



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

IN REPLY  
REFER TO

August 5, 2015

**MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS  
REVIEW COMMITTEE (PRC)**

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1178 for  
Implementation of DoDAAD Bureau Codes (DoDAAD)**

The attached change to DLM 4000.25, Defense Logistics Management Standards, is approved for implementation.

This ADC was pre-coordinated with General Services Administration (GSA) and DLA Transactions Services to obtain their concurrence to this DLMS change. Office of Management and Budget (OMB) moved up the deadline for these changes. Since there is no impact on DoD activities or DoDAACs and GSA and DLA Transaction Services concurred with this change, there is no PDC and this change is issued as an ADC authorized for joint implementation by GSA and DLA Transaction Services by September 1, 2015.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885, DSN 427-6885, or email: [DODAADHQ@DLA.MIL](mailto:DODAADHQ@DLA.MIL). Others must contact their Component designated representative.

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD (SCI)

**ADC 1178**  
**DoDAAD Bureau Codes**  
**(DoDAAD)**

**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
- b. **Primary/Secondary Functional Process:** DoDAAD

**3. REFERENCES:**

- a. DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

**4. REQUESTED CHANGE(S):**

- a. **Brief Overview of Change:** Decouple the DoDAAD Bureau code field in the DoDAAD table (MAJ\_COMMAND) from the GSA Bureau code field in the GSA table (GSA\_BUREAU\_CD). Add new data element for Common Government-Wide Accounting Classification (CGAC) Code.

- b. **Background:**

(1) There was a Federal-wide decision in FY13 to use DoDAACs across government procurement for standardization to support Federal Funding Accountability and Transparency Act (FFATA) and Digital Accountability and Transparency Act (DATA Act) and other traceability initiatives (e.g., prices paid). Two regulation changes were made to support this decision:

- (a) FAR 4.605(e) requires all identify contracting offices and program/funding offices on Contract Action Reports (CARs) be submitted to FPDS by their DoDAAC by March 31, 2016 (being extended from current October 1, 2015 deadline).

- (b) FAR 4.16 establish the uniform schema for procurement instrument identifiers (PIIDs) for new awards to be used not later than October 1, 2017. Uses the contracting office's DoDAAC in the first six characters of the PIID on the new award.

(2) To implement this requirement, Federal Agencies must identify their organizational structure based on Agency and Bureau as a precursor to being able to identify which AACs belong to which Bureau and thus Agency. The intent behind the new FAR rules is to facilitate traceability;

consequently, the correct Agency and Bureau Code structure needs to exist in the DoDAAD. , However, the DoDAAD does not currently contain the proper organizational codes.

(3) Agency Codes in the DoDAAD are represented by the first two-digits of the Federal DoDAAC records. The Bureau Codes, however, exist in two locations in the DoDAAD and are associated to each DoDAAC Series/Agency: The MAJ\_COMMAND field and the GSA\_BUREAU\_CD field.

(4) Currently, there is a symbiotic relationship between the MAJ\_COMMAND field in the DoDAAD and the GSA\_BUREAU\_CD field in the GSA table. Changes to the MAJ\_COMMAND will set the GSA\_BUREAU\_CD. This DLMS change will sever that relationship. The two fields will no longer be related and will act independently of each other. The goal is to divide these fields, so that the MAJ\_COMMAND field can be updated with a new list of values that represent the actual Bureau Codes used by the Office of Management and Budget (OMB).

(5) OMB decided that the Common Government-wide Accounting Classification Code (CGAC) shall be the principle, top-level code used to identify Government Agencies. This data element needs to be added to the DoDAAD.

**c. Describe Requested Change in Detail:** The following are changes to the DoDAAD, the DoDAAD Update Application, eDAASINQ, and DAASINQ.

(1) DLA Transaction Services will need to sever the relationship between the MAJ\_COMMAND field and the GSA\_BUREAU\_CD field in the DoDAAD (i.e., remove any triggers that create or update the GSA\_BUREAU\_CD from MAJ\_COMMAND). *The one exception is the trigger to set the GSA\_BUREAU\_CD to “00”, when a new DoDAAC is created.*

(2) The GSA\_BUREAU table needs to be updated with new values to align with codes used by OMB. The complete listing of Bureau Codes is still being validated and will be provided via a separate DLMS Change. For purposes of this ADC, the Bureau Codes for the GSA\_BUREAU table will be set temporarily to the values found in Enclosure 1.

