



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 6, May 28, 2014
Change 4

DEFENSE LOGISTICS MANAGEMENT SYSTEM VOLUME 6, LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES CHANGE 4

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced, or a new one added.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Change (ADC) published by DLA Logistics Management Standards Office memorandum ADC 1061B dated December 11, 2013. Appendices were removed from Chapter 2 (DoDAAD) and are published elsewhere as follows:

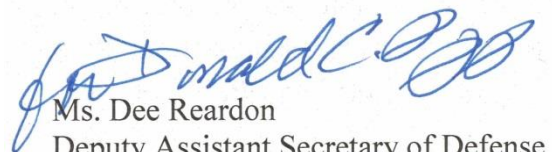
- A. AP1.1 - Published on DoDAAD Process Review Committee (DPRC) webpage.
- B. AP1.2 - Name changed from Master File Layout to DoDAAD Data Elements and published on DPRC webpage.
- C. AP1.3 - The Authority Codes have been imbedded within Chapter 2, paragraph C2.4.4. as well as published on the DPRC webpage.
- D. AP1.4 - Published on the DPRC webpage.
- E. AP1.5 - Published on the DPRC webpage.
- F. AP1.6 through AP1.12 - Unique processing rules were combined into a single document and published on the DPRC webpage.
- G. AP1.13 - Renamed to Batch Transaction Formats and published on the DPRC webpage.
- H. AP1.14 - Merged into the body of Chapter 2 as paragraph C2.5.
- I. AP1.15 - Published on the DPRC webpage.

Change 4 also includes administrative repositioning of Appendix 2 files associated with the Chapter 2 (DoDAAD) to reflect the correct numbering format shown in the chapter. No changes to DLMS Supplements are included.

III. The list below identifies the chapters, appendices, or other files from the manual that are replaced by this change:

<u>Added or Replaced Files</u>	<u>Repositioned Appendices</u>
Change History Page	Volume 6, Appendix 2.1
Table of Contents	Volume 6, Appendix 2.2
Volume 6, Chapter 2	Volume 6, Appendix 2.3
	Volume 6, Appendix 2.4
	Volume 6, Appendix 2.5
	Volume 6, Appendix 2.6
	Volume 6, Appendix 2.7
	Volume 6, Appendix 2.8
	Volume 6, Appendix 2.9
	Volume 6, Appendix 2.10
	Volume 6, Appendix 2.11
	Volume 6, Appendix 2.12

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp, and the PDF file containing the entire set of change files is available at www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal_changes.asp.



Ms. Dee Reardon
Deputy Assistant Secretary of Defense
for Supply Chain Integration

VOLUME 6 – LOGISTICS SYSTEMS **INTEROPERABILITY SUPPORT SERVICES**

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
226	3/1/2007	Revision of MILSTRIP, MILSBILLS and DLMS to add DoDAAC Authority Code Edits. This change will establish a new edit for DoDAACs by Authority Code in order to restrict requisitioning, shipment and billing by DoDAAC. DoDAAC Authority Codes are applicable to all Components. This change will revise DLMS, MILSTRIP and MILSBILLS to identify DoDAAC authorities for requisitioning, shipment and billing, and to provide for DAAS and source of supply rejection, under DLMS, MILSTRIP and MILSBILLS of requisitions or bills, as appropriate.	0
251	8/1/2007	Department of Defense Activity Address Directory (DoDAAD). This issued the new DoDAAD manual as an ADC.	0
262	12/19/2007	Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders. Revise MILSTRIP/DLMS procedures to include instructions on cancellation of orders, citing a ship-to or bill-to DoDAAC that has been deleted, as identified in the DoD Activity Address Directory (DoDAAD). In response to comments on the proposal, the following clarification is provided: The intent is for all Components to implement this procedure change while modernizing or as soon as practical, thereby canceling open orders/backorders for which there is a deleted DoDAAC identifying the bill-to or ship-to activity. This procedure complements the existing procedure to cancel backorders where the requisitioner DoDAAC has been deleted. Updates from the original staffing are highlighted.	0
298	9/16/2008	Department of Defense Activity Address Directory (DoDAAD) Enhancements. This change documents the proposed procedures that are applicable to the reengineered DoDAAD. The ADC contains many enhancements. One change calls for adding the new GSA unique fields to the DAASINQ and enhanced eDAASINQ. One change establishes DoD policy that Component governing directives require that deploying units have current DoDAAC information prior to deployment. The remaining changes expand the capability of the DoDAAD web update page. DAASC will need to make both database and code changes to implement the new requirements.	0

