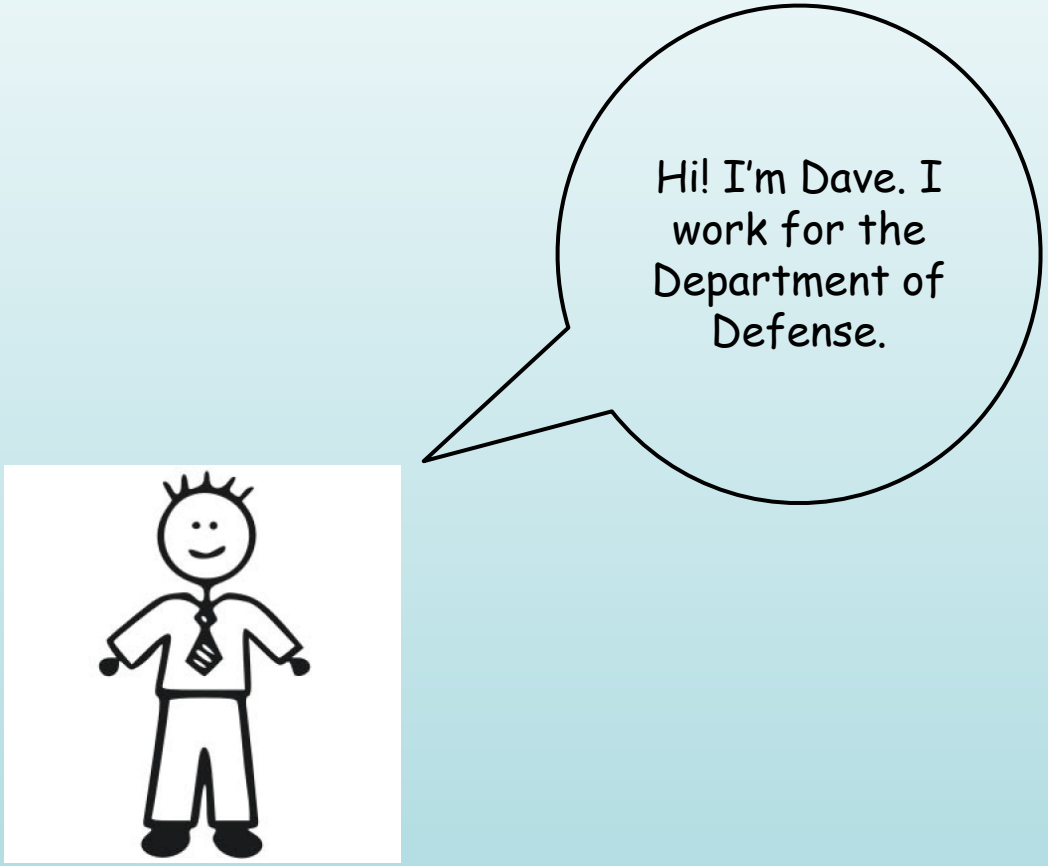
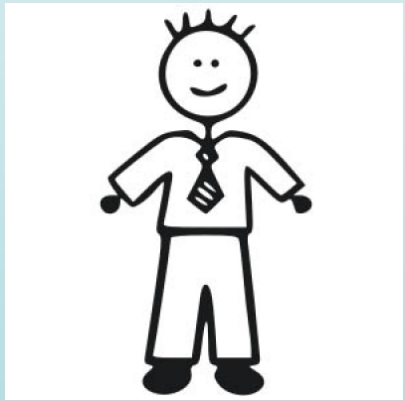
DoDAAC Basics

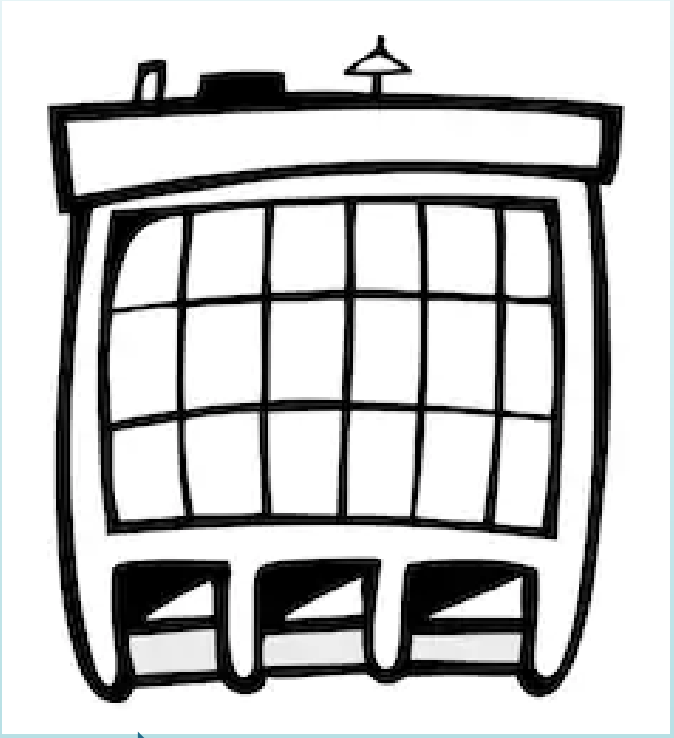
By Dave

Home Organization DoDAACs


Hi! I'm Dave. I work for the Department of Defense.

I work in an office. That office is identified with a DoDAAC like this one.





DoDAAC → HQ0102

DoDAAC stands for DoD Activity Address Code.

The DoDAAC identifies my *home organization*. It has other information associated with it too, like addresses, which make up its DoDAAC record.

You can have addresses in three different places that represent the organization – where it does each activity.

HQ0102

DoDAAC Record
DoDAAC: HQ0102
Name: Super Awesome Office

Address 1 (Physical Address)
Address 2 (Ship To Address)
Address 3 (Bill To Address)

POC Information

We put our main physical office in Address 1. If our billing is handled in another location, we simply put that address in as Address 3 (the Bill To Address).

If my organization moves offices, but keeps the same *identity and name*, it still keeps the same DoDAAC, but the addresses may change.

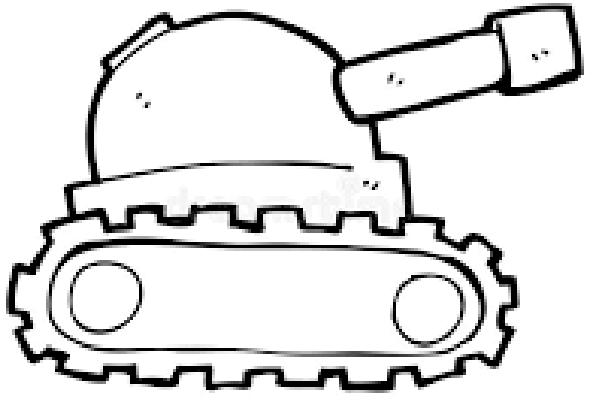
HQ0102

DoDAAC Record
DoDAAC: HQ0102
Name: Super Awesome Office

Address 1 (Physical Address)
Address 2 (Ship To Address)
Address 3 (Bill To Address)

POC Information

It's not quite the same for deployments. If I was in a military unit, and we had a unit deployment, exercise or contingency operation, my DoDAAC number or name might change for the duration of that event.



AR6789

DoDAAC Record
DoDAAC: AR6789
Name: Super Awesome Deployment

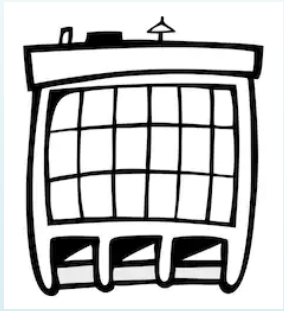
Address 1 (Physical Address)
Address 2 (Ship To Address)
Address 3 (Bill To Address)

POC Information

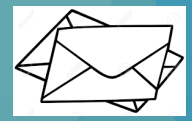
It depends on which service you're in though, so check your Component rules.

So what do we do with DoDAACs? Well, historically, DoDAACs have been very important to the supply chain.

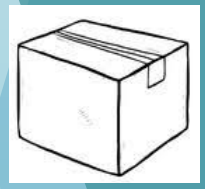
The different addresses on our record told suppliers where to send our organization's shipments and where to send their bills.



Mail To



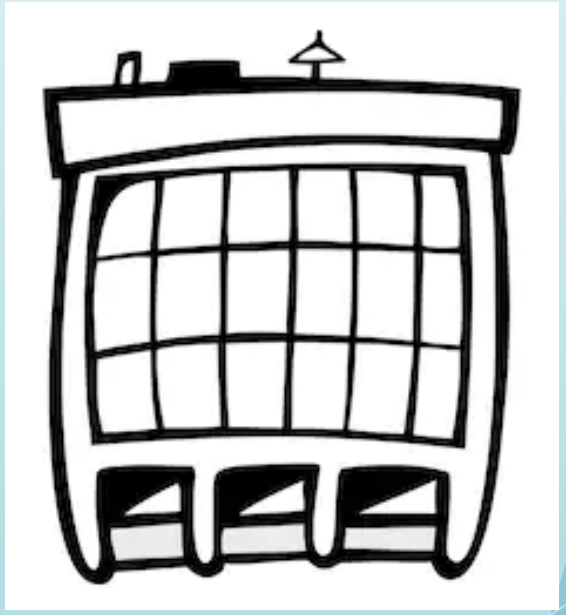
Ship To



Bill To

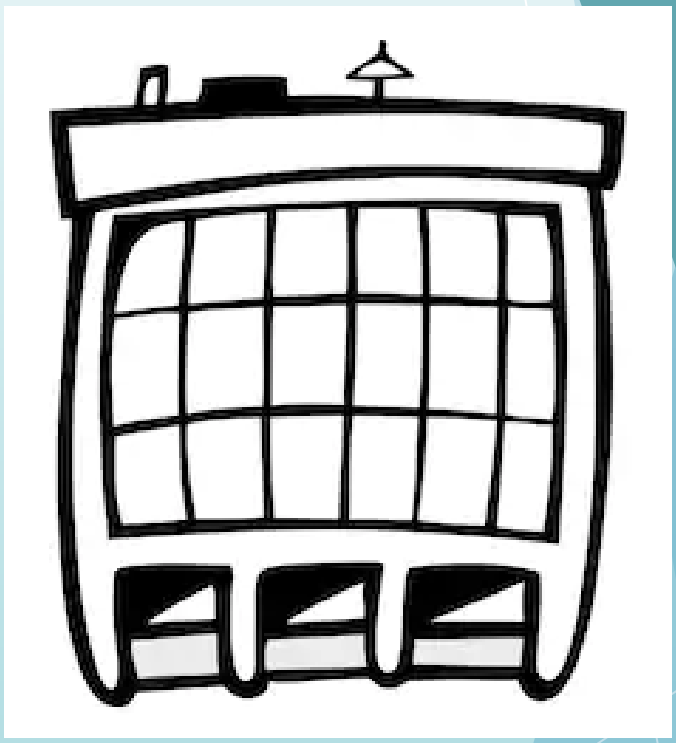
DoDAACs and Organizational Authority

Back to my office. As you know, organizations do a lot of things – they have different *authorities.*

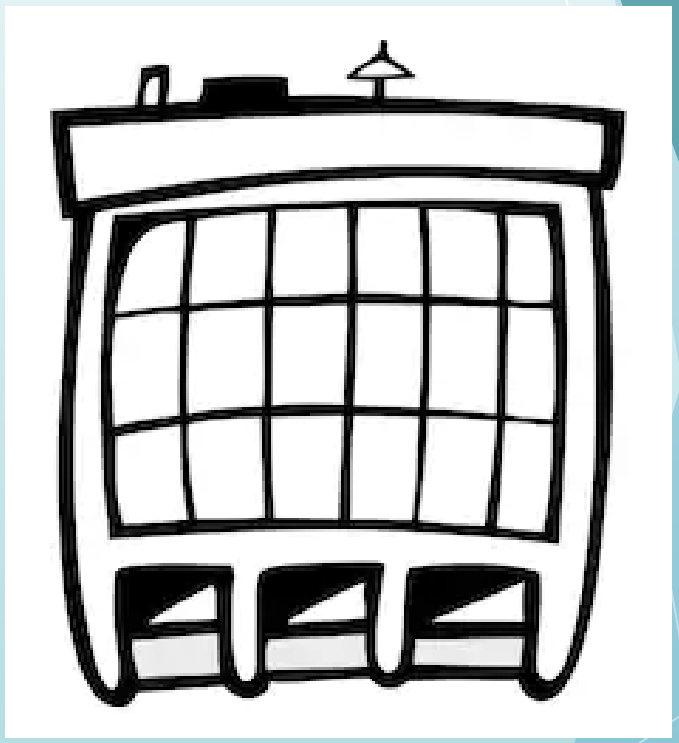


This is Maria. She also works in my office, for the same organization. She is a contracting officer.

