**C1. CHAPTER 1**

**GENERAL INFORMATION**

C1.1. AUTHORITY

This Manual is issued under authority of Department of Defense (DoD) Instruction (I) 4140.01, Supply Chain Materiel Management Policy, December 14, 2011.

C1.2. PURPOSE

C1.2.1. This Manual provides policy and establishes procedures for the use and operations of both the Defense Logistics Agency’s (DLA) Transaction Services systems, as well as those of the International Logistics Communications System (ILCS). The DLA Transaction Services’ standards are administered by DLA Logistics Management Standards and are operated by DLA Transaction Services at its two computer facilities in Dayton, Ohio and Tracy, California.

C1.2.2. DLA Transaction Services operates the Defense Automatic Addressing System (DAAS) and the ILCS. Neither is a single system, but rather a collection of accredited Automated Information Systems (AISs) that receive, validate, edit, route, archive, and transmit DoD logistics traffic. Each DLA Transaction Services AIS is categorized under one of four profiles: DLA Transaction Services Baseline Environment (DBASE), DoD Data Services (DDATA), DoD Gateway (DGATE), and the DoD eBusiness Gateway (EBUS). DBASE represents the infrastructure on which the applications operate; DDATA systems provide access to logistics data, reports, and data repositories; DGATE systems process transactions that are predominantly in the Defense Logistics Standard System (DLSS) (legacy 80 record position) format; and EBUS systems process transactions in the Defense Logistics Management System (DLMS) (X12 and extensible markup language (XML)) variable-length formats. These systems, working in conjunction, enable DLA Transaction Services to function as a service organization providing customers continuous access to the DLA Transaction Services Telecommunications/Automatic Data Processing (ADP) and programming capabilities. This manual provides a framework and updated procedures to move the DoD away from the use of DoD unique logistics data exchange standards (e.g. legacy 80 record position) to American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standards, or other recognized standards (XML), as a first step in moving transactional-based logistics business processes towards international open data exchange standards.

C1.3. APPLICABILITY

This Manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff; the Combatant Commands, the Office of the DoD Inspector General, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to as “DoD Components”). It also applies, by agreement, to other civilian organizations participating in the DLSS or 80 record position legacy transaction systems and the Defense Logistics Management Systems(DLMS.); including the General Services Administration (GSA), Federal Aviation Administration (FAA), United States Postal Service (USPS) and many other federal non-defense organizations.

C1.4. POLICY

DoD policy states that:

C1.4.1. DLA Transaction Services procedures shall be disseminated, as required, to the using levels of the DoD Components. Supplemental procedures issued by the DoD Components or other organizations are authorized when additional detailed instructions are required.

C1.4.2. DLA Transaction Services corporate services shall be used at all levels within each of the DoD Components. Exceptions for the intra-DoD Component technical services, when based on compelling operational or economic justification, shall be considered under DoD Directive (DoDD) 8190.1, DoD Logistics Use of Electronic Data Interchange (EDI) Standards, May 5, 2000.

C1.4.3. The DoD Components shall not duplicate the telecommunications support, archiving and storage, ASC X12 transaction translation, DLSS (80 card column legacy) transaction transformation processes, or other transaction services being provided by DLA Transaction Services.

C1.4.4. DLATransaction Services shall be the logistics community’s authoritative source for end-to-end system performance metrics.

C1.4.5. The DoD Components shall program for and fund DLA Transaction Services through their respective planning, programming, and budgeting system processes.

C1.5. RESPONSIBILITIES

C1.5.1. Under provisions of DoD Directive 8190.1 and DoD Regulation 4140.01-R, the Office of the Assistant Secretary of Defense (Logistics and Materiel Readiness) (ASD (L&MR)) shall oversee and direct the implementation of and compliance with this Manual, as it relates to the DLA Transaction Services and its subordinate systems including the DAAS and the ILCS. In carrying out this responsibility, the ASD (L&MR) shall:

C1.5.1.1. Approve the development of new DLA Transaction Services assignments or revisions to existing assignments.

C1.5.1.2. Provide the Defense Logistics Agency (DLA) Enterprise Solutions (J64) with policy guidance concerning the design, development, documentation, and maintenance of DLA Transaction Services’ procedures.

C1.5.1.3. Review and approve the DLA Enterprise Solutions (J64) plans, priorities, and schedules for DLA Transaction Services modernization.

C1.5.1.4. Endorse new systems, improvements, and expansion of the DLA Transaction Services.

C1.5.1.5. Approve or disapprove the DoD Component requests to use a system other than the DLA Transaction Services.

