



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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December 06, 2018

MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY  
(DoDAAD) PROCESS REVIEW COMMITTEE (PRC) AND SUPPLY PRC MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1300,  
Rules for Contractor DoDAACs (DoDAAD/Supply)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory is approved for immediate implementation.

**The Offices of Deputy Assistant Secretary of Defense, Logistics and Office of the Under Secretary of Defense, Defense Pricing and Contracting, directed immediate implementation of changes identified herein, which was completed on August 28, 2018. EBSO amended and highlighted this ADC with adjudication of Component comments.**

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 571-767-6885, DSN 427-6885, or e-mail: [EBSO.DODAAD@dla.mil](mailto:EBSO.DODAAD@dla.mil). Others must contact their Component designated representative.

HEIDI M. DAVEREDE  
Director  
Enterprise Business Standards Office

Attachment  
As stated

cc:  
ODASD (Logistics)  
OUSD DPC

**ADC 1300**  
**Rules for Contractor DoDAACs**  
**(DoDAAD/Supply)**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

a. Defense Pricing and Contracting (DPC), Product Development and Implementation (PDI), Lisa Romney, at 703-697-4396, email: [Janice.l.romney.civ@mail.mil](mailto:Janice.l.romney.civ@mail.mil).

b. Enterprise Business Standards Office (EBSO), DoDAAD PRC Chair, Tad DeLaney, at 571-767-6885, e-mail: [EBSO.DODAAD@dla.mil](mailto:EBSO.DODAAD@dla.mil).

**2. FUNCTIONAL AREA(S):**

- a. **Primary:** DoDAAD
- b. **Secondary:** Procurement / Payment
- c. **Tertiary:** Supply / Distribution

<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category
	Billing		Physical Inventory		Contract Admin
	Discrepancies / Deficiencies		MILSTRAP	<input checked="" type="checkbox"/>	DoDAAD
	Serialization		MILSTRIP		MAPAD
	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition		DLM Publications
	GFP		DOD BRAC		

**3. REFERENCES:**

- a. CFR 48, Federal Acquisition Regulations System (FAR), Subpart 46.503
- b. Defense Federal Acquisitions Regulation Supplement (DFARS) Procedures, Guidance and Instruction (PGI) 204.7103
- c. DODM 4140.01, DoD Supply Chain Materiel Management Procedures, Volumes 5 and 9
- d. DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

**e. DODI 4105.67, Non-appropriated Fund (NAF) Procurement Policy and Procedure**

**4. APPROVED CHANGE(S):** Substantive revisions subsequent to staffing are highlighted in yellow.

**a. Brief Overview of Change:** This change establishes the data elements for DoD contractor DoDAACs, their source and business rules, and the process by which DoD contractor DoDAACs are to be created, maintained, and deleted in the DoDAAD. This Change directly supports Wide Area Workflow (WAWF) Enterprise Change Proposal (ECP) 1162 for CTR DoDAAC Management in Procurement Integrated Enterprise Environment (PIEE). This change shifts the responsibility for management of CTR DoDAACs by DoDAAD Central Service Points (CSP) to Contracting Officers using PIEE. CSPs will continue to create, update, and delete CTR DoDAACs as they do now; however, upon full implementation of this Change and the ECP it supports in PIEE, CSPs will only perform these tasks upon notification (email) from PIEE. Note: All references to CTR DoDAACs herein refer specifically to DoD CTR DoDAACs. Federal Civilian Agency CTR DoDAACs will be addressed via separate correspondence, yet to be determined.

**b. Background:**

(1) The references authorize the assignment of DoDAACs to contractors for the purposes of identifying contractors in DoD business systems that facilitate the requisitioning and shipping of Government property using DoDAACs. The assignment of a DoDAAC to a contractor can only be performed subsequent to an awarded contract.

(2) Every DoDAAC must have an Authority Code, which enables all or some of the three primary business functions: requisitioning (to include delivery of the materials requisitioned), shipping (receiving), and billing (Interfund). For contractor DoDAACs, there are only two primary authorities permitted: the authority to requisition and the authority to be designated as a shipping location. There is also a third situation involving the third-party logistics contract which positions a contractor to perform some service in support of the Government; however, in this case, the contractor is primarily serving as either an inventory control point (ICP) to manage inventory on behalf of the Government, or as a repair facility. In either case, shipping is the primary business process involved, as it pertains to the use of the DoDAAC. Regardless, from an Authority Code perspective, there are only two main authorities that come into play as it pertains to Contractor DoDAACs – requisitioning and shipping.

(3) The main requirement for implementing this change is to facilitate the accountability of Government Furnished Property (i.e., government titled property in the custody of a contractor) for the Department of Defense. If the contractor is allowed to requisition, they must maintain a one-to-one relationship between their DoDAAC and contract. This will aid the Government's ability to track GFP directly to the contractor that requisitioned the materiel.

(4) In all cases where the contractor is not allowed to requisition (i.e., Authority Code is not 00), it will be the responsibility of the government to track GFP.

