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	Administration DEFENSE ACTIVITY ADDRESS CODE (DODAAC) OPERATING PAMPHLET	
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Administration
DEFENSE ACTIVITY ADDRESS CODE (DODAAC)
OPERATING PAMPHLET

1. Purpose. The purpose of this pamphlet is to establish U.S. Army Corps of Engineer (USACE) instructional guidance for the submission of Department of Defense Activity Address Code (DODAAC) requests.

2. Applicability. This pamphlet applies to all USACE activities that requisition, issue, and receive supplies within the Army Logistics System, commercial activities which enter into material service contracts with USACE and activities of federal agencies which maintain logistic support agreements with USACE. Any changes to this pamphlet will be made by CELD-S as required.

3. References:

    a. AR-725-50

    b. SB 708-41

    c. SB 708-42

    d. SB 708-81

    e. SB 708-82

4. General. The DODAAC is a distinctive six-position alpha-numeric address code which identifies a specific Corps Division, District, Laboratory or subordinate element, non-DOD government element, or private contractor authorized by DOD to requisition and receive supplies. It is used primarily on Military Standard Requisitioning and Issue Procedures (MILSTRIP) and related documents.

5. DODAAC Composition. In its decoded form, the DODAAC breaks down to at least two, and in some instances, three addresses referred to as Type Address Code (TAC) 1, 2, and 3. TAC 1 and 3 addresses are mandatory and must be provided to the Army Central Service Point (ACSP) Chamberburg, PA in order to assign a DORAAC. (see figure A-1 for example.)

    a. TAC 1 address. Used for mail, parcel post, and small

package shipments. Also used for freight address if no TAC 2 document is submitted.

   b. TAC 2 address. Used for freight shipments, but only when an activity is to receive freight at an address different from the TAC 1 address. For OCONUS, if applicable the break bulk point (BBP) DODAAC will appear in record 1 in the TAC 2 only.

   c. TAC 3 address. Used for billing purposes and must contain an active address that is listed with a fiscal station number in the disbursing and fiscal station number directory. This number may be obtained from your Finance and Accounting Office. The Disbursing and Fiscal Station Numbers Directory lists fiscal station numbers that are inactive as well as active, inactive numbers are not authorized to be TAC 3 addresses.

   d. Note: It is very important that TAC 1 and TAC 2 offices provide appropriate ordering and receiving documents to the TAC 3 address within fifteen days after the billing date. The finance and accounting office is required to pay the bill within the time frames prescribed in MILSBILLS (DOD) Manual 400.25-7M.

6. DODAAC assignments.

   a. The ACSP is the only activity designated by DA to assign Army DODAACs. The ACSP will assign DODAACS upon receipt of request from the MACOM DODAAC coordinator. Any activity that is authorized a stock record account (SRA), property book (PB), or is designated as a Supply Support Activity (SSA) may be assigned an Army DODAAC. The MACOM DODAAC coordinator for USACE is CELD-S, 20 Mass. Ave. NW. Washington D.C. 20314-1000. AV. 285-0672 or commercial (202) 272-0762.

   b. When a DODAAC is required, the requester will provide a written request to CELD-S (see figure A-2 or example). CELD-S will validate the request, review for completeness and forward the request along with a cover letter stating that the request has been authenticated by CELD-S. All DODAAC requests must be authenticated by CELD-S prior to submission to the ACSP. The assignment of a DODAAC takes approximately three weeks from the time of receipt by the ACSP.

   c. Once a unit has been assigned a DODAAC, it will not change regardless of future geographic relocations or mission changes unless a request for change is submitted thru CELD-S. Therefore, CELD-S will ensure the activity does not already have a DODAAC on file for a previous location before submission of a DODAAC request.

   d. All requests for DODAAC assignments will be submitted to CELD-S 30 days prior to the required date.

e. The registered unit name of the UIC must appear in the first line of the TAC 1 and TAC 2. DODAAC transactions that do not have the registered activity name in the TAC 1 and TAC 2 address will be rejected by the ACSP.

7. <u>DODAAC approval.</u> When a request for DODAAC addition, change, or deletion has been approved, the ACSP will notify CELD-S by letter showing the action that was taken. CELD-S will send a copy of the notification to the requestor within 3 work days after receipt from the ACSP. The newly assigned DODAAC may be used after the notification letter has been received by the requestor.

