



DEFENSE LOGISTICS AGENCY

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IN REPLY
REFER TO

December 11, 2013

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

**SUBJECT: Administrative Addendum to Approved Defense Logistics Management Standards
(DLMS) Change (ADC) 1061B, Update Reissuance of DLM 4000.25, Defense
Logistics Management System, Volume 6, Chapter 2 (DoDAAD)**

The attached administrative update is approved for immediate implementation to DLM 4000.25, Volume 6, Chapter 2, DoDAAD.

Addressees may direct questions to Tad DeLaney, Chair, DoDAAD PRC, at 703.767.6885 (DSN 427), email: DODAADHQ@DLA.MIL. Others must contact their Component designated representative.

A handwritten signature in blue ink, reading "Donald C. Pipp", is positioned above the printed name.

DONALD C. PIPP
Director
DLA Logistics Management
Standards Office

Attachment
ADC 1061B

cc:
ODASD (SCI)

ADC 1061B

Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD)

1. ORIGINATOR:

a. **Technical POC:** DLA Logistics Management Standards Office, DoDAAD PRC (DPRC) Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

b. **Functional POC:** DLA Logistics Management Standards Office, DPRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** Department of Defense Activity Address Directory (DoDAAD)

b. **Primary/Secondary Functional Process:** DoDAAD.

3. REFERENCES:

a. DLM 4000.25 Volume 6, Chapter 2, linked at www.dla.mil/j-6/dlms/elibrary/manuals/dlm/dlm_pubs.asp

b. DoDAAD Standard Operating Procedures, linked at <http://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>

c. ADC 1061, Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD), dated June 11, 2013

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This administrative change to ADC 1061 (Reference 3.c.) addresses changes to Volume 6, Chapter 2, of DLM 4000.25, as well as the impacts to the DoDAAD necessary to implement these changes. Highlighted text in this ADC identifies changes from ADC 1061 and 1061A.

(1) Changes to Volume 6, Chapter 2, of DLM 4000.25:

(a) It adds additional information relative to the appointment of PRC representatives.

(b) It removes the appendices and either includes the information in the body of the chapter or publishes the appendices as dynamic documents referenced in the chapter and posted on the DoDAAD PRC (DPRC) webpage.

(c) It adds United States Transportation Command (USTRANSCOM) as its own DoDAAC Series of "HTC" and publishes it in the DoDAAD Series Table on the DPRC webpage.

(d) It adds a new Major Command Code (MAJCOM) for the Navy and changes two others, all of which are published in the MAJCOM table on the DPRC webpage.

(e) It renames “DoD Liaison Survey Board” to “Other DoD Activities,” and corrects both the H Series MAJCOMs and H Series DoDAAC Assignment Logic accordingly. Both of these documents are located on the DPRC webpage.

(f) It establishes the name change for Tricare Management Activity to the Defense Health Agency (DHA) which is published in the MAJCOM Codes and DoDAAD Series Table on the DPRC webpage.

(g) Adds additional information on DoDAAC structure in paragraph C2.4.4.

(2) Administrative Changes to the DoDAAD. This administrative change also addresses data header inconsistency throughout the various renderings of the DoDAAD via DAASINQ, eDAASINQ, the DoDAAD Update Application and Adhoc Queries in eDAASINQ, and seeks to ensure consistency throughout by aligning them to a standard as laid out in the DoDAAD Data Elements file (formerly known as the Master File Layout) now published on the DoDAAD PRC webpage.

b. Describe Change in Detail:

(1) Changes to Volume 6, Chapter 2, of DLM 4000.25:

(a) DPRC Representative Appointment Letter template is now available on the DPRC webpage.

(b) The appendices were removed from this chapter and are published elsewhere as follows:

1. AP1.1 – Published on DPRC webpage.

2. AP1.2 – Name changed from Master File Layout to DoDAAD Data Elements and published on DPRC webpage. Since the true file layout is actually resident within the database, this file actually serves as a means to inform users of the pedigree data elements of the DoDAAD and their definitions, and not as the actual file layout.

3. AP1.3 – The Authority Codes have been imbedded within Chapter 2, paragraph C2.4.4. as well as published on the DPRC webpage.

4. AP1.4 – Published on the DPRC webpage.

5. AP1.5 – Published on the DPRC webpage.

6. AP1.6 through AP1.12 – Unique processing rules were combined into a single document and published on the DPRC webpage.

7. AP1.13 – Renamed to Batch Transaction Formats and published on the DPRC webpage.

8. AP1.14 – Merged into the body of Chapter 2 as paragraph C2.5.

9. AP1.15 – Published on the DPRC webpage.

(c) USTRANSCOM has had one DoDAAC (HTC711) that has not fallen under the management of any one particular Service or Agency for stewardship. Since it was an “H” DoDAAC, it was included under the stewardship of Washington Headquarters Service (WHS); however, a full audit of the DoDAAD revealed that this is not WHS. Further research with USTRANSCOM, Defense Courier Service (DCS), U.S. Air Force (USAF), and WHS, revealed that USTRANSCOM had a legitimate requirement for USTRANSCOM DoDAACs separate and distinct from the Business Partner Number (BPN) DoDAACs it uses that are managed by USAF, and separate from the “HK” DoDAACs used by USTRANSCOM DCS. After conferring further with WHS and DLA Transaction Services, it was decided that the HTC Series could be partitioned for USTRANSCOM and not interfere with the current “HT” Series used by WHS for Tricare. USTRANSCOM has since submitted its official request for appointment of Central Service Points for HTC and for membership on the DoDAAD Process Review Committee. The new DoDAAD Series Table establishes the current list of DoDAAD Services/Agencies.

(d) Navy submitted updates to its current MAJCOMs as follows:

1. New MAJCOM:

CODE	SERVICE	MAJCOM	DESCRIPTION
V3	NAVY	00098	Defense Health Agency NCR Medical Directorate

2. Update to Existing MAJCOMs:

a. Old Names:

NR: 00104 (Naval Inventory Cntrl Pt-Mechanicsburg)
NS: 00383 (Naval Inventory Cntrl Pt-Philadelphia)

b. New Names:

NR: 00104 (NAVSUP WSS-Mechanicsburg)
NS: 00383 (NAVSUP WSS-Philadelphia)

(e) DoD Liaison Survey Board is not a DoD Component/Agency; however, the activities identified by the HL and HY Series DoDAACs are valid and are managed by Washington Headquarters Service (WHS). The HL and HY series are managed by WHS via internal assignment logic/business rules for “Other DoD Activities” and are being named as such accordingly. The MAJCOMs and DoDAAC Assignment Logic and H Series DoDAACs have

been corrected to reflect the changes and are published in the DoDAAD Series Table and MAJCOM Codes.

(f) The Department of Defense established the Defense Health Agency (DHA) in lieu of the Tricare Management Activity. All affected tables were updated and posted to the DPRC webpage. Those changes now need to be incorporated into the DoDAAD.

