



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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January 13, 2015

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

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1144,
DoDAAD Error Report Processing (DoDAAD)**

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

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, 703-767-6885, DSN 427-6885 or email: DODAADHQ@DLA.MIL.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

Attachment to ADC 1144 DoDAAD Error Report Processing (DoDAAD)

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

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

3. **REFERENCES:** DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

4. **APPROVED CHANGE:** (Changes from PDC 1148 highlighted in yellow)

a. **Brief Overview of Change:** This change will only impact the eDAASINQ application. There are two required actions: 1) create a report to track orphaned Routing Identifier Codes (RIC), and 2) move the City/ZIP error report from its current location on the “Downloads” page to a new “reports” section.

b. **Background:** eDAASINQ contains a link to “Downloads” in order to download extracts from the DoDAAD database. The one exception is the United States Postal Service (USPS) file, which is actually an error report listing of invalid city names and/or Zone Improvement Plan (ZIP) codes. This change is to move the invalid city/ZIP report from “Downloads” to a new “Reports” section. This area on the page is to be added below the “Downloads” links. In addition, we are requesting two new reports be created for RICs to report on 1) RICs that are associated with deleted DoDAACs and 2) RICs where the address lines do not match the corresponding address lines within the DoDAAC.

c. **Describe Change in Detail:**

(1) On eDAASINQ, DLA Transaction Services will rename the existing “Downloads” link on the left side of the page to “Downloads and Reports”.

(2) Change the page header from “Downloads” to “Downloads and Reports”.

(3) Change the sub-header “There are 4 file downloads available. Please select from the links listed below” to “Downloads available:”.

(4) Add a new sub-header “Reports Available:”.

(5) Move “Download USPS File” under new “Reports Available:” sub-header and rename link to “City/ZIP Error Report”.

(6) On the current “USPS Download” page, rename “USPS Download” to “City/ZIP Error Report” and remove the “month” selection, because only a link to the most current version is required. The report should be refreshed daily. No history of the prior month’s version is required.

(7) Change the format of the City/ZIP Error Report to an Excel spreadsheet. Each line should contain all the information for the TAC reported, as opposed to the current format. New format and field order should be as follows:

- (a) Error message (e.g., Invalid City)
- (b) DoDAAC
- (c) MAJCOM
- (d) TAC (i.e., 1, 2, 3 or 4)
- (e) Address lines 1
- (f) Address lines 2
- (g) Address lines 3
- (h) Address lines 4
- (i) City
- (j) State
- (k) ZIP (with plus 4, if applicable)

(8) Add a new report link for “Orphaned RICs” under the new “Reports Available:” sub-header. The criteria for the Orphaned RICs is:

(a) Select all active RICs where the associated DoDAACs contains a delete date in the TAC 1 or no DoDAAC exists (i.e., not listed or not found).

(b) Report will contain: RIC, DoDAAC associated with RIC, and DoDAAC delete date on the TAC 1.

(c) The report should be generated daily and overlay the previous copy, so it will always contain the latest information.

(d) The download of the report should be in Excel format.

(9) Add a new report link for “Mismatched RICs” to the new “Reports Available:” sub-header. The criteria for the Mismatched RICs is:

(a) Select all active RICs where the City, State and Country data in the RIC does not match the corresponding City, State and Country data in the TAC 1 of the associated DoDAAC.

(b) Report will contain: RIC, DoDAAC associated with RIC, and a message to indicate the field or fields (i.e. City, State and/or Country) that do not match.

(c) The report should be generated daily, so it will always contain the latest information.

(d) The download of the report should be in Excel format.

(10) The CSPs should review both reports at least once a month and correct any errors found during the review process. This needs to be done to ensure data quality for data maintained within the DoDAAD.

d. **Revisions to DLM 4000.25 Manuals:** None required.

e. **Alternatives:** N/A

f. Proposed DLMS Change (PDC) 1144 Staffing Response/Comment Resolution:

PDC 1144 Comments		
Submitter	Response	Resolution
Air Force	Concurs without comment	Noted
Army	Concurs without comment	Noted
DARPA	Concurs without comment	Noted
DSS	Concurs without comment	Noted
FAA	Concurs without comment	Noted
Marine Corps	Concurs without comment	Noted
Navy	Concurs without comment	Noted
NSA	Concurs without comment	Noted

5. REASON FOR CHANGE: When the City/ZIP error report was originally created, we added it to the download list of files because it was convenient. Because there is now a need for a new report to breakout orphaned RICs, this is the perfect time to also correct the oversight and create a proper reports selection page within eDAASINQ.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Delineates reports from the data extracts.

b. **Disadvantages:** None noted.

7. ADDITIONAL FUNCTIONAL REQUIREMENTS: None noted.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change will be authorized for immediate implementation with expected system implementation within 60 days of this ADC.

9. IMPACT:

- a. **New DLMS Data Elements:** No new DLMS data elements.
- b. **Changes to DLMS Data Elements:** No changes to existing DLMS data elements.
- c. **Automated Information Systems (AIS):** This is covered in the detailed change section above.
- d. **DLA Transaction Services:** These changes will need to be implemented and maintained at DLA Transaction Services. The eDAASINQ Application is impacted.
- e. **Non-DLM 4000.25 Series Publications:** None noted.