



**DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

DLMSO

May 01, 2006

MEMORANDUM FOR RECORD

SUBJECT: Department of Defense Activity Address Directory (DODAAD) Process Review Committee (PRC) Meeting, March 8-9, 2006

The Defense Logistics Management Standards Office (DLMSO) held the PRC meeting at the Defense Automatic Addressing System Center (DAASC), Wright-Patterson AFB, Dayton, Ohio. The purpose of the meeting was to discuss the current status and future plans for the DODAAD reengineering initiative. These minutes cover discussions and agreements reached at the DODAAD PRC Meeting, March 8-9, 2006. Mr. Kristopher Haag, Office of Secretary of Defense (OSD) Business Transformation Agency (BTA), was a guest speaker and provided a brief overview of the agency and his role in the process.

Briefings were presented over the two-day meeting on the following topics: IntraGovernmental Transaction (IGT), Organization Unique Identifier (OUID) and Standard Financial Information Structure (SFIS), USTRANSCOM Table Management Distribution System (TMDS), and the DODAAC System Access Request (SAR), and the DODAAD Web application were demonstrated.

A handwritten signature in black ink, appearing to read "Donald C. Pipp".

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

PRC Meeting Minutes

March 08, 2006:

1) Meeting was chaired by Jack Carter. The first day of the PRC was devoted to presentations:

- a) System Access Request (SAR)
- b) Standard Financial Infrastructure (SFIS)
- c) IntraGovernmental Transaction (IGT)
- d) New Customs Requirements for Shipments
- e) DOD Supply Discrepancy Report (SDR)
- f) Authority Codes
- g) Table Management Distribution System (TMDS)
- h) Nation Geospatial Agency (NGA)
- i) DODAAD Implementation Plans and Schedules

2) System Access Request (SAR) Process – Jack Carter (DLMS)

- a) A System Access Request (SAR) must be submitted before access to the DODAAC Web site is granted. DODAAC Access for central service points is accessible through DAASC at: https://www.daas.dla.mil/sar/sar_menu.html
- b) The current approval process takes only a few days for a government employee. The request can be submitted online, and must be reviewed by DAASC before access can be granted. This request is required for both government and contractor access. It should be noted that contractor access requires a sponsor letter to be submitted by the government representative.
- c) Access generally can be granted within a couple of days for both government and contractor access requests.

3) SFIS Briefing for DODAAD Process - Mike Libutti (BTA)

- a) Standard Financial Infrastructure System (SFIS) is the DOD common business language being established to provide uniform financial reports and data aggregation across the DOD enterprise.
- b) There are 62 Data Elements in Phase 1, with embedded elements to track financial transaction from budget through execution.
- c) SFIS tracks information through a series of unique identifiers (UID), and the DODAAC plays a key role in establishing the UIDs and registries. The development of the registries is an ongoing process, and there are a number of working groups addressing the details of the processes and relationships among the family of UID registries.
- d) DODAAC Issues Chart stated:
 - DODAAC is not an Organization (*DLMSO disagrees with this comment and their response to this statement, and the three below*).
 - There is difficulty in the convergence of various datasets.

- Recommendation from SFIS is that DLIS add UIC to the BPN file to link CCR data (CAGE/DUNS) and FedReg data (DODAAC) to UIC.
 - UID PMO will lead the effort to determine the feasibility of changing the current process of assigning DODAACs on a one-to-one relationship with the CAGE code.
- e) SFIS Comment Summary
- SFIS and UID registries are fast moving ongoing initiatives that are supported at the highest levels within the Department of Defense.
 - DODAAC usage is expanding throughout the DOD and the DODAAC is a key component of the Demand UID, Item UID, and will likely become an attribute of the Organizational UID in the future.
 - UID (all variations) is growing and expanding across many functions within DOD. The DODAAC is a key component of these high level initiatives and as such the work of the DODAAD PRC is getting a lot of visibility.

4) BTA White Paper – Kim Pisall (Contractor for BTA)

Kim Pisall asked DLMSO to review a BTA White Paper on DODAAC relative to OUID initiative in preparation for a March 22, 2006 BTA meeting.

- **ACTION ITEM FOR DLMSO:** Review and provide comments on the BTA White Paper.