(g) The following administrative changes are made to Chapter 2 to facilitate the changes identified above:

1. Paragraph C2.1.1. Added the following:

C2.1.1. Purpose. This chapter implements DoD policy by establishing procedures *for* identifies the roles, authorities, business rules, governance, and management process *of for* the DoD Activity Address Directory (DoDAAD). The DoDAAD is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping, billing, and other uses.

2. Paragraph C2.1.2.2. reads as follows from the content that was formerly in Appendix 1.14:

C2.1.2.2. RIC. *The RIC is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems using DLMS and legacy 80 record position format transactions. The RIC was originally conceived as an abbreviated form of a seven-character Communication Routing Identifier (COMMRI) but its use has since expanded. The first position designates the particular service/agency ownership, the second and third characters are determined by the Central Service Point (CSP). See also paragraph C2.5 of this Chapter.* ~~RICs serve multiple purposes in that they may be supply source codes, intersystem routing codes, and consignor (shipper) codes, etc. RICs are three-character codes associated with a DoDAAC and a unique seven-character Communication Routing Identifier (CommRI) for routing purposes. RICs are discussed in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3—Routing Identifier Codes; DLM 4000.25, Volume 2, Appendix 7.2; and Appendix 1.15 of this Chapter.~~

3. New paragraphs C2.3.4.14 through C2.3.4.16 as follows:

C2.3.4.14. Participate in the DoDAAD PRC.

C2.3.4.15. Review and provide technical input to the DLA Logistics Management Standards Office on DoDAAD PDCs and ADCs.

C2.3.4.16. Implement DoDAAD changes directed in ADCs.

4. New paragraph C2.3.5.1. as follows:

C2.3.5.1. Appoint a representative, in writing, to the DoDAAD PRC. This representative may be the CSP. A sample appointment letter can be found on the DoDAAD PRC webpage at www.dla.mil/j-6/dlmso/programs/committees/dodaad/documents/DoDAAD_PRC_Representative_Appointment_Letter_Template.docx

5. Paragraph C2.3.5.2 changed as follows:

C2.3.5.2. Designate, in writing, a primary DoDAAD CSP and an alternate CSP (along with optional DoDAAC monitors) to the DoDAAD System Administrator. A sample letter for these appointments can be found on the ~~is available at contained in Appendix 1.1, which can be found at www.dla.mil/j-6/dlmso/library/manuals/dlm/v6.asp. The CSP and Monitor appointment template can be found at the~~ ***DoDAAD PRC webpage at www.dla.mil/j-6/dlmso/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx***

6. Paragraph C2.3.5.4 changed as follows:

C2.3.5.4. Develop and publish supplemental procedures for internal use as needed, as long as they do not conflict with the procedures contained herein. Component unique processing information ~~is will be~~ included in the ***DoDAAD and is published on the appendices to this chapter and may be posted on the DLA Logistics Management Standards DoDAAD PRC webpage; however, this information remains the Component's responsibility.***

7. Changed the URL to paragraph C2.3.7:

The CSP and Monitor appointment template can be found at the DoDAAD PRC webpage at www.dla.mil/j-6/dlmso/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx

8. Paragraphs C2.4 and C2.4.1 changed as follows:

C2.4. DoDAAC **AND RIC** STRUCTURE. The current *list of data elements, descriptions, and business rules that comprise the DoDAAD is found on the DoDAAD PRC webpage at master file layout containing all data elements, descriptions and business rules is contained in Appendix 1.2 at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2e2a1.2_DoDAAD_Data_Elements_Master_File_Layout.docx.* Additionally, the General Services Administration (GSA) has unique file layout requirements that are also available at the DoDAAD PRC webpage. Some of the more common elements of DoDAAC structure are provided below.

C2.4.1. Service and Agency Codes. DoDAACs and RICs are assigned to activities beyond DoD. DoDAAC and RIC assignment is based on MILSTRIP Service and Agency codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. Further stratification of Service and Agency codes for use in creating DoDAACs and RICs are found in the DoDAAD Series Table published *on the DoDAAD PRC webpage at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2DoDAAD_Series_Table.docx.* ~~as Appendix 1.15 of this Volume, and it can also be found at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2DoDAAD_Series_Table.docx.~~ ~~Programs/Committees/DoDAAD/dodaaad.asp~~

9. Removed paragraph C2.4.3.5, added it to C2.4.3.3, and expanded the explanation of deleted DoDAACs to reflect current business processes as follows:

C2.4.3.3. Delete Date. Delete Date is used to delete a TAC for a DoDAAC. Individual TACs may be deleted; however, a Delete Date entered on TAC 1 will delete the entire DoDAAC. *Any DoDAAC whose TAC 1 contains a Delete Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for five years before the record is permanently purged from the master file. During this five year period, a deleted DoDAAC prevents requisition transactions from being processed through DAAS; however, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions will not reject due to an invalid DoDAAC during this period. After the five year period, once the deleted DoDAAC is physically removed from the DoDAAD, all subsequent requisitions or bills would reject due to an invalid DoDAAC. This is only true, however, for transactions processing through DAAS. For any transactions that process either through the Global Exchange (GEX) or some other means other than DAAS, a deleted DoDAAC will prevent those transactions from processing even during that five year period of being deemed inactive. The only indication that a DoDAAC has been deleted during those five years is the existence of a Delete Date on the master record for the given DoDAAC. No new requisitions may be initiated for a deleted/inactive DoDAAC. CSPs or monitors may restore a deleted DoDAAC, but they may not reassign it to another address during the five year period.*

10. In removing many of the appendices, some of that information was then imbedded into the body of Chapter 2 as well as posted to the DPRC webpage. The following paragraphs were added to, or changed within, Chapter 2 to facilitate this:

C2.4.4. Additional Codes. In addition to address information and effective and delete dates, the following additional codes are DoDAAD data elements critical to enabling business processes across the DoD supply chain:

C2.4.4.1. ***Authority Codes.*** CSPs (or DoDAAC monitors as applicable) must assign an authority code for each DoDAAC. The authority code restricts the use of the DoDAAC. DoDAAC authority codes are applicable to all Components/Agencies, and there are many supply and finance business process edits based on the authority code. Authority Code 00 allows unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes, such as bill-to only or ship-to only. ***Table C2.1 identifies the current DoDAAC Authority Codes which are also available at*** ~~are list in Appendix 1.3 at~~ [www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2DoDAAC AuthorityCodes2a13 Authority Codes.docx](http://www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2DoDAAC%20AuthorityCodes2a13AuthorityCodes.docx).