(5) DPAP's implementation of the Procurement Integrated Enterprise Environment (PIEE) serves as the Authoritative Source for all Contractor DoDAAC specific data elements contained in the DoDAAD. The contract information data elements currently in the DoDAAD do not adequately support the requirements of PIEE. Accordingly, this Change will implement the correct data elements required for Contractor DoDAACs, and require now that the current elements contained in the DoDAAD as "Contract Information" be replaced with the following. These are all of the data elements that shall be contained in the new Contract Information section for Contractor DoDAACs (in order), and all can only be provided from PIEE:

(a) Contract Number:

**1. Definition:** An existing field, the Contract Number is the Procurement Instrument Identifier (PIID) that uniquely represents a contract action or order and its related procurement instrument. A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds or an expenditure of non-appropriated funds, as governed by reference e and that, except as otherwise authorized, are in writing (see FAR Part 2 and Part 4.16).

**2. DoDAAD Data Element:** A required field. Rendered "Contract Number" in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and "CONTRACT\_NO" as a header in downloads (e.g., Excel). Minimum of 13 characters and a maximum of 17 characters. Can only be either 13 characters or 17 characters. PIEE will validate against EDA as a legitimate contract number prior to sending to DoDAAD, so additional validation in DoDAAD is not necessary.

(b) Commercial and Government Entity Code: An existing field, the CAGE Code must be valid for the Contractor for whom the DoDAAC is being created. A required field. Rendered CAGE Code in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and "CAGE\_CODE" as a header in downloads (e.g., Excel). Five character field.

(c) Commercial and Government Entity Code Name: A new field, the CAGE Code Name

(d) Order Number:

**1. Definition:** A new field, an Order is a contracting action that is a request for goods or services against an established contract that allows multiple orders, such as an Indefinite Delivery/Indefinite Quantity contract. The order number uniquely identifies the order and its related document. Current policy requires the order number to match the Procurement Instrument Identifier (PIID) format established in FAR 4.16.; however, legacy order numbers may be in varying formats.

**2. DoDAAD Data Element:** An optional field. Rendered "Order Number" in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and "ORDER\_NO" as a header in downloads (e.g., Excel). Max field length of 50 characters.

(e) Contract Administration Office DoDAAC:

**1. Definition:** An existing field, the Contract Administration Office (CAO) is assigned to manage some contracts post-award. See FAR 42.3 for details on Contract Administration Office functions. This field should contain a DoDAAC for an organization that has Contract Administration Office flag set to "Yes," indicating that the office has the authority and capability to perform those administrative functions, and that it has been assigned to do those functions for this particular contractor/contract. See Change ADC 1311 for more details.

**2. DoDAAD Data Element:** A required field. Rendered "CAO DoDAAC" in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and "CAO\_DODAAC" as a header in downloads (e.g., Excel). Field must be populated with 6 characters.

(f) Issuing Office DoDAAC:

**1. Definition:** A new field, the Issuing Office DoDAAC is the contracting office (see FAR Part 2 for the definition of contracting office) that issued the contract under which this contractor DoDAAC is being assigned. It will be represented by a DoDAAC, which will typically be the same as the first 6 characters of the contract number represented in the Contract Number field (per FAR 4.1603). An Issuing Office DoDAAC must have the Procurement Authority Flag set to "Yes."

**2. DoDAAD Data Element:** A required field. Rendered "Issuing Off DoDAAC" in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and "ISSUE\_DODAAC" as a header in downloads (e.g., Excel). Field must be populated with 6 characters.

(g) Contract Period of Performance End Date:

**1. Definition:** A new field, FAR Part 11.4 establishes the requirement to provide a schedule for the delivery or performance of a contract. This field captures the calendar date upon which the delivery or performance period ends in the contract under which this contractor DoDAAC is being assigned.

**2. DoDAAD Data Element:** A required field. Rendered "Contract PoP End Date" in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and "CONT\_POP\_END\_DTE" as a header in downloads (e.g., Excel). Date Field (MM/DD/CCYY). Upon this date, the Authority Code of the CTR DoDAAC would be automatically changed to Authority Code 05.

(h) Contract Closeout Date:

**1. Definition:** Renaming existing Contract Expiration Date field. FAR 4.804 establishes the requirement to close out a contract file upon completion of all contract activity. Contracting officers are responsible for closing out related DoDAACs when the contract

is closed out (see FAR 51.102). Therefore, when the contract under which this contractor DoDAAC is being assigned has been closed, this DoDAAC will also be closed. Therefore, either: (a) if this is a requisitioning DoDAAC, enter the contract closeout date of the contract under which the contractor is performing requisitioning, (b) if this is a Ship To DoDAAC, enter the LAST contract closeout date of any contract under which this contractor is performing with this DoDAAC, or (c) if closeout date is not known, leave blank.

**2. DoDAAD Data Element:** An optional field. Rendered “Contract Closeout Date” in DAASINQ/eDAASINQ (searches in EDoDAAD)/Update Application, and “CONT\_CLOSE\_DTE” as a header in downloads (e.g., Excel). Date Field (MM/DD/CCYY). This date sets the Delete Date for the CTR DoDAAC.

