



DEFENSE LOGISTICS MANAGEMENT SYSTEM

## **VOLUME 6**

# **LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES**

**June 5, 2012**

DEPUTY ASSISTANT SECRETARY OF DEFENSE  
(SUPPLY CHAIN INTEGRATION)

# **DEFENSE LOGISTICS MANAGEMENT SYSTEM**

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

### **FOREWORD**

I. The Defense Logistics Management System (DLMS) manual is reissued as Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS), under the authority of DoD Instruction (DoDI), 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25 is composed of multiple volumes, each supporting functionally related business processes. Volume 6 prescribes DoD standard procedures, data and transactions used in support of enterprise services related to customer addressing and logistics pipeline performance measurement.

II. The provisions of this manual apply 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.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History page immediately following this Foreword. ADCs are published electronically at [www.dla.mil/j-6/dlms/eLibrary/changes/approved2.asp](http://www.dla.mil/j-6/dlms/eLibrary/changes/approved2.asp). Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Volume 1 Chapter 3 of this manual and at [www.dla.mil/j-6/dlms/eLibrary/Changes/processchanges.asp](http://www.dla.mil/j-6/dlms/eLibrary/Changes/processchanges.asp)

IV. This Volume is approved for public release and is available electronically at [http://www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/dlm_pubs.asp). Use the comment form at [www.dla.mil/j-6/dlms/About/Comment/comment\\_form.php](http://www.dla.mil/j-6/dlms/About/Comment/comment_form.php) to contact DLA Logistics Management Standards.



Paul D. Peters  
Deputy Assistant Secretary of Defense  
for Supply Chain Integration

# VOLUME 6 – LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

## PROCESS CHANGE HISTORY

ADC Number	Date	Change Description
226	3/1/2007	<b>Revision of MILSTRIP, MILSBILLS and DLMS to add DoDAAC Authority Code Edits.</b> This change will establish a new edit for DoDAACs by Authority Code in order to restrict requisitioning, shipment and billing by DoDAAC. DoDAAC Authority Codes are applicable to all Components. This change will revise DLMS, MILSTRIP and MILSBILLS to identify DoDAAC authorities for requisitioning, shipment and billing, and to provide for DAAS and source of supply rejection, under DLMS, MILSTRIP and MILSBILLS of requisitions or bills, as appropriate.
251	8/1/2007	<b>Department of Defense Activity Address Directory (DoDAAD).</b> This issued the new DoDAAD manual as an ADC.
262	12/19/2007	<b>Deleted Department of Defense Activity Address Code (DoDAAC), Cited on Open Orders.</b> Revise MILSTRIP/DLMS procedures to include instructions on cancellation of orders, citing a ship-to or bill-to DoDAAC that has been deleted, as identified in the DoD Activity Address Directory (DoDAAD). In response to comments on the proposal, the following clarification is provided: The intent is for all Components to implement this procedure change while modernizing or as soon as practical, thereby canceling open orders/backorders for which there is a deleted DoDAAC identifying the bill-to or ship-to activity. This procedure complements the existing procedure to cancel backorders where the requisitioner DoDAAC has been deleted. Updates from the original staffing are highlighted.
298	9/16/2008	<b>Department of Defense Activity Address Directory (DoDAAD) Enhancements.</b> This change documents the proposed procedures that are applicable to the reengineered DoDAAD. The ADC contains many enhancements. One change calls for adding the new GSA unique fields to the DAASINQ and enhanced eDAASINQ. One change establishes DoD policy that Component governing directives require that deploying units have current DoDAAC information prior to deployment. The remaining changes expand the capability of the DoDAAD web update page. DAASC will need to make both database and code changes to implement the new requirements.
318	3/24/2009	<b>DoD Activity Address Directory (DoDAAD) Country Codes in the DoDAAD (Staffed as PDC 325).</b> This change documents the procedures that are applicable to the country code listing of the DoDAAD and procedures for notifying CSPs of country code changes. This change reiterates that CSPs are responsible for ensuring that their Component DoDAAC information is current and that Component CSPs must take action to ensure DoDAAC country code information is validated whenever there is a change to the country code listing. This change also excludes activity codes applicable to programs and not to countries from being entered into the address field of the DoDAAD.

ADC Number	Date	Change Description
321	4/14/2009	<b>Department of Defense Activity Address Directory (DoDAAD) Bill of Lading Code (BLOC).</b> This change documents the procedures that are applicable to the Bill of Lading Code (BLOC) in the DoDAAD, and changes the source of input from the DoDAAD Administrators to the Authoritative BLOC information source, Table Management Distribution System (TMDS). This will improve timeliness and accuracy of the BLOC data.
323	5/19/2009	<b>DoD Activity Address Directory (DoDAAD) Enhancements to DoDAAD Including Contracting Data and other Enhancements.</b> This change documents enhancements recommended by the DoDAAD Process Review Committee (PRC) at the March 10, 2009 PRC meeting. Included are enhancements to strengthen controls for contractor DoDAACs and other enhancements.
323A	1/21/2011	<b>Approved Addendum 323A to ADC 323, Rescind Multiple Contracts per DoDAAC Change.</b> This amends ADC 323 to delete the approved enhancement for adding multiple contracts assigned to a single DoDAAC to the DoDAAD and for modifying the eDAASINQ search capability to query the multiple contract fields.
336	1/25/2011	<b>Military Assistance Program Address Directory (MAPAD) Procedures.</b> This change provides updated MAPAD policy and procedures, including those associated with MAPAD reengineering. This change establishes DLMS Volume 6, Logistics Systems Interoperability Support Services, Chapter 3, MAPAD.
337	8/31/2009	<b>DoD Activity Address Directory (DoDAAD) Internal Note Field (Staffed as PDC 362).</b> This change adds a free-form note field to the DOD Activity Address File (DoDAAF), which will be viewable and downloadable in the Enhanced DAASC Inquiry System (eDAASINQ) by DoDAAC Central Service Points (CSPs) and Monitors, according to their existing role-based access for updating, adding or deleting DoDAACs. This field will allow DoDAAC Monitors to input internal notes related to a specific DoDAAC, which will create a historical record and assist DoDAAC CSPs and Monitors in managing their DoDAACs.
354	2/4/2010	<b>DOD Activity Address Code (DoDAAC) Edits on Logistics Bills and Requisitions (Finance/DoDAAD/Supply).</b> This change provides information and procedures regarding Defense Automatic Addressing System Center (DAASC) DoDAAC edits for logistics bills and requisitions. This also incorporates an administrative change to reflect the DAASC retention of security assistance bills of 4 years after initial routing vice 2 years.
365	5/6/2010	<b>DOD Activity Address Code (DoDAAC) City State Zip Validation.</b> This change is to improve the validation of the CONUS city, state and zip code data by establishing procedures for DoDAAC entries that do not match the United States Postal System (USPS) authoritative source.

ADC Number	Date	Change Description
368	12/7/2010	<p><b>Procedures and Assignment of Navy DoDAACs to DLA for Use on DLA Requisitions to Military Service/GSA Sources of Supply (SoSs) in Support of Navy Industrial Activities (IAs) under BRAC SS&amp;D/IMSP (Supply/DoDAAD).</b> This change requires assignment of Navy (N-series) DoDAACs for DLA's use under BRAC SS&amp;D/IMSP and documents associated procedures. DLA will control and assign document numbers using these unique Navy DoDAACs when requisitioning from other SoSs in support of Navy industrial activities (IA) including Navy Shipyards (NSYs) and Fleet Readiness Centers (FRCs). This change establishes a new business process for Navy BRAC IMSP requisitioning. It impacts DAAS routing rules and establishes DAAS rules for creation of supply and shipment status associated with these requisitions. Other DoD Components processing rules are not impacted.</p>
383	5/18/2010	<p><b>DoD Activity Address Directory (DoDAAD) Container Consolidation Point (CCP).</b> This change is to implement the use of the Break Bulk Point (BBP) and Container Consolidation Point (CCP) data fields in the DoDAAD for their intended purpose under DoDAAD reengineering, as separate, discrete data fields, rather than as a single, multi-use field. This will require phased implementation.</p>
384	5/21/2011	<p><b>Special Programs for Non-DoD/Non-Federal Agency.</b> This change establishes Defense Logistics Management Standards (DLMS) procedures for Special Programs where the requisitioner is neither a Federal Agency nor a DoD entity, and establishes a new DoDAAC series to clearly identify such programs.</p>
384A	4/7/2011	<p><b>Special Programs for Non-DoD/Non-Federal Agency.</b> This amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs.</p>
384B	10/7/2011	<p><b>Special Programs for Non-DoD/Non-Federal Agency.</b> This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DoDAACs from "1" to "3".</p>
385	10/21/2010	<p><b>DoD Activity Address Directory (DoDAAD) Enhanced Inquiry and Download for Multiple DoDAACs (DoDAAD).</b> This change is to designate query and download of information for multiple DoDAACs from the eDAASINQ web site as "For Official Use Only."</p>
392	8/3/2010	<p><b>DoD Activity Address Directory (DoDAAD) Setting the CONUS/OCONUS Indicator.</b> The change is to remove the manual setting of the CONUS/OCONUS field and set the flag programmatically based on the TAC 2 address.</p>
394	8/17/2010	<p><b>DoD Activity Address Directory (DoDAAD) Overseas Address Line Change for Canada and Mexico (DoDAAD and Supply).</b> This change corrects a problem with the last line of the overseas address lines for Canada and Mexico.</p>
406	1/31/2011	<p><b>DoD Activity Address Directory (DoDAAD) Removal of Unused Fields.</b> The DoDAAD database contains some unused fields, which leads to confusion in the user community. This Change corrects the problem by removing the unused fields.</p>

