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March 1997

MAPAD

Mmilitary
Assistance
Program
Address
Directory

DEPARTMENT OF DEFENSE
OFFICE OF THE UNDER SECRETARY OF DEFENSE
(ACQUISITION, TECHNOLOGY, AND LOGISTICS)

FOREWORD

The Military Assistance Program Address Directory is published by direction of the Deputy Under Secretary of Defense (Logistics) under authority of DoD Directive 4140.1, Materiel Management Policy.

The directory contains the address of country representatives, freight forwarders and customers-within-country required for releasing Foreign Military Sales (FMS) and Military Assistance Program (MAP) Grant Aid shipments, and addresses required for forwarding of related documentation.

The directory consists of three sections. Section A contains information and detailed instructions for users of the directory and automated file. Section B contains addresses furnished by representatives of foreign governments for use in receipt of materiel purchased under the FMS program. Section C contains addresses furnished by U.S. Military Assistance Advisory Groups (*MAAGs*)/*Missions* for receipt of materiel under the MAP Grant Aid Program. The addresses in sections B and C are also available in an automated file.

General editorial and administrative changes were made to comply with DoD Directive 4140.1 (reference (a)).

This directory will be updated by monthly changes. Users of this publication are encouraged to submit recommended changes and comments to improve the publication, through their established Service/Agent focal point representatives (see chapter 1, paragraph K), to the Director, Defense Logistics Management Standards Office (DLMSO), ATTN: MAPAD Administrator, Room 1655, Defense Logistics Management Standards Office, 8725 John J. Kingman Road Suite 2533, Fort Belvoir, VA 22060-6221.

BY ORDER OF THE DIRECTOR

RAUL A. MARTINEZ
DASC Administrator

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This DoD Publication supersedes DoD 4000.25-8-M, May 1995, and Changes 1 through 19.

MILITARY ASSISTANCE PROGRAM **ADDRESS DIRECTORY**

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ACRONYMS AND ABBREVIATIONS

ACRONYMS AND ABBREVIATION	DEFINITION
ADP	Automatic Data Processing
AEW&C	Aircraft Early Warning and Control
AFM	Air Force Manual
AFR	Air Force Regulation
AIG	Address Indicating Group
AMC	Air Mobility Command
AMCL	Approved MAPAD Change Letter
APO	Army/Air Force Post Office
APOD	Aerial Port of Debarkation
ATTN	Attention
CBL	Commercial Bill of Lading
CC	Customer-Within-Country
CCBL	Collect Commercial Bill of Lading
CENTO	Central Treaty Organization
CONUS	Continental United States
CPP	Central Processing Point
CR/FF	Country Representative/Freight Forwarder
DAASC	Defense Automatic Addressing System Center
DAPS	Defense Automated Printing Service
DFARS	DoD Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DLMSO	Defense Logistics Management Standard Office
DLSS	Defense Logistics Standard Systems

ACRONYMS AND ABBREVIATION	DEFINITION
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DSN	Defense Switched Network
DTC	Delivery Term Code
DTG	Date-Time-Group
DTS	Defense Transportation System
DUSD (L) MRM	Deputy Under Secretary of Defense (Logistics) Materiel and Resources Management Policy
DUSD (P&L)	Deputy Under Secretary of Defense (Production and Logistics)
ECS	Electronic Composition System
FAS	Free Along Side
FF	Freight Forwarder
FFLC	Freight Forwarder Location Code
FMS	Foreign Military Sales
FOB	Free on Board
FPO	Fleet Post Office
GA	Grant Aid
GBL	Government Bill of Lading
GC	General Cost
GSA	General Services Administration
ICAO	International Civil Aviation Organization
ICP	Inventory Control Point
ILCO	International Logistics Control Office
IMET	International Military Education and Training
JUSMAG	Joint United States Military Advisory Group
LOGAIR	Logistics Airlift
MAAG	Military Assistance Advisory Group

ACRONYMS AND ABBREVIATION	DEFINITION
MAP	Military Assistance Program (Grant Aid Program)
MAPAC	Military Assistance Program Address Code
MAPAD	Military Assistance Program Address Directory
MAPAF	Military Assistance Program Address File
MAPOM	MAP Owned Materiel
MAPSAD	MAP Sales and Disposal
MASF	Military Assistance Service Funded
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRCA	Multi-Role Combat Aircraft
MRO	Materiel Release Order
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MWDP	Mutual Weapons Development Program
NAMFI	NATO Missile Fire Installation
NAMSA	NATO Maintenance and Supply Agency
NAPMO	NATO Airborne Early Warning and Control Program Management Office
NATO	North Atlantic Treaty Organization
NHPLO	NATO - Hawk Production Logistics Office
NICSMA	NATO - Integrated Communications System Management Agency
NNTC	NATO Nike Training Center
NOA	Notice of Availability
O&S	Operations and Support
OAS	Organization of American States
OCONUS	Outside Continental United States
PMC	Proposed MAPAD Change

ACRONYMS AND ABBREVIATION	DEFINITION
POD	Port of Debarkation
POE	Port of Embarkation
QUICKTRANS	Quick Transportation
RFID	Request for Implementation Date
ROD	Report of Discrepancy
RP	Record Position
SACLANT	Supreme Allied Commander Atlantic
SAMM	Security Assistance Management Manual
SAO	Security Assistance Organization
SEATO	Southeast Asia Treaty Organization
SHAPE	Supreme Headquarters, Allied Powers, Europe
SII	Special Instruction Indicator
TAC	Type of Address Code
TMO	Traffic Management Officer
UIC	Unit Identification Code
UMMIPS	Uniform Materiel Movement and Issue Priority System
U.S.	United States
USALDJ	U.S. Army Logistics Depot, Japan
USDAO	U.S. Defense Attache Office
WPOD	Water Port of Debarkation
WPP	Weapons Production Program
ZIP Code	National Zoning Improvement Plan Code

REFERENCES

References in this manual are linked to the authoritative sources from the DLMSO web site pages for the following publication categories at:
DoD Directives: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/directives.asp
DoD Instructions: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/instructions.asp
DoD Manuals/Regulations etc.: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/regulations.asp
DoD Component Joint: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/joint.asp
Military Standards: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/milstds.asp
Non-DoD: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/nondod.asp
DoD Component Regulations/Manuals etc.: http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/other.asp
<u>Document</u>
(a) DoD Directive 4140.1, "Materiel Management Policy"
(b) DoD 4500.32-R, Military Standard Transportation and Movement Procedure (MILSTAMP), "as amended"
(c) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP), "as amended"
(d) DoD 5200.1-R, "Information Security Program Regulation"
(e) DoD 5105.38-M, "Security Assistance Management Manual (SAMM), "authorized by DoD Directive 5105.38."
(f) DoD Instruction 4140.60, "Materiel Management" and DoD 4140.1-R, "Materiel Management Regulation"
(g) Foreign Assistance Act of 1961
(h) The Arms Export Control Act of 1976
(i) DoD Federal Acquisition Regulation Supplement (DFARS), Appendix F, "Materiel Inspection and Receiving Report"

DEFINITIONS AND TERMS

Aerial Port of Debarkation (APOD). The three-position Air Terminal Identifier Code (reference DoD 4500.32-R, MILSTAMP) designates a specific air terminal as the overseas place of discharge.

Change Number. The change number is assigned by DAASO and consists of four positions, i.e., a one-position calendar year code and a three-position serial number.

Clear Text Address. The in-the-clear address of the ship-to and/or the mark-for activity identified by the Military Assistance Program Address Code (MAPAC).

Country/Activity Code. The country and activity codes used in DoD systems to identify the country, international organization, or account which is the recipient of materiel or services furnished through the MAP Grant Aid or FMS programs (see appendix A7).

Defense Transportation System (DTS). Consists of Military controlled terminal facilities, Air Mobility Command (AMC) controlled aircraft, Military Sealift Command (MSC) controlled or arranged sealift and Government-controlled air or land transportation.

Delivery Term Code (DTC). A code (prescribed in FMS cases) identifying the point at which the responsibility for moving as FMS shipment passes from the United States DoD to the purchasing nation or international organization (see appendix A5).

Effective Date. The five-position ordinal date (two-position year and three-position day) when an address change becomes effective.

Evidence of Shipment. The United States Department of Defense Letter of Offer and Acceptance specifies that all Foreign Military Sales (FMS) shipments require proofs of shipment, regardless of shipment value. Proof or evidence of shipment is any movement document or receipt, duly signed by a carrier representative, which shows that the United States has shipped or released the materiel in question to a carrier for shipment to the country's designated representative/freight forwarder.

FMS Country representative (CR). The designated country official (i.e., Consulate, Attache, Director of Movement) duty authorized to control FMS case transactions.

Freight Forwarder (FF). Any agent designated by a foreign country to receive, process, and transship security assistance program materiel/documentation.

Freight Forwarder Location Code (FFLC). A one-position code to designate which location will be used for consignment of shipments and mailing documentation, i.e., east, west, or gulf coast location.

<u>International Logistics Control office (ILCO)</u> . The central Service control point in CONUS that monitors requisitions and related transactions for FMS and MAP Grant Aid.
<u>Military Assistance Program Address Code (MAPAC)</u> . A six-position alphanumeric code used to identify the ship-to and mark-for addresses of FMS and Grant Aid shipments and documentation.
<u>Military Assistance Program Address Directory (MAPAD)</u> . A printed listing of in-the-clear addresses for each country or international organization.
<u>Military Assistance Program Address File (MAPAF)</u> . An automated file of addresses maintained for each country or international organization.
<u>Offer/Release Option Codes</u> . Methods by which countries participating in the FMS program, advise supply sources by coded entry on requisitions whether or not prior notice to the CRs or FFs is required before release of materiel shipments. The type of offer/release option will be determined as a result of negotiations between the CR and the Service at the time the case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls (Security Assistance Management Manual (SAMM), DoD 5105.38-M, reference (e)).
<u>Ordinal Date</u> . A five-position date consisting of the last two digits of the year and the day of the year, e.g., 92298 equals 1992, 298th day.
<u>Proof of Delivery</u> . The term "proof of delivery" is construed to mean "constructive delivery" (tender of the materiel to a designated carrier at point of origin). Proof of shipment must be obtained for all FMS shipments regardless of shipment size, weight or value. Proof of evidence of shipment is any movement document or receipt, signed by a carrier representative, which shows that the U.S. Government has shipped or released materiel to a carrier for shipment to a customer country's designated representative/freight forwarder. For small parcel FMS shipments, a small package carrier receipt or U.S. Postal Service special service receipt -- e.g., insured, certified or registered mail -- that shows proof of entry into the transportation network will constitute this proof of shipment. Establishment of proof of delivery to a country destination is not the responsibility of the U.S. Government under a CCBL. The U.S. Government can only provide proof of delivery when movement was effected within the Defense Transportation System or other transportation provided under U.S. Government auspices.
<u>Service/Agency Focal Point</u> . An office designated by each Service/Agency to maintain liaison with DAASO and the DoD MAPAD System Administrator.

Ship-To/Mark-For Code. A one-position alphabetic or numeric code that identifies the mark-for address of the activity to receive the materiel. This code will also identify the ship-to address for materiel/documentation for shipment moving through the Defense Transportation System (DTS).

Type of Address Code (TAC). A one-position alphabetic or numeric code which designates the use of the address (see appendix A4).

Water Port of Debarkation (WPOD). The three-position Water Port Identifier code (reference DoD 4500.32-R, MILSTAMP), designates a specific water port as the overseas place of discharge.

C1. CHAPTER 1

ADMINISTRATIVE AND GENERAL

C1.1 AUTHORITY

DoD Directive 4140.1 (reference (a)) is the authority for the publication and use of this manual.

C1.2 PURPOSE

This directory 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 which are engaged in supply and/or shipment of materiel applicable to the Foreign Military Sales (FMS) and Military Assistance Program (MAP) Grant Aid programs.

C1.3 APPLICABILITY AND SCOPE

This directory is applicable to the Army, Navy, Air Force, Marine Corps, General Services Administration (GSA), Defense Logistics Agency (DLA), and other activities which have agreed to participate in the system (hereinafter referred to as Services/Agencies). Also, this directory applies to the Defense Automatic Addressing System Center (DAASC), to commercial organizations which enter into materiel and service contracts with DoD, and activities of other Federal Agencies which maintain logistics support agreements with DoD. This directory will also be used by foreign governments and international organizations participating in the FMS and the MAP Grant Aid programs.

