "X" and a mark-for code must be entered in Block 33. The MAPAD must contain the CC code and addresses for each type of address required; such as, parcel post, freight, and documentation.

b. Shipments are to be made to an assembly point or staging area as indicated by clear text instructions on exception requisitions. Under this agreement block 34 of the DD Form 1513 must contain "W." A mark-for code may be entered in Block 33 and the MAPAD must contain the mark-for code if the mark-for address is to be used on the shipment to the assembly point or staging area.

¹ See DOD 5105.38-M for additional data concerning the use of these codes and complete instructions for preparing the DOD Offer and Acceptance.

3. Type Y. Advance NOA to the FF/CR is required before release of shipments, but shipment may be released automatically if release instructions are not received by the shipping activity within 15 days subsequent to the date of the NOA.

4. Type Z. Advance NOA to the FF/CR is required before release of shipment and specific release/shipping instructions must be received by the shipping activity before shipment may be made.

FOREIGN ORIGIN. Those goods produced or manufactured in a foreign country located outside the CONUS, its possession, or Puerto Rico. It also includes those aforementioned that are physically located in bonded warehouses or foreign trade zones within the United States (U.S.), its possessions, or Puerto Rico, but it does not include foreign produced or manufactured goods that have otherwise been lawfully imported into the United States, its possessions, or Puerto Rico.

FREE-ON-BOARD (FOB) DESTINATION. Product is accepted at destination by the Government. Shipper provides transportation.

FREE-ON-BOARD (FOB) ORIGIN. Product is accepted at origin (source) by the Government. Government provides transportation with commercial carriers.

GAINING INVENTORY MANAGER (GIM). The inventory manager responsible for assuming wholesale materiel management functions.

GENERAL AGENCY AGREEMENT (GAA). Pertains to Government-owned ships operated under cost plus fixed-fee contracts by commercial ocean carriers acting as general agents for the Maritime Administration, U.S. Department of Commerce, with whom the MSC has entered into agreements for the exclusive use of such ships.

GLOBAL EXCHANGE (GEX). The Global Exchange eBusiness Gateway is the Electronic Data Interchange (EDI) hub for Department of Defense. The GEX functions as the single interface among Government and commercial trading partners conducting electronic commerce and EDI activities. It provides translation, routing, and archive services for EDI transactions that are sent between two or more Government systems or between Government systems and their commercial trading partners. There are two GEX sites operated by Transaction Services.

GOVERNMENT-FURNISHED MATERIEL (GFM). Materiel in the possession of, or acquired by, the Government and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

GOVERNMENT-FURNISHED PROPERTY (GFP) INTRANSIT BALANCE. The total quantity of confirmed GFP shipments without a matching materiel receipt acknowledgment from the receiving activity. The MRA/TRA received from the customer/ DLA Disposition Services Field Office constitutes the receipt acknowledgment. The

intransit balance is a cumulative calculation and is not restricted to activity occurring during the day or month being reconciled. For Air Force Contractor Inventory Control Points (CICPs), the intransit balance excludes property issued for local disposal, internal CICP deliveries, and customer pick-up. This is because property issued under these exclusions, will not be retained on an owner property record and intransit tracking is not required.

GRANT AID. Military assistance rendered under the authority of the Foreign Assistance Act of 1961, as amended, which provides defense articles and services to recipients on a nonreimbursable (grant) basis.

HANDGUNS. Handguns are divided into one of two major groups depending on the location of the chamber. Revolvers have a revolving chamber; pistols have a chamber integral with the barrel. Some handguns include single-shot pistols, revolvers, semi-automatic pistols, and fully automatic, or machine pistols.

HAZARDOUS MATERIEL (DANGEROUS GOODS). A substance of materiel that has been determined to be capable of posing an unreasonable risk to health, safety, and property when transported. This materiel includes explosives, gasses (compressed, liquefied, or dissolved under pressure), flammable liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive substances, corrosives, and miscellaneous dangerous substances presenting real or potential hazards to life and property. Procedures for handling this materiel are specified in applicable publications of the Department of Transportation, the Interstate Commerce Commission, Federal Aviation Agency, U.S. Coast Guard, U.S. Agriculture Department, U.S. Public Health Service, Intergovernmental Maritime Consultative Organization, the International Civil Aviation Organization, and in federal or military documents. Dangerous goods are the term applied to hazardous materiel in international movement.

IMPLEMENTATION CONVENTION. The composite guideline that documents a specific business interpretation of an ASC X12 transaction set standard. Conventions define the structure, content and DLMS business rules for a specific business interpretation; it maps application data requirements into specific data fields within the X12 transaction set (TS) and establishes parameters for its business usage for implementation in the DLMS. DLMS Implementation Conventions are also known as either DLMS Supplements or DLMS Logistics Implementation Conventions. DLMS Implementation Conventions are also known as DLMS Logistics Implementation Conventions, particularly by the DoD Transportation community. DLMS Implementation Conventions were formerly known as DLMS Supplements.

INCORRECT ITEM. An item received in lieu of the item requisitioned. This is an erroneous item shipped due to shipper error and not an intended interchangeable/substitute item. See also, WRONG ITEM.

INTEGRATED MATERIEL MANAGER (IMM). Any DoD activity or agency that has been assigned wholesale materiel management responsibility for the Department of

Defense and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul, and repair of reparable materiel, and disposal of materiel. (See DoDM 4140.01.)

INTERCHANGEABLE/SUBSTITUTABLE ITEM. An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment. (See DoDM 4140.01.)

INTERFUND BILL. A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that its funds have been disbursed and the bill "paid."

INTERFUND BILLING SYSTEM. An automated billing fund transfer system.

INTERMEDIATE DEFENSE FUEL SUPPORT POINT (DFSP). Bulk fuel storage facility where product is stored for subsequent issue to multiple end customers.

INTERNATIONAL LOGISTICS CONTROL OFFICE (ILCO). The central U.S. Military Service control point in CONUS that monitors requisitions and related transactions for FMS and Military Sales and Grant Aid (GA).

INTER-SERVICE SUPPORT. Action by one Military Service, or element thereof, to provide logistic and/or administrative support to another Military Service, or element thereof. Such action can be recurring or nonrecurring in character, on an installation, area, or worldwide basis.

INTO-PLANE. A supply technique whereby the U.S. Government contracts with a contractor to refuel military aircraft at commercial airports. The contractor supplies the fuel, lube oil, and refueling facilities (storage tank, vehicle, and equipment). The use of Government refueling trucks, equipment, bladders, etc., is not authorized unless so stipulated in the into-plane contract. (NOTE: Commercial aircraft under a Government charter may be refueled at into-plane locations; and occasionally, into-plane locations may be at a military base.)

INTRA-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INTRA-THEATER. Movement of materiel from a point in a theater to another point within the same theater.

INVENTORY. Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

INVENTORY CONTROL POINT (ICP). An organizational unit or activity within a DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Defense Department as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction. (Source: JCS Publication 1-02.)

INVENTORY LOT/SEGMENT. A sub grouping of the total items in storage for the purpose of physical inventory counting or record reconciliation. The lot/segment is generally by Federal supply classification (FSC), warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory that is to be conducted on a group of items within a specified period of time, according to an established plan. There are two types of scheduled inventories:

INVENTORY, COMPLETE. An inventory of all conditions of all stock numbers within specified categories.

INVENTORY, SAMPLE. A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, materiel release denial, location survey or location reconciliation request. There are two types of unscheduled inventories:

INVENTORY, SPECIAL. A physical inventory of a specific item(s) as a result of a special requirement generated by the record reconciliation program, preprocurement, or any other reason deemed appropriate by the item manager, Accountable Property Officer (APO), or the APO designated representative, or the storage activity.

INVENTORY, SPOT. A physical inventory required to be accomplished as a result of a total or partial materiel denial.

ISSUING AGENCY CODE. The IAC represents the registration authority that issued the enterprise identifier. The value for the IAC is assigned by the Registration Authority for ISO/IEC 15459-2, Registration Procedures. The current Registration Authority of ISO/IEC 15459-2 is NEN – Nederlands Normalisatie-Instituut.

ITEM. An item is a single hardware article or a unit formed by a grouping of subassemblies, components or constituent parts. In the DoD, an item is any article produced, stocked, stored, issued, or used; or any product, including systems, materiel, parts, subassemblies, sets and accessories.

ITEM DEFICIENCY. See SF 368, "Product Quality Deficiency Report."

ITEM UNIQUE IDENTIFICATION (IUID) OF ITEMS. The application of a set of data elements that is globally unique and unambiguous, ensures data integrity and data quality throughout life, and supports multifaceted business applications and users. (See UNIQUE ITEM IDENTIFIER for additional definitions of IUID related terms)

JOINT COLLABORATION AGREEMENT. A collaborative and coordinated consensus between DLA and customer activities that cites mutual responsibilities and expectations of both parties in the process of demand data exchange (DDE).

