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IN REPLY  
REFER TO

J627

January 25, 2012

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

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 336,  
Military Assistance Program Address Directory (MAPAD) Procedures  
(MAPAD/SUPPLY) (Staffed as PDC 309)

The attached change to Department of Defense (DOD) 4000.25-M, Defense Logistics Management System (DLMS) is approved for implementation.

Addressees may direct questions to Mr. Robert Hammond, DOD MAPAD PRC Chair, 703-767-2117 or DSN 427-2117, or email: MAPADHQ@DLA.MIL. Supply PRC members may contact DOD Supply PRC Co-Chairs, Heidi Daverede, 703-767-5111 or DSN 427-5111, or email: Heidi.Daverede@dla.mil and Ellen Hilert, 703-767-0676 or DSN 427-0676, or email: Ellen.Hilert@dla.mil. Others must contact their Component designated PRC representative.

DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment  
ADC 336

cc:  
ODASD(SCI)

**ATTACHMENT TO ADC 336**  
**Military Assistance Program Address Directory (MAPAD) Procedures**

**1. ORIGINATOR:**

- a. Service/Agency:** DLA Logistics Management Standards
- b. Originator:** Mr. Robert Hammond, DOD MAPAD Process Review Committee Chair, e-mail: MAPADHQ@DLA.MIL

**2. FUNCTIONAL AREA:**

- a. Primary:** Military Assistance Program Address Directory (MAPAD)
- b. Secondary:** Supply

**3. REFERENCE:**

- a.** DOD 4000.25-8-M Military Assistance Program Address Directory (MAPAD)
- b.** DODI 4040.01 DOD Supply Chain Materiel Management Policy

**4. APPROVED CHANGE:**

- a. Description of Change:** This change provides updated MAPAD policy and procedures, including those associated with MAPAD reengineering.

- b. Background:**

- i.** MAPAD reengineering is a significant enhancement that allows Component MAPAD Central Service Points (CSPs) to fully exercise their responsibility for the timeliness and accuracy of their Component's MAPAD data. This is achieved through a Web-Enabled update application for CSPs to enter MAPAD data for all of their Component's MAPACs directly into the authoritative database maintained by DLA Transaction Services.

- ii.** Reference (b), issued on December 14, 2011, authorizes and directs the conversion of some DOD issuances into Defense Logistics Manuals (DLMs) within 180 days of publication of reference (b). This includes reference (a).

- c. Procedures:** Revise DOD 4000.25-M by adding enclosure (1) as new Chapter 3 in Volume 6. Incorporate these policies and procedures into DLM 4000.25, Volume 6, Chapter 3, when issued. Use DOD 4000.25-M Volume 6, Chapter 3 as a reference pending issuance of DLM 4000.25, Volume 6, Chapter 3.

**5. REASON FOR CHANGE:** This change is needed to provide updated MAPAD policy and procedures.

**6. ADVANTAGES AND DISADVANTAGES:**

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

**b. Disadvantages:** None.

**7. IMPACT**

**a. Implementation:** This change is approved for immediate implementation.

**b. Publication:** DOD 4000.25-M, Defense Logistics Management System (DLMS), Volume 6 (new chapter 3)

**c. DLMS Data.** There are no new DLMS data elements associated with this change

# **C3. CHAPTER 3.**

## **MILITARY ASSISTANCE PROGRAM ADDRESS**

### **DIRECTORY (MAPAD)**

#### C3.1. GENERAL

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

C3.1.2. Assignment. The Military Assistance Program Address Code (MAPAC) is a six position code that uniquely identifies a program or Activity. MAPACs are stored in the MAPAD database. Changes and additions to MAPAD are made by the Service International Logistics Control Office (ILCO) Central Service Points (CSPs), who are identified at: [https://www.dla.mil/j-6/dlms/CertAccess/SvcPointsPOC/ServicePoints/members\\_MAPAD\\_FocalPoints.docx](https://www.dla.mil/j-6/dlms/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 the ACCESS section of this document) 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. Military Assistance Program Address Directory Data Maintenance. The ILCO CSPs or their designated ILCO CSP Monitors update the MAPAD via the Web. 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 (see C3.3 ACCESS for access levels).

