

# CHAPTER 1

## ADMINISTRATIVE AND GENERAL

### A. AUTHORITY

This manual is issued under authority of DoD Directive 4140.1, (reference (a)).

### B. PURPOSE

The purpose of these procedures is to prescribe uniform methods, codes, formats, and standards for the establishment, maintenance, publication, and dissemination of address data to requiring Military Services, Federal Agencies, and civil agencies.

### C. APPLICABILITY AND SCOPE

1. This publication applies to the Office of the Secretary of Defense, Unified and Specified Commands, the Joint Chief of Staff, the Army, Navy, Air Force, Marine Corps, Coast Guard, **DMA**, DNA, DLA, GSA, DISA, DoDDS, AAFES, commercial activities which enter into materiel and service contracts with DoD, and activities of other Federal Agencies which maintain logistics support arrangements with DoD.
2. The uniform codes, formats, and procedures in this manual are mandatory for Military Services and Federal Agencies making changes to the DoDAAD.

### D. POLICY

Under provisions of DoD Directive 4140.1, it is the policy of the DoD that:

1. The DoDAAD shall be disseminated, as required, to DoD Component user levels. Supplemental procedures issued by DoD Components or Federal Agencies are authorized when additional detailed instructions are required internally.
2. The procedures contained in this manual will be uniformly implemented by the Services/Agencies.
3. Recommended changes to the DoDAAD will be forwarded to the DoDAAD System Administrator for review and coordination with Services/Agencies. Approved changes will be scheduled for implementation in the quarterly update following the date agreed upon by the Services/Agencies. Implementation dates for approved changes will be coordinated

with Services/Agencies or as directed by the DUSD (L).

## **E. RESPONSIBILITIES**

1. The DoDAAD System Administrator is responsible for administering the DoDAAD system in accordance with the policy guidance of the DUSD (L) set forth below:

a. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by DUSD (L), and to ensure the involvement of telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policy, as required, during the development of procedures.

c. Develop, publish, and maintain this manual in a current status. This includes responsibility to:

(1) Evaluate and coordinate change proposals with the Services/Agencies. Furnish a copy of all change proposals, RFIDs, and ADCLs to the DUSD (L).

(2) Disseminate to Services/Agencies and the DUSD (L) a quarterly status review of all change proposals which have not been approved for publication, as well as approved changes not yet implemented.

(3) Assure compatibility of assigned systems. Coordinate, when appropriate, among DLMSO System Administrators for assigned systems, with designated System Administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the Services/Agencies.

d. Assure uniform implementation consistent with DoD policies and procedures by taking action to:

(1) Review all implementing instructions and revisions issued by Services/Agencies to ensure continuing conformance to the approved system.

(2) Review implementation plans/dates of Services/Agencies and make recommendations for improvements.

(3) Conduct periodic evaluations to determine system effectiveness.

(4) Conduct staff assistance visits, through onsite visitations, to furnish clarification (if required) and ensure uniform interpretation of system requirements.

**(5)** Secure semiannually, from the Services/Agencies, status information concerning implementation of approved system revisions.

**e.** Establish a focal point committee composed of representatives from each of the participating Services/Agencies. Convene a focal point committee meeting at least quarterly, if required, and issue fully documented minutes of these proceedings to each participating Services/Agency representative. To the maximum extent practicable, announce the meeting, together with agenda items, 30 calendar days in advance of the scheduled meeting date.

**f.** Review and evaluate curricula of Service/Agency training schools which offer courses related to the DoDAAD system and make recommendations for improvements, if necessary.

**g.** Assist in resolving problems, violations, and deviations that arise during system operations and are reported to the DoD System Administrator. Unresolved problems and/or continued violations will be referred to the DUSD (L) for resolution and/or corrective actions.

**h.** Review and coordinate with the Services/Agencies and affected commercial organizations all requests for system deviations and exemptions. Make appropriate recommendations to the DUSD (L) based on fact-finding studies or analysis of accompanying justification.

**i.** Monitor Service/Agency annual reconciliation between the master DODAAF and SP files.

**2.** Defense Automatic Addressing System Center (DAASC) will:

**a.** Serve as the CCP; the address is:

<p><b>EXECUTIVE DIRECTOR SYSTEMS SUPPORT (DAASC) ATTN DODAAD CUSTODIAN DSDC-SS 1080 FRANKLIN STREET DAYTON OH 45444-5320</b></p>
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**b.** Maintain the automated directory as follows:

**(1)** Update the master DoDAAF utilizing addition, revision, and deletion transactions received via AUTODIN special message from SPs. Sample formats are provided in figures 2-1, 2-2, and 2-3 in chapter 2, pages 2-17, 2-18, and 2-19 respectively.

