



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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July 27, 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) 1313,
for Allocation of Additional Air Force RIC Series (DoDAAD)**

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. Target timeline for Defense Automatic Addressing System (DAAS) updates to the DoDAAD is expected to be completed by October 2018.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885, DSN 427-6885, or email: DLMSODODAAD@dla.mil. Others must contact their Component designated representative.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD (SCI)
ODASD DPAP (PDI)

ADC 1313
Allocation of Additional Air Force RIC Series
(DoDAAD)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** U.S. Air Force, A4, Logistics Readiness Division, Colquitt Lawrence, at 703-692-2348, email: Colquitt.lawrence.civ@mail.mil.

b. **Functional POC:** Enterprise Business Standards Office, DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, email: DoDAADHQ@dla.mil.

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** DoDAAD

b. **Primary/Secondary Functional Process:** DoDAAD

3. REFERENCE:

a. [DLM 4000.25](#), Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory

b. [DLM 4000.25.1](#), Military Standard Requisitioning and Issue Procedures (MILSTRIP)

4. APPROVED Change: This change allocates the use of DoDAAD Series “J” for use in routing identifier codes (RIC) for the U.S. Air Force. Substantive revision subsequent to staffing are **highlighted in yellow**.

a. **Background:** Several of the DOD Components are depleting their current authorized RIC series, because they are using the RIC for purposes beyond the original intent of the RIC as shorthand version of the communication routing identifier (COMMRI). The most prolific of these additional uses is using the RIC as a plant code identifier in certain commercial, off-the-shelf (COTS) enterprise resource planning (ERP) software applications (e.g., SAP). There are not enough permutations of the three character RIC to support using them for this purpose. The allocation of this additional RIC series for Air Force will not solve this issue and only serves as a temporary stop gap to permit the Air Force more time to develop the means to eliminate using the very limited RIC altogether. The intended long-term solution is to use the DoDAAC for purposes that rely upon the RIC today – an effort that is currently being undertaken by Enterprise Business Standards Office (EBSO) on behalf of DOD. NOTE: The allocation of the J series is the last code available for Air Force.

b. **Requested Change in Detail:** Allocate additional RIC series “J” for Air Force **Contractors**. This will require changes to the DoDAAD, DAASINQ, eDAASINQ, and the DoDAAD Update Application.

c. Revisions to DLM 4000.25 Manuals:

(1) Update to DLMS Volume 6, Chapter 2. Update the DoDAAD Series Table and Central Service Point (CSP) list accordingly.

(2) Update to MILSTRIP Appendix 2.2. See Enclosure 1, updates in *red, bold, italic*.

d. Alternatives: None

5. REASON FOR CHANGE: Air Force stated they need more RICs **for Contractor use**. This change allocates the remaining J series RICs to solve a near term requirement. Long term, Components will need to adopt the DoDAAC for processing currently reliant upon the RIC.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Provide Air Force with additional RICs as an interim solution.

b. Disadvantages: Not a permanent solution.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation when this DLMS change is released as an ADC. Target timeline for DAAS updates to the DoDAAD is **60 days** from the publication of this ADC.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: The cost savings is unknown. The point of this change is to provide a stop gap for the Air Force until they can adopt the DoDAAC for processes currently reliant upon the RIC.

9. IMPACT:

a. New DLMS Data Elements: None

b. Changes to DLMS Data Elements: LOGDRMS must update DLMS Qualifier Table 71 (Service and Agency Code).

c. Automated Information Systems (AIS):

(1) Documented in paragraph 4.c. above, and in paragraph 9.d. below.

(2) There may be an impact to WebSDR. Possible areas for review are:

(a) Routing transactions addressed to these activities (how, where, etc.)

(b) Email distribution(s) to each (if designated as an option by Air Force for special conditions)

(c) Any inclusion of new activities in existing (or new) scheduled reports for Air Force (e.g., Weekly Air Force WebSDR Listing for Suspended Material, Weekly Air Force WebSDR Listing for POF)

(d) Certificate registration of individual or group emails for any encrypted emails (distribution, reports, etc.)

