



**DEFENSE HEALTH AGENCY**  
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DHA-IPM 24-005  
August 16, 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Medical Logistics Standard Support Interim Materiel Ordering Procedures

This Defense Health Agency Interim Procedures Memorandum (DHA-IPM), based on the authority of the References (a) through (f), and in accordance with the guidance of References (g) through (l), establishes the Defense Health Agency's (DHA) procedures to implement instructions, assign responsibilities, and prescribe procedures for medical materiel management at the customer level.

This DHA-IPM applies to the DHA Enterprise (components and activities under the authority, direction, and control of the DHA) to include assigned, attached, allotted, or detailed personnel.

This DHA-IPM is cleared for public release and available on the internet from the Health.mil site at [www.health.mil/DHAPublications](http://www.health.mil/DHAPublications), and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

The proponent of this publication is the Director for Medical Logistics and J-4. When Activities are unable to comply with this publication, the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the Director of Medical Logistics and J-4, to determine if the waiver may be granted by the Director, DHA or their designee.

The following forms are available as indicated:

a. DD Form 1155, "Order for Supplies or Services," available at DoD Forms Management ([whs.mil](http://whs.mil)).

b. The following DHA forms are available at DHA Forms Library.

- Signature”
- (1) DHA Form 146, "Appointment/Termination Record – Authorized
- Supplies”
- (2) DHA Form 230, "Notice of Delegation of Authority – Medical
- (3) DHA Form 324, "Prime Vendor Discrepancy Report”

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This DHA-IPM is effective upon signature. It will expire one year from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

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Director

Attachments:

1. References
2. Responsibilities
3. Procedures
4. Glossary

Distribution:

Defense Health Agency Chief of Staff, Assistant Directors, Deputy Assistant Directors, and  
Special Staff  
Directors, Defense Health Support Activity Offices  
Directors, Defense Health Agency Networks  
Directors, Defense Health Agency Military Medical/Dental Treatment Facilities

ATTACHMENT 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022, as amended
- (d) United States Code, Title 10, Section 1073c
- (e) DoD Instruction 6430.02, “Defense Medical Logistics Program,” August 23, 2017
- (f) DHA-Administrative Instruction 6430.10, “Use of Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for Medical Logistics (MEDLOG) Enterprise Activity (EA),” December 20, 2019, as amended
- (g) DHA-Procedural Instruction 6430.08, “Medical Logistics Order Management,” August 23, 2021
- (h) DHA-Technical Manual 6430.02, “Defense Medical Logistics Standard Support (DMLSS) Volume 2: Systems Administration,” April 7, 2022
- (i) DHA Procurement Directive 13-01, "Government Purchase Card Program," October 31, 2023
- (j) DHA-Technical Manual 6430.02, “Defense Medical Logistics Standard Support (DMLSS) Volume 6, Customer Applications,” April 11, 2022
- (k) DHA-Technical Manual 6430.02, “Defense Medical Logistics Standard Support Volume 4: Inventory Management,” May 20, 2022
- (l) OSD Records Disposition Schedules Series 900 – ASD (Health Affairs), April 2021<sup>1</sup>

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<sup>1</sup> [https://www.esd.whs.mil/Portals/54/Documents/RPDD/RDS/900\\_Series\\_ASD\\_Health\\_Affairs.pdf](https://www.esd.whs.mil/Portals/54/Documents/RPDD/RDS/900_Series_ASD_Health_Affairs.pdf)

ATTACHMENT 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, assigns the Director, DHA MEDLOG to implement this DHA-IPM in accordance with Reference (e).
  
2. DIRECTOR, DHA MEDICAL LOGISTICS (MEDLOG). The Director, DHA MEDLOG must:
  - a. Perform oversight of all MEDLOG business functions assigned to DHA Direct Reporting Organizations in accordance with References (b) through (l).
  
  - b. Develop standard MEDLOG policies and procedures to implement this DHA-IPM for DHA Components.
  
3. CHIEF, DHA MEDLOG SUPPLY CHAIN MANAGEMENT DIVISION. Chief, DHA MEDLOG Supply Chain Management Division will:
  - a. Establish procedures and monitor processes for DHA materiel management.
  
  - b. Identify and initiate improvements for Supply Chain materiel management processes.
  
