

IN REPLY REFER TO DEFENSE LOGISTICS AGENCY HEADQUARTERS 8725 JOHN J. KINGMAN ROAD FORT BELVOIR, VIRGINIA 22060-6221

June 6, 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Defense Logistics Management System (DLMS) Military Assistance Program Address Directory Process Review Committee (MAPAD PRC) Meeting, May 17, 2012

The attached minutes of the DLMS MAPAD PRC are forwarded for your information.

The DLA Logistics Management Standards point of contact is Samantha Khuon, (703) 767-5288, DSN 427-5288; or email <u>samantha.khuon@dla.mil</u>.

DONALD C. PIPP Director DLA Logistics Management Standards

Attachment

cc: ODASD(SCI) Attendees MAPAD PRC





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MEMORANDUM FOR RECORD

SUBJECT: Defense Logistics Management System (DLMS) Military Assistance Program Address Directory Process Review Committee (MAPAD PRC) Meeting, May 17, 2012

Purpose: DLA Logistics Management Standards hosted the subject meeting to discuss recent and proposed changes to the Military Assistance Program Address Directory manual. A list of attendees and briefing materials are available on the DLA Logistics Management Standards website: <u>17May2012-Attendees</u>, <u>Briefing</u>.

Ms. Samantha Khuon, chair, MAPAD PRC, facilitated discussion.

1. MAPAD Manual - Review Comments.

The latest baseline version of MAPAD Manual is currently being staffed for approval at the Office of the Deputy Assistant Secretary of Defense for Supply Chain Integration (ODASD(SCI)). It is tentatively scheduled for publication in July-August 2012. A portion of comments addressed during the MAPAD PRC meeting have already been incorporated into the latest baseline; the remainder will be incorporated into the next publication, tentatively slated for January 2013. These agreed upon changes are documented in the two tables below. The International Logistics Control Offices (ILCOs) are encouraged to submit additional comments for the next round of publication. Any changes to the MAPAD manual will be staffed with the ILCOs.

New wording for July-August 2012 Publication (tentative)	Comments submitted for review
C3.4.4.3. The ILCO CSP shall enter the	C3.4.4.3. The ILCO CSP shall enter the
applicable MAPAC data via the MAPAD	applicable MAPAC data via the MAPAD
Web entry, except for data related to Type	Web entry.
Address Code (TAC) A, B, C, or D which	
will be entered by DLA Transaction	C3.4.4.4. The ILCO CSPs are responsible for
Services.	ensuring the accuracy and currency of the
	MAPAD data for their assigned MAPACs
C3.4.4.4. The ILCO CSPs are responsible for	and for maintaining records to support the
ensuring the accuracy and currency of the	proper assignment, modification or deletion
MAPAD data for their assigned MAPACs	of each MAPAC. ILCO CSPs shall
and for maintaining records to support the	validate MAPAD addresses on a continual
proper assignment, modification or deletion	basis, including MAPAD changes for

Table 1 - Changes Made and Comments Included for Publication in July-August 2012



continual basis. Each Component shall establish internal MAPAD validation procedures. Requests for changes to the MAPAD may be received from the following sources in addition to country representatives:

C3.4.4.1. <u>Freight Forwarde</u>r. A Freight Forwarder may submit requests to the ILCO CSP for a change of address to the existing addresses for receipt of materiel/documentation, except TAC A, B, C, or D addresses, which must have prior approval by the DSS and the country representative. changes for materiel/documents classified SECRET/CONFIDENTIAL. Each Component shall establish internal MAPAD validation procedures. All Grant Aid addresses shall be validated by the Air Force, all Service Code K MAPAD addresses shall be validated by the Navy, and all Service Code T MAPACs shall be validated by the Army. Requests for changes to the MAPAD may be received from the following sources in addition to country representatives:

- Meeting Comments 1: Each Military Service will establish internal MAPAD validation procedures. It is encouraged that each Military Service coordinates with their applicable International Logistics Control Office country representative and review each address against the MAPAD on a case by case basis.
- Meeting Comments 2: The sentence about "Classified Type of Address Codes A and B are not a part of this MAPAD validation..." has been changed.
- Meeting Comments 3: The sentence about "...all MAPAD Grant Aid Addresses will be validated by the AF..." has been change to Implementing Agency.
- Meeting Comments 4: For Army these go through the Central Case Manager (CCM)
- C3.4.4.1. <u>Freight Forwarde</u>r. A Freight Forwarder may submit requests to the ILCO CSP for a change of address to the existing addresses for receipt of materiel/documentation, except Type Address Codes (TACs) A, B, C, or D addresses, which must have prior approval by the DSS and the country representative.

Meeting Comments: The committee agreed to leave the original paragraph C3.4.4.4.1. as-is.