**c. Approved Change in Detail:**

**(1) DAAS.** DAAS shall implement the following in support of this change. These changes shall be made to the DoDAAD, DAASINQ/eDAASINQ (EDoDAAD), DoDAAD Update Application, XML file schemas supporting DoDAAD, and all DoDAAD output (e.g., Replication, web services, SFTP, downloads, etc.):

**(a)** Change the data elements in the Contract Information portion of the DoDAAC per paragraph 4.b.(5) above, and as follows (See also Enclosure 1.):

**1. Section Header.** Label should be read Contract Information.  
No additional instructions.

**2. Contract Number.** No change from current, except field is required and must be either 13 characters or 17 characters. No other variations accepted.

**3. CAGE Code.** No change from current.

**4. CAGE Code Name.** New field; required field, VARCHAR50.

**5. CAO DoDAAC.** Existing field; should be required field, and should be VARCHAR 6. Value entered must be a valid CAO DoDAAC – DoDAAC with CAO Flag set to “Yes” (see Change 1311).

**6. Order Number.** New field, VARCHAR 50, short header = “ORDER\_NO.” This will be an optional field, used to capture legacy values. No validation or formatting required for this field; any value can be entered.

**7. Issuing Off DoDAAC.** Change existing field of “Sponsor DoDAAC” (CONT\_SPONSOR\_DODAAC) to “Issuing Off DoDAAC” (ISSUE\_OFF\_DODAAC). Required field, VARCHAR6. Must be a valid DoDAAC with Procurement Authority Flag set to “Yes.”

**8. Contract PoP End Date.** New date field (MM/DD/CCYY), short header = CONT\_POP\_END\_DATE. This is a required field set with a future date. When

the date set becomes current, it should automatically trigger a change to the Authority Code of the DoDAAC from 00 to 05.

**9. Contract Closeout Date.** Change existing date field of “Contract Expiration Date” (CONT\_EXP\_DATE) to “Contract Closeout Date” (CONT\_CLOSE\_DATE). Once the period of performance ends, the DoDAAC needs to exist until the closeout is complete. This field should be left blank until all closing actions are complete. Once a date is entered in this field, it sets the Delete Date of the DoDAAC.

**(b)** The setting of the Contractor Flag in the DoDAAC triggers all Contract Information fields. If the Contractor flag is “No”, the existing edits remain, and all existing edits are unchanged. If the Contractor flag is “Yes”, the following changes and validation apply:

**1.** The Authority Code is restricted to two values:

**a.** Requisitioner – 00

**b.** Ship to Only – 01

**2.** Regardless of authority code selected, all contract information fields are mandatory, except Contract Closeout Date and Order Number:

**a.** Contract No.

**b.** CAGE Code

**c.** CAGE Code Name

**d.** CAO DoDAAC

**e.** Issuing Off DoDAAC

**f.** Contract PoP End Date

**3.** Contract PoP End Date: This is a required field if Authority Code is set to 00. When the date set becomes current, it should automatically trigger a change to the Authority Code of the DoDAAC from 00 to 05.

**4. Contract Closeout Date:** This field shall only be entered once a contract is closed out, at which time, the date sets the Delete Date for the DoDAAC.

**(c) Contract Information Data Elements.** The following comprise all of the data elements that shall be contained in the new Contract Information section for Contractor DoDAACs (in order):

**1.** Contract Number

**2.** Commercial and Government Entity Code

**3.** Commercial and Government Entity Code Name

**4.** Order Number

**5.** Contract Administration Office DoDAAC

**6.** Issuing Office DoDAAC

**7.** Contract Period of Performance End Date

## **8.** Contract Closeout Date

(d) **DoDAAD Request Form and XML File Schema.** DAAS shall utilize the Instructions contained in Enclosure 2 for the Automated Request Tool User Instructions, and ensure that all data elements listed therein are included in the XML file schema supporting the Request Tool.

(2) **Central Service Points.** With the exception of GSA, all other Central Service Points (CSP) shall only accept CTR DoDAAC requests from Procurement Integrated Enterprise Environment (PIEE), via email.

### **(3) Wide Area Workflow Program Office.**

(a) Enclosure 2 provides the data dictionary and user instructions associated with all data elements of the XML file schema.

(b) Enclosure 3 provides the XML file schema in support of WAWF ECP 1162, for the CTR DoDAAC Request sent by PIEE to DoDAAD CSPs.

(c) Enclosure 4 provides the crosswalk table for routing of requests: Service/Agency to Series and respective CSPs. The CSP contact information should not be displayed on public websites.

(d) Enclosure 5 provides the instructions that should be included for CSPs in the email generated from PIEE. These should be included along with whatever information PIEE also deems relevant for these emails.

