



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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June 7, 2016

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

**SUBJECT: Administrative Addendum to Approved Defense Logistics Management Standards  
(DLMS) Change (ADC) 1193B 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: [DLMSODoDAAD@dla.mil](mailto:DLMSODoDAAD@dla.mil). Others must contact their Component designated representative.

**HEIDI M. DAVEREDE**  
Director  
Defense Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD (SCI)  
OUSD DPAP

# ADC 1193B

## 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: [DLMSODoDAAD@dla.mil](mailto:DLMSODoDAAD@dla.mil)

b. **Functional POC:** Defense Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: [DLMSODoDAAD@dla.mil](mailto:DLMSODoDAAD@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 1193A](#), Update to Access User Roles, dated March 1, 2016

### 4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This administrative change replaces ADC 1193A in its entirety. 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. This replacement changes the recipient to whom DOD Components and Federal Agencies submit their DoDAAD Central Service Point and Monitor Appointment letters. CSP/Monitor Appointment letters will be submitted to the DoDAAD System Access Control Point (SACP) at Transaction Services, vice the DoDAAD Administrator. 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 only two types of roles – CSP and Monitor. ADC 1193 erroneously identified 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. Table 1 shows the Access Levels and Types of Change designators which set access rights:

Table 1: Access Levels and Types of Change Designators

<u>Access Level</u>	<u>Rule</u>
All	Ability to add, change, or delete all records within the Series.
MAJCOM	Ability to add, change, or delete records within the Series, restricted further based on Major Command Code (MAJCOM).
Range	Ability to add, 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>
Add/Chg/Del	Ability to create, change, or delete records per Access Level.
Chg/Del	Ability to only change (update) or delete records per Access Level.
Change only	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. CSPs have 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:

Table 2: Role/Access Level/Type of Change

<b>Role</b>	<b>Access Level</b>	<b>Type of Change</b>
CSP	All DoDAAD Records (DoDAACs and RICs)	Add/Chg/Del
		Chg/Del
MAJCOM Monitor	MAJCOM	Add/Chg/Del
		Chg/Del
		Change only
Range Monitor	Range	Add/Chg/Del
		Chg/Del
		Change only

**c. Approved Change in Detail:**

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

(a) If System Access Requests are submitted by Services/Agencies that conflict with current Appointment Letters, the SACP will ~~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.

(b) The SACP will forward an information copy of CSP/Monitor appointment letters received to the DoDAAD Administrator.

(2) **DLMSO:** The DoDAAD Administrator will ensure published points of contact listings are maintained current with the appointment letters received from the SACP ~~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 will 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 SACP ~~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:

(1) **DLM 4000.25, Volume 6, Chapter 2:**

(a) Remove paragraph C2.3.2.5.

(b) Change paragraph C2.3.4.4. to read as follows:

**C2.3.4.4. Maintain proper system access controls. Access for CSPs and Monitors must be based on both Transaction Services approved system access requests (SAR), and approved CSP and Monitor assignments and Monitor delegations received from the Services and Agencies DoDAAD System Administrator.**

(c) Change paragraph C2.3.5.2. to read as follows:

**C2.3.5.2. Submit DoDAAD CSP and Monitor appointment changes to the DoDAAD SACP DoDAAD System Administrator in a timely manner to allow the SACP DLA Transaction Services to promptly add or remove account access to the Enterprise DoDAAD Update Web Maintenance Application. Appointments will include all individuals who require access (to include existing appointments) as well as individuals who will be revoked. This will ensure that the latest appointment includes all currently authorized personnel for the Service/Agency. These**

appointments do not grant access; they authorize access. Transaction Services grants access based on matching the completed SAR with appointment authorizations.

(d) Change paragraph C2.3.6.8. to read as follows:

**C2.3.6.8.** At the Component or Agency's discretion, delegate/sub-divide their responsibility for file maintenance of the DoDAACs and RICs for which they are responsible to DoDAAD Monitors, as necessary. Such delegation will be in writing to the DoDAAD **SACP System Administrator** (see C2.3.4.4. and C2.3.5.2.).

**(2) 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: Add/Change/Delete, Change/Delete, and Change only. 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 Table 1 below:***

**Table 1: Roles/Access Levels/Types of Change**

<b><u>Type of Change</u></b>	<b><u>Rule</u></b>
<b>Add/Chg/Del</b>	<b>Ability to add, update/change, or delete records per Access Level.</b>
<b>Chg/Del</b>	<b>Ability to only update/change or delete records per Access Level.</b>
<b>Change only</b>	<b>Ability to only update records.</b>

<b>Role</b>	<b>Access Level</b>	<b>Type of Change</b>
<b>CSP</b>	<b>All DoDAAD records (DoDAACs and RICs)</b>	<b>Add/Chg/Del</b>
		<b>Chg/Del</b>
<b>MAJCOM Monitor</b>	<b>MAJCOM</b>	<b>Add/Chg/Del</b>
		<b>Chg/Del</b>
		<b>Change only</b>
<b>Range Monitor</b>	<b>Range</b>	<b>Add/Chg/Del</b>
		<b>Chg/Del</b>
		<b>Change only</b>

e. **Alternatives:** N/A

**5. REASONS FOR CHANGE:** Simplifies the management roles and factors that determine access rights.

**6. ADVANTAGES AND DISADVANTAGES:**

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

b. **Disadvantages:** None noted.

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

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

**9. 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.

**10. 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

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DATE

MEMORANDUM FOR: **Transaction Services, DoD Activity Address Directory (DoDAAD)  
System Access Control Point (SACP)**

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

REFERENCES: (a) DLM 4000.25, Defense Logistics Management Standard (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). 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.

Official Mailing Address: XXX  
Primary CSP: Name Email phone number (Comm & DSN)

Alternate CSP(s): Name Email phone number (Comm & DSN)

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 MAJCOMs/Range(s) listed. These Monitor(s) are hereby authorized to modify our assigned XXX series DODAACs and **X** series RICs for the MAJCOMs/Range(s) listed. They are responsible to the CSP for the currency and accuracy of our DoDAACs/RICS, and for maintaining auditable 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:

List MAJCOM(s) or Range(s) of responsibility:

Monitors:	Name	Email	phone number (DSN XXX)
	Name	Email	phone number (DSN XXX)

List MAJCOM(s) or Range(s) of responsibility:

Monitors:	Name	Email	phone number (DSN XXX)
	Name	Email	phone number (DSN XXX)

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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. NOTE: the most recent 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.
6. 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.
7. The person signing the letter should send it as a PDF to [TransSvcsDoDAAC@dla.mil](mailto:TransSvcsDoDAAC@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.
8. Once the Appointment letter is reviewed and approved by the SACP, the SACP will notify the appointees via email with the link to the SAR process.