C1.4 POLICY

Under the provisions of DoD Directive 4140.1, it is the policy of the Department of Defense that:

C1.4.1 MAPAD shall be disseminated, as required, to DoD Component user levels. Supplemental procedures issued by DoD Components or Federal Agencies are authorized when additional detailed instructions are required internally.

C1.4.2 The procedures contained in this manual will be uniformly implemented by the Services/Agencies.

C1.4.3 Recommended administrative and policy changes to section A will be forwarded to the DoD MAPAD System Administrator for review and coordination with Services/Agencies. Approved changes will be scheduled for implementation in the monthly update following the date agreed upon by the Services/Agencies.

C1.4.3.1 Urgent changes will be implemented on a priority basis.

C1.4.3.2 Changes of an administrative nature or changes affecting one Service, system, etc., will be effective at a time mutually agreed upon by the affected Services/Agencies and the DoD MAPAD System Administrator.

C1.4.3.3 Implementation dates for approved changed will be coordinated with Services/Agencies or as directed by the DUSD(L).

C1.4.3.4 Additions, revisions, and/or deletions to the master Military Assistance Program Address File (MAPAF) for FMS addresses, except Type Address Codes (TACs) A, B, C, or D (classified shipments), will be made when DAASC receives a request from the country representative. Exceptions are listed in paragraph E.2., for routine changes generated by other than country representatives. All TACs A, B, C, or D must be processed through the DoD MAPAD System Administrator in accordance with procedures prescribed in paragraph E.1., of this chapter.

C1.4.3.5 International mail addresses and addresses of U.S. activities will not be used for receipt of FMS shipments except when specifically authorized by a United States Department of Defense letter of Offer and Acceptance.

C1.4.3.6 Request for publication of Special Instruction Indicator (SII) code "S" special instructions will be approved by the Service/Agency before they are published in the MAPAD.

C1.4.3.7 With the exception of country/international organization codes, alphabets "I" and "O" will not be used as codes in MAPAD.

C1.4.4 Sections B and C of the MAPAD shall be validated/reconciled by the Military Services and with the MAPAD master file on continual basis. Each Military Service will establish internal MAPAD validation procedures. It is encouraged that each Military Service coordinate with their applicable International Logistics Control Office country representative and review each address against the MAPAF on a case by case basis. Classified TAC codes A and B are not a part of this validation and will be under direct control of the DoD MAPAD System Administrator. The MAPAF validation add (MA1), revision (MA2), and delete (MA3), transactions are to be transmitted to DAAS at any time. Military Service validation responsibilities/procedures are set forth in paragraph E., this chapter. During the validation, all MAPAD Grant Aid addresses will be validated by the Air Force, all Service Code K MAPAD addresses will be validated by the Navy, and all Service Code T MAPAD addresses will be validated by the Army. Validation statistics will be provided to the DoD MAPAD System Administrator every 2 years, coinciding with the biennial administrative revision to this manual. The following validation statistics will be reported along with a statement certifying that an internal validation has been completed:

C1.4.4.1 Total number of MAPACs at the start of validation.

C1.4.4.2 Total number of deletes.

C1.4.4.3 Total number of revisions.

C1.4.4.4 Total number of MAPACs at the end of the validation.

C1.5 RESPONSIBILITIES

C1.5.1 The DoD MAPAD System Administrator is responsible for administering the MAPAD system under the policy guidance of the Deputy Under Secretary of Defense (DUSD(L)).

C1.5.1.1 The DoD MAPAD System Administrator will:

C1.5.1.1.1 Ensure CONUS addresses are authorized by the Defense Investigative Service to receive/process materiel/documents classified SECRET/CONFIDENTIAL. The procedures are as follows:

C1.5.1.1.1.1 The country representative will submit a clearance request for any activity that has been selected to receive/process materiel/documents classified SECRET/CONFIDENTIAL for their FMS cases to:

ATTN DIRECTOR DLMSO ROOM 1655
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR VA 22060-6221

The clearance request will be in writing and will include the full name and address of the selected activity.

C1.5.1.1.1.2 The DoD MAPAD System Administrator will submit the request to the Defense Investigative Service. The Defense Investigative Service will conduct a security clearance survey in accordance with the requirements set forth in DoD 5200.1-R, "Information Security Program Regulation." The country representative will be notified directly by Defense Investigative Service of their findings with an information copy to the DoD MAPAD System Administrator.

C1.5.1.1.2 Perform analysis and design functions in coordination with Services/Agencies to implement guidance and instructions provided by DUSD(L) and assure the involvement of telecommunications planning in an integrated system design.

C1.5.1.1.3 Recommend system improvements and additional policies, as required, during the development of procedures.

C1.5.1.1.4 Develop, publish, and maintain this directory in a current status. This includes responsibility to:

C1.5.1.1.4.1 Evaluate and coordinate administrative and/or policy change proposals with the Services/Agencies and furnish a copy of all change proposals to DUSD(L).

C1.5.1.1.4.2 Disseminate to Services/Agencies and DUSD(L) a quarterly status review of all change proposals which have not yet been approved for publication, and approved changes that have not been implemented.

C1.5.1.1.4.3 Assure compatibility of the MAPAD with those systems assigned to other DoD System Administrators. Coordination will be effected, when appropriate, with System Administrators of other DoD logistics systems, and with related DoD logistics task groups. Compatibility among these systems and groups will be attained, when appropriate, prior to coordination with the Services/Agencies.

C1.5.1.1.5 Assure uniform implementation consistent with DoD policies and procedures by taking action to:

C1.5.1.1.5.1 Review all implementing instructions issued by Services/Agencies to ensure continuing conformance of revisions to the approved system.

C1.5.1.1.5.2 Review implementation plans and implementation dates of Services/Agencies and make recommendations for improvements.

C1.5.1.1.5.3 Review and coordinate with Services/Agencies all requests for system deviations and exemptions and make appropriate recommendations to DUSD(L) based on factfinding studies and/or analysis of accompanying justification.

C1.5.1.1.5.4 Conduct periodic evaluations to determine effectiveness of the system.

C1.5.1.1.5.5 Conduct staff assistance visits, through onsite visitations, to furnish clarification (if required) and ensure uniform interpretation of system requirements.

C1.5.1.1.5.6 Secure semiannually, from the Services/Agencies, status information concerning implementation of approved system revisions.

C1.5.1.1.6 Establish a focal point committee composed of representatives from each of the participating Services/Agencies and DAASC. Convene a focal point committee meeting, as required, and issue fully documented minutes of these proceedings to each participating Service/Agency representative. To the maximum extent practical, the meeting, together with the agenda items, will be announced 30 calendar days in advance of the scheduled meeting.

C1.5.1.1.7 Provide the Service/Agency focal points with a list of approved changes for which implementation status is required upon publication of a formal MAPAD change. The status report will provide an orderly cyclic record of Service/Agency implementation of approved MAPAD changes.

C1.5.1.1.8 Monitor the Military Service validation process between the MAPAD master file and active SP files to include a review of the written certification of completion and performance statistics as prescribed in paragraph D.4., above.

C1.5.1.1.9 Review and evaluate curricula of Service/Agency training schools which offer courses related to the MAPAD and make recommendations for improvement.

C1.5.1.1.10 Assist in resolving problems, violations, and deviations which arise during system operations and are reported to the DoD MAPAD System Administrator. Unresolved problems and/or continued violations will be referred to DUSD(L) for resolution and/or corrective action.

C1.5.1.1.11 Maintain liaison with foreign government officials to assist in resolving problems concerning procedural matters associated with addresses and MILSTRIP requisitions.

C1.5.1.2 DAASC will:

C1.5.1.2.1 Function as the MAPAF Custodian. In this capacity, DAASC serves as the CPP for all file maintenance action applicable to the addresses in the MAPAD. Requests may be received from the following sources in addition to country representatives (see paragraph D.3.d., above):

C1.5.1.2.1.1 A Freight Forwarder (FF)

C1.5.1.2.1.1.1 A freight forwarder may process requests for a change of address to the existing addresses for receipt of materiel/documentation. (Except TACs A, B, C, or D addresses which must have prior approval by the Defense Investigative Service.)

C1.5.1.2.1.2 U.S. Government Representatives Located CONUS/Overseas

C1.5.1.2.1.2.1 Authorized U.S. Government representatives located overseas may process 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.

C1.5.1.2.1.2.2 Authorized U.S. Government representatives may process a request for addition, revision, and/or deletion for APO/FPO addresses and addresses to receive classified freight shipments without stating that the request has been coordinated with the country representative.

C1.5.1.2.1.3 Military Service(s) Focal Points

C1.5.1.2.1.3.1 Military Service(s) focal points may process a request for addition, revision, or deletion of addresses provided they indicate that the request

has been coordinated with the country representative or authorized U.S. Government representative.

C1.5.1.2.1.3.2 Military Service(s) focal points may process a request for addition, revision, and/or deletion of special project addresses, such as assembly/consolidated shipment point addresses, without stating that the change has been requested by, or coordinated with, the customer country or authorized U.S. Government representative.

C1.5.1.2.1.3.3 Military Service(s) focal points may process request for deletion of MAPACs after the following procedures have been used to close all their cases associated with the MAPAC:

C1.5.1.2.1.3.3.1 Query the country for validation of the MAPAC.
(Note: The query must be approved by the Services' senior country desk officer.)

C1.5.1.2.1.3.3.2 After 3 months, if there is no response from the country, send a second followup to the country, advising that no response will mean an automatic deletion from the MAPAD.

C1.5.1.2.1.3.3.3 If response is not received within 90 days of followup, proceed to validate MAPAC with all Service/Agency focal points, reflected in paragraph K., below, to ensure that the MAPAC is not required for completion of logistic support actions, e.g., requisitioning, billing, discrepancy resolution, etc.

C1.5.1.2.1.3.3.4 If the responses from the Services/Agencies reveal that the MAPAC is not being used, submit request for deletion to the Executive Director, Defense Logistics Agency Systems Design Center, Defense Automatic Addressing System Center (DAASC) (ATTN: MAPAD Custodian, DAAS-SL). All appropriate correspondence with the Services/Agencies and the country will be referenced in the deletion request to DAASC. All requests for deletion of MAPACs will comply with the provisions of paragraph I.1.j., below.

C1.5.1.2.1.4 Other Sources

C1.5.1.2.1.4.1 Additions, revisions, and deletions to the master MAPAF for MAP Grant Aid addresses will be made only upon receipt by DAASC of a request from an authorized U.S. Government representative, or the Service/Agency. Requests for address changes by Services/Agencies will state that the change(s) has been coordinated with an authorized U.S. Government representative. Requests for deletion of MAPACs will state that the deletion has or has not been coordinated with the country. In the event coordination has not been received from the country, the request will reference all correspondence initiated with the country and Services/Agencies regarding the deletion of the MAPAC (see paragraph E.2.a.(3)(c), above). All requests for deletion of MAPACs will comply with the provisions of paragraph I.1.j., below.

C1.5.1.2.1.4.2 Furnish activities designated by the Military Services/Agencies with all changes to the MAPAF in the prescribed transaction format. (Note: Military Service(s)/Agency(ies) desiring electronic transmission must notify DAASC accordingly).

C1.5.1.2.1.4.3 Disseminate changes to the MAPAF by message to all Service/Agency Address Indicating Groups (AIGs) for implementation as indicated. The AIGs are maintained by each Service which, in turn, submits required changes to the DAASC.

C1.5.1.2.1.4.4 Respond to interrogations made from appropriate DoD Activities.

C1.5.1.2.1.4.5 Furnish a copy of the current DAASC MAPAF master file (hard copy/magnetic tape) to each Military Service upon request to ensure MAPAF compatibility. Process Military Service MA1, MA2, and MA3 transactions at any time during the validation process.

C1.5.1.2.1.4.6 Maintain the address file for additions, revisions, and deletions to the directory. Requests for address revisions will include the MAPAC, TAC, clear text address, any special instructions, and effective date. All requests for these actions will be forwarded ATTN MAPAD CUSTODIAN DSDC SL

DEFENSE LOGISTICS AGENCY
SYSTEMS DESIGN CENTER
DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER
5250 PEARSON ROAD, Area C, Bldg.. 207
WRIGHT PATTERSON AFB OH 45433-5328d to:

C1.5.1.2.1.4.7 *Furnish the address data to DLMSO who will coordinate (with DAASC)* the preparation of the Electronic Composition System (ECS) negatives of address data to be included in the basic and monthly change editions of the printed directory.

