



eDoDAAD Quick Reference Guide

April 5, 2019

ENTERPRISE BUSINESS STANDARDS OFFICE (EBSO)

eDODAAD

1. **OVERVIEW**. This is the new public facing view of the DoDAAD. From here anyone can submit a request to a Central Service Point (CSP) to have a DoDAAC created, modified or deleted. Some of the links on this page take the user to existing functions (e.g., reports, download and direct update of the DoDAAD) and some features require a System Access Request (SAR). Do not try to request something that requires a SAR (e.g., request update access), you will not be granted this authority. This document is focused only on the new features incorporated into eDoDAAD (i.e., how to request an Add, Change or Delete of a DoDAAC that will be submitted to a CSP for action).

2. **ACCESS**. The eDoDAAD is accessible through the following URL:
<https://www.transactionservices.dla.mil/eDODAAD/>. The URL opens a selection page (See Figure 1).



Figure 1- Home Page

3. **SIMPLE SEARCH**. This feature is open to anyone. It allows someone to search for a DoDAAC or RIC, but only if they know the ID of the DoDAAC or RIC. To view a DoDAAC or RIC, enter 6-position DoDAAC or 3-position RIC and click to appropriate “Submit” button below the value entered. See Figure 2.

4.


DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

Search DoDAAC or RIC

Enter DoDAAC:

Enter RIC:

 HOME
CONTACT CSP
RESOURCES

SIMPLE SEARCH
ADVANCED SEARCH

REQUEST | UPDATE

CONTACT US
DoDAAD System Help Desk
DoDAAD System Access Control Point
DoDAAD Administrator

Figure 2– Simple Search Screen

- 4.1. After pressing enter or selecting “Submit,” the results of your search will post to the browser. The example below is the results from a DoDAAC search. The page contains all the data elements of the DoDAAC, so it may be necessary to scroll down on this page in order to view the entirety of the record. See Figure 3.

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DoDAAC Search Results

DoDAAC INFORMATION

DoDAAC:	820100	UIC:	CREATION DATE: 10/26/2000
DoDAAD SERVICE AGENCY:	Department of Transportation	DELETION DATE:	
ORGANIZATION TYPE CODE:	Federal Agencies	CONTRACT CODE:	No
AUTHORITY CODE:	00 - Requester	CONT ADMIN OFF:	No
MAJ COMMAND:	05 - FEDERAL AVIATION ADMINISTRATION (PRIORITY & SUPPLY)	LAST UPDATE:	22-SEP-18
COCOM:	USNORTHCOM	CGAC:	000 - TRANSPORTATION, DEPARTMENT OF
SUB TIER CODE:		FUNDING OFFICE:	No
PROCUREMENT AUTHORITY:	No	GRANT AUTHORITY:	No
IRC:			

COMMR(x) INFORMATION

DIR:	BILL:
HUCABNM	

TAC INFORMATION

- 820100 DOT FAA
- ATIN SA SMO WAREHOUSE
- 700 N BONAPACE PKWY
- ELMENDORF AFB AK 99506-1812

EFF DATE: 06/17/2002

CITY:	ELMENDORF AFB	ZIP:	99506-1812	IPC:	AK02
STATE/PROVINCE:	Alaska	STATE(AN)/PROVINCE:	AK02		
COUNTRY NAME:	UNITED STATES				
GENC CC:	USUSA				

TAC 2

- 820100 DOT FAA
- MAIL HEIGHT SA SMO WAREHOUSE
- 700 N BONAPACE PKWY
- ELMENDORF AFB AK 99506-1812

EFF DATE: 06/17/2002
DEL DATE:

CITY:	ELMENDORF AFB	ZIP:	99506-1812	IPC:	AK02
STATE/PROVINCE:	Alaska	STATE(AN)/PROVINCE:	AK02		
COUNTRY NAME:	UNITED STATES				
GENC CC:	USUSA				

TAC 3

- DOT FAA MMAC
- AERO CENTER
- 100 BOX 25710
- OKLAHOMA CITY OK 73125-0710

EFF DATE: 12/10/2008
DEL DATE:
AUSNTPSN:

CITY:	OKLAHOMA CITY	ZIP:	73125-0710	IPC:	OK40
STATE/PROVINCE:	Oklahoma	STATE(AN)/PROVINCE:	OK40		
COUNTRY NAME:	UNITED STATES				
GENC CC:	USUSA				

CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NUMBER:	CAGE CODE:	CAGE CODE NAME:
ORDER NUMBER:	CAG DoDAAC:	
	ISSUING OFFICE DoDAAC:	
PCP END DATE:	CLOSEOUT DATE:	

POC INFORMATION

POC:	PHONE:	(507) 269-1138
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Figure 3 DoDAAC Search Results

- 4.2. The example below is the result from a RIC search. The page contains all the data elements of the RIC. Note there is only one address associated to a RIC, so scrolling should not be required in order to view the entire RIC record. See Figure 4.

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RIC Search Results

RIC INFORMATION			
RIC:	G11	CREATION DATE:	05/15/2003
RIC DODAAC:	1595GR		
DODAAD SERVICE/AGENCY:	All Non-DoD Federal Agencies		
MAJ COMMAND:			
COCOM:	USNORTHCOM	LAST UPDATE:	19-FEB-16

COMMR(s) INFORMATION	
DP:	RUMMMM

Note: RI(s) RUMMMM, RUTTTT, RURRRR, RESERVE, RDELETE - for DAAS Use Only

TAC INFORMATION			
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">TAC</div> <div> <p>1</p> </div> </div>	<ul style="list-style-type: none"> DEPT OF JUSTICE BUREAU OF PRISONS UNICOR FEDERAL PRISON INDUST INC PO BOX 3400 ADELANTO CA 92301 	EFF DATE: 05/15/2003 DEL DATE:	
CITY: ADELANTO STATE/PROVINCE: California COUNTRY NAME: UNITED STATES GENC CC: US/USA	ZIP: 92301 STATE(A/N)/PROVINCE: CA/06		

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Figure 4 - RIC Search Results

5. **ADVANCED SEARCH.** This feature is restricted and requires a System Access Request (SAR). Unlike the simple search, in the advanced search you can search any field in the DoDAAD database. Also, the advanced search will likely bring back multiple records and not just one. These records can be viewed individually or downloaded to an Excel spreadsheet for further filtering and analysis. Access may be granted to the Advance Search function only if there is a validated need for this access. See Figure 5.

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DoDAAC Search

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PLEASE NOTE: Searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally search on may be located in a different area on the screen.

****Enter data in one or more of the following fields: ****
Note: + Search of this field must be combined with service code. No wildcard search on this field.
 ++ 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to search all none blank values of this field.

View Results
Download Results to File
Reset

☐ Include RICs in search download
 ☐ Include GSA data in search download

DODAAC INFORMATION

DoDAAC: <input style="width: 80%;" type="text"/>	UIC: <input style="width: 80%;" type="text"/>	<input type="radio"/> Active only: <input type="radio"/> Deleted only: <input type="radio"/> All:	
DODAAD SERVICE/AGENCY:	<input style="width: 95%;" type="text" value="---- Select one ----"/>		
ORG TYPE CODE:	<input style="width: 80%;" type="text"/>	DELETION DATE:	<input style="width: 80%;" type="text"/>
AUTHORITY CODE:	<input style="width: 80%;" type="text"/>	CONTRACTOR:	<input type="checkbox"/> Yes
MAJ COMMAND:	<input style="width: 80%;" type="text"/>	CONTR ADMIN OFFICE:	<input type="checkbox"/> Yes
COCOM:	<input style="width: 80%;" type="text" value="-- select one --"/>	LAST UPDATE:	<input style="width: 80%;" type="text"/>
SUB TIER CODE:	<input style="width: 80%;" type="text"/>	CGAC:	<input style="width: 80%;" type="text"/>
PROCUREMENT AUTHORITY:	<input type="checkbox"/> Yes	GRANT AUTHORITY:	<input type="checkbox"/> Yes
		FUNDING OFFICE:	<input type="checkbox"/> Yes

