DLA Chaplain Web site

www.dla.mil/chaplain
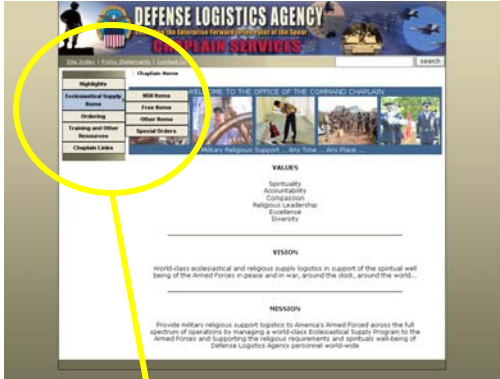
"One Stop Shop" for all your Ecclesiastical Supply Item needs.

View highlights of new items

Current NSN items with photos

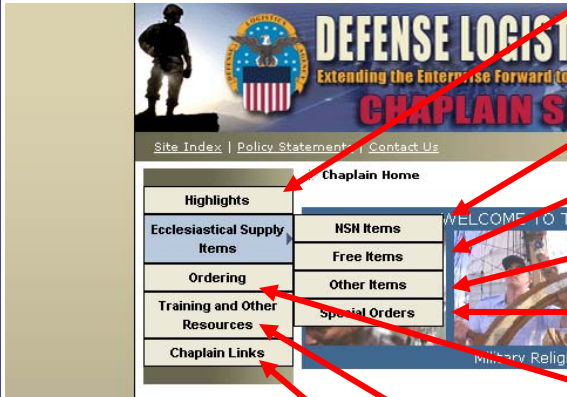Free items provided from commercial sources

Non-NSN Items provided from commercial sources

Special Order non-NSN Items thru DLA

Order NSN Items using DOD Emall

Interfaith Calendar, Ordering Timelines, downloads of Joint Logistics training and brochures

Various Chaplain Web sites

Defense Logistics Agency

Command Chaplain
Phone: (703) 767-5249
DSN: 427-5249

NCOIC
Phone: (703) 767-2132
DSN: 427-2132

Defense Logistics Agency
ATTN: Command Chaplain's Office
8725 John J. Kingman Road, Suite 1344,
Fort Belvoir, Virginia, 22060-6221
Fax: (703) 767-3153

Customer Account Specialists:

COM: (215) 737-3192, DSN: 444-3192
paa4180@dscp.dla.mil

COM: (215) 737-6137, DSN: 444-6137
paa1162@dscp.dla.mil

COM: (215) 737-4886, DSN: 444-4886
paa9701@dscp.dla.mil

DOD EMALL Support:
For assistance with DOD EMALL orders, please call the DLA Customer Interaction Center (CIC) at COM (877) DLA-CALL; DSN 661-7766, say "EMALL" when prompted, and choose the topic that most closely describes the issue. If the CIC is unable to resolve the issue, ask to be transferred to the DOD EMALL Help Desk Representative.

E-Mail: dlachaplain@dla.mil
Web site: www.dla.mil/chaplain

Ecclesiastical Supply Program

Religious Support Items…
… Right Time …
… Right Place …
… Right Cost …

Command Chaplain…

VALUES

Spirituality

Accountability

Compassion

Religious leadership

Excellence

Diversity

VISION

World-class ecclesiastical and religious supply logistics in support of the spiritual well-being of the Armed Forces in peace and in war, around the clock, around the world…

MISSION

✦Provide seamless military religious support logistics to America's Armed Forces across the full spectrum of operations by managing a world-class Ecclesiastical Supply Program to the Armed Forces.

✦Provide for the religious support requirements and spiritual well-being of Defense Logistics Agency personnel world-wide…

How to Order

1. Login to DOD EMALL at **www.emall.dla.mil** to order Ecclesiastical Supply Items. You must register to use DOD EMALL.
2. Add shipping addresses that suit your needs::
    -click *"Admin"*
    -click *"My Account"*
    - then click *"Address Book"*
3. Build your shopping cart:
    -click *"Shop"*
    -click *"Catalog Search"*
    -enter either a Keyword or Item NSN Number and click *"Search."*
    -find the correct item you are looking for, enter the quantity you want and click *"Add."*
4. Checkout:
    -click *"Cart Summary"* near the top right of your screen
    -here you can modify your cart, print the cart, send the cart to another DOD EMALL user, or process your order.
    -click *"Checkout"*
    -select **Priority Code 3** and **Advice Code 2L** from the drop down arrows. Click *"Next."*
    -review order ensuring to change the shipping address as necessary.
    -write down the document number indicated next to the items then click *"Place Order."* You may also save the order for later, or print the order for your records.

DODAAC

Using the correct DODAAC is critical for delivery of supplies at the **RIGHT PLACE…**

The Department of Defense Address Activity Code (DODAAC) is a six position code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive materiel.

The *Navy DODAACs* are the letter "N" followed by the five digit Unit Identification Code (UIC). *Example: N12345*

There may be up to three distinct addresses contained in the Department of Defense Activity Address Directory (DODAAD) for each DODAAC, as follows:

TAC1 - Identifies the mailing address for the activity (mandatory).
TAC2 - Identifies the 'ship to' (freight) address for the activity.
TAC3 - Identifies the billing address (The activity responsible for payment of bills.) If there is no TAC2 present, shipment will be made to the TAC1 address.

To determine your DODAAC contact your Unit Supply Officer, or go to https://www.drms.dla.mil/dodaac_lookup/

For More Information Contact:
Defense Automatic Addressing System Center
COM: (937) 656-3227 - DSN: 986-3227
FAX: (937) 656-3900 - DSN: 986-3900

Priority Code, Advice Code, & Document

PRIORITY CODE

-Setting the MILSTRIP Priority is critical for delivery of supplies at the **RIGHT TIME…**

PRIORITY DESIGNATORS 1-3 CONUS: 8 Days OCONUS: 12-13 Days	PRIORITY DESIGNATORS 4-8 CONUS: 12 Days OCONUS: 16-17 Days
PRIORITY DESIGNATORS 9-15 CONUS: 31 Days OCONUS: 69-84 Days	

Priority "1" – call-in only
Priority "2" – ongoing operations only
Priority "3" – recommended

-Set the Priority Code higher or forget to make a change and you may not see your supplies for 2 MONTHS!

ADVICE CODE

-When ordering Ecclesiastical Supply Items, ALWAYS use: *Advice Code 2L*
-Failure to do so may cause your order to be deleted.

DOCUMENT NUMBER

-After placing your order, ensure to write down the *document number*.
-You will need to provide the document number in order to receive a status or track the items.
-It is very difficult to locate an order in the system without a document number.