C1.5.1.2.1.4.8 Coordinate all procedural changes with the DoD MAPAD System Administrator.

C1.5.1.3 Heads of participating Services/Agencies will:

C1.5.1.3.1 Designate an office of primary responsibility for MAPAD to serve as the system focal point and identify by name to the DoD MAPAD System Administrator a primary and an alternate focal point representative for the MAPAD system to:

C1.5.1.3.1.1 Serve on the focal point committee. This committee will participate in the development, implementation, and maintenance of the system. The decisions reached at the focal point committee meetings should represent the Service/Agency positions unless otherwise agreed upon by the attendees.

C1.5.1.3.1.2 Assure continuous liaison with the DoD MAPAD System Administrator and other Services/Agencies.

C1.5.1.3.1.3 Evaluate all suggested changes to the MAPAD which originate within their organization. Beneficial suggestions will be evaluated initially by the focal point. If suggestions are received by the DoD MAPAD System Administrator directly for evaluation, they will be forwarded to the appropriate Service/Agency focal point for review and evaluation. If the suggestion is considered worthy of adoption, the focal point will submit an official change proposal to the DoD MAPAD System Administrator, stipulating specific narrative changes to the manual. Such proposed changes will be coordinated in the normal manner with awards determined by the focal points in accordance with existing procedures.

C1.5.1.3.1.4 Develop and submit official change proposals to the DoD MAPAD System Administrator with justification and expected benefits.

C1.5.1.3.1.5 Develop and submit to the DoD MAPAD System Administrator a single, coordinated Service/Agency position on all system change proposals within the time limits specified (normally 60 days) by the DoD MAPAD System Administrator.

C1.5.1.3.2 Implement MAPAD procedures and changes thereto by publishing orders, directives, or instructions to ensure clarity of understanding and compliance. One copy of such orders, directives, or instructions will be forwarded to the DoD MAPAD System Administrator when issued.

C1.5.1.3.3 Validate/reconcile internal Military Service/MAPAF Sections B and C addresses with the MAPAF master file on a continual basis. Each Military Service will establish internal MAPAD validation procedures. It is encouraged that each Military Service coordinate with their applicable International Logistics Control Office country representative and review each address against the MAPAF on a case by case basis. Classified Type of Address Codes A and B are not a part of this MAPAD validation and will be under the direct control of the DoD MAPAD System Administrator. The MAPAF validation add (MA1), revision (MA2), and delete (MA3), transactions are to be transmitted to DAASC at any time. During the validation, all MAPAD Grant Aid addresses will be validated by the Air Force, all Service Code K MAPAD addresses will be validated by the Navy, and all Service Code T MAPAD addresses will be validated by the Army. Validation statistics will be provided to the DoD MAPAD System Administrator every 2 years, coinciding with the biennial administrative revision to this manual. The following validation statistics will be reported along with a statement certifying that an internal validation has been completed:

C1.5.1.3.3.1 Total number of MAPACs at the start of validation.

C1.5.1.3.3.2 Total number of deletes.

C1.5.1.3.3.3 Total number of revisions.

C1.5.1.3.3.4 Total number of MAPACs at the end of the validation.

C1.5.1.3.4 Provide the DoD MAPAD System Administrator with a semiannual status report concerning implementation of approved MAPAD changes. The report will be submitted at the request of the DoD MAPAD System Administrator as specified by DoD Directive 4140.1 (reference (a)).

C1.5.1.3.5 Accomplish internal training to assure timely and effective implementation and continued operation of approved systems and furnish copies of all training instructions concerning the respective systems and subsequent revisions thereto to the DoD MAPAD System Administrator.

C1.5.1.3.6 Review, evaluate, and update, at least annually, the curriculum of internal training programs to ensure adequacy of training.

C1.5.1.3.7 Provide representation to joint system design and development efforts and onsite evaluations of the MAPAD in coordination with the DoD MAPAD System Administrator.

C1.5.1.3.8 Provide the DoD MAPAD System Administrator with annual blanket printing fund authorization and bulk distribution lists to cover all printed changes to this manual.

C1.5.1.3.9 Review internal procedures continually with the objective of eliminating and preventing duplication of record keeping, reports, and administrative functions related to information provided by the MAPAD.

C1.5.1.3.10 Assure that all operating activities under their jurisdiction comply with this manual. Report to the DoD MAPAD System Administrator those problems, violations, and deviations which arise during system operations. The activities identified below have been designated as the Service/Agency points to process changes to distribution of the expedite change message.

ARMY	ATTN DIRECTOR AMXLS-MSF SYSTEMS INTEGRATION AND MANAGEMENT ACTIVITY CHAMBERSBURG PA 17201-4180
NAVY	ATTN NAVICP OF CODE P753111 TRANSPORTATION US NAVY INVENTORY CONTROL POINT INTERNATIONAL PROGRAMS OFFICE 700 ROBBINS AVENUE BLDG. 4B PHILADELPHIA PA 19111-5095
AIR FORCE	ATTN COMMANDER AFMC LGTW HQ AIR FORCE MATERIEL COMMAND 4375 CHIDLAW ROAD SUITE 6 WRIGHT-PATTERSON AFB OH 45433-5006
MARINE CORPS	ATTN LPO-4 (SA) COMMANDANT OF THE MARINE CORPS HEADQUARTERS MARINE CORPS 3033 WILSON BOULEVARD ARLINGTON VA 22201-3843

GENERAL SERVICES ADMINISTRATION	ATTN WCAR ROOM 2909 ROB PRINTING AND PUBLICATIONS DIVISION GENERAL SERVICES ADMINISTRATION 7TH AND D STREETS SW WASHINGTON DC 20407-0001
DEFENSE LOGISTICS AGENCY	ATTN MMLSI DEFENSE LOGISTICS AGENCY 8725 JOHN J KINGMAN ROAD SUITE 4146 FORT BELVOIR VA 22060-6221

C1.6 DISTRIBUTION OF THE MANUAL

C1.6.1 DAPS will make distribution of the directory to designated points within each Service/Agency based upon funded bulk requisitions provided by the Service/Agency with approved distribution data generated through command publication channels.

C1.6.2 The activities identified below have been designated as the Service/Agency points to receive requests for copies of the basic MAPAD publication and applicable changes thereto.

ARMY	ATTN COMMANDER AMSAC MP R SECURITY ASSISTANCE COMMAND 5001 EISENHOWER AVENUE ALEXANDRIA VA 2333-0001	US ARMY
NAVY	Requisitions for the basic MAPAD (NSN 0526-LP-1866400) should be sent to: ATTN NAVIC OF CODE P753111 TRANSPORTATION US NAVY INVENTORY CONTROL POINT INTERNATIONAL PROGRAMS OFFICE 700 ROBBINS AVENUE BLDG. 4B PHILADELPHIA PA 19111-5095 Requests for addition to the distribution list for MAPAD changes, direct to: ATTN COMMANDER SUP 74B NAVAL SUPPLY SYSTEMS COMMAND 1931 JEFFERSON DAVIS HIGHWAY ARLINGTON VA 22241-5360	
AIR FORCE	Process requirements/requisitions for this directory in accordance with AFR 0-4 and AFM 7-1. AIR FORCE PUBLICATION DISTRIBUTION CENTER 2800 EASTERN BLVD BALTIMORE MD 21220-2898	
MARINE CORPS	ATTN COMMANDING GENERAL 876 MARINE CORPS LOGISTICS BASE 814 RADFORD BOULEVARD ALBANY GA 31704-5000	
DEFENSE LOGISTICS AGENCY	ATTN DIRECTOR DASC VC DEFENSE LOGISTICS AGENCY ADMINISTRATIVE SUPPORT CENTER 8725 JOHN J KINGMAN ROAD SUITE 1560 FORT BELVOIR VA 22060-6221	
DEFENSE DISTRIBUTION DEPOT	SUSQUEHANNA PA 5450 CARLISLE PIKE BLDG 5	

MECHANICSBURG PA 17055-0789

C1.6.3 Foreign governments may submit requests for copies of the printed directory to their U.S. Military Service representative or to the address listed above for the Defense Logistics Agency.

C1.6.4 Commercial organizations should request copies of the printed directory from the address listed above for the Defense Logistics Agency.

C1.7 SYSTEM MAINTENANCE

C1.7.1 Revisions to the MAPAD result from release or change to DoD instructions/directives, policy changes, and by recommendation of the Services/Agencies.

C1.7.2 Recommended proposed changes to section A of the MAPAD will be forwarded by the MAPAD focal points authorized in paragraph K., below, to:

ATTN DIRECTOR DLMSO ROOM 1655
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR VA 22060-6221

for required processing. As a minimum, the recommended change proposals will provide the following information:

C1.7.2.1 A narrative description of the basic concept and the rationale for being proposed.

C1.7.2.2 Known interface and impact requirements identifying changes for coordination with other Defense Logistics Standard Systems (DLSS) or non-DLSS.

C1.7.2.3 Operational statements identifying known advantages/disadvantages resulting from the proposed change.

C1.7.2.4 Proposed wording required for the MAPAD.

C1.7.3 All proposed change requests will be evaluated by the DoD MAPAD System Administrator for accuracy, validity, necessity, and urgency. Changes which impact more than one Service/Agency must demonstrate significant inter-Service/Agency benefits; otherwise, they will be returned to the originating Service/Agency. Requests which do demonstrate significant benefits will be formalized and staffed with the participating Services/Agencies and other Administrators of DoD systems which are impacted by the proposed change.

C1.7.4 Formalized proposed MAPAD change letters (PMCLs) will be consecutively numbered and will normally request the Services/Agencies to provide a response within

60 calendar days. Service/Agency focal points will provide a single coordinated position on all proposed system changes. Nonreceipt of responses within the specified timeframes will result in the DoD MAPAD System Administrator initiating follow-up action with the nonresponding Service/Agency. The first followup will be via letter and will occur 7 calendar days after the specified response time has elapsed. The second followup, if applicable, will occur 30 calendar days after the specified response time has elapsed and will be done by a second letter or a meeting between the nonresponding Service/Agency and the DoD MAPAD System Administrator. A third followup, if applicable, will occur 20 days after the response time (in the second followup) and will be by message. If no response to the third followup, concurrence in the proposal, by the nonresponding Service/Agency, will be assumed by the DoD MAPAD System Administrator.

C1.7.5 Receiving and Evaluating Service/Agency Responses

C1.7.5.1 Proposed change letters not receiving complete Service/Agency concurrence may require discussion/resolution at a subsequent meeting of the designated Service/Agency focal point representatives.

C1.7.5.2 Issues which involve procedural matters will be resolved by the DoD MAPAD System Administrator, normally within 90 calendar days after the receipt of all comments from the participating Services/Agencies.

C1.7.5.3 Matters affecting policy will be referred to DUSD(L) for resolution, together with the Service/Agency comments and a recommendation from the DoD MAPAD System Administrator.

C1.7.6 Establishment of Implementation Dates

C1.7.6.1 Following resolution of the Service/Agency comments on the proposed change letter, the DoD MAPAD System Administrator will prepare and disseminate to the Service/Agency MAPAD focal points a letter requesting Service/Agency preferred implementation date. Such letters will normally request the Service/Agency implementation dates be provided within 45 calendar days. Nonreceipt of responses within the specified timeframes will result in the DoD MAPAD System Administrator initiating follow-up action with the nonresponding Service/Agency. The first followup will be via letter and will occur 7 calendar days after the specified response time has elapsed. The second followup, if applicable, will occur 30 calendar days after the specified response time has elapsed and will be done by a second letter or a meeting between the nonresponding Service/Agency and the DoD MAPAD System Administrator. A third followup, if applicable, will occur 20 days after the response time and will be by message. If no response to the third followup, the implementation date will be determined by the dates provided by the responding Services/Agencies.

C1.7.6.2 In those instances where one Service/Agency proposes an extended implementation date which would delay implementation by the other Services/Agencies,

the DoD MAPAD System Administrator will attempt to resolve the issue with the appropriate Service/Agency. In those instances where a satisfactory implementation date cannot be jointly agreed upon, the DoD MAPAD System Administrator will forward the matter to DUSD(L) for resolution.

C1.7.7 Announcement of Implementation Dates

C1.7.7.1 Following the receipt and evaluation of the Service/Agency preferred implementation dates, a DoD implementation date will be selected and announced by the DoD MAPAD System Administrator through dissemination of a numbered approved MAPAD change letter (AMCL). AMCLs will be consecutively numbered and distributed to the Service/Agency focal points as early as possible prior to the approved implementation date.

C1.7.7.2 The AMCL is provided as a planning document to assist the Services/Agencies in any system program/design efforts which may be necessary to implement the change.

C1.7.7.3 Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the DoD MAPAD System Administrator in coordination with DUSD(L)MRM. Requests for exceptions or special procedures will be forwarded to the DoD MAPAD System Administrator by the MAPAD Service/Agency focal point for review and coordination and it shall provide the following minimum information:

C1.7.7.3.1 Narrative description of the basic concept being proposed and reason(s) therefore.

C1.7.7.3.2 Known interface and impact requirement with other DLSS and Services/Agencies.

C1.7.7.3.3 Advantages/disadvantages of request.

C1.7.7.3.4 Proposed wording.

C1.7.7.3.5 Starting and ending dates of request.

C1.7.7.4 Requests for exceptions, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures. Approved delayed/staggered implementation dates will be provided in appendix C.

C1.7.8 Preparation and Dissemination of Formal and Expedite Changes to the MAPAD

C1.7.8.1 A new basic manual will be published every 2 years.

C1.7.8.2 Formal changes will be published once a month. Formal changes will be numbered consecutively and issued as full page insertions to this directory. These changes will indicate the change number on the top of each replacement page, except country pages which have the change number and date at the bottom of the page. When it is necessary to supplement page changes with explanatory information, such explanations will be contained in the cover letter. New or revised material is indicated by bold italics and deleted material by bold strike through.

C1.7.8.3 Sections B and C of the directory will be maintained in sequence by country/activity code. Within each country/activity code, the addresses will be sequenced by MAPAC and TAC. Changes to the country introduction pages will be accomplished, as required, by formal page changes. Changes to the country address pages will be accomplished by replacement of all address pages applicable to a specific country.

C1.7.8.4 See page 1-14, paragraph F.2., for Service/Agency contact point regarding distribution procedures.

C1.7.8.5 MAPAD expedite message changes are to be disseminated as they occur:

C1.7.8.5.1 See page 1-14, paragraph F.2., for Service/Agency contact point regarding distribution procedures.

C1.7.8.5.2 MAPAD expedite message changes are to be disseminated as they occur:

C1.7.8.5.3 DAASC will disseminate address changes via narrative messages to all AIGs established by the Services/Agencies for this purpose.

C1.7.8.5.4 DAASC will consecutively number message changes to provide the capability for assuring receipt of all changes to the MAPAD. MAPAD expedite change numbers will contain the last digit of the calendar year followed by a serial number beginning with one. Example: 2001.

C1.7.8.5.5 The text of message changes will be as follows:

C1.7.8.5.5.1 Foreign Military Sales. "The following FMS addresses for (name of country or international organization) will be implemented (immediately or effective date)."

<u>MAPAC</u>	<u>TAC</u>	<u>CLEAR TEXT ADDRESS</u>	<u>SII</u>	<u>WPOD</u>	<u>APOD</u>
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C1.7.8.5.5.2 MAP Grant Aid. "The following MAP Grant Aid addresses for (name of country or international organization) will be implemented (immediately or effective date)."

<u>MAPAC</u>	<u>TAC</u>	<u>CLEAR TEXT ADDRESS</u>	<u>SII</u>	<u>WPOD</u>	<u>APOD</u>
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C1.7.8.5.6 When required, special instructions for appropriate MAPACs will be included in the message.

C1.8 USE OF MAP ADDRESS CODES IN MILSTRIP

C1.8.1 Activities that prepare FMS and MAP 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 has been provided. The number of addresses containing SII "A" may be reduced without a cross-reference being 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/Service assistance office will provide assistance (see paragraph L., below).

C1.8.2 Instructions for construction and use of MAPACs for FMS shipments are contained in chapter 2.

C1.8.3 Instructions for construction and use of MAPACs for Grant Aid shipments are contained in chapter 3.

C1.9 COMPOSITION OF CLEAR TEXT ADDRESSES

C1.9.1 General applications are as follows:

C1.9.1.1 Clear text addresses for each assigned MAPAC will be constructed to assure timely and efficient delivery of materiel and documentation in accordance with the negotiated delivery conditions of the sales agreement for all FMS MAPACs and MAP Grant Aid agreements.

C1.9.1.2 Each ship-to address will be limited to 7 lines of 35 or fewer positions for each line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in ADP programs.

C1.9.1.3 Addresses will contain no punctuation. Special characters such as asterisk (*), ampersand (&), and parentheses will not be used because of various ADP equipment used by the Services/Agencies and foreign governments.

C1.9.1.4 Abbreviations will be used only when they are essential to movement of materiel/documents and can be recognized by the Services/Agencies, contractors, or foreign government representatives involved.

C1.9.1.5 Domestic mail addresses will be constructed to include activity name, post office box number, street address, city, state, and ZIP + four Code. When the

address requires additional information (i.e., exceptions), special instructions will be included in the introduction to the appropriate country address listing. However, other information such as attention lines, may be included in any address line except the street address, city, state, or ZIP + four Code line. Post Office box numbers will not be accepted for ship-to addresses without SII's.

C1.9.1.6 Use of APO/FPO addresses must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance. Additionally, their use requires the written approval of the addressee, stating that they will accept full responsibility for receiving materiel/documentation. Army-Air Force and Fleet Post Office addresses will be constructed to include activity name, office symbol or code, post office box number, APO/FPO number and Zip + four Code. When the address requires additional information (i.e., exceptions), special instructions will be included in the introduction to the appropriate country address listing. Other information, such as attention lines may be included in any address except the APO/FPO line.

C1.9.1.7 International mail addresses are not to be used in shipping FMS or Grant Aid items unless specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C1.9.1.8 Use of the Department of State pouch requires the written approval of the addressee that they will accept full responsibility for receiving materiel/documentation. All addresses for shipping small parcels through the Department of State should be constructed as follows:

Name of Activity (authorized U.S. Government representative located overseas)

City (not the country)
Department of State
Washington, DC 20521-XXXX¹

C1.9.1.9 Addresses for distribution of status documents, will not include Communication Routing Indicators. (See appendix A4 for address identification.) The mail address will be constructed as outlined in subparagraph I.1.e., above. When status can be transmitted by electronic means, a second address will be established to identify the activity and geographical location so the communication center can select the appropriate communication routing indicator.

C1.9.1.10 Requests for deletion of an MAPAC must indicate that all logistics transactions containing the deleted MAPAC have been completed or must furnish instructions for processing logistics transactions still in the system. A file maintenance delete transaction will be generated for each type address established for the MAPAC being deleted. Accordingly, one of the following must be accomplished:

¹ See appendix AP9 for appropriate four digits required to complete the address for shipments via DoD Diplomatic Pouch Mail.

C1.9.1.10.1 When addresses for another MAPAC are to be used for processing requisitions, the deleted clear text addresses will be replaced with an address reference which reads "Deleted. Use MAPAC (insert appropriate code) addresses." This will be a TAC 9 (see appendix A4) and will remain in the MAPAD for 5 years.

C1.9.1.10.2 When addresses of another MAPAC are not to be used for processing logistics transactions, SII "S" will be included in the directory and the clear text address field will be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing.

C1.9.2 Foreign Military Sales Address Composition:

C1.9.2.1 Domestic freight addresses will be constructed to include the name and address of the freight forwarder/country representative, street address, city, state, and ZIP + four Code. Other information, such as 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 will 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 if prior notice and its subsequent charges are actually required.

C1.9.2.2 Mark-for addresses will be constructed to provide for delivery to the ultimate consignee.

C1.9.2.3 When FMS shipments are to be delivered to an overseas port of debarkation or delivered to destination, the mark-for address will be used with the WPOD or 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 address, the mark-for address should be placed on the parcel in such a way that it will not be confused with the APO/FPO address. This will avoid the possibility of the parcel being inadvertently routed through international mail.

C1.9.2.4 Addresses for receipt/processing of classified mail or materiel must meet the requirement for classification of CONFIDENTIAL or SECRET as prescribed by Defense Investigative Service. Addresses for receipt of classified small parcel shipments and freight shipments will be published only when approved as prescribed herein. Request for publication of these addresses will be accepted from the country representative designated in the country introduction page and under circumstances described below by a U.S. Service representative. The requests will be submitted to:

ATTN DIRECTOR DLMSO ROOM 1655
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR VA 22060-6221

C1.9.2.5 U.S. Government facilities and foreign government property such as embassies, missions, etc., are exempt from actual security clearance inspection, but a request for MAPAD address input will still be submitted to the DoD MAPAD System Administrator. The DoD MAPAD System Administrator will:

C1.9.2.5.1 Transmit the request for a facility security clearance survey to:

DEFENSE INVESTIGATIVE SERVICE ATTN S0834
DIRECTOR OF THE DEFENSE
INDUSTRIAL SECURITY CLEARANCE OFFICE
FACILITY CLEARANCE BRANCH
PO BOX 2499
COLUMBUS OH 43216-5006

requesting the response be made directly to the country representative/U.S. Service representative with an information copy provided to the DoD MAPAD System Administrator. A copy of this transmittal and the enclosed request for a facility security clearance survey will be provided to each Service/Agency MAPAD focal point and the requesting country representative/U.S. Service representative.

C1.9.2.5.2 When Defense Investigative Service determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive/store materiel classified CONFIDENTIAL/SECRET, the requestor for clearance will be notified and an information copy provided to the DoD MAPAD System Administrator. (Appendix A4 details how these addresses are identified.) The correspondence directing publication of the addresses will cite the letter from the Defense Investigative Service as authority. A copy of this correspondence will be provided to each Service/Agency MAPAD focal point.

C1.9.2.5.3 When Defense Investigative Service determines that a freight forwarder (or other intended CONUS recipient) cannot be cleared or has been found incapable of safeguarding classified shipments, the DoD MAPAD System Administrator will advise all Service/Agency MAPAD focal points by letter. The requestor for clearance will also receive a copy of the letter.

C1.9.2.5.4 In order 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 will be submitted and processed as outlined in subparagraphs (1) and (2) above.

C1.9.3 Map Grant Aid Address

C1.9.3.1 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 will be shipped to the freight address (TAC 2).

C1.9.3.2 An international mail address may be used when an APO/FPO does not operate but must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C1.9.3.3 The clear text address column will normally be blank for a TAC 2 address. The appropriate WPOD or APOD will be used with the TAC M address for this MAPAC to consign materiel shipments. The TAC 2 clear text address field will contain

the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized. The APOD field will contain the three-position air terminal identifier code for the airport to be used for delivery of materiel by U.S. Military aircraft. The WPOD field will contain the appropriate three-position water port designator code in accordance with DoD 4500.32-R, Vol. I (MILSTAMP).

C1.9.3.4 The TAC M address will be constructed to assure efficient delivery of materiel after reaching the WPOD or APOD.

C1.10 MAPAD AUTOMATED FILES

C1.10.1 The address listing for each country in sections B and C includes an introduction which will contain special instructions and cargo exceptions for FMS and Map Grant Aid addresses. When special instructions apply to the address, the appropriate SII will be entered in the SII column of the address listing. A manual reference to the introduction of the appropriate country address listing is required prior to using the address in an automated address file or before manually selecting an address from the printed directory. The addresses for FMS country representatives will also be included in the introduction to provide a source of contact when there are problems between the shipping activity and freight forwarder.

C1.10.2 The automated file enables automated and manually operated Service/Agency activities to be routinely informed of current changes to the master file. To assure the most current information is made available to those activities having a recurring operational requirement for the address data, all Services/Agencies should take full advantage of this feature.

C1.10.2.1 Services/Agencies requiring the automated address file for processing of documentation under the Defense Logistics Standard Systems or for expeditious dissemination of data to activities with manual operations will request the file from DAASC. Subsequent changes which are accepted for incorporation into the address file will be distributed to designated Service/Agency activities by DAASC using formats prescribed in appendix B.

C1.10.2.2 Transmission of transaction changes from DAASC to the designated Service/Agency activities will be by electrical transmission using content indicator IHAF. A separate transaction will be made for each MAPAC and TAC that is to be added, revised, or deleted. The document identifier code will identify the action to be taken on the assigned effective/deletion date. Formats are in appendix B.

C1.10.2.3 Transmission of automated changes between Service/Agency Activities will be accomplished by established electrical data communications media to ensure timely distribution of current information. Details concerning transmission of data via such means will be coordinated by the activities involved. When there is no

electrical data communications capability between the activities involved, data may be forwarded by mail in prescribed transaction format (see appendix B).

