



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

September 18, 2015

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management Standards (DLMS) Change (PDC) 1182,
Modification of Redistribution Receipt Processing Timeframe (Supply)

We are forwarding the attached proposed change to DLM 4000.25, Defense Logistics Management Standards, and DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) 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 Defense Logistics Management Standards Office (DLMSO) not later than **30** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to Mr. Rafael Gonzalez, email: Rafael.Gonzalez@dla.mil; or Ms. Mary Jane Johnson, email: Mary.Jane.Johnson@dla.mil. Others may direct questions to their Service or Agency designated Supply PRC representative available at <https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/allpoc.asp>.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)
Joint Physical Inventory Working Group (JPIWG)

ATTACHMENT TO PDC 1182

Modification of Redistribution Receipt Processing Timeframe

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** Wayne Steiner, DLA Distribution J3-OW,
wayne.steiner@dla.mil DSN 771-4224

b. **Functional POC:** Patrick McCormick, DLA Distribution J3,
pat.mccormick@dla.mil DSN 771-8805

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** Supply, Distribution

b. **Primary/Secondary Functional Process:** Warehousing, Redistribution Order RDO receipt to stow processing standards

3. REFERENCES:

a. Defense Logistics Manual (DLM) 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)

b. DLM 4000.25, Defense Logistics Management System, Volume 2, Supply Standards and Procedures, www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp

c. [Approved DLMS Change \(ADC\) 1124](#), Revised MILSTRAP and DLMS Time Standards for Receipt Processing to Support DODM 4140.01 Policy, dated 7 July 2015

d. DOD Manual (DODM) 4140.01, Volume 5, DoD Supply Chain Materiel Management Procedures: Delivery of Materiel, www.dla.mil/j-6/dlms/eLibrary/manuals/regulations.asp

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:** Revise the MILSTRAP (Reference 3.a), Chapter 4, and DLMS, Volume 2 (Reference 3.b.), Chapter 13, performance standards for processing redistribution receipts. This change proposes an increase to the current MILSTRAP receipt processing performance standards from 7 to 10 days on RDO receipts.

b. **Background:**

(1) DODM 4140.01 defines receiving as all actions taken by the receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer.

(2) ADC 1124 revised receiving time standards to require that materiel receipts are posted to the accountable and the owner record no later than 5 business days from the date materiel is received. This PDC revise the MILSTRAP and DLMS performance standards to allow 10 calendar days for processing and store redistribution receipt orders instead of 7 calendar days. Under DLM 4000.25, Wholesale receipt processing performance is measured in two overlapping time segments.

(a) The first segment is the time period between the date materiel is turned over by the carrier to the designated receiving activity and the date of posting the receipt to the total item property record (both accountable and owner records). This segment must be completed within 5 business days from date materiel is received.

(b) The second segment is the time period between the date materiel is turned over by the carrier to the designated receiving activity and the date stored. This PDC is revising segment two for redistribution receipts.

(3) MILSTRAP requires that storage activities process and store receipt from redistribution within 7 calendar days from date materiel is turned over by the carrier. However, historically, DLA has operated under a DLMSO-granted MILSTRAP deviation that allowed DLA to process redistribution receipts within 10 calendar days, rather than 7 calendar days. ADC 1124 (Reference 3.c.), removed this decades-old deviation. DLA Distribution requests an increase to the current receipt processing performance standards from 7 days to 10 calendar days on redistribution receipts to compensate the removal of the 10 calendar day deviation granted prior to ADC 1124. Allowing 10 calendar days for redistribution receipts will allow DLA Distribution to continue operations without an increase in workforce at DLA storage activities.

c. **Describe Requested Change in Detail:** Revise the MILSTRAP and DLMS performance standards to allow 10 calendar days for processing and store redistribution receipt orders instead of 7 calendar days.

d. **Revisions to DLM 4000.25 Manuals:** Revise the MILSTRAP Chapter 4 and DLMS, Volume 2, Chapter 13, Performance Standards for Processing Receipts, as shown in the enclosure.

