



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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August 31, 2016

**MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY
(DoDAAD) PROCESS REVIEW COMMITTEE (PRC)**

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1219,
Update to State/Province Label (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 e-mail: 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)
ODASD DPAP (PDI)
EDA PMO

ADC 1219
Update to State/Province Label
(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.

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

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** DoDAAD

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

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

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:** This change implements a change to the State/Province label for Defense Automatic Addressing System (DAAS) Inquiry (DAASINQ), Enhanced DAAS Inquiry (eDAASINQ), and Department of Defense Activity Address Directory (DoDAAD) Update Application.

b. **Background:** The current label reads “State/APO/Province”, but this is incorrect. The Army and Air Force Post Office (APO) is actually the “city” name and the state abbreviations are pseudo state abbreviations: AA, AE and AP. The change to the label is to correct this anomaly and correct the label to read “State/Province”.

c. **Requested Change in Detail:** Change the field label from “State/APO/Province” to “State/Province” in DAASINQ, eDAASINQ, and DoDAAD Update application.

d. **Revisions to DLM 4000.25 Manuals:** N/A

e. **Alternatives:** None

5. **REASON FOR CHANGE:** Correct misstatement of label used in the DoDAAD.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Correctly designate label for State/Province.

b. **Disadvantages:** None noted.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation. Target timeline for Transaction Services updates to the DoDAAD is 60 days from the publication.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: The saving dollar amount is unknown. The point of this change is to correct a misstatement of the State/Province designation.

9. IMPACT:

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

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

c. **Automated Information Systems (AIS):** Documented in paragraph 4.d. above, and in paragraph 9.d. below.

d. **Transaction Services:**

(1) Change the label “State/APO/Province” to “State/Province” in DAASINQ, eDAASINQ, and DoDAAD Update application. This label appears in each individual type address code (TAC) of each application, so each application will contain three label changes. An example of the corrected TAC 1 for the DoDAAD update application is shown in the Enclosure of this change.

(2) DoDAAD Update application, change label inside “Get Zip Code” button to read “Get ZIP Code.” ZIP should be in all capital letters because it is an acronym for Zone Improvement Plan.

(3) eDAASINQ, change the field label “IPC ZIP” to “IPC” (remove ZIP). IPC is the acronym for International Postal Code.

e. **Army and Air Force.** Army and Air Force are expected to make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD.

f. **Non-DLM 4000.25 Series Publications:** The changes identified herein will need to be incorporated into the relevant Service/Agency-level DoDAAD management publications, including (but not limited to) the following:

- (1) U.S. Army: AR 725-50
- (2) U.S. Air Force: AFI 24-230
- (3) U.S. Marine Corps: MCO 4400.201, Volume 2
- (4) U.S. Coast Guard: COMDTINST M4000.2
- (5) Defense Information Systems Agency: DISA Instruction 270-50-10
- (6) Federal Property Management Regulations

Enclosure, ADC 1219

Graphic User Interface Illustrations

The following illustrates how the State/Province label should appear in all screens.

DoDAAD Update:

Line1: *	COPE	EFF Date:	09/29/2008
Line2:	MIL POSTAL		
Line3:	MILITARY POST OFFICE		
Line4:	APO AE 09011-9998		
Line5:			
Country: *	UNITED STATES -- US, USA		
State/Province: *	AE, AE, 97		
City: *	APO	Get Zip Code	
ZIP Code:	09011-9998	Lookup State/City	International Postal Code:

Drop the APO

"Zip" should be all caps - ZIP

eDAASINQ:

TAC INFORMATION			
			EFF DATE: 09/29/2008
T A C 1	• COPE		
	• MIL POSTAL		
	• MILITARY POST OFFICE		
	• APO AE 09011-9998		
	CITY: APO	ZIP: 09011-9998	IPC ZIP:
STATE/PROVINCE:		STATE(A/N)/PROVINCE: AE	
COUNTRY NAME:	UNITED STATES		
GENC CC: US/USA			

Change IPC ZIP to IPC

DAASINQ:

TAC INFORMATION		
T A C 1	• COPE	
	• MIL POSTAL	
	• DAGGER KASERNE	
	• APO AE 09011-9998	
	•	
CITY: APO	ZIP: 09011-9998	IPC:
STATE/PROVINCE:		STATE(A/N)/PROVINCE: AE
COUNTRY NAME: UNITED STATES		
GENC CC: US/USA		