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MARINE CORPS BULLETIN 4420

From: Commandant of the Marine Corps
To: Distribution List

Subj: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC) MANAGEMENT

Ref: (a) DOD Instruction 4140.01, "DOD Supply Chain Materiel Management Policy," December 14, 2011
        (b) DOD 4140.1-R, "DOD Supply Chain Materiel Management Regulation," May 23, 2003
        (c) DOD 4000.25-6-M, "Department of Defense Activity Address Directory," date varies
        (d) DOD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," April 28, 2004
        (e) DOD 4000.25-M, "Defense Logistics Management System," March 1, 2003
        (f) MCO 4420.4H w/CH 1
        (g) DOD 4000.25-7-M, "Military Standard Billing System," May 15, 2007
        (h) DODFMR 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," date varies
        (i) DTR 4500.9-R, "Defense Transportation Regulation (DTR)," November 2004
        (j) DLMSO Memo, "ADC 226, Revision of MILSTRIP, MILSBILLS, and DLMS to add DODAAC Authority Code edits Supply/Finance/MILSTRIP/MILSBILLS/DODAAD), March 1, 2007 (NOTAL)
        (k) NAVSO P-1000-2-5, "Navy Comptroller Manual, Unit Identification Codes," 2009
        (l) UM 4400-124
        (m) Marine Corps Manual
        (n) MCO P4400.150E w/ERRATUM CH 1-2
        (o) OSD, Dir DPAP Memo, "Implementation of the Department of Defense (DOD) Trading Partner Number (TPN) for Intra-governmental Transactions," October 14, 2003
        (p) CMC White Letter No. 05-04 of 13 May 2004
        (q) MCO 7300.21A
        (r) MCO 7301R.65
        (s) SECNAVINST 7000.27A
        (t) MCO 3900.15B
        (u) MCO 5311.1D
        (v) SECNAV M5210.1
        (w) MCO 5200.24D

Encl: (1) Criteria for Assigning Requisition Authority to Marine Corps DODAACs
        (2) Marine Corps DODAAC/RIC Request, NAVMC 11718

1. <u>Purpose</u>. This Bulletin provides policy for the management of the Marine Corps portion of the Department of Defense Activity Address Directory (DODAAD), per references (a) through (v). This Bulletin further directs all Marine Corps commands and activities to review and validate respective

DODAACs, as outlined in paragraphs 3.b. Concept of Operations and 3.c. Tasks of this Bulletin, to ensure accounts are accurately represented within the DODAAD.

2. Background

a. DODAAD. The DODAAD is an interactive database table used by the military Services, by federal and civil agencies, and (by agreement) the General Services Administration (GSA) to identify commands/activities for business process purposes. It is managed by the Defense Logistics Agency Transaction Services (DLA TS) (formerly known as the Defense Automatic Addressing System Center (DAASC)). Policy governing the DODAAD is published by the Defense Logistics Management Standards Office (DLMSO) on behalf of the Office of the Secretary of Defense (OSD), per references (a) through (f). Per references (c) through (k), the DODAAD is the single authoritative data source for all DOD components application systems data requirements.

b. DODAAC. The Department of Defense Activity Address Code (DODAAC) is a six-position alphanumeric designator that uniquely identifies each command/activity within the Department that requisitions, marks, ships, and/or receives materials; funds/pays bills; and accounts for DOD-owned supplies and equipment. These codes, addresses, and other pertinent data are maintained in the DODAAD.

(1) Criticality. Each DODAAC is comprised of 97 data fields and, while some are more familiar than others, all of these data fields are critical to enabling Marine Corps business processes. These business processes begin with requisitioning and contracting of equipment, materials, and services and extend through tracking and acceptance to providing that procurement data to financial and supply accountability systems. It is imperative to the Marine Corps' ability to remain a good steward of taxpayer dollars that commanding officers ensure accurate and complete data is provided and maintained for all 107 fields in each of their respective DODAACs. Enclosure (2) provides a full listing of these 107 data fields.

(2) Designator. The first position of a DODAAC indicates the particular Service/agency, with an alpha character in the first position indicating a DOD Service/agency ("M" for Marine Corps commands and activities) and a numeric character in the first position indicating a non-DOD agency. Commercial activities may also be identified with unique DODAACs assigned by each of the Services ("L" for contractors supporting the Marine Corps). The remaining five positions are assigned by the Services' respective Central Service Points (CSPs).

(3) Addresses. There may be up to four distinct addresses for each DODAAC contained in the DODAAD, with each address being distinguished by a Type of Address Code (TAC). TACs for a DODAAC contain specific information relative to the owner of that DODAAC and are defined as follows:

(a) TAC 1. Referred to as "Owner" information; identifies the mailing address of the command/activity, and contains mandatory POC information (i.e., name, telephone number, e-mail address, etc.).

(b) TAC 2. Referred to as "Ship-To" information; identifies the ship-to or freight address for the command/activity. If no ship-to information is entered, the TAC 1 address is used.

(c) TAC 3. Referred to as "Bill-To" information; identifies the billing address or the command/activity responsible for payment of bills. If no bill-to information is entered, the TAC 1 address is used.

(d) TAC 4. Referred to as "Commercial Small Parcel Shipping" information; identifies the commercial shipping address (e.g., address used by the United States Postal Service (USPS), United Parcel Services (UPS), Federal Express (FedEx), etc.) used to support the command/activity. If no commercial shipping information is entered, the TAC 2 address is used. If TAC 2 address does not exist, the TAC 1 address is used.

(e) Classified Addresses. Classified addresses have distinct open issues for which the guidance published in reference (c) applies.

(4) Authority Codes

(a) Per reference (j), DLMSO, on behalf of OSD, revised the Defense Logistics Management System (DLMS), the Military Standard Requisitioning and Issue Procedures (MILSTRIP), and the Military Standard Billing System (MILSBILLS). The revision established authority codes that limited or restricted the ability of any given command/activity (on a by-DODAAC basis) to requisition, ship, and bill. These authority codes are applied to DODAACs of all Service components.

(b) Authority codes also provide DLA TS with the ability to identify the source of supply rejection — under DLMS, MILSTRIP, and MILSBILLS — of requisitions or bills, as appropriate.

(c) Commands with full Requisition Authority have an authority code of "00" (Requisition; No Restriction) assigned to their DODAAC in the DODAAD. When authority codes were initially implemented, all DODAACs were defaulted to authority code "00" (Full Authority) by DLA TS, unless a more restrictive code was previously identified by the Service/agency to DLA TS for specific DODAACs.

