AP6.23. APPENDIX 6.23

**MASS OR UNIVERSAL CANCELLATION MESSAGE**

FROM: {APPROPRIATE INDICATOR OF SENDER}

TO: {INSERT ADDRESSEE(S)}

INFO: {INSERT ADDRESSEE(S)}

SUBJECT: MASS OR UNIVERSAL CANCELLATION REQUEST

1. REQUESTED BY: {ENTER OFFICE SYMBOL OF REQUESTOR (FROM)}.

2. CONSIGNEE: {ENTER “N/A” OR APPLICABLE DODAAC(S) TO BE CANCELLED}.

3. EFFECTIVE DATE: {ENTER ORDINAL DAY OF YEAR THAT CANCELLATION ACTION IS TO BE IMPLEMENTED}.

4. PRIORITY DESIGNATOR: {ENTER “N/A” OR APPLICABLE PD(S) TO BE CANCELLED}.

5. FSC, FSG, NSN, P/N: {ENTER “N/A” OR FSC, FSG, NSN, P/N TO BE CANCELLED}.

6. PROJECT CODES(S): {ENTER “N/A” OR PROJECT CODE(S) TO BE CANCELLED}.

7. SPECIAL INSTRUCTIONS: {ENTER “N/A” OR APPLICABLE ENTRY FROM CHAPTER 8, 1.5. FOR MASS CANCELLATIONS, ENTER “NONE” FOR UNIVERSAL CANCELLATIONS}.

NOTE: All paragraph headings are mandatory entries. The Department of Defense activity address code (DoDAAC) is a mandatory entry in Paragraph 2 above, when data is entered in Paragraph 4 or 5.

**SAMPLE**