**LOGISTICS AND
MATERIEL READINESS**

DLM 4000.25, Volume 6, April 29, 2016
Change 7

DEFENSE LOGISTICS MANAGEMENT STANDARDS
VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES
CHANGE 7

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by *bold, italicized* print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 7 also includes administrative updates not marked by bold italics, to include changing "shall" to "will" per a style change for DoD issuances, updating "DoDM 4140.1-R" to "DoDM 4140.01", and updating "Defense Logistics Management System" to "Defense Logistics Management Standards."

In accordance with DLA General Order No. 07-15 (09/14/2015), references to "DLA Transaction Services" are changed to "Transaction Services" and "DLA Logistics Information Services" to "Logistics Information Services".

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

      A. ADC 1178 dated August 5, 2015, Revises DoDAAD Bureau Codes (DoDAAD); no changes to DLM manuals.

      B. ADC 1190 dated December 17, 2015. Adds an Organization Type Code field to the DoDAAD to indicate if the DoDAAC is DoD, Federal, State/Local, Non-Government Organization (NGO) or Foreign entity. Revises DLMS Chapter 2.

      C. ADC 1191 dated December 17, 2015. Adds a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a contractor or not. For almost all DoD DoDAACs, the determination if the DoDAAC is a contractor DoDAAC or not is determined by the first two characters of the DoDAAC itself. For Federal DoDAACs, there currently is no determination. This change will set the flag for both Federal and DoD DoDAACs. Revises DLMS Chapter 2.

      D. ADC 1192 dated December 17, 2015. Provides specific business rules for how Central Service Points (CSP) will set the Procurement Authority flag. Revises DLMS Chapter 2.

E. ADC 1193 dated December 17, 2015. Separates the "delete" function from the "modify" function. There are no roles in the current system; all access is be series or bureau codes. This change will allow more strict limits on access and further define the differences between CSP and Monitor. Revises DLMS Chapter 2.

F. ADC 1194 dated December 17, 2015. Adds the Sub Tier Code field to the DoDAAD to indicate if the DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within the Federal Procurement Data System (FPDS). Revises DLMS Chapter 2.

G. ADC 1195 dated December 17, 2015. Adds validation to the Common Government-wide Accounting Classification (CGAC) Code field in the Department of Defense Activity Address Directory (DoDAAD). Revises DLMS Chapter 2.

H. ADC 1201 dated December 17, 2015. Add a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a Funding Office. Revises DLMS Chapter 2.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

Added or Replaced Files

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlmso.dla.mil/elibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dlmso.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.

Ms. Dee Reardon
Deputy Assistant Secretary of Defense
for Supply Chain Integration

VOLUME 6 – LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
226	3/1/2007	**Revision of MILSTRIP, MILSBILLS and DLMS to add DoDAAC Authority Code Edits.** This change will establish a new edit for DoDAACs by Authority Code in order to restrict requisitioning, shipment and billing by DoDAAC. DoDAAC Authority Codes are applicable to all Components. This change will revise DLMS, MILSTRIP and MILSBILLS to identify DoDAAC authorities for requisitioning, shipment and billing, and to provide for DAAS and source of supply rejection, under DLMS, MILSTRIP and MILSBILLS of requisitions or bills, as appropriate.	0
251	8/1/2007	**Department of Defense Activity Address Directory (DoDAAD).** This issued the new DoDAAD manual as an ADC.	0
262	12/19/2007	**Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders**. Revise MILSTRIP/DLMS procedures to include instructions on cancellation of orders, citing a ship-to or bill-to DoDAAC that has been deleted, as identified in the DoD Activity Address Directory (DoDAAD). In response to comments on the proposal, the following clarification is provided: The intent is for all Components to implement this procedure change while modernizing or as soon as practical, thereby canceling open orders/backorders for which there is a deleted DoDAAC identifying the bill-to or ship-to activity. This procedure complements the existing procedure to cancel backorders where the requisitioner DoDAAC has been deleted. Updates from the original staffing are highlighted.	0
298	9/16/2008	**Department of Defense Activity Address Directory (DoDAAD) Enhancements.** This change documents the proposed procedures that are applicable to the reengineered DoDAAD. The ADC contains many enhancements. One change calls for adding the new GSA unique fields to the DAASINQ and enhanced eDAASINQ. One change establishes DoD policy that Component governing directives require that deploying units have current DoDAAC information prior to deployment. The remaining changes expand the capability of the DoDAAD web update page. DAASC will need to make both database and code changes to implement the new requirements.	0

ADC Number	Date	Change Description	Version
318	3/24/2009	**DoD Activity Address Directory (DoDAAD) Country Codes in the DoDAAD (Staffed as PDC 325).** This change documents the procedures that are applicable to the country code listing of the DoDAAD and procedures for notifying CSPs of country code changes. This change reiterates that CSPs are responsible for ensuring that their Component DoDAAC information is current and that Component CSPs must take action to ensure DoDAAC country code information is validated whenever there is a change to the country code listing. This change also excludes activity codes applicable to programs and not to countries from being entered into the address field of the DoDAAD.	0
321	4/14/2009	**Department of Defense Activity Address Directory (DoDAAD) Bill of Lading Code (BLOC).** This change documents the procedures that are applicable to the Bill of Lading Code (BLOC) in the DoDAAD, and changes the source of input from the DoDAAD Administrators to the Authoritative BLOC information source, Table Management Distribution System (TMDS). This will improve timeliness and accuracy of the BLOC data.	0
323	5/19/2009	**DoD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements.** This change documents enhancements recommended by the DoDAAD Process Review Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.	0
323A	1/21/2011	**Approved Addendum 323A to ADC 323, Rescind Multiple Contracts per DoDAAC Change.** This amends ADC 323 to delete the approved enhancement for adding multiple contracts assigned to a single DoDAAC to the DoDAAD and for modifying the eDAASINQ search capability to query the multiple contract fields.	0
336	1/25/2011	**Military Assistance Program Address Directory (MAPAD) Procedures.** This change provides updated MAPAD policy and procedures, including those associated with MAPAD reengineering. This change establishes DLMS Volume 6, Logistics Systems Interoperability Support Services, Chapter 3, MAPAD.	0
337	8/31/2009	**DoD Activity Address Directory (DoDAAD) Internal Note Field (Staffed as PDC 362).** This change adds a free-form note field to the DOD Activity Address File (DoDAAF), which will be viewable and downloadable in the Enhanced DAASC Inquiry System (eDAASINQ) by DoDAAC Central Service Points (CSPs) and Monitors, according to their existing role-based access for updating, adding or deleting DoDAACs. This field will allow DoDAAC Monitors to input internal notes related to a specific DoDAAC, which will create a historical record and assist DoDAAC CSPs and Monitors in managing their DoDAACs.	0
354	2/4/2010	**DOD Activity Address Code (DoDAAC) Edits on Logistics Bills and Requisitions (Finance/DoDAAD/Supply).** This change provides information and procedures regarding Defense Automatic Addressing System Center (DAASC) DoDAAC edits for logistics bills and requisitions. This also incorporates an administrative change to reflect the DAASC retention of security assistance bills of 4 years after initial routing vice 2 years.	0

