

## CHAPTER 1

GENERALA. AUTHORITY

This manual is issued under authority of DoD Directive 4000.25, (reference (a)).

B. PURPOSE

This manual provides policy and establishes procedures for use and operation of the Defense Automatic Addressing System (DAAS) and International Logistics Communications System (ILCS). DAAS and ILCS are operated by the Defense Automatic Addressing System Office (DAASO) at Gentile Air Force Station (AFS) in Dayton, Ohio. The DAASO maintains computer facilities at Gentile AFS and at its Western Division in the Defense Depot at Tracy, California. The DAASO is a Management Support Activity (MSA) of the Defense Logistics Agency (DLA) at "Cameron Station, Alexandria, Virginia. Administration of the DAAS and ILCS is performed by the AIS Development and Control Division, Office of Telecommunications and Information Systems (DLA-ZS) under the direction of the Director, DLA. ILCS procedures are detailed in Chapter 6. DAAS is designed to function as a service organization by providing its subscribers with ready access to the DAAS telecommunications/Automatic Data Processing (ADP) and programming capabilities. DAAS provides the following benefits:

1. Simplifies communications procedures by permitting its subscribers to batch different type documents destined for various activities into one message transmitted via the DAAS vice segregating documents by type and transmitting a separate message directly to each destination.
2. Validates and routes selected documents to the correct Source of Supply (SOS) by using current cataloging data provided by the Defense Logistics Services Center (DLSC) and requisitioning channel data provided by the Services/Agencies.
3. Edits data elements of logistics documents.
4. Provides visibility and traceability of documents transmitted to and from DAAS.
5. Creates images of logistics documents on an as required basis.
6. Develops and publishes statistical data and reports.
- 7\* Develops unique Service/Agency processing requirements as authorized by the DAAS Administrator.
8. Operates and maintains under the **monitorship** of the DoD Military Supply and Transportation Evaluation Procedures (MILSTEP) System Administrator, the DoD **MILSTEP** Central Data Collection Point (CDCP).

C. APPLICABILITY

DAAS/ILCS applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified ~~and~~ Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components" ) and, by agreement, to other organizations participating in the Defense Logistics Standard Systems (DLSS).

D. POLICY

Under provisions of DoD Directive 4000.25, it is the policy of the Department of Defense that:

1. DAAS/ILCS shall be disseminated, as required, to the using levels of DoD Components. Supplemental procedures issued by DoD Components or other organizations are authorized when additional detailed instructions are required.

2. DAAS/ILCS shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of inter-DoD Component procedures before separate development and implementation of intra-DoD Component procedures.

a. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

b. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

3\* The Assistant Secretary of Defense (Manpower, Installations and Logistics ) (ASD MI&L) shall provide policy guidance for DAAS and ILCS as prescribed by DoD Directive 4000.25.

E. RESPONSIBILITIES

1. Under Provisions of DoD Directive 4000.25 (reference (a)), the ASD(MI&L) will oversee and direct implementation of and compliance with this Directive as it relates to DAAS/ILCS. In carrying out this responsibility, the ASD(MI&L) will:

a. Approve the development of new DAAS/ILCS assignments or revisions to existing assignments.

b. Provide DLA-ZS with policy guidance concerning the design, development, documentation, and maintenance of DAAS/ILCS procedures.

c. Review and approve DLA-ZS plans, priorities, and schedules for DAAS/ILCS.

d. Introduce new system improvements and expansion of the DAAS/ILCS.

e. Approve or disapprove requests to use a system other than the DAAS/ILCS.

f. Resolve issues submitted by DLA-ZS concerning resources, policy, and requests for deviations or waivers from the use of DAAS/ILCS.

2. The Chief, Automated Information System ( AIS ) Development and Control Division, /, Office of Telecommunications and Information Systems ( DLA-ZS) will designate a system administrator for the DAAS/ILCS.

3. The DAAS/ILCS Administrator will:

a. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the ASD(MI&L) and to ensure the involvement of ADP/telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policy, as required, during the development of procedures.

c. Develop, publish, and maintain this manual.

d. Evaluate and coordinate proposed system revisions with DoD Components, affected Federal agencies, foreign governments, and industrial organizations and furnish a copy of all revision proposals to the ASD(MI&L).

e. Resolve issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. Issues affecting resources or policy shall be referred, together with comments of DoD Components and a recommendation of the system administrator, to the ASD(MI&L) for decision.

f. Disseminate to the ASD(MI&L), and to other DoD Components a quarterly status review of all revision proposals that have not yet been approved for publication, or, that if approved, have not been implemented.

g. Ensure compatibility of assigned systems. Coordination shall be effected, when appropriate, among system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Compatibility among these systems and groups shall be attained, when appropriate, before coordination with the DoD Components.

h. Ensure uniform implementation of this manual by:

( 1 ) Reviewing all supplemental procedures issued by DoD Components to ensure continuing conformance of revisions to the approved system.

