DoDAAD Tables, Codes, and Rules

DoDAAD Batch Transaction Formats

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	Enter TAC for type of address to be added.
		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	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	Must be all capital letters - no punctuation except in ZIP code.
		Line 1 - Name of activity. Maximum 35 positions, 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

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)	Four - position ZIP supplement
		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.
		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.
		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.
		Note: The following fields apply only to the first address transaction line.
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)	Four-position ZIP supplement
		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.
		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.
		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).
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