ADC Number	Date	Change Description	Version
365	5/6/2010	**DOD Activity Address Code (DoDAAC) City State Zip Validation.** This change is to improve the validation of the CONUS city, state and zip code data by establishing procedures for DoDAAC entries that do not match the United States Postal System (USPS) authoritative source.	0
368	12/7/2010	**Procedures and Assignment of Navy DoDAACs to DLA for Use on DLA Requisitions to Military Service/GSA Sources of Supply (SoSs) in Support of Navy Industrial Activities (IAs) under BRAC SS&D/IMSP (Supply/DoDAAD).** This change requires assignment of Navy (N-series) DoDAACs for DLA's use under BRAC SS&D/IMSP and documents associated procedures. DLA will control and assign document numbers using these unique Navy DoDAACs when requisitioning from other SoSs in support of Navy industrial activities (IA) including Navy Shipyards (NSYs) and Fleet Readiness Centers (FRCs). This change establishes a new business process for Navy BRAC IMSP requisitioning. It impacts DAAS routing rules and establishes DAAS rules for creation of supply and shipment status associated with these requisitions. Other DoD Components processing rules are not impacted.	0
383	5/18/2010	**DoD Activity Address Directory (DoDAAD) Container Consolidation Point (CCP).** This change is to implement the use of the Break Bulk Point (BBP) and Container Consolidation Point (CCP) data fields in the DoDAAD for their intended purpose under DoDAAD reengineering, as separate, discrete data fields, rather than as a single, multi-use field. This will require phased implementation.	0
384	5/21/2011	**Special Programs for Non-DoD/Non-Federal Agency.** This change establishes Defense Logistics Management Standards (DLMS) procedures for Special Programs where the requisitioner is neither a Federal Agency nor a DoD entity, and establishes a new DoDAAC series to clearly identify such programs.	0
384A	4/7/2011	**Special Programs for Non-DoD/Non-Federal Agency.** This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs.	0
384B	10/7/2011	**Special Programs for Non-DoD/Non-Federal Agency.** This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DoDAACs from "1" to "3".	0
385	10/21/2010	**DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for Multiple DoDAACs (DoDAAD).** This change is to designate query and download of information for multiple DoDAACs from the eDAASINQ web site as "For Official Use Only."	0
392	8/3/2010	**DoD Activity Address Directory (DoDAAD) Setting the CONUS/OCONUS Indicator.** The change is to remove the manual setting of the CONUS/OCONUS field and set the flag programmatically based on the TAC 2 address.	0

ADC Number	Date	Change Description	Version
394	8/17/2010	**DoD Activity Address Directory (DoDAAD) Overseas Address Line Change for Canada and Mexico (DoDAAD and Supply).** This change corrects a problem with the last line of the overseas address lines for Canada and Mexico.	0
406	1/31/2011	**DoD Activity Address Directory (DoDAAD) Removal of Unused Fields.** The DoDAAD database contains some unused fields, which leads to confusion in the user community. This Change corrects the problem by removing the unused fields.	0
408	12/21/2010	**DoD Activity Address Directory (DoDAAD) DAASINQ RIC Display.** This change is to correct the DAASINQ display for RIC query results.	0
424	5/9/2011	**DoDAAD Modification to Break Bulk Point (BBP).** This change approves interim and longer term procedures to correct inconsistent Break Bulk Points (BBPs) for TAC1 and TAC2 addresses.	0
436	8/4/2011	**Administrative Revisions to DLMS Supplements to Remove Obsolete RIC "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with Routing Identifiers.** (1) Administrative change to update RIC field note in the DLMS to remove obsolete references to future streamlining. (2) Administrative update to the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)".	0
440	7/19/2011	**Change to DoDAAC Authority Code Assignment Process.** This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00".	0
448	9/21/2011	**Implementation of International Standards Organization (ISO) 3166-1 codes for the identification of countries and their subdivisions (DoDAAD/MAPAD/Finance).** Implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, "Codes for the representation of names of countries and their subdivisions. Part 1: Country Codes" by September 30, 2012. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and trigraph (three characters). DLMS will implement the ISO 3166-1 two character (digraph) alpha code structure and code list in order to minimize the impact on databases, application logic, and outputs that are currently reliant and restricted to two characters. Prior to the end of calendar year 2017, the Defense Logistics Management Standards PRCs will initiate action to assess the value and implementation requirements in migrating from ISO 3166-1 digraph to the tri-graph code structure.	0
448A	10/2/2012	**Address Line 5 Country Name Implementation and Related DoDAAD Batch Transactions.** This change is an addendum to ADC 448 and not a total replacement. The addendum approves changes to the address placement and business rules associated with adding the country name to the address fields in the DoDAAD and MAPAD and removing the previously approved changes for DoDAAD batch processing. Without revision to the manual.	2

ADC Number	Date	Change Description	Version
448B	10/2/2012	**Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.** Due to the delayed implementation for ISO 3166-1 country code standard, this administrative ADC updates related DLMS documentation to restore the name change for Country & Activity codes (Logistics Qualifier 85/85*) and to remove the previously published "September 30, 2012" implementation date established under ADC 448. Chapter 3, Military Assistance Program Address Directory.	2
450	2/14/2012	**Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR).** The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.	0
462	11/29/2011	**Initial Publication of Logistics Metrics Analysis Reporting System (LMARS).** Currently no formal LMARS process and procedures exist. The DLA Transaction Services developed and posted to its web site a number of independent documents related to LMARS. These documents were developed ten years ago and serve as the only existing documentation. This ADC compiles and organizes these existing documents into a single formally published "as-is" baseline for LMARS. The formalization of the existing documents will be published as Chapter 4 of Volume 6.	0
477	02/20/2012	**Component Performing Procurement/Contracting for another Component Involving Government Furnished Materiel or Government Furnished Property (DoDAAD and Supply).** This ADC clarifies the roles and responsibilities of Components when one is performing procurement/contracting services for another and the contract involves Government Furnished Materiel or Government Furnished Property. The clarification is that the Component requesting the procurement/contract action is responsible for assigning the delivery point DoDAACs using Service Codes assigned to it and the requesting Component is also responsible for performing the MILSTRIP Management Control Activity functions. The ADC also changes two data fields in the DoDAAD database from mandatory to optional.	0
1025	9/12/2012	**Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Nonreparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System (LMARS).** This change updates specific LMARS configuration and business rules that Components/Agencies have implemented. Revises Chapter 4, Pipeline Measurememt (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1025A	2/6/2013	**This administrative addendum corrects oversight to the requested deletion of Air Force Routing Identifier Code (RIC) DLJ in ADC 1025.** Addendum adds United States Special Operations Command RICs H92 & H9D to current listing of the RICs that function as wholesale Inventory Control Points in the	2

ADC Number	Date	Change Description	Version
		Logistics Metrics Analysis Reporting System Addendum to ADC 1025, Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Nonreparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System. Revises Chapter 4, Pipeline Measurement (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	
1025B	2/7/2014	**Administrative Update of Air Force Routing Identifier Codes in Logistics Metrics Analysis Reporting System.** Updates U.S. Air Force Routing Identifier Codes (RICs) used to generate reports in LMARS. This is a routine, periodic updates provided by the U.S. Air Force PM PRC representative. Revises Chapter 4, Pipeline Measurement.	5
1038	12/11/2013	**Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules.** This change updates the Logistics Metric Analysis Reporting System (LMARS) Fill Rules to correspond to changes implemented in the DOD supply chain. The Fill Rules were established over 10 years ago by the Customer Wait Time Committee (CWTC), which oversaw the development and implementation of LMARS. Revises DLMS Manual Volume 6 Chapter 4, Pipeline Measurement.	2
1061	6/11/2013	**Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD).** This change updates and reissues DLM 4000.25, DLMS, Volume 6, Chapter 2–often referred to as the DoDAAD manual. The chapter has been revised to enhance readability, remove duplication, add additional administrative content, and remove material better suited for the DoDAAD Standard Operating Procedures or the DLA Logistics Management Standards Office Website.	3
1061A	8/13/2013	**Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD).** This administrative change to ADC 1061 consolidates the appointment letter templates found in appendices 1.1 and 1.2 into a single appointment letter for the Service/Agency. It thus renumbers all the succeeding appendices accordingly and changes their numbering throughout the chapter to reflect the change. This administrative change also updates the name of the application used for updating the DoDAAD to its current title: "DoDAAD Update Application" from the previous terminology of "Enterprise DoDAAD Web Maintenance Application." It further publishes the DoDAAD Series Table as Appendix 1.15, which formally establishes the DoDAAC Series assigned to Services/Agencies for use in creating DoDAACs for that Service/Agency. Finally, it updates the Major Command Codes used for "H" Series DoDAACs, as published in Appendices 1.4 and 1.12.	3
1061B	12/11/2013	**Administrative Addendum, Update Reissuance of DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2 (DoDAAD).** This administrative change to ADC 1061 (Reference 3.c.) addresses changes to Volume 6, Chapter 2, of DLM 4000.25, as well as the impacts to the DoDAAD necessary to implement these changes. This administrative change also addresses data header inconsistency throughout the various renderings of the DoDAAD via DAASINQ, eDAASINQ, the	4

