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IN REPLY  
REFER TO

July 2, 2014

MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD) PROCESS  
REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1117,  
DoDAAC Authority Code and Type Address Code (TAC) Rules

The attached change to DLM 4000.25, Defense Logistics Management System, is approved for immediate implementation.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, 703-767-6885, DSN 427-6885 or email: [DODAADHQ@DLA.MIL](mailto:DODAADHQ@DLA.MIL).

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the printed name.

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD (SCI)

**ADC 1117**  
**DoDAAC Authority Code and Type Address Code (TAC) Rules (DoDAAD)**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

**a. Service/Agency POC:** Defense Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, 703.767.6885, e-mail: DODAADHQ@dla.mil.

**b. DLMSO Functional POC:** Defense Logistics Management Standards Office, DoDAAD PRC Chair, Tad DeLaney, 703.767.6885, e-mail: DODAADHQ@dla.mil.

**2. FUNCTIONAL AREA:**

**a. Primary/Secondary Functional Area:** DoDAAD

**b. Primary/Secondary Functional Process:** None

**3. REFERENCE:** DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory

**4. APPROVED CHANGE:** (Changes from ADC 1117 highlighted in yellow)

**a. Brief Overview of Change:** This change is to improve and refine the business rules associated with the type address codes (TAC) used in the DoDAAD and remove TAC 4. There are four separate TACs in the DoDAAD. Currently, only TAC 1 (mail) is mandatory. If a TAC 2 (freight), TAC 3 (billing), or TAC 4 (commercial small parcel shipment) are not entered, the default business rule is to use the TAC 1 address. For example, if the TAC 2 does not exist, the TAC 1 is to be used as the ship-to address. This change will require entering the specific address for the purpose for which the DoDAAC is intended to be used, based upon the DoDAAC authority code. In other words, the value of the DoDAAC authority code will determine the TAC address requirements for any given DoDAAC. This change is not applicable to DoDAACs already resident in the DoDAAD, but will apply to any future changes made to existing DoDAACs or when new DoDAACs are created after the implementation date of this change.

**b. Background**

(1) When the DoDAAD was reengineered approximately ten years ago, the original design of the reengineering intended that a TAC 2 be required when the DoDAAC was to be used for shipping, and that a TAC 3 would be required if the DoDAAC was to allow/support billing. Prior to implementation, this requirement was dropped. Fortunately, the structure to support the intent remained in place. In the DoDAAD Update Application, there are copy buttons which allow Central Service Points (CSP) to copy the current TAC 1 to the TAC 2 and/or the TAC 1 to the TAC 3, as necessary. After using the copy function, the address can be modified (if required).

(2) Currently, if a specific TAC does not exist for shipping or billing, the default business rule applies, and Service/Agency applications will use the TAC 1. As a result, many

DoDAACs used for requisitioning, shipping, and billing may only have a TAC 1 address, which may or may not be the correct billing and/or shipping address of the activity.

(3) The TAC 4 was designed to be used as a commercial small parcel shipping address, but it was never embraced. Currently there are only 371 TAC 4 addresses in use (approximately .139 percent or just over 1/10<sup>th</sup> of one percentage point of the total quantity of active DoDAACs in the DoDAAD). Part of the problem for this lack of implementation is that there is nothing in the requisition process to emphatically indicate when the TAC 4 is to be used. If both the TAC 2 and TAC 4 exist, it would default to the shipper to make a judgment call regarding which TAC is correct. To do this, the shipper would need to look at what is being shipped and review the options. This scenario is unlikely. It is much more likely that the shipper will default to the TAC 2, which can be used in all cases. Furthermore, since the purpose of the TAC 4 was for commercial parcel post packages under 70 pounds, this is also a use for which the TAC 1 suffices, provided the TAC 1 is not a Post Office Box address. Regardless, any size shipment can be delivered to a TAC 2, which thus renders the TAC 4 redundant or without utility. For these reasons, the TAC 4 is being eliminated from the DoDAAD.