(4) **Federal Logistics Information System (FLIS) Portfolio Data Warehouse (FPDW) Program Office.** Ensure these changes get implemented in all syndication of DoDAAD data from FPDW.

d. **Revisions to DLM 4000.25 Manuals:** The following changes need to be made to the DLM 4000.25 Manuals:

#### **(1) DLM 4000.25, Volume 6, Chapter 2.** Change or insert the following:

C2.4.1.2. **DoD Contractor DoDAACs.** DoD contractors will only be assigned DoDAACs if they have a contract with DoD that authorizes access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. Contractor DoDAACs ~~will be assigned by the CSP of the DoD Component or Agency that signed the contract with the contractor, except in cases where one Component or Agency is providing procurement/contract writing service for another Component or Agency. In such cases, the requesting Component/Agency CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC, for monitoring contract expiration dates, and for deleting contractor DoDAACs when there is no longer an active contract associated with the DoDAAC. In addition to appropriate TAG~~

~~information, CSPs will ensure the following contract information data elements are entered for every contractor DoDAAC as follows may be requested by anyone related to the contract/program through the Contractor DoDAAC request module in the Procurement Integrated Enterprise Environment (PIEE). The requestor will indicate whether the DoDAAC should have requisitioning authority or just be a shipping location. Requisitioning DoDAAC requests will be validated against the contract to confirm the contract allows such authority. In addition to appropriate address information, requestors will ensure the following contract information data elements are entered for every contractor DoDAAC. All are mandatory fields except for Order Number and Contract Period of Performance End date, which are situationally dependent (for all non-contractor DoDAACs, these fields will be disabled):~~

~~C2.4.1.2.1. Contract Number (~~CONTRACT\_NO~~). ~~Enter the procurement instrument identifier (PIID).~~ **The Contract Number is the Procurement Instrument Identifier (PIID) that uniquely represents a contract action or order and its related procurement instrument. It is a 13 character number for DoD contracts, and a 17 character number for Federal Civilian Agency contracts. A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing (see FAR Part 2 and Part 4.16). This field is validated against Electronic Document Application (EDA) as a legitimate contract number in PIEE prior to sending to DoDAAD. Like all Contract Information fields, it is not validated in DoDAAD.** The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the Procurement **Authority** indicator is **checked "Yes"** in the DoDAAD).~~

~~C2.4.1.2.2. Commercial and Government Entity (CAGE) Code (~~CAGE\_CODE~~). **The CAGE Code shall be that of the vendor for whom the DoDAAC is being created. Normally, the vendor with whom the contract was awarded (prime) is usually the CAGE Code entered for the DoDAAC; however, when the DoDAAC being created is not for the prime vendor, but for a sub-contractor on the contract, then the CAGE Code of the sub-contractor shall be used for the DoDAAC.** ~~Enter the valid commercial and Government entity (CAGE) code of the vendor for whom the contractor DoDAAC is being created, which should be the same vendor in the contract. Even though the edit in the DoDAAD for this field checks against the validity of the CAGE Code, CSPs should validate that the CAGE is correct for the vendor cited by looking up the CAGE code in the CCR.~~~~

~~C2.4.1.2.3. Contract Admin Office DoDAAC (~~CAO\_DODAAC~~). ~~Enter the DoDAAC of the contract administration office (CAO) as identified in the contract.~~ **Commercial and Government Entity (CAGE) Code Name. The name of the owner of the CAGE Code cited shall also be displayed as a contract information data element.**~~

~~C2.4.1.2.4. Sponsor DoDAAC (SPONSOR\_DODAAC). Enter the DoDAAC of the primary activity funding the contract on behalf of the Service creating the contractor DoDAAC (i.e., if a DLA contractor DoDAAC is being created, enter the DLA sponsor DoDAAC). This will be a DoDAAC with authority code 00. **Order Number.** An Order is a contracting action that is a request for goods or services against an established contract that allows multiple orders, such as an Indefinite Delivery/Indefinite Quantity contract. The order number uniquely identifies the order and its related document. Current policy requires the order number to match the Procurement Instrument Identifier (PIID) format established in FAR 4.16.; however, legacy order numbers may be in varying formats. It is an optional field with a maximum field length of 50 characters.~~

~~C2.4.1.2.5. Contract Admin Office DoDAAC. This field should contain a DoDAAC for an organization that has Contract Administration Office flag set to "Yes," indicating that the office has the authority and capability to perform those administrative functions, and that it has been assigned to do those functions for this particular contractor/contract. The Contract Administration Office (CAO) is assigned to manage some contracts post-award. See FAR 42.3.~~

~~C2.4.1.2.6. Issuing Office DoDAAC. The Issuing Office DoDAAC is the contracting office that issued the contract under which this contractor DoDAAC is being assigned (see FAR Part 2 for the definition of contracting office). It will be represented by a DoDAAC, which will typically be the same as the first 6 characters of the contract number represented in the Contract Number field (per FAR 4.1603). An Issuing Office DoDAAC must have the Procurement Authority Flag set to "Yes."~~

~~C2.4.1.2.7. Contract Period of Performance End Date. FAR Part 11.4 establishes the requirement to provide a schedule for the delivery or performance of a contract. This field captures the calendar date upon which the delivery or performance period ends in the contract under which this contractor DoDAAC is being assigned. Upon this date, the Authority Code of the CTR DoDAAC is automatically changed to Authority Code 05.~~

