IN REPLY
REFER TO

DLMSO   May 9, 2007

MEMORANDUM FOR RECORD

SUBJECT: DOD Activity Addressing Directory (DODAAD) Process Review Committee
(PRC) Meeting Minutes, April 4, 2007

Purpose: The Defense Logistics Management Standards Office (DLMSO) hosted
subject meeting in Fort Belvoir, Virginia. Specific discussion topics are noted below. A list
of the attendees is provided at Enclosure 2. The meeting agenda is provided at Enclosure 1.
The meeting handouts, briefing, and output material referenced below and these minutes are
available on the DODAAD PRC Web page:

http://www.dla.mil/j-6/dlmso/Programs/Committees/DODAAD/default.asp

Brief Summary of Discussion: Mr. Jack Carter, Chair, DODAAD PRC facilitated
the discussion:

Review of Meeting Topics:

a. Introductions: Mr. Carter, DLMSO, opened the meeting welcoming
everyone, introducing himself, and then requested all attendees introduce themselves and
identify the organizations that they were representing.

**b. Demonstration of Web-Based Data Entry System and Impact of Authority
Code Implementation:** Mr. Carter demonstrated the DODAAD data entry system and Mr.
Hammond briefed the current status of the authority code implementation.

(1) The ADC 226 has been approved. It is projected by May 1, 2007, edits for
the new authority codes will be in place and active at DAASC. *This change has been
completed by DAASC. DAASC is assessing the implementation date when the new authority
codes will be in place and active at DAASC and will provide the implementation date by May
31, 2007.*

(2) The default value for all new DODAAC will be "00", indicating full
authority. The exception to the rule occurs if there is an overriding edit in place. For
example, "JM" DODAACs are "Free Issue". "JM" DODAACs will always have an authority
code of "06" and cannot be changed by the Central Service Point (CSP).

(3) CSPs need to start reviewing and maintaining the authority code field as part of their normal DODAAD maintenance actions immediately.

(4) The "Free Form" was removed from the Authority Code list, and is now a checkbox on the DODAAD entry form. If Free Form is checked, line 4 of the DODAAD address may be edited and City/State/ZIP Code fields are not required. ***NOTE: Free Form should not be used if there is a valid City/State/ZIP Code data available (e.g., M11170).***

(5) Mr. Carter highlighted the use of the "Delete Effective Date". The Delete Effective Date when used for a TAC 2, 3, or 4, will just delete the corresponding 2, 3 or 4 information. If the Delete Effective Date is entered for a TAC 1, the entire DODAAC is deleted.

(6) Any information that is deleted will be available for 3 years and is viewable from both the DODAAD entry system and the DAASINQ. Deleted information will have a red highlighted Delete Effective Date.

Action Item 1. CSPs need to start immediately reviewing and maintaining the authority code field as part of their normal DODAAD maintenance actions\. DAASC will implement the authority code edits by May 31, 2007.

c. Demonstration of DAASINQ: The functionality of the DAASINQ (query) application has been greatly enhanced from its original version and there are additional changes in the pipeline scheduled for a future release. Most of the fields of the DODAAC may be queried and the DAASINQ search narrows the scope of the search results with each new field added to the search criteria. Every field value added is an "and" in the search criteria. If a city is entered, it will search every state that contains the city name entered. Adding a state narrows the search to city **and** state. Adding a ZIP Code restricts the search further, each value added to the search criteria adding another condition to narrow the search results.

(1) The results page of the DAASINQ search has several hot link fields to support drilling down for additional information.

(2) In the next release the "input" screen will match the current "output" screen. It will provide the ability to search for specific countries, cities, states, and ZIP Codes. Country codes will be selected through a drop-down list to provide a greater degree of accuracy.

(3) TAC 2 should not allow an APO address. Shippers cannot use an APO address for a TAC 2; therefore, only a commercial address is valid for a TAC 2. DDC would like this restriction added, but DODEA has a requirement to use APO addresses in the TAC 2. (*Note: This issue will be addressed further during a future meeting, not yet scheduled.*)

(4) COMRI can only be searched by clicking on the "DP", PLAD, or BILL titles which will trigger the display of a popup screen to allow the entry of the COMRI search value. This will be changed to simplify in the next release.

(5) Major commands can be searched through a drop-down list.

