



SUSTAINMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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DLM 4000.25, Volume 7, April 2, 2019
Change 5

DEFENSE LOGISTICS MANAGEMENT SYSTEM VOLUME 7, CONTRACT ADMINISTRATION CHANGE 5

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 7, April 24, 2012, 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 5 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 Decemebr 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 1.

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

Added or Replaced Files

Change History Page

Chapter 1

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 7 – CONTRACT ADMINISTRATION

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
1112	5/5/2014	Revise Federal Implementation Convention (IC) 856 Ship Notice/Manifest to Identify Item Unique Identification (IUID) and Embedded IUID Marks Data to the Receiving Report for Wide Area Workflow (WAWF). Adds IUID and embeds IUID “Mark” information and all associated fields to the WAWF Receiving Report (RR). The WAWF RR is mapped to the commercial standard (American Standards Committee (ASC) X12) 856 Ship Notice/Manifest to provide functionality as an electronic data source for shipment information. Revises Federal IC 856 and 857.	1
1113	7/2/2014	Wide Area Workflow (WAWF) Advance Shipment Notice (ASN) Revisions Including Enhancements for Security Cooperation (SC) Foreign Military Sales (FMS). 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. The WAWF format for the FMS Case Number will not be authorized for perpetuation to other systems. Revises Federal ICs 856 and 857; DLMS 856.	1

1121	7/15/2014	<p>Wide Area Workflow (WAWF) Update to Permit Multiple Product/Service Pairs on Receiving Reports and Property Transfer Documents. Permits up to fifteen (15) "Product/Service ID Qualifier" and corresponding "Product/Service ID" combinations (referred to as "product/service pairs") in WAWF 856 transactions. Product/service pairs are used to identify/describe the commodity or service under contract as reported on the WAWF Receiving Report (RR), Energy Receiving Report (ERR), Repairable Receiving Report (RRR), Purchase Card RR, Property Transfer, and DLMS Advance Shipment Notice. Revises Federal IC 856 and 857; DLMS 856.</p>	1
1121A	6/15/15	<p>Approved Addendum to Defense Logistics Management Standards (DLMS) Standards (ADC) 1121A, Wide Area Workflow (WAWF) Update to Add Local Stock Number to Defense Logistics Agency (DLA) Enterprise Business System (EBS) Edits When Serving as the Payment System. Revise WAWF processing to apply specific edits to the Product/Service pairs for DLA EBS.(No direct changes to DLM Manuals or ICs.)</p>	2
1139	7/16/2014	<p>Administrative Revision to Federal Implementation Convention (IC) 856 Ship Notice/Manifest to Provide Additional E-mail Notifications. Added the functionality to provide additional e-mail addresses for notifications in the WAWF Receiving Report (RR) transactions. Revises Federal IC 856 and 857.</p>	1
1140	7/16/2014	<p>Administrative Revision to Federal Implementation Convention (IC) 856 Ship Notice/Manifest to Add Item Unique Identification (IUID) Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252 211-7003 Compliance Check. Added the functionality to WAWF to ensure compliance with DFARS requirements for IUID that must be satisfied before the WAWF Receiving Report (RR) can be created either via direct web input or Electronic Data Interchange (EDI). Revises Federal IC 856 and 857.</p>	1

1157	4/22/2015	<p>Update uniform Procurement Instrument Identification (PIID) Numbering system in the Federal/DLMS Implementation Conventions and DLMS Manual. This change incorporates the changes published by FAR Case 2012-023, when it became a final rule to implement a uniform PIID numbering system and to standardize the identification of procurement transactions across the Federal Government. This change adds Contract Number Type Code S in the 856 and 857 Federal Implementation Conventions (IC), and in the Defense Logistics Management Standards (DLMS) 856 Advanced Shipment Notice (ASN). Revises DLMS Volume, 7, Chapter 1 Introduction. Revises DLMS 856 ASN, Federal 856 and 857. Revises DLMS Data Dictionary.</p>	2
1157A	2/23/17	<p>Update Uniform Procurement Instrument Identification (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manual. Replaces ADC 1157 in its entirety, 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 1157, which revised Chapter 1 Introduction and DLMS IC 856 Advance Shipment Notice (ASN).</p>	4

<p>1161</p>	<p>8/1/2016</p>	<p>Update Uniform Procurement Instrument Identifier (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manuals (Supply/SDR/DoDAAD/Finance/Contract Administration). Updates Uniform Procurement Instrument Identifier (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manuals. 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, Contract Completion Status Reporting.</p>	<p>3</p>
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<p>1161A</p>	<p>2/23/2017</p>	<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 Chapter 4 Contract Completion Status Reporting. Revises DLMS ICs 4010: 511M, 511R, 517G, 527D, 527R, 536L, 567C, 810L, 812L, 812R, 824R, 846A, 846D, 846I, 856, 861, 867I, 869C, 869F, 870S, 945A, 947I. Revises DLMS ICs 4030: 842A/R, 842A/W, 842C/I, 842C/R, 842P, 842S/Q, 856R, 856S, 856W, 940R, 945A, 947I.</p>	<p>4</p>
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<p>1163</p>	<p>6/25/2015</p>	<p>Automated Contract Closeout using the DLMS 567C and Update Non-Automated Contract Closeout Procedures using the DLMS 567C. This change revises the DLMS 567C IC for automated contract closeout procedures to support automated closeout requirements, and supports DFARS 204.804 requirements for routing to Electronic Document Access (EDA). Automated contract closeout allows a system to “automatically” initiate and execute the closeout action. This is distinguished from non-automated contract closeout procedure that use DLMS transactions but are initiated with human intervention. Revises DLMS Volume 7, Chapter 4 Contract Completion Status Reporting and adds new Volume 7, Appendix 1 Contract Closeout Status Report Codes. Revises DLMS Data Dictionary.</p>	<p>2</p>
<p>1188</p>	<p>12/26/18</p>	<p>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, have the name assigned by X12. Additional updates correct some erroneous mappings for DOD Codes. Revises Chapter 1 - Introduction.</p>	<p>5</p>

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.	3
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C1. CHAPTER 1

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides DoD standard procedures and electronic data interchange (EDI) conventions for the interchange of post award contract data using American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions.

