**C1. CHAPTER 1**

**GENERAL INFORMATION**

C1.1. AUTHORITY. [DoD Instruction 4140.01](http://www.dla.mil/j-6/dlmso/elibrary/manuals/instructions.asp), “DoD Supply Chain Materiel Management Policy,” December 14, 2011 prescribes the publication and use of this manual.

C1.2. PURPOSE

 C1.2.1. This manual provides policies and 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 information for all materiel in the supply control/distribution systems and financial management of the DoD and other participating Agencies, unless specifically exempted by the Assistant Secretary Of Defense for Logistics and Materiel Readiness (ASD(L&MR)).

 C1.2.2. The forms, formats, and codes prescribed herein were developed on the basis of the DoD Components' requirement for standard transaction reporting and accountability procedures for item accountability and financial inventory of DoD materiel. The prescribed codes are mandatory for inter- and intra-DoD Component use when data are interchanged among distribution system elements.

 C1.2.3. The requirements of other logistics functional areas (exclusive of the specific codes and procedures) related to Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) have been considered and are included to provide procedural clarity and/or to describe procedural interfaces with other DoD logistics standard systems. Certain techniques for deriving financial billing data are provided within the purview of this manual. Financial billing procedures are prescribed in appropriate DoD publications.

C1.3. APPLICABILITY. 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 “DoD Components”), and in part (Chapter 11 and Appendix AP2.5), to the General Services Administration (GSA). The manual applies, by agreement, to external organizations 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 the Department of Defense; (c) foreign national government; and (d) international government organizations.

C1.4. EXCLUSIONS

 C1.4.1. Excluded are supply transactions below the inventory control point (ICP) and storage activity level in the distribution system (i.e., transactions at post, camp, station, base (or equivalent) level or between post, camp, station, base (or equivalent) and using organizations), unless a DoD Component establishes an internal requirement for use at this level. As provided in Chapter 6, materiel receipt acknowledgment is required below the wholesale level and is not excluded. As provided in Chapter 8, asset status reporting is required below the wholesale level and is also not excluded. MILSTRAP further excludes:

 C1.4.1.1. Bulk petroleum and packaged fuel products.

 C1.4.1.2. Forms and publications.

 C1.4.1.3. Industrial plant equipment.

 C1.4.1.4. Communications Security (COMSEC) and Signal Intelligence equipment, COMSEC aids (keying materiel), and spare and repair parts that are classified as CRYPTO items or are normally obtained through CRYPTO channels.

 C1.4.1.5. Aircraft and missile propulsion units.

 C1.4.1.6. Nuclear ordnance items designated by Defense Threat Reduction Agency (DTRA) for unique item tracking control.

 C1.4.1.7. Coal and coke.

 C1.4.1.8. National Defense Stockpile assets.

 C1.4.2. Financial transactions are generated independently of inventory control record maintenance. The financial accountability aspects of this manual pertain only to financial data produced as a by-product of receipt, issue, and adjustment processing.

 C1.4.3. Chapter 7 addresses exclusions from the requirements of the DoD Physical Inventory Control Program.

C1.5. POLICY

 C1.5.1. [DoD 4140.01-R](http://www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp%22%20%5Cl%20%2241401r), “DoD Supply Chain Material Management Regulation”, May 23, 2003 provides the primary DoD policies governing procedures in this manual.

 C1.5.2. DoD Directive 8190.1, "DoD Logistics Use of Electronic Data Interchange Standards,” May 5, 2000, states: (1) DoD-unique logistics data exchange standards shall be replaced with the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standard, and (2) ASC X12 shall be used in all new and planned logistics business processes to include major modifications to existing legacy systems. The logistics electronic business transactions, data, and business rules prescribed in the DLM 4000.25, “Defense Logistics Management System (DLMS)”, implements the above policy. The DLMS transactions were developed to replace the DoD unique transactions and requirements prescribed by this manual and other legacy 80 record position format Defense Logistics Standard System (DLSS) manuals. DLMS, rather than the legacy format DLSS transactions, must be incorporated into DoD logistics systems as part of the ongoing modernization programs.[[1]](#footnote-1)

 C1.5.3. This manual shall be disseminated, as required, to the using levels of DoD Components. Supplemental instructions issued by DoD Components are authorized when additional detailed instructions are required within the DoD Component.

