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IN REPLY
REFER TO   J627

October 31, 2014

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Defense Logistics Management System (DLMS), DoD Activity Address Directory
(DoDAAD) Process Review Committee (PRC) Meeting of September 25, 2014

The attached minutes of the DoDAAD PRC of September 25, 2014 are forwarded for your
information and action as appropriate.

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DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD(SCI)

October 31, 2014

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

SUBJECT: DoDAAD PRC Meeting, September 25, 2014

1. **Purpose**: Defense Logistics Management Standards Office convened a meeting of the
DoDAAD PRC on September 25, 2014 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/dlmso/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 and the DoDAAD Web Page**

      (1) Discussion: The DoDAAD Chair opened the meeting by welcoming everyone, and then
      introduced the Director of DLMSO, who provided some opening remarks, and then
      introduced Ms Jan Mulligan from ODASD SCI. After her opening remarks, the Chair
      provided a few administrative comments and presented the meeting's opening series of
      charts before opening the floor up for introductions. After introductions, the Chair level-
      set the committee by covering the PRC policy chain of authority, governance process,
      players and their respective roles in the governance of the DoDAAD, and final
      comments on the growing use of the DoDAAC and its role in achieving audit readiness
      for the DoD. Afterwards, a quick demo of the wealth of resources available on the
      DLMSO Website DoDAAD Web page was also provided.

      (2) Action Items: There were no specific action items from this portion of the meeting.

   b. **What's Happened Since the Last DPRC**

      (1) Discussion: The Chair directed the Committee's attention to a series of slides that laid
      out achievements since the last DRPC, as well as some ongoing issues, yet to be resolved.
      Current efforts were also identified, many of which form the basis of this PRC's agenda.

         a. Accomplishments

            - DoDAAC Data Call
            - H Series DoDAAC Cleanup (Mar – May)
               o Formally established HPH Series (May – Jul)
               o Eliminate HZ Series (May – Jul)

- o Delete HV DoDAACs (Apr/May)
- o NSA DoDAACs (Mar – May)
- o Cryptographic Systems Group removed (Apr/May)
- o Eliminated LESO (Apr/May)
- o H Series MAJCOMs Implemented (Aug)
- New CSP & Monitor Template (May)
- Published ADC 1061 - Vol 6, Chapter 2 (Jun)
- ADC 384D – Energy Convergence (Aug)
- Published ADC 1061A (Aug)
  - o DoDAAD Series Table
- DRPC Appointment Letter Template (Sep)
- Restructure DPRC Webpage (Sep)
- SPLC Code Clarification (Oct)
- AAI vs. ADSN
- Discrepant Fuel Charges for USMC
- Published ADC 1061B (Dec)
  - o DoDAAD Master File Layout v Headers, eDAASINQ & Update Application
  - o USTRANSCOM HTC
  - o PLAD data in the DoDAAD
- DoDAAD Workflow (OBE)
- SCR for Bulk RM to TRIS
- DLA and DCMA Cleanup
- ADC 1074 Free Form
- ADC 1075 - GENC
- PDC 1100 - USTRANSCOM Acq CTR DoDAAC Series
- PDC 1101 - USNORTHCOM DoDAAC Series
- DLAI for DoDAAD Management (Pending)
- Customer Master Cleanup (Pending)
- DLA DoDAAC Assignment Logic and MAJCOMs
- Standardized DoDAAC/RIC Request
- New DoDAAD Update Application SOP
- Withdrew ADC 1032
- Published ADC 384E
- Navy CPI Project & UIC Working Group (Pending)
- Functional Roles - Additional Monitor Restrictions for DoDAAD Update Application (Pending)
- PDC 1046 - RIC/DODAAC (Pending)
- PDC 1116 for Unique CTR DoDAAC per Contract (Pending)
- CAGE/DoDAAD/EDA (Ongoing)
- DoDAACs and UICs (Ongoing)
- ADC 1117 (Published; pending implementation)

b. Current Events

- ADC 1117: DoDAAC Authority Code and Type Address Code (TAC) Rules
- PDC 1144: DoDAAD Reports
- PDC 1046: Routing Identifier Code (RIC) and DoD Address Code (DoDAAC) Relationship (DoDAAD)
- PDC 1116: Contractor DoDAAC Unique to a Contract
- PDC 1143: DoDAAD Data Security
- PDC 1145: DoDAAD Output
- PDC 1146: Functional Monitors
- PDC 1148: Permanent DoDAACs
- DoDAAD Unique Processing Rules
- COMMRI Management
- Discrete Data
- Navy CPI Project and UIC Working Group
- GSA Project
- Organization Identifiers
- CAGE & DoDAAC
- DLA Customer Master Cleanup
- DoDAAD Monthly Metrics Report

