



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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September 20, 2019

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

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC)
1327, Change to add Point of Contact (POC) by Address Type (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 expected to be completed within 60 days of the publication of this ADC.

Addressees may direct questions to Richard Morrow, DoDAAD PRC Chair, at 571-767-5256, DSN 427-5256, or email: EBSO.DoDAAD@dla.mil. Others must contact their Component designated representative.

DREXEL K. ROSS
Acting Director
Enterprise Business Standards Office

Attachment
As stated

cc:
OUSD(DPC)
ODASD(Logistics)

Attachment to ADC 1327 Update to Point of Contact (POC) by Address Type

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

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

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. 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 adds Point of Contact (POC) elements to each individual type of address code (TAC).

b. **Background:**

(1) Three elements in the DoDAAD relate to POC: organization/name, email address and telephone number. The DoDAAD does not associate these elements in the current invocation to an address type and this creates a problem when there is a need for both shipping and billing contact information. If the focus is shipping, there should be a specific POC for shipping information. If responsible for billing, there should be a billing POC. The existing POC elements are too generic. This lack of specificity in the implementation has crippled the flexibility envisioned by the designers. These three fields need clarification.

(2) The solution is to keep the existing POC elements and populate it with the Central Service Point (CSP) from the CSP table used to route eDoDAAD XML files. The new

POC elements will be added to the data entry screen and tied directly to the current three TACs: owner, shipping, and billing.

c. Requested Change in Detail:

(1) DoDAAD Database: Add nine new elements to the DoDAAD:

(a) Under TAC 1 – Owner add:

- 1.** OWNER_POC, Varchar(50)
- 2.** OWNER_EMAIL, Varchar(80)
- 3.** OWNER_PHONE, Varchar(30)

(b) Under TAC 2 – Shipping add:

- 1.** SHIPTO_POC, Varchar(50)
- 2.** SHIPTO_EMAIL, Varchar(80)
- 3.** SHIPTO_PHONE, Varchar(30)

(c) Under TAC 3 – Billing add:

- 1.** BILLING_POC, Varchar(50)
- 2.** BILLING_EMAIL, Varchar(80)
- 3.** BILLING_PHONE, Varchar(30)

(2) For the eDoDAAD and DoDAAD Update Applications: The three new fields should appear below the address in all three TACs:

State/Province: *	<input type="text"/>	<input type="button" value="Get ZIP Code"/>
City: *	<input type="text"/>	
ZIP Code: <input type="text"/>	<input type="button" value="Lookup State/City"/>	International Postal Code: <input type="text"/>
POC:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	Phone format hints

(3) eDAASINQ (Advanced Search): All three POC fields should display in the same locations (under the corresponding address) of the TAC 1, 2, and 3. Mirror the same display layout as the DoDAAD Update Applications (see above).

(4) A conversion will be required so existing POC data is not lost. Any data values found in the current POC-Name, POC-Email and POC-Phone must be transferred to the OWNER-POC, OWNER-EMAIL and OWNER-PHONE of the TAC 1 prior to deployment.

(5) The existing three fields in the POC Information section of the DoDAAD Update Application must be changed to read-only, the field label “POC” must be changed to “AGENCY/SERVICE COORDINATOR” and values for these three fields will be populated from the DoDAAD CSP page:

<https://www.transactionservices.dla.mil/eDoDAAD/csp.asp>

POC Information	
AGENCY/SERVICE COORDINATOR:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/> Phone format hints

(6) Anytime the DoDAAC is update, the general POC fields should be updated from the DoDAAD CSP table.

STAFFING NOTE: What information should or should not be available on the public site? Email should not be allowed on the public site, so when providing feedback on the change, only consider POC and telephone number fields relevant.

(7) DAASINQ (Simple Search): Only the POC and phone will appear in the simple search.

(8) eDoDAAD (public site): The three new fields should appear below the address in all three TACs (i.e., same location as they appear in the DoDAAD update).

(9) The new fields will be stored as a separate table and associated to the DoDAAD by linking the two tables. For the download of the eDAASINQ queries and download reports (e.g., All DoDAAC Active and Deleted), these nine new fields must be linked and included in the materialized view, so they appear as one file.

d. Revisions to DLM 4000.25 Manuals: N/A

e. REASON FOR CHANGE: This change provides improved contact information when a user must reach an individual for further information.

f. Alternatives: None noted.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Provides targeted contact information for each address type.

b. Disadvantages: None.

6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation by DAAS upon publication of the ADC. The following targeted deadlines are provided:

a. **DAAS**: Target timeline for DAAS to implement in eDoDAAD is **60 days** from the publication of the ADC.

b. **Services/Agencies**: N/A.

7. IMPACTS:

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

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

c. **Automated Information Systems (AIS)**: DoDAAD update, eDoDAAD Simple and Advanced Search, and eDoDAAD (public access).

d. **Army and Air Force**. Army and Air Force this is an optional change to their respective DoDAAC applications to mirror the changes to the DoDAAD.

e. **Non-DLM 4000.25 Series Publications**: Services/Agencies must incorporate the changes identified herein 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

8. PROPOSED DLMS CHANGE (PDC) 1337 RESPONSE/COMMENT RESOLUTION:

	Component	Response/Comment	Disposition
1.	DAAS	Concurs without comment – 7/29/2019	Noted
2.	DoDEA	Concurs without comment – 8/1/2019	Noted
3.	DLA	Concurs with comment – 8/9/2019	Will DSS receive the new fields when implemented? Answer: Yes.
4.	Navy	Concurs without comment – 8/16/2019	Noted
5.	Air Force	No response received	Noted
6.	US Army	No response received	Noted
7.	USMC	Concurs with comment – 8/28/2019	USMC will continue to use DFAS in TAC 3 Answer: Okay.

8.	USTRANSCOM	No response received	Noted
9.	WHS	Concurs without comment – 8/9/2019	Noted