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(2) The automated directory system, though not a DAASC responsibility, enables automated and manually operated Military Service or Agency activities to be routinely informed of current changes to the master file. To assure the most current information is made available to those activities having a recurring operational requirement for the address data, all Military Services and Agencies should take full advantage of this feature.

c. Maintain the master DoDAAD file on a current basis.

d. Distribute additions, revisions, and deletions of the file, in the prescribed format, via AUTODIN to the SP.

**e. Prepare and furnish quarterly to DLMSO, magnetic tapes of the DoDAAD that can be converted to master microfiche sheets for contractor reproduction.**

f. Upon request from Service/Agency, furnish a copy of the current DoDAAF master file (hand copy or magnetic tape) before February 1 of each year for validation/reconciliation to ensure DoDAAF compatibility. Process Service/Agency TA1, TA3, and TA4 transactions received during the validation period.

g. Upon request from DoDAAD System Administrator, provide DoDAAC statistics as of February 1 and October 31 of each year to assist in compiling reports received from Services/Agencies to determine number of deletions and changes during the validation period.

3. Heads of participating Services/Agencies will:

a. Designate a primary and an alternate representative, by name, to serve as system focal points with principal responsibility for DoDAAD. They will:

(1) Serve on the focal point committee. This committee will participate in the development, implementation, and maintenance of the system. The decisions reached at the focal point committee meetings should represent the Service/Agency positions unless otherwise agreed upon by the attendees.

(2) Assure continuous liaison with the DoDAAD System Administrator and other Services/Agencies.

(3) Initially evaluate all Employee Beneficial Suggestion Program suggested changes to the DoDAAD system which originate within their organization. If suggestions are received by the DoDAAD System Administrator directly for evaluation, they will be forwarded to the appropriate Service/Agency focal point for review and evaluation. If the suggestion is considered worthy of adoption, the focal point will submit an official change proposal to the DoDAAD System Administrator, stipulating specific narrative changes to the

manual. Such proposed changes will be coordinated in the normal manner with awards determined by the focal points in accordance with existing procedures.

**(4)** Develop and submit official change proposals to the DoDAAD System Administrator with justification and expected benefits.

**(5)** Develop and submit to the DoDAAD System Administrator a single, coordinated Service/Agency position on all system change proposals within the time limits specified (normally 60 days) by the DoDAAD System Administrator.

**b.** Implement DoDAAD procedures and changes thereto by publishing orders, directives, or instructions to ensure clarity of understanding and compliance. One copy of such orders, directives, or instructions will be forwarded to the DoDAAD System Administrator when issued.

**c.** Provide the DoDAAD System Administrator with a semiannual status report concerning implementation of approved DoDAAD changes. The report will be submitted at the request of the DoDAAD System Administrator.

**d.** Provide internal training to ensure timely and effective operation of the systems. Furnish copies of all training instructions and subsequent revisions to the DoDAAD System Administrator.

**e.** Review, evaluate, and update, at least annually, the curriculum of internal training programs to ensure adequacy of training.

**f.** Designate an activity within their Service/Agency to serve as their SP.

**g.** Provide an open rider requisition using Standard Form 1, Printing and Binding Requisition, and bulk distribution lists to cover all changes to the DoDAAD publication, to:

**ATTN DASC VC  
DLA ADMINISTRATIVE SUPPORT CENTER  
8725 JOHN J KINGMAN ROAD SUITE 0122  
FORT BELVOIR VA 22060-6220**

**h.** Validate/reconcile internal Service/Agency DoDAAD files with the DoDAAF master file each year. The DoDAAD validation process is to begin February 1 and end October 31 of each year. Obtain a copy of the current DoDAAF master file (hard copy or magnetic tape) from DAASC to ensure DoDAAF compatibility; TA1, TA3, and TA4 transactions can be transmitted to DAASC any time during the validation process. A written statement which certifies completion of the validation process must be submitted to the DoDAAD System Administrator 30 working days after October 31 of each year to include the following:

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- (1) Total number of Service/Agency DoDAACs as of February 1.
- (2) Total number of Service/Agency revisions during the validation period.
- (3) Total number of Service/Agency deletions during the validation period.
- (4) Total number of Service/Agency DoDAACs as of October 31.
- (5) Total number of Service/Agency DoDAACs unmatched to DoDAAF master file DoDAACs as of October 31.

