

APPENDIX B2

TA3 REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code TA3.
Routing Identifier	4-6	Leave blank. See chapter 2, section A.2.c. (2), for special message information.
Type of Address	7	Enter TAC of address to be revised.
		TAC 1, Mail - Address to be used for mailing materiel, documentation, or billing. Also to be used for freight shipments if no TAC 2 is listed, in conjunction with DLAH 4510 Series and Service consignment publications.
		TAC 2, Freight - Address to be used for freight shipments in conjunction with DLAH 4510 Series and Service consignment publications.
		TAC 3, Billing - Address to be used for materiel billing when different from TAC 1 address.
Activity Address	8-13	
Service Point	(8)	Enter SP code. See appendix A3.
Address Code	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).

Field Legend	Position(s)	Entry and Instructions
Clear-Text name and Address	14-48	<p>Must be all capital letters - no punctuation except in ZIP code.</p> <p>Line 1 - Name of activity. Maximum 35 position, including spaces. No special characters are allowed.</p> <p>Line 2 - Street address or location. Maximum 35 positions, including spaces.</p> <p>Line 3 - City, State, and ZIP Code. Maximum 35 positions, including spaces. The ZIP Code and supplement will always be placed in the last transaction of clear-text address as the last entry.</p>
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two-letter Post Office code
Blank	(37-38)	Double space
ZIP Code	(39-43)	Five-position Post Office code
Dash	(44)	Dash (-)

Field Legend	Position(s)	Entry and Instructions
ZIP Supplement	(45-48)	<p>Four-position ZIP supplement</p> <p>Optional Line 4 - In those instances where the name of the activity, street address, or location exceeds the allotted number of positions, use one additional transaction line. Maximum 35 positions, including spaces.</p> <p>Note: Address Transaction lines - Transactions are numbered in consecutive sequence beginning with "1". The clear-text must not exceed four lines and be free of salutatory titles, punctuation, and special characters. A maximum of "4" transactions for each address.</p> <p>Note: Foreign Address Transactions - Canadian or other foreign addresses: Where the TAC 1 mailing address is only two or three lines, the postal code of Canada or other foreign country can be placed alone at the start of the next line. Where the address consists of four lines, the postal code must be placed at the end of the fourth line (see figure 2-3).</p>
Air Terminal Identifier	49-51	Enter a three-position code which identifies an APOD. Explanation of these codes is contained in the MAC Channel Sequence Listing for Channel Traffic.
Standard Point Location	52-57	Enter SPLC. The six-digit motor SPLC is to be included in addresses for CONUS activities only and is applicable in transaction one of the freight address format (TAC 2) or mail address format (TAC 1) when the TAC 1 address is used for both mail and freight.
Effective Date	(58-62	Enter date the revised address becomes effective in logistics systems.

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Field Legend	Position(s)	Entry and Instructions
Year	58-59)	Enter current year.
Day of Year	(60-62)	Enter day of year, ordinal day 001-366.
Change Number	63-66	
Year	(63)	Enter current year, last digit 0-9.
Serial Number	(64-66)	Enter serial number.
Break Bulk Point	67-72	<p>For Overseas Activities - Enter the AAC of an overseas destination to which consolidated shipments are directed for distribution.</p> <p>For CONUS Activities - Enter the AAC of a CONUS destination to which less-than-truckload shipments are directed for consolidation.</p>
Port Designator	73-75	A three-position code which identifies the POD serving the activity. Explanations of these codes are contained in DoD 4500.32-R.
Multi-Use	76	For intra-Service/Agency use, enter data prescribed by the Service/Agency. For inter-Service/Agency use, leave blank.
Blank	77-79	Reserved for future DoD assignment.
Line Number	80	Enter line sequence number beginning with "1".