Defense Logistics Management Standards Office (DLMSO)

DoD Activity Address Directory (DoDAAD)
Module 1 - Introduction to the DLMS
Module 2 - Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts
Module 3 - DLMS Functionality & Transaction Life-Cycle
Module 4 - DLMS Implementation Convention Content
Module 5 - IUID & RFID - Emerging Technologies
Module 6 - Creating/Reengineering DOD Logistics Business Processes
Module 7 - Enterprise Interoperability Tools
Module 8 - DoD Activity Address Directory (DoDAAD)
Module 9 - Supply Discrepancy Reporting (SDR)
Module 10 - DLMS Functional Financial Transaction (standalone)
Module 11 - Creating/Reengineering DoD Logistics (standalone)
DoDAAD Training Overview

- DoDAAD Definition, Users, and Content
- DoD Activity Address Code (DoDAAC) Structure
- Governance Process
- DoDAAD Architecture
- How to Perform an Enhanced Query of the DoDAAD
- How to Update the DoDAAD
- Additional References
DoDAAD Training

Objectives

Students will be able to answer:

- What is the DoDAAD?
- What is the Structure of a DoDAAC?
- What are the three Type of Address Codes (TAC) and how are they used?
- What is Defense Automatic Address System Inquiry (DAASINQ) (viewing a DoDAAC)?
- How to update a DoDAAC?
- How to delete and/or create a new DoDAAC?
What is the DoDAAD?

• The Department of Defense Activity Address Directory (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.

• It is maintained by DLA Transaction Services and accessible through a web application.
What is the DoDAAD?

• 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.

• Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.

• The DoDAAD is comprised of both Department of Defense Activity Address Code (DoDAAC) and Routing Identifier Code (RIC).
What is a DoDAAC?

• A Department of Defense Activity Address Code (DoDAAC) is a six-character, alphanumeric 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 materiel and/or services is identified by a six-position alphanumeric DoDAAC in the DoDAAD.
What is a DoDAAC?

- The DoDAAC is a six-position, alphanumeric field that uses all available characters (0-9 and A-Z), except for the use of the letters “O” & “I” which are not permitted.

- DoDAACs are structured by Service and Agency Code in accordance with DLM 4000.25, Volume 2, Appendix 7.2 to create a Series unique to each Service/Agency that uses DoDAACs.

### DoDAAD Series Table

<table>
<thead>
<tr>
<th>Series</th>
<th>Service/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>US Marine Corps</td>
</tr>
<tr>
<td>N</td>
<td>US Navy</td>
</tr>
<tr>
<td>O</td>
<td>Not Used</td>
</tr>
<tr>
<td>P</td>
<td>US Navy – FMS and Grant Aid use only</td>
</tr>
<tr>
<td>Q</td>
<td>US Navy Contractors</td>
</tr>
<tr>
<td>R</td>
<td>US Navy</td>
</tr>
<tr>
<td>S</td>
<td>Defense Logistics Agency</td>
</tr>
</tbody>
</table>

- **DoDAAC:** M000027

  - **Series:** M
  - **Service Defined:** 000027
What is a DoDAAC?

- All six positions of the DoDAAC are significant:
  - DoDAACs beginning with an alpha character belong to a DoD activity or a contractor sponsored by a DoD activity:
    - **M00027**
      - (DoD - Hqtrs, US Marine Corps)
  - DoDAACs beginning with two numeric characters belong to civil agency activity:
    - **130170**
      - (Federal - NOAA, Dept of Commerce)
  - DoDAACs beginning with numeric followed by an alpha belong to authorized special programs, including state, local or other entity:
    - **2YTAW0**
      - (Barnsdall Police Dept, OK)
  - DoDAACs may be structured at a lower level by CSPs for additional meaning, as documented in the DoDAAC Assignment Logic in DLM 4000.25, Volume 6, Chapter 2 (available on the DoDAAD PRC webpage).
What is a DoDAAC?

- There are over 100 data elements that comprise the pedigree of a DoDAAC:
  - Requisitioner, ship-to, and bill-to addresses;
  - Electronic Communications Routing Identifier Code;
  - Break Bulk Point Code; Port of Debarkation Code;
  - Authority Code; CAGE Code; Major Command Code;
  - Points of Contact; etc.

