



ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Naming Commission Supplemental Guidance on Disposition of DoD Assets That Commemorate the Confederate States of America and Updating Department of Defense Address Activities

On October 6, 2022, the Secretary of Defense released a memorandum titled *Implementation of the Naming Commission Recommendations*. In that memorandum, the Secretary directed my office to oversee the Department's implementation of the Commission's plan to remove from United States military facilities names, symbols, displays, monuments, and paraphernalia that honor or commemorate the Confederate States of America (CSA) and those who served voluntarily with the CSA. Part of this responsibility is to provide additional guidance to ensure alignment of various Office of the Secretary of Defense (OSD) and Department of Defense (DoD) Component implementation efforts. This memorandum and its attachments provide guidance on the disposition of assets that commemorate the CSA and identifies procedures to update the DoD address directory.

Attachment 1 to this memo provides detailed instructions on procedures for the disposition of assets commemorating the CSA. Attachment 2 to this memo identifies Defense Logistics Agency disposition services location(s) for the turn-in of certain assets commemorating the CSA. Lastly, attachment 3 to this memo provides comprehensive guidance for units on how to make changes to the DoD Activity Address Directory.

I appreciate the significant effort that each DoD and OSD Component continues to put forward to ensure the Department meets the deadline of January 1, 2024 for implementation of the Commission's plan. The point of contacts for this guidance is Mr. Randy Turner, randall.c.turner.civ@mail.mil.

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William A. LaPlante

Attachments:

1. Department of Defense Disposition Guidance for Assets Commemorating the Confederate States of America
2. Defense Logistics Agency Distribution Disposition Services Turn-in Locations for Assets Commemorating the Confederate States of America
3. Department of Defense Guidance on Naming Commission-Driven Changes to Department of Defense Activity Address Codes

Attachment 1

**Attachment 1 to USD(A&S) Memo on Naming Commission Supplemental Guidance on
Disposition of Assets That Commemorate the Confederate States of America (CSA) and
Updating Department of Defense (DoD) Address Activities**

**Department of Defense Disposition Guidance for
Assets Commemorating the Confederate States of America**

REFERENCES

- A. Commission on the Naming of Items of the Department of Defense (DoD) that Commemorate the Confederate States of America or Any Person Who Served Voluntarily with the Confederate States of America (the Naming Commission) Final Reports to Congress, in accordance with section 370 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021. Part I U.S. Army Bases, Part II, U.S. Military Academy and U.S. Naval Academy and Part III Remaining Department of Defense Assets.
- B. Secretary of Defense Memorandum “Implementation of the Naming Commission’s Recommendations,” dated October 6, 2022.
- C. Under Secretary of Defense for Acquisition and Sustainment Memorandum “Plan of Actions and Milestones for Implementation of the Naming Commission,” dated October 17, 2022.
- D. Department of Defense Manual (DoDM) 4160.21, Volume 1, “Defense Material Disposition: Disposal Guidance and Procedures,” October 22, 2015, incorporating Change 4, August 31, 2022.
- E. DoDM 4160.28, Volume 2, “Defense Demilitarization: Demilitarization Procedures,” November 1, 2022.
- F. 10 U.S. Code § 2572, documents, historical artifacts, and condemned or obsolete combat materiel: loan, gift, or exchange

PURPOSE and APPLICABILITY

- A. Purpose.** This document establishes DoD policy and Department-wide procedural guidance for disposition of certain items of DoD property which commemorate the Confederate States of America (CSA) or any person who served voluntarily with the CSA.
- B. Applicability.** The policy and procedures herein apply to all property assets of the DoD, the Military Departments, Defense Agencies, and DoD Field Activities bearing a name that refers to, or includes a term which refers to, the CSA, including any name referring to a person who voluntarily served with the CSA.
- C. Exceptions.** Two categories of assets are exempt from this policy (see Reference (A)):
 - 1. Any grave marker located at the remains of the fallen. This includes markers, headstones, foot stones, niche covers, or flat markers containing inscriptions commemorating one or more decedents interred at that location.

2. Any Confederate item or Confederate-named asset maintained in any DoD installation museum.

DEFINITIONS

A. DOD Entity. In this policy, the Military Departments, Defense Agencies, and DoD Field Activities are collectively referred to as “DoD entities” or individually as “DoD entity.”

B. Group 1 assets. Museum-quality “historical artifacts” with documented provenance, including personal property and other genuine articles that originated from or were used by the CSA, and other items that possess major historical significance that warrants preservation and care in perpetuity.