ADC Number	Date	Change Description	Version
318	3/24/2009	DoD Activity Address Directory (DoDAAD) Country Codes in the DoDAAD (Staffed as PDC 325). This change documents the procedures that are applicable to the country code listing of the DoDAAD and procedures for notifying CSPs of country code changes. This change reiterates that CSPs are responsible for ensuring that their Component DoDAAC information is current and that Component CSPs must take action to ensure DoDAAC country code information is validated whenever there is a change to the country code listing. This change also excludes activity codes applicable to programs and not to countries from being entered into the address field of the DoDAAD.	0
321	4/14/2009	Department of Defense Activity Address Directory (DoDAAD) Bill of Lading Code (BLOC). This change documents the procedures that are applicable to the Bill of Lading Code (BLOC) in the DoDAAD, and changes the source of input from the DoDAAD Administrators to the Authoritative BLOC information source, Table Management Distribution System (TMDS). This will improve timeliness and accuracy of the BLOC data.	0
323	5/19/2009	DoD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements. This change documents enhancements recommended by the DoDAAD Process Review Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.	0
323A	1/21/2011	Approved Addendum 323A to ADC 323, Rescind Multiple Contracts per DoDAAC Change. This amends ADC 323 to delete the approved enhancement for adding multiple contracts assigned to a single DoDAAC to the DoDAAD and for modifying the eDAASINQ search capability to query the multiple contract fields.	0
336	1/25/2011	Military Assistance Program Address Directory (MAPAD) Procedures. This change provides updated MAPAD policy and procedures, including those associated with MAPAD reengineering. This change establishes DLMS Volume 6, Logistics Systems Interoperability Support Services, Chapter 3, MAPAD.	0
337	8/31/2009	DoD Activity Address Directory (DoDAAD) Internal Note Field (Staffed as PDC 362). This change adds a free-form note field to the DOD Activity Address File (DoDAAF), which will be viewable and downloadable in the Enhanced DAASC Inquiry System (eDAASINQ) by DoDAAC Central Service Points (CSPs) and Monitors, according to their existing role-based access for updating, adding or deleting DoDAACs. This field will allow DoDAAC Monitors to input internal notes related to a specific DoDAAC, which will create a historical record and assist DoDAAC CSPs and Monitors in managing their DoDAACs.	0

ADC Number	Date	Change Description	Version
354	2/4/2010	DOD Activity Address Code (DoDAAC) Edits on Logistics Bills and Requisitions (Finance/DoDAAD/Supply). This change provides information and procedures regarding Defense Automatic Addressing System Center (DAASC) DoDAAC edits for logistics bills and requisitions. This also incorporates an administrative change to reflect the DAASC retention of security assistance bills of 4 years after initial routing vice 2 years.	0
365	5/6/2010	DOD Activity Address Code (DoDAAC) City State Zip Validation. This change is to improve the validation of the CONUS city, state and zip code data by establishing procedures for DoDAAC entries that do not match the United States Postal System (USPS) authoritative source.	0
368	12/7/2010	Procedures and Assignment of Navy DoDAACs to DLA for Use on DLA Requisitions to Military Service/GSA Sources of Supply (SoSs) in Support of Navy Industrial Activities (IAs) under BRAC SS&D/IMSP (Supply/DoDAAD). This change requires assignment of Navy (N-series) DoDAACs for DLA's use under BRAC SS&D/IMSP and documents associated procedures. DLA will control and assign document numbers using these unique Navy DoDAACs when requisitioning from other SoSs in support of Navy industrial activities (IA) including Navy Shipyards (NSYs) and Fleet Readiness Centers (FRCs). This change establishes a new business process for Navy BRAC IMSP requisitioning. It impacts DAAS routing rules and establishes DAAS rules for creation of supply and shipment status associated with these requisitions. Other DoD Components processing rules are not impacted.	0
383	5/18/2010	DoD Activity Address Directory (DoDAAD) Container Consolidation Point (CCP). This change is to implement the use of the Break Bulk Point (BBP) and Container Consolidation Point (CCP) data fields in the DoDAAD for their intended purpose under DoDAAD reengineering, as separate, discrete data fields, rather than as a single, multi-use field. This will require phased implementation.	0
384	5/21/2011	Special Programs for Non-DoD/Non-Federal Agency. This change establishes Defense Logistics Management Standards (DLMS) procedures for Special Programs where the requisitioner is neither a Federal Agency nor a DoD entity, and establishes a new DoDAAC series to clearly identify such programs.	0
384A	4/7/2011	Special Programs for Non-DoD/Non-Federal Agency. This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs.	0
384B	10/7/2011	Special Programs for Non-DoD/Non-Federal Agency. This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DoDAACs from "1" to "3".	0

ADC Number	Date	Change Description	Version
385	10/21/2010	DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for Multiple DoDAACs (DoDAAD). This change is to designate query and download of information for multiple DoDAACs from the eDAASINQ web site as "For Official Use Only."	0
392	8/3/2010	DoD Activity Address Directory (DoDAAD) Setting the CONUS/OCONUS Indicator. The change is to remove the manual setting of the CONUS/OCONUS field and set the flag programmatically based on the TAC 2 address.	0
394	8/17/2010	DoD Activity Address Directory (DoDAAD) Overseas Address Line Change for Canada and Mexico (DoDAAD and Supply). This change corrects a problem with the last line of the overseas address lines for Canada and Mexico.	0
406	1/31/2011	DoD Activity Address Directory (DoDAAD) Removal of Unused Fields. The DoDAAD database contains some unused fields, which leads to confusion in the user community. This Change corrects the problem by removing the unused fields.	0
408	12/21/2010	DoD Activity Address Directory (DoDAAD) DAASINQ RIC Display. This change is to correct the DAASINQ display for RIC query results.	0
424	5/9/2011	DoDAAD Modification to Break Bulk Point (BBP). This change approves interim and longer term procedures to correct inconsistent Break Bulk Points (BBPs) for TAC1 and TAC2 addresses.	0
436	8/4/2011	Administrative Revisions to DLMS Supplements to Remove Obsolete RIC "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with Routing Identifiers. (1) Administrative change to update RIC field note in the DLMS to remove obsolete references to future streamlining. (2) Administrative update to the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)".	0
440	7/19/2011	Change to DoDAAC Authority Code Assignment Process. This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00".	0
448	9/21/2011	Implementation of International Standards Organization (ISO) 3166-1 codes for the identification of countries and their subdivisions (DoDAAD/MAPAD/Finance). Implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, "Codes for the representation of names of countries and their subdivisions. Part 1: Country Codes" by September 30, 2012. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and trigraph (three characters). DLMS will implement the ISO 3166-1 two character (digraph) alpha code structure and code list in order to minimize the impact on databases, application logic, and outputs that are currently reliant and restricted to two characters. Prior to the end of calendar year 2017, the Defense Logistics Management Standards PRCs will initiate action to assess the value and	0

