



DEPEX DODAAC PROCESS FOR USAR UNITS

POC: CW4 TIM VICKERS

USAR LOGISTICS OFFICER

or **MS Suphrina Castaneda, 916 SB DODAAC Manager**

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NTC DODAAC INFORMATION



•DEPEX DODAAC:

- ONLY for Class IX (Ground)
- ONE DEPEX DODAAC per company (TO INCLUDE GCSS-A)
- Unit Home station DODAAC for CLASS IX Air WILL BE **rescinded** if a DEPEX DODAAC is not requested prior to Rotation. NEW (RIC) MUST BE USED

•HOMESTATION DODAAC:

- To be used for CLASS II, III and IV ONLY
- USAR TSC PBO must provide a HOMESTATION DODAAC to the NTC DODAAC Coordinator CONTACTED NLT **140 days** prior to start of rotation.

FOR THE ROTATIONAL USAR UNIT/UNITS----

2 March 2016 - CSSB CLASS IX DODAAC's RIC's will always be set to: **WDK1.**



USAR DODAAC PROCESS



DODAACs PROCESS FOR USAR UNITS ATTENDING NTC ROTATIONS

STEP 1: 140 days from arrival (D-140)

IDENTIFIED USAR UNIT -- contact NTC DODAAC Coordinator, Ms. Suphrina Castaneda (NTC 916th Sup BDE)) to obtain NTC DEPEX DODAAC Request Form (G-ARMY Form). Ms. Castaneda fills NTC info on the form, signs and sends to USAR units. USAR unit then sends to their PBO.

STEP 2: D-130

Unit PBO / TSC PBO, provides NTC DODAAC's to LOGSA - (G-ARMY) for review and to obtain a “Help desk Ticket” authorization number.



USAR DODAAC PROCESS



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.



DODAAC ADD
REQUEST FORM
GCSS-ARMY



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= DoDAACs5)
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.1158864184
National Guard Bureau Approving Official	



USAR DODAAC PROCESS



PROCESS FOR DODAACs (cont.):

STEP 3: D-120 USAR PBO's must submit **LOGSA approved** DEPEX DODAAC forms to submit to **TSC G8** for **funding**.

**** USAR TSC/ ESC S4 & PBO must all cross check signatures ****

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

STEP 4: NLT D-110 -- DEPEX DODAAC PROCESS COMPLETE

➤ USAR **TSC level G8s** will ensure DODAACs, **are funded and loaded in funds control** **NLT 10 DAYS** prior to NTC PDSS.

➤ (NOTE)- Unit(s) with unapproved/unfunded DODAACs will not be able to establish Class IX accounts and draw equipment at NTC.

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



USAR DODAAC PROCESS



PROCESS FOR DODAACs (cont.):

USAR G8's must provide separate LOA for Class IX to NTC G8 POCs.

NTC G8 POCs:

Primary: Ms. Suphrina Castaneda 760-380-6067 Suphrina.y.castaneda.civ@mail.mil

Alt: Ms. Jessica Santana, 760-380-3811 Jessica.p.Santana.civ@mail.mil

Alt: CW4 Tim Vickers, 760-380-3336 Tim.f.vickers.mil@mail.mil