



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DLMSO

October 3, 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of Defense Activity Address Directory (DODAAD) Process
Review Committee (PRC) Meeting, September 26, 2006

The attached minutes of the DODAAD PRC meeting are forwarded for your information and appropriate action. The next meeting is tentatively scheduled for January 17-18, 2007.

The Defense Logistics Management Standards Office points of contact are:
Mr. Jackie Carter, 703 -767-0684, DSN 427-0684, e-mail jackie.carter@dla.mil or
Mr. Robert Hammond, 703-767-2117, DSN 427-2117, e-mail robert.hammond@dla.mil.

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

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
MFR of DODAAD PRC
Meeting Minutes



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October 3, 2006

MEMORANDUM FOR RECORD

SUBJECT: DOD Activity Addressing Directory (DODAAD) Process Review
Committee (PRC) Meeting Minutes, September 26, 2006

Purpose: The Defense Logistics Management Standards Office (DLMSO) hosted the 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. The meeting handouts, briefing, and output material referenced below are available on the DODAAD PRC Web page:

<http://www.dla.mil/j-6/dlms0/Programs/Committees/DoDAAD/default.asp>

Brief Summary of Discussion: Mr. Jack Carter, Chair, DODAAD PRC facilitated the discussion:

Review of Meeting Topics:

a. Introductions: Mr. Carter, DLMSO, opened the meeting welcoming everyone introducing himself and introducing Mr. D.C. Pipp, DLMSO Director, Lt Col Pete Miyares, DLMSO Deputy Director, and Mr. Robert Hammond, DLMSO, who will be assisting Mr. Carter in DODAAD matters. Mr. Carter then had all the attendees introduce themselves and identify the organizations that they were representing.

b. DLMSO Director's Opening Comments: Mr. Pipp welcomed everyone and used a chart (available on the Web site at the above link) to make the following points.

- The first chart was a reminder that the goals of the DODAAD reengineering initiative were to deliver a capability that would improve the accuracy and timeliness of the DODAAD - Requirements and resource constraints dictate need for prioritization.

- Need for formal requirements
- Progress needs to be tracked
- Requirements need to be validated.

- A clear understanding of mission need and impact is essential to developing a credible funding strategy.

- First priority needs to be those capabilities and ideas that enhance the entire enterprise.

Action: None

c. DODAAD Reengineering Initiative Status and Plan of Action &

Milestones: Mr. Carter briefed three charts (available via the Web link above) to set the stage for the meeting.

- The first chart reiterated the PRC goals for the DODAAD reengineering initiative -- deliver a capability that would improve the accuracy and timeliness of updating and accessing DODAAD data. (Mr. Pipp asked about the consequences of incorrect address data. Judy Oldham, AFMC LSO/LOT, noted the impact is huge, but they usually don't know about it until someone complains and customer requirements are not satisfied in a timely manner.)

- The second chart provided a high level overview of the current status and key work planned for the next twelve months. Emphasis was placed on the fact that with the exception of Navy and GSA, the DODAAD is now being updated in real time and the number of applications that are taking advantage of real-time access is growing.

- The last chart identified in greater detail the PRC agreed upon priorities. Each major issue was discussed in detail.

Action: None

d. Elimination of Batch Updates to the DODAAD:

- Mr. Carter stated that the goal is to eliminate all batch transaction updates to the DODAAD by 1 January 2007.

- Mr. Carlos Castells-Hogan, DFAS, stated that Navy agrees to work toward that end.

Action Item 1: DLMSO took an action to arrange a teleconference with the Navy and DAASC to workout the details. *The teleconference was held October 3, 2006. Mr. Castells-Hogan led the teleconference between DLMSO, DAASC, NOLSC, and his office and laid out a plan of action an milestones to migrate maintenance of the Navy DODAACs to the DAASC Web application and eliminate batch transaction updates from the Navy to DAASC by the end of October 2006.*

- Mr. Chuck Garvey stated that GSA is going through a major reorganization and officially it is unlikely that they could make the changes necessary to their system prior to 2008. However, he stated that he would be willing to meet with DLMSO to develop options and proposals that could accelerate that date.

Action Item 2: DLMSO took an action to arrange meeting with GSA. The meeting is tentatively scheduled for October 12, 2006.

e. Web Update Improvement - Validation of City, State & ZIP Code of last addressing line:

- DAASC has been examining subscription products that can be used to ensure that the United States city, state, and ZIP Code entries input to the DODAAD Update Web page are valid.

