IN REPLY
REFER TO

DLMSO

May 19, 2009

MEMORANDUM FOR DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS
REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 323,
             DOD Activity Address Directory (DoDAAD) Enhancements to DoDAAD
             Including Contracting Data and other Enhancements (Staffed as PDC 348)

   The attached change to Department of Defense (DOD) 4000.25-M, DLMS, is approved for
implementation.

   Addressees may direct questions to the DLMSO points of contact, Mr. Robert Hammond,
DLMSO, DoD Activity Address Directory Process Review Committee Chair, 703-767-2117,
DSN 427-2117 or email: robert.hammond@dla.mil. Others must contact their Component
designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:

DUSD(L&MR)SCI

ADC 323
DOD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements

1. **ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

   a. **Service/Agency:** Defense Logistics Management Standards Office (DLMSO)

   b. **Originator:** Mr. Robert Hammond, DLMSO, DOD Activity Address Directory Process Review Committee Chair, email Robert.Hammond@dla.mil

2. **FUNCTIONAL AREA:** DoD Activity Address Directory (DoDAAD)

3. **REFERENCE:**

   a. DoD 4000.25-M, Defense Logistics Management System (DLMS) DLMS Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 - Department of Defense Activity Address Directory

4. **REQUESTED CHANGE:**

   a. **Description of Change:** This change documents enhancements recommended by the DoDAAD Process Review Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.

   b. **Background:** The DoDAAD Administrator continuously strives to enhance system capabilities based on the needs of the Military Services/Agencies. These enhancements are intended to further that goal, and to improve the overall quality of the DoDAAD data.

   c. **Procedures**: The enhancements and procedures are discussed below.

      1) **Multiple Contracts Assigned to a Single DoDAAC**
         o This change will affect the DoDAAD update page, DAASINQ, and eDAASINQ.
         o CSPs are responsible for keeping contract information up-to-date and for deleting DoDAACs with expired contracts. This change to allow multiple contracts to be assigned to a single DoDAAC, and the change that follows to allow searching the contract expiration date field by a date range will assist CSPs in exercising that responsibility.
         o For new or modified contractor DoDAACs, at least one occurrence and up to an unlimited number of occurrences of the mandatory contract

information will be required. The following fields are required for a new or modified contractor DoDAAC:

    a. Contract Number
    b. CAGE
    c. Sponsor
    d. Contract Expiration Date
    e. Contract Admin Office

o Contractor DoDAACs can be identified as follows:
    a. Army – C in the first position of the DoDAAC
    b. Navy – Q in the first position of the DoDAAC
    c. Air Force – E in the first position of the DoDAAC
    d. Marine Corp – L in the first position of the DoDAAC
    e. Coast Guard – Z in the first position followed by a 0 (zero) in the second position of the DoDAAC
    f. DLA – U in the first position of the DoDAAC
    g. GSA – N/A
    h. Others – HG in the first two positions of the DoDAAC

o The displays in the DoDAAC update page and on eDAASINQ will group all contract fields together for each occurrence of a contract.

2) eDAASINQ Contract Expiration Date Range Search

o This change affects eDAASINQ, and will assist CSPs in identifying contracts that have expired or are about to expire, so that they can take appropriate action.

o The Contract Date field will be changed to accept a date range (beginning and ending) for searching the contract expiration date field in the DoDAAC. The query will function as follows:
    a. If beginning and ending dates are both entered, all DoDAACs with a contract expiration date within the range will be displayed.
    b. A checkbox will be provided to search for missing expiration dates. If the checkbox is selected, the range criteria will be dimmed out and the query will search for all contractor DoDAACs that do not contain an expiration date.

3) Change Date Displays and Add Selection Via Popup Box

o This change will affect the DoDAAD update page, DAASINQ and eDAASINQ.

o Dates are currently displayed in Julian date format, which is not user friendly. While DAASC may continue to store dates in the database in the format YYYYDDD, all date displays will be in the format of MM/DD/YYYY.

o In the DoDAAD updated page, the dates will be selected via popup calendar.

4) eDAASINQ Wildcard Search for RICs

o Currently, a user cannot use wild cards to search for RICs in eDAASINQ.

The RIC search in the eDAASINQ will be changed to support the use of wild cards, using the same full record display screen and navigation used for DoDAAC searches.

- o The result of the eDAASINQ RIC query will also be downloadable in two formats: MS-Excel file and delimited text file.

