

**USTRANSCOM
Main Conference Room, LMI
Scott AFB, IL 62225**

DTEB Committee Meeting Minutes

28 June 2018

Facilitator: Mr. Michael James

Minutes Taken By: Ms. Amanda Richardson

Attendees

Name	Office Symbol	Phone	Email Address
Mr. Gordon Allbritton	USAF	(334) 416-4677	gordon.allbritton@us.af.mil
Mr. Bruce Bowman	TCJ6	220-6260	bruce.e.bowman2.ctr@mail.mil
Ms. Judy Bratcher	IGC	220-6146	judy.a.bratcher.ctr@mail.mil
Mr. Michael Crawford	TCJ4-LT	220-7380	michael.r.crawford4.civ@mail.mil
Mr. Carlyle Dixon	TCJ6	220-4445	carlyle.w.dixon.ctr@mail.mil
Mr. James DeCarli	TCJ6	220-4385	james.d.decarli.civ@mail.mil
Mr. Daniel Eisenberg	TCJ6	220-4441	daniel.j.eisenberg3.ctr@mail.mil
Mr. Gordon Fitzpatrick	CMOS	(334) 416-5819	gordon.fitzpatrick@us.af.mil
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Mr. Craig Gilmore	TCJ6	220-4267	craig.a.gilmore2.ctr@mail.mil
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Ms. Lynn Jacobs	TCJ3-IA	220-7599	lynn.m.jacobs.civ@mail.mil
Mr. Michael James	TCJ6	220-4439	michael.r.james28.ctr@mail.mil
Mr. Richard Kinkade	USARMY	220-5625	richard.s.kinkade.civ@mail.mil
Ms. Ruth Leder	LOGSA	(256) 955-8017	ruth.e.leder.civ@mail.mil
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Mr. Luis Madrigal	DLA	(571) 767-2011	luis.g.madrigal.civ@mail.mil
Ms. Anne Marlowe	NEXCOM	(757) 631-3647	anne.a.marlowe.naf@mail.mil
Ms. Elizabeth Mason	LOGSA	(757) 878-0859	Elizabeth.r.mason17.civ@mail.mil
Mr. Craig Matlock	USAF	(618) 229-5365	craig.matlock.1@us.af.mil
Mr. Frank Napoli	DLA	(571) 767-0753	frank.napoli.ctr@dla.com
Mr. Richard Rice	TCJ6-SA	(618) 576-1937	richard.e.rice26.ctr@mail.mil
Mr. William Souser	TCJ6-RD	220-4196	william.n.souser.ctr@mail.mil
Ms. Sherry Verdu	USARMY	220-5781	sherry.m.verdu.civ@mail.mil

Purpose: Discuss current activities within Defense Transportation Electronic Business (DTEB)

Agenda

- Welcome & Introductions
- Technical Secretary Report: X12
- Technical Secretary Report: Defense Freight Transportation System (DFTS)
- Technical Secretary Report: Federal Emergency Management Agency (FEMA)
- Technical Secretary Report: Navy Exchange (NEXCOM)
- Demand Management (DM)/Implementation Convention (IC) Synchronization Charts
- DM & IC update
- Data Reduction
- Potential IC Retirement

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- Voters' Protocol
- OUSD(AT&L) Defense Logistics Management Systems (DLMS) Compliance Interim Project Team (IPT)
- 858R Accessorial Table Changes
- Charter Discussion
- Open Discussion
- Action Item Review
- Next Steps, Next Meeting, Wrap Up
- Adjournment

Discussion

- 1) Mr. DeCarli began introductions and Mr. James began roll call.
- 2) Mr. James asked the attendees if they had any comments on the last meeting minutes. No one spoke up so he asked if there was a motion to approve meeting minutes. Both Mr. DeCarli and Mr. Souser voted to approve. With no one else voting, the motion was passed to approve the previous minutes. Mr. James declared that he will officially post the meeting minutes.
- 3) Mr. Eisenberg began with the X12 Tri-annual meeting overview:
 - a) Big items included the X12I maintenance items and the code maintenance request.
 - b) He also mentioned that the next meeting will focus on the Blockchain in Transport Alliance (BiTA).
 - c) Mr. Eisenberg explained that X12 is the Standards Committee that DTEB and anyone who utilizes EDI uses as the standard. This influences the DTEB Implementation Conventions (ICs).
 - d) Mr. Souser asked what was being advocated on the block chain. Mr. Eisenberg answered that if you're in, then you'll be able to trade with whoever is already in this organization.
 - i) It's a verified transaction is verified by all of the people in the chain, which increases movement visibility. This is what the industry is moving towards and BiTA is discussing the security standards. USTRANSCOM can set their own standards for how this works.
 - ii) Mr. Souser then stated that he asked because Ms. Hepp is currently working with Blockchain herself.
- 4) DFTS Update:
 - a) Mr. James announced that twenty-nine DLA Site Implementations completed in early June 2018.
 - b) GFM/DCMA:
 - i) JTP scheduled for 18-21 June 2018.
 - ii) Nine sites to be implemented for GFM/DCMA.
- 5) FEMA Support Efforts:
 - a) Mr. Bowman stated that FEMA is losing visibility of moving trailers to their sites. Working on mod (214) to meet their requirements. Deadline had been 1 June 2018 but now they are in official testing (15 July 2018) and go live 1 September 2018.
 - b) A member over the phone asked what the IC is for FEMA 214 and Mr. Bowman answered that we've built a new IC, 214F, for FEMA.
- 6) NEXCOM Support Efforts:

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- a) Mr. Bowman explained how multiple solutions were discussed and the DTEB Team choose to build DTEB 856F, which is planned for implementation in October 2018.
 - b) Mr. DeCarli took a moment to say that between DLA, FEMA, NEXCOM, USTRANSCOM, etc., that he appreciates the effort/turnaround time of all involved.
 - c) Ms. Verdu asked if the 214F will affect our current 214's. Mr. DeCarli clarified that it will not as this is tailor made for FEMA only. Mr. Bowman continued stating that we are adding new custom field for 214F which will just go to FEMA.
 - d) Mr. DeCarli then asked if there is anything DLA would like to add, but Mr. Madrigal reported that there is not.
 - e) Frank Napoli stated that EBSO implemented and approved ADCs that dovetail USTRANSCOM's ICs.
- 7) Synchronization Chart:
- a) Mr. DeCarli stated that an incident that had occurred a couple months ago highlighted why this chart is important. If someone had not caught the error it contained, we could have had some huge negative effects on the program that would not turn out well. Please keep up with chart and vote. Stay engaged.
 - b) Ms. Jacobs concurred and emphasized how important it is to keep up to date, especially with the TMS initiative and the Cloud.
- 8) DM/IC Update:
- a) Mr. James revealed the two new ICs that were submitted, the 856F to support FEMA and NEXCOM.
 - i) Make operational around 1 September 2018
 - b) IC 214F was produced for FEMA support.
 - i) Make operational around 1 September 2018
 - c) Mr. James covered the following DMs:
 - i) DM 1273 – Approved
 - (1) Affected the 220D, added code for dimensional weight.
 - ii) DM 1274 – Approved
 - (1) Added code "A2" Military Assistance Program Address Code (MAPAC) to N103 Data Element 66 at Index 16-03 and 31-03.
 - iii) DM 1275 – Approved
 - (1) Added code "A2" Military Assistance Program Address Code (MAPAC) to N103 Data Element 66 at Index 16-03 and 22-03.
 - iv) DM 1276 – Replaced by DTEB 858.E.004010 DoD VENDOR SHIPMENT INFORMATION Version 2
 - (1) Added code 'A2' Military Assistance Program Address Code (MAPAC) to N103 of the 858E at the below indexes.
 - v) DM 1277 – Approved
 - (1) Retired the 858C v.0
 - vi) DM 1278 – Initially approved but later withdrawn
 - (1) Changed 858C to remove SSN and replace with DoD ID
 - (2) Withdrawn due to new info received
 - vii) DM 1279 – Approved
 - (1) Removed a code list from 858R.

