

# CHAPTER 2

## ACTIVITY ADDRESS CODE SEQUENCE - PART I

### A. PROCEDURES FOR MASTER DODAAF MAINTENANCE

1. Internal Service/Agency requirements for additions, revisions, and deletions will be brought to the attention of their respective SP.

2. Addition, revision, and deletion transaction to the master activity address file will be made only by designated SPs and in the prescribed format (see appendices B1, B2, and B3). Figures have been provided as examples of the composition of AACs. New code assignments are in figure 2-1 on page 2-17; revision/deletion is in figure 2-2 on page 2-18 and Canadian addresses are in figure 2-3 on page 2-19. A separate TA1, TA3, or TA4 transaction is required for each TAC 1, TAC 2, or TAC 3 that is to be added, revised, or deleted.

a. When a RAC 2 and/or TAC 3 address addition is received, DAASC will edit for a related TAC 1 address. If no TAC 1 address is on file, the TAC 2 and/or TAC 3 address input will be rejected to the submitting SP. Neither TAC 2 nor TAC 3 address will be placed into the DoDAAD file without a valid TAC 1 entry. If the TAC 2 and/or TAC 3 address is the same as the corresponding TAC 1 address in the file, neither the TAC 2 nor the TAC 3 should be prepared by the SP unless there is an ATI and/or a port designator (PD). The TAC 2 will be submitted by the SP to identify the ATI/PDC. If the processing of a TA4 (delete) action against a TAC 1 address would leave a TAC 2 and/or TAC 3 address remaining in the file, DAASC will process the TA4 and delete all entries for TAC 1, TAC 2, and TAC 3.

b. When units organizations, and bases are deactivated and/or transferred, the SPs will take action, if required, to add new codes or revise individual TACs 1, 2, and 3 addresses to provide for delivery and billing for unconcealed, unshipped materiel requirements to alternate addresses.

c. Deactivated AACs with amended in-the-clear addresses will be retained in active file and this publication for at least 6 months, unless the date is extended by the SP.

(1) The AAC will be assigned to additions to the file by the SP of the Service/Agency having jurisdiction over the organizational activity involved.

(2) Transmission of automated changes from the SPs to the C.P. will be by

AUTODIN, using the content indicator IHHF. Each AUTODIN transmission will contain a text header card with a mandatory seven-position cyclic control number and a 14-position batch message identification number (e.g., BATCH 01 OF 01 for a single message (maximum of 497 transaction); BATCH 01 OF 02, or BATCH 02 OF 02 or BATCH 01 OF 03, etc., for transmissions of multiple messages). The CCP telephonically contacts the appropriate Service/Agency SP if a submission is received without a cyclic control number and/or the batch message identification number. The CCP also contacts the appropriate SP for clarification of submissions that are out of sequence or improperly configured. The cyclic control number and the batch message identification number will be entered as prescribed in appendix B4.

(3) Transmission by Service/Agency activities to their SP will be by **electronic means** or letter.

d. Transmission of automated changes from the CCP to SPs will be by **DSN** using content indicator IHFJ.

## **B. ACTIVITY ADDRESS CODE (AAC) STRUCTURE**

1. The AAC for DoD organizations and organizations of other Federal Agencies consists of a six-position alphanumeric code (Note: Alphas I and O will not be used in the composition of an AAC). The first position designated the Military Service or other Government element of ownership or sponsorship. The remaining five positions are assigned in accordance with established procedures by the SP of the participating Service/Agency.

2. The AAC for non-Federal organizations consists of a six-position alphanumeric code (Note: Alphas I and O will not be used in the composition of an AAC). The first position designates the Service which enters into agreements with commercial activities. The remaining five positions are assigned by the SP of the Service involved. As a result, a commercial activity may be identified by different AACs assigned by each of the Services.

3. The system provides for the assignment of three types of clear-text addresses for each activity, i.e., mail, freight, and billing addresses. In such assignments, an AAC is identical for all three types of addresses; however, each clear-text address is distinguished by a separate "type of address" (TAC) code.

