

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 23-230

31 JANUARY 2019



Materiel Management

**MAINTAINING AIR FORCE DOD
ACTIVITY ADDRESS CODES
(DODAAC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4LR

Certified by: SAF/AQD
(Mr. Lawrence S. Kingsley)

Supersedes: AFI24-230, 1 August 1996

Pages: 40

This instruction implements DLM 4000.25, *Defense Logistics Management Standards (DLMS)*, Volume 6, *Logistics Systems Interoperability Support Services* and AF Policy Directive 23-1, *Materiel Management*. It establishes responsibilities, outlines construction, purpose, and use of Air Force DoD Activity Address Code (DoDAAC), and describes procedures for using the Air Force DoDAAC Web Management System (WMS) to establish, change, or terminate an Air Force DoDAAC in the DoD Activity Address Directory (DoDAAD). This publication applies to all military and civilian AF personnel; i.e., major commands (MAJCOMs), direct reporting units, field operating agencies, and Air Reserve Components (Air Force Reserve and Air National Guard). MAJCOM supplements to this publication must be routed to the OPR of this publication for coordination prior to certification and approval. MAJCOMs have 90 calendar days from the effective date of this publication to rewrite or certify as current supplements to this publication. Changes to documentation requirements in this instruction may exceed the 90 calendar day implementation requirement; however, documents will be updated or revised at the next normal required or mandated update or revision point. Units will not supplement this publication. Where specific requirements exist relative to a specific functional specialty, the requirement is delineated in the applicable Air Force Instruction (AFI). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, or T-3) number following the compliance statement. Subordinate paragraphs carry the parent tiering unless otherwise specified. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requester's commander for

non-tiered compliance items. Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This AFI has been completely rewritten in order to comply with SECAF guidance and needs to be completely reviewed. Major changes in this revision include removal of duplicative items found in other AFIs, mandated use of standardized duty titles, separation of duties requirements where required, inclusion of tiering designation to Wing level and below requirements, re-alignment of tool and equipment control/management requirements back to AFI 21-101, *Aircraft and Equipment Maintenance Management*. Additionally, clarifies leadership roles with crew rest interruptions, clarifies quality assurance program and inspection guidance, changes to the key and lock chapter, eliminates **Chapter 6** on In-Process Inspections and Special Certification Rosters, changes Quality Assurance (QA) database to an Air Force approved database and adds the use of other notification systems as approved by the installation commander for Security Forces/Fire Department notifications. This revision updates procedures to account for implementation of the AF DoDAAC WMS, adds new terminology, identifies responsibilities in greater detail, clarifies the purpose and use of various types of DoDAACs, and reorganizes information. Contents should be reviewed in their entirety.

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Chapter 1

GENERAL BACKGROUND AND ASSIGNMENT OF RESPONSIBILITIES

1.1. Overview. This instruction describes processes for performing validation of DoDAACs assigned to Air Force units and contractors. It applies to Air Force activities, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, as well as Air Force contractor activities that receive, ship, have custody of government property, or require identification in a specified military standard logistics system. Civil Air Patrol (CAP) activities are also supported through the Air Education and Training Command (AETC).

1.2. General Information.

1.2.1. Customers should ensure that they understand the purpose and uses of DoD Activity Address Codes (DoDAACs), Business Partner Numbers (BPNs), and Military Assistance Program Address Codes (MAPACs) before requesting a new DoDAAC. This will ensure the customer actually requires a DoDAAC vice a BPN or MAPAC before initiating a DoDAAC request. The three are similarly constructed and have separate and distinct uses.

1.2.1.1. Contractor DoDAACs. Air Force contractor DoDAACs are designated as EB, ED, EJ, EP, EY, or EZ, used as the prefix to a 4 digit number (see [Chapter 2](#)). Accountability is maintained under the terms of the contract and this instruction.

1.2.1.2. A BPN is a six-digit Department of Defense code that identifies a unit, activity, or organization for intra-governmental financial identification purposes only. See [Chapter 5](#) for additional information about BPNs.

1.2.1.3. A MAPAC is a six-position alphanumeric code used to identify the ship-to and mark-for addresses of Foreign Military Sales (FMS) and Grant Aid shipments and documentation. Air Force MAPACs begin with "D." The MAPACs are maintained by the Defense Automatic Addressing System Center (DAASC) in a separate database.

1.2.2. The Department of Defense Activity Address Directory (DoDAAD) is the directory of DoDAACs and corresponding organization addresses to which material, documentation, or billing is directed under the Defense Logistics Management System (DLMS).

1.2.3. Each activity that receives, has custody, issues, or ships DoD assets is identified by a six-position alphanumeric DoDAAC. These codes, clear-text addresses that apply and other pertinent data are maintained in the DoDAAD system.

1.2.4. DoDAAC management web site allows collaboration and coordination of changes to current guidance, posting of updated information, and forums for discussion and questions about DoDAACs. (<https://dodaac.wpafb.af.mil>)

1.3. Responsibilities.

1.3.1. Defense Automatic Addressing System Center (DAASC) is responsible for maintaining the DoDAAD in current status. They assimilate all additions, changes, and deletions received from Central Service Points (CSP) into the DoD master file and disseminate updated data to CSPs in prescribed format. DAASC receives basic and change editions submitted by CSPs for maintenance of DLM 4000.25, Volume 6.

1.3.2. Air Force Central Service Point (CSP). The Air Force CSP for DoDAAC management is the 635th Supply Chain Operations Wing (AFMC) duties include:

1.3.2.1. Maintaining the Air Force DoDAAC Web Management System (WMS).

1.3.2.2. Establishing and executing Air Force procedures and processes for using the DoDAAC WMS and maintaining DoDAAC account records.

1.3.2.3. Monitoring and approving new assignment, change, or termination of DoDAAC and address data as outlined in this instruction and as prescribed by DLM 4000.25, Volume 6 and AFI 23-101.

1.3.2.4. Controlling the transmission of the DoDAAC maintenance data to DAASC.

1.3.2.5. Carrying out research on inquiries that relate to the Air Force DoDAAC WMS and AF records maintained in the DAASC WEB DoDAAD system to solve problems and bring about improvements.

1.3.2.6. Edit DoDAAC updates before they are processed into the DAASC WEB DoDAAD system. The WEB DoDAAD system in turn feeds updated DoDAAC information to the AF DoDAAC WMS to overlay existing records with updated information.

1.3.3. MAJCOM Monitor. The MAJCOM Monitor receives, reviews and approves/disapproves DoDAAC requests (new, changes, and deletions) initiated by a unit within its command. This function is also the focal point for annual validation of all DoDAAC accounts within the command (except contractor accounts).

1.3.3.1. MAJCOMs must appoint a primary and alternate DoDAAC Monitor. Any changes in point of contact (POC), office symbol, and/or telephone number should be forwarded immediately to the AF Central Service Point. **(T-1)**

1.3.4. Subject Matter Expert (SME). The SME (previously referred to as account control office) is an individual who, by virtue of training or experience, is expected to have greater-than-normal expertise of the technical or operational DoDAAC system process within a specified functional area.

1.3.5. Defense Finance and Accounting Service (DFAS). DFAS is responsible for validating billing address information for DoDAAC accounts billed through DFAS when the Web Management System sends new DoDAAC request or change to an existing DoDAAC.

1.3.6. DoDAAC Customer. The DoDAAC customer is anyone who uses the DoDAAC Web Management System (WMS) to search for DoDAAC information, request a new DoDAAC be established, or to change or delete an existing DoDAAC account.

1.3.7. Contracting Officer. The Contracting Officer is responsible for submitting new DoDAAC requests for contractors awarded contracts under its purview, initiating contractor DoDAAC account changes to include extensions of contract expiration dates, and initiating action to terminate contractor DoDAACs upon contract completion using the AF DoDAAC Web Management System (WMS). Responsibility 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.

1.3.8. BPN Service Point. SAF/FMFC (AFAFO) performs as the Air Force Central Service Point for the establishment, change, or deletion of BPN accounts. BPN transaction requests are submitted to the BPN service point via the BPN link on the AF DoDAAC WMS. BPN record searches can be conducted via the same link.

1.3.9. System Administrators. When other AF systems use products and information of the AF DoDAAC WMS or DAASC WEB DoDAAD system, it is the responsibility of the system administrators for those other AF systems to keep input data current.

Chapter 2

CONSTRUCTION, PURPOSE, AND USE OF AIR FORCE DODAACS

2.1. Construction of DoDAACs.

2.1.1. First Digit. An alpha-numeric designation of the military service or federal agency that is responsible for controlling military standard requisition and issue procedures (MILSTRIP). The Air Force CSP controls each DoDAAC that has a first digit of:

2.1.1.1. F – Air Force

2.1.1.2. E – Air Force Contractor

2.1.1.3. J – Air Force, for requisition of maps, charts, and geospatial products from Defense Logistics Agency- Aviation (DLA-Aviation), Richmond Map Facility. DLA Customer Assistance Handbook is available free-of-charge to Air Force activities.

