



## DoD MANUAL 4140.01, VOLUME 8

# DoD SUPPLY CHAIN MATERIEL MANAGEMENT PROCEDURES: MATERIEL DATA MANAGEMENT AND EXCHANGE

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**Purpose:** This issuance is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive (DoDD) 5134.12 and the June 26, 2020, Under Secretary of Defense for Acquisition and Sustainment memorandum:

- This manual:
  - Implements policy, assigns responsibilities, and provides procedures for DoD materiel managers and DoD personnel who work with the DoD supply system consistent with DoD Instruction (DoDI) 4140.01.
  - Establishes standard terminology for use in DoD supply chain materiel management.
- This volume:
  - Provides procedures for the Federal Catalog System (FCS), the Defense Logistics Management Standards (DLMS), and the Uniform Materiel Movement and Issue Priority System (UMMIPS).
  - Establishes the Federal Catalog Committee (FCC) and cancels all previous FCC charters.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **APPLICABILITY.**

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

## SECTION 2: RESPONSIBILITIES

### 2.1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)).

Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), the ASD(S):

- a. Establishes guidance and standards for item identification among the DoD Components.
- b. Develops policy and provides guidance to DoD Components on:
  - (1) Federal Catalog Program (FCP) implementation.
  - (2) DLMS implementation, with the following exceptions:
    - (a) The DLMS finance functional area for the Military Standard Billing System as cited in Volume 4 of Defense Logistics Manual (DLM) 4000.25 is managed by the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO).
    - (b) The DLMS contract administration functional area as cited in Volume 7 of DLM 4000.25 is managed by the Assistant Secretary of Defense for Acquisition.
- c. Oversees Defense Logistics Agency (DLA) administration of DoD-wide logistics management systems, programs, and activities.
- d. Provides direction, oversight, review, and approval of DLA development and management of DLMS, including:
  - (1) Plans, priorities, and schedules.
  - (2) Expansion or application in assigned or new functional areas, when needed.
  - (3) Proposed changes published in DLM 4000.25.
  - (4) Issues that may not be resolved within the DLMS process.
- e. Oversees DLA development and management of the Federal Logistics Information System (FLIS), including:
  - (1) Plans, priorities, and schedules.
  - (2) Implementation of proposed changes to the FLIS.
  - (3) Procedural issues from the FCC.
- f. Reviews DoD Component requests for approval to use logistics system data exchanges other than DLMS data exchanges.

g. Coordinates with applicable OSD offices on DLMS policy guidance or one-time instructional memorandums that affect assigned functions of standard data elements in accordance with DoDI 8320.02.

h. Oversees DoD Component implementation and use of standard data elements in coordination with the USD(C)/CFO and the Assistant Secretary of Defense for Acquisition in accordance with DoDI 8320.02.

i. Monitors DoD Component implementation of the UMMIPS and compliance with established system requirements to:

(1) Establish criteria for allocating critical materiel in the DoD distribution system.

(2) Prioritize materiel requirements among the DoD Components, non-DoD Federal agencies, foreign governments, or foreign agencies.

## **2.2. DIRECTOR, DLA.**

Under the authority, direction, and control of the USD(A&S), through the ASD(S), and in addition to the responsibilities in Paragraph 2.7., the Director, DLA:

a. Administers and manages the operation of the FLIS as the single source of Federal cataloging and related logistics management data.

b. Incorporates the data requirements for cataloging, supply, and other logistics support needs of the DoD, civil government agencies, and participating NATO countries into the FLIS.

c. Maintains a formal configuration control process for the FLIS.

d. Establishes, maintains, and chairs the FCC as specified in the FCC charter, which is set forth in Appendix 3A.

e. In their capacity as the DoD Executive Agent for DLMS as designated in DoDD 8190.01E and further described in DoDD 5105.22, establishes, resources, and administers the DLMS with USD(C)/CFO and Assistant Secretary of Defense for Acquisition guidance.

## **2.3. ASSISTANT SECRETARY OF DEFENSE FOR ACQUISITION.**

Under the authority, direction, and control of the USD(A&S), the Assistant Secretary of Defense for Acquisition oversees and manages the contract administration functional area in DLMS and Volume 7 of DLM 4000.25.

## **2.4. DIRECTOR, DEFENSE THREAT REDUCTION AGENCY.**

Under the authority, direction, and control of the USD(A&S), through the Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs, and in addition to the

responsibilities in Paragraph 2.7., the Director, Defense Threat Reduction Agency manages and operates the secure Nuclear Inventory Management and Cataloging System for nuclear ordnance items.