C1.10.3 The transaction formats are contained in appendix B.

C1.11 FOCAL POINTS

C1.11.1 The following office has been designated to maintain the Directory's Master Address File (MAPAF). Any requests by authorized country representatives for address additions, revisions, and deletions to the directory will be forwarded to:

ATTN MAPAD CUSTODIAN DSDC-LS
DEFENSE LOGISTICS AGENCY
SYSTEMS DESIGN CENTER
DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER
5150RSON ROAD, Area C, Bldg 207
WRIGHT PATTERSON AFB OH 45433-5328X

C1.11.1.1 Requests for address revisions will include the MAPAC, TAC, clear text address, and required effective date.

C1.11.1.2 Requests for additions or revisions to the Special Instruction Indicator Code "S" will be forwarded to the appropriate Service focal point for review prior to implementation to the MAPAD.

C1.11.2 The following offices have been designated as focal points for the MAPAD:

DoD MAPAD System Administrator	ATTN DIRECTOR DLMSO ROOM 1655 8725 JOHN J KINGMAN ROAD SUITE 2533 FORT BELVOIR VA 22060-6221
Army	ATTN COMMANDER AMSAC MP R US ARMY SECURITY ASSISTANCE COMMAND 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001
Navy	ATTN NAVICP OF CODE P753111 TRANSPORTATION US NAVY INVENTORY CONTROL POINT INTERNATIONAL PROGRAMS OFFICE 700 ROBBINS AVENUE BLDG 4B PHILADELPHIA PA 19111-5095
Air Force	ATTN COMMANDER AFMC LGTW AIR FORCE MATERIEL COMMAND 4375 CHIDLAW ROAD SUITE 6 WRIGHT-PATTERSON AFB OH 45433-5006
Marine Corps	ATTN COMMANDING GENERAL 819 MARINE CORPS LOGISTICS BASE 814 RADFORD BOULEVARD ALBANY GA 31704-5000
General Services Administration	ATTN FCSI FEDERAL SUPPLY SERVICE GENERAL SERVICES ADMINISTRATION 1941 JEFFERSON DAVIS HIGHWAY

	ARLINGTON VA 22202-4502
Defense Logistics Agency	ATTN DIRECTOR MMSLR DEFENSE LOGISTICS AGENCY SUITE 2533 8725 JOHN J KINGMAN ROAD ROOM 4134 FORT BELVOIR VA 22060-6221

C1.12 FREIGHT FORWARDER (FF)/SERVICE ASSISTANCE OFFICE

C1.12.1 Problems in transportation during delivery of FMS materiel to an FF should be referred to the shipper if the materiel is moving on a GBL or prepaid small parcel carrier.² Problems with the carrier in transportation of materiel moving on a commercial (collect) bill of lading should be resolved between the carrier and freight forwarder. Problems in documentation, misdirected shipments, etc., must be referred to the shipper. If these problems cannot be resolved between the FF and shipper, the appropriate Service assistance office listed below

C1.12.2

Army	ATTN DEPUTY FOR OPERATIONS AMSAC OL E US ARMY SECURITY ASSISTANCE COMMAND NEW CUMBERLAND DEPOT 3RD STREET AND M AVENUE BLDG 54 NEW CUMBERLAND PA 17070-5096 Telephone: 717-770-6691/7398 DSN: 977-6691/7398 TWX - CDRUSASAC NEW CUMBERLAND PA//AMSAC-OL-E// Telephone: 717-770-7909/7908 DSN: 977-7909/7908
Navy and Marine Corps	ATTN NAVICP-OF CODE P753111 TRANSPORTATION INTERNATIONAL PROGRAMS OFFICE US NAVY INVENTORY CONTROL POINT 700 ROBBINS AVENUE BLDG 4B PHILADELPHIA PA 19111-5095 Telephone: 215-697-5002/5001/1155 DSN: 442-5002/5001/1155 FOR MISDIRECTED/FRUSTRATED SHIPMENTS Telephone: 215-697-4142 / DSN: 442-5002/5001/1155 Toll Free Number: 1-800-356-6890 Fax: 215-697-0766 DSN: 442-0766
Air Force	ATTN COMMANDER AFMC LGTW HQ AIR FORCE MATERIEL COMMAND 4375 CHIDLAW ROAD SUITE 6 WRIGHT-PATTERSON AFB OH 45433-5006 Telephone: 937-257-3422 DSN: 787-3422 FOR MISDIRECTED/FRUSTRATED SHIPMENTS ONLY Telephone: 937-257-8107 DSN: 787-8107 EXT 4613 Toll Free Number: 1-800-448-0361 Fax: 937-656-1155 DSN: 986-1155X

² Refer to Definitions and Terms for clarification.

C2. CHAPTER 2

FOREIGN MILITARY SALES (FMS) **CONSTRUCTION AND USE OF ADDRESS CODES FOR** **FMS SHIPMENTS**

C2.1 FMS SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

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

FMS requisitions have been designed to be processed in the same manner as DoD logistics transactions; however, there are some instances where they will differ, i.e., construction of MILSTRIP requisition document numbers and the use of supplementary addresses. The following are general instructions used in shipping FMS materiel:

C2.1.1.1 There will be circumstances when deviations to the shipping instructions contained in the requisition will be authorized; however, the original requisition will not be changed. a. An example of a deviation is when a shipment, originally scheduled for delivery to a freight forwarder, is redirected into the DTS system for direct delivery to an overseas location.

C2.1.1.2 To use the MAPAD to find in-the-clear, ship-to and mark-for addresses, both the MILSTRIP requisition document number and the supplementary address will be used. The addresses are listed in section B of the MAPAD by codes known as MAPACs, which are constructed from selected elements found in MILSTRIP data fields. There are two very important factors to remember when constructing an MAPAC:

C2.1.1.2.1 The requisition numbers for FMS are not constructed the same way requisitions are constructed for the Services/Agencies.

C2.1.1.2.2 The first six positions of the requisition number cannot be considered to be the same as a DoDAAC.

C2.1.1.3 Because Canada has no freight forwarders in the United States, the construction of their MAPACs is an exception to the rule. Refer to paragraph E., below, for construction of Canadian MAPACs.

C2.1.1.4 FMS items shall be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DoD 4510.32-R (reference (b)).¹

C2.1.1.5 Regulations, such as the DoD Federal Acquisition Regulation Supplement (DFARS) Volume III, Appendix F, Material Inspection and Receiving Repod (reference (i)), 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.

C2.1.1.5.1 MILSTRIP Requisition Document Number

C2.1.1.5.2 FMS Case Identifier Number

C2.1.1.5.3 Unit Price/Total Price

C2.1.1.5.4 Quantity

C2.1.1.5.5 National Stock Number/Part Number/Description

C2.1.1.5.6 Project Code (if applicable)

C2.1.1.6 The MAPAD section B format for the country pages begins with the page showing the designated country representatives for each Military Service of that specific country/international organization. Next are the clear text special instructions (if applicable). This is followed by in-the-clear addresses for the country's freight forwarders or customer recipient of the materiel, and the final in-country destination.

C2.1.1.7 There are frequent changes to the MAPAD and the importance of keeping the directory up-to-date cannot be stressed enough. The expedited message changes are sequentially numbered for ease in monitoring the latest messages and knowing if any are missing. A register (optional format) is to be maintained at the front of this directory to list expedite changes as they are received. Your freight forwarder/Service assistance office can provide the date-time-group (DTG) of the message to assist in obtaining a missing message from your communications center.

C2.1.1.8 Prior to selecting the appropriate address; the shipper must consider shipment size, destination, classification, type of materiel, deliver term code, and priority.

¹ Refer to Definition and Terms for clarification

C2.2 MAPAD ADDRESS FORMAT

The country address pages are formatted as shown in figure 2-1. In the following sections and paragraphs we will review each column and examine what information is found in that column and how the information will be used.

MAPAD	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE	MAPAD	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	MAPAD
-------	-----	--------------------------	-----	------	------	-------------	-------------	-------	-----	--------------------------	-----	------	------	-------------	-------

Heading of Country Address Page
Figure 2-1

C2.3 MILSTRIP DATA ELEMENTS USED TO CONSTRUCT MAPACS

There are only five data fields that are required within FMS to construct a ship-to-MAPAC and a mark-for MAPAC. These data elements are taken from both the **MILSTRIP** requisitions document number and supplementary address (see appendix A6). An MAPAC must have six positions for the purpose of integrating the code into the Service/Agencies logistics systems. This is accomplished by zero filling the non-significant record positions (rp). Listed below are the five **MILSTRIP** data elements that are used to construct the FMS ship-to and mark-for MAPACs.

C2.3.1.1 Requisition Document Number:

C2.3.1.1.1 RPs 31-32, the second and third positions, will contain the country/international organization codes (see appendix A7). Country codes are shown by alpha characters. International organizations are shown with an alpha in rp 31 and a numeric in rp 32.

C2.3.1.1.2 RP 33, the fourth position, will contain the mark-for code. The alpha/numeric code indicates the final destination address of the material (MILSTRIP reference (c)). When the country does not identify a valid mark-for code, a numeric zero will be reflected in rp 33.

C2.3.1.2 Supplementary address:

C2.3.1.2.1 RP 45, the first position, will 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. RP 30 (first position of the requisition number) 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) will be used. The U.S. Service code (rp 30) will be used to reflect the appropriate freight forwarder/Service assistance office if any problems arise (see Chapter 1, paragraph L). It is possible for rps 30 and 45 to have different Service codes. For example, 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.

C2.3.1.2.2 RP 47, the third position, will contain an alpha/numeric code to designate the customer country's freight forwarder or designated recipient of materiel.

C2.3.1.2.2.1 If code X appears in 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 AMC/MTMC/MSC must have an in-the-clear address or mark-for code. For example, if movement is via AMC/MTMC/MSC and there is a numeric zero in rp 33, the in-the-clear address or customer code must be obtained prior to shipment. Contact your appropriate freight forwarder/Service assistance office for this information.

C2.3.1.2.2.2 If code W appears in rp 47, the shipment is to be made to an intermediate point (e.e., an item being shipped to a facility for calibration prior to final delivery to country) and the in-the-clear address will be provided. If the in-the-clear address is not provided, the shipper must call the freight forwarder/Service assistance office for the in-the-clear address or appropriate code.

C2.4 CONSTRUCTION OF MAPACS

The ship-to CONUS MAPAC is constructed by taking the code in rp 45 (FMS country's Military Service); rps 31 and 32 (two-digit code to identify the country/international organization (see appendix A7); next, add two zeros (the nonsignificant record positions as explained in C2.3.1 above) and then reflect rp 47 (the freight forwarder/designated representative code).

The mark-for MAPAC is constructed by taking the code in RP 45 (FMS country's Military Service); RPs 31 and 32 (two-digit code to identify the country/international organization (see appendix A7)); RP 33 (the code identifying the final destination of the materiel); and then add two zeros (the nonsignificant record positions).

At figure 2-2 is an example of how the ship-to and mark-for MAPACs are constructed and how important is the placement of the zeros for the nonsignificant record positions.

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	C O U N T R Y	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	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	A	T	L	4	V	7	2	8	9	0	0	1	3	B	A	2	A	A	A

Example of FMS MAPAC Ship-To/Mark-For

Figure 2-2

Figure 2-3 is a sample MAPAD address listing for Australia. Note the clear text address is based on the use of specific TAC codes.

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
BATL00	M	AUSTRALIAN ARMY 31 SUP BN BANDIANA VIC AUSTRALIAN				89039	
BATL00	1	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	2			VC1	RCM	88326	
BATL00	4	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	5	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	6	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL02	9	DELETE USE MAPAC BATL00 ADDRESSES	S				90021
BATL02	A		S			89109	
BATL02	B		S			89109	
BATL02	C		S			90101	
BATL02	D					90101	
BATL02	1	AUSTRALIAN MATERIEL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306				88109	
BATL02	2	AUSTRALIAN MATERIEL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306	A			88109	
BATL02	2	AUSTRALIAN MATERIEL 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 "M" RUSSELL OFFICE CANBERRA ACT AUSTRALIA 2600				88101	
BATL03	9	DELETE USE MAPAC BAT002 ADDRESSES				89326	

Example of Country Address Page for Australia

Figure 2-3

C2.5 CONSTRUCTION OF CANADIAN MAPACs

Since Canada has no freight forwarders in the CONUS, 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 RP 45 (the first position of the supplementary address); next RPs 31 and 32 (two-digit country code); next RP 33 (zero filled); and finally, RPs 46 and 47 from the supplementary address. (See figure 2-4.)