LATENT DEFECTS. This definition is provided for supply discrepancy reporting of product quality deficiencies against security assistance shipments. A deficiency in an article that effects item operability and is not normally detected by examination or routine test, but which was present at the time of manufacture.

LATERAL REDISTRIBUTION. . The release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

LESS THAN RELEASE UNIT (LRU). A shipment unit that can be shipped without requiring an export release from the appropriate authority.

LETTER OF OFFER AND ACCEPTANCE. The U.S. document by which the U.S. Government offers to sell defense articles and defense services to a foreign government or international organization. The LOA lists the items and/or services, estimated costs, the terms and conditions of sale, and provides for the foreign government's signature to indicate acceptance.

RECORD RECONCILIATION PROGRAM. Consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the accountable records. Record reconciliation programs may include quantity. This program is accomplished in two phases:

LOCATION RECONCILIATION. A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data, including quantity, do not match. Research of mismatches, including special inventories when required, results in corrective action.

LOCATION SURVEY. A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

LOCATION RECONCILIATION DISCREPANCIES. Location reconciliation discrepancies are classified into one of four categories as listed below:

a. Owner/Manager Record. Shows balance for storage activity; no location reconciliation transaction received (Type I Location Reconciliation Error).

b. Location Reconciliation Transaction. Received from storage activity; no corresponding owner/manager record (Type II Location Reconciliation Error).

c. Mismatch of Data Elements. Mismatch of any of the following (Type III Location Reconciliation Error):

1). Unit of issue.

2). Ownership/manager identifier.

3). Controlled inventory item code (see DoD 4100.39-M, "Federal Logistics Information Service (FLIS) Procedures Manual," Volume 10).

4). Type of pack code (subsistence).

5). Shelf-life code.

6). Date packed/expiration date (subsistence only).

d. Quantity Discrepancy (Type IV Location Reconciliation Error).

LOCATION SURVEY DISCREPANCIES. Location survey discrepancies are classified into one of three categories as listed below:

a. Locator Record Deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets unless the location is being held open for new receipts (Type I Location Survey Error).

b. Locator Error Established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded stock number disagrees with the materiel in the location (Type II Location Survey Error).

c. Locator Record Corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements (Type III Location Survey Error):

1). Unit of issue

2). Supply condition code.

3). Controlled inventory item code (see DoD 4100.39-M, Volume 10).

Verification of the code must consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

- 4). Type of pack code.
- 5). Lot number or unique item identifier (for ammunition only).
- 6). Completeness and accuracy of magazine data card (for ammunition only).

LOGISTICS REASSIGNMENT (LR). The transfer of IMM responsibilities from one manager to another. (See DoDM 4140.01.)

LOOP. A group of semantically related segments in ANSI ASC X12 Transactions. An example is the N1 loop, which contains name and address information.

LOSING INVENTORY MANAGER (LIM). The inventory manager responsible for relinquishing wholesale materiel management functions.

LOT/SEGMENT (INVENTORY). A sub-grouping of the total items in storage for the purpose of physical inventory counting or record reconciliation. The lot/segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

LOWEST OVER ALL COST. The aggregate of shipment costs known or reasonably estimated; (i.e., transportation rate(s), accessorial, drayage, storage, in transit, packing and crating, unpacking, and port handling costs).

MAINTENANCE (MATERIEL). All action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. (Source: JCS Publication 1-02.). Maintenance, used generically in this manual, also includes evaluation, assembly, disassembly, conversion, and modification.

MAJOR DISASTER. Any disaster as a result of enemy action, insurrection, civil disturbance, flood, fire, hurricane, tornado, earthquake, or other catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government under Public Law 91 - 606, "Disaster Relief Act", 91st Congress (42 United States Code 58) to supplement the efforts and available resources of State and local governments in alleviating the damage, hardship, or suffering caused thereby.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds \$5,000 or a variance of any value for controlled items.

MANAGEMENT CONTROL ACTIVITY (MCA). A DoD Component, DoD activity, or non-DoD activity, if participating by separate agreement (e.g., the Coast Guard), designated to receive, screen, and validate Military Service-initiated and contractor-initiated requisitions for direct shipment to contractors of materiel sourced from the wholesale supply system to support DoD contracts or requirements. MCA procedures are applicable to materiel requisitioned for shipment to a contractor on either a reimbursable or non-reimbursable basis as specified in the contract.

MAPPING. A process for diagramming what electronic data are to be exchanged, how the data are to be used, and what internal application system requires the data.

MATERIEL. All items (including ships, tanks, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (See Joint Publication 1-02.) Materiel is either serviceable (i.e., in an issuable condition) or unserviceable (i.e., in need of repair to make it serviceable.) (See DoDM 4140.01.)

MATERIEL ACCOUNTABILITY. The act of safeguarding, answering for, and exercising proper quantitative and physical controls over DoD materiel, supplies, and equipment in the care and custody of DoD activities.

MATERIEL CONDITION. A classification of materiel that reflects its readiness for issue and use or to identify the action underway to change the status of materiel. (See DoDM 4140.01)

MATERIEL DENIAL. A transaction notifying the IMM that there is insufficient materiel in storage to satisfy, in total or in part, the quantity directed for issue and specifying the quantity that may not be issued. (See DoDM 4140.01.)

MATERIEL OBLIGATION. The unfilled portion of a requisition (for a stocked or non-stocked item) that is not immediately available for issue but is recorded as a commitment for future issue, either by direct vendor delivery or backordered from stock.

MATERIEL RECEIPT ACKNOWLEDGEMENT (MRA). A computer processed transaction or manual form used to advise that materiel has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgement process.

MATERIEL RELEASE CONFIRMATION (MRC). A notification from a shipping or storage activity advising the originator of a materiel release order of the positive action taken on the order.

MATERIEL RELEASE DENIAL (MRD). A notification from a storage site advising the originator of a materiel release order of negative (warehouse refusal) action on the order.

MATERIEL RELEASE ORDER (MRO). An order issued by an accountable supply system manager (usually an ICP or accountable depot or stock point) directing a non-accountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel. (See Joint Publication 1-02.) Also used to direct redistribution and shipment of materiel from a post, camp, station, or base to another similar organization to satisfy a specific demand.

METADATA. Information describing the characteristics of data; data or information about data; and descriptive information about an organization's data, data activities, systems, and holdings.

MILITARY ASSISTANCE PROGRAM ADDRESS CODE (MAPAC). A code constructed by the ILCO for security assistance program shipments. MAPAC is used to identify the consignee in transportation documents and to obtain clear-text address and other shipment information from the military assistance program address directory (MAPAD).

MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD). An automated database of addresses maintained for each country or international organization.

MILITARY ASSISTANCE SERVICE-FUNDED PROGRAM. Programs which, by their nature, are security assistance, except that the funding source is a DoD appropriation.

MILITARY STANDARD BILLING SYSTEM (MILSBILLS). A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, forms, formats, (both DLMS and legacy 80 record position) and procedures for billing, and related adjustments and collections for sales of materiel and related services for logistics support. It prescribes uniform procedures and time standards for the interchange of logistics information relating to logistics bills. The procedures govern the interchange of information for all logistics related financial management of the Department of Defense and participating external organizations unless specifically exempted by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)).

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES (MILSTRAP). A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, formats (both DLMS and legacy 80 record position), and procedures for inventory accountability and reporting processes. MILSTRAP prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of logistics information, and related financial management information, for materiel in the supply control/distribution systems of the Department of Defense and participating external organizations, unless specifically exempted by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)). The financial management aspects of MILSTRAP pertain only to financial data produced as a by-product of receipt, issue, and inventory adjustment processing.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP). A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard data elements, codes, forms, transaction formats (both legacy 80 record position and DLMS) and procedures to requisition, release/issue,

and dispose of materiel and prepare related documents. It prescribes uniform procedures and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, cancellation, materiel release/issue, lateral redistribution, materiel return processes, materiel obligation validation, contractor access to government sources of supply, and selected security assistance processes. The provisions apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. It also applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

MISDIRECTED MATERIEL. Materiel which is improperly addressed and/or shipped to the wrong destination.

MISIDENTIFIED ITEM. An item for which the label on the container is different than the item in the container, or tag attached to the item. See also, WRONG ITEM.

MUTILATION. The act of making materiel unfit for its intended purpose by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

NATIONAL ITEM IDENTIFICATION NUMBER (NIIN). The last 9-digits of the national stock number (NSN). NIIN consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) nonsignificant number.

