OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON

WASHINGTON, DC 20301-3000

LOGISTICS AND

MATERIEL READINESS

DLM 4000.25-4, May 4, 2018

Change 4

DEFENSE AUTOMATIC ADDRESSING SYSTEM

CHANGE 4

I. This change to DLM 4000.25-4, Defense Automatic Addressing System (DAAS), June 5, 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, “DoD Supply Chain Materiel Management Policy,” December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 4 include the following: "DLA Transaction Services" is changed to "Defense Automatic Addressing System (DAAS)" to reflect the most recent name change in accordance with DLA General Order 12-17. Abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Occurrences of “shall” are changed to “will” per a style change for DoD issuances. In addition, minor typographical and similar editing errors in previous versions have been corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Enterprise Business Standards Office memorandum:

1. ADC 1151 dated September 14, 2017. Updates the Defense Logistics Manual (DLM) 4000.25 series of manuals to remove references to specific record retention periods for documents/transactions, and advises the Components to retain data created as a result of DLMS business processes in accordance with the DODI 5015.02, DOD Records Management Program. Revises Chapter 2, Chapter 5, Appendix AP1, and Appendix AP3.

III. The list below identifies the chapters, appendices, or other files from the manual that are updated by this change:

| **Added or Replaced Files** |
| --- |
| Change History Page |
| Chapter 2 |
| Chapter 5 |
| Appendix AP 1 |
| Appendix AP 3 |

IV. This change is incorporated into the on-line DLM 4000.25 series of manuals and the PDF files containing the entire set of change files on the publications page of the Defense Logistics Managements Standards Website: [www.dla.mil/does/dlms-pubs](http://www.dla.mil/does/dlms-pubs)