 C1.5.4. These procedures shall be implemented uniformly between DoD Components and at all levels within each DoD Component.

 C1.5.4.1. Requests for deviations or waivers shall be considered when the requesting entity can demonstrate that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

 C1.5.4.2. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

 C1.5.5. Forward recommended changes to these procedures through the DoD Component Supply Process Review Committee (PRC) representative to the MILSTRAP Administrator for review and coordination with all DoD Components in accordance with section C1.8. of this manual. Implementation dates for approved changes shall be coordinated with DoD Components or as directed by the ASD(L&MR).

C1.6. RESPONSIBILITIES

 C1.6.1. The responsibilities of the Office of the Assistant Secretary of Defense for Supply Chain Integration (ODASD(SCI)) under the ASD(L&MR), as they apply to the DLMS and DLSS, are contained in DoD 4140.1-R.

 C1.6.2. The DoD MILSTRAP Administrator is assigned as the DoD Focal Point responsible for administering MILSTRAP in accordance with the policy guidance of the ODASD(SCI). The administrator shall:

 C1.6.2.1. Perform analysis and design functions in coordination with the DoD Components to implement guidance and instructions provided by the ODASD(SCI) and to ensure the involvement of telecommunications planning in an integrated system design.

 C1.6.2.2. Recommend system improvements and additional policy, as required, during the development of procedures.

 C1.6.2.3. Develop, publish, and maintain this manual in a current status consistent with DoDI 4140.01. This includes the responsibility to:

 C1.6.2.3.1. Evaluate and coordinate proposed changes with the DoD Components, and participating organizations, and furnish a copy of all change proposals to the ODASD(SCI).

 C1.6.2.3.2. Resolve issues concerning procedural matters, normally within 90 calendar 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 MILSTRAP Administrator, to the ODASD(SCI) for decision.

 C1.6.2.3.3. Make available to the ODASD(SCI), and to the DoD Components, a status review of all change proposals that have not yet been approved for publication or, if approved, have not been implemented. (Report Control Symbol (RCS) DD-AT&L(AR)1419 applies.) The status review is updated periodically and is available on the DLA Logistics Management Standards Website
[www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp](http://www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp).

 C1.6.2.3.4. Ensure compatibility of assigned systems. Coordinate, when appropriate, among DLMS PRC functional areas, with the designated administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the DoD Components.

 C1.6.2.4. Ensure uniform implementation of MILSTRAP, consistent with DoD policies and procedures, by taking action to:

 C1.6.2.4.1. Review MILSTRAP implementation plans and implementation dates of DoD Components and make recommendations for improvements.

 C1.6.2.4.2. Conduct periodic reviews of selected DLMS/MILSTRAP operational areas to determine conformance with, and evaluate the effectiveness of, DLMS/MILSTRAP requirements and to interpret or provide procedural clarification.

 C1.6.2.4.3. Report to the ODASD(SCI) the findings and recommendations of evaluations and reviews, along with comments of the DoD Components concerned.

 C1.6.2.4.4. Secure from the DoD Components the status of implementation of approved DLMS/MILSTRAP system revisions. (RCS DD-AT&L(AR)1419 applies.)

 C1.6.2.5. Participate as a primary element of Supply PRC composed of representatives from the DoD Components and participating organizations. DLA Logistics Management Standards shall conduct PRC meetings in accordance with the procedures in [DLM 4000.25, Volume 1](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp), “Concepts and Procedures,”

 C1.6.2.6. Review, evaluate, and recommend improvements to the curricula of DoD training schools offering MILSTRAP related courses.