~~C2.4.1.2.8. Contract Closeout Date. FAR 4.804 establishes the requirement to close out a contract file upon completion of all contract activity. Contracting officers are responsible for closing out related DoDAACs when the contract is closed out (see FAR 51.102). Therefore, when the contract under which this contractor DoDAAC is being assigned has been closed, this DoDAAC will also be closed. If this is a requisitioning DoDAAC, enter the contract closeout date of the contract under which the contractor is performing requisitioning, or if this is a Ship-To DoDAAC, enter the LAST contract closeout date of any contract under which this contractor is performing with this DoDAAC. If closeout date is not known, leave blank. This date sets the Delete Date for the CTR DoDAAC.~~

C2.4.1.3. Federal Agency DoDAACs. Federal Agency DoDAACs are identified by a G in the first position or **by** numeric characters in the first **and second** positions. These may be referred to as Civil Agency **Activity Address** Codes (**AAC**). **Federal Agency CTR AACs are subject to different rules than those above for DoD CTR DoDAACs.**

(2) DoDAAD Update Application Standard Operating Procedures. Changes contained herein must be incorporated into the DoDAAD Update Application SOP and all supporting documents.

**5. REASON FOR CHANGE:** The contractor DoDAAC data in the DoDAAD today does not adequately support the data requirements for Procurement Integrated Enterprise Environment. This change implements the data elements that will support PIEE and ensures the data comes from PIEE.

**6. ADVANTAGES AND DISADVANTAGES:**

a. Advantages: Enables a critical business process for DoD Procurement.

b. Disadvantages: None noted.

**7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** Authorized for immediate implementation. DAAS has already implemented the changes to the DoDAAD. Changes required by other Components should be completed within 60 days from the publication of this ADC.

**8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** None.

**9. IMPACTS:**

a. New DLMS Data Elements: None

b. Changes to DLMS Data Elements: None

c. Automated Information Systems (AIS):

(1) This change supports Procurement requirements. Procurement systems impacted by this change are being addressed via separate change documents for PIEE.

(2) This change will also impact any and all Supply Chain systems involved in the processing of transactions related to contracts involving Government Furnished Property.

(3) All DoDAAD repositories (Army, Air Force, GSA) and systems containing DoDAAD tables (FLIS Portfolio Data Warehouse, DLA Enterprise Business System, SAP ERPs, etc.) must implement these changes.

**d. Non-Defense Logistics Management Standards Publications:** The changes identified herein will need to be incorporated into the relevant Service/Agency-level DoDAAD management publications, including (but not limited to) the following:

- (1) U.S. Army: AR 725-50
- (2) U.S. Air Force: AFI 24-230
- (3) U.S. Marine Corps: MCO 4400.201
- (4) U.S. Coast Guard: COMDTINST M4000.2
- (5) Defense Information Systems Agency: DISA Instruction 270-50-10
- (6) Federal Management Regulations (CFR 41)

**10. APPROVED DLMC CHANGE (ADC) 1300 RESPONSE/COMMENT RESOLUTION:**

	Originator	Response/Comment <sup>1</sup>	Disposition
1.	USAF	Concur with comment	Noted
2.	DLA	Concur without comment	Noted
3.	US Navy	Concur with comment	Noted
4.	DCMA	Concur without comment	Noted
5.	DAAS	Concur with comment	Noted
6.	DFAS	Concur with comment	Noted
7.	USSOCOM	Concur with comment	Noted

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<sup>1</sup> No issue with the change, but there was an issue with the policy (specifically contractor data to be maintained by DPC).

## Graphic User Interface Illustration

Sample illustration of new Contract Information section and fields (DoDAAD Update Application).

Contract Information			
Contract Number: *	<input type="text"/>	CAGE Code: *	<input type="text"/>
CAO DoDAAC: *	<input type="text"/>	Order Number:	<input type="text"/>
Issuing Off DoDAAC: *	<input type="text"/>	Contract PoP End Date: *	<input type="text"/>
		Contract Closeout Date:	<input type="text"/>
			

Figure 1

# DoDAAD Request Form Instructions

(For Enterprise DoDAAD Website Automated Request Tool)