2.1.2. Second Digit. An alphabetic designation of the type of material usually accounted for in that account, or type of activity (see list in [Table 2.1](#)). NOTE: For BPNs, the second digit is always numeric. See [Chapter 5](#) for more information on BPNs.

2.1.3. Last Four Digits. A four-digit numeric combination assigned by CSP. **Note:** For BPNs, the third digit is always alphabetic. See [Chapter 5](#) for more information on BPNs.

2.2. Type of Address Codes (TACs). The organization name and office symbol will be the first line of each address. The second line will reflect commercial phone number (when no TAC 2 exists) and may reflect the building number, project or purpose. The third and fourth lines are described under TAC 1, 2, and 3 below. Each TAC is limited to four lines, 35 positions per line. The Air Force DoDAAC CSP may construct three different TACs from user inputs as follows:

2.2.1. TAC 1 (Mail) Address. This address for parcel post shipments (70 lbs or less) normally shipped via US Postal Service (USPS). The second line of the address will contain the street address or unit/box number. The third line will contain the city/state and nine-digit zip code or the APO zip code for overseas addresses. **Note:** A traditional overseas consignee and APO address cannot be used for commercial carrier door-to-door movements. This type address restricts movements to the USPS.).

2.2.2. TAC 2 (Freight) Address. This address is for cargo movements. If there is no TAC 2 address then freight is sent to the TAC 1 address. This in-the-clear address should contain the DoDAAC/Stock Record Account Number (SRAN), Unit, office symbol or consignee, building and/or room number, commercial phone number, street address, base name, state, country, ZIP or country mail route code. An in-the-clear address permits door-to-door delivery by commercial carrier, particularly to overseas points.

2.2.2.1. The three-position Aerial Port of Debarkation (APOD) code and Water Port of Debarkation (WPOD) code must appear in all TAC 2 addresses for overseas locations, including Alaska and Hawaii. Per DoD rules, no APOD/WPOD codes will be accepted for any locations in CONUS or Canada. These codes can be found in the TRANSCOM Reference Data Management (TRDM).

2.2.2.1.1. The APOD is the nearest point the Air Mobility Command (AMC) will airlift cargo.

2.2.2.1.2. The WPOD is the port where cargo departs the Military Sealift Command (MSC)

2.2.3. TAC 3 (Billing) Address. This address is used for billing purposes. A billing address is not required for an Air Force contractor DoDAAC because billing is made to various activities or provided as free issue. Air Force TAC 3 addresses are primarily DFAS offices. The billing clear-text address for the DFAS office is comprised of the 6-position Accounting and Disbursing Station Number (ADSN) and the remainder follows the standard USPS address format. Not all DoDAACs require a TAC 3 address

2.3. Types of DoD Activity Address Codes for Air Force Activities. Table 2.1 lists current Air Force DoDAAC types and uses.

Table 2.1. Types of Air Force Activity DoDAACs.

Type of Activity Code	Description	Purpose & Special Instructions
FA	Administrative	Used for administrative purposes only. Normally assigned to Contracting offices for the first six positions of their newly awarded Air Force contracts; Deployed CMOS and GATES for computer tracking; Joint Deficiency Reporting System (JDRS) when submitting reports; and to Air Force units that require Tech Orders from other Services. This is NOT a ship-to or billable DoDAAC (Exception: FA4440, which is used with GPC card).
FB	Base Supply	Assigned to both military and contractor operated Base Supply organizations with direct access to the SBSS system. This is a billable DoDAAC requiring a TAC 3 (ADSN).
FC	Civil Engineering	Assigned to the Civil Engineering Squadrons for the purchase of building materials ordered through the Civil Engineer Materiel Acquisition System (CEMAS) support. This is a billable DoDAAC requiring a TAC 3 (ADSN).
FD	Depots	Assigned to Air Force organizations operating as a Depot Maintenance and/or Supply Inventory location. This is a billable DoDAAC. Requires an F-Numeric-Numeric Routing Identifier Code assignment.
FE	Base Equipment	Assigned usually in conjunction with the Base Supply organizations for purchasing equipment, such as vehicles. This is a billable DoDAAC requiring a TAC 3 ADSN.
FF	Services	These activity codes are assigned to provide a formal account for requisitioning, shipping, transporting and billing address for non-appropriated fund purchases. These accounts are also used for obtaining and providing excess and surplus property support to Services activities. May require a TAC 3, but will not

		be an ADSN. FF DoDAACs are NEVER used for appropriated fund purchases.
FG	Satellite	Assigned to Air Force organizations not supported by a host base. May be located on a base or be a geographically separated unit. Also assigned to AF ROTC (FG3035) and JR ROTC (FG3037) organizations in conjunction with an assigned FY to allow for tracking requisitions with delivery directly to the unit location. "FG" accounts will be assigned to Air Force Museums for withdrawal of items from the DLA Disposition Services according to DoDM 4160.21, Defense Materiel Disposition. Note: FG DoDAACs will be assigned to BRAC when a base is closing and there will continue to be a need for requisitions or shipping not related to Base Supply.
FH	Civil Engineering Hazardous Waste tracking	Issued to allow the separation of stock fund and non-stock fund DoDAACs specifically to turn in and track hazardous waste materials for DEAMS. SBSS users will continue to use their FB to track their HAZMAT. This type of DoDAAC needs a TAC 3 (ADSN) for payment tracking.
FJ	Aircraft Engines	Assigned to Air Force organizations or other service accounts for engine management purposes that process or overhaul Air Force aircraft engines.
FK	Munitions	All future requests for units that manage munitions activities will be designated with an FV prefix. Units having only FK-prefixes will be changed to FV-prefixes.
FL	Library	Assigned to Air Force Library organizations.
FM	Medical	Assigned to Air Force Medical organizations.
FN	Non-standard	Established when other types of activity codes do not meet the existing requirement. Only activities that have special equipment (e.g., non-standard/limited application) or a specific mission may be assigned an

		"FN" type code. Ultimate approval by AF/A4LR required.
FP	Fuels	For aviation fuels, missile propellants, bulk petroleum, missile fuels oxidizers, pressurants, ground fuel, and heating fuel in the fuels management category. Fuels are supplied by Defense Logistics Agency - Energy (DLA-E). Note: FP8-accounts are required by AF units to purchase aerospace energy products (missile propellants, missile fuels oxidizers, pressurants) from DLA Energy. When requesting an FP8 DoDAAC ensure "For Aerospace Energy Use Only" is in the justification of the request.
FQ		Reserved for Future Use
FR	Reclamation and Demilitarization	The "FR" activity code is assigned to identify an Air Force Special Defense Property Disposal Account (AFSDPDA) as authorized by DoDM 4160.21. Control and accountability for specific types of excess and surplus property are maintained by the established activity for accomplishing designated disposal processing. This type of DoDAAC is not used as a "ship to" address.
FS	Centralized Clothing	Issued for Air National Guard and Air Force Reserve bases to use for the Centralized Clothing Program.
FT	Food Service	Issued for Air Force Food Service Facilities, for direct delivery from prime vendors. FT DoDAACs under command code 2U are identified by specific serial numbers. Excluding HQ AFSVA, FT may be used by Air National Guard (ANG) and Air Force Reserve Command (AFRC). These commands are authorized to load FT DoDAACs for their dining facilities using their command code and stock record account number for their stations. ANG/AFRC Services activities should contact their appropriate MAJCOM DoDAAC monitor.

