



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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June 30, 2017

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

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1257,
DoDAAD Enterprise Resources Website (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. Target timeline for Defense Automatic Addressing System (DAAS) updates to the DoDAAD is expected to be completed by December 2017.

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 at: <https://www.dlms.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp>.

HEIDI M. DAVEREDE
Program Manager
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD (SCI)
ODASD DPAP (PDI)

Attachment to ADC 1257

DoDAAD Enterprise Resources Website

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards 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: The new website will require a public server/domain to host the main page of the site, in the same style/capability currently enjoyed by J62's new Commercial and Government Entity Code (CAGE) site (<https://cage.dla.mil>), which is hosted by DISA's Defense Enterprise Computing Center – Ogden. All user actions would launch from this new DoDAAD website. The site should include the ability to facilitate a request process that generates an email with an attachment to a selected point of contact (CSP). The site should also have the ability to incorporate pages that would afford "views" from existing applications (e.g., eDAASINQ/DAASINQ) but consistent with the style of the new site. All DoDAAD-related functions currently provided by Defense Automatic Addressing System (DAAS) would remain; however, they would be accessed through this new site – not via hyperlinks and reroutes; rather, new pages in the same style would be required for current DoDAAD-related functions. This will require changes to DAAS applications of DAASINQ and eDAASINQ. The intent is that the user experience would be seamless, as if all actions are being performed from within this site. It would further require changes to the DoDAAD Update Application to allow a file upload function from a CSP. See paragraph 7 for further details. Substantive updates subsequent to PDC staffing are **highlighted in green**.

a. Overview: This change implements a new public access website for the DoDAAD, in a design consistent with other DLA J62 capabilities (e.g., CAGE), and that provides a web presence for the DoDAAD autonomous of DAASINQ. The website shall afford users with a one-stop-shop experience for the DoDAAD so that the user does not have to launch multiple applications to search, request updates, view the DoDAAD, download files and reports, etc. The following are some of the features that the website will afford users (See also Figure 1 in the Enclosure to this Attachment):

(1) Provides a web presence for the DoDAAD - particularly critical for users who are not part of the DoD Supply Community.

(2) The most common uses (i.e., search and update request) located in the center of the page with both graphics and text, to make them standout. (Note: the Request Tool capability will be introduced via a separate DLMS Change, 1197):

(a) the ability to perform simple and advanced searches;

(b) initiate a request for a new record, update an existing record, or delete an existing record;

(3) Links to policy and procedures, news, upcoming PRCs, and frequently asked questions (FAQ) are readily available.

(4) The menu bar provides quick links to features of the DoDAAD, while the footer contains links for supporting features, which include helps for a user to:

(a) contact a CSP,

(b) download reports and files,

(c) request technical assistance,

(d) request web services,

(e) obtain DoDAAD training materials and resources.

b. Background:

(1) The DoDAAD is an authoritative data source whose primary function has historically been to enable the automatic addressing functions of the DoD supply chain through the Defense Automatic Addressing System (DAAS). While that requirement remains, today, its use has evolved far beyond the DoD supply chain. It now serves to enable and facilitate business system transactions for both the Department of Defense and the other Departments of the Federal Government, especially in response to the Digital Accountability and Transparency (DATA) Act of 2014. These uses now comprise a growing list of functions, which includes: supply chain, property management, acquisition, procurement, transportation, financial management, grants, maintenance, facilities, human resources, readiness, and more.

(2) Although the DoDAAD remains an integral part of DAAS, today, it has no web presence unto itself from a user perspective. Users can only get to the DoDAAD by virtue of knowing what “DAAS” is and that access to the DoDAAD is only possible through one of the obscure applications offered by DAAS for this purpose (e.g., DAASINQ and eDAASINQ), which query more than just the DoDAAD (e.g., NIIN, MAPAC, COMMRI, Fund Codes). In fact, the only application that has the namesake of “DoDAAD” is reserved only for select users who are appointed as Central Service Points for their respective Components and charged with the responsibility of updating/maintaining their Components’ DoDAAD records. All other information relative to the DoDAAD is found on the DLMS website under the DoDAAD Process Review Committee (PRC) page. Neither of these is conducive to creating a user experience that affords the widest user base with the most comprehensive and effective means of meeting all of their DoDAAD needs, and especially those outside the DoD.

