



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

August 19, 2016

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

**SUBJECT: Proposed Defense Logistics Management Standards (DLMS) Change (PDC) 1053,  
MAPAD Procedures (MAPAD)**

We are forwarding the attached proposed change to Defense Logistics Manual (DLM) 4000.25, Volume 6, Chapter 3, MAPAD and MAPAD Appendices for evaluation and submission of a single coordinated DOD Component position. It is the responsibility of the MAPAD Process Review Committee Representative and/or Central Service Point to ensure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to Defense Logistics Management Standards Office no later than 30 days from the date of this memorandum. If non concurrence is provided, please provide an alternative method to meet the requirement being addressed. Notwithstanding, due to the outdated nature of the current procedures contained in Volume 6, Chapter 3 of DLM 42000.25, the procedures provided herein are available for immediate implementation upon publication of this Proposed DLMS Change.

Addressees may direct questions to Mr. Tad DeLaney, DOD MAPAD PRC Chair, 703-767-6885 or DSN 427-6885, or email: [DLMSOMAPAD@dla.mil](mailto:DLMSOMAPAD@dla.mil). Others must contact their Component designated PRC representative available at: <https://www.dlms.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp>.

**HEIDI M. DAVEREDE**  
Director  
Defense Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD (SCI)

# **Proposed DLMS Change 1053, Military Assistance Program Address Directory (MAPAD) Manual**

## **1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

a. **Technical POC:** Defense Logistics Management Standards Office, MAPAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: [DLMSOMAPAD@dla.mil](mailto:DLMSOMAPAD@dla.mil)

b. **Functional POC:** Defense Logistics Management Standards Office, MAPAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: [DLMSOMAPAD@dla.mil](mailto:DLMSOMAPAD@dla.mil)

## **2. FUNCTIONAL AREA: MAPAD**

## **3. REFERENCES:**

a. [DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 3, MAPAD.](#)

b. [Approved DLMS Change 448A](#), Address Line 5 Country Name Implementation and Related DoDAAD Batch Transactions, signed October 2, 2012. (DoDAAD/MAPAD/ Supply/Finance)

c. [DODM 4140.01](#), DOD Supply Chain Materiel Management Procedures, February 10, 2014.

d. [5105.38-M](#), Security Assistance Management Manual (SAMM) May 3, 2013.

e. [DLM 4000.25, Defense Logistics Management Standards, Volume 6, Appendices](#)

f. [DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures \(MILSTRIP\)](#)

## **4. REQUESTED CHANGE(S):**

a. **Brief Overview of Change:** This change provides documentation corrections, reorganization, and clarification to DLM 4000.25, Volume 6, Chapter 3, MAPAD

b. **Background:** The MAPAD Administrator conducted a review of DLM 4000.25, Volume 6, Chapter 3, MAPAD manual and made administrative changes to better clarify the content within the manual.

c. **Requested Change in Detail:** The prior version of the DLM 4000.25, Volume 6, Chapter 3, MAPAD manual included duplication and breaks in the structured logical flow of the material. To address the issues, sections were moved, repetitive content was consolidated, and additional information was added to improve the user experience.

(1) Merged Functional and Technical Architecture sections together under the unified Architecture section.

(2) The MAPAD Data Dictionary link was added under the Technical Architecture section.

(3) Dropped the repetitive paragraph stating the International Logistics Control Office (ILCO) is responsible for ensuring accuracy of data in the Functional Architecture section. This information is covered in more detail in the Responsibilities section.

(4) Composition of Clear Text Addresses includes additional information regarding the country name and the requirement to include the country name in the fifth line of the address.

(5) MILSTRIP data element names have been updated to align with the data element names in the MILSTRIP Manual, Chapter 6 - Security Assistance Program.

(6) The construction of the MAPAC has not changed, but the source of the second and third characters has been updated to be consistent with the Security Cooperation (SC) Customer Code in DSCA 5105.38-M, SAMM, Chapter 4, Table C4.T2. References to “Country/Activity” in the appendices have been changed to “SC Customer Code”. Examples of how to construct the MAPAC have been formatted.

(7) References and links to DSCA Manual were updated to be consistent with DSCA 5105.38-M, SAMM’s website.

(8) Updated Type of Address Code (TAC) descriptions to remove the MILSTRIP record position references and replace with data elements used by DLMS.

(9) Updated the reference to the water and aerial port of debarkation codes used by Financial Management System (FMS). The Delivery Term Codes (DTC) were listed incorrectly.

(10) The MAPAD appendices are included in this PDC for review only. The actual published files on the Defense Logistics Management Standards Office Website will include separate links for each appendix.

(11) Appendix 2.12 (template for MAPAD update request letter) is new. The appendix contains the template to be used by the embassy to submit a MAPAC change request to the ILCOs.

(12) Removed Appendix 2.11 (i.e., Authorized exceptions, special processes, and delayed implementation dates) as the content is no longer relevant.

(13) All other changes are administrative in nature. Updates to paragraph numbers and references are required to realign the reference after the update to the DLM 4000.25, Volume 6, Chapter 3, MAPAD manual. All changes are shown in Enclosure 1 and are annotated in red, bold, italics and double-strikethroughs.

(14) Administrative update to change “shall” to “will” or “must” per a style change for DOD issuances and administrative updates are incorporated based on the Defense Security Cooperation Agency (DSCA) updates to the Security Assistance Management Manual (SAMM), now published in electronic (e-SAMM) format. This change will not be annotated in the published manual.

(15) Updated instructions for Freight Forwarder process and updates to lettered TACs (i.e., A, B, C and D).

**d. Revisions to DLM 4000.25 Manuals:** Revise DLM 4000.25, Volume 6, Chapter 3 and appendices (See Enclosure 1). Changes are annotated in red, bold, italics and double-strikethroughs.

**5. REASON FOR CHANGE:** This change is needed to enhance readability, incorporate administrative changes and to allow the ILCO CSPs and MAPAD Administrator an opportunity to review and keep the manual up to date.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** Publishes updated policy and procedures applicable to the MAPAD.

**b. Disadvantages:** None

**7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** This change is slated for Formal Change 9 in the next DLM 4000.25, Defense Logistics Management System, publication cycle. There are no programming impacts.

**8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** None.

**9. IMPACT:**

**a. New DLMS Data Elements:** There are no new DLMS data elements associated with this change.

**b. Changes to DLMS Data Elements:** There are no changes to existing DLMS data elements.

**c. Automated Information Systems (AIS):** No AIS changes.

**d. Transaction Services:** None

**e. Non-DLM 4000.25 Series Publications:** None

ENCLOSURE 1:

## **TABLE OF CONTENTS**

### **VOLUME 6: LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES**

	<u>Page</u>
FOREWORD .....	1
CHANGE HISTORY PAGE .....	2
TABLE OF CONTENTS.....	7
<b>CHAPTER 1 INTRODUCTION</b>	
C1.1. GENERAL.....	C1-1
C1.2. POLICY.....	C1-1
C1.3. APPLICABILITY .....	C1-1
C1.4. DoDAAD PROCESS REVIEW COMMITTEE.....	C1-1
C1.5. MAPAD PROCESS REVIEW COMMITTEE .....	C1-2
C1.6. PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE ....	C1-2
C1.7. NONCOMPLIANCE .....	C1-2
<b>CHAPTER 2 DoD ACTIVITY ADDRESS DIRECTORY</b>	
C2.1. GENERAL.....	C2-1
C2.2. POLICY.....	C2-1
C2.3. ROLES AND AUTHORITIES .....	C2-2
C2.4. DoDAAC AND RIC STRUCTURE .....	C2-6
C2.5. ROUTING IDENTIFIER CODES .....	C2-12
C2.6. DoDAAD UPDATES .....	C2-14
C2.7. DoDAAD OUTPUT .....	C2-15
<b>CHAPTER 3 MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY</b>	
C3.1. GENERAL.....	C3-1
C3.2. POLICY.....	C3-1
C3.3. ROLES AND AUTHORITIES.....	C3-1
C3.4. SYSTEM ACCESS AND MAINTENANCE .....	C3-8
C3.5. USE OF MAPAC IN MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES .....	C3-10
C3.6. COMPOSITION OF CLEAR TEXT ADDRESSES .....	C3-11
C3.7. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED PROCESSING FILES.....	C3-14

C3.8.	FREIGHT FORWARDER/COMPONENT SECURITY ASSISTANCE OFFICE .....	C3-14
C3.9.	FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS .....	C3-16
C3.10.	MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES .....	C3-18
C3.11.	CONSTRUCTION OF CANADIAN MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES .....	C3-22
C3.12.	TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES ..	C3-24
C3.13.	SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES .....	C3-27
C3.14.	WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES .....	C3-28
C3.15.	EFFECTIVE DATE AND DELETED DATE FOR FOREIGN MILITARY SALES .....	C3-28
C3.16.	OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES.....	C3-28
C3.17.	DELIVERY TERM CODES FOR FOREIGN MILITARY SALES .....	C3-29
C3.18.	PRIORITIES FOR FOREIGN MILITARY SALES .....	C3-29
C3.19.	FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS .....	C3-29
C3.20.	GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS .....	C3-30
C3.21.	CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID .....	C3-31
C3.22.	TYPE ADDRESS CODES FOR GRANT AID .....	C3-32
C3.23.	SPECIAL INSTRUCTIONS FOR INDICATORS FOR GRANT AID ..	C3-33
C3.24.	WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID .....	C3-33
C3.25.	EFFECTIVE DATE AND DELETION DATE FOR GRANT AID .....	C3-33
C3.26.	DELIVERY TERM CODES FOR GRANT AID .....	C3-33
C3.27.	PRIORITIES FOR GRANT AID .....	C3-33
C3.28.	GRANT AID CLASSIFIED SHIPMENTS .....	C3-33
C3.29.	CODES AND TRANSACTION FORMATS .....	C3-33
 CHAPTER 4 PIPELINE MEASUREMENT		
C4.1.	GENERAL.....	C4-1
C4.2.	POLICY.....	C4-2
C4.3.	ROLES AND AUTHORITIES.....	C4-3
C4.4.	CONFIGURATION MANAGEMENT.....	C4-6
C4.5.	LMARS ARCHITECTURE .....	C4-8
C4.6.	LMARS CONTENT .....	C4-9

APPENDICES

AP2.1.	APPENDIX 2.1. MAPAD Document Identifier Codes .....	AP2.1-1
AP2.2.	APPENDIX 2.2. Service Codes .....	AP2.2-1
AP2.3.	APPENDIX 2.3. Special Instruction Indicators (SIIs) .....	AP2.3-1
AP2.4.	APPENDIX 2.4. Type Of Address Codes (TACs).....	AP2.4-1
AP2.5.	APPENDIX 2.5. Delivery Term Codes (DTCs).....	AP2.5-1
AP2.6.	APPENDIX 2.6. Address File Identifier .....	AP2.6-1
AP2.7.	APPENDIX 2.7. Addition/Revision To MAPAD For FMS (MA1, MA2) .....	AP2.7-1
AP2.8.	APPENDIX 2.8. Deletion To MAPAD For FMS (MA3) .....	AP2.8-1
AP2.9.	APPENDIX 2.9. Addition/Revision To MAPAD For Grant Aid (MA1, MA2) .....	AP2.9-1
AP2.10.	APPENDIX 2.10. Deletion To MAPAD For Grant Aid (MA3) .....	AP2.10-1
AP2.11.	APPENDIX 2.11. MILSTRIP Data Elements For FMS.....	AP2.11-1
AP2.11.	APPENDIX 2.11. Authorized Exceptions, Special Processes, And Delayed Implementation Dates(Introduction) .....	AP2.11-1
AP2.12.	APPENDIX 2.12. MILSTRIP Data Elements For FMS.....	AP2.12-1

TABLES

<u>Table</u>	<u>Title</u>	
C2.T1.	DoDAAC Authority Code .....	C2-9
C3.T1.	DoD Component Security Assistance Offices .....	C3-15
C3.T2.	Data Elements used to construct Ship-to and mark-for MAPACs ...	C3-20
C3.T3.	Data Elements used to construct the Canadian MAPACs .....	C3-24
C3.T4.	Type of Address Code Descriptions .....	C3-25
C3.T5.	TACs For Classified Materiel.....	C3-30
C3.T6.	Data Elements used to construct the Grant Aid MAPACs .....	C3-32
C3.T7.	Grant Aid Type Address Codes .....	C3-32

FIGURES

<u>Figure</u>	<u>Title</u>	
C3.F1.	Example of Ship-to and Mark-for MAPAC.....	C3-19
C3.F2.	Example of Country Address Page for Australia.....	C3-21
C3.F3.	Example of Foreign Military Sales MAPAC Construction for Canada Ship-to .....	C3-23
C3.F4.	Example of Special Instruction Indicators .....	C3-27
C3.F5.	Example of Grant Aid MAPAC from the Requisition .....	C3-31

# **C3. CHAPTER 3.**

## **MILITARY ASSISTANCE PROGRAM ADDRESS**

### **DIRECTORY**

#### **C3.1. GENERAL**

C3.1.1. Purpose. This chapter establishes information requirements for the Military Assistance Program Address Directory (MAPAD). This chapter prescribes the standards to establish, maintain, publish, and disseminate address data to requiring Military Service organizations, Federal agencies, foreign country representatives, freight forwarders, and commercial firms under DoD contracts who are engaged in supply and/or shipment of materiel applicable to the Security Assistance Program, including Foreign Military Sales (FMS) and Grant Aid programs.

