

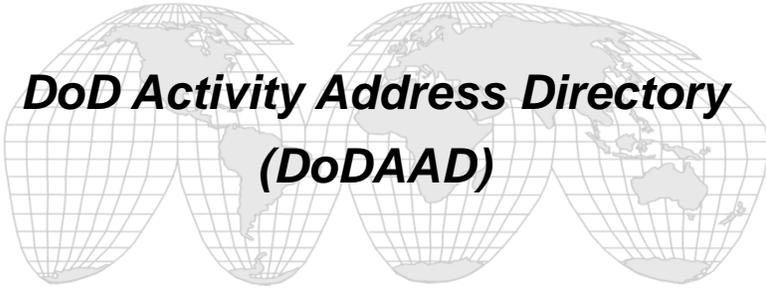
DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



Defense Logistics Management Standards Office (DLMSO)



DoD Activity Address Directory (DoDAAD)

Module 8 1

DLMS Introductory Training



DLMS Training Catalog

- Module 1 - Introduction to the DLMS
- Module 2 - Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts
- Module 3 - DLMS Functionality & Transaction Life-Cycle
- Module 4 - DLMS Implementation Convention Content
- Module 5 - IUID & RFID - Emerging Technologies
- Module 6 - Creating/Reengineering DOD Logistics Business Processes
- Module 7 - Enterprise Interoperability Tools
- Module 8 - DoD Activity Address Directory (DoDAAD)
- Module 9 - Supply Discrepancy Reporting (SDR)
- Module 10 - DLMS Functional Financial Transaction (standalone)
- Module 11 - Creating/Reengineering DoD Logistics (standalone)

<http://www.dla.mil/j-6/dlms>

Module 8 2

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



DoDAAD Training Overview

- DoDAAD Definition, Users, and Content
- DoD Activity Address Code (DoDAAC) Structure
- Governance Process
- DoDAAD Architecture
- How to Perform an Enhanced Query of the DoDAAD
- How to Update the DoDAAD
- Additional References

Module 8 3

DLMS Introductory Training



DoDAAD Training Objectives

Students will be able to answer:

- What is the DoDAAD?
- What is the Structure of a DoDAAC?
- What are the three Type of Address Codes (TAC) and how are they used?
- What is Defense Automatic Addressing System Inquiry (DAASINQ) (viewing a DoDAAC)?
- How to update a DoDAAC?
- How to delete and/or create a new DoDAAC?
- What is the Governance Structure?

Module 8 4

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



What is the DoDAAD?

- The Department of Defense Activity Address Directory (DoDAAD) is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments.
- It is maintained by DLA Transaction Services and accessible through a web application.

Module 8 5

DLMS Introductory Training



What is the DoDAAD?

- DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems.
- Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.
- The DoDAAD is comprised of both Department of Defense Activity Address Code (DoDAAC) and Routing Identifier Code (RIC) identifiers.

Module 8 6

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



What is a DoDAAC?

- A Department of Defense Activity Address Code (DoDAAC) is a six-character, alpha-numeric code that uniquely identifies a unit, activity, or organization within the DoDAAD.
- A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes.
- Each activity that requisitions, contracts for, receives, has custody of, issues, ships DOD assets, or funds/pays bills for materiel and/or services is identified by a six-position alphanumeric DoDAAC in the DoDAAD.

Module 8 7

DLMS Introductory Training



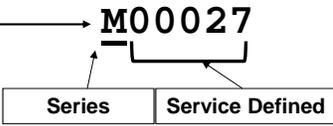
What is a DoDAAC?

- The DoDAAC is a six-position, alphanumeric field that uses all available characters (0-9 and A-Z), except for the use of the letters “O” & “I” which are not permitted.
- DoDAACs are structured by Service and Agency Code in accordance with DLM 4000.25, Volume 2, Appendix 7.2 to create a Series unique to each Service/Agency that uses DoDAACs. The DoDAAD Series Table lists all Series.

| Series | Service/Agency |
|--------|--------------------------------------|
| M | US Marine Corps |
| N | US Navy |
| O | Not Used |
| P | US Navy – FMS and Grant Aid use only |
| Q | US Navy Contractors |
| R | US Navy |
| S | Defense Logistics Agency |

DoDAAC

M00027



Module 8 8

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



What is a DoDAAC?