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- (a) Code list related to contract that was two contracts prior and no longer in affect.
- (b) Two voting members were forced to change their vote because they casted it against the wrong DM.
- viii) DM 1280 – Disapproved
 - (1) Added number association between the Accessorial codes against the DM.
 - (2) Disapproved due to no justification provided as to why the DFTS contract should have a need to pick up or deliver to a residential address. The only users are DLA and DCMA.
 - (3) A replacement DM will be submitted.
- ix) DM 1281 – Disapproved
 - (1) Modified 300A
 - (2) Added a code DOC to represent daily transportation visibility
 - (3) Disapproved due to supply domain using DOC in the DLMS
- x) DM 1282 – Approved
 - (1) Affected 220D
- xi) DM 1283 – Approved
 - (1) Replaced DM 1281
- d) Mr. Matlock asked why 1278 was rescinded. Mr. James informed him that the change would negatively impact a number of personal property systems. Their process required access to the SSN. The short term fix is to mask the SSNs and pass all 0's. Long-term is to remove those elements. Mr. Eisenberg added that the billing portion tied to SSNs. Mr. Matlock asked why they couldn't modify the system since it has been 10 years. Mr. DeCarli agreed with Mr. Matlock and stated that this is a high visibility issue and we will keep pressing it. The programs themselves are working to address this problem. Mr. Matlock thanked Mr. DeCarli for the response.
- 9) DTEB Data Reduction Initiative:
 - a) Mr. James disclosed that the DTEB Team conducted an element by element review of all 39 ICs.
 - i) Zero (0) ICs contained non-required elements.
 - ii) Two (2) ICs contained PII.
- 10) Potential IC Retirement:
 - a) Mr. Eisenberg revealed that we have four other 3050 versions that DTEB has ICs that we maintain. There are 5 ICs that are older than the 4010 that we maintain. These were developed in the late 90's.
 - b) We wanted to bring this up to see if their system uses any of these. If not, we will submit DMs shortly for member vote to retire these.
 - c) Versions prior to 4010 are more difficult to analyze than newer ICs. Going forward will be much easier to analyze.
 - d) Mr. Eisenberg then asked the attendees if any systems still use the following ICs:
 - i) 003050
 - (1) DTEB 602.B.003050 GUARANTEED TRAFFIC SOLICITATION/TENDER BID
 - (2) DTEB 824.B.003050 GT COMPLIANCE NOTICE
 - (3) DTEB 858.A.003050 FREIGHT GOVERNMENT BILL OF LADING

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- (4) DTEB 864.B.003050 GT SOLICITATION COVER/ AWARD LETTER
 - ii) 003070
 - (1) DTEB 602.A.003070 TRANSPORTATION SERVICES TENDER
 - e) Mr. Napoli stated that, historically when he supported USTC, the 602 tender bid IC was used by carriers to submit their tenders. In the early 1990's, when that was implemented, a letter went out from USTC, declaring USTC will no longer accept those for tender entry. These should mostly be retired w/o impact.
 - f) Ms. Lopez Cruz mentioned that she believed CPA has something to do with one of these but could not recall which.
 - g) Ms. Verdu suggested checking with EDM to see with what they are using.
 - h) Mr. Bowman asked Mr. Napoli if he knew who we should contact at DLA. Someone might be using one of these to pass to the GEX.
 - i) Mr. Napoli was not sure but Mr. Madrigal stated that Mr. Gary Woddell might be the POC.
 - j) Mr. Eisenberg asked if anyone had any more questions on IC retirement but no one responded.
- 11) Voters' Protocol and Guidelines:
- a) Mr. DeCarli mentioned that he sent a reminder for everyone to take a look at this. The bottom line is that we welcome every committee member's opinion, but if it doesn't affect an individual's program, their "no" vote is counterproductive. There were some instances where that happened.
 - b) Mr. Napoli declared that he is a proponent of communicating with the DTEB support team. If anyone has questions regarding the DMs, he recommended reaching out to them before casting a vote.
 - c) Mr. Bowman asked to review 6D of the document, "when to not approve":
 - i) An individual's system will be directly and negatively impacted by the change.
 - ii) The change directly contradicts a different part of the IC.
 - iii) The functionality included in the change is already available in another part of the IC.
 - iv) The change would not be allowed by the X12 standard.
 - d) Mr. Bowman implored the attendees to still read through the IC and DM articles even if it does not affect their system. More eyes on the proposals mean less room for errors to go unnoticed.
 - e) Mr. Crawford suggested adding "if it contradicts USTRANSCOM policy or guidance".
 - i) Some DMs in the past contradicted USTC policy.
 - f) Mr. Fitzpatrick from CMOS asked the attendees to review Paragraph 4B
 - i) He asked if on sub-paragraph 1 and 2, the sentence reads "new segments or date elements". Is it supposed to say "data"? Mr. Eisenberg confirmed that it is.
 - g) Ms. Bratcher at IGC commented that she was a little discouraged with the new ICs because on 856S, only two people voted and she completely missed 214. She observed that there is no way to know whether or not all committee members have seen the proposals.
 - h) Mr. James responded that her concerns are duly noted and the DTEB Team is modifying the process to align more with the DM process. Ms. Bratcher appreciated the response.
 - i) Mr. DeCarli then reflected on the fact that some proposals will have little participation, but others will have great participation. He reiterated Ms. Bratcher's sentiment that