 C1.6.2.7. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the MILSTRAP Administrator. Unresolved problems and continued violations shall be referred to the ODASD(SCI) for resolution or corrective action.

 C1.6.2.8. Review and coordinate with the DoD Components, and participating organizations all requests for systems deviations and exemptions and make appropriate recommendations to the ODASD(SCI) based on fact-finding studies or analysis of accompanying justification.

 C1.6.3. Heads of DoD Components and other participating organizations shall:

 C1.6.3.1. Designate an office of primary responsibility for MILSTRAP to serve as the system focal point and identify by name, to DLA Logistics Management Standards, primary and alternate representatives for MILSTRAP/Supply PRC to:

 C1.6.3.1.1. Participate in Supply PRC meetings, provide the DoD Component or participating organization position, and make decisions regarding procedural aspects. The decisions reached at the committee meetings represent the Component positions unless otherwise agreed by the attendees.

 C1.6.3.1.2. Ensure continuous liaison with the DoD MILSTRAP Administrator, the Supply PRC, and other DoD Components.

 C1.6.3.1.3. Develop and submit recommended change proposals to the MILSTRAP Administrator in accordance with C.1.8.2. Perform the initial evaluation of proposed changes that originate within the Component and return such proposals with the evaluation results.

 C1.6.3.1.4. Evaluate all beneficial suggestions to MILSTRAP/DLMS that originate within the representative’s Component. If the MILSTRAP Administrator receives a suggestion directly for evaluation, the MILSTRAP Administrator shall forward the suggestion to the appropriate Component PRC representative for review and evaluation. If the Component PRC representative considers the suggestion worthy of adoption, the PRC representative shall submit an official change proposal to DLA Logistics Management Standards in accordance with C1.8.2, for processing in the normal manner. Beneficial suggestion awards are determined by the focal points using existing Component procedures.

 C1.6.3.1.5. Develop and submit to DLA Logistics Management Standards a single, coordinated DoD Component position on all DLMS/MILSTRAP change proposals within the time limit specified by the MILSTRAP Administrator.

 C1.6.3.1.6. Participate in periodic reviews of selected DLMS/MILSTRAP operational areas in coordination with the MILSTRAP Administrator.

 C1.6.3.1.7. Review the Materiel Receipt Acknowledgement (MRA) Management Information report for their reporting activities and initiate action to assure proper supply accountability and accounting control over in-transit wholesale stock and compliance with the Chapter 6 MRA requirements.

 C1.6.3.2. Provide DLA Logistics Management Standards with implementation status of approved MILSTRAP/DLMS changes to include full and partial implementation. (RCS DD-AT&L(AR)1419 applies.) Prior coordination is required when the DoD Components are unable to meet established implementation dates.

 C1.6.3.3. Conduct internal training to assure timely and effective implementation and continued operation of approved systems.

 C1.6.3.4. Provide representation to joint system design and development efforts and evaluations of MILSTRAP in coordination with the MILSTRAP Administrator.

 C1.6.3.5. Review internal procedures continually with the objective of eliminating and preventing duplication of functions covered by MILSTRAP.

 C1.6.3.6. Ensure that operating activities under their jurisdiction that support a MILSTRAP function comply with these procedures.

 C1.6.3.7. Furnish to the MILSTRAP Administrator copies of supplemental and internal procedures, and changes thereto, related to MILSTRAP. Review all such supplemental procedures to ensure continuing conformance of revisions to MILSTRAP.

 C1.6.3.8. Report to the MILSTRAP Administrator problems, violations, and deviations that arise during system operations.

C1.7. PUBLICATION OF THE MANUAL. This manual is published electronically at
 [www.dla.mil/j-6/dlmso/elibrary/Manuals/dlm/milstrap\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/Manuals/dlm/milstrap_pubs.asp) .