4. Users of the directory will enter the proper address based on the applicable TAC on a letter, label, or box markings in accordance with applicable mode of transportation. Care should be exercised to use only one type of address because a combination of more than one type of address on a letter, label, or box marking is not authorized. It is of extreme importance that precautions be taken to avoid possible violation in this area because of the sensitive nature of certain addresses.

5. Addresses listed for freight purposes contain sufficient information for use of the in-the-clear portion of package markings and for insertion in the consignee block of transportation documents. The geographic location in the destination block of transportation documents may vary depending upon the mode of transportation. Supplemental information concerning railheads, airports, etc., serving a given installation in CONUS contained in the **DLAR 4500.3** (reference (b)).

6. These procedures provide for the dissemination of address data in two forms, i.e., a machine file and a directory. Information regarding both forms is contained in subsequent paragraphs.

### **C. U.S. ARMY EXCEPTION PROCESSING**

1. Billing Address Instructions. When a TAC 1 is used for billing purposes, the Finance and Accounting Office will be indicated on the first line of the mailing address.

#### **2. Cargo Exceptions**

##### **a. Alaska**

(1) Anchorage YC6, Haines YB7, and YC4. Explosives classes A and B prohibited.

(2) Whitter YC3. Explosives classes A and B prohibited on cargo docks, but may move without restrictions on rail-barge-rail service. Freight units exceeding 10 feet at a height of 17 feet 6 inches prohibited due to tunnel size.

**b. Hawaii.** All shipments through water terminals in Hawaii must have clearance from U.S. Navy Pacific in accordance with NAVSUP 5544.

##### **c. Japan**

(1) Muroran UG2. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Hachinohe UH2.

(2) Tomakomai UG4. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Hachinohe UH2. Heavy lift over 30 tons; alternate port is Muroran UG2.

(3) Hachinohe UH2. Ammunition and high explosives prohibited. Alternate ports Hiro UL9 or Kure UL1.

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(4) Kure UL1. No bulk POL. Alternate port is Sasebo UQ2 (Navy operated terminal).

(5) Hiro UL9. No bulk POL. Alternate port is Sasebo UQ2 (Navy operated terminal).

(6) Kobe UL3. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Yokohama UM1.

(7) Yokohama UM1. Ammunition and high explosives prohibited with the exception of small arms ammunition (IMO class I). Alternate port is Hiro UL9 or Kure UL1.

(8) Yokohama UME. Ammunition and high explosives prohibited with the exception of small arms ammunition (IMO class I). Alternate port is Hiro UL9 or Kure UL1, class I ammunition limited to 3 long tons per vessel.

(9) Naha UB1. General cargo only: Class I ammunition and bulk POL. Buckner Bay UB2 is alternate port.

(10) Buckner Bay UB2. Alternate for general cargo, all classes ammunition, and bulk POL.

(11) Chimu Wan UB3. Primary for all classes ammunition and bulk POL. Buckner Bay UB2 is alternate port.

(12) Ie Shima UB5. Minimal capability, coastal vessels only.

NOTE: All ammunition and high explosives being shipped to or in transit via Army responsible terminals in Japan require preclearance with CDRUSTSAJ, CPZAMA, WESTPAC movement control center, Camp Zama, Japan//JA//. In requesting clearances, the net explosive weight (new) of all ammunition being shipped must be furnished.

### **d. Korea**

(1) Inchon UC2. Ammunition and explosives, including CG class I. Port of Inchon UC2 not approved or waived for explosive operations. Primary port is Chinhae UDA. No alternate port. No refrigerated storage capability. Primary port is Pusan UD6. No alternate port. MILSTAMP type of cargo code O (subject to damage from freezing). Extreme caution and special management requested to accommodate "must shipments." Limited to containerized (Commercial SEAVAN) cargo; no military port facilities; alternate port is Pusan UD6.

(2) Chinhae UDA. Primary for ammunition shipments, with block stowage of

MAP and U.S. ammunition. Net explosive weight limitation 3.5 million pounds. No alternate port. No intransit storage or transshipment capability to other ports available. No general or containerized cargo. Only two berths available.

