



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO DLMSO

MAR 25 2008

MEMORANDUM FOR DODAAD PROCESS REVIEW COMMITTEE

SUBJECT: Department of Defense Activity Address Directory (DoDAAD) Process Review  
Committee (PRC) Meeting, March 11, 2008

The attached minutes of the DoDAAD PRC Meeting of March 11, 2008, are forwarded for your information and action, as appropriate.

The Defense Logistics Management Standards office of contact is Robert Hammond at 703-767-2117, or e-mail at [Robert.hammond@dla.mil](mailto:Robert.hammond@dla.mil).

DONALD C. PIPP  
Director  
Defense Logistics Management  
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Attachment  
As stated





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MEMORANDUM FOR RECORD

SUBJECT: Department of Defense Activity Address Directory (DoDAAD) Process  
Review Committee (PRC) Meeting, March 11, 2008

**Purpose:** The Defense Logistics Management Standards Office (DLMSO) hosted the DoDAAD PRC meeting at HQ DLA, Fort Belvoir, Virginia. The purpose of the meeting was to discuss the current status and future plans for the DoDAAD. These minutes cover discussions, agreements reached, and action items. Briefings were presented on the following topics: Joint Organization Query (JOQ), Proposed DoDAAD Enhancements, Real Property Registry, and Enhanced DAASINQ.

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

**Review of Meeting Topics:**

**1) Zip Code Validation – Bob Hammond (DLMSO)**

- a) Status update on the zip code validation action taken at the request of John Ampela during the last PRC. Two simple edits have been implemented into the DoDAAD web update application to ensure zip codes are: 1) 5 numeric positions, or 2) 5 numeric positions, a hyphen, and 4 numeric positions. This action is complete and the request has been satisfied by DAASC.
- b) The Air Force (AF) and Army maintain separate applications. Zip code information sent by AF and Army is validated by DAASC, and DAASC provides a warning message to the sender if the zip code information is not found on the USPS table.

**2) Air Force DoDAAD Query – Judy Oldham (AF)**

- a) Chip Dodge (DLA) raised the issue about POD information in the AF query only contained AF POD information. The APOD and WPOD are provided to the AF by DAASC, so the AF was asked to present the information in their query system.
- b) Status update by Judy Oldham reported the Air Force has added APOD and WPOD field information for all Components. This report was contradicted by Chip Dodge, so Judy Oldham was going to confirm that the updated version of the AF query was released to production.
  - **ACTION ITEM for AF** – Judy Oldham to confirm AF query reports on APOD and WPOD for all Components.

**3) Authority Codes – Bob Hammond (DLMSO)**

- a) Status update on Authority Codes. The Authority codes have been implemented at DAASC and are being used within the DoDAAC.



#### 4) **Real Property – Craig Adams (OSD)**

- a) This was an info briefing on the new rules associated with Real Property (e.g., city codes, address attributes, WAWF requirements) and the RPUID Registry. This briefing was originally given by Laura Muchmore to the DLA CIO.
- b) The Real Property Registry was designed as a Net Centric environment tool to satisfy the DoD policies on data interoperability (DoDD 8030.2) and UID standard for Net Centric DoD (DoDD 8030.03). To be successful, the implementation had to include a net-centric design and include principals of Service Orientated Architecture.
- c) The “to be” of UID includes many related database: Real Property (RPUID), Personal Property (IUID), Person (EDIPI), and Role (FMID). Most of the “to be” environment has not been built yet. When completed, the multiple views will be interrelated to each other to create an overall UID Enterprise Visibility.
- d) The Real Property, as implemented, is not associated with the DoDAAD. It is based on USPS address information, and includes over 8,000 sites associated to almost 200 installations.
- e) Two questions were asked. There was a question about the length of the address field used by RPUID. The current length of the address field for the RPUID is 255 characters, compared to the DoDAAC address, which is only 35 characters. Craig Adams indicated that they are looking into changing the length. Heidi Daverede (DLMSO) inquired about the security in place to protect the information stored in the registry. Craig Adams (OSD) indicated the information was limited to address and public accessible information to negate the OPSEC concerns. He stated the RPUID information is not classified.

#### 5) **RICs and DoDAACs – Open Discussion**

- a) A question was asked on behalf of Ellen Hilert (DLMSO); in the Air Force, is there only one DoDAAC per contract? Judy Oldham (AF) answered no. The AF would like to get to a one-to-one relationship, but so far this has not taken place.
- b) Dale Yeakel (DLMSO) was asked if there were multiple RICs per DoDAAC. Bill Strickler (DAASC) answered yes and no. There is only one field in the DoDAAC record to store a RIC, and that RIC is entered by the CSP. DAASC uses a separately maintained table of RIC codes to associate multiple RICs to a single DoDAAC. DAASC will be removing RIC data from the DoDAAD record. Instead, customers will be able to access DAASC separately maintained table of RIC codes to associate multiple RICs to a single DoDAAC.

