



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221**

March 1, 2016

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

**SUBJECT: Administrative Addendum to Approved Defense Logistics Management Standards
(DLMS) Change (ADC) 1193A for Update to Access User Roles (DoDAAD)**

The attached administrative update is approved for immediate implementation to DLM 4000.25, Volume 6, Chapter 2, DoDAAD.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885, DSN 427-6885, or email: 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)
OUSD DPAP

ADC 1193A

Update to Access User Roles (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 Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

b. [ADC 1193](#), Update to Access User Roles, dated December 17, 2015

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This administrative change is a replacement of ADC 1193. It clarifies the two types of management roles associated with a Service's/Agency's stewardship of the DoDAAD – Central Service Point (CSP) and Monitor(s). It also clarifies the types of access level and change rights to the database associated with these roles that can be requested and which must be specifically delineated in the Service's/Agency's Appointment Letter, to afford their members the necessary access to perform their specific management functions. Changes to the original ADC are highlighted in **YELLOW** text; all other provisions of ADC 1193 are carried forward in this addendum and remain as written.

b. Background:

(1) In the management function of the DoDAAD, there are still only two types of roles – CSP and Monitor. ADC 1193 erroneously identified that there are three roles. Roles and access rights are two separate factors. The role of CSP or Monitor is facilitated by the access rights. The type of access those roles require in the performance of their duties can be set by the factors of Access Level and Type of Change. This administrative change seeks to clarify the distinction. The following are the Access Levels and Types of Change designators which set access rights:

<u>Access Level</u>	<u>Rule</u>
A	Ability to create, change, or delete all records within the Series.
M	Ability to create, change, or delete records within the Series, restricted further based on Major Command Code (MAJCOM).
R	Ability to create, change, or delete records within the Series, but further restricted based on a range within the Series.

<u>Type of Change</u>	<u>Rule</u>
A	Ability to create, change, or delete records per Access Level.
C	Ability to only change (update) or delete records per Access Level.
D	Ability to update only.

(2) Application: How these access levels and types of change are applied to the two management roles of CSP and Monitor depends upon the needs of the Service/Agency. A CSP has overall responsibility for managing a Service's/Agency's records; consequently, they should have full access to make any changes to all of a Service's/Agency's records. A Monitor, however, only has limited access to a Service's/Agency's records but can be afforded full or partial type of change rights to those limited records, according to the needs of the Service/Agency, and as specified in the Service's/Agency's appointment letter. The following is germane:

<u>Role</u>	<u>Access Level</u>	<u>Type of Change</u>
CSP	A	A
MAJCOM Monitor	M	A
		C
		D
Series Monitor	R	A
		C
		D

c. Approved Change in Detail:

(1) Transaction Services: Make the following changes to the DoDAAD Update Application for role restrictions, based on Access Level and Type of Change, as specified in the Service's/Agency's Appointment Letter:

(a) Appointed Central Service Points shall be provided Access Level A and Type of Change A.

(b) Appointed Monitors who require access over a particular MAJCOM or MAJCOMs, shall be afforded Access Level M, with Type of Change rights of either A, C, or D, as specified in the Appointment Letter.

(c) Appointed Monitors who require access over a particular range, shall be afforded Access Level R, with Type of Change rights of either A, C, or D, as specified in the Appointment Letter.

(d) If System Access Requests are submitted by Services/Agencies that conflict with current Appointment Letters, identify the conflicts to the DoDAAD Administrator. Do not approve access that conflicts with the Appointment letter. The DoDAAD Administrator will adjudicate the situation with the respective Service/Agency representatives.

(2) DLMSO: The DoDAAD Administrator will receive, review, and forward all Appointment Letters received from the PRC stakeholders to Transaction Services. If any questions arise, the Administrator will contact the respective Service/Agency accordingly to remedy.

(3) Services/Agencies: Officials responsible for appointing CSPs and Monitors for their respective Service/Agency shall ensure the appointment letters submitted clearly align the requisite access rights with the necessary responsibilities of the appointees listed thereon. These letters are to be submitted to the DoDAAD Administrator, using the template provided in the enclosure to this attachment.

d. Revisions to DLM 4000.25 Manuals: The following changes need to be made to the DLM 4000.25 Manuals, specifically, the DoDAAD Update Application Standard Operating Procedures. Insert the following in place of the current paragraph 3.2.1.2.:

3.2.1.2. Type of Change. In addition to Access Level, the type of updates that are granted can also be controlled. Currently, there are three types of changes that can be applied: A, C, and D. Each of these can be applied to an Access Level above. The following types apply and can be applied to the roles of CSP and Monitor as laid out in the table below:

Type of Change

Rule

- A** Ability to create, update/change, or delete records per Access Level.
- C** Ability to only update/change or delete records per Access Level.
- D** Ability to only update records.

Role	Access Level	Type of
CSP	A	A
MAJCOM Monitor	M	A
		C
		D
Series Monitor	R	A
		C
		D

e. **Alternatives:** N/A

5. **REASONS FOR CHANGE:** Removes confusion between the two management roles and the three factors which determine access rights.

5. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** Corrects a know shortfall in the current system and lays the foundation to limit users to the roles they actually perform.

b. **Disadvantages:** None noted.

