



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO

J627

May 06, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Approved Administrative Addendum to Approved Defense Logistics Management System (DLMS) Change (ADC) 381B, Administrative Revision to Identify Delivery Location Position in Transactions

The attached change to DOD 4000.25-M, DLMS, is approved for implementation. This document supplements ADC 381 supporting communications requirements.

Addressees may direct questions to Ms. Mary Jane Johnson, email [Mary.Jane.Johnson@dla.mil](mailto:Mary.Jane.Johnson@dla.mil) or Ms. Ellen Hilert, email: [Ellen.Hilert@dla.mil](mailto:Ellen.Hilert@dla.mil). Others must contact their Component designated Supply Process Review Committee representative.

A handwritten signature in black ink, appearing to read "S. David Walker".

S. David Walker, Maj, USAF

for DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment  
ADC 381B

cc:  
ODASD(SCI)

**Approved Addendum for ADC 381B  
Administrative Revision to Identify Delivery Location Position**

**1. ORIGINATOR:**

**a. Service/Agency:** DLA Logistics Management Standards, J627

**b. Originator:** Ms. Mary Jane Johnson, J627, DoD MILSTRAP Administrator, DLMS Supply Process Review Committee Co-Chair, e-mail [Mary.Jane.Johnson@dla.mil](mailto:Mary.Jane.Johnson@dla.mil)

**2. FUNCTIONAL AREA:** Primary: Supply/ Logistics – Multiple functions (see listed transactions in Enclosure 1)

**3. REFERENCES:**

**a.** DLA Logistics Management Standards memorandum dated July 01, 2010, subject: ADC 381, Procedures and Additional Data Content supporting Requisitions, Requisition Alerts, and Unit of Use Requirements under Navy BRAC SS&D/IMSP (Supply/Finance) (Staffed as PDC 366A)

**b.** DLA Logistics Management Standards memorandum dated November 01, 2010, subject: ADC Approved Addendum to Approved Defense Logistics Management System (DLMS) Change (ADC) 381A, Procedures and Additional Data Content supporting Unit of Use Requirements under Marine Corps BRAC SDI

**4. REQUESTED CHANGE:** This administrative addendum clearly identifies delivery location positions in the following DLMS Supplements: 511R, 511M, 527D, and 869F. DLMS Supplement updates are shown at the enclosure.

**5. REASON FOR CHANGE:** This administrative addendum corrects an oversight. When the Delivery Location was added to several DLMS transactions by referenced ADC 381, not all transactions clearly documented where the Delivery Location value should be placed in the transaction. Further, the placement location (N102) was not opened in DLMS 527D.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** Clearly identifies the placement of the Delivery Location in the applicable DLMS transactions.

**b. Disadvantages:** None.

**7. IMPACT: DLMS Data.** No new DLMS data elements are created by this addendum.

Enclosure

## ENCLOSURE TO APPROVED ADDENDUM FOR ADC 381B

Revised DLMS Supplements (DS) as follows:

### DS 511R Requisition

#	Location	DS 511R, Requisition Revision	Reason
1.	DLMS Introductory Notes	<u>Add Administrative Addendum ADC 381B to DLMS Introductory notes:</u> - <i>Approved Administrative Addendum ADC 381B, Administrative Revision to Identify Delivery Location Position</i>	Identifies DLMS Changes included in the DS
2.	2/N102/180	<u>Add new Data Element level DLMS note 7:</u> <b>DLMS Note 7:</b> <i>Use to identify the delivery location (Qualifier DZ, 2/N101/180). Field length is 30 positions maximum.</i>	Identifies the placement of the Delivery Location

### DS 511M, Requisition Modification

#	Location	DS 511M, Requisition Modification Revision	Reason
1.	DLMS Introductory Notes	<u>Add Administrative Addendum ADC 381B to DLMS Introductory notes:</u> - <i>Approved Administrative Addendum ADC 381B, Administrative Revision to Identify Delivery Location Position</i>	Identifies DLMS Changes included in the DS
2.	2/N102/180	<u>Add new Data Element level DLMS note 6:</u> <b>DLMS Note 6:</b> <i>Use to identify the delivery location (Qualifier DZ, 2/N101/180). Field length is 30 positions maximum.</i>	Identifies the placement of the Delivery Location

### DS 527D, Due-in/Advance Receipt /Due Verification

#	Location	DS 527D Preposition Materiel Receipt Revision	Reason
1.	DLMS Introductory Notes	<u>Add Administrative Addendum ADC 381B to DLMS Introductory notes:</u> - <i>Approved Administrative Addendum ADC 381B, Administrative Revision to Identify Delivery Location Position</i>	Identifies DLMS Changes included in the DS
2.	Open 2/N102/210	<u>Open Data Element and add DLMS note:</u> <b>DLMS Note:</b> <i>Use to identify the delivery location (Qualifier DZ, 2/N101/210). Field length is 30 positions maximum.</i>	Identifies the placement of the Delivery Location

### DS 869F, Requisition Follow-Up

#	Location	DS 869F Requisition Follow-Up Revision	Reason
1.	DLMS Introductory Notes	<u>Add Administrative Addendum ADC 381B to DLMS Introductory notes:</u> - <i>Approved Administrative Addendum ADC 381B, Administrative Revision to Identify Delivery Location Position</i>	Identifies DLMS Changes included in the DS
2.	2/N102/110	<u>Add new Data Element level DLMS note 5:</u> <b>DLMS Note 5:</b> <i>Use to identify the delivery location (Qualifier DZ, 2/N101/110). Field length is 30 positions maximum.</i>	Identifies the placement of the Delivery Location