



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

August 13, 2013

**MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS
REVIEW COMMITTEE (PRC) MEMBERS**

**SUBJECT: Administrative Addendum to Approved Defense Logistics Management Standards
(DLMS) Change (ADC) 1061A, Update Reissuance of DLM 4000.25, Defense
Logistics Management System, Volume 6, Chapter 2 (DoDAAD)**

The attached administrative update is approved for immediate implementation to DLM
4000.25, Volume 6, Chapter 2, DoDAAD.

Addressees may direct questions to Tad DeLaney, Chair, DoDAAD PRC, at 703.767.6885
(DSN 427), email: DODAADHQ@DLA.MIL. Others must contact their Component designated
representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP
Director
DLA Logistics Management
Standards Office

Attachment
ADC 1061A

cc:
ODASD(SCI)

ADC 1061A
Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD)

1. ORIGINATOR:

a. **Technical POC:** DLA Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

b. **Functional POC:** DLA Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** Department of Defense Activity Address Directory (DoDAAD)

b. **Primary/Secondary Functional Process:** DoDAAD.

3. REFERENCES:

a. DLM 4000.25 Volume 6, Chapter 2, linked at www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp

b. DoDAAD Standard Operating Procedures, linked at <https://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>

c. ADC 1061, Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD), dated June 11, 2013

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This administrative change to ADC 1061 (Reference 3.c.) consolidates the appointment letter templates found in appendices 1.1 and 1.2 into a single appointment letter for the Service/Agency. It thus renumbers all the succeeding appendices accordingly and changes their numbering throughout the chapter to reflect the change. This administrative change also updates the name of the application used for updating the DoDAAD to its current title – “DoDAAD Update Application” from the previous terminology of “Enterprise DoDAAD Web Maintenance Application.” It further publishes the DoDAAD Series Table as Appendix 1.15 which formally establishes the DoDAAC Series assigned to Services/Agencies for use in creating DoDAACs for that Service/Agency. Finally, it updates the Major Command Codes used for “H” Series DoDAACs, as published in Appendices 1.4 and 1.12. Significant revisions subsequent to the publication of this ADC are highlighted in yellow.

b. **Describe Change in Detail:**

(1) Replace current Chapter 2 of Volume 6, DLM 4000.25, with the attached version that makes the corrections as noted above. See Enclosure (1).

(2) Replace current Appendix 1.1 to Volume 6, DLM 4000.25, with the attached new version of Appendix 1.1 that consolidates the former Appendices 1.1 and 1.2 into a single appointment letter for all Central Service Points (CSP)/Monitors for a Service/Agency.

(3) Replace current Appendices 1.2 through 1.15 with the attached appendices 1.2 through 1.15 which have been renumbered to accommodate the removal of the previous Appendix 1.2.

c. **Revisions to DLM 4000.25 Manuals:** The enclosure provides the revision to DLM 4000.25 Volume 6, Chapter 2.

d. **Proposed Transaction Flow:** N/A

e. **Alternatives:** None noted.

5. **REASON FOR CHANGE:** Multiple letters from multiple offices made managing appointments and subsequent system access requests untenable. This simplifies the process and ensures better internal management controls for access to the DoDAAD. This also simplifies terminology, establishes the foundation for how Service and Agency Codes are used to create DoDAAC Series, and it implements the corrected H Series MAJCOMs.

6. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** This change ensures better management internal controls for DoDAAD access and updates terminology to reflect current usage.

b. **Disadvantages:** None noted.

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Effective upon issuance as an Approved DLMS Change. The change will be incorporated into the next cycle for update of DLM 4000.25.

8. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** None noted

9. **IMPACTS:**

a. **New DLMS Data Elements:** None

b. **Changes to DLMS Data Elements:** None

c. **Automated Information Systems (AIS):** No changes required.

d. **DLA Transaction Services:** Re-programming of the DoDAAD, eDAASINQ, and DAASINQ for the Services/Agencies identified in the DoDAAC Series Table, and the implementation of the H Series MAJCOMs and subsequent updating of System Access Requests accordingly.

e. **Non-DLA Logistics Management Standards Publications**: Components/ Agencies may issue supplemental guidance that does not conflict with procedures contained in references 3.a. and 3.b. Component unique processing procedures have been included in this re-issuance.

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1. GENERAL

C2.1.1. Purpose. This chapter identifies the roles, authorities, business rules, governance, and management process for the DoD Activity Address Directory (DoDAAD). The DoDAAD is an interactive relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.

C2.1.2. DoDAAD Composition. The DoDAAD is comprised of both Department of Defense Activity Address Code (DoDAAC) and Routing Identifier Code (RIC) identifiers.

C2.1.2.1. DoDAAC. The DoDAAC is a six-character, alpha-numeric code that uniquely identifies a unit, activity, or organization within the DoDAAD. A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes. Each activity that requisitions, contracts for, receives, has custody of, issues, or ships DoD assets, or funds/pays bills for materials and/or services is identified by a six-position alphanumeric DoDAAC.

C2.1.2.2. RIC. RICs serve multiple purposes in that they may be supply source codes, intersystem routing codes, and consignor (shipper) codes, etc. RICs are three-character codes associated with a DoDAAC and a unique seven character Communication Routing Identifier (CommRI) for routing purposes. RICs are discussed in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3 - Routing Identifier Codes; DLM 4000.25, Volume 2, Appendix 7.2; and Appendix 1.15 of this Chapter.

C2.2. POLICY. The procedures contained in this manual are issued in accordance with the following policy:

C2.2.1. DoDI 4140.01. The “DoD Supply Chain Materiel Management Policy,” December 14, 2011, establishes policy and assigns responsibilities for management of materiel across the DoD supply chain and authorizes the publication of DLM issuances required for the execution of this instruction.

C2.2.2. DoD 4140.1-R. The “DoD Supply Chain Materiel Management Regulation,” May 23, 2003, provides policy to establish the DoDAAD Process Review Committee (PRC), which provides the framework for DoDAAC/RIC management and assignment.

C2.3. ROLES AND AUTHORITIES

C2.3.1. Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI). The ODASD/SCI will:

C2.3.1.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the DoDAAD program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of DoDAAD.

C2.3.1.2. Champion efforts to identify funding sources to support and further the DoDAAD program objectives.

C2.3.1.3. Resolve policy and procedural issues where agreement cannot be achieved within the DoDAAD PRC.

C2.3.1.4. Ensure applicable coordination within OSD staff elements regarding DoDAAD policy guidance or one-time instructional memoranda affecting functions assigned to the DoDAAD PRC.

C2.3.1.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C2.3.1.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD/SCI PRC member.

C2.3.1.7. Ensure that DoD senior leaders are advised of initiatives and plans as they are developed with respect to DoDAAD.

C2.3.1.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C2.3.1.9. Direct Approved Defense Logistics Management Standards (DLMS) Change implementation dates as needed.

C2.3.2. DLA Logistics Management Standards Office DoDAAD System Administrator. As Chair of the DoD DoDAAD Process Review Committee, the DoDAAD Systems Administrator will:

C2.3.2.1. Develop DoDAAD PRC meeting agendas, convene meetings as required, and publish final meeting minutes.

C2.3.2.2. Submit proposed recommendations for DoDAAD improvement to the committee members and the OSD PSA. Present issues to the DoDAAD PRC for

review and resolution. Where PRC consensus cannot be achieved, document and present the issues to the OSD PSA for resolution.

C2.3.2.3. Report findings and recommendations of evaluations and reviews, with comments from the DoD Components and participating external organizations, to the OSD PSA through the use of standard DLMS configuration management procedures (e.g., proposed and approved DLMS changes).

C2.3.2.4. Develop business rules and procedure documentation, including business rules for DoDAAD Central Service Point (CSP) and DoDAAD monitor assignment.

C2.3.2.5. Approve and forward CSP and Monitor appointments to the Central Control Point (CCP).

C2.3.2.6. Develop and provide DoDAAD training.

C2.3.2.7. Develop and document DoDAAD functional requirements and specifications.

C2.3.2.8. Ensure testing and validation of approved DoDAAD changes.

C2.3.2.9. Publish the following DoDAAD PRC information:

- current list of DoDAAD PRC members,
- meeting minutes,
- current list of DoDAAD Central Service Points and Monitors,
- DoDAAD System Standard Operating Procedures,
- DoDAAD Master File Layout,
- DoDAAD Assignment Logic information,
- CSP and Monitor appointment memorandum templates, and
- additional DoDAAD resources on the DoDAAD PRC webpage www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp.

C2.3.3. DoDAAD PRC. The DoDAAD PRC is a committee responsible for development, maintenance, and change management of the DoDAAD. The committee is chaired by the DoDAAD System Administrator with representation from each of the Services and Agencies who comprise the member subscribers of the DoDAAD. Change management is accomplished through the Proposed DLMS Change (PDC)/Approved DLMS Change (ADC) process. The DLMS change management requirements and guidelines are documented in DLM 4000.25, Volume 1, Chapter 3 (Change Management) and are available at www.dla.mil/j-6/dlms/elibrary/manuals/dlm/dlm_pubs.asp. The DLMS change management process ensures proper documentation of all proposed or approved changes and provides an audit trail for tracking and reporting of these changes to the functional baseline. The DoDAAD PRC operates under the authority and within the

framework documented in this chapter. Current PRC members are identified on the DoDAAD PRC webpage.

C2.3.4. DLA Transaction Services. In addition to being the technical manager of, and organization responsible for the Defense Automated Addressing System (DAAS), DLA Transaction Services serves as the CCP for the DoDAAD. In this capacity, DLA Transaction Services is responsible for the following:

C2.3.4.1. Designate a DoDAAD CCP in writing to the DoDAAD System Administrator.

C2.3.4.2. Maintain the DoDAAD as the authoritative data source for DoDAACs and RICs, and the associated data elements.

C2.3.4.3. Maintain a hardware, software, and customer assistance support helpdesk. If users have DoDAAD software related problems, they can call the DLA Transaction Services customer assistance support helpdesk at 937-656-3247.

C2.3.4.4. Maintain proper system access controls. Access for CSPs and Monitors must be based on both DLA Transaction Services approved system access requests (SAR), and CSP assignments and Monitor delegations received from the DoDAAD System Administrator.

C2.3.4.5. Maintain system documentation, data validation edits, and security for the DoDAAD.

C2.3.4.6. Maintain a profile of authorized DoDAAD users by access level.

C2.3.4.7. Maintain statistics on the number of accesses and types of access (update, query, download) by user.

C2.3.4.8. Associate DoDAACs and RICs to a unique seven character CommRI for routing logistics transactions.

C2.3.4.9. Maintain Web query applications.

C2.3.4.10. Maintain the **DoDAAD Update Application**. ~~DoD Enterprise DoDAAD Web update application.~~

C2.3.4.11. Provide DoDAAD data output to external applications and customers.

C2.3.4.12. Design and maintain the DoDAAD database to implement functional requirements.

C2.3.4.13. Test program functionality and system interface connectivity.

C2.3.5. DoD Components and Federal Agencies. DoD Components and Federal Agencies will:

C2.3.5.1. Designate, in writing, a primary DoDAAD CSP and an alternate CSP (along with optional DoDAAC monitors) to the DoDAAD System Administrator. A sample letter for these appointments is contained in Appendix 1.1, which can be found at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v6.asp. The CSP **and Monitor** appointment template can be found at the DoDAAD PRC webpage at http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.1_CSP-and-Monitor-Appointment-Letter-Template.docx ~~Appt_Letter_Template.docx~~

C2.3.5.2. Submit DoDAAD CSP and Monitor appointment changes to the DoDAAD System Administrator in a timely manner to allow DLA Transaction Services to promptly add or remove account access to the ~~Enterprise DoDAAD Web Maintenance~~ **Update** Application. Appointments will include all individuals who require access (to include existing appointments) as well as individuals who will be revoked. This will ensure that the latest appointment includes all currently authorized personnel for the Service/Agency. These appointments do not grant access; they authorize access. DLA Transaction Services grants access based on matching the completed SAR with appointment authorizations.

C2.3.5.3. Develop and publish supplemental procedures for internal use as needed, as long as they do not conflict with the procedures contained herein. Component unique processing information will be included in the appendices to this chapter and may be posted on the DLA Logistics Management Standards DoDAAD PRC webpage; however, this information remains the Component's responsibility.

C2.3.5.4. Implement approved DLMS changes.

C2.3.6. DoDAAD Central Service Points. DoDAAD CSPs, designated in writing by their respective Component or Agency, are responsible for the following:

C2.3.6.1. Serve as DoDAAD PRC members or interested parties for their respective Component or Agency.

C2.3.6.2. Assign and maintain DoDAACs and RICs that are authorized in their appointment memoranda for activities of their Service/Agency only.

C2.3.6.3. Advise DLA Transaction Services of any new COMMRI requirements for DoDAACs or RICs.

C2.3.6.4. Ensure the timeliness, accuracy, and authority for use (authority code) of DoDAAC and RIC information.

C2.3.6.5. Give priority to deploying and redeploying units to ensure that they have current DoDAAC/RIC information prior to their deployment or redeployment.

C2.3.6.6. Monitor and delete contractor DoDAACs upon expiration of the applicable contract.

C2.3.6.7. Promote and support DoDAAD within the respective Component/Agency and serve as the Component's DoDAAD subject matter expert.

C2.3.6.8. At their discretion, delegate/sub-divide their responsibility for file maintenance of the DoDAACs and RICs for which they are responsible to DoDAAD Monitors, as necessary. Such delegation will be in writing to the DoDAAD System Administrator (see C2.3.5.1. and C2.3.7).

C2.3.7. DoDAAD Monitors. When situations arise whereby services/agencies desire that DoDAAD management be delegated below the CSP level, DoDAAD Monitors can be delegated by the CSP to allow for lower-level management within the service/agency. DoDAAD Monitors are responsible for maintaining DoDAACs/RICs delegated to them by their CSP. DoDAAD Monitors shall be appointed in writing by the CSP to the DoDAAD System Administrator and DLA Transaction Services, identifying the individuals to whom sub-delegations are being made and the DoDAACs/RICs that each is responsible for to allow DLA Transaction Services to update/remove access to the Enterprise **DoDAAD web Update Application** as appropriate. See also Special Program DoDAACs below. **Monitor appointments shall be included in the CSP appointment letter. The CSP and Monitor appointment template can be found at the DoDAAD PRC webpage at http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.1_CSP-and-Monitor-Appointment-Letter-Template.docx**

~~Appendix 1.2 is a sample letter for Monitor assignment. The Monitor appointment template can be found on the DoDAAD PRC webpage and www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.2_Monitor_Appt_Letter_Template.docx.~~

C2.4. DoDAAC STRUCTURE. The current DoDAAD master file layout containing all data elements, descriptions and business rules is contained in Appendix 1.32 at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/V6/v6c2a1.32_DoDAADMasterFileLayout.docx.

Additionally, the General Services Administration (GSA) has unique file layout requirements that are also available at the DoDAAD PRC webpage. Some of the more common elements of DoDAAC structure are provided below.

C2.4.1. Service and Agency Codes. DoDAACs and RICs are assigned to activities beyond DoD. DoDAAC and RIC assignment is based on **MILSTRIP** Service and Agency codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. Further stratification **of Service and Agency codes for use in creating DoDAACs and RICs are found in the DoDAAD Series Table published as Appendix 1.15 of this Volume, and it can also be found at** ~~for DoDAAC assignment may be found at~~ www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp.

~~www.dla.mil/j-6/dlmso/eApplications/LOG-NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=71~~

The following are the differing types of DoDAACs that exist:

C2.4.1.1. Department of Defense DoDAACs. DoD Activities are designated by an alpha character in the first position, excluding B, D, G, I, K, O, P, T, X, and Y.

C2.4.1.2. DoD Contractor DoDAACs. DoD contractors will only be assigned DoDAACs if they have a contract with DoD that authorizes access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. Contractor DoDAACs will be assigned by the CSP of the DoD Component or Agency that signed the contract with the contractor, except in cases where one Component or Agency is providing procurement/contract writing service for another Component or Agency. In such cases, the requesting Component/Agency CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC, for monitoring contract expiration dates, and for deleting contractor DoDAACs when there is no longer an active contract associated with the DoDAAC.

C2.4.1.3. Federal Agency DoDAACs. Federal Agency DoDAACs are identified by a G in the first position or numeric character in the first position followed by a numeric character in the second position. These may be referred to as Civil Agency Codes.

C2.4.1.4. Special Program DoDAACs. Special Program DoDAACs are identified by a numeric character in the first position followed by an alpha character in the second position. These identify entities that are neither DoD or other Federal entities and that are associated with a special program. Among other purposes, special programs include programs authorized by Congress for state and local entities to purchase materiel from Federal sources. DoD and Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact the DoDAAD System Administrator for guidance on establishing a DoDAAC series for a special program.

