	INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM							
Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS			
	SECTION I - TYPE OF REQUEST							
A - E	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	ORGANIZATION TYPE CODE	1	Defines the organization of the DoDAAC (DoD, Federal, State/Local, NGO or Foreign)	EBSO	Required field. Must select the organization type.			
4	AUTHORITY CODE	2	Authority Code (see Authority Code table)	Service Authority/CSP	Selected the Authority Code from the dropdown list.			
5	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/does/DLMS-DoDAAD)			
6a	PROCUREMENT AUTHORITY FLAG	1	Procurement Authority Flag	DPAP	One character (Y or N) field used to specify if the DoDAAC has purchase authority for the Component for which the DoDAAC is assigned.			
6b	GRANT AUTHORITY FLAG	1	Grant Authority Flag	Contracting Authority	One character (Y or N) field used to specify if the DoDAAC has grant authority for the Component for which the DoDAAC is assigned.			
6c	FUNDING FLAG	1	Funding Flag	Contracting Authority	One character (Y or N) field used to specify if the DoDAAC has funding authority for the Component for which the DoDAAC is assigned.			
7a	CONTRACTOR	1	Contractor	Contracting Authority	One character (Y or N) field used to specify if the DoDAAC is designated as a contractor			
7b	CONTRACT ADMIN OFFICE	1	Contract Admin Office	Contracting Authority	One character (Y or N) field used to specify if the DoDAAC has authority to issue contracts.			
8	SUB TIER	4	Sub Tier	CSP	Sub Tier is part of the Digital Accountability and Transparency Act of 2014 (DATA Act) and is required when Procurement, Grant or Funding is set to true.			
9	CGAC	3	CGAC	CSP	Common Government-Wide Accounting Classification (CGAC) is required when Procurement, Grant or Funding is set to true.			

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
10	DP COMMRI	7	Data Pattern Communications Routing Identifier	CSP	DP COMMRI is used for routing (directing) automated dat processing of the owning DoDAAC
11	BILLING COMMRI	7	Billing Communications Routing Identifier	CSP	Billing COMMRI is used for routing (directing) automate data processing of the billing (should match fiscal statio address in the TAC 3).
			SECTION III - TAC 1 INFORMA	TION	
12	ADDRESS LINE 1	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 Commandin Officer)
13	ADDRESS LINE 2	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)
14	ADDRESS LINE 3	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)
15	ADDRESS LINE 4	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 o information provided in the following fields:
15a	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: <u>https://geo.aitcnet.org/NSGREG/genc/discovery</u>
15b	STATE/APO/PROVINCE:	2	State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO/DPO.
15c	CITY	21	City	Postal	Enter the City
15d	ZIP	10	Full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
15e	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
16a	POC NAME	50	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.
16b	POC EMAIL	80	Email of Government POC	Unit	Enter .mil e-mail address of POC.
16c	POC PHONE NUMBER	30	Telephone of POC	Unit	Enter 10-digit commercial phone number of POC or 10 digit DSN if OCONUS.

	INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM							
Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS			
	SECTION IV - TAC 2 INFORMATION							
17	ADDRESS LINE 1	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.).			
18	ADDRESS LINE 2	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)			
19	ADDRESS LINE 3	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.)			
20	ADDRESS LINE 4	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)			
20a	COUNTRY		List the name of the Country in which this DoDAAC is physically located.	NGA	Enter GENC country name found on at: <u>https://geo.aitcnet.org/NSGREG/genc/discovery</u> <i>NOTE: Foreign countries MUST also enter CCP &</i> <i>APOD/WPOD info.</i>			
20b	STATE/PROVINCE:	2	State or Province; CANNOT be an APO/FPO/DPO.	Postal	Enter State or Province			
20c	CITY	21	Enter the name of the City	Postal	Enter the City			
20d	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix			
20e	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			
21a	POC NAME	50	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.			
21b	POC EMAIL	80	Email of Government POC	Unit	Enter .mil e-mail address of POC.			
21c	POC PHONE NUMBER	30	Telephone of POC	Unit	Enter 10-digit commercial phone number of POC or 10- digit DSN if OCONUS.			
SECTION V - TAC 3 INFORMATION								
22	ADDRESS LINE 1	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")			
23	ADDRESS LINE 2	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)			
24	ADDRESS LINE 3	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)			
25	ADDRESS LINE 4	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)			
25a	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/genc/discovery			

Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
25b	STATE/APO/PROVINCE:	2	Enter the State, APO/FPO/DPO, or Province.	Postal	Enter State, Province, or APO/FPO/DPO.
25c	CITY	21	Enter the name of the City	Postal	Enter the City
25d	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
25e	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
26	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
27a	POC NAME	50	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.
27b	POC EMAIL	80	Email of Government POC	Unit	Enter .mil e-mail address of POC.
27c	POC PHONE NUMBER	30	Telephone of POC	Unit	Enter 10-digit commercial phone number of POC or 10- digit DSN if OCONUS.
			SECTION VI - TRANSPORTATION INF	ORMATION	
28	ССР	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).
29	BBP	6	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.	Unit Transportation Office	Enter DODAAC of supporting DMO/TMO/DMC.
30	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.
31	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.

		I	NSTRUCTIONS FOR COMPLETING DODAAC /	RIC REQUEST FO	RM		
Field No.	NAME	NUMBER OF CHARACTERS	DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS		
SECTION VII - CONTRACTOR INFORMATION (NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)							
32	CONTRACT NUMBER	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: XXXXX-XX-XXXX or XXXXX-XX-XX-XXXX-XXXX		
33	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.		
34	ORDER NUMBER	15	Contract order number	Contracting Office	Enter the contractor order number issued.		
35	ISSUING OFFICE 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).		
36	PoP END DATE	8	Contract Period of Performance End Date	Contracting Office	Enter contract expiration date (MM/DD/YYYY)		
37	CONTRACT CLOSE DATE	8	Contract Close Date	Contracting Office	Enter contract close date (MM/DD/YYYY)		
		(NOTE: A USMC	SECTION IX - APPROVAL AUTHORITY I Contractor DoDAAC is only required if the contract is bet		e private company.)		
38	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.		
39	ACCOUNTABLE OFFICER SIGNATURE	NA	Electronic signature	Unit/Activity	Digitally sign and date.		
40	DATE SIGNED	NA	Date signed	Unit/Activity	Date		

Send the completed form to the Central Service Point for the DoDAAC series you are trying to create. For example, L and M are US Marine Corps DoDAACs, so you would submit the completed for to the USMC CSP. A complete CSP list can be found on the DoDAAC Page:

http://www.dla.mil/DLMS-DoDAAD