



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

September 19, 2014

**MEMORANDUM FOR DESIGNATED PROJECT CODE SERVICE REPRESENTATIVES  
AND SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS**

**SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 1118,  
Project Code Management System Procedures (Project Codes/Supply)**

We are forwarding the attached proposed change to DLM 4000.25, Defense Logistics Management Standards (DLMS), and DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), for evaluation and submission of a single coordinated DOD Component position. It is the responsibility of the Component Supply PRC representative to ensure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLA Logistics Management Standards Office not later than **30** days from the date of this memorandum. If providing nonconcurrence, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to Mr. Lou Madrigal, Primary MILSTRIP Project Code Support, 703-767-2011 or DSN 427-2011, or email: Luis.Madrigal@dla.mil. Supply PRC members may contact DOD Supply PRC Co-Chairs, Heidi Daverede, 703-767-5111 or DSN 427-5111, or email: Heidi.Daverede@dla.mil and Ellen Hilert, 703-767-0676 or DSN 427-0676, or email: Ellen.Hilert@dla.mil. Others must contact their Component designated Project Code POC and Supply PRC representative.

A handwritten signature in blue ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment  
PDC 1118

cc:  
ODASD(SCI)  
CJCS

# ATTACHMENT TO PDC 1118

## Project Code Management System (PCMS) Procedures

### 1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** DLA Transaction Services

b. **Functional POC:** Mr. Lou Madrigal, Primary MILSTRIP Project Code Support

### 2. FUNCTIONAL AREA: Project Code Management

### 3. REFERENCE:

a. [DLM 4000.25-1](#), Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.13, Project Codes

b. Approved DLMS Change ([ADC](#)) 19, DAASC Requisition Edit for OSD/CJCS Invalid/Expired Project Codes, dated November 8, 1999

### 4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:** This PCMS change is provided to establish a new web-based project code management system to be hosted at DLA Transaction Services and to update project code management procedures accordingly.

b. **Background:**

(1) Reference 3.a. documents the procedures for project codes. Category A & B project codes are Service specific and coordinated internally or among the relevant Services/Agencies (S/A) through designated S/A project code representatives. Category C & D are common use project codes for which MILSTRIP has a greater role helping to manage.

(2) Defense Logistics Management Standards Office (DLMSO) provides an administrative support role for the assignment and lifecycle management of Category C & D project codes. DLMSO staff track which Category C & D project codes are available for assignment, which are still active, changes to project code status, and which expired codes should not be assigned to avoid premature repurposing. DLMSO staff distribute project code updates to the DOD Enterprise and notify requestors when codes are about to expire.

(3) On occasion, DLMSO staff will conduct research to identify new monitors/coordinators to assess whether old project codes are still valid and update the contact information.

(4) Due to the manual nature of managing project codes, DLMSO worked with the Office of the Chairman of the Joint Chiefs of Staff (CJCS) on processes to ensure CJCS can act as flexibly and quickly as possible to issue project codes without having to worry about back and forth communication with DLMSO.

(5) There have been discussions in prior years between DLMSO and DLA Transaction Services about options to develop a central Web-based application to enable accurate, timely, and efficient management of project codes. Due to resource constraints the parties were unable to move forward on this project. Now DLA Transaction Services has developed similar solutions to benefit management of DoDAACs and fund codes, and the experience and technical design from those solutions can be applied to a project code management system. DLA Transaction Services is also a stakeholder in project codes, as Reference 3.b. established some of the Category D project code related edits already supported by DLA Transaction Services during the processing of requisitions.

(6) While the primary focus of this change is on Category C & D project codes, the intent is to develop a solution which, if desired by the Services in the future, can most easily be upgraded to support Category A & B project code management as well.

**c. Requested Change in Detail:**

(1) Revise MILSTRIP Appendix 2.13 procedures for requesting and maintaining Category C & D project codes using web-based application, Project Code Management System (PCMS). Replace manual generation of project code memorandums with a near real-time PCMS generated email as updates occur, and enable the Project Code Master List to be auto generated on demand from PCMS. Reorganize procedures and apply latest administrative style guidance to improve the process flow for readability.

(2) Adjust procedures for OSD/CJCS Category C & D project code assignments from a general statement that they are to be assigned “for a specified period of time”, to a more concrete requirement that they have a termination date no longer than two years. Prior to the project code expiring, the monitors/coordinators evaluate the necessity for extending the project code for up to an additional two years as well as update contact information.

**Staffing Note:** The intent of the recommended two year cap for re-evaluating project codes is to ensure the process is not too burdensome for renewing long-running programs. It also avoids project codes sticking around long past when they should have been closed or contact information goes stale.

(3) Expand the requisition validation edit of MILSTRIP, Appendix 2.13 (Current: AP2.13.4.4.4.4, Proposed: AP2.13.9.2.), to include Category C project codes. Extending the edit check to Category C codes validates the accuracy and legitimacy of the project codes in DLMS transactions, and any subsequent analysis dependent on the project codes.

(4) Develop PCMS to support the MILSTRIP procedures and include the data field requirements of Enclosure 1. To assist developers with identifying business rules to incorporate into PCMS based on MILSTRIP procedures, Enclosure 2 provides an initial set of rules traced to the proposed procedures of this PDC. Additional functional capabilities based on user roles are captured in Enclosure 3. The specific design details for implementing PCMS will be worked out with DLA Transaction Services.

(5) PCMS Reports and Subscriptions

(a) DLA Transaction Services will include a means for users to access a web report of active and recently expired project codes. See Enclosure 4 for a mockup of the report template indicating how data from PCMS database would be used to populate the report.

(b) DLA Transaction Services will provide a service for authorized users to subscribe for updates to project codes. MILSTRIP appendix 1.1 is updated (Enclosure 5) to include new templates for messages to be sent by PCMS to subscribers for notification of new project codes, project code extensions, and cancellations before planned termination date (Enclosure 6). DLA Transaction Services will detail the requirements and procedures for parties to subscribe to receive notifications of project code updates.

(6) DLA transaction Services will support a web service capability for Components systems to receive current project code data as new project codes are assigned and updates occur. The content of the web service will be based on the similar information distributed in the notifications to subscribers, but the exact content and format will be coordinated with DLA Transaction Services.

(7) Since all Category C & D project codes have been centrally managed for some time, the assignment logic based on the second position to avoid more than one party assigning the same code is to be removed from the procedures. Category C project codes will be expanded to include numerics (i.e. 3/alphabetic/alphabetic) and there will no longer be reserved pools of codes for exercises (3E\_), Joint Materiel Priorities and Allocation Board (3J\_ and 3H\_), and rapid deployment/reaction forces (3R\_). Category D project codes will no longer be divided into pools for OSD (9/numeric/numeric), scarce resources (9/numeric/alpha), release of safety stocks and war reserves (9/alpha/numeric), and infrastructure visibility and support (9/alpha/alpha).

**Staffing Note:** OSD, CJCS, and Components are requested to comment if systems have implemented any logic based on the existing second position or alpha/numeric assignment rules, or is there ongoing justification to retain these distinctions for recognizing the basis for code assignments.

**d. Revisions to DLM 4000.25 Manuals:** Update MILSTRIP Appendix 2.13 to reflect use of PCMS for Category C & D project code management (Enclosure 7), including additional PCMS support procedures such as formalizing stakeholder designation of their project code representatives (Enclosure 8) and elimination of the breakdown by second position alpha/numeric format. Add validation of Category C project codes.

**e. Alternatives:** None.

**5. REASON FOR CHANGE:** This change automates the work of maintaining the list of valid project codes and enables authorized individuals to assign and update project codes less encumbered by the manual procedures currently in place. PCMS ensures an authoritative data source for project code management within the global DOD domain.

## 6. ADVANTAGES AND DISADVANTAGES:

**a. Advantages:** Eliminates manual tracking of Category C & D CJCS Project Codes making it easier to issue and maintain project codes. Also, automates the management of the project code lifecycle to minimize potential for errors, eliminate redundant project code usage, and keep supply systems informed of updates. PCMS is to be built leveraging as much as possible from existing capabilities for similar systems hosted by DLA Transaction Services, such as the DoDAAD Update Application and the Web Fund Code Application.

**b. Disadvantage:** None.

**7. ADDITIONAL FUNCTIONAL REQUIREMENTS:** While this PDC and the initial PCMS focus on Category C & D project codes, some aspects of the design requirements for PCMS will attempt to anticipate support for Category A & B projects codes to minimize significant development impacts should interested stakeholder Components later seek to incorporate management of their Category A & B codes in PCMS. For instance, the PCMS database requirements include fields for multiple owners of a Category B project code.

**Staffing Note:** Request Components identify requirements that would facilitate future capability for PCMS to support Category A & B project codes.

**8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Target implementation is September 2015.

**9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** DLMSO and DLA Transaction Services estimate a combined average 6.5 man hours for each project code generated, which would no longer be necessary with the proposed PCMS. A combined potential savings of an additional 2 hours per project code may be possible if all Components establish automated updates through web services, to replace manual system updates. There are currently 83 active project codes.