## **2.5. DIRECTOR, DEFENSE SECURITY COOPERATION AGENCY.**

Under the authority, direction, and control of the Under Secretary of Defense for Policy, and in addition to the responsibilities in Paragraph 2.7., the Director, Defense Security Cooperation Agency allocates security assistance program materiel and establishes priorities for distribution in support of foreign military sales, in coordination with the Secretaries of the Military Departments and the Director, DLA, during periods of non-crisis and peacetime when materiel is unconstrained. This authority is restricted:

- a. When materiel is constrained and requirements exceed the quantity available. In this case, allocation of security assistance program materiel is made through the Joint Materiel Priorities and Allocation Board (JMPAB) in accordance with CJCS Instruction 4110.01.
- b. During periods of crisis or war when the Secretary of Defense has delegated responsibility for allocation and priority establishment to the CJCS.

## **2.6. USD(C)/CFO.**

The USD(C)/CFO oversees and manages the finance functional area in DLMS and Volume 4 of DLM 4000.25.

## **2.7. DOD COMPONENT HEADS.**

The DoD Component heads:

- a. Implement the procedures prescribed in this volume and ensure that supplemental Component guidance and procedures are in accordance with DoDI 4140.01 and this volume.
- b. Use the FCS as the uniform item identification process to provide differentiation, standardization, interchangeability, substitutability, and information exchange across the DoD Components, their commercial support providers, and other non-DoD Federal departments and agencies.
- c. Identify to the DLA Logistics Information Service the name of a primary and alternate representative for the FCC. The representatives will, on behalf of their DoD Component:
  - (1) Provide their position on cataloging matters.
  - (2) Make decisions to address any cataloging issues.
- d. Designate an office of primary responsibility to serve as the control point for changes and updates for:

(1) Each DLMS functional area.

(2) The responsibilities of the Defense Automatic Addressing System, DoD Activity Address Directory, and Military Assistance Program Address Directory.

e. Designate a single office of primary responsibility to act as focal point for UMMIPS matters and provide the designation information to the ASD(S).

f. Assign force or activity designators (F/ADs) II through V to units, activities, programs, and projects of their respective DoD Components, if such authority has been granted by the CJCS in accordance with Paragraph 2.8.e.

## **2.8. CJCS.**

In addition to the responsibilities in Paragraph 2.7., the CJCS:

a. Provides direction for allocation of security assistance program materiel and priorities for distribution in support of foreign military sales when the Secretary of Defense delegates the responsibility for allocation and priorities to the CJCS.

b. Establishes mechanisms in CJCS Instruction 4110.01 to supervise overall implementation of Secretary of Defense guidance on the assignment of UMMIPS and F/ADs to U.S. and foreign country units and activities.

c. Recommends F/AD I for forces, activities, units, programs, or projects to the Secretary of Defense for approval in accordance with CJCS Instruction 4110.01.

d. Assigns F/ADs II through V to U.S. and foreign country units or activities and to programs and projects in accordance with DoD importance and mission essentiality.

e. Delegates authority to the DoD Component heads, if necessary, to assign F/ADs II through V to their respective forces, activities, units, programs, and projects.

## **2.9. COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM).**

In addition to the responsibilities in Paragraph 2.7., the Commander, USSOCOM:

a. Provides direction to USSOCOM organizations for cataloging items unique to USSOCOM in the FCS.

b. Directs USSOCOM organizations to manage all special operations-peculiar materiel for special operations forces across the Military Services through the DLA Logistics Information Service.

## **SECTION 3: CATALOGING PROCEDURES**

### **3.1. FCP.**

The DoD Components will:

a. Use the FCP processes to catalog each item:

(1) In accordance with DoDI 4140.01; DoD Manual (DoDM) 4100.39; Section 2451 of Title 10, United States Code; and Chapter 101 of Title 41, Code of Federal Regulations.

(2) To provide a uniform system of item identification; prevent or eliminate different identifications of like items; reveal interchangeability among items; aid in parts standardization; facilitate intra- and inter-departmental logistics support; and improve materiel management and military effectiveness by promoting efficiency and economy in logistics operations.

(3) With a name, description, classification, and number for each item the U.S. Government repetitively uses, buys, stocks, or distributes.

(4) With only one distinctive combination of letters and numerals, which is the National Stock Number (NSN), that identifies the same item throughout the U.S. Government.

b. Use FCS automation systems, resources, and processes as developed for the FCP.

c. Use FLIS to:

(1) Determine necessary FCP information related to an item of supply.

(2) Access, maintain, store, and retrieve necessary information related to an item of supply.

d. Participate in the FCC as organized in the charter in Appendix 3A.

e. Use the FCS to classify all items:

(1) Based on current and anticipated management needs, the structure of group and class of commodities, and the subdivision of existing classes with emphasis on the items known to be in supply systems in accordance with DoDM 4100.39 and as listed in the DLA H2 Federal Supply Classification Search and Directory found on the DLA website at <https://www.dla.mil/Working-With-DLA/Federal-and-International-Cataloging/H2/>.

