



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO

DLMSO

December 3, 2003

**MEMORANDUM FOR RECORD**

**SUBJECT: Department of Defense Activity Address Directory (DODAAD) Process Review Committee (PRC) Meeting November 13, 2003**

The Defense Logistics Management Standards Office (DLMSO) hosted subject meeting between representatives of the DODAAD PRC, the Defense Automatic Addressing System Center (DAASC), the DLA Systems Integration Office, Ogden (DSIO-U) and the Defense Distribution Center. Attachment 1 is a list of attendees. The purpose of the meeting was to discuss the DODAAD reengineering efforts and to refine the functional requirements.

A representative from the Defense Finance and Accounting Service (DFAS) was scheduled to provide the group with a briefing and update on the DFAS Intragovernmental Transactions Integrated Process Team, to include a discussion of the charter, work plan, current issues and next steps. The DFAS representative did not attend the meeting so Mr. Yeakel (DLMSO) gave an overview of the Government-wide Business Partner Network and the DOD Trading Partner Number (TPN) file, followed by a demonstration by Mr. Humenansky (DAASC) on how to access and make updates to the file. Data maintenance requirements were discussed as well as ways the system could be improved.

a. It was stressed that each of the CSPs needs to review the and update TPN data and that they will probably want to establish teams composed of representatives from their respective financial management organizations and from the DFAS office that supports them.

b. Much of the initial database build of the DoD TPN was table generated, the CSPs were informed that if they can provide revised table entries DAASC can reload the data and reduce the update workload.

The remainder of the meeting was devoted to a review of the Functional Requirements Document (FRD).

Attachment 2 reflects the changes that were made to the FRD as a result of the meeting. The areas identified with yellow highlighting are changes/additions; items that were deleted are highlighted in red.

Attachment 3 is the Plan of Action and Milestones that were agreed to.

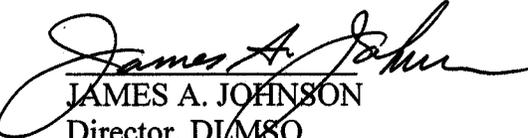
Attachment 4 is a list of discussion items and action items that resulted from the July meeting with updated status.

Attachment 5 is a list of discussion items and action items that resulted from the meeting.

The meeting was very productive, and it was agreed that additional meetings will be held to provide information and status on the on-going reengineering project to all the Components.

  
JACKIE CARTER  
PROGRAM ANALYST

APPROVE:

  
JAMES A. JOHNSON  
Director, DLM80

Attachments

DISTRIBUTION: Attendees