ADC Number	Date	Change Description
408	12/21/2010	<b>DoD Activity Address Directory (DoDAAD) DAASINQ RIC Display.</b> This change is to correct the DAASINQ display for RIC query results.
424	5/9/2011	<b>DoDAAD Modification to Break Bulk Point (BBP).</b> This change approves interim and longer term procedures to correct inconsistent Break Bulk Points (BBPs) for TAC1 and TAC2 addresses.
436	8/4/2011	<b>Administrative Revisions to DLMS Supplements to Remove Obsolete RIC “Streamline” Notes and Update MILSTRIP/DLMS Documentation Associated with Routing Identifiers.</b> (1) Administrative change to update RIC field note in the DLMS to remove obsolete references to future streamlining. (2) Administrative update to the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)".
440	7/19/2011	<b>Change to DoDAAC Authority Code Assignment Process.</b> This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00".
448	9/21/2011	<b>Implementation of International Standards Organization (ISO) 3166-1 codes for the identification of countries and their subdivisions (DoDAAD/MAPAD/Finance).</b> Implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, “Codes for the representation of names of countries and their subdivisions. Part 1: Country Codes” by September 30, 2012. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and trigraph (three characters). DLMS will implement the ISO 3166-1 two character (digraph) alpha code structure and code list in order to minimize the impact on databases, application logic, and outputs that are currently reliant and restricted to two characters. Prior to the end of calendar year 2017, the Defense Logistics Management Standards PRCs will initiate action to assess the value and implementation requirements in migrating from ISO 3166-1 digraph to the tri-graph code structure.
450	2/14/2012	<b>Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes (Supply/Finance/DoDAAD/SDR).</b> The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.
462	11/29/2011	<b>Initial Publication of Logistics Metrics Analysis Reporting System (LMARS).</b> Currently no formal LMARS process and procedures exist. The DLA Transaction Services developed and posted to its web site a number of independent documents related to LMARS. These documents were developed ten years ago and serve as the only existing documentation. This ADC compiles and organizes these existing documents into a single formally published “as-is” baseline for LMARS. The formalization of the existing documents will be published as Chapter 4 of Volume 6.

ADC Number	Date	Change Description
477	02/20/2012	<p><b>Component Performing Procurement/Contracting for another Component Involving Government Furnished Materiel or Government Furnished Property (DoDAAD and Supply).</b> This ADC clarifies the roles and responsibilities of Components when one is performing procurement/contracting services for another and the contract involves Government Furnished Materiel or Government Furnished Property. The clarification is that the Component requesting the procurement/contract action is responsible for assigning the delivery point DoDAACs using Service Codes assigned to it and the requesting Component is also responsible for performing the MILSTRIP Management Control Activity functions. The ADC also changes two data fields in the DoDAAD database from mandatory to optional.</p>
<i>Adm Chng</i>	<i>07/12/2012</i>	<p><i>The name for Air Force Security Assistance Command has changed to Air Force Security Assistance Cooperation Directorate. The acronym AFSAC has changed and is now AFSAC-D. Revised Table C3.T1. in Volume 6, Logistics Systems Interoperability Support Services.</i></p>

# TABLE OF CONTENTS

## VOLUME 6: LOGISTICS SYSTEMS INTEROPERABILITY SUPPORT SERVICES

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



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

**CHAPTER 4 PIPELINE MEASUREMENT**

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

**APPENDICES**

AP1. APPENDIX 1. Document Identifier Codes..... AP1-1

AP2. APPENDIX 2. Service Codes..... AP2-1

AP3. APPENDIX 3. Special Instruction Indicators (SIIs)..... AP3-1

AP4. APPENDIX 4. Type Of Address Codes (TACs) ..... AP4-1

AP5. APPENDIX 5. Delivery Term Codes (DTCs)..... AP5-1

AP6. APPENDIX 6. Address File Identifier ..... AP6-1

AP7. APPENDIX 7. Addition/Revision To Mapad For FMS(MA1, MA2) ..... AP7-1

AP8. APPENDIX 8. Deletion To MAPAD For FMS(MA3) ..... AP8-1

AP9. APPENDIX 9. Addition/Revision To MAPAD For Map Grant Aid (MA1, MA2) ..... AP9-1

AP10. APPENDIX 10. Deletion To MAPAD For Map Grant Aid (MA3)..... AP10-1

AP11. APPENDIX 11. Authorized Exceptions, Special Processes, And Delayed Implementation Dates(Introduction) ..... AP11-1

AP12. APPENDIX 12. MILSTRIP Data Elements For FMS ..... AP12-1

**TABLES**

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

**FIGURES**

<b><u>Figure</u></b>	<b><u>Title</u></b>	
C3.F1.	Example of Foreign Military Sales MAPAC Ship-To/Mark-For	..... C3-16
C3.F2.	Example of Country Address Page for Australia	..... C3-16
C3.F3.	Example of Foreign Military Sales Military MAPAC Construction for Canada Ship-To	..... C3-18
C3.F4.	Example of Special Instruction Incicators	..... C3-21
C3.F5.	Example of Grant Aid MAPAC from the Requisition	..... C3-25
C3.F6.	Grant Aid Type Address Codes	..... C3-26

# **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 System (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 System 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. CSPs to the DoDAAD PRC are located at

[https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/servicepoints/dodaac\\_dod\\_monitors.pdf](https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/servicepoints/dodaac_dod_monitors.pdf)

C1.5. MAPAD PROCESS REVIEW COMMITTEE. 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. CSPs to the MAPAD PRC are located at

[https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/servicepoints/members\\_mapad\\_focalpoints.docx](https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/servicepoints/members_mapad_focalpoints.docx)

C1.6. PIPELINE MEASUREMENT PROCESS REVIEW COMMITTEE. 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 located at

[https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/prcmembers/members\\_pmpoc.docx](https://www2.dla.mil/j-6/dlmsocertaccess/svcpointspoc/prcmembers/members_pmpoc.docx)

C1.7. NONCOMPLIANCE. If reasonable attempts to obtain compliance with prescribed procedures or resolution of DLMS related problems are unsatisfactory, the activity having the problem shall 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 establishes policy and procedures for 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 uses, 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, and acquisition systems. Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.

C2.1.2. Assignment. The Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization. If you are a Government Service/Agency employee, contact your Central Service Point (CSP) or local DoDAAC Monitor at your location to have a DoDAAC assigned. If you don't know your CSP or DoDAAC monitor, contact the DoD DoDAAC Administrator by sending an email to: [DODAADHQ@DLA.MIL](mailto:DODAADHQ@DLA.MIL). Requests for new DoDAACs and for DoDAAC changes must be submitted with sufficient time to allow processing by the CSP in order to be implemented in time for their intended use (such as requisitioning, shipping, and billing). CSPs are responsible for ensuring their Component DoDAAC information is current and accurate. The CSPs shall establish data submission timeframe requirements in their respective governing directives to ensure that deploying and redeploying units have current DoDAAC information prior to their deployment or redeployment.

C2.1.2.1. Special Programs. Non-DoD and non-Federal programs requiring DoDAACs are controlled under unique series DoDAACs beginning with numeric followed by alpha characters in the first two positions. Among others, the 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 DLA Logistics Management Standards for guidance on establishing a DoDAAC series for a new special program.

C2.1.2.2. Contractors. Contractors shall only be assigned DoDAACs if they have a contract with DoD that authorizes them access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. CSPs shall only assign Contractor DoDAACs to contractors with contracts issued by their Component or issued on behalf of their Component. CSPs shall make contractor DoDAAC assignments within the specific DoDAAC series specified by DLM 4000.25-1,

“MILSTRIP”, Appendix AP2.2 “Service and Agency Codes”. (Note that Washington Headquarters Service assigns contractor DoDAACs for “Other Government Contactors” under the HGC DoDAAC Series.) CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer and reviewing contract data as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for cancelling it when there is no longer an active contract associated with the DoDAAC.

C2.1.2.3. Repository for DoDAAC and Routing Identifier Code. DLA Transaction Services is the official repository for DoDAACs and Routing Identifier Codes (RIC) and is responsible for the data validation editing, routing and electronic transmission of logistics transactions to the DoD Components, Federal agencies, and contractors. Customers establishing or changing DoDAACs or RICs need to contact DLA Transaction Services to receive logistics transactions (e.g., requisitions and supply/shipment status), routed according to Military Standards to their DoDAACs and RICs. Customers that already have DLA Transaction Services accounts must provide DLA Transaction Services the DoDAAC(s) or RIC(s) to load to their accounts, which are uniquely identified by a seven character Communication Routing Identifier (CommRI). Customers without accounts can learn more about the various types of accounts and input a system access request (SAR) for an account from the DLA Transaction Services Customer Assistance page at <https://www.transactionservices.dla.mil/daashome/customerassistance.asp>, or by contacting the DLA Transaction Services helpdesk at 1-937-656-3247.

C2.2. GENERAL ARCHITECTURE. The DoDAAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to DoDAACs in near real-time. This is accomplished by using a database of codes and address data maintained and available 24/7 from the DLA Transaction Services Website <https://www.transactionservices.dla.mil/daashome/homepage.asp>, or by contacting the DLA Transaction Services helpdesk at 1-937-656-3247.

C2.2.1. Functional Architecture. DLA Logistics Management Standards is the DoDAAD System Administrator, provides the Chairman of the DoDAAD Process Review Committee (PRC) and is responsible for ensuring that the DoDAAD directory meets the requirements of authorized DoDAAD users. DLA Transaction Services is responsible for meeting the requirements of the DoDAAD System Administrator and maintaining the hardware, software, and help desk resources to ensure DoDAAD users' operational requirements are met. The CSPs are responsible for ensuring the accuracy and currency of the DoDAAD data for the DoDAACs assigned to them. The CSPs may establish DoDAAD Monitors delegating portions of their responsibilities for review and approval of DoDAAD maintenance actions (see Section 2.5. PROCEDURES). However, the CSPs are ultimately responsible for the accuracy and currency of the data pertaining to the DoDAACs assigned to them. The technical architecture below supports the CSP in maintaining DoDAAD data currency and accuracy. The complete description of roles and responsibilities is in Section 2.4. (ROLES AND AUTHORITIES).

