



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

December 12, 2018

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Enterprise Business Standards Office, (EBSO), DoD Activity Address Directory (DoDAAD) Process Review Committee (PRC) of November 1, 2018, Meeting Minutes

The EBSO is forwarding the attached minutes of the subject meeting for information and action, as appropriate. The minutes, related agenda items, and other supporting meeting materials are available on the DoDAAD PRC webpage at:

<http://www.dla.mil/HQ/InformationOperations/DLMS/DLMSPrograms/DoDAAD/>

The Enterprise Business Standards Office point of contact is Mr. Tad DeLaney, 571-767-6885, or email EBSO.DoDAAD@dlm.mil.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
OUSD DPC
ODASD Logistics
Meeting Attendees



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1. **General.** The Enterprise Business Standards Office convened a meeting of the DoDAAD PRC on November 1, 2018 at LMI, 7940 Jones Branch Drive, Tysons, VA 22102. Participation in this PRC was extended beyond the members of the DoDAAD PRC to representatives of the other PRCs chaired by EBSO. Defense Collaboration Services (DCS) was used to provide real-time screen-sharing of the presented materials with remote participants. Specific discussion topics are noted below. The agenda with briefings and a list of attendees and materials presented are available on the DoDAAD PRC web page at: <http://www.dla.mil/does/DLMS-DoDAAD>
2. **Purpose.** The intent of the PRC was to inform the stakeholders of all of the EBSO PRCs of various topics that impact them collectively. Those included: The new modules in Procurement Integrated Enterprise Environment (PIEE) for managing contractor DoDAACs and PIEE related Purpose Code Flags, GSA's Customer Address File (CAF) processing, a demonstration of the new eDoDAAD website, the Routing Identifier Code (RIC) Project discussion, DoDAAD Syndication, and DoDAAD Realignment. Tad DeLaney, DoDAAD PRC Chair, facilitated the meeting discussions. The discussion topics and resulting action items are below.
3. **Summary of Discussions and Action Items by Agenda Topic**
 - a) **Welcome and Introductions.** After a brief welcome by the Chair, and administrative comments, roll call was taken by Component. The Chair then introduced the Deputy Director of EBSO, Mr. Drexel Ross, who made brief comments. Mr. Bob Carroll from ODASD Logistics was then introduced and afforded an opportunity to make comments. Following ODASD Logistics' comments, the Chair introduced Ms. Lisa Romney of OUSD DPC who provided the first agenda topic of the day.
 - b) **OUSD, Defense Pricing and Contracting.** See DPC Slides
 - i) **Discussion:**
 - (1) DPC (formerly DPAP) briefed a shift in the management of certain purpose flags (e.g., Procurement, Grants) and contractor (CTR) information in the DoDAAD. The end goal is for the Procurement Integrated Enterprise Environment (PIEE) to

become the authoritative source for these purpose flags and contractor information DoDAAC data.

- (2) There was discussion about how the new applications will be used by both Contracting Officers and DoDAAD Central Service Points (CSPs). Central to the discussion was the impact it will have on accountability of Government Furnished Property (GFP) and the rules for how CTR DoDAACs will need to be uniquely assigned to a single contract number.
 - (3) The topic of PDCs 1300 and 1311 were also introduced by the Chair who clarified to the PRC that those changes, while “Proposed” have actually been implemented in the DoDAAD already. The points of contention surrounding those changes were about the new modules in PIEE and not what was being implemented in the DoDAAD.
 - (4) Another angle of the discussion focused on the CTR Flag in the DoDAAD and how that enables the use of DoDAACs for CTRs in DoDAAC series not authorized for CTR use, per MILSTRIP Service/Agency Code rules.
 - (5) GSA introduced a problem it experiences with DoD CTR DoDAACs when those customers obtain goods provided by GSA and in turn, the GSA cannot obtain payment from those customers.
- ii) **Action Item:** The Chair recognized a requirement for a follow-on Integrated Product Team (IPT) focused solely on the topic of CTR DoDAACs.