- All six positions of the DoDAAC are significant:
 - DoDAACs beginning with an alpha character belong to a DoD activity or a contractor sponsored by a DoD activity:
M00027
(DoD – Hqtrs, US Marine Corps)
 - DoDAACs beginning with two numeric characters belong to civil agency activity:
130170
(Federal – NOAA, Dept of Commerce)
 - DoDAACs beginning with numeric followed by an alpha belong to authorized special programs, including state, local or other entity:
2YTAW0
(Barnsdall Police Dept, OK)
 - DoDAACs may be structured at a lower level by CSPs for additional meaning, as documented in the DoDAAC Assignment Logic in DLM 4000.25, Volume 6, Chapter 2 (available on the DoDAAD PRC webpage).

Module 8 9

DLMS Introductory Training



What is a DoDAAC?

- There are over 100 data elements that comprise the pedigree of a DoDAAC:
 - Requisitioner, ship-to, and bill-to addresses;
 - Electronic Communications Routing Identifier Code;
 - Break Bulk Point Code; Port of Debarkation Code;
 - Authority Code; CAGE Code; Major Command Code;
 - Points of Contact; etc.
- The DoDAAC is the basis for determination of:
 - Ship to location for all systems for all shipments from:
 - DoD Shippers
 - Vendor Shippers
 - Federal Agency Shippers
 - Wide Area Work Flow business event processing
 - The bill-to office for interfund billing
- The DoDAAC is the basis of Business Partner Number to identify Intergovernmental buyers and sellers for financial statement eliminations & account reconciliations

Module 8 10

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



TAC – Type of Address Code

- A DoDAAC may have up to three distinct addresses associated with it in the DoDAAD database. The Type of Address Code differentiates the addresses as follows:
- TAC 1 – Official mailing address of the activity from USPS/MPSA. This address is mandatory.
- TAC 2 – Ship-to Address
- TAC 3 – Billing Address
- A RIC has only one TAC.

Module 8 11

DLMS Introductory Training



DoDAAC Authority Code*

Authority Code assigned by CSP limits authorized use:

- 00 - Requisition, full authority
- 01 - Ship-to Only
- 02 - Finance, Bill-to Only
- 03 - Do Not Ship to
- 04 - DLA Disposition Services Only
- 05 - Non-Requisition
- 06 - Free Issue
- 07 - Administrative

* RICs do not have Authority Codes, as they are used for routing.

Module 8 12

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

DoAAC Authority Codes

Like a series of dams in a river
Authority Code edits work as restrictions (negatives) to block certain conditions of the flow of all transactions in full authority.

All Business Processes
(transactions)

Authority Codes

00 01 02 03 04 05 06 07

REQUISITIONING

DLA DISPOSITION SERVICES

FREE ISSUE

SHIPPING

BILLING

ADMINISTRATIVE

Full

Ship-To

Bill-To

Do Not Ship-To

DDS

Non-Requirement

Free Issue

Administrative

Module 8 13

DLMS Introductory Training

Other DoDAAC Data Elements

In addition to address information, other codes and data elements that comprise a DoDAAC include:

- Unit Identification Code (UIC).
- Major Command Code (MAJCOM)
- Combatant Command (COCOM)
- Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN)
- Consolidation and Containerization Point (CCP)
- Standard Point Location Code (SPLC)
- Break Bulk Point (BBP)
- Aerial Port of Debarkation (APOD)
- Water Port of Debarkation (WPOD)
- Contractor Information: Contract Number, CAGE, CAO, Sponsor, Expiration Date
- Point of Contact Information: Name, Email, 10-digit phone number
- And more...

Module 8 14

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



What is a RIC?

- A Routing Identifier Code (RIC) is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems.

Module 8 15

DLMS Introductory Training



What is a RIC?

- The first position designates the particular service/agency ownership
- The second and third characters are determined by the Central Service Point (CSP).



The diagram shows the RIC **N84** with arrows pointing to its components. The first character 'N' is labeled 'Series' and is associated with '(NSWC Port Hueneme)'. The last two characters '84' are labeled 'Service Defined'.

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DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



Other RIC Data Elements

In addition to the single TAC address, other codes and data elements that comprise a RIC include:

- Major Command Code (MAJCOM)
- COCOM
- Break Bulk Point (BBP) – for RICs, this is referred to as the “RIC_DODAAC.” It is the DoDAAC to which the RIC is associated. Every RIC is associated to a DoDAAC, but not every DoDAAC has a RIC. Some DoDAACs, though, can associate to more than one RIC.
- And more...

Module 8 17

DLMS Introductory Training



Who uses the DoDAAD?

