DEFENSE LOGISTICS MANAGEMENT STANDARDS

VOLUME 6

LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

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DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

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C1. CHAPTER 1.

INTRODUCTION

C1.1. GENERAL

C1.1.1. Purpose. This volume provides Department of Defense standard procedures for special processing and interoperability support. The volume covers processes that go beyond the functional processes covered in the previous Defense Logistics Management Standards (DLMS) Volumes. Not all DLMS processing is transactional based. This volume focuses on the special processing for the Department of Defense Activity Address Directory (DoDAAD) (Chapter 2), Military Assistance Program Address Directory (MAPAD) (Chapter 3), and Logistics Metrics Analysis Reporting System (LMARS) (Chapter 4).

C1.1.2. Defense Logistics Management Standards Volume Access. Use of this volume requires simultaneous access to the DLMS Manual Volume 1 administrative items such as the lists of, acronyms and abbreviations, terms and definitions, and references; instructions for acquiring access to the DLMS standards data base; specific guidance that applies to all DLMS Supplements; and both functional and technical information that is relatively stable and applies to the DLMS as a whole.

C1.2. POLICY.   The policy governing the procedures in this volume are:

C1.2.1. DoD Instruction 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011.

C1.2.2. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003.

C1.3. APPLICABILITY. This volume applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

C1.4. DoD ACTIVITY ADDRESS DIRECTORY PROCESS REVIEW COMMITTEE. The DoDAAD Process Review Committee (PRC) is the forum through which the DoD Components and other participating organizations may participate in the development, expansion, improvement, maintenance, and administration of DoDAAD requirements for the DLMS. Refer to Chapter 2 in this volume for a discussion of DoDAAD PRC functions and responsibilities. The DoDAAD PRC chair, in coordination with the DoDAAD PRC Central Service Points (CSP), is responsible for the contents of Chapter 2. The DoDAAD PRC membership list is available on the DEDSO Website and requires CAC/PIV authentication.

C1.5. <u>MAPAD PROCESS REVIEW COMMITTEE</u>. The MAPAD PRC is the governance body through which the DoD Components and other participating organizations may participate to develop, expand, improve, maintain, and administer the MAPAD. The MAPAD PRC functions are defined in Chapter 3 in this volume. The MAPAD PRC chair, in coordination with the MAPAD PRC CSPs, is responsible for the contents of Chapter 3. The MAPAD PRC membership list is available on the DEDSO Website and requires CAC/PIV authentication.

C1.6. <u>PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE</u>. The Pipeline Measurement (PM) PRC is the governance body through which the DoD Components and other participating organizations participate in the development, maintenance and configuration management of LMARS. The PM PRC functions are defined in Chapter 4 in this volume. The PM PRC chair, in coordination with the PM PRC members is responsible for the contents of Chapter 4. The list of PM PRC membership list is available on the DEDSO Website and requires CAC/PIV authentication.

C1.7. <u>NONCOMPLIANCE</u>. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS related problems are unsatisfactory, the activity having the problem will request assistance from their respective DLMS DoDAAD, MAPAD or PM PRC Representative, depending on the nature of the problem. The request will include information and copies of all correspondence pertinent to the problem; including the transaction set number, the transaction number, and the date of the transaction involved. The representative will take the necessary actions to resolve the issue or problem. The actions may include requesting assistance from the respective PRC Chair.

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 that use legacy 80 record position format transactions. The RIC was originally conceived to identify an activity in an abbreviated form in the limited MILS data environment, so as not to require the use of the longer six-character activity identifier of a DoDAAC, 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. <u>DoDM 4140.01</u>. The "DoD Supply Chain Materiel Management Procedures," February 10, 2014, provides policy to establish the DoDAAD Process Review Committee (PRC), which provides the framework for DoDAAC/RIC management and assignment.

C2.3. <u>ROLES AND AUTHORITIES</u>

C2.3.1. <u>Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI)</u>. 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. <u>Defense Enterprise Data Standards Office (DEDSO) DoDAAD System Administrator</u>. 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 of the DLMS Website.

C2.3.3. <u>DoDAAD PRC</u>. 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 on the DLMS Publications page. 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. <u>DAAS</u>. In addition to being the technical manager of, and organization responsible for the Defense Automated Addressing System (DAAS), DAAS serves as the CCP for the DoDAAD. In this capacity, DAAS 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 DAAS 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 DAAS 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 Enterprise Data Standards Office on DoDAAD PDCs and ADCs.

C2.3.4.16. Implement DoDAAD changes directed in ADCs.

C2.3.5. <u>DoD Components and Federal Agencies</u>. 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.

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.

C2.3.5.3. Submit DoDAAD CSP and Monitor appointment changes to the DoDAAD System Administrator in a timely manner to allow DAAS 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. DAAS 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. <u>DoDAAD Central Service Points</u>. 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 DAAS 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. <u>DoDAAD Monitors</u>. 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 will be appointed in writing by the CSP to the DoDAAD System Administrator and DAAS, identifying the individuals to whom sub-delegations are being made and the DoDAACs/RICs that each is responsible for to allow DAAS to update/remove access to the DoDAAD Update Application as appropriate. See also Special Program DoDAACs below. Monitor appointments will be included in the CSP appointment letter. The CSP and Monitor appointment template can be found at the DoDAAD PRC webpage.

C2.4. <u>DoDAAC AND RIC STRUCTURE</u>. The current list of data elements, descriptions, and business rules that comprise the DoDAAD is found on the DoDAAD PRC webpage. Some of the more common elements of DoDAAC structure are provided below.

C2.4.1. <u>Service and Agency Codes</u>. 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, Volume 2, Appendix 7.2, Service and Agency Codes. 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.

The following are the differing types of DoDAACs that exist:

C2.4.1.1. <u>Department of Defense DoDAACs</u>. 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. <u>DoD Contractor DoDAACs</u>. DoD contractors (CTR) 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 may be requested by anyone related to the contract/program through the Contractor DoDAAC request module in the Procurement Integrated Enterprise Environment (PIEE). The requestor will indicate whether the DoDAAC should have requisitioning authority or just be a shipping location. Requisitioning DoDAAC requests will be validated against the contract to confirm the

contract allows such authority. In addition to appropriate address information, requestors will ensure the following contract information data elements are entered for every contractor DoDAAC. All are mandatory fields except for Order Number and Contract Period of Performance End date, which are situationally dependent (for all non-contractor DoDAACs, these fields are disabled):

C2.4.1.2.1. <u>Contract Number</u>. The Contract Number is the Procurement Instrument Identifier (PIID) that uniquely represents a contract action or order and its related procurement instrument. It is a 13-character number for DoD contracts, and a 17 character number for Federal Civilian Agency contracts. A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing (see FAR Part 2 and Part 4.16). This field is validated against Electronic Document Application (EDA) as a legitimate contract number in PIEE prior to sending to DoDAAD. Like all Contract Information fields, it is not validated in DoDAAD. The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the Procurement Authority indicator is checked "Yes" in the DoDAAD). Enter the procurement instrument identifier (PIID). The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the Procurement Authority indicator is "Yes" in the DoDAAD).

C2.4.1.2.2. <u>Commercial and Government Entity (CAGE) Code</u>. The CAGE Code must be that of the prime contractor for whom the DoDAAC is being created. Subcontractor CAGEs must never be used.

C2.4.1.2.3. <u>Commercial and Government Entity (CAGE) Name</u>. The name of the owner of the CAGE Code cited shall also be displayed as a contract information data element.

C2.4.1.2.4. <u>Order Number</u>. An Order is a contracting action that is a request for goods or services against an established contract that allows multiple orders, such as an Indefinite Delivery/Indefinite Quantity contract. The order number uniquely identifies the order and its related document. Current policy requires the order number to match the Procurement Instrument Identifier (PIID) format established in FAR 4.16.; however, legacy order numbers may be in varying formats. It is an optional field with a maximum field length of 50 characters.

C2.4.1.2.5. <u>Issuing Office DoDAAC</u>. The Issuing Office DoDAAC is the contracting office that issued the contract under which this contractor DoDAAC is being assigned (see FAR Part 2 for the definition of contracting office). It will be represented by a DoDAAC, which will typically be the same as the first 6 characters of the contract number represented in the Contract Number field (per FAR 4.1603). An Issuing Office DoDAAC must have the Procurement Authority Flag set to "Yes."

C2.4.1.2.6. <u>Contract Period of Performance End Date</u>. FAR Part 11.4 establishes the requirement to provide a schedule for the delivery or performance of a

contract. This field captures the calendar date upon which the delivery or performance period ends in the contract under which this contractor DoDAAC is being assigned. Upon this date, the Authority Code of the CTR DoDAAC is automatically changed to Authority Code 05.

C2.4.1.2.7. Contract Closeout Date. FAR 4.804 establishes the requirement to close out a contract file upon completion of all contract activity. Contracting officers are responsible for closing out related DoDAACs when the contract is closed out (see FAR 51.102). Therefore, when the contract under which this contractor DoDAAC is being assigned has been closed, this DoDAAC will also be closed. If this is a requisitioning DoDAAC, enter the contract closeout date of the contract under which the contractor is performing requisitioning, or if this is a Ship-To DoDAAC, enter the LAST contract closeout date of any contract under which this contractor is performing with this DoDAAC. If closeout date is not known, leave blank. This date sets the Delete Date for the CTR DoDAAC.

C2.4.1.3. Federal Agency DoDAACs. Federal Agency DoDAACs are identified by a G in the first position or by numeric characters in the first and second positions. These may be referred to as Civil Agency Activity Address Codes (AAC). Federal Agency CTR AACs are subject to different rules than those above for DoD CTR DoDAACs.

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 not limited to a single organizational type and 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.

C2.4.2. 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 a ship-to address is required (Authority Codes 00, 01, 04, 05 or 06), the TAC 2 must be provided.[1] Addresses listed for freight

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[1] Refer to ADC 1117. This requirement is not retroactive to DoDAACs established prior to July 2, 2014.

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). 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. If a bill-to address is required (Authority Codes 00, 02, 03, and 04), the TAC 3 must be provided.[2] See Table C2.T1.

Table C2.T1. Authority Code and TAC Rules

IF	THEN Enter[3]		
Authority Code is	TAC 1	TAC 2	TAC 3
00 (Requisition)	YES	YES	YES
01 (Ship-to)	YES	YES	NO
02 (Bill-to)	YES	NO	YES
03 (Do Not Ship-to)	YES	NO	YES
04 (Disposition Services)	YES	YES	YES
05 (Non-Requisition)	YES	YES	NO
06 (Free Issue)	YES	YES	NO
07 (Administrative)	YES	NO	NO

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

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[2] Ibid.
[3] YES indicates the TAC is required. NO indicates the TAC is optional.

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. <u>Pending Effective Date</u>. 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. <u>Deletion Date</u>. The Deletion Date is used to delete a DoDAAC. Any DoDAAC with a Deletion Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for six years and three months before the record is permanently purged from the master file. During this 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 six years and three months 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 period of being deemed inactive. The only indication that a DoDAAC has been deleted during that time is the existence of the Deletion 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 six years and three months retention period.

C2.4.3.4. <u>Pending Deletion Date</u>. When a Deletion Date is pending for a DoDAAC, DAASINQ/eDAASINQ will indicate the pending date by flagging the DoDAAC with a graphic above the Deletion Date field indicating "Future data available." To view the pending changes, the user may click the "Future data available" graphic.

C2.4.4. <u>Additional Codes</u>. 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:

C2.4.4.1. <u>Organization Type Code</u>. The Organization Type Code is a one-character code used to identify the type of organization for which the DoDAAC associates, categorically. Those categories include:

- D = DoD and USCG
- F = Federal Agencies – Non-DoD and USCG
- S = State/Local

- N = NGO

- X = Foreign

C2.4.4.2. 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.T2 identifies the current DoDAAC Authority Codes.

Table C2.T2. 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[4]: TAC[5] 1, TAC 2, TAC 3	
	Restriction: None	
	Business Rules: Can be used for any business process.	
	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	
	Restriction: Not authorized for requisition or bill-to.	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the 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.	
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to.
	Required: TAC 1, TAC 3	
	Restriction: Cannot requisition or be used as a ship-to designation.	
	Business Rules: Used as a bill-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the 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.	
03	Do Not Ship-to	Cannot be used as a ship-to designation.
	Required: TAC 1, TAC 3	
	Restriction: Cannot be used as a ship-to designation.	
	Business Rules: Can requisition or be used as a bill-to designation.	
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in the 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.	
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	

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[4] Required means minimum required data element(s)
[5] TAC means Type of Address Code

Table C2.T2. DoDAAC Authority Codes

Code	Description	Definition
	Restriction: Cannot requisition new materiel. Only authorized to obtain materials from DLA Disposition Services (DOD excess only).	
	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.	
	DAAS DoDAAC Authority Code Edit: 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.	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services.
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase goods/services.	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the MILSTRIP legacy requisitioner field (record positions 30-35). Under DLMS, DoDAAC cannot be used as N101 code OB or N901 code TN.	
06	Free Issue	No cost option. The activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps).
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase any good/services.	
	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.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M. Under DLMS, DoDAAC may only be used with PO105 code NC.	
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	
	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).	
	Business Rules: Information/identification use only.	
	DAAS DoDAAC Authority Code Edit: 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.	

C2.4.4.3. 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 DAAS and are published on the DoDAAD PRC webpage.

C2.4.4.4. Contractor Flag. The Contractor indicator or "flag" is a VARCHAR with a value of either "Y" for yes or null for no, that designates whether or not the DoDAAC is for a contractor. For DoD contractor DoDAACs, this flag is automatically set based on the DoDAAC Series (i.e., approved contractor DoDAAC Series will automatically set the flag to "Y"). For the Federal Agencies, this flag, when marked with a "Y" will designate it as a contractor and will require the mandatory Contract Information fields to be completed. The Contractor Flag can only be set when the Org Type Code is "F" or "D."

C2.4.4.5. Common Governmentwide Accounting Classification (CGAC) Code. The CGAC is a three-digit code used by the Federal Government to identify an Agency (Department) of the Federal Government at the highest tier (i.e., Department of Agriculture is 012). CSPs will set this code for only Government DoDAACs and will set it based on which tier the DoDAAC belongs. For instance, if DLA creates a DoDAAC for the U.S. Army, the CGAC of the DLA-created DoDAAC would cite U.S. Army (020) and not DLA, because the DoDAAC is for a U.S. Army activity. The CGAC does not apply to contractors, state/local activities, foreign entities, and non-government organizations (NGOs).

C2.4.4.6. Sub Tier Code. The Sub Tier Code is a four-digit code that identifies an organizational level of an Agency below the highest tier. The first two characters are the two-digit Treasury Agency Code (the same as the first two positions of a Federal Agency DoDAAC), and the third and fourth characters are the Sub Tier of the Agency, more commonly referred to as a bureau. The Agency Code, therefore, identifies the 'sub tier' to its respective Agency, in one, four-digit code. This code has no relationship to either the Major Command Code (MAJ_COMAND) or the GSA Bureau Code (GSA_BUREAU_CD) and is used in the Federal Procurement Data System to identify entities below the Agency level. CSPs will set this code for any record that identifies an activity performing actions that include contract writing, funding, and/or awarding of grants. It does not apply to non-Government activities. As such, it is a mandatory field when the Procurement Authority flag is set, and only when the Org Type Code is "F" or "D." For DoD Components, the Sub Tier Code is based on the Treasury Agency code and "00" (i.e., Navy = 1700).

C2.4.4.7. DoDAAC Purpose Codes. The DoDAAD has several purpose code flags that identify how a DoDAAC is used by a particular business domain (e.g., procurement, grants). The following are the Purpose Code flags that exist in the DoDAAD:

C2.4.4.7.1. Procurement Authority. Procurement Authority is a legal authority, delegated down from the Department level to entities of the Federal

Government who are authorized to award contracts which obligate the Government to binding agreements with commercial and other government entities. For the DoD, this authority is delegated by the Secretary of Defense through the Undersecretary of Defense for Acquisition, Technology and Logistics (AT&L), Defense Procurement and Acquisition Policy (DPAP) and by the Senior Accountable Officials (SAO) of the Federal Agencies. The Procurement Authority flag will be set to "Y" to identify activities that have been delegated this authority and that are legally authorized to award contracts. The Procurement Authority Flag can be marked in association with any other existing Purpose Code. When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

C2.4.4.7.2. <u>Grant Authority</u>. Grant Authority identifies an activity/office that has been delegated, by the head of a DoD or Federal Civilian Agency, the legal authority to make and manage awards under the auspices of a designated grants officer. In DoD, the office's DoDAAC must be used to construct the grants award identifier. Civilian agencies may use the AAC in their award identifiers. The Grant Authority flag will be set to "Y" to identify an activity/office that has the authority to award grants, cooperative agreements, or federal financial assistance vehicles. The Grant Authority Flag can be marked in association with any other existing Purpose Code. When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

C2.4.4.7.3. <u>Funding Office</u>. The Funding Office flag represents that the office identified by the DoDAAC/AAC has the ability to initiate requirements (e.g., the office has a budget and can initiate requirements packages that will result in contracts, grants, and other types of awards). This flag is not to be used to represent financial entitlement or disbursing functions. The Funding Office Flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

C2.4.4.7.4. <u>Contract Administration Office (CAO)</u>. The CAO flag indicates that the office identified by the DoDAAC has the authority and capability to perform contract post-award (FAR 42.3) functions. The CSP should only make this change based on input from PIEE. The CAO flag can be marked in association with any other existing Purpose Code (i.e., it is not mutually exclusive with Procurement or Grants). When this flag is set, it will make the Sub Tier Code and CGAC mandatory field entries. This flag can only be set if the Org Type code is "F" or "D."

C2.4.4.8. <u>Standard Point Location Code (SPLC)</u>. 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. DAAS maintains and administers the SPLC maintenance in the Department of Defense Activity Address Directory (DoDAAD) in support of the Defense Transportation Payment

Program. DAAS ensures that accurate, timely data and coding is in place to support all critical elements in support of the Defense Transportation Payment Program.

      C2.4.4.9. <u>Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN)</u>. 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.

      C2.4.4.10. <u>Consolidation and Containerization Point (CCP)</u>. 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) and then select DTR Data and Consolidation Containerization Point.

      C2.4.4.11. <u>Break Bulk Point (BBP) or RIC DODAAC</u>. 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.

      C2.4.4.12. <u>Aerial Port of Debarkation (APOD)</u>. The APOD is defined as the final destination aerial port for OCONUS shipments. The APOD codes are in the TRDM, and then select DTR Data and Aerial Ports. DAAS 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.