c) **GSA Office of Supply Chain Management**

i) **Discussion:**

- (1) Troy Gruver, of GSA’s Supply Chain Management Directorate, provided a brief overview of the specific GSA DoDAAC data elements currently in GSA’s Customer Address File (CAF). The three-slide brief included screen shots of the CAF in an effort to explain the source of problems experienced by DoD customers of GSA.
- (2) Mr. Gruver pointed out that when the DODAAD Update Application is used by CSPs to make changes to TAC 2 data in the DoDAAD, GSA is unaware of this and when discovered, must then manually make changes to the CAF data. While much of the GSA-specific data in the DoDAAD/CAF is obsolete, the Geographic Location Code (GLC) data is still critical to GSA pricing data and must be manually changed to reflect the shipping data for a customer’s DoDAAC as reflected in the DoDAAD.
- (3) After a comment made by Mr. Selester Copeland of HQMC, Mr. Gruver also noted that GSA uses both the DoDAAC and the Billing Office Address Code (BOAC) for billing procedures, and each is used to police the systemic functions differently. BOACs are internal to the GSA system. A GSA representative provided a response to Mr. Copeland’s comment that the BOAC is a DoDAAC.
- (4) The Chair commented that many of the Enterprise Resource Planning (ERP) systems implemented by the Services have been designed specific to only that Service’s records. Accordingly, it has forced many of the Services to create DoDAAC (and RIC) records for activities outside of their Service, when those activities require inter-service support. The Chair emphasized that organizations should not be creating DoDAACs outside of their own service/agency but should be using the DoDAACs of customers created by their own Services. In response,

Mr. Copeland stated that GCSS-MC currently accepts DoDAACs from other than USMC organizations/agencies on a limited basis.

- ii) **Action Item:** The Chair noted that EBSO has an ongoing effort with GSA to eliminate obsolete and redundant data in the CAF, and that these are the subject of pending PDC 1196.

d) **Enterprise DoDAAD Website (ADCs 1197/1257)**

i) **Discussion:**

- (1) Mr. Delaney introduced the live demo of the new Enterprise DoDAAD (EDoDAAD) Web Portal (URL: <https://www.transactionservices.dla.mil/eDODAAD/>) presented by Mr. Larry Tanner of EBSO. The Enterprise DoDAAD Portal, hosted by DAAS, was established by Approved DLMS Changes (ADCs) 1197 and 1257. Mr. Tanner provided some background of the manual process in use today as compared to the added benefits of EDoDAAD and the limited automation for the DoDAAC request process it affords users.
- (2) Mr. Tanner, demonstrated EDoDAAD via a live functional overview of the screens and associated application links using the DAAS Staging server instance of the application/site. Mr. Tanner noted that the DAAS DAASINQ and eDAASINQ applications will continue to exist simultaneously, but will eventually phase out the DAASINQ/eDAASINQ functions. Users will eventually be re-directed to EDoDAAD. Also, during this transition time, users attempting to access the current search application will be automatically sent to the new simple and advanced search pages. Anyone with an existing System Access Request (SAR) will be migrated over to the new EDoDAAD Portal.
- (3) The demo focused on the four primary features of the new EDoDAAD site: simple search, advanced search, submission of a DoDAAC change request, and the DoDAAD Update Application (restricted to Central Service Points' (CSP) use).
- (4) The Chair concluded the demonstration discussion by pointing out that while many legacy systems yet use the DoDAAD, the data is not archaic, and that the data elements of the DoDAAD are common to all systems (e.g., requisitioning, shipping, billing, etc.). The Chair further emphasized that this capability was just a first step toward better automation and removal of the human element from the process, as much as feasible, for the sake of data quality. The chair also elaborated on additional requirements yet to be developed in order for the Navy and USMC to fully benefit from this first step (e.g., data-element-level restrictions in the DoDAAD). Finally, based on a question from Army LOGSA, the Chair reassured users that the automation will support current processes without adding new responsibilities for the CSPs.

e) **Break for Lunch**

f) **Rules for Contractor DoDAACs (PDC 1300) & DoDAAC Purpose Flags from PIEE (PDC 1311)**

- i) **Discussion:** The Chair introduced the PDCs that were discussed during DPC's portion of the morning session and re-iterated that the basic tenets of the Changes

were already implemented in the DoDAAD. Any concerns related to this topic now are more a matter of GFP accountability or the requirement for the Services to use the new modules in PIEE than they are of the changes made to the DoDAAD. To that end, the Chair elaborated on the implied impact of the new PIEE modules, particularly for the USAF and the Army, who both currently have applications associated with the management of CTR DoDAACs. Bob Carroll commented that a CATMS tasker would be issued from DPC directing the Services to provide feedback on the potential implementation challenges for using the new PIEE modules. DPC confirmed this approach. NOTE: At the writing of these minutes, a meeting was since held with DPC about this approach and has since decided not to issue the CATMS tasker, in favor of a phased implementation approach with DLA and the USMC, beginning with high-level meetings between DPC and these two Components.