C1.8. CHANGE MANAGEMENT

 C1.8.1. Revisions to MILSTRAP result from release or revision of DoD instructions, directives, and policy changes, and recommendations of the MILSTRAP Administrator and the DoD Components.

 C1.8.2. Submitting Proposed Changes to MILSTRAP

 C1.8.2.1. DoD Component Supply PRC representatives (authorized in C1.9.) and the heads of DoD logistics task groups may submit proposed critical changes to MILSTRAP in accordance with the Change Management instructions in DLM 4000.25, Volume 1, Chapter 3.

 C1.8.2.2. The format and instructions for change proposal submission appear at [www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp](http://www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp)

 C1.8.2.3. The proposal and all related correspondence should be electronically forwarded to the MILSTRAP Administrator.

 C1.8.3. MILSTRAP Administrator Evaluation of Proposed Changes

 C1.8.3.1. The MILSTRAP Administrator shall review all proposed changes to determine their completeness and shall return incomplete proposed changes to the submitter.

 C1.8.3.2. The MILSTRAP Administrator shall evaluate all proposed changes prior to formal staffing with the DoD Components. The evaluation of the proposed revision(s) shall include, but not be limited to, the accuracy, validity, necessity, and urgency of the change(s).

 C1.8.3.3. The MILSTRAP Administrator shall return to the submitting focal point any requested change that is not deemed critical and does not demonstrate significant inter-Service and/or inter-Agency benefit. For changes deemed critical or significantly beneficial, the MILSTRAP Administrator shall formalize the request as a proposed DLMS change for staffing with the DoD Components and with the administrators of other DoD logistics systems impacted by the proposed change.

 C1.8.4. Processing Proposed Changes

 C1.8.4.1. DLA Logistics Management Standards shall consecutively number Proposed DLMS Changes and will normally request that DoD Components respond within 30-45 calendar days.

 C1.8.4.2. PRC representatives shall provide a single coordinated DoD Component position on all proposed changes, to include their implementation strategy and timeline.

 C1.8.4.3. For responses not received within the specified timeframe, the MILSTRAP Administrator shall follow up with the delinquent DoD Component. When a DoD Component fails to respond, the MILSTRAP Administrator may refer the matter to the ODASD(SCI).

 C1.8.5. Review and Evaluation of Responses

 C1.8.5.1. The MILSTRAP Administrator shall, when necessary, schedule proposed changes not receiving complete DoD Component concurrence for discussion and resolution at a meeting of the Supply PRC.

 C1.8.5.2. The MILSTRAP Administrator shall attempt to resolve issues that involve procedural matters within 90 calendar days after receipt of all comments from the participating DoD Components.

 C1.8.5.3. The MILSTRAP Administrator shall refer unresolved matters affecting policy, together with the DoD Component comments and a recommendation of the MILSTRAP Administrator, to the ODASD(SCI) for resolution.

 C1.8.6. Establishment of Implementation Dates

 C1.8.6.1. During the PDC adjudication process and based on DoD Component responses, the Supply PRC chair will seek to establish a joint DoD implementation date.

 C1.8.6.2. When one DoD Component provides an extended implementation date that would delay implementation by the other DoD Components, the DoD MILSTRAP administrator shall attempt to resolve the issue with the appropriate DoD Component or seek a methodology that permits a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed, the DoD MILSTRAP administrator may refer the matter to ODASD(SCI) for resolution.

 C1.8.7. Announcement of Approved Changes/Implementation Dates

 C1.8.7.1. Following receipt and evaluation of the Component’s preferred implementation dates, a DOD implementation date shall be selected and announced by the DoD MILSTRAP Administrator through dissemination of an Approved DLMS Change (ADC). ADCs shall be consecutively numbered across DLMS functional areas.

 C1.8.7.2. Approved changes are planning documents provided to assist the DoD Components in the system/program design efforts that may be necessary to implement the change. To prevent degradation of this publication, approved changes should be maintained separately from the manual.

