



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO

December 17, 2015

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

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

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory 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](mailto:DODAADHQ@DLA.MIL). Others must contact their Component designated representative.

DONALD C. PIPP  
Director  
Defense Logistics Management  
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Attachment  
As stated

cc:  
ODASD (SCI)  
OUSD DPAP

# ADC 1193

## 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:** DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

### 4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This change will separate the “delete” function from the “modify” function. There are no roles in the current system. There is a Central Service Point (CSP) and a pseudo CSP called a monitor. This change will allow more strict limits on access.

b. **Background:**

(1) In the current design of the DoDAAD update application; there is no distinction in access ability between a Central Service Point and a Monitor. They both have the exact same ability to add, update, and delete DoDAACs, and the only true difference is in the title of the role.

(2) Current access levels and types of changes allowed per access level are as follows:

<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 or delete records per Access Level.

(3) This change will create three roles: CSP (add, update, and delete), Monitor 1 (update and delete) and Monitor 2 (update only). The new roles draw a clear distinction between the CSP and Monitors. A CSP will now be the only role with the ability to add a DoDAAC. Monitors will be limited between update and update/delete. This will also lay the groundwork for future anticipated enhancements. The access levels would remain the same; however, the new types of changes allowed per access level would be as follows:

<u>Type of Change</u>	<u>Rule</u>
A	Ability to create, change, or delete records per Access Level (CSP).
C	Ability to only change (update) or delete records per Access Level (Monitor 1).
D	Ability to update only (Monitor 2).

(4) It also maintains the current access rights afforded to certain monitors who currently do still need to be able to create, update, and delete. While those users will be considered CSP access, the distinction will be that their access may be limited to a subset of records normally afforded a Monitor, using either MAJ\_COMMAND or a Range.

**c. Approved Change in Detail:**

(1) **Transaction Services.** The following are changes to the DoDAAD Update Application, eDAASINQ, and DAASINQ:

(a) Move the TAC 1 Delete Date field from the TAC 1 to directly under the “Creation Date” in the “DoDAAC Information” section. The label name should also be changed from “DEL DATE” to “Deletion Date” for aesthetic. This change applies to Update, DAASINQ and eDAASINQ. The reason for the move is the delete of the TAC 1 does more than delete one TAC, it deletes the entire DoDAAC. For this reason, the field is currently misplaced on the page. The enclosure illustrates how this would be rendered in user output.

(b) For the DoDAAD update application, the role restrictions are as follows:

1. CSP: Works the same as it does today. User has the ability to add, update or delete any DoDAAC in their assigned series.

2. Monitor 1:

- Cannot add a DoDAAC. If the user enters a non-existent DoDAAC, the system should display the warning message: “User not authorized to create a new DoDAAC. Please contact your CSP to add the DoDAAC.”

- All other functionality is unchanged.

3. Monitor 2:

- Cannot add a DoDAAC. If the user enters a non-existent DoDAAC, the system should display the warning message: “User not authorized to create a new DoDAAC. Please contract your CSP to add the DoDAAC.”

- Cannot delete a DoDAAC. The TAC 1 delete date should be disabled for a Monitor 2 user, so they don’t have the ability to or a delete date or change an existing one.

(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**. Insert the following:

***C2.4.3.3. Deletion Date. The Deletion Date is used to delete a DoDAAC. Any DoDAAC with a Deletion Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for five years and six months before the record is permanently purged from the master file. During this period, a deleted DoDAAC prevents requisition transactions from being processed through DAAS; however, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions will not reject due to an invalid DoDAAC during this period. After the five year and six month period, once the deleted DoDAAC is physically removed from the DoDAAD, all subsequent requisitions or bills would reject due to an invalid DoDAAC. This is only true, however, for transactions processing through DAAS. For any transactions that process either through the Global Exchange (GEX) or some other means other than DAAS, a deleted DoDAAC will prevent those transactions from processing even during that period of being deemed inactive. The only indication that a DoDAAC has been deleted during that time is the existence of the Deletion Date on the master record for the given DoDAAC. No new requisitions may be initiated for a deleted/inactive DoDAAC. CSPs or monitors may restore a deleted DoDAAC, but they may not reassign it to another address during the five year and six month retention period.***

(2) **DLM 4000.25, Volume 6, Chapter 2, DoDAAD Data Elements**. Insert the following:

***Deletion Date. Deletion date Julian format (YYYYDDD), this is the date upon which the DoDAAC was (or will be) deleted. It can also be used to set a future “delete” date. If the date is set to a date beyond the current date, the DoDAAC will delete when the effective date matches the current date.***

(3) **DoDAAD Update Application Standard Operating Procedures**. Insert the following:

**2.5. Deletion Date. Deletion Date Julian format (YYYYDDD), this is the date upon which the DoDAAC was (or will be) deleted. It can also be used to set a future “delete” date. If the date is set to a date beyond the current date, the DoDAAC will delete when the effective date matches the current date.**

**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 wo types of changes that can be applied: CSP (A), Monitor 1 (C), and Monitor 2 (D). Each of these can be applied to an Access Level above. Add (create) and Modify (change/delete). The following types apply:**

<b><u>Type of Change</u></b>	<b><u>Rule</u></b>
<b>A</b>	<b>Ability to create, update/change, or delete records per Access Level (CSP).</b>
<b>C</b>	<b>Ability to only update/change or delete records per Access Level (Monitor 1).</b>
<b>D</b>	<b>Ability to only update records (Monitor 2).</b>

**e. Alternatives: N/A**

**5. REASONS FOR CHANGE:** FAA should only have Monitor 1 access to the DoDAAD. This is will not only allow FAA to be limited to changes only, but it lays the foundation to refine the roles and access to the DoDAAD database for other Components to implement Monitors.

**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. Transaction Services has agreed, barring unforeseen problems, implementation by February 1, 2016.

**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

## Delete Date

The following is an illustration of how this should be rendered in the Update Application, DAASINQ, and eDAASINQ:

**Update DoDAAC**

**For Official Use Only (FOUO)**

\* Required field

DoDAAC Information			
DoDAAC: *	M21300	UIC: M21300	Creation Date: 07/10/2002
Organization Type Code:	D - DoD	Deletion Date:	<input type="text"/>
Authority Code:	Requisitioner - 00	Contractor:	<input type="checkbox"/> Yes
Major Command:	MC04 (IMEF) - M1		
FPDS Agency Code:	1700 - Dept of Navy	CGAC:	017
Procurement Authority:	<input type="checkbox"/> Yes		

For Official Use Only (FOUO)												
DODAAC	UIC	ORG_TYPE_CD	AUTHORITY_CODE	CTR	MAJCOM_BUREAU	CGAC	COCOM	CREATE_DTE	T1_DELDTE	LAST_UPDATE	PROCUREMENT	AGCY_CD
M29000	M29000	D	05		M3	017	USPACOM	11/01/2004		25-SEP-14	Y	1700
M29001	M29001	D	00		M3	017	USPACOM	11/01/2004		08-AUG-14		1700