



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO

September 14, 2007

MEMORANDUM FOR MILITARY ASSISTANCE PROGRAM ADDRESS
DIRECTORY (MAPAD) PROCESS REVIEW COMMITTEE

SUBJECT: Military Assistance Program Address Directory (MAPAD) Process Review
Committee (PRC) Meeting Minutes, August 28, 2007

The attached minutes to subject meeting are forwarded for information and action. You will be notified of the next meeting. The Defense Logistics Management Standards Office point of contact is Robert Hammond, 703-767-2117, DSN 427-2117.

A handwritten signature in black ink, appearing to read "Donald C. Pipp".

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office



Purpose: The Defense Logistics Management Standards Office (DLMSO) hosted subject meeting in Fairfax, Virginia. Specific discussion topics are noted below. A list of the attendees is show at Enclosure 1. The meeting agenda is provided at Enclosure 2.

Brief Summary of Discussion: Mr. Bob Hammond, Chair, MAPAD PRC facilitated the discussion:

Review of Meeting Topics:

- 1) **Overview.** DLMSO began the meeting by briefing the concept for the reengineered MAPAD whose technical architecture will mirror that of the reengineered DODAAD providing for real-time update of the MAPAD via the Web and real-time access by application systems via data replication. Everyone is looking forward to the enhanced capabilities. The principle purpose of the meeting was to review the draft functional requirements document (FRD) which was sent out to the meeting participants in advance. Central Service Points (CSPs) from each service were represented.
- 2) **The following general topics were discussed:**
 - a) The first discussion item was the process for updating MAPACs. The representatives of the three Military Service CSPs all agree that the use of the Web new update application to maintain MAPAD addresses to support the movement of non-classified material will be a significant improvement. The addition and changes to addresses for the shipment of classified items require that the Defense Security Service (DSS) verify by inspection and written certification that the freight forwarder's facility to which the items will be shipped meets security requirements and that there are personnel working for that freight forwarder at the facility with the appropriate security clearances. Clearly, the customers taking delivery of material have the strongest relationship with the CSPs. The CSPs agreed that they could serve as the central point for the update of addresses for shipments of classified items with the following reservations and conditions.
 - i) The CSPs all had some concern that there could be workload increases that would tax their resources. Bob Hammond indicated that in the past 30 days he was only aware of three requested changes; however, it was decided to gather information on volume to make a resource assessment. **Action Item:** DLMSO requests DAASC take a look at the most recent 6 months of MAPAD updates and provide statistics for addresses requiring clearance.

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Note: This has been provided by DAASC and is currently being reviewed by the CSPs.

- ii) That the CSPs are provided all the necessary documentation from the applicable country requesting the change and from DSS certifying that the freight forwarder has met the security requirements for the addresses requiring update and that the information be timely. **Action Item:** The documentation requirements and process to ensure the CSPs have everything they need, will be discussed at the DSCA hosetd Tri-Service meeting which has been scheduled for 26/27 September 2007. DSCA took the action to schedule the meeting. Mr. Hammond requested that DLMSO receive an invitation to the meeting.
 - b) There was a discussion of country codes and it was explained that the 2nd and 3rd characters of the MAPAC are the country code for that MAPAC and the MAPAC will continue to be constructed using the FMS Country Code Standard. The reengineered MAPAC will contain a separate field for Country Code. The Country Code field will updated through the use of a dropdown box from which the user will select the appropriate country name. DAASC will then place the appropriate 2 and 3 character ISO country codes into the data base in the Country Code field, based on the country name selected. Like the DoDAAD, the FIPS 10-6 country code, the MILSTRIP country code and the FMS country code will also be transparently stored in the database. The Country Code table used for the dropdown will be the same one currently used by the DoDAAC.
 - c) There was a discussion that requests for MAPAC changes come from freight forwarders, country representatives and others. It was agreed that all MAPAC change requests will now come from the CSPs.
- 3) **Each page of the FRD was covered** in detail and the following action items/decisions were taken during the discussions.
- a) **ACTION ITEM:** All participants need to review TAC definitions in the MAPAD FRD, and provide feedback to DLMSO by September 26, 2007.
 - b) **ACTION ITEM:** DLMSO needs to update the MAPAD Manual once the MAPAD reengineering is complete.
 - c) **ACTION ITEM:** DLMSO needs to add TAC 9 to the list of TACs used by FMS in the FRD.
 - d) **ACTION ITEM:** Tri-Service Group needs to review adding a restriction to the MAPAD to require a specific POC (organization/phone number).
 - e) **ACTION ITEM:** Based on the review (*see action item d above*) by the Tri-Service Group the requirement that every country have a POC should be added to

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the MAPAD manual by DLMSO, if it is decided to have the POC information in the MAPAC.