5. REASON FOR CHANGE: Change supports current operations at DLA Distribution centers and avoids an increase in workforce at DLA Distribution storage facilities. After ADC 1124 removed the decades-old deviation allowing storage activities to process receipts for redistribution orders within 10 days rather than 7, DLA Distribution modeled the change and found it resulted in less than acceptable performance at 25 percent (6 of 24) of their Distribution Centers. DLA Distribution's assumption is that in order to achieve acceptable performance levels, a higher level of manpower would need to be applied at six sites. DLA Distribution has been working and staffing to achieve a 10 day standard for several years without impacting the customer, and this change supports continuation of that process and performance standard.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Updates MILSTRAP and DLMS performance standards for processing receipts for redistribution orders and avoids an increase in workforce at DLA storage facilities.

b. **Disadvantages:** There are no known disadvantages.

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Effective immediately upon approval/release of ADC.

8. IMPACT:

a. **New DLMS Data Elements:** There are no new DLMS data elements.

b. **Changes to DLMS Data Elements:** There are no changes to existing DLMS data elements.

c. **Automated Information Systems (AIS):** Components' wholesale receiving function should ensure that their systems support the revised performance timeframes.

d. **DLA Transaction Services:** There are no changes to current transaction flows and mappings through DAAS.

e. **Non-DLM 4000.25 Series Publications:** None identified. Components must update their Component-level publications if required.

Enclosure

ENCLOSURE TO PDC 1182

Revise MILSTRAP and DLMS Manuals as shown (changes are identified by ***bold, red italics*** or double strikethrough)

A. Revise DLM 4000.25-2, MILSTRAP, Chapter 4, C4.6., Time Standards For Processing Receipts, as follows:

[Preceding text not shown]

C4.6. TIME STANDARDS FOR PROCESSING RECEIPTS

C4.6.1. One objective of the Department of Defense wholesale receipt processing performance is to process receipts and show them with minimal delay on both the accountable and owner records. Wholesale receipt processing performance is measured in two overlapping time segments:

C4.6.1.1. The first segment is the time period between the date materiel is turned over by the carrier to the designated receiving activity and the date of posting the receipt to the total item property record (both accountable and owner records).

C4.6.1.2. The second segment is the time period between the date materiel is turned over by the carrier to the designated receiving activity and the date stored. Materiel is considered to be stored when it reaches the first location (either temporary or permanent) where actual storage control exists through locator data and the materiel can be issued without delay in response to materiel release documentation.

C4.6.2. Performance standards for processing receipts through these time segments are as follows:

C4.6.2.1. Segment One. Materiel receipt ~~is~~ ***must be*** posted to the accountable and the owner record no later than 5 business days from date materiel is received.

C4.6.2.2. Segment Two

C4.6.2.2.1. Receipt from new procurement ~~and redistribution~~ will be receipted and stored within 7 calendar days from the date materiel is turned over by the carrier.

C4.6.2.2.2. All other receipts, ***to include receipts from redistribution,*** will be receipted and stored within 10 calendar days from the date materiel is turned over by the carrier.

B. Revise DLMS, Volume 2, Chapter 13, C13.2.6., Time Standards for Processing Receipts, as follows:

[Proceeding text not shown]

C13.2.6. Time Standards for Processing Receipts

C13.2.6.1. Purpose. The Department of Defense measures wholesale receipt processing performance in terms of the goal to process receipts and show them with minimal delay on both the accountable and owner records. Wholesale receipt processing performance is measured in two overlapping segments:

C13.2.6.1.1. The first segment is the time period between the date materiel is turned over by the carrier to the designated receiving activity and the date of posting the receipt to the total item property records (both accountable and owner records).

C13.2.6.1.2. The second segment is the time period between the date materiel is turned over by the carrier to the designated receiving activity and the date stored. Materiel is considered to be stored when it reaches the first location (either temporary or permanent) where actual storage control exists through locator data and the materiel can be issued without delay in response to materiel release documentation.

C13.2.6.2. Processing Standards. Performance standards for processing receipts through these time segments are as follows:

C13.2.6.2.1. Segment One. Materiel receipt ~~is~~ **must be** posted to the accountable and the owner record no later than 5 business days from date materiel is received.

C13.2.6.2.2. Segment Two

C13.2.6.2.2.1. Receipt from new procurement ~~and redistribution~~ will be received and stored within 7 calendar days from the date materiel is turned over by the carrier.

C13.2.6.2.2.2 All other receipts, **to include receipts from redistribution,** will be received and stored within 10 calendar days from the date materiel is turned over by the carrier.