



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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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) 1191 for
Implementation of a DoDAAC Contractor Flag (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 1191
DoDAAC Contractor Flag
(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 a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a contractor or not.

b. Background:

(1) For almost all DoD DoDAACs, the determination if the DoDAAC is a contractor DoDAAC or not is determined by the first two characters of the DoDAAC itself. For Federal DoDAACs, there currently is no determination. This change is to address this shortfall.

(2) The change will not affect existing DoDAAC logic. For example, after this change, a “C” in the first position of the DoDAAC will still mean that is an Army contractor DoDAAC. The benefits are to Federal DoDAAC (where we currently are not tracking any contract information) and to the “other” DoD (H Series) where there are clearly contractor DoDAACs embedded with DoD DoDAACs.

c. Approved Change in Detail

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

(a) Transaction Services will need to create a new field in the DoDAAD database for CONTRACTOR. The only valid values will be “Y” for yes and null for no.

(b) There should be a trigger created. This trigger will be used to maintain the current DoD logic and initialize new Federal records to null when the DoDAAC is created and prior to any user input. After the value is initialized, during the create process, Federal users will be able to change the value of this flag. If the flag is set to “Y”, contractor data will be required in the DoDAAD update application.

1. The following conditions determine when the DoDAAC should have the CONTRACTOR field set to “Y” by the trigger:

- First character is C, E, L, Q, U
- First two characters are: Z0, HG, SD (*Note: SD will be phased out*)
- First three characters are: 2AB

2. In all other conditions, the CONTRACTOR field should be set to null.

3. 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 CONTRACTOR field.

4. The Contractor Flag can only be set to “Y” when the Org Type Code is “F” or “D.”

(c) The checkbox for the CONTRACTOR field should appear between the Procurement Authority flag and the CGAC field in the DoDAAD update application.

1. If the CONTRACTOR field is checked (i.e., Yes), the following fields should be active and required: Contract Number, CAGE Code, Contract Admin Office DoDAAC, Contract Expiration Date and Contract Sponsor DoDAAC.

2. If the CONTRACTOR field is not checked (i.e., No), the following fields should be inactive and any value that existed will be nulled out during the save: Contract Number, CAGE Code, Contract Admin Office DoDAAC, Contract Expiration Date and Contract Sponsor DoDAAC.

(d) For eDAASINQ and DAASINQ the CONTRACTOR field should appear between the Procurement Authority flag and the CGAC field labeled “CONTRACTOR:” followed by the word “Yes” or “No”. See the enclosure.

(e) The CONTRACTOR 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.

(2) Central Service Points/Monitors. DoD CSPs/Monitors shall continue to use existing rules for creating DoDAACs for contractors (i.e., approved contractor DoDAAC Series). See DoDAAD Series Table for more information. For the Federal Agencies, when creating a new record, selecting this field will “open” the required Contract Information fields which then must be filled out before the record will save.

Revisions to DLM 4000.25 Manuals: The following changes need to be made to the DLM 4000.25 Manuals:

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

C2.4.4.3. Contractor Flag. *The Contractor indicator or “flag” is a VARCHAR with a value of either “Y” for yes or null for no, that designates whether or not the DoDAAC is for a contractor. For DoD contractor DoDAACs, this flag is automatically set based on the DoDAAC Series (i.e., approved contractor DoDAAC Series will automatically set the flag to “Y”). For the Federal Agencies, this flag, when marked with a “Y” will designate it as a contractor and will require the mandatory Contract Information fields to be completed. The Contractor Flag can only be set when the Org Type Code is “F” or “D.”*

(2) **DLM 4000.25, Volume 6, Chapter 2, DoDAAD Data Elements.** Insert the following:

Contractor Flag. *The Contractor indicator or “flag” is a VARCHAR with a value of either “Y” for yes or null for no, that designates whether or not the DoDAAC is for a contractor. For DoD contractor DoDAACs, this flag is automatically set based on the DoDAAC Series (i.e., approved contractor DoDAAC Series will automatically set the flag to “Y”). For the Federal Agencies, this flag, when marked with a “Y” will designate it as a contractor and will require the mandatory Contract Information fields to be completed. The Contractor Flag can only be set when the Org Type Code is “F” or “D.”*

(3) **DoDAAD Update Application Standard Operating Procedures.** Insert the following:

2.7. Contractor Flag. *The Contractor indicator or “flag” is a VARCHAR flag with a value of either “Y” for yes or null for no, that designates whether or not the DoDAAC is for a contractor. For DoD contractor DoDAACs, this flag is automatically set based on the DoDAAC Series (i.e., approved contractor DoDAAC Series will automatically set the flag to “Y”). For the Federal Agencies, this flag, when marked with a “Y” will designate it as a contractor and will require the mandatory Contract Information fields to be completed. The Contractor Flag can only be set when the Org Type Code is “F” or “D.”*

b. **Alternatives:** N/A

5. REASON FOR CHANGE: There is no current method for marking or tracking contractor data for Federal DoDAACs.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** The ability to track contractor data for Federal DoDAACs. Also, since the contractor flag will be set in all cases, systems that consume the DoDAAD database will be able to use a single field to determine if the DoDAAC is a contractor DoDAAC or not. This will eliminate the need for determining the contractor status based on the first or first two characters of the DoDAAC, which will free up more DoDAACs for possible use in the future. This change presents a win-win for everyone.

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 make the same change to their DoDAAD systems.

d. **Transaction Services:** These changes will need to be implemented and maintained in the DoDAAD at Transaction Services.

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) Federal Property Management Regulations

Contractor Flag

The following is an illustration of how the Contractor Flag should appear.

For Official Use Only (FOUO)											
DODAAC	UIC	ORG_TYPE_CD	AUTHORITY_CODE	CTR	MAJCOM_BUREAU	CGAC	COCOM	CREATE_DTE	LAST_UPDATE	PROCUREMENT	AGCY_CD
L00061	M67004	D	01	Y	C5		USNORTHCOM	08/10/2010	30-AUG-12		
L00063	M67004	D	01	Y	C5		USNORTHCOM	08/17/2010	30-AUG-12		