



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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January 11, 2019

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

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1324,  
Remove Default Edits for Organization Type Code (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 April 8, 2019.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 571-767-6885, DSN 427-6885, or email: [EBSO.DODAAD@dla.mil](mailto:EBSO.DODAAD@dla.mil). Others must contact their Component designated representative.

**HEIDI M. DAVEREDE**  
Director  
Enterprise Business Standards Office

Attachment  
As stated

cc:  
ODASD(Logistics)  
OUSD(DPC)

# ADC 1324

## Remove Default Edits for Organization Type Code (DoDAAD)

### 1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** Enterprise Business Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 571-767-6885, email: [EBSO.DoDAAD@dla.mil](mailto:EBSO.DoDAAD@dla.mil).

b. **Functional POC:** Enterprise Business Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 571-767-6885, email: [EBSO.DoDAAD@dla.mil](mailto:EBSO.DoDAAD@dla.mil).

### 2. FUNCTIONAL AREA:

a. **Primary Functional Area:** DoDAAD

b. **Other Functional Areas:** Supply, Procurement, Finance, Transportation

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

### 3. REFERENCE:

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

b. [ADC 1190](#), DoDAAC Organization Type Code

### 4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** Remove the default edits for the Organization Type Code (Org Type Code).

b. **Background:** The organization type code implemented by Reference 3.b. provided a means to designate a DoDAAC as Federal Civilian Agency (F), Department of Defense (D), State/Local entity (S), Non-Government Organization (N), or Foreign entity (X). When the Org Type Code was implemented in the DoDAAD, the flags were defaulted based on current

DoDAAC Series. Direction has been given to the Services/Agencies to conduct a thorough review of their respective DoDAACs and correctly apply the Org Type Code. Now that sufficient time has transpired, this Change serves to remove the default and allow Services/Agencies to manually set the Org Type Code based on the actual type of activity of the DoDAAC.

c. This change not only facilitates greater data accuracy, but it also positions the DoDAAD for modernization by not having to resort to record position significance for creating Series for future requirements. This change is essentially phase two of Reference 3.b.

**d. Approved Change in Detail:**

(1) Remove the edit that defaults the Org Type Code based on the DoDAAC's Series.

(2) Components can continue to use current established Series, but they will now have to manually set the Org Type Code to distinguish between DoD, Federal, State/Local, NGO (non-governmental organization) or foreign organization types.

e. **Revisions to DLM 4000.25 Manuals:** No update to DLMS Volume 6, Chapter 2 is required, as this is the second phase of ADC 1190 and is only a programmatic change to the DoDAAD, not a procedural change.

f. **Alternatives:** None

**5. REASON FOR CHANGE:** ADC 1190 (Reference 3.b) created an organization type code indicator, so DoDAACs could be distinguished as DoD, Federal, State/Local, NGO and foreign without the need to create a special DoDAAC series for each organization type. The Org Type Code thus renders this practice obsolete. If Components who currently do use these Special Series wish to continue to do so, they may, but there is no longer a requirement, in the DoDAAD, to continue this practice.

**6. ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** Reference 3.b. enables the ability to support future special programs without having to resort to record position significance in the DoDAAC key (e.g., numeric/alpha or similar special "series" of DoDAAC). Programs authorizing non Federal or non-DoD entities to be supported by Federal Civilian Agencies or DoD Components still require regulatory approval, and would require subsequent approval through the DoDAAD Process Review Committee via a formal Change, regardless how they would be facilitated by DoDAACs (e.g., using the Org Type Code or a special DoDAAC series). Other benefits include:

(1) Removes need to create a new series for each new special program.

(2) Facilitates financial eliminations.

(3) Provides greater flexibility for Services/Agencies in the management of their DoDAACs.

(4) Provides a means to systemically identify types of organizations without having to resort to record-position-level hard-coding in systems.

b. **Disadvantages:** None noted.

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Authorized for immediate implementation when this DLMS change is released as an ADC. Target timeline for DAAS updates to the DoDAAD is 90 days from the publication of the ADC.

8. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** The cost savings is unknown.

9. **IMPACTS:**

a. **Central Service Points and Monitors:** Central Service Points and Monitors must manually set the Org Type Code once this Change is approved and implemented in the DoDAAD. Current DoDAACs' Org Type Codes will remain unchanged. This Change applies only to DoDAACs created after this approved change has been implemented.

b. **DAAS:** Remove all default edits for the Org Type Code.

c. **FLIS Portfolio Data Warehouse (FPDW) Program Office.** Ensure these changes get implemented in all syndications of DoDAAD data from FPDW.

d. **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.

e. **Automated Information Systems (AIS):** Any systems using DoDAACs should use the organization type code.

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

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

h. **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. Air Force: AFI 24-230
- (3) U.S. Marine Corps: MCO 4400.201
- (4) U.S. Coast Guard: COMDTINST M4000.2
- (5) Defense Information Systems Agency: DISA Instruction 270-50-10
- (6) Federal Property Management Regulations (CFR 41)

**10. APPROVED DLMC CHANGE (ADC) 1324 RESPONSE/COMMENT RESOLUTION:**

	Originator	Response/Comment	Disposition
1.	DLA	Concur without comment	Noted
2.	DCMA	Concur without comment	Noted
3.	WHS	Concur without comment	Noted
4.	ARMY	Concur without comment	Noted
5.	DAAS	Concur without comment	Noted
6.	USMC	Concur without comment	Noted
7.	USAF	Concur without comment	Noted
8.	NAVY	No response Received	Noted
9.	GSA	No response Received	Noted