- The DoDAAC is the basis for determination of:
  - Ship to location for all systems for all shipments from:
    - DoD Shippers
    - Vendor Shippers
    - Federal Agency Shippers
  - Wide Area Work Flow business event processing
  - The bill-to office for interfund billing
  - The DoDAAC is the basis of Business Partner Number to identify Intergovernmental buyers and sellers for financial statement eliminations & account reconciliations
TAC - Type of Address Code

- A DoDAAC may have up to three distinct addresses associated with it in the DoDAAD database. The Type of Address Code differentiates the addresses as follows:
  - TAC 1 - Official mailing address of the activity from USPS/MPSA. This address is mandatory and may also be Ship-to address if no TAC 2 is present and/or the Bill To address if no TAC 3
  - TAC 2 - Ship-to Address - if different from TAC 1
  - TAC 3 - Billing Address - if different from TAC 1
- A RIC has only one TAC.
DoDAAC Authority Code*

Authority Code assigned by CSP
limits authorized use:

00 - Requisition, full authority
01 - Ship-to Only
02 - Finance, Bill-to Only
03 - Do Not Ship to
04 - DLA Disposition Services Only
05 - Non-Requisition
06 - Free Issue
07 - Administrative

* RICs do not have Authority Codes, as they are used for routing.
DoAAC Authority Codes

Like a series of dams in a river

Authority Code edits work as restrictions (negatives) to block certain conditions of the flow of all transactions in full authority.
In addition to address information, other codes and data elements that comprise a DoDAAC include:

- Unit Identification Code (UIC).
- Major Command Code (MAJCOM)
- Combatant Command (COCOM)
- Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN)
- Consolidation and Containerization Point (CCP)
- Standard Point Location Code (SPLC)
- Break Bulk Point (BBP)
- Aerial Port of Debarkation (APOD)
- Water Port of Debarkation (WPOD)
- Contractor Information: Contract Number, CAGE, CAO, Sponsor, Expiration Date
- Point of Contact Information: Name, Email, 10-digit phone number
- And more…
What is a RIC?

- A Routing Identifier Code (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 within both Defense Logistics Management System (DLMS) and legacy 80 record position format MILSTRIP transactions.
What is a RIC?

• 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).

![Diagram showing the structure of a RIC]

- N84
- Series (NSWC Port Hueneme)
- Service Defined
Other RIC Data Elements

In addition to the single TAC address, other codes and data elements that comprise a RIC include:

• Major Command Code (MAjCOM)

• COCOM

• Break Bulk Point (BBP) – for RICs, this is referred to as the “RIC_DODAAC.” It is the DoDAAC to which the RIC is associated. Every RIC is associated to a DoDAAC, but not every DoDAAC has a RIC. Some DoDAACs, though, can associate to more than one RIC.

• And more…
Who uses the DoDAAD?

• All DoD, Federal, and Commercial shippers, use the DoDAAD for address information.

• Some business application systems requiring DoDAAD data to support their business processes include (but are not limited to): supply chain, materiel management, distribution, transportation, maintenance, financial management, human resources, installations, contracting, and procurement/acquisition systems.

• Each Service/Agency has a Central Service Point (CSP) authorized to add, change, or delete DoDAACs and RICs for their particular Service/Agency.
**DoDAAC Usage**

Some of the uses for a DoDAAC include the following:

- **First 6 Characters of Every requisition Document Number**
  - Occurs at least once in nearly *all* logistics transactions

- **First 6 characters of a Standard Document Number (SDN)**

- **First 6 Characters of Every Contract Number (Procurement Instrument Identification Number – PIIN)**

- **Password to the Federal Supply Systems** - used to obtain materiel from DoD or federal sources

- **Last 6 characters of DoD Business Partner Number (BPN)**
  - Basis for identifying DoD Buying and Selling activities
  - BPN is used for financial eliminations and account reconciliations
Who can create a DoDAAC or RIC?

- Central Service Points (CSPs) are assigned to create and maintain DoDAACs by Service & Agency Code.
- Each Service/Agency assigns a CSP at the Service/Agency level
- General Services Administration (GSA) serves as the CSP for all non-DoD Federal agencies except United States Postal Service which assigns it’s own
- Non-Federal Agency DoDAACs for authorized special programs (state, local, other) have specific CSPs assigned
- Some Services/Agencies also have Monitors which are subordinate to a CSP and have limited access to a Service’s/Agency’s DoDAACs (i.e., the MAJCOM).