5) Intragovernmental Transactions (IGT) – Kris Humphrey (BTA)

- a) IGT Definition – Transactions involving sales, service or transfers between two entities with DoD and other Federal Agencies
- b) Goals and Challenges:
- Goals
 - Proper accounting and elimination of intragovernmental transactions
 - Improve DOD’s ability to deliver accurate, reliable data that enables meaningful, detailed spend analysis
 - Enhance Visibility into the buying and selling elements of IGT
 - Challenges
 - Absence of uniform procedures
 - Failure to follow established procedures
 - Failure to capture needed transaction-level detail
 - Failure to use common identifiers throughout the process
 - Untimely recording of financial events
 - Lack of visibility
- c) IGT and the DODAAC
- Business Partner Network Number (BPN) is required for both buyer and seller for each IGT order (per existing policy)
 - For DOD BPN, the DODAAC is preceded by the constant character “DOD” and forming the nine character BPN. This makes the DODAAC the critical key to determining the organizational (Service/Agency) affiliation of buyers

and sellers to support the financial eliminations and reconciliation processes when preparing financial statements.

- For civilian agencies the BPN is a DUNS number
- d) Defense Finance and Accounting Service (DFAS) is in the process of analyzing IGT implementation options and identifying pilot funding requirements/sources. The deployment of IGT to the logistics area is currently on hold.

6) New Customs Requirements for Shipments - Mark Libeck (DDC)

- a) Overseas shipments are having difficulty passing through Customs because the mailing addresses are not always clearly defined. Germany, for example, has held up shipments because it is not evident the shipment is U.S. Government goods going to a U.S. Government facility. For this reason the Defense Distribution Center (DDC) has requested a new “clear” text label (without acronyms, abbreviations, initials, and/or DOD jargon) to ensure recognition of all U. S. Government shipments.
- b) Commercial vendors are assigned DODAACs, but the current label does not define all the terms used in the label, nor does the current label clearly state that it is a U.S. Government shipment.
- c) The Current label does not contain “United States Government” as the first line of the address, as required by the German Customs agency.
- d) Jack Carter pointed out that the address length is restricted by the military address label and not the database. It would be more logical to add “U.S. Government” to the label when the label is printed, and not add this generic line of text into the DODAAD.
- e) After a discussion on the floor, it was determined that this issue could not be resolved in this forum. This issue was tabled and will be looked into further by DLMSO and DDC.
- f) **ACTION ITEM FOR DLMSO:** The Chair will work with DDC in addressing this issue and report back to the PRC at the next meeting. *Note: On March 16, DLMSO and DDC had a teleconference and this action item is back with the DDC to determine what changes can be made to the Distribution Standard System (DSS) to resolve the issue. The problem with the mailing address, based on this additional information, appears to be the address on the invoice and not the address label. DLMSO will await a report back from the DDC.*

7) DOD Supply Discrepancy Report (SDR) System E-mail POC list – Jack Carter (DLMSO)

- a) DLMSO submitted a proposal from Ellen Hilert, DLMSO, to add SDR Point of Contact (POC) information to the DODAAD. The current POC list was handed out by Jack Carter for review at the PRC meeting.
- b) In the proposal, DLMSO has requested that the SDR POC be filed on the DODAAD, but the question was raised if the DODAAD was the appropriate venue to store this information.

- c) One of the issues or potential problems noted at the meeting was the generic address allows for hundreds of possible points of contact. This led to a discussion on the volume of updates required to add and maintain this new requirement.
- d) The recommendation of the Committee was to have SDR maintain their unique POC within the SDR System.

8) Authority Codes – Jack Carter (DLMSO)

- a) Jack Carter outlined this current list of Authority Codes contained within the DODAAD, and presented a list of new codes needed for special processing requirements.
- b) First topic of discussion was the need for new Authority Codes to cover Contingency (Emergency) requirements. After hurricane Katrina hit New Orleans, there was a need to create new staging areas quickly to facilitate the deployment of supplies to the hurricane victims. DOD has allocated 20 codes that do not contain address information, but could be updated immediately in case of emergency. These codes would be used only for emergency and disaster recovery. To distinguish the Emergency DODAACs, DLMSO asked the attendees to approve a new Authority Code be added to the DODAAD to segregate the Emergency codes from all other DODAACs.
 - It was noted that the current version of the system only allows one authority code, and this needs to be changed in the future. Authority codes serve multiple purposes and the current “single code” design is not flexible. The system needs to be changed to allow for the selection of multiple authority codes, with business rules written to define the parameters of each authority code and how it impacts other authority codes.
- c) After a lengthy discussion and a request for business rules to define the uses of the Emergency Codes, this issue was tabled.
 - **ACTION ITEM FOR DLMSO:** Prior to the next PRC meeting, DLMSO will develop business rules and definitions for all the Authority codes.

