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DLMSO
I REPLY
REFER TO

August 8, 2007

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)
251, Department of Defense Activity Address Directory (DODAAD)

The attached change to DOD 4000.25-M, DLMS is approved. This change will be published in DLMS Formal Change 5, scheduled for calendar year 2007. The DOD Activity Address Directory (DODAAD) has been completely reengineered in accordance with the DODAAD Process Review Committee requirements. The attached ADC contains the new procedures that reflect the results of the DODAAD reengineering. These procedures will be formally published as Chapter 2 of new Volume 6 of the DLMS Manual. When DLMS Formal Change 5 is published DOD 4000.25-6-M, DOD Activity Address Directory will be canceled. The procedures contained in this ADC should be used effective immediately.

Addressees may direct questions to the DLMSO point of contact, Mr. Robert Hammond, 703-767-2117, DSN 427-2117 or e-mail: robert.hammond@dla.mil. Others must contact their DOD Component designated DODAAD PRC representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:
DUSD(L&MR)SCI
DODAAD PRC

Enclosure to ADC 251

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1 GENERAL

C2.1.1. **Purpose.** This chapter establishes information requirements for the DoDAAD. The DoDAAD is an interactive database table located at the Defense Automatic Addressing System Center (DAASC). The DoDAAD provides a single authoritative source of address information for DoD Component application system's data requirements. The address data is used for shipping, billing, and identification purposes by Military Services, Federal Agencies, and civil agencies. Business application systems requiring DoDAAD data to support their business processes include (but not limited to): supply chain, material management, distribution, transportation, maintenance, financial, and acquisition systems.

C2.1.2. **Assignment.** The Department of Defense Activity Address Code (DoDAAC) is a six-position code that uniquely identifies a unit, activity, or organization. If you are a Government Service/Agency employee, contact your Central Service Point (CSP) or local DoDAAC Monitor at your location to have a DoDAAC assigned. If a DoDAAC Monitor does not exist at your Service/Agency, contact an appropriate DoDAAC Service Point (link below): <https://www.dla.mil/j-6/dlms/eLibrary/Restricted/SvcPointsPOC/allpoc.asp>

For more information, please refer to the Military Standard Requisitioning and Issue Procedures (MILSTRIP) manual at: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/MILSTRIP/Reissue2004/word/0202-AP2-02.doc>

C2.1.2.1. Civilian government organizations (e.g., local government agencies or police department), contact the appropriate General Services Administration (GSA) DoDAAC Service Point to have a DoDAAC assigned.

C2.1.2.2. Private organizations (e.g., contractors) contact the Service/Agency with whom you have a contract. That Service/Agency will have to sponsor DoDAAC assignment through their DoDAAC Monitor or Service Point. For example, Company X needs a DoDAAC because of a business relationship with the Air Force. The Air Force would have to request the DoDAAC for Company X; Company X is not authorized to make the request themselves.

C2.1.2.3. DAASC is the official repository for DoDAACs and Routing Identifier Codes (RICs) and is also responsible for the editing, routing and electronic transmission of logistics transactions to the Military Services, federal agencies, and contractors. Customers establishing, or changing, DoDAACs or RICs need to contact DAASC to receive logistics transactions, for example: requisitions and supply/shipment

status, routed according to Military Standards to their DoDAACs and RICs. Customers that already have DAASC accounts must let DAASC know the DoDAAC(s) or RIC(s) to load to their accounts, which are uniquely identified by a 7 character Communication Routing Identifier (CommRI). Customers without accounts can learn more about the various types of accounts, and input a System Access Request for an account, from the DAASC Homepage at: <https://www.daas.dla.mil/daashome>, or by contacting the DAASC helpdesk at 1-937-656-3247.

C2.2. GENERAL ARCHITECTURE: The DoDAAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to DoDAACs in near real-time. This is accomplished by using database of codes and address data maintained and available 24x7 at Defense Automatic Addressing System Center (DAASC).