(d) Following validation of all Marine Corps DODAACs, as outlined in paragraph 3 of this Bulletin, the CSP will update authority codes for all existing Marine Corps DODAACs and will assign the appropriate authority codes based on guidance contained in this Bulletin and per references (c), (e), and (j). Authority Codes are summarized on page 5 of enclosure (2).

c. Full (Requisition) Authority. Full Authority (referred to as Requisition Authority) is defined as a commanding officer's authority to create financial obligations, and to commit appropriated funds to meet those obligations. It is contingent upon the commanding officer having the requisite supply and/or contracting capabilities (e.g., personnel, procedures, systems, etc.) to manage the financial obligations, the funding commitments, and the actual materiel and/or services through respective lifecycles. As such, only those DODAACs having a commanding officer with the requisite authority and capabilities will be granted Requisition Authority in the DODAAD. The criteria for assigning Requisition Authority to a DODAAC are outlined in enclosure (1).

(1) Conferring of Requisition Authority on Commanding Officers by the Commandant of the Marine Corps

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(a) DOD policy, per references (a), (b), and (h), requires that responsibility, and therefore liability, for the obligation of appropriated funds must be traceable to an individual. The Commandant of the Marine Corps is responsible, under the provisions of U.S. Code Title 31, for the obligation of funds appropriated to the Marine Corps.

(b) The Commandant confers this Requisition Authority upon commanding officers above the company grade (i.e., battalion or squadron, equivalent and above) by virtue of their appointment to command, as defined by the Marine Corps Manual. This authority allows commanding officers to obligate appropriated funds for their respective commands/activities. Commanding officers are able to exercise Requisition Authority based on their parallel court-martial authority which allows them the ability to adjudicate matters relative to any loss, damage, or theft of government property and/or funds with which that commander is charged to safeguard.

(c) Because Requisition Authority is statutory under the provisions of U.S. Code Title 31, it cannot be delegated, in whole or in part within a command. Commanding officers are personally responsible for any act which causes an over-commitment, over-obligation, or over-expenditure of appropriated funds.

(2) Appointment of Individuals to Carry Out Commanding Officers' Requisition Authority. Because commanding officers cannot delegate Requisition Authority, they will appoint designated supply and/or contracting representative(s) to carry out command-level functions required by the investiture of that authority. This includes requisitioning of supplies; purchasing of materials, services, and labor; and creating orders for temporary additional duty. The commanding officer may also appoint individuals to physically account for materials and services acquired by the command with appropriated funds.

(3) Additional Requirements. Beyond designating individuals within their commands/activities to carry out command-level functions, commanding officers will, as necessary, appoint personnel to the positions outlined below. These personnel will be charged with ensuring execution of the commanding officer's Requisition Authority is in accordance with this Bulletin and the references contained herein.

(a) Funds Certifiers. Persons identified, in writing, as having the responsibility for approving requisitions and thus committing funds (e.g., supply officers, unit fiscal officers).

(b) Requisition Reviewers. Persons identified as having responsibility for reviewing all data entry for accuracy and ensuring a bona fide need exists for materials and/or services that are requisitioned/ procured, resulting in commitment of funds (e.g., supply officers, unit responsible officers, maintenance commodity officers-in-charge).

(c) Requisitioners. Persons identified as having responsibility for creating and forwarding requisitions for approval (e.g., supply officers, responsible officers, commodity managers, work section heads).

(4) Capabilities Required to Exercise Requisition Authority

(a) Requisition Authority is contingent upon a command/activity having a Table of Organization (T/O) mission statement directing that

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command/activity to submit and process fiscal and supply transactions and to manage the records inherent to the full lifecycle of the materials and/or services, i.e., from request to receipt to sub-custody to completion/issue/ transfer/disposal.

(b) Commands charged with this mission must therefore possess the supply and/or contracting T/O structure necessary to perform these functions. A supply or contracting officer (to include civilian equivalent), with appropriate supporting staff, is authorized to submit requisitions and obligate appropriated funds on behalf of his or her commanding officer, unless stated otherwise in that command's MCBul 5400 or mission statement.

(5) Requisitional Authority. This term is often incorrectly interchanged with "Requisition Authority". Requisitional Authority refers to a type of funding applied by supply activities at the MEF-and-below level to induct requisitions into the Marine Corps supply system. It enabled leveraged buying of supply system items at the intermediate level of supply (See reference (1), Part III, Sect 7).

(a) To accomplish leveraged buying, two types of funds were established: Planning Estimate (PE) and Requisitional Authority (RA). PE dollars represented actual Operations & Maintenance (O&M) appropriations provided to a major command.

(b) That major command's comptroller then passed a portion of PE dollars to their supporting Supply Management Unit (SMU) to make purchases from Marine Corps- and DOD-supported inventories. The comptroller simultaneously provided a portion of each command's/activity's budget as RA dollars, with the total RA dollar amount passed to all units equaling the PE dollar amount passed to the SMU.

(c) This enabled individual units to submit requisitions in SASSY that would create RA obligations against the SMU's PE funds. The SMU then captured and aggregated those unit requisitions, bought and stored in bulk, and filled unit requisitions from that bulk inventory.

d. Business Partner Number (BPN)

(1) Reference (o) implemented the BPN to identify federal agencies and DOD activities with requisition authority that enter into agreements with one another for the purpose of acquiring materials and services. Activities must identify themselves with a unique BPN on all intra-governmental transactions.

(2) All BPNs for DOD activities are listed in the Federal Registry (FedReg) System, with each BPN containing the six-character DODAAC unique to its activity. As such, accurate DODAAC assignment and management is critical as FedReg pulls information automatically from the DODAAD.

(3) HQMC P&R Accounting & Financial Systems Branch (RFA) is the Marine Corps Agency Registration Official (ARO). The ARO oversees intra-governmental transactions involving, and information inducted into the FedReg System from, Marine Corps commands/activities.

e. Roles, Responsibilities, and Assignment. Management of the DODAAD is a concerted effort between DLA TS and all Services and agencies that are registered within the DODAAD. Each Service and agency is required to

maintain their portion of the DODAAD accurately on an as-occurring basis and to ensure compliance with standard DODAAD procedures. This DODAAD management requirement is the inherent responsibility of each Service and its CSP, its major commands, and its individual units/activities.

(1) <u>Defense Logistics Management Standards Office (DLMSO)</u>. DLMSO serves as the DOD Executive Agent for logistics information exchange and serves as a DOD Enterprise Service Provider supporting the OSD Supply Chain Integration Office, the OSD Defense Procurement and Acquisition Policy Office, and the OSD Comptroller office. DLMSO is responsible for administering DOD policy regarding the management of logistics transactions supported by both the Defense Logistics Standard Systems (DLSS) and the Defense Logistics Management System (DLMS). They are also responsible for establishing DODAAD policy through the DODAAD Process Review Committee (PRC).

(2) <u>Defense Logistics Agency Transaction Services (DLA TS)</u>. Per references (a) through (k), DLA TS is the official repository for DODAACs and Routing Identifier Codes (RICs) and is responsible for maintaining DODAACs in the DODAAC and for editing, routing, and transmitting electronic logistics transactions to the military Services, federal and civil agencies, and contractors.

