

APPENDIX E-136 P

DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD)  
FILE UPDATE TRANSACTIONS

1. PURPOSE

a. This procedure is applicable to chapter 47 and provides instructions for preparing DoDAAD File Update Transactions, appendix B-136, DICs ZGE, ZGF, and ZGG, in order to establish, revise, or delete management data in the DoDAAD File section of the SAMMS Combined Address File (SCAF).

b. The DoDAAD File is a multipurpose file which is utilized for the processing of certain transactions in the Distribution, Requirements, Financial, and Procurement Subsystems. It has five separate major sections - The Basic Section, Management Information Section, Communications Distribution Section, Communications Routing Indicator Section, and the Clear Text Section. Except for Military Assistance Program (MAP) Foreign Military Sales (FMS) transactions, the Clear Text Section must be established (appendix E-133 P) prior to entering management data into the DoDAAD File. MAP - Grant Aid Addresses may be established in the DoDAAD File (clear-text) at the option of the DSC.

c. There are fourteen SCAF Key Element Records, seven of which are peculiar to the DoDAAD as follows:

(1) Key Element 1, RIC Record - Routing Identifier Code (RIC) to Basic Activity Address Code (AAC) Cross-Reference Record.

(2) Key Element 2, Communications Distribution Code (CDC) Record - Service/FEDSTRIP Agency CDC to Basic AAC Cross-Reference Record.

(3) Key Element 3, Third Party Billing (TPB) Code Record - Service/FEDSTRIP Agency TPB Code to Basic AAC Cross-Reference Record.

(4) Key Element 5, Catalog Activity Code (CAC) Record - CAC to Basic AAC Cross-Reference Record.

(5) Key Element 7, Basic DoD Activity Address/Management Data Clear Text Record - Key Element 7 is the Basic Activity Address Record that must be established before any other DoDAAD Key Element Record other than MAP may be established.

(6) Key Element 8, Basic MAP Activity/Management Data Record (without Clear Text).

(7) Key Element T, Third Party Billing Code Display Control Record.

NOTE: Key Elements 1, 2, 3, and 5 are Cross-Reference Records to Basic Key Element 7 Records as indicated. SCAF Key Elements 4, 6, 9, A, B, and S are not subject to DoDAAD File processes nor to the provisions of this appendix.

d. Management data are mandatory and must be entered into the DoDAAD File by means of the DoDAAD File Update Transaction, appendix B-136, before transactions that impact the DoDAAD can be processed through the SAMMS.

## 2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-5, Service Assignment Codes (SACs).
- b. Appendix A-10, Distribution Codes (DCs).
- c. Appendix A-20, FEDSTRIP Civil Agency Codes (FCACs).
- d. Appendix A-54, Location Status Codes (LSCs).
- e. Appendix A-111, Special Item Codes (SICs).
- f. Appendix A-120, Geographic Area Codes (GACs)/Source Preference Tables (SPTs).
- g. Appendix A-134, Subsistence Station Release Factors (SSRFs).
- h. Appendix A-149, Special Customer Codes (SCCs).
- i. Appendix A-150, Type of Address Codes (TACs).
- j. Appendix A-153, Type of File Codes (TFCs).
- k. Appendix B-135, DoD Activity Address Directory (DoDAAD) File Inquiry Document.
- l. Appendix B-136, DoD Activity Address Directory (DoDAAD) File Maintenance Document.
- m. Appendix B-137, Communications Routing Indicator (CRIN) Document.
- n. Appendix E-135 P, DoD Activity Address Directory (DoDAAD) File Inquiry Document.
- o. Appendix E-136 V, DoD Activity Address Directory (DoDAAD) File Update Transaction Violations.
- p. Appendix E-137 P, Communications Routing Indicator (CRIN) Document.
- q. Appendix F-225, Combined DoDAAD Listing.
- r. Appendix F-226, DoDAAD Management Data or Cross-Reference Listing.

s. DoD 4000.25-7-M, MILSBILLS, Supplement Number 1, Requisition Fund Codes.

t. DoD 4000.25-8-M, Military Assistance Program Address Directory (MAPAD).