NONINTERFUND BILL. A bill that requires payment by a method other than the interfund billing system; (e.g., check payment). An example of this bill is one prepared on an SF 1080, Voucher for Transfers Between Appropriations and/or Funds.

NONTRACEABLE SHIPMENT. A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. The shipping transportation office normally makes the nontraceability determination.

NOT MISSION CAPABLE SUPPLY (NMCS). Materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to supply shortage. (See Joint Publication 1-02.)

NOTICE OF AVAILABILITY (NOA). The method by which the U.S. shipping installation will provide advance notification to the designated FMS country representative (CR) or freight forwarder (FF) that the materiel is ready for shipment and, where appropriate, that the shipment requires an export release under the provisions of AR 55-355, et al.

NOTICE OF AVAILABILITY (NOA) NOTICE NUMBER. A number reflecting the number of times the NOA has been sent to the Freight Forwarder/Country

Representative. Each repetitive communication of the NOA will be interpreted as a follow-up.

OFFER OF MATERIEL REPORT (OMR). A report under the Defense Logistics Management Standards (DLMS) that allows inventory control points and integrated materiel managers to use a DLMS transaction to provide disposition instructions or to inquire or respond as to the status of materiel reported as excess or available for redistribution under the DLMS materiel returns program.

OFFER OR RELEASE OPTIONS. Methods by which countries participating in the FMS program advise supply sources whether materiel shipments should be released without prior notice to the CR or FF. The type of offer or release option will be determined as a result of negotiations between the CRs and the U.S. Military Service at the time the case agreement is reached.

OFFER/RELEASE OPTION CODES. Methods by which countries participating in the FMS program, advise sources of supply by coded entry on requisitions whether or not prior notice to the CRs or FFs is required before release of materiel shipments. The type of offer/release option will be determined as a result of negotiations between the CR and the Service at the time the case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls (DoD 5105.38-M. "Security Assistance Management Manual (SAMM)").

ORGANIC MAINTENANCE. Maintenance performed by a military department under military control, utilizing Government-owned or controlled facilities, tools, test equipment, spares, repair parts and military or civilian personnel. Depot maintenance support by one Service for another is considered organic within the Department of Defense. (Source: OPNAVINST 4790.14A, et.al.).

OVERAGE. Item overage is when the quantity received is greater than that ordered or shown on shipping document. This type of overage is not evident on delivery but is discovered when the article is opened and the contents are checked. Transportation overages reportable under DTR 4500.9-R, are overages of boxes, packages, or freight (packaged or loose) found to be in excess of the quantity or articles recorded on the bill of lading or transportation document covering the shipment. NOTE: Overage on SEAVAN/container that is source-loaded and moved under a shipper's load and count, and arrives at destination with original seal (s) intact, is a supply discrepancy.

OWNER. The activity holding title to the tangible personal property.

PACKAGING. A generic term that includes the processes of preserving, packing, marking, and unitization as defined below:

MARKING. Application of numbers, letters, labels, tags, symbols, or colors for handling or identification during shipment and storage.

PACKING. Assembly of items into a unit, intermediate, or exterior pack with necessary blocking, bracing, cushioning, weatherproofing, reinforcing, and marking.

PRESERVATION. Application of protective measures to prevent deterioration; includes cleaning, drying, preservation materiel's, barrier materiel's, cushioning, and container, when necessary.

UNITIZATION. Assembly of packs of one or more line items of supply into a single load in such a manner that the load can be handled as a unit through the distribution system. Unitization (unitized loads/unit loads) encompasses consolidation in a container, placement on a pallet or load base, or securely binding together.

PACKAGING CONTROL POINT. An activity designated by a Military Service which monitors packaging discrepancies.

PACKAGING DISCREPANCY. Any unsatisfactory condition due to improper or inadequate packaging (including marking, packing, preservation, or unitization) and which causes the item, shipment, or package to be vulnerable to loss, delay, or damage, or unnecessary expense to the U.S. Government, as in excessive packaging.

PACKING, HANDLING, AND CRATING COSTS. Costs incurred for labor, materiel, or services in preparing materiel for shipment from or between storage and distribution points.

PARTIAL SHIPMENT UNIT. A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

PASSING ACTIONS (GENERIC TERM). *A general term identifying the transactions associated with materiel demands within the supply distribution system. This term is applicable when forwarding materiel demands from the initial source of supply to the ultimate source of supply.*

PASSING ORDER. *An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.*

PAYBACK. When the Single Manager for Conventional Ammunition issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PERSONAL PROPERTY. Property of any kind or any interest therein, except real property. Tangible personal property includes military equipment, plant equipment, other equipment (general property, plant and equipment), reparables and consumables. For the purpose of this issuance, personal property discrepancies identify personal property as household goods, unaccompanied baggage (personal effects), house trailers (mobile homes), houseboats, railcars, and privately owned vehicles. (reporting

applicable to packaging discrepancies only not applicable to security assistance (See Joint Travel Regulation, Volume 1).

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the property accountability record balance. This date serves as the reference point for considering the relationship between pre inventory/post inventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. Established for initiating controls on all in-process transactions and materiel's that could affect the outcome of the inventory.

PLANT EQUIPMENT. Personal property of a capital nature, consisting of equipment, furniture, vehicles, machine tools, test equipment, and accessory and auxiliary items, but excluding special tooling and special test equipment, used or capable of use in the manufacture of supplies or for any administrative or general plant purpose.

PORT OF DEBARKATION (POD). The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination. (See Joint Publication 1-02.)

PORT OF EMBARKATION (POE). The geographical point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and non-unit requirements, it may or may not coincide with the origin. (See Joint Publication 1-02.)

POSITIONING COSTS. Costs incurred in prepositioning items in the supply distribution system of a Military Department at locations OCONUS in anticipation of support to other authorized customers.

POST INVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the property accountability record balance, dated after the established physical inventory cutoff date.

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

PREINVENTORY PLANNING. Pre inventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through: (1) Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location; and (2) document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, in-process receipts are stored in

location, and related transactions are transmitted to the IMM prior to the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the property accountability record balance, dated prior to the established physical inventory cutoff date.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PRE-POSITIONED WAR RESERVE (PWR). That portion of the war reserve materiel requirement that the current Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time, and to assure timely support of a specific force or project until replenishment can be effected. (See Joint Publication 1-02.)

PRINCIPAL (DMISA). The Military Service(s) or other Federal Department or Agency(s) [owner(s)] receiving depot maintenance support from the Agent. (Source: OPNAVINST 4790.14A. et.al)

PRINCIPAL ITEMS. An end item or a replacement assembly of such importance to operational readiness that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using item level. (See DoDM 4140.01.)

PRIORITY DESIGNATOR (PD). A 2-position numeric code (01 – 15) that identifies the relative priority of the competing requisitions. As an integral of the UMMIPS, it is used by the materiel management systems to allocate available stocks among competing requisitions and is based on the combination of the F/AD assigned to the requisitioning activity and the urgency of need as prescribed in Volume 2, Supply. (See DoDM 4140.01.)

PROCESS REVIEW COMMITTEE (PRC). A component body that processes and recommends the disposition of Defense Logistics Management Standards change requests. See Chapter 1 for further information.

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN). Identifies legacy contractual documents. Use of the PIIN is authorized in the DLMS and legacy MILSTRIP/MILSTRAP procedures, pending transition to the procurement instrument identifier (PIID).

PROCUREMENT INSTRUMENT IDENTIFIER (PIID). A standard unique identifier for a solicitation, contract, agreement, or order and related procurement instruments, see DFARS Subpart 204.16. The new identifier for call/order number under the PIID rules is designated by F in the 9th position. However, there is an exception authorized for DLA procurement instruments supporting FEDMALL to identify the delivery/call order using an M in the 9th position. The PIID call/order number is always treated as a contractual agreement even when the base contract number is available. If a base PIID contract

number and PIID call/order number are available, provide the PIID call/order number (F or M PIID) only.

PRODUCT QUALITY (ITEM) DEFICIENCY. A defect or nonconforming condition which limits or prohibits the product from fulfilling its intended purpose. Included are deficiencies in design, specification, material, manufacturing, and workmanship.

PROGRESS PAYMENT. Amounts paid for goods or service, not yet delivered, to finance that portion on which performance has been completed.

PROOF OF DELIVERY. A legible data and signature of the designated receiver listed on the delivery manifest, certifying the item was received. Proof of delivery must also reflect the number of cases/containers received to agree with the number shown on supply documentation and actual weight received within weight-range variation. The proof of delivery establishes transfer of custody and liability to the receiver (Defense Transportation Regulation definition). In the case of nonreceipt of SDRs, the DoD ICP/IMM/shipping depot and the General Services Administration are required only to provide evidence of shipment.

PROPERTY ACCOUNTABILITY. The assignment of duties and responsibilities to an individual or organization that mandates jurisdiction, security, and answerability over public property. (See DoDM 4140.01.)

