**DAASC**

**DLA**

**DoD**

**Activity Address Directory**

**Standard Operating Procedures**

**(For Customers)**

**DoD ACTIVITY ADDRESS DIRECTORY**

**STANDARD OPERATING PROCEDURES**

**Updated: 28 Apr 06/LTonkin**

**Associated Acronyms:**

**DoDAAD – DoD Activity Address Directory** is the master database that contains the names & addresses of activities which must be identified in the DLSS/DLMS. These activity address codes (consisting of 6 positions) are used within the DoD supply system to requisition and ship material. Each Service/Agency maintains its own Central Service Point (CSP) who is authorized to add, change, or delete DoDAACs for their Service/Agency. The records of this file include military organizational entities which requisition, receive, or ship materiel; commercial organizations which enter into materiel and/or service contracts with DoD; and activities of other Federal agencies which maintain logistics support arrangements with DoD. This DoDAAD is an automated system that is maintained in near real-time status by DAASC from updates furnished by the Central Service Point (CSP) or others, as designated by the CSP. The data maintained in the DoDAAD provides the source of the address database used by DAASC. **DAASC is the custodian of the official DoDAAD repository.**

**DoDAAC – DoD Activity Address Codes** consist of 6 alphanumeric positions and are broken into series designators and are assigned throughout the DoD community.

**RIC** – **Routing Identifier Codes** are three-position alphanumeric codes assigned by Services/Agencies (S/A) for processing inter-S/A, and intra-S/A logistical transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes.  **DAASC is the custodian of the official RIC repository.**

**DLSS – Defense Logistics Standard Systems** (MILSTRIP, MILSTRAP, etc.)

**DLMS – Defense Logistics Management Standards**

**TAC – Type of Address Code.** TAC addresses are part of the DoD Activity Address Directory, which are used within the DoD supply system to requisition and ship material. There are four types:   
   
 **TAC 1** – Status/Mail/Small Parcels

**TAC 2** – Freight Shipments (NO PO Boxes Allowed)

**TAC 3** – Billing Address

**TAC 4** – Commercial Shipping Address (i.e. FedEx/UPS shipping format)

**The DoDAAD TOOL BOX**

**These tools are used extensively to:**

**VIEW, MODIFY, DELETE, and/or ISSUE DoDAACs and RICs:**

**1. DLMSO (Jack Carter/C: (703) 767-0684/D: 427-0684)** maintains a listing of personnel ***EXTERNAL to DLA*** who are authorized to issue, modify, & delete DoDAACs.These POCs are the **Central Service Point (CSP) representatives & other outside agency DoDAAC Monitors.**

**\* DoDAAC CSP List:**



[**http://www.dla.mil/j-6/dlmso/**](http://www.dla.mil/j-6/dlmso/)

- eLibrary

- Service Points & Representatives

- Svc Pt (located left of the link: “DoD Activity Address Codes”)

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**2. DAASC (Lisa Tonkin/C: (937) 656-3737/D: 986-3737)** is your POC for assistance with DoDAAD related questions or problems. Please contact her for support with issuing, modifying, or deleting DoDAACs.

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**3. DoDAAD Web Site (login required):** [**https://www.daas.dla.mil/dodaad/**](https://www.daas.dla.mil/dodaad/)

**DoDAAD Testing/Staging Environment: (\* Prearrangements must be made)** [**https://test.daas.dla.mil/dodaad/**](https://www.daas.dla.mil/dodaad/)

**\* For Access to the “LIVE” DoDAAD System Environment, Submit DoDAAD SAR for Access & Role:** [**https://www.daas.dla.mil/sar/dodaad\_sar.asp**](https://www.daas.dla.mil/sar/dodaad_sar.asp) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. DAASINQ Web Site (No login/password required):** [**https://www.daas.dla.mil/daasinq/**](https://www.daas.dla.mil/daasinq/)

**To VIEW a DoDAAC or RIC Record:**

To view a DoDAAC or RIC, login to the DoDAAD Web Site.

**Utilizing DoDAAD System:** <https://www.daas.dla.mil/dodaad/>

Login/password required. Enter a 6 position DoDAAC or a 3 position RIC (**Note:** **RICs must be** **prefaced with “ZZZ”** to total the “**6 positions**” required to perform a search (i.e. RIC “ZZZS2K” or DoDAAC “SA045A”).