(2) Reviewing implementation plans and implementation dates of DoD Components and making recommendations for improvements.

(3) Conducting periodic evaluations to determine effectiveness of the system.

(4) Conducting surveillance, through onsite visitations, of selected system segments in order to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of the requirements of the system.

(5) Reporting to ASD(MI&L) the findings and recommendations of evaluations and surveillance visitations, along with comments of the DoD Components concerned.

(6) Securing semiannual y from the DoD Components status information concerning implementation of approved system revisions.

i. Review and evaluate curricula of DoD and other DLSS participant training schools offering courses related to the DAAS/ILCS and make recommendations for improvements.

4. The Chief, DAASO will:

a. Develop, operate and maintain the DAAS/ILCS, maintaining central design activity and development, under DoD Life Cycle development criteria, regulations and instructions.

b. Report to the appropriate DLSS Administrator any violation or deviation of DLSS procedures encountered during systems operations.

c. Advise Administrator of projected telecommunications/ADP hardware requirements and provide immediate notification of equipment outages.

d. Maintain a shipment status correlation system to process Military Standard Requisitioning and Issue Procedures (MILSTRIP) mass cancellation requests and Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Materiel Receipt Acknowledgement Document (MRAD).

e. Develop, operate and maintain the Defense European/Pacific Redistribution Act ivity (DEPRA) for the processing of Pacific Command/European Command ( PACOM/Eucom) excess reports, requisitions, and other related supply documents, including overseas redistribution functions.

f. Provide a Military Standard Billing System (MILSBILLS) inter fund billing document data base for 365 calendar days to accommodate requests for retransmission.

g. Operate and maintain the DoD MILSTEP CDCP under the provisions of DoD 4000. 23-M, (reference (b)).

h. Compile, maintain, publish, and distribute MILSTRIP Routing Identifier (RI) and distribution codes with address, in DoD 4140.17-M, Supplement 1 (reference (c)).

i. Develop, operate and maintain an AIS and publish the DoD Activity Address Directory (DoDAAD) and the Military Assistance Program Address Directory (MAPAD).

j. Develop, operate and maintain an AIS to disseminate DAAS statistical data and provide Logistics Information Data Services (LIDS) reports.

k. Designate a primary and alternate focal point representative to serve on DAAS/ILCS Focal Point Committee(s).

l. Develop and submit official change proposals to the DAAS Administrator with justification and expected benefits.

m. Conduct surveillance in coordination with the DAAS/ILCS Administrator through onsite visits to determine compliance with prescribed system requirements.

n. Provide AUTODIN support for the DoD Centralized Referral Activity (CRA) and collocated DoD activities.

5. The Heads of DoD Components and Other Participating Organizations will:

a. Designate an office of primary responsibility to serve as the DAAS focal point and identify to the DAAS Administrator the name of a primary and alternate focal point representative. (The Army, Navy and Air Force will also designate ILCS focal points (see chapter 6). )

( 1 ) Serve on the DAAS/ILCS Focal Point Committee.

(2) Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedural aspects.

(3) Ensure continuous liaison with the DAAS/ILCS Administrator and other DoD Components and participating organizations.

(4) Evaluate all suggested changes to the DAAS/ILCS that originate within his or her DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

(a) If a suggestion is received by the DAAS/ILCS Administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

(b) If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the DAAS/ILCS Administrator, stipulating specific narrative changes to the manual concerned.

(c) Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the DAAS/ILCS Administrator with justification and expected benefits.

(6) Develop and submit to the DAAS/ILCS Administrator a single coordinated DoD Component position on all system revision proposals within the time limit specified.

(7) Participate in system surveillance, through onsite visitations in coordination with the **DAAS/ILCS** Administrator.

b. **Implement** approved systems and revisions thereto and provide the **DAAS/ILCS** Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective **implementation** and continued operation of **DAAS/ILCS**. In addition, furnish copies of initial training instructions.

d. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the **DAAS/ILCS** Administrator.

e. Review internal procedures continually to eliminate and prevent **duplication** of records, reports, and administrative functions related to information provided by the DLSS.

f. Provide the DLA Administrative Support Center, ATTN: **DASC-PP**, Cameron Station, Alexandria, VA. 22314-6100 with an open rider requisition using Standard Form 1, Printing and Binding Requisition, and bulk distribution lists to cover all printed changes to this manual.

g. Ensure that **operating** activities that **support** the **DAAS/ILCS** functions comply with this manual.

h. Furnish to the **DAAS/ILCS** Administrator copies of supplemental and internal procedures, and changes thereto, related to the operation of **DAAS/ILCS**.

i. Report **problems**, violations, and deviations that arise during system operations.