      C2.4.4.13. <u>Water Port of Debarkation (WPOD)</u>. The WPOD is defined as the final destination Surface Port for OCONUS shipments. The WPOD (also known as SPOD) codes are in the TRDM and then select DTR Data and Water Port. DAAS 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. <u>DoDAAC Assignment Logic</u>. 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.

    C2.4.6. <u>Unique Processing Rules</u>. 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

C2.5. ROUTING IDENTIFIER CODES

C2.5.1. Purpose. The use of the RIC has evolved over time. Its original intended purpose was to identify an activity with only three characters, for the routing of MILS transactions to and/or from that activity. Every RIC must associate to one DoDAAC (the RIC_DODAAC), and any activity (DoDAAC) that requires MILS routing can only have one RIC to identify it. The RIC's Type Address Code (TAC) must match the TAC 1 of the associated RIC_DODAAC.

C2.5.2. The TAC address was intended to be used for the mailing of paper documents to the activity for processes that were not automated by MILS transactions (e.g., proofs of delivery, reports of discrepancy, material inspection and receiving reports (DD250), etc.). The mailing of such documents has been largely replaced by DLMS transaction exchanges. Since this is a mailing address, RICs are not used for shipping. The RIC associates to a DoDAAC. if a shipping action is required to that activity, shippers must use the TAC2 of the associated DODAAC as the freight address for cargo movements.

C2.5.3. The DoDAAD is the official repository for DoDAACs and RICs, and DAAS 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.

C2.5.4. CSPs/Monitors establishing or changing DoDAACs or RICs need to verify they set the correct COMMRIs for their DoDAACs/RICs 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 DAAS accounts (i.e., DIELOG, WEBREQ, WEBVLIPS, DAMES, DDN, MQ, etc.) must provide the CSPs the preferred account COMMRI to direct their logistics transactions status.

C2.5.5. To qualify for assignment of a RIC, the activity must have an assigned DoDAAC and be an integral and predetermined element of an established legacy logistics system and which activity requires the ability to route legacy (80 rp) transactions.

C2.5.6. RICs are maintained within the DoDAAD by CSPs and Monitors who serve as the focal point for receipt of all RIC additions, changes, and/or deletions. DAAS will monitor RIC code assignment for compliance with the above assignment rules. Interested parties may interrogate the DoDAAD for RICs through the eDAASINQ on the DAAS Website (CAC Required).

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 can be found on the DoDAAD PRC Page of the DEDSO Website.

C2.6.1. <u>DoDAAD Update Application</u>

C2.6.1.1. DAAS 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 DAAS.

C2.6.1.2. DAAS 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 DAAS. 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. <u>Army and Air Force Update Applications</u>. 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 DAAS in near real-time.

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

C2.7.1. <u>Web Services</u>. 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 DAAS Help Desk concerning DoD Data Services (DDATA) Web Services at daashelp@dla.mil.

C2.7.2. <u>Database Replication</u>. Database replication provides near, real-time access to a copy of the authoritative source. DAAS 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 DAAS Help Desk concerning DDATA Database Replication/Web Services.

C2.7.3. <u>Secure File Transfer Protocol</u>. DAAS 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 DAAS 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 on the DAAS Website.

C2.7.4. <u>DAASINQ</u>. 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 on the DAAS Website.

C2.7.5. <u>eDAASINQ</u>. 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 DAAS. Users must consider operational security in protecting and distributing query results. The procedures to access and use eDAASINQ are available on the DAAS Website.

C2.8. <u>DoDAAD DATA SECURITY</u>. The DoDAAD will be marked and handled by all users as Controlled Unclassified Information (CUI).

C2.8.1. The aggregated content of the DoDAAD (i.e., multiple DoDAACs and/or RICs and their respective data elements) is exempted from Public Release under the Freedom of Information Act (5 U.S.C. § 552(b)(3)) because it meets the requirements for exemption under 10 U.S.C. § 130e. Specifically, the DoDAAD database, as a single authoritative source for the Department of Defense (DoD) business enterprise architecture, qualifies as DoD critical infrastructure security information (CISI). CISI is categorized as CUI, and as defined by 10 U.S.C. § 130e, it includes:

> "…sensitive but unclassified information that, if disclosed, would reveal vulnerabilities in Department of Defense critical infrastructure that, if exploited, would likely result in the significant disruption, destruction, or damage of or to Department of Defense operations, property, or facilities, including information regarding the securing and safeguarding of explosives, hazardous chemicals, or pipelines, related to critical infrastructure or protected systems owned or operated by or on behalf of the Department of Defense, including vulnerability assessments prepared by or on behalf of the Department of Defense, explosives safety information (including storage and handling), and other site-specific information on or relating to installation security."

C2.8.2. The DoD Director of Administration and Management (DA&M) has issued a Determination that the DoDAAD meets this definition of CISI, because it is comprised of both DoDAACs and RICs in 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.

C2.8.3. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel procurement, and acquisition systems. 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 DoDAAC (six-position alphanumeric code).

C2.8.4. DoDAACs are used in a myriad of business systems spanning the entirety of the DoD's business enterprise architecture, including acquisition, procurement, contracting, requisitioning, shipping, billing, pay, maintenance, installations management, human resources, energy resources, and the accountability and requisition of ordnance, ammunition, and perishables in logistics systems across the DoD. DoDAACs are also used for business operations involving the accountability of property and facilities, as well as for hazardous material management. Access to the DoDAAD allows access to these DoDAACs. When coupled with access to other unclassified logistic systems, users are provided with multiple data points which, when combined, disclose location of materials and operational status and plans. The contents of the DoDAAD are sensitive for a number of reasons:

• DoDAACs are created to support sensitive operations and to facilitate the business process associated with them.

• DoDAACs for the following locations include names of employees and Service members as well as duty station addresses for:

   a. Department of Defense installations and ports that are outside the contiguous United States (OCONUS).
   b. Deployed units and activities performing real world contingency operations or exercises from both contiguous United States (CONUS) and OCONUS bases.
   c. Ships afloat.
   d. Ships still in CONUS ports but scheduled to go afloat.
   e. Ships still in OCONUS ports but scheduled to go afloat.
   f. Embassies.
   g. War Reserve Equipment sets pre-positioned OCONUS.

C2.8.5. In addition, a DoDAAC could be used in an unauthorized way whereby the internal controls of the Agency can be circumvented and appropriations obligated without the proper authority being involved in the process. A DoDAAC is very much like a credit card number which, in the wrong hands, can be used to spend money without the rightful "owner" of the code (i.e., the entity with authority to use the code) being aware that the Agency's appropriations are being spent. Individuals have been prosecuted who have used a DoDAAC to purchase items (i.e., televisions) for personal

gain. Therefore, effective management, control, and use of DoDAACs by all DoD Components is critical to ensure DoD fiscal responsibility.

C2.8.6. If the DoDAAD were released, it would reveal vulnerabilities in Department of Defense critical infrastructure that, if exploited, would likely result in the significant disruption, destruction, or damage of or to DoD operations, property, or facilities related to critical infrastructure or protected systems owned or operated by or on behalf of the DoD.

C.2.8.7. If an adversary of the United States Government had the DoDAAD, they could determine the issuance of orders; the movement of specially qualified personnel to units and the installation of special capabilities, as well as the conduct of activities in a way that will reveal intensification of preparations before initiating operations. From this information, the adversary could identify very sensitive DoD activities including clandestine locations of DoD activities, force structure, and even troop movement.

C3. CHAPTER 3.

MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY

C3.1. GENERAL

C3.1.1. Purpose. This chapter establishes information requirements for the Military Assistance Program Address Directory (MAPAD). This chapter prescribes the standards to establish, maintain, publish, and disseminate address data to requiring Military Service organizations, Federal agencies, foreign country representatives, freight forwarders, and commercial firms under DoD contracts who are engaged in supply and/or shipment of materiel applicable to the Security Assistance Program (SAP), including Foreign Military Sales (FMS) and Grant Aid programs.

C3.1.2. Assignment. The Military Assistance Program Address Code (MAPAC) is a six position code that uniquely identifies a program or activity. MAPACs are stored in the MAPAD database. Changes and additions to MAPAD are made by the Service International Logistics Control Office (ILCO) Central Service Points (CSPs).

C3.1.3. General Architecture. The MAPAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to MAPACs in near real-time. This is accomplished by using a database of codes and address data maintained and available twenty-four hours per day, seven days per week at DAAS.

C3.1.3.1. Functional Architecture. Defense Logistics Management Standards is the MAPAD System Administrator, and is responsible for ensuring that the MAPAD directory meets the requirements of authorized MAPAD users. DAAS is the MAPAD Central Control Point, and is responsible for meeting the requirements of the MAPAD System Administrator and for maintaining the hardware, software, and help desk resources to ensure MAPAD users' operational requirements are met. The ILCO CSPs are responsible for ensuring the accuracy and currency of the MAPAD data for their MAPACs. The ILCO CSPs can, if they choose, establish MAPAD Monitors, delegating portions of their responsibilities (defined in Section C3.3 ACCESS) for review and approval of MAPAD maintenance actions; however, the ILCO CSPs are ultimately responsible for the accuracy and currency of the data pertaining to their MAPACs.

C3.1.3.2. Technical Architecture

C3.1.3.2.1. MAPAD Data Maintenance. The ILCO CSPs or their designated ILCO CSP Monitors update the MAPAD via the MAPAD Web update application. This applies only to the directory entries for which the ILCO CSP is responsible and authorized to update. All ILCO CSPs shall use the DAAS MAPAD Web maintenance application to perform maintenance actions. The MAPAD Web maintenance application ensures that data validation is consistent, and that completed maintenance actions update a single authoritative source database at DAAS in near real-time. Access controls are built into the technical architecture to control who and what can be updated based on user identification (ID) and level of access. Access Levels are defined in Section C3.3 ACCESS.

C3.1.3.2.2. Database Structure. The MAPAD database structure easily supports the addition of new data types as requirements dictate.

C3.1.3.2.3. MAPAD Application System Access. The MAPAD authoritative source database is available 24 hours per day, 7 days per week. Application systems requiring access to MAPAD data to support their processing have three options.

C3.1.3.2.1.1. Database Replication. Database replication can be provided for the application, so that the application has near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DAAS, the replicated copy is constantly synchronized with the authoritative source database.

C3.1.3.2.1.2. Direct Connect Access. Direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application is always using the exact same data as that contained on the MAPAD authoritative source database. Components who desire near real-time access can establish a replication link to the MAPAD by contacting DAAS.

C3.1.3.2.1.3. Batch Processing. The least preferred, option is batch processing; however, DAAS shall continue to support batch transaction processing for the foreseeable future. The goal, however, is to encourage all users of the MAPAD to switch to real-time replication processing (if possible).

C3.1.4. Applicability and Scope. This is applicable to the Army, Navy, Air Force, Marine Corps, General Services Administration (GSA), Defense Logistics Agency (DLA), Missile Defense Agency and other activities that have agreed to participate in the system (hereinafter referred to as Components). Also, this directory applies to DAAS, to commercial organizations that enter into materiel and service contracts with DoD, and activities of other Federal Agencies that maintain logistics support agreements with the Department of Defense.

C3.2. <u>POLICY</u>. DoDI 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011 and DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 provide policies and governing procedures for this volume.

C3.3. <u>MAPAD ACCESS</u>

C3.3.1. <u>User Access</u>. There are multiple levels of access governed by the roles of the user. The MAPAD System Administrator (Defense Logistics Management Standards) shall set the policy governing access, and DAAS shall maintain the MAPAD System access controls. All update access is Public Key Infrastructure (PKI) controlled.

C3.3.2. <u>MAPAD System Access Requests</u>. DAAS provides a System Access Request (SAR) Web screen for potential users to request access. This screen requests information regarding the type of access required (drop down list), information about the requestor (fill in the blanks), need for access (drop down), and Component affiliation (drop down), and requests that they enter and verify their desired password (fill in blanks). Access also requires a signed letter of appointment as a CSP, which may be forwarded via email to DAAS and the MAPAD System Administrator. Upon approval, DAAS shall send an email back to the requestor notifying the requestor of the approval or denial. If access is granted, DAAS shall send two separate emails back to the requestor: one contains the user ID, and the other is for the password. The user ID and password are only used to register a common access card (CAC) for PKI control. Once the CAC is registered, all access shall be restricted to CAC/PKI access.

C3.3.3. <u>Database Profiles</u>. The application server provides a database profile of all users with access by access level and maintains statistics on the number of accesses and types of access (update, query, download) by user. The application server also maintains data on attempted unauthorized access.

C3.3.4. <u>Access Levels and Authorities.</u>

C3.3.4.1. <u>System Administration Level</u>. This highest level of access is provided only to the MAPAD System Administrator and DAAS. They shall have access to all data and shall be able to download any information in the data base. They shall also have access to all user profiles and usage data.

C3.3.4.2. <u>Component International Logistics Control Office Central Service Point Level</u>. This level of access is granted to the individual(s) designated in writing by each DoD Component as its ILCO CSP(s). The letter of designation shall be provided to DAAS, with a copy to the MAPAD System Administrator. The MAPAD contains a field called "Sponsored Service" indicator, which restricts who can update a particular MAPAC. If the Sponsored Service indicator is present, access is restricted to users in the same Component area as the Sponsored Service (e.g., the Army ILCO CSP shall not be able to update a MAPAC with the Sponsored Service indicator set to the Navy). ILCO CSPs set the Sponsored Service indicator. The ILCO CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the DoD Component for which they are responsible.

C3.3.4.3. <u>DoD Component Monitors</u>. Component level ILCO CSPs can delegate and or subdivide file maintenance responsibilities for their respective MAPACs. A maximum of 20 delegations or Monitors per ILCO CSP are allowed. Each ILCO CSP must identify to the MAPAD System Administrator and DAAS the individuals to whom sub delegations are being made and the MAPACs for which each is responsible in the MAPAD. The user ID shall be structured such that, when an ILCO CSP or their designated Monitor logs into the system, the system recognizes the ILCO CSP or Monitor, the MAPACs, and related information for which that ILCO CSP or Monitor has responsibility. The ILCO CSP or Monitor shall have the ability to access all information in the database and can update any information for the Component for which they have been assigned responsibility by their ILCO CSP. ILCO CSPs or Monitors shall not be able to update information on other Component MAPACs, or MAPACs assigned to another ILCO CSP or Monitor within their Component.

C3.3.4.4. <u>General Access Level</u>. This level provides user access to view any general information in the database via the Defense Automatic Addressing System Center Inquiry (DAASINQ) query program for a specific MAPAC. Additional MAPAD information and file download capability is available by SAR/PKI access via DAAS enhanced DAASINQ (eDAASINQ).

C3.4. <u>RESPONSIBILITIES</u>

C3.4.1. The DoD MAPAD System Administrator is responsible for chairing the MAPAD Process Review Committee (PRC) and administering the MAPAD system under the policy guidance of the Assistant Secretary of Defense, Logistics & Materiel Readiness (ASD(L&MR)) as outlined in Volume 1, Chapter 1 of DLM 4000.25, Defense Logistics Management Standards (DLMS) Manual".

C3.4.1.1 The DoD MAPAD System Administrator shall ensure that Continental U.S. (CONUS) addresses are authorized by the Defense Security Service (DSS) to receive/process materiel/documents classified SECRET/CONFIDENTIAL. The procedures are as follows:

C.3.4.1.1.1. The country representative shall submit a clearance request for any activity that has been selected to receive/process materiel/documents classified SECRET/CONFIDENTIAL for its FMS cases via electronic PDF to: MAPADHQ@DLA.MIL. U.S. Government facilities and foreign government property (e.g., embassies and missions) are exempt from actual security clearance inspection, but a request for MAPAD address input must be submitted.

C.3.4.1.1.2. The clearance request shall be in writing and shall include the full name and address of the selected activity. The letter shall be scanned as a PDF file and addressed to:

> Defense Logistics Management Standards, J627
> ATTN MAPAD Administrator, ROOM 1650
> 8725 John J Kingman Road

Fort Belvoir VA 22060-6217

C.3.4.1.1.3. The DoD MAPAD System Administrator shall submit the request to the Defense Security Service via email to OCC.Facilities@dss.mil with a copy to the ILCOs.

C.3.4.1.1.4. Contact information for Defense Security Service (DSS) is: OCC.Facilities@dss.mil

Defense Security Service, ISFO

Facility Clearance Division (IOP)

27130 Telegraph Road

Quantico, VA 22134-2253

571-305-6642

C.3.4.1.1.5. The DSS shall conduct a security clearance survey in accordance with the requirements set forth in DoDM 5200.01, "DoD Information Security Program," February 24, 2012, DoD 5200.2-R "Personnel Security Program," February 23, 1996 and DoD 5200.8-R, "Physical Security Program," May 27, 2009.

C.3.4.1.1.6. When DSS determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive and store materiel classified CONFIDENTIAL/SECRET, the country representative shall be notified directly by DSS of their findings with information copies to the DoD MAPAD System Administrator and the ILCOs. The correspondence directing publication of the addresses shall cite the letter from the DSS as authority.

C.3.4.1.1.7. When DSS determines that a freight forwarder (or other intended CONUS recipient) cannot be cleared or has been found incapable of safeguarding classified shipments; DSS shall notify the DoD MAPAD Administrator and all ILCOs via email. The requestor for clearance shall also receive a copy of the letter.

C.3.4.1.1.8. For a freight forwarder (or other intended recipient) to receive classified shipments for more than one country, a separate request must be submitted for each individual country. These requests shall be submitted and processed as outlined above.

C3.4.2. DAAS is responsible for program execution. Tasks include (but are not limited to):

C3.4.2.1. Hardware and software acquisition

C3.4.2.2. Technical design and database maintenance

C3.4.2.3. Testing and system interface connectivity

C3.4.2.4. Hardware and software maintenance and refresh

C3.4.3. Heads of participating DoD Components shall designate in writing a primary and an alternate ILCO CSP representative for the MAPAD. The letter of designation shall be provided to DAAS, with a copy to the MAPAD System Administrator.

C3.4.4. The DoD ILCO CSPs shall:

C3.4.4.1. Ensure continuous liaison with the DoD MAPAD System Administrator and other DoD Components.

C3.4.4.2. Assist country representatives in preparing letter requests for materiel and documents classified SECRET/CONFIDENTIAL by identifying their applicable MAPACs..

C3.4.4.3. The ILCO CSP shall enter the applicable MAPAC data via the MAPAD Web entry, except for data related to Type Address Code (TAC) A, B, C, or D which will be entered by DAAS.