The list of CSPs and Monitors is on the DLMSO web
DoDAAD/DoDAAC “Gee Wiz” Metrics

• Critical reference repository for over 50 years
• >324,000 Total DoDAACs in the DoDAAD.
• >218,000 are DoD Service and Agency DoDAACs.
• >64,000 are Federal Agency DoDAACs
• >25,000 are State and local level DoDAACs
• >17,000 are Contractor DoDAACs
• >90 CSPs and Monitors control data content
• >9,000 data maintenance actions monthly
• >1 Million Component application system accesses daily
• >500,000 monthly Web queries from over 25,000 customers
• DoDAACs exist at least once in nearly every DoD business event transaction.
DoDAAD - Governance

- DoDAAD System Administrator ensures the DoDAAD meets user requirements by:
  - Chairing the DoDAAD Process Review Committee (PRC)
  - Coordinating DLMS DoDAAD Changes
  - Publishing DoDAAD policy & procedures in DLM 4000.25

- DLA Transaction Services is responsible for ensuring 24x7 DoDAAD availability by:
  - Maintaining the hardware, software & authoritative database
  - Controlling access to DoDAAD and data distribution
  - Implementing functional requirements/approved changes
  - Providing help desk services and operation procedures

- Component PRC Representatives provide requirements for, and review changes affecting, the DoDAAD through the PRC process.
- Component CSPs and Monitors maintain accuracy and currency of data content
• CSPs are responsible for ensuring the accuracy and currency of their authoritative data within the DoDAAD by:

• Complying with DLM 4000.25 DoDAAD procedures
• Establishing supporting Component policies/processes
• Participating in the DoDAAD Process Review Committee
• Maintaining close relationships with their customers
• Establishing & overseeing DoDAAD monitors as needed
• Using the real-time DoDAAD Web update capability
DoDAAD Environment

• The DoDAAD uses an Oracle database running 24/7 at DLA Transaction Services allowing for real-time data maintenance actions, application system data access, and web based queries

• Strict database maintenance and access controls are applied by DLA Transaction Services

• DoDAAD database available to applications via Automatic database-to-database replication process maintaining constant synchronization of the DAAS authoritative database and all copies
DoDAAD Architecture

- Army CSP Updates
- CSP Updates
- CSP Updates
- CSP Updates
- AF CSP Updates

- Army LOGSA DoDAAD Repository
- Constant update via ORACLE enterprise replication software

- DAAS Master DoDAAD Repository
- Constant bidirectional update via ORACLE Enterprise replication software

- Other Enterprise Authoritative Data Sources

- DAASINO
- eDAASINO

- FLIS Portfolio Data Warehouse

- Web Services
  - Any End Users
  - Enhanced End Users
  - Service/Agency Business Applications
  - Service/Agency Business Applications
Defense Automatic Addressing System Inquiry (DAASINQ)
The first page is the U.S. Government warning page that prompts the user to Accept or Decline the terms.
The next page provides the various types of single queries. For this demo the focus will be on the DoDAAC.
The DoDAAC query in DAASINQ allows for only a single search of a DoDAAC. Enter the DoDAAC to be searched.
The DAASINQ DoDAAC query results provide all the data elements associated with the DoDAAC searched.
Enhanced Defense Automatic Addressing System Inquiry (eDAASINQ)
The first page determines your search. For this demo the focus will be on the DoDAAC.
The DoDAAC query allows searching on every field in the table. Each new value is a logic “AND”. This means if you enter a state, you can narrow your search by also adding a city. More about this later...
Simple search for a single DoDAAC. Notice the value of “FM5682” in the DoDAAC field...
This is the result of you single DoDAAC search, after the user clicks the “View Results” button.
Next, how to “narrow” a query. The first search is for all WPOD located at KF3…
Focused Search (cont)

The query found 483 records for WPOD KF3...
For this search we entered “KF3” in the WPOD and selected “USAF” from the Service/Agency drop down list...
This time only 32 records were found, because the WPOD and Agency criteria were combined to limit the number of records found.
Wildcard Search

There are two types of wildcard searches available:
- Percent sign '%' is for any number of characters
- Underscore for a single character.

Since the % is pretty intuitive, here is an example of how to find DoDAACs that start with “S” and end with “A”. Here we have entered “S____A”…
The query found 229 records that begin with “S” and end with “A”.
Finally, a simple query to find where the Red Cross is in Dayton. The first line of the address contains “Red Cross%”, so it will search for anything that begins with “Red Cross”. In the city field, we have entered Dayton...
Nothing was found, because our criteria didn’t account for the fact that the official name is the “American” Red Cross...
**Search for Red Cross**

This time the search for the first line of the address contains "%Red Cross%", so it will find the phrase "Red Cross" anywhere in the line. In the city field, Dayton...
Results of Red Cross Query

Only one record found – success!
DoDAAD Update Application
(Reserved for Central Service Point and Monitor Access Only)
DoDAAD – Adding a new DoDAAC

• After Login, the first screen prompts for a DoDAAC. If an existing DoDAAC is entered, you will be presented an update screen. If a non-existing DoDAAC is entered, you will be presented with an add screen.
DoDAAD - Adding DoDAAC (cont.)

