



**DEFENSE LOGISTICS AGENCY**

**HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221**

IN REPLY  
REFER TO

May 3, 2013

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Defense Logistics Management System (DLMS), DoD Activity Address Directory (DoDAAD) Process Review Committee (PRC) Meeting of April 10, 2013

The attached minutes of the DoDAAD PRC of April 10, 2013 are forwarded for your information and action as appropriate.

The DLA Logistics Management Standards point of contact is Mr. Tad DeLaney, 703-767-6885, DSN 427-6885; or email [thomas.delaney@dla.mil](mailto:thomas.delaney@dla.mil).

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP  
Director  
DLA Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD(SCI)

MEMORANDUM FOR DOD ACTIVITY ADDRESS (DODAAD) PROCESS REVIEW  
COMMITTEE (PRC)

SUBJECT: DODAAD PRC Meeting, April 10, 2013

**1. Purpose:** DLA Logistics Management Standards Office convened a meeting of the DoDAAD PRC on April 10, 2013 in McLean, Virginia. Defense Connect Online (DCO) was used to provide real-time screen sharing of the presented materials with remote participants who called into the meeting. 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/j-6/dlmsso/Archives/archives\\_dodaad.asp](http://www.dla.mil/j-6/dlmsso/Archives/archives_dodaad.asp).

**2. Brief Summary of Discussion:** Tad Delaney, DoDAAD PRC Chair, facilitated the meeting discussions. The discussion topics and resulting action items are below.

**a. DoDAAD PRC 101, DoDAAD Web Page and DoDAAD Management**

**(1) Discussion:** The DoDAAD Chair opened the meeting by welcoming everyone, providing a few administrative remarks and presenting meeting's opening series of charts. The opening charts served as a level setter, covering the PRC policy chain of authority, the PRC governance process and the players and their respective roles in governing the DoDAAD. A quick demo of the wealth of resources available on the DLMSO Website DoDAAD Web page was also provided. The Chair stressed the need to tightly control the quality and timeliness of DoDAAD data and the criticality that every DoDAAD have an assigned CSP/Monitor responsible for it, that every CSP/Monitor be appointed in writing with an active/approved DLA Transaction Services System Access Request (SAR). The chair also presented charts showing the current scope and methodology of DoDAAC assignment to CSPs and the recent analysis and resulting changes in DoDAAC assignments to affect tighter/uniform management controls, especially in the "H" DoDAAC assignments. The Chair stated that the recent actions have resulted in achieving an appropriate stewardship at the 99% level, and efforts will continue to achieve 100% appropriate stewardship.

**(2) Action:** No specific action, only a request that the CSPs be continuously vigilant of the assigned responsibilities and bring any issues to the attention of the Chair.

**b. PDCs**

**(1) Background:** The following PDCs were Agenda items:

- (a) PDC 1046: Routing Identifier Code (RIC) and DoD Address Code (DoDAAC) Relationship (DoDAAD)
- (b) PDC 1061: Re-issuance of DLM 4000.25, Volume 6, Chapter 2 (DoDAAD)

(c) One Contractor DoDAAC Per Contract

(2) **Discussion:** The Chair pointed out that both PDCs 1046 (which modifies the business rules for the RIC update to require a valid DoDAAC be associated with a RIC) and PDC 1061 (a redraft of the DLM 4000.25, Volume 6, Chapter 2) were signed out on April 3, 2013 and responses are due within 30 days of that date. Noted in the discussion was that Air Force and Army had concerns with PDC 1046. There was also a brief discussion on the potential PDC for one Contractor DoDAAC per contract. The Chair pointed out that ODASD Supply Chain Integration (SCI) and OUSD Defense Procurement and Acquisition Policy (DPAP) are collaborating on new policy that would require a change in DoDAAC assignment rules for contractor DoDAACs. Once the final verbiage of this requirement is included in DoD 4140.1-R, a PDC will be forthcoming to introduce this to the PRC.

(3) **Action:** CSP comments are due PDCs 1046 and 1061 on or before May 3, 2013.

