



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

IN REPLY
REFER TO

DLMSO

March 22, 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Logistics Management System (DLMS) DoD Activity Address Directory Process Review Committee (DoDAAD PRC) Meeting of 18 March 2010

The attached minutes of the DoDAAD PRC Meeting are forwarded for information and appropriate action. The next meeting will be scheduled at a later date.

The Defense Logistics Management Standards Office point of contact is Robert Hammond, 703-767-2117 or email Robert.Hammond@dla.mil.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", written over a large, stylized circular flourish.

DONALD C. PIPP

Director

Defense Logistics Management
Standards Office

Attachment

Cc:
DUSD (L&MR) SCI
DoDAAD PRC



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MEMORANDUM FOR RECORD

SUBJECT: Defense Logistics Management System (DLMS) DoD Activity Address Directory Process Review Committee (DoDAAD PRC) Meeting of 18 March 2010

Purpose: Defense Logistics Management Standards Office (DLMSO) hosted the subject meeting at a conference facility located at 2750 Prosperity Avenue, Fairfax, VA. Defense Connect Online (DCO) was used to provide real-time viewing on off-site computer screens of the presentations for those participants who were calling into the meeting. Specific discussion topics are noted below. A list of attendees is shown at Enclosure (1). All meeting handouts and briefing material are available on the DoDAAD PRC Agenda at: <http://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/default.asp>.

Brief Summary of Discussion: Bob Hammond, DoDAAD PRC Chair, facilitated the meeting discussions.

Review of Meeting Topics:

1. Point of Contact (POC) Fields.

- a. DoD 4000.25-M Volume 6, C2.5.2.2 indicates that the POC information is mandatory, but does not indicate what kind of POC should be identified (e.g., general DoDAAC info, billing, transportation, DoDAAC Monitor etc.), nor does it indicate what the DoDAAC monitor should do if this information is not available. There is considerable confusion regarding the need for and purpose of these fields. DAASC does not currently enforce an edit as a mandatory entry.
- b. A review of POC statistics as of 24 Feb 2010 indicates that there are 143,364 DoDAACs with no POC and 97,512 DoDAACs with POCs assigned. Army accounts for 84, 812 of the DoDAACs with POCs assigned. There are Army POCs assigned to 3,000 or more DoDAACs. Army and other DoDAAC monitors confirmed that existing POCs are related to the person who initiated the DoDAAC action and not to a shipment POC. All agreed that the POC field needs to be renamed "DoDAAC POC" and that DAASC should not enforce an edit for the existing POC fields for new or modified DoDAACs at this time. A PDC will be required, as discussed below.
- c. Gary Friedrich, USTRANSCOM (USTC) and Gordon Fitzpatrick, Air Force briefed on current efforts to obtain shipment POCs to support Cargo Movement Operations System (CMOS). A proposal was made for a new requirement for DoDAAD to add fields to TACs, 1, 2 and 4 for shipping POCs, which would be mandatory for new or modified DoDAACs. Initial data source for phone numbers

might be extraction from phone numbers embedded in TAC address lines 1 – 4.
Concerns raised include:

- i. Need for and availability of POC/phone numbers for all DoDAACs, particularly for deployed units.
- ii. Ongoing source of and responsibility for validating and maintaining current POC information, as POCs would be expected to change frequently.
- iii. Possible shift in responsibility from USTC to DoDAAD as the source of Transportation Management Office information relative to terminal facilities POC information.
- iv. Relationship to MIL-STD 129p for military marking, shipment and storage.

d. ACTION.

- i. Gary Friedrich, USTC, will draft a joint DoDAAD/Supply PDC to address USTC proposal for shipping POCs by 30 April 2010.
- ii. Bob Hammond, DLMSO, will address the existing POC field in the same PDC, TBD.