FU	Computer Equipment	Used by base communications organizations to order COMSEC computer equipment. Must have a Direct Reporting Agency (DRA) number in request.
FV	Munitions	Assigned to units managing munitions assets under AFI 21-201, Munitions Management and/or AFI 21-203, Nuclear Accountability.
FW	Weapon Systems	AFMC materiel aggregation accounts for selected weapon systems.
FX	Miscellaneous	May be assigned only to an activity that has special equipment or classified mission for which no other code can be assigned. Ultimate approval by AF/A4RM required.
FY	Supplemental address	Issued to designate a "ship to" address when the address of the receiving activity is different from the address of the accountable activity. Furnish the FB type DoDAAC that provides accountability in the request justification block. An "FY" DoDAAC is for the supplementary address field of the requisition (positions 45-50). This DoDAAC may not be used for requisitioning or billing purposes.
FZ		Reserved for Classified Use
F# (all numeric)	ADSN	Accounting and Disbursing Station Numbers, identifying DFAS offices for payment of AF bills. Not to be used for requisitioning, shipping, or other purposes.
F#% (numeric-alpha) (see Chap 5)	BPN	Identifies federal trading partners below the DoD level. CSP is SAF/AFAFO, Denver CO.
JM	Maps, charts, geospatial products	To requisition aeronautical, nautical and topographic maps, charts and related publications from Defense Logistics Agency for Aviation – Mapping Customer Operations (DLA AVN/QAM). Customers requiring products from DLA AVN/QAM must have a valid Geospatial Information & Services (GI&S) Account Data form (DLA Form 1832) on file in DLA Aviation's database. The Form 1832 must include the customer's

		<p>JM DoDAAC. DLA Form 1832 can be found in the DLA Forms Inventory:</p> <p>In order to eliminate duplication and preclude an unmanageable number of accounts, activities are limited in obtaining permanent JM accounts. The following guidelines apply:</p> <ol style="list-style-type: none"> 1) Only units with a large volume of recurring requirements will be issued their own JM accounts. 2) Units requiring flight publications affecting safety can be issued their own JM accounts, provided no other nearby unit with similar MCO requirements can support them. 3) Units requiring maps, charts, etc., on a non-recurring basis or who have a one-time requirement will be referred to other base units who already have JM accounts, such as Base Operations or Intelligence. 4) Base Intelligence offices should be able to support units who only have requirements for the classified portions of the Foreign Clearance Guide (FCG). Unclassified FCG is available on the web. 5) TAC 2 address is mandatory.
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2.4. Purpose of Contractor DoDAACs. These accounts are issued to companies performing Air Force contracts which require them to order and/or receive Air Force assets, or when the contractor is authorized to use government sources of supply. A company could have both "EY" and "EZ" accounts per location if they are performing both types of contracts. When this happens, the EY and EZ will be the same number for the same facility. When a DoDAAC is established for a company, the address which is provided must be the actual location where the work is being performed.

2.5. Types of DoD Activity Address Codes for Contractors. Table 2.2 lists current Contractor DoDAAC types and uses.

Table 2.2. Types of Contractor DoDAACs.

Type of Activity Code	Description	Purpose & Special Instructions
EB	ICP	Inventory location for customer shipments of Contractor ICP managed material. Not used for requisitioning.
ED	Depot	Inventory location for Contractor ICP. Not used for requisitioning.
EJ	Aircraft Engines	Assigned to contractors performing new production and repair contracts for aircraft engines.
EP	Fuels	Contractor requiring aviation fuels when producing, repairing, or testing Air Force aircraft.
EY	Production, manufacturing, R&D, test, ICS, CLS, TCT, O&M contracts	Contractor codes for contracts awarded for production/manufacturing, research and development, test, interim contractor support (ICS) contracts, contractor logistics support (CLS) contracts (EEIC 578), total contract training (TCT) contracts, and operations and maintenance contracts, provided Government Furnished Equipment/Government Furnished Material/Government Furnished Property (GFE/GFM/GFP), when MILSTRIP procedures are employed in requisitioning. Also issued for above contracts which are authorized to use government sources of supply. Note: Contractor operated base supply functions are not authorized an EY account but are assigned an FB account, the same as for military/U.S. civil service managed accounts.
EZ	Repair, overhaul, modification contracts	Contractor codes assigned to repair contractors (Reparable Movement Control System), when GFE/GFM/GFP is issued and MILSTRIP requisitioning is authorized.

Chapter 3

PROCEDURES TO REQUEST, CHANGE, OR DELETE A DODAAC

3.1. AF DoDAAC Process Overview. The DoDAAC assignment process starts with an AF military unit or AF contractor identifying the need to have a Department of Defense Activity Address Code assigned, changed or deleted.

3.1.1. New DoDAACs may be requested as a result of a newly formed organization or in the case of contractors, have a new contract with a new manufacturing facility.

3.1.2. Changes are processed to update an existing DoDAAC such as the commercial phone number, delivery address, office symbol, relocation of office. When the point of contact (POC) data is the only information that needs to be updated, submit a validation request versus a change request.

3.1.3. Deletions are processed when a DoDAAC is no longer required due to deactivation of an organization or termination of an AF contract.

3.2. Relationship between the Air Force DoDAAC Web Management System (WMS) and DAASC WEB Department of Defense Activity Address Directory (DoDAAD) System.

3.2.1. Air Force DoDAAC Web Management System (WMS) is accessed at URL: <https://dodaac.wpafb.af.mil>.

3.2.1.1. The AF DoDAAC WMS is a web-based application used to capture and relay required information to initiate new DoDAAC requests, change existing DoDAAC records, delete expired DoDAAC accounts, search for DoDAAC records, and perform annual validation of DoDAAC accounts.

3.2.1.2. The WMS provides an automated interface and coordination string between DoDAAC customers, MAJCOM monitors, DoDAAC Subject Matter Experts (SMEs), and the Air Force DoDAAC Central Service Point to route, edit, validate, and approve DoDAAC-related transactions.

3.2.1.3. The system automatically feeds information to the DAASC WEB DoDAAD system to create and update DoDAAC records.

3.2.2. DAASC WEB DoDAAD system. The WEB DoDAAD system is a web-based replacement of the batch update to the Master Department of Defense Activity Address File (DoDAAF) database. The master DoDAAD contains the names and addresses of activities which must be identified in the DoD standard logistics transactions.

3.2.2.1. The DoDAAD 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.

3.2.2.2. The DoDAAD is maintained in a current state using updates from the Central Service Point (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 the Department of Defense. This data is available for

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

3.3. Searching for a DoDAAC via the WMS. The DoDAAC Search process allows a customer to enter an existing DoDAAC number and view information for that DoDAAC record. Customer must first select "Search DoDAAC." Next, the customer fills in one or more boxes with any information they have and the search will display the results.

3.4. Requesting a new DoDAAC via the WMS. This process begins with the customer visiting the website homepage (<https://dodaac.wpafb.af.mil>) and selecting "Tools" then "Request DoDAAC" button.

3.4.1. Request DoDAAC. After selecting Request DoDAAC, the next screen makes the customer choose whether their DoDAAC will be a Military DoDAAC, a Contractor DoDAAC or a Business Partner Number (BPN) DoDAAC. (There are distinct differences in the format and information collected). Customer also needs to select whether the address will be for a CONUS (includes Canada) Request, Alaska, Hawaii, Puerto Rico Request, or an OCONUS (includes Guam) Request.

3.4.2. The next screen will display the form the customer must complete. This is also the main data entry point for the system.

3.4.3. To ensure the data is in the correct format, customer must fill in designated boxes with required information. Help buttons and pop-up screens are available throughout the system to assist customers as they complete the form. No punctuation/special characters (e.g., /, : , commas and hyphen) may be included as part of the address. Also, the DoDAAC WMS is Common Access Card (CAC) card specific so customer email address and customer submitting requests must match.

3.4.4. Justification will be include via memo: **(T-1)**

3.4.4.1. Host Name; Organization and Mission Description

3.4.4.2. DoDAACs receiving materiel will have an appointed APO in writing and MAJCOM approval.

3.4.5. All DoDAACs must have CC approval. **(T-1)**

3.4.6. After the customer completes the form and clicks the Next button, a verification page will display all the information submitted. If all information is correct, the customer must then click the Submit Request button and the system will process the request to the first approval location. Although the customer is "guided" through the request forms, it is essential they select the correct MAJCOM for their unit and ensure the correct email address is entered. The MAJCOM code from the drop-down box is how the system routes the request to the MAJCOM Monitor for approval. The system has to have the individual's email address for customer feedback as the system processes the request.

3.5. Changing or Deleting a DoDAAC via the WMS. The data entry process is basically the same for a change request and a delete request. The main difference is the customer has to enter the DoDAAC number to be changed or deleted. Customer must then simply follow the instructions and press the submit buttons. The DoDAAC Web Management System has layers of security built into the information screens which will not allow customers to submit requests until all required information is entered on the request forms. This allows those in the approval process to know

what is needed, who submitted it, and why it is needed. The information will become a permanent electronic record of this transaction and provides the AF Service Point the capability to enter a DoDAAC number and view the entire history of that DoDAAC.

3.6. Customer tracking number for DoDAAC transactions. After a customer submits a completed request form they will receive a message to inform them the request was forwarded for approval. The message will include a tracking number which is used to track the status of the request. On the home page of the DoDAAC WMS the customer enters this tracking number in the “Request Tracker” block on the front page to find out where the request is in the approval process. When processing is completed, the customer receives an e-mail from the system notifying them of the action taken.

