



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO



MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD)
PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)
365, DOD Activity Address Directory (DoDAAD) Zip Code Validation
(Staffed as PDC 392)

The attached change to Department of Defense (DOD) 4000.25-M, DLMS, is approved for implementation.

Addressees may direct questions to the DLMSO points of contact, Mr. Robert Hammond, DLMSO, DoD Activity Address Directory Process Review Committee Chair, 703-767-2117, DSN 427-2117 or email: robert.hammond@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:

DUSD(L&MR)SCI

ADC 365
DOD Activity Address Directory (DoDAAD) Zip Code Validation



1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

- a. Service/Agency:** DLMSO
- b. Originator:** DLMSO DODAAD PRC Chair

2. FUNCTIONAL AREA: DoD Activity Address Directory (DoDAAD)

3. REFERENCE:

- a.** DoD 4000.25-M, Defense Logistics Management System (DLMS) DLMS Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 - Department of Defense Activity Address Directory

4. REQUESTED CHANGE:

- a. Description of Change:** This change is to improve the validation of the CONUS city, state and zip code data by establishing procedures for DODAAC entries that do not match the United States Postal System (USPS) authoritative source.
- b. Background:**
 - (1) Prior to DoDAAD reengineering, the CONUS city, state and zip code information was stored in a single field. Validation was not possible, and anything entered that did not exceed 35 characters in length was accepted. The 35 character length is a restriction imposed by the military shipping label.
 - (2) During DoDAAD reengineering address information was parsed and stored in individual fields, with 21 characters allowed for the city/location. City/location names exceeding 21 characters in length were truncated.
 - (3) Later, arrangements were made with USTRANSCOM to supply the United States Postal System (USPS) zip code table to DAASC to validate the city, state and zip codes. USPS updates this table monthly or every other month. Validation was implemented for new or updated address information. A validation of existing DODAAC addresses against the USPS table was not done.
 - (4) Because some few city/location names exceed 21 characters in length, perfect validation with city/location is not possible. In addition, it is possible for a zip code to be changed or a new zip code created by USPS that would not be reflected in the DAASC validation table until

the next USPS update. The current process for accommodating these rare conditions allows invalid zip codes to be entered and used for future validation, and facilitates use of multiple, non-standard city/location names when there is an acceptable USPS city/location name in the table.

- (5) It was also determined the USPS table contains both valid and invalid US cities, with a flag to indicate that the invalid cities should not be used. DAASC was unaware of this, and was permitting the invalid cities to appear on the Web drop down list for selection as valid cities.
- (6) The current process is discussed below.
 - 1. Web entry updates:
 - a. Currently, if a mismatch occurs on web entry between the city, state and zip code fields, a warning message is displayed indicating "TAC X zip code not found for city and state, however it has been saved for future reference". The record is saved and it is up to the CSP to correct the record or ignore the warning. These mismatch entries are currently stored on an alias table, and are allowed as future entries from the DoDAAD drop down list as valid addresses. Even a non-existent zip code is accepted on the alias table.
 - b. If the zip code is a valid zip code on the table but does not match the state, a warning message is displayed "The zip code entered does not match the state, would you like to reenter the zip code". Similarly, the CSP can choose to save the record and it is entered on the alias table for future validation.
 - 2. Air Force and Army updates.
 - a. These updates originate in the Service applications and are transmitted to DAASC.
 - b. If the zip code is a valid zip code on the table but does not match the state, the update for that record is rejected. In this case an email is sent back to the Air Force or Army indicating that the zip code is not valid for the state, and the record must be corrected before it will be accepted.
 - c. If the, zip code not found on the zip code table or if city/location does not match zip code table, an informational email is sent, but the update is accepted. These mismatch records are added to the alias table.
 - 3. Batch edits
 - a. Only GSA and USPS are currently using batch processing and these updates are being phased out.

