**AP2.13. APPENDIX 2.13**

**PROJECT CODES**

|  |  |
| --- | --- |
| NUMBER OF CHARACTERS: | Three. |
| TYPE OF CODE: | Alpha/Numeric. |
| EXPLANATION: | Identifies requisitions and related documentation as to special programs, exercises, projects, operations, or other purposes. |
| RECORD POSITION(S): | 57-59. |

AP2.13.1. Project codes are used to distinguish requisitions and related documentation and shipments, and to accumulate intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. The project code shall be entered in rp 57-59. If no project code is applicable, rp 57-59 shall be left blank.

AP2.13.2. Project codes, other than Office of the Secretary of Defense (OSD)/Chairman of the Joint Chiefs of Staff (CJCS) assigned codes, do not provide nor imply any priority or precedence for requisition processing or supply decisions. Project codes are not related to priority in any respect and, when used, do not alter nor override the priority assigned to a requisition or shipment. Requisitions containing project codes and shipments related thereto shall be processed strictly under the assigned priority designator and implied/requested preferential treatment to the contrary shall be disregarded.

AP2.13.3. Project codes shall be perpetuated in all related documentation and shall appear as a part of shipping container markings. Recognition of project codes by suppliers in another Services/Agency (S/A) and the resultant special handling afforded requisitions and shipments shall be limited to:

AP2.13.3.1.Shipment Consolidation. Criteria for consolidation of project code materiel is published in DTR 4500.9-R.

AP2.13.3.2.Container Marking**.** Shipments shall be marked as prescribed in MIL-STD-129, as amended.

AP2.13.3.3.Shipment Release/Movement Control. At the time of project announcement for contingencies and similar rapid response situations, the initiating S/A shall provide the instructions as to procedures to be followed on requisitions which must arrive at destinations within specified time periods.

AP2.13.4. Project codes are categorized into four groups and the authority to assign project codes varies by category. The following paragraphs provide the definitions of each category of project codes and identify the S/A which is authorized to assign each category of project code.

AP2.13.4.1. Category A. For use when no meaning of the code shall be perpetuated outside the originating S/A. The code shall be perpetuated in all related documentation and shall appear as a part of the shipping container markings. Project codes in category A may be assigned by those S/As identified in Appendix 2.2 by a distinct S/A code, Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) actitity address code (AAC), and by those Agencies using the multiuse Service Code H.

AP2.13.4.2. Category B. For use when recognition and exceptional processing actions have been prearranged between specified S/As. Category B project codes shall be announced only to participating S/As, in the format provided below. Assignment authority is the same as for category A.

AP2.13.4.3. Category C (3/alpha/alpha). Assigned for common purpose use by all or specified S/As. Approved category C project codes shall be disseminated electronically to the designated project code contact points and Supply Process Review Committee (SPRC) members. All category C codes are published on the DLA Logistics Management Standards Website unless prohibited by security classification.   
[www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip_pubs.asp).

AP2.13.4.3.1. Assignment of category C project codes may be requested by OSD/CJCS or by S/As. S/A requests shall be forwarded to the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator by the designated S/A project code contact points. Such requests shall:

AP2.13.4.3.1.1. Include a statement of the intended use.

AP2.13.4.3.1.2. Indicate the S/As which shall be involved (including designator of applicable S/A codes).

AP2.13.4.3.1.3. Provide the effective date and termination date of the code.

AP2.13.4.3.2. The following special assignments are in effect:

AP2.13.4.3.2.1. Project Codes JZC, JZM, and RBB are designated as category C and are authorized exceptions to the normal category C 3/alpha/alpha structure.

AP2.13.4.3.2.2. Project codes in the 3E\_ series are reserved for assignment for exercises (e.g., military/mobilization exercises).

AP2.13.4.3.2.3. Project codes in the 3J\_ and 3H\_ series are reserved for assignment by the Joint Materiel Priorities and Allocation Board (JMPAB).