c. **Describe Requested Change in Detail:** CSPs will enter the appropriate TACs based on the intended use of the DoDAAC and the DoDAAC’s authority code assigned. A “YES” in the column means the information is required, and a “NO” means is it not required (optional). See table below. This change will not cause any negative impact to systems supported by the DoDAAD, because it is only adds a greater level of fidelity and detracts nothing.

| IF                                  | THEN Enter |       |       |
|-------------------------------------|------------|-------|-------|
|                                     | TAC 1      | TAC 2 | TAC 3 |
| 00<br><i>(Requisition)</i>          | YES        | YES   | YES   |
| 01<br><i>(Ship-to)</i>              | YES        | YES   | NO    |
| 02<br><i>(Bill-to)</i>              | YES        | NO    | YES   |
| 03<br><i>(Do Not Ship-to)</i>       | YES        | NO    | YES   |
| 04<br><i>(Disposition Services)</i> | YES        | YES   | YES   |
| 05<br><i>(Non-Requisition)</i>      | YES        | YES   | NO    |
| 06<br><i>(Free Issue)</i>           | YES        | YES   | NO    |
| 07<br><i>(Administrative)</i>       | YES        | NO    | NO    |

**d. DLA Transaction Services:** DLA Transaction Services will need to make the following changes to the DoDAAD Update Application:

(1) The TAC 1 address will always be required for every DoDAAC. **Because of the logic change, TAC 1 is no longer affected by the “MESSAGE ENTRY” flag.** To be a valid address, the following address information is required:

1. Address lines 1 and 2 (may include a Post Office Box)
2. Country
3. State/APO/Province
4. City
5. ZIP Code or International Postal Code (depending on whether CONUS or OCONUS)

(2) All other TAC requirements are dependent on the authority code.

(3) The TAC 2 address is required if the Authority Code is 00, 01, 04, 05, or 06. TAC 2 also has one additional edit requirement. The field requirements will depend on the “MESSAGE ENTRY” flag. **Only TAC 2 is affected by the “MESSAGE ENTRY” flag, so the “Check here for MESSAGE ENTRY (NO ADDRESS DATA)” row must be moved from its current location to directly above the “TAC2 Information” row.** If the flag is false (not checked), the TAC 2 requires the same address lines as the TAC 1. When the MESSAGE ENTRY (NO ADDRESS DATA) is true, the following fields should be disabled:

1. Address lines 4 and 5
2. Country
3. State/APO/Province
4. City
5. ZIP Code
6. International Postal Code

(4) The TAC 2 cannot be deleted as long as the Authority Code is 00, 01, 04, 05, or 06. If the TAC 2 must be deleted, the authority code must first be changed to a code value that does not require a valid shipping address (02, 03, or 07).

(5) The TAC 2 must not allow Post Office Box addresses. Do not allow the DoDAAC to be saved if the address contains a Post Office Box, Army Post Office (APO), Fleet Post Office (FPO), or Diplomat Post Office (DPO) addresses. Also, do not allow the DoDAAC to be saved if AA, AE or AP are used in the State Code. The TAC 2 address requires an actual street location for a shipment or delivery.

(6) The TAC 3 address is required if the Authority Code is 00, 02, 03 or 04. The address lines required are the same lines listed in TAC 1 above.

(7) The TAC 3 cannot be deleted as long as the Authority Code is 00, 02, 03 or 04. If the TAC 3 must be deleted, the authority code must first be changed to a code value that does not require a valid billing address (01, 05, 06, or 07).

(8) If the Authority Code is 01, 05, 06, or 07, TAC 3 is optional. Address lines for TAC 3 are irrelevant for these authority codes, but to support backwards compatibility they will not be removed or restricted.

(9) If the Authority Code is 02, 03 or 07, TAC 2 is optional. Address lines for TAC 2 are irrelevant for these authority codes, but to support backwards compatibility they will not be removed or restricted.