#### F. FOCAL POINTS

1. The following **offices** have.. been designated as focal points for the **DAAS**:

**DAAS/ILCS**  
Administrator

,Director, Defense Logistics Agency  
ATTN: **DLA-ZS**  
Cameron Station  
"Alexandria, VA 22304-6100

**DAASO**

Chief, Defense Automatic Addressing  
System Office  
ATTN: DAAS-VL  
Gentile AFS, Dayton, OH 45444-0001

Army	<b>Commander</b> U.S. Army Materiel Command ATTN : <b>AMCSM-PSP</b> 5001 Eisenhower Avenue Alexandria, VA 22333-5001
Navy	<b>Commander</b> Naval Supply Systems Command ATTN : SUP 0323 Washington, DC 20376-0001
Air Force	Deputy Chief of Staff, Systems and Logistics U.S. Air Force ATTN : AF/LEYS Washington, DC 20330-0001
Marine Corps	<b>Commandant of the Marine Corps</b> ATTN : <b>LPS-4</b> Arlington Annex Washington, DC 20380-0001
Coast Guard	<b>Commandant, U.S. Coast Guard</b> ATTN : G-FLP-1 2100 Second St., S.W. Washington, DC 20593-0001
Defense Nuclear Agency	<b>Director, Defense Nuclear Agency</b> ATTN: LETS Washington, DC 20305-0003
Defense Communications Agency	<b>Director, Defense Communications Agency</b> ATTN : Code B651 Washington, DC 20305-0001
Defense Logistics Agency	<b>Director, Defense Logistics Agency</b> ATTN : <b>DLA-OS</b> Alexandria, VA 22304-6100
General Services Administration	<b>Office of Federal Supply and Services</b> ATTN: FSR Washington, DC 20406-0001
National Security Agency	<b>Director, National Security Agency</b> ATTN: L112 Ft. George G. Meade, MD 20755-6099

2. The following offices have been designated as focal points for the ILCS:

DAAS/ILCS Administrator	Director, Defense Logistics Agency ATTN : DLA-ZS Cameron Station Alexandria, VA 22304-6100
DAASO	Chief, Defense Automatic Addressing System Office ATTN: DAAS-VS Gentile AFS, Dayton, OH 45444-0001
Air Force	Commander Air Force Logistics Command ATTN: ILC/XRXD Wright-Patterson AFB, OH 45433-5000
Navy	Chief of Naval Operations ATTN : OP-631 H Washington, DC 20350-2000
Army	Commander U.S. Army Materiel Command ATTN: AMSAC-MP/R Alexandria, VA 22333-0001

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the Foreword, Table of Contents, Acronyms, and References - the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parentheses, and by lower case letters in parentheses, in that order, for example:

Chapter 1.

Section \_\_\_\_\_ A

Paragraph \_\_\_\_\_ 3

Subparagraph (s) \_\_\_\_\_ a

\_\_\_\_\_ (1)

\_\_\_\_\_ (a)

c. Appendices are identified by alphabetic and numerics to indicate an alphabetic group, e.g. , A1 , A2, B1 , B2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e. , B1-, B2-, etc. , followed by the page number of the appendix.

## 2. Distribution of the Manual

The Defense Logistics Agency will distribute this manual and all formal changes to those designated points within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels, as listed on the inside of front cover.

## 3. Formal and Interim Changes

a. Formal changes to this manual will be published as needed. Formal changes will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by marginal asterisks.

b. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated.

## H. PROPOSED CHANGES

1. Activities proposing revisions to this manual will forward the proposal to their focal point.

2. If concurred in, the focal point will forward the proposed change to the DAAS/ILCS Administrator:

Chief  
 AIS Development and Control Division  
**ATTN:** DLA-ZS  
 Cameron Station  
 Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual:

a. Concept. A narrative description of the concept underlying the proposed change - the basic problem.

b. Rationale. A narrative description of the rationale for the proposed change - *why* it is a problem.

c. Interface. Known or potential interface with or impact on other DLSS or non-DLSS DoD logistics system(s).

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should also be addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications affected.

4. The DAAS/ILCS Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the appropriate focal points. A consecutively numbered proposed change letter will be prepared to staff proposals. A minimum of 60 calendar days will be allowed for staffing.

#### I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the DAAS/ILCS Administrator will, in coordination with the appropriate focal points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD focal point committee deliberations or, as in most cases, through letters to the focal points.

2. Preferred Implementation Date. Request for implementation date letters will allow the focal points a minimum of 60 calendar days for staffing.

3. Effective Date. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the DAAS/ILCS Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced through release of an approved change letter.

4. Approved Change Letters. Approved change letters will be consecutively numbered. They are provided to formally notify system participants of approved changes. They may also be used as planning documents to assist participants in any program of system design efforts which may be necessary to implement the changes.

5. Implementation. DoD policy (see section D) requires full implementation of DAAS/ILCS. If an approved change cannot be implemented as scheduled, the focal point must request deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The Administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the ASD(MI&L) for resolution.