(2) According to:

(a) Daily management requirements.



(b) Uniform management categories throughout Service activities and their functions, operations, accounting, financial management, inventory control, and supply pipelines.

### **3.2. CATALOG PROCEDURES.**

a. DoD Components will catalog each item:

(1) Recurrently used, bought, stocked, or distributed by the DoD.

(2) In FLIS following FCS processes in accordance with DoDM 4100.39.

(3) With all the required data in accordance with DoDI 4140.01 and DoDM 4100.39, including, but not limited to, the appropriate name, description, and classification.

b. Each item will be assigned one distinctive NSN for use throughout the DoD.

c. Acquisition program managers will catalog all items that are:

(1) Introduced into DoD as part of an acquisition program.

(2) Acquired for a new system or for a modification to an existing system.

d. DLA will:

(1) Manage and operate the FLIS as the single source of Federal cataloging and related logistics management data.

(2) Structure the FLIS as a repository of item-identifying, item-related logistics management data and logistics data indexes that are compatible with modern automated data processing and communications technologies used by the DoD Components.

(3) Assign NSNs to items in accordance with this issuance.

(4) Maintain and disseminate item information needed for supply operations (e.g., descriptive and performance data, size, weight, cubage, packaging and packing data, a standard quantitative unit of measurement, and other necessary data).

e. The USSOCOM, Military Departments, and DLA manage items and provide technical information needed to catalog an item to the DLA Logistics Information Service.

f. The DoD Components:

(1) Use standardization, parts control, and item entry control processes that eliminate overlapping and duplicate specifications and reduce the number of sizes and kinds of items that are generally similar to one another to minimize the number of new and common items entering the FLIS.

(2) Include in FLIS:

- (a) Any item stocked, routinely distributed, or repetitively bought and used.
- (b) Any new item that is associated with the acquisition of a new end item as a part of provisioning for that end item.
- (c) Any new item that is not involved in end-item provisioning, such as a new item replacing an existing item or a locally purchased item substituting for an existing item.
- (d) An NSN to identify the item through all supply functions from purchase to final disposal.

1. Temporary use of locally assigned stock numbers for classified or sensitive items is permitted pending NSN assignment.

2. Because the NSN is not unique to each individual item within a Federal supply class of materiel, the NSN cannot be used for purposes of item-unique identification described in Volume 9 of DoDM 4140.01.

(3) Provide to DLA item-identifying characteristics and other logistics management data including identifying characteristics about:

- (a) Hazardous components or substances contained in the item.
  - (b) Critical safety items.
  - (c) Special information for environmentally friendly and sustainable items.
- (4) Prepare NSN assignment requests using item descriptions that:

- (a) Distinguish items of supply from other items of supply already cataloged.
- (b) Include all known approved commercial and government-identifying numbers (e.g., drawing number, standard part numbers, universal product codes, and contractor and government entity codes).

(5) Maintain descriptive data for an item to support identification requirements and other logistics functions with:

- (a) The accurate demilitarization code and the compatible controlled inventory item code that is to be used for the end item.
- (b) All individual NSN items that make up the end item.
- (c) Specifications for marking technical data for export control when applicable.

(6) Use authoritative sources for item identifying information (e.g., technical data contained in original equipment manufacturer information systems).

(7) Use the FLIS:

(a) As the single system through which DoD Components access, maintain, store, and retrieve Federal cataloging information related to an item of supply. Exceptions may be made as necessary for nuclear items, certain items related to the USSOCOM, and items identified by the Defense Intelligence Enterprise.

(b) To provide system users online access to a virtual catalog of FLIS data records regardless of the geographic location of the data.

(c) To provide users with accurate and timely logistics data made available in multiple media (e.g., online, compact disc, read-only memory, and digital video disk).

(8) Configure DoD Component-owned systems to support the FLIS and maximize the use of online cataloging tools in accordance with DoDM 4100.39.

(9) Safeguard data relevant to classified and sensitive items and nuclear weapons-related materiel in the FLIS or other key information systems to ensure it is accessible only to authorized personnel.

(10) Participate in the NATO codification system for cataloging under the provisions of NATO Standardization Agreements 3150 and 3151 and Allied Codification Publication Number 1.

(11) Classify new secondary items to the FLIS as consumable, field-level repairable, or depot-level repairable items upon introduction and assigned appropriate source, maintenance, and recoverability codes in accordance with Volume 2 of DoDM 4140.01.

## APPENDIX 3A: FCC CHARTER

### 3A.1. PURPOSE AND SCOPE.

The FCC provides a joint forum to manage cataloging and provide direction on the uniform and effective implementation of FCP requirements, determine functional requirements, and implement procedural updates and system changes for the FCS.

