

APPENDIX B-4

REQUISITION DOCUMENT AND DOCUMENT MODIFIER TRANSACTIONS

1. Requisition Documents, DIC A0_, are prepared by the customer and submitted to the supply source as a request for materiel. Document Modifier Transactions, (DIC AM_), may be initiated by the requisitioner, supplementary addressee or control office to modify previously submitted requisitions submitted to the supply source as a revision of the original Media and Status Code, Supplementary Address, Signal Code, Fund Code, Distribution Code, Project Code, Priority Designator Code, Required Delivery Date, (except subsistence requisitions) and the advice code. For FMS Requisitions, entries may also reflect change to the country FMS Offer/Release Option Code and/or Freight Forwarder Code respectfully.
2. GFM requisition transactions, DIC A0_, must be Center initiated (within DLA), and submitted to the Management Control Activity (MCA) as a request for materiel. Document Modifier Transactions, DIC AM_ may be initiated by the contractor or S/A to modify previously submitted requisitions as a revision of the original Project Code, Priority Designator, Advice Code and the Required Delivery Date only. GFM transactions are processed under the provisions of chapter 13.
3. Exception type requisitions prepared by the DSCs for excess items located in Property Reutilization Activities and advertised by DRMS will be submitted directly to DRMS. These requisitions will contain Advice Code 2M (Fill or Kill) and the two position Condition Code (pos. 21-22) as indicated in the DRMS excess listing or other form of advertisement. The definitions of these two position Condition Codes appear in appendix A-45. The two position Condition Code will not be required when separate arrangements have been made with DRMS concerning the condition of materiel acceptable to the DSC. If materiel is to be requisitioned from DRMS for Subsistence items, prenegotiation is required to obtain the applicable Condition Code, as the two position Condition Code in pos. 21-22 cannot be used because of Type of Pack Code in pos. 21.
4. The following are the fields in the transaction:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter A0_ for a Requisition; AM_ for Document Modifier.
Routing Identifier Code	4-6	Enter the appropriate code indicating the source to which the document is submitted. For GFM, must be the RIC of MCA monitoring the contract.
Media and Status Code	7	Enter the appropriate code indicating the type of status required; the activity to receive the status, and the communications media by which status is to be transmitted. May be modified by DIC AM_, except on GFM requisitions. M&S Code is mandatory S on these.
National Stock Number or Part Number	8-22	Enter the NSN or Part Number of the item required, with additional identification data when applicable. The type of number used will be identified by code in pos. 3.
Type of Pack Code	(21)	Enter code for NSN when applicable.
Unit of Issue	23-24	Enter the two-letter UI abbreviation as shown in the applicable catalog or stock list.
Quantity	25-29	Enter the quantity being requisitioned:

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POSITIONS

EXPLANATION/INSTRUCTIONS

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		a. If the quantity exceeds 99,999 prepare additional requisitions as required.
		b. The field will be completely filled, preceding significant digits with numeric zeros.
Document Number For GFM documents at DPSC (C&T), Mandatory that pos. 30-32 equal SP0 and pos. 40-41 equal GM.	30-43	Enter the Service; the requisitioner; the requisition date; and the requisition Serial number. For Inter-service Supply Support, the Document Numbers may be the same as the ISSP Interrogation Number (NOT prescribed herein) provided an RDD is entered in pos. 62-64 as prescribed below.
Service Code	(30)	Enter the appropriate alpha/numeric Service Code relating to requisitioning (appendix A-5). For MAP Grant Aid, enter the alphabetical code of the U.S. implementing Service/Agency designated to be the recipient of the MAP order. For Foreign Military Sales (FMS), enter the Service Code of the Service/Agency maintaining FMS case control.

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Requisitioner	(31-35)	Enter the coded address assigned by the Service to the activity authorized to requisition materiel, or DSC that creates the requisition.
Country	(31-32)	Appropriate recipient Country for FMS and MAP Grant Aid materiel.
Customer Within Country	(33)	For MAP Grant Aid, enter the 1-digit alpha or numeric code to indicate the country recipient and place of discharge within the country. For FMS, enter the 1-digit alpha/numeric code that identifies the country's selected Mark For addresses which will be a part of shipment container markings. When pos. 46-47 contain code XX, the address identified by the code in pos. 33 will be the Ship To address. When a code is not applicable, a numeric zero will be entered. An XW entry in pos. 46-47 indicates instances where the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping

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		instructions will be contained in the remarks portion of the requisitions and related Materiel Release Orders (MROs).
Foreign Military	(34)	FMS requisitions enter the FMS Delivery Term Code (see appendix A-23) to convey the point of delivery condition under the case agreement. The above entry is not applicable to MAP Grant Aid requisitions. Accordingly, a numeric 0 will always be entered for MAP Grant Aid requisitions.
FMS and MAP Grant Aid Type of Assistance/Financing Code	(35)	The 1-digit alpha or numeric code to identify the type of assistance.
Year	(36)	Enter the last digit of the calendar year.
Day	(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, and the 1st of February as 032).
Serial Number	(40-43)	Enter the Serial Number of the requisition (i.e., 0001 and 0002). The number is assigned at the discretion of the requisitioner or DSC