**To MODIFY an Existing DoDAAC or RIC Record:**

Login to the DoDAAD System, enter the specific DoDAAC or RIC (6 positions/including “ZZZ”), press enter or select the submit button to display the record. TAB to the area(s) needing modified and make the change. Hit ENTER to save record OR tab down to the bottom and select the SAVE button. Both will save the record**. (NOTE: The effective date will automatically change to the current date of the modification unless you manually enter a specific date.)**

**To DELETE an Existing DoDAAC or RIC Record:**

Login to the DoDAAD System, enter the specific DoDAAC or RIC (6 positions/including “ZZZ”), press enter or select the submit button to display the record. **TAB** to the delete data field(s) marked “**DEL” (Table 1)**, and enter the Julian date needed (i.e. 2005321).

**Table 1**

|  |  |
| --- | --- |
| **TAC1 Information** |  |
| \*  Line1: | EFF: |
| Line2: | DEL: |
| Line3: | BBP: |
| Line4: | |

**To ISSUE a New DoDAAC or RIC:**

To issue DoDAACs & RICs requires utilizing a list or database containing your current DoDAACs assigned and an internal system of organization. In the construction of the 6 position format required, you must fill in the unknowns (**???**) below:

**RIC format: ZZZ???**

**DoDAAC for DLA Activity format: XX????** (XX represents the known DoDAAC series   
assigned to each DoDAAC Monitor. This can sometimes be 2-4 alphanumeric characters  
depending on what was assigned to your agency.)

**RIC ASSIGNMENT GUIDE:**

|  |  |  |  |
| --- | --- | --- | --- |
| RIC POS 1-2 | COUNTS | Associated AACs | Restricted Use |
| S1 | 2 | DRMO & DCMA |  |
| S2 | 31 | MAINLY UY AAC'S |  |
| S3 | 30 | MAINLY UY AAC'S |  |
| S4 | 31 | MIXED S & UY AAC'S |  |
| S5 | 29 | MIXED S & UY AAC'S |  |
| S6 | 21 | MIXED S & UY - MANY DCMA |  |
| S7 | 22 | MAINLY DMCA. 1 UY (2004) |  |
| S8 | 2 | DCMA | DCMA\* |
| S9 | 25 | MOSTLY CENTER RELATED | Don't Use |
|  |  |  |  |
| SA | 30 | DSS/DAPS/MISC S & UY |  |
| SB | 30 | MAINLY DSS | DSS\* |
| SC | 28 | MOSTLY CENTER & DSS |  |
| SD | 27 | MOSTLY DSS | DSS\* |
| SE | 30 | SOME DSS, SOME UY |  |
| SF | 28 | MOSTLY CENTER & DSS, SOME UY |  |
| SG | 28 | MIXED |  |
| SH | 20 | MIXED (SD,UY,SW) |  |
| SI | 0 |  | Don't Use |
| SJ | 16 | MIXED |  |
| SK | 26 | MIXED (SOME UY, SOME SD) |  |
| SL | 20 | MIXED- MOSTLY DSS, SOME UY |  |
| SM | 5 | MIXED (BSM, 1 UY, 1 SM) |  |
| SN | 15 | DSS | DSS\* |
| SO | 0 |  | Don't Use |
| SP | 27 | MIXED (SP & SD) |  |
| SQ | 16 | DRMO - SG AAC'S | DRMS\* |
| SR | 27 | DSS/DSCR, SOME UY AAC'S |  |
| SS | 14 | DRMO-SH AAC'S, SOME UY | DRMS\* |
| ST | 30 | DRMO-SX AACS, SOME SD'S | DRMS\* |
| SU | 21 | SOME DRMO, SOME UY |  |
| SW | 23 | MOSTLY SD, SOME DRMO |  |
| SX | 8 | DRMO | DRMS\* |
| SY | 14 | DRMO - SZ AAC'S | DRMS\* |
| SZ | 14 | DRMO | DRMS\* |
|  |  |  |  |
| T | 164 | FUELS | FUELS |
|  |  |  |  |
| \* Reserve for these activities for the time being. There are plenty of RICs in | | | |
| other series still available. | | |  |

**\* NOTE: If your organization does not have some kind of list of assigned DoDAACs, contact Lisa Tonkin for a current listing of your agency’s DoDAACs.**

**From DoDAAD:**

Once a vacant position DoDAAC or RIC is determined, login to the **DoDAAD System** to assign the DoDAAC by inputting the address data in the appropriate TAC 1 - TAC 4 data fields.