(3) <u>Defense Finance and Accounting Service (DFAS)</u>. DFAS is responsible for validating billing information for DODAAC accounts billed through their service centers when that information is changed in an existing DODAAC or introduced in a new DODAAC. Per reference (i), DFAS also serves as the Department of the Navy (DoN) Comptroller's executive agent for the assignment of DoN financial Unit Identification Codes (UICs). DFAS maintains the DoN UIC table for all Navy and Marine Corps financial management operations.

(4) <u>Headquarters, U.S. Marine Corps</u>. The DODAAD facilitates both logistics and financial business processes within the Marine Corps. As such, policy for management of the DODAAD is formulated by two Departments within HQMC, the Installations and Logistics (I&L) Department and the Programs and Resources (P&R) Department.

(a) <u>The Deputy Commandant for Installations and Logistics (DC I&L)</u>. DC I&L is responsible to the Commandant of the Marine Corps for establishing logistics policy. DC I&L exercises authority for all issues pertaining to logistics, strategic mobility, purchasing & contracting, facilities, and installations. Though developed collaboratively across all functional DODAAD stakeholders, the policy for managing the Marine Corps' portion of the DODAAD is published on behalf of HQMC by DC I&L.

<u>1</u>. <u>Logistics Plans, Policy, and Strategic Mobility Division (LP)</u>. LP, and more specifically the Logistics Policy and Capabilities Branch (LPC) serves as the principal Marine Corps representative to the Office of the Secretary of Defense (OSD) DODAAD PRC and provides policy guidance to the Marine Corps on DODAAD Management. LPC is responsible for the management of the Marine Corps portion of the DODAAD, to include:

<u>a</u>. Validating existing DODAAC authority codes.

<u>b</u>. Reviewing and approving all requests for changes to existing DODAACs.

<u>c</u>. Coordinating with DC P&R RFA for the assignment of authority codes 00, 02, and 05, and for validating SABRS Table Load Requests.

<u>2</u>. <u>Contracts Division (LB)</u>. LB is responsible for Marine Corps policy guidance on contracting and is also responsible for approving procurement authority relative to Marine Corps DODAACs.

(b) <u>The Deputy Commandant for Programs and Resources (DC P&R)</u>

<u>1</u>. DC P&R is responsible to the Commandant of the Marine Corps for developing and defending the Marine Corps financial requirements, policies, and programs. The P&R Department formulates the principles and policies that enable effective control and oversight of all Marine Corps financial operations to include budget execution, reporting on Marine Corps appropriations, and audit and review functions. DC P&R is the functional advocate for financial management systems (e.g., SABRS) and as such, provides financial management policy input to DC I&L in support of logistics policy.

<u>2</u>. <u>Accounting and Financial Systems Branch (RFA)</u>. RFA is responsible for ensuring units and activities are loaded to the Standard Accounting, Budgeting, and Reporting System (SABRS) and for validating requisition and billing authority codes (discussed in paragraph 2.b.(4)) relative to Marine Corps DODAACs and Business Partner Numbers (BPN) (discussed in paragraph 2.d.), per references (o), (r), and (s).

(5) <u>DODAAD Central Service Point (CSP)</u>. Per references (c) and (f), each Service has a CSP which is responsible for ensuring the accuracy and currency of the DODAACs assigned to that Service. The CSP for the Marine Corps is currently HQMC, DC I&L (LPC). The CSP serves as a Marine Corps representative on the OSD DODAAD PRC. The CSP is responsible for:

(a) Working with HQMC to establish procedures and processes for managing Marine Corps DODAACs.

(b) Monitoring and approving new assignment, change, or termination of DODAAC and address data as outlined in this policy and as prescribed by reference (c).

(c) Working with MAJCOM DODAAC Monitors to validate and process changes to DODAACs.

(d) Controlling the transmission of the DODAAC maintenance data to DLA TS.

(e) Editing DODAAC updates before they are processed into the DLA TS Web DODAAD system.

(6) <u>Major Command (MAJCOM) DODAAC Monitors</u>. For the purposes of DODAAD management, the term "MAJCOM" has a dual meaning: the codes themselves and the commands those codes represent. Per reference (c), every DODAAC has a two-digit MAJCOM Code. This code designates the MAJCOM to which the unit possessing that DODAAC belongs. There are currently 29 active MAJCOMs in the Marine Corps, each with a unique MAJCOM Code (see page 6 of enclosure (2)). By this structure, DODAAD hierarchy is established within the Marine Corps.

(a) Each MAJCOM will appoint a Primary and an Alternate MAJCOM DODAAC Monitor through whom all requests are routed. Any changes in Point of

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Contact (POC) information, office symbol, and/or telephone number should be forwarded on an as-occurring basis to HQMC, via the Marine Corps CSP. In the event both MAJCOM DODAAC Monitors are unavailable for an extended period, the command will either appoint a new Primary MAJCOM DODAAC Monitor or contact the CSP for assistance.

(b) Each MAJCOM DODAAC Monitor in the Marine Corps is responsible for managing the DODAACs belonging to his or her command and, therefore, assigned in the DODAAD hierarchy to his or her MAJCOM code.

(c) The MAJCOM DODAAC Monitor receives, reviews, and approves/disapproves DODAAC requests (additions, changes, and deletions) initiated by a unit within his or her MAJCOM or by the MAJCOM itself. This function is also the focal point for annual validation of all DODAAC accounts within the command (except contractor accounts).

(7) <u>Individual Commands and Activities</u>. Every command and activity that has a DODAAC is responsible for ensuring the information contained in their DODAAC is maintained accurately in order to minimize disruption to logistics and financial systems that rely upon the accuracy of DODAAD data. All Marine Corps commands and activities will submit requests to update their DODAACs to the CSP via their MAJCOM DODAAC Monitor.

(8) <u>Marine Corps Contracting Officers</u>. Responsibility for contractor DODAAC management lies with the Administrative Contracting Officer (ACO), Procuring Contracting Officer (PCO), or Defense Contract Management Agency (DCMA) Office having administrative oversight of the contract for which the DODAAC was assigned. Sponsors of contractors who have Marine Corps DODAACs are responsible for the accuracy of the data contained in the contractor's DODAAC. All requests for contractor DODAACS shall be forwarded to the CSP via the MAJCOM DODAAC Monitor for Marine Corps contractor DODAACs. Specifically, Contracting Officers having administrative oversight of the contract for which DODAACs must be or are assigned are responsible for:

(a) Submitting new DODAAC requests for contractors.

(b) Initiating contractor DODAAC change requests to include extensions of contract expiration dates.