### C2.2.2. Technical Architecture

C2.2.2.1. DoDAAD Data Maintenance. The CSPs or their designated CSP Monitors update the DoDAAD via a Web application. This applies only to the directory entries for which the CSP is responsible and authorized to update. The Army and Air Force CSPs use their respective DoDAAD Web maintenance applications. The Army and Air Force are responsible for ensuring that their respective applications provide the same capabilities and data validation as the DLA Transaction Services Web maintenance application. All other CSPs use the DLA Transaction Services DoDAAD Web maintenance application to perform maintenance actions. Regardless of the Web application used, data validations shall be consistent and completed maintenance actions shall update the single authoritative source database at DLA Transaction Services in near real-time. Access controls are built into the technical architecture to control update privileges based on user ID and level of access granted (see Section 2.5. PROCEDURES for access levels). DoDAAD maintenance details are available in the DoDAAD Help and Reference document found on the DLA Logistics Management Standards Website. A valid DoD Common Access Card (CAC) is required to access the document at [https://www2.dla.mil/j-6/dlms0/CertAccess/eLibrary/Documents/DODAAD/DoDAAD\\_System\\_SOP.pdf](https://www2.dla.mil/j-6/dlms0/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf)

C2.2.2.2. Database Structure. The DoDAAD database is supported by commercial-off-the-shelf (COTS) software that easily supports the addition of new data types as requirements dictate. The current database dictionary of data elements is available at [www.dla.mil/j-6/dlms0/eLibrary/documents/DoDAAD/DoDAADMasterFileLayout.docx](http://www.dla.mil/j-6/dlms0/eLibrary/documents/DoDAAD/DoDAADMasterFileLayout.docx).

C2.2.2.3. DoDAAD Application System Access. The DoDAAD authoritative source database is available 24 hours per day, 7 days per week. Application systems requiring DoDAAD data access to support their processing may exercise three options:

C2.2.2.3.1. Database Replication. First, database replication can provide the application near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DLA Transaction Services, the replicated copy is constantly in synchronization with the authoritative source database.

C2.2.2.3.2 Direct Connect Access. Second, direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application always uses the exact same data contained in the DoDAAD authoritative source database. Components desiring near real-time access can establish a replication link to the DoDAAD by contacting DLA Transaction Services.

C2.2.2.3.3. Batch Processing. The third and least preferred option is batch processing. DLA Transaction Services will continue to support batch transaction processing for the foreseeable future. However, the goal is to encourage all DoDAAD users to switch to real-time replication processing (if possible). The batch broadcast transaction formats are available at Appendix1:



C2.2.2.3.3.1. Batch Insert, Appendix AP1.1.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.1\\_BatchInsert.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.1_BatchInsert.docx)

C2.2.2.3.3.2. Batch Revision Update, Appendix AP1.2.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.2\\_BatchUpdate.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.2_BatchUpdate.docx)

C2.2.2.3.3.3. Batch Delete, Appendix AP1.3.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.3\\_BatchDelete.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.3_BatchDelete.docx)

C2.2.2.3.3.4. Batch Message, Appendix AP1.4.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/v6/v6a1.4\\_BatchMessage.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/v6/v6a1.4_BatchMessage.docx)

C2.2.2.4. Legacy Batch Dependent Application Systems. When the legacy batch dependent application systems are retired, the batch update option and the batch transaction formats (above) will be removed.

C2.2.2.5. Defense Automatic Addressing Inquiry. Users can view and query DoDAAD query results via Defense Automatic Addressing Inquiry (DAASINQ) at any time. This query is open to all users, it requires knowledge and entry of the DoDAAC desired and returns information only on that single DoDAAC. The procedures for accessing and using DAASINQ are available at <https://www.transactionservices.dla.mil/daasing/>.

C2.2.2.6. Enhanced Defense Automatic Addressing Inquiry. Users can view, query, and download DoDAAD query results via enhanced Defense Automatic Addressing Inquiry (eDAASINQ) at any time. This is a robust query enabling wild card searches, it requires the user have a CAC and approved SAR. Caution should be exercised to ensure that query results are distributed only to those who have a need to know. The procedures to access and use eDAASINQ are available at <https://www2.transactionservices.dla.mil/portal/>. If the download file formats changes, DLA Transaction Services will post a notification on the eDAASINQ page prior to the change.

## C2.3. POLICY

C2.3.1. Under provisions of [DoD 4140.1-R](#), "DoD Supply Chain Materiel Management Regulation," May 23, 2003, the Department of Defense policy includes the following DoDAAD policy:

C2.3.1.1. The DoDAAD shall be disseminated as required to DoD Component user levels. DoD Components and Federal Agencies are authorized to develop and publish supplemental procedural issuances for internal use, as long as the internal instructions do not conflict with the procedures contained herein.

C2.3.1.2. Recommended changes to the DoDAAD shall be forwarded to the DoDAAD System Administrator for review and coordination with the DoD DoDAAD PRC membership. Approved changes shall be scheduled for implementation in accordance with the date agreed to by the DoD DoDAAD PRC membership. Implementation dates



for approved changes shall be coordinated with the DoD DoDAAD membership or as directed by the Deputy Assistant Secretary of Defense for Supply Chain integration (ODASD/SCI).

C2.3.2. DLA Logistics Management Standards is responsible for the enhancement and maintenance of the functional documentation for the DoDAAD. DLA Transaction Services is responsible for system documentation, security access, and Web control for the DoDAAD.

## C2.4. ROLES AND AUTHORITIES

C2.4.1. User Access. There are multiple levels of access determined by the roles of the user. The DoDAAD System Administrator (DLA Logistics Management Standards) shall set the policy governing access and DLA Transaction Services shall maintain the access controls to the system. All update access is controlled in accordance with DoD Public Key Infrastructure (PKI) requirements.

C2.4.2. Potential Users. DLA Transaction Services provides a Web screen from which potential users can request access. This SAR 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).

C2.4.2.1. A User ID and password are assigned by DLA Transaction Services and are used only to register the user's CAC.

C2.4.2.2. Accounts not used over a period of 30 consecutive days will be deleted.

C2.4.3. Permission Requests. All access permission requests are forwarded via email to the DoDAAD System Administrator and DLA Transaction Services for approval. Upon determination, DLA Transaction Services will notify the requestor via email of the approval or denial. If access has been approved, DLA Transaction Services will send two separate emails to the requestor: one will contain the user identification, and one will contain the password. These will be combined to register the user's CAC.

C2.4.4. Database Profiles. The system 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.

### C2.4.5. Access Levels and Authorities

C2.4.5.1. System Administration Level. This highest level of access is provided only to the DoDAAD System Administrator and DLA Transaction Services. They will have read and download access to all data and information in the DoDAAD database. They will also have access to all user profiles and usage data.

C2.4.5.2. DoD Component Central Service Point Level. This level of access is granted to the individual designated in writing by each DoD Component as its CSP.

Each Component shall provide the name of its CSP to the DoDAAD System Administrator, who will notify DLA Transaction Services. The user ID will be structured such that, when a CSP logs into the system, the system recognizes the CSP and the DoDAACs and related information for which that CSP has responsibility. The CSP has the ability to access all information in the database, but can update only information for the Component for which the CSP has responsibility. CSPs will be unable to update information on other Component DoDAACs, (e.g., the Army CSP will not be able to update Navy DoDAACs or the information related to them). The CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the Component for which the CSP is responsible. This capability is restricted to CAC/PKI protection and requires a SAR from DLA Transaction Services.

#### C2.4.5.3. DoD Component Sub-Delegation Central Service Point Levels.

Component level CSPs can delegate/sub-divide their responsibility for file maintenance of the DoDAACs for which they are responsible. A maximum of 20 delegations (or Monitors) per CSP are allowed. Each CSP must identify to the DoDAAD System Administrator and DLA Transaction Services the individuals to whom sub-delegations are being made and the DoDAACs that each is responsible for in the DoDAAD. The user identification (ID) shall be structured such that, when a CSP Administrator or Monitor logs into the system, the system recognizes the CSP Administrator or Monitor, the DoDAACs, and related information for which that CSP Administrator or Monitor has responsibility. The CSP Administrator 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 CSP. A CSP Administrator or Monitor will not be able to update information on other Component DoDAACs, or DoDAACs assigned to another CSP Administrator or Monitor within the same Component. This capability is restricted to CAC/PKI protection and requires a SAR from DLA Transaction Services.

#### C2.4.5.4. Query Access Levels

C2.4.5.4.1. Query Restricted Access. Enhanced queries of multiple DoDAACs and download of data is available through the eDAASINQ website. This capability is restricted to CAC/PKI protection and requires a Systems Access Request from DLA Transaction Services.

C2.4.5.4.2. Query General Access. Query of a single DoDAAC is open to the general public. The procedures for accessing and using DAASINQ are available at <https://www.transactionservices.dla.mil/daasing/>.

C2.4.5.5. Application Access Level. This level is the Component business application level access to the database. Application users will have no ability to change the database but will have unlimited access to the data. The initial business application access arrangements shall be made by DLA Transaction Services in consultation with the DoDAAD System Administrator.

C2.4.6. DoDAAD Program Management. DLA Logistics Management Standards is responsible for the program management of the DoDAAD. Tasks include (but are not limited to):

C2.4.6.1. Prepare requirements and functional specifications

C2.4.6.2. Scheduling and transition planning

C2.4.6.3. Test cases

C2.4.6.4. Policy and procedure documentation.

C2.4.7. DoDAAD Program Execution. DLA Transaction Services is responsible for program execution. Tasks include (but are not limited to):

C2.4.7.1. Hardware and software acquisition

C2.4.7.2. Technical design and database maintenance

C2.4.7.3. Testing and system interface connectivity

C2.4.7.4. Hardware and software maintenance and refresh.

C2.4.8. Central Service Point. CSPs are individuals, assigned by the Service/Component who can assign and/or maintain the DoDAAD. If you don't know your CSP or DoDAAC monitor, contact the DoD DoDAAC Administrator by sending an email to: [DODAADHQ@DLA.MIL](mailto:DODAADHQ@DLA.MIL). These individuals change frequently and the current version of the list can be accessed from the DLA Logistics Management Standards Website <https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp>.

## C2.5. PROCEDURES

C2.5.1. DoDAAC Creation. The DoDAAC is a six-position code that uniquely identifies a unit, activity, or organization. The first position designates the DoD Component element of ownership. An alpha character in the first position indicates DoD; a numeric character in the first position indicates non-DoD. Specific code meanings are shown on the CSP page of the DLA Logistics Management Standards website at <https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp>.