Action Item 3: DAASC will obtain United States Postal Service (USPS) product and complete its evaluation by the November 30, 2006 with the goal to incorporate the capability into the Web update application in January 2007.

f. DODAAD Inquiry/download and Reports Requirement:

- Mr. Carter led the PRC attendees through a review of the inquiry requirements from the original functional requirements document (FRD).
- The PRC updated and reaffirmed the requirements for the inquiry capability. The updated FRD based on the changes agreed to by the PRC are posted on the Web site at the above Web link. The specific FRD paragraphs dealing with the Inquiry requirements are included in this MFR as Enclosure 3.

Action Item 4: DAASC took an action to review the updated inquiry requirements and provide a resource and schedule assessment to the DLMSO DODAAD PRC Chair by October 13, 2006.

Action Item 5: DLMSO took an action to work through the Business Transformation Agency (BTA) to obtain the necessary funds to support the DAASC inquiry development assessment and other FY 07 DODAAD Reengineering requirements.

Action Item 6: Navy took an action to confirm by September 29, 2006, that the inquiry capabilities agreed to by the PRC at this meeting would satisfy its requirements for reports generation. (The ability to satisfy the Navy internal reports generation needs is a prerequisite to the Navy utilization of the DAASC Web Update application.) On September 29, 2006, Navy did identify their reports requirements. A comparison of the Navy desired Navy reports to the PRC developed inquiry requirements confirmed that they can be satisfied.

g. Population of the DODAAD database with Unit Identifier Codes (UICs):

- Mr. Carter led a discussion on the efforts to add the UIC as a data element to the DODAAD database. The UIC was a data element requested by the Army and the OSD Item Unique Identification Program Office. Since the last DODAAD PRC Meeting:

- The UIC field has been added to the DODAAD database, the Web Update application, and the current inquiry capability.
 - The Army and DAASC have populated the UIC field of the database for Army DODAACs.
- The discussions confirmed that a Navy UIC is equal to characters 2 through 6 of the DODAAD. The Marine Corps UICs often follow the Navy pattern but not always and will require review to identify the DODAACs and the

corresponding UIC when it is other than the last 5 characters of the Marine Corps DODAAC. The Air Force does not associate UICs with DODAACs; therefore, the UIC field will not be populated for Air Force DODAACs.

Action Item 7: DAASC took an action to programmatically generate and populate the Navy UIC data field for all Navy DODAACs. *DAASC completed this action on September 28, 2006. (Note: Until the Navy begins using the DODAAD Web maintenance application all new Navy DODAACs established by batch transaction updates will not have a UIC as the batch transactions do not carry the UIC data field.)*

Action Item 8: Marine Corps took an action to identify the UICs for each of their DODAACs and provide the information to DAASC by October 6, 2006.

Action Item 9: DAASC took an action to update the DODAAD database with the Marine Corps UICs by October 19, 2006. DAASC action is contingent upon completion of action item 8 above.

h. GEO Location Code Discussion:

- Mr. Carter led a discussion on GEO location codes. The current DODAAD database accommodates latitude and longitude but neither is populated. There is concern that the population of this data field would cause the DODAAD to become a classified system, limiting its accessibility and customer utility. USTRANSCOM has a number of different GEO Location Identifiers in their Table Data Management System (TDMS).

- After much discussion, the PRC concluded that the requirement to associate GEO Location Codes with DODAACs is currently too vague to act upon and will be tabled until the action below is completed.

Action Item 10: DLMSO took an action to research the origin specifics of the requirement and report back to the PRC membership by October 24, 2006. (The research will identify who has the requirement, what GEO Location Code is desired, how it would be used and what the source would be for keeping it current for the DODAACs in the DODAAD database.)

i. Air Channel Sequence Listing:

- The DDC representatives brought up the desire to establish an automated update from USTRANSCOM of channel changes.

- Mr. Yeakel pointed out that this issue was discussed at the last PRC meeting in March 2006. The following is an action item summary from the March PRC minutes --DLMSO to work with USTRANSCOM about getting channel information. This will just be a link and not added into the DODAAC. *Action complete. Subsequent to the PRC meeting DLMSO arranged a teleconference between USTRANSCOM, DDC, D6, and DLMSO, to discuss the feasibility of establishing a direct link. It was concluded that the volume of changes to the channels did not warrant an automated link at this time. The DDC and D6U know who to contact at USTRANSCOM should a future linkage be desired.*

- It came as a surprise to the DDC attendees of the September 26, 2006, PRC meeting that the DDC personnel participating in the original teleconference had decided not to pursue an automated linkage between USTRANSCOM and DSS for Channel changes. While this issue is outside the DODAAD domain, the DDC attendees requested DLMSO set up a repeat teleconference to reconsider the capability.

