

June 10, 2010

MEMOARANDUM FOR RECORD

SUBJECT: Addressing Standards – Minutes of 9 June 2010 DLMSO & ODUSD(I&E) BEI Meeting

Participants:

1. Donald Pipp, Director, Defense Logistics Management Standards Office (DLMSO)
2. Robert Hammond, DLMSO DoD Activity Address Directory (DODAAD) Administrator /DODAAD Process Review Committee Chair
3. Heidi Daverede, DLMSO Supply Process Review Committee Chair
4. Dale Yeakel, DLMSO Contractor Support
5. Larry Tanner, DLMSO Contractor Support
6. Craig Adams ODUSD(I&E) BEI - Lead for Addressing Standards Initiative
7. Michael Lubash, BTA, Contractor Support
8. Lee-Pearce Marquay, BTA Contractor Support

Purpose: The purpose of the meeting was to gain a mutual understanding and to share information regarding the Addressing Standards Initiative.

Background: The Business Enterprise Common Core Metadata (BECCM) Community of Interest (COI) approved an initiative to establish a DoD addressing standard on 24 May 2010. Craig is leading the initiative. DoDAAD is one of DoD's largest authoritative addressing sources with approximately 246,000 addresses for DoD, federal agencies and some contractors. DoD Activity Address Codes are used in approximately 5 billion logistics transactions per year as well as procurement and transportation transactions. The DoD addressing standard for DoDAAD is based on Military Standard 129P (MIL-STD-129P) for the Military Shipping Label (MSL) that limits any line of address to 35 characters in length. DLMSO previously identified some issues with adopting a new DoD addressing standard that did not support the 35 character restriction of the DoDAAD/MSL. These include the potential impact on the DoD logistics systems that produce and receive DoDAAD data and the ability and cost to implement such a standard.

Discussion.

1. Craig indicated that he is being supported by Business Transformation Agency (BTA). His next step is to prepare a presentation to the BECCM in September, when he expects to be tasked to develop milestones and to form a working group with representation from the stakeholders. Craig indicated that because of the enormity of the effort, an extended period of time may be needed to complete a thorough business case analysis (BCA). DLMSO will participate in the working group.
2. Regarding the existing entities in the BEA, Craig indicated that entities for decomposing street addresses into "House Number", "Street Direction", "Street Name"

and “Street Type” were included in the BEA release 2.3 in November 2004 at the request of (RP&ILM) to improve real property addressing. The RP&ILM Real Property Information Model version 1.1 was released in August 2006 to include the four component parts of the BEA address. Craig indicated that once an entity is in the BEA, an IRB compliance trigger may be set on the entity and compliance would be enforced through the Investment Review Boards (IRBs). These addressing entities are not currently supported by DoDAAD.

3. There was a brief discussion of 24 May 2010 BECCM meeting presentation regarding the “Address Problem” (slide 6), which is the basis for setting this standard. While the U.S Post Office and some shipment delivery entities may decompose addressees internally, the standard used by private individuals and commercial retailers, such as Amazon, Sears etc. would appear to be street address as a single concatenated entity. In addition, packages provided to shipment delivery entities, such as FedEx, USPS and UPS are addressed by the consumer with the street address as a single entity. It is not evident that there are shipment delivery problems occurring as a result of not decomposing the street address.
4. Regarding interoperability, DLMSO noted that DLMS transactions are based on the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 electronic data interchange standards incorporated into Federal Implementation Conventions with DLMS supplements to incorporate unique DoD requirements. ANSI X12 currently contains one data element for street address vice decomposed data elements. Coordination with ANSI ASC to develop new data elements would be required if decomposed data elements is adopted, and there would be backward compatibility issues. In addition, it is unclear how data elements, such as building number, doorway number and suite number that are not part of the proposed standard would be accommodated in transactions to provide the full street address.
5. Regarding the authoritative sources for address validation, Craig indicated that authoritative sources for foreign address validation have not been identified. For United States addresses Craig indicated that the authoritative source is the U.S. Postal Service, which does not release its’ full database. Craig indicated that commercial sources are available to perform address validation with certain levels of accuracy for a fee. DLMSO noted that the USPS database contains multiple approved city names for the same zip code. Will a DoD standard require that only one name be used and how will that be enforced? DLMSO also noted that the USPS web application, located at http://www.usps.com/zip4/citytown_zip.htm, uses the decomposed street address for query and provides the validated “Full Address in Standard Format” as a single, concatenated string. The procedures for address validation need to be clearly defined.
6. Regarding the 1 April 2010 briefing attached, the compliance benefits on slide 7 should be evaluated and procedures provided. For example, DLMSO has concerns about the statement that “Single DoD address construct enables single point of data entry by the authoritative source” This may conflict with the Component/Agency written designation

of their Central Service Points as the authoritative source for their addresses. DLMSO also has questions about “duplicate addresses.” The DoDAAD contains duplicate addresses for the same activity at a location for different delivery points, and for different authority codes (requisitioned, administrative only etc.), and for different activities at the same physical location (Pentagon). There are also questions about interoperability, automated error checking and address validation procedures.

7. Analysis of the impact on the MSL is needed. The Army Logistics Support Activity, Packaging, Storage and Containerization Center has the lead responsibility for MIL-STD-129P.
8. All agreed that additional meetings to share information would be beneficial prior to the September BECCM meeting and standup of the formal working group. DLMSO also offered Craig the opportunity to brief the DoDAAD PRC on this initiative.
9. DLMSO thoughts for consideration:

- Recommended widespread participation in the working group to include USTRANSCOM, AT&L, OSD/DPAP, and other stakeholders to develop a standard that supports DoD business operations.
- Request information regarding the process for entering entities into the BEA.
- Recommend an analysis of shipment delivery problems (with associated costs) demonstrating that decomposing a street address would improve delivery.
- Recommend an analysis prove the extent to which public and private sector shipper's are using decomposed addressing standards for the street address.
- Suggest coordinating with Navy who is the authoritative source for shipping addresses for units that are away from home port.
- Suggest Federal and DoD addressing standards be developed in concert.
- Recommend coordination with ANSI ASC X12 regarding new data elements.
- Suggest analyses identify pros/cons for transacting address elements, such as street direction as discrete data elements, as opposed to transacting the full street address.

Attachments:

1. [ODUSD\(I&E\) BEI Briefing of 1 APR 2010](#)
2. [DLMSO DoDAAD Impediments Briefing of 21 MAY 2010](#)
3. [BECCM COI Meeting Briefing of 24 MAY 2010](#)