9) Table Management Distribution System (TMDS) – Ann Black (USTRANSCOM)

- a) TMDS originally stood up to provide a greater degree of interoperability between Air Mobility Command (AMC) Command and Control (C2) systems.
- b) Presentation covered a brief history of TMDS. Started in 1995 by AMC to ensure synchronization across the Defense Transportation System (DTS), it expanded in the 1998 to include multiple systems within the DTS. In 2001 the Assistant Deputy Under Secretary of Defense (ADUSD) scaled TMDS up to include logistics data, and in 2004, it moved out of the Defense Information Systems Agency (DISA) to be lead by USTRANSCOM.
- c) TMDS URL: <https://www-tmids.c2.amc.af.mil/TMDS/>
 - This web site is not restricted and is available to everyone. Ann Black demonstrated the system and walked through several pages to highlight the functionality offered in the TMDS.

- d) The possibility of establishing a direct link between the DAASC DODAAD Web update application and the TMDS table that maintains the list of current available air and surface ports was discussed. It was determined that this was feasible and that a subsequent teleconference between DAASC, DLMSO and USTRANSCOM would be held to work out the details for a direct feed between the TMDS and DODAAD
- *Note: after the PRC meeting DLMSO arranged the teleconference and DAASC and USTRANSCOM arranged for a daily feed of port code information which is used to keep the DODAAD port drop down menus current. The daily feed has been established.*
- e) The Distribution Standard System (DSS) determines the first shipping destination using the port of debarkation code for the overseas customer, the location of the shipping depot, and the aerial or surface channels available between CONUS embarkation ports and the customer's debarkation port. It was determined that the current channels are available within USTRANSCOM and could be provided directly to DSS. It was decided to hold a follow-up meeting to determine the advisability of establishing a direct link. During the demonstration, water ports and geo-location information was highlighted to show how this information could be used by the DODAAD. It was determined that a link could be placed on the DODAAD web page to launch the geo-location information page from the TMDS.
- *Note: after the PRC meeting DLMSO arranged a teleconference between USTRANSCOM, DDC, D6U and DLMSO, to discuss the feasibility of establishing a direct link. It was concluded that the volume of changes to the channels did not warrant an automated link at this time. DDC and D6U know who to contact at USTRANSCOM should a future linkage be desired*
- f) The TMDS also contains a number of geo-location designators. DLMSO will review the need for geo-location designations within DODAAD and work with DAASC and USTRANSCOM to develop a linkage to populate the DODAAD with geo-location data.
- g) TMDS is working to complete the missing information in the legacy Air Mobility Command area.
- h) Robert Loviska, USTRANSCOM, discussed the USTRANSCOM requirement to add Unit Identifier Codes (UIC) to the DODAAD. USTRANSCOM uses UICs for troop movements rather than DODAACs. The requirement to add UIC to the DODAAD is supported by OSD UID Office.
- **ACTION ITEM FOR DAASC:** It was agreed that action would be taken to add the UIC to the DODAAD where applicable.

10) POC Issues/Concerns – Michael Riley (NGA)

- a) National Geospatial Agency (NGA) provided an overview of their mission to provide timely, relevant, and accurate geospatial intelligence in support of National Security. The primary output of the NGA's geospatial intelligence is in the form of maps that are sent to qualified agencies. On three separate instances in FY05 there were issues with the maps that precipitated the need to recall them.

NGA would like to see reviews added to the DODAAD POC information to make sure the POC information is correct.

- b) The Chief of Mapping Customer Operations at the Defense Supply Center Richmond indicated that they are responsible for providing NGA direct support for map distribution and that the DODAAD was not responsible for the difficulties that had occurred. It was explained that there is a separate POC e-mail that was used to attempt map recalls from their customer reference file maintained at Richmond and not the DODAAD.
- c) **RECOMMENDATION BY NGA:** There should be periodic reviews to validate the address information stored in the DODAAD. (*Note: This review of the DODAAD information is already being done. No changes to current DODAAD review procedures are required.*)

11) DODAAD Reengineering Implementation Plans and Schedules (update) – Jack Carter (DLMSO)

