

APPENDIX E-129 P

DoDAAD COMMUNICATION DISTRIBUTION AND/OR
THIRD PARTY BILLING UPDATE

1. PURPOSE

This procedure is applicable to chapter 47 and provides instructions for the manual preparation of DICs ZNE (add), ZNF (change), and ZNG (delete) Communication Distribution (CD) and/or Third Party Billing (TPB) Record Update Cards (appendix B-129). These documents are used to establish and maintain an independent CD/TPB activity address record to which the SCAF DoDAAD is cross-referenced. This CD/TPB cross-reference record is used to identify AACs applicable to CDCs or TPBCs entered in pos. 52 and/or 54 of MILSTRIP requisitions when additional billing or status is applicable. CDC/TPBC cross-reference records are established by applicable Service/Agency Codes on a one-for-one basis (e.g., Navy In-Service Codes N, P, R, and V, each applicable to the single TPBC L AAC N00123, will have independent cross-reference records for each N, P, R, and V Service Code).

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-5, Service Assignment Codes.
- b. Appendix A-10, Distribution Codes.
- c. Appendix A-20, FEDSTRIP Civil Agency Codes.
- d. Appendix B-129, DoDAAD Communication Distribution/Third Party Billing Record Documents.
- e. Appendix B-135, DoDAAD Inquiry Documents.
- f. Appendix E-135 P, DoD Activity Address Directory (DoDAAD) Inquiry Document.
- g. Appendix F-117/117A, Uncontrolled Violation Listing/Report.
- h. Appendix F-226, DoDAAD Management on Cross-Reference Listing.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Requisition Processing Branch (DoDAAD Manager), DSO, or its DSC counterpart as approved by HQ DLA, is responsible for accomplishing the actions prescribed by this appendix.

4. PROCEDURES/INSTRUCTIONS

a. Whenever CDC or TPBC data is being established or changed in the SCAF DoDAAD Record (appendix B-136), a simultaneous action should be taken to establish manually or change corresponding CDC/TPBC cross-reference records by preparing and entering a DIC ZNE/ZNF Document (appendix B-129). CDC/TPBC deletions (DIC ZGG, appendix B-136) to the SCAF DoDAAD record, however, will also mechanically create corresponding CDC/TPBC cross-reference deletions, thus negating the need for a DIC ZNG deletion action in such instances.

b. CDC/TPBC cross-reference records only may be deleted, however, with DIC ZNG entries, if desired. The DIC ZNG deletions will only delete the cross-reference record. Basic SCAF DoDAAD records reflecting the same CDCs/TPBCs will remain until deleted with DIC ZGG transactions.

c. CDC/TPBC cross-reference records cannot be established with DIC ZN_ transactions until the CDC/TPBC has been added to the basic SCAF DoDAAD record. This may be determined by review of appendix F-105, SCAF DoDAAD Interim/Local Address Listings; or F-226, DoDAAD Management/Cross-Reference Listings, generated in response to DIC ZBX Inquiries (appendix B-135) if up-to-date listings are not available.

d. CDC/TPBC cross-references may be changed to reference different AACs with DIC ZNF inputs. The new AACs must be identified as recipients for the codes in the basic SCAF DoDAAD record, however, before the changes will process.

e. CDC record updates are identified by Type of File Code 2 and TPBC record updates by Type of File Code 3 in pos. 7 of the DIC ZNE/F/G documents.

f. Service code entries in pos. 14-15 will be alpha blank (e.g., A_, F_) and FEDSTRIP entries will be the applicable 2-position code as depicted in appendix A-20.

g. Data for the CDC/TPBC updates will be entered on a General Purpose EAM Coding Sheet in the format of appendix B-129 and forwarded to Data Entry for input.

5. FLOWCHART

Not required.