



DEFENSE LOGISTICS AGENCY
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July 28, 2015

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

**SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS)
Change (ADC) 1116B, DoD Activity Address Code (DoDAAC) Contract
Information Fields (DoDAAD/Supply)**

The attached administrative change to Defense Logistics Management System DLM 4000.25 is approved for immediate implementation.

This document replace ADC 1116A in its entirety. The purpose of this revision is to correct a numbering problem with the changes to DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2. No other procedural or data content changes are included.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885, DSN 427-6885, or email: DODAADHQ@DLA.MIL. Others must contact their Component designated representative.

for DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD(SCI)
ODASD DPAP (PDI)
EDA PMO

Administrative ADC 1116B

DoDAAC Contract Information Fields (DoDAAD/ Supply)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

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

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

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** DoDAAD/Supply

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

3. REFERENCES:

a. DODM 4140.01, DoD Supply Chain Materiel Management Procedures.

b. DODI 4161.02, Accountability and Management of Government Contract Property.

c. DODI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property.

d. DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2, Department of Defense Activity Address Directory.

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** ADC 1116 was withdrawn pending policy conflict resolution. Notwithstanding, many of the changes identified in that ADC are still required for the DoDAAD and are not affected by the factors which led to the withdrawal of ADC 1116. Specifically, changes that need to be made to the Contract Information fields of the DoDAAD need to be corrected and updated, especially as it relates to DLA's DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B Series). Revisions to ADC 1116A are highlighted in yellow. All other aspects of this document are carried forward without change.

b. Describe Requested Change in Detail

(1) **DLA Transaction Services:** Make the following changes to the DoDAAD and its various applications as noted below:

(a) **DoDAAD:** Change the following within the DoDAAD database itself:

1. Record Retention: Change the retention time frame for deleted DoDAACs (and RICs) within the database to six years and three months after the delete date, vice the current retention period, before being purged from the database.

2. Date Field Headers: Change the headers for the following data fields as noted below:

a. Contract Admin Office: Change “Contract Admin Office” field header to “Contract Admin Office DoDAAC.” Display as follows in each application (see also Figures below):

- **Update Application:** “Contract Admin Office DoDAAC”
- **DAASINQ:** “CONT ADM OFF DODAAC”
- **eDAASINQ:** “CONT ADM OFF DODAAC”
- **Excel format header:** “CAO_DODAAC”

b. Contracting Service/Agency: Change “Contracting Service/Agency” field header to “Contract Sponsor DoDAAC.” Display as follows in each application (see also Figures below):

- **Update Application:** “Contract Sponsor DoDAAC”
- **DAASINQ:** “CONT SPONSOR DODAAC”
- **eDAASINQ:** “CONT SPONSOR DODAAC”
- **Excel format header:** “SPONSOR_DODAAC”

(b) Changes to DoDAAD Update Application: In addition to the field header changes above, make the following changes (see also Figures below):

1. Contract Information Fields: The Contract Information data elements should only be accessible in the Update Application if a contractor series DoDAAC is being created, updated, and/or deleted. These series include **only** the following: 2AB, C, E, HG, L, Q, SD, U, and Z0 series DoDAACs. For DLA DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B), these fields should **only** be accessible for DoDAACs beginning with the series of: SD, U, and 2AB. Ensure that the Contract Information fields for DLA DoDAACs are not usable unless a contractor DoDAAC series is entered: “SD,” “U,” and “2AB” only.

2. Contract Expiration Date: Remove the one year restriction on the Contract Exp Date for DLA contractor DoDAACs so that any date (current or future) can be entered for DLA contractor DoDAAC series (SD, U, and 2AB).

3. Contract Admin Office DoDAAC: Make the following additional changes to this field:

- a.** Make this a required field.

b. When “Contract Admin Office DoDAAC” field is entered, verify “Contract Admin Office DoDAAC” field value is a valid DoDAAC within the DoDAAD database. If not, display error message “DoDAAC xxxxxx not found” and do not allow save unless a valid DoDAAC entered. It should not affect any existing values already resident in the DoDAAD for this data element. Only if the DoDAAC is being updated should this edit require the field to be updated with a valid DoDAAC.