### 3A.2. AUTHORITY.

In accordance with DoDI 4140.01; DoDM 4100.39; Section 2451 of Title 10, United States Code; and Chapter 101 of Title 41, Code of Federal Regulations, and pursuant to DoDD 5105.22:

a. The Director, DLA:

(1) Manages and integrates logistics data for dissemination in the FCS.

(2) Administers and provides the centralized DoD cataloging capability and documentation for DoD item management.

b. DoD Component heads provide the Director, DLA with support and logistical planning information for the FCS.

### 3A.3. MEMBERSHIP.

Representatives must be full-time U.S. Government employees, permanent part-time U.S. Government employees, or Military Service members.

a. **Chair.**

The Director, DLA, appoints a representative to chair the FCC.

b. **Principal Members.**

DoD Components are responsible for ensuring there is knowledgeable and consistent representation for the FCC. Representatives must be on the O-5, O-6, GS-13, GS-14, GS-15, or equivalent level.

c. **Travel and Administrative Costs.**

The FCC members' respective organizations will fund necessary travel and administrative costs associated with their personnel's participation in FCC functions.

### **3A.4. FUNCTIONS.**

DoD Components participate in the FCC to:

- a. Identify necessary FCP information related to an item for documentation in the FLIS.
- b. Aid in uniform item identification and prevent or eliminate different identifications of like items.
- c. Aid in parts standardization and facilitate intra- and inter-departmental logistics support.
- d. Improve materiel management and military effectiveness by promoting efficiency and economy in logistics operations.
- e. Review automation systems, resources, and processes developed for the FCP.
- f. Develop directions on the use of the FLIS for maintaining and providing access to necessary item information for the FCP.
- g. Conduct periodic evaluations to determine the effectiveness of FLIS cataloging procedures and processes.
- h. Develop or evaluate proposed FLIS changes, coordinate proposed FLIS changes with the FCC members, and provide recommendations for all proposed changes to the Deputy Assistant Secretary of Defense for Logistics (DASD(Log)) for approval.
- i. Execute the procedures and processes for the maintenance of a uniform catalog system as contained in DoDM 4100.39 and the FLIS Technical Procedures at <https://www.dla.mil/Logistics-Operations/Training-and-Reference/>.
- j. Review proposed cataloging changes.
- k. Provide the DASD(Log) and DoD Component heads a status review of all FLIS revision proposals that have not yet been approved for publication or, if approved, have not been implemented.
- l. Review, evaluate, and recommend improvements to curriculums of the DoD Component training schools offering FLIS-related courses.

### **3A.5. ROLES AND RESPONSIBILITIES.**

- a. The FCC Chair:
  - (1) Approves the FCC meeting agendas and meeting minutes.
  - (2) Calls and chairs the FCC meetings.
  - (3) Leads deliberations at FCC meetings.

(4) Designates an individual to serve as the FCC Secretary.

b. The FCC Secretary:

(1) Prepares the meeting agenda, obtains approval from the FCC Chair, and distributes meeting agendas before scheduled meetings.

(2) Coordinates and distributes presentation materials related to each meeting to FCC representatives 30 calendar days before scheduled meetings.

(3) Records minutes from each meeting, obtains approval from the FCC Chair for distribution of the meeting minutes, and distributes the minutes to FCC representatives within 30 calendar days after the meeting.

(4) Tracks all action items until the FCC Chair determines the action has been completed.

c. FCC members:

(1) Provide input to the agenda addressing and documenting the FCP within their respective organizations. As appropriate, FCC members prepare materials, presentations, and briefings.

(2) Attend FCC meetings, represent their respective organizations, and participate in deliberations. As appropriate, FCC members seek agreement among DoD Integrated Materiel Management Committee members on issues affecting their organizations.

(3) As appropriate, designate subject matter experts to participate in FCC meetings, reviews, and studies. Subject matter experts are responsible for presenting findings from reviews or studies to the FCC.

### **3A.6. MEETINGS.**

The FCC Chair:

a. Notifies the Office of the DASD(Log) and DoD Components of meeting dates with agenda items 30 calendar days in advance of a meeting date.

b. Issues FCC meeting minutes to the Office of the DASD(Log) and DoD Components within 30 calendar days after the meeting.

c. Holds an FCC meeting to review and resolve comments on proposed cataloging changes, deviations, and waivers and provides recommendations on proposed changes to the DASD(Log) for implementation or disapproval.

**3A.7. CHARTER EFFECTIVE DATE.**

This charter supersedes and replaces all previous charters. It remains in effect until superseded or until the FCC is disestablished.

