

How to get a Department of Defense Address Activity Directory (DODAAD) For US Army Corps of Engineers' Contractors

- DODAAD – What it is:
 - The DODAAD is an interactive database table that provides a single authoritative source of address information for DoD Component requirements. It contains the names, addresses, and other data about activities that is needed by government business systems. The address data is used for shipping, billing, and identification purposes by Military Services, Federal Agencies, and civil agencies (i.e., contractors).
 - Associated with the DODAAD is the DoD Activity Address Code (DODAAC), a six-position code which is the key to accessing the information in the DoDAAD.
 - The DODAAC is a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position designates the particular Service/Agency element of ownership. Those beginning with an alpha character belong to a DoD activity or a contractor sponsored by a DoD activity.
 - There are 100+ data elements related to each DoDAAC. Examples include:
 - Requisitioner, ship-to, and bill-to addresses;
 - Electronic Communications Routing Identifier Code;
 - Break Bulk Point Code; Port of Debarkation Code;
 - Authority Code; CAGE Code; Major Command Code; and
 - Points of Contact.
 - Type of Address Code (TAC) – A DoDAAC may have up to four distinct addresses associated with it in the DoDAAD database. The Type of Address Code differentiates the addresses as follows:
 - TAC 1 – Ordering activity (this address is mandatory, and may also be Ship To address if no TAC 2 is present, and/or the Bill To address if no TAC 3)
 - TAC 2 – Ship to Address - if different from TAC 1
 - TAC 3 – Billing Address - if different from TAC 1
 - TAC 4 – Commercial Small Parcel Address - if different from TAC 2
- DODAAC – How to obtain:
 - Construction prime contractors will request a DODAAC through the Contracting Officer (KO) or his/her Specialist. The KO will coordinate with USACE's DODAAC Coordinator, who will submit a request to the Army Enterprise Systems Integration Program (AESIP) for the assigning of a DODAAC. The DODAAC Coordinator will communicate the DODAAC to all interested parties. Contractor DODAACs are only issued for the length of the contract. When the contract expires, the DODAAC will be deleted (inactivated).
 - USACE DODAAC Coordinators:
 - Primary – Ashraf Elsayed. Ashraf.Elsayed@us.army.mil; (901) 874-8237
 - Alternate – Kierra Washington. Kierra.L.Washington@us.army.mil; 8242
 - Contractors must have a valid contract (that authorizes them to have a DODAAC), and CAGE code in order to obtain a DODAAC (see below information).
 - Construction contractors will have a separate DODAAC assigned for each contract (as related to the TAC information above).

- Commercial and Government Entity (CAGE) Code – An Explanation
 - A CAGE Code is a five (5) position unique identifier for entities doing or wishing to do business with the Federal Government. It is used to support a variety of mechanized systems throughout the government. The code provides for a standardized method of identifying a given facility at a specific location.
 - The Defense Logistics Information Service (DLIS) – in Battle Creek, MI – administers the CAGE Code System.
 - For those not listed in the database, the CAGE request process is incorporated into the Central Contractor Registration (CCR) process.
 - Foreign contractors that perform work outside of the US are required to obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code.

- CAGE Code – How to obtain:
 - Applicants must submit a DD Form 2051 “Request for Assignment of a Commercial and Government Entity (CAGE) Code to the CAGE Code Office in Battle Creek. It requires both government and contractor input.
 - Hardcopy applications should be mailed to:
 CAGE Code Office
 DLA Logistics Information Service
 ATTN: DLA LIS-LAC
 Hart-Dole-Inouye Federal Center
 74 North Washington
 Battle Creek, MI 49037-3084
 - Electronic applications should be scanned and emailed to:
 cagemail@dla.mil
 - Foreign contractors seeking an NCAGE Code must, thru their government POC, submit:
 - DD 2051 – if on government installation, requiring security clearance
 - NATO Maintenance & Supply Agency (NAMSA) Application – if on government installation, requiring no security clearance
 - NAMSA Application – if not on government installation
 - NAMSA Web Address is: <http://www.namsa.nato.int/>
 - NAMSA Email Address is: ncage@namsa.nato.int
 - NAMSA POC is: Mr. Patrice Verlaine (Tel: +352 3063 6145)