ADC Number	Date	Change Description	Version
		DoDAAD Update Application and Ad hoc Queries in eDAASINQ, and seeks to ensure consistency throughout by aligning them to a standard as laid out in the DoDAAD Data Elements file (formerly known as the Master File Layout) now published on the DoDAAD PRC webpage. Discrete appendices formerly published with this chapter have been moved as follows: AP1.1—1.13, and 1.15 are published on the DPRC page of the DLMSO website; AP1.14 has been merged into Chapter 2 at paragraph C2.5.	
Adm Chng	07/12/2012	The name for Air Force Security Assistance Command has changed to Air Force Security Assistance Cooperation Directorate. The acronym AFSAC has changed and is now AFSAC-D. Revised Table C3.T1. in Volume 6, Logistics Systems Interoperability Support Services.	0
1098	11/7/2014	**Updates to DD Form 1348-5 Notice of Availability (NOA) and Corresponding DLMS 856N NOA and 870N NOA Reply.** Updated the DD Form 1348-5, Notice of Availability; updated the DLMS 856N NOA and DLMS 870N NOA Reply to align with the hard copy data content of the DD Form 1348-5; established the foundation for a mechanized implementation for the NOA process to provide the International Logistics Control Office (ILCO) visibility; and updated procedures for ensuring timely replies to NOAs by actively engaging the ILCOs when there is no response to a follow-up NOA. Revises Chapter 3, Military Assistance Program Address Directory (MAPAD).	5
1100	4/17/2014	**Allocation of HGA DoDAAC Series for USTRANSCOM Acquisition Contractors.** Allocates the HGA series to USTRANSCOM Acquisition for tracking contractor DoDAACs. Previously, the DoD activity address code (DoDAAC) series HTC was allocated to US Transportation Command (USTRANSCOM) Acquisition, but there was no allocation to support contractor DoDAACs.	5
1101	5/19/2014	**For Creation of H96 as USNORTHCOM DoDAAC Series.** Allocates the DoDAAC series H96 to US Northern Command (USNORTHCOM). H96 will not be authorized for creating contractor DoDAACs. A separate PDC would be required to establish a separate HG_ series for this purpose, should the requirement arise.	5
1116B	7/28/2015	**Administrative Updates to DoDAAD Contract Information Fields (DoDAAD/Supply).** ADC 1116 was withdrawn pending policy conflict resolution. Notwithstanding, many of the changes identified in that ADC are still required for the DoDAAD and are not affected by the factors which led to the withdrawal of ADC 1116. ADC 1116A replaced ADC 1116 in its entirety; specifically, changes to the Contract Information fields of the DoDAAD have been corrected and updated, especially as they relate to DLA's DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B Series). ADC 1116B corrected an administrative paragraph numbering error in ADC 1116A. Revises DLMS Volume 6, Chapter 2.	6

ADC Number	Date	Change Description	Version
1117	7/2/2014	**DoDAAC Authority Code and Type Address Code (TAC) Rules.** Improves and refines the business rules associated with the type address codes (TAC) used in the DoDAAD and removes TAC 4. This change requires entering the specific address for the purpose for which the DoDAAC is intended to be used, based upon the DoDAAC authority code. This change is not applicable to DoDAACs already resident in the DoDAAD, but will apply to any future changes made to existing DoDAACs or when new DoDAACs are created after the implementation date of this change. Revises Chapter 2, DoD Activity Address Directory.	5
1143	5/6/2015	**DoDAAD Data Security Controls (DoDAAD).** Implement additional controls for access to DoDAAD data that safeguard the handling of DoDAAD data, which has been designated as controlled Unclassified Information (CUI) For Official Use Only (FOUO), and that assure proper management control on behalf of the Federal Departments to whom the data belongs (i.e., Department of Defense (DoD), Department of Justice (DOJ), Department of Transportation (DOT), etc.). Note: For the purposes of this DLMS Change, use of the term "Components" used herein is intended to mean all Departments of the Federal Government who use the DoDAAD (i.e., DoD, Federal Agencies, etc.). Revises Chapter 2, DoD Activity Address Directory	6
1144	1/13/2015	**DoDAAD Error Report Processing (DoDAAD).** This change only impact the eDAASINQ application with two required actions: 1) create a report to track orphaned Routing Identifier Codes (RIC), and 2) move the City/ZIP error report from its current location on the "Downloads" page to a new "reports" section. No change to manuals or DLMS Implementation Conventions.	6
1148	1/15/2015	**Cancellation of Permanent DoDAACs (DoDAAD).** This Change removes (null) two fields, "Cancelled/Never Reuse Flag" and "Enterprise Identifier Flag", from the DoDAAD. It also deletes C2.4.1.5. from DLMS Volume 6, Chapter 2 and updates the DoDAADStandard Operating Procedures (SOP) paragraph 5.41 Section 2.	6
1178	8/5/2015	**Implementation of DoDAAD Bureau Codes.** Decouples 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. No change to manuals or DLMS Implementation Conventions.	7
1190	12/17/2015	**Implementation of a DoDAAC Organization Type Code.** Adds an Organization Type Code field to the DoDAAD to indicate if the DoDAAC is DoD, Federal, State/Local, Non-Government Organization (NGO) or Foreign entity. Revises Chapter 2, DoD Activity Address Directory.	7

ADC Number	Date	Change Description	Version
1191	12/17/2015	**Implementation of a DoDAAC Contractor Flag.** Adds a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a contractor or not. For almost all DoD DoDAACs, the determination if the DoDAAC is a contractor DoDAAC or not is determined by the first two characters of the DoDAAC itself. This change will set the flag for both Federal and DoD DoDAACs. Revises Chapter 2, DoD Activity Address Directory.	7
1192	12/17/2015	**Administrative Update to Procurement Flag.** Provides specific business rules for how Central Service Points (CSP) shall set the Procurement Authority flag. Revises Chapter 2, DoD Activity Address Directory.	7
1193	12/17/2015	**Update to Access User Roles.** Separates the "delete" function from the "modify" function. There are no roles in the current system, all access is be series or bureau codes. This change allows more strict limits on access and further define the differences between CSP and Monitor. Revises Chapter 2, DoD Activity Address Directory.	7
1194	12/17/2015	**Implementation of the Sub Tier Code.** Adds the Sub Tier Code field to the DoDAAD to indicate if the DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within the Federal Procurement Data System (FPDS). Revises Chapter 2, DoD Activity Address Directory.	7
1195	12/17/2015	**Implementation of Common Government-wide Accounting Classification (CGAC) Code.** Adds validation to the Common Government-wide Accounting Classification (CGAC) Code field in the Department of Defense Activity Address Directory (DoDAAD). Revises Chapter 2, DoD Activity Address Directory.	7
1201	12/17/2015	**Implementation of a DoDAAC Funding Office Flag.** Adds a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a Funding Office. Revises Chapter 2, DoD Activity Address Directory.	7

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APPENDICES

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Appendix 2 – Miltary Assistance Program Address Directory

TABLES

FIGURES

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1. GENERAL

    C2.1.1. Purpose. This chapter implements DoD policy by establishing procedures for the roles, authorities, business rules, governance, and management process of the DoD Activity Address Directory (DoDAAD). The DoDAAD is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping, billing, and other uses.

