



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635



DoDEA Administrative  
Instruction 4100.1  
July 15, 1996

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
DOD ACTIVITY ADDRESS CODES

- References: (a) DS Administrative Instruction 4100.1, "Department of Defense Activity Address Codes," January 29, 1988 (hereby canceled)  
(b) DoD 4000.25-6-M, "Department of Defense Activity Address Directory (DoDAAD)," April 1995

A. PURPOSE

This administrative instruction reissues and updates reference (a) for administrative changes. It establishes policy and assigns responsibilities governing the unique six position alphanumeric codes assigned to identify specific units, activities, or organizations for various administrative and logistics functions such as interservice support agreements, supply support, and transportation. The DoDAAC's area prerequisite to the use of existing DoD standard logistics systems. This instruction establishes procedures governing the maintenance of DoDAAC's used by the Department of Defense Dependents Schools (DoDDS).

B. APPLICABILITY AND SCOPE

The provisions of this instruction apply only to DoDDS and its subordinate organizations.

c. POLICY

It is the policy of the DoDEA that the headquarters Logistics Division will act as the Service Point (SP) for the purpose of performing the responsibilities outlined in reference (b). These include establishing, revising, and deleting DoDAAC's for use by DoDDS to the Defense Automatic Addressing System Center (DAASC).

D. PROCEDURES

Assignment and administration of DoDAAC's for the area service centers, schools, or activities will be made by the Logistics Division at DoDEA headquarters in accordance with the following:

1. All DoDAAC's will begin with the letters "HE."
2. The third position will be a number assigned as follows:

<u>Third Position</u>	<u>Location of School or Activity</u>
0	Schools in Panama and selected other DoDDS activities in Panama
1	Schools in Belgium, the Netherlands, and the United Kingdom and selected other activities
2,3, or 4	Germany (schools and selected other activities)
5	Bahrain, Italy, Portugal, Spain, Turkey, and selected other DoDDS-E activities
6	Schools in Japan, Korea, and selected other DoDDS-PA activities
7	Schools in Okinawa and selected other DoDDS-PA activities
9	Schools in Cuba and Iceland

3. For schools, the fourth position identifies the military service providing primary logistic and administrative support (but is nonspecific for other activities):

0 , 1 , 2 , 3 , 7 , 8 , 9	-	DoDDS headquarters and area service centers
4	-	Army
5	-	Navy and Marine Corps
6	-	Air Force

4. For schools, the fifth and sixth positions together identify the grade level structure of the school but are nonspecific for other activities. Grade level criteria are as follows:

00-20	HS, JHS/HS, K-12 or combination thereof
21-39	MS, JHS, K-9 or combination thereof
40 and up	K-2 through K-6

Note: Normally, one school will be assigned one DoDAAC. However, when contiguous facilities have two principals and two separate staffs, each school will be assigned a DoDAAC in accordance with the above criteria.

5. Each submission requesting the establishment of a new DoDAAC will be prepared as specified in reference (b) by the cognizant area service center or its equivalent. This information should be provided to DoDDS headquarters by memorandum e-mail, or facsimile transmission. Requests for assignment of a new DoDAAC will include complete Type of Address Code (TAC) 1 (mailing), TAC 2 (shipping), and TAC 3 (billing) addresses. The TAC 2 address must include the Air Terminal Identifier, Break Bulk Point, and Port Designator (commonly referred to as ATI, BBP, and PD, respectively), which can be obtained from the military transportation office supporting the activity.

6. When activities are scheduled to split, combine, or close, it will be necessary to establish/reestablish or delete DoDAAC's. The appropriate information, in accordance with reference (b), will be submitted by the cognizant area service center or its equivalent to the SP no later than 1 month prior to beginning operations or the last month of the activity's scheduled operation. Revisions to DoDAAC'S will include complete change information for each TAC being revised. The Department of Defense Activity Address Directory (DoDAAD) will continue to carry deleted DoDAAC's for 6 months after submission of the deletion action to accommodate any residual supplies, support, or billings still in the pipeline at the time of closing.

7. DoDAAC file parameters are no more than 4 lines and 34 characters per line for each address with no special characters nor other punctuation, Ensure that these parameters are taken into consideration when establishing new addresses.

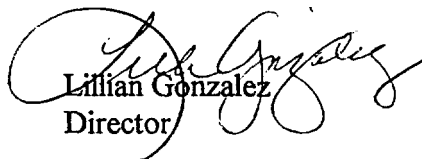
8. All DoDAAC submissions will be forwarded to the DoDDS SP at:

Department of Defense Education Activity  
Logistics Division (DoDAAC - SP)  
4040 North Fairfax Drive  
Arlington, VA 22203-1635

9. RCS DSRCS 4004 will be used by area service centers or equivalent when requesting DoDDS headquarters to establish, revise, or disestablish DoDAAC's with the DAASC.

D. EFFECTIVE DATE

This administrative instruction is effective 60 days after date of publication.

  
Lillian Gonzalez  
Director

DISTRIBUTION: X