**DoDAAD Navigation TIPS:**

Enter the TAC addresses provided by the customer not to exceed 35 characters per line. An address can contain only 4 lines. If a customer provides more than 4 lines, it must be modified to fit. Either abbreviate the address to fit the data field or contact the customer to provide an appropriate modification that will fit the address data field rules (i.e. 35 characters per line; only 4 lines of address; ‘**&**’, slash ‘**/**’, dash ‘***-***’, comma ‘**,**’ are not accepted). **NOTE: Do Not enter the last line of address manually due to the system automatically populates the last line with the data entered in the city, state/country, and zip data element fields.**

\*If no TAC 2 is provided, you **must select “NO TAC 2 NEEDED”** from the **AUTHORITY CODE drop down box (option 07).** Click the drop down arrow to view options **(Table 2).** \*If option 07 is not selected, your record will not save.

**Table 2**

|  |  |  |
| --- | --- | --- |
| **DoDAAC Information** | | |
| \*  DoDAAC: | Status COMMRI:  **RUSAZZA** | SPLC: |
|  | Billing COMMRI: | RIC: |
| Authority Code: | | |
| ALOC: | | |

If the customer provided a contract number, enter it in the last section labeled **“Contract Information” (Table 3)**. If a contract number is too long to fit, **DROP the last 3-4 numbers.** Enter the **contract expiration date** (i.e. for 31 Dec 08 enter 2008365) and the **DLA activity** who sponsored the request (i.e. DCMA, DSCR, etc.).

**Table 3**

|  |  |  |
| --- | --- | --- |
| **Contract Information (Required for contractor service)** | | |
| Contract Number: | | Cage Code: |
| Contract Admin Office: | |  |
| Sponsor: | Expiration Date: | |

To **copy identical TAC addresses to another TAC location** (i.e. copy TAC 1 address into the

TAC2 or TAC3 address space), simply click the appropriate **red button** indicating you want to

copy **(Table 4).**   
 **Table 4**

|  |
| --- |
| **Check here to copy TAC2 from DoDAAC**         Click to view TAC2 |
| Click here to copy current TAC1 to TAC2**Click here to copy current TAC1 to TAC2** |

To copy a TAC address from a different DoDAAC, simply **check the box** and enter the

DoDAAC you want to copy the TAC from, and then click **View TAC1** **(Table 5).**

**Table 5**

|  |  |
| --- | --- |
| **POC Information** | |
| POC: | Phone: |
| Email: | |
| **Check here to copy all TACs from DoDAAC**     Click here to view TACs | |
| **Check here to copy TAC1 from DoDAAC**         Click to view TAC1 | |

This will allow you to view the data, and then click **COPY** **(Table 6).** Close window in right-hand corner X to return to the record you are creating/updating. Verify data was copied into the record.

|  |  |
| --- | --- |
| **SC0405 TAC1 Information** | |
| T1\_ADDR1 | DEFENSE SUPPLY CENTER PHILADELPHIA |
| T1\_ADDR2 | AVIATION DETACHMENT |
| T1\_ADDR3 | 700 ROBBINS AVENUE |
| T1\_ADDR4 | PHILADELPHIA PA 19111-5096 |
| T1\_CITY | PHILADELPHIA |
| COUNTRY | UNITED STATES |
| STATE | Pennsylvania, PA, 42 |
|  |  |
| T1\_ZIP | 19111-5096 |
| T1\_IPC\_ZIP |  |
| T1\_EFFDTE | 2005305 |
| T1\_DELDTE |  |
| T1\_BBP |  |

COPY  
**Table 6**

In creating a new DoDAAC, you know of another **DoDAAC with SIMILAR data** you can copy from (i.e. TAC addresses, contract #, and sponsor). Bring up the existing DoDAAC with the SIMILAR data, and then **CHANGE the existing DoDAAC number to the NEW DoDAAC number you want to create**. The existing DoDAAC is not affected by this action. NOW you can modify the data to accommodate your new requirement, and then SAVE.

**NOTE: The purpose of this feature is to save time typing data that already exists in the database.**

(i.e. Change the \* **DoDAAC: SC054B** **(Table 7)** to another DoDAAC you want to create - the contents of the rest of the record will stay intact. **MODIFY** the data as needed, and then **SAVE**.)

**Add Record 'SC054B' successfully**

**Table 7**

|  |  |  |
| --- | --- | --- |
| **DoDAAC Information** | | |
| \*  DoDAAC: | Status COMMRI: | SPLC: |
|  | Billing COMMRI: | RIC: |
| Authority Code: | | |
| ALOC: | | |