C2.5.1.1. Permanent DoDAACs. Once a DoDAAC is used as an Enterprise Identifier as part of a unique Enterprise Identifier assignment, the DoDAAC can never be reused. The DoDAAC update application will not allow CSPs to reactivate a DoDAAC that has been designated as a permanent DoDAAC and has previously been deleted. DoDAACs that are designated as permanent and mistakenly deleted by a CSP can only be re-added by contacting the DoDAAC administrator and DLA Transaction Services. When a DoDAAC has been used as an Enterprise Identifier, DLA Transaction Services will set the "Enterprise Identifier" flag within the DoDAAC. If a DoDAAC that

has been used as an Enterprise Identifier is deactivated, DLA Transaction Services will set the “Cancelled/Never Reuse” flag in the DoDAAC.

C2.5.1.2. Contractor DoDAACs. Contractor DoDAACs shall be assigned by the CSP of the DoD Component that signed the contract with the Contractor, except in those cases where one Component is providing a procurement/contract writing service for another Component. In those cases where one Component is providing a procurement/contract writing service for another Component, the requesting Component’s DODAAD CSP shall assign the Contractor DoDAACs. The CSPs will review contract expiration dates and ensure DoDAACs are deleted (inactivated from requisitioning) as of their respective contract expiration dates.

C2.5.1.2.1. Contractors shall only be assigned DoDAACs if they have a contract with DoD to access DoD materiel or to provide services such as maintenance/repair that require a shipping address. CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer and obtaining copies of contracts as appropriate.

C2.5.1.2.2. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for cancelling it when there is no longer an active contract associated with the DoDAAC.

C2.5.1.3. DoDAACs Having Procurement Authority. Activities that have the authority to enter into contracts with commercial vendors will have an indicator set indicating that their DoDAAC can appear as the first six-characters of a contract number. The Component Procurement Authority Acquisition Control Points designated by the acquisition community shall review newly added DoDAACs and advise their respective CSP of DoDAACs that should have their Procurement Authority Indicator turned on. The details for maintenance of the Procurement Authority Indicator can be found in the DoDAAD Help and Reference document found on the DLA Logistics Management Standards Website. A valid DoD CAC is required to access the document.

[https://www2.dla.mil/j-6/dlmso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD\\_System\\_SOP.pdf](https://www2.dla.mil/j-6/dlmso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf).

C2.5.1.4. CSP Responsibility for DoDAACs. CSPs are responsible for the timeliness and accuracy of their DoDAACs, and for maintaining records to support the assignment of each DoDAAC. To assist CSPs in managing their DoDAACs, the DoDAAD contains an optional “internal comments” field for recording historical information related to the assignment of the DoDAAC.

C2.5.2. Addresses. There may be up to four distinct addresses contained in the DoDAAD for each DoDAAC. These distinct delineations are “Type of Address Code” (TAC) designations. The term TAC will be used when referring to the different types of address information available on the DoDAAD. TAC information follows:

C2.5.2.1. Owner Identification. Also referred to as a “TAC 1”, identifies the mailing address of the owner. TAC 1 address information is mandatory.

C2.5.2.2. Ship-To Information. Also referred to as a “TAC 2”, identifies the ship-to or freight address for the activity. If no ship-to information is entered, the TAC 1 address is used.

C2.5.2.3. Bill-To Information. Also referred to as a “TAC 3”, identifies the billing address or the activity responsible for bill payments. If no bill-to information is entered, the TAC 1 address is used.

C2.5.2.4. Commercial Small Parcel Shipping Information. Also referred to as a “TAC 4”, identifies the commercial shipping address (e.g., address used by United States Postal System, United Parcel Service, FedEx). If no Commercial Shipping information is entered, the TAC 2 address is used. If there is no TAC 2 address then the TAC 1 address is used.

### C2.5.3. DoDAAD Maintenance

#### C2.5.3.1. Master File Maintenance

C2.5.3.1.1. Revisions. Revisions to the DoDAAD result from release or revision of DoD instructions, directives, policy changes, and recommendations of the DoDAAD System Administrator and the DoD Components.

C2.5.3.1.2. Submitting Proposed DoDAAD Changes. The Component DODAAD primary PRC members shall forward proposed DoDAAD functionality or publication changes to DLA Logistics Management Standards, ATTN: DoDAAD System Administrator as required by DLMS, Volume 1, Chapter 3, available at: [www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/v1.asp)

#### C2.5.3.2. DoDAAC Structure

C2.5.3.2.1. The DoDAAC consists of a six-position alphanumeric code. The first position designates the Military Service or other Government element of ownership or sponsorship.

C2.5.3.2.1.1. A DoDAAC with an alpha character in the first position indicates that the DoDAAC is a DoD activity or a commercial activity with which a DoD activity has entered into a contractual agreement requiring that the commercial activity have a DoDAAC. The first position indicates the Service to which the activity belongs or the Service with the requirement for support from a commercial activity.

C2.5.3.2.1.2. A DoDAAC with a numeric character in the first position followed by a numeric character in the second position indicates that the DoDAAC identifies a Federal Agency activity.

C2.5.3.2.1.3 A DoDAAC with a numeric character in the first position followed by an alpha character in the second position indicates that the DoDAAC identifies an activity that is neither DoD or nor Federal. These DoDAACs identify state or local governmental activities and are used in support of special authorized programs. Descriptions of the special programs supported by the DoD and GSA are available at [www.dla.mil/j-6/dlms/eLibrary/Manuals/DLM/v6/v6SpecialProgramsProvidingAccessToFederalGovernment.docx](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLM/v6/v6SpecialProgramsProvidingAccessToFederalGovernment.docx)

The first two character DoDAAC code assignments are available at [www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/Documents/DoDAAC-Assignment-Logic.doc](http://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/Documents/DoDAAC-Assignment-Logic.doc).

C2.5.3.2.2. CSPs shall assign DoDAAC codes within the limitations of paragraphs C2.5.3.2.1.1 through C2.5.3.2.1.3 above in accordance with their respective responsibility delegations. Within the above limitations, CSPs have latitude to assign a coding structure for the remaining characters of a DoDAAC to provide additional embedded coded intelligence.

C2.5.3.2.3. The system provides for assigning four types of address information to each activity: mail, freight, billing, and commercial small parcel. The DoDAAC is identical for all four address types. Each address type is distinguished by the field location on the DoDAAD master file located at [www.dla.mil/j-6/dlms/eLibrary/Documents/DoDAAD/DoDAADMasterFileLayout.docx](http://www.dla.mil/j-6/dlms/eLibrary/Documents/DoDAAD/DoDAADMasterFileLayout.docx). These field locations correspond to the TAC 1, TAC 2, TAC 3, and TAC 4 code designations in the DoDAAD.

C2.5.3.2.4. Directory users 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 APO address with a commercial postal standard will create an invalid address.

C2.5.3.2.5. Addresses listed for freight purposes contain sufficient information to use the in-the-clear portion of package markings and to insert 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 CONUS is contained in the Defense Transportation Regulation (DTR) at [www.transcom.mil/dtr/part-ii/](http://www.transcom.mil/dtr/part-ii/)

C2.5.3.2.6. Addresses for commercial small parcel shipping should be entered in the TAC 4 section of the DoDAAD. Commercial small parcel shipping

information must follow the format established by the USPS, which consists of elements such as recipient name, street name, house number, city, state, and ZIP Code. APO, FPO and other military unique qualifiers should not be used in the TAC 4 commercial small parcel shipping section.

### C2.5.3.3. ZIP Code

C2.5.3.3.1. To facilitate the identification of the correct ZIP code for DoDAAC addresses, a list of ZIP code prefixes and ZIP codes by State is available at Appendix 1:

#### C2.5.3.3.1.1. ZIP Code Prefixes, Appendix AP1.5.

[http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.5\\_ZipCodePrefixes.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.5_ZipCodePrefixes.docx).

#### C2.5.3.3.1.2. ZIP Code By State, Appendix AP1.6.

[http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.6\\_ZipCodeByState.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.6_ZipCodeByState.docx).

C2.5.3.4. Delayed Implementation Dates. There are two delayed implementation dates for use in the DoDAAD system: Effective Date and Delete Date.

C2.5.3.4.1. Effective Date. Effective Date is used to schedule future changes. When a DoDAAC is entered or updated and an Effective Date is supplied for a given TAC, the data entered for that TAC will not be effective or published until the current date matches the Effective Date entered. Multiple changes can be entered using this technique, as long as the Effective Date entered does not duplicate an existing Effective Date.

C2.5.3.4.2. Pending Effective Date. When an Effective Date is pending for a given TAC, the system 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.

C2.5.3.4.3. Delete Date. Delete Date is used to delete a TAC of the DoDAAC. Individual TACs may be deleted, however a Delete Date entered on TAC 1 will delete the entire DoDAAC.

C2.5.3.4.4. Pending Delete Date. When a Delete Date is pending for a given TAC, the system will indicate the pending date by flagging the TAC with a graphic above the Delete Date field indicating "Future data available." To view the pending changes, the user may click the "Future data available" graphic.

C2.5.3.4.5. Passed Delete Date. Once the Delete Date has passed, the DoDAAC will remain on the DoDAAD master file for 5 years before the record is physically removed from the master file. This gives the pipeline of pending actions sufficient time to clear before the DoDAAC is actually removed from the master file. The only indication that a DoDAAC has been deleted during those 5 years is the existence of a Delete Date on the master record for the given DoDAAC.



C2.5.4. Authority Codes. Authority codes have been established to restrict requisitioning, shipment, and billing by DoDAAC. DoDAAC authority codes are applicable to all Services.

C2.5.4.1. CSPs will assign authority codes to all new DoDAACs.

C2.5.4.2. The authority codes are defined in the DoDAAC Authority Codes Table available on the DLA Logistics Management Standards Website. The first code (00) will allow total unrestricted use of the DoDAAC. The remaining codes limit the use of the DoDAAC for unique and specific purposes.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6DoDAADAuthorityCodes.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6DoDAADAuthorityCodes.docx)

C2.6. OTHER PROCESSING AND INFORMATION. Other DoDAAC processing and information is managed in electronic files available on the DLA Logistics Management Standards Website as indicated in the paragraphs below.