- f) **ACTION ITEM:** DLMSO and DAASC will jointly develop a training program for the reengineered MAPAD.
- g) **ACTION ITEM:** The CSPs agreed that anyone of the three of them should be able to update any MAPAD record and that they will coordinate with each other when making changes. This will be added to the FRD by DLMSO.
- h) **ACTION ITEM:** The FRD will be updated by DLMSO to add two fields to the MAPAC record: "Updated By" and "Updated Date" to track the user ID of the person who last updated the MAPAC and the date the change was made for audit purposes.
- i) **ACTION ITEM:** DLMSO needs to update the MAPAD FRD to include a drop down list for FMS Services (page 20). This field will be used to record who sponsored the record (e.g., Navy Sponsored).
- j) **ACTION ITEM:** Bob Hammond (DLMSO) asked to be included in the next Tri-Service meeting. *Meeting date scheduled for September 26 and 27 and DLMSO will participate.*
- k) **ACTION ITEM:** DLMSO needs to update the FRD to include a field for "Special Instructions".
- l) **ACTION ITEM:** CSPs need to decide if a new data element for the "FMS Case Number" is required. If it is required, Mr. Hammond recommended that this data be carried in the special instructions field to limit the impact on using legacy systems.
- m) **ACTION ITEM:** The Tri-Service Group will do a review of the special instructions data to determine if there is an opportunity to develop some standards that the CSPs could select from and encoded list rather than hand typing.
- n) **ACTION ITEM:** It was suggested that the MAPAD be revised to tie the special instructions to each MAPAD affected. DAASC will advise the group of the feasibility of doing this by 26 September 2007.
- o) **ACTION ITEM:** It was suggested that the CSPs see all the special instructions for a country but the shipper only sees the special instructions for the MAPAC to whom the material is being shipped. DAASC will advise the group of the feasibility of doing this by 26 September 2007. *Note: This action is only valid if action item n above is feasible.*
- p) **ACTION ITEM:** TAC M addresses must always have a POC office and phone number for the shipper to call at the receiving activity. Initially this field will be optional. DLMSO will add this to the FRD.
- q) **ACTION ITEM:** DAASC no longer mails supply shipment status to addresses in the TAC 4. The only way to currently get status from DAASC is by a COMRI. The Tri-Service Group will determine if TAC 4 is needed or if the address

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requirement should be replaced with a COMMRI requirement. The Tri-Service Group will determine if the COMMRI should be an optional or mandatory data element.

- r) **ACTION ITEM:** DAASC (Mark Minch) to supply a list of the COMMRI currently in use within the MAPAD to the Tri-Server Group at the 26 September 2007 meeting.
- s) **ACTION ITEM:** The Tri-Service Group will determine if TAC 9 should be eliminated and replaced by a new field "Cross Reference MAPAC".
- t) The issue of POC information was discussed, and it was decided the three POC fields should be: Organization, Telephone, and Fax. **ACTION ITEM:** DLMSO needs to update FRD accordingly.
- u) The FRD currently states the MAPAC records should be deleted immediately. However, it appears MAPAC records are retained for approximately 5 years. **ACTION ITEM:** DAASC needs to verify how long MAPAC records are currently retained and send this information to all participants. **ACTION ITEM:** DLMSO needs to update the FRD with the timeframe to retain records based on the information discovered by DAASC. *Note: DAASC to complete by the 26 September, 2007 Tri-Service meeting.*
- v) **ACTION ITEM:** DLMSO/DAASC will work together to draft the MAPAC record layout and provide a copy to all attendees by 26 September.
- w) **ACTION ITEM:** DAASC needs to verify if lines 6 and 7 of the address information are currently used, how they are used, and by who. *Note: DAASC has subsequently determined there are approximately 471 MAPACs with information in lines 6 and 7, some of which appears to be shipping address information. The CSPs need to provide DAASC with updates to these records since only 5 lines can be printed on a standard military label. It is suggested the reengineered MAPAD be limited to 5 lines. This will be discussed at the next Tri-Service meeting.*
- x) **ACTION ITEM.** There was a discussion that the special instructions text is currently used to identify MAPACs for classified shipments (TACs A, B, C, and D) where the freight forwarder is cleared by DSS for "hardware only". All agreed that this process will continue, however the issue of whether a Special Instructions Indicator (SII) to specifically identify the "hardware only" clearance is a better solution will be addressed at the next Tri-Service meeting.

The goal is to complete all action items by the end of September, 2007.

Enclosures

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Enclosure 2

MAPAD Process Review Committee Meeting

HOSTED BY

DLMSO

MAPAD CHAIR: Mr. Bob Hammond, DLMSO

703-767-2117 or DSN 427-2117

AUGUST 28, 2007

0900 – 1600 HOURS EDT

Meeting Agenda

Administrative Remarks, Introductions, Agenda & Meeting Goals

Review of the MAPAD FRD