(c) Initiating requests to delete contractor DODAACs upon contract completion/expiration/termination.

e. <u>Current Situation</u>

(1) HQMC I&L, HQMC P&R, and MARCORLOGCOM conducted an analysis of the Marine Corps portion of the DODAAD and have identified numerous DODAAC inaccuracies. Many Marine Corps commands/activities are erroneously identified within the DODAAD as having Requisition Authority and other units that have been deactivated or redesignated show active records.

(2) These inaccuracies, combined with outdated Marine Corps DODAAD policy and management practices, have impeded the Marine Corps' ability to achieve a "clean audit". Achieving a clean audit means tracking and accepting contracted equipment, materials, and services and providing that contract data to financial and supply accountability systems. This assures sound financial management (to include prompt payment), facilitates accountability of equipment and materials received into the Marine Corps

inventory, and gives Congress and the taxpayers confidence that the Marine Corps is a good steward of their dollars. Undermining this confidence is the long-standing problem, identified in reference (p), of interest penalty charges resulting from late payments to commercial vendors.

(3) To address this problem, the Marine Corps is implementing the DOD-mandated application called Wide Area Work Flow - Receipt and Acceptance (WAWF-RA). WAWF provides the benefit of performing web-based acceptance of contracted equipment, materials, and services, via secure and auditable transactions, and automatically transmitting that contracting data to financial and supply accountability systems. This process, however, revolves around accurate DODAAC information being maintained in the DODAAD.

(4) Further resolution now requires the Marine Corps to purge its portion of the DODAAD of errors, update the data contained within those DODAACs that remain valid, and publish new policy on both DODAAD management and use of DODAACs within our logistics and financial systems of record.

3. Action. Within 60 days from the publication of this policy, all Marine Corps commands and activities will coordinate with their respective MAJCOM DODAAC Monitor, Supply Management Unit (SMU), Distribution Management Office (DMO)/Transportation Management Office (TMO), Postal Officer, and Comptroller to validate that their applicable DODAACs are accurately represented within the DODAAD and report validation results to HQMC I&L LPC.

   a. Commander's Intent. It is the intent of DC I&L and DC P&R to assure sound financial management practices, facilitate accountability of equipment and materials received into the Marine Corps inventory, and instill confidence in both Congress and the taxpayers that the Marine Corps is an effective steward of the resources entrusted to us. As a step toward achieving these effects, all Marine Corps commands and activities will ensure DODAACs contained in the Marine Corps portion of the DODAAD are thoroughly reviewed and the information accurately registered.

   b. Concept of Operations

      (1) Within 60 days from the publication of this Bulletin, all Marine Corps commands and activities (to include HQMC Departments and Agencies as well as contractors with current/active contracts in support of the Marine Corps) will review and validate data contained in their respective Marine Corps DODAACs to ensure that data is accurately registered within the DODAAD.

      (2) Marine Corps commands, activities, and contractors will coordinate review and validation with their respective MAJCOM DODAAC Monitor as well as their respective G-1/S-1, G-4/S-4, Supply Section, DMO/TMO, Postal Officer, and Comptroller to ensure that proper authority codes have been assigned, all TAC information is current, and all other data fields within their DODAACs have the requisite, updated information entered. Of the 97 data fields that comprise a DODAAC, those outlined in enclosure (2), at a minimum, will be validated. Commanding Officers will pay particular attention to the assignment of DODAACs with Requisition Authority (authority code "00" (Requisition; No Restriction)) to ensure DODAACs assigned this authority code meet the criteria defined in paragraph 2.c. and in enclosure (1) of this Bulletin. Upon validation, respective MAJCOM DODAAC Monitors will aggregate responses from their respective commands and activities and forward completed reports to the Marine Corps DODAAD CSP.

(3) Also within the 60 days from the publication of this Bulletin, HQMC will validate units whose DODAACs have authority code "00" to ensure they meet the criteria defined in paragraph 2.c. and in enclosure (1). Those with "00" that do not meet the criteria will have their authority codes reset to "01" (Ship-to Only). Authority codes for Marine Corps DODAACs in the DODAAD will be reset in accordance with the data contained in Table 208 of the Standard Accounting, Budget and Reporting System (SABRS).

(4) After 60 days, those units who have not validated the Requisition Authority and other data fields for their respective DODAACs will have their authority codes reset to "01" (Ship-to Only). Units whose authority codes are reset to "01" will submit requests for supplies and services to their supporting requisitioning command.

(5) Units with a valid requirement to have Requisition Authority but who do not meet the established criteria shall submit their mission and structure requirements to the Deputy Commandant for Combat Development and Integration (DC CD&I) via their chain of command, in accordance with references (t) and (u). Requests for the establishment, change, or deletion of a DODAAC or Routing Identifier Code (RIC) will be forwarded, via NAVMC 11718, to the Marine Corps DODAAC CSP via the respective MAJCOM DoDAAC Monitor in accordance with policy contained herein (see paragraph 2.).

c. Tasks

(1) Deputy Commandant for Installations and Logistics (DC I&L)

(a) Provide, as necessary, oversight and guidance to all commands and activities during the execution of this DODAAC reset.

(b) Collect, analyze, consolidate, and submit validation data to the CSP.

(c) Validate, with HQMC P&R, DODAACs listed in the SABRS 208 Table that have authority code "00" against Marine Corps Tables of Organization; remove all DODAACs whose T/O does not provide the capabilities required to exercise requisition authority.

(d) Coordinate, within 60 days from the publication of this Bulletin, with each major command and activity to validate DODAAC data and update the DODAAD accordingly.

(e) Reset, after 60 days from the publication of this Bulletin, DODAAC authority codes to "00" only for those units who have valid Requisition Authority in accordance with criteria established in this Bulletin; reset all other DODAACs to authority code "01".

(f) Reset, per reference (q), the authority codes for all Marine Corps DODAACs using the SABRS 208 Table list provided by HQMC P&R.

(g) Remove all "L" DODAACs from the DODAAD for which current Marine Corps contract/CAGE information is not available.

(h) Review, in coordination with DLA and GSA, all DODAACs currently registered with DOD-sponsored offline requisitioning systems/web-portals; remove all DODAACs that do not have Requisition Authority.

(i) Update all existing five-digit ZIP codes to nine digits.

(j) Forward recommended DODAAD functionality or publication changes to DLMSO (Attn: DODAAD System Administrator).

(k) Notify DLA TS of any change to CSP POC information.

(l) Monitor the Marine Corps portion of the DODAAD and update it in accordance with references (c) and (f); ensure all Marine Corps DODAAC data is current and accurate.

(m) Establish and assign DODAACs as necessary.

(n) Verify compliance with this Bulletin via Field Supply and Maintenance Analysis Office (FSMAO) Teams.

(o) Ensure the information contained in this Bulletin is incorporated into the revisions of references (f) and (n).

(2) Deputy Commandant for Programs and Resources (DC P&R)

(a) Provide, per reference (q), HQMC I&L LPC with the current list of DODAACs published in the SABRS Table 208 to update the DODAAD.

