

NATIONAL TRAINING CENTER FORT IRWIN



Reserve Component Operations
DEPEX DoDAAC

LEAD - TRAIN - WIN



Deployment Exercise (DEPEX) Department of Defense Activity Address Code (DoDAAC)

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Operations Logistics NCO**



NTC DEPEX DoDAAC Process



DEPEX DoDAAC

- One DEPEX DoDAAC per company
- Used only for Class IX
- DoDAAC for Class IX Air is revoked if a DEPEX DoDAAC is not requested prior to NTC rotation

HOME STATION DODAAC

- Used for **CLASS II, III and IV ONLY**
- USAR TSC PBO must provide the DoDAAC to NTC
- DoDAAC Coordinator must be contacted NLT **140** days prior to start of rotation

***** FOR ALL ROTATIONAL UNITS*****

CSSB Class IX DODAAC's RIC's will always be set to: **WDK1**



NTC DEPEX DoDAAC Process



STEP 1: **140** days prior to NTC arrival

- Contact NTC DoDAAC Coordinator to obtain NTC DEPEX DoDAAC request form
- Coordinator fills out NTC information on the form and forwards to rotational units
- USAR/NG units forward to their PBO

STEP 2: **130** days prior to NTC arrival

- USAR/NG PBO provides NTC DoDAAC to Sustainment Support System for the Interface Field [HTTPS://S4IF.LEE.ARMY.MIL](https://s4if.lee.army.mil) for review and to obtain a help desk ticket authorization number

STEP 3: **120** days prior to NTC arrival

- USAR PBO must submit LOGSA approved DEPEX DODAAC forms to TSC G8 for funding
- NG PBO must submit forms to the State USPFO and forward to NGB

**** Form will not be processed without all signatures ****



NTC DEPEX DoDAAC Process



STEP 4: **110** days prior to NTC arrival

- DEPEX DoDAAC should be complete
- USAR/NG units PBO/RMO will ensure DoDAAC(s) are funded and loaded in funds control prior to NTC PDSS
- Units with an unapproved and/or unfunded DoDAAC's will not be able to establish a Class IX account nor draw equipment at NTC
- NG units State USPFO/SMO must get NGB approval for funding. Each State USPFO is responsible for issuing a Letter of Intent (LOI) to NTC G8
- USAR unit G8 must provide separate LOA for Class IX to NTC G8
- NTC DoDAAC Coordinator

***** ALL SIGNATURE BLOCKS MUST BE SIGNED*****



NTC DEPEX DoDAAC Process



DODAAC ADD
REQUEST FORM
GCSS-ARMY



DODAAC ADD
REQUEST FORM
GCSS-ARMY



No.	Data Point	Input Unit Data	Definition
1	RIC SPT	W0B1	Routing Identification Code PBO
2	DODAAC	W58WDR	Department of Defense Activity Address Code
3	Unit Name	452 OD CO MODULAR	Requesting Unit
4	City/Installation	ABERDEEN	Example: Fayetteville/Fort Bragg
5	State/Country	SD	Location
6	UIC	WQ56AA	Unit Identification Code
7	UIC 2 UIC 3 UIC 4 UIC 5		The UIC structure all the way to your ACOMs
8	FAD	2	Force Activity Designator PBO
9	TUC	Ground Maintenance	Type Unit Code
10	CMD	FC	Major Army Command. i.e; FORSCOM=FC
11	COMPO	RC	Service Component
12	STAMIS	SAMS-E	Authorized entries in this field are: PBUSE, S4 USE, SAMS-E, SAMS-IE, SARSS 1, ULLS-AE. Used to identify Force Element and MRP Area type.
13	Dedicated	Dedicated	Non Dedicated- Supply Relationships required Dedicated - All funds go to Wholesale
14	Supply Relationships	CLIX	Classes of supply that the customer is authorized to order from this RIC SPT.
15	SFTP Account Type	Individual	Individual- customer orders directly to GCSS-Army. Roll-up-customer orders through another box, i.e. PBUSE.
16	Roll-up DODAAC		If "Roll-up" selected in box 15, then input the DODAAC for the roll up unit.
BLOCKS BELOW MUST BE FILLED OUT BY BUDGET ANALYST/UNIT FINANCE OFFICER			
17	CFC	G8 Responsibility	Customer Fund Code. Alpha-Numeric code used in STAMIS systems to designate billing methods for finance transactions.
18	Cost Center	G8 Responsibility	Cost Object in the controlling area of a finance system that reflects an organization's command and control structure where costs are occurred.

19	Fund	G8 Responsibility	Displays the Beginning and Ending year of funding, along with the basic symbol and specific accounting elements that represent how an appropriated authority is to be used and for how long.
20	Fund Center	G8 Responsibility	This identifies specific organizational units for budgeting, funds execution, and reporting.
21	Functional Area	G8 Responsibility	Division on funds into multiple budgets for specific execution.
REQUESTED POINT OF CONTACT AT THE UNIT LEVEL			
22	IP address		IP address from the box you are ordering from
23	SFTP Password		Generated by PM GCSS-A (format= DoDAACs)
24	Last Name		
25	First Name		
26	Rank/Title		
27	Email Address		
28	Phone Number		
29	Ind SFTP Acct ID		Generated by PM GCSS-A (format= DoDAAC)
30	Roll-up SFTP Acct ID	Select an Item	Designate the DODAAC to which the unit performs "roll-up transactions"

REQUIRED SIGNATURES	
Requester	PBO
Accountable Officer	PBO
Resource Manager	G8
DODAAC Coordinator	CASTANEDA SUPHRINA.YVO NNE.1156864184
National Guard Bureau Approving Official	