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March 13, 2009

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Defense Logistics Management Systems (DLMS) Department of Defense Activity
Address Directory (DoDAAD) Process Review Committee (PRC) Meeting 09-01,
10 March 2009

The attached minutes of the DoDAAD PRC Meeting (09-01) are forwarded for your
information and appropriate action. The next meeting will be scheduled at a later date.

The Defense Logistics Management Standards Office point of contact is Mr. Bob
Hammond, 703-767-2117 or email Robert.Hammond@dla.mil.

A handwritten signature in black ink that reads "Donald C. Pipp". The signature is stylized and cursive.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

DUSD(L&MR)SCI
DoDAAD PRC Committee
Attendees

MEMORANDUM FOR RECORD

SUBJECT: Department of Defense Activity Address Directory (DoDAAD) Process Review Committee (PRC) Meeting, March 10 2009

Purpose: The Defense Logistics Management Standards Office (DLMSO) hosted the DoDAAD PRC meeting at 2750 Prosperity Avenue, Suite 300, Fairfax, Virginia. The purpose of the meeting was to discuss key initiatives and issues with the DoDAAD. These minutes cover discussions, agreements reached and action items.

Brief Summary of Discussion: Mr. Hammond, DoDAAD PRC Chair facilitated the discussion.

Review of Meeting Topics:**1. Central Service Point (CSP) Responsibility.**

a. CSPs were reminded of their responsibility for maintaining their DoDAACs with timely and accurate information, for ensuring that Department of Defense Activity Address Codes (DoDAACs) are established promptly for deploying units, for deleting un-needed DoDAACs, and for keeping records associated with the assignment of each DoDAAC. Several enhancements were discussed in the PRC to assist the CSPs.

b. Mr. Hammond, DLMSO, indicated that an up-to-date DoDAAC monitor list is maintained by DLMSO and is available on the DLMSO website at https://www.dla.mil/j-6/dlmsocertaccess/svcpoints/ServicePoints/DoDAAC_DOD_Monitors.pdf

2. Contractor DoDAACs.

a. **Multiple Contracts for a given DoDAAC.** There are many cases where multiple contracts are assigned to a single DoDAAC, but the DoDAAD currently only carries one contract. It is proposed that a multiple occurring contract field be added to the DoDAAD. No upper limit would be placed on the number of associated contracts to a given DoDAAC. The update program would provide an: add/change/delete feature to enter, modify or delete contract data. After each contract the user would be able to enter another row of contract data, if applicable. This change would also require modifications to eDAASINQ to display multiple contracts.

b. **eDAASINQ Contract Date Range.** It is proposed that the Contract Date field be changed to accept a date range. If only the begin date is entered, the query would search for the single date. If begin and end dates are both entered, the query will test both conditions and the report will include all DoDAACs with contracts that are within the range (including the beginning and ending dates). This field

should also allow searches for greater than or less than dates to assist the CSPs in determining which contractor DoDAACs have expired, or are about to expire. The date field should allow for querying a blank date, so that missing contract dates can be queried. CSPs are responsible for keeping contract information up-to-date and for deleting DoDAACs with expired contracts. This change is tied to the multiple contract change shown above.

c. **ACTION:** DLMSO draft a Proposed DLMS change (PDC) not later than 10 April 2009.

3. DPO Postal Service.

a. Diplomatic Post Office (DPO) service began as a pilot program in 2003 and currently operates in 16 locations. DPO provides APO-like service with a considerable overhead and consequently is a little more restrictive than traditional APO/FPO locations. The U.S. Postal Service makes no distinction between APO and DPO, so address elements for DPO posts are written in the same form as APOs. Many of the APO/FPO services are available; however, in order to implement this program more stringent restrictions were necessary. The most significant are size limits; because DPO mail is being sent as pouch "via U.S. Mail," all items must fit in a USPS bag. DPO service requires the same customs forms as APO/FPO service. Applicability to DODDAD was discussed and there was agreement that this change should be pursued.

b. DPO/APO/FPO should all be restricted to US addresses only. The DoDAAD edit needs to be changed to include this restriction.

c. **ACTION:** DLMSO draft a PDC not later than 10 April 2009.