(b) Review, after 90 days from the publication of this Bulletin, all BPNs and associated DODAACs to ensure proper entries have been loaded to the FedReg System, per reference (s).

(c) Create and assign AROs to each major command and activity and to each BPN based on the SABRS DODAAC hierarchy.

(d) Update SABRS records accordingly.

(e) Notify DC I&L (LPC) via when above actions have been completed.

(3)   Deputy Commandant for Combat Development and Integration (DC CD&I)

(a) Coordinate with HQMC I&L LPC to reconcile the DODAAC Table within the Total Force Structure Management System (TFSMS) against the Marine Corps portion of the DODAAD.

(b) Notify DC I&L LPC when above action has been completed.

(4) Commander, Marine Corps Logistics Command (COMMARCORLOGCOM)

(a) Reconcile the Marine Corps portion of the DODAAD against the SASSY In the Clear Address File (ICAF), the Stock Control System (SCS) Customer Index File (CIF), and the appropriate TFSMS tables holding DODAAC data.

(b) Reconcile the Marine Corps portion of the DODAAD against the WIR On-Line Process Handler (WOLPH) to ensure DODAACs registered in WOLPH are valid.

(c) Ensure MARCORLOGCOM contractors with DODAACs listed in the DODAAD have current/active Marine Corps contracts and that requisite contract information is reflected in their respective DODAACs.

(d) Ensure authority codes assigned to contractors align to contractual requirements of the Marine Corps programs being supported.

(e) Notify DC I&L LPC when above actions have been completed.

(5) <u>Commander, Marine Corps Systems Command (COMMARCORSYSCOM)</u>

(a) Reconcile Marine Corps DODAACs contained in WAWF-RA against the DODAAD and strip any Marine Corps DODAACs in WAWF not loaded to the DODAAD.

(b) Ensure MARCORSYSCOM contractors with DODAACs listed in the DODAAD have current/active Marine Corps contracts and that requisite contract information is reflected in their respective DODAACs.

(c) Coordinate with HQMC I&L LPC and MARCORLOGCOM to ensure that DODAACs and RICs for commercial repair facilities contracted by the Marine Corps are properly identified, assigned, and/or reconciled.

(d) Ensure authority codes assigned to contractors align to contractual requirements of the Marine Corps programs being supported.

(e) Notify DC I&L LPC via naval message when above actions have been completed.

(f) Ensure that Marine Corps contractor DODAACs and RICs are periodically updated and remain current.

(g) Ensure that Marine Corps DODAACs contained in WAWF-RA are periodically reconciled against the DODAAD.

(h) Coordinate with HQMC I&L LPC and P&R RFA to ensure DODAACs contained in Purchase Request Builder align with those contained in the DoDAAD and SABRS.

(6) <u>All Marine Corps Commands and Activities (to include HQMC Departments and Agencies as well as Marine Corps Contractors)</u>

(a) Review and validate, no later than 60 days from the publication of this Bulletin, respective command/activity DODAACs as outlined in paragraph 3.b. Concept of Operations.

(b) Report, no later than 60 days from the publication of this Bulletin, results of respective command/activity DODAAC review and validation to the Marine Corps DODAAD CSP via respective MAJCOM DODAAC Monitors.

(c) For MAJCOMs listed on page 6 of enclosure (2) only: Identify, no later than 30 days from the publication of this Bulletin, Primary and Alternate MAJCOM DODAAC Monitors to HQMC I&L LPC.

(d) Submit requests for supplies and services to supporting requisitioning commands if your unit's authority code is reset to "01" (Ship-to Only).

(e) Submit mission and structure requirements to HQMC CD&I, via chain of command, in accordance with references (t) and (u), if your unit has a valid requirement to possess Requisition Authority (i.e., authority code "00" (Requisition; No Restriction)) but does not currently meet the criteria established in this Bulletin.

(f) Ensure that all contractors under a command's/activity's authority with DODAACs listed in the DODAAD have current/active Marine Corps contracts and that requisite contract information is reflected in the respective DODAACs.

(g) Ensure authority codes assigned to contractors align to contractual requirements of the Marine Corps programs being supported.

(h) Assign an ARO within each command and activity having authority code "00"; once assigned, unit AROs will maintain unit BPN information with their respective major command/activity AROs.

(i) Ensure commanding officers of each command and activity having authority code "00" appoint appropriate individuals to carry out commanding officers' Requisition Authority, in accordance with paragraph 2.c.(2) through 2.c.(4) of this Bulletin.

(j) Forward requests, as required, via NAVMC 11718, to establish, change, or delete DODAACs or Routing Identifier Codes (RICs) to the Marine Corps DODAAD CSP (see paragraphs 2 and 4).

(k) Establish internal management controls to ensure compliance with this Bulletin.

4. Administration

a. For a complete listing of DODAAC data fields, the DODAAD Master File Layout/Data Dictionary is available at the Defense Logistics Management Standards Office (DLMSO) website at:

https://www.dla.mil/j-6/dlmso/programs/committees/DODAAD/default.asp

b. Marine Corps commands and activities may request assistance from their local FSMAO concerning guidance published in this Bulletin.

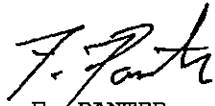c. The CSP for the Marine Corps may be contacted at:

    Headquarters, U.S. Marine Corps
    Deputy Commandant, Installations and Logistics
    Attn: Logistics Policy & Capabilities Branch (LPC)
    3000 Marine Corps Pentagon
    Washington, D.C. 20350
    Commercial: 571-256-7123
    DSN: 260-7123

(4) Recommendations concerning the contents of this policy are invited and should be submitted to the Commandant of the Marine Corps (Code LPC-2) via the appropriate chain of command.

(5) All developers, owners, and users of Department of Defense and Marine Corps information systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and references (v) and (w).

5. <u>Reserve Applicability</u>. This Bulletin is applicable to the Marine Corps Total Force.

6. <u>Cancellation Contingency</u>. This Bulletin will be void one year after the date signed or when it is incorporated into reference (f), whichever occurs first.

F. PANTER
Deputy Commandant,
Installations and Logistics

DISTRIBUTION: PCN 10205411100

Criteria for Assigning Requisition Authority to Marine Corps DODAACs

1. The commanding officer of the command/activity must be officially appointed to command via orders issued by CMC.

2. The commanding officer of the command/activity must be charged with exercising Title 10 responsibilities relative to accountability of government equipment and funds.

3. The commanding officer of the command/activity must possess a level of judicial authority sufficient to adjudicate matters relative to any loss, damage, or theft of government property and/or funds with which that person is charged to safeguard (i.e., field grade or above).

4. The command/activity must be authorized, per its mission statement in an authorized T/O, to requisition supplies, equipment, materiel, and/or services in support of that mission.