C1.5.1.6. Resolve issues submitted by the DLA Enterprise Solutions (J64) concerning resources, policy, and requests for deviations or waivers from the use of DLA Transaction Services.

C1.5.2. The Director of DLA Transaction Services shall designate a Program Manager for the DAAS, who in-turn shall:

C1.5.2.1. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the ASD (L&MR) and to ensure the involvement of ADP/telecommunications planning in an integrated system design.

C1.5.2.2. Recommend system improvements and additional policy, as required, during the development of procedures.

C1.5.2.3. Develop, publish, and maintain this manual in a current status. This includes the responsibility to:

C1.5.2.3.1. Evaluate and coordinate proposed system revisions with the DoD Components, affected Federal Agencies, foreign governments, contractors, and industrial organizations. A copy of all revision proposals shall be furnished to the ASD (L&MR).

C1.5.2.3.2. Resolve issues concerning procedural matters within 90 days after receipt of all comments from the DoD Components. Issues affecting resources or policy shall be referred, together with comments of the DoD Components and a recommendation of the appropriate system administrator, to the ASD (L&MR) for decision.

C1.5.2.3.3. Make available to the ASD (L&MR) and to the DoD Components a quarterly status review of all proposed revisions or changes to the DAAS that have not yet been approved or implemented.

C1.5.2.3.4. Ensure compatibility of proposed revisions or changes to assigned systems. Coordination shall be effected, with appropriate DLMS Process Review Committees (PRCs), and with designated Service/Agency system administrators prior to implementation.

C1.5.2.4. Ensure uniform implementation of this manual, consistent with DoD Instruction (DoDI)4140.01 and DoD Directive (DoDD) 8190.1 by:

C1.5.2.4.1. Reviewing all supplemental procedures issued by the DoD Components to ensure continuing conformance of revisions with the approved system.

C1.5.2.4.2. Reviewing implementation plans and implementation dates of the DoD Components and making recommendations for improvements.

C1.5.2.4.3. Conducting periodic evaluations to determine effectiveness of the system.

C1.5.2.4.4. Conducting periodic staff assistance visits to the DoD Component activities to review selected system segments in order to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of the DLA Transaction Services’ requirements.

C1.5.2.4.5. Reporting to the ASD (L&MR) and the Director, DLA Logistics Management Standards, the findings and recommendations of evaluations and staff assistance visits, along with comments of the DoD Components concerned.

C1.5.2.5. Participate in DLMS PRC meetings to represent a DLA Transaction Services position on issues that may affect DLA Transaction Services.

C1.5.2.6. Review and evaluate curricula of DoD and other DLMS participant training schools offering courses related to the DLA Transaction Services and make recommendations for improvements.

C1.5.3. The Director of DLA Transaction Services shall:

C1.5.3.1. Develop, operate, and maintain DLA Transaction Services.

C1.5.3.2. Refer to the Director, DLA Logistics Management Standards, any apparent violation or deviation of DLMS/DLSS procedures encountered during systems operations or requested by the DoD Components or Participating Agencies.

C1.5.3.3. Notify the DLA Transaction Services’ Infrastructure Division and system administrators of any new or projected telecommunications/ADP

hardware requirements and provide immediate notification of equipment outages to DLA Enterprise Solutions (J64).

C1.5.3.4. Maintain an archival repository of all transactions and files processed by the DLA Transaction Services systems.

C1.5.3.5. Maintain a shipment status correlation system to process Military Standard (MILS) Transaction Reporting and Accountability Procedures (MILSTRAP) Materiel Receipt Acknowledgements (MRA). Prepare and make electronically available the MRA Management Information Report as required by the MILSTRAP Manual (DLM 4000.25-2 and its successor DLMS, DLM 4000.25.).

C1.5.3.6. Provide a MILS Billing System (MILSBILLS) interfund billing transaction repository (365 calendar days for DoD and 730 calendar days for Foreign Military Sales [FMS]) to accommodate requests for recoveries and retransmissions.

C1.5.3.7. Develop, operate, and maintain an AIS to manage DoD Fund Code repository.

C1.5.3.8. Provide a Materiel Obligation Validation (MOV) transaction repository to accommodate requests for recoveries and retransmissions.

C1.5.3.9. Develop, operate, and maintain an AIS for the production of the DoD Logistics Metrics Analysis Reporting System (LMARS), Logistics Response Time (LRT), and DoD Customer Wait Time (CWT) reports.

C1.5.3.10. Compile, maintain, publish, and distribute Military Standard Requisitioning and Issue Procedures (MILSTRIP) Routing Identifier and Distribution Codes with address data in DLM 4000.25-1.

