



Department of Defense Education Activity ADMINISTRATIVE INSTRUCTION

NUMBER 4100.01
OCT 30 2009

LOGISTICS

SUBJECT: Department of Defense Activity Address Codes

References: (a) DoDEA Administrative Instruction 4100.1, "Department of Defense Activity Address Codes" November 5, 2004 (hereby canceled)
(b) DoDEA Administrative Instruction 1320.1, "Reporting Changes in Schools' Structures," May 2, 2008
(c) DoD Manual 4000.25, "Logistics Management System (DLMS)," Volume 6, March 2003

1. PURPOSE. This Administrative Instruction reissues Reference (a) and updates the procedures to assign and maintain Department of Defense Activity Address Codes (DoDAACs) in the Department of Defense Education Activity (DoDEA).

2. APPLICABILITY. This Administrative Instruction applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools and the Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS. Terms used in this Administrative Instruction are defined in Enclosure (2).

4. POLICY. It is DoDEA policy that:

a. The assignment of a DoDAAC to a DoDEA activity is a prerequisite for its use of internal DoDEA systems and existing DoD standardized systems; such as those common to logistic, resource management, human resources, and procurement divisions.

b. All closing school organizations will be carried in the Defense Automatic Addressing System Center (DAASC) for a period of 6 months after the effective date on DoDEA Form-1320.

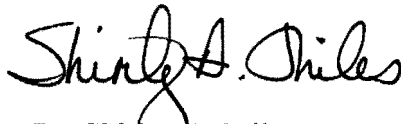
c. All new activities may be established in DAASC no earlier than 1 year prior to the effective date on the approved DoDEA Form-1320 specified in DoDEA Administrative Instruction 1320.1 (Reference (b)).

d. Only DoDEA activities with requisition authority will be assigned a DoDAAC in accordance with the DoD Manual 4000.25 (Reference (c)), and Reference (b).

e. At a location, if the contiguous facility has two principals and two separate staffs, each activity will be assigned a separate DoDAAC; with the exception of virtual school hubs that will operate under the school DoDAAC they are associated with until further guidance is provided.

5. RESPONSIBILITIES. See Enclosure 1.

6. EFFECTIVE DATE. This Administrative Instruction is effective immediately.



Dr. Shirley A. Miles
Director

Enclosures

1. Responsibilities
Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. Chief, Logistics Division, DoDEA. The Chief, Logistics Division, DoDEA shall:
 - a. Serve as the Service Point (SP) Manager for the assignment of all DoDAAC's in DoDEA.
 - b. Serve as the Appointing Authority for Reference (b) assigning a primary/alternate DoDAAC Monitor/Central Service Representative for DoDEA.
 - c. Assign and administer all DoDAAC's for activities in DoDEA.
 - d. Ensure all school addresses are updated and maintained on the DoDEA School Address Listing website.

2. Director, DDESS/DoDDS-Cuba; the Director, DoDDS-E; the Director, DoDDS-P/DDESS-Guam; and the DoDEA District Superintendents. The DoDEA Area Directors and District Superintendents shall:
 - a. Comply with the standards prescribed in Reference (c) for the submission of DoDEA Form-1320.
 - b. Provide an area point of contact (POC) to the SP manager, for the submission of address updates to the DoDEA School Address Listing.
 - c. Conduct a quarterly review of the DoDEA School Address Listing, to verify all activity address information is current. Submit all address updates or negative responses to the SP manager via e-mail not later than the 5th day of each new quarter.

3. DoDEA Area POC. The DoDEA Area POC shall submit all updates to the DoDEA School Address Listing Web site and contain the updated address information for the activity being revised. The POC may also submit updates to the SP manager, when necessary to update address data on the Web site.

GLOSSARY

DEFINITIONS

DAASC. Is the master database that contains the names and addresses of activities which must be identified in the Defense Logistics Standard System/DLMS. These activity address codes, consisting of 6 positions, are used within the DoD supply system to requisition and ship material. Each Service/Agency maintains its own Central Service Point who is authorized to add, change, or delete DoDAACs for their Service/Agency.

DoDAACs. A DoDAAC is a unique six-position, alphanumeric code assigned to identify a specific unit, activity, or organization for various administrative and resource management functions; such as interservice support agreements, supply, procurement, personnel, and transportation support.

Department of Defense Activity Request for Approval of School Organizational Change Request. The policy, responsibilities, and procedures for use by DoDDS and DDESS Superintendents in notifying the Director, DoDEA, of changes in school structure and/or organization and obtaining approval with the submission the DoDEA Form-1320.

SP. A focal point for the processing of DoDAAC data within a participating service/agency.