    C2.1.2. DoDAAD Composition. The DoDAAD is comprised of both Department of Defense Activity Address Code (DoDAAC) and Routing Identifier Code (RIC) identifiers.

        C2.1.2.1. DoDAAC. The DoDAAC is a six-character, alpha-numeric code that uniquely identifies a unit, activity, or organization within the DoDAAD. A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes. Each activity that requisitions, contracts for, receives, has custody of, issues, or ships DoD assets, or funds/pays bills for materials and/or services is identified by a six-position alphanumeric DoDAAC.

        C2.1.2.2. RIC. The RIC is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems using DLMS and legacy 80 record position format transactions. The RIC was originally conceived as an abbreviated form of a seven-character Communication Routing Identifier (COMMRI) but its use has since expanded. The first position designates the particular service/agency ownership, the second and third characters are determined by the Central Service Point (CSP). See also paragraph C2.5 of this Chapter.

C2.2. POLICY. The procedures contained in this manual are issued in accordance with the following policy:

    C2.2.1. DoDI 4140.01. The "DoD Supply Chain Materiel Management Policy," December 14, 2011, establishes policy and assigns responsibilities for management of materiel across the DoD supply chain and authorizes the publication of DLM issuances required for the execution of this instruction.

C2.2.2. <u>DoDM 4140.01</u>. The "DoD Supply Chain Materiel Management Procedures," February 10, 2014, provides policy to establish the DoDAAD Process Review Committee (PRC), which provides the framework for DoDAAC/RIC management and assignment.

C2.3. <u>ROLES AND AUTHORITIES</u>

C2.3.1. <u>Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI)</u>. The ODASD/SCI will:

C2.3.1.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the DoDAAD program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of DoDAAD.

C2.3.1.2. Champion efforts to identify funding sources to support and further the DoDAAD program objectives.

C2.3.1.3. Resolve policy and procedural issues where agreement cannot be achieved within the DoDAAD PRC.

C2.3.1.4. Ensure applicable coordination within OSD staff elements regarding DoDAAD policy guidance or one-time instructional memoranda affecting functions assigned to the DoDAAD PRC.

C2.3.1.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C2.3.1.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD/SCI PRC member.

C2.3.1.7. Ensure that DoD senior leaders are advised of initiatives and plans as they are developed with respect to DoDAAD.

C2.3.1.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C2.3.1.9. Direct Approved Defense Logistics Management Standards (DLMS) Change implementation dates as needed.

C2.3.2. <u>Defense Logistics Management Standards Office DoDAAD System Administrator</u>. As Chair of the DoD DoDAAD Process Review Committee, the DoDAAD Systems Administrator will:

C2.3.2.1. Develop DoDAAD PRC meeting agendas, convene meetings as required, and publish final meeting minutes.

C2.3.2.2. Submit proposed recommendations for DoDAAD improvement to the committee members and the OSD PSA. Present issues to the DoDAAD PRC for

review and resolution. Where PRC consensus cannot be achieved, document and present the issues to the OSD PSA for resolution.

C2.3.2.3. Report findings and recommendations of evaluations and reviews, with comments from the DoD Components and participating external organizations, to the OSD PSA through the use of standard DLMS configuration management procedures (e.g., proposed and approved DLMS changes).

C2.3.2.4. Develop business rules and procedure documentation, including business rules for DoDAAD Central Service Point (CSP) and DoDAAD monitor assignment.

C2.3.2.5. Approve and forward CSP and Monitor appointments to the Central Control Point (CCP).

C2.3.2.6. Develop and provide DoDAAD training.

C2.3.2.7. Develop and document DoDAAD functional requirements and specifications.

C2.3.2.8. Ensure testing and validation of approved DoDAAD changes.

C2.3.2.9. Publish the following DoDAAD PRC information:

- current list of DoDAAD PRC members,
- meeting minutes,
- current list of DoDAAD Central Service Points and Monitors,
- DoDAAD System Standard Operating Procedures,
- DoDAAD Master File Layout,
- DoDAAD Assignment Logic information,
- CSP and Monitor appointment memorandum templates, and
- additional DoDAAD resources on the DoDAAD PRC webpage www.dlmso.dla.mil/Programs/Committees/DoDAAD/dodaad.asp.

C2.3.3. DoDAAD PRC. The DoDAAD PRC is a committee responsible for development, maintenance, and change management of the DoDAAD. The committee is chaired by the DoDAAD System Administrator with representation from each of the Services and Agencies who comprise the member subscribers of the DoDAAD. Change management is accomplished through the Proposed DLMS Change (PDC)/Approved DLMS Change (ADC) process. The DLMS change management requirements and guidelines are documented in DLM 4000.25, Volume 1, Chapter 3 (Change Management) and are available at www.dlmso.dla.mil/elibrary/manuals/dlm/dlm_pubs.asp. The DLMS change management process ensures proper documentation of all proposed or approved changes and provides an audit trail for tracking and reporting of these changes to the functional baseline. The DoDAAD PRC operates under the authority and within the

framework documented in this chapter. Current PRC members are identified on the DoDAAD PRC webpage.

C2.3.4. <u>Transaction Servcies</u>. In addition to being the technical manager of, and organization responsible for the Defense Automated Addressing System (DAAS), Transaction Servcies serves as the CCP for the DoDAAD. In this capacity, Transaction Servcies is responsible for the following:

C2.3.4.1. Designate a DoDAAD CCP in writing to the DoDAAD System Administrator.

C2.3.4.2. Maintain the DoDAAD as the authoritative data source for DoDAACs and RICs, and the associated data elements.

C2.3.4.3. Maintain a hardware, software, and customer assistance support helpdesk. If users have DoDAAD software related problems, they can call the Transaction Servcies customer assistance support helpdesk at 937-656-3247.

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

C2.3.4.5. Maintain system documentation, data validation edits, and security for the DoDAAD.

C2.3.4.6. Maintain a profile of authorized DoDAAD users by access level.

C2.3.4.7. Maintain statistics on the number of accesses and types of access (update, query, download) by user.

C2.3.4.8. Associate DoDAACs and RICs to a unique seven character CommRI for routing logistics transactions.

C2.3.4.9. Maintain Web query applications.

C2.3.4.10. Maintain the DoDAAD Update Application.

C2.3.4.11. Provide DoDAAD data output to external applications and customers.

C2.3.4.12. Design and maintain the DoDAAD database to implement functional requirements.

C2.3.4.13. Test program functionality and system interface connectivity.

C2.3.4.14. Participate in the DoDAAD PRC.

C2.3.4.15. Review and provide technical input to Defense Logistics Management Standards Office on DoDAAD PDCs and ADCs.

C2.3.4.16. Implement DoDAAD changes directed in ADCs.

C2.3.5. <u>DoD Components and Federal Agencies</u>. DoD Components and Federal Agencies will:

C2.3.5.1. Appoint a representative, in writing, to the DoDAAD PRC. This representative may be the CSP. A sample appointment letter can be found on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_PRC_Representative_Appointment_Letter_Template.docx

C2.3.5.2. Designate, in writing, a primary DoDAAD CSP and an alternate CSP (along with optional DoDAAC monitors) to the DoDAAD System Administrator. A sample letter for these appointments can be found on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx

C2.3.5.3. Submit DoDAAD CSP and Monitor appointment changes to the DoDAAD System Administrator in a timely manner to allow Transaction Servcies to promptly add or remove account access to DoDAAD Update 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 Servcies grants access based on matching the completed SAR with appointment authorizations.

