



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

April 17, 2014

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1100, For
Allocation of HGA DoDAAC Series as Contractors (DoDAAD/ SUPPLY)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics
Management System is approved for immediate implementation.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885,
DSN 427-6885, or email: DODAADHQ@DLA.MIL, or Ellen Hilert, Supply PRC Co-Chair, at 703-
767-0676, or email: Ellen.hilert@dla.mil. Others must contact their Component designated
representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the printed name.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD(SCI)

ADC 1100

Change to HGA series of DoDAAD (DoDAAD/ SUPPLY)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

- a. **Technical POC:** Defense Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.
- b. **Functional POC:** Defense Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. FUNCTIONAL AREA:

- a. **Primary/Secondary Functional Area:** DoDAAD/Supply
- b. **Primary/Secondary Functional Process:** DoDAAD/Supply

3. REFERENCES:

- a. DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2, Department of Defense Activity Address Directory.
- b. DLM 4000.25, Defense Logistics Management System, Volume 2, Chapter 5, Status Reporting

4. APPROVED CHANGE(S): (Changes from PDC 1100 highlighted in yellow)

- a. **Brief Overview of Change:** The DoD activity address code (DoDAAC) series HTC is allocated to US Transportation Command (USTRANSCOM) Acquisition, but there is no allocation to support contractor DoDAACs. This change is to allocate the HGA series to USTRANSCOM Acquisition for tracking contractor DoDAACs.
- b. **Background:** Contractor DoDAACs for USTRANSCOM Acquisition were originally under the control of Washington Headquarters Service (WHS), using the HGC series (WHS Other DoD/OASD Government Contractors). During the realignment of “other DoD DoDAACs” at the end of 2013, the decision was made to consolidate all USTRANSCOM Acquisition DoDAACs under the HTC series. Though it would make sense to keep the HTC designation for both USTRANSCOM Acquisition and its associated contractors, this is not appropriate/cost effective because Military Standard Requisitioning and Issue Procedures (MILSTRIP) already established the HG series for other DOD activity contractors and Component system edits are based upon this construct. This change is to allocate the HGA series for USTRANSCOM Acquisition contractors.
- c. **Describe Requested Change in Detail:** DLA Transaction Services will need to change the DoDAAD Update and eDAASINQ.

(1) DoDAAD Update: Create new DoDAAC series “HGA” for USTRANSCOM Acquisition contractors. HGA must allow data entry to the contractor fields (Contract Number, CAGE, Contract Admin Office, Expiration Date and Contracting Service/Agency) and mandatory entry of Contract Number, CAGE and Expiration Date.

(2) eDAASINQ: When “USTRANSCOM Acquisition” is selected from the DoDAAD Service/Agency dropdown, both HTC and HGA should be included in the selection criteria.

- d. **Revisions to DLM 4000.25 Manuals:** None noted.
- e. **Proposed Transaction Flow:** There are no new routing rules.
- f. **Alternatives:** None noted.
- g. **Proposed DLMS Change (PDC) 1100 Staffing Response/Comment Resolution:**

PDC 1101 Comments		
Submitter	Response	Resolution
Air Force	Concurs without comment	Noted
Army	Concurs without comment	Noted
DARPA	Concurs without comment	Noted
DCAA	Concurs	Noted
DLA	Silent Concurrence	Noted
DLA Transaction Service	Concurs without comment	Noted
DLA DSS	Concurs without comment	Noted
DoD OIG	Concurs without comment	Noted
Marine Corps	Concurs without comment	Noted
Navy	Silent Concurrence	Noted
USTRANSCOM	Concurs without comment	Noted
USUHS	Concurs without comment	Noted

5. REASON FOR CHANGE: After the realignment of the “H” series DoDAACs, USTRANSCOM Acquisition did not have a DoDAAC series for tracking contractors.

6. ADVANTAGES AND DISADVANTAGES:

- a. **Advantages:** Allocates a DoDAAC series for USTRANSCOM Acquisition to support contractor DoDAACs.
- b. **Disadvantages:** None noted.

7. ADDITIONAL FUNCTIONAL REQUIREMENTS: MILSTRIP edits for Government Furnished Materiel (GFM) apply to the HG series. Although there is no current requirement for GFM shipments to USTRANSCOM Acquisition contractor DoDAACs, it is reiterated here that DLMS/MILSTRIP procedures require that shipments to contractors be recognized as GFM when materiel is provided to the contractor at no cost to the contractor and ownership is retained by the Government.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change should be completed within 30 days of the ADC issue date.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: There is no cost savings associated with this change. The change is required to delineate USTRANSCOM Acquisition DoDAACs from USTRANSCOM Acquisition contractor DoDAACs.

10. IMPACT:

a. **New DLMS Data Elements:** None

b. **Changes to DLMS Data Elements:** None

c. **Automated Information Systems (AIS):** Documented in “Detailed Change” above.

d. **DLA Transaction Services:** These changes will need to be implemented and maintained at DLA Transaction Services.

e. **Non-DLA Logistics Management Standards Publications:** This change will have no effect on current publications.