- **All DoD, Federal, and Commercial shippers, use the DoDAAD for address information.**
- **Some business application systems requiring DoDAAD data to support their business processes to include (but not limited to): supply chain, materiel management, distribution, transportation, maintenance, financial management, human resources, installations, contracting, and procurement/acquisition systems.**
- **Each Service/Agency has a Central Service Point (CSP) authorized to add, change, or delete DoDAACs and RICs for their particular Service/Agency.**

Module 8 18

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



DoDAAC Usage

Some of the uses for a DoDAAC include the following:

- **First 6 Characters of Every requisition Document Number**
 - Occurs at least once in nearly *all* logistics transactions
- **First 6 characters of a Standard Document Number (SDN)**
- **First 6 Characters of Every Contract Number (Procurement Instrument Identifier – PIID)**
- **Password to the Federal Supply System – used to obtain materiel from DoD or federal sources**
- **Last 6 characters of DoD Business Partner Number (BPN)**
 - Basis for identifying DoD Buying and Selling activities
 - BPN is used for financial eliminations and account reconciliations

Module 8 19

DLMS Introductory Training



Who can create a DoDAAC or RIC?

- **Central Service Points (CSPs) are assigned to create and maintain DoDAACs by Service & Agency Code.**
- **Each Service/Agency assigns a CSP at the Service/Agency level**
- **General Services Administration (GSA) serves as the CSP for all non-DoD Federal agencies**
- **Non-Federal Agency DoDAACs for authorized special programs (state, local, other) have specific CSPs assigned**
- **Some Services/Agencies also have Monitors which are subordinate to a CSP and have limited access to a Service's/Agency's DoDAACs (i.e., the MAJCOM).**
- **The list of CSPs and Monitors is on the DLMSO web site:**
<http://www2.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>

Module 8 20

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

 DLMS Introductory Training

DoDAAD/DoDAAC “Gee Wiz” Metrics

- Critical reference repository for over 50 years
- >324,000 Total DoDAACs in the DoDAAD.
- >218,000 are DoD Service and Agency DoDAACs.
- >64,000 are Federal Agency DoDAACs
- >25,000 are State and local level DoDAACs
- >17,000 are Contractor DoDAACs
- >90 CSPs and Monitors control data content
- >9,000 data maintenance actions monthly
- >1 Million Component application system accesses daily
- >500,000 monthly Web queries from over 25,000 customers
- DoDAACs exist at least once in nearly every DoD business event transaction.
- Hundreds of Component business systems rely upon it

Module 8 21

 DLMS Introductory Training

DoDAAD – Governance

- DoDAAD Administrator ensures the DoDAAD meets user requirements by:
 - Chairing the DoDAAD Process Review Committee (PRC)
 - Coordinating DLMS DoDAAD Changes
 - Publishing DoDAAD policy & procedures in DLM 4000.25
- DLA Transaction Services is responsible for ensuring 24x7 DoDAAD availability by:
 - Maintaining the hardware, software & authoritative database
 - Controlling access to DoDAAD and data distribution
 - Implementing functional requirements/approved changes
 - Providing help desk services and operation procedures
- Component PRC Representatives provide requirements for, and review changes affecting, the DoDAAD through the PRC process.
- Component CSPs and Monitors maintain accuracy and currency of data content

Module 8 22

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training



DoDAAD – Governance Continued

- **CSPs are responsible for ensuring the accuracy and currency of their authoritative data within the DoDAAD by:**
 - **Complying with DLM 4000.25 DoDAAD procedures**
 - **Establishing supporting Component policies/processes**
 - **Participating in the DoDAAD Process Review Committee**
 - **Maintaining close relationships with their customers**
 - **Establishing & overseeing DoDAAD monitors as needed**
 - **Using the real-time DoDAAD Update capability**