## 10. IMPACT

**a. New/Changed DLMS Data Elements:** None.

**b. Automated Information Systems (AIS):** DLA Transaction Services will provide a web service to enable feeds to Component AIS using its web service infrastructure. Services wishing to make use of the web service capability will need to coordinate service agreements with DLA Transaction Services.

**c. DLA Transaction Services:** Expand the requisition validation edit of MILSTRIP, Appendix 2.13, to include Category C project codes. DLA Transaction Services will develop PCMS and manage the System Access Request (SAR) process for granting accounts to designated S/A project code representatives. The initial lists of business rules and explanations for PCMS design consideration are included in Enclosures 3 and 4.

**d. Non-DLA Logistics Management Standards Publications:** CJCS may determine needs to update CJCSI 4110.01D.

# DRAFT PROJECT CODE MASTER FILE LAYOUT

As of 15 September 2014

## ENCLOSURE 1 TO PDC 1118

### Project Code Management System Master File Layout

**Table Layout Explanation.** The Type column identifies the data type and, when applicable, the maximum number of characters in parentheses. For the Use column: M = Mandatory, O = Optional, and C = Conditional.

**Layout for Project Code Table.** Table detailing reserved, active, and expired project codes.

Field Name	Type	Use	Definition	Business Rule
PROJECT_CAT	VARCHAR2 (1)	M	<b>Project Category:</b> Identifies the scope of the project code.	<ul style="list-style-type: none"><li>• Values = A, B, C, D</li></ul>
CODE_OWNER	VARCHAR2 (2)	M	<b>Code Owner:</b> Identifies the primary Service/Agency monitoring/coordinating the project code.	<ul style="list-style-type: none"><li>• Default from user profile.</li><li>• Values:<ul style="list-style-type: none"><li>○ A = US Army</li><li>○ D = DoD MILSTRIP Administrator</li><li>○ F = US Air Force</li><li>○ H = OSD</li><li>○ J = CJCS</li><li>○ M = US Marine Corps</li><li>○ N = US Navy</li><li>○ S = Defense Logistics Agency</li></ul></li></ul>
CODE_PARTNER <sup>1</sup>	VARCHAR2 (1)	C	<b>Code Partner:</b> For Category B project codes, identifies the secondary Service/Agency partner implementing use of the code.	<ul style="list-style-type: none"><li>• If PROJECT_CAT is "A", "C" or "D", then must be null.</li><li>• If PROJECT_CAT is "B" and LIFECYCLE is not "R", then must not be null.</li><li>• Values:<ul style="list-style-type: none"><li>○ A = US Army</li><li>○ F = US Air Force</li><li>○ M = US Marine Corps</li><li>○ N = US Navy</li><li>○ S = Defense Logistics Agency</li><li>○ O = Other<sup>2</sup></li></ul></li></ul>

<sup>1</sup> Procedures do not limit use of Category B project codes to just two Services/Agencies. Validate if system needs to support use of Category B project codes among three Service/Agencies. If more than 3 Service/Agencies are involved, the project code should be Category C.

<sup>2</sup> If PCMS is expanded to manage Category B project codes, Services/Agencies will need to identify the code partner(s), as required.

## DRAFT PROJECT CODE MASTER FILE LAYOUT

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Field Name	Type	Use	Definition	Business Rule
PROJECT_CODE	VARCHAR2 (3)	M	<b>Project Code:</b> Identifies requisitions and related documentation as to special programs, exercises, projects, operations or other purposes.	<ul style="list-style-type: none"> <li>• If PROJECT_CAT equals "C" or "D", there may be multiple versions of the same PROJECT_CODE with different CREATION_DATE values, but only one instance of the PROJECT_CODE can have LIFECYCLE equal to either R, P, or A. A PROJECT_CODE cannot be reused until all prior uses have LIFECYCLE equal to X with ACTUAL_EXPIRED_DATE older than five years.</li> <li>• Default is oldest unused of the available codes.</li> <li>• If PROJECT_CAT is "D", then PROJECT_CODE must be 3 characters formatted as "9" + [alphanumeric] + [alphanumeric].</li> <li>• If PROJECT_CAT is "C", then PROJECT_CODE must be 3 alphanumeric characters<sup>3</sup>, where the first character must be "3" or an alphabetic character.</li> </ul>
SVC_APP	VARCHAR2 (16)	O	<b>Service Applicability:</b> Service/Agency codes identifying the inclusion, or exclusion, of users of the code.	<ul style="list-style-type: none"> <li>• PROJECT_CAT must equal "C".</li> </ul>
SVC_APP_EXCEPT_FLAG	BOOLEAN	O	<b>Service Applicability Exception Flag:</b> Indicates if the identified users constitute the inclusive list or those that are exceptions to the users	<ul style="list-style-type: none"> <li>• SVC_APP must not be null.</li> <li>• Default is "False".</li> </ul>
DUR_BEGIN_DATE	DATE	C	<b>Duration Begin Date:</b> The first day the project code is eligible to be used.	<ul style="list-style-type: none"> <li>• If LIFECYCLE is not R, then must not be null.</li> <li>• Date must be equal to or later than CREATION_DATE minus 7 days.<sup>4</sup></li> </ul>
DUR_CONTINUOUS	BOOLEAN	M	<b>Duration Continuous:</b> Indicator that a MILSTRIP Administrator assigned project code does not have a set expiration date.	<ul style="list-style-type: none"> <li>• Default is "False".</li> <li>• CODE_OWNER must be D.</li> <li>• Must be "False" if DUR_END_DATE is not null.</li> <li>• If LIFECYCLE is not R, then either DUR_CONTINUOUS is "True" or DUR_END_DATE must not be null.</li> </ul>

<sup>3</sup> General rule is for Category C project codes to be formatted as "3" + [alphanumeric] + [alphanumeric], but there are some longstanding exceptions to this rule which may be better enforced at the application instead of the database to avoid issues with those existing exceptions.

<sup>4</sup> May decide to enforce at the application instead of the database to avoid issues during initial population of existing project codes.

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Field Name	Type	Use	Definition	Business Rule
DUR_END_DATE	DATE	C	<b>Duration Original End Date:</b> The day the project code is set to expire as of the establishment of the project code.	<ul style="list-style-type: none"> <li>• Must be null if DUR_CONTINUOUS is "True".</li> <li>• Must be later than DUR_BEGIN_DATE.</li> <li>• Must be less than or equal to two years past DUR_BEGIN_DATE.</li> </ul>
DUR_EXTENSION_DATE	DATE	C	<b>Duration Extension End Date:</b> A day beyond the original expiration date reflecting an authorized extension for using the project code until this new expiration date. May be superseded as necessary with additional extensions.	<ul style="list-style-type: none"> <li>• Must be null if DUR_CONTINUOUS is "True".</li> <li>• Must be later than DUR_BEGIN_DATE.</li> <li>• Must be later than DUR_END_DATE.</li> <li>• May only be entered and edited when LIFECYCLE is A.</li> </ul>
ACTUAL_EXPIRED_DATE	DATE	C	<b>Actual Expired Date:</b> The date the project code is no longer an active project code.	<ul style="list-style-type: none"> <li>• When set, must be earlier than or equal to current date.</li> <li>• Must be later than DUR_BEGIN_DATE.</li> <li>• If DUR_END_DATE is not null and DUR_EXTENSION_DATE is null, then must be earlier than or equal to DUR_END_DATE.</li> <li>• If DUR_EXTENSION_DATE is not null, then must be earlier than or equal to DUR_EXTENSION_DATE</li> </ul>
PROJECT_CODE_NAME	VARCHAR2 (40)	C	<b>Project Code Text Name:</b> A short, unclassified name for referring to the project.	<ul style="list-style-type: none"> <li>• If LIFECYCLE is not R, then must not be null.</li> </ul>
PROJECT_USE	VARCHAR2 (500)	O	<b>Project Use:</b> A clear-text statement defining the intended use of the code and indicating those to whom it applies (unless the use is classified).	
REFERENCE	VARCHAR2 (255)	O	<b>References:</b> Cite inter-S/A agreements and other documents when establishing or specifying special controls for the project.	
POC_ONE	VARCHAR2 (20)	M	<b>Primary POC:</b> Foreign key to a POC_ID on the Points of Contact Table for the one with primary monitoring/coordinating responsibility.	<ul style="list-style-type: none"> <li>• The POC's SERVICE_AGENCY_ROLE on the Points of Contact Table must equal the Project Code's CODE_OWNER.</li> </ul>
POC_TWO	VARCHAR2 (20)	C	<b>Secondary POC:</b> When a second POC has monitoring/coordinating responsibility, this is a Foreign key to a POC_ID on the Points of Contact Table.	<ul style="list-style-type: none"> <li>• Primary POC must not be null.</li> </ul>

