

**NAVMC 11718 (Rev. 12-2014) (EF)**

FOUO - Privacy sensitive when filled in.

**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). The CSP can be reached at USMCDODAACMGR@usmc.mil.  
**NOTE: All fields are mandatory. Enter information in shaded areas.**

**SECTION I - TYPE OF REQUEST**  
(Check One)**DEPARTMENT of DEFENSE ACTIVITY ADDRESS CODE (DoDAAC)** A. NEW DoDAAC *(Enter DoDAAC being requested (from MCBul 5400 as applicable).)* B. DELETE *(Enter DoDAAC being deleted.)*C.  UPDATE  CHANGE *(Enter DoDAAC being updated/changed.)* D. UNIT ROTATION (NOTE: If this DoDAAC Update is for a Unit *(Enter Secondary MAJCOM)* *(Enter Secondary DoDAAC)*Rotation, enter the DoDAAC of the other unit(s) involved here): *(Enter Tertiary MAJCOM)* *(Enter Tertiary DoDAAC)***ROUTING IDENTIFICATION CODE (RIC)** E. NEW RIC *(Enter DoDAAC to which this RIC will be associated and fill out TAC 1 information below.)*F.  UPDATE  CHANGE  DELETE *(Enter RIC.)* *(Enter DoDAAC to which this RIC will be associated.)*G. REASON FOR REQUEST: *(Provide a brief description why this request is being submitted. If new DoDAAC, ensure reason justifies Authority Code requested.)***SECTION II - DoDAAC IDENTITY INFORMATION**1. UNIT IDENTIFICATION CODE (UIC): *(Enter the Unit's UIC of this DoDAAC from either TFMS or DRRS-MC.)*4. PROCUREMENT AUTHORITY FLAG: *(Enter Y ONLY if authorized by HQMC LB to write contracts against this DoDAAC.)*2. MAJOR COMMAND (MAJCOM) CODE: *(Enter MAJCOM.)*

5. STATUS COMMRI:

3. AUTHORITY CODE: *(Enter requested Authority Code. 00, 02, & 05 require Commander's approval.)*

6. BILLING COMMRI:

**SECTION III - STANDARD ACCOUNTING, BUDGET AND REPORTING SYSTEM (SABRS) HIERARCHY***(Enter the hierarchy for this DoDAAC that will be loaded to Table 208 in SABRS.)*

7. MAJOR COMMAND RECIPIENT IDENTIFIER (MRI):

8. ALLOTMENT RECIPIENT IDENTIFIER (ARI): *(Enter ARI if this request is for a DoDAAC that will be used as a SRI, WCI, or AAC.)*9. SUBALLOTMENT RECIPIENT IDENTIFIER (SRI): *(Enter SRI if this request is for a DoDAAC that will be used as a WCI or AAC.)*10. WORK CENTER IDENTIFIER (WCI): *(Enter WCI if this request is for a DoDAAC that will be used as an AAC.)***SECTION IV - TAC 1 INFORMATION**11. LINE 1: *(Enter first line of the Unit's official mailing address; normally unit/activity commander's title.)*12. LINE 2: *(Enter second line of Unit's official mailing address; normally name of the unit/activity.)*13. LINE 3: *(Enter third line of Unit's official mailing address; normally the street address or Post Office Box of the unit/activity.)*14. LINE 4: *(Enter fourth line of Unit's official mailing address in the following fields.)*

14A. COUNTRY (--mil-, fip-, fms-)

14B. STATE/PROVINCE:

14C. CITY:

14D. ZIP CODE:

14E. INTERNATIONAL ZIP CODE:

15. LINE 5 (RESERVED FOR DLA USE ONLY.)

**FOR OFFICIAL USE ONLY**

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| SECTION V - TAC 2 INFORMATION   |  |  |   |
|---|--|--|---|
| 16. LINE 1: <i>(Enter first line of the Unit's official shipping address; normally the supporting DMO/TMO.)</i>   |  |  |   |
| 17. LINE 2: <i>(Enter second line of Unit's official shipping address; normally the building number of the DMO/TMO.)</i>  |  |  |   |
| 18. LINE 3: <i>(Enter third line of Unit's official shipping address; normally the street address or Post Office Box of the DMO/TMO.)</i>   |  |  |   |
| 19. LINE 4: <i>(Enter fourth line of Unit's official mailing address in the following fields; normally the supporting DMO/TMO.)</i>   |  |  |   |
| 19A. COUNTRY (--mil-, fip-, fms-)   |  | 19B. STATE/APO/PROVINCE:   |   |
| 19C. CITY:  |  | 19D. ZIP CODE:   | 19E. INTERNATIONAL ZIP CODE:  |
| 20. LINE 1 (RESERVED FOR DLA USE ONLY.)   |  |  |   |
| SECTION VI - TAC 3 INFORMATION  |  |  |   |
| 21. LINE 1: <i>(Enter first line of the Unit's official billing address.)</i>   |  |  |   |
| 22. LINE 2: <i>(Enter second line of Unit's official billing address.)</i>  |  |  |   |
| 23. LINE 3: <i>(Enter third line of Unit's official billing address; normally the street address or Post Office Box of the unit/activity.)</i>                                    |  |  |   |
| 24. LINE 4: <i>(Enter fourth line of Unit's official billing address in the following fields.)</i>  |  |  |   |
| 24A. COUNTRY (--mil-, fip-, fms-)   |  | 24B. STATE/APO/PROVINCE:   |   |
| 24C. CITY:  |  | 24D. ZIP CODE:   | 24E. INTERNATIONAL ZIP CODE:  |
| 25. LINE 1 (RESERVED FOR DLA USE ONLY.)   |  |  |   |
| 26. ADSN/FSN: <i>(Enter 067443, except for MCLC Navy Working Capital Fund DoDAAC's use 067004.)</i>   |  |  |   |
| SECTION VII - TRANSPORTATION INFORMATION  |  |  |   |
| 27. CONSOLIDATION AND CONTAINERIZATION POINT (CCP):   | 28. BREAK BULK POINT: <i>(Enter DoDAAC of supporting DMO/TMO/DMC or any subsequent BBP.)</i> | 29. AERIAL PORT OF DEBARKATION (APOD): <i>(Enter the applicable APOD.)</i> | 30. WATER PORT OF DEBARKATION (WPOD): <i>(Enter the applicable WPOD.)</i> |
| SECTION VIII - POINT OF CONTACT INFORMATION   |  |  |   |
| 31. POC NAME: <i>(Enter POC of person primarily associated with this DoDAAC; Last, First, Middle Initial. - For Contractor DoDAAC's, enter POC of Government representative.)</i> |  |  |   |
| 32. POC E-MAIL:   |  | 33. POC PHONE NUMBER: <i>(10 digit commercial/DSN)</i>                     |   |