## SECTION 4: DLMS

### 4.1. DLMS MANAGEMENT.

a. Director, DLA, as the DoD Executive Agent for DLMS, is designated as the single point of contact for DLMS within the DoD and with industry. DLA will:

- (1) Develop, document, and maintain the DLMS with procedures in a series of DLMs.
- (2) Coordinate corresponding DLMS and DLM proposed changes and updates with the DoD Components. After coordination, submit proposed DLMS changes and DLM updates to the DASD(Log) for final review and approval.
- (3) Execute the authority for electronic data interchange, as directed in DoDD 8190.01E.
- (4) Maintain the DLMS and lead the coordination of DLMS logistics business rules and DLMS process changes between DoD Components in the process review committees (PRCs).
- (5) Issue DLMS changes approved by the DASD(Log) and incorporate revisions into the DLM.
- (6) Maintain a formal change management process for the DLMS.
- (7) Provide a copy of the final version of DLMS changes to the DASD(Log) for approval.
- (8) Manage the DLM by:
  - (a) Documenting and maintaining DLMS procedures in DLM 4000.25.
  - (b) Updating DLM 4000.25 semiannually with approved DLMS changes after approval by the DASD(Log).
- (9) Manage the electronic data interchange implementation conventions (ICs) and extensible markup language schema by:
  - (a) Developing and maintaining ICs and extensible markup language schemas based on American National Standards Institute Accredited Standards Committee X12 protocol for electronic data interchange transactions.
  - (b) Updating DLMS ICs and extensible markup language schemas with approved DLMS changes to facilitate standard logistics data exchanges and interfaces.
  - (c) Maintaining an American National Standards Institute Accredited Standards Committee membership.
- (10) Manage DLMS data elements by:



(a) Maintaining a current library of DLMS data element standard definitions and qualifier and code lists under configuration control that are visible, accessible, understandable, linked, interoperable, trustworthy, and secure in accordance with DoDI 8320.02 and the DoD Data Strategy.

(b) Updating the data element, qualifier, and code lists library with approved DLMS changes to facilitate standard logistics data exchanges and interfaces.

(11) Continue operation and maintenance of the legacy Defense Logistics Standard Systems (DLSS) during the migration to DLMS.

(12) Provide a centrally accessible location for all DLMS-related material at <https://www.dla.mil/Defense-Data-Standards/>.

b. To achieve DLMS interoperability with uniform DLMS implementation and eliminate duplication of effort, DoD Components will:

(1) Implement standard logistics data exchanges and procedures in accordance with the DLM 4000.25.

(2) Implement DLMS as the primary standard governing logistics, functional business management, exchange standards, and practices at the DoD enterprise level.

(3) Participate in PRCs to address each of the DLMS functional areas.

(4) Use the DLMS as the basis for logistics business processes and systems.

(5) Implement, support, and recommend changes to DLA for DLMS maintenance as appropriate.

(a) Establish and maintain internal procedures that align with DLMS.

(b) Provide internal direction and training for DLMS standards and operation.

(c) Use approved electronic communications standards and supporting ICs for DoD logistics business transactional data exchange.

(d) Use the DLMS as a source for business rules and transition strategy.

(6) Replace DLSS procedures and transactions with DLMS.

#### **4.2. DEFENSE AUTOMATIC ADDRESSING SYSTEM.**

a. The DoD Components will:

(1) Use the Defense Automatic Addressing System to route DLSS and DLMS transactions for editing, validation, and forwarding to the correct recipients.

(2) Support DLA with end-to-end performance metric analysis.

b. DLA will:

(1) Provide telecommunications support, archiving and storage, translation services, conversion processes, and other related services to support use of DLSS and DLMS.

(2) Produce end-to-end performance metrics.

(3) Implement approved DLMS changes into DAAS, as applicable.

#### **4.3. PRCS.**

a. PRCs are established to provide a joint forum for each of the DLMS functional areas to:

(1) Support DLMS development, implementation, expansion, improvement, maintenance, and administration.

(2) Review and assess proposed DLMS changes, deviations, waivers, and implementation recommendations.

(3) Review requests for DLMS support, deviations, or exemptions, with a justification based on studies or analysis conducted by the organization that makes the request.

(4) Analyze recommendations for DLMS improvements and coordinate DLMS changes within the DoD Components.

b. DLA will:

(1) Establish and manage a PRC to address DLMS operations for:

(a) Supply chain management, finance, product quality deficiency reporting, and supply discrepancy reporting.

(b) Requisitioning and issuing procedures, physical inventory control, disposition services, and pipeline measurement.

(c) DLMS implementation status tracking and implementation plans.

(d) Use of DoD activity address codes and Military Assistance Program address codes.

(2) Facilitate interoperability with transportation, contract administration, and maintenance functional areas as required.

