



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) 1194 for
Implementation of the Sub Tier Code (DoDAAD)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory 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 1194
Sub Tier Code
(DoDAAD)

1. ORIGINATING SERVICE/ SUB TIER 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 will add the Sub Tier Code field to the DoDAAD to indicate if the DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within FPDS.

b. Background:

(1) FPDS is used by the Federal Government (to include the DoD) for capturing business processes associated with contracting, funding, and the awarding of grants. One of the principal identifiers within FPDS is the DoDAAC, which it receives via a feed from the DoDAAD. FPDS only requires DoDAAD records that are associated to activities engaged in contracting, funding, and grants. To help facilitate limiting the data feed to FPDS to only those records from the DoDAAD that are used in FPDS business, it is essential to introduce a data element to the DoDAAC that is an integral part of the record's pedigree as it exists in FPDS. This data element is the four-character Sub Tier Code.

(2) The Sub Tier Code field in FPDS consists of four characters. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the agency of the Sub Tier, more commonly referred to as a bureau. This four-digit Sub Tier Code, therefore, identifies the Sub Tier to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in FPDS to identify entities below the Agency level.

(3) Previous efforts to use the MAJ_COMMAND field in the DoDAAD for this purpose in FPDS have proven untenable, and it is necessary to introduce this discrete value in order to facilitate the data exchange requirements between these two systems without interrupting the primary function of the MAJ_COMMAND field or the GSA_BUREAU_CD field.

c. Approved Change in Detail:

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

(a) Create a new data field for the Sub Tier Code named “SUB_TIER.” Data headers/labels for this field in the Update Application, DAASINQ, and eDAASINQ will be “Sub Tier.”

(b) Create two new tables to store the sub tier codes, using the values in the attachment to the enclosure of this change. One table will be for the Federal Agencies and one for the DoD. Two tables are necessary due to the difference between how DoDAACs are structured for Federal Agencies based on Treasury Agency Code and how DoDAACs for the DoD are based on an alpha series Service Code. The intent is so that when a CSP creates a record, the values of sub tier codes will be limited based on the DoDAAC Series, and where necessary, the Major Command Code (i.e., Washington Headquarters Service). These tables will provide the values for the Sub Tier Code dropdown list, as depicted in the illustration in the enclosure.

(c) The Sub Tier will be a required field when the Procurement Authority flag is set, and it can only be set when the Org Type Code is “F” or “D.”

(c) Remove the term “Bureau” from the field header in the Update Application for the Major Command code data element (MAJ_COMMAND) – which should just read “Major Command,” and remove it from the column header from eDAASINQ queries (Excel), which should simply read “MAJ_COMMAND.”

(2) **Central Service Points and Monitors.** CSPs/Monitors shall set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is “F” or “D.” For DoD Components, the Sub Tier Code is based on the 2-digit Treasury Agency code and “00” (i.e., Navy = 1700).

d. 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:

C2.4.4.7. Sub Tier Code. The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the Sub Tier of the Agency, more commonly referred to as a bureau. The Agency Code, therefore, identifies the ‘sub tier’ to its respective Agency, in one,

four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in FPDS to identify entities below the Agency level. CSPs shall set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Sub Tier Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).

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

Sub Tier Code. The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the 'sub tier' of the Agency, more commonly referred to as a bureau. The Sub Tier Code, therefore, identifies the 'sub tier' to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in FPDS to identify entities below the Agency level. CSPs shall set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Agency Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).

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

2.9. Sub Tier Code. The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the 'sub tier' of the Agency, more commonly referred to as a bureau. The Sub Tier Code, therefore, identifies the 'sub tier' to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in FPDS to identify entities below the Agency level. CSPs shall set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Sub Tier Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).

e. **Alternatives:** N/A

5. **REASON FOR CHANGE:** Based on meetings with OMB, GSA, and DPAP, this critical code is necessary to associate a DoDAAC to its parent sub tier and ultimately top tier Agency.

6. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** Provides systematic means of associating DoDAACs to parent organizations of the Federal Government not currently possible without this field.

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-DLMS Publications:** The changes identified in this ADC 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

Sub Tier Code Tables

1. The following are the values to create the Sub Tier Code Tables in the DoDAAD:
2. The following is an illustration of how the header and field should appear in the Update Application (and Excel output from eDAASINQ). DAASINQ and eDAASINQ screens should reflect the same.

Update DoDAAC
For Official Use Only (FOUO)

* Required field

DoDAAC Information												
DoDAAC: *	M21300	UIC:	M21300	Creation Date:	07/10/2002							
Organization Type Code:	D - DoD			DEL:								
Authority Code:	Requisitioner - 00			Contractor Flag:	<input type="checkbox"/> Yes							
Major Command:	MC04 (I MEF) - M1											
Sub Tier:	1700 - Dept of Navy			CGAC:	017							
Procurement Authority:	<input type="checkbox"/> Yes			Funding Office:	<input type="checkbox"/> Yes							
COMMRI Information												
DD FORM:	DD FORM			DD FORM:	DD FORM							

For Official Use Only (FOUO)												
DODAAC	UIC	ORG_TYPE_CD	AUTHORITY_CODE	CTR	MAJ_COMMAND	CGAC	COCOM	CREATE_DTE	LAST_UPDATE	PROCUREMENT	FUNDING	SUB_TIER
M29000	M29000	D	05		M3	017	USPACOM	11/1/2004	25-SEP-14	Y		1700
M29001	M29001	D	00		M3	017	USPACOM	11/1/2004	08-AUG-14			1700

2. The tabs in the attached file shall be used to construct the Sub Tier Tables for the DoDAAD.



New Sub Tier Table
14 Dec 2015.xlsx