C3.4.4.4. The ILCO CSPs are responsible for ensuring the accuracy and currency of the MAPAD data for their assigned MAPACs and for maintaining records to support the proper assignment, modification or deletion of each MAPAC. ILCO CSPs shall validate MAPAD addresses on a continual basis. Each Component shall establish internal MAPAD validation procedures. Requests for changes to the MAPAD may be received from the following sources in addition to country representatives:

C3.4.4.4.1. <u>Freight Forwarde</u>r. A Freight Forwarder may submit requests to the ILCO CSP for a change of address to the existing addresses for receipt of materiel/documentation, except TAC A, B, C, or D addresses, which must have prior approval by the DSS and the country representative.

C3.4.4.4.2. <u>U.S. Government Representatives Located in the Continental United States/Overseas</u>

C3.4.4.4.2.1. Authorized U.S. Government representatives located overseas may submit a request for addition, revision, and/or deletion of any MAPAD address, provided they indicate that the request has been coordinated with the country representative.

C3.4.4.4.2.2. Authorized U.S. Government representatives may process a request for addition, revision, and/or deletion for Air/Army Post Office/Fleet Post Office/Diplomatic Post Office (APO/FPO/DPO) addresses and addresses to receive classified freight shipments without stating that the request has been coordinated with the country representative.

C3.4.4.4.2.3. ILCO CSPs may process a request for addition, revision, and/or deletion of special project addresses, (e.g., assembly/consolidated shipment point addresses) without coordination with the customer country or authorized U.S. Government representative.

C3.4.4.4.2.4. ILCO CSPs may process requests for deletion of MAPACs after the following procedures have been used to close all their cases associated with the MAPAC:

C3.4.4.4.2.4.1. Query the country to validate the MAPAC. (Note: The query must be approved by the Services' senior country desk officer.)

C3.4.4.4.2.4.2. After three months, if there is no response from the country, send a second follow up to the country, advising that no response shall mean an automatic deletion from the MAPAD.

C3.4.4.5. Additions, revisions, and deletions to the master MAPAD for Grant Aid addresses shall be made only by the responsible ILCO CSP following a request from an authorized U.S. Government representative or the DoD Component.

C3.5. SYSTEM MAINTENANCE

C3.5.1. Revisions to the MAPAD result from a release or change to DoD instructions/directives, from policy changes, and by recommendation of the DoD Components.

C3.5.2. Recommended changes to the administration and support of the MAPAD are handled through the documented DLMS change process found in Volume 1 of this manual.

C3.6. USE OF MAPAC IN MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

C3.6.1. Activities that prepare FMS and Grant Aid requisitions must ensure that ship-to/mark-for addresses are published in the MAPAD before requisitions are entered into the supply system. Conversely, addresses should be deleted only after all logistics transactions have been completed, or a cross-reference address (in the TAC 9) has been provided. When shipping Activities are unable to select an address or when clarification and/or identification of specific ship-to/mark-for addresses is required, the appropriate freight forwarder/Component Security Assistance office shall provide assistance.

C3.6.2. Instructions for construction and use of MAPACs for FMS shipments are contained in Section C3.10.

C3.6.3. Instructions for construction and use of MAPACs for Grant Aid shipments are contained in Section C3.22.

C3.7. COMPOSITION OF CLEAR TEXT ADDRESSES

C3.7.1. General applications are as follows:

C3.7.1.1. Clear text addresses for each assigned MAPAC shall be constructed to ensure timely and efficient delivery of materiel and documentation in accordance with the negotiated delivery conditions of the sales agreement for all FMS MAPACs and Grant Aid agreements.

C3.7.1.2. Each ship-to address shall be limited to a maximum of five lines and 35 or fewer positions per line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in automated data processing (ADP) programs.

C3.7.1.3. Addresses cannot contain a tilde (~). Special characters such as ampersand (&) and parentheses are acceptable. Use of the tilde is restricted because it is used by DAAS as a delimiter in transactions.

C3.7.1.4. Abbreviations shall be used only when they are essential to movement of materiel/documents and can be recognized by the involved Services/Agencies, contractors, or foreign government representatives.

C3.7.1.5. Domestic mail addresses shall be constructed to include activity name, post office box number, street address, city, state, and ZIP + four code. When the address requires additional information (e.g., exceptions), special instructions shall be included in the introduction to the appropriate country address listing. However, other information (e.g., attention lines) may be included in any address line except the street address, city, state, or ZIP + four code line. Post Office box numbers shall not be accepted for ship to addresses without Special Instruction Indicators (SIIs).

C3.7.1.6. Use of APO/FPO/DPO addresses must be specifically authorized by DoD Letter of Offer and Acceptance. Additionally, their use requires the written approval of the addressee, stating that they shall accept full responsibility for receiving materiel/documentation. APO/FPO/DPO addresses shall be constructed to include activity name, office symbol or code, post office box number, APO/FPO/DPO number and Zip + four code. When the address requires additional information (e.g., exceptions), special instructions shall be included in the introduction to the appropriate country address listing. Other information (e.g., attention lines) may be included in any address except the APO/FPO/DPO line.

C3.7.1.7. International mail addresses are not to be used in shipping FMS or Grant Aid items unless specifically authorized by DoD Letter of Offer and Acceptance.

C3.7.1.8. The Department of State Pouch Service is no longer allowed to be used for the movement of materiel, including small parcels.

C3.7.1.9. For deletion of a MAPAC, all logistics transactions containing the deleted MAPAC must have been completed or instructions for processing logistics transactions still in the system must be provided to the ILCO CSP. Accordingly, one of the following must be accomplished:

C3.7.1.9.1. When addresses for another MAPAC are to be used for processing requisitions, the deleted clear text addresses shall be replaced with an address reference that reads "Deleted. Use MAPAC (insert appropriate code) addresses." This shall be a TAC 9 and shall remain in the MAPAD for five years. Also, the replacement MAPAC shall be entered in the cross reference field of the deleted MAPAC.

C3.7.1.9.2. When addresses of another MAPAC are not to be used for processing logistics transactions, special instructions indicator (SII) "S" shall be included in the directory and the clear text address field shall be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing.

C3.7.2. <u>Foreign Military Sales Address Composition</u>

C3.7.2.1. Domestic freight addresses shall be constructed to include the name and address of the freight forwarder/country representative, street address, city, state, and ZIP + four code. Other information, (e.g., attention lines) can be included on any address line other than the street address, or the city, state, and ZIP + four code lines. Addresses containing telephone numbers shall be constructed at a request from the freight forwarder/country representative for notification by the carrier prior to delivery, subject to additional charges. Therefore, all such entries should be closely coordinated with the country representative to determine whether prior notice and its subsequent charges are actually required.

C3.7.2.2. Mark-for addresses shall be constructed to provide for delivery to the ultimate consignee.

C3.7.2.3. When FMS shipments are to be delivered to an overseas port of debarkation or delivered to destination, the mark-for address shall be used with the Water Port of Debarkation (WPOD) or Aerial Port of Debarkation (APOD), as appropriate. If the port of debarkation is located in a country other than the customer country, the customer must obtain approval authority from the transiting country and confirm this authority prior to MAPAD entry. When the shipment is made to an APO/FPO/DPO address, the mark-for address should be placed on the parcel in such a way that it shall not be confused with the APO/FPO/DPO address. This will avoid the possibility of the parcel being inadvertently routed through international mail.

C3.7.2.4. Addresses for receipt/processing of classified mail or materiel must meet the requirement for classification of CONFIDENTIAL or SECRET as prescribed by DSS and discussed earlier.

C3.7.3. <u>Grant Aid Address</u>

C3.7.3.1. When a small parcel shipment is not acceptable to the authorized U.S. Government representative located overseas, as indicated by the absence of a TAC 1 address, materiel shall be shipped to the freight address (TAC 2).

C3.7.3.2. An international mail address may be used when an APO/FPO/DPO does not operate but must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C3.7.3.3. The clear text address column shall normally be blank for a TAC 2 address. The appropriate WPOD or APOD shall be used with the TAC M address for this MAPAC to consign materiel shipments. The TAC 2 clear text address field shall contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized. If commercial airlift is authorized, the name and location of the International Air Port is not shown in the TAC 1 or 2. The TAC 1 and 2 shall have an "S" in the SII and the air port information shall be listed in the special instruction. The APOD field shall contain the three-position air terminal identifier code for the airport to be used for delivery of materiel by U.S. Military aircraft. To determine the APOD for a specific location, refer to the Scott Airlift Control Center Website (from "XOG Quick Links" select "Channel Sequence Listing". The WPOD field shall contain the appropriate three-position water port designator code. Valid APOD and WPOD codes are contained in the table Management Distribution System.. See "AERIAL-PORT" and "WATER-PORT" reference tables under the Master Model Compliant Reference Data section.

C3.7.3.4. The TAC M address shall be constructed to ensure efficient delivery of materiel after reaching the WPOD or APOD.

C3.8. <u>MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED FILES</u>

C3.8.1. The automated MAPAD file enables automated and manually operated DoD Component Activities to be routinely informed of current changes to the master file. To ensure that the most current information is made available to those Activities having a recurring operational requirement for the address data, all DoD Components should take full advantage of this feature.

C3.8.2. DoD Components requiring the automated address file for processing of documentation under the DLMS or for expeditious dissemination of data to activities with manual operations shall request the file from DAAS. The preferred method to disseminate address data is through data replication. DoD Components requiring the automated address file for internal use should coordinate with DAAS to replicate the MAPAD database. In the near term, batch transmissions shall be supported (see paragraphs C3.26.7 through C3.26.10. for details).

C3.8.3. Transmission of batch transaction changes from DAAS to the designated DoD Component Activities shall be by electronic transmission using content indicator

IHAF. A separate transaction shall be made for each MAPAC and TAC that is to be added, revised, or deleted. The document identifier code shall identify the action to be taken on the assigned effective/deletion date. The transmission of batch transactions shall only be supported until replication can be established.

C3.9. FREIGHT FORWARDER/COMPONENT SECURITY ASSISTANCE OFFICE
Problems in transportation during delivery of FMS materiel to a freight forwarder should be referred to the shipper if the materiel is moving under a prepaid Commercial Bill of Lading or Government Bill of Lading or via a prepaid small parcel carrier. Problems with the carrier in transportation of materiel moving on a collect commercial bill of lading should be resolved between the carrier and freight forwarder. Problems in documentation (e.g., misdirected shipments) shall be referred to the shipper. If these problems cannot be resolved between the freight forwarder and shipper, contact the appropriate Component security assistance office in Table C3.T1.

Table C3.T1. DoD Component Security Assistance Offices

Component	Contact Data
Army	U. S. Army Security Assistance Command ATTN: AMSAC-PO-PA -CS 54 M Avenue, Suite 1 New Cumberland, PA 17070-5096 Telephone Commercial: (717) 770-6843, 7398 or 4832 Fax Commercial: (717) 770-7909 DSN 771
Navy	US Navy Inventory Control Point Philadelphia Philadelphia, PA 19111-5098 Telephone Commercial: (215) 697-5103, 1155, or 1340 DSN: 442
Marine Corps	Commandant of the Marine Corps Code LFT-1 Washington, DC 20380-0001 Telephone Commercial: (703) 695-7930 US Navy Inventory Control Point Philadelphia Philadelphia, PA 19111-5098 Telephone Commercial: (215) 697-5103, 1155, or 1340

Table C3.T1. <u>DoD Component Security Assistance Offices</u>

Component	Contact Data
Air Force	Air Force Security Assistance Cooperation Directorate (AFSAC-D) 555 ILS/LGIP 1940 Allbrook Road, Bldg 1, Door 19 Wright-Patterson AFB OH 45433-5006 Telephone: (937) 522-6564, 6565, 6570, or 6571 DSN: 672 6564, 6565, 6570, or 6571 Fax: (937) 656-1155/ DSN: 986-1155 E-mail: 555.ils.transportation@wpafb.af.mil
DLA Disposition Services	DLA Disposition Services ATTN: J421 Hart-Dole-Inouye Federal Center 74 Washington Ave Battle Creek, MI 49037 Telephone Commercial: (269) 961-5927, 5668 or 5142 Fax Commercial: (269) 961-4213 DSN 661
Missile Defense Agency	Missile Defense Agency ATTN: DIF Bldg. 5222 Redstone Arsenal, AL 35898 Telephone Commercial: (256) 313-9644 or 9427 DSN: 897-9644 or 9427

C3.10. <u>FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS</u>

C3.10.1. The FMS Program is defined as that portion of the Security Assistance Program (SA) under which the recipient provides reimbursement for defense articles and services. It is authorized by the Foreign Assistance Act of 1961, as amended and the Arms Export Control Act of 1976, as amended. All FMS shipments are a result of a negotiated agreement between the U.S. Government and the government of the purchasing country.

C3.10.2. FMS requisitions are designed to be processed in the same manner as DoD logistics transactions; however, there are some instances where they will differ (e.g., construction of Military Standard Requisitioning and Issues Procedures

(MILSTRIP)) requisition document numbers and the use of supplementary addresses. The following are general instructions used in shipping FMS materiel:

C3.10.2.1. There will be circumstances when deviations to the shipping instructions contained in the requisition are authorized. An example of a deviation is when a shipment, originally scheduled for delivery to a freight forwarder, is redirected into the Defense Travel System (DTS) for direct delivery to an overseas location.

C3.10.2.2. To use the MAPAD to find in-the-clear, ship-to and mark-for addresses, both the document number and the supplementary address shall be used. There are two very important factors to remember when constructing an MAPAC:

C3.10.2.2.1. The requisition numbers for FMS are not constructed the same way requisitions are constructed for the DoD Components.

C3.10.2.2.2. The first six positions of the document number cannot be considered to be the same as a MAPAC.

C3.10.2.3. Because Canada has no freight forwarders in the United States, the construction of their MAPACs is an exception to the rule. Refer to Section C3.13. for construction of Canadian MAPACs.

C3.10.2.4. FMS items shall be shipped by a carrier that can provide evidence of shipment (for Supply Discrepancy Report purposes, evidence of shipment constitutes "constructive proof of delivery in compliance with DSCA 5105.38-M, "Security Assistance Management Manual (SAMM)," paragraph C6.4.10.6.

C3.10.2.5. Regulations, such as the Defense Federal Acquisition Regulation Supplement (DFARS) Volume III, Appendix F, Material Inspection and Receiving Report for procurement documents and independent Service requirements, mandate that the elements listed below be provided on shipping documents for use by the freight forwarder. The freight forwarders use this information to obtain insurance, and identify the materiel for the export license. Every effort should be made to ensure that the following information is provided on shipping documents:

C3.10.2.5.1. Requisition Document Number.

C3.10.2.5.2. FMS Case Identifier Number.

C3.10.2.5.3. Unit Price/Total Price.

C3.10.2.5.4. Quantity.

C3.10.2.5.5. NSN/Part Number and Description.

C3.10.2.5.6. Project Code (if applicable).

C3.10.3. Prior to selecting the appropriate address, the shipper must consider shipment size, destination, classification, type of materiel, deliver term code, and priority.

C3.11. <u>MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES</u>

C3.11.1. <u>Data Elements Used To Construct MAPAD Codes For FMS</u>. Five data fields are required to construct a ship-to MAPAC and a mark-for MAPAC. These data elements are taken from the requisition document number and supplementary address. A MAPAC shall have six positions for the purpose of integrating the code into Component logistics systems. This is accomplished by zero filling the non-significant record positions (rp). The five data elements used to construct the FMS ship-to and mark-for MAPACs are listed below.

C3.11.1.1. <u>Requisition Document Number</u>

C3.11.1.1.1. The second and third position of the document number (MILSTRIP rp 31–32) shall contain the SA/FMS country/international organization codes assigned by the Defense Security Cooperation Agency. The authoritative source for these values is DSCA 5105.38-M, Chapter 4, Table C4.T2.

C3.11.1.1.2. The fourth position of the document number (MILSTRIP rp 33) shall contain the mark-for code. The alpha/numeric code indicates the final destination address of the materiel. When the country does not identify a valid mark-for code, a numeric zero shall be shown in MILSTRIP rp 33.

C3.11.1.2. <u>Supplementary Address</u>

C3.11.1.2.1. The first position of the supplementary address (MILSTRIP rp 45) shall contain the code designating the customer country's requisitioning Service. B=Army; P=Navy; D=Air Force; K=Marine Corps; T=other than Army, Navy, Air Force, or Marine Corps. The first position of the requisition number (MILSTRIP rp 30) usually contains these same Service codes. The difference is that rp 30 indicates the U.S. Military Service that manages or is responsible for the FMS case. In constructing MAPACs for the ship-to and mark-for address, only the customer country's Service Code (rp 45) shall be used. The U.S. Service Code (rp 30) shall be used to show the appropriate freight forwarder/Service assistance office if any problems arise. It is possible for rp's 30 and 45 to have different Service Codes (e.g., if the requisition number begins with BATL4V and the supplementary address is DA2KBM, the shipper would use the D (customer country's Air Force Code) from the supplementary address to construct the ship-to/mark-for MAPACs, but would contact the U.S. Army (B) for assistance, if required).

C3.11.1.2.2. The third position of the supplementary addresses (MILSTRIP rp 47) shall contain an alpha/numeric code to designate the customer country's freight forwarder or designated recipient of materiel.

C3.11.1.2.2.1. If code X appears in the third position of the supplementary address (MILSTRIP rp 47), the shipment is to be made through the DTS to a designated address with no freight forwarder involvement. This address can be identified by the use of rp 33 to construct the MAPAC. Shipments moving through Air Mobility Command (AMC), Surface Deployment and Distribution Command (SDDC), and Military Sealift Command (MSC) must have an in-the-clear address or mark-for code (e.g., if movement is via AMC/SDDC/MSC and there is a numeric zero in rp 33, the in-the-clear address or customer code shall be obtained prior to shipment). Contact your appropriate freight forwarder/Component Security Assistance Office for this information.

C3.11.1.2.2.2. If code W appears in the third position of the supplementary address (MILSTRIP rp 47), the shipment is to be made to an intermediate point (e.g., an item being shipped to a facility for calibration prior to final delivery to country) and the in-the-clear address shall be provided. If the in-the-clear address is not provided, the shipper must call the freight forwarder/Service Security Assistance Office for the in-the-clear address.

C3.12. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES

C3.12.1. The ship-to MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization (see country/activity code reference in DSCA 5105.38-M, Chapter 4, Table C4.T2); next, add two zeros (the non-significant record positions explained in C2.3.1 above) and then show rp 47 (the freight forwarder/designated representative code).

C3.12.2. The mark-for MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rp 31 and rp 32 (two-digit code to identify the country/international organization; rp 33 (the code identifying the final destination of the materiel); and then adding two zeros (the non-significant record positions).