Action Item 11: DLMSO set up teleconference between USTRANSCOM, DDC, and J-6U, to examine automated feed of channel changes to DSS. *The teleconference is scheduled for October 10, 2006.*

j. New Foreign Country Customs Requirements Discussion:

- Mr. Carter addressed the SDDC Operations Center Customer Advisory on Customs Clearance Requirements, dated July 10, 2006, and identified as CA-06-07/10-0136. This advisory was sent out as a PRC meeting read ahead and is posted to the Committee's Web page for this meeting.

- The requirements of this advisory were discussed prior to its issuance at the March 2006 PRC meeting. The two key requirements are; (1) that the first address line (or somewhere else on the shipping documentation) must identify that the shipment is for "United States Government" and (2) abbreviations shall not be used in the addressing label.

- The conclusions reached at the March meeting were as follows:

▪ If the first address line for overseas shipments needs to contain "United States Government" it should be programmatically generated by the systems such as DSS that are generating the shipping documentation. The DODAAD addresses will not be modified/no DODAAD PRC action.

▪ While the DODAAD address lines could be lengthened to eliminate or minimize the use of abbreviations in the addressing text, DSS nor the shipping label could accommodate the lengthened address lines. The action went back to the DDC to determine how they wanted to deal with the new customs requirements. There was no action for the DODAAD PRC.

- Mr. Pipp asked when the requirements spelled out in CA-06-07/10-0136 were or would become effective. No one knew the answer, so an action was taken to find out. This item will not be discussed at future PRC meetings unless there is a specific requirement for the DODAAD.

Action Item 12: DLMSO to follow up with USTRANSCOM on where this requirement came from, and when it is due. DLMSO will advise the PRC membership of the findings via e-mail by October 5, 2006.

k. Authority Code Discussion:

- Mr. Carter led a discussion reviewing Authority Codes and the associated business rules.

- The final Authority Codes and business rules approved by the DODAAD PRC are included as Enclosure 4 to this MFR.

Action Item 13: The DODAAD Chair will request that the DLMSO Supply Chain and Financial PRCs staff a proposed DLMS change that implements the authority codes

within the systems that follow their respective procedures. The request will be submitted by October 13, 2006.

Action Item 14: DAASC and DLMSO will collaborate to develop a strategy to initially populate the authority codes with a goal to have the initial population accomplished by the end of October 2006. As a minimum, programmatic population of authority code will be to assign Authority Code “00” if not provided (this will always be the case for batch updates) and to assign “00” to all existing DODAACs unless they are already populated. Additionally DAASC will modify the Authority Code drop down menu and the currently populated authority code values in the DODAAD to coincide with Enclosure 4 and establish a new Web page choice for “Free Form Addresses” and a coinciding data element in the database “Free Form Address Flag”.

Action Item 15: DAASC will make an assessment of the authority code rules to determine when they can have the Web update program edits modified to accommodate the authority code rules. Assessment due 20 October, 2006.

Action Item 16: The CSPs utilizing the Web to update the DODAAD shall immediately start populating the Authority Code field when they add or change DODAACs.

l. Break Bulk Point Discussion:

- The DDC regarding certain shipments that should not be sent to the Susquehanna Depot Break Bulk Point. After an initial discussion it was determined that this issue was not a DODAAD PRC issue.
- The DDC Army and the Air Force representatives agreed to meet to further define and resolve the issue.

Action: None

m. Status of DODAAD System Access Requests:

- Mr. Carter requested that DAASC provide an update to the group on the status of satisfying system access requests to the DODAAD.
- Lisa Tonkin, J-6D DAASC, stated that the requests are being satisfied in a timely fashion with approvals generally being granted within a couple of days of the request. She also stated that there is no backlog of requests.

Action: None

n. Review Default Values used in the daily feed to FedReg:

- Mr. Carter led a brief discussion reminding everyone of the daily data feed that DAASC provides daily from the DODAAD to the Federal Registry (FedReg) which is located at DLIS. The FedReg is to be used by the Business Partner Network/Intragovernmental Transactions Initiative.
- Mr. Carter stated that DLMSO, DAASC, and DLIS, will be making some needed changes to the daily data feed between DAASC and DLIS. This is an opportune time for each of the DODAAD PRC members to review the FedReg unique data default values that were agreed to three years ago. These values provide the initial

population of data fields that FedReg requires but not maintained within the DODAAD. Mr. Carter requested that the listing of default values by Component that was emailed to the PRC members on September 25, 2006, be reviewed and that each PRC member confirm that the current default values should remain in effect or identify the values that should be changed.