(2) **Action Items**: There were no specific action items from this portion of the meeting.

c. **ADC 1117**

(1) **Discussion**: The Chair provided an update on the status of ADC 1117 which was scheduled for implementation by DLA Transaction Services for January of 2015. This ADC was published to accomplish several benefits:

a. It corrected a problem that occurred pursuant to the implementation of ADC 1074 when using the Message Entry function.

b. It tied TACs to Authority Codes to ensure that the appropriate TAC was entered relative to the Authority Code selected (i.e., authority code 01 for ship-to only would require a shipping (TAC2) address, etc.)

c. It removed the TAC4, since this was not being used.

(2) **Action Items**: There were no specific action items from this portion of the meeting except to note that DLA Transaction Services had scheduled this for January 2015 implementation.

d. **DoDAAD Management: a CSP Responsibility.** The Chair outlined a theme for the preponderance of the remaining time of the PRC which focuses on DoDAAD Management and the various responsibilities of a CSP that, if/when executed, provide for a number of

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benefits to the Components' and the DoD. The following sub-topics were briefed and are germane:

(1) <u>DoDAAC Rejects for Interfund Bills</u>

    a. <u>Discussion</u>: The Chair of the Finance PRC, Bob Hammond, briefed this topic to point out significant problems associated with rejected bills and what the CSPs can do to resolve many of these issues. Bills fail DAAS edits when the DoDAAC is invalid (not in the Authoritative DLA Transaction Services DoDAAD database) or when the authority code associated with the requisitioner or bill-to party is not authorized for that purpose. The primary reason for rejected bills is authority code changes after requisitions have been submitted or changes after the DoDAAC has been linked to a non-traditional supply process (e.g. fuel Vehicle Link Key or credit card), such that the customer has already gotten the materiel, but the bill fails. This causes extensive, costly manual work on for both the buyer and seller, introduces audit readiness concerns and often results in unmatched financial transactions with the wrong party ultimately being billed.

    b. <u>Action Items</u>: No specific action items were taken or levied against the Committee from this topic.

(2) <u>PDC 1144 – DoDAAD Error Reports</u>

    c. <u>Discussion</u>: Larry Tanner briefed this portion of the meeting to elaborate on what was intended in the soon-to-be-released PDC, which will afford various reports to CSPs to help in cleaning up data. These reports will be located within the eDAASINQ application.

    d. <u>Action Items</u>: The following action items were levied upon the Committee:

        1) Services (CSPs) need to review the PDC when staffed.
        2) Once published, CSPs need to actively work these reports.
        3) Suspense Date: Per the PDC (forthcoming).

(3) <u>Service-Unique Processing Rules</u>

    a. <u>Discussion</u>: Many Service-unique rules exist that have been programmed over time by DAASC/DLA Transaction Services that were not documented through the formal PRC process (i.e., PDC/ADC). For the most part, these changes were requested by the respective component and were not intended to impact other Components or overarching policy and procedures. Inasmuch as these changes were not documented, even the Component involved has limited understanding of these rules, and over time, some of the rules may no longer be needed, or appropriate and serious problems are encountered when proposing changes, because we do not know the baseline from which changes need to be made. The Chair requested the Components diligently

pursue this issue and work with DLA Transaction Services to obtain and document these rules.

b. **Action Items**: The following action items were levied upon the Committee:

1) Need each CSP to review their policy(ies) and internal procedures for any unique processing rules that require documentation.
2) If you need assistance in obtaining any of this information, please contact DLMSO and/or DLA Transaction Services.
3) Suspense date: Next PRC (6 months).

(4) **COMMRI Management**

a. **Discussion**: COMMRI Management is a joint responsibility of the sender and receiver. While DLA Transaction Services may assign them, it is the responsibility of the Services (the CSPs) to manage them for assignment/use. However, obtaining a COMMRI happens between an individual and the Help Desk. The CSPs are not involved. This has been the process for decades. The Service don't know what COMMRIs belong to them nor for what all of them are used. We need to put the Services back in the game, sharing this responsibility, with the Services determining need. DLA Trans Svcs' role should be to assign and maintain the master list. Services should know which ones exist and for what uses.

b. **Action Items**: The following action items were levied upon the Committee:

1) Services need to obtain a list of COMMRIs from DLA Transaction Services for their respective Component.
2) Identify which COMMRIs are still valid and document their use.
3) DLA Transaction Services develop means to formally identify and save system, service, and POC information for every COMMRI established.
4) Suspense Date: Next PRC (6 months).

