

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

DTEB Committee Meeting Minutes

25 October 2018

Facilitator: Mr. Michael James

Minutes Taken By: Mr. Michael James

Attendees

Name	Office Symbol	Phone	Email Address
Mr. Gordon Allbritton	USAF	(334) 416-4677	gordon.allbritton@us.af.mil
Ms. Deborah Arbelo	USARMY SDDC	220-5201	Deborah.s.Arbelo.civ@mail.mil
Mr. Bruce Bowman	TCJ6	220-6260	bruce.e.bowman2.ctr@mail.mil
Mr. Larry Bringenberg	USARMY SDDC	220-5393	lawrence.m.bringenber.civ@mail.mil
Ms. Kay Clodfelter	TCJ5/4	220-6993	kay.j.clodfelter.civ@mail.mil
Mr. Barry Coppin	LOGSA	(256) 876-1836	barry.a.coppin.civ@mail.mil
Ms. Amie Davis	TCJ6	220-4536	amorella.m.davis.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. Richard Fisher	TCJ4-LT	220-4633	richard.m.fisher4.ctr@mail.mil
Mr. Eric Flanagan	EBSO	(571) 363-9291	Eric.flanagan@dla.mil
Mr. Jeffery Giesegeh	HQSDDC-G6-IMA	(618) 589-8523	jeffery.c.giesegeh.ctr@mail.mil
Mr. Gregory Griffin	USN	(757) 443-5512	greg.griffin@navy.mil
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. Nancy Lopez Cruz	USARMY	220-5651	nancy.lopezcruz.ctr@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
Ms. Angela Minard	TCJ5/4	220-4710	angela.m.minard.ctr@mail.mil
Mr. James Morgan	DLA Logistics Ops	(571) 767-7941	james.morgan@dla.mil
Mr. Rich Morrow	EBSO	(571) 767-5256	richard.j.morrow@dla.mil
Mr. Frank Napoli	EBSO	(571) 767-0753	frank.napoli.ctr@dla.mil
Mr. Richard Rice	TCJ6-SA	(618) 576-1937	richard.e.rice26.ctr@mail.mil
Ms. Sherry Verdu	USARMY	220-5781	sherry.m.verdu.civ@mail.mil
Ms. Sandy Wojtaszek	Maersk	(704) 571-2856	sandy.wojtaszek@maersk.com
Mr. Dereck Wilson	TCJ5/4	220-6645	dereck.k.wilson.mil@mail.mil
Ms. Linda Wright	NEXCOM	(757) 631-3306	linda.wright@nexweb.org

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

Agenda

- Welcome & Introductions
- Technical Secretary Report: X12, DFTS, TMS, NEXCOM, FEMA
- Data Maintenance (DM)/Implementation Convention (IC) Synchronization Charts
- DM & IC update
- Data Reduction Update

USTRANSCOM
Main Conference Room, LMI
Scott AFB, IL 62225

- Voters' Protocol Update
- DTEB Committee Membership
- Charter Update
- Voting Process Improvements
- 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. Eisenberg began with the X12 Tri-annual meeting overview:
 - a) Last meeting
 - i) 1-4 October 2018 in Cincinnati, OH
 - b) Next Meeting
 - i) 20-24 January 2019 in Seattle, WA
 - c) Nine (9) Data Maintenance (DM) Items and one Code Maintenance Request reviewed by Transportation Task Group
 - i) One (1) disapproved, One (1) approved, Seven (7) deferred, and One (1) CMR approved.
 - d) Next Meeting topics for USTC consideration:
 - i) Blockchain in Transportation Alliance (BiTA)
 - (1) Kleinschmidt is currently a member and provides updates to X12.
 - (2) Over 1000 representatives at last BiTA meeting.
- 3) DFTS Update:
 - a) Timelines
 - i) Mr. James announced that 29 DLA Site Implementations completed by early June 2018.
 - ii) Nine (9) GFM/DCMA Site Implementations completed by late September 2018.
 - iii) PMR scheduled for 27-29 November 2018.
 - iv) Next Steps: Onboarding Other Government Agencies/Services.
 - b) Three (3) ICs maintained (219D, 220D, 858R)
 - i) Three (3) approved DMs since last meeting.
 - ii) One (1) withdrawn DM since last meeting.
 - iii) One (1) DM is in voting.
- 4) TMS Support
 - a) Mr. Bowman gave an update on DTEB support to the USTRANSCOM Transportation Management System (TMS).
 - i) Proof of Principle (POP) for an SAP "out of the box" TM solution.
 - ii) No Legacy System scheduled to Sunset or Retire during POP.
 - b) Timeline for TMS POP
 - i) Release 1.1 – Nov 2018 – CONUS Visibility of DTEB transactions.
 - ii) Release 1.2 – May 2019 – DLMS transactions and OCONUS Location (Hawaii) added.
 - iii) Release 1.3 – Nov 2019 – OCONUS expanded to include Japan.