C3.1.2. Description. MAPAD is the authoritative source for the Military Assistance Program Address Code (MAPAC), which is a six position code that uniquely identifies a program or activity. MAPACs are stored in the MAPAD, a web application that provides the capability to control, maintain, and provide access to near real-time data.

C3.2. POLICY. DoDI 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011 and DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures," February 10, 2014 provide policies and governing procedures for this volume.

#### **C3.3. ROLES AND AUTHORITIES**

C3.3.1. Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI). The ODASD/SCI will:

C3.3.1.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the MAPAD program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of MAPAD.

C3.3.1.2. Champion efforts to identify funding sources to support and further the MAPAD program objectives.

C3.3.1.3. Resolve policy and procedural issues where agreement cannot be achieved within the MAPAD Process Review Committee (PRC).

C3.3.1.4. Ensure applicable coordination within OSD staff elements regarding MAPAD policy guidance or one-time instructional memoranda affecting functions assigned to the MAPAD PRC.

C3.3.1.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C3.3.1.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD/SCI PRC member.

C3.3.1.7. Ensure that DoD senior leaders are advised of initiatives and plans as they are developed with respect to MAPAD.

C3.3.1.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C3.3.1.9. Direct Approved Defense Logistics Management Standards (DLMS) Change implementation dates as needed.

C3.3.2. Defense Logistics Management Standards Office MAPAD Administrator. As Chair of the DoD MAPAD Process Review Committee, the MAPAD Administrator will:

C3.3.2.1. Develop MAPAD PRC meeting agendas, convene meetings as required, and publish final meeting minutes.

C3.3.2.2. Submit proposed recommendations for MAPAD improvement to the committee members and the OSD PSA. Present issues to the MAPAD PRC for review and resolution. Where PRC consensus cannot be achieved, document and present the issues to the OSD PSA for resolution.

C3.3.2.3. Report findings and recommendations of evaluations and reviews, with comments from the DoD Components and participating external organizations, to the OSD PSA through the use of standard DLMS configuration management procedures (e.g., proposed and approved DLMS changes).

C3.3.2.4. Develop business rules and procedure documentation, including business rules for MAPAD Central Service Point (CSP) assignment.

C3.3.2.6. Develop and provide MAPAD training.

C3.3.2.7. Develop and document MAPAD functional requirements and specifications.

C3.3.2.8. Ensure testing and validation of approved MAPAD changes.

C3.3.2.9. Publish the following MAPAD PRC information:

- current list of MAPAD PRC members,
- meeting minutes,

- current list of MAPAD Central Service Points,
- MAPAD System Standard Operating Procedures,
- MAPAD Master File Layout,
- MAPAD Assignment Logic information,
- CSP appointment memorandum templates, and
- additional MAPAD resources on the MAPAD PRC webpage  
<http://www.dlmso.dla.mil/Programs/Committees/MAPAD/mapad.asp>.

C3.3.3. MAPAD PRC. The MAPAD PRC is a committee responsible for development, maintenance, and change management of the MAPAD. The committee is chaired by the MAPAD Administrator with representation from each of the Services and Agencies who comprise the member subscribers of the MAPAD. Change management is accomplished through the Proposed DLMS Change (PDC)/Approved DLMS Change (ADC) process. The DLMS change management requirements and guidelines are documented in DLM 4000.25, Volume 1, Chapter 3 (Change Management) and are available at [www.dlmso.dla.mil/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dlmso.dla.mil/elibrary/manuals/dlm/dlm_pubs.asp). The DLMS change management process ensures proper documentation of all proposed or approved changes and provides an audit trail for tracking and reporting of these changes to the functional baseline. The MAPAD PRC operates under the authority and within the framework documented in this chapter. Current PRC members are identified on the MAPAD PRC webpage.

C3.3.4. Transaction Services. In addition to being the technical manager of, and organization responsible for the Defense Automated Addressing System (DAAS), Transaction Services serves as the System Access Control Point (SACP) for the MAPAD. In this capacity, Transaction Services is responsible for the following:

C3.3.4.1. Designate a MAPAD SACP in writing to the MAPAD Administrator.

C3.3.4.2. Maintain the MAPAD as the authoritative data source for MAPACs and the associated data elements.

C3.3.4.3. Maintain a hardware, software, and customer assistance support helpdesk. If users have MAPAD software related problems, they can call the Transaction Services customer assistance support helpdesk at 937-656-3247.

C3.3.4.4. Maintain proper system access controls. Access for CSPs must be based on both Transaction Services approved system access requests (SAR), and approved CSP assignments received from the Services.

C3.3.4.5. Maintain system documentation, data validation edits, and security for the MAPAD.

C3.3.4.6. Maintain a profile of authorized MAPAD users by access level.

C3.3.4.7. Maintain statistics on the number of accesses and types of access (update, query, download) by user.

C3.3.4.8. Maintain Web query applications.

C3.3.4.9. Maintain the MAPAD Update Application.

C3.3.4.10. Provide MAPAD data output to external applications and customers.

C3.3.4.11. Design and maintain the MAPAD database to implement functional requirements.

C3.3.4.12. Test program functionality and system interface connectivity.

C3.3.4.13. Participate in the MAPAD PRC.

C3.3.4.14. Review and provide technical input to Defense Logistics Management Standards Office on MAPAD PDCs and ADCs.

C3.3.4.15. Implement MAPAD changes directed in ADCs.

C3.3.4.16. Hardware and software acquisition

C3.3.4.17. Technical design and database maintenance

C3.3.4.18. Testing and system interface connectivity

C3.3.4.19. Hardware and software maintenance and refresh

C3.3.5. DoD Components. DoD Components will:

C3.3.5.1. Appoint a MAPAD PRC representative, in writing, to the MAPAD PRC Chair/MAPAD Administrator. This representative may be the CSP. A sample appointment letter can be found on the MAPAD PRC webpage at <http://www.dlmsso.dla.mil/Programs/Committees/MAPAD/mapad.asp>

C3.3.5.2. Designate, in writing, a primary MAPAD CSP and an alternate CSP to the MAPAD SACP. A sample letter for these appointments can be found on the MAPAD PRC webpage at <http://www.dlmsso.dla.mil/Programs/Committees/MAPAD/mapad.asp>

C3.3.5.3. Submit MAPAD CSP appointment changes to the MAPAD SACP in a timely manner to allow the SACP to promptly add or remove account access to the MAPAD Update Application. Appointments will include all individuals who require access (to include existing appointments) as well as individuals who will be revoked.

This will ensure that the latest appointment includes all currently authorized personnel for the Service/Agency. These appointments do not grant access; they authorize access. Transaction Services grants access based on matching the completed SAR with appointment authorizations.

C3.3.5.4. Develop and publish supplemental procedures for internal use as needed, as long as they do not conflict with the procedures contained herein. Component unique processing information is included in the MAPAD and is published on the MAPAD PRC webpage; however, this information remains the Component's responsibility.

C3.3.5.5. Implement approved DLMS changes.

C3.3.6. MAPAD Central Service Points. Service International Logistics Control Offices (ILCO) serve as the MAPAD Central Service Points (CSPs), and are appointed, in writing, by their respective Service to perform the role of MAPAD CSP. CSPs are accountable to their respective components for managing their records within the MAPAD, and are responsible for ensuring the accuracy and currency of their MAPACs. They are identified at [https://www.dlms.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/members\\_MAPAD\\_FocalPoints.docx](https://www.dlms.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/members_MAPAD_FocalPoints.docx). Additionally, they are responsible for the following:

C3.3.6.1. Serve as MAPAD PRC members or interested parties for their respective Component or Agency.

C3.3.6.2. Assign and maintain MAPACs that are authorized in their appointment memoranda for activities of their Service.

C3.3.6.3. Ensure the accuracy and currency of the MAPAD data for their assigned MAPACs and for maintaining records to support the proper assignment, modification or deletion of each MAPAC. CSPs must validate MAPAD addresses on a continual basis. Each Component must establish internal MAPAD validation procedures. Requests for changes to the MAPAD may be received from the following sources in addition to country representatives:

C3.3.6.3.1. Freight Forwarder. A Freight Forwarder may submit requests to the ILCO CSP for a change of address to the existing addresses for receipt of materiel/documentation, except TAC A, B, C, or D addresses, which must have prior approval by the Defense Security Service and the country representative. In addition, the Freight Forwarder must register with the Directorate of Defense Trade Controls (DDTC); this is required for classified and non-classified MAPAC changes.

C3.3.6.3.2. U.S. Government Representatives Located in the Continental United States/Overseas

C3.3.6.3.2.1. Authorized U.S. Government representatives located overseas may submit a request for addition, revision, and/or deletion of any MAPAD address, provided they indicate that the request has been coordinated with the country representative.

C3.3.6.3.2.2. Authorized U.S. Government representatives may process a request for addition, revision, and/or deletion for Air/Army Post Office/Fleet Post Office/Diplomatic Post Office (APO/FPO/DPO) addresses and addresses to receive classified freight shipments without stating that the request has been coordinated with the country representative.

C3.3.6.3.2.3. ILCO CSPs may process a request for addition, revision, and/or deletion of special project addresses, (e.g., assembly/consolidated shipment point addresses) without coordination with the customer country or authorized U.S. Government representative.

C3.3.6.3.2.4. ILCO CSPs may process requests for deletion of MAPACs after the following procedures have been used to close all their cases associated with the MAPAC:

C3.3.6.3.2.4.1. Query the country to validate the MAPAC.  
(Note: The query must be approved by the Services' senior country desk officer.)

C3.3.6.3.2.4.2. After three months, if there is no response from the country, send a second follow up to the country, advising that no response means an automatic deletion from the MAPAD.

C3.3.6.4. Additions, revisions, and deletions to the master MAPAD for Grant Aid addresses must be made only by the responsible ILCO CSP following a request from an authorized U.S. Government representative or the DoD Component.

C3.3.6.5. Assist country representatives in preparing letter requests for materiel and documents classified SECRET/CONFIDENTIAL by identifying their applicable MAPACs.

C3.3.6.6. The ILCO CSP must enter the applicable MAPAC data via the MAPAD Update Application.

C3.3.6.7. Ensure that addresses outside the Continental U.S. (OCONUS) are authorized by the Defense Security Service to receive/process classified materiel/documents.

C.3.3.6.7.1. To ensure a freight forwarder is registered with the Directorate of Defense Trade Controls, the country representative must submit a clearance request (Appendix 2.12) for any activity that has been selected to receive/process materiel/documents classified SECRET/CONFIDENTIAL for its FMS

cases via electronic PDF to the Defense Security Service at: [OCC.Facilities@dss.mil](mailto:OCC.Facilities@dss.mil). U.S. Government facilities and foreign government property (e.g., embassies and missions) are exempt from actual security clearance inspection, but a request for MAPAD address input must be submitted.

C.3.3.6.7.2. Security clearance checklist and frequently asked questions are located at [http://www.dss.mil/isp/fac\\_clear/fac\\_clear.html](http://www.dss.mil/isp/fac_clear/fac_clear.html). Contact information is:

Defense Security Service  
Industrial Security Field Operations  
Facility Clearance Division  
27130 Telegraph Road  
Quantico, VA 22134-2253  
571-305-6642  
[OCC.Facilities@dss.mil](mailto:OCC.Facilities@dss.mil)

C3.3.6.8. Promote and support MAPAD within the respective Component and serve as the Component's MAPAD subject matter expert.

C3.3.6.9. Ensure continuous liaison with the MAPAD Administrator and other DoD Components.

C3.3.7. Defense Security Service (DSS). DSS is responsible for ensuring security clearance surveys are conducted for freight forwarders in accordance with the requirements set forth in [DoD 5200.1-R](#), "Information Security Program," February 12, 2012, [DoD 5200.2-R](#) "Personnel Security Program," February 23, 1996 and [DoD 5200.8-R](#), "Physical Security Program," May 27, 2009.

C.3.3.7.1. The Defense Security Service must conduct a security clearance survey in accordance with the requirements set forth in [DoD 5200.1-R](#), "Information Security Program," February 12, 2012, [DoD 5200.2-R](#) "Personnel Security Program," February 23, 1996 and [DoD 5200.8-R](#), "Physical Security Program," May 27, 2009.

C.3.3.7.2. When the Defense Security Service determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive and store materiel classified CONFIDENTIAL/SECRET, they will send a security clearance verification report to the submitting ILCO of their findings.

C.3.3.7.3. When the Defense Security Service determines that a freight forwarder (or other intended CONUS recipient) cannot be cleared or has been found incapable of safeguarding classified shipments; the Defense Security Service will notify the submitting ILCO via email.

C.3.3.7.4. For a freight forwarder (or other intended recipient) to receive classified shipments for more than one country, a separate request must be submitted

for each individual country. These requests must be submitted and processed as outlined above.

#### C3.4. SYSTEM ACCESS AND MAINTENANCE

##### C3.4.1. MAPAD Access

C3.4.1.1. User Access. There are multiple levels of access governed by the roles of the user. The MAPAD Administrator must set the policy governing access, and Transaction Services must maintain the MAPAD System access controls. All update access is Public Key Infrastructure (PKI) controlled.