Field Name	Max Field Length	Definition/Instructions
<b>Record Information (TAC1)</b>		
<b>DoDAAC (or RIC)*</b>	6	<p><b>The Activity Address Code</b> – A six-position alpha-numeric identifier assigned to specific units, activities, or offices that require a DoDAAC in order to be identified in business systems that rely upon the DoDAAC as the entity identifier.</p> <p><b>The Routing Identifier Code</b> – A three-position alpha-numeric identifier that serves as a shortened form of a DoDAAC and is used to uniquely identify a unit, activity, or organization that requires system ability to route transactions, or receive transactions routed to it, within logistics and financial business systems that rely upon legacy 80 record position format transactions and routing logic through DAAS. Note: RICs are prefaced with “ZZZ” in the DoDAAD (e.g., RIC “B16” is “ZZZB16” in the database.).</p>
<b>UIC</b>	6	The Unit Identification Code is a six-character code created by the DoD Components to identify an activity in manpower and readiness reporting systems. Depending on the Service’s internal business processes, this field should be populated with the appropriate UIC to which the DoDAAC is associated, as applicable.
<b>Organization Type Code</b>	1	Type of Organization: F=Federal, D=DoD, S=State, N=NGO, X=Foreign.
<b>Deletion Date</b>	8	Date DoDAAC or RIC is to be deleted. Can be set for a future date. When set for a future date, the future date is not displayed in the database search results. Date format is MM/DDD/YYYY.
<b>Authority Code</b>	2	<p>Identifies what Supply system uses this activity is authorized to conduct. Also impacts financial billing authority.</p> <ul style="list-style-type: none"> <li>• 00 = <u>Full Authority</u> (requisition, ship, bill). Requires all three TAC addresses.</li> <li>• 01 = <u>Ship-to Only</u>. Requires TACs 1 &amp; 2.</li> <li>• 02 = <u>Bill-to Only</u>. Requires TACs 1 &amp; 3.</li> <li>• 03 = <u>Do Not Ship-to</u>. TACs 1 &amp; 3 required.</li> <li>• 04 = <u>DLA Disposition Services Only</u>. All TACs required.</li> <li>• 05 = <u>Non-Requisition</u>. TACs 1 &amp; 2 required.</li> <li>• 06 = <u>Free Issue</u>. Can only request free-issue items. TACs 1 &amp; 2 required.</li> <li>• 07 = <u>No authorities – Administrative use only</u>. TAC1 required.</li> </ul>
<b>Contractor</b>	1	Contractor flag – Y/N indicator that identifies whether or not the DoDAAC/RIC is for a contractor. If Y, it makes all Contract Information fields mandatory. Can only be set when Org Type Code is F or D.
<b>Major Command*</b>	2	Major Command. Applies only to DoD; values established uniquely by DoD Components. Federal Civilian Agencies use GSA Bureau Codes. May or may not be mandatory, depending upon Service/Agency.
<b>Sub Tier Code</b>	4	Four-character code comprised of the two-digit Treasury Agency Code and the two-digit agency of the Sub Tier, more commonly referred to as a bureau. It is required when either the Procurement, Grant, and/or Funding flags are set. Can only be set for Org Type Code F or D.
<b>CGAC</b>	3	Common Government-wide Accounting Classification Code – defined by OMB to allow Treasury and Procurement agencies to use the same unique code to identify the highest tier of a CFO Act Reporting Dept or Agency. It is required when either the Procurement, Grant, and/or Funding flags are set. Can only be set for Org Type Code F or D. Also requires setting of the Sub Tier code.
<b>Procurement Authority</b>	1	Identifies that the activity identified by this DoDAAC has the authority to award contracts. Can only be set at the Enterprise Level. For DoD, that is OUSD DPAP, and for Fed Civilian Agencies, that is GSA.
<b>Grant Authority</b>	1	Identifies that the activity identified by this DoDAAC has the authority to award grants. Can only be set at the Enterprise Level. For DoD, that is OUSD DPAP, and for Fed Civilian Agencies, that is GSA.
<b>Funding Office</b>	1	Identifies that the activity identified by this DoDAAC has the ability to fund awards. Currently tied to Authority codes that allow billing.
<b>Contract Admin Office</b>	1	Identifies that the activity identified by this DoDAAC has the ability to manage some contracts post-award (FAR 42.3), indicating that the office has the authority and capability to perform those administrative functions.
<b>DP*</b>	7	Data Pattern COMMRI. The COMMRI is not actually data elements of the DoDAAC/RIC but are required for identifying electronic routing related to the DoDAAC/RIC. When in doubt, contact your CSP for this information.

