**C1. CHAPTER 1**

**GENERAL INFORMATION**

C1.1. AUTHORITY

This manual is issued under authority of Department of Defense Instruction (DoDI) 4140.01, Supply Chain Materiel Management Policy December 14, 2011.

C1.2. PURPOSE

C1.2.1. This manual provides policy and establishes procedures for the use and operations of both the Defense Logistics Agency’s (DLA) ***Information Operations Enterprise Data Solutions (EDS)*** Defense Automatic Addressing System (DAAS) (formerly known as DLA Transaction Services)as well as those of the International Logistics Communications System (ILCS). The DAAS standards are administered by the Defense Logistics Management Standards (DLMS) Program Office (also known as the ***Defense Enterprise Data Standards Office (DEDSO)*** ) and are operated by DAAS at its two computer facilities in Dayton, Ohio and Tracy, California.

C1.2.2. Neither ***DAAS nor ILCS*** is a single system, but rather a collection of accredited Automated Information Systems (AISs) that receive, validate, edit, route, archive, and transmit DoD logistics traffic. Each DAAS AIS is categorized under one of three profiles: DoD Data Services (DDATA), DoD Gateway (DGATE), and the DoD eBusiness Gateway (EBUS). DDATA systems provide access to logistics data, reports, and data repositories; DGATE systems process transactions that are predominantly in the Defense Logistics Standard System (DLSS) (legacy 80 record position) format; and EBUS systems process transactions in the Defense Logistics Management Standards (DLMS) (X12 and extensible markup language (XML)) variable-length formats. These systems, working in conjunction, enable DAAS to function as a service organization providing customers continuous access to the DAAS***,*** Telecommunications/ Automatic Data Processing (ADP) and programming capabilities. This manual provides a framework and updated procedures to move the DoD away from the use of DoD unique logistics data exchange standards (e.g., legacy 80 record position) to Accredited Standards Committee (ASC) X12 standards, or other recognized standards (XML), as a first step in moving transactional-based logistics business processes towards international open data exchange standards.

C1.3. APPLICABILITY

This manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, the Office of the DoD Inspector General, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to as “DoD Components”). It also applies, by agreement, to other civilian organizations participating in the DLSS (legacy 80 record position) format or DLMS; including the General Services Administration (GSA), Federal Aviation Administration (FAA), United States Postal Service (USPS), many other federal non-defense organizations, ***and other state level government entities as well as any commercial entities wishing to utilize the DAAS***.

C1.4. POLICY

DoD policy states that:

C1.4.1. DAAS procedures will be disseminated, as required, to the using levels of the DoD Components. Supplemental procedures issued by the DoD Components or other organizations are authorized when additional detailed instructions are required.

C1.4.2. DAAS corporate services will be used at all levels within each of the DoD Components. Exceptions for the intra-DoD Component technical services, when based on compelling operational or economic justification, will be considered under ***DoD Directive (DoDD) 8190.01E, Defense Logistics Management Standards, January 9, 2015***.

C1.4.3. The DoD Components will not duplicate the telecommunications support, archiving and storage, ASC X12 transaction translation, DLSS transaction transformation processes, or other transaction services being provided by DAAS.

C1.4.4. DAAS will be the logistics community’s authoritative source for end-to-end system performance metrics.

C1.4.5. The DoD Components will program for and fund DAAS through their respective planning, programming, and budgeting system processes.

C1.5. RESPONSIBILITIES

C1.5.1. Under provisions of DoD Directive 8190.01E and DoD Manual 4140.01, the Office of the ***Under Secretary of Defense for Acquisition and Sustainment (USD(A&S))*** will oversee and direct the implementation of and compliance with this manual, as it relates to DAAS and its subordinate systems including the DAAS and the ILCS. In carrying out this responsibility, the ***(USD(A&S)*** will:

C1.5.1.1. Approve the development of new DAASassignments or revisions to existing assignments.

C1.5.1.2. Provide the DLA Information Operations Program Executive Office (J62) with policy guidance concerning the design, development, documentation, and maintenance of DAAS’ procedures.

C1.5.1.3. Review and approve the DLA Information Operations Program Executive Office (J62) plans, priorities, and schedules for DAAS modernization.

C1.5.1.4. Endorse new systems, improvements, and expansion of DAAS.

C1.5.1.5. Approve or disapprove the DoD Component requests to use a system other than DAAS.

C1.5.1.6. Resolve issues submitted by the DLA Information Operations Program Executive Office (J62) concerning resources, policy, and requests for deviations or waivers from the use of DAAS.