(3) The DoDAAD was reengineered in 2005, and during this process, the manner in which the DoDAAD was updated transitioned from individual 80 record position transactions submitted by users to the DAAS Center, to Central Service Points (CSP) making updates using a Graphic User Interface (GUI) application that updated the database directly. These CSPs are

appointed by their respective Services/Agencies to perform this function and are granted user accounts for the Update Application (DODAAD) by DAAS. Requests by users to update records in the DoDAAD are now facilitated by users obtaining the contact information for the respective CSP and contacting them via email or phone to convey the necessary information for the update. The means by which a user can update the DoDAAD requires first that they know who to contact or where to find the contact information. Secondly, they must obtain the referential information about the DoDAAD to know what each field is and how it is used and what needs to be changed. Finally, once they have all of this in order, they are resigned to either phoning or emailing the CSP and conveying the information to them manually. As such, there is no automated means to facilitate data quality in this process.

(4) The graphic user interface (GUI) experience of the DoDAAD today consists of three applications/views:

(a) DAASINQ. This application is an open access, single query of DAAS for a known DoDAAC, MAPAC, NIIN, or RIC. This query function is not limited to the DoDAAD.

(b) eDAASINQ. This application is a SAR-required user account that affords an enhanced query of DAAS for a COMMRI, Distribution Code, DoDAAC, MAPAC, NIIN, or RIC. It also provides users with access to Downloads and Reports. These include Downloads for DoDAAD, MAPAD, and Fund Code; and Reports for City/ZIP Error Report, Lonesome RICs, and Mismatched RICs. The functions of eDAASINQ are not specific to the DoDAAD.

(c) DoDAAD (a.k.a. DoDAAD Update Application). This application is reserved for CSPs, and requires both a Component/Agency appointment, as well as a SAR, and is specific to the DoDAAD, affording the user with the ability to do a single record addition, update, or deletion.

5. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Affords users with a comprehensive capability and resource for the DoDAAD that appeal to the widest user base of the Federal Government, consistent with the DATA Act.

b. **Disadvantages:** None.

6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation when this DLMS change is released as an ADC. Target timeline for EBSO and Defense Automatic Addressing System (DAAS) updates to the DoDAAD is expected to be completed by December 2017.

7. ROLES AND RESPONSIBILITIES:

a. **DAAS**. Create a publicly accessible website (e.g., <https://www.dodaad.dla.mil>) in the same style/functionality as exists for the CAGE program, complete with an automated request process that would generate an email that could be routed to a designed recipient with an

attached XML file based on data inputted into a template. The requirements for the request process will be published via separate Change (1197). Both the request function and the website content would be maintained by EBSO. The website would also facilitate internal functionality to direct users to DAAS applications without interrupting the user experience (i.e., all pages would be in the same style, regardless of function or domain). New pages for DAAS applications in the style of this website would also be created as part of this. They would be loaded to DAAS' domain accordingly to facilitate this functionality. See the enclosure.

b. EBSO:

(1) Maintain content of the new website with all pertinent information (i.e., FAQs, policy and procedures, CSP Listing, PRC meeting announcements/minutes), as well as the request process functionality, to include updating POC information upon notification of new CSP appointments from the Services/Agencies.

(2) Maintain CSP POC Listing and CSP Table for the Request Process function upon receipt of new CSP Appointments from the Services/Agencies. See Change 1197.

(3) **DLMS Data Elements**: No impact.

(4) **Revisions to DLM 4000.25 Manuals**: DLM 4000.25, Volume 6, Chapter 2 and the Update Application SOP will be revised to document this new capability once implemented.

c. DAAS: To facilitate the capabilities of the new website, the following changes would be required to existing DAAS applications and processes:

(1) Load newly created web pages for Search, Advanced Search, Downloads, and Reports to DAAS servers to enable these functions of the new website. When a user selects any of these functions on the new website, they will be directed to the DAAS URL for these pages which would provide the new user front end for these capabilities:

Website Function	DAAS Application / page
Search	DAASINQ Query for a DoDAAC or RIC
Advanced Search	eDAASINQ query for DoDAAC, RIC, Distribution Code
Downloads	eDAASINQ Downloads and Reports, Download DoDAAD File (DoDAAD Downloads)
Reports	eDAASINQ Downloads and Reports, City / ZIP Error Report, Orphaned RICs, Mismatched RICs

(2) Remove DoDAAD-related functions from existing DAASINQ and eDAASINQ webpages as follows:

(a) DAASINQ. Remove DoDAAC and RIC from the existing DAASINQ webpage. DAASINQ queries through this page would only be for NIIN or MAPAC.

