

## DoDAAD Data Elements

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The following are the data elements, descriptions, and business rules used within the DoDAAD for DoDAACs and RICs. Fields marked in **red** are minimum required fields to create a record. Fields marked with an asterisk (\*) apply to DoDAACs and RICs.

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 = No authorities – Administrative use only. 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 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.

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<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/DD/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>OWNER_POC</b>	50	Owner point of contact
<b>OWNER_EMAIL</b>	80	Owner email address
<b>OWNER_PHONE</b>	30	Owner phone number
<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/DD/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>SPLC</b>	9	Standard Point Location Code. SPLC indicates a CONUS location capable of processing shipments. The ADS for SPLC is the National Motor Freight Traffic Association. For the DoDAAD, SPLC is assigned from NMFTA data based on a DoDAAC's TAC 2 (TAC 1, if TAC 2 does not exist). For more info, see NMFTA's website at <a href="http://www.nmfta.org/Pages/Spic.aspx">www.nmfta.org/Pages/Spic.aspx</a> . This field cannot be change by application. SPLC is set only by DLA Transaction Services based on TAC 2 address information.
<b>CONUS/OCONUS</b>	1	Continental United States or Outside Continental United States (C or O) and set only by DLA Transaction Services based on TAC 2 address information.
<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>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>ALOC</b>	1	Air Lines of Communications. These codes are assigned by the Army
<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

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		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>SHIPTO_POC</b>	50	Ship-To point of contact
<b>SHIPTO_EMAIL</b>	80	Ship-To email address
<b>SHIPTO_PHONE</b>	30	Ship-To phone number
<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>BILLING_POC</b>	50	Billing point of contact
<b>BILLING_EMAIL</b>	80	Billing email address
<b>BILLING_PHONE</b>	30	Billing phone number
<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 ( <i>display only</i> ).
<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>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>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 contract DoDAAC is assigned (FAR Part 11.4). Date format is MM/DDD/YYYY. Upon this date, the Authority Code of the CTR DoDAAC would be automatically changed to Authority Code 05.
<b>Closeout Date</b>	9	Date the contract is closed out. This date sets the Delete Date for the DoDAAC. Date format is MM/DDD/YYYY.
<b>CSP 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.

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