Action Item 17: Each Central Service Point is to review the listing of default values used in the daily data feed to FedReg and confirm that they should remain as they are or identify the new default values to be used. The results of the review are to be e-mailed to DLMSO (Jack Carter) and DAASC (William Strickler and Lisa Tonkin) by October 5, 2006.

o. Review of Non-Conforming (NC) last lines of DODAAD addresses:

- Mr. Carter requested each Central Service Point look at the applicable NC list that was e-mailed to them. These lists contain addresses where the last line does not identify a City/State or Country/Zip Code.

Action Item 18: Owners (CSP) of the "NC" DODAACs must make the fixes required or delete the DODAAC. If the change volume is high and the CSP can propose a methodology for DAASC to make a mass change, DAASC will make mass corrections. Free Form items can be handled after DAASC adds the field required to allow Free Form TAC 1 and TAC 2 information. DLMSO requests a status update by October 13, 2006.

p. DODAAD Standard Operation Procedures for Customers:

- Mr. Carter stated that DAASC had prepared the subject guide to assist customers using the DODAAD and requested that each member recommend any revisions to DAASC.

Action Item 19: DODAAD PRC members submit recommendation to DAASC (William Strickler & Lisa Tonkin) by 20 October, 2006.

Enclosures

DODAAD Inquiry/Download/Reports Requirements

(Updated extract from DODAAD FRD as modified by the DODAAD PRC
on September 26, 2006)

e. Database Inquiry and Download Requirements. The following summarizes the database inquiry and download requirements, to include a wildcard capability. This capability may be limited to first 300 records.

1. All Web originated inquiries will be processed against the DAASC master database.
2. The Web inquiry will provide for inquiry by any one or combination of the following fields.

City: free form selection

DODAAC: free form selection

COMMRI (status and billing): free form selection

Distribution Code: via drop down menu

RIC: free form selection

Zip Code: free form selection

Address Type – (TAC 1, 2, 3 or 4): via drop down selection

Service/Agency: via drop down name list

Address Line(s) (1, 2, 3, or 4): free form selection

WP: free form selection

AP: free form selection

Break Bulk Point: free form selection

Consolidation and Containerization Point: via drop down menu

Standard Point Location Code: free form selection

Command/Bureau code: via drop down menu

State/province code: via drop down menu

Country via drop: via drop down menu

CONUS/OCONUS: via drop down menu

Fiscal Station Number (FSN)/(AAA)/(ADSN): free form selection

UIC: free form selection

Authority Code: via drop down menu

Service: via drop down menu

Effective Date Ranges: date range selection

Enclosure 3

3. Search selections fall into two categories: drop downs lists and free form search:
 - a. The drop down lists should be used for any “code” lookup, where a free form search would not be appropriate. For example, the State codes would use a drop down list. The user would select the state by name (e.g., Maryland) and the query would use to appropriate code (e.g., MD).
 - b. Free form searches need an additional qualification to define how the search is to be used. Below is a list of how the searches should be qualified and performed.

DODAAC

Begins with – this is a free form search with the match performed on the left most characters entered. For example, if the user enters “123” the resulting search would return all DODAACs that begin with “123” (e.g., select * from table where DODAAC like ‘123 %’)

Contains – this is a free form search with the match performed on both sides of the characters enters. For example, if the user enters “123” the resulting search would return all DODAACs that have “123” any where in the string (e.g., select * from table where DODAAC like ‘%123%’)

Ends with – this is a free form search with the match performed on the right most characters entered. For example, if the user enters “123” the resulting search would return all DODAACs that end with “123” (e.g., select * from table where DODAAC like ‘%123’)

Is – this is an exact match or ‘equal to’ search. Whatever is entered must equal the value in the table. For example, if the user enters “12345” the resulting search would only return the DODAAC “12345” (e.g., select * from table where DODAAC = ‘12345’)

Is not – this is a non-match or ‘not equal to’ search. Whatever is entered is excluded from the table search. For example, if the user enters “12345” the resulting search would return all DODAACs that are not equal to “12345” (e.g., select * from table where DODAAC <> ‘12345’)

Is blank – this is null value search. No value is entered and the table is searched for blanks or missing values in the table search (e.g., select * from table where DODAAC is null). *This search is only appropriate in certain cases, and is meaningless if the field is required.*

