**AP7.7. APPENDIX 7.7**

**DOCUMENT NUMBER**

AP7.7.1. The document number (located in record position (rp) 30-43 of transactions) is a nonduplicative number throughout the system. For support of U.S. Forces, it is constructed as follows: (See chapter 25 for document number construction for Security Assistance transactions.)

AP7.7.1.1. Department of Defense activity address code (DoDAAC) or Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) activity address code (AAC) (rp 30-35).

AP7.7.1.2. Four-position ordinal date (rp 36-39).

AP7.7.1.3. Serial number (rp 40-43).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Service |  | | | | |  | | | |  | | | |
| Agency Code | |  | | | |  | | | |  | | | |
| Activity Address Code | | | | | | Ordinal Date | | | | Serial Number | | | |
| 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 |

AP7.7.2. The entries in rp 30 and 31 will always be the appropriate character(s) from appendix AP7.2 that indicates the Service/Agency (S/A).

AP7.7.3. DoDAAC or FEDSTRIP AAC for each activity will be established and disseminated by each of the Services, DLA and the GSA. (See DLM 4000.25, Volume 6, Chapter 2, DoDAAD.) Each code so established will contain or serve as an address to permit shipping and billing for materiel and for mailing of documentation.

AP7.7.4. Entries in rp 36-39 (date) will always be numeric and will indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date will be amended (if necessary) to reflect the true date of transmittal.

AP7.7.4.1. Rp 36 will indicate the last numeric digit of the calendar year in which the document was originated. Example: 0 for 1990, 1 for 1991, etc.

AP7.7.4.2. Rp 37-39 will indicate the numerical or consecutive day of the calendar year; for example, 035 is equal to February 4TH.

Additional Examples:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | RECORD POSITIONS | | | | |  | | DATES | |
|  | | 36 | 37 | 38 | 39 | |  | |  | |
|  | | 0 | 0 | 0 | 5 | | - | | January 5, 2010 | |
|  | | 9 | 0 | 5 | 2 | | - | | February 21, 2009 | |
|  | | 2 | 2 | 7 | 9 | | - | | October 5, 2012 | |

AP7.7.5. Document serial numbers, assigned at the discretion of the document originator, are entered in rp 40-43. The document serial number will not be duplicated on the same day. The serial number may be assigned to consist of alphanumeric characters, with the exception of alphas I and O (on inter-Service transactions) under the following criteria:

AP7.7.5.1. Rp 40 may consist of alpha or numeric characters with the utilization of certain alphas limited as specified in paragraph AP7.7.5.3., below. Under DLMS implementation, this embedded information will be carried as a distinct data element referred to as the utilization code.

AP7.7.5.2. Rp 41-43 may consist of alpha or numeric characters on inter-S/A requisitions. However, the entries in rp 41-43 will not be meaningful to the receiving S/A, but will be perpetuated on documentation initiated as a result of requisition processing.

AP7.7.5.3. The following alphabetic codes have been reserved for use in rp 40:

| CODE | EXPLANATION |
| --- | --- |
| B[[1]](#footnote-1) | Document number assigned by the Marine Corps Maintenance Center Bridge in conjunction with the changes required under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated within the Marine Corps systems and submission of the corresponding material release order is transmitted to the DLA managed warehouse. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.) |
| C | Use in the document number (unique control number) assigned for receipt of an item upgraded from scrap under DLA Disposition Services procedures. (This meaning is applicable only to DLA Disposition Services Field Office-prepared receipt transactions.) |
| D[[2]](#footnote-2) | Document number assigned by the depot on behalf of the Marine Corps Maintenance Center under DLA Marine Corps industrial activity support agreement. Applies where release of materiel is initiated without submission of a corresponding material release order. (This meaning is applicable only when an MCMC-associated DoDAAC is used to construct the document number.) |
| E | Navy exception "ship to" for deployed naval units. |
| G | Navy exception "ship to" for deployed naval units. |
| J | Inventory control point (ICP) interrogations or offers of excess, and requisitions resulting from the interrogations or offers (denotes inter-service supply support transactions between ICPs). |
| K | Reserved. |
| L | Use to identify requisitions submitted to DLA Disposition Services that result from physical screening of property at the DLA Disposition Services Field Office. This type of requisition is referred to as a “Walk-In Requisition.” |
| M[[3]](#footnote-3) | Use to identify Inventory Control Point/Integrated Materiel Manager directed disposal release orders resulting from Base Realignment and Closure (BRAC). This value is not currently approved for use on other transaction types. |
| N | Reserved. |
| P | Reserved for DoD assignment. |
| Q | Use to identify requisitions and related transactions/documents for items reclaimed from aircraft and equipment from the Aerospace Maintenance and Regeneration Center (AMARC). |
| R[[4]](#footnote-4) | Use to identify document numbers generated within the DLA Disposition Services’ Reutilization/Transfer/Donation (RTD) Web to accommodate processing of the individual lines associated with requisitioning a Disposition Services container. |
| S[[5]](#footnote-5) | Use to identify requisitions submitted to DLA Disposition Services. |
| T | Use to identify Electronic Turn-In Document (ETID) prepared shipments/ transfers to DLA Disposition Services.[[6]](#footnote-6) |
| U | Product quality deficiency report (PQDR), storage quality control report (SQCR), and supply discrepancy report (SDR) related transactions when the original requisition number is not known. (See MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.) |
| V[[7]](#footnote-7) | Nuclear Related Materiel Code 2305 material requires manual routine contact of  Nuclear Engineering Department for delivery instructions. |
| W | Navy exception "ship to" for deployed naval units. |
| Z[[8]](#footnote-8) | Nuclear related materiel code 2305 material requires manual immediate contact of Nuclear Engineering Department for delivery instructions. |

1. Available under DLMS. Refer to ADC 396, Revised Procedures and Data Content for DLMS Materiel Release Order (940R) and Material Release Advice ((945A) and New Denial Management Code for Marine Corps BRAC Storage and Distribution Interface (SDI). [↑](#footnote-ref-1)
2. Ibid. [↑](#footnote-ref-2)
3. Use of modified definitions for codes M, R, and S in record position 40 last reported as not implemented by United States Navy (USN), United States Air Force (USAF), and United States Marine Corps (USMC). Refer to AMCL 145 [↑](#footnote-ref-3)
4. Ibid. [↑](#footnote-ref-4)
5. Ibid. [↑](#footnote-ref-5)
6. ADC 464 (PDC 484), Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940/ DIC AFX/AFZ) under RBI. [↑](#footnote-ref-6)
7. Available under DLMS. Refer to ADC381, Procedures and Additional Data Content supporting Requisitions, Requisition Alerts, and Unit of Use Requirements under Navy BRAC SS&D/IMSP [↑](#footnote-ref-7)
8. Ibid. [↑](#footnote-ref-8)