ADC Number	Date	Change Description	Version
		implementation requirements in migrating from ISO 3166-1 digraph to the tri-graph code structure.	
448A	10/2/2012	Address Line 5 Country Name Implementation and Related DoDAAD Batch Transactions. This change is an addendum to ADC 448 and not a total replacement. The addendum approves changes to the address placement and business rules associated with adding the country name to the address fields in the DoDAAD and MAPAD and removing the previously approved changes for DoDAAD batch processing. Without revision to the manual.	2
448B	10/2/2012	Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions. Due to the delayed implementation for ISO 3166-1 country code standard, this administrative ADC updates related DLMS documentation to restore the name change for Country & Activity codes (Logistics Qualifier 85/85*) and to remove the previously published "September 30, 2012" implementation date established under ADC 448. Chapter 3, Military Assistance Program Address Directory.	2
450	2/14/2012	Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR). The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.	0
462	11/29/2011	Initial Publication of Logistics Metrics Analysis Reporting System (LMARS). Currently no formal LMARS process and procedures exist. The DLA Transaction Services developed and posted to its web site a number of independent documents related to LMARS. These documents were developed ten years ago and serve as the only existing documentation. This ADC compiles and organizes these existing documents into a single formally published "as-is" baseline for LMARS. The formalization of the existing documents will be published as Chapter 4 of Volume 6.	0
477	02/20/2012	Component Performing Procurement/Contracting for another Component Involving Government Furnished Materiel or Government Furnished Property (DoDAAD and Supply). This ADC clarifies the roles and responsibilities of Components when one is performing procurement/contracting services for another and the contract involves Government Furnished Materiel or Government Furnished Property. The clarification is that the Component requesting the procurement/contract action is responsible for assigning the delivery point DoDAACs using Service Codes assigned to it and the requesting Component is also responsible for performing the MILSTRIP Management Control Activity functions. The ADC also changes two data fields in the DoDAAD database from mandatory to optional.	0

ADC Number	Date	Change Description	Version
1025	9/12/2012	Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Nonreparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System (LMARS). This change updates specific LMARS configuration and business rules that Components/Agencies have implemented. Revises Chapter 4, Pipeline Measurement (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1025A	2/6/2013	This administrative addendum corrects oversight to the requested deletion of Air Force Routing Identifier Code (RIC) DLJ in ADC 1025. Addendum adds United States Special Operations Command RICs H92 & H9D to current listing of the RICs that function as wholesale Inventory Control Points in the Logistics Metrics Analysis Reporting System Addendum to ADC 1025, Update of Routing Identifier Codes, DOD Activity Address Codes, Reparable/Nonreparable National Item Identification Numbers, and Combatant Command designations in the Logistics Metrics Analysis Reporting System. Revises Chapter 4, Pipeline Measurement (file linked from C4.6.3.1.2, Table D, Inventory Control Points).	2
1038	12/11/2013	Update of Logistics Metric Analysis Reporting System (LMARS) Fill Rules. This change updates the Logistics Metric Analysis Reporting System (LMARS) Fill Rules to correspond to changes implemented in the DOD supply chain. The Fill Rules were established over 10 years ago by the Customer Wait Time Committee (CWTC), which oversaw the development and implementation of LMARS. Revises DLMS Manual Volume 6 Chapter 4, Pipeline Measurement.	2
1061	6/11/2013	Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD). This change updates and reissues DLM 4000.25, DLMS, Volume 6, Chapter 2—often referred to as the DoDAAD manual. The chapter has been revised to enhance readability, remove duplication, add additional administrative content, and remove material better suited for the DoDAAD Standard Operating Procedures or the DLA Logistics Management Standards Office Website.	3
1061A	8/13/2013	Update Reissuance of DLM 4000.25, DLMS, Volume 6, Chapter 2 (DoDAAD). This administrative change to ADC 1061 consolidates the appointment letter templates found in appendices 1.1 and 1.2 into a single appointment letter for the Service/Agency. It thus rennumbers all the succeeding appendices accordingly and changes their numbering throughout the chapter to reflect the change. This administrative change also updates the name of the application used for updating the DoDAAD to its current title: “DoDAAD Update Application” from the previous terminology of “Enterprise DoDAAD Web Maintenance Application.” It further publishes the DoDAAD Series Table as Appendix 1.15, which formally establishes the DoDAAC Series assigned to Services/Agencies for use in creating DoDAACs for that Service/Agency. Finally, it updates the Major Command Codes used for “H” Series DoDAACs, as published in Appendices 1.4 and 1.12.	3