C2.2.1. Functional Architecture: DLMSO is the DoDAAD System Administrator and is responsible for ensuring that the DoDAAD directory meets the requirements of authorized DoDAAD users. DAASC is the DoDAAD central control point and is responsible for meeting the requirements of the DoDAAD System Administrator and maintaining the hardware, software, and help desk resources to ensure DoDAAD user's operational requirements are met. The CSPs are responsible for ensuring the accuracy and currency of the DoDAAD data for the DoDAACs assigned to them. The CSPs can, if they choose, establish DoDAAD Monitors delegating portions of their responsibilities (defined in the PROCEDURES section of this document) for review and approval of DoDAAD maintenance actions; however, the CSPs are ultimately responsible for the accuracy and currency of the data pertaining to the DoDAACs assigned to them. The technical architecture below supports the CSP DoDAAD data currency and accuracy. The complete list of roles and responsibilities for each of the organizations above is discussed under the responsibilities in this chapter.

C2.2.2. Technical Architecture:

C2.2.2.1. DoDAAD Data Maintenance: The CSPs or their designated CSP Monitors update the DoDAAD via the Web. This applies only to the directory entries the CSP is responsible for and authorized to update. The Army CSP uses the Army DoDAAD Web maintenance application. The Air Force CSP uses the Air Force DoDAAD Web maintenance application. All other CSPs use the DAASC DoDAAD Web maintenance application to perform maintenance actions. Regardless of the Web application used, the data validation is consistent and completed maintenance actions update the single authoritative source database at DAASC in near real-time. Access controls are built into the technical architecture to control who and what can be updated based on user ID and level of access granted (see PROCEDURES for access levels). The details for maintenance of the DoDAAD can be found at: https://today.dla.mil/j-6/dlms0/eLibrary/Documents/DODAAD/DoDAAD_SOP_for_CSPs.doc.

C2.2.2.2. Database Structure: The DoDAAD database is supported by Commercial-Off-The-Shelf (COTS) software that easily supports the addition of new data types as requirements dictate. The current database dictionary of data elements

available on the DoDAAD can be found at: <http://www.dla.mil/j-6/dlms/eLibrary/Documents/DoDAAD/DoDAADMasterFileLayout.doc>.

C2.2.2.3. DoDAAD Application System Access: The DoDAAD authoritative source database is available 24 hours a day, 7 days a week. Application systems requiring access to DoDAAD data to support their processing have three options that can be exercised. First, database replication can be put in place for the application so that application has near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DAASC, the replicated copy is constantly in synchronization with the authoritative source database. Second, direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application is always using the exact same data contained on the DoDAAD authoritative source database. Components who desire near real-time access can establish a replication link to the DoDAAD by contacting DAASC. The third and least preferred option is batch processing and DAASC will continue to support batch transaction processing for the foreseeable future. However, the goal is to encourage all users of the DoDAAD to switch to real-time replication processing (if possible). The batch broadcast transaction formats can be found at:

Insert: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/BatchInsert.doc>

Update: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/BatchUpdate.doc>

Delete: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/V6/BatchDelete.doc>

Message: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/BatchMessage.doc>

C2.2.2.4. At the point when the aging DoDAAD batch system is retired, the batch update option and the batch transaction format information (above) can be removed.

C2.2.2.5. DAASINQ. Individuals can view, query, and download DoDAAD query results via Defense Automatic Addressing Inquiry (DAASINQ) at anytime. The procedures for accessing and using DAASINQ can be found at: <https://www.daas.dla.mil/daasing/>

C2.3. POLICY

C2.3.1 Under provisions of DoD 4140.1-R, "Supply Chain Materiel Management Regulation", it is the policy of the Department of Defense that:

C2.3.1.1. The DoDAAD shall be disseminated, as required, to DoD Component user levels. Supplemental procedural issues by DoD Components or Federal Agencies are authorized to internally use the DoDAAD and additional detailed instructions, as long as the internal instructions do not conflict with the DoDAAD's core purpose.