C3.4.1.2. MAPAD Central Service Point (CSP) Appointment. All MAPAD CSPs (also known as International Logistics Control Office (ILCO) CSP) be appointed in writing by their respective Component. Appointment letters are forwarded, via email, to the MAPAD Administrator, who reviews and forwards them to Transaction Services for processing. Once appointed, CSPs submit System Access Requests (SAR) to Transaction Services for access.

C3.4.1.3. MAPAD System Access Requests. Transaction Services provides a System Access Request (SAR) Web screen for potential users to request access <https://www.transactionservices.dla.mil/sar>. This screen requests information regarding the type of access required (drop down list), information about the requestor (fill in the blanks), need for access (drop down), and Component affiliation (drop down), and requests that they enter and verify their desired password (fill in blanks). Upon approval, Transaction Services will send an email back to the requestor notifying the requestor of the approval or denial. If access is granted, Transaction Services will send two separate emails back to the requestor: one contains the user ID, and the other is for the password. The user ID and password are only used to register a common access card (CAC) for PKI control. Once the CAC is registered, all access must be restricted to CAC/PKI access.

C3.4.1.4. Database Profiles. The application server provides a database profile of all users with access by access level and maintains statistics on the number of accesses and types of access (update, query, download) by user. The application server also maintains data on attempted unauthorized access.

##### C3.4.1.5. Access Levels and Authorities.

C3.4.1.5.1. System Administration Level. This highest level of access is provided only to the MAPAD Administrator and Transaction Services. They must have access to all data and be able to download any information in the data base. They also have access to all user profiles and usage data.

C3.4.1.5.2. Component International Logistics Control Office Central Service Point Level. This level of access is granted to the individual(s)

designated in writing by each DoD Component as its ILCO CSP(s). The letter of designation must be provided to Transaction Services, with a copy to the MAPAD Administrator. The MAPAD contains a field called "Sponsored Service" indicator, which restricts who can update a particular MAPAC. If the Sponsored Service indicator is present, access is restricted to users in the same Component area as the Sponsored Service (e.g., the Army ILCO CSP will not be able to update a MAPAC with the Sponsored Service indicator set to the Navy). ILCO CSPs set the Sponsored Service indicator. The ILCO CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the DoD Component for which they are responsible.

C3.4.1.5.3. DoD Component Monitors. Component level ILCO CSPs can delegate and/or subdivide file maintenance responsibilities for their respective MAPACs. A maximum of 20 delegations or Monitors per ILCO CSP are allowed. Each ILCO CSP must identify to the MAPAD Administrator and Transaction Services the individuals to whom sub delegations are being made and the MAPACs for which each is responsible in the MAPAD. The user ID must be structured such that, when an ILCO CSP or their designated Monitor logs into the system, the system recognizes the ILCO CSP or Monitor, the MAPACs, and related information for which that ILCO CSP or Monitor has responsibility. The ILCO CSP or Monitor will have the ability to access all information in the database and can update any information for the Component for which they have been assigned responsibility by their ILCO CSP. ILCO CSPs or Monitors will not be able to update information on other Component MAPACs, or MAPACs assigned to another ILCO CSP or Monitor within their Component.

C3.4.1.5.4. General Access Level. This level provides user access to view any general information in the database via the Defense Automatic Addressing System Center Inquiry (DAASINQ) query program for a specific MAPAC. Additional MAPAD information and file download capability is available by SAR/PKI access via Transaction Services' enhanced DAASINQ (eDAASINQ).

C3.4.2. MAPAD System Maintenance. MAPAD System changes are driven by the following events: 1) changes to DoD instructions/directives, 2) policy changes, 3) process improvement, and 4) recommendations of the DoD Components. Recommended changes to the administration and support of the MAPAD are handled through the documented DLMS change process found in Volume 1 of this manual [www.dlms.dla.mil/elibrary/manuals/dlm/v1.asp](http://www.dlms.dla.mil/elibrary/manuals/dlm/v1.asp)

C3.4.3. MAPAD Data Maintenance. The ILCO CSPs or their designated ILCO CSP Monitors update the MAPAD via the MAPAD Update Application. This applies only to the directory entries for which the ILCO CSP is responsible and authorized to update. The MAPAD Update Application ensures that data validation is consistent, and that completed maintenance actions update a single authoritative source database at Transaction Services in near real-time.

C3.4.4. MAPAD Data Dictionary. The following is a link to the data elements and definitions:  
<http://www.dlms.dla.mil/Programs/Committees/MAPAD/MAPADLayoutandDictionary.docx>.

C3.4.5. MAPAD Application System Access. The MAPAD is available 24 hours per day, 7 days per week. Application systems requiring access to MAPAD data to support their processing have three options.

C3.4.5.1. Database Replication. Database replication is allowed for now, but an Information Assurance (IA) risk has been identified. This option may be withdrawn without notice. Through the use of a replication process maintained by Transaction Services, the replicated copy is constantly synchronized with the MAPAD database at Transaction Services.

C3.4.5.2. Data Download. Components may download a copy of the MAPAD database for all countries or an individual country in delimited format. The data available for download is only updated once every 24 hours. Components who desire near real-time access can establish a replication link to the MAPAD by contacting Transaction Services.

C3.4.5.3. Batch Processing. The least preferred, option is batch processing; however, Transaction Services must continue to support batch transaction processing for the foreseeable future. The goal, however, is to encourage all users of the MAPAD to switch to database replication processing (if possible).

### C3.5. USE OF MAPAC IN MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

C3.5.1. Activities that prepare FMS and Grant Aid requisitions must ensure that ship-to/mark-for addresses are published in the MAPAD before requisitions are entered into the supply system. Conversely, addresses should be deleted only after all logistics transactions have been completed, or a cross-reference address (in the TAC 9) has been provided. When shipping Activities are unable to select an address or when clarification and/or identification of specific ship-to/mark-for addresses is required, the appropriate freight forwarder/Component Security Assistance office must provide assistance.

C3.5.2. Instructions for construction and use of MAPACs for FMS shipments are contained in Section C3.9.

C3.5.3. Instructions for construction and use of MAPACs for Grant Aid shipments are contained in Section C3.22.

### C3.6. COMPOSITION OF CLEAR TEXT ADDRESSES

C3.6.1. General applications are as follows:

C3.6.1.1. Clear text addresses for each assigned MAPAC must be constructed to ensure timely and efficient delivery of materiel and documentation in accordance with the negotiated delivery conditions of the sales agreement for all FMS MAPACs and Grant Aid agreements.

C3.6.1.2. Each ship-to address must be limited to a maximum of five lines and 35 (including spaces) or fewer positions per line. For an overseas address, the country name should be spelled out on the fifth line (see below for example). This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in automated data processing (ADP) programs.

Overseas Address Example:

BANDARIAN GOVERNMENT  
ATTN: MR. SMITH TEL 123 456 7890  
123 GOVERNMENT WAY  
XYX456 BANDARIA CITY  
BANDARIA

C3.6.1.3. Addresses cannot contain a tilde (~). Special characters such as ampersand (&) and parentheses are acceptable. Use of the tilde is restricted because it is used by Transaction Services as a delimiter in transactions.

C3.6.1.4. Abbreviations must be used only when they are essential to movement of materiel/documents and can be recognized by the involved Services/Agencies, contractors, or foreign government representatives.

C3.6.1.5. Domestic mail addresses must be constructed to include activity name, post office box number, street address, city, state, and ZIP + four code. When the address requires additional information (e.g., exceptions), special instructions must be included in the introduction to the appropriate country address listing. However, other information (e.g., attention lines) may be included in any address line except the street address, city, state, or ZIP + four code line. Post Office box numbers will not be accepted for ship to addresses without Special Instruction Indicators (SIIs).

C3.6.1.6. Use of APO/FPO/DPO addresses must be specifically authorized by DoD Letter of Offer and Acceptance. Additionally, their use requires the written approval of the addressee, stating that they must accept full responsibility for receiving materiel/documentation. APO/FPO/DPO addresses must be constructed to include activity name, office symbol or code, post office box number, APO/FPO/DPO number and Zip + four code. When the address requires additional information, (e.g., exceptions), special instructions must be included in the introduction to the appropriate

country address listing. Other information (e.g., attention lines) may be included in any address except the APO/FPO/DPO line.

C3.6.1.7. International mail addresses are not to be used in shipping FMS or Grant Aid items unless specifically authorized by DoD Letter of Offer and Acceptance.

C3.6.1.8. The Department of State Pouch Service is no longer allowed to be used for the movement of materiel, including small parcels.

C3.6.1.9. For deletion of a MAPAC, all logistics transactions containing the deleted MAPAC must have been completed or instructions for processing logistics transactions still in the system must be provided to the ILCO CSP. Accordingly, one of the following must be accomplished:

C3.6.1.9.1. When addresses for another MAPAC are to be used for processing requisitions, the deleted clear text addresses must be replaced with an address reference that reads "Deleted. Use MAPAC (insert appropriate code) addresses." This must be a TAC 9 and remain in the MAPAD for five years. Also, the replacement MAPAC must be entered in the cross reference field of the deleted MAPAC.

C3.6.1.9.2. When addresses of another MAPAC are not to be used for processing logistics transactions, special instructions indicator (SII) "S" must be included in the directory and the clear text address field must be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing.

### C3.6.2. Foreign Military Sales Address Composition

C3.6.2.1. Domestic freight addresses must be constructed to include the name and address of the freight forwarder/country representative, street address, city, state, and ZIP + four code. Other information, (e.g., attention lines) can be included on any address line other than the street address, or the city, state, and ZIP + four code lines. Addresses containing telephone numbers must be constructed at a request from the freight forwarder/country representative for notification by the carrier prior to delivery, subject to additional charges. Therefore, all such entries should be closely coordinated with the country representative to determine whether prior notice and its subsequent charges are actually required.

C3.6.2.2. Mark-for addresses must be constructed to provide for delivery to the ultimate consignee.

C3.6.2.3. When FMS shipments are to be delivered to an overseas port of debarkation or delivered to destination, the mark-for address must be used with the Water Port of Debarkation (WPOD) or Aerial Port of Debarkation (APOD), as appropriate. If the port of debarkation is located in a country other than the customer

country, the customer must obtain approval authority from the transiting country and confirm this authority prior to MAPAD entry. When the shipment is made to an APO/FPO/DPO address, the mark-for address should be placed on the parcel in such a way that it will not be confused with the APO/FPO/DPO address. This will avoid the possibility of the parcel being inadvertently routed through international mail.

C3.6.2.4. Addresses for receipt/processing of classified mail or materiel must meet the requirement for classification of CONFIDENTIAL or SECRET as prescribed by DSS and discussed earlier.

### C3.6.3. Grant Aid Address

C3.6.3.1. When a small parcel shipment is not acceptable to the authorized U.S. Government representative located overseas, as indicated by the absence of a TAC 1 address, materiel must be shipped to the freight address (TAC 2).

C3.6.3.2. An international mail address may be used when an APO/FPO/DPO does not operate but must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C3.6.3.3. The clear text address column must normally be blank for a TAC 2 address. The appropriate WPOD or APOD must be used with the TAC M address for this MAPAC to consign materiel shipments. The TAC 2 clear text address field must contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized. If commercial airlift is authorized, the name and location of the International Air Port is not shown in the TAC 1 or 2. The TAC 1 and 2 must have an "S" in the SII and the airport information must be listed in the special instruction. The APOD field must contain the three-position air terminal identifier code for the airport to be used for delivery of materiel by U.S. Military aircraft. To determine the APOD for a specific location, refer to the Scott Airlift Control Center Website <https://tacc.scott.af.mil/default.asp?action=xog> (from "XOG Quick Links" select "Channel Sequence Listing". The WPOD field must contain the appropriate three-position water port designator code. Valid APOD and WPOD codes are contained in the table Management Distribution System located at <https://trdm.c2.amc.af.mil/trdm/index.jsp>. See "AERIAL-PORT" and "WATER-PORT" reference tables.

C3.6.3.4. The TAC M address must be constructed to ensure efficient delivery of materiel after reaching the WPOD or APOD.

### C3.7. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED FILES

C3.7.1. The automated MAPAD file enables automated and manually operated DoD Component Activities to be routinely informed of current changes to the master file. To ensure that the most current information is made available to those Activities having a recurring operational requirement for the address data, all DoD Components should take full advantage of this feature.

C3.7.2. DoD Components requiring the automated address file for processing of documentation under the DLMS or for expeditious dissemination of data to activities with manual operations must request the file from Transaction Services. The preferred method to disseminate address data is through data replication. DoD Components requiring the automated address file for internal use should coordinate with Transaction Services to replicate the MAPAD database. In the near term, batch transmissions will be available.

C3.7.3. Transmission of batch transaction changes from Transaction Services to the designated DoD Component Activities must be by electronic transmission using content indicator IHAF. A separate transaction must be made for each MAPAC and TAC that is to be added, revised, or deleted. The document identifier code must identify the action to be taken on the assigned effective/deletion date. The transmission of batch transactions must only be supported until replication can be established.

### C3.8. FREIGHT FORWARDER/COMPONENT SECURITY ASSISTANCE OFFICE

Problems in transportation during delivery of FMS materiel to a freight forwarder should be referred to the shipper if the materiel is moving under a prepaid Commercial Bill of Lading or Government Bill of Lading or via a prepaid small parcel carrier. Problems with the carrier in transportation of materiel moving on a collect commercial bill of lading should be resolved between the carrier and freight forwarder. Problems in documentation or misdirected shipments will be documented by a Supply Discrepancy Report (SDR) submitted through the ILCO or resolved directly with the shipper. If these problems cannot be resolved between the freight forwarder and shipper, contact the appropriate Component security assistance office in Table C3.T1.

Table C3.T1. DoD Component Security Assistance Offices

Component	Contact Data
Army	<p>U. S. Army Security Assistance Command            ATTN: AMSAC-PO-PA -CS            54 M Avenue, Suite 1            New Cumberland, PA 17070-5096</p> <p>Telephone Commercial: (717) 770-6843, 7398 or 4832            Fax Commercial: (717) 770-7909            DSN 771</p>
Navy	<p>US Navy Inventory Control Point Philadelphia            Philadelphia, PA 19111-5098</p> <p>Telephone Commercial: (215) 697-5103, 1155, or 1340            DSN: 442</p>
Marine Corps	<p>Commandant of the Marine Corps Code LFT-1            Washington, DC 20380-0001            Telephone Commercial: (703) 695-7930</p> <p>US Navy Inventory Control Point Philadelphia            Philadelphia, PA 19111-5098            Telephone Commercial: (215) 697-5103, 1155, or 1340</p>
Air Force	<p>Air Force Security Assistance Cooperation Directorate            (AFSAC-D)            555 ILS/LGIP            1940 Allbrook Road, Bldg 1, Door 19            Wright-Patterson AFB OH 45433-5006</p> <p>Telephone: (937) 522-6564, 6565, 6570, or 6571            DSN: 672 6564, 6565, 6570, or 6571            Fax: (937) 656-1155/ DSN: 986-1155</p> <p>E-mail: <a href="mailto:555.ils.transportation@wpafb.af.mil">555.ils.transportation@wpafb.af.mil</a></p>

Table C3.T1. DoD Component Security Assistance Offices

Component	Contact Data
DLA Disposition Services	DLA Disposition Services ATTN: J421 Hart-Dole-Inouye Federal Center 74 Washington Ave Battle Creek, MI 49037  Telephone Commercial: (269) 961-5927, 5668 or 5142 Fax Commercial: (269) 961-4213 DSN 661
Missile Defense Agency	Missile Defense Agency ATTN: DIF Bldg. 5222 Redstone Arsenal, AL 35898  Telephone Commercial: (256) 313-9644 or 9427 DSN: 897-9644 or 9427

**C3.9. FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS**

C3.9.1. The FMS Program is defined as that portion of the Security Assistance Program (SA) under which the recipient provides reimbursement for defense articles and services. It is authorized by the [Foreign Assistance Act of 1961](#), as amended and the [Arms Export Control Act of 1976](#), as amended. All FMS shipments are a result of a negotiated agreement between the U.S. Government and the government of the purchasing country.

C3.9.2. FMS requisitions are designed to be processed in the same manner as DoD logistics transactions; however, there are some instances where they will differ (e.g., construction of Military Standard Requisitioning and Issues Procedures (MILSTRIP)) requisition document numbers and the use of supplementary addresses. The following are general instructions used in shipping FMS materiel:

C3.9.2.1. There will be circumstances when deviations to the shipping instructions contained in the requisition are authorized. An example of a deviation is when a shipment, originally scheduled for delivery to a freight forwarder, is redirected into the Defense Travel System (DTS) for direct delivery to an overseas location.

C3.9.2.2. To use the MAPAD to find in-the-clear, ship-to and mark-for addresses, both the document number and the supplementary address must be used. There are two very important factors to remember when constructing an MAPAC:

C3.9.2.2.1. The requisition numbers for FMS are not constructed the same way requisitions are constructed for the DoD Components.

C3.9.2.2.2. The first six positions of the document number cannot be considered to be the same as a MAPAC.

C3.9.2.3. Because Canada has no freight forwarders in the United States, the construction of their MAPACs is an exception to the rule. Refer to Section C3.13. for construction of Canadian MAPACs.

C3.9.2.4. FMS items must be shipped by a carrier that can provide evidence of shipment (for Supply Discrepancy Report purposes, evidence of shipment constitutes "constructive proof of delivery").

C3.9.2.5. Regulations, such as the [Defense Federal Acquisition Regulation Supplement \(DFARS\)](#) Volume III, Appendix F, Material Inspection and Receiving Report for procurement documents and independent Service requirements, mandate that the elements listed below be provided on shipping documents for use by the freight forwarder. The freight forwarders use this information to obtain insurance, and identify the materiel for the export license. Every effort should be made to ensure that the following information is provided on shipping documents:

C3.9.2.5.1. Requisition Document Number.

C3.9.2.5.2. FMS Case Identifier Number.

C3.9.2.5.3. Unit Price/Total Price.

C3.9.2.5.4. Quantity.

C3.9.2.5.5. NSN/Part Number and Description.

C3.9.2.5.6. Project Code (if applicable).

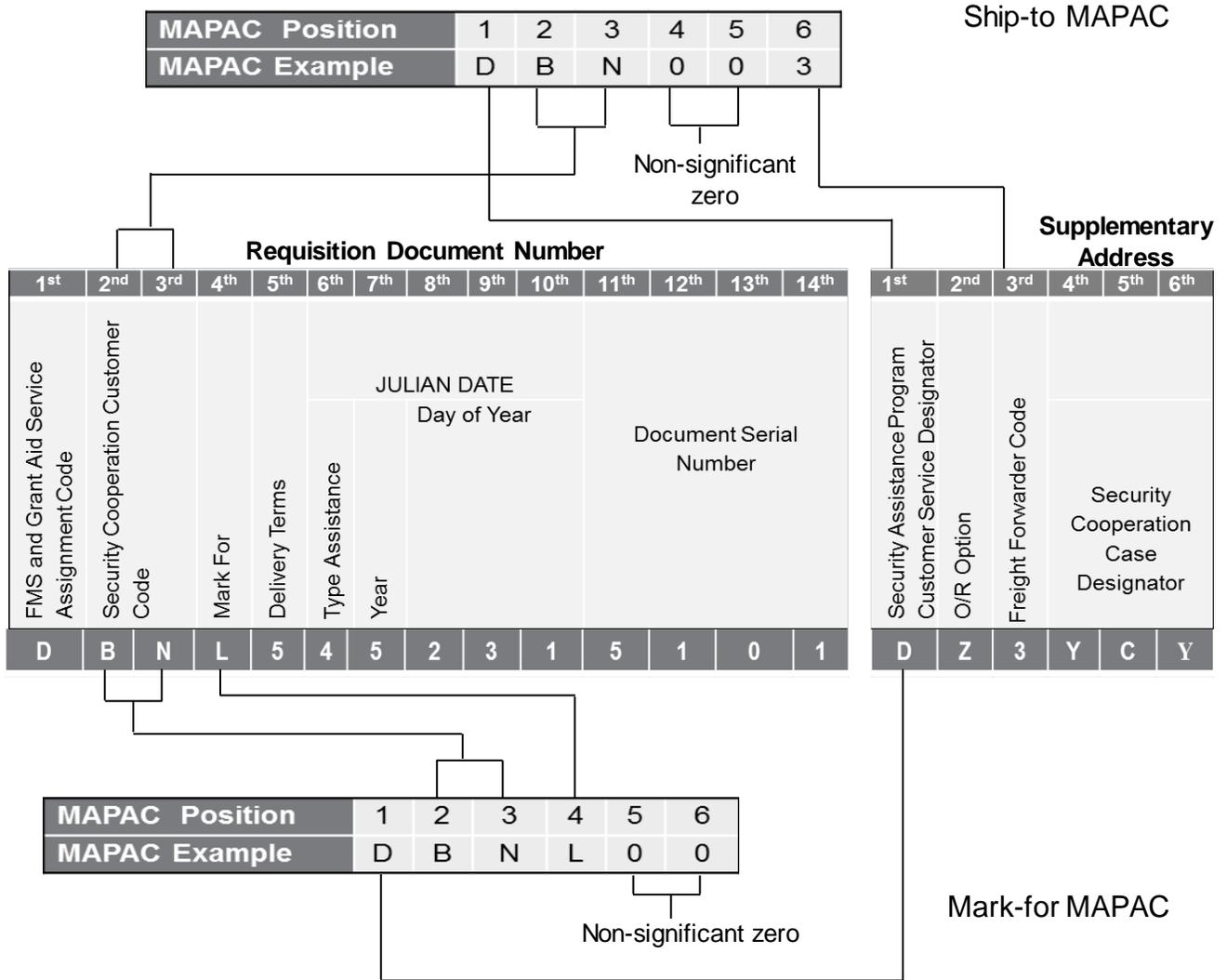
C3.9.3. Prior to selecting the appropriate address, the shipper must consider shipment size, destination, classification, type of materiel, deliver term code, and priority.

C3.10. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS  
FORMAT FOR FOREIGN MILITARY SALES

C3.10.1. Data Elements Used To Construct MAPAD Codes For FMS. Five data fields are required to construct a ship-to MAPAC and a mark-for MAPAC. These data elements are taken from the MILSTRIP legacy requisition document number and supplementary address. A MAPAC must have six positions for the purpose of integrating the code into Component logistics systems. This is accomplished by filling zero in the non-significant MAPAC positions. Figure C3.F1 shows how the Ship-to and Mark-for MAPACs are constructed. The five data elements used to construct the FMS ship-to and mark-for MAPACs are shown below in C3.T2. Refer to Appendix 2.11 for MILSTRIP data element definitions.

C3.10.2 Construction of Military Assistance Program Address Codes for Foreign Military Sales

Figure C3.F1 Example of Ship-to and Mark-for MAPAC



C3.T2. Data Elements used to construct Ship-to and Mark-for MAPACs

MAPAC position	Requisition Document Number	Supplementary Address
<p><u>First position:</u>                      Use the first position of the Supplementary Address for Ship-to and Mark-for MAPACs</p>		The first position contains the Security Assistance Program Customer Service Designator, which is a code designating the customer country's requisitioning Service.
<p><u>Second and third positions:</u>                      Use the second and third positions of the Requisition Document Number for Ship-to and Mark-for MAPACs</p>	Second and third positions contain Security Cooperation (SC) Customer Code assigned by DSCA. The authoritative source for these values is DSCA 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 4, <a href="#">Table C4.T2</a>	
<p><u>Fourth position:</u>                      Use the fourth position of the Requisition Document Number for Mark-for MAPAC.                      Use the non-significant zero for Ship-to MAPAC</p>	The fourth position contains the Mark-for code. The alpha/numeric code indicates the final destination address of the materiel. When the country does not identify a valid mark-for code, a numeric zero must be used	
<p><u>Fifth position:</u>                      Use non-significant zero for Ship-to and mark-for MAPACs</p>		

C3.T2. Data Elements used to construct Ship-to and Mark-for MAPACs

<p><u>Sixth position:</u> Use the third position of the supplementary address for Ship-to MAPAC Use non-significant zero for Mark-for MAPAC</p>		<p>The third position contains the FMS freight forwarder/country representative code which is the customer country's freight forwarder or designated recipient of materiel.</p> <p>If code X appears in this position, it means that the shipment is to be made through the DTS to a designated address with no freight forwarder involvement. This address can be identified by the use of Mark-for code (fourth position of the Document Number) to construct the MAPAC. Shipments moving through Air Mobility Command (AMC), Surface Deployment and Distribution Command (SDDC), and Military Sealift Command (MSC) must have an in-the-clear address or mark-for code (i.e., if movement is via AMC/SDDC/MSC and there is a numeric zero in Mark-for code <del>no 33</del>, the in-the-clear address or customer code must be obtained prior to shipment). Contact your appropriate freight forwarder/Component Security Assistance Office for this information.</p> <p>Code W means the shipment is to be made to an intermediate point (e.g., an item being shipped to a facility for calibration prior to final delivery to country) and the in-the-clear address must be provided. If the in-the-clear address is not provided, the shipper must call the freight forwarder/Service Security Assistance Office for the in-the-clear address.</p>
---	--	--

C3.10.3. Figure C3.F2. is a sample MAPAD address listing for Australia. Note that the clear text address is based on the use of specific TAC codes.

Figure C3.F2. Example of Country Address Page for Australia

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
BATL00	M	AUSTRALIAN ARMY 31 SUP BN BANDIANA VIC AUSTRALIAN				02/02/2012	
BATL00	1	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				02/02/2012	
BATL00	2			VC1	RCM	02/02/2012	
BATL00	4	CHIEF FMS USDAO AMERICAN EMBASSY				02/02/2012	

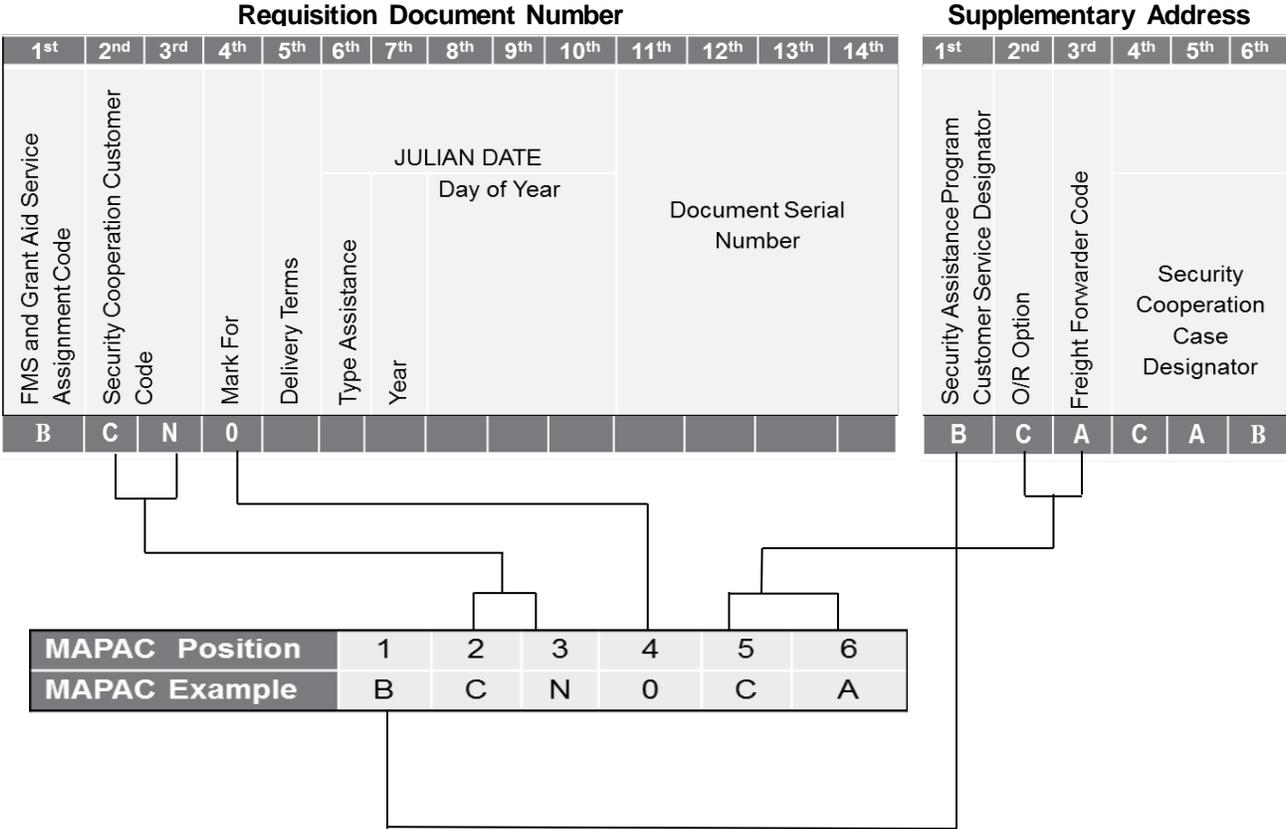
Figure C3.F2. Example of Country Address Page for Australia

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
		APO SAN FRANCISCO CA 96404					
BATL00	5	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				02/02/2012	
BATL00	6	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				02/02/2012	
BATL02	9	DELETE USE MAPAC BATL00 ADDRESSES	S				02/02/2008
BATL02	A		S			02/03/2012	
BATL02	B		S			03/22/2012	
BATL02	C		S			05/02/2012	
BATL02	D					02/02/2012	
BATL02	1	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306				01/02/2011	
BATL02	2	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306	A			02/02/2012	
BATL02	2	AUSTRALIAN MATERIAL 301 SWIFT AVENUE SOUTH SAN FRANCISCO CA 94808	A				
BATL02	3	OFFICE OF NAVAL ATTACHE EMBASSY OF AUSTRALIA 1601 MASSACHUSETTS AVE NW WASHINGTON DC 20036				05/24/2010	
BATL02	4	NAVAL SUPPLY SYSTEMS ROYAL AUSTRALIAN NAVY BUILDING MRUSSELL OFFICE CANBERRA ACT AUSTRALIA 2600				05/24/2010	
BATL03	9	DELETE USE MAPAC BAT002 ADDRESSES				05/24/2010	

**C3.11. CONSTRUCTION OF CANADIAN MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES.** Since Canada has no CONUS freight forwarders, their ship-to and mark-for addresses are the same; therefore, shipments are made directly to the in-country destination point. Because of this, the Canadian requisition number and supplementary addresses are different to accommodate the unique construction of their MAPACs. Figure C3.F3 illustrates how a

Canadian MAPAC is constructed. The data elements to be used to construct the Canadian MAPACs are listed C3.T3

Figure C3.F3. Example of Foreign Military Sales MAPAC Construction for Canada Ship-to



**C3.T3. Data Elements used to construct the Canadian MAPACs**

MAPAC position	Requisition Document Number	Supplementary Address
<u>First position:</u> Use the first position of the Supplementary Address		The first position contains the Security Assistance Program Customer Service Designator, which is a code designating the customer country's requisitioning Service.
<u>Second and third positions:</u> Use the second and third positions of the Requisition Document Number	Second and third positions contain Security Cooperation (SC) Customer Code assigned by DSCA. The authoritative source for these values is DSCA 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 4, <a href="#">Table C4.T2</a>	
<u>Fourth position:</u> Use the fourth position of the Requisition Document Number	The fourth position contains the Mark-for code. The alpha/numeric code indicates the final destination address of the materiel.	
<u>Fifth position:</u> Use the second position of the Supplementary Address		The second position contains the FMS offer release option code For Canadian requisition- Second and third positions identify the destination in Canada
<u>Sixth position:</u> Use the third position of the supplementary address		The third position contains the FMS freight forwarder/country representative code which is the customer country's freight forwarder or designated recipient of materiel. For Canadian requisition- Second and third positions identify the destination in Canada

**C3.12. TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES**

C3.12.1. A MAPAC does not exist as a discrete entity without a defining TAC. The TAC further defines the clear-text address to be used in the shipment/ distribution of materiel/documentation. There are 13 TACs; however, not all of the TACs will be used in the MAPAD at the same time, but may be used in combination. The ILCO CSP will determine which combination of TACs is appropriate.

C3.12.2. Table C3.T4. contains a brief description of nine of the 13 TACs. Section C3.21. contains the four remaining TACs to be used in shipping classified materiel. For the completed listing, see [Appendix 2.4](#):

C3.T4. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
M	A clear text mark-for address
1	This address will receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with the <a href="#">DTR 4500.9-R</a> , Defense Transportation Regulation Part III chapter 203 item B. TAC 5 is the same address as TAC 1 unless published differently.
2	This address will be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD must contain Special Instruction Indicator Code A which directs forwarding of the materiel/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.

C3.T4. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
3	<p>For sending a Notice of Availability (NOA), if required. This address must be used when the FMS Offer/Release Options Code (Y or Z in the second position of the Supplementary Address) requires a NOA prior to shipment. For Code Z, follow ups on the NOA must also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling must be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped.</p> <p>For a classified shipment, send the NOA to the receiving country service representative. In response to the NOA, the country representative must specify, by name, the person must receive and sign for the shipment at the TAC A, B, C, or D address. Should there be no reply to the NOA, the service security assistance office must be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office must be advised for Navy and Marine Corps sponsored shipments.</p> <p>If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the service focal point must be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) must contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder must also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.</p>
4	<p>This address will be used for distribution of supply and shipment status documents. Addresses may be listed for forwarding documents by mail or electronic transmission. SII 'D' indicates the address to be used for forwarding documents by electronic transmission.</p>
5	<p>This address will be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-1a, "Issue Release/Receipt Document," DD Form 1348-2, "Issue Release/Receipt Document with Address Label," DD Form 250, "Material Inspection and Receiving Report"; or any forms used for release/receipt. The TAC 5 address must only be published when it is different from the TAC 1 address.</p>

C3.T4. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
6	For sending copies of the release/receipt documents and bills of lading on TAC 2 shipments; only to be published if different from TAC 2. Documentation (release/receipt) for automatic freight shipment must be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-1a, Issue Release/Receipt Document, DD Form 1348-2, issue release/receipt document with address label; DD Form 250, material inspection and receiving report, or any forms used for release/receipt of shipments. The TAC 6 address must only be published when it is different from the TAC 2 address.
7	This address will be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address must be established only when TAC's A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change the address as long as it remains within the freight forwarder's operation).
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which must be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry will remain in the MAPAD for a period of 5 years.

C3.13. SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES

C3.13.1. SIIs are coded in the SII column to indicate instructions to be used in shipping materiel or sending documentation to a particular address.

C3.13.2. Only the SII S must be shown in clear text. This information is listed at the beginning of each country section. The clear text SIIs are a means by which customer countries place their unique requirements in the MAPAD (e.g., political considerations, circumstances peculiar only to one country; a country that has negotiated their own freight rates with a carrier). The shipper must adhere to these instructions. The appropriate freight forwarder Service Assistance Office must be contacted if problems arise in executing the specific SII.

C3.13.3. SII S requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4.

Figure C3.F4. Example of Special Instruction Indicators

MAPAC	TAC	SPECIAL INSTRUCTIONS
BAT001 BAT003 DAT00A DAT00B DAT00D DAT00F	1 1 1 1 1 1	a. For material sourced from CONUS, ship-to  Australian Government Cargo Office 485 Valley Drive Brisbane CA 94005-1293
DAT001 DAT002 DAT003 DAT005 DAT007 DAT008 PAT002 PAT003	1 1 1 1 1 1 1 1	b. For material sourced from Canada, ship-to  MSAS Cargo International Montreal International Airport Cargo Rd Building 1 Dorval Quebec Canada H4Y 1A9
BAT002 BAT003 DAT00A DAT00B DAT00C	2 2 2 2 2	a. Emery Worldwide deferred service is to receive first preference as the receiving carrier for all shipments (Issue Priorities 01 through 03). See subparagraph c., below.
DAT00D DAT00F DAT001 DAT002 DAT003	2 2 2 2 2	b. Viking Freight Systems is to receive first preference as the Receiving carrier for all shipments originating in the state of California (Issue Priorities 04 through 15). See subparagraph c., below.
DAT005 DAT006 DAT007 DAT008 PAT002	2 2 2 2 2	c. Yellow Freight is to be given first preference as the receiving carrier for all shipments originating in all states other than California (Issue Priorities 04 through 15).

**C3.14. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES.** These codes indicate the WPOD or APOD to which FMS shipments must be sent under FMS Delivery Term Code (DTCs) 9. The shipments must be moved through the DTS to the in country ports. In the case of DTC 9, port personnel must notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to destination.

**C3.15. EFFECTIVE DATE AND DELETION DATE FOR FOREIGN MILITARY SALES.** This is a date when the MAPAC is effective and/or the date it is deleted. The deleted record will remain in the file for 5 years after it is deleted to allow the pipeline to be flushed. Changes will take effect when the current date matches the effective date.

**C3.16. OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES**

C3.16.1. The MILSTRIP data elements outlined above were those elements required to construct MAPACs. However, there are additional elements to be used in

the movement of FMS materiel. The second position of the supplementary address is called the FMS Offer/Release Option code and identifies whether or not an NOA is needed prior to shipment. See section C3.20. for instructions on shipping classified materiel.

C3.16.2. If the FMS Offer/Release Option Code is A, the shipment must be released automatically to the freight forwarder or designated recipient of the materiel without advance notice. FMS Offer/Release Option Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.16.3. When the FMS Offer/Release Option Code is Y, the shipment must not be released until an NOA is forwarded to the TAC 3 address. If a reply to the NOA is not received within 15 calendar days from the date of the notice, the shipment must be released to the appropriate TAC 2 address with no further action by the shipper. FMS Offer/Release Option Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.16.4. When the FMS Offer/Release Code Option is Z, an NOA will be forwarded to the TAC 3 address, or country representative if the shipment is classified. However, the shipment must not be released until a response from the proper NOA addressee is received. If an NOA response is not received within 15 calendar days of the NOA date, the shipping activity will send a follow-up to the designated NOA recipient using the same TCN. The duplicate NOA will be annotated with the number 2 in the NOA Notice Number field to denote the second communication of the NOA and to indicate that release has been delayed due to non-response to the original NOA. Two copies of the annotated DD Form 1348-5 (Notice of Availability/ Shipment), together with the applicable DD Form(s) 1348-1A, DD Form(s) 250, or DD Form(s) 1149 will be held as a record of the non-response to the original NOA. If no response is received within 15 calendar days of the follow-up NOA, another follow-up will be sent with the number 3 in the NOA Notice Number field to indicate that release continues to be delayed due to non-response to the original and follow-up NOAs. File copies will be updated to reflect the non-response and submission of a second follow-up. Simultaneous with the second follow-up, the appropriate ILCO will be contacted (offline) for assistance and follow-up action to obtain the NOA response. Upon receipt of the offline contact from the shipping activity, the ILCO must intervene, on behalf of the shipping activity, to obtain a response to the NOA so the open shipment action can be closed. NOTE: This follow-up procedure does not apply to Delivery Term Code (DTC) 8 releases. DTC 8 releases involve materiel, usually Sensitive Arms, Ammunition and Explosives, which follow special export procedures that require more time to process

than can be encompassed by the above follow-up procedure. Note that Option Release Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.16.5. When the FMS Offer/Release Option Code X, the United States is responsible for transportation and no NOA is required.

C3.17. DELIVERY TERM CODES FOR FOREIGN MILITARY SALES. DTCs identify the DoD and the purchasing country responsibility for transportation and handling costs. A link to DTCs is contained in paragraph C3.30.5.

C3.18. PRIORITIES FOR FOREIGN MILITARY SALES. FMS customer countries are assigned a force/activity designator (F/AD) codes for use in requisitioning. The requisition priority designator must be based upon the assigned F/AD and urgency of need—refer to MILSTRIP [Appendix 2.14](#). FMS materiel must be transported in accordance with all the requirements and conditions of [DoDM 4140.01](#) and [DTR 4500.9-R](#)).

### C3.19. FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS

C3.19.1. FMS classified shipments must be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments must be handled under all conditions and requirements governing the movement of US Government classified materiel, DoDs 5200.1-R, 5200.2-R, and 5200.8-R. The following additional conditions apply:

C3.19.1.1. All DTC 4, 5, 8, C, E and H shipments of classified materiel require the full Offer Release Option Code Z process before they can be released; For example, a proper response from the NOA addressee must be received from the proper NOA addressee before shipment release. The proper NOA addressee for shipments of classified materiel is the MAPAD listed country representative for the FMS Purchaser.

C3.19.1.2. Classified materiel requisitioned under DTCs 2, 3, 5, 6, 7, or 9 should be entered into the DTS for movement.

C3.19.1.3. There are many freight forwarders that have been identified by the DSS as authorized to receive classified materiel. These freight forwarders are identified by the TACs A, B, C, and D. If these TACs are not included in the freight forwarder's MAPAC, classified materiel must not be released to that freight forwarder.

C3.19.1.4. Table C3.T5. shows a summary of the TACs to be used in moving classified materiel.

Table C3.T5. TACs For Classified Materiel

TAC	SUMMARY EXPLANATION
A	Materiel classified SECRET moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R, Part II, Chapter 205.
B	Materiel classified SECRET moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.
C	Materiel classified CONFIDENTIAL moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.
D	Materiel classified CONFIDENTIAL moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.

C3.19.1.5. The shipper must send the NOA to the country representative as indicated in the appropriate country introduction page. Shipments of classified materiel will not be moved until the following conditions have been met:

C3.19.1.5.1. NOA response.

C3.19.1.5.2. Identification of a cleared facility.

C3.19.1.5.3. Identification of an authorized designated representative of that country.

## C3.20. GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.20.1. The Grant Aid Program is defined as that portion of the Security Assistance Program that provides defense articles and services to recipients on a non-reimbursable or grant basis. Grant Aid is authorized by the [Foreign Assistance Act of 1961](#), as amended.

C3.20.2. The following general instructions are to be used to ship Grant Aid items:

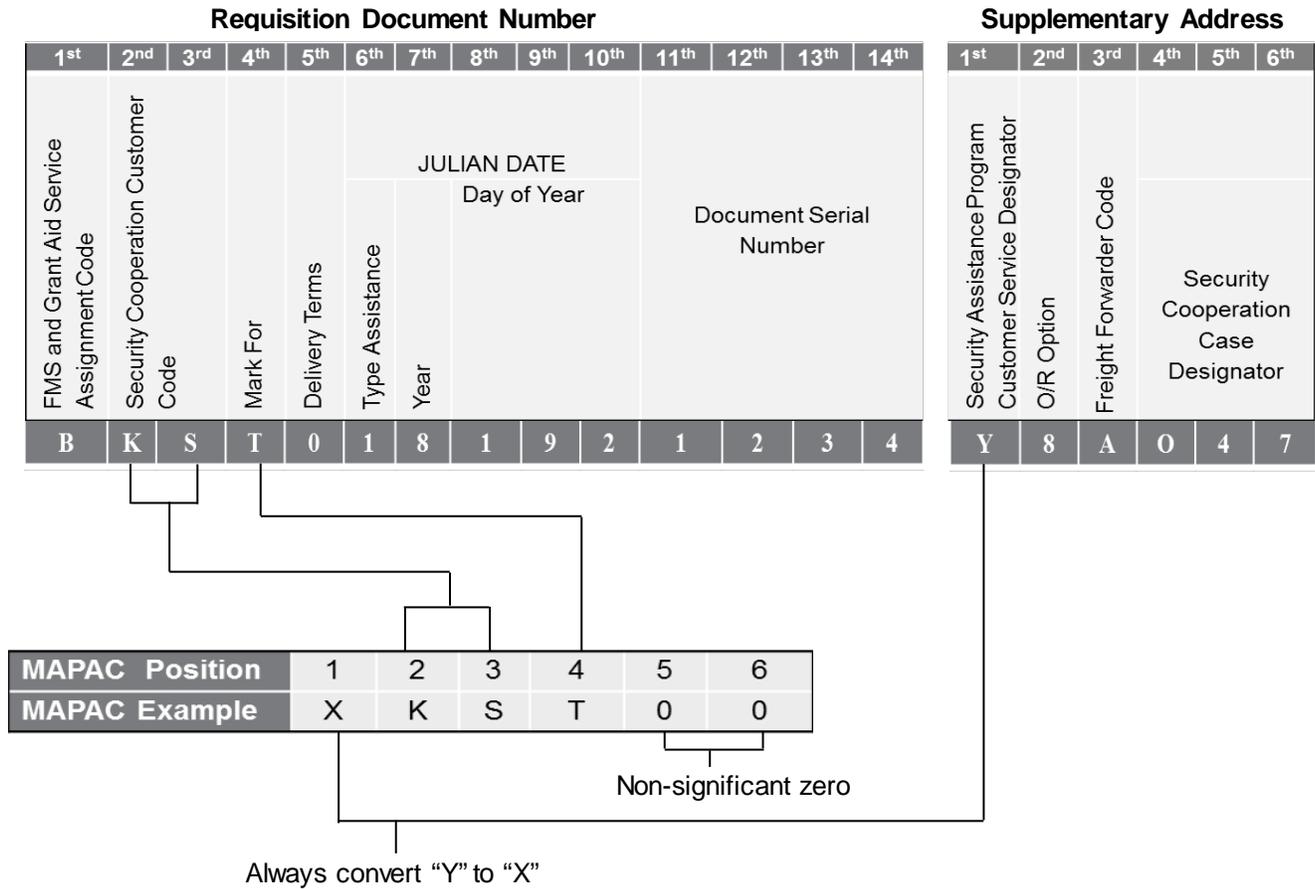
C3.20.2.1. Generally, there are no freight forwarders involved in Grant Aid shipments. DoD policy is to handle Grant Aid type shipments under DTC 9 procedures; however, DTC 7 procedures may apply depending on circumstances determined by the cognizant Combatant Commander.

C3.20.2.2. For Grant Aid shipments, data elements from the requisition document number and first position of the supplementary address must be used for both the ship-to and mark-for MAPACs.

**C3.21. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID**

There are significant differences between constructing FMS and Grant Aid MAPACs. For Grant Aid there are only three data elements in the requisition that are required to construct the MAPAC. With Grant Aid requisitions, as with FMS, the MAPACs must contain six positions in order to be integrated into the DoD logistics systems. Figure C3.F5. is an example Grant Aid from the requisition. The data elements to be used to construct the ship-to/mark-for MAPACs are listed C3.T6

Figure C3.F5. Example of Grant Aid MAPAC from the Requisition.



C3.T6. Data Elements used to construct the Grant Aid MAPACs

MAPAC position	Requisition Document Number	Supplementary Address
<u>First position:</u> Always convert Y to X		The first position contains the Security Assistance Program Customer Service Designator, which is a code designating the customer country's requisitioning Service. For Grant Aid, the code is always "Y" to identify that there is no specific customer, but that the material is being given to a country in general.
<u>Second and third positions:</u> Use the second and third positions of the Requisition Document Number	Second and third positions contain Security Cooperation (SC) Customer Code assigned by DSCA. The authoritative source for these values is DSCA 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 4, <u>Table C4.T2</u>	
<u>Fourth position:</u> Use the fourth position of the Requisition Document Number	The fourth position contains the Mark-for code. The alpha/numeric code indicates the final destination address of the materiel. When the country does not identify a valid Mark-for code, a numeric zero must be used	
<u>Fifth position:</u> Use non-significant zero		
<u>Sixth position:</u> Use non-significant zero		

C3.22. TYPE ADDRESS CODES FOR GRANT AID. When making Grant Aid shipments, only five "type of address" codes will be utilized as shown in Table C3.T7.

Figure C3.T7. Grant Aid Type Address Codes.

TAC	SUMMARY EXPLANATION
M	Clear text mark-for address.
1	Small parcel carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with SAMM, DSCA 5105.38-M, SAMM.
2	Surface freight or air carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery.
3	Supply shipment status information.

Figure C3.T7. Grant Aid Type Address Codes.

9	Indicates a cross-reference MAPAC for deleted MAPAC.
---	--

**C3.23. SPECIAL INSTRUCTION INDICATORS FOR GRANT AID**

C3.23.1. SIIs are coded in the SII column to indicate that instructions to be used in shipping materiel or sending documentation to a particular country.

C3.23.2. Only the SII "S" must be shown in clear text or narrative form. This information is listed at the beginning of each country section. The shipper must adhere to these instructions. The appropriate freight forwarder/Service Assistance Office must be contacted if problems arise in executing the specific SII.

**C3.24. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID.** Grant Aid shipments must move through the DTS to Grant using in country ports of discharge. DoD personnel at those ports must notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to its destination.

**C3.25. EFFECTIVE DATE AND DELETION DATE FOR GRANT AID.** This is the date when the MAPAC is effective and/or the date it is to be deleted. MAPACs will remain in the MAPAD for 5 years beyond the delete date.

**C3.26. DELIVERY TERM CODES (DTC) FOR GRANT AID.** There are no DTCs that apply to Grant Aid shipments. The U.S. Government is responsible from point of origin to delivery of materiel to port of discharge overseas. The DTC in the fifth position of the Requisition Document Number must always contain a numeric zero.

**C3.27. PRIORITIES FOR GRANT AID.** Grant Aid shipments must be transported in accordance with the requirements and conditions of time-definite delivery (TDD) and DTR 4500.9-R.

**C3.28. GRANT AID CLASSIFIED SHIPMENTS.** Grant Aid classified shipments must be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments must be handled in accordance with all conditions and requirements governing the movement of U.S. Government classified materiel in DoD 5200.1-R. Upon arrival at the overseas port the appropriate government to government transfer procedures must be implemented.

**C3.29. CODES AND TRANSACTION FORMATS.** The MAPAD contains unique transaction formats, unique code lists, and common data element shared with MILSTRIP. The following information is provided as supporting documentation to the MAPAD.

C3.29.1. Appendix 2.1 Document Identifier Codes. Identifies transactions to logistics system(s) and specific operation to which they apply. Appendices 2.7, 2.8, 2.9, and 2.10, also indicate the intended purpose and use of the transaction data (i.e., add, change or delete).

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.1.docx>

C3.29.2. Appendix 2.2, Security Assistance Program Customer Service Designator. The Security Assistance Program Customer Service Designator is derived from the Service and Agency code list and is used in the first character of the MAPAC to classify the ownership of the MAPAC being defined. Note: The value for the Security Assistance Program Customer Service Designator also appears in the first position of the supplemental address field in the Security Assistance MILSTRIP requisition.

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.2.docx>

C3.29.3. Appendix 2.3, Special Instruction Indicators. SII S requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4.

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.3.docx>

C3.29.4. Appendix 2.4, Type of Address Codes. TACs designate the type of action being taken for a specific address (e.g., transmitting status, shipping information, Notice of Availability).

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.4.docx>

C3.29.5. Appendix 2.5, Delivery Term Codes. DTCs designate DoD/purchasing country's responsibility for transportation and handling cost. The code designates the segments of the transportations pipeline for which the DoD is responsible during the transport of supply shipment units under FMS/Grant Aid programs

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.5.docx>

C3.29.6. Appendix 2.6, Address File Identifier. Identifies which MAPAD file will be changed.

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.6.docx>

C3.29.7. Appendix 2.7, Add/Change Foreign Military Sales Military Assistance Program Address Code. Contains the transaction formats (MA1, MA2) for Adding and Changing FMS MAPACs.

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.7.docx>

C3.29.8. Appendix 2.8, Delete Foreign Military Sales Military Assistance Program Address Code. Contains the transaction format (MA3) for Deleting FMS MAPACs.

<http://www.dlmsso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.8.docx>

C3.29.9. Appendix 2.9, Add/Change Grant Aid Military Assistance Program Address Code. Contains the transaction formats (MA1, MA2) for Adding and Changing

Grant Aid MAPACs.

<http://www.dlmso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.9.docx>

C3.29.10. Appendix 2.10, Delete Grant Aid Military Assistance Program Address Code. Contains the transaction format (MA3) for Deleting Grant Aid MAPACs.

<http://www.dlmso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.10.docx>

C3.29.11. Appendix 2.11, Foreign Military Sales Military Standard Requisitioning and Issue Procedures Data Elements. MILSTRIP requisition document number and supplementary address data elements used to construct a valid MAPAC.

<http://www.dlmso.dla.mil/elibrary/Manuals/DLM/V6/v6c3a2.12.docx>

## APPENDIX 2.1

### MAPAD DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Identifies transactions to logistics system(s) and specific operation to which they apply. Also indicates the intended purpose and use of the transaction data.

Code	Document Title	Explanation
MA1	Addition to MAPAF	Signifies the data to be added to the address file for FMS and Grant Aid.
MA2	Revision to MAPAF	Signifies changes to current information on the address file for FMS and Grant Aid.
MA3	Deletion from MAPAF	Signifies the MAPAC to be deleted from the address file for FMS and Grant Aid.

## APPENDIX 2.2

### SERVICE CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Signifies the first position of the MAPAC and <ol style="list-style-type: none"><li>1) Identifies the Security Assistance Program Customer Service Designator of the customer country's requisitioning Service.</li><li>2) Identifies the FMS and Grant Aid Service assignment code of the SC implementing agency responsible for administering the FMS Case.</li></ol>

Code	Definition
B	Army.
D	Air Force.
K	Marine Corps.
P	Navy.
T	Other than Army, Navy, Air Force, or Marine Corps.

## APPENDIX 2.3

### SPECIAL INSTRUCTION INDICATORS (SIIs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies special instructions to be followed for materiel/documentation shipments in sections B and C MAPACs.

SII Code	DEFINITION
A	Materiel/documentation, as indicated by the TAC, will be forwarded to the address nearest the shipping activity. If additional instructions are provided, SII Code "S" applies.
B-C	Reserved.
D	Forward documentation by electronic transmission.
E	Shipments over 10,000 lbs. process with Option Code Z. Shipments less than 10,000 lbs. will be released to the TAC 2 address without processing an NOA. (Note: Special Instruction Code E will not be published for use with a specific address without approval by the appropriate Service/Agency.)
F-R	Reserved.
S	Special instructions involve use of clear text statement or multiple instructions. Such as, preferred carrier, multiple "ship-to" addresses for materiel, or supporting documentation. Also ship to the nearest address (geographically) closest to the shipping activity. Refer to country instructions for the specific requirement(s).
T-Z	Reserved.

## APPENDIX 2.4

### TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates the type of action being taken (e.g., transmitting status, shipping information, transmitting NOAs, or other documentation).
TAC	Explanation
A	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC A addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)
B	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial (collect) bill of lading (CCBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the same address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: TAC B addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)
C	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC C addresses listed in this directory are cleared to receive/process classified through CONFIDENTIAL.)
D	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial bill of lading (CBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: All TAC D addresses listed in this directory are cleared to receive/process shipments classified through CONFIDENTIAL.)
E-L	Reserved.
M	This address will be used as a mark-for on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent small package carrier problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphanumeric code to designate an in-country destination. This code will be the same as the Mark-for code in the fourth position of the Requisition Document Number.
N-Z	Reserved.

## TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates the type of action being taken (e.g., transmitting status, shipping information, transmitting NOAs, or other documentation).
TAC	Explanation
1	This address will receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, <u>DTR 4500.9-M</u> , Defense Transportation Regulation Part III chapter 203 item B. Packages moving through the State Department pouch room will not exceed 40 pounds, 26 inches length, or 62 inches length plus girth. For additional guidance on use of diplomatic pouch mail see chapter 1, paragraph 1.h. TAC 5 is the same address as TAC 1 unless published differently.
2	This address must be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD must contain Special Instruction Indicator Code A which directs forwarding of the materiel/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.
3	<p>For sending a Notice of Availability (NOA), if required. This address must be used when the FMS Offer/Release Options Code (Y or Z in the second position of the Supplementary Address) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA must also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling must be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped.</p> <p>For a classified shipment, send the NOA to the receiving country service representative. In response to the NOA, the country representative must specify, by name, the person must receive and sign for the shipment at the TAC A, B, C, or D address. Should there be no reply to the NOA, the service security assistance office must be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office must be advised for Navy and Marine Corps sponsored shipments.</p> <p>If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the service focal point must be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) must contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder must also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.</p>

## TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates the type of action being taken (e.g., transmitting status, shipping information, transmitting NOAs, or other documentation).
TAC	Explanation
4	This address must be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code must be used for electronic distribution of supply and shipping status transactions. A COMMRI is a 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.
5	This address must be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-1a, "Issue Release/Receipt Document," DD Form 1348-2, "Issue Release/Receipt Document with Address Label," DD Form 250, "Material Inspection and Receiving Report"; or any forms used for release/receipt. The TAC 5 address must only be published when it is different from the TAC 1 address.
6	Documentation (release/receipt) for automatic freight shipment will be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-2, Issue Release/Receipt Document with Address Label; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt of shipments. The TAC 6 address will only be published when it is different from the TAC 2 address.
7	This address will be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address will be established only when TACs A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change this address as long as it remains within the freight forwarder's operation).
8	Reserved.
9	TAC 9 indicated that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry will remain in the MAPAD for a period of 5 years.

## TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates the type of action being taken (e.g., transmitting status, shipping information, transmitting NOAs, or other documentation).
TAC	Explanation

### GRANT AID

A-L	Reserved.
M	TAC M identifies that clear text mark-for address which will be used on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent post office problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphabetic or numeric code to designate the mark-for address. This code will be the same as the Mark-for code in the fourth position of the Requisition Document Number.
N-Z	Reserved.
1	This address will receive shipments moving by a carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, <a href="#">DTR 4500.9-M</a> , Defense Transportation Regulation Part III chapter 203 item B. Because Grant Aid materiel moves by DTS, shipments of both classified and unclassified materiel is included.
2	The WPOD and APOD codes will be used to obtain the appropriate destination when surface or air freight is selected as the transportation mode. In addition to the selected destination, the TAC M address will be used as a mark-for address to consign materiel shipments. The clear text address field will contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized.
3	This address will be used for distribution of supply status, shipment status documents, and copies of release/receipt document. Addresses may be listed for forwarding documents by mail and/or electronic transmission. When SII "D" is used, indicating documents should be forwarded by electronic transmission, a mail address will also be included for distribution of copies of release/receipt documents and other documents not readily transmitted by electronic transmission, and for distribution of all documents in the event of a MINIMIZE.
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted MAPAC. It can also provide a reference to special instructions for processing documents containing the deleted code. The deleted entry will remain in the MAPAD for a period of 5 years.

# APPENDIX 2.5

## DELIVERY TERM CODES (DTCs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.
a. Detailed explanation of DoD responsibility for CONUS originated FMS shipments.	
DTC	EXPLANATION
2	Delivery to an inland destination with origin and destination in CONUS or origin and destination in the same overseas geographic area. The DoD is responsible for transportation to the specified destination at which the customer is responsible for unloading, accepting custody, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code, which has limited use, is normally associated with shipments such as training items sent to DoD Activities foreign officers or excess materiel of one country filling a requirement of another country in the same geographic area.
3	Delivery to a point alongside vessel or aircraft at the POE (FAS), port of embarkation (FAS POE). The DoD is responsible for transportation to a point within reach of the ship's tackle or alongside the vessel/aircraft. The customer is responsible for loading aboard the vessel/aircraft and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use.
4	Delivery at the origin. The materiel is made available to the customer at the point of origin (usually a depot, vendor's loading dock, or a disposal activity). The customer is responsible for all transportation and related costs. Accordingly, the shipment is sent to a freight forwarder designated by the customer with transportation by prepaid parcel post, on a CBL prepaid by the freight forwarder, or paid for on a collect CBL. (If a TAC 7 address is listed for the MAPAC, a CBL is issued and "billed to" that address rather than sending the shipment collect.) This code is considered the standard code and is applied to most FMS transactions. Offshore procurement. Delivery at origin if customer has provided point to contact for the offshore procured items. If no point of contact is provided, delivery will be at destination. Contractor is responsible for movement to designated freight forwarder or country representative.
5	Delivery to a POE (free on board (FOB)). DoD is responsible for movement to the POE. The customer is responsible for unloading the shipment from the inland carrier at the POE, delivery alongside the vessel/aircraft, and all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and is applied only when prior arrangements for the use of port facilities at the customer's expense have been made.

## DELIVERY TERM CODES (DTCs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.
6	<p>Delivery to an overseas POD. The DoD is responsible for transportation from the point of origin to the overseas POD. The customer is responsible for discharging the vessel/aircraft, port handling, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. Shipments are made on GBLs and in the DTS (including LOGAIR, QUICKTRANS, MAC, MTMC water ports, and/or MSC). Port handling at CONUS and overseas air terminals is provided without direct reimbursement by the customer when shipment is made under actual MAC tariff rates (which include such services). The customer does provide reimbursement for port handling when movement costs are charged using the DoD accessorial rate. At U.S. operated overseas water ports, handling costs are reimbursed according to local agreements between the United States and the customer; at the overseas air and water ports, charges are paid directly by the customer. This code is the standard code for materiel that is the customer restricted from movement to a freight forwarder. This code is normally applied to shipments of firearms, classified and explosive materiel, and in other instances specifically directed in the FMS case agreement.</p>
7	<p>Delivery to an inland point in the recipient country. DoD is responsible for transportation, including Transocean and overseas inland movement, from the point of origin, to a specified inland location. The customer is responsible for unloading the shipment from the inland carrier at the specified location and for all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and normally applies to the shipment of materiel to those countries which have no seaports (e.g., Bolivia, Paraguay, Switzerland, and Austria). The shipper provides modes and routing from the origin to the consignee location by GBL or by special arrangement with MAC, MSC, or U.S. military activities within the country for movement from the POD to the consignee location.</p>
8	<p>Delivery onboard a vessel/aircraft at the POE. The DoD is responsible for transportation from the point of origin to the vessel at the POE including unloading from the inland carrier, port handling, and stowage aboard the vessel/aircraft. The customer is responsible for all subsequent onward movement. Expenses to the DoD for accessorial costs are reimbursable. Shipments are made on GBLs. This code is especially applicable for explosive materiel prohibited from movement by a freight forwarder, but which must move through Military-controlled port with onward movement arranged by and coordinated with the country freight forwarder.</p>
9	<p>Delivery to POD. The DoD is responsible for transportation from the point of origin to the overseas POD, including discharge from the vessel/aircraft. The customer is responsible for all subsequent handling and onward movement. Expenses to the DoD for accessorial costs are reimbursable.</p>

## **DELIVERY TERM CODES (DTCs)**

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.
b. Detailed explanation of DoD responsibility for FMS repair and return shipments originating from and returning to overseas.	
A	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination and subsequent return to a designated overseas POD. The customer is responsible for overseas inland transportation of materiel to and from the overseas POE/POD and overseas port handling.
B	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination, return to a CONUS POE, and CONUS port handling. The customer is responsible for overseas inland transportation to the overseas POE, overseas port loading, and all return transportation from the CONUS POE to ultimate destination.
C	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to and from a designated CONUS destination, and CONUS port loading of a customer arranged carrier. The customer is responsible for movement of materiel to and from the CONUS POD/POE.
D	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to a CONUS destination, and return to an overseas designated POD. The customer country is responsible for transportation to a CONUS POD, overseas port unloading, and overseas inland transportation to ultimate destination.
E	The customer is responsible for all transportation from overseas point of origin to the CONUS destination and return to an overseas destination.
F	The DoD is responsible for transportation from an overseas inland location to an overseas POE, overseas port handling, transportation to a CONUS POE, CONUS port handling, inland transportation to a designated conus destination, and return to an overseas destination.
G	The DoD is responsible for overseas port handling through an overseas POE, transportation to a CONUS POD, CONUS port handling, inland transportation to a CONUS destination, return to an overseas POD and overseas port handling. Customer country is responsible for overseas inland transportation to and from the overseas POE/POD.
H	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for return transportation from the CONUS activity to the CONUS POE. The customer is responsible for return CONUS port handling and all transportation to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified materiel.

**DELIVERY TERM CODES (DTCs)**

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.
J	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for all transportation from the CONUS activity to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified cryptographic materiel.

## APPENDIX 2.6

### ADDRESS FILE IDENTIFIER

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies which MAPAF file will be changed.
Code	EXPLANATION
F	FMS file to be changed in MAPAF. (Addition, revision, or deletion.)
G	Grant Aid file to be changed in the MAPAF. (Addition, revision, or deletion.)

## APPENDIX 2.7

### ADDITION/REVISION TO MAPAD FOR FMS (MA1, MA2)

<u>Field Legend</u>	<u>Position(s) MA1,MA2</u>	<u>Entry and Instructions</u>
Document Identifier Code	1-3	Enter appropriate DIC. a. MA1 (Add). b. MA2 (Revision).
Routing Identifier To	4-6	Entered when required for intra-Service/ Agency distribution of address data.
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Security Assistance Program Customer Service Designator	8	Enter appropriate country Service code from Appendix 2.2. This code will be the same one entered in the first position of the Supplementary Address of MILSTRIP requisitions and related documents.
SC Customer Code	9-10	Identify the SC Customer Code which is the recipient of materiel. This code will be the same one entered in the second and third position of the Requisition Document Number and related documents.
Mark-for	11	<p>a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for, both for shipments through a freight forwarder and through the DTS.</p> <p>b. This code will be the same one entered in the fourth position (mark-for code) of the Requisition Document Number and related documents.</p> <p>c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If the second and third positions of the Supplementary Address contain XW, the fourth position of the Requisition Document Number.</p> <p><del>RP-33</del> is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.</p>

<u>Field Legend</u>	<u>Position(s)</u> <u>MA1,MA2</u>	<u>Entry and Instructions</u>
Consignee Freight Forwarder	12-13	a. MA1, MA2 position 13 will contain a code to identify the country representative or freight forwarder. This code will be the same one entered in the third position of the Supplementary Address and related documents. Normally, this would be a different code for each country representative and/or each of their freight forwarders. MA1, MA2 position 12 will contain zero for all countries except Canada.
		b. For Canada, MA1, MA2 positions 12-13 will contain an alphanumeric code in to identify the country representative for Canada. This code will be the same one entered in the second and third positions of the Supplementary Address and related documents.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clear-Text Address	15-49	a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in MA1, MA2 position 80 beginning with one. The last transaction for each address is identified by a nine in MA1, MA2 position 79.
		b. When a TAC 9 transaction is generated and another MAPAC is to be used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in MA1, MA2 positions 33-38 of the clear text field.
Special Instructions Indicator	50	Entry in this position indicated that special instructions or cargo exceptions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	a. When FMS shipments are sponsored to overseas destinations by the U.S. Government through the ocean transportation segment of DTS, MA1, MA2 positions 51-53 for TACs 2 or B addresses will contain the appropriate overseas WPOD.
		b. When special instructions or cargo exceptions apply, the appropriate SII code will be entered in MA1, MA2 position 50.
		c. When FMS shipments are made to the country representative, freight forwarder, or other CONUS destinations, these positions will be blank.
Aerial Port of Debarkation	54-56	These instructions for Water Port of Debarkation apply to APOD entries in these positions

<u>Field Legend</u>	<u>Position(s)</u> <u>MA1,MA2</u>	<u>Entry and Instructions</u>
Effective Date	57-61	Ordinal date on which addition or revision is to be effective. MA1, MA2 positions 57-58 contain the last two digits of calendar year, and MA1, MA2 positions 59-61 contain the day of year.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. MA1, MA2 positions 62-63 contain the last two digits of calendar year, and MA1, MA2 positions 64-66 contain the day of year.
Blank	71-76	Reserved for future DoD assignment.
Freight Forwarder Location	77	When an MAPAC designates multiple locations for consigning shipments and mailing documentation, i.e., east, west, and gulf coast locations, an FFLC will be assigned as follows: code 1 for an east coast location, code 2 for a west coast location, code 3 for a gulf coast location, and a code zero to indicate that the address is the only freight forwarder for the MAPAC.
TAC Sequence	78	When multiple addresses are published within any one FFLC, a TAC sequence code beginning with one will be assigned to each address within that MAPAC, TAC, and FFLC.
Last Line Indicator	79	The last line for each address is identified by a nine in this position. It is blank on all records except the last transaction.
Line Sequence	80	Enter code 1, 2, etc., not to exceed 7.

## APPENDIX 2.8

### DELETION TO MAPAD FOR FMS (MA3)

<u>Field Legend</u>	<u>MA3 Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier Code	1-3	Enter DIC Code MA3.
Routing Identifier To	4-6	Enter when required for intra-Service/ Agency distribution data.
Address File Identifier	7	Code F identifies FMS address.
MAPAC	8-13	Code F identifies FMS address.
Security Assistance Program Customer Service Designator	8	Enter appropriate country Service code from appendix 2.2. This code will be the same one entered in the first position of the Supplementary Address and related documents.
SC Customer Code	9-10	A two-position code identifying the recipient SC Customer Code which is the recipient of materiel. This code will be the same one entered in the second and third position of the Requisition Document Number and related documents.
Mark-for code	11	<p>a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for both for shipments through a freight forwarder and through the DTS.</p>
		<p>b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.</p>
		<p>c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If the FMS Offer/Release Options code and FMS Freight Forwarder/country representative code contain XW, the Mark-for code is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.</p>

## DELETION TO MAPAD FOR FMS (MA3)

<u>Field Legend</u>	<u>MA3 Position(s)</u>	<u>Entry and Instructions</u>
FMS Freight Forwarder/country representative code	12-13	<p>a. Will contain a code in MA3 position 13 to identify the country representative or freight forwarder. This code will be the same code which is entered in the third position of the Supplementary Address and related documents. Normally, this would be a different code for each country representative and/or each of their freight forwarders. A numeric zero appears in MA3 position 12 for all countries except Canada.</p>
		<p>b. Will contain an alphanumeric code in MA3 positions 12-13 to identify the country representative for Canada. This code will be the same one entered in second and third positions of the Supplementary Address and related documents.</p>
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, MA3 positions 57-58 and day of year, MA3 positions 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, MA3 positions 62-63, and day of year, MA3 positions 64-66.
Change Number	67-70	A change number assigned by DAASO. MA3 position 67 - calendar year (0-9), MA3 positions 68-70, sequence serial number (001-999).
Blank	71-77	Leave blank.
TAC Sequence	78	When multiple addresses are published within any one FFLC, enter the TAC sequence code of the address to be deleted.
Last Line Indicator	79	The last card for each address is identified by a nine in this position. This position is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

# **APPENDIX 2.9**

## ADDITION/REVISION TO MAPAD FOR GRANT AID (MA1, MA2)

Field Legend	Position(s)	Entry and Instructions
Document Identifier Code	1-3	Enter appropriate DIC: a. MA1 (Add) b. MA2 (Revision)
Routing Identifier (To)	4-6	Entered when required for intra-Service/ Agency distribution of addresses
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Grant Aid Identifier	8	Always Code X. No Service assignment code is used for Grant Aid addresses.
SC Customer Code	9-10	A two-position code identifying the SC Customer Code which is the recipient of materiel. This code will be the same one entered in the second and third position of the Requisition Document Number and related documents.
Mark-For	11-12	An alphanumeric code in position 11 identifies the country customer. This code will be the same one entered in the fourth position of the Requisition Document Number and related documents. A numeric zero appears in MA1, MA2 Position 12 for most countries.
Sixth Position	13	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from Appendix 2.4.
Clean-Text Address	15-49	<p>a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in MA1, MA2 position 80, beginning with one. The last transaction for each address is identified by a nine in MA1, MA2 position 79.</p> <p>b. When a TAC 9 transaction is generated and another MAPAC is to be used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in MA1, MA2 positions 33-38 of the clear text field.</p>
Special Instructions Indicator	50	An entry in this position indicates that special instructions apply to this address. See appendix A3 for SII codes.

Water Port of Debarkation	51-53	a. The appropriate overseas WPOD will be indicated in these positions of TAC 2 or B addresses. b. When special instructions apply to the POD, the WPOD code will not be entered in MA1, MA2 positions 51-53; however, the appropriate SII code will be entered in MA1, MA2 position 50.
Aerial Port of Debarkation	54-56	The instructions for Water Port of Debarkation apply to APOD entries in these positions.
Effective Date	57-61	Ordinal date on which addition, revision, or deletion is to be effective. Last two digits of calendar year, MA1, MA2 positions 57-58; and day of year, MA1, MA2 positions 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, MA1, MA2 positions 62-63, and day of year, MA1, MA2 positions 64-66.
Change Number	67-70	A change number assigned by DAASO. MA1, MA2 position 67 - calendar year (0-9), MA1, MA2 positions 68-70 sequence serial number (001-999).
Blank	71-77	Reserved for future DoD assignment.
TAC Sequence	78	When multiple addresses are published for the same MAPAC and TAC, a TAC sequence code beginning with one will be assigned to each address for that MAPAC and TAC.
Last Line Indicator	79	The last transaction for each address is identified by a nine in this position. This is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

## APPENDIX 2.10

### DELETION TO MAPAD FOR GRANT AID (MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier Code	1-3	Enter DIC MA3.
Routing Identifier To	4-6	Entered when required for intra-Service Agency distribution data.
Address File Identifier	7	Code G Identifier Grant Aid addresses.
MAPAC	8-13	
Grant Aid Identifier	8	
SC Customer Code	9-10	A two-position code identifying the recipient SC Customer Code which is the recipient of materiel. This code will be the same one entered in the second and third position of the Requisition Document Number and related documents.
Mark-for code	11-12	An alphanumeric code in MA3 position 11 identifies the country customer. This code will be the same one entered in the fourth position of the Requisition Document Number and related documents. A numeric zero appears in MA3 position 12 for most countries.
Sixth Position	13	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, MA3 positions 57-58, and day of year, MA3 position 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, MA3 positions 62-63, and day of year, MA3 positions 64-66.
Change Number	67-70	A change number assigned by DAASO. MA3 position 67 - calendar year (0-9), MA3 positions 68-70, sequence serial number (001-999).
Blank	71-78	Leave blank.
Last Line Indicator	79	The last transaction for each address is identified by 9 in this position. This is blank on all transactions except the last transaction.

Field Legend	Position(s)	Entry and Instructions
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

# APPENDIX 2.11

## MILSTRIP DATA ELEMENTS FOR FMS

NUMBER OF CHARACTERS:	20.
TYPE OF CODE:	Alpha or numeric.
EXPLANATION:	The MILSTRIP requisition document number and supplementary address data elements are used to construct a valid MAPAC.

REQUISITION DOCUMENT NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
FMS and Grant Aid Service Assignment Code	First position	(1) For Grant Aid, enter the alphabetical code of the Security Cooperation implementing agency responsible for administering the Grand Aid line. (2) For FMS, enter the Service code of the Security Cooperation implementing agency responsible for administering the FMS case.
SC Customer Code	Second and third positions	Appropriate recipient customer code for FMS and Grant Aid materiel.
Mark-For Code (also known as in-country code)	Fourth position	(1) For Grant Aid, enter the one-digit alpha or numeric code to indicate the recipient or place of discharge within the country/activity, with the exception of DIC A05/A0E requisitions containing special one-time shipping instructions. In this case there will be a zero in the mark-for code field. (2) For FMS, enter the one-digit alpha/numeric code that indicates the recipient or place of discharge within the country/activity, which will be a part of shipment container markings. (2a) When the FMS Offer/Release Options Code and FMS freight forwarder/country representative code (second and third positions of the Supplementary Address) contains code XX, the address identified by the code in Mark For code will be the ship-to address. (2b) When code is not applicable, a numeric zero will be entered.

		(2c) An XW entry in FMS Offer/Release Options Code and FMS freight forwarder/country representative code (second and third positions of the Supplementary Address) indicates instances where the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.
Foreign Military Sales Delivery Term Code	Fifth position	(1) For FMS requisitions, enter the numeric code to identify the point of delivery condition negotiated under the case agreement and must correspond to delivery terms specified in the applicable letter of offer and acceptance. (2) The above entry is not applicable to Grant Aid requisitions. For Grant Aid requisitions, always enter a numeric zero.
Security Assistance Type of Assistance/ Financing Code	Sixth position	The one-digit alpha or numeric code to identify additional information concerning the type of assistance applicable to security assistance shipments.
Ordinal Date	Seventh-tenth positions	The seventh position represents the last numeric digit of the calendar year. The eight through tenth positions indicate the numerical or consecutive day of the calendar year (also known as the Julian date).
Serial Number	Eleventh-fourteenth positions	Enter the serial number of the requisition. The number is assigned at the discretion of the requisition initiator and will not be duplicated on any one day.
<b>SUPPLEMENTARY ADDRESS</b>		
Security Assistance Program Customer Service Designator	First position	Contains entries indicated below: (1) For FMS, this is the customer country's requisitioning Service derived from DLM 4000.25, Volume 2, Appendix 7.2. (2) For Grant Aid, enter an alpha Y to indicate that the contents in the second-sixth positions are nonsignificant to the overall systems, but are to be perpetuated in all subsequent documentation.
FMS Offer Release Option Code	Second position	FMS Offer release option code is either A, Y, X or Z.

		<p>A - Shipments are to be released automatically by the shipping activity without advance notice. Note that this code is not to be used if the materiel is oversized, overweight, hazardous, perishable, pilferable, classified, or requires any special handling.</p> <p>X - Materiel with an ORC X must have a corresponding X in MILSTRIP record position 47 to identify that the materiel will be moved via the Defense Transportation System; or there must be a W in MILSTRIP record position 47 to indicate special shipping instructions for this materiel. If special shipping instructions are indicated, the shipping office must contact the program office to determine the correct location to transport the materiel.</p> <p>Y - Send an NOA before releasing shipment. If no response is received within 15 calendar days, release automatically. Note that this code is not to be used if the materiel is oversized, overweight, hazardous, perishable, pilferable, classified, or requires any special handling.</p> <p>Z - Send an NOA before releasing shipment. Shipment cannot be released until a response is received from the NOA addressee. ORC Z procedures must be followed if materiel is oversized, overweight, hazardous, perishable, pilferable, classified, requires any special handling, or is Delivery Term Code 8. When the shipment is unclassified and is to be accomplished by parcel post/small parcel delivery service, the shipment will be released automatically without an NOA and should be either insured, certified, or registered.</p>
<p>FMS freight forwarder/ country representative code</p>	<p>Third position</p>	<p>FF/CR code will designate the recipient of shipments and documentation. It could be either a code from SAMM or X or W.</p>

SC Case Designator	Fourth-sixth positions	(1) For FMS, enter the applicable three positions case number assigned to the FMS transaction.
Record Control Number	Second-sixth positions	(2) For Grant Aid, enter the last numeric digit of the International Logistics Program year (i.e., 1991 is expressed as 1, 1992 as 2, etc.). The remaining four positions will indicate the program line item (alpha, numeric, or alphanumeric) number of the program.