IN REPLY
REFER TO

December 17, 2015

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1190 for Implementation of a DoDAAC Organization Type Code (DoDAAD)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards is approved for immediate implementation.

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.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)
OUSD DPAP

ADC 1190
DoDAAC Organization Type Code
(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:

    a. DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

4. APPROVED CHANGE(S):

    a. Brief Overview of Change: This change adds an Organization Type Code field to the DoDAAD to indicate if the DoDAAC is DoD, Federal, State/Local, Non-Government Organization (NGO) or Foreign entity.

    b. Background:

    (1) Historically, DoDAACs would fall into two categories: DoD and Federal. The ability to identify a DoDAAC's owning organization relied upon use of the Service/Agency Codes which today are the DoDAAD Series. Over time, however, use of the DoDAACs has expanded beyond the simplicity of the DoDAAD Series, and it is no longer apparent that a particular Series of DoDAAC represents the owning entity of the activity; rather, it merely identifies which entity created the DoDAAC.

    (2) Emerging requirements both within the DoD and the Federal Government have now required an ability to identify an activity (represented by a DoDAAC) more discretely than what the DoDAAD Series alone affords. This requirement, coupled with the expanded application of DoDAACs beyond a given Service's/Agency's own activities, has required a methodology for identifying a DoDAAC to its proper categorical owning entity.

    (3) This change establishes the organization type code as a means to identify a DoDAAC created by a Service/Agency for an activity that may or may not be part of that Service/Agency, but is authorized for use.

(4) Initial baseline implementation of the codes based on DoDAAD Series, however, will not yield acceptable levels of accuracy. Application of this new code will require analysis and identification by the respective CSPs to properly identify each DoDAAC to each new Organization Type Code to achieve the intended outcome of this change. The baseline will be set, but CSPs will be required to complete the task of properly identifying each DoDAAC to the proper code, for full implementation.

c. Approved Change in Detail:

(1) Transaction Services. The following are changes to the DoDAAD Update Application, eDAASINQ, and DAASINQ:

(a) Create a new field in the DoDAAD database for ORG_TYPE_CD. This will be a mandatory field. This should be a one character field and will contain the following values:
- D = DoD and USCG
- F = Federal Agencies – Non-DoD and USCG
- S = State/Local
- N = NGO
- X = Foreign

(b) Suggest the table of values and descriptions be built as a table within the database and not hard-coded. These values may need to be changed in the future and it would be easier to accomplish the change if values are dynamic and not static.

(c) There should be a trigger created to default the values in the ORG_TYPE_CD field when new records are created and to establish the baseline for the field. Below is the criteria:

- Set ORG_TYPE_CD to "D" if the first character is: A, C, E, F, H, J, L, M, N, Q, R, S, U, V, W, Z
- Set ORG_TYPE_CD to "F" if the first character is: G, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
- Set ORG_TYPE_CD to "S" if the first two characters are: 3A, 3B, 2A, 2Y, ALE

      1. *Note: The one (State) will override the Federal setting. Order is important to ensure the correct values are set. In other words, once a condition is satisfied (e.g., DoDAAC that begin with "2"), does means the remaining checks can be skipped (e.g., DoDAACs that begin with "2A").*

      2. *This trigger is only used when the record is created. However, the SQL used by the trigger should be run one time on the current database to baseline the ORG_TYPE_CD field.*

(d) The dropdown list of options for the ORG_TYPE_CD field should appear as a new row/field inserted below the first row "DoDAAC" and above "Authority Code" in the DoDAAD update application. See illustration in enclosure.

(e) For eDAASINQ and DAASINQ the ORG_TYPE_CD field should appear after DODAAD SERVICE/AGENCY and before AUTHORITY CODE. The field label should read:

ORG TYPE CODE, and then display the description of the value and not the code (i.e., Federal, NGO, etc.).

      (f) The ORG_TYPE_CD field must also be added to the download files, query results and replication to other systems. The replication change will need to be coordinated with the system receiving the data. In Excel formatted query results, this field should display as the column between UIC and AUTHORITY_CODE.