AP2.13.4.3.2.4. Project codes in the 3R\_ series are reserved for assignment in support of rapid deployment/reaction forces responding to contingencies.

AP2.13.4.4. Category D. OSD/CJCS project codes. Requisitions and materiel releases with category D project codes shall be ranked above all other requisitions with the same priority designators for processing purposes. All category D project codes are in the 9\_ series. The following definitions of specific series apply:

AP2.13.4.4.1. 9/numeric/numeric - reserved for assignment by OSD. Specific use of the code is to be determined by OSD. Such codes shall be monitored by DASD (L&MR) SCI in coordination with the DoD MILSTRIP Administrator.

AP2.13.4.4.2. 9/numeric/alpha - identifies allocation at the level of the Chairman, Joint Chiefs of Staff of significant materiel or equipment items that are on hand or are becoming available for issue when resources are not sufficient to meet all requirements. (This series of project codes is used for scarce resource allocation.)

AP2.13.4.4.3. 9/alpha/numeric - identifies the establishment and subsequent release, at the level of the Chairman, Joint Chiefs of Staff, of emergency, reserve, or specified purpose stocks which are on hand or are becoming available. (This series of project codes is used as authority to release resources which are being held for contingencies; for example, safety stocks and war reserves.)

AP2.13.4.4.4. 9/alpha/alpha - identifies a project, operation, program force, or activity sanctioned by the Chairman, Joint Chiefs of Staff acting on behalf of the Joint Chiefs of Staff, or by the Chairman acting on behalf of the Secretary of Defense which requires heightened logistic infrastructure visibility and support.

AP2.13.4.4.4.1. Assignment Requests

AP2.13.4.4.4.1.1. S/A requestors of project codes shall provide Service Code(s). Use/References, Monitor/Coordinator, Effective Date, and Termination Date. This information is necessary to produce the project code announcement required by paragraph AP2.13.5***.***, below.

AP2.13.4.4.4.1.2. Requests for assignment of OSD project code(s) shall be submitted to the DASD (L&MR) SCI. An information copy of the request shall be provided to the DoD MILSTRIP Administrator. The DoD MILSTRIP Administrator shall assign the appropriate project code upon approval of the request by the DASD (L&MR) SCI.

AP2.13.4.4.4.1.3. Requests for assignment of CJCS project code(s) shall be submitted to the JMPAB, an agency of the Chairman, Joint Chiefs of Staff, and approved through the appropriate office listed below:

AP2.13.4.4.4.1.3.1. Service Headquarters.

AP2.13.4.4.4.1.3.2. Unified or Service Command Headquarters.

AP2.13.4.4.4.1.3.3. The Joint Staff.

AP2.13.4.4.4.1.3.4. OSD.

AP2.13.4.4.4.2. Assignment Constraints

AP2.13.4.4.4.2.1. OSD project codes shall be assigned only to projects and programs clearly of direct interest to the Secretary of Defense (SECDEF). Authorization for use of OSD project code(s) shall be for a specified period of time.

AP2.13.4.4.4.2.2. CJCS project codes shall be assigned only to projects and programs clearly of direct interest to the CJCS acting on behalf of the SECDEF. Authorization for use of a CJCS project code shall be for a specified period of time, and the Force/Activity Designators (F/AD) to be used in conjunction with the CJCS project code should be designated in the authorization.

AP2.13.4.4.4.3. Dissemination - Initial dissemination of CJCS- assigned category C and D project codes shall be accomplished in multiple steps, as follows:

AP2.13.4.4.4.3.1. OSD/CJCS electronically disseminates the applicable project code message (or the Execute Order containing project code assignment) to S/A Headquarters and other activities as appropriate.

AP2.13.4.4.4.3.2 OSD/CJCS electronically forwards unclassified notification of Category C and D project code only assignment to the DLA Transactions Services.

AP2.13.4.4.4.3.3. OSD/CJCS electronically forwards unclassified notification of Category C or D project code assignment to DoD MILSTRIP Administrator.