C2.3.1.2. Recommended changes to the DoDAAD shall be forwarded to the DoDAAD System Administrator for review and coordination with Services/Agencies. Approved changes shall be scheduled for implementation in the quarterly update following the date agreed upon by the Services/Agencies. Implementation dates for approved changes shall be coordinated with Services/Agencies or as directed by the Deputy Under Secretary of Defense Logistics and Materiel Readiness (DUSD/L&MR).

C2.3.2. DLMSO is responsible for the enhancement and maintenance of the functional documentation for the DoDAAD. DAASC is responsible for system documentation, security access, and web control for the DoDAAD.

C2.4. ROLES AND AUTHORITIES

C2.4.1. User Access. There are multiple levels of access governed by the roles of the user. The DoDAAD System Administrator (DLMSO) shall set the access governing policy and DAASC shall maintain the access controls to the system. All update access is user ID and password controlled, in addition to DoD Public Key Infrastructure (PKI) requirements.

C2.4.2. Potential Users. DAASC provides a WEB screen from which potential users can request access. This screen requests information regarding the type of access required (drop down list), information about the requestor (fill in the blanks), need for access (drop down), Component affiliation (drop down), and requests that they enter and verify their desired password (fill in blanks).

C2.4.2.1. Passwords are assigned by DAASC, but must be changed to a new password the first time the user logs into the system. Passwords must comply with the following:

C2.4.2.1.1. Must contain at least one upper case letter, one lower case letter, one numeric character, and one of the following non-alphanumeric characters "%&()*+, -.:;<=>?_ |

C2.4.2.1.2. Must contain at least eight and not more than 25 characters

C2.4.2.1.3. Dictionary words should be avoided

C2.4.2.1.4. Must be changed every 90 days

C2.4.2.1.5. Passwords are case sensitive

C2.4.2.2. Accounts not used in 180 consecutive days will be deleted.

C2.4.3. Permission Requests. All access permission requests are forwarded via email to both the DoDAAD System Administrator and DAASC for approval. Upon approval DAASC will send an email back to the requestor notifying them of the approval or denial. If access has been granted, DAASC will send two separate emails back to the requestor: one containing the user identification, and another for the password.

C2.4.4. Database Profiles. The system provides a database profile of all users with access by access level and maintains statistics on the number of accesses and types of access (update, query, download) by user. The system maintains data on attempted unauthorized accesses, and notifies the DoDAAD System Administrator and DAASC via email for each unauthorized access attempt.

C2.4.5. Access Levels and Authorities

C2.4.5.1. System Administration Level. This highest level of access is provided only to the DoDAAD System Administrator and DAASC. They will have access to all data and will be able to download any information in the data base. They will also have access to all user profiles and usage data.

C2.4.5.2. Component CSP Level. This level of access is granted to the individual designated in writing by each DoD Component as their CSP. Each Component shall provide the name of their CSP to the DoDAAD System Administrator, who will notify DAASC. The user ID will be structured such that, when a CSP logs into the system, the system recognizes the CSP and the DoDAACs and related information for which that CSP has responsibility. The CSP has the ability to access all information in the database and can update any information for the Component for which they have responsibility. A CSP will not be able to update information on other Component DoDAACs, i.e., the Army CSP will not be able to update Navy DoDAACs or the information related to them. The CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the Component for which they are responsible.

C2.4.5.3. Component Sub-Delegation CSP Levels. Component level CSPs can delegate/sub-divide their responsibility for file maintenance of the DoDAACs for which they are responsible. A maximum of 20 delegations (or Monitors) per CSP are allowed. Each CSP must identify to the DoDAAD System Administrator and DAASC the individuals to whom sub-delegations are being made and the DoDAACs that each is responsible for in the DoDAAD. The user identification (ID) shall be structured such that, when a CSP Administrator or Monitor logs into the system, the system recognizes the CSP Administrator or Monitor, the DoDAACs, and related information for which that CSP Administrator or Monitor has responsibility. The CSP Administrator or Monitor shall have the ability to access all information in the database and can update any information for the Component for which they have been assigned responsibility by their CSP. A CSP Administrator or Monitor will not be able to update information on other Component DoDAACs, or DoDAACs assigned to another CSP Administrator or Monitor within their Component.

