# DoDAAC and RIC Assignments and Management

**DOD Activity Address Code (AAC) and RIC assignment –** is based on MILSTRIP Service and Agency codes identified in DLM 4000.25, Volume 2, Appendix 7.2, Service and Agency Codes. Further stratification of Service and Agency codes for use in creating DoDAACs and RICs are found in the Department of Defense Activity Address Directory (DoDAAD) Series Table published on the **[DoDAAD Process Review Committee (PRC) webpage](#)**. DoDAACs and RICs are assigned to activities beyond DOD.

**DoDAAC Assignment Logic.** In some instances, components have assigned DoDAACs in a logical sequence within their assigned series. Service/Agency DoDAAC Assignment Logic is published on the DoDAAD PRC webpage.

**RIC assignment,** the activity must have an assigned DoDAAC and be an integral and predetermined element of an established legacy logistics system and which activity requires the ability to route legacy (80 Card Column) transactions.

DoDM 4140.01-V8, the "DOD Supply Chain Materiel Management Procedures.", provides policy to establish the DoDAAD PRC, which provides the framework for DoDAAC/RIC management and assignment.

**Military or Government Service/Agency** employees, contact your Central Service Point (**[CSP](#)**) or agency DoDAAC Monitor to have a DoDAAC assigned. If a DoDAAC Monitor does not exist, you may look up the CSP for your Service/Agency via **[https://www.dla.mil/Defense-Data-Standards/Committees/DoDAAD/#csp](https://www.dla.mil/Defense-Data-Standards/Committees/DoDAAD/#csp)**.

**DOD Contractor DoDAACs.** DOD contractors (CTR) 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 may be requested by anyone related to the contract/program through the Contractor DoDAAC request module in the Procurement Integrated Enterprise Environment (**[PIEE](#)**). All commercial companies who have a DoDAAC related question must contact their government Contracting Officer to submit requests to create, update, or delete a DoDAAC. The Contracting Officer will then contact the appropriate organization to execute the request.

**[Federal Agency AACs](#).** Federal Agency AACs are identified by a G in the first position or by a numeric characters in the first and second positions. Federal Agency CTR AACs are subject to different rules than those above for DOD CTR DoDAACs.

**Special Program DoDAACs.** Among other purposes, special programs include programs authorized by Congress for state and local entities to purchase materiel from Federal sources. DOD and Federal Agency sponsors of these programs are designated as DoDAAC monitors. Contact the DoDAAD System Administrator for guidance on establishing a DoDAAC series for a special program. Special Program DoDAACs are identified by a numeric character in the first position followed by an alpha character in the second position. These identify entities that are not limited to a single organizational type and are associated with a special program.

**DoDAAC Updates.** There are three methods for CSP or their designated DoDAAC Monitor to update the DoDAAD. They are contained in the DoDAAD System Standard Operating Procedures (SOP). The DoDAAD System SOP provides detailed DoDAAD update information and can be found on the DoDAAD PRC Page of the **[DEDSO Website](#)**.

> ➤ DAAS maintains a DoDAAD Update Application for updating DoDAACs/RICs that is available to all designated DoDAAD CSPs and delegated Monitors for real-time DoDAAD updates. Access to the DoDAAD Update Application is controlled in accordance with DOD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment memorandum submitted to the DoDAAD System Administrator, and a SAR submitted to DAAS **[https://home.daas.dla.mil/daashome/dodaad.asp](https://home.daas.dla.mil/daashome/dodaad.asp)**.

The DoDAAD is authorized under Defense Logistics Manual 4000.25. This manual prescribes uniform methods, codes, formats, and standards for the establishment, maintenance, publication, and dissemination of address data to required Military Services, Federal Agencies, and Civil Agencies.

**Defense Automatic Addressing System hosts the DoDAAD update and query applications as well as the single authoritative DoDAAD database and its syndication to the DOD Components. As the Central Control Point (CCP) for the DoDAAD , they also control access to the applications and database via system access requests (SARs) https://home.daas.dla.mil/sar/testgcaptcha.asp.**

Required updates to the DoDAAD are managed by the designated CSP. These updates include additions, changes, and deletions, to the mailing, shipping, and billing addresses of the identified DoDAAC's.

The DoDAAC is a six-position code that uniquely identifies a unit, activity or organization that has the authorities of usage that have been granted to it by approving CSP. The first position (or in some cases, up to three) designates the particular Service/Agency element of ownership. The DoDAAD Series Table can be viewed at: **www.dla.mil/does/DLMS-DoDAAD**

There may be up to four distinct Transportation Account Code (TAC) addresses contained in the DoDAAD for each DoDAAC, are as follows:

➢ **TAC1** - Identifies the mailing address for the activity (mandatory)
➢ **TAC2** - Identifies the 'ship to' (freight) address for the activity
➢ **TAC3** - Identifies the billing address (The activity responsible for payment of bills.)

The source for determining valid TACs and a list of TAC Coordinators is the Transportation Global Edit Table (TGET).  Go to Internet address **https://beis-web.csd.disa.mil/beis/index.jsp**  and select "TGET Web - Transportation Global Edit Table".

The DoDAAD Update Application is a web-based replacement of the batch update to the Master DoDAAD database. The master DoDAAD contains the names and addresses of activities which must be identified in the DOD standard logistics transactions. The records include military organizational entities which requisition, receive, or ship materiel; commercial organizations which enter into materiel and/or service contracts with DOD; and the activities of other federal agencies which maintain logistics support arrangements with the DOD. The DoDAAD is maintained in the current state using updates from the CSP in each Service and Agency. These updates are distributed daily or in near real time to those activities utilizing database replication. This is the main source of the addressing information used by DOD. This data is available for



download by activities requiring this information. DAAS also utilizes the DoDAAD to perform validations of logistics transactions as they flow through the supply system.

The DoDAAD supports DLA and other DOD Component modernization efforts, provides utilization of eBusiness/eCommerce business practices and tools and increases support to multiple business processes. It provides Component applications near real-time access to the authoritative source data and CSP DoDAAD updates and ensures real-time validations. The authoritative source file is enhanced with DOD Component data elements and easy addition of the DOD Component unique data elements is now available.