Table C2.1. DoDAAC Authority Codes

<i>Code</i>	<i>Description</i>	<i>Definition</i>
<i>00</i>	<i>Requisition</i>	<i>Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.</i>
	Required: TAC 1 (<i>required means minimum required data element(s)</i>)	
	Business Rules: No restrictions	
	DAAS DoDAAC Authority Code Edit: No additional edit.	
<i>01</i>	<i>Ship-To Only</i>	<i>Can only be used as a ship-to address with no other implicit authority.</i>
	Required: TAC 1, (TAC 2 and/or TAC 4)	
	Business Rules: Not authorized to requisition or bill-to	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X.	
<i>02</i>	<i>Finance (Bill-to)</i>	<i>DoDAAC can only be used as a bill-to.</i>
	Required: TAC 1, TAC 3	
	Business Rules: Cannot requisition; cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B.	
<i>03</i>	<i>Do Not Ship-to</i>	<i>Cannot be used as a ship-to designation.</i>
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed.	
	Business Rules: Cannot be used as a ship-to designation.	
<i>04</i>	<i>DLA Disposition Services Only</i>	<i>DLA Disposition Services Only (e.g. State agencies surplus). Used to identify activities that have no requisition authority other than for DLA Disposition Services Only materiel.</i>

Table C2.1. DoDAAC Authority Codes

Code	Description	Definition
	Required: TAC 1	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materiel from DLA Disposition Services (DoD excess only).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with <i>DLA Disposition Services</i> RIC (S9D) in record positions 4-6.	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services.
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase goods/services.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the requisitioner field (record positions 30-35).	
06	Free Issue	No cost option. This item is given away with no associated costs (e.g., DLA Disposition Services, NGA Maps).
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code	
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).
	Required: TAC 1	
	Business Rules: Cannot requisition, Cannot be used as a ship-to- designation, and Cannot be used for billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a “ship to” or “bill to”.	

C2.4.4.25. Major Command Codes (MAJCOM). MAJCOMs allow sub-delegation of DoDAACs below the service/agency level. These codes are service/agency-created and are denoted in the DoDAAD by the header “MAJ_COMMAND.” The list of current MAJCOMs is maintained by DLA Transaction Services, and is **published on the DoDAAD PRC webpage** ~~listed~~ at www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2DoDAAD_Major_Command_Codes.docx.

C2.4.4.3. Standard Point Location Code (SPLC). The Military Surface Deployment and Distribution Command (SDDC) is required to maintain accurate and current Standard Point Location Code (SPLC) values in its DoDAAC-to-SPLC cross-reference File. The National Motor Freight Traffic Association (NMFTA) creates, maintains, and publishes via a subscription all valid SPLC assignments. DLA Transaction Services maintains and administers the SPLC maintenance in the Department of Defense Activity Address Directory (DoDAAD) in support of the Defense Transportation Payment

Program. DLA Transaction Services ensures that accurate, timely data and coding is in place to support all critical elements in support of the Defense Transportation Payment Program.

***C2.4.4.4. Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN).** This code identifies the Service payment office. This field is not validated within the DoDAAD; rather, it is Service defined and Service dependent. The Army and Air Force set a five digit numeric code, while the Navy and Marine Corps mostly use a DoDAAC. DLA and Other DoD Activities (e.g., WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.*

***C2.4.4.5. Consolidation and Containerization Point (CCP).** The code applies when supplies are to be consolidated for onward movement by SEAVAN or 463L pallets. The codes are defined in the USTRANSCOM Reference Data Management (TRDM), <https://trdmws.maf.ustranscom.mil/> and then select DTR Data and Consolidation Containerization Point.*

***C2.4.4.6. Break Bulk Point (BBP) or RIC DoDAAC.** The BBP DoDAAC denotes the location to which multi-consignee shipments (e.g., SEAVANS) are shipped and broken into smaller shipment for onward movement to the ultimate consignee. NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP is referred to as the “RIC DoDAAC” and holds the DoDAAC associated to the RIC.*

***C2.4.4.7. Aerial Port of Debarkation (APOD).** The APOD is defined as the final destination aerial port for OCONUS shipments. The APOD codes are in the TRDM at <https://trdmws.maf.ustranscom.mil/>, and then select DTR Data and Aerial Ports. DLA Transaction Services downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM. APOD is required if outside the CONUS.*

***C2.4.4.8. Water Port of Debarkation (WPOD).** The WPOD is defined as the final destination Surface Port for OCONUS shipments. The WPOD (also known as SPOD) codes are in the TRDM at <https://trdmws.maf.ustranscom.mil/> and then select DTR Data and Water Port. DLA Transaction Services downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM. WPOD is required if outside the CONUS.*

***C2.4.6.5. DoDAAC Assignment Logic.** In some instances, Components have assigned DoDAACs in a logical sequence within their assigned series. Service/Agency DoDAAC Assignment Logic is published *on the DoDAAD PRC webpage* in Appendix 1.5 and can be found at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2e2a15_DoDAAC_Assignment_Logic.docx.*

***C2.4.7.6. Unique Processing Rules.** Some Services and Agencies have additional unique processing rules that are applicable solely to their respective Service/Agency.*

Current Service/Agency specific unique processing rules ***are published on the DoDAAD PRC webpage at*** ~~may be found in Appendices 1.6 through 1.13 as indicated in the paragraphs below:~~ ***www.dla.mil/j-***

6/dlmso/elibrary/manuals/dlm/v6/v6c2DoDAAD_Unique_Processing_Rules.docx

~~===== C2.4.7.1. U.S. Army Unique Processing, Appendix 1.6~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6/v6c2a1.6_Rules_US_Army.docx.~~

~~===== C2.4.7.2. U.S. Air Force Unique Processing, Appendix 1.7~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.7_Rules_USAF.docx.~~

~~===== C2.4.7.3. U.S. Navy Unique Processing, Appendix 1.8~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.8_Rules_USN.docx.~~

~~===== C2.4.7.4. U.S. Marine Corps Unique Processing, Appendix 1.9~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.9_Rules_USMC.docx.~~

~~===== C2.4.7.5. U.S. Coast Guard Unique Processing, Appendix 1.10~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.10_Rules_USCG.docx.~~

~~===== C2.4.7.6. DoD Education Activity Unique Processing, Appendix 1.11~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.11_Rules_DoDEA.docx.~~

~~===== C2.4.7.7. Unique Processing, Others, Appendix 1.12~~

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.12_Rules_Others.docx.~~

C2.5. Routing Identifier Codes

C2.5.1. Purpose. RICs serve multiple purposes: they may be supply source codes, intersystem routing codes, consignor (shipper) codes, etc. RICs are three-character codes associated with a DoDAAC and a unique seven character Communication Routing Identifier (COMMRI) for routing purposes. RICs are discussed in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3 - Routing Identifier Codes; DLM 4000.25, Volume 2, Appendix 7.2; and paragraph C2.5 of this Chapter.

C2.5.2. The DoDAAD is the official repository for DoDAACs and RICs, and DLA Transaction Services is the agent responsible for maintaining the DoDAAD, as well as for enforcing the data validation editing, routing, and electronic transmission of logistics transactions to the DoD Components, Federal Agencies, and contractors.

C2.5.3. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRI for their DoDAACs/RICs in order to ensure legacy 80 rp/DLMS logistics transactions (e.g., requisitions and supply/shipment status) are properly routed to their DoDAACs and RICs. Customers that already have DLA Transaction Services accounts (i.e., DIELOG, WEBREQ, WEBVLIPS, DAMES, DDN, MQ, etc.) must

provide the CSPs the preferred account COMMRI to direct their logistics transactions status.

C2.5.4. Currently, there is an association in the DoDAAD between DoDAACs and RICs where a single DoDAAC can be associated to multiple RICs.

