MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS
DIRECTORY PROCESS REVIEW COMMITTEE

SUBJECT: Approved Defense Logistics Management Standards Change 1427, Department of
Defense Activity Address Directory Batch Update

The Defense Logistics Management Standards change, as outlined in the attachment, is
approved for implementation.

Addressees may direct questions to Richard Morrow, DoDAAD PRC Chair, e-mail:
DoDAAD@dla.mil. Others must contact their designated PRC representative available at
https://www.dla.mil/Defense-Data-Standards/Committees/Contacts/.

Leigh E. Method, SES
Deputy Assistant Secretary of Defense
for Logistics

Attachment:
As stated

cc:
OUSD(C)
DLA J6DS

Approved Defense Logistics Management Standards Change 1427, Department of Defense Activity Address Directory Batch Update

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

2. REASON FOR CHANGE:

    a. Bottom Line Up-Front: There is a requirement for the Central Service Points (CSP) to perform mass updates of records in the Department of Defense Activity Address Directory (DoDAAD). This change allows CSPs to batch create or update Department of Defense Activity Address Codes (DoDAACs) in the DoDAAD.

    b. Background: Changing DoDAAC records one at a time will still be the standard, but there is an existing need for a mass or global change. Currently, these bulk updates must be requested of Defense Automatic Addressing System (DAAS) on an individual basis, but this process bypasses system edits and too often leads to bad data loads into the DoDAAD. This change allows CSPs to directly submit mass or global changes through the DoDAAD update application using Microsoft® Excel® (Excel® used going forward) batch files.

3. CHANGE IN DETAIL:

    a. Technical Details: This change allows CSPs to create or update DoDAACs in the DoDAAD. It will be implemented like the existing batch delete function. Two buttons will be added below the existing "Run Batch Delete" (where red arrow is pointing in the below image).

Update Application

Help Desk Support:
Comm: 614-692-6672   DSN: 312-850-6672   eMail: iTOC@dla.mil

Enter DODAAC: _____   Submit   View allowable service code.

Enter RIC: _____

Choose File | No file chosen   Run Batch Delete

(1) The first button selects the Excel® file for update. For consistency, the name will appear as "Choose File."

(2) The second button will execute the change and should be named "Run Batch Update."

(3) The first step in the process is to use the query from enhanced Defense Automatic Addressing System Center Inquiry (eDAASINQ) to download either existing data to be updated or create the template for the Excel® input file.

(4) The first column in the Excel® file will always be "DODAAC" to indicate the DoDAAC to be created or updated. If a DoDAAC already exists, the row in the Excel® file will be used to update the DoDAAC and if the DoDAAC does not exist, the DoDAAC will be used to create a new DoDAAC.

(5) The column headers must match element names from the eDAASINQ Excel® download file. If the column headers do not match an existing element name from the Excel® downloaded file, those columns will be ignored and appear on an error report generated during the submission process. The technical implementation is solely up to DAAS.

(6) The error report will report back any errors found: missing DoDAACs, missing element names, and invalid content. The edits for this error report will mirror the existing edits used by the DoDAAD update application.

(7) The error report will be sent to two email addresses: 1) CSP submitting the request and 2) DoDAAD@dla.mil.

    b. **Revised Transaction Flow:** N/A

4. IMPLEMENTATION TARGET: Authorized for immediate implementation by DAAS upon publication of the Approved Defense Logistics Management Standards (DLMS) 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

5. TECHNICAL IMPACT:

    a. Additions or Changes to Data Elements: N/A

    b. Automated Information Systems (AIS): Only change is to DoDAAD update application at DAAS.

    c. Defense Automatic Addressing System (DAAS): Updates required to DoDAAD update application.

6. PUBLICATION/POLICY IMPACT:

     a. Defense Logistics Manual (DLM) 4000.25: N/A

     b. DoDAAD Update Application Standard Operating Procedures (SOP): This SOP will be updated after DAAS completes the programming change since implementation of the change is not known at this time.

     c. Non-DLM 4000.25 Publications: N/A

7. ASSUMPTIONS: N/A

8. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION: N/A

     a. Notices of Findings and Recommendations (NFR): N/A

     b. Corrective Action Plan (CAP) References: N/A

     c. Other FIAR, Material Weakness, and Audit-Related Information: N/A

9. END-TO-END TESTING REQUIREMENTS: N/A

10. REFERENCES:

     a. DLM 4000.25, Volume 6, Chapter 2, Department of Defense Activity Address Directory.

     b. DoDAAD Update Application Standard Operating Procedures.

11. PROPOSED DLMS CHANGE (PDC) 1427 RESPONSE/COMMENT RESOLUTION:

	Component	Response/Comment	Disposition
1.	DAAS	Concur as written	N/A
2.	DCMA	Concur as written	N/A
3.	DLA	Concur as written	N/A
4.	US Air Force	Concur as written	N/A
5.	US Army	Concur as written	N/A
6.	USMC	Concur as written	N/A
7.	US Navy	Concur as written	N/A
8.	MPSA	Concur as written	N/A
9.	USTRANSCOM	Concur as written	N/A
10.	GSA	Concur as written	N/A