



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, FINANCE PRC MEMBERS AND SUPPLY
PRC MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 384,
Special Programs for Non-DoD/Non-Federal Agency Requisitioners and
Administrative Change for Contractor DoDAACs (DODAAD/Finance/Supply)
(Staffed as PDC 397)

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, and Finance
Process Review Committee Chair, or Ms. Ellen Hilert, Supply Process Review Committee
Chair; 703-767-0676, or [email ellen.hilert@dla.mil](mailto:ellen.hilert@dla.mil) 703-767-2117, DSN 427-2117 or email:
robert.hammond@dla.mil. Others must contact their Component designated representative.


for
DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
cc:

ADUSD(L&MR)SCI

ADC 384

Special Programs for Non-DoD/Non-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs (DODAAD/Finance/Supply)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

- a. **Service/Agency:** Army USA HQDA DCS G-4, Defense Logistics Agency (DLA), General Services Administration (GSA)
- b. **Originator:** DLMSO

2. FUNCTIONAL AREA: Joint DOD Activity Address Directory (DoDAAD), Finance, and Supply

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
- b. DoD 4000-25-1-M - Military Standard Requisitioning and Issue Procedures (MILSTRIP)
- c. DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 2 - Supply Standards and Procedures

4. REQUESTED CHANGE:

- a. **Description of Change:** This change establishes Defense Logistics Management Standards (DLMS) procedures for Special Programs where the requisitioner is neither a Federal Agency nor a DoD entity, and establishes a new DoDAAC series to clearly identify such programs. Note the administrative change to DoD 4000.25-M Volume 6, paragraph 2.1.2.2 to amplify procedures for assignment of contractor DoDAACs, which was added subsequent to staffing of the proposed change. This change is highlighted in grey.

b. Background:

- 1) There are special programs where the requisitioner is neither a Federal Agency nor a DoD entity. One such program, specifically addressed by this PDC is the special program established by Section 1122 of the fiscal year 1994 National Defense Authorization Act, which established the authority for state and local governments to purchase law enforcement equipment through Federal procurement channels, provided that the equipment is used in the performance of counter-drug, homeland security, and emergency response activities. By taking advantage of the purchasing power of the federal government to receive discounts commensurate with large volume purchases, the 1122 Program affords state and local governments the opportunity to maximize their use of taxpayer dollars. The

U.S. Army, the General Services Administration (GSA), the Defense Logistics Agency (DLA), and the Department of Justice (DOJ) are actively involved in the 1122 Program. As the executive agent of the program, the Army has formed a steering committee consisting of representatives from the Army, GSA, DLA, and DOJ to oversee implementation of the program. The governor of each state participating in the 1122 Program appoints a state point of contact (SPOC) to administer the state's activities under the program. The ordering process begins when the state or local government activity identifies items needed in support of counter-drug, homeland security, and emergency response missions.

- 2) Guidance regarding this program is contained in 10 U.S.C. § 381 (Enclosure (1)) and at <http://www.army.mil/-news/2009/03/18/18384-1122-program/>.
- 3) Army has established the ALE series DoDAACs for the SPOCs to purchase authorized material. DLA had originally established a limited number of S6-series DoDAACs for these entities, but these have been deleted.
- 4) GSA publishes the [Law Enforcement Equipment and Supplies Catalog \(1122 Catalog\)](#), which identifies the equipment and supplies available from the Army, GSA, and DLA. See http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=8058.
- 5) DoDAACs beginning with an “alpha” character in the first position are identified as DoD DoDAACs. DoDAACs beginning with “numeric, numeric” are identified as Federal Agencies, and are managed by GSA. These DoDAACs are recognized as such in requisitioning and billing systems, which makes them inappropriate for special programs where the requisitioner is neither DoD or a Federal Agency.

c. Procedures: The following procedures are approved:

- 1) **Designate** DoDAAC series with first position ‘numeric’ followed by second position “alpha” as the series for special programs. **STAFFING NOTE: DoD Components/Agencies should comment on any problems with designating this series. DoD Components will need to review their applications to determine if any business rules or edits need to be adjusted due to this change.**
- 2) Designate DoDAAC series “1A” for the Section 1122 Program, and assign the Army DoDAAC monitors to control this series. A Central Service Point letter of designation will be required from Army.
- 3) Delete Army “ALE” series DoDAACs DoDAACs assigned for the Section 1122 Program. Note that deleted DoDAACs remain on the DoDAAD file for five years to clear outstanding transactions, but no new requisitions can be initiated through DAASC after the DoDAAC effective delete date.
- 4) Army establishes new DoDAACs for the 1122 Program under the “1A” DoDAAC series. Army notify the SPOCs of the change in DODAACs, and that all new requisitions submitted after the effective delete date for the

old DoDAACs must be submitted with the new “1A” DODAACs.

- 5) Authorize special programs under the numeric-alpha series DoDAACs to requisition from DoD supply sources using UMMIPS priorities 8, 10, and 15, which corresponds to Force or Activity Designator V and Urgency of Need A, B, and C. The Secretary of the Army shall incorporate guidance on the appropriate use of DoD priorities in the 1122 Program procedures. DAAS shall establish edits which will downgrade unauthorized priority designators to priority 15 and provide visibility of this action via generation of Supply Status (Code BK). DoD Sources of Supply shall adopt priority designator edits when practicable.
- 6) DAASC and Sources of Supply establish edits to replace submitter’s Fund Code with Fund Code XP, requiring noninterfund billing and advise the submitter using status code BK.
- 7) Sources of Supply shall accept only those requisitions identified for payment via credit card or otherwise establish procedures to ensure receipt of advance payment in accordance with 10 U.S.C. § 381.
- 8) Secretary of Army provide information to Sources of Supply for application of administrative costs required to be paid by the State or unit of the local government to reimburse the Department of Defense for the administrative costs to the Department of such purchases. Note that the administrative charges may or may not be included in Source of Supply Cost recovery rates.
- 9) Sources of Supply reject requisitions not identified in the GSA Law Enforcement Equipment Catalog. Rejection code D8 will be used. The GSA Law Enforcement Equipment Catalog is located at:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17627.
- 10) Revise DoD 4000.25-M, DLMS Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 - Department of Defense Activity Address Directory, as indicated in Enclosure (2).
- 11) Revise DoD 4000-25-1-M - MILSTRIP as indicated in Enclosure (3).

5. REASON FOR CHANGE:

- a. Special programs, such as the 1122 Program, are neither federal nor DoD entities, as would be indicated by the DoDAACs currently assigned for the 1122 Program.
- b. DAASC DoDAAC edits are not established for special programs.
- c. DLMS procedures and business rules regarding funding, authorized items restrictions and UMMIPS priority have not been identified for special programs.
- d. Any DoDAAC summary statistics/metrics would currently improperly include special programs.
- e. Under the Intergovernmental Transactions initiative, special program activities are currently being given Business Partner Numbers (BPN) that are improper. Using the Army assigned DoDAACs to the 1122 Program, the BPN would be – “DoDALExxx.” Sales to these activities will be recognized as sales to Army customers, and sales that the Army makes to these activities would be subject to

the eliminations process. Likewise, sales by DLA to “DoDS6” BPNs would be treated as though they were DLA activities.

- f. **Duplication of usage.** A state/local activity could be assigned three separate DoDAACs (e.g., one by the Army, one by DLA and one by GSA).

6. ADVANTAGES AND DISADVANTAGES:

- a. **Advantages:** Allows for recognition of special program DoDAACs as non-DoD or non-Federal DoDAACs for DAASC edits, internal controls, assignment of BPN numbers and summary statistics.
- b. **Disadvantages:** Making a change may introduce problems for applications that key on only the first position of a DODAAC to determine if the DoDAAC is DoD (alpha) or Federal (numeric).