3.7. Special Instructions for Contractor DoDAACs.

3.7.1. Contractors are not authorized to request establishment, change, or deletion of a DoDAAC account. This must be done by an Air Force Contracting or Defense Management Contract Agency (DCMA) office. When requesting the establishment of or a change to a DoDAAC the contracting officer should provide the complete mailing address for the Administrative Contracting Office (ACO) that will be administering this contract. Contract DoDAAC information is provided by the ACO or Procuring Contracting Officer (PCO). To create a new DoDAAC or update information on an existing DoDAAC the ACO/PCO must have a copy of their SF Form 1402 on file at the DoDAAC CSP office and include a valid Air Force contract number loaded in Electronic Document Access (EDA) to verify that an active contract is being performed.

3.7.2. When a contract is extended or a new contract is placed in effect at the same location, the ACO should submit a DoDAAC change request via the WMS to provide the CSP with the updated information, otherwise the DoDAAC will be inactivated and deleted from the AF DoDAAC WMS and the DAASC WEB DoDAAD System. Termination of contractor access when contracts expire is important to ensure government property is not issued to unauthorized contractors.

3.7.3. Contractor DoDAAC change of address. Contracting officers need to be aware of when to request a change of address and when to request a new DoDAAC entirely:

3.7.3.1. When the contractor is closing a facility and moving everything to a new location, request a change to the existing DoDAAC to reflect the new address.

3.7.3.2. When the contractor is opening a new facility and transferring some of the workload to the new location, but is still functioning at the old location, request a new DoDAAC for the new address. The current DoDAAC will remain active at the previous address as long as work continues to be performed there on any Air Force contract.

3.8. MAJCOM Monitor, Subject Matter Expert, and AF Central Service Point Actions.

3.8.1. MAJCOM Monitor actions. After the customer submits the final request form, the system will send the form to the MAJCOM selected by the customer. This is done by a table built into the system maintained by the DoDAAC Service Point. If a TAC 3 is involved, the request will first go to DFAS, then to the MAJCOM Monitor.

3.8.1.1. When the request is sent to the MAJCOM, the Web Management System will send an email to the MAJCOM Monitor to inform them of a DoDAAC request requiring review. The MAJCOM Monitor logs into DoDAAC WMS site via CAC to review the request

3.8.1.2. The MAJCOM Monitor will see the new DoDAAC request displayed under Pending DoDAAC Requests. It displays the current DoDAAC for changes and deletes, the current status, who submitted it and the date.

3.8.1.3. The MAJCOM Monitor will review the request to determine if it is legitimate, the addresses are in the proper format, the requester is assigned to the address location/unit, the request has adequate justification, and they agree with the request.

3.8.1.4. When the MAJCOM Monitor agrees, they will select the Approve Request button. By approving, they certify the request is valid and they agree with all of the information submitted.

3.8.1.5. When the MAJCOM Monitor disagrees with the request, they can either fix the incorrect information themselves, or return it to the customer to be corrected. It is recommended that each approval point reject erroneous or improper requests back to the customer. This will allow the customer to know what they did wrong so future requests can be correctly submitted. To assist the MAJCOM monitors with this task, there is a dialogue box built in to their control panels. When the MAJCOM Monitor rejects a request, they can quickly send an email through the system to tell the customer what needs to be corrected. There are also “canned responses” available, based on typical problems with DoDAAC requests, to save the MAJCOM monitors even more time.

3.8.1.6. When the MAJCOM Monitor is satisfied with the request and selects the Approve Request button, the system sends the DoDAAC to the DoDAAC Subject Matter Expert (SME) office designated for the particular type DoDAAC series the customer selected.

3.8.2. DoDAAC Subject Matter Expert (SME). A list of DoDAAC SMEs is found on the AF DoDAAC WMS at the following link: <https://dodaac.wpafb.af.mil>

3.8.2.1. The SME adds more validity to the customer’s stated need for a specific type DoDAAC. An example is for FJxxxx DoDAACs (aircraft engines). Engines are so critical to the AF mission that the AF has determined they will have their own series of DoDAAC to specifically identify them in the requisitioning/shipping process. To ensure the DoDAAC is assigned correctly, there is an SME that endorses the request.

3.8.2.2. Not all DoDAACs have assigned SMEs. When there is no SME for a particular DoDAAC, the request is routed directly from the MAJCOM Monitor to the AF Central Service Point. This ability to assign a SME to the approval process provides a lot of flexibility to get more experts involved in this process.

3.8.2.3. The SME has the same capability as the MAJCOM Monitor through their control panel to accept the request or reject it. If they approve it, the request is sent to the AF Service Point. If the SME rejects it, they can send the DoDAAC request back to the customer or the MAJCOM Monitor. When the errors are corrected and the request is re-submitted, the system sends the request to the AF Service Point.

3.8.3. Air Force DoDAAC Central Service Point. When the AF CSP receives a DoDAAC request, an email notification is sent to three people at the 635th Supply Chain Operations

Wing (SCOW). When the CSP selects View from the Pending DoDAAC Requests list, the DoDAAC Request Form will display. The CSP representative will review the information presented for basically the same information the others have reviewed. Unless there is more information they have that may not have been observed earlier in the approval process, they will take the same actions the MAJCOM Monitors and ACO did, accept or reject the request.

3.8.3.1. When the CSP accepts a request and it is for a new DoDAAC, it will be assigned a new DoDAAC number and a Routing Identifier Code (if requested/authorized). The Web Management System electronically submits all CSP approved requests to the DAASC WEB DoDAAD system, where the process of establishing, changing, or deleting a DoDAAC is finalized. At this point, the DoDAAC is available for use.

3.8.3.2. When a DoDAAC request is improper or contains errors precluding approval, the CSP representative will either disapprove the request, or will return the request to any of the approval points or directly to the customer for correction and resubmission.

3.9. Manual DoDAAC Process in the event of prolonged system failure. All DoDAAC requests will be submitted via the AF DoDAAC WMS. In the event of catastrophic system failure necessitating temporary manual submission of requests to establish, change, or delete DoDAACs, the following information will be typed or electronically prepared and forwarded to the 635th Supply Chain Operations Wing. Requesters may also forward a hard copy bearing the original signature of the contracting officer or ACO (for contractor DoDAAC requests only). Failure to provide all the required information will result in the request being returned without action.

3.9.1. DoDAAC requests - Air Force units and contractors.

3.9.1.1. Requesting Office: Organization/office symbol, street address, base name, state and nine-digit zip code of the government office requesting account.

3.9.1.2. POC Information: Name, commercial phone number, and Email address of person requesting DoDAAC account. For contractor DoDAAC requests, this must be the ACO/PCO/DCMA maintaining administrative control over the contract.

3.9.1.3. Major Command (MAJCOM): Identify Major Command (Parent or host command, e.g., AFMC).

3.9.1.4. Type Of Account: State type of account requested, if known. Coordinate with and include name and phone number of DoDAAC MAJCOM Monitor, and DoDAAC Subject Matter Expert (SME) when applicable, who have concurred with this DoDAAC request

3.9.1.5. Justification: Must be provided or request will be denied. Identify why the DoDAAC is needed and assurance that it will not represent a duplication of existing capability which could be used. Justification should indicate if MILSTRIP procedures will be used. For contractor request, indicate if the contract authorizes GFE/GFM to be provided to the contractor.

3.9.1.6. Routing Identifier Code (RIC) requirement: Will the DoDAAC account require a RIC? Indicate yes or no. See [Chapter 6](#) for more information about RICs.

3.9.1.7. TAC Information: Provide TAC 1, 2, and 3 information, as applicable. See [paragraph 2.2](#) for more information.

3.9.2. Additional Information Required For Contractor DoDAACs.

3.9.2.1. Contractor's Name And Mailing Address: Complete company name (spell out acronyms) and TAC 1 address. This address must contain the ZIP+4.

3.9.2.2. Contractor's Phone Number. This is the commercial phone number for the physical location where the work will be performed. Do not give Toll Free Numbers.

3.9.2.3. Contractor's Freight Address: Provide the TAC 2 address if freight exceeding the 70 pound limit for mail is to be delivered to the contractor and it is different from the TAC 1 address.

3.9.2.4. Contractor's Billing Address: TAC 3 address is only required if bills are to be sent to an address other than the TAC 1 mailing address.

3.9.2.5. Contractor's Cage Code. A Commercial and Government Entity (CAGE) Code is a 5 digit code that identifies companies doing or wishing to do business with the Federal Government. It also identifies Government field activities.

3.9.2.6. Valid AIR FORCE Contract Number: Active Air Force contract number which applies to this request. NOTE: All Air Force contract numbers will begin with "F".

3.9.2.7. Contract Termination Date: Termination date must be provided (month/year). When termination date shown is more than two years in the future, the justification must include the statement that the termination date does not include option years.

3.9.2.8. Contract Administration Office (CAO): Provide the complete mailing address for the CAO that will be administering this contract. If the CAO is a branch of the DCMA, also include the DoDAAC of the responsible DCMA branch. The DCMA DoDAAC always begins with a "S."

