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June 26, 2019

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

SUBJECT: Administrative Addendum to Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1258A, Grant Authority and Funding Office Flags in the DoDAAD (DoDAAD)

The attached administrative update is approved for immediate implementation to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2.

Addressees may direct questions to Richard Morrow, DoDAAD PRC Chair, at 571-767-5256, DSN 427-6885, or e-mail: [EBSO.DoDAAD@dla.mil](mailto:EBSO.DoDAAD@dla.mil). Others must contact their Component designated representative.

HEIDI M. DAVEREDE  
Director  
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Attachment  
As stated

cc:  
OUSD(DPC)  
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# ADC 1258A

## Grant Authority and Funding Office Flags in the DoDAAD (DoDAAD)

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Enterprise Business Standards Office (EBSO), DoDAAD PRC Chair, Richard Morrow, at 571-767-5256, e-mail: [EBSO.DoDAAD@dla.mil](mailto:EBSO.DoDAAD@dla.mil).

**2. FUNCTIONAL AREA:**

a. **Primary/Secondary Functional Area:** DoDAAD

b. **Logistics and Transaction Changes (Check All That Apply):**

<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category
	Billing		Physical Inventory		Contract Admin
	Discrepancies / Deficiencies		MILSTRAP	<input checked="" type="checkbox"/>	DoDAAD
	Serialization		MILSTRIP		MAPAD
	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition		DLM Publications
	GFP		DOD BRAC		

**3. REFERENCES:**

a. Office of Management and Budget (OMB) Memorandum M-15-12, Increasing Transparency of Federal Spending by Making Federal Spending Data Accessible, Searchable, and Reliable.

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

c. [Approved DLMS Change \(ADC\) 1201](#), Original Implementation of a DoDAAC Funding Office Flag.

**4. APPROVED CHANGE(S):** This addendum replaces ADC 1258 in its entirety. Changes to the original ADC are highlighted in YELLOW; all other provisions of ADC 1258 are carried forward in this addendum and remain as written.

a. **Overview:** This change will add a Yes/No flag to the DoDAAD to indicate if the activity identified by the DoDAAC is authorized to award Grants on behalf of the Federal Government. It further provides additional business rules for the application of the Funding

Office flag that was initially implemented in the DoDAAD with ADC 1201. **This administrative addendum removes the Authority Code restriction on the Funding flag.**

**b. Background:**

(1) Pursuant to the Digital Accountability and Transparency (DATA) Act of 2014, reference (a) directed the Heads of all Federal Departments and Agencies identify offices with award authority for Procurement, Grants, and the funding thereof using Activity Address Codes (AAC) in the DoDAAD. This information would then be pulled into and recorded in Federal Procurement Data System-Next Generation (FPDS-NG) of the General Services Administration (GSA). Procurement offices were to be identified by April of 2016, and several ADCs were published last year to facilitate this. Grant and Funding offices are required to be identified and recorded in systems by May of 2017.

(2) The ability to indicate which activities, represented in the DoDAAD by DoDAACs, have the authority to award grants is not currently possible. The Grant Authority flag will enable this identification. Furthermore, when the Funding Office flag was initially implemented by ADC 1201, specific business rules for how the flag was to be set were not available at that time. This change will provide the conditions for when the flag is to be set.

(3) These changes will not affect existing DoDAAC logic. The Grant Authority flag represents another purpose code for the DoDAAC, which is intended to work in similar fashion as that of existing DoDAAC purpose code flags (e.g., Procurement Authority).

(4) Once these flags have been implemented in the DoDAAD and set for the applicable records, it is expected that the current replication from the DoDAAD to FLIS Portfolio Data Warehouse will contain the new data for further syndication to FPDS-NG.

(5) The Grant Authority flag will represent that the office identified by the DoDAAC has the authority to award Grants on behalf of the Federal Government. The Funding Office flag already exists in the DoDAAD and will represent that the office identified by the DoDAAC has the authority to fund either procurement (contract) or grant awards. There are no interdependences between these flags; a single record can have one or several purpose code flags set. The business rules for how these two flags shall be set by Services/Agencies as provided below.

**5. ROLES AND RESPONSIBILITIES:** For the purposes of implementing this Change, the term “AAC” applies to records for Federal Agency activities, and “DoDAAC” applies to records for DoD activities. To implement this Change, stakeholders must make specific changes as follows:

**a. DAAS:**

(1) Grant Authority.

(a) Create a new field in the DoDAAD for GRANT. The only valid values will be “Y” for yes and null for no.

(b) The field name of “Grant Authority” will be used for the Update Application, DAASINQ, and eDAASINQ.

(c) The location of this new field will be next to (to the right of) the Procurement Authority flag and before (to the left of) the Funding Office in the Update Application, DAASINQ and eDAASINQ.

(d) For Excel output from eDAASINQ, the field header “GRANT” will be displayed in the column following PROCUREMENT and before FUNDING.

(e) When the Grant Authority 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” and cannot be set when the Contractor Flag is “Y.”

(f) Setting of the Grant Authority flag is not affected by Authority Codes.

(g) GSA will set this flag for AACs, once the flag is implemented in the DoDAAD.

(h) EBSO will initially set this flag for DoDAACs, based on future direction from DPAP.

(2) Funding Office.

(a) ~~Universally set every DoDAAC in the DoDAAD with a “Y” value for the Funding Office flag if the Authority Code is 00, 02, 03, or 05.~~

(a) Sub Tier Code and CGAC remain mandatory fields when this flag is set to “Y.”

(b) This flag can only be set if the Org Type Code is “F” or “D,” and cannot be set if the Contractor Flag is “Y.”

(c) GSA has already set this flag for AACs.