ADC Number	Date	Change Description	Version
1061B	12/11/2013	Administrative Addendum, Update Reissuance of DLM 4000.25, Defense Logistics Management System, Volume 6, Chapter 2 (DoDAAD). This administrative change to ADC 1061 (Reference 3.c.) addresses changes to Volume 6, Chapter 2, of DLM 4000.25, as well as the impacts to the DoDAAD necessary to implement these changes. This administrative change also addresses data header inconsistency throughout the various renderings of the DoDAAD via DAASINQ, eDAASINQ, the DoDAAD Update Application and Adhoc Queries in eDAASINQ, and seeks to ensure consistency throughout by aligning them to a standard as laid out in the DoDAAD Data Elements file (formerly known as the Master File Layout) now published on the DoDAAD PRC webpage. Discrete appendices formerly published with this chapter have been moved as follows: AP1.1—1.13, and 1.15 are published on the DPRC page of the DLMSO website; AP1.14 has been merged into Chapter 2 at paragraph C2.5.	4
Adm Chng	07/12/2012	The name for Air Force Security Assistance Command has changed to Air Force Security Assistance Cooperation Directorate. The acronym AFSAC has changed and is now AFSAC-D. Revised Table C3.T1. in Volume 6, Logistics Systems Interoperability Support Services.	0

TABLE OF CONTENTS

VOLUME 6: LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

	<u>Page</u>
FOREWORD	1
CHANGE HISTORY PAGE	2
TABLE OF CONTENTS	9
CHAPTER 1 INTRODUCTION	
C1.1. GENERAL.....	C1-1
C1.2. POLICY	C1-1
C1.3. APPLICABILITY	C1-1
C1.4. DoDAAD PROCESS REVIEW COMMITTEE.....	C1-1
C1.5. MAPAD PROCESS REVIEW COMMITTEE	C1-2
C1.6. PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE	C1-2
C1.7. NONCOMPLIANCE	C1-2
CHAPTER 2 DoD ACTIVITY ADDRESS DIRECTORY	
C2.1. GENERAL.....	C2-1
C2.2. POLICY	C2-1
C2.3. ROLES AND AUTHORITIES	C2-2
C2.4. DoDAAC AND RIC STRUCTURE.....	C2-6
C2.5. ROUTING IDENTIFIER CODES	C2-12
C2.6. DoDAAD UPDATES.....	C2-14
C2.7. DoDAAD OUTPUT.....	C2-15
CHAPTER 3 MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY	
C3.1. GENERAL.....	C3-1
C3.2. POLICY	C3-3
C3.3. MAPAD ACCESS.....	C3-3
C3.4. RESPONSIBILITIES	C3-4
C3.5. SYSTEM MAINTENANCE	C3-7
C3.6. USE OF MAPAC IN MILITARY STANDARD REQUISTIONING AND ISSUE PROCEDURES	C3-7
C3.7. COMPOSITION OF CLEAR TEXT ADDRESSES.....	C3-8
C3.8. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED PROCESSING FILES.....	C3-10
C3.9. FREIGHT FORWARDER/COMPONENT SECURITY ASSISTANCE OFFICE	C3-11

C3.10.	FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS	C3-12
C3.11.	FREIGHT ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES	C3-14
C3.12.	CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES	C3-15
C3.13.	CONSTRUCTION OF CANADIAN MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES	C3-18
C3.14.	TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES ..	C3-18
C3.15.	SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES	C3-21
C3.16.	WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES	C3-22
C3.17.	EFFECTIVE DATE AND DELETEION DATE FOR FOREIGN MILITARY SALES	C3-22
C3.18.	OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES	C3-22
C3.19.	DELIVERY TERM CODES FOR FOREIGN MILITARY SALES	C3-23
C3.20.	PRIORITIES FOR FOREIGN MILITARY SALES	C3-23
C3.21.	FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS	C3-23
C3.22.	GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS	C3-24
C3.23.	DATA ELEMENTS TO CONSTRUCT MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID	C3-25
C3.24.	CONSTRUCTION OF MILITARYASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID	C3-25
C3.25.	TYPE ADDRESS CODES FOR GRANT AID	C3-26
C3.26.	SPECIAL INSTRUCTIONS FOR INDICATORS FOR GRANT AID ..	C3-26
C3.27.	WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID	C3-27
C3.28.	EFFECTIVE DATE AND DELETION DATE FOR GRANT AID	C3-27
C3.29.	DELIVERY TERM CODES FOR GRANT AID	C3-27
C3.30.	PRIORITIES FOR GRANT AID	C3-27
C3.31.	GRANT AID CLASSIFIED SHIPMENTS	C3-27
C3.32.	CODES AND TRANSACTION FORMATS	C3-27