C. Group 2 assets. Assets of “unique property” that have a relatively high cultural or monetary value. Their reference to the CSA may be direct or incidental. Examples may include:

1. Confederate equipment, both replica and suspected original items for which provenance cannot be conclusively established.
2. Works of art such as paintings, sculptures, photographs, replica prints, and drawings.
3. Documents, compositions, and publications of literature, music, cinema, or theater.
4. Recordings of music, cinema, or theater.

D. Group 3 assets. All other assets that refer to the CSA or volunteers who served in the CSA. Such references may reflect the organization or individual who gave or provided the item to a DoD entity; the organization, individual, or event that the asset commemorates. Examples may include:

1. Road signage, physical signs, wayfinding signs, etc.
2. Supplies (e.g., challenge coins with CSA-affiliated markings)
3. Uniforms (e.g., government provided fire department professional gear monikered with installation name)
4. Linens

POLICY

It is the policy of the DoD:

1. To remove names, symbols, displays, monuments, or paraphernalia that honor or commemorate the CSA or any person who served voluntarily with the CSA from assets of the DoD.
2. That all assets in Groups 1 and 2 are classified as within the applicability of reference (F).
3. DoD entities may donate any assets in Groups 1 and 2 in accordance with reference (D), reference (F), and the procedures outlined below.
4. That any asset in Group 3 will be transferred to DLA for destruction.
5. That the final disposition of a CSA asset is complete when (a) an asset is transferred to a DoD museum collection, (b) a donation agreement is concluded, or (c) DLA completes the destruction of the asset.
6. That final disposition of all Group 1, 2, and 3 assets will be completed no later than January 1, 2024.

RESPONSIBILITIES

A. Assistant Secretary of Defense (Energy, Installations, and Environment). Provide oversight on this policy and its procedures on behalf of the Undersecretary of Defense (Acquisition & Sustainment).

B. Military Departments, Defense Agencies, and DoD Field Activities

1. All DoD entities shall establish internal procedures and processes to ensure that all assets that honor or commemorate the CSA or any person who served voluntarily with the CSA are disposed of by the DoD.
2. DoD entities will survey and inventory all assets and property to identify those which bear a name or include a term that refers to the CSA or is identified in reference (A).
3. DoD entities will assign each asset on their inventory/property register to an appropriate Group (1, 2, or 3). DoD entities will exercise best judgment in the classification process. See Definitions above.
4. DoD entities will transfer Group 1 assets to a DoD museum collection. Group 1 assets not selected for preservation in a DoD museum collection will be disposed of consistent with procedures for Group 2 assets.
5. DoD entities will make all Group 2 assets available for donation pursuant to reference (F). Group 2 assets will be donated to a qualified organization upon a request for the asset that otherwise meets all conditions for donation in reference (D). Group 2 assets which are unable to be donated will be reclassified as a Group 3 asset.

6. DoD entities will transfer all Group 3 assets to the DLA for destruction. Under no circumstances will these assets identified for disposal be processed through an installation Qualifying Recycling Program or otherwise disposed of.

C. Military Departments.

1. Support all Defense Agencies and DoD Field Activities located on their installations in the disposition of Group 2 assets.
2. Oversee and execute the disposition of Group 1, 2, and 3 assets for subordinate units and organizations.

D. Defense Agencies and DoD Field Activities.

1. Coordinate with the host installation Military Department, or an organization designated by the host Military Department, on the donation of Group 2 assets.
2. Provide administrative support to facilitate the donation of Group 2 assets.
3. Execute the transfer of Group 2 assets to the host installation Military Department, or an organization designated by the host Military Department, at the time of request from the Military Department in accordance with existing guidance.
4. Reimburse the Military Departments for affecting the donation of Group 2 assets.

E. Defense Logistics Agency

1. DLA will follow procedures in paragraph B for the disposition of its assets.
2. DLA will accept a transfer of Group 3 assets from all DoD entities and utilize its existing processes to dispose and mutilate all Group 3 assets.
3. DLA will provide assistance to DoD entities on the processes and procedures for the transfer of Group 3 assets.

PROCEDURES

A. Separation of Assets, Asset Valuation, and Physical Security

1. DoD entities will survey all assets and property to identify those which bear a name or include a term that refers to the CSA or is identified in Reference (A).
2. Assets identified during the survey phase shall be recorded on an inventory or property register in a format that the owning DoD entity shall direct.

