

INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
SECTION I - TYPE OF REQUEST					
A - F	Type of Request		DoDAAC or RIC. For DoDAAC, is it a new DoDAAC, update to existing DoDAAC, deletion, or Unit Rotation? For RIC, is it a new RIC, or an update/deletion of an existing RIC.	Unit	Check the box that applies. If New DODAAC, enter DODAAC being requested (if applicable). If update/change/deletion, enter the DODAAC being affected. If Unit Rotation, enter all of the DODAACs and MAJCOMs being affected. Ensure a separate Request form is filled out for the other DODAACs, and site each as the primary DODAAC of that request. If the request is for a RIC, enter the RIC and associated DoDAAC of the RIC.
1	Reason		Explanation as to why this DoDAAC / RIC is either being requested or updated. Provide purpose for which the DoDAAC / RIC will be used.	Unit	Enter full justification for which a DODAAC/RIC is being requested (i.e., requisitioning, shipping, free-issue, etc.)
SECTION II - DODAAC INFORMATION					
2	UIC	6	UIC (if applicable). Used for Readiness Reporting and Equipment Allowance information.	Unit	This field is only required if your Service requires a UIC. For example, USMC enters the UIC from TFSMS or DRRS-MC for the unit to which this DoDAAC will be associated.
3	Authority Code	2	Authority Code (see Authority Code table)	Service Authority/CSP	Selected the Authority Code from the dropdown list.
4	Major Command (MAJCOM Code)	2	Major Command Code	Major Command/CSP	Enter two-digit command code from Major Command Code on DoDAAD Committee page (http://www.dla.mil/j-6/dlms0/programs/committees/dodaad/)
5	Procurement Authority Flag	1	Procurement Authority Flag	Contracting Authority	One character (Y or N) field used to specify if the DoDAAC has purchase authority for the Component for which the DoDAAC is assigned.
6	DP COMMRI	7	Data Pattern Communications Routing Identifier	CSP	DP COMMRI is used for routing (directing) automated data processing of the owning DoDAAC
7	Billing COMMRI	7	Billing Communications Routing Identifier	CSP	Billing COMMRI is used for routing (directing) automated data processing of the billing (should match fiscal station address in the TAC 3).
SECTION III - TAC 1 INFORMATION					
8	T1_ADDR1	35	The first line (normally name) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter first line of mailing address (normally Commanding Officer)
9	T1_ADDR2	35	The second line (normally the street address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter second line of mailing address (normally unit name)
10	T1_ADDR3	35	The third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter third line of mailing address (normally PO Box info)

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11	T1_ADDR4	35	The last line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	The fourth line of the TAC is system-generated based on information provided in the following fields:
11A	Country		List the name of the Country in which this DoDAAC is physically located. If this is an APO/FPO/DPO, list United States and enter the two characters APO/FPO/DPO in the State field.	NGA	Enter GENC country name found on at: https://geo.aitcnet.org/NSGREG/gencc/discovery
11B	State/APO/Province:	2	State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO/DPO.
11C	City	21	City	Postal	Enter the City
11D	ZIP	10	Full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
11E	T1_IPC		International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
SECTION IV - TAC 2 INFORMATION					
12	T2_ADDR1	35	The first line (normally name) of the mailing address of the ship to activity	Unit Transportation Office	Enter first line of the shipping address (i.e., TMO, MDC, etc.).
13	T2_ADDR2	35	The second line (normally the street address) of the ship to activity	Unit Transportation Office	Enter second line of shipping address (i.e., unit name)
14	T2_ADDR3	35	The third line of the mailing address of the ship to activity	Unit Transportation Office	Enter third line of shipping address (i.e., Bldg # of location of TMO, MDC, etc.)
15	T2_ADDR4	35	The last line of the mailing address of the ship to activity	Unit Transportation Office	Enter fourth line of shipping address (i.e., city/base, state, & ZIP)
15A	Country		List the name of the Country in which this DoDAAC is physically located.	NGA	Enter GENC country name found on at: https://geo.aitcnet.org/NSGREG/gencc/discovery <i>NOTE: Foreign countries MUST also enter CCP & APOD/WPOD info.</i>
15B	State/Province:	2	State or Province; CANNOT be an APO/FPO/DPO.	Postal	Enter State or Province
15C	City	21	Enter the name of the City	Postal	Enter the City
15D	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
15E	T2_IPC	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
SECTION V - TAC 3 INFORMATION					
16	T3_ADDR1	35	The first line (normally name) of the mailing address of activity that will make payment (bill to address)	Comptroller	Enter first line of billing information (e.g. "DFAS COLUMBUS")