COMMRI(s) INFORMATION

+ DP: <input style="width: 80%;" type="text"/>	+ SP: <input style="width: 80%;" type="text"/>	+ BILL: <input style="width: 80%;" type="text"/>
------------------------------------------------	------------------------------------------------	--------------------------------------------------

TAC ADDRESSES

☐ Check here to search entries in all 4 TACs

EFF DATE:

Figure 5 – Advanced Search Page

6. **REQUEST | UPDATE.** The Request/Update function allows any user the ability to submit a request to a DoDAAD Central Service Point (CSP). Update and delete both require a DoDAAC, the Add does not, since only a CSP, or, in some cases, a Monitor is allowed to assign a DoDAAC. The steps are covered below and the request values should be self-evident, but detailed instruction regarding each field on the eDoDAAD page is available for download (if required). Since instructions are available, we will not be covering the definition of each field in this document.

6.1. Requestor page is all about the user making the application. The CSP will use this information to document the reason for the DoDAAC and contact information if the CSP has any questions. The most important information on this page is the purpose field, because the CSP will use this to determine whether the DoDAAC request has merit. See Figure 6.



DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

Step 1: Requester Information **Step 2:** Enter Update Information **Step 3:** Select Route Info **Step 4:** Review and Submit **Step 5:** Complete

All fields are required

Type:

- ☐ 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: (no spaces, hyphens, or parentheses)

Purpose (Provide a detailed description for this request): (Maximum of 4000 charecters)

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Figure 6 - Requestor Information Page

- 6.2. DoDAAC information provides a means to enter any of the fields of a DoDAAC entry. A request to create a DoDAAC will require a review of the instructions (PDF). The type of request dictates the fields required. See Figure 7.

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Step 1:
Requester Information

Step 2:
Enter Update Information

Step 3:
Select Route Info

Step 4:
Review and Submit

Step 5:
Complete

ADD DODAAC

[Click here for instruction on data fields \[PDF\]](#)

Record Information (TAC1)	
DODAAC:	<input style="width: 90%;" type="text"/>
UIC:	<input style="width: 90%;" type="text"/>
Organization Type Code:	<input style="width: 90%;" type="text" value="v"/>
Authority Code:	<input style="width: 90%;" type="text" value="v"/>
Major Command:	<input style="width: 90%;" type="text"/>
Sub Tier Code:	<input style="width: 90%;" type="text"/>
CGAC:	<input style="width: 90%;" type="text"/>
Procurement Authority:	<input checked="" type="radio"/> No Change <input type="radio"/> No <input type="radio"/> Yes
Grant Authority:	<input checked="" type="radio"/> No Change <input type="radio"/> No <input type="radio"/> Yes
Funding Office:	<input checked="" type="radio"/> No Change <input type="radio"/> No <input type="radio"/> Yes
Contractor:	<input checked="" type="radio"/> No Change <input type="radio"/> No <input type="radio"/> Yes
Contract Admin Office:	<input checked="" type="radio"/> No Change <input type="radio"/> No <input type="radio"/> Yes
DP COMMRI:	<input style="width: 90%;" type="text"/>
Billing COMMRI:	<input style="width: 90%;" type="text"/>
Effective Date:	<input style="width: 40%;" type="text"/>
Address Line1:	<input style="width: 90%;" type="text"/>
Address Line2:	<input style="width: 90%;" type="text"/>
Address Line3:	<input style="width: 90%;" type="text"/>
Country:	<input style="width: 90%;" type="text" value="---- Select country ----"/> <input style="width: 10px;" type="text" value="v"/>
State/Province:	<input style="width: 90%;" type="text" value="v"/>
City:	<input style="width: 90%;" type="text"/>
ZIP Code:	<input style="width: 40%;" type="text"/>
International Postal Code:	<input style="width: 90%;" type="text"/>
Enter Shipping Information (TAC2)	
Enter Billing information (TAC3)	
Enter Contract Information	
Enter POC Information	