C1.5.3.11. Develop, operate, and maintain an AIS to sustain the DoD Activity Address Directory (DoDAAD), and the Military Assistance Program Address Directory (MAPAD) per DLM 4000.25, Volume 6.

C1.5.3.12. Develop, operate, and maintain an AIS to disseminate DLA Transaction Services statistical data and provide Logistics Information Data Services (LIDS) reports.

C1.5.3.13. Develop, operate, and maintain an AIS to support the DoD Component / Participating Agency level requisition, excess materiel, and passive RFID tag tracking capabilities (Logistics On-Line Tracking System (LOTS)).

C1.5.3.14. Develop, operate, and maintain a data warehouse to support the DoD Component and Participating Agency level capabilities to query, extract, view, analyze, data mine and develop reports on pertinent DoD Component data processed by the DLA Transaction Services Logistics Data Gateway (LDG).

C1.5.3.15. Designate a primary and alternate focal point representative to serve on DLMS PRCs.

C1.5.3.16. Provide/designate the Chair, DLMS Technical Review Committee (TRC), as required by DoD 4140.1-R.

C1.5.3.17. Delegate official change proposals to the appropriate DLA Transaction Services’ system administrator who will evaluate the cost and expected benefits.

C1.5.3.18. Accomplish internal training to ensure timely and effective implementation and continued operation of DLA Transaction Services.

C1.5.4. The Heads of the DoD Components and Other Participating Agencies shall designate an office of primary responsibility to serve as their representative to the DLMS TRC. Also, identify to the designated DLA Transaction Services’ TRC Chairman, the name of a primary and an alternate focal point representative to:

C1.5.4.1. Serve on the DLMS TRC (The Army, Navy/Marines, and Air Force, and DLA shall name subject matter experts to cover issues, if required).

C1.5.4.2. Provide the DoD Component or Participating Agency position on DLMS/DLA Transaction Services matters and have the authority to make decisions regarding procedural aspects.

C1.5.4.3. Ensure continuous liaison with the appropriate DLA Transaction Services’ system administrator, the DoD Components, and participating external organizations.

C1.5.4.4. Perform the initial evaluation of all suggestions originating within the DoD Component or Participating Agency. For suggestions considered worthy of adoption, submit an appropriate change request to the DLMS TRC chair (as designated by the Director DLA Transaction Services) for processing in the normal manner. The originator’s TRC representative shall determine any awards using the DoD Component or Participating Agency procedures.

C1.5.4.5. Submit revision proposals to the DLA Transaction Services’ designated TRC Chairman with justification and expected benefits.

C1.5.4.6. Develop and submit to the DLA Transaction Services’ designated TRC Chairman a single coordinated position on all system revision proposals within the time limit specified.

C1.5.4.7. Participate in staff assistance visits through on-site visitations in coordination with the Director, DLA Logistics Management Standards or the DLA Transaction Services’ designated TRC Chairman, as appropriate.

C1.5.4.8. Implement approved systems and revisions thereto and provide the Director, DLA Logistics Management Standards and the DLA Transaction Services’ designated TRC Chairman with semi-annual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days, after the end of a designated semi-annual cycle, and shall begin with the first cycle following publication of the approved system change.

C1.5.4.9. Accomplish internal training to ensure timely and effective implementation and continued operation of Component services.

C1.5.4.10. Provide representation to joint system design and development efforts and evaluations of the DLMS in coordination with the appropriate DLA Transaction Services’ system administrator.

C1.5.4.11. Ensure that operating activities that support the DLA Transaction Services functions comply with this Manual.

C1.5.4.12. Furnish to the DLA Transaction Services’ system administrators copies of supplemental and internal procedures, and changes thereto, related to the operation of DLA Transaction Services.

C1.5.4.13. Report to the applicable DLA Transaction Services’ system administrator problems, violations, and deviations that arise during system operations.

C1.6. PUBLICATION AND DISTRIBUTION OF THE MANUAL

C1.6.1. DLA Transaction Services’ Manual. This Manual is published electronically. Hardcopy documents are not available. The Manual is available from the DLA Logistics Management Standards Website under the horizontal menuheader:

Home/eLibrary/Publications/DLMSO Administered Publications.

Any further distribution shall be accomplished within the DoD Components or Participating Agencies based upon approved distribution data generated through their internal publication channels.

C1.6.2. Changes to the Manual are published electronically and are available on the DLA Logistics Management Standards Website at the location of the individual manual.