(3) Collaborate with the United States Transportation Command's Defense Transportation Electronic Business Committee, which functions as the PRC for the transportation DLMS.

- (4) Designate a chair for each PRC to:
  - (a) Lead the PRC and coordinate meetings.
  - (b) Prepare and distribute meeting agendas before scheduled meetings.
  - (c) Provide PRC meeting minutes to DoD Components within 30 calendar days after the meeting.

c. The DoD Components will:

- (1) Designate a representative at the O-5, O-6, GS-14, GS-15, or equivalent level for each PRC functional area to:
  - (a) Review recommendations or provide coordination on DLMS development, expansion, implementation, improvement, maintenance, and administration.
  - (b) Review the uniform and effective implementation of approved system changes relative to the PRC.
  - (c) Provide a single coordinated response for the DoD Component on proposed DLMS changes.
  - (d) Provide DLMS implementation status tracking and implementation plans during PRC meetings, as requested.
- (2) When necessary, submit requests to DLA and the appropriate PRC chair for DLMS system support, deviations, or exemptions, with a justification based on studies or analysis.

## SECTION 5: UMMIPS

### 5.1. STANDARDS FOR RESPONDING TO CUSTOMER REQUIREMENTS.

a. The DoD Components:

(1) Use UMMIPS procedures governing the responsiveness of the DoD supply chain to customer demand.

(2) Use UMMIPS for allocating materiel and other logistics resources among competing demands during peace time and war.

(3) Use UMMIPS with CJCS and Military Department guidance governing the overall allocation and ultimate distribution of end items to forces and activities.

(4) Account for the time to meet customer requirements in each time definite delivery (TDD) standard pipeline segment.

(a) Establish processes to capture requisition submission time, inventory control point (ICP) processing time, storage depot segment time, transportation segment time, and theater segment time in accordance with Volumes 2 and 6 of DLM 4000.25.

(b) Measure requisition submission time when the order for materiel is:

1. Initiated by an established, authorized organization (i.e., a DoD or non-DoD organization that has been assigned a DoD activity address code).

2. Transmitted either electronically, by mail, or by telephone to a supply source within or external to the DoD (e.g., the General Services Administration, the Federal Aviation Administration, or other organizations assigned management responsibility for categories of materiel).

(c) Measure ICP processing time beginning when the materiel manager receives the requisition and ending when the materiel manager passes the requisition to a storage activity for picking, packing, and shipping the ordered materiel.

1. For purposes of delivery on-time effectiveness, exclude any time that the requisition is on back order.

2. Include the back-order time when measuring overall ICP performance or total time to the customer.

(d) Measure storage depot segment time:

1. For materiel being shipped to the continental United States (CONUS) customers, beginning with the segment time when the storage activity picks and packs the order and ending when the materiel release order is completed for shipment to the customer. Begin

Logistics Metric Analysis Reporting System (LMARS) storage activity processing time when the storage activity receives a materiel release order from the materiel manager and end when the materiel is shipped out of the storage site.

2. For materiel being shipped to outside the continental United States (OCONUS) customers, include the time for the depot portion of the supply chain to pick, pack, and ship ordered materiel going to a port of embarkation (POE) for OCONUS shipment. As such, for OCONUS customers, storage depot segment time is the sum of:

a. The time that the storage activity takes to pick, pack, and release ordered materiel for shipment to a container consolidation point (CCP), which is the LMARS storage activity processing time.

b. The in-transit time from the storage activity to one of the two designated CONUS CCPs, which is the LMARS depot to CCP time.

c. The time that the CCP takes to receive shipments from storage activities, consolidate them for transportation to OCONUS areas, and release them to a carrier for movement to a POE, which is the LMARS CCP processing time.

3. For the storage depot segment time for OCONUS shipments, begin measuring when the storage activity receives a materiel release order from the materiel manager and end when the materiel is shipped out of the CCP. If the shipment is not going through a CCP, include the time when the storage activity receives a materiel release order from the materiel manager until the materiel is shipped out of the storage site.

(e) Measure transportation segment time for materiel being shipped to:

1. A CONUS customer, beginning with the release of the shipment by the storage activity to the carrier and ending with receipt by a CONUS consignee. This is the LMARS CONUS in-transit time.

2. An OCONUS customer, include the time in the transportation portion of the supply chain used to ship materiel through a transportation channel to a port of debarkation (POD) for release to in-theater distribution. As such, it is the sum of:

a. The LMARS POE processing time, which is the time for the POE to receive, process, and release the shipment for air or sea lift, including port hold time to account for time cargo awaits lift.

b. The LMARS in-transit to POD time, which is the in-transit time from the POE to an in-theater POD.

c. The LMARS POD processing time, which is the time for the POD to receive, process, and release the shipment for in-theater transportation to the customer. Overall, the transportation segment time for OCONUS shipments is the time from when the materiel is shipped out of the CCP (or storage activity if no CCP is involved) until the materiel is shipped out of the POD.