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- everyone has visibility. If an individual opts not to participate, they need to accept what is voted on. The DTEB Team will continue to make sure everyone has visibility.
- j) Mr. Bowman noted that it would have been better to have 20 “abstains” to ensure members reviewed the proposal.
 - k) Ms. Lopez Cruz suggested adding an “abstain” voting option in the IC proposal emails (such as the 214). If a member has comments, then they can go to the website and post them there. Ms. Bratcher agreed with Ms. Lopez Cruz.
 - l) Mr. Eisenberg speculated that the reason behind the lack of votes was that this was the first time we had an IC to vote on in years. Mr. DeCarli reaffirmed that the DTEB Team will implement a solution.
- 12) OUSD(AT&L) DLMS Compliance IPT:
- a) Mr. DeCarli declared that he still participates in DLMS meetings and asked the committee if anyone has comments for him to pass along.
- 13) 858R Accessorial Table changes
- a) Mr. James stated that changes to the 858R Accessorial code lists were discussed at the last DTEB meeting. Of those changes, only removing the Tailored Transportation Contract Traffic Shipments code list would have no negative impacts to USTRANSCOM operations.
 - b) Submitted 1279 to remove the expired list.
- 14) DTEB Committee Charter:
- a) Mr. James stated that changes were implemented and submitted for member review.
 - b) The next step is preparing to submit it to the J6 front office for signature.
- 15) Open Discussion:
- a) Mr. James then asked the committee if anyone had any questions.
 - b) Ms. Verdu asked where the standards are published for the EDI data elements. Mr. James responded that because X12 is a licensed standard, the team will need to reach out to them to see if they are okay with us publishing their standards.
 - c) Ms. Lopez Cruz recalled that we used to publish our ICs before but a determination was made that we had too much. Maybe publish them on the DTEB site? The only concern about that may be making these available on the public site for the carriers.
 - d) Mr. Napoli noted that the definitions are included in the DLMS manual, vol. 1 which is publically available to everyone.
 - e) Ms. Jacobs thought the dictionary was in the ITS DEIM application. Ms. Lopez Cruz thought that one could only find those on the X12 website or in the old books. Ms. Jacobs stated that you use DEIM to create paper copies of the ICs. Mr. James stated that info might just be limited to DTEB. Mr. DeCarli declared that the bottom line is, there is access in ETR.
 - f) Mr. James informed that he will look into publishing the X12 Data Element Types information on the DTEBs site.
 - g) Mr. Bowman recalled that the standards do show up in the 3050 versions.
- 16) AI Review:
- a) Mr. James presented the following updates for Open Action Items:
 - i) Established a Synchronization Working Group for 858R.
 - (1) Reached out to organization, received feedback and synch is required. Either 9 or 16 July, establish a sync working group. He then asked the committee if those

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dates were acceptable. If individuals are not heard from by Thursday of next week, the will schedule be set based on what is known.

- (2) Ms. Lopez Cruz reminded the committee that next week is 4th of July week and asked if the 16th would be more feasible. Mr. Eisenberg agreed that it would be.
 - ii) DLMS/DTEB Transportation Mode Analysis:
 - (1) Recommended that we sync the DTEB and DLMS transportation mode code.
 - (2) Sent analysis spreadsheet to the DLA representatives and they have been looking at changes on the EBSO side.
 - (3) Closed.
 - (4) Mr. Napoli updated the committee with the news that Ms. Sophie Williams is the Government lead on the synchronization task for the mode codes. She is out of office but is working on the approved DLMS change that will sync those tables. That will be forthcoming.
 - iii) DLMS Compliance IPT:
 - (1) Mr. James forwarded the invitation to DLA representative.
 - (2) Complete.
 - iv) ACI meeting:
 - (1) Mr. DeCarli asked if anyone interfaces with the RAIL, if there are issues, please put that together and let us know.
 - v) 858R Section 6 changes:
 - (1) DM 1279 has been approved
- 17) Mr. James reviewed the Action Items established from this meeting as well as recommended dates for the next DTEB Committee Meeting.
- 18) The session was adjourned upon no further questions from the committee.

Risks & Mitigations

- N/A

Action Items

- **Committee members to look at which ICs are still in use – DTEB Committee – Due Date: 07/06/18
Status – Pending**
- **Fix typos and add a bullet in the Voters’ Protocol and Guidance document – DTEB Support Team – Due Date: 07/13/18
Status – Pending**
- **Modify the voting alert emails for ICs to improve the process – DTEB Support Team – Due Date: 07/31/18
Status – Pending**
- **Add a one-click abstention option – DTEB Support Team – Due Date: 07/06/18
Status – Pending**
- **Publish X12 definitions to DTEB website – DTEB Support Team – Due Date: 07/20/18
Status – Pending**

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Takeaways

- ❖ **The importance of the entire committee to review the Synchronization Chart to mitigate the likelihood of errors.**
- ❖ **Members to be cognizant regarding the difference between voting “no” and abstaining from a vote, but still submitting an answer for ICs and DMs.**