#### 6) **GSA Enhancements – Dale Yeakel (DLMSO)**

- a) DLMSO developed requirements, which DAASC has programmed and is currently testing, for a new web page that only GSA will use to enter the GSA unique data. The GSA unique data is information that the GSA supply system requires for the conduct of its business operations. Federal agencies are a large DoD supply system customer population, accounting for half of all DoDAACs. In order to get GSA off of batch submissions of DoDAAC updates, it is essential that GSA be able to enter GSA unique data via the DAASC Web application. This effort is of mutual benefit to DoD and GSA. DoD gets the DoDAAD updated via the Web in real-time for all Federal Agency DoDAACs, and GSA gets real-time updates of all DoDAAD change actions.

- b) The GSA data includes 15 new data elements, which are identified on Chart 7 of the DoDAAD Data Enhancements Briefing. The GSA data will not require any work by the Service CSPs, but the DoD DoDAAD users may benefit from the additional information.
- **ACTION ITEM for DLMSO** – Update the DoDAAD data dictionary posted to the DLMSO Web Site with the new GSA database data fields.
- c) Several of the new GSA fields will be extracted from the GSA Geographic Location Code (GLC) table below is a link to the GSA GLC data:  
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=MP&contentid=8815&contentType=GSA\\_OVERVIEW](http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=MP&contentid=8815&contentType=GSA_OVERVIEW)
- d) The GSA addition should be completed and implemented by July, 2008. **When the GSA enhancement is complete, DAASC will no longer accept batch transaction updates, but will still provide batch transmissions broadcasts to applications that require them.**

#### 7) Other DoDAAD Enhancements – Dale Yeakel (DLMSO)

- a) One ongoing enhancement is to the city name field. Currently the city name is not validated, and there may be multiple spellings for the same city (i.e. Fort Belvoir versus FT. Belvoir). DAASC has developed a city name validation for cities. In the enhanced DoDAAC updated page the city name will auto-populate as the user begins to type.
- b) The CAGE code will be validated in the next release. When the CAGE code is entered, it will be compared to a table of valid CAGE codes provided by DLIS. If a match is found, the CAGE code will be allowed. If the CAGE is not found, it will be rejected. This will not guarantee that the correct CAGE code was entered for the given DoDAAC, but it will guarantee the CAGE code entered is a valid CAGE code.
- c) The Contract information will be required for all new contractor DoDAACs in the next release. The following fields will be mandatory for all contractor DoDAACs in the future: Contract Number, CAGE code, Sponsor, and Expiration Date.
- d) There is a need for Permanent DoDAACs. The current version of the DoDAAD will allow any DoDAAC to be reused. In the future, a no-reuse flag will be added to the database, and exclude non-reusable DoDAACs from ever being reused for a different activity. This change is being made to support the Enterprise Identifier, which is part of an IUID construct. Several changes will be required to implement the Permanent DoDAAC concept:
- There will be a monthly comparison of DoDAACs that are used as Enterprise Identifiers on the IUID registry to the DoDAAD. Any DoDAACs that match will have a new data field flag “Enterprise Identifier Flag” set in the DoDAAD database that indicates that the DoDAAC has been used as an enterprise identifier for the assignment of item unique identifiers.
  - There will be a “Cancelled/Never Reuse Flag” in the DoDAAD Database. This flag will be set by DAASC at the time a DoDAAC is deleted, if the DoDAAC being deleted has the “Enterprise Identifier Flag” set. These DoDAACs will never be physically removed from the database.
  - The DoDAAD update application will need to be changed to disallow the establishment of a permanent DoDAAC which has been previously used. Either of the following conditions will cause rejection of an attempt to add a DoDAAC:

- The current date is less than 5 years for the date of the deletion date. If a CSP inadvertently deletes a DoDAAC which needs to be re-added DAASC will assist them in doing so.
- The Cancelled/Never Reuse Flag is set in the database.
- We will add the capability to the DASSINQ to query and view the “Enterprise Identifier Flag” and the “Cancelled Never Reuse Flag”.
- **ACTION ITEM for DLMSO** – Write a requirement to implement the Permanent DoDAAC concept with the DoDAAD.

**8) Joint Organization Query (JOQ) – Bruce Probert (OSD)**

- a) The briefing started by describing the problem statement. DoD develops and maintains redundant authorization and reporting hierarchies for EBusiness applications. Within these hierarchies the applications distribute and maintain access and consolidated reporting. Currently, each application hierarchy is developed and maintained separately, and the stovepipe design causes:
- Duplicate maintenance efforts
  - Differences in reporting
  - Hard to compare data across sources
- b) The continuous realignment also creates a problem with procurement authority. The solution is aligning various authority structures (e.g. DoDAAC, CAGE) using OUID as a key. To support this concept the DoDAAD may need a new field to indicate whether or not a DoDAAC has procurement authority. The CSPs would not be responsible for determining which DoDAACs have procurement authority. The Acquisition Community would provide a database to DAASC to load the new field, and would inform the CSPs when changes are required.
- ACTION ITEM for DLMSO** – Confirm the requirement from OSD for a Procurement Authority field in the DoDAAD, and develop proposed procedures for updating the field.

