



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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June 05, 2019

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

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC)
1341, Administrative Change to Separate RIC field in Update Application
(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 e-mail: EBSO.DoDAAD@dla.mil. Others must contact their Component designated representative.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
OUSD(DPC)
ODASD(Logistics)

ADC 1341

Administrative Change to Separate RIC field in Update Application

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. APPROVED CHANGE(S):

a. **Brief Overview of Change:** The DoDAAD update application only supports DoDAAC and RIC updates. DoDAACs are six characters and RICs are three characters. Each is a unique field and should be handled separately. This change adds separate fields and removes the need to enter ZZZ for RICs, which is misleading since the RIC is only used as a three-character field in all applications.

b. **Background:** One database is used for both DoDAACs and RICs. Internally, they use the same key field. The difference between the two is the RIC begins with ZZZ (followed by the three character RIC) and only stores data in the TAC 1 (owner) and COMMRI elements.

c. Changes in Detail:

(1) DoDAAD Advance Search (eDAASINQ) Application:

(a) Remove the ZZZ requirement on the Update DoDAAC entry screen and replace with a radio buttons and separate fields to indicate if update is to a DoDAAC or RIC. The new page will function as follows:

1. If DoDAAC field is selected via the radio button, the RIC field is disabled and only the DoDAAC field is enabled. Six characters are required to designate a DoDAAC. If the user enters “ZZZ” and error message must appears and say, “RICs must be entered using the RIC field.

2. If a RIC field is selected via the radio button, the DoDAAC field is disable and only the RIC field is enabled and three characters are required to designate the RIC. The field must be limited to three characters and all three characters are required.

(b) Update the Update DoDAAC application search page and remove the footnote:

Now:

After:

d. **Revisions to DLM 4000.25 Manuals:** N/A

e. **REASON FOR CHANGE:** This change provides a more intuitive DoDAAC and RIC selection.

f. **Alternatives:** None noted.

5. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** More intuitive interface.

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 DoDAAD update application 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.