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Field Name	Type	Use	Definition	Business Rule
POC_THREE	VARCHAR2 (20)	C	<b>Tertiary POC:</b> When a third POC has monitoring/coordinating responsibility, this is a Foreign key to a POC_ID on the Points of Contact Table.	<ul style="list-style-type: none"> <li>Primary POC and Secondary POC must not be null.</li> </ul>
SC_EXCLUDE_IND	BOOLEAN	M	<b>SC Not Authorized:</b> Indicates project code is not authorized for use by Security Cooperation Customers.	<ul style="list-style-type: none"> <li>Default is "False"</li> </ul>
NATO_ONLY	BOOLEAN	M	<b>NATO Use Only:</b> Indicates project code is only authorized for use by NATO member countries.	<ul style="list-style-type: none"> <li>Default is "False"</li> </ul>
AUTO_ACTIVATE_DATE	DATE	C	<b>Auto-Activate Date:</b> A date provided to preset the activation of a project code.	<ul style="list-style-type: none"> <li>If LIFECYCLE is "R", then must be null.</li> <li>If LIFECYCLE is "P", then must not be null.</li> <li>If LIFECYCLE is "A" or "X", then AUTO_ACTIVATE_DATE is not editable.</li> <li>When established, must be later than current date (i.e. the date the LIFECYCLE is set to P), and less than or equal to current date + 30 days.</li> </ul>
LIFECYCLE	VARCHAR2 (1)	M	<b>Lifecycle:</b> System managed code indicating the current state of the record as it progresses through the workflow to become an active code and held five years beyond expiration before allowing the code to be reassigned.	<ul style="list-style-type: none"> <li>Values: <ul style="list-style-type: none"> <li>R = Reserved/Draft</li> <li>P = Pending Auto Activation</li> <li>A = Active</li> <li>X = Expired</li> </ul> </li> <li>Status "R" is valid for CREATE_DATE + 1 year, after which the record is deleted.</li> <li>Status "A" is valid when the current date is later than the DUR_BEGIN_DATE and the DUR_END_DATE, or when not null, the DUR_EXTENSION_DATE</li> <li>Status "X" is valid when ACTUAL_EXPIRED_DATE is not null and equal to or earlier than current date.</li> </ul>
ACTION_CODE	VARCHAR2 (1)	M	<b>Action Code.</b> System maintained code indicating type of action last taken on a record.	<ul style="list-style-type: none"> <li>Values: A, C, D (Add, Change, Delete)</li> <li>Records can only be deleted when LIFECYCLE = "R" or "P".</li> </ul>
CREATE_DATE	DATE	M	<b>Creation Date.</b> System maintained date a record was created.	
LAST_UPDATE	DATE	M	<b>Last Update Date.</b> System maintained date a record was last updated.	

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Field Name	Type	Use	Definition	Business Rule
CUSTOMER_USERID	VARCHAR2 (20)	M	<b>Customer User Identifier.</b> System maintained identifier of a system user who updated the record.	

**Layout for Points of Contact Table.** Table for contact information of the project code owners which can be associated with one or more project codes.

Field Name	Type	Use	Definition	Business Rule
POC_ID	VARCHAR2 (20)	M	<b>POC Identifier.</b> System maintained identifier to uniquely identify a POC record. The Project Code Table will reference this ID whenever a POC is associated as the monitor/coordinator for a project code.	<ul style="list-style-type: none"> <li>System generated number to uniquely identify points of contact records.</li> </ul>
SERVICE_AGENCY_ROLE	VARCHAR2 (1)	M	<b>Service Agency Role:</b> Identifies the organizational role/scope of project codes the POC monitors/coordinates.	<ul style="list-style-type: none"> <li>Values:                             <ul style="list-style-type: none"> <li>A = US Army</li> <li>D = DoD MILSTRIP Administrator</li> <li>F = US Air Force</li> <li>H = OSD</li> <li>J = CJCS</li> <li>M = US Marine Corps</li> <li>N = US Navy</li> <li>S = Defense Logistics Agency</li> <li>X = SOCOM</li> <li>O = Other</li> </ul> </li> </ul>
POC_ORG	VARCHAR2 (50)	M	<b>Organization:</b> Organization code and/or name as appropriate.	
POC_NAME	VARCHAR2 (50)	M	<b>POC Name:</b> Name of person to designated to be the point of contact for a project code.	
POC_COMM	NUMERIC (10)	O	<b>Commercial Telephone:</b> A commercial telephone number for a POC.	<ul style="list-style-type: none"> <li>Minimum 10 digits, maximum 10 digits.</li> </ul>
POC_DSN	NUMERIC (10)	O	<b>DSN:</b> A defense switched network number for a POC.	<ul style="list-style-type: none"> <li>Minimum 7 digits, maximum 10 digits.</li> </ul>
POC_EMAIL	VARCHAR2 (50)	O	<b>Email:</b> An email address for a POC.	<ul style="list-style-type: none"> <li>Must be a .mil domain</li> </ul>
ACTION_CODE	VARCHAR2 (1)	M	<b>Action Code.</b> System maintained code indicating type of action last taken on a record.	<ul style="list-style-type: none"> <li>Values: A, C, D (Add, Change, Delete)</li> </ul>
CREATE_DATE	DATE	M	<b>Creation Date.</b> System maintained date a record was created.	
LAST_UPDATE	DATE	M	<b>Last Update Date.</b> System maintained date a record was last updated.	

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Field Name	Type	Use	Definition	Business Rule
CUSTOMER_ USERID	VARCHAR2 (20)	M	<b>Customer User Identifier.</b> System maintained identifier of a system user who updated the record.	

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## ENCLOSURE 2

### Initial PCMS Business Rules

This table provides a recommended initial set of business rules to assist with DLA Transaction Services development of PCMS. It is provided in the PDC for information of design aspects to be coordinated with DLA Transaction Services. The cited MILSTRIP justifications are based on the proposed procedures in Enclosure 7 below.

No.	PROPOSED DESIGN RULE	REASON
1.	User Roles will be established for: <ul style="list-style-type: none"> <li>• OSD</li> <li>• CJCS</li> <li>• DoD MILSTRIP Administrator (Includes designated alternates to the Administrator)</li> <li>• Project Code / SPRC Representative (Read only access)</li> </ul>	MILSTRIP AP2.13.4.3. AP2.13.4.4. AP2.13.9.1.2.
2.	OSD/CJCS users are allowed to reserve, create, update, and terminate: <ul style="list-style-type: none"> <li>• Category D project codes</li> <li>• Category C project codes formatted as (3/alphanumeric/alphanumeric)</li> </ul>	MILSTRIP AP2.13.4.3. AP2.13.4.4.
3.	DoD MILSTRIP Administrator users are allowed to reserve, create, update, and terminate Category C project codes formatted as (3/alphanumeric/alphanumeric), as well as codes CYK, JZC, JZM, JZO, and RBB.	MILSTRIP AP2.13.4.3. AP2.13.4.3.2.
4.	Category C project codes are formatted (3/alphanumeric/alphanumeric) with exceptions to allow for CYK, JZC, JZM, JZO, and RBB.	MILSTRIP AP2.13.4.3. AP2.13.4.3.2.
5.	Category D project codes are formatted (9/alphanumeric/alphanumeric)	MILSTRIP AP2.13.4.4.
6.	Category C project codes must have a termination date no later than two years out, which may be extended prior to expiration for two years from the time of extension. MILSTRIP allows an exception to this rule for project codes designated for ongoing MILSTRIP procedures.	MILSTRIP AP2.13.4.3. AP2.13.7.
7.	Category D project codes must have a termination date no later than two years out, which may be extended prior to expiration for two years from the time of extension.	MILSTRIP AP2.13.4.4. AP2.13.7.
8.	DoD MILSTRIP Administrator users are the only ones allowed to set Category C project code as continuous for project codes for ongoing MILSTRIP procedures.	MILSTRIP AP2.13.6.3.

<b>No.</b>	<b>PROPOSED DESIGN RULE</b>	<b>REASON</b>
9.	<p>When project codes are activated, extended, or manually cancelled before the set termination date, a notification will be disseminated systemically by the Project Code Management System (PCMS) to:</p> <ul style="list-style-type: none"> <li>• the project code POC(s) (i.e., Monitor(s)/Coordinator(s)),</li> <li>• PCMS subscribers for project code updates.</li> </ul>	<p>MILSTRIP AP2.13.6. AP2.13.6.2.2. AP2.13.6.3.1. AP2.13.6.3.2. AP2.13.6.3.3.</p>
10.	<p>When project codes are activated, extended, or manually cancelled before the set termination date a web service will disseminate the information to systems that have established agreements with DLA Transaction Services to receive updates.</p>	<p>MILSTRIP AP2.13.6. AP2.13.6.2.2.</p>
11.	<p>Users will be able to produce reports (on demand or pre-generated) containing all active Category C &amp; D project codes and those expired in the past six months, with exceptions where prohibited by security classification (See Enclosure 4 below). An encrypted version of the report with FOUO information will be available to CAC/PKI verified users.</p>	<p>MILSTRIP AP2.13.6.4.1. PII Policy</p>
12.	<p>Users will be able to perform ad hoc queries of project code data. Types of queries allowed will be coordinated with DLA Transaction Services.</p>	<p>MILSTRIP AP2.13.6.4.2.</p>
13.	<p>DAAS can validate that a Category C or D project code in a DLMS transaction is valid and active in PCMS.</p>	<p>MILSTRIP AP2.13.9.2.</p>
14.	<p>A project code can be reserved to be completed later. Within a year of being reserved the project code must be activated, or at least set to be activated, otherwise the reservation will be cancelled and the project code made available for another assignment. The reservation may be manually cancelled by the owning user role (e.g., only another CJCS user can cancel a reservation established by a CJCS user) and revert to an available code.</p>	<p>MILSTRIP AP2.13.9.3.1.</p>
15.	<p>A project code can be set to become active on a specific date up to 30 days in the future. If prior to becoming active the pre-set activation is cancelled by a user of the controlling role (e.g., OSD), the project code will revert to reserved status, unless it must be cancelled due to already being reserved for more than one year.</p>	<p>MILSTRIP AP2.13.9.3.2.</p>
16.	<p>Expired project codes cannot be reused until at least five years after the project code expired.</p>	<p>MILSTRIP AP2.13.9.3.3.</p>
17.	<p>When presenting the next available project code for a new project code, PCMS will offer the code that has gone the longest since being expired.</p>	<p>MILSTRIP AP2.13.9.3.3.</p>