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| SECTION IX - CONTRACTOR INFORMATION<br><i>(Enter the following information if DoDAAC is for a USMC Contractor.)</i>  |                                    |   |                            |
|--|------------------------------------|---|----------------------------|
| 34. CONTRACT NUMBER:   | 35. CAGE CODE:                     | 36. CONTRACT ADMINISTRATION OFFICE: <i>(Enter DoDAAC of Procurement Authority for this contract.)</i> |                            |
| 37. CONTRACT SPONSOR: <i>(Enter Requisitioning DoDAAC of Command that funded this contract.)</i>   |                                    | 38. CONTRACT EXPIRATION DATE:   |                            |
| SECTION X - APPROVAL AUTHORITY INFORMATION<br><i>(For Contractor DoDAACs, complete blocks 44 &amp; 45 only. For Marine DoDAACs, complete blocks 46 through 48.)</i>  |                                    |   |                            |
| CONTRACTOR DODAACS (L) - (If this request is for a Contractor DoDAAC, enter approvals in blocks 44 and 45 only.)   |                                    |   |                            |
| 39.a. CONTRACT SPONSOR: (Enter rank/full name of contracting officer or funding authority approving this contract.)  | b. SPONSOR SIGNATURE               | c. Date   |                            |
| 40.a. MANAGEMENT CONTROL ACTIVITY (MCA): (Enter rank/full name of MCA Authority approving this request.)   | b. MCA (MAJCOM)                    | c. Date   |                            |
| By affixing signature hereto, the MCA verifies the information contained herein and approves this request to update the DoDAAF, MCA, stop here and forward to CSP.   |                                    |   |                            |
| MARINE DODAACS (M) - (The following signature blocks document the commander's authority for this DoDAAC and ties the responsibility for any business processes using this DoDAAC to this commander. Supply Officer approval is necessary only for authority code 00. The MAJCOM DoDAAC Monitor approval is required for all NAVMC 11718s.) |                                    |   |                            |
| 41.a. SUPPLY OFFICER: (Enter rank/full name if requesting full authority.)   | b. SUPPLY OFFICER SIGNATURE        | c. Date   |                            |
| 42.a. COMMANDING OFFICER: (Enter rank/full name of this DoDAAC's/RIC's authority.)   | b. COMMANDER'S OFFICER (SIGNATURE) | c. Date   |                            |
| By affixing signature hereto, the Commander acknowledges responsibility for all resources managed by and through this DoDAAC.  |                                    |   |                            |
| 43.a. COMPTROLLER OFFICER (G-8) (Enter rank/full name of this DODAAC's /RIC authority)   | b. COMPTROLLER OFFICER SIGNATURE   | c. Date   |                            |
| 44.a. MAJCOM DODAAC MONITOR (Enter rank/full name MAJCOM MONITOR)  | b. MAJCOM SIGNATURE                | c. Date   |                            |
| By affixing signature hereto, the MAJCOM Monitor verifies the information contained herein and approves this request to update the DoDAAF.   |                                    |   |                            |
| 45.a. HQMC: Authority codes 00, 02, & 05 (Enter approved authority code & comments)  | Approved Code                      | Amplifying Comments   | b. HQMC APPROVAL SIGNATURE |
| 46.a. CENTRAL SERVICE POINT: Request completed (sign and date).  | Amplifying Comments                |   | b. CSP SIGNATURE           |
| c. Date  |                                    |   |                            |

**INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM**

| Field No.   | DODAAC / RIC FIELD          |                      | DEFINITION   | SPONSOR/ACTION OFFICE | INSTRUCTIONS   |
|---|-----------------------------|----------------------|--|-----------------------|--|
|   | NAME                        | NUMBER OF CHARACTERS |  |                       |  |
| <b>SECTION I - TYPE OF REQUEST</b>  |                             |                      |  |                       |  |
| A - F   | Type of Request             |                      | DoDAAC or RIC. For DoDAAC, is it a new DoDAAC, update to existing DoDAAC, deletion, or Unit Rotation? For RIC, is it a new RIC, or an update/deletion of an existing RIC.  | Unit                  | Check the box that applies. If New DODAAC, enter DODAAC being requested (if applicable). This would usually come from the MCBul 5400. If update/change/deletion, enter the DODAAC being affected. If Unit Rotation, enter all DODAACs being affected. If the request is for a RIC, enter the RIC and associated DoDAAC of the RIC. |
| G   | 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.)  |
| <b>SECTION II - IDENTIFY AND AUTHORITY INFORMATION</b>                                  |                             |                      |  |                       |  |
| 1   | UIC                         | 6                    | UIC from Total Force Structure Management System (TFSMS) or Defense Readiness Reporting System-Marine Corps (DRRS-MC). Used for Readiness Reporting and Equipment Allowance information.   | Unit/TFSMS/DRRS-MC    | EVERY DoDAAC must be associated to a UIC. Enter the UIC from TFSMS or DRRS-MC for this unit to which this DoDAAC will be associated.   |
| 2   | Major Command (MAJCOM Code) | 2                    | Major Command Code   | I&L LP                | Enter two-digit command code from Major Command Code table (attached)  |
| 3   | Authority Code              | 2                    | Authority Code (see Authority Code table)  | I&L LP                | Enter code from table (attached). NOTE: 00, 02 & 05 must be approved by HQMC and require completion of Section III (except for NAF activities).  |
| 4   | 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.   |
| 5   | Status COMMRI               | 7                    | Data Pattern Communication Routing Identifier (COMMRI)   | MCLC                  | Enter DP COMMRI  |
| 6   | Billing COMMRI              | 7                    | Billing COMMRI   | MCLC                  | Enter Billing COMMRI   |
| <b>SECTION III - STANDARD ACCOUNTING, BUDGET AND REPORTING SYSTEM (SABRS) HIERARCHY</b> |                             |                      |  |                       |  |
| 7   | MRI                         | 6                    | A Major Command Recipient is a command that receives funds directly from HQMC. MRIs may pass funds to ARIs within their command.   | P&R/Comptroller       | Enter the MRI for this DoDAAC.   |
| 8   | ARI                         | 6                    | An Allotment Recipient Identifier is a command that receives an allotment or OPBUD from a MRI. MRIs are also ARIs when they pass funds to themselves.  | P&R/Comptroller       | Enter the ARI for this DoDAAC (blank if request is for an ARI or above).   |
| 9   | SRI                         | 6                    | A Suballotment Recipient Identifier is a subordinate command that receives a portion of an allotment or OPBUD from an ARI. MRIs are also ARIs/SRIs when they pass funds to themselves. SRI is the lowest level at which legal responsibility (31 USC 1517 authority) can be passed.  | P&R/Comptroller       | Enter the SRI for this DoDAAC (blank if request is for an SRI or above).   |
| 10  | WCI                         | 6                    | A Work Center Identifier is a subdivision of a SRI. These activities are held administratively responsible (31 USC 1514).  | P&R/Comptroller       | Enter the WCI for this DoDAAC (blank if request is for a WCI or above).  |
| <b>SECTION IV - TAC 1 INFORMATION</b>   |                             |                      |  |                       |  |
| 11  | 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)  |
| 12  | T1_ADDR2                    | 35                   | The second line (normally the street address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System   | Postal                | Enter second line of mailing address (normally unit name)  |
| 13  | 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)   |
| 14  | T1_ADDR4                    | 35                   | The fourth 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:  |
| 14A   | 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  |
| 14B   | State/APO/Province:         |                      | State, APO/FPO, or Province.   | Postal                | Enter State, Province, or APO/FPO.   |
| 14C   | City                        |                      | City   | Postal                | Enter the City   |
| 14D   | ZIP                         |                      | Full ZIP Code and suffix   | Postal                | Enter the ZIP code and suffix  |
| 14E   | T1_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  |
| 15  | T1_ADDR5                    | 35                   | The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The fifth line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC. | DLA                   | DLA use only.  |
| <b>SECTION V - TAC 2 INFORMATION</b>  |                             |                      |  |                       |  |
| 16  | 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.).   |
| 17  | 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)  |
| 18  | 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.)  |
| 19  | T2_ADDR4                    | 35                   | The fourth 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)  |
| 19A   | 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.   |
| 19B   | State/Province:             |                      | State or Province; CANNOT be an APO/FPO.   | Postal                | Enter State or Province  |
| 19C   | City                        |                      | Enter the name of the City   | Postal                | Enter the City   |
| 19D   | ZIP                         | 10                   | Enter the full ZIP Code and suffix   | Postal                | Enter the ZIP code and suffix  |
| 19E   | 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  |
| 20  | T2_ADDR5                    | 35                   | The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The fifth line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC. | DLA                   | DLA use only.  |

**INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM (continued)**

| Field No.   | DODAAC FIELD   |                      | DEFINITION  | SPONSOR/ACTION OFFICE   | INSTRUCTIONS   |
|---|--|----------------------|---|-------------------------|--|
|   | NAME   | NUMBER OF CHARACTERS |   |                         |  |
| <b>SECTION VI - TAC 3 INFORMATION</b>   |  |                      |   |                         |  |
| 21  | 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 (normally "DFAS COLUMBUS" if for a Marine unit)                                |
| 22  | 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 (ATTN KANSAS CITY)  |
| 23  | 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 (PO BOX 369022)  |
| 24  | T3_ADDR4   | 35                   | The last line of the mailing address of activity that will make payment (bill to address)   | P&R / Comptroller       | Enter fourth line of billing information (COLUMBUS OH 43236-9022)  |
| 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   | 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  |
| 25  | T3_ADDR5   | 35                   | The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The fifth line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.  | DLA                     | DLA use only.  |
| 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 DoDAAC. 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 (VHNS, 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.   |
| <b>SECTION VII - TRANSPORTATION INFORMATION</b>   |  |                      |   |                         |  |
| 27  | 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 (101 or 301).  |
| 28  | T2_BBP   | 7                    | Break Bulk Point, the location that material is shipped to and broken into smaller shipment for onward movement. <i>NOTE: Only one BBP is ever active at one time. If the TAC 2 is blank, the T1_BBP is the true BBP.</i>   | I&L LPD and DMO/TMO     | Enter DODAAC of supporting DMO/TMO/DMC.  |
| 29  | T2_APOD  | 3                    | Aerial 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 DoDAAC 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.  |
| 30  | T2_WPOD  | 3                    | Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DAASC downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAC update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM.   | I&L LPD and DMO/TMO     | Enter the WPOD if this is an OCONUS DoDAAC.  |
| <b>SECTION VIII - POINT OF CONTACT INFORMATION</b>  |  |                      |   |                         |  |
| 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.   |
| <b>SECTION IX - CONTRACTOR INFORMATION</b>  |  |                      |   |                         |  |
| <i>(NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)</i> |  |                      |   |                         |  |
| 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<br>VICE CONTRACTING<br>SERVICE/AGENCY | 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  | 8CONT_EXP_DTE  | 8                    | Contract Expiration Date  | Unit/Contracting Office | Enter contract expiration date (MM/DD/YYYY)  |
| <b>SECTION X - APPROVAL AUTHORITY INFORMATION</b>   |  |                      |   |                         |  |
| <i>(NOTE: Contractor DoDAAC requests use blocks 44 &amp; 45. Marine DoDAAC requests use blocks 46 through 48.)</i>    |  |                      |   |                         |  |
| <b>CONTRACTOR DoDAACs</b>   |  |                      |   |                         |  |
| 39  | CONTRACT SPONSOR                                       | NA                   | For contractor DoDAACs, enter the approval of either the Contracting Officer that wrote the contract or the Command Authority who requested and approved the funding for this contract (i.e., MCSC ALPS, MCLC RCO, etc.)  | Activity                | Enter the rank/name of Contract Sponsor. Digitally sign and date.  |
| 40  | MANAGEMENT CONTROL ACTIVITY (MCA)                      | NA                   | All contractor DoDAACs serve the sole purpose of providing a means to account for and ship Government Furnished Property (GFP) or Contractor Acquired Materiel (CAM), per the current edition of MCO P4400.162. The MCA is responsible to the Marine Corps for accounting for GFP/CAM and is therefore the MAJCOM for all contractor DoDAACs.   | MCA                     | Enter the rank/name of MCA. Digitally sign and date. Contractor DoDAAC Request can be forwarded to HQMC at this point. |
| <b>MARINE DoDAACs</b>   |  |                      |   |                         |  |
| 41  | SUPPLY OFFICER   | NA                   | For requisitioning DoDAACs, list the name of the Supply Officer responsible for accounting for goods and services procured by this DoDAAC. Authority Code 00 requires the unit/activity have a supply officer or warranted contracting officer.   | Unit/Activity           | Enter the rank/name of unit supply officer. Digitally sign and date.   |
| 42  | COMMANDING OFFICER                                     | NA                   | DoDAACs are accountable to a Commander. List the name of the CO accountable for this DoDAAC's use.  | Unit/Activity           | Enter the rank/name of commanding officer of unit. Digitally sign and date. Forward to MAJCOM.                         |
| 43  | COMPTROLLER OFFICER                                    | NA                   | COMPTROLLER IS RESPONSIBLE FOR UNIT'S FINANCIAL HIERARCHY (MRI, ARI, SRI, AND WC)   | Unit/Activity/G8        | Enter the rank/name of Comptroller Officer G-8. Digitally sign and date. Forward to MAJCOM DODACC Monitor.             |
| 44  | MAJCOM DODAAC MONITOR                                  | NA                   | The MAJCOM DODAAC Monitor is responsible to manage all DODAACs within the MAJCOM. All requests within a given MAJCOM shall be approved by the MAJCOM Monitor.   | MAJCOM                  | Enter the MAJCOM DODAAC Monitor's information. Digitally sign and date. Forward to HQMC.                               |
| 45  | HQMC   | NA                   | HQMC approval. HQMC shall approve all DoDAAC requests which change Authority Code and/or for requests for Procurement Authority.  | MAJCOM                  | HQMC will approve or provide amplifying comments. Digitally sign and date.   |
| 46  | CSP  | NA                   | The CSP will execute the approved changes and document that the request has been completed.   | MAJCOM                  | CSP will provide comments and document completion (or rejection) as necessary. Digitally sign and date.                |