Module 8 23

DLMS Introductory Training



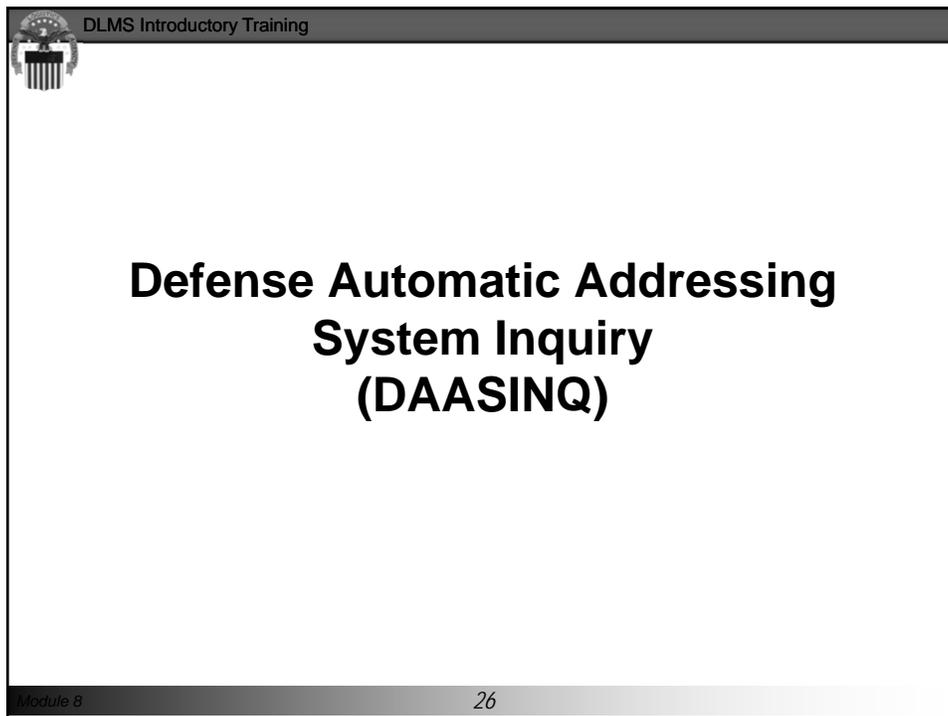
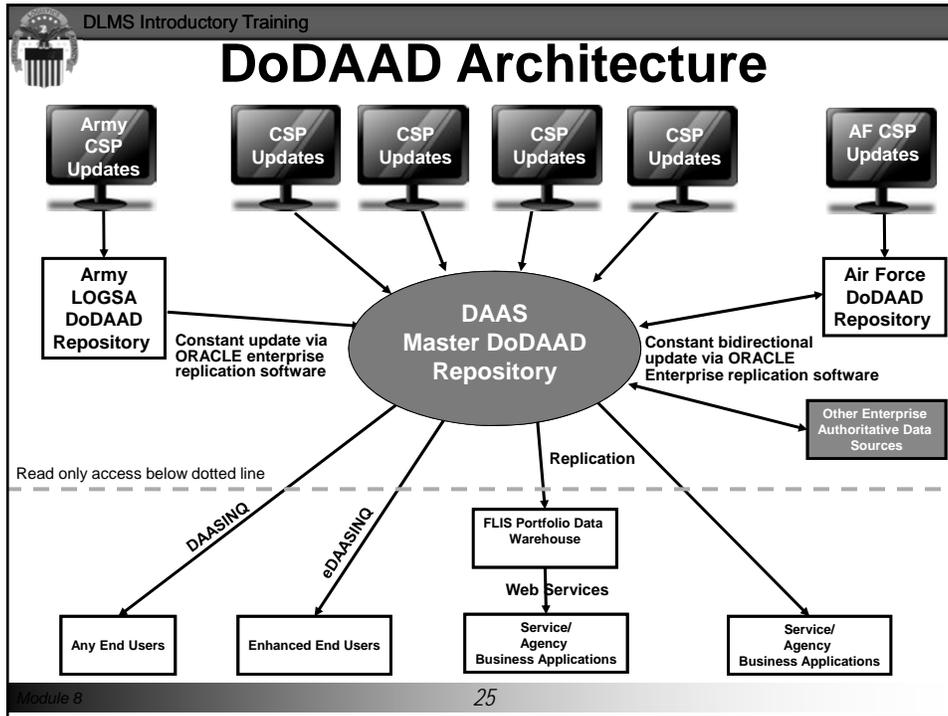
DoDAAD Environment

- **The DoDAAD uses an Oracle database running 24/7 at DLA Transaction Services allowing for real-time data maintenance actions, application system data access, and web based queries**
- **Strict database maintenance and access controls are applied by DLA Transaction Services**
- **DoDAAD database is syndicated to applications from the DAAS authoritative database**

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DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD



DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

CAPTCHA Challenge



DEFENSE LOGISTICS AGENCY
Transaction Services

DAASINQ [Help](#) | [Home](#)

Verification Test

Q H J E

Please type the letters on the screen into the box above to proceed. Click on Verify

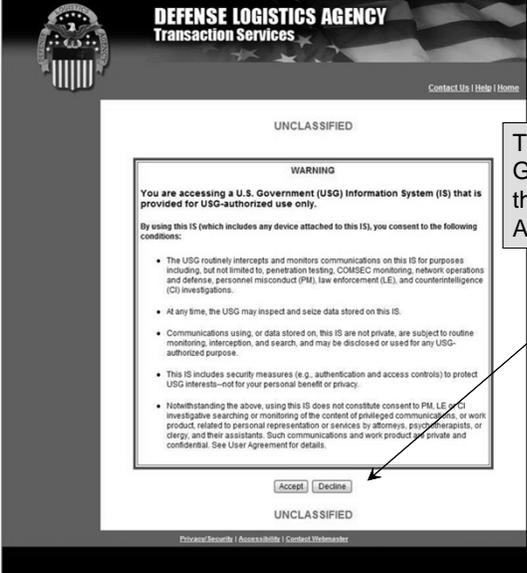
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CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot.