  - c. Provide resolutions among DHA MEDLOG activities and the Defense Logistics Agency (DLA), General Services Administration (GSA), and other medical Source of Supply (SOS) including the Veterans Administration.
  
4. DIRECTORS, DHA COMPONENTS. Directors, DHA Components will:
  - a. Ensure the DHA Component MEDLOG activity supports and complies with guidelines included in this DHA-IPM.
  
  - b. Ensure personnel responsible for handling medical materiel are aware that provisions in this document are subject to inspection.
  
  - c. Ensure senior ranking individuals responsible for departments or sections appoint custodians using DMLSS Customer Area Inventory Management (CAIM) in writing.
  
  - d. Ensure DMLSS users are aware of their individual responsibilities to include DMLSS Customer Area Inventory Management (CAIM) account holders. Responsibilities include overseeing and supporting MEDLOG activities such as requesting, ordering, follow-ups, status updates, product management for recalls, and timely receipt processing.

e. Support clinical and logistical participation in the Office of Assistant Secretary of Defense for Health Affairs (OASD(HA)) directed Department of Defense (DoD) materiel standardization efforts in accordance with Reference (e).

5. DHA COMPONENT SUPPLY CUSTODIAN(S). DHA Component Supply Custodian(s) must:

a. Complete and maintain a DHA Form 146, “Appointment/Termination Record – Authorized Signature.”

b. Ensure a DHA Form 230, “Notice of Delegation of Authority – Medical Supplies” is completed and/or updated as required to identify personnel authorized to request and receive supplies.

c. Ensure DHA Component DMLSS users assigned to the section properly order and receive medical supplies within DMLSS and adhere to all provisions in this DHA-IPM.

6. CHIEF, DHA COMPONENT MEDLOG. The Chief, DHA Component MEDLOG is responsible for all MEDLOG operations in the respective DHA Component and supported satellite facilities to the extent authorized by the DHA Component Director. The Chief, DHA Component MEDLOG must ensure:

a. The DMLSS System Administrator (SA) and designated backup are appointed in writing as defined in Reference (h).

b. Government Purchase Card (GPC) holders and approving officials are designated and utilize the GPC in accordance with Reference (i) and DHA policy guidance located at <https://info.health.mil/sites/DOP/GPC/SitePages/Home.aspx>.

c. Records such as packing lists, invoices, and other supporting documents for materiel requested will be filed and maintained in accordance with the references within this publication. Documents will be filed to facilitate timely retrieval for research or audit purposes.

d. Quality Control measures are in place to support review of transactions and documentation related to requests, orders, receipts, and issues, and include all departments or sections ordering materiel in support of the medical mission.

e. The procurement hierarchy is followed pursuant to Reference (g) and this DHA-IPM.

f. Staff are trained to provide support for medical supplies to the DHA Component customers and subordinate activities.

g. Follow-ups are conducted for all active DMLSS due-ins and due-outs as needed or at least every 30 days from date of order to validate, or revalidate requirements with the appointed Supply Custodians. These follow-ups include taking proper actions where required, and annotating updated information within the DMLSS Inventory Management (IM) under Due-In Notes.

h. Necessary internal controls are established for successful quality assurance for audit readiness.

7. DHA COMPONENT DMLSS USERS. DMLSS users will comply with this DHA-IPM. The DHA Component DMLSS user must:

a. Complete all site required training and documentation necessary for requesting, receiving, and maintaining a DMLSS user account.

b. Notify DHA Component DMLSS SA when transferring or out-processing.

c. When job duties require, complete and keep current a DHA Form 230 for each person assigned to a DMLSS CAIM customer account.

d. When job duties require, complete and keep current a DHA Form 146.

e. Submit orders in DMLSS for all materiel in support of the medical mission.

f. Assume responsibility for all materiel requested, ordered, due-in, and received in DMLSS IM or CAIM accounts.

g. Coordinate DMLSS customer account with local Resource Management to ensure funds are available for requesting, ordering and receiving materiel to support the medical mission.

h. Ensure all DMLSS inbox pending actions associated with user job duties are reviewed and worked daily.

i. Utilize the GPC in accordance with Reference (i) and DHA guidance located at <https://info.health.mil/sites/DOP/GPC/SitePages/Home.aspx>.

j. File packing lists, invoices, and other supporting documents to facilitate timely retrieval for research and audit purposes.