PROPERTY ACCOUNTABILITY RECORD. The official record of tangible personal property, including inventory, owned by the Department of Defense that is maintained to identify the quantities of items on-hand, unit prices, locations, physical condition, receipt and issue records, authorized stock numbers, item descriptions, and other such information necessary to properly account for materiel and exercise other inventory management responsibilities. (See DoDM 4140.01.)

PROPERTY RECORD. A formal record of property and property transactions in terms of quantity and/or cost, generally by item. An official record of Government property required to be maintained. Also called property account. (See Joint Publication 1-02.)

PROVISIONING ORDER. A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitized on a supplemental agreement.)

PURCHASING OFFICE (PO). The office that awards or executes a contract for supplies or services.

QUALIFIER. A data element that identifies or defines a related element, set of elements, or a segment. The qualifier contains a code taken from a list of approved codes.

QUANTITY RESTRICTION. *A restriction in quantity on a single requisition to limit the number of shipment units to 25 each to accommodate structure if MILSTRIP*

TCNs only. Quantity restriction is applied to requisitions constituting volume shipments of equipment as specified by the Services. For example, wheeled/tracked and other items of equipment when a unit of issue of one each constitutes a single shipment unit. (Applicable to FMS only.)

RADIO FREQUENCY IDENTIFICATION. RFID systems consist of an antenna, a transceiver with a decoder, and a transponder, typically called an RFID tag. Depending on the type of tag used, the RFID tag may contain a simple “license plate” uniquely identifying the specific tag, or it may be programmed with application-specific information. The antenna acts as a link between the tag and the transceiver. Often, the antenna is packaged with the transceiver and decoder to become a reader, also known as an interrogator. Interrogators can be handheld or fixed-mount devices. The reader decodes the data and passes that information to a computer for processing. The information can be used for a wide variety of inventory management or other identification applications through a central database.

Passive RFID tags have no on-board battery and they provide short communication ranges (1-5 meters). These tags have a low data bandwidth and cannot initiate communications, they must be read.

Semi-passive RFID tags have an internal power source for tag circuitry which allows the tag to complete functions such as monitoring of environmental conditions and which may extend the tag signal range.

Active RFID tags allow extremely low-level RF signals to be received by the tag and the tag (powered by its internal source) can respond by generating a high-level signal back to the reader/interrogator. Active RFID tags can hold large amounts of data, are continuously powered, and are normally used when a longer tag read distance is desired.

RECLAMATION ACTIVITY. An activity that performs the process of reclaiming required serviceable and economically repairable components and materiel from excess or surplus property for return to the proper supply activity.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing infloat documents.

RECONCILIATION, SMALL ARMS, & LIGHT WEAPONS. The process of matching records between the activity(s) having physical custody and/or accountability of small arms and light weapons and the Component Registry for the purpose of ensuring that the records are in agreement and/or adjusting the difference between the records so that the records agree.

RECORD RECONCILIATION PROGRAM. The record reconciliation program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the owner records. Record reconciliation programs may include quantity. This program is accomplished in two phases:

a. **Location Reconciliation.** A match between valid storage activity records and the owner records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data (may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

b. **Location Survey.** A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

REDISTRIBUTION ORDER. *An order issued by a responsible IMM to an accountable supply distribution complex directing release of materiel to another supply distribution activity within the same supply complex. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.*

REFERRAL ORDER. *An order used between supply sources and distribution systems for the purpose of passing requisition or continued supply action when the initial activity cannot fill the demand.*

RELEASE. A title given to annual updates of standards.

REPAIR AND RETURN. Consignment, without change in ownership, of reparable materiel from an owning activity to a Government, commercial, or industrial maintenance activity for repair and shipment directly back to the owning activity. The owning activity is responsible for negotiating maintenance agreements and preparation of applicable turn-in documents. The activity having custody of the materiel is responsible for maintaining the property accountability record (materiel accountability) prior to an assets induction into maintenance and following its return from maintenance.

REPORT OF DISCREPANCY. See Supply Discrepancy Report (SDR).

REPORTING ACTIVITY. Within the context of MRA, the reporting activity for U.S. Forces is the activity identified by the ship-to DoDAAC designated in the requisition. The reporting activity is normally the requiring activity or unit that receives the materiel and posts it to a record such as a retail stock record, stock record amount property account, etc. For security assistance shipments, the responsible Military Service ILCO will serve as the reporting activity. Within the context of MRP, the reporting activity is a Service or Agency organization that has reported materiel to an ICP/IMM.

REQUIRED AVAILABILITY DATE (RAD). A date specifying when end items and concurrent spare parts are committed to be available for transportation to a Foreign Military Sales, Grant Aid, or Security Assistant Program recipient.

REQUIRED DELIVERY DATE (RDD). A date specifying when materiel is actually required to be delivered to the requisitioner and is always earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date.

REQUIRED DELIVERY PERIOD (RDP). A period of time specifying the earliest and the latest acceptable date materiel can be delivered. (Applies to conventional ammunition requisitions only.)

REQUISITION. An order for materiel initiated by an established, authorized organization (i.e., a DoD or non-DoD organization that has been assigned a DoD Activity Address Code) that is transmitted either electronically, by mail, or telephoned to a supply source within the Department of Defense or external to the Department of Defense (the General Services Administration (GSA), the Federal Aviation Administration (FAA), or other organizations assigned management responsibility for categories of materiel), according to procedures specified in Volume 2, Supply.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

CAUSATIVE RESEARCH. An investigation of discrepancies; i.e., gains and losses, consisting of, as a minimum, a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the intention of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

POSTCOUNT VALIDATION. A comparison of physical count with recorded balances or another count, with consideration of transactions that have recently occurred. The purpose of postcount validation is to determine the validity of the count. postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken.

PREADJUSTMENT RESEARCH. A review of potential discrepancies that involves consideration of recent transactions and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

RESPONSIBLE ACTIVITY. Any activity required to take action as a result of a Supply Discrepancy Report (SDR); (e.g., ICP, contract administration office, packaging control point, or a shipping activity of shipments from an RDO).

RETAIL STOCK. Stock held in the custody or on the record of a supply organization below the wholesale level. (See DoDM 4140.01.)

RETROGRADE CARGO. A movement of materiel opposite of the normal flow, e.g., cargo returned from OCONUS to CONUS.

SCRAP. Materiel that has no value except for its basic materiel content.

SEAPORT OF DEBARKATION (SPOD). An authorized point of arrival from a foreign country or the United States located at a seaport. It is identified by a three-position water port identifier code (Reference DTR 4500.9-R).

SEAPORT OF EMBARKATION (SPOE). An authorized point of departure from a foreign country or the United States located at a seaport. It is identified by a three-position water port identifier code (Reference DTR 4500.9-R).

SECURITY ASSISTANCE ORGANIZATION (SAO). All Department of Defense elements located in a foreign country with assigned responsibilities for carrying out security assistance management functions. It includes military assistance advisory groups, military missions and groups, offices of defense and military cooperation, liaison groups, and defense attaché personnel designated to perform security assistance functions.

SECURITY COOPERATION CASE DESIGNATOR. The Security Cooperation case designator code is used to reflect a FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country. It is a unique code used with a country identification code to identify a particular foreign military sale. The Security Cooperation case designator is a minimum three, maximum four-character designation; however, it is restricted to three positions under DLMS.

SECURITY COOPERATION CUSTOMER CODE. The Security Cooperation (SC) customer code is a code used by Defense Security Cooperation Agency to represent the country, international organization, region or program authority associated with transactions recorded in Security Cooperation systems and associated with programs implemented in the Foreign Military Sales Trust Fund. The Security Cooperation customer code is a minimum two, maximum three-character designation; however, it is restricted to two positions under DLMS. Pending separation of the country and activity codes used for distribution and physical location in clear text addressing under the DLMS, the SC customer code values and the country and activity codes are maintained in a mixed-purpose table in LOGDRMS (in association with Qualifier 85 and 85*).

SECURITY COOPERATION IMPLEMENTING AGENCY. The implementing agency (IA) code identifies the military department or defense agency responsible for the execution of military assistance programs. With respect to FMS, this is the military department or defense agency assigned responsibility by the Defense Security Cooperation Agency to prepare a Letter of Offer and Acceptance (LOA) and to implement an FMS case. The implementing agency is responsible for the overall management of the actions that will result in delivery of the materials or services set forth in the LOA that was accepted by a foreign country or international organization. For Military Service and Missile Defense Agency sponsored FMS cases, the IA code is equivalent to the Service/Agency code used in the first position of the document number; for all other Defense Agencies the IA does not equate to the Service/Agency code. The only IA codes authorized for

MILSTRIP requisitioning are B (Army), D (Air Force), I (Missile Defense Agency), P (Navy), and R (DLA).