Module 8 27

DLMS Introductory Training

Warning Page



DEFENSE LOGISTICS AGENCY
Transaction Services

Contact Us | [Help](#) | [Home](#)

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WARNING

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By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychoanalysts, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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The first page is the U.S. Government warning page that prompts the user to Accept or Decline the terms.

Module 8 28

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

Navigation Page

DEFENSE LOGISTICS AGENCY
Transaction Services

DAASINQ Home

What is DAASINQ?
DLA Rules of Behavior
DoDAAC
MAPAC
MHH
RBC

Important Notice
Department of Defense (DoD)
Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-based applications. In order to meet this requirement we recommend that you use eDAASINQ vs. DAASINQ. In addition to the DoD requirement, eDAASINQ offers more query options. You will be required to have a DoD-approved PKI or Personal Certificate Authority (ECA) certificate to access eDAASINQ. To learn what to contact to obtain a DoD-approved certificate, see here.

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

WARNING

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Module 8 29

DLMS Introductory Training

Warning Page

DEFENSE LOGISTICS AGENCY
Transaction Services

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WARNING

The DoDAAD is DoD Critical Infrastructure Security Information (CISI), in accordance with 10 U.S.C. § 130e, and is designated as Controlled Unclassified Information For Official Use Only (FOUO). This data is maintained and owned by the Departments of the Federal Government via their respective DoDAAD Central Service Points (CSPs). The designation and protective marking of the DoDAAD, identifying it as FOUO, deems that its disclosure to the public would reasonably be expected to cause a foreseeable harm to an interest protected by one or more provisions of the Freedom of Information Act (FOIA). Because there is a potential for abuse in the use of these DoDAACs and RICs, and the data associated with them in the DoDAAD, Departments of the Federal Government shall establish stringent internal controls to ensure that the codes and data are used only by authorized personnel. It is imperative that all requests for activity address codes, deletions to codes, or changes thereto, be forwarded to the appropriate CSP, or delegated Monitor, in order to assure proper validity of the request. Furthermore, personnel with access to the DoDAAD are responsible for safeguarding it, and will ensure that **further distribution is restricted to personnel with an official need to know and proper authorization**. Any such further distribution will be minimized, encrypted, and documented accordingly as FOUO.

Accept Decline

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Module 8 30

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

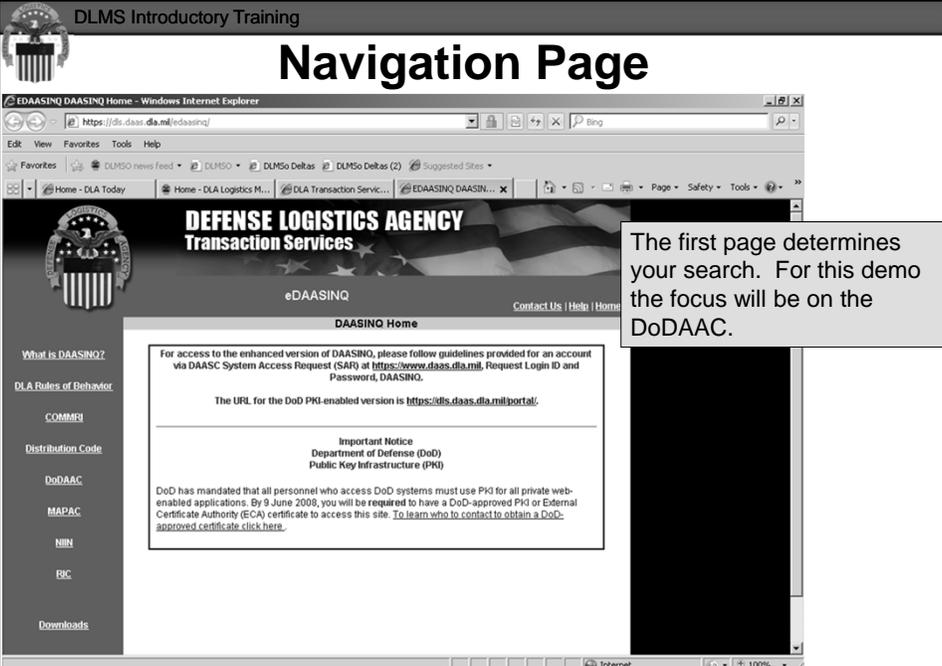


Enhanced Defense Automatic Addressing System Inquiry (eDAASINQ)

Module 8 33

DLMS Introductory Training

Navigation Page



The first page determines your search. For this demo the focus will be on the DoDAAC.