USTRANSCOM
Main Conference Room, LMI
Scott AFB, IL 62225

- iv) Release 1.4 – Mar 2020 – OCONUS expanded to include more of PACOM.
- c) Challenges
 - i) Data Quality of EDI data being received.
 - ii) Accuracy and Completeness of certain TRDM Reference (Master) Data
 - (1) DoDAAC, CAGE, Postal Code.
- 5) NEXCOM Support Update:
 - a) Mr. Bowman explained how DTEB created 856F (Advance Ship Notice) to support NEXCOM/DLA efforts
 - i) DLA needed an IC with data fields not available in DLMS 856S or DTEB 856A.
 - ii) DTEB 856F (Version 0) approved for use on 11 May 2018.
 - b) NEXCOM's new EDI transaction data flow – began testing data 20 September 2018
 - i) NEXCOM sends DLMS 511R (Requisition) to DLA Enterprise Business Systems (EBS).
 - ii) EBS sends DLMS 940R (Materiel Staging Request) to 3PL.
 - iii) 3PL sends DTEB 856F to Defense Automatic Addressing System (DAAS)
 - (1) DAAS forwards the DTEB 856F to NEXCOM via the Global Exchange (GEX).
 - iv) 3PLs send DLMS 856S (Shipment Status Reporting) to DAAS.
 - c) NEXCOM / DLA / 3PL / DAAS - began testing interface 27 September 2018
 - i) NEXCOM VAN and 3PL (Peckham) VAN working to resolve an interface issue (17 October 2018).
 - ii) Once VAN issues are resolved, other 3PLs will be added.
 - d) Mr. Flanagan Requested DTEB assistance with a possible solution to the VAN issue. Mr. DeCarli recommended taking the discussion offline to allow the DTEB Committee meeting to remain on-topic.
- 6) FEMA Support Update:
 - a) Mr. Bowman provided an update on DTEB support for FEMA In-Transit Visibility (ITV) Efforts.
 - b) February 2018 - DLA/FEMA requested support for ITV
 - i) Shipment Tracking: Delivery Order, Requisition, ASN (TCN).
 - ii) Trailer Tracking: Equipment SCAC, Trailer #, Seal #, License Plate # and State.
 - iii) Commodity Tracking: Lot #, SKU, and Expiration Date.
 - iv) Ms. Wojtaszek requested further information on this requirement for ITV and whether Maersk is required to support this. Mr. DeCarli recommended taking this discussion offline to keep the DTEB committee meeting on-topic.
 - c) DTEB produced 856F and 214F to support FEMA and DLA efforts
 - i) DTEB 856F (Advance Ship Notice – Federal and DoD) approved 11 May 2018.
 - ii) DTEB 214F (Carrier Shipment Status – Federal and DoD) approved 25 May 2018
 - (1) DM expected soon to add AT7 values for Shipment Diversions
 - (a) Mr. Napoli asked about who is expected to submit the DM. As there is some question about whether DLA or EBSO should be submitting the DM, further discussion is required on their end. DTEB support will follow up with DLA and EBSO to ensure that the DM is submitted.
 - d) Implementation at the FEMA and DLA has stalled due to hurricane season:
 - i) Full implementation tentatively moved to March/April 2019.