(f) Measure theater segment time for materiel being shipped to:

1. A CONUS customer, beginning with receipt by a CONUS consignee from the carrier and ending when the customer posts and acknowledges the receipt of the ordered materiel. This is the LMARS receipt take-up time.

2. An OCONUS customer, beginning when the POD releases the shipment and ending when the customer posts and acknowledges the receipt of the ordered materiel. As such, it is the sum of:

a. The LMARS in-transit in-theater time, which is the in-transit time from a POD to the OCONUS consignee.

b. The LMARS receipt take-up time, which is the same as the customer receipt take-up time.

b. When developing organizational or contractor performance agreements with their customers, materiel managers and distribution and transportation managers should develop specific customer TDD standards that are tailored to meet specific delivery requirements. Materiel managers and distribution and transportation managers will:

(1) Use TDD standards to address the supply of materiel from the time of origination of the requirement (date of the requisition) to the time that the requisitioner acknowledges physical receipt. Managers will account for the major segments of the total logistics pipeline such as requisition submission time, ICP processing time, storage depot segment time, transportation segment time, and theater segment time.

(2) Assign a portion of the total time to each logistics pipeline segment involved in the processing of a requisition. Individual segment standards should not be exceeded unless exceeding those standards results in savings in time and improved service for the total pipeline.

(3) Attempt to compensate for time lost in processing by other activities.

(4) In the absence of specific customer TDD standards, use the aggregate standards found at [http://www.acq.osd.mil/log/LOG\\_SD/policy\\_vault.html](http://www.acq.osd.mil/log/LOG_SD/policy_vault.html).

(5) For an individual customer, use the three requisition priorities in UMMIPS based on the relative urgency of need designator (UND) of the customer's requirement; the F/AD assigned by the CJCS or delegated DoD Component head to the project, unit, organization, and installation; and the required delivery date (RDD) on a requisition to dictate the priority of release of materiel by the supplier and influence the response time required of supply, distribution, and transportation processes.

c. The materiel managers, storage activities, and transportation management activities:

(1) Design their systems and allocate their resources to respond to the priority and service levels that customers request using F/AD and UND priority designators, RDDs, and approved CJCS project codes.

(2) Supply materiel to users in time to meet their documented delivery requirements, subject to constraints of resources and capability.

(3) Closely coordinate ICP, storage activity, consolidation and containerization point, and transportation management activities to ensure that the customer requirements are satisfied both in terms of issuing the requisitioned materiel and delivering on time.

(4) Share the responsibility for maintenance of the requisitioning priority system and exercise intensive surveillance to ensure a disciplined operating-level application of UMMIPS criteria.

(5) Establish, maintain, and monitor activity requisitioning priority guidelines and performance statistics.

(6) Establish a wartime or contingency materiel allocation process to determine requisition processing and materiel release and shipment precedence in the DoD supply and transportation system.

(7) Establish a wartime or contingency materiel allocation process that is compatible with all other materiel management requirements in DoDI 4140.01.

(8) Incorporate additional materiel allocation rules into automated processes to ensure the balanced flow of required materiel to units involved in wartime or contingency operations.

(9) Use automated processes to provide support to the JMPAB in the allocation of scarce materiel during wartime or contingency operations.

(10) Activate the wartime or contingency materiel allocation process when directed by the CJCS.

d. In accordance with Volume 2 of DLM 4000.25, materiel managers will:

(1) Use customer requirements to determine the order in which materiel is issued and as guides to determine how materiel should move to customers.

(2) Communicate with customers to determine the wholesale delivery requirements and establish RDDs.

(3) Identify the specific priority designator and RDD designations that are available to customers.

(4) Develop performance agreements that govern the issuing and movement of materiel within the DoD supply system.

(5) Negotiate TDD standards to meet the needs of the customers, whenever possible.

(6) Establish performance-based agreements with contractors delivering materiel directly to customers and negotiate TDD standards to meet the need of the customers and represent best value to the U.S. Government, whenever possible.

e. Upon receiving customer requisitions, the materiel managers:

(1) Allocate on-hand materiel stocks and issue materiel release orders to storage activities or take procurement actions in accordance with the sequence specified in Volume 2 of DLM 4000.25.

(2) Expedite handling on a 24-hour basis, 7 days a week to meet mission requirements for requisition priority 1 through 3 with transportation priority 1 and 2.

(3) Process all other requirements during the normal workweek. Adjust work shifts when needed to meet customer requirements during increased workload volume.