3.9.2.9. Type Of Contract: Specify which type of contract is being performed, see [Table 2.2](#).

3.9.3. Updating Contract Termination Date. For updates to contractor DoDAACs, submit the following information to 437th Supply Chain Operations Squadron (AFMC). Requests must list the ACO/PCO commercial phone number.

3.9.3.1. DoDAAC

3.9.3.2. AF Contract Number

3.9.3.3. Contract Completion Date (month/year only). NOTE: Do not include option years until they are exercised.

3.9.3.4. Name and e-mail address of ACO, PCO or DCMA rep submitting this information.

3.9.4. Updating DoDAAC Address Information. Include the following:

3.9.4.1. DoDAAC

3.9.4.2. Full updated address, including ZIP+4 for United States addresses

Chapter 4

DODAAC VALIDATION

4.1. Air Force DoDAAC Validation. The Air Force requires an annual validation of all “F” series and “JM” DoDAACs maintained in the AF DoDAAC Web Management System (WMS). The AF CSP will produce lists of all “F” series and “JM” DoDAACs from the DoDAAC WMS, divided by responsible MAJCOM. The “F” series DoDAAC lists will be further divided by sub-series (e.g., “FB,” “FE,” “FY,” etc.) to be sent to MAJCOMs for validation. **(T-1)**

4.1.1. To simplify the annual validation requirement, the DoDAAC WMS will keep track of all Request (new DoDAACs), Change, and Delete transactions on a calendar year basis. At the end of each year, the DoDAAC WMS will only generate lists of “F” series and “JM” DoDAAC accounts which were not newly created or updated during the previous 12 months. If a DoDAAC was created or updated during the previous 12 months, it is considered to have been validated for the current year, and will be excluded from the annual DoDAAC validation lists sent to the MAJCOMs. **(T-1)**

4.1.2. The AF CSP will forward the Annual Validation list to the Subject Matter Experts (SME) for DoDAAC series FF, FH, FJ, FK, FL, FM, FP, FV, and FW to determine if the DoDAAC accounts show recent activity or are no longer valid. SME(s) will review the Annual Validation lists, annotate accounts that are not valid or show no recent activity and return a copy of the lists back to the AF CSP within 30 days of receipt.

4.1.2.1. Once SMEs have completed their review and returned the Annual Validation List to the AF CSP, the AF CSP will forward the annotated list to the MAJCOM Monitors for final validation.

4.1.2.2. The MAJCOM Monitors should use the annotated comments from the SME along with support from the DoDAAC owners within their command to perform the validation using the AF DoDAAC WMS. Validation must be completed within 60 days of receipt. Any accounts not reviewed and validated within 30 days will be deleted. **(T-1)**

4.1.3. DoDAAC owners will follow the below steps to validate their DoDAACs:

4.1.3.1. Navigate to <HTTPS://DoDAAC.wpafb.af.mil>

4.1.3.2. Go to tools

4.1.3.3. Click on Validate DoDAAC.

4.1.3.4. On screen Form appears.

4.1.3.5. Enter your JM DoDAAC in the DoDAAC text box and click on the "Submit" button.

4.1.3.6. On screen Form appears.

4.1.3.7. Select today's date on the TAC1 and TAC 2 address calendars.

4.1.3.8. Fill out the name and email address fields and click on the "Submit" button to complete the submission process.

4.1.4. When the DoDAAC being validated requires changes in the address information, the customer will need to use the “Change DoDAAC” request via the DoDAAC WMS website to enter the necessary changes. **(T-1)**

4.1.5. When a DoDAAC is no longer valid, the DoDAAC owner will need to submit a “Delete DoDAAC” request via the DoDAAC WMS. If a DoDAAC account cannot be properly pinpointed to an owning unit for validation, the DoDAAC will be considered inactive and should be identified for deletion. **(T-1)**

4.1.6. MAJCOM Monitors will track completion of all DoDAAC validations for their command. MAJCOMs will have 60 days from receipt of annual DoDAAC validation listings to complete annual validation of all DoDAACs for their command. **(T-1)**

4.2. Contractor DoDAAC Validation. Contracting officers are required to validate DoDAACs assigned to contractors under their purview to ensure accuracy of information associated with contractor DoDAACs. It is critical to ensure DoDAACs do not remain active and available for contractor use beyond the limitations of the contract (e.g., after contract termination date). **(T-1)**

4.2.1. Validation is accomplished via the Air Force DoDAAC WMS. After the contracting officer enters the DoDAAC WMS web site, selects “Validate DoDAAC,” then selects “Contractor DoDAAC Validation,” they will then enter the applicable DoDAAC number to be validated. This will bring up the DoDAAC record, showing all contract numbers currently loaded in the WMS with associated termination dates, as well as all TAC address information for that DoDAAC. A single contractor type EZ DoDAAC may cover multiple contracts when the contracts are awarded to the same contractor, at the same address or actual location where work is being performed, and the DoDAAC will be used for the same purpose under each contract (i.e., government furnished materials). All other contractor type DoDAACs will only cover a single contract.

4.2.1.1. Contracting officers can enter multiple contracts and termination dates to the Contractor DoDAAC Validation screen. To add a contract number click on the “Add additional contract number to this DoDAAC” button. The screen will bring up a blank field, allowing a contract and termination date to be entered. If more contracts need to be entered for type EZ contracts click on the “Add additional contract number to this DoDAAC” button up to 3 more times to enter additional contract information. When finished entering contract(s) and date(s), click “Submit Validation” button at the bottom of the request screen. Any accounts not reviewed and validated within 60 days will be deleted. **(T-1)**

4.2.2. The contracting officer can use the Contractor DoDAAC Validation page to add additional contracts to a DoDAAC when new contracts are awarded to the contractor to which that DoDAAC is assigned. Any required TAC address information updates must be accomplished via the DoDAAC WMS “Change DoDAAC” function. These changes cannot be accomplished via the “DoDAAC Validation” function.

4.2.3. Contract expiration dates reflected in the DoDAAC WMS must not include any unexercised option years. As option years are exercised, the expiration date must be extended by the responsible contracting officer. This can be accomplished on the Contractor DoDAAC Validation page by updating the termination date listed under the applicable contract number,

or by using the DoDAAC Change function to submit an update to the termination date along with any other address information that needs to be simultaneously updated.

4.2.3.1. When a new contract is awarded to the same contractor and for the same purpose requiring continuation of the DoDAAC, the responsible contracting officer can use the DoDAAC Validation page or submit a DoDAAC Change request to provide the new contract number and termination date. This must be done in a timely manner to preclude the DoDAAC from remaining active under the old contract beyond the expiration date.

4.2.3.2. When a contract expires, the responsible contracting officer must take action to delete the DoDAAC unless it covers multiple contracts from different ACOs/PCOs. The contracting officer will submit a Delete DoDAAC request via the DoDAAC WMS if there are no other contracts being performed.

4.2.3.3. Validation of DoDAACs covering multiple contracts from different ACOs/PCOs will be a coordinated effort by the DoDAAC CSP, CAVAF Program Office, and responsible contracting officers.

4.2.3.4. When a contract is terminated for cause (fraud, bankruptcy, or other adverse action), the DoDAAC must be removed to ensure it cannot be used for any further purpose. The contracting officer must submit a Delete DoDAAC request via the DoDAAC WMS.

Chapter 5

BUSINESS PARTNER NUMBER (BPN)

5.1. Development of the BPN. The BPN was required for Intra-governmental Transaction Exchange (IGTE). It identifies a government entity for the purpose of intra-governmental transactions. The Central Service Point (CSP) for BPNs is SAF/FMFC (AFAFO), Denver CO.

5.1.1. Intra-Governmental Transaction Exchange (IGTE). Air Force was tasked to participate in an Office of Management and Budget (OMB) project, IGTE, to resolve long-standing problems with intra-governmental exchange transactions between federal agencies. These transactions are commonly referred to as buy-sell transactions, reimbursable agreements, interagency agreements, and Military Interdepartmental Purchase Requests (MIPRs).

5.1.1.1. The first phase involved the issuance of business rules to transform and standardize intra-governmental ordering and billing, which were issued by OMB. The business rules also defined government wide data architecture to enable universal electronic processes and to support government wide financial reporting requirements.

5.1.1.2. The second phase applied the Central Contractor Registration (CCR) concept to federal agencies. All agencies engaged in intra-governmental exchange transactions were required to register in the Business Partner Network, to provide a single source of data and to enable the identification of federal trading partners below the Department level. Air Force complied with this second phase by developing a BPN structure that will have the least impact on logistics, but provides the detail level needed for AF purposes to comply with OMB IGTE requirements.

