



**DEFENSE LOGISTICS AGENCY**  
**HEADQUARTERS**  
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IN REPLY  
REFER TO

DLMSO

August 28, 2009

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

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)  
337, DOD Activity Address Directory (DoDAAD) Internal Note Field  
(Staffed as PDC 362)

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](mailto:robert.hammond@dla.mil). Others must contact their Component designated representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", written over the printed name.

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment

cc:

DUSD(L&MR)SCI

**ADC 337**  
**DOD Activity Address Directory (DoDAAD) Internal Note Field**

- 1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**
  - a. Service/Agency:** Defense Logistics Agency (DLA)
  - b. Originator:** DLA J-3311
- 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 adds a free-form note field to the DOD Activity Address File (DODAAF), which will be viewable and downloadable in the Enhanced DAASC Inquiry System (eDAASINQ) by DODAAC Central Service Points (CSPs) and Monitors, according to their existing role-based access for updating, adding or deleting DODAACs. This field will allow DODAAC Monitors to input internal notes related to a specific DODAAC, which will create a historical record and assist DODAAC CSPs and Monitors in managing their DODAACs.
  - b. Background:** The current DODAAF does not allow a note to be inputted when creating or maintaining a DODAAC. As Components and Agencies increase their respective customer focus, new programs and processes arise necessitating the need for unique DODAACs to be created for internal enterprise business systems, organizational addresses, tracking of government furnished material and other purposes. These DODAACs may not have a contract number or other data currently in the DODAAF to identify the purpose of the DODAAC. This complicates the management of these DODAACs. Adding an internal note section to the DoDAAD will enable DoDAAD CSPs and DoDAAC Monitors to capture the original purpose for the creation of the DODAAC and any pertinent information related to the establishment and/or function of the record.
  - c. Procedures:** The following procedures will apply:
    - 1)** Add a new 4,000 character free-form note field to DODAAD record.

The new note field will be queried in eDAASINQ and downloadable by DODAAC CSPs and Monitors according to their existing role-based access for updating, adding or deleting DODAACs. The field will be accessed by a tab on eDAASINQ.

- 2) Disallow this data in the standard DAASINQ view. This information is only for internal management of DODAACs.
- 3) Disallow passing this field in database replication output.
- 4) Revise 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 as follows:

***C2.5.1.4. Recordkeeping. CSPs are responsible for the timeliness and accuracy of their DoDAACs, and for maintaining records to support the assignment of each DoDAAC. To assist CSPs in managing their DoDAACs, the DODAAF contains an optional “internal comments” field for recording historical information related to the assignment and use of the DODAAC.***

5. **REASON FOR CHANGE:** No note field exist in the DODAAD to input internal notes for a specific DODAAC record. The absence of this field prevents the rapid identification of the purpose and/or special circumstances related to a DODAAC.

## 6. ADVANTAGES AND DISADVANTAGES:

- a. **Advantages:** The addition of a note field will help local DODAAC Monitors in managing the DODAAD by enabling the quick identification and purpose of local DODAAC's without the need to refer to paper and/or other documenting files. In addition, brief historical information can be safeguarded within the DODAAC record, should files or other supporting documents be misplaced or lost. On a broader level, these two advantages combined will provide Agency and/or service wide DODAAC Monitors a closer monitoring capability not present in the current DODAAF. They will be able to easily identify the reasons and/or purposes for the establishment of specific and/or series related DODAAC's across an entire agency and/or military service.
- b. **Disadvantages:** None noted.

## 7. IMPACT:

- a. **Data Content/Procedures:** The new note field will remain empty until service DODAAC monitors input notes. No conversion or pre-population is needed.
- b. **Unresolved Issues:** None noted.

- c. Implementation:** The new field should be available for all DODAAC records in the DODAAF in a single release.
  - d. Publication:** This change will impact the 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 and the DoDAAD User Guide and Standard Operating Procedures maintained by DAAS.
- 8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** No savings/cost avoidance has been identified regarding this change.