C2.5.5. Routing Identifier Codes (RICs) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistics transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intra-system routing codes and consignor (shipper) codes. DLA Transaction Services maintains an electronic database of these codes. Users with accounts can access the database from the DLA Transaction Services portal: <https://www2.transactionservices.dla.mil/portal/portal.asp>. Those without accounts can access the database, with limited functionality at <https://www.transactionservices.dla.mil/DAASINQ/>.

C2.5.6. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistics system and must perform a general logistics control, distribution, and/or storage mission (to include bases, posts, camps, and stations, when applicable).

C2.5.7. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation from that location must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

C2.5.7.1. An address to indicate the intended recipient of the document for logistics actions.

C2.5.7.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

C2.5.8. The first position of all authorized RICs will contain one of the characters depicting Service assignment as listed in DLM 4000.25, Volume 2, AP7.2., Service and Agency Codes.

C2.5.9. The second and third positions may be in any combination of alphanumerics, except as noted in DLM 4000.25, Volume 2, Appendix 7.2. These positions may identify either a facility or activity of the S/A depicted by the first position.

C2.5.10. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility will assign its own RIC to the activity. An S/A that has assets located at another S/A facility will use the RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be assigned to identify these assets when requested by the S/A owning the assets.) Washington

Headquarters Service (WHS) will make RIC H_series assignments for “Other DoD Activities.”

C2.5.11. Each S/A will designate a Central Service Point (CSP) with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC CSPs (or monitors) are the same. CSPs/monitors established for assignment of RICs are available at

https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf.

C2.5.12. RICs are maintained within the DoDAAD by DLA Transaction Services. The DoDAAD serves as the focal point for receipt of all RIC additions, changes, and/or deletions, as submitted by CSPs/monitors. DLA Transactions Services will monitor RIC code assignment for compliance with the above assignment rules. Interested parties may interrogate the DoDAAD for RICs through the DLA Transaction Services Website at <https://www.transactionservices.dla.mil/DAASINQ/>.

11. Paragraph C2.6.3 changed as follows:

~~C2.5.6.3. Batch Maintenance.~~ Batch maintenance is only authorized for the United States Postal Service (USPS). *Batch transaction formats are published on the DoDAAD PRC webpage at [See Appendix 1.13 at](#)*

~~www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.13~~ *DoDAAD_Batch_Transaction_Formats.docx.*

(2) Changes to the DoDAAD. To ensure consistency throughout the DoDAAD, the header changes outlined in the enclosure to this attachment are germane.

c. Revisions to DLM 4000.25 Manuals: Replace current Appendices 1.4, 1.5, and 1.15 with the new versions included in this ADC.

d. Proposed Transaction Flow: N/A

e. Alternatives: None noted.

5. REASONS FOR CHANGE: See above.

6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:

a. Effective upon issuance as an Approved DLMS Change. The change will be incorporated into the next cycle for update of DLM 4000.25.

b. Implementation time frame for changes to the DoDAAD is second quarter of fiscal year 2014 (February 2014).

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

8. IMPACTS:

a. **New DLMS Data Elements:** None

b. **Changes to DLMS Data Elements:** None

c. **Automated Information Systems (AIS):** No changes required to Component AIS.

d. **DLA Transaction Services:**

(1) Programming of the DoDAAD, eDAASINQ, DAASINQ, and the DoDAAD Update Application for the new Agency Series and update to the System Access Request (SAR) table for DoDAAD to restrict WHS to HT but allow USTRANSCOM CSPs access to HTC.

(2) Updating the Navy's MAJCOM table in the DoDAAD, eDAASINQ, DAASINQ, and the DoDAAD Update Application.

(3) Updating the DoDAAD, eDAASINQ, DAASINQ, and the DoDAAD Update Application to remove DoD Liaison Survey Board as an Agency, and replace it with "Other DoD Activities for HL and HY DoDAACs, and making other changes as depicted in the new DoDAAC Assignment Logic, Major Command Codes table, and DoDAAD Series Table, published on the DPRC webpage.

(4) Updating the DoDAAD, eDAASINQ, DAASINQ, and the DoDAAD Update Application to reflect change from Tricare to DHA (HPH and HT Series).

(5) Updating the DoDAAD, eDAASINQ, DAASINQ, the DoDAAD Update Application, Adhoc Queries, and supporting tables/files with the changes outlined in the enclosure to ensure consistency and standardization across all renderings of DoDAAD data.

e. **Non-DLA Logistics Management Standards Publications:** Components/ Agencies may issue supplemental guidance that does not conflict with procedures contained in references 3.a. and 3.b.

DoDAAD Header Changes

1. To ensure consistency and standardization of data throughout the public views of the DoDAAD, the following header changes require implementation as a result of this ADC:

a. DoDAAC. For DoDAAC data, the following changes should be made to each rendering as follows:

(1) DAASINQ. In DAASINQ, the following changes need to be made for DoDAACs:

DAASINQ Query Search Results -- DoDAAC

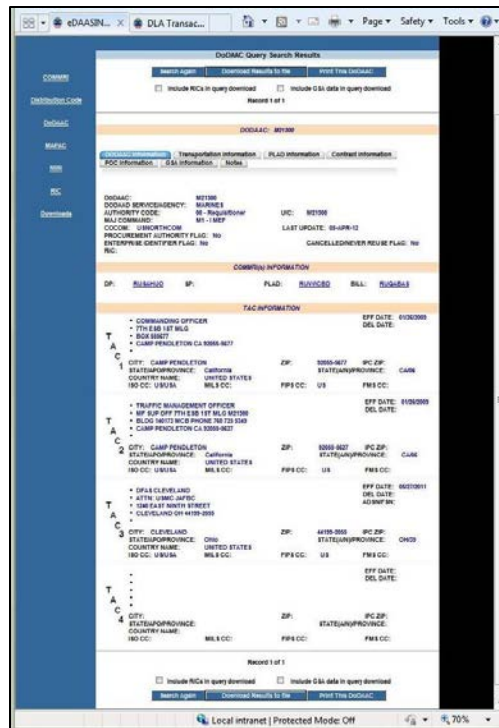
- Add CREATION DATE as a displayed header/value in query results.
- Remove PLA data from public view in query results (i.e., PLAD COMMRI and PLA information).
- Change IPC ZIP to IPC for all TACs.
- Remove GEO LOCATION.
- Change DSS ALOC to ALOC.
- Change EXP DATE for Contract Information to CONT EXP DATE.
- Change ADMIN OFF for Contract Information to CONT ADMIN OFF.

(2) DoDAAD Update Application. Within the DoDAAD Update Application for DoDAACs, the following changes need to be made:

DoDAAD Update Application - DoDAAC

- Change “Major Command/Bureau” to just “Major Command.”
- Add a field/value of “Last Change Made By” that would enter the name of the person who made the last change to the DoDAAC.
- Add a section called COMMRI INFORMATION under the top section of DODAAC INFORMATION, and then move the COMMRI fields to that section.
- Change Status COMMRI/XREF to DP COMMRI.
- Change Billing COMMRI/XREF to Bill COMMRI.
- Change IPC ZIP to IPC for all TACs.
- Change DSS ALOC to ALOC.
- Change “Cage Code” to “CAGE Code.”
- Change Exp Date for Contract Information to “Cont Exp Date.”
- Move Notes field to the bottom of the screen.