(5) **Discrete and Enhanced Data**

a. **Discussion**: Chair tabled the topic that DoDAACs are still being used in a very MILS-centric manner, whereby data is imbedded in TAC fields rather than using discrete data elements. This is a carry-over from MILS days when DoDAAC data was updated via 80cc TA_ transactions. Case in point cited during the PRC was for ADSN/FSN data which is imbedded in various ways in the TAC3 lines of DoDAACs.

b. **Action Items**: The following action items were levied upon the Committee:

1) Services need to identify instances in their own internal processes where data is being imbedded (e.g., MILS) instead of using discrete fields, and document them as service-unique processing rules.

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2) Services should identify instances where discrete fields could be used.
3) Services should always be actively looking at ways to modernize the DoDAAD to proffer new fields that could harness the power and functionality of the database.
4) Suspense Date: Next PRC (6 months).

(6) <u>PDC 1146 – Functional Monitors</u>

a. **<u>Discussion</u>**: Two of the four major Services have their own DoDAAC management systems. The remaining two (USN and USMC) have very manually-intensive and convoluted processes that make the task of maintain DoDAACs up-to-date tenuous, especially in light of high deployment optempo and limited personnel resources. To remedy this, the idea of a workflow was introduced at the 2010 PRC. This idea, however, was deemed untenable by DLA Trans Svcs. As a result, DLMSO proffered an alternative that would use current system architecture with some enhancements. USN and USMC have both expressed a desire toward this alternative, as well as a need to implement MAJCOM Monitors. PDC 1146 seeks to introduce this alternative as a force multiplier for the USN and USMC to effectively manage DoDAACs necessary to facilitate real world contingency operations and deployments.

b. **<u>Action Items</u>**: The following action items were levied upon the Committee:

1) Services identify need.
2) USN and USMC review current requirements.
3) Re-validate needs and/or identify new requirements.
4) Suspense Date: Next PRC (6 months).

(7) <u>PDC 1145 – Output</u>

a. **<u>Discussion</u>**: The Chair discussed the DoDAAC Data Call from the 2013 DPRC and elaborated that, while this standing data call requirement still exists, it highlighted the need to address how Components are obtaining and managing DoDAAC data at the enterprise level. Additionally, it was discussed how some of the data being consumed by Component systems is legacy data (i.e., 80cc TA_ format) which only consists of 26 out of 87 data elements of a DoDAAC today. This brief and PDC seek to address the need to migrate away from archaic and manually-intensive means for syndicating DoDAAC data (i.e., TA_ broadcasts via COMMRIs, SFTP folders, eDAASINQ accounts, etc.) and lay out a plan of action and milestones for the Services to obtain enterprise-level data syndication for DoDAAC data via point-to-point interfaces (i.e., data replication and/or web services). In order to accomplish this, the Services need to discover which systems they have that require DoDAAC data and determine how those systems are obtaining that data. Furthermore, they will need to identify the data needs and whether it is legacy data only (TA_ formatted data) or delimited data. It was further discussed that since the CSPs are the only formally-appointed members of a Component who are responsible for DoDAAC management, it should fall upon them to be included in

all Service-level requirements for DoDAAC/RIC data, to include requests for COMMRIs, and any Service requests for eDAASINQ accounts. DLA Trans Svcs will continue to honor any requests they receive for these, but it will be assumed that the Services have inserted these Service-level reviews up front, before they come to DLA Trans Svcs.

b. **Action Items**: The following action items were levied upon the Committee:

1) Services identify systems using TA_ data.
2) Services identify systems using manual delimited file downloads.
3) Services identify mitigation strategies to migrate legacy systems to full data via web services.
4) Suspense Date: Next PRC (6 months).

(8) PDC 1143 – DoDAAD Data Security

a. **Discussion**: The discussion revolved around the need to ensure proper handling and safeguarding of DoDAAC data as Controlled Unclassified Information For Official Use Only (CUI/FOUO). Emphasis was placed upon the Components need to implement proper controls to safeguard this data; while, DLMSO/DLA Trans Svcs will see to it that data and the system are systematically marked accordingly. Part of this emphasis is for the Components to review who has access to eDAASINQ and implement proper controls to ensure requestors of eDAASINQ accounts from DLA Trans Svcs have been approved by the Components (i.e., CSPs) with a legitimate need to know for access to this data.

b. **Action Items**: The following action items were levied upon the Committee:

1) Services review existing eDAASINQ accounts.
2) Services review internal procedures for obtaining eDAASINQ accounts.
3) Services identify feasibility of implementing additional review and controls.
4) Services develop new process and present to PRC.
5) Suspense Date: Next PRC (6 months).