**9) DAASINQ Demo – Lisa Tonkin (DAASC)**

- a) The new DoDAAD DAASINQ has a very robust search capability and makes extensive use of specific and wild card searches. Lisa Tonkin demonstrated the enhanced DAASINQ. All users are encouraged to begin using the new query. Any new requirements should be proposed to the DoDAAD PRC Chairman. Chip Dodge has exercised the new query application extensively and had some suggestions for further enhancing the query, which are discussed below.

**10) DAASINQ Suggested Changes – Chip Dodge (DLA)**

- a) Chip Dodge found several items he wanted changed in the new version of the enhanced DAASINQ.
- b) Chip suggested to relocate "BBP" field to TAC1 block of the query, and to rename the “BBP” to “CCP”. Lisa Tonkin (DAASC) pointed out “CCP” is already a field in the DoDAAD and using the same name twice for two different purposes would be confusing. Mike Humenansky reported most BBP data is associated with TAC 2, but some BBP data appears on TAC 1. Mike referenced DoDAAC “GN000K” as an example of BBP data appearing only on the TAC 1. After a brief discussion it was determined by the CSPs to leave the BBP in its current location, but rename the label

in both the result screen and the download file to BBP/CRP. (BBP=Break Bulk Point and CRP=Central Receiving Point)

- **ACTION ITEM for DAASC** – Change the label BBP to BBP/CRP.
- c) Relocate "CCP, APOD and WPOD" fields to TAC2 block of the query. After a short discussion of this suggestion, the CSPs decided not to relocate these fields. The CSPs determined these fields relate to delivery location which could be the TAC 1, 2, or 4 and concluded it is logical to leave them where they are currently located within the TRANSPORTATION data display section of the query.
  - d) Relocate "DSS ALOC" field to DoDAAC INFORMATION block of the query. Same resolution as the item above. The CSPs determined to leave these fields where they are currently located within the TRANSPORTATION block of the query.
  - e) Restrict output to selected TACs. The suggestion was well received, but DAASC will need time to study the feasibility of this change. If feasible, DLMSO will provide DAASC with a requirement.
  - f) Add capability to do a batch query for multiple DoDAACs. DAASC reported this capability exists today and can be satisfied by an ad hoc request. As far as automating this ability, DAASC requested this issue be tabled until they can study the feasibility. DAASC pointed out that if users have this type of requirement they should call Lisa Tonkin and DAASC will provide the information separate from the standard query.
  - g) The enhanced EDAASINQ query should save the selection criteria in the browser, so that the user can determine what criteria he entered, in the event that the query did not return the desired result. The suggestion was well received, but DAASC will need time to study the feasibility of this change.
  - h) Duplicate fields in query results. There were some duplicate fields in the query results; however, this issue has already been addressed by DAASC and the fields have been removed.
  - i) Change the wording on the save file button. Currently the button reads "Download Result to file". The wording implies the one record currently being viewed. Request that the button be changed to "Download Result(s) to file". The change was discussed and determined by the CSPs it should be changed.
    - **ACTION ITEM for DAASC** – Change download button to read "Download Result(s) to file".
  - j) Change function of single download button. Currently the download to file button directs the user to a subsequent page, and this second page prompts the user to select Excel or Tab-Delimited file. It was recommended two buttons be added to the results screen or one button with a drop down to pre-select Excel or Tab-Delimited. DAASC requested the requirement be finalized and sent forward with other changes that are yet to be determined.

11) Bob Hammond (DLMSO) asked if there were any additional issues or questions. Wendy Evens (DDC) asked the POC information be completed by the Components. This prompted a discussion by the CSPs about the use of the POC field. It was designed for CSP contact information, Wendy would like the field used for "Ship To" POC information. At a minimum a "Ship To" telephone number. The CSPs did not support the change, though the database could support either. Currently the POC information is an optional field, and the actual records that contain information are limited.

## **ACTION ITEMS:**

- 1) **ACTION ITEM for AF** – Judy Oldham to confirm AF query reports on APOD and WPOD for all Components.
  - *OPR: AF*
  - *ECD: April 1, 2008*
- 2) **ACTION ITEM for DLMSO** – Update the DoDAAD data dictionary posted to the DLMSO Web Site with the new GSA database data fields.
  - *OPR: DLMSO*
  - *ECD: July 1, 2008*
- 3) **ACTION ITEM for DLMSO** – Write a requirement to implement the Permanent DoDAAC concept within the DoDAAD.
  - *OPR: DLMSO*
  - *ECD: July 1, 2008*
- 4) **ACTION ITEM for DLMSO** – Confirm the requirement from OSD for a Procurement Authority field in the DoDAAD, and develop proposed procedures for updating the field..
  - *OPR: DLMSO*
  - *ECD: July 1, 2008*
- 5) **ACTION ITEM for DAASC** – Change the label BBP to BBP/CRP.
  - *OPR: DAASC*
  - *ECD: May 1, 2008*
- 6) **ACTION ITEM for DAASC** – Change download button to read "Download Result(s) to file".
  - *OPR: DAASC*
  - *ECD: May 1, 2008*