(3) Pusan UD6. Ammunition and explosives. Small arms only. Alternate port is Chinhae UDA. U.S. owned floating crane limits single lifts to 60 tons.

e. Philippine Islands. Manila SA1. Ammunition class I and above. Alternate port is Subic Bay SA3.

f. Thailand

(1) Bangkok RA1. Certain subsistence items locally produced, i.e., rice, lemons, and limes; two heavy lift cranes (floating) of 125 tons each available. For lifts exceeding 125 tons, vessels must be self-sustaining. Commercial cargo.

(2) Sattahip RA3. Vessels carrying DoD-sponsored cargo at port of Sattahip RA3 per agreement with the Thailand government. Lift capabilities consist of one each 20 ton crane and one each 38 ton crane. Limited to 30 ft. draft vessels at low mean water.

(3) Vayama RA4. Ammunition only; vessels must be self-sustaining; no heavy lift capability. De Long pier is limited to 41 ft. draft, 600 ft. length vessels. Map pier is limited to 29 ft. draft, 598 ft. length vessels.

g. Southern Command

(1) Argentina. All explosives cargo will be handled through Puerto Belgrano Naval Base FE3. Only minor lots of sporting ammunition will be permitted thru FE1.

(2) Bolivia. All cargo shipments, including arms and ammunition, should be shipped through Matarani ED4.

(3) Brazil. Rio de Janeiro FB1, Recife FA3, Porto Alegre FB3, Santos FB2, and Salvador FB4 are adequately equipped for heavyweight lifts. No problems for discharge of vehicles. Classified cargo should be shipped to Rio de Janeiro, where weight and volume permit, by military aircraft rather than maritime carrier.

(4) Canal Zone. Ports of Balboa BA1 and Cristobal BA3 are able to receive all types of cargo with one exception; all ammunition and/or explosive shipments must be consigned for discharge at Mindi Dock, Canal Zone.

(5) Chile. For all practical purposes, no restrictions exist regarding the handling of cargo shipments through water ports of Chile.

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(6) Colombia. All dangerous cargo should be shipped to Santa Marta CT3. POVs for persons assigned to U.S. NAVMSN subsection Cartagena should be shipped to Cartagena CT1. POVs and general cargo for all other persons ship to Buenaventura EB1. Household goods airship to Bogota EB2. Classified MAT AHIP c/o U.S. Embassy, Bogota, via diplomatic pouch State Department.

(7) Costa Rica. Puntearenas DE1, Pacific Port, can handle any general cargo. Both rail and hard surface gravel road access is available; shortage of rail flatcars delay shipment of POVs and oversize containers, which will not fit into boxcars (maximum door aperture is 6 ft. 1 in. wide, 6 ft. 8 in. high; cars are 8 ft. wide by 30 ft. long).

(8) Dominican Republic. Ria Daina (Haina) CJ4 is the primary port of entry for sealed trailers, heavy construction machinery, and materials such as telephone poles and steel girders. All other cargo, including POVs, should be shipped to Santa Domingo CJ1.

(9) Ecuador. The port of Guayaquil EC1 is restricted concerning ammunition shipments only. Large quantities of ammunition must be offloaded onto barges.

(10) El Salvador. The port Acajutla DC3 is unrestricted. The port of La Libertad DC2 has no docking facilities and all cargo must be lightened to shore. Storage facilities are extremely limited. This port should be used only in cases of emergency or if the port Acajutla is closed. The port of La Union DC1 has no lifting capability. Not recommended for shipments of U.S. Government cargo. May be used in case of emergency.

(11) Guatemala. Puerto Barrios and Puerto Santor Tomas De Castillo CR6 on the east coast can be used without restriction. Privately owned vehicles are most conveniently handled through Puerto Santo Tomas De Castillp because of ease to process through customs. San Jose DB1 and Champerico on the west coast of Gustemala have no pier facilities for docking and all cargo is lightened to shore. These two ports should be used only for shipments originating on the U.S. west coast and other Pacific areas. Heavy lift handling at these ports is hazardous. Route lifts to east coast ports.

(12) Honduras. Primary port of discharge for Honduras is Puerto Cortes CR4. All ammunition and heavy lifts should be discharged at this port. Port of Ampala CR5 has no pier facility for docking and all cargo is lightened to shore. Suitable only for shipment of small items.