C3.12.3. Figure C3.F1. is an example of how the ship-to and mark-for MAPACs are constructed and the importance of the placement of the zeros for the non-significant record positions. The MAPAC appears as a six-position code in the MAPAD. It is constructed from selected codes located in various data fields of the requisition. Specifically, requisition record positions 31, 32, 33, 45, 46, and 47 provide all the information necessary to construct a MAPAC when shipment is made through a freight forwarder. A MAPAC does not exist as a discrete entity without a defining TAC. The TAC further defines the clear-text address to be used. Figure C3.F1. is an illustration of two FMS MAPACs constructed from applicable entries in a requisition. This is necessary when a shipment is made through the FMS customer's freight forwarder. The freight forwarder's address is represented by the ship-to MAPAC and the final destination address is represented by the mark-for MAPAC. The numbers 30–50 in the figure indicate record positions in the MILSTRIP 80 rp transaction format. The row of

alphanumeric characters represents the applicable codes inserted in each record position by the originator of the requisition.

Figure C3.F1. <u>Example of Foreign MAPAC Ship-To/Mark-For</u>
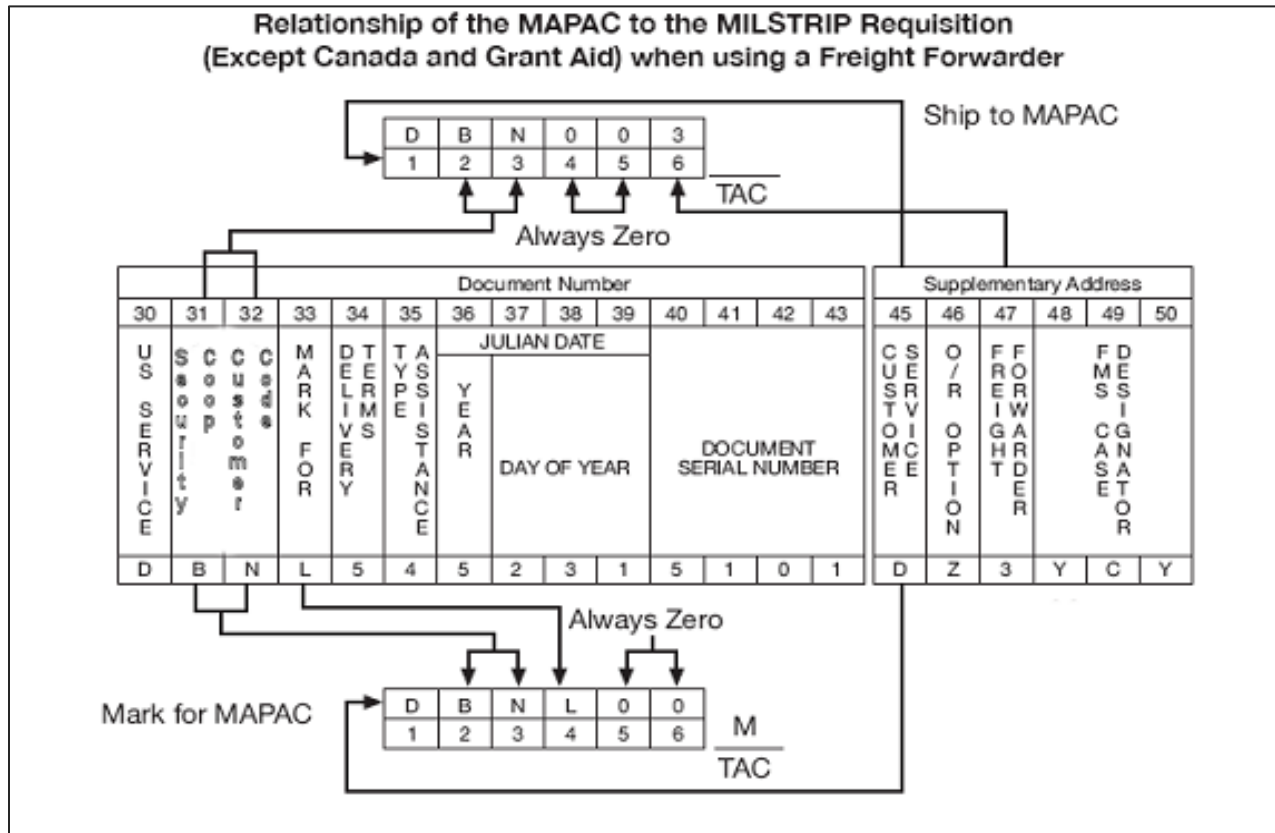
C3.12.4. Figure C3.F2. is a sample MAPAD address listing for Australia. Note that the clear text address is based on the use of specific TAC codes.

Figure C3.F2. Example of Country Address Page for Australia

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
BATL00	M	AUSTRALIAN ARMY 31 SUP BN BANDIANA ViC AUSTRALIAN				89039	
BATL00	1	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	2			VC1	RCM	88326	
BATL00	4	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	5	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	6	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL02	9	DELETE USE MAPAC BATL00 ADDRESSES	S				90021
BATL02	A		S			89109	
BATL02	B		S			89109	
BATL02	C		S			90101	
BATL02	D					90101	
BATL02	1	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306				88109	
BATL02	2	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306	A			88109	
BATL02	2	AUSTRALIAN MATERIAL 301 SWIFT AVENUE SOUTH SAN FRANCISCO CA 94808	A				
BATL02	3	OFFICE OF NAVAL ATTACHE EMBASSY OF AUSTRALIA 1601 MASSACHUSETTS AVE NW WASHINGTON DC 20036				88181	
BATL02	4	NAVAL SUPPLY SYSTEMS ROYAL AUSTRALIAN NAVY BUILDING MRUSSELL OFFICE CANBERRA ACT AUSTRALIA 2600				88101	
BATL03	9	DELETE USE MAPAC BAT002 ADDRESSES				89326	

C3.13. CONSTRUCTION OF CANADIAN MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR FOREIGN MILITARY SALES. Since Canada has no CONUS freight forwarders, their ship-to and mark-for addresses are the same; therefore, shipments are made directly to the in country destination point. Because of this, the Canadian requisition number and supplementary addresses are different to accommodate the unique construction of their MAPACs. To construct a Canadian MAPAC, use the Service code from the first position of the supplementary address (MILSTRIP rp 45; next the second and third position of the document number (MILSTRIP rp 31 and rp 32 (two-digit Security Cooperation (SC) Customer Code); next rp 33 (zero filled); and finally, rp 46 and rp 47 from the supplementary address. (Figure C3.F3.)

Figure C3.F3. Example of Foreign Military Sales MAPAC Construction for Canada Ship-To

	DOCUMENT NUMBER													SUPPLEMENTARY ADDRESS					
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
US SERVICE	SECURITY COOPERATION CUSTOMER CODE		CUSTOMER	DELIVERY TERM	TYPE ASSISTANCE	CALENDAR YEAR	JULIAN	DAY	DATE	DOCUMENT SERIAL NUMBER				COUSTOMER SERVICE	OFFER/ OPTION RELEASE	FREIGHT FORWARDER	FMS	CASE	DESIGNATOR
B	C	N	O											B	C	A	C	A	B

C3.14. TYPE OF ADDRESS CODES FOR FOREIGN MILITARY SALES

C3.14.1. The TACs used in this manual identifies the type of address to be used in the shipment/distribution of materiel/documentation. There are 13 TACs; however, not all of the TACs shall be used in the MAPAD at the same time, but may be used in combination. The ILCO CSP shall determine which combination of TACs is appropriate

C3.14.2. Table C3.T2. contains a brief description of nine of the 13 TACs. Section C3.21. contains the four remaining TACs to be used in shipping classified materiel.

C3.T2. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
M	A clear text mark-for address
1	This address shall receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with the DTR 4500.9-M, Defense Transportation Regulation Part III chapter 203 item B. TAC 5 is the same address as TAC 1 unless published differently.
2	This address shall be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD shall contain Special Instruction Indicator Code A which directs forwarding of the materiel/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.
3	For sending a Notice of Availability (NOA), if required. This address shall be used when the Option Code (Y or Z in record position 46 of the requisition) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA shall also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling shall be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped.
	For a classified shipment, send the NOA to the receiving country service representative. In response to the NOA, the country representative must specify, by name, the person shall receive and sign for the shipment at the TAC A, B, C, or D address. Should there be no reply to the NOA, the service security assistance office shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall be advised for Navy and Marine Corps sponsored shipments.
	If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the service focal point shall be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) shall contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder shall also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.

C3.T2. Type of Address Code Descriptions

TAC	SUMMARY EXPLANATION
4	This address shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall be used for electronic distribution of supply and shipping status transactions. A COMMRI is a 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DAAS, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.
5	This address shall be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-1a, "Issue Release/Receipt Document," DD Form 1348-2, "Issue Release/Receipt Document with Address Label," DD Form 250, "Material Inspection and Receiving Report"; or any forms used for release/receipt. The TAC 5 address shall only be published when it is different from the TAC 1 address.
6	For sending copies of the release/receipt documents and bills of lading on TAC 2 shipments; and shall only be published if different from TAC 2. Documentation (release/receipt) for automatic freight shipment shall be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-1a, Issue Release/Receipt Document, DD Form 1348-2, issue release/receipt document with address label; DD Form 250, material inspection and receiving report, or any forms used for release/receipt of shipments. The TAC 6 address shall only be published when it is different from the TAC 2 address.
7	This address shall be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address shall be established only when TAC's A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change the address as long as it remains within the freight forwarder's operation).
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC shall remain in the directory to provide a reference to another MAPAC which shall be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry shall remain in the MAPAD for a period of 5 years.

C3.15. SPECIAL INSTRUCTION INDICATORS FOR FOREIGN MILITARY SALES

C3.15.1. SIIs are coded in the SII column to indicate instructions to be used in shipping materiel or sending documentation to a particular address.

C3.15.2. Only the SII S shall be shown in clear text. This information is listed at the beginning of each country section. The clear text SIIs are a means by which customer countries place their unique requirements in the MAPAD (e.g., political considerations, circumstances peculiar only to one country; a country that has negotiated their own freight rates with a carrier). The shipper must adhere to these instructions. The appropriate freight forwarder Service Assistance Office must be contacted if problems arise in executing the specific SII.

C3.15.3. SII S requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4.

Figure C3.F4. Example of Special Instruction Indicators

MAPAC	TAC	SPECIAL INSTRUCTIONS

BAT001
BAT003
DAT00A
DAT00B
DAT00D
DAT00F
	1
	1
	1
	1
	1
	1
		a. For material sourced from CONUS, ship-to
		
		    Australian Government Cargo Office
		    485 Valley Drive
		    Brisbane CA 94005-1293

DEATH
DAT002
DAT003
DAT005
DAT007
DAT008
PAT002
PAT003
	1
	1
	1
	1
	1
	1
	1
	1
		b. For material sourced from Canada, ship-to
		
		    MSAS Cargo International
		    Montreal International Airport
		    Cargo Rd Building 1
		    Dorval Quebec Canada H4Y 1A9

BAT002 BAT003 DAT00A DAT00B DAT00C	2 2 2 2 2	a. Emery Worldwide deferred service is to receive first preference as the receiving carrier for all shipments (Issue Priorities 01 through 03). See subparagraph c., below.
DAT00D DAT00F DEATH DAT002 DAT003	2 2 2 2 2	b. Viking Freight Systems is to receive first preference as the Receiving carrier for all shipments originating in the state of California (Issue Priorities 04 through 15). See subparagraph c., below.
DAT005 DAT006 DAT007 DAT008 PAT002	2 2 2 2 2	c. Yellow Freight is to be given first preference as the receiving carrier for all shipments originating in all states other than California (Issue Priorities 04 through 15).

C3.16. <u>WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES</u>. These codes indicate the WPOD or APOD to which FMS shipments shall be sent under Delivery Term Code (DTCs) 6, 7, and 9. The shipments shall be moved through the DTS to the in country ports. In the case of DTCs 6 and 9, port personnel shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to destination. In the case of DTC 7, the U.S. Government is obligated to transport the materiel to the customer's in country mark-for address.

C3.17. <u>EFFECTIVE DATE AND DELETION DATE FOR FOREIGN MILITARY SALES</u>. This is a date when the MAPAC is effective and/or the date it is deleted. The deleted record shall remain in the file for 5 years after it is deleted to allow the pipeline to be flushed. Changes shall take effect when the current date matches the effective date.

C3.18. <u>OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES</u>

C3.18.1. The MILSTRIP data elements outlined above were those elements required to construct MAPACs. However, there are additional elements to be used in the movement of FMS materiel. The second position of the supplementary address (MILSTRIP rp 46), is called the offer/release option code and identifies whether or not an NOA is needed prior to shipment. See section C3.21. for instructions on shipping classified materiel.

C3.18.2. If the Offer/Release Option Code is an alpha A, the shipment shall be released automatically to the freight forwarder or designated recipient of the materiel. Offer/Release Option Code A is not absolute. Offer/Release Option Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.18.3. When the Offer/Release Option Code is an alpha Y, the shipment must not be released until an NOA is forwarded to the TAC 3 address. If a reply to the NOA is not received within 15 calendar days from the date of the notice, the shipment shall be released to the appropriate TAC 2 address with no further action by the shipper. Offer/Release Option Code Y is not absolute. Offer/Release Option Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.18.4. When the Offer/Release Code Option is an alpha Z an NOA shall be forwarded to the TAC 3 address, or country representative if the shipment is classified. However, the shipment must not be released until a response from the proper NOA addressee is received. ***If an NOA response is not received within 15 calendar days***

of the NOA date, the shipping activity will send a follow-up to the designated NOA recipient using the same TCN. The duplicate NOA will be annotated with the number 2 in the NOA Notice Number field to denote the second communication of the NOA and to indicate that release has been delayed due to non-response to the original NOA. Two copies of the annotated DD Form 1348-5 (Notice of Availability/ Shipment), together with the applicable DD Form(s) 1348-1A, DD Form(s) 250, or DD Form(s) 1149 will be held as a record of the non-response to the original NOA. If no response is received within 15 calendar days of the follow-up NOA, another follow-up will be sent with the number 3 in the NOA Notice Number field to indicate that release continues to be delayed due to non-response to the original and follow-up NOAs. File copies will be updated to reflect the non-response and submission of a second follow-up. Simultaneous with the second follow-up, the appropriate ILCO will be contacted (offline) for assistance and follow-up action to obtain the NOA response. Upon receipt of the offline contact from the shipping activity, the ILCO must intervene, on behalf of the shipping activity, to obtain a response to the NOA so the open shipment action can be closed. NOTE: This follow-up procedure does not apply to Delivery Term Code (DTC) 8 releases. DTC 8 releases involve materiel, usually Sensitive Arms, Ammunition and Explosives, which follow special export procedures that require more time to process than can be encompassed by the above follow-up procedure. Note that Option Release Code Z procedures must be followed if any unusual transportation factors apply. This includes oversize or overweight shipments, hazardous materiel shipments, classified shipments, sensitive shipments and ammunition, arms and explosives shipments, or any other factor that mandates coordinated release procedures (this does include Canada).

C3.18.5. When the Offer/Release Option Code is an alpha X the United States is responsible for transportation and no NOA is required.

C3.19. <u>DELIVERY TERM CODES FOR FOREIGN MILITARY SALES</u>. DTCs identify the Department of Defense and the purchasing country responsibility for transportation and handling costs. A link to DTCs is contained in paragraph C3.26.3.

C3.20. <u>PRIORITIES FOR FOREIGN MILITARY SALES</u>. FMS customer countries are assigned the same force/activity designator (F/AD) codes as the DoD Components. The requisition priority designator shall be based upon the assigned F/AD–refer to MILSTRIP. FMS materiel shall be transported in accordance with all the requirements and conditions of DoD 4140.1-R and DTR 4500.9-R).

C3.21. <u>FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS</u>

C3.21.1. FMS classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled under all conditions and requirements governing the movement of US. Government classified materiel, DoDM 5200.01, DoD 5200.2-R, and DoD 5200.8-R. The following additional conditions apply:

C3.21.1.1. All DTC 4, 5, 8, C, E and H shipments of classified materiel require the full Offer Release Option Code Z process before they can be released; For example, a proper response from the NOA addressee must be received from the proper NOA addressee before shipment release. The proper NOA addressee for shipments of classified materiel is the MAPAD listed country representative for the FMS Purchaser.

C3.21.1.2. Classified materiel requisitioned under DTCs 2, 3, 5, 6, 7, or 9 should be entered into the DTS for movement.

C3.21.1.3. There are many freight forwarders that have been identified by the DSS as authorized to receive classified materiel. These freight forwarders are identified by the TACs A, B, C, and D. If these TACs are not included in the freight forwarder's MAPAC, classified materiel shall not be released to that freight forwarder.

C3.21.1.4. Table C3.T3. shows a summary of the TACs to be used in moving classified materiel.

Table C3.T3. TACs For Classified Materiel

TAC	SUMMARY EXPLANATION
A	Materiel classified SECRET moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R, Part II, Chapter 205.
B	Materiel classified SECRET moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.
C	Materiel classified CONFIDENTIAL moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.
D	Materiel classified CONFIDENTIAL moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DTR 4500.9-R.

C3.21.1.5. The shipper must send the NOA to the country representative as indicated in the appropriate country introduction page. Shipments of classified materiel shall not be moved until the following conditions have been met:

C3.21.1.5.1. NOA response.

C3.21.1.5.2. Identification of a cleared facility.

C3.21.1.5.3. Identification of an authorized designated representative of that country.

C3.22. GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.22.1. The Grant Aid Program is defined as that portion of the SAP that provides defense articles and services to recipients on a non reimbursable or grant basis. Grant Aid is authorized by the Foreign Assistance Act of 1961, as amended.

C3.22.2. The following general instructions are to be used to ship Grant Aid items:

C3.22.2.1. Generally, there are no freight forwarders involved in Grant Aid shipments. DoD policy is to handle Grant Aid type shipments under DTC 9 procedures; however, DTC 7 procedures may apply depending on circumstances determined by the cognizant Combatant Commander.

C3.22.2.2. For Grant Aid shipments, data elements from the requisition document number and first position of the supplementary address shall be used for both the ship-to and mark-for MAPACs.

C3.23. DATA ELEMENTS TO CONSTRUCT MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID

C3.23.1. There are significant differences between constructing FMS and Grant Aid MAPACs. For Grant Aid there are only three data elements in the requisition that are required to construct the MAPAC. With Grant Aid requisitions, as with FMS, the MAPACs must contain six positions in order to be integrated into the DoD logistics systems.

