



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

**3500 DEFENSE PENTAGON
WASHINGTON, DC 20301-3500**

SUSTAINMENT

**MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY
PROCESS REVIEW COMMITTEE**

**SUBJECT: Approved Defense Logistics Management Standards Change 1405, Create a File
Attachment Option Within Department of Defense Activity Address Directory**

The attached Approved Defense Logistics Management Standards Change (ADC), as outlined in the attachment, is approved for implementation.

Addressees may direct questions to Mr. Richard Morrow, Department of Defense Activity Address Directory Process Review Committee Chair, e-mail: DoDAAD@dla.mil. Others must contact their Component designated representative at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

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ADC 1405

Create a File Attachment option within the DoDAAD

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

2. REFERENCES:

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

b. DoDAAD Update Application Standard Operating Procedures (SOP)

3. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This change enhances the DoDAAD Update Application by allowing for the attachment, viewing, and downloading of an electronic file. It will also enhance eDAASINQ to permit viewing and downloading of attached files.

b. **Background:** Many of the Component workflow processes are dependent upon electronic files sent to a Central Service Point (CSP) or Monitor. Currently, those files are saved independent of the DoDAAD in online or offline repositories. This change will allow files to be linked and directly saved with a DoDAAC record, which will improve the CSP and Monitor user experience and improve auditability.

c. **Change in Detail:**

(1) In the DoDAAD Update Application, a new button will be added to the “Notes” section at the bottom of the page to upload a file. The button name will be “Attach file” and bring up a dialog box limited to the following file types:

<i>Extension</i>	<i>Extension</i>	<i>Extension</i>	<i>Extension</i>	<i>Extension</i>	<i>Extension</i>
.doc	.msg	.ppt	.rtf	.xls	.xml
.docx	.pdf	.pptx	.txt	.xlsx	.csv

(2) As files are added, they should be listed in the Notes section as a table below the Notes and Attach buttons. The list must contain the following information/options:

- (a) File name (with extension)
- (b) View/download button (to download the file)
- (c) Remove button (to delete the file from the DoDAAD)

(3) In the eDAASINQ, the file attachments should be listed in the “Notes” section below any existing notes that exist. The display of table should match the file table from the DoDAAD Update application (except there will be no remove option):

(a) File name (with extension)

(b) View/download button (to download the file)

d. **Revisions to Defense Logistics Manuals:** No changes to the manual.

e. **Proposed Transaction Flow:** N/A

f. **Alternatives:** N/A

4. REASON FOR CHANGE: The Components workflow is dependent (in most cases) on people submitting electronic files to a CSP or Monitor.

5. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** This will allow the input files to be saved to the DoDAAC, improving auditability.

b. **Disadvantages:** None

6. ESTIMATED TIMELINE/IMPLEMENTATION TARGET: Authorized for immediate implementation by DAAS upon publication of the Approved 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:** N/A

7. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: N/A

8. IMPACT:

a. **New/Changes Data Elements:** N/A

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

c. **Army and Air Force.** No change required.

d. **Defense Automatic Addressing System (DAAS):** DoDAAD Update Application and eDAASINQ.

e. **Non-DLM Publications:** DoDAAD Update SOP.

9. PROPOSED DLMS CHANGE (PDC) 1405 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.	DLA Aviation	Concurs without comment	Noted
7.	DLA Disposition Services	Concurs without comment	Noted
8.	DLA Troop Support	Concurs without comment	Noted
9.	GSA	Concurs without comment	Noted
10.	Military Postal Service Agency	Concurs without comment	Noted
11.	Navy	Concurs without comment	Noted
12.	USSOCOM	Concurs without comment	Noted
13.	USMC	Concurs without comment	Noted
14.	USTRANSCOM	Concurs without comment	Noted
15.	WHS	Concurs without comment	Noted
16.	ODASD(Log)	Concurs without comment	Noted