<b>BILL</b>	7	Billing COMMRI. The COMMRI's are not actually data elements of the DoDAAC/RIC but are required for identifying electronic routing related to the DoDAAC/RIC. When in doubt, contact your CSP for this information.
<b>Effective Date*</b>	8	Used to set a "future effective" date. If the date is set to a date beyond the current date, the TAC1 changes will not be applied to the DoDAAC until the effective date matches the current date. Date format is MM/DDD/YYYY.
<b>TAC1 Address Line 1*</b>	35	The first line (normally title or name) of the mailing address of the unit, activity, or organization (e.g., Commander, Director, etc.).
<b>TAC1 Address Line 2*</b>	35	The second line (normally the name of the entity, unit, activity, etc.) of the mailing address.
<b>TAC1 Address Line 3*</b>	35	The third line (normally the street address) of the mailing address of the unit, activity, or organization.
<b>Country*</b>	NA	Select the Country.
<b>State/Province*</b>	NA	Select the State/Province.
<b>City*</b>	NA	Select the City.
<b>ZIP Code*</b>	NA	Select the ZIP Code.
<b>International Postal Code</b>	10	Enter the IPC when the location is a foreign country.
<b>Shipping Information (TAC2)</b> (Note: Must be a physical address. Cannot be a PO, APO, DPO, or FPO.)		
<b>Effective Date*</b>	8	Used to set a "future effective" date. If the date is set to a date beyond the current date, the TAC2 changes will not be applied to the DoDAAC until the effective date matches the current date. Date format is MM/DDD/YYYY.
<b>TAC2 Address Line 1</b>	35	The first line (normally title or name) of the shipping address of the activity.
<b>TAC2 Address Line 2</b>	35	The second line (normally the name of the entity, unit, activity, etc.) of the shipping address.
<b>TAC2 Address Line 3</b>	35	The third line (normally the street address and/or building number) of the shipping address of the activity.
<b>Country*</b>	NA	Select the Country.
<b>State/Province*</b>	NA	Select the State/Province.
<b>City*</b>	NA	Select the City.
<b>ZIP Code*</b>	NA	Select the ZIP Code.
<b>International Postal Code</b>	10	Enter the IPC when the location is a foreign country.
<b>CCP</b>	3	Consolidation and Containerization Point. The code applies when supplies are to be shipped via surface freight outside the CONUS. The code is defined in the Defense Transportation Regulation (DTR), and currently there are only two valid values for a CCP: 101 (East Coast Consolidation Point, address found in DoDAAC W25N14) or 301 (West Coast Consolidation Point, address found in DoDAAC W62N2A). Mandatory for OCONUS addresses.
<b>WPOD</b>	3	Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DLA Transaction Services downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM. WPOD is mandatory for foreign country locations.
<b>APOD</b>	3	Aerial Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DLA Transaction Services downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM. APOD is mandatory for foreign country locations.
<b>BBP* (Note: for RICs, this data element is called RIC_DODAAC)</b>	6	Break Bulk Point (BBP). The location that materiel is shipped to and broken into smaller shipment for onward movement. NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP (or RIC_DODAAC) is the DoDAAC to which the RIC is associated, and is a mandatory field.
<b>Billing Information (TAC3)</b>		
<b>Effective Date</b>	8	Used to set a "future effective" date. If the date is set to a date beyond the current date, the TAC3 changes will not be applied to the DoDAAC until the effective date matches the current date. Date format is MM/DDD/YYYY.
<b>TAC3 Address Line 1</b>	35	The first line (normally title or name) of the billing address of the unit, activity, or organization (e.g., Commander, Director, etc.).
<b>TAC3 Address Line 2</b>	35	The second line (normally the name of the entity, unit, activity, etc.) of the billing address.
<b>TAC3 Address Line 3</b>	35	The third line (normally the street address) of the billing address of the unit, activity, or organization.

<b>Country</b>	NA	Select the Country.
<b>State/Province</b>	NA	Select the State/Province.
<b>City</b>	NA	Select the City.
<b>ZIP Code</b>	NA	Select the ZIP Code.
<b>ADSN/FSN</b>	6	While this field header actually stands for "Accounting and Disbursing Station Number/ Fiscal Station Number," this field is intended to be used as the Accountable Station Code. Per the DODFMR, Vol 1, Ch4: "This 6-character field contains the DoD Component-assigned identification number of the accountable station responsible for entering the transaction into the applicable accounting system. The accountable station code is the Fiscal Station Number (FSN) of both OSD and the Army, the Authorization Accounting Activity (AAA) of the Navy, or the Accounting and Disbursing Station Number (ADSN) used by the Air Force. The accountable station code will be a field of the accounting classification code when it is issued."
<b>Contract Information</b> (Note: All mandatory fields when Contractor Flag selected.)		
<b>Contract Number</b>	17	Contract Number (PIID) is filled in when the DoDAAC belongs to a contractor with an active contract. Note: DoD contracts are 13-character. Federal are 17-character.
<b>CAGE Code</b>	5	Commercial and Government Entity Code.
<b>CAGE Code Name</b>	50	The name of the entity to which the CAGE Code is assigned.
<b>Order Number</b>	50	The order is a contracting action that is a request for goods or services against an established contract that allows multiple orders, such as an Indefinite Delivery/Indefinite Quantity contract. The order number uniquely identifies the order and its related document. Current policy requires the order number to match the Procurement Instrument Identifier (PIID) format established in FAR 4.16.; however, legacy order numbers may be in varying formats.
<b>Contract Admin Office DoDAAC</b>	6	DoDAAC of Contract Administration Office. The CAO is assigned to manage some contracts post-award (FAR 42.3). This field should contain the DoDAAC for an organization that has the CAO Flag set to "Yes," indicating that the office has the authority and capability to perform those administrative functions, and that it has been assigned to do those functions for this particular contractor/contract.
<b>Issuing Office DoDAAC</b>	6	The Issuing Office DoDAAC is the contracting office that issued the contract under which this contractor DoDAAC is being assigned (see FAR Part 2 for the definition of contracting office). It will be represented by a DoDAAC, which will typically be the same as the first 6 characters of the contract number represented in the Contract Number field (per FAR 4.1603). An Issuing Office DoDAAC must have the Procurement Authority Flag set to "Yes."
<b>Contract Period of Performance End Date</b>	9	Contract Period of Performance End Date. This field captures the date upon which the delivery or performance period ends in the contract under which this contact DoDAAC is assigned (FAR Part 11.4). Date format is MM/DD/YY. Upon this date, the Authority Code of the CTR DoDAAC would be automatically changed to Authority Code 05.
<b>Contract Closeout Date</b>	9	Date the contract is closed out. This date sets the Delete Date for the DoDAAC. Date format is MM/DD/YY.
<b>POC Information</b>		
<b>POC</b>	30	Point of Contact. Identifies the POC that can provide information on the DoDAAC.
<b>Phone</b>	21	Commercial Telephone of POC.
<b>Email</b>	40	Official email of POC.