CHAPTER 4 PIPELINE MEASUREMENT

C4.1.	GENERAL	C4-1
C4.2.	POLICY	C4-2
C4.3.	ROLES AND AUTHORITIES	C4-3
C4.4.	CONFIGURATION MANAGEMENT	C4-6
C4.5.	LMARS ARCHITIECTURE	C4-8
C4.6.	LMARS CONTENT	C4-9

APPENDICES

Appendix 1 – *Reserved*

Appendix 2 – Military Assistance Program Address Directory

AP2.1. Document Identifier Codes.....	AP2.1-1
AP2.2. Service Codes.....	AP2.2-1
AP2.3. Special Instruction Indicators (SIIs).....	AP2.3-1
AP2.4. Type Of Address Codes (TACs)	AP2.4-1
AP2.5. Delivery Term Codes (DTCs).....	AP2.5-1
AP2.6. Address File Identifier	AP2.6-1
AP2.7. Addition/Revision To Mapad For FMS(MA1, MA2)	AP2.7-1
AP2.8. Deletion To MAPAD For FMS(MA3)	AP2.8-1
AP2.9. Addition/Revision To MAPAD For Map Grant Aid (MA1, MA2)	AP2.9-1
AP2.10. Deletion To MAPAD For Map Grant Aid (MA3).....	AP2.10-1
AP2.11. Authorized Exceptions, Special Processes, And Delayed Implementation Dates(Introduction)	AP2.11-1
AP2.12. MILSTRIP Data Elements For FMS	AP2.12-1

TABLES

<u>Table</u>	<u>Title</u>
C2.T1. DoDAAC Authority Code	C2-9
C3.T1. DoD Component Security Assistance Offices	C3-11
C3.T2. Type of Address Code Descriptions	C3-19
C3.T3. TACs For Classified Materiel	C3-24

FIGURES

<u>Figure</u>	<u>Title</u>
C3.F1. Example of Foreign Military Sales MAPAC Ship-To/Mark-For	C3-16
C3.F2. Example of Country Address Page for Australia	C3-17
C3.F3. Example of Foreign Military Sales Military MAPAC Construction for Canada Ship-To	C3-18
C3.F4. Example of Special Instruction Incicators	C3-21
C3.F5. Example of Grant Aid MAPAC from the Requisition	C3-26
C3.F6. Grant Aid Type Address Codes	C3-26

C2. CHAPTER 2

DoD ACTIVITY ADDRESS DIRECTORY

C2.1. GENERAL

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

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

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

C2.1.2.2. RIC. ***The RIC is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems using DLMS and legacy 80 record position format transactions. The RIC was originally conceived as an abbreviated form of a seven-character Communication Routing Identifier (COMMRI) but its use has since expanded. The first position designates the particular service/agency ownership, the second and third characters are determined by the Central Service Point (CSP). See also paragraph C2.5 of this Chapter.***

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

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

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

C2.3. ROLES AND AUTHORITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C2.3.2.6. Develop and provide DoDAAD training.

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

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

C2.3.2.9. Publish the following DoDAAD PRC information:

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

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

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

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

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

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

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

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

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

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

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

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

C2.3.4.9. Maintain Web query applications.

C2.3.4.10. Maintain the DoDAAD Update Application.

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

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

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

C2.3.4.14. Participate in the DoDAAD PRC.

C2.3.4.15. Review and provide technical input to Defense Logistics Management Standards Office on DoDAAD PDCs and ADCs.

C2.3.4.16. Implement DoDAAD changes directed in ADCs.

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

C2.3.5.1. Appoint a representative, in writing, to the DoDAAD PRC. This representative may be the CSP. A sample appointment letter can be found on the DoDAAD PRC webpage at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD_PRC_Representative_Appointment_Letter_Template.docx

C2.3.5.2. Designate, in writing, a primary DoDAAD CSP and an alternate CSP (along with optional DoDAAC monitors) to the DoDAAD System Administrator. A sample letter for these appointments can be found on the **DoDAAD PRC webpage at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/CSP-and-Monitor-Appointment-Letter-Template.docx**

C2.3.5.3. Submit DoDAAD CSP and Monitor appointment changes to the DoDAAD System Administrator in a timely manner to allow DLA Transaction Services to promptly add or remove account access to DoDAAD Update Application. Appointments will include all individuals who require access (to include existing appointments) as well as individuals who will be revoked. This will ensure that the latest appointment includes all currently authorized personnel for the Service/Agency. These appointments do not grant access; they authorize access. DLA Transaction Services grants access based on matching the completed SAR with appointment authorizations.

C2.3.5.4. Develop and publish supplemental procedures for internal use as needed, as long as they do not conflict with the procedures contained herein. Component unique processing information is included in the **DoDAAD and is published on the** DoDAAD PRC webpage; however, this information remains the Component's responsibility.

C2.3.5.5. Implement approved DLMS changes.

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

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

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

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

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

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

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

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

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

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

C2.4. DoDAAC AND RIC STRUCTURE. The current ***list of data elements, descriptions, and business rules that comprise the*** DoDAAD is ***found on the DoDAAD PRC webpage*** at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD_Data_Elements.docx. Some of the more common elements of DoDAAC structure are provided below.