C2.4.5.4. General Access Level. This level provides user access to view any general information in the database via DAASINQ (query) program. This access level is public and open to all users.

C2.4.5.5. Application Access Level. This level is the Component business application level access to the database. Application users will have no ability to

change the database but will have unlimited access to the data. The initial business application access arrangements shall be made by DAASC in consultation with the DoDAAD System Administrator.

C2.4.6. DoDAAD Program Management. DLMSO is responsible for the program management of the DoDAAD. Tasks include (but are not limited to):

C2.4.6.1. Preparation of requirements and functional specifications.

C2.4.6.2. Scheduling and transition planning.

C2.4.6.3. Test cases.

C2.4.6.4. Policy and procedural documentation.

C2.4.7. DoDAAD Program Execution. DAASC is responsible for program execution. Tasks include (but are not limited to):

C2.4.7.1. Hardware and software acquisition

C2.4.7.2. Technical design and database maintenance

C2.4.7.3. Testing and system interface connectivity

C2.4.7.4. Hardware and software maintenance and refreshment

C2.4.8. CSP. CSPs are individuals, assigned by Service/Component, who can assign and/or maintain the DoDAAD. Since these individuals change frequently the current version of the list is included as a reference link to the DLMSO website (link below): <https://www.dla.mil/j-6/dlms0/eLibrary/Restricted/SvcPointsPOC/allpoc.asp>

C2.5. PROCEDURES

C2.5.1. Creation of DoDAAC. The DoDAAC is a six-position code that uniquely identifies a unit, activity, or organization. The first position designates the particular Service/Agency element of ownership. Alpha character in first position indicates DoD, numeric character in the first position indicates non-DoD. Specific code meaning can be found on the CSP page of the DLMSO website at: <https://www.dla.mil/j-6/dlms0/eLibrary/Restricted/SvcPointsPOC/allpoc.asp>

C2.5.2 Addresses. There may be up to four distinct addresses contained in the DoDAAD for each DoDAAC. These distinct delineations are "Type of Address Code" (TAC) designations. The term TAC will be used when referring to the different types of address information available on the DoDAAD. TAC and Point of Contact (POC) follows:

C2.5.2.1. Owner Identification. Also referred to as a "TAC 1", identifies the mailing address of the owner.

C2.5.2.2. POC Information. Name, telephone number, and email address of the POC. This information is mandatory.

C2.5.2.3. Ship-To Information. Also referred to as a “TAC 2”, identifies the ship-to or freight address for the activity. If no ship-to information is entered, the TAC 1 address is used.

C2.5.2.4. Bill-To Information. Also referred to as a “TAC 3”, identifies the billing address or the activity responsible for payment of bills. If no bill-to information is entered, the TAC 1 address is used.

C2.5.2.5. Commercial Small Parcel Shipping Information. Also referred to as a “TAC 4”, identifies the commercial shipping address (e.g., address used by USPS, UPS (United Parcel Service), FedEx (Federal Express), etc.). If no Commercial Shipping information is entered, the TAC 2 address is used. If the TAC 2 address does not exist, the TAC 1 address is used.

C2.5.3. DoDAAD Maintenance

C2.5.3.1. Master File Maintenance

C2.5.3.1.1. Revisions. Revisions to the DoDAAD result from release or revision of DoD instructions, directives, policy changes, and recommendations of the DoDAAD System Administrator and the Services/Agencies.

C2.5.3.1.2. Submitting Proposed DoDAAD Changes. The Service/Agency focal points: Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Information System Agency, National Geospatial-Intelligence Agency (NGA), Defense Nuclear Agency, GSA, DLA, and the Heads of DoD logistics task groups shall forward proposed DoDAAD functionality or publication changes to DLMSO, ATTN: DoDAAD System Administrator for required processing as required by DLMS, Volume 1, Chapter 5. For more information about change management, refer to DoD 4000.25.M, Volume 1, Chapter 5 at: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v1/v1c5.doc>

C2.5.3.2. DoDAAC Structure

C2.5.3.2.1. The DoDAAC for DoD organizations and organizations of other Federal Agencies consists of a six-position alphanumeric code. The first position designates the Military Service or other Government element of ownership or sponsorship. The remaining five positions are assigned in accordance with established procedure by the CSP of the participating Service/Agency.