3. DoD entities will record the value of each asset on the inventory or property register. DoD entities will use best judgment in the valuation of an asset, if unknown.
4. Assets shall be physically separated from other assets and provided with an appropriate level of security to prevent loss, theft, or damage.

B. Assignment of Group Designations

1. When assigning assets to a Group, DoD entities should carefully consider the definitions. DoD entities will exercise their best judgment during this process.
2. DoD entities are encouraged to create screening boards and should leverage expertise of DoD historians to make recommendations and/or determinations on how items should be classified in Group 1, 2 or 3.
3. All Group 1 assignments require an endorsement from one of the following:
 - a. For Department of the Army items: U.S. Army Center of Military History
 - b. For Department of the Navy items: Naval History and Heritage Command
 - c. For Department of the Air Force items: Air Force History and Museums Program
 - d. All other DoD entities will receive endorsement for Group 1 from one of the aforementioned organizations or their own historical office with qualified staffs.
4. Assets which do not receive an endorsement will be classified as a Group 2 asset.
5. DoD entities may designate a nominal number of Group 2 and 3 assets for historic preservation in the permanent collection of a DoD museum. Those assets, with the endorsement of the parties listed in paragraph 3 above, will be offered to an existing DoD museum consistent with disposal as a Group 1 asset.

C. Disposition of Group 1 Assets.

1. DoD entities will dispose of Group 1 assets in one of the following manners:
 - a. Transfer the asset to an existing DoD museum for historic preservation in a permanent collection. DoD entities will use their existing programs and applicable regulations to execute the transfer. The order of precedence for transfer of an asset is as follows:
 - i. Owning DoD entity's nearest museum for acceptance into its permanent collection.

- ii. Owning DoD entity's other museums and historical office(s) for acceptance into their permanent collection.
 - iii. Military Department museums (contact the U.S. Army Center of Military History, Naval History and Heritage Command, or Air Force History and Museums Program for details).
- b. Transfer the asset to a DoD museum collection and loan the asset to a qualified organization in accordance with reference (D) and reference (F).
- 2. Group 1 assets not accepted into a DoD museum collection will be disposed of consistent with the procedures outlined for Group 2 assets.
- 3. Group 1 assets are considered disposed of when the transfer of an asset to a DoD museum collection is complete, with or without the further intent to loan the asset pursuant to reference (F).

D. Disposition of Group 2 Assets.

- 1. Defense Agencies and DoD Field Activities will identify to the host installation Military Department all Group 2 assets which are eligible for donation.
- 2. Military Departments will establish mechanisms to notify qualified organizations in accordance with reference (D) and reference (F) of all Group 2 assets (to include those from Defense Agencies and DoD Field Activities) available for donation. Established mechanisms should provide the widest dissemination of information on publicly available web sites.
 - a. Group 2 assets will be made available for qualified organization screening for a minimum of 30 days but not longer than 45 days.
 - b. In accordance with reference (A), the priority for donations will be given to qualified organizations in close proximity to the host installation. All other donations will be made on a first come first served basis.
- 3. Military Departments will establish a process to adjudicate and approve all donation requests for Group 2 assets.
 - a. The adjudication and approval process may be centralized or executed independently at the host installation level. If delegated to the host installation level, the adjudication and approval authority shall be no lower than the O-6/GS-15 level.
 - b. When a Group 2 asset originates from a Defense Agency or DoD Field Activity, the Defense Agency or DoD Field Activity will participate in the adjudication process. The Defense Agency or DoD Field Activity remains the final approval

authority for Group 2 assets originating from its organization. Participation in the adjudication process and the approval authority will be no lower than the O-6/GS-15 level.

4. The Military Department, with the assistance from Defense Agencies and DoD Field Activities with equity, will follow the procedures outlined in reference (D) to prepare the documents to conditionally donate an asset to a qualified organization.
 - a. The “Certificate of Assurance” template in reference (D) shall include a stipulation that “no person will, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives a donation.”
 - b. The “Gift Agreement” template in Figure 7 of reference (D) shall be used. The template shall be modified to include the following three stipulations:
 - i. “Title is transferred on special condition that the recipient must not:
 1. Re-donate, sell, trade, lease, lend, bail, encumber, cannibalize, or dismantle for parts, or otherwise dispose of the property;
 2. Remove it permanently for use outside the State;
 3. Transfer title to the gift or decoration directly or indirectly; or
 4. Do or allow anything to be done that would contribute to the gift or decoration being seized, attached, lost, stolen, damaged, or destroyed.
 - ii. If the gift is no longer suitable or required by the recipient as a museum or display item, the recipient must ensure total destruction of the item. It may not be transferred, re-donated, sold or traded.
 - iii. If re-donation, transfer, trade, or sale is attempted, title to the property is subject to forfeiture and the government may require return of the property by the donee or may repossess the property from whomever may have possession thereof and the donee will bear all expense of return and repossession as well as all storage costs.”
 - c. In the rare circumstances where the asset valuation is above \$10,000, the Military Department shall use the “Gift Agreement” template in Figure 5 of reference (D).
5. Defense Agencies and DoD Field Activities will transfer Group 2 assets selected for donation to a host installation Military Department, or an organization designated by the host Military Department in accordance with existing guidance. The transfer of Group 2