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17	T3_ADDR2	35	The second line (normally the street address) of activity that will make payment (bill to address)	Comptroller	Enter second line of billing information (e.g. ATTN KANSAS CITY)
18	T3_ADDR3	35	The third line of the mailing address of activity that will make payment (bill to address)	Comptroller	Enter third line of billing information (e.g. PO BOX 369022)
19	T3_ADDR4	35	The last line of the mailing address of activity that will make payment (bill to address)	Comptroller	Enter fourth line of billing information (e.g. COLUMBUS OH 43236-9022)
19A	Country		List the name of the Country in which this DoDAAC is physically located. If this is an APO/FPO/DPO, list United States and enter the APO/FPO/DPO in the State field.	NGA	Enter GENC country name found on at: https://geo.aitcnet.org/NSGREG/gencc/discovery
19B	State/APO/Province:	2	Enter the State, APO/FPO/DPO, or Province.	Postal	Enter State, Province, or APO/FPO/DPO.
19C	City	21	Enter the name of the City	Postal	Enter the City
19D	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
19E	T3_IPC	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
20	ADSN_FSN	6	Accounting Disbursing Station Number/Fiscal Station Number. This code identifies the Service payment office. This field is not validated within the DoDAAD, it is Service defined and Service dependent. Army and Air Force set a five digit numeric code, Navy and Marines mostly use a DoDAAC, DLA and Other (WHS, NSA, etc.) use a mix of numeric codes and DoDAACs.	Unit	Enter the six character ADSN/FSN of the payment office

SECTION VI - TRANSPORTATION INFORMATION

21	CCP	3	Consolidation and Containerization Point. The code applies when supplies are to be shipped via surface freight. 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).	Unit Transportation Office	Enter the CCP if this is an OCONUS DoDAAC (101 or 301).
22	T2_BBP	6	Break Bulk Point, the location that material is shipped to and broken into smaller shipment for onward movement. <i>NOTE: Only one BBP is ever active at one time. If the TAC 2 is blank, the T1_BBP is the true BBP.</i>	Unit Transportation Office	Enter DODAAC of supporting DMO/TMO/DMC.

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23	T2_APOD	3	Arial Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR).	Unit Transportation Office	Enter the APOD if this is an OCONUS DoDAAC.
24	T2_WPOD	3	Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR).	Unit Transportation Office	Enter the WPOD if this is an OCONUS DoDAAC.
SECTION VII - CONTRACTOR INFORMATION <i>(NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)</i>					
25	CONTRACT_NO	17	Contract Number is filled in when the DODAAC belongs to a contractor with an active contract	Contracting Office	Enter the Contract number that establishes the agreement between the Service/Agency and this private company. The format must be: XXXXXX-XX-X-XXXX or XXXXXX-XX-X-XXXX-XXXX
26	CAGE_CODE	5	Commercial and Government Entity Code, identifies the activity.	Contracting Office	Enter the CAGE Code from the Central Contractor Registry database (CCR) for this private company.
27	CONT_ADMIN_OFF	6	DoDAAC of Procurement Authority that wrote the contract.	Contracting Office	Enter the DoDAAC of the Procurement Authority that approved this contract.
28	CONTRACT SPONSOR DODAAC	6	The Authority Code 00 DoDAAC of the unit whose appropriations were obligated to fund this contract.	Contracting Office	Enter the Requisitioning DoDAAC of the primary activity funding the contract on behalf of the Service creating the contractor DoDAAC (i.e., if a DLA contractor DoDAAC is being created, enter the DLA sponsor DoDAAC).
29	CONT_EXP_DTE	8	Contract Period of Performance End Date	Contracting Office	Enter contract expiration date (MM/DD/YYYY)
30	CONT_CLOSE_DTE	8	Contract Close Date	Contracting Office	Enter contract close date (MM/DD/YYYY)
SECTION VIII - POINT OF CONTACT INFORMATION					
31	POC NAME	30	Point of Contact identifies the POC that can provide information on the DODAAC. Must be Government.	Unit	Enter last, first, middle initial of POC for this DODAAC.
32	POC EMAIL	40	Email of Government POC	Unit	Enter .mil e-mail address of POC.
33	POC PHONE NUMBER	21	Telephone of POC	Unit	Enter 10-digit commercial phone number of POC or 10-digit DSN if OCONUS.
SECTION IX - APPROVAL AUTHORITY INFORMATION <i>(NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)</i>					
34	ACCOUNTABLE OFFICER	NA	For requisitioning DoDAACs, list the name of the Accountable Officer responsible for accounting for goods and services procured by this DoDAAC. Authority Code 00 requires the unit/activity have a accountable officer or warranted contracting officer.	Unit/Activity	Enter the rank/name of unit accountable officer. Digitally sign and date.
35	ACCOUNTABLE OFFICER SIGNATURE	NA	Electronic signature	Unit/Activity	Digitally sign and date.
36	DATE SIGNED	NA	Date signed	Unit/Activity	Date