(10) Army and Air Force will need to make similar changes to their respective DoDAAD update applications to ensure compliance.

(11) Remove TAC 4 address fields from DoDAAD Update, eDAASINQ and DAASINQ. Also, remove the following elements from downloads and adhoc queries:

- (a) T4\_ADDR1
- (b) T4\_ADDR2
- (c) T4\_ADDR3
- (d) T4\_ADDR4
- (e) T4\_ADDR5
- (f) T4\_EFFDTE
- (g) T4\_DELDTE
- (h) T4\_CITY
- (i) T4\_STATE\_A
- (j) T4\_STATE\_N
- (k) T4\_ZIP
- (l) T4\_CNTRY\_2
- (m) T4\_CNTRY\_3
- (n) T4\_IPC
- (o) T4\_CNTRY\_MILS
- (p) T4\_CNTRY\_FIPS
- (q) T4\_CNTRY\_FMS

e. **Revisions to DLM 4000.25 Manuals** (*changes are identified in bold, red italics*):

(1) **DLM 4000.25**, Volume 6, Chapter 2 will include changes to the following paragraphs:

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 a ship-to address is required (Authority Codes 00, 01, 04, 05 or 06), the TAC 2 must be provided.***<sup>1</sup> 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

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<sup>1</sup> Refer to ADC 1117. This requirement is not retroactive to DoDAACs established prior to (*implementation date*).

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/>. **See Table C2.T1.**

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. **Currently**, if no TAC 3 is entered, the TAC 1 address is used. **If a bill-to address is required (Authority Codes 00, 02, 03, and 04), the TAC 3 must be provided.**<sup>2</sup> **See Table C2.T1.**

| <b>Table C2.T1. Authority Code and TAC Rules</b> |                               |              |              |
|--|-------------------------------|--------------|--------------|
| <b>IF</b>  | <b>THEN Enter<sup>3</sup></b> |              |              |
| <b>Authority Code is</b>                         | <b>TAC 1</b>                  | <b>TAC 2</b> | <b>TAC 3</b> |
| <b>00<br/>(Requisition)</b>                      | <b>YES</b>                    | <b>YES</b>   | <b>YES</b>   |
| <b>01<br/>(Ship-to)</b>                          | <b>YES</b>                    | <b>YES</b>   | <b>NO</b>    |
| <b>02<br/>(Bill-to)</b>                          | <b>YES</b>                    | <b>NO</b>    | <b>YES</b>   |
| <b>03<br/>(Do Not Ship-to)</b>                   | <b>YES</b>                    | <b>NO</b>    | <b>YES</b>   |
| <b>04<br/>(Disposition Services)</b>             | <b>YES</b>                    | <b>YES</b>   | <b>YES</b>   |
| <b>05<br/>(Non-Requisition)</b>                  | <b>YES</b>                    | <b>YES</b>   | <b>NO</b>    |
| <b>06<br/>(Free Issue)</b>                       | <b>YES</b>                    | <b>YES</b>   | <b>NO</b>    |
| <b>07<br/>(Administrative)</b>                   | <b>YES</b>                    | <b>NO</b>    | <b>NO</b>    |

~~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.~~

<sup>2</sup> Refer to ADC 1117. This requirement is not retroactive to DoDAACs established prior to (implementation date).

<sup>3</sup> YES indicates the TAC is required. NO indicates the TAC is optional.