 Meeting Comments: The only restricted characters are the tilde (~), the ampersand (&) and parentheses. The committee favored the flexibility of having Special Characters in the Address field. C3.7.3.3. The clear text address column shall normally be blank for a TAC 2 address. The appropriate WPOD or APOD shall be used with the TAC M address for this MAPAC to consign materiel shipments. The TAC 2 clear text address field shall contain the name and geographical location of the civil airport to be used for commercial air is authorized. If commercial air is authorized, the name and geographical location of the civil airport to be used for commercial air is for ammercial air is for a specific location, refer to the Scott Airlift Control Center Website https://tace.scott.af.mil/default.asp?action=xog (from "XOG Quick Links" select "Channel Sequence Listing". The WPOD field shall contain the appropriate three-position water port designator code. Valid APOD and WPOD codes are contained in the table Management Distribution System located at https://trdm.c2.amc.af.mil/trdm/index.jsp. See "AERIAL-PORT" and "WATER-PORT" reference tables under the Master Model Compliant Reference Data section. 	C3.7.1.3. Addresses cannot contain a tilde (~). Special characters such as ampersand (&) and parentheses are acceptable. Use of the tilde is restricted because it is used by DLA Transaction Services as a delimiter in transactions.	C3.7.1.3. Addresses cannot contain a tilde (~). Special characters such as ampersand (&) and parentheses are acceptable, but the tilde is used by DLA Transaction Services as a delimiter. Its use is restricted.
be blank for a TAC 2 address. The appropriate WPOD or APOD shall be used with the TAC M address for this MAPAC to consign material shipments. The TAC 2 clear text address field shall contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized. If commercial airlift is authorized, the name and location of the International Air Port is not shown in the TAC 1 or 2. The TAC 1 and 2 shall have an "S" in the SII and the air port information shall be listed in the special instruction. The APOD field shall contain the three-position air terminal identifier code for the airport to be used for delivery of materiel by U.S. Military aircraft. To determine the APOD for a specific location, refer to the Scott Airlift Control Center Website https://tacc.scott.af.mil/default.asp?action= xog (from "XOG Quick Links" select "Channel Sequence Listing". The WPOD field shall contain the appropriate three-position water port designator code. Valid APOD and WPOD codes are contained in the table Management Distribution System located at https://tmc.2.amc.af.mil/trdm/index.jsp. See "AERIAL-PORT" and "WATER-PORT" reference tables under the Master Model Compliant Reference Data section.		characters are the tilde (~), the ampersand (&) and parentheses. The committee favored the flexibility of having Special Characters in
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Meeting Comments: The comment was made that TMDS was replace by TMRD, which

requires a CAC to access. The question of using the unrestricted DTEB was raised, but discarded due to the requirement for "active" ports are the only valid ports to be used.

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Table 2 -	Changes	Proposed	tor	Publication	ın	January 2013

Proposed wording for January 2013 Publication (tentative)	Comments submitted for review
C3.7.1.2. Each ship-to address shall be limited to a maximum of five lines and 35 characters (including spaces) per line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in automated data processing (ADP) programs.	C3.7.1.2. Each ship-to address shall be limited to a maximum of five lines and 35 or fewer positions per line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in Automated Data Processing (ADP) programs.
	Meeting Comments: Maximum lines permitted on a shipping label are four lines anything else will be dropped. Recommend stating that the 35 characters including spaces or fewer positions per line.
	Action Item for C3.7.1.2: Elaine Applegate to validate line limitation with DSS. Below response was received on June 6, 2012.
	"We are limited to a maximum of five lines and 35 characters. The military shipping label, small parcel carrier labels and bills of lading allow only five lines." After the Nuclear Weapons Related Material Mis- shipments, DLA did a Tooth to Tail (T2T) vulnerability assessment which mandated that all OCONUS shipments have the country name spelled out in the last line of the address. This leaves only four lines for delivery information on some documents.
	Based on this, recommend for in-country addressing, the MAPAD mandates line 5 be