- ii) **Action Items:** An implied action item was for the Services to be prepared to identify to DPC the challenges each Service will face to implement the use of the new modules in PIEE.

g) **The RIC Project**

- i) **Discussion:** Rich Morrow covered known problems with the use of the RIC long term and the need to eliminate Component dependence on RICs. The following were discussed:
 - (1) The number of permutations available to a three character value, where the first character is a service code, limits the use of the RIC as a viable routing designation. Even if the sole use of the RICs were as a shorthand designation for the DoDAAC, we would still run out of RICs.
 - (2) The RIC was never meant to be used beyond the current fixed length MILS transactions. The DLMS carried the RIC element solely for backward compatibility until all systems were 100% DLMS based. The RIC was originally conceived to allow multiple DoDAACs to be stored on one transaction (e.g., shipping address and an alternate billing address). When the usage of the RIC expanded, and the SDR process was created, the DLMS notes were removed from the Implementation Convention (IC) of the DLMS transaction but removing the note did not remove the basic limitation of a three character field. At its core, it is a simple math problem. If the RIC requires a matching DoDAACs, it is impossible to match the existing 350,000 DoDAAC to a theoretical total of 22,440 RICs. The theoretical total number of RICs is based on the first character being used as a Service/Agency code and two additional values that can contain only letters and number. Due to internal naming constructs and other restricts, the number of RICs is limited to a number far less than the theoretical maximum.
 - (3) In response to concerns raised by the Navy and the Air Force, the Chair commented that Army has over 180,000 DoDAACs, yet they use far less RICs than either Navy or the Air Force.
 - (4) Mr. Crowder from the USAF wanted to see the empirical data supporting the findings of EBSO's analysis of the topic.

- ii) **Action Items:**
 - (1) OSD will issue an information tasker for Components- what do you need to do to implement this policy? Then a formal tasker after giving Component time to research the issues.
 - (2) Set up RIC Working Group to discuss and resolve the issues related to current RIC usage.
 - (3) EBSO provide White Paper analysis of the RIC.

 - h) **DoDAAD Syndication (PDC 1145).** The Chair introduced the topic, focusing on enterprise data management, and the effort to ensure syndication of standardized DoDAAD data from the source (DAAS) via an automated and repeatable means, to assure data quality and near real-time data. This effort further intends to leverage the PRC and CSPs to afford continuity to the process of managing enterprise data syndication from/with DAAS.

 - i) **DoDAAD Realignment (PDC 1248).** The Chair introduced the topic as the effort to modernize the DoDAAD from the traditional three main functions of the DoDAAD used to enable Supply business (e.g., requisition, ship, & bill) to the expanded uses of the DoDAAD today for other domains of the DoD Business Enterprise Architecture (i.e., procurement, payment, transportation, etc.). With DPC's ambitious PIEE, the Procurement community is levying upon the DoDAAD real business rules to facilitate their business domain processes. The goal of this effort is to position the DoDAAD to accommodate the same business rules from the other domains. Currently, the DoDAAD is being used by other domains, but their business rules have not been codified into the DoDAAD to optimize facilitation of the business processes using the DoDAAD.

 - j) **Wrap Up**
 - i) The Chair touched very briefly on the various forthcoming changes that are either in development or staffing, and asked that stakeholders avail themselves to these as they mature and/or are staffed. The Chair further asked that if any questions arise concerning any of these that stakeholders please forward their comments or concerns to the EBSO DoDAAD Team accordingly via email (EBSO.DOAAD@DLA.MIL).
 - ii) The Chair thanked everyone for attending/participating and asked all to stay abreast of forthcoming announcements for the IPTs which were identified during the PRC.
4. These minutes document the conduct of the DoDAAD PRC of November 1, 2018 and are hereby published for the record on behalf of EBSO by the undersigned.

THOMAS A. DELANEY
Chairman
DoDAAD PRC

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office