4. Contract Sponsor DoDAAC: Formerly the Contracting Service/Agency field, remove existing dropdown menu for DLA DoDAACs for the Contract Information field of Contracting Service/Agency (now changed to Contract Sponsor DoDAAC); so as to be consistent with all other Service/Agency rules (See figures 4.1 and 4.2 below). Current values for this field for DLA DoDAACs shall remain in the DoDAAD; however, if/when these DoDAACs are updated, the edit will require this field be corrected accordingly (i.e., enter the Sponsor DoDAAC).

a. Make this a required field.

b. Change data field (or limit the data length that can be entered) to VARCHAR(6) vice VARCHAR(9).

c. When “Contract Sponsor DoDAAC” field is entered, verify “Contract Sponsor DoDAAC” field value is a valid DoDAAC within the DoDAAD database. If not, display error message “DoDAAC xxxxxx not found” and do not allow save unless a valid DoDAAC entered. It should not affect any existing values already resident in the DoDAAD for this data element. Only if the DoDAAC is being updated should this edit require the field to be updated with a valid DoDAAC.

The screenshot displays a web application interface for updating DoDAAC information. The main section is titled "Contract Information (Required for contractor service)" in a blue header. Below this header, there are several input fields: "Contract Number: *" with a text box, "Contract Admin Office:" with a text box, "Contracting Service/Agency:" with a dropdown menu showing "--select--", "CAGE Code: *" with a text box, and "Contract Exp Date: *" with a text box and a calendar icon. A red arrow labeled "Change fields" points to the "Contracting Service/Agency" dropdown menu. Below the input fields is a "Notes" section with a blue header and a "Notes" button with a pencil icon.

Figure 4.1 – DoDAAC Update Application (Current)

Contract Information (Required for contractor service)	
Contract Number: *	CAGE Code: *
Contract Admin Office DoDAAC:	Contract Exp Date: *
Contract Sponsor DoDAAC:	
Notes	
Notes 	

Figure 4.2 – DoDAAC Update Application (Change)

CONTRACT INFORMATION		
Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.		
CONTRACT NO:	CAGE CODE:	CONT EXP DATE:
CONT ADMIN OFF:	CONTRACTING SERVICE/AGENCY:	

Change fields

4.3 – DAASINQ (Current)

CONTRACT INFORMATION		
Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.		
CONTRACT NO:	CAGE CODE:	CONT EXP DATE:
CONT ADM OFF DODAAC:	CONT SPONSOR DODAAC:	

4.4 – DAASINQ (Change)

CONTRACT INFORMATION		
Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.		
CONTRACT NO:	CAGE CODE:	
ADMIN OFFICE:	CONTRACTING SERVICE/AGENCY:	
Contract Expiration Date Options:		
Date Equal: <input type="radio"/>	Dates Between: <input type="radio"/>	Greater than: <input type="radio"/>
Less than: <input type="radio"/>	Blank Date: <input type="radio"/>	
Start: <input type="text"/>	End: <input type="text"/>	

Change fields

4.5 – eDAASINQ(Current)

CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NO: CAGE CODE:

CONT ADM OFF DODAAC: CONT SPONSOR DODAAC:

Contract Expiration Date Options:

Date Equal: Dates Between: Greater than: Less than: Blank Date:

Start:  End: 

4.6 – eDAASINQ (Change)

Current	Change
<input type="text" value="CONT_ADMIN_OFF"/> <input type="text" value="CONT_SVC_AGCY"/>	<input type="text" value="CAO_DODAAC"/> <input type="text" value="SPONSOR_DODAAC"/>

4.7 – Excel Format Column Headers

(2) **DLMSO**. Make revisions to Manuals and SOP as follows:

(a) **Revisions to DLM 4000.25 Manuals**: Volume 6, Chapter 2 of DLM 4000.25 will include the following changes which will **amend** the current content of paragraph C2.4.1.2:

C2.4.1.2. **DoD Contractor DoDAACs**. DoD contractors will only be assigned DoDAACs if they have a contract with DoD that authorizes access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. Contractor DoDAACs will be assigned by the CSP of the DoD Component or Agency that signed the contract with the contractor, except in cases where one Component or Agency is providing procurement/contract writing service for another Component or Agency. In such cases, the requesting Component/Agency CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC, for monitoring contract expiration dates, and for deleting contractor DoDAACs when there is no longer an active contract associated with the DoDAAC. ***In addition to appropriate TAC information, CSPs will ensure the following contract information data elements are entered for every contractor DoDAAC as follows (for all non-contractor DoDAACs, these fields are disabled):***

C2.4.1.2.1. Contract Number (CONTRACT_NO). Enter the procurement instrument identifier (PIID). The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the procurement indicator is checked in the DoDAAD).

C2.4.1.2.2. CAGE Code (CAGE_CODE). Enter the valid commercial and Government entity (CAGE) code of the vendor for whom the contractor DoDAAC is being created, which should be the same vendor in the contract. Even though the edit in the DoDAAD for this field checks against the validity of

the CAGE Code, CSPs should validate that the CAGE is correct for the vendor cited by looking up the CAGE code in the CCR.

C2.4.1.2.3. Contract Admin Office DoDAAC (CAO_DODAAC). Enter the DoDAAC of the contract administration office (CAO) as identified in the contract.

C2.4.1.2.4. Contract Sponsor DoDAAC (SPONSOR_DODAAC). Enter the DoDAAC of the primary activity funding the contract on behalf of the Service creating the contractor DoDAAC (i.e., if a DLA contractor DoDAAC is being created, enter the DLA sponsor DoDAAC). This will be a DoDAAC with authority code 00.

(b) Chapter 2 of DLM 4000.25-1 will include the following change:

C2.28.13. Deleted DoDAACs and Requisitioning Processing. Obsolete or invalid DoDAACs are flagged for deletion and later physically removed from the **DoDAAD** to prevent improper requisition transactions from being processed through DLA Transaction Services. Once the delete ~~effective~~-date has passed, the DoDAAC shall remain *in* the DoDAAD ~~master file~~ for six ~~five~~ years *and three months* before the record is physically removed ~~from the master file~~. New requisitions may not be processed against these ~~deleted flagged~~ DoDAACs; however, outstanding Interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions shall not reject due to invalid DoDAACs during this period. After the six year and three month ~~five-year~~ period, deleted DoDAACs are physically removed from the **DoDAAD, DLA Transaction Services-maintained-DoDAAC table**, and all subsequent requisitions or bills will reject due to invalid DoDAACs.

c. **Proposed Transaction Flow:** There are no new routing rules.

d. **Alternatives:** None noted.

5. REASON FOR CHANGE: Correcting changes that were made without approved documentation.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Continuity; establishes proper foundation for future changes.

b. **Disadvantages:** None noted.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation. Target timeline for DLA Transaction Services updates to the DoDAAD is 30 days from the publication of the ADC.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: N/A.

9. IMPACT:

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

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

c. **Automated Information Systems (AIS):** DoDAAD; see paragraph 4.

d. **Army and Air Force.** Army and Air Force are expected to make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD.

e. **Non-DLM 4000.25 Series Publications:** The changes identified in this DLMS Change will need to be incorporated into the relevant Component-level DoDAAD management publications, including (but not limited to) the following:

- (1) U.S. Army: AR 725-50
- (2) U.S. Navy: NAVSO P-1000-2-5
- (3) U.S. Air Force: AFI 24-230
- (4) U.S. Marine Corps: MCO 4420.4H
- (5) U.S. Coast Guard: COMDTINST M4000.2
- (6) Defense Logistics Agency: DLAI 1401
- (7) Defense Information Systems Agency: DISA Instruction 270-50-10
- (8) USTRANSCOM: DTR 4500.9-R