Module 8 34

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

eDAASINQ Query Screen

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: * Search of this field must be combined with service code. No wildcard search on this field
 ** 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DoDAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD:

SERVICE AGENCY:

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMR(s) INFORMATION

The DoDAAC query allows searching on every field in the table. Each new value is a logic "AND". This means if you enter a state, you can narrow your search by also adding a city. More about this later...

Module 8 35

DoDAAC Search

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: * Search of this field must be combined with service code. No wildcard search on this field
 ** 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DoDAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD:

SERVICE AGENCY:

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMR(s) INFORMATION

Simple search for a single DoDAAC. Notice the value of "FM5682" in the DoDAAC field...

Module 8 36

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

DoDAAC Results

This is the result of your single DoDAAC search, after the user clicks the "View Results" button.

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again Download Results to file Print This DoDAAC

Include GSA data in query download

Record 1 of 1

DODAAC: FM5682

DoDAAC Information Transportation Information PLAD Information Contract Information

POC Information GSA Information

DoDAAC: FM5682
 DODAAD SERVICE AGENCY: USAF
 AUTHORITY CODE: 00 - Requisitioner LIC:
 MAJ COMMAND: 00 - USAF in Europe
 COCOM: USEUCOM LAST UPDATE: 17-DEC-10
 PROCUREMENT AUTHORITY FLAG: No
 ENTERPRISE IDENTIFIER FLAG: No CANCELLED/NEVER REUSE FLAG: No
 RIC: EEP

COMMR(S) INFORMATION

DP: EUQAAQE PLAD: BILL: EUSAICS

Module 8 37

DLMS Introductory Training

Focused Search

Next, how to "narrow" a query. The first search is for all WPOD located at KF3...

COUNTRY: ---- Select country ----

TRANSPORTATION INFORMATION

CCP: ---- select one ---- SPLC: BLOC: WPOD: KF3 APOD: ++ BBP: DSS ALOC: --- select one ---

COMUS/CONUS: PLAD INFORMATION

PLA: DEL DATE: EFF DATE: CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NO: CAGE CODE: ADMIN OFFICE: SPONSOR: EXPIRATION DATE Options:

Date Equal: Dates Between: Greater than: Less than: Blank Date:

Start: End: POINT OF CONTACT INFORMATION

POC: PHONE: Include GSA data in query download

View Results Download Results to File Reset

Module 8 38

DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

Focused Search (cont)

The query found 483 records for WPOD KF3...

Record 1 of 463

DODAAC: CHORRKK

DoDAAC: CHORRKK
 DODAAD SERVICE AGENCY: ARMY
 AUTHORITY CODE: 00 - Requisitioner UIC:
 MAJ COMMAND:
 COCOM:
 PROCUREMENT AUTHORITY FLAG: No
 ENTERPRISE IDENTIFIER FLAG: No
 RIC:
 LAST UPDATE:
 CANCELLED/NEVER REUSE FLAG: No

COMMRS(S) INFORMATION

DP: BUJQABN PLAD: BILL: BUJQARWA

Module 8 39

DLMS Introductory Training

KF3 and USAF

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

“Enter data in one or more of the following fields:”

Note: * Search of this field must be combined with service code. No wildcard search on this field.
 ** 1. Search of this field must be combined with service code. No wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DODAAC INFORMATION

Active only: Yes

DoDAAC:
 DODAAD SERVICE AGENCY: USAF
 AUTHORITY CODE: UIC: RIC:
 MAJ COMMAND:
 COCOM: -- select one -- LAST UPDATE:
 PROCUREMENT AUTHORITY FLAG: YES
 ENTERPRISE IDENTIFIER FLAG: Yes No All
 CANCELLED/NEVER REUSE FLAG: Yes No All

COMMRS(S) INFORMATION

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DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAD

DLMS Introductory Training

KF3 and USAF

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again Download Results to file Print This DoDAAC

Include GSA data in query download

Record 1 of 32

Next

DoDAAC: FB5682

DODAAC Information Transportation Information PLAD Information Contract Information
POC Information GSA Information

