
DD Form 1685

First Time Accessing DD1685 - You must go to "Auto Fill Settings" and complete this screen and click submit, this is only required the first time accessing DD1685, the only other time you would access this screen is to update the information. What this screen does is automatically fill in certain blocks on the DD1685 Form.

Block 1.

Click the SELECT button to bring up the Collaborative Point of Contact (CPOC) popup menu. If the menu does not appear you need to enable scripting on your browser. The CPOC popup contains DLA collaborators by agency and activity code. To select a collaborator move your mouse over the name and click. There are two other CPOC sub menus (GRID 2C and 2D) that are accessible under activity codes 98, and GX. Use the clear button to clear block 1 if you make a mistake. DO NOT TYPE ANYTHING IN BLOCK 1 - use the SELECT button only. If you want to add a new collaborator, use the CPOC Change Request Menu instead.

Block 2.

Automatically fill in, from Auto Fill setting.

Block 3a.

Insert NSN in sequenced format, e.g. 5960-00-123-4567.

Block 3b.

Insert Item Name or Item Name Code (INC).

Block 4.

Insert document control number.

Block 5a.

Click on box (es) to select requested LDIC, **provide data element change(s) in block 6 "Remarks"**.

Block 5b.

Click on "down arrows" to select requested LDIC, RNFC, RNCC, RNVC, and DAC. Insert applicable CAGEC, Part Number. Insert RNAAC if required.

Block 6.

Provide all data changes from block 5a. and clear text comments if necessary.

Block 7a.

Automatically fill in from Auto Fill Setting.

Block 7b.

Automatically fill in from Auto Fill Setting.

Block 8a.

Automatically fill in from Auto Fill Setting.

Block 8b.

Automatically fill in from Auto Fill Setting.

Block 8c.

Automatically fill in from Auto Fill Setting.

Attachments – If you have a document that you would like to attached, click on “browse” and select the document that you want to attach and click open.

After you have completed the form, click “Mail Form 1685”. An e-mail will be sent to the collaborators informing them that they have a DD1685 to response to.

DD Form 1685 Response

The collaborator will receive an e-mail with a link embedded in it, click on the link, this link with take you to the log in screen for DD1685, once you have logged in, the DD1685 will appear, scroll down to the bottom of the form and click “View Responses”, on the next screen click on your activity/name, this will take you to the concur/nonconcur screen.

Block 9.

Automatic fill from block 2.

Block 10.

Automatically fill.

Block 11.

Click on appropriate response box.

Block 12.

Insert comments/remarks if necessary. *

Block 13a.

Automatically fill.

Block 13b.

Automatically fill.

Block 14a.

Automatically fill.

Block 14b.

Automatically fill.

Block 14c.

Automatically fill.

***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.**