(3) eDAASINQ. In eDAASINQ, the following changes need to be made for DoDAACs:



eDAASINQ Query Search Results -- DoDAAC

- (a) Add CREATION DATE as a displayed header/value in query results.
- (b) Add a field/value of "LAST CHANGE MADE BY" that would enter the name of the person who made the last change to the DoDAAC.
- (c) Remove PLA data from public view in query results (i.e., PLAD COMMRI and PLA information).
- (d) Change IPC ZIP to IPC for all TACs.
- (e) Change DSS ALOC to ALOC.
- (f) Change EXP DATE for Contract Information to CONT EXP DATE.
- (g) Change ADMIN OFF for Contract Information to CONT ADMIN OFF.

(4) eDAASINQ Adhoc Query Headers. These are the headers in the query downloads in Excel format. They should be reordered in the following sequence and changed where noted below for DoDAACs:

DODAAC/RIC	SPLC	T1_ADDR1	T1_ADDR2	T1_ADDR3	T1_ADDR4	T1_ADDR5	T1_EFFDTE	T1_DELDTE	BBP	T2_ADDR1	T2_ADDR2	T2_ADDR3
------------	------	----------	----------	----------	----------	----------	-----------	-----------	-----	----------	----------	----------

Extract of Current eDAASINQ Adhoc Query Headers for DoDAAC

New Header Name	Change From	Change To	Comments
DODAAC	DODAAC/RIC	DODAAC	
UIC			
AUTHORITY_CODE			
MAJ_COMMAND			
COCOM			
CREATE_DATE			Add this header and data

LAST_UPDATE			
LAST_CHG_MADE_BY			Add this new field/data
PROCUREMENT			
ENTERPRISE			
NEVER_REUSE			
FREE_FORM	FREEFORM	FREE_FORM	
T1_ADDR1			
T1_ADDR2			
T1_ADDR3			
T1_ADDR4			
T1_ADDR5			
T1_EFFDTE			
T1_DELDTE			
T1_CITY			
T1_STATE_A			
T1_STATE_N			
T1_ZIP			
T1_CNTRY_2			
T1_CNTRY_3			
T1_IPC	T1_IPC_ZIP	T1_ZIP	
T1_CNTRY_MILS			
T1_CNTRY_FIPS			
T1_CNTRY_FMS			
T2_ADDR1			
T2_ADDR2			
T2_ADDR3			
T2_ADDR4			
T2_ADDR5			
T2_EFFDTE			
T2_DELDTE			
T2_CITY			
T2_STATE_A			
T2_STATE_N			
T2_ZIP			
T2_CNTRY_2			
T2_CNTRY_3			
T2_IPC	T2_IPC_ZIP	T2_IPC	
T2_CNTRY_MILS			
T2_CNTRY_FIPS			
T2_CNTRY_FMS			
T3_ADDR1			
T3_ADDR2			
T3_ADDR3			
T3_ADDR4			
T3_ADDR5			

T3_EFFDTE			
T3_DELDTE			
ADSN_FSN			
T3_CITY			
T3_STATE_A			
T3_STATE_N			
T3_ZIP			
T3_CNTRY_2			
T3_CNTRY_3			
T3_IPC	T3_IPC_ZIP	T3_IPC	
T3_CNTRY_MILS			
T3_CNTRY_FIPS			
T3_CNTRY_FMS			
T4_ADDR1			
T4_ADDR2			
T4_ADDR3			
T4_ADDR4			
T4_ADDR5			
T4_EFFDTE			
T4_DELDTE			
T4_CITY			
T4_STATE_A			
T4_STATE_N			
T4_ZIP			
T4_CNTRY_2			
T4_CNTRY_3			
T4_IPC	T4_IPC_ZIP	T4_IPC	
T4_CNTRY_MILS			
T4_CNTRY_FIPS			
T4_CNTRY_FMS			
CCP			
SPLC			
NA			
BBP			
ALOC	DSS ALOC	ALOC	
BLOC			
CONUS_OCONUS			
APOD	T2_APOD	APOD	
WPOD	T2_WPOD	WPOD	
CONTRACT NO			
CAGE_CODE			
CONT_EXP_DTE			
CONT_ADMIN_OFF			
CONT_SVC_AGCY	SPONSOR	CONT_SVC_AGCY	
POC			
EMAIL			

PHONE			
RIC			Remove this header.
PLA			
PLA_EFFDTE			
PLA_DELDTE			
PSEUDO			Remove; obsolete.
PXREF			Remove; obsolete.

b. RIC. For RIC data, the following changes should be made to each rendering as follows:

(1) DAASINQ. In DAASINQ, the following changes need to be made for RICs:

DAASINQ Query Search Results – RIC

(a) Add CREATION DATE as a displayed header/value in query results.

(b) Change IPC ZIP to IPC for all TACs.

(2) DoDAAD Update Application. Within the DoDAAD Update Application for RICs, the following changes need to be made:

DoDAAD Update Application – RIC

- (a) Change “Major Command/Bureau” to just “Major Command.”
- (b) Add a field/value of “Last Change Made By” that would enter the name of the person who made the last change to the RIC.
- (c) Add a section called COMMRI INFORMATION under the top section of RIC INFORMATION, and then move the COMMRI fields to that section.
- (d) Change Status COMMRI/XREF to DP COMMRI.
- (e) Remove Free Form function from RICs.
- (f) Change IPC ZIP to IPC for all TACs.
- (g) Move Notes field to the bottom of the screen.

(3) eDAASINQ. In eDAASINQ, the following changes need to be made for RICs:

eDAASINQ Query Search Results -- RIC

- (a) Add CREATION DATE as a displayed header/value in query results.
- (b) Add a field/value of “LAST CHANGE MADE BY” that would enter the name of the person who made the last change to the RIC.
- (c) Change IPC ZIP to IPC for all TACs.