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	C O U N T R Y	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	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

Example of FMS MAPAC Constructionfor Ship-To for Canada

Figure 2-4

TYPE OF ADDRESS CODES (TACs)

C2.6 TYPE OF ADDRESS CODES (TACs)

The type of address codes (TACs) (see appendix A4) as used in this directory identifies the type of address to be used in the shipment/distribution of materiel/documentation. (This is to differentiate between the use of TAC as an acronym in other DoD publications.) There are 13 TACs listed in appendix A4; however, not all of the TACs will be used in the MAPAD at the same time, but in combination. The user will determine what combination of TACs is appropriate.

The following is a brief description of 9 of the 13 TACs (see paragraph M below for the 4 remaining TACs to be used in shipping classified materiel):

TAC	SUMMARY EXPLANATION
M	A clear text mark-for address
1	Unclassified materiel moving by small parcel carrier to a CONUS/OCONUS destination must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DoD 4500.32-R (reference (b)). ²
2	Unclassified materiel 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 DoD 4500.32-R (reference (b)). ³
3	For sending a Notice of Availability (NOA), if required. (See paragraph M below for classified shipment.)
4	For sending supply and shipment status.
5	For sending copies of the release/receipt documents containing the shipment information on TAC 1 shipments; and will only be published if different from TAC 1.
6	For sending copies of the release/receipt documents and bills of lading on TAC 2 shipments; and will only be published if different from TAC 2.
7	Identifies address to receive billing other than the ship-to address. (When this TAC is used, the no recourse claim in section 7 of a CBL is executed).
9	Identifies a deleted MAPAC and will indicate the MAPAC to be used.

C2.7 SPECIAL INSTRUCTION INDICATORS (SIIs)

SIIs are coded in the SII column to indicate instructions to be used in shipping materiel or sending documentation to a particular address. (See appendix A3.)

Only the SII "S" will be shown in clear text or narrative form. This information is listed at the beginning of each country section. The clear text SIIs are a means by which customer countries place their unique requirements in the MAPAD; such as political

² Refer to footnote on page C2-2

³ Refer to footnote on page C2-2

considerations, circumstances peculiar only to one country; a country that has negotiated their own freight rates with a carrier, etc. These instructions must be adhered to by the shipper. The appropriate freight forwarded Service assistance office must be contacted if problems arise in executing the specific SII. (See figure 2-5.)

MAPAC	TAC	SPECIAL INSTRUCTIONS
BAT001 BAT003 DAT00A DAT00B DAT00D DAT00F	1 1 1 1 1 1	a. For materiel 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 materiel 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 e., 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 e., 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). See subparagraph e., below.

Example of SII Instructions

Figure 2-5

SII, 'S' requires identification of applicable MAPACs and TACs with clear text special instructions as shown in figure 2-5.

C2.8 WATER AND AERIAL PROTS OF DEBARKATION CODES

These codes indicate the water port or airport of discharge to which FMS shipments will be sent under DTSs 6, 7, and 9 (see appendix A5). The shipments will be moved through the DTS to the in-country ports. In the case of DTCs 6 and 9, port personnel will notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to its destination. In the case of DTC, the

U.S. Government is obligated to transport the materiel to the customer's in-country mark-for address.

C2.9 EFFECTIVE DATE AND DELETION DATE

This is a date when the MAPAC is effective and/or the date it is deleted.

C2.10 OFFER/RELEASE OPTION CODE

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

If RP 46 shows an alpha "A," the shipment will be released automatically to the freight forwarder or designated recipient of the materiel. This means the shipment should not be classified, sensitive, hazardous, explosive, oversized, over 20,000 pounds gross weight, and needs no special handling. Review individual Service regulations for additional requirements in using NOAs. When the requisition is constructed and entered into the supply system, the exact size of an item or what the quantity will be at the time of actual shipment may be *unknown*. For example, there is a possibility a shipper could have an "A" code in RP 46 and the shipment is moving in a truckload lot. If this should happen, disregard the "automatic" shipment code and send the TAC 3 address an NOA under the guidelines of a code "Y" (see subparagraph 3 below) because the offer/release code "A" is not absolute.

When Rp 46 contains an alpha "Y," the shipment cannot be released until an NOA is forwarded to the TAC 3 address. If a reply to the NOA is not received within 15 days from the date of the notice, the shipment will be released to the appropriate TAC 2 address with no further action by the shipper.

When RP 46 contains an alpha "Z," an NOA will be forwarded to the TAC 3 address; however, shipment will not be made until a response from the NOA is received. If no response has been received in 15 days, a followup will be sent. If no response is received within 15 days of the followup, the appropriate U.S. Service, as identified in RP 30 of the requisition, will be notified. (See chapter 1, paragraph L.)

A code "X" in RP 46 means the United States is responsible for transportation and no NOA is required.

C2.11 DELIVERY TERM CODES (DTCs)

Delivery term codes identify DoD's and the purchasing country's responsibility for transportation and handling costs. Subparagraph a., below is a summary of those responsibilities for shipments originating in the CONUS. Subparagraph b, below, is a summary of the responsibilities for shipments of reparable originating overseas, moving to the CONUS, and returning overseas.

C2.11.1.1 Summary of DoD responsibility for shipments originating from CONUS locations.

DT C	DoD DELIVERS
2	To a CONUS inland point (or Overseas inland point when the origin and destination are both in the same geographic area)
3	At the CONUS POE alongside the vessel/aircraft
4	At the point of origin (customer country has full responsibility) and usually forward collect to a country freight forwarder
5	At the CONUS POE on the inland carrier's equipment
6	At the overseas POD on board the vessel/aircraft
7	At the overseas inland destination onboard the inland carrier's equipment
8	At the CONUS POE on board the vessel/aircraft
9	At the overseas POD alongside the vessel/aircraft

C2.11.1.2 Summary of DoD responsibility for shipments originating overseas.

DTC	FROM	THROUGH	TO
A	Overseas POE	CONUS destination	Overseas POD on board the vessel/aircraft
B	Overseas POE	CONUS destination	Overseas POE on board the vessel/aircraft
C	CONUS POD on board the vessel/aircraft	CONUS destination	Overseas POE on board the vessel/aircraft
D	CONUS POD on board the vessel/aircraft	CONUS destination	Overseas POE on board the vessel/aircraft
E	Customer country has complete responsibility		
F	Overseas inland point	CONUS destination	Overseas inland destination
G	Overseas POE	CONUS destination	Overseas POD alongside vessel/aircraft
H	CONUS inland point (Classified materiel)		CONUS POE alongside vessel/aircraft
J	CONUS inland point (Classified cryptographic Materiel)		Overseas inland destination

C2.12 PRIORITIES

FMS customer countries are assigned Force Activity Designator (FAD) codes the same as the Services/Agencies. FMS materiel will be transported in accordance with all the requirements and conditions of the UMMIPS, DoDD 4410.6 (reference (f)) and MILSTAMP, DoD 4500.32-R (reference (b)).

C2.13 CLASSIFIED SHIPMENTS

FMS classified shipments will be moved utilizing a carrier that is authorized by MTMC to transport classified shipments. These shipments will be handled under all conditions and requirements governing the movement of US. Government classified materiel, DoD 5200.1-R (reference (d)).

The following additional conditions apply:

C2.13.1.1 Requisitions that contain a DTC 4 or 8 will require an NOA. The NOA will be sent to the country representative listed on the first page of each country section. For Canadian shipments, the NOA will be sent to the TAC 3 address.

C2.13.1.2 Requisitions for classified items which contain DTCs 2, 3, 5, 6, 7, or 9 should be entered into the DTS for movement and do not require an NOA.

C2.13.1.3 There are many freight forwarders that have been identified by the DIS as authorized to receive classified materiel. These freight forwarders are identified by the TACs A, B, C, and D. If these TACs are not listed classified materiel will not be released to that freight forwarder.

The following is a summary of the TACs to be used in moving classified materiel: (See appendix A4 for a detailed explanation of these TACs.)

TAC	SUMMARY EXPLANATION
A	Material 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 MILSTAMP, DoD 4500.32-R (reference (b)). ⁴
B	Material 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 (reference (b)). ⁵
C	Material 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 (reference (b)). ⁶
D	Material 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 (reference (b)). ⁷

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

C2.13.1.4 Identification of a cleared facility.

C2.13.1.5 Identification of an authorized designated representative of that country.

⁴ Refer to footnote on page C2-2

⁵ Refer to footnote on page C2-2

⁶ Refer to footnote on page C2-2

⁷ Refer to footnote on page C2-2

C3. CHAPTER 3

CONSTRUCTION AND USE OF ADDRESS CODES FOR MAP GRANT AID SHIPMENTS

C3.1 GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.1.1 The Grant Aid Program is defined as that portion of the United States Security Assistance Program which provides defense articles and services to recipients on a nonreimbursable or grant basis. MAP Grant Aid is authorized by the Foreign Assistance Act of 1961, as amended (reference (g)).

C3.1.2 The following general instructions are to be used to ship Grant Aid items:

C3.1.2.1 Grant Aid shipments are normally moved through the DTS so there is no requirement for an NOA.

C3.1.2.2 There are generally no freight forwarders involved in Grant Aid shipments.

C3.1.2.3 For Grant Aid shipments, data elements from the MILSTRIP requisition document number and first position of the supplementary address will be used for both the ship-to and mark-for MAPACs.

C3.2 MILSTRIP DATA ELEMENTS USED TO CONSTRUCT MAPACs

C3.2.1 There are significant differences between constructing FMS and Grant Aid MAPACs. For Grant Aid there are only three data elements in the MILSTRIP 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 U.S. DoD logistics systems.

C3.2.2 Listed below are the data elements to be used to construct the ship-to/mark-for MAPACs:

C3.2.2.1 Requisition Document Number:

C3.2.2.1.1 RPs 31-32, second and third positions, will contain the country code. (See appendix A7.)

C3.2.2.1.2 RP 33, fourth position, will contain the mark-for code.

C3.2.2.2 Supplementary Address:

Unlike FMS, the Grant Aid supplementary address will always contain alpha code "Y" in RP 45. However, in locating the MAPACs in this directory, the "Y" code will be converted to an "X." RP 30, first position of the requisition document number, will still show the appropriate code to indicate the U.S. Military Service managing the case. These codes are: B = Army; D = Air Force; P = Navy; K = Marine Corps; T = other than Army, Navy, Air Force, or Marine Corps.

C3.3 CONSTRUCTION OF MAPACs

The ship-to/mark-for MAPAC is constructed by taking the "Y" code in RP 45 and converting it to an "X"; RPs 31-32 (two-digit country code); and RP 33 (final destination address); and then add two zeros (non-significant record positions). Use figure 3-1 as an example of how the ship-to/mark-for MAPACs are constructed.

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	C O U N T R Y	C O D E	C U S T O M E R	D E L I V E R Y	T Y P E	A S S I S T A N C E	Y E A R	DATE		S E R I A L	N U M B E R	M A P	I N D I C A T O R	P R O G R A M	Y E A R	R E C O R D	C O N T R O L	N U M B E R		
								DAY												
B	KS		T	0	1		8	1	9	2	1	2	3	4	Y	8	A	O	4	7

Example of Grant Aid MAPAC from MILSTRIP Requisition

Figure 3-1

C3.4 TYPE OF ADDRESS CODES (TACs)

When making Grant Aid shipments, only five "type of address" codes will be utilized:

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 (reference (e)).
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 in compliance with reference (e).
3	Supply shipment status information.
9	Indicates a cross-reference MAPAC for deleted MAPAC.

C3.5 SPECIAL INSTRUCTION INDICATORS (SIIs) X

C3.5.1 SIIs are coded in the SII column to indicate instructions to be used in shipping materiel or sending documentation to a particular country. (See appendix A3.)

C3.5.2 Only the SII "S" will be shown in clear text or narrative form. This information is listed at the beginning of each country section. These instructions must be adhered to by the shipper. The appropriate freight forwarder/Service assistance office must be contacted if problems arise in executing the specific SII. (See chapter 1, paragraph L.)

C3.6 WATER AND AERIAL PORTS OF DEBARKATION CODES

Grant Aid shipments will move through the DTS to Grant the in-country ports of discharge. DoD personnel at those ports will notify the ultimate consignee to pick up the materiel or make arrangements for delivery of the shipment to its destination.

