IN REPLY
REFER TO   DLMSO

August 10, 2004

MEMORANDUM FOR RECORD

SUBJECT: Department of Defense Activity Address Directory (DODAAD) Process
            Review Committee (PRC) Meeting, June 21-22, 2004

Defense Logistics Management Standards Office (DLMSO) held the DODAAD PRC meeting at the Defense Automated Addressing System Center (DAASC) on June 21 and 22, 2004. The purpose of the meeting was to discuss the current status, to determine the actions necessary to complete the first phase of the DODAAD Reengineering Initiative, and to begin identification of the phase 2 requirements. Attachment 1 is a list of attendees and Attachment 2 is the agenda for the meeting.

The meeting began with a discussion of the actions that are required to construct a good clean initial database. All the discussions that occurred during the two-day meeting that dealt with data purification to establish the initial database will be covered in this beginning section of the minutes.

     a.   The first item discussed was non-conforming last address lines. One of the requirements of the reengineered system is that the city, state/province/country and ZIP Code fields be separately identified in the new database. The existing database needs to be converted to the new file structure ensuring that the data in the last address line is separately identified. DAASC showed how it has parsed the last line using programmatic criteria of as many addresses as possible. DAASC showed on the screen and provided a listing to the Central Service Points (CSPs) of the DOD Activity Address Codes (DODAACs) with non-conforming last address lines. Time was spent looking at some non conforming records for each of the Components. These non conforming address lines need to be modified to ensure conformance prior to establishment of the new database. The CSPs agreed to review the non-conforming address lines that they have responsibility for and to take action via one of the following means to bring those addresses into conformance:

     (1)   DAASC offered that if the CSPs can identify programmatic keys that they can use on blocks of non-conforming address lines it will fix them for the CSPs.

     (2)   The continued integrity of the last address line data fields will not be a problem for those CSPs making use of the new Web site for file maintenance actions due to the drop down menus. However, those using the current TA_ transaction update process (which will be maintained through September 30, 2005) will need to strictly adhere to the format specified in DOD 4000.25-6-M, Appendices B1 and B2 for the last address line using

the specified fields for City (positions 14-33)/State/Province/Country (35-36) and Postal ZIP Code (39-48) composed of five position ZIP Code in 39-43, dash (-) in 44, four-digit supplemental ZIP Code in (45-48) if using legacy transactions. TA_ transactions that don't adhere to the last address line criteria will be rejected by DAASC and sent back to the sender. Exceptions will be Air Force DODAACs with the word "Controlled" or "Closed" in the first address line of the TAC 1 or TAC 2; Navy DODAACs with the word "Phone" in the first five positions of the last address line of a TAC 2 address. DAASC will insert edits into the update program that will reject to sender those transactions that violate the format, unless these exception criteria are met.

(3)   The PRC membership agreed to the following modification to the TA_ transaction format and processing for the last address line. In order to ensure that there is no confusion between Country and State Codes submitted via TA_ transactions it was agreed that record position 4 will contain a "C" if the code in positions 35-36 is a country code and an "S" in record position 4 if the code in positions 35-36 is a state code. Use of position 4 will be mandatory to ensure that there is no confusion for conditions such California versus Canada, both of which have a code designation of 'CA". DAASC will include edits to ensure record position 4 contains a "C" or an "S".

b.   The Committee discussed the Container Consolidation Point (CCP) and Air Line Of Communication (ALOC) codes that are currently in use by Distribution Standard System (DSS). It was concluded that the CCP and ALOC codes that are identified to a particular DODAAD that currently reside in the DSS files are the best source to initially load the new DODAAD database; accordingly the following actions will be accomplished:

(1)   The Defense Logistics Agency Systems Integration Office (DSIO) will keep the current CCP assignments in DSS and pass those data field assignments to DAASC as the initial load for the new database of those fields.

(2)   DSIO will provide electronic listing of the current CCP and ALOC assignments to the DODAAD PRC Chair who will forward to the appropriate CSPs for review and correction. Corrections will be sent to the DODAAD PRC Chair who will work with DAASC to ensure that the new database is loaded with the correct CCP and ALOC codes.

(3)   It was agreed that the Break Bulk Point (BBP) Code and CCP code should have separate data fields and that this will be an enhancement that DAASC will incorporate into the database and Web site by October 2004.

(4)   The Army will provide DSIO with a list of DODAACs that it does not want to be supported through a CCP. This is a one-time requirement to allow DSS to do an immediate internal DSS reference file maintenance, future changes will be handled by the Army CSP maintaining these fields via the Web site, and DSS making use of the new database CCP and ALOC codes.

c. The POC field was discussed and DAASC stated that the CSP is the default. The Army stated that it has current and correct POC data on its Logistics Support Activity (LOGSA) DODAAD file and it was agreed that DAASC and LOGSA would work together to accomplish an initial Army DODAAC POC load of the new database from the United States Army Materiel Command (USAMC) LOGSA database. The other CSPs will modify the POC data using the new DODAAD Web site.

Each of the CSPs needs to review the Major Command/Claimant drop down boxes on the DAASC test Web site. Recommended changes and additions shall be provided to DAASC and the DODAAD PRC Chairman. This review needs to be completed by the end of July.