(b) eDAASINQ. Remove DoDAAC, RIC, and Distribution Code from the existing eDAASINQ webpage (as these are all part of the DoDAAD Table). Enhanced queries through this page would only be for COMMRI, MAPAC, and NIIN. Also, in the Downloads and Reports page, remove Download DoDAAD File hyperlink from Downloads Available section, as well as the DoDAAD Downloads page. Remove also all Reports Available from the Downloads and Reports page.

(3) New pages in the style of the new website would also need to be inserted where necessary for the CAPTCHA and Warning Screens associated with DAASINQ and eDAASINQ accordingly.

(4) Upon receipt of a new CSP appointment, DAAS will ensure that EBSO is provided a copy to ensure POC Listings and the Request Process POC table are updated. DLMS Change 1197 will provide the requirements for the Request Process function of the new website.

d. Federal Civilian Agencies. Federal Civilian Agencies may use the capabilities of this website to contact the GSA for updating existing AACs or requesting new records for their Agencies, per CFR 41.

e. DoD Components:

(1) All DoD Components may use the capabilities of the website for all of their DoDAAD requirements, to include using the Request function of this website to request changes to their DoDAAD records.

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

f. 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) Federal Property Management Regulations
- (2) U.S. Army: AR 725-50
- (3) U.S. Air Force: AFI 24-230
- (4) U.S. Marine Corps: MCO 4400.201, Vol 2
- (5) U.S. Coast Guard: COMDTINST M4000.2
- (6) Defense Information Systems Agency: DISA Instruction 270-50-10

Web Page Mockups

The following are examples of how various pages of this site might be rendered (not actual pages):

