



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

July 7, 2021

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

**SUBJECT: Approved Standards Change (ADC) 1401, to Create a Bulk DoDAAC Delete
Option Within DoD Activity Address Directory (DoDAAD)**

The attached change to DoD Enterprise Business Standards, as outlined in the attachment, is approved for implementation.

Addressees may direct questions to Mr. Richard Morrow, DoDAAD PRC Chair, e-mail: DoDAAD@dla.mil. Others must contact their Component designated representative at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

THOMAS A. DELANEY
Director, Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD(Logistics)
OUSD(A, DPC)

OUSD(C)

ADC 1401

Bulk DoDAAC Delete option within DoDAAD

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards Office (EBSO), DoDAAD PRC Chair, Mr. Richard Morrow, at 571-527-6692, e-mail: EBSO.DoDAAD@dla.mil.

2. REFERENCE:

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

b. ADC 1337, Advanced DoDAAD Search by DoDAAC List

c. DoDAAD Update Application Standard Operating Procedures (SOP)

3. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This change enhances the DoDAAD Update Application. The Central Server Point (CSP) will create an Excel file containing a list of DoDAACs to be deleted. This file will be updated into the DoDAAD Update Application and used to set the delete date of every DoDAACs on the list to the current date.

b. Background:

(1) There are times when a Central Service Point (CSP) needs to remove multiple DoDAACs. Currently, a single update requires approximately one to two minutes to delete one DoDAAC. First, the DoDAAC must be retrieved. Second, the delete date must be set. Third, the DoDAAC update submit action initiated. If a CSP needed to delete just 200 DoDAACs, that process would take the entire workday.

(2) The bulk query capability has been used successfully within the Enhanced DAAS Inquiry (eDAASINQ) application. ADC 1337, Query List Search, allows for the retrieval of up to 1,000 DoDAACs with a single list of DoDAACs submitted in an Excel file. This change is building on that process to allow deletions by a CSP to occur in a similar fashion.

c. Proposed Change in Detail:

(1) DAAS will need to add an upload button to the DoDAAD Update Application selection page (where the user would normally supply a DoDAAC or RIC). The Excel file will contain a single column of DoDAACs in column A (no header).

(2) Once the Excel file is uploaded, there will be a button to execute the update function (labeled "Run Excel Update – see below for sample layout):

The screenshot shows the DoDAAD web application interface. At the top, the 'DoDAAD' logo is displayed in a large, dark blue font. Below the logo, a dark blue navigation bar contains the text 'ACTIVITY ADDRESS CODE PROGRAM' on the left and a series of menu items: 'SEARCH', 'REQUEST | UPDATE', 'CONTACT CSP', 'RESOURCES', and 'HOME'. The main content area is white and features the title 'Update Application' in bold. Below the title, there is a 'Help Desk Support:' section with contact information: 'Comm: 614-692-6672', 'DSN: 312-850-6672', and 'eMail: ITOC@dla.mil'. The form includes two radio buttons for selection: 'Enter DODAAC:' (which is selected) and 'Enter RIC:'. Each radio button is followed by a text input field. To the right of the 'Enter DODAAC:' field is a blue 'Submit' button, with a small link 'View allowable service code.' below it. Below these fields is a file upload section with a 'Choose File' button, the text 'No file chosen', and a blue 'Run Excel Update' button. At the bottom of the page, there is a dark grey footer containing the Department of Defense seal on the left, and several navigation links: 'HOME CONTACT CSP RESOURCES', 'SIMPLE SEARCH ADVANCED SEARCH', 'REQUEST | UPDATE', and 'CONTACT US' with sub-links for 'DoDAAD System Help Desk', 'DoDAAD System Access Control Point', and 'DoDAAD Administrator'.

(3) The delete date will be the current date. There will be no ability to set a date in the past or future.

(4) After the “Run Excel Update” button is pressed, the update will run and report back the number of DoDAACs changed. This reporting of the number of records changed during the update is important to the CSP. If the number is less than the number of DoDAACs submitted, further research may be required.

(5) If the CSP requires additional information, the same list of DoDAACs can be submitted into the eDAASINQ Excel query to view the records changed by the update process.

d. Revisions to Defense Logistics Manuals: N/A

4. REASON FOR CHANGE: It removes the need to make a special request of DAAS for batch deletions.

5. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Provides more control for the CSPs and allow changes to be complete more quickly and efficiently.

b. Disadvantages: None

6. ESTIMATED TIMELINE/IMPLEMENTATION TARGET: Authorized for immediate implementation by DAAS upon publication of the Approved Standards Change (ADC). The following targeted deadlines are provided:

a. DAAS: Target timeline for DAAS to implement this change is **90 days** from the publication of the ADC.

b. Services/Agencies: This update is only for the DoDAAD Update Application at DAAS. No impact to any Service/Agency application or process.

7. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: This change will save money by reducing the time required to delete multiple DoDAACs with a single command. However, a dollar estimate is not feasible because the need for such a capability is intermittent and often tied to a special project.

8. IMPACTS:

a. New/Change Data Elements: N/A.

b. Automated Information Systems (AIS): DoDAAD Update Application.

c. Army and Air Force. No change required.

d. Non-DLM Publications: DoDAAD Update Application Standard Operating Procedures (SOP).

9. PROPOSED DLMS CHANGE (PDC) 1401 RESPONSE/COMMENT RESOLUTION:

| | Component | Response/Comment | Disposition |
|----|------------------|-------------------------|--------------------|
| 1. | Air Force | Concurs without comment | Noted |
| 2. | DAAS | Concurs without comment | Noted |
| 3. | DARPA | Concurs without comment | Noted |
| 4. | DCMA | Concurs without comment | Noted |
| 5. | DLA | Concurs without comment | Noted |
| 6. | GSA | Concurs without comment | Noted |

| | | | |
|-----|---------|-------------------------|-------|
| 7. | Navy | Concurs without comment | Noted |
| 8. | USMC | Concurs without comment | Noted |
| 9. | USSOCOM | Concurs without comment | Noted |
| 10. | WHS | Concurs without comment | Noted |