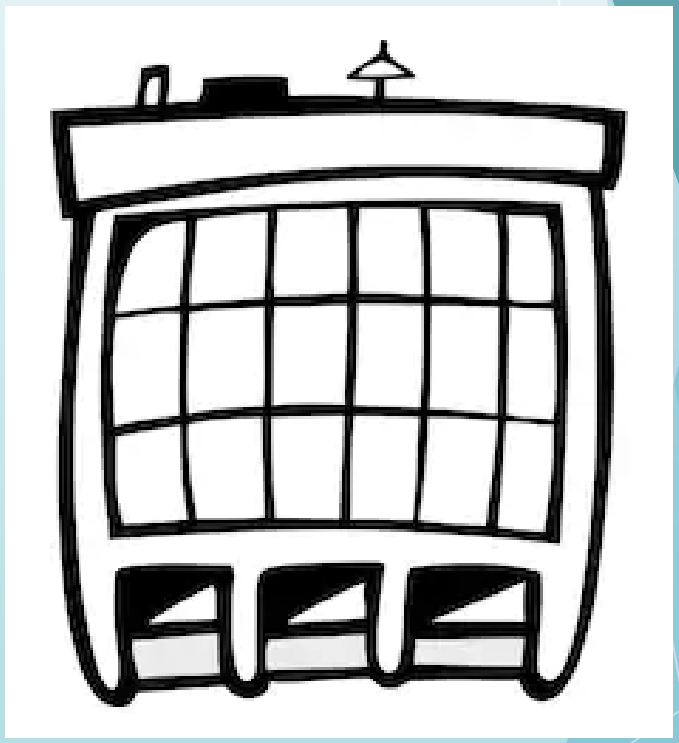
Hi!



Contracting is one of the functions of our office; our organization has *procurement authority*. As a contracting officer, I have to be assigned to an organization with procurement authority in order to issue contracts.



Authority can be delegated, too. Even if I didn't work in Dave's office, I could be delegated authority to write contracts on his organization's behalf. We'll see more of this in the next example.

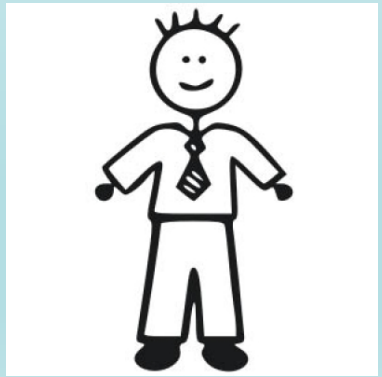


DoDAACs and System Access

DoDAACs are now often used to identify what organization you *belong to* as part of your user profile in many DoD enterprise systems.

It can also be a part of your *role* in those systems – you may be assigned permissions to act *on behalf of* another DoDAAC/ organization.

Systems can use DoDAACs as a group mailbox. For example, if your organization receives goods or accepts services from a contractor, WAWF documents are routed to a mailbox for the accepting DoDAAC.



DoDAACs and Organization Hierarchy

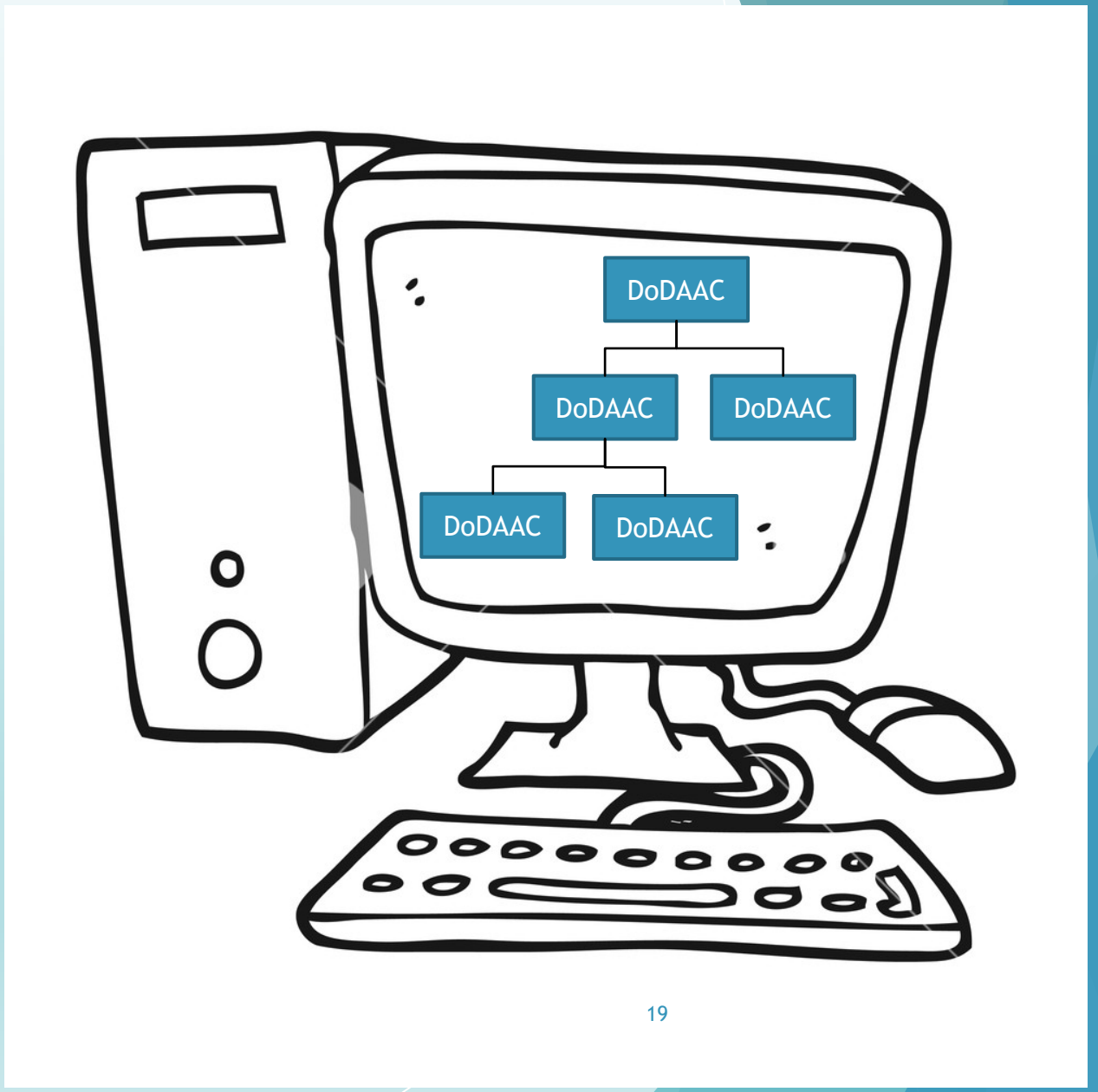
But first, a little more background. The first one or two characters of a DoDAAC are called its "series." That tells you what overall organization it belongs to. You can see a couple examples here.

Beyond knowing what Department the DoDAAC belongs to by series, there is no other organizational hierarchy built in the DoDAAC record. DoDAACs do not inherently have any parent-child type relationships to each other.*

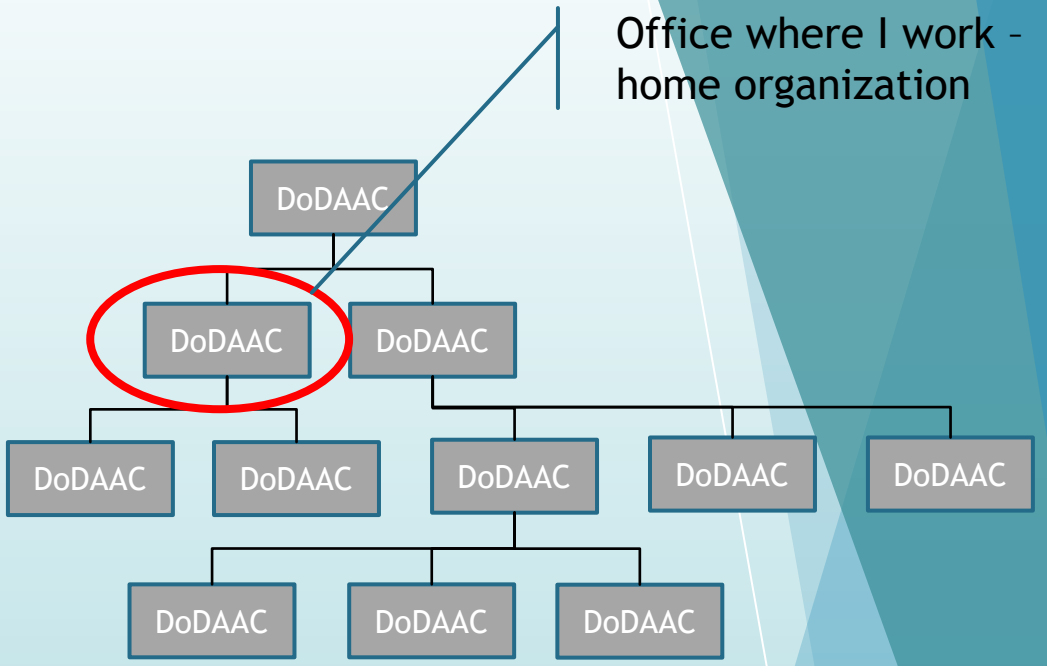
N00244	Navy
FA8103	Air Force
W9128F	Army

*Some organizations have built numbering rules into the remaining characters of the DoDAACs to help them do this (for example, "the third position identifies the major command"), but these are non-standard across the DoD and not enforced by the DoDAAC database.

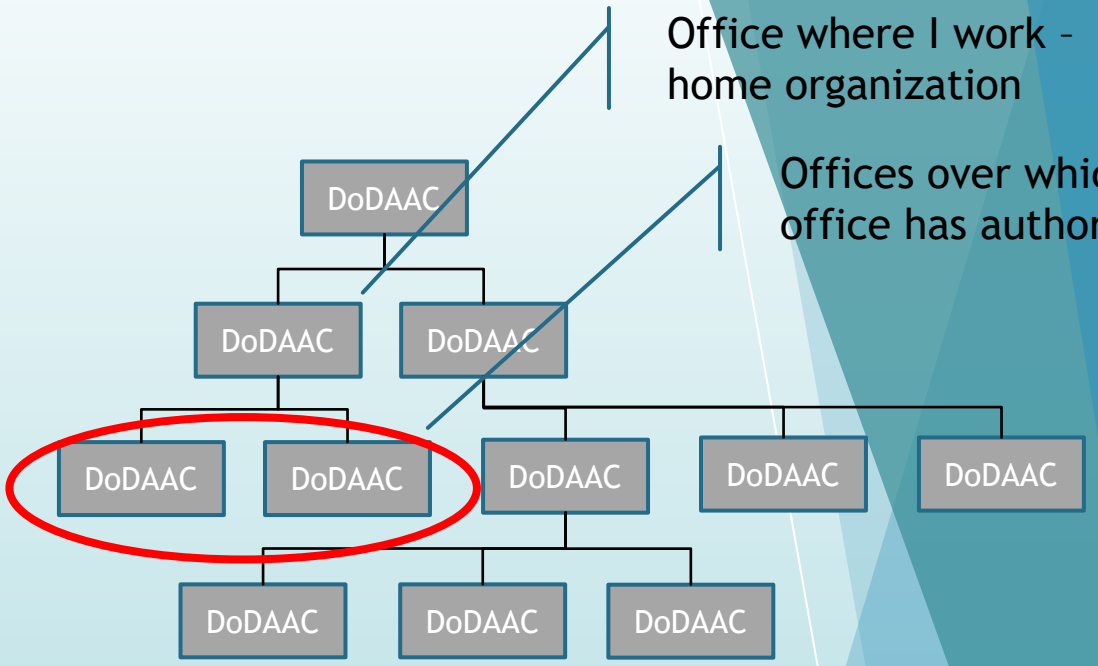
However, some systems that use the DoDAAC for role assignment have built their own hierarchy of DoDAACs to assist with role management and reporting.