C2.5.3.2.2. The DoDAAC for non-Federal organizations consists of a six-position alphanumeric code. The first position designates the Service which enters into agreements with commercial activities. The remaining five positions are assigned by the Service Point (SP) of the Service involved. As a result, a commercial activity may be identified by different DoDAACs assigned by each of the Services.

C2.5.3.2.3. The system provides for the assignment of four types of address information for each activity: mail, freight, billing, and commercial small parcel. The DoDAAC is identical for all four types of addresses. Each of the four addresses types are distinguished by the field location on the DoDAAD master file (located at the following link): <http://www.dla.mil/j-6/dlms0/eLibrary/Documents/DoDAAD/DoDAADMasterFileLayout.doc>. These field locations correspond to the TAC 1, 2, 3, 4 code designations in the DoDAAD.

C2.5.3.2.4. Users of the directory will enter the proper address based on the applicable TAC on a letter, label, or box marking in accordance with applicable mode of transportation. Care should be exercised to ensure only one type of address is used for each of the four address types. Combining part of an APO address with a commercial postal standard will create an invalid address. It is extremely important that precautions be taken to avoid possible violations in this area because of the sensitive nature of certain addresses.

C2.5.3.2.5. Addresses listed for freight purposes contain sufficient information for use of the in-the-clear portion of package markings and for insertion in the consignee block of transportation documents. The geographic location in the destination block of transportation documents may vary depending upon the mode of transportation. In addition to the address itself, there are two geographic location indicators: Aerial Port of Debarkation (APOD), and Water Port of Debarkation (WPOD). The APOD and WPOD are adjuncts to the address information, and depending on the values in these fields it may require a variance in the address. Supplemental information concerning railheads, airports, etc., serving a given installation in CONUS is contained in the Defense Transportation Regulation (DTR) (DoD Regulation 4500.9-R) at: http://www.transcom.mil/j5/pt/dtr_part_ii.cfm

C2.5.3.2.6. Addresses for commercial small parcel shipping should be entered in the TAC 4 section of the DoDAAD. Commercial small parcel shipping information must follow the format established by the USPS. It consists of certain elements such as recipient name, street name, and house number, and city, state, and ZIP Code. APO, FPO and other military unique qualifiers should not be used in the TAC 4 commercial small parcel shipping section.

C2.5.3.2.7. The procedures provide for the dissemination of address data in three forms: a machine readable file, automated database-to-database replication, and a directory.

C2.5.3.3. ZIP Code Sequence

C2.5.3.3.1. All mail address entries are alphabetized within ZIP code sequence. The full nine-digit ZIP code is shown, where available. Addresses within ZIP codes are listed alphabetically at the end of the ZIP code sequence listing. To enhance the application of the DoDAAD and to facilitate the cross-reference process of a clear-text address to a DoDAAC, a nine-digit ZIP code, where appropriate, will be submitted as part of the address by the designated CSP to DAASC for input to the DoDAAD.

CSPs must update existing five-digit ZIP codes to nine digits. The ZIP code sequence will be based on the basic five digits that identify state and city. The expanded four digits will appear, as applicable, within the in-the-clear address.

C2.5.3.3.2. To facilitate the location of activities in the ZIP code listing when the geographic location is known, but not the ZIP code, a list of ZIP code prefixes and ZIP code by State is provided at the following web links:

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/ZipCodePrefixes.doc>

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/ZipCodeByState.doc>

For activities not located in the United States and its possessions, or otherwise not provided with a ZIP code, the entry will be located in one of the following manners:

C2.5.3.3.2.1. For overseas addresses, in numeric sequence, prefixes for APO or FPO will no longer contain the name of the city but will be revised as follows: for New York will be APO/FPO AE 090-098; for Miami will be APO/FPO AA 340; for San Francisco will be APO/FPO AP962-966; and for Seattle will be APO or FPO AP 987).