C3.23.2. The data elements to be used to construct the ship-to/mark-for MAPACs are listed below:

C3.23.2.1. Requisition Document Number

C3.23.2.1.1. The second and third positions of the document number (MILSTRIP rp 31–rp 32) shall contain the SC Customer Code.

C3.23.2.1.2. The fourth position of the document number (MILSTRIP rp 34) shall contain the mark-for code.

C3.23.2.2. Supplementary Address. Unlike FMS, the Grant Aid first position of the supplementary address shall always contain alpha code Y (MILSTRIP rp 45). However, in locating the MAPACs in this directory, the Y code shall be converted to an X. The first position of the requisition document number (MILSTRIP rp 30), shall still show the appropriate code to indicate the DoD Component managing the case. These codes are: B=Army; D=Air Force; I=Missile Defense Agency; P=Navy; K=Marine Corps; T=other than Army, Navy, Air Force, Missile Defense Agency or Marine Corps.

C3.24. CONSTRUCTION OF MILITARY ASSISTANCE PROGRAM ADDRESS CODES FOR GRANT AID. The ship-to/mark-for MAPAC is constructed by taking the Y code first position of the supplementary address to an X; the second and third position of the requisition document number (MILSTRIP rp 31–32) (two digit SC Customer Code); and the third position of the requisition document number (MILSTRIP rp 33) (final destination address); and then adding two zeros (non significant record positions). Figure C3.F5. is an example of how the ship-to/mark-for MAPACs is constructed.

Figure C3.F5. Example of Grant Aid MAPAC from the Requisition.

DOCUMENT NUMBER													SUPPLEMENTARY ADDRESS					
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
					TYPE ASSISTANCE		DATE												
US SERVICE	SECURITY COOPERATION CUSTOMER CODE		CUSTOMER	DELIVERY TERM		YEAR	JULIAN	DAY	DATE	SERIAL NUMBER				MAP INDICATOR	PROGRAM YEAR	RECORD	CONTROL NUMBER		
B	K	S	T	0	1	8	1	9	2	1	2	3	4	Y	8	A	O	4	7

C3.25. TYPE ADDRESS CODES FOR GRANT AID. When making Grant Aid shipments, only five "type of address" codes shall be utilized as shown in Figure C3.F6.

Figure C3.F6. Grant Aid Type Address Codes.

TAC	SUMMARY EXPLANATION
M	Clear text mark-for address.
1	Small parcel carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with SAAM, DoD 5105.38-M.
2	Surface freight or air carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery.
3	Supply shipment status information.
9	Indicates a cross-reference MAPAC for deleted MAPAC.

C3.26. SPECIAL INSTRUCTION INDICATORS FOR GRANT AID

C3.26.1. SIIs are coded in the SII column to indicate that instructions to be used in shipping materiel or sending documentation to a particular country.

C3.26.2. Only the SII "S" shall be shown in clear text or narrative form. This information is listed at the beginning of each country section. The shipper must adhere to these instructions. The appropriate freight forwarder/Service Assistance Office shall be contacted if problems arise in executing the specific SII.

C3.27. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID. Grant Aid shipments shall move through the DTS to Grant using in country ports of discharge. DoD personnel at those ports shall notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to its destination.

C3.28. EFFECTIVE DATE AND DELETION DATE FOR GRANT AID. This is the date when the MAPAC is effective and/or the date it is to be deleted. MAPACs shall remain on the MAPAD for 5 years beyond the delete date.

C3.29. DELIVERY TERM CODES FOR GRANT AID. There are no DTCs that apply to Grant Aid shipments. The U.S. Government is responsible from point of origin to delivery of materiel to port of discharge overseas. RP 35 shall always contain a numeric zero.

C3.30. PRIORITIES FOR GRANT AID. Grant Aid shipments shall be transported in accordance with the requirements and conditions of time-definite delivery (TDD) and DTR 4500.9-R.

C3.31. GRANT AID CLASSIFIED SHIPMENTS. Grant Aid classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled in accordance with all conditions and requirements governing the movement of U.S. Government classified materiel in DoDM 5200.01. Upon arrival at the overseas port the appropriate government to government transfer procedures shall be implemented.

C3.32. CODES AND TRANSACTION FORMATS. The MAPAD contains unique transaction formats, unique code lists, and common data element shared with MILSTRIP. The following information is provided as supporting documentation to the MAPAD.

C3.32.1. <u>Special Instruction Indicators</u>. SII "S" requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4."

C3.32.2. <u>Type of Address Codes</u>. TACs designate the type of action being taken for a specific address (e.g., transmitting status, shipping information, Notice of Availability).

C3.32.3. <u>Delivery Term Codes</u>. DTCs designate DoD/purchasing country's responsibility for transportation and handling cost. The code designates the segments of the transportations pipeline for which the DoD is responsible during the transport of supply shipment units under FMS/Grant Aid programs.

C3.32.4. <u>Foreign Military Sales Military Standard Requisitioning and Issue Procedures Data Elements</u>. Appendix AP2.1 highlights MILSTRIP requisition document number and supplementary address data elements used to construct a valid MAPAC.

C3.32.5. <u>Address File</u>. Appendix AP2.6 Address File Identifier, identifies which MAPAD file shall be changed.

C3.32.6. <u>Type of Address Codes</u>. Appendix AP2.4, Type of Address Codes, identifies transactions to logistics system(s) and specific operation to which they apply. Appendix 3, also indicates the intended purpose and use of the transaction data (i.e., add, change or delete).

C3.32.7. <u>Add/Change Foreign Military Sales Military Assistance Program Address Code</u>. Appendix AP2.7 contains the transaction formats (MA1, MA2) for Adding and Changing FMS MAPACs.

C3.32.8. <u>Delete Foreign Military Sales Military Assistance Program Address Code</u>. Appendix AP2.8 contains the transaction format (MA3) for Deleting FMS MAPACs.

C3.32.9. <u>Add/Change Grant Aid Military Assistance Program Address Code</u>. Appendix AP2.9 contains the transaction formats (MA1, MA2) for Adding and Changing Grant Aid MAPACs.

C3.32.10. <u>Delete Grant Aid Military Assistance Program Address Code</u>. Appendix AP2.10 contains the transaction format (MA3) for Deleting Grant Aid MAPACs.

C3.32.11. <u>Security Assistance Program Service Designator</u>. The SAP Customer Service Designator is derived from the Service and Agency code list and is used in the first character of the MAPAC to classify the ownership of the MAPAC being defined. Note: The value for the SAP customer service designator also appears in the first position of the supplemental address field in the Security Assistance MILSTRIP requisition.

C4. CHAPTER 4

PIPELINE MEASUREMENT

C4.1. <u>GENERAL</u>

C4.1.1. <u>Purpose of Chapter</u>. This chapter identifies the roles, authorities, business rules, governance and configuration management process that comprise the Logistics Metrics Analysis Reporting System (LMARS), located at Defense Automatic Addressing System (DAAS). It establishes the information requirements for LMARS which tracks materiel as it moves through the logistics pipeline and reports the associated response times. Within the authority granted it in paragraph C4.3.1. the Pipeline Measurement Process Review Committee (PM PRC) is responsible for developing and maintaining LMARS to include the maintenance of this chapter.

C4.1.2. <u>Purpose of LMARS</u>. LMARS is a reporting tool for the collection of logistics business events to allow measurement of actual logistics pipeline performance. The information enables users and management to track trends, identify areas requiring improvement, and compare actual performance against pre-established goals. LMARS consists of:

C4.1.2.1. Set of definitions identifying the beginning and ending of each of the twelve measurable logistics pipeline segments.

C4.1.2.2. Set of business event/transactions used as the authoritative source for recording a business event beginning or ending point.

C4.1.2.3. Set of business rules, decision tables, and algorithms applied to the standard events/transactions to populate database pipeline segment performance data.

C4.1.2.4. Data that is available for download and analysis.

C4.1.2.5. Set of monthly reports that capture the performance for a month in the life of the logistics pipeline identified as Report Control Symbol DD-AT&L(AR)1419.

C4.2. <u>POLICY</u>. DoD policy states that: DoD materiel management shall operate as a high-performing and agile supply chain responsive to customer requirements during peacetime and war while balancing risk and total cost. The DoD supply chain shall provide best-value materiel and services in support of rapid power projection and operational sustainment of U.S. forces as required by the National Military Strategy. Potential disruptions within and outside the DoD supply chain shall be identified, monitored, and assessed in order to mitigate risk to supply chain operations. Life-cycle management controls shall be applied to guard against counterfeit materiel in DoD supply chain. Energy efficient products or services shall have preference in all procurements, except those products or services procured for combat or combat-related

missions.[1] DoDM 4140.01Volumes 4, 8, and 10 are the principal supply chain policy documents that lay the foundation for the following paragraphs

   C4.2.1. <u>Logistics Response Time (LRT)</u>. LRT is a supply chain metric that measures "the time between the date a requisition is established and the date the requisitioned materiel is received and posted by the requisitioner",[2] LRT measures that elapsed time in days. The Department of Defense has established LMARS as the single, authoritative, enterprise-wide source for performance reporting and analysis of LRT.

   C4.2.2. <u>Order Processing & Delivery Standards</u>. The DoD supply chain stakeholders and customers have order processing and delivery standards for the wholesale supply and distribution system. These standards apply to the delivery of materiel to requisitioning customers within the Department of Defense and are established and presented in two formats: Uniform Materiel Movement Issue Priority System (UMMIPS) Operational Need Goals (ONG) and time definite delivery (TDD) standards.

      C4.2.2.1. <u>UMMIPS Operational Need Goals (ONG).</u> The first format describes ONGs agreed upon between USTRANSCOM, Military Services, and Combatant Commands and translated by the ODASD(Logistics) to be used in accordance with the (UMMIPS). ONG is customer focused and seeks to meet customer delivery requirements based on the military importance of the customer and the urgency of the customer's need. Military importance is reflected in the Force/Activity Designator (F/AD) assigned to each unit. The unit's F/AD and urgency of need designators (UND) are combined and reflected in requisitions as Issue Priority Designators (IPDs). Customer should expect the use of IPD and required delivery dates to assign accurate methods of transportation for the delivery of the requisitioned materiel, while ONGs are used to measure the reliability of the DoD supply chain from the customer's viewpoint. This version of the standards is translated to address the warfighter's or customer's expectations. ONGs help assess how quickly shipments move depending upon the transportation priority that the Services assigned.

      C.4.2.2.2. Time Definite Delivery (TDD) Standards. The second format presents standards as coordinated by USTRANSCOM with distribution stakeholders from the service providers' perspective and approved by the Distribution Steering Group. These standards are coordinated between distribution providers, suppliers, and Combatant Commands and used to measure the performance of the distribution network in shipping materiel from storage sites to customer locations based on supplier location, transportation mode, and consignee location (country).

      C.4.2.2.3. <u>Complimentary Formats</u>. ONGs and TDD standards work together to measure the responsiveness and reliability of the distribution processes to deliver required materiel to the customer within a given period of time. By assessing actual performance against the TDD standards assigned to distribution providers, as well as

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[1] DoDI 4140.01 DoD Supply Chain Materiel Management Policy: March 6, 2019
[2] DoDM 4140.01 Volume 8 Materiel Data Management and Exchange, October 21, 2019

actual performance against the ONGs that the customers specify, DOD monitors the effectiveness of distribution and reliability of materiel in terms the distribution provider requires and customers understand.

C4.3. ROLES AND AUTHORITIES

C4.3.1. Pipeline Measurement Process Review Committee (PM PRC). The PRCs provide a joint forum for each of the Defense Logistics Management Standards (DLMS) functional areas (finance and supply to include, but not limited to, requisitioning and issue procedures, physical inventory, disposition services, and supply discrepancy reporting) responsible for the development, expansion, improvement, maintenance, and administration of the DLMS. The PM PRC reviews issues as requested by the ODASD(Logistics) relating to LRT and LMARS pipeline measurements of performance across currently measurable segments of the DoD supply chain. It reviews and resolves comments on approved DLMS changes, deviations and waivers, and provides recommendations for implementation or disapproval. Any unresolved action from the PRC will be referred to the appropriate Office of the Secretary of Defense (OSD) Principal Staff Assistant (PSA).[3] The PM PRC operates under the authority and within the framework documented below.

C4.3.2. Office of the Deputy Assistant Secretary of Defense for Logistics (ODASD(Logistics)). The ODASD(Logistics) will:

C4.3.2.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the Pipeline Measurement program, issuing policy, procedural guidance and instructions to develop, expand, improve, and maintain LMARS as developed and maintained in the PM PRC.

C4.3.2.2. Review and approve Pipeline Measurement program plans, priorities, schedules, and goals, and resolve policy and procedural issues where agreement cannot be obtained within the PM PRC.

C4.3.2.3. Champion efforts to identify funding sources to support and further the Pipeline Measurement program objectives.

C4.3.2.4. Ensure applicable coordination within OSD staff elements that are responsible for Pipeline Measurement performance measurement policy guidance or one-time instructional memoranda affecting functions assigned to this PRC.

C4.3.2.5. Support the implementation and use of standard data elements in accordance with policy guidance.

C4.3.2.6. Maintain contact with the PRC through the OSD Principal Staff Assistant (PSA) and the ODASD(Logistics) representative, and accept updates after each meeting or as appropriate.

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[3] Ibid.

C4.3.2.7. Ensure DoD senior leaders are advised of initiatives and plans as they are developed with respect to Pipeline Measurement performance data integrity and management.

C4.3.2.8. Monitor PRC activity to ensure compliance with policy, instructions, and standards.

C4.3.3. <u>Defense Enterprise Data Standards Office (DEDSO)</u>. DEDSO will appoint the chair of the PM PRC, who will:

C4.3.3.1. Develop PM PRC meeting agendas and convene meetings as required.

C4.3.3.2. Submit proposed recommendations for LMARS improvement to the committee members and the OSD PSA.

C4.3.3.3. Document the PM PRC program objectives and business rules in DLM 4000.25, "Defense Logistics Management Standards (DLMS)".

C4.3.3.4. In support of the Supply Chain Metrics Group, develop and document (maintain) program functional requirements for data collection, uniform business rules, computational algorithms, and management reporting and queries for DAAS to develop and execute the tool set for measuring LRT, and supporting the Components' calculation and reporting of CWT, and TDD actual performance.

C4.3.3.5. Coordinate LMARS training with DAAS.

C4.3.3.6. 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).

C4.3.3.7. When possible, announce the meeting and identify the agenda items 30 calendar days in advance of the meeting.

C4.3.3.8. Submit minutes of each PM PRC meeting within 14 calendar days of meeting completion to the PM PRC membership and the OSD PSA for review.

C4.3.3.9. Publish fully documented minutes of these proceedings to the ODASD(Logistics) and each participating DoD Component or external organization within 30 calendar days after the meeting.

C4.3.3.10. Maintain a current list of representatives to the PM PRC.

C4.3.3.11. Present issues to the PM PRC for review and resolution.

C4.3.3.12. Where PM PRC consensus cannot be obtained, document and present the issues to the OSD PSA for resolution.

C4.3.4. <u>Defense Automatic Addressing System (DAAS)</u>. DAAS will:

C4.3.4.1. Develop and maintain the databases, applications, training aids, and tools required to support LMARS.

C4.3.4.2. Attend all PM PRC meetings.

C4.3.4.3. Implement enhancements and modifications to LMARS documented via Approved DLMS Change (ADC) by DEDSO and approved by the PM PRC.

C4.3.4.4. Provide LMARS subject matter expertise to members of the PM PRC for dissemination to their respective Components.

C4.3.4.5. Provide LMARS measurement summaries using formats prescribed by policy.

C4.3.4.6. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.3.5. <u>DoD Components</u>. DoD Components will support the PM PRC by providing qualified, experienced representatives who will:

C4.3.5.1. Attend all Pipeline Measurement meetings.

C4.3.5.2. Submit agenda items to the Chair, PM PRC.

C4.3.5.3. Respond to tasking emanating from PM PRC meetings.

C4.3.5.4. Identify inter-DoD Component LRT requirements to the PM PRC for discussion and formulation of a solution.

C4.3.5.5. Develop and submit recommended DLMS change proposals to the PM PRC Chair for processing under DLMS configuration management procedures.

C4.3.5.6. Present the Component position and be authorized to negotiate and seek agreement with PM PRC members to achieve the objectives and standardization of LMARS. Provide Component responses to proposed DLMS changes within specified timeframes.

C4.3.5.7. Promote and support LMARS within the respective Components and serve as the Components' LMARS subject matter expert.

C4.3.5.8. Use metrics to assess the DoD Supply Chain pipeline performance and use as a basis for process improvements. .

C.4.3.5.9. Conduct analyses and take appropriate actions within the Component to improve pipeline performance.

C4.3.5.10. Review Monthly LMARS Outputs and Data

C4.3.5.10.1. Review monthly reports analyzing and researching unusual trends. Significant changes need to be researched using the drill down capability to determine the root cause of anomalies. Researchers should look for conditions such as one or more activities performing mass close outs of open aged records in a non-timely manner resulting in unusually long LRT. The Anomaly Code list and report is also a tool to aid in determination of suspect data and performance reporting.

C4.3.5.10.2. Component representatives to the PRC will identify data corrections required as a result of the above research and analyses to the PM PRC Chair and DAAS. When warranted, the PM PRC chair will ensure prior coordination with the ODASD(Logistics) PM PRC representative before performing data corrections. The data correction method will be determined by DAAS and coordinated with the PM PRC Chair.

C4.3.5.10.3. Table updates, business rule changes, and fill rule changes will be identified by the Components to the PM PRC Chair where changes have occurred in critical decision tables such as Routing Identifier Codes (RICs), DoD Activity Address Codes (DoDAACs), Combatant Commander (COCOM) designations, etc.

C4.3.5.11. Retain records of LRT for audit and oversight. After those business rules are satisfied, defer to the Component's applicable National Archives and Records Administration (NARA)-approved Component Records Disposition Schedule or NARAs General Records Schedule (GRS) in accordance with DoDI 5015.02, DoD Records Management Program as the authoritative source for disposition *authority.*[4]

C4.4 Reserved

C4.5. LMARS ARCHITECTURE

C.4.5.1 Functional Architecture

C4.5.1.1. Data in LMARS is based on the capture by DAAS of the business events at the individual transaction level for each individual customer order/document number. Excluded from this capture are transactions from Foreign Military Sales (FMS), extended required delivery dates (RDD)[5], initial outfitting and cancelled and rejected orders.

C4.5.1.2. LMARS reports and measures the pipeline segment(s) completed for a document number in that report month. The total document numbers that complete a segment and the time to complete each document are the key data LMARS captures and uses to calculate average segment time performance.