(e) Activity categorization updates for metrics

(3) Possible impact to LMARS, if measurement and reporting of the logistics response time is based on RICs.

d. **DAAS:** Air Force currently has access to RICs D, E, and F. Add “J” to the list allocated to the Air Force and add “J” to the dropdown lists for eDAASINQ and the DoDAAD Update application.

e. **Army and Air Force.** Army and Air Force are expected to make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD.

f. **Non-DLM 4000.25 Series 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 Property Management Regulations

10. PROPOSED DLMC CHANGE (PDC) 1313 RESPONSE/COMMENT RESOLUTION:

	Originator	Response/Comment	Disposition
1.	DCAA	Concur without comment	Noted
2.	USAF	Concur without comment	Noted
3.	DLA	Concur without comment	Noted
4.	Navy	Concur without comment	Noted
5.	DAAS	Concur without comment	Noted
6.	USSOCOM	Concur without comment	Noted
7.	DOD IG	Concur without comment	Noted
8.	DCMA	Concur without comment	Noted

AP2.2. APPENDIX 2.2

SERVICE AND AGENCY CODES¹

MILSTRIP SERVICE CODES

NUMBER OF CHARACTERS:	One or two
TYPE OF CODE:	Alpha
EXPLANATION:	<p>Services/Agency (S/A) codes are designed to accommodate S/A identity in Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation. For this purpose, these codes are used in conjunction with other codes to identify the parent S/A of requisitioners and other addressees. The S/A codes will be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents according to the following MILSTRIP record position key:</p> <ul style="list-style-type: none">4 First position of the Routing Identifier Code (RIC)30 First position of the Document Number31 Second position of the Document Number45 First position of Supplementary Address46 Second position of Supplementary Address67 First position of RIC for U.S. storage activity preparing the DD Form 1348-1A or DD Form 1348-274 First position of the RIC <p>By exception, two position combination codes using the authorized S/A code and a specified second position are authorized to identify contractor DoDAACs.² FEDSTRIP provides for the use of the two position codes, defined as civil Agency codes, to be entered in rp 30-31 and 45-46 of the Government Services Administration (GSA) Form 1348 series of documents. The MILSTRIP Service codes³ and the Federal Standard Requisitioning and Issue Procedure (FEDSTRIP) Agency codes⁴ are listed below:</p>
RECORD POSITION:	4, 30, 31, 45, 46, 67, and/or 74

¹ Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm used as the first two positions of the activity address code (AAC).

² Combination codes authorized for USCG and DLA. Refer to ADC 319.

³ Mandatory usage rules for Service and Agency Codes are established for the assignment of DoD Activity Address Codes (DoDAACs) and Routing Identifier Codes (RICs). Further stratification for DoDAAC assignment usage rules may be found in the Logistics Data Resources Management System (LOGDRMS) under DLMS Qualifier/DLMS Code List ID 71, Service and Agency Code.

⁴ Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm used as the first two positions of the activity address code (AAC).

Enclosure 1

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
A	A		A		A		A		A		Army	
B	B						B		B		Army	
B			B		B						Army	Security Assistance Use Only ⁵
C	C						C		C		Army	
C			C		C						Army	Contractor Use Only
D	D						D		D		Air Force	
D			D		D						Air Force	Security Assistance Use Only ⁶
E	E						E		E		Air Force	
E			E		E						Air Force	Contractor Use Only
F	F		F		F		F		F		Air Force	
G	G		G		G		G		G		GSA	
H	H		H		H						Other DoD Activities	Note: To designate other ⁷ DoD Activity contractors, you must use Service Code H with G. When code HG is used, rp 30-31 or 45-46 will contain the HG code, as appropriate ⁸ .
H			H	G	H	G					Other DoD Activity Contractors	
H							H		H		Not Assigned	
I			I								Missile Defense Agency	Security Assistance Use Only
I	I										Air Force	On Base Use Only
J	J		J		J		J		J		Air Force	
I					I		I		I		Not Assigned	
K	K						K		K		Not Assigned	
K			K		K						Marine Corps	Security Assistance Use Only ⁹
L							L		L		Not Assigned	
L	L		L		L						Marine Corps	Contractor Use Only
M	M		M		M		M		M		Marine Corps	

⁵ On Grant Aid requisitions, rp 45 will contain S/A Code Y.