5.1.1.3. The third phase of IGTE requires the processing of all level 1 (DoD and non-DoD trading partner) transactions via IGTE. The IGTE project was cancelled by OMB in June 2005. However, the requirement to maintain and use BPNs remains in the OMB business rules for intragovernmental transactions. The Business Transformation Agency (BTA) is now coordinating on a pilot system called IVAN (Intragovernmental Value Added Network). IVAN is currently in a proof of concept mode and final decisions on the future process are scheduled for completion at the end of FY08.

5.2. BPN assignment.

5.2.1. Comptroller and Contracting offices must work in concert at base level to establish and maintain the BPNs ensuring no duplication within the location. BPN establishment and control is a MAJCOM/FM responsibility with the actual assignment being accomplished by the base Comptroller office, in partnership with their local contracting squadron. The Comptroller office will be responsible to maintain, issue, and delete BPNs. Contracting is responsible for coordinating on the issuance of all BPNs to ensure that all ship-to addresses for the customer have been properly identified. In addition, Contracting is responsible for updating the contract writing systems with new and/or revised BPN data. Note that there is a one-to-one relationship between a BPN and a delivery location for an organization, therefore if an organization has two delivery points two BPNs would have to be assigned.

5.2.2. Once a BPN has been assigned at the local ALO/FMA office, it will be submitted via the following website: <https://dodaac.wpafb.af.mil/>. The request for the new BPN will be automatically forwarded to the MAJCOM/FM office for review and approval and then to the

CSP, SAF/FMFC (AFAFO), for approval. Upon approval by AFAFO, there is an automated update that feeds from the BPN website to DAASC.

5.2.3. BPNs do not replace existing logistics DoDAACs (i.e. FB, FE, etc). However, the procedures for requesting, changing and deleting BPNs is the same as for DoDAACs, see [chapter 3](#) for more detail. The BPN website referenced above is a mirror-image of the DoDAAC web page.

5.3. Business Partner Number structure (DoD + 6 positions (DoDAAC) = BPN). Letters O and I are not to be used in constructing DoDAACs or BPNs. Positions 1-3 of BPN are pre-assigned. Breakdown of BPN positions is listed below:

5.3.1. Position 1: F—Constant for Air Force

5.3.2. Position 2: Numeric—Identifies "type of base"

Table 5.1. Breakdown of BPN positions.

1-4 = Active Air Force Base (AFB)
5 = Air Force Reserve
6-9 = Air National Guard (ANG)

5.3.3. Position 3: Alpha—Identifies a specific location or base. For a complete list, visit the website: <https://dodaac.wpafb.af.mil/>

5.3.4. Position 4: Alpha or Numeric—Identifies organizations on base

Table 5.2. Position Identifiers.

0 = Wing
1 = Operations
2 = Maintenance
3 = Mission Support
4 = Medical
5 = Training
6-9 = available for assignment
A = System Program Office (SPO)
B = Laboratories
C = Air Logistics Center (ALC)
D = System Center
E = Test Center
F = MAJCOM Headquarters
G = Geographically Separated Unit (GSU)
H = Other
J= Recruiter/ROTC
K/L/M/N/P/Q/R/S = available for assignment
T = Tenant
U = Tenant – continued (only to be used if sufficient combinations are not available with the use of T)
V-Z = available for assignment

5.3.5. Positions 5 and 6: Alpha or Numeric—Randomly assigned by location.

5.4. BPN Point of Contact. For additional information regarding BPN use or construction, contact the BPN POC.

Chapter 6

ROUTING IDENTIFIER CODES (RIC)

6.1. Definition and use. A RIC is a three-digit code that is normally assigned to correspond with certain DoD Activity Address Codes (DoDAACs), such as base supply accounts. This 3-digit code is used in MILSTRIP documentation to identify a source of supply and send/receive supply, transportation, and billing data electronically. Air Force RIC construction is outlined in **Table 6.1**

6.2. RICs for contractor DoDAACs. A recent In-Transit Visibility (ITV) initiative for contractor shipments has created the frequent need for contractor DoDAACs to have corresponding RICs assigned.

6.2.1. Since the purpose of the RIC is to transmit data electronically, the contractor must establish an electronic interface with the Defense Automatic Addressing System Center (DAASC) for a RIC to be effective. This will allow for supply, transportation and/or billing transactions to be sent and received via an automated means. This can be a computer IP address or even e-mail notification.

6.2.2. When a contractor DoDAAC is issued, part of the response back to the contracting officer identifies the office at DAASC to contact for establishment of this electronic interface. This interface can be set up against a DoDAAC and/or a RIC. Not all DoDAACs will require an actual RIC in order to use an electronic interface for automated transactions.

6.2.3. For general information regarding RICs, please contact DAASC. There is also a link to the RIC regulation website for additional information at: <https://www.transactionservices.dla.mil/daasing/ric.asp>

Table 6.1. AF Routing Identifier Code Construction.

RIC POS 1	RIC POS 2	ASSOCIATION W/AF DODAACS
D	ANY	BASE SUPPLY ACCOUNTS (FB)
E	ANY	MEDICAL ACCOUNTS (FM)
E	ANY	REPAIR CONTRACTOR ACCOUNTS (EZ) NOTE: ONLY CAV II CONTRACTORS
F	G	HILL AFB UT ONLY
F	H	TINKER AFB OK ONLY
F	L	ROBINS AFB GA ONLY
F	OTHER THAN G, H, L	OTHER DEPOT OR AF CAS MUNITIONS ACCOUNTS (FV)
F	NUMERIC IN 2 ND & 3 RD POS.	CONTRACTOR ICP ACCOUNTS

WARREN D. BERRY, Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DLM 4000.25, *Defense Logistics Management Standards (DLMS)*, Volume 6, *DoD Logistics Systems Interoperability Support Services*, 25 March 2008

DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*, Appendix 2- *Data Elements and Codes*, June 25, 2013

DoDM 4160.21, *Defense Materiel Disposition Manual*, 12 January, 2018

DTR 4500.9-R, *Defense Transportation Regulation (DTR)*

DTR, Part II, *Cargo Movement*, 8 November 2018

AFI 21-201, *Munitions Maintenance Management*, 3 June 2015

AFI 21-203, *Nuclear Accountability*, 12 May 2016

AFI 21-204, *Nuclear Weapons Maintenance*, 17 December 2015

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

Adopted Forms

DLA Form 1832, Richmond Map Facility (RMF) Account Data Entry Screen

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

ADSN—Accounting and Disbursement Station Number

AMC—Air Mobility Command

BPN—Business Partner Number

BRAC—Base Realignment and Closure

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

CAO—Contract Administration Office

CCP—Consolidation and Containerization Point

CSP—Central Service Point

DAASC—Defense Automatic Addressing System Center

DCMA—Defense Contract Management Agency

DFAS—Defense Finance and Accounting Service

DLA-E—Defense Logistics Agency-Energy

DoDAAC—Department of Defense Activity Address Code

DoDAAD—Department of Defense Activity Address Directory
DSN—Defense Switch Network
DTS—Defense Transportation System
FMS—Foreign Military Sales
GSA—General Services Administration
MAJCOM—Major Command
MAPAC—Military Assistance Program Address Code
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MSC—Military Sealift Command
PCO—Procuring Contracting Officer
SME—Subject Matter Experts
SRAN—Stock Record Account Number
TAC—Type of Address Code
TMDS—Table Management Distribution System
WMS—Web Management System
WPOD—Water Port of Debarkation
WPOE—Water Port of Embarkation

Terms

Aerial Port of Embarkation/Debarkation (APOE/D) Code—A three-position code which identifies a specific APOE or APOD.

Central Service Point (CSP)—An activity within each participating military service or federal agency that is assigned the responsibility of controlling DoDAAF data.

Controlled DoDAAC—A DoDAAC having a clear-text address that is controlled to defend against use which would result in a possible security compromise or when a special project officer is controlling requisitions.

Defense Automatic Addressing System Center (DAASC)—The Department of Defense (DoD) agency designated as central control point for processing data received from all Services and agencies into the DoDAAD.

Department of Defense Activity Address Code (DoDAAC)—A six-digit alphanumeric code used for providing a uniform method for controlling US Government assets and for recording transactions that reflect receipts and disposition of property transferred to an activity.

Department of Defense Activity Address Directory (DoDAAD)—A directory of activity address codes and corresponding organization addresses to which material, documentation, or billing is directed under the Defense Logistics Management System (DLMS).

Effective Date—The assigned Julian date when a DoDAAC becomes effective for use in a selected military standard logistics system.

Frequency of Reporting or Leveling Code—Identifies the frequency (daily, monthly, quarterly) of reporting and indicates the frequency for which stock levels are computed by the activity.

Major Command (MAJCOM) Code—Identifies MAJCOM jurisdiction of an activity.

Replacing Code—Identifies a DoDAAC that is replaced by a new DoDAAC.