C2.5.3.3.2.2. The last line of an overseas address must contain the APO or FPO designation. The two character location designations (AA, AE, or AP) are stored in the State field of the DoDAAD master file, and the appropriate five-digit ZIP Code or ZIP+4 (the three digit ZIP Code prefix for AA is 340, for AE it is 090-098, and for AP it is 962-966). The two character APO/FPO locations translate to "AE" for "NY", "AP" for "CA", and "AA" for "FL". The delivery address line must contain Street Addressing Post Offices Serving DOD Installations 28 Handbook PO-630 show the ship name, unit number, Consolidated Mail Room (CMR) number or PSC number, and box number (if assigned).

C2.5.3.3.3. DoDAAD currently contains activity address codes and addresses which encompass organizational activities within the DoD logistics system; commercial activities which enter into material and service contracts with the Department of Defense; and activities of other Federal Agencies which maintain logistics support arrangements with the Department of Defense.

C2.5.3.3.4. Internal Service/Agency requirements for additions, revisions, and deletions will be brought to the attention of their respective CSP. The CSPs are listed at the following URL: <https://www.dla.mil/j-6/dlms/eLibrary/Restricted/SvcPointsPOC/allpoc.asp>

C2.5.3.3.5. Addition, revision, and deletion transactions to the master activity address file will be made only by the designated CSPs.

C2.5.3.3.6. DAASC serves as the central control point and maintains the master database.

C2.5.3.3.7. Classified Addresses. DoDAACs representing activities and addresses which are designated “CLASSIFIED” and indicated in the clear-text address field address file, and DoDAAD as “CONTROLLED, FOR SHIPPING INFORMATION CALL DSN XXX-XXXX.” To enter this type of DoDAAC, the “Free Form” checkbox must be selected to bypass the city, state, and zip code edits. The shipping activity will telephone the DSN number for shipping instructions. The shipping instructions will be provided to the shipping activity in the form of a classified message.

C2.5.3.3.8. Inquiries/Changes. Address data in the DoDAAD are submitted and updated by designated CSPs. Accordingly, inquiries regarding unlisted DoDAACs (DoDAACs not found on the master file), documentation changes, additions, and or changes to address data must be directed to the CSPs of the sponsoring Service/Agency.

C2.5.3.4 Civil Agency Addresses

C2.5.3.4.1. Purpose. Relates to civil agencies and their contractors authorized to participate in the MILSTRIP/FEDSTRIP logistics system.

C2.5.3.4.2. The applicability, scope, policy, and responsibilities are prescribed in section C2.1, above.

C2.5.3.4.3. Procedures. GSA acts as the CSP for all civil agencies. Assignment, change, and deletion of civil agency codes are done in accordance with Federal Property Management Regulation 101-26.2, FEDSTRIP Operating Guide. The GSA CSP address is as follows:

GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE ATTN: GLOBAL SUPPLY (QS) 2200 CRYSTAL DRIVE, ROOM 904 ARLINGTON, VA 22202

C2.5.3.4.4. The DoDAAC for civil agencies consists of a six-position alphanumeric code. The first two positions are numeric and designate the Federal Agency to which the code has been assigned. The remaining four positions are assigned in accordance with prescribed CSP procedures. The procedures for updating the DAASC master DoDAAD are contained earlier in this chapter. The batch broadcast transaction formats can be found at:

Insert: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/BatchInsert.doc>

Update: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/BatchUpdate.doc>

Delete: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/V6/BatchDelete.doc>

Message: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/BatchMessage.doc>

C2.5.3.5 Delayed Implementation Dates. There are two delayed implementation dates for use in the DoDAAD system: Effective Date and Delete Date.

C2.5.3.5.1. Effective Date is used to schedule changes in the future. When a DoDAAC is entered or updated and an Effective Date is supplied for a given TAC, the data entered for that TAC will not be effective or published until the current date matches the Effective Date entered. Multiple changes can be entered using this technique, as long as the Effective Date entered does not duplicate an already entered Effective Date.

