



**DEFENSE SECURITY COOPERATION AGENCY**

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09 JUN 2010

MEMORANDUM FOR THE DEPUTY UNDER SECRETARY OF THE AIR FORCE  
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FOR DEFENSE EXPORTS AND COOPERATION  
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DEPUTY DIRECTOR FOR INFORMATION  
ASSURANCE, NATIONAL SECURITY AGENCY

**SUBJECT: Military Assistance Program Address Directory (MAPAD), DSCA Policy  
10-05 [SAMM E-Change 147]**

The purpose of this memorandum is to update Security Assistance Management Manual (SAMM) Chapter 7 to clarify the information available in the MAPAD and add a table that summarizes the MAPAD's Type Address Codes.

The MAPAD contains information and addresses required for shipment of materiel and distribution of related documentation under Foreign Military Sales and/or grant aid programs. The correct MAPAD addresses are essential for accurate routing of cargo and documentation. It is strongly recommend that FMS purchasers conduct an

annual review of all MAPAD addresses for accuracy and make necessary updates by contacting the appropriate Military Department.

This policy is effective immediately and will be included in the automated version of the SAMM found on the DSCA web page as SAMM E-Change 147. Implementing agencies are responsible for disseminating this memo to supporting activities. Updates to the SAMM are posted regularly at [www.dsca.mil/SAMM/](http://www.dsca.mil/SAMM/).

If you have questions concerning this guidance, please contact Mr. Todd Hughes, DSCA/STR/POL, [todd.hughes@dsca.mil](mailto:todd.hughes@dsca.mil), (703) 604-6598.



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Strategy

Attachment:  
As stated

cc:  
STATE/PM-RSAT  
AFRICOM  
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DISAM

## **Military Assistance Programs Address Directory (MAPAD), SAMM E-Change 147**

1. Chapter 7, section C7.8. is replaced with the following paragraphs:

### **C7.8. MILITARY ASSISTANCE PROGRAMS ADDRESS DIRECTORY (MAPAD)**

The MAPAD, DoD 4000.25-8-M (reference (t)), contains information and addresses required for shipment of materiel and distribution of related documentation under FMS, Military Assistance Program (MAP), and/or grant aid programs. It includes addresses of freight forwarders, country representatives, and purchasers within country. The MAPAD is available for use by DoD activities, the General Services Administration, commercial firms, foreign Governments, and international organizations participating in FMS and/or grant aid programs. The MAPAD can also include CONUS locations.

**C7.8.1. MAPAD Contents.** The MAPAD information includes: ship-to addresses for materiel, usually for small parcels and for freight; addresses (including fax numbers) for receipt of Notices of Availability (NOA); addresses for supply and shipment status; and mark-for addresses for in-country destinations and/or ultimate consignees.

C7.8.1.1. The Type Address Code is one-position alpha or numeric code which designates the use of the address. For explanation of the Type Address Codes in the MAPAD, see Table C7.T5.

**C7.8.2. MAPAD Address Changes.** The correct MAPAD addresses are essential for accurate routing of cargo and documentation and will also ensure the FMS Purchaser is charged the correct transportation rate. The purchaser is responsible for ensuring MAPAD addresses are current. It is strongly recommend that FMS purchasers conduct an annual review of all MAPAD addresses for accuracy and delete those MAPAD addresses that are no longer required. If there is a change in freight forwarders, the purchaser is responsible for adjusting its MAPAD listing and reconciling shipments received by its former freight forwarders.

**C7.8.3. MAPAD Payment Addresses.** A TAC 7 MAPAD address identifies the activity or organization responsible for payment of transportation charges other than the ship-to address when a Collect Commercial Bill of Lading applies. TAC 7s are used only for shipments that qualify for collect delivery, such as DTC 4 - shipments of non-Defense Working Capital Fund (DWCF) materiel and DTC E - Repair and Return shipments.

**C.7.8.4. Electronic Transmission of Status Transactions.** A Communication Routing Identifier (CommRI) code can be used for electronic transmission of supply and shipping status to the TAC 4 MAPAD address. A CommRI is a seven-character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the Defense Automatic Addressing System Center (DAASC), to electronically transmit and receive TAC 4 data between the FMS purchaser and the DoD supply systems. There is a subscription fee for an ILCS account. There may be other hardware, software, training, and installation costs associated with initial establishment of ILCS connectivity. These costs can be paid through a FMS case. For more information, contact the DAASC helpdesk at 937-656-3247.

Table C7.T5. Type of Address Codes

TAC	Purpose	Explanation
1	Material	UNCLASSIFIED material moving by small parcel carrier.
A	Material	Material classified SECRET or CONFIDENTIAL moving by small parcel carrier.
C	Material	Material classified CONFIDENTIAL moving by small parcel.
2	Material	UNCLASSIFIED material moving by surface or air freight.
B	Material	Material classified SECRET or CONFIDENTIAL moving by surface or air freight.
D	Material	Material classified CONFIDENTIAL moving by surface or air freight.
3	Documents	Sending a Notice of Availability (NOA) for UNCLASSIFIED shipments only.
4	Status	For sending supply and shipment status.
5	Documents	For sending copies of the FMS release documents on TAC 1 shipments. No entry in the MAPAD if identical to the TAC 1 address.
6	Documents	For sending copies of the FMS release documents on TAC 2 shipments. No entry in the MAPAD if identical to the TAC 2 address.
7	Other	Identifies address to receive billing from carrier if other than from ship-to addressee upon delivery of material. Used only for shipments that qualify for collect delivery.
9	Other	Identifies deleted MAPAD and cross-references to the MAPAD to be used in its place.
M	Mark-for	Used to identify a clear text mark-for address for freight shipments. Identifies ultimate consignee on shipping papers and bills of lading. This is also the default ship-to address for DTC 7 shipments.

2. Renumber subsequent sections/tables/figures as required to accommodate above changes.