Reporting Code—Identifies an activity as either stock balance (SB) or consumption reporting (CR).

Standard Point Location Code (SPLC)—The SPLC is a six or nine digit number used to identify origin and destination geographic locations.

Water Port of Embarkation/Debarcation (WPOE/D) Code—A three-position code which identifies a specific WPOE or WPOD.

Attachment 2

ACTIVITY SERIAL NUMBERS

A2.1. Activity Serial Numbers. The following activity serial numbers are assigned to a command or activity. They are used as the last four digits of the DoDAAC (does not apply to FY, JM or any contractor DoDAAC accounts)

Figure A2.1. Activity Serial Numbers.

SERIES	COMMAND OR ACTIVITY TO WHICH ASSIGNED
0001-1999	Air Force Station Contractor
2000-2284	Air Force Materiel Command
2000-2019	Newark AFS
2020-2029	Ogden ALC
2030-2039	Oklahoma ALC
2040-2049	Air Force Materiel Command
2050-2059	Air Force Materiel Command
2060-2069	Warner Robins ALC
2070-2079	Reserved for Expansion
2080-2089	Reserved for Expansion
2090-2099	Reserved for Expansion
2100-2179	Reserved for Expansion
2180-2199	Reserved for Expansion
2200-2284	Reserved for Expansion
2285-2299	Air Force Materiel Command
2300-2399	Air Force Materiel Command
2400-2499	Office for Aerospace Research
2500-2599	HQ AFSPACECOM
2600-2624	AF Inspection & Safety Center
2526-2649	AF Operational Test & Evaluation Center (AFOTEC)
2650-2699	AF Audit Agency
2700-2799	AF Office of Special Investigation
2800-2829	Air Force Materiel Command
2830-2839	Air Force Materiel Command
2840-2859	AF Service Information & News Center
2860-2869	AF Operations Staff
2870-2879	Defense Audiovisual Agency
2880-2889	Reserved for Expansion
2890-2899	Reserved for Expansion
2900-2999	Reserved for Expansion
3000-3099	Air Education and Training Command (AETC)
3100-3124	Reserved for Expansion

3125-3299	Reserved for Expansion
3300-3399	Air University
3400-3999	Reserved for Expansion
4000-4399	Reserved for Expansion
4400-4499	Air Mobility Command
4500-4799	Air Combat Command
4800-4899	Air Combat Command
4900-4910	Joint Communications Support Element (JCSE)
SERIES	COMMAND OR ACTIVITY TO WHICH ASSIGNED
4911-4999	US Central Command
5000-5099	Pacific Air Force
5100-5184	Air Force Intelligence Surveillance and Reconnaissance Agency (AFISR Agency)
5185-5199	Reserved for Expansion
5200-5299	Pacific Air Force
5300-5699	United States Air Forces in Europe
5700-5799	Reserved for Expansion
5800-5899	Air Force Contingency Supply Support (all MAJCOMs)
6000-6099	National Guard Bureau
6010-6019	Alabama ANG
6020-6029	Arizona ANG
6030-6039	Arkansas ANG
6040-6059	California ANG
6060-6069	Colorado ANG
6070-6079	Connecticut ANG
6080-6089	Delaware ANG
6090-6099	Florida ANG
6100-6109	Georgia ANG
6110-6119	Idaho ANG
6120-6129	Illinois ANG
6130-6139	Indiana ANG
6140-6149	Iowa ANG
6150-6159	Kansas ANG
6160-6169	Kentucky ANG
6170-6179	Louisiana ANG
6180-6189	Maine ANG
6190-6199	Maryland ANG
6200-6219	Massachusetts ANG
6220-6229	Michigan ANG
6230-6239	Minnesota ANG
6240-6249	Mississippi ANG

6250-6259	Missouri ANG
6260-6269	Montana ANG
6270-6279	Nebraska ANG
6280-6289	Nevada ANG
6290-6299	New Hampshire ANG
6300-6309	New Jersey ANG
6310-6319	New Mexico ANG
6320-6329	New York ANG
6330-6339	North Carolina ANG
6340-6349	North Dakota ANG
6350-6369	Ohio ANG
6370-6379	Oregon ANG
6380-6389	Pennsylvania ANG
6390-6399	Rhode Island ANG
6400-6409	South Carolina ANG
6410-6419	South Dakota ANG
6420-6429	Tennessee ANG
6430-6439	Texas ANG
6440-6449	Utah ANG
6450-6459	Vermont ANG
6460-6469	Virginia ANG
6470-6479	Washington ANG
6480-6499	West Virginia ANG
6500-6509	Wisconsin ANG
6510-6519	District of Columbia ANG
6520-6529	Alaska ANG
6530-6539	Hawaii ANG
6540-6549	Puerto Rico ANG
6550-6559	Reserved for Expansion
6560-6569	Oklahoma ANG
6570-6599	USAF Military Personnel Center
6600-6799	Air Force Reserve
6800-6899	Reserved for Expansion
6900-6999	Air Force Medical Contingency (AFMOA)
7000-7009	USAF Academy
7010-7019	HQ USAF
	Air Force Intelligence Surveillance and Reconnaissance Agency (AFISR Agency)
7020-7039	
7040-7044	AF Accounting & Finance Office
	Air Force Intelligence Surveillance and Reconnaissance Agency (AFISR Agency)
7045-7049	
7050-7059	HQ USAF
7060-8999	Reserved for Expansion

9000-9399	Food Services (FT)- Appropriated Fund Dining Facilities
9400-9699	Food Services (FT)- Child Care Facilities
9700-9900	Food Services (FT)- Nonappropriated Fund Activities

Attachment 3

BUSINESS PARTNER NUMBER (BPN)

A3.1. General Business Partner Number Information. The Business Partner Number (BPN) identifies a government entity for the purpose of intra-governmental transactions. These transactions are commonly referred to as buy-sell transactions, reimbursable agreements, interagency agreements, and Military Interdepartmental Purchase Requests.

A3.1.1. The Central Service Point (CSP) for BPNs is at Deputy Assistance Security for Financial Operations, Office of the Assistant Secretary for Financial Management and Comptroller (SAF/FMF) Air Force Accounting and Finance Office (SAF/FMFC [AFAFO]).

A3.1.2. BPN establishment and controls is a MAJCOM FM responsibility with the actual assignment being accomplished by the base Comptroller office, in partnership with their local contracting squadron.

A3.1.3. Is a six-digit Department of Defense code that identifies a unit, activity, or organization for *intra-governmental* financial identification purposes ONLY.

A3.1.4. One-to-one relationship between a BPN and a delivery location for an organization, therefore if an organization has two delivery points two BPNs would have to be assigned.

A3.1.5. BPNs DO NOT replace existing logistic DoDAACs.

A3.2. Responsibilities.

A3.2.1. BPN Central Service Point (CSP). CSP duties include:

A3.2.1.1. Establishing, changing or deleting BPN Command accounts (i.e. OD – USAFE, 4W – AFDW, etc.). List of BPN Command accounts are located on AFAFO SharePoint site.

A3.2.1.2. Updating primary and alternate(s) BPN Monitors of Command accounts.

A3.2.1.3. Final approval of BPN requests: new, change/update, and delete.

A3.2.1.4. Focal point for official validation of BPNs within the Air Force.

A3.2.2. BPN Monitor. Monitor duties include:

A3.2.2.1. Review, validate and approve/disapprove BPN requests (new, changes, and deletions) initiated by the BPN Customer.

A3.2.2.2. This individual is not the same individual as the DoDAAC Monitor.

A3.2.2.3. Current BPN Command & Monitor contact information is located on the DoDAAC Website Contacts menu (Figure 1) – Select ‘BPN Approvals’ from the drop down list.

A3.2.3. BPN Customer. Installation Comptroller and Contracting offices, work in concert at base level to establish and maintain the BPN’s ensuring no duplication within the location.

A3.2.3.1. Comptroller office will be responsible to maintain, issue, change and delete BPNs.

A3.2.3.2. Responsible for the accuracy of their respective BPN data and at least annually validate and change or delete (if necessary) their BPN data.

A3.2.3.3. Follows established BPN structure (located on AFAFO SharePoint).

A3.2.3.4. Submit BPN requests (new, validate, change, delete) via DoDAAC website.

A3.2.3.5. Routes BPN questions, comments and concerns to CSP via their BPN Monitor.

A3.2.3.6. Contracting is responsible for coordinating on the issuance of all BPNs to ensure that all ship-to addresses for the customer have been properly identified. Also, updates the contract writing system with new and/or revised BPN data.

A3.3. BPN Structure.

A3.3.1. Positions. Letters O and I are **NOT TO BE** used in constructing BPNs. Positions 1-3 of BPN are pre-assigned (full list is located on AFAFO SharePoint). Position breakdown are listed below:

A3.3.2. Position 1: F – Constant for Air Force

A3.3.3. Position 2: Numeric – Identifies "type of base"

Table A3.1. BPN Structure.