(4) eDAASINQ Adhoc Querys. These are the headers in the query downloads in Excel format. They should be reordered in the following sequence and changed where noted below for RICs:

RIC	T1_ADDR1	T1_ADDR2	T1_ADDR3	T1_ADDR4	T1_ADDR5	T1_EFFDTE	T1_DELDTE	RIC_DODAAC	T1_CITY	T1_STATE_A	T1_STATE_N	T1_ZIP
-----	----------	----------	----------	----------	----------	-----------	-----------	------------	---------	------------	------------	--------

Extract of Current eDAASINQ Adhoc Query Headers for RIC

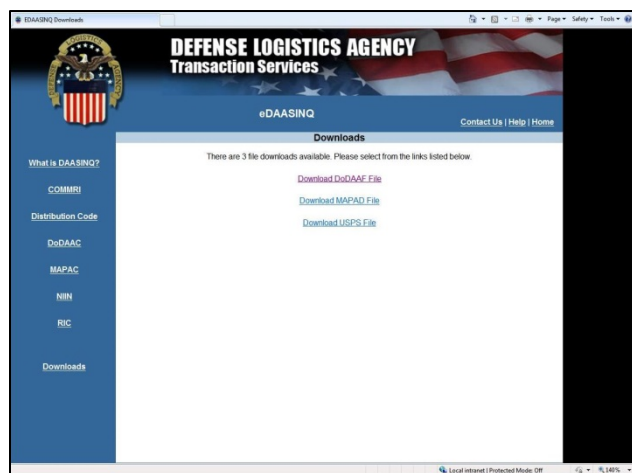
New Header Name	Change From	Change To	Comments
RIC			
RIC_DODAAC			
MAJ_COMMAND			

COCOM			
CREATE_DATE			Add this header and data
LAST_UPDATE			
LAST_CHG_MADE_BY			Add this new field/data
T1_ADDR1			
T1_ADDR2			
T1_ADDR3			
T1_ADDR4			
T1_ADDR5			
T1_EFFDTE			
T1_DELDTE			
T1_CITY			
T1_STATE_A			
T1_STATE_N			
T1_ZIP			
T1_CNTRY_2			
T1_CNTRY_3			
T1_IPC	T1_IPC_ZIP	T1_ZIP	
T1_CNTRY_MILS			
T1_CNTRY_FIPS			
T1_CNTRY_FMS			

c. eDAASINQ Download Pages

(1) Downloads Page.

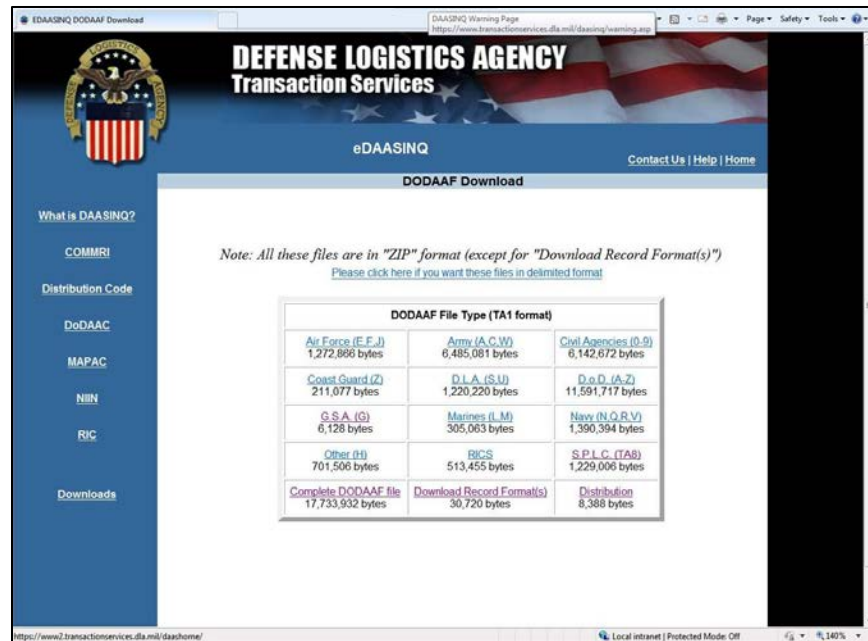
<https://www2.transactionservices.dla.mil/edaasing/downloads.asp?cu=d> Change “Download DoDAAF File” to “Download DoDAAD Files.”



eDAASINQ Downloads Webpage

(2) DoDAAF Download Page (TA Format)
https://www2.transactionservices.dla.mil/edaasing/dodaaf_select.asp?cu=d

(a) Change “DODAAF Download” to “DoDAAD Downloads.”



eDAASINQ DoDAAF Download Webpage (TA1 Format)

(b) Change information on the page to read/display as follows depicted below. For Federal Agencies, the data should represent all numeric DoDAACs, less any Special Program DoDAACs.

All downloads are in ZIP format (except for “Record Formats”).
[Please click here if you want these files in delimited format.](#)

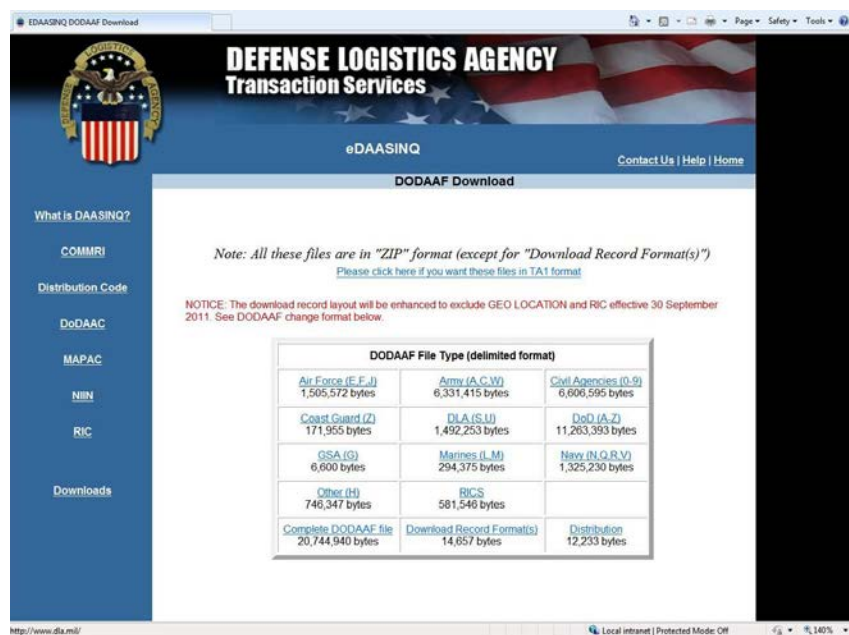
DoDAAD Downloads (TA1 Format)		
US Air Force E, F & J 1.5MB	US Army 3A, A, C, & W 6.3MB	Federal Agencies 0 - 9 & G 6.6MB
US Coast Guard Z 171KB	Defense Logistics Agency (DLA) 2A, 2Y, S & U 1.5MB	DoD A - Z 11,2MB
US Marine Corps L & M 294KB	US Navy N, Q, R & V 1.3MB	WHS H 746KB
DoDAACs All Active DoDAACs 20.7MB	RICs All Active RICs 581KB	Distribution Codes 12KB
Record Formats 14KB	S.P.L.C. (TA8) 1.2MB	

Note: TA1 format is truncated; does not contain full DoDAAD data.

(3) DoDAAF Download Page (Delimited Format).

https://www2.transactionservices.dla.mil/edaasing/dodaaf_select.asp?cu=d

(a) Change “DODAAF Download” to “DoDAAD Downloads.”



eDAASINQ DoDAAF Download Webpage (Delimited Format)

(b) Remove “NOTICE: The download record layout will be enhanced to exclude GEO LOCATION and RIC effective 30 September 2011. See DODAAF change format below.”