(13) Peru. All cargo, including ammunition, household goods, FMS, etc., moving via water, should be shipped to Port of Callao ED1.

(14) Nicaragua. Port of Corinto DD1 is the preferred port if discharge. No dock lift capability at Corinto. Puerto Samoza is limited by requirement to transfer cargo by

lighter and maximum dock lift capability of 15 tons. San Juan Del Sur is limited to transfer cargo by lighter and maximum lift capability 6 tons. Blufields CS1 has maximum permitted draft of 18 ft. and no dock lift capability. At Puerto Cabezas, all cargo must be transhipped to river port to reach population centers.

**h. Center Europe. Exceptions follow:**

Ports: Exceptions	CARGO HANDLING EXCEPTIONS WITHIN CENTRAL EUROPE										
	Bremer- haven JF1	Bremen JF2	Hamburg JF4	Norden- hiem JF6	Rot- terdam JG1	Amster- dam JG2	Antwerp JH2	Zee- brugge JH1	Leg- horn KF3	Genoa KF4	Brin- disi LA3
1. Ammunition & Explosives	yes <sup>1</sup>	no	no	yes	no	no	no	yes <sup>1</sup>	yes <sup>7</sup>	no	no
2. Reefer Cargo	yes	yes <sup>2</sup>	yes <sup>2</sup>	no	yes	yes <sup>4</sup>	yes <sup>4</sup>	no	yes <sup>7</sup>	yes <sup>7</sup>	yes
3. Heavy Lifts	yes	no	no	no	yes <sup>9</sup>	yes <sup>2</sup>	yes	no	yes	yes <sup>7</sup>	yes
4. Tracked Vehicles	yes	no	no	no	yes	no	yes	no	yes	yes <sup>7</sup>	yes <sup>7</sup>
5. Wheeled Vehicles	yes	yes <sup>2</sup>	no	no	yes	no	yes	no	yes	yes <sup>7</sup>	yes <sup>7</sup>
6. Aircraft	yes	yes	no	no	yes	no	yes	no	yes	yes <sup>7</sup>	yes <sup>7</sup>
7. Red Label and Hazardous Cargo	yes	yes	no	yes	yes <sup>6</sup>	no	no	yes	yes	yes <sup>7</sup>	yes <sup>7</sup>
8. Mail	yes	yes <sup>2</sup>	no	no	yes	yes <sup>2</sup>	yes <sup>2</sup>	no	yes	yes <sup>7</sup>	yes <sup>7</sup>
9. Classified Cargo	yes	no	no	yes	no	no	no	yes <sup>8</sup>	yes	no	no
10. Personal Property	yes	yes <sup>2</sup>	no	no	no	yes	no	no	yes	yes <sup>7</sup>	yes <sup>7</sup>
11. Sea-Containers/ MILVANS	yes	yes	no	no	yes	yes	yes	yes	yes	yes <sup>7</sup>	yes <sup>7</sup>
12. General Cargo	no	no	no	no	no	no	no	no	yes	yes <sup>7</sup>	yes <sup>7</sup>

<sup>1</sup> Limited to small arms ammunition up to 50 CAL or 13.2 MM (Shot-gun shells, no caliber limitation). There is no quantity limitation when unloaded directly.

<sup>2</sup> All cargo must be in Sea-Containers.

<sup>3</sup> Port Limitation: 100 LT chill, 50 LT freeze.

<sup>4</sup> Limited to containerized shipments.

<sup>5</sup> Crated only.

<sup>6</sup> Except red label over 500, 50 gallon drums.

<sup>7</sup> Concurrence of CDR, MTMC Leghorn Terminal required prior to loading cargo for this destination; however, cargo stuffed in SEAVANS/Thru-Service MILVAN, except ammunition are exempt from this restriction.

<sup>8</sup> Only ammunition moved on MSC controlled vessels.

<sup>9</sup> Forty-five metric ton shore crane.

<sup>10</sup> Restricted to 250 net.

**D. U.S. NAVY EXCEPTION PROCESSING**

**1. Cargo routing information for shipments to ships and other mobile operating units**

listed with TAC 1 FPO address and TAC 2 information referring to this section:

a. DoD Activities tasked with placing shipment units in the DTS for delivery to Navy fleet mobile units are required to obtain specific air or surface cargo instructions from NAVMTO at the address listed below before the shipment unit is released to a common or organic carrier.

<p><b>NAVY TRANSPORTATION SUPPORT OFFICE</b> <b>1837 MORRIS STREET SUITE 600</b> <b>NORFOLK VA 23511-3492</b> Telephone: 804-444-7831 DSN: 564-7831 FTS: 954-7831</p>
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b. Mail Shipments. All parcel post and letter main shipments to Navy fleet and mobile units will be made to the Type 1 FPO address shown in this section.

c. Routing Instructions

(1) Export Surface Shipments. When an active Navy fleet or mobile unit is operating in waters outside CONUS, **NAVTRANS** Norfolk will direct that export surface shipments be consigned to the Freight Terminal Department, NSC, Norfolk or the Military Ocean Terminal, Bay Area for transshipment. Upon receipt of material for transshipment, it will be the responsibility of the Military Ocean Terminal, Bay Area, and the Freight Terminal Department, NSC Norfolk, to screen shipments and expedite transshipment.

(2) Documentation for Export Surface Shipments. TCMD for export surface shipments to Navy fleet or mobile units will cite the POE and POD as indicated in the Navy freight forwarder guide or that provided directly by **NAVTRANS**.

(3) Domestic Shipments. When advised by **NAVTRANS** Norfolk that a Navy fleet or mobile units is in a United States port, except Alaska and Hawaii, shipments will be routed to that port.

2. Cargo routing information for shipments to ships listed with TAC 1 information referring to this section. Shipping activities with mail or freight shipments for ships listed with TAC 1 information referring to this section must obtain cargo routing information from **NAVTRANS** Norfolk.

3. Mail addresses for MAAGs, MILGROUPS, Naval Attache, Naval Missions. The mail addresses for the above activities contained herein are authorized for Military Assistance Program (MAP) Grant Aid unclassified materiel only. For classified MAP shipments, special handling instructions applicable to such activities are contained by OPNAV P09B23-105 (Catalog if Naval Shore Activities) (reference (c)). Other Services and

Agencies should request instructions for mailing classified materiel to the above type activity from the Chief of Naval Operations (OP 92).

**E. U.S. AIR FORCE EXCEPTION PROCESSING**

1. General. **AFMC LSO/LOTP**, the Air Force SP, is responsible for:

a. Processing assignments, changes, and deletions of Air Force activity address codes which are forwarded through the major command DoDAAD monitor to the Air Force SP.

b. Reporting to the DAASC and Air Force activities each assignment, revision, or deletion of Air Force DoDAAD activity codes, clear-text addresses, or other pertinent information.

c. Reporting to Air Force activities all assignments, revisions, or deletions to other Military Service and Agency activity address codes as received from DAASC.

2. Changes to Air Force Activity Codes/Addresses. Directives applicable to establishment or termination of codes or changes of address data are as follows:

a. **AFI 24-230**, DoD Activity Address Directory (DoDAAD), DoD Activity Address File (DoDAAF), and DoD Activity Address File and Directory (Air Force D035T System) (reference (d)).

b. **AFM 23-110**, USAF Supply Manual, (reference (e)).

3. Type of Air Force Activity Code. The second digit of the Air Force activity address code indicates the type of materiel requisitioned and/or the type of activity as interpreted below:

Second Digit Code	Description
A . . . . .	Administration
B . . . . .	Base Supply
C . . . . .	Civil Engineering
D . . . . .	Depot
E . . . . .	Base Equipment Management Office (BEMO)
F . . . . .	Morale, Welfare, Recreation

Second Digit Code	Description
G . . . . .	Satellite (satellited on parent base activity code)
H . . . . .	Engineering Data
J . . . . .	Aircraft Engines
J (preceded by E) . . . . .	Engine reporting from commercial contractor
K . . . . .	Munitions
L . . . . .	Library
M . . . . .	Medical
M (preceded by J) . . . . .	Maps, charts, and related publications
N . . . . .	Specialty
P . . . . .	Fuel Supply
P (preceded by E) . . . . .	DFSC, NATO Pipeline System
R . . . . .	Reclamation and Demilitarization
S . . . . .	Subsistence
T . . . . .	Commissary
U . . . . .	Computer equipment
V . . . . .	Munitions
W . . . . .	Weapons
X . . . . .	Miscellaneous
Y and Z (preceded by F) .	Station Number
Y and Z (preceded by E) Numeric (0 through) . . . .	Accounting Station Identity, MILSCAP. Used with "F" in first position. This type activity code not to be used for requisitioning supplies or as a ship-to address.

4. Security Assistance Program Codes. DoD 4000.25-8-M, (reference f)) contains the complete listing of SA codes and addresses used by the Military Services and Agencies to accomplish shipments of FMS and Grant Aid materiel.

5. Examples of proper addressing for Air Force parcel post shipments and letter mail

relating to such shipments:

a. Air and surface movement via U.S. Postal Service to an APO or FPO address; for example, to activity code FB5270, Kadena Air Base, Japan:

FB5270
FPO AP 96368

b. Air and surface movement via the U.S. Postal Service to an addressee on a military installation in the United States; for example, to activity code FB3022, Columbus AFB, Mississippi:

FB3200
14TH LS-LGS
42 SIXTH STREET SUITE 5
COLUMBUS AFB MS 39710-8001

c. If an activity code is not identified as being located on a CONUS military installation or does not have an APO/FPO address, the complete mail address (TAC 1) must be used.

d. Air Force activities which print mailing labels automatically by use of the D035T DoDAAD interface will print the TAC 1 (mail) address as provided on the report. However, when mailing labels are prepared manually, the instructions cited in paragraphs 5.a. and 5.b. above, apply.

6. Billing Address Instructions. When a TAC 1 address is used for billing purposes, the Accounting and Finance Office will be indicated on the first line of the mailing address. For example:

ACCOUNTING AND FINANCE OFFICE
4375 CHIDLAW ROAD SUITE 6
WRIGHT-PATTERSON AFB OH 45433-5999

**F. U.S. MARINE CORPS EXCEPTION PROCESSING**

1. The Marine Corps Logistics Base, Albany, GA, as the Marine Corps SP, is responsible for assignment, revision, or deletion of AACs for Marine Corps activities which require DoDAAD listings.

2. Activities requiring assignment, revision, or deletion of AACs will submit requests to

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the Commanding General, Marine Corps Base, Albany, GA 31704-5000. In accordance with MCO 4420.4H (reference (g)), requests will contain the following information:

- a. Type of address code (TAC 1, TAC 2, or TAC 3)
  - b. Activity address code (present AAC or desired one), if applicable
  - c. Present address
  - d. New address (if applicable) to include AT1 and PD for activities, overseas. For units assigned to vessels, indicate TA 2 as follows:
    - (1) the name of the ship on the first line
    - (2) "See preface to Marine Corps codes" on the second line
  - e. Desired effective date
3. When new AACs are requested and/or assigned, presently assigned identification type codes (RUC, RI, UIC) will be used to the maximum extent possible to keep the proliferation of similar alphanumeric identifications to a minimum.
4. Use of AACs assigned in accordance with the provisions of this directive are limited to addresses. AACs should not be used for fiscal or personnel reporting unless authorized as RUCs or UICs by pertinent directive.
5. Cargo routing instructions are required from NAVMTO Norfolk before the shipment unit is released to a carrier for shipments to Marine Corps units assigned to Navy fleet or mobile units with TAC 1 FPO addresses and TAC 2 referring to this section. Upon receipt of AT1/PD by the shipper, air eligible shipments must be cleared through the Marine Corps AACs in accordance with DoD 4500.32-R, section III, chapter 6 (reference (h)). Surface shipments also must be in accordance with MILSTAMP. Surface routing information will be obtained from:
- NAVY TRANSPORTATION SUPPORT OFFICE**  
**1837 MORRIS STREET SUITE 600**  
**NORFOLK VA 23511-3492**  
Telephone: 804-444-7831  
DSN: 564-7831  
FTS: 954-7831
6. Aviation activities requiring a U.S. Navy AAC will submit requests in accordance with Navy directives.

7. This order is applicable to the Marine Corps Reserve.

## G. U.S. COAST GUARD EXCEPTION PROCESSING

1. Coast Guard Activities Requests for Additions, Changes, and/or Deletions of Address Codes. Coast Guard activities will submit all additions, changes, and/or deletions in mailing, shipping, and billing addresses to Commanding Officer, USCG Supply Center, Brooklyn, NY 11232-1596, on CG Form 4183, Change of Mailing, Freight and Billing Address contained in Standard Distribution List (CG-131)

2. Processing and Modifications. To facilitate processing of modifications to this portion of DoDAAD, Form CG 4183 must be received by the Commanding Officer, USCG Supply Center, Brooklyn, NY 11232-1596 at least 30 days prior to the effective date.

3. Index of Coast Guard Activity Address Code Numbers. The following index may be used as a guide in determining the categorization of Coast Guard units in DoDAAD:

<b>INDEX OF COAST GUARD ACTIVITY ADDRESS CODE NUMBER</b>	
<b>Unit Group</b>	<b>Number Groupings</b>
<b>VESSELS</b>	
High Endurance Cutter (WHEC) . . . . .	11101-11999
Medium Endurance Cutter (WMEC) . . . . .	12101-12999
Patrol Boat (WPB) . . . . .	13101-13999
Icebreaker (WAGB) . . . . .	14101-14599
Buoy Tender, Seagoing (WLB) . . . . .	15101-15299
Buoy Tender, Coaster (WLM) . . . . .	15301-15599
Leadership (WLV) . . . . .	16101-16199
Buoy Tender, Inland (WLI) . . . . .	16301-16899
Construction Tender, Inland (WLIC) . . . . .	16901-17099
Harbor Tug, Small (WYTL) . . . . .	17201-17299
Harbor Tug, Medium (WYTM) . . . . .	17401- <b>17499</b>
Icebreaking Tug (WTGB) . . . . .	17500-17599

<b>INDEX OF COAST GUARD ACTIVITY ADDRESS CODE NUMBER</b>	
<b>Unit Group</b>	<b>Number Groupings</b>
Training Cutter (WIX) .....	18101-18999
Buoy Tender, River (WLR) .....	19101-19409
<b>SHORE STATIONS AND NAVIGATIONAL AIDS</b>	
Contractors .....	00001-11099
Air Stations and Detachments .....	20100-20299
Stations .....	30100-30899
Search and Rescue Stations .....	30900-30925
Search and Rescue Stations (Reserve Augmented)	30926-30949
Search and Rescue Stations (Auxiliary Operated)	30950-30999
Bases .....	31100-31599
Depots .....	31700-31799
Yard .....	31800-31899
Radio Stations .....	32100-32399
Communications Stations .....	32400-32499
Marine Inspection Offices .....	33100-33199
Marine Safety Offices .....	33200-33499
Merchant Marine Details .....	33500-33599
Administrative Law Judges .....	33600-33699
Port Security Stations .....	34200-34299
Strike Teams .....	34300-34399
Boating Safety Teams .....	35100-35199
Group Offices .....	36200-36499

<b>INDEX OF COAST GUARD ACTIVITY ADDRESS CODE NUMBER</b>	
<b>Unit Group</b>	<b>Number Groupings</b>
International Ice Patrol .....	38100-38199
Captain of the Port Offices .....	34100-34199
Mobile Dental Detachments .....	39100-39199
Construction Detachments .....	39200-39999
Loran Stations .....	40100-40299
Omega Stations .....	40300-40324
Loran Monitor Stations .....	40400-40499
Light Stations .....	41100-41599
Light Attendant Stations .....	41700-41799
Fog Signal Stations .....	41800-41810
RADAR Installation Teams .....	41811-41849
Vessel Traffic Service (VTS) .....	41850-41899
Radio Beacon Stations .....	41900-41905
Aids to Navigation Teams (ANT) .....	41906-41999
Aids to Navigation Facilities .....	42000-42999
Support Centers .....	45000-47999
<b>REPAIR AND SUPPLY ACTIVITIES</b>	
Aircraft Repair and Supply Center .....	50100-50199
Electronic Repair Shops .....	50200-50399
Research and Development Units .....	51100-51199
Electronic Engineering Center .....	51200-51399
Shipboard Fire and Safety Testing Facility .....	51400-51409

<b>INDEX OF COAST GUARD ACTIVITY ADDRESS CODE NUMBER</b>	
<b>Unit Group</b>	<b>Number Groupings</b>
National Data Buoy Development Project . . . . .	51410-51419
Supply Centers . . . . .	52100-52299
Supply Depots . . . . .	52500-52599
<b>TRAINING AND RECRUITING FACILITIES</b>	
Academy	60100-60199
Training Centers . . . . .	61100-61249
Institute . . . . .	62100-62199
Reserve Training Center . . . . .	63100-63199
Training Detachments . . . . .	64100-64199
Aviation Training Center . . . . .	65100-65999
Coast Guard Personnel Assigned to Non-Coast Guard Commands . . . . .	66000-66999
Recruit Training Center . . . . .	67100-67299
Recruiting Offices . . . . .	68100-68299
Audio Visual Unit . . . . .	69100-69199
<b>GENERAL ADMINISTRATION AND OPERATIONAL CONTROL</b>	
Evaluation Units . . . . .	51500-51599
Headquarters . . . . .	70000-70999
District Offices . . . . .	71000-71899
Resident Inspectors . . . . .	<b>72099-72100</b>
Coast Guard Activities . . . . .	73000-73899
Senior Coast Guard Officer . . . . .	73900-73999

<b>INDEX OF COAST GUARD ACTIVITY ADDRESS CODE NUMBER</b>	
<b>Unit Group</b>	<b>Number Groupings</b>
Area Offices .....	75100-75199
Section Offices .....	76100-76199
Special Assignment .....	77100-79999
<b>RESERVE FACILITIES</b>	
Reserve Volunteer Training Units (VTU) .....	80100-80199
Reserve Units (Port Security) .....	82000-82999
Reserve Units (Support) .....	83000-83999
Reserve Units (Rescue Coordination Center) ....	84100-84999
Reserve Units (Vessel Augmentation) .....	85000-85999
Reserve Units (Aviation) .....	86000-86999
Reserve Groups .....	88000-88999
Reserve Units (Mobilization/Administrative) .....	89000-89999

#### **H. DEFENSE LOGISTICS AGENCY (DLA) INFORMATION**

DLA activities' requests for assignment, change, or deletion of address codes. Those DLA activities requiring assignment, change, or deletion of address codes will forward, in accordance with DLAR 4000.4, such requests to:

<p><b>EXECUTIVE DIRECTOR</b>  <b>SUPPORT SYSTEM (DAASO)</b>  1080 FRANKLIN STREET  DAYTON OH 45444-5320</p>
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#### **I. GENERAL SERVICES ADMINISTRATION INFORMATION**

1. This publication contains only those address codes for the General Service Administration in the "G" series, and the two high order positions of Civil Agency Address Codes beginning with:

13 - Department of Commerce
69 - Federal Aviation Agency
72 - Agency for International Development
80 - National Aeronautics and Space Administration

2. The complete list of activity address codes assigned to civil agency activities is contained in separate DoDAAD publication “Part III - Civil Agency Addresses.”

**J. DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DODDS) INFORMATION**

DoDDS activities requiring assignment, change, or deletion of address codes will forward these requests, in accordance with DS Administrative Instruction 4100.1, “Department of Defense Activity Address Code.” to:

DODDS ATTN LOGISTICS DIVISION 4040 N FAIRFAX DRIVE ARLINGTON VA 22203-1635
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**K. OTHER DEFENSE AGENCIES INFORMATION**

Activities of Other Defense Agencies are included under AAC “H”, Other Defense Agencies include:

Defense Automatic Addressing System Center
Defense Contract Audit Agency
Defense Information Systems Agency
Defense Nuclear Agency
Department of Defense Dependent Schools
Inspector General
Defense Intelligence Agency
Military Postal Service Agency
Defense Investigative Service
Office of Secretary of Defense Health Affairs
Uniformed Services Health Sciences

Army and Air Force Exchange Service