c. **DoDAAD Workflow In Progress Review/Update**

(1) **Discussion:** At the behest of the DoDAAD PRC, the addition to the DLA Transaction Services DoDAAD Workflow capability functional requirement document (FRD) has been drafted. The initial FRD was to prototype the concept using the Marine Corps and Air Force CSP requested requirements. After successful prototype implementation, the plan was to accommodate the additional requirement of the other CSPs having a workflow requirement in successive FRD/software releases. Intent was to develop an expanded capability to the existing DoDAAD update application that would allow for the routing of requests from the originator (customer) through the appropriate authorities for approval(s) to the CSP(s) for final approval and update to the DoDAAD. The workflow would assure data integrity and authority, and enable archiving of requests. The workflow requirement was originally developed on the basis that the authoritative source was the customer, and that the customer would be the originator. This was because the customer was inherently in the best position to effectively maintain DoDAAD content. The conceptual architecture of the workflow was for a non-SAR access to an application outside the DLA Transaction Services firewall where all the data entry and review would be accomplished up to and through the CSP approval. Upon CSP approval, DLA Transaction Services would bring the data through its firewall to update the production DoDAAD database within the firewall. DLA Transaction Services has stated that the outside the firewall with no SAR control would present unacceptable information assurance risks and that all users of the new application would require a SAR. They also expressed concerns that with the enormous increase of users from the current approximate 30 CSPs to potentially several hundred thousand users would overwhelm their help desk. Both the Marine Corps and Air Force expressed the desire that the Chair continue working to find a solution that would allow the workflow prototype to be implemented. There was some discussion of options to begin the data input not at the customer level but at some higher level to ensure that the volume of data entry would ensure that SARs, once approved, would stay active.

**(2) Actions:** The Chair took two actions:

(a) Formally solicit the PRC membership of their continued desire that the workflow capability be developed, and assuming continued interest exists

(b) Develop alternative courses of action that could be pursued to overcome the DLA Transaction Services issues with the current draft FRD.

**d. DoDAAD Compliance Matrix Data Call IPR**

**(1) Discussion:** At the January 10, 2013 Government Furnished Property Working Group (GFPWG) Meeting an action was taken by ODASD SCI to report back to the GFPWG on information regarding DoDAAD information sources. The GFPWG requested information identifying the DoDAAD data sources used by Component Application Systems, the currency of the data and the ability to locally update local copies used by the applications. At the request of SCI, the Director DLMSO issued a February 14, 2013 memorandum addressed to the DoDAAD PRC members. The DLMSO Director's memorandum acknowledged that the addressee would need to send the data call and coordinate with their respective Service/Agency Chief Information Officers, IT Portfolio Managers, etc. for a thorough review of all possible system and application usage of DoDAAD data. Review of the early responses demonstrated that the unusual nature of the originating source and the PRC members to whom it was addressed was proving problematic. The DoDAAD PRC chair spent time covering the reason for the request, the actual information requested, and stressed that the PRC members would need to enlist their Service/Agency CIOs, IT Portfolio Managers to acquire the requested information. Given confusion noted in the initial responses received and the passage of the original April 1, 2013 due date, the DoDAAD Chair requested that the PRC members suggest a new due date that could be met. The consensus was that May 31, 2013 would be a reasonable due date. The DoDAAD Chair stated that he would re-transmit the Data Call to the PRC with an extended due date of May 31, 2013.

**(2) Action Item:** The DoDAAD Chair will extend the date to May 31, 2013, and the Components will provide the data by that date. (Subsequent to the DoDAAD PRC meeting, the DoDAAD Chair on April 15, 2013 sent a message to the PRC members stating, "As discussed and agreed to during the PRC, the DoDAAD Data Call that was sent out on 14 Feb is hereby extended with a new suspense date of 31 May 2013.")

**e. Free Form Usage**

**(1) Discussion**

(a) First it's important to note that address data fields are always entered for all DoDAAC/TACs as separate data fields using the data entry blocks or drop down menus provided by the DLA Transaction Services web update application. The Free Form option was programed to serve two purposes: (1) The first intended usage of the Free Form option is to allow for special conditions where the information entered in the 35 character address data field areas is not intended to be an address. In this usage, the 35-character address data fields are used to

convey a message, such as direction to call a particular phone number to get the correct delivery address. This is the normal practice for conveying information to shippers for delivery point addressing of Navy Ships. (2) The second usage of the Free Form option is to allow CSPs to manually enter the correct order of the last address line data field of overseas activity addresses where the country's last lined data ordering convention differs from the order used by the United States. When the Free Form option IS NOT picked by the Central Service Point (CSP), the DLA Transaction Services DoDAAD Web update application constructs the last address line from the individual data fields entered by the CSP. When the Free Form option is not picked, the last address line is constructed from the following individual data fields in the following order: (1) "City Name," (2) "State Code" (if the Country is US) or "Country Code" if the Country is other than US and (3) the "ZIP Code".