C1.1.2. Defense Logistics Management Standard (DLMS) Volume Access. Use of this volume requires simultaneous access to the DLMS Manual Volume 1 administrative items such as the list of acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; DLMS to Defense Logistics Standard System (DLSS) **cross-references and DoD/ASC X12 Conversion Guides**; specific guidance that applies to all implementation conventions; and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) provide the DoD policies governing procedures in this volume.

C1.3. APPLICABILITY. This manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and the Defense Agencies, hereafter referred to collectively as the DoD Components. The manual applies, by agreement, to external organizations conducting logistics business operations with the Department of Defense 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.

C1.4. SUPPLY PROCESS REVIEW COMMITTEE. The Supply Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of contract administration requirements for the DLMS. The chair, Supply PRC, in coordination with the Supply PRC representatives, Wide Area Workflow Program Management Office, and Director of Defense Procurement and Acquisition Policy (DPAP) is responsible for the content of this volume of the DLMS. Refer to Volume 1, Chapter 1, for a discussion of DLMS PRC functions and responsibilities.

C1.5. NONCOMPLIANCE. If reasonable attempts to obtain 1) compliance with prescribed procedures or 2) resolution of DLMS contract administration-related problems are unsatisfactory, the activity having the problem may request assistance

from their DLMS Supply PRC representative. The request will include information and copies of all correspondence pertinent to the problem; including the transaction set number, the transaction number, and the date of the transaction involved. The representative will take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the Supply PRC chair.

C1.6. PROCUREMENT INSTRUMENT IDENTIFICATION

C1.6.1. Background. The Federal Acquisition Regulation (FAR) was modified by FAR Case 2012-023 to implement a uniform Procurement Instrument Identification (PIID) numbering system to standardize identification of procurement transactions across the Federal Government. This change requires use of an Activity Address Code (AAC) as the unique identifier for contracting and related offices. For DoD activities, the FAR reference to AAC is the DoD Activity Address Code (DoDAAC). The DoD Activity Address Directory (DoDAAD) is the repository for all DoDAACs; it is also the repository of all AACs for the Federal Government. DFARS Case 2015-D011 modified the Defense Federal Acquisition Regulation Supplement (DFARS) to incorporate the changes necessary to comply with the requirements of FAR Case 2012-023, as well as preserve and update necessary Department-specific policy and instructions in the review process.¹

C1.6.2. DoD and Federal Government PIID formats.

C1.6.2.1 The DoD PIID format will consist of a combination of thirteen alphanumeric characters, (13/13):²

- Positions 1 - 6 identify the department/agency and office issuing the instrument. Use the DoDAAC assigned to the issuing office for positions 1 through 6.
- Positions 7 - 8 are the last two digits of the fiscal year in which the procurement instrument is issued or awarded. This is the date the action is signed.
- Position 9 indicates the type of instrument issued.
- For DoD: Positions 10 - 13 are a four-character alphanumeric serial number. All "0s" is prohibited.
- The PIID may not contain special characters or spaces.

C1.6.2.2. The federal non-DoD PIID format will consist of a combination of thirteen to seventeen alphanumeric characters, (13/17):³

- Positions 1 - 6 identify the department/agency and office issuing the instrument. Use the DoDAAC assigned to the issuing office for positions 1 through 6.

¹ DFARS Subpart 204.16, and Procedures, Guidance and Information (PGI)

² Federal Acquisition Regulation Subpart 4.16 – Unique Procurement Instrument Identifiers

³ Ibid

- Positions 7 - 8 are the last two digits of the fiscal year in which the procurement instrument is issued or awarded. This is the date the action is signed.
- Position 9 indicates the type of instrument issued.
- For federal non-DoD: Positions 10 - 17 are a four- to eight-character alphanumeric serial number. All "0s" is prohibited.
- The PIID may not contain special characters or spaces.

C1.6.3. Supplementary Numbers - Procurement Instrument Identification Number and Supplementary PIID. Prior to FAR Case 2012-023 and the DFARS changes, the Supplementary Procurement Instrument Identification (SPIIN) was used to identify calls or orders under contracts, amendments to solicitations, and modifications to contracts and agreements. Under the recent FAR changes noted, calls or orders are no longer identified under the "SPIIN" data element; instead they will be identified by a separate and unique PIID. The Supplementary PIID (6 positions) is only used for modifications to contracts and agreements and follows the six-character format DoD currently uses for modifications against contracts (e.g., P00001, A00001).

C1.6.4. Implementation Timeline. The uniform PIID timeline will be a staggered implementation and both the legacy PIIN and SPIIN, and the new PIID and Supplementary PIID will be used for some period of time until existing contracts using the legacy PIIN/SPIIN numbering are closed.