Action Item 2. Chip Dodge (DLA) raised the issue that the Air Force (AF) is not loading or is not making visible in its query application, all the data supplied by DAASC. The Air Force took an action to verify all DODAACs are loaded into the AF query system and visible via the AF query.

Action Item 3. DLMSO: Check to see if an APO address should be allowed for a TAC 2. DLMSO will schedule a meeting to resolve this issue.

Action Item 4. DAASC: Display the input search query when no results are found. Chip Dodge pointed out that if no information is found, he could not determine if it did not exist or if it was a typo made when entering the data. Displaying the input query would resolve this issue.

Action Item 5. DAASC: Fix the COMRI search entry. Next version will support entering the COMRI in the input field of the DP, PLAD, and BILL, so the search is performed in the same manner it is performed for all other items queried.

Action Item 6. DAASC: Break out the Major Command drop-down list by Service.

      d. DAASCINQ Access. A discussion was held on the merits of placing restrictions on the DODAAD DAASINQ.

Action Item 7. DLMSO: Collaborate with DAASC and senior DLA leadership regarding DAASINQ access. *The action was started immediately by DLMSO and is still ongoing as of May 9, 2007. Senior leadership is working towards a solution to address the issues and concerns discussed at the DODAAD PRC, and guidance will be issued as soon as the solution is finalized.*

      e. Country Codes: There are 5 different country codes tracked and stored in the DODAAD. The key country code by the DODAAD is ISO country code. The ISO code is used to link a specific country to the DODAAC master file. All other country codes are used to support individual Services needs. In the DAASINQ all 5 countries are displayed and all 5 countries codes are stored in the Excel extracts provided by DAASC.

        (a) Puerto Rico and Guam are United States (US) Territories, not countries.

        (b) Any DODAAD address outside the US requires a country code.

        (c) Rules for the APO and FPO should be addressed in the DODAAD SOP.

Action Item 8. DAASC: Add simple ZIP Code validation to the data entry at the request of John Ampela. The validation is to ensure ZIP Codes are either 5 numeric positions or 10 numeric position, a hyphen, and 4 numeric positions. These are the only two valid formats.

Action Item 9. DAASC: Validate APO and FPO addresses must be in the US.

Action Item 10. DAASC: Add the APO and FPO rules to the DODAAD SOP.

Action Item 11. Diego Garcia (DG) is not a country, it is an atoll located in the heart of the Indian Ocean. DAASC: Change the DG in the DODAAC master file to IO for British Indian Ocean Territory. *This issue has been completed by DAASC.*

Action Item 12. DLMSO: Change Diego Garcia (DG) in the Country Code table to inactive, until such time as Diego Garcia is made a country. *This issue has been completed by DLMSO.*

Action Item 13. BSM: Change Kosovo to Serbia (RS). Kosovo is a province in southern Serbia.

       f. **Port Codes** (**Air and Water**): DDC would like to make a rule that all OCONUS addresses have both an aerial port and a water port. However, because there are exceptions to the rule, and currently there is no code for "No Code", other events must be established to lay the foundation for this requirement. DDC provided the following table and the possible edits were discussed.

Department of Defense Activity Address Directory	Possible Edit
1. Canada	
a. No ports ever	**Edit prohibiting entry of APOD/WPOD for ISO Country Code "CA".**
b. Must have the Province in the state field	**Make edit rule for ISO Country Code "CA" providence must be selected.**
2. Puerto Rico	
a. Water port only (no aerial)	**Edit prohibiting entry in APOD field for ISO Country Code "PR".**
b. Use zzz in the APOD field.	**Chip Dodge to contact AMC to request "ZZZ" code is added to the APOD table.**
3. Bermuda	
a. Water port only (no aerial) CA3 is for the Naval Station	**Edit prohibiting entry of APOD for ISO Country Code "BM".**
b. Use zzz in the APOD field.	**(See "ZZZ" note above).**
4. Mexico	
a. Water port only (no aerial)	**Edit prohibiting entry in APOD field for ISO Country Code "MX".**
b. Use zzz in the APOD field.	**(See "ZZZ" note above)**
5. Hawaii	
Needs port both aerial and water	**For State Code "HI" edit requires both APOD and WPOD fields be filled.**
6. Alaska going to Juneau, Sitka and	