(4) Ensure that the capability is maintained to process requirements 24 hours a day, 7 days a week to implement authorized contingency plans.

f. DoD Components will use the LMARS performance data collection system to review logistic system timeliness and adjust to improve effectiveness.

## **5.2. CUSTOMER F/ADS.**

a. The Office of the ASD(S):

(1) Issues UMMIPS criteria in coordination with the CJCS assignment of F/ADs. When temporary situations require deviations from established criteria, issues supplemental UMMIPS provisions to ensure delivery of selected items that are urgently needed for a mission or operation, or for a program vital to DoD or U.S. objectives.

(2) Reviews requests for deviation or exemption from UMMIPS for items when submitted by the DoD Components and the other Federal agencies and forwards recommendations for approval to the ASD(S).

(3) Reviews UMMIPS operations to assess consistent interpretation and uniform application of the system at all levels, to analyze the validity of established time standards in alignment with F/ADs, and to improve and simplify the UMMIPS.

(4) Coordinates policy guidance, instructional memorandums, and system requirements within OSD, as applicable, and with applicable DoD Components.

b. The Office of the CJCS:

(1) Coordinates policy and supporting procedures for allocation of defense articles among U.S., allied, and friendly units or activities during periods of military crisis and war.



(2) Through the JMPAB, establishes, modifies, or recommends priorities for allocating materiel assets in the DoD distribution system when the DoD Components cannot resolve competing requirements among themselves, with non-Federal agencies, or with foreign governments.

(3) Provides guidance on the assignment, review, and use of F/ADs in accordance with CJCS Instruction 4110.01.

c. The Military Departments:

(1) Assign F/AD II through F/AD V to units, activities, programs, and projects of their respective Military Services, when the CJCS has granted such authority in accordance with CJCS Instruction 4110.01.

(2) Monitor the use of the UMMIPS throughout their respective Military Services.

(3) Conduct continuing internal training programs to ensure effective operation and accurate application of the system.

(4) Provide oversight and direction on the use of UMMIPS within their respective Military Services.

(5) Conduct annual reviews to validate the assignment of F/ADs to units in their respective Military Services in accordance with CJCS Instruction 4110.01.

(6) Participate in joint UMMIPS reviews, development, and alignment with assigned F/ADs.

d. The commanding officers or the heads of requisitioning activities:

(1) Assign priority designators to requirements with RDDs that are valid, accurate, and consistent with assigned F/ADs and UND.

(2) Review all requirements that are assigned a UND "A" due to an inability to perform a mission. Delegation of this responsibility must be in writing.

(3) Complete the requirements review before the transmission of requisitions to the source of supply. In cases in which the assignment of a UND "A" is sustained, the requirements review constitutes a certification that the assignment is correct.

(4) Delegate in writing the authority to review all requirements assigned a UND "B" to certify that the urgency was accurately determined. Complete the review before the transmission of requisitions to the source of supply.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
ASD(S)	Assistant Secretary of Defense for Sustainment
CCP	container consolidation point
CJCS	Chairman of the Joint Chiefs of Staff
CONUS	continental United States
DASD(Log)	Deputy Assistant Secretary of Defense for Logistics
DLA	Defense Logistics Agency
DLM	Defense Logistics manual
DLMS	Defense Logistics Management Standards
DLSS	Defense Logistics Standard Systems
DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
F/AD	force or activity designator
FCC	Federal Catalog Committee
FCP	Federal Catalog Program
FCS	Federal Catalog System
FLIS	Federal Logistics Information System
IC	implementation convention
ICP	inventory control point
JMPAB	Joint Materiel Priorities and Allocation Board
LMARS	Logistics Metric Analysis Reporting System
NATO	North Atlantic Treaty Organization
NSN	national stock number
OCONUS	outside the continental United States
POD	port of debarkation
POE	port of embarkation
PRC	process review committee
RDD	required delivery date
TDD	time definite delivery

<b>ACRONYM</b>	<b>MEANING</b>
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	urgency of need designator
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USSOCOM	United States Special Operations Command

## **G.2. DEFINITIONS.**

A complete glossary of DoD supply chain terms and definitions is maintained on the Office of the ASD(S) Website at [https://www.acq.osd.mil/log/LOG\\_SD/policy\\_vault.html](https://www.acq.osd.mil/log/LOG_SD/policy_vault.html).

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<sup>1</sup> Available at <https://www.dla.mil/Defense-Data-Standards/Publications/>.

North Atlantic Treaty Organization Standardization Agreement 3150, “Codification–Uniform System of Supply Classification,” March 30, 2004<sup>2</sup>

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<sup>2</sup> Available at <https://nso.nato.int/nso/home/main/home>. This document is restricted to authorized users. A username and password can be requested at this URL to access the document.