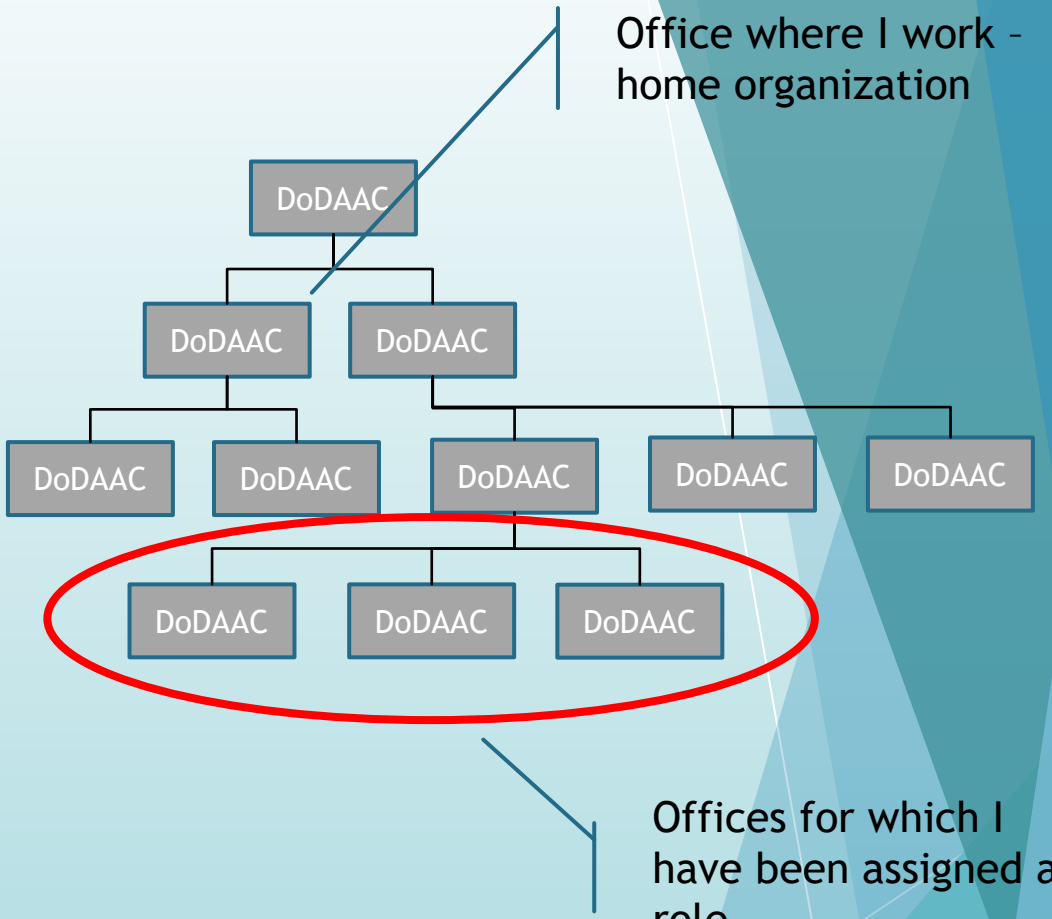
A hierarchy can be used to identify the user's home organization. This is important, because users inherit an office's authorities and can then perform functions and be assigned roles on behalf of their organization.

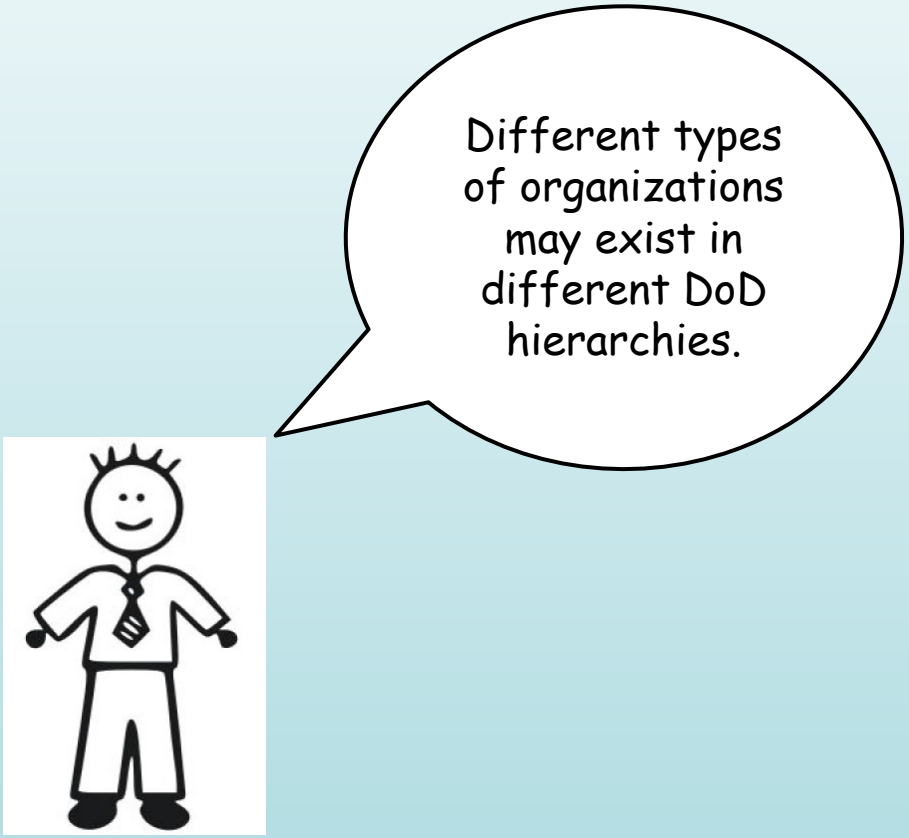


A hierarchy can also indicate my home organization's position in relation to other organizations. In some cases, I may automatically be able to perform work on behalf of those offices based on my office's authority.



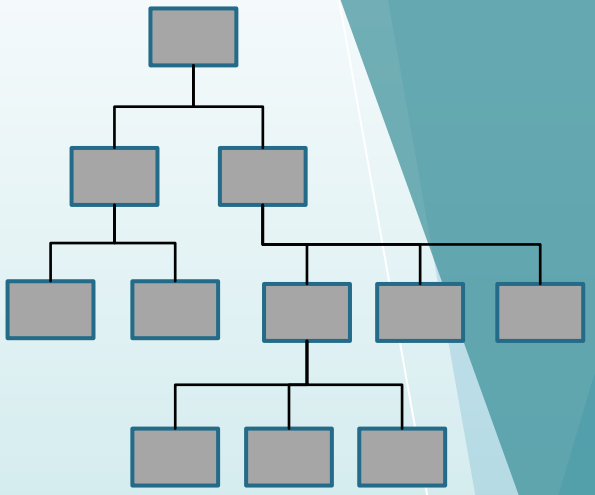
I may also be given a role in a system that allows me to act on behalf of another organization within the hierarchy – even one that's not in my direct chain of command.

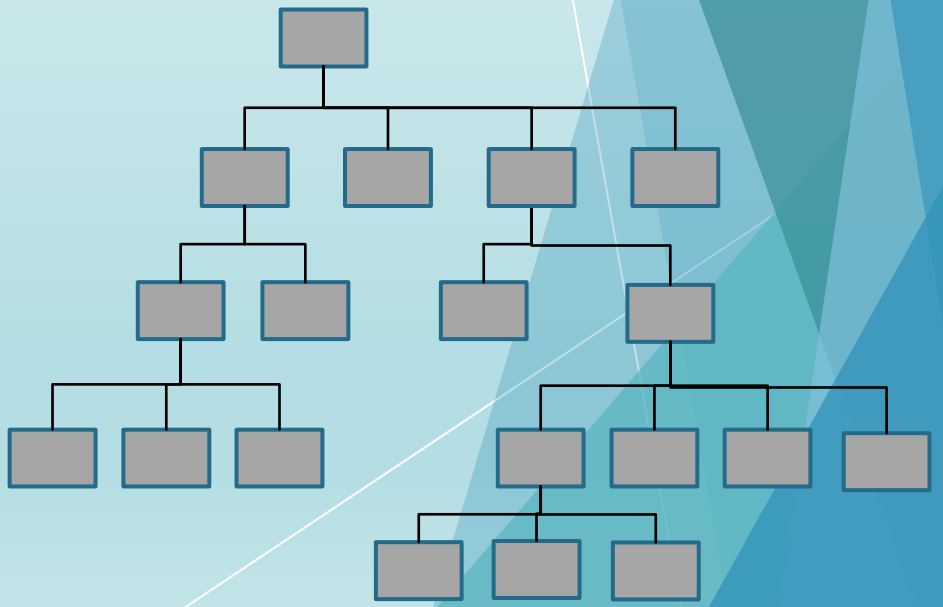



Different types of organizations may exist in different DoD hierarchies.

For example, in Maria's contracting world, her organization is part of a Procurement Hierarchy.

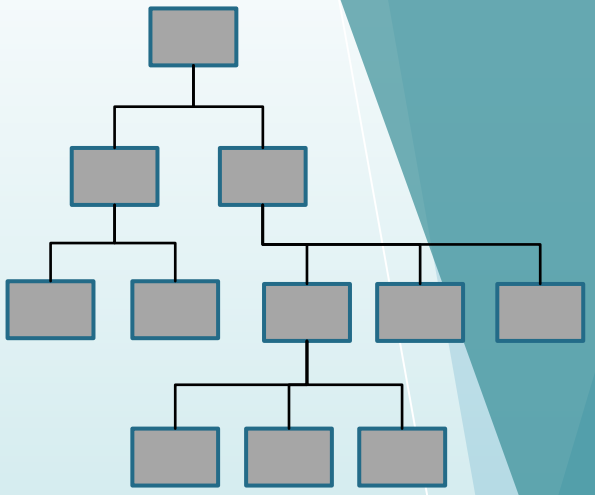
But Anne works at DFAS and her office is part of the Financial Management Hierarchy.

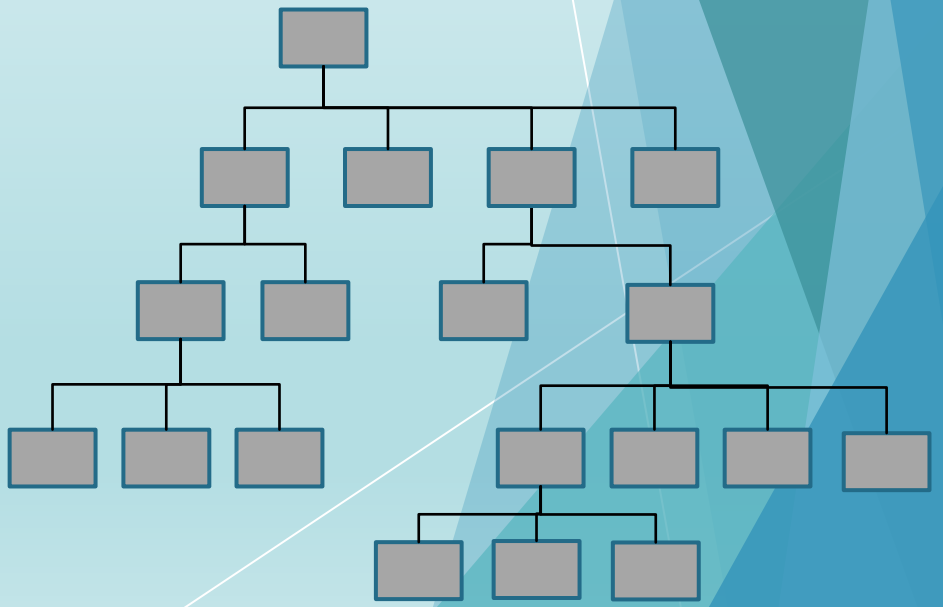




The same DoDAAC could be in both hierarchies, but it rolls up differently depending on the functional view.

When a system creates and uses a DoDAAC hierarchy, the type of hierarchy depends on the functional use of the system and reporting needs.

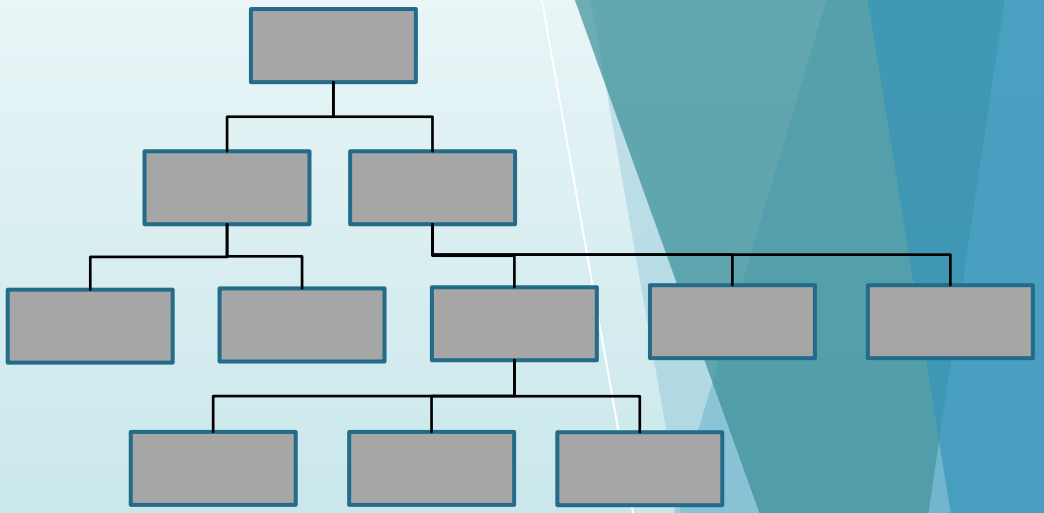


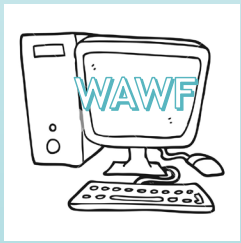


For example, the Procurement Integrated Enterprise Environment, or PIEE* is a platform that hosts many applications that support the end to end procurement process.