8. <u>DODAAC disapproval.</u> When the ACSP disapproves a DODAAC request because of incorrect or incomplete information, it will be sent back to CELD-S for corrective action. If corrective action cannot be determined at that level, it will be sent back to the requestor. After the requestor has corrected the discrepancy the request will be sent back to CELD-S to be resubmitted to the ACSP.

9. <u>DODAAC changes and deletions.</u>

    a. Request for changes to DODAACs will be processed by the ACSP upon receipt from CELD-S. (see figure A-3 for change and figure A-4 for deletion examples.) Request for changes or deletions should be submitted to CELD-S 30 days prior to the required date.

    b. In an emergency situation, DODAAC changes and deletions can be telephonically requested from CELD-S, who will contact the ACSP. The requestor will forward a copy of the original request to CELD-S not more than 3 work days from the date of the telephoned request. CELD-S will follow-up with a letter of authentication to the ACSP not more than 3 work days from receipt of the original request.

    c. When submitting a DODAAC change, submit only the TAC that is affected, for example, if a DODAAC currently has a TAC 1, 2, and 3 on file and the TAC 2 (freight) address is changing, only the TAC 2 needs to be submitted. The effective date for deletions should be established to allow sufficient time for supply, billing, or other documents to be completed before the deletion date.

10. <u>Contractor DODDAACs.</u> Contractor DODAACs for USACE are also assigned by the ACSP. The composition of a contractor DODAAC is similar to the address DODAAC except that it begins with a C. (see figure A-5 for example of a contractor DODAAC.)

    a. DODAACs for commercial activities having contracts with USACE will be assigned by the ACSP on the basis of a separate DODAAC for each contract number for which authorized or for which the contractor will requisition from the DOD supply system. This holds

true regardless of the number of contracts/delivery orders a commercial activity may have with the government.

   b.   Request for contractor DODAACs will be made by written correspondence through the responsible contracting officer and forwarded to CELD-S for submission. Request should be received by CELD-S 30 days prior to the required date.

   c.   Each request for a contractor DODAAC must have a Commercial and Government Entity (CAGE) code (formerly FSCM code) applicable to the contractor for whose contract the DODAAC is being requested. The CAGE code is assigned to commercial entities registered to do business with the U.S. Government. The entity codes are in Supply Bulletins (SB) 708-41, SB 708-42, SB 708-81 and SB 708-82.

   (1)   When a CAGE code is not listed in these SBs, the contractor must submit a DD Form 2051 (request for assignment of a Commercial and Government Entity Code) through the Contracting Officer to the Defense Logistics Service Center, ATTN: DLSC-CGC, Federal Center, Battle Creek, MI 49016. Request should be made 30 days prior to the required date.

   (2)   When the CAGE code has been assigned by the Defense Logistics Service Center, the DD Form 2051 will be returned to the originating contracting office. The contracting office at the activity will forward a copy of the DD Form 2051 along with the DODAAC address request to CELD-S who will process the request.

   d.   Each request for a contractor DODAAC must contain the following information:

   (1)   Contractor number.

   (2)   The effective date of the contract which will be the effective date of the DODAAC.

   (3)   The expiration date of the contract which will be the deletion date of the DODAAC.

   (4)   Army logistics support categories.

      (a)   Government furnished material (GFM).

      (b)   Government furnished property (GFP).

      (c)   Government furnished equipment (GFE).

      (d)   Clear text address for mailing, shipping, and billing.

11.   Unit Identification Codes (UIC). Request for DODAAC assignments, additions, or changes must contain a valid Unit Identification Code that is registered in the Unit Reporting System (UNITREP) data base. AUIC is invalid if:

a.   The UIC is not registered on the Unit Reporting (UNITREP) System managed by the U.S. Army Command Control and Support Agency (USACCA), AUTOVON 225-9010.

b.   The UIC activity name does not match the DODAAC activity name appearing in the address of the transaction.

c.   The UIC is not related to the activity requesting the DODAAC.

12.   DODAAC/UIC cross-reference correction. When requesting a corrective DODAAC/UIC cross-reference change, only the DODAAC/UIC TAC 1 record will be submitted to CELD-S. Written justification for changes may be required at the discretion of the ACSP.

