**AP7.2. APPENDIX 7.2**

**SERVICE AND AGENCY CODES[[1]](#footnote-1)**

|  |  |
| --- | --- |
| DLMS SERVICE CODES | |
| NUMBER OF CHARACTERS: | One or two |
| TYPE OF CODE: | Alpha |
| EXPLANATION: | Services/Agency (S/A) codes are designed to accommodate S/A identity in Defense Logistics Management Standards (DLMS) 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 shall be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents according to the following DLMS record position key:  4 First position of the Routing Identifier Code (RIC)  30 First position of the Document Number  31 Second position of the Document Number  45 First position of Supplementary Address  46 Second position of Supplementary Address  67 First position of RIC for U.S. storage activity preparing the  DD Form 1348-1A or DD Form 1348-2  74 First position of the RIC  By exception, two position combination codes using the authorized S/A code and a specified second position are authorized to identify contractor DoDAACs.[[2]](#footnote-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 DLMS Service codes[[3]](#footnote-3) and the Federal Standard Requisitioning and Issue Procedure (FEDSTRIP) Agency codes[[4]](#footnote-4) are listed below: |
| RECORD POSITION: | 4, 30, 31, 45, 46, 67, and/or 74 |

| 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]](#footnote-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]](#footnote-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]](#footnote-7) DoD Activity contractors, you must use Service Code H with G. When code HG is used, rp 30-31 or 45-46 shall contain the HG code, as appropriate[[8]](#footnote-8). |
| H |  |  | H | G | H | G |  |  |  |  | Other DoD Activity Contractors |
| H |  |  |  |  |  |  | H |  | H |  | Not Assigned |
| I |  |  | I |  |  |  |  |  |  |  | Missile Defense Agency | Security Assistance Use Only |
| J | J |  | J |  | J |  | J |  | J |  | Air Force |  |
| K | K |  |  |  |  |  | K |  | K |  | Not Assigned |  |
| K |  |  | K |  | K |  |  |  |  |  | Marine Corps | Security Assistance Use Only[[9]](#footnote-9) |
| L |  |  |  |  |  |  | L |  | L |  | Not Assigned |  |
| L | L |  | L |  | L |  |  |  |  |  | Marine Corps | Contractor Use Only |
| M | M |  | M |  | M |  | M |  | M |  | Marine Corps |  |
| N | N |  | N |  | N |  | N |  | N |  | Navy |  |
| O |  |  |  |  |  |  |  |  |  |  | Not Assigned |  |
| P | P |  |  |  |  |  | P |  | P |  | Navy |  |
| P |  |  | P |  | P |  |  |  |  |  | Navy | Security Assistance Use Only[[10]](#footnote-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]](#footnote-11) |
| S | S |  | S |  | S |  | S |  | S |  | DLA | See footnote[[12]](#footnote-12) |
| S |  |  | S | D | S | D |  |  |  |  | DLA | Contractor Use Only |
| T | T |  |  |  |  |  | T |  | T |  | DLA |  |
| T |  |  | T |  |  |  |  |  |  |  | DLA | Security Assistance Use Only[[13]](#footnote-13) |
| T |  |  |  |  | T |  |  |  |  |  | (See Footnote[[14]](#footnote-14) ) |  |
| U | U |  |  |  |  |  | U |  | U |  | Not Assigned |  |
| 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 DLA Transaction Services) |
| Y |  |  |  |  | Y[[15]](#footnote-15) |  |  |  |  |  | Reserved | See Footnote |
| Z | Z | Z | Z |  | Z |  | Z |  | Z |  | Coast Guard |  |
| Z |  |  | Z | 0 | Z | 0 |  |  |  |  | Coast Guard | Contractor Use Only |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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| FEDSTRIP CIVIL AGENCY CODES[[16]](#footnote-16) | |
| 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 CODES[[17]](#footnote-17) | |
| 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. |

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). [↑](#footnote-ref-1)
2. Combination codes authorized for USCG and DLA. Refer to ADC 319. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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). [↑](#footnote-ref-4)
5. On Grant Aid requisitions, rp 45 shall contain S/A Code Y. [↑](#footnote-ref-5)
6. Ibid. [↑](#footnote-ref-6)
7. Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A. [↑](#footnote-ref-7)
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. [↑](#footnote-ref-8)
9. On Grant Aid requisitions, rp 45 shall contain S/A Code Y. [↑](#footnote-ref-9)
10. Ibid. [↑](#footnote-ref-10)
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. [↑](#footnote-ref-11)
12. DLA: S-series excluding those values that fall within the DCMA format rules identified in the previous footnote for DCMA. [↑](#footnote-ref-12)
13. On Grant Aid requisitions, rp 45 shall contain S/A Code Y. [↑](#footnote-ref-13)
14. 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. [↑](#footnote-ref-14)
15. 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 Appendix 7.9 for details. [↑](#footnote-ref-15)
16. Refer to the Treasury Financial Manual Supplement – FAST Book (Part II link to Independent Agencies) for linsitn 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. [↑](#footnote-ref-16)
17. Request for Implementation Date for Approved DLMS Change (ADC) 384, Special Programs for NonDoD/No-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs, January 18, 2011 [↑](#footnote-ref-17)