Its organizational hierarchy is based on procurement with critical input from finance and logistics as flows across functional areas.

PIEE



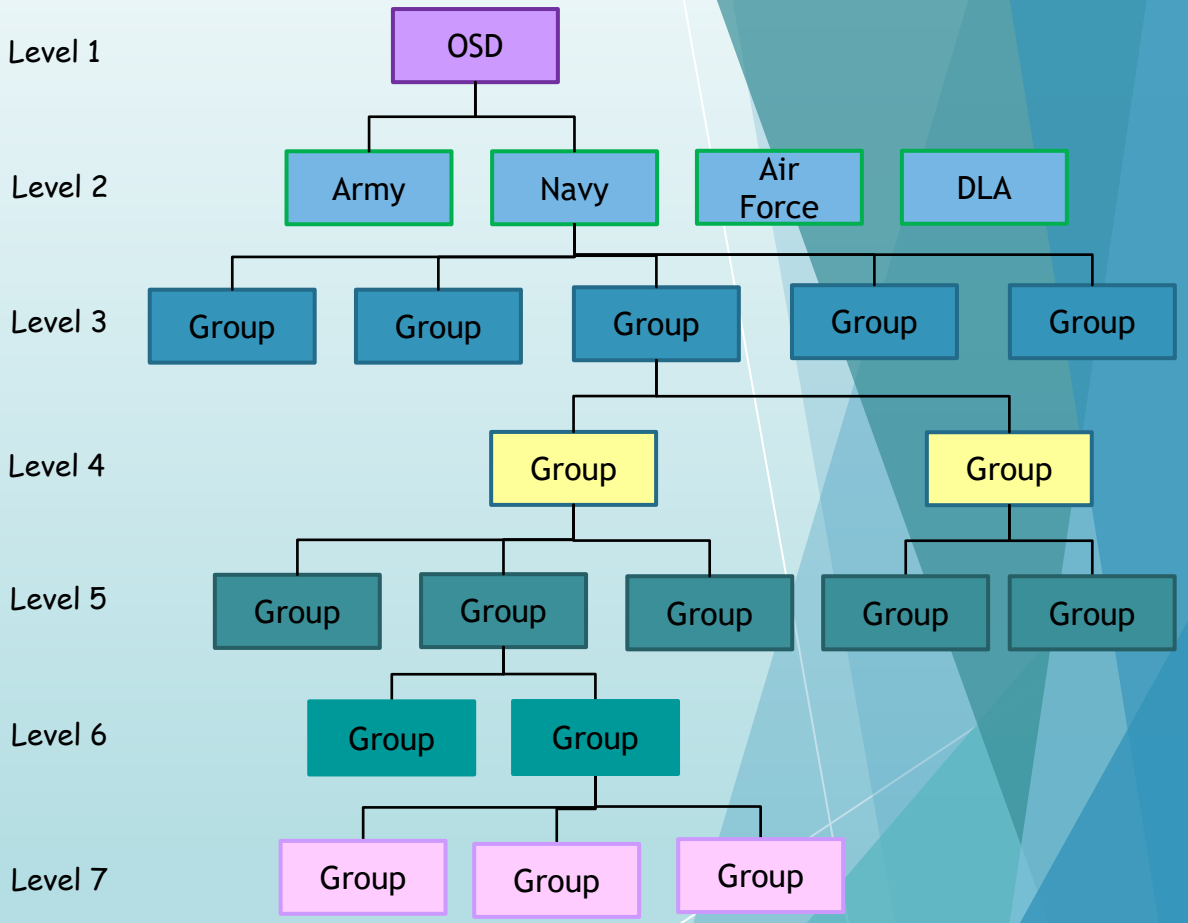


*PIEE is a technical refresh of WAWF.

DoDAACs and Group Administrators (GAMs)

PIEE

PIEE's organizational hierarchy is used by all its applications for role management.

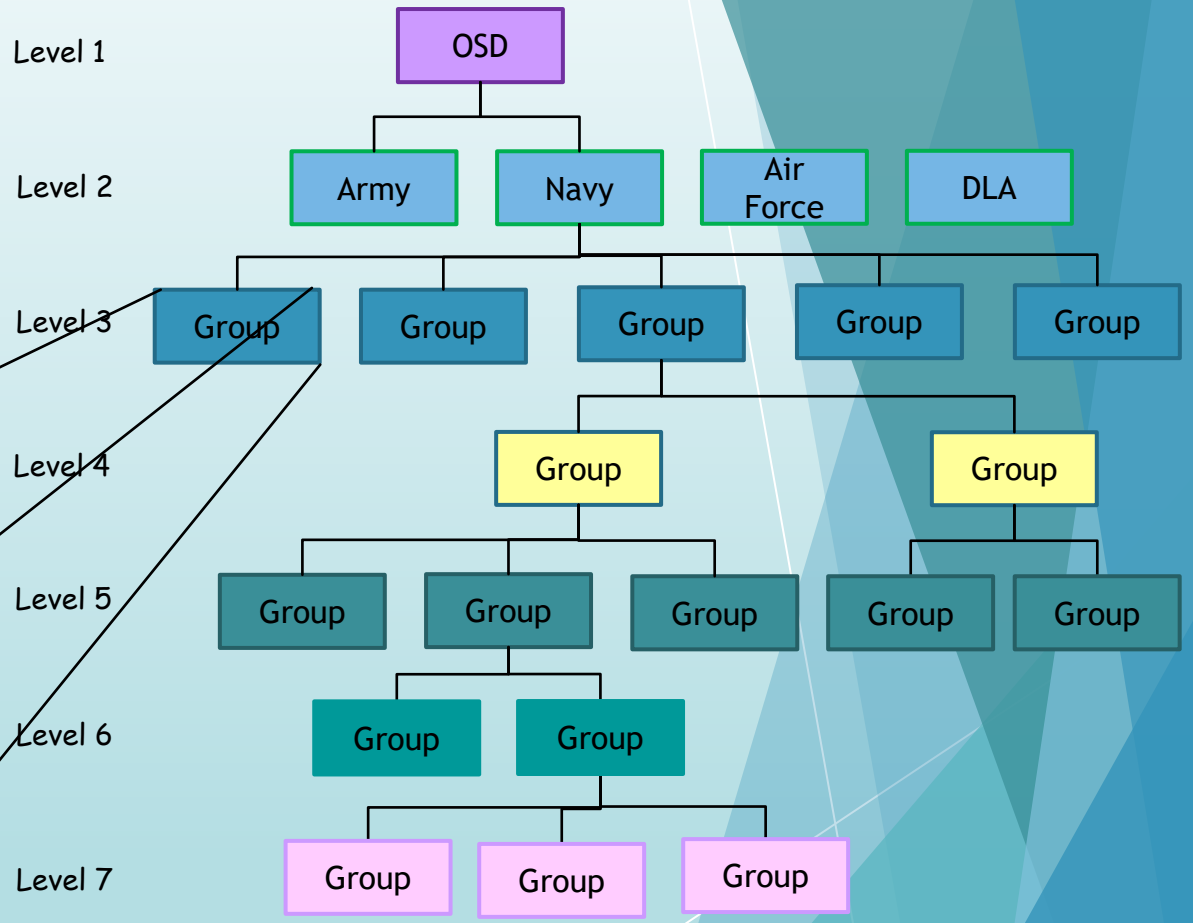


PIEE

PIEE's hierarchy has "groups" that relate to each other in parent-child relationships. Each group has one or more DoDAACs assigned to it.