(c) Change information on the page to read/display as follows:

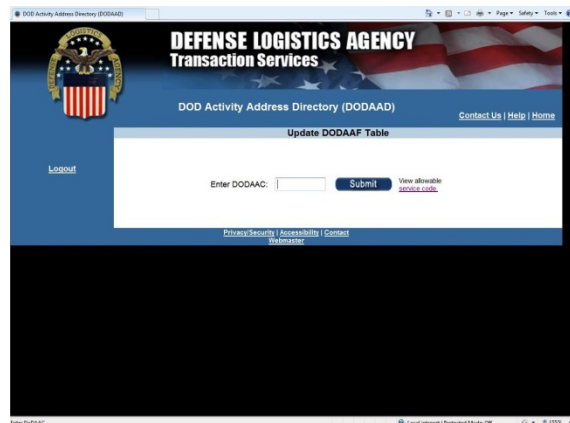
All downloads are in ZIP format (except for “Record Formats”).
[Please click here if you want these files in TA1 format.](#)

DoDAAD Downloads (Delimited Format)		
US Air Force E, F & J 1.5MB	US Army 3A, A, C, & W 6.3MB	Federal Agencies 0 - 9 & G 6.6MB
US Coast Guard Z 171KB	Defense Logistics Agency (DLA) 2A, 2Y, S & U 1.5MB	DoD A - Z 11,2MB
US Marine Corps L & M 294KB	US Navy N, Q, R & V 1.3MB	WHS H 746KB
DoDAACs All Active DoDAACs 20.7MB	RICs All Active RICs 581KB	Distribution Codes 12KB
Record Formats 14KB	S.P.L.C. (TA8) 1.2MB	

d. Additional DoDAAD Pages. The following changes need to be made to DLA Transaction Services webpages that reference the DoDAAF, as noted for each Uniform Resource Locator (URL) listed below:

(1) DoDAAD Update Application.

(a) First Screen



1. Change “Update DODAAF Table” to read “Update DoDAAD.”
https://www2.transactionservices.dla.mil/dodaad/dodaad_login.asp

2. Change instructions to read:

Enter DoDAAC or RIC (ZZZ___ format)

(b) All DoDAAC and RIC Update Screens. Two changes need to be made:

1. Change question the left margin question “Would you like to verify or update another dodaac?” to read: “Would you like to verify or update another DoDAAC or RIC?”
2. Change left margin “Enter dodaac” to read: “Enter DoDAAC/RIC”

(c) GSA Data Update. For GSA data updates, there are two screens and information which need to be updated:

1. The quick link of “Update GSA record” on the main Update DoDAAC page should be changed to read “Update GSA data.”

2. For updates to the GSA data, change the header to read “Update GSA Data” and change “View Dodaac” to read “View DoDAAC” in every instance where this appears throughout the application screens.

DoDAAC GSA Update

DEFENSE LOGISTICS AGENCY
Transaction Services

DOD Activity Address Directory (DODAAD)

UPDATE GSA

DoDAAC: 700100

Support Region: AUBURN - T Agency: 70 - Homeland Security

Purpose Code: REQUESTION - R Bureau Code: 53 CRP:

Parcel Post: Parcel Post Allowed - 0 Inside Delivery: Not requested - Contact Point: 759

Pay Station: EXP Dom: Domestic consignee - D

Comm Phone: 6123363219 DSN Phone:

GSA GLC Lookup

Location: ☒ USA ☐ Foreign ☐ Territory

State/Country Name: WASHINGTON - 53

County/City name: Search

State/Country Code: 53 State/Country Name: WASHINGTON

GLC County Code: 053 County Name: PIERCE

City code: 2230 City name: TACOMA

Save Next Update

Privacy/Security | Accessibility | Contact Webmaster

(2) DoDAAD Information Webpage.
<https://www.transactionservices.dla.mil/daashome/dodaad.asp> Change the current information to read as listed below the following graphic:

DoDAAD

DEFENSE LOGISTICS AGENCY
Transaction Services

Contact Us | Home

Request Login ID and Password

DLA Rules of Behavior

Services

DLA Sites

DODAAD

The Department of Defense Activity Address Directory (DoDAAD) is authorized under DoD 4000 25-6-M. This manual prescribes uniform methods, codes, formats, and standards for the establishment, maintenance, publication, and dissemination of address data to required Military Services, Federal Agencies, and Civil Agencies.

Transaction Services serves as the Central Control Point (CCP) responsible for maintaining the official master DoDAAD.

Required updates to the DoDAAD are managed by the designated Central Service/Agency Point (CSP). These updates include additions, changes, and deletions, to the mailing, shipping, and billing addresses of the identified DoDAAC's.

The DoDAAC is a six position code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive materiel. The first position designates the particular Service/Agency element of ownership.

There may be up to three distinct addresses contained in the DoDAAD for each DoDAAC, as follows:

- TAC1 - Identifies the mailing address for the activity (mandatory)
- TAC2 - Identifies the "ship to" (freight) address for the activity
- TAC3 - Identifies the billing address (The activity responsible for payment of bills.)

The Military Traffic Management Command - CONUS Freight Management (MTMC-CFM) is required to maintain accurate and current Standard Point Location Code (SPLC) values in their DoDAAC-to-SPLC cross-reference file. The National Motor Freight Traffic Association (NMFTA) maintains and publishes all valid SPLC assignments and updates newly assigned nine-digit values. Transaction Services maintains and administers the SPLC maintenance in the Department of Defense Activity Address File (DoDAAF) in support of the Defense Transportation Payment Program. Maintenance of the SPLC values in the DoDAAF is performed in accordance with the Logistics Management Institute (LMI) Report, *Generating Nine-Digit Standard Point Location Codes for the Defense Transportation Payment Program*, June 1995. Transaction Services is the gatekeeper to ensure the accurate and timely data and coding is in place to support all critical

DoDAAD Information Page

DoDAAD

The Department of Defense Activity Address Directory (DoDAAD) is authorized under Defense Logistics Manual 4000.25. This manual prescribes uniform methods, codes, formats, and standards for the establishment, maintenance, publication, and dissemination of address data to required Military Services, Federal Agencies, and Civil Agencies.

DLA Transaction Services hosts the DoDAAD update and query applications as well as the single authoritative DoDAAD database and its syndication to the DoD Components. As the Central Control Point (CCP) for the DoDAAD, they also control access to the applications and database via system access requests (SARs).

Required updates to the DoDAAD are managed by the designated Central Service/Agency Point (CSP). These updates include additions, changes, and deletions, to the mailing, shipping, and billing addresses of the identified DoDAAC's.

The DoDAAC is a six position code that uniquely identifies a unit, activity or organization that has the authorities of usage that have been granted to it by approving Central Service Point. The first position (or in some cases, up to three) designates the particular Service/Agency element of ownership. The DoDAAD Series Table can be viewed at www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp

There may be up to four distinct addresses contained in the DoDAAD for each DoDAAC, as follows:

TAC1 – Identifies the mailing address for the activity (mandatory)

TAC2 – Identifies the 'ship to' (freight) address for the activity

TAC3 – Identifies the billing address (The activity responsible for payment of bills.)