assets selected for donation to a Military Department will occur within 30 days from the final disposition decision.

6. The Military Department will follow the procedures outlined in reference (D) to execute the donation using the documents prepared in paragraph 4 above.
 - a. The Military Department will retain a Certificate of Assurance and a modified conditional agreement (or in rare cases where the asset valuation exceeds \$10,000 a fully conditional agreement) for its records.
 - b. The conclusion of the modified conditional agreement (or in rare cases where the asset valuation exceeds \$10,000 a fully conditional agreement) should be shortly followed by the physical transfer of the asset to a qualified organization. At this point, the asset can be considered disposed of.
7. If no eligible organizations are interested in an asset, the asset will be reclassified for disposal as a Group 3 asset and follow the procedures outlined below.

E. Disposition of Group 3 Assets.

1. DoD entities will transfer all Group 3 assets to DLA for disposal and mutilation.
2. DoD entities will contact their servicing DLA Disposal Services Representative (DSR) for assistance in the review, coordination, and processing of Group 3 assets. Contact with the DSR is required prior to the transportation and physical transfer of assets to DLA.
3. DoD entities are responsible for transportation of Group 3 assets to the nearest DLA Disposition Service field site. DoD entities will follow existing policies and regulations concerning the funding of transportation for DoD excess property to DLA Disposition Services field sites. For oversized or hard to move items, the DoD entity must seek advice from its servicing DSR before moving items to the final disposition servicing location.
4. DoD entities will complete a Disposal Turn-in Document (DD Form 1348-1A), in accordance with DoDM 4160.21, Volume 1 and the instructions below, for all Group 3 assets. DoD entities should use one DD Form 1348-1A per like item being turned in. On the DD Form 1348-1A, DoD entities will:
 - a. Use “each’s” (EA) as the unit of issue in record position 23-24 regardless of material type.
 - b. In box 17 provide an Item Nomenclature that summarizes the like item on the document.
 - c. Insert quantity of like items in record positions 25-29.

- d. Utilize box 27 to annotate specific details to include quantity and a brief description (e.g., 5 Street signs) of items being turned in.
 - e. Assign a Demilitarization Code of “Q3” in record position 65 and 66
 - f. Assign a Condition Code of “H” in record position 71.
 - g. Insert an estimated unit price in record position 74-80.
 - h. Assign the following Local Stock Number (LSN) 9905DSNAMECNV in Box 24, for all items even if there is a known National Stock Number (NSN).
- 5. DoD entities will complete a CSA Asset turn-in matrix (Attachment 2) to coordinate with the servicing DSR prior to shipment.
 - 6. DoD entities’ ownership of a Group 3 asset concludes once DLA receipts the DD 1348-1a.
 - 7. DLA Disposition Services field sites will:
 - a. Segregate all Group 3 assets from other DoD excess until disposal is completed.
 - b. Process all Group 3 assets that are received and ensure they are mutilated to the point of scrap residue so that they can no longer be identified as commemorating or associated with the CSA prior to disposing of the scrap residue.
 - c. Track Group 3 assets for total disposals and associated costs associated with the LSN and this policy.
 - 8. Group 3 assets are considered disposed of under this policy when DLA completes the mutilation process.