C2.4.1.5. Permanent DoDAACs. Once a DoDAAC is used as an Enterprise Identifier in the Item Unique Identifier (IUID) Registry, the DoDAAC becomes a permanent DoDAAC and can never be removed from the DoDAAD database or reused. DLA Transaction Services sets the "Enterprise Identifier Flag" programmatically by matching DoDAACs with the IUID Registry, and sets the "Cancelled/Never Reuse Flag" when a DoDAAC is deleted by a CSP. If a permanent DoDAAC is mistakenly deleted, it can only be restored by contacting DLA Transaction Services.

C2.4.2. Addresses. There may be up to four distinct "Type of Address Code" (TAC) addresses for each DoDAAC. CSPs/Monitors will enter the proper address based on the applicable TAC on a letter, label, or box marking in accordance with the applicable mode of transportation. Ensure that only one type of address is used for each of the four address types. Combining part of an Air/Army Post Office (APO) address with a commercial postal standard will create an invalid address. TAC definitions are:

C2.4.2.1. TAC 1 - Owner. TAC 1 identifies the mailing address and other information of the owner and is mandatory.

C2.4.2.2. TAC 2 - Ship-To or Freight. TAC 2 identifies the ship-to or freight address and other information for the activity. If no TAC 2 is entered, the TAC 1 address is used. Addresses listed for freight purposes must contain sufficient information to use the in-the-clear portion of package markings and to insert addresses 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. There are two geographic location indicators in addition to the address: Aerial Port of Debarkation (APOD); and Water Port of Debarkation (WPOD). The APOD and WPOD are adjuncts to the address information, and a variance in the address may be required depending on the values in these fields. Supplemental information concerning railheads, airports, etc., serving a given installation in the Continental United States (CONUS) is contained in the Defense Transportation Regulation (DTR) at <http://www.transcom.mil/dtr/part-ii/>.

C2.4.2.3. TAC 3 - Bill-To. TAC 3 identifies the billing address of the activity responsible for bill payments and other information for the activity. If no TAC 3 is entered, the TAC 1 address is used.

C2.4.2.4. TAC 4 - Commercial Small Parcel Shipping. TAC 4 identifies the commercial shipping address (e.g., address used by United States Postal System (USPS), United Parcel Service, FedEx) and other information for the activity. If no TAC 4 is entered, the TAC 2 address is used. If there is no TAC 2 address, the TAC 1 address is used. Commercial small parcel shipping information should follow the format established by the USPS to the extent practicable. This format consists of elements such as recipient name, street name, address number, city, state, and ZIP Code. APO, Fleet Post Office (FPO) and other military unique qualifiers should not be used in the TAC 4 commercial small parcel shipping section.

C2.4.3. Effective and Delete Dates

C2.4.3.1. Effective Date. Effective Date is the date that a change becomes effective. It may be used to schedule future changes. When a DoDAAC is entered or updated and an Effective Date is supplied for a given TAC, the data entered for that TAC will not be effective or published until the current date matches the Effective Date entered. Multiple changes can be entered using this technique, as long as the Effective Date entered does not duplicate an existing Effective Date.

C2.4.3.2. Pending Effective Date. When an Effective Date is pending for a given TAC, Defense Automatic Addressing System Inquiry (DAASINQ)/Enhanced Defense Automatic Addressing System (eDAASINQ) will indicate the pending date by flagging the TAC with a graphic above the Effective Date field indicating "Future DoDAAD information available". To view the pending changes, the user may click the "Future data available" graphic.

C2.4.3.3. Delete Date. Delete Date is used to delete a TAC for a DoDAAC. Individual TACs may be deleted; however, a Delete Date entered on TAC 1 will delete the entire DoDAAC.

C2.4.3.4. Pending Delete Date. When a Delete Date is pending for a given TAC, DAASINQ/eDAASINQ will indicate the pending date by flagging the TAC with a graphic above the Delete Date field indicating “Future data available.” To view the pending changes, the user may click the “Future data available” graphic.

C2.4.3.5. Passed Delete Date - TAC 1. Once the Delete Date has passed for a DoDAAC TAC 1, the DoDAAC will remain inactive on the DoDAAD master file for five years before the record is physically removed from the master file. This gives the pipeline of pending actions sufficient time to clear before the DoDAAC is actually removed from the master file. The only indication that a DoDAAC has been deleted during those five years is the existence of a Delete Date on the master record for the given DoDAAC. No new requisitions may be initiated for a deleted/inactive DoDAAC. CSPs or monitors may restore a deleted DoDAAC or reassign it to another address during the five year period.

C2.4.4. Authority Codes. CSPs (or DoDAAC monitors as applicable) must assign an authority code for each DoDAAC. The authority code restricts the use of the DoDAAC. DoDAAC authority codes are applicable to all Components/Agencies and there are many supply and finance business process edits based on the authority code. Authority Code 00 allows unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes, such as bill-to only or ship-to only. Authority codes are list in Appendix 1.43 at [www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.43 Authority Codes.docx](http://www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.43_Authority_Codes.docx).

C2.4.5. Major Command Codes (MAJCOM). MAJCOMs allow sub-delegation of DoDAACs below the service/agency level. These codes are service/agency-created and are denoted in the DoDAAD by the header “MAJ_COMMAND.” The current MAJCOMs are maintained by DLA Transaction Services and a list can be found in Appendix 1.54 at [www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.54 Major Command Codes.docx](http://www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.54_Major_Command_Codes.docx).

C2.4.6. DoDAAC Assignment Logic. In some instances, components have assigned DoDAACs in a logical sequence within their assigned series. Service/Agency DoDAAC Assignment Logic is published in Appendix 1.65 and can be found at [www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.65 DoDAAC Assignment Logic](http://www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.65_DoDAAC_Assignment_Logic.docx).

C2.4.7. Unique Processing Rules. Some Services and Agencies have additional unique processing rules that are applicable solely to their respective Service/Agency. Current Service/Agency specific unique processing rules may be found in Appendices 1.76 through 1.143 as indicated in the paragraphs below:

C2.4.7.1. U.S. Army Unique Processing, Appendix 1.7~~6~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6c2a1.76 Rules US Army.docx.

C2.4.7.2. U.S. Air Force Unique Processing, Appendix 1.8~~7~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/V6/v6c2a1.87 Rules USAF.docx.

C2.4.7.3. U.S. Navy Unique Processing, Appendix 1.9~~8~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/V6/v6c2a1.98 Rules USN.docx.

C2.4.7.4. U.S. Marine Corps Unique Processing, Appendix 1.10~~9~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/V6/v6c2a1.109 Rules USMC.docx.

C2.4.7.5. U.S. Coast Guard Unique Processing, Appendix 1.11~~10~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/V6/v6c2a1.1110 Rules USCG.docx.

C2.4.7.6. DoD Education Activity Unique Processing, Appendix 1.12~~11~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/V6/v6c2a1.1211 Rules DoDEA.docx.

C2.4.7.7. Unique Processing, Others, Appendix 1.13~~12~~
www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/V6/v6c2a1.1312 Rules Others.docx.

C2.5. DoDAAD ~~MAINTENANCE~~ **UPDATES**. There are three methods for CSPs or their designated DoDAAD Monitors to update the DoDAAD. They are contained in the DoDAAD System Standard Operating Procedures (SOP). The DoDAAD System SOP provides detailed **DoDAAD update** ~~maintenance~~ information and may be found at https://www2.dla.mil/j-6/dlmsso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf.

C2.5.1. ~~Enterprise DoDAAD Update Web Maintenance Application (Web DoDAAD)~~

C2.5.1.1. DLA Transaction Services maintains a ~~Web DoDAAD DoDAAC/RIC Web Update~~ **Application for updating DoDAACs/RICs** that is available to all designated DoDAAD CSPs and delegated Monitors for real-time DoDAAD updates. This application incorporates all approved validations and edits. It facilitates real-time validation, elimination of erroneous data, elimination of major reconciliations, and automated file synchronization processing. It also provides easy additions and modifications of DoD Component unique data elements. Access to the ~~Web DoDAAD Update~~ Application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment memorandum submitted to the DoDAAD System Administrator, and a SAR submitted to DLA Transaction Services at <https://www.transactionservices.dla.mil/daashome/customerassistance.asp>.

C2.5.1.2. DLA Transaction Services deactivates accounts when a DoDAAC CSP/Monitor is no longer authorized or when the account has not experienced activity for a period of time determined by DLA Transaction Services. CSPs/Monitors are

restricted through access controls to DoDAACs and RICs authorized in their appointment letter. CSPs are unable to access other Component/Agency DoDAACs or RICS. For example, an Army CSP is not able to access Navy DoDAACs or RICS.

C2.5.2. Army and Air Force Update Applications. The Army and Air Force CSPs may also use their respective DoDAAD maintenance applications. The Army and Air Force are responsible for ensuring that their respective applications provide the same capabilities and data validation edits as the ~~Web~~ DoDAAD **Update** Application. Completed maintenance actions will update the single authoritative source database at DLA Transaction Services in near real-time.

C2.5.3. Batch Maintenance. Batch maintenance is only authorized for the United States Postal Service (USPS). See Appendix 1.14~~3~~ at [www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.143 Batch Transactions.docx](http://www.dla.mil/j-6/dlms0/elibrary/manuals/dlm/V6/v6c2a1.143%20Batch%20Transactions.docx).

C2.6. DoDAAD OUTPUT. The following are the authorized means by which to receive DoDAAD data output:

C2.6.1. Web Services. Web Services provides Component application systems near real-time access to the DoDAAD database and is the preferred method for applications to access DoDAAD data. Contact the DLA Transaction Services Help Desk concerning DoD Data Services (DDATA) Web Services at daashelp@dla.mil.

C2.6.2. Database Replication. Database replication provides near real-time access to a copy of the authoritative source. DLA Transaction Services uses a replication process to synchronize local copies of the DoDAAD database with the authoritative database on a scheduled basis. Scheduled updates are determined by the system requesting the replication and can be on any timeframe up to every 15 minutes. No new data replication processes will be authorized; however, current replication accounts will be migrated to Web Services based upon DLA directives and customer capabilities. Please contact the DLA Transaction Services Help Desk at daashelp@dla.mil concerning DDATA Database Replication/Web Services.

C2.6.3. Secure File Transfer Protocol. DLA Transaction Services issues secure file transfer protocol (SFTP) accounts for the purpose of retrieving customer required DoDAAD-related data created by applications that have direct access to various DLA Transaction Services data repositories. These individual user accounts are monitored to access daily, weekly, and monthly data. There is a data refresh lag time due to the batch processing for file creation and staging for customer pickup. The batch file formats are one form of SFTP output (see C2.5.3). This is the least preferred data access method for obtaining DoDAAC data. The procedures to access and use SFTP accounts are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>.

C2.6.4. DAASINQ. Users can query and view DoDAACs and RICs via the ~~W~~web-based DAASINQ application at any time. DAASINQ is open to all users. It requires the

user to know and enter the DoDAAC or RIC desired, and it returns information for only that single DoDAAC or RIC. The procedures for accessing and using DAASINQ are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>.

C2.6.5. eDAASINQ. Users can view, query, and download DoDAAD query results for DoDAACs and RICs via the ~~w~~Web-based eDAASINQ application at any time. This is a robust query enabling wild card searches of data with downloading capability. The user must have a CAC or PKI certificate and a SAR submitted to DLA Transaction Services. Users must consider operational security in protecting and distributing query results. The procedures to access and use eDAASINQ are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>

APPENDIX 1.1

CENTRAL SERVICE POINT AND MONITOR APPOINTMENT LETTER TEMPLATE

NOTE: Letter must be on Service/Agency official letterhead

DATE

MEMORANDUM FOR: DLA Logistics Management Standards, DoD Activity Address
Directory (DoDAAD) Administrator

SUBJECT: DoD Activity Address Code (DoDAAD) Central Service Point (CSP) and/or
Monitor Letter of Appointment

REFERENCES: (a) DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6,
Chapter 2
(b) DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures
(MILSTRIP), Appendix 2.03 - Routing Identifier Codes

In accordance with references (a) and (b), Component/Agency XXX hereby designates the Primary and Alternate CSPs listed below to add, delete or modify our assigned XXX series DoD Activity Address Code (DODAACs) and X_ Series Routing Identifier Code (RICs). They are responsible for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the proper assignment, modification or deletion of each DoDAAC/RIC.

Primary CSP:

Name: (First MI. Last)
Official mailing address:

Email: XXXXXXX@XXX.XXX
Comm: 999-999-9999
DSN: 999

Alternate CSP:

Name: (First MI. Last)
Official mailing address (if different than Primary):
Email: XXXXXXX@XXX.XXX
Comm: 999-999-9999
DSN: 999

The following are hereby removed as CSPs for this Component/Agency:

Name: (First, MI. Last)

Additionally, the following personnel are delegated Monitor responsibilities, under management of the CSPs, for the Series/MAJCOMs listed. These Monitor(s) are hereby authorized to modify our assigned XXX series DoD Activity Address Code (DODAACs) and X_ series Routing Identifier Code (RICs) for the MAJCOMs listed. They are responsible to the CSP for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the modifications of each DoDAAC/RIC.

Monitor(s):

DoDAAC Series: (include all that apply for both DoDAACs and RICs)

MAJCOM(s):

Name: (First MI. Last)

Official mailing address:

Email: XXXXXXX@XXX.XXX

Comm: 999-999-9999

DSN: 999

Additionally, the following are hereby removed as Monitors for this Component/Agency:

Name: (First, MI. Last)

If these are any additional question or concerns, please contact me at 999-999-9999,
email XXX@XXX.XXX

XXXXX X. XXXXXX

Authorized Agency Representative

Instructions:

1. A new letter listing all CSPs and/or Monitors is required for any additions and promptly following any deletions. CSPs and Monitors may not appoint themselves, but CSPs can appoint Monitors.
2. Please note in the letter any CSP or Monitor restrictions (e.g., limitation by DoDAAC series or Type Address Code).
3. If no Monitor assignments apply for your Service/Agency, do not include the portion of the letter related to Monitors.
4. If the RIC CSP or Monitor is different from the DoDAAC CSP or Monitor, please list them separately in the letter. Note: “H”series RIC assignments for “Other DoD Activities” are managed by Washington Headquarters Service.
5. Please also include the name(s) of anyone who will no longer be a CSP or Monitor for your Service/Agency so that their access may be removed. NOTE: the latest letter submitted by your Service/Agency will supersede any and all previous copies; therefore, it is critical that the letter submitted includes all personnel authorized and all personnel previously authorized for which authorization is now being removed.
6. The letter must be physically or digitally signed (digital signature is preferred) and must include the contact information for the person signing the letter.
7. The person signing the letter should send it as a PDF to DODAADHQ@DLA.MIL. If it is not feasible for the person signing the letter to send it, the person signing the letter must be included in the forwarding email.
8. For access to the DoDAAD update application, submit a separate Systems Access Request to the DLA Transaction Services which may be found at https://www.daas.dla.mil/sar/sar_menu.html
9. DoDAAD Process Review Committee information is at <http://www.dla.mil/j-6/dlms0/Programs/Committees/DoDAAD/dodaad.asp>

APPENDIX 1.2

DoDAAD MASTER FILE LAYOUT

AP1.2.1. The following fields are applicable to all services/agencies:

Field Name	Type	Required	Definition	Business Rule
DODAAC/RIC	VARCHAR(6)	Y	Department of Defense Activity Address Code – A distinctive six-position alpha-numeric identifier assigned to specific units, activities, that are authorized to order, ship, or receive materiel and to prepare documentation and billings or Routing Identifier Code -- a 3-position alpha-numeric identifier that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it within logistics and financial business systems within DLMS and legacy 80 record position format transactions. RICs are prefaced with "ZZZ" in the DoDAAD.	Database Key
SPLC	VARCHAR(9)		Standard Point Location Code. SPLC indicates a CONUS location capable of processing shipments. The ADS for SPLC is the National Motor Freight Traffic Association. For the DoDAAD, SPLC is assigned	SPLC is set by DLA Transaction Services based on TAC 2 address information.

			from NMFTA data based on a DoDAAC's TAC 2 (TAC 1, if TAC 2 does not exist). For more info, see NMFTA's website at www.nmfta.org/Pages/SpIc.aspx	
T1_ADDR1	VARCHAR(35)	Y	The first line (normally name) of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	
T1_ADDR2	VARCHAR(35)		The second line (normally the street address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	
T1_ADDR3	VARCHAR(35)		The third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	
T1_ADDR4	VARCHAR(35)		The fourth line of the mailing address of the unit, activity, or organization that is authorized to order/requisition materiel from the DoD Logistics System.	Note: There is a fifth line (see end of layout) where the country name is stored is the address is overseas.
T1_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T1_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD). The date upon which the address became effective.	Used to set a "future effective" change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date matches the current date.