8. DHA COMPONENT DMLSS SYSTEM ADMINISTRATOR. The DHA Component SA must ensure all DMLSS user accounts are provisioned with the minimum levels of access and permissions needed in DMLSS commensurate with job duties.

ATTACHMENT 3

PROCEDURES

1. DMLSS ORDERING.

a. The DHA strategy for procurement is to maximize Electronic Commerce (eCommerce) to achieve the greatest efficiency of available manpower and support enterprise materiel standardization.

b. All supply requisitions will be entered into the DMLSS System, pursuant to Reference (f), to generate the DD Form 1155, "Order for Supplies or Services," which creates the Establish Due-in (ESD) transaction.

c. DHA Components Outside Continental United States (OCONUS) will utilize the respective Theater Lead Agent for Medical Materiels (TLAMMs) within the geographic areas of support as a primary SOS when the catalog is available in DMLSS as it provides the most efficient materiel timelines.

(1) The TLAMM sources medical items through Medical-Surgical/Pharmaceutical Prime Vendor, Electronic Catalog (ECAT) and Strategic Materiel Sourcing (SMS). The TLAMM is a Service organization designated to provide theater-level Class VIII supply support to joint forces operating within a named theater of operations. The TLAMM serves as the theater's primary distribution point, receiving materiel directly from medical prime vendors and other suppliers in the U.S. TLAMMs are critical elements of DLA's plan for executing its global medical supply chain responsibilities as the DoD executive agent for medical materiel.

(2) Medical-Surgical/Pharmaceutical Prime Vendor (PV) will serve as a secondary source of supply for OCONUS accounts that have a Trading Partner agreement with PV allowing for direct ordering and delivery.

d. The DHA prioritized procurement hierarchy will be complied with as outlined below to pursue the best-value item utilizing the following sources:

(1) Prime Vendor (PV). PV standardized items, medical surgical items and pharmaceuticals. The DLA Medical-Surgical and Pharmacuetical PV Programs are a cooperative effort between industry and the supply chain. PVs are the primary distribution channels (single distributors) for procuring and delivering a full range of pharmaceuticals and medical/surgical supplies to the DHA Components across respective geographical regions. Only authorized DMLSS user account holders may place orders, including credit account orders, against a PV contract.

(a) Placing an order in DMLSS generates a time-stamped and auditable transaction record, which initiates an Electronic Data Interchange (EDI) 850 purchase order. The PV then submits an EDI 855 acknowledging the order.

(b) PV credit orders are processed via the DMLSS Offline Submit/Non-submit orders procedure. Credit amounts must be validated with the PV and updated in DMLSS prior to placing any credit order. PV credit accounts fund balances are updated automatically when orders are placed via the Offline/Submit process and the PV Credit indicator is checked; DMLSS generates an automatic Call Number/Procurement Instrument Identifier (PIID) in a sequential range. The authorized DMLSS user provides a copy of the system generated DD Form 1155 to the PV.

(c) Orders marked as Non-submit do not generate an outgoing transaction file to the vendor, but do create a pseudo EDI 850 file that is transmitted to the DLA Troop Support. All subsequent EDI transactions will be generated.

(d) Manual Orders are offline transactions placed when users are unable to access the ordering system during extended system outages. They require coordination with DHA HQ MEDLOG, the PV, and DLA to obtain an authorized PIID.

(2) DLA Electronic Catalog (ECAT). The ECAT application is a net-centric ordering, distribution, and payment system providing customers access to multiple manufacturer and distributor commercial catalogs.

(a) Placing an ECAT order in DMLSS creates a time-stamped and auditable transaction record containing necessary information to track and monitor the transaction.

(b) An ECAT confirmation status code is provided identifying the current status. If ECAT cannot identify the provided ordering information, a cancellation status code is returned to DMLSS.

(c) Just In Time (JIT)/Not To Exceed (NTE) orders in ECAT are used for scheduled surgeries and is a coordinated effort between the DHA Component and the vendor to select supplies from product lines for scheduled surgeries.

1. DHA Component MEDLOG must coordinate with the ECAT Help Desk at [dscpecathelp@dla.mil](mailto:dscpecathelp@dla.mil) to gain access to NTE contract procedural Part Number (PN).

2. The DMLSS user coordinates with the vendor to obtain the NTE contract procedural PN for surgical items required for the procedure.