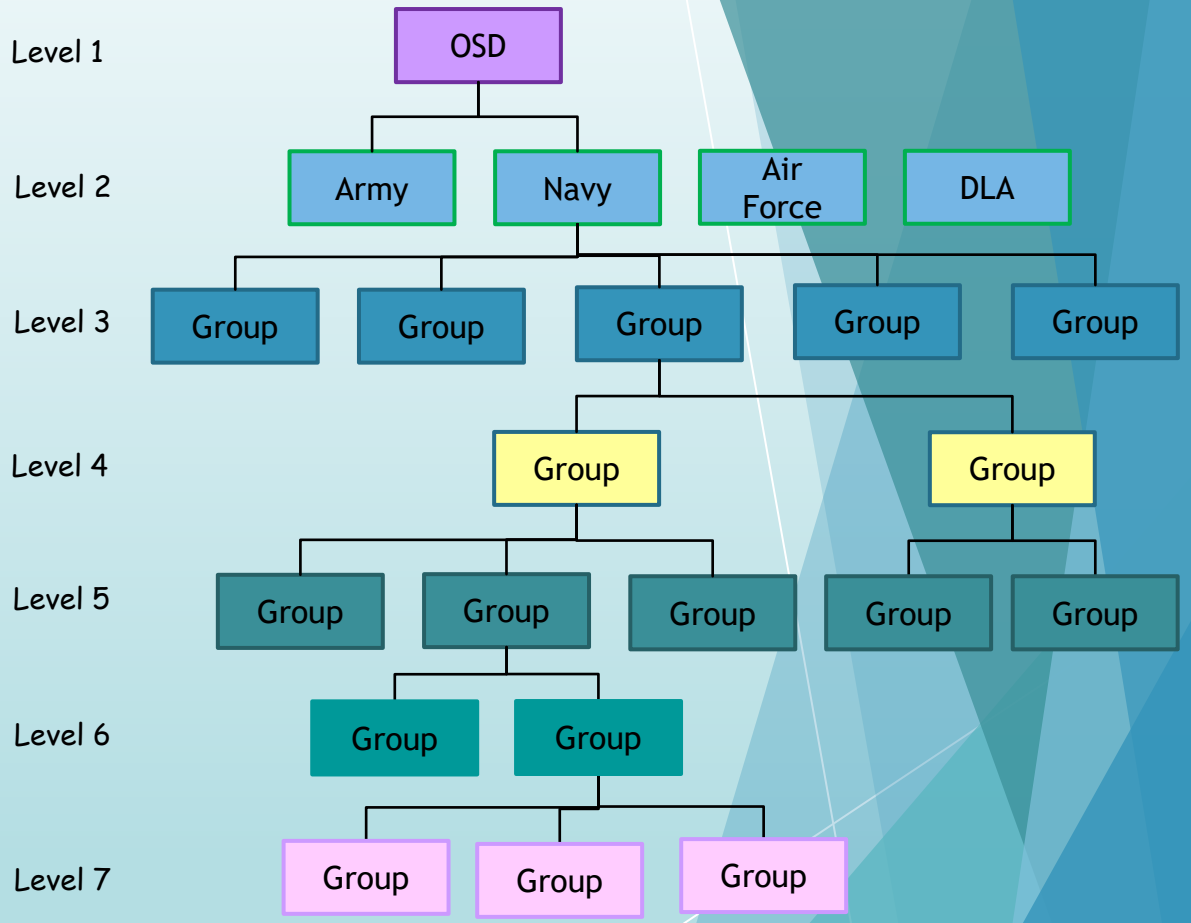
Group A

DoDAAC 1
DoDAAC 2
DoDAAC 3
DoDAAC 4



PIEE

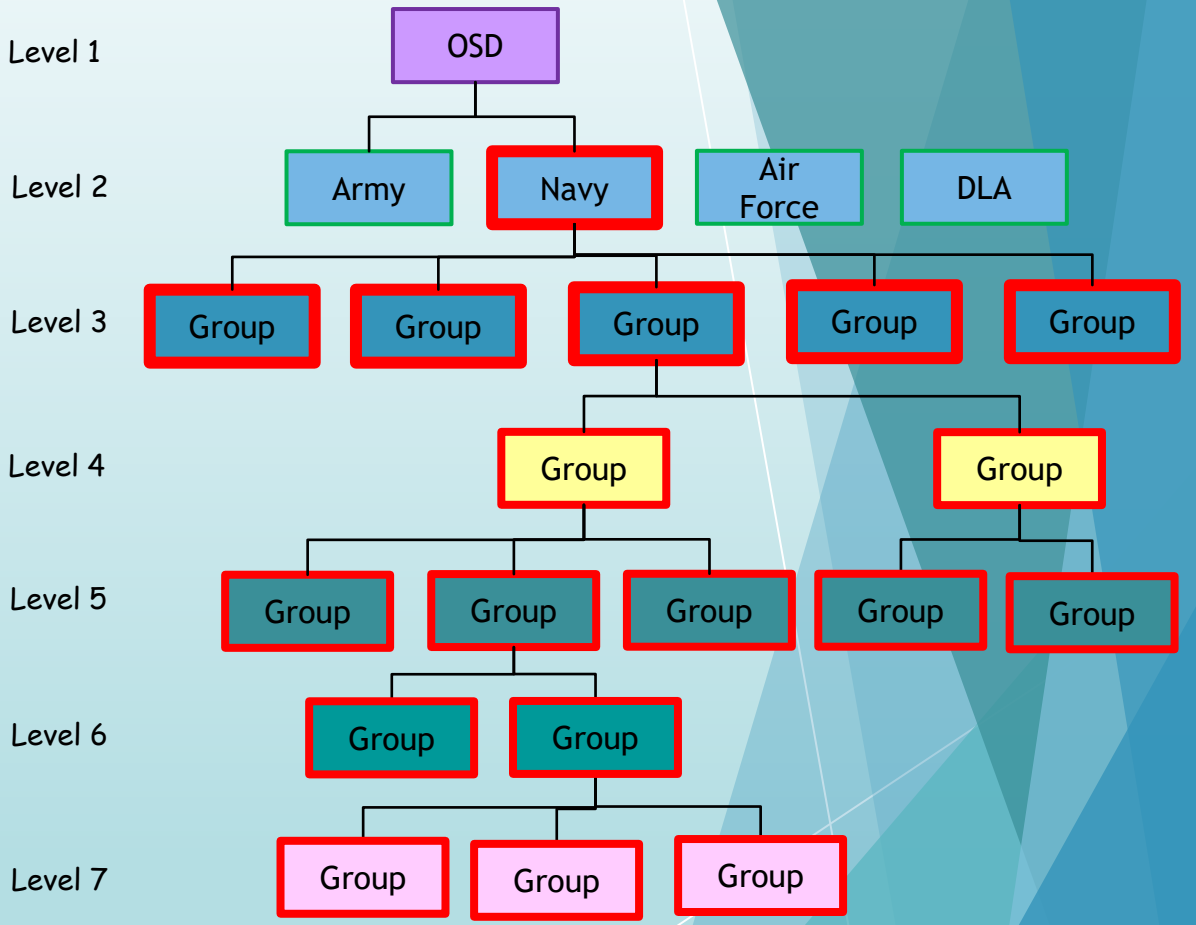
The PIEE Account Activation hierarchy is managed by Group Administrators, or GAMs. GAMs are assigned at each level of the hierarchy.



PIEE

Level 1 and 2 GAMs are responsible for managing their group structure. That means they add (or remove) offices from the hierarchy, and determine where each office goes.

All GAMs can manage users on their own level and all the levels below them.



DoDAACs and Purchase Card Role Management

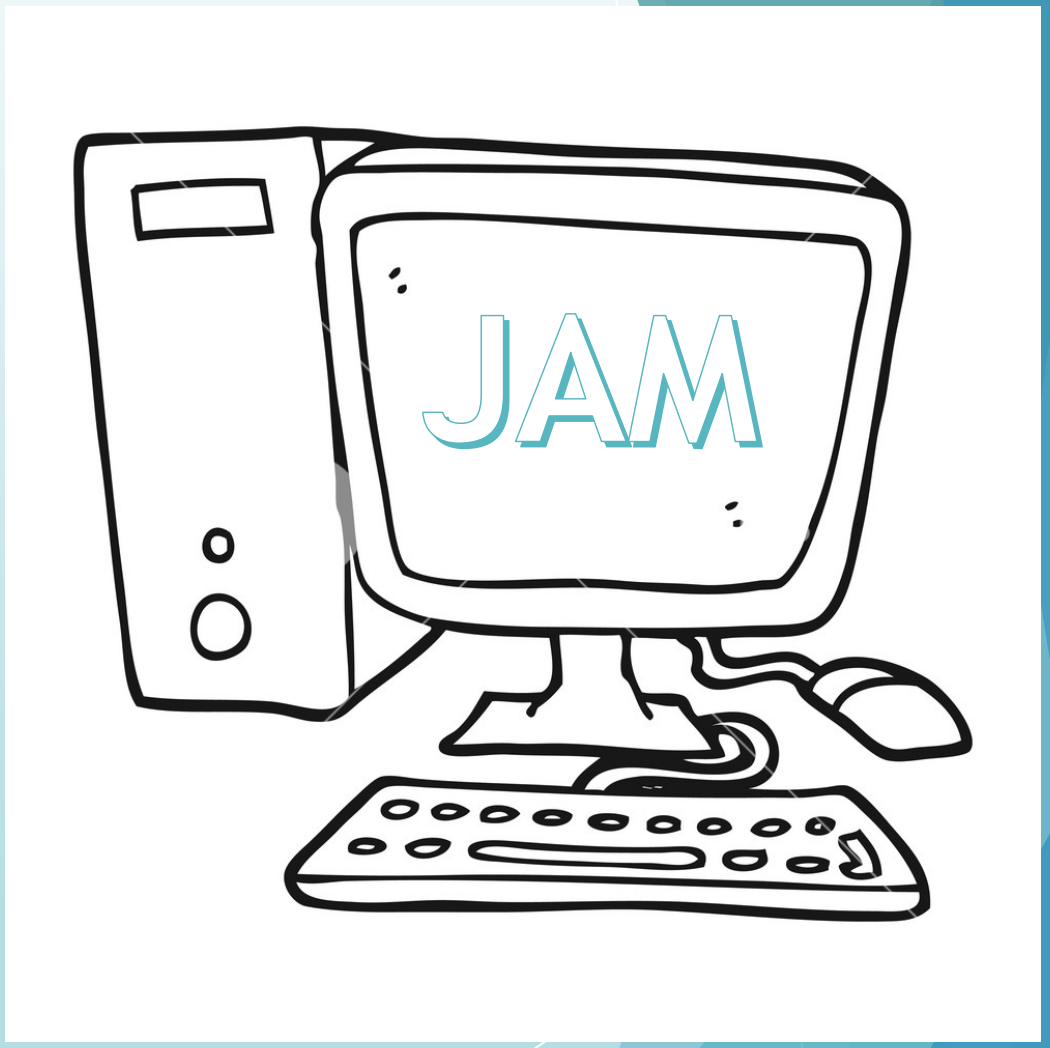
Let's use a real example. I'll let my friend Wanda tell it.

Hi! I'm Wanda. I work on the Government Purchase Card Program. There have been some changes lately in the program, and they involve DoDAACs!

Starting later this year, we will be using a system called the Joint Appointments Module (JAM) to electronically issue, initiate, review, approve, store, and terminate appointments* of Government Purchase Card (GPC) Component Program Managers, Oversight Agency/Organization Program Coordinators (A/OPCs), and A/OPCs.

*Via electronic GPC Delegation of Procurement Authority and Appointment Letters and GPC Certifying Officer DD Form 577s

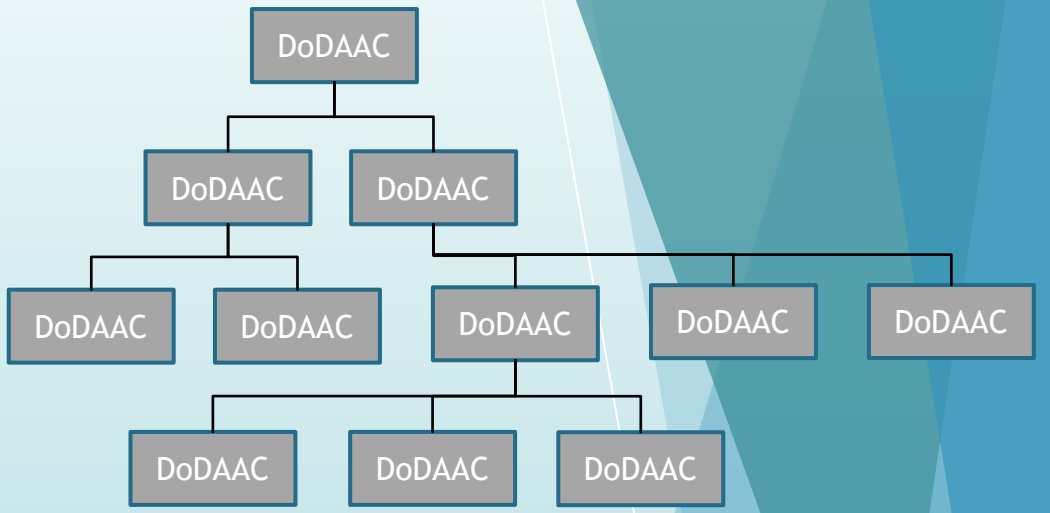
Soon after that, all cardholder, Approving/Billing Officials, Approving Officials, and Certifying Officer appointments will also be made in JAM.



JAM is on the PIEE platform. It's important for JAM users, like A/OPCs, to know their DoDAACs and where they are on the PIEE hierarchy.

A/OPCs should also know the Home Organization DoDAACs of their Cardholders and Approving/Billing Officials.

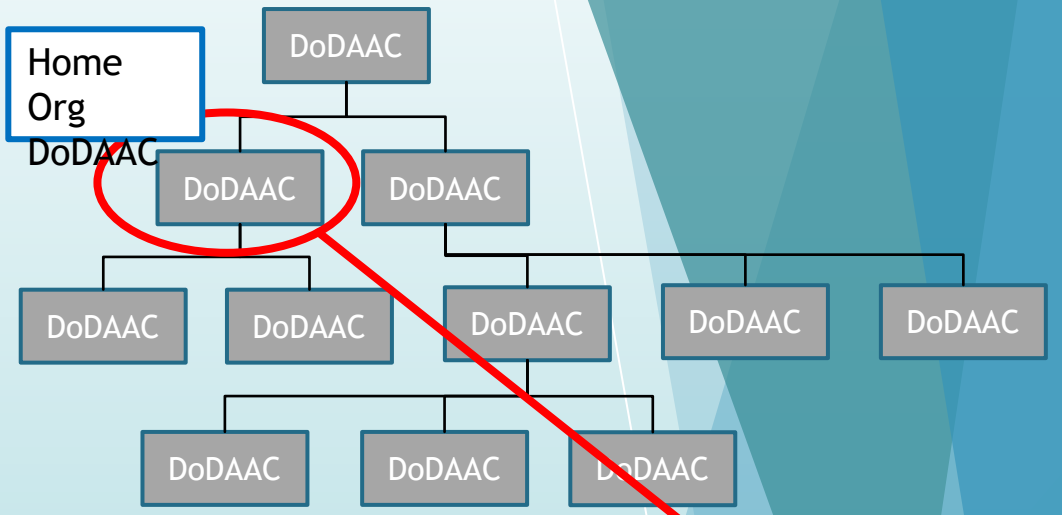
PIEE

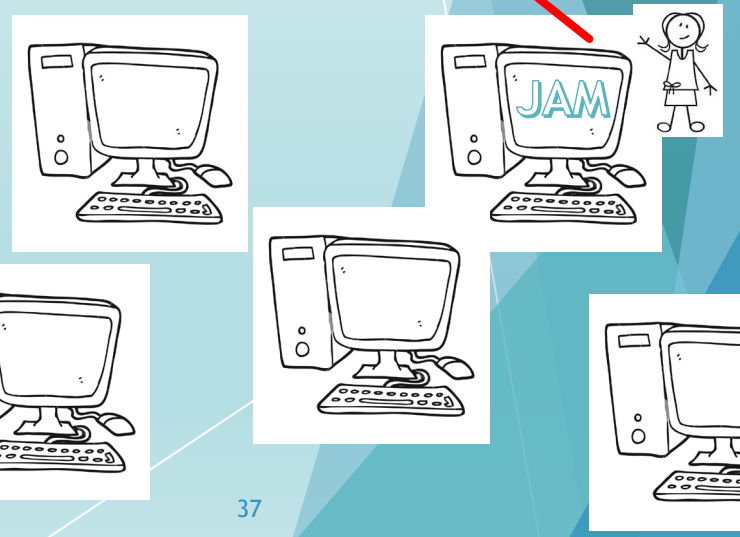


First, I need to know the DoDAAC of my home organization.