T1_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD). The date upon which the address was deleted. This address is no longer valid on this date or beyond.	If TAC 1 delete date set to current date or prior, the entire DoDAAC is considered deleted.
BBP	VARCHAR(6)		Break Bulk Point (BBP). The location that materiel is shipped to and broken into smaller shipment for onward movement. NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP holds the associated DoDAAC.	Mostly used to set BBP with a few exceptions. If the BBP is W25N14 or SW3123, the CCP will be set to 101 (East Coast Consolidation Point – New Cumberland). If the BBP is W62N2A or SW3225, the CCP will be set to 301 (West Coast Consolidation Point – San Joaquin).
T2_ADDR1	VARCHAR(35)		The first line (normally name) of the mailing address of the ship to activity	Optional field used for SHIP-TO address. If entered, TAC 2 city and country are required.
T2_ADDR2	VARCHAR(35)		The second line (normally the street address) of the ship to activity	
T2_ADDR3	VARCHAR(35)		The third line of the mailing address of the ship to activity	
T2_ADDR4	VARCHAR(35)		The fourth line of the mailing address of the ship to activity	Note: There is a fifth line (see end of layout) where the country name is stored is the address is overseas.
T2_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T2_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD) the date upon which the address became effective.	Used to set a “future effective” change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date matches the current date.
T2_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD) the date upon which the address was deleted.	If TAC 2 delete date set, the TAC 2 address is not valid on that date or beyond.

			This address is no longer valid on this date.	
T2_APOD	VARCHAR(3)		Aerial Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DLA Transaction Services downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM.	APOD is required if country is outside the USA.
T2_WPOD	VARCHAR(3)		Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DLA Transaction Services downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM.	WPOD is required if country is outside the USA.
T3_ADDR1	VARCHAR(35)		The first line (normally name) of the mailing address of activity that will make payment (bill to address).	Optional field used for BILL-TO address. If entered TAC 3 city and country are required.
T3_ADDR2	VARCHAR(35)		The second line (normally the street address) of activity that will make payment (bill to address)	

T3_ADDR3	VARCHAR(35)		The third line of the mailing address of activity that will make payment (bill to address).	
T3_ADDR4	VARCHAR(35)		The fourth line of the mailing address of activity that will make payment (bill to address).	Note: there is a fifth line (see end of layout) where the country name is stored is the address is overseas.
T3_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T3_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD) the date upon which the address became effective.	Used to set a “future effective” change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date matches the current date.
T3_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD) the date upon which the address was deleted. This address is no longer valid on this date.	If TAC 3 delete date set, the TAC 3 address is not valid on that date or beyond.
T1_CITY	VARCHAR(21)	Y	City (of mailing address)	City is required. If in the USA, city is validated using the U.S. Postal Service (USPS) city, state, zip table.
T1_STATE_A	VARCHAR(2)	Y	Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	State/APO/Province is required if USA, Canada or Mexico.
T1_STATE_N	VARCHAR(2)		Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	Numeric value set by table lookup.

T1_ZIP	VARCHAR(10)	Y	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position.	Zip code required if USA. Zip code is validated using the USPS city, state, zip table.
T1_CNTRY_2	VARCHAR(2)	Y	This is a two character International Organization for Standardization (ISO) country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T1_CNTRY_3	VARCHAR(3)		This is a three character International ISO country code. The code is assigned by ISO.	ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T1_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: http://pe.usps.com/text/imm/welcome.htm .
T2_CITY	VARCHAR(21)		City (of mailing address)	TAC 2 city name required if TAC 2 Address 1 field entered.
T2_STATE_A	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	TAC 2 State/Province code required if TAC 2 country is USA, Canada, or Mexico.
T2_STATE_N	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside	Numeric value set by table lookup.

			the United States, Canada, or Mexico, it will be null.	
T2_ZIP	VARCHAR(10)		United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position.	TAC 2 zip code required if TAC 2 country is USA. Zip code is validated using the USPS city, state, zip table.
T2_CNTRY_2	VARCHAR(2)		This is a two character ISO country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Required if TAC 2 address entered. ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_3	VARCHAR(3)		This is a three character ISO country code. The code is assigned by ISO.	Required if TAC 2 address entered. ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T2_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: http://pe.usps.com/text/imm/welcome.htm .
T3_CITY	VARCHAR(21)		City (of billing address)	TAC 3 city name required if TAC 3 Address 1 field entered.
T3_STATE_A	VARCHAR(2)		Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	TAC 3 State/APO/Province code required if TAC 3 country is USA, Canada, or Mexico.

T3_STATE_N	VARCHAR(2)		Two position alpha code of the State/APO/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	Numeric value set by table lookup.
T3_ZIP	VARCHAR(10)		United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5 th position.	TAC 3 zip code required if TAC 3 country is USA. Zip code is validated using the USPS city, state, zip table.
T3_CNTRY_2	VARCHAR(2)		This is a two character ISO country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Required if TAC 3 address entered. ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T3_CNTRY_3	VARCHAR(3)		This is a three character ISO country code. The code is assigned by ISO.	Required if TAC 3 address entered. ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T3_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: http://pe.usps.com/text/imm/welcome.htm .
T4_ADDR1	VARCHAR(35)		The first line (normally name) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	Optional field used for small parcel commercial address. If entered TAC 4 city and country are required.

T4_ADDR2	VARCHAR(35)		The second line (normally the street address) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	
T4_ADDR3	VARCHAR(35)		The third line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	
T4_ADDR4	VARCHAR(35)		The fourth line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery).	Note: there is a fifth line (see end of layout) where the country name is stored if the address is overseas.
T4_ADDR5	VARCHAR(35)		Fifth line of the address is used for the country name if the address is overseas.	
T4_CITY	VARCHAR(21)		City (of mailing address)	TAC 4 city name required if TAC 4 Address 1 field entered.
T4_STATE_A	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null.	TAC 4 State/Province code required if TAC 4 country is USA, Canada, or Mexico.
T4_STATE_N	VARCHAR(2)		Two position alpha code of the State/Province in the mailing address. If address is outside the United States, Canada, or Mexico, it will be null. This field is defined in the U.S. Federal Information Processing Standard Publication ("FIPS PUB") 5-2 to identify U.S. states and certain other associated	Numeric value set by table lookup.

			areas. On September 2, 2008, FIPS 5-2 was one of ten standards withdrawn by NIST as a Federal Information Processing Standard.	
T4_ZIP	VARCHAR(10)		United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5 th position.	TAC 4 zip code required if TAC 4 country is USA. Zip code is validated using the USPS city, state, zip table.
T4_CNTRY_2	VARCHAR(2)		This is a two character ISO country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Required if TAC 4 address entered. ISO-2 country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_3	VARCHAR(3)		This is a three character ISO country code. The code is assigned by ISO.	Required if TAC 4 address entered. ISO-3 country code is set based on country name selected in drop down list from DoDAAD input page.
T4_IPC_ZIP	VARCHAR(10)		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal services have their own formats and placement rules for postal codes. In most English-speaking countries, the postal code forms the last item of the address, following the city or town name, whereas in most continental European countries it precedes the name of the city or town. See USPS link for individual requirements: http://pe.usps.com/text/imm/welcome.htm .
T4_EFFDTE	VARCHAR(7)		Effective date Julian format (YYYYDDD) the date upon which the address became effective.	Used to set a "future effective" change. If the date is set to a date beyond the current date, those changes will not be applied to the DoDAAC until the effective date

				matches the current date.
T4_DELDTE	VARCHAR(7)		Delete date Julian format (YYYYDDD) the date upon which the address was deleted. This address is no longer valid on this date.	If TAC 4 delete date set, the TAC 4 address is not valid on that date or beyond.
CONTRACT_NO	VARCHAR(17)		Contract Number is filled in when the DoDAAC belongs to a contractor with an active contract.	Field is required if contractor DoDAAC.
CONT_EXP_DTE	VARCHAR(7)		Contract Expiration Date (YYYYDDD)	Field is required if contractor DoDAAC.
SPONSOR	VARCHAR(9)		Sponsor, identifies service that let the contract. For example, DAASC, DAPS, DCMA, DDC, etc.	Field is required if contractor DoDAAC.
CONT_ADMIN_OFF	VARCHAR(6)		DoDAAC code of Contract Administration Office	Field is required if contractor DoDAAC.
MAJ_COMMAND	VARCHAR(2)		Major Command	MAJCOM is a unique series of values set by the Service/Agency.
AUTHORITY_CODE	VARCHAR(2)	Y	Authority Code (see Authority Code table)	Required field. Defaulted to "0" (all access) if not set.
CAGE_CODE	VARCHAR(5)		Commercial and Government Entity Code, identifies the activity.	Field is required if contractor DoDAAC.
CCP	VARCHAR(3)		Consolidation and Containerization Point. The code applies when supplies are to be shipped via surface freight. The code is defined in the Defense Transportation Regulation (DTR), and currently there are only two valid values	Valid values are: 101 and 301.

			for a CCP: 101 (East Coast Consolidation Point, address found in DoDAAC W25N14) or 301 (West Coast Consolidation Point, address found in DoDAAC W62N2A).	
CONUS_OCONUS	VARCHAR(1)		Continental United States or Outside Continental United States (C or O)	Valid values are: C and O.
PHONE	VARCHAR(21)		Telephone of POC	
BLOC	VARCHAR(4)		Bill of Lading Office Code. The code is defined in the Defense Transportation Regulation (DTR) and can be download from the USTRANSCOM Reference Data Manager (TRDM) website. The DoDAAD logic was changed in 2009 to directly load the BLOC from TRDM, so the CSPs no longer directly enter this data.	BLOC set by DLA Transaction Services based on information in the DTR.
POC	VARCHAR(30)		Point of Contact, identifies the POC that can provide information on the DoDAAC	
ADSN_FSN	VARCHAR(6)		Accounting Disbursing Station Number/Fiscal Station Number. This code identifies the Service payment office. This field is not validated within the DoDAAD, it is Service defined and Service dependent. Army and Air Force set a five digit numeric code, Navy and Marines mostly use a DoDAAC, DLA and Other (WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.	

UIC	VARCHAR(8)		Unit Identification Code	
T1_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 1 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.
T1_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 1 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T1_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 1 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 2 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 2 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T2_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 2 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
T3_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 3 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.

T3_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 3 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T3_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 3 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_MILS	VARCHAR(2)		This is a two character Military Standard Requisition and Issue Procedures (MILSTRIP) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 4 address entered. MILS country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_FIPS	VARCHAR(2)		This field is a two character country code.	Required if TAC 4 address entered. Country code is set based on country name selected in drop down list from DoDAAD input page.
T4_CNTRY_FMS	VARCHAR(2)		This is a two character Foreign Military Sales (FMS) country code. The code is assigned by DoD and published in DLM 4000.25-1.	Required if TAC 4 address entered. FMS country code is set based on country name selected in drop down list from DoDAAD input page.
ALOC	VARCHAR(1)		Air Lines of Communications. These codes are assigned by the Army	
FREEFORM	VARCHAR(1)		Free form indicator. If check the address information is no validated.	Turns off address validation and auto population of the last line of the address for the TAC 1 and TAC 2 when set to true ("Y").
PROCUREMENT	VARCHAR(1)		Procurement Authority Flag has been requested by the Acquisition Community to track which DoDAACs have been given procurement authority.	Manually set by Central Service Point.
COCOM	VARCHAR(10)		Combatant Command	Set by DLA Transaction Services based on address TAC 2 address. If the TAC 2 address is missing or deleted the TAC 1

				address is used.
LAST_UPDATE	DATE		Date when any DoDAAC data element was last changed (internal use)	DLA Transaction Services sets this date whenever anything within the DoDAAC is changed.
ENTERPRISE	VARCHAR(1)		Indicate this DoDAAC as an Enterprise record. This field is tied to the NEVER_REUSE field.	Manually set by DLA Transaction Services.
NEVER_REUSE	VARCHAR(1)		For non-expiring DoDAACs for use as Enterprise Identifiers in the IUID Registry. The Permanent DoDAAC concept will require two new fields: "Cancelled/Never Reuse Flag" and "Enterprise Identifier Flag". Neither field will be set within the DoDAAC update page, both will be system generated.	Manually set by DLA Transaction Services.
EMAIL	VARCHAR(40)		Email of POC	

AP1.2.2. The following fields are for internal DLMSO / DLA TS use and are not displayed as a DoDAAD header when querying eDAASINQ:

Field Name	Type	Required	Definition	Business Rule
CREATE_DATE	VARCHAR(7)		Date DoDAAC created	Set by DLA Transaction Services to the current date when DoDAAC is created. Not displayed as a DoDAAD header when querying in eDAASINQ.

DELIND	VARCHAR(1)		Delete Indicator. Note: This is an internal field only used by DLA Transaction Services. This field should not be provided in the replicated data files for other systems.	Delete indicator is set based on the Type Address Code (TAC) 1 delete date. If TAC 1 delete date is current date or prior, the delete indicator is set to "Y". Not displayed as a DoDAAD header when querying in eDAASINQ.
DEMAND_CHAIN	VARCHAR(3)		<p>DLA supplied business categories.</p> <p>"Aviation"</p> <p>"C&E"</p> <p>"C&T"</p> <p>"Land"</p> <p>"Maritime"</p> <p>"Medical"</p> <p>"Subsistence"</p> <p>"Troop Support Customer"</p> <p>DLA Transaction Services Internal use field only. It is a DLA requirement to produce special DLA LMARS reports by demand chain.</p>	DEMAND_CHAIN is set by DLA Transaction Services for LMARS reporting. Not displayed as a DoDAAD header when querying in eDAASINQ.

DIST_CD	VARCHAR(1)		Distribution Code. Used in conjunction with the SPECIALS CROSSREF.	Internal use only by DLA Transaction Services. This field is manually set and unset. Not displayed as a DoDAAD header when querying in eDAASINQ.
NOTES	VARCHAR(4000)		Special CSP notes for DoDAAC. The field has a limited view. Only the Component CSP can see this value (i.e., only Army and see Army)	Not displayed as a DoDAAD header when querying in eDAASINQ.
T1_CHGNO	VARCHAR(4)		Change Number. This is an internal field for outgoing batch transaction control number. Note: This field is only used by DLA Transaction Services and is not provided in the replicated data files for other systems.	Not displayed as a DoDAAD header when querying in eDAASINQ.
T2_CHGNO	VARCHAR(4)		Change Number. This is an internal field for outgoing batch transaction control number. Note: This field is only used by DLA Transaction Services and is not provided in the replicated data files for other systems.	Not displayed as a DoDAAD header when querying in eDAASINQ.
T3_CHGNO	VARCHAR(4)		Change Number. This is an internal field for outgoing batch transaction control number. This field is only used by DAASC and is not provided in the replicated data files for other systems.	Not displayed as a DoDAAD header when querying in eDAASINQ.

AP1.2.3. The following are the DoDAAD master file support tables and constraints. The purpose is to validate (e.g., constraints) and enhance (e.g., convert code to description) the information in the DoDAAD table.

AP1.2.3.1. Authority Code table: AUTHORITY_CODE_MV

Field Name	Type	Definition
AUTH_ID	NUMBER	Authority Code (key)
AUTH_DESC	VARCHAR(30)	Authority Description

```
SQL> select auth_id||'~'||auth_desc from authority_code_mv;
```

```
AUTH_ID||'~'||AUTH_DESC
```

```
-----
```

```
0~Requisitioner
```

```
1~Ship to Only
```

```
2~Finance(Bill to Only)
```

```
3~Do Not Ship to
```

```
4~DRMS Only
```

```
5~Non_requisitioner
```

```
6~Free Issue
```

```
7~Administrative
```

```
8 rows selected.
```

AP1.2.3.2. Country Code table: CNTRY_CODES_MV

Field Name	Type	Definition
CNTRY_NAME	VARCHAR(120)	Country Name
MILSTRIP_CC	VARCHAR(2)	MILSTRIP Code
FIPS_CC	VARCHAR(2)	FIPS Code
SA_FMS_CC	VARCHAR(2)	FMS Code
ISO_CC	VARCHAR(2)	ISO 2 Digit Code
POS_CC_3	VARCHAR(3)	ISO 3 Digit Code
INACTIVE	VARCHAR(1)	Inactive Flag (no currently used)
PSEUDO_ISO	VARCHAR(1)	Pseudo IDO flag (no currently used)

AP1.2.3.3. Major Command Code table: MAJCOM_CODES_MV

Field Name	Type	Definition
CODE	VARCHAR(2)	Major Command Code
SERVICE	VARCHAR(10)	Service
DESCRIPTION	VARCHAR(80)	Description
MAJCOM	VARCHAR(10)	Major Command

AP1.2.3.4. Post Code table: PORT_REC_MV

Field Name	Type	Definition
A_P_CDE	VARCHAR(3)	Port Code
A_P_ID	VARCHAR(1)	Post Code ID (Water or Aerial)
A_P_CITY_NAME	VARCHAR(51)	City
A_P_STATE_CDE	VARCHAR(2)	State Code
A_P_CNTRY_CDE	VARCHAR(2)	Country Code
A_P_CNTRY_ISO_CDE	VARCHAR(3)	ISO Country Code (3 digit)
A_P_CNTRY_NAME	VARCHAR(51)	Country Name
A_P_MILS_NAME	VARCHAR(51)	MILS Country Name

Port Codes

The current list of Port codes can be found on the USTRANSCOM Reference Data Manager (TRDM) maintained by USTRANSCOM which can be found at <https://www-tmds.c2.amc.af.mil/TRDM>.

To locate the values for either water or aerial ports, select the "DTR Reference Data" button and scrolling down to the "Aerial Ports" or "Water Port" choice of the dropdown box.

AP1.2.3.5. State Code table: STATE_CODE_MV

Field Name	Type	Definition
ID	VARCHAR(2)	Key value
STATE_A	VARCHAR(2)	Alpha State Code
STATE_N	VARCHAR(2)	Numeric State Code
DESCRIPTION	VARCHAR(50)	State Name
COUNTRY	VARCHAR(20)	Country

```
SQL> select id||'~'||state_a||'~'||state_n||'~'||description||'~'||country from state_code_mv;
ID||'~'||STATE_A||'~'||STATE_N||'~'||DESCRIPTION||'~'||COUNTRY
```

```
-----
1~AL~1~Alabama~USA
2~AK~2~Alaska~USA
4~AZ~4~Arizona~USA
5~AR~5~Arkansas~USA
7~CA~6~California~USA
8~CO~8~Colorado~USA
9~CT~9~Connecticut~USA
10~DE~10~Delaware~USA
11~DC~11~Dist of Columbia~USA
12~FL~12~Florida~USA
13~GA~13~Georgia~USA
15~HI~15~Hawaii~USA
17~ID~16~Idaho~USA
18~IL~17~Illinois~USA
19~IN~18~Indiana~USA
20~IA~19~Iowa~USA
23~KS~20~Kansas~USA
24~KY~21~Kentucky~USA
26~LA~22~Louisiana~USA
27~ME~23~Maine~USA
28~MH~68~Marshall Islands~USA
29~MD~24~Maryland~USA
30~MA~25~Massachusetts~USA
31~MI~26~Michigan~USA
34~MN~27~Minnesota~USA
35~MS~28~Mississippi~USA
36~MO~29~Missouri~USA
37~MT~30~Montana~USA
```


39~NE~31~Nebraska~USA
40~NV~32~Nevada~USA
41~NH~33~New Hampshire~USA
42~NJ~34~New Jersey~USA
43~NM~35~New Mexico~USA
44~NY~36~New York~USA
45~NC~37~North Carolina~USA
46~ND~38~North Dakota~USA
48~OH~39~Ohio~USA
49~OK~40~Oklahoma~USA
50~OR~41~Oregon~USA
51~PW~70~Palau~USA
53~PA~42~Pennsylvania~USA
55~RI~44~Rhode Island~USA
56~SC~45~South Carolina~USA
57~SD~46~South Dakota~USA
58~TN~47~Tennessee~USA
59~TX~48~Texas~USA
61~UT~49~Utah~USA
62~VT~50~Vermont~USA
64~VA~51~Virginia~USA
66~WA~53~Washington~USA
67~WV~54~West Virginia~USA
68~WI~55~Wisconsin~USA
69~WY~56~Wyoming~USA
70~AA~96~AA~USA
71~AE~97~AE~USA
72~AP~98~AP~USA
73~AG~~Aguascalientes~MEX
74~BC~~Baja California~MEX
75~BN~~Baja California Norte~MEX
76~BS~~Baja California Sur~MEX
77~CH~~Chihuahua~MEX
78~CL~~Colima~MEX
79~CM~~Campeche~MEX
80~CO~~Coahuila~MEX
81~CS~~Chiapas~MEX
82~DF~~Distrito Federal~MEX
83~DG~~Durango~MEX
84~GR~~Guerrero~MEX
85~GT~~Guanajuato~MEX
86~HG~~Hidalgo~MEX
87~JA~~Jalisco~MEX

88~MI~~Michoacan~MEX
89~MO~~Morelos~MEX
90~MX~~Edo. Mexico~MEX
91~NA~~Nayarit~MEX
92~NL~~Nuevo Leon~MEX
93~OA~~Oaxaca~MEX
94~PU~~Puebla~MEX
95~QR~~Quintana Roo~MEX
96~QT~~Queretaro~MEX
97~SI~~Sinaloa~MEX
98~SL~~San Luis Potosi~MEX
99~SO~~Sonora~MEX
100~TB~~Tabasco~MEX
101~TL~~Tlaxcala~MEX
102~TM~~Tamaulipas~MEX
103~VE~~Veracruz~MEX
104~YU~~Yucatan~MEX
105~ZA~~Zacatecas~MEX
106~OT~~State Unknown~MEX
107~AB~~Alberta~CAN
108~BC~~British Columbia~CAN
109~MB~~Manitoba~CAN
110~NB~~New Brunswick~CAN
111~NL~~Newfoundland and Labrador~CAN
112~NS~~Nova Scotia~CAN
113~NT~~Northwest Terr~CAN
114~NU~~Nunavut~CAN
115~ON~~Ontario~CAN
116~PE~~Prince Edward~CAN
117~QC~~Quebec~CAN
118~SK~~Saskatchewan~CAN
119~YK~~Yukon~CAN

103 rows selected.

AP1.2.3.6. Constraints

The following are field constraints values:

ALOC in (1-9)

CCP in (101, 301)

DIST_CD in (1-9, A-Z)

AP1.2.4. GSA File Layout/Data Dictionary. In addition to the previous data, GSA also applies the following data:

Field Name	Type	Definition
DODAAC	VARCHAR(6)	Department of Defense Activity Address Code. This is the primary key of the table and is used to link this data to the DoDAAD master table.
SUPPORT_REGION_CD	VARCHAR(1)	Support Region Code. Geographic locations within the USA. A = Atlanta, B = Boston, C = Chicago, D = Denver, F = Fort Worth, G = General Office, K = Kansas City, N = New York, P = Philadelphia, S = San Francisco, T = Auburn, W = National Capital Region
PURPOSE_CD	VARCHAR(1)	Purpose Code. Indicates type of usage for this address. R = Requisition, E = Excess Property, F = Fund, G = GSA Depot, Y = CRP, X = GSA Excess Activity
AGENCY_CD	VARCHAR(2)	Agency Code. GSA internal breakdown of Agency by DoDAAC. For example, 69 is Dept of Transportation.

Field Name	Type	Definition
BUREAU_CD	VARCHAR(2)	Bureau Code. GSA uses its own unique bureau codes and they do not match the Treasury Bureau codes. It is a numerical code assigned by GSA to identify bureaus or other organizational subdivisions within the basic agency and used only in the GSA internal system. Valid Values are 00-99.
STATE_COUNTRY	VARCHAR(2)	State Country. If location field is USA, this will contain a two digit numeric value for state. The N state or alphabetic Country Code from the Worldwide Geographic Location Code, east coast FPOs assign 97, west coast FPOs assign 98. Where the APO/FPO is Miami assign "AA" as the state code.
CITY_CD	VARCHAR(4)	City Code. 4 digit numeric value representing the city name. City code retrieved from the Worldwide Geographic Location Codes. (GLC lookup)
EXP_DOM	VARCHAR(1)	Export Domestic. E=Export and D=Domestic. 48 contiguous states-D, Alaska-D, Hawaii-D, American Samoa-E, Canal Zone-E, Canton and Enderbury Islands-E, Guam-E, Johnston Atoll-E, Midway Islands-E, Puerto Rico-D, Ryuku Islands (Southern)-E, Swan Islands-E, Trust Territories of the Pacific Islands-E, Navassa Islands-E, U.S. Misc Pacific Islands-E, Virgin Islands-D, Wake Island-E, Micronesia-E, Northern Mariana Island-E (GLC lookup)
CRP	VARCHAR(6)	Consolidated Receiving Point. This is a 6-character DoDAAC. The CRP identifies a single organizational entity, at a pivotal location point, which acts as receiver of freight shipments directed to one or more activities located in the same general vicinity. The CRP always begins with "YY".
COUNTRY_PROVINCE	VARCHAR(3)	Country Province.
PARCEL_POST	VARCHAR(1)	Parcel Post. 0=Parcel Post allow, 9=No parcel post.
INSIDE_DELIVERY	VARCHAR(1)	Inside Delivery. 1=Requested
CONTACT_POINT	VARCHAR(3)	Contact Point. Agency Address Control Point code.

Field Name	Type	Definition
PAY_STATION	VARCHAR(8)	Pay Station. Assigned by Treasury assigned by Treasury to identify an accounting station within an agency. Used for processing transactions through the OPAC System.
COMM_PHONE	VARCHAR(10)	Commercial Telephone Number.
FTS_PHONE	VARCHAR(7)	FTS Telephone Number.
DSN_PHONE	VARCHAR(7)	DSN Telephone Number.

APPENDIX 1.3

DoDAAC AUTHORITY CODES

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.
	Required ¹ : Type Address Code (TAC) 1	
	Business Rules: No restrictions	
	DAAS DoDAAC Authority Code Edit: No additional edit	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: TAC 1, (TAC 2 and/or TAC 4)	
	Business Rules: Not authorized to requisition or bill-to	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with Signal Code J, L, M, X	
02	Finance (Bill-To Only)	DoDAAC can only be used as a bill-to
	Required: TAC 1, TAC 3	
	Business Rules: Cannot requisition, Cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with Signal Code B	
03	Do Not Ship To	Cannot be used as a ship-to destination
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed	
	Business Rules: Cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: If the DoDAAC is used in requisition requisitioner field (record positions 30-35), it must contain Signal Code J, K, L, M, X. If the DoDAAC is used in the requisition supplementary address field (record positions 45-50), it must contain Signal Code A, B, C, or D.	

¹ Required means minimum required data element(s)

Code	Description	Definition
04	DLA Disposition Services Only	DLA Disposition Services Only (e.g., State agencies surplus). Used to identify activities that have no requisition authority other than for DLA Disposition Services Only material.
	Required: TAC 1	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materiel from DLA Disposition Services (DoD excess only)	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).	
06	Free Issue	No cost option. This item is given away with no associated costs (e.g., DLA Disposition Services, NGA Maps)
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA))	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M	
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use)
	Required: TAC 1	
	Business Rules: Cannot requisition, cannot be used as a ship-to-designation, and cannot be used for billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to"	

APPENDIX 1.4

DoDAAD MAJOR COMMAND CODES

CODE	SERVICE	MAJCOM	DESCRIPTION
U.S. Air Force			
07	AIRFORCE	AFOSI	Office of Special Investigations
0B	AIRFORCE	USAFA	US Air Force Academy
0D	AIRFORCE	USAFE	USAF In Europe
0E	AIRFORCE	DFAS	Defense Finance & Accounting Service
0J	AIRFORCE	AETC	Air Edu. & Train. Com
0M	AIRFORCE	AFRC	Air Force Reserve
0N	AIRFORCE	AIR STAFF	HQ USAF
0R	AIRFORCE	PACAF	Pacific Air Forces
0U	AIRFORCE	AIA	Air Intelligence Agency
0V	AIRFORCE	AFSOC	Special Operations Command
0Y	AIRFORCE	AFCA	Communications Agency
1C	AIRFORCE	ACC	Air Combat Command
1G	AIRFORCE	AFLMA	AF Logistics Management Agency
1L	AIRFORCE	AMC	Air Mobility Command
1M	AIRFORCE	AFMC	Materiel Command
1S	AIRFORCE	AFSPC	Space Command
1W	AIRFORCE	AFCESA	Civil Engineer Support Agency
2G	AIRFORCE	AFNEWS	News Agency
2L	AIRFORCE	AFTAC	AF TECHNICAL APPLICATION CENTER
2U	AIRFORCE	AFSVA	Services Agency
2Z	AIRFORCE	AFMOA	AF Medical Operations Agency
3M	AIRFORCE	SOCOM	US Southern Command
3P	AIRFORCE	CENTCOM	US Central Command
3Q	AIRFORCE	STRATCOM	US Strategic Command
3X	AIRFORCE	CENTAF	US Central Command Air Forces
41	AIRFORCE	JCSE	Joint Communications Support Element
4A	AIRFORCE	NORTHCOM	US Northern Command
4W	AIRFORCE	AFDW	AF District of Washington
4Z	AIRFORCE	ANG	Air National Guard
51	AIRFORCE	DRJ	Special Activities Program
GS	AIRFORCE	AFGSC	AIR FORCE GLOBAL STRIKE COMMAND
U.S. Army			
2A	ARMY	ARCYBER	US ARMY CYBER COMMAND(ARCYBER)
3A	ARMY	USARCENT	US ARMY CENTRAL COMMAND (USARCENT)

CODE	SERVICE	MAJCOM	DESCRIPTION
5A	ARMY	USARNORTH	US ARMY NORTHERN COMMAND (USARNORTH)
6A	ARMY	USARSO	US ARMY SOUTHERN COMMAND (USARSO) A
A1	ARMY	USARAF	US ARMY AFRICA(USARAF)
AA	ARMY	USAAC	US ARMY ACCESSIONS COMMAND
AC	ARMY	ACA	ARMY CONTRACTING AGENCY (ACA)
AE	ARMY	AAESA	US ARMY ACQUISITION SUPPORT CENTER
AJ	ARMY	ATAE	ARMY TACTICAL APPLICATION ELEMENT
AN	ARMY	ANC	ARLINGTON NATIONAL CEMETERY (ANC)
AP	ARMY	USAMEPCOM	US ARMY ENTRANCE PROCESSING COMMAND
AR	ARMY	USAR	US ARMY RESERVE COMMANDS AND UNITS
AS	ARMY	USINSCOM	US ARMY INTEL AND SEC CMD (INSCOM)
AT	ARMY	USATEC	US ARMY TEST AND EVAL CMD (USATEC)
B2	ARMY	IMCOMNE	INSTALLATION MGMT CMD NE REGION
B4	ARMY	IMCOMSE	INSTALLATION MGMT CMD SE REGION
B5	ARMY	IMCOMNW	INSTALLATION MGMT CMD NW REGION
B6	ARMY	IMCOMSW	INSTALLATION MGMT CMD SW REGION
B7	ARMY	IMCOMPAC	INSTALLATION MGMT CMD PACIFIC REGION
B8	ARMY	IMCOMKOR	INSTALLATION MGMT CMD KOREAN REGION
B9	ARMY	IMCOMEUR	INSTALLATION MGMT CMD EUROPE REGION
BA	ARMY	USAIMCOM	HQ, US ARMY INSTALLATION MGMT CMD
BC	ARMY	IMCOMUSAR	INSTALLATION MGMT CMD USAR REGION
CB	ARMY	USACIDC	US ARMY CRIMINAL INVESTIGATION CMD
CE	ARMY	USACE	US ARMY CORPS OF ENGINEERS
CS	ARMY	OCSA	OFFICE, CHIEF OF STAFF, US ARMY
CT	ARMY	USAAA	US ARMY AUDITING AGENCY (USAAA)
DF	ARMY	DOD	DEPARTMENT OF DEFENSE AGENCIES
DJ	ARMY	SOCOM	JOINT SPECIAL OPERATIONS FORCES ACT
DM	ARMY	DMOS	DIRECTED MIL OVER STRENGTH
E1	ARMY	USAREUR 7A	US ARMY, EUROPE AND SEVENTH ARMY
E2	ARMY	21st TSC	21ST THEATER SUPPORT CMD
E3	ARMY	SETAF	SOUTHERN EUROPEAN TASK FORCE(SETAF)
E5	ARMY	VCORP	V CORPS USAREUR
E8	ARMY	30MEDCOM	30TH MEDICAL CMD
EA	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EB	ARMY	1PERSCOM	FIRST PERSONNEL COMMAND
EC	ARMY	POMCUS	PREPOSITION OF MATERIEL CONFIGURED
ED	ARMY	26ASG	26TH SUPPORT GROUP
EF	ARMY	USACSG	US ARMY CIVILIAN SUPPORT GROUP
EN	ARMY	7A JMTC	7TH ARMY TRAINING CMD (7TH ATC)
EQ	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE

CODE	SERVICE	MAJCOM	DESCRIPTION
ER	ARMY	USAREURRSC	US ARMY RESERVE EUROPE AND 7TH RSC
ES	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
ET	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EU	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EV	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
EX	ARMY	RESERVED	RESERVED FOR CONTINGENCY USE
FC	ARMY	FORSCOM	US ARMY FORCES COMMAND
FL	ARMY	20TH SPT	20TH SUPPORT COMMAND
FZ	ARMY	FORSCOMGF	USA FORCES CMD(FORSCOM)GROUNDFORCES
G6	ARMY	NETCOM	US ARMY NETWORK ENTERPRISE TECH CMD
GB	ARMY	NGBCMPO1	NATIONAL GUARD UNITS (COMP 1 UNITS)
HR	ARMY	USARCCMPO1	COMPO 1, MANAGED BY US ARMY RESERVE
J1	ARMY	USA SHAPE	US ARMY ELEMENT SHAPE
JA	ARMY	JCS	JOINT ACTIVITIES (LESS USA NATO)
JG	ARMY	JG JFHQ	JOINT GUARD (JG JFHQ)
KR	ARMY	USARK	EIGHTH US ARMY
MA	ARMY	USMA	US MILITARY ACADEMY (USMA)
MC	ARMY	USAMEDCOM	US ARMY MEDICAL CMD (MEDCOM)
MP	ARMY	PERSCOM	US ARMY TOTAL ARMY PERS CMD PERSCOM
MW	ARMY	MDW	USA MIL DIST OF WASHINGTON (MDW)
NG	ARMY	NG	NATIONAL GUARD - NOT ACTIVE DUTY
P1	ARMY	USARPAC	US ARMY PACIFIC CMD (USARPAC)
P8	ARMY	EUSA	EIGHTH US ARMY (EUSA)
PR	ARMY	USARPAC	US ARMY RESERVES, PACIFIC
RA	ARMY	ARPERSCOM	US ARMY RESERVES PERSONNEL CMD
SA	ARMY	OSA	OFFICE SECRETARY OF THE ARMY (OSA)
SB	ARMY	FOA22	FIELD OPERATING AGENCIES OF THE SEC
SC	ARMY	USASMDC	US ARMY SP AND MISSILE DEF CMD (SMDC)
SE	ARMY	FOA	FO AGENCIES, NON-OA22
SF	ARMY	FOA23	FOAS OF ARMY STAFF, OA-23
SJ	ARMY	OSAJA	OFFICE SECRETARY ARMY, JOINT ACT
SP	ARMY	USASOC	US ARMY SPECIAL OPS CMD (USASOC)
SR	ARMY	USARSOC	US ARMY RESERVES SPECIAL OPS CMD
SS	ARMY	SA	SEC-ARMY, NON-AMHA
SU	ARMY	SOUTHCOM	US ARMY SOUTH COMMAND (SOUTHCOM)
TA	ARMY	USAREC	US ARMY RECRUITING CMD
TC	ARMY	USATDC	US ARMY TRAINING AND DOCTRINE CMD
TM	ARMY	MEPCOM	US ARMY MIL ENT PROCESSING CMD
TW	ARMY	USAWC	US ARMY WAR COLLEGE
X1	ARMY	USAMC	US ARMY MATERIEL CMD (AMC)

CODE	SERVICE	MAJCOM	DESCRIPTION
X2	ARMY	HQAMC	HQ, US ARMY MATERIEL CMD
X3	ARMY	AMCSSA	HQ, STAFF SUPPORT AGENCIES
X4	ARMY	AMCTA	USAMC TRAINING ACTIVITIES
X5	ARMY	AMC	USAMC - ALL OTHERS
X6	ARMY	AMCOM	US ARMY AV AND MISSILE CMD (AMCOM)
X7	ARMY	TACOM	US ARMY TANK AUTO AND ARM CMD -TACOM
X8	ARMY	CECOM	US ARMY COM ELECTRONICS CMD (CECOM)
X9	ARMY	PEO STRI	US ARMY SIM TNG AND INST CMD -STRICOM
XA	ARMY	PMNBC	US ARMY CHEM BIO DEF CMD (CBDCOM)
XB	ARMY	CMA	US ARMY CHEMICAL MATERIALS AGENCY
XC	ARMY	USASC	US ARMY SUSTAINMENT COMMAND
XD	ARMY	USACC	US ARMY CONTRACTING COMMAND
XK	ARMY	AMCACQ	MATERIEL ACQUISITION ACTIVITIES
XL	ARMY	AMCPM	MATERIEL ACQUISITION PROJECT MGRS
XP	ARMY	USASAC	US ARMY SECURITY ASSISTANCE CENTER
XQ	ARMY	JMC	US ARMY JOINT MUNITIONS CMD
XR	ARMY	RDECOM	US ARMY RESEARCH, DEVELOPMENT, AND
XT	ARMY	SDDC	MILITARY SURFACE DEPLOYMENT AND DIS
XX	ARMY	AMCMRA	MATERIEL READINESS ACTIVITIES
Defense Logistics Agency			
DA	DLA	TrpStHDWE	DLA Troop Support HDWE Contract Admin Office
DB	DLA	DocSvcs	DLA Document Services
DC	DLA	Dist	DLA Distribution
DD	DLA	Energy	DLA Energy
DE	DLA	StratMatl	DLA Strategic Materials
DF	DLA	DispSvcs	DLA Disposition Services
DG	DLA	Lnd-Martm	DLA Land and Maritime
DH	DLA	TrpSpt-CE	DLA Troop Support - CE
DJ	DLA	TrpSpt-CT	DLA Troop Support - CT
DK	DLA	TrpSpt-H	DLA Troop Support - H
DL	DLA	TrpSpt-M	DLA Troop Support - M
DM	DLA	Avn	DLA Aviation
DN	DLA	InstalSpt	DLA Installation Support
DP	DLA	TransSvcs	DLA Transaction Services
DR	DLA	DCMA	Defense Contract Management Agcy
DS	DLA	HQ	DLA Headquarters
DT	DLA	LogInfSvc	DLA Logistics Information Service
DU	DLA	TrpSpt-E	DLA Troop Support - E
U.S. Marine Corps			
1A	MARINE	MC04	3D MAW

CODE	SERVICE	MAJCOM	DESCRIPTION
1G	MARINE	MC04	1ST MARDIV
1L	MARINE	MC04	1ST MLG
2A	MARINE	MC02	2D MAW
2G	MARINE	MC02	2D MARDIV
2L	MARINE	MC02	2D MLG
3A	MARINE	MC04	1ST MAW
3G	MARINE	MC04	3D MARDIV
3L	MARINE	MC04	3D MLG
4A	MARINE	MC06	4TH MAW
4G	MARINE	MC06	4TH MARDIV
4L	MARINE	MC06	4TH MLG
7A	MARINE	MC10	ACE VII MEF
7G	MARINE	MC10	GCE VII MEF
7L	MARINE	MC10	LCE VII MEF
B1	MARINE	MC01	MCI EAST
B2	MARINE	MC01	MCI WEST
B3	MARINE	MC01	MCI PAC
C1	MARINE	MC01	HQMC
C2	MARINE	MC01	MCI COM
C3	MARINE	MC01	MCRC
C4	MARINE	MC01	TECOM
C5	MARINE	MC01	MCLC
C6	MARINE	MC01	MCSC
H1	MARINE	MC02	MARFORCOM
H2	MARINE	MC04	MARFORPAC
H3	MARINE	MC07	MARFORSOC
H4	MARINE	MC08	MARFOREUR
H5	MARINE	MC09	MARFORAF
H6	MARINE	MC05	MARFORSOUTHCOM
H7	MARINE	MC10	MARFORCENTCOM
H8	MARINE	MC12	MARFORNORTHCOM
M1	MARINE	MC04	I MEF
M2	MARINE	MC02	II MEF
M3	MARINE	MC04	III MEF
M7	MARINE	MC10	VII MEF
P1	MARINE	MC11	MPS-1
P2	MARINE	MC11	MPS-2
P3	MARINE	MC11	MPS-3
PB	MARINE	MC11	PREPOSITIONING PROGRAM BIC
PN	MARINE	MC11	MCPN-N

CODE	SERVICE	MAJCOM	DESCRIPTION
R1	MARINE	MC06	COMMARFORRES
XX	MARINE	MC12	UNASSIGNED
U.S. Navy			
N0	NAVY	00024	Naval Sea Systems Cmd
N1	NAVY	00002	Central Op Act Bur of Naval Pers
N2	NAVY	00011	Chief Naval Operations
N3	NAVY	00012	Assist for Admin Under Sec of the Navy Pentagon
N4	NAVY	00014	Chief Of Naval Research
N5	NAVY	00015	Office Of Naval Intl
N6	NAVY	00018	Bur Of Medicine And Surgery Navy Dept
N7	NAVY	00019	Naval Air Systems Cmd-HQ
N8	NAVY	00022	Chief Of Naval Personnel
N9	NAVY	00023	Naval Supply Systems Cmd HQ
NA	NAVY	00025	Naval Facilities Engineering Cmd HQ
NB	NAVY	00027	Marine Corps (HQ-Fd)
NC	NAVY	00029	Ofc Of The Secretary Of Defense
ND	NAVY	00030	Strategic Systems Programs
NE	NAVY	00033	Military Sealift Cmd Hq Wash. Navy Yard
NF	NAVY	00039	Space And Naval Warfare Systems CMD
NG	NAVY	00040	Defense Contract mgmt Agency
NH	NAVY	00042	Defense Threat Reduction Agency
NI	NAVY	00051	Defense Logistic Agency HQ
NJ	NAVY	00052	Cmdr Navy Installations
NK	NAVY	00060	Cmdr Us Atlantic Fleet
NL	NAVY	00061	Cmdr Us Naval Forces Europe
NM	NAVY	00069	Naval Security Group HQ
NN	NAVY	00070	Cmd US Pacific Fleet
NO	NAVY	00072	Cmmd Naval Reserve Force
NP	NAVY	00074	Naval Spcl Warfare Cmd Navphibase Coronado
NQ	NAVY	00076	Naval Edu And Training Cmd
NR	NAVY	00104	Naval Inventory Cntrl Pt-Mechanicsburg
NS	NAVY	00383	Naval Inventory Cntrl Pt-Philadelphia
NT	NAVY	45145	Defense Inspector General
NU	NAVY	63415	Defense Intelligence Agency
NV	NAVY	63987	National Security Agency
NW	NAVY	65461	Defense Special Weapons Agency
NX	NAVY	65462	Defense Communication Agency
NY	NAVY	66854	Joint Tactical Communication Office
NZ	NAVY	68076	Defense Mapping Agency
V1	NAVY	68323	Naval Legal Service Cmd

CODE	SERVICE	MAJCOM	DESCRIPTION
V2	NAVY	68941	Navy Systems Mgmt Activity
Other DoD Agencies - "H" Series			
DT	OTHER	DFAS	Defense Finance Accounting Service (DFAS)
IS	OTHER	DISA	Defense Information Systems Agency (DISA)
NS	OTHER	NSA	National Security Agency (NSA)
WC	OTHER	DHRA	WHS - DoD Civilian Personnel / Defense Human Resources Activity (DHRA)
WD	OTHER	WHS	WHS - Other DoD/OASD Activities
WG	OTHER	DOD CTR	WHS - Other Government Contractors
WH	OTHER	TRICARE	WHS - Tricare Management Health Activity - OASD Health Affairs
WI	OTHER	MDA	WHS - Missile Defense Agency (MDA)
WJ	OTHER	JOINTSTF	WHS – Joint Staff
WL	OTHER	DLSB	WHS - DoD Liaison Survey Board
WS	OTHER	DSCA	WHS – Defense Security Cooperation Agency (DSCA)
WT	OTHER	DTIC	WHS - Defense Technical Information Center (DTIC)
WX	OTHER	WHS	WHS – Other DoD/OASD Activities

APPENDIX 1.5

SERVICE/AGENCY DoDAAC ASSIGNMENT LOGIC

Army: A, C, W

Position	Code	Description
1	A	Army (aviation)
	C	Army Contractor
	W	Army
2		Second through sixth position have no meaning, except in the case of contractor DoDAACs - "C" or if listed below.
3	[A]0	TRADOC
	[B]0	SBCCOM
	[D]A	AMCCOM (AMMO)IOC
	[D]B	AMCCOM DOVER
	[D]C	AMCCOM ABERDEEN
	[G]0	CECOM - FT MONMOUTH
	[G]A	CECOM - VINT HILL
	[H]0	AMCOM(AIR)
	[H]A	AMCOM(AIR) FT EUSTIS
	[K]0	TACOM
	[L]0	AMCOM(Missile)
	[L]E	Army Law Enforcement (ALE)
	[M]A	TACOM(WEAPONS) ACALP
	[M]B	AMCCOM(WEAPONS) TACOM
	[M]D	AMCCOM(WEAPONS) TACOM
	[N]0	FORSCOM
	[W]0	JAPAN
	[Y]0	EUROPE
	[O]0	AMC
	[1]A	5TH SIGNAL CMD APO NY
	[1]B	7TH SIGNAL FT RITCHIE
	[1]E	USAISEC FT MONMOUTH
	[1]F	11th SIGNAL BDE

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Position	Code	Description
	[1]J	1ST SIGNAL BDE APO SF
	[1]L	1106th SIGNAL BDE
	[1]D	USAISC FT BELVOIR
	[1]P	USAISC - INSCOM ARLINGTON VA
	[1]R	USARCCO FT HUACHUCA
	[2]L	USAISC USARPAC FT SHAFTER
	[3]0	SOUTHCOM
	[4]0	HQDA
	[5]0	INSCOM
	[6]0	CORPS OF ENGINEERS
	[1]K	USAISC - JAPAN APO SF
	[1]G	US GARRISON FT HUACHUCA
	[D]0	USARPAC - KOREA
	[1]M	USAISC - CIDC FALLS CHURCH
	[1]N	USAISSAA ALEXANDRIA VA
	[1]T	USAISC - SBNA FT BELVOIR
	[7]0	SDDC

Navy: N, Q, R, V

Position	Code	Description
1	N	Navy standard for all Navy non-contractor DoDAACs
	Q	Contractor
	R	R denotes a mobility unit belonging to the Pacific Fleet
	V	V denotes a mobility unit belonging to the Atlantic Fleet
2-6	-----	UIC with no specific meaning, except: 20,000 series are normally ships 80,000 series are normally reserves 90,000 series are normally contractors

Air Force: E, F, J

Position	Code	Description
1	E	AF Contractor
	F	AF
	J	On Base Use Only (DMA instruction 8600.3)
2	[E]B	ICP - Inventory location for customer shipments of Contractor ICP managed material. Not used for requisitioning.
	[E]D	Depot - Inventory location for Contractor ICP. Not used for requisitioning.
	[E]J	Aircraft Engines - Contractor - Oklahoma City ALC/TILC, Tinker AFB OK 73145. "EJ" activity codes are assigned to and used by commercial contractors to prepare shipping documents, and to report engines according to contractor reporting procedures (OMB701-0007). "EJ" activity codes are used in new production and repair contracts for engines.
	[E]P	Fuels - Contractor - Control office is SA-ALC, Kelly AFB TX/SFR. Activity codes are assigned to identify overseas pipeline storage systems containing bulk fuel owned by Defense Fuels Supply Center (DFSC).
	[E]Y	Contractor - AFMC LSO/LOTP, Wright-Patterson AFB OH45433. "EY" contractor codes are research, and development contracts.
	[E]Z	Contractor - AFMC LSO/LOTP, "EZ" contractor codes are used in HQ AFMC repair, overhaul and modification contracts, when GFE/GFM/GFP is provided and MILSTRIP procedures are employed in requisitioning and for repair contracts.
	[F]A	Administrative Number
	[F]B	Base Supply Activity
	[F]C	Assigned for No Special processing
	[F]D	Air Logistics Center (Inventory Manager)
	[F]E	Base Equipments
	[F]F	Morale Welfare and Recreation
	[F]G	Satellites
	[F]J	Engine
	[F]K	Munitions
	[F]L	Library
	[F]M	Medical
	[F]N	Specialty

Position	Code	Description
	[F]P	Fuel Supply
	[F]R	Reclamation
	[F]S	Commissary
	[F]T	Commissary
	[F]U	Desktop III Computer
	[F]V	Munitions
	[F]W	Weapons
	[F]X	Miscellaneous
	[F]Y	Station Number or Ship To Point
	[F]Z	Ground Fuels
	[F](0-9)	Accounting Station Identity
	[J]M	Defense Mapping Agency
3-6	---	Activity Serial Numbers (does not apply to EY, EZ, or FY)
	0001-1999	Air Force Station/Contractor
	2000-2284	Air Force Materiel Command
	2000-2019	Newark AFS
	2020-	2029 Ogden ALC
	2030-2039	Oklahoma City ALC
	2040-2049	Sacramento ALC
	2050-2059	San Antonio ALC
	2060-2069	Warner Robins ALC
	2070-2079	Reserved for Expansion
	2080-2089	Reserved for Expansion
	2090-2099	Reserved for Expansion
	2100-2179	Reserved for Expansion
	2180-2199	Reserved for Expansion
	2200-2284	Reserved for Expansion
	2285-2299	Air Force Materiel Command
	2300-2399	Air Force Materiel Command
	2400-2499	Office for Aerospace Research
	2500-2599	HQ AFSPACECOM
	2600-2624	AF Inspection & Safety Center
	2625-2649	Air Force Operational Test & Evaluation Center (AFOTEC)
	2650-2699	AF Audit Agency

Position	Code	Description
	2700-2799	AF Office of Special Investigation
	2800-2829	Air Force Materiel Command
	2830-2839	Air Force Materiel Command
	2840-2859	AF Service Information & News Center
	2860-2869	AF Operations Staff
	2870-2879	Defense Audiovisual Agency
	2880-2889	Reserved for Expansion
	2890-2899	Reserved for Expansion
	2900-2999	Reserved for Expansion
	3000-3099	Air Education and Training Command (AETC)
	3100-3124	Reserved for Expansion
	3125-3299	Reserved for Expansion
	3300-3399	Air University
	3400-3999	Reserved for Expansion
	4000-4399	Reserved for Expansion
	4400-4499	Air Mobility Command
	4500-4799	Air Combat Command
	4800-4899	Air Combat Command
	4900-4910	Joint Communications Support Element (JCSE)
	4911-4999	US Central Command
	5000-5099	Pacific Air Force
	5100-5184	Air Intelligence Agency, Surveillance and Reconnaissance Agency (AFISR Agency)
	5185-5199	Reserved for Expansion
	5200-5299	Pacific Air Force
	5300-5699	United States Air Force (Europe)
	5700-5799	Reserved for Expansion
	5800-5899	ACC Contingency Supply Support (all MAJCOMs)
	5900-5999	Reserved for Expansion
	6000-6009	National Guard Bureau
	6010-6019	Alabama ANG
	6020-6029	Arizona ANG
	6030-6039	Arkansas ANG
	6040-6059	California ANG
	6060-6069	Colorado ANG

Position	Code	Description
	6070-6079	Connecticut ANG
	6080-6089	Delaware ANG
	6090-6099	Florida ANG
	6100-6109	Georgia ANG
	6110-6119	Idaho ANG
	6120-6129	Illinois ANG
	6130-6139	Indiana ANG
	6140-6149	Iowa ANG
	6150-6159	Kansas ANG
	6160-6169	Kentucky ANG
	6170-6179	Louisiana ANG
	6180-6189	Maine ANG
	6190-6199	Maryland ANG
	6200-6219	Massachusetts ANG
	6220-6229	Michigan ANG
	6230-6239	Minnesota ANG
	6240-6249	Mississippi ANG
	6250-6259	Missouri ANG
	6260-6269	Montana ANG
	6270-6279	Nebraska ANG
	6280-6289	Nevada ANG
	6290-6299	New Hampshire ANG
	6300-6309	New Jersey ANG
	6310-6319	New Mexico ANG
	6320-6329	New York ANG
	6330-6339	North Carolina ANG
	6340-6349	North Dakota ANG
	6350-6369	Ohio ANG
	6370-6379	Oregon ANG
	6380-6389	Pennsylvania ANG
	6390-6399	Rhode Island ANG
	6400-6409	South Carolina ANG
	6410-6419	South Dakota ANG
	6420-6429	Tennessee ANG
	6430-6439	Texas ANG

Position	Code	Description
	6440-6449	Utah ANG
	6450-6459	Vermont ANG
	6460-6469	Virginia ANG
	6470-6479	Washington ANG
	6480-6489	West Virginia ANG
	6490-6499	Wisconsin ANG
	6500-6509	Wyoming ANG
	6510-6519	District of Columbia ANG
	6520-6529	Alaska ANG
	6530-6539	Hawaii ANG
	6540-6549	Puerto Rico ANG
	6550-6559	Not Assigned
	6560-6569	Oklahoma ANG
	6570-6599	Air Force Personnel Center
	6600-6799	Air Force Reserve
	6800-6899	Reserved for Expansion
	6900-6999	Air Force Medical Contingency (AFMOA)
	7000-7009	USAF Academy
	7010-7019	HQ USAF
	7020-7024	Defense Mapping Agency
	7025-7039	Air Intelligence Agency
	7040-7044	AF Accounting & Finance Center
	7045-7049	Air Intelligence Agency, Surveillance and Reconnaissance Agency (AFISR Agency)
	7050-7059	HQ USAF
	7060-8999	Reserved for Expansion
	9000-9399	Food Services (FT) – Appropriated Fund Dining Facilities
	9400-9699	Food Services (FT) – Child Care Facilities
	9700-9900	Food Services (FT) – Non-appropriated Fund Activities

Marine Corps: L, M

Position	Code	Description
1	L	Contractor
	M	Marine Corps
2		The following additional positions are used for M DODAACs; however, there are exceptions to each general rule:
	0	Aviation Combat Element (ACE) units/activities
	1	Ground Combat Element (GCE) units/activities
	2	Logistics Combat Element (LCE) units/activities
	3	Supporting Establishment (SE) units/activities (bases and stations)
	4	HQMC Programs & Resources (P&R) use and Training and Education Command (TECOM) units/activities
	5	HQMC use and Marine Corps Logistics Command units/activities
	6	DFAS/HQMC Programs & Resources (P&R) use
	7	HQMC and Marine Forces Reserve units/activities
	8	Marine Corps Recruiting Command use
	9	HQMC use, Marine Forces (deployed), and Marine Corps Logistics Command use.
	A-L	Reserved for future use.
	M	"M" Assigned in coordination with Marine Corps Logistics Command (LCC) to establish Intermediate-level and exercise Supply activities and accounts (i.e., SMU Gen Acct, etc.). The following are general conventions, but exceptions exist.
2-3	MA	Albany
	MB	Barstow
	MC	Camp Pendleton
	MD	Reserved for future use.
	ME	Reserved for future use.
	MF	Reparable Issue Point/Float/Initial Issue Provisioning
	MG	Sub-Float
	MH	Reserved for future use.
	MJ	Miscellaneous
	MK	Hawaii
	ML	Camp Lejeune
	MM	Marine Forces Reserves
	MN	Marine Forces Reserves
	MP	Camp Lejeune (Base)

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Position	Code	Description
	MQ	Quantico
	MR	Okinawa
	MS	MARSOC
	MT	MCAGCC 29 Palms
	MU	Reserved for future use.
	MV	Blount Island Command
	MW	Parris Island
	MX	Various; MCCS & SE; deployed
	MY	Yuma
	MZ	Reserved for future use.
2	N-R	Various; Detachments, Dept of State, etc.
	S	Maintenance Float
	T	Class II accounts
	U	Reserved for future use.
	W	Messhall & Food Service
	X	Marine Forces in support of Unified Commands; Contingency DoDAACs: used for creating task-organized, deployed accounts for contingencies and exercises in support of Overseas Contingency Operations (OCO). The following conventions exist:
2-3	X0	USPACOM (MARFORPACOM)
	X1	USNORTHCOM (MARFORNORTHCOM)
	X2	USSOUTHCOM (MARFORSOUTHCOM)
	X3	USAFRICOM (MARFORAFRICOM)
	X4	USCENTCOM (MARFORCENTCOM)
	X5	USEUCOM (MARFOREUCOM)
	X6-X9	Reserved for future use.
2	Y-Z	Reserved for future use.

Position	Code	Description
		<p>Note: In addition to the DODAAC, the Marine Corps uses other 5- and 6-position codes within its systems which are not inter-changeable. The following are the most commonly used of these unit identifiers:</p> <p>(1) Financial Unit Identification Code (UIC). A 6-position, numeric identifier which begins with a zero ("0"), used for financial reporting. All Department of the Navy (DON) financial UICs are assigned by the Defense Finance Accounting Service (DFAS) for the Navy Comptroller. The financial UIC is used for units at or above the Sub-Operating Budget (Sub-OpBud) level. In the Marine Corps, when a unit is created at this level of accounting, HQMC (LP) requests a UIC from DFAS for the unit. This UIC is then used to create the "M" DODAAC, which is then loaded to the USMC financial system (SABRS). When the unit is below this level, a DODAAC is created for that unit without first obtaining the UIC from DFAS, and the DODAAC is used within the financial system at a lower level than the SubOpBud, as applicable.</p> <p>(2) Total Force Structure Management System (TFSMS) UIC. A TFSMS UIC is a 6-position, alpha-numeric identifier which is created by HQMC (TFSD) for unit Tables of Organization/Equipment, per MCO 5311.1D. It is not the same as a financial UIC. The TFSMS UIC is used to report readiness in the Defense Readiness Reporting System (DRRS) for standing, reporting units.</p> <p>(3) DRRS-MC UIC. HQMC (POR) creates ad hoc/provisional UICs within DRRS-MC for readiness reporting of task-organized units; same construct as a TFSMS UIC.</p> <p>(4) Reporting Unit Code (RUC). A RUC is a 5-position, alpha-numeric identifier created by HQMC (M&RA) to identify a unit, activity, or sub-reporting unit for manpower reporting in Marine Corps Total Force System (MCTFS). RUCs are also assigned to identify echelons of commands that may not submit Unit Diaries (e.g., division, regiment, aircraft wing, and aircraft group). A RUC is not the same as a DODAAC or UIC.</p>

Coast Guard: Z

Position	Code	Description
1	Z	Coast Guard
2	0	Contractors
	1	Vessels
	2	Air Stations and Detachments
	3	Shore stations and Navigational Aids
	4	Loran Stations and Aids to Navigation Teams and Facilities
	5	Repair and Supply Activities
	6	Training and Recruiting Facilities
	7	General Administration and Operational Control
	8	Rescue Facilities
3	1	High Endurance Cutters (WHEC)
	2	Medium Endurance Cutters (WMEC)
	3	Patrol Boats (WPB)
	4	Ice Breakers (WAGB)
4-6	---	Specific unit, office or contractor

DLA: S, U

Position	Code	Description
1	S	DLA
	U	DLA Contractor
2	A	DLA Support Services
	B	Consolidated Station Property
	C	Center Activity
	D	Prime Vendor (contractor)
	E	Industrial Plant Equipment (IPE)
	F	Family Housing
	Q, J	Fuel Regions
	L	Laboratories, emergency (e.g., civil preparedness)
	N	No longer used
	M	Maintenance
	P	Procurement and Production
	R	Repository
	T	Controlled Substances
	U	Activity Property
	V	Classified
	W	Storage and Transportation
	6	Special Programs
	8	Support DCS vendors
	[S]7	DLA NIMS Locations: S7 - Retail Level Storage Locations The 3rd position will be as follows: S7A - Army S7C - Coast Guard S7D - DLA S7F - Air Force S7M - Marines S7N - Navy
3-6	---	Numbers will be sequentially assigned when supply chains/ICP/depot/service center has multiple DoDAACs
	[S]...A	Defense Contract Management Agency (DCMA)

GSA: G, 0-9

Position	Code	Description
1	G	GSA
1 & 2	00	Congressional (House of Rep, etc.)
	01	Architect of the Capitol
	03	Library of Congress
	04	Government Printing Office
	05	General Accounting Office
	10	Judiciary
	11	Peace Corps
	12	US Dept of Agriculture
	13	Department of Commerce
	14	Department of Interior
	15	Department of Justice
	16	Department of Labor
	18	United States Postal Service (USPS)
	19	Department of State
	20	Department of the Treasury
	24	Office of Personnel Mgmt
	25	National Credit Union Administration
	26	Federal Retirement Thrift Investment Board
	27	Federal Communications Commission
	28	Social Security Administration
	29	Federal Trade Commission
	31	Nuclear Regulatory Commission HQ (DC)
	33	Smithsonian Institution
	36	Dept of Veterans Affairs
	41	Merit System Protection Board
	45	EEO Commission
	46	Regional Commissions
	47	General Services Administration
	49	National Science Foundation
	50	Securities & Exchange Commission
	51	Federal Deposit Insurance Corporation
	54	Federal Labor Relations Authority

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Position	Code	Description
	56	Central Intelligence Agency
	59	National Foundation on the Arts & Humanities
	60	Railroad Retirement Board
	61	Consumer Product Safety Commission
	63	National Labor Relations Board
	64	Tennessee Valley Authority
	68	Environmental Protection Agency (HQ)
	69	Dept of Transportation
	70	Dept of Homeland Security (FEMA, Customs, Border Patrol, Red Cross, etc.)
	72	Agency for International Development
	73	Small Business Administration
	74	American Battle Monuments Commission
	75	Department of Health & Human Services
	80	National Aeronautics Space Administration
	84	Armed Forces Retirement Home
	86	Department of Housing & Urban Development
	88	National Archives & Records Administration
	89	Dept of Energy
	90	Selective Service System
	91	Dept of Education
	93	Federal Mediation & Conciliation Service
	95	Independent US Government Offices Rights
	96	Corps of Engineers, Civil
	99	District of Columbia

Other DoD Activities: H

Position	Code	Description
1	H	Other DoD Activities
2	91	Washington Headquarters Service (WHS) - DoD Civilian Personnel / Defense Human Resources Activity (DHRA) (MAJCOM WC)
	92	United States Special Operations Command (USSOCOM) (MAJCOM SO)
	94	United States Central Command (USCENTCOM) (MAJCOM SC)
	95	United States Strategic Command (USSTRATCOM) (MAJCOM ST)
	98	WHS - DoD Civilian Personnel / Defense Human Resources Activity (DHRA) (MAJCOM WC)
	98	Defense Information Systems Agency (DISA) (MAJCOM IS)
	A	Defense Contract Audit Agency (DCAA) (MAJCOM CA)
	C	Defense Information Systems (DISA) (MAJCOM IS)
	D	Defense Threat Reduction Agency (DTRA) (MAJCOM TR)
	DEC	Defense Commissary Agency (DeCA) (MAJCOM DC)
	E	DoD Education Activity (DoDEA) (MAJCOM EA)
	F	DoD Inspector General (DoDIG) (MAJCOM IG)
	GA	Defense Contract Management Agency (DCMA) Contractors (MAJCOM CM)
	GC	WHS - Other Government Contractors (MAJCOM WG)
	GD	DTRA Contractors (MAJCOM TR)
	H	Defense Intelligence Agency (DIA) (MAJCOM DI)
	J	WHS - Defense Technical Information Center (DTIC) (MAJCOM WT)
	K	US Transportation Command (USTRANSCOM) – Defense Courier Service Only (MAJCOM TC)
	L	WHS - DoD Liaison Survey Board (MAJCOM WL)
	M	National Geospatial-Intelligence Agency (NGA) (MAJCOM NG)
	NS	National Security Agency (NSA) (MAJCOM NS)
	P	Military Postal Service Agency (MPSA) (MAJCOM PS)
	P9	Military Postal Service Agency (MPSA) (MAJCOM PS)
	PH	Defense Medical Centers

	Q	DFAS (MAJCOM DT)
	Q	WHS – Missile Defense Agency (MAJCOM WI)
	Q	WHS - Other DoD/OASD (MAJCOM WD)
	QA	Defense Contract Management Agency (DCMA) (MAJCOM CM)
	QC	Defense Commissary Agency (DeCA) (MAJCOM DC)
	R	Defense Advanced Research Projects Agency (DARPA) (MAJCOM DR)
	S	Defense Security Service (DSS) (MAJCOM DS)
	T	WHS - Tricare Management Health Activity and OASD Health Affairs (MAJCOM WH)
	U	Uniformed Services University Health Sciences (USUHS) (MAJCOM US)
	X	Army and Air Force Exchange Service (AAFES) (MAJCOM AX)
	Y	WHS - DoD Liaison Survey Board (WHS) (MAJCOM WL)
	Z	US Army Community & Family Support Center (MAJCOM AC)

Special Programs: numeric + alpha

Position	Code	Description
1, 2	3A	1122 Program
	2Y	RBI Special Program
1.2.3	2Y[T]	Law Enforcement Support
	2Y[F]	DoD Firefighter Program
	2Y[C]	DoD Computers for Learning Program
	2Y[X]	Civil Air Patrol
	2Y[D]	Veterans Industries
	2A[C]	University Special Program
	2A[U]	DLA Energy

Deployable Units

The following outlines the rules used by the different Services to distinguish deployable DoDAACs. These rules are based on internal Service policies, and not all Services distinguish deployable DoDAACs.

Service	Rule
Army	Army reports no imbedded intelligence regarding deployed units.
Navy	Navy identifies deployable units, such as ships not in dry dock, with R for Pacific and V for Atlantic.
AF	A few years ago AF established the 5800-series for supplies/equipment/munitions (FB/FE/FV) accounts and the 6900-series for the medical activities (FM DoDAACs). AF believes the 5800- and 6900-series might be the 90% solution.
USMC	Marine Corps uses two constructs for deployable DoDAACs depending upon whether they are for exercises or overseas contingency operations (OCO). See MM and MX series on pages AP1.5-9 through AP1.5-11 above.

APPENDIX 1.6

DoDAAD UNIQUE PROCESSING RULES – U.S. ARMY

AP1.6.1. Billing Address Instructions. When a transportation account code (TAC) 1 is used for billing purposes, the Finance and Accounting Office will be indicated on the first line of the mailing address.

AP1.6.2. Cargo Exceptions

AP1.6.2.1. Alaska and Hawaii

AP1.6.2.1.1. Anchorage YC6, Haines YB7, and YC4. Explosives classes A and B prohibited.

AP1.6.2.1.2. Whittier 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.

AP1.6.2.1.3. Hawaii. All shipments through water terminals in Hawaii must have clearance from U.S. Navy Pacific Fleet in accordance with NAVSUP 5544.

AP1.6.2.2. Japan

AP1.6.2.2.1. Muroran UG2. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Hachinohe UH2.

AP1.6.2.2.2. 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.

AP1.6.2.2.3. Hachinohe UH2. Ammunition and high explosives prohibited. Alternate ports Hiro UL9 or Kure UL1.

AP1.6.2.2.4. Kure UL1. No bulk petroleum, oil, and lubricants (POL). Alternate port is Sasebo UQ2 (Navy operated terminal).

AP1.6.2.2.5. Hiro UL9. No bulk POL. Alternate port is Sasebo UQ2 (Navy operated terminal).

AP1.6.2.2.6. Kobe UL3. Ammunition and high explosives prohibited. Alternate port is Hiro UL9 or Kure UL1. No bulk POL. Alternate port is Yokohama UM1.

AP1.6.2.2.7. 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.

AP1.6.2.2.8. Yokohama UME. Ammunition and high explosives prohibited with the exception of small arms ammunition (IMO class I). Alternate port is Hiro UL9 or Kule UL1, class I ammunition limited to 3 long tons per vessel.

AP1.6.2.2.9. Naha UB1. General cargo only: Class I ammunition and bulk POL. Buckner Bay UB2 is alternate port.

AP1.6.2.2.10. Buckner Bay UB2. Alternate for general cargo, all classes' ammunition, and bulk POL.

AP1.6.2.2.11. Chimu Wan UB3. Primary for all classes' ammunition and bulk POL. Buckner Bay UB2 is alternate port.

AP1.6.2.2.12. 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 pre-clearance 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.

AP1.6.2.3. Korea

AP1.6.2.3.1. 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.

AP1.6.2.3.2. 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 in transit storage or transshipment capability to other ports available. No general or containerized cargo. Only two berths available.

AP1.6.2.3.3. Pusan UD6. Ammunition and explosives. Small arms only. Alternate port is Chinhae UDA. U.S. owned floating crane limits single lifts to 60 tons.

AP1.6.2.4. Philippine Islands, Manila SA1. Ammunition class I and above. Alternate port is Subic Bay SA3.

AP1.6.2.5. Thailand

AP1.6.2.5.1. 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.

AP1.6.2.5.2. 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.

AP1.6.2.5.3. Thung Prong 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.

AP1.6.2.6. Southern Command

AP1.6.2.6.1. Argentina. All explosives cargo will be handled through Puerto Belgrano Naval Base FE3. Only minor lots of sporting ammunition will be permitted thru FE1.

AP1.6.2.6.2. 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.

AP1.6.2.6.3. Canal Zone. Ports of Balboa BA1 and Cristobal BA1 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.

AP1.6.2.6.4. Chile. For all practical purposes, no restrictions exist regarding the handling of cargo shipments through water ports of Chile.

AP1.6.2.6.5. 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.

AP1.6.2.6.6. 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).

AP1.6.2.6.7. 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.

AP1.6.2.6.8. Ecuador. The port of Guayaquil EC1 is restricted concerning ammunition shipments only. Large quantities of ammunition must be offloaded onto barges.

AP1.6.2.6.9. 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.

AP1.6.2.6.10. Guatemala. Puerto Barrios and Puerto Santo 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 Castillo because of ease to process through customs. San Jose DB1 and Champerico on the west coast of Guatemala 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.

AP1.6.2.6.11. 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.

AP1.6.2.6.12. Peru

AP1.6.2.6.12.1. Peru. All cargo (including ammunition, household goods, FMS, etc.) moving via water, should be shipped to Port of Callao ED1.

AP1.6.2.6.12.2. Peru. All cargo shipments, including arms and ammunition, not moving via water, should be shipped through Matarani ED4.

AP1.6.2.6.13. Nicaragua. Port of Corinto DD1 is the preferred port if discharge. No dock lift capability at Corinto. Puerto Samosa 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. Bluefields 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.

APPENDIX 1.7

DoDAAD UNIQUE PROCESSING RULES – U.S. AIR FORCE

AP1.7.1. General. AFMC LSO/LOTP, the Air Force SP, is responsible for:

AP1.7.1.1. 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.

AP1.7.1.2. Reporting to the DLA Transaction Services and Air Force activities each assignment, revision, or deletion of Air Force DoDAAD activity codes, clear-text addresses, or other pertinent information.

AP1.7.1.3. Reporting to Air Force activities all assignments, revisions, or deletions to other Military Service and Agency activity address codes as received from DLA Transaction Services.

AP1.7.2. Changes to Air Force Activity Codes/Addresses. Directives applicable to establishment or termination of codes or changes of address data are documented in [AFM 23-110, USAF Supply Manual](#).

AP1.7.3. Type of Air Force Activity Code. The second digit of the Air Force activity address code indicates the type of material requisitioned and/or the type of activity as interpreted below in Table AP1.7.T1

AP1.7.T1. Air Force Activity Address Code

Second Digit Code	Description
A	Administration
B	Base Supply
C	Civil Engineering
D	Depot
E	Base Equipment Management Office (BEMO)
F	Services
G	Satellite (satellite on parent base activity code)
H	Engineering Data
J	Aircraft Engines
J (preceded by E)	Engine reporting from commercial contractor
K	Munitions

AP1.7.T1. Air Force Activity Address Code

Second Digit Code	Description
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	Centralized Clothing
T	Subsistence
U	Computer equipment
V	Munitions
W	Weapons
X	Miscellaneous
Y and Z (preceded by F)	Ship to only
Y and Z (preceded by E) Numeric (0 through)...	Assigned to AF contractors to use in accordance with their contract to order and/or ship to the location where work is being performed.
Z (preceded by F)	Open and currently unassigned
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.

AP1.7.4. Security Assistance Program Codes. https://www2.dla.mil/j-6/dlmso/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=94, contains the complete listing of SA codes and addresses used by the Military Services and Agencies to accomplish shipments of FMS and Grant Aid material.

AP1.7.5. Proper Addressing Examples. Examples of proper addressing for Air Force parcel post shipments and letter mail relating to such shipments:

AP1.7.5.1. 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

AP1.7.5.2. 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
--

AP1.7.5.3. 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.

AP1.7.5.4. 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 are documented in main DoDAAD manual (not this appendix), still apply.

AP1.7.6. 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.

APPENDIX 1.8

DoDAAD UNIQUE PROCESSING RULES – U.S. NAVY

AP1.8.1. Cargo Routing. Cargo routing information for shipments to ships and other mobile operating units listed with Type Address Code (TAC) 1 FPO address and TAC 2 information referring to this section:

AP1.8.1.1. DoD Activities tasked with placing shipment units in the Defense Transportation System (DTS) for delivery to Navy fleet mobile units are required to obtain specific air or surface cargo instructions via the DOD mandated automated system Financial and Air Clearance Transportation System (FACTS) Cargo Routing Information File (CRIF) or by calling the Naval Supply Systems Command (NAVSUP) Global Logistics Support (GLS) the telephone number listed below before the shipment unit is released to a common or organic carrier.

Naval Supply Systems Command (NAVSUP) Global Logistics Support (GLS)
1837 Morris Street Suite 600
Norfolk, VA 23511-3492
Telephone: 757-443-5434
DSN: 646-5434

AP1.8.1.2. Mail Shipments. All parcel post and letter mail shipments to Navy fleet and mobile units will be made to the Type 1 FPO address shown in this section.

AP1.8.1.3. Routing Instructions

AP1.8.1.3.1. Export Surface Shipments. When an active Navy fleet or mobile unit is operating in waters outside CONUS, NAVSUP GLS will direct that export surface shipments be consigned to the Freight Terminal Department, Fleet Logistics Center (FLC), 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, FLC Norfolk, to screen shipments and expedite transshipment.

AP1.8.1.3.2. Documentation for Export Surface Shipments. Transportation Control Movement Document, for export surface shipments to Navy fleet or mobile units will cite the port of entry (POE) and port of departure (POD) as indicated in the Navy freight forwarder guide or that provided directly by NAVSUP GLS.

AP1.8.1.3.3. Domestic Shipments. When advised by NAVSUP GLS that a Navy fleet or mobile units is in a United States port, except Alaska and Hawaii, shipments will be routed to that port.

AP1.8.2. TAC 1 CARGO ROUTING. 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 NAVSUP GLS.

AP1.8.3. MAAG MAIL ADDRESSES. Mail addresses for Military Assistance Advisory Group (MAAGs), Military Group (MILGROUPS), Naval Attaché, and Naval Missions. The mail addresses for the above activities contained herein are authorized for Military Assistance Program (MAP) Grant Aid unclassified material only. For classified MAP shipments, special handling instructions applicable to such activities are contained in SNDL 5400.2150 (Standard Navy Distribution List and Admin Fleet and Shore Chains of Command) located at <http://doni.daps.dla.mil/sndl.aspx>. Other Services and Agencies should request instructions for mailing classified material to the above type activity from the Chief of Naval Operations (OP 92).

APPENDIX 1.9

DoDAAD UNIQUE PROCESSING RULES – U.S. MARINE CORPS

AP1.9.1. DoDAAD Manager. The Deputy Commandant for Installations and Logistics (DC I&L) is responsible to the Commandant of the Marine Corps for establishing logistics policy. DC I&L exercises authority for all issues pertaining to logistics, strategic mobility, purchasing & contracting, facilities, and installations. Though developed collaboratively across all functional DODAAD stakeholders, the policy for managing the Marine Corps' portion of the DODAAD is published on behalf of HQMC by DC I&L, under the Logistics Plans, Policy, and Strategic Mobility Division (LP). Director LP, and more specifically the Logistics Policy and Capabilities Branch (LPC), serves as the principal Marine Corps representative to the DODAAD PRC and provides policy guidance to the Marine Corps on DODAAD Management. As the CSP for the Marine Corps, LPC-2 is responsible for the management of the Marine Corps portion of the DODAAD. Marine Corps policy for DoDAAD Management is contained in the current version of Marine Corps Order 4420.4_. The Marine Corps CSP can be contacted at:

Deputy Commandant, Installations and Logistics (LPC-2)
Headquarters, U.S. Marine Corps
3000 Marine Corps Pentagon (Room: 2E211)
Washington, DC 20350
Com: 571.256.7123 (DSN 260)
Email: USMCDODAACMGR@usmc.mil

AP1.9.2. Changes to DoDAACs. Activities requiring assignment, revision, or deletion of DoDAACs will submit requests via Navy Marine Corps Form (NAVMC) 11718 to the CSP in accordance with the latest version of MCO 4420.4_. Requests must be approved by MAJCOM DoDAAC Monitors and contain all the information required by the NAVMC 11718.

AP1.9.3. DoDAAC Usage. Use of DoDAACs assigned in accordance with the provisions of this directive are limited to addresses. DoDAACs should not be used for fiscal or personnel reporting unless authorized as RUCs or UICs by pertinent directive.

APPENDIX 1.10

DoDAAD UNIQUE PROCESSING RULES – U.S. COAST GUARD

AP1.10.1. 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 Engineering Logistics Center (Code 053), 2401 Hawkins Point Road, Baltimore, MD 21226-1741, on Coast Guard (CG) [Form 4183](#), Change of Mailing, Freight and Billing Address contained in Standard Distribution List (CG-131).

AP1.10.2. Processing and Modifications. To facilitate processing of modifications to this portion of DoDAAD, Form CG 4183 must be received by the Commanding Officer, USCG Engineering Logistics Center (Code 053), 2401 Hawkins Point Road, Baltimore, MD 21226-1741 at least 30 days prior to the effective date.

AP1.10.3. 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, as show in table AP1.12.T1:

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
VESSELS	
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)	17401-17499
Icebreaking Tug (WTGB)	17500-17599
Training Cutter (WIX)	18101-18999
Buoy Tender, River (WLR)	19101-19409
SHORE STATIONS AND NAVIGATIONAL AIDS	
Contractors	00001-11099

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
Air Stations and Detachments	20100-20299
Stations	30100-30899
Search and Rescue Stations	30900-30925
Search and Rescue Stations (Reserve Augmented)	926-3094930
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
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
REPAIR AND SUPPLY ACTIVITIES	
Aircraft Repair and Supply Center	50100-50199
Electronic Repair Shops	50200-50399

AP1.10.T1. Index of Coast Guard Activity Address Code Number

Unit Group	Number Groupings
Research and Development Units	51100-51199
Electronic Engineering Center	51200-51399
Shipboard Fire and Safety Testing Facility	51400-51409
National Data Buoy Development Project	51410-51419
Supply Centers	52100-52299
Supply Depots	52500-52599
TRAINING AND RECRUITING FACILITIES	
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
GENERAL ADMINISTRATION AND OPERATIONAL CONTROL	
Evaluation Units	51500-51599
Headquarters	70000-70999
District Offices	71000-71899
Resident Inspectors	72099-72100
Coast Guard Activities	73000-73899
Senior Coast Guard Officer	73900-73999
Area Offices	75100-75199
Section Offices	76100-76199
Special Assignment	77100-79999
RESERVE FACILITIES	
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

APPENDIX 1.11

DoDAAD UNIQUE PROCESSING RULES – DoD EDUCATION ACTIVITY

AP1.11.1. Department of Education Activity (DoDEA) Address Codes. DoDEA activities requiring assignment, change, or deletion of address codes will forward these requests, in accordance with DoDEA Administrative Instruction 4100.1, “Department of Defense Activity Address Code”

(<http://www.dodea.edu/Offices/Regulations/Logistics.cfm>) to:

DODEA
ATTN LOGISTICS DIVISION
4040 N FAIRFAX DRIVE, 8TH FLOOR
ARLINGTON VA 22203-1635

APPENDIX 1.12

DoDAAD UNIQUE PROCESSING RULES – OTHER

AP1.12.1. Activities of Other Defense Agencies are included in the “H” Series DoDAACs (See also “H” Series MAJCOMs.):

- Army & Air Force Exchange Service (AAFES)
- Defense Advance Research Projects Agency (DARPA)
- Defense Commissary Agency (DeCA)
- Defense Contract Audit Agency (DCAA)
- Defense Finance Accounting Service (DFAS)
- Defense Information System Agency (DISA)
- Defense Intelligence Agency (DIA)
- Defense Security System (DSS)
- Defense Threat Reduction Agency (DTRA)
- DoD Education Activity (DoDEA) OSID
- DoD Inspector General
- Military Postal Service Agency (MPSA)
- National Geospatial Intelligence Agency (NGA)
- National Security Agency (NSA)
- Uniformed Services University Health Sciences (USUHS)
- US Army - Community & Family Support Center
- US Special Operations Command (USSOCOM)
- US Strategic Command (USSTRATCOM)
- US Transportation Command (USTRANSCOM) - Defense Courier Service only
- Washington Headquarters Service - Defense Technical Information Center (DTIC)
- Washington Headquarters Service - DoD Civilian Personnel / Defense Human Resources Agency (DHRA)
- Washington Headquarters Service - DoD Liaison Survey Board
- Washington Headquarters Service - Office of the Secretary of Defense, Health Affairs / Tricare Management Health Activity
- Washington Headquarters Service - Other DoD/OASD
- Washington Headquarters Service - Other Government Contractors
- Washington Headquarters Service - Missile Defense Agency
- Washington Headquarters Service – Joint Staff
- Washington Headquarters Service – Defense Security Cooperation Agency (DSCA)

APPENDIX 1.13

BATCH TRANSACTIONS

TA1 – ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier Code	1-3	Enter DIC TA1
Routing Identifier	4-6	Leave blank. See DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3, for special message information.
Type of Address	7	<p>Enter TAC for type of address to be added.</p> <p>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.</p> <p>TAC 2, Freight - Address to be used for freight shipments in conjunction with DLAH 4510 Series and Service consignment publications.</p> <p>TAC 3, Billing - Address to be used for materiel billing when different from TAC 1 address.</p>
Activity Address	8-13	Activity Address
Service Designator	(8)	Enter Service Designator. DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service And Agency Codes.
Address	(9-13)	Enter five position of the AAC assigned by SPs (alphas I and O will not be used).
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 positions, 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</p>

TA1 – ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
		and supplement will always be placed in the last transaction of clear-text address as the last entry.
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two - letter Post Office State code
Blank	(37-38)	Double space
Zip Code	(39-43)	Five - position Post Office ZIP code
Dash	(44)	Dash (-)
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 any 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.</p> <p>Note: The following fields apply only to the first address transaction line.</p>
Air Terminal Identifier	49-51	Enter a three-position code which identifies an APOD. Explanation of these codes is contained in the DTR.

TA1 – ADDITION TO ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
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 address becomes effective in logistics systems.
Year	(58-59)	Enter current year.
Day of Year	(60-62)	Enter day of year, ordinal day 001-366.
Change Number	63-66	Change sequence number assigned by the Consolidation and Containerization Point (CCP).
Year	(63)	Designates current year, last digit 0-9.
Serial Number	(64-66)	Enter serial number.
Break Bulk Point	67-72	For overseas Activities - Enter the activity address code of an overseas destination to which consolidated shipments are directed for distribution. For CONUS Activities - Enter the activity address code of a CONUS destination to which less-than-truckload shipments are directed for consolidation.
Port Designator	73-75	Enter a three-position code which identifies the POD serving the activity. Explanations of these codes are contained in DoD 4500.32-R.
Multiuse	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".

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 Designator	(8)	Enter Service Designator code. See DLM 4000.25-1, MILSTRIP, Appendix 2.02 - Service And Agency Codes.
Address Code	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).
Clear-Text name and Address	14-48	Must be all capital letters - no punctuation except in ZIP code. Line 1 - Name of activity. Maximum 35 position, including spaces. No special characters are allowed. Line 2 - Street address or location. Maximum 35 positions, including spaces. 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.
City	(14-33)	City name, up to 20 letters
Blank	(34)	Space
State	(35-36)	Two-letter Post Office code

TA3 – REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Blank	(37-38)	Double space
ZIP Code	(39-43)	Five-position Post Office code
Dash	(44)	Dash (-)
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 salutory 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.
Year	58-59)	Enter current year.

TA3 – REVISION OF ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
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	For Overseas Activities - Enter the AAC of an overseas destination to which consolidated shipments are directed for distribution. For CONUS Activities - Enter the AAC of a CONUS destination to which less-than-truckload shipments are directed for consolidation.
Port Designator	73-75	A three-position code which identifies the POD serving the activity. Explanations of these codes are contained in the DTR.
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".

TA4 – DELETION FROM ADDRESS FILE

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code TA4
Routing Identifier	4-6	Leave blank. See DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), for special message information.
Type of Address	7	Enter TAC to be deleted.
Activity Address	8-13	
Service Point	(8)	Enter SP code. See Appendix A3.
Address	(9-13)	Enter five positions of the AAC assigned by SPs (alphas I and O will not be used).
Blank	14-57	Leave blank.
Effective Date	58-62	Enter date the AAC is no longer valid in logistics systems.
Blank	63-80	Leave blank.

AUTOMATED MESSAGE FORMAT

Record Position(s)	Entry and Instructions
1-2	Appropriate two-position Service/Agency code.
3-4	Two-position calendar year, e.g., 86.
5-7	SP assigned three-position sequence serial number. Must be assigned sequentially from 001 thru 999.
8	Blank.
9-13	Enter – BATCH.
14	Blank
15-16	01 thru 99
17	Blank
18-19	Enter – OF
20	Blank
21-22	01 thru 99

APPENDIX 1.14

ROUTING IDENTIFIER CODES

AP1.14.1. **General.** The RIC is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems within DLMS and legacy 80 record position format transactions. The RIC was originally conceived as an abbreviated form of a seven-character Communication Routing Identifier (COMMRI) but its use has since expanded. The first position designates the particular service/agency ownership, the second and third characters are determined by the Central Service Point (CSP).

AP1.14.1.1. The DoDAAD is the official repository for DoDAACs and RICs, and DLA Transaction Services is the agent responsible for maintaining the DoDAAD, as well as for enforcing the data validation editing, routing, and electronic transmission of logistics transactions to the DoD Components, Federal Agencies, and contractors.

AP1.14.1.2. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRI for their DoDAACs/RICs in order to ensure Military Standard/DLMS logistics transactions (e.g., requisitions and supply/shipment status) are properly routed to their DoDAACs and RICs. Customers that already have DLA Transaction Services accounts (i.e., DIELOG, WEBREQ, WEBVLIPS, DAMES, DDN, MQ, etc.) must provide the CSPs the preferred account COMMRI to direct their logistics transactions status.

AP1.14.1.3. Currently, there is an association in the DoDAAD between DoDAACs and RICs where a single DoDAAC can be associated to multiple RICs.

AP1.14.2. Routing Identifier Codes (RIC) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistics transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. DLA Transaction Services maintains an electronic database of these codes. Users with accounts¹ can access the database from the DLA Transaction Services portal: <https://www2.transactionservices.dla.mil/portal/portal.asp>. Those without accounts can access the database, with limited functionality at <https://www.transactionservices.dla.mil/DAASINQ/>.

¹ DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user ID and password), must complete a systems access request (SAR) for access, which is available on the DLA Transaction Services Website https://www.transactionservices.dla.mil/sar/sar_menu.asp.

AP1.14.3. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistics system and must perform a general logistics control, distribution and/or storage mission (to include bases, posts, camps, and stations, when applicable).

AP1.14.4. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation resulting from there must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

AP1.14.4.1. An address to indicate the intended recipient of the document for logistics actions.

AP1.14.4.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

AP1.14.5. All authorized RICs shall contain one of the characters depicting Service assignment as listed in DLM 4000.25, Volume 2, AP7.2., Service and Agency Codes, in the first position.

AP1.14.6. The second and third positions may be in any combination of alphanumerics, **except as noted in DLM 4000.25, Volume 2, AP7.2.** These positions may identify either a facility or activity of the S/A depicted by the first position.

AP1.14.7. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility shall assign its own RIC to the activity. An S/A which has assets located at another S/A facility shall use the RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be assigned to identify these assets when requested by the S/A owning the assets.) Washington Headquarters Service (WHS) shall make RIC H_ series assignments for "Other DoD Activities."

AP1.14.8. Each S/A shall designate a Central Service Point (CSP) with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC CSPs (or monitors) are the same. CSPs/monitors established for assignment of RICs are available at https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf.

AP1.14.9. RICs are maintained within the DoDAAD by DLA Transaction Services. The DoDAAD serves as the focal point for receipt of all RIC additions, changes, and/or deletions, as submitted by CSPs/monitors. DLA Transactions Services shall monitor RIC code assignment for compliance with the above assignment rules. Interested

parties may interrogate the DoDAAD for RICs through the DLA Transaction Services Website² at <https://www.transactionservices.dla.mil/DAASINQ/>.

² DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user id and password), must complete a request for access available on the DLA Transaction Services Website https://www.transactionservices.dla.mil/sar/sar_menu.asp.

APPENDIX 1.15

DoDAAD SERIES TABLE

AP1.15.1. DoDAAC and RIC assignment is based on MILSTRIP Service and Agency (S/A) codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. To provide for expansion for additional agencies that require DoDAACs beyond those identified in MILSTRIP, the DoDAAD Series Table further stratifies S/A codes for use in creating additional DoDAAD Series for Services/Agencies as follows:

SERIES	SERVICE/AGENCY	Use - Notes	Sub-Series
0	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
1	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
2	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
2	US Army RIC -- Reserved for future use	RICs	
3	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
3	Reserved RIC		
4	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
4	US Navy RIC -- Reserved for future use	RICs	
5	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
5	Reserved RIC		
6	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
6	US Air Force RIC -- Reserved for future use	RICs	
7	General Services Administration (GSA) (Homeland Security)	DoDAACs	
7	Reserved RIC		
8	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
8	US Marine Corps RIC -- Reserved for future use	RICs	
9	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs	
9	Reserved RIC		
18	US Postal Service (USPS)	DoDAACs	
69	Federal Aviation Administration (FAA)	DoDAACs	
2A	DLA -- Defense Logistics Agency (DLA) Energy	DoDAACs	MAJCOM DD
2AC	DLA -- Special Program (DLA Energy Aerospace Commercial Customer)	DoDAACs	MAJCOM DD
2AU	DLA -- Special Program (DLA Energy Aerospace University Customer)	DoDAACs	MAJCOM DD
2Y	DLA -- Defense Logistics Agency (DLA) Disposition Services (RBI)	DoDAACs	MAJCOM DF
2YC	DLA -- Special Program (DoD Computers for Learning Program)	DoDAACs	MAJCOM DF
2YD	DLA -- Special Program (Veterans Industries)	DoDAACs	MAJCOM DF
2YF	DLA -- Special Program (DoD Firefighter Program)	DoDAACs	MAJCOM DF
2YT	DLA -- Special Program (Law Enforcement Support)	DoDAACs	MAJCOM DF
2YX	DLA -- Special Program (Civil Air Patrol)	DoDAACs	MAJCOM DF
3A	US Army -- Special Program (State/Local Government 1122 Program)	DoDAACs	
A	US Army	DoDAACs & RICs	
AC	US Army -- Aeronautical Services Agency	DoDAACs	
AE	US Army -- Aeronautical Services Agency	DoDAACs	
ALE	US Army -- (Special Program - 1122)	DoDAACs	
B	US Army	RICs	
B	US Army -- FMS and Grant Aid use only.	MA PAD	
C	US Army -- Contractor	DoDAACs & RICs	
D	US Air Force	RICs	
D	US Air Force -- FMS and Grant Aid use only.	MA PAD	
E	US Air Force -- Contractor	DoDAACs & RICs	
F	US Air Force	DoDAACs & RICs	
F#(alpha)	US Air Force -- BPNs only	BPNs only	
G	General Services Administration (GSA) & Non-DoD Federal Activities	DoDAACs & RICs	
H	Washington Headquarters Service - Other DoD/OASD Activities	RICs	

SERIES	SERVICE/AGENCY	Use - Notes	Sub-Series
H91	Washington Headquarters Service - Defense Human Resources Activity (DHRA)	DoDAACs	MAJCOM WC
H91	Washington Headquarters Service - Other DoD/OASD Activities	DoDAACs	MAJCOM WX
H91	Washington Headquarters Service - Joint Staff	DoDAACs	MAJCOM WJ
H91	Washington Headquarters Service - Defense Security Cooperation Agency (DSCA)	DoDAACs	MAJCOM WS
H91	National Security Agency (NSA)	DoDAACs	MAJCOM NS
H92	US Special Operations Command (USSOCOM)	DoDAACs	
H94	US Central Command (USCENTCOM)	DoDAACs	
H95	US Strategic Command (USSTRATCOM)	DoDAACs	
H98	Defense Information System Agency (DISA)	DoDAACs	MAJCOM IS
H98	National Security Agency (NSA)	DoDAACs	MAJCOM NS
H98	Washington Headquarters Service - DoD Civilian Personnel (DHRA)	DoDAACs	MAJCOM WC
H98	Washington Headquarters Service - Other DoD/OASD Activities	DoDAACs	MAJCOM WX
H98	Washington Headquarters Service - Joint Staff	DoDAACs	MAJCOM WJ
H98	Washington Headquarters Service - Defense Security Cooperation Agency (DSCA)	DoDAACs	MAJCOM WS
HA	Defense Contract Audit Agency (DCAA)	DoDAACs	
HC	Defense Information System Agency (DISA)	DoDAACs	MAJCOM IS
HD	Defense Threat Reduction Agency (DTRA)	DoDAACs	
HE	DoD Education Activity (DoDEA) OSID	DoDAACs	
HF	DoD Inspector General	DoDAACs	
HG	Other DoD Activity Contractors		
HGC	Washington Headquarters Service (WHS) - Other DoD/OASD Government Contractors	DoDAACs	MAJCOM WG
HGD	Defense Threat Reduction Agency (DTRA) -- Contractor	DoDAACs	
HH	Defense Intelligence Agency (DIA)	DoDAACs	
HJ	Washington Headquarters Service - Defense Technical Information Center (DTIC)	DoDAACs	MAJCOM WT
HK	US Transportation Command (USTRANSCOM) - Def Courier Svc only	DoDAACs	
HL	Washington Headquarters Service - DoD Liaison Survey Board	DoDAACs	MAJCOM WL
HM	National Geospatial Intelligence Agency (NGA)	DoDAACs	
HNS	National Security Agency (NSA)	DoDAACs	MAJCOM NS
HP	Military Postal Service Agency (MPSA)	DoDAACs	
HPH	Washington Headquarters Service -- Tricare Management Health Activity - OASD Health Affairs	DoDAACs	MAJCOM WH
HQ	Defense Finance Accounting Service (DFAS)	DoDAACs	MAJCOM DT
HQ	Washington Headquarters Service - Other DoD/OASD Activities	DoDAACs	MAJCOM WD
HQ	Missile Defense Agency	DoDAACs	MAJCOM WI
HQA	Defense Contract Management Agency (DCMA)	DoDAACs	
HQC	Defense Commissary Agency (DeCA)	DoDAACs	
HR	Defense Advance Research Projects Agency (DARPA)	DoDAACs	
HS	Defense Security System (DSS)	DoDAACs	
HT	Washington Headquarters Service -- Tricare Management Health Activity - OASD Health Affairs	DoDAACs	MAJCOM WH
HU	Uniformed Services University Health Sciences (USUHS)	DoDAACs	
HX	Army & Air Force Exchange Service (AAFES)	DoDAACs	
HY	Washington Headquarters Service - DoD Liaison Survey Board	DoDAACs	MAJCOM WL
I	Missile Defense Agency -- FMS and Grant Aid use only.	MA PAD	
J	US Air Force	DoDAACs	
K	US Marine Corps -- FMS and Grant Aid use only.	MA PAD	
L	US Marine Corps -- Contractor.	DoDAACs & RICs	
M	US Marine Corps	DoDAACs & RICs	
N	US Navy	DoDAACs & RICs	
O	NOT USED		
P	US Navy (RICs only)	RICs	
P	US Navy -- FMS and Grant Aid use only.	MA PAD	
Q	US Navy -- Contractors	DoDAACs	
Q	US Navy & US Navy Contractors	RICs	
R	US Navy	DoDAACs & RICs	
S	DLA -- Defense Logistics Agency (DLA)	DoDAACs & RICs	

SERIES	SERVICE/AGENCY	Use - Notes	Sub-Series
S___A	Defense Contract Management Agency (DCMA)	DoDAACs	
SD	DLA -- Contractor	DoDAACs	
S6	Defense Contract Management Agency (DCMA)	RICs	
S7	Defense Contract Management Agency (DCMA)	RICs	
S8	Defense Contract Management Agency (DCMA)	RICs	
T	DLA -- Defense Logistics Agency (DLA)	RICs	
T	DLA -- FMS and Grant Aid use only	MAPAD	
U	DLA -- Contractor	DoDAACs	
V	US Navy	DoDAACs	
V	US Navy -- Contractors	RICs	
W	US Army	DoDAACs & RICs	
X	Reserved		
Y	Identifies Security Assistance Grant Aid. See MILSTRIP Appendices 2.2 and 2.9 for details.		
Z	US Coast Guard	DoDAACs & RICs	
Z0	US Coast Guard	RICs	
Z0	US Coast Guard -- Contractor	DoDAACs	