IN REPLY
REFER TO

December 11, 2013

IMPLEMENTED

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1074,
Change to Use of DoDAAD Free Form Indicator (DoDAAD/ SUPPLY)

The attached change to DLM 4000.25, Defense Logistics Management System, Volume
6, Chapter 2, Department of Defense Activity Address Directory (DoDAAD) is approved for
implementation.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885,
DSN 427-6885, or email: DODAADHQ@DLA.MIL, or Ellen Hilert, Supply PRC Co-Chair, at
703-767-0676, or email: Ellen.hilert@dla.mil. Others must contact their Component designated
representative.

DONALD C. PIPP
Director
DLA Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

ADC 1074
Change to Use of DoDAAD Free Form Indicator (DoDAAD/SUPPLY)

1. **ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

    a. **Technical POC:** DLA Logistics Management Standards Office, DoDAAD PRC Chair, Tad Delaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

    b. **Functional POC:** DLA Logistics Management Standards Office, DoDAAD PRC Chair, Tad Delaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. **FUNCTIONAL AREA:**

    a. **Primary/Secondary Functional Area:** DoDAAD/Supply

    b. **Primary/Secondary Functional Process:** DoDAAD/Supply

3. **REFERENCES:**

    a. [DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2](#), Department of Defense Activity Address Directory

    b. [DLM 4000.25, Defense Logistics Management System, Volume 2, Chapter 5](#), Status Reporting

    c. [Approved Defense Logistics Management System (DLMS) Change (ADC) 448](#), Implementation of International Standards Organization (ISO) 3166-1 codes for the identification of countries and their subdivisions (DoDAAD/MAPAD/Finance)

    d. [Proposed Defense Logistics Management System (DLMS) Change (PDC) 1075](#), Implementation of Geopolitical Entities, Names, and Codes (GENC) Standard by DOD Components for the identification of Countries and their Subdivisions

4. **APPROVED CHANGE(S):**

    a. **Brief Overview of Change**: The free form indicator is a one character field (FREEFORM) in the DoDAAD database used to indicate if the address information should be validated or not. This change re-purposes and renames the free form indicator to be used for only messages. Using the free form indicator to enter un-validated address data is no longer supported.

    b. **Background:** The original purpose of the free form indicator was to allow the address validation to be ignored, within reason. There are two scenarios, in the current implementation, where use of the free form indicator is appropriate: 1) to allow message data to be entered (e.g., "Call NAVSUP GLS Transportation at…") or 2) to allow an overseas address to be entered where the International Postal Code (IPC) precedes the city (e.g., "65451 Kelsterback Germany"). When the DoDAAD database only contained four lines of address, this system worked fine. During the reengineering, when individual fields were broken out (e.g., city, state, zip, IPC, country), the free form indicator allowed address and individual data fields to be different (e.g., "65451 Kelsterback Germany" may be in the fourth line of the address, but the city, country and IPC contains Brussels,

Belgium, 09710 respectively). By restricting the free form indicator to support only messaging, we correct the problem created by supporting un-validated address data.

    c.   **Describe Requested Change in Detail**

    (1)   DLA Transaction Services will create a new country code table based on Geopolitical Entities, Names, and Codes (GENC) standard, to be implemented on April 1, 2014. PDC 1075 (see Reference 3.d.) has been written to support the new GENC requirement, and this new table will be used to indicate the countries where the IPC must precede the city name (i.e., the IPC BEFORE CITY FLAG). This table contains more than the "IPC BEFORE CITY FLAG", it also contains the GENC country codes to be used in the future to replace the existing country code table. *NOTE: The GENC table does NOT contain the Security Cooperation Customer Code (SCCC) activity codes. The SCCC activity codes can no longer be used as DOD country codes and will be dropped as country codes for addressing purposes once GENC is implemented. This change will not impact DoDAAD, but will impact MAPAD. More details on the MAPAD implication are addressed in PDC1075.* GENC country code cross-reference table link is www.dla.mil/j-6/dlmso/eLibrary/Documents/DoDAAD/GENCCountryCodeList.xlsx

    (2) **DoDAAD Update changes**

    (a) Rename "FREE FORM" to "MESSAGE ENTRY (NO ADDRESS DATA)"

    (b) When the MESSAGE ENTRY (NO ADDRESS DATA) is true, the following fields should be disabled for TACs 1, 2, 3 and 4:

        1.   Address lines 4 and 5

        2.   Country

        3.   State/APO/Province

        4.   City

        5.   ZIP Code

        6.   International Postal Code

    (c) When the MESSAGE ENTRY (NO ADDRESS DATA) is true, clear lines 4 and 5, State/APO/Province, City, Zip Code, and International Postal Code during save. If data was dropped during the clearing of these lines, display Before/After view for verification during save.

    (d) When the MESSAGE ENTRY (NO ADDRESS DATA) is not true:

        1.   If the 'IPC BEFORE CITY FLAG' is equal to 'Y', the second to last line of the address must be in the format: International Post Code, City, GENC Digraph Code.

        2.   If the 'IPC BEFORE CITY FLAG' is not equal to 'Y', the second to last line of the address must be in the format: City, State (or GENC Digraph Code if overseas), Zip Code (or IPC if overseas).