Attachment 2

Attachment 2 to USD(A-S) Memo on Naming Commission Supplemental Guidance on Disposition of Assets
DLA Distribution Turn-In Locations for Assets Commemorating the Confederate States of America

<div>DLA Disposition Turn-In Narrative: This matrix may be used to as an internal tool to record the number of CSA property items for heraldry / disposal and tracking associated costs. The narrative may include generic descriptions of the items (i.e., type of item, quantity, etc.) or other applicable comments.</div> <div>In general, if customers have any questions regarding turn in, please reach out to closest DLA Disposition Services site. Customers can locate closest site by using "Find a Location Link": https://www.dla.mil/Disposition-Services/Find-Location/.</div> Once turn-in site is located, customers can reach out to individual sites for further guidance on turn-in procedures.									
Installation	Name Changed To	Heraldry Items		LOCAL STOCK NUMBER (LSN)	Items for Destruction		Turn-In / Disposition Narrative		
		# of Items	Approximate Cost		# of Items	Approximate Cost			
Fort Rucker, AL	Fort Novosel, AL			9905DSNAMECNV					
Fort Benning, GA	Fort Moore, GA			9905DSNAMECNV					
Fort Gordon, GA	Fort Eisenhower, GA			9905DSNAMECNV					
Fort Polk, LA	Fort Johnson, LA			9905DSNAMECNV					
Fort Bragg, NC	Fort Liberty, NC			9905DSNAMECNV					
Fort Hood, TX	Fort Cavazos, TX			9905DSNAMECNV					
Fort A.P. Hill, VA	Fort Walker, VA			9905DSNAMECNV					
Fort Belvoir, VA	If Needed			9905DSNAMECNV					
Fort Lee, VA	Fort Gregg-Adams, VA			9905DSNAMECNV					
Fort Pickett, VA	Fort Barfoot, VA			9905DSNAMECNV					
United States Military Academy (USMA)									
	Bartlett Hall	TBD		9905DSNAMECNV					
	Lee Barracks	TBD		9905DSNAMECNV					
	Lee Housing Area	TBD		9905DSNAMECNV					
	Lee Area CDC	TBD		9905DSNAMECNV					
	Lee Road	TBD		9905DSNAMECNV					
	Lee Gate	TBD		9905DSNAMECNV					
	Beauregard Place	TBD		9905DSNAMECNV					

Attachment 2 to USD(A-S) Memo on Naming Commission Supplemental Guidance on Disposition of Assets
DLA Distribution Turn-In Locations for Assets Commemorating the Confederate States of America

Installation	Name Changed To	Heraldry Items # of Items	Approximate Cost	LOCAL STOCK NUMBER (LSN)	Items for Destruction		Turn-In / Disposition Narrative
					# of Items	Approximate Cost	
Hardee Gate	TBD			9905DSNAMECNV			
Reconciliation Plaza	TBD			9905DSNAMECNV			
Honor Plaza	TBD			9905DSNAMECNV			
Civil Works Assets							
Stonewall Jackson Lake	TBD			9905DSNAMECNV			
Stonewall Jackson Dam	TBD			9905DSNAMECNV			
Port Allen Lock, LA	TBD			9905DSNAMECNV			
Lake Sidney Lanier, GA	TBD			9905DSNAMECNV			
Buford Dam, GA	TBD			9905DSNAMECNV			
LCU Vessels							
LCU-2027 Mechanicsville				9905DSNAMECNV			
LCU-2011 Chickahominy				9905DSNAMECNV			
LCU-2025 Malvern Hill				9905DSNAMECNV			
LCU-2022 Harpers Ferry				9905DSNAMECNV			
LCU-2004 Aldie				9905DSNAMECNV			
Other Actions and Installations							
29th Infantry Division Symbol				9905DSNAMECNV			
Battle Streamers				9905DSNAMECNV			
Fort Belvoir				9905DSNAMECNV			
Fort Bliss, TX				9905DSNAMECNV			

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DLA Distribution Turn-In Locations for Assets Commemorating the Confederate States of America

	Installation	Name Changed To	Heraldry Items		LOCAL STOCK NUMBER (LSN)	Items for Destruction		Turn-In / Disposition Narrative	
			# of Items	Approximate Cost		# of Items	Approximate Cost		
	Fort Campbell, KY				9905DSNAMECNV				
	Fort Hamilton, NY				9905DSNAMECNV				
	Fort Jackson, SC				9905DSNAMECNV				
	Fort Leavenworth, KS				9905DSNAMECNV				
	Fort Leonard-Wood, MO				9905DSNAMECNV				
	Fort Riley, KS				9905DSNAMECNV				
	Fort Stewart, GA				9905DSNAMECNV				
	Joint Base Myer-Henderson Hall, VA				9905DSNAMECNV				
	Joint Base Lewis McChord, WA				9905DSNAMECNV				
	Schofield Barracks, HI				9905DSNAMECNV				
	U.S. Army Garrison, Bavaria, Garmisch-Partenkirchen, Germany				9905DSNAMECNV				
	U.S. Army Garrison, Rhineland-Pfalz, Germany				9905DSNAMECNV				