Figure 7– DoDAAC Information Page

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM
SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

Step 1: Requester Information
Step 2: Enter Update Information
Step 3: Select Route Info
Step 4: Review and Submit
Step 5: Complete

Select the Service/Agency for this request

Select Service / Agency to which this request is being submitted. For more information, see also the [DoDAAD Series Table \(1/12/12\)](#)

Service / Agency	DoDAAC Series	RIC Series	NAJCOM
<input type="radio"/> ALL FEDERAL CIVILIAN AGENCIES	S-9, G	G	
<input type="radio"/> ARMY & AIR FORCE EXCHANGE SERVICE (AAFES)	HK		
<input type="radio"/> DEFENSE ADVANCE RESEARCH PROJECTS AGENCY (DARPA)	HR		
<input type="radio"/> DEFENSE COMMISSARY AGENCY (DCA)	HDC		
<input type="radio"/> DEFENSE CONTRACT AUDIT AGENCY (DCAA)	HA		
<input type="radio"/> DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S---A	SB, ST, SS	DR
<input type="radio"/> DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)	HD		DI
<input type="radio"/> DEFENSE HEALTH AGENCY (DHA)	HFH, HI		WH
<input type="radio"/> DEFENSE HUMAN RESOURCES ACTIVITY (DHRA)	HST, HSS		WC
<input type="radio"/> DEFENSE INFORMATION SYSTEMS AGENCY (DISA)	HDB(240-400), HC		IS
<input type="radio"/> DEFENSE INTELLIGENCE AGENCY (DIA)	HM		
<input type="radio"/> DEFENSE LOGISTICS AGENCY (DLA)	ZA, ZY, ZB, ZU	S, I	
<input type="radio"/> DEFENSE SECURITY COORDINATION AGENCY (DSCA)	HST, HSS		WS
<input type="radio"/> DEFENSE SECURITY SERVICE (DSS)	HS		
<input type="radio"/> DEFENSE TECHNICAL INFORMATION CENTER (DTIC)	HJ		WI
<input type="radio"/> DEFENSE THREAT REDUCTION AGENCY (DTRA)	HD, HGD		
<input type="radio"/> DOD EDUCATION ACTIVITY (DODEA) OSD	HC		
<input type="radio"/> DOD FOURTH ESTATE (OTHER DOD)	HST, HSS		WX
<input type="radio"/> DOD FOURTH ESTATE CONTRACTORS	HCC		WG
<input type="radio"/> DOD INSPECTION GENERAL (ODIG)	HP		
<input type="radio"/> DODDAD TEST TEAM	PROD TEST		
<input type="radio"/> JOINT STAFF	HST, HSS		WJ
<input type="radio"/> MILITARY POSTAL SERVICE AGENCY	HP		
<input type="radio"/> MISSILE DEFENSE AGENCY (MDA)	HD		WI
<input type="radio"/> NATIONAL GEOSPATIAL INTELLIGENCE AGENCY (NGA)	HM		
<input type="radio"/> NATIONAL SECURITY AGENCY (NSA)	HST, HSS		NS
<input type="radio"/> OTHER DOD ACTIVITIES	HL, HD, HY		WL
<input type="radio"/> SYSTEM ADMIN	ALL	ALL	ALL
<input type="radio"/> UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCES (USHS)	HU		
<input type="radio"/> US AIR FORCE (USAF)	E, F, J	D, E, F, J	
<input type="radio"/> US AIR FORCE (USAF)	F-4-ALPHA		
<input type="radio"/> US ARMY (USA)	SA, A, C, W	A, B, C, W	
<input type="radio"/> US COAST GUARD (USCG)	Z	Z	
<input type="radio"/> US CYBER COMMAND (USCYBERCOM)	HS		
<input type="radio"/> US MARINE CORPS (USMC)	L, M	L, M	
<input type="radio"/> US NAVY (USN)	N, Q, R, V		
<input type="radio"/> US NAVY (USN)		N, P, Q, R, V	
<input type="radio"/> US SPECIAL OPERATIONS COMMAND (USSOCOM)	HGZ		
<input type="radio"/> US STRATEGIC COMMAND (USSTRACOM)	HGS		
<input type="radio"/> US TRANSPORTATION COMMAND (USTRANSCOM), ACQUISITION	HIC, HCA		
<input type="radio"/> US TRANSPORTATION COMMAND (USTRANSCOM), DEFENSE COURIER SERVICE	HK		
<input type="radio"/> WASHINGTON HEADQUARTERS SERVICE (WHS)	HQ	H	WU