SEGMENT. Consists of logically related data elements in a defined sequence. A data segment consists of a segment identifier, one or more data elements each preceded by an element separator, and ends with a segment terminator. (See Volume 1, Chapter 7, for additional descriptive information.)

SHELF-LIFE. The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored. (See Joint Publication 1-02.)

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

SHIP-TO/MARK-FOR CODE. A one-position alphabetic or numeric code that identifies the mark-for address of the activity to receive the materiel. This code will also identify the ship-to address for materiel/documentation for shipment moving through the Defense Transportation System (DTS).

SHIPMENT. Movement of materiel from point of origin to destination by any mode.

SHIPMENT STATUS. Informs activities of the actual shipping dates (such as the date released to the carrier), the release criteria for shipments, or shipment delay notifications. Also provides for an interface with transportation and for shipment tracing by activities under DTR 4500.9-R.

SHIPMENT UNIT. One or more items assembled into one unit that becomes the basic entity for control throughout the transportation cycle.

SHIPPER. Any organization, service, or agency (including the contract administration or purchasing office for vendors) that originates/delivers materiel to a carrier for movement. The shipper may be a Military organization or activity, other Government agency, or a manufacturer or vendor. The functions performed include planning, assembling, consolidating, documenting, and arranging for movement of materiel.

SHIPPING ACTIVITY. A Service/Agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of materiel.

SHIPPING (ITEM) DISCREPANCY. Any variation in quantity or condition of materiel received from that shown on the covering authorized shipping documents, e.g., DD Form 1348-1A, Issue Release/Receipt Document, or purchase order. Shipping discrepancies include incorrect and misdirected materiel, receipt of canceled requirements, improper, inadequate technical or supply documentation, or other discrepancies as enumerated in, Volume 2, Supply, and not the result of a transportation error or product quality deficiency.

SHORTAGE. Item shortage is when the quantity received is less than the quantity ordered or shown on the shipping document. The shortage is not evident on delivery but is discovered when the container is opened and the contents are checked. Transportation shortages reportable under DLAR 4500.15, are shortages of boxes, packages, or loose articles of freight in a SEAVAN/Military Van (MILVAN), roll on/roll off, or a Container Express (CONEX) found to be less than the quantity of freight as recorded on the applicable bill of lading. NOTE: Shortage on SEAVAN/container that is source loaded and moves under shipper's load and count, and arrives at destination with original seal(s) intact, is considered a supply discrepancy.

SHRINKAGE. A reduction in size, weight, or substance.

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION (SMCA). The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the Department of Defense. Specific responsibilities, functions, authority, and relationships are contained in DoDD 5160.65, "Single Manager for Conventional Ammunition," August 1, 2008

SMALL ARMS AND LIGHT WEAPONS. For the purpose of DoD small arms and light weapons reporting, small arms and light weapons are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars. Associated suppressors, silencers, mufflers, and noise suppression devices appropriate for previously listed small arms and light weapons are included and will be reported within the Component and DoD registries.

SMALL ARM AND LIGHT WEAPONS SERIAL NUMBER. The total series of characters appearing on the firing component part of small arms or light weapons.

SMALL ARMS AND LIGHT WEAPONS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms and light weapons serial numbers' status within any Component registry.

SOURCE OF SUPPLY. Any Federal Government organization exercising control of materiel and to which requisitions are directed. (See DoDM 4140.01.)

SPECIAL PROGRAM REQUIREMENT (SPR). Automated procedure to forecast select future nonrepetitive requirements that cannot be forecast by the ICP based on demand

data and which have the greatest probability of resulting in the eventual submission of requisitions.

SPLIT SHIPMENT UNIT. A whole or partial shipment unit separated at a transshipment point into two or more increments with each increment identified and documented separately.

STANDARD DELIVERY DATE (SDD). A date computed by adding the individual Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards to the requisition date.

STANDARDS. The technical documentation approved for use in the DLMS; specifically, transaction sets, segments, data elements, and code sets. Standards provide the framework for structuring each DLMS transaction.

STATUS RECIPIENT. Includes, but not limited to, requisitioners, International Logistics Control Offices/monitoring activities (Security Assistance and Foreign Military Sales (FMS)), designated MAPAD TAC 4 country designees (FMS), and MAPAD TAC 3 country/in-country security assistance activities status designees (Grant Aid customers).

STOCK READINESS. A DoD program involving the tasks needed to assure that the proper condition of materiel in storage is known and reported, that the condition is properly recorded, and that the materiel is properly provided with adequate packaging protection to prevent any degradation to lower condition codes. Stock Readiness concerns itself with the in-storage inspection, minor repair, testing, exercising of materiel, and packaging aspects associated with these efforts. Stock Readiness includes the elements of COSIS plus the functions related to the receipt, identification, classification, and packaging of materiel during the receipt process. Stock Readiness excludes those actions that fall under the area of general warehouse care and depot maintenance, including the use of proper storage aids, identification of materiel/storage locations, and rewarehousing actions.

STOCK RECORD ACCOUNT. A basic record showing by item the receipt and issuance of property, the balances on hand, and such other identifying or stock control data as may be required by proper authority.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, tank, or open area (storage), and its selection and shipment (issue). (See DoDM 4140.01.)

STORAGE LOCATION. The physical location within a storage activity where materiel is stored.

SUBSISTENCE TYPE OF PACK CODE. Use only in subsistence requisitions to indicate the required level of pack to be applied to shipments of perishable and nonperishable subsistence materiel.

SUBSTITUTABLE ITEM. An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase “one-way interchangeability,” such as item B will be interchanged in all applications for item A, but item A will not be used in all applications requiring item B. (See DoDM 4140.01.).

SUB TIER CODE. A field in the DoDAAD that indicates if a DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within the Federal Procurement Data System (FPDS).

SUMMARY BILLING RECORD (SBR). A record, used in the interfund billing system, which summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

SUPPLEMENTARY ADDRESS. *The activity address of a customer when the recipient of materiel and/or the billing activity is other than the requisitioner address.*

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFIER (Supplementary PIID). Identify amendments or modifications to the procurement instrument. The Supplementary PIID must be used in conjunction with the PIID.

SUPPLY DISCREPANCY. Errors reportable under Volume 2, Supply. For example any variation in goods received from data shown on the covering shipping documents (General Services Administration or Single Line Item Release/Receipt Document; Issue Release/Receipt Document (IRRD); Requisition and Invoice/Shipping Document; authorized procurement delivery document or vendor's packing list; or other authorized shipping document) which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity including damaged or lost USPS shipments (except lost registered, insured, or certified), item shortage or overage, incorrect and misdirected materiel, receipt of canceled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the materiel to be vulnerable to loss, delay, or damage or which imposes unnecessary expense to the U.S. Government; e.g., excessive packaging.

SUPPLY DISCREPANCY REPORT (SDR). An electronic transmission or manual form used to report a supply discrepancy. Other types of discrepancies may be reported via SDR only as specifically authorized under Volume 2, Supply, Chapter 17.

SUPPLY SOURCE. *The Component installations or activities in their respective distribution systems designated to receive and process requisitions and related transactions; for example, the ICP, DLA Supply Chains, IMM, stock point, or depot*

SUPPLY STATUS. Informs activities of action taken or being taken on materiel requisitioned but not shipped, shipment consignments instructions, or disposition instructions for materiel offered under the materiel returns program (MRP).

SUPPLY SYSTEM RESPONSIBILITY ITEM (SSRI). These items are furnished by the supply system when the end item is issued and will be transferred with the end item during redistribution or other changes of custody unless otherwise specifically directed by the appropriate authority. This term equates to Components of End Item (COEI).

THEFT. The felonious taking and removal of materiel.

TOTAL ITEM PROPERTY RECORD. The record or record set maintained by the IMM that identifies the quantity, condition, and value of the items assets for each organizational entity having physical custody of these assets. The total item property record includes materiel that is due in, in transit, in organic wholesale repair facilities, in a contractor's custody, on loan, on hand in wholesale distribution centers, on hand at retail activities, and for reported assets in the custody of users. (See DoDM 4140.01.)

TOTAL NONRECEIPT. Complete nonreceipt of item(s) shipped.

TRANSACTION NUMBER (OR TRANSACTION REFERENCE NUMBER). A unique reference number assigned to a transaction for identification throughout the logistics system and for the life of the transaction until its retirement is authorized in official audit reports. For DLMS transactions, this is the document number.

TRANSACTION SET (TS). The electronic data interchange (EDI) equivalent of a paper business document composed of data elements and data segments.

TRANSPORTATION CONTROL NUMBER (TCN). A 17-position alphanumeric character set assigned to control a shipment unit throughout the transportation cycle of the DTS.