(2) The following table will replace the current DoDAAC Authority Codes Table for the DoDAAD Tables, Codes, and Rules of DLM 4000.25, Volume 6, Chapter 2:

**DoDAAC Authority Codes**

| Code | Description  | Definition   |
|------|--|--|
| 00   | Requisition  | Authorized to initiate a requisition/purchase for goods and services.<br>Authorized ship-to and bill-to. |
|      | Required <sup>4</sup> : TAC <sup>5</sup> 1, <b>TAC 2, TAC 3</b>  |  |
|      | <b>Restriction: None</b>   |  |
|      | <b>Business Rules: Can be used for any business process.</b>   |  |
|      | 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, <b>TAC 2</b>  |  |
|      | <b>Restriction: Not authorized for requisition or bill-to-<del>(TAC 2 not allowed)</del>.</b>  |  |
|      | <b>Business Rules: Used as a ship-to designation.</b>  |  |
|      | DAAS DoDAAC Authority Code Edit: <b>DoDAAC may only be used in MILSTRIP legacy requisition supplementary address field (record positions 45-50) with Signal Code J, L, M, X. Under DLMS, DoDAAC may not be used in N101 with codes OB, BT, and BS, and may not be used in N901 with code TN.</b>   |  |
| 02   | Finance (Bill-to Only)   | DoDAAC can only be used as a bill-to   |
|      | Required: TAC 1, TAC 3   |  |
|      | <b>Restriction: Cannot requisition or be used as a ship-to designation-<del>(TAC 2 not allowed)</del>.</b>   |  |
|      | <b>Business Rules: Used as a bill-to designation.</b>  |  |
|      | DAAS DoDAAC Authority Code Edit: <b>DoDAAC may only be used in in MILSTRIP legacy requisition supplementary address field (record positions 45-50) with Signal Code B. Under DLMS, DoDAAC may not be used in N101 with codes OB, ST, Z7 and BS, and may not be used in N901 with code TN.</b>  |  |
| 03   | Do Not Ship-to   | Cannot be used as a ship-to designation  |
|      | Required: TAC 1, <b>TAC 3</b>  |  |
|      | Restriction: <b>Cannot be used as a ship-to designation-<del>(TAC 2 not allowed)</del>.</b>  |  |
|      | Business Rules: Can requisition or be used as a bill-to designation.   |  |
|      | DAAS DoDAAC Authority Code Edit: <b>If DoDAAC is used in MILSTRIP legacy requisitioner field (record positions 30-35), it must contain Signal Code J, K, L, M, or X. If used in the requisition supplementary address field (record positions 45-50), it must contain Signal Code A, B, C, or D. Under DLMS, DoDAAC may not be used in N101 with codes ST, Z7 or BS.</b> |  |

<sup>4</sup> Required means minimum required data element(s)

<sup>5</sup> TAC means Type of Address Code

| Code | Description   | Definition  |
|------|---|---|
| 04   | DLA Disposition Services Only   | DLA Disposition Services Only (e.g., State agencies surplus). Used to identify activities that have no requisition authority other than for DLA Disposition Services Only material. |
|      | Required: TAC 1, <b>TAC 2, TAC 3</b>  |   |
|      | <b>Restriction: Cannot requisition new materiel. Only authorized to obtain materials from DLA Disposition Services (DOD excess only).</b>   |   |
|      | <b>Business Rules: Although the material is normally provided as a free issue; in some instances a cost may be required. Consequently, TACs 1 through 3 are required to cover every possibility.</b>  |   |
|      | DAAS DoDAAC Authority Code Edit: <b>DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6. Under DLMS, DoDAAC may only be used with DLA Disposition Services RIC (S9D) in RIC To.</b>   |   |
| 05   | Non-Requisition   | Cannot initiate a purchase or request for goods and services  |
|      | Required: TAC 1, <b>TAC 2</b>   |   |
|      | <b>Restriction: Cannot requisition/purchase any goods/services <del>(TAC 3 not allowed)</del>.</b>  |   |
|      | <b>Business Rules: Used as a ship-to designation.</b>   |   |
|      | DAAS DoDAAC Authority Code Edit: <b>DoDAAC cannot be used in MILSTRIP legacy requisition in the requisitioner field (record positions 30-35). Under DLMS, DoDAAC cannot be used as N101 code OB or N901 code TN.</b>  |   |
| 06   | Free Issue  | No cost option. <b>The activity is restricted to items that are available without cost</b> (e.g., DLA Disposition Services, NGA Maps).  |
|      | Required: TAC 1, <b>TAC 2</b>   |   |
|      | <b>Restriction: Cannot requisition/purchase any good/services <del>(TAC 3 now allowed)</del>.</b>   |   |
|      | <b>Business Rules: Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)). Can be used as a ship-to designation.</b>   |   |
|      | DAAS DoDAAC Authority Code Edit: <b>DoDAAC may only be used with Signal Code D or M. Under DLMS, DoDAAC may only be used with PO105 code NC.</b>  |   |
| 07   | Administrative  | Administrative only. This code is used for information/identification purposes only (e.g., USTRANSCOM Defense Courier Division (DCD), or contingency/emergency use)                 |
|      | Required: TAC 1   |   |
|      | <b>Restriction: Cannot requisition, be used as a ship-to designation, or be used as a billing designation (TAC 2 and TAC 3 are not allowed).</b>  |   |
|      | <b>Business Rules: Information/identification use only.</b>   |   |
|      | DAAS DoDAAC Authority Code Edit: <b>DoDAAC may not be used in MILSTRIP legacy requisition in record positions 30-35 or in record positions 45-50 as a ship-to or bill-to. Under DLMS, DoDAAC cannot be used with N101 codes OB, BT, BS, ST, or Z7 or in N901 code TN.</b> |   |

