

APPENDIX E-133 V

DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) FILE (CLEAR TEXT)  
UPDATE TRANSACTION VIOLATIONS

1. INPUT DOCUMENT

Appendix B-133, DoD Activity Address Directory (DoDAAD) File (Clear Text) Update Document, DIC TA1/TA3/TA4, to the SAMMS Combined Address File (SCAF).

2. INPUT TO PROCEDURE DECISION CHARTS

None.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

This appendix is applicable to chapter 47 and provides instructions for the research, correction, and reentry of DoDAAD File Clear Text Update Document, which have been rejected from computer processing as indicated on DoDAAD In-the-Clear Listing, appendix F-103. Reasons for computer rejection by VRC, in alphabetical order, are listed below. Processing of all VRCs is the responsibility of the Requisition Processing Branch, DSO (DoDAAD Monitor).

<u>VIOLATION REASON CODES</u>	<u>DEFINITION</u>
BH	Type of DoDAAD File Code Invalid or Missing.
DY	Change Number in Master Record is Greater than Input Change Number, or Input Change Number is Invalid or Missing.
EV	Bulk Break Point Code or Standard Point Location Code Invalid.
GA	DoDAAD Code Invalid, Blank, or Already in the DoDAAD File.
GB	Type of Address Code Invalid or Blank.
GC	DoDAAD Address Textual Entries Invalid or Blank.
GF	DoDAAD Line Sequence Code Invalid or Missing.
H6	A Posted DIC TA1 for an AAC Recorded as Suspended for Deletion.

<u>VIOLATION REASON CODES</u>	<u>DEFINITION</u>
KZ	Effective Date Invalid or Blank.
LX	Port Designator Code Invalid.
NM	Pending Deletion of DoDAAD Address.
VD	Card Missing.

#### 4. PROCESSING/RESEARCH INSTRUCTIONS

##### a. VRC BH.

###### (1) REASON FOR VIOLATION/ERROR CONDITION

VRC BH indicates that the Type of File Code field, pos. 76, of the input document contained an entry other than I, L, P, or D.

###### (2) PROCESSING RESEARCH REQUIRED

(a) If on DIC TA3 or TA4, appendices F-105, F-225, or F-226 for the specific DoDAAC are not available, input DIC ZBX, appendix B-135 to request printout of the combined DoDAAD File, appendix F-225 for the specific DoDAAC in the violation document.

(b) Determine, by examination of the documentation available in accordance with subparagraph (a) above, the correct file data for the Type of File Code (TFC) field.

(c) If the DIC is TA1, review documentation on local input of interim or local entries to determine if I or L is the correct data, or if the TFC field should remain blank in the absence of such documentation.

(d) Line out the invalid TFC shown in the F-103, and annotate to conform to the TFC data in the documentation researched, i.e., leave blank, or enter I, L, P, or D as appropriate.

##### b. VRC DY.

###### (1) REASON FOR VIOLATION/ERROR CONDITION

VRC DY indicates that the change number field, pos. 63-66, of the input document was blank on a DLSC input action (other than I or L in pos.\*76), or contained other than all numeric entries.

###### (2) PROCESSING/RESEARCH REQUIRED

(a) Contact, by telephone or TWX, the DLA Central Service Point (CSP), the Defense Automated Addressing Systems Office (DAASO), as shown in DoD 4000.25-D.

1. Cite the data shown in the document in violation, and note the invalid entry or absence of an entry in the change number field.

2. Request advice as to correct entry for the change number field as expeditiously as possible.

(b) Upon receipt of the correct change number, line out the invalid number, if any, and annotate the correct number on the F-103.

c. VRC EV.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC EV indicates that the Break Bulk Point (BBP) field, pos. 67-72, or the Standard Point Location Code field, pos. 52-57, of the input document contained imbedded blanks or data other than alphanumeric.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the BBP, pos. 67-72, is invalid:

1. And if the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries to reveal any errors in transcription or data entry.

2. And if the TFC field is blank, or if the action in subparagraph (a) above has failed to determine a valid BBP Code for a local entry proceed as follows:

a. If the DIC is TA3 or TA4, consult DoDAAD\* DoD 4000.25-D, or printouts of appendix F-105 or F-225, if available for the DoDAAD number in the violation document.

b. If, on DIC TA3 or TA4 (DoD 4000.25-D) the BBP column for the DoDAAD number in violation is blank, or if it contains an entry which cannot logically be determined as the correct version of the garbled invalid BBP, and if a printout of appendix F-105 or F-225 for the DoDAAD number in the violation document is not available, process a DoDAAD inquiry for the specific DoDAAC as indicated in paragraph 4a(2) (b) above.

c. If the DIC is TA1, or if the preceding action does not reveal an entry which can be interpreted as the correct BBP Code, contact, by telephone or TWX, the CSP, as shown in chapter 47 for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document.