DAASC demonstrated the capabilities and use of the new Web site for maintenance of DODAAD data. DAASC demonstrated that it had incorporated enhancements that were identified at the April meeting such as addition of a drop-down menu to accommodate Canadian Provinces. The Web site preformed very well. Both the Navy and Air Force intend to be early users.

The Army demonstrated the Web site that they are developing to support the CSP function performed at the LOGSA. As expected, there are a lot of similarities of the two Web sites. The Army needs to do a careful review of the drop-down menus to insure that they are the same, and if not, take the necessary actions to make them identical. Since the use of drop-down menus is the primary methodology to ensure data accuracy, anyone not using the DODAAD Web site for DODAAD maintenance must ensure that the drop-down menus and corresponding code structures are identical to those used by the DODAAD Web site/system. It appears that the Army intents to continue developing and use their Web site for the maintenance of Army DODAACs rather than using the DODAAD Web site. Consequently, DLMSO, the Army and DAASC need to schedule a meeting to determine the most effective architectural relationship between the two Web sites/systems/databases to ensure that the goals of the functional requirements document approved by the DODAAD PRC are met. The meeting is tentatively scheduled for October 18, 2004, at LOGSA, the day before the next DODAAD PRC meeting which will also be at LOGSA on October 19 and 20, 2004. Based on recent emails the DLMSO/ARMY/DAASC meeting could be held sooner if the Army desires; however, any changes to that meeting will not affect the PRC meeting dates.

The proposal from the April meeting to establish the Defense Distribution Center (DDC) as an emergency CSP was withdrawn by the DDC without discussion.

DAASC provided an update on status of the DODAAD servers/database and software. Both DSIO and DAASC technical experts are working together to establish a successful test environment. There are a number of technical issues that are being worked and weekly situation report teleconferences are being held to ensure that everyone is informed and that the issues get resolved. The status of obtaining certification of the DODAAD web application was discussed; there are only a few more requirements to be met; DAASC has the action.

The use of authority codes was discussed and it was decided that the authority codes will initially be limited to those below with others being added as the need arises. The business rules applicable to DAASC processing and Component application systems for the use of authority codes will be discussed at the next meeting. DLMSO will prepare draft business rules and send out prior to the next meeting.

    a. requisition
    b. Non-Requisition
    c. Ship To Only
    d. Finance
    e. Do not Ship To
    f. Defense Reutilization and Marketing Service (DRMS)
    f. Free Issue
    g. Administrative

DLMSO provided an update of the progress on the Memorandum Of Agreement (MOA) that would make FedReg be the application used by all Federal Departments/Agencies (including DOD) to perform file maintenance of the FedReg data and to perform inquiries of the database as long as the user had a .mil or .gov address and permissions. Under the MOA the DODAAD would serve as the basis for establishing the initial core data in the FedReg for DOD activities in a similar manor that Dunn & Bradstreet (D&B) establishes core data in the FedReg for non-DOD federal activities. When MOA and the system adjustments to support it are in place, DAASC will provide core FedReg data from the DODAAD and the FedReg Program Office will establish an Agency Registration Official (ARO) for DOD, with the Components establishing subordinate AROs to maintain the data over and above the core. The FedReg AROs would be separate and succinct from the CSPs responsible for the DODAAD. They will maintain FedReg unique data, most of which is financial in nature. Copies of the MOA (Attachment 3) were provided. The OSD Policy memorandum "Implementation of the Department of Defense (DOD) Trading Partner Number (TPN) for Intra-governmental Transactions, dated October 14, 2003, (Attachment 4) was also handed out. The policy states that, Federal Agency activities engaged in the buying or selling of goods or services to or from other Federal Agency activities must have a TPN. For DOD activities that means they must first acquire a DODAAC since the TPN is derived from the DODAAC.

The Chairman passed out requirements the Defense Logistics Management System Financial Process Review Committee requested that the reengineered DODAAD support, (Attachment 5). The accounting station has been included. The discussion of accountable station requirement lead to the discovery that the accounting station field is six characters long in the DOD Financial Management Regulation (handed out) and in the new DODAAD database but only five characters long in the current Army database. Post meeting research determined the listing handed out was an old listing and the accounting station code is a maximum of six alphanumeric positions, but can be five. The authoritative database for accounting stations can be found at:
http://referencetool.dfas.mil/pls/DFASRTV/vpoc1040$.startup. It may be possible to populate the DODAAD TAC 3 address lines from this database by just entering the Accountable Station Code, when the Bill-To address is the accounting station. Time did not

permit a thorough discussion of other requirements; consequently, the Chair requested that everyone review them and provide their comments to him. Comments will be on the agenda for the October meeting.

DLMSO agreed to take the action to initiate contact with the United States Transportation Command to determine if an automated feed to DODAAD can be established to update Port and Channel data as a future enhancement. The feasibility of an automated feed will be presented at the October meeting.

The meeting was well attended and very productive due to the enthusiasm and knowledge of all the participants. The next meeting will be held on October 19 and 20, 2004. I extend my personal thanks to all attendees, especially to Mr. Michael Humenansky who participated both days despite severe discomfort.

for JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachments

DISTRIBUTION:
Attendees