## ENCLOSURE 3

### User Role Functional Capabilities

No.	Functional Capability	OSD/CJCS	MILSTRIP Admin.	Read-Only Access
1.	Update information for POCs.	Yes	Yes	N/A
2.	Ability to check if a desired project code, other than the next available, is available for reservation/assignment.	Cat. C & D	Cat. C	N/A
3.	Ability to reserve an available project code for up to one year. If not set to be active (or at least scheduled to be active) within the year, the reservation is removed and the project code is made available for use again. A reminder should be sent 30 days out from the one year mark.	Cat. C & D	Cat. C	N/A
4.	Ability to schedule a reserved/draft project code to automatically become active on a specific future date within the next 30 days.	Cat. C & D	Cat. C	N/A
5.	Proactive notification to POCs of project codes expiring within the next 30 days.	Cat. C & D	Cat. C	N/A
6.	Proactive notification if the pool of available project codes for a category drops below twenty. [Need to validate the parameters for each pool of project codes.]	Cat. C & D	Cat. C & D	N/A
7.	Subscribe to receive notifications of new, extended, and expired project codes.	Automatic with account	Automatic with account	Yes
8.	Download FOUO Project Code report	Yes	Yes	Yes
9.	Download Non-FOUO Project Code report	Yes	Yes	Yes
10.	Perform ad hoc queries	Yes	Yes	Yes

# ENCLOSURE 4

## Project Code Report Template

In the following report template **purple highlight** indicates content that will only be generated on the FOUO version of the report, **yellow highlight** indicates pseudo-code logic to generate standard report content based on system data, and **grey highlight** is for example data. Braces “{...}” encapsulate logic expressions, and brackets “[...]” contain PCMS data fields to populate the report.

### For Official Use Only

Effective: **[REPORT\_EFFECTIVE\_DATE (DD Month YYYY)]**

Project codes are used for the purpose of distinguishing requisitions and related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Category D Project Codes are assigned for use by the Office of the Secretary of Defense/Chief, Joint Chiefs of Staff, while Category C Project Codes are common purpose Project Codes for use by all or specified Components. A complete set of rules and procedures is contained in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.13, which is available at [www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSTRIP/Default.asp](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSTRIP/Default.asp)

#### CATEGORY D 9-SERIES, OFFICE OF THE SECRETARY OF DEFENSE/ CHIEF, JOINT CHIEFS OF STAFF, PROJECT CODES

CODE	DURATION	USE/REFERENCE	MONITOR/COORDINATOR
{Include [PROJECT_CODE] where [LIFECYCLE] = A.}	[DUR_BEGIN_DATE (Month DD, YYYY)] + {If DUR_EXTENSION_DATE is not null, Then " Extended to" + [DUR_EXTENSION_DATE] (Month DD, YYYY), Or If DUR_END_DATE is null, Then " to Continuing", Else " to " [DUR_END_DATE] (Month DD, YYYY) }  <b>Examples:</b> 1) April 08, 2008 Extended to July 31, 2014  2) October 13, 1976 to Continuing  3) August 29, 2013 to August 31, 2014	[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC]  {If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries." {If NATO_ONLY is True, Then "This project code is for NATO use only." [REFERENCE]	{For POC_ONE, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####) "Email: " [POC_EMAIL] }  {If POC_TWO is not null, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####) "Email: " [POC_EMAIL] }  { If POC_THREE is not null, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME]



# For Official Use Only

## CATEGORY C 3-SERIES, COMMON USE, PROJECT CODES

CODE	DURATION	USE/REFERENCE	MONITOR/COORDINATOR
<p>{Include [PROJECT_CODE] where [LIFECYCLE] = A.}</p> <p>Service Codes: {If [SVC_APP] is not null AND [SVC_APP_EXCEPT_FLAG] is False, Then [SVC_APP], Or If [SVC_APP] is not null AND [SVC_APP_EXCEPT_FLAG] is True, Then "All except [SVC_APP], Else "All"}</p>	<p>[DUR_BEGIN_DATE (Month DD, YYYY)] + {If DUR_EXTENSION_DATE is not null, Then " <b>Extended to</b>" + [DUR_EXTENSION_DATE] (Month DD, YYYY), Or If DUR_END_DATE is null, Then " to Continuing", Else " to " [DUR_END_DATE] (Month DD, YYYY) }</p> <p><b>Examples:</b></p> <p>1) April 08, 2008 Extended to July 31, 2014</p> <p>2) October 13, 1976 to Continuing</p> <p>3) August 29, 2013 to August 31, 2014</p>	<p>[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC]</p> <p>{If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries."</p> <p>{If NATO_ONLY is True, Then "This project code is for NATO use only."</p> <p>[REFERENCE]</p>	<p>{For POC_ONE, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####) "Email: " [POC_EMAIL] }</p> <p>{If POC_TWO is not null, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####) "Email: " [POC_EMAIL] }</p> <p>{ If POC_THREE is not null, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####) "Email: " [POC_EMAIL] }</p>

The following Category C project codes have expired in the past six months

CODE	DURATION	USE/REFERENCE	MONITOR/COORDINATOR
<p>{Include [PROJECT_CODE] where [ACTUAL_EXPIRED_DATE] = current date - 180 days.}</p> <p>Service Codes: {If [SVC_APP] is not null</p>	<p>[DUR_BEGIN_DATE (Month DD, YYYY)] + {If DUR_EXTENSION_DATE is not null, Then " <del>Extended to</del>" + [DUR_EXTENSION_DATE] (Month DD, YYYY), Or If DUR_END_DATE is null, Then " <del>to Continuing</del>", Else " <del>to</del> " [DUR_END_DATE] (Month DD, YYYY) }</p> <p style="text-align: center;"><b>"Expired on"</b></p> <p>[ACTUAL_EXPIRED_DATE] (Month DD, YYYY)</p> <p><b>Examples:</b></p> <p>1) April 08, 2008 <del>Extended to July 31, 2014</del></p>	<p>[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC]</p> <p>{If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries."</p> <p>{If NATO_ONLY is True, Then "This project code is for NATO use only."</p> <p>[REFERENCE]</p>	<p>{For POC_ONE, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####) "Email: " [POC_EMAIL] }</p> <p>{If POC_TWO is not null, complete from Point of Contact Table: [ORGANIZATION] [POC_NAME] "Comm: " + [POC_COMM] (###-###-####)</p>

<p>AND  SVC_APP_  EXCEPT_F  LAG is  False, Then  [SVC_APP],  Or If  [SVC_APP]  is not null  AND  SVC_APP_  EXCEPT_F  LAG is True,  Then "All  except "  [SVC_APP],  Else "All"]</p>	<p style="text-align: center;"><b>Expired on  July 31, 2014</b></p> <p>2) October 13, 1976 to <del>Continuing</del></p> <p style="text-align: center;"><b>Expired on  October 25, 2013</b></p> <p>3) August 29, 2013 to <del>August 31, 2014</del></p> <p style="text-align: center;"><b>Expired on  August 31, 2014</b></p>		<p>"DSN: " + [POC_DSN] (###-###-####)  "Email: " [POC_EMAIL] }</p> <p>{ If POC_THREE is not null, complete  from Point of Contact Table:  [ORGANIZATION]  [POC_NAME]  "Comm: " + [POC_COMM] (###-###-  ####)  "DSN: " + [POC_DSN] (###-###-####)  "Email: " [POC_EMAIL] }</p>
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**ENCLOSURE 5**  
**AP1. APPENDIX 1**