C2.3.5.4. Develop and publish supplemental procedures for internal use as needed, as long as they do not conflict with the procedures contained herein. Component unique processing information is included in the DoDAAD and is published on the DoDAAD PRC webpage; however, this information remains the Component's responsibility.

C2.3.5.5. Implement approved DLMS changes.

C2.3.6. <u>DoDAAD Central Service Points</u>. DoDAAD CSPs, designated in writing by their respective Component or Agency, are responsible for the following:

C2.3.6.1. Serve as DoDAAD PRC members or interested parties for their respective Component or Agency.

C2.3.6.2. Assign and maintain DoDAACs and RICs that are authorized in their appointment memoranda for activities of their Service/Agency only.

C2.3.6.3. Advise Transaction Servcies of any new COMMRI requirements for DoDAACs or RICs.

C2.3.6.4. Ensure the timeliness, accuracy, and authority for use (authority code) of DoDAAC and RIC information.

C2.3.6.5. Give priority to deploying and redeploying units to ensure that they have current DoDAAC/RIC information prior to their deployment or redeployment.

C2.3.6.6. Monitor and delete contractor DoDAACs upon expiration of the applicable contract.

C2.3.6.7. Promote and support DoDAAD within the respective Component/Agency and serve as the Component's DoDAAD subject matter expert.

C2.3.6.8. At their 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 System Administrator (see C2.3.5.1. and C2.3.7).

C2.3.7. <u>DoDAAD Monitors</u>. When situations arise whereby services/agencies desire that DoDAAD management be delegated below the CSP level, DoDAAD Monitors can be delegated by the CSP to allow for lower-level management within the service/agency. DoDAAD Monitors are responsible for maintaining DoDAACs/RICs delegated to them by their CSP. DoDAAD Monitors will be appointed in writing by the CSP to the DoDAAD System Administrator and Transaction Servcies, identifying the individuals to whom sub-delegations are being made and the DoDAACs/RICs that each is responsible for to allow Transaction Servcies to update/remove access to the DoDAAD Update Application as appropriate. See also Special Program DoDAACs below. Monitor appointments will be included in the CSP appointment letter. The CSP and Monitor appointment template can be found at the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx

C2.4. <u>DoDAAC AND RIC STRUCTURE</u>. The current list of data elements, descriptions, and business rules that comprise the DoDAAD is found on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Data_Elements.pdf. Some of the more common elements of DoDAAC structure are provided below.

C2.4.1. <u>Service and Agency Codes</u>. DoDAACs and RICs are assigned to activities beyond DoD. DoDAAC and RIC assignment is based on MILSTRIP Service and Agency codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. Further stratification of Service and Agency codes for use in creating DoDAACs and RICs are found in the DoDAAD Series Table published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Series_Table.pdf.

The following are the differing types of DoDAACs that exist:

C2.4.1.1. <u>Department of Defense DoDAACs</u>. DoD Activities are designated by an alpha character in the first position, excluding B, D, G, I, K, O, P, T, X, and Y.

C2.4.1.2. <u>DoD Contractor DoDAACs</u>. DoD contractors will only be assigned DoDAACs if they have a contract with DoD that authorizes access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. Contractor DoDAACs will be assigned by the CSP of the DoD Component or Agency that signed the contract with the contractor, except in cases where one Component or Agency is providing procurement/contract writing service for another Component or Agency. In such cases, the requesting Component/Agency CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC, for monitoring contract expiration dates, and for deleting contractor DoDAACs when there is no longer an active contract associated with the DoDAAC. In addition to appropriate TAC information, CSPs will ensure the following contract information data elements are entered for every contractor DoDAAC as follows (for all non-contractor DoDAACs, these fields are disabled):

C2.4.1.2.1. Contract Number (CONTRACT_NO). Enter the procurement instrument identifier (PIID). The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the procurement indicator is checked in the DoDAAD).

C2.4.1.2.2. CAGE Code (CAGE_CODE). Enter the valid commercial and Government entity (CAGE) code of the vendor for whom the contractor DoDAAC is being created, which should be the same vendor in the contract. Even though the edit in the DoDAAD for this field checks against the validity of the CAGE Code, CSPs should validate that the CAGE is correct for the vendor cited by looking up the CAGE code in the CCR.

C2.4.1.2.3. Contract Admin Office DoDAAC (CAO_DODAAC). Enter the DoDAAC of the contract administration office (CAO) as identified in the contract.

C2.4.1.2.4. Contract Sponsor DoDAAC (SPONSOR_DODAAC). Enter the DoDAAC of the primary activity funding the contract on behalf of the Service creating the contractor DoDAAC (i.e., if a DLA contractor DoDAAC is being created, enter the DLA sponsor DoDAAC). This will be a DoDAAC with authority code 00.

C2.4.1.3. <u>Federal Agency DoDAACs</u>. Federal Agency DoDAACs are identified by a G in the first position or numeric character in the first position followed by a numeric character in the second position. These may be referred to as Civil Agency Codes.

C2.4.1.4. <u>Special Program DoDAACs</u>. Special Program DoDAACs are identified by a numeric character in the first position followed by an alpha character in the second position. These identify entities that are neither DoD nor other Federal

entities and that are associated with a special program. Among other purposes, special programs include programs authorized by Congress for state and local entities to purchase materiel from Federal sources. DoD and Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact the DoDAAD System Administrator for guidance on establishing a DoDAAC series for a special program.

   C2.4.2. <u>Addresses</u>. There may be up to four distinct "Type of Address Code" (TAC) addresses for each DoDAAC. CSPs/Monitors will enter the proper address based on the applicable TAC on a letter, label, or box marking in accordance with the applicable mode of transportation. Ensure that only one type of address is used for each of the four address types. Combining part of an Air/Army Post Office (APO) address with a commercial postal standard will create an invalid address. TAC definitions are:

      C2.4.2.1. <u>TAC 1 - Owner</u>. TAC 1 identifies the mailing address and other information of the owner and is mandatory.

      C2.4.2.2. <u>TAC 2 - Ship-To or Freight</u>. TAC 2 identifies the ship-to or freight address and other information for the activity. If a ship-to address is required (Authority Codes 00, 01, 04, 05 or 06), the TAC 2 must be provided.[1] If no TAC 2 is entered, the TAC 1 address is used. Addresses listed for freight purposes must contain sufficient information to use the in-the-clear portion of package markings and to insert addresses in the consignee block of transportation documents. The geographic location in the destination block of transportation documents may vary depending upon the mode of transportation. There are two geographic location indicators in addition to the address: Aerial Port of Debarkation (APOD); and Water Port of Debarkation (WPOD). The APOD and WPOD are adjuncts to the address information, and a variance in the address may be required depending on the values in these fields. Supplemental information concerning railheads, airports, etc., serving a given installation in the Continental United States (CONUS) is contained in the Defense Transportation Regulation (DTR) at http://www.ustranscom.mil/dtr/dtrp2.cfm. See Table C2.T1.

      C2.4.2.3. <u>TAC 3 - Bill-To</u>. TAC 3 identifies the billing address of the activity responsible for bill payments and other information for the activity. Currently, if no TAC 3 is entered, the TAC 1 address is used. If a bill-to address is required (Authority Codes 00, 02, 03, and 04), the TAC 3 must be provided.[2] See Table C2.T1.