C2.4.1. Service and Agency Codes. DoDAACs and RICs are assigned to activities beyond DoD. DoDAAC and RIC assignment is based on MILSTRIP Service and Agency codes identified in DLM 4000.25-1, MILSTRIP, Appendix 2.2 - Service and Agency Codes; and DLM 4000.25 Volume 2, Appendix 7.2. Further stratification of Service and Agency codes for use in creating DoDAACs and RICs are found in the DoDAAD Series Table published ***on the DoDAAD PRC webpage*** at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAC_Series_Table.docx.

The following are the differing types of DoDAACs that exist:

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

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

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

C2.4.1.4. Special Program DoDAACs. Special Program DoDAACs are identified by a numeric character in the first position followed by an alpha character in the second position. These identify entities that are neither DoD nor other Federal entities and that are associated with a special program. Among other purposes, special programs include programs authorized by Congress for state and local entities to purchase materiel from Federal sources. DoD and Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact the DoDAAD System Administrator for guidance on establishing a DoDAAC series for a special program.

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

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

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

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

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

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

C2.4.3. Effective and Delete Dates

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

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

C2.4.3.3. Delete Date. Delete Date is used to delete a TAC for a DoDAAC. Individual TACs may be deleted; however, a Delete Date entered on TAC 1 will delete the entire DoDAAC. ***Any DoDAAC whose TAC 1 contains a Delete Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for five years before the record is permanently purged from the master file. During this five year period, a deleted DoDAAC prevents requisition transactions from being processed through DAAS; however, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions will not reject due to an invalid DoDAAC during this period. After the five year period, once the deleted DoDAAC is physically removed from the DoDAAD, all subsequent requisitions or bills would reject due to an invalid DoDAAC. This is only true, however, for transactions processing through DAAS. For any transactions that process either through the Global Exchange (GEX) or some other means other than DAAS, a deleted DoDAAC will prevent those transactions from processing even during that five year period of being deemed inactive. The only indication that a DoDAAC has been deleted during those five years is the existence of a Delete Date on the master record for the given DoDAAC. No new requisitions may be initiated for a deleted/inactive DoDAAC. CSPs or monitors may restore a deleted DoDAAC, but they may not reassign it to another address during the five year period.***

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

C2.4.4. Additional Codes. In addition to addressing information and effective and delete dates, the following codes are DoDAAD data elements critical to enabling business processes across the DoD supply chain:

C2.4.4.1. Authority Codes. CSPs (or DoDAAC monitors as applicable) must assign an authority code for each DoDAAC. The authority code restricts the use of the DoDAAC. DoDAAC authority codes are applicable to all Components/Agencies, and there are many supply and finance business process edits based on the authority code. Authority Code 00 allows unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes, such as bill-to only or ship-to only. ***Table C2.T1 identifies the current DoDAAC Authority Codes which are also available*** at www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAC_Authority_Codes.docx:

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.
	Required: TAC 1 (<i>required means minimum required data element(s)</i>)	
	Business Rules: No restrictions	
	DAAS DoDAAC Authority Code Edit: No additional edit.	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: TAC 1, (TAC 2 and/or TAC4)	
	Business Rules: Not authorized to requisition or bill-to	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X.	
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to.
	Required: TAC 1, TAC 3	
	Business Rules: Cannot requisition; cannot be used as a ship-to designation	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B.	
03	Do Not Ship-to	Cannot be used as a ship-to designation.
	Required: TAC 1	
	Restriction: TAC 2 and TAC 4 are not allowed.	
	Business Rules: Cannot be used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisitioner field (record positions 30-35), it must contain signal code J, K, L, M, X. If used in the supplementary address field (record positions 45-50, it must contain signal code A, B, C, or D.	
04	DLA Disposition Services Only	DLA Disposition Services Only (e.g. State agencies surplus). <i>Used to identify activities that have no requisition authority other than for DLA Disposition Services Only materiel.</i>
	Required: TAC 1	
	Business Rules: Cannot requisition new materiel. Only authorized to obtain materiel from DLA Disposition Services (DoD excess only).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with <i>DLA Disposition Services</i> RIC (S9D) in record positions 4-6.	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services.
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase goods/services.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the requisitioner field (record positions 30-35).	
06	Free Issue	No cost option. <i>This item is given away with no associated costs (e.g., DLA Disposition Services, NGA Maps).</i>
	Required: TAC 1	
	Business Rules: Cannot requisition/purchase any good/services. Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)).	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M.	

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).
	Required: TAC 1	
	Business Rules: Cannot requisition, Cannot be used as a ship-to- designation, and Cannot be used for billing. Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a “ship to” or “bill to”.	

C2.4.4.2. Major Command Codes (MAJCOM). MAJCOMs allow sub-delegation of DoDAACs below the service/agency level. These codes are service/agency-created and are denoted in the DoDAAD by the header “MAJ_COMMAND.” The current MAJCOMs are maintained by DLA Transaction Services, and are **published on the DoDAAD PRC webpage at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD_Major_Command_Codes.docx**.