**FORMS/MESSAGE FORMATS INDEX**

Number	Title
AP1.	FORMS/MESSAGE FORMATS INDEX
AP1.1.	FORMS/MESSAGE FORMATS INTRODUCTION
AP1.2.	DD FORM 1348, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)
AP1.3.	DD FORM 1348M, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
AP1.4.	DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT
AP1.5.	STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT
AP1.6.	DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)
AP1.7.	<b>RESERVED</b>
AP1.8.	MILSTRIP MESSAGE REQUISITION
AP1.9.	MILSTRIP MESSAGE FOLLOW-UP
AP1.10.	MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST
AP1.11.	ABBREVIATED MILSTRIP MESSAGE SUPPLY STATUS
AP1.12.	ABBREVIATED MILSTRIP MESSAGE SHIPMENT STATUS
AP1.13.	MILSTRIP PART NUMBER/NON-NSN MESSAGE REQUISITION
AP1.14.	RESERVED
AP1.15.	MESSAGE REQUEST FOR SPECIAL MATERIEL OBLIGATION VALIDATION
AP1.16.	MESSAGE REPLY TO SPECIAL MATERIEL OBLIGATION VALIDATION REQUEST
AP1.17.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP1.18.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)

Number	Title
AP1.19.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP1.20.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP1.21.	REPORT OF VALIDATION OF MATERIEL OBLIGATIONS
AP1.22.	ABBREVIATED MESSAGE ASSET REPORT, ETC. (MATERIEL RETURNS PROGRAM)
AP1.23.	MASS OR UNIVERSAL CANCELLATION MESSAGE
AP1.24.	DEFENSE LOGISTICS MANAGEMENT SYSTEM/LEGACY MILSTRIP REVISION IMPLEMENTATION REPORT
AP1.25.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING
AP1.26.	RESERVED
AP1.27.	ISSUE RELEASE/RECEIPT DOCUMENT PREPRINTED FORM WITHOUT LOGMARS BAR CODING DATA
AP1.28.	RESERVED
AP1.29.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING FOREIGN MILITARY SALES
AP1.30.	RESERVED
AP1.31.	ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL
AP1.32.	MESSAGE REQUEST FORM DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE
AP1.33.	QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT
AP1.34.	UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT REPORT
AP1.35.	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A) WITH CODE 39 (THREE OF NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL ( <b>2D</b> ) <b>BAR CODE</b>
AP1.36	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE
<b>AP1.37</b>	<b>TEMPLATES FOR PROJECT CODE MANAGEMENT SYSTEM GENERATED PROJECT CODE DISSEMINATION NOTICES</b>
<b>AP1.38</b>	<b>APPOINTMENT LETTER TEMPLATE FOR SERVICE/AGENCY PROJECT CODE REPRESENTATIVE</b>

**ENCLOSURE 6 TO PDC 1118**  
**AP1.37. APPENDIX 1.37**

**Templates For Project Code Management System**  
**Generated Project Code Dissemination Notices**

AP 1.37.1. The message templates of this appendix support the procedures of MILSTRIP Appendix 2.13, Project Codes.

AP 1.37.1.1 The notices are automatically generated by the Project Code Management System (PCMS) and distributed to subscribers to announce new project codes, note when the termination date is extended, or project code(s) close earlier than the last announced termination date.

AP 1.37.1.2 In the following templates **yellow highlight** indicates pseudo-code logic to generate the notice content based on system data and **grey highlight** is for example data. Within the highlighted areas, braces "{...}" encapsulate logic expressions, brackets "[...]" contain PCMS data fields to populate the report, and parentheses "(...)" identify data formatting to be applied.

AP 1.37.2. New Project Code Notice. This template is used by PCMS to generate notifications of new project codes.

{Notice generation date (Month DD, YYYY)}

TO: MILSTRIP PROJECT CODE CONTACTS  
 SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Project Code [PROJECT\_CODE], [PROJECT\_CODE\_NAME]

This notice promulgates Project Code [PROJECT\_CODE]. New Project Code [PROJECT\_CODE] is assigned by the {Full name for [CODE\_OWNER]} for use by the Military Services and DOD Agencies in support of [PROJECT\_CODE\_NAME].

Policy and procedures for project codes are contained in DLM 4000.25-1, Military Standard Requisition Issue Procedures (MILSTRIP) Appendix 2.13. A listing of Category C and D Project Codes may be accessed from the Project Code Management System maintained at DLA Transaction Services or :

[https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/POC/ProjCodes/CD\\_ProjCd.docx](https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/POC/ProjCodes/CD_ProjCd.docx) (For Official Use Only (FOUO) version, including point of contact information), or [www.dla.mil/j-6/dlmsocertaccess/eLibrary/ServicePoints/CD\\_ProjCd\\_nopoc.docx](http://www.dla.mil/j-6/dlmsocertaccess/eLibrary/ServicePoints/CD_ProjCd_nopoc.docx) (general access).

Project Code [PROJECT\_CODE] is assigned as follows:

Code	Duration	Use/Reference	Monitor/Coordinator
[PROJECT_CODE]	[DUR_BEGIN_DATE] (Month DD, YYYY) + {If DUR_END_DATE is null, Then " to Continuing", Else " to "[DUR_END_DATE] (Month DD, YYYY) }	[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC] {If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries." {If NATO_ONLY is True, Then "This project code is for NATO use only."	[ORGANIZATION] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####)
	<b>Examples:</b> 1) October 13, 1976 to Continuing 2) August 29, 2013 to August 31, 2014	[REFERENCE]	

Addressees may direct their questions to the DOD MILSTRIP Administrator. All others please contact your Component Supply PRC Representative.

AP 1.38.3. Project Code Extension Notice. This template is used by PCMS to generate notifications when the project code(s) owner extends the termination date.

{Notice generation date (Month DD, YYYY)}

TO: MILSTRIP PROJECT CODE CONTACTS  
 SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Project Codes C and D Updates

This notice promulgates the extension of Project Code [PROJECT\_CODE].

Policy and procedures for project codes are contained in DLM 4000.25-1, Military Standard Requisition Issue Procedures (MILSTRIP) Appendix 2.13. A listing of Category C and D Project Codes may be accessed from the Project Code Management System maintained at DLA Transaction Services:

[https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/POC/ProjCodes/CD\\_ProjCd.docx](https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/POC/ProjCodes/CD_ProjCd.docx) (For Official Use Only (FOUO) version, including point of contact information), or [www.dla.mil/j-6/dlmsocertaccess/eLibrary/ServicePoints/CD\\_ProjCd\\_nopoc.docx](http://www.dla.mil/j-6/dlmsocertaccess/eLibrary/ServicePoints/CD_ProjCd_nopoc.docx) (general access).

Project Code [PROJECT\_CODE] is updated as follows:

Code	Duration	Use/Reference	Monitor/Coordinator
PROJECT_CODE]	[DUR_BEGIN_DATE (Month DD, YYYY)] + "Extended to" + [DUR_EXTENSION_DATE] (Month DD, YYYY)  <b>Example:</b> April 08, 2008 Extended to July 31, 2014	[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC]  {If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries." {If NATO_ONLY is True, Then "This project code is for NATO use only."  [REFERENCE]	[ORGANIZATION] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####)

Addressees may direct their questions to the DOD MILSTRIP Administrator. All others please contact your Component Supply PRC Representative.

AP 1.37.4. Early Closing of a Project Code Notice. This template is used by PCMS to generate notifications when the project code(s) owner closes of use of the code earlier than the last announced termination date. There is no notification sent when a project code closes on the published termination date.

{Notice generation date (Month DD, YYYY)}

TO: MILSTRIP PROJECT CODE CONTACTS  
SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Project Codes C and D Updates

This notice promulgates the expiration of Project Code [PROJECT\_CODE].

Policy and procedures for project codes are contained in DLM 4000.25-1, Military Standard Requisition Issue Procedures (MILSTRIP) Appendix 2.13. A listing of Category C and D Project Codes may be accessed from the Project Code Management System maintained at DLA Transaction Services:

[https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/POC/ProjCodes/CD\\_ProjCd.docx](https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/POC/ProjCodes/CD_ProjCd.docx) (For Official Use Only (FOUO) version, including point of contact information), or [www.dla.mil/j-6/dlmsocertaccess/eLibrary/ServicePoints/CD\\_ProjCd\\_nopoc.docx](http://www.dla.mil/j-6/dlmsocertaccess/eLibrary/ServicePoints/CD_ProjCd_nopoc.docx) (general access).

Project Code [PROJECT\_CODE] is updated as follows:

Code	Duration	Use/Reference	Monitor/Coordinator
PROJECT_CODE	<p>[DUR_BEGIN_DATE] (Month DD, YYYY) + {If DUR_EXTENSION_DATE is not null, Then "- Extended to" + [DUR_EXTENSION_DATE] (Month DD, YYYY), Or If DUR_END_DATE is null, Then "to Continuing", Else "to" [DUR_END_DATE] (Month DD, YYYY) }</p> <p><b>Expired on</b> [ACTUAL_EXPIRED_DATE] (Month DD, YYYY)</p> <p><b>Examples:</b> 1) April 08, 2008 Extended to July 31,</p>	<p>[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC]</p> <p>{If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries." {If NATO_ONLY is True, Then "This project code is for NATO use only." [REFERENCE]</p>	<p>[ORGANIZATION] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####)</p>

	<p><del>2014</del></p> <p><b>Expired on October 25, 2013</b></p> <p>2) October 13, 1976 <del>to Continuing</del></p> <p><b>Expired on October 25, 2013</b></p> <p>3) August 29, 2013 <del>to August 31, 2014</del></p> <p><b>Expired on October 25, 2013</b></p>		
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Addressees may direct their questions to the DOD MILSTRIP Administrator. All others please contact your Component Supply PRC Representative.