C3.7 EFFECTIVE DATE AND DELETION DATE

This is a date when the MAPAC is effective and/or the date it is to be deleted.

C3.8 DELIVERY TERM CODES (DTCs)

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 will always contain a numeric zero.

C3.9 PRIORITIES

Grant Aid shipments will be transported in accordance with the requirements and conditions of UMMIPS, DoDD 4410.6, (reference (f)) and MILSTAMP, DoD 4500.32-R (reference (b)).

C3.10 CLASSIFIED SHIPMENTS

Grant Aid classified shipments will be moved utilizing a carrier that is authorized by MTMC to transport classified shipments. These shipments will be handled in accordance with all conditions and requirements governing the movement of U.S. Government classified materiel, DoD 5200.1-R (reference (d)). Upon arrival at the overseas port the appropriate government to government transfer procedures will be implemented.

AP1.1 APPENDIX 1.1

DOCUMENT IDENTIFIER CODES

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

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

AP1.2 APPENDIX 1.2

SERVICE CODES

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

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

AP1.3 APPENDIX 1.3

SPECIAL INSTRUCTION INDICATORS (SIIs)

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

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

AP1.4 APPENDIX 1.4

TYPE OF ADDRESS CODES (TACs)

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

1	This address will receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DoD 4500.32-R (reference (b)). Packages moving through the State Department pouch room will not exceed 40 pounds, 26 inches length, or 62 inches length plus girth. For additional guidance on use of diplomatic pouch mail see chapter 1, paragraph 1.h. TAC 5 is the same address as TAC 1 unless published differently.
2	This address will 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 will contain an SII code "A" which directs forwarding of the material/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	This address will be used when the option code (Y or Z in RP 46 of the requisition) requires an NOA prior to shipment. For Option Code Z, followups on NOA will 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 will be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped. For a classified shipment, send the NOA to the receiving country Service representative. In response to the NOA, the country representative must specify, by name, the person who will receive and sign for the shipment at the TAC, A, B, C, or D address. But, should there be no reply to the followup, the Service focal point will be advised of the problem for Army and Air Force sponsored shipments; the Navy Freight Forwarder Assistance Office will be advised for Navy and Marine Corps sponsored shipments. If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the Service focal point will be contacted for guidance. The MTMC will 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 will also be contacted by MTMC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.
4	This address will be used for distribution of supply and shipment status documents. Addresses may be listed for forwarding documents by mail or electronic transmission. SII "D" indicates the address to be used for forwarding documents by electronic transmission.
5	This address will be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-2 ¹ , DoD Single Line Item Release/Receipt Document, or DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt. The TAC 5 address will only be published when it is different from the TAC 1 address.
6	Documentation (release/receipt) for automatic freight shipment will be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-2, Issue Release/Receipt Document with Address Label; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt of shipments. The TAC 6 address will only be published when it is different from the TAC 2 address.

¹Effective November 1, 1991, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, until all stocks are exhausted, but no later than November 1996.

7	This address will be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address will be established only when TACs A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change this address as long as it remains within the freight forwarder's operation).
8	Reserved.
9	TAC 9 indicated that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry will remain in the MAPAD for a period of 5 years.
MAP GRANT AID	
TAC	EXPLANATION
A-L	Reserved.
M	TAC M identifies that clear text mark-for address which will be used on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent post office problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphabetic or numeric code to designate the mark-for address. This code will be the same as the code in RP 33 of the MILSTRIP requisition.
N-Z	Reserved.
1	This address will receive shipments moving by a carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DoD 4500.32-R (reference (b)). Because Grant Aid materiel moves by DTS, shipments of both classified and unclassified materiel is included.
2	The WPOD and APOD codes will be used to obtain the appropriate destination when surface or air freight is selected as the transportation mode. In addition to the selected destination, the TAC M address will be used as a mark-for address to consign materiel shipments. The clear text address field will contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized.
3	This address will be used for distribution of supply status, shipment status documents, and copies of release/receipt document. Addresses may be listed for forwarding documents by mail and/or electronic transmission. When SII "D" is used, indicating documents should be forwarded by electronic transmission, a mail address will also be included for distribution of copies of release/receipt documents and other documents not readily transmitted by electronic transmission, and for distribution of all documents in the event of a MINIMIZE.
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted MAPAC. It can also provide a reference to special instructions for processing documents containing the deleted code. The deleted entry will remain in the MAPAD for a period of 5 years.

AP1.5 APPENDIX 1.5

DELIVERY TERM CODES (DTCs)

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

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

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

AP1.6 APPENDIX 1.6

DELIVERY TERM CODES (DTCs)

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

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

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

AP1.7 APPENDIX 1.7

COUNTRY/INTERNATIONAL ORGANIZATION CODES

NUMBER OF CHARACTERS:		Two.
TYPE OF CODE:		Alpha-Alpha or alphanumeric.
EXPLANATION:		The country and activity listed in this appendix are used throughout the DoD identify the country, international organization or account which is (1) the recipient of materiel or services sold, leased, loaned, transferred, exchanged, or furnished under the FMS system and (2) the recipient of materiel or services furnished under the MAP Grant Aid. Inclusion of a country or international organization in this appendix does not, of itself, indicate that the country or international organization is now or will be a recipient of FMS or MAP Grant Aid.
CODE	COUNTRY/INTERNATIONAL ORGANIZATION	
AC	ANTIGUA AND BARBUDA (UK)	
AF	AFGHANISTAN	
AG	ALGERIA	
AJ	AZERBAIJAN	
AL	ALBANIA	
AM	ARMENIA	
AN	ANDORRA	
AO	ANGOLA	
AR	ARGENTINA	
AT	AUSTRALIA	
AU	AUSTRIA	
AV	ANGUILLA	
A1	ORGANIZATION OF AMERICAN STATES HEADQUARTERS (OASHQ)	
A2	SUPREME HEADQUARTERS, ALLIED POWERS, EUROPE (SHAPE)	
A3	ORGANIZATION OF AFRICAN UNITY	
A4	OFFICE FOR THE COORDINATION OF UNITED NATIONS HUMANITARIAN AND ECONOMIC ASSISTANCE PROGRAMS (UNOCHA)	
A5	UNITED NATIONS DEPARTMENT OF MUNANITARIAN AFFAIRS (UNDHA)	

BA	BAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA (UK)
BE	BELGIUM
BF	BAHAMAS
BG	BANGLADESH
BH	BELIZE (UK)
BK	BOSNIA-HERCEGOVENA
BL	BOLIVIA
BM	MYANMAR (formerly BURMA)
BO	BELARUS
BP	SOLOMON ISLANDS
BR	BRAZIL
BT	BHUTAN
BU	BULGARIA
BX	BRUNEI
BY	BURUNDI
CB	CAMBODIA
CD	CHAD
CE	SRI LANKA (CEYLON)
CF	CONGO (BRAZZAVILLE)
CH	CHINA, PEOPLE'S REPUBLIC OF
CI	CHILE
CJ	CAYMAN ISLANDS (UK)
CM	CAMEROON
CN	CANADA
CO	COLOMBIA
CR	COMOROS
CS	COSTA RICA

CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CAPE VERDE, REPUBLIC OF
CW	COOK ISLANDS
CX	ZAIRE (formerly CONGO KINSHASA)
CY	CYPRUS
CZ	CZECHOSLOVAKIA
DA	BENIN (formerly DAHOMEY)
DE	DENMARK
DJ	DJIBOUTI
DO	DOMINICA
DR	DOMINICAN REPUBLIC
D1	BOLIVIA (INTERNATIONAL NARCOTICS CONTROL)
D2	SPECIAL DEFENSE ACQUISITION FUND (SDAF)
D3	PERU (INTERNATIONAL NARCOTICS CONTROL)
D5	COLUMBIA (INTERNATIONAL NARCOTICS CONTROL)
D6	ECUADOR (FMS CASES FINANCED w/FY 90 CREDIT)
EC	ECUADOR
EG	EGYPT
EI	IRELAND
EK	EQUATORIAL GUINEA
EN	ESTONIA
EP	EUROPEAN PARTICIPATING GROUP F16
ER	ERITREA
ES	EL SALVADOR
ET	ETHIOPIA
EZ	CZECH REPUBLIC
FA	FALKLAND ISLANDS
FG	FRENCH GUIANA
FI	FINLAND

FJ	FIJI
FM	MICRONESIA
FO	FAEROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
GA	GAMBIA
GB	GABON
GE	GERMANY
GG	GEORGIA
GH	GHANA
GI	GIBRALTAR
GJ	GRANADA
GL	GREENLAND
GM	GERMANY
GP	GUADELOUPE
GR	GREECE
GT	GUATEMALA
GU	GUYANA
GV	GUINEA
GY	GERMANY (BONN)
HA	HAITI
HK	HONG KONG
HO	HONDURAS
HR	CROATIA
HU	HUNGARY
IC	INDOCHINA
ID	INDONESIA
IL	ICELAND
IN	INDIA
IO	BRITISH INDIAN OCEAN

IQ	IRAQ
IR	IRAN
IS	ISRAEL
IT	ITALY
IV	IVORY COAST
JA	JAPAN
JM	JAMAICA
JO	JORDAN
KE	KENYA
KG	KYRGYZSTAN
KR	KIRIBATI
KS	KOREA (SEOUL)
KU	KUWAIT
KZ	KAZAKHATAN
K2	NATO MAINTENANCE AND SUPPLY AGENCY (NAMSA) - F104
K3	NATO MULTI-ROLE COMBAT AIRCRAFT (MRCA)
K4	NATO INTEGRATED COMMUNICATIONS SYSTEMS MANAGEMENT AGENCY (NICSMA)
K5	SUPREME ALLIED COMMANDER ATLANTIC (SACLANT)
K6	NAMSA - NATO NIKE TRAINING CENTER (NNTC)
K7	NATO AIRCRAFT EARLY WARNING AND CONTROL (OPERATIONS AND SUPPORT) (AEW&C (O&S))
LA	LAOS
LE	LEBANON
LG	LATVIA
LH	LITHUANIA
LI	LIBERIA
LO	SLOVAKIA REPUBLIC
LS	LIECHTENSTEIN
LT	LESOTHO
LX	LUXEMBOURG
LY	LIBYA

MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAU
MD	MOLDOVA
MF	MALAYSIA
MG	MONGOLIA
MH	MONTserrat (UK)
MI	MALAWI
MK	THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA (F.Y.R.O.M.)
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MR	MAURITANIA
MT	MALTA
MU	OMAN
MV	MALDIVES
MX	MEXICO
MZ	MOZAMBIQUE
M1	NATO EUROPEAN FIGHTER AIRCRAFT DEVELOPMENTAL, PRODUCTION, AND LOGISTICS MANAGEMENT AGENCY (NEFMA)
M2	MAP SALES AND DISPOSAL (MAPSAD)
M3	MAP OWNED MATERIEL (MAPOM)
M5	NATO MAINTENANCE AND SUPPLY AGENCY (NAMSA) WEAPONS
M6	NATO - HAWK PRODUCTION AND LOGISTICS OFFICE (NHPLO)
M7	NATO - SOUTHERN REGION SIGNAL/COMMUNICATIONS (NAMSA-COMMO)
M8	NATO NAMSA, PATRIOT
M9	NATO NAMSA GENERAL, OTHER
NA	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NE	NETHERLANDS
NF	NORFOLK ISLANDS

NH	VANUATU
NI	NIGERIA
NK	NIGER
NO	NORWAY
NP	NEPAL
NQ	NIUE
NR	NAURU
NS	SURINAME
NU	NICARAGUA
NZ	NEW ZEALAND
N1	NATO AIRBORNE EARLY WARNING AND CONTROL PROGRAM MANAGEMENT OFFICE (NAPMO)
N2	NORTH ATLANTIC TREATY ORGANIZATION (NATO)
N3	NATO SEA SPARROW
N4	NAMSA - GENERAL
N6	NATO HEADQUARTERS
N7	NORTH ATLANTIC TREATY ORGANIZATION (NATO) MAINTENANCE AND SUPPLY AGENCY (NAMSO) (HAWK)
N8	NATO MUTUAL WEAPONS DEVELOPMENT PROGRAM (MWDP)
N9	NATO MISSILE FIRE INSTALLATION (NAMFI)
PA	PARAGUAY
PC	PITCAIRN (UK)
PE	PERU
P I	PHILIPPINES
PK	PAKISTAN
PL	POLAND
PN	PANAMA
PP	PAPUA-NEW GUINEA
PT	PORTUGAL
PU	GUINEA-BISSAU
QA	QATAR
RE	REUNION