C2.4.4.3. Standard Point Location Code (SPLC). *The Military Surface Deployment and Distribution Command (SDDC) is required to maintain accurate and current Standard Point Location Code (SPLC) values in its DoDAAC-to-SPLC cross-reference File. The National Motor Freight Traffic Association (NMFTA) creates, maintains, and publishes via a subscription all valid SPLC assignments. DLA Transaction Services maintains and administers the SPLC maintenance in the Department of Defense Activity Address Directory (DoDAAD) in support of the Defense Transportation Payment Program. DLA Transaction Services ensures that accurate, timely data and coding is in place to support all critical elements in support of the Defense Transportation Payment Program.*

C2.4.4.4. Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN). *This code identifies the Service payment office. This field is not validated within the DoDAAD; rather, it is Service defined and Service dependent. The Army and Air Force set a five digit numeric code, while the Navy and Marine Corps mostly use a DoDAAC. DLA and Other DoD Activities (e.g., WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.*

C2.4.4.5. Consolidation and Containerization Point (CCP). *The code applies when supplies are to be consolidated for onward movement by SEAVAN or 463L pallets. The codes are defined in the USTRANSCOM Reference Data Management (TRDM), <https://trdmws.maf.ustranscom.mil/> and then select DTR Data and Consolidation Containerization Point.*

C2.4.4.6. Break Bulk Point (BBP) or RIC DODAAC. *The BBP DoDAAC denotes the location to which multi-consignee shipments (e.g., SEAVANS) are*

shipped and broken into smaller shipment for onward movement to the ultimate consignee. NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP is referred to as the "RIC DoDAAC" and holds the DoDAAC associated to the RIC.

C2.4.4.7. Aerial Port of Debarkation (APOD). *The APOD is defined as the final destination aerial port for OCONUS shipments. The APOD codes are in the TRDM at <https://trdmws.maf.ustranscom.mil/>, and then select DTR Data and Aerial Ports. 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 outside the CONUS.*

C2.4.4.8. Water Port of Debarkation (WPOD). *The WPOD is defined as the final destination Surface Port for OCONUS shipments. The WPOD (also known as SPOD) codes are in the TRDM at <https://trdmws.maf.ustranscom.mil/> and then select DTR Data and Water Port. 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 outside the CONUS.*

C2.4.5. DoDAAC Assignment Logic. *In some instances, components have assigned DoDAACs in a logical sequence within their assigned series. Service/Agency DoDAAC Assignment Logic is published **on the DoDAAD PRC webpage** at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAC_Assignment_Logic.docx.*

C2.4.6. Unique Processing Rules. *Some Services and Agencies have additional unique processing rules that are applicable solely to their respective Service/Agency. Current Service/Agency specific unique processing rules are **published on the DoDAAD PRC webpage** at www.dla.mil/j-6/dlmsso/programs/committees/dodaad/documents/DoDAAD_Unique_Processing_Rules.docx*

C2.5. Routing Identifier Codes

C2.5.1. Purpose. *RICs serve multiple purposes: they may be supply source codes, intersystem routing codes, consignor (shipper) codes, etc. RICs are three-character codes associated with a DoDAAC and a unique seven character Communication Routing Identifier (COMMRI) for routing purposes. RICs are discussed in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.3 - Routing Identifier Codes; DLM 4000.25, Volume 2, Appendix 7.2; and paragraph C2.5 of this Chapter.*

C2.5.2. The DoDAAD is the official repository for DoDAACs and RICs, and DLA Transaction Services is the agent responsible for maintaining the DoDAAD,

as well as for enforcing the data validation editing, routing, and electronic transmission of logistics transactions to the DoD Components, Federal Agencies, and contractors.

C2.5.3. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRI for their DoDAACs/RICs in order to ensure legacy 80 rp/DLMS logistics transactions (e.g., requisitions and supply/shipment status) are properly routed to their DoDAACs and RICs. Customers that already have DLA Transaction Services accounts (i.e., DIELOG, WEBREQ, WEBVLIPS, DAMES, DDN, MQ, etc.) must provide the CSPs the preferred account COMMRI to direct their logistics transactions status.

C2.5.4. Currently, there is an association in the DoDAAD between DoDAACs and RICs where a single DoDAAC can be associated to multiple RICs.

C2.5.5. Routing Identifier Codes (RIC) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistics transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. DLA Transaction Services maintains an electronic database of these codes. Users with accounts can access the database from the DLA Transaction Services portal: <https://www2.transactionservices.dla.mil/portal/portal.asp>. Those without accounts can access the database, with limited functionality at <https://www.transactionservices.dla.mil/DAASINQ/>.

C2.5.6. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistics system and must perform a general logistics control, distribution, and/or storage mission (to include bases, posts, camps, and stations, when applicable).

C2.5.7. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation from that location must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

C2.5.7.1. An address to indicate the intended recipient of the document for logistics actions.

C2.5.7.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

C2.5.8. The first position of all authorized RICs will contain one of the characters depicting Service assignment as listed in DLM 4000.25, Volume 2, AP7.2., Service and Agency Codes.

C2.5.9. The second and third positions may be in any combination of alphanumerics, except as noted in DLM 4000.25, Volume 2, Appendix 7.2. These positions may identify either a facility or activity of the S/A depicted by the first position.

