

**Instructions for Completion of DD Form 1685  
(Automated/Web Based Application)**

<b>Block</b>	<b>Instruction</b>
1.	Enter Activity Code(s) *(separated by commas) of the collaborator(s), for his Service\Agency, <b>or</b> when the originator is the manager, <b>or</b> insert the Activity Code of the submitter when the action is originated by the manager and there are no Service\Agencies recorded but the FSC is subject to single submitter procedures.
2.	Insert mailing address of originator.
3a.	Insert NSN in sequenced format, e.g. 5960-00-123-4567.
3b.	Insert Item Name or Item Name Code (INC).
4.	Insert document control number.
5a.	Click on box(es) to select requested LDIC, <b>provide data element change(s) in block 6 "Remarks"</b> .
5b.	Click on "down arrows" to select requested LDIC, RNFC, RNCC, RNVC, DAC. Insert applicable CAGEC, Part Number. Insert RNAAC if required.
6.	Provide all data changes from block 5a. and clear text comments if necessary.
7a.	Insert name of individual who prepared this DD Form 1685.
7b.	Insert telephone number of individual who prepared this DD Form 1685.
8a.	Insert name of Approving Official.
8b.	Insert title of Approving Official.
8c.	Date is automatic fill.

**\*Activity Codes** are provided in the **Consolidated Cataloging Data Distribution Listing (CCDDL)**. Link to this resource is provided below Block 1 on the DD Form 1685.

**DD Form 1685 Response**

<b>Block</b>	<b>Instruction</b>
9.	Automatic fill from block 2.
10.	Insert mailing address of the collaborator, manager, or submitter.
11.	Click on appropriate response box.
12.	Insert comments/remarks if necessary. *
13a.	Insert name of individual who is authorized to prepare Respondent's portion of this DD Form 1685.
13b.	Insert telephone number of individual who is authorized to prepare Respondent's portion of this DD Form 1685.
14a.	Insert name of individual at the Respondent's activity (or an authorized delegate) who is the Approving Official of this DD Form 1685.
14b.	Insert title of individual at the Respondent's activity (or an authorized delegate) who is the Approving Official of this DD Form 1685.
14c.	Insert Approving Date (current date).

**\*Note:** If the respondent selects the *"Concur, Comments Included"* or *"NON-Concur, Comments Included"* boxes in block 11, then **comments are mandatory** in block 12.