***C1.5.1.7. Serve as Tri-chair of the Joint Business Management Services (JBMS) Strategic Operational Requirements Committee (ORC).***

C1.5.2. The Program Executive Officer (PEO) of DAAS will designate a Program Manager for the DAAS, who in-turn will:

C1.5.2.1. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the ASD (L&MR) and to ensure the involvement of ADP/telecommunications planning in an integrated system design.

C1.5.2.2. Recommend system improvements and additional policy, as required, during the development of procedures.

C1.5.2.3. Develop, publish, and maintain this manual in a status. This includes the responsibility to:

C1.5.2.3.1. Evaluate and coordinate proposed system revisions with the DoD Components, affected Federal Agencies, foreign governments, contractors, and industrial organizations. A copy of all revision proposals ***will*** be furnished to the ASD (L&MR).

C1.5.2.3.2. Resolve issues concerning procedural matters within 90 days after receipt of all comments from the DoD Components. Issues affecting resources or policy will be referred, together with comments of the DoD Components and a recommendation of the appropriate system administrator, to the ASD (L&MR) for decision.

C1.5.2.3.3. Make available to the ASD (L&MR) and to the DoD Components a quarterly status review of all proposed revisions or changes to the DAAS that have not yet been approved or implemented.

C1.5.2.3.4. Ensure compatibility of proposed revisions or changes to assigned systems. Coordination will be effected, with appropriate DLMS Process Review Committees (PRCs), and with designated Service/Agency system administrators prior to implementation.

C1.5.2.4. Ensure uniform implementation of this manual, consistent with DoD Instruction (DoDI)4140.01 and DoD Directive (DoDD) 8190.01E by:

C1.5.2.4.1. Reviewing all supplemental procedures issued by the DoD Components to ensure continuing conformance of revisions with the approved system.

C1.5.2.4.2. Reviewing implementation plans and implementation dates of the DoD Components and making recommendations for improvements.

C1.5.2.4.3. Conducting periodic evaluations to determine effectiveness of the system.

C1.5.2.4.4. Conducting periodic staff assistance visits to the DoD Component activities to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of DAAS’ requirements.

C1.5.2.4.5. Report to the ASD (L&MR) and the ***Director, Defense Enterprise Data Standards Office***, the findings and recommendations of evaluations and staff assistance visits, along with comments or concerns from DoD Components.

C1.5.2.5. Participate in DLMS PRC meetings to represent a DAAS position on issues that may affect DAAS.

C1.5.2.6. Review and evaluate curricula of DoD and other DLMS participant training schools offering courses related to the DAAS and make recommendations for improvements.

C1.5.3. The ***Program Manager of DAAS*** will:

C1.5.3.1. Develop, operate, and maintain DAAS.

C1.5.3.2. Refer to the ***Director, DEDSO***, any apparent violation or deviation of DLMS/DLSS procedures encountered during systems operations or requested by the DoD Components or Participating Agencies.

C1.5.3.3. Notify DLA Enterprise Infrastructure Services (J64) of any new or projected telecommunications/ADP hardware requirements and provide immediate notification of equipment outages to DLA IT Operations Center (J63).

C1.5.3.4. Maintain an archival repository[[1]](#footnote-2) of all transactions and files processed by the DAAS.

C1.5.3.5. Maintain a shipment status correlation system to process Military Standard (MILS) Transaction Reporting and Accountability Procedures (MILSTRAP)***,*** and Materiel Receipt Acknowledgements (MRA). Prepare and make available the MRA Management Information Report (electronically)as required by the MILSTRAP Manual (DLM 4000.25-2 and its successor DLMS, DLM 4000.25.).

C1.5.3.6. Provide a Military Billing System (MILSBILLS) interfund billing transaction repository ***Interfund bills are retained in a readily accessible format for:*** (365 calendar days for DoD and 730 calendar days for Foreign Military Sales [FMS]) to accommodate requests for recoveries and retransmissions. ***The preceding procedures will be followed in accordance with DoDI 5015.02, DoD Records Management Program.***

C1.5.3.7. Develop, operate, and maintain an AIS to manage DoD Fund Code repository.

C1.5.3.8. Provide a Materiel Obligation Validation (MOV) transaction repository to accommodate requests for recoveries and retransmissions.

C1.5.3.9. Develop, operate, and maintain an AIS for the production of Logistics Metrics Analysis Reporting System (LMARS), Logistics Response Time (LRT), reports.

C1.5.3.10. Compile, maintain, publish, and distribute MILSTRIP Military Routing Identifier and Distribution Codes with address data in DLM 4000.25-1.