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		(manager) but will not be duplicated on any one day. All Interservice Supply Support requisitions will bear an alpha code in pos. 40 IAW appendix C-2.
Demand/Suffix Code	44	Enter the appropriate Demand Code (appendix A-6) or Suffix Code (appendix A-7).
Supplementary Address Code	45-50	Enter, when applicable, the coded address of the Ship To or Bill To point or the locally assigned code to be perpetuated on the documentation as follows: (Field may be left blank or filled with numeric zeros when coded entry is not applicable.) For requisitions created by DSCs, this field must contain coded address of the Ship To point. Supplementary Address may be modified by DIC AM_, except on GFM requisitions.
Service Code	(45)	Enter the appropriate code (or Y) as relates to the content of pos. 46-50 (appendix A-5). For FMS this code must be the Service Assignment Code B, P or D, since these are the only codes with addresses published in the MAPAD.

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Address Code

(46-50)

For MAP Grant Aid, enter an alpha Y to indicate that the contents in block 15 or pos. 46-50 are not meaningful to the system, but are to be perpetuated in the ensuing documentation.

Enter coded address assigned by Service.

(46-47)

For FMS, enter the appropriate Types of Country FMS Offer/Release Options in pos. 46 and Freight Forwarder in pos. 47 designated by the recipient country (see DoD 5105.38D, MAPAD). When the shipments are to be made under U.S. sponsored transportation, alpha XX will be entered. An XW entry in pos. 46-47 indicates the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.

(48-50)

For FMS, enter the applicable 3-position case number assigned to the FMS transaction.

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	(46-50)	For MAP Grant Aid in the first position or pos. 46, enter the last numeric digit of the International Logistics Program year, (i.e., 1971 is expressed as 1, 1972 as 2 and so forth). The remaining four positions of block 15 or pos. 47-50 will indicate the program line item (alpha, numeric or alpha/numeric).
Signal Code	51	Enter appropriate code to identify the elements on the requisition which represent the Ship To and Bill To activity. On requisitions created by DSCs, codes J, K, L or M only are authorized (appendix A-8).
Fund Code	52-53	Enter appropriate code as directed by Service (appendix A-9).
Distribution Code/MDN	54-56	Enter the code as follows:
	(54)	Enter, when applicable, the alpha or numeric one position code of the activity to receive status information in addition to the requisitioner or the supple-

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		mentary address. On requisitions created by DSCs, this entry must relate to the Service Code in pos. 45 (appendix A-10). May be modified by DIC AM_, except for GFM requisitions.
	(55-56)	Enter codes as directed by the Services (appendix A-10). May be modified by DIC AM_, except for GFM requisitions.
	(54-56)	Assigned MDN or BDN on GFM requisitions.
Project Code	57-59	Enter, when applicable, the appropriate code IAW Service instructions (appendix A-11). May be modified by DIC AM_. Project Code is mandatory on GFM requisitions.
Priority	60-61	Enter appropriate Priority Designator, i.e., 02, 08, 09. May be modified by DIC AM_.
Required Delivery Date	62-64	Will normally be left blank. The numerical day entry will be made only when conditions meet the requirements of UMMIPS. All Inter-service Supply Support

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		requisitions using the ISSP Interrogation Number will bear an RDD based on the priority assigned and the maximum time standards prescribed in chapter 5, MILSTRIP, for that priority, computed from the day the requisition is actually submitted and not based on the date in pos. 36-39. Enter code 999 for critical items requisitions meeting criteria specified in paragraph 3-15, MILSTRIP. May be modified by DIC AM_.
Advice Code	65-66	Enter applicable code to convey instructions to the supply source. When code is not required, leave blank (appendix A-12). May be modified by DIC AM_.
Multiple Use	67-80	Leave blank.
Date of Receipt of Requisition	(67-69)	Leave blank on submission. DSC will enter date of receipt when received.
Routing Identifier Code	(67-69)	Enter RIC of Processing Point when passing DIC AM_ to another source of supply for continued processing.
Part Number Designation	(68)	For non-NSN GFM requisitions, enter E.

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Call/Order Number	(69-72)	Enter Call/Order Number, when applicable, for GFM requisitions only. (Not used within DLA.)
Identification Code	(70)	Applicable to A02 or A0B requisitions to designate the entry in pos. 71-80. (If not applicable, leave blank): A - Technical Order No. or Technical Manual No. B - End Item Identification. C - Noun Description of item requested. D - Drawing or Specification No.
Contract Number	(73-80)	Enter Contract Identification (last eight positions) for GFM requisitions. (Not used within DLA.)
Reference Identification	(71-80)	Identification of reference specified in pos. 70.
Signal Code	(77)	Enter Signal Code when DIC AMF is used to change Supplementary Address and Signal Code field.
Remarks Box		Used to convey any additional information not provided for in the above positions of the requisition format.