Ketchikan	
Get water port of YB5 (no aerial port) because of where they are located.	**State Code AK and ZIP Codes beginning with 998 or 999**
7. Alaska (going to all other cities)	
Get both aerial and water ports.	**Both APOD and WPOD should be entered for all entries with state code AK and other than ZIP Codes beginning with 998 or 999.**
8. Country of Georgia	
Ship by commercial air or water only (no aerial).	**For ISO Country Code GE edit prohibiting APOD entry.**
9. Do not use the APOE in the APOD field.	**Do not allow CONUS port code on any OCONUS address.**
10. Country code for Yugoslavia (YU)	
Does not exist; need to stop using it	**Has been removed as a drop down choice.**
11. Kosovo	
What country code are we using? Codes BA, YU, RS, CS have been used.	**Kosovo is a city in Serbia. The correct country code is "RS".**
12. Data missing in the DAS Inquiry screen	
How do we get the city, state, country code and zip code filled in?	**Should always be present except for free form addresses.**
13. Army DODAAC's with 'For Deployment Only' in the address lines	
Can they be used to ship material	**No, they are place holders only until a correct address is determined at which time the Army CSP will perform update actions.**
14. AMC to add ZZZ to channel listing when there is no available aerial port	**Chip Dodge will contract AMC about this issue.**
15. NAVY "Q" DODAAC's that don't have addresses and are not in DAASC	**These are not valid DODAACs. DAASC reports they are not in the history file. This information does appear to have gone through DAASC to get to DSS.**
16. Is it mandatory to have ports in all OCONUS addresses?	**This action is dependent on AMC adding code to the APOD**

Action Item 14. Chip Dodge (DLA) took at action to contact AMC to add "ZZZ" code to the APOD. The "ZZZ" would be defined as "No Code".
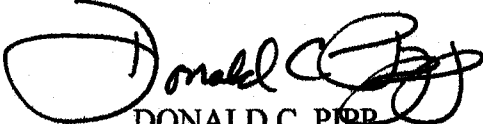
g. DODAAD Manual Rewrite: The current DODAAD has not been revised for over 10 years. Because of changes to DODAAD processing, not the least of which was the recent reengineering effort, it was determined it was time to rewrite the DODAAD manual. Below is a partial list of changes. The CSPs were given until April 20, 2007 (*the suspense was extended to May 7, 2007*) to respond to DLMSO with any and all changes they deem necessary. The following changes were discussed and the draft manual will be changed to reflect them.

     (1) Add a reference to the SOP and include a web link.

     (2) Page 25, update to state, if TAC 4 is missing use TAC 2, if no TAC 2 use a TAC 1.

     (3) Page 8, change "APO/FPO" to "APO or FPO".

     (4) Page 19, Change item F description to "Services".

     (5) Change name of TAC 4 to "Commercial Small Parcel".

Action Item 15. CSPs: Send e-mails to Jack Carter (DLMSO) outlining any and all change requests to the DODAAD Manual Rewrite.

Action Item 16. DLMSO: Apply all changes to the DODAAD manual and send it forward for publication by May 31, 2007.

Action Item 17. DAASC: Change the title of the TAC 4 address to "Commercial Small Parcel" in the Web Update, DAASC INQ, and DODAAD SOP.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Enclosures

DODAAD Process Review Committee Meeting
HOSTED BY
DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE (DLMSO)
HQ DLA CONFERENCE ROOM 1101
HQ DLA COMPLEX FORT BELVOIR, VA 22060-6217
DIAL-IN CAPABILITY:
703-767-5141 or DSN 427-5141

APRIL 04, 2007

0800 – 0830   Administrative Remarks, Introductions, Agenda & Meeting Goals

0830 – 0930   DODAAC Web-Based System (demonstration of new changes, Authority Codes/Implementation/Impact)

0930 – 1130   DAASINQ Improvements (ZIP Code validation, and list of required changes from our September 26, 2006 meeting)

1130 – 1200   Discussion on the use of APO/FPO Addresses

1200 – 1330   Lunch

1330 – 1430   Discussion on Country Codes ((MILSTRIP/FIPS 10-4/ DSCA (FMS) and ISO))

1430 – 1530   Port Codes (Air and Water) (DDC list of issues provided)

1530 – 1645   DODAAD Manual Rewrite (Draft provided)

1645 – 1700   Summary and Wrap-Up

Enclosure 1