Next

Figure 8 – Routing information Page

6.3. Routing information directs the request to the correct CSP. Only the CSP for the Service that will own or currently owns the DoDAAC can create/update/modify a

DoDAAC. For example, do not send DLA a request to create or update an Navy DoDAAC, because they will not be able to comply. See Figure 8.

- 6.4. Review and submit. This is the final verification step before sending the request to the CSP. This most important information on this page is the Name, email and phone number of the person submitting the request. This information will be used to reach back to the requestor if the CSP cannot complete the request with the information provided. See Figure 9.

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

Step 1: Requester Information **Step 2:** Enter Update Information **Step 3:** Select Route Info **Step 4:** Review and Submit **Step 5:** Complete

Please review and submit your request

Your Information	
TYPE	DOD Civilian
NAME	Jim
SERVICE	Davis
OFFICE	EB SO
EMAIL	Jim@dla.mil
PHONE	555-555-1212
REASON	Test request

Route Information
Stephanie.slone@dla.mil, charles.hopkins@dla.mil, Larry.Tanner.ctr@dla.mil

Data Information

[Submit My Request](#)


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Figure 9- Review and Submit Page

- 6.5. The Conformation page informs the user if the request was submitted successfully and allows the requestor to print a copy of the request for their records. See Figure 10.