- a) Implementation Plans and Schedules was a request by the Chair to ascertain the current status of the DODAAD reengineering effort.
- b) Mary Dram and Mike Williams, Army, reported that the Army has been working with Doug Peters, DAASC, on testing the transmission of Army DODAAD information to DAASC. Army is now prepared to perform a large volume test (10,000 transactions), and if successful Army plans to go live by the end of this March, 2006. (*Note: There were issues found during testing and the new implementation date: end of April 2006.*)
 - Success will be judged by comparing the test database after processing to the transactions that were sent to DAASC.
- c) Concurrent with the Army, Jay Barber, Air Force, reported that Air Force is also testing and plans to go live by the end of April, 2006.
- d) Jack Carter, DLMSO, and Bill Strickler, DAASC, highlighted the need for bi-directional validation of the data. It was stated that both Army and Air Force must validate the transactions returned by DAASC.
- e) The current plan of the Air Force is to update their query web site to read the replicated database as soon as it is available. When data replication is implemented, both the DAASC INQ (<https://www.daas.dla.mil/daasing/>) and the Air Force (<https://DODAAC.wpafb.af.mil/>) will be processing near real-time DODAAD data.
- f) The goal is to terminate the batch input processing by Army and Air Force by April, 2006

12) AAFES – Jeovany Garza (AAFES)

Army & Air Force Exchange Service (AAFES) expressed a desire to receive it in the same way as Army and Air Force (replication server) receive data. Since the AAFES represents a very small percentage of the total DODAACs on file, this replication should be quick and easy to accomplish.

March 09, 2006:

13) Cargo Routing Information File (CRIF) – Jack Carter (DLMSO)

There was a brief overview on the Naval Operational Logistics Support Center (NOLSC) Cargo Routing Information File (CRIF) to discuss the possibility of adding the CRIF address information in the DODAAD. Further discussion with NOLSC needs to take place, and it was stated that this topic would be addressed in detail at a future PRC meeting.

14) SAR online request system – Jack Carter (DLMSO)

Reviewed the steps required to request access to the DODAAC using the SAR online request system (https://www.daas.dla.mil/sar/dodaas_sar.asp), and demonstrated some of its basic features for the attendees of the PRC meeting.

15) DODAAD Demonstration – Lisa Tonkin (DAASC)

- a) Interactive demonstration of the DODAAD web application (https://www.daas.dla.mil/DODAAD/dodaaf_select.asp)
- b) Communication Routing Identifier (COMMRI) – Army asked if the COMMRI can be updated directly by Army. DAAS stated it was preferred that the Components update the COMMRI, but regardless DAAS will verify the COMMRI and/or update when appropriate. DAAS made the point that if the COMMRI is left blank, DAAS will add this information to the DODAAD.
- c) Point of Contact (POC) – Army stated that the POC information changes often, so the POC is often not entered on the DODAAD because it is quickly outdated. DAASC stated that they will look into capturing the POC in the same way the TAC is captured (e.g., add a button so the POC information can be copied from another source).
 - DAASC offered another possible solution to perform a “one-time load” of the POC data. The problem with this solution is it does not address the issue of the constantly changing POC data.
- d) TAC 4 – Small package/commercial shipping address. TAC 4 is used when TAC 2 is not specific enough to send the package through a commercial carrier. TAC 4 offers more detailed address information. It was created for Distribution Standard System (DSS). This information cannot currently be viewed through the Air Force DODAAC web query system (<https://DODAAC.wpafb.af.mil/DODAACsearch.cfm>), but can be seen in the DAASCINQ system.
- e) BOLC – Bill of Lading Code. It was noted that “BOLC” should read “BLOC”. DAASC will take action to correct the DODAAD Web site.
- f) Zip Code/City – DAASC is reviewing software tools that will match zip codes to City/State and will either integrate one of the tools into the Web application or make recommendations to at the next PRC meeting.

- **ACTION ITEM FOR DAASC:** Review the recommended products and report findings at the next PRC meeting.
- g) Questions were raised about reports. There is a desire to have formatted reports produced by the DODAAD system. This will be incorporated in the next requirement document for the next release of the DODAAD reengineering effort.
 - **ACTION ITEM FOR DAASC:** Look into improving the reporting of DODAAD information.

CLOSING REMARKS:

Jack Carter summarized the highlights of the meeting, reviewed the action items that came out of the meeting (Action Items listed below), and thanked everyone for coming to the meeting. Jack gave everyone a heads-up that there were new requirements coming in the near future, and these new requirements were coming from the top.