C2.6.1. U.S. Army Unique Processing, Appendix AP1.7.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.7\\_USA.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.7_USA.docx)

C2.6.2. U.S. Navy Unique Processing, Appendix AP1.8.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.8-USN.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.8-USN.docx)

C2.6.3. U.S. Air Force Unique Processing, Appendix AP1.9.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.9\\_USAF.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.9_USAF.docx)

C2.6.4. U.S. Marine Corps Unique Processing, Appendix AP1.10.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.10\\_USMC.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.10_USMC.docx)

C2.6.5. U.S. Coast Guard Unique Processing, Appendix AP1.11.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.11\\_USCG.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.11_USCG.docx)

C2.6.6. General Services Administration Unique Processing, Appendix AP1.12.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.12\\_GSA.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.12_GSA.docx)

C2.6.7. Department of Defense Dependent Schools (DoDDS) Information, Appendix AP1.13.

[www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.13\\_DoDDS.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.13_DoDDS.docx)

C2.6.8. Other Defense Agency Information, Appendix AP1.14.

[http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.14\\_Other.docx](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/v6/v6a1.14_Other.docx)



# **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), who are identified at [https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/members\\_MAPAD\\_FocalPoints.docx](https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/members_MAPAD_FocalPoints.docx)

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 DLA Transaction Services.

C3.1.3.1. **Functional Architecture.** DLA Logistics Management Standards is the MAPAD System Administrator, and is responsible for ensuring that the MAPAD directory meets the requirements of authorized MAPAD users. DLA Transaction Services 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 DLA Transaction Services 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 DLA Transaction Services 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 DLA Transaction Services, 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 DLA Transaction Services.

C3.1.3.2.1.3. Batch Processing. The least preferred, option is batch processing; however, DLA Transaction Services 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 DLA Transaction Services, 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. POLICY. [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. MAPAD ACCESS

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

C3.3.2. MAPAD System Access Requests. DLA Transaction Services provides a System Access Request (SAR) Web screen for potential users to request access <https://www.transactionservices.dla.mil/sar>. 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 DLA Transaction Services and the MAPAD System Administrator. Upon approval, DLA Transaction Services shall send an email back to the requestor notifying the requestor of the approval or denial. If access is granted, DLA Transaction Services 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. Database Profiles. 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. Access Levels and Authorities.

C3.3.4.1. System Administration Level. This highest level of access is provided only to the MAPAD System Administrator and DLA Transaction Services. 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. Component International Logistics Control Office Central Service Point Level. 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 DLA Transaction Services, 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. DoD Component Monitors. 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 DLA Transaction Services 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. General Access Level. 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 DLA Transaction Services enhanced DAASINQ (eDAASINQ).

### C3.4. RESPONSIBILITIES

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 System (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](mailto: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:

DLA 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](mailto: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](mailto: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 [DoD 5200.1-R](#), "Information Security Program," February 12, 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. DLA Transaction Services 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 DLA Transaction Services, 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 DLA Transaction Services.

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. Freight Forwarder. 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.S. Government Representatives Located in the Continental United States/Overseas

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 [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp)

### 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 DLA Transaction Services 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. Foreign Military Sales Address Composition

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. Grant Aid Address

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 <https://tacc.scott.af.mil/default.asp?action=xog> (from "XOG Quick Links" select "Channel Sequence Listing". The WPOD field shall contain the appropriate three-position water port designator code. Valid APOD and WPOD codes are contained in the table Management Distribution System located at <https://trdm.c2.amc.af.mil/trdm/index.jsp>. See "AERIAL-PORT" and "WATER-PORT" reference tables under the Master Model Compliant Reference Data section.

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

### C3.8. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY AUTOMATED FILES

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 DLA Transaction Services. The preferred method to disseminate address data is through data replication. DoD Components requiring the automated address file for internal use should coordinate with DLA Transaction Services 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 DLA Transaction Services 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. DoD Component Security Assistance Offices

Component	Contact Data
Air Force	Air Force Security Assistance <b>Cooperation Directorate</b> (AFSAC- <b>D</b> ) 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: <a href="mailto:555.ils.transportation@wpafb.af.mil">555.ils.transportation@wpafb.af.mil</a>
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. FOREIGN MILITARY SALES SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

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 [DoD 5105.38-M](#), “Security Assistance Management Manual (SAMM),” paragraph C6.4.9.6.

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. MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY ADDRESS FORMAT FOR FOREIGN MILITARY SALES

C3.11.1. Data Elements Used To Construct MAPAD Codes For FMS. 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. Requisition Document Number

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 DOD 5105.38-M, Chapter 4, Table C4.T2., available at [www.dsca.mil/samm](http://www.dsca.mil/samm).

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. Supplementary Address

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 DoD 5105.38-M, Chapter 4, Table C4.T2: [www.dsca.mil/samm](http://www.dsca.mil/samm)); 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







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

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
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 Customer Code (formally country 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
U S S E R V I C E	S E C U R I T Y C O O P E R A T I O N C U S T O M E R C O D E		C U S T O M E R	D E L I V E R Y T E R M	T Y P E A S S I S T A N C E	C A L E N D A R Y E A R	J U L I A N	D A Y	D A T E	D O C U M E N T S E R I A L N U M B E R				C O U S T O M E R S E R V I C E	O F F E R / O P T I O N R E L E A S E	F R E I G H T F O R W A R D E R	F M S	C A S E	D E S I G N A T O R
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 <a href="#">DTR 4500.9-M</a> , 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	<p>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.</p> <p>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.</p> <p>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.</p>

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 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	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. SII S 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 SII S 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. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FOREIGN MILITARY SALES.** These codes indicate the WPOD or APOD to which FMS shipments shall be sent under Delivery Term Code (DTCs) 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. EFFECTIVE DATE AND DELETION DATE FOR FOREIGN MILITARY SALES.** 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. OFFER/RELEASE OPTION CODE FOR FOREIGN MILITARY SALES**

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 no response has been received in 15 calendar days, a follow up shall be sent. If no response is received within 15 calendar days of the follow-up, a second follow-up shall be sent and assistance shall be requested from the appropriate

DoD Component Security Assistance/Cooperation Agency. 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. DELIVERY TERM CODES FOR FOREIGN MILITARY SALES. 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. PRIORITIES FOR FOREIGN MILITARY SALES. 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. FOREIGN MILITARY SALES CLASSIFIED SHIPMENTS

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, DoDs 5200.1-R, 5200.2-R, and 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 Security Cooperation 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 Security Cooperation 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
US SERVICE	SECURITY COOPERATION CUSTOMER CODE	CUSTOMER	DELIVERY TERM	TYPE ASSISTANCE	YEAR	DATE			SERIAL NUMBER	MAP INDICATOR	PROGRAM YEAR	RECORD	CONTROL NUMBER						
						JULIAN	DAY	DATE											
B	KS	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 DoD 5200.1-R. 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. Special Instruction Indicators. SII "S" requires identification of applicable MAPACs and TACs with clear text special instructions, as shown in Figure C3.F4."

[www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=\\*SI](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=*SI)

C3.32.2. Type of Address Codes. TACs designate the type of action being taken for a specific address (e.g., transmitting status, shipping information, Notice of Availability). [www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=\\*TM](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=*TM)

C3.32.3. Delivery Term Codes. 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

[www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log\\_Qualifiers/lqvqcDetails.aspx?code=A3](http://www.dla.mil/j-6/dlms0/eApplications/LOG.NET/UII/Log_Qualifiers/lqvqcDetails.aspx?code=A3).

C3.32.4. Foreign Military Sales Military Standard Requisitioning and Issue Procedures Data Elements. Appendix AP2.1 highlights MILSTRIP requisition document number and supplementary address data elements used to construct a valid MAPAC. [www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.1\\_MILSTRIP\\_Elements.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.1_MILSTRIP_Elements.docx)

C3.32.5. Address File. Appendix AP2.2 Address File Identifier, identifies which MAPAD file shall be changed. [http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.2\\_Address\\_File\\_Identifier.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.2_Address_File_Identifier.docx)

C3.32.6. Document Identifier Codes. Appendix AP2.3, Document Identifier 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). [www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.3\\_Document\\_Identifier\\_code.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.3_Document_Identifier_code.docx)

C3.32.7. Add/Change Foreign Military Sales Military Assistance Program Address Code. Appendix AP2.4 contains the transaction formats (MA1, MA2) for Adding and Changing FMS MAPACs. [http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.4\\_Add\\_Change\\_Formats\\_FMS.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.4_Add_Change_Formats_FMS.docx)

C3.32.8. Delete Foreign Military Sales Military Assistance Program Address Code. Appendix AP2.5 contains the transaction format (MA3) for Deleting FMS MAPACs. [www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.5\\_Delete\\_Format\\_FMS.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.5_Delete_Format_FMS.docx)

C3.32.9. Add/Change Grant Aid Military Assistance Program Address Code. Appendix AP2.6 contains the transaction formats (MA1, MA2) for Adding and Changing Grant Aid MAPACs. [www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.6\\_Add\\_Change\\_Formats\\_Grant\\_Aid.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.6_Add_Change_Formats_Grant_Aid.docx)

C3.32.10. Delete Grant Aid Military Assistance Program Address Code. Appendix AP2.7 contains the transaction format (MA3) for Deleting Grant Aid MAPACs. [www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.7\\_Delete\\_Format\\_Grant\\_Aid.docx](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v6/v6a2.7_Delete_Format_Grant_Aid.docx)

C3.32.11. Security Assistance Program Service Designator. 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. [www.dla.mil/j-6/dlmsso/eApplications/LOG.NET/UI/Log\\_Qualifiers/lqvqcDetails.aspx?code=94](http://www.dla.mil/j-6/dlmsso/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=94)

# **C4. CHAPTER 4**

## **PIPELINE MEASUREMENT**

### **C4.1. GENERAL**

C4.1.1. Purpose of Chapter. This chapter identifies the roles, authorities, business rules, governance and configuration management process that comprise the Logistics Metric Analysis Reporting System (LMARS). It establishes the information requirements for LMARS. The LMARS tool is a database and collection of reports located at DLA Transaction Services. LMARS provides a single, authoritative, enterprise-wide source of logistics pipeline performance and customer wait time data. Within the authority granted it in paragraph C4.3.1. below, the Pipeline Measurement Process Review Committee (PRC) is responsible for developing and maintaining LMARS to include the maintenance of this chapter.

