IN REPLY
REFER TO   DLMSO

NOV 21 2008

MEMORANDUM FOR MAPAD PROCESS REVIEW COMMITTEE

SUBJECT: Military Assistance Program Address Directory (MAPAD) Process
            Review Committee (PRC) Meeting, November 18, 2008

   The attached minutes of the MAPAD PRC Meeting of November 18, 2008 are
forwarded for your information and action, as appropriate.

   I want to offer my special thanks both to the ILCOs for their on site attendance
and then enthusiasm and effort they have put forth throughout this vital reengineering
effort, and to DAASC for their superb job in implementing the MAPAD functional
requirements and in conducting the hands-on demonstration and training.

   The Defense Logistics Management Standards office point of contact is Robert
Hammond at 703-767-2117 or email at Robert.hammond@dla.mil

                                        DONALD C. PIPP
                                        Director
                                        Defense Logistics Management
                                        Standards Office

Attachment

MEMORANDUM FOR RECORD

SUBJECT: Military Assistance Program Address Directory (MAPAD) Process
Review Committee (PRC) Meeting, November 18, 2008

      Purpose: The Defense Logistics Management Standards Office (DLMSO) hosted the
MAPAD PRC meeting at Fairfax, VA. The principal purpose of the meeting was to have the
Defense Automated Addressing System Center (DAASC) demonstrate the reengineered
MAPAD system and specifically the Web update application that the ILCOs will use to
perform real-time updates of the MAPAD. There were a couple of preliminary topics that were
discussed prior to reengineered MAPAD demonstration and training which are discussed
immediately below.

      Brief Summary of Discussion: Bob Hammond, MAPAD PRC Chair, facilitated the
discussion. All Components' International Logistics Control Offices (ILCOs) were
represented; the complete attendee list is attached.

      Review of Meeting Topics:

1) **Notice of Availability (NOA)** Ellen Hilert discussed PDC 318 which addresses NOA
   mapping corrections. She has asked for input on the issue of using automated mechanized
   NOAs. Ellen indicated that very little feedback has been received. She indicated that
   informal information indicates that Germany is the only user of automated NOA and would
   like verification. She also asked how NOAs are physically communicated to the country
   representative and freight forwarders. Policy requires shipments of classified items be
   preceded by an NOA and NOA reply.
   a) Rick Berry – NOAs are normally sent manually because country representatives
      change frequently, making the use of email addressing unworkable.
      Emailing is perhaps a bridge to far; keeping up with email changes would be very
      difficult.
   b) Ellen Hilert – The establishment of automated NOAs were place holders that were
      established based on requirements from the MODELS timeframe. The ILCOs need
      to determine if automated NOA and replies are still a DLMS requirement.
   c) Mark Minch – said he thought that DAASC had a table of COMRIs, which is being
      used for Germany and perhaps other countries.
   d) Ellen Hilert also stated that entire DLMS chapter on FMS is also being updated and
      the ILCOs should review PDCs 289 and 318 provide comments. Links are:

      https://www.dla.mil/j6/dlmso/elibrary/changes/DLMS/PDC/PDC289_SA_MILSTR
      IP_BILLS_TypeAssistanceFinancing.pdf

e) **ACTION**: Mark Minch will verify and document the current DAASC process with regard to NOAs and the replies (how the communications work) for Germany and any other countries that may be receiving automate NOAs and providing automated replies by December 12, 2008. Question was asked by Rick as to how do we verify that the automated reply came from the authorized source. The ability to confirm the authorized source of the reply will be part of Mark's research effort.

f) **ACTION**: ILCOs need to verify the need and desire for automated NOAs and the responses to them. Suspense date will be communicated to the ILCOs after the DAASC research is completed.

2) **Special Instructions**:

a) The ILCOs have indicated strongly that they want a freight forwarder to be fully cleared with no restrictions before the freight forwarder is entered into the MAPAD for handling classified shipments. We have recently become aware of two restrictions, which have intermittently been indicated on facility clearance letters from Defense Security Service (DSS), as follows: "An INTERIM SECRET facility clearance is not valid for access to Restricted Data, NATO, COMSEC or Sensitive Compartmented Information" and "HARDWARE ONLY RESTRICTION. This freight forwarder is restricted to hardware only and has no capacity to store classified documents or media." **ACTION**: Bob Hammond will follow-up with DSCA (Todd Hughes) by on whether it can be required for a facility to be fully cleared with no restrictions before it is entered into the MAPAD for handling classified shipments (follow-up email sent, awaiting reply).

b) Wide Area Workflow (WAWF) application for bill payment gets a feed from MAPAD and has had problems in the past processing MAPACs with special instructions. **ACTION:** Bob Hammond will follow-up with WAWF by 26 November 2008 to see if this is still a problem and if DLMSO can provide assistance (0n 20 November 2008 the WAWF PMO responded that he is checking to see if this is still a problem).

3) **Reengineered MAPAD application demonstration and training**: DAASC spent several hours demonstrating the usage and capabilities of the new Web MAPAD update application. The demonstration and training were followed by a couple of additional hours where the ILCOs had the opportunity actually use the application. The ILCOs were very pleased with the ease of use and capabilities provided by the application. The ILCOs concluded that the application fully met the requirements that were previously documented and agreed to by the MAPAD PRC. The consensus was that DAASC make the application ready for submission to the DLA Internet Council and take the necessary steps to move it into the production environment after approval by the Internet Council.

a) During the demonstration the TAC sequence number assignment process was discussed. The new application assigns the TAC sequence number in a standardize way. All future TAC sequence numbers will be assigned consistently. The issue of cleaning up legacy data TAC sequence numbers was discussed. It was determined that the risks out weigh the benefits, since changes made to the MAPAD where delete actions are involved can cause logistics systems to cancel outstanding requisitions supporting that MAPAC.

b) The ILCOs asked about the ability to make comparisons of MAPAD addresses. It was demonstrated that the "Copy" feature allows comparisons to be made without going to DAASINQ.

c) **ACTION**: The ILCOs will make sure they have DAASC System Access Requests (SARs) in place so they can continue familiarizing themselves with the new application in the DAASC test environment.

d) **ACTION:** DAASC will make the application ready to go to the DLA Internet Council for review and approval; the submission date was estimated to be January 2009.

e) **ACTION:** DAASC will develop a Standard Operating Procedure (SOP) similar to that developed for the DODAAD as an aid for the application usage prior to application fielding.

4) **Future Enhancements:** It was agreed that the application as demonstrated met the original requirements and that additional capabilities would be considered for a software release at least nine months after the initial application moves into a production environment. A couple of possible enhancements that were captured for consideration and future discussion are below:

a) Add a drop down and new data element to identify the county to whom the FMS case belongs, which could be different from the ship to location and the Country/Activity code in the 2nd & 3rd position of the MAPAC.

b) Capability to tie special instructions to a specific MAPAC TAC.

5) **Meeting Conclusion:** The meeting ended with Bob Hammond expressing his appreciation for the excellent product that DAASC developed and demonstrated and for the entire PRC's support during the reengineering effort.