(3) Volume 2, chapter 4 of DLM 4000.25 will include changes to the following paragraphs:

C4.10.11. DAAS and the source of supply will perform validation of requisitions, modifiers, and follow-ups that can be treated as requisitions for authorized ordering, bill-to, or ship-to DoDAACs according to the DoDAAC Authority Codes below (Table C4.T4.), and will reject requisitions that do not meet the DoDAAC authority code edits.<sup>6</sup> DAAS or the source of supply will furnish Status Code CX to advise all concerned of the rejection of the requisition. If the transaction failing the edit is a modifier, then DAAS or the source of supply will reject with Status Code D7 (see Table C4.T5.).

#### C4.T4. DoDAAC Authority Codes

| Code | Description  | Definition/Segment/Code  |
|------|--|--|
| 00   | Requisition  | Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to |
|      | Required: TAC 1, TAC 2, TAC 3  |  |
|      | <b>Restriction: None</b>   |  |
|      | <b>Business Rules: Can be used for any business process.</b>   |  |
|      | 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   |  |
|      | <b>Restriction: Not authorized for requisition or bill-to</b>  |  |
|      | <b>Business Rules: Used as a ship-to designation.</b>  |  |
|      | DAAS DoDAAC authority code edit: DoDAAC may not be used in N101 with codes OB, BT, and BS, and may not be used in N901 with code TN    |  |
| 02   | Finance (Bill-To Only)   | DoDAAC can only be used as a bill-to   |
|      | Required: TAC 1, TAC 3   |  |
|      | <b>Restriction: Cannot requisition or be used as a ship-to designation</b>   |  |
|      | <b>Business Rules: Used as a bill-to designation.</b>  |  |
|      | DAAS DoDAAC authority code edit: DoDAAC may not be used in N101 with codes OB, ST, Z7 and BS, and may not be used in N901 with code TN |  |
| 03   | Do Not Ship-To   | Cannot be used as a ship-to destination  |
|      | Required: TAC 1, TAC 3   |  |
|      | <b>Restriction: Cannot be used as a ship-to designation</b>  |  |
|      | DAAS DoDAAC authority code edit: DoDAAC may not be used in N101 with codes ST, Z7 or BS  |  |

~~<sup>6</sup> Deferred implementation of authority code edits is authorized pending supply source system modernization. Also note that DAAS is currently using MILSTRIP edits for DLMS transactions as an interim measure pending full DLMS implementation.~~