C1.5.3.11. Develop, operate, and maintain an AIS to sustain the DoD Activity Address Directory (DoDAAD), and the Military Assistance Program Address Directory (MAPAD) per DLM 4000.25, Volume 6.

C1.5.3.12. Develop, operate, and maintain an AIS to disseminate DAAS statistical data and provide Logistics Information Data Services (LIDS) reports.

C1.5.3.13. Develop, operate, and maintain an AIS to support the DoD Component/Participating Agency level requisition, excess materiel, and passive RFID tag tracking capabilities (Logistics On-Line Tracking System (LOTS)).

C1.5.3.14. Develop, operate, and maintain a data warehouse to support DoD Component and Participating Agencies. Providecapabilities to query, extract, view, analyze, data mine and develop reports on data processed by DAAS Logistics Data Gateway (LDG).

C1.5.3.15. Designate a primary and alternate focal point representative to serve on DLMS PRCs.

C1.5.3.16. Provide/designate the Chair, DLMS Technical Review Committee (TRC), as required by Department of Defense Manual(DoDM) 4140.01.

C1.5.3.17. Delegate official change proposals to the appropriate DAAS’ system administrator who will evaluate the cost and expected benefits.

C1.5.3.18. Accomplish internal training to ensure timely and effective implementation and continued operation of DAAS.

***C1.5.3.19. Serve as the DAAS Secretariat for the JBMS ORC.***

C1.5.4. The Heads of the DoD Components and Other Participating Agencies will designate an office of primary responsibility to serve as their representative to the DLMS TRC. Also, identify to the designated DAAS’ TRC Chairman, the name of a primary and an alternate focal point representative to:

C1.5.4.1. Serve on the DLMS TRC (The Army, Navy/Marines, and Air Force, and DLA will name subject matter experts to cover issues, if required).

C1.5.4.2. Provide the DoD Component or Participating Agency position on DLMS/DAAS matters and have the authority to make decisions regarding procedural aspects.

C1.5.4.3. Ensure continuous liaison with the appropriate DAAS’ system administrator, the DoD Components, and participating external organizations.

C1.5.4.4. Perform the initial evaluation of all suggestions originating within the DoD Component or Participating Agency. For suggestions, submit an appropriate change request to the DLMS TRC chair (as designated by the **Program Manager of DAAS**) for processing. The originator’s TRC representative will determine any awards using the DoD Component or Participating Agency procedures.

C1.5.4.5. Submit revision proposals to the DAAS’ designated TRC Chairman with justification and expected benefits.

C1.5.4.6. Develop and submit to the DAAS’ designated TRC Chairman a single coordinated position on all system revision proposals within the time limit specified.

C1.5.4.7. Participate in staff assistance visits through on-site visitations in coordination with the Director, DEDSOor the DAAS designated TRC Chairman, as appropriate.

C1.5.4.8. Implement approved systems and revisions thereto and provide the Director, DEDSO and the DAAS designated TRC Chairman with semi-annual status information concerning implementation of approved system revisions. This information will be submitted within 15 working days, after the end of a designated semi-annual cycle, and will begin with the first cycle following publication of the approved system change.

C1.5.4.9. Accomplish internal training to ensure timely and effective implementation and continued operation of Component services.

C1.5.4.10. Provide representation to joint system design and development efforts and evaluations of the DLMS in coordination with the appropriate DAAS system administrator.

C1.5.4.11. Ensure that operating activities that support the DAAS functions comply with this manual.

C1.5.4.12. Furnish to the DAAS system administrators copies of supplemental and internal procedures, and changes thereto, related to the operation of DAAS.

C1.5.4.13. Report to the applicable DAAS system administrator problems, violations, and deviations that arise during system operations.

***C1.5.5. The Office of the Deputy ASD for Supply Chain Integration (SCI), the Office of the Secretary of Defense (OSD) Comptroller Business Integration Office and OSD Defense Procurement Acquisition Policy (Program Development and Implementation) will designate Co-Chairs to the JBMS ORC. This committee will provide prioritization and oversight of functional requirements for business transaction management services identified by the procurement, financial management and logistics communities at the enterprise level in order to best achieve efficiencies, and meet functional strategy objectives established by Office of the OSD.***

C1.6. PUBLICATION AND DISTRIBUTION OF THE MANUAL

C1.6.1. DAAS Manual. This Manual is published electronically. Hardcopy documents are not available. The Manual is available from the DEDSO Website, Publications page. Any further distribution will be accomplished within the DoD Components or Participating Agencies based upon approved distribution data generated through their internal publication channels.

C1.6.2. Changes to the Manual are published electronically and are available on the ***DEDSO*** Website at the location of the individual manual.