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[4] Refer to ADC 1151
[5] RDDs beginning with S or X

C4.5.1.3. LMARS is a point in time reporting system. When an item identified by a document number has shipped, the first four segments are reported in the monthly report corresponding to the month DAAS receives the shipment transaction. Later actions within the pipeline are reported in the month during which that segment is completed. With the exception of the ICP segment (ISPT), no segment is reported again for that document number in any succeeding months. A materiel release order (MRO) denial will cause the ISPT segment to be re-reported with additional time for the denial and new MRO processing added.

C4.5.1.3.1. With the exception of segments one through three (which are dependent on the date DAAS receives the shipment transaction), the first date that DAAS receives a transaction, defined as a segment ending event, determines when that segment's count and time is included in a month's report.

C4.5.1.3.2. The last in-document date is used to compute the segment time.

C4.5.1.3.3. Segments one through four are all reported in the month that the shipment transaction is received. Segments five through twelve and the total for segments one through twelve are reported in the month that the transaction for the segments end event is received by DAAS.

C.4.5.2 Technical Transaction Architecture. LMARS is based on information provided from Logistics On-Line Tracking System (LOTS). LOTS is a database that stores logistical data received from DAAS.

C4.6. LMARS CONTENT

C4.6.1. Inputs. The data sources LMARS uses to prepare the monthly reports are as follows:

C4.6.1.1. DAAS Routed DLMS/DLSS Transactions. DAAS uses the legacy(DLSS)/DLMS transactions it processes to measure the logistic response time for wholesale-managed items.

C4.6.1.2. DAAS Non-routed Transactions. There are two types of non-routed transactions.

C4.6.1.2.1. These are Component unique DICs (DLSS-like) 80 record position transactions used to report offline actions by the Services, DLA, and GSA. These transaction DLMS/DICs are B99, BE9, 867I/D7,and 511R/CHA/CH1/ CO_ /CQ.

C4.6.1.2.2. Integrated Data Environment (IDE) and Global Transportation Network (GTN) Convergence (IGC) User Defined Format (UDF) data feeds provide information to open and close the transportation pipeline segments.

C4.6.1.3. <u>DLA Special Prime Vendor Data Feeds</u>. Special data feeds are via SFTP for Fresh Fruits and Vegetables (FFV), Semi Perishables, Maintenance Repair Operations (MRO), and Prime Vendor Medical (PVM).

C4.6.1.4. For DLA orders from RIC SMS, LMARS utilizes the procurement instrument identifier (PIID) from the EDI 850 Purchase Order as the source to determine if a direct vendor delivery is planned or unplanned. DAAS converts the EDI 850 to a flat file to facilitate LMARS processing and sends the flat file to LMARS once a month. At the beginning of each month, LMARS sorts the new EDI 850-based flat files by document number/suffix (since there may be multiples) and determines the earliest transaction received for each. LMARS uses the earliest date received by DAAS to end Pipeline Segment 3 (ICP Processing Time) for each document number/suffix and start Segment 4 (Storage Activity Processing Time). Segment 4 is used for every transaction, and identifies the MRO sending time to the depot/vendor to the date the item was released to the carrier in shipment transaction. This identifies the time the depot or vendor took to do processing. The MROs for vendors are the transactions identified by status codes BV or AB, however, DLA only uses the EDI 850. DAAS will use the PIID from the EDI 850 flat file to determine the type of DVD. Those including the type of procurement instrument D (in the 9th position of the PIID) will identify planned deliveries and LMARS will construe all other values as unplanned.

C4.6.1.5. Other External Data Feeds used to support weekly and monthly LMARS processing are the DoD Activity Address Directory (DoDAAD) and the national item identification number (NIIN) file provided by the Logistics Information Service. Additionally the following data sources are used and require validation and update by the Components.

C4.6.1.5.1. <u>Guard or Reserve DoDAACs</u>. A table of DoDAACs identifying guard and reserve units provided to DAAS by the Marine Corps and Army.

C4.6.1.5.2. <u>Reparable/Non Reparable Indicator</u>. A table designating reparable items and non-reparable items provided by all Services

C4.6.2. <u>Segment Definitions</u>

C4.6.2.1. Logistics Pipeline Segment 1, "Requisition Submission Time" is the elapsed time from the date in the requisition number to the date that DAAS received the requisition.

C4.6.2.2. Logistics Pipeline Segment 2, "Internal Service Processing Time" is the elapsed time beginning when DAAS releases a requisition for internal service or non-Wholesale action and ending when the requisition is returned and released to a Wholesale ICP.

C4.6.2.3. Logistics Pipeline Segment 3, "Inventory Control Point Processing Time" measures the time from DAAS release of a requisition to an ICP, until DAAS receipt of an MRO transaction directing shipment.

C4.6.2.4. Logistics Pipeline Segment 4, "Storage Activity Processing Time" is measured from the date DAAS received the MRO to the date shipped/released in an AS/AR/AU/856S (Shipment Status) transaction.

C4.6.2.5. Logistics Pipeline Segment 5, "Storage Activity to Consolidation Containerization Point Processing Time" is measured from the date shipped/released (856S/AS/AR/AU) to the Consolidation and Containerization Point (CCP), to the date received (856A/TAV/TAW) by the CCP.

C4.6.2.6. Logistics Pipeline Segment 6, "Consolidation Containerization Point Processing Time" is measured from the CCP's date of receipt until the date of release (856A/TAV/TAW).

C4.6.2.7. Logistics Pipeline Segment 7, "CONUS In-Transit Time" is measured from the date shipped (856S/AS/AR/AU) by the shipper (may be contractor, storage depot, or CCP) and ends on the date received (527R/DRA/DRB) by a CONUS customer or port of embarkation (POE) for overseas movements.

C4.6.2.8. Logistics Pipeline Segment 8, "Port of Embarkation Processing" is measured from the date of POE receipt to the date of POE release.

C4.6.2.9. Logistics Pipeline Segment 9, "Port of Embarkation to Port of Debarkation In-Transit Time" is measured from POE date of release to port of debarkation (POD) date of receipt.

C4.6.2.10. Logistics Pipeline Segment 10, "Port of Debarkation Processing" is measured from the date of POD receipt to date of POD materiel release.

C4.6.2.11. Logistics Pipeline Segment 11, "In-Theater In-transit Time" is measured from the POD release date to the consignee receipt or "tailgate" date, for all OCONUS areas.

C4.6.2.12. Logistics Pipeline Segment 12, "Receipt Take-Up Time" is the time between consignee receipt or "tailgate" date and the record posting date in the MRA transactions 527R/DRA/DRB. ***A receipt or the image of receipt may also be used to calculate this segment when the MRA is not available.***

C4.6.2.13. Total Pipeline Time is measured from the date in the requisition number (start of segment 1) to the date the customer posts it to the property record (end of segment 12).

C4.6.3. Business Rules. The paragraphs in this section describe the key tables that the LMARS uses to determine the appropriate reporting of a requisition's life cycle events, DAAS procedures, and the output report-specific data population rules and display.

C4.6.3.1. <u>Key Tables</u>

C4.6.3.1.1. <u>LMARS Type of Fill Table</u>.

C4.6.3.1.1.1. LMARS uses this table to determine in which applicable report(s) each document number, completing a pipeline segment within the report month, is included. Paragraph C4.6.5 discusses each report in detail.

C4.6.3.1.1.2. Examination of the data in the transaction against the values in Columns "A" through "H" of the LMARS Type of Fill Table yields one of the Type of Fills below (which equate to Column "I"). The derived Type of Fill is inserted into the LMARS database date element "CORP-FILL-TYPE" for that transaction document number. The Type of Fill and their applicable Reports are identified below.

LMARS Records Type of Fill Tables
A = Immediate shipment from depot
B = Planned DVD Shipments
C = Backordered
D = Unplanned DVD Shipments
O = Other

LMARS Reports	**Applicable Type of Fill Table Codes**
Total	Type of Fill = A, B, C, D, O
Immediate	Type of Fill = A
Planned DVD	Type of Fill = B
Backorder	Type of Fill = C
Unplanned DVD	Type of Fill = D
Other	Type of Fill = O

C4.6.3.1.2. <u>Output Report Specific Tables</u>. The LMARS application makes use of additional tables to populate the data in the specific monthly output reports.

C4.6.3.1.3. <u>DLA Special Report Type of Fill Table</u>. LMARS provides a series of reports that are tailored for DLA management usage.

C4.6.4 <u>DAAS Procedures</u>

C4.6.4.1. <u>Daily Continuous Processing</u>. With the exception of special data feeds, transactions are received at DAAS continually, -then copied and parsed to the LOTS database.

C4.6.4.2. <u>Weekly Processing</u>. Every Friday at midnight DAAS performs the following processing procedure in preparation for the monthly processing:

C4.6.4.2.1. LOTS database is copied and integrated with the temporary LMARS Master file.

C4.6.4.2.2. A temporary LMARS Master file is created for that week's reporting.

C4.6.4.2.3. LMARS business rules are applied to the temporary LMARS Master file.

C4.6.4.2.4. An LMARS flat file is produced and put on a guest server for Secure File Transfer Protocol (SFTP).

C4.6.4.2.5. Flat files tailored to each Service/Agency are created.

C4.6.4.2.6. Output. Weekly activity file generated.

C4.6.4.3. Monthly Processing. On the first of each month the following processes are performed:

C4.6.4.3.1. LOTS database is copied.

C4.6.4.3.2. Special Feed data integrated with LMARS Master file.

C4.6.4.3.3. LMARS business rules applied to the new LMARS Master file.

C4.6.4.3.4. Test reports for the month are produced.

C4.6.4.3.5. Top 300 drilldown reports produced.

C4.6.4.3.6. Anomaly file produced.

C4.6.4.3.7. The test reports, anomaly file, and the Top 300 drill down reports are used to identify and correct any DAAS processing errors and to identify anomalies and unusual trends that the Services need to research and verify. The DAAS processing errors, if any, are corrected and the reports are rerun. The applicable LMARS Service Contact Points are provided Top 300 drill down reports when necessary and requested to determine whether the data is valid. The Services with anomalies and/or unusual trends have five days to respond. Based on their response and the PM PRC chair authorization, data identified as invalid are removed, the rationale is documented, and the LMARS reports are rerun and become final for that month.

C4.6.4.4. Retention requirements. The monthly LMARS reports are maintained in accordance with DoDI 5015.02, DoD Records Management Program. [6] DAAS must verify with the DLA Records Officer that retention requirements are incorporated into any APPLICABLE NARA GRS or NARA approved DLA Records Disposition Schedule.

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[6] Refer to ADC 1151

C4.6.4.5. <u>LMARS User Accounts</u>. The instructions for obtaining a user account are found on the DAAS Website. Click on "Request Login ID and Password" and follow the screens for completing the On-Line Systems Access Request. It is important to note that once a user has obtained access approval for LMARS, the user must keep the account active by logging into LMARS at least once every 30 days. If not, the account will be placed in REVOKED status, and another 15 days from that point the account will be deleted if the user has not logged in for 45 days.

C4.6.4.5.1. The Logistics Metrics Analysis Reporting System at DAAS maintains logistics pipeline information for all Wholesale items. LMARS is populated with information from the DLMS and legacy MILSTRIP and MILSTRAP transactions that flow through DAAS. LMARS reports response time within the 12 logistics pipeline segments: All reporting time frames are expressed in terms of days. Current standard reports are available via the Web on a monthly basis.

C4.6.4.5.2. <u>Data download capabilities</u>. DAAS can provide data downloads in a variety of forms. Monthly reports provide a link at the top that allows the user to directly download reports to a Microsoft Excel Spreadsheet. For other database transfers/downloads of LMARS data and/or tables the requester should contact the Service/Agency PM PRC point of contact, or if not known, DAAS. Database transfers/downloads of LMARS data for a specific Service or Agency, are performed by that Service or Agency.

C4.6.4.6. <u>Handling of Corrections</u>. The Components and DAAS review the initial runs of each month's reports prior to publication to identify any unusual trends. Data corrections required as a result of that research and analysis will be identified to the PM PRC Chair and DAAS. When warranted, the PM PRC chair will ensure prior coordination with the ODASD(Logistics) PM PRC representative before correcting data. DAAS will determine the data correction method in coordination with the PM PRC Chair and the Component that identified the problem.

C4.6.5. <u>Output Reports</u>. There are six types of Output Reports:

- Guard
- Reserve
- Wholesale ICP
- Contractor Wholesale ICP
- Wholesale ICP Reparable NSNs
- ICP GSA

Each of these reports follows a standard format and is reported by geographic area and priority. The reports are further defined by Component and type of fill.

C4.6.5.1. Major Report Categories. The user selects the desired Major Report Category from the main LMARS Web Page. The report categories are identified below:

C4.6.5.1.1. Guard Report. To be included in the Guard Report, the document number's Ship-To address or Consignee must be a Guard DoDAAC, as identified by the Components. Note that the transactions included in the Guard Report are not included in the Wholesale ICP Report. DAAS maintains an internal table supplied by the Components that identifies Guard unit DoDAACs.

C4.6.5.1.2. Reserve Report. To be included in the Reserve Report the transaction's Ship-To address or Consignee must be a Reserve DoDAAC as identified by the Components. Note that the transactions included in the Reserve Report are not included in the Wholesale ICP Report. DAAS maintains an internal table of reserve DoDAACs.

C4.6.5.1.3. Wholesale ICP Reparable NSNs Report. The Wholesale ICP Reparable NSNs Report includes a subset of the document numbers in the Wholesale ICP Report. To be included in the Wholesale ICP Reparable Report at least one Service must identify the NSN being ordered on a given transaction as a Reparable NSN.

C4.6.5.1.4. Contractor Wholesale ICP. To be included in the Contractor Wholesale ICP Report transaction's Ship-To or Consignee address must contain a Contractor DoDAAC. Note that the transactions included in the Contractor Wholesale ICP Report are not included in the Wholesale ICP. Contractor DoDAACs are in Table H.

C4.6.5.1.5. Wholesale ICP Reparable NSNs. The Wholesale ICP Reparable NSNs Report includes a subset of the document numbers in the Wholesale ICP. To be included in the Wholesale ICP Reparable Report, at least one Service must identify the NSN being ordered on a given transaction as a Reparable NSN.

C4.6.5.1.6. ICP GSA. Only GSA-filled transactions are included in the GSA Report. To be included in the GSA Report, the transactions eligible for LMARS reporting in a given month, with the exception of those for Guard, Reserve, or Contractor DoDAACs, must identify GSA as the ICP. The exception to this is any transaction with Guard, Reserve, or Contractor DoDAACs.

C4.6.5.2. Major Report Category Sections. Each Major Report Category is composed of tabs which are at the top or bottom of the report. The titles of the tabs and section headings are (1) "Composite", (2) "Army", (3) "Air Force", (4) "Navy", (5) "Marine Corps", (6) "Coast Guard", (7) "DLA" and (8) "Others".

C4.6.5.2.1 Type of fill Table Sub-Sections. Each Major Report Category tab is further sub-divided into six Type of Fill Table Sub-Sections: Total, Immediate Fill (identified as type of fill A in the type of fill table). Planned DVD (type of fill B). Backordered (type of fill C), Unplanned DVD (type of fill D), and Other (type of

fill O). Each Sub-Section has a total line. The LMARS Type of Fill Table discussed in paragraph C4.6.3.1 describes the Type of Fill Table composition, usage, mapping Type of Fill to the LMARS Type of Fill Report Sub-Sections, and Web link to the current LMARS Type of Fill Table. Each Service and Agency must ensure its servicing ICPs RICs are listed in the LMARS output specific Table D in order for LMARS to include their transactions in the monthly reporting. The Type of Fill Table Sub-Sections titles and descriptions are below:

C4.6.5.2.2. "TOTAL" Type of Fill Sub-Section. The "TOTAL" Type of Fill Sub-Section reflects Wholesale requisition pipeline activity of the cumulative document numbers of each of the Report Sections identified in paragraph C4.6.5.2.1. Reporting starts when DAAS receives a shipment transaction. In the event there is not a shipment transaction, the reporting will start with the receipt of the MRA receipt transaction. This Sub-section contains all Type of Fill = A, B, C, D, O.

C4.6.5.2.3. "IMMEDIATE" Type of Fill Sub-Section. The "IMMEDIATE" Type of Fill Sub-Section reflects Wholesale requisition pipeline activity of immediate issues for each of the Report Sections identified in paragraph C4.6.5.2.1 above. One of the following conditions must be met to qualify as an immediate issue: (1) The first or only Supply Status is BA. (2) The last Supply Status must be BA and received within five days of first status, and no Backorder Status ever received. Direct Vendor Deliveries, whether planned or unplanned, are not considered immediate issues. Reporting starts when DAAS receives a shipment transaction. In the event there is not a shipment transaction, the reporting will start with the receipt of the MRA receipt transaction. This Sub-section contains all the document numbers with Type of Fill = A.

C4.6.5.2.4. "PLANNED" Type of Fill Sub-Section. The "PLANNED" Type of Fill Sub-Section reflects Wholesale requisition pipeline activity of Planned Direct Vendor Delivery (DVD) issues for each of the Report Sections identified in paragraph C4.6.5.2.1 For a transaction to qualify as a Planned DVD it must meet the criteria specified in the LMARS type of file table. Reporting starts when DAAS receives a shipment transaction. In the event there is not a shipment transaction, the reporting will start with the receipt of the MRA receipt transaction. This Sub-section contains all the document numbers with Type of Fill= B. For DLA orders, LMARS utilizes the PIIN from the EDI 850 Purchase Order as the source to determine if a Direct Vendor Delivery is planned or unplanned.

C4.6.5.2.5. "BACKORDERED" Type of Fill Sub-Section. The "BACKORDERED" Type of Fill Sub-Section reflects Wholesale requisition pipeline activity of document numbers that were at some time backordered within each of the Report Sections identified in paragraph C4.6.5.2.1 . The following criteria must be met to qualify as a backorder: (1) DLMS 870S/AE received, prior to shipment, must have a BB, BC, or Service specified (Table A) backorder code. (2) Direct Vendor Delivery, whether planned or unplanned, was not received prior to shipment. To be included in the "BACKORDERED" Sub-section the transaction must meet the criteria for backordered materiel in the LMARS Type of Fill Table = C.

C4.6.5.2.6. "UNPLANNED" Type of Fill Sub-Section. The "UNPLANNED" Type of Fill Sub-Section reflects Wholesale requisition pipeline activity of unplanned direct vendor delivery (DVD) issues for each of the Report Sections identified in paragraph C4.6.5.2.1. Reporting starts when DAAS receives a shipment transaction. In the event there is not a shipment transaction, the reporting will start with the receipt of the MRA receipt transaction. This Sub-section contains all the transactions within the Major Report Category and Section that contain Type of Fill= D.