13.   DODAACs involved in organizational changes. In order to preclude distribution and accumulation of supplies for unauthorized items and unauthorized levels, and to maintain property book/UIC cross reference stability, the following applies:

a.   When an activity is deactivated with no concurrent reorganization or reactivation under a new UIC, a request for deletion of the activities DODAAC must be submitted 30 days prior to the required date to the ACSP through CELD-S. If a request for deletion of a DODAAC is not received in time to coincide with the activity deactivation date, the ACSP will notify CELD-S. If the requestor does not respond within 60 days, the ACSP will delete the DODAAC.

b.   DODAACs of deactivated activities described above will not be retained by the ACSP for future assignment for any other purpose. For each deactivation that results in a DODAAC deletion requirement, action must be taken by the activity to cancel outstanding requisitions and deobligate funds for such DODAACs to coincide with the official organizational change date.

c.   When an activity is redesignated and the UIC is changed, the DODAAC will be retained. ACSP will process a DODAAC/UIC cross-reference change. If the UIC is not changed, only the DODAAC address change is required.

14.   DODAAC qualification(s). When an activity is authorized to requisition, ship, or receive material, the activity can be authorized a DODAAC. Multiple DODAACs may be authorized only if the

activity has separate authorized functions; i.e., stock record account, or if the activity is geographically dispersed and support at the parent installation is not practical.

15. <u>DODAAC requester(s).</u> Prior to the submission for a DODAAC addition, change, or deletion, the requester will ensure the following:

a. The request has not already been submitted.

b. The request for addition, change, or deletion has been verified by the Chief of Loqistics or a designated representative.

c. Submissions of DODAAC requests are forwarded to CELD-S 30 days prior to the required date.

d. The UIC is current and placed on all letters of request.

e. A CAGE code has been assigned to the contractor before submission to CELD-S for contractor DODAAC assignments.

f. Always coordinate with the activity Finance and Accounting office prior to any TAC 3 additions, changes, or deletions.

g. Disseminate all DODAAC additions, changes, and deletions to appropriate agencies within the organization.

16. <u>Internal Controls.</u> The Chief, Logistics Management Office will:

a. Maintain a file of all DODAAC additions, changes, or deletions.

b. Screen all DODAAC requests for completeness and validity prior to being submitted to CELD-S.

17. <u>MACOM DODAAC coordinator (CELD-S).</u> CELD-S will:

a. Screen all DODAAC requests for additions, deletions, changes, and UIC/DODAAC cross-reference data to ensure they meet the requirements set forth by the ACSP.

b. Reject any request for DODAAC additions, chanqes, or deletions that do not conform to the policy set by the ACSP.

c. Coordinate TAC 3 additions, changes, and deletions with the supporting Finance and Accounting Office.

   d.   Ensure that billing addresses (TAC 3) are recorded for DODAACs.

   e.   Ensure that the registered activity name appears in the TAC 1 and TAC 2 of the address of the request for DODAAC assignment or change.

   f.   Establish submission time frames for additions, deletions and changes that will result in effective supply actions/supply termination in accordance with ACSP directives.

   g.   Provide the ACSP with a current MACOM point of contact (POC) to include electronic mail address, office symbol, AUTOVON number, and commercial number. Any changes to the MACOM POC will be provided to the ACSP within 10 working days.

   h.   Validate all existing DODAACs within USACE in conjunction with the annual ACSP reconciliation. The purpose of the validation process is to purge the DOD activity address file of old, unneeded, and unauthorized DODAACs.

18.   Source for the DOD Activity Address Directory (DODAAD). Obtain the DODAAD (DOD 4000. 25-6-M) through normal publication supply channels, using DA Form 12-4-R (Requirements for Miscellaneous Administrative Publications) for initial distribution and DA Form 4569 (USAPC Requisition Code Sheet) for resupply. Local IM offices should send request to U.S. Army Publications Distribution Center, ATTN: ASQZ-BDC, 2800 Eastern Boulevard, Baltimore, MD. 21220-2896.