5. The command/activity must be authorized, per its mission statement in an authorized T/O, a financial management capability (resources and allocated funds) that enable requisitioning of supplies, equipment, materiel, and/or services in support of that mission.

6. The command/activity must be authorized, per its mission statement in an authorized T/O, to possess supply accountability capability (personnel and resources) to account for and track supplies, equipment, materiel, and/or services through respective lifecycles from initial request to transfer/disposal/completion) of requisitioned/contracted items/services.

Marine Corps DODAAC/RIC Request

USMC DODAAC / RIC REQUEST
(Read Additional Instructions, Authority Codes, and Major Command Codes before completing form.)

To request changes to the Department of Defense Activity Address Directory (DODAAD), complete this form by entering data in the **shaded areas** and forward to the U.S. Marine Corps DODAAD Central Service Point (CSP) – via the appropriate MAJCOM DoDAAC Monitor(s) – along with a copy of the MCBul 5400 (as applicable).

Note: All fields are mandatory. Enter information in shaded areas.

SECTION I - TYPE OF REQUEST
(Check one.)

A. UPDATE/CHANGE *(Enter DODAAC being updated/changed.)*	➡	
B. NEW DoDAAC *(Enter DODAAC requested (from MCBul 5400 as applicable).)*	➡	
C. DELETE *(Enter DODAAC being deleted.)*	➡	

D. UNIT ROTATION *(A separate DODAAC Request must be filled out for each unit affected by the rotation and forwarded together to the CSP.)*	*(Enter DODAACs and MAJCOM(s) affected.)*	➡	PRIMARY DODAAC		MAJCOM	
		➡	SECONDARY DODAAC		MAJCOM	
		➡	TERTIARY DODAAC *(if applicable)*		MAJCOM	

E. ROUTING IDENTIFICATION CODE (RIC)	*(Enter RIC being updated/requested)*	➡		*(Enter DODAAC associated to this RIC)*	

1. REASON FOR THE REQUEST: *(Provide a brief description why this request is being submitted. If new DODAAC, ensure reason justifies authority code requested.)*

SECTION II - DODAAC INFORMATION

2. UNIT IDENTIFICATION CODE (UIC): *(Enter the Unit's UIC from TFSMS or DRRS-MC.)*	3. AUTHORITY CODE: *(Enter requested Authority Code from table.)*	4. STATUS COMMRI	5. BILLING COMMRI:

6. MAJOR COMMAND (MAJCOM) CODE: *(Enter MAJCOM from table.)*	7. PROCUREMENT AUTHORITY FLAG: *(Enter Y ONLY if authorized by HQMC LB to write contracts against this DoDAAC.)*

SECTION III - TAC 1 INFORMATION

8. LINE 1: *(Enter first line of unit's official mailing address; normally unit/activity commander's title.)*

9. LINE 2: *(Enter second line of unit's official mailing address; normally name of the unit/activity.)*

10. LINE 3: *(Enter third line of unit's official mailing address; normally the street address or post office box of the unit/activity.)*

11. LINE 4: *(Enter fourth line information of the unit's official mailing address in the following fields.)*

11A. COUNTRY (– mil-, fip-, fms-)	11B. STATE/APO/Province:
11C. CITY:	11D. ZIP Code:	11E. International ZIP Code:

SECTION IV - TAC 2 INFORMATION

12. LINE 1: *(Enter first line of the unit's official shipping address; normally the supporting DMO/TMO.)*

13. LINE 2: *(Enter second line of unit's official shipping address; normally the building number of the DMO/TMO.)*

14. LINE 3: *(Enter third line of unit's official shipping address; normally the street address or post office box of the DMO/TMO.)*

15. LINE 4: *(Enter fourth line information of the unit's official shipping address in the following fields -- normally the supporting DMO/TMO.)*

15A. COUNTRY (– mil-, fip-, fms-)	15B. STATE/APO/Province:
15C. CITY:	15D. ZIP Code:	15E. International ZIP Code:

NAVMC 11718 (Rev. 02-12)(EF)
FOUO - Privacy sensitive when filled in.

PREVIOUS EDITION IS OBSOLETE
FOR OFFICIAL USE ONLY

Enclosure (2)

SECTION V - TAC 3 INFORMATION

16. LINE 1: *(Enter first line of unit's official billing address.)*

17. LINE 2: *(Enter second line of unit's billing mailing address.)*

18. LINE 3: *(Enter third line of unit's official billing address; normally the street address or post office box of the unit/activity.)*

19. LINE 4: *(Enter fourth line information of the unit's billing address in the following fields.)*

19A. COUNTRY (– mil-, fip-, fms-)	19B. STATE/APO/Province:	
19C. CITY:	19D. ZIP Code:	19E. International ZIP Code:

20. ADSN/FSN: *(Enter 067443 execpt for MCLC Navy Working Capital Fund DoDAACs use 067004.)*

SECTION VI - TAC 4 INFORMATION
(SMALL PACKAGE CARRIER)

21. LINE 1: *(Enter first line of unit's official mailing address; normally unit/activity commander's title.)*

22. LINE 2: *(Enter second line of unit's official mailing address; normally building number of unit/activity.)*

23. LINE 3: *(Enter third line of unit's official mailing address; normally the street address or post office box of the unit/activity.)*

24. LINE 4: *(Enter fourth line information of the unit's official mailing address for courier of small packages in the following fields.)*

24A. COUNTRY (– mil-, fip-, fms-)	24B. STATE/APO/Province:	
24C. CITY:	24D. ZIP Code:	24E. International ZIP Code:

SECTION VII - TRANSPORTATION INFORMATION

25. CONSOLIDATION AND CONTAINERIZATION POINT (CCP):	26. BREAK BULK POINT: *(Enter DODAAC of supporting DMO/TMO/DMC or any subsequent BBP.)*	27. AERIAL PORT OF DEBARKATION (APOD): *(Enter the applicable APOD.)*	28. WATER PORT OF DEBARKATION (WPOD): *(Enter the applicable WPOD.)*

SECTION VIII - POINT OF CONTACT INFORMATION

29. COMMANDING OFFICER: *(Enter rank/full name if requesting full authority.)*	30. SUPPLY OFFICER: *(Enter rank/full name if requesting full authority.)*

31. POC NAME: *(Enter POC of person primarily associated with this DoDAAC; Last, First, Middle Initial. - For Contractor DODAACs, enter POC of Government representative.)*

32. POC E-MAIL:	33. POC PHONE NUMBER: *(10 digit commercial/DSN)*

SECTION IX - CONTRACTOR INFORMATION
(Enter the following information if DODAAC is for a USMC Contractor.)