AP2.13.4.4.4.3.4. DoD MILSTRIP Administrator electronically forwards a project code assignment letter to the designated S/A project code contact points[[1]](#footnote-1) and Supply PRC members.

AP2.13.4.4.4.3.5. S/A project code contact points electronically disseminate the project code letter or message to all involved S/A activities.

AP2.13.4.4.4.3.6. Following this initial dissemination of the Category C and D project code assignment, all Category C and D codes will be published electronically on the DLA Logistics Management Standards Website [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip_pubs.asp) unless prohibited by security classification.

AP2.13.4.4.4.4. Validation. The DLA Transaction Services shall edit all requisitions and related transactions (document identication code (DIC) A0\_, AM\_, AT\_, and APR) for invalid/expired OSD/CJCS Category D project codes. If an invalid/expired code is present, DLA Transaction Services shall blank the project code, forward the requisition for processing, and report this action back to the requisitioner in an AE9 transaction with BK status. To accomplish this, DLA Transaction Services shall establish and maintain an edit table based upon OSD/CJCS message, or communication from the MILSTRIP Administrator identifying additions, deletions, or corrections to project code information.

AP2.13.5. Announcements of project code assignments shall be under procedures and conditions specified in paragraph AP2.13.4., above, and shall provide the information listed below:

| TITLE | EXPLANATION |
| --- | --- |
| Service Code(s) | All or specified S/A code(s) which shall be used in conjunction with the project code. |
| Project Code | Code assigned under the provisions of this manual. |
| Use/References | 1. Use - Use a clear-text statement defining the intended use of the code and indicating those to whom it applies (unless the use is classified). Also, if applicable, provide an abbreviated project name.  2. References - Cite inter-S/A agreements and other documents when establishing or specifying special controls for the project. The S/A establishing the project is responsible for ensuring that suppliers are provided copies of these documents, if not available on an inter-S/A basis. If a joint regulation is cited, all S/A numbers shall be included in the project code announcement. An assembly point for shipment may be designated in this column by use of the DoDAAC for the assembly point. The DoDAAC of the assembly point shall be entered in requisitions by requisitioners as the ship-to address. Shipping activities are not required to use project code announcements to determine the ship-to address unless inter-S/A agreements are negotiated for special routing of shipments. Only one assembly point per project code may be assigned. |
| Monitor/Coordinator | Identify the activity within the S/A or OSD/CJCS which is monitoring or coordinating the project, point of contact, telephone number (DSN and commercial, as applicable), and email address. |
| Effective Date | Indicate the date when supply sources should commence required action relative to the code. |
| Termination Date | When a specified termination date is reached, inter-S/A recognition of the code shall stop and categories C and D project codes shall be deleted from the active project code listing. Unfilled requisitions (which have not been canceled) containing a deleted project code (category B, C, or D) shall be processed in the same manner that requisitions with category A project codes are processed. No mass cancellation of CJCS project coded requisitions is authorized without prior approval of the JMPAB. |

AP2.13.6. Maintenance of Project Code Assignments. The Component project code contact point (and the initiator or requestor of the project code, if different from the project code contact point list referenced under paragraph AP2.13.7., below) shall ensure that the status of the project code remains current. In addition to the requirements identified in AP2.13.5., the initiator or requestor of a project code shall provide the current information of the monitor/coordinator. As project code assignment changes occur, the DoD MILSTRIP Administrator shall notify all interested parties; such as, the project code contract point, the requestor or initiator (if different from the project code contact point), and the monitor/coordinator. The project code contact point and the initiator or requestor of the project code (if different from the project code contact point) shall also notify all interested parties of changes in project code assignments.

AP2.13.7. Service/Agency MILSTRIP Project Code Contact Points. The S/A designated project code contact points are published electronically on the DLA Logistics Management Standards Website   
 [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip_pubs.asp).

1. [www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp](http://www.dla.mil/j-6/dlmso/eLibrary/ServicePoints/default.asp) (select Svc Pt for project codes) [↑](#footnote-ref-1)