RM	MALI
RO	ROMANIA
RS	RUSSIA
RW	RWANDA
R1	MARSHALL ISLANDS
R2	EUROPE REGION
R3	NEAR EAST AND SOUTH ASIA REGION (NESA)
R4	EAST ASIA AND PACIFIC REGION (EAP)
R5	AMERICAN REPUBLIC REGION
R6	AFRICA REGION
SB	SAINT PIERRE AND MIQUELON
SC	SAINT KITTS AND NEVIS
SE	SEYCHELLES
SH	ST HELENA
SI	SAUDI ARABIAN NATIONAL GUARD
SK	SENEGAL
SL	SIERRA LEONE
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
SR	SAUDI ARABIA
ST	SAINT LUCIA
SU	SUDAN
SW	SWEDEN
SY	SYRIA
SZ	SWITZERLAND
S2	SERBIA
S3	SLOVENIA
S4	FAA SEC 632 TRANSACTIONS

S5	FAA SEC 607 REIMBURSABLE (DELAYED PAYMENT)
S6	FAA SEC 607 PAYMENT IN ADVANCE
TC	UNITED ARAB EMIRATES
TD	TRINIDAD-TOBAGO
TH	THAILAND
TI	TAJKISTAN
TK	TURKEY
TL	TOKELAU
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TS	TURKS AND CAICOS (UK)
TU	TUNISIA
TV	TUVALU
TW	TAIWAN
TX	TURKMENISTAN
TZ	TANZANIA
T3	CENTRAL TREATY ORGANIZATION (CENTO) HEADQUARTERS
T4	SOUTHEAST ASIA TREATY ORGANIZATION (SEATO) HEADQUARTERS
T7	INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) HEADQUARTERS
T8	INTERNATIONAL CIVIL DEFENSE ORGANIZATION (ICDO)
T9	UNITED NATIONS
UA	SOUTH AFRICA
UG	UGANDA
UK	UNITED KINGDOM
UP	UKRAINE
UV	BURKINA FASO (formerly UPPER VOLTA)
UY	URUGUAY
UZ	UNITED KINGDOM POLARIS PROJECT
U2	UZBEKISTAN

VC	SAINT VINCENT AND GRENADINES
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VS	VIETNAM
WA	NAMIBIA
WI	WESTERN SAHARA
WS	WESTERN SAMOA
WZ	SWAZILAND
YE	YEMEN (SANAA)
YS	YEMEN (ADEN)
ZA	ZAMBIA
ZI	ZIMBABWE
00	DoD GENERAL COST (GC) MILITARY ASSISTANCE PROGRAM (MAP) 11 PANAMA CANAL AREA MILITARY SCHOOLS (PACAMS)
66	EXPANDED INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET)

AP1.8 APPENDIX 1.8

ADDRESS FILE IDENTIFIER

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

AP1.9 APPENDIX 1.9

CITY AND ZIP PLUS 4 CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies which MAPAF file will be changed.
Code	Explanation
F	FMS file to be changed in MAPAF. (Addition, revision, or deletion.)
G	Grant Aid file to be changed in the MAPAF. (Addition, revision, or deletion.)
CITY	ZIP 20521-+4
ABIDJAN	2010
ABU DHABI	6010
ACCRA	2020
ADANA	5020
ADDIS ABABA	2030
ALEXANDRIA	6090
ALGIERS	6030
AMMAN	6050
AMSTERDAM	5780
ANKARA	7000
ANTANANARIVO	2040
ANTIGUA	3010
ANTWERP	5240
APIA	4400
ASUNCION	3020
ATHENS	7100
AUCKLAND	4370
BAGHDAD	6060
BAMAKO	2050

BANDAR SERI BEGAWAN	4020
BANGKOK	7200
BANGUI	2060
BANJUL	2070
BARCELONA	5400
BARRANQUILLA	3040
BEIJING	7300
BEIRUT	6070
BELFAST	5360
BELGRADE	5070
BELIZE	3050
BERLIN, GDR (EMB)	5090
BERLIN, FRG (MISSION)	5100
BERN	5110
BILBAO	5410
BISSAU	2080
BLANTYRE	2290
BOGOTA	3030
BOMBAY	6240
BONN	7400
BORDEAUX	5580
BRASILIA	7500
BRAZZAVILLE	2090
BREMEN	5150
BRIDGETOWN	3120
BRISBANE	4130
BRUSSELS USNATO (M)	5230
BRUSSELS (EMB)	7600
BUCHAREST	5260
BUDAPEST	5270
BUENOS AIRES	3130
BUJUMBURA	2100
BUKAVU	2240
CAIRO	7700
CALCUTTA	6250
CALGARY	5490

CANBERRA	7800
CAPE TOWN	2480
CARACAS	3140
CASABLANCA	6280
CEBU	4230
CHENGDU	4080
CHIANG MAI	4040
CIUDAD JUAREZ	3270
COLOMBO	6100
CONAKRY	2110
COPENHAGEN	5280
COTONOU	2120
CURACAO	3160
DACCA	6120
DAKAR	2130
DAMASCUS	6110
DAR ES SALAAM	2140
DHAHRAN	6310
DJIBOUTI	2150
DOHA	6130
DOUALA	2530
DUBAI	6020
DUBLIN	5290
DURBAN	2490
DUSSELDORF	5160
EDINBURGH	5370
FLORENCE	5670
FRANKFURT	7900
FREETOWN	2160
FUKUOKA	4310
GABORONE	2170
GENEVA	5120
GENOA	5680
GEORGETOWN	3170
GRENADA	3180

GUADALAJARA	3280
GUANGZHOU	4090
GUATEMALA CITY	3190
GUAYAQUIL	3430
HALIFAX	5500
HAMBURG	5180
HAMILTON	5300
HARAR	2180
HAVANA	3200
HELSINKI	5310
HERMOSILLO	3290
HONG KONG	8000
HONIARA	4390
ISLAMABAD	8100
ISTANBUL	5030
IZMIR	5040
JAKARTA	8200
JEDDA	6320
JERUSALEM	6350
JOHANNESBURG	2500
KABUL	6180
KADUNA	2260
KAMPALA	2190
KARACHI	6150
KATMANDU	6190
KHARTOUM	2200
KIGALI	2210
KINGSTON	3210
KINSHASA	2220
KOLONIA	4120
KOROR	4260
KRAKOW	5140
KUALA LUMPUR	4210
KUWAIT	6200
LAGOS	8300

LAHORE	6160
LA PAZ	3220
LENINGRAD	5440
LIBREVILLE	2270
LILONGWE	2280
LIMA	3230
LISBON	5320
LOME	2300
LONDON	8400
LUBUMBASHI	2230
LUSAKA	2310
LUXEMBOURG	5380
LYON	5590
MADRAS	6260
MADRID	8500
MAJURO	4380
MALABO	2320
MANAGUA	3240
MANAMA	6210
MANILA	8600
MAPUTO	2330
MARACAIBO	3150
MARSEILLE	5600
MARTINIQUE	3250
MASERU	2340
MATAMOROS	3300
MAZATLAN	3310
MBABANE	2350
MEDAN	4190
MELBOURNE	4140
MERIDA	3320
MEXICO CITY	8700
MILAN	5690
MOGADISHU	2360
MOMBASA	2400

MONROVIA	8800
MONTERREY	3330
MONTEVIDEO	3360
MONTREAL	5510
MORONI	2380
MOSCOW	5430
MUNICH	5190
MUSCAT	6220
NAHA	4320
NAIROBI	8900
NAPLES	5700
NASSAU	3370
NDJAMENA	2410
NEW DELHI	9000
NIAMEY	2420
NICE	5610
NICOSIA	5450
NOUAKCHOTT	2430
NUEVO LAREDO	3340
OPORTO	5330
ORAN	6040
OSAKA-KOBE	4330
OSLO	5460
OTTAWA	5480
OUAGADOUGOU	2440
PALERMO	5710
PANAMA	9100
PARAMARIBO	3390
PARIS	9200
PERTH	4160
PESHAWAR	6170
PONTA DELGADA	5340
PORT-AU-PRINCE	3400
PORT LOUIS	2450
PORT MORESBY	4240

PORT OF SPAIN	3410
PORTO ALEGRE	3070
POZNAN	5050
PRAGUE	5630
PRAIA	2460
PRETORIA	9300
PUSAN	4270
QUEBEC	5520
QUITO	3420
RABAT	9400
RACIFE	3080
RANGOON	4250
REYKJAVIK	5640
RIO DE JANERIO	3090
RIYADH	6300
ROME	9500
ROTTERDAM	5790
SALVADOR DE BAHIA	3100
SALZBURG	5830
SANAA	6330
SAN JOSE	3440
SAN SALVADOR	3450
SANTIAGO	3460
SANTO DOMINGO	3470
SAO PAULO	3110
SAPPORO	4340
SEOUL	9600
SEVILLE	5420
SHANGHAI	4100
SHENYANG	4110
SINGAPORE	4280
SOFIA	5740
SONGKHLA	4050
ST. GEORGE'S	3180
STOCKHOLM	5750
STRASBOURG	5620

STUTTGART	5200
SURABAYA	4200
SUVA	4290
SYDNEY	4150
TAIPEI AIT	4170
TANGIER	6290
TEGUCIGALPA	3480
TEL AVIV	9700
THE HAGUE	5700
THESSALONIKI	5060
TIJUANA	3350
TOKYO	9800
TORONTO	5530
TRIESTE	5720
TUNIS	6360
TURIN	5730
UDORN	4060
ULAN BATOR	4390
VALLETA	5800
VANCOUVER	5540
VATICAN CITY	5660
VICTORIA	2510
VIENNA	9900
VIENTAINE	4350
WARSAW	5010
WELLINGTON	4360
WINDHOEK	2540
WINNIPEG	5550
YAONDE	2520
ZEGREB	5080
ZURICH	5130

AP2.1 APPENDIX 2.1

ADDITION/REVISION TO MAPAF FOR FMS **(MA1, MA2)**

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter appropriate DI code. a. MA1 (Add). b. MA2 (Revision).
Routing Identifier To	4-6	Entered when required for intra-Service/ Agency distribution of address data.
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11)	<p>a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for, both for shipments through a freight forwarder and through the DTS.</p> <p>b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.</p> <p>c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.</p>

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

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

AP2.2 APPENDIX 2.2

DELETION TO MAPAF FOR FMS **(MA3)**

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

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

AP2.3 APPENDIX 2.3

ADDITION/REVISION TO MAPAF FOR MAP GRANT

AID

(MA1, MA2)

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

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

AP2.4 APPENDIX 2.4

DELETION TO MAPAF FOR MAP GRANT AID (MA3)

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

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

AP3.1 APPENDIX 3.1

AUTHORIZED EXCEPTIONS, SPECIAL PROCESSES,

AND DELAYED IMPLEMENTATION DATES

(INTRODUCTION)

AP3.1 INTRODUCTION

AP3.1.1 DoD policy concerning the implementation of MAPAD procedures is contained in DoD Directive 4140.1 (reference (a)), and is summarized in chapter 1, paragraph G., of this manual.

AP3.1.2 Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the MAPAD System Administrator in accordance with the DUSD(P&L). The following rationale is applicable only to DIs pertaining to MILSTRIP supply distribution system(s)

AP3.1.3 Requests for exceptions, special processes, or delayed implementation dates will be forwarded by concerned focal points to the MAPAD System Administrator for consideration when it can be demonstrated the MAPAD cannot provide a workable method or procedure or that, for some reason beyond the control of the focal point or concerned Service/Agency, an approved change cannot be implemented on the scheduled date.

AP3.1.4 Requests for exceptions, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures.

AP3.1.5 Requests for exceptions or special procedures will be forwarded to the MAPAD System Administrator by the Service/Agency focal point for review and coordination, if required, with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations and shall provide the following minimum information:X

AP3.1.6 Narrative description of the basic concept being proposed and reason(s) therefor.

AP3.1.6.1. Known interface and impact requirement with other DLSS and Services/Agencies.

AP3.1.6.2. Advantages/disadvantages of request.

AP3.1.6.3. Proposed wording required for appendix C.

AP3.1.6.4. Starting and ending dates of request.X

AP3.2 FMS ADDRESSES – SECTION B

AP3.3 MAP GRANT AID ADDRESSES – SECTION C