Table C2.T1. Authority Code and TAC Rules

IF	THEN Enter[3]		
Authority Code is	TAC 1	TAC 2	TAC 3
00 (Requisition)	YES	YES	YES

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[1] Refer to ADC 1117. This requirement is not retroactive to DoDAACs established prior to July 2, 2014.
[2] Ibid.
[3] YES indicates the TAC is required. NO indicates the TAC is optional.

Table C2.T1. Authority Code and TAC Rules

IF	THEN Enter[3]		
01 (Ship-to)	YES	YES	NO
02 (Bill-to)	YES	NO	YES
03 (Do Not Ship-to)	YES	NO	YES
04 (Disposition Services)	YES	YES	YES
05 (Non-Requisition)	YES	YES	NO
06 (Free Issue)	YES	YES	NO
07 (Administrative)	YES	NO	NO

C2.4.3. Effective and Delete Dates

C2.4.3.1. Effective Date. Effective Date is the date that a change becomes effective. It may be used to schedule future changes. When a DoDAAC is entered or updated and an Effective Date is supplied for a given TAC, the data entered for that TAC will not be effective or published until the current date matches the Effective Date entered. Multiple changes can be entered using this technique, as long as the Effective Date entered does not duplicate an existing Effective Date.

C2.4.3.2. Pending Effective Date. When an Effective Date is pending for a given TAC, Defense Automatic Addressing System Inquiry (DAASINQ)/Enhanced Defense Automatic Addressing System (eDAASINQ) will indicate the pending date by flagging the TAC with a graphic above the Effective Date field indicating "Future DoDAAD information available". To view the pending changes, the user may click the "Future data available" graphic.

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.

C2.4.3.4. Pending Deletion Date. When a Deletion Date is pending for a DoDAAC, DAASINQ/eDAASINQ will indicate the pending date by flagging the DoDAAC with a graphic above the Deletion Date field indicating "Future data available." To view the pending changes, the user may click the "Future data available" graphic.

C2.4.4. Additional Codes. In addition to addressing information and effective and delete dates, the following codes are DoDAAD data elements critical to enabling business processes across the DoD:

C2.4.4.1. Organization Type Code. The Organization Type Code is a one-character code used to identify the type of organization for which the DoDAAC associates, categorically. Those categories include:

- **D = DoD and USCG**
- **F = Federal Agencies – Non-DoD and USCG**
- **S = State/Local**
- **N = NGO**
- **X = Foreign**

C2.4.4.2. Authority Codes. CSPs (or DoDAAC monitors as applicable) must assign an authority code for each DoDAAC. The authority code restricts the use of the DoDAAC. DoDAAC authority codes are applicable to all Components/Agencies, and there are many supply and finance business process edits based on the authority code. Authority Code 00 allows unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes, such as bill-to only or ship-to only. Table C2.T1 identifies the current DoDAAC Authority Codes which are also available at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAC_Authority_Codes.pdf:

Table C2.T2. DoDAAC Authority Codes

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.
	Required[4]: TAC[5] 1*,* TAC 2, TAC 3	
	Restriction: None	
	Business Rules: Can be used for any business process.	
	DAAS DoDAAC Authority Code Edit: No additional edit.	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: TAC 1, TAC 2	
	Restriction: Not authorized for requisition or bill-to.	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the MILSTRIP legacy requisition supplementary address field (record positions 45-50) with signal code J, L, M, X. Under DLMS, DoDAAC may not be used in N101 with codes OB, BT, and BS, and may not be used in N901 with code TN.	
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to.
	Required: TAC 1, TAC 3	
	Restriction: Cannot requisition or be used as a ship-to designation.	
	Business Rules: Used as a bill-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the MILSTRIP legacy requisition supplementary address field (record positions 45-50) with signal code B. Under DLMS, DoDAAC may not be used in N101 with codes OB, ST, Z7 and BS, and may not be used in N901 with code TN.	
03	Do Not Ship-to	Cannot be used as a ship-to designation.
	Required: TAC 1*,* TAC 3	
	Restriction: Cannot be used as a ship-to designation.	
	Business Rules: Can requisition or be used as a bill-to designation.	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in the MILSTRIP legacy requisitioner field (record positions 30-35), it must contain signal code J, K, L, M, or X. If used in the requisition supplementary address field (record positions 45-50, it must contain signal code A, B, C, or D. Under DLMS, DoDAAC may not be used in N101 with codes ST, Z7 or BS.	
04	DLA Disposition Services Only	DLA Disposition Services Only (e.g. State agencies surplus). Used to identify activities that have no requisition authority other than for DLA Disposition Services Only materiel.
	Required: TAC 1, TAC 2, TAC 3	
	Restriction: Cannot requisition new materiel. Only authorized to obtain	

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[4] Required means minimum required data element(s)
[5] TAC means Type of Address Code

Table C2.T2. DoDAAC Authority Codes

Code	Description	Definition
		materials from DLA Disposition Services (DOD excess only).
	Business Rules: Although the material is normally provided as a free issue; in some instances a cost may be required. Consequently, TACs 1 through 3 are required to cover every possibility.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6. Under DLMS, DoDAAC may only be used with DLA Disposition Services RIC (S9D) in RIC To.	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services.
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase goods/services.	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the MILSTRIP legacy requisitioner field (record positions 30-35). Under DLMS, DoDAAC cannot be used as N101 code OB or N901 code TN.	
06	Free Issue	No cost option. The activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps).
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase any good/services.	
	Business Rules: Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)). Can be used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M. Under DLMS, DoDAAC may only be used with PO105 code NC.	
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).
	Required: TAC 1	
	Restriction: Cannot requisition, be used as a ship-to- designation, or be used as a billing designation (TAC 2 and TAC 3 are not allowed). .	
	Business Rules: Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in MILSTRIP legacy requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to". Under DLMS, DoDAAC cannot be used with N101 codes OB, BT, BS, ST, or Z7 or in N901 code TN.	

C2.4.4.3. <u>Major Command Codes (MAJCOM)</u>. MAJCOMs allow sub-delegation of DoDAACs below the service/agency level. These codes are service/agency-created and are denoted in the DoDAAD by the header "MAJ_COMMAND." The current MAJCOMs are maintained by Transaction Servcies, and are published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Major_Command_Codes.pdf.

C2.4.4.4. <u>Contractor Flag</u>. The Contractor indicator or "flag" is a VARCHAR with a value of either "Y" for yes or null for no, that designates whether or not the DoDAAC is for a contractor. For DoD contractor DoDAACs, this flag is automatically set based on the DoDAAC Series (i.e., approved contractor DoDAAC Series will automatically set the flag to "Y"). For the Federal Agencies, this flag, when marked with a "Y" will designate it as a contractor and will require the mandatory Contract Information fields to be completed. The Contractor Flag can only be set when the Org Type Code is "F" or "D."

C2.4.4.5. <u>Common Governmentwide Accounting Classification (CGAC) Code</u>. The CGAC is a three digit code used by the Federal Government to identify an Agency (Department) of the Federal Government at the highest tier (i.e., Department of Agriculture is 012). CSPs will set this code for only Government DoDAACs and will set it based on which tier the DoDAAC belongs. For instance, if DLA creates a DoDAAC for the U.S. Army, the CGAC of the DLA-created DoDAAC would cite U.S. Army (020) and not DLA, because the DoDAAC is for a U.S. Army activity. The CGAC does not apply to contractors, state/local activities, foreign entities, and non-government organizations (NGOs).

C2.4.4.6. <u>Procurement Authority</u>. Procurement Authority is a legal authority, delegated down from the Department level to entities of the Federal Government authorized to write contracts which obligate the Government to binding agreements with commercial and other government entities. For the DoD, this authority is delegated by the Secretary of Defense through the Undersecretary of Defense for Acquisition, Technology and Logistics (AT&L), Defense Procurement and Acquisition Policy (DPAP) and by the Senior Accountable Officials (SAO) of the Federal Agencies. The flag is used to identify activities that have been delegated this authority and that are legally authorized to write contracts.