6. **ADDITIONAL FUNCTIONAL REQUIREMENTS:** None noted.

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** This change will be authorized for immediate implementation.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:

This is not a cost issue. This is being done to support a functional requirement.

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 is covered in the detailed change section above. Army and Air Force will need to make equivalent changes to their internal DoDAAD systems.
- d. **Transaction Services:** These changes will need to be implemented and maintained at Transaction Services.
- e. **Non-DLM 4000.25 Series Publications:** The changes identified in this DLMS Change will need to be incorporated into the relevant Component-level DoDAAD management publications, including (but not limited to) the following:

- (1) U.S. Army: AR 725-50
- (2) U.S. Navy: NAVSO P-1000-2-5
- (3) U.S. Air Force: AFI 24-230
- (4) U.S. Marine Corps: MCO 4420.4H
- (5) U.S. Coast Guard: COMDTINST M4000.2
- (6) Defense Logistics Agency: DLAI 1401
- (7) Defense Information Systems Agency: DISA Instruction 270-50-10
- (8) Federal Property Management Regulations

MUST BE ON
AGENCY LETTERHEAD

DATE

MEMORANDUM FOR: Defense Logistics Management Standards Office, DoD Activity
Address Directory (DoDAAD) Administrator

SUBJECT: DoD Activity Address Directory (DoDAAD) Central Service Point (CSP)
and/or Monitor Letter of Appointment

REFERENCES: (a) DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6,
Chapter 2
(b) DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures
(MILSTRIP), Appendix 2.03 - Routing Identifier Codes

In accordance with references (a) and (b), **Component/Agency XXX** hereby designates the Primary and Alternate CSPs listed below to add, delete or modify our assigned **XXX** series DoD Activity Address Codes (DODAACs) and **X** Series Routing Identifier Codes (RICs) (Access Level A and Type of Change A). They are responsible for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the proper assignment, modification or deletion of each DoDAAC/RIC.

Primary CSP:

Name: (First MI. Last)
Official mailing address:

Email: XXXXXX@XXX.XXX
Comm: 999-999-9999
DSN: 999

Alternate CSP:

Name: (First MI. Last),
Official mailing address (if different than Primary):
Email: XXXXXX@XXX.XXX
Comm: 999-999-9999
DSN: 999

The following are hereby removed as CSPs for this Component/Agency:

Name: (First, MI. Last)

Additionally, the following personnel are delegated Monitor responsibilities, under management of the CSPs, for the Series/MAJCOMs listed. These Monitor(s) are hereby authorized to modify our assigned XXX series DODAACs and **X** series RICs for the MAJCOMs listed. They are responsible to the CSP for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the modifications of each DoDAAC/RIC. To facilitate their roles, they require the Access Level and Type of Change rights as designated below:

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DATE

Monitor(s):

DoDAAC Series: (include all that apply for both DoDAACs and RICs)

MAJCOM(s):

Access Level: (See Instructions)

Type of Change: (See Instructions)

Name: (First MI. Last)

Official mailing address:

Email: XXXXXX@XXX.XXX

Comm: 999-999-9999

DSN: 999

Additionally, the following are hereby removed as Monitors for this Component/Agency:

Name: (First, MI. Last)

If these are any additional questions or concerns, please contact me at 999-999-9999,
email XXX@XXX.XXX

XXXXXX X. XXXXXX

Authorized Agency Representative

Instructions:

1. A new letter listing all CSPs and/or Monitors is required for any additions and promptly following any deletions. CSPs and Monitors may not appoint themselves, but CSPs can appoint Monitors.
2. Please note in the letter any CSP or Monitor restrictions (e.g., limitation by DoDAAC series or Type Address Code).
3. If no Monitor assignments apply for your Service/Agency, do not include the portion of the letter related to Monitors.
4. If the RIC CSP or Monitor is different from the DoDAAC CSP or Monitor, please list them separately in the letter. Note: “H”series RIC assignments for “Other DoD Activities” are managed by Washington Headquarters Service.
5. For Monitors, designate the appropriate Access Level and Type of Change rights based on the following:

Access Level	Rule
M	Ability to create, change, or delete records within the Series, restricted further based on Major Command Code
R	Ability to create, change, or delete records within the Series, but further restricted based on a range within the Series.
Type of Change	Rule
A	Ability to create, change, or delete records per Access Level
C	Ability to only change (update) or delete records per Access Level.
D	Ability to update only

6. NOTE: the latest letter submitted by your Service/Agency will supersede any and all previous copies; therefore, it is critical that the letter submitted includes all personnel authorized.
7. The letter must be dated and physically or digitally signed (*digital signature is preferred*) and must include the contact information for the person signing the letter.
8. The person signing the letter should send it as a PDF to DODAADHQ@DLA.MIL. If it is not feasible for the person signing the letter to send it, the person signing the letter must be included in the forwarding email.
9. For access to the DoDAAD update application, submit a separate Systems Access Request to the DLA Transaction Services which may be found at: https://www.daas.dla.mil/sar/sar_menu.html
10. DoDAAD Process Review Committee information is at <http://www.dla.mil/j-6/dlms0/Programs/Committees/DoDAAD/dodaad.asp>