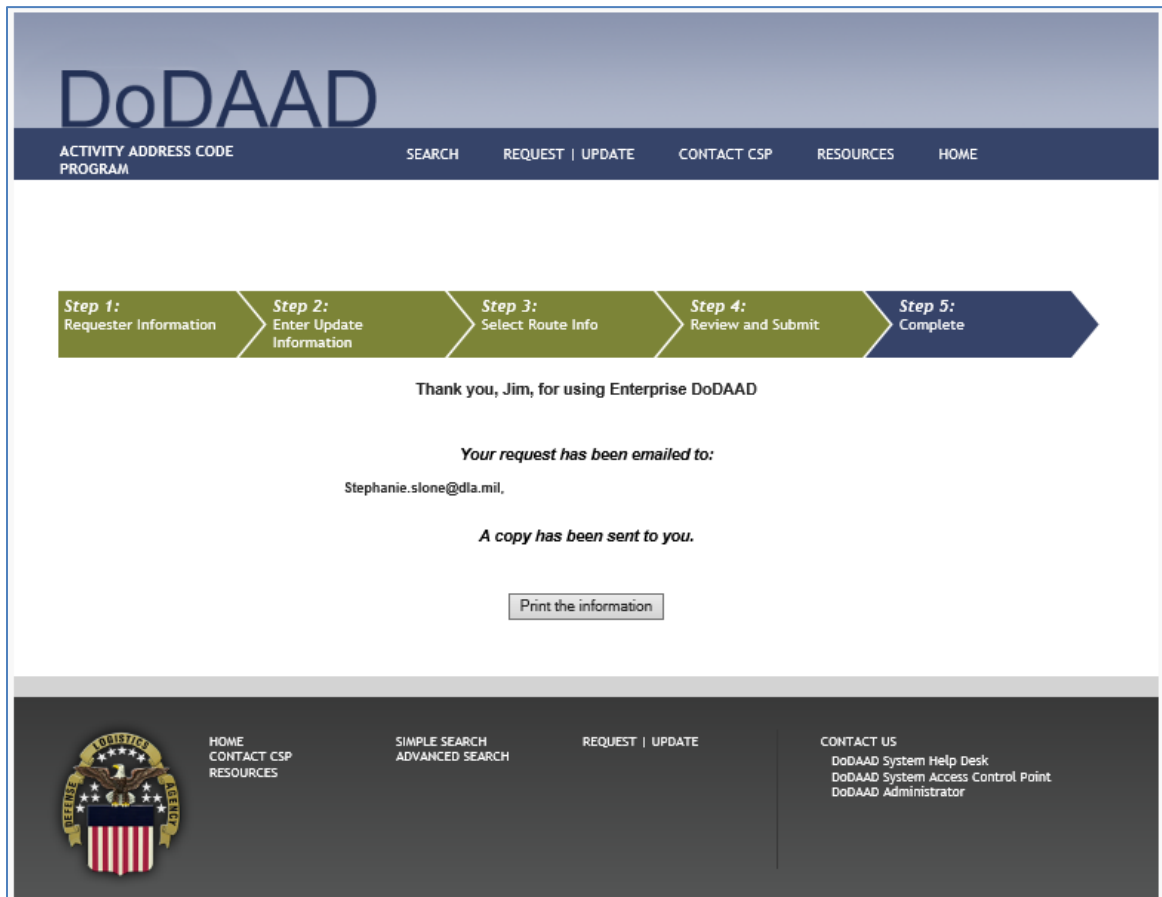


Figure 10 – Complete (confirmation page).

7. **CSP RECEIPT.** This section is only for the CSP. Requests to modify or create a DoDAAC will arrive in the CSP's inbox with an XML attachment. If the request is an ADD, the CSP will need to determine the next available DoDAAC before they begin. If the request is an update or delete, the DoDAAC will appear in the body of the email.

7.1. The DoDAAC request email arrives in the inbox, the first step for the CSP should be to save the email attachment. It may be saved to any location, but it is recommended the CSP saves all the XML files to one location and archive these files in case they are required for review or reference at a future date. See Figure 11.