3. Prior to the surgery, the DMLSS user must create the NTE Purchase Order in DMLSS using the correct NTE contract procedural PN in the DMLSS catalog before placing the order.

4. Within 48 hours after the surgical procedure, the DMLSS user provides MEDLOG with a complete list of surgical items with ECAT PN(s) utilized for the surgery.



5. The DMLSS user inputs all of the surgical item PN(s) utilized in the surgical procedure into the ECAT NTE cart and submits the order. If any of the surgical items are not in ECAT, MEDLOG must coordinate resolution with the vendor. Once issues are resolved, MEDLOG will process the cart for payment.

6. If the DMLSS user submits a cart requiring modification, the DMLSS user must contact the vendor, provide the cart number and request the vendor “Return” (not “Reject”) the cart. Once the cart is returned, the DMLSS user makes the necessary changes and resubmits the order.

7. The vendor will acknowledge the order in ECAT, which updates the status price in DMLSS.

8. After vendor acknowledgement, the DMLSS user must post the receipt in DMLSS. The DMLSS user must also post the receipt in ECAT by entering a numeric value in “Receipt Qty” and clicking “Save Receipt.” The receipt must be posted for ALL lines in both DMLSS and ECAT within five days after the surgery.

(3) DLA SMS Ordering. The DMLSS user submits orders through DMLSS for DLA Depot stocked items utilizing the SOS code “SMS.” The order is sent to DLA and is released from the Depot or purchased as a Direct Vendor Delivery item.

(a) Placing an SMS order in DMLSS creates a time-stamped and auditable transaction record that contains necessary information to track and monitor the transaction.

(b) A status code will be provided. If SMS cannot identify the provided ordering information, a cancellation status code is returned to DMLSS.

(c) The DMLSS user follows DLA guidance that is periodically updated and circulated via supply channels for DLA supported materiel stored at a DLA Depot and available for ordering.

(4) GPC Requisitioning. GPC is the least preferred procurement method for supply orders to support the medical mission. The Cardholder must ensure all means for eCommerce sources have been exhausted prior to the use of the GPC. The DHA credit card purchase standard for activities is no more than five percent.

(a) Prior to placing a GPC order, the Cardholder must get documented pre-approval from their Approving Official (AO) to be kept within the supporting document file. DD Form 1155 is not an acceptable pre-approval document.

(b) Placing a GPC order into DMLSS establishes an ESD and populates the DMLSS Purchase Card register.

(5) DHA Components will only use local purchase procedures when DLA eCommerce sources cannot satisfy the procurement requirement for short-shelf life and/or specific lot number

constraints (e.g., lab reagents). Such items have direct patient care impact and/or jeopardize specific accreditations mandates.

e. DHA Components ensure controls are put in place to prevent unauthorized commitments such as use of vendor owned stock or surgical kits not covered by a contract. These items must have an obligated transaction in DMLSS, producing a DD Form 1155 prior to the procedure.

## 2. DMLSS DUE-IN MANAGEMENT.

a. The DMLSS user will take action on due-ins over 30 days, or as needed to update due-in status and help in issue resolution with the SOS.

b. The DMLSS user monitors the Status Edits List to ensure cancellation request/acknowledgement is received via EDI transmission and processed automatically in DMLSS. Reviews Status Edits Part 1 – Errors and Status Edits Part 2 – Awaiting Review to ensure any required user action is properly completed/executed.

c. The DMLSS user reconciles and adds notes to the due-ins, and utilizes the appropriate tools for the respective SOSs:

(1) The DMLSS user researches PV transaction status within the DLA Medical Reconciliation Application located at <https://www.medical.dla.mil/Portal/Default.aspx> and communicates with the PV on outliers for corrective action.

(2) The DMLSS user, when ordering from the PV, will:

(a) Take appropriate corresponding actions for PV Order transactions pursuant to Reference (j), CAIM Pending Actions Table, or Reference (k), Inventory Management Pending Actions table.

(b) Review items on backorder over 30 days with the PV and ensure an estimated delivery date is annotated in DMLSS. All actions taken will be annotated within the DMLSS Due In Notes.

(c) Coordinate with clinical staff on backordered items by providing guidance for procurement of substitutes/equivalent items or cancelling requisitions.

(d) Request cancellation from the PV for any due-in not sourced and shipped by the Vendor.

