From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY MANAGEMENT OF UNIT IDENTIFICATION CODES AND DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES

Ref: (a) 10 U.S.C. §5013  
(b) U.S. Navy Regulations  
(c) DLAM 4000.25, Defense Logistics Management System of 19 May 2014

1. Purpose. To establish policy and assign responsibility for the oversight and management of Unit Identification Codes and Department of Defense Activity Address Codes within the Department of the Navy (DON); as authorized by references (a) and (b).

2. Definitions

   a. Department of Defense Activity Address Code (DoDAAC). A six-position alphanumeric identifier which is used extensively throughout logistics and financial information systems and uniquely identifies a Department of Defense (DoD) unit, activity, or organization that has the authority to requisition, contract for, receive, have custody of, issue, or ship DoD assets, or fund/pay bills for materials and/or services.

   b. Department of Defense Activity Address Directory (DoDAAD). An interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users. Authorized users include Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. The DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. DoDAAD information is used throughout the federal supply system
for identification, requisitioning, shipping, billing, and other uses.

   c. Unit Identification Code (UIC). A five or six-character alphanumeric code which, within each Service, uniquely identifies each organizational entity. In systems using a six-character UIC, the first character of the UIC is a Service identifier (i.e., “N” for Navy units and “M” for Marine Corps units).

3. Applicability. This instruction applies to the Office of the Secretary of the Navy, the Chief of Naval Operations (CNO), and the Commandant of the Marine Corps (CMC), all U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

4. Policy. The DON Secretariat, along with the CNO and CMC, shall ensure proper management and oversight for the establishment, disestablishment and modification of UICs and DoDAACs within the DON, as is necessary to prevent fraud, enable auditability and track progress in meeting E-commerce performance goals.

5. Responsibilities

   a. Assistant Secretary of the Navy (Manpower and Reserve Affairs) will provide management oversight of the Services’ policies on the establishment, disestablishment and modification of UICs.

   b. Assistant Secretary of the Navy (Financial Management and Comptroller) will provide management oversight of the Services’ policies on the establishment, disestablishment and modification of DoDAACs.

   c. The CNO and the CMC shall:

      (1) Establish a central authority for UIC management;

      (2) Establish management oversight and internal controls for the administrative establishment, disestablishment and modification of UICs and DoDAACs within their respective Services;

      (3) Issue standardized guidance for managing UICs and DoDAACs, including periodic reviews and reconciliations to
ensure continuity of complete and accurate data, and alignment of UICs; and

(4) Assign Service representatives to the Defense Logistics Agency’s DoDAAD Process Review Committee (PRC), DoDAAD Central Service Points (CSPs), and Monitors per reference (c). PRC representatives and CSPs will be military or government civilian employees of the Navy or Marine Corps, respectively. Contractors and employees of other DoD agencies are not appropriate Service representatives.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

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