(d) The mass update of the funding flag for DoD records can proceed according to an acceptable timeframe set by DAAS, so long as it is completed by the May 9, 2017 deadline in reference (a).

(3) The Purpose Code flags (e.g., Procurement Authority, Grant Authority, and Funding Office) can be set independent of one another or in conjunction with one another. A single record can have more than one purpose code flag set.

(4) Ensure these new flags are included in DoDAAD replication with Logistics Information Services’ FPDW, so that the web service between FPDW and FPDS-NG will provide proper recording of data to meet required deadline of May 9, 2017.

**b. GSA:**

(1) Setting of the Grant Authority and Funding Office flags for AACs will be determined by the Senior Accountable Officials (SAO) of each Federal Agency and conveyed to GSA General Supplies & Services (GSS) – the CSP – who will set the flag for all Federal records.

(2) If an AAC’s sole use is for Grant Authority, the Authority Code should be set to 07, Administrative.

(3) ~~Funding Office AACs shall have an Authority Code of either 00, 02, 03, or 05.~~ There is no Authority Code restriction for the Funding Flag.

(4) An AAC can have more than one Purpose Code.

(5) Once the Grant Authority flag has been implemented, identify all AACs that require the new flag and update the DoDAAD accordingly.

**c. DoD:**

(1) Funding Office.

(a) For the purposes of this implementation, for the DoD, the Funding Office flag is intended to identify funding specifically for either the award of a Grant or the award of a Procurement action (contract). ~~Since there is an inherent funding implication with certain Authority Codes, the Funding Office flag will only be rendered “Yes” if the Authority Code is either 00, 02, 03, or 05.~~

(b) Consequently, upon implementation of this change, all existing DoDAACs with these Authority Codes will automatically be set to “Yes” by DAAS.

(c) ~~For any new DoDAAC created after publication of this change, CSPs will only be able to set the Funding Office flag, IF the Authority Code is 00, 02, 03, or 05.~~

(c) All relevant Type Address Code requirements for these Authority Codes still apply.

(2) Grant Authority.

(a) For the purposes of this implementation, the Grant Authority flag for DoD records will initially be set by Defense Procurement and Acquisition Policy (DPAP) via EBSO, identifying all current offices of the DoD authorized to award Grants.

(b) For any new DoD records that will require the Grant Authority flag, this flag will be set by EBSO, at the direction of DPAP.

d. **EBSO:**

(1) **Revisions to DLM 4000.25 Manuals:**

Note: There are no new changes to the manual in ADC 1258A. The text below is unchanged from the original ADC.

(a) **Volume 6, Chapter 2.** Renumber existing paragraph C2.4.4.7 Sub Tier Code to paragraph C2.4.4.6. Then add the following:

**C2.4.4.7. DoDAAC Purpose Codes.** The DoDAAD has several purpose code flags that identify how a DoDAAC is used by a particular business domain (e.g., procurement, grants). The following are the Purpose Code flags that exist in the DoDAAD:

**C2.4.4.7.1. Procurement Authority.** Procurement Authority is a legal authority, delegated down from the Department level to entities of the Federal Government **who are** authorized to award ~~write~~ contracts which obligate the Government to binding agreements with commercial and other government entities. For the DoD, this authority is delegated by the Secretary of Defense through the Undersecretary of Defense for Acquisition, Technology and Logistics (AT&L), Defense Procurement and Acquisition Policy (DPAP) and by the Senior Accountable Officials (SAO) of the Federal Agencies. The **Procurement Authority** flag **will be set to “Y”** ~~is used~~ to identify activities that have been delegated this authority and that are legally authorized to **award** ~~write~~ contracts. The Procurement Authority Flag can be marked in association with any other existing Purpose Code. 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.”

**C2.4.4.7.2. Grant Authority.** Grant Authority identifies an activity/office that has been delegated, by the head of a DoD or Federal Civilian Agency, the legal authority to make and manage awards under the auspices of a designated grants officer. In DoD, the office’s DoDAAC must be used to construct the grants award identifier. Civilian agencies may use the AAC in their award identifiers. The Grant Authority flag will be set to “Y” to identify an activity/office that has the authority to award grants, cooperative agreements, or federal financial assistance vehicles. The Grant Authority Flag can be marked in association with any other existing Purpose Code. 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.”

**C2.4.4.7.3. Funding Office Flag.** The Funding Office ~~This~~ flag ~~will~~ represents that the office identified by the DoDAAC/AAC 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 of~~ the Org Type code is "F" or "D."

(b) **DoDAAD Data Elements.** Update the table with the new data elements and definitions outlined above.

(c) **Update Application SOP.** Make the changes to the Update Application SOP to include the new data elements and business rules as outlined above.

(2) **New/Changes to DLMS Data Elements:** None

**6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Authorized for immediate implementation by DAAS was upon publication of the previously released PDC. This exception was issued in order to meet the required OMB implementation. The following critical deadlines are provided:

a. Target timeline for DAAS to implement in DoDAAD is **30 days** from the publication of the previously released PDC.

b. Deadline prescribed by reference (a) for Grant Award and Funding Office AACs to be identified in FPDS-NG is **May 9, 2017**. To meet this deadline, once DAAS has implemented the Grant Authority Flag in the DoDAAD, GSA will update the DoDAAD accordingly with all AACs requiring this flag. DoD records for both the Grant Authority flag and the Funding Office flag will be updated per the instructions in paragraph 5 above.

## **7. IMPACTS:**

a. **Automated Information Systems (AIS):** DoDAAD, FPDW, FPDS-NG, CAF, AESIP, USAF DoDAAC WMS.

b. **Army and Air Force.** Army and Air Force are expected to make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD upon publication of the approved change.

c. **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:

- (1) 41 CFR, 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