- Basic information required to create a DoDAAC is DoDAAC, COMMRI, and TAC 1 address.

- To speed up the creation process, TAC information may be copied from another DoDAAC.
DoDAAD - “Copy To”

- There are multiple methods to copy information:
  - To copy from a TAC address from another DoDAAC, check the copy and enter a TAC.
  - To copy a TAC address from within the same DoDAAC, click the red button.

- To copy a TAC address from within the same DoDAAC, click the red button.
DoDAAD - Modify

• To modify an existing DoDAAC, you simply start by entering the specific DoDAAC (6 positions) & click submit

• After you have changed the record, click the “Save” button to write your changes back to the DoDAAD master
DoDAAD - Delete function

• The Delete function is similar to the Modify function. Fill in an existing DoDAAC and click submit to retrieve the record

• Tab to the “DEL” field and enter the Julian date of when the delete should occur (e.g., 2007213)
DoDAAD - Future Effective Dates

- The DoDAAD also supports future effective dates. If the change should not be applied immediately, enter the Julian date of when the change event should occur (e.g., 2007213) and the change will wait in a pending state until the date occurs.
DoDAAD - Free Form function

Sometimes the goal is to enter something other than an address (i.e. telephone numbers for deployed ships, ‘CALL NAVSUP GLS’, etc.) . The “Free Form” indicator will bypass the City/State/Zip code edits to allow message data to be entered into the DoDAAD.
The Authority code controls how the DoDAAC can be used. A dropdown list provides the allowable options. If nothing is selected, the use will default to “00 - Requisition”

- 00 - Requisition
- 01 - Ship-To Only
- 02 - Bill-To Only
- 03 - Do Not Ship-To
- 04 - DDS Only
- 05 - Non-Requisition
- 06 - Free Issue
- 07 - Administration
Additional DoDAAD Training

For more specialized Central Service Point and Monitor training, see the DoDAAD Update Application Standard Operating Procedures located on the DoDAAD Process Review Committee webpage under DoDAAD References and Other Resources, Policy and Procedures:

Learn More About The DoDAAD

- DoDAAD Process Review Committee webpage: http://www2.dla.mil/j-6/dlmsso/Programs/Committees/DoDAAD/dodaad.asp

- DoDAAD Policy & Procedures: DLM 4000.25, Volume 6, Chapter 2

- DoDAAD Training: Website DLMS Training Module 8

- DLMSO Support POCs:
  Mr. Tad DeLaney (703) 767-6885/DSN 427-6885 or Thomas.DeLaney@dla.mil
  Mr. Dale Yeakel (703) 767-8632/DSN 427-8632 or Dale.Yeakel.ctr@dla.mil
  Mr. Larry Tanner (614) 310-6059 or Larry.Tanner.ctr@dla.mil

- DLA Transaction Services Support POC:
  Ms. Lisa Tonkin (937) 656-3737/DSN 986-3737 or Lisa.Tonkin@dla.mil
DoDAAD Links

DoDAAD Updates (CSPs and Monitors Only):
https://www2.transactionservices.dla.mil/portal/portal.asp

eDAASINQ (enhanced query - account required):
https://www2.transactionservices.dla.mil/portal/portal.asp

DAASINQ (single query):
https://www.transactionservices.dla.mil/daasinq

DoDAAD PRC / Policy, Procedures, and Other References:
Module 8 Quiz

Question 1: The DoDAAC is used for:
   a) Obtaining materiel from the federal supply system
   b) Specific purposes depending on DoDAAC Authority Code
   c) Assignment of the appropriate address for a particular situation (e.g., shipping, billing)
   d) All of the above

Question 2: The DoDAAD only contains Military address information?
   e) True
   f) False

Question 3: Defense Logistics Management Standards Office is the:
   g) System Administrator of the DoDAAD
   h) Chairs the DoDAAD PRC developing procedures & system requirements
   i) Both of the above
   j) None of the above

Question 4: DLA Transaction Services maintains:
   a) The hardware, software & authoritative DoDAAD database
   b) 24/7 Control of the access and distribution of DoDAAD data
   c) Both of the above
   d) None of the above
End of Module 8