This is the AESIP/PLM+ Welcome Screen. To be able to access the PLM+ system, either for input or queries, you must complete a SAR at the LOGSA home page. The Detailed Navigation screen is located on the left and contains several menu options.

If you are not a ANS, you may request query capability. Access to DoDAAC, RIC and Contractor DoDAAC input requires additional permissions.
AESIP
Pending DODAAC Worklist

The Pending DODAAC Worklist screen will only show if there are transactions directed to an individual account. This is used mostly by LOGSA. Some ANSs who have granted permission for PBOs to input transactions to them will also have actions.
The Army DODAAC Maintenance Request Menu includes the options below, along with a description of each menu option. Most actions done by the ANS will be done in this menu.

**ARMY DODAAC Maintenance Request Menu**

Please use the menu on the left to select from the following options:

- Create New ARMY DoDAAC Request a New Army DoDAAC
- Change ARMY DoDAAC Request a Change to an existing Army DoDAAC
- Realign ARMY DoDAAC Request a Realignment of an ARMY DoDAAC to a different UIC
- Mass Realignment of ARMY DoDAACs Request a Realignment of multiple ARMY DoDAACs to a different UIC
- Reinstatement of ARMY DoDAAC Request a Reinstatement of an Army DoDAAC that has been deleted for less than 30 days
- Inactivate ARMY DoDAAC Request an Inactivation (Deletion) of an Army DoDAAC
- Request Status List List of DoDAAC Requests and their status
AESIP
Request New Army DoDAAC

Select ‘Create New Army DoDAAC’

Enter the UIC of the unit and click ‘Submit’.
AESIP Processing

**DoDAAC Request Creation Form**

This is the drop down selection for the DoDAAC description and should be selected before starting the transaction. Three basic DoDAACs are given to most new units - PBUSE, SAMS-E and S4 USE. If in question on the description, please check.

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### DoDAAC REQUEST CREATION FORM

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester Name</td>
<td>JBARBE</td>
</tr>
<tr>
<td>Request Date</td>
<td></td>
</tr>
<tr>
<td>Description*</td>
<td>Select</td>
</tr>
<tr>
<td>Type of Action*</td>
<td>Select</td>
</tr>
<tr>
<td>Creation Date</td>
<td>2009-03-03</td>
</tr>
<tr>
<td>APGD</td>
<td></td>
</tr>
<tr>
<td>DSS ALOC*</td>
<td></td>
</tr>
<tr>
<td>Tac1 (Mailing Address)</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>2009-03-03</td>
</tr>
<tr>
<td>Unit Name</td>
<td>0502 IN GT 01 CO CRI ELE</td>
</tr>
<tr>
<td>Address Line 1*</td>
<td>1234 MAPLE ST</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
</tr>
<tr>
<td>State/Country*</td>
<td></td>
</tr>
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</table>

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**Unformatted Data**

- Requester Name: JBARBE
- Request Date: [Blank]
- Description*: Select
- Type of Action*: Select
- Creation Date: 2009-03-03
- APGD: [Blank]
- DSS ALOC*: [Blank]
- Tac1 (Mailing Address): [Blank]
- Effective Date: 2009-03-03
- Unit Name: 0502 IN GT 01 CO CRI ELE
- Address Line 1*: 1234 MAPLE ST
- Address Line 2: [Blank]
- Address Line 3: [Blank]
- City*: [Blank]
- State/Country*: [Blank]
AESIP DoDAAC Processing

Requisitioning Authenticity Code (RAC) - designates the class of supply of the DODAAC used to requisition.

Once the description is selected, the system will give you a choice of only those RACs that apply to that type of DoDAAC. In this example, your choices are either PR (requisitioning) or PU (non-requisitioning) which corresponds to the PBUSE description.
The red * areas must be completed before submitting a transaction. Certain information is auto-populated based on the data input into certain fields.

The UIC entered auto-populates the MACOM and Unit Name information for the DODAAC.

The FSN selected auto-populates the fiscal station number address.
Types of Action for Army DODAAC requests include the following:

- DEP
- REDEP
- MOBE
- MOD
- NTC
- NTCDEPEX
- AWCFSSF
- NORMAL
- NGBROU
- NGBMOD
- NGB-REDEP
- NGB MOBE

The Type of Action selected will route the request to the appropriate ACSP POC at LOGSA.
Click on the Binoculars to select the appropriate SPLC. It is important to have the SPLC identified in advance (reference SPLC Query). Once you select SPLC, it opens another query screen.
Enter the nine digit zip code that you verified with USPS. Click ‘Submit’.
Based on previous research, you should be able to select the appropriate SPLC code.
To establish a DoDAAC as a new BBP, leave the BBP/CCP blank so that the system will default to the new DoDAAC as the BBP.
To identify an established BBP, click binoculars for BBP/CCP.
Enter the 9 digit Zip Code that you verified with USPS and then select the city and state.

Based on previous research, select the BBP DoDAAC that best matches your location.
Once the BBP DoDAAC is selected, the system will auto-populate the DSS ALOC and the SPLC.
Enter the physical address of the unit. Then click on the binoculars to enter the zip code which will auto-populate the city and state.
Select the city where the unit is located. Do not select shortened name of cities or FT for Fort.
Select FSN. Access to FSN is determined by the ANS Roles and Permissions. You are allowed access to only your FSNs that apply to your organization.
Select the FSN that applies to this transaction. Some ANSs will have multiple FSNs, while some will have only one.
Once the FSN is selected, the system will auto-populate the TAC 3 billing information.
For ARCENT Deployment Sites, click the “ARCENT Deployment Site” box. The TAC 1 and TAC 2 information will be auto-populated based on the Site selected from the drop-down list.
If information needs to be verified, select ‘Save Request’. If the information is correct, select ‘Submit Request for Approval’.
Select ‘Change Army DODAAC’

‘Change Army DODAAC’ is the most common type of “W” DoDAAC transaction. Enter the DODAAC that needs changes.
Select the Type of Action for your request. The type of action selected will determine where this action is directed to in the DoDAAC Office.
The type of change will determine what elements need to be addressed. If you are changing the TAC 1 address of a unit, without changing the city/state, be sure to check the BBP information. Does the new location have a different BBP?
If the description of the DoDAAC changes, you will have to re-input the RAC.
When the request is routed to the appropriate LOGSA POC, the changes to the DODAAC will be highlighted in yellow.
AESIP Request DODAAC Realignment

Select ‘Realign Army DODAAC’

Input the DODAAC that you are realigning and click ‘Submit’.
AESIP Request Mass Realignment

Select ‘Mass Realignment of Army DODAAC’
AESIP Request Mass Realignment Processing

<table>
<thead>
<tr>
<th>Mass</th>
<th>Approve/Accept</th>
<th>Execute</th>
<th>Mass Realignment Requests</th>
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</thead>
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<td>Org. ID</td>
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<td>TACOM/ACALA</td>
</tr>
<tr>
<td>2</td>
<td>CONTRNORM</td>
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<td>TACOM/ACALA</td>
</tr>
<tr>
<td>3</td>
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<tr>
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<td>AMCOM</td>
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<tr>
<td>6</td>
<td>CONTRNORM</td>
<td>2008-03-31</td>
<td>AMCOM</td>
</tr>
</tbody>
</table>
AESIP
Reinstate Army DODAAC

Select ‘Reinstate Army DODAAC’

You only have 30 days to request reinstatement of a deleted DODAAC.
AESIP
Inactivate/Delete Army DoDAAC

Select ‘Inactivate (Delete) Army DODAAC’
The Request Status List is a listing of all submitted requests and the status of the requests.
AESIP Processing

Questions?