



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH VA 22042

Canc: Jan 2027

BUMEDNOTE 4000  
BUMED-N4  
14 Apr 2026

BUMED NOTICE 4000

From: Chief, Bureau of Medicine and Surgery

Subj: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE MANAGEMENT

Ref: (a) DLM 4000.25, Volume 1, Defense Logistics Management Standards: Concepts and Procedures, 3 October 2025  
(b) OPNAVINST 4000.86  
(c) NAVSUPINST 4400.108  
(d) NAVSUPINST 6710.1D

Encl: (1) Department of Defense Activity Address Code Manager for Command Appointment Letter Template

1. Purpose. This notice implements policy and procedure as prescribed in references (a) through (d) to manage Navy Expeditionary Medicine's (EXMED) Department of Defense Activity Address Code (DoDAAC) tables associated with EXMED Unit Identification Codes (UIC) and materiel in the Defense Readiness Reporting System.

2. Scope and Applicability. This instruction applies to Budget Submitting Office (BSO) 18 EXMED family of systems that use Navy DoDAACs. DoDAACs impact multiple functional domains including procurement and acquisition, financial management and accounting, supply, property, maintenance, transportation, force management, and readiness. This includes the DoDAAC authorization responsibilities that enable procurement of controlled substances.

3. Background. EXMED units lack full integration with operating force logistics and financial systems and processes. The establishment and maintenance of associated EXMED DoDAACs will enable units to better integrate into existing systems, processes, and infrastructure. This will result in better operational, financial, and logistical support to EXMED units.

4. Policy

a. BUMED will establish and designate a DoDAAC monitor to oversee BSO-18 DoDAAC operations, per reference (c).

b. All BSO-18 EXMED Equipment Set UICs will have a corresponding DoDAAC in the Naval Supply Systems Command (NAVSUP) UIC Management System (UMS) and the Defense

Logistic Agency's (DLA) Department of Defense Activity Address Database (DoDAAD). All DoDAAC information will be updated to ensure the required points of contact information are posted and maintained in both tables.

c. To support execution of DoDAAC operations and ensure all BSO-18 EXMED UICs have corresponding DoDAACs, echelon 3 commands will assign DoDAAC managers. DoDAAC managers will be responsible for the management of DoDAACs in NAVSUP UIC Management System (UMS) and DLA's DoDAAD for all UICs within their area of responsibility.

d. Type of Address Code (TAC) 1 for EXMED sets while not employed will reflect Naval Medical Readiness Logistics Command (NAVMEDREADLOGCOM). Once employed, TAC 1 will be updated as necessary to support mission requirements.

e. TAC 2 for EXMED sets while not employed will reflect NAVMEDREADLOGCOM or the set's designated prepositioned site, as applicable. Once employed, TAC 2 will be updated as necessary to support mission requirements.

f. TAC 3 identifies the billing address of the command or Activity responsible for payment of bills. If no TAC 3 address is entered, TAC 1 address should be used. For Defense Finance and Accounting Services and Enterprise Resource Planning (ERP) billing addresses a 6-position Accounting and Disbursing Station Number is also required.

g. Update DoDAAC information at least 30 days before equipment set repositioned and 14-days after returning from deployment to ensure the requisition and distribution of materials for the commands within their area of responsibility.

h. A key continuous process improvement measure is integrating a risk management framework to proactively identify, assess, and mitigate risks associated with DoDAAC mismanagement, enhancing financial management, supply chain efficiency, readiness, and compliance, e.g. checklist, quarterly internal reviews.

## 5. Responsibilities

a. Director, Manpower and Personnel (BUMED-N1) will:

(1) Support the review process for requests to establish, modify, or disestablish DoDAACs from subordinate activities using UMS.

(2) Provide notification of newly established EXMED Equipment Set UICs to Director, Logistics, Supply and Support (BUMED-N4) and Director, Resource Management (BUMED-N8) to enable coordination of DoDAAC establishment via echelon 3 commands.

b. BUMED-N4: Will designate a DoDAAC manager. The BUMED-N4 DoDAAC Manager will:

(1) Review all DoDAAC requests from subordinate command DoDAAC managers for accuracy and tracking.

(2) Ensure all DoDAAC actions are initiated in UMS.

(3) Sign and submit all requests establishing new DoDAACs supporting EXMED Equipment Sets upon receipt of BUMED-N1 UIC creation documentation.

(4) Ensure proper assignment of requisitioning, shipment, and billing authority code for newly established DoDAACs.

(5) Support the annual review and validation of assigned DoDAACs coordinated by the NAVSUP Central Service Point (CSP).