1 – 4	Active Air Force Base (AFB)
5	Air Force Reserve (AFR)
6 – 9	Air National Guard (ANG)

A3.3.4. Position 3: Alpha – Identifies a specific location or base.

A3.3.5. Position 4: Alpha or Numeric – Identifies organizations on base. Letters O and I are **NOT TO BE USED**.

Table A3.2. BPN Structure.

0 =	Wing
1 =	Operations
2 =	Maintenance
3 =	Mission Support
4 =	Medical
5 =	Training
A =	System Program Office (SPO)
B =	Laboratories
C =	Air Logistics Center (ALC)
D =	System Center
E =	Test Center
F =	MAJCOM Headquarters
G =	Geographically Separated Unit (GSU)
H =	Other
J =	Recruiter/ROTC
T =	Tenant

U =	Tenant – Continued (only to be used if sufficient combinations are not available with the use of T)
NOTE: Numbers 6 – 9 and Alphas K – S & V – Z have not been assigned; therefore, cannot be used. If the assigned numbers/alphas do not meet the intent of the BPN format BPN Monitors must request a new designation for assignment from the CSP.	

A3.3.6. Positions 5 and 6: Alpha or Numeric – Randomly assigned by installation Comptroller. Letters O and I are **NOT TO BE USED**.

A3.4. BPN Requests

A3.4.1. BPN requests made by the customer will be automatically forwarded to the BPN Monitor office for review and approval and then to the CSP for approval. Upon approval by CSP, there is an automated update that feeds from the BPN website to Defense Logistics Agency (DLA) Transaction Services Web Portal (aka DAAS).

A3.4.2. New BPN. Establishes a new one-to-one relationship between a delivery location for an organization and a BPN.

A3.4.3. BPN Customer will use the DoDAAC Website and select:

A3.4.3.1. “Request DoDAAC” under the Tools drop down menu. At the bottom of the page select “BPN Request”.

A3.4.3.2. The next screen will display the form the customer must complete.

A3.4.3.3. To ensure the data is in the correct format, customer must fill in designated boxes with required information.

A3.4.3.4. Customer information should not include special characters. Exception: Email Field should include @ symbol.

A3.4.3.5. Name, E-mail, DSN, & Comm. Phone is the individual/organization to contact when questions occur in regards to the BPN.

A3.4.3.6. It is essential customer select the correct MAJCOM for their unit. The MAJCOM code from the drop-down box is how the system routes the request for approval.

A3.4.3.7. Type Address Code (TAC 1). Each field is limited to 35 characters, including spaces. No punctuation or special characters (e.g., / :) may be included. One exception: The Zipcode (+4) needs a dash between the first 5 and last 4 of the zip code.

A3.4.3.8. Organization and Office Symbol fields are the same information.

A3.4.3.8.1. Organization Field: Input the BPN to eliminate redundancy and maintain consistency with DoDAAC requirements.

A3.4.3.8.2. Office Symbol Field: Use appropriate office symbol

A3.4.3.8.3. Once submitted to MAJCOM for approval these lines combine into one line. Therefore, be aware that the character limit of these combined fields cannot exceed 35 (including spaces).

A3.4.3.9. Customer must verify that the street address, city and the 9 Digit Zip code are valid. Visit USPS.Com Zip look up entering street address, city and state; then select Find. Results of search (9 digit zip code & city) must be used to fill in the form. For example, Andrews AFB is not a city name recognized by USPS but JB Andrews is; therefore, JB Andrews is recorded as City in the BPN request form.

A3.4.3.10. Commercial Phone (CP) Field. **NOT** the DSN number. Area code + 7 digits. No spaces or dashes in the phone number.

A3.4.3.11. Once the form is completed, customer selects the Submit Request button.

A3.4.4. Tracking Number: The next screen will inform them the request was submitted successfully and will include a tracking number. There are instances where a tracking number will be issued, but the message states “submitted unsuccessfully” if this occurs re-submit BPN request.

A3.4.4.1. If the tracking number is ‘0’ the submission was not successful. Re-submit BPN request.

A3.4.4.2. Customer must maintain the tracking number to search the status of the request in DoDAAC website (Tools Menu – Search DoDAAC).

A3.4.5. BPN Monitor: The monitor will review the request to determine if it is legitimate, BPN is structured correctly, the address is in the proper format, ZIP +4, the request has adequate justification, and they agree with the request.

A3.4.5.1. The customer request transfers to BPN Monitor.

A3.4.5.1.1. Input BPN number into DoDAAC field.

A3.4.5.1.2. Enter the mandatory statement “AF NO MILSBILLS PROC” before the Commercial Phone Number. This statement identifies that the BPN will not be invoiced and is for shipping only.

A3.4.5.1.3. If this is an overseas BPN (Japan, Korea, Europe) the commercial number needs to be deleted so that the mandatory statement can be input into the second line.

A3.4.5.2. TAC 2 and TAC 3 are to be blank.

A3.4.5.3. By approving, the monitor certifies the request is valid and agrees with all of the information submitted.

A3.4.5.4. By disagreeing with the request, monitor returns request to the customer with statement of what needs to be corrected.

A3.4.6. BPN CSP: After MAJCOM approves, the request is sent to CSP for final approval.

A3.4.6.1. Reviews that BPN Monitor has made the appropriate changes as identified above.

A3.4.6.2. Change “Require RIC?” to No. No BPN will need a RIC.

A3.4.6.3. By approving, CSP certifies the request is valid. When approved the BPN is electronically transferred to DAAS and available to use.

A3.4.6.4. By rejecting, it is returned to the BPN Monitor. CSP uses the dialogue box to identify why request was rejected and what needs to be fixed before approved.

A3.4.7. Changes & Deletions.

A3.4.7.1. BPN Change. Changes are processed to update an existing BPNs commercial phone number, delivery address and/or office symbol.

A3.4.7.2. Some aspects of the BPN cannot be changed by BPN Customer or BPN Monitor via DoDAAC website. For the following changes BPN Customer must e-mail request to BPN Monitor for routing to BPN CSP:

A3.4.7.3. Changing MAJCOM. i.e. ACC to AETC. Provide list of all BPNs requiring update and what MAJCOM code they need to be changed to.

A3.4.7.4. Updating BPN point of contact name, commercial phone number and e-mail.

A3.4.7.5. BPN Customer fills in **ALL** fields including what is being updated with one exception; leave Bldg. field blank.

A3.4.7.6. BPN Monitor. Once submitted the Change request is different from what was inputted. As a result the BPN Monitor will need to make corrections to the request before approving.

A3.4.7.6.1. BPN Monitor will perform the following: **NOTE:** No special characters & re-check zip code at USPS.com

A3.4.7.6.1.1. Line 1: Delete duplicate BPN number.

A3.4.7.6.1.2. Line 2: Delete 'Bldg' and add mandatory statement "AF NO MILSBILLS PROC". No spaces in commercial phone number.

A3.4.7.6.1.3. Line 3: N/A

A3.4.7.6.1.4. Line 4: Add the City/Base name in front of state and replace dash mark with a space in 9 digit zip code.

A3.4.7.6.1.5. Line 5: N/A

A3.4.7.6.1.6. State Box: Add the states abbreviation.

A3.4.7.7. BPN CSP. The CSP performs the same steps as identified in this regulation. Before approving select "No" for RIC.

A3.4.7.8. BPN Deletion. Deletions are requested when a BPN is no longer required. DoDAAC website – Tools Menu – Delete DoDAAC, enter BPN number in DoDAAC field. Requests are routed the same as with changes and new BPN requests.

A3.4.7.9. Reminder to BPN CSP to select "No" RIC.

A3.4.8. Validation.

A3.4.8.1. Annual requirement when no changes have been made to the BPN within 12 months.

A3.4.8.2. BPN Customer: Before requesting Validation review the BPN in DAAS Inquiry website. If all information is current and correct, customer will use the DoDAAC website to request validation.

A3.4.8.2.1. Validation request is sent directly to BPN CSP.

- A3.4.8.2.2. If the BPN requires any changes follow instructions in [paragraphs 4.2](#).
 - A3.4.8.2.3. If a BPN is no longer valid, the customer will need to submit a “Delete” request.
 - A3.4.8.2.4. If a BPN cannot be properly pinpointed to an owning unit for validation that BPN will be considered inactive and should be identified for deletion.
- A3.4.8.3. BPN CSP: Compares BPN data in DoDAAC website with data in DAAS website. If data matches CSP approves validation; if data DOES NOT match rejects validation with comment to BPN Customer.
- A3.4.8.3.1. As with new, changes and deletion requests RIC must be marked “No” by CSP.