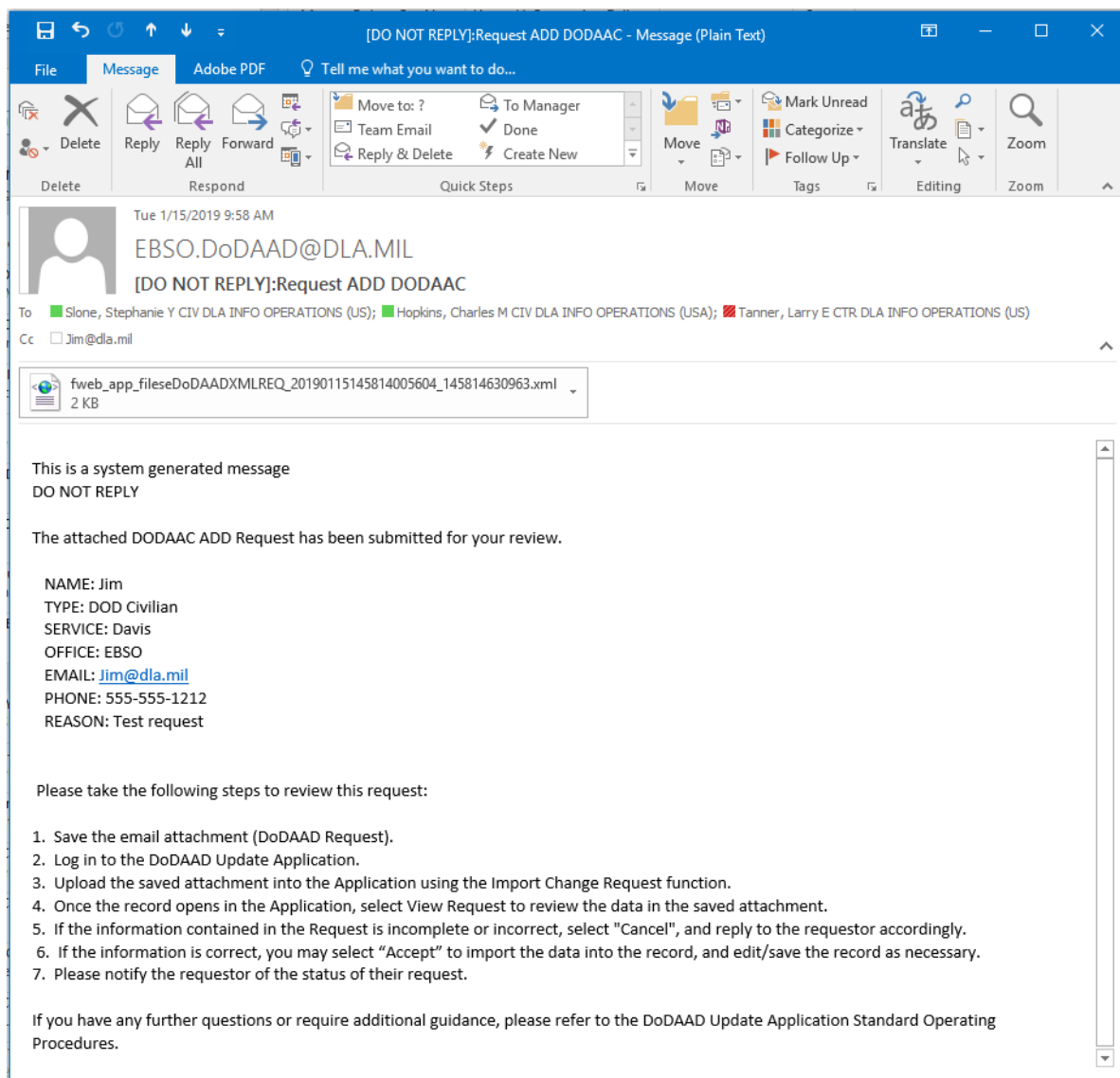


Figure 11 – CSP DoDAAC Request Email

7.2. DoDAAC to Update is exactly the same as before. You must enter a new DoDAAC or an existing DoDAAC to start the process. See Figure 12.

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

Update DoDAAC

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

* RIC (ZZZ__format)


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DoDAAD System Access Control Point
DoDAAD Administrator

Figure 12 – Update DoDAAC Page

- 7.3. On the Browse and Import page, the field will be blank if this is a new DoDAAC or filled in if this is a change to an existing DoDAAC. See Figure 13.

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM
SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

[DoDAAC Menu](#)
[USPS ZIP Code Lookup](#)
[Update GSA Data](#)

Update DoDAAC

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Import XML file here:

* Required field

DoDAAC Information		
DoDAAC: * M28357	UIC: M28357	Creation Date: 02/16/2001
Organization Type Code: * DoD - D		Deletion Date: <input type="text"/>
Authority Code: Requisitioner - 00		Contractor: <input type="checkbox"/> Yes
Major Command: MC04 (1ST MLG) - 1L		Contract Admin Office: <input type="checkbox"/> Yes
Sub Tier Code: DEPT OF THE NAVY - 1700		CGAC: DEPT OF THE NA
Procurement Authority: <input type="checkbox"/> Yes	Grant Authority: <input type="checkbox"/> Yes	Funding Office: <input checked="" type="checkbox"/> Yes
COMMRI Information		
DP COMMRI: RUSAHUO	Billing COMMRI: RUQABAS	
<input type="checkbox"/> Check here to copy all TACs from DoDAAC: <input type="text"/> <input style="background-color: #008000; color: white;" type="button" value="View TACs"/>		
<input type="checkbox"/> Check here to copy TAC1 from DoDAAC: <input type="text"/> <input style="background-color: #008000; color: white;" type="button" value="View TAC1"/>		
TAC1 Information		
Line1: * COMMANDING OFFICER		EFF Date: 10/14/2014
Line2: CLC 16 SUPPLY		
Line3: BOX 99150		
Line4: YUMA AZ 85369		
Line5:		
Country: * UNITED STATES -- US, USA		
State/Province: * Arizona, AZ, 04		
City: * YUMA		<input style="background-color: #ffcc00;" type="text"/>
ZIP Code: 85369	<input type="button" value="Lookup State/City"/>	International Postal Code: <input type="text"/>
<input type="checkbox"/> Check here to copy TAC2 from DoDAAC: <input type="text"/> <input style="background-color: #008000; color: white;" type="button" value="View TAC2"/>		
<input checked="" type="radio"/> Click here to copy current TAC1 to TAC2		
<input type="checkbox"/> Check here for MESSAGE ENTRY (NO ADDRESS DATA) <small>(Formerly Free Form)</small>		
TAC2 Information		
Line1: * DISTRIBUTION MANAGEMENT OFFICER		EFF Date: 10/14/2014
Line2: MF CLC 16 SUPPLY M28357		DEL Date: <input type="text"/>
Line3: BLDG 480 MCAS PHONE 602 269 5584		