Attachment 3

**Attachment 3 to USD(A&S) Memo on Naming Commission Supplemental Guidance on
Disposition of Assets That Commemorate the Confederate States of America (CSA) and
Updating Department of Defense (DoD) Address Activities**

**Department of Defense Guidance on Naming Commission-Driven Changes to Department
of Defense Activity Address Codes**

REFERENCES

1. Commission on the Naming of Items of the Department of Defense (DoD) that Commemorate the Confederate States of America or Any Person Who Served Voluntarily with the Confederate States of America (the Naming Commission) Final Reports to Congress, in accordance with section 370 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021. Part I U.S. Army Bases, Part II, U.S. Military Academy and U.S. Naval Academy and Part III Remaining Department of Defense Assets.
2. Secretary of Defense Memorandum “Implementation of the Naming Commission’s Recommendations” dated October 6, 2022.
3. Under Secretary of Defense for Acquisition and Sustainment Memorandum “Plan of Actions and Milestones for Implementation of the Naming Commission” dated October 17, 2022.
4. Defense Logistics Manual (DLM) 4000.25, Volume 6, Chapter 2, “DoD Activity Address Directory (DoDAAD)”, December 27, 2022.

RESPONSIBILITIES

1. Defense Logistics Agency (DLA) Responsibilities for Address Changes
 - a. The DLA Information Operations will ensure:
 - i. Department of Defense Activity Address Directory (DODAAD) updates made by the Military Departments, Defense Agencies, and DoD Field Activities are reflected in the master DODAAD data repository maintained by the DLA.
 - ii. The DoDAAD Administrators provide monthly reports to the Military Departments, Defense Agencies, and DoD Field Activities DoDAAD Central Service Points (CSPs) of affected organizations to enable them to identify affected activities and monitor progress.
 - iii. Questions regarding reports sent to DoDAAD@dla.mil will be answered in a timely manner.
 - iv. Assistance is provided if a Military Department, Defense Agency, or DoD Field Activity representatives wishes to create their own reports using the DoDAAD Advanced Search (eDAASINQ) function found at <https://www.dla.mil/DODAAD/>.
2. Responsibilities for Services and Agencies for Department of Defense Activity Address Codes (DoDAAC) Address Changes

- a. In preparation for anticipated changes, Military Departments, Defense Agencies, and DoD Field Activities should proactively engage their Military Mail Managers in identifying street names that require a change. This is a critical first step that must be completed before any Department of Defense Activity Address Codes (DoDAACs) can be updated.
 - i. The Military Postal Service Agency (MPSA) can assist Military Mail Managers in identifying streets that need to be changed.
 - ii. Military Departments, Defense Agencies, and DoD Field Activities should further engage their DoDAAD CSPs in advance of directing them to make changes to DoDAACs. A comprehensive list of Service and Agency CSPs can be found at <https://www.dla.mil/DODAAD/>.
- b. It is possible that the Military Departments will conduct installation renaming ceremonies before new street names have been determined and coordinated with the U.S. Postal Service. As a result, there may be disruptions in the delivery of shipments to these locations. It is recommended that Military Departments, Defense Agencies, and DoD Field Activities coordinate with U.S. Transportation Command (USTRANSCOM) to issue Customer and Carrier Advisories, notifying all Transportation Offices and DoD Approved Transportation Service Providers that there will likely be a delay in updating shipment address records versus the actual names of the installations. Recommend some type of updated notes in the Transportation Facilities Guide (TFG) records of the Transportation Offices on the installations whose names will be changed.
- c. In accordance with Reference 4, Military Department, Defense Agency, or DoD Field Activity CSPs are reminded of their responsibilities in maintaining accurate Department of Defense Activity Address Code (DoDAAC) data in the DoDAAD database to include updated and accurate profile information in information and business systems.
- d. Military Department, Defense Agency, or DoD Field Activity CSPs may direct questions regarding the process for updating DoDAAC records to DoDAAD@dla.mil. Additional information can be found on the following websites:
 - i. DoDAAD Update Application Standard Operating Procedure: <https://www.dla.mil/Defense-Data-Standards/Committees/DODAAD/INFO/>
 - ii. Main DoDAAD Page: <https://www.dla.mil/DODAAD/>
 - iii. Enhanced information for CSPs: <https://www.dla.mil/Defense-Data-Standards/Committees/DODAAD/INFO/>.