DoDAAC: FB5682
DODAAD SERVICE AGENCY: USAF
AUTHORITY CODE: 00 - Requisitioner UIC:
MAJ COMMAND: 0D - USAF In Europe
COCOM: USEUCOM LAST UPDATE: 24 FEB-11
PROCUREMENT AUTHORITY FLAG: No
ENTERPRISE IDENTIFIER FLAG: No CANCELLED/NEVER REUSE FLAG: No
RIC: DELI EFLU

COMMRI(S) INFORMATION

DP: BUQADEI PLAD: BILL: BUSAICS

Module 8 41

DLMS Introductory Training

Wildcard Search

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

“Enter data in one or more of the following fields:”

Note: * Search of this field must be combined with service code. No wildcard search on this field
** 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DoDAAC INFORMATION

DoDAAC: S_A Active only: Yes

DODAAD SERVICE AGENCY: Select one

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND: COCOM: Select one LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES
ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMRI(S) INFORMATION

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DLMS INTRODUCTORY TRAINING

Module 10 – DoDAAC

DLMS Introductory Training

Wildcard Results

The query found 229 records that begin with "S" and end with "A".

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Search for Red Cross

Finally, a simple query to find where the Red Cross is in Dayton. The first line of the address contains "Red Cross%", so it will search for anything that begins with "Red Cross". In the city field, we have entered Dayton...

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Results of Red Cross Query

Nothing was found, because our criteria didn't account for the fact that the official name is the "American" Red Cross...

Search criteria not found.

You have entered following search criteria :

ACTIVE_ONLY: YES
t1_addr1: RED CROSS%
t1_city: DAYTON

Search Again

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Search for Red Cross

Enter data in one or more of the following fields:

Note: Search of this field must be combined with service code. No wildcard search on this field
 ** 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all non-blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD SERVICE AGENCY: Select one

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES
 ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMBRIS INFORMATION

+ DP: + PLAD: + BILL:

TAC ADDRESSES Check here to search entries in all 4 TACs

%Red Cross% EFF DATE:

T DEL DATE:

A CITY: ZIP:

C 1 DAYTON IPC ZIP:

STATE/APO/PROVINCE:

COUNTRY: Select country

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Results of Red Cross Query

DAASINQ DoDAAC Query - Windows Internet Explorer
https://dlm.daua.mil/edaasinq/daasinq_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

Include GSA data in query download

Record 1 of 1

DODAAC: 0055.0#

DoDAAC Information | Transportation Information | PLAD Information | Contract Information
POC Information | GSA Information

DoDAAC: 0055.0#
DODAAD SERVICE AGENCY: GSA
AUTHORITY CODE: 00 - Requisitioner UIC:
MAJ COMMAND:
COCOM:
PROCUREMENT AUTHORITY FLAG: No LAST UPDATE:
ENTERPRISE IDENTIFIER FLAG: No CANCELLED/NEVER REUSE FLAG: No
RIC:

COMMR(s) INFORMATION

DP: RUTTTT PLAD: BILL:

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Only one record found – success!

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DoDAAD Update Application (Reserved for Central Service Point and Monitor Access Only)

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DoDAAD – Adding a new DoDAAC

- After Login, the first screen prompts for a DoDAAC. If an existing DoDAAC is entered, you will be presented an update screen. If a non-existing DoDAAC is entered, you will be presented with a add screen.

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DoDAAD – Adding DoDAAC (cont.)

- Basic information required to create a DoDAAC is DoDAAC, COMMRI, and TAC 1 address.
- To speed up the creation process, TAC information may be copied from another DoDAAC

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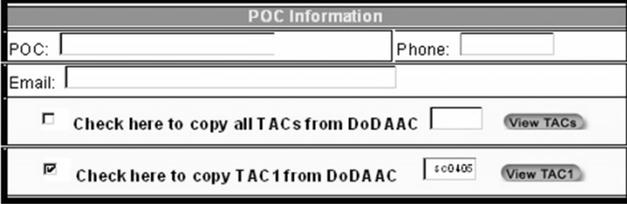
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DoDAAD – “Copy To”

- There are multiple methods to copy information:
 - To copy from a TAC address from another DoDAAC, check the copy and enter a TAC



- To copy a TAC address from within the same DoDAAC, click the red button



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DoDAAD – Update

- To update an existing DoDAAC, you simply start by entering the specific DoDAAC (6 positions) & click submit
- After you have changed the record, click the “Save” button to write your changes back to the DoDAAD master