1. Must obtain a confirmation of cancellation from the PV before cancelling the DMLSS customer due-in.

2. Will ensure to input applicable information within the active Due-in Notes.

(3) The DMLSS user validates ECAT orders are processed successfully, researches transaction status within ECAT, and communicates with the ECAT Helpdesk (HD) on outliers for corrective action when required.

(a) The ECAT application displays status of vendor acceptance, estimated delivery date, order status, status date as well as shipping information, which may include ship quantity, ship date, shipment number, carrier, and tracking number.

(b) The DMLSS user takes appropriate corresponding actions for ECAT Order transactions pursuant to Reference (j) (CAIM Pending Actions Table) or Reference (k) (Inventory Management Pending Actions Table).

(c) The DMLSS user reviews items on backorder with ECAT, at least, every 30 days and ensures an estimated delivery date is annotated in DMLSS. Rejections can occur in ECAT when the item is on backorder, the item was removed from the catalog, or the wrong item was ordered. Contact the ECAT HD at (800) 290-8201 or DSCPECATHELP@dla.mil when a rejection is received.

(d) The DMLSS user reviews backordered items to determine if the transaction requires cancellation and, if necessary, coordinates with clinicians to order clinically approved substitutes.

(e) The DMLSS user reviews all due-ins over 30 days and revalidates the requirement.

(f) The DMLSS user coordinates with the ECAT HD to request cancellations and ensures the following actions are taken:

1. Input applicable information within the active Due-in Notes.
2. Obtain a confirmation of cancellation from the ECAT HD before cancelling the DMLSS due-in.

(4) The DMLSS user must coordinate with DLA for transaction status on orders to DLA/SMS and any required corrective action.

(a) Review backordered items with DLA every 30 days and ensure an estimated delivery date is annotated in DMLSS. The DMLSS user contacts the DLA regional/operational cells for further information.

(b) The DMLSS user reviews all due-ins over 30 days and revalidates the requirement. Annotates all actions in the DMLSS Due-in Notes.

(c) The DMLSS user may request cancellation of any due-in that has not been accepted and shipped by the DLA. Annotates applicable information in the Due-in Notes.

(5) The DMLSS user validates GPC orders are processed in a timely manner with the GPC vendor, researches transaction status, and communicates outliers for corrective action when required.

(a) Reviews all due-ins every two weeks and revalidates the requirement.

(b) Reviews items on order with the GPC vendor that are more than 30 days old, or as needed, and annotates status in DMLSS active Due-in Notes.

(c) A request for a GPC order cancellation must be coordinated between the Cardholder and the vendor.

3. DMLSS RECEIVING ORDERS. Receiving materiel in the DMLSS system is the responsibility of the ordering activity. Account users within MEDLOG and CAIM direct ordering will process receipts using DMLSS functionality. One hundred percent of all orders must be inspected on receipt to verify the quantity received, item identity (e.g., part number and nomenclature), condition of the items received, and associated document number. The account user receiving materiel directly from the SOS will:

a. Electronically process receipt transaction within DMLSS the same day, but no more than 24 hours, after the item is physically received.

b. Process receipt transaction for only the quantity physically received.

c. Print the DMLSS generated receipt document pursuant to Reference (f) and retain in the supporting document file.

d. Coordinate with the SOS to obtain the supporting documents if the required documents are not received.

e. Confirm the quantity the supplier shipped (i.e., noted on the invoice, packing list) matches the quantity received. Recount if quantities differ. If the recount does not resolve the discrepancy, place an asterisk by the quantity shown as shipped and process the physically receipted quantity. List all discrepancies, shortages, overages or condition on the receipt document. The discrepant quantity will be processed in accordance with guidelines outlined below.

f. Do not process a receipt quantity greater than an open due-in quantity.

4. DMLSS ORDER DISCREPANCIES. The DMLSS user ordering directly from the SOS will comply with the following guidance:

(a) PV Discrepancies. The DMLSS user works with the PV on discrepancy resolutions. When an impasse occurs, the DLA Contracting Officer (KO) will determine a resolution. If no

discrepancy is submitted or the discrepancy is not received within the time constraints established, the DMLSS account user will be financially liable for payment to the PV.