34. CONTRACT NUMBER:	35. CAGE CODE:	36. CONTRACT ADMINISTRATION OFFICE: *(Enter DoDAAC of Procurement Authority for this contract.)*
37. CONTRACT SPONSOR: *(Enter Requisitioning DoDAAC of Command that funded this contract.)*	38. CONTRACT EXPIRATION DATE:	

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INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM				
Field No.	**DODAAC / RIC FIELD**		**DEFINITION**	**SPONSOR/ACTION OFFICE**	**INSTRUCTIONS**
	NAME	**NUMBER OF CHARACTERS**			
SECTION I - TYPE OF REQUEST					
A - E	Type of Request		Update to existing DoDAAC, New DoDAAC, Deletion of existing DoDAAC, Unit Rotation, or RIC.	Unit	Check the box that applies. If New DODAAC, enter DODAAC being requested (if applicable). This would usually come from the MCBul 5400. 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	Unit Identification Code. Every DoDAAC must be assigned to a UIC. Used for Readiness Reporting and Equipment Allowance information.	Unit/TFSMS	Enter 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)	I&L LP	Enter code from table (attached). NOTE: 00 must be approved by HQMC.
4	Status COMMRI	7	Data Pattern Communication Routing Identifier (COMMRI)	MCLC	Enter DP COMMRI
5	Billing COMMRI	7	Billing COMMRI	MCLC	Enter Billing COMMRI
6	Major Command (MAJCOM Code	2	Major Command Code	I&L LP	Enter two-digit command code from Major Command Code table (attached)
7	Procurement Authority Flag	1	Procurement Authority Flag has been requested by the Acquisition Community to track which DoDAACs have been given procurement authority. Units without a procurement flag cannot write contracts against their DoDAAC.	I&L LB	If unit will be performing contracting actions, request for procurement authority must be obtained separately from HQMC DC I&L LB, and the warranted contracting officer identified in that request.
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	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)
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, list United States and enter the APO/FPO in the State field.	Postal	Enter country
11B	State/APO/Province:		State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO.
11C	City		City	Postal	Enter the City
11D	ZIP		Full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
11E	T1_PC_ZIP		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	I&L LPD and DMO/TMO	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	I&L LPD and DMO/TMO	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	I&L LPD and DMO/TMO	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	I&L LPD and DMO/TMO	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. This CANNOT be an APO/FPO.	Postal	Enter country. NOTE: Foreign countries MUST also enter CCP & APOD/WPOD info.
15B	State/Province:		State or Province; CANNOT be an APO/FPO.	Postal	Enter State or Province
15C	City		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_ZIP	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

Enclosure (2)

INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM (continued)

Field No.	DODAAC FIELD		DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
	NAME	NUMBER OF CHARACTERS			

SECTION V - TAC 3 INFORMATION

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
16	T3_ADDR1	35	The first line (normally name) of the mailing address of activity that will make payment (bill to address)	P&R / Comptroller	Enter first line of billing information. For Marine Units, this is normally: "DFAS CLEVELAND".
17	T3_ADDR2	35	The second line (normally the street address) of activity that will make payment (bill to address)	P&R / Comptroller	Enter second line of billing information. For Marine Units, this is normally: "ATTN: USMC JAFBC".
18	T3_ADDR3	35	The third line of the mailing address of activity that will make payment (bill to address)	P&R / Comptroller	Enter third line of billing information. For Marine Units, this is normally: "1240 East Ninth Street".
19	T3_ADDR4	35	The last line of the mailing address of activity that will make payment (bill to address)	P&R / Comptroller	The fourth line of the TAC3 is system-generated based on information provided in the following fields:
19A	Country		List the name of the Country in which this DoDAAC is physically located. If this is an APO/FPO, list United States and enter the FPO in the State field.	Postal	Enter country. For Marine Units, this is normally: "United States."
19B	State/APO/Province:		Enter the State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO. For Marine Units, this is normally: "Ohio."
19C	City		Enter the name of the City	Postal	Enter the City. For Marine Units, this is normally: "Cleveland."
19D	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix. For Marine Units, this is normally: "44199-2055."
19E	T3_IPC_ZIP	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 067443 for all DODAACs except for MCLC DODAAC(s) that use Navy Working Capital Fund, in which case use 067004.

SECTION VI - TAC 4 INFORMATION

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
21	T4_ADDR1	35	The first line (normally name) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter first line of mailing address (normally Commanding Officer)
22	T4_ADDR2	35	The second line (normally the street address) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter second line of mailing address (normally unit name)
23	T4_ADDR3	35	The third line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter third line of mailing address (must be an actual location -- bldg no)
24	T4_ADDR4	35	The last line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter fourth line of mailing address (normally city/base, state, zip code)
24A	Country		List the name of the Country in which this DoDAAC is physically located. If this is an APO/FPO, list United States and enter the FPO in the State field.	Postal	Enter country
24B	State/APO/Province:		Enter the State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO.
24C	City		Enter the name of the City	Postal	Enter the City
24D	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
24E	T4_IPC_ZIP	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 VII - TRANSPORTATION INFORMATION

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
25	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).	I&L LPD and DMO/TMO	Enter the CCP if this is an OCONUS DoDAAC.
26	T2_BBP	7	Break Bulk Point, the location that material is shipped to and broken into smaller shipment for onward movement. NOTE: Only one BBP is ever active at one time. If the TAC 2 is blank, the T1_BBP is the true BBP.	I&L LPD and DMO/TMO	Enter DODAAC of supporting DMO/TMO/DMC.
27	T2_APOD	3	Arial Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DAASC 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	I&L LPD and DMO/TMO	Enter the APOD if this is an OCONUS DoDAAC.
28	T2_WPOD	3	Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DAASC downloads a table of WPOD	I&L LPD and DMO/TMO	Enter the WPOD if this is an OCONUS DoDAAC.

SECTION VIII - POINT OF CONTACT INFORMATION

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
29	Commanding Officer		DoDAACs are accountable to a Commander. List the name of the CO accountable for this DoDAAC's use.	Unit	Enter the rank/name of commanding officer of unit. This is required for units requesting Authority Code 00.
30	Supply Officer		For requisitioning DoDAACs, list the name of the Supply Officer responsible for accounting for goods and services procured by this DoDAAC.	Unit	Enter the rank/name of unit supply officer. Authority Code 00 requires the unit have a supply officer or warranted contracting officer.
31	POC NAME	NA	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 - CONTRACTOR INFORMATION
(NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
34	CONTRACT_NO	17	Contract Number is filled in when the DODAAC belongs to a contractor with an active contract	Unit/Contracting Office	Enter the USMC Contract number that establishes the agreement between the USMC and this private company.
35	CAGE_CODE	5	Commercial and Government Entity Code, identifies the activity.	Unit/Contracting Office	Enter the CAGE Code from the Central Contractor Registry database (CCR) for this private company.
36	CONT_ADMIN_OFF	6	DoDAAC of Procurement Authority that wrote the contract.	Unit/Contracting Office	Enter the DoDAAC of the Procurement Authority that approved this contract.
37	CONTRACT SPONSOR	6	The Authority Code 00 DoDAAC of the unit whose appropriations were obligated to fund this contract.	Unit/Contracting Office	Enter the Requisitioning DoDAAC of the unit funding this contract.
38	CONT_EXP_DTE	8	Contract Expiration Date	Unit/Contracting Office	Enter contract expiration date (MMDDYYYY)

