



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) 1201 for
Implementation of a DoDAAC Funding Office Flag (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 1201

Funding Office 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 will add a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a Funding Office.

b. **Background:** The ability to indicate funding at the DoDAAC level is not currently possible. This code will enable that identification. The change will not affect existing DoDAAC logic. Intent is to work similar to the Procurement Authority flag as a purpose code.

(1) This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions.

c. **Approved Change in Detail.** This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. The following specific changes are required:

(1) **Transaction Services.** Transaction Services will need to create a new field in the DoDAAD database for FUNDING. The only valid values will be "Y" for yes and null for no. The illustration in the attachment represents the rendering of this data field for DAASINQ/eDAASINQ. **When the funding flag is set to "Y", both the Sub Tier Code and CGAC are required fields.** This flag can only be set when the Org Type code is "F" or "D."

(2) **Central Service Points/Monitors.** DoD CSPs/Monitors shall apply this flag to an activity/office that meets the definition of a Funding Office and the following:

(a) This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions.

(b) Available for each DoD and Federal Agency DoDAAD Series (not contractor series). Planned future business rule based on Organization Type code (once implemented) will make it available only on DoD or Civilian Agency records.

(c) Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants).

(d) When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

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:

C2.4.4.9. Funding Office Flag. This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. It is available for each DoD and Federal Agency DoDAAD Series (not contractor series). Planned future business rule based on Organization Type code (once implemented) will make it available only on DoD or Civilian Agency records. The Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

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

Funding Office Flag. This binary flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. It is available for each DoD and Federal Agency DoDAAD Series (not contractor series). Planned future business rule based on Organization Type code (once implemented) will make it available only on DoD or Civilian Agency records. The Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When

this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

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

2.12. Funding Office Flag. The Funding Office Contractor indicator or "flag" is a binary flag with a value of either "Y" for yes or null for no, that designates whether or not the DoDAAC is a Funding Office. This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. It is available for each DoD and Federal Agency DoDAAD Series (not contractor series). Planned future business rule based on Organization Type code (once implemented) will make it available only on DoD or Civilian Agency records. The Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

e. **Alternatives**: N/A

5. **REASON FOR CHANGE**: There is no current method for identifying funding DoDAACs.

6. **ADVANTAGES AND DISADVANTAGES**:

a. **Advantages**: Enables a critical business process for the Federal Government.

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.

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

Funding Office Flag

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

DEFENSE LOGISTICS AGENCY
Transaction Services

DOD Activity Address Directory (DODAAD) [Contact Us](#) [Help](#) [Home](#)

Update DoDAAC

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* 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: Yes

Major Command: MC04 (IMEF) - M1

Sub Tier: 1700 - Dept of Navy CGAC: 017

Procurement Authority: Yes Funding Office: Yes

COMMRI Information

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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