### USMC DoDAAC Authority Codes

| CODE                  | 00  | 01   | 02  | 03   | 04  | 05   | 06   | 07  |
|-----------------------|---|--|---|--|---|--|--|---|
| DESCRIPTION           | Requestion  | Ship-To Only   | Finance (Bill-to Only)  | Do Not Ship to   | DDS Only  | Non-Requestion   | Free Issue   | Administrative  |
| <b>DEFINITION</b>     | Full authority. Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.   | Can only be used as a ship-to address with no other implicit authority.  | DoDAAC can only be used as a bill-to.   | Can not be used as a ship-to destination.  | DLA Disposition Services (DDS) (e.g., State agencies surplus). Used by DDS to identify their customers. | Cannot initiate a purchase or request for goods and services.  | No cost option. This activity is restricted to items that are available without cost (e.g., DDS, NGA Maps)               | Administrative only. This code is used for informational/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.)) |
| <b>REQUIRED</b>       | POC, TAC 1  | POC, TAC 1, (TAC 2 and/or TAC 4)   | POC, TAC 1, TAC 3   | POC, TAC 1   | TAC 1   | POC, TAC 1   | POC, TAC 1   | POC, TAC 1  |
| <b>RESTRICTION</b>    |   |  |   | TAC 2 and TAC 4 are not allowed  |   |  |  |   |
| <b>BUSINESS RULES</b> | No restrictions   | Not authorized to requisition or bill-to   | Cannot requisition, can not be used as a ship-to designation  | Cannot be used as a ship-to designation  | Cannot requisition new material. Only authorized to obtain materials from DDS (DoD excess only).        | Cannot requisition/purchase any goods/services.  | Cannot requisition/purchase any goods/services. Similar to DDS, but can request free of cost items (e.g., DDS, NGA maps) | Cannot requisition, can not be used as a ship-to designation, and can not be used for billing. Information/identification use only.   |
| <b>DLA TS</b>         | DAAS DoDAAC Authority Code Edit: no additional edit   | 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 | DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the requisition supplementary address field (record positions 45-50) with signal code B   | 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 (record positions 45-50 must contain signal code A, B, C, or D. | DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DDS RIC (S9D) in record positions 4-6     | DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field ( record positions 30-35).  | DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M   | 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"   |
| <b>CRITERIA</b>       | U.S.C. 31 states that 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 possess the T/O supply and fiscal structure necessary to perform all of these functions. Supply officers or civilian equivalents 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 MCBul 4420 and 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). | This code applies to units authorized to receive mail and/or shipments only. Not authorized requisitioning or billing.                                   | 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.   | Not currently used by USMC.  | This code applies to units authorized to receive from/issue to DRMS only. Not currently used by USMC.   | 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.  | This code applies for no-cost requisitioning/resupply (i.e., maps, flight publications, ASP resupply, etc.)              | For HQMC use. 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.).   |
| <b>SABRS RULES</b>    | - Loaded to 208 Table as an AAC<br><br>- An AAC that has authority code=00 can NOT be a WCI<br><br>- Document Numbers can only be created and submitted on Requests/Demands using the AAC (Requisitioning DoDAAC) of the command/activity, by personnel who have been delegated (in writing) by the commander of that command/activity, on a signed delegation of authority/duties letter (DD 577).<br><br>- Activities who do not have an AAC in SABRS, yet receive funding, and are thus supported by a command/activity with the capability/authorization to requisition on their behalf, must use the appropriate transfer document (i.e., MIPR-DD448, Work Request-NC2275/NC2276 or Inter-Fund w/Signal Code) so the bill can be sent to the supporting activity, or they can use the direct cite in lieu of Marine Corps to Marine Corps reimbursables.<br><br>- DTC=TO/CT/CS (all "travel" both civilian and military)<br><br>- All other execution  | NA   | - Loaded to 208 Table as a WCI<br><br>- A WCI can NOT be a BCN and therefore A WCI can NOT be A SRI<br>- A WCI can NOT be used in DTS, SAB1TRVL, MCPDT MROWS or for "manual" spending transactions.<br><br>- Authorization DICs that need to acknowledge Authority Code 02 are: AL5, OT1, OT2, & OTX, FRA and ADG<br><br>- DTC=TO/CT/CS (all "travel" both civilian and military) can NOT be a WCI<br><br>- Funds distribution to the BEA and BESA level is by WCI only | NA   | NA  | - Cannot be the same as a WCI or AAC.<br>- Labor/Pay (DCPS/MCTFS).<br><br>- Authorization DICs that need to acknowledge 05 are: IAA, DAA, AL1, AL3, DEX, FRA, ADG, ARI, and all others but those listed for authority code 02.<br><br>- Funds distribution to the WCI level. | NA   | NA  |