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DoDAAD – Delete function

- The Delete function is similar to the Modify function. Fill in an existing DoDAAC and click submit to retrieve the record
- Tab to the “DEL” field and enter the date of when the delete should occur (e.g., 09/15/2015)

| TAC1 Information | | | |
|------------------|-----------------------|------|------------|
| Line1:* | 690100 DOT FAA | EFF: | 09/15/2015 |
| Line2: | ATTN SA SMO WAREHOUSE | DEL: | 09/15/2015 |
| Line3: | 700 N BONIFACE PKWY | | |

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DoDAAD – Future Effective Dates

- The DoDAAD also supports future effective dates. If the change should not be applied immediately, enter the date of when the change event should occur (e.g., 06/01/2016) and the change will wait in a pending state until the date occurs

| TAC1 Information | | | |
|------------------|-----------------------|------|------------|
| Line1:* | 690100 DOT FAA | EFF: | 06/01/2016 |
| Line2: | ATTN SA SMO WAREHOUSE | DEL: | |
| Line3: | 700 N BONIFACE PKWY | | |

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DoDAAD – Message Entry function

Sometimes the goal is to enter something other than an address (i.e. telephone numbers for deployed ships, 'CALL NAVSUP GLS', etc.) . The "Message Entry" indicator will bypass the City/State/Zip code edits to allow message data to be entered into the DoDAAD.

Check here to copy TAC2 from DoDAAC

Click here to copy current TAC1 to TAC2

Check here for MESSAGE ENTRY (NO ADDRESS DATA)
(Formerly Free Form)

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DoDAAD – Authority Code

The Authority code controls how the DoDAAC can be used. A dropdown list provides the allowable options. If nothing is selected, the use will default to "00 - Requisition"

- 00 – Requisition
- 01 – Ship-To Only
- 02 – Bill-To Only
- 03 – Do Not Ship-To
- 04 – DDS Only
- 05 – Non-Requisition
- 06 – Free Issue
- 07 - Administration

DoDAAC Information

| | | |
|---|----------------------------|---------------------------|
| DoDAAC: * 890100 | UIC: <input type="text"/> | Creation Date: 10/26/2000 |
| Authority Code: Requisitioner - 00 | | |
| Major Command/Bureau: <input type="text"/> | | |
| Procurement Authority: <input type="checkbox"/> Yes | CGAC: <input type="text"/> | |

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Additional DoDAAD Training

For more specialized Central Service Point and Monitor training, see the DoDAAD Update Application Standard Operating Procedures located on the DoDAAD Process Review Committee webpage under DoDAAD Policy and Procedures:

<http://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>

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Learn More About The DoDAAD

- **DoDAAD Process Review Committee webpage:**
<http://www2.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>
- **DoDAAD Policy & Procedures:** DLM 4000.25, Volume 6, Chapter 2
- **DoDAAD Training:** Website DLMS Training Module 8
- **DLMSO Support POCs:**
Mr. Tad DeLaney (703) 767-6885/DSN 427-6885 or Thomas.DeLaney@dla.mil
Mr. Dale Yeakel (703) 767-8632/DSN 427-8632 or Dale.Yeakel.ctr@dla.mil
Mr. Larry Tanner (614) 310-6059 or Larry.Tanner.ctr@dla.mil
- **DLA Transaction Services Support POC:**
Ms. Lisa Tonkin (937) 656-3737/DSN 986-3737 or Lisa.Tonkin@dla.mil

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DoDAAD Links

DoDAAD Updates (CSPs and Monitors Only):
<https://www2.transactionservices.dla.mil/portal/portal.asp>

eDAASINQ (enhanced query – account required):
<https://www2.transactionservices.dla.mil/portal/portal.asp>

DAASINQ (single query):
<https://www.transactionservices.dla.mil/daasing>

DoDAAD PRC / Policy, Procedures, and Other References:
<http://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>

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Module 10 Quiz

Question 1: The DoDAAC is used for:

- a) Obtaining materiel from the federal supply system
- b) Specific purposes depending on DoDAAC Authority Code
- c) Assignment of the appropriate address for a particular situation (e.g., shipping, billing)
- d) All of the above

Question 2: The DoDAAD only contains Military address information?

- a) True
- b) False

Question 3: Defense Logistics Management Standards Office is the:

- a) System Administrator of the DoDAAD
- b) Chairs the DoDAAD PRC developing procedures & system requirements
- c) Both of the above
- d) None of the above

Question 4: DLA Transaction Services maintains:

- a) The hardware, software & authoritative DoDAAD database
- b) 24/7 Control of the access and distribution of DoDAAD data
- c) Both of the above
- d) None of the above

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Module 10 – DoDAAD



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End of Module 10

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