### C4.T4. DoDAAC Authority Codes

| Code | Description   | Definition/Segment/Code  |
|------|---|--|
| 04   | DLA Disposition Services Only   | DLA Disposition Services Only (e.g., State agencies surplus). Used to identify activities that have no requisition authority other than for DLA Disposition Services Only materiel   |
|      | Required: TAC 1, TAC 2, TAC 3   |  |
|      | <b>Restriction: Cannot requisition new materiel. Only authorized to obtain materials from DLA Disposition Services (DOD excess only).</b>   |  |
|      | <b>Business Rules: Although the material is normally provided as a free issue; in some instances a cost may be required. Consequently, TACs 1 through 3 are required to cover every possibility.</b>  |  |
|      | DAAS DoDAAC authority code edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in RIC To  |  |
| 05   | Non-Requisition   | Cannot initiate a purchase or request for goods and services   |
|      | Required: TAC 1, TAC 2  |  |
|      | <b>Restriction: Cannot requisition/purchase any good/services</b>   |  |
|      | <b>Business Rules: Used as a ship-to designation.</b>   |  |
|      | DAAS DoDAAC authority code edit: DoDAAC cannot be used as N101 code OB or N901 code TN  |  |
| 06   | Free Issue  | No cost option. This activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps)  |
|      | Required: TAC 1, TAC 2  |  |
|      | <b>Restriction: Cannot requisition/purchase any good/services</b>   |  |
|      | <b>Business Rules: Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)). Can be used as a ship-to designation.</b> |  |
|      | DAAS DoDAAC authority code edit: DoDAAC may only be used with P0105 code NC   |  |
| 07   | Administrative  | Administrative only. This code is used for information/identification purposes only (e.g., <del>USTRANSCOM Defense Courier Division (DCD) Service, or contingency/emergency use or for future DoDAAC activation, such as in the case of DoDAACs reserved for contingencies (at which time a different authority code may be assigned).</del> ) |
|      | Required: TAC 1   |  |
|      | <b>Restriction: Cannot requisition, be used as a ship-to designation, or be used as a billing designation (TAC 2 and TAC 3 are not allowed).</b>  |  |
|      | <b>Business Rules: Information/identification use only.</b>   |  |
|      | DAAS DoDAAC authority code edit: Cannot be used with N101 codes OB, BT, BS, ST, or Z7 or in N901 code TN  |  |

C4.2.21. DoDAAC Authority Code Edits. Requisitions will be prepared using valid DoDAACs for the purpose(s) intended. DoDAACs designated as the requisitioner, bill-to, or ship-to activity will be validated based upon the authority code assigned to each DoDAAC in the DoD Activity Address Directory File. Refer to DAAS edit of incoming requisitions below for edit rules.

Table C4.T5. Requisition Processing and Related Actions – Throughout this table, remove the footnotes referring to “Deferred implementation of Authority Code edits authorized pending supply source system modernization,” because this comment is obsolete (footnotes 19 and 22).

(4) Chapter 2 of DLM 4000.25-1 will include changes to the following paragraphs:

C2.1.13. Requisitions shall be prepared using valid DoD activity address codes (DoDAAC) for the intended purpose(s). DoDAACs designated as the requisitioner, billto, or ship-to activity shall be validated based upon the authority code assigned to each DoDAAC in the DoD activity address file (~~DoDAAF~~) **directory (DoDAAD)** and business rules described below. Refer to DAAS edit of incoming requisitions below for edit rules.

