



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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BELVOIR, VIRGINIA 22060-6221**

IN REPLY -M

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: DOCUMENT CONTROL PROCEDURE

Attached for your information is our ESOHMS Document Control Procedure which I have reviewed and am reissuing dated December 2015.

The reissue replaces previous procedures and other memoranda concerning document control in the DLA Strategic Materials.

Distribution Facility Managers are directed to add this revised program to their user library and discuss the contents during annual EMS training.

RONNIE FAVORS  
Administrator,  
DLA Strategic Materials

Attachment

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## **ESOHMS DOCUMENT CONTROL PROCEDURE**

### **Definition of Document**

A document is defined as a manuscript that defines procedures for environmental or safety compliance with regulations and/or conformance with the ESOHM.

A document is any document listed on the document revision/review matrix (IGD 1010-3.3).

### **Document Creation/Revision**

The Director of the Directorate of Material Management, the Chief, Environmental Management, Safety & Occupational Health Division, or their designees, have authority to generate and revise documents, and will be the designated owners of the document unless otherwise specified.

Events that may trigger document review/revision:

- Personnel changes;
- Regulatory changes;
- Regulatory schedule;
- DoD/DLA directives on policy.

### **User Review and Comment**

The document author will designate document reviewers and determine circulation, distribution and timing of reviews.

### **Document Approval**

The Administrator or his designee will approve documents and document revisions. The Administrator will indicate document approval via memorandum or other means to the document author.

### **Record Document Revisions**

Revised documents will be given a new date and will be posted on the DLA Strategic Materials “I Am The Key” website. All controlled documents available for downloading on the ESOHMS website will have the following disclaimer to warn users of paper versions that the document may not be current:

“Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.”

Additionally, all controlled documents will have a header which specifies the “Version Date”.

As paper versions of ESOH documents in depot or headquarters files are revised and superseded, the current versions will be dated, and the superseded version will be discarded or stamped “Obsolete – retained for historical purposes”.

For security reasons, certain documents will not be posted on the I Am The Key website. In those cases, the following label will be affixed to the top of the document:

“THIS IS THE MOST CURRENT VERSION OF THIS DOCUMENT. FOR SECURITY REASONS, IT IS NOT AVAILABLE ON THE WEBSITE (I AM THE KEY).”

### **Document Distribution**

Document changes will be identified by posting on the ESOHMS website (I Am The Key), or by reissuing the document by e-mail, or by paper copy distribution.

If document changes are deemed significant by the Director of Material Management or his/her designee, document users will be notified in writing.

### **Document Retention**

Unless reviewed, revised, superseded or discarded, ESOH documents will be retained for at least three years.