

APPENDIX B-136

DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) ENTRY MAINTENANCE DOCUMENT

1. This document is used to establish, change or delete DSC data in a DoDAAD entry in the SAMMS Combined Address File.

a. Input of management data (if desired) whenever a DIC TAl document initially establishes a DoDAAD Key Element 7 Record is required to activate the record. All asterisked data elements are mandatory when initially activating a Key Element 7 record.

NOTE: The initial CDC TPBC or SCC can be established with the initial DIC ZGE, after which all other CDCs, TPBCs or SCCs must be added with DIC ZGF documents.

b. A DIC ZGE with Type of File Code M in pos. 7, must be manually prepared to establish and initially enter management data into the DoDAAD Key Element 8 (MAP Record). All asterisked data elements are mandatory for MAP Key Element 8 ZGE transactions.

c. A DIC ZGF (with the applicable Type of File Code in pos. 7) is manually prepared to revise or add management data to DoDAAD Key Element 7 or 8 records after the initial record has been activated. Suspension of requisition processing activity against a specific AAC can be accomplished through input of a DIC ZGF with Type of File Code S in field pos. 7. Subsequent input of a DIC ZGF with the previously recorded Type of File Code (i.e., I, L, P, or M) in pos. 7, will reactivate the AAC for continued requisition processing. A DIC ZGF, however, cannot be used to revise a Communications Distribution Code (CDC) or a Third Party Billing Code (TPBC) until the CDC/TPBC to be replaced has been deleted. Under these circumstances CDC/TPBC delete/add (DIC ZGG/ZGF) may be input for simultaneous processing.

d. A DIC ZGG is manually prepared to delete nonmandatory data elements from a DoDAAD Key Element 7 or 8 record. A MAP Key Element 8 record can be deleted from the SCAF or an entire Management Information Section can be deleted from a Key Element 7 record by manual preparation of a DIC ZGG with RIC in pos. 4-6, Type File Code D in pos. 7, AAC in pos. 8-13 and ORC in pos. 77-78. Mandatory data elements cannot be individually deleted from a DoDAAD record.

NOTE: When common management data (e.g., TPBC, CDC) is being deleted at DPSC, the common data will be protected if another commodity has management data loaded.

e. DoDAAD entries for FEDSTRIP Agency 18, U.S. Postal Service, will not be activated until individual agreements are reached between the Postal Service and DLA.

2. This document can be processed through SAMMSTEL by entering Verb SODE as described in DLAH 4745.2, Volume I, DLA Remote Users Handbook.

3. The following are permissible entries in the document:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter or perpetuate DIC ZGE to establish initially. Enter DIC ZGF to revise or add DSC data. Enter DIC ZGG to delete DSC data.
Routing Identifier Code	4-6	Enter RIC of DSC preparing the document.
Type of File Code	7	Enter applicable code from appendix A-153.
Activity Address Code	8-13	Enter DoD Activity Address Code. For MAP entries, enter Service Assignment Code, MAP Country Code, and Country Representative Code from MILSTRIP supplement 2. Enter 0 in pos. 12 when Country Representative Code is one character. Pos. 13 is always 0 for MAP entries.
Customer Zone Code	14	Leave blank or enter applicable code from appendix A-128 to override mechanical assignment.
Billing Card Code*	15	Enter Y if billing doc is required for this activity address or N if a billing card is not required.
Valid Ship to Indicator Code*	16	Enter Y to indicate activity address if this record is a valid ship to

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		address or N to indicate it is not a valid ship to address.
Location Status Code*	17	Enter appropriate code IAW appendix A-54.
CZC/GAC Control Code	18	Enter alpha 0 to override the mechanical assignment of Customer Zone Code and Geographic Area Codes or leave blank.
High Priority Geographic Area Code	19-20	Leave blank except when DIC CZC/GAC Control Code is 0. When DIC CZC/GAC Control Code is 0, enter applicable code from appendix A-120.
Blank	21-23	Leave blank.
Low Priority Geographic Area Code	24-25	Reference instructions for High Priority GAC, field pos. 19-20.
Blank	26-28	Leave blank.
Special Customer Code	29	Enter applicable code from appendix A-149 or leave blank. Up to ten codes may be entered for each commodity. Multiple documents are required when entering more than one code.
Package Control Code	30	Enter Y if special packaging considerations apply to an activity located in Southeast Asia or leave blank.
Communications Distribution Code	31	Enter the applicable code significant to pos. 54 of MILSTRIP requisitions from appendix A-10 or leave blank. Entering a DIC CDC only identifies an activity as the receiving activity for

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		pos. 54 communications. A DIC ZN_ document (appendix B-129) must be used to cross-reference Service assignment and Agency codes to this activity. Up to 12-codes may be entered for an activity.
Third Party Billing Code	32-33	Enter the applicable code significant to pos. 52 of MILSTRIP requisitions from MILSBILLS Supplement 1 or leave blank. Entering a TPBC only identifies an activity as the receiving activity for pos. 52 billing information. A DIC ZN_ document (appendix B-129) must be used to cross-reference Service assignment and Agency Codes to this activity. Up to 121 codes may be entered for an activity.
Routing Identifier Code Activity Address Code	34-36	Enter applicable code of from MILSTRIP Supplement 1 or leave blank. When entered, a RIC to AAC (1) cross-reference will be established or deleted.
Catalog Activity Code	37-38	Enter applicable code from DoD 4100.39-M, appendix 3-E-2.81 or leave blank. When entered a DIC CAC to AAC (5) cross-reference will be established or deleted.
GSA Regional Code	39-41	Enter the applicable GSA Regional Code supporting the activity or leave blank.
Blank	42-46	Leave blank.

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Wholesale Storage Activity	47-49	Enter RIC of location to which material will be returned or RIC of collocated wholesale activity from which issue will be made. Mandatory if Special Customer Code is Y; otherwise, leave blank.
Blank	50-54	Leave blank.
Communication Routing Indicator (COMM RI) for Billing or MAP Transactions	55-61	Enter the COMM RI used for Administrative purposes, or leave blank. For MAP transactions, this will be the normal CRIN or leave blank.
Effective Date of COMM RI that for Billing or MAP Transactions	62-65	Enter the Julian date Billing/MAP COMM RI is effective if pos. 55-61 are used; otherwise, leave blank.
Communication Routing Indicator for Administrative Teletypes	66-72	Enter the COMM RI used for Administrative Teletype purposes or leave blank. If less than seven digits, start in pos. 66.
Effective Date of COMM RI for Administrative Teletypes	73-76	Enter Julian date that administrative Teletype COMM RI is effective if pos. 67-72 are used. Otherwise, leave blank.
Output Routing Code	77-78	Enter ORC of DoDAAD Monitor preparing input.
Blank	79-80	Leave blank.