C2.4.4.7. <u>Sub Tier Code</u>. The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the Sub Tier of the Agency, more commonly referred to as a bureau. The Agency Code, therefore, identifies the 'sub tier' to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in the Federal Procurement Data System to identify entities below the Agency level.

CSPs will set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Sub Tier Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).

C2.4.4.8. Funding Office Flag. This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. It is available for each DoD and Federal Agency DoDAAD Series (not contractor series). Planned future business rule based on Organization Type code (once implemented) will make it available only on DoD or Civilian Agency records. The Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set of the Org Type code is "F" or "D."

C2.4.4.9. Standard Point Location Code (SPLC). The Military Surface Deployment and Distribution Command (SDDC) is required to maintain accurate and current Standard Point Location Code (SPLC) values in its DoDAAC-to-SPLC cross-reference File. The National Motor Freight Traffic Association (NMFTA) creates, maintains, and publishes via a subscription all valid SPLC assignments. Transaction Services maintains and administers the SPLC maintenance in the Department of Defense Activity Address Directory (DoDAAD) in support of the Defense Transportation Payment Program. Transaction Servcies ensures that accurate, timely data and coding is in place to support all critical elements in support of the Defense Transportation Payment Program.

C2.4.4.10. Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN). This code identifies the Service payment office. This field is not validated within the DoDAAD; rather, it is Service defined and Service dependent. The Army and Air Force set a five digit numeric code, while the Navy and Marine Corps mostly use a DoDAAC. DLA and Other DoD Activities (e.g., WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.

C2.4.4.11. Consolidation and Containerization Point (CCP). The code applies when supplies are to be consolidated for onward movement by SEAVAN or 463L pallets. The codes are defined in the USTRANSCOM Reference Data Management (TRDM), https://trdmws.maf.ustranscom.mil/ and then select DTR Data and Consolidation Containerization Point.

C2.4.4.12. Break Bulk Point (BBP) or RIC_DODAAC. The BBP DoDAAC denotes the location to which multi-consignee shipments (e.g., SEAVANS) are shipped and broken into smaller shipment for onward movement to the ultimate consignee.

NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP is referred to as the "RIC DoDAAC" and holds the DoDAAC associated to the RIC.

C2.4.4.13. Aerial Port of Debarkation (APOD). The APOD is defined as the final destination aerial port for OCONUS shipments. The APOD codes are in the TRDM at https://trdmws.maf.ustranscom.mil/, and then select DTR Data and Aerial Ports. Transaction Servcies downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM. APOD is required if outside the CONUS.

C2.4.4.14. Water Port of Debarkation (WPOD). The WPOD is defined as the final destination Surface Port for OCONUS shipments. The WPOD (also known as SPOD) codes are in the TRDM at https://trdmws.maf.ustranscom.mil/ and then select DTR Data and Water Port. Transaction Servcies downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM. WPOD is required if outside the CONUS.

C2.4.5. DoDAAC Assignment Logic. In some instances, components have assigned DoDAACs in a logical sequence within their assigned series. Service/Agency DoDAAC Assignment Logic is published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAC_Assignment_Logic.pdf.

C2.4.6. Unique Processing Rules. Some Services and Agencies have additional unique processing rules that are applicable solely to their respective Service/Agency. Current Service/Agency specific unique processing rules are published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Unique_Processing_Rules.pdf

C2.5. ROUTING IDENTIFIER CODES

C2.5.1. Purpose. RICs serve multiple purposes: they may be supply source codes, intersystem routing codes, consignor (shipper) codes, etc. RICs are three-character codes associated with a DoDAAC and a unique seven character Communication Routing Identifier (COMMRI) for routing purposes. RICs are discussed in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3 - Routing Identifier Codes; DLM 4000.25, Volume 2, Appendix 7.2; and paragraph C2.5 of this Chapter.

C2.5.2. The DoDAAD is the official repository for DoDAACs and RICs, and Transaction Servcies is the agent responsible for maintaining the DoDAAD, as well as for enforcing the data validation editing, routing, and electronic transmission of logistics transactions to the DoD Components, Federal Agencies, and contractors.

C2.5.3. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRIs for their DoDAACs/RICs in order to ensure legacy 80 rp/DLMS logistics transactions (e.g., requisitions and supply/shipment status) are properly routed to their DoDAACs and RICs. Customers that already have Transaction Servcies accounts (i.e., DIELOG, WEBREQ, WEBVLIPS, DAMES, DDN, MQ, etc.) must provide the CSPs the preferred account COMMRI to direct their logistics transactions status.

C2.5.4. Currently, there is an association in the DoDAAD between DoDAACs and RICs where a single DoDAAC can be associated to multiple RICs.

C2.5.5. Routing Identifier Codes (RIC) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistics transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. Transaction Servcies maintains an electronic database of these codes. Users with accounts can access the database from the Transaction Servcies portal: https://www2.transactionservices.dla.mil/portal/portal.asp. Those without accounts can access the database, with limited functionality at https://www.transactionservices.dla.mil/DAASINQ/.

C2.5.6. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistics system and must perform a general logistics control, distribution, and/or storage mission (to include bases, posts, camps, and stations, when applicable).

C2.5.7. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation from that location must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

C2.5.7.1. An address to indicate the intended recipient of the document for logistics actions.

C2.5.7.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

C2.5.8. The first position of all authorized RICs will contain one of the characters depicting Service assignment as listed in DLM 4000.25, Volume 2, AP7.2., Service and Agency Codes.

C2.5.9. The second and third positions may be in any combination of alphanumerics, except as noted in DLM 4000.25, Volume 2, Appendix 7.2. These positions may identify either a facility or activity of the S/A depicted by the first position.

C2.5.10. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility will assign its own RIC to the activity. An S/A that has assets located at another S/A facility will use the

RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be assigned to identify these assets when requested by the S/A owning the assets.) Washington Headquarters Service (WHS) will make RIC H_ series assignments for "Other DoD Activities."

C2.5.11. Each S/A will designate a Central Service Point (CSP) with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC CSPs (or monitors) are the same. CSPs/monitors established for assignment of RICs are available at https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/DoDAAD_Monitors.pdf.

C2.5.12. RICs are maintained within the DoDAAD by Transaction Servcies. The DoDAAD serves as the focal point for receipt of all RIC additions, changes, and/or deletions, as submitted by CSPs/monitors. DLA Transactions Services will monitor RIC code assignment for compliance with the above assignment rules. Interested parties may interrogate the DoDAAD for RICs through the Transaction Servcies Website at https://www.transactionservices.dla.mil/DAASINQ/.

C2.6. DoDAAD UPDATES. There are three methods for CSPs or their designated DoDAAD Monitors to update the DoDAAD. They are contained in the DoDAAD System Standard Operating Procedures (SOP). The DoDAAD System SOP provides detailed DoDAAD update information and may be found at https://www.dlmso.dla.mil/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf.

C2.6.1. DoDAAD Update Application

C2.6.1.1. Transaction Servcies maintains a DoDAAD Update Application for updating DoDAACs/RICs that is available to all designated DoDAAD CSPs and delegated Monitors for real-time DoDAAD updates. This application incorporates all approved validations and edits. It facilitates real-time validation, elimination of erroneous data, elimination of major reconciliations, and automated file synchronization processing. It also provides easy additions and modifications of DoD Component unique data elements. Access to the DoDAAD Update Application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment memorandum submitted to the DoDAAD System Administrator, and a SAR submitted to Transaction Servcies at https://www.transactionservices.dla.mil/daashome/customerassistance.asp.