C1.7. SYSTEM MAINTENANCE

C1.7.1. Revisions to DAAS result from release or revision of DoD instructions, directives, policy changes, changes to the DLMS Manual, and recommendations of the appropriate system administrators or DoD Components.

C1.7.2. Submitting proposed DLMS or systems changes:

The DoD Component and participating Agency TRC representatives, authorized in section C1.8, below, and the heads of DoD logistics task groups may submit proposed critical changes to DAAS’ TRC Chairman in accordance with the change proposal instructions in DLM 4000.25-M, Volume 1, Chapter 3, Change Management. The change proposal template and instructions are available from the ***DEDSO*** Website, Proposed Changes page. To contact the DEDSO, please click “Contact DEDSO” on the ***DEDSO*** Website.

Detailed instructions and review procedures are available at the above site.

C1.7.3 Submitting proposed changes to DAAS’ systems or processing rules:

DoD Component representatives may submit proposed critical changes to DAAS’ systems or their Service/Agency transaction processing rules via e-mail at [***https://www.transactionservices.dla.mil/daashome/customerassistance.asp***](https://www.transactionservices.dla.mil/daashome/customerassistance.asp)

C1.8. DLMS TRC AND ILCS PRC REPRESENTATIVES

C1.8.1. The following Components or Agencies have been designated as representatives to the DLMS TRC:

| Table C1.T1. DLMS TRC Representatives | |
| --- | --- |
| AF | Deputy Chief of Staff  Installations and Logistics  U.S. Air Force  ATTN: ILGP  Washington, DC 20330-0001 |
| ARMY | Commander  U.S. Army Materiel Command  Attn: AMCLG-SM  5001 Eisenhower Avenue  Alexandria, VA 22333-0001 |
| ***DEFENSE Enterprise DATA Standards Office*** | ***Director***  ***Defense Enterprise Data Standards Office (DEDSO)***  ***ATTN: DLA J-67B***  8725 John J. Kingman Road STOP 6205  Fort Belvoir, VA 22060-6217 |
| ***DAAS*** | TRC Chairman  ***DAAS***  Attn: eBusiness Program Manager  5250 Pearson Rd, Area A  Bldg. #207  Wright-Patterson Air Force Base (AFB), OH 45433-5328 |
| DEFENSE FINANCE AND ACCOUNTING SERVICE | TBD |
| DEFENSE INFORMATION SYSTEMS AGENCY | Director, Defense Information Systems Agency  Attn: Code B651  Washington, DC 20305-0001 |
| DEFENSE LOGISTICS AGENCY | Director, Defense Logistics Agency  Attn: J3322  8725 John J. Kingman Road, Suite 4230  Fort Belvoir, VA 22060-6221 |
| DEFENSE NUCLEAR AGENCY | Director, Defense Nuclear Agency  Attn: LETS  Washington, DC 20305-0003 |
| GSA | General Services Administration  Federal Supply Service Attn: FCSI, Room 701  1941 Jefferson Davis Highway  Arlington, VA 22202-450 |
| MARINE CORPS | Commandant of the Marine Corps  Attn: LPS1  2 Navy Annex  Arlington Annex  Washington, DC 20380-1775 |
| NAVY | Commander, Naval Supply Systems Command  Attn: 4C2B6  5450 Carlisle Pike  Mechanicsburg, PA 17055-0791 |

C1.8.2. The following Component organizations have been designated as representatives for the ILCS on the DAAS ILCS PRC:

| Table C1.T2. ILCS PRC Representatives | |
| --- | --- |
| AF | Commander Air Force Security Assistance Center (AFSAC)  Attn: AFSAC/XRXD  Wright-Patterson AFB, OH 45433-5000 |
| ARMY | Commander United States Army (USA) Security Assistance Center (USASAC)  Attn: USASAC-MP/R  Alexandria, VA 22333-0001 |
| ***Defense Enterprise Data Standards Office*** | Director  ***Defense Enterprise Data*** Standards Office ***(DEDSO)***  ATTN: DLA ***J-67B***  8725 John J. Kingman Road STOP 6205  Fort Belvoir, VA 22060-6217 |
| ***DAAS*** | ***Program Manager***  ***DAAS***  Attn: ***DAAS***  5250 Pearson Rd, Area A  Wright-Patterson AFB, OH 45433-5328 |
| NAVY | Chief of Naval Operations  Attn: OP-631 H  Washington, DC 20350-2000 |

1. ***All internal DAAS systems that retain documents/transactions must comply with the retention guidance from the DLA Records Officer and the National Archives and Records Administration (NARA) General Record Schedules (GRS), See ADC 1151.*** [↑](#footnote-ref-2)