C1.7. SYSTEM MAINTENANCE

C1.7.1. Revisions to DLA Transaction Services’ systems result from release or revision of DoD instructions, directives, policy changes, changes to the DLMS Manual, and recommendations of the appropriate system administrators or DoD Components.

C1.7.2. Submitting proposed DLMS or systems changes:

C1.7.2.1. The DoD Component and participating Agency TRC representatives, authorized in section C1.8, below, and the heads of DoD logistics task groups may submit proposed critical changes to DLA Transaction Services’ TRC Chairman in accordance with the change proposal instructions in DLM 4000.25-M, Volume 1, Chapter 3, Change Management. The change proposal template and instructions are available from the DLA Logistics Management Standards Website at:

[www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp](http://www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp)

To contact DLA Logistics Management Standards, please visit:

 [www.dla.mil/j-6/dlmso/about/comment/comment\_form.php](http://www.dla.mil/j-6/dlmso/about/comment/comment_form.php).

Detailed instructions and review procedures are available at the above site.

C1.7.3 Submitting proposed changes to DLA Transaction Services’ systems or processing rules:

C1.7.3.1 DoD Component representatives may submit proposed critical changes to DLA Transaction Services’ systems or their Service/Agency transaction processing rules via a-mail at:

<https://www.daas.dla.mil/daashome/customerassistance.asp>

C1.8. DLMS TRC AND ILCS PRC REPRESENTATIVES

C1.8.1. The following Components or Agencies have been designated as representatives to the DLMS TRC:

Table C1.T1. DLMS TRC Representatives

|  |  |
| --- | --- |
| AF | Deputy Chief of StaffInstallations and LogisticsU.S. Air ForceATTN: ILGPWashington, DC 20330-0001 |
| ARMY | CommanderU.S. Army Materiel CommandAttn: AMCLG-SM5001 Eisenhower AvenueAlexandria, VA 22333-0001 |

Table C1.T1. DLMS TRC Representatives, Continued

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| --- | --- |
| DLA LOGISTICS MANAGEMENT STANDARDS  | DirectorDLA Logistics Management StandardsATTN: J-627 Room16508725 John J. Kingman Road STOP 6205Fort Belvoir, VA 22060-6217 |
| DLA TRANSACTION SERVICES | TRC ChairmanDLA Transaction ServicesAttn: eBusiness Program Manager - J6DSB5250 Pearson Rd, Area ABldg. #207Wright-Patterson Air Force Base (AFB), OH 45433-5328  |
| DEFENSE FINANCE AND ACCOUNTING SERVICE  | TBD |
| DEFENSE INFORMATION SERVICES AGENCY | Director, Defense Information Systems AgencyAttn: Code B651Washington, DC 20305-0001  |
| DEFENSE LOGISTICS AGENCY | Director, Defense Logistics AgencyAttn: J33228725 John J. Kingman Road, Suite 4230Fort Belvoir, VA 22060-6221 |
| DEFENSE NUCLEAR AGENCY | Director, Defense Nuclear AgencyAttn: LETSWashington, DC 20305-0003  |
| GSA  | General Services AdministrationFederal Supply Service Attn: FCSI, Room 7011941 Jefferson Davis HighwayArlington, VA 22202-450 |
| MARINE CORPS  | Commandant of the Marine CorpsAttn: LPS12 Navy Annex Arlington AnnexWashington, DC 20380-1775  |
| NAVY  | Commander, Naval Supply Systems CommandAttn: 4C2B65450 Carlisle PikeMechanicsburg, PA 17055-0791 |

C1.8.2. The following Component organizations have been designated as representatives for the ILCS on the DLA Transaction Services ILCS PRC:

Table C1.T2. ILCS PRC Representatives

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| AF | Commander Air Force Security Assistance Center (AFSAC)Attn: AFSAC/XRXDWright-Patterson AFB, OH 45433-5000 |
| ARMY | Commander United States Army (USA) Security Assistance Center (USASAC)Attn: USASAC-MP/RAlexandria, VA 22333-0001 |
| DLA LOGISTICS MANAGEMENT STANDARDS | DirectorDefense Logistics Management StandardsATTN: J-627 Room16508725 John J. Kingman Road STOP 6205Fort Belvoir, VA 22060-6217 |
| DLA TRANSACTION SERVICES | DirectorDLA Transaction ServicesAttn: DLA Transaction Services - J6D5250 Pearson Rd, Area AWright-Patterson AFB, OH 45433-5328  |
| NAVY | Chief of Naval OperationsAttn: OP-631 HWashington, DC 20350-2000 |