Is not blank – this is an ‘any value’ search. No value is entered and the table is searched for any valid value found in the field selected in the table search (e.g., select * from table where DODAAC is not null). *This search is only appropriate in certain cases, and is meaningless if the field is required.*

Between – this is a special type of search for dates, so a range of dates can be entered. The generated query will search for dates between the values entered in the table search (e.g., select * from table where Effective Date between ‘2006-01-01’ and ‘2006-12-31’)

4. Outputs – there should be two types of outputs for query results: Excel and HTML.
 - a. Excel display all elements (TAC 1, 2, 3, and 4), broken out by DODAAC, with one DODAAC per line.
 - b. For the HTML output, the list should be limited to key information only, and you will need to click on a hot link to display the “complete” DODAAC. Key information is: DODAAC, Country, Address line 1, city, and state, zip, and TAC type.
 - i. TAC should be part of the display list and only “found” information should be returned. For example, if the search query is searching for ‘MD’ in the state code field and ‘MD’ is only found in the TAC 2 area, only TAC2 information would be returned in the result list. From the query result list the user may click on a hot link in the result list if they want to see all information associated with that particular DODAAC.

Enclosure 3

Enclosure 4
DODAACs AUTHORITY CODES
 (as amended by the DODAAD PRC at the September 26, 2006 Meeting)

Purpose

The Authority code field of the DODAACs is currently an optional use field with no business rules behind it. This document will outline the future scope and use of the Authority code field.

Implementation of Authority Codes

The first step to the implementation of the Authority codes is to make the Authority Code a required field on the DODAACs update page. Since this was not a required field in the past, we will need DAASC to clear up the null values that are in the existing table. If the Authority code has not been set, it should be initialize to “00”.

The following is a list of DODAACs Authority codes with associated business rules.

Required information defined:

- *POC Information required fields: POC, Phone, and Email*
- *TAC 1 required fields are: Line 1, City, Country, State, and Zip*
- *TAC 2 required fields are: Line 1, City, Country, State, and Zip*
- *TAC 3 required fields are: Line 1, City, Country, State, and Zip*
- *TAC 4 required fields are: Line 1, City, Country, State, and Zip*

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services
	Required: POC, TAC 1	
	Business Rules: No restrictions	
01	Ship To Only	Can only be used as a “Ship To” address with no other implicit authority.
	Required: POC, TAC 1, (TAC 2 and/or TAC 4)	
	Business Rules: Not authorized to requisition	
02	Finance (Bill to Only)	Finance “Bill To” address only required
	Required: POC, TAC 1, TAC 3	
	Business Rules: Can not requisition, can not be used as a Ship To designation	
03	Do Not Ship to	Can not be used as a “Ship To” destination
	Required: POC, TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	
	Business Rules: Can not be used as a Ship To designation	

04	DRMS Only	Defense Reutilization and Marketing Service (e.g., State agencies surplus). Used by DRMS to identify their customers.
	Required: POC, TAC 1	
	Business Rules: Can not requisition new material. Only authorized to obtain materials from DRMS (DoD excess only)	
05	Non-Requisition	Can not initiate a purchase or request for goods and services
	Required: POC, TAC 1	
	Business Rules: Can not requisition/purchase any good/services.	
06	Free Issue	No cost option. This item is given away with no associated costs (e.g., DRMS, NGA Maps)
	Required: POC, TAC 1	
	Business Rules: Can not requisition/purchase any good/services. Similar to DRMS, but can request free of cost items (e.g., maps from NGA)	
07	No TAC2 Needed	No TAC2 (i.e., Ship To address) needed
	Required: POC, TAC 1	
	Business Rules: No restrictions, DELETED Per PRC Request No TAC 2 or TAC 4 required	
07	Administrative	Administrative only. This codes is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use)
	Required: POC, TAC 1	
	Business Rules: Can not requisition, can not be used as a Ship To designation, and can not be used for Billing. Information/identification use only.	
99	Free Form Addresses (TAC 2 only)	Removed from Authority Code. <i>See Free Form Addresses (TAC 2 Only) below for new usage description..</i>

Free Form Addresses (TAC 2 Only)

We would like to remove the “99” code from the Authority code table and create a flag on the TAC 2 update page. The new flag field on the TAC 2 is only valid for use with the following Authority Codes: 03, 05, and 07. Free Form addressing **cannot** be used with 01, 02, 04, or 06.

If the Free Form address flag is checked, the address information is not structured or restricted. The dropdown lists for city and state should be removed (or hidden) and standard text field should be substituted in their place. The Free Form Addresses is needed to accommodate selected usages types (e.g., Control, Closed, and CRIF).

Enclosure 4