This DoDAAC will be tied to my PIEE user profile and will identify my assigned home office. ("Where am I from?")

PIEE

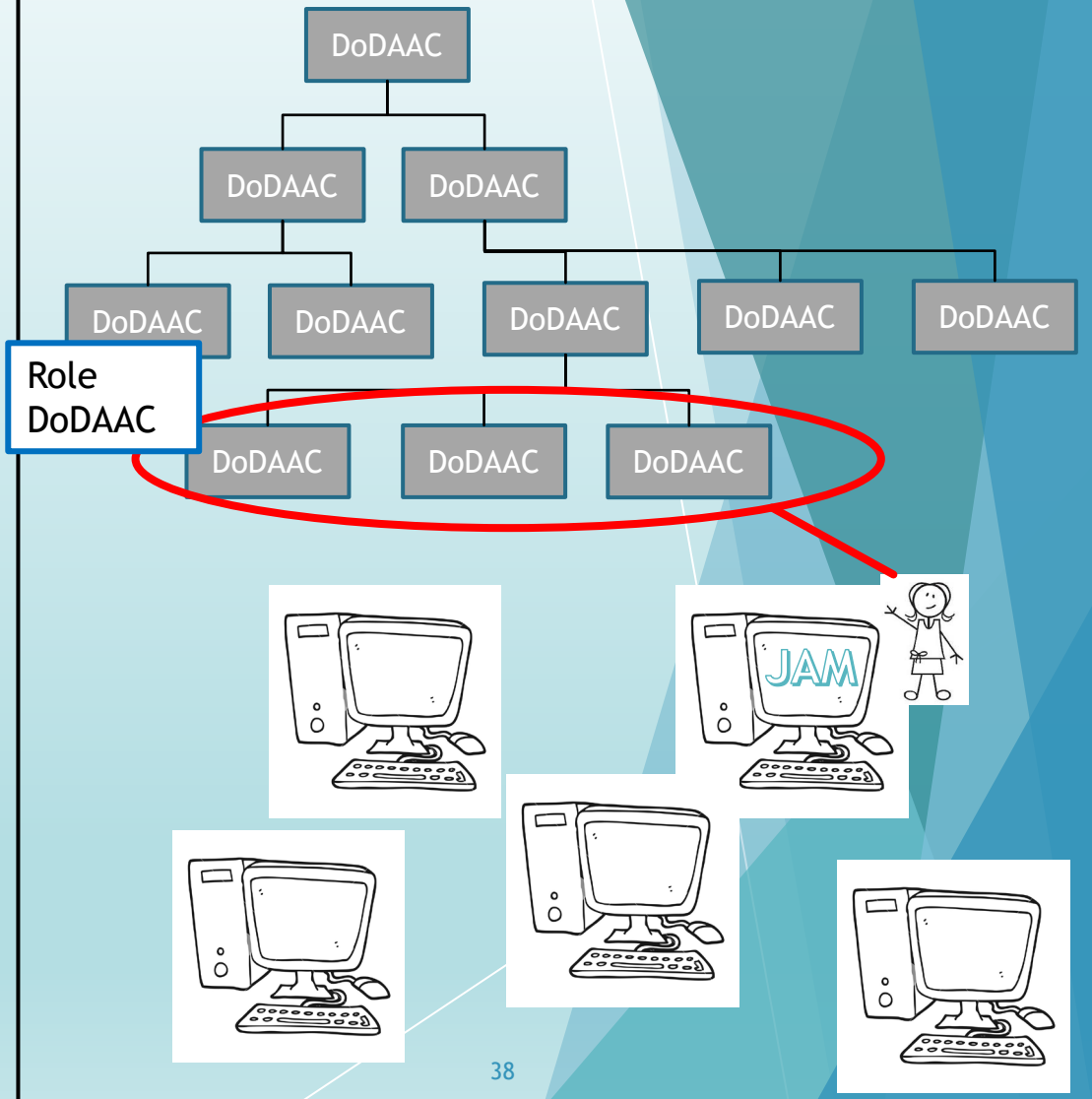




Second, I need to identify the DoDAACs where I will be performing my A/OPC duties. This may or may not be the same as my home office location.

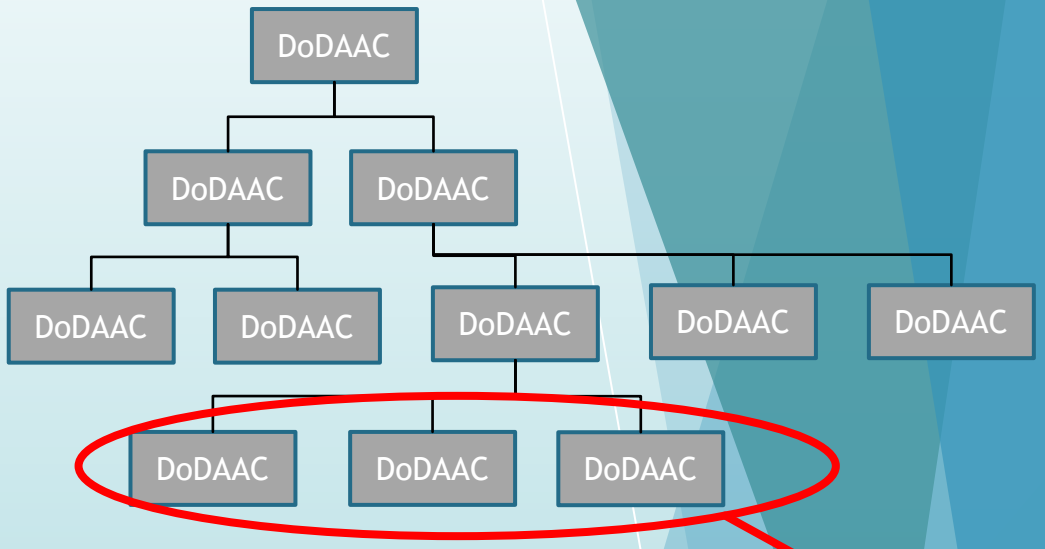
In JAM this is called my "Role DoDAAC."

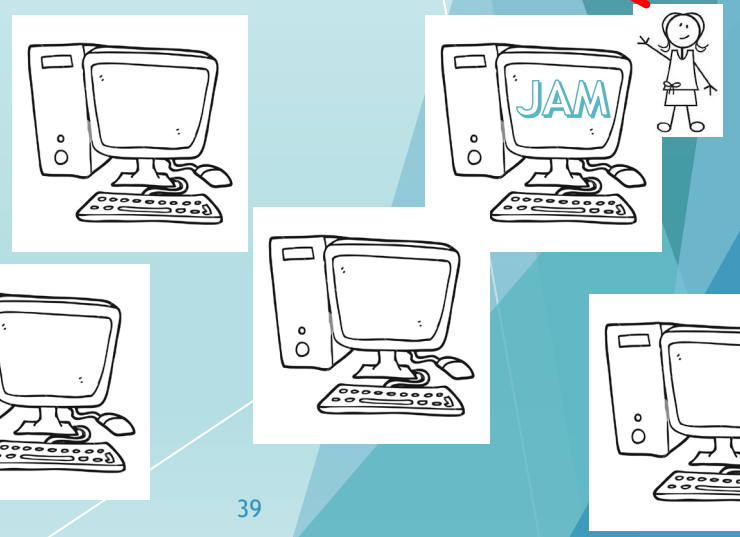
PIEE



For example, I may work at Washington Headquarters Service, but I act as an A/OPC for the Pentagon Force Protection Agency. This will be tied to my *role* in JAM. It gives me the ability to perform work on behalf of those offices. ("Where am I performing my duties?")

PIEE



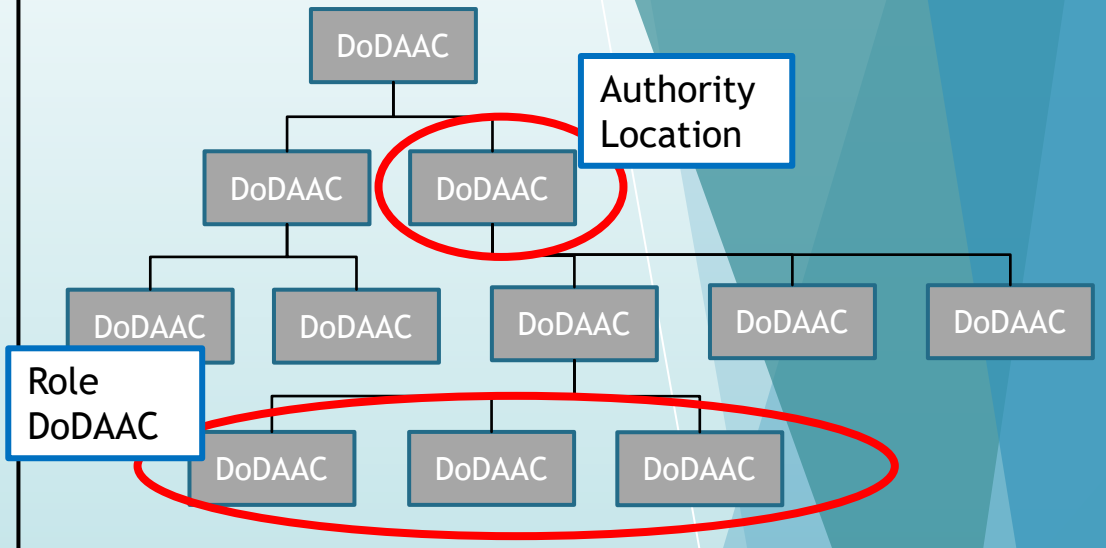


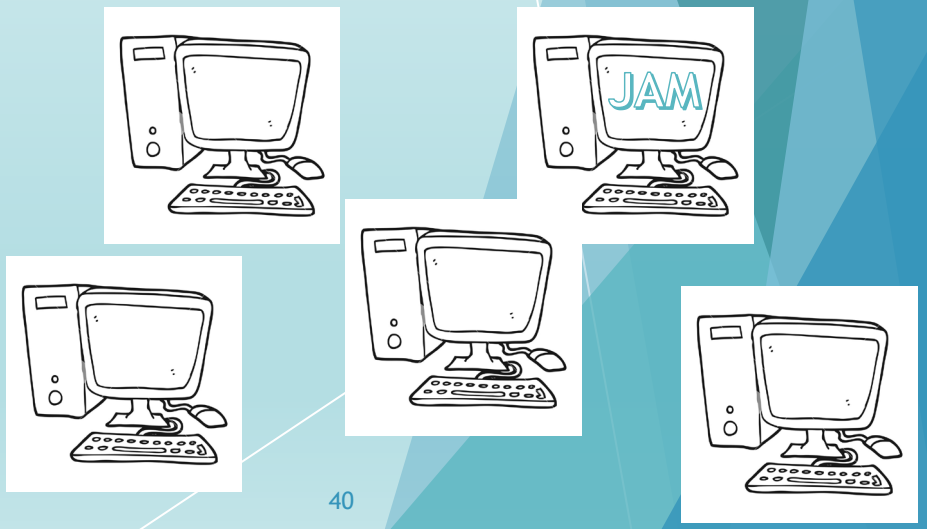
When you receive an appointment, someone has to sign it. The DoDAAC of the person who signed it is your "authority location."

But this happens in the background at JAM, so you don't need to know the DoDAAC in advance, just the name of the person.*

*unless you're the DAA – let's chat.