C2.6.1.2. Transaction Servcies deactivates accounts when a DoDAAC CSP/Monitor is no longer authorized or when the account has not experienced activity for a period of time determined by Transaction Servcies. CSPs/Monitors are restricted through access controls to DoDAACs and RICs authorized in their appointment letter. CSPs are unable to access other Component/Agency DoDAACs or RICS. For example, an Army CSP is not able to access Navy DoDAACs or RICs.

C2.6.2. Army and Air Force Update Applications. The Army and Air Force CSPs may also use their respective DoDAAD maintenance applications. The Army and Air Force are responsible for ensuring that their respective applications provide the same capabilities and data validation edits as the DoDAAD Update Application. Completed maintenance actions will update the single authoritative source database at Transaction Servcies in near real-time.

C2.7. DoDAAD OUTPUT. The following are the authorized means by which to receive DoDAAD data output:

C2.7.1. Web Services. Web Services provides Component application systems near, real-time access to the DoDAAD database and is the preferred method for applications to access DoDAAD data. Contact the Transaction Servcies Help Desk concerning DoD Data Services (DDATA) Web Services at daashelp@dla.mil.

C2.7.2. Database Replication. Database replication provides near, real-time access to a copy of the authoritative source. Transaction Servcies uses a replication process to synchronize local copies of the DoDAAD database with the authoritative database on a scheduled basis. Scheduled updates are determined by the system requesting the replication and can be on any timeframe up to every 15 minutes. No new data replication processes will be authorized; however, current replication accounts will be migrated to Web Services based upon DLA directives and customer capabilities. Please contact the Transaction Servcies Help Desk at mdaashelp@dla.mil concerning DDATA Database Replication/Web Services.

C2.7.3. Secure File Transfer Protocol. Transaction Servcies issues secure file transfer protocol (SFTP) accounts for the purpose of retrieving customer required DoDAAD-related data created by applications that have direct access to various Transaction Servcies data repositories. These individual user accounts are monitored to access daily, weekly, and monthly data. There is a data refresh lag time due to the batch processing for file creation and staging for customer pickup. The batch file formats are one form of SFTP output (see C2.6.3). This is the least preferred data access method for obtaining DoDAAC data. The procedures to access and use SFTP accounts are available at https://www.transactionservices.dla.mil/daashome/homepage.asp.

C2.7.4. DAASINQ. Users can query and view DoDAACs and RICs via the web-based DAASINQ application at any time. DAASINQ is open to all users. It requires the user to know and enter the DoDAAC or RIC desired, and it returns information for only that single DoDAAC or RIC. The procedures for accessing and using DAASINQ are available at https://www.transactionservices.dla.mil/daashome/homepage.asp.

C2.7.5. eDAASINQ. Users can view, query, and download DoDAAD query results for DoDAACs and RICs via the web-based eDAASINQ application at any time. This is a robust query enabling wild card searches of data with downloading capability. The user must have a CAC or PKI certificate and a SAR submitted to Transaction Servcies. Users must consider operational security in protecting and distributing query results.

The procedures to access and use eDAASINQ are available
at https://www.transactionservices.dla.mil/daashome/homepage.asp

C2.8. <u>DoDAAD DATA SECURITY</u>. The DoDAAD will be marked and handled by all
users as Controlled Unclassified Information For Official Use Only (FOUO).

C2.8.1. The aggregated content of the DoDAAD (i.e., multiple DoDAACs and/or
RICs and their respective data elements) is exempted from Public Release under the
Freedom of Information Act (5 U.S.C. § 552(b)(3)) because it meets the requirements
for exemption under 10 U.S.C. § 130e. Specifically, the DoDAAD database, as a single
authoritative source for the Department of Defense (DoD) business enterprise
architecture, qualifies as DoD critical infrastructure security information (CISI). CISI is
categorized as FOUO, and as defined by 10 U.S.C. § 130e, it includes:

> "…sensitive but unclassified information that, if disclosed, would reveal
> vulnerabilities in Department of Defense critical infrastructure that, if
> exploited, would likely result in the significant disruption, destruction, or
> damage of or to Department of Defense operations, property, or
> facilities, including information regarding the securing and
> safeguarding of explosives, hazardous chemicals, or pipelines, related
> to critical infrastructure or protected systems owned or operated by or
> on behalf of the Department of Defense, including vulnerability
> assessments prepared by or on behalf of the Department of Defense,
> explosives safety information (including storage and handling), and
> other site-specific information on or relating to installation security."

C2.8.2. The DoD Director of Administration and Management (DA&M) has issued
a Determination that the DoDAAD meets this definition of CISI, because it is comprised
of both DoDAACs and RICs in an interactive relational database serving as a single
authoritative source of identification, routing, and address information for authorized
users, including Military Components and Agencies, participating Federal Agencies,
authorized contractors, and authorized special program activities such as state and
local governments.

C2.8.3. DoDAAD supports business application systems data and interoperability
requirements, including (but not limited to) supply chain, materiel procurement, and
acquisition systems. Each activity that requisitions, contracts for, receives, has custody
of, issues, or ships DoD assets, or funds/pays bills for materials and/or services is
identified by a DoDAAC (six-position alphanumeric code).

C2.8.4. DoDAACs are used in a myriad of business systems spanning the entirety
of the DoD's business enterprise architecture, including acquisition, procurement,
contracting, requisitioning, shipping, billing, pay, maintenance, installations
management, human resources, energy resources, and the accountability and
requisition of ordnance, ammunition, and perishables in logistics systems across the
DoD. DoDAACs are also used for business operations involving the accountability of
property and facilities, as well as for hazardous material management. Access to the

DoDAAD allows access to these DoDAACs. When coupled with access to other unclassified logistic systems, users are provided with multiple data points which, when combined, disclose location of materials and operational status and plans. The contents of the DoDAAD are sensitive for a number of reasons:

• DoDAACs are created to support sensitive operations and to facilitate the business process associated with them.

• DoDAACs for the following locations include names of employees and Service members as well as duty station addresses for:

a. Department of Defense installations and ports that are outside the contiguous United States (OCONUS).
b. Deployed units and activities performing real world contingency operations or exercises from both contiguous United States (CONUS) and OCONUS bases.
c. Ships afloat.
d. Ships still in CONUS ports but scheduled to go afloat.
e. Ships still in OCONUS ports but scheduled to go afloat.
f. Embassies.
g. War Reserve Equipment sets pre-positioned OCONUS.

C2.8.5. In addition, a DoDAAC could be used in an unauthorized way whereby the internal controls of the Agency can be circumvented and appropriations obligated without the proper authority being involved in the process. A DoDAAC is very much like a credit card number which, in the wrong hands, can be used to spend money without the rightful "owner" of the code (i.e., the entity with authority to use the code) being aware that the Agency's appropriations are being spent. Individuals have been prosecuted who have used a DoDAAC to purchase items (i.e., televisions) for personal gain. Therefore, effective management, control, and use of DoDAACs by all DoD Components is critical to ensure DoD fiscal responsibility.

C2.8.6. If the DoDAAD were released, it would reveal vulnerabilities in Department of Defense critical infrastructure that, if exploited, would likely result in the significant disruption, destruction, or damage of or to DoD operations, property, or facilities related to critical infrastructure or protected systems owned or operated by or on behalf of the DoD.

C.2.8.7. If an adversary of the United States Government had the DoDAAD, they could determine the issuance of orders; the movement of specially qualified personnel to units and the installation of special capabilities, as well as the conduct of activities in a way that will reveal intensification of preparations before initiating operations. From this information, the adversary could identify very sensitive DoD activities including clandestine locations of DoD activities, force structure, and even troop movement.