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. Military Assistance Program Address Directory 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. First, 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. Second, 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. The third, and 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 Manual [DoD 4140.1-R](#), "DoD Supply Chain Materiel Management Regulation," May 23, 2003 provide policies and governing procedures for this volume.

### C3.3. 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 access governing policy, and DLA Transaction Services shall maintain the access controls to the system. All update access is Public Key Infrastructure (PKI) controlled.

C3.3.2. System Access Requests. DLA Transaction Services provides a Web screen from which potential users can 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 has been 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 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 system 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 system maintains data on attempted unauthorized accesses.

#### 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. Department of Defense Component Monitors. Component level ILCO CSPs can delegate/sub-divide 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 System Access Request (SAR)/PKI access via DLA Transaction Services 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 ASD (L&MR) as outlined in [Volume 1, Chapter 1](#) of the Defense Logistics Management System 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 to receive/process materiel/documents classified SECRET/CONFIDENTIAL. The procedures are as follows:

C3.4.1.1.1. 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.

C3.4.1.1.2. 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 Agency, J627  
ATTN MAPAD Administrator, ROOM 1650

8725 John J Kingman Road  
Fort Belvoir VA 22060-6221

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 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," January 1997, DoD 5200.2-R "Personnel Security Program," and DoD 5200.8-R, "Physical Security Program."

C.3.4.1.1.6. When DSS determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive/store materiel classified CONFIDENTIAL/SECRET, the country representative shall be notified directly by Defense Security Service 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 refreshment

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/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 TACs A, B, C, 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 Type Address Codes (TACs) A, B, C, or D addresses, which must have prior approval by the DSS and the country representative.

C3.4.4.4.2. United States 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 Army or Air Force 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 for validation of the MAPAC. (Note: The query must be approved by the Services' senior country desk officer.)

C3.4.4.4.2.4.2. After 3 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 proposed changes to the administration and support of the MAPAD are handled through the documented DLMS change process (see Volume 1) at: <http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlms/v1.asp>).

### C3.6. USE OF MAP ADDRESS CODES 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, but the tilde is used by DLA Transaction Services as a delimiter. Its use is restricted.

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 5 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, 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. In the near term, batch transmissions shall be supported (see paragraphs C3.26.7 to C3.26.10. for details). However, the preferred method of dissemination 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.

C3.8.3. Transmission of 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 transaction 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 an Freight Forwarder (FF) 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 FF and shipper, the appropriate Component security assistance office in table C3.T1 below.

Table C3.T1. DoD Component Security Assistance Offices

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 or 7398/4832 DSN 771 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
Air Force	<p>Air Force Security Assistance Center (AFSAC)  555 ILS/LGIP  1940 Allbrook Road, Bldg 1, Door 19  Wright-Patterson AFB OH 45433-5006</p> <p>Telephone: 937-522-6564/6565/6570/6571  DSN: 672 6564/6565/6570/6571  Fax: 937-656-1155/ DSN: 986-1155</p> <p>E-mail: <a href="mailto:555.ils.transportation@wpafb.af.mil">555.ils.transportation@wpafb.af.mil</a></p>
DLA Disposition Services	<p>DLA Disposition Services  ATTN: J421  Hart-Dole-Inouye Federal Center  74 Washington Ave  Battle Creek, MI 49037</p> <p>Telephone Commercial: (269) 961-5927 / 5668 / 5142  DSN 661  Fax Commercial: (269) 961-4213 DSN 661</p>
Missile Defense Agency	<p>Missile Defense Agency  ATTN: DIF  Bldg. 5222  Redstone Arsenal, AL 35898</p> <p>Telephone Commercial: 256-313-9644 or 256-313-9427  DSN: 897-9644/9427</p>

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

C3.10.1. The FMS Program is defined as that portion of the SAP 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 have been designed to be processed in the same manner as DoD logistics transactions; however, there are some instances where they shall 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 shall be circumstances when deviations to the shipping instructions contained in the requisition shall be 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 Military Assistance Program Address Codes For Foreign Military Sales. 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 Defense Security Cooperation Agency. The authoritative source for these values is DOD 5105.38-M, Chapter 4, Table C4.T2. available at <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 foreign military sales (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/Surface Deployment and Distribution Command/Military Sealift Command (AMC/SDDC/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

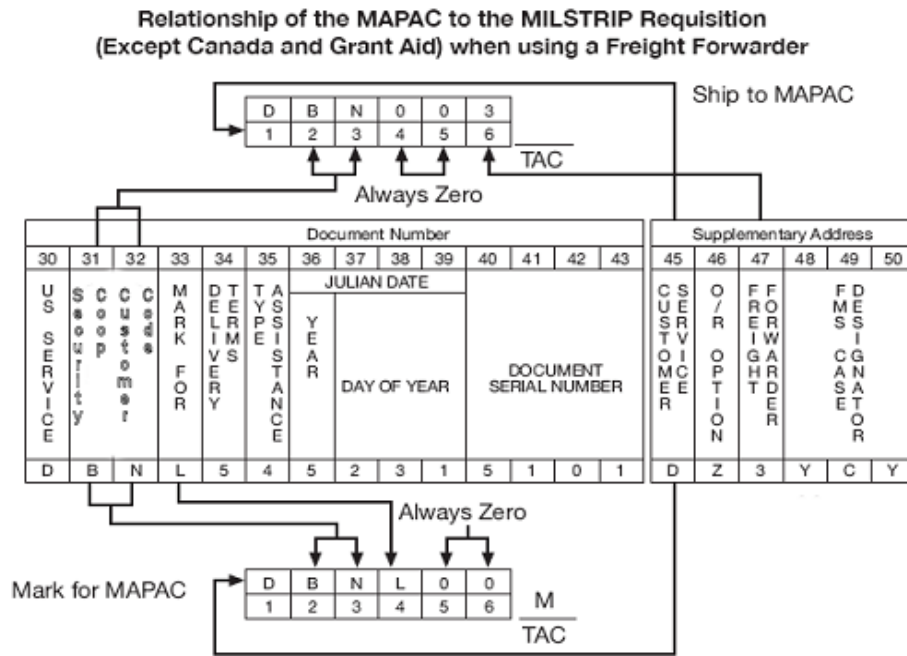
C3.12.1. The ship-to MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization (see country/Activity code reference in DoD 5105.38-M, Chapter 4, Table C4.T2: <http://www.dsca.mil/samm>); next, 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. below 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 Military Sales Military Assistance Program Address Code Ship-To/Mark-For



C3.12.4. Figure C3.F2. below 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				88326	

		USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404					
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 Customer Code (formally

country code)); next rp 33 (zero filled); and finally, rp 46 and rp 47 from the supplementary address. (see Figure C3.F3. below)

Figure C3.F3. Example of Foreign Military Sales Military Assistance Program Address Code Construction for Ship-To for Canada

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 SALE

C3.14.1. The type of address codes (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. Figure C3.F4. below is a brief description of nine of the 13 TACs (see section C3.21. for the four remaining TACs to be used in shipping classified materiel):

C3.F4. 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="#">DoD 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 SII 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. But, 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	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. Special instruction indicators (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.F5.

Figure C3.F5. Example of SIIs

MAPAC	TAC	SPECIAL INSTRUCTIONS
BAT001	1	a. For material sourced from CONUS, ship to  Australian Government Cargo Office 485 Valley Drive Brisbane CA 94005-1293
BAT003	1	
DAT00A	1	
DAT00B	1	
DAT00D	1	
DAT00F	1	
DEATH	1	b. For material sourced from Canada, ship to  MSAS Cargo International Montreal International Airport Cargo Rd Building 1 Dorval Quebec Canada H4Y 1A9
DAT002	1	
DAT003	1	
DAT005	1	
DAT007	1	
DAT008	1	
PAT002	1	
PAT003	1	
BAT002	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 e., below.
BAT003	2	
DAT00A	2	
DAT00B	2	
DAT00C	2	
DAT00D	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 e., below.
DAT00F	2	
DEATH	2	
DAT002	2	
DAT003	2	
DAT005	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). See subparagraph e., below.
DAT006	2	
DAT007	2	
DAT008	2	
PAT002	2	

C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES. These codes indicate the water port or aerial port of discharge to which FMS shipments shall be sent under 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 Code is an alpha A the shipment shall be released automatically to the freight forwarder or designated recipient of the materiel Offer/Release Code A is not absolute. Offer/Release Zprocedures 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 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 Code Y is not absolute. Offer/Release 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 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 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 Code is an alpha X the United States is responsible for transportation and no NOA is required.

C3.19. DELIVERY TERM CODES (DTCs) FOR FOREIGN MILITARY SALES. Delivery term codes identify the Department of Defense's and the purchasing country's responsibility for transportation and handling costs. A link to delivery term codes 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 [DoD 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; i.e. 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. Figure C3.F.6. is a summary of the TACs to be used in moving classified materiel:

Figure C3.F.6. 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 Security Cooperation 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 Security Cooperation 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). Use Figure C3.F7. below as an example of how the ship-to/mark-for MAPACs is constructed.

Figure C3.F7. Example of Grant Aid Military Assistance Program Address Code 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	
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	Y E A R	D A T E			S E N S I T I V E	M A P I N D I C A T O R	P R O G R A M Y E A R	R E C O R D	C O N T R O L N U M B E R	D A Y	Y	8	A	O	4	7
						1	9	2												
B	K	S	T	0	1	8	1	9	2	1	2	3	4	Y	8	A	O	4	7	

C3.25. TYPE ADDRESS CODES FOR GRANT AID. When making Grant Aid shipments, only five "type of address" codes shall be utilized as shown in Figure C3.F8 below.

Figure C3.F8. 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. 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. SIIs. SII S ([http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UIL/Log\\_Qualifiers/lqvqcDetails.aspx?code=\\*SI](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*SI)) requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F5.

C3.32.2. Type of Address Codes. TACs ([http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UIL/Log\\_Qualifiers/lqvqcDetails.aspx?code=\\*TM](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=*TM)) designate the type of action being taken for a specific address (e.g., transmitting status, shipping information, Notice of Availability etc.).

C3.32.3. Delivery Term Codes. DTCs ([http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UIL/Log\\_Qualifiers/lqvqcDetails.aspx?code=A3](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=A3)) 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.

C3.32.4. Foreign Military Sales Military Standard Requisitioning and Issue Procedures Data Elements. Appendix 1 highlights MILSTRIP requisition document number and supplementary address data elements ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.1\\_MILSTRIP\\_Elements.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.1_MILSTRIP_Elements.docx)) used to construct a valid MAPAC.

C3.32.5. Address File. Appendix 2 Address File ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.2\\_Address\\_File\\_Identifier.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.2_Address_File_Identifier.docx)) Identifier identifies which MAPAD file shall be changed.

C3.32.6. Document Identifier Codes. Appendix 3, Document Identifier Codes, ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.3\\_Document\\_Identifier\\_code.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.3_Document_Identifier_code.docx)) identifies transactions to logistics system(s) and specific operation to which they apply. Also indicates the intended purpose and use of the transaction data (i.e., add, change or delete).

C3.32.7. Add/Change Foreign Military Sales Military Assistance Program Address Code. Appendix 4 ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.4\\_Add\\_Change\\_Formats\\_FMS.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.4_Add_Change_Formats_FMS.docx)) contains the transaction formats (MA1, MA2) for Adding and Changing FMS MAPACs.

C3.32.8. Delete Foreign Military Sales Military Assistance Program Address Code. Appendix 5 ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.5\\_Delete\\_Format\\_FMS.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.5_Delete_Format_FMS.docx)) contains the transaction format (MA3) for Deleting FMS MAPACs.

C3.32.9. Add/Change Grant Aid Military Assistance Program Address Code. Appendix 6 ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.6\\_Add\\_Change\\_Formats\\_Grant\\_Aid.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.6_Add_Change_Formats_Grant_Aid.docx)) contains the transaction formats (MA1, MA2) for Adding and Changing Grant Aid MAPACs.

C3.32.10. Delete Grant Aid Military Assistance Program Address Code. Appendix 7 ([http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.7\\_Delete\\_Format\\_Grant\\_Aid.docx](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/msw/v6/v6a2.7_Delete_Format_Grant_Aid.docx)) contains the transaction format (MA3) for Deleting Grant Aid MAPACs.

C3.32.11. Security Assistance Program Service Designator. The SAP Customer Service Designator ([http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log\\_Qualifiers/lqvqcDetails.aspx?code=94](http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=94)) 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.