TRANSPORTATION COSTS. Costs paid to common carriers or Government activities to move materiel within the transportation system.

TRANSPORTATION DISCREPANCY REPORT. A form used to report loss and damage to materiel.

TRANSPORTATION PRIORITY (TP). A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the DTS.

TRANSSHIPPER. A transportation activity, other than the shipper or receiver, that handles or documents the transfer of a shipment between conveyances. A transshipper is usually a consolidation and containerization point (CCP), air or sea port of embarkation, air or sea port of debarkation, or break-bulk point. A transshipper may perform more than one type transshipment.

TYPE I SHELF-LIFE ITEM. An item of supply that is determined through an evaluation of technical test data and/or actual experience to be an item with a definite non-extendable period of shelf life. (See DoD 4140.27-M.)

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf-life time period that may be extended after completion of inspection/test/restorative action. (See DoD 4140.27-M).

TYPE OF ADDRESS CODE (TAC). A one-position alphabetic or numeric code which designates the use of a DoDAAD or MAPAD address.

UNCLASSIFIED PROPERTY RECORD. *A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e.g., small arms or light weapons belonging to intelligence-gathering activities).*

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS). A structure that establishes time standards, based on the mission and urgency of need of the requestor, for the supply of materiel from the date of the requisition to the time that the acknowledgment of physical receipt is posted to the requisitioner's inventory record. (See DoDM 4140.01.)

UNIQUE ITEM IDENTIFIER (UII). An identifier used to uniquely identify an individual asset used within DoD. The UII may be derived from a DoD recognized IUID equivalent [e.g., Vehicle Identification Number] or a composite structure defined by the DoD [refer to UII Construct 1 and UII Construct 2]. Formation of the UII relies upon two primary methods of serialization: (1) Serialization within the enterprise and (2) Serialization within the original part number of the enterprise. Refer to OSD policy and supporting documentation for specific guidance. Refer to the current version of MIL-STD-130 for specific guidance on marking of U.S. Military property. The generic term, UII, has evolved through usage to mean the concatenated UII as a common database key without regard to the UII data set being used.

UNIQUE ITEM IDENTIFIER (UII) TYPE. A designator that identifies the specific structure and syntax of a type of UII. Specific examples of the UII Type are: Vehicle Identification Number (VIN), UII Construct 1 (UII 1), UII Construct 2 (UII 2).

UNIQUE ITEM IDENTIFIER (UII) CONSTRUCT 1. This is a concatenated UII based upon serialization within the enterprise. The concatenated UII Construct 1 contains the IAC, EID, and serial number.

UNIQUE ITEM IDENTIFIER (UII) CONSTRUCT 2. This is a concatenated UII based upon serialization within the part, lot, or batch number within the enterprise. The concatenated UII Construct 2 contains the IAC, EID, original part number, lot or batch number, and serial number.

UNIQUE ITEM TRACKING (UIT). A program within DoD for tracking selected items to maintain visibility of each uniquely identified asset for the primary purpose of inventory control and/or engineering analysis.

USTRANSCOM REFERENCE DATA MANAGEMENT (TRDM). A utility for managing transportation reference tables utilized by various Department of Defense (DoD) systems. It distributes the data to systems using a variety of methods according to individual system requirements and has an application for entering data.

VALIDATED DISCREPANCY REPORT. A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has a reason to believe the discrepancy has occurred. For adjustment purposes, an SDR for non-receipt is considered validated when the shipping office determines the non-traceability of the shipment.

VERSION. A title given to the updates (every 3 years) of a Defense Logistics Management Standard that has officially been approved by ASC X12.

WAR MATERIEL REQUIREMENT. The quantity of an item required to equip and support the approved forces specified in the current Secretary of Defense guidance through the period prescribed for war materiel planning purposes.

WHOLESALE STOCK. Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities. (See DoDM 4140.01.)

WIDE AREA WORK FLOW - RECEIPT and ACCEPTANCE (WAWF-RA). WAWF-RA is the designed program to automate Commercial Invoices and Government Receiving Reports in a web-based, paperless environment. WAWF-RA electronically captures and coordinates the four basic pieces of the payment process. WAWA-RA users input their invoices and receiving reports by transition or via the Internet. These are compared to contracts stored in the Defense Finance Accounting System (DFAS) - Electronic Document Access (EDA) system. Once the invoice and receiving reports are approved and processed, payment transactions are initiated via Electronic File Protocol (EFT) to the contractor's bank account.

WOOD PACKAGING MATERIEL (WPM). Wood or wood products (excluding paper products) used in supporting, protecting, or carrying a commodity (includes dunnage). Examples of WPM include but are not limited to pallets, skids, pallet collars, containers, crates, boxes, cases, bins, reels, drums, load boards, and dunnage. Wood packaging made of exempt materiel's but combined with solid wood components must still be treated and marked. WPM does not include processed wood materiel's and manufactured wood products.

WRONG ITEM. Any incorrect or misidentified item or unacceptable substitute item received requiring submission of a discrepancy report. See also, MISIDENTIFIED ITEM and INCORRECT ITEM.

AP3. APPENDIX 3

ACRONYMS AND ABBREVIATIONS

ACRONYM OR ABBREVIATION	DEFINITION
AAC	Activity Address Code
ACO	Administrative Contracting Office
ACART	Architecture Compliance and Requirements Traceability
ACRN	Accounting Classification Reference Number
ADC	Approved DLMS Change
ADPE	<i>Automatic Data Processing Equipment</i>
ADP	Automatic Data Processing
AECA	<i>Air Export Control Agreement</i>
AF	Air Force
AFAO	Approved Force Acquisition Objective
AFJMAN	Air Force Joint Manual
AFLC	<i>Air Force Logistics Center</i>
AFR	Air Force Regulation
AIN	Assemblage Identification Number
AIS	Automated Information System
AIT	Automatic Identification Technology
ALIN	Agreement Line Item Number
AMC	Air Mobility Command
AMC	Army Materiel Command
AMMA	Army Medical Materiel Agreement
AMCL	Approved MILS Change Letter (i.e. MILSTRIP, MILSTRAP, MILSBILLS)
AMARC	<i>Aerospace Maintenance and Regeneration Center</i>
ANMCS	Anticipated Not-Mission-Capable Supply
ANSI	American National Standards Institute
ANSI ASC X12	American National Standards Institute Accredited Standards Committee X12
AP	Abandoned Property
APL/AEL	<i>Allowance Parts List/Allowance Equipment List</i>

ACRONYM OR ABBREVIATION	DEFINITION
<i>APL</i>	<i>Automated Packing List</i>
APO	Army or Air Force Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APSR	Accountable Property System of Record
AR	Army Regulation
AR	Acceptance Report
ARP	Alternate Release Procedures
ASAM	Aviation Safety Action Message
ASC	Accredited Standards Committee
ASD(L&MR)	Assistant Secretary of Defense (Logistics & Materiel Readiness)
ASN	Advance Shipping Notice
ATTN	Attention
BAC	Billing Account Code
BEA	Business Enterprise Architecture
BDN	Build Directive Number
BII	Basic Issue Item
BL	Bill of Lading
BOM	Bill of Materiel
BPR	Business Process Reengineering
BRAC	Base Realignment and Closure
CA	Certificate Availability
CAC	Common Access Card
CAGE	Contractor and Government Entity
CAM	Chemical Agent Monitor
CAO	Central Accounts Office(s)
CAO	Contract Administration Office
CAP	Civil Air Patrol
CAP	Contractor Acquired Property
CAS	Contract Administration Service
<i>CASREP</i>	<i>Casualty Report (Navy)</i>

ACRONYM OR ABBREVIATION	DEFINITION
CBL	Commercial Bill of Lading
CCI	Controlled Cryptographic Items
CCP	Consolidation and Containerization Point
CCR	Central Contractor Registration
CCSA	Change Control Status Accounting
CCSS	Commodity Control Supply System
CCWG	Country Code Working Group
CCYYMMDD	Century Century Year Year Month Month Day Day
CD-ROM	Compact Disk-Read-Only Memory
CJCS	Chairman of the Joint Chiefs of Staff
CFL	Computers for Learning
CFM	Contractor Furnished Materiel
CFR	Code of Federal Regulations
CIIC	Controlled Inventory Item Code
CIM	Critical Item Management
CIN	Company Identification Number
CIRS	Contractor inventory Redistribution System
CJCS	Chairman, Joint Chiefs of Staff
CLIN	Contract Line Item Number
CLN	Case Line Number
CLPSC	Cooperative Logistics Program Support Code
CLSSA	Cooperative Logistics Supply Support Arrangement
CMOS	Cargo Movement Operations System
CO	Contracting Officer
CoC	Certificate of Conformance
COG	Cognizance Code (Navy)
COI	Communities of Interest
COMSEC	Communications Security
COMMRI	Communication Routing Identifier
CONEX	Container Express
CONUS	Continental United States
COSIS	Care of Supplies in Storage
COTS	Commercial-Off-The-Shelf