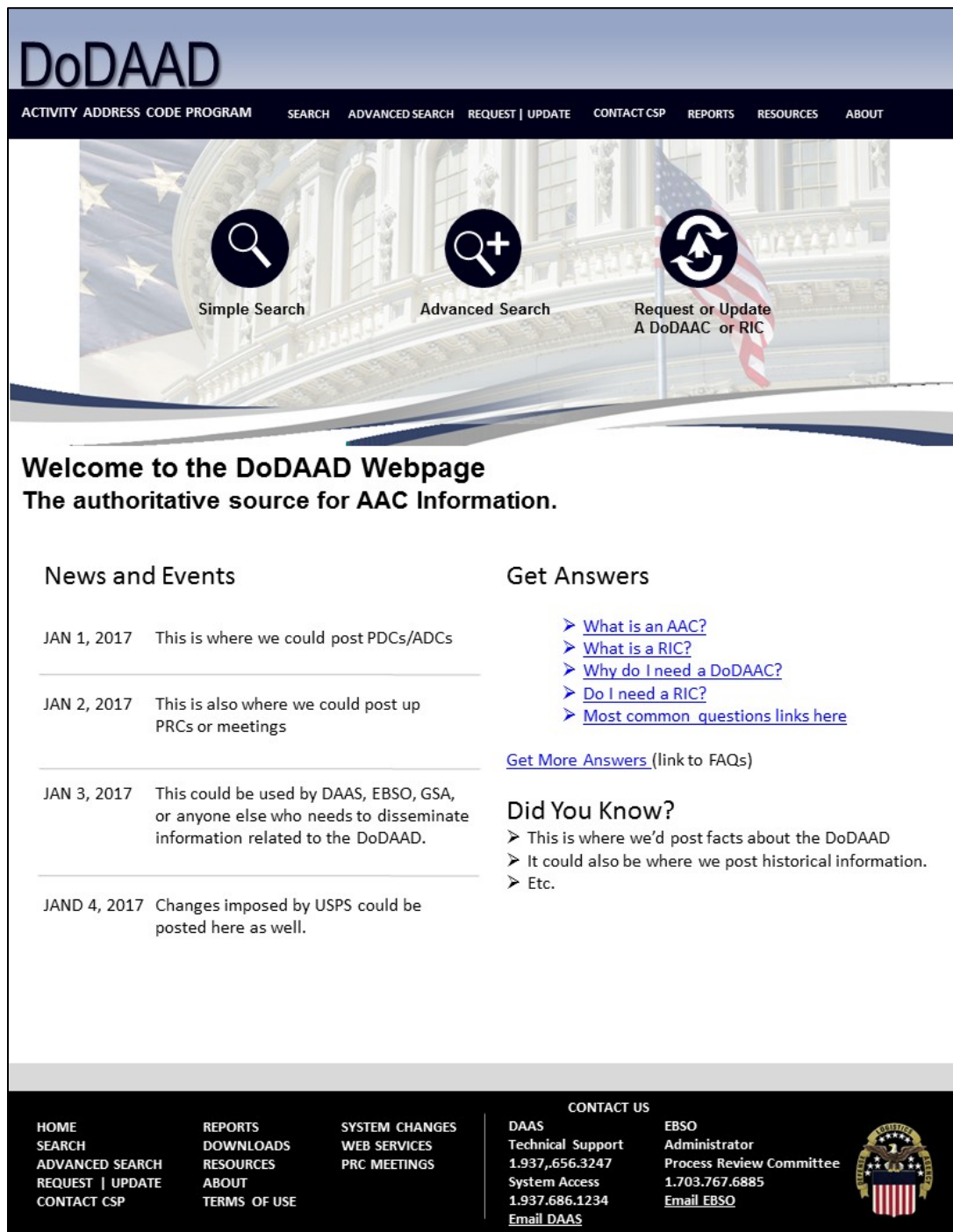


Figure 1 – DoDAAD Website Home Page

Web Page Mockups

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Verification Test

W N H R

Please type the letters on the screen into the box above to proceed. Click on Verify

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

HOME
SEARCH
REQUEST | UPDATE

NEWS AND EVENTS
FORMS
RESOURCES
TERMS OF USE

ABOUT
CAGE
DUNS
SAM
Ownership Of Offeror

CONTACT US
CAGE
Commercial And
Government Entity
Program
1.877.352.2255
Customer Service




Figure 2 – CAPTCHA

Web Page Mockups

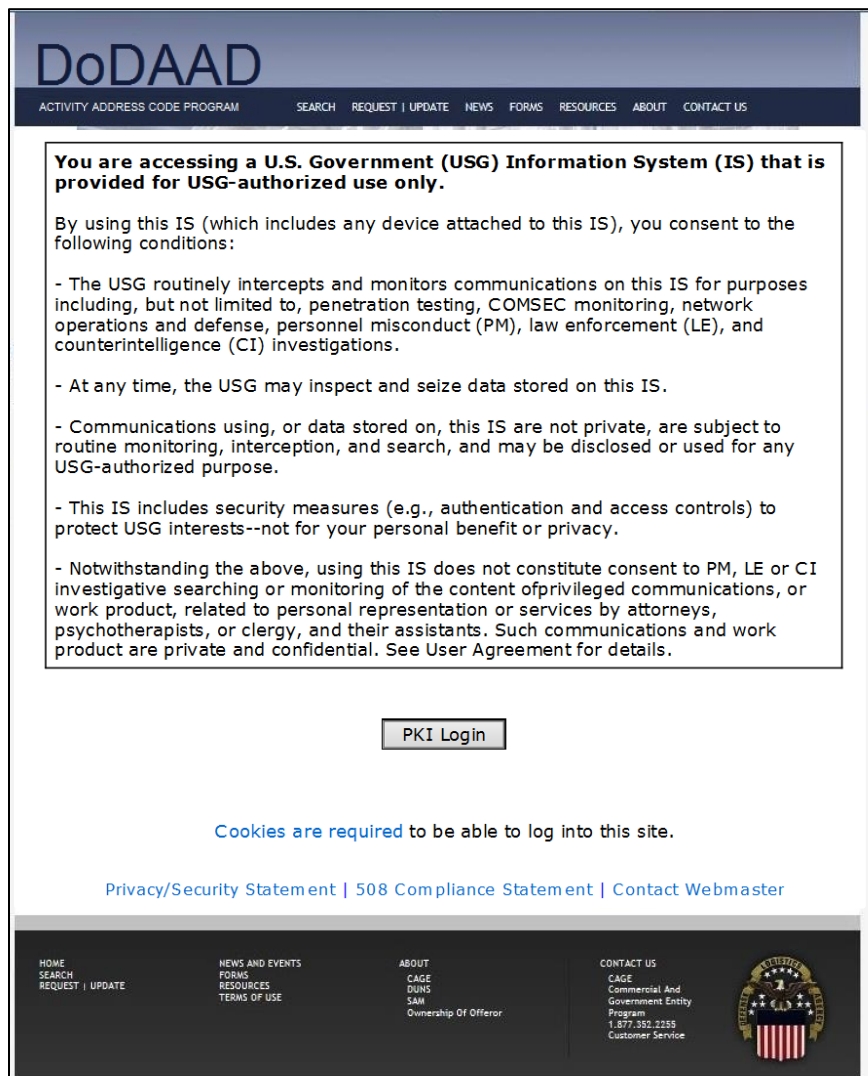


Figure 3 – User Warning

Web Page Mockups

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Search DoDAAD

DoDAAC:

Submit

Required: 6 Chars of DoDAAC

RIC:

Submit

Required: 3 Chars of RIC

HOME
SEARCH
REQUEST | UPDATE

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Ownership Of Offeror

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Commercial And
Government Entity
Program
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Customer Service



Figure 4 –Search

Web Page Mockups

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

DoDAAD Search Results

DODAAC INFORMATION

DoDAAC:	690100	UIC:	CREATION DATE: 10/26/2000
DODAAD SERVICE/AGENCY:	Department of Transportation		
ORGANIZATION TYPE CODE:	Federal Agencies	DELETION DATE:	
AUTHORITY CODE:	00 - Requisitioner	CONTRACTOR:	No
MAJ COMMAND:	05 - FEDERAL AVIATION ADMINISTRATION (PROPERTY & SUPPLY)		
COCOM:	USNORTHCOM	LAST UPDATE:	22-SEP-16
SUB TIER CODE:		CGAC:	069 - TRANSPORTATION, DEPARTMENT OF
PROCUREMENT AUTHORITY:	No	FUNDING OFFICE:	No
RIC:			
<ul style="list-style-type: none">690100 DOT FAAATTN SA SMO WAREHOUSE700 N BONIFACE PKWYELMENDORF AFB AK 99506-1612		EFF DATE: 06/17/2009	
CITY:	ELMENDORF AFB	ZIP:	99506-1612 IPC:
STATE/APO/PROVINCE:	Alaska	STATE(A/N)/PROVINCE:	AK/02 /2009
COUNTRY NAME:	UNITED STATES		
GENC CC:	US/USA		

COMMRI(s) INFORMATION

DP:	RUQABNH	BILL:	
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[HOME](#)
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[REQUEST | UPDATE](#)

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[Ownership Of Offeror](#)

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[Customer Service](#)




Figure 5 – Search Results

Web Page Mockups

DoDAAD

ACTIVITY ADDRESS CODE PROGRAMSEARCHREQUEST | UPDATENEWSFORMSRESOURCESABOUTCONTACT US

DoDAAD Search

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields: ****

Note: + Search of this field must be combined with service code. No wildcard search on this field.
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

View Results

Download Results to File

Reset

☐ Include RICs in query download☐ Include GSA data in query download

DoDAAC INFORMATION

DoDAAC/RIC:

☐ Active only:☐ Deleted only:☐ All:

DODAAD SERVICE/AGENCY:

--- Select one ---

AUTHORITY CODE: UIC:

MAJ COMMAND:

COCOM:

--- select one ---

LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ YesCANCELLED/NEVER REUSE FLAG: ☐ Yes☐ No☐ All

COMMR(s) INFORMATION

+ DP:

+ SP:

+ BILL:

TAC ADDRESSES☐ Check here to search entries in all 4 TACs

TAC

EFF DATE:
DEL DATE:
ZIP:

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Program
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Customer Service