7. IMPACT:

- a. **Implementation:** DoD Components/Agencies identify if staggered implementation is required. DAAS edits shall be implemented within 60 days of publication of the approved change.
- b. **Publication:** Requires changes to DoD 4000.25-M and DoD 4000-25-1-M identified in this change proposal.
- c. **LOGDRMS.** Update the "SERVICE AND AGENCY" code tables in LOGDRMS. These tables display sponsorship of DoDAACs by DoDAAC Series. Change the entry "0-9 Civil Agencies to "00-99" Federal Civil Agencies" and add "1A" as "State/Local Government 1122 Program" to the following LOGDRMS tables:

http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=71

http://www.dla.mil/j6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=71*

- ## **8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:**
- This change will facilitate increased sales to Sources of Supply.

10 U.S.C. § 381

Sec. 381. Procurement of equipment by State and local governments through the Department of Defense: equipment for counter-drug, homeland security, and emergency response activities

(a) Procedures. –

(1) The Secretary of Defense shall establish procedures in accordance with this subsection under which States and units of local government may purchase equipment suitable for counter-drug, homeland security, and emergency response activities through the Department of Defense. The procedures shall require the following:

(A) Each State desiring to participate in a procurement of equipment suitable for counter-drug, homeland security, and emergency response activities through the Department of Defense shall submit to the Department, in such form and manner and at such times as the Secretary prescribes, the following:

(i) A request for equipment.

(ii) Advance payment for such equipment, in an amount determined by the Secretary based on estimated or actual costs of the equipment and administrative costs incurred by the Department.

(B) A State may include in a request submitted under subparagraph (A) only the type of equipment listed in the catalog produced under subsection (c).

(C) A request for equipment shall consist of an enumeration of the law enforcement equipment that is desired by the State and units of local government within the State. The Governor of a State may establish such procedures as the Governor considers appropriate for administering and coordinating requests for law enforcement equipment from units of local government within the State.

(D) A State requesting equipment shall be responsible for arranging and paying for shipment of the equipment to the State and localities within the State.

(2) In establishing the procedures, the Secretary of Defense shall coordinate with the General Services Administration and other Federal agencies for purposes of avoiding duplication of effort.

(b) Reimbursement of Administrative Costs. - In the case of any purchase made by a State or unit of local government under the procedures established under subsection (a), the Secretary of Defense shall require the State or unit of local government to reimburse the Department of Defense for the administrative costs to the Department of such purchase.

(c) GSA Catalog. - The Administrator of General Services, in coordination with the Secretary of Defense, shall produce and maintain a catalog of equipment suitable for counter-drug, homeland security, and emergency response activities for purchase by States and units of local government under the procedures established by the Secretary under this section.

(d) Definitions. - In this section:

(1) The term "State" includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States.

(2) The term "unit of local government" means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; an Indian tribe which performs law enforcement and emergency response functions as determined by the Secretary of the Interior; or any agency of the District of Columbia government or the United States Government performing law enforcement and emergency response functions in and for the District of Columbia or the Trust Territory of the Pacific Islands.

(3) The term "equipment suitable for counter-drug, homeland security, and emergency response activities" has the meaning given such term in regulations prescribed by the Secretary of Defense. In prescribing the meaning of the term, the Secretary may not include any equipment that the Department of Defense does not procure for its own purposes.

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1 GENERAL

C2.1.1. Purpose. This chapter establishes information requirements for the DoDAAD. The DoDAAD is an interactive database table located at the Defense Automatic Addressing System Center (DAASC). The DoDAAD provides a single authoritative source of address information for DoD Component application system's data requirements. The address data is used for shipping, billing, and identification purposes by Military Services, Federal Agencies, and civil agencies. Business application systems requiring DoDAAD data to support their business processes include (but not limited to): supply chain, material management, distribution, transportation, maintenance, financial, and acquisition systems.