ACRONYM OR ABBREVIATION	DEFINITION
CR	Country Representative (FMS)
CR/FF	Country Representative/Freight Forwarder
CRII	Customer Return Improvement Initiative
CSI	Critical Safety Item
CSP	Central Service Point
CWT	Customer Wait Time
DAAS	Defense Automatic Addressing System
DAMES	DAAS Automated Message System
DASD(SCI)	Deputy Assistant Secretary of Defense (Supply Chain Integration)
DBR	Detailed Billing Record
DBC/IRB	Defense Business Council/Investment Review Board
DCMA	Defense Contract Management Agency
DCMO	Deputy Chief Management Officer
DCN	Disposal Consolidation Number
DCS	Defense Courier Service
DD	Department of Defense (i.e., DD Form)
DD	Distribution Depot
DDE	Demand Data Exchange
DDMS	DLA Distribution Mapping System
DDN	Defense Data Network
DEDD	Data Element Dictionary/Directory
DEI	Data Element Identifiers
DEPMEDS	DoD Deployable Medical Systems
DESEX	Defense Supply Expert System
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFAS-CO	Defense Finance and Accounting Service, Columbus
DFAS-IN	Defense Finance and Accounting Service, Indianapolis Center
DFSP	Defense Fuel Support Point
DI	DEMIL Instructions
DI	Data Identifiers
DIC	Document Identifier Code

ACRONYM OR ABBREVIATION	DEFINITION
DIELOG	DAAS Integrated Email Logistics
DII	Defense Information Infrastructure
DIPEC	Defense Industrial Plant Equipment Center
DISA	Data Interchange Standards Association
DISA	Defense Information Systems Agency
DISN	Defense Information Systems Network
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information Service
DLM	Defense Logistics Manual
DLMS	Defense Logistics Management Standards
DLR	Depot Level Repairable
DLSS	Defense Logistics Standard Systems
DM	Data Maintenance
DMISA	Depot Maintenance Inter-Service Support Agreement
DMLSS	Defense Medical Logistics Standard Support
DMS	Defense Message System
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DoDAAF	Department of Defense Activity Address File
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoE	Department of Energy
DPAP	Defense Procurement and Acquisition Policy
DPM	Direct Procurement Method
DRC	Disposal Release Confirmation
DRD	Disposal Release Denial
DRO	Disposal Release Order
DSAMS	Defense Security Assistance Management System
DSN	Defense Switched Network

ACRONYM OR ABBREVIATION	DEFINITION
DSS	Distribution Standard System
DTC	Delivery Term Code
DTEB	Defense Transportation Electronic Business
DTID	Disposal Turn-In Document
DTR	Defense Transportation Regulation
DTRA	Defense Threat Reduction Agency
DTS	Defense Transportation System
DUNS	Data Universal Numbering System
DVD	Direct Vendor Delivery
DWCF	Defense Working Capital Fund
E2E	End-to-End
EAC	Edit Action Code
EB	Electronic Business
EBCDIC	Extended Binary Code Decimal Interchange Code
EBS	Enterprise Business System
ECSS	USAF Expeditionary Combat Support System
EDA	Electronic Document Access
EDD	Estimated Delivery Date
EDI	Electronic Data Interchange
EID	Enterprise Identifier
ELIN	Exhibit Line Item Number
EMALL	Electronic Mail
EP	Exchange Pricing
ESD	Estimated Shipping Date
ES/EM	Electrostatic/Electromagnetic
ESP	Enterprise Service Provider
ETA	Electronic Transportation Acquisition
ETA	Estimated Time of Arrival
ETD	Effective Transfer Date
ETID	Electronic Turn In Document
EUC	End Use Certification

ACRONYM OR ABBREVIATION	DEFINITION
F/AD	Force or Activity Designator
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
FF	Freight Forwarder
FF&V	Fresh Fruit and Vegetables
FGS	Final Governing Standards
FIAR	Financial Improvement and Audit Readiness
FLIS	Federal Logistics Information System
FMR	Financial Management Regulation
FMS	Foreign Military Sales
FMSO	Foreign Military Sales Order
FOB	Free On Board
FPDW	FLIS Portfolio Data Warehouse
FPDS	Federal Procurement Data System
FPMR	Federal Property Management Regulation
FPO	Fleet Post Office
FSCAP	Flight Safety Critical Aircraft Part
FRC	Fleet Readiness Centers (Navy)
FSC	Federal Supply Classification
FSG	Federal Supply Group
FV	Funds Verification
FYDP	Future-Years Defense Program
GA	Grant Aid
GAA	General Agency Agreement
GBL	Government Bill of Lading
GCSS	Global Combat Support System
GE	Functional Group Trailer
GENC	Geopolitical Entities, Names, and Codes
GEX	Global Exchange eBusiness Gateway
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager

ACRONYM OR ABBREVIATION	DEFINITION
GRS	General Records Schedules
GS	Functional Group Header
GSA	General Services Administration
HM	Hazardous Materiel
HMIRS	Hazardous Materials Information Resource System
HW	Hazardous Waste
I&S	Interchangeability and Substitutability
IA	Industrial Activity
IAC	Issuing Agency Code
IC	Implementation Convention
ICAO	International Civil Aviation Organization
ICP	Inventory Control Point
ICS	Intransit Control System
IDE	Integrated Data Environment
IEA	Interchange Control Trailer
IGC	Integrated Data Environment and Global Transportation Network Convergence
ILCO	International Logistics Control Office
ILP	International Logistics Program
ILS-S	Integrated Logistics System-Supply
IMM	Integrated Materiel Manager
IMET	International Military Education and Training
IPE	Industrial Plant Equipment
IMSP	Inventory Management and Stock Positioning
IPG	Issue Priority Group
IRB	Investment Review Board
IRRD	Issue Release/Receipt Document
IRRIS	Intelligent Road/Rail Information Server
ISA	Interchange Control Header
ISV	In-Storage Visibility
IT	Information Technology

ACRONYM OR ABBREVIATION	DEFINITION
ITV	In-Transit Visibility
IUID	Item Unique Identification
JCS	Joint Chiefs of Staff
JDRS	Joint Deficiency Reporting System
JANAP	Joint Army, Navy, and Air Force Publication
JPIWG	Joint Physical Inventory Working Group
JSA/LWCG	Joint Small Arms /Light Weapons Coordinating Group
LCN	Local Control Number
LCN	Location Control Number
LE	Loop End Segment
LIM	Losing Inventory Manager
LMP	Army Logistics Modernization Program
LOA	Letter of Offer and Acceptance
LOGDRMS	Logistics Data Resources Management System
LOGMARS	Logistics Marking and Reading Symbols
LOTS	Logistics On-Line Tracking System
LR	Logistics Reassignment
LRO	Lateral Redistribution Order
LS	Loop Start Segment
LSN	Local Stock Number
M&S	Media and Status
MAJCOM	Major Command
MAPAC	Military Assistance Program Address Code
MAPAD	Military Assistance Program Address Directory
MASF	Military Assistance Service Funded
MAT	Materiel Access Technology
MCA	Management Control Activity
MCN	Management Control Number
MCMC	Marine Corps Maintenance Centers
MCO	Marine Corps Order

ACRONYM OR ABBREVIATION	DEFINITION
MDA	Missile Defense Agency
MDN	Manufacturing Directive Number
MDR	Metadata Registry
MEBS	Mapping Enterprise Business System
MICAP	Mission Impaired Capability Awaiting Parts (USAF)
MRP	Materiel Returns Program
MILS	Military Standard
MIL-STD	Military Standard
MILVAN	Military Van
MILSBILLS	Military Standard Billing System
MILSINQ	MILSBILLS Inquiry
MILSTRAP	Military Standard Transaction Reporting and Accountability Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOES	DoD EMail Manual Order Entry System
MOES	MILSTRIP Order Entry System
MOV	Materiel Obligation Validation
MPC	Material Processing Center
MRA	Materiel Receipt Acknowledgment
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRE	Meals-Ready-To-Eat
MRO	Materiel Release Order
MRP II	Manufacturing Resource Planning II
M&S	Media and Status
MSC	Military Sealift Command
MSCVAN	MSC Leased/Controlled SEAVAN or MILVAN
MSL	Military Shipping Label
NAMF	NATO Missile Fire Installation
NAMI	Non-Army Managed Items