### 3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Requisition Processing Branch (DoDAAD Monitor), DSO, or its counterpart at Defense Supply Center Philadelphia (DSCP) is responsible for accomplishing the actions prescribed by this appendix.

NOTE: There are instances where the Digital Communications Branch, Directorate of Installation Services, upon approval from and coordination with the DoDAAD Monitor within the DSO, will accomplish the addition of Billing CRIN and/or the entrance of the Effective Date of CRIN for Billing only or MAP to the DoDAAD. In these instances the DoDAAD Manager remains the sole organizational element responsible for ensuring that valid data is entered into the DoDAAD Files.

### 4. PROCEDURES/INSTRUCTIONS

#### a. Adding Management Data other than MAP:

(1) Whenever an in-the-clear text DoDAAD record is established in the DoDAAD File (DIC TA1, appendix B-133), for other than a Defense Automatic Addressing System (DAAS)-input FEDSTRIP activity, the computer will create a skeleton basic Key Element 7 record and output an appendix F-225 listing to the DoDAAD monitor. (This procedure does apply to local/interim FEDSTRIP additions.) Upon receipt of the F-225 listing, management data should be input to activate the applicable DoDAAC in order to prevent violation of pertinent requisitions.

(2) Input of a DIC ZGE transaction (appendix B-136) is required to initially post management data to a DoDAAD record. All allowable entries for the ZGE are shown below. Those fields marked with an asterisk are elements which must be present in a DoDAAC to allow transactions to process against the record. To activate a DoDAAC, the Billing Card Indicator, Valid Ship-To Indicator and Location Status Code must be input by the DoDAAD monitor; however, the Customer Zone Code (CZC) and Geographic Area Codes (GACs) are mechanically assigned upon entry of the ZGE transaction unless the DoDAAD monitor enters data to override this action. Mechanical assignment of the CZC/GACs can be overridden by entry of the applicable CZC, GACs and CZC/GAC Control Code in the ZGE. It should be noted that an entry in each of these fields is required if the override capability is used.

NOTE: Whenever a DIC TA3 is received which revises data elements used in the CZC/GAC assignment process (appendix A-120), mechanical revision to existing CZC/GACs will occur.

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
DIC	1-3	Enter DIC ZGE.
RIC	4-6	Enter RIC of DSC.
Type of File Code	7	Enter Type of File Code.
DoDAAD Code	8-13	Enter DoDAAD Code.
Customer Zone Code*	14	Leave blank or enter code from appendix A-128 to override mechanical assignment.
Billing Card Indicator*	15	Enter Y if a billing card is required or N if a billing is not required. If a billing CRIN is present in the DoDAAD File, billing will be accomplished by transceiver, and no listing will be produced. If no CRIN is present, the program will default to the Billing Card Code field.
Valid Ship To Indicator*	16	Most of the time, Y will be entered to indicate that the DoDAAD Code is a valid Ship-To Address. Enter an N if the DoDAAD Code is not a valid Ship-To Address. (These usually are Finance Offices.)
Location Status Code*	17	Enter Code IAW appendix A-54.  NOTE: Whenever other than 0 is entered, the RIC of the code in pos. 8-13 also should be entered in pos. 33-35.
CZC/GAC Control Code	18	Enter Alpha 0 to override the mechanical assignment of the Customer Zone Code and Geographic Area Codes or leave blank.
High Priority GAC*	19-20	Leave blank except when pos. 18 is 0. When position 18 is 0, enter applicable code from appendix A-120.
Low Priority GAC*	24-25	Leave blank except when pos. 18 is 0. When position 18 is 0, enter applicable code from appendix A-120.
Special Customer Code	29	Enter Special Customer Code, if applicable, per appendix A-149, otherwise, leave blank.

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
Station Release Factor	45-46	Enter two digit numeric code for use in determining MRQ. (Applicable to Subsistence Activities only appendix A-134 applies.)
Output Routing Code	77-78	Enter ORC of person preparing the input.

(a) Refer to the printout of Combined DoDAAD File, appendix F-225, for information which will assist in making the determination of which code to enter in pos. 14, 15, 17, 19-20, and 24-25.

(b) If other elements in appendix B-136 have application to the DoDAAD Code in pos. 8-13, this data also should be entered at this time. The following special instructions apply:

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
Special Customer Code	29	When more than one code applies to the activity, prepare a DIC ZGF for each additional Special Customer Code to be recorded in the SCAF. A maximum of ten SCCs may be recorded for each activity. NOTE: SCCs C, D, E, G, H, I, J, M, S, T, U, V, W, and R require HQ DLA approval prior to entry into any DoDAAC. See subparagraph e(6) below for preparation and processing of DIC ZGF.
RIC of DoDAAD Code	34-36	Always complete these positions when:  <div style="margin-left: 40px;">Position 17 is A, B, D, P, S, T, V, or O. Position 36-37 has a CAC entered.</div>

(c) Transactions which pass validation will update the Key Element 7 Basic DoDAAD Record accordingly and simultaneously mechanically create Key Element 1 and/or 5 Cross-Reference Record(s) if a RIC is indicated in pos. 34-36 and/or a CAC is indicated in pos. 31. Key Element 2 and/or 3 Cross-Reference Records, however, must be manually established if they are desired by a DIC ZNE transaction (appendix B-129). DIC ZN\_ transactions will not process prior to the basic Key Element 7 Record being established. Each Key Element Cross-Reference Record 1, 2, 3, or 5 is a means for locating the Basic Key Element 7 Record. Printout of specific Key Element Record data (appendix F-226) is accomplished IAW appendix E-135 P.

b. Addition of Communications Routing Identifier Code (CRIN) to the DoDAAD File CRIN section.

(1) MAP/Billing/Administrative Type CRINs will be input to the DoDAAD File CRIN section by the DoDAAD Manager located within the DSO upon request from the Office of the Comptroller.

(2) Necessary data will be obtained from the Digital Communications Branch, Directorate of Installation Services and input will be made by preparation of a General Purpose EAM Coding Sheet, IAW appendix B-136.

NOTE: There are instances where the Digital Communications Branch, Directorate of Installation Services, upon approval from and coordination with the DoDAAD Manager, DSO will accomplish the actions outlined in subparagraph b above. In these instances, the DoDAAD Manager with the DSO remains the sole organizational element responsible for ensuring that valid data are entered into the DoDAAD File.

(3) Standard Routing CRINs normally input through DAAS with DIC STA/STD Transactions (appendix E-137) from the Military Services mechanically update the DoDAAD and are not subject to the provisions of this appendix.

c. Addition of Communication Distribution Codes (CDCs) and Third Party Billing (TPB) Codes to the Basic DoDAAD File will be input by the DoDAAD Manager. This action will be initiated based on changes to DoD 4140.17-M, MILSTRIP, appendix B-12, and DoD 4000.25-7-M, Military Standard Billing System Manual. Corresponding Key Element 2/3 Cross-Reference Records will be manually established with DIC ZN\_ Transactions (appendix B-129).

d. Establishing MAP Records:

(1) MAP addresses are not disseminated by DAASO. Therefore, MAP addresses are manually established in the SCAF DoDAAD Key Element 8 Record or both the 7 and 8 Records as follows:

(a) A Key Element 8 (MAP) Record is established for MAP Addresses of interest to the processing DSC. The General Purpose EAM Coding Sheet is prepared in its entirety IAW appendix B-136 to establish a Key Element 8 MAP DoDAAD File Record. Type of File Code M is mandatory to this transaction.

(b) A Key Element 7 MAP Clear Text Address may also be established whenever it is necessary for in-the-clear shipping/billing data to be printed on mechanically generated Direct Delivery PRs (SF 36). This is accomplished by preparing and entering a DIC TA1, DoDAAD Clear Text Update Card Transaction, with Type of File Code L IAW appendix B-133. Key element 7 MAP records will exist as skeleton records with no input of management data; therefore, a prepunched ZGE document will not be output with this TA1 process.

NOTE: A MAP Address in the DoDAAD Key Element 7 Record loses its Type MAP identity for statistical and management purposes. MAP statistics are captured from Key Element 8 Records only.

(2) MAP DoDAAD Codes obtained from DoD 4000.25-8-M, Military Assistance Program Address Directory (MAPAD), are not used for requisition validation. Entries for pos. 8-13 are constructed based on a variety of key elements:

FMS

KEY REQUISITION ELEMENTS

DoDAAD POS. 8-13 CONSTRUCTION

Pos. 46-47 has XX

Pos. 46-46 has XW

or if pos. 33 is not \*0

Pos. 45, 31, 32, 33, \*0, \*0

Pos. 31-32 is CN

and 33 is \*0

Pos. 45, 31, 32, 46, 47, \*0

Pos. 31-32 not CN

and 33 is \*0

Pos. 45, 31, 32, 0, 47, \*0

All others

Pos. 45, 31, 32, 47, \*0, \*0

\*numeric

GRANT AID

KEY REQUISITION ELEMENTS

DoDAAD POS. 8-13 CONSTRUCTION

Always Constructed Based on

These Positions

Pos. 30, 31, 32, 33, 0, 0

NOTE: When MAP records are being established as pseudo codes, a DIC ZGG (delete action) with type of file, Code D should be prepared at the same time the DIC ZGE (add) is prepared to be held until the ADP program is corrected, at which time the code will be reviewed against the then current MAPAD to ensure it is invalid prior to forwarding the DIC ZGG documents to Data Entry for processing.

e. Revisions:

(1) Revisions to the Management Information Data in the DoDAAD File will originate from various sources such as MILSTRIP Changes, instructions from HQ DLA in the form of letters, messages, or telephone calls, changes to other DoD/DLA Manuals or Regulations, or other local determinations. Revisions resulting from MILSTRIP Changes should be made immediately upon receipt of the Change Notice. Responsible personnel should NOT wait until such changes are reflected in DLAM 4140.2, Volume I or II. Other revisions will be made according to the effective dates indicated or on a situation basis.

(2) To revise management data in the DoDAAD File, a General Purpose EAM Coding Sheet will be prepared IAW appendix B-136. In addition to the elements being changed or added, the following fields always must be filled:

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
DIC	1-3	Enter DIC ZGF.
RIC	4-6	Enter RIC of DSC.
Type of File Code	7	ZGF transaction for MAP Key Element 8 must contain an M; otherwise, I, L, P, S, or blank.
DoDAAD Code	8-13	Enter DoDAAD Code to which the revision pertains.
ORC	77-78	Enter ORC of person preparing the input.

(3) To inhibit requisition processing for a specific AAC (suspend the AAC), input data as noted in subparagraph (2) above using Type of File Code S in field pos. 7. Subsequent input of a ZGF with the previously recorded Type of File Code will reactivate the AAC for continued requisition processing.

(4) Special attention should be given to the following:

(a) Any revisions to existing data or additions made after initial establishment of the Basic Key Element 7/8 DoDAAD Record MUST be made by use of DIC ZGF; otherwise, the transaction will violate.

(b) The following entries will be made by or in conjunction with the Digital Communications Branch, Directorate of Installation Services when it is necessary to enter Communications Routing Identifier Codes (COMM RI) for Billing or MAP Addresses and/or the COMM RI for Administrative Teletypewriter messages.

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
COMM RI for Billing or MAP Transaction	55-61	Enter the COMM RI used for billing AP purposes and/or for MAP. For MAP transactions this will be the normal COMM RI.
Effective Date of COMM RI for Billing or MAP Transactions	62-65	Enter the Julian date that the COMM RI is effective.
COMM RI for Administrative Teletypewriter	66-72	Enter the COMM RI to be used on Administrative Teletypewriter messages.

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
Effective Date of COMM RI for Administrative Teletypewriter	73-76	Enter the Julian date that the COMM RI is effective.

DIC ZG\_ transactions are applicable to Billing, MAP, or Administrative Teletypewriter COMM RIs. Entries, revisions, or deletions of COMM RI for other than Billing, MAP, or Administrative Teletype will be accomplished by using the Communications Routing Indicator, DIC STA/STD, appendix B-137. For detailed instructions, refer to appendix E-137 P.

(5) Instructions for processing revisions to the Valid Ship To Indicator Code in order to prevent incorrect shipment action are as follows:

(a) Upon notification that a particular DoDAAD address is no longer a Valid Ship-To, input a DIC ZGF transaction IAW appendix B-136 to reflect Code N in lieu of Code Y in the DoDAAD File.

(b) In addition, input two DIC ZCX transactions, appendix B-155, to inquire the RHF by AAC and Supplementary Address Code (input in pos. 8-13 of both transactions will be the address identified as no longer a Valid Ship-To Address).

(c) Upon receipt of Requisition History File Printouts, appendix F-45, determine which requisitions should be canceled in order to prevent shipment of materiel to the invalid Ship-To Address (decision based on Signal Code).

(d) Upon determination that a requisition should be canceled, input a DIC AC\_ transaction, appendix B-17, for each applicable requisition (see appendix E-017 P).

(6) Instructions for recording Special Customer Code(s) in the SCAF are as follows:

(a) When establishing initial management data in the DoDAAD (DIC ZGE), if it is determined that more than one Special Customer Code applies to the activity, one DIC ZGF will be prepared for each additional Special Customer Code. It is imperative that all Special Customer Codes applicable to an activity be immediately recorded into the DoDAAD Record in order to provide for correct requisition editing. A maximum of ten Special Customer Codes may be recorded for a specific activity.

NOTE: HQ DLA approval must be obtained prior to use of Special Customer Codes C, J, M, or R for any activity address.

(b) Upon notification that a particular Special Customer Code must be revised, prepare a DIC ZGG to delete the no longer valid Special Customer Code and prepare a DIC ZGF to record the new Special Customer Code. Obtain a DoDAAD Inquiry to ensure desired actions have posted correctly.

(c) Each DIC ZGF processed, with an entry in pos. 29, will be validated to ensure that the Special Customer Code being added does not duplicate a previously established code and to ensure that it does not exceed the authorized 10-position code. Violation will be processed IAW E-136 V.

(7) Transactions which pass validation will update pertinent records by overlaying data, adding data, and establishing new Key Element Records where applicable.

f. Deletions:

(1) Deletions of management data in the DoDAAD File will originate from the same sources as revisions (see subparagraph e).

(2) A DIC ZGG transaction is manually prepared to delete nonmandatory elements from a DoDAAD Key Element 7 or 8 record. In addition to the elements to be deleted, the following fields will be completed:

<u>FIELD</u>	<u>POS.</u>	<u>REMARKS</u>
DIC	1-3	Enter DIC ZGG.
RIC	4-6	Enter RIC of DSC.
DoDAAD Code	8-13	Enter DoDAAD Code which is involved.

(3) Special attention should be given to the following:

(a) A MAP Key Element 8 Record can be deleted from the DoDAAD File 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. Mandatory management data elements are as follows:

1. Valid Ship-To Indicator.
2. Location Status Code.
3. Customer Zone Code.
4. Geographic Area Code.
5. Billing Card Code.

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

(4) Upon notification that one or more Special Customer Codes are no longer applicable to a DoDAAD, prepare one DIC ZGG for each Special Customer Code to be deleted. Each Special Customer Code must be individually deleted unless the DoDAAC is being deleted in its entirety.

(5) Delete transactions which pass validation will delete the pertinent management data from the entire DoDAAD File, i.e., the basic Key Element 7/8 Record and any corresponding Key Element Cross-Reference Records.

g. Disposition of Documentation:

(1) The completed General Purpose EAM Coding Sheet will be forwarded to Data Entry for subsequent forwarding to the ADP Branch, IPC, for computer processing.

(2) Data Entry, when available, will enter the additional data from the Coding Sheet. The Coding Sheets will be retained for no less than 24 hours, after which they may be disposed of.

(3) Violations resulting from this process will be reviewed IAW appendix E-136 V.

5. FLOWCHART

Flowchart not required.