C4.1.2. Purpose of LMARS. LMARS is a tool/database for the collection of logistics business event information that allows actual logistics pipeline performance to be measured and reported uniformly. The information enables management to track trends, identify areas requiring improvement, and compare actual performance against pre-established goals. It provides information that allows policy, procedural, and/or technology infusions to be assessed for their effects on pipeline performance. LMARS supports the measurement of logistics pipeline segment performance, to include logistics response time (LRT), and will in the future, based on individual business event transactions, provide the ability to measure customer wait time (CWT), and to compare actual performance against time definite delivery (TDD) standards. The common denominator among the LRT, CWT, and TDD performance measures is that they all begin with the submission of a customer order document number and end with the receipt of the ordered materiel. LMARS is comprised of a standard:

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. Database consisting of 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. These reports are assigned Report Control Symbol DD-AT&L(AR)1113.

C4.2. POLICY. It is DoD policy that all organizations in the supply chain recognize and emphasize the importance of time in accomplishing their respective functions. DoD materiel management shall be structured to be responsive to customer requirements during peacetime and war. Timely receipt of items ordered by customers of the logistics system contributes to increased customer confidence in that system. All organizations in the supply chain must accomplish their respective functions in an efficient and cost-effective manner. DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003 is the principal supply chain policy document that lays the foundation for paragraphs C4.2.1, C4.2.2., and C4.2.3.

C4.2.1. Logistics Response Time. To gauge logistic system timeliness, the performance data collection system, LMARS, is established as the single, authoritative, enterprise-wide source for performance reporting and analysis of LRT.

C4.2.2. Customer Wait Time

C4.2.2.1. Components shall develop methods of including retail transactions at the lowest level (e.g., immediate issues of materiel from installation or shipboard supply activities, Government purchase card acquisitions, etc.) with Wholesale logistics response time measurement in order to produce a customer wait time performance measure.

C4.2.2.2. Components shall use the CWT measure to assess past performance and apply lessons learned to improve future performance of the DoD supply chain.

C4.2.2.3. Components shall submit monthly reports to DLA Transaction Services covering completed orders originating from organizational maintenance activities. The reports shall be prepared in accordance with reporting requirement instructions specified in Enclosure 1 of DoD Instruction 4140.61, "Customer Wait Time and Time Definite Delivery." DLA Transaction Services shall compile the Component data and complete DD Form 2829 for posting to the LMARS Website.

C4.2.3. Time Definite Delivery

C4.2.3.1. The establishment of TDD standards is based on the concept that, within a specified degree of probability (e.g., 95 percent), the logistics system is capable of delivering required materiel to the customer within a given period of time depending on the priority and geographic location of the customer.

C4.2.3.2. United States Transportation Command (USTRANSCOM) negotiates and maintains the TDD standards. In the absence of specific customer TDD standards, the legacy aggregate standards in DoD 4140.1-R prevail. In developing organic or contractor performance agreements with their customers, materiel managers and distribution and transportation managers should develop specific customer TDD standards that are tailored to meet specific delivery requirements:

C4.2.3.2.1. TDD standards address the supply of materiel from the time of requirement origination (date of the requisition) to the time that the requisitioner acknowledges physical receipt. The major segments of the total logistics pipeline are requisition submission time, inventory control point (ICP) processing time, storage depot segment time, transportation segment time, and theater segment time.

C4.2.3.2.2. Each logistics pipeline segment involved in the processing of a requisition has been assigned a portion of the total available time. Individual segment standards should not be considered inviolate if exceeding those standards results in time savings and improved service for the total pipeline.

C4.2.3.2.3. Timely receipt of items ordered by logistics system customers contributes to increased customer confidence in the system. All organizations in the supply chain must accomplish their respective functions in an efficient and cost-effective manner.

C4.2.3.2.4. The LMARS database is intended to be the primary source of logistics response time data for comparison against the TDD standards.

### C4.3. ROLES AND AUTHORITIES

C4.3.1. Pipeline Measurement Process Review Committee (PRC). The Pipeline Measurement PRC is responsible for developing and maintaining LMARS to capture and record logistics pipeline business events from business transactions. LMARS provides a reliable and consistent database of information from which the measurement of logistics pipeline segment performance metrics such as LRT and CWT may be generated. The LMARS data recording of actual performance times can be compared to the TDD standards. The Pipeline Measurement PRC operates under the authority and within the framework documented below.

C4.3.2. Office of the Deputy Assistant Secretary of Defense Supply Chain Integration (ODASD/SCI). The ODASD/SCI shall:

C4.3.2.1. Serve as the Office of the Secretary of Defense (OSD) sponsor of the Pipeline Measurement program, issuing policy guidance and instructions for development, expansion, improvement, and maintenance of LMARS.

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 Pipeline Measurement 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/SCI representative, and accept updates after each meeting or as appropriate.

C4.3.2.7. Ensure that 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. DLA Logistics Management Standards. As the Chair of the Pipeline Measurement PRC, DLA Logistics Management Standards shall:

C4.3.3.1. Develop Pipeline Measurement PRC meeting agendas and convene meetings as required, but at least semi-annually. Announce meetings 30 calendar days in advance. Submit minutes of each Pipeline Measurement PRC meeting within 7 to 14 calendar days of meeting completion to the Pipeline Measurement PRC membership and the OSD PSA for review. Publish final meeting minutes within 30 calendar days of meeting completion. Maintain a current list of representatives to the Pipeline Measurement PRC.

C4.3.3.2. Submit proposed recommendations for LMARS improvement to the committee members and the OSD PSA. Present issues to the Pipeline Measurement PRC for review and resolution. Where PRC consensus cannot be obtained, document and present the issues to the OSD PSA for resolution.

C4.3.3.3. Document the Pipeline Measurement PRC program objectives and business rules in DLM 4000.25, "Defense Logistics Management System (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 DLA Transaction Services to develop and execute the tool set for measuring LRT, CWT, and TDD actual performance.

C4.3.3.5. Develop and provide training on LMARS.

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. Ensure that the PRC builds an extensible capability allowing for the expansion of data to encompass Pipeline Measurement performance measurement of Wholesale and Retail logistics processes and functions.

C4.3.3.8. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

C4.3.4. DLA Transaction Services. DLA Transaction Services shall:

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

C4.3.4.2. Attend all Pipeline Measurement PRC meetings.

C4.3.4.3. Implement enhancements and modifications to LMARS documented by DLA Logistics Management Standards and approved by the Pipeline Measurement PRC.

C4.3.4.4. Provide LMARS subject matter expertise to members of the Pipeline Measurement 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. DoD Components. DoD Components shall support the Pipeline Measurement PRC by providing qualified, experienced representatives who shall:

C4.3.5.1. Attend all Pipeline Measurement meetings.

C4.3.5.2. Furnish agenda items to the Chair, Pipeline Measurement PRC.

C4.3.5.3. Respond to tasking emanating from Pipeline Measurement PRC meetings.

C4.3.5.4. Identify inter-DoD Component LRT, CWT, and TDD requirements to the Pipeline Measurement PRC for discussion and formulation of a solution.

C4.3.5.5. Develop and submit recommended DLMS change proposals to the Pipeline Measurement 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 Pipeline Measurement 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 serve as a basis for process improvements. Conduct analysis and take appropriate actions within the Component to improve pipeline performance.

C4.3.5.9. Review Monthly LMARS Outputs and Data

C4.3.5.9.1. Review monthly reports analyzing and researching unusual trends. Significant changes need to be researched using the drill down capability to determine the anomaly causes. 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. The Anomaly Code list is available at the following link:

[www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Anomaly\\_Code\\_List.doc](http://www.dla.mil/j-6/dlmso/Archives/PMPRC/documents/Anomaly_Code_List.doc).

C4.3.5.9.2. Data corrections required as a result of the above research and analysis will be identified to the Pipeline Measurement PRC Chair and DLA Transaction Services. When warranted, the Pipeline Measurement PRC chair will ensure prior coordination with the ODASD/SCI Pipeline Measurement PRC representative before performing data corrections. The data correction method will be determined by DLA Transaction Services and coordinated with the Pipeline Measurement PRC Chair.

C4.3.5.9.3. Table updates, business rule changes, and fill rule changes will be identified by the Components to the Pipeline Measurement 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.

C4.3.5.10. Submit required monthly CWT reports to DLA Transaction Services in accordance with approved formats and instructions.

C4.3.5.11. Retain records of LRT, CWT, and TDD performance measurements for audit and oversight.

C4.4. CONFIGURATION MANAGEMENT

C4.4.1. Pipeline Measurement PRC Administration. The Pipeline Measurement PRC shall be responsible for:

C4.4.1.1. Coordinating actions essential to the maintenance and improvement of LMARS.

C4.4.1.2. Developing and maintaining uniform business rules for the measurement and reporting of LRT, CWT, and TDD in LMARS.

C4.4.1.3. Serving as the primary group responsible for developing and executing LMARS and its associated products for the measurement of LRT, CWT, and TDD.

C4.4.1.4. Ensuring senior leaders in the DoD Components are apprised of all initiatives and plans as they are developed with respect to LMARS.

C4.4.1.5. Documenting and maintaining DoD-level LRT, CWT and TDD calculation rules to support consistency of measurement across the Department of Defense within LMARS.

C4.4.1.6. Posting Pipeline Measurement PRC meeting minutes of each Pipeline Measurement PRC meeting to the DLA Logistics Management Standards Website, along with a current list of representatives to the Pipeline Measurement PRC.

C4.4.1.7. Providing feedback to the DASD/SCI concerning Component requirements to fully implement LRT, CWT, and TDD measurement tools.

C4.4.2. Proposed DLMS Change (PDC)/Approved DLMS Change Process (ADC). The requirements and guidelines for change management are documented in Volume 1, Chapter 3 (DLMS Change Management) of DLM 4000.25. The change control process ensures the proper documentation of all proposed or approved changes, the tracking and reporting of these changes to the functional baseline using change control status accounting, and the validation of the changes using functional change control reviews as required. Chapter 3, DLMS Change Management can be viewed at [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1.asp).