**Table C2.T1. DoDAAC Authority Codes**

| Code | Description            | Definition  |
|------|------------------------|---|
| 00   | Requisition            | Authorized to initiate a <b>requisition/purchase</b> for goods and services. Authorized ship-to and bill-to.  |
|      |                        | Required: TAC 1, <b>TAC 2, TAC 3</b>  |
|      |                        | <b>Restriction: None</b>  |
|      |                        | <b>Business Rules: Can be used for any business process.</b>  |
|      |                        | 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, <b>TAC 2</b>   |
|      |                        | <b>Restriction: Not authorized for requisition or bill-to.</b>  |
|      |                        | <b>Business Rules: Used as a ship-to designation.</b>   |
|      |                        | DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with <b>Signal Code J, L, M, X.</b>  |
| 02   | Finance (Bill-to Only) | DoDAAC can only be used as a bill-to.   |
|      |                        | Required: TAC 1, <b>TAC 3</b>   |
|      |                        | <b>Restriction: Cannot requisition or be used as a ship-to designation.</b>   |
|      |                        | <b>Business Rules: Used as a bill-to designation.</b>   |
|      |                        | 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, <b>TAC 3</b>   |
|      |                        | Restriction: <b>Cannot be used as a ship-to designation.</b>  |
|      |                        | Business Rules: <b>Can requisition or be used as a bill-to designation.</b>   |
|      |                        | DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisition, requisitioner field (record positions 30-35) must contain <b>Signal Code J, K, L, M, or X.</b> If used in the requisition supplementary address field (record positions 45-50) must contain <b>Signal Code A, B, C, or D.</b> |

| Code  | Description   | Definition   |
|---|---|--|
| 04  | DLA Disposition Services Only   | DLA Disposition Services Only (e.g., State agencies surplus). Used to identify activities who have no requisition authority other than for DLA Disposition Services only material. |
|   | Required: TAC 1, <b>TAC 2, TAC 3</b>  |  |
|   | <b>Restriction: Cannot requisition new materiel. Only authorized to obtain materials from DLA Disposition Services (DOD excess only).</b>   |  |
|   | <b>Business Rules: Although the material is normally provided as a free issue; in some instances a cost may be required. Consequently, TACs 1 through 3 are required to cover every possibility.</b>          |  |
|   | DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6.   |  |
| 05  | Non-Requisition   | Cannot initiate a purchase or request for goods and services.  |
|   | Required: TAC 1, <b>TAC 2</b>   |  |
|   | <b>Restriction: Cannot requisition/purchase any goods/services.</b>   |  |
|   | <b>Business Rules: Used as a ship-to designation.</b>   |  |
| DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).  |   |  |
| 06  | Free Issue  | No cost option. <b>The</b> activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps).   |
|   | Required: TAC 1, <b>TAC 2</b>   |  |
|   | <b>Restriction: Cannot requisition/purchase any good/services.</b>  |  |
|   | Business Rules: Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from <b>National Geospatial-Intelligence Agency (NGA)</b> ). <b>Can be used as a ship-to designation.</b> |  |
| DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with <b>Signal Code D or M.</b>  |   |  |
| 07  | Administrative  | Administrative only. This code is used for information/identification purposes only (e.g., <b>USTRANSCOM Defense Courier Division (DCD)</b> , or contingency/emergency use)        |
|   | Required: TAC 1   |  |
|   | <b>Restriction: Cannot requisition, be used as a ship-to designation, or be used as a billing designation (TAC 2 and TAC 3 are not allowed).</b>  |  |
|   | <b>Business Rules: Information/identification use only.</b>   |  |
| 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 <b>ship-to</b> or <b>bill-to</b> . |   |  |

(5) DLM 4000.25-1, Chapter 3, Table C3.T2. Requisition Processing and Related Actions – Throughout this table, remove the footnotes referring to “Deferred implementation of Authority Code edits authorized pending supply source system modernization,” because this comment is obsolete (footnotes 30, 33, and 38). Make corresponding changes to DLM 4000.25, Volume 2, Chapter 4, Table C4.T5.