Enclosure (2)

Marine Corps DODAAC Authority Codes

DODAAC AUTHORITY CODES						
CODE	DESCRIPTION	DEFINITION	REQUIRED	RESTRICTION	BUSINESS RULES	DLA TS	SABRS RULES
00	Requisition	Full authority. Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.	POC, TAC 1		No restrictions	DAAS DoDAAC Authority Code Edit: no additional edit	Loaded to 208 Table as an AAC
CRITERIA	Requisition authority is not the same as SASSY requisitional authority (RA). According to Title 31 of U.S. Code, liability and accountability for the obligation of apportionments (appropriated funds) must be traceable to an individual. The Commandant of the Marine Corps is responsible for the obligation of appropriated funds provided to the Marine Corps. The Commandant confers this requisition authority upon commanding officers above the company grade, as defined by the Marine Corps Manual, who may in turn delegate an appointee (e.g., supply officer) to carry out this function. Requisition authority is inherent to commands/activities with the Table of Organization (T/O) mission to submit and process/manage financial transactions to fill requirements, and to manage both the fiscal and supply responsibilities inherent to the full life cycle of the transactions and the goods/services procured by them (e.g., from creation of a request through to closing/retirement/disposal). Commands charged with this mission must also posses the T/O supply and fiscal structure necessary to perform all of these functions. A supply officer or civilian equivalent with appropriate supporting supply staff are authorized to submit requisitions on behalf of these commands to obligate appropriated funds, unless stated otherwise in the most current MCBul 5400 or mission statement. The following command-level tasks require requisition authority, as delegated by the commander: supply operations, purchasing, acquisition, creation of orders for temporary additional duty, and labor (to include time keeping), in accordance with MCO 4400.150_. Commands with requisition authority are assigned an authority code of "00" for their DoDAAC in the DoDAAD. Requisition authority is defined as a DoDAAC activity whose commander has the authority to commit financial obligations of appropriated funds (e.g., commanding officers who have supply/contract officers). For SABRS, only a DODAAC can have 00.				AAC cannot be the same as a WCI	
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.	POC, TAC 1, (TAC 2 and/or TAC 4)		Not authorized to requisition or bill-to	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in requisition supplementary address field (record positions 45-50) with signal code J, L, M, X	NA
CRITERIA	This code applies to units authorized to receive mail and/or shipments only. Not authorized requisitioning or billing.						
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to.	POC, TAC 1, TAC 3		Cannot requisition, can not be used as a ship-to designation	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field	Loaded to 208 Table as a WCI
CRITERIA	Not authorized requisitioning. For SABRS, this authority code enables a DODAAC to be used as a WCI to perform travel/orders and distribute funds below the WCI level.						- A WCI can not be A BCN and therefore A WCI cannot be A SRI. - DTS, SAB1TRVL, MCPDT MROWS and for "manual" spending transactions. - DTC=TO/CT/CS (these are all "travel" both civilian and military.) - Authorization DICs that need to acknowledge Authority Code 02 are: AL5. - Funds distribution to the BEA and BESA
03	Do Not Ship to	Can not be used as a ship-to destination.	POC, TAC 1	TAC 2 and TAC 4 are not allowed	Cannot be used as a ship-to designation	DAAS DoDAAC Authority Code Edit: If DoDAAC used in requisition requisitioner field (record positions 30-35) must contain signal code J, K, L, M, X. If used in the requisition supplementary address field	NA
CRITERIA	Not currently used by USMC.						
04	DDS Only	DLA Disposition Services (DDS) (e.g., State agencies surplus). Used by DDS to identify their customers.	TAC 1		Cannot requisition new material. Only authorized to obtain materials from DDS (DoD excess only).	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DDS RIC (S9D) in record positions 4-6	NA
CRITERIA	This code applies to units authorized to receive from/issue to DRMS only.						
05	Non-Requisition	Cannot initiate a purchase or request for goods and services.	POC, TAC 1		Cannot requisition/purchase any good/services.	DAAS DoDAAC Authority Code Edit:DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).	Loaded to 208 Table as a SRI
CRITERIA	Not authorized for requisitioning. For SABRS, this authority code enables a DODAAC to be used as a MRI, ARI, or SRI to perform Labor/Pay processes and distribute funds to the WCI level.						- Funds distribution to the WCI level. - Labor/Pay (DCPS/MCTFS). - Authorization DICs that need to acknowledge Authority Code 05 are: IAA, DAA, AL1, AL3, DEX, FRA, ADG, ARI, and all others but those listed for Authority Code 02. - Cannot be the same as a WCI or AAC.
06	Free Issue	No cost option. This activity is restricted to items that are available without cost (e.g., DDS, NGA Maps)	POC, TAC 1		Cannot requisition/purchase any good/services. Similar to DDS, but can request free of cost items (e.g., DDS, NGA maps)	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M	NA
CRITERIA	This code applies for no-cost requisitioning/resupply (i.e., maps, flight publications, ASP resupply, etc.)						
07	Administrative	Administrative only. This code is used for information/ identification purposes only (e.g., Defense Courier Service, or for future DoDAAC activation, such as in the case of DoDAACs reserved for contingencies (at which time a different Authority Code may be assigned.))	POC, TAC 1		Cannot requisition, can not be used as a ship-to designation, and can not be used for billing. Information/identification use only.	DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to"	NA
CRITERIA	Being defined by HQMC. In the interim, this code applies for DODAACs used for unit naming only (i.e., CG, 1ST MARDIV), and is not used for any business processes (i.e., requisitioning, mail, shipping, billing, etc.)						

Enclosure (2)

USMC DODAAC MAJOR COMMAND CODES (MAJCOM)

MAJCOM	DESCRIPTION
B1	MCI EAST
B2	MCI WEST
B3	MCI PAC
C1	HQMC
C2	MCCDC
C3	MCRC
C4	TECOM
C5	MARCORLOGCOM
C6	MARCORSYSCOM
H1	MARFORCOM
H2	MARFORPACOM
H3	MARFORSOCOM
H4	MARFOREURCOM
H5	MARFORAFRICOM
H7	MARFORCENTCOM
M1	I MEF
M2	II MEF
M3	III MEF
M7	V II MEF
P1	MPS-1
P2	MPS-2
P3	MPS-3
PB	PREPOSITIONING PROGRAM BIC
PN	MCPP-N
R1	MARFORRES