## ENCLOSURE 7 TO PDC 1118

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p><b><u>AP2.13. APPENDIX 2.13</u></b></p> <p><b><u>PROJECT CODES</u></b></p>	
<p>NUMBER OF CHARACTERS: Three.</p> <p>TYPE OF CODE: Alpha/Numeric.</p> <p>EXPLANATION: Identifies requisitions and related documentation as to special programs, exercises, projects, operations, or other purposes.</p> <p><b>LEGACY</b> RECORD POSITION(S): 57-59.</p> <p><b>DLMS SEGMENT/QUALIFIER:</b> <b>LQ Segment, LQ01 Qualifier 78<sup>1</sup></b></p> <p>AP2.13.1. Project codes are used to distinguish requisitions and related documentation and shipments, and to accumulate Service/Agency <b>(S/A)</b> performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. <del>The project code shall be entered in pp 57-59.</del> If no project code is applicable, <del>pp 57-59 shall be left</del> <b>leave</b> blank <b>in the relevant transactions.</b></p>	<p><i>Distinguish legacy and DLMS uses of project codes.</i></p> <p><i>Remove duplicative information about the legacy record positions.</i></p>
<p>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 <del>will</del> <b>shall</b> be processed strictly under the assigned priority designator and implied/requested preferential treatment to the contrary <del>will</del> <b>shall</b> be disregarded.</p>	<p><i>Administrative edits.</i></p>
<p>AP2.13.3. Project codes <del>will</del> <b>shall</b> be perpetuated in all related documentation and <del>will</del> <b>shall</b> appear as a part of shipping container markings. Recognition of project codes by suppliers in another Services/Agency <del>(S/A)</del> and the resultant special handling afforded requisitions and shipments <del>will</del> <b>shall</b> be limited to:</p>	<p><i>Administrative edits.</i></p>

<sup>1</sup> ADC 1043 added the Standard Line of Accounting (SLOA) requirement for a project code element in the FA2 segment, but also noted that the SLOA project code may or may not be the same as the supply project code.

REVISED APPENDIX 2.13 TEXT	EXPLANATION
AP2.13.3.1. <u>Shipment Consolidation</u> . Criteria for consolidation of project code materiel is published in DTR 4500.9-R.	
AP2.13.3.2. <u>Container Marking</u> . Shipments <del>will</del> <sup>shall</sup> be marked as prescribed in MIL-STD-129, as amended.	<i>Administrative edit.</i>
AP2.13.3.3. <u>Shipment Release/Movement Control</u> . At the time of project announcement for contingencies and similar rapid response situations, the initiating S/A <del>will</del> <sup>shall</sup> provide the instructions as to procedures to be followed on requisitions which must arrive at destinations within specified time periods.	<i>Administrative edit.</i>
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. <b>The authoritative source for each category of project codes is either maintained with the Services or the Project Code Management System (PCMS) as part of DLA Transaction Services logistics transaction processing infrastructure.</b>	
AP2.13.4.1. <u>Category A</u> . For use when no meaning of the code <del>will</del> <sup>shall</sup> be perpetuated outside the originating S/A. The code <del>will</del> <sup>shall</sup> be perpetuated in all related documentation and <del>will</del> <sup>shall</sup> appear as a part of the shipping container markings. Project codes in <del>e</del> <sup>C</sup> 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) activity address code (AAC), and by those Agencies using the multiuse Service Code H. <b>Category A project codes are managed by the Services and are not included in the PCMS.<sup>2</sup></b>	<i>Administrative edits. Explain that Category A project codes are managed by the individual Services outside PCMS.</i>
AP2.13.4.2. <u>Category B</u> . For use when recognition and exceptional processing actions have been prearranged between specified S/As. Category B project codes <del>will</del> <sup>shall</sup> be announced <b>by the managing S/A</b> only to participating S/As, <b>with the information described in the format provided below in AP2.13.6.3</b> . Assignment authority is the same as for <del>e</del> <sup>C</sup> Category A. <b>Category B project codes are managed by the Services and are not included in PCMS.<sup>3</sup></b>	<i>Clarified where the information of the announcement is detailed and made clear that Category B project codes are managed by the individual Services outside PCMS.</i>

<sup>2</sup> Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements.

<sup>3</sup> Ibid.

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p>AP2.13.4.3. Category C (3/alpha<del>numeric</del>/alpha<del>numeric</del>). Assigned for common purpose use by all or specified S/As. <b>Category C project code(s) are assigned for a specified period of time, not to exceed two years, with an exception for project codes assigned to ongoing MILSTRIP procedures. The project code monitor/coordinator will evaluate the need to extend and update Category C project codes prior to expiration.</b> <del>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 managed in PCMS by OSD, CJCS, or the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator. published on the DLA Logistics Management Standards Website unless prohibited by security classification.</del>  <a href="http://www.dla.mil/j-6/dlmso/olibrary/manuals/dlm/milstrip_pubs.asp">www.dla.mil/j-6/dlmso/olibrary/manuals/dlm/milstrip_pubs.asp</a></p>	<p><i>Expands pool of codes to include numerics. Clarifies that Category C project codes are to have a defined termination date of no more than two years out, to ensure the project codes are re-evaluated and updated. Exception for project codes related to ongoing procedures. Dissemination rules consolidated in AP2.13.6.</i></p>
<p>AP2.13.4.3.1. Assignment of <del>Category C</del> <b>Category C</b> project codes may be requested by OSD/CJCS or by S/As. S/A requests <del>will</del> <b>shall</b> be forwarded <del>by the Supply Process Review Committee (SPRC) representative</del> <b>by the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator</b> <del>by the designated S/A project code contact points.</del> Such requests <del>must</del> <b>shall</b>:</p>	<p><i>Administrative edits.</i></p>
<p>AP2.13.4.3.1.1. Include a statement of the intended use.</p>	
<p>AP2.13.4.3.1.2. Indicate the S/As which <del>will</del> <b>shall</b> be involved (including designator of applicable S/A codes).</p>	<p><i>Administrative edit.</i></p>
<p>AP2.13.4.3.1.3. Provide the effective date and termination date of the code.</p>	
<p><b>AP2.13.4.3.1.4. Identify at least one monitor/coordinator.</b></p>	<p><i>Consolidated from AP2.13.4.4.4.1.1. removed below.</i></p>
<p><b>AP2.13.4.3.1.5. Note any references.</b></p>	<p><i>Consolidated from AP2.13.4.4.4.1.1. removed below.</i></p>

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<del>AP2.13.4.3.2. The following special assignments are in effect:</del>	<i>Eliminated as only one exception assignment rule will remain.</i>
AP2.13.4.3.2.4. Project Codes <b>CYK</b> , JZC, JZM, <b>JZO</b> , and RBB are designated as €Category C and are authorized exceptions to the normal €Category C 3/alpha <b>numeric</b> /alpha <b>numeric</b> structure.	<i>Add existing CYK and JZO as format exceptions.</i>
<del>AP2.13.4.3.2.2. Project codes in the 3E_ series are reserved for assignment for exercises (e.g., military/mobilization exercises).</del>	<i>Removed to open up the series as available for any Category C code assignment.</i>
<del>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).</del>	
<del>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.</del>	
AP2.13.4.4. Category D (9/alphabetic/alphabetic). OSD/CJCS project codes. Requisitions and materiel releases with €Category D project codes <b>will</b> be ranked above all other requisitions with the same priority designators for processing purposes. <del>All category D project codes are in the 9_ series.</del> <b>Authorization for use of Category D project code(s) will be for a specified period of time, not to exceed two years. OSD/CJCS will evaluate the need to extend and update Category D project codes prior to expiration. All Category D codes are managed in PCMS by OSD and CJCS.</b> <del>The following definitions of specific series apply:</del>	<i>Administrative edit. Clarifies that Category D project codes are to have a defined termination date of no more than two years out, to ensure the project codes are re-evaluated and updated.</i>
<del>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&amp;MP) SCI in coordination with the DoD MILSTRIP Administrator.</del>	<i>Removed to open up the 9 series as available for any Category D code assignment.</i>
<del>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.)</del>	