(3) The GSA Bureau Code values, stored in the GSA table, should remain the same.

(4) In the DoDAAD database, for all GSA DoDAACs (i.e., any DoDAAC that begins with two numeric values) the MAJ\_COMMAND field in the DoDAAD database should be set to zero-zero (00). Once actual values for the OMB Bureau Codes are received, they will be implemented via a separate ADC.

(5) For eDAASINQ, the “DoDAAD Service/Agency” will continue to use the GSA\_BUREAU table for the MAJ COMMAND drop-down list.

(6) Maintain capability in eDAASINQ to download all non-DoD Federal Agencies in the DoDAAD Downloads.

(7) Maintain a capability in eDAASINQ to query all non-DoD Federal Agency records via the DODAAD SERVICE/AGENCY dropdown but change the label in the dropdown from “General Services Administration (GSA) & Non-DoD Federal Activities” to “All Non-DoD Federal Agencies”.

(8) Implement a new data element in the DoDAAD called “CGAC.” This will be a 3-digit code (VARCHAR(3)) with no table of values behind it, and no logic associated to it at this time.

(9) The CGAC field should be added to the DoDAAD update, eDAASINQ and DAASINQ. The field should be added on the same line as the Procurement Authority Flag, with the caption “CGAC.” For editing, the CGAC field in the DoDAAD update is only available if the DoDAAC is Federal (i.e., it begins with two numerics). In all other cases, this field should be disabled.

(a) For the Excel output file from eDAASINQ, please add the CGAC field after the MAJ\_COMMAND. For example:

*DODAAC/RIC UIC AUTHORITY\_CODE MAJ\_COMMAND CGAC COCOM etc....*

(b) Also for the Excel output, please change MAJ\_COMMAND to MAJCOM\_BUREAU.

(c) In the DoDAAD update application, DAASINQ and eDAASINQ change field caption from “Procurement Authority Flag” to “Procurement Authority” (i.e., drop the word flag).

**d. Revisions to DLM 4000.25 Manuals:** Update the DoDAAD Update Application SOP, the Major Command Code Table, and the DoDAAD Data Elements Table accordingly and publish to the DoDAAD Process Review Committee webpage.

**e. Alternatives:** N/A.

**f. Coordination.** This ADC was pre-coordinated with GSA. GSA will require changes to the GSA unique data in the future, but those changes are not required for the OMB mandate, so they will be issued in a subsequent ADC. A draft version of this ADC was also pre-coordinated with DLA Transaction Services. DLA Transaction Services agreed to make this change a priority, once it is signed.

**5. REASON FOR CHANGE:** There is currently a disconnect between the OMB and Treasury Agency/Bureau Code structures that needs to be resolved in order to meet the Federal Funding Accountability and Transparency Act (FFATA) and Digital Accountability and Transparency Act (DATA Act).

## **6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** It modifies DoDAAD applications that are essential enablers to meeting the legislative mandates.

**b. Disadvantages:** None notes.

**7. ADDITIONAL FUNCTIONAL REQUIREMENTS:** This change is the first essential step of the following multi-step process:

**a.** DLA Transaction Services modify DoDAAD applications to accept new Agency Organizational Structure in accordance with this ADC, by September 1, 2015;

b. Agencies finalize and provide organizational table structure, by September 1, 2015;

c. DLA Transaction Services load organizational drop down table values (Enclosure 1) to DoDAAD update application by September 30, 2015;

d. Agencies provide Federal CSP with organizational table entry assignment for each AAC with procurement authority by November 30, 2015;

e. Federal CSP using update DoDAAD application updates each procurement authority AAC by December 31, 2015.

**8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** This change is authorized for immediate implementation and needs to be in place by September 1, 2015. If DLA Transaction Services cannot meet this implementation, they need to propose a reasonable alternative.