- (b) When the Free Form option IS chosen by the CSP, the last address line is entirely entered by the CSP (it is not constructed by the application from the individual data fields), and there is no editing of the data entered. The current process is introducing corrupt data into the DoDAAD database and is causing unnecessary workload on the CSPs. DoDAAD records that were constructed via the Free Form option currently exist on the database where the individual Country Code data field is not in agreement with the manually entered Country Name/Code in the address data field, and the CSPs have to know what the proper city name/ZIP order is for each country thereby complicating the update process and allowing entry errors.
- (c) Approved DLMS Change (ADC) 448 established a new data field into the Country Code Mediation Table (Column K entitled "Non US City/Postal Code Flag"). The entry in this new data element will serve as a key for the DoDAAD application to construct the correct order of the City Name and Postal ZIP data fields of the next to the last address line according to that country's convention. This portion of the ADC 448 has not been implemented. It has been put on hold pending OSD Policy guidance regarding the implementation of the Geopolitical Entities, Names, and Codes (GENC) Standard. In addition, ADC 448A changed the DoDAAD application to generate the in-the-clear Country Name in the fifth address line based on the Country Code entered into the Country Code data field by the CSP. This portion of the ADC has been implemented in the DoDAAD application.
- (d) The Chair proposed that a PDC be written and staffed that would restrict the entry of data when the Free Form option is chosen to allow only messaging information to be entered on the first two addressing data entry lines. The remaining addressing lines will not be available for data entry. The PRC membership was in agreement. The Chair will consider if that PDC addressing the restrictions on the Free Form option should also include a request that DAAS concurrently

implement “Non US City/Postal Code Flag” to compliment the Free Form option change and to the simplify data entry and eliminate potential data inconsistencies.

- (2) **Action Item:** The DoDAAD Chair will staff a PDC that will change the DLA Transaction Services DoDAAD Web Update Application Free Form option capabilities to restrict its usage to special messages.

**f. Country Code Update**

**(1) Discussion:**

(a) The update consisted of the following key points: (1) the National Institute of Standards withdrew the Federal Information Processing Standard 10-4, Country Code designation in September 2008; (2) DoD established by charter a Country Code Working Group (CCWG) under the National Geospatial Agency (NGA) to develop the promulgate an new country code standard entitled the GENC founded on the International Standards Organization (ISO) 3166-1 standard; (3) DLMSO is a voting member of the CCWG; (4) the first version of the GENC has been voted on, approved, and published; (5) NGA, in concert with the Defense Information Systems Agency (DISA), is developing a mediation capability to enable historical mappings which should be available for use in late 2013; and (6) OUSD AT&L is in the final stages of issuing a policy memorandum that will provide implementing guidance to the Department.

(b) ADC 448 was issued to implement the changes to logistics applications necessary to implement the GENC standard based on the initial AT&L implementation date of the end of December 2012. Neither the GENC nor the mediation capabilities were available to meet that original date; therefore, ADC 448B was issued suspending the implementation date for the portion of ADC 448 related to implementing the GENC. With the impending AT&L new guidance which is expected to mandate an implementation date by the end of 2014, DLMSO will issue an addendum to ADC 448 that provides a new implementation date for the new GENC standard in logistics applications on a specified date with sufficient lead time for the Components to accomplish the transition within the AT&L mandated implementation date.

- (2) **Actions:** DLMS issue an addendum ADC 448 in response to the AT&L implementation policy guidance. Current status of this is pending AT&L’s guidance/direction.

**g. Open Topics.** Additional, non-scripted topics were brought up by PRC Members and attendees at the PRC as follows:


**(1) Re-using Deleted DoDAACs**

(a) **Discussion:** The Air Force CSP brought up an issue regarding a possible application gap regarding DoDAAC delete actions when the DoDAAC is later reused.

- (b) **Action:** The Air Force agreed to write up the issue and provide examples and DLMS and DLA Transaction Services will research.
- (2) **Topics Out of Scope.** Several additional topics came up during prior agenda topics that are noted here but are outside the scope of the DoDAAD PRC for action. Those topics are:
- (a) The GSA CSP indicated there were issues regarding both DoD eMall and GSA Advantage not validating DoDAACs prior to online sale transactions. GSA will refer to Supply PRC.
  - (b) GSA also brought up issues it is having with its "GY" DoDAACs regarding credit versus not credit sales. GSA will submit to Supply and Finance PRCs.
  - (c) DSS cancelling Army cancellation alerts was identified as a MILSTRIP policy issue that will be addressed to the Supply PRC.
  - (d) The Army CSP raised the issue that Contractors frequently still have materiel after the end of the contract period. The policy is to delete Contractor DoDAACs as of the ending date of the contract, doing so causes issues in getting transactions to process through DLA Transaction Services. It was determined that this is a contract administration issue and by practice, a contract is not closed out until all Government property is returned to the Government or transferred at the Government direction to another contract; however, by policy, all GFP should be returned to the Government by the end of the term of the contract.
- (3) **DPAP Topics.** DPAP also introduced three topics and very briefly spoke to each: (1) Government Accountability and Transparency Board, (2) DoDAAC Hierarchy ("family tree"), and (3) the Procurement Authority Flag. The Chair acknowledged DPAP's comments and deferred discussion on these to a later time.

**3. Concluding Remarks.** The DoDAAD PRC Chair extends his sincere appreciation to those who participated in the PRC. The discussions were very productive. Thank you.

  
THOMAS A. DELANEY  
Chair DoDAAD PRC

Approved   
DONALD C. PIPP  
Director  
DLA Logistics Management  
Standards Office