## USMC DODAAC MAJOR COMMAND CODES (MAJCOM)

| MAJCOM CODE | MAJOR COMMAND             | POC             |              |
|-------------|---------------------------|-----------------|--------------|
| B1          | MCI EAST                  | MCI East G-4    | 910 451 4893 |
| B2          | MCI WEST                  | MCI West G-4    | 760 725 9058 |
| B3          | MCI PAC                   | MCI Pac G-4     | 315 645 3017 |
| C1          | HQTRS USMC                | I&L LPC         | 571 256 7123 |
| C2          | MCI COM                   | MCI Com G-4     | 703 695 6980 |
| C3          | MC RECRUITING COM         | MCRC G-4        | 703 432 9222 |
| C4          | TRNG & ED COM             | TECOM G-4       | 703 784 1169 |
| C5          | MARCORLOGCOM (Marine)     | MCLC LOC        | 229 639 9391 |
|             | MARCORLOGCOM (Contractor) | MCLC MCA        | 229 639 5684 |
| C6          | MARCORSYSCOM              | MCSC ALPS       | 703 432 3533 |
| H1          | MARFORCOM                 | MARFORCOM G-4   | 757 836 0756 |
| H2          | MARFORPAC                 | MARFORPAC G-4   | 808 477 8477 |
| H3          | MARSOCOM                  | MARSOC G-4      | 910 440 0744 |
| H4          | MARFOREUCOM               | MARFOREUR G-4   | 314 431 2094 |
| H5          | MARFORAFRICOM             | MARFORAF G-4    | 314 431 2094 |
| H6          | MARFORSOUTHCOM            | MARFORSOUTH G-4 | 305 437 2620 |
| H7          | MARFORCENTCOM             | MARCENT G-4     | 813 827 7016 |
| H8          | MARFORNORTHCOM            | MARFORNORTH G-4 | 504 697 8837 |
| M1          | I MEF                     | I MEF G-4       | 760 763 0647 |
| M2          | II MEF                    | II MEF G-4      | 910 451 9627 |
| M3          | III MEF                   | III MEF G-4     | 315 622 7243 |
| M7          | VII MEF (MEF FWD)         | MARCENT G-4     | 813 827 7016 |
| P1          | MPS-1                     | BIC LogDiv      | 904 714 6255 |
| P2          | MPS-2                     | BIC LogDiv      | 904 714 6255 |
| P3          | MPS-3                     | BIC LogDiv      | 904 714 6255 |
| PB          | PREPO PGM BIC             | BIC LogDiv      | 904 714 6255 |
| PN          | MCPN-N                    | BIC LogDiv      | 904 714 6255 |
| R1          | MARFORRES                 | MARFORRES G-4   | 504 697 8837 |