- f. **Approved Transaction Flow:** There are no new routing rules.
- g. **Alternatives:** None noted.
- h. **Proposed DLMS Change (PDC) 1117 Staffing Response/Comment Resolution:**

| PDC 1117 Comments |                         |            |
|-------------------|-------------------------|------------|
| Submitter         | Response                | Resolution |
| Air Force         | Concurs without comment | Noted      |

|                         |                         |  |
|-------------------------|-------------------------|--|
| Army                    | Concurs with comment    | Changes made to ADC to resolve Army's issues |
| DARPA                   | Concurs without comment | Noted  |
| DCAA                    | Concurs without comment | Noted  |
| DeCA                    | Concurs without comment | Noted  |
| DLA                     | Concurs without comment | Noted  |
| DLA Transaction Service | Concurs without comment | Noted  |
| DSS                     | Concurs without comment | Noted  |
| DoDEA                   | Concurs without comment | Noted  |
| FAA                     | Concurs without comment | Noted  |
| Marine Corps            | Concurs without comment | Noted  |
| Navy                    | Concurs without comment | Noted  |
| NSA                     | Concurs without comment | Noted  |
| USTRANSCOM Acquisition  | Concurs without comment | Noted  |
| USTRANSCOM DCS          | Concurs without comment | Noted  |
| USSOCOM                 | Concurs without comment | Noted  |
| DTRA                    | Concurs without comment | Noted  |
| USUHS                   | Concurs without comment | Noted  |
| WHS                     | Concurs without comment | Noted  |

**5. REASON FOR CHANGE:** TACs serve multiple purposes, and the current rule of defaulting to the TAC 1 address for shipping and billing does not adequately control the address validation requirements for each individual TAC. For example, if the message flag is checked, both the TAC 1 and TAC 2 validation edits are ignored. This change will allow the controls for the owner TAC to remain when a message TAC 2 is required. Additionally, shipping addresses cannot contain Post Office Boxes; however, TAC 1 addresses can. This presents problems for Distribution. Furthermore, if there is no TAC 3 on a DoDAAC, though the default is to defer to the TAC 1, there is no guarantee that the TAC 1 is a valid billing address for the activity. This change will ensure discrete functional data exists within the DoDAAD so as to facilitate both current billing and shipping processes, and will also facilitate future enhancements.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** It improves validation of the TACs, facilitates current business processes, assures data quality, and enables future enhancements.

**b. Disadvantages:** None Noted.

**7. ADDITIONAL FUNCTIONAL REQUIREMENTS:** None noted.

**8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** This change will be authorized for immediate implementation when this DLMS change is released as an ADC. DLA Transaction Services, Army, and Air Force must provide an implementation date for when the proposed change can be made to their respective systems. **Staggered implementation is**

authorized for Component Source of Supply, DOD EMALL, and GSA Advantage systems to implement authority code edits per DLM 4000.25, Volume 2, Chapter 4.

## 9. IMPACT:

- a. **New DLMS Data Elements:** No new DLMS data elements.
- b. **Changes to DLMS Data Elements:** Changes as reflected in DoDAAC Authority Codes Table.
- c. **Automated Information Systems (AIS):**
  - (1) Army and Air Force **DoDAAD systems** must implement revised business rules in their respective systems for DoDAAD update. There is no impact to Service/Agencies using the DoDAAD for any purpose.
  - (2) **Component Source of Supply and internet ordering systems must implement authority code edits in their systems.**
- e. **DLA Transaction Services:** These changes will need to be implemented and maintained at DLA Transaction Services. The DoDAAD Update Application is impacted.
- f. **Non-Defense Logistics Management Standards Publications:** The changes identified in this ADC will need to be incorporated into the relevant Service/Agency-level DoDAAD management publications, including (but not limited to) the following:
  - (1) U.S. Army: AR 725-50
  - (2) U.S. Navy: NAVSO P-1000-2-5
  - (3) U.S. Air Force: AFI 24-230
  - (4) U.S. Marine Corps: MCO 4420.4H
  - (5) U.S. Coast Guard: COMDTINST M4000.2
  - (6) Defense Logistics Agency: DLAI 1401
  - (7) Defense Information Systems Agency: DISA Instruction 270-50-10