	utilized for in the clear country name."		
No change recommended	 C3.7.1.9.2. When addresses of another MAPAC are not to be used for processing logistics transactions, SII S shall be included in the directory and the clear text address field shall be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing. Meeting Comments: There was a lot of discussion regarding the need to document the exceptions (e.g., FMS country codes, "T" and "O" will not be used as codes in 		
C3.11.1.2.1. The first position of the supplementary address (MILSTRIP rp 45) shall contain the code designating the customer country's requisitioning Service. B=Army; P=Navy; D=Air Force; <i>I=MDA</i> , K=Marine Corps; T=other than Army, Navy, Air Force, or Marine Corps. The first position of the requisition number (MILSTRIP rp 30) usually contains these same Service codes. The difference is that rp 30 indicates the U.S. Military Service that manages or is responsible for the FMS case. In constructing MAPACs for the ship-to and mark-for address, only the customer country's Service Code (rp 45) shall be used. The U.S. Service Code (rp 30) shall be used to show the appropriate freight forwarder/Service assistance office if any problems arise. It is possible for rp's 30 and 45 to have different Service Codes (e.g., if the requisition number begins with BATL4V and the supplementary address is DA2KBM, the shipper would use the D (customer country's Air Force Code) from the supplementary address to construct the ship-to/mark-for MAPACs, but would contact the U.S. Army (B) for assistance, if	 MAPAD). In the end, the decision was not to change the language. C3.11.1.2.1. The first position of the supplementary address (MILSTRIP rp 45) shall contain the code designating the customer country's requisitioning Service. B=Army; P=Navy; D=Air Force; K=Marine Corps; T=other than Army, Navy, Air Force, or Marine Corps. The first position of the requisition number (MILSTRIP rp 30) usually contains these same Service codes. The difference is that rp 30 indicates the U.S. Military Service that manages or is responsible for the FMS case. In constructing MAPACs for the ship-to and mark-for address, only the customer country's Service Code (rp 45) shall be used. The U.S. Service Code (rp 30) shall be used to show the appropriate freight forwarder/Service assistance office if any problems arise. It is possible for rp's 30 and 45 to have different Service Codes (e.g., if the requisition number begins with BATL4V and the supplementary address is DA2KBM, the shipper would use the D (customer country's Air Force Code) 		

	MAPACs, but would contact the U.S. Army (B) for assistance, if required). <i>Meeting Comments: Add I for Missile</i> <i>Defense Agency</i>
TAC 4 - This address will be used for distribution of supply and shipment status documents. Addresses may be listed for forwarding documents by mail or electronic transmission. SII "D" indicates the address to be used for forwarding documents by electronic transmission	C3.14.2. Figure C3.F4. below is a brief description of nine of the 13 TACs (see section C3.21. for the four remaining TACs to be used in shipping classified materiel):
forwarding documents by electronic transmission.	C3.F4. Type of Address Code Descriptions
	TAC 4 - This address shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall be used for electronic distribution of supply and shipping status transactions. A COMMRI is a 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DLA Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.
	Meeting Comments: The ILCOs questioned the need for the ILCS account requirement. It appears to be required for some, but not all conditions. Language will be changed back to the original manual's language.
C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES. These codes indicate the WPOD or APOD to which FMS shipments shall be sent under Delivery Term Code (DTCs) 9. The shipments shall be moved through the DTS to the in country ports. In the case of 9, port personnel shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to destination.	C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES. These codes indicate the water port or aerial port of discharge to which FMS shipments shall be sent under DTCs 6, 7, and 9. The shipments shall be moved through the DTS to the in-country ports. In the case of DTCs 6 and 9, port personnel shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to destination. In the case of DTC 7, the U.S. Government is obligated to

	transport the materiel to the customer's in country mark-for address. <i>Meeting Comments: DTCs 6 & 7 were</i> <i>requested to be removed from this</i> <i>paragraph.</i>
C3.19. <u>DELIVERY TERM CODES FOR</u> <u>FOREIGN MILITARY SALES</u> . DTCs identify the Department of Defense and the purchasing country responsibility for transportation and handling costs. A link to DTCs is contained in paragraph C3.32.2.	C3.19. <u>DELIVERY TERM CODES</u> (<u>DTCs</u>) FOR FOREIGN MILITARY <u>SALES</u> . Delivery term codes identify the Department of Defense's and the purchasing country's responsibility for transportation and handling costs. A link to delivery term codes is contained in paragraph C3.26.3.
	Meeting Comments: Referenced paragraph C3.26.3 is incorrect. It was changed to C3.32.2.
E-mail: <u>AFSAC.Transportation@wpafb.af.mil</u>	Meeting Comments: Air Force requested email address to be changed to generic ILS email address.

2. <u>Standard Address & Email fields:</u>

The MAPAD PRC chair indicated that there's no standard format for "Standard Address" and Email fields in MAPAD. For example:

<u>Standard Address format</u>: POCs, telephone & fax numbers are inconsistently embedded (or omitted) in the address field.

A decision was made to include an example of Standard Address in the MAPAD Manual (as a guide). Example 1 was proposed during the meeting. Ms. Applegate recommended example 2 which will be incorporated into the next manual update (January 2013).

Example 1:
ROCK IT CARGO
TEL 1310 410 0935 FAX 1310 410 0628
ATTN MR SMITH
5438 WEST 104 TH STREET
LOS ANGELES CA 90045

Example 2: BANDARIAN GOVERNMENT ATTN: MR. SMITH TEL 123 456 7890 123 GOVERNMENT WAY XYX456 BANDARIA CITY BANDARIA

Email field: Email field will only be used for Ship-to Point of Contact email address.

Wrap up. Ms. Khuon thanked the ILCOs for their participation in the MAPAD PRC meeting. Participants were requested to provide comments to draft meeting minutes. Formal minutes will be produced following a review of ILCO comments and concerns. No schedule was announced for future meetings.

DONALD C. PIPP

Director DLA Logistics Management Standards