



DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 6

LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

June 5, 2012

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)



LOGISTICS AND
MATERIEL READINESS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

DLM 4000.25, Volume 6, December 14, 2016
Change 8

DEFENSE LOGISTICS MANAGEMENT STANDARDS VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 8

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 8 include the following: "DLA Logistics Management Standards" is changed to "Defense Logistics Management Standards Office" to reflect the most recent name change for the DLMSO office, abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses., occurrences of "shall" are changed to "will" per a style change for DoD issuances, "Defense Logistics Management System" is updated to "Defense Logistics Management Standards", "DoDM 4140.1-R" is updated to "DoDM 4140.01", in accordance with General Order No. 07-15 (09/14/2015), references to "DLA Transaction Services" are changed to "Transaction Services" and "DLA Logistics Information Services" to "Logistics Information Services", page number formats in the "front matter" (Table of Contents, Process Change History page, etc.) of the volume have been revised, and minor typographical and similar editing errors in previous versions have been corrected..

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

ADC 1233 dated August 4, 2016. Revises the page numbering of the "front matter" (Foreword, Process Change History, Table of Contents, Acronyms and Abbreviations, Definitions and Terms, References) in the DLM 4000.25 series of manuals to prepend an alphabetic indicator to the page numbers in each section of the front matter. Each page number will begin with an abbreviation of that section's name. Revises the front matter of the manual.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlmso.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dlmso.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.

for 

Ms. Dee Reardon
Deputy Assistant Secretary of Defense
for Supply Chain Integration



LOGISTICS AND
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DLM 4000.25, Volume 6, April 29, 2016
Change 7

DEFENSE LOGISTICS MANAGEMENT STANDARDS VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 7

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 7 also includes administrative updates not marked by bold italics, to include changing "shall" to "will" per a style change for DoD issuances, updating "DoDM 4140.1-R" to "DoDM 4140.01", and updating "Defense Logistics Management System" to "Defense Logistics Management Standards."

In accordance with DLA General Order No. 07-15 (09/14/2015), references to "DLA Transaction Services" are changed to "Transaction Services" and "DLA Logistics Information Services" to "Logistics Information Services".

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

A. ADC 1178 dated August 5, 2015, Revises DoDAAD Bureau Codes (DoDAAD); no changes to DLM manuals.

B. ADC 1190 dated December 17, 2015. Adds an Organization Type Code field to the DoDAAD to indicate if the DoDAAC is DoD, Federal, State/Local, Non-Government Organization (NGO) or Foreign entity. Revises DLMS Chapter 2.

C. ADC 1191 dated December 17, 2015. Adds a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a contractor or not. For almost all DoD DoDAACs, the determination if the DoDAAC is a contractor DoDAAC or not is determined by the first two characters of the DoDAAC itself. For Federal DoDAACs, there currently is no determination. This change will set the flag for both Federal and DoD DoDAACs. Revises DLMS Chapter 2.

D. ADC 1192 dated December 17, 2015. Provides specific business rules for how Central Service Points (CSP) will set the Procurement Authority flag. Revises DLMS Chapter 2.

E. ADC 1193 dated December 17, 2015. Separates the “delete” function from the “modify” function. There are no roles in the current system; all access is by series or bureau codes. This change will allow more strict limits on access and further define the differences between CSP and Monitor. Revises DLMS Chapter 2.

F. ADC 1194 dated December 17, 2015. Adds the Sub Tier Code field to the DoDAAD to indicate if the DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within the Federal Procurement Data System (FPDS). Revises DLMS Chapter 2.

G. ADC 1195 dated December 17, 2015. Adds validation to the Common Government-wide Accounting Classification (CGAC) Code field in the Department of Defense Activity Address Directory (DoDAAD). Revises DLMS Chapter 2.

H. ADC 1201 dated December 17, 2015. Add a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a Funding Office. Revises DLMS Chapter 2.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

Added or Replaced Files

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlms.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dlms.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.


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DLM 4000.25, Volume 6, October 23, 2015
Change 6

DEFENSE LOGISTICS MANAGEMENT STANDARDS VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 6

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 6 also includes administrative updates not marked by bold italics, to include changing "shall" to "will" per a style change for DoD issuances and updating "Defense Logistics Management System" to "Defense Logistics Management Standards."

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

A. ADC 1116B dated July 28, 2015, DoD Activity Address Code (DoDAAC) Contract Information Fields. Changes to the contract information fields of the DoDAAD have been updated to correct administrative errors in ADC 1116A. Also, includes changes for DLA's DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B Series) to distinguish contractors, DoD and special program DoDAACs that were approved in ADC 1116 and 1116A, both of which this ADC replaces in its entirety. Revises Chapter 2.

B. ADC 1143 dated May 6, 2015, DoDAAD Data Security Controls (DoDAAD). Implemented additional controls for access to DoDAAD data that safeguard the handling of DoDAAD data, which has been designated as Controlled Unclassified Information (CUI) For Official Use Only (FOUO), and that ensure proper management control on behalf of the Federal Departments to whom the data belongs (i.e., Department of Defense (DOD), Department of Justice (DOJ), Department of Transportation (DOT), etc.). Note: For the purposes of this DLMS Change, the term "Components" used herein is intended to mean all Departments of the Federal Government who use the DoDAAD (i.e., DOD, Federal Agencies, etc.). Revises Chapter 2.

C. ADC 1144 dated January 13, 2015, DoDAAD Error Report Processing (DoDAAD). This change only impact the eDAASINQ application with two required actions: 1) create a report to track orphaned Routing Identifier Codes (RIC), and 2)

move the City/ZIP error report from its current location on the “Downloads” page to a new “reports” section. No change to manuals or DLMS Implementation Conventions.

D. ADC 1148 dated January 15, 2015, Cancellation of Permanent DoDAACs (DoDAAD). This Change removes (null) two fields, “Cancelled/Never Reuse Flag” and “Enterprise Identifier Flag” from the DoDAAD. It deletes C2.4.1.5. from DLMS Volume 6, Chapter 2 DOD Activity Address Directory, and updates paragraph 5.4 of Section 2, in the DoDAAD Standard Operating Procedures (SOP).

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

Added or Replaced Files

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlmso.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp, and the PDF file containing the entire set of change files is available at www.dlmso.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.


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DLM 4000.25, Volume 6, June 16, 2015
Change 5

DEFENSE LOGISTICS MANAGEMENT STANDARDS VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 5

I. This change to DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by *bold, italicized* print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 5 also includes administrative updates not marked by bold italics, to include changing "shall" to "will" per a style change for DoD issuances and updating "Defense Logistics Management System" to "Defense Logistics Management Standards."

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

A. ADC 1025B dated February 7, 2014. Updated U.S. Air Force Routing Identifier Codes (RICs) used to generate reports in LMARS. No changes to the manual.

B. ADC 1098 dated November 7, 2014. Updated the DD Form 1348-5, Notice of Availability; updated the DLMS 856N NOA and DLMS 870N NOA Reply to align with the hard copy data content of the DD Form 1348-5; established the foundation for a mechanized implementation for the NOA process to provide the International Logistics Control Office (ILCO) visibility; and updated procedures for ensuring timely replies to NOAs by actively engaging the ILCOs when there is no response to a follow-up NOA. Revises Chapter 3.

C. ADC 1100 dated April 17, 2014. Allocated the HGA series to USTRANSCOM Acquisition for tracking contractor DoDAACs. No changes to the manual.

D. ADC 1101 dated May 19, 2014. Allocated the DoDAAC series H96 to US Northern Command (USNORTHCOM). H96 will not be authorized for creating contractor DoDAACs. No changes to the manual.

E. ADC 1117 dated July 2, 2014. Improved and refined the business rules associated with the type address codes (TAC) used in the DoDAAD and removes TAC 4. This change is not applicable to DoDAACs already resident in the

DoDAAD, but will apply to any future changes made to existing DoDAACs or when new DoDAACs are created after the implementation date of this change. Revises Chapter 2.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlms.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp, and the PDF file containing the entire set of change files is available at www.dlms.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.


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LOGISTICS AND
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DLM 4000.25, Volume 6, May 28, 2014
Change 4

DEFENSE LOGISTICS MANAGEMENT SYSTEM VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 4

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by DLA Logistics Management Standards Office memorandum ADC 1061B dated December 11, 2013. Appendices were removed from Chapter 2 (DoDAAD) and are published elsewhere as follows:

- A. AP1.1 - Published on DoDAAD Process Review Committee (DPRC) webpage.
- B. AP1.2 - Name changed from Master File Layout to DoDAAD Data Elements and published on DPRC webpage.
- C. AP1.3 - The Authority Codes have been imbedded within Chapter 2, paragraph C2.4.4. as well as published on the DPRC webpage.
- D. AP1.4 - Published on the DPRC webpage.
- E. AP1.5 - Published on the DPRC webpage.
- F. AP1.6 through AP1.12 - Unique processing rules were combined into a single document and published on the DPRC webpage.
- G. AP1.13 - Renamed to Batch Transaction Formats and published on the DPRC webpage.
- H. AP1.14 - Merged into the body of Chapter 2 as paragraph C2.5.
- I. AP1.15 - Published on the DPRC webpage.

Change 4 also includes administrative repositioning of Appendix 2 files associated with the Chapter 2 (DoDAAD) to reflect the correct numbering format shown in the chapter. No changes to DLMS Supplements are included.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlmso.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp, and the PDF file containing the entire set of change files is available at www.dlmso.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.



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LOGISTICS AND
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DLM 4000.25, Volume 6, December 19, 2013
Change 3

DEFENSE LOGISTICS MANAGEMENT SYSTEM VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 3

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, December 19, 2013, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by DLA Logistics Management Standards Office memorandum ADC 1061 dated June 11, 2013, Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD) and ADC 1061A dated August 13, 2013, Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD). Change 3 includes administrative renumbering of Appendix 2 files associated with the Chapter 3 (MAPAD) to reflect the correct numbering format shown in the chapter. No changes to DLMS Supplements are included.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

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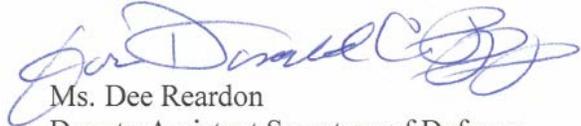
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(Continued)

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IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlmso.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp, and the PDF file containing the entire set of change files is available at www.dlmso.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.


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DLM 4000.25, Volume 6, June 25, 2013
Change 2

DEFENSE LOGISTICS MANAGEMENT SYSTEM VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 2

- I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by *bold, italicized* print. The exception would be when the entire chapter or appendix is replaced, or a new one added.
- II. This change includes Approved Defense Logistics Management System (DLMS) Changes (ADC) published by DLA Logistics Management Standards Office memorandum:
 - A. ADC 448A dated October 2, 2012. Approved Addendum, Address Line 5 Country Name Implementation and related DoDAAD Batch Transactions. No change to manuals or DLMS Supplements.
 - B. ADC 448B dated October 2, 2012. Delayed implementation for International Organization for Standardization 3166-1 Codes for the Identification of Countries and their Subdivisions. Revises Chapter 3.
 - C. ADC 1025 dated 12 September 2012. Update to Routing Identifier Codes, DoD Activity Address Codes, Repairable/Non-repairable National Item Identification Numbers, combatant Command designations in the Logistics Metrics Analysis reporting System. Revises Chapter 4 (file linked from C4.6.3.1.2, Table D, Inventory Control Points).
 - D. ADC 1025A dated February 6, 2013. Addendum to Update of Routing Identifier Codes, DOD Activity Address Codes, Repairable/Non-repairable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System. Revises Chapter 4. (file linked from C4.6.3.1.2, Table D, Inventory Control Points).
 - E. ADC 1038 dated September 11, 2012. Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules. Revises Chapter 4.

III. The list below identifies the chapters, appendices or other files from the manual that are replaced by this change:

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Chapter 3

Chapter 4

IV. This change is incorporated into the on-line DLMS manual at the Defense Logistics Managements Standards Website www.dlms.dla.mil/eLibrary/manuals/dlm/dlm_pubs.asp, and the PDF file containing the entire set of change files is available at www.dlms.dla.mil/eLibrary/Manuals/DLMS/formal_changes.asp.



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DEFENSE LOGISTICS MANAGEMENT SYSTEM

VOLUME 6 – LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

FOREWORD

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 6 prescribes DoD standard procedures, data and transactions used in support of enterprise services related to customer addressing and logistics pipeline performance measurement.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at www.dlmso.dla.mil/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1 Chapter 3 of this manual and at www.dlmso.dla.mil/eLibrary/Changes/processchanges.asp

IV. This Volume is approved for public release and is available electronically at http://www.dlmso.dla.mil/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dlmso.dla.mil/About/Comment/comment_form.php to contact DLA Logistics Management Standards.



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VOLUME 6 – LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
226	3/1/2007	Revision of MILSTRIP, MILSBILLS and DLMS to add DoDAAC Authority Code Edits. This change will establish a new edit for DoDAACs by Authority Code in order to restrict requisitioning, shipment and billing by DoDAAC. DoDAAC Authority Codes are applicable to all Components. This change will revise DLMS, MILSTRIP and MILSBILLS to identify DoDAAC authorities for requisitioning, shipment and billing, and to provide for DAAS and source of supply rejection, under DLMS, MILSTRIP and MILSBILLS of requisitions or bills, as appropriate.	0
251	8/1/2007	Department of Defense Activity Address Directory (DoDAAD). This issued the new DoDAAD manual as an ADC.	0
262	12/19/2007	Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders. Revise MILSTRIP/DLMS procedures to include instructions on cancellation of orders, citing a ship-to or bill-to DoDAAC that has been deleted, as identified in the DoD Activity Address Directory (DoDAAD). In response to comments on the proposal, the following clarification is provided: The intent is for all Components to implement this procedure change while modernizing or as soon as practical, thereby canceling open orders/backorders for which there is a deleted DoDAAC identifying the bill-to or ship-to activity. This procedure complements the existing procedure to cancel backorders where the requisitioner DoDAAC has been deleted. Updates from the original staffing are highlighted.	0

ADC Number	Date	Change Description	Version
298	9/16/2008	<p>Department of Defense Activity Address Directory (DoDAAD) Enhancements. This change documents the proposed procedures that are applicable to the reengineered DoDAAD. The ADC contains many enhancements. One change calls for adding the new GSA unique fields to the DAASINQ and enhanced eDAASINQ. One change establishes DoD policy that Component governing directives require that deploying units have current DoDAAC information prior to deployment. The remaining changes expand the capability of the DoDAAD web update page. DAASC will need to make both database and code changes to implement the new requirements.</p>	0
318	3/24/2009	<p>DoD Activity Address Directory (DoDAAD) Country Codes in the DoDAAD (Staffed as PDC 325). This change documents the procedures that are applicable to the country code listing of the DoDAAD and procedures for notifying CSPs of country code changes. This change reiterates that CSPs are responsible for ensuring that their Component DoDAAC information is current and that Component CSPs must take action to ensure DoDAAC country code information is validated whenever there is a change to the country code listing. This change also excludes activity codes applicable to programs and not to countries from being entered into the address field of the DoDAAD.</p>	0
321	4/14/2009	<p>Department of Defense Activity Address Directory (DoDAAD) Bill of Lading Code (BLOC). This change documents the procedures that are applicable to the Bill of Lading Code (BLOC) in the DoDAAD, and changes the source of input from the DoDAAD Administrators to the Authoritative BLOC information source, Table Management Distribution System (TMDS). This will improve timeliness and accuracy of the BLOC data.</p>	0
323	5/19/2009	<p>DoD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements. This change documents enhancements recommended by the DoDAAD Process Review</p>	0

ADC Number	Date	Change Description	Version
		Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.	
323A	1/21/2011	Approved Addendum 323A to ADC 323, Rescind Multiple Contracts per DoDAAC Change. This amends ADC 323 to delete the approved enhancement for adding multiple contracts assigned to a single DoDAAC to the DoDAAD and for modifying the eDAASINQ search capability to query the multiple contract fields.	0
336	1/25/2011	Military Assistance Program Address Directory (MAPAD) Procedures. This change provides updated MAPAD policy and procedures, including those associated with MAPAD reengineering. This change establishes DLMS Volume 6, Logistics Systems Interoperability Support Services, Chapter 3, MAPAD.	0
337	8/31/2009	DoD Activity Address Directory (DoDAAD) Internal Note Field (Staffed as PDC 362). This change adds a free-form note field to the DOD Activity Address File (DoDAAF), which will be viewable and downloadable in the Enhanced DAASC Inquiry System (eDAASINQ) by DoDAAC Central Service Points (CSPs) and Monitors, according to their existing role-based access for updating, adding or deleting DoDAACs. This field will allow DoDAAC Monitors to input internal notes related to a specific DoDAAC, which will create a historical record and assist DoDAAC CSPs and Monitors in managing their DoDAACs.	0
354	2/4/2010	DOD Activity Address Code (DoDAAC) Edits on Logistics Bills and Requisitions (Finance/DoDAAD/Supply). This change provides information and procedures regarding Defense Automatic Addressing System Center (DAASC) DoDAAC edits for logistics bills and requisitions. This also incorporates an administrative change to reflect the DAASC retention of security assistance bills of 4 years after initial routing vice 2 years.	0

ADC Number	Date	Change Description	Version
365	5/6/2010	DOD Activity Address Code (DoDAAC) City State Zip Validation. This change is to improve the validation of the CONUS city, state and zip code data by establishing procedures for DoDAAC entries that do not match the United States Postal System (USPS) authoritative source.	0
368	12/7/2010	Procedures and Assignment of Navy DoDAACs to DLA for Use on DLA Requisitions to Military Service/GSA Sources of Supply (SoSs) in Support of Navy Industrial Activities (IAs) under BRAC SS&D/IMSP (Supply/DoDAAD). This change requires assignment of Navy (N-series) DoDAACs for DLA's use under BRAC SS&D/IMSP and documents associated procedures. DLA will control and assign document numbers using these unique Navy DoDAACs when requisitioning from other SoSs in support of Navy industrial activities (IA) including Navy Shipyards (NSYs) and Fleet Readiness Centers (FRCs). This change establishes a new business process for Navy BRAC IMSP requisitioning. It impacts DAAS routing rules and establishes DAAS rules for creation of supply and shipment status associated with these requisitions. Other DoD Components processing rules are not impacted.	0
383	5/18/2010	DoD Activity Address Directory (DoDAAD) Container Consolidation Point (CCP). This change is to implement the use of the Break Bulk Point (BBP) and Container Consolidation Point (CCP) data fields in the DoDAAD for their intended purpose under DoDAAD reengineering, as separate, discrete data fields, rather than as a single, multi-use field. This will require phased implementation.	0
384	5/21/2011	Special Programs for Non-DoD/Non-Federal Agency. This change establishes Defense Logistics Management Standards (DLMS) procedures for Special Programs where the requisitioner is neither a Federal Agency nor a DoD entity, and establishes a new DoDAAC series to clearly identify such programs.	0

ADC Number	Date	Change Description	Version
384A	4/7/2011	Special Programs for Non-DoD/Non-Federal Agency. This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs.	0
384B	10/7/2011	Special Programs for Non-DoD/Non-Federal Agency. This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DoDAACs from "1" to "3".	0
385	10/21/2010	DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for Multiple DoDAACs (DoDAAD). This change is to designate query and download of information for multiple DoDAACs from the eDAASINQ web site as "For Official Use Only."	0
392	8/3/2010	DoD Activity Address Directory (DoDAAD) Setting the CONUS/OCONUS Indicator. The change is to remove the manual setting of the CONUS/OCONUS field and set the flag programmatically based on the TAC 2 address.	0
394	8/17/2010	DoD Activity Address Directory (DoDAAD) Overseas Address Line Change for Canada and Mexico (DoDAAD and Supply). This change corrects a problem with the last line of the overseas address lines for Canada and Mexico.	0
406	1/31/2011	DoD Activity Address Directory (DoDAAD) Removal of Unused Fields. The DoDAAD database contains some unused fields, which leads to confusion in the user community. This Change corrects the problem by removing the unused fields.	0
408	12/21/2010	DoD Activity Address Directory (DoDAAD) DAASINQ RIC Display. This change is to correct the DAASINQ display for RIC query results.	0
424	5/9/2011	DoDAAD Modification to Break Bulk Point (BBP). This change approves interim and longer term procedures to correct inconsistent Break Bulk Points (BBPs) for TAC1 and TAC2 addresses.	0

ADC Number	Date	Change Description	Version
436	8/4/2011	Administrative Revisions to DLMS Supplements to Remove Obsolete RIC “Streamline” Notes and Update MILSTRIP/DLMS Documentation Associated with Routing Identifiers. (1) Administrative change to update RIC field note in the DLMS to remove obsolete references to future streamlining. (2) Administrative update to the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)".	0
440	7/19/2011	Change to DoDAAC Authority Code Assignment Process. This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00".	0
448	9/21/2011	Implementation of International Standards Organization (ISO) 3166-1 codes for the identification of countries and their subdivisions (DoDAAD/MAPAD/Finance). Implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, “Codes for the representation of names of countries and their subdivisions. Part 1: Country Codes” by September 30, 2012. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and trigraph (three characters). DLMS will implement the ISO 3166-1 two character (digraph) alpha code structure and code list in order to minimize the impact on databases, application logic, and outputs that are currently reliant and restricted to two characters. Prior to the end of calendar year 2017, the Defense Logistics Management Standards PRCs will initiate action to assess the value and implementation requirements in migrating from ISO 3166-1 digraph to the tri-graph code structure.	0
448A	10/2/2012	Address Line 5 Country Name Implementation and Related DoDAAD Batch Transactions. This change is an addendum to ADC 448 and not a total replacement. The addendum approves changes to the address placement and business rules associated with adding the country name to the address fields in the DoDAAD and MAPAD and removing the previously approved changes for	2

ADC Number	Date	Change Description	Version
		DoDAAD batch processing. Without revision to the manual.	
448B	10/2/2012	Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions. Due to the delayed implementation for ISO 3166-1 country code standard, this administrative ADC updates related DLMS documentation to restore the name change for Country & Activity codes (Logistics Qualifier 85/85*) and to remove the previously published "September 30, 2012" implementation date established under ADC 448. Chapter 3, Military Assistance Program Address Directory.	2
450	2/14/2012	Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR). The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.	0
462	11/29/2011	Initial Publication of Logistics Metrics Analysis Reporting System (LMARS). Currently no formal LMARS process and procedures exist. The DLA Transaction Services developed and posted to its web site a number of independent documents related to LMARS. These documents were developed ten years ago and serve as the only existing documentation. This ADC compiles and organizes these existing documents into a single formally published "as-is" baseline for LMARS. The formalization of the existing documents will be published as Chapter 4 of Volume 6.	0
477	02/20/2012	Component Performing Procurement/Contracting for another Component Involving Government Furnished Materiel or Government Furnished Property (DoDAAD and Supply). This ADC clarifies the roles and responsibilities of Components when	0

ADC Number	Date	Change Description	Version
		one is performing procurement/contracting services for another and the contract involves Government Furnished Materiel or Government Furnished Property. The clarification is that the Component requesting the procurement/contract action is responsible for assigning the delivery point DoDAACs using Service Codes assigned to it and the requesting Component is also responsible for performing the MILSTRIP Management Control Activity functions. The ADC also changes two data fields in the DoDAAD database from mandatory to optional.	
1025	9/12/2012	Update of Routing Identifier Codes, DOD Activity Address Codes, Repairable/Nonrepairable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System (LMARS). This change updates specific LMARS configuration and business rules that Components/Agencies have implemented. Revises Chapter 4, Pipeline Measurement (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1025A	2/6/2013	This administrative addendum corrects oversight to the requested deletion of Air Force Routing Identifier Code (RIC) DLJ in ADC 1025. Addendum adds United States Special Operations Command RICs H92 & H9D to current listing of the RICs that function as wholesale Inventory Control Points in the Logistics Metrics Analysis Reporting System Addendum to ADC 1025, Update of Routing Identifier Codes, DOD Activity Address Codes, Repairable/Nonrepairable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System. Revises Chapter 4, Pipeline Measurement (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1025B	2/7/2014	Administrative Update of Air Force Routing Identifier Codes in Logistics Metrics Analysis Reporting System. Updates U.S. Air Force Routing Identifier Codes (RICs) used to generate reports in LMARS. This is a routine, periodic	5

ADC Number	Date	Change Description	Version
		updates provided by the U.S. Air Force PM PRC representative. Revises Chapter 4, Pipeline Measurement.	
1038	12/11/2013	Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules. This change updates the Logistics Metric Analysis Reporting System (LMARS) Fill Rules to correspond to changes implemented in the DOD supply chain. The Fill Rules were established over 10 years ago by the Customer Wait Time Committee (CWTC), which oversaw the development and implementation of LMARS. Revises DLMS Manual Volume 6 Chapter 4, Pipeline Measurement.	2
1061	6/11/2013	Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD). This change updates and reissues DLM 4000.25, DLMS, Volume 6, Chapter 2—often referred to as the DoDAAD manual. The chapter has been revised to enhance readability, remove duplication, add additional administrative content, and remove material better suited for the DoDAAD Standard Operating Procedures or the DLA Logistics Management Standards Office Website.	3
1061A	8/13/2013	Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD). This administrative change to ADC 1061 consolidates the appointment letter templates found in appendices 1.1 and 1.2 into a single appointment letter for the Service/Agency. It thus renumbers all the succeeding appendices accordingly and changes their numbering throughout the chapter to reflect the change. This administrative change also updates the name of the application used for updating the DoDAAD to its current title: “DoDAAD Update Application” from the previous terminology of “Enterprise DoDAAD Web Maintenance Application.” It further publishes the DoDAAD Series Table as Appendix 1.15, which formally establishes the DoDAAC Series assigned to Services/Agencies for use in creating DoDAACs for that Service/Agency. Finally, it updates the Major Command Codes used for “H” Series	3

ADC Number	Date	Change Description	Version
		DoDAACs, as published in Appendices 1.4 and 1.12.	
1061B	12/11/2013	<p>Administrative Addendum, Update Reissuance of DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2 (DoDAAD). This administrative change to ADC 1061 (Reference 3.c.) addresses changes to Volume 6, Chapter 2, of DLM 4000.25, as well as the impacts to the DoDAAD necessary to implement these changes. This administrative change also addresses data header inconsistency throughout the various renderings of the DoDAAD via DAASINQ, eDAASINQ, the DoDAAD Update Application and Ad hoc Queries in eDAASINQ, and seeks to ensure consistency throughout by aligning them to a standard as laid out in the DoDAAD Data Elements file (formerly known as the Master File Layout) now published on the DoDAAD PRC webpage. Discrete appendices formerly published with this chapter have been moved as follows: AP1.1—1.13, and 1.15 are published on the DPRC page of the DLMSO website; AP1.14 has been merged into Chapter 2 at paragraph C2.5.</p>	4
Adm Chng	07/12/2012	The name for Air Force Security Assistance Command has changed to Air Force Security Assistance Cooperation Directorate. The acronym AFSAC has changed and is now AFSAC-D. Revised Table C3.T1. in Volume 6, Logistics Systems Interoperability Support Services.	0
1098	11/7/2014	<p>Updates to DD Form 1348-5 Notice of Availability (NOA) and Corresponding DLMS 856N NOA and 870N NOA Reply. Updated the DD Form 1348-5, Notice of Availability; updated the DLMS 856N NOA and DLMS 870N NOA Reply to align with the hard copy data content of the DD Form 1348-5; established the foundation for a mechanized implementation for the NOA process to provide the International Logistics Control Office (ILCO) visibility; and updated procedures for ensuring timely replies to NOAs by actively engaging the ILCOs when there is no response to</p>	5

ADC Number	Date	Change Description	Version
		a follow-up NOA. Revises Chapter 3, Military Assistance Program Address Directory (MAPAD).	
1100	4/17/2014	Allocation of HGA DoDAAC Series for USTRANSCOM Acquisition Contractors. Allocates the HGA series to USTRANSCOM Acquisition for tracking contractor DoDAACs. Previously, the DoD activity address code (DoDAAC) series HTC was allocated to US Transportation Command (USTRANSCOM) Acquisition, but there was no allocation to support contractor DoDAACs.	5
1101	5/19/2014	For Creation of H96 as USNORTHCOM DoDAAC Series. Allocates the DoDAAC series H96 to US Northern Command (USNORTHCOM). H96 will not be authorized for creating contractor DoDAACs. A separate PDC would be required to establish a separate HG_ series for this purpose, should the requirement arise.	5
1116B	7/28/2015	Administrative Updates to DoDAAD Contract Information Fields (DoDAAD/Supply). ADC 1116 was withdrawn pending policy conflict resolution. Notwithstanding, many of the changes identified in that ADC are still required for the DoDAAD and are not affected by the factors which led to the withdrawal of ADC 1116. ADC 1116A replaced ADC 1116 in its entirety; specifically, changes to the Contract Information fields of the DoDAAD have been corrected and updated, especially as they relate to DLA's DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B Series). ADC 1116B corrected an administrative paragraph numbering error in ADC 1116A. Revises DLMS Volume 6, Chapter 2.	6
1117	7/2/2014	DoDAAC Authority Code and Type Address Code (TAC) Rules. Improves and refines the business rules associated with the type address codes (TAC) used in the DoDAAD and removes TAC 4. This change requires entering the specific address for the purpose for which the DoDAAC is intended to be used, based upon the DoDAAC authority code. This change is not applicable to	5

ADC Number	Date	Change Description	Version
		DoDAACs already resident in the DoDAAD, but will apply to any future changes made to existing DoDAACs or when new DoDAACs are created after the implementation date of this change. Revises Chapter 2, DoD Activity Address Directory.	
1143	5/6/2015	DoDAAD Data Security Controls (DoDAAD). Implement additional controls for access to DoDAAD data that safeguard the handling of DoDAAD data, which has been designated as controlled Unclassified Information (CUI) For Official Use Only (FOUO), and that assure proper management control on behalf of the Federal Departments to whom the data belongs (i.e., Department of Defense (DoD), Department of Justice (DOJ), Department of Transportation (DOT), etc.). Note: For the purposes of this DLMS Change, use of the term “Components” used herein is intended to mean all Departments of the Federal Government who use the DoDAAD (i.e., DoD, Federal Agencies, etc.). Revises Chapter 2, DoD Activity Address Directory	6
1144	1/13/2015	DoDAAD Error Report Processing (DoDAAD). This change only impacts the eDAASINQ application with two required actions: 1) create a report to track orphaned Routing Identifier Codes (RIC), and 2) move the City/ZIP error report from its current location on the “Downloads” page to a new “reports” section. No change to manuals or DLMS Implementation Conventions.	6
1148	1/15/2015	Cancellation of Permanent DoDAACs (DoDAAD). This Change removes (null) two fields, “Cancelled/Never Reuse Flag” and “Enterprise Identifier Flag”, from the DoDAAD. It also deletes C2.4.1.5. from DLMS Volume 6, Chapter 2 and updates the DoDAAD Standard Operating Procedures (SOP) paragraph 5.41 Section 2.	6
1178	8/5/2015	Implementation of DoDAAD Bureau Codes. Decouples the DoDAAD Bureau code field in the DoDAAD table (MAJ_COMMAND) from the GSA Bureau code field in the GSA table (GSA_BUREAU_CD). Add new data element for Common Government-Wide Accounting	7

ADC Number	Date	Change Description	Version
		Classification (CGAC) Code. No change to manuals or DLMS Implementation Conventions.	
1190	12/17/2015	Implementation of a DoDAAC Organization Type Code. Adds an Organization Type Code field to the DoDAAD to indicate if the DoDAAC is DoD, Federal, State/Local, Non-Government Organization (NGO) or Foreign entity. Revises Chapter 2, DoD Activity Address Directory.	7
1191	12/17/2015	Implementation of a DoDAAC Contractor Flag. Adds a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a contractor or not. For almost all DoD DoDAACs, the determination if the DoDAAC is a contractor DoDAAC or not is determined by the first two characters of the DoDAAC itself. This change will set the flag for both Federal and DoD DoDAACs. Revises Chapter 2, DoD Activity Address Directory.	7
1192	12/17/2015	Administrative Update to Procurement Flag. Provides specific business rules for how Central Service Points (CSP) shall set the Procurement Authority flag. Revises Chapter 2, DoD Activity Address Directory.	7
1193	12/17/2015	Update to Access User Roles. Separates the “delete” function from the “modify” function. There are no roles in the current system, all access is being series or bureau codes. This change allows stricter limits on access and further define the differences between CSP and Monitor. Revises Chapter 2, DoD Activity Address Directory.	7
1194	12/17/2015	Implementation of the Sub Tier Code. Adds the Sub Tier Code field to the DoDAAD to indicate if the DoDAAC is tied to a specific Federal Agency Sub Tier (a.k.a. bureau) for business uses within the Federal Procurement Data System (FPDS). Revises Chapter 2, DoD Activity Address Directory.	7
1195	12/17/2015	Implementation of Common Government-wide Accounting Classification (CGAC) Code. Adds validation to the Common Government-wide Accounting Classification (CGAC) Code field in the	7

ADC Number	Date	Change Description	Version
		Department of Defense Activity Address Directory (DoDAAD). Revises Chapter 2, DoD Activity Address Directory.	
1201	12/17/2015	Implementation of a DoDAAC Funding Office Flag. Adds a Yes/No flag to the DoDAAD to indicate if the DoDAAC is a Funding Office. Revises Chapter 2, DoD Activity Address Directory.	7
1233	8/4/2016	Administrative Update to the Defense Logistics Manual (DLM) 4000.25 Series of Manuals Front Matter Page Numbering and Definitions for DLMS Supplement and Implementation Convention. Revises the page numbering of the “front matter” (Foreword, Process Change History, Table of Contents, Acronyms and Abbreviations, Definitions and Terms, References) in the DLM 4000.25 series of manuals to prepend an alphabetic indicator to the page numbers in each section of the front matter. Each page number will begin with an abbreviation of that section's name. Revises the front matter of the manual.	8

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C1. CHAPTER 1.

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Department of Defense standard procedures for special processing and interoperability support. The volume covers processes that go beyond the functional processes covered in the previous Defense Logistics Management System (DLMS) Volumes. Not all DLMS processing is transactional based. This volume focuses on the special processing for the Department of Defense Activity Address Directory (DoDAAD) (Chapter 2), Military Assistance Program Address Directory (MAPAD) (Chapter 3), and Logistics Metrics Analysis Reporting System (LMARS) (Chapter 4).

C1.1.2. Defense Logistics Management System Volume Access. Use of this volume requires simultaneous access to the DLMS Manual Volume 1 administrative items such as the lists of, acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; specific guidance that applies to all DLMS Supplements; and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY. The policy governing the procedures in this volume are:

C1.2.1. [DoD Instruction 4140.01](#), "DoD Supply Chain Materiel Management Policy," December 14, 2011.

C1.2.2. [DoD 4140.1-R](#), "DoD Supply Chain Materiel Management Regulation," May 23, 2003.

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.4. DoD ACTIVITY ADDRESS DIRECTORY PROCESS REVIEW COMMITTEE. The DoDAAD Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of DoDAAD requirements for the DLMS. Refer to Chapter 2 in this volume for a discussion of DoDAAD PRC functions and responsibilities. The DoDAAD PRC chair, in coordination with the DoDAAD PRC Central Service Points (CSP), is responsible for the contents of Chapter 2. CSPs to the DoDAAD PRC are located at

https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf

C1.5. MAPAD PROCESS REVIEW COMMITTEE. The MAPAD PRC is the governance body through which the DoD Components and other participating organizations may participate to develop, expand, improve, maintain, and administer the MAPAD. The MAPAD PRC functions are defined in Chapter 3 in this volume. The MAPAD PRC chair, in coordination with the MAPAD PRC CSPs, is responsible for the contents of Chapter 3. CSPs to the MAPAD PRC are located at https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/members_mapad_FocalPoints.docx

C1.6. PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE. The Pipeline Measurement (PM) PRC is the governance body through which the DoD Components and other participating organizations participate in the development, maintenance and configuration management of LMARS. The PM PRC functions are defined in Chapter 4 in this volume. The PM PRC chair, in coordination with the PM PRC members is responsible for the contents of Chapter 4. The list of PM PRC membership list is located at https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/PRCMembers/members_PMPRC.docx.

C1.7. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS related problems are unsatisfactory, the activity having the problem shall request assistance from their respective DLMS DoDAAD, MAPAD or PM PRC Representative, depending on the nature of the problem. The request will include information and copies of all correspondence pertinent to the problem; including the transaction set number, the transaction number, and the date of the transaction involved. The representative will take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the respective PRC Chair.

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1. GENERAL

C2.1.1. **Purpose.** This chapter implements DoD policy by establishing procedures for the roles, authorities, business rules, governance, and management process of the DoD Activity Address Directory (DoDAAD). The DoDAAD is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping, billing, and other uses.

C2.1.2. **DoDAAD Composition.** The DoDAAD is comprised of both Department of Defense Activity Address Code (DoDAAC) and Routing Identifier Code (RIC) identifiers.

C2.1.2.1. **DoDAAC.** The DoDAAC is a six-character, alpha-numeric code that uniquely identifies a unit, activity, or organization within the DoDAAD. A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes. Each activity that requisitions, contracts for, receives, has custody of, issues, or ships DoD assets, or funds/pays bills for materials and/or services is identified by a six-position alphanumeric DoDAAC.

C2.1.2.2. **RIC.** The RIC is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems using DLMS and legacy 80 record position format transactions. The RIC was originally conceived as an abbreviated form of a seven-character Communication Routing Identifier (COMMRI) but its use has since expanded. The first position designates the particular service/agency ownership, the second and third characters are determined by the Central Service Point (CSP). See also paragraph C2.5 of this Chapter.

C2.2. **POLICY.** The procedures contained in this manual are issued in accordance with the following policy:

C2.2.1. **DoDI 4140.01.** The “DoD Supply Chain Materiel Management Policy,” December 14, 2011, establishes policy and assigns responsibilities for management of materiel across the DoD supply chain and authorizes the publication of DLM issuances required for the execution of this instruction.

C2.2.2. DoDM 4140.01. The “DoD Supply Chain Materiel Management Procedures,” February 10, 2014, provides policy to establish the DoDAAD Process Review Committee (PRC), which provides the framework for DoDAAC/RIC management and assignment.

C2.3. ROLES AND AUTHORITIES

C2.3.1. Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI). The ODASD/SCI will:

C2.3.1.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the DoDAAD program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of DoDAAD.

C2.3.1.2. Champion efforts to identify funding sources to support and further the DoDAAD program objectives.

C2.3.1.3. Resolve policy and procedural issues where agreement cannot be achieved within the DoDAAD PRC.

C2.3.1.4. Ensure applicable coordination within OSD staff elements regarding DoDAAD policy guidance or one-time instructional memoranda affecting functions assigned to the DoDAAD PRC.

C2.3.1.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C2.3.1.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD/SCI PRC member.

C2.3.1.7. Ensure that DoD senior leaders are advised of initiatives and plans as they are developed with respect to DoDAAD.

C2.3.1.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C2.3.1.9. Direct Approved Defense Logistics Management Standards (DLMS) Change implementation dates as needed.

C2.3.2. Defense Logistics Management Standards Office DoDAAD System Administrator. As Chair of the DoD DoDAAD Process Review Committee, the DoDAAD Systems Administrator will:

C2.3.2.1. Develop DoDAAD PRC meeting agendas, convene meetings as required, and publish final meeting minutes.

C2.3.2.2. Submit proposed recommendations for DoDAAD improvement to the committee members and the OSD PSA. Present issues to the DoDAAD PRC for

review and resolution. Where PRC consensus cannot be achieved, document and present the issues to the OSD PSA for resolution.

C2.3.2.3. 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).

C2.3.2.4. Develop business rules and procedure documentation, including business rules for DoDAAD Central Service Point (CSP) and DoDAAD monitor assignment.

C2.3.2.5. Approve and forward CSP and Monitor appointments to the Central Control Point (CCP).

C2.3.2.6. Develop and provide DoDAAD training.

C2.3.2.7. Develop and document DoDAAD functional requirements and specifications.

C2.3.2.8. Ensure testing and validation of approved DoDAAD changes.

C2.3.2.9. Publish the following DoDAAD PRC information:

- current list of DoDAAD PRC members,
- meeting minutes,
- current list of DoDAAD Central Service Points and Monitors,
- DoDAAD System Standard Operating Procedures,
- DoDAAD Master File Layout,
- DoDAAD Assignment Logic information,
- CSP and Monitor appointment memorandum templates, and
- additional DoDAAD resources on the DoDAAD PRC webpage www.dlmso.dla.mil/Programs/Committees/DoDAAD/dodaad.asp.

C2.3.3. DoDAAD PRC. The DoDAAD PRC is a committee responsible for development, maintenance, and change management of the DoDAAD. The committee is chaired by the DoDAAD System Administrator with representation from each of the Services and Agencies who comprise the member subscribers of the DoDAAD. 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. 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 DoDAAD PRC operates under the authority and within the

framework documented in this chapter. Current PRC members are identified on the DoDAAD PRC webpage.

C2.3.4. Transaction Servcies. In addition to being the technical manager of, and organization responsible for the Defense Automated Addressing System (DAAS), Transaction Servcies serves as the CCP for the DoDAAD. In this capacity, Transaction Servcies is responsible for the following:

C2.3.4.1. Designate a DoDAAD CCP in writing to the DoDAAD System Administrator.

C2.3.4.2. Maintain the DoDAAD as the authoritative data source for DoDAACs and RICs, and the associated data elements.

C2.3.4.3. Maintain a hardware, software, and customer assistance support helpdesk. If users have DoDAAD software related problems, they can call the Transaction Servcies customer assistance support helpdesk at 937-656-3247.

C2.3.4.4. Maintain proper system access controls. Access for CSPs and Monitors must be based on both Transaction Servcies approved system access requests (SAR), and CSP assignments and Monitor delegations received from the DoDAAD System Administrator.

C2.3.4.5. Maintain system documentation, data validation edits, and security for the DoDAAD.

C2.3.4.6. Maintain a profile of authorized DoDAAD users by access level.

C2.3.4.7. Maintain statistics on the number of accesses and types of access (update, query, download) by user.

C2.3.4.8. Associate DoDAACs and RICs to a unique seven character CommRI for routing logistics transactions.

C2.3.4.9. Maintain Web query applications.

C2.3.4.10. Maintain the DoDAAD Update Application.

C2.3.4.11. Provide DoDAAD data output to external applications and customers.

C2.3.4.12. Design and maintain the DoDAAD database to implement functional requirements.

C2.3.4.13. Test program functionality and system interface connectivity.

C2.3.4.14. Participate in the DoDAAD PRC.

C2.3.4.15. Review and provide technical input to Defense Logistics Management Standards Office on DoDAAD PDCs and ADCs.

C2.3.4.16. Implement DoDAAD changes directed in ADCs.

C2.3.5. DoD Components and Federal Agencies. DoD Components and Federal Agencies will:

C2.3.5.1. Appoint a representative, in writing, to the DoDAAD PRC. This representative may be the CSP. A sample appointment letter can be found on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_PRC_Representative_Appointment_Letter_Template.docx

C2.3.5.2. Designate, in writing, a primary DoDAAD CSP and an alternate CSP (along with optional DoDAAC monitors) to the DoDAAD System Administrator. A sample letter for these appointments can be found on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx

C2.3.5.3. Submit DoDAAD CSP and Monitor appointment changes to the DoDAAD System Administrator in a timely manner to allow Transaction Services to promptly add or remove account access to DoDAAD 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.

C2.3.5.4. 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 DoDAAD and is published on the DoDAAD PRC webpage; however, this information remains the Component's responsibility.

C2.3.5.5. Implement approved DLMS changes.

C2.3.6. DoDAAD Central Service Points. DoDAAD CSPs, designated in writing by their respective Component or Agency, are responsible for the following:

C2.3.6.1. Serve as DoDAAD PRC members or interested parties for their respective Component or Agency.

C2.3.6.2. Assign and maintain DoDAACs and RICs that are authorized in their appointment memoranda for activities of their Service/Agency only.

C2.3.6.3. Advise Transaction Services of any new COMMRI requirements for DoDAACs or RICs.

C2.3.6.4. Ensure the timeliness, accuracy, and authority for use (authority code) of DoDAAC and RIC information.

C2.3.6.5. Give priority to deploying and redeploying units to ensure that they have current DoDAAC/RIC information prior to their deployment or redeployment.

C2.3.6.6. Monitor and delete contractor DoDAACs upon expiration of the applicable contract.

C2.3.6.7. Promote and support DoDAAD within the respective Component/Agency and serve as the Component's DoDAAD subject matter expert.

C2.3.6.8. At their discretion, delegate/sub-divide their responsibility for file maintenance of the DoDAACs and RICs for which they are responsible to DoDAAD Monitors, as necessary. Such delegation will be in writing to the DoDAAD System Administrator (see C2.3.5.1. and C2.3.7).

C2.3.7. DoDAAD Monitors. When situations arise whereby services/agencies desire that DoDAAD management be delegated below the CSP level, DoDAAD Monitors can be delegated by the CSP to allow for lower-level management within the service/agency. DoDAAD Monitors are responsible for maintaining DoDAACs/RICs delegated to them by their CSP. DoDAAD Monitors will be appointed in writing by the CSP to the DoDAAD System Administrator and Transaction Services, identifying the individuals to whom sub-delegations are being made and the DoDAACs/RICs that each is responsible for to allow Transaction Services to update/remove access to the DoDAAD Update Application as appropriate. See also Special Program DoDAACs below. Monitor appointments will be included in the CSP appointment letter. The CSP and Monitor appointment template can be found at the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx

C2.4. DoDAAC AND RIC STRUCTURE. The current list of data elements, descriptions, and business rules that comprise the DoDAAD is found on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Data_Elements.pdf. Some of the more common elements of DoDAAC structure are provided below.

C2.4.1. Service and Agency Codes. DoDAACs and RICs are assigned to activities beyond DoD. DoDAAC and RIC assignment is based on MILSTRIP Service and Agency codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. Further stratification of Service and Agency codes for use in creating DoDAACs and RICs are found in the DoDAAD Series Table published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Series_Table.pdf.

The following are the differing types of DoDAACs that exist:

C2.4.1.1. Department of Defense DoDAACs. DoD Activities are designated by an alpha character in the first position, excluding B, D, G, I, K, O, P, T, X, and Y.

C2.4.1.2. DoD Contractor DoDAACs. DoD contractors will only be assigned DoDAACs if they have a contract with DoD that authorizes access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. Contractor DoDAACs will be assigned by the CSP of the DoD Component or Agency that signed the contract with the contractor, except in cases where one Component or Agency is providing procurement/contract writing service for another Component or Agency. In such cases, the requesting Component/Agency CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC, for monitoring contract expiration dates, and for deleting contractor DoDAACs when there is no longer an active contract associated with the DoDAAC. In addition to appropriate TAC information, CSPs will ensure the following contract information data elements are entered for every contractor DoDAAC as follows (for all non-contractor DoDAACs, these fields are disabled):

C2.4.1.2.1. Contract Number (CONTRACT_NO). Enter the procurement instrument identifier (PIID). The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the procurement indicator is checked in the DoDAAD).

C2.4.1.2.2. CAGE Code (CAGE_CODE). Enter the valid commercial and Government entity (CAGE) code of the vendor for whom the contractor DoDAAC is being created, which should be the same vendor in the contract. Even though the edit in the DoDAAD for this field checks against the validity of the CAGE Code, CSPs should validate that the CAGE is correct for the vendor cited by looking up the CAGE code in the CCR.

C2.4.1.2.3. Contract Admin Office DoDAAC (CAO_DODAAC). Enter the DoDAAC of the contract administration office (CAO) as identified in the contract.

C2.4.1.2.4. Contract Sponsor DoDAAC (SPONSOR_DODAAC). Enter the DoDAAC of the primary activity funding the contract on behalf of the Service creating the contractor DoDAAC (i.e., if a DLA contractor DoDAAC is being created, enter the DLA sponsor DoDAAC). This will be a DoDAAC with authority code 00.

C2.4.1.3. Federal Agency DoDAACs. Federal Agency DoDAACs are identified by a G in the first position or numeric character in the first position followed by a numeric character in the second position. These may be referred to as Civil Agency Codes.

C2.4.1.4. Special Program DoDAACs. Special Program DoDAACs are identified by a numeric character in the first position followed by an alpha character in the second position. These identify entities that are neither DoD nor other Federal

entities and that are associated with a special program. Among other purposes, special programs include programs authorized by Congress for state and local entities to purchase materiel from Federal sources. DoD and Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact the DoDAAD System Administrator for guidance on establishing a DoDAAC series for a special program.

C2.4.2. Addresses. There may be up to four distinct "Type of Address Code" (TAC) addresses for each DoDAAC. CSPs/Monitors will enter the proper address based on the applicable TAC on a letter, label, or box marking in accordance with the applicable mode of transportation. Ensure that only one type of address is used for each of the four address types. Combining part of an Air/Army Post Office (APO) address with a commercial postal standard will create an invalid address. TAC definitions are:

C2.4.2.1. TAC 1 - Owner. TAC 1 identifies the mailing address and other information of the owner and is mandatory.

C2.4.2.2. TAC 2 - Ship-To or Freight. TAC 2 identifies the ship-to or freight address and other information for the activity. If a ship-to address is required (Authority Codes 00, 01, 04, 05 or 06), the TAC 2 must be provided.¹ If no TAC 2 is entered, the TAC 1 address is used. Addresses listed for freight purposes must contain sufficient information to use the in-the-clear portion of package markings and to insert addresses in the consignee block of transportation documents. The geographic location in the destination block of transportation documents may vary depending upon the mode of transportation. There are two geographic location indicators in addition to the address: Aerial Port of Debarkation (APOD); and Water Port of Debarkation (WPOD). The APOD and WPOD are adjuncts to the address information, and a variance in the address may be required depending on the values in these fields. Supplemental information concerning railheads, airports, etc., serving a given installation in the Continental United States (CONUS) is contained in the Defense Transportation Regulation (DTR) at <http://www.ustranscom.mil/dtr/dtrp2.cfm>. See Table C2.T1.

C2.4.2.3. TAC 3 - Bill-To. TAC 3 identifies the billing address of the activity responsible for bill payments and other information for the activity. Currently, if no TAC 3 is entered, the TAC 1 address is used. If a bill-to address is required (Authority Codes 00, 02, 03, and 04), the TAC 3 must be provided.² See Table C2.T1.

Table C2.T1. Authority Code and TAC Rules

IF Authority Code is	THEN Enter ³		
	TAC 1	TAC 2	TAC 3
00 (Requisition)	YES	YES	YES

¹ Refer to ADC 1117. This requirement is not retroactive to DoDAACs established prior to July 2, 2014.

² Ibid.

³ YES indicates the TAC is required. NO indicates the TAC is optional.

Table C2.T1. Authority Code and TAC Rules

IF	THEN Enter ³		
01 (Ship-to)	YES	YES	NO
02 (Bill-to)	YES	NO	YES
03 (Do Not Ship-to)	YES	NO	YES
04 (Disposition Services)	YES	YES	YES
05 (Non-Requisition)	YES	YES	NO
06 (Free Issue)	YES	YES	NO
07 (Administrative)	YES	NO	NO

C2.4.3. Effective and Delete Dates

C2.4.3.1. Effective Date. Effective Date is the date that a change becomes effective. It may be used to schedule future changes. When a DoDAAC is entered or updated and an Effective Date is supplied for a given TAC, the data entered for that TAC will not be effective or published until the current date matches the Effective Date entered. Multiple changes can be entered using this technique, as long as the Effective Date entered does not duplicate an existing Effective Date.

C2.4.3.2. Pending Effective Date. When an Effective Date is pending for a given TAC, Defense Automatic Addressing System Inquiry (DAASINQ)/Enhanced Defense Automatic Addressing System (eDAASINQ) will indicate the pending date by flagging the TAC with a graphic above the Effective Date field indicating “Future DoDAAD information available”. To view the pending changes, the user may click the “Future data available” graphic.

C2.4.3.3. Deletion Date. The Deletion Date is used to delete a DoDAAC. Any DoDAAC with a Deletion Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for **six years and three months** before the record is permanently purged from the master file. During this period, a deleted DoDAAC prevents requisition transactions from being processed through DAAS; however, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions will not reject due to an invalid DoDAAC during this period. After the **six years and three months** period, once the deleted DoDAAC is physically removed from the DoDAAD, all subsequent requisitions or bills would reject due to an invalid DoDAAC. This is only true, however, for transactions processing through DAAS. For any transactions that process either through the Global Exchange (GEX) or some

other means other than DAAS, a deleted DoDAAC will prevent those transactions from processing even during that period of being deemed inactive. The only indication that a DoDAAC has been deleted during that time is the existence of the Deletion Date on the master record for the given DoDAAC. No new requisitions may be initiated for a deleted/inactive DoDAAC. CSPs or monitors may restore a deleted DoDAAC, but they may not reassign it to another address during the **six years and three months** retention period.

C2.4.3.4. Pending Deletion Date. When a Deletion Date is pending for a DoDAAC, DAASINQ/eDAASINQ will indicate the pending date by flagging the DoDAAC with a graphic above the Deletion Date field indicating “Future data available.” To view the pending changes, the user may click the “Future data available” graphic.

C2.4.4. Additional Codes. In addition to addressing information and effective and delete dates, the following codes are DoDAAD data elements critical to enabling business processes across the DoD:

C2.4.4.1. Organization Type Code. The Organization Type Code is a one-character code used to identify the type of organization for which the DoDAAC associates, categorically. Those categories include:

- D = DoD and USCG
- F = Federal Agencies – Non-DoD and USCG
- S = State/Local
- N = NGO
- X = Foreign

C2.4.4.2. Authority Codes. CSPs (or DoDAAC monitors as applicable) must assign an authority code for each DoDAAC. The authority code restricts the use of the DoDAAC. DoDAAC authority codes are applicable to all Components/Agencies, and there are many supply and finance business process edits based on the authority code. Authority Code 00 allows unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes, such as bill-to only or ship-to only. Table C2.T1 identifies the current DoDAAC Authority Codes which are also available at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAC_Authority_Codes.pdf:

Table C2.T2. DoDAAC Authority Codes

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.
	Required ⁴ : TAC ⁵ 1, TAC 2, TAC 3	
	Restriction: None	
	Business Rules: Can be used for any business process.	
	DAAS DoDAAC Authority Code Edit: No additional edit.	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: TAC 1, TAC 2	
	Restriction: Not authorized for requisition or bill-to.	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the MILSTRIP legacy requisition supplementary address field (record positions 45-50) with signal code J, L, M, X. Under DLMS, DoDAAC may not be used in N101 with codes OB, BT, and BS, and may not be used in N901 with code TN.	
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to.
	Required: TAC 1, TAC 3	
	Restriction: Cannot requisition or be used as a ship-to designation.	
	Business Rules: Used as a bill-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the MILSTRIP legacy requisition supplementary address field (record positions 45-50) with signal code B. Under DLMS, DoDAAC may not be used in N101 with codes OB, ST, Z7 and BS, and may not be used in N901 with code TN.	
03	Do Not Ship-to	Cannot be used as a ship-to designation.
	Required: TAC 1, TAC 3	
	Restriction: Cannot be used as a ship-to designation.	
	Business Rules: Can requisition or be used as a bill-to designation.	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in the MILSTRIP legacy requisitioner field (record positions 30-35), it must contain signal code J, K, L, M, or X. If used in the requisition supplementary address field (record positions 45-50, it must contain signal code A, B, C, or D. Under DLMS, DoDAAC may not be used in N101 with codes ST, Z7 or BS.	
04	DLA Disposition Services Only	DLA Disposition Services Only (e.g. State agencies surplus). Used to identify activities that have no requisition authority other than for DLA Disposition Services Only materiel.
	Required: TAC 1, TAC 2, TAC 3	
	Restriction: Cannot requisition new materiel. Only authorized to obtain	

⁴ Required means minimum required data element(s)

⁵ TAC means Type of Address Code

Table C2.T2. DoDAAC Authority Codes

Code	Description	Definition
		materials from DLA Disposition Services (DOD excess only). Business Rules: Although the material is normally provided as a free issue; in some instances a cost may be required. Consequently, TACs 1 through 3 are required to cover every possibility. DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6. Under DLMS, DoDAAC may only be used with DLA Disposition Services RIC (S9D) in RIC To.
05	Non-Requisition	Cannot initiate a purchase or request for goods and services. Required: TAC 1, TAC 2 Restriction: Cannot requisition/purchase goods/services. Business Rules: Used as a ship-to designation. DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the MILSTRIP legacy requisitioner field (record positions 30-35). Under DLMS, DoDAAC cannot be used as N101 code OB or N901 code TN.
06	Free Issue	No cost option. The activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps). Required: TAC 1, TAC 2 Restriction: Cannot requisition/purchase any good/services. Business Rules: Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)). Can be used as a ship-to designation. DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M. Under DLMS, DoDAAC may only be used with PO105 code NC.
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use). Required: TAC 1 Restriction: Cannot requisition, be used as a ship-to- designation, or be used as a billing designation (TAC 2 and TAC 3 are not allowed). Business Rules: Information/identification use only. DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in MILSTRIP legacy requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to". Under DLMS, DoDAAC cannot be used with N101 codes OB, BT, BS, ST, or Z7 or in N901 code TN.

C2.4.4.3. Major Command Codes (MAJCOM). MAJCOMs allow sub-delegation of DoDAACs below the service/agency level. These codes are service/agency-created and are denoted in the DoDAAD by the header "MAJ_COMMAND." The current MAJCOMs are maintained by Transaction Services, and are published on the DoDAAD PRC webpage at www.dlms.dla.mil/programs/committees/dodaad/documents/DoDAAD_Major_Command_Codes.pdf.

C2.4.4.4. Contractor Flag. The Contractor indicator or "flag" is a VARCHAR with a value of either "Y" for yes or null for no, that designates whether or not the DoDAAC is for a contractor. For DoD contractor DoDAACs, this flag is automatically set based on the DoDAAC Series (i.e., approved contractor DoDAAC Series will automatically set the flag to "Y"). For the Federal Agencies, this flag, when marked with a "Y" will designate it as a contractor and will require the mandatory Contract Information fields to be completed. The Contractor Flag can only be set when the Org Type Code is "F" or "D."

C2.4.4.5. Common Governmentwide Accounting Classification (CGAC) Code. The CGAC is a three digit code used by the Federal Government to identify an Agency (Department) of the Federal Government at the highest tier (i.e., Department of Agriculture is 012). CSPs will set this code for only Government DoDAACs and will set it based on which tier the DoDAAC belongs. For instance, if DLA creates a DoDAAC for the U.S. Army, the CGAC of the DLA-created DoDAAC would cite U.S. Army (020) and not DLA, because the DoDAAC is for a U.S. Army activity. The CGAC does not apply to contractors, state/local activities, foreign entities, and non-government organizations (NGOs).

C2.4.4.6. Procurement Authority. Procurement Authority is a legal authority, delegated down from the Department level to entities of the Federal Government authorized to write contracts which obligate the Government to binding agreements with commercial and other government entities. For the DoD, this authority is delegated by the Secretary of Defense through the Undersecretary of Defense for Acquisition, Technology and Logistics (AT&L), Defense Procurement and Acquisition Policy (DPAP) and by the Senior Accountable Officials (SAO) of the Federal Agencies. The flag is used to identify activities that have been delegated this authority and that are legally authorized to write contracts.

C2.4.4.7. Sub Tier Code. The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the Sub Tier of the Agency, more commonly referred to as a bureau. The Agency Code, therefore, identifies the 'sub tier' to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in the Federal Procurement Data System to identify entities below the Agency level.

CSPs will set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Sub Tier Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).

C2.4.4.8. Funding Office Flag. This flag will represent that the office identified by the DoDAAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. It is available for each DoD and Federal Agency DoDAAD Series (not contractor series). Planned future business rule based on Organization Type code (once implemented) will make it available only on DoD or Civilian Agency records. The Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set of the Org Type code is "F" or "D."

C2.4.4.9. Standard Point Location Code (SPLC). The Military Surface Deployment and Distribution Command (SDDC) is required to maintain accurate and current Standard Point Location Code (SPLC) values in its DoDAAC-to-SPLC cross-reference File. The National Motor Freight Traffic Association (NMFTA) creates, maintains, and publishes via a subscription all valid SPLC assignments. Transaction Services maintains and administers the SPLC maintenance in the Department of Defense Activity Address Directory (DoDAAD) in support of the Defense Transportation Payment Program. Transaction Services ensures that accurate, timely data and coding is in place to support all critical elements in support of the Defense Transportation Payment Program.

C2.4.4.10. Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN). This code identifies the Service payment office. This field is not validated within the DoDAAD; rather, it is Service defined and Service dependent. The Army and Air Force set a five digit numeric code, while the Navy and Marine Corps mostly use a DoDAAC. DLA and Other DoD Activities (e.g., WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.

C2.4.4.11. Consolidation and Containerization Point (CCP). The code applies when supplies are to be consolidated for onward movement by SEAVAN or 463L pallets. The codes are defined in the USTRANSCOM Reference Data Management (TRDM), <https://trdmws.maf.ustranscom.mil/> and then select DTR Data and Consolidation Containerization Point.

C2.4.4.12. Break Bulk Point (BBP) or RIC_DODAAC. The BBP DoDAAC denotes the location to which multi-consignee shipments (e.g., SEAVANS) are shipped and broken into smaller shipment for onward movement to the ultimate consignee.

NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP is referred to as the "RIC DoDAAC" and holds the DoDAAC associated to the RIC.

C2.4.4.13. Aerial Port of Debarkation (APOD). The APOD is defined as the final destination aerial port for OCONUS shipments. The APOD codes are in the TRDM at <https://trdmws.maf.ustranscom.mil/>, and then select DTR Data and Aerial Ports. Transaction Services downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM. APOD is required if outside the CONUS.

C2.4.4.14. Water Port of Debarkation (WPOD). The WPOD is defined as the final destination Surface Port for OCONUS shipments. The WPOD (also known as SPOD) codes are in the TRDM at <https://trdmws.maf.ustranscom.mil/> and then select DTR Data and Water Port. Transaction Services downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM. WPOD is required if outside the CONUS.

C2.4.5. DoDAAC Assignment Logic. In some instances, components have assigned DoDAACs in a logical sequence within their assigned series. Service/Agency DoDAAC Assignment Logic is published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAC_Assignment_Logic.pdf.

C2.4.6. Unique Processing Rules. Some Services and Agencies have additional unique processing rules that are applicable solely to their respective Service/Agency. Current Service/Agency specific unique processing rules are published on the DoDAAD PRC webpage at www.dlmso.dla.mil/programs/committees/dodaad/documents/DoDAAD_Unique_Processing_Rules.pdf

C2.5. ROUTING IDENTIFIER CODES

C2.5.1. Purpose. RICs serve multiple purposes: they may be supply source codes, intersystem routing codes, consignor (shipper) codes, etc. RICs are three-character codes associated with a DoDAAC and a unique seven character Communication Routing Identifier (COMMRI) for routing purposes. RICs are discussed in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3 - Routing Identifier Codes; DLM 4000.25, Volume 2, Appendix 7.2; and paragraph C2.5 of this Chapter.

C2.5.2. The DoDAAD is the official repository for DoDAACs and RICs, and Transaction Services is the agent responsible for maintaining the DoDAAD, as well as for enforcing the data validation editing, routing, and electronic transmission of logistics transactions to the DoD Components, Federal Agencies, and contractors.

C2.5.3. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRI for their DoDAACs/RICs in order to ensure legacy 80 rp/DLMS logistics transactions (e.g., requisitions and supply/shipment status) are properly routed to their DoDAACs and RICs. Customers that already have Transaction Services accounts (i.e., DIELOG, WEBREQ, WEBVLIPS, DAMES, DDN, MQ, etc.) must provide the CSPs the preferred account COMMRI to direct their logistics transactions status.

C2.5.4. Currently, there is an association in the DoDAAD between DoDAACs and RICs where a single DoDAAC can be associated to multiple RICs.

C2.5.5. Routing Identifier Codes (RIC) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistics transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. Transaction Services maintains an electronic database of these codes. Users with accounts can access the database from the Transaction Services portal: <https://www2.transactionservices.dla.mil/portal/portal.asp>. Those without accounts can access the database, with limited functionality at <https://www.transactionservices.dla.mil/DAASINQ/>.

C2.5.6. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistics system and must perform a general logistics control, distribution, and/or storage mission (to include bases, posts, camps, and stations, when applicable).

C2.5.7. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation from that location must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

C2.5.7.1. An address to indicate the intended recipient of the document for logistics actions.

C2.5.7.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

C2.5.8. The first position of all authorized RICs will contain one of the characters depicting Service assignment as listed in DLM 4000.25, Volume 2, AP7.2., Service and Agency Codes.

C2.5.9. The second and third positions may be in any combination of alphanumeric, except as noted in DLM 4000.25, Volume 2, Appendix 7.2. These positions may identify either a facility or activity of the S/A depicted by the first position.

C2.5.10. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility will assign its own RIC to the activity. An S/A that has assets located at another S/A facility will use the

RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be assigned to identify these assets when requested by the S/A owning the assets.) Washington Headquarters Service (WHS) will make RIC H_ series assignments for "Other DoD Activities."

C2.5.11. Each S/A will designate a Central Service Point (CSP) with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC CSPs (or monitors) are the same. CSPs/monitors established for assignment of RICs are available at https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/DoDAAD_Monitors.pdf.

C2.5.12. RICs are maintained within the DoDAAD by Transaction Services. The DoDAAD serves as the focal point for receipt of all RIC additions, changes, and/or deletions, as submitted by CSPs/monitors. DLA Transactions Services will monitor RIC code assignment for compliance with the above assignment rules. Interested parties may interrogate the DoDAAD for RICs through the Transaction Services Website at <https://www.transactionservices.dla.mil/DAASINQ/>.

C2.6. DoDAAD UPDATES. There are three methods for CSPs or their designated DoDAAD Monitors to update the DoDAAD. They are contained in the DoDAAD System Standard Operating Procedures (SOP). The DoDAAD System SOP provides detailed DoDAAD update information and may be found at https://www.dlmso.dla.mil/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf.

C2.6.1. DoDAAD Update Application

C2.6.1.1. Transaction Services maintains a DoDAAD Update Application for updating DoDAACs/RICs that is available to all designated DoDAAD CSPs and delegated Monitors for real-time DoDAAD updates. This application incorporates all approved validations and edits. It facilitates real-time validation, elimination of erroneous data, elimination of major reconciliations, and automated file synchronization processing. It also provides easy additions and modifications of DoD Component unique data elements. Access to the DoDAAD Update Application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment memorandum submitted to the DoDAAD System Administrator, and a SAR submitted to Transaction Services at <https://www.transactionservices.dla.mil/daashome/customerassistance.asp>.

C2.6.1.2. Transaction Services deactivates accounts when a DoDAAC CSP/Monitor is no longer authorized or when the account has not experienced activity for a period of time determined by Transaction Services. CSPs/Monitors are restricted through access controls to DoDAACs and RICs authorized in their appointment letter. CSPs are unable to access other Component/Agency DoDAACs or RICS. For example, an Army CSP is not able to access Navy DoDAACs or RICS.

C2.6.2. Army and Air Force Update Applications. The Army and Air Force CSPs may also use their respective DoDAAD maintenance applications. The Army and Air Force are responsible for ensuring that their respective applications provide the same capabilities and data validation edits as the DoDAAD Update Application. Completed maintenance actions will update the single authoritative source database at Transaction Services in near real-time.

C2.7. DoDAAD OUTPUT. The following are the authorized means by which to receive DoDAAD data output:

C2.7.1. Web Services. Web Services provides Component application systems near, real-time access to the DoDAAD database and is the preferred method for applications to access DoDAAD data. Contact the Transaction Services Help Desk concerning DoD Data Services (DDATA) Web Services at daashelp@dla.mil.

C2.7.2. Database Replication. Database replication provides near, real-time access to a copy of the authoritative source. Transaction Services uses a replication process to synchronize local copies of the DoDAAD database with the authoritative database on a scheduled basis. Scheduled updates are determined by the system requesting the replication and can be on any timeframe up to every 15 minutes. No new data replication processes will be authorized; however, current replication accounts will be migrated to Web Services based upon DLA directives and customer capabilities. Please contact the Transaction Services Help Desk at mdaashelp@dla.mil concerning DDATA Database Replication/Web Services.

C2.7.3. Secure File Transfer Protocol. Transaction Services issues secure file transfer protocol (SFTP) accounts for the purpose of retrieving customer required DoDAAD-related data created by applications that have direct access to various Transaction Services data repositories. These individual user accounts are monitored to access daily, weekly, and monthly data. There is a data refresh lag time due to the batch processing for file creation and staging for customer pickup. The batch file formats are one form of SFTP output (see C2.6.3). This is the least preferred data access method for obtaining DoDAAC data. The procedures to access and use SFTP accounts are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>.

C2.7.4. DAASINQ. Users can query and view DoDAACs and RICs via the web-based DAASINQ application at any time. DAASINQ is open to all users. It requires the user to know and enter the DoDAAC or RIC desired, and it returns information for only that single DoDAAC or RIC. The procedures for accessing and using DAASINQ are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>.

C2.7.5. eDAASINQ. Users can view, query, and download DoDAAD query results for DoDAACs and RICs via the web-based eDAASINQ application at any time. This is a robust query enabling wild card searches of data with downloading capability. The user must have a CAC or PKI certificate and a SAR submitted to Transaction Services. Users must consider operational security in protecting and distributing query results.

The procedures to access and use eDAASINQ are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>

C2.8. DoDAAD DATA SECURITY. The DoDAAD will be marked and handled by all users as Controlled Unclassified Information For Official Use Only (FOUO).

C2.8.1. The aggregated content of the DoDAAD (i.e., multiple DoDAACs and/or RICs and their respective data elements) is exempted from Public Release under the Freedom of Information Act (5 U.S.C. § 552(b)(3)) because it meets the requirements for exemption under 10 U.S.C. § 130e. Specifically, the DoDAAD database, as a single authoritative source for the Department of Defense (DoD) business enterprise architecture, qualifies as DoD critical infrastructure security information (CISI). CISI is categorized as FOUO, and as defined by 10 U.S.C. § 130e, it includes:

“...sensitive but unclassified information that, if disclosed, would reveal vulnerabilities in Department of Defense critical infrastructure that, if exploited, would likely result in the significant disruption, destruction, or damage of or to Department of Defense operations, property, or facilities, including information regarding the securing and safeguarding of explosives, hazardous chemicals, or pipelines, related to critical infrastructure or protected systems owned or operated by or on behalf of the Department of Defense, including vulnerability assessments prepared by or on behalf of the Department of Defense, explosives safety information (including storage and handling), and other site-specific information on or relating to installation security.”

C2.8.2. The DoD Director of Administration and Management (DA&M) has issued a Determination that the DoDAAD meets this definition of CISI, because it is comprised of both DoDAACs and RICs in an interactive relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments.

C2.8.3. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel procurement, and acquisition systems. Each activity that requisitions, contracts for, receives, has custody of, issues, or ships DoD assets, or funds/pays bills for materials and/or services is identified by a DoDAAC (six-position alphanumeric code).

C2.8.4. DoDAACs are used in a myriad of business systems spanning the entirety of the DoD's business enterprise architecture, including acquisition, procurement, contracting, requisitioning, shipping, billing, pay, maintenance, installations management, human resources, energy resources, and the accountability and requisition of ordnance, ammunition, and perishables in logistics systems across the DoD. DoDAACs are also used for business operations involving the accountability of property and facilities, as well as for hazardous material management. Access to the

DoDAAD allows access to these DoDAACs. When coupled with access to other unclassified logistic systems, users are provided with multiple data points which, when combined, disclose location of materials and operational status and plans. The contents of the DoDAAD are sensitive for a number of reasons:

- DoDAACs are created to support sensitive operations and to facilitate the business process associated with them.
- DoDAACs for the following locations include names of employees and Service members as well as duty station addresses for:
 - a. Department of Defense installations and ports that are outside the contiguous United States (OCONUS).
 - b. Deployed units and activities performing real world contingency operations or exercises from both contiguous United States (CONUS) and OCONUS bases.
 - c. Ships afloat.
 - d. Ships still in CONUS ports but scheduled to go afloat.
 - e. Ships still in OCONUS ports but scheduled to go afloat.
 - f. Embassies.
 - g. War Reserve Equipment sets pre-positioned OCONUS.

C2.8.5. In addition, a DoDAAC could be used in an unauthorized way whereby the internal controls of the Agency can be circumvented and appropriations obligated without the proper authority being involved in the process. A DoDAAC is very much like a credit card number which, in the wrong hands, can be used to spend money without the rightful “owner” of the code (i.e., the entity with authority to use the code) being aware that the Agency’s appropriations are being spent. Individuals have been prosecuted who have used a DoDAAC to purchase items (i.e., televisions) for personal gain. Therefore, effective management, control, and use of DoDAACs by all DoD Components is critical to ensure DoD fiscal responsibility.

C2.8.6. If the DoDAAD were released, it would reveal vulnerabilities in Department of Defense critical infrastructure that, if exploited, would likely result in the significant disruption, destruction, or damage of or to DoD operations, property, or facilities related to critical infrastructure or protected systems owned or operated by or on behalf of the DoD.

C.2.8.7. If an adversary of the United States Government had the DoDAAD, they could determine the issuance of orders; the movement of specially qualified personnel to units and the installation of special capabilities, as well as the conduct of activities in a way that will reveal intensification of preparations before initiating operations. From this information, the adversary could identify very sensitive DoD activities including clandestine locations of DoD activities, force structure, and even troop movement.

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 (SAP), including Foreign Military Sales (FMS) and Grant Aid programs.

C3.1.2. Assignment. The Military Assistance Program Address Code (MAPAC) is a six position code that uniquely identifies a program or activity. MAPACs are stored in the MAPAD database. Changes and additions to MAPAD are made by the Service International Logistics Control Office (ILCO) Central Service Points (CSPs), who are identified at https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/ServicePoints/members_MAPAD_FocalPoints.docx

C3.1.3. General Architecture. The MAPAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to MAPACs in near real-time. This is accomplished by using a database of codes and address data maintained and available twenty-four hours per day, seven days per week at DLA Transaction Services.

C3.1.3.1. Functional Architecture. DLA Logistics Management Standards is the MAPAD System Administrator, and is responsible for ensuring that the MAPAD directory meets the requirements of authorized MAPAD users. DLA Transaction Services is the MAPAD Central Control Point, and is responsible for meeting the requirements of the MAPAD System Administrator and for maintaining the hardware, software, and help desk resources to ensure MAPAD users' operational requirements are met. The ILCO CSPs are responsible for ensuring the accuracy and currency of the MAPAD data for their MAPACs. The ILCO CSPs can, if they choose, establish MAPAD Monitors, delegating portions of their responsibilities (defined in Section C3.3 ACCESS) for review and approval of MAPAD maintenance actions; however, the ILCO CSPs are ultimately responsible for the accuracy and currency of the data pertaining to their MAPACs.

C3.1.3.2. Technical Architecture

C3.1.3.2.1. MAPAD Data Maintenance. The ILCO CSPs or their designated ILCO CSP Monitors update the MAPAD via the MAPAD Web update application. This applies only to the directory entries for which the ILCO CSP is responsible and authorized to update. All ILCO CSPs shall use the DLA Transaction Services MAPAD Web maintenance application to perform maintenance actions. The MAPAD Web maintenance application ensures that data validation is consistent, and that completed maintenance actions update a single authoritative source database at DLA Transaction Services in near real-time. Access controls are built into the technical architecture to control who and what can be updated based on user identification (ID) and level of access. Access Levels are defined in Section C3.3 ACCESS.

C3.1.3.2.2. Database Structure. The MAPAD database structure easily supports the addition of new data types as requirements dictate.

C3.1.3.2.3. MAPAD Application System Access. The MAPAD authoritative source database is available 24 hours per day, 7 days per week. Application systems requiring access to MAPAD data to support their processing have three options.

C3.1.3.2.1.1. Database Replication. Database replication can be provided for the application, so that the application has near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DLA Transaction Services, the replicated copy is constantly synchronized with the authoritative source database.

C3.1.3.2.1.2. Direct Connect Access. Direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application is always using the exact same data as that contained on the MAPAD authoritative source database. Components who desire near real-time access can establish a replication link to the MAPAD by contacting DLA Transaction Services.

C3.1.3.2.1.3. Batch Processing. The least preferred, option is batch processing; however, DLA Transaction Services shall continue to support batch transaction processing for the foreseeable future. The goal, however, is to encourage all users of the MAPAD to switch to real-time replication processing (if possible).

C3.1.4. Applicability and Scope. This is applicable to the Army, Navy, Air Force, Marine Corps, General Services Administration (GSA), Defense Logistics Agency (DLA), Missile Defense Agency and other activities that have agreed to participate in the system (hereinafter referred to as Components). Also, this directory applies to DLA Transaction Services, to commercial organizations that enter into materiel and service contracts with DoD, and activities of other Federal Agencies that maintain logistics support agreements with the Department of Defense.

C3.2. POLICY. [DoDI 4140.01](#), “DoD Supply Chain Materiel Management Policy,” December 14, 2011 and [DoD 4140.1-R](#), “DoD Supply Chain Materiel Management Regulation,” May 23, 2003 provide policies and governing procedures for this volume.

C3.3. MAPAD ACCESS

C3.3.1. User Access. There are multiple levels of access governed by the roles of the user. The MAPAD System Administrator (DLA Logistics Management Standards) shall set the policy governing access, and DLA Transaction Services shall maintain the MAPAD System access controls. All update access is Public Key Infrastructure (PKI) controlled.

C3.3.2. MAPAD System Access Requests. DLA 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). Access also requires a signed letter of appointment as a CSP, which may be forwarded via email to DLA Transaction Services and the MAPAD System Administrator. Upon approval, DLA Transaction Services shall send an email back to the requestor notifying the requestor of the approval or denial. If access is granted, DLA Transaction Services shall 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 shall be restricted to CAC/PKI access.

C3.3.3. 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.

C3.3.4. Access Levels and Authorities.

C3.3.4.1. System Administration Level. This highest level of access is provided only to the MAPAD System Administrator and DLA Transaction Services. They shall have access to all data and shall be able to download any information in the data base. They shall also have access to all user profiles and usage data.

C3.3.4.2. 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 shall be provided to DLA Transaction Services, with a copy to the MAPAD System 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 shall 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.

C3.3.4.3. 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 System Administrator and DLA 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 shall 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 shall 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 shall not be able to update information on other Component MAPACs, or MAPACs assigned to another ILCO CSP or Monitor within their Component.

C3.3.4.4. 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 DLA Transaction Services enhanced DAASINQ (eDAASINQ).

C3.4. RESPONSIBILITIES

C3.4.1. The DoD MAPAD System Administrator is responsible for chairing the MAPAD Process Review Committee (PRC) and administering the MAPAD system under the policy guidance of the Assistant Secretary of Defense, Logistics & Materiel Readiness (ASD(L&MR)) as outlined in [Volume 1, Chapter 1](#) of DLM 4000.25, Defense Logistics Management System (DLMS) Manual”.

C3.4.1.1 The DoD MAPAD System Administrator shall ensure that Continental U.S. (CONUS) addresses are authorized by the Defense Security Service (DSS) to receive/process materiel/documents classified SECRET/CONFIDENTIAL. The procedures are as follows:

C.3.4.1.1.1. The country representative shall submit a clearance request for any activity that has been selected to receive/process materiel/documents classified SECRET/CONFIDENTIAL for its FMS cases via electronic PDF to: MAPADHQ@DLA.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.3.4.1.1.2. The clearance request shall be in writing and shall include the full name and address of the selected activity. The letter shall be scanned as a PDF file and addressed to:

DLA Logistics Management Standards, J627
ATTN MAPAD Administrator, ROOM 1650
8725 John J Kingman Road
Fort Belvoir VA 22060-6217

C.3.4.1.1.3. The DoD MAPAD System Administrator shall submit the request to the Defense Security Service via email to OCC.Facilities@dss.mil with a copy to the ILCOs.

C.3.4.1.1.4. Contact information for Defense Security Service (DSS) is: OCC.Facilities@dss.mil

Defense Security Service, ISFO
Facility Clearance Division (IOP)
27130 Telegraph Road
Quantico, VA 22134-2253
571-305-6642

C.3.4.1.1.5. The DSS shall conduct a security clearance survey in accordance with the requirements set forth in [DoDM 5200.01](#), "DoD Information Security Program," February 24, 2012, [DoD 5200.2-R](#) "Personnel Security Program," February 23, 1996 and [DoD 5200.8-R](#), "Physical Security Program," May 27, 2009.

C.3.4.1.1.6. When DSS determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive and store materiel classified CONFIDENTIAL/SECRET, the country representative shall be notified directly by DSS of their findings with information copies to the DoD MAPAD System Administrator and the ILCOs. The correspondence directing publication of the addresses shall cite the letter from the DSS as authority.

C.3.4.1.1.7. When DSS determines that a freight forwarder (or other intended CONUS recipient) cannot be cleared or has been found incapable of safeguarding classified shipments; DSS shall notify the DoD MAPAD Administrator and all ILCOs via email. The requestor for clearance shall also receive a copy of the letter.

C.3.4.1.1.8. 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 shall be submitted and processed as outlined above.

C3.4.2. DLA Transaction Services is responsible for program execution. Tasks include (but are not limited to):

C3.4.2.1. Hardware and software acquisition

C3.4.2.2. Technical design and database maintenance

C3.4.2.3. Testing and system interface connectivity

C3.4.2.4. Hardware and software maintenance and refresh

C3.4.3. Heads of participating DoD Components shall designate in writing a primary and an alternate ILCO CSP representative for the MAPAD. The letter of designation shall be provided to DLA Transaction Services, with a copy to the MAPAD System Administrator.

C3.4.4. The DoD ILCO CSPs shall:

C3.4.4.1. Ensure continuous liaison with the DoD MAPAD System Administrator and other DoD Components.

C3.4.4.2. Assist country representatives in preparing letter requests for materiel and documents classified SECRET/CONFIDENTIAL by identifying their applicable MAPACs..

C3.4.4.3. The ILCO CSP shall enter the applicable MAPAC data via the MAPAD Web entry, except for data related to Type Address Code (TAC) A, B, C, or D which will be entered by DLA Transaction Services.

C3.4.4.4. The ILCO CSPs are responsible for ensuring 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. ILCO CSPs shall validate MAPAD addresses on a continual basis. Each Component shall establish internal MAPAD validation procedures. Requests for changes to the MAPAD may be received from the following sources in addition to country representatives:

C3.4.4.4.1. 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 DSS and the country representative.

C3.4.4.4.2. U.S. Government Representatives Located in the Continental United States/Overseas

C3.4.4.4.2.1. 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.

C3.4.4.4.2.2. 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.

C3.4.4.4.2.3. 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.

C3.4.4.4.2.4. 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:

C3.4.4.4.2.4.1. Query the country to validate the MAPAC.
(Note: The query must be approved by the Services' senior country desk officer.)

C3.4.4.4.2.4.2. After three months, if there is no response from the country, send a second follow up to the country, advising that no response shall mean an automatic deletion from the MAPAD.

C3.4.4.5. Additions, revisions, and deletions to the master MAPAD for Grant Aid addresses shall be made only by the responsible ILCO CSP following a request from an authorized U.S. Government representative or the DoD Component.

C3.5. SYSTEM MAINTENANCE

C3.5.1. Revisions to the MAPAD result from a release or change to DoD instructions/directives, from policy changes, and by recommendation of the DoD Components.

C3.5.2. 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.dlmso.dla.mil/elibrary/manuals/dlm/v1.asp

C3.6. USE OF MAPAC IN MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

C3.6.1. 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 shall provide assistance.

C3.6.2. Instructions for construction and use of MAPACs for FMS shipments are contained in Section C3.10.

C3.6.3. Instructions for construction and use of MAPACs for Grant Aid shipments are contained in Section C3.22.

C3.7. COMPOSITION OF CLEAR TEXT ADDRESSES

C3.7.1. General applications are as follows:

C3.7.1.1. Clear text addresses for each assigned MAPAC shall 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.

C3.7.1.2. Each ship-to address shall be limited to a maximum of five lines and 35 or fewer positions per line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in automated data processing (ADP) programs.

C3.7.1.3. 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 DLA Transaction Services as a delimiter in transactions.

C3.7.1.4. Abbreviations shall 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.

C3.7.1.5. Domestic mail addresses shall 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 shall 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 shall not be accepted for ship to addresses without Special Instruction Indicators (SIIs).

C3.7.1.6. 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 shall accept full responsibility for receiving materiel/documentation. APO/FPO/DPO addresses shall 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 shall 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.

C3.7.1.7. 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.

C3.7.1.8. The Department of State Pouch Service is no longer allowed to be used for the movement of materiel, including small parcels.

C3.7.1.9. 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:

C3.7.1.9.1. When addresses for another MAPAC are to be used for processing requisitions, the deleted clear text addresses shall be replaced with an address reference that reads "Deleted. Use MAPAC (insert appropriate code) addresses." This shall be a TAC 9 and shall remain in the MAPAD for five years. Also, the replacement MAPAC shall be entered in the cross reference field of the deleted MAPAC.

C3.7.1.9.2. When addresses of another MAPAC are not to be used for processing logistics transactions, special instructions indicator (SII) "S" shall be included in the directory and the clear text address field shall be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing.

C3.7.2. Foreign Military Sales Address Composition

C3.7.2.1. Domestic freight addresses shall 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 shall 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.

C3.7.2.2. Mark-for addresses shall be constructed to provide for delivery to the ultimate consignee.

C3.7.2.3. When FMS shipments are to be delivered to an overseas port of debarkation or delivered to destination, the mark-for address shall 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 shall not be confused with the APO/FPO/DPO address. This will avoid the possibility of the parcel being inadvertently routed through international mail.

C3.7.2.4. 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.

C3.7.3. Grant Aid Address

C3.7.3.1. 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 shall be shipped to the freight address (TAC 2).

C3.7.3.2. 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.

C3.7.3.3. The clear text address column shall normally be blank for a TAC 2 address. The appropriate WPOD or APOD shall be used with the TAC M address for this MAPAC to consign materiel shipments. The TAC 2 clear text address field shall 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 shall have an "S" in the SII and the air port information shall be listed in the special instruction. The APOD field shall 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 shall 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 under the Master Model Compliant Reference Data section.

C3.7.3.4. The TAC M address shall be constructed to ensure efficient delivery of materiel after reaching the WPOD or APOD.

C3.8. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED FILES

C3.8.1. 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.

C3.8.2. 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 shall request the file from DLA 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 DLA Transaction Services to replicate the MAPAD database. In the near term, batch transmissions shall be supported (see paragraphs C3.26.7 through C3.26.10. for details).

C3.8.3. Transmission of batch transaction changes from DLA Transaction Services to the designated DoD Component Activities shall be by electronic transmission using content indicator IHAF. A separate transaction shall be made for each MAPAC and TAC that is to be added, revised, or deleted. The document identifier code shall identify the action to be taken on the assigned effective/deletion date. The transmission of batch transactions shall only be supported until replication can be established.

C3.9. 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 (e.g., misdirected shipments) shall be referred to 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	U. S. Army Security Assistance Command ATTN: AMSAC-PO-PA -CS 54 M Avenue, Suite 1 New Cumberland, PA 17070-5096 Telephone Commercial: (717) 770-6843, 7398 or 4832 Fax Commercial: (717) 770-7909 DSN 771
Navy	US Navy Inventory Control Point Philadelphia Philadelphia, PA 19111-5098 Telephone Commercial: (215) 697-5103, 1155, or 1340 DSN: 442
Marine Corps	Commandant of the Marine Corps Code LFT-1 Washington, DC 20380-0001 Telephone Commercial: (703) 695-7930 US Navy Inventory Control Point Philadelphia Philadelphia, PA 19111-5098 Telephone Commercial: (215) 697-5103, 1155, or 1340

Table C3.T1. DoD Component Security Assistance Offices

Component	Contact Data
Air Force	Air Force Security Assistance Cooperation Directorate (AFSAC-D) 555 ILS/LGIP 1940 Allbrook Road, Bldg 1, Door 19 Wright-Patterson AFB OH 45433-5006 Telephone: (937) 522-6564, 6565, 6570, or 6571 DSN: 672 6564, 6565, 6570, or 6571 Fax: (937) 656-1155/ DSN: 986-1155 E-mail: 555.ils.transportation@wpafb.af.mil
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

C3.10. FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.10.1. 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.

C3.10.2. 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:

C3.10.2.1. 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.

C3.10.2.2. To use the MAPAD to find in-the-clear, ship-to and mark-for addresses, both the document number and the supplementary address shall be used. There are two very important factors to remember when constructing an MAPAC:

C3.10.2.2.1. The requisition numbers for FMS are not constructed the same way requisitions are constructed for the DoD Components.

C3.10.2.2.2. The first six positions of the document number cannot be considered to be the same as a MAPAC.

C3.10.2.3. 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.

C3.10.2.4. FMS items shall be shipped by a carrier that can provide evidence of shipment (for Supply Discrepancy Report purposes, evidence of shipment constitutes “constructive proof of delivery in compliance with [DSCA 5105.38-M](#), “Security Assistance Management Manual (SAMM),” paragraph C6.4.10.6.

C3.10.2.5. 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:

C3.10.2.5.1. Requisition Document Number.

C3.10.2.5.2. FMS Case Identifier Number.

C3.10.2.5.3. Unit Price/Total Price.

C3.10.2.5.4. Quantity.

C3.10.2.5.5. NSN/Part Number and Description.

C3.10.2.5.6. Project Code (if applicable).

C3.10.3. Prior to selecting the appropriate address, the shipper must consider shipment size, destination, classification, type of materiel, deliver term code, and priority.

C3.11. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES

C3.11.1. 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 requisition document number and supplementary address. A MAPAC shall have six positions for the purpose of integrating the code into Component logistics systems. This is accomplished by zero filling the non-significant record positions (rp). The five data elements used to construct the FMS ship-to and mark-for MAPACs are listed below.

C3.11.1.1. Requisition Document Number

C3.11.1.1.1. The second and third position of the document number (MILSTRIP rp 31–32) shall contain the SA/FMS country/international organization codes assigned by the Defense Security Cooperation Agency. The authoritative source for these values is DSCA 5105.38-M, Chapter 4, Table C4.T2., available at www.samm.dsca.mil/.

C3.11.1.1.2. The fourth position of the document number (MILSTRIP rp 33) shall contain 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 shall be shown in MILSTRIP rp 33.

C3.11.1.2. Supplementary Address

C3.11.1.2.1. The first position of the supplementary address (MILSTRIP rp 45) shall contain the code designating the customer country's requisitioning Service. B=Army; P=Navy; D=Air Force; K=Marine Corps; T=other than Army, Navy, Air Force, or Marine Corps. The first position of the requisition number (MILSTRIP rp 30) usually contains these same Service codes. The difference is that rp 30 indicates the U.S. Military Service that manages or is responsible for the FMS case. In constructing MAPACs for the ship-to and mark-for address, only the customer country's Service Code (rp 45) shall be used. The U.S. Service Code (rp 30) shall be used to show the appropriate freight forwarder/Service assistance office if any problems arise. It is possible for rp's 30 and 45 to have different Service Codes (e.g., if the requisition number begins with BATL4V and the supplementary address is DA2KBM, the shipper would use the D (customer country's Air Force Code) from the supplementary address to construct the ship-to/mark-for MAPACs, but would contact the U.S. Army (B) for assistance, if required).

C3.11.1.2.2. The third position of the supplementary addresses (MILSTRIP rp 47) shall contain an alpha/numeric code to designate the customer country's freight forwarder or designated recipient of materiel.

C3.11.1.2.2.1. If code X appears in the third position of the supplementary address (MILSTRIP rp 47), 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 rp 33 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 (e.g., if movement is via AMC/SDDC/MSC and there is a numeric zero in rp 33, the in-the-clear address or customer code shall be obtained prior to shipment). Contact your appropriate freight forwarder/Component Security Assistance Office for this information.

C3.11.1.2.2.2. If code W appears in the third position of the supplementary address (MILSTRIP rp 47), 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 shall 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.

C3.12. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES

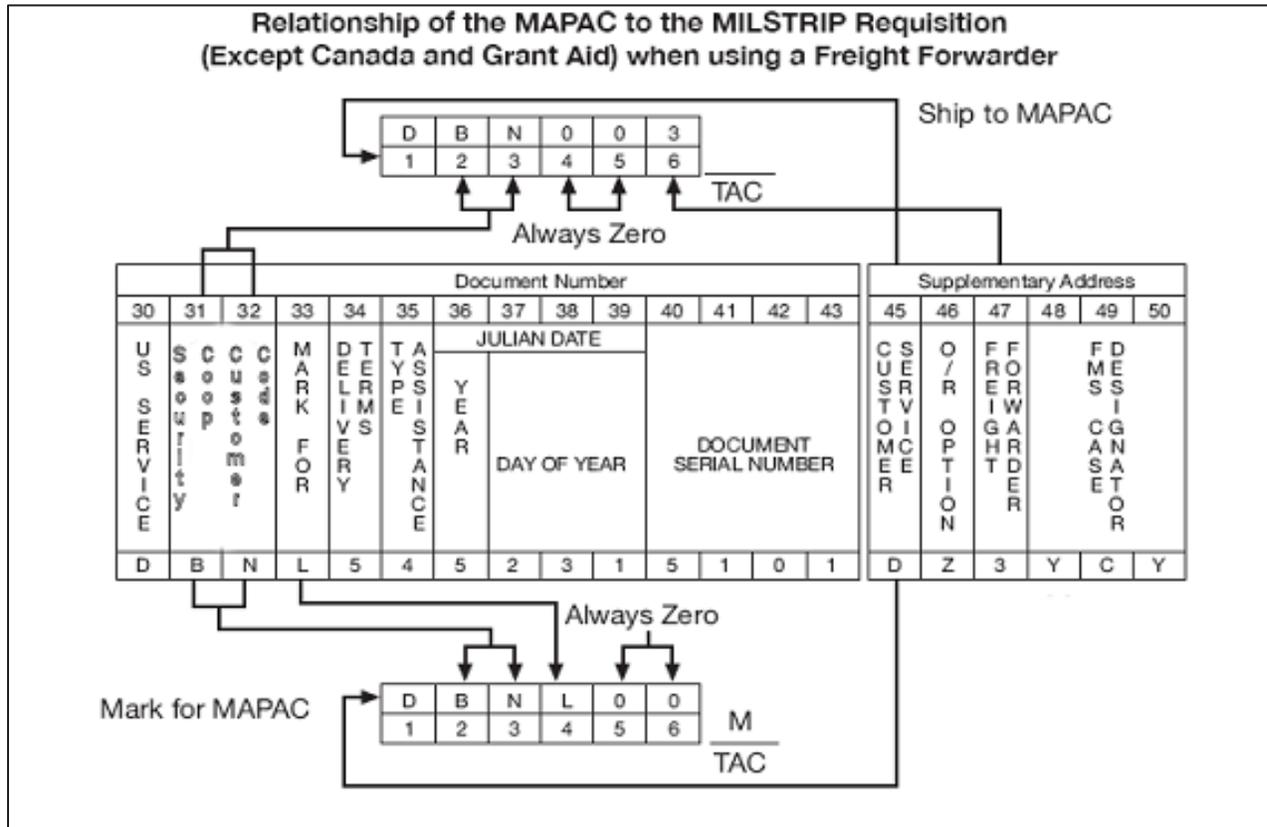
C3.12.1. The ship-to MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization (see country/activity code reference in DSCA 5105.38-M, Chapter 4, Table C4.T2: www.samm.dsca.mil); next, add two zeros (the non-significant record positions explained in C2.3.1 above) and then show rp 47 (the freight forwarder/designated representative code).

C3.12.2. The mark-for MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization; rp 33 (the code identifying the final destination of the materiel); and then adding two zeros (the non-significant record positions).

C3.12.3. Figure C3.F1. is an example of how the ship-to and mark-for MAPACs are constructed and the importance of the placement of the zeros for the non-significant record positions. The MAPAC appears as a six-position code in the MAPAD. It is constructed from selected codes located in various data fields of the requisition. Specifically, requisition record positions 31, 32, 33, 45, 46, and 47 provide all the information necessary to construct a MAPAC when shipment is made through a freight forwarder. A MAPAC does not exist as a discrete entity without a defining TAC. The TAC further defines the clear-text address to be used. Figure C3.F1. is an illustration of two FMS MAPACs constructed from applicable entries in a requisition. This is necessary when a shipment is made through the FMS customer's freight forwarder. The freight forwarder's address is represented by the ship-to MAPAC and the final destination address is represented by the mark-for MAPAC. The numbers 30–50 in the figure indicate record positions in the MILSTRIP 80 rp transaction format. The row of

alphanumeric characters represents the applicable codes inserted in each record position by the originator of the requisition.

Figure C3.F1. Example of Foreign MAPAC Ship-To/Mark-For



C3.12.4. 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				89039	
BATL00	1	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	2			VC1	RCM	88326	
BATL00	4	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	5	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	6	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL02	9	DELETE USE MAPAC BATL00 ADDRESSES	S				90021
BATL02	A		S			89109	
BATL02	B		S			89109	
BATL02	C		S			90101	
BATL02	D					90101	
BATL02	1	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306				88109	
BATL02	2	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306	A			88109	
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				88181	
BATL02	4	NAVAL SUPPLY SYSTEMS ROYAL AUSTRALIAN NAVY BUILDING MRUSSELL OFFICE CANBERRA ACT AUSTRALIA 2600				88101	
BATL03	9	DELETE USE MAPAC BAT002 ADDRESSES				89326	

C3.13. 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. To construct a Canadian MAPAC, use the Service code from the first position of the supplementary address (MILSTRIP rp 45; next the second and third position of the document number (MILSTRIP rp 31 and rp 32 (two-digit Security Cooperation (SC) Customer Code); next rp 33 (zero filled); and finally, rp 46 and rp 47 from the supplementary address. (Figure C3.F3.)

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

DOCUMENT NUMBER														SUPPLEMENTARY ADDRESS					
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
U S S E R V I C E	S E C U R I T Y C O O P E R A T I O N C U S T O M E R C O D E		C U S T O M E R	D E L I V E R Y T E R M	T Y P E A S S I S T A N C E	C A L E N D A R Y E A R	J U L I A N	D A Y	D A T E	D O C U M E N T S E R I A L N U M B E R				C O U S T O M E R S E R V I C E	O F F E R / O P T I O N R E L E A S E	F R E I G H T F O R W A R D E R	F M S	C A S E	D E S I G N A T O R
B	C	N	O											B	C	A	C	A	B

C3.14. TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES

C3.14.1. The TACs used in this manual identifies the type of address to be used in the shipment/distribution of materiel/documentation. There are 13 TACs; however, not all of the TACs shall be used in the MAPAD at the same time, but may be used in combination. The ILCO CSP shall determine which combination of TACs is appropriate

C3.14.2. Table C3.T2. 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.

C3.T2. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
M	A clear text mark-for address
1	This address shall 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 DTR 4500.9-M , Defense Transportation Regulation Part III chapter 203 item B. TAC 5 is the same address as TAC 1 unless published differently.
2	This address shall 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 shall 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 shall be used when the Option Code (Y or Z in record position 46 of the requisition) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA shall 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 shall 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 shall 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 shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall 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 shall be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) shall 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 shall also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.</p>

C3.T2. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
4	This address shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall 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 DLA Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.
5	This address shall 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 shall only be published when it is different from the TAC 1 address.
6	For sending copies of the release/receipt documents and bills of lading on TAC 2 shipments; and shall only be published if different from TAC 2. Documentation (release/receipt) for automatic freight shipment shall 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 shall only be published when it is different from the TAC 2 address.
7	This address shall 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 shall 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 shall remain in the directory to provide a reference to another MAPAC which shall 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 shall remain in the MAPAD for a period of 5 years.

C3.15. SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES

C3.15.1. SIIs are coded in the SII column to indicate instructions to be used in shipping materiel or sending documentation to a particular address.

C3.15.2. Only the SII S shall 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.

C3.15.3. 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
DEATH 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 DEATH 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).

C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES. These codes indicate the WPOD or APOD to which FMS shipments shall be sent under Delivery Term Code (DTCs) 6, 7, and 9. The shipments shall be moved through the DTS to the in country ports. In the case of DTCs 6 and 9, port personnel shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to destination. In the case of DTC 7, the U.S. Government is obligated to transport the materiel to the customer's in country mark-for address.

C3.17. 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 shall remain in the file for 5 years after it is deleted to allow the pipeline to be flushed. Changes shall take effect when the current date matches the effective date.

C3.18. OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES

C3.18.1. 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 (MILSTRIP rp 46), is called the offer/release option code and identifies whether or not an NOA is needed prior to shipment. See section C3.21. for instructions on shipping classified materiel.

C3.18.2. If the Offer/Release Option Code is an alpha A, the shipment shall be released automatically to the freight forwarder or designated recipient of the materiel. Offer/Release Option Code A is not absolute. 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).

C3.18.3. When the Offer/Release Option Code is an alpha 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 shall be released to the appropriate TAC 2 address with no further action by the shipper. Offer/Release Option Code Y is not absolute. 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).

C3.18.4. When the Offer/Release Code Option is an alpha Z an NOA shall 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).

C3.18.5. When the Offer/Release Option Code is an alpha X the United States is responsible for transportation and no NOA is required.

C3.19. DELIVERY TERM CODES FOR FOREIGN MILITARY SALES. DTCs identify the Department of Defense and the purchasing country responsibility for transportation and handling costs. A link to DTCs is contained in paragraph C3.26.3.

C3.20. PRIORITIES FOR FOREIGN MILITARY SALES. FMS customer countries are assigned the same force/activity designator (F/AD) codes as the DoD Components. The requisition priority designator shall be based upon the assigned F/AD—refer to MILSTRIP. FMS materiel shall be transported in accordance with all the requirements and conditions of [DoD 4140.1-R](#) and [DTR 4500.9-R](#).

C3.21. FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS

C3.21.1. FMS classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled under all conditions and requirements governing the movement of US. Government classified materiel, DoDM 5200.01, DoD 5200.2-R, and DoD 5200.8-R. The following additional conditions apply:

C3.21.1.1. 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.

C3.21.1.2. Classified materiel requisitioned under DTCs 2, 3, 5, 6, 7, or 9 should be entered into the DTS for movement.

C3.21.1.3. 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 shall not be released to that freight forwarder.

C3.21.1.4. Table C3.T3. shows a summary of the TACs to be used in moving classified materiel.

Table C3.T3. 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.

C3.21.1.5. The shipper must send the NOA to the country representative as indicated in the appropriate country introduction page. Shipments of classified materiel shall not be moved until the following conditions have been met:

C3.21.1.5.1. NOA response.

C3.21.1.5.2. Identification of a cleared facility.

C3.21.1.5.3. Identification of an authorized designated representative of that country.

C3.22. GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.22.1. The Grant Aid Program is defined as that portion of the SAP 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.

C3.22.2. The following general instructions are to be used to ship Grant Aid items:

C3.22.2.1. 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.

C3.22.2.2. For Grant Aid shipments, data elements from the requisition document number and first position of the supplementary address shall be used for both the ship-to and mark-for MAPACs.

C3.23. DATA ELEMENTS TO CONSTRUCT MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID

C3.23.1. 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.

C3.23.2. The data elements to be used to construct the ship-to/mark-for MAPACs are listed below:

C3.23.2.1. Requisition Document Number

C3.23.2.1.1. The second and third positions of the document number (MILSTRIP rp 31–rp 32) shall contain the SC Customer Code.

C3.23.2.1.2. The fourth position of the document number (MILSTRIP rp 34) shall contain the mark-for code.

C3.23.2.2. Supplementary Address. Unlike FMS, the Grant Aid first position of the supplementary address shall always contain alpha code Y (MILSTRIP rp 45). However, in locating the MAPACs in this directory, the Y code shall be converted to an X. The first position of the requisition document number (MILSTRIP rp 30), shall still show the appropriate code to indicate the DoD Component managing the case. These codes are: B=Army; D=Air Force; I=Missile Defense Agency; P=Navy; K=Marine Corps; T=other than Army, Navy, Air Force, Missile Defense Agency or Marine Corps.

C3.24. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID. The ship-to/mark-for MAPAC is constructed by taking the Y code first position of the supplementary address to an X; the second and third position of the requisition document number (MILSTRIP rp 31–32) (two digit SC Customer Code); and the third position of the requisition document number (MILSTRIP rp 33) (final destination address); and then adding two zeros (non significant record positions). Figure C3.F5. is an example of how the ship-to/mark-for MAPACs is constructed.

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

DOCUMENT NUMBER													SUPPLEMENTARY ADDRESS						
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
US SERVICE	SECURITY COOPERATION CUSTOMER CODE	CUSTOMER	DELIVERY TERM	TYPE A S S I S T A N C E	YEAR	DATE			SERIAL NUMBER	MAP INDICATOR	PROGRAM YEAR	RECORD	CONTROL NUMBER						
						JULIAN	DAY	DATE											
B	K S	T	0	1	8	1	9	2		1	2	3	4	Y	8	A	O	4	7

C3.25. TYPE ADDRESS CODES FOR GRANT AID. When making Grant Aid shipments, only five "type of address" codes shall be utilized as shown in Figure C3.F6.

Figure C3.F6. 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 SAAM, DoD 5105.38-M.
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.
9	Indicates a cross-reference MAPAC for deleted MAPAC.

C3.26. SPECIAL INSTRUCTION INDICATORS FOR GRANT AID

C3.26.1. SIIs are coded in the SII column to indicate that instructions to be used in shipping materiel or sending documentation to a particular country.

C3.26.2. Only the SII "S" shall 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 shall be contacted if problems arise in executing the specific SII.

C3.27. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID.

Grant Aid shipments shall move through the DTS to Grant using in country ports of discharge. DoD personnel at those ports shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to its destination.

C3.28. 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 shall remain on the MAPAD for 5 years beyond the delete date.

C3.29. DELIVERY TERM CODES 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. RP 35 shall always contain a numeric zero.

C3.30. PRIORITIES FOR GRANT AID. Grant Aid shipments shall be transported in accordance with the requirements and conditions of time-definite delivery (TDD) and DTR 4500.9-R.

C3.31. GRANT AID CLASSIFIED SHIPMENTS. Grant Aid classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled in accordance with all conditions and requirements governing the movement of U.S. Government classified materiel in DoDM 5200.01. Upon arrival at the overseas port the appropriate government to government transfer procedures shall be implemented.

C3.32. 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.

C3.32.1. Special Instruction Indicators. SII “S” requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4.”

<https://www.dlmso.dla.mil/LOGDRMS/DLMSQualifier>.

C3.32.2. 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). <https://www.dlmso.dla.mil/LOGDRMS/DLMSQualifier>.

C3.32.3. 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

<https://www.dlmso.dla.mil/LOGDRMS/DLMSQualifier>.

C3.32.4. Foreign Military Sales Military Standard Requisitioning and Issue Procedures Data Elements. Appendix AP2.1 highlights MILSTRIP requisition document number and supplementary address data elements used to construct a valid MAPAC.

www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.1.docx

C3.32.5. Address File. Appendix AP2.6 Address File Identifier, identifies which MAPAD file shall be changed.

www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.6.docx

C3.32.6. Type of Address Codes. Appendix AP2.4, Type of Address Codes, identifies transactions to logistics system(s) and specific operation to which they apply. Appendix 3, also indicates the intended purpose and use of the transaction data (i.e., add, change or delete).

www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.4.docx

C3.32.7. Add/Change Foreign Military Sales Military Assistance Program Address Code. Appendix AP2.7 contains the transaction formats (MA1, MA2) for Adding and Changing FMS MAPACs.

www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.7.docx

C3.32.8. Delete Foreign Military Sales Military Assistance Program Address Code. Appendix AP2.8 contains the transaction format (MA3) for Deleting FMS MAPACs. www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.8.docx

C3.32.9. Add/Change Grant Aid Military Assistance Program Address Code. Appendix AP2.9 contains the transaction formats (MA1, MA2) for Adding and Changing Grant Aid MAPACs. www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.9.docx

C3.32.10. Delete Grant Aid Military Assistance Program Address Code. Appendix AP2.10 contains the transaction format (MA3) for Deleting Grant Aid MAPACs. www.dlmso.dla.mil/elibrary/manuals/dlm/v6/v6c3a2.10.docx

C3.32.11. Security Assistance Program Service Designator. The SAP 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 SAP customer service designator also appears in the first position of the supplemental address field in the Security Assistance MILSTRIP requisition.

www.dlmsdla.mil/eApplications/LOG.NET/UI/Log_Qualifiers/lgvqcDetails.aspx?code=94

C4. CHAPTER 4

PIPELINE MEASUREMENT

C4.1. GENERAL

C4.1.1. Purpose of Chapter. This chapter identifies the roles, authorities, business rules, governance and configuration management process that comprise the Logistics Metric Analysis Reporting System (LMARS). It establishes the information requirements for LMARS. The LMARS tool is a database and collection of reports located at DLA Transaction Services. LMARS provides a single, authoritative, enterprise-wide source of logistics pipeline performance and customer wait time data. Within the authority granted it in paragraph C4.3.1. below, the Pipeline Measurement Process Review Committee (PRC) is responsible for developing and maintaining LMARS to include the maintenance of this chapter.

C4.1.2. Purpose of LMARS. LMARS is a tool/database for the collection of logistics business event information that allows actual logistics pipeline performance to be measured and reported uniformly. The information enables management to track trends, identify areas requiring improvement, and compare actual performance against pre-established goals. It provides information that allows policy, procedural, and/or technology infusions to be assessed for their effects on pipeline performance. LMARS supports the measurement of logistics pipeline segment performance, to include logistics response time (LRT), and will in the future, based on individual business event transactions, provide the ability to measure customer wait time (CWT), and to compare actual performance against time definite delivery (TDD) standards. The common denominator among the LRT, CWT, and TDD performance measures is that they all begin with the submission of a customer order document number and end with the receipt of the ordered materiel. LMARS is comprised of a standard:

C4.1.2.1. Set of definitions identifying the beginning and ending of each of the twelve measurable logistics pipeline segments.

C4.1.2.2. Set of business event/transactions used as the authoritative source for recording a business event beginning or ending point.

C4.1.2.3. Set of business rules, decision tables, and algorithms applied to the standard events/transactions to populate database pipeline segment performance data.

C4.1.2.4. Database consisting of data that is available for download and analysis.

C4.1.2.5. Set of monthly reports that capture the performance for a month in the life of the logistics pipeline. These reports are assigned Report Control Symbol DD-AT&L(AR)1419.

C4.2. POLICY. It is DoD policy that all organizations in the supply chain recognize and emphasize the importance of time in accomplishing their respective functions. DoD materiel management shall be structured to be responsive to customer requirements during peacetime and war. Timely receipt of items ordered by customers of the logistics system contributes to increased customer confidence in that system. All organizations in the supply chain must accomplish their respective functions in an efficient and cost-effective manner. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 is the principal supply chain policy document that lays the foundation for paragraphs C4.2.1, C4.2.2., and C4.2.3.

C4.2.1. Logistics Response Time. To gauge logistic system timeliness, the performance data collection system, LMARS, is established as the single, authoritative, enterprise-wide source for performance reporting and analysis of LRT.

C4.2.2. Customer Wait Time

C4.2.2.1. Components shall develop methods of including retail transactions at the lowest level (e.g., immediate issues of materiel from installation or shipboard supply activities, Government purchase card acquisitions, etc.) with Wholesale logistics response time measurement in order to produce a customer wait time performance measure.

C4.2.2.2. Components shall use the CWT measure to assess past performance and apply lessons learned to improve future performance of the DoD supply chain.

C4.2.2.3. Components shall submit monthly reports to DLA Transaction Services covering completed orders originating from organizational maintenance activities. The reports shall be prepared in accordance with reporting requirement instructions specified in Enclosure 1 of DoD Instruction 4140.61, "Customer Wait Time and Time Definite Delivery." DLA Transaction Services shall compile the Component data and complete DD Form 2829 for posting to the LMARS Website.

C4.2.3. Time Definite Delivery

C4.2.3.1. The establishment of TDD standards is based on the concept that, within a specified degree of probability (e.g., 95 percent), the logistics system is capable of delivering required materiel to the customer within a given period of time depending on the priority and geographic location of the customer.

C4.2.3.2. United States Transportation Command (USTRANSCOM) negotiates and maintains the TDD standards. In the absence of specific customer TDD standards, the legacy aggregate standards in DoD 4140.1-R prevail. In developing organic or contractor performance agreements with their customers, materiel managers and distribution and transportation managers should develop specific customer TDD standards that are tailored to meet specific delivery requirements:

C4.2.3.2.1. TDD standards address the supply of materiel from the time of requirement origination (date of the requisition) to the time that the requisitioner acknowledges physical receipt. The major segments of the total logistics pipeline are requisition submission time, inventory control point (ICP) processing time, storage depot segment time, transportation segment time, and theater segment time.

C4.2.3.2.2. Each logistics pipeline segment involved in the processing of a requisition has been assigned a portion of the total available time. Individual segment standards should not be considered inviolate if exceeding those standards results in time savings and improved service for the total pipeline.

C4.2.3.2.3. Timely receipt of items ordered by logistics system customers contributes to increased customer confidence in the system. All organizations in the supply chain must accomplish their respective functions in an efficient and cost-effective manner.

C4.2.3.2.4. The LMARS database is intended to be the primary source of logistics response time data for comparison against the TDD standards.

C4.3. ROLES AND AUTHORITIES

C4.3.1. Pipeline Measurement Process Review Committee (PRC). The Pipeline Measurement PRC is responsible for developing and maintaining LMARS to capture and record logistics pipeline business events from business transactions. LMARS provides a reliable and consistent database of information from which the measurement of logistics pipeline segment performance metrics such as LRT and CWT may be generated. The LMARS data recording of actual performance times can be compared to the TDD standards. The Pipeline Measurement PRC operates under the authority and within the framework documented below.

C4.3.2. Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI). The ODASD/SCI shall:

C4.3.2.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the Pipeline Measurement program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of LMARS.

C4.3.2.2. Review and approve Pipeline Measurement program plans, priorities, schedules, and goals, and resolve policy and procedural issues where agreement cannot be obtained within the Pipeline Measurement PRC.

C4.3.2.3. Champion efforts to identify funding sources to support and further the Pipeline Measurement program objectives.

C4.3.2.4. Ensure applicable coordination within OSD staff elements that are responsible for Pipeline Measurement performance measurement policy guidance or one-time instructional memoranda affecting functions assigned to this PRC.

C4.3.2.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C4.3.2.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD/SCI representative, and accept updates after each meeting or as appropriate.

C4.3.2.7. Ensure that DoD senior leaders are advised of initiatives and plans as they are developed with respect to Pipeline Measurement performance data integrity and management.

C4.3.2.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C4.3.3. DLA Logistics Management Standards. As the Chair of the Pipeline Measurement PRC, DLA Logistics Management Standards shall:

C4.3.3.1. Develop Pipeline Measurement PRC meeting agendas and convene meetings as required, but at least semi-annually. Announce meetings 30 calendar days in advance. Submit minutes of each Pipeline Measurement PRC meeting within 7 to 14 calendar days of meeting completion to the Pipeline Measurement PRC membership and the OSD PSA for review. Publish final meeting minutes within 30 calendar days of meeting completion. Maintain a current list of representatives to the Pipeline Measurement PRC.

C4.3.3.2. Submit proposed recommendations for LMARS improvement to the committee members and the OSD PSA. Present issues to the Pipeline Measurement PRC for review and resolution. Where PRC consensus cannot be obtained, document and present the issues to the OSD PSA for resolution.

C4.3.3.3. Document the Pipeline Measurement PRC program objectives and business rules in DLM 4000.25, "Defense Logistics Management System (DLMS)".

C4.3.3.4. In support of the Supply Chain Metrics Group, develop and document (maintain) program functional requirements for data collection, uniform business rules, computational algorithms, and management reporting and queries for DLA Transaction Services to develop and execute the tool set for measuring LRT, CWT, and TDD actual performance.

C4.3.3.5. Develop and provide training on LMARS.

C4.3.3.6. 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).

C4.3.3.7. Ensure that the PRC builds an extensible capability allowing for the expansion of data to encompass Pipeline Measurement performance measurement of Wholesale and Retail logistics processes and functions.

C4.3.3.8. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.3.4. DLA Transaction Services. DLA Transaction Services shall:

C4.3.4.1. Develop and maintain the databases, applications, training aids, and tools required to support LMARS.

C4.3.4.2. Attend all Pipeline Measurement PRC meetings.

C4.3.4.3. Implement enhancements and modifications to LMARS documented by DLA Logistics Management Standards and approved by the Pipeline Measurement PRC.

C4.3.4.4. Provide LMARS subject matter expertise to members of the Pipeline Measurement PRC for dissemination to their respective Components.

C4.3.4.5. Provide LMARS measurement summaries using formats prescribed by policy.

C4.3.4.6. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.3.5. DoD Components. DoD Components shall support the Pipeline Measurement PRC by providing qualified, experienced representatives who shall:

C4.3.5.1. Attend all Pipeline Measurement meetings.

C4.3.5.2. Furnish agenda items to the Chair, Pipeline Measurement PRC.

C4.3.5.3. Respond to tasking emanating from Pipeline Measurement PRC meetings.

C4.3.5.4. Identify inter-DoD Component LRT, CWT, and TDD requirements to the Pipeline Measurement PRC for discussion and formulation of a solution.

C4.3.5.5. Develop and submit recommended DLMS change proposals to the Pipeline Measurement PRC Chair for processing under DLMS configuration management procedures.

C4.3.5.6. Present the Component position and be authorized to negotiate and seek agreement with Pipeline Measurement PRC members to achieve the objectives and standardization of LMARS. Provide Component responses to proposed DLMS changes within specified timeframes.

C4.3.5.7. Promote and support LMARS within the respective Components and serve as the Components' LMARS subject matter expert.

C4.3.5.8. Use metrics to assess the DoD Supply Chain pipeline performance and serve as a basis for process improvements. Conduct analysis and take appropriate actions within the Component to improve pipeline performance.

C4.3.5.9. Review Monthly LMARS Outputs and Data

C4.3.5.9.1. Review monthly reports analyzing and researching unusual trends. Significant changes need to be researched using the drill down capability to determine the anomaly causes. Researchers should look for conditions such as one or more activities performing mass close outs of open aged records in a non-timely manner resulting in unusually long LRT. The Anomaly Code list and report is also a tool to aid in determination of suspect data and performance reporting. The Anomaly Code list is available at the following link:

http://www.dlmsso.dla.mil/eLibrary/Documents/PMPRC/Anomaly_Code_List.docx.

C4.3.5.9.2. Data corrections required as a result of the above research and analysis will be identified to the Pipeline Measurement PRC Chair and DLA Transaction Services. When warranted, the Pipeline Measurement PRC chair will ensure prior coordination with the ODASD/SCI Pipeline Measurement PRC representative before performing data corrections. The data correction method will be determined by DLA Transaction Services and coordinated with the Pipeline Measurement PRC Chair.

C4.3.5.9.3. Table updates, business rule changes, and fill rule changes will be identified by the Components to the Pipeline Measurement PRC Chair where changes have occurred in critical decision tables such as Routing Identifier Codes (RICs), DoD Activity Address Codes (DoDAACs), Combatant Commander (COCOM) designations, etc.

C4.3.5.10. Submit required monthly CWT reports to DLA Transaction Services in accordance with approved formats and instructions.

C4.3.5.11. Retain records of LRT, CWT, and TDD performance measurements for audit and oversight.

C4.4. CONFIGURATION MANAGEMENT

C4.4.1. Pipeline Measurement PRC Administration. The Pipeline Measurement PRC shall be responsible for:

C4.4.1.1. Coordinating actions essential to the maintenance and improvement of LMARS.

C4.4.1.2. Developing and maintaining uniform business rules for the measurement and reporting of LRT, CWT, and TDD in LMARS.

C4.4.1.3. Serving as the primary group responsible for developing and executing LMARS and its associated products for the measurement of LRT, CWT, and TDD.

C4.4.1.4. Ensuring senior leaders in the DoD Components are apprised of all initiatives and plans as they are developed with respect to LMARS.

C4.4.1.5. Documenting and maintaining DoD-level LRT, CWT and TDD calculation rules to support consistency of measurement across the Department of Defense within LMARS.

C4.4.1.6. Posting Pipeline Measurement PRC meeting minutes of each Pipeline Measurement PRC meeting to the DLA Logistics Management Standards Website, along with a current list of representatives to the Pipeline Measurement PRC.

C4.4.1.7. Providing feedback to the DASD/SCI concerning Component requirements to fully implement LRT, CWT, and TDD measurement tools.

C4.4.2. Proposed DLMS Change (PDC)/Approved DLMS Change Process (ADC). The requirements and guidelines for change management are documented in Volume 1, Chapter 3 (DLMS Change Management) of DLM 4000.25. The change control process ensures the proper documentation of all proposed or approved changes, the tracking and reporting of these changes to the functional baseline using change control status accounting, and the validation of the changes using functional change control reviews as required. Chapter 3, DLMS Change Management can be viewed at www.dlmso.dla.mil/elibrary/manuals/dlm/v1.asp.

C4.4.2.1. A subset of the DLMS change process is the preparation of the Proposed DLMS Change (PDC). The PDC is an audit trail for Pipeline Measurement. Changes to Pipeline Measurement are required to be submitted using the process identified in Volume 1, Chapter 3 of DLM 4000.25
www.dlmso.dla.mil/eLibrary/manuals/dlm/v1.asp.

C4.4.2.2. The PDC process flow is defined in Appendix 9 of DLM 4000.25
www.dlmso.dla.mil/elibrary/manuals/dlm/v1/v1a9.docx.

C4.4.3. DLA Transaction Services Technical Documentation

C4.4.3.1. Develop and provide training on LMARS.

C4.4.3.2. 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).

C4.4.3.3. Ensure that the PRC builds an extensible capability allowing for the expansion of data to encompass Pipeline Measurement performance measurement at Wholesale and Retail logistics processes and functions.

C4.4.3.4. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.5. LMARS ARCHITECTURE

C.4.5.1 Functional Architecture

C4.5.1.1. LMARS is based on the capture by DLA Transaction Services of the business events at the individual transaction level for each individual customer order/document number.

C4.5.1.2. LMARS reports and measures the pipeline segment(s) completed for a document number in that report month. The total document numbers that complete a segment and the time to complete each document are the key data captured and used to calculate average segment time performance.

C4.5.1.3. LMARS is a point in time reporting system. When an item identified by a document number has shipped, the first four segments are reported in the monthly report corresponding to the month DAAS receives the shipment transaction. Later actions within the pipeline are reported in the month during which that segment is completed. With the exception of the ICP segment (ISPT), no segment is reported again for that document number in any succeeding months. A materiel release order (MRO) denial will cause the ISPT segment to be re-reported with additional time for the denial and new MRO processing added.

C4.5.1.3.1. With the exception of segments one through three (which are dependent on the date DAAS receives the shipment transaction), the first date that DAAS receives a transaction, defined as a segment ending event, determines when that segment's count and time is included in a month's report.

C4.5.1.3.2. The last in-document date is used to compute the segment time.

C4.5.1.3.3. Segments one through four are all reported in the month that the shipment transaction is received. Segments five through twelve and the total for segments one through twelve are reported in the month that the transaction for the segments end event is received by DLA Transaction Services.

C.4.5.2 Technical Transaction Architecture. LMARS is based on legacy Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) transactions formats with some data extensions of the base legacy documents. Incoming DLMS based transactions are converted to legacy transaction formats using the DLA Transaction Services standard DLMS to legacy MILSTRIP/MILSTRAP maps.

C4.6. LMARS CONTENT

C4.6.1. Inputs. The Data sources used to fill the LMARS database and prepare the monthly reports are as follows:

C4.6.1.1. DLA Transaction Services Routed DLSS/DLMS Transactions. The DLMS X12 electronic data interchange (EDI) and DLMS extensible markup language (XML) transactions are first converted to DLSS transactions (legacy 80 record position MILSTRIP/MILSTRAP) and merged with standard legacy DLSS transactions. The DLMS transactions, when converted to DLSS legacy, include extended data not available in the equivalent DLSS legacy transaction as originated by the source system. There are also some Service Unique DLSS-like transactions that are not DLSS standard transactions but are standard within a Component such as the Air Force document identifier code BF7.

C4.6.1.2. DLA Transaction Services Non-routed Transactions. These are Component unique document identifier codes (DIC) (DLSS-like) 80 record position transactions used to report offline actions by the Services, DLA, and GSA. These transaction DICs are B99, BE9, D7, CHA, CH1 CO_, and CQ. Integrated Data Environment (IDE) and Global Transportation Network (GTN) Convergence (IGC) User Defined Format (UDF) data feeds provide information to open and close the transportation pipeline segments.

C4.6.1.3. DLA Troop Support Special Prime Vendor Data Feeds. Special data feeds are received for Fresh Fruits and Vegetables (FFV), Semi Perishables, Maintenance Repair Operations (MRO), and Prime Vendor Medical (PVM).

C4.6.1.4. EDI 850 transaction is used in place of Other S9G MROs if the EDI 850 has an earlier date.

C4.6.1.5. Other External Data Feeds used to support weekly and monthly LMARS processing are the DoD Activity Address Directory (DoDAAD) and the national item identification number (NIIN) file provided by the DLA Logistics Information Service. Additionally the following data sources are used and require validation and update by the Components.

C4.6.1.5.1. COCOM DoDAACs. Report not presently produced.

C4.6.1.5.2. DLA Demand Chain DoDAACs. A table of DoDAACs provided to DAAS by the DLA Office of Operations Research and Resource Analysis (DORRA).

C4.6.1.5.3. DLA Supply Chain. A table of items in the DLA Supply Chain provided to DAAS by the DLA Logistics Information Service (NIIN) and DORRA (Part Numbers).

C4.6.1.5.4. Guard or Reserve DoDAACs. A table of DoDAACs identifying guard and reserve units provided to DAAS by the Marine Corps and Army.

C4.6.1.5.5. Reparable/Non Reparable Indicator. A table designating reparable items and non-reparable items provided by all Services

C4.6.2. Segment Definitions

C4.6.2.1. Logistics Pipeline Segment 1, "Requisition Submission Time" is the elapsed time from the date in the requisition number to the date that it was received by DLA Transaction Services.

C4.6.2.2. Logistics Pipeline Segment 2, "Internal Service Processing Time" is the elapsed time beginning when DAAS releases a requisition for internal service or non-Wholesale action and ending when the requisition is returned and released to a Wholesale ICP.

C4.6.2.3. Logistics Pipeline Segment 3, "Inventory Control Point Processing Time" measures the time from DAAS release of a requisition to an ICP, until DAAS receipt of a MRO transaction directing shipment.

C4.6.2.4. Logistics Pipeline Segment 4, "Storage Activity Processing Time" is measured from the date DAAS received the MRO to the date shipped/released in an AS/AR/AU/856S (Shipment Status) transaction.

C4.6.2.5. Logistics Pipeline Segment 5, "Storage Activity to Consolidation Containerization Point Processing Time" is measured from the date shipped/released to the CCP, to the date received by the CCP.

C4.6.2.6. Logistics Pipeline Segment 6, "Consolidation Containerization Point Processing Time" is measured from the CCP's date of receipt until the date of release.

C4.6.2.7. Logistics Pipeline Segment 7, "CONUS In-Transit Time" measurement starts with date shipped by the shipper (may be contractor, storage depot, or CCP) and ends on the date received by a CONUS customer or port of embarkation (POE) for overseas movements.

C4.6.2.8. Logistics Pipeline Segment 8, "Port of Embarkation Processing" is measured from the date of POE receipt to the date of POE release.

C4.6.2.9. Logistics Pipeline Segment 9, "Port of Embarkation to Port of Debarkation In-Transit Time" is measured from POE date of release to port of debarkation (POD) date of receipt.

C4.6.2.10. Logistics Pipeline Segment 10, "Port of Debarkation Processing" is measured from the date of POD receipt to date of POD materiel release.

C4.6.2.11. Logistics Pipeline Segment 11, "In-Theater In-transit Time" is measured from the POD release date to the consignee receipt or "tailgate" date, for all OCONUS areas.

C4.6.2.12. Logistics Pipeline Segment 12, “Receipt Take-Up Time” is the time between consignee receipt or “tailgate” date and the record posting date in the DRA, DRB, or D6S.

C4.6.2.13. Total Pipeline Time is measured from the date in the requisition number (start of segment 1) to the date the customer posts it to the property record (end of segment 12).

C4.6.3. **Business Rules.** The paragraphs in this section describe the key tables that the LMARS uses to determine the appropriate reporting of a requisition’s life cycle events, DLA Transaction Services procedures, and the output report-specific data population rules and display.

C4.6.3.1. Key Tables

C4.6.3.1.1. LMARS Fill Type Table. Access the LMARS Fill Type Table at http://www.dlmsso.dla.mil/eLibrary/Documents/PMPRC/Type_of_Fill_Table.xlsx.

C4.6.3.1.1.1. This table is used to determine the applicable reports in which each document number, completing a pipeline segment within the report month, is included. Each report is discussed in detail in paragraph C4.6.5. below. The usage and detailed procedures for the LMARS Fill Type Table are available at http://www.dlmsso.dla.mil/eLibrary/Documents/PMPRC/LMARS_FILL_Rules_Procedures.docx.

C4.6.3.1.1.2. Examination of the data in the transaction against the values in Columns “A” through “H” of the LMARS Fill Table yields one of the Fill Types below (which equate to Column “I”) of the LMARS Fill Table. The derived Fill Type is inserted into the LMARS database data element “CORP-FILL-TYPE” for that transaction document number. The Fill Types and their applicable Reports are identified below.

LMARS Records Fill Types

- A = Immediate shipment from depot
- B = Planned DVD Shipments
- C = Backordered
- D = Unplanned DVD Shipments
- O = Other

LMARS Reports

- Total
- Immediate
- Planned DVD
- Backorder
- Unplanned DVD
- Other

Applicable Fill Type Codes

- Fill Types = A, B, C, D, O
- Fill Type = A
- Fill Type = B
- Fill Type = C
- Fill Type = D
- Fill Type = O

C4.6.3.1.2. Output Report Specific Tables. The LMARS application makes use of additional tables to populate the data in the specific monthly output

reports. These tables are provided at http://www.dlmsso.dla.mil/eLibrary/Documents/PMPRC/Output_Report_Specific_Tables.docx.

C4.6.3.1.3. DLA Special Report Fill Type Table. LMARS provides a series of reports that are tailored for DLA management usage. While these DLA-specific reports are not discussed in this chapter, the report fill rules are identified within the DLA Corporate Fill Table found at http://www.dlmsso.dla.mil/eLibrary/Documents/PMPRC/DLA_Special_Report_Fill_Type_Table.docx.

C4.6.4 DLA Transaction Services Procedures

C4.6.4.1. Daily Continuous Processing. With the exception of special data feeds, transactions are received at DLA Transaction Services continually, and copied and parsed to the Logistics On-line Tracking System (LOTS) database.

C4.6.4.2. Weekly Processing. Every Friday at midnight DLA Transaction Services performs the following processing procedure in preparation for the monthly processing:

C4.6.4.2.1. LOTS database is copied and integrated with the LMARS Master file.

C4.6.4.2.2. A temporary LMARS Master file is created for that month's reporting.

C4.6.4.2.3. LMARS business rules are applied to the temporary LMARS Master file.

C4.6.4.2.4. A LMARS flat file is produced and put on a guest server for Secure File Transfer Protocol (SFTP).

C4.6.4.2.5. Flat files tailored to each Service/Agency are created.

C4.6.4.2.6. Output. Weekly activity file generated.

C4.6.4.3. Monthly Processing. On the first of each month the following processes are performed:

C4.6.4.3.1. LOTS database is copied and integrated with the LMARS Master file.

C4.6.4.3.2. Special Feed data integrated with LMARS Master file.

C4.6.4.3.3. LMARS business rules applied to the new LMARS Master file.

C4.6.4.3.4. Test reports for the month are produced.

C4.6.4.3.5. Top 300 drilldown reports produced.

C4.6.4.3.6. Anomaly file produced.

C4.6.4.3.7. The test reports, anomaly file, and the Top 300 drill down reports are used to identify and correct any DLA Transaction Services processing errors and to identify anomalies and unusual trends that the Services need to research and verify. The DLA Transaction Services processing errors, if any, are corrected and the reports are rerun. The applicable LMARS Service Contact Points are provided Top 300 drill down reports when necessary and requested to determine whether the data is valid. The Services with anomalies and/or unusual trends have five days to respond. Based on their response and the Pipeline Measurement PRC chair authorization, data identified as invalid are removed, the rationale is documented, and the LMARS reports are rerun and become final for that month.

C4.6.4.4. Retention requirements. The monthly LMARS reports are maintained for a minimum of 3 years.

C4.6.4.5. User Accounts. User accounts must be obtained from DLA Transaction Services. The instructions for obtaining a user account are found on the DLA Transaction Services Website at <https://www.transactionservices.dla.mil/daashome/homepage.asp>. Click on "Request Login ID and Password" and follow the screens for completing the On-Line Systems Access Request.

C4.6.4.5.1. The Logistics Metrics Analysis Reporting System/Customer Wait Time (LMARS/CWT) at DLA Transaction Services maintains logistics pipeline information for all Wholesale items. LMARS/CWT is populated with information from the MILSTRIP and MILSTRAP transactions that flow through DLA Transaction Services. LMARS/CWT report response time within the 12 logistics pipeline segments: All reporting time frames are expressed in terms of days. Current standard reports are available via the Web on a monthly basis.

C4.6.4.5.2. To access LMARS and CWT reports a user must acquire an access account from DLA Transaction Services. The user must submit a System Access Request (SAR). It is important to note that once a user has obtained access approval for LMARS, the user must keep the account active by logging into LMARS at least once every 30 days or the account will be inactivated.

C4.6.4.5.3. Data download capabilities. DLA Transaction Services can provide data downloads in a variety of forms. Monthly reports provide a link at the top that allows the report to be directly downloaded by the user to a Microsoft Excel Spreadsheet. For other database transfers/downloads of LMARS data and/or tables the requester should contact the Service/Agency Pipeline Measurement PRC point of contact, or if not known, DLA Transaction Services. Database transfers/downloads of LMARS data for a specific Service or Agency, are performed by that Service or Agency.

C4.6.4.6. Handling of Corrections. The Components and DLA Transaction Services review the initial runs of each month's reports, to include analyzing and researching unusual trends. Significant changes need to be researched using the drill down capability to determine the cause. Researchers should look for conditions such as one or more activities performing mass close outs of open aged records in a non-timely manner resulting in unusually long LRT. The Anomaly Code list and report is also a tool to aid in determination of suspect data and performance reporting. The Anomaly Code list is available at www.dlmso.dla.mil/eLibrary/Documents/PMPRC/Anomaly_Code_List.docx.

Data corrections required as a result of the above research and analysis will be identified to the Pipeline Measurement PRC Chair and DLA Transaction Services. When warranted, the Pipeline Measurement PRC chair will ensure prior coordination with the DASD/SCI Pipeline Measurement PRC representative before correcting data. The data correction method will be determined by DLA Transaction Services and coordinated with the Pipeline Measurement PRC Chair by the Component that identified the problem.

C4.6.5. Output Reports. All output reports are displayed in a standard format. The following sub-paragraphs of this section describe the format and content of standard monthly reports for the selected month; if no month is selected LMARS defaults to the most recent month available. Paragraphs C4.6.5.1, C4.6.5.2, and C4.6.5.3 below describe the Major Report Categories and the Sections and Sub-sections within them. The titles of the Major Report Categories, the Sections, and the Sub-sections are all centered on the report pages. Paragraph C4.6.5.4 below defines the meanings of the heading titles in the far left column of the reports and paragraph C4.6.5.5 defines the column headings and data content across the top of the reports.

A sample output report showing the format is available at <http://www.dlmso.dla.mil/eLibrary/Documents/PMPRC/WholesaleRequisitionPipeline.xls>.

The LMARS database data dictionary is available at http://www.dlmso.dla.mil/eLibrary/Documents/PMPRC/Record_Layout.docx.

The data value names and location on the LMARS master data record is available at http://www.dlmso.dla.mil/eLibrary/Documents/PMPRC/Data_values.docx. This database is the authoritative source from which all LMARS output reports are produced. It is also the authoritative source of all files that are made available to the Components for their individual purposes. Foreign Military Sales documents and Initial Outfitting documents are excluded from all LMARS reporting.

C4.6.5.1. Major Report Categories. The user selects the desired Major Report Category from the main LMARS Web Page. The report categories are identified below:

C4.6.5.1.1. “COMPOSITE” Report. The Composite Report includes all document numbers eligible for LMARS reporting in a given month with the exception of those for Guard, Reserve, or Contractor DoDAACs.

C4.6.5.1.2. “MAJOR COMMAND” Report. The Major Command Report includes a subset of the document numbers in the Composite Report. To be included in the Major Command report the document number’s Ship-To address or Consignee must be identified as being in that specific Major Command. **Note: Major Command Report is not presently produced pending Major Command Code table update; therefore the “Major Command” report category is not currently a selectable Major Report category on the main LMARS page.**

C4.6.5.1.3. “REPAIRABLE NIIN” Report. The Repairable NIIN Report includes a subset of the document numbers in the Composite Report. To be included in the Repairable NIIN report the NIIN being ordered on a given document number must be identified as a Repairable NIIN by at least one Service.

C4.6.5.1.4. “GUARD” Report. To be included in the Guard Report, the document number’s Ship-To address or Consignee must be an identified Guard DoDAAC. Note that the document numbers included in the Guard Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. DLA Transaction Services maintains an internal table of DoDAACs supplied by the Components that identifies Guard unit DoDAACs.

C4.6.5.1.5. “RESERVE” Report. To be included in the Reserve Report the document number’s Ship-To address or Consignee must be an identified Reserve DoDAAC. Note that the document numbers included in the Reserve Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. DLA Transaction Services maintains an internal table of DoDAACs supplied by the Components that identifies Reserve unit DoDAACs.

C4.6.5.1.6. “CONTRACTOR” Report. To be included in the Contractor Report the document number’s Ship-To or Consignee address must be an identified Contractor DoDAAC. Note that the document numbers included in the Contractor Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. Contractor DoDAACs are identified according to Table H.

C4.6.5.2. Major Report Category Sections. Each Major Report Category is composed of Sections and each Section has a total line totaling all the data for that section prior to beginning a new Section. The Sections are identified by tabs at the bottom of the report. The titles of the tabs and section headings are (1) “TOTAL”, (2) “ARMY”, (3) “AIR FORCE”, (4) “NAVY”, (5) “MARINE CORPS”, (6) “COAST GUARD” and (7) “OTHER”.

C4.6.5.3. Fill Type Sub-Sections. Each Major Report Category Section is further sub-divided into six Fill Type Sub-Sections. Each Sub-Section has a total line. The Fill Type Sub-Sections record document numbers according to how that document

number is being satisfied. The LMARS Fill Type Table discussed in paragraph C4.6.3.1.1. is a key table used to produce the LMARS output reports. Paragraph C4.6.3.1.1. describes the Fill Type Table composition, usage, mapping of Fill Types to the LMARS Fill Type Report Sub-Sections, and web link to the current LMARS Fill Type Table. The Fill Type Sub-Sections titles and descriptions are below:

C4.6.5.3.1. “TOTAL” Fill Type Sub-Section. The “TOTAL” Fill Type Sub-Section reflects Wholesale requisition pipeline activity of the cumulative document numbers of each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). Reporting starts when a shipment is indicated by a shipment transaction or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Types = A, B, C, D, O.

C4.6.5.3.2. “IMMEDIATE” Fill Type Sub-Section. The “IMMEDIATE” Fill Type Sub-Section reflects Wholesale requisition pipeline activity of immediate issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). One of the following conditions must be met to qualify as an immediate issue: (1) The first or only Supply Status is BA. (2) The last Supply Status must be BA and received within five days of first status, and no Backorder Status ever received. Direct Vendor Deliveries, whether planned or unplanned, are not considered immediate issues. Reporting starts when a shipment is indicated by a shipment, transaction, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = A.

C4.6.5.3.3. “PLANNED” Fill Type Sub-Section. The “PLANNED” Fill Type Sub-Section reflects Wholesale requisition pipeline activity of Planned Direct Vendor Delivery (DVD) issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The servicing ICP’s criteria (Table B) must be met to qualify as a planned DVD. Reporting starts when a shipment is indicated by a shipment, transportation, or receipt transaction. To be included in the PLANNED Sub-Section (Planned Direct Vendor Delivery (DVD)), the document number must meet the criteria for Planned DVD in the LMARS Type of Fill Table. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = B.

C4.6.5.3.4. “BACKORDERED” Fill Type Sub-Section. The “BACKORDERED” Fill Type Sub-Section reflects Wholesale requisition pipeline activity of document numbers that were at some time backordered within each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The following criteria must

be met to qualify as a backorder: (1) Any Supply Status (AE transaction) received, prior to shipment, must have a BB, BC, or Service specified (Table A) backorder code. (2) Direct Vendor Delivery, whether planned or unplanned, was not indicated prior to shipment. To be included in the "BACKORDERED" Sub-section the document number must meet the criteria for backordered documents in the LMARS Type of Fill Table, having a Fill Type = C.

C4.6.5.3.5. "UNPLANNED" Fill Type Sub-Section. The "UNPLANNED" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of unplanned direct vendor delivery (DVD) issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The servicing ICP's criteria (Table A) must be met to qualify as an unplanned DVD. Reporting starts when a shipment is indicated by a shipment, transportation, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = D.

C4.6.5.3.6. "OTHER" Fill Type Sub-Section. The "OTHER" Fill Type Sub-Section reflects Wholesale requisition pipeline activity of document numbers and/or its related data that did not meet the criteria for Immediate Issue, Backorder, Planned or Unplanned Direct Vendor Delivery for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). Reporting starts when shipment is indicated by a shipment, transportation, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Types = O.

C4.6.5.4. Delivery Area and Issue Processing Group row headings. These headings are repeated within each Major Report Category Section and its Sub-Sections. Column A of the spreadsheet output identifies the breakout within the Sub-Section for each of the five delivery areas (CONUS, OCONUS1, OCONUS2, OCONUS3, OCONUS4). Each Delivery Area is further broken out into the three Issue Processing Groups (IPGs). The IPG headings are PROC GP1, PROC GP2, and PROC GP3, and the TOTAL/AVERAGE line applicable to each pipeline segment and a grand "TOTAL" line appear at the bottom.

C4.6.5.4.1. Delivery Area row headings. The five delivery area headings are CONUS, OCONUS1, OCONUS2, OCONUS3, and OCONUS4. The delivery area within which a document number is reported is based on an internal DLA Transaction Services table. DLA Transaction Services researches all new DoDAACs as they are established and determines the appropriate delivery area. The LMARS Delivery Areas are consistent with the TDD Areas identified in DoD 4140.1-R, Appendix 8, Paragraph AP8.2., found at <http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf>. The LMARS Delivery areas map to the TDD Areas as follows.

<u>LMARS Area</u>	<u>TDD Areas</u>
CONUS	48 Contiguous States
OCONUS1	Area A
OCONUS2	Area B
OCONUS3	Area C
OCONUS4	Area D

It should be noted that LMARS makes no distinctions between Airlift and Sealift delivery areas.

C4.6.5.4.2. Issue Processing Group row labels. Each Delivery area is further broken out into the three Issue Processing Groups (PROC GP1, PROC GP2, and PROC GP3), and the Total/ Average line applicable to each pipeline segment within and a grand "TOTAL" line appear at the bottom. Standard Uniform Materiel Movement and Issue Priority System (UMMIPS) Priority Designator and IPG groupings apply. The Group Priority (GP) is determined by the priority designator in the document. The priority designator of the document can be modified up until the item is shipped; after that point it will never change for that document. The PROC GP1, PROC GP2, and PROC GP3 designations correlate directly with IPG I, IPG II, and IPG III described in DLM 4000.25, Volume 2, Chapter 4, paragraph C4.2.2.9. at www.dlmso.dla.mil/elibrary/manuals/dlm/v2.asp. IPGs are groupings of Issue Priority Designators (IPDs) as shown below:

- PDs 01, 02, and 03 form IPG I
- PDs 04, 05, 06, 07, and 08 form IPG II
- PDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

C4.6.5.5. Column/Pipeline Segment Heading and Data Descriptions. The following paragraphs define the pipeline segment headings and data content that appears under each heading for a particular row heading. Where applicable, DLSS Document Identifier Codes (e.g., A5_, AS_, and DRA) are indicated to denote which transactions are used to measure the beginning and ending of the pipeline segments. Note that in all cases data values displayed in blue are active. If the reviewer places the cursor over the data value and clicks the value, the document numbers and their associated data will be presented.

C4.6.5.5.1. Spreadsheet Report Columns B and C

- Logistics Pipeline Segment 1 – "Requisition Submission Time"
- Report Spreadsheet Heading "1 – "REQN SUBMIT"
- LMARS database name "RST – NODE".

Columns B and C reflect the month's data reported for Segment 1, Requisition Submission Time. Spreadsheet column B shows the number of Wholesale requisitions

submitted for each area's Processing Group. Service unique processing rules have identified additional transactions (Table B) included in this column. Requisitions for National Guards, Reserve Units, and Contractors are excluded from these reports. Requisitions for Foreign Military Sales (FMS), Initial Outfitting (Table C), or with RDDs beginning with "S" or "X" are excluded from all LMARS reports. Column C reflects this segment's time, calculated by subtracting the document date from the DAAS receipt date. RST for images of requisitions submitted to DAAS (CH1, CHA, BE9, and D7_) is limited to 30 days or less. The spreadsheet column C shows the average requisition submission time for each Processing Group. At the bottom of each area is the total number and weighted average of requisitions DAAS received. The last row in the report provides the TOTAL requisitions and weighted time in columns B and C for this segment. Transactions that failed DAAS edits are not included until or unless they are resubmitted.

C4.6.5.5.2. Spreadsheet Report Columns D & E

- Logistics Pipeline Segment 2, "Internal Service Processing Time"
- Report Spreadsheet Heading "2 – SERVICE PROCESS"
- LMARS database name "SPT – NODE".

An example of Internal Service Processing is the processing by Naval Supply Systems Command (NAVSUP) Fleet Logistics Centers (FLCs). This segment time begins when DAAS releases a requisition for internal Service (non-Wholesale (to a RIC other than that on Table D)) action and ends when it is returned and released to a Wholesale ICP (Table D). The number of requisitions and average times are shown for each area's Processing Group. Total requisitions DAAS released and their weighted average are shown at the bottom of each area and on the last data line of the report. DAAS processing time is not shown but is reflected in the Total Order-Receipt computations.

C4.6.5.5.3. Spreadsheet Report Columns F and G

- Logistics Pipeline Segment 3, "Inventory Control Point (ICP) Processing Time")
- Report Spreadsheet Heading "3 – ICP PROCESS"
- LMARS database name "ISPT – NODE".

This segment measures the time from DAAS' release of a requisition to a Wholesale ICP, until DAAS' receipt of an issue transaction. Issue transactions can be an MRO, A5_ transaction, a Table E listed equivalent, an AB_ (Direct Delivery Notice) transaction, or an AE_ (Supply Status) transaction with BV status, indicating direct vendor delivery. There may be multiple ICP actions taken on a requisition, but passing, referral, backorder, or delayed actions are not used to close this segment. Supply status of BQ, BR, B4, C_, D1-D8, except D7, DB, DN, DQ, DR, or specified intra-service

codes (Table F), indicating rejection or cancellation will drop a requisition from being reported unless shipment and/or receipt is indicated. The number of “issues” transactions is shown in column F and average times are in column G.

C4.6.5.5.4. Spreadsheet Report Columns H and I

- Logistics Pipeline Segment 4, “Storage Activity Processing Time”
- Report Spreadsheet Heading “4 – STORAGE ACTIVITY”
- LMARS database name ‘SAPT – NODE”.

The time is measured from DAAS’ receipt of a defined MRO to the date shipped/released in DIC AS_/AU_ (Shipment Status) transaction. When Shipment Status is not available, the date in a materiel release confirmation (MRC) DIC AR_ transaction is used to close the segment. In the case of Direct Vendor Deliveries (DVDs), time is measured from DAAS’ receipt of a DIC AB_ transaction, or a DIC AE_ transaction with BV status, to the date shipped/released in a DIC AS_/AU_ or DIC AR_ transaction. The number of shipments and average processing times are shown in Columns H and I respectively, similar to previous segments.

C4.6.5.5.5. Spreadsheet Report Columns J and K

- Logistics Pipeline Segment 5, “Storage Activity to Consolidation Containerization Point (CCP) Processing Time”
- Report Spreadsheet Heading “5 – STORAGE TO CCP”
- LMARS database name “DCPT – NODE”.

The time is measured from the date shipped/released by the storage activity to the CCP’s receipt date reported in the TAV, TAW, or the IGC provided transaction. DLMS transactions from commercial carriers may also be used in this segment. The count of the number of shipments to a CCP and average processing times are displayed in columns J and K respectively. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

C4.6.5.5.6. Spreadsheet Report Columns L and M

- Logistics Pipeline Segment 6, “CCP Processing Time”
- Report Spreadsheet Heading “6 – CCP ACTIVITY”
- LMARS database name “CPT – NODE”

For OCONUS, and only when a CCP is used, time is measured from the CCP's receipt and release dates in the TAV, TAW, or a GTN provided transaction. The count of the number of shipments processed by a CCP and average processing times are shown in columns L and M respectively. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

C4.6.5.5.7. Spreadsheet Report Columns N and O

- Logistics Pipeline Segment 7, "CONUS In-Transit Time"
- Report Spreadsheet Heading "CONUS IN-TRANSIT"
- LMARS database name "CIT – NODE".

There are two differing movement possibilities for this segment; however, they are mutually exclusive at the document level. The start and stop times will depend upon whether a CCP is in the pipeline for the document number. The following are the two mutually exclusive methods for the computation of time for a specific document number.

- Segment 7A – For OCONUS shipments moving through a CCP, time is measured from the CCP's release to the POE's receipt. Dates/times for calculating this segment come from the TAV/TAW or IGC-provided transaction. Average times and the number of shipments from a CCP are shown. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

- Segment 7B – For CONUS shipments, it's the time from the storage or vendor date shipped/released, in the AS_/AU_ or AR_ transaction, to the consignee's receipt or "tailgate" date. Unless transactions with "tailgate" dates are provided, this segment will not be populated. (NOTE: A DRA, DRB, or D6S may have two date fields; one for a record posting date, used in Segment 12, and one for a "tailgate" date. Each Service/Agency is to identify any transactions and/or record positions used for "tailgate" dates.) For OCONUS shipments, when a CCP is not used, time is measured from the shipped/released date to the POE's receipt date in a GTN provided transaction. DLMS transactions from commercial carriers may be used in this segment (for CONUS and OCONUS). The times and the number of shipments to a CONUS consignee or POE are shown.

C4.6.5.5.8. Spreadsheet Report Columns P and Q

- Logistics Pipeline Segment 8, “POE Processing”
- Report Spreadsheet Heading “8 – POE ACTIVITY”
- LMARS database name “POET – NODE”.

POE receipt and release dates, provided by GTN or other In-Transit data transactions, are used to calculate OCONUS times. The average times and number of shipments processed by a POE will be shown. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

C4.6.5.5.9. Spreadsheet Report Columns R and S

- Logistics Pipeline Segment 9, “Port of Embarkation to Port of Debarkation In-Transit Time”
- Report Spreadsheet Heading “9 – POE to Port of Debarkation (POD)”
- LMARS database name “ITTT – NODE”.

Measurement is from POE release to POD receipt. IGC provides the transactions needed to calculate this segment’s times. DLMS or other In-Transit data transactions, if available, may also be used. Times and numbers for these columns are shown similar to the previous segments. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

C4.6.5.5.10. Spreadsheet Report Columns T and U

- Logistics Pipeline Segment 10, “POD Processing”
- Report Spreadsheet Heading “10 – POD Activity”
- LMARS database name “PODT – NODE”.

IGC provides transactions with the POD receipt and release dates/times needed to calculate the OCONUS entries shown for this segment. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

C4.6.5.5.11. Spreadsheet Report Columns V and W

- Logistics Pipeline Segment 11, “In-Theater In-transit Time”
- Report Spreadsheet Heading “11 – IN-THTR IN-TRANS”
- LMARS database name “ITIT – NODE”.

Measurement is from the POD release date to the consignee receipt or “tailgate” date, for all OCONUS areas. Unless transactions with “tailgate” dates are identified, this segment will not be populated. (NOTE: Transactions DRA, DRB, or D6S may have two date fields; one for a record posting date, used in Segment 12, and one for a “tailgate” date. Each Service/Agency is to identify any transactions and/or record positions used for “tailgate” dates.) DLMS transactions that measure commercial express service time from storage or vendor to consignee receipt will be included in this segment. Average times and the number of In-Theater shipments are shown.

C4.6.5.5.12. Spreadsheet Report Columns X and Y

- Logistics Pipeline Segment 12, “Receipt Take-Up Time”
- Spreadsheet Report Heading “12 – RCPT TAKE UP”
- LMARS database name “RTT – NODE”.

For CONUS and OCONUS (see NOTE in Segments 7B and 11), it is the time between consignee receipt or “tailgate” date and the record posting date in the DRA, DRB, or D6S. Quantity and discrepancy Code fields in the DRA and DRB are not checked to verify total receipt. IGC or DLMS transactions, if applicable, may be used. If only a record posting date is available, this segment will not be populated. Times and number of receipted shipments are shown.

C4.6.5.5.13. Spreadsheet Report Columns Z and AA

- Logistics Pipeline Segment 13, “Total Order-Receipt Time”
- Spreadsheet Report Heading “TOTAL ORDER RECEIPT”
- LMARS database name “TPT – NODE”.

This is the time between the requisition date and the receipt record posting date. These columns are only populated when the order to receipt cycle has been completed. A defined requisition (or a defined MRO) and a materiel receipt acknowledgment are the minimum transactions needed before a cycle’s time is reported. To calculate the average time for each area’s IPG, the aggregate time of the completed cycles is divided by the number of completions. At the bottom of each area is the number and weighted average of document numbers that were completed during the reporting month. Included in these two columns are numbers and averages for DLA’s Prime Medical

Vendor (PMV), Maintenance Repair Operations (MRO), and Perishable and Semi-Perishable orders. See Table G for their computation logic.

C4.6.5.5.14. Spreadsheet Report Columns Z and AA. The last two columns also show Total Order-Receipt, but with the document numbers with the highest five percent in terms of longest times in each area's IPG eliminated. The objective of these columns is to present counts and average times with the extremes removed. Note: These columnar calculations are not performed for the GUARD, RESERVE, and CONTRACTOR Major Reports.

APPENDIX 1
RESERVED

APPENDIX 2.1

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 MAP Grant Aid.
MA2	Revision to MAPAF	Signifies changes to current information on the address file for FMS and MAP Grant Aid.
MA3	Deletion from MAPAF	Signifies the MAPAC to be deleted from the address file for FMS and MAP Grant Aid.

APPENDIX 2.2

SERVICE CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Signifies the first position of the MAPAC and identifies the customer Service.

Code	Definition
B	Army.
P	Navy.
D	Air Force.
K	Marine Corps.
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 be 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 materiels, or supporting documentation. Also ship to the nearest address (geographically) closest to the shipping activity. Refer to country introduction 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 code in RP 33 for the MILSTRIP requisition.
N-Z	Reserved.

1	<p>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, DTR 4500.9-M, 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.</p>
2	<p>This address shall 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 shall 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.</p>
3	<p>For sending a Notice of Availability (NOA), if required. This address shall be used when the Option Code (Y or Z in record position 46 of the requisition) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA shall 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 shall 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 shall 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 shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall 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 shall be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) shall 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 shall 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 shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall 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 DLA Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.</p>

5	This address shall 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 shall 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.
MAP GRANT AID	
TAC	EXPLANATION
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 code in RP 33 of the MILSTRIP requisition.
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, DTR 4500.9-M , 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.

6	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.
7	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.
8	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.
9	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.
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 form 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.
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)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter appropriate DI code. 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	
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions 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 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 RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 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>Entry and Instructions</u>
Consignee Freight Forwarder	(12-13)	a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same one entered in RP 47 of requisitions 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 position 12 for all countries except Canada.
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition 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 RP 80 beginning with one. The last transaction for each address is identified by a nine in RP 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 RPs 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, RPs 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 RP 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 RPs 51-53 apply to APOD entries in these positions
Effective Date	57-61	Ordinal date on which addition or revision is to be effective. Last two digits of calendar year, RPs (57-58), and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs (62-63), and day of year, RPs (64-66).
Blank	71-76	Reserved for future DoD assignment.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
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 RP. This position 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>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter DI 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.
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions 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 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 RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.</p>
Country Representative/Freight Forwarder	(12-13)	<p>a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same code which is entered in RP 47 of requisitions 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 RP 12 for all countries except Canada.</p>

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.
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, RPs 57-58 and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 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 MAP GRANT

AID

(MA1, MA2)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter appropriate DI code: 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 MAP Grant Aid addresses.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-For	(11-12)	a. An alphanumeric code in position 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries. b. An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clean-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 RP 80, beginning with one. The last transaction for each address is identified by a nine in RP 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 RPs 33-38 of the clear text field.

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 RPs 51-53; however, the appropriate SII code will be entered in RP 50.
Aerial Port of Debarkation	54-56	The instructions for RPs 51-53 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, RPs 57-58; and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 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 RP. 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 MAP GRANT AID (MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI code 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)	
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11-12)	<p>a. An alphanumeric code in RP 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries.</p> <p>b. An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.</p>
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, RPs 57-58, and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 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 RP. This RP 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

AUTHORIZED EXCEPTIONS, SPECIAL PROCESSES, AND DELAYED IMPLEMENTATION DATES

(INTRODUCTION)

AP2.11.1. INTRODUCTION

AP2.11.1.1. DoD policy concerning the implementation of MAPAD procedures is contained in DoD Directive 4140.1 (reference (a)), and is summarized in chapter 1, paragraph G., of this manual.

AP2.11.1.2. Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the MAPAD System Administrator in accordance with the DUSD(P&L). The following rationale is applicable only to DIs pertaining to MILSTRIP supply distribution system(s)

AP2.11.1.3. Requests for exceptions, special processes, or delayed implementation dates will be forwarded by concerned focal points to the MAPAD System Administrator for consideration when it can be demonstrated the MAPAD cannot provide a workable method or procedure or that, for some reason beyond the control of the focal point or concerned Service/Agency, an approved change cannot be implemented on the scheduled date.

AP2.11.1.4. Requests for exceptions, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures.

AP2.11.1.5. Requests for exceptions or special procedures will be forwarded to the MAPAD System Administrator by the Service/Agency focal point for review and coordination, if required, with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations and shall provide the following minimum information:X

AP2.11.1.6. Narrative description of the basic concept being proposed and reason(s) therefor.

AP2.11.1.6.1. Known interface and impact requirement with other DLSS and Services/Agencies.

AP2.11.1.6.2. Advantages/disadvantages of request.

AP2.11.1.6.3. Proposed wording required for appendix C.

AP2.11.1.6.4. Starting and ending dates of request.X

AP2.11.2. FMS ADDRESSES – SECTION B

AP2.11.3. MAP GRANT AID ADDRESSES – SECTION C

APPENDIX 2.12

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 NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
Document Number	30-43	Document number as assigned by the preparing activity.
Service	(30)	(1) For MAP Grant Aid, enter the alphabetical code of the U.S. implementing Service/Agency designated to be the recipient of the MAP order. (2) For FMS, enter the Service code of the Service/Agency maintaining FMS case control.
Country	(31-32)	Appropriate recipient country for FMS and MAP Grant Aid materiel.
(First and Second Position)		
Customer Within Country	(33) (Third Position)	(1) For MAP Grant Aid, enter the one-digit alpha or numeric code to indicate the country recipient and place of discharge within the country. (2) For FMS, enter the one-digit alpha/numeric code that identifies the country's selected mark-for address, which will be a part of shipment container markings. When RP 46-47 contains code XX, the address identified by the code in RP 33 will be the

		<p>ship-to address. When code is not applicable, a numeric zero will be entered.</p> <p>(3) An XW entry in RP 46-47 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.</p>
Foreign Military Sales Delivery Term	(34) (Fourth Position)	<p>(1) For FMS requisitions, enter the numeric code to identify delivery term for type of shipment.</p> <p>(2) The above entry is not applicable to MAP Grant Aid requisitions. For MAP Grant Aid requisitions, always enter a numeric zero.</p>
FMS and Grant Aid Type of Assistance Financing	(35) (Fifth Position)	The one-digit alpha or numeric code to identify the type of assistance.
Date	(36-39)	Year and three position day of year.
Serial Number	(40-43)	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.
Supplementary Address	(45-50)	<p>Contains entries indicated below:</p> <p>(1) For FMS, this code must be the service assignment code B, P, D, K, or T.</p> <p>(2) For MAP Grant Aid, enter an alpha Y to indicate that the contents in RP 46-50 are not meaningful to the system, but are to be perpetuated in the ensuing documentation.</p>
Address	(46-47) (First and Second Position)	<p>(1) For FMS, enter the appropriate type of country FMS offer/release options in RP 46 and FF in RP 47 designated by the recipient country. When the shipments are to be made under U.S.-sponsored transportation, alpha XX will be entered. An XW entry in RP 46-47 indicates 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.</p>

	(48-50) (Third, Fourth, and Fifth Position)	(2) For FMS, enter the applicable three positions case number assigned to the FMS transaction.
	(46-50)	(3) For MAP Grant Aid in the first position or RP 46, 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 RP 47-50 will indicate the program line item (alpha, numeric, or alphanumeric).