**9. IMPACT:**

a. **New DLMS Data Elements:** No new DLMS data elements.

b. **Changes to DLMS Data Elements:** No changes to existing DLMS data elements.

c. **Automated Information Systems (AIS):** This ADC does not impact other Component AIS'.

d. **DLA Transaction Services:** These changes will need to be implemented and maintained at DLA Transaction Services. Only the DoDAAD update application is impacted.

e. **Non-DLM 4000.25 Series Publications:** None noted.

Enclosure 1

AGENCY	BUREAU	SHORT	TITLE
00	00	Legislative Branch	The Legislative Branch
01	00	Legislative Branch	The Legislative Branch
03	00	Legislative Branch	The Legislative Branch
04	00	Legislative Branch	The Legislative Branch
05	00	Legislative Branch	The Legislative Branch
08	00	Legislative Branch	The Legislative Branch
09	00	Legislative Branch	The Legislative Branch
10	00	Judicial Branch	The Judicial Branch
11	00	Executive Office of Pres	Executive Office of the President
12	00	Department of Agricultur	Department of Agriculture
13	00	Department of Commerce	Department of Commerce
14	00	Department of the Interi	Department of the Interior
15	00	Department of Justice	Department of Justice
16	00	Department of Labor	Department of Labor
17	00	Department of the Navy	Department of the Navy
18	00	US Postal Service	United States Postal Service
19	00	Department of State	Department of State
20	00	Department of the Treasu	Department of the Treasury
21	00	Department of the Army	Department of the Army
22	00	Major Independent Agencies	Major Independent Agencies
23	00	Legislative Branch	The Legislative Branch
24	00	Office of Personnel Mana	Office of Personnel Management
25	00	Major Independent Agencies	Major Independent Agencies
26	00	Major Independent Agencies	Major Independent Agencies
27	00	Major Independent Agencies	Major Independent Agencies
28	00	Major Independent Agencies	Major Independent Agencies
29	00	Major Independent Agencies	Major Independent Agencies
31	00	Major Independent Agencies	Major Independent Agencies
32	00	Major Independent Agencies	Major Independent Agencies
33	00	Major Independent Agencies	Major Independent Agencies
34	00	Major Independent Agencies	Major Independent Agencies
36	00	Major Independent Agencies	Major Independent Agencies
41	00	Major Independent Agencies	Major Independent Agencies
45	00	Major Independent Agencies	Major Independent Agencies
46	00	Major Independent Agencies	Major Independent Agencies
47	00	Major Independent Agencies	Major Independent Agencies
48	00	Major Independent Agencies	Major Independent Agencies
49	00	Major Independent Agencies	Major Independent Agencies
50	00	Major Independent Agencies	Major Independent Agencies
51	00	Major Independent Agencies	Major Independent Agencies
52	00	Major Independent Agencies	Major Independent Agencies
54	00	Major Independent Agencies	Major Independent Agencies

Enclosure 1

55	00	Major Independent Agencies	Major Independent Agencies
56	00	Major Independent Agencies	Major Independent Agencies
57	00	Department of Air Force	Department of the Air Force
59	00	Major Independent Agencies	Major Independent Agencies
60	00	Major Independent Agencies	Major Independent Agencies
61	00	Major Independent Agencies	Major Independent Agencies
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63	00	Major Independent Agencies	Major Independent Agencies
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73	00	Major Independent Agencies	Major Independent Agencies
74	00	Major Independent Agencies	Major Independent Agencies
75	00	Major Independent Agencies	Major Independent Agencies
76	00	Major Independent Agencies	Major Independent Agencies
78	00	Major Independent Agencies	Major Independent Agencies
79	00	Major Independent Agencies	Major Independent Agencies
80	00	Major Independent Agencies	Major Independent Agencies
82	00	Major Independent Agencies	Major Independent Agencies
83	00	Major Independent Agencies	Major Independent Agencies
84	00	Major Independent Agencies	Major Independent Agencies
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86	00	Major Independent Agencies	Major Independent Agencies
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91	00	Major Independent Agencies	Major Independent Agencies
93	00	Major Independent Agencies	Major Independent Agencies
95	00	Major Independent Agencies	Major Independent Agencies
96	00	Major Independent Agencies	Major Independent Agencies
97	00	Department of Defense	Department of Defense (Except Military Depts)
98	00	Major Independent Agencies	Major Independent Agencies
99	00	District of Columbia	District of Columbia