- (7) There are currently over 1,000 entries on the alias table accounting for over 6,000 DoDAACs with known anomalies in the city, state and zip code fields compared to the USPS authoritative source. Allowing these alias table entries to be used for validation introduces the possibility of error and undermines the integrity of the validation against the authoritative source.
- (8) The USPS National Customer Support Center, Customer Service line at 1-800-238-3150 provides assistance to add locations by zip code to the USPS file.

c. Procedures: The following procedures are proposed:

- 1) To provide a capability to review city, state and zip code data in the DoDAAD that does not match the USPS database for valid city names and zip codes, DAASC will create a report containing the DoDAAC, city, state and zip code for any mismatched entry. Once a month, the mismatch report will be generated and stored with the Logistics Reports on the DAASC website for review and action by the DoDAAC Central Service Points (CSPs).
- 2) The alias table will be disestablished for validating DoDAACs and will not be maintained by DAASC. CSPs requiring an addition to the USPS authoritative source may contact USPS at 1-800-238-3150.
- 3) DAASC will add a new look-up button to the web update application to look up city/location by zip code. See enclosure 1.
- 4) The DAASC web update application will display the truncated 21 character city/location name from the USPS table in the drop down, so that the CSP can see what will be entered for the record before saving. Note that shorter names may also be available from the USPS table for the same city/location (ABERDEEN PROVING GROUND and ABER PROV GRD are both acceptable)
- 5) DAASC will use information provided by USTRANSCOM to identify and eliminate invalid city names in the USPS table from the web update application as being valid selections.
- 6) On web entry, if a mismatch is found between the city/state/zip code entered by the CSP and the USPS table, a warning message will be displayed "TAC X zip code not found for city and state. Use the USPS zip code look-up and reenter your information." If the zip code is a valid zip code on the USPS table, and the zip code is not on the table for a different state, the CSP will be allowed to save the record. However, the saved record will not be added to an alias table as a valid entry for future validation. If the zip code is invalid, or does not match the state, the record will not be saved, and the CSP will receive an error message stating "Invalid zip code. Your record cannot be saved." To accommodate the rare, but possible instance where USPS has changed or added a zip code that is not yet reflected in the table, the CSP may use free form to enter and save the DoDAAC.

- 7) For Air Force and Army updates, any zip code that is not found on the USPS table or found on the USPS table for a different state will be rejected, and an email will be sent to Air Force/Army indicating that the record must be corrected before it will be accepted. All other updates will be accepted.
- 8) Air Force and Army will need to implement the USPS validation outlined above in their systems and provide projected implementation dates.

- d. **Alternative:** On web entry, if a mismatch is found between the city/state/zip code DoDAAC entry and the USPS table on web entry and error message will be displayed to the CSP and the mismatch must be corrected, or entered using freeform. If the CSP tries to ignore the mismatch the DoDAAC will not be saved. For Air Force and Army updates, mismatched records will be rejected, and an email will be sent to them. This alternative would result in rejection of records from Army and Air Force for any city/location exceeding 21 characters in length, because even truncated values would not match the USPS table. These records would have to be entered using free form.
5. **REASON FOR CHANGE:** The current process of using an alias table of CONUS city, state and zip codes that does not match the USPS authoritative source for DODAAC entry validation undermines the integrity of the validation and introduces errors into the DODAAD.
6. **ADVANTAGES AND DISADVANTAGES:**
 - a. **Advantages:** This change improved the quality of the CONUS city, state and zip code data by relying solely on the USPS authoritative source for validation.
 - b. **Disadvantages:**
 - (1) The proposed procedure allows city/state/zip code combinations that do not match the USPS database to be entered in the DoDAAD, with the city/state/zip stored in the corresponding fields.
 - (2) The alternative would keep the CSP from entering the DoDAAC if the city/state/zip code combination does not match the USPS validation table, unless free form is used.

7. IMPACT:

- a. **Unresolved Issues:** None noted.
- b. **Implementation:**
 - (1) The change will be implemented at DAASC in a single release as soon as possible. Army and Air Force provide planned implementation








dates.

c. Publication: No change.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: No savings/cost avoidance has been identified regarding this change.

Enclosure 1 (ADC 365)

ZIP CODE LOOK UP LINK

TAC1 Information			
Line1: *	690100 DOT FAA	EFF:	02/19/2010 
Line2:	ATTN SA SMO WAREHOUSE	DEL:	
Line3:	700 N BONIFACE PKWY	BBP:	
Line4:	WORTHINGTON OH 43085	Break Bulk Point	
Country: *	UNITED STATES -- mil-, fip-US, fms-, US, USA 		
State/APO/Province: *	Ohio, OH, 39 		
City: *	WORTHINGTON	 Lookup Zip code	
ZIP Code:	43085	 Lookup State/City	International Postal Zip Code: <input type="text"/>
<input type="checkbox"/> Check here to copy TAC2 from DoDAAC <input type="text"/> View TAC2			
 Click here to copy current TAC1 to TAC2			