⁶ Ibid.

⁷ Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

⁸ Mandatory usage rules for Service and Agency Codes are established for the assignment of DoD Activity Address Codes (DoDAACs) and Routing Identifier Codes (RICs). Further stratification for DoDAAC assignment usage rules may be found in the Logistics Data Resources Management System (LOGDRMS) under DLMS Qualifier/DLMS Code List ID 71, Service and Agency Code.

⁹ On Grant Aid requisitions, rp 45 will contain S/A Code Y.

Enclosure 1

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
N	N		N		N		N		N		Navy	
O											Not Assigned	
P	P						P		P		Navy	
P			P		P						Navy	Security Assistance Use Only ¹⁰
Q	Q						Q		Q		Navy	
Q			Q		Q						Navy	Contractor Use Only
R	R		R		R		R		R		Navy	
S	S		S		S		S		S		DCMA	See footnote ¹¹
S	S		S		S		S		S		DLA	See footnote ¹²
S			S	D	S	D					DLA	Contractor Use Only ¹³
T	T						T		T		DLA	
T			T								DLA	Security Assistance Use Only ¹⁴
T					T						(See Footnote ¹⁵)	
U							U		U		DLA	
U			U		U						DLA	Contractor Use Only
V			V		V						Navy	
V	V						V		V		Navy	Contractor Use Only
V							V		V		Not Assigned	
W	W		W		W		W		W		Army	
X											Reserved	(Used internally by Transaction Services)
Y					Y ¹⁶						Reserved	See Footnote

¹⁰ Ibid.

¹¹ DCMA: DoDAACs begin with S and end with A; any character is allowed in between. RICs are in the format S-numeric-alpha, where the numeric value is 6, 7, or 8 only.

¹² DLA: S-series excluding those values that fall within the DCMA format rules identified in the previous footnote for DCMA.

¹³ DLA contractor DoDAACs beginning with SD are not recognized on an Enterprise level as contractor DoDAACs. This series is not authorized for continued use and existing DoDAACs must be transitioned to the U-series. Refer to ADC 1123.

¹⁴ On Grant Aid requisitions, rp 45 will contain S/A Code Y.

¹⁵ S/A Code T entered in rp 45 may be used for any Foreign Military Service (FMS) country Defense organization which is not designated as an element of that country's Army, Navy, Air Force, or Marine Corps.

¹⁶ Identifies Security Assistance Grant Aid when used in a Security Assistance requisition (as designated by rp 30). Otherwise, considered nonsignificant except by coordinated prior agreement or authorized procedures for inter-Service ownership transfer of ammunition/ammunition-related materiel. See MILSTRIP Appendix 2.9 for details.

Enclosure 1

SERVICE CODES												REMARKS	
CODE	4	5	30	31	45	46	67	68	74	75	S/A		
Z	Z	Z	Z		Z		Z		Z			Coast Guard	
Z			Z	0	Z	0						Coast Guard	Contractor Use Only

FEDSTRIP CIVIL AGENCY CODES¹⁷

NUMBER OF CHARACTERS: Two.
TYPE OF CODE: Numeric, Numeric.
EXPLANATION: Identifies civil agencies under FEDSTRIP
RECORD POSITION(S): 30-31 and 45-46.

SPECIAL PROGRAM ACTIVITY CODES¹⁸

NUMBER OF CHARACTERS: Two.
TYPE OF CODE: First-position Numeric, Second-position Alpha.
EXPLANATION: Identifies special program activities that are neither DoD
or Federal Agencies
RECORD POSITION(S): 30-31 and 45-46.

¹⁷ Refer to the Treasury Financial Manual Supplement – FAST Book (Part II link to Independent Agencies) for listing of Federal civil Agency codes https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm used as the first two positions of the AAC.

¹⁸ Request for Implementation Date for Approved DLMS Change (ADC) 384, Special Programs for Non DoD/No-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs, January 18, 2011.