



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO

August 17, 2010

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

**SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)
394, DOD Activity Address Directory (DoDAAD) Overseas Address Line
Change for Canada and Mexico (DoDAAD and Supply) (Staffed as PDC
413)**

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

Addressees may direct questions to the DLMSO points of contact, Robert Hammond, DLMSO, DoD Activity Address Directory Process Review Committee Chair, 703-767-2117, DSN 427-2117 or email: robert.hammond@dla.mil, or Heidi Daverede, Supply Process Review Committee Co-Chair, 703-767-5111, DSN 428-5111 or email heidi.daverede@dla.mil . Others must contact their Component designated representative.

A handwritten signature in blue ink, appearing to read "Donald C. Pipp", written in a cursive style.

DONALD C. PIPP

Director
Defense Logistics Management
Standards Office

Attachment
cc:
DASD(SCI)

ADC 394
**DOD Activity Address Directory (DoDAAD) Overseas Address Line Change for
Canada and Mexico**

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 corrects a problem with the last line of the overseas address lines for Canada and Mexico.

- b. Background:**

- 1) The last line of an address may be constructed by entering data into specific data fields, which DODAAD uses to format the last line of the address. Central Service Points may bypass the formatted entry of the last line of address based on specific data fields by using “freeform.” That capability is not being changed.
- 2) Address lines in the DoDAAD are restricted to thirty five characters, including spaces, based on the military shipping label.
- 3) Currently, the last line of the address for most non-U.S. addresses is formatted as City, ISO 2 Country Code and International Postal Code (IPC). The two exceptions are Canada and Mexico.
- 4) The format for Canada and Mexico includes an additional field for a two character Province and State Code (respectively), making the format different from other overseas locations. The current address format is incorrectly not using the ISO country code in the last line of the address for Canada and Mexico.

- c. Procedures:** The following procedures are approved:

- 1) For Canadian DoDAACs, the ISO country code will be added after the Province code. Adding three more characters will not impact how the last line is constructed programmatically in DoDAAD, because Canada only has a seven character IPC (versus the field length of ten)

and the city it already restricted to only twenty-one characters.

- 2) For Mexican DoDAACs, the ISO country code will be added after the state code. Adding three more characters will not impact how the last line is constructed programmatically in DoDAAD, because Mexico only has a five character IPC and the city it already restricted to only twenty-one characters.
- 3) Army and Air Force will need to make similar changes to their respective DoDAAD update applications to ensure that the last line of the address for Canada and Mexico includes both ISO country code.
- 4) Army and Air Force provide an implementation date for when the change can be made.

5. REASON FOR CHANGE:

- a. Mailing address must have the Country Code or Country Name for all non-U.S. addresses.

6. ADVANTAGES AND DISADVANTAGES:

- a. **Advantages:** Addresses for Canada and Mexico will include the required country code.
- b. **Disadvantages:** None noted.

7. IMPACT:

- a. **Implementation:** DAASC will implement the change to the DoDAAD updated web page as soon as possible.
- b. **Publication:** No publication changes required.

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