(1) Cite the data shown in the document in violation, and note the garbled invalid entry in the BBP Code field.

(2) Request advice as to the correct entry for the BBP Code field as expeditiously as possible.

3. Upon determination, as a result of any action in subparagraph 1 or 2 above, or of the reply from the CSP IAW subparagraph 2 above, of the correct BBP Code data, line out the invalid entry in the F-103, and, as appropriate to the determination, leave blank or annotate the correct entry thereon.

(b) If the SPLC, pos. 52-57, is invalid:

1. Ind if the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries to reveal any errors in transcription or data entry.

2. And if the TFC field is blank, or if the action in subparagraph (a) above has failed to determine a valid BBP Code for a local entry proceed as follows:

a. Obtain the correct SPLC from the National Motor Freight Traffic Association, Inc. (NMFTA) Continental Directory, NMF 102A.

b. Verify the remaining fields and reenter the corrected document.

d. VRC GA.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC GA indicates that the AAC field, pos. 8-13, of the input document contained imbedded blanks or data other than alpha/numeric; that it contained a valid DoDAAD number on DIC TA3 which did not match in the DoDAAD File; or that it duplicated a TAC 1 AAC already in the file (except TFC, pos. 76, I or L).

(2) PROCESSING/RESEARCH REQUIRED

(a) If the AAC field is completely filled with alphanumeric data, and the DIC is TA3, line out, with colored pencil or pen, the DIC appearing on the F-103, and annotate TA1 thereon, if no known reason exists for the AAC not being recorded in the SCAF DoDAAD Record.

(b) If the AAC field contains imbedded blanks or data other than alphanumeric, proceed as follows:

1. Review all lines of the appendix F-103 listing for any indication of possible corrective action.

2. If the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries to reveal possible match of a correct DoDAAD number to the garbled invalid number in the violation document.

3. If the TFC field is blank, and the DIC is TA3 or TA4, research DoDAAD, DoD 4000.25-D, and available printouts of appendices F-105, F-225, or F-226 for possible match of a correct DoDAAD number to the garbled invalid number in the violation document.

4. If none of the actions in subparagraphs 1, 2, or 3 above reveals a correct DoDAAD number which can logically be determined as the correct version of the garbled invalid number in the violation document, contact, by telephone or TWX, the CSP, as shown in chapter 47, for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document. If pos. 8 is invalid or blank, determine the CSP by examination of In-the-Clear Address Text, pos. 14-48, or BBP Code, pos. 67-72.

a. Cite the data shown in the document in violation, and note the garbled invalid DoDAAD number in the AAC field.

b. Request advice as to the correct entry for the DoDAAD number as expeditiously as possible.

5. Upon determination of the correct DoDAAD number, as a result of any of the actions provided in subparagraphs 1 through 4 above, line out the invalid entry in the F-103, and annotate the correct number thereon.

(c) If the AAC field is not garbled and is alphanumeric, process a DoDAAD inquiry as indicated in subparagraph 4a(2)(b) above to ascertain the AAC recorded in the file and its clear-text address. If an exact duplicate is indicated discard the F-103 printout and take no further action. If the in-clear-text addresses differ for the same AAC and the source document supports the violated TA1 input, contact DAASO by phone in accordance with chapter 47 and determine the correct action to be taken if the recorded AAC is in error. If the violated TA1 input is invalid, correct its source, destroy the F-103 output, and take no further action.

e. VRC GB.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC GB indicates that the TAC (appendix A-150) field, pos. 7, of the input document was blank or contained an entry other than 1, 2, or 3.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review all lines of the appendix F-103 listing for any indication of possible corrective action.

(b) If the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries for data on the correct TAC entry.

(c) If the TFC field is blank, and the DIC is TA3 or TA4, research DoDAAD and available printouts of appendix F-105 or F-225, containing the DoDAAD number in the violation document, for correct TAC data on the DoDAAD number, pos. 8-13, in the violation document.

(d) If correct data cannot be determined from DoD 4000.25-D, and printouts of appendix F-105 or F-225 for the DoDAAD number in the violation document are not available, submit DoDAAD Inquiry Card, DIC ZBX, appendix B-135, to ODS, prepared in accordance with appendix E-135 P, to request printout of Combined DoDAAD File, appendix F-225, for the DoDAAD number in the violation document: If not available, process a DoDAAD inquiry as indicated in subparagraph 4a(2)(b) above for the specific DoDAAD number in the violation document and review the output for correct TAC data.

(e) If none of the actions provided in subparagraph (a) through (d) above reveals the correct TAC data, contact, by telephone or TWX, the SP, as shown in chapter 47 for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document.

1. Cite the data shown in the document in violation, and note the invalid entry in the TAC field.

2. Request advice as to the correct entry for the TAC field as expeditiously as possible.

(f) Upon determination, as a result of any action in subparagraph (a) through (d) above or of the reply from the CSP in accordance with subparagraph (e) above, of the correct TAC data, line out the invalid entry, if any, in the appendix F-103, and annotate the correct TAC entry thereon.

f. VRC GC.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC GC indicates that the In-the-Clear Address Text field, pos. 14-48, was blank in the input document.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the TFC field, pos. 49, contains I or L, review documentation on local input of interim or local entries for data on the correct In-the-Clear Address Text.

(b) If the TFC field is blank, and the DIC is TA3, research Activity Address Directory, DoD 4000.25-D, and available printouts of appendix F-105 or F-225, containing the DoDAAD number in the violation document, for correct In-the-Clear Address Text data.

(c) If correct data cannot be determined from DoD 4000.25-D and if printouts of appendix F-105 or F-225 for the DoDAAD number in the violation document are not available, process a DoDAAD inquiry as indicated in subparagraph 4a(2)(b) above for the specific DoDAAD number in the violation document, and review the output for correct In-the-Clear Address Text data.

(d) If none of the actions provided in subparagraph (a) through (c) above reveals the correct In-the-Clear Address Text data, contact, by telephone or TWX, the CSP, as shown in chapter 47 of this manual, for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document.

1. Cite the data shown in the document in violation, and note the absence of data in the In-the-Clear Address Text field.

2. Request advice as to the correct entry for the In-the-Clear Address Text field as expeditiously as possible.

(e) Upon determination, as a result of any action in subparagraphs (a) through (c) above or of the reply from the CSP IAW subparagraph (d) above, of the correct In-the-Clear Address Text, annotate the correct data on the F-103.

g. VRC GF.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC GF indicates that input documentation has been received in which a Document Sequence Code field pos. 80, was blank or contained data other than numeric 1, 2, 3, or 4.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries for data on correct Document Sequence Code entries.

(b) If the TFC field is blank and the DIC is TA3, research DoDAAD and available printouts of appendix F-105 or F-225 containing the DoDAAD number in the violation document for correct Line Sequence Code entries.

(c) If correct data cannot be determined from DoD 4000.25-D and if printouts of appendix F-105 or F-225 for the DoDAAD number in the violation document are not available, process a DoDAAD inquiry as indicated in subparagraph 4a(2)(b) above for the specific DoDAAD number in the violation document. Review the output for correct Line Sequence Code entries.

(d) If none of the actions provided in subparagraphs (a) through (c) above reveal the correct Line Sequence Code entries, contact by telephone or TWX the CSP as shown in chapter 47 for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document.

1. Cite the data shown in the document in violation and note the invalid or missing entry in the Line Sequence Code field.

2. Request advice as to the correct entry for Line Sequence Code data as expeditiously as possible.

(e) Upon determination, of the correct Line Sequence Code data line out the invalid F-103 entry, if any, and annotate correct Line Sequence Code data thereon.

h. VRC H6.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC H6 indicates that a DIC TA4 delete action recorded in the DoDAAD Master Suspense File has been cancelled by a DIC TA1 reinstatement action. The new DIC TA1 has been posted by overlay to the records and the original TFC has been restored.

(2) PROCESSING/RESEARCH REQUIRED

Coordinate all reentry actions against DIC ZLL MNIC 5s on hand with the appropriate IM. Ensure that action taken is for total quantity. Do not take split action (DIC ZLM). Reenter all ON HAND MNIC 5 violations after the DoDAAD update is completed. Advise activities that requisitions canceled due to the DIC TA4 erroneous delete action should be resubmitted or reinstatement should be requested by message, if continued supply action is desired.

i. VRC KZ.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that input documentation has been received with an entry in the Effective Date field, pos. 58-62, showing one of the following invalid conditions:

(a) Effective Date was not all numeric and greater than all zeros.

(b) Effective Day, pos. 60-62, was greater than 366.

(c) Effective Day, pos. 60-62, was more than 30 days greater than the current day.

(d) Effective Date was not greater than Effective Date in the DoDAAD File for Type 1 Address (TAC 1).

(e) Effective Date was not greater than Effective Date in the DoDAAD File for Type 2 Address (TAC 2).

(f) Effective Date was not greater than Effective Date in the DoDAAD File for Type 3 Address (TAC 3).

(2) PROCESSING/RESEARCH REQUIRED

(a) If the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries to reveal any errors in transcription or data entry.

(b) If the TFC field is blank, and the DIC is TA3 or TA4, research Activity Address Directory and available printouts of appendix F-105 or F-225, containing the DoDAAD number in the violation document, to ascertain the Effective Date currently on record.

(c) If the DoDAAD number does not appear in DoD 4000.25-D and if printouts of appendix F-105 or F-225 for the DoDAAD number in the violation document are not available, process a DoDAAD inquiry as indicated in subparagraph 4a(2)(b) above for the specific DoDAAD number in the violation document, to ascertain the Effective Date currently on record.

(d) When the Effective Date of record has been determined, contact, by telephone or TWX, the CSP, as shown in DoD 4000.25-D for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document.

1. Cite the data shown in the document in violation, note the invalid entry in the Effective Date field, and advise as to the current Effective Date of record.

2. Request advice as to the correct entry for the Effective Date field, as expeditiously as possible.

(e) Upon determination, as a result of action in subparagraph (a) above on local input or of the reply from the CSP in accordance with subparagraph (d) above, of the correct Effective Date entry, line out invalid entry, if any, on the F-103 and annotate the correct Effective Date thereon.

j. VRC LX.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC LX indicates that the Port Designator Code Field (PD), pos. 73-75, or the Air Terminal Code, pos. 49-51, of the input document contained imbedded blanks or data other than alphanumeric.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries to reveal any errors in transcription or keypunching.

(b) If the TFC field is blank, or if the action in subparagraph (a) above has failed to determine a valid PD code or AT code for a local entry proceed as follows:

1. If DIC is TA3 or TA4, consult DoDAAD or printouts of appendix F-105 or F-225, if available for the DoDAAD number in the violation document.

2. If, on DIC TA3 or TA4, the Port Designator Code (PD) column or the Air Terminal Designator Code (AT) column for the DoDAAD number in violation, is blank, or if it contains an entry which cannot logically be determined as the correct version of the garbled invalid PD/AT Code, and if a printout of appendix F-105 or F-225 for the DoDAAD number in the violation document is not available, process a DoDAAD inquiry as indicated in subparagraph 4a(2)(b) above for the specific DoDAAD number in the violation document.

3. If the DIC is TA1, or if the preceding action does not reveal an entry which can be interpreted as the correct PD/AT Code, contact, by telephone or TWX, the CSP, as shown in DoD 4000.25-D for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document.

a. Cite the data shown in the document in violation, and note the garbled invalid entry in the PD/AT Code field.

b. Request advice as to the correct entry for the PD/AT Code field as expeditiously as possible.

(c) Upon determination, as a result of any action in subparagraph (a) or (b) above or of the reply from the CSP IAW subparagraph (b) above, of the correct PD/AT Code data, line out the invalid entry in the appendix F-103, and as appropriate to the determination, leave blank or annotate the correct entry thereon.

k. VRC NM.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC NM indicates that the effective date of a deletion of a TAC 1, 2, or 3 has been reached. For a TAC 1 address:

(a) The Type of File Code (TFC) has been mechanically changed to D to inhibit requisition processing.

(b) A DIC ZLZ, Mass Requisition Cancellation Document has been internally generated to cancel open requisitions for the applicable ship-to address, and

(c) A six month suspense date has been internally established to allow completion of billing and in float documents at the DSC. If a reinstatement action is not received for the applicable AAC, the AAC will be mechanically deleted from the DSC DoDAAD File six months from the TA4 effective date.

(2) PROCESSING/RESEARCH REQUIRED

Appendix F-103 with VRC NM is output to notify the DoDAAD Monitor that an AAC has been deleted from the DAAS DoDAAD File on the TA4 effective date and that actions as listed above have been effected. No action is required by the DoDAAD Monitor.

1. VRC VD.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC VD indicates that one or more cards of a DoDAAD address is missing from input actions based on Line Sequence Codes in the DIC TA\_ input.

(2) PROCESSING/RESEARCH REQUIRED

(a) If the TFC field, pos. 76, contains I or L, review documentation on local input of interim or local entries to reveal any errors in transcription or data entry.

(b) If the TFC field is blank, contact the CSP as shown in DoD 4000.25-D for the Service or Agency indicated in the first position, pos. 8, of the DoDAAD number in the violation document. Request advice as to correct data as expeditiously as possible.

(c) On determination of missing data, annotate the total entry on the F-103.

5. REENTRY INSTRUCTIONS

a. Review all remaining data elements contained in all lines of the violation document to detect any other invalid data and correct as necessary.

b. After annotating the DoDAAD In-the-Clear Listing, appendix F-103, as provided for correction action in paragraph 4 above, forward to Data Entry for reinput to computer processing.

6. FLOWCHART

Flowchart not required.