USTRANSCOM
Main Conference Room, LMI
Scott AFB, IL 62225

- 7) June Meeting Minutes Review:
 - a) Mr. James asked for members' comments on the June meeting minutes. A number of minor typos were identified
 - i) Mr. Napoli's organization is EBSO, not DLA.
 - ii) Mr. Napoli's email ends in .mil, not .com.
 - iii) Ms. Sylvia Williams' first name is not Sophie
 - iv) Mr. Madrigal's office symbol is J341
- 8) Synchronization Chart:
 - a) Mr. James requested that voting representatives review the synchronization chart for their systems or otherwise identify the individual that should be performing the updates of the synchronization chart instead.
 - b) 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.
- 9) DM/IC Update:
 - a) Mr. James informed the Committee that only DMs that require further consideration from the Committee would be reviewed, and invited inputs if any other DMs required review.
 - b) 2018 IC Retirement.
 - c) Mr. James identified that the following DMs retired ICs in 2018
 - i) 003050
 - (1) DM 1277 - 858.C.003050 PERSONAL PROPERTY GOVERNMENT BILL OF LADING.
 - (2) DM 1284 - 602.B.003050 GUARANTEED TRAFFIC SOLICITATION/TENDER BID.
 - (3) DM 1285 - 824.B.003050 GT COMPLIANCE NOTICE.
 - (4) DM 1286 - 858.A.003050 FREIGHT GOVERNMENT BILL OF LADING.
 - (5) DM 1287 - 864.B.003050 GT SOLICITATION COVER/ AWARD LETTER.
 - ii) 003070
 - (1) DM 1288 - 602.A.003070 TRANSPORTATION SERVICES TENDER.
 - d) Mr. James covered the following DMs:
 - i) DM 1290 – Withdrawn
 - (1) Affected the 220D, added exception code for Specialized Shipment Coordination.
 - (2) DM was submitted due to poor understanding of DFTS requirement, and highlights need for clear communication.
 - ii) DM 1293 – Approved
 - (1) One of a set of 3 DMs adding Equipment Type Codes to the 219D, 220D, and 858R.
 - (2) Comments
 - (a) The new codes must be added to TRDM and MFTURP
 - (i) Mr. James states that the DFTS PMO has reported that SDDC is working on adding these codes to the MFTURP.
 - (b) Recommend to submit two DMs to X12 to request the addition of another code source to Data Elements 24 and 301, which should refer to the

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

authoritative data source for DoD Equipment Codes and whichever DoD code source is identified for DE 301.

- (i) Potentially could require another DM expanding these Data Elements from 4/4 to 1/4 due to DOD code lengths. See decision on below comment for final disposition.
 - (c) Recommend adding language to N722 or Section 6 [43-22] that mirrors the language in N722 [13-22] in DTEB 220D.
 - (i) “Left justify the code and fill to the right with the lower case ‘x’ until a length of four characters is attained.”
 - (ii) EBSO recommends padding the codes listed in the IC instead of adding language directing the padding.
 - (iii) DTEB Support staff will reach out to Committee members to inquire about best path forward for Committee members.
 - (d) Recommend adding language in N504 or Section 6 [47-04] to explain that DoD codes are to be used (versus codes from code source 47, Association of American Railroads Data)
 - (i) Wording in IC already directs to code list in section 6. This would only clarify that the codes in section 6 are not Car Type Codes from the AAR.
- iii) DM 1294 – In Voting
- (1) Affects the 219D, adds an instance of the L22 segment that serves as a flag to indicate whether a Line Item is Stackable.
 - (2) Voting period ends October 31, 2018.
- 10) DTEB Data Reduction Initiative:
- a) Mr. DeCarli notified the Committee that the Data Reduction Initiative has been closed, but has resulted in some spin-off lines of inquiry, and that they might see further requests for information in the future.
- 11) Voter’s Protocol Update:
- a) Mr. James reminded the DTEB Committee of the Voter Guidelines document that was reviewed at the June meeting. The changes recommended were collected and implemented by the DTEB support staff and the updated version was posted to the home page of the ITS DTEB website. Under the News section, it is the second from the bottom hyperlink.
- 12) DTEB Committee Membership:
- a) Mr. DeCarli mentioned that he had been approached to adjust how voting rights were granted by the Committee.
 - i) The recommendation has been made that voting rights be given at the division level.
 - ii) Mr. DeCarli stated that he does not feel that this is the best path forward, but he has opened this up for Committee Discussion. He requests that committee members provide feedback within two (2) weeks if they feel strongly one way or the other.
 - iii) Ms. Clodfelter informed the Committee that she had brought this up as a way to speed the voting process for USTRANSCOM, since there are multiple divisions providing feedback on each DM or IC that requires voting.
 - b) Mr. James also notified the Committee that, due to the loss of numerous Committee members to attrition, the DTEB support staff requested assistance with identifying POCs

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

for systems with Voting Rights, but no current representation on the Committee. He then began going through the list of systems meeting that description.

- i) Mr. DeCarli recommended sending out the list for Committee feedback via email instead of gathering the information in the meeting and Mr. James took it as an Action Item.

13) DTEB Committee Charter Update:

- a) Mr. DeCarli stated that he is preparing to submit the Charter to the J6 front office for signature, with the understanding that the charter had already been ratified by the participant organizations.

