



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SURGEONS OFFICE

10 May 2004

MEMORANDUM FOR ALL DMLSS 3.X BASES

FROM: AFMSA/SGSL

SUBJECT: End-of-Month (EOM) Processing – Defense Medical Logistics Standard Support (DMLSS) 3.X

1. A negative trend in problems associated with manual processing of the EOM at DMLSS 3.X sites has been noted since the beginning of the calendar year. Manual processing of the EOM, without first determining if the EOM actually has not processed, has a ripple affect across the entire Air Force Medical Service, starting with the medical facility and ending with the Joint Medical Logistics Functional Development Center (JMLFDC). It is a large undertaking to reset the DMLSS database and maintenance accounts, and to verify financial positions of your inventory when this occurs. After review of the cause and affects, we have determined that bases should never run a manual EOM without approval and detailed guidance to do so. As a result, **processing a manual EOM in a DMLSS 3.X system is not authorized.**
2. In the event of an EOM processing failure, follow the procedures outlined in the procedure document entitled "Tape Backup and Basic Systems Administration" found on the Air Force Medical Logistics website at <https://afml.ft-detrick.af.mil/afmlo/product/cfm/dtl.cfm?Type=DMLSS> to validate proper EOM processing. If needed, contact the Military Health Systems (MHS) helpdesk 800-600-9332 for assistance. The MHS helpdesk and/or JMLFDC will provide guidance on how the EOM will be completed for your activity once the situation has been thoroughly evaluated.
3. Bases are advised to review the DMLSS Configuration Manager (DCM) search/monitor when contacted by DFAS concerning non-receipt of the EOM Finance files. Local firewall issues seem to be the biggest contributor to the files not transferring properly during the EOM process. The files should be resubmitted from DCM in the event there was an error with the original transmission.
4. My POC is MSgt Richard Marion, DSN 343-8747, commercial 301 619-8747, richard.marion@amedd.army.mil.

A handwritten signature in purple ink, appearing to read "Perry R. Cooper", is positioned above the typed name.

PERRY R. COOPER, Colonel, USAF, MSC, FACHE
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