C4.6.5.2.7. "OTHER" Type of Fill Sub-Section. The "OTHER" Type of Fill Sub-Section reflects Wholesale requisition pipeline activity of transactions that did not meet the criteria for Immediate Issue, Backorder, Planned or Unplanned DVD for each of the Report Sections identified i paragraph C4.6.5.2.1. Reporting starts when DAAS receives a shipment transaction. In the event there is not a shipment transaction, the reporting will start with the receipt of the MRA receipt transaction. This Sub-section contains all the transactions within the Major Report Category and Section that contain Type of Fill=O.

C4.6.5.3. Delivery Area and Issue Processing Group Row Headings. These headings are repeated within each Major Report Category Section and its Sub-Sections. Column A of the spreadsheet output identifies the breakout within the Sub-Section for each of the five delivery areas (CONUS, OCONUS1, OCONUS2, OCONUS3, OCONUS4). Each Delivery Area is further broken out into the three Issue Processing Groups (IPGs). The IPG headings are IPG 1, IPG 2, and IPG 3, and the TOTAL/AVERAGE line applicable to each pipeline segment and a grand "TOTAL" line appear at the bottom.

C4.6.5.3.1. Delivery Area Row Headings. The five delivery areas utilized for LMARS are the COCOMS. The headings are CONUS, OCONUS1, OCONUS2, OCONUS3, and OCONUS4. The authoritative source for COCOM locations is USTRANSCOM. USTRANSCOM will update the DoDAAD, and the DoDAAD feeds data into LMARS. LMARS will utilize the DoDAAD updates with the exception of Navy Mobile Units. In order for LMARS to calculate LRT accurately for Navy Mobile Units afloat, the Navy will provide to DAAS an updated NAVY AFLOAT FILE via Secure File Transfer Protocol (SFTP) at the end of the third week of each month. LMARS will access this file from DAAS for reporting LRT.

The LMARS Delivery Areas are consistent with the USTRANSCOM Time Definite Delivery (TDD) areas,

LMARS Area	TDD Areas
CONUS	USNORTHCOM
OCONUS1	USEUCOM/USAFRICOM
OCONUS2	USCENTCOM
OCONUS3	USINDOPACOM
OCONUS4	USSOUTHCOM/USNORTHCOM

LMARS makes no distinctions between Airlift and Sealift delivery areas.

C4.6.5.3.2. Issue Processing Group Row Labels. Each Delivery area is further broken out into the three Issue Processing Groups (IPG 1, IPG 2, and IPG 3) and the Total/Average line applicable to each pipeline segment within and a grand "TOTAL" line appear at the bottom. Standard Uniform Materiel Movement and Issue Priority System (UMMIPS) Priority Designator and IPG groupings apply. The IPG is determined by the priority designator in the document. The priority designator of the document can be modified up until the item is shipped; after that point, it will never change for that document. IPGs are groupings of Issue Priority Designators (IPDs) as shown below:

- IPDs 01, 02, and 03 form IPG I

- IPDs 04, 05, 06, 07, and 08 form IPG II

- IPDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

C4.6.5.4. Column/Pipeline Segment Heading and Data Descriptions. The following paragraphs define the pipeline segment headings and data content that appears under each heading for a particular row heading. Where applicable, DLMS /DLSS (e.g., 940R/A5_), 856S/AS_ and 527/DRA/DRB, or receipt image are indicated to denote which transactions are used to measure the beginning and ending of the pipeline segments. Note that in all cases data values displayed in blue are active. If the reviewer places the curser over the data value and clicks the value, the document numbers and their associated data will be presented.

C4.6.5.4.1. Spreadsheet Report Columns B and C

- Logistics Pipeline Segment 1 – "Requisition Submission Time" (See C4.6.2.1.)

- Report Spreadsheet Heading 1 – "REQN SUBMIT"

- LMARS database name "RST – NODE".

Columns B and C reflect the month's data reported for Segment 1, Requisition Submission Time. Spreadsheet column B shows the number of Wholesale requisitions

submitted for each area's Processing Group. Service unique processing rules have identified additional transactions (Table B) included in this column. Requisitions for National Guards, Reserve Units, and Contractors are excluded from these reports. Requisitions for Foreign Military Sales (FMS), Initial Outfitting (Table C), or with RDDs beginning with "S" or "X" are excluded from all LMARS reports. Column C reflects this segment's time, calculated by subtracting the document date from the DAAS receipt date. RST for images of requisitions submitted to DAAS (511R/CH1, 527R/CHA BE9, and 867I/D7_ is limited to 30 days or less. The spreadsheet column C shows the average requisition submission time for each Processing Group. At the bottom of each area is the total number and weighted average of requisitions DAAS received. The last row in the report provides the TOTAL requisitions and weighted time in columns B and C for this segment. Transactions that failed DAAS edits are not included until or unless they are resubmitted.

C4.6.5.4.2. Spreadsheet Report Columns D & E

- Logistics Pipeline Segment 2, "Internal Service Processing Time" (See C4.6.2.2.)

- Report Spreadsheet Heading 2 – "SERVICE PROCESS"

- LMARS database name "SPT – NODE".

An example of Internal Service Processing is the processing by Naval Supply Systems Command (NAVSUP) Fleet Logistics Centers (FLCs). This segment time begins when DAAS releases a requisition for internal Service (non-Wholesale (to a RIC other than that on Table D)) action and ends when it is returned and released to a Wholesale ICP (Table D). The number of requisitions and average times are shown for each area's Processing Group. Total requisitions DAAS released and their weighted average are shown at the bottom of each area and on the last data line of the report. DAAS processing time is not shown but is reflected in the Total Order-Receipt computations.

C4.6.5.4.3. Spreadsheet Report Columns F and G

- Logistics Pipeline Segment 3, "Inventory Control Point (ICP) Processing Time" (See C4.6.2.3.)

- Report Spreadsheet Heading 3 – "ICP PROCESS"

- LMARS database name "ISPT – NODE".

This segment measures the time from DAAS' release of a requisition to a Wholesale ICP, until DAAS' receipt of an issue transaction. Issue transactions can be an MRO, 940R/A5_ transaction, a Table E listed equivalent, an 870S/AB_ (Direct Delivery Notice) transaction, or an 870S/AE_ (Supply Status) transaction with BV status, indicating direct vendor delivery. There may be multiple ICP actions taken on a requisition, but passing, referral, backorder, or delayed actions are not used to close this segment. Supply

status of BQ, BR, B4, C_, D1-D8, except D7, DB, DN, DQ, DR, or specified intra-service codes (Table F), indicating rejection or cancellation will drop a requisition from being reported unless shipment and/or receipt is indicated. The number of "issues" transactions is shown in column F and average times are in column G.

C4.6.5.4.4. Spreadsheet Report Columns H and I

• Logistics Pipeline Segment 4, "Storage Activity Processing Time" (See C4.6.2.4.)

• Report Spreadsheet Heading 4 – "STORAGE ACTIVITY"

• LMARS database name "SAPT – NODE".

The time is measured from when DAAS receives the defined MRO to the date shipped/released in DLMS/DIC 856S/AS_ /856S/945A/AU_ (Shipment Status) transaction. When Shipment Status is not available, the date in a materiel release confirmation (MRC) DLMS/DIC 940R/945A/AR_ transaction is used to close the segment. In the case of DVDs, time is measured from DAAS' receipt of a DLMS/DIC 870S/AB_ transaction, or a DLMS/DIC 870S/AE_ transaction with BV status, to the date shipped/released in a DLMS/DIC 856S/AS_ ,856S/945A/AU_ or DLMS/DIC 940R/945A/AR_ transaction. The number of shipments and average processing times are shown in Columns H and I.

C4.6.5.4.5. Spreadsheet Report Columns J and K

• Logistics Pipeline Segment 5, "Storage Activity to Consolidation Containerization Point (CCP) Processing Time" (See C4.6.2.5.)

• Report Spreadsheet Heading 5 – "STORAGE TO CCP"

• LMARS database name "DCPT – NODE".

The time is measured from the date shipped/released by the storage activity to the CCP's receipt date reported in the TAV, TAW, or the IGC provided transaction. DLMS transactions from commercial carriers may also be used in this segment. The count of the number of shipments to a CCP and average processing times are displayed in columns J and K respectively. **NOTE**: When both the source of materiel and the Customer delivery point are in the CONUS, these columns will be blank, since CONUS shipments do not move through CCPs, POEs, or PODs.

C4.6.5.4.6. Spreadsheet Report Columns L and M

• Logistics Pipeline Segment 6, "CCP Processing Time" (See C4.6.2.6.)

• Report Spreadsheet Heading 6 – "CCP ACTIVITY"

• LMARS database name "CPT – NODE"

For OCONUS, and only when a CCP is used, time is measured from the CCP's receipt and release dates in the TAV, TAW, or a GTN provided transaction. The count of the number of shipments processed by a CCP and average processing times are shown in columns L and M respectively. **NOTE:** When both the source of materiel and the Customer delivery point are in the CONUS, these columns will be blank, since CONUS shipments do not move through CCPs, POEs, or PODs.

C4.6.5.4.7. Spreadsheet Report Columns N and O

- Logistics Pipeline Segment 7, "CONUS In-Transit Time" (See C4.6.2.7.)

- Report Spreadsheet Heading 7 - "CONUS IN-TRANSIT"

- LMARS database name "CIT – NODE"

There are two differing movement possibilities for this segment; however, they are mutually exclusive at the document level. The start and stop times will depend upon whether a CCP is in the pipeline for the document number. The following are the two mutually exclusive methods for the computation of time for a specific document number.

- Segment 7A – For OCONUS shipments moving through a CCP, time is measured from the CCP's release to the POE's receipt. Dates/times for calculating this segment come from the TAV/TAW or IGC-provided transaction. Average times and the number of shipments from a CCP are shown.

- Segment 7B – For CONUS shipments, it's the time from the storage or vendor date shipped/released, in the AS_/AU_ or AR_ transaction, to the consignee's receipt or "tailgate" date. Unless transactions with "tailgate" dates are provided, this segment will not be populated. (NOTE: A 527R/DRA/DRB may have two date fields; one for a record posting date, used in Segment 12, and one for a "tailgate" date. Each Service/Agency is to identify any transactions and/or record positions used for "tailgate" dates.) For OCONUS shipments, when a CCP is not used, time is measured from the shipped/released date to the POE's receipt date in a GTN provided transaction. DLMS transactions from commercial carriers may be used in this segment (for CONUS and OCONUS). The times and the number of shipments to a CONUS consignee or POE are shown.

C4.6.5.4.8. Spreadsheet Report Columns P and Q

- Logistics Pipeline Segment 8, "POE Processing"(See C4.5.2.8.)

- Report Spreadsheet Heading 8 – "POE ACTIVITY"

- LMARS database name "POET – NODE"

POE receipt and release dates, provided by GTN or other In-Transit data transactions, are used to calculate OCONUS times. The average times and number of shipments processed by a POE will be shown. NOTE: When both the source of materiel and the

Customer delivery point are in the CONUS, these columns will be blank, since CONUS shipments do not move through CCPs, POEs, or PODs.

C4.6.5.4.9. Spreadsheet Report Columns R and S

- Logistics Pipeline Segment 9, "Port of Embarkation to Port of Debarkation In-Transit Time" (See C4.6.2.9.)

  - Report Spreadsheet Heading 9 – "POE to Port of Debarkation (POD)"

  - LMARS database name "ITTT – NODE"

Measurement is from POE release to POD receipt. IGC provides the transactions needed to calculate this segment's times. DLMS or other In-Transit data transactions, if available, may also be used. Times and numbers for these columns are shown similar to the previous segments. NOTE: When both the source of materiel and the Customer delivery point are in the CONUS, these columns will be blank, since CONUS shipments do not move through CCPs, POEs, or PODs.

C4.6.5.4.10. Spreadsheet Report Columns T and U

- Logistics Pipeline Segment 10, "POD Processing" (See C4.6.2.10.)

- Report Spreadsheet Heading 10 – "POD Activity"

- LMARS database name "PODT – NODE"

IGC provides transactions with the POD receipt and release dates/times needed to calculate the OCONUS entries shown for this segment. **NOTE:** When both the source of materiel and the Customer delivery point are in the CONUS, these columns will be blank, since CONUS shipments do not move through CCPs, POEs, or PODs.

C4.6.5.4.11. Spreadsheet Report Columns V and W

- Logistics Pipeline Segment 11, "In-Theater In-transit Time" (See C4.6.2.11.)

- Report Spreadsheet Heading 11 – "IN-THTR IN-TRANS"

- LMARS database name "ITIT – NODE"

Measurement is from the POD release date to the consignee receipt or "tailgate" date, for all OCONUS areas. Unless transactions with "tailgate" dates are identified, this segment will not be populated. (NOTE: Transactions 527R/DRA/DRB), may have two date fields; one for a record posting date, used in Segment 12, and one for a "tailgate" date. Each Service/Agency is to identify any transactions and/or record positions used for "tailgate" dates.) DLMS transactions that measure commercial express service time from storage or vendor to consignee receipt will be included in this segment. Average times and the number of In-Theater shipments are shown. **NOTE:** When both the

source of materiel and the Customer delivery point are in the CONUS, these columns will be blank, since CONUS shipments do not move through CCPs, POEs, or PODs.

C4.6.5.4.12. Spreadsheet Report Columns X and Y

- Logistics Pipeline Segment 12, "Receipt Take-Up Time" (See C4.6.2.12.)

- Spreadsheet Report Heading 12 – "RCPT TAKE UP"

- LMARS database name "RTT – NODE"

For CONUS and OCONUS (see NOTE in Segments 7B and 11), it is the time between consignee receipt or "tailgate" date and the record posting date in the 527R/DRA/DRB,. Quantity and discrepancy Code fields in the 527R/DRA/DRB are not checked to verify total receipt. IGC or DLMS transactions, if applicable, may be used. If only a record posting date is available, this segment will not be populated. Times and number of receipted shipments are shown.

C4.6.5.4.13. Spreadsheet Report Columns Z and AA

- Logistics Pipeline Segment 13, "Total Order-Receipt Time"

- Spreadsheet Report Heading "TOTAL ORDER RECEIPT"

- LMARS database name "TPT – NODE"

This is the time between the requisition date and the receipt record posting date. These columns are only populated when the order to receipt cycle has been completed. A defined requisition (or a defined MRO) and a materiel receipt acknowledgment are the minimum transactions needed before a cycle's time is reported. To calculate the average time for each area's IPG, the aggregate time of the completed cycles is divided by the number of completions. At the bottom of each area is the number and weighted average of document numbers that were completed during the reporting month. Included in these two columns are numbers and averages for DLA's Prime Medical Vendor (PMV), Maintenance Repair Operations (MRO), and Perishable and Semi-Perishable orders. See Table G for their computation logic.

C4.6.5.4.14. Spreadsheet Report Columns Z and AA. The last two columns also show Total Order-Receipt, but with the document numbers with the highest five percent in terms of longest times in each area's IPG eliminated. The objective of these columns is to present counts and average times with the extremes removed. Note: These columnar calculations are not performed for the GUARD, RESERVE, and CONTRACTOR Major Reports.

APPENDIX 1
RESERVED

APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Identifies transactions to logistics system(s) and specific operation to which they apply. Also indicates the intended purpose and use of the transaction data.

Code	Document Title	Explanation
MA1	Addition to MAPAF	Signifies the data to be added to the address file for FMS and MAP Grant Aid.
MA2	Revision to MAPAF	Signifies changes to current information on the address file for FMS and MAP Grant Aid.
MA3	Deletion from MAPAF	Signifies the MAPAC to be deleted from the address file for FMS and MAP Grant Aid.

APPENDIX 2.2

SERVICE CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Signifies the first position of the MAPAC and identifies the customer Service.

Code	Definition
B	Army.
P	Navy.
D	Air Force.
K	Marine Corps.
T	Other than Army, Navy, Air Force, or Marine Corps.

APPENDIX 2.3

SPECIAL INSTRUCTION INDICATORS (SIIs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies special instructions to be followed for materiel/documentation shipments in sections B and C MAPACs.

SII Code	DEFINITION
A	Materiel/documentation, as indicated by the TAC, will be forwarded to the address nearest the shipping activity. If additional instructions are provided, SII Code "S" applies.
B-C	Reserved.
D	Forward documentation be electronic transmission.
E	Shipments over 10,000 lbs. process with Option Code Z. Shipments less than 10,000 lbs. will be released to the TAC 2 address without processing an NOA. (Note: Special Instruction Code E will not be published for use with a specific address without approval by the appropriate Service/Agency.)
F-R	Reserved.
S	Special instructions involve use of clear text statement or multiple instructions. Such as, preferred carrier, multiple "ship-to" addresses for materiels, or supporting documentation. Also ship to the nearest address (geographically) closest to the shipping activity. Refer to country introduction for the specific requirement(s).
T-Z	Reserved.

APPENDIX 2.4
TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates the type of action being taken, e.g., transmitting status, shipping information, transmitting NOAs, or other documentation.

TAC	Explanation
A	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC A addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)
B	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial (collect) bill of lading (CCBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the same address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: TAC B addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)
C	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC C addresses listed in this directory are cleared to receive/process classified through CONFIDENTIAL.)
D	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial bill of lading (CBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: All TAC D addresses listed in this directory are cleared to receive/process shipments classified through CONFIDENTIAL.)
E-L	Reserved.
M	This address will be used as a mark-for on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent small package carrier problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphanumeric code to designate an in-country destination. This code will be the same as the code in RP 33 for the MILSTRIP requisition.
N-Z	Reserved.

1	This address will receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DTR 4500.9-M, Defense Transportation Regulation Part III chapter 203 item B. Packages moving through the State Department pouch room will not exceed 40 pounds, 26 inches length, or 62 inches length plus girth. For additional guidance on use of diplomatic pouch mail see chapter 1, paragraph 1.h. TAC 5 is the same address as TAC 1 unless published differently.
2	This address shall be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD shall contain Special Instruction Indicator Code A which directs forwarding of the materiel/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.
3	For sending a Notice of Availability (NOA), if required. This address shall be used when the Option Code (Y or Z in record position 46 of the requisition) requires a NOA prior to shipment. For Option Code Z, follow ups on the NOA shall also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling shall be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped.
	For a classified shipment, send the NOA to the receiving country service representative. In response to the NOA, the country representative must specify, by name, the person shall receive and sign for the shipment at the TAC A, B, C, or D address. Should there be no reply to the NOA, the service security assistance office shall be advised of the problem for Army and Air Force sponsored shipments; the Navy freight forwarder assistance office shall be advised for Navy and Marine Corps sponsored shipments.
	If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the service focal point shall be contacted for guidance. The Surface Deployment and Distribution Command (SDDC) shall contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder shall also be contacted by SDDC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.
4	This address shall be used for distribution of supply and shipment status documents. Communication Routing Identifier (COMMRI) code shall be used for electronic distribution of supply and shipping status transactions. A COMMRI is a 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DLA Transaction Services, to electronically transmit and receive logistics data between the FMS country and the US DOD supply system.