   (2) <u>Central Service Points/Monitors</u>. CSPs/Monitors shall select the proper Org Type Code to identify for which type of organization the DoDAAC is being created, based on the rules above. For example, if a Navy CSP is creating a Navy DoDAAC for a USMC activity, the Org Type Code of "D" shall be selected. If, however, in this instance, the Navy CSP is creating a Navy DoDAAC for a State Department activity, the Org Type Code of "F" would be selected. Similarly, select "S," "N", or "X" based on the same methodology.

  d. <u>Revisions to DLM 4000.25 Manuals</u>: The following changes need to be made to the DLM 4000.25 Manuals:

   (1) DLM 4000.25, Volume 6, Chapter 2. Insert the following:

C2.4.4.1. <u>Organization Type Code</u>. The Organization Type Code is a one-character code used to identify the type of organization for which the DoDAAC associates, categorically. Those categories include:

- *D = <mark>DoD and USCG</mark>*
- *F = <mark>Federal Agencies – Non-DoD and USCG</mark>*
- *S = State/Local*
- *N = NGO*
- *X = Foreign*

   (2) <u>DLM 4000.25, Volume 6, Chapter 2, DoDAAD Data Elements</u>. Insert the following:

Org Type Code. The Organization Type Code is a one-character code used to identify the type of organization for which the DoDAAC associates, categorically. CSPs shall select the correct code based on the type of organization to which the DoDAAC belongs, categorically. The primary indicator for determining this value is the identity of the organization. If it is a State Department activity, the correct Org Type Code would be "F" regardless whether the DoDAAC was a "12" Series DoDAAC (State Dept) or a "W" Series DoDAAC (U.S. Army). The following categories include:

- *D = <mark>DoD and USCG</mark>*
- *F = <mark>Federal Agencies – Non-DoD and USCG</mark>*
- *S = State/Local*
- *N = NGO*
- *X = Foreign*

   (3) <u>DoDAAD Update Application Standard Operating Procedures</u>. Insert the following:

2.4. Organization Type Code. The Organization Type Code is a one-character code used to identify the type of organization for which the DoDAAC associates, categorically. CSPs shall select the correct code based on the type of organization to which the DoDAAC belongs, categorically. The primary indicator for determining this value is the identity of the organization. If it is a State Department activity, the correct Org Type Code would be "F" regardless whether the DoDAAC was a "12" Series DoDAAC (State Dept) or a "W" Series DoDAAC (U.S. Army). CSPs are only authorized to create DoDAACs for activities organic to their Service/Agency. CSPs will ensure that, in spite of these codes, they do not create DoDAACs for activities that do not belong to their Component, except where explicitly authorized to do so (i.e., DLA creating DoDAACs for fuel sales to foreign entities). The following categories include:

- *D = DoD and USCG*
- *F = Federal Agencies – Non-DoD and USCG*
- *S = State/Local*
- *N = NGO*
- *X = Foreign*

   e. **Alternatives:** N/A

5. REASON FOR CHANGE: Based on meetings with OMB and DPAP, there needs to be a method to designate the type of organization represented by the DoDAAC.

6. ADVANTAGES AND DISADVANTAGES:

   a. **Advantages:** The type of organization can no longer be determined solely on the basis of the DoDAAC series. The additional of the organization type code will allow a different hierarchy of reporting, current not available.

   b. **Disadvantages:** None noted.

7. ADDITIONAL FUNCTIONAL REQUIREMENTS: None noted.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change is authorized for immediate implementation. Transaction Services has agreed, barring unforeseen problems, implementation by February 1, 2016.

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

10. 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. Army and Air Force will need to add the same change to their DoDAAD systems.

d. Transaction Services: These changes will need to be implemented and maintained at Transaction Services.

e. Non-DLMS Publications: The changes identified in this PDC will need to be incorporated into the relevant Service/Agency-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) Federal Property Management Regulations

Organization Type Code

The following illustration depicts how the Org Type Code would be displayed: