



DEFENSE LOGISTICS MANAGEMENT SYSTEM

## **VOLUME 6**

# **LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES**

**June 5, 2012**

DEPUTY ASSISTANT SECRETARY OF DEFENSE  
(SUPPLY CHAIN INTEGRATION)



## OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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LOGISTICS AND  
MATERIEL READINESS

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:

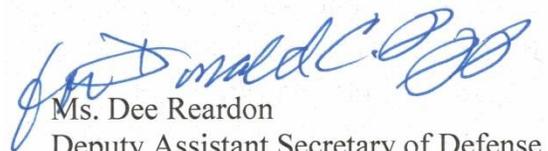
- A. AP1.1 - Published on DoDAAD Process Review Committee (DPRC) webpage.
- B. AP1.2 - Name changed from Master File Layout to DoDAAD Data Elements and published on DPRC webpage.
- C. AP1.3 - The Authority Codes have been imbedded within Chapter 2, paragraph C2.4.4. as well as published on the DPRC webpage.
- 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:

<u>Added or Replaced Files</u>	<u>Repositioned Appendices</u>
Change History Page	Volume 6, Appendix 2.1
Table of Contents	Volume 6, Appendix 2.2
Volume 6, Chapter 2	Volume 6, Appendix 2.3
	Volume 6, Appendix 2.4
	Volume 6, Appendix 2.5
	Volume 6, Appendix 2.6
	Volume 6, Appendix 2.7
	Volume 6, Appendix 2.8
	Volume 6, Appendix 2.9
	Volume 6, Appendix 2.10
	Volume 6, Appendix 2.11
	Volume 6, Appendix 2.12

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website [www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp), and the PDF file containing the entire set of change files is available at [www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal\\_changes.asp](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal_changes.asp).



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LOGISTICS AND  
MATERIEL READINESS

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, 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) 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:

#### Added or Replaced Files

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Table of Contents  
Volume 6, Chapter 2  
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Volume 6, Appendix 1.2  
Volume 6, Appendix 1.3  
Volume 6, Appendix 1.4  
Volume 6, Appendix 1.5  
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Volume 6, Appendix 1.7  
Volume 6, Appendix 1.8  
Volume 6, Appendix 1.9  
Volume 6, Appendix 1.10

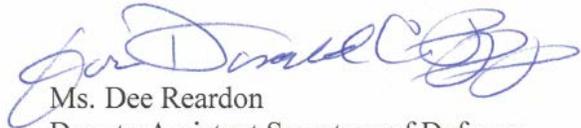
#### Renumbered Appendices

Volume 6, Appendix 2.1  
Volume 6, Appendix 2.2  
Volume 6, Appendix 2.3  
Volume 6, Appendix 2.4  
Volume 6, Appendix 2.5  
Volume 6, Appendix 2.6  
Volume 6, Appendix 2.7  
Volume 6, Appendix 2.8  
Volume 6, Appendix 2.9  
Volume 6, Appendix 2.10  
Volume 6, Appendix 2.11  
Volume 6, Appendix 2.12

**Added or Replaced Files**  
**(Continued)**

Volume 6, Appendix 1.11  
Volume 6, Appendix 1.12  
Volume 6, Appendix 1.13  
Volume 6, Appendix 1.14  
Volume 6, Appendix 1.15

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website [www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp), and the PDF file containing the entire set of change files is available at [www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal\\_changes.asp](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal_changes.asp).

  
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LOGISTICS AND  
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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:

**Added or Replaced Files**

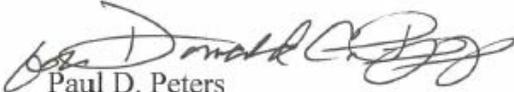
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IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website [www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp) and the PDF file containing the entire set of change files is available at [www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal\\_changes.asp](http://www.dla.mil/j-6/dlms/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.dla.mil/j-6/dlms/eLibrary/changes/approved2.asp](http://www.dla.mil/j-6/dlms/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.dla.mil/j-6/dlms/eLibrary/Changes/processchanges.asp](http://www.dla.mil/j-6/dlms/eLibrary/Changes/processchanges.asp)

IV. This Volume is approved for public release and is available electronically at [http://www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/dlm_pubs.asp). Use the comment form at [www.dla.mil/j-6/dlms/About/Comment/comment\\_form.php](http://www.dla.mil/j-6/dlms/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	<b>Revision of MILSTRIP, MILSBILLS and DLMS to add DoDAAC Authority Code Edits.</b> 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	<b>Department of Defense Activity Address Directory (DoDAAD).</b> This issued the new DoDAAD manual as an ADC.	0
262	12/19/2007	<b>Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders.</b> 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
298	9/16/2008	<b>Department of Defense Activity Address Directory (DoDAAD) Enhancements.</b> 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.	0

ADC Number	Date	Change Description	Version
318	3/24/2009	<b>DoD Activity Address Directory (DoDAAD) Country Codes in the DoDAAD (Staffed as PDC 325).</b> 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.	0
321	4/14/2009	<b>Department of Defense Activity Address Directory (DoDAAD) Bill of Lading Code (BLOC).</b> 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.	0
323	5/19/2009	<b>DoD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements.</b> This change documents enhancements recommended by the DoDAAD Process Review Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.	0
323A	1/21/2011	<b>Approved Addendum 323A to ADC 323, Rescind Multiple Contracts per DoDAAC Change.</b> 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	<b>Military Assistance Program Address Directory (MAPAD) Procedures.</b> 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	<b>DoD Activity Address Directory (DoDAAD) Internal Note Field (Staffed as PDC 362).</b> 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

ADC Number	Date	Change Description	Version
354	2/4/2010	<b>DOD Activity Address Code (DoDAAC) Edits on Logistics Bills and Requisitions (Finance/DoDAAD/Supply).</b> 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
365	5/6/2010	<b>DOD Activity Address Code (DoDAAC) City State Zip Validation.</b> 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	<b>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&amp;D/IMSP (Supply/DoDAAD).</b> 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	<b>DoD Activity Address Directory (DoDAAD) Container Consolidation Point (CCP).</b> 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	<b>Special Programs for Non-DoD/Non-Federal Agency.</b> 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
384A	4/7/2011	<b>Special Programs for Non-DoD/Non-Federal Agency.</b> 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	<b>Special Programs for Non-DoD/Non-Federal Agency.</b> 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

ADC Number	Date	Change Description	Version
385	10/21/2010	<b>DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for Multiple DoDAACs (DoDAAD).</b> 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	<b>DoD Activity Address Directory (DoDAAD) Setting the CONUS/OCONUS Indicator.</b> 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	<b>DoD Activity Address Directory (DoDAAD) Overseas Address Line Change for Canada and Mexico (DoDAAD and Supply).</b> This change corrects a problem with the last line of the overseas address lines for Canada and Mexico.	0
406	1/31/2011	<b>DoD Activity Address Directory (DoDAAD) Removal of Unused Fields.</b> 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	<b>DoD Activity Address Directory (DoDAAD) DAASINQ RIC Display.</b> This change is to correct the DAASINQ display for RIC query results.	0
424	5/9/2011	<b>DoDAAD Modification to Break Bulk Point (BBP).</b> This change approves interim and longer term procedures to correct inconsistent Break Bulk Points (BBPs) for TAC1 and TAC2 addresses.	0
436	8/4/2011	<b>Administrative Revisions to DLMS Supplements to Remove Obsolete RIC "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with Routing Identifiers.</b> (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	<b>Change to DoDAAC Authority Code Assignment Process.</b> 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	<b>Implementation of International Standards Organization (ISO) 3166-1 codes for the identification of countries and their subdivisions (DoDAAD/MAPAD/Finance).</b> 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	0

ADC Number	Date	Change Description	Version
		implementation requirements in migrating from ISO 3166-1 digraph to the tri-graph code structure.	
448A	10/2/2012	<b>Address Line 5 Country Name Implementation and Related DoDAAD Batch Transactions.</b> 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 DoDAAD batch processing. Without revision to the manual.	2
448B	10/2/2012	<b>Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.</b> 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	<b>Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR).</b> 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	<b>Initial Publication of Logistics Metrics Analysis Reporting System (LMARS).</b> 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	<b>Component Performing Procurement/Contracting for another Component Involving Government Furnished Materiel or Government Furnished Property (DoDAAD and Supply).</b> This ADC clarifies the roles and responsibilities of Components when 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.	0

ADC Number	Date	Change Description	Version
1025	9/12/2012	<b>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).</b> 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	<b>This administrative addendum corrects oversight to the requested deletion of Air Force Routing Identifier Code (RIC) DLJ in ADC 1025.</b> 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
1038	12/11/2013	<b>Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules.</b> 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	<b>Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD).</b> 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	<b>Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD).</b> 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 DoDAACs, as published in Appendices 1.4 and 1.12.	3

ADC Number	Date	Change Description	Version
1061B	12/11/2013	<p><b>Administrative Addendum, Update Reissuance of DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2 (DoDAAD).</b> 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 Adhoc 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	<p>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.</p>	0

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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://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/servicepoints/dodaac\\_dod\\_monitors.pdf](https://www2.dla.mil/j-6/dlmsocertaccess/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://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/servicepoints/members\\_mapad\\_focalpoints.docx](https://www2.dla.mil/j-6/dlmsocertaccess/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://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/prcmembers/members\\_pmpoc.docx](https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/prcmembers/members_pmpoc.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. DoD 4140.1-R. The “DoD Supply Chain Materiel Management Regulation,” May 23, 2003, 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.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp](http://www.dla.mil/j-6/dlms/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.dla.mil/j-6/dlms/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/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. DLA Transaction Services. In addition to being the technical manager of, and organization responsible for the Defense Automated Addressing System (DAAS), DLA Transaction Services serves as the CCP for the DoDAAD. In this capacity, DLA Transaction Services 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 DLA Transaction Services 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 DLA Transaction Services 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.dla.mil/j-6/dlmsoprograms/committees/dodaad/documents/DoDAAD\\_PRC\\_Representative\\_Appointment\\_Letter\\_Template.docx](http://www.dla.mil/j-6/dlmsoprograms/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.dla.mil/j-6/dlmsoprograms/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx](http://www.dla.mil/j-6/dlmsoprograms/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 DLA 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. DLA 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 DLA 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 shall be appointed in writing by the CSP to the DoDAAD System Administrator and DLA Transaction Services, identifying the individuals to whom sub-delegations are being made and the DoDAACs/RICs that each is responsible for to allow DLA Transaction Services to update/remove access to the DoDAAD Update Application as appropriate. See also Special Program DoDAACs below. Monitor appointments shall be included in the CSP appointment letter. The CSP and Monitor appointment template can be found at the DoDAAD PRC webpage at [www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD\\_Data\\_Elements.docx](http://www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD_Data_Elements.docx). 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.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAC\\_Series\\_Table.docx](http://www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAC_Series_Table.docx).

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.

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.

C2.4.1.5. Permanent DoDAACs. Once a DoDAAC is used as an Enterprise Identifier in the Item Unique Identifier (IUID) Registry, the DoDAAC becomes a permanent DoDAAC and can never be removed from the DoDAAD database or reused. DLA Transaction Services sets the "Enterprise Identifier Flag" programmatically by matching DoDAACs with the IUID Registry, and sets the "Cancelled/Never Reuse Flag" when a DoDAAC is deleted by a CSP. If a permanent DoDAAC is mistakenly deleted, it can only be restored by contacting DLA Transaction Services.

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 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.transcom.mil/dtr/part-ii/>.

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. If no TAC 3 is entered, the TAC 1 address is used.

C2.4.2.4. TAC 4 - Commercial Small Parcel Shipping. TAC 4 identifies the commercial shipping address (e.g., address used by United States Postal System (USPS), United Parcel Service, FedEx) and other information for the activity. If no TAC 4 is entered, the TAC 2 address is used. If there is no TAC 2 address, the TAC 1 address is used. Commercial small parcel shipping information should follow the format established by the USPS to the extent practicable. This format consists of elements such as recipient name, street name, address number, city, state, and ZIP Code. APO, Fleet Post Office (FPO) and other military unique qualifiers should not be used in the TAC 4 commercial small parcel shipping section.

#### 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. Delete Date. Delete Date is used to delete a TAC for a DoDAAC. Individual TACs may be deleted; however, a Delete Date entered on TAC 1 will delete the entire DoDAAC. ***Any DoDAAC whose TAC 1 contains a Delete Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for five years before the record is permanently purged from the master file. During this five year 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 five year 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 five year period of being deemed inactive. The only indication that a DoDAAC has been deleted during those five years is the existence of a Delete 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 five year period.***

C2.4.3.4. Pending Delete Date. When a Delete Date is pending for a given TAC, DAASINQ/eDAASINQ will indicate the pending date by flagging the TAC with a graphic above the Delete 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 supply chain:***

C2.4.4.1. 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.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAC\\_Authority\\_Codes.docx](http://www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAC_Authority_Codes.docx):

**Table C2.T1. DoDAAC Authority Codes**

<b>Code</b>	<b>Description</b>	<b>Definition</b>
<b>00</b>	<b>Requisition</b>	<b>Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.</b>
	Required: TAC 1 ( <i>required means minimum required data element(s)</i> )	
	Business Rules: No restrictions	
	DAAS DoDAAC Authority Code Edit: No additional edit.	
<b>01</b>	<b>Ship-To Only</b>	<b>Can only be used as a ship-to address with no other implicit authority.</b>
	Required: TAC 1, (TAC 2 and/or TAC4)	
	Business Rules: Not authorized to requisition or bill-to	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X.	
<b>02</b>	<b>Finance (Bill-to Only)</b>	<b>DoDAAC can only be used as a bill-to.</b>
	Required: TAC 1, TAC 3	
	Business Rules: Cannot requisition; cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B.	
<b>03</b>	<b>Do Not Ship-to</b>	<b>Cannot be used as a ship-to designation.</b>
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed.	
	Business Rules: Cannot be used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisitioner field (record positions 30-35), it must contain signal code J, K, L, M, X. If used in the supplementary address field (record positions 45-50, it must contain signal code A, B, C, or D.	
<b>04</b>	<b>DLA Disposition Services Only</b>	<b>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.</b>
	Required: TAC 1	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materiel from DLA Disposition Services (DoD excess only).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with <i>DLA Disposition Services</i> RIC (S9D) in record positions 4-6.	
<b>05</b>	<b>Non-Requisition</b>	<b>Cannot initiate a purchase or request for goods and services.</b>
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase goods/services.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the requisitioner field (record positions 30-35).	
<b>06</b>	<b>Free Issue</b>	<b>No cost option. This item is given away with no associated costs (e.g., DLA Disposition Services, NGA Maps).</b>
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M.	

**Table C2.T1. DoDAAC Authority Codes**

<b>Code</b>	<b>Description</b>	<b>Definition</b>
<b>07</b>	<b>Administrative</b>	<b>Administrative only.</b> This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).
	Required: TAC 1	
	Business Rules: Cannot requisition, Cannot be used as a ship-to- designation, and Cannot be used for billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a “ship to” or “bill to”.	

**C2.4.4.2. 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 DLA Transaction Services, and are **published on the DoDAAD PRC webpage at [www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD\\_Major\\_Command\\_Codes.docx](http://www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD_Major_Command_Codes.docx)**.

**C2.4.4.3. 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. DLA 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. DLA 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.*

**C2.4.4.4. 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.*

**C2.4.4.5. 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.*

**C2.4.4.6. 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.*

**C2.4.4.7. 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. DLA 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.*

**C2.4.4.8. 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. DLA 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.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAC\\_Assignment\\_Logic.docx](http://www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAC_Assignment_Logic.docx).*

**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.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAD\\_Unique\\_Processing\\_Rules.docx](http://www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAD_Unique_Processing_Rules.docx)*

## **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 DLA 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 DLA 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. DLA Transaction Services maintains an electronic database of these codes. Users with accounts can access the database from the DLA 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 alphanumerics, 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://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC\\_DOD\\_Monitors.pdf](https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf).**

**C2.5.12. RICs are maintained within the DoDAAD by DLA 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 Transaction Services will monitor RIC code assignment for compliance with the above assignment rules. Interested parties may interrogate the DoDAAD for RICs through the DLA 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://www2.dla.mil/j-6/dlms0/CertAccess/eLibrary/Documents/DODAAD/DoDAAD\\_System\\_SOP.pdf](https://www2.dla.mil/j-6/dlms0/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf).

**C2.6.1. DoDAAD Update Application**

**C2.6.1.1.** DLA 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 DLA Transaction Services at <https://www.transactionservices.dla.mil/daashome/customerassistance.asp>.

C2.6.1.2. DLA 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 DLA 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 DLA Transaction Services in near real-time.

C2.6.3. Batch Maintenance. Batch maintenance is only authorized for the United States Postal Service (USPS). **Batch transaction formats are published on the DoDAAD PRC webpage at [www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAD\\_Batch\\_Transaction\\_Formats.docx](http://www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAD_Batch_Transaction_Formats.docx).**

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 DLA Transaction Services Help Desk concerning DoD Data Services (DDATA) Web Services at [daashelp@dla.mil](mailto:daashelp@dla.mil).

C2.7.2. Database Replication. Database replication provides near, real-time access to a copy of the authoritative source. DLA 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 DLA Transaction Services Help Desk at [mdaashelp@dla.mil](mailto:mdaashelp@dla.mil) concerning DDATA Database Replication/Web Services.

C2.7.3. Secure File Transfer Protocol. DLA 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 DLA 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 DLA 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>

# **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://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/members MAPAD FocalPoints.docx](https://www2.dla.mil/j-6/dlms0/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](mailto: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](mailto: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](mailto: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 [DoD 5200.1-R](#), "Information Security Program," February 12, 2012, [DoD 5200.2-R](#) "Personnel Security Program," February 23, 1996 and [DoD 5200.8-R](#), "Physical Security Program," May 27, 2009.

C.3.4.1.1.6. 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.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlmso/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 <b>Cooperation Directorate</b> (AFSAC- <b>D</b> ) 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: <a href="mailto:555.ils.transportation@wpafb.af.mil">555.ils.transportation@wpafb.af.mil</a>
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 [DoD 5105.38-M](#), “Security Assistance Management Manual (SAMM),” paragraph C6.4.9.6.

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 DOD 5105.38-M, Chapter 4, Table C4.T2., available at [www.dsca.mil/samm](http://www.dsca.mil/samm).

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

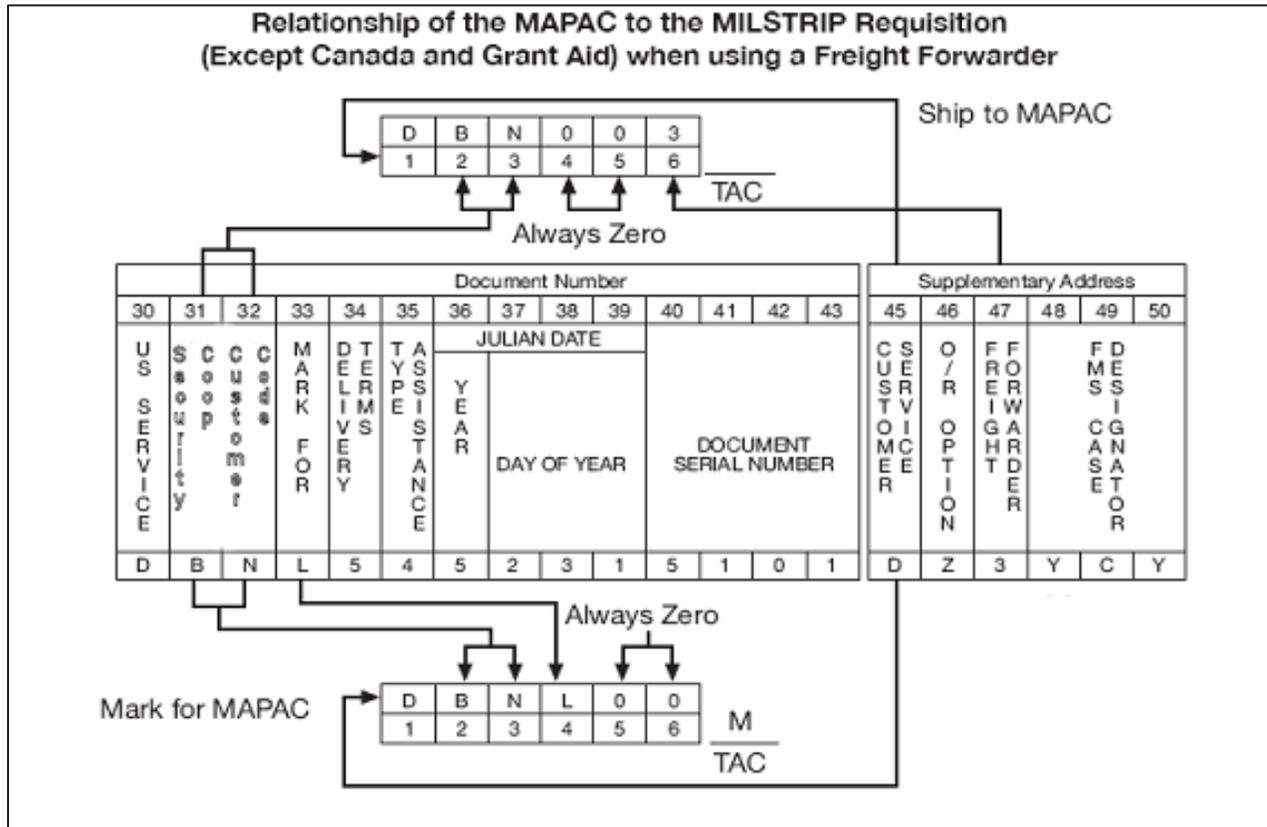
C3.12.1. The ship-to MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization (see country/activity code reference in DoD 5105.38-M, Chapter 4, Table C4.T2: [www.samm.dsca.mil](http://www.samm.dsca.mil)); 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 <a href="#">DTR 4500.9-M</a> , Defense Transportation Regulation Part III chapter 203 item B. TAC 5 is the same address as TAC 1 unless published differently.
2	This address 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 no response has been received in 15 calendar days, a follow up shall be sent. If no response is received within 15 calendar days of the follow-up, a second follow-up shall be sent and assistance shall be requested from the appropriate

DoD Component Security Assistance/Cooperation Agency. 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, DoDs 5200.1-R, 5200.2-R, and 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 ASSISTANCE	YEAR	DATE			SERIAL NUMBER	MAP INDICATOR	PROGRAM YEAR	RECORD	CONTROL NUMBER						
						JULIAN	DAY	DATE											
B	KS	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 DoD 5200.1-R. 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."

[www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=\\*SI](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=*SI)

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). [www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=\\*TM](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=*TM)

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

[www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=A3](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=A3).

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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.1.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.6.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.4.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.7.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.8.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.9.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c3a2.10.docx](http://www.dla.mil/j-6/dlmsso/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.dla.mil/j-6/dlmsso/eApplications/LOG.NET/UI/Log\\_Qualifiers/lqvqcDetails.aspx?code=94](http://www.dla.mil/j-6/dlmsso/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.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)1113.

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:

[www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Anomaly\\_Code\\_List.doc](http://www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Anomaly_Code_List.doc).

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.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlmso/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.dla.mil/j-6/dlmso/eLibrary/manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlmso/eLibrary/manuals/dlm/v1.asp).

C4.4.2.2. The PDC process flow is defined in Appendix 9 of DLM 4000.25  
[www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1/v1a9.docx](http://www.dla.mil/j-6/dlmso/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 [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Type\\_of\\_Fill\\_Table.xlsx](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/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 [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/LMARS\\_FILL\\_Rules\\_Procedures.docx](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/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 [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/KeyLMARSTables.docx](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/KeyLMARSTables.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 [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/DLA\\_Corp\\_fill\\_rules.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/DLA_Corp_fill_rules.doc).

#### 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.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Anomaly\\_Code\\_List.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Anomaly_Code_List.doc).

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 [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/WholesaleReguistionPipeline.xls](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/WholesaleReguistionPipeline.xls).

The LMARS database data dictionary is available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Record\\_Layout.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Record_Layout.doc).

The data value names and location on the LMARS master data record is available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Data\\_values.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Data_values.doc). 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.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v2.asp](http://www.dla.mil/j-6/dlmsso/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 1.1**

## **CENTRAL SERVICE POINT AND MONITOR**

### **APPOINTMENT LETTER TEMPLATE**

NOTE: Letter must be on Service/Agency official letterhead

DATE

MEMORANDUM FOR: DLA Logistics Management Standards, DoD Activity Address  
Directory (DoDAAD) Administrator

SUBJECT: DoD Activity Address Directory (DoDAAD) Central Service Point (CSP)  
and/or Monitor Letter of Appointment

REFERENCES: (a) DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6,  
Chapter 2  
(b) DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures  
(MILSTRIP), Appendix 2.03 - Routing Identifier Codes

In accordance with references (a) and (b), Component/Agency XXX hereby designates the Primary and Alternate CSPs listed below to add, delete or modify our assigned XXX series DoD Activity Address Code (DODAACs) and X\_ Series Routing Identifier Code (RICS). They are responsible for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the proper assignment, modification or deletion of each DoDAAC/RIC.

Primary CSP:

Name: (First MI. Last)  
Official mailing address:

Email: XXXXXXX@XXX.XXX  
Comm: 999-999-9999  
DSN: 999

Alternate CSP:

Name: (First MI. Last),  
Official mailing address (if different than Primary):  
Email: XXXXXXX@XXX.XXX  
Comm: 999-999-9999  
DSN: 999

The following are hereby removed as CSPs for this Component/Agency:

Name: (First, MI. Last)

Additionally, the following personnel are delegated Monitor responsibilities, under management of the CSPs, for the Series/MAJCOMs listed. These Monitor(s) are hereby authorized to modify our assigned XXX series DoD Activity Address Code (DODAACs) and X\_ series Routing Identifier Code (RICs) for the MAJCOMs listed. They are responsible to the CSP for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the modifications of each DoDAAC/RIC.

Monitor(s):

DoDAAC Series: (include all that apply for both DoDAACs and RICs)

MAJCOM(s):

Name: (First MI. Last)

Official mailing address:

Email: XXXXXXX@XXX.XXX

Comm: 999-999-9999

DSN: 999

Additionally, the following are hereby removed as Monitors for this Component/Agency:

Name: (First, MI. Last)

If these are any additional questions or concerns, please contact me at 999-999-9999, email XXX@XXX.XXX

XXXXX X. XXXXXX

Authorized Agency Representative

***Instruction:***

1. A new letter listing all CSPs and/or Monitors is required for any additions and promptly following any deletions. CSPs and Monitors may not appoint themselves, but CSPs can appoint Monitors.
2. Please note in the letter any CSP or Monitor restrictions (e.g., limitation by DoDAAC series or Type Address Code).
3. If no Monitor assignments apply for your Service/Agency, do not include the portion of the letter related to Monitors.
4. If the RIC CSP or Monitor is different from the DoDAAC CSP or Monitor, please list them separately in the letter. Note: “H”series RIC assignments for “Other DoD Activities” are managed by Washington Headquarters Service.
5. Please also include the name(s) of anyone who will no longer be a CSP or Monitor for your Service/Agency so that their access may be removed. NOTE: the latest letter submitted by your Service/Agency will supersede any and all previous copies; therefore, it is critical that the letter submitted includes all personnel authorized and all personnel previously authorized for which authorization is now being removed.
6. The letter must be physically or digitally signed (*digital signature is preferred*) and must include the contact information for the person signing the letter.
7. The person signing the letter should send it as a PDF to [DODAADHQ@DLA.MIL](mailto:DODAADHQ@DLA.MIL). If it is not feasible for the person signing the letter to send it, the person signing the letter must be included in the forwarding email.
8. For access to the DoDAAD update application, submit a separate Systems Access Request to the DLA Transaction Services which may be found at: [https://www.daas.dla.mil/sar/sar\\_menu.html](https://www.daas.dla.mil/sar/sar_menu.html)
9. DoDAAD Process Review Committee information is at <http://www.dla.mil/j-6/dlms0/Programs/Committees/DoDAAD/dodaad.asp>

## APPENDIX 1.2

### DoDAAD MASTER FILE LAYOUT

AP1.2.1. The following fields are applicable to all services/agencies:

Field Name	Type	Required	Definition	Business Rule
DODAAC/RIC	VARCHAR(6)	Y	Department of Defense Activity Address Code – A distinctive six-position alpha-numeric identifier assigned to specific units, activities, that are authorized to order, ship, or receive materiel and to prepare documentation and billings or Routing Identifier Code -- a 3-position alpha-numeric identifier that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it within logistics and financial business systems within DLMS and legacy 80 record position format transactions. RICs are prefaced with "ZZZ" in the DoDAAD.	Database Key
SPLC	VARCHAR(9)		Standard Point Location Code. SPLC indicates a CONUS location capable of processing shipments. The ADS for SPLC is the National Motor Freight Traffic Association. For the DoDAAD, SPLC is assigned	SPLC is set by DLA Transaction Services based on TAC 2 address information.

			from NMFTA data based on a DoDAAC's TAC 2 (TAC 1, if TAC 2 does not exist). For more info, see NMFTA's website at <a href="http://www.nmfta.org/Pages/SpIc.aspx">www.nmfta.org/Pages/SpIc.aspx</a>	
T1_ADDR1	VARCHAR(35)	Y	The first line (normally name) of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	
T1_ADDR2	VARCHAR(35)		The second line (normally the street address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	
T1_ADDR3	VARCHAR(35)		The third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	
T1_ADDR4	VARCHAR(35)		The fourth line of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	Note: There is a fifth line (see end of layout) where the country name is stored is the address is overseas.
T1_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T1_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD). The date upon which the address became effective.	Used to set a "future effective" change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date matches the current date.

T1_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD). The date upon which the address was deleted. This address is no longer valid on this date or beyond.	If TAC 1 delete date set to current date or prior, the entire DoDAAC is considered deleted.
BBP	VARCHAR(6)		Break Bulk Point (BBP). The location that materiel is shipped to and broken into smaller shipment for onward movement. NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP holds the associated DoDAAC.	Mostly used to set BBP with a few exceptions. If the BBP is W25N14 or SW3123, the CCP will be set to 101 (East Coast Consolidation Point – New Cumberland). If the BBP is W62N2A or SW3225, the CCP will be set to 301 (West Coast Consolidation Point – San Joaquin).
T2_ADDR1	VARCHAR(35)		The first line (normally name) of the mailing address of the ship to activity	Optional field used for SHIP-TO address. If entered, TAC 2 city and country are required.
T2_ADDR2	VARCHAR(35)		The second line (normally the street address) of the ship to activity	
T2_ADDR3	VARCHAR(35)		The third line of the mailing address of the ship to activity	
T2_ADDR4	VARCHAR(35)		The fourth line of the mailing address of the ship to activity	Note: There is a fifth line (see end of layout) where the country name is stored is the address is overseas.
T2_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T2_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD) the date upon which the address became effective.	Used to set a “future effective” change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date matches the current date.
T2_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD) the date upon which the address was deleted.	If TAC 2 delete date set, the TAC 2 address is not valid on that date or beyond.

			This address is no longer valid on this date.	
T2_APOD	VARCHAR(3)		Aerial Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DLA 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 country is outside the USA.
T2_WPOD	VARCHAR(3)		Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DLA 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 country is outside the USA.
T3_ADDR1	VARCHAR(35)		The first line (normally name) of the mailing address of activity that will make payment (bill to address).	Optional field used for BILL-TO address. If entered TAC 3 city and country are required.
T3_ADDR2	VARCHAR(35)		The second line (normally the street address) of activity that will make payment (bill to address)	

T3_ADDR3	VARCHAR(35)		The third line of the mailing address of activity that will make payment (bill to address).	
T3_ADDR4	VARCHAR(35)		The fourth line of the mailing address of activity that will make payment (bill to address).	Note: there is a fifth line (see end of layout) where the country name is stored is the address is overseas.
T3_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T3_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD) the date upon which the address became effective.	Used to set a “future effective” change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date matches the current date.
T3_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD) the date upon which the address was deleted. This address is no longer valid on this date.	If TAC 3 delete date set, the TAC 3 address is not valid on that date or beyond.
T1_CITY	VARCHAR(21)	Y	City (of mailing address)	City is required. If in the USA, city is validated using the U.S. Postal Service (USPS) city, state, zip table.
T1_STATE_A	VARCHAR(2)	Y	Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	State/APO/Province is required if USA, Canada or Mexico.
T1_STATE_N	VARCHAR(2)		Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	Numeric value set by table lookup.

T1_ZIP	VARCHAR(10)	Y	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position.	Zip code required if USA. Zip code is validated using the USPS city, state, zip table.
T1_CNTRY_2	VARCHAR(2)	Y	This is a two character International Organization for Standardization (ISO) country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T1_CNTRY_3	VARCHAR(3)		This is a three character International ISO country code. The code is assigned by ISO.	ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T1_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: <a href="http://pe.usps.com/text/imm/welcome.htm">http://pe.usps.com/text/imm/welcome.htm</a> .
T2_CITY	VARCHAR(21)		City (of mailing address)	TAC 2 city name required if TAC 2 Address 1 field entered.
T2_STATE_A	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	TAC 2 State/Province code required if TAC 2 country is USA, Canada, or Mexico.
T2_STATE_N	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside	Numeric value set by table lookup.

			the United States, Canada, or Mexico, it will be null.	
T2_ZIP	VARCHAR(10)		United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position.	TAC 2 zip code required if TAC 2 country is USA. Zip code is validated using the USPS city, state, zip table.
T2_CNTRY_2	VARCHAR(2)		This is a two character ISO country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Required if TAC 2 address entered. ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_3	VARCHAR(3)		This is a three character ISO country code. The code is assigned by ISO.	Required if TAC 2 address entered. ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T2_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: <a href="http://pe.usps.com/text/imm/welcome.htm">http://pe.usps.com/text/imm/welcome.htm</a> .
T3_CITY	VARCHAR(21)		City (of billing address)	TAC 3 city name required if TAC 3 Address 1 field entered.
T3_STATE_A	VARCHAR(2)		Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	TAC 3 State/APO/Province code required if TAC 3 country is USA, Canada, or Mexico.

T3_STATE_N	VARCHAR(2)		Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	Numeric value set by table lookup.
T3_ZIP	VARCHAR(10)		United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5 <sup>th</sup> position.	TAC 3 zip code required if TAC 3 country is USA. Zip code is validated using the USPS city, state, zip table.
T3_CNTRY_2	VARCHAR(2)		This is a two character ISO country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Required if TAC 3 address entered. ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T3_CNTRY_3	VARCHAR(3)		This is a three character ISO country code. The code is assigned by ISO.	Required if TAC 3 address entered. ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T3_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: <a href="http://pe.usps.com/text/imm/welcome.htm">http://pe.usps.com/text/imm/welcome.htm</a> .
T4_ADDR1	VARCHAR(35)		The first line (normally name) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	Optional field used for small parcel commercial address. If entered TAC 4 city and country are required.

T4_ADDR2	VARCHAR(35)		The second line (normally the street address) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	
T4_ADDR3	VARCHAR(35)		The third line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	
T4_ADDR4	VARCHAR(35)		The fourth line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	Note: there is a fifth line (see end of layout) where the country name is stored if the address is overseas.
T4_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T4_CITY	VARCHAR(21)		City (of mailing address)	TAC 4 city name required if TAC 4 Address 1 field entered.
T4_STATE_A	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	TAC 4 State/Province code required if TAC 4 country is USA, Canada, or Mexico.
T4_STATE_N	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null. This field is defined in the U.S. Federal Information Processing Standard Publication ("FIPS PUB") 5-2 to identify U.S. states and certain other associated	Numeric value set by table lookup.

			areas. On September 2, 2008, FIPS 5-2 was one of ten standards withdrawn by NIST as a Federal Information Processing Standard.	
T4_ZIP	VARCHAR(10)		United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5 <sup>th</sup> position.	TAC 4 zip code required if TAC 4 country is USA. Zip code is validated using the USPS city, state, zip table.
T4_CNTRY_2	VARCHAR(2)		This is a two character ISO country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Required if TAC 4 address entered. ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_3	VARCHAR(3)		This is a three character ISO country code. The code is assigned by ISO.	Required if TAC 4 address entered. ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T4_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The “zip” is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: <a href="http://pe.usps.com/text/imm/welcome.htm">http://pe.usps.com/text/imm/welcome.htm</a> .
T4_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD) the date upon which the address became effective.	Used to set a “future effective” change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date

				matches the current date.
T4_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD) the date upon which the address was deleted. This address is no longer valid on this date.	If TAC 4 delete date set, the TAC 4 address is not valid on that date or beyond.
CONTRACT_NO	VARCHAR(17)		Contract Number is filled in when the DoDAAC belongs to a contractor with an active contract.	Field is required if contractor DoDAAC.
CONT_EXP_DTE	VARCHAR(7)		Contract Expiration Date (YYYYDDD)	Field is required if contractor DoDAAC.
SPONSOR	VARCHAR(9)		Sponsor, identifies service that let the contract. For example, DAASC, DAPS, DCMA, DDC, etc.	Field is required if contractor DoDAAC.
CONT_ADMIN_OFF	VARCHAR(6)		DoDAAC code of Contract Administration Office	Field is required if contractor DoDAAC.
MAJ_COMMAND	VARCHAR(2)		Major Command	MAJCOM is a unique series of values set by the Service/Agency.
AUTHORITY_CODE	VARCHAR(2)	Y	Authority Code (see Authority Code table)	Required field. Defaulted to "0" (all access) if not set.
CAGE_CODE	VARCHAR(5)		Commercial and Government Entity Code, identifies the activity.	Field is required if contractor DoDAAC.
CCP	VARCHAR(3)		Consolidation and Containerization Point. The code applies when supplies are to be shipped via surface freight. The code is defined in the Defense Transportation Regulation (DTR), and currently there are only two valid values	Valid values are: 101 and 301.

			for a CCP: 101 (East Coast Consolidation Point, address found in DoDAAC W25N14) or 301 (West Coast Consolidation Point, address found in DoDAAC W62N2A).	
CONUS_OCONUS	VARCHAR(1)		Continental United States or Outside Continental United States (C or O)	Valid values are: C and O.
PHONE	VARCHAR(21)		Telephone of POC	
BLOC	VARCHAR(4)		Bill of Lading Office Code. The code is defined in the Defense Transportation Regulation (DTR) and can be download from the USTRANSCOM Reference Data Manager (TRDM) website. The DoDAAD logic was changed in 2009 to directly load the BLOC from TRDM, so the CSPs no longer directly enter this data.	BLOC set by DLA Transaction Services based on information in the DTR.
POC	VARCHAR(30)		Point of Contact, identifies the POC that can provide information on the DoDAAC	
ADSN_FSN	VARCHAR(6)		Accounting Disbursing Station Number/Fiscal Station Number. This code identifies the Service payment office. This field is not validated within the DoDAAD, it is Service defined and Service dependent. Army and Air Force set a five digit numeric code, Navy and Marines mostly use a DoDAAC, DLA and Other (WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.	

UIC	VARCHAR(8)		Unit Identification Code	
T1_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 1 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.
T1_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 1 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T1_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 1 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 2 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 2 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 2 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
T3_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 3 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.

T3_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 3 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T3_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 3 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 4 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 4 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 4 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
ALOC	VARCHAR(1)		Air Lines of Communications. These codes are assigned by the Army	
FREEFORM	VARCHAR(1)		Free form indicator. If check the address information is no validated.	Turns off address validation and auto population of the last line of the address for the TAC 1 and TAC 2 when set to true ("Y").
PROCUREMENT	VARCHAR(1)		Procurement Authority Flag has been requested by the Acquisition Community to track which DoDAACs have been given procurement authority.	Manually set by Central Service Point.
COCOM	VARCHAR(10)		Combatant Command	Set by DLA Transaction Services based on address TAC 2 address. If the TAC 2 address is missing or deleted the TAC 1

				address is used.
LAST_UPDATE	DATE		Date when any DoDAAC data element was last changed (internal use)	DLA Transaction Services sets this date whenever anything within the DoDAAC is changed.
ENTERPRISE	VARCHAR(1)		Indicate this DoDAAC as an Enterprise record. This field is tied to the NEVER_REUSE field.	Manually set by DLA Transaction Services.
NEVER_REUSE	VARCHAR(1)		For non-expiring DoDAACs for use as Enterprise Identifiers in the IUID Registry. The Permanent DoDAAC concept will require two new fields: "Cancelled/Never Reuse Flag" and "Enterprise Identifier Flag". Neither field will be set within the DoDAAC update page, both will be system generated.	Manually set by DLA Transaction Services.
EMAIL	VARCHAR(40)		Email of POC	

AP1.2.2. The following fields are for internal DLMSO / DLA TS use and are not displayed as a DoDAAD header when querying eDAASINQ:

Field Name	Type	Required	Definition	Business Rule
CREATE_DATE	VARCHAR(7)		Date DoDAAC created	Set by DLA Transaction Services to the current date when DoDAAC is created. Not displayed as a DoDAAD header when querying in eDAASINQ.

DELIND	VARCHAR(1)		Delete Indicator. Note: This is an internal field only used by DLA Transaction Services. This field should not be provided in the replicated data files for other systems.	Delete indicator is set based on the Type Address Code (TAC) 1 delete date. If TAC 1 delete date is current date or prior, the delete indicator is set to "Y". Not displayed as a DoDAAD header when querying in eDAASINQ.
DEMAND_CHAIN	VARCHAR(3)		<p>DLA supplied business categories.</p> <p>"Aviation"</p> <p>"C&amp;E"</p> <p>"C&amp;T"</p> <p>"Land"</p> <p>"Maritime"</p> <p>"Medical"</p> <p>"Subsistence"</p> <p>"Troop Support Customer"</p> <p>DLA Transaction Services Internal use field only. It is a DLA requirement to produce special DLA LMARS reports by demand chain.</p>	DEMAND_CHAIN is set by DLA Transaction Services for LMARS reporting. Not displayed as a DoDAAD header when querying in eDAASINQ.

DIST_CD	VARCHAR(1)		Distribution Code. Used in conjunction with the SPECIALS CROSSREF.	Internal use only by DLA Transaction Services. This field is manually set and unset. Not displayed as a DoDAAD header when querying in eDAASINQ.
NOTES	VARCHAR(4000)		Special CSP notes for DoDAAC. The field has a limited view. Only the Component CSP can see this value (i.e., only Army and see Army)	Not displayed as a DoDAAD header when querying in eDAASINQ.
T1_CHGNO	VARCHAR(4)		Change Number. This is an internal field for outgoing batch transaction control number. Note: This field is only used by DLA Transaction Services and is not provided in the replicated data files for other systems.	Not displayed as a DoDAAD header when querying in eDAASINQ.
T2_CHGNO	VARCHAR(4)		Change Number. This is an internal field for outgoing batch transaction control number. Note: This field is only used by DLA Transaction Services and is not provided in the replicated data files for other systems.	Not displayed as a DoDAAD header when querying in eDAASINQ.
T3_CHGNO	VARCHAR(4)		Change Number. This is an internal field for outgoing batch transaction control number. This field is only used by DAASC and is not provided in the replicated data files for other systems.	Not displayed as a DoDAAD header when querying in eDAASINQ.

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AP1.2.3. The following are the DoDAAD master file support tables and constraints. The purpose is to validate (e.g., constraints) and enhance (e.g., convert code to description) the information in the DoDAAD table.

AP1.2.3.1. Authority Code table: AUTHORITY\_CODE\_MV

Field Name	Type	Definition
AUTH_ID	NUMBER	Authority Code (key)
AUTH_DESC	VARCHAR(30)	Authority Description

```
SQL> select auth_id||'~'||auth_desc from authority_code_mv;
```

```
AUTH_ID||'~'||AUTH_DESC
```

```
-----
```

```
0~Requisitioner
```

```
1~Ship to Only
```

```
2~Finance(Bill to Only)
```

```
3~Do Not Ship to
```

```
4~DRMS Only
```

```
5~Non_requisitioner
```

```
6~Free Issue
```

```
7~Administrative
```

```
8 rows selected.
```

AP1.2.3.2. Country Code table: CNTRY\_CODES\_MV

Field Name	Type	Definition
CNTRY_NAME	VARCHAR(120)	Country Name
MILSTRIP_CC	VARCHAR(2)	MILSTRIP Code
FIPS_CC	VARCHAR(2)	FIPS Code
SA_FMS_CC	VARCHAR(2)	FMS Code
ISO_CC	VARCHAR(2)	ISO 2 Digit Code
POS_CC_3	VARCHAR(3)	ISO 3 Digit Code
INACTIVE	VARCHAR(1)	Inactive Flag (no currently used)
PSEUDO_ISO	VARCHAR(1)	Pseudo IDO flag (no currently used)

AP1.2.3.3. Major Command Code table: MAJCOM\_CODES\_MV

Field Name	Type	Definition
CODE	VARCHAR(2)	Major Command Code
SERVICE	VARCHAR(10)	Service
DESCRIPTION	VARCHAR(80)	Description
MAJCOM	VARCHAR(10)	Major Command

AP1.2.3.4. Post Code table: PORT\_REC\_MV

Field Name	Type	Definition
A_P_CDE	VARCHAR(3)	Port Code
A_P_ID	VARCHAR(1)	Post Code ID (Water or Aerial)
A_P_CITY_NAME	VARCHAR(51)	City
A_P_STATE_CDE	VARCHAR(2)	State Code
A_P_CNTRY_CDE	VARCHAR(2)	Country Code
A_P_CNTRY_ISO_CDE	VARCHAR(3)	ISO Country Code (3 digit)
A_P_CNTRY_NAME	VARCHAR(51)	Country Name
A_P_MILS_NAME	VARCHAR(51)	MILS Country Name

Port Codes

The current list of Port codes can be found on the USTRANSCOM Reference Data Manager (TRDM) maintained by USTRANSCOM which can be found at <https://www-tmds.c2.amc.af.mil/TRDM>.

To locate the values for either water or aerial ports, select the "DTR Reference Data" button and scrolling down to the "Aerial Ports" or "Water Port" choice of the dropdown box.

AP1.2.3.5. State Code table: STATE\_CODE\_MV

Field Name	Type	Definition
ID	VARCHAR(2)	Key value
STATE_A	VARCHAR(2)	Alpha State Code
STATE_N	VARCHAR(2)	Numeric State Code
DESCRIPTION	VARCHAR(50)	State Name
COUNTRY	VARCHAR(20)	Country

```
SQL> select id||'~'||state_a||'~'||state_n||'~'||description||'~'||country from state_code_mv;
ID||'~'||STATE_A||'~'||STATE_N||'~'||DESCRIPTION||'~'||COUNTRY
```

```
-----
1~AL~1~Alabama~USA
2~AK~2~Alaska~USA
4~AZ~4~Arizona~USA
5~AR~5~Arkansas~USA
7~CA~6~California~USA
8~CO~8~Colorado~USA
9~CT~9~Connecticut~USA
10~DE~10~Delaware~USA
11~DC~11~Dist of Columbia~USA
12~FL~12~Florida~USA
13~GA~13~Georgia~USA
15~HI~15~Hawaii~USA
17~ID~16~Idaho~USA
18~IL~17~Illinois~USA
19~IN~18~Indiana~USA
20~IA~19~Iowa~USA
23~KS~20~Kansas~USA
24~KY~21~Kentucky~USA
26~LA~22~Louisiana~USA
27~ME~23~Maine~USA
28~MH~68~Marshall Islands~USA
29~MD~24~Maryland~USA
30~MA~25~Massachusetts~USA
31~MI~26~Michigan~USA
34~MN~27~Minnesota~USA
35~MS~28~Mississippi~USA
36~MO~29~Missouri~USA
37~MT~30~Montana~USA
```

39~NE~31~Nebraska~USA  
40~NV~32~Nevada~USA  
41~NH~33~New Hampshire~USA  
42~NJ~34~New Jersey~USA  
43~NM~35~New Mexico~USA  
44~NY~36~New York~USA  
45~NC~37~North Carolina~USA  
46~ND~38~North Dakota~USA  
48~OH~39~Ohio~USA  
49~OK~40~Oklahoma~USA  
50~OR~41~Oregon~USA  
51~PW~70~Palau~USA  
53~PA~42~Pennsylvania~USA  
55~RI~44~Rhode Island~USA  
56~SC~45~South Carolina~USA  
57~SD~46~South Dakota~USA  
58~TN~47~Tennessee~USA  
59~TX~48~Texas~USA  
61~UT~49~Utah~USA  
62~VT~50~Vermont~USA  
64~VA~51~Virginia~USA  
66~WA~53~Washington~USA  
67~WV~54~West Virginia~USA  
68~WI~55~Wisconsin~USA  
69~WY~56~Wyoming~USA  
70~AA~96~AA~USA  
71~AE~97~AE~USA  
72~AP~98~AP~USA  
73~AG~~Aguascalientes~MEX  
74~BC~~Baja California~MEX  
75~BN~~Baja California Norte~MEX  
76~BS~~Baja California Sur~MEX  
77~CH~~Chihuahua~MEX  
78~CL~~Colima~MEX  
79~CM~~Campeche~MEX  
80~CO~~Coahuila~MEX  
81~CS~~Chiapas~MEX  
82~DF~~Distrito Federal~MEX  
83~DG~~Durango~MEX  
84~GR~~Guerrero~MEX  
85~GT~~Guanajuato~MEX  
86~HG~~Hidalgo~MEX  
87~JA~~Jalisco~MEX

88~MI~~Michoacan~MEX  
89~MO~~Morelos~MEX  
90~MX~~Edo. Mexico~MEX  
91~NA~~Nayarit~MEX  
92~NL~~Nuevo Leon~MEX  
93~OA~~Oaxaca~MEX  
94~PU~~Puebla~MEX  
95~QR~~Quintana Roo~MEX  
96~QT~~Queretaro~MEX  
97~SI~~Sinaloa~MEX  
98~SL~~San Luis Potosi~MEX  
99~SO~~Sonora~MEX  
100~TB~~Tabasco~MEX  
101~TL~~Tlaxcala~MEX  
102~TM~~Tamaulipas~MEX  
103~VE~~Veracruz~MEX  
104~YU~~Yucatan~MEX  
105~ZA~~Zacatecas~MEX  
106~OT~~State Unknown~MEX  
107~AB~~Alberta~CAN  
108~BC~~British Columbia~CAN  
109~MB~~Manitoba~CAN  
110~NB~~New Brunswick~CAN  
111~NL~~Newfoundland and Labrador~CAN  
112~NS~~Nova Scotia~CAN  
113~NT~~Northwest Terr~CAN  
114~NU~~Nunavut~CAN  
115~ON~~Ontario~CAN  
116~PE~~Prince Edward~CAN  
117~QC~~Quebec~CAN  
118~SK~~Saskatchewan~CAN  
119~YK~~Yukon~CAN

103 rows selected.

AP1.2.3.6. Constraints

The following are field constraints values:

ALOC in (1-9)

CCP in (101, 301)

DIST\_CD in (1-9, A-Z)

AP1.2.4. GSA File Layout/Data Dictionary. In addition to the previous data, GSA also applies the following data:

Field Name	Type	Definition
DODAAC	VARCHAR(6)	Department of Defense Activity Address Code. This is the primary key of the table and is used to link this data to the DoDAAD master table.
SUPPORT_REGION_CD	VARCHAR(1)	Support Region Code. Geographic locations within the USA. A = Atlanta, B = Boston, C = Chicago, D = Denver, F = Fort Worth, G = General Office, K = Kansas City, N = New York, P = Philadelphia, S = San Francisco, T = Auburn, W = National Capital Region
PURPOSE_CD	VARCHAR(1)	Purpose Code. Indicates type of usage for this address. R = Requisition, E = Excess Property, F = Fund, G = GSA Depot, Y = CRP, X = GSA Excess Activity
AGENCY_CD	VARCHAR(2)	Agency Code. GSA internal breakdown of Agency by DoDAAC. For example, 69 is Dept of Transportation.

Field Name	Type	Definition
BUREAU_CD	VARCHAR(2)	Bureau Code. GSA uses its own unique bureau codes and they do not match the Treasury Bureau codes. It is a numerical code assigned by GSA to identify bureaus or other organizational subdivisions within the basic agency and used only in the GSA internal system. Valid Values are 00-99.
STATE_COUNTRY	VARCHAR(2)	State Country. If location field is USA, this will contain a two digit numeric value for state. The N state or alphabetic Country Code from the Worldwide Geographic Location Code, east coast FPOs assign 97, west coast FPOs assign 98. Where the APO/FPO is Miami assign "AA" as the state code.
CITY_CD	VARCHAR(4)	City Code. 4 digit numeric value representing the city name. City code retrieved from the Worldwide Geographic Location Codes. (GLC lookup)
EXP_DOM	VARCHAR(1)	Export Domestic. E=Export and D=Domestic. 48 contiguous states-D, Alaska-D, Hawaii-D, American Samoa-E, Canal Zone-E, Canton and Enderbury Islands-E, Guam-E, Johnston Atoll-E, Midway Islands-E, Puerto Rico-D, Ryuku Islands (Southern)-E, Swan Islands-E, Trust Territories of the Pacific Islands-E, Navassa Islands-E, U.S. Misc Pacific Islands-E, Virgin Islands-D, Wake Island-E, Micronesia-E, Northern Mariana Island-E (GLC lookup)
CRP	VARCHAR(6)	Consolidated Receiving Point. This is a 6-character DoDAAC. The CRP identifies a single organizational entity, at a pivotal location point, which acts as receiver of freight shipments directed to one or more activities located in the same general vicinity. The CRP always begins with "YY".
COUNTRY_PROVINCE	VARCHAR(3)	Country Province.
PARCEL_POST	VARCHAR(1)	Parcel Post. 0=Parcel Post allow, 9=No parcel post.
INSIDE_DELIVERY	VARCHAR(1)	Inside Delivery. 1=Requested
CONTACT_POINT	VARCHAR(3)	Contact Point. Agency Address Control Point code.

Field Name	Type	Definition
PAY_STATION	VARCHAR(8)	Pay Station. Assigned by Treasury assigned by Treasury to identify an accounting station within an agency. Used for processing transactions through the OPAC System.
COMM_PHONE	VARCHAR(10)	Commercial Telephone Number.
FTS_PHONE	VARCHAR(7)	FTS Telephone Number.
DSN_PHONE	VARCHAR(7)	DSN Telephone Number.

## APPENDIX 1.3

### 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 <sup>1</sup> : Type Address Code (TAC) 1	
	Business Rules: No restrictions	
	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 and/or TAC 4)	
	Business Rules: Not authorized to requisition or bill-to	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with Signal Code J, L, M, X	
02	Finance (Bill-To Only)	DoDAAC can only be used as a bill-to
	Required: TAC 1, TAC 3	
	Business Rules: Cannot requisition, Cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with Signal Code B	
03	Do Not Ship To	Cannot be used as a ship-to destination
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	
	Business Rules: Cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: If the DoDAAC is used in requisition requisitioner field (record positions 30-35), it must contain Signal Code J, K, L, M, X. If the DoDAAC is used in the requisition supplementary address field (record positions 45-50), it must contain Signal Code A, B, C, or D.	

<sup>1</sup> Required means minimum required data element(s)

Code	Description	Definition
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 material.
	Required: TAC 1	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materiel from DLA Disposition Services (DoD excess only)	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).	
06	Free Issue	No cost option. This item is given away with no associated costs (e.g., DLA Disposition Services, NGA Maps)
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA))	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M	
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	
	Business Rules: Cannot requisition, cannot be used as a ship-to-designation, and cannot be used for billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to"	

## APPENDIX 1.4

### DoDAAD MAJOR COMMAND CODES

CODE	SERVICE	MAJCOM	DESCRIPTION
U.S. Air Force			
07	AIRFORCE	AFOSI	Office of Special Investigations
0B	AIRFORCE	USAFA	US Air Force Academy
0D	AIRFORCE	USAFE	USAF In Europe
0E	AIRFORCE	DFAS	Defense Finance & Accounting Service
0J	AIRFORCE	AETC	Air Edu. & Train. Com
0M	AIRFORCE	AFRC	Air Force Reserve
0N	AIRFORCE	AIR STAFF	HQ USAF
0R	AIRFORCE	PACAF	Pacific Air Forces
0U	AIRFORCE	AIA	Air Intelligence Agency
0V	AIRFORCE	AFSOC	Special Operations Command
0Y	AIRFORCE	AFCA	Communications Agency
1C	AIRFORCE	ACC	Air Combat Command
1G	AIRFORCE	AFLMA	AF Logistics Management Agency
1L	AIRFORCE	AMC	Air Mobility Command
1M	AIRFORCE	AFMC	Materiel Command
1S	AIRFORCE	AFSPC	Space Command
1W	AIRFORCE	AFCESA	Civil Engineer Support Agency
2G	AIRFORCE	AFNEWS	News Agency
2L	AIRFORCE	AFTAC	AF TECHNICAL APPLICATION CENTER
2U	AIRFORCE	AFSVA	Services Agency
2Z	AIRFORCE	AFMOA	AF Medical Operations Agency
3M	AIRFORCE	SOCOM	US Southern Command
3P	AIRFORCE	CENTCOM	US Central Command
3Q	AIRFORCE	STRATCOM	US Strategic Command
3X	AIRFORCE	CENTAF	US Central Command Air Forces
41	AIRFORCE	JCSE	Joint Communications Support Element
4A	AIRFORCE	NORTHCOM	US Northern Command
4W	AIRFORCE	AFDW	AF District of Washington
4Z	AIRFORCE	ANG	Air National Guard
51	AIRFORCE	DRJ	Special Activities Program
GS	AIRFORCE	AFGSC	AIR FORCE GLOBAL STRIKE COMMAND
U.S. Army			
2A	ARMY	ARCYBER	US ARMY CYBER COMMAND(ARCYBER)
3A	ARMY	USARCENT	US ARMY CENTRAL COMMAND (USARCENT)

CODE	SERVICE	MAJCOM	DESCRIPTION
5A	ARMY	USARNORTH	US ARMY NORTHERN COMMAND (USARNORTH)
6A	ARMY	USARSO	US ARMY SOUTHERN COMMAND (USARSO) A
A1	ARMY	USARAF	US ARMY AFRICA(USARAF)
AA	ARMY	USAAC	US ARMY ACCESSIONS COMMAND
AC	ARMY	ACA	ARMY CONTRACTING AGENCY (ACA)
AE	ARMY	AAESA	US ARMY ACQUISITION SUPPORT CENTER
AJ	ARMY	ATAE	ARMY TACTICAL APPLICATION ELEMENT
AN	ARMY	ANC	ARLINGTON NATIONAL CEMETERY (ANC)
AP	ARMY	USAMEPCOM	US ARMY ENTRANCE PROCESSING COMMAND
AR	ARMY	USAR	US ARMY RESERVE COMMANDS AND UNITS
AS	ARMY	USINSCOM	US ARMY INTEL AND SEC CMD (INSCOM)
AT	ARMY	USATEC	US ARMY TEST AND EVAL CMD (USATEC)
B2	ARMY	IMCOMNE	INSTALLATION MGMT CMD NE REGION
B4	ARMY	IMCOMSE	INSTALLATION MGMT CMD SE REGION
B5	ARMY	IMCOMNW	INSTALLATION MGMT CMD NW REGION
B6	ARMY	IMCOMSW	INSTALLATION MGMT CMD SW REGION
B7	ARMY	IMCOMPAC	INSTALLATION MGMT CMD PACIFIC REGION
B8	ARMY	IMCOMKOR	INSTALLATION MGMT CMD KOREAN REGION
B9	ARMY	IMCOMEUR	INSTALLATION MGMT CMD EUROPE REGION
BA	ARMY	USAIMCOM	HQ, US ARMY INSTALLATION MGMT CMD
BC	ARMY	IMCOMUSAR	INSTALLATION MGMT CMD USAR REGION
CB	ARMY	USACIDC	US ARMY CRIMINAL INVESTIGATION CMD
CE	ARMY	USACE	US ARMY CORPS OF ENGINEERS
CS	ARMY	OCSA	OFFICE, CHIEF OF STAFF, US ARMY
CT	ARMY	USAAA	US ARMY AUDITING AGENCY (USAAA)
DF	ARMY	DOD	DEPARTMENT OF DEFENSE AGENCIES
DJ	ARMY	SOCCOM	JOINT SPECIAL OPERATIONS FORCES ACT
DM	ARMY	DMOS	DIRECTED MIL OVER STRENGTH
E1	ARMY	USAREUR 7A	US ARMY, EUROPE AND SEVENTH ARMY
E2	ARMY	21st TSC	21ST THEATER SUPPORT CMD
E3	ARMY	SETAF	SOUTHERN EUROPEAN TASK FORCE(SETAF)
E5	ARMY	VCORP	V CORPS USAREUR
E8	ARMY	30MEDCOM	30TH MEDICAL CMD
EA	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EB	ARMY	1PERSCOM	FIRST PERSONNEL COMMAND
EC	ARMY	POMCUS	PREPOSITION OF MATERIEL CONFIGURED
ED	ARMY	26ASG	26TH SUPPORT GROUP
EF	ARMY	USACSG	US ARMY CIVILIAN SUPPORT GROUP
EN	ARMY	7A JMTC	7TH ARMY TRAINING CMD (7TH ATC)
EQ	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE

CODE	SERVICE	MAJCOM	DESCRIPTION
ER	ARMY	USAREURRSC	US ARMY RESERVE EUROPE AND 7TH RSC
ES	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
ET	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EU	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EV	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EX	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
FC	ARMY	FORSCOM	US ARMY FORCES COMMAND
FL	ARMY	20TH SPT	20TH SUPPORT COMMAND
FZ	ARMY	FORSCOMGF	USA FORCES CMD(FORSCOM)GROUNDFORCES
G6	ARMY	NETCOM	US ARMY NETWORK ENTERPRISE TECH CMD
GB	ARMY	NGBCMPO1	NATIONAL GUARD UNITS (COMP 1 UNITS)
HR	ARMY	USARCCMPO1	COMPO 1, MANAGED BY US ARMY RESERVE
J1	ARMY	USA SHAPE	US ARMY ELEMENT SHAPE
JA	ARMY	JCS	JOINT ACTIVITIES (LESS USA NATO)
JG	ARMY	JG JFHQ	JOINT GUARD (JG JFHQ)
KR	ARMY	USARK	EIGHTH US ARMY
MA	ARMY	USMA	US MILITARY ACADEMY (USMA)
MC	ARMY	USAMEDCOM	US ARMY MEDICAL CMD (MEDCOM)
MP	ARMY	PERSCOM	US ARMY TOTAL ARMY PERS CMD PERSCOM
MW	ARMY	MDW	USA MIL DIST OF WASHINGTON (MDW)
NG	ARMY	NG	NATIONAL GUARD - NOT ACTIVE DUTY
P1	ARMY	USARPAC	US ARMY PACIFIC CMD (USARPAC)
P8	ARMY	EUSA	EIGHTH US ARMY (EUSA)
PR	ARMY	USARPAC	US ARMY RESERVES, PACIFIC
RA	ARMY	ARPERSCOM	US ARMY RESERVES PERSONNEL CMD
SA	ARMY	OSA	OFFICE SECRETARY OF THE ARMY (OSA)
SB	ARMY	FOA22	FIELD OPERATING AGENCIES OF THE SEC
SC	ARMY	USASMDC	US ARMY SP AND MISSILE DEF CMD (SMDC)
SE	ARMY	FOA	FO AGENCIES, NON-OA22
SF	ARMY	FOA23	FOAS OF ARMY STAFF, OA-23
SJ	ARMY	OSAJA	OFFICE SECRETARY ARMY, JOINT ACT
SP	ARMY	USASOC	US ARMY SPECIAL OPS CMD (USASOC)
SR	ARMY	USARSOC	US ARMY RESERVES SPECIAL OPS CMD
SS	ARMY	SA	SEC-ARMY, NON-AMHA
SU	ARMY	SOUTHCOM	US ARMY SOUTH COMMAND (SOUTHCOM)
TA	ARMY	USAREC	US ARMY RECRUITING CMD
TC	ARMY	USATDC	US ARMY TRAINING AND DOCTRINE CMD
TM	ARMY	MEPCOM	US ARMY MIL ENT PROCESSING CMD
TW	ARMY	USAWC	US ARMY WAR COLLEGE
X1	ARMY	USAMC	US ARMY MATERIEL CMD (AMC)

CODE	SERVICE	MAJCOM	DESCRIPTION
X2	ARMY	HQAMC	HQ, US ARMY MATERIEL CMD
X3	ARMY	AMCSSA	HQ, STAFF SUPPORT AGENCIES
X4	ARMY	AMCTA	USAMC TRAINING ACTIVITIES
X5	ARMY	AMC	USAMC - ALL OTHERS
X6	ARMY	AMCOM	US ARMY AV AND MISSILE CMD (AMCOM)
X7	ARMY	TACOM	US ARMY TANK AUTO AND ARM CMD -TACOM
X8	ARMY	CECOM	US ARMY COM ELECTRONICS CMD (CECOM)
X9	ARMY	PEO STRI	US ARMY SIM TNG AND INST CMD -STRICOM
XA	ARMY	PMNBC	US ARMY CHEM BIO DEF CMD (CBDCOM)
XB	ARMY	CMA	US ARMY CHEMICAL MATERIALS AGENCY
XC	ARMY	USASC	US ARMY SUSTAINMENT COMMAND
XD	ARMY	USACC	US ARMY CONTRACTING COMMAND
XK	ARMY	AMCACQ	MATERIEL ACQUISITION ACTIVITIES
XL	ARMY	AMCPM	MATERIEL ACQUISITION PROJECT MGRS
XP	ARMY	USASAC	US ARMY SECURITY ASSISTANCE CENTER
XQ	ARMY	JMC	US ARMY JOINT MUNITIONS CMD
XR	ARMY	RDECOM	US ARMY RESEARCH, DEVELOPMENT, AND
XT	ARMY	SDDC	MILITARY SURFACE DEPLOYMENT AND DIS
XX	ARMY	AMCMRA	MATERIEL READINESS ACTIVITIES
Defense Logistics Agency			
DA	DLA	TrpStHDWE	DLA Troop Support HDWE Contract Admin Office
DB	DLA	DocSvcs	DLA Document Services
DC	DLA	Dist	DLA Distribution
DD	DLA	Energy	DLA Energy
DE	DLA	StratMatl	DLA Strategic Materials
DF	DLA	DispSvcs	DLA Disposition Services
DG	DLA	Lnd-Martm	DLA Land and Maritime
DH	DLA	TrpSpt-CE	DLA Troop Support - CE
DJ	DLA	TrpSpt-CT	DLA Troop Support - CT
DK	DLA	TrpSpt-H	DLA Troop Support - H
DL	DLA	TrpSpt-M	DLA Troop Support - M
DM	DLA	Avn	DLA Aviation
DN	DLA	InstalSpt	DLA Installation Support
DP	DLA	TransSvcs	DLA Transaction Services
DR	DLA	DCMA	Defense Contract Management Agcy
DS	DLA	HQ	DLA Headquarters
DT	DLA	LogInfSvc	DLA Logistics Information Service
DU	DLA	TrpSpt-E	DLA Troop Support - E
U.S. Marine Corps			
1A	MARINE	MC04	3D MAW

CODE	SERVICE	MAJCOM	DESCRIPTION
1G	MARINE	MC04	1ST MARDIV
1L	MARINE	MC04	1ST MLG
2A	MARINE	MC02	2D MAW
2G	MARINE	MC02	2D MARDIV
2L	MARINE	MC02	2D MLG
3A	MARINE	MC04	1ST MAW
3G	MARINE	MC04	3D MARDIV
3L	MARINE	MC04	3D MLG
4A	MARINE	MC06	4TH MAW
4G	MARINE	MC06	4TH MARDIV
4L	MARINE	MC06	4TH MLG
7A	MARINE	MC10	ACE VII MEF
7G	MARINE	MC10	GCE VII MEF
7L	MARINE	MC10	LCE VII MEF
B1	MARINE	MC01	MCI EAST
B2	MARINE	MC01	MCI WEST
B3	MARINE	MC01	MCI PAC
C1	MARINE	MC01	HQMC
C2	MARINE	MC01	MCI COM
C3	MARINE	MC01	MCRC
C4	MARINE	MC01	TECOM
C5	MARINE	MC01	MCLC
C6	MARINE	MC01	MCSC
H1	MARINE	MC02	MARFORCOM
H2	MARINE	MC04	MARFORPAC
H3	MARINE	MC07	MARFORSOC
H4	MARINE	MC08	MARFOREUR
H5	MARINE	MC09	MARFORAF
H6	MARINE	MC05	MARFORSOUTHCOM
H7	MARINE	MC10	MARFORCENTCOM
H8	MARINE	MC12	MARFORNORTHCOM
M1	MARINE	MC04	I MEF
M2	MARINE	MC02	II MEF
M3	MARINE	MC04	III MEF
M7	MARINE	MC10	VII MEF
P1	MARINE	MC11	MPS-1
P2	MARINE	MC11	MPS-2
P3	MARINE	MC11	MPS-3
PB	MARINE	MC11	PREPOSITIONING PROGRAM BIC
PN	MARINE	MC11	MCPN-N

CODE	SERVICE	MAJCOM	DESCRIPTION
R1	MARINE	MC06	COMMARFORRES
XX	MARINE	MC12	UNASSIGNED
U.S. Navy			
N0	NAVY	00024	Naval Sea Systems Cmd
N1	NAVY	00002	Central Op Act Bur of Naval Pers
N2	NAVY	00011	Chief Naval Operations
N3	NAVY	00012	Assist for Admin Under Sec of the Navy Pentagon
N4	NAVY	00014	Chief Of Naval Research
N5	NAVY	00015	Office Of Naval Intl
N6	NAVY	00018	Bur Of Medicine And Surgery Navy Dept
N7	NAVY	00019	Naval Air Systems Cmd-HQ
N8	NAVY	00022	Chief Of Naval Personnel
N9	NAVY	00023	Naval Supply Systems Cmd HQ
NA	NAVY	00025	Naval Facilities Engineering Cmd HQ
NB	NAVY	00027	Marine Corps (HQ-Fd)
NC	NAVY	00029	Ofc Of The Secretary Of Defense
ND	NAVY	00030	Strategic Systems Programs
NE	NAVY	00033	Military Sealift Cmd Hq Wash. Navy Yard
NF	NAVY	00039	Space And Naval Warfare Systems CMD
NG	NAVY	00040	Defense Contract mgmt Agency
NH	NAVY	00042	Defense Threat Reduction Agency
NI	NAVY	00051	Defense Logistic Agency HQ
NJ	NAVY	00052	Cmdr Navy Installations
NK	NAVY	00060	Cmdr Us Atlantic Fleet
NL	NAVY	00061	Cmdr Us Naval Forces Europe
NM	NAVY	00069	Naval Security Group HQ
NN	NAVY	00070	Cmd US Pacific Fleet
NO	NAVY	00072	Cmmd Naval Reserve Force
NP	NAVY	00074	Naval Spcl Warfare Cmd Navphibase Coronado
NQ	NAVY	00076	Naval Edu And Training Cmd
NR	NAVY	00104	Naval Inventory Cntrl Pt-Mechanicsburg
NS	NAVY	00383	Naval Inventory Cntrl Pt-Philadelphia
NT	NAVY	45145	Defense Inspector General
NU	NAVY	63415	Defense Intelligence Agency
NV	NAVY	63987	National Security Agency
NW	NAVY	65461	Defense Special Weapons Agency
NX	NAVY	65462	Defense Communication Agency
NY	NAVY	66854	Joint Tactical Communication Office
NZ	NAVY	68076	Defense Mapping Agency
V1	NAVY	68323	Naval Legal Service Cmd

CODE	SERVICE	MAJCOM	DESCRIPTION
V2	NAVY	68941	Navy Systems Mgmt Activity
Other DoD Agencies - "H" Series			
DT	OTHER	DFAS	Defense Finance Accounting Service (DFAS)
IS	OTHER	DISA	Defense Information Systems Agency (DISA)
NS	OTHER	NSA	National Security Agency (NSA)
WC	OTHER	DHRA	WHS - DoD Civilian Personnel / Defense Human Resources Activity (DHRA)
WD	OTHER	WHS	WHS - Other DoD/OASD Activities
WG	OTHER	DOD CTR	WHS - Other Government Contractors
WH	OTHER	TRICARE	WHS - Tricare Management Health Activity - OASD Health Affairs
WI	OTHER	MDA	WHS - Missile Defense Agency (MDA)
WJ	OTHER	JOINTSTF	WHS – Joint Staff
WL	OTHER	DLSB	WHS - DoD Liaison Survey Board
WS	OTHER	DSCA	WHS – Defense Security Cooperation Agency (DSCA)
WT	OTHER	DTIC	WHS - Defense Technical Information Center (DTIC)
WX	OTHER	WHS	WHS – Other DoD/OASD Activities

## APPENDIX 1.5

### SERVICE/AGENCY DoDAAC ASSIGNMENT LOGIC

Army: A, C, W

Position	Code	Description
1	A	Army (aviation)
	C	Army Contractor
	W	Army
2		Second through sixth position have no meaning, except in the case of contractor DoDAACs - "C" or if listed below.
3	[A]0	TRADOC
	[B]0	SBCCOM
	[D]A	AMCCOM (AMMO)IOC
	[D]B	AMCCOM DOVER
	[D]C	AMCCOM ABERDEEN
	[G]0	CECOM - FT MONMOUTH
	[G]A	CECOM - VINT HILL
	[H]0	AMCOM(AIR)
	[H]A	AMCOM(AIR) FT EUSTIS
	[K]0	TACOM
	[L]0	AMCOM(Missile)
	[L]E	Army Law Enforcement (ALE)
	[M]A	TACOM(WEAPONS) ACALP
	[M]B	AMCCOM(WEAPONS) TACOM
	[M]D	AMCCOM(WEAPONS) TACOM
	[N]0	FORSCOM
	[W]0	JAPAN
	[Y]0	EUROPE
	[O]0	AMC
	[1]A	5TH SIGNAL CMD APO NY
	[1]B	7TH SIGNAL FT RITCHIE
	[1]E	USAISEC FT MONMOUTH
	[1]F	11th SIGNAL BDE

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Position	Code	Description
	[1]J	1ST SIGNAL BDE APO SF
	[1]L	1106th SIGNAL BDE
	[1]D	USAISC FT BELVOIR
	[1]P	USAISC - INSCOM ARLINGTON VA
	[1]R	USARCCO FT HUACHUCA
	[2]L	USAISC USARPAC FT SHAFTER
	[3]0	SOUTHCOM
	[4]0	HQDA
	[5]0	INSCOM
	[6]0	CORPS OF ENGINEERS
	[1]K	USAISC - JAPAN APO SF
	[1]G	US GARRISON FT HUACHUCA
	[D]0	USARPAC - KOREA
	[1]M	USAISC - CIDC FALLS CHURCH
	[1]N	USAISSAA ALEXANDRIA VA
	[1]T	USAISC - SBNA FT BELVOIR
	[7]0	SDDC

Navy: N, Q, R, V

Position	Code	Description
1	N	Navy standard for all Navy non-contractor DoDAACs
	Q	Contractor
	R	R denotes a mobility unit belonging to the Pacific Fleet
	V	V denotes a mobility unit belonging to the Atlantic Fleet
2-6	-----	UIC with no specific meaning, except: 20,000 series are normally ships 80,000 series are normally reserves 90,000 series are normally contractors

Air Force: E, F, J

Position	Code	Description
1	E	AF Contractor
	F	AF
	J	On Base Use Only (DMA instruction 8600.3)
2	[E]B	ICP - Inventory location for customer shipments of Contractor ICP managed material. Not used for requisitioning.
	[E]D	Depot - Inventory location for Contractor ICP. Not used for requisitioning.
	[E]J	Aircraft Engines - Contractor - Oklahoma City ALC/TILC, Tinker AFB OK 73145. "EJ" activity codes are assigned to and used by commercial contractors to prepare shipping documents, and to report engines according to contractor reporting procedures (OMB701-0007). "EJ" activity codes are used in new production and repair contracts for engines.
	[E]P	Fuels - Contractor - Control office is SA-ALC, Kelly AFB TX/SFR. Activity codes are assigned to identify overseas pipeline storage systems containing bulk fuel owned by Defense Fuels Supply Center (DFSC).
	[E]Y	Contractor - AFMC LSO/LOTP, Wright-Patterson AFB OH45433. "EY" contractor codes are research, and development contracts.
	[E]Z	Contractor - AFMC LSO/LOTP, "EZ" contractor codes are used in HQ AFMC repair, overhaul and modification contracts, when GFE/GFM/GFP is provided and MILSTRIP procedures are employed in requisitioning and for repair contracts.
	[F]A	Administrative Number
	[F]B	Base Supply Activity
	[F]C	Assigned for No Special processing
	[F]D	Air Logistics Center (Inventory Manager)
	[F]E	Base Equipments
	[F]F	Morale Welfare and Recreation
	[F]G	Satellites
	[F]J	Engine
	[F]K	Munitions
	[F]L	Library
	[F]M	Medical
	[F]N	Specialty

Position	Code	Description
	[F]P	Fuel Supply
	[F]R	Reclamation
	[F]S	Commissary
	[F]T	Commissary
	[F]U	Desktop III Computer
	[F]V	Munitions
	[F]W	Weapons
	[F]X	Miscellaneous
	[F]Y	Station Number or Ship To Point
	[F]Z	Ground Fuels
	[F](0-9)	Accounting Station Identity
	[J]M	Defense Mapping Agency
3-6	---	Activity Serial Numbers (does not apply to EY, EZ, or FY)
	0001-1999	Air Force Station/Contractor
	2000-2284	Air Force Materiel Command
	2000-2019	Newark AFS
	2020-	2029 Ogden ALC
	2030-2039	Oklahoma City ALC
	2040-2049	Sacramento ALC
	2050-2059	San Antonio ALC
	2060-2069	Warner Robins ALC
	2070-2079	Reserved for Expansion
	2080-2089	Reserved for Expansion
	2090-2099	Reserved for Expansion
	2100-2179	Reserved for Expansion
	2180-2199	Reserved for Expansion
	2200-2284	Reserved for Expansion
	2285-2299	Air Force Materiel Command
	2300-2399	Air Force Materiel Command
	2400-2499	Office for Aerospace Research
	2500-2599	HQ AFSPACECOM
	2600-2624	AF Inspection & Safety Center
	2625-2649	Air Force Operational Test & Evaluation Center (AFOTEC)
	2650-2699	AF Audit Agency

Position	Code	Description
	2700-2799	AF Office of Special Investigation
	2800-2829	Air Force Materiel Command
	2830-2839	Air Force Materiel Command
	2840-2859	AF Service Information & News Center
	2860-2869	AF Operations Staff
	2870-2879	Defense Audiovisual Agency
	2880-2889	Reserved for Expansion
	2890-2899	Reserved for Expansion
	2900-2999	Reserved for Expansion
	3000-3099	Air Education and Training Command (AETC)
	3100-3124	Reserved for Expansion
	3125-3299	Reserved for Expansion
	3300-3399	Air University
	3400-3999	Reserved for Expansion
	4000-4399	Reserved for Expansion
	4400-4499	Air Mobility Command
	4500-4799	Air Combat Command
	4800-4899	Air Combat Command
	4900-4910	Joint Communications Support Element (JCSE)
	4911-4999	US Central Command
	5000-5099	Pacific Air Force
	5100-5184	Air Intelligence Agency, Surveillance and Reconnaissance Agency (AFISR Agency)
	5185-5199	Reserved for Expansion
	5200-5299	Pacific Air Force
	5300-5699	United States Air Force (Europe)
	5700-5799	Reserved for Expansion
	5800-5899	ACC Contingency Supply Support (all MAJCOMs)
	5900-5999	Reserved for Expansion
	6000-6009	National Guard Bureau
	6010-6019	Alabama ANG
	6020-6029	Arizona ANG
	6030-6039	Arkansas ANG
	6040-6059	California ANG
	6060-6069	Colorado ANG

Position	Code	Description
	6070-6079	Connecticut ANG
	6080-6089	Delaware ANG
	6090-6099	Florida ANG
	6100-6109	Georgia ANG
	6110-6119	Idaho ANG
	6120-6129	Illinois ANG
	6130-6139	Indiana ANG
	6140-6149	Iowa ANG
	6150-6159	Kansas ANG
	6160-6169	Kentucky ANG
	6170-6179	Louisiana ANG
	6180-6189	Maine ANG
	6190-6199	Maryland ANG
	6200-6219	Massachusetts ANG
	6220-6229	Michigan ANG
	6230-6239	Minnesota ANG
	6240-6249	Mississippi ANG
	6250-6259	Missouri ANG
	6260-6269	Montana ANG
	6270-6279	Nebraska ANG
	6280-6289	Nevada ANG
	6290-6299	New Hampshire ANG
	6300-6309	New Jersey ANG
	6310-6319	New Mexico ANG
	6320-6329	New York ANG
	6330-6339	North Carolina ANG
	6340-6349	North Dakota ANG
	6350-6369	Ohio ANG
	6370-6379	Oregon ANG
	6380-6389	Pennsylvania ANG
	6390-6399	Rhode Island ANG
	6400-6409	South Carolina ANG
	6410-6419	South Dakota ANG
	6420-6429	Tennessee ANG
	6430-6439	Texas ANG

Position	Code	Description
	6440-6449	Utah ANG
	6450-6459	Vermont ANG
	6460-6469	Virginia ANG
	6470-6479	Washington ANG
	6480-6489	West Virginia ANG
	6490-6499	Wisconsin ANG
	6500-6509	Wyoming ANG
	6510-6519	District of Columbia ANG
	6520-6529	Alaska ANG
	6530-6539	Hawaii ANG
	6540-6549	Puerto Rico ANG
	6550-6559	Not Assigned
	6560-6569	Oklahoma ANG
	6570-6599	Air Force Personnel Center
	6600-6799	Air Force Reserve
	6800-6899	Reserved for Expansion
	6900-6999	Air Force Medical Contingency (AFMOA)
	7000-7009	USAF Academy
	7010-7019	HQ USAF
	7020-7024	Defense Mapping Agency
	7025-7039	Air Intelligence Agency
	7040-7044	AF Accounting & Finance Center
	7045-7049	Air Intelligence Agency, Surveillance and Reconnaissance Agency (AFISR Agency)
	7050-7059	HQ USAF
	7060-8999	Reserved for Expansion
	9000-9399	Food Services (FT) – Appropriated Fund Dining Facilities
	9400-9699	Food Services (FT) – Child Care Facilities
	9700-9900	Food Services (FT) – Non-appropriated Fund Activities

Marine Corps: L, M

Position	Code	Description
1	L	Contractor
	M	Marine Corps
2		The following additional positions are used for M DODAACs; however, there are exceptions to each general rule:
	0	Aviation Combat Element (ACE) units/activities
	1	Ground Combat Element (GCE) units/activities
	2	Logistics Combat Element (LCE) units/activities
	3	Supporting Establishment (SE) units/activities (bases and stations)
	4	HQMC Programs & Resources (P&R) use and Training and Education Command (TECOM) units/activities
	5	HQMC use and Marine Corps Logistics Command units/activities
	6	DFAS/HQMC Programs & Resources (P&R) use
	7	HQMC and Marine Forces Reserve units/activities
	8	Marine Corps Recruiting Command use
	9	HQMC use, Marine Forces (deployed), and Marine Corps Logistics Command use.
	A-L	Reserved for future use.
	M	"M" Assigned in coordination with Marine Corps Logistics Command (LCC) to establish Intermediate-level and exercise Supply activities and accounts (i.e., SMU Gen Acct, etc.). The following are general conventions, but exceptions exist.
2-3	MA	Albany
	MB	Barstow
	MC	Camp Pendleton
	MD	Reserved for future use.
	ME	Reserved for future use.
	MF	Reparable Issue Point/Float/Initial Issue Provisioning
	MG	Sub-Float
	MH	Reserved for future use.
	MJ	Miscellaneous
	MK	Hawaii
	ML	Camp Lejeune
	MM	Marine Forces Reserves
	MN	Marine Forces Reserves
	MP	Camp Lejeune (Base)

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Position	Code	Description
	MQ	Quantico
	MR	Okinawa
	MS	MARSOC
	MT	MCAGCC 29 Palms
	MU	Reserved for future use.
	MV	Blount Island Command
	MW	Parris Island
	MX	Various; MCCA & SE; deployed
	MY	Yuma
	MZ	Reserved for future use.
2	N-R	Various; Detachments, Dept of State, etc.
	S	Maintenance Float
	T	Class II accounts
	U	Reserved for future use.
	W	Messhall & Food Service
	X	Marine Forces in support of Unified Commands; Contingency DoDAACs: used for creating task-organized, deployed accounts for contingencies and exercises in support of Overseas Contingency Operations (OCO). The following conventions exist:
2-3	X0	USPACOM (MARFORPACOM)
	X1	USNORTHCOM (MARFORNORTHCOM)
	X2	USSOUTHCOM (MARFORSOUTHCOM)
	X3	USAFRICOM (MARFORAFRICOM)
	X4	USCENTCOM (MARFORCENTCOM)
	X5	USEUCOM (MARFOREUCOM)
	X6-X9	Reserved for future use.
2	Y-Z	Reserved for future use.

Position	Code	Description
		<p>Note: In addition to the DODAAC, the Marine Corps uses other 5- and 6-position codes within its systems which are not inter-changeable. The following are the most commonly used of these unit identifiers:</p> <p>(1) Financial Unit Identification Code (UIC). A 6-position, numeric identifier which begins with a zero ("0"), used for financial reporting. All Department of the Navy (DON) financial UICs are assigned by the Defense Finance Accounting Service (DFAS) for the Navy Comptroller. The financial UIC is used for units at or above the Sub-Operating Budget (Sub-OpBud) level. In the Marine Corps, when a unit is created at this level of accounting, HQMC (LP) requests a UIC from DFAS for the unit. This UIC is then used to create the "M" DODAAC, which is then loaded to the USMC financial system (SABRS). When the unit is below this level, a DODAAC is created for that unit without first obtaining the UIC from DFAS, and the DODAAC is used within the financial system at a lower level than the SubOpBud, as applicable.</p> <p>(2) Total Force Structure Management System (TFSMS) UIC. A TFSMS UIC is a 6-position, alpha-numeric identifier which is created by HQMC (TFSD) for unit Tables of Organization/Equipment, per MCO 5311.1D. It is not the same as a financial UIC. The TFSMS UIC is used to report readiness in the Defense Readiness Reporting System (DRRS) for standing, reporting units.</p> <p>(3) DRRS-MC UIC. HQMC (POR) creates ad hoc/provisional UICs within DRRS-MC for readiness reporting of task-organized units; same construct as a TFSMS UIC.</p> <p>(4) Reporting Unit Code (RUC). A RUC is a 5-position, alpha-numeric identifier created by HQMC (M&amp;RA) to identify a unit, activity, or sub-reporting unit for manpower reporting in Marine Corps Total Force System (MCTFS). RUCs are also assigned to identify echelons of commands that may not submit Unit Diaries (e.g., division, regiment, aircraft wing, and aircraft group). A RUC is not the same as a DODAAC or UIC.</p>

Coast Guard: Z

Position	Code	Description
1	Z	Coast Guard
2	0	Contractors
	1	Vessels
	2	Air Stations and Detachments
	3	Shore stations and Navigational Aids
	4	Loran Stations and Aids to Navigation Teams and Facilities
	5	Repair and Supply Activities
	6	Training and Recruiting Facilities
	7	General Administration and Operational Control
	8	Rescue Facilities
3	1	High Endurance Cutters (WHEC)
	2	Medium Endurance Cutters (WMEC)
	3	Patrol Boats (WPB)
	4	Ice Breakers (WAGB)
4-6	---	Specific unit, office or contractor

DLA: S, U

Position	Code	Description
1	S	DLA
	U	DLA Contractor
2	A	DLA Support Services
	B	Consolidated Station Property
	C	Center Activity
	D	Prime Vendor (contractor)
	E	Industrial Plant Equipment (IPE)
	F	Family Housing
	Q, J	Fuel Regions
	L	Laboratories, emergency (e.g., civil preparedness)
	N	No longer used
	M	Maintenance
	P	Procurement and Production
	R	Repository
	T	Controlled Substances
	U	Activity Property
	V	Classified
	W	Storage and Transportation
	6	Special Programs
	8	Support DCS vendors
	[S]7	DLA NIMS Locations: S7 - Retail Level Storage Locations The 3rd position will be as follows: S7A - Army S7C - Coast Guard S7D - DLA S7F - Air Force S7M - Marines S7N - Navy
3-6	---	Numbers will be sequentially assigned when supply chains/ICP/depot/service center has multiple DoDAACs
	[S]...A	Defense Contract Management Agency (DCMA)

GSA: G, 0-9

Position	Code	Description
1	G	GSA
1 & 2	00	Congressional (House of Rep, etc.)
	01	Architect of the Capitol
	03	Library of Congress
	04	Government Printing Office
	05	General Accounting Office
	10	Judiciary
	11	Peace Corps
	12	US Dept of Agriculture
	13	Department of Commerce
	14	Department of Interior
	15	Department of Justice
	16	Department of Labor
	18	United States Postal Service (USPS)
	19	Department of State
	20	Department of the Treasury
	24	Office of Personnel Mgmt
	25	National Credit Union Administration
	26	Federal Retirement Thrift Investment Board
	27	Federal Communications Commission
	28	Social Security Administration
	29	Federal Trade Commission
	31	Nuclear Regulatory Commission HQ (DC)
	33	Smithsonian Institution
	36	Dept of Veterans Affairs
	41	Merit System Protection Board
	45	EEO Commission
	46	Regional Commissions
	47	General Services Administration
	49	National Science Foundation
	50	Securities & Exchange Commission
	51	Federal Deposit Insurance Corporation

Position	Code	Description
	54	Federal Labor Relations Authority
	56	Central Intelligence Agency
	59	National Foundation on the Arts & Humanities
	60	Railroad Retirement Board
	61	Consumer Product Safety Commission
	63	National Labor Relations Board
	64	Tennessee Valley Authority
	68	Environmental Protection Agency (HQ)
	69	Dept of Transportation
	70	Dept of Homeland Security (FEMA, Customs, Border Patrol, Red Cross, etc.)
	72	Agency for International Development
	73	Small Business Administration
	74	American Battle Monuments Commission
	75	Department of Health & Human Services
	80	National Aeronautics Space Administration
	84	Armed Forces Retirement Home
	86	Department of Housing & Urban Development
	88	National Archives & Records Administration
	89	Dept of Energy
	90	Selective Service System
	91	Dept of Education
	93	Federal Mediation & Conciliation Service
	95	Independent US Government Offices Rights
	96	Corps of Engineers, Civil
	99	District of Columbia

## Other DoD Activities: H

Position	Code	Description
1	H	Other DoD Activities
2	91	Washington Headquarters Service (WHS) - DoD Civilian Personnel / Defense Human Resources Activity (DHRA) (MAJCOM WC)
	92	United States Special Operations Command (USSOCOM) (MAJCOM SO)
	94	United States Central Command (USCENTCOM) (MAJCOM SC)
	95	United States Strategic Command (USSTRATCOM) (MAJCOM ST)
	98	WHS - DoD Civilian Personnel / Defense Human Resources Activity (DHRA) (MAJCOM WC)
	98	Defense Information Systems Agency (DISA) (MAJCOM IS)
	A	Defense Contract Audit Agency (DCAA) (MAJCOM CA)
	C	Defense Information Systems (DISA) (MAJCOM IS)
	D	Defense Threat Reduction Agency (DTRA) (MAJCOM TR)
	DEC	Defense Commissary Agency (DeCA) (MAJCOM DC)
	E	DoD Education Activity (DoDEA) (MAJCOM EA)
	F	DoD Inspector General (DoDIG) (MAJCOM IG)
	GA	Defense Contract Management Agency (DCMA) Contractors (MAJCOM CM)
	GC	WHS - Other Government Contractors (MAJCOM WG)
	GD	DTRA Contractors (MAJCOM TR)
	H	Defense Intelligence Agency (DIA) (MAJCOM DI)
	J	WHS - Defense Technical Information Center (DTIC) (MAJCOM WT)
	K	US Transportation Command (USTRANSCOM) – Defense Courier Service Only (MAJCOM TC)
	L	WHS - DoD Liaison Survey Board (MAJCOM WL)
	M	National Geospatial-Intelligence Agency (NGA) (MAJCOM NG)
	NS	National Security Agency (NSA) (MAJCOM NS)
	P	Military Postal Service Agency (MPSA) (MAJCOM PS)
	P9	Military Postal Service Agency (MPSA) (MAJCOM PS)
	PH	Defense Medical Centers

	Q	DFAS (MAJCOM DT)
	Q	WHS – Missile Defense Agency (MAJCOM WI)
	Q	WHS - Other DoD/OASD (MAJCOM WD)
	QA	Defense Contract Management Agency (DCMA) (MAJCOM CM)
	QC	Defense Commissary Agency (DeCA) (MAJCOM DC)
	R	Defense Advanced Research Projects Agency (DARPA) (MAJCOM DR)
	S	Defense Security Service (DSS) (MAJCOM DS)
	T	WHS - Tricare Management Health Activity and OASD Health Affairs (MAJCOM WH)
	U	Uniformed Services University Health Sciences (USUHS) (MAJCOM US)
	X	Army and Air Force Exchange Service (AAFES) (MAJCOM AX)
	Y	WHS - DoD Liaison Survey Board (WHS) (MAJCOM WL)
	Z	US Army Community & Family Support Center (MAJCOM AC)

Special Programs: numeric + alpha

Position	Code	Description
1, 2	3A	1122 Program
	2Y	RBI Special Program
1.2.3	2Y[T]	Law Enforcement Support
	2Y[F]	DoD Firefighter Program
	2Y[C]	DoD Computers for Learning Program
	2Y[X]	Civil Air Patrol
	2Y[D]	Veterans Industries
	2A[C]	University Special Program
	2A[U]	DLA Energy

## Deployable Units

The following outlines the rules used by the different Services to distinguish deployable DoDAACs. These rules are based on internal Service policies, and not all Services distinguish deployable DoDAACs.

Service	Rule
Army	Army reports no imbedded intelligence regarding deployed units.
Navy	Navy identifies deployable units, such as ships not in dry dock, with R for Pacific and V for Atlantic.
AF	A few years ago AF established the 5800-series for supplies/equipment/munitions (FB/FE/FV) accounts and the 6900-series for the medical activities (FM DoDAACs). AF believes the 5800- and 6900-series might be the 90% solution.
USMC	Marine Corps uses two constructs for deployable DoDAACs depending upon whether they are for exercises or overseas contingency operations (OCO). See MM and MX series on pages AP1.5-9 through AP1.5-11 above.

## **APPENDIX 1.6**

### **DoDAAD UNIQUE PROCESSING RULES – U.S. ARMY**

AP1.6.1. Billing Address Instructions. When a transportation account code (TAC) 1 is used for billing purposes, the Finance and Accounting Office will be indicated on the first line of the mailing address.

#### AP1.6.2. Cargo Exceptions

##### AP1.6.2.1. Alaska and Hawaii

AP1.6.2.1.1. Anchorage YC6, Haines YB7, and YC4. Explosives classes A and B prohibited.

AP1.6.2.1.2. Whittier YC3. Explosives classes A and B prohibited on cargo docks, but may move without restrictions on rail-barge-rail service. Freight units exceeding 10 feet at a height of 17 feet 6 inches prohibited due to tunnel size.

AP1.6.2.1.3. Hawaii. All shipments through water terminals in Hawaii must have clearance from U.S. Navy Pacific Fleet in accordance with NAVSUP 5544.

##### AP1.6.2.2. Japan

AP1.6.2.2.1. Muroran UG2. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Hachinohe UH2.

AP1.6.2.2.2. Tomakomai UG4. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Hachinohe UH2. Heavy lift over 30 tons; alternate port is Muroran UG2.

AP1.6.2.2.3. Hachinohe UH2. Ammunition and high explosives prohibited. Alternate ports Hiro UL9 or Kure UL1.

AP1.6.2.2.4. Kure UL1. No bulk petroleum, oil, and lubricants (POL). Alternate port is Sasebo UQ2 (Navy operated terminal).

AP1.6.2.2.5. Hiro UL9. No bulk POL. Alternate port is Sasebo UQ2 (Navy operated terminal).

AP1.6.2.2.6. Kobe UL3. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Yokohama UM1.

AP1.6.2.2.7. Yokohama UM1. Ammunition and high explosives prohibited with the exception of small arms ammunition (IMO class I). Alternate port is Hiro UL9 or Kure UL1.

AP1.6.2.2.8. Yokohama UME. Ammunition and high explosives prohibited with the exception of small arms ammunition (IMO class I). Alternate port is Hiro UL9 or Kule UL1, class I ammunition limited to 3 long tons per vessel.

AP1.6.2.2.9. Naha UB1. General cargo only: Class I ammunition and bulk POL. Buckner Bay UB2 is alternate port.

AP1.6.2.2.10. Buckner Bay UB2. Alternate for general cargo, all classes' ammunition, and bulk POL.

AP1.6.2.2.11. Chimu Wan UB3. Primary for all classes' ammunition and bulk POL. Buckner Bay UB2 is alternate port.

AP1.6.2.2.12. Ie Shima UB5. Minimal capability, coastal vessels only.

NOTE: All ammunition and high explosives being shipped to or in transit via Army responsible terminals in Japan require pre-clearance with CDRUSTSAJ, CPZAMA, WESTPAC movement control center, Camp Zama, Japan//JA//. In requesting clearances, the net explosive weight (new) of all ammunition being shipped must be furnished.

### AP1.6.2.3. Korea

AP1.6.2.3.1. Inchon UC2. Ammunition and explosives, including CG class I. Port of Inchon UC2 not approved or waived for explosive operations. Primary port is Chinhae UDA. No alternate port. No refrigerated storage capability. Primary port is Pusan UD6. No alternate port. MILSTAMP type of cargo code O (subject to damage from freezing). Extreme caution and special management requested to accommodate "must shipments." Limited to containerized (Commercial SEAVAN) cargo; no military port facilities; alternate port is Pusan UD6.

AP1.6.2.3.2. Chinhae UDA. Primary for ammunition shipments, with block stowage of MAP and U.S. ammunition. Net explosive weight limitation 3.5 million pounds. No alternate port. No in transit storage or transshipment capability to other ports available. No general or containerized cargo. Only two berths available.

AP1.6.2.3.3. Pusan UD6. Ammunition and explosives. Small arms only. Alternate port is Chinhae UDA. U.S. owned floating crane limits single lifts to 60 tons.

AP1.6.2.4. Philippine Islands, Manila SA1. Ammunition class I and above. Alternate port is Subic Bay SA3.

AP1.6.2.5. Thailand

AP1.6.2.5.1. Bangkok RA1. Certain subsistence items locally produced, i.e., rice, lemons, and limes; two heavy lift cranes (floating) of 125 tons each available. For lifts exceeding 125 tons, vessels must be self-sustaining. Commercial cargo.

AP1.6.2.5.2. Sattahip RA3. Vessels carrying DoD-sponsored cargo at port of Sattahip RA3 per agreement with the Thailand government. Lift capabilities consist of one each 20 ton crane and one each 38 ton crane. Limited to 30 ft. draft vessels at low mean water.

AP1.6.2.5.3. Thung Prong RA4. Ammunition only; vessels must be self-sustaining; no heavy lift capability. De Long pier is limited to 41 ft. draft, 600 ft. length vessels. Map pier is limited to 29 ft. draft, 598 ft. length vessels.

AP1.6.2.6. Southern Command

AP1.6.2.6.1. Argentina. All explosives cargo will be handled through Puerto Belgrano Naval Base FE3. Only minor lots of sporting ammunition will be permitted thru FE1.

AP1.6.2.6.2. Brazil. Rio de Janeiro FB1, Recife FA3, Porto Alegre FB3, Santos FB2, and Salvador FB4 are adequately equipped for heavyweight lifts. No problems for discharge of vehicles. Classified cargo should be shipped to Rio de Janeiro, where weight and volume permit, by military aircraft rather than maritime carrier.

AP1.6.2.6.3. Canal Zone. Ports of Balboa BA1 and Cristobal BA1 are able to receive all types of cargo with one exception; all ammunition and/or explosive shipments must be consigned for discharge at Mindi Dock, Canal Zone.

AP1.6.2.6.4. Chile. For all practical purposes, no restrictions exist regarding the handling of cargo shipments through water ports of Chile.

AP1.6.2.6.5. Colombia. All dangerous cargo should be shipped to Santa Marta CT3. POVs for persons assigned to U.S. NAVMSN subsection Cartagena should be shipped to Cartagena CT1. POVs and general cargo for all other persons ship to Buenaventura EB1. Household goods airship to Bogota EB2. Classified MAT AHIP c/o U.S. Embassy, Bogota, via diplomatic pouch State Department.

AP1.6.2.6.6. Costa Rica. Puntearenas DE1, Pacific Port, can handle any general cargo. Both rail and hard surface gravel road access is available; shortage of rail flatcars delay shipment of POVs and oversize containers, which will not fit into boxcars (maximum door aperture is 6 ft. 1 in. wide, 6 ft. 8 in. high; cars are 8 ft. wide by 30 ft. long).

AP1.6.2.6.7. Dominican Republic. Ria Daina (Haina) CJ4 is the primary port of entry for sealed trailers, heavy construction machinery, and materials such as

telephone poles and steel girders. All other cargo, including POVs, should be shipped to Santa Domingo CJ1.

AP1.6.2.6.8. Ecuador. The port of Guayaquil EC1 is restricted concerning ammunition shipments only. Large quantities of ammunition must be offloaded onto barges.

AP1.6.2.6.9. El Salvador. The port Acajutla DC3 is unrestricted. The port of La Libertad DC2 has no docking facilities and all cargo must be lightened to shore. Storage facilities are extremely limited. This port should be used only in cases of emergency or if the port Acajutla is closed. The port of La Union DC1 has no lifting capability. Not recommended for shipments of U.S. Government cargo. May be used in case of emergency.

AP1.6.2.6.10. Guatemala. Puerto Barrios and Puerto Santo Tomas De Castillo CR6 on the east coast can be used without restriction. Privately owned vehicles are most conveniently handled through Puerto Santo Tomas De Castillo because of ease to process through customs. San Jose DB1 and Champerico on the west coast of Guatemala have no pier facilities for docking and all cargo is lightened to shore. These two ports should be used only for shipments originating on the U.S. west coast and other Pacific areas. Heavy lift handling at these ports is hazardous. Route lifts to east coast ports.

AP1.6.2.6.11. Honduras. Primary port of discharge for Honduras is Puerto Cortes CR4. All ammunition and heavy lifts should be discharged at this port. Port of Ampala CR5 has no pier facility for docking and all cargo is lightened to shore. Suitable only for shipment of small items.

AP1.6.2.6.12. Peru

AP1.6.2.6.12.1. Peru. All cargo (including ammunition, household goods, FMS, etc.) moving via water, should be shipped to Port of Callao ED1.

AP1.6.2.6.12.2. Peru. All cargo shipments, including arms and ammunition, not moving via water, should be shipped through Matarani ED4.

AP1.6.2.6.13. Nicaragua. Port of Corinto DD1 is the preferred port if discharge. No dock lift capability at Corinto. Puerto Samosa is limited by requirement to transfer cargo by lighter and maximum dock lift capability of 15 tons. San Juan Del Sur is limited to transfer cargo by lighter and maximum lift capability 6 tons. Bluefields CS1 has maximum permitted draft of 18 ft. and no dock lift capability. At Puerto Cabezas, all cargo must be transhipped to river port to reach population centers.

## **APPENDIX 1.7**

### **DoDAAD UNIQUE PROCESSING RULES – U.S. AIR FORCE**

AP1.7.1. General. AFMC LSO/LOTP, the Air Force SP, is responsible for:

AP1.7.1.1. Processing assignments, changes, and deletions of Air Force activity address codes which are forwarded through the major command DoDAAD monitor to the Air Force SP.

AP1.7.1.2. Reporting to the DLA Transaction Services and Air Force activities each assignment, revision, or deletion of Air Force DoDAAD activity codes, clear-text addresses, or other pertinent information.

AP1.7.1.3. Reporting to Air Force activities all assignments, revisions, or deletions to other Military Service and Agency activity address codes as received from DLA Transaction Services.

AP1.7.2. Changes to Air Force Activity Codes/Addresses. Directives applicable to establishment or termination of codes or changes of address data are documented in [AFM 23-110, USAF Supply Manual](#).

AP1.7.3. Type of Air Force Activity Code. The second digit of the Air Force activity address code indicates the type of material requisitioned and/or the type of activity as interpreted below in Table AP1.7.T1

AP1.7.T1. Air Force Activity Address Code

Second Digit Code	Description
A	Administration
B	Base Supply
C	Civil Engineering
D	Depot
E	Base Equipment Management Office (BEMO)
F	Services
G	Satellite (satellite on parent base activity code)
H	Engineering Data
J	Aircraft Engines
J (preceded by E)	Engine reporting from commercial contractor
K	Munitions

AP1.7.T1. Air Force Activity Address Code

Second Digit Code	Description
L	Library
M	Medical
M (preceded by J)	Maps, charts, and related publications
N	Specialty
P	Fuel Supply
P (preceded by E)	DFSC, NATO Pipeline System
R	Reclamation and Demilitarization
S	Centralized Clothing
T	Subsistence
U	Computer equipment
V	Munitions
W	Weapons
X	Miscellaneous
Y and Z (preceded by F)	Ship to only
Y and Z (preceded by E) Numeric (0 through)...	Assigned to AF contractors to use in accordance with their contract to order and/or ship to the location where work is being performed.
Z (preceded by F)	Open and currently unassigned
Numeric (0 through)...	Accounting Station Identity, MILSCAP. Used with "F" in first position. This type activity code not to be used for requisitioning supplies or as a ship-to address.

AP1.7.4. Security Assistance Program Codes. [https://www2.dla.mil/j-6/dlmso/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=94](https://www2.dla.mil/j-6/dlmso/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=94), contains the complete listing of SA codes and addresses used by the Military Services and Agencies to accomplish shipments of FMS and Grant Aid material.

AP1.7.5. Proper Addressing Examples. Examples of proper addressing for Air Force parcel post shipments and letter mail relating to such shipments:

AP1.7.5.1. Air and surface movement via U.S. Postal Service to an APO or FPO address; for example, to activity code FB5270, Kadena Air Base, Japan:

FB5270  
FPO AP 96368

AP1.7.5.2. Air and surface movement via the U.S. Postal Service to an addressee on a military installation in the United States; for example, to activity code FB3022, Columbus AFB, Mississippi:

FB3200 14TH LS-LGS 42 SIXTH STREET SUITE 5 COLUMBUS AFB MS 39710- 8001
--

AP1.7.5.3. If an activity code is not identified as being located on a CONUS military installation or does not have an APO/FPO address, the complete mail address (TAC 1) must be used.

AP1.7.5.4. Air Force activities which print mailing labels automatically by use of the D035T DoDAAD interface will print the TAC 1 (mail) address as provided on the report. However, when mailing labels are prepared manually, the instructions cited are documented in main DoDAAD manual (not this appendix), still apply.

AP1.7.6. Billing Address Instructions. When a TAC 1 address is used for billing purposes, the Accounting and Finance Office will be indicated on the first line of the mailing address.

## **APPENDIX 1.8**

### **DoDAAD UNIQUE PROCESSING RULES – U.S. NAVY**

AP1.8.1. Cargo Routing. Cargo routing information for shipments to ships and other mobile operating units listed with Type Address Code (TAC) 1 FPO address and TAC 2 information referring to this section:

AP1.8.1.1. DoD Activities tasked with placing shipment units in the Defense Transportation System (DTS) for delivery to Navy fleet mobile units are required to obtain specific air or surface cargo instructions via the DOD mandated automated system Financial and Air Clearance Transportation System (FACTS) Cargo Routing Information File (CRIF) or by calling the Naval Supply Systems Command (NAVSUP) Global Logistics Support (GLS) the telephone number listed below before the shipment unit is released to a common or organic carrier.

Naval Supply Systems Command (NAVSUP) Global Logistics Support (GLS)  
1837 Morris Street Suite 600  
Norfolk, VA 23511-3492  
Telephone: 757-443-5434  
DSN: 646-5434

AP1.8.1.2. Mail Shipments. All parcel post and letter mail shipments to Navy fleet and mobile units will be made to the Type 1 FPO address shown in this section.

#### AP1.8.1.3. Routing Instructions

AP1.8.1.3.1. Export Surface Shipments. When an active Navy fleet or mobile unit is operating in waters outside CONUS, NAVSUP GLS will direct that export surface shipments be consigned to the Freight Terminal Department, Fleet Logistics Center (FLC), Norfolk or the Military Ocean Terminal, Bay Area for transshipment. Upon receipt of material for transshipment, it will be the responsibility of the Military Ocean Terminal, Bay Area, and the Freight Terminal Department, FLC Norfolk, to screen shipments and expedite transshipment.

AP1.8.1.3.2. Documentation for Export Surface Shipments. Transportation Control Movement Document, for export surface shipments to Navy fleet or mobile units will cite the port of entry (POE) and port of departure (POD) as indicated in the Navy freight forwarder guide or that provided directly by NAVSUP GLS.

AP1.8.1.3.3. Domestic Shipments. When advised by NAVSUP GLS that a Navy fleet or mobile units is in a United States port, except Alaska and Hawaii, shipments will be routed to that port.

AP1.8.2. TAC 1 CARGO ROUTING. Cargo routing information for shipments to ships listed with TAC 1 information referring to this section. Shipping activities with mail or freight shipments for ships listed with TAC 1 information referring to this section must obtain cargo routing information from NAVSUP GLS.

AP1.8.3. MAAG MAIL ADDRESSES. Mail addresses for Military Assistance Advisory Group (MAAGs), Military Group (MILGROUPS), Naval Attaché, and Naval Missions. The mail addresses for the above activities contained herein are authorized for Military Assistance Program (MAP) Grant Aid unclassified material only. For classified MAP shipments, special handling instructions applicable to such activities are contained in SNDL 5400.2150 (Standard Navy Distribution List and Admin Fleet and Shore Chains of Command) located at <http://doni.daps.dla.mil/sndl.aspx>. Other Services and Agencies should request instructions for mailing classified material to the above type activity from the Chief of Naval Operations (OP 92).

## **APPENDIX 1.9**

### **DoDAAD UNIQUE PROCESSING RULES – U.S. MARINE CORPS**

AP1.9.1. DoDAAD Manager. The Deputy Commandant for Installations and Logistics (DC I&L) is responsible to the Commandant of the Marine Corps for establishing logistics policy. DC I&L exercises authority for all issues pertaining to logistics, strategic mobility, purchasing & contracting, facilities, and installations. Though developed collaboratively across all functional DODAAD stakeholders, the policy for managing the Marine Corps' portion of the DODAAD is published on behalf of HQMC by DC I&L, under the Logistics Plans, Policy, and Strategic Mobility Division (LP). Director LP, and more specifically the Logistics Policy and Capabilities Branch (LPC), serves as the principal Marine Corps representative to the DODAAD PRC and provides policy guidance to the Marine Corps on DODAAD Management. As the CSP for the Marine Corps, LPC-2 is responsible for the management of the Marine Corps portion of the DODAAD. Marine Corps policy for DoDAAD Management is contained in the current version of Marine Corps Order 4420.4\_. The Marine Corps CSP can be contacted at:

Deputy Commandant, Installations and Logistics (LPC-2)  
Headquarters, U.S. Marine Corps  
3000 Marine Corps Pentagon (Room: 2E211)  
Washington, DC 20350  
Com: 571.256.7123 (DSN 260)  
Email: USMCDODAACMGR@usmc.mil

AP1.9.2. Changes to DoDAACs. Activities requiring assignment, revision, or deletion of DoDAACs will submit requests via Navy Marine Corps Form (NAVMC) 11718 to the CSP in accordance with the latest version of MCO 4420.4\_. Requests must be approved by MAJCOM DoDAAC Monitors and contain all the information required by the NAVMC 11718.

AP1.9.3. DoDAAC Usage. Use of DoDAACs assigned in accordance with the provisions of this directive are limited to addresses. DoDAACs should not be used for fiscal or personnel reporting unless authorized as RUCs or UICs by pertinent directive.

## APPENDIX 1.10

### DoDAAD UNIQUE PROCESSING RULES – U.S. COAST GUARD

AP1.10.1. Coast Guard Activities Requests for Additions, Changes, and/or Deletions of Address Codes. Coast Guard activities will submit all additions, changes, and/or deletions in mailing, shipping, and billing addresses to Commanding Officer, USCG Engineering Logistics Center (Code 053), 2401 Hawkins Point Road, Baltimore, MD 21226-1741, on Coast Guard (CG) [Form 4183](#), Change of Mailing, Freight and Billing Address contained in Standard Distribution List (CG-131).

AP1.10.2. Processing and Modifications. To facilitate processing of modifications to this portion of DoDAAD, Form CG 4183 must be received by the Commanding Officer, USCG Engineering Logistics Center (Code 053), 2401 Hawkins Point Road, Baltimore, MD 21226-1741 at least 30 days prior to the effective date.

AP1.10.3. Index of Coast Guard Activity Address Code Numbers. The following index may be used as a guide in determining the categorization of Coast Guard units in DoDAAD, as show in table AP1.12.T1:

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
VESSELS	
High Endurance Cutter (WHEC)	11101-11999
Medium Endurance Cutter (WMEC)	12101-12999
Patrol Boat (WPB)	13101-13999
Icebreaker (WAGB)	14101-14599
Buoy Tender, Seagoing (WLB)	15101-15299
Buoy Tender, Coaster (WLM)	15301-15599
Leadership (WLV)	16101-16199
Buoy Tender, Inland (WLI)	16301-16899
Construction Tender, Inland (WLIC)	16901-17099
Harbor Tug, Small (WYTL)	17201-17299
Harbor Tug, Medium (WYTM)	17401-17499
Icebreaking Tug (WTGB)	17500-17599
Training Cutter (WIX)	18101-18999
Buoy Tender, River (WLR)	19101-19409

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
SHORE STATIONS AND NAVIGATIONAL AIDS	
Contractors	00001-11099
Air Stations and Detachments	20100-20299
Stations	30100-30899
Search and Rescue Stations	30900-30925
Search and Rescue Stations (Reserve Augmented)	926-3094930
Search and Rescue Stations (Auxiliary Operated)	30950-30999
Bases	31100-31599
Depots	31700-31799
Yard	31800-31899
Radio Stations	32100-32399
Communications Stations	32400-32499
Marine Inspection Offices	33100-33199
Marine Safety Offices	33200-33499
Merchant Marine Details	33500-33599
Administrative Law Judges	33600-33699
Port Security Stations	34200-34299
Strike Teams	34300-34399
Boating Safety Teams	35100-35199
Group Offices	36200-36499
International Ice Patrol	38100-38199
Captain of the Port Offices	34100-34199
Mobile Dental Detachments	39100-39199
Construction Detachments	39200-39999
Loran Stations	40100-40299
Omega Stations	40300-40324
Loran Monitor Stations	40400-40499
Light Stations	41100-41599
Light Attendant Stations	41700-41799
Fog Signal Stations	41800-41810
RADAR Installation Teams	41811-41849
Vessel Traffic Service (VTS)	41850-41899
Radio Beacon Stations	41900-41905
Aids to Navigation Teams (ANT)	41906-41999
Aids to Navigation Facilities	42000-42999
Support Centers	45000-47999

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
REPAIR AND SUPPLY ACTIVITIES	
Aircraft Repair and Supply Center	50100-50199
Electronic Repair Shops	50200-50399
Research and Development Units	51100-51199
Electronic Engineering Center	51200-51399
Shipboard Fire and Safety Testing Facility	51400-51409
National Data Buoy Development Project	51410-51419
Supply Centers	52100-52299
Supply Depots	52500-52599
TRAINING AND RECRUITING FACILITIES	
Academy	60100-60199
Training Centers	61100-61249
Institute	62100-62199
Reserve Training Center	63100-63199
Training Detachments	64100-64199
Aviation Training Center	65100-65999
Coast Guard Personnel Assigned to Non-Coast Guard Commands	66000-66999
Recruit Training Center	67100-67299
Recruiting Offices	68100-68299
Audio Visual Unit	69100-69199
GENERAL ADMINISTRATION AND OPERATIONAL CONTROL	
Evaluation Units	51500-51599
Headquarters	70000-70999
District Offices	71000-71899
Resident Inspectors	72099-72100
Coast Guard Activities	73000-73899
Senior Coast Guard Officer	73900-73999
Area Offices	75100-75199
Section Offices	76100-76199
Special Assignment	77100-79999

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
RESERVE FACILITIES	
Reserve Volunteer Training Units (VTU)	80100-80199
Reserve Units (Port Security)	82000-82999
Reserve Units (Support)	83000-83999
Reserve Units (Rescue Coordination Center)	84100-84999
Reserve Units (Vessel Augmentation)	85000-85999
Reserve Units (Aviation)	86000-86999
Reserve Groups	88000-88999
Reserve Units (Mobilization/Administrative)	89000-89999

## **APPENDIX 1.11**

### **DoDAAD UNIQUE PROCESSING RULES – DoD EDUCATION ACTIVITY**

AP1.11.1. Department of Education Activity (DoDEA) Address Codes. DoDEA activities requiring assignment, change, or deletion of address codes will forward these requests, in accordance with DoDEA Administrative Instruction 4100.1, “Department of Defense Activity Address Code”

(<http://www.dodea.edu/Offices/Regulations/Logistics.cfm>) to:

DODEA  
ATTN LOGISTICS DIVISION  
4040 N FAIRFAX DRIVE, 8<sup>TH</sup> FLOOR  
ARLINGTON VA 22203-1635

## **APPENDIX 1.12**

### **DoDAAD UNIQUE PROCESSING RULES – OTHER**

AP1.12.1. Activities of Other Defense Agencies are included in the “H” Series DoDAACs (See also “H” Series MAJCOMs.):

- Army & Air Force Exchange Service (AAFES)
- Defense Advance Research Projects Agency (DARPA)
- Defense Commissary Agency (DeCA)
- Defense Contract Audit Agency (DCAA)
- Defense Finance Accounting Service (DFAS)
- Defense Information System Agency (DISA)
- Defense Intelligence Agency (DIA)
- Defense Security System (DSS)
- Defense Threat Reduction Agency (DTRA)
- DoD Education Activity (DoDEA) OSID
- DoD Inspector General
- Military Postal Service Agency (MPSA)
- National Geospatial Intelligence Agency (NGA)
- National Security Agency (NSA)
- Uniformed Services University Health Sciences (USUHS)
- US Army - Community & Family Support Center
- US Special Operations Command (USSOCOM)
- US Strategic Command (USSTRATCOM)
- US Transportation Command (USTRANSCOM) - Defense Courier Service only
- Washington Headquarters Service - Defense Technical Information Center (DTIC)
- Washington Headquarters Service - DoD Civilian Personnel / Defense Human Resources Agency (DHRA)
- Washington Headquarters Service - DoD Liaison Survey Board
- Washington Headquarters Service - Office of the Secretary of Defense, Health Affairs / Tricare Management Health Activity
- Washington Headquarters Service - Other DoD/OASD
- Washington Headquarters Service - Other Government Contractors
- Washington Headquarters Service - Missile Defense Agency
- Washington Headquarters Service – Joint Staff
- Washington Headquarters Service – Defense Security Cooperation Agency (DSCA)

## APPENDIX 1.13

### BATCH TRANSACTIONS

TA1 – ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier Code	1-3	Enter DIC TA1
Routing Identifier	4-6	Leave blank. See DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3, for special message information.
Type of Address	7	Enter TAC for type of address to be added.  TAC 1, Mail - Address to be used for mailing materiel, documentation, or billing. Also to be used for freight shipments if no TAC 2 is listed, in conjunction with DLAH 4510 Series and Service consignment publications.  TAC 2, Freight - Address to be used for freight shipments in conjunction with DLAH 4510 Series and Service consignment publications.  TAC 3, Billing - Address to be used for materiel billing when different from TAC 1 address.
Activity Address	8-13	Activity Address
Service Designator	(8)	Enter Service Designator. DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service And Agency Codes.
Address	(9-13)	Enter five position of the AAC assigned by SPs (alphas I and O will not be used).
Clear-Text name and Address	14-48	Must be all capital letters - no punctuation except in ZIP code.  Line 1 - Name of activity. Maximum 35 positions, including spaces. No special characters are allowed.  Line 2 - Street address or location. Maximum 35 positions, including spaces.  Line 3 - City, State, and ZIP code. Maximum 35 positions, including spaces. The ZIP code

TA1 – ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
		and supplement will always be placed in the last transaction of clear-text address as the last entry.
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two - letter Post Office State code
Blank	(37-38)	Double space
Zip Code	(39-43)	Five - position Post Office ZIP code
Dash	(44)	Dash (-)
ZIP Supplement	(45-48)	<p>Four - position ZIP supplement</p> <p>Optional line 4 - In those instances where the name of the activity, street address, or location exceeds the allotted number of positions, use one additional transaction line. Maximum 35 positions, including spaces.</p> <p>Note: Address Transaction lines - Transactions are numbered in consecutive sequence beginning with "1". The clear-text must not exceed four lines and be free of salutatory titles, punctuation, and special characters. A maximum of "4" transactions for each address.</p> <p>Note: Foreign Address Transactions - Canadian or other foreign addresses: Where the TAC 1 mailing address is only two or three lines, the postal code of Canada or any other foreign country can be placed alone at the start of the next line. Where the address consists of four lines, the postal code must be placed at the end of the fourth line.</p> <p>Note: The following fields apply only to the first address transaction line.</p>
Air Terminal Identifier	49-51	Enter a three-position code which identifies an APOD. Explanation of these codes is contained in the DTR.

TA1 – ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Standard Point Location	52-57	Enter SPLC. The six-digit motor SPLC is to be included in addresses for CONUS activities only and is applicable in transaction one of the freight address format (TAC 2) or mail address format (TAC 1) when the TAC 1 address is used for both mail and freight.
Effective Date	58-62	Enter date the address becomes effective in logistics systems.
Year	(58-59)	Enter current year.
Day of Year	(60-62)	Enter day of year, ordinal day 001-366.
Change Number	63-66	Change sequence number assigned by the Consolidation and Containerization Point (CCP).
Year	(63)	Designates current year, last digit 0-9.
Serial Number	(64-66)	Enter serial number.
Break Bulk Point	67-72	For overseas Activities - Enter the activity address code of an overseas destination to which consolidated shipments are directed for distribution.  For CONUS Activities - Enter the activity address code of a CONUS destination to which less-than-truckload shipments are directed for consolidation.
Port Designator	73-75	Enter a three-position code which identifies the POD serving the activity. Explanations of these codes are contained in DoD 4500.32-R.
Multiuse	76	For intra-Service/Agency use, enter data prescribed by the Service/Agency. For inter-Service/Agency use, leave blank.
Blank	77-79	Reserved for future DoD assignment.
Line Number	80	Enter line sequence number beginning with "1".

TA3 – REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code TA3.
Routing Identifier	4-6	Leave blank. See chapter 2, section A.2.c. (2), for special message information.
Type of Address	7	Enter TAC of address to be revised.  TAC 1, Mail - Address to be used for mailing materiel, documentation, or billing. Also to be used for freight shipments if no TAC 2 is listed, in conjunction with DLAH 4510 Series and Service consignment publications.  TAC 2, Freight - Address to be used for freight shipments in conjunction with DLAH 4510 Series and Service consignment publications.  TAC 3, Billing - Address to be used for materiel billing when different from TAC 1 address.
Activity Address	8-13	
Service Designator	(8)	Enter Service Designator code. See DLM 4000.25-1, MILSTRIP, Appendix 2.02 - Service And Agency Codes.
Address Code	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).
Clear-Text name and Address	14-48	Must be all capital letters - no punctuation except in ZIP code.  Line 1 - Name of activity. Maximum 35 position, including spaces. No special characters are allowed.  Line 2 - Street address or location. Maximum 35 positions, including spaces.  Line 3 - City, State, and ZIP Code. Maximum 35 positions, including spaces. The ZIP Code and supplement will always be placed in the last transaction of clear-text address as the last entry.
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two-letter Post Office code

TA3 – REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Blank	(37-38)	Double space
ZIP Code	(39-43)	Five-position Post Office code
Dash	(44)	Dash (-)
ZIP Supplement	(45-48)	<p>Four-position ZIP supplement</p> <p>Optional Line 4 - In those instances where the name of the activity, street address, or location exceeds the allotted number of positions, use one additional transaction line. Maximum 35 positions, including spaces.</p> <p>Note: Address Transaction lines - Transactions are numbered in consecutive sequence beginning with "1". The clear-text must not exceed four lines and be free of salutory titles, punctuation, and special characters. A maximum of "4" transactions for each address.</p> <p>Note: Foreign Address Transactions - Canadian or other foreign addresses: Where the TAC 1 mailing address is only two or three lines, the postal code of Canada or other foreign country can be placed alone at the start of the next line. Where the address consists of four lines, the postal code must be placed at the end of the fourth line (see figure 2-3).</p>
Air Terminal Identifier	49-51	Enter a three-position code which identifies an APOD. Explanation of these codes is contained in the MAC Channel Sequence Listing for Channel Traffic.
Standard Point Location	52-57	Enter SPLC. The six-digit motor SPLC is to be included in addresses for CONUS activities only and is applicable in transaction one of the freight address format (TAC 2) or mail address format (TAC 1) when the TAC 1 address is used for both mail and freight.
Effective Date	(58-62	Enter date the revised address becomes effective in logistics systems.
Year	58-59)	Enter current year.

TA3 – REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Day of Year	(60-62)	Enter day of year, ordinal day 001-366.
Change Number	63-66	
Year	(63)	Enter current year, last digit 0-9.
Serial Number	(64-66)	Enter serial number.
Break Bulk Point	67-72	For Overseas Activities - Enter the AAC of an overseas destination to which consolidated shipments are directed for distribution.  For CONUS Activities - Enter the AAC of a CONUS destination to which less-than-truckload shipments are directed for consolidation.
Port Designator	73-75	A three-position code which identifies the POD serving the activity. Explanations of these codes are contained in the DTR.
Multi-Use	76	For intra-Service/Agency use, enter data prescribed by the Service/Agency. For inter-Service/Agency use, leave blank.
Blank	77-79	Reserved for future DoD assignment.
Line Number	80	Enter line sequence number beginning with "1".

TA4 – DELETION FROM ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code TA4
Routing Identifier	4-6	Leave blank. See DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), for special message information.
Type of Address	7	Enter TAC to be deleted.
Activity Address	8-13	
Service Point	(8)	Enter SP code. See Appendix A3.
Address	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).
Blank	14-57	Leave blank.
Effective Date	58-62	Enter date the AAC is no longer valid in logistics systems.
Blank	63-80	Leave blank.

AUTOMATED MESSAGE FORMAT

Record Position(s)	Entry and Instructions
1-2	Appropriate two-position Service/Agency code.
3-4	Two-position calendar year, e.g., 86.
5-7	SP assigned three-position sequence serial number. Must be assigned sequentially from 001 thru 999.
8	Blank.
9-13	Enter – BATCH.
14	Blank
15-16	01 thru 99
17	Blank
18-19	Enter – OF
20	Blank
21-22	01 thru 99

## **APPENDIX 1.14**

### **ROUTING IDENTIFIER CODES**

AP1.14.1. **General.** The RIC is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires willsystem ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems within 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).

AP1.14.1.1. The DoDAAD is the official repository for DoDAACs and RICs, and DLA 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.

AP1.14.1.2. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRI for their DoDAACs/RICs in order to ensure Military Standard/DLMS logistics transactions (e.g., requisitions and supply/shipment status) are properly routed to their DoDAACs and RICs. Customers that already have DLA 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.

AP1.14.1.3. Currently, there is an association in the DoDAAD between DoDAACs and RICs where a single DoDAAC can be associated to multiple RICs.

AP1.14.2. 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. DLA Transaction Services maintains an electronic database of these codes. Users with accounts<sup>1</sup> can access the database from the DLA 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/>.

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<sup>1</sup> DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user ID and password), must complete a systems access request (SAR) for access, which is available on the DLA Transaction Services Website [https://www.transactionservices.dla.mil/sar/sar\\_menu.asp](https://www.transactionservices.dla.mil/sar/sar_menu.asp).

AP1.14.3. 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).

AP1.14.4. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation resulting from there 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:

AP1.14.4.1. An address to indicate the intended recipient of the document for logistics actions.

AP1.14.4.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

AP1.14.5. 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, in the first position.

AP1.14.6. The second and third positions may be in any combination of alphanumerics, **except as noted in DLM 4000.25, Volume 2, AP7.2.** These positions may identify either a facility or activity of the S/A depicted by the first position.

AP1.14.7. 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 which 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."

AP1.14.8. 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://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC\\_DOD\\_Monitors.pdf](https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf).

AP1.14.9. RICs are maintained within the DoDAAD by DLA 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 DLA Transaction Services Website<sup>2</sup> at <https://www.transactionservices.dla.mil/DAASINQ/>.

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<sup>2</sup> DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user id and password), must complete a request for access available on the DLA Transaction Services Website [https://www.transactionservices.dla.mil/sar/sar\\_menu.asp](https://www.transactionservices.dla.mil/sar/sar_menu.asp).

# APPENDIX 1.15

## DoDAAD SERIES TABLE

AP1.15.1. DoDAAC and RIC assignment is based on MILSTRIP Service and Agency (S/A) codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. To provide for expansion for additional agencies that require DoDAACs beyond those identified in MILSTRIP, the DoDAAD Series Table further stratifies S/A codes for use in creating additional DoDAAD Series for Services/Agencies as follows:

SERIES	SERVICE/AGENCY	Use - Notes	Sub-Series
0	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
1	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
2	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
2	US Army RIC -- Reserved for future use	RICs	
3	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
3	Reserved RIC		
4	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
4	US Navy RIC -- Reserved for future use	RICs	
5	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
5	Reserved RIC		
6	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
6	US Air Force RIC -- Reserved for future use	RICs	
7	General Services Administration (GSA) (Homeland Security)	DoDAACs	
7	Reserved RIC		
8	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
8	US Marine Corps RIC -- Reserved for future use	RICs	
9	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
9	Reserved RIC		
18	US Postal Service (USPS)	DoDAACs	
69	Federal Aviation Administration (FAA)	DoDAACs	
2A	DLA -- Defense Logistics Agency (DLA) Energy	DoDAACs	MAJCOM DD
2AC	DLA -- Special Program (DLA Energy Aerospace Commercial Customer)	DoDAACs	MAJCOM DD
2AU	DLA -- Special Program (DLA Energy Aerospace University Customer)	DoDAACs	MAJCOM DD
2Y	DLA -- Defense Logistics Agency (DLA) Disposition Services (RBI)	DoDAACs	MAJCOM DF
2YC	DLA -- Special Program (DoD Computers for Learning Program)	DoDAACs	MAJCOM DF
2YD	DLA -- Special Program (Veterans Industries)	DoDAACs	MAJCOM DF
2YF	DLA -- Special Program (DoD Firefighter Program)	DoDAACs	MAJCOM DF
2YT	DLA -- Special Program (Law Enforcement Support)	DoDAACs	MAJCOM DF
2YX	DLA -- Special Program (Civil Air Patrol)	DoDAACs	MAJCOM DF
3A	US Army -- Special Program (State/Local Government 1122 Program)	DoDAACs	
A	US Army	DoDAACs & RICs	
AC	US Army -- Aeronautical Services Agency	DoDAACs	
AE	US Army -- Aeronautical Services Agency	DoDAACs	
ALE	US Army -- (Special Program - 1122)	DoDAACs	
B	US Army	RICs	
B	US Army -- FMS and Grant Aid use only.	MA PAD	
C	US Army -- Contractor	DoDAACs & RICs	
D	US Air Force	RICs	
D	US Air Force -- FMS and Grant Aid use only.	MA PAD	
E	US Air Force -- Contractor	DoDAACs & RICs	
F	US Air Force	DoDAACs & RICs	
F#(alpha)	US Air Force -- BPNs only	BPNs only	
G	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs & RICs	
H	Washington Headquarters Service - Other DoD/OASD Activities	RICs	

SERIES	SERVICE/AGENCY	Use - Notes	Sub-Series
H91	Washington Headquarters Service - Defense Human Resources Activity (DHRA)	DoDAACs	MAJCOM WC
H91	Washington Headquarters Service - Other DoD/OASD Activities	DoDAACs	MAJCOM WX
H91	Washington Headquarters Service - Joint Staff	DoDAACs	MAJCOM WJ
H91	Washington Headquarters Service - Defense Security Cooperation Agency (DSCA)	DoDAACs	MAJCOM WS
H91	National Security Agency (NSA)	DoDAACs	MAJCOM NS
H92	US Special Operations Command (USSOCOM)	DoDAACs	
H94	US Central Command (USCENTCOM)	DoDAACs	
H95	US Strategic Command (USSTRATCOM)	DoDAACs	
H98	Defense Information System Agency (DISA)	DoDAACs	MAJCOM IS
H98	National Security Agency (NSA)	DoDAACs	MAJCOM NS
H98	Washington Headquarters Service - DoD Civilian Personnel (DHRA)	DoDAACs	MAJCOM WC
H98	Washington Headquarters Service - Other DoD/OASD Activities	DoDAACs	MAJCOM WX
H98	Washington Headquarters Service - Joint Staff	DoDAACs	MAJCOM WJ
H98	Washington Headquarters Service - Defense Security Cooperation Agency (DSCA)	DoDAACs	MAJCOM WS
HA	Defense Contract Audit Agency (DCAA)	DoDAACs	
HC	Defense Information System Agency (DISA)	DoDAACs	MAJCOM IS
HD	Defense Threat Reduction Agency (DTRA)	DoDAACs	
HE	DoD Education Activity (DoDEA) OSID	DoDAACs	
HF	DoD Inspector General	DoDAACs	
HG	Other DoD Activity Contractors		
HGC	Washington Headquarters Service (WHS) - Other DoD/OASD Government Contractors	DoDAACs	MAJCOM WG
HGD	Defense Threat Reduction Agency (DTRA) -- Contractor	DoDAACs	
HH	Defense Intelligence Agency (DIA)	DoDAACs	
HJ	Washington Headquarters Service - Defense Technical Information Center (DTIC)	DoDAACs	MAJCOM WT
HK	US Transportation Command (USTRANSCOM) - Def Courier Svc only	DoDAACs	
HL	Washington Headquarters Service - DoD Liaison Survey Board	DoDAACs	MAJCOM WL
HM	National Geospatial Intelligence Agency (NGA)	DoDAACs	
HNS	National Security Agency (NSA)	DoDAACs	MAJCOM NS
HP	Military Postal Service Agency (MPSA)	DoDAACs	
HPH	Washington Headquarters Service -- Tricare Management Health Activity - OASD Health Affairs	DoDAACs	MAJCOM WH
HQ	Defense Finance Accounting Service (DFAS)	DoDAACs	MAJCOM DT
HQ	Washington Headquarters Service - Other DoD/OASD Activities	DoDAACs	MAJCOM WD
HQ	Missile Defense Agency	DoDAACs	MAJCOM WI
HQA	Defense Contract Management Agency (DCMA)	DoDAACs	
HQC	Defense Commissary Agency (DeCA)	DoDAACs	
HR	Defense Advance Research Projects Agency (DARPA)	DoDAACs	
HS	Defense Security System (DSS)	DoDAACs	
HT	Washington Headquarters Service -- Tricare Management Health Activity - OASD Health Affairs	DoDAACs	MAJCOM WH
HU	Uniformed Services University Health Sciences (USUHS)	DoDAACs	
HX	Army & Air Force Exchange Service (AAFES)	DoDAACs	
HY	Washington Headquarters Service - DoD Liaison Survey Board	DoDAACs	MAJCOM WL
I	Missile Defense Agency -- FMS and Grant Aid use only.	MAPAD	
J	US Air Force	DoDAACs	
K	US Marine Corps -- FMS and Grant Aid use only.	MAPAD	
L	US Marine Corps -- Contractor.	DoDAACs & RICs	
M	US Marine Corps	DoDAACs & RICs	
N	US Navy	DoDAACs & RICs	
O	NOT USED		
P	US Navy (RICs only)	RICs	
P	US Navy -- FMS and Grant Aid use only.	MAPAD	
Q	US Navy -- Contractors	DoDAACs	
Q	US Navy & US Navy Contractors	RICs	
R	US Navy	DoDAACs & RICs	
S	DLA -- Defense Logistics Agency (DLA)	DoDAACs & RICs	

SERIES	SERVICE/AGENCY	Use - Notes	Sub-Series
S___A	Defense Contract Management Agency (DCMA)	DoDAACs	
SD	DLA -- Contractor	DoDAACs	
S6	Defense Contract Management Agency (DCMA)	RICs	
S7	Defense Contract Management Agency (DCMA)	RICs	
S8	Defense Contract Management Agency (DCMA)	RICs	
T	DLA -- Defense Logistics Agency (DLA)	RICs	
T	DLA -- FMS and Grant Aid use only	MAPAD	
U	DLA -- Contractor	DoDAACs	
V	US Navy	DoDAACs	
V	US Navy -- Contractors	RICs	
W	US Army	DoDAACs & RICs	
X	Reserved		
Y	Identifies Security Assistance Grant Aid. See MILSTRIP Appendices 2.2 and 2.9 for details.		
Z	US Coast Guard	DoDAACs & RICs	
Z0	US Coast Guard	RICs	
Z0	US Coast Guard -- Contractor	DoDAACs	

# APPENDIX 2.1

## DOCUMENT IDENTIFIER CODES

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

<b>Code</b>	<b>Document Title</b>	<b>Explanation</b>
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**

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

<b>Code</b>	<b>Definition</b>
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)

<b>NUMBER OF CHARACTERS:</b>	One.
<b>TYPE OF CODE:</b>	Alpha.
<b>EXPLANATION:</b>	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, <a href="#">DTR 4500.9-M</a>, 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.
<b>MAP GRANT AID</b>	
<b>TAC</b>	<b>EXPLANATION</b>
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, <a href="#">DTR 4500.9-M</a> , Defense Transportation Regulation Part III chapter 203 item B. Because Grant Aid materiel moves by DTS, shipments of both classified and unclassified materiel is included.

2	The WPOD and APOD codes will be used to obtain the appropriate destination when surface or air freight is selected as the transportation mode. In addition to the selected destination, the TAC M address will be used as a mark-for address to consign materiel shipments. The clear text address field will contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized.
3	This address will be used for distribution of supply status, shipment status documents, and copies of release/receipt document. Addresses may be listed for forwarding documents by mail and/or electronic transmission. When SII "D" is used, indicating documents should be forwarded by electronic transmission, a mail address will also be included for distribution of copies of release/receipt documents and other documents not readily transmitted by electronic transmission, and for distribution of all documents in the event of a MINIMIZE.
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted MAPAC. It can also provide a reference to special instructions for processing documents containing the deleted code. The deleted entry will remain in the MAPAD for a period of 5 years.

# APPENDIX 2.5

## DELIVERY TERM CODES (DTCs)

<b>NUMBER OF CHARACTERS:</b>	One.
<b>TYPE OF CODE:</b>	Alphanumeric.
<b>EXPLANATION:</b>	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 materiels.
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 materiels.

## APPENDIX 2.6

### ADDRESS FILE IDENTIFIER

<b>NUMBER OF CHARACTERS:</b>	One.
<b>TYPE OF CODE:</b>	Alpha.
<b>EXPLANATION:</b>	Identifies which MAPAF file will be changed.
<b>Code</b>	<b>EXPLANATION</b>
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).