DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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Logistics Division
DoDEA Administrative Instruction 4100.1
November 5, 2004

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION

SUBJECT: Department of Defense Activity Address Codes

References: (a) DS Administrative Instruction 4100.1, "Department of Defense Activity
Address Codes," June 10, 1998 (hereby canceled)
(b) DoD 4000.25-6-M, "Department of Defense Activity Address Directory
(DoDAAD)," April 1996

1. <u>REISSUANCE AND PURPOSE</u>

This Administrative Instruction reissues reference (a) and updates the procedures to assign and
maintain Department of Defense Activity Address Codes (DoDAACs) in the Department of
Defense Education Activity (DoDEA).

2. <u>APPLICABILITY</u>

This Administrative Instruction applies to the Office of the Director, Department of Defense
Education Activity; the Director, Department of Defense Domestic Dependent Elementary and
Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-
Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the
Director, Department of Defense Dependents Schools, Pacific, and Department of Defense
Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and
all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. <u>DEFINITIONS</u>

Terms used in this Administrative Instruction are defined in enclosure 1

1

4. <u>POLICY</u>

It is DoDEA policy that:

    4.1. The assignment of a DoDAAC to a DoDEA activity is a prerequisite for its use of internal DoDEA systems and existing Department of Defense (DoD) standardized systems; such as those common to logistic, fiscal, procurement, and personnel applications.

    4.2. Any DoDEA activity scheduled to split, merge, or close will establish, revise, or delete the activity DoDAAC.

    4.3. Any deleted DoDAAC will be carried in reference (b) for a period of six months.

    4.4. A DoDEA activity will be assigned one DoDAAC.

        4.4.1. At a location, if contiguous facilities have two principals and two separate staffs, each school will be assigned a DoDAAC.

        4.4.2. Unique or specific needs may require the assignment of a DoDAAC within a DoDEA organizational entity.

5. <u>RESPONSIBILITIES</u>

    5.1. The <u>Chief, Logistics Division, Department of Defense Education Activity,</u> under the authority, direction, and control of the <u>Director, Department of Defense Education Activity,</u> shall:

        5.1.1. Serve as the Service Point (SP) manager for all DoDAACs in DoDEA.

        5.1.2. Assign and administer all DoDAACs in DoDEA. All DoDEA DoDAACs will begin with the alpha designation "HE." Positions three through six will show:

            5.1.2.1. All alpha characters, or a combination of alpha characters and numerals, for DDESS activities.

            5.1.2.2. Numerals for DoDDS activities.

        5.1.3. Establish, revise, and delete DoDAACs for use by DoDEA at the Defense Automatic Addressing System Center (DAASC) and other linked activities.

    5.2. The <u>Director, Department of Defense Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba</u>; the <u>Director, Department of Defense Dependents Schools, Europe</u>; the <u>Director, Department of Defense Dependents Schools,</u>

Pacific and Department of Defense Domestic Dependent Elementary and Secondary Schools, Guam; (hereafter referred to collectively as the "DoDEA Area Directors") shall:

      5.2.1. Submit information to the SP manager

      5.2.2. Ensure that file parameters are met when requesting the establishment of a DoDAAC.

      5.2.3. Use DoDEA Form 1320, Request for Approval of School Organizational Change, to request the establishment, revision, or disestablishment of DoDAACs with the DAASC.

    5.3. The DoDEA District Superintendents shall notify the DoDEA Area Directors of required revisions to DoDAACs.

6. PROCEDURES

    6.1. The cognizant DoDEA Area will submit a request for the establishment of a new DoDAAC to the DoDEA SP as specified in reference (b).

      6.1.1. All requests will include a complete type of Transportation Address Code (TAC) address:

         6.1.1.1. A complete TAC 1 address for mailing.

         6.1.1.2. A complete TAC 2 address for shipping.

         6.1.1.3. A complete TAC 3 address for billing

      6.1.2. All overseas TAC 2 addresses must include the following items which can be obtained from the local military transportation office supporting the activity:

         6.1.2.1. Air Terminal Identifier (ATI).

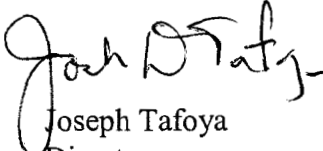   6.1.2.2. Break Bulk Point (BBP).

         6.1.2.3. Port Designator (PD).

    6.2. Revisions to DoDAACs will include complete change information for each TAC being revised.

    6.3. File parameters for a DoDAAC will not be more than four lines and 34 characters per line for each address with no special characters or other punctuation.

7. EFFECTIVE DATE

This Administrative Instruction is effective immediately.

Joseph Tafoya
Director

Enclosure – 1
   E1. Definitions

E1. <u>ENCLOSURE 1</u>

DEFINITIONS

E.1.1. <u>Air Terminal Identifier (AIT)</u>. A facility of an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and in transit processing of traffic.

E.1.2. <u>Break Bulk Points (BBP)</u>. A transshipping activity to which multiple shipment units may be consigned for further distribution within the transportation system and also receives unitized shipments and distributes them or has them picked up by the ultimate consignee.

E.1.3. <u>Department of Defense Activity Address Codes (DoDAACs)</u>. A DoDAAC is a unique six-position, alphanumeric code assigned to identify a specific unit, activity, or organization for various administrative and resource management functions; such as interservice support agreements, supply, procurement, personnel and transportation support.

E.1.4. <u>Department of Defense Activity Address Directory (DoDAAD)</u>. The DoDAAD is authorized under DoD 4000.25-6-M. There may be up to three distinct addresses contained in the DoDAAD for each DoDAAC.

E.1.5. <u>Port Designator (PD)</u>. A group of letters identifying ports in convoy titles or messages.

E.1.6. <u>Service Point (SP)</u>. A focal point for the processing of DoDAAD data within a participating Service/Agency.

E.1.7. <u>Transportation Address Code 1 (TAC 1)</u>. Identifies the address used for mailing materiel, documentation or billing.

E.1.8. <u>Transportation Address Code 2 (TAC **2)**.</u> Identifies the ship to (freight) address for the activity.

E.1.9. <u>Transportation Address Code 3 (TAC 3)</u>. Identifies the billing address (The activity responsible for payment of bills.)