Figure 6 – Advanced Search

Web Page Mockups

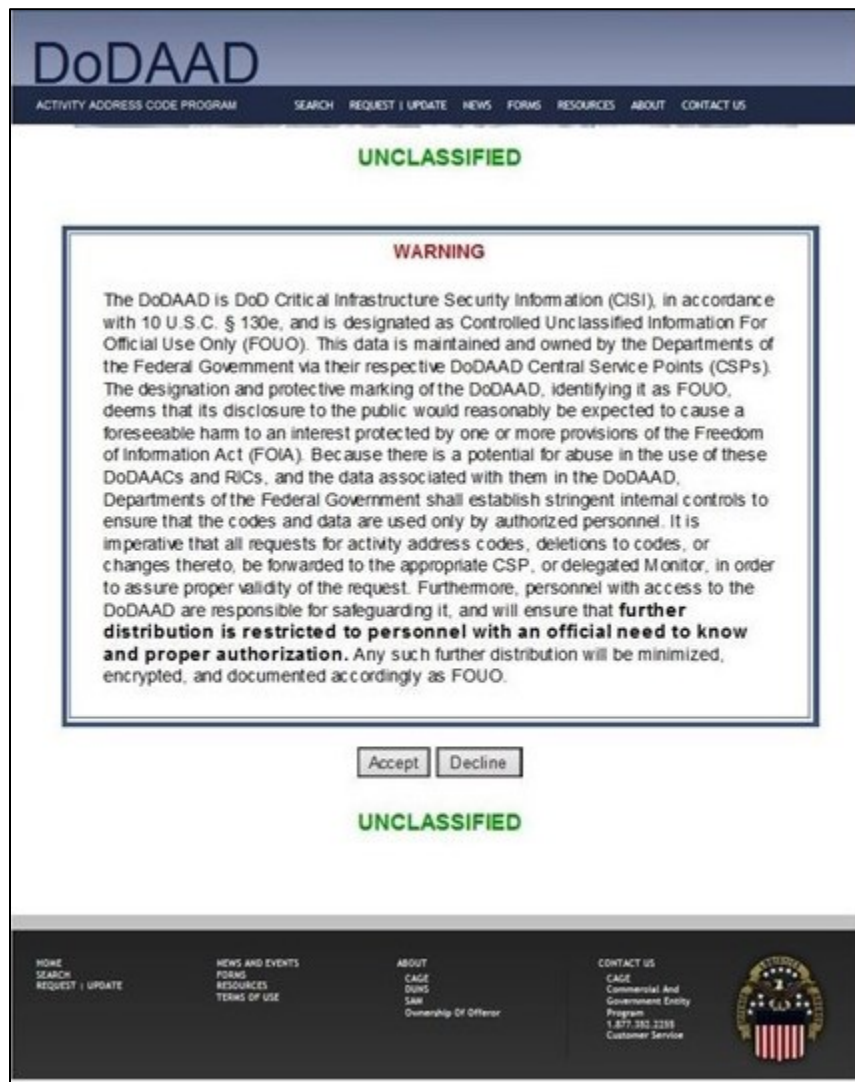


Figure 7 – Warning Screen

Web Page Mockups



Figure 8 – Downloads and Reports

Web Page Mockups

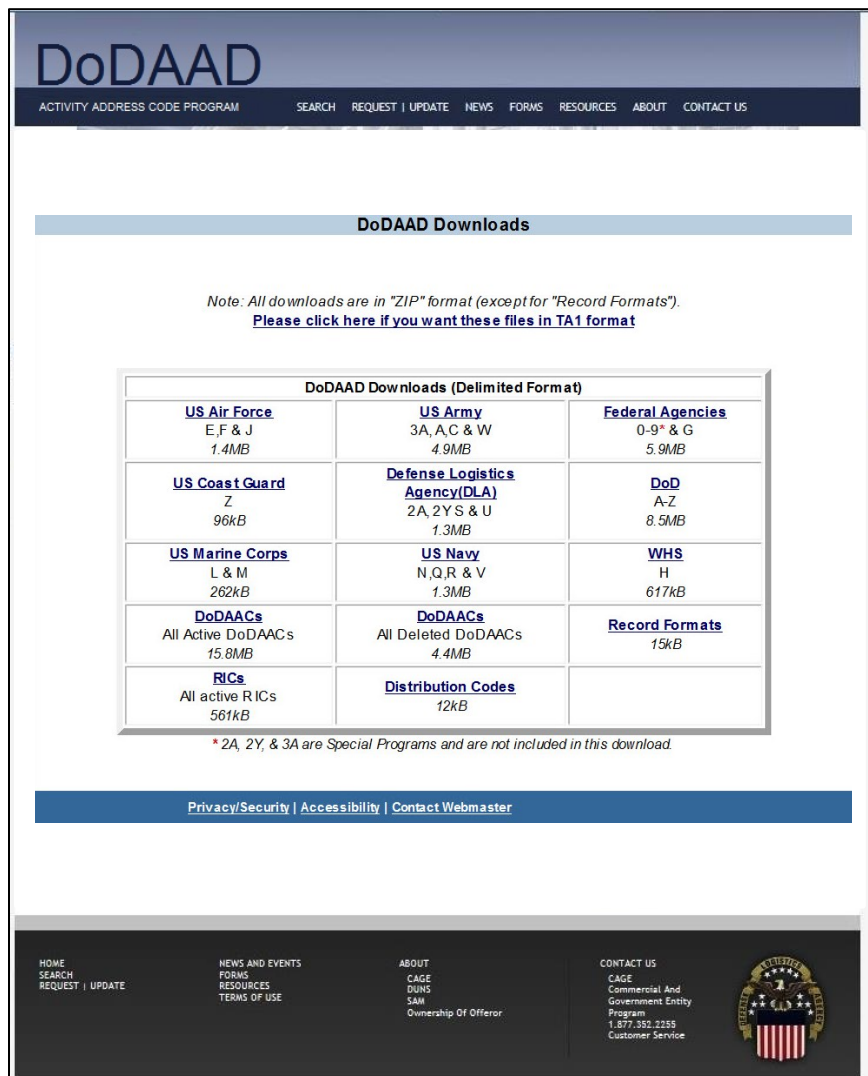


Figure 9 – Downloads 1

Web Page Mockups

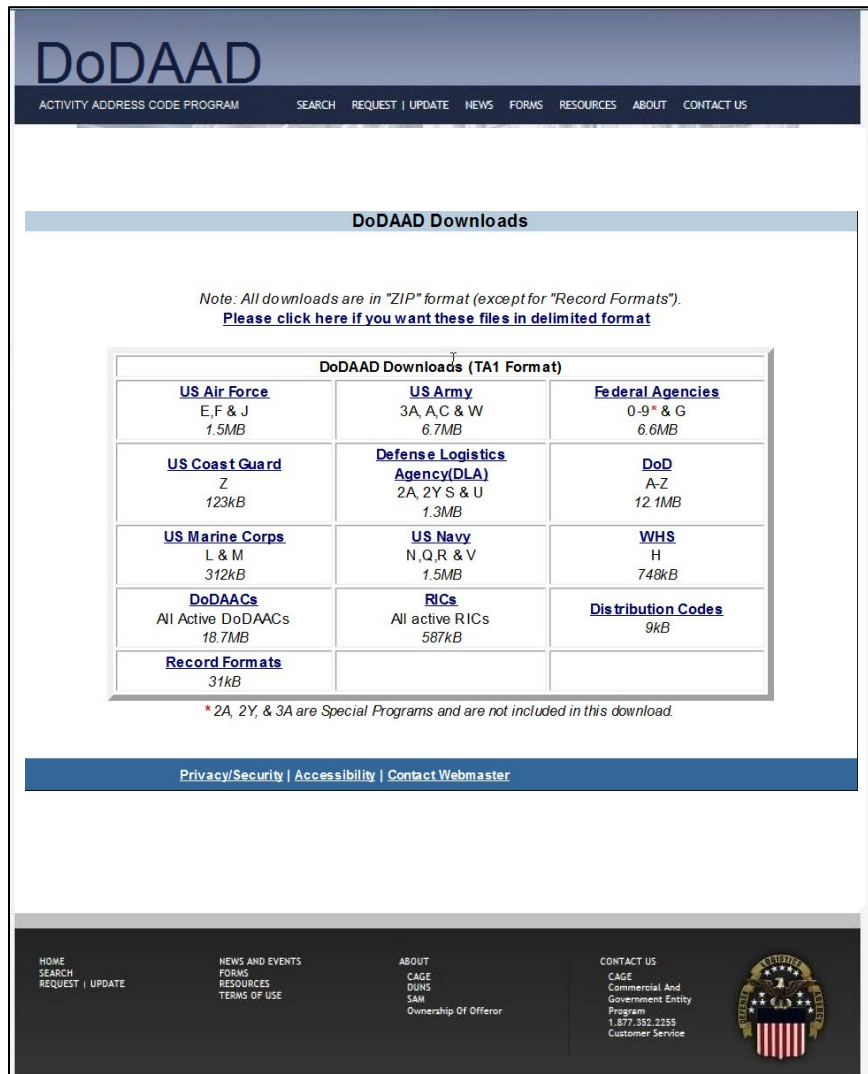


Figure 10 – Downloads 2

Web Page Mockups

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Distribution Code Search

Distribution Code:

Submit

Required: Enter 1 position Service code + distribution code *OR*
Enter 2 position Civil Agency code + distribution code

Privacy/Security | Accessibility | Contact Webmaster

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Figure 11 – Distribution Code Search