



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

June 09, 2017

**MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY
(DoDAAD) PROCESS REVIEW COMMITTEE (PRC)**

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1255,
Prohibit Entry of "I" and "O" in a DoDAAC/RIC (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: DODAADHQ@dla.mil. Others must contact their Component designated representative.

**HEIDI M. DAVEREDE
Program Manager
Enterprise Business Standards Office**

Attachment
As stated

cc:
ODASD (SCI)
ODASD DPAP (PDI)

ADC 1255
**Prohibit Entry of Alphabetic Characters “I” and “O”
in a DoDAAC/RIC (DoDAAD)**

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standard Office (EBSO), DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. FUNCTIONAL AREA: DoDAAD

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

4. APPROVED CHANGE: Stop the creation of DoDAACs and RICs that contain alphabetic characters “I” or “O”, since “I” and “O” were never intended to be used as valid DoDAAC or RIC keys. Substantive updates subsequent to PDC staffing are highlighted in green.

a. Overview: This change only affects the Department of Defense Activity Address Directory (DoDAAD) Update Application. It prohibits the use of the letters “I” or “O” in any of the six positions of the DoDAAC or three positions of the RIC primary key. This restriction has always existed, but it required the person entering the data to enforce the rule. This change is to enforce the rule programmatically.

b. Background: The alphabetic characters “I” and “O” are easily mistaken for the numeric characters “1” and “0”. No DoDAAC or RIC should contain “I” or “O”; however, some DoDAACs and RICs presently contain these characters, because the rule was not programmatically set. To avoid continuing this problem in perpetuity, the Defense Automatic Addressing System (DAAS) must enable an edit in the DoDAAD Update Application to validate all six positions of the DoDAAC or three positions of the RIC key, so no new DoDAACs/RICs containing “I” or “O” will be created.

5. ROLES AND RESPONSIBILITIES:

a. DAAS:

(1) Change the edit for add, change, and delete of the DoDAAC/RIC key field in the DoDAAD Update application to search for any occurrence of an “I” or “O” in all six positions.

(2) If “I” or “O” is found, the next test is to determine if the DoDAAC/RIC associated with the entry exists.

(3) If the DoDAAC/RIC exists, allow the delete to take place. If the change is an add or edit, issue the error message “Neither DoDAACs or RICs can contain ‘I’ or ‘O’.”

(4) One additional check must be made when creating a DoDAAC from a DoDAAC that is already a key in the database. If creating a DoDAAC based on an existing DoDAAC, the new DoDAAC key cannot contain the alphabetic characters “I” or “O.”

b. Enterprise Business Standards Office:

(1) **Revisions to DLM 4000.25 Manuals:** None required. The DLM 4000.25 manuals already document restriction of “I” and “O” in the DoDAAD series table.

(2) **DLMS Data Elements:** No changes.

c. DoD Components and Federal Agencies:

(1) “I” and “O” are not authorized for use as DoDAAC/RIC keys (within the six characters that makeup a DoDAAC/RIC).

(2) Army and Air Force must make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD.

(3) **Non-DLM 4000.25 Series Publications:** The changes identified herein must be incorporated into the relevant Service/Agency-level DoDAAD management publications, including (but not limited to) the following:

(4) 41 CFR, Federal Property Management Regulations

(5) U.S. Army: AR 725-50

(6) U.S. Air Force: AFI 24-230

(7) U.S. Marine Corps: MCO 4400.201, Vol 2

(8) U.S. Coast Guard: COMDTINST M4000.2

(9) Defense Information Systems Agency: DISA Instruction 270-50-10

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Avoids the confusion of “I” and “O” with numeric values “1” and “0”.

b. **Disadvantages:** None noted.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation. Target timeline for DAAS updates to the DoDAAD is 60 days from the publication of this DLMS change.

Graphic User Interface Illustrations

The following illustrates where the edit is required.

DoDAAD Update:

DEFENSE LOGISTICS AGENCY
Transaction Services

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

Update DODAAD

Logout

Enter DODAAC or RIC * : [View allowable service code.](#)

* RIC (ZZZ__format)

[Privacy/Security](#) | [Accessibility](#) | [Contact](#) | [Webmaster](#)

Edits for DoDAAC/RIC key

Creating a DoDAAC based on an existing DoDAAC

DEFENSE LOGISTICS AGENCY
Transaction Services

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

Update DoDAAC

For Official Use Only (FOUO)

* Required field

DoDAAC Information

DoDAAC: * AOIOIO UIC: [] Creation Date: []

Organization Type Code: * DoD - D Deletion Date: []

Authority Code: [] Contractor: [] Yes

Major Command: []

Sub Tier Code: [] CGAC: DEPT OF THE ARI

Procurement Authority: [] Yes Funding Office: [] Yes

GO

View allowable service code.