**AP8.23. APPENDIX 8.23**

**PASSING ORDER**[[1]](#footnote-1)

| FIELD LEGEND | | RECORD  POSITION(S) | | ENTRY AND INSTRUCTIONS | |
| --- | --- | --- | --- | --- | --- |
| Document Identifier Code | | 1-3 | | Enter DIC A3\_. | |
| Routing Identifier Code | | 4-6 | | Enter the RIC of the activity to which the document is being passed. | |
| All Fields | | 7-66 | | Enter data as shown in the requisition. | |
| Date of Receipt of Demand | | 67-69 | | Leave blank on submission. Processing points shall enter date of receipt when received from another distribution system. | |
| Blank | | 70-71 | | Leave blank. | |
| Cooperative Logistics Program Support Code | | 72 | | Enter data as shown in the requisition, if applicable. | |
| Blank | | 73 | | Leave blank. | |
| Routing Identifier Code | | 74-76 | | Enter the RIC of the activity from which the document is being passed. | |
| Blank | | 77-80 | | Leave blank. | |
| GOVERNMENT-FURNISHED MATERIEL PASSING ORDER ENTRIES.[[2]](#footnote-2) | | | | | |
| Manufacturer’s Directive Number | | 54-56 | | If required by the Component contracts, enter the MDN. | |
| Call/Order Number | | 69-72 | | If required by the Component, enter the appropriate legacy four-position call/order number associated with the PIIN; otherwise leave blank. | |
| Procurement Instrument Identifier (PIID) | | 73-80 | | Enter the last eight positions of the PIID. This entry is mandatory.[[3]](#footnote-3), [[4]](#footnote-4) When materiel is authorized under a PIID call/order number (F in 9th position) provide the last eight positions | |
| MANAGEMENT CONTROL ACTIVITY ENTRIES. Entries Required for passing orders for Government-Furnished Materiel.[[5]](#footnote-5) | | | | | |
| Routing Identifier Code | | 4-6 | | Enter the RIC of the source of supply. | |
| Distribution | | 54-56 | | Enter the distribution code of the management control activity (MCA) validating the transaction or the MDN consisting of the MCA’s distribution code in rp 54 and two other alpha/numeric characters in rp 55-56. | |
| Routing Identifier Code | | 74-76 | | If required by the Component, enter the RIC of the validating MCA in rp 74-76. | |

1. Entries from the remarks field shall be made only when it is necessary to report that data when it is entered on the requisition. In all such instances, rp 3 of the DIC shall identify the document as containing exception data and the passing order shall not be transmitted. [↑](#footnote-ref-1)
2. Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A. [↑](#footnote-ref-2)
3. Abbreviated contract number is mandatory, regardless of inclusion of the MDN. Refer to ADC 1014. [↑](#footnote-ref-3)
4. Use the legacy PIIN pending transition to the PIID. Refer to ADC 1161A. [↑](#footnote-ref-4)
5. Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A. [↑](#footnote-ref-5)