 C1.8.7.3. The MILSTRAP Administrator shall incorporate each approved change into a periodic formal change to this publication.

 C1.8.7.4. After release of the ADC, implementation status may be reported to the MILSTRAP Administrator 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 shall provide the MILSTRAP Administrator a semiannual status report on implementation of approved changes (RCS DD-A&T(Q&SA)1419 applies) per the guidance in the DoD 4140.1-R, Appendix 13.1.3.3. The semiannual reporting of implementation status is due June 15 and December 15.

 C1.8.8. Preparation and Distribution of Formal Changes. The MILSTRAP Administrator shall publish formal changes. Formal changes shall incorporate, and identify therein, all approved changes. Formal changes shall be numbered in sequence (e.g., CH 1, CH 2) and shall be formally incorporated into this manual electronically at [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrap\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrap_pubs.asp). Text changes shall be identified by bold, red, and italicized print unless otherwise noted.

C1.9. SUPPLY PROCESS REVIEW COMMITTEE REPRESENTATIVES. The Supply PRC representatives’ names, phone numbers, and email addresses are available on the DLA Logistics Management Standards Website
[www.dla.mil/j-6/dlmso/programs/committees/supply/supplyprc.asp](http://www.dla.mil/j-6/dlmso/programs/committees/supply/supplyprc.asp).

C1.10. COMMUNICATIONS

 C1.10.1. General. The DLA Transaction Services’ Defense Automatic Addressing System (DAAS) shall be used in the supply and distribution systems of all Components and, by agreement, in the GSA system. The DLA Transaction Services supports a variety of communications methods for exchanging computer readable DoD logistics transactions. Refer to DLM 4000.25-4, “Defense Automatic Addressing System”, for the DLA Transaction Services methodologies for data exchange.

 C1.10.1.2. MILSTRAP is designed for use of electronically transmitted computer readable transactions. All DoD Activities (non-DoD activities by agreement) having the capability to send computer readable transactions shall use DLA Transaction Services methodologies for data exchange in the MILSTRAP process. Activities lacking the ability to prepare and or electronically transmit computer-readable transactions shall arrange for preparation and/or transmission of such transactions by a facility having such capability.

 C1.10.1.3. Whenever it is necessary to send classified data relating to MILSTRAP documentation by any means of communication, establish controls commensurate with the security classification of the data being sent. In accordance with DLM 4000.25-4, data pattern classified messages shall be addressed directly to the intended recipient and not routed to or through DLA Transaction Services.

 C1.10.1.4. DLA Transaction Services routing procedures for specific MILSTRAP transactions appear in Chapter 9 of this manual.

 C1.10.2. Electronic Communications. DLA Transaction Services is connected to the Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET), which supports data exchange. The DISN/NIPRNET are worldwide DoD computerized general purpose communications networks transmitting narrative and data pattern (computer-readable) traffic.

 C1.10.3. Communications Precedence. Assign an appropriate communications precedence to all electronic transmissions. Communications precedence applies to EDI, data pattern messages, and narrative messages. It applies to speed of transmission and handling in the communications system. Precedence assignment is the responsibility of the message originator as determined by the subject matter and time factors. The communications precedence for all MILSTRAP transactions is “Routine”

1. Legacy format MILSTRAP transactions will be deactivated with the DoD-wide implementation of DLMS. Relevant legacy MILSTRAP procedures and policies have been incorporated into DLMS. The MILSTRAP term is now considered the reference to the process rather than specific formats (legacy 80 record position or DLMS). For additional information regarding DoD logistics migration to commercial EDI standards see [www.dla.mil/j-6/dlmso/eLibrary/TransFormats/formats.asp](http://www.dla.mil/j-6/dlmso/eLibrary/TransFormats/formats.asp) [↑](#footnote-ref-1)