4. Change all date displays to MM/DD/YYYY and add selection via popup box.

a. This change would implement the date functions as supported in the newly reengineered MAPAD. Storage in the database can continue to be YYDDD, but the display in DoDAAD, DAASINQ, and eDAASINQ would be human readable (MM/DD/YYYY).

b. **ACTION:** DLMSO draft a PDC not later than 10 April 2009

5. APOD and WPOD lookup query and populate

a. Currently, in the DoDAAD entry screen for entering or changing a DoDAAC, the CSP has the option of clicking on a link to the Table Management Distribution System (TMDS) authoritative source database to locate the correct APOD or WPOD. In the new reengineered MAPAD, we have automated that function to search within the MAPAD by APOD, city, MILSTAMP code, state (drop down) and/or country (drop down). The APOD or WPOD, when selected, populates the field in the MAPAD. We propose adding this functionality to the DoDAAD. For an example, see link [MAPAD screen shots](#). This change was recommended for implementation.

b. There was discussion about adding APOD & WPOD for CONUS customers to accommodate retrograde movements and issues for OCONUS depots to CONUS customers. This was determined not to be feasible.

c. **ACTION:** DLMSO draft a PDC not later than 10 April 2009 for OCONUS DoDAACs.

6. Validation of Data Replication inbound to DAASC.

- a. DAASC has built in edits for all data entered into the DoDAAD via web. Systems, such as Army and Air Force that do not use the web input must incorporate the same DAASC validations into their systems.

7. Elimination of Batch Input.

- a. DLMSO Director issued a memorandum directing the elimination of batch input into the DoDAAD by 1 May 2009, in order to improve the timeliness and accuracy of data in the DoDAAD database. No waivers have been granted. See [Memo](#).
- b. **ACTION.** GSA, USPS, Coast Guard and AAFES report status to DLMSO not later than 27 March 2009.

8. BLOC Change.

- a. The Bill of Lading Code (BLOC) information is currently entered into the DoDAAD by the CSPs. In most cases, the information is inaccurate or missing. To correct this problem, we propose the following
 - 1) Clear all existing BLOC information from the DoDAAD
 - 2) Removed BLOC input field from DoDAAD update
 - 3) Load DoDAAD BLOC field from an automated feed directly from the authoritative TMDS database.
- b. Link to [PDC 343](#).
- c. PRC members provide comments to DLMSO regarding PDC 343 not later than 3 April 2009.

9. DoDAAD Country Code (PDC 325)

- a. DLMSO is evaluating comments received in staffing for [PDC 325](#). The requirement to restrict activity codes assigned to activities and not to countries from being entered into the address field of the MAPAD and DoDAAD received no non-concurrences. However, it has been proposed that derived ISO-2 and ISO-3 country codes be used in the DoDAAD/MAPAD databases in cases where some “pseudo” codes have previously been assigned to countries.
- b. Pseudo country codes have been assigned by DLMSO in cases where FIPS, FMS or MILSTRIP have assigned a code to a region not uniquely recognized by ISO. These pseudo codes are clearly identified as such in the country code listing maintained by DLMSO. Through research, it may be possible to determine accurate ISO codes for these regions for shipping, but this would result in duplicate values in the ISO fields. There is no authoritative source for converting these pseudo codes to ISO codes.
- c. The DoDAAD and reengineered MAPAD use the two digit “ISO field” code to populate the last line of the address for shipping; however, this is currently a dual-use field for both true ISO-2 codes and for “pseudo” ISO codes assigned by DLMSO in order to maintain a unique database primary key for each country needed by DAASC. Currently, this results in “pseudo” codes being entered into the address line, which is incorrect for shipping. Pseudo codes are perpetuated in the ISO-3 field.
- d. Three options have been identified:
 - 1) Continue with no change.
 - 2) DAASC could assign a new internal primary key for its use, and the true/derived ISO codes could be entered into the existing “ISO” and ISO-3 fields. The code for Kosovo would change instantly to Serbia in