C4.4.2.1. A subset of the DLMS change process is the preparation of the Proposed DLMS Change (PDC). The PDC is an audit trail for Pipeline Measurement. Changes to Pipeline Measurement are required to be submitted using the process identified in Volume 1, Chapter 3 of DLM 4000.25  
[www.dla.mil/j-6/dlmso/eLibrary/manuals/dlm/v1.asp](http://www.dla.mil/j-6/dlmso/eLibrary/manuals/dlm/v1.asp).

C4.4.2.2. The PDC process flow is defined in Appendix 9 of DLM 4000.25  
[www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1/v1a9.docx](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v1/v1a9.docx).

#### C4.4.3. DLA Transaction Services Technical Documentation

C4.4.3.1. Develop and provide training on LMARS.

C4.4.3.2. 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).

C4.4.3.3. Ensure that the PRC builds an extensible capability allowing for the expansion of data to encompass Pipeline Measurement performance measurement at Wholesale and Retail logistics processes and functions.

C4.4.3.4. Ensure testing and validation of proposed changes to standard data elements for Pipeline Measurement performance measurement.

## C4.5. LMARS ARCHITECTURE

### C.4.5.1 Functional Architecture

C4.5.1.1. LMARS is based on the capture by DLA Transaction Services of the business events at the individual transaction level for each individual customer order/document number.

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 captured and used to calculate average segment time performance.

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 DLA Transaction Services.

C.4.5.2 Technical Transaction Architecture. LMARS is based on legacy Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) transactions formats with some data extensions of the base legacy documents. Incoming DLMS based transactions are converted to legacy transaction formats using the DLA Transaction Services standard DLMS to legacy MILSTRIP/MILSTRAP maps.

## C4.6. LMARS CONTENT

C4.6.1. Inputs. The Data sources used to fill the LMARS database and prepare the monthly reports are as follows:

C4.6.1.1. DLA Transaction Services Routed DLSS/DLMS Transactions. The DLMS X12 electronic data interchange (EDI) and DLMS extensible markup language (XML) transactions are first converted to DLSS transactions (legacy 80 record position MILSTRIP/MILSTRAP) and merged with standard legacy DLSS transactions. The DLMS transactions, when converted to DLSS legacy, include extended data not available in the equivalent DLSS legacy transaction as originated by the source system. There are also some Service Unique DLSS-like transactions that are not DLSS standard transactions but are standard within a Component such as the Air Force document identifier code BF7.

C4.6.1.2. DLA Transaction Services Non-routed Transactions. These are Component unique document identifier codes (DIC) (DLSS-like) 80 record position transactions used to report offline actions by the Services, DLA, and GSA. These transaction DICs are B99, BE9, D7, CHA, CH1 CO\_, and CQ. 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. DLA Troop Support Special Prime Vendor Data Feeds. Special data feeds are received for Fresh Fruits and Vegetables (FFV), Semi Perishables, Maintenance Repair Operations (MRO), and Prime Vendor Medical (PVM).

C4.6.1.4. EDI 850 transaction is used in place of Other S9G MROs if the EDI 850 has an earlier date.

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 DLA Logistics Information Service. Additionally the following data sources are used and require validation and update by the Components.

C4.6.1.5.1. COCOM DoDAACs. Report not presently produced.

C4.6.1.5.2. DLA Demand Chain DoDAACs. A table of DoDAACs provided to DAAS by the DLA Office of Operations Research and Resource Analysis (DORRA).

C4.6.1.5.3. DLA Supply Chain. A table of items in the DLA Supply Chain provided to DAAS by the DLA Logistics Information Service (NIIN) and DORRA (Part Numbers).

C4.6.1.5.4. Guard or Reserve DoDAACs. A table of DoDAACs identifying guard and reserve units provided to DAAS by the Marine Corps and Army.

C4.6.1.5.5. Reparable/Non Reparable Indicator. A table designating reparable items and non-reparable items provided by all Services

#### C4.6.2. Segment Definitions

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 it was received by DLA Transaction Services.

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 a 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 to the CCP, to the date received 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.

C4.6.2.7. Logistics Pipeline Segment 7, "CONUS In-Transit Time" measurement starts with date shipped by the shipper (may be contractor, storage depot, or CCP) and ends on the date received 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 DRA, DRB, or D6S.

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, DLA Transaction Services procedures, and the output report-specific data population rules and display.

C4.6.3.1. Key Tables

C4.6.3.1.1. LMARS Fill Type Table. Access the LMARS Fill Type Table at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Type\\_of\\_Fill\\_Table.xlsx](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Type_of_Fill_Table.xlsx).

C4.6.3.1.1.1. This table is used to determine the applicable reports in which each document number, completing a pipeline segment within the report month, is included. Each report is discussed in detail in paragraph C4.6.5. below. The usage and detailed procedures for the LMARS Fill Type Table are available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/LMARS\\_FILL\\_Rules\\_Procedures.docx](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/LMARS_FILL_Rules_Procedures.docx).

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

**LMARS Records Fill Types**

- A = Immediate shipment from depot
- B = Planned DVD Shipments
- C = Backordered
- D = Unplanned DVD Shipments
- O = Other

**LMARS Reports**

**Applicable Fill Type Codes**

Total	Fill Types = A, B, C, D, O
Immediate	Fill Type = A
Planned DVD	Fill Type = B
Backorder	Fill Type = C
Unplanned DVD	Fill Type = D
Other	Fill Type = O

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

reports. These tables are provided at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/KeyLMARSTables.docx](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/KeyLMARSTables.docx).

C4.6.3.1.3. DLA Special Report Fill Type Table. LMARS provides a series of reports that are tailored for DLA management usage. While these DLA-specific reports are not discussed in this chapter, the report fill rules are identified within the DLA Corporate Fill Table found at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/DLA\\_Corp\\_fill\\_rules.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/DLA_Corp_fill_rules.doc).

#### C4.6.4 DLA Transaction Services Procedures

C4.6.4.1. Daily Continuous Processing. With the exception of special data feeds, transactions are received at DLA Transaction Services continually, and copied and parsed to the Logistics On-line Tracking System (LOTS) database.

C4.6.4.2. Weekly Processing. Every Friday at midnight DLA Transaction Services performs the following processing procedure in preparation for the monthly processing:

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

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

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

C4.6.4.2.4. A 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 and integrated with the LMARS Master file.

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 DLA Transaction Services processing errors and to identify anomalies and unusual trends that the Services need to research and verify. The DLA Transaction Services 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 Pipeline Measurement 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 for a minimum of 3 years.

C4.6.4.5. User Accounts. User accounts must be obtained from DLA Transaction Services. The instructions for obtaining a user account are found on the DLA Transaction Services Website at <https://www.transactionservices.dla.mil/daashome/homepage.asp>. Click on "Request Login ID and Password" and follow the screens for completing the On-Line Systems Access Request.

C4.6.4.5.1. The Logistics Metrics Analysis Reporting System/Customer Wait Time (LMARS/CWT) at DLA Transaction Services maintains logistics pipeline information for all Wholesale items. LMARS/CWT is populated with information from the MILSTRIP and MILSTRAP transactions that flow through DLA Transaction Services. LMARS/CWT report 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. To access LMARS and CWT reports a user must acquire an access account from DLA Transaction Services. The user must submit a System Access Request (SAR). 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 or the account will be inactivated.

C4.6.4.5.3. Data download capabilities. DLA Transaction Services can provide data downloads in a variety of forms. Monthly reports provide a link at the top that allows the report to be directly downloaded by the user to a Microsoft Excel Spreadsheet. For other database transfers/downloads of LMARS data and/or tables the requester should contact the Service/Agency Pipeline Measurement PRC point of contact, or if not known, DLA Transaction Services. Database transfers/downloads of LMARS data for a specific Service or Agency, are performed by that Service or Agency.

C4.6.4.6. Handling of Corrections. The Components and DLA Transaction Services review the initial runs of each month's reports, to include analyzing and

researching unusual trends. Significant changes need to be researched using the drill down capability to determine the cause. 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. The Anomaly Code list is available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Anomaly\\_Code\\_List.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Anomaly_Code_List.doc).

Data corrections required as a result of the above research and analysis will be identified to the Pipeline Measurement PRC Chair and DLA Transaction Services. When warranted, the Pipeline Measurement PRC chair will ensure prior coordination with the DASD/SCI Pipeline Measurement PRC representative before correcting data. The data correction method will be determined by DLA Transaction Services and coordinated with the Pipeline Measurement PRC Chair by the Component that identified the problem.

C4.6.5. Output Reports. All output reports are displayed in a standard format. The following sub-paragraphs of this section describe the format and content of standard monthly reports for the selected month; if no month is selected LMARS defaults to the most recent month available. Paragraphs C4.6.5.1, C4.6.5.2, and C4.6.5.3 below describe the Major Report Categories and the Sections and Sub-sections within them. The titles of the Major Report Categories, the Sections, and the Sub-sections are all centered on the report pages. Paragraph C4.6.5.4 below defines the meanings of the heading titles in the far left column of the reports and paragraph C4.6.5.5 defines the column headings and data content across the top of the reports.

A sample output report showing the format is available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/WholesaleReguistionPipeline.xls](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/WholesaleReguistionPipeline.xls).

The LMARS database data dictionary is available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Record\\_Layout.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Record_Layout.doc).

The data value names and location on the LMARS master data record is available at [www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Data\\_values.doc](http://www.dla.mil/j-6/dlms0/Archives/PMPRC/documents/Data_values.doc). This database is the authoritative source from which all LMARS output reports are produced. It is also the authoritative source of all files that are made available to the Components for their individual purposes. Foreign Military Sales documents and Initial Outfitting documents are excluded from all LMARS reporting.

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. “COMPOSITE” Report. The Composite Report includes all document numbers eligible for LMARS reporting in a given month with the exception of those for Guard, Reserve, or Contractor DoDAACs.