(1) Discrepancies will be reported on DHA Form 324, “Prime Vendor Discrepancy Report” and e-mailed to the appropriate PV customer service within 48 hours of receipt. Include [PVdiscrepancy@dla.mil](mailto:PVdiscrepancy@dla.mil) on the cc: line.

(2) For overages and incorrect items physically received, the PV will follow its contractual obligations to dispute, or respond with disposition instructions or shipping documents for return.

a. If the PV does not provide disposition instructions according to its contractual obligations, the issue will be elevated to the DLA KO via the above PV discrepancy e-mail address, and the DLA KO will contact the PV for disposition.

b. If the PV has not provided disposition instructions within two weeks after notifying DLA’s KO, the DMLSS user will dispose of the materiel in accordance with the DLA KO’s guidance and local procedures.

(b) ECAT Discrepancies. The DMLSS user is responsible for communicating with the ECAT HD and/or the vendor to resolve any shipment discrepancies as quickly as possible. ECAT discrepancies must be reported within 48 hours of receipt. Failure to report discrepancies may result in financial liability to the DHA Component.

(1) Discrepancies must be reported via e-mail to the ECAT HD at [dscpecahelp@dla.mil](mailto:dscpecahelp@dla.mil).

(2) Process the receipt for the quantity that is physically received.

(3) Disposition instructions will be given to the DMLSS user from the ECAT HD. If no resolution is reached, the DMLSS user will follow up with the Customer Support Cell assigned by ECAT HD for resolution.

(c) DLA/SMS Discrepancies. DHA Component MEDLOG will coordinate all DLA/SMS discrepancies with DLA.

(d) GPC Discrepancies. The Cardholder must contact the vendor to resolve discrepancies when the quantity, price or shipping charges have changed the amount obligated or total cost reflected when the order was placed.

(1) The Cardholder must make appropriate changes and annotate them in the DMLSS Active Due-in Notes.

(2) The Cardholder can void a reconciliation action within the current billing cycle, if corrections are required and executed under the DMLSS IM Purchase Card Register Statement History tab.

5. MAINTAIN DOCUMENTATION. The DMLSS users with MEDLOG and Component customer duties and who use CAIM direct ordering must maintain supporting documentation for audit purposes pursuant to Reference (1). The file of supporting documents must contain information sufficient to enable inspectors and auditors to trace the order and receipt to the listed materiel and verify the validity of the transaction.

(a) Supporting documents include, but are not limited to, packing lists, invoices, and DD Form 1155s and must be retained as long as the original documents.

(b) Electronic maintenance of documentation is authorized.

(c) If a required document cannot be located, the DMLSS user who initiated the transaction must request a duplicate copy or prepare a memorandum for record. Replacement documents will be reassigned the original document numbers when available.

(d) Supporting document files are maintained for six years for GPC purchases and two years for all other purchases.

6. PV PHARMACEUTICAL (PVP) CREDITS. DHA Component MEDLOG or customers may receive credits through the DLA Pharmaceutical PV account for unopened, undamaged products, which will be used for the procurement of pharmaceuticals prior to credit expiration. PVP credits expire within 120 days.

GLOSSARY

PART 1. ABBREVIATIONS AND ACRONYMS

AO	Approving Official
CAIM	Customer Area Inventory Management
DHA	Defense Health Agency
DHA-IPM	Defense Health Agency-Interim Procedures Memorandum
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
ECAT	Electronic Catalog
ECAT HD	Electronic Catalog Helpdesk
EDI	Electronic Data Interchange
ESD	Establish Due-in
GPC	Government Purchase Card
GSA	General Services Administration
IM	Inventory Management
JIT	Just In Time
KO	Contracting Officer
NTE	Not To Exceed
OASD (HA)	Office of Assistant Secretary of Defense (Health Affairs)
OCONUS	Outside Continental United States
PIID	Procurement Instrument Identifier
PN	Part Numbers
PV	Prime Vendor
PVP	Prime Vendor Pharmaceutical
SA	System Administrator
SAAR	System Authorization Access Request
SMS	Strategic Materiel Sourcing
SOS	Source of Supply
TLAMM	Theater Lead Agent for Medical Materiels

## PART 2. DEFINITIONS

DMLSS User. Includes personnel involved in the ordering and receiving process within the Inventory Management (IM) and Customer Area Inventory Management (CAIM) modules of the Defense Medical Logistics Standard Support (DMLSS) system.