Figure 13 – Update DoDAAC Page

7.4. The Browse/Import is a two-step process. First you need to browse for the XML file saved earlier in this process that was attached to the email request. Once the file name appears in the box, click the Import button to either populate the empty fields with data or overlay existing fields with elements the requestor wants changed.

Everything may or may not be correct. There are no validation on the form the public user is using, so there may be misspelling, the zip codes may not match the state/city, fields may be missing that are required. Basically, the CSP must perform the same due diligence on an XML file they would perform if they were sent an email request for change. The timesaving aspect of this new process is the CSP does not have to retype the data because the XML file provides the data entry for the update. See Figure 14.

DoDAAD

ACTIVITY ADDRESS CODE PROGRAM SEARCH REQUEST | UPDATE CONTACT CSP RESOURCES HOME

[DoDAAC Menu](#) [USPS ZIP Code Lookup](#) [Update GSA Data](#)

Update DoDAAC
For Official Use Only (FOUO)

Import XML file here:
H:\My Documents\AAA\lweb_app_files\DoDAAC Browse... **Import file**

** Required field*

DoDAAC Information		
DoDAAC: * M28357	UIC: M28357	Creation Date: 02/16/2001
Organization Type Code: * DoD - D		Deletion Date: <input type="text"/>
Authority Code: Requisitioner - 00		Contractor: <input type="checkbox"/> Yes
Major Command: MC04 (1ST MLG) - 1L		Contract Admin Office: <input type="checkbox"/> Yes
Sub Tier Code: DEPT OF THE NAVY - 1700		CGAC: DEPT OF THE NA <input type="checkbox"/> Yes
Procurement Authority: <input type="checkbox"/> Yes	Grant Authority: <input type="checkbox"/> Yes	Funding Office: <input checked="" type="checkbox"/> Yes
COMMRI Information		
DP COMMRI: RUSAHU0	Billing COMMRI: RUQABAS	
<input type="checkbox"/> Check here to copy all TACs from DoDAAC: <input type="text"/>		View TACs
<input type="checkbox"/> Check here to copy TAC1 from DoDAAC: <input type="text"/>		View TAC1
TAC1 Information		
Line1: * COMMANDING OFFICER		EFF Date: 10/14/2014
Line2: CLC 16 SUPPLY		
Line3: BOX 99150		
Line4: YUMA AZ 85369		
Line5:		
Country: * UNITED STATES -- US, USA		
State/Province: * Arizona, AZ, 04		
City: * YUMA		Set ZIP Code
ZIP Code: 85369	Lookup State/City	International Postal Code: <input type="text"/>
<input type="checkbox"/> Check here to copy TAC2 from DoDAAC: <input type="text"/>		View TAC2
Click here to copy current TAC1 to TAC2		
<input type="checkbox"/> Check here for MESSAGE ENTRY (NO ADDRESS DATA) (Formerly Free Form)		
TAC2 Information		
Line1: * DISTRIBUTION MANAGEMENT OFFICER		EFF Date: 10/14/2014
Line2: MF CLC 16 SUPPLY M28357		DEL Date: <input type="text"/>

Figure 14 – Browse/Import Page