**AP2.3. APPENDIX 2.3**

**ROUTING IDENTIFIER CODES**

AP2.3.1. Routing Identifier Codes (RIC) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistical transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. DLA Transaction Services maintains an electronic database of these codes; users with accounts[[1]](#footnote-1) can access the database from the DLA Transaction Services portal: <https://www2.transactionservices.dla.mil/portal/portal.asp>. Those without accounts can access the database, with limited functionality at <https://www.transactionservices.dla.mil/DAASINQ/>.

AP2.3.2. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistical system and must perform a general logistical control, distribution and/or storage mission (to include bases, posts, camps, and stations, when applicable).

AP2.3.3. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation resulting from there must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

 AP2.3.3.1. An address to indicate the intended recipient of the document for logistical actions.

 AP2.3.3.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

AP2.3.4. All authorized RICs shall contain one of the characters depicting Service assignment as listed in MILSTRIP AP2.2., Service and Agency Codes, in the first position.

AP2.3.5. The second and third positions may be in any combination of alphanumerics, ***except as noted in MILSTRIP AP2.2.*** These positions may identify either a facility or activity of the S/A depicted by the first position.

AP2.3.6. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility shall assign its own RIC to the activity. An S/A which has assets located at another S/A facility shall use the RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be

assigned to identify these assets when requested by the S/A owning the assets.) Washington Headquarters Service (WHS) shall make RIC H\_ series assignments for “Other DoD Activities.”

AP2.3.7. Each S/A shall designate a coordinator with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC coordinators (or monitors) are the same. S/A coordinators established for assignment of RICs are available at
<https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf>.

AP2.3.8. DLA Transaction Services maintains the RIC database and serves as the focal point for receipt of all RIC database revisions. DLA Transactions Services shall monitor RIC code assignment for compliance with the above assignment rules. RIC database is published electronically and updated from requests for additions, changes, and/or deletions as submitted by the Component RIC coordinators. Interested parties may interrogate the RIC database through the DLA Transaction Services Website[[2]](#footnote-2) at <https://www.transactionservices.dla.mil/DAASINQ/>.

1. DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user id and password), must complete a request for access available on the DLA Transaction Services Website <https://www.transactionservices.dla.mil/sar/sar_menu.asp>. [↑](#footnote-ref-1)
2. DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user id and password), must complete a request for access available on the DLA Transaction Services Website <https://www.transactionservices.dla.mil/sar/sar_menu.asp>. [↑](#footnote-ref-2)