5) **Routing Identifier Code (RIC) - Change "BBP" label to "RIC DoDAAC"**
   - o This change will affect the DoDAAC update page, DAASINQ and eDAASINQ.
   - o RICs are entered or modified in the DoDAAC update page by entering "ZZZ" followed by the RIC. The DoDAAD application distinguishes a RIC from a DoDAAC because no DoDAACs can begin with "ZZZ". The associated DoDAAC for a RIC is entered in the "BBP" field of the DoDAAD update page, so that the RIC and DoDAAC tables can be joined in the database. In addition, the DAASINQ and eDAASINQ queries for RIC displays the associated DoDAAC in the "BBP" field. This format can be confusing, since the BBP field in the DoDAAC record is used to identify the DoDAAC break bulk point.
   - o To eliminate confusion, on the RIC pages for the DoDAAD update page, DAASINQ and eDAASINQ, the label "BBP" will be changed to "RIC DoDAAC". The "RIC DoDAAC" label will also be shown in the query download files (MS-Excel and delimited).

6) **Include RIC Values in eDAASINQ Download**
   - o This change will affect eDAASINQ.
   - o In eDAASINQ, the RICs for a DoDAAC are displayed on the screen, but are not contained in the download file for a query. This change will include RIC information in the DoDAAC download files.

7) **Diplomatic Post Office (DPO) Postal Service**
   - o This change affects the DoDAAD web update page
   - o The Diplomatic Post Office (DPO) is now the preferred designation for mail addressed to Department of State overseas Post Offices. Personnel at American embassies and consulates and their correspondents are using the new DPO designation to distinguish diplomatic overseas mail from military APO/FPO mail. DPO last line address information includes the DPO designation and the appropriate two-letter abbreviation (AA, AE or AP), followed by the ZIP+4 or 5-digit ZIP Code. The U.S. Postal Service makes no distinction between APO and DPO, so address elements for DPO posts are written in the same form as APOs. Many of the APO/FPO services are available; however, in order to implement this program more stringent restrictions were necessary. The most significant are size limits; because DPO mail is being sent as pouch "via U.S. Mail," all items must fit in a USPS bag. DPO service requires the same customs forms as APO/FPO service.
   - o To enhance data quality for DPO addresses, DAASC will include an edit

for DPO to ensure that if the letters DPO are entered into an address, the state code will be restricted to AA, AE or AP.

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8) **APO, FPO and DPO Restricted to United States**
   o This change will affect the DoDAAD web update page.
   o In order to improve data quality, an edit will be added to the DoDAAC update page to restrict DPO/APO/FPO to United States addresses.

9) **APOD and WPOD Lookup Query**
   o This change will affect the DoDAAD web update page.
   o Currently, in the DoDAAD entry screen for entering or modifying a DoDAAC, the CSP has the option of either entering the APOD/WPOD (if known) or of clicking on a link to the Table Management Distribution System (TMDS) authoritative source database to locate the correct APOD or WPOD. After the lookup in TMDS, the relevant APOD or WPOD is manually entered into the DoDAAC. This procedure is not user friendly and can result in errors.
   o To enhance usability and improve data quality, the APOD/WPOD lookup will be improved. The user may enter the APOD/WPOD directly into the search box, if known, or search by distinct fields for country (drop down), Canadian state (drop down), city (drop down), or activity name. When selected, the APOD or WPOD will automatically populate the field in the DoDAAC. This change will not change the current validation rules in place for APOD and WPOD. The change is only to the method of selecting the APOD and WPOD, not to how they are validated.

10) **"Search Criteria Not Found" Enhancement for DAASINQ and eDAASINQ**
    o This change affects DAASINQ and eDAASINQ.
    o Currently, when a user enters a DoDAAC in DAASINQ or eDAASINQ query that DoDAAC is not contained in the DoDAAD the error message displayed indicates, "search criteria not found," but does not display the DoDAAC that was entered in the query. The user does not know if he/she entered the DoDAAC incorrectly, or if the DoDAAC itself is invalid.
    o For DAASINQ and eDAASINQ, when a query is initiated for a specific DoDAAC and no record is found, the display will be changed to "search criteria not found for DoDAAC XXXXXX,"

5. **REASON FOR CHANGE:** These changes implement enhancements recommended by the DoDAAC Process Review committee at the March 10, 2009 PRC meeting.

6. **ADVANTAGES AND DISADVANTAGES:**

   a. **Advantages:** These changes will enhance the functionality of the DoDAAD, improve data quality and strengthen internal controls for contractor DoDAACs.

b. Disadvantages: None noted.

7. IMPACT:

a. Data Content/Procedures: These enhancements will require changes to the following:

- o   DoDAAD Web Update
- o   DoDAAD query DAASINQ
- o   DoDAAD enhanced query eDAASINQ.

b. Unresolved Issues: None noted

c. Publication: Changes will be made to the DODAAD Guide maintained by DAASC, once these changes are implemented.