DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY REFER TO J627

June 09, 2011

MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD) AND SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 470, Change to DoDAAC Authority Code Assignment Process

We are forwarding the attached revised proposed change to DoD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation. The interface requirement relating to this proposed change is shown to assist in your internal coordination. However, omission of such a requirement does not relieve you of the responsibility to ensure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/ concurrence to the DLA Logistics Management Standards not later than **30** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to Mr. Robert Hammond, DOD Activity Address Directory PRC Chair, 703-767-2117, DSN 427-2117 or email Robert.Hammond@dla.mil or to Ellen Hilert, DoD Supply PRC Chair, 703-767-0676, DSN 427-0676, or email ellen.hilert@dla.mil Others must contact their Component designated representative.

DONALD C. PIPP
Director
DLA Logistics Management Standards

Attachment
PDC 470

cc:
ODASD (SCI)

PDC 470
Change to DoDAAC Authority Code Assignment Process

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Service/Agency: DLA Logistics Management Standards, DLA J627

b. Originator: DLA Logistics Management Standards

2. FUNCTIONAL AREAS: DOD Activity Address Directory (DoDAAD)/Supply

3. REFERENCES:

a. DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 - Department of Defense Activity Address Directory

4. REQUESTED CHANGES:

a. Description of Change: This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00".

b. Background:

(1) The Authority Code was added to the DoDAAC in March 2007 and established to restrict requisitioning, shipment and billing authority. The most comprehensive authority is "00", which allows authority to requisition, ship-to or bill-to. All other Authority Codes limit authorized use (e.g., ship-to only or bill-to only).

(2) DLA Transaction Services performs some edits on DLMS transactions, based on the DoDAAC authority code.

(3) To minimize the impact on the Central Service Points (CSPs) of initiating the Authority Code into the DoDAAD database, the default value was set to "00" (full authority) during initial implementation.

(4) The CSPs have had several years to review these initial default settings and change those Authority Codes that should be set to values other than "00". This change is the next step in the progression.

(5) Authority Codes are shown in enclosure (1).

c. Procedures: The following procedures are proposed:

(1) For the DLA Transaction Services DoDAAC web update application, the Authority Code will be set to null (no value) for new DoDAACs. Since the Authority code is a required field, this will require the CSP to select a valid Authority Code from a drop down menu before the newly created DoDAAC can be saved.

(2) Army and Air Force must make similar changes in their DoDAAC update applications. The Army's AESIP system must also change to require the Authority Code to be set by the CSP rather than default to "00". Authority Codes from Air Force will continue to follow the inference rules established at DLA Transaction Services in the near term. However, Air Force must add the Authority Code to their DoDAAC update application, so these codes may be set directly in the future.

(3) Change drop down description of Authority Code "04" in the table from "DRMS Only" to "DLA Disposition Services Only" to reflect the name change.

5. **REASON FOR CHANGE:** CSPs need to make a proactive choice to set the Authority Code.

6. **ADVANTAGES AND DISADVANTGES**

   a. **Advantages:** This change will encourage the CSP to think about the purpose of the DoDAAC when it is created.

   b. **Disadvantage:** None noted.

7. **IMPACT:**

   a. **Implementation:** DLA Transaction Service will implement the change as soon as possible.

   b. **Publication:**

      i. DoD 4000.25-M Volume 6, chapter 2, table reference C2.T1 (Authority Codes) must be replaced with Authority Code table shown in enclosure (1).

      ii. DoD 4000.25-1-M, chapter 2, table reference Figure C2.F1 (DODAAC Authority Codes) must be replaced with Authority Code table shown in enclosure (1).

8. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** None noted.

Authority Codes

Code	***Description***	***Definition***
00	***Requisition***	***Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.***
	Required[1]: TAC[2] 1	
	Business Rules: No restrictions.	
	DAAS DoDAAC Authority Code Edit: no additional edit.	
01	***Ship-To Only***	***Can only be used as a ship-to address with no other implicit authority.***
	Required: TAC 1, (TAC 2 and/or TAC 4)	
	Business Rules: Not authorized to requisition or bill-to.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X.	
02	***Finance (Bill-to Only)***	***DoDAAC can only be used as a bill-to.***
	Required: TAC 1 (TAC 3)	
	Business Rules: Cannot requisition, cannot be used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B.	
03	***Do Not Ship to***	***Cannot be used as a ship-to destination.***
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	
	Business Rules: Cannot be used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisition, requisitioner field (record positions 30-35) must contain signal code J, K, L, M, X. If used in the requisition, supplementary address field (record positions 45-50) must contain signal code A, B, C, or D.	
04	***DLA Disposition Services Only***	***DLA Disposition Services Only*** (e.g., State agencies surplus). Used to identify activities that have no requisition authority other than for ***DLA Disposition Services Only*** material.

[1] ***Required means minimum required data element(s). Alternative TAC(s) in parenthesis.***
[2] ***TAC means Type of Address Code***

Code	***Description***	***Definition***
	Required: TAC 1	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materials from DLA Disposition Services (DoD excess only).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with *DLA Disposition Services* RIC (S9D) in record positions 4-6.	
05	***Non-Requisition***	***Cannot initiate a purchase or request for goods and services***
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).	
06	***Free Issue***	***No cost option. This item is given away with no associated costs (e.g., DLA Disposition Services, NGA Maps).***
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M.	
07	***Administrative***	***Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).***
	Required: TAC 1	
	Business Rules: Cannot requisition, cannot be used as a ship-to designation and cannot be used for billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a “ship to” or “bill to”.	