C4.6.5.1.2. “MAJOR COMMAND” Report. The Major Command Report includes a subset of the document numbers in the Composite Report. To be included in the Major Command report the document number’s Ship-To address or Consignee must be identified as being in that specific Major Command. **Note: Major Command Report is not presently produced pending Major Command Code table update; therefore the “Major Command” report category is not currently a selectable Major Report category on the main LMARS page.**

C4.6.5.1.3. “REPAIRABLE NIIN” Report. The Repairable NIIN Report includes a subset of the document numbers in the Composite Report. To be included in the Repairable NIIN report the NIIN being ordered on a given document number must be identified as a Repairable NIIN by at least one Service.

C4.6.5.1.4. “GUARD” Report. To be included in the Guard Report, the document number’s Ship-To address or Consignee must be an identified Guard DoDAAC. Note that the document numbers included in the Guard Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. DLA Transaction Services maintains an internal table of DoDAACs supplied by the Components that identifies Guard unit DoDAACs.

C4.6.5.1.5. “RESERVE” Report. To be included in the Reserve Report the document number’s Ship-To address or Consignee must be an identified Reserve DoDAAC. Note that the document numbers included in the Reserve Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. DLA Transaction Services maintains an internal table of DoDAACs supplied by the Components that identifies Reserve unit DoDAACs.

C4.6.5.1.6. “CONTRACTOR” Report. To be included in the Contractor Report the document number’s Ship-To or Consignee address must be an identified Contractor DoDAAC. Note that the document numbers included in the Contractor Report are not included in the Composite Report, paragraph C4.6.5.1.1 above. Contractor DoDAACs are identified according to Table H.

C4.6.5.2. Major Report Category Sections. Each Major Report Category is composed of Sections and each Section has a total line totaling all the data for that section prior to beginning a new Section. The Sections are identified by tabs at the bottom of the report. The titles of the tabs and section headings are (1) “TOTAL”, (2) “ARMY”, (3) “AIR FORCE”, (4) “NAVY”, (5) “MARINE CORPS”, (6) “COAST GUARD” and (7) “OTHER”.

C4.6.5.3. Fill Type Sub-Sections. Each Major Report Category Section is further sub-divided into six Fill Type Sub-Sections. Each Sub-Section has a total line. The Fill Type Sub-Sections record document numbers according to how that document number is being satisfied. The LMARS Fill Type Table discussed in paragraph C4.6.3.1.1. is a key table used to produce the LMARS output reports. Paragraph C4.6.3.1.1. describes the Fill Type Table composition, usage, mapping of Fill Types to

the LMARS Fill Type Report Sub-Sections, and Web link to the current LMARS Fill Type Table. The Fill Type Sub-Sections titles and descriptions are below:

C4.6.5.3.1. “TOTAL” Fill Type Sub-Section. The “TOTAL” Fill Type 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 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). Reporting starts when a shipment is indicated by a shipment transaction or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Types = A, B, C, D, O.

C4.6.5.3.2. “IMMEDIATE” Fill Type Sub-Section. The “IMMEDIATE” Fill Type Sub-Section reflects Wholesale requisition pipeline activity of immediate issues for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). 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 a shipment is indicated by a shipment, transaction, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = A.

C4.6.5.3.3. “PLANNED” Fill Type Sub-Section. The “PLANNED” Fill Type 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 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The servicing ICP’s criteria (Table B) must be met to qualify as a planned DVD. Reporting starts when a shipment is indicated by a shipment, transportation, or receipt transaction. To be included in the PLANNED Sub-Section (Planned Direct Vendor Delivery (DVD)), the document number must meet the criteria for Planned DVD in the LMARS Type of Fill Table. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = B.

C4.6.5.3.4. “BACKORDERED” Fill Type Sub-Section. The “BACKORDERED” Fill Type 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 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The following criteria must be met to qualify as a backorder: (1) Any Supply Status (AE transaction) 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 indicated prior to

shipment. To be included in the “BACKORDERED” Sub-section the document number must meet the criteria for backordered documents in the LMARS Type of Fill Table, having a Fill Type = C.

C4.6.5.3.5. “UNPLANNED” Fill Type Sub-Section. The “UNPLANNED” Fill Type 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 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). The servicing ICP’s criteria (Table A) must be met to qualify as an unplanned DVD. Reporting starts when a shipment is indicated by a shipment, transportation, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Type = D.

C4.6.5.3.6. “OTHER” Fill Type Sub-Section. The “OTHER” Fill Type Sub-Section reflects Wholesale requisition pipeline activity of document numbers and/or its related data that did not meet the criteria for Immediate Issue, Backorder, Planned or Unplanned Direct Vendor Delivery for each of the Report Sections identified in paragraph C4.6.5.2 above (TOTAL, ARMY, AIR FORCE, NAVY, MARINE CORPS, COAST GUARD, and OTHER (any document that is not identified to one of the foregoing, such as Federal and Civil Agencies)). Reporting starts when shipment is indicated by a shipment, transportation, or receipt transaction. This Sub-section contains all the document numbers within the Major Report Category and Section that contain Fill Types = O.

C4.6.5.4. 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 PROC GP1, PROC GP2, and PROC GP3, and the TOTAL/AVERAGE line applicable to each pipeline segment and a grand “TOTAL” line appear at the bottom.

C4.6.5.4.1. Delivery Area row headings. The five delivery area headings are CONUS, OCONUS1, OCONUS2, OCONUS3, and OCONUS4. The delivery area within which a document number is reported is based on an internal DLA Transaction Services table. DLA Transaction Services researches all new DoDAACs as they are established and determines the appropriate delivery area. The LMARS Delivery Areas are consistent with the TDD Areas identified in DoD 4140.1-R, Appendix 8, Paragraph AP8.2., found at <http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf>. The LMARS Delivery areas map to the TDD Areas as follows.

<u>LMARS Area</u>	<u>TDD Areas</u>
CONUS	48 Contiguous States
OCONUS1	Area A
OCONUS2	Area B
OCONUS3	Area C
OCONUS4	Area D

It should be noted that LMARS makes no distinctions between Airlift and Sealift delivery areas.

C4.6.5.4.2. Issue Processing Group row labels. Each Delivery area is further broken out into the three Issue Processing Groups (PROC GP1, PROC GP2, and PROC GP3), 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 Group Priority (GP) 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. The PROC GP1, PROC GP2, and PROC GP3 designations correlate directly with IPG I, IPG II, and IPG III described in DLM 4000.25, Volume 2, Chapter 4, paragraph C4.2.2.9. at [www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v2.asp](http://www.dla.mil/j-6/dlmsso/elibrary/manuals/dlm/v2.asp). IPGs are groupings of Issue Priority Designators (IPDs) as shown below:

- PDs 01, 02, and 03 form IPG I
- PDs 04, 05, 06, 07, and 08 form IPG II
- PDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

C4.6.5.5. 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, DLSS Document Identifier Codes (e.g., A5\_, AS\_, and DRA) 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 cursor over the data value and clicks the value, the document numbers and their associated data will be presented.

#### C4.6.5.5.1. Spreadsheet Report Columns B and C

- Logistics Pipeline Segment 1 – "Requisition Submission Time"
- 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 (CH1, CHA, BE9, and 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.

#### C4.6.5.5.2. Spreadsheet Report Columns D & E

- Logistics Pipeline Segment 2, "Internal Service Processing Time"
- 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.

#### C4.6.5.5.3. Spreadsheet Report Columns F and G

- Logistics Pipeline Segment 3, "Inventory Control Point (ICP) Processing Time")
- 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, A5\_ transaction, a Table E listed equivalent, an AB\_ (Direct Delivery Notice) transaction, or an 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.

#### C4.6.5.5.4. Spreadsheet Report Columns H and I

- Logistics Pipeline Segment 4, “Storage Activity Processing Time”
- Report Spreadsheet Heading “4 – STORAGE ACTIVITY”
- LMARS database name ‘SAPT – NODE”.

The time is measured from DAAS’ receipt of a defined MRO to the date shipped/released in DIC AS\_/AU\_ (Shipment Status) transaction. When Shipment Status is not available, the date in a materiel release confirmation (MRC) DIC AR\_ transaction is used to close the segment. In the case of Direct Vendor Deliveries (DVDs), time is measured from DAAS’ receipt of a DIC AB\_ transaction, or a DIC AE\_ transaction with BV status, to the date shipped/released in a DIC AS\_/AU\_ or DIC AR\_ transaction. The number of shipments and average processing times are shown in Columns H and I respectively, similar to previous segments.

#### C4.6.5.5.5. Spreadsheet Report Columns J and K

- Logistics Pipeline Segment 5, “Storage Activity to Consolidation Containerization Point (CCP) Processing Time”
- 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: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

#### C4.6.5.5.6. Spreadsheet Report Columns L and M

- Logistics Pipeline Segment 6, “CCP Processing Time”
- 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: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

#### C4.6.5.5.7. Spreadsheet Report Columns N and O

- Logistics Pipeline Segment 7, "CONUS In-Transit Time"
- Report Spreadsheet Heading "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. **NOTE: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don't move through CCPs, POEs, or PODs.**

- 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 DRA, DRB, or D6S 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.

#### C4.6.5.5.8. Spreadsheet Report Columns P and Q

- Logistics Pipeline Segment 8, “POE Processing”
- 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: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

#### C4.6.5.5.9. Spreadsheet Report Columns R and S

- Logistics Pipeline Segment 9, “Port of Embarkation to Port of Debarkation In-Transit Time”
- 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: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

#### C4.6.5.5.10. Spreadsheet Report Columns T and U

- Logistics Pipeline Segment 10, “POD Processing”
- 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: For CONUS Area reporting where the source of materiel is in the CONUS and the Customer delivery point is in the CONUS, these columns will be blank, since CONUS shipments don’t move through CCPs, POEs, or PODs.**

#### C4.6.5.5.11. Spreadsheet Report Columns V and W

- Logistics Pipeline Segment 11, “In-Theater In-transit Time
- 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 DRA, DRB, or D6S 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.

#### C4.6.5.5.12. Spreadsheet Report Columns X and Y

- Logistics Pipeline Segment 12, “Receipt Take-Up Time”
- 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 DRA, DRB, or D6S. Quantity and discrepancy Code fields in the DRA and 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.

#### C4.6.5.5.13. 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.

C4.6.5.5.14. 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.