C2.5.10. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility will assign its own RIC to the activity. An S/A that has assets located at another S/A facility will use the RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be assigned to identify these assets when requested by the S/A owning the assets.) Washington Headquarters Service (WHS) will make RIC H_ series assignments for "Other DoD Activities."

C2.5.11. Each S/A will designate a Central Service Point (CSP) with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC CSPs (or monitors) are the same. CSPs/monitors established for assignment of RICs are available at [a.https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAD_Monitors.pdf](https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAD_Monitors.pdf).

C2.5.12. RICs are maintained within the DoDAAD by DLA Transaction Services. The DoDAAD serves as the focal point for receipt of all RIC additions, changes, and/or deletions, as submitted by CSPs/monitors. DLA Transaction Services will monitor RIC code assignment for compliance with the above assignment rules. Interested parties may interrogate the DoDAAD for RICs through the DLA Transaction Services Website at <https://www.transactionservices.dla.mil/DAASINQ/>.

C2.6. DoDAAD UPDATES. There are three methods for CSPs or their designated DoDAAD Monitors to update the DoDAAD. They are contained in the DoDAAD System Standard Operating Procedures (SOP). The DoDAAD System SOP provides detailed DoDAAD update information and may be found at https://www2.dla.mil/j-6/dlms0/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf.

C2.6.1. DoDAAD Update Application

C2.6.1.1. DLA Transaction Services maintains a DoDAAD Update Application for updating DoDAACs/RICs that is available to all designated DoDAAD CSPs and delegated Monitors for real-time DoDAAD updates. This application incorporates all approved validations and edits. It facilitates real-time validation, elimination of erroneous data, elimination of major reconciliations, and automated file synchronization processing. It also provides easy additions and modifications of DoD Component unique data elements. Access to the DoDAAD Update Application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment memorandum submitted to the DoDAAD System Administrator, and a SAR submitted to DLA Transaction Services at <https://www.transactionservices.dla.mil/daashome/customerassistance.asp>.

C2.6.1.2. DLA Transaction Services deactivates accounts when a DoDAAC CSP/Monitor is no longer authorized or when the account has not experienced activity for a period of time determined by DLA Transaction Services. CSPs/Monitors are restricted through access controls to DoDAACs and RICs authorized in their appointment letter. CSPs are unable to access other Component/Agency DoDAACs or RICS. For example, an Army CSP is not able to access Navy DoDAACs or RICs.

C2.6.2. Army and Air Force Update Applications. The Army and Air Force CSPs may also use their respective DoDAAD maintenance applications. The Army and Air Force are responsible for ensuring that their respective applications provide the same capabilities and data validation edits as the DoDAAD Update Application. Completed maintenance actions will update the single authoritative source database at DLA Transaction Services in near real-time.

C2.6.3. Batch Maintenance. Batch maintenance is only authorized for the United States Postal Service (USPS). **Batch transaction formats are published on the DoDAAD PRC webpage at www.dla.mil/j-6/dlms0/programs/committees/dodaad/documents/DoDAAD_Batch_Transaction_Formats.docx.**

C2.7. DoDAAD OUTPUT. The following are the authorized means by which to receive DoDAAD data output:

C2.7.1. Web Services. Web Services provides Component application systems near, real-time access to the DoDAAD database and is the preferred method for applications to access DoDAAD data. Contact the DLA Transaction Services Help Desk concerning DoD Data Services (DDATA) Web Services at daashelp@dlamail.mil.

C2.7.2. Database Replication. Database replication provides near, real-time access to a copy of the authoritative source. DLA Transaction Services uses a replication process to synchronize local copies of the DoDAAD database with the authoritative database on a scheduled basis. Scheduled updates are determined by the system requesting the replication and can be on any timeframe up to every 15 minutes. No new data replication processes will be authorized; however, current replication accounts will be migrated to Web Services based upon DLA directives and customer capabilities. Please contact the DLA Transaction Services Help Desk at mdaashelp@dlamail.mil concerning DDATA Database Replication/Web Services.

C2.7.3. Secure File Transfer Protocol. DLA Transaction Services issues secure file transfer protocol (SFTP) accounts for the purpose of retrieving customer required DoDAAD-related data created by applications that have direct access to various DLA Transaction Services data repositories. These individual user accounts are monitored to access daily, weekly, and monthly data. There is a data refresh lag time due to the batch processing for file creation and staging for customer pickup. The batch file formats are one form of SFTP output (see C2.6.3). This is the least preferred data access method for obtaining DoDAAC data. The procedures to access and use SFTP accounts are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>.

C2.7.4. DAASINQ. Users can query and view DoDAACs and RICs via the web-based DAASINQ application at any time. DAASINQ is open to all users. It requires the user to know and enter the DoDAAC or RIC desired, and it returns information for only that single DoDAAC or RIC. The procedures for accessing and using DAASINQ are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>.

C2.7.5. eDAASINQ. Users can view, query, and download DoDAAD query results for DoDAACs and RICs via the web-based eDAASINQ application at any time. This is a robust query enabling wild card searches of data with downloading capability. The user must have a CAC or PKI certificate and a SAR submitted to DLA Transaction Services. Users must consider operational security in protecting and distributing query results. The procedures to access and use eDAASINQ are available at <https://www.transactionservices.dla.mil/daashome/homepage.asp>