2. Enhance DAASC DoDAAD Web Update Application to Include Workflow

- a. **Concept.** Form a working group, to explore formation of enhancing the DAASC web update application to include workflow processes for all who need them.
- b. **Background.**
 - i. In 2001, OSD directed DLA to develop a reengineered DODAAD system that "shall provide a single authoritative source for all activity address information support real-time query and input/update." Done.
 - ii. USA and USAF had developed input/update applications with unique workflow processes. USA/USAF applications update the DODAAD via direct database to database data transfer with DAASC.
 - iii. There is no workflow in the DAAS application.
 - iv. There are many excellent aspects to the USA and USAF workflow applications, but many disadvantages such as: data accuracy, data timeliness, lack of important data fields (e.g. the authority code), lack of standard edits, ongoing maintenance costs, and data transmission issues.
 - v. OSD discourages Components developing DODAAD applications independently when the authorized DAASC DoDAAD update application could be enhanced to incorporate the best features of all, and provide for uniformity of this vital application.
- c. **Presentations.**
 - i. DAAS DoDAAD Web Update Application by Larry Tanner, DLMSO.
 - ii. Air Force DoDAAD Web Update Application by Jay Barber and. Judy Oldham, USAF.
 - iii. Army DoDAAD Web Update Application by Jaimie Barbie, USA.
- d. **Unanimous Agreement.** All CSPs represented supported formation of the working group and pledged to support it.
- e. **ACTION.** Bob Hammond, DLMSO, convene the initial working group meeting by 14 May 2010.

3. **BBB/CCP Change Proposal (PDC 379).**
 - a. PDC 379 was reviewed. PDC 379 proposes to implement the use of the Break Bulk Point (BBP) and Container Consolidation Point (CCP) data fields in the DoDAAD for their intended purpose under DoDAAD reengineering, as separate, discrete data fields, rather than as a single, multi-use field. This will require phased implementation.
 - b. **ACTION.** All, provide comments/concurrence due by March 26, 2010.

4. **DoDAAC Edits Logistics Bills and Requisitions (ADC 354).**
 - a. Summary of ADC 354/ADC 262 regarding deleted DoDAACs.
 - i. Sources of Supply may automatically initiate cancellation of unfilled quantities of material obligations or open requisitions upon deletion of a DoDAAC cited as a requisitioner, ship-to or bill-to activity.
 - ii. DAAS edits reject new requisitions
 - iii. Deleted DODAAC remains on the DoDAAD master file for five years to clear outstanding shipments and bills.
 - b. A possible new authority code for non-interfund billing is being considered, and may be staffed as a PDC.

5. **Authority Codes.**
 - a. Authority Codes were created to restrict use of the DoDAAC for various reasons, such as Ship-to Only, Free Issue or Administrative. Existing DoDAACs were set to Authority Code 00 (Requisitioner) and CSPs were to review and change as needed. Of 241,140 DoDAACs in the DoDAAD on 24 Feb 2010, 205, 981 had authority code 00.
 - b. CSPs are aware of the need to review authority codes for their DoDAACs. USMC indicated that comprehensive review is in progress.
 - c. Army and Air Force have not fully implemented all authority codes in their respective DoDAAD update applications, but they do set some authority codes.
 - d. New authority codes can be added through the DLMS change process.
 - e. The default setting on the DAAS DoDAAD update application is authority code 00. DLMSO is considering a PDC to remove the default setting.
 - f. It was noted that GSA Global is not validating authority codes.
 - g. **ACTION:** Dan Hupfer, GSA, report on the status and planned implementation of authority code edits in GSA Global by 30 April 2010.
 - i. Subsequent to the meeting, GSA provided the following response: "GSA will implement the authority code requirement during as of now an undetermined phase of modernization, hopefully sometime in calendar year 2012."

6. **Multiple Contracts In the DoDAAD.**
 - a. ADC 298 implemented mandatory fields for contract information for contractor DoDAACs authorized by DoD 4000.25-1-M, AP2.2, and defined a new search capability for the contract to assist CSPs in identifying expiring/expired contracts for appropriate action. A requirement limiting one contract per DoDAAC was included in the PDC, but was removed from the ADC because of non-concurrence by some Components. The search capability has been implemented.