(3) DAASINQ and eDAASINQ changes: Rename "FREE FORM" to "MESSAGE ENTRY (NO ADDRESS DATA)"

(4) Data Cleanup by Components

(a) When the Approved DLMS Change (ADC) 1074 is implemented, DLA Transactions Services will issue a report of all DoDAACs where the address data and individual field data do not agree. Components will need to determine the correct data and change accordingly.

(b) No time limit will be mandated, but it is in the best interest of the Component not to delay taking action. The data is not being handled consistently today and that is the primary reason for the change.

(5) Air Force and Army DoDAAD applications must also eliminate Free Form, if supported.

d. **Revisions to DLM 4000.25 Manuals:** None noted.

e. **Proposed Transaction Flow:** There are no new routing rules.

f. **Alternatives:** None noted.

5. **REASON FOR CHANGE:**

a. The free form indicator currently is not being used for its intended purpose and this misuse is causing problems in systems that depend on DoDAAD data. We are aware some systems are exclusively using the component elements to build the address for the Military Shipping Label (MSL), regardless of the free form indicator setting. Due to the fact that free form data is not validated, there are DoDAACs where the address and Component data do not match. The original intent was only the address line data should be used to produce an MSL, but we know this rule is not being followed and with good reason. Over the years bulk mailing has flourished and bulk mail applications require city, state, and zip to be in three separate address elements. Since the DoDAAD provides the city, state, and zip code data broken out into separate elements, it is not hard to understand why those elements would be used over the combined data.

b. The GENC table is being staged now for two reasons: 1) the column for the zip code is required to handle "zip first" addresses and 2) this table will be our country code replacement table when PDC 1075 is implemented April 1, 2014.

6. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:**

(1) Corrects the scenario where a DoDAAC contains conflicting address information within a single Type of Address Code (TAC). Expenses are incurred due to misdirected shipments and this change eliminates one possible cause of misdirected shipments.

(2) This change also establishes the foundation needed to implement the DOD policy to use the GENC table for country codes.

b.   **Disadvantages:** None noted.

7.   ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change should be
completed within 60 days of the ADC issue date.

**8.   ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH
IMPLEMENTATION OF THIS CHANGE:** Each misdirected shipment costs approximately $50 in
penalties from commercial carriers. If we estimate approximately 2500 misdirected shipments per year
due to incorrect addressing, this change will save approximately $125,000 per year.

9.   IMPACT:

    a.   **New DLMS Data Elements:** GENC cross reference table is a new support table, but no new
elements will be added to the DoDAAD database. No new data elements will be added to DLMS ICs.

    b.   **Changes to DLMS Data Elements:** No changes to DLMS Data Elements.

    c.   **Automated Information Systems (AIS):** Documented in "Detailed Change" above.

    d.   **DLA Transaction Services**: These changes will be implemented and maintained at DLA
Transaction Services. See 4.c., above for details.

    e.   **Non-DLA Logistics Management Standards Publications**: This change has no effect on
current publications.

Enclosure 1, PDC 1074 Comment Resolution

Service/Agency	Response/Comment	Disposition	Source
AAFES	Silent Concurrence	Noted	
DARPA	Concur	Noted	Dan Roell e-mail of 8/19/2013
DCAA	Concur	Noted	Rodney DeMarre e-mail of 8/19/2013
DCMA	Silent Concurrence	Noted	
DeCA	Concur	Noted	James Griffin e-mail of 8/21/2013
DFAS	Silent Concurrence	Noted	
DIA	Silent Concurrence	Noted	
DISA	Silent Concurrence	Noted	
DLA	Concur	Noted	Jacqueline Brown e-mail of 9/11/2013
DLA TS	Concur	Noted	Steve Norman e-mail of 8/16/2013
DoDEA	Concur	Noted	Alice Bibbins e-mail of 8/21/2013
DODIG	Concur	Noted	Karen Freeman e-mail of 8/29/2013
DSS	Concur	Noted	Mark Brindise e-mail of 9/6/2013
DTRA	Silent Concurrence	Noted	
FAA	Silent Concurrence	Noted	
GSA	Silent Concurrence	Noted	
MPSA	Silent Concurrence	Noted	
Navy	Concur	Noted	Cassandra Rogers e-mail of 9/10/2013
NGA	Silent Concurrence	Noted	
NSA	Silent Concurrence	Noted	
USA	Silent Concurrence	Noted	
USAF	Silent Concurrence	Noted	
USCG	Silent Concurrence	Noted	
USMC	Concur	Noted	John Hill e-mail of 8/19/2013
USPS	Silent Concurrence	Noted	
USSOCOM	Concur	Noted	Albert Fields e-mail of 8/29/2013
USSTRATCOM	Silent Concurrence	Noted	
USTRANSCOM	Concur	Noted	Susan Gilchrist e-mail of 9/3/2013
USTRANSCOM Acq	Silent Concurrence	Noted	
USTRANSCOM DCS	Silent Concurrence	Noted	
USUHS	Silent Concurrence	Noted	
WHS	Concur	Noted	Felix Cruz Guzman e-mail of 8/21/2013