

5304.7003-90 Maintaining DoD Activity Address Codes (DoDAAC)

The contracting officer administering the contract must obtain a contractor DoDAAC (see [DAFMAN 23-230, Maintaining Air Force DoD Activity Address Codes \(DoDAAC\)](#)) for contracts that furnish Government property or authorize requisition from a Government supply source. The contracting officer administering the contract must provide the DoDAAC to the program management office/requiring activity to facilitate the shipment of government furnished property. The Purpose Code Management module contained within [Procurement Integrated Enterprise Environment \(PIEE\)](#) must be used to:

- (a) Obtain the existing DoDAAC or submit a new DoDAAC request for all contracts awarded;
- (b) Initiate contractor DoDAAC account changes, including extensions of contract completion dates and contract terminations;
- (c) Initiate contractor DoDAAC deletion when the contract is physically complete, unless the DoDAAC covers other active contracts; and,
- (d) Validate contractor DoDAACs in accordance with [DAFMAN 23-230](#), paragraph 4.2.

Parent topic: [Subpart 5304.70 - UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS](#)