FOR THE COMMANDER:

1 Appendix   ALBERT J. GENETTI
App A - DODAAC Actions (Examples)   Colonel, Corps of Engineers
                                                    Chief of Staff

APPENDIX A

OCONUS

TAC 1   USA ENGINEER DIVISION EUROPE
         APO NEW YORK, 09757

TAC 2   USA ENGINEER DIVISION EUROPE
         SUPPLY BRANCH
         225 BIEBERERSTR
         6050 OFFENBACH AM MAIN GE

TAC 3   FAO
         18 FINANCE SECTION
         APO NEW YORK, 09757

CONUS

TAC 1   USA CORPS OF ENGINEERS
         MOBILE DISTRICT
         PO BOX 2288
         MOBILE, AL 36628-4562

TAC 2   USA CORPS OF ENGINEERS
         MOBILE DISTRICT
         450 E. MAIN ST.
         MOBILE, AL 45378-1000

TAC 3   USA CORPS OF ENGINEERS
         MOBILE DISTRICT
         ATTN: FAO CESAM-RM-F
         PO BOX 45
         MOBILE, AL 38543-6934

Figure A-1. Example of DODAACs for OCONUS and CONUS

OFFICE SYMBOL   DATE

MEMORANDUM FOR   Commander, U.S. Army Corps of Engineers, ATTN:
                 CELD-S, 20 Mass. Ave., NW Washington DC.
                 20314-1000

SUBJECT: TAC 1, 2, and 3 Department of Defense Address Code
(DODAAC) assignment. UIC number

1. Request TAC 1, 2, and 3 DODAAC be assigned for the following
locations.

                 TAC 1   USA CORPS OF ENGINEERS
                          NORTH PACIFIC DIVISION
                          3456 EAST PARK ST.
                          BEAVERTON, OR. 12345-2834

                 TAC 2   USA CORPS OF ENGINEERS
                          NORTH PACIFIC DIVISION
                          6745 WEST PINEFIELD DR.
                          BEAVERTON, OR. 43645-1663

                 TAC 3   USA CORPS OF ENGINEERS
                          NORTH PACIFIC DIVISION
                          ATTN: FAO CENPD-RM-F
                          3486 CAPITAL ST.
                          BEAVERTON, OR. 56356-2472

2.   POC NAME, PHONE NUMBER.

     FOR THE COMMANDER:

                                   REQUESTOR (FOA)

                                   ENDORSER (LOGISTICS OFFICE)

           Figure A-2. Example of DODAAC Assignment

                          A-2

OFFICE SYMBOL   DATE

MEMORANDUM FOR   Commander, U.S. Army Corps of Engineers, ATTN:
                 CELD-S, Mass. Ave., NW Washington DC. 20314-
                 1000

SUBJECT: TAC 1 Department of Defense Address Code (DODAAC)
change. UIC number

1.   Request TAC 1 DODAAC be changed for the following location.

          FROM: TAC 1   USA CORPS OF ENGINEERS
                                NORTH PACIFIC DIVISION
                                3452 EAST PARK ST.
                                BEAVERTON, OR. 25374-2845

          TO: TAC 1   USA CORPS OF ENGINEERS
                                NORTH PACIFIC DIVISION
                                7563 PINEFIELD DR.
                                BEAVERTON, OR. 38603-1365

2.   POC NAME, PHONE NUMBER.

      FOR THE COMMANDER:

                                   REQUESTOR (FOA)

                                   ENDORSER (LOGISTICS OFFICE)

          Figure A-3.   Example of DODAAC Change

                         A-3

OFFICE SYMBOL   DATE

MEMORANDUM FOR   Commander, U.S. Army Corps of Engineers, ATTN:
                CELD-S, 20 Mass. Ave., NW Washington DC.
                20314-1000

SUBJECT: TAC 1 Department of Defense Address Code (DODAAC)
deletion.   UIC number

1.   Request TAC 1 DODAAC be deleted from the following location.

            TAC 1   USA CORPS OF ENGINEERS
                     NORTH PACIFIC DIVISION
                     3456 EAST PARK ST.
                     BEAVERTON, OR.   12345-2834

2.   POC NAME, PHONE NUMBER.

      FOR THE COMMANDER:

                                    REQUESTOR (FOA)

                                    ENDORSER   (LOGISTICS OFFICE)

        Figure A-4. Example of Request for DODAAC Deletion