

AP8.2. APPENDIX 8.2

REQUISITION

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)		ENTRY AND INSTRUCTIONS
Send to	Block A ¹	Not Applicable	Enter the appropriate in-the-clear name and address corresponding to the RIC, if applicable.
Requisition Is From	Block B	Not Applicable	Enter the appropriate in-the-clear name and address of the requisitioner, if applicable.
Document Identifier Code	Block 1	1-3	Enter DIC A0_ or AM_.
Routing Identifier Code	Block 2	4-6	Enter RIC indicating the source of supply to which the document is being submitted.
Media and Status	Block 3	7	Enter the M&S code.
Stock Number ²	Blocks 4, 5, 6	8-22	Enter the stock or part number of the item being requisitioned. For subsistence items, enter the type of pack in rp 21.
Unit of Issue	Block 7	23-24	Enter the unit of issue.
Quantity	Block 8	25-29	Enter the quantity requisitioned. For ammunition and ammunition related requisitions only (items in Federal supply group (FSG) 13 and for Federal supply classification (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140), enter an M in rp 29 to express in thousands any quantity exceeding 99,999. Example: A quantity of 1,950,000 will be expressed as 1950M (1950 in rp 25-28 and an M in rp 29).

¹ See the AP2 series of appendices for an explanation of the data fields.

² Requisitions to DLA Disposition Services (RIC S9D) cannot reflect an entry in rp 21-22

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)		ENTRY AND INSTRUCTIONS
Document Number	Blocks 9-12	30-43	Enter document number as assigned by the preparing activity.
Demand ³	Block 13	44	Enter the demand code; otherwise, leave blank.
Supplementary Address	Blocks 14-15	45-50	When applicable, enter the coded SUPADD of the ship-to or bill-to activity; otherwise, leave blank. When coded data is not significant to the source of supply (other than an activity address code (AAC)), enter an alphabetic Y in rp 45.
Signal	Block 16	51	Enter the signal code.
Fund	Block 17	52-53	Enter the fund code as directed by the Component.
Distribution	Block 18	54	When applicable, enter the distribution code of the activity to receive status information in addition to the requisitioner or the SUPADD.
		55-56	Enter the code as directed by the Components.
Project	Block 19	57-59	When applicable, enter the appropriate project code under Component instructions.
Priority	Block 20	60-61	Enter priority designator.
Required Delivery Date/Required Delivery Period ⁴	Block 21	62-64	Enter data requirements from AP2.14, as applicable; otherwise, leave blank.
Advice	Block 22	65-66	Enter advice code to convey instructions to the source of supply; otherwise, leave blank.

³ On an Intra-Army basis, a suffix code entry is authorized for identification of post-post partial issues of materiel by Army Single Stock Fund Activities. These requisitions will contain Army Edit Action Code IV in rp 74-75.

⁴ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)		ENTRY AND INSTRUCTIONS
Date of Receipt of Requisition ^{5,6,7}	Block 23	67-69	Leave blank.
Blank	Block 23	70-80	Leave blank on inter-Component requisitions forwarded to the DLA and Government Services Administration (GSA) sources of supply. a. This field is optional for intra-Component use. ^{8, 9, 10, 11, 12, 13,14} b. This field may be used for internal purposes on retained copies of requisitions.

⁵ Processing Points passing DIC AM_ transactions to another source of supply for continued processing will enter their RIC in rp 67-69.

⁶ The DLA Distribution Mapping System (DDMS) will enter the DDMS RIC SD7 in A0_ transactions returned to Mapping Enterprise Business System (MEBS)(HM8) for processing. This will indicate to MEBS that this is not the initial processing of the requisition (requisition was previously reviewed and forwarded to DDMS, which was unable to fulfill).

⁷ On Intra-Army basis a RIC entry is authorized for identification of the storage site related to post-post issues of materiel by Army Single Stock Fund Activities. These post-post requisitions will contain Army Edit Action Code IV in rp 74-75.

⁸ On Intra-Army requisitions rp 70 will contain the ownership/purpose code and rp 71 will contain the supply condition code of the material post-post issued by Army Single Stock Fund Activities. These post-post requisitions will contain Army Edit Action Code IV in rp 74-75.

⁹ On Intra-Army basis both post-post and image Single Stock Fund Activity requisitions may contain a management code in rp 72 to facilitate processing.

¹⁰ On Intra-Army basis requisitions may contain an Army Edit Action Code in rp 74-75 to indicate the actions required by the receiving system in order to process transactions and direct authorized follow-on actions. This code is meaningful to the Army only and is used on both post-post and image requisitions.

¹¹ On Intra-Army basis requisitions may contain the date generated in rp 77-80. This date is required to accurately process transactions relative to image, post-post and working requisitions submitted by Army Single Stock Fund activities.

¹² For intra-Air Force lateral requisitions, the source of supply identified in rp 4-6 is another Air Force base, the RIC of the requisitioner is identified in rp 73-75, and the RIC of the DoD source of supply is identified in rp 78-80. Refer to ADC 266.

¹³ For intra-Air Force requisition modification, the unit price may be identified in rp 71-80. Refer to ADC 263.

¹⁴ For intra-Navy organic maintenance requisitions (citing Project Code Z5X), used to identify the storage activity from which the requisitioned item is requested in rp 74-76.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Supply Condition Code (SCC)	(71)	c. When requisitioning specific reparable for induction under Depot Maintenance Inter-Service Agreement (DMISA) or comparable inter-Service agreement, cite the SCC applicable to the reparable item requested. Authorized SCCs include D, F, G, and Q. Requisitions for induction of a Product Quality Deficiency Report (PQDR) exhibit for warrantied maintenance will cite SCC Q. ¹⁵

GOVERNMENT-FURNISHED MATERIEL REQUISITION ENTRIES.¹⁶

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 contracts, enter the appropriate contract 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. ^{17, 18} When materiel is authorized under a PIID call/order number (F in 9 th position), provide the last eight positions.

¹⁵ Refer to ADC 1176.

¹⁶ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

¹⁷ Abbreviated contract number is mandatory, regardless of inclusion of the MDN. Refer to ADC 1014.

¹⁸ Use the legacy PIIN pending transition to the PIID. Refer to ADC 1161A.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
<u>MANAGEMENT CONTROL ACTIVITY ENTRIES:</u> Entries Required for Requisitions for Government-Furnished Materiel. ¹⁹		
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.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Routing Identifier Code	74-76	If required by the Component, enter the RIC of the validating MCA in rp 74-76.

DLA DISPOSITION SERVICES ENTRIES: Entries Required When Requisitioning a Specific Item From Disposal.²⁰

Disposal Turn-in Document Number	67-80	This entry is optional on DIC A01/A0A/A05/A0E requisitions and is mandatory on DIC A04/A0D requisitions. If applicable, the DTID suffix will be entered in rp 21.
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¹⁹ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A

²⁰ Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
<u>DLA DISPOSITION SERVICES ENTRIES:</u> Entries Required on Requisitions to Disposal When a Specific Item is Not Required. ²¹		
Blank	70	Leave blank.
Condition Code	71	Enter lowest acceptable supply condition code under