the DoDAAD and in all systems, such as DLA EBS and DSS, using the current “ISO” field. Duplicate values would exist in the ISO-2 and ISO-3 fields. DLA, which distinguishes between Kosovo and Serbia for shipping restrictions, would be affected.

- 3) DAASC could add a new ISO-2 field to the DoDAAD, which would contain both true and derived ISO-2 codes. This field would be used by DAASC for creating the address line in the DoDAAD from web input, and would be passed in batch. Systems changes would be needed by all systems inputting and receiving the DoDAAD data through replication. Unless implemented simultaneously (as in option 2 above), conflicting values for countries, such as Kosovo, could be entered into the DoDAAD, and databases for systems inputting and receiving DoDAAD data through replication could be out of sync with the DAASC DoDAAD database. For example. If one selects the country name of Kosovo from the web, DAASC enters all of the codes, but DAASC would now use the new ISO-2 field to populate the last line of the address, instead of the current ISO field. That address would have Serbia, and would be passed in batch. In replication the new ISO-2 field will be available. If DLA switches to the new ISO-2 field, they would get Serbia, even if Army still has Kosovo in their database.

- e. A listing of [pseudo country codes](#).
- f. **ACTION.** There was no interest by PRC members in pursuing a change to the DoDAAD at this time. This topic will remain open for further evaluation. DLMSO will publish PDC 325 as an ADC not later than 1 April 2009.

10. Review of ADC 298.

- a. [ADC 298](#) contains several enhancements to the DoDAAD, which were reviewed.
- b. **ACTION:** DAASC provide updated status by 10 April 2009.

11. Accurate and up-to-date DoDAAC Information - Msgt Benson of CENTCOM

- a. There was a discussion of the importance of accurate and timely Master DoDAAC information, and the impact of errors to the warfighter. Mr. Hammond indicated that any required changes should be directed to the appropriate CSP identified at <http://www.dla.mil/j-6/dlmsso/eLibrary/ServicePoints/default.asp>. Mr. Hammond indicated that DoDAACs may be entered with future effective dates to accommodate known future changes for APODs and WPODs.
- b. Chip Dodge provided a [presentation](#) which highlights areas where inaccuracies in DoDAACs are occurring. One key item of interest is the proper designation of break bulk points and containerization consolidation points.
- c. A discussion was held concerning the need to make mass changes to the DAASC files as a result of identified inaccuracies in DoDAACs. It was indicated that for any mass DAASC changes to occur, the request must come from the CSP.
- d. **ACTION.** CSPs correct DoDAAC errors promptly as they are identified.

12. Demonstration of EDAASINQ tab design.

- a. EDAASINQ has been CAC/PKI enabled and requires a Systems Access Request. Components/Agencies hosting web DoDAAD inquiry sites should review Component requirements for web access to such data.
- b. There was a demonstration of proposed eDAASINQ tab design, which was favorably received.
- c. A request was made to modify the query result in the case where no record is found as a result of the query. Currently the return display only indicates “No Record Found”. Instead, it is suggested that the data entered is also provided with the result, i.e. “No Record Found for DoDAAC XXXXX”. This will assist in determining if the DoDAAC was simply entered wrong, or if the DODAAC was entered correctly, but is an invalid DODAAC.
- d. **ACTION.**
 - 1) Components/Agencies hosting web DoDAAD inquiry sites should review Component/Agency requirements for access to such information via the Web.
 - 2) DLMSO draft an ADC not later than 10 April 2009 for eDAASINQ tab design and requested change for query results screen when no records are found.