- b. ADC 323 included support for multiple contracts per DoDAAC to allow CSPs to load all contracts associated with a DoDAAC and to search for expiring/expired contracts to delete the associated DoDAACs. Only Air Force and Navy reported allowing multiple contracts per DoDAAC. They reported that the longest running contract is entered into the DoDAAD, and that processes are in place external to the DODAAD to track contract expirations. Further, USAF and USN indicated that identifying multiple contracts in the DoDAAD for tracking is not desired.
 - c. No requirement currently exists, and implementing multiple contracts per DoDAAC would have negative impacts on systems receiving replicated data from the DoDAAD.
 - d. **ACTION.** Bob Hammond, DLMSO, initiate a PDC to amend ADC 323 to remove the approved change for multiple contracts per DoDAAC in the DoDAAD by 5 May 2010.
7. **Special Programs Such as 1122 Program.** The 1122 Program, under the executive agency of U.S. Army, is an example of one special program making DoD/Federal Agency supply system material available to State and Local Government entities for specified purposes. There currently is no DoDAAC series to accommodate the fact that these requisitioners are neither Federal nor DoD entities. Draft PDC 397 was reviewed, which proposes a new numeric alpha DoDAAC series that would be recognized as non-DoD/non-Federal DoDAACs for these programs. Draft PDC 397 also proposes DLMS procedures for the 1122 Program.
8. **City State Zip Validation (PDC 392)**
- a. 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. As of 10 March 2010, there were 17,429 DoDAAC TACs with invalid city names, 796 DoDAAC TACs with invalid state/zip code combinations and 6,025 DoDAAC TACs with invalid zip codes (zip code not in the USPS table).
 - c. **ACTION.** All, provide responses to PDC 392 by 9 April 2010.
9. **Changes to Air Channel.**
- a. There are times when the Air Channel listing is changed. DAASC receives an automated feed from Air Mobility Command (AMC) and automatically updates the drop-down listing on DoDAAD web update for the APOD to ensure that only valid/current APODs are selected going forward.
 - b. CSPs should work with AMC to get on distribution for APOD change messages in order to run queries of existing DoDAACs and to update them accordingly with the appropriate new port codes related to new channels.
10. **TAC 2 Addresses and Port Codes**
- a. Chip Dodge, DLA, made a presentation on how bad port codes (APOD/WPOD) within the DoDAAD cause shipment problems.
 - b. Chip suggested that there may be an opportunity to develop suggested construct for TAC 2 addresses and that this might be a topic for the working group exploring work flow for the DoDAAD.

- c. LCDR David Hazlehurst, CENTCOM, indicated that he is developing a TAC 2 address prototype for deployed units in the CENTCOM AOR and is planning to prepare a message to advise all.

11. Remove Unused Fields.

- a. There are unused fields on the DoDAAD database, which can cause confusion. Customers forget they are not populated and attempt to use these fields or question why they are not populated. The fields are:
 - i. ***Geographic Location Code*** – this field is a 2 character field that was added during the DoDAAD reengineering. There are some records with Geographic Location Codes, but the data appears to be old and not maintained. USAF reported having some DoDAACs with Geographic Location Codes
 - ii. ***LATIT*** – this field is a 6 character field to hold Latitude, but it not used.
 - iii. ***LON*** – this field is a 6 character field to hold Longitude, but it not used.
- b. Removing these fields from the database may cause problems for systems receiving replicated data from DAASC, but it may be desirable to grey out these fields on the DoDAAD web update application and annotate the DoDAAD Master File Layout to indicate that they are not used. It may be desirable to remove existing Geographic Location Codes, if there is no impact.
- c. **ACTION.** CSPs review the need for Geographic Location Code field and report findings by 30 April 2010.

12. International Postal Code Formats

- a. Each country has unique requirements for how the city, zip and country should be formatted (see link): <http://www.bitboost.com/ref/international-address-formats.html>.
- b. CSPs were asked if there would be value to including the international address formats link above to the DAASC web input application. There was no interest.

13. IPC (Zip code) Validation.

- a. International Postal Codes are not validated.
- b. CSPs indicated that there would be value researching the availability of automated sources for different countries, such as the USPS table.
- c. Subsequent to the meeting, DLMSO indicated that Dorothy Harris, USTRANSCOM, will be contacted to determine if there is a known source for this data.

14. GSA Unique Data fields

- a. The new GSA unique fields have been linked to the DoDAAD database. The new fields and descriptions can be found in ADC 298. These fields may only be updated by GSA, but are available for access by anyone through eDAASINQ. Also, the GSA fields may be replicated to a Component's database, if requested. Currently, GSA data is only being replicated to GSA.
- b. GSA is expected to come online soon to use the DAAS DoDAAD web update application to update their DoDAACs, including GSA unique data.

15. Enhanced DAAS Inquiry (eDAASINQ) Demonstration

- a. eDAASINQ has been CAC/PKI enabled and requires a Systems Access Request. Components/Agencies hosting web DoDAAD inquiry sites should review Component requirements for web access to such data.
- b. Larry Tanner, DLMSO, made a presentation on eDAASINQ.

16. Tour of DLMSO Web Site. <http://www.dla.mil/j-6/dlms/>. Larry Tanner, DLMSO presented a tour of the DLMSO web site.