TAC4 – Identifies the commercial shipping address for the activity

Additional DODAAD Information

The DODAAD Update Application is a web-based replacement of the batch update to the Master DoDAAD database. The master DoDAAD contains the names and addresses of activities which must be identified in the DoD standard logistics transactions. The records include military organizational entities which requisition, receive, or ship materiel; commercial organizations which enter into materiel and/or service contracts with DoD; and the activities of other federal agencies which maintain logistics support arrangements with the DoD. The DoDAAD is maintained in a current state using updates from the Central Service Point (CSP) in each Service and Agency. These updates are distributed daily or in near real time to those activities utilizing database replication. This is the main source of the addressing information used by the Department of Defense. This data is available for download by activities requiring this information. Transaction Services also utilizes the DoDAAD to perform validations of logistics transactions as they flow through the supply system.

The DoDAAD supports DLA and other DoD Component modernization efforts, provides utilization of eBusiness/eCommerce business practices and tools and increases support to multiple business processes. It provides Component applications near real-time access to the authoritative source data and CSP DoDAAD updates and ensures real-time validations. The authoritative source file is enhanced with Component data elements and easy addition of the DoD Component unique data elements is now available.

The current list of DoD CSPs/DoDAAC Monitors can be viewed at:

www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp

Select: Points of Contact

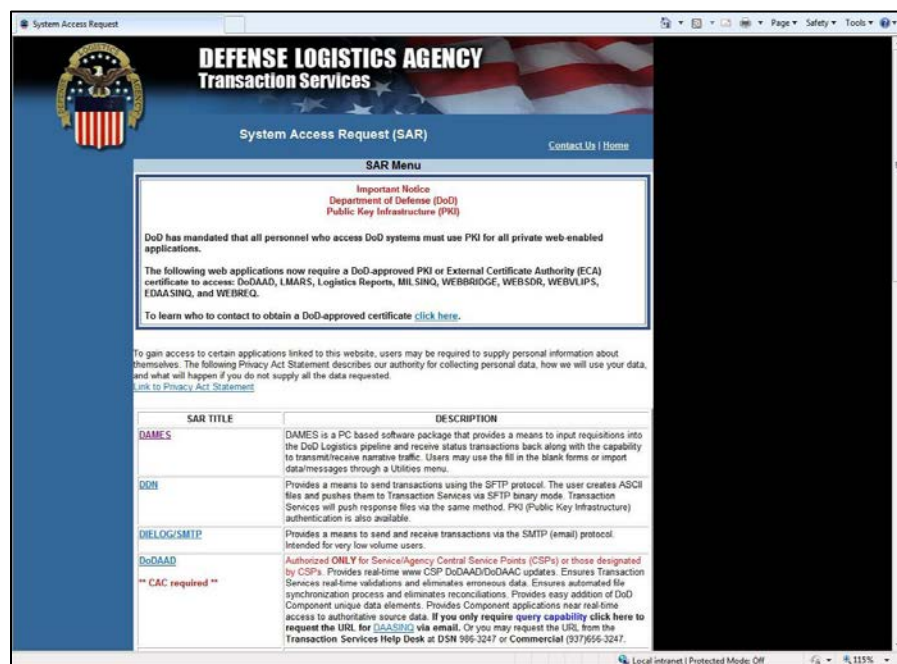
The current policy and procedures can be viewed in DLM 4000.25, Volume 6, Chapter 2 at:

www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp

The DoDAAD provides for increased data accuracy with simplified access to data by authorized user(s). It provides for the elimination of duplicate updates and files and eliminates DoD Component service point's reconciliations with DLA Transaction Services.

(3) SAR Menu Webpage. https://www.transactionservices.dla.mil/sar/sar_menu.asp

Under DoDAAD, change second sentence in Description to read: "Provides real-time CSP DoDAAD updates" vice "Provides real-time www CSP DoDAAD/DoDAAC updates."



SAR Menu Webpage

e. DoDAAD System Standard Operating Procedures (SOP). The following changes need to be applied to update the DoDAAD System SOP. Enclosure (2) is germane.

(1) Page 1

(a) Section 1

1. Change references to “DLMSO.”
2. Change use of “organization” to “Service.”
3. Insert info about DoDAAD PRC webpage as noted.

(b) Section 2

1. Change “CCSP” to “CCP.”
2. Change use of “organization” to “Service.”
3. Insert info about DoDAAD PRC webpage as noted.

(c) Section 3. Add “Update Application – Accessible through the DLA Transaction Services Web Portal...” and remove “Web Site.”

(2) Page 2

- (a) Make minor administrative corrections to first paragraph as noted.
- (b) Make correction to second paragraph as noted.
- (c) Update Table 1 to current view from DoDAAD Update Application.

(3) Page 3

- (a) Make minor administrative corrections to first paragraph as noted.
- (b) Make correction to second paragraph as noted.
- (c) Update Graphic for DoDAAC Information to current view from DoDAAD Update Application (i.e., no TAC1 BBP).
- (d) Make minor administrative change to third paragraph.
- (e) Insert new verbiage in last paragraph as noted.

(4) Page 4

- (a) Change second paragraph as noted.
- (b) Change Status COMMRI/XREF to DP COMMRI.

- (c) Remove SPLC.
- (d) See inserts and deletions for UIC.
- (e) Change Billing COMMRI/XREF to Bill COMMRI and additional information inserted/deleted as noted.
- (f) Make changes as noted for RIC.
- (5) Page 5. Update Table 3 to current view from DoDAAD Update Application.
- (6) Page 6. Update Table 6 to current view from DoDAAD Update Application.
- (7) Page 7. Make changes to Authority Code table as noted in Table 7.
- (8) Page 8:
 - (a) Remove Bureau, and update Major Command information as noted.
 - (b) Update Table 8 to current view from DoDAAD Update Application.
- (9) Page 9
 - (a) Make changes to POC information as noted.
 - (b) Update graphic in POC Information to current view from DoDAAD Update Application.
- (10) Page 10
 - (a) Make minor administrative changes as noted.
 - (b) Update Table 9 to current view from DoDAAD Update Application.
- (11) Page 11
 - (a) Minor administrative changes as noted.
 - (b) Update Table 11 to current view from DoDAAD Update Application.
- (12) Page 12
 - (a) Minor administrative changes as noted.
 - (b) Update Table 13 to current view from DoDAAD Update Application.
- (13) Page 13. Administrative changes as noted.
- (14) Page 14
 - (a) Minor administrative change.

- (b) Update Table 15 to current view from DoDAAD Update Application.
- (15) Page 15. Minor administrative change.
- (16) Page 16. Update Table 16 to current view from DoDAAD Update Application.
- (17) Page 17
 - (a) Administrative changes as noted.
 - (b) Update Table 17 to current view from DoDAAD Update Application.
- (18) Page 18:
 - (a) Administrative changes noted.
 - (b) Add a Table 18 for the current TAC3 view from DoDAAD Update Application.
- (19) Page 19. Change Table 18 to Table 19 and update it to reflect current view from DoDAAD Update Application.
- (20) Page 20. Change Table 19 to Table 20, and update it to reflect the current view from the DoDAAD Update Application.
- (21) Make administrative changes as noted.
- (22) Make administrative changes as noted.