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p><del>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.)</del></p>	
<p><del>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.</del></p>	
<p>AP2.13.4.54.4.4. <b><u>OSD and CJCS</u></b> Assignment Requests</p>	<p><i>Subsections reorganized out from Category D and applied specifically to OSD and CJCS.</i></p>
<p><del>AP2.13.4.4.4.1.1. S/A requesters of project codes shall provide Service Code(s), Use/References, Monitor/Coordinator, Effective Date, and Termination Date. This information is necessary for to produce the project code announcement required by paragraph AP2.13.5., below.</del></p>	<p><i>Consolidated into AP2.13.4.3.1. above</i></p>
<p>AP2.13.4.514.4.1.2. <b><i>OSD project codes will be assigned only to projects and programs clearly of direct interest to the Secretary of Defense (SECDEF).</i></b> Requests for assignment of OSD project code(s) <b><i>will</i></b> shall be submitted to the DASD (L&amp;MR) SCI. An information copy of the request <b><i>will</i></b> shall be provided to the DoD MILSTRIP Administrator. <del>The DoD MILSTRIP Administrator shall assign the appropriate project code</del> <b><i>uUpon</i></b> approval of the request by the DASD (L&amp;MR) SCI, <b><i>OSD will complete assignment of the project code in PCMS, or may request CJCS record the project code in PCMS on behalf of OSD.</i></b></p>	<p><i>Consolidated from AP2.13.4.4.4.2.1. below. OSD is to assign the project code using PCMS, but the rarity of OSD project code assignments requires that OSD be able to request CJCS record the project code on OSD's behalf in cases should the OSD account(s) lapse.</i></p>

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p><del>AP2.13.4.5.2.4.4.1.3.</del> <b>CJCS project codes will be assigned only to projects and programs clearly of direct interest to the CJCS acting on behalf of the SECDEF. The Force/Activity Designators (F/AD) to be used in conjunction with the CJCS project code should be designated in the authorization.</b> Requests for assignment of CJCS project code(s) <del>will</del> shall be submitted to the JMPAB, an agency of the Chairman, Joint Chiefs of Staff, and approved through the appropriate office listed below <b>to authorize CJCS to complete assignment of the project code in PCMS:</b></p>	<p>Reorganizes special CJCS assignment rules out from under Category D to apply to both C &amp; D. Additions consolidated from AP2.13.4.4.4.2.2. removed below. Clarify that the CJCS will assign the project code using PCMS.</p>
<p>AP2.13.4.<del>5.2.4.4.1.3.</del>1. Service Headquarters.</p>	<p>Renumbered due to reorganization of parent procedure.</p>
<p>AP2.13.4.<del>5.2.4.4.1.3.</del>2. Unified or Service Command Headquarters.</p>	
<p>AP2.13.4.<del>5.2.4.4.1.3.</del>3. The Joint Staff.</p>	
<p>AP2.13.4.<del>5.2.4.4.1.3.</del>4. OSD.</p>	
<p><del>AP2.13.4.4.4.2. Assignment Constraints</del></p>	<p>Subsections reorganized.</p>
<p><del>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.</del></p>	<p>Consolidated into AP2.13.4.5.1. above</p>
<p><del>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.</del></p>	<p>Consolidated into AP2.13.4.5. above</p>

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p>AP2.13.6.4.4.3. Dissemination. <b>When Category C &amp; D project codes are initially assigned, extended, or cancelled prior to the current expiration date, PCMS will distribute announcements to the listed monitor(s)/coordinator(s) for the project code and all those subscribed to receive project code announcements.</b></p>	<p>Reorganizes out from under Category D to make consolidated dissemination procedures for Category C &amp; D codes.</p>
<p><b>AP2.13.6.1. The following are required to subscribe in PCMS to receive project code updates:</b></p>	<p>New procedure to ensure known Category C &amp; D project code stakeholders are notified of project code assignments, updates, and early terminations.</p>
<p><b>AP2.13.6.1.1. Designated OSD project code representatives,</b></p>	
<p><b>AP2.13.6.1.2. Designated CJCS project code representatives,</b></p>	
<p><b>AP2.13.6.1.3. DoD MILSTRIP Administrators,</b></p>	
<p><b>AP2.13.6.1.4. Designated S/A project code representatives,</b></p>	
<p><b>AP2.13.6.1.5. S/A representatives of the Supply Process Review Committee.</b></p>	
<p><b>AP2.13.6.2. Initial dissemination of <del>CJCS assigned</del> Category C and D project codes <del>will</del> shall be accomplished in multiple steps, as follows:</b></p>	<p>Renumbered as part of reorganization of dissemination procedures. Administrative edit.</p>
<p>AP2.13.6.2.4.4.3.1. <b>For OSD/CJCS project codes, OSD/CJCS are responsible for electronically disseminating the applicable authorizing project code message (or the Execute Order containing project code assignment) to S/A Headquarters and other activities as appropriate.</b></p>	<p>Renumbered as part of reorganization of dissemination procedures. Since no longer under Category D, clarified as the authorizing message distributed by OSD and CJCS.</p>

REVISED APPENDIX 2.13 TEXT		EXPLANATION
<del>AP2.13.4.4.4.3.2. OSD/CJCS electronically forwards unclassified notification of Category D project code only assignment to the DLA Transactions Services.</del>		<i>Removed as not relevant when PCMS is stood up.</i>
<del>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.</del>		<i>Removed as not relevant when PCMS is stood up.</i>
AP2.13.6.24.4.4.3.4.2. DoD MILSTRIP Administrator <b>The approved project code is finalized and made active in PCMS, which</b> electronically forwards a <b>an unclassified</b> project code assignment letter to <b>subscribers</b> the designated S/A project code contact points <sup>4</sup> and Supply PRC members. <b>Also, PCMS will push notification of the new code to eligible systems.</b>		<i>PCMS will take over dissemination of C &amp; D project codes. Include web service capability.</i>
AP2.13.6.24.4.4.3.5.3. S/A project code <b>representatives</b> contact points electronically disseminate the project code <b>notice</b> letter or message to all involved S/A activities.		<i>Administrative edits.</i>
<del>AP2.13.4.4.4.4. Validation. The DLA Transaction Services shall edit all requisitions and related transactions (Document Identification Code (DIC) A0, AM, AT, and APP) 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.</del>		<i>The Validation procedure is reorganized to AP2.13.9.2. so as to not interrupt the flow of dissemination procedures and maintenance.</i>
AP2.13.6.35. Announcements of project code assignments, <b>updates and cancellations</b> shall be under procedures and conditions specified in paragraph <del>AP2.13.4.6,</del> above, and <b>will</b> shall provide the information listed below:		<i>Reorganized to be a part of dissemination procedures.</i>
TITLE	EXPLANATION	
Project Code	Code assigned under the provisions of this manual.	
Effective Date	Indicate the date when supply sources should commence required action relative to the code.	

<sup>4</sup> ~~[www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp](http://www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp) (select Svc Pt for project codes)~~

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p>Termination Date or Continuing</p> <p><b>Identify the last calendar day that the project code will be active, or indicate that the project code is continuing indefinitely for project codes integrated with ongoing MILSTRIP processes.</b> <del>When</del><b>After</b> a specified termination date is reached <del>passed</del>, inter-S/A recognition of the code <del>will</del><b>shall</b> stop and categories C and D project codes <del>will</del><b>shall</b> be <del>removed</del><b>deleted</b> from the active project code listing. Unfilled requisitions (which have not been canceled) containing an <del>expired</del><b>deleted</b> project code (eCategory B, C, or D) <del>will</del><b>shall</b> be processed in the same manner that requisitions with eCategory A project codes are processed. No mass cancellation of CJCS project coded requisitions is authorized without prior approval of the JMPAB.</p>	<p>Clarify project codes expire at the end of the termination date, rather than at the beginning of the day. Reinforce that only MILSTRIP procedural project codes may be ongoing (i.e. lack a termination date). Administrative edits.</p>
<p>Service Code(s)</p> <p>All or specified S/A code(s) which <del>will</del><b>shall</b> be used in conjunction with the project code. <b>This information is to be included as part of the Project Code Description field of PCMS.</b></p>	<p>Administrative edit. In PCMS this information has to be included as part of the Project Code Description field.</p>

REVISED APPENDIX 2.13 TEXT		EXPLANATION
Use/References	<p>1. <u>Use</u> - 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.</p> <p>2. <u>References</u> - 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 <del>will</del><sup>shall</sup> 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 <del>will</del><sup>shall</sup> 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.</p>	<i>Administrative edits.</i>
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.	
	<b><i>AP2.13.6.3.1. As per AP2.13.6.2.2. above, PCMS will distribute project code announcements when a new project code is activated. Refer to Appendix 1.37 for the format of the generated announcement.</i></b>	<i>New sections to explain the scenarios and notice format type.</i>
	<b><i>AP2.13.6.3.2. When an active project code is extended, PCMS will distribute a project code update announcement indicating the new termination date. Refer to Appendix 1.37 for the format of the generated announcement.</i></b>	
	<b><i>AP2.13.6.3.3. When an active project code is being cancelled early (i.e. before the currently published termination date) PCMS will distribute a project code cancellation announcement. The prior termination date is to be crossed out and the actual expiration date distinctly displayed. Refer to Appendix 1.37 for the format of the generated announcement. There is no notification distributed when a project code automatically cancels on the published termination date.</i></b>	