## DoDAAD Request XML Schema

The following is the schema developed for the Enterprise DoDAAD website Automated Request Tool, and shall be used by any/all external applications for sending data to CSPs.

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  </xsd:simpleType>
</xsd:element>
<xsd:element name="CONUS_OCONUS" minOccurs="0" maxOccurs="1">
  <xsd:simpleType>
    <xsd:restriction base="xsd:string">
      <xsd:maxLength value="1"/>
      <xsd:pattern value="C|O"/>
    </xsd:restriction>
  </xsd:simpleType>
</xsd:element>
<xsd:element name="BLOC" minOccurs="0" maxOccurs="1">
  <xsd:simpleType>
    <xsd:restriction base="xsd:string">
      <xsd:maxLength value="4"/>
    </xsd:restriction>
  </xsd:simpleType>
</xsd:element>
<xsd:element name="DELETE_DATE" minOccurs="0" maxOccurs="1">
<!-- DATE elements must use format MM/DD/YYYY -->
  <xsd:simpleType>
    <xsd:restriction base="xsd:string">

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        <xsd:maxLength value="10"/>
    </xsd:restriction>
</xsd:simpleType>
</xsd:element>
<xsd:element name="EFFECTIVE_DATE" minOccurs="0" maxOccurs="1">
<!-- DATE elements must use format MM/DD/YYYY -->
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="10"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
</xsd:sequence>
</xsd:complexType>
</xsd:element>
<xsd:element name="TAC3" minOccurs="0" maxOccurs="1">
<xsd:complexType>
<xsd:sequence>
    <xsd:element name="ADDR1" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="35"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="ADDR2" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="35"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="ADDR3" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="35"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="COUNTRY" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="3"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="STATE" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="2"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="CITY" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">

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        <xsd:maxLength value="21"/>
    </xsd:restriction>
</xsd:simpleType>
</xsd:element>
<xsd:element name="IPC_ZIP_CODE" minOccurs="0" maxOccurs="1">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="10"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="ZIP_CODE" minOccurs="0" maxOccurs="1">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="10"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="ADSN_FSN" minOccurs="0" maxOccurs="1">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="6"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="DELETE_DATE" minOccurs="0" maxOccurs="1">
<!-- DATE elements must use format MM/DD/YYYY -->
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="10"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="EFFECTIVE_DATE" minOccurs="0" maxOccurs="1">
<!-- DATE elements must use format MM/DD/YYYY -->
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="10"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
</xsd:sequence>
</xsd:complexType>
</xsd:element>
<xsd:element name="CONTRACT_INFO" minOccurs="0" maxOccurs="1">
    <xsd:complexType>
        <xsd:sequence>
            <xsd:element name="CONTRACT_ADMIN_OFFICE_DODAAC" minOccurs="0"
maxOccurs="1">
                <xsd:simpleType>
                    <xsd:restriction base="xsd:string">
                        <xsd:maxLength value="6"/>
                    </xsd:restriction>
                </xsd:simpleType>
            </xsd:element>

```

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        <xsd:element name="CONTRACT_CLOSEOUT_DATE" minOccurs="0"
maxOccurs="1">
    <!-- DATE elements must use format MM/DD/YYYY -->
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="10"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="CONTRA_NO" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="17"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="CAGE_CODE" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="5"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="CAGE_NAME" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="50"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="ORDER_NUMBER" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="50"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="CONTRACT_POP_END_DATE" minOccurs="0"
maxOccurs="1">
    <!-- DATE elements must use format MM/DD/YYYY -->
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="10"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
    <xsd:element name="ISSUING_OFFICE_DODAAC" minOccurs="0" maxOccurs="1">
        <xsd:simpleType>
            <xsd:restriction base="xsd:string">
                <xsd:maxLength value="6"/>
            </xsd:restriction>
        </xsd:simpleType>
    </xsd:element>
</xsd:sequence>
</xsd:complexType>
</xsd:element>

```





## CSP Instructions for Body of Email Request

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Subject: CTR DoDAAC Request from PIEE

A Contractor DoDAAC request has been submitted by:

Name: *(Approver's Name)*

Type: DoD

Service: *(Name of Service – e.g., Army, Air Force, Fourth Estate, etc.)*

Office: *(office of Approver)*

Email: *(email address of the Approver)*

Phone: *(phone no. of the Approver)*

Reason: *(New, Update, Delete, and short narrative summary.)*

*(All other information is included in the actual request, e.g., CAGE, Contract No. etc., so no need to also list them in the body of the email.)*

Please take the following steps to review this request:

1. Save the email attachment (DoDAAD Request).
2. Log in to the DoDAAD Update Application.
3. Upload the saved attachment into the Application using the Import Change Request function.
4. Once the record opens in the Application, select View Request to review the data in the saved attachment.
5. If the information contained in the Request is incomplete or incorrect, select "Cancel," and reply to the requestor accordingly.
6. If the information is correct, you may select "Accept" to import the data into the record, and edit/save the record as necessary.
7. Please notify the requestor of the status of their request.

If you have any further questions or require additional guidance, please refer to the DoDAAD Update Application Standard Operating Procedures."

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