(9) DoDAAD Modernization

a. **Discussion**: This discussion focused on Output and data security as mutually complementing issues which, together, address the larger need of migrating away from outdated MILS-centric data management and use into a DLMS environment, hallmarked by enterprise-level data management strategies and full data usage, in keeping with the DoD mandate to achieve full DLMS implementation by 2019.

b. **Action Items**: There were no specific action items from this portion of the meeting.

e. **PDC 1116 – Contractor DoDAAC Unique to a Contract**

   (1) **Discussion**: The discussion was introduced by the Chair and revisited the already staffed PDC on this topic. The Chair handed the discussion over to ODASD SCI to provide current status on this, and the way ahead.

   (2) **Action Items**: DASD SCI has this for action to adjudicate non-concurs on the PDC with Navy and Air Force.

f. **PDC 1148 – Permanent DoDAACs**

   (1) **Discussion**: The Chair identified that this requirement was originally imbedded in an ADC that addressed many other issues, and consequently, it was overlooked by the Components during staffing. It was also never implemented, from a DoDAAC perspective; however, the maintenance activities of the Components have been actively using this concept in the UID marking of legacy assets. The discussion focused on whether or not it was still feasible to implement this concept, six years after the fact. The recommendation from the Committee was that since the requirement originated with DPAP and SCI, it should be decided upon by them before returning this issue back to the DPRC for any further action.

   (2) **Action Items**: DLMSO will broker a meeting with DASD SCI and DPAP to re-validate requirement for this.

g. **Wrap Up & Saved Rounds**. There were no specific open discussions of non-agenda items brought up by Committee members, and no alibis were necessary. \

h. **Action Item Recapitulation**. A recap of the all action items laid out during the brief was provided with the intent of obtaining an update on these from the Components at the next DPRC, slated for March 2014. They are as follows:

   (1) PDC 1144
      a) Services (CSPs) need to review the PDC when staffed.
      b) Once published, CSPs need to actively work these reports.
      c) Suspense Date: Per the PDC (forthcoming).
   (2) Service Unique Processing Rules
      a) Need each CSP to review their policy(ies) and internal procedures for any unique processing rules that require documentation.
      b) If you need assistance in obtaining any of this information, please contact DLMSO and/or DLA Transaction Services.
      c) Suspense date: Next PRC (6 months).

   (3) COMMRI Management
      a) Services need to obtain a list of COMMRIs from DLA Transaction Services for their respective Component.

b) Identify which COMMRIs are still valid and document their use.

c) DLA Transaction Services develop means to formally identify and save system, service, and POC information for every COMMRI established.

d) Suspense Date: Next PRC (6 months).

(4) Discrete & Enhanced Data

a) Services need to identify instances in their own internal processes where data is being imbedded (e.g., MILS) instead of using discrete fields, and document them as service-unique processing rules.

b) Services should identify instances where discrete fields could be used.

c) Services should always be actively looking at ways to modernize the DoDAAD to proffer new fields that could harness the power and functionality of the database.

d) Suspense Date: Next PRC (6 months).

(5) PDC 1146 – Functional Monitors

a) Services identify need.

b) Services review current requirements.

c) Services re-validate needs and/or identify new requirements.

d) Suspense Date: Next PRC (6 months).

(6) PDC 1145 – Output

a) Services identify systems using TA_ data.

b) Services identify systems using manual delimited file downloads.

c) Services identify mitigation strategies to migrate legacy systems to full data via web services.

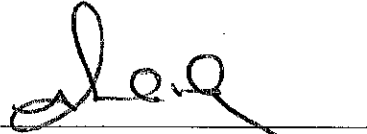d) Suspense Date: Next PRC (6 months).

(7) PDC 1143 – Security

a) Services review existing eDAASINQ accounts.

b) Services review internal procedures for obtaining eDAASINQ accounts.

c) Services identify feasibility of implementing additional review and controls.

d) Services develop new process and present to PRC.

e) Suspense Date: Next PRC (6 months).

(8) PDC 1116 – Contractor DoDAAC Unique to a Contract: DASD SCI will adjudicate non-concurs with USN and USAF.

(9) PDC 1148 – Permanent DoDAACs: DLMSO will broker a meeting with DASD SCI and DPAP to re-validate requirement for this.

i. **Concluding Remarks**. The Director of DLMSO and Ms Mulligan (ODASD SCI) both gave closing remarks and thanked everyone for participating. Chair closed the meeting with final farewells and thanks.

3. 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

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