5	This address shall be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-1a, "Issue Release/Receipt Document," DD Form 1348-2, "Issue Release/Receipt Document with Address Label," DD Form 250, "Material Inspection and Receiving Report"; or any forms used for release/receipt. The TAC 5 address shall only be published when it is different from the TAC 1 address.
6	Documentation (release/receipt) for automatic freight shipment will be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-2, Issue Release/Receipt Document with Address Label; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt of shipments. The TAC 6 address will only be published when it is different from the TAC 2 address.
7	This address will be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address will be established only when TACs A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change this address as long as it remains within the freight forwarder's operation).
8	Reserved.
9	TAC 9 indicated that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry will remain in the MAPAD for a period of 5 years.
MAP GRANT AID	
TAC	**EXPLANATION**
A-L	Reserved.
M	TAC M identifies that clear text mark-for address which will be used on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent post office problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphabetic or numeric code to designate the mark-for address. This code will be the same as the code in RP 33 of the MILSTRIP requisition.
N-Z	Reserved.
1	This address will receive shipments moving by a carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DTR 4500.9-M, Defense Transportation Regulation Part III chapter 203 item B. Because Grant Aid materiel moves by DTS, shipments of both classified and unclassified materiel is included.

2	The WPOD and APOD codes will be used to obtain the appropriate destination when surface or air freight is selected as the transportation mode. In addition to the selected destination, the TAC M address will be used as a mark-for address to consign materiel shipments. The clear text address field will contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized.
3	This address will be used for distribution of supply status, shipment status documents, and copies of release/receipt document. Addresses may be listed for forwarding documents by mail and/or electronic transmission. When SII "D" is used, indicating documents should be forwarded by electronic transmission, a mail address will also be included for distribution of copies of release/receipt documents and other documents not readily transmitted by electronic transmission, and for distribution of all documents in the event of a MINIMIZE.
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted MAPAC. It can also provide a reference to special instructions for processing documents containing the deleted code. The deleted entry will remain in the MAPAD for a period of 5 years.

APPENDIX 2.5

<u>DELIVERY TERM CODES (DTCs)</u>

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.

a. Detailed explanation of DoD responsibility for CONUS originated FMS shipments.

DTC	EXPLANATION
2	Delivery to an inland destination with origin and destination in CONUS or origin and destination in the same overseas geographic area. The DoD is responsible for transportation to the specified destination at which the customer is responsible for unloading, accepting custody, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code, which has limited use, is normally associated with shipments such as training items sent to DoD Activities foreign officers or excess materiel of one country filling a requirement of another country in the same geographic area.
3	Delivery to a point alongside vessel or aircraft at the POE (FAS), port of embarkation (FAS POE). The DoD is responsible for transportation to a point within reach of the ship's tackle or alongside the vessel/aircraft. The customer is responsible for loading aboard the vessel/aircraft and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use.
4	Delivery at the origin. The materiel is made available to the customer at the point of origin (usually a depot, vendor's loading dock, or a disposal activity). The customer is responsible for all transportation and related costs. Accordingly, the shipment is sent to a freight forwarder designated by the customer with transportation by prepaid parcel post, on a CBL prepaid by the freight forwarder, or paid for on a collect CBL. (If a TAC 7 address is listed for the MAPAC, a CBL is issued and "billed to" that address rather than sending the shipment collect.) This code is considered the standard code and is applied to most FMS transactions. Offshore procurement. Delivery at origin if customer has provided point to contact for the offshore procured items. If no point of contact is provided, delivery will be at destination. Contractor is responsible for movement to designated freight forwarder or country representative.
5	Delivery to a POE (free on board (FOB)). DoD is responsible for movement to the POE. The customer is responsible for unloading the shipment from the inland carrier at the POE, delivery alongside the vessel/aircraft, and all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and is applied only when prior arrangements for the use of port facilities at the customer's expense have been made.

6	Delivery to an overseas POD. The DoD is responsible for transportation from the point of origin to the overseas POD. The customer is responsible for discharging the vessel/aircraft, port handling, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. Shipments are made on GBLs and in the DTS (including LOGAIR, OUICKTRANS, MAC, MTMC water ports, and/or MSC). Port handling at CONUS and overseas air terminals is provided without direct reimbursement by the customer when shipment is made under actual MAC tariff rates (which include such services). The customer does provide reimbursement for port handling when movement costs are charged using the DoD accessorial rate. At U.S. operated overseas water ports, handling costs are reimbursed according to local agreements between the United States and the customer; at the overseas air and water ports, charges are paid directly by.
	the customer. This code is the standard code for materiel that is the customer restricted from movement to a freight forwarder. This code is normally applied to shipments of firearms, classified and explosive materiel, and in other instances specifically directed in the FMS case agreement.
7	Delivery to an inland point in the recipient country. DoD is responsible for transportation, including transocean and overseas inland movement, from the point of origin, to a specified inland location. The customer is responsible for unloading the shipment from the inland carrier at the specified location and for all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and normally applies to the shipment of materiel to those countries which have no seaports (e.g., Bolivia, Paraguay, Switzerland, and Austria). The shipper provides modes and routing from the origin to the consignee location by GBL or by special arrangement with MAC, MSC, or U.S. military activities within the country for movement from the POD to the consignee location.
8	Delivery onboard a vessel/aircraft at the POE. The DoD is responsible for transportation from the point of origin to the vessel at the POE including unloading from the inland carrier, port handling, and stowage aboard the vessel/aircraft. The customer is responsible for all subsequent onward movement. Expenses to the DoD for accessorial costs are reimbursable. Shipments are made on GBLs. This code is especially applicable for explosive materiel prohibited from movement by a freight forwarder, but which must move through Military-controlled port with onward movement arranged by and coordinated with the country freight forwarder.
9	Delivery to POD. The DoD is responsible for transportation from the point of origin to the overseas POD, including discharge from the vessel/aircraft. The customer is responsible for all subsequent handling and onward movement. Expenses to the DoD for accessorial costs are reimbursable.
b. Detailed explanation of DoD responsibility for FMS repair and return shipments originating from and returning to overseas.	
A	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination and subsequent return to a designated overseas POD. The customer is responsible for overseas inland transportation of materiel to and from the overseas POE/POD and overseas port handling.
B	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination, return to a CONUS POE, and CONUS port handling. The customer is responsible for overseas inland transportation to the overseas POE, overseas port loading, and all return transportation from the CONUS POE to ultimate destination.

C	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to and from a designated CONUS destination, and CONUS port loading of a customer arranged carrier. The customer is responsible for movement of materiel to and from the CONUS POD/POE.
D	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to a CONUS destination, and return to an overseas designated POD. The customer country is responsible for transportation to a CONUS POD, overseas port unloading, and overseas inland transportation to ultimate destination.
E	The customer is responsible for all transportation from overseas point of origin to the CONUS destination and return to an overseas destination.
F	The DoD is responsible for transportation from an overseas inland location to an overseas POE, overseas port handling, transportation to a CONUS POE, CONUS port handling, inland transportation to a designated conus destination, and return to an overseas destination.
G	The DoD is responsible for overseas port handling through an overseas POE, transportation to a CONUS POD, CONUS port handling, inland transportation to a CONUS destination, return to an overseas POD and overseas port handling. Customer country is responsible for overseas inland transportation to and from the overseas POE/POD.
H	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for return transportation form the CONUS activity to the CONUS POE. The customer is responsible for return CONUS port handling and all transportation to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified materiels.
J	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for all transportation from the CONUS activity to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified cryptographic materiels.

APPENDIX 2.6

ADDRESS FILE IDENTIFIER

NUMBER OF CHARACTERS:	One.	
TYPE OF CODE:	Alpha.	
EXPLANATION:	Identifies which MAPAF file will be changed.	
Code	EXPLANATION	
F	FMS file to be changed in MAPAF. (Addition, revision, or deletion.)	
G	Grant Aid file to be changed in the MAPAF. (Addition, revision, or deletion.)	

APPENDIX 2.7

ADDITION/REVISION TO MAPAD FOR FMS
(MA1, MA2)

Field Legend	Position(s)	Entry and Instructions

Document Identifier	1-3	Enter appropriate DI code.
		
		    a. MA1 (Add).
		
		    b. MA2 (Revision).

Routing Identifier To	4-6	Entered when required for intra-Service/ Agency distribution of address data.
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.

Mark-for	(11)	a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for, both for shipments through a freight for-warder and through the DTS.
		
		    b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.
		
		    c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.

Field Legend	Position(s)	Entry and Instructions
Consignee Freight Forwarder	(12-13)	a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same one entered in RP 47 of requisitions and related documents. Normally, this would be a different code for each country representative and/or each of their freight forwarders. A numeric zero appears in position 12 for all countries except Canada.
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clear-Text Address	15-49	a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in RP 80 beginning with one. The last transaction for each address is identified by a nine in RP 79.
		b. When a TAC 9 transaction is generated and another MAPAC is to used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in RPs 33-38 of the clear text field.
Special Instructions Indicator	50	Entry in this position indicated that special instructions or cargo exceptions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	a. When FMS shipments are sponsored to overseas destinations by the U.S. Government through the ocean transportation segment of DTS, RPs 51-53 for TACs 2 or B addresses will contain the appropriate overseas WPOD.
		b. When special instructions or cargo exceptions apply, the appropriate SII code will be entered in RP 50.
		c. When FMS shipments are made to the country representative, freight forwarder, or other CONUS destinations, these positions will be blank.
Aerial Port of Debarkation	54-56	These instructions for RPs 51-53 apply to APOD entries in these positions
Effective Date	57-61	Ordinal date on which addition or revision is to be effective. Last two digits of calender year, RPs (57-58), and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs (62-63), and day of year, RPs (64-66).
Blank	71-76	Reserved for future DoD assignment.

Field Legend	Position(s)	Entry and Instructions
Freight Forwarder Location	77	When an MAPAC designates multiple locations for consigning shipments and mailing documentation, i.e., east, west, and gulf coast locations, an FFLC will be assigned as follows: code 1 for an east coast location, code 2 for a west coast location, code 3 for a gulf coast location, and a code zero to indicate that the address is the only freight forwarder for the MAPAC.
TAC Sequence	78	When multiple addresses are published within any one FFLC, a TAC sequence code beginning with one will be assigned to each address within that MAPAC, TAC, and FFLC.
Last Line Indicator	79	The last line for each address is identified by a nine in this RP. This position is blank on all records except the last transaction.
Line Sequence	80	Enter code 1, 2, etc., not to exceed 7.

APPENDIX 2.8

DELETION TO MAPAD FOR FMS
(MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code MA3.
Routing Identifier To	4-6	Enter when required for intra-Service/ Agency distribution data.
Address File Identifier	7	Code F identifies FMS address.
MAPAC	8-13	Code F identifies FMS address.
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11)	a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for both for shipments through a freight forwarder and through the DTS.
		b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.
		c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.
Country Representative/Freight Forwarder	(12-13)	a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same code which is entered in RP 47 of requisitions and related documents. Normally, this would be a different code for each country representative and/or each or their freight forwarders. A numeric zero appears in RP 12 for all countries except Canada.

Field Legend	Position(s)	Entry and Instructions
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, RPs 57-58 and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70, sequence serial number (001-999).
Blank	71-77	Leave blank.
TAC Sequence	78	When multiple addresses are published within any one FFLC, enter the TAC sequence code of the address to be deleted.
Last Line Indicator	79	The last card for each address is identified by a nine in this position. This position is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

APPENDIX 2.9
ADDITION/REVISION TO MAPAD FOR MAP GRANT AID
(MA1, MA2)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter appropriate DI code: 　a.　MA1 (Add) 　b.　MA2 (Revision)
Routing Identifier (To)	4-6	Entered when required for intra-Service/ Agency distribution of addresses
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Grant Aid Identifier	(8)	Always code X. No Service assignment code is used for MAP Grant Aid addresses.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-For	(11-12)	a. An alphanumeric code in position 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries.
		b.An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clean-Text Address	15-49	a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in RP 80, beginning with one. The last transaction for each address is identified by a nine in RP 79. 　b. When a TAC 9 transaction is generated and another MAPAC is to be used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in RPs 33-38 of the clear text field.

Special Instructions Indicator	50	An entry in this position indicates that special instructions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	a. The appropriate overseas WPOD will be indicated in these positions of TAC 2 or B addresses. b. When special instructions apply to the POD, the WPOD code will not be entered in RPs 51-53; however, the appropriate SII code will be entered in RP 50.
Aerial Port of Debarkation	54-56	The instructions for RPs 51-53 apply to APOD entries in these positions.
Effective Date	57-61	Ordinal date on which addition, revision, or deletion is to be effective. Last two digits of calendar year, RPs 57-58; and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70 sequence serial number (001-999).
Blank	71-77	Reserved for future DoD assignment.
TAC Sequence	78	When multiple addresses are published for the same MAPAC and TAC, a TAC sequence code beginning with one will be assigned to each address for that MAPAC and TAC.
Last Line Indicator	79	The last transaction for each address is identified by a nine in this RP. This is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

APPENDIX 2.10
DELETION TO MAPAD FOR MAP GRANT AID (MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI code MA3.
Routing Identifier To	4-6	Entered when required for intra-Service Agency distribution data.
Address File Identifier	7	Code G Identifier Grant Aid addresses.
MAPAC	8-13	
Grant Aid Identifier	(8)	
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11-12)	a. An alphanumeric code in RP 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries. b. An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, RPs 57-58, and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70, sequence serial number (001-999).
Blank	71-78	Leave blank.
Last Line Indicator	79	The last transaction for each address is identified by 9 in this RP. This RP is blank on all transactions except the last transaction.

Field Legend	Position(s)	Entry and Instructions
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

APPENDIX 2.11

AUTHORIZED EXCEPTIONS, SPECIAL PROCESSES, AND DELAYED IMPLEMENTATION DATES

(INTRODUCTION)

AP2.11.1. <u>INTRODUCTION</u>

AP2.11.1.1. DoD policy concerning the implementatio of MAPAD procedures is contained in DoD Directive 4140.1 (reference (a)), and is summarized in chapter 1, paragraph G., of this manual.

AP2.11.1.2. Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the MAPAD System Administrator in accordance with the DUSD(P&L). The following rationale is applicable only to DIs pertaining to MILSTRIP supply distribution system(s)

AP2.11.1.3. Requests for exceptions, special processes, or delayed implementation dates will be forwarded by concerned focal points to the MAPAD System Administrator for consideration when it can be demonstrated the MAPAD cannot provide a workable method or procedure or that, for some reason beyond the control of the focal point or concerned Service/Agency, an approved change cannot be implemented on the scheduled date.

AP2.11.1.4. Requests for exceptions, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures.

AP2.11.1.5. Requests for exceptions or special procedures will be forwarded to the MAPAD System Administrator by the Service/Agency focal point for review and coordination, if required, with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations and shall provide the following minimum information:X

AP2.11.1.6. Narrative description of the basic concept being proposed and reason(s) therefor.

AP2.11.1.6.1. Known interface and impact requirement with other DLSS and Services/Agencies.

AP2.11.1.6.2. Advantages/disadvantages of request.

AP2.11.1.6.3. Proposed wording required for appendix C.

AP2.11.1.6.4. Starting and ending dates of request.X

AP2.11.2. <u>FMS ADDRESSES – SECTION B</u>

AP2.11.3. <u>MAP GRANT AID ADDRESSES – SECTION C</u>

APPENDIX 2.12

MILSTRIP DATA ELEMENTS FOR FMS

NUMBER OF CHARACTERS:	20.
TYPE OF CODE:	Alpha or numeric.
EXPLANATION:	The MILSTRIP requisition document number and supplementary address data elements are used to construct a valid MAPAC.

REQUISITION NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
Document Number	30-43	Document number as assigned by the preparing activity.
Service	(30)	(1) For MAP Grant Aid, enter the alphabetical code of the U.S. implementing Service/Agency designated to be the recipient of the MAP order. (2) For FMS, enter the Service code of the Service/Agency maintaining FMS case control.
Country	(31-32)	Appropriate recipient country for FMS and MAP Grant Aid materiel.
	(First and Second Position)	
Customer Within Country	(33) (Third Position)	(1) For MAP Grant Aid, enter the one-digit alpha or numeric code to indicate the country recipient and place of discharge within the country. (2) For FMS, enter the one-digit alpha/numeric code that identifies the country's selected mark-for address, which will be a part of shipment container markings. When RP 46-47 contains code XX, the address identified by the code in RP 33 will be the

		ship-to address. When code is not applicable, a numeric zero will be entered. (3) An XW entry in RP 46-47 indicates instances where the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.
Foreign Military Sales Delivery Term	(34) (Fourth Position)	(1) For FMS requisitions, enter the numeric code to identify delivery term for type of shipment. (2) The above entry is not applicable to MAP Grant Aid requisitions. For MAP Grant Aid requisitions, always enter a numeric zero.
FMS and Grant Aid Type of Assistance Financing	(35) (Fifth Position)	The one-digit alpha or numeric code to identify the type of assistance.
Date	(36-39)	Year and three position day of year.
Serial Number	(40-43)	Enter the serial number of the requisition. The number is assigned at the discretion of the requisition initiator and will not be duplicated on any one day.
Supplementary Address	(45-50)	Contains entries indicated below: (1) For FMS, this code must be the service assignment code B, P, D, K, or T. (2) For MAP Grant Aid, enter an alpha Y to indicate that the contents in RP 46-50 are not meaningful to the system, but are to be perpetuated in the ensuing documentation.
Address	(46-47) (First and Second Position)	(1) For FMS, enter the appropriate type of country FMS offer/release options in RP 46 and FF in RP 47 designated by the recipient country. When the shipments are to be made under U.S.-sponsored transportation, alpha XX will be entered. An XW entry in RP 46-47 indicates the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.

	(48-50) (Third, Fourth, and Fifth Position)	(2) For FMS, enter the applicable three positions case number assigned to the FMS transaction.
	(46-50)	(3) For MAP Grant Aid in the first position or RP 46, enter the last numeric digit of the International Logistics Program year (i.e., 1991 is expressed as 1, 1992 as 2, etc.). The remaining four RP 47-50 will indicate the program line item (alpha, numeric, or alphanumeric).