DEFENSE LOGISTICS AGENCY
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June 30, 2016

MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS REVIEW COMMITTEE (PRC) AND SUPPLY PRC MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1218, Contractor and Government Entity (CAGE) Address Display Feature (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 e-mail: DLMSODODAAD@dla.mil. Others must contact their Component designated representative.

HEIDI M. DAVEREDE
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD(SCI)
ODASD DPAP (PDI)
EDA PMO

ADC 1218
Contractor and Government Entity (CAGE) Address Display Feature

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: DLMSODODAAD@dla.mil.

    b. Functional POC: Defense Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DLMSODODAAD@dla.mil.

2. FUNCTIONAL AREA:

    a. Primary/Secondary Functional Area: DoDAAD

    b. Primary/Secondary Functional Process: DoDAAD

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

4. REQUESTED CHANGE(S):

    a. Brief Overview of Change: This change implements lookup of the CAGE code within the DoDAAD Update Application to ensure only valid CAGE codes are entered.

    b. Background: Currently, any CAGE code can be entered in the CAGE code field of the contractor section of the DoDAAC; however, there is no validation of the CAGE code entered and whether or not it is the actual CAGE code of the entity for which the DoDAAC is being created. Furthermore, there is no mechanism to afford a Central Service Point (CSP) to validate the address being provided to them to create the DoDAAC to ensure it matches what is contained in the CAGE system for that entity.

    c. Requested Change in Detail:

    (1) This change will afford a CSP the means to both validate a CAGE code and view its address(es) to assist in creating or updating the corresponding DoDAAC, especially as it relates to addressing information. A new lookup icon will be added to the right of the CAGE code field of the DoDAAD Update Application. When entering a contractor DoDAAC, the user will have the ability to click the icon, and the program will use the CAGE code entered in the DoDAAC and retrieve CAGE address information. This address should be compared (manually) by the CSP to the Type of Address Code (TAC) address of the DoDAAC. If there is a match, the CAGE code selected should be accepted. If there is not a match, the validity of the CAGE code for this particular DoDAAC should be questioned. It will be up to the CSP to determine based on the content and any other research that the CAGE is a valid match.

(2) The address in the valid CAGE will likely never be an exact match to the DoDAAC. The DoDAAC address is limited by the Military Shipping Label requirements (MILSTD 129); therefore, it will be up to the CSP to truncate the address as necessary to fit the field lengths of the DoDAAC. The CSP must make the final determination if the CAGE address is a correct match to the one for the DoDAAC.

    d. **Revisions to DLM 4000.25 Manuals:** N/A

    e. **Alternatives:** None

5. REASON FOR CHANGE: Improves validation of CAGE code associated to a particular contractor DoDAAC.

6. ADVANTAGES AND DISADVANTAGES:

    a. **Advantages:** Additional tool for auditability and quality control.

    b. **Disadvantages:** None noted.

7. ADDITIONAL FUNCTIONAL REQUIREMENTS: None.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation. Target timeline for Transaction Services updates to the DoDAAD is 60 days from the publication of this ADC.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: The dollar savings amount is unknown. The point of this change is to improve the quality of the DoDAAD data.

10. IMPACT:

    a. **New DLMS Data Elements:** None

    b. **Changes to DLMS Data Elements:** None

    c. **Automated Information Systems (AIS):**

    (1) Army and Air Force are expected to make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD.

    (2) Logistics Information Services – Upon inquiry from the DoDAAD Update Application to the CAGE database, provide a response identifying the associated address to the CAGE code.

    (3) Logistics Information Services has a Web Service with the following information: CAGE, Established Date, Business Name, Address, City, State and Zip Code. It just needs to be called, passing the CAGE code. The URL for additional information is:

https://cage.dla.mil/cagexml/v1.0/cagexml.asmx

d. Transaction Services: These changes will need to be implemented and maintained at Transaction Services. The following changes will be required to the DoDAAD Update Application:

(1) Currently, the CAGE code is downloaded from Logistics Information Services to be used to validate the CAGE code entered in the contractor section of the DoDAAD Update Application. The CAGE code validation will still occur, but the address will also need to be downloaded from Logistics Information Services so the business name and address information can be displayed to the user for comparison.

(2) The CAGE information from Logistics Information Services is called through a web service: https://cage.dla.mil/cagexml/v1.0/cagexml.asmx. For more information, contact Logistics Information Services and ask for the *CAGEXML Business Specifications*.

(3) To the right of the CAGE code field, in the contractor section of the DoDAAC, a magnifying glass icon should be added to trigger the CAGE address lookup. When this icon is clicked, the user will get one of two results:

(a) If the CAGE code field is blank, the user will be told to fill in the CAGE code field.

(b) If the CAGE code field contains a value, that value will be used to lookup the CAGE code address using the Logistics Information Services web service. If the value is not found, an error message of "xxxxx was not found" will popup. If the value is found, the CAGE code address data will display in a popup window. Other status codes are:

- ✓ Invalid login
- ✓ Error in request
- ✓ Database error
- ✓ Server error
- ✓ Other error
- ✓ Invalid/old version number
- ✓ Password is expiring and should be changed

e. Non-DLM 4000.25 Series Publications: The changes identified herein 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

Graphic User Interface Illustrations

1. The following are illustrations of how the headers and fields should appear in screenshot renderings of the Update Application: