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June 30, 2017

**MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY
(DoDAAD) PROCESS REVIEW COMMITTEE (PRC)**

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1197,
Automated DoDAAD Request Submission Tool (DoDAAD)**

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory is approved for immediate implementation.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885, DSN 427-6885, or email: DODAADHQ@dla.mil. Others must contact their Component designated representative at: <https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp>.

**HEIDI M. DAVEREDE
Program Manager
Enterprise Business Standards Office**

Attachment
As stated

cc:
ODASD(SCI)
OUSD DPAP (PDI)

ADC 1197

Automated DoDAAD Request Submission Tool (DoDAAD)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards Office (EBSO), DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. FUNCTIONAL AREA: DoDAAD

3. REFERENCE: [DLM 4000.25](#), Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

4. APPROVED CHANGE: This change establishes requirements to develop an automated Department of Defense Address Activity Directory (DoDAAD) request tool to decentralize data entry and push initiation of the request down to the original requester. This tool will replace the current decades-old process, based on emails and telephone calls, which is both ineffective and prone to errors. The goal is to improve both the quality and timeliness of the data and provide a standardized approach to facilitate DoDAAD update. Substantive updates subsequent to PDC staffing are **highlighted in green**.

a. Overview: This change will further enhance the data stored in the DoDAAD and create the ability to submit an online request to update the DoDAAD. The automated request will be electronically sent to a Service/Agency Central Service Point (CSP), and the CSP will receive an email to add, change, or delete a Department of Defense Address Activity Code (DoDAAC) or routing identifier code (RIC). The CSP will then act on the request and “pull” the data behind the firewall to update to DoDAAD or forward the request to a DoDAAD monitor for action.

b. Background: The optimal means of ensuring data integrity is to minimize manual intervention and assure the data is coming from a reliable source. The concept of a workflow for the DoDAAD was introduced back in 2010. The intent was to develop an interface, based on the current DoDAAD update, but allow anyone to enter their request directly to an approval agent and ultimately to a CSP for final approval and update of the DoDAAD. Because of security issues, this approach would not work. It would have required SARs for an end-user base beyond an effective and reasonable ability to manage and facilitate. The fundamental requirement of automating a request nevertheless still exists. To meet this requirement, a new approach will seek to provide users with an online means of submitting updates to the DoDAAD without having to grant them “access” to the DoDAAD directly. The intent is to afford users the ability to create public access requests, to be staged and verified by a Service/Agency CSP. Since only CSPs/Monitors have access to make changes to the DoDAAD, they alone will remain the gatekeepers. By creating a request process in an automated manner and in an open access environment, it will enable better decentralized execution, and more timely and accurate data be provided to the CSPs/Monitors which will greatly assist them in their responsibilities to maintain the DoDAAD accuracy on an as-occurring basis to meet operational requirements.

5. ADVANTAGES AND DISADVANTAGES:

- a. **Advantages:** Improves data quality.
- b. **Disadvantages:** None noted.

6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation when this DLMS change is released as an ADC. Target timeline for Defense Automatic Addressing System (DAAS) updates to the DoDAAD is expected to be completed by December 2017.

7. ROLES AND RESPONSIBILITIES:

a. **DAAS.** Will create a web-enabled, automated, request submission process within a publicly accessible website (see ADC 1257) that will generate an email and route it to a user-selected recipient (from a table) with an attached XML file. The XML attachment will contain data entered into a template form by the user. The following details are germane:

(1) **Request Process.** The general process envisioned for this initial tool is a series of graphic user interface pages within a website that begins with a user selecting a hyperlinked icon on the home page of the website. This is a file generator only. No database exists because the process is running on a public website. The user advances through four distinct steps of entering information in the request process: (1) user information, (2) type of request, (3) data information, and (4) routing information, and ultimately (upon user selecting to submit) an email is generated with the change request attached as a file to be approved or rejected by the CSP. The following comprises the steps of the process:

(a) **User Information.** The first page will require the user to identify themselves, their contact information, and a brief description of the request in narrative form. This information will populate the body of the email, in text form, so that the recipient (CSP) will have the ability to understand the general nature of the request and contact the requestor directly if any additional information is required. See Figure 1 in enclosure (1). Upon completing all fields on this page (all fields are required), the user will select “next” and be advanced to the next step/page of the process.

(b) **Type of Request.** Since the DoDAAD contains more than one type of record (DoDAACs and RICs), and since there are three basic actions that can be made to either of these types of records (create, update, and delete), the user must first select which type of record they are requesting (DoDAAC or RIC), and then which action they are requesting. If they are requesting to either update or delete an existing record, they will have to enter the actual record. See Figure 2 in enclosure (1). The type of record and action the user selects will determine which page to display to the user in step three of the process – the data information. Once the user selects the type of record and type of request, they will then select “Submit,” or if they need to change something on the User Information page, they can select “Back.”

(c) **Data Information.** The third page will display the data fields contained in the DoDAAD in a template form dependent upon which type of record/request they have submitted: DoDAAC or RIC, and Create, Update, or Delete. For instance, on the Type of

Request page, if the user selected a record type of RIC and a request to delete, the page that will display in this third step will be the RIC template, and the only field available to the user to enter will be the RIC field, and the delete date field. All other data fields for the RIC in this case will be “grayed out” or not available for data entry by the user. See paragraph 7.a.(2) below for further details for the Data Information step of this process and also Figures 3.1 through 3.6 in enclosure (1). Once a user has completed this form, they can either select “Next,” which will save the information and forward them to the routing page, or “Back,” in the event they made an error in either of the previous two pages. Once a user selects “back” at any point in this process, the information entered on that page is forfeited and will require re-entry once they return to it. A data dictionary or help table will be made available at the hyperlink under the page header if a user requires additional information on any of the data elements. See enclosure (2).

(d) Routing Information. The fourth page in the process will display a table for all the Services and Agencies of the DoDAAD. The user can select only one from the list to whom the request will be sent. This table will associate to CSP email addresses maintained by EBSO. Once the user selects the appropriate CSP’s Service/Agency, they can either select “Save and Send” to forward the request, or if they need to add or change additional information, they can select “Back.”

(e) Email and Import Change Request. After the user submits their request (by selecting “Save and Send”), the Tool will generate a Do Not Reply email and send an encrypted email to the selected CSP with the request form attached as an XML file. This begins the next phase of the process which is performed by the CSP (See figures 5.1. through 5.6 in enclosure (1)):

1. Email Received. The CSP will receive the Do Not Reply encrypted email from the website, which will be marked For Official Use Only (FOUO), the subject line will include Create/Modify/Delete to indicate the action required and the body of the message will contain the Requestor Information entered by the user in step one of the process. Note: if the request is for a new record, the body of the message will also include the basic record information from the request (e.g., unit name, address) so the CSP will have basic information from which to start creating the new record in the Update Application. The email will also include the XML file attachment of the data, and the CSP will save the file to his/her local drive.

2. Update Application Import Change Request Utility. The CSP will then log in to the DoDAAD Update Application, as normal, and navigate to the new Import Change Request utility in order to upload the XML file from the Request Tool.

3. File Upload. The CSP will locate the saved XML file on the hard drive, and upload it using the Import Change Request file upload utility function of the Update Application. Depending upon the type of request, the application will do one of two actions:

a. New Request. If the request is for a new record, since the user does not specifically request the DoDAAC key (the CSP assigns one), the User Request will have populated the body of the email with some basic information about the request (e.g.,

unit type, address, etc.) once they select “Save and Send” for that type of request. Having this information displayed in the body of the email will allow the CSP to open the Update Application separately and create the new record using a DoDAAC he/she assigns. To do this, the CSP will follow the same steps for importing a Change Request, but instead of selecting “Import,” they will first enter the new DoDAAC (or RIC) on that page, and then select “Import.” This will open the Update Application with the new DoDAAC the CSP entered from the previous screen but with all data fields blank.

b. Update or Delete. If the request is to update or delete an existing record, the User Request will have identified the actual DoDAAC or RIC to be updated/deleted. In this case, the CSP will Import the Change Request as described above, and once uploaded, simply select “Import” (without entering a DoDAAC or RIC). The XML file will automatically open the Update Application with the DoDAAC/RIC identified within the Request and with all data fields populated from the DoDAAD.

4. View the Request. Once the CSP has the record open in the Update Application, he/she can select “View Request” from within the application, and it will generate a pop-up window of the data in the request so that the CSP can review it against the actual data in the Application (if an Update or Delete). If the data in the request in the pop-up window is acceptable, the CSP can select “Accept,” and the Application will pull all the data in from the Request into the Update Application and populate the affected fields with the data from the Request (overwriting existing data in those fields). If the data in the pop-up is not acceptable, the CSP can simply select “cancel,” and the pop-up window will close. Once the CSP is done with the record, they can select “Save,” and this action will update the DoDAAD as usual.

5. The CSP can then correspond back to the Requestor via email or phone, as necessary, to inform them of the action taken or discuss further information required.

(2) Technical Specifications. Due to security concerns, no database will be stored outside the DLA firewall, so many of the edit features and database triggers available to the CSPs in the Update Application are not possible within this tool. For example, when a CSP enters a DoDAAC into that application, if the DoDAAC entered does not exist within the database, it is assumed that the intent of the CSP is to create this DoDAAC. This concept will not work for the Request Tool, since the DoDAAD database will not be available outside the firewall to determine if the DoDAAC entered by the user exists. To solve this, the user must specify: Create DoDAAC, Update DoDAAC or Delete DoDAAC as outlined above and as illustrated in Figures 2 in enclosure (1). The following are functional processes for each form in enclosure (1):

(a) Figure 1 – The user information page is used to build the email to the CSP. The body of the email will contain the fields shown on the form and all fields are required. This is critical to provide the CSP justification for the requested change and proof the requestor is eligible to request the change. The page will also provide contact information to CSP on the person submitted the change request.

(b) Figure 2 – The type of request defines the intent of the requestor. If a New DoDAAC is requested, no DoDAAC value is required, because it is the responsibility of the CSP to assign the DoDAAC based on Service/Agency rules and guidance. Both Update and Delete will require DoDAAC so the CSP knows how to apply the requested change.

(c) Figures 3.1, 3.2 and 3.3 – These three figures represent requests for a new RIC, update a RIC or delete a RIC (respectively). The requestor input is limited to certain fields based on the function requested. For example, on the new RIC request form, all fields are available for update, with the exception of the delete date and major command.

(d) Figures 3.4, 3.5 and 3.6 – These three figures represent requests for a new DoDAAC, update a DoDAAC or delete a DoDAAC (respectively). Functionally, the DoDAAC request forms work the same as the RIC. If a field is not available to change (e.g., COCOM), the field will not appear on the form or will be dimmed out.

(e) Figure 4 – Routing information page is a checklist to select the CSP this request must be sent for update. From the requestor's perspective, they will select the correct CSP by Service/Agency and/or DoDAAC series and select "Save and Send." In the background, the application will need to keep a table of CSPs, keyed to match the Service/Agency and MAJCOM (if applicable), so the email and DoDAAC change will be routed from the requestor to the correct CSP. As CSPs change, this table will need to be maintained with the latest information so no requests for changes will be lost. Table should contain:

1. Series
2. MAJCOM
3. Email
4. Name
5. Telephone number

(f) Figure 5.1 – Passing data should use the Server email service and the data stored in XML format, so the update can be applied to the DoDAAD update application without the need to copy and paste the data from one medium to another.

(3) All fields must match the attributes of the elements in the DoDAAD database (see enclosure (2)).

b. DAAS:

(1) The CSP will receive the email and XML file from the front-end application (see Figure 5.1 in enclosure (1)). The CSP will save the XML file to their local drive and login to a new feature of the DoDAAD update application to import the XML file.

(2) Figure 5.2 is the first new page in the DoDAAD update application. The "Enter the DoDAAC or RIC" will be either a new DoDAAC (if create is required) or an existing

DoDAAC if the request is for update or delete. The “Import Change Request” is for the XML file to be imported.

(3) Figure 5.3 shows the selection window that appears when “browse” is clicked. The CSP will need to navigate to the XML file they saved from the requestor email.

(4) Figure 5.4 contains the XML file. The “Submit” button accepts the import and retrieves the DoDAAC information into the DoDAAD update application page.

(5) Figure 5.5 shows the DoDAAD update application page with the data retrieved from the DoDAAD database. This is no different from what happens today when the CSP enters the DoDAAC in the search field. The difference on this page is the “View Request” button. This new button will only be active if there is a pending XML file loaded for review. Normally this button will be dimmed out.

(6) Figure 5.6 shows the results of selecting the “View Request” button. The function will display a popup window, loaded from the data in the XML file. This will allow the CSP to compare the existing fields to the change fields from the XML data. The CSP will have two options for how to transfer data from the popup to the DoDAAD update page. The CSP will be allowed to copy and paste the data from the popup or the CSP may select “Accept” from the popup, and all changed data displayed in the popup will overlay the data in the DoDAAD update page. The “Cancel” button on the popup will close the popup window without transferring any data from the popup window to the DoDAAD update page. At this point in the process, no update has been made to the DoDAAC record. The CSP must, as they do today, save the data before the validation is trigger and the changes are applied.

c. EBSO:

(1) Maintain content of the new website with all pertinent information (i.e., FAQs, policy and procedures, CSP Listing, PRC meeting announcements/minutes), as well as the request process functionality, to include updating POC information upon notification of new CSP appointments from the Services/Agencies.

(2) Maintain CSP POC Listing and CSP Table for the Request Process function upon receipt of new CSP Appointments from the Services/Agencies.

(3) **DLMS Data Elements:** None

(4) **Revisions to DLM 4000.25 Manuals:** DLM 4000.25, Volume 6, Chapter 2 and the DoDAAD Update Application SOP will be revised to document this new capability once developed and implemented.

d. Federal Civilian Agencies and DoD Components:

(1) Federal Civilian Agencies and DoD Components may use the Request Tool to contact their CSPs for updating DoDAAD records.

(2) Army and Air Force will make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD, where applicable.

(3) **Non-DLM 4000.25 Series Publications**: The changes identified herein will need to be incorporated into the relevant Service/Agency-level DoDAAD management publications, including (but not limited to) the following:

- (a) Federal Property Management Regulations
- (b) U.S. Army: AR 725-50
- (c) U.S. Air Force: AFI 24-230
- (d) U.S. Marine Corps: MCO 4400.201, Volume 2
- (e) U.S. Coast Guard: COMDTINST M4000.2
- (f) Defense Information Systems Agency: DISA Instruction 270-50-10

Request Tool Mockups

User Information Page (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Requestor Information

Type (Select One):

- Military
- DoD Civilian
- DoD Contractor
- Federal Civilian
- Federal Contractor
- State/Local Civilian

Name (First, Last):

Service/Agency (if Contractor, enter Service/Agency supporting):

Office / Activity

Contact Information

Email:

Commercial Phone:

Brief explanation about this request

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Figure 1

Request Tool Mockups

Type of Request Page (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

DoDAAD Update Request

Submit a request to a CSP/Monitor to update/delete/request a DoDAAC or RIC.

Select the type of request and enter the record as appropriate

<input type="checkbox"/> New DoDAAC	<input type="text"/>	<input type="button" value="Submit"/>
<input type="checkbox"/> Update DoDAAC:	<input type="text"/>	<input type="button" value="Submit"/>
<input type="checkbox"/> Delete DoDAAC:	<input type="text"/>	<input type="button" value="Submit"/>
<hr/>		
<input type="checkbox"/> New RIC	<input type="text"/>	<input type="button" value="Submit"/>
<input type="checkbox"/> Update RIC:	<input type="text"/>	<input type="button" value="Submit"/>
<input type="checkbox"/> Delete RIC:	<input type="text"/>	<input type="button" value="Submit"/>

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Figure 2

Request Tool Mockups

New RIC Request Form (example)

DoDAAD
ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

New RIC

[Click here for Instructions on Data Fields](#)

Field	Data	Instructions
RIC		
RIC DoDAAC	X12345	Enter the DoDAAC to which this RIC will be associated
Effective Date	12/31/2017	Enter the date the RIC is to become effective if other than the current date
Delete Date		Enter the date the RIC is to be deactivated
Major Command		CSP use only
DP COMMRI		Enter the DP COMMRI if different from COMMRI of RIC_DODAAC
RIC Address		This will be the Record address (TAC1) of the RIC DoDAAC
Line 1		Enter line 1 of the RIC DoDAAC Record address
Line 2		Enter line 2 of the RIC DoDAAC Record address
Line 3		Enter line 3 of the RIC DoDAAC Record address
Country		Enter the Country of the RIC DoDAAC Record address
State/Province		Enter the State/Province of the RIC DoDAAC Record address
City		Enter the City of the RIC DoDAAC Record address
ZIP Code		Enter the ZIP Code of the RIC DoDAAC Record address
International Postal Code		If applicable, enter the IPC of the RIC DoDAAC Record address

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Figure 3.1

Request Tool Mockups

Update RIC Request Form (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Update RIC

[Click here for Instructions on Data Fields](#)

Field	Data	Instructions
RIC	ZZZXYZ	
RIC DoDAAC	X12345	Enter the DoDAAC to which this RIC will be associated
Effective Date	12/31/2017	Enter the date the RIC is to become effective if other than the current date
Delete Date		Enter the date the RIC is to be deactivated
Major Command		CSP use only
DP COMMRI		Enter the DP COMMRI if different from COMMRI of RIC_DODAAC
RIC Address		This will be the Record address (TAC1) of the RIC DoDAAC
Line 1		Enter line 1 of the RIC DoDAAC Record address
Line 2		Enter line 2 of the RIC DoDAAC Record address
Line 3		Enter line 3 of the RIC DoDAAC Record address
Country		Enter the Country of the RIC DoDAAC Record address
State/Province		Enter the State/Province of the RIC DoDAAC Record address
City		Enter the City of the RIC DoDAAC Record address
ZIP Code		Enter the ZIP Code of the RIC DoDAAC Record address
International Postal Code		If applicable, enter the IPC of the RIC DoDAAC Record address

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Figure 3.2

Request Tool Mockups

Delete RIC Request Form (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Delete RIC

[Click here for Instructions on Data Fields](#)

Field	Data	Instructions
RIC	ZZZXYZ	
RIC DoDAAC		Enter the DoDAAC to which this RIC will be associated
Effective Date		Enter the date the RIC is to become effective if other than the current date
Delete Date	12/31/2017	Enter the date the RIC is to be deactivated
Major Command		CSP use only
DP COMMRI		CSP use only
RIC Address		This will be the Record address (TAC1) of the RIC DoDAAC
Line 1		Enter line 1 of the RIC DoDAAC Record address
Line 2		Enter line 2 of the RIC DoDAAC Record address
Line 3		Enter line 3 of the RIC DoDAAC Record address
Country		Enter the Country of the RIC DoDAAC Record address
State/Province		Enter the State/Province of the RIC DoDAAC Record address
City		Enter the City of the RIC DoDAAC Record address
ZIP Code		Enter the ZIP Code of the RIC DoDAAC Record address
International Postal Code		If applicable, enter the IPC of the RIC DoDAAC Record address

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Figure 3.3

Request Tool Mockups

New DoDAAC Request Form (example)

DoDAAD

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New DoDAAC

[Click here for Instructions on Data Fields](#)

Field	Data	
Record Information		
DODAAC		
UIC		
Organization Type Code		
Effective Date		
Deletion Date		
Authority Code		
Contractor		
Major Command		
Sub Tier Code		
CGAC		
Procurement Authority		
Grant Authority		
Funding Office		
DP COMMRI		
Billing COMMRI		
Record Address Line 1		
Record Address Line 2		
Record Address Line 3		
Country		
State/Province		
City		
ZIP Code		
International Postal Code		
Shipping Information		
Effective Date		
Deletion Date		
Line 1		
Line 2		
Line 3		

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Figure 3.4

Request Tool Mockups

Update DoDAAC Request Form (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Update DoDAAC

[Click here for Instructions on Data Fields](#)

Field	Data	
Record Information		
DODAAC	X12345	
UIC		
Organization Type Code		
Effective Date		
Deletion Date		
Authority Code		
Contractor		
Major Command		
Sub Tier Code		
CGAC		
Procurement Authority		
Grant Authority		
Grant Authority		
DP COMMRI		
Billing COMMRI		
Record Address Line 1		
Record Address Line 2		
Record Address Line 3		
Country		
State/Province		
City		
ZIP Code		
International Postal Code		
Shipping Information		
Effective Date		
Deletion Date		
Line 1		
Line 2		
Line 3		

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Figure 3.5

Request Tool Mockups

Delete DoDAAC Request Form (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Delete DoDAAC

[Click here for Instructions on Data Fields](#)

Field	Data	
Record Information		
DODAAC	X12345	
UIC		
Organization Type Code		
Effective Date		
Deletion Date		
Authority Code		
Contractor		
Major Command		
Sub Tier Code		
CGAC		
Procurement Authority		
Grant Authority		
Grant Authority		
DP COMMRI		
Billing COMMRI		
Record Address Line 1		
Record Address Line 2		
Record Address Line 3		
Country		
State/Province		
City		
ZIP Code		
International Postal Code		
Shipping Information		
Effective Date		
Deletion Date		
Line 1		
Line 2		
Line 3		

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Figure 3.6

Request Tool Mockups

Routing Information Page (example)

Note: the routing page displayed as two halves to make the display large enough to view the details. This is one scrolling page.

Select the CSP for this request			
Select the Service / Agency to which this request is being submitted. For more information, see also the DoDAAD Series Table.			
Service / Agency	DoDAAC Series	RIC Series	MAJCOM
<input type="checkbox"/> Federal Civilian Agencies (GSA)	0 - 9	G	
<input type="checkbox"/> Army and Air Force Exchange Service	HX		
<input type="checkbox"/> Defense Advanced Research Projects Agency	HR		
<input type="checkbox"/> Defense Commissary Agency	HQC		
<input type="checkbox"/> Defense Contract Audit Agency	HA		
<input type="checkbox"/> Defense Contract Management Agency	S___A		
<input type="checkbox"/> Defense Finance Accounting Service	HQ		DT
<input type="checkbox"/> Defense Information Systems Agency	H91, H98, HC		DS
<input type="checkbox"/> Defense Intelligence Agency	HH		
<input type="checkbox"/> Defense Logistics Agency	2A, 2B, 2Y, 3B, S, U	S, T, U	
<input type="checkbox"/> Defense Security Service	HS		
<input type="checkbox"/> Defense Threat Reduction Agency	HD, HGD		
<input type="checkbox"/> DoD Education Activity	HE		
<input type="checkbox"/> DoD Inspector General	HF		
<input type="checkbox"/> Military Postal Service Agency	HP		
<input type="checkbox"/> National Geospatial Intelligence Agency	HM		
<input type="checkbox"/> National Security Agency	H91, H98, HNS		NS
<input type="checkbox"/> U.S. Air Force	E, F, J	D, E, F, J	
<input type="checkbox"/> U.S. Army	3A, A, C, W	A, B, C, W	

<input type="checkbox"/> U.S. Coast Guard	Z	Z	
<input type="checkbox"/> U.S. Marine Corps	L, M	L, M	
<input type="checkbox"/> U.S. Navy	N, Q, R, V	N, P, Q, R, V	
<input type="checkbox"/> U.S. Special Operations Command	H92		
<input type="checkbox"/> U.S. Strategic Command	H95		
<input type="checkbox"/> U.S. Transportation Command, Acquisition	HGA, HTC		
<input type="checkbox"/> U.S. Transportation Command, Defense Courier Division	HK		
<input type="checkbox"/> Uniformed Services University health Sciences	HU		
<input type="checkbox"/> Washington Headquarters Service (WHS)	H9	H	
<input type="checkbox"/> WHS - Defense Health Agency (DHA)	HPH, HT		WH
<input type="checkbox"/> WHS - Defense Security Cooperation Agency (DSCA)	H91, H98		WS
<input type="checkbox"/> WHS - Defense Technical Information Center (DTIC)	HJ		WT
<input type="checkbox"/> WHS - DoD Civilian Personnel / Defense Human Resources Activity (DHRA)	H91, H98		WC
<input type="checkbox"/> WHS - Joint Staff	H91, H98		wJ
<input type="checkbox"/> WHS - Missile Defense Agency (MDA)	HQ		wI
<input type="checkbox"/> WHS - Other DoD Activities	HL, HQ, HY		wL
<input type="checkbox"/> WHS - Other DoD/OASD Activities	HQ		wD
<input type="checkbox"/> WHS - Other DoD/OASD Activities	H91, H98		wX
<input type="checkbox"/> WHS - Other Government Contractors	HGC		

Figure 4

Request Tool Mockups

System-generated Email w/XML (example)

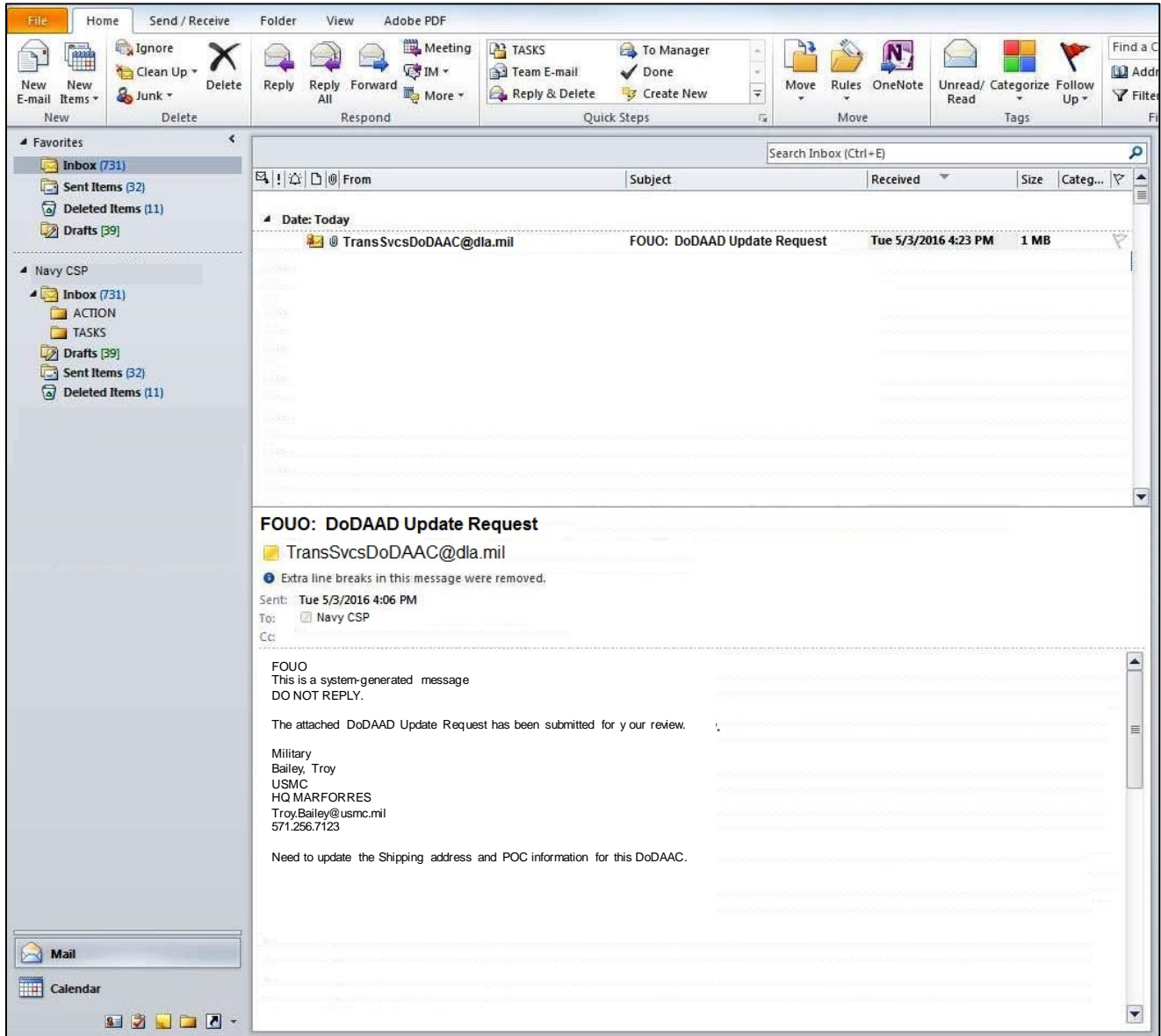


Figure 5.1

Request Tool Mockups

Update Application, Import Change Request utility (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Update DODAAD

Enter DODAAC or RIC* : **Submit** [View allowable service codes.](#)

* RIC (ZZZ___format)

Import Change Request

 Browse **Cancel** **Import**

HOME
SEARCH
REQUEST | UPDATE

NEWS AND EVENTS
FORMS
RESOURCES
TERMS OF USE

ABOUT
CAGE
DUNS
SAM
Ownership Of Offeror

CONTACT US
CAGE
Commercial And
Government Entity
Program
1.877.352.2255
Customer Service




Figure 5.2

Request Tool Mockups

Update Application, Import Change Request utility (example)

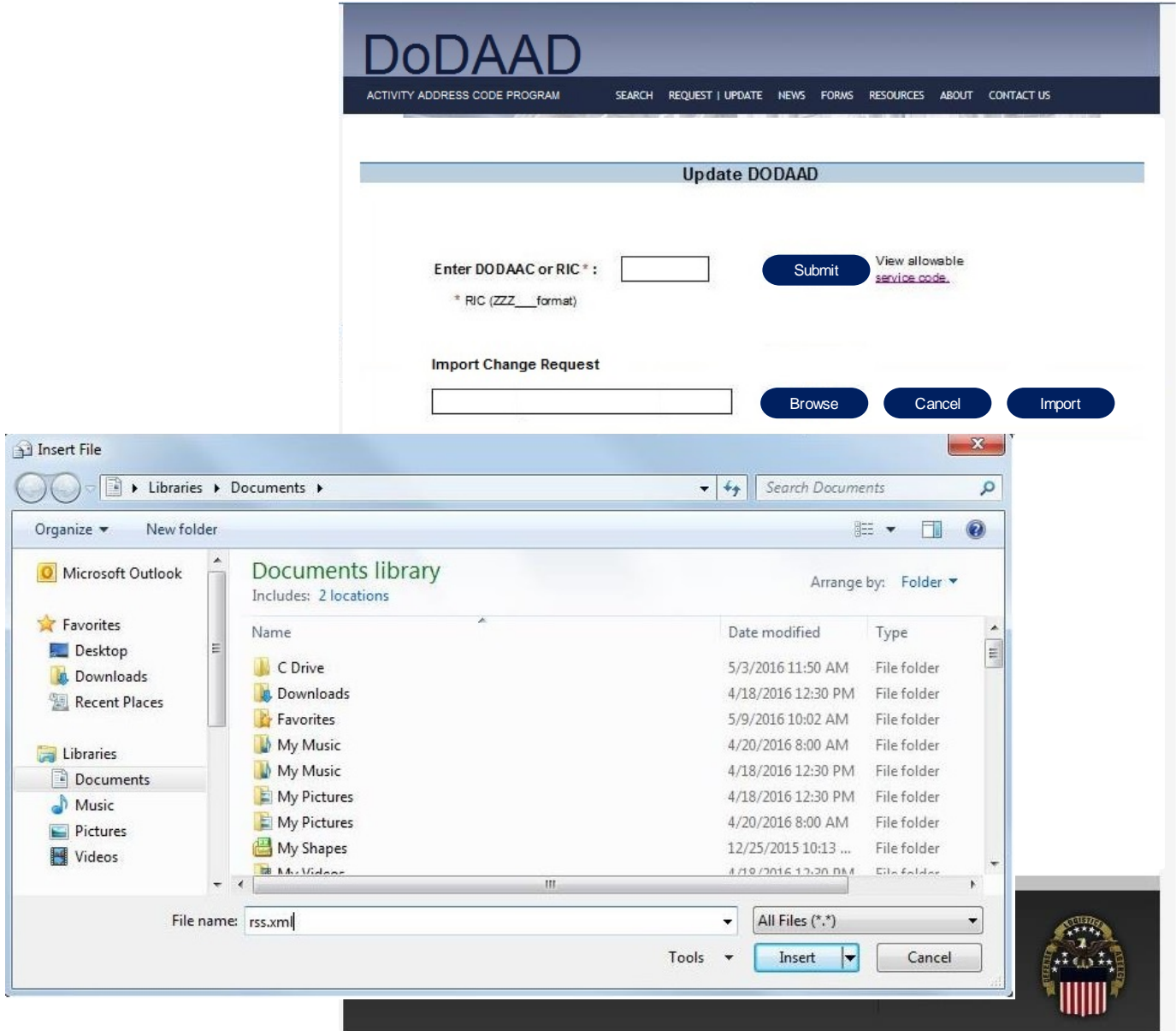


Figure 5.3

Request Tool Mockups

Update Application, Import Change Request utility (example)

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Update DODAAD

Enter DODAAC or RIC * : **Submit** [View allowable service code.](#)

* RIC (ZZZ__format)

Import Change Request

 Browse **Cancel** **Import**

HOME
SEARCH
REQUEST | UPDATE

NEWS AND EVENTS
FORMS
RESOURCES
TERMS OF USE

ABOUT
CAGE
DUNS
SAM
Ownership Of Offeror

CONTACT US
CAGE
Commercial And
Government Entity
Program
1.877.352.2255
Customer Service




Figure 5.4

Request Tool Mockups

Update Application, View Request (example)

DoDAAD
ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Update DoDAAC
For Official Use Only (FOUO)

* Required field

DoDAAC Information

DoDAAC: * M21300 UIC: M21300 Creation Date: 07/10/2002

Organization Type Code: * DoD and USCG - D Deletion Date:

Authority Code: Requisitioner - 00 Contractor: Yes

Major Command: MC 04 (I MEF) - M1

Sub Tier Code: CGAC: DEPT OF THE NA

Procurement Authority: Yes Funding Office: Yes

COMMRI Information

DP COMMRI: RUSAHU0 Billing COMMRI: RU QABAS

Check here to copy all TACs from DoDAAC **View TACs**

Check here to copy TAC1 from DoDAAC **View TAC1**

TAC1 Information

Line1: * COMMANDING OFFICER EFF Date: 01/26/2009

Line2: 7TH ESB 1ST MLG

Line3: BOX 555677

Line4: CAMP PENDLETON CA 92055-5677

Line5:

Country: * UNITED STATES -- US, USA

State/APO/Province: * California, CA, 06

City: * CAMP PENDLETON

ZIP Code: 92055-5677 **Lookup State/City** International Postal Code:

Check here to copy TAC2 from DoDAAC **View TAC2**

Click here to copy current TAC1 to TAC2

Left Sidebar:

Would you like to verify or update another DoDAAC?
Enter DoDAAC:
GO

View Request
View allowable service code.

Update GSA Data

USPS ZIP Code Lookup

Logout

Footer:

HOME NEWS AND EVENTS ABOUT CONTACT US
SEARCH FORMS CAGE CAGE
REQUEST | UPDATE RESOURCES DUNS Commercial And
TERMS OF USE SAM Ownership Of Offeror Government Entity
Program
1.877.352.2255
Customer Service

Figure 5.5

Request Tool Mockups

Update Application, View Request w/Pop-up (example)

The screenshot displays the DoDAAD (Department of Defense Activity Address Code) web application. The main page is titled "Update DoDAAC" and includes a "For Official Use Only (FOUO)" warning. The form contains various fields for updating a DoDAAC record, such as DoDAAC number (M21300), UIC (M21), Organization Type Code (DoD and USCG - D), Authority Code (Requisitioner - 00), Major Command (MC 04 (JMEF) - M1), and Sub Tier Code. A "Check here to copy all TACs" option is visible. A pop-up window is overlaid on the form, showing a table of record and shipping information.

Field	Data
Record Information	
DODAAC	M21300
UIC	
Organization Type Code	
Effective Date	
Deletion Date	
Authority Code	
Contractor	
Major Command	
Sub Tier Code	
CGAC	
Procurement Authority	
Grant Authority	
Funding Office	
DP COMMRI	
Billing COMMRI	
Record Address Line 1	COMMANDER
Record Address Line 2	7TH ENGRSPTBN 1ST MLG
Record Address Line 3	BOX 555678
Country	
State/Province	
City	
ZIP Code	
International Postal Code	
Shipping Information	
Effective Date	
Deletion Date	

Buttons: Accept, Cancel

Figure 5.6

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
Record Information			
DoDAAC (or RIC)*	VARCHAR(6)	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.
UIC	VARCHAR(8)	The Unit Identification Code is a six-character code created by the DoD Components to identify an activity in manpower and readiness reporting systems. Prior to the advent of the DoDAAC (circa 1960), the UIC was a five-digit code used for financial resources, readiness, and manpower. To enable Joint Services interoperability, the code was changed to 6-characters; however, certain Services and systems maintained use of the 5-character construct (Navy). The Office of the Under Secretary of Defense for Personnel and Readiness (OUSD P&R) is the DoD "owner" of the UIC. The database that contains all DoD UICs is the Unit Identification Code Search System (UICSS) which is administered	Enter the UIC to which the DoDAAC is associated/belongs (DoD only).

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		by the Defense Manpower Data Center (DMDC) of the Defense Human Resource Activity (DHRA). This system obtains data from the Components' manpower systems. The Army uses the 6-digit UIC. Navy uses a 5-digit UIC and applies an "N" to the beginning of their codes. Air Force uses the Personnel Accounting System (PAS), and the Marine Corps uses the Reporting Unit Code (RUC) for personnel reporting, and the UIC for reporting of structure requirements. Currently, however, the Marine Corps system that provides data to UICSS is the Marine Corps Total Force System (MCTFS) which provides the RUC information. Depending on the Service's internal business processes, this field should be populated with the appropriate UIC to which the DoDAAC is associated, as applicable.	
Organization Type Code	VARCHAR(1)	Type of Organization	F = Federal, D = DoD, S = State, N = NGO, X = Foreign
Effective Date*	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. If current date, leave blank.
Deletion Date*	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.	Used to delete the record. Enter the date at which this record will be deleted.
Authority Code	VARCHAR(2)	Authority Code	Required field. Set by CSP. See Authority Code table.
Contractor	VARCHAR(1)	Contractor indicator	Enter "Y" if this record is for a contractor.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
Major Command*	VARCHAR(2)	Major Command	Enter the Major Command (DoD only). See Major Command Code table.
Sub Tier Code	VARCHAR(4)	The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the 'sub tier' of the Agency, more commonly referred to as a bureau. The Sub Tier Code, therefore, identifies the 'sub tier' to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD), and is used in FPDS to identify entities below the Agency level. CSPs shall set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Agency Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).	Enter the Sub Tier Code. See Sub Tier table.
CGAC	VARCHAR(3)	Common Government-wide Accounting Classification (CGAC) Code. Three digit code used by the Federal Government to identify an Agency (Department) of the Federal Government at the highest tier	Enter the CGAC. See CGAC table.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		(e.g., Department of Agriculture is 012). Central Service Points (CSP) will set this code for only Government DoDAACs and based on the tier to which DoDAAC it belongs. For instance, if DLA creates a DoDAAC for the U.S. Army, the CGAC of the DLA-created DoDAAC would cite U.S. Army (020) and not DLA, because the DoDAAC is for a U.S. Army activity. The CGAC does not apply to contractors, state/local activities, foreign entities, and non-government organizations (NGOs).	
Procurement Authority	VARCHAR(1)	Procurement Authority flag identifies that the activity has the authority to award contracts.	Enter "Y" if applicable.
Grant Authority	VARCHAR(1)	Grant Authority flag identifies that the activity has the authority to award grants.	Enter "Y" if applicable.
Funding Office	VARCHAR(1)	Funding Office flag identifies the activity can fund contract and/or grant awards.	Enter "Y" if applicable.
DP COMMRI*	NA	Data Pattern COMMRI. The COMMRIs are not actually data elements of the DoDAAC/RIC but are displayed in DAASINQ/eDAASINQ. They are used for routing of data associated with the record.	Enter the COMMRI if known; otherwise, leave blank.
Billing COMMRI	NA	Billing COMMRI	Enter the COMMRI if known; otherwise, leave blank.
Record Address Line 1*	VARCHAR(35)	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.	Enter first line of official mailing address.
Record Address Line 2*	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.	Enter the second line of official mailing address.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
Record Address Line 3*	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.	Enter the third line of official mailing address.
Country*		The fourth and fifth lines of the mailing address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter country of the address.
State/Province*		The fourth and fifth lines of the mailing address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter State or Province of the address.
City*		The fourth and fifth lines of the mailing address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter the City of the address.
ZIP Code*	VARCHAR(10)	United States Postal Service Zone Improvement Plan code of the mailing address, expressed as either a 5-position code or 10 position with hyphen. ZIP code required if USA. ZIP code is validated using the USPS city, state, ZIP table. after 5th position.	Enter ZIP of the address.
International Postal Code*	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 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 .
Shipping Information			
Effective Date	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

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
			date matches the current date. Enter date this address is to become effective for use.
Deletion Date	VARCHAR(7)	Delete date Julian format (YYYYDDD) the date upon which the address was deleted. This address is no longer valid on this date.	Use this to delete only the shipping address from the record, on the date specified.
Line 1	VARCHAR(35)	The first line (normally name) of the shipping address of the unit, activity, or organization.	Enter first line of the shipping address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.
Line 2	VARCHAR(35)	The second line (normally the street address) of the shipping address of the unit, activity, or organization.	Enter the second line of the shipping address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.
Line 3	VARCHAR(35)	The third line of the shipping address of the unit, activity, or organization.	Enter the third line of the shipping address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.
Country		The fourth and fifth lines of the shipping address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter country of the address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.
State/Province		The fourth and fifth lines of the shipping address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter State or Province of the address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.
City		The fourth and fifth lines of the shipping address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter the City of the address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.
ZIP Code	VARCHAR(10)	United States Postal Service Zone Improvement Plan code of the shipping address, expressed as either a 5-position code or 10 position with hyphen. ZIP code required if USA. ZIP code is	Enter the ZIP of the address. Note: Shipping address cannot be a Post Office box (e.g. PO Box, APO, DPO, and FPO); it must be a physical address.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		validated using the USPS city, state, ZIP table. after 5th position.	
International Postal Code	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 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 .
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 for a CCP: 101 (East Coast Consolidation Point, address found in DoDAAC W25N14) or 301 (West Coast Consolidation Point, address found in DoDAAC W62N2A).	Valid values are: 101 and 301.
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 from NMFTA data based on a DoDAAC's TAC 2. (For more info, see NMFTA's website at www.nmfta.org/Pages/Spic.aspx)	Enter SPLC; otherwise, system-generated based on shipping address information.
ALOC	VARCHAR(1)	Air Lines of Communications. These codes are assigned by the Army	Army use only.
BBP* (Note: for RICs, this data element is called "RIC_DODAAC")	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	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

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		the record is a RIC, the BBP holds the associated DoDAAC.	CCP will be set to 301 (West Coast Consolidation Point – San Joaquin).
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.
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.
Billing Information			
Effective Date	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. Enter date this address is to become effective for use.
Deletion Date	VARCHAR(7)	Delete date Julian format (YYYYDDD) the date upon which the address was deleted. This address is no longer valid on this date.	Use this to delete only the billing address from the record, on the date specified.
ADSN/FSN/AAA	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	Enter appropriate Accounting Agency Code. See DoDFMR Volume 1, Chapter 4.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		set a five digit numeric code, Navy, Marines mostly use a DoDAAC, DLA, and Other (WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.	
Line 1	VARCHAR(35)	The first line (normally name) of the billing address of the unit, activity, or organization.	Enter first line of the billing address.
Line 2	VARCHAR(35)	The second line (normally the street address) of the billing address of the unit, activity, or organization.	Enter the second line of the billing address.
Line 3	VARCHAR(35)	The third line of the billing address of the unit, activity, or organization.	Enter the third line of the shipping address.
Country		The fourth and fifth lines of the billing address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter country of the address.
State/Province		The fourth and fifth lines of the billing address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter State or Province of the address.
City		The fourth and fifth lines of the billing address are constructed using discrete fields for Country, State/Province, City, and ZIP or IPC.	Enter the City of the address.
ZIP Code	VARCHAR(10)	United States Postal Service Zone Improvement Plan code of the billing address, expressed as either a 5-position code or 10 position with hyphen. ZIP code required if USA. ZIP code is validated using the USPS city, state, ZIP table. after 5th position.	Enter the ZIP of the address.
International Postal Code	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 is used for all other countries. Postal code data for	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

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		non-US countries can be obtained by contacting the country's post office directly.	name of the city or town. See USPS link for individual requirements: http://pe.usps.com/text/imm/welcome.htm .
POC Information			
Name	VARCHAR(30)	Point of Contact, identifies the POC that can provide information on the DoDAAC	
Email	VARCHAR(40)	Email of POC	
Phone	VARCHAR(21)	Telephone of POC	10 digit commercial number
Contractor Information			
Contract Number	VARCHAR(17)	Contract Number is filled in when the DoDAAC belongs to a contractor with an active contract.	Field is required if contractor DoDAAC. Enter valid contract number to which this DoDAAC will be assigned.
CAGE Code	VARCHAR(5)	Commercial and Government Entity Code, identifies the activity.	Field is required if contractor DoDAAC. Enter the CAGE Code of the contractor for this contract.
Contract Admin Office DoDAAC	VARCHAR(6)	DoDAAC of Contract Administration Office	Field is required if contractor DoDAAC. Enter the Procurement Authority DoDAAC that awarded this contract.
Contract Sponsor DoDAAC	VARCHAR(9)	This field identifies the service/agency that let the contract. For example, DAASC, DAPS, DCMA, DDC, etc.	Field is required if contractor DoDAAC. Enter the DoDAAC of the activity funding this contract (e.g., auth code must be 00, 02, 03, or 05).
Contract Expiration Date	VARCHAR(7)	Contract Expiration Date (YYYYDDD)	Field is required if contractor DoDAAC. Enter the date the contract expires.
GSA Information			
Agency	VARCHAR(2)	Agency Code. GSA internal breakdown of Agency by DoDAAC. For example, 69 is Dept of Transportation.	Enter two-digit Agency Code.
GSA Bureau Code	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.	Contact GSA (ordermgmt@gsa.gov) for assistance.
Support Region	VARCHAR(1)	Support Region Code. Geographic locations within the USA.	Contact GSA (ordermgmt@gsa.gov) for assistance.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		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	
Parcel Post	VARCHAR(1)	Parcel Post. 0=Parcel Post allow, 9=No parcel post.	Contact GSA (ordermgmt@gsa.gov) for assistance.
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)	Contact GSA (ordermgmt@gsa.gov) for assistance.
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	Contact GSA (ordermgmt@gsa.gov) for assistance.

DoDAAD Data Elements

Field Name	Field Type	Definition	Business Rule / Instructions
		same general vicinity. The CRP always begins with "YY".	
Purpose Code	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	Contact GSA (ordermgmt@gsa.gov) for assistance.
Inside Delivery	VARCHAR(1)	Inside Delivery. 1=Requested	Contact GSA (ordermgmt@gsa.gov) for assistance.
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.	Contact GSA (ordermgmt@gsa.gov) for assistance.
Contact Point	VARCHAR(3)	Contact Point. Agency Address Control Point code.	Contact GSA (ordermgmt@gsa.gov) for assistance.
Comm Phone	VARCHAR(10)	Commercial Telephone Number.	Contact GSA (ordermgmt@gsa.gov) for assistance.
DSN Phone	VARCHAR(7)	DSN Telephone Number.	Contact GSA (ordermgmt@gsa.gov) for assistance.
State/Country Code	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.	Contact GSA (ordermgmt@gsa.gov) for assistance.
GLC County/ Country Code	VARCHAR(3)	Country Province.	Contact GSA (ordermgmt@gsa.gov) for assistance.
City Code	VARCHAR(4)	City Code. 4 digit numeric value representing the city name. City code retrieved from the Worldwide Geographic Location Codes. (GLC lookup)	Contact GSA (ordermgmt@gsa.gov) for assistance.