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p><b>AP2.13.6.4. Following the initial dissemination of the project code assignment, PCMS will include the code in reports and relevant queries of active project codes.</b></p>	<p><i>Introduces the various ways new and expired project codes are discoverable.</i></p>
<p><del>AP2.13.4.4.4.3.6.4.1. Following this initial dissemination of the category C and D project code assignment,</del> <b>For those without PCMS accounts, reports containing</b> all Category C and D codes will be published electronically on the <del>Defense</del> <b>LA Logistics Management Standards Office</b> Website <a href="http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/milstrip_pubs.asp">www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/milstrip_pubs.asp</a> unless prohibited by security classification. <b>The report includes active project codes and those that have expired in the six months prior of the report generation date.</b></p>	<p><i>Move section to better fit flow and describe the new way the report is produced. Administrative edits.</i></p>
<p><b>AP2.13.6.4.2. Those with access to PCMS can access system generated reports and perform ad hoc queries. See AP2.13.9.1. below for information on who, and how, individuals obtain PCMS accounts.</b></p>	<p><i>Establishes ad hoc query capability.</i></p>
<p><del>AP2.13.76. Maintenance of Project Code Assignments. The Component designated S/A project code representatives contact point (and the initiator or requestor of the project code, if different from the S/A project code representatives contact point list referenced under paragraph AP2.13.87., below) will 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 will provide the current information of the monitor/coordinator and requests for extension up to two years to the OSD/CJCS or DoD MILSTRIP Administrator as appropriate. As When informed of project code assignment changes occur, the appropriate PCMS user will record the changes in PCMS, DoD MILSTRIP Administrator which in turn will notify all subscribers as referenced in AP2.13.6.3 above interested parties; such as, the project code contact 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.</del></p>	<p><i>Administrative edits. Since Category C &amp; D project codes can only be updated in PCMS by OSD, CJCS, or the MILSTRIP Administrator, updates must be routed through the appropriate PCMS user. PCMS will notify subscribers as described in the dissemination section above.</i></p>

REVISED APPENDIX 2.13 TEXT	EXPLANATION
AP2.13.87. <u>Service/Agency MILSTRIP Project Code <del>Representatives</del> <del>Contact Points</del>.</u>	<i>Administrative edit.</i>
<b>AP2.13.8.1. OSD/CJCS, Services, and DLA will formally designate a primary representative, and may designate up to three alternates. Appointment letters adding or removing individuals as representatives are to be sent to the MILSTRIP Project Code Support at Defense Logistics Management Standards Office and to the DLA Transaction Services PCMS Administrator. Refer to Appendix 1.38 for an appointment letter template.</b>	<i>New requirement to formalize the designation of project code representatives.</i>
<b>AP2.13.8.2.</b> The S/A designated project code <del>representatives</del> <del>contact points</del> are published electronically on the <del>DLA</del> <b>Defense</b> Logistics Management Standards <b>Office</b> Website <a href="https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/allpoc.asp">https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/allpoc.asp</a> <b>(CAC required)</b> .	<i>Administrative edits.</i>
<b>AP2.13.9. <u>Project Code Management System.</u></b>	<i>New Section on PCMS.</i>
<b>AP2.13.9.1. <u>System Administration.</u></b>	<i>New requirement establishing DLA Transaction Services to develop and maintain PCMS, and the process to grant/manage access to those users which will maintain the Category C &amp; D project codes and read-only access to authorized users for ad hoc queries.</i>
<b>AP2.13.9.1.1. DLA Transaction Services maintains the PCMS application for updating Category C &amp; D project code data.<sup>5</sup> It facilitates project code lifecycle management, automated notification to designated recipients, and real-time project code validation for supply transactions processed through DLA Transaction Services. Access to the PCMS application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment letter submitted to the MILSTRIP Administrator, and a System Access Request (SAR) submitted to DLA Transaction Services at <a href="https://www.transactionservices.dla.mil/daashome/customerassistance.asp">https://www.transactionservices.dla.mil/daashome/customerassistance.asp</a>.</b>	
<b>AP2.13.9.1.2. DLA Transaction Services deactivates accounts when an account holder is no longer authorized or when the account has not experienced activity for a period of time determined by DLA Transaction Services. OSD/CJCS and MILSTRIP Administrator accounts are restricted through access controls to project code categories appropriate to their role authorized in their appointment letter. S/A Project Code Representatives and SPRC representatives may submit a SAR to obtain a read-only access account to perform ad hoc queries.</b>	

<sup>5</sup> Ibid.

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p>AP2.13.9.24.4.4.4. Validation. <b>Using project code data in PCMS</b>, DLA Transaction Services <b>will</b> edit all requisitions and related transactions (<b>DLMS 511R / MILSTRIP</b> Document Identification Code (DIC) A0_, AM_, <b>DLMS 869F / MILSTRIP DIC</b> AT_, and <b>DLMS 517M / MILSTRIP DIC</b> APR) for invalid/expired <b>Category C &amp; D</b> project codes. If an invalid/expired code is present, DLA Transaction Services <b>will</b> blank the project code, forward the requisition for processing, and report this action back to the requisitioner in a <b>supply status transaction (DLMS 870S / MILSTRIP DIC</b> AE9) with BK status.</p>	<p><i>Reorganized and modified from AP2.13.4.4.4.4. removed above. Designates PCMS as the source for validation. Expands project code validation to Category C codes. Identifies DLMS in addition to legacy transactions.</i></p>
<p><b>AP2.13.9.3. PCMS will track which project codes are reserved, pending active, and expired.</b></p>	<p><i>Key function of PCMS.</i></p>
<p><b>AP2.13.9.3.1. PCMS users may reserve a project code within their authority to assign for up to one year. If the project code is not made active or given a pending date to become active within the year it was reserved, then PCMS will no longer reserve the project code. During the time that a project code is reserved, it is only discoverable within PCMS by other users who could have been assigned the same code.</b></p>	<p><i>One year reservation based on most extreme historical scenario. Request comment if insufficient. Would recommend considering limits on the number of codes a user can reserve and for a shorter time, if possible, to avoid running out of available codes.</i></p>
<p><b>AP2.13.9.3.2. PCMS users can set a project code to automatically become active on a date up to 30 days in the future. In order to set a project code for future activation, the project code must have the required information for disseminating the project code as called for in AP2.13.6.3.. During the time that a project code is pending activation, it is only discoverable within PCMS by other users who could have assigned the same code.</b></p>	<p><i>Thirty day window based on most extreme scenario of past experience. Request comment if insufficient.</i></p>

REVISED APPENDIX 2.13 TEXT	EXPLANATION
<p><b><i>AP2.13.9.3.3. PCMS will not offer a previously expired project code to be reused for another purpose until at least five years after the project code expired. When a user requests to create a new project code, PCMS will first offer the project code that has gone the longest since being used. The user be able to request a specific project, so long as it is not already active or within five years since expiring.</i></b></p>	<p><i>Allow sufficient time for any old requisitions with expired project codes to clear out of the supply chain.</i></p>

**ENCLOSURE 8 TO PDC 1118**  
**AP1.38. APPENDIX 1.38**

**Template for Service/Agency Project Code**  
**Representative Appointment Letter**

[ AGENCY LETTERHEAD ]

MEMORANDUM FOR: Defense Logistics Management Standards Office,  
DLA Transaction Services PCMS Administrator

SUBJECT: Service/Agency Project Code Representative Letter of Appointment

REFERENCES: (a) DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures  
(MILSTRIP), Appendix 2.13

In accordance with reference (a), Primary and Alternate Service/Agency Project Code  
Representatives are appointed on behalf of the **OSD/CJCS/Service/Agency** as follows:

Primary Project Code Representative:

**Ms. XXXXX XXXX**

**Email: [XXXXXX.XXXX@](#)**

**Comm: 703-607-XXXX**

**DSN: 327**

Alternate Project Code Representative:

**Mr. XXXXXXXX XXXXXXX,**

**Email: XXXXXXXX.XXXXXX@**

**Comm: 703-607-XXXX**

**DSN: 327**

These representatives are responsible for the currency and accuracy of our project codes and for  
maintaining records to support the assignment, modification or deletion of each project code.

If there are any additional questions or concerns, please contact me at **XXX-XXX-XXXX**.

**XXXXXX X. XXXXXXX**

**Authorized Agency Representative**

## **Instructions/Information**

1. Service/Agency Project Code Service Representative may not appoint themselves.
2. Send your letter as a PDF attachment to a digitally signed email to MILSTRIP Project Code Support at [??TBD??@dla.mil](mailto:??TBD??@dla.mil).
3. A new letter listing all Service/Agency Project Code Service Representative is required promptly for any additions or deletions.
4. Service/Agency Project Code Representatives are shown at: <https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp>.

*Additional Requirements for PCMS Users ( Required for: OSD/CJCS representatives and DoD MILSTRIP Administrator; Optional for: Project Code Service Representative read only access):*

5. Send a copy of your digitally signed appointment letter to DLA Transaction Services at [??TBD??@dla.mil](mailto:??TBD??@dla.mil).
6. To submit a Systems Access Request to the DLA Transaction Services PCMS application following appointment visit [https://www.daas.dla.mil/sar/sar\\_menu.html](https://www.daas.dla.mil/sar/sar_menu.html).
7. Deleted Service/Agency Project Code Representative accounts for the PCMS at DLA Transaction Services will be immediately deactivated.