(6) Issue procedures to control DoDAAC submission processes.

c. BUMED-N8 will:

(1) Appoint DoDAAC Monitors and Alternates within BSO-18 to approve or disapprove requests to establish, modify, or disestablish DoDAACs from subordinate activities using UMS.

(2) Provide the appointment letter with the DoDAAC monitor's contact information to the NAVSUP CSP.

(3) Assign the proper requisitioning, shipment, and billing authority code for newly established DoDAACs.

(4) Submit approved DoDAAC requests to NAVSUP CSP.

(5) For DoDAACs that are associated with financial execution, establish master data within accounting system of record to align DoDAAC to facilitate cost tracking.

(6) Issue internal procedures to control DoDAAC request approval or disapproval processes.

(7) Contact the NAVSUP CSP with DoDAAC questions and issues.

d. Director, Secondary and Specialty Care (BUMED N10C2): Responsibility is to provide subject matter expertise and policy guidance for controlled substance practices in an operational setting and for controlled substances as it is related to the Authorized Medical Allowance List.

e. Commander, Naval Medical Forces Atlantic will:

(1) Review and validate all DoDAAC requests from NAVMEDREADLOGCOM and forward to BUMED-N42 for appropriate action.

(2) Ensure all DoDAAC information related to EXMED equipment sets are accurate and complete.

(3) Review and endorse all EXMED DoDAAC controlled substance authorization requests and forward to the Navy Controlled Substance Program Manager.

f. Commanding Officer, NAVMEDREADLOGCOM will:

(1) Ensure the submission of signed DoDAAC requests to Naval Medical Forces Atlantic utilizing the DoDAAD Entry Form DoDAAC / RIC Request.

(2) In coordination with NAVSUP, provide oversight and management of controlled substances requisitioning, as per reference (d).

(3) Appoint Navy's Controlled Substances Program Manager to manage requests for additions, deletions or changes to authorized activity lists.

(4) Maintain Navy's consolidated DoDAAC list of authorized Navy activities approved by DLA Troop Support Medical for requisitioning of controlled substances.

(5) Forward requests to DLA Troop Support Medical for additions, deletions or changes to the controlled substance authorized activities list. Requests must be accompanied by letter signed by a military officer with paygrade of Captain (O-6) or civilian equivalent (GS-15).

(6) Annually review and validate the DoDAAC authorized activities list for controlled substances. Notify DLA of necessary changes to the authorized activities list as well as any changes of the NAVMEDREADLOGCOM Controlled Substances Program Manager.

## 6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

BUMEDNOTE 4000  
14 Apr 2026

7. Information Management Control. Reports required in paragraph 7 of this instruction are exempt from reports control per Secretary of the Navy manual 5214.1 of December 2005, part IV, subparagraph 7k.



R. FREEDMAN  
Acting

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/Directives/>

BUMEDNOTE 4000  
14 Apr 2026

Department of Defense Activity Address Code Manager for Command  
Appointment Letter Template  
(command letterhead)

4000  
Ser  
DD Mmm YYYY

From: Activity head, name of activity, location when needed

To: Full Name

Subj: APPOINTMENT AS DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE  
MANAGER FOR [NAME OF ACTIVITY]

Ref: (a) DLM 4000.25, Volume 1, Defense Logistics Management Standards: Concepts and  
Procedures, 3 October 2025

(b) SECNAVINST 5400.48

(c) OPNAVINST 4000.86

(d) NAVSUPINST 4400.108

1. You are hereby appointed to serve as a Department of Defense Activity Address Code (DoDAAC) Manager for Expeditionary Medicine Systems (EXMEDS).
2. This appointee is responsible for the accuracy of all information submitted to support DoDAAC actions. Per references (a) through (c), this designation strengthens DoDAAC management internal controls in support of maintenance action requests for EXMED DODAACs.
3. It is the responsibility of the command DoDAAC manager to ensure that the BUMED DoDAAC monitor is kept informed of all modifications, deletions, and additions to DoDAACs within their cognizance. Commands are required to provide updated designation letters to BUMED DoDAAC monitor within 30 days of changes to DoDAAC managers.
4. Maintenance of the EXMED DoDAAC database enables interoperability when performed correctly. Improper maintenance may cause adverse impacts to master data, which controls inventory accuracy, accounting, materiel movements, purchase orders, contracts, and asset visibility (commercial and organic).

Enclosure (1)

BUMEDNOTE 4000  
14 Apr 2026

Subj: APPOINTMENT AS DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE  
MANAGER FOR [NAME OF ACTIVITY]

5. To ensure DoDAAC managers remain current, these positions must be revalidated annually and when the position is vacated.

commanding officer

Copy to:  
BUMED-N42  
BUMED-N84