C2.5.3.5.2 When an Effective Date is pending for a given TAC, the system will indicate the pending date by flagging the TAC with a graphic above the Effective Date field indicating "Future DoDAAD information available". To view the pending changes, the user may click the "Future data available" graphic.

C2.5.3.5.3 Delete Date is used to delete a TAC of the DoDAAC. Individual TACs may be deleted; however, a Delete Date entered on TAC 1 will delete the entire DoDAAC.

C2.5.3.5.4 When a Delete Date is pending for a given TAC, the system will indicate the pending date by flagging the TAC with a graphic above the Delete Date field indicating "Future data available". To view the pending changes, the user may click the "Future data available" graphic.

C2.5.3.5.5 Once the Delete Date has passed, the DoDAAC will remain on the DoDAAD master file for 5 years, before the record is physically removed from the master file. This is done so the pipeline of pending actions is given sufficient time to clear before the DoDAAC is actually removed from the master file. The only indicator a DoDAAC has been deleted during those 5 years is the existence of a Delete Date on the master record for the given DoDAAC.

C2.5.4. Authority Codes. Authority codes have been established to restrict requisitioning, shipment, and billing by DoDAAC. DoDAAC authority codes are applicable to all Services.

C2.5.4.1. Initially, DAASC will assign Authority Code "00" (full authority to requisition, ship-to and bill-to) to all DoDAACs, unless a more restrictive code is already known for a DoDAAC, based upon existing DAAS edits. Following initial implementation, CSPs will update DoDAAC authority codes, as appropriate, and will assign authority codes to all new DoDAACs.

C2.5.4.2. The eight authority codes are defined in table C2.T1, below. The first code (00), will allow total unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes.

Table C2.T1. Authority Codes

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.
	Required ¹ : POC ² , TAC ³ 1	
	Business Rules: No restrictions	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: POC, TAC 1, (TAC 2 and/or TAC 4)	
	Business Rules: Not authorized to requisition or bill-to	
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to
	Required: POC, TAC 1, TAC 3	
	Business Rules: Can not requisition, can not be used as a ship-to designation	
03	Do Not Ship to	Can not be used as a ship-to destination
	Required: POC, TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	
	Business Rules: Can not be used as a ship-to designation	
04	DRMS Only	Defense Reutilization and Marketing Service (DRMS) (e.g., State agencies surplus). Used by DRMS to identify their customers.
	Required: POC, TAC 1	
	Business Rules: Can not requisition new material. Only authorized to obtain materials from DRMS (DoD excess only)	
05	Non-Requisition	Can not initiate a purchase or request for goods and services
	Required: POC, TAC 1	
	Business Rules: Can not requisition/purchase any good/services.	
06	Free Issue	No cost option. This item is given away with no associated costs (e.g., DRMS, NGA Maps)

¹ Required means minimum required data element(s)

² POC is the Point of Contact

³ TAC means Type of Address Code

Code	Description	Definition
	Required: POC, TAC 1	
	Business Rules: Can not requisition/purchase any good/services. Similar to DRMS, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA))	
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use)
	Required: POC, TAC 1	
	Business Rules: Can not requisition, can not be used as a ship-to-designation, and can not be used for billing. Information/identification use only.	

C2.6. OTHER PROCESSING AND INFORMATION. Other DoDAAC processes and information are managed in non-appendix-version electronic files available on the DLMSO web site as indicated in the paragraphs below.

C2.6.1. U.S. Army Unique Processing

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/USA.doc>

C2.7.1. U.S. Navy Unique Processing

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/USN.doc>

C2.8.1. U.S. Air Force Unique Processing

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/USAF.doc>

C2.9.1. U.S. Marine Corps Unique Processing

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/Dlms/msw/v6/USMC.doc>

C2.10.1. U.S. Coast Guard Unique Processing

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/USCG.doc>

C2.11.1. Defense Logistics Agency Information

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/DLA.doc>

C2.12.1. General Services Administration Information

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/GSA.doc>

C2.13.1. Department Of Defense Dependents Schools (DoDDS) Information

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/DoDDS.doc>

C2.14.1. Other Information

<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/msw/v6/Other.doc>