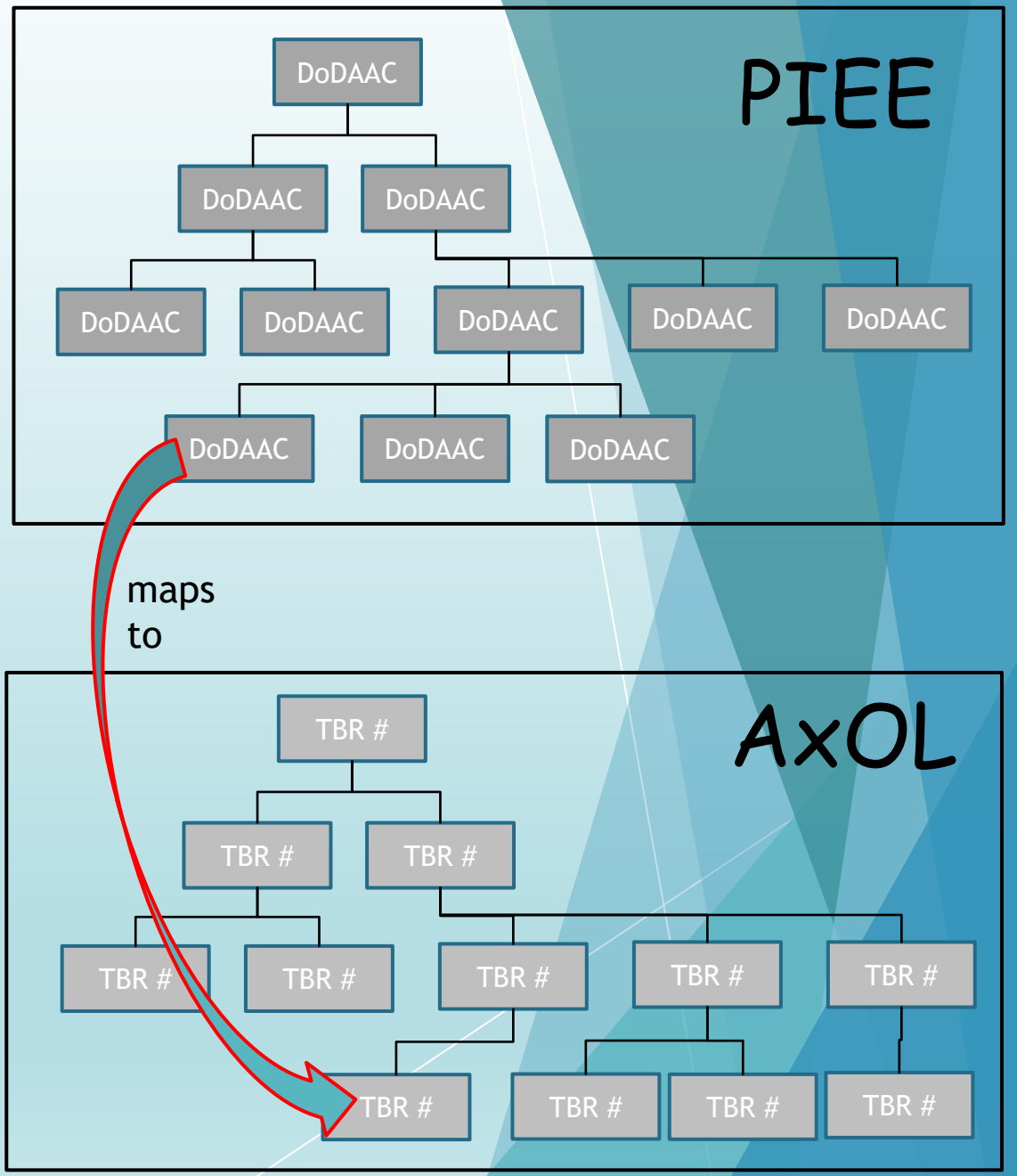
PIEE



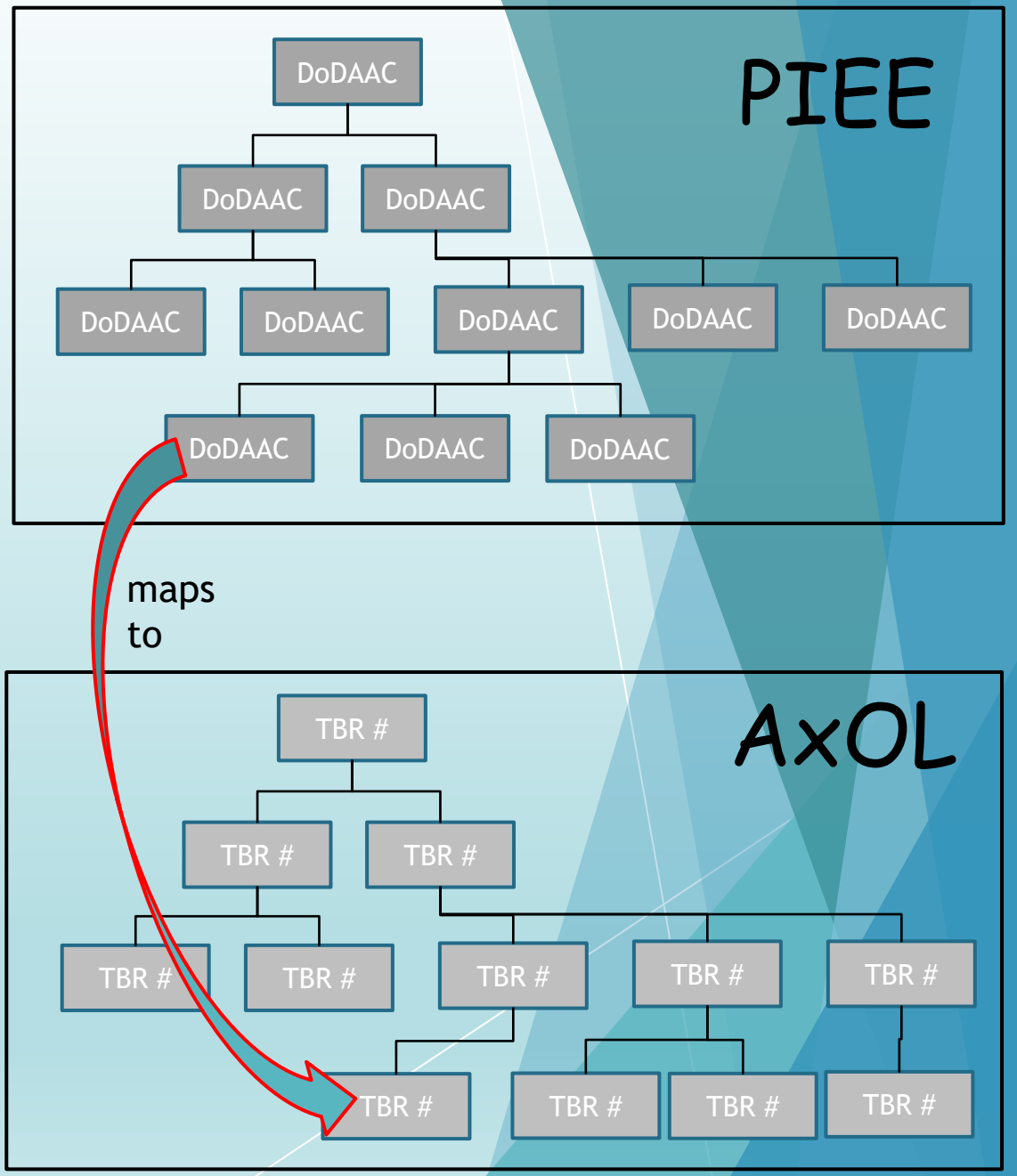


One more thing. The hierarchy in PIEE will be mapped to the Total Business Reporting (TBR) hierarchy in the bank's Access Online (AxOL) system for all of our GPC card assignments to work.

PIEE will be sharing data with AxOL to allow single sign on to AxOL through PIEE and to begin the GPC account set up.



The two hierarchies may not match exactly, but each DoDAAC must be mapped to its related organization location on the AxOL hierarchy.



Thanks Wanda! But what if I don't know my home DoDAAC?

If you are an office that issues contracts, your DoDAAC is the first 6 characters of your contract numbers.

If you are not a contract issuing office, but send your money to someone else to do contracts for you, the person who does those MIPRs will know the office DoDAAC.

Thanks Wanda!

Sure! See ya!

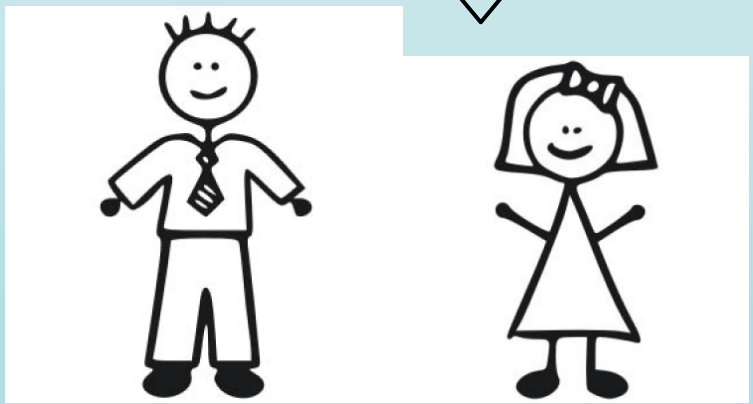
That brings me back to another question I had.

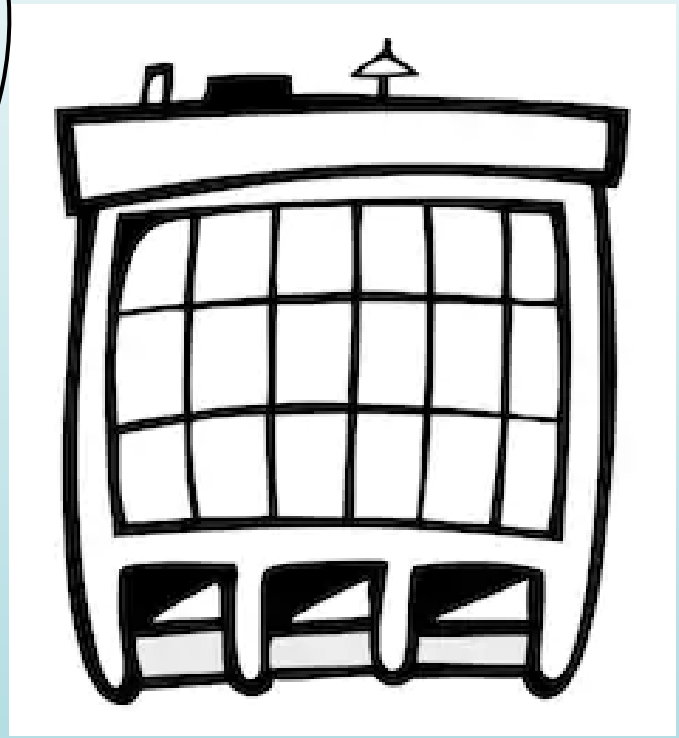
How do I know about the different functions any office might have?

DoDAACs, Purpose Codes and Flags

Hello again, Maria!

Hi! Well, I mentioned before we are a procurement office – we have the authority to issue contracts. So, we have a *Procurement Purpose Code (aka "flag")* on our DoDAAC record.

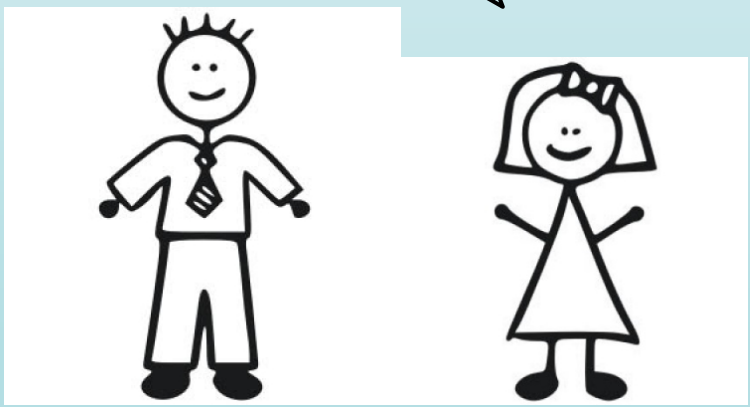


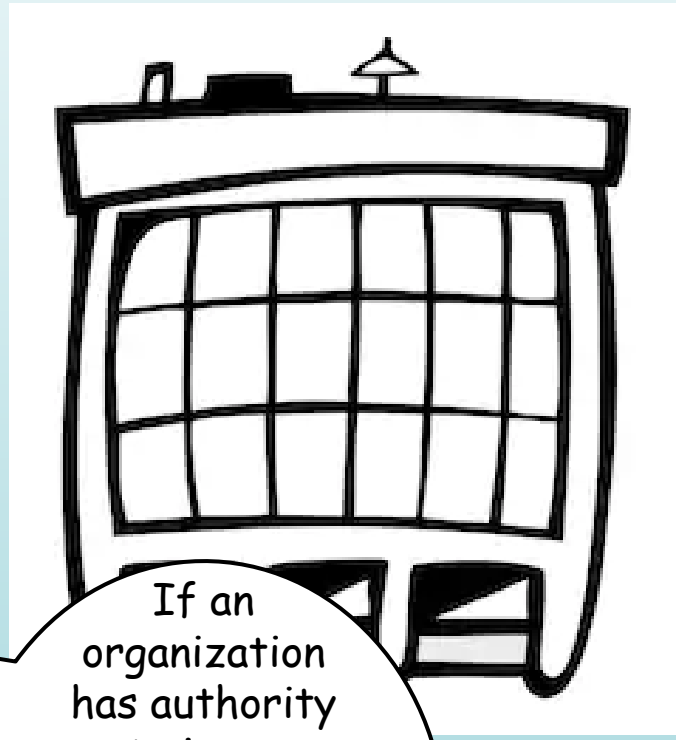


Procurement Flag

DoDAAC Record

This identifies our DoDAAC as having the authority to issue contracts. This authority can only be granted to agencies by the Secretary of Defense.



