IN REPLY
REFER TO

DLMSO

May 21, 2010

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

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)
             385, DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and
             Download for Multiple DoDAACs (DODAAD)

   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 at
703-767-2117, DSN 427-2117 or email: robert.hammond@dla.mil. Others must contact
their Component designated representative.

                                               for   DONALD C. PIPP
                                                     Director
                                                     Defense Logistics Management
                                                     Standards Office

Attachment
cc:
ADUSD(L&MR)SCI

ADC 385
DOD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for
Multiple DoDAACs.

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

   a. **Service/Agency:** Defense Logistics Management Standards Office
      (DLMSO), DLA J6251

   b. **Originator:** DLMSO

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 is to designate query and download of
      information for multiple DoDAACs from the eDAASINQ web site as "For
      Official Use Only.

   b. **Background:**
      1) DAASC is the authoritative database source for DoDAAD information.
      2) DAASC provides two methods of querying DoDAAD data via the web.
         The first method is for query of a single DoDAAC through DAASINQ,
         which is open to the general public to provide information for shippers.
         The second method is through the enhanced inquiry capability at
         eDAASINQ, which allows for enhanced queries of multiple
         DoDAACs and download of data. This capability has long been
         restricted to Common Access Card (CAC)/ Public Key Infrastructure
         (PKI) protection and requires a Systems Authorization Access Request
         from DAASC.
      3) DLA Intelligence Office has determined that query and download of
         information for multiple DoDAACs from the eDAASINQ web site
         should be designated as "For Official Use Only."

   c. **Procedures**: The following procedures will be implemented:
      1) DAASC include a statement on the eDAASINQ web pages for query
         results and downloads that downloaded information for multiple
         DoDAACs from the eDAASINQ website is designated as "For
         Official Use Only." An acknowledgment will be required before a
         download file is processed.

2) Revise DoD 4000.25-M, DLMS Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 - Department of Defense Activity Address Directory, as indicated in Enclosure-1.

3) DLMSO includes in the distribution for this Approved DLMS Change activities receiving automated distribution of DoDAAD data.

5. REASON FOR CHANGE:

a. DLA Intelligence Office has determined that query and download of information for multiple DoDAACs from the eDAASINQ web site should be designated as "For Official Use Only."

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages**: Affords appropriate control for the query and download of information for multiple DoDAACs from the eDAASINQ web site.

b. **Disadvantages:** None noted.

7. IMPACT:

a. **Implementation:** DAASC will implement the change to the eDAASINQ website as soon as possible.

b. **Publication:** Requires changes to 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.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: None noted.

C2. CHAPTER 2
DoD ACTIVITY ADDRESS DIRECTORY

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/daasinq/

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 **for the Component for which they have responsibility** 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. **This capability is restricted to Common Access Card (CAC)/ Public Key Infrastructure (PKI) protection and requires a Systems Authorization Access Request from DAASC.**

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 for the **Component for which they have been assigned responsibility by their CSP** 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. ***This capability is restricted to Common Access Card (CAC)/ Public Key Infrastructure (PKI) protection and requires a Systems Authorization Access Request from DAASC.***

   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.~~ Query Access Levels.

      C2.4.5.4.1***. Query Restricted Access. Enhanced queries of multiple DoDAACs and download of data is available through the eDAASINQ website. . This capability is restricted to Common Access Card (CAC)/ Public Key Infrastructure (PKI) protection and requires a Systems Authorization Access Request from DAASC.***

      C2.4.5.4.1. Query General Access. Query of a single DoDAAC is open to the general public. The procedures for accessing and using DAASINQ can be found at: https://www.daas.dla.mil/daasinq/

   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.