14) Voting Process Improvements:

- a) Mr. Eisenberg reminded the Committee that a number of issues had been raised with the IC voting process at the June DTEB Committee meeting. The DTEB Support staff took those issues back to the ITS technical staff and put in requests for four changes.
- b) Mr. Eisenberg demonstrated three of those changes.
 - i) The results of voting are now displayed on the IC page after voting has closed. This functionality is available in production now.
 - ii) The format of the email notifications about ICs being out for voting is changing. The text of the email has been cleaned up, and the link within the email now takes the voter directly to the list of ICs that are up for voting. This functionality will be implemented in the November release of ITS.
 - iii) The IC approval process now mimics the DM approval process. For the most part, this will not impact the DTEB Committee members, but it adds an additional layer of checks to ensure that any potential mistakes are caught before they are published. This functionality will be implemented in the November release of ITS.
- c) Mr. Eisenberg also informed the Committee that, due to technical difficulties, the ability to cast an “abstain” vote directly from the email announcement about the IC or DM will not be implemented.

15) Open Discussion:

- a) Mr. James then asked the committee if anyone had any additional business to bring to the DTEB Committee.
- b) There was no additional business brought forward.

16) Action Item Review:

- a) Mr. James presented the following updates for Open Action Items:
 - i) Establish a Synchronization Working Group for 858R.
 - (1) Working group met on 7 August 2018. Further investigation into the impacts of implementing DM 1258 was required.
 - (2) Decision was made to perform further Synchronization via email.
 - (3) Ms. Verdu notified the Committee that SDDC was in discussions with the rail carrier about who specifically the carrier wanted identified in this data element. The Carrier stated they wanted an individual who could answer any questions about the hazardous cargo. The discussion further clarified that the carrier wanted the individual identified at the line item level, which is not where DM 1258 identifies the HAZMAT POC. Additional investigation required before SDDC implementation.

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

- (4) Ms. Verdu took an action item to send this information to the Synchronization Working Group via email.
 - (5) DTEB Committee voted to close this action Item.
 - ii) ACI Meeting Schedule:
 - (1) DTEB Support Staff met with SDDC and GFM representatives on 20 June 2018 to discuss potential Agenda. Insufficient Agenda Items were presented to warrant a full ACI meeting, and so no meeting has been scheduled and the Action Item was closed.
 - (2) Mr. DeCarli requested that the Action Item be reopened at the October DTEB Committee Meeting to allow time for any additional inputs from the Committee members.
 - iii) 3050 and 3070 use:
 - (1) Mr. James reached out to the DTEB committee members and received word from LOGSA that they might be using 3070 transactions sets. He then released the DMs to retire the 3050 ICs, and did the same with the DM retiring the 3070 IC once he heard back from LOGSA.
 - (2) Complete.
 - iv) Committee Voter Guidelines:
 - (1) DTEB Support staff updated the Voter Guidelines according to feedback received at the June 2018 Committee meeting and posted the voter guidelines to the ITS DTEB website.
 - (2) Complete.
 - v) X12 Standard Data Elements:
 - (1) DTEB Support Staff reached out to X12 support for their policy on publishing the X12 Data Element Types information in response to request from the DTEB Committee at the June meeting.
 - (2) Response from X12 support: “Point your readers to the true source where they can register, not paying a fee, to read, for example X12.6 which is where the X12 data types are described in Section 3.5.
<https://reviewer.x12.org/ReferencePublicReviewWeb>”
 - (3) DTEB Support Staff posted the link to both the ITS DTEB site and DTEB public site.
 - vi) IC Voting Process Improvements:
 - (1) Mr. Eisenberg reiterated that DTEB support staff worked with ITS technical staff to meet Committee requests from June meeting, and the improvements to the IC voting process should be seen in November.
 - (2) DTEB Committee voted to close this action Item.
- 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

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

Action Items

- **Ms. Verdu to send update email on SDDC/GFM implementation of DM 1258 for 858R Synchronization Working Group – SDDC/GFM – Due Date: 10/31/18
Status – Complete**
- **DTEB Support Staff will follow up with Mr. Flanagan about potential changes to 214F – DTEB Support Staff – Due Date: 10/31/18**
- **DTEB Support Staff will update the meeting minutes from June to make the corrections requested – DTEB Support Staff – Due Date 10/31/18**
- **DTEB Support Staff will investigate the comments associated with DM1293, specifically EBSO’s recommendation about padding the codes, and determine the best path forward. – DTEB Support Staff – Due Date 11/07/2018**
- **DTEB Support Staff will schedule a DTEB/EDI 101 course in the near future. – DTEB Support Staff – Due Date 11/07/2018**
- **DTEB Support Staff will send out the Voting System/Organization POC spreadsheet to the Committee members to identify POCs. – DTEB Support Staff – Due Date 10/31/2018**

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.**