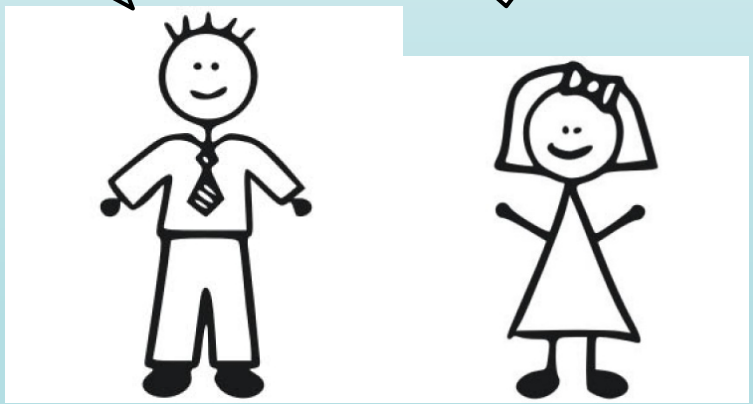


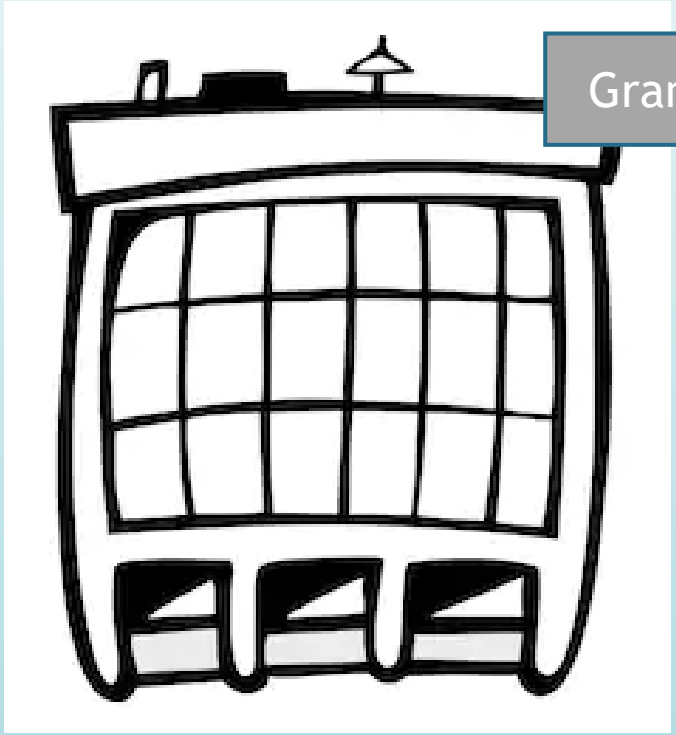
If an organization has authority to issue contracts, it will be designated as a procurement office with this flag.

DoDAAC Record

Hey Maria, does our office issue grants as well?

It sure does, Dave. That's why we also have a Grants Office flag on our DoDAAC record.



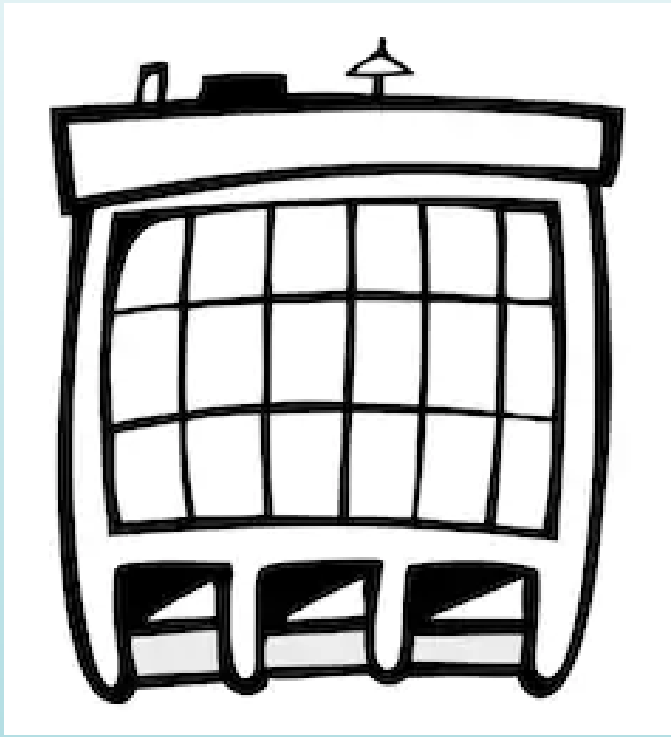


Grants Flag

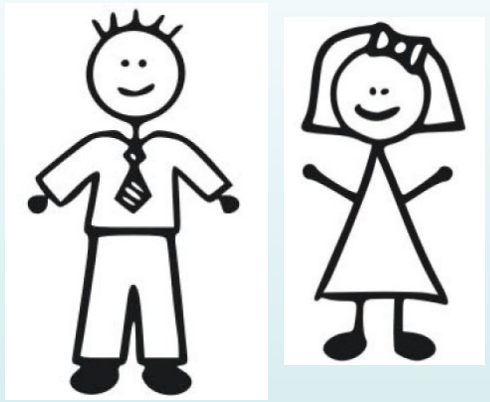
DoDAAC Record

Cool! Are there other flags we could have too?

Well, that depends on what other functions our office performs.

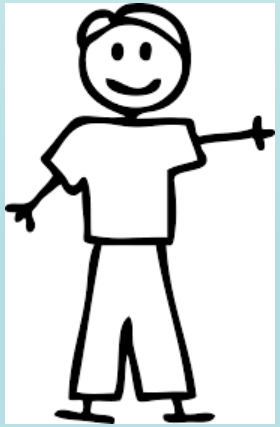


DoDAAC Record



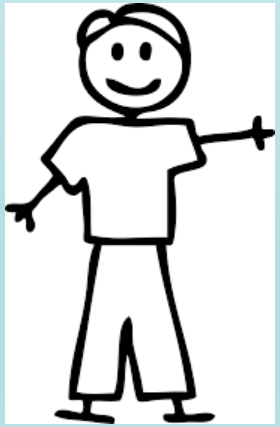
This is Will. He works for the Defense Contract Management Agency. His organization administers contracts after award.

I'll bet there's a flag for that!



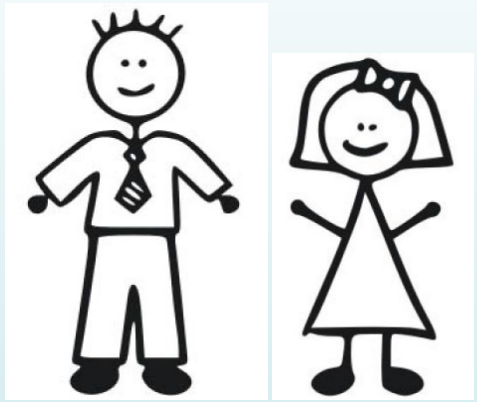
DoDAAC Record

Sure is! It's known as the Contract Administration Office (CAO) flag. But Will's office doesn't issue contracts or grants, so his organization's DoDAAC record doesn't carry those flags.



CAO Flag

DoDAAC Record

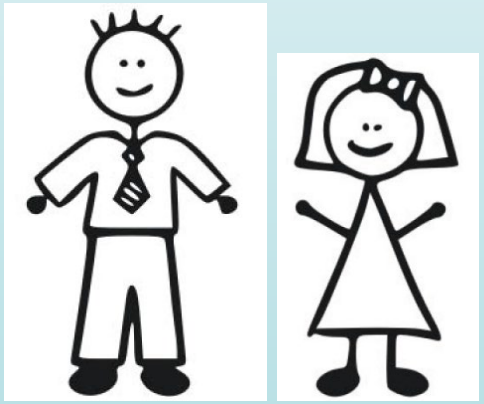


Here's another example. Anne works for the Defense Finance and Accounting Service. Her office is authorized to pay contracts. We call that a Payment Office, and there's a flag to identify that!

Payment Office Flag

DoDAAC Record

OK, but what use are all these flags really?



Well, for one thing, it helps our folks know the correct DoDAACs to put on our contracts and other documents.

When I'm creating a contract, I have to put DoDAACs in several places.

The Issued By DoDAAC has to be a procurement office. I can confirm this by checking* to see if the DoDAAC record has a procurement flag!

Issued by is my office!

My office is also the beginning of the contract number!

CONTRACT NUMBER: HQ0102-14-D-0004

ISSUED BY: HQ0102

SHIP TO: HQ0299

PAYMENT WILL BE MADE BY: HQ0347

*You can search the DoDAAC database at DAASINQ: https://www.transactionservices.dla.mil/daasinq/daasinq_dodaac.asp

The Payment Will Be Made By DoDAAC has to be a payment office. I can confirm this by checking to see if the DoDAAC record has a payment office flag!

CONTRACT NUMBER: HQ0102-14-D-0004

ISSUED BY: HQ0102

Payment will be made by – I'm entering Will's office DoDAAC.

PAYMENT WILL BE MADE BY: HQ0347

Being able to see these flags on the records allows me to ensure I'm entering an appropriate DoDAAC in these fields.

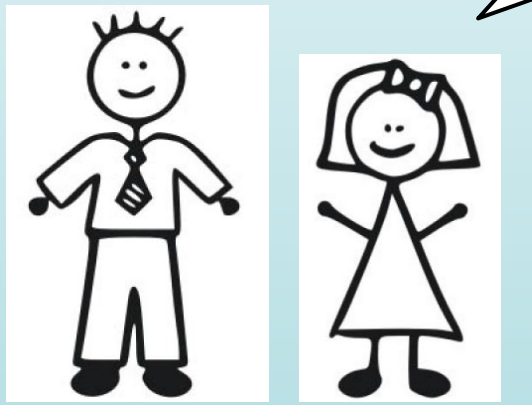
CONTRACT NUMBER: HQ0102-14-D-0004

ISSUED BY: HQ0102

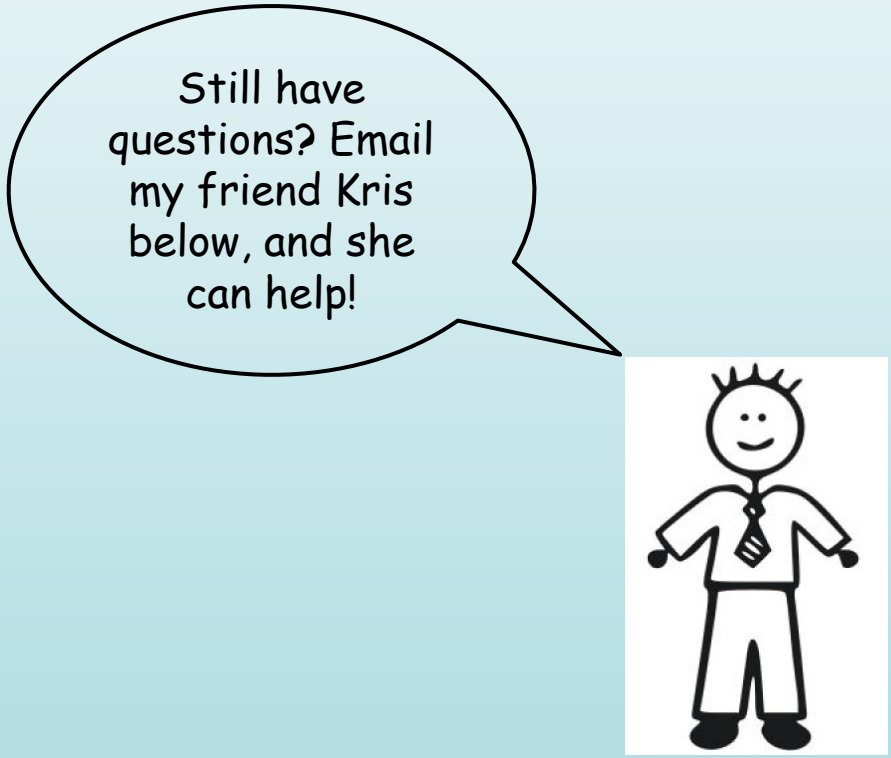
SHIP TO: HQ0299

PAYMENT WILL BE MADE BY: HQ0347

Thanks Maria! We have learned so much about DoDAACs today.



You're welcome!



Kristen.j.Humphrey.ctr@mail.mil