ACRONYM OR ABBREVIATION	DEFINITION
NAMSA	NATO Maintenance and Supply Agency
NARA	National Archives and Records Administration
NATO	North Atlantic Treaty Organization
NAVICP	Navy Inventory Control Point
NAVILCO	Navy International Logistics Control Office
NAVSUPINST	Naval Supply System Command Instruction
NCB	National Codification Bureau
NHPLO	NATO Hawk Production and Logistics Office
NDLR	Navy Depot Level Repairable
NIIN	National Item Identification Number
NIMS	National Inventory Management Strategy
NIMSC	Nonconsumable Item Materiel Support Code
NIPRNET	Non-Secure Internet Protocol Router Network
NMCS	Not-Mission-Capable Supply
NMFC	National Motor Freight Classification
NO.	Number
NOA	Notice of Availability
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NSN	National Stock Number
NSN	NATO Stock Number
NSY	Naval Shipyards
NWRM	Nuclear Weapons Related Materiel
OCONUS	Outside Continental United States
OASD	Office of the Assistant Secretary of Defense
OEM	Original Equipment Manufacturer
OEP	Organizational Execution Plans
OMR	Offer of Materiel Report
OPTEMPO	Operating Tempo
OSD	Office of the Secretary of Defense
OUSD(C)	Office of the Undersecretary of Defense (Comptroller)
OWMR	Other War Materiel Requirement

ACRONYM OR ABBREVIATION	DEFINITION
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement Protectable
PBL	Performance Based Logistics
PC&H	Packing, Crating, and Handling
PCH&T	Packing, Crating, Handling, and Transportation
PCO	Procuring Contract Officer
PD	Priority Designator
PDC	Proposed DLMS Change
PDS	Procurement Data Standards
PEC	Production Equipment Code
PIC	Positive Inventory Control (USAF)
PICA	Primary Inventory Control Activity
PICD	Physical Inventory Cutoff Dates
PICP	Physical Inventory Control Program
PIID	Procurement Instrument Identifier
PIIN	Procurement Instrument Identification Number
PKI	Public Key Infrastructure
PM	Pipeline Measurement
PMR	Prepositioned Materiel Receipt
PO	Purchasing Office
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
PQDR	Product Quality Deficiency Report
PQDR II	Product Quality Deficiency Report Inter-service Interface
PRC	Process Review Committee
pRFID	Passive Radio Frequency Identification
PRN	Procurement/Purchase Request Number
PWR	Pre-Positioned War Reserve
PWRMR	Pre-Positioned War Reserve Materiel Requirement
PWRMRP	Pre-Positioned War Reserve Materiel Requirement Protectable

ACRONYM OR ABBREVIATION	DEFINITION
PWRMS	Pre-Positioned War Reserve Materiel Stock
PWRR	<i>Pre-Positioned War Reserve Requirement</i>
QSL	Quality Status Listing
QUP	Quantity Unit Pack
RAD	Required Availability Date
RASTS	Radiation Source Tracking System
RBI	Reutilization Business Integration
RCN	Report Control Number
RCS	Reports Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RDP	Required Delivery Period
REPSHIP	Report of Shipment
RFID	<i>Radio Frequency Identification</i>
RFID	Request for Implementation Date
RHF	Requisition History File
RHICS	Regional Hazardous Inventory Control System
RIC	Routing Identifier Code
RIP	Receipt-In-Place
RMDE	Reference Master Data Environment
ROK	<i>Republic of Korea</i>
ROM	Rough Order of Magnitude
ROP	Reorder Point
RORO	Roll On/Roll Off
RP	Record Position
RRAM	<i>Real-time Reutilization Asset Management</i>
S/A	Service/Agency
SA/LW	Small Arms/Light Weapons
SAO	Security Assistance Organization
SAP	<i>Security Assistance Program</i>

ACRONYM OR ABBREVIATION	DEFINITION
SARSS	Standard Army Retail Supply System
SBR	Summary Billing Record
SBSS	Standard Base Supply System
SC	Security Cooperation
SCA	Stock Control Activity
SCAC	Standard Carrier Alpha Code
SCC	Supply Condition Code
SCR	System Change Requests
SDD	Standard Delivery Date
SDDC	Military Surface Deployment and Distribution Command
SDI	Retail Storage and Distribution Interface
SDR	Supply Discrepancy Report
SDS	Safety Data Sheet
SE	Transaction Set Trailer
SEATO	Southeast Asia Treaty Organization
SEAVAN	Commercial/Government-Owned/Leased Shipping Container
SECNAVINST	Secretary of the Navy Instruction
SED	<i>Shipper's Export Declaration</i>
SF	Standard Form
SHAPE	Supreme Headquarters, Allied Powers, Europe
SICA	Secondary Inventory Control Activity
SII	Special Instruction Indicator
SLES	Shelf-Life Extension System
SLOA	Standard Line of Accounting
SMCA	Single Manager for Conventional Ammunition
SMR	<i>Source, Maintenance, and Recoverability</i>
SN	<i>Serial Number</i>
SOF	Safety of Flight
SOS	Source of Supply
SOU	Safety of Use
SPIIN	Supplementary Procurement Instrument Identification Number
SPR	Special Program Requirement
SPRS	Supplier Performance Risk System

ACRONYM OR ABBREVIATION	DEFINITION
SQCR	Storage Quality Control Report
SR	Stock Readiness
SRC	<i>Shipment Release Code</i>
SSA	Supply Support Activity
SS&D	Supply Storage and Distribution
SSF	Single Stock Fund
ST	Transaction Set Header
SUPPADD	Supplementary Address
SWOP	<i>Special Weapons Ordnance Publication</i>
TAC	Transportation Account Code
TAC	Type Address Code
TAMMS	The Army Maintenance Management System
TAV	Total Asset Visibility
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDD	<i>Time Definite Delivery</i>
TDR	Transportation Discrepancy Report
TEDB	The Army Maintenance Management System (TAMMS) Equipment Data Base
TEWLS	Theater Enterprise-Wide Logistics System
TIN	Tax Payer Identification Number
TIPR	<i>Total Item Property Record</i>
TM	<i>Technical Manual</i>
TO	<i>Technical Order</i>
TP	<i>Technical Publication</i>
TRA	Disposition Services Turn-in Receipt Acknowledgement
TRDM	USTRANSCOM Reference Data Management
TS	Transaction Set
TSDC	Transportation to Supply Documentation Correlation
TVR	Tailored Vendor Relationships
UFC	<i>Uniform Freight Classification</i>

ACRONYM OR ABBREVIATION	DEFINITION
UDF	Uniform Data File
U/I	Unit of Issue
UIC	Unit Identification Code
UID	Unique Identification
UII	Unique Item Identifier
UIT	Unique Item Tracking
UITC	Unique Item Tracking Committee
UITDC	Unique Item Tracking Designator Code
UMMIPS	Uniform Materiel Movement and Issue Priority System
UN	United Nations
UND	Urgency of Need Designator
UPS	United Parcel Service
U.S.	United States
USA	United States Army
USAF	United States Air Force
USAMMA	United States Army Medical Materiel Agency
USASAC	United States Army Security Assistance Center
USCG	United States Coast Guard
USDAO	United States Defense Attaché Office
USMC	United States Marine Corps
USN	United States Navy
USPS	United States Postal Service
USTRANSCOM	United States Transportation Command
USMFT	U.S. Message Text Format
USML	United States Munitions List
VAN	Value Added Network
VIN	Vehicle Identification Number
WAWF	Wide Area Work Flow
WAWF-RA	Wide Area Work Flow - Receipt and Acceptance
WCF	Working Capital Funds
WebSDR	Web Supply Discrepancy Report

ACRONYM OR ABBREVIATION	DEFINITION
WEBVLIPS	Web Visual Logistics Information Processing System
WMR	War Materiel Requirement
WP	Wash Post
WPM	Wood Packaging Materiel
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WPP	Weapons Production Program
WSN	<i>Weapons Serial Number</i>
XML	eXtensible Markup Language
XSD	XML Schema Definition

AP4. APPENDIX 4

DoD/ASC X12 CONVERSION GUIDE

AP4.1. Three sets of conversion guides contain cross references **between** DoD domain codes (data item codes) **and** Accredited Standards Committee (ASC) X12 domain code values. **DoD systems that store internal data in DoD format and exchange data in X12-based DLMS format must implement** all three conversion guides to convert **outbound** DoD data values to the corresponding ASC X12 code values **and vice versa for inbound data values**. The applicable conversion guides are available **under the quick links on the Enterprise Business Standards Office Website**.

<u>CODE</u>	<u>TITLE</u>
*9	TRANSPORTATION MODE OF SHIPMENT/TRANSPORTATION METHOD/TYPE CODE CONVERSION
*A	TYPE OF PACK CONVERSION GUIDE
*8	UNIT OF MATERIEL MEASURE (UNIT OF ISSUE/PURCHASE UNIT) CONVERSION GUIDE