

APPENDIX B-504

PHYSICAL INVENTORY REQUEST/CANCELLATION DOCUMENT

1. This document is applicable to DLAM 4140.2, Volume II, Part 1, Chapter 7, and is used to accomplish the following tasks: Submission of Physical Inventory Cancellation, transmittal of Physical Inventory Requests, and transmittal of Request for Physical Inventory Cancellation to Accountable Storage Activities. Use of the Management Code in pos. 72 designates the purpose of the transaction. Due to the multifunctional use of this document, two input formats are provided to assist in defining the fields to be completed.

2. The following are the fields used in the transaction:

a. Submission of Physical Inventory Cancellation by an Accountable Storage Activity or DSC.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC DJA.
Routing Identifier Code (To)	4-6	Enter the RIC of the activity to which the document is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-20	Enter NSN of the item to be counted.
Blank	21-60	Leave blank.
Physical Inventory Cutoff Date	61-64	Enter valid date for striking the accountable record balance if known, or leave blank.
Blank	65-66	Leave blank.
Routing Identifier Code (From)	67-69	Enter RIC of activity to where document is being forwarded from.
Blank	70	Leave blank.
Condition Code	71	Enter applicable Condition Code of item to be counted; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Management Code	72	Enter Management Code N.
Blank	73-80	Leave blank.

NOTE 1: DSCs will use DIC DJA with Management Code N as a request for cancellation of a previously requested inventory.

b. Transmittal of Physical Inventory Requests by DSCs:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC DJA.
Routing Identifier Code (To)	4-6	Enter the RIC of the storage activity to which the document is being forwarded.
Type of Physical Inventory/ Transaction History Code	7	Enter Type of Physical Inventory/Transaction History Code (appendix A-152).
National Stock Number	8-20	Enter NSN of the item to be counted.
Blank	21-22	Leave blank.
Unit of Issue	23-24	Enter UI of item to be counted.
Blank	25-34	Leave blank.
Physical Inventory Infloat Date	35-38	Infloat Control dates will be prepared by the Storage Location. Cutoff dates may contain 0 or blanks.
Blank	39-60	Leave blank.
Physical Inventory Cutoff Date	61-64	Enter date established for striking the accountable record balance. Enter 0000 when (TPI/THC) pos. 7 is A. (See note 2 below.)
Blank	65-66	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Routing Identifier Code (From)	67-69	Enter RIC of the DSC to which the document is being forwarded from.
Ownership/Purpose	70	Leave blank.
Blank	71	Leave blank.
Management Code	72	Enter appropriate Management Code (appendix A-13).
Blank	73-80	Leave blank.

NOTE 2: When submitting DIC DJA documents with an accountable storage activity reflected in pos. 67-69, the Physical Inventory Cutoff Date and Physical Inventory Infloat Control Date are to be blank.