

APPENDIX C-2

DOCUMENT NUMBER ENTRIES

1. The Document Number is a nonduplicative number and once assigned remains unchanged throughout the life of the source document. On requisition type documents, four basic elements of data are required. They are:
 - a. Military Service (pos. 30) or FEDSTRIP AGENCY (pos. 30 and 31).
 - b. Requisitioner (pos. 31-35) or FEDSTRIP ADDRESS (pos. 32-35).
 - c. Julian date (pos. 36-39).
 - d. Serial Number (pos. 40-43).
2. The entries in pos. 30 or pos. 30 and 31 (Service or agency) will always be the appropriate character or characters that indicate the Service or agency ownership or sponsorship. Specific alphabetic characters are prescribed for normal requisitioning and shipping, and for ILP programing Service and contractor's use. Numeric characters are reserved for use on requisition initiated by those activities participating in FEDSTRIP.
3. Entries in pos. 31-35 (Service requisitioner) may be alpha, numeric or a combination of both, that indicate a specific account number for the purpose of requisitioning and/or receiving materiel. Entries in pos. 32-35 (civil agency addresses) may also be alpha, numeric, or a combination of both. The account number or address for each activity will be established and disseminated by each of the Services, DLA, and the General Service Administration. MILSTRIP addresses, Federal Aviation Agency (FAA) addresses and addresses of the General Services Administration Supply Depots are contained in the DoD/Activity Address Directory. Each account or address established will contain or serve as an address to permit shipping and billing for materiel and for mailing of documentation.
4. Entries in pos. 36-39 (Julian date) will always be numerics and will indicate the actual date of transmittal from the requisitioner to the initial supply source.
 - a. Field position 36 will indicate the last numeric digit of the calendar year in which the document number was originated, e.g., 2 for 1972, 3 for 1973, and 4 for 1974.
 - b. Field positions 37-39 will indicate the numeric days of the calendar year, e.g., 281 for 8 Oct, 313 for 9 Nov, and 352 for 18 Dec.
5. Entries in pos. 40-43 may be numeric or alpha (with the exception that alpha I and O will not be used), to indicate the serial number of the document. Serial numbers will be assigned at the discretion of the document originator, but numbers will not be duplicated on the same day.

6. Document serial numbers, assigned at the discretion of the document originator, are entered in pos. 40-43. The document serial number will not be duplicated on the same day. The serial number may be assigned to consist of an alpha character in pos. 40 with the exception of alphas I and O, (on inter- Service transactions). The following Alphabetic Codes have been reserved for use in pos. 40 of the Standard DD Form 1348:

<u>CODE</u>	<u>EXPLANATION</u>
K	To identify requisitions submitted to DRMS, DRMO or GSA for excess property located at a DRMO that is requested as a result of reviewing manual screening list, e.g., Excess Personal Property Lists (EPPL), GSA Regional Catalog listings.
L	To identify requisitions submitted to DRMOs which result from physical screening of property at the DRMO. This type of screening is referred to as Local Area Screening without any consideration of the distance traveled by the screener.
M	Reserved.
N	To identify documents for componets reclaimed by Military Activities/Contractors through end item reclamation. Activity preparing shipping/turn-in documents will place this code in pos. 40 when forwarding componets to stock.
P	To identify requisitions for excess contractor inventory that has been reported on DD 540 series of forms or referred by the Contractor Inventory Redistribution System (CIRS) either mechanically or by listing.
Q	To identify documents for items reclaimed from aircraft and equipments by the Military Aircraft Storage and Disposition enter (MASDC). MASDC will place this code in pos. 40 when assigning the document number.
R	To identify requisitions submitted to DRMS/DRMO from Inventory Control Points for Integrated Materiel Managers based on a Final Asset Screening notice of surplus personal property.
S	To identify requisitions submitted to DRMS/DRMO from Inventory Control Points or Integrated Materiel Managers based on a Front End Screening notice of excess personal property.
T	To identify requisitions submitted to DRMS/DRMOs from Inventory Control Points/Integrated Materiel Managers based on a management decision for recoupment of known transfers to disposal.
U	To identify Quality Deficiency Report (QDR) related transactions when the original requisition is not known. (Reference DoD 4000.25-7-M.)

<u>CODE</u>	<u>EXPLANATION</u>
Y	To identify requisitions resulting from interrogation of the Interrogation Requirements Information System (reference DoD 4160.21-M).

7. Examples of how other document numbers are to be constructed on the various type system inputs are as follows:

 Materiel Receipt Cards (Procurement Instrument Source)

<u>FIELD POSITIONS</u>	<u>EXPLANATION</u>
30-35	Six position code to identify the buying activity, e.g., DLA 900 for DESC, DLA 700 for DCSC, and DLA 500 for DISC. (Reference appendix N, Armed Services Procurement Regulation.)
36-37	Last two digits of the fiscal year in which the instrument is issued.
38	Type of Procurement Instrument Code.
39-42	Four position alphanumeric serial number.
43	Blank.

8. Document Number Entries for ILP Requisitions (chapter 18, section II), pos. 30-43, identify the Service, the requisitioner, the requisition data, and the requisition serial number as described below:

<u>FIELD POSITIONS</u>	<u>EXPLANATION</u>
30	<p>a. For Grant Aid, the alphabetic code of the U.S. implementing Service/Agency designated to be the recipient of the ILP order.</p> <p>b. For Foreign Military Sales, the Service Code of the Service/Agency maintaining FMS case control (appendix A-19).</p>
31-32	The appropriate recipient country for ILP materiel (appendix A-19).
33 (33-34 for Vietnam)	<p>a. For Grant Aid, and one digit alpha or numeric code indicating the country recipient and place of discharge within the country (appendix A-22).</p> <p>b. For Foreign Military Sales, a one digit alpha or numeric code indicating the country recipient and place of discharge. When not applicable a numeric zero will be entered. Shipments will be made to the address indicated by</p>

the entry in pos. 33 and the corresponding address in appendix A-22 when an XX appears in pos. 46-47. In all other instances regardless of entry in pos. 33, the materiel or notice will be forwarded to the address contained in appendix A-25 for the coded entry in pos. 46-47.

c. An XW in pos. 46-47 indicates that the materiel is to be shipped to an assembly point or staging area. In such remarks portion of the requisitions and related materiel release orders.

- 34 a. For Foreign Military Sales, a one digit numeric code indicating the terms of delivery (appendix A-23).
- b. For Grant Aid, this entry is not applicable. A number 0 will always appear with exception of Vietnam as noted above.
- 35 A one digit alpha or numeric code indicating the type of assistance (appendix A-24).
- 36-39 Julian date - last digit of the calendar year in pos. 36 and the day of the calendar year in pos. 37-39 (i.e., 31 January is expressed as 031).
- 40-43 a. The serial number of the requisition. The number is assigned at the discretion of the requisitioner but will be duplicated on any one day.
- b. For FMS requisitions the data entered in the serial number field is the item number of the country case (order). The case is entered in pos. 48-50.

9. The Defense Reutilization and Marketing Service (DRMS) is authorized to assign a unique document number in each PLUS offer to an ICP using the ICP DoDAAD Code, the date of the offer and a nonduplicated serial number for each date from a range of K series numbers predesignated by the Service/Agency and furnished to DRMS. This DRMS assigned document number would become the MILSTRIP requisition number for accepted offers or would become the document number for the offer rejection transaction.