



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO DLMSO

August 24, 2005


MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Proposed DLMS Change 187, Supply Discrepancy Report (SDR) E-mail
Address to be Added to the Department of Defense Activity Address File
(DODAAF)

We are forwarding the attached proposed change to DOD 4000.25-M, DLMS and DLAI 4140.55, AR 735-11-2 /SECNAVINST 4355.18a.AFJMANa 23-215, Reporting of Supply Discrepancy, for evaluation and submission of a single coordinated Component position. It is the responsibility of the Supply Process Review Committee primary representative to assure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLMSO not later than **30 days** from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the Defense Logistics Management Standards Office, point of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: Ellen.Hilert@dla.mil. Others must contact their Component designated representative.


EDUARDO VICENCIO
Lt Col, USAF
Acting Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(L)SCI
DOD SDR Subcommittee (U.S.)
DODAAD Process Review Committee

PDC 187

SDR E-mail Address to be Added to DODAAF

1. Originator

a. Service/Agency: Defense Logistics Management Standards Office (DLMSO)

b. Originator: Ms. Ellen Hilert, DOD SDR System Administrator

2. Functional Area

Primary: Supply/SDR/DODAAF

3. Requested Change

a. Title: SDR E-mail Address to be Added to DODAAF

b. Description of Change: In June of 2004, a project was completed that provided a reengineered DODAAF. In addition to providing an updated architecture to include the ability to update addresses via a web site, numerous data elements not previously available are now part of the file. Additionally there is the capability to add additional data elements as required. This change will add an SDR e-mail address (preferably a generic email account) to the DODAAF. This address will be used by WebSDR/DAASC to route SDRs for action and/or information when no transactional interface is available.

c. Procedures: Expand the DODAAF to allow identification of an SDR-related e-mail address associated with each DOD Activity Address Code/Routing Identifier Code (DODAAC/RIC). WebSDR will access this address for routing of SDRs. Currently WebSDR maintains a file of e-mail address which would be used for the initial loading of the DODAAF. Subsequently, Component Central Service Points (CSPs) will be responsible for updating email addresses.

d. Alternatives: Although not required for WebSDR processing, a point of contact (POC) name and telephone number could also be added to the file for use by individuals. Addressees are requested to provide comments as to the usefulness of these data elements.

4. Reason for Change: Currently WebSDR maintains a file of e-mail addresses used for routing SDRs and accesses the DODAAF to print in the clear address on the SDRs. This change will allow WebSDR to access one source for address information.

5. Advantages and Disadvantages

a. Advantages: Allows e-mail addresses for SDRs to be updated and maintained as a part of the DODAAF which is the authoritative DOD source reference repository for

addresses. This change shifts responsibility for e-mail table maintenance to the responsible Service and away from the DAASC program team.

b. Disadvantages: None specifically identified.

6. IMPACT

a. Data Content/Procedures: This change will require changes to WebSDR and to the DODAAF. In addition, Component CSP will be required to maintain an additional data element in the DODAAF.

b. Publications: This change will impact DOD 4000.25-M, DLMS and DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18a/afjman 23-215, Reporting of Supply Discrepancies.