C2.1.2. Assignment. The Department of Defense Activity Address Code (DoDAAC) is a six-position code that uniquely identifies a unit, activity, or organization. If you are a Government Service/Agency employee, contact your Central Service Point (CSP) or local DoDAAC Monitor at your location to have a DoDAAC assigned. If a DoDAAC Monitor does not exist at your Service/Agency, contact an appropriate DoDAAC Service Point (link below):

<https://www.dla.mil/j-6/dlms0/eLibrary/Restricted/SvcPointsPOC/allpoc.asp>

For more information, please refer to the Military Standard Requisitioning and Issue Procedures (MILSTRIP) manual at: <http://www.dla.mil/j-6/dlms0/elibrary/Manuals/MILSTRIP/Reissue2004/word/0202-AP2-02.doc>

~~C2.1.2.1. Civilian government organizations (e.g., local government agencies or police department), contact the appropriate General Services Administration (GSA) DoDAAC Service Point to have a DoDAAC assigned. Special Programs. Non-DoD and non-federal programs requiring DoDAACs are controlled under unique series DoDAACs beginning with numeric followed by alpha characters in the first two positions. Among others, the programs include programs authorized by Congress for state and local entities to purchase material from Federal sources. DoD/Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact DLMSO for guidance on establishing a DoDAAC series for a new special program.~~

~~C2.1.2.2. Private organizations (e.g., contractors) Contractors with Government contracts contact the Service/Agency with whom you have a contract. That Service/Agency will have to sponsor DoDAAC assignment~~

~~through their DoDAAC Monitor or Service Point. For example, Company X needs a DoDAAC because of a business relationship with the Air Force. The Air Force would have to request the DoDAAC for Company X; Company X is not authorized to make the request themselves.~~

Contractors. *Contractors may only be assigned DoDAACs if they have a contract with DoD to access DoD material or to provide services such as maintenance/repair that require a shipping address. Contractor DoDAACs may only be assigned by CSPs in specific DoDAAC series specified by DoD 4000.25-1-M Appendix 2.2 for contracts assigned by their agency. (Note that Washington Headquarters Service assigns contractor DoDAACs for “Other Government Contractors” under the HGC DoDAAC Series.) CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer and obtaining copies of contracts as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for cancelling it when there is no longer an active contract associated with the DoDAAC. If the DoDAAC is assigned to a Contractor within the specified DoDAAC series, the “Contract Information” fields are all required. For all other DoDAACs these fields are disabled.*

AP2.16. APPENDIX 2.16

STATUS CODES

D8 Rejected.

(1) Requisition is for controlled substance/item and requisitioner and/ or ship to address is not an authorized recipient. Submit a new requisition ²⁸ on a DD Form 1348-6 furnishing intended application and complete justification for the item.

(2) FMS requisitions for publications which are controlled or have restricted access and requisitioner and/or ship-to address is not authorized. Submit new requisition with justification to the applicable Service ILCO.

(3)) Requisitioners associated with special programs (1st position numeric-2nd position alpha DoDAACs) must coordinate with their program sponsor/executive agent for authorization prior to re-requisitioning.

C2. CHAPTER 2

PREPARATION AND SUBMISSION OF

REQUISITIONS, CANCELLATIONS, AND FOLLOW-

UPS

C2.28 DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

C2.28.6. The DAAS will validate F/AD I/**UMMIPS priority** usage through the requisitioning process. Requisitions containing an unauthorized priority designator according to AP2.14 will be downgraded. The DAAS will furnish DI AE9/BK status to the customer.

C2.28.9. The DAAS will identify non-appropriated instrumentalities, ***special program requisitioner DoDAACs (1st position numeric-2nd position alpha series)*** and prime vendor contractors using non-contractor DoDAACs for billing and provide for billing under non-interfund procedures by changing the fund code for these requisitions to XP. The DAAS will furnish DI AE9/BK status to the customer.

AP2.14. APPENDIX 2.14

PRIORITY DESIGNATORS, STANDARD AND REQUIRED DELIVERY DATES

(insert new paragraph AP2.14.4.4. and renumber)

AP2.14.4.4. Special Programs. All special programs requisitions (identified by requisitioner DoDAACs using the 1st position numeric-2nd position alpha series e.g. 1A) shall be reviewed for appropriate PD assignment. These requisitions are authorized to use UMMIPS priorities 8,10 and 15, which corresponds to Force or Activity Designator V and Urgency of Need A, B and C. DAASC shall validate for appropriate use and downgrade any unauthorized value to PD 15. DAAS shall provide an AE9 transaction with BK status and the modified requisition will be forwarded for processing. Abuse of FAD I shall be output to the Unauthorized Priority Designator Report.