### 4. Service Points will:

- a. Perform a complete and final edit to assure the accuracy of a transaction prior to submission to the CCP.
- b. Furnish the CCP with their additions, revisions, and deletions to the activity address file in the prescribed transaction format, via **electronic means** or mail, prior to the effective date.
- c. Disseminate additions, revisions, and deletions to the file as received from the CCP, to activities designated by their Service or Agency.
- d. Provide requesting activities with information on activity address codes appearing on logistics documentation but which are not recorded in the master file or directory.
- e. Assign AACs to activities under the jurisdictional control of their Service or Agency.
- f. Transmit automated changes between SPs and using activities. This will be accomplished by established electrical data communication media to ensure timely distribution of current information. Details concerning transmission of data via such means will be coordinated by the activities involved. When there is no electronic data communications capability between the activities involved, data may be forwarded by mail in prescribed transaction format.
- g. **Ensure that the mailing address for TAC 1 will conform to the US Post Office standard format (i.e., no punctuation, except for the dash (-) in the zip code).**

### 5. The DLA Administrative Support Center (DASC-VC) will:

- a. Obtain DLA and non-DLA requirements for the DoDAAD.

**b.** Arrange for preparation of the master microfiche and reproduction and distribution of the DoDAAD.

## F. PUBLICATION OF THE MANUAL

### 1. Organization and Numbering

**a.** In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.), the manual is organized into chapters and parts I, II and III.

**b.** Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parenthesis, by lower case letters in parenthesis, by bracketed numbers, and bracketed lower case letters, in that order; for example:

		Chapter 1
A.	(SECTION)	
1.	(Subsection)	
a.	(Paragraph)	
(1)	(Subparagraph)	
(a)	(Subparagraph)	
[1]	(Subparagraph)	
[a]	(Subparagraph)	

**c.** Pages are numbered in a separate series for each chapter. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter.

**2.** Distribution of the Manual. DLA will distribute this manual and quarterly changes to those designated points within each DoD Component and participating organization as requested in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publications channels.

**a.** The Service/Agency service points identified in chapter 1, section M have been designated as the single point to which Service/Agency activities will submit requests for copies of the DoDAAD.

**b.** Commercial organizations should request copies from:

**ATTN DASC-VC PUBS  
DLA ADMINISTRATIVE SUPPORT CENTER  
8725 JOHN J KINGMAN ROAD SUITE 0119  
FORT BELVOIR VA 22060-6220  
Telephone (703) 767-1259**

Contact the above office regarding rates of charge for the publication.

## **G. SYSTEM MAINTENANCE**

1. Revisions to the DoDAAD result from release or revision of DoD instructions, directives, policy changes, and recommendations of the System Administrator and the Services/Agencies.

2. Submitting Proposed Changes. The Service/Agency focal points, authorized in section H of this chapter, and the Heads of DoD logistics task groups will forward proposed DoDAAD changes to the Defense Logistics Management Standards Office, ATTN: DLMSO for required processing. As a minimum, include the following information in all proposed changes.

a. Concept and Rationale. A narrative description of the basic concept being proposed with supporting reasons.

b. Interface and Impact. A statement of known or potential system or regulatory interface and impact requirements which identifies changes requiring coordination with other DoD logistics systems.

c. Advantages and Disadvantages. Operational statements identifying known advantages/disadvantages which would result from the proposed change.

d. Proposed Change. Proposed wording for the DoDAAD publication and other affected DoD publications.

3. DoDAAD System Administrator Evaluation of Proposed Changes.

a. The DoDAAD System Administrator will review all proposed changes to determine their completeness and will return incomplete proposed changes to the submitting official.

b. The DoDAAD System Administrator will evaluate all proposed changes prior to formal staffing with the Services/Agencies. The evaluation of the proposed revision will include, but not be limited to, the accuracy, validity, necessity, and urgency of the change.

c. When requested changes demonstrate significant benefit, the DoDAAD System Administrator will formalize the request as a PDCL and staff it with the participating Services/Agencies and with administrators of other DoD logistics system impacted by the proposed change.

**4. Processing Formal Proposed DoDAAD Change Letters**

a. Formal PDCLs will be consecutively numbered and will normally request the Services/Agencies to respond within 60 calendar days.

b. Service/Agency focal points will provide a single coordinated position on all PDCLs.

c. Nonreceipt of responses within the specified timeframes will result in the DoDAAD System Administrator initiating follow-up action with the nonresponding Service/Agency. The first followup will be via letter and will occur 7 calendar days after the specified response time has elapsed. The second followup, if applicable, will occur 30 calendar days after the specified response time has elapsed and will be done by a second letter or a meeting between the nonresponding Service/Agency and the DoDAAD System Administrator. A third followup, if applicable, will occur 20 days after the response time and will be by message. If no response to the third followup, the implementation date will be determined by the dates provided by the responding Services/Agencies.

**5. Review and Evaluation of Responses.** The System Administrator will review and evaluate Service/Agency responses as follows:

a. PDCLs not receiving complete Service/Agency concurrence will be discussed by the focal point committee to seek an equitable resolution. Any nonconcurrence remaining after the meeting will be referred to DUSD(L) with the DoDAAD System Administrator's recommendations for resolution.

b. Resolve issues which involve procedural matters within 90 calendar days after the receipt of all comments from the participating Services/Agencies.

c. Refer unresolved matters affecting policy to DUSD(L) together with Service/Agency comments and the DoDAAD System Administrator's recommendations.

**6. Establishment of Implementation Dates**

a. Following resolution of Service/Agency comments on the PDCL, the DoDAAD System Administrator will prepare and disseminate a letter to the Service/Agency focal points requesting the Service/Agency implementation date. RFID letters will normally request that Service/Agency implementation dates be provided within 60 calendar days.

**b.** When one Service/Agency provides an extended implementation date which would delay implementation by the other Services/Agencies by 12 months or more, the DoDAAD System Administrator will attempt to resolve the issue with the appropriate Service/Agency. When a satisfactory implementation date cannot be jointly agreed upon, the DoDAAD System Administrator will forward the matter to the DUSD(L) for resolution.

**7. Announcement of Implementation Dates**

**a.** After receiving and evaluating Service/Agency preferred cyclic implementation dates, the DoDAAD System Administrator will select and announce a DoD cyclic implementation date through dissemination of a consecutively numbered ADCL. When practicable, the DoDAAD System Administrator will distribute ADCLs to the Services/Agencies at least 9 months prior to the approved implementation date. Each ADCL will contain a cross-reference to all preceding ADCLs which have not been implemented.

**b.** ADCLs are planning documents provided to assist the Services/Agencies in the system/program design efforts which may be necessary to implement the change. To prevent degradation of this publication, ADCLs must be maintained separately.

**c.** The DoDAAD System Administrator will incorporate each ADCL into a quarterly publication change immediately preceding the implementation date for the ADCL.

**d.** Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the DoDAAD System Administrator in coordination with DUSD(L)MDM. Requests for exceptions or special procedures will be forwarded to the DoDAAD System Administrator by the DoDAAD Service/Agency Focal Point for review and coordination and it shall provide the following minimum information:

**(1)** Narrative description of the basic concept being proposed and reason(s) therefore.

**(2)** Known interface and impact requirement with other DLSS and Services/Agencies.

**(3)** Advantages/Disadvantages of request.

**(4)** Proposed wording.

**(5)** Starting and ending dates of request.

e. Requests for exception, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures. Approved delayed/staggered implementation dates will be provided in appendix C.

8. Preparation and Distribution of Formal Changes. Formal changes will be published quarterly, in January, April, July, and October. Paragraphs that are modified or added will be identified by bold italics and deleted material by bold strike through.

## H. FOCAL POINTS

The following offices have been designated as DoDAAD Focal Points:

DoDAAD System Administrator	<b>ATTN DLMSO SUITE 1834 DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE 8725 JOHN J KINGMAN ROAD FORT BELVOIR VA 22060-6217 Telephone 703-767-0684 / DSN 427-0684</b>
Army	ATTN AMCLG SM US ARMY MATERIEL COMMAND 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001 <b>Telephone: 703-617-8509 / DSN 767-8509</b>
Navy	ATTN DFAS CC CODE <b>AABB</b> DEFENSE FINANCE AND ACCOUNTING SERVICE CLEVELAND CENTER 1240 E 9TH STREET CLEVELAND OH 44199-2055 <b>Telephone: 216-522-5908 / DSN 580-5908</b>
Air Force	ATTN AFMC <b>LSO/LOTP</b> AIR FORCE MATERIEL COMMAND 4375 CHIDLAW ROAD STE 6 WRIGHT PATTERSON AFB OH 45433-5006 <b>Telephone: 513-257-4814 / 787-4814</b>
Marine Corps	ATTN LPS-2 US MARINE CORPS WASHINGTON DC 20380-0001 <b>Telephone: 703-696-1073 / 426-1073</b>

Coast Guard	ATTN G ELM 2 COMMANDANT US COAST GUARD HEADQUARTERS 2100 SECOND STREET WASHINGTON DC 20380-0001 <b>Telephone: 202-267-0659 / no DSN</b>
Defense Information Systems Agency	<b>ATTN DISA</b> <b>5111 LEESBURG PIKE</b> <b>SKYLINE 5 SUITE 602</b> <b>FALLS CHURCH VA 22041</b> <b>Telephone: 703-681-3511 / DSN 761-3511</b>
Defense Logistics Agency	ATTN MMSLR DEFENSE LOGISTICS AGENCY 8725 JOHN J KINGMAN ROAD SUITE 2533 FORT BELVOIR VA 22060-6221 <b>Telephone: 703-767-1608 / DSN 427-1608</b>
Defense Mapping Agency	ATTN DMA AQM A 3 DEFENSE MAPPING AGENCY ACQUISITION INSTALLATIONS AND LOGISTICS 8613 LEE HIGHWAY FAIRFAX VA 22031-2137 <b>Telephone: 703-275-8455 / DSN 235-8455</b>
Defense Nuclear Agency	ATTN FCRPP DEFENSE NUCLEAR AGENCY 1680 TEXAS STREET SE KIRTLAND AFB NM 87117-5669 <b>Telephone: 505-846-5120 / DSN: 246-5120</b>
General Services Administration	ATTN FCSI GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE 1941 JEFFERSON DAVIS HIGHWAY ROOM 702 ARLINGTON VA 22202-4502 <b>Telephone: 703-305-7977</b>

## I. QUARTERLY STATUS REVIEW

The DoDAAD System Administrator will disseminate the quarterly status review required (section E) by DoD Directive 4140.1 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts; one for proposals in process and another for

approved changes which are effective during current or future reporting periods.

## **J. SEMIANNUAL IMPLEMENTATION STATUS REPORT**

1. Purpose and Report. DoD Directive 4140.1 requires the DoDAAD System Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, information concerning implementation of approved DoDAAD revisions. The reporting requirement ends after a fully implemented status throughout the Component or Agency is provided. The purpose is to identify and resolve problems prior to the effective date.

2. Report Form. The report must provide, at a minimum, the following information:

a. Title. Semiannual Implementation Status Report.

b. As of Date. January 1 or July 1.

c. Approved DoDAAD Change Number.

d. Effective Date. As indicated on the ADCL.

e. Due Date. The report must be forwarded to the Director, Defense Logistics Management Standards Office, ATTN: DoDAAD System Administrator, to arrive within 15 working days of the "as of" date of the report.

## **K. COMMUNICATION**

Additions, revisions, and deletions to the DoDAAF will be transmitted via AUTODIN by the Service/Agency SP to DAASC. DAASC will update the DoDAAF and forward the changes to all Service/Agency designated offices via AUTODIN.

## **L. MINIMIZE CONDITIONS**

When a minimize condition is imposed at a location, DoDAAD transactions which are normally forwarded to that location via AUTODIN will be forwarded instead by regular mail for CONUS addressees and airmail for overseas addressees.

## **M. SERVICE POINTS**

The activities listed below have been designated by the participating Military Services and Agencies as their service points for the processing of address data and as their source for classified address information. The list also contains the first position of the address codes for which the service points have assignment responsibility.

1. Department of the Army (Codes beginning with **A**, **C** and **W**)

ATTN: AMXLS-M  
DIRECTOR LOGISTICS SUPPORT ACTIVITY (LOGSA)  
**REDSTONE ARSENAL**  
**HUNTSVILLE AL 35898-7466**  
**TELEPHONE: 205-955-6852 / DSN 645-6852**

2. Department of the Navy (Codes beginning with **N**, **Q**, **R**, and **V**)

ATTN DFAS CC Code **AABB**  
DEFENSE FINANCE AND ACCOUNTING SERVICE  
CLEVELAND CENTER  
1240 E 9TH STREET  
CLEVELAND OH 44199-2055

3. Department of the Air Force (Codes beginning with **E**, **F**, and **J**)

**COMMANDER**  
**AIR FORCE MATERIEL COMMAND**  
**ATTN AFMC LSO/LOTP PAT WORTHAM**  
**4375 CHIDLAW ROAD SUITE 6**  
**WRIGHT PATTERSON AFB OH 45433-5006**  
**Telephone: 513-257-4814 / DSN 787-4814**

4. Marine Corps (Codes beginning with **L**, **M**, and **K**)

ATTN CODE 802  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD  
ALBANY GA 31704-**1128**  
Telephone: 912-439-**5915** / DSN 567-**5915**

5. Coast Guard (Codes beginning with **Z**)

COMMANDING OFFICER  
US COAST GUARD SUPPLY CENTER  
ATTN CODE 600  
707 EAST ORDNANCE ROAD  
BALTIMORE MD 21226-1741  
Telephone: 410-508-3912 / No DSN  
FAX 410-508-3919

6. Defense Logistics Agency (Codes beginning with S, T and U)

**EXECUTIVE DIRECTOR**  
**SUPPORT SYSTEM (DAASO)**  
1080 FRANKLIN STREET  
DAYTON OH 45444-5320  
Telephone: 513-396-6395 / DSN 986-6395

7. General Services Administration (Codes beginning with G, 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9)

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
ATTN FCSI  
1941 JEFFERSON DAVIS HIGHWAY ROOM 702  
ARLINGTON VA 22202-4502  
Telephone: 703-305-**7977**

8. Department of Defense (Codes beginning with H)

a. Defense Automatic Addressing System Center (DAASC) (Codes beginning with HQ and H9)

**EXECUTIVE DIRECTOR**  
**DLA SYSTEMS DESIGN CENTER**  
**ATTN: DAASC/DSDC-SL**  
**5250 PEARSON ROAD, AREA C, BLDG 207**  
**WRIGHT-PATTERSON AIR FORCE BASE, OH 45433-5328**  
**Telephone: 937-656-3564 / DSN 986-3564**

b. Defense Contract Audit Agency (DCAA) (Codes beginning with HA)

ATTN DCAA  
DEFENSE CONTRACT AUDIT AGENCY  
8725 JOHN J KINGMAN ROAD SUITE 2135  
FORT BELVOIR VA 22060-6219  
Telephone: 703-767-1066 / DSN 427-1066

- c. Defense Information Systems Agency (DISA) (Codes beginning with HC and H98)

**DISA D42**  
**SKYLINE 5 SUITE 602**  
**5111 LEESBURG PIKE**  
**FALLS CHURCH VA 22041**  
**Telephone: 703-681-3511 / DSN 761-3511**

- d. Defense Nuclear Agency (DNA) (Codes beginning with HD)

COMMANDER  
FIELD COMMAND  
DEFENSE NUCLEAR AGENCY  
ATTN FCRPP  
1680 TEXAS STREET SE  
KIRTLAND AFB NM 877117-5669  
Telephone: 505-844-5120 / DSN 246-5120

- e. Department of Defense Dependent Schools (DoDDS) (Codes beginning with HE)

OFFICE OF DEPENDENT SCHOOLS  
ATTN LOGISTICS DIVISION  
4040 N FAIRFAX DRIVE  
ARLINGTON VA 22203-1635  
Telephone: 703-696-3850 ext. 136  
DSN 226-3850 ext. 136

- f. Inspector General (IG) (Codes beginning with HF)

INSPECTOR GENERAL  
ATTN IG DoD  
400 ARMY NAVY DRIVE  
ARLINGTON VA 22202-2284  
Telephone: 703-695-6686 / DSN 225-6686

- g. Defense Intelligence Agency (DIA) (Codes beginning with HH)

DEFENSE INTELLIGENCE AGENCY  
ATTN DAL 2A  
BUILDING 6000  
WASHINGTON DC 20340-5100  
Telephone: 202-373-2881 / DSN 243-2881

**h. Military Postal Service Agency (MPSA) (Codes beginning with HP)**

HEADQUARTERS  
MILITARY POSTAL SERVICE AGENCY  
ATTN MPSA TR  
2461 EISENHOWER AVENUE  
ALEXANDRIA VA 22331-0006  
Telephone: 703-325-9407 / DSN 221-9407

**i. Defense Investigative Service (DIS) (Codes beginning with HS)**

DEFENSE INVESTIGATIVE SERVICE  
ATTN V0952  
1340 BRADDOCK PLACE  
ALEXANDRIA VA 22314-1651  
Telephone: 703-325-6083 / DSN 221-6083

**j. Office of Secretary of Defense Health Affairs (OSDHA) (Codes beginning with HT)**

OFFICE OF SECRETARY OF DEFENSE HEALTH AFFAIRS  
ATTN DMPA  
5109 LEESBURG PIKE  
FALLS CHURCH VA 22041-3201  
Telephone: 703-756-8705

**k. Uniformed Services Health Sciences (USHS) (Codes beginning with HU)**

UNIFORMED SERVICES HEALTH SCIENCES  
ADMINISTRATIVE SUPPORT DIVISION  
ATTN ASD  
4301 JONES BRIDGE ROAD  
BETHESDA MD 20814-4799  
Telephone: 301-295-3032 / DSN 295-3007

**l. Army and Air Force Exchange Service (AAFES) (Codes beginning with HX)**

ARMY AND AIR FORCE EXCHANGE SERVICES  
ATTN AAFES LG MR R RHOADS  
PO BOX 660202  
DALLAS TX 75266-0202  
Telephone: 214-277-7064 / DSN 556-7064

9. United States Postal Service (Codes beginning with 18)

PURCHASING  
US POSTAL SERVICE HEADQUARTERS  
475 L'ENFANT PLAZA SW (ROOM 4900)  
WASHINGTON DC 20260-6259  
Telephone: 202-268-6421

**N. DISTRIBUTION PROCEDURES**

The activities listed below have been designated by the participating Service/Agency as their focal points for the distribution of DoDAAD. Requests for initial or additional copies of the DoDAAD should be processed through established Service/Agency command publication channels to these activities.

1. Army

Process in accordance with instructions appended to DA Form 12-04-E, Subscription Number, Part I (Miscellaneous Administrative Publications and Posters) for initial supply and DA Form 44569, USAPC Requisition Code Sheet, for resupply to:

**US ARMY PUBLICATION DISTRIBUTION CENTER**  
**ATTN ASQZ BDC**  
2800 EASTERN BOULEVARD  
BALTIMORE MD 21220-2896

2. Navy

DEFENSE FINANCE AND ACCOUNTING SERVICE  
CLEVELAND CENTER  
ATTN DFAS **CC CODE AABB**  
1240 E. 9TH STREET  
CLEVELAND OH 44199-2055

3. Air Force

Process requirements/requisitions in accordance with AFR 0-2, paragraph 2, and

AFM 701.

4. Marine Corps

**COMMANDER**  
ATTN CODE 876  
MARINE CORPS LOGISTICS BASE  
ALBANY GA 31704-5000

5. Coast Guard

DOT OST DISTRIBUTION OPERATIONS UNIT  
TAD 484.3  
400 SEVENTH STREET SW  
P-2 LEVEL  
WASHINGTON DC 20590-0001

6. Defense Logistics Agency

ATTN DASC **VC PUBS**  
DLA ADMINISTRATIVE SUPPORT CENTER  
**8725 JOHN J KINGMAN ROAD SUITE 0119**  
**FORT BELVOIR VA 22060-6220**

7. Defense Nuclear Agency

COMMAND FIELD COMMAND  
DEFENSE NUCLEAR AGENCY  
ATTN FCRPP  
1680 TEXAS STREET SE  
KIRTLAND AFB NM 87117-5669

8. General Service Administration

GENERAL SERVICE ADMINISTRATION  
PRINTING AND PUBLICATIONS DIVISION  
ATTN WCAR  
7TH AND D STREET SW  
ROOM 2909, ROB  
WASHINGTON DC 20407

9. Defense Information Systems Agency

DIRECTOR  
DEFENSE INFORMATION SYSTEMS AGENCY  
ATTN BLX  
701 SOUTH COURT HOUSE ROAD  
ARLINGTON VA 22204-2199

**10. Army and Air Force Exchange Service**

COMMANDER  
ARMY AND AIR FORCE EXCHANGE SERVICE  
ATTN DD  
PO BOX 660202  
DALLAS TX 75266-0202