Next DODAAD PRC is tentatively scheduled for September 2006.

ACTION ITEMS:

- 1) DLMSO to review BTA White Paper on DODAAC relative to OUID initiative in preparation for March 22, 2006 BTA meeting. (*Note: Subsequent to the meeting DLMSO did review the white paper and provided comments that were incorporated into the final version which is attached as Attachment #7*)
 - *OPR: DLMSO*
 - *ECD: Complete*
- 2) DLMSO to work with USTRANSCOM to incorporate the geo-location code information in the TAC 2 of the DODAAC.
 - *OPR: DLMSO*
 - *ECD: September 30, 2006*
- 3) DLMSO to work with USTRANSCOM about getting channel information. This will just be a link and not added into the DODAAC. *Action complete. Subsequent to the PRC meeting DLMSO arranged a teleconference between USTRANSCOM, the DDC, D6U and DLMSO to discuss the feasibility of establishing a direct link. It was concluded that the volume of changes to the channels did not warrant an automated link at this time. The DDC and D6U know who to contact at USTRANSCOM should a future linkage be desired.*
 - *OPR: DLMSO*
 - *ECD: Complete*
- 4) Authority Codes – DLMSO will have definitions and business rules for the next meeting. This list will include new codes requested by the Components.
 - *OPR: DLMSO*
 - *ECD: June 15, 2006*
- 5) DAASC – Fix Agency prefixes in the DODAAD SAR.
 - *OPR: DAASC*
 - *ECD: June 30, 2006*
- 6) DAASC needs to provide a reporting capability for the DODAAD that will allow a number of tailored views.
 - *OPR: DAASC*
 - *ECD: June 30, 2006*
- 7) DLMSO - Setup meeting with GSA, and USMC on replication
 - *OPR: DLMSO*
 - *ECD: April 28, 2006*
- 8) DLMSO - Setup meeting with Navy on DODAAD Web usage.
 - *OPR: DLMSO*
 - *ECD: April 28, 2006*
- 9) DAASC - Complete Army and Air Force implementation testing.
 - *OPR: DAASC*
 - *ECD: April 28, 2006*
- 10) DLMSO to setup a meeting with DDC, J6U, J3 regarding CRIF requirements relative to mobile units.
 - *OPR: DLMSO*
 - *ECD: June 1, 2006*

- 11) DLMSO to setup meeting with DDC and develop white paper on Customs issue.
Note: Subsequent to the PRC meeting on 16 March, DLMSO and the DDC had a teleconference and this action item is back with the DDC to determine what changes can be made to DSS to resolve the issue. DLMSO will await a report back from the DDC.
- OPR: DDC
 - ECD: May 15, 2006
- 12) DLMSO to work with USTRANSCOM on Port codes. *Action Complete. Subsequent to the PRC meeting DAASC and USTRANSCOM arrange for daily feeds of Port Code data to DAASC for use in the DODAAD. DAASC is now receiving daily feeds.*
- OPR: DLMSO
 - ECD: Complete
- 13) Requirement to add UIC to the DODAAD database and Web update. DLMSO will provide requirement to DAASC to accommodate this change.
- OPR: DLMSO/DAASC
 - ECD: April 28, 2006
- 14) DAASC to add extension to the POC telephone number. Field is currently only 12 characters, so the field is not large enough.
- OPR: DAASC
 - ECD: April 28, 2006
- 15) DLMSO to send SAR link to all attendees of the PRC meeting, link is listed above.
- OPR: DLMSO
 - ECD: March 15, 2006
- 16) DODAAD CSPs need to review and update as necessary their DODAAD POC data
- OPR: CSPs
 - ECD: June 1, 2006
- 17) Provide web update capability to copy/paste POC data.
- OPR: DAASC
 - ECD: April 28, 2006
- 18) DAASC to review software tools that will match zip codes to City/State and will either integrate one of the tools into the Web application or make recommendations to at the next PRC meeting.
- OPR: DAASC
 - ECD: June 15, 2006
- 19) DAASC to look into how to improve the reporting of DODAAD information. Many users have complained that searches can only be done by specific DODAAC. A request has been made to have query ability more like the Air Force where a search can be done on almost every field in the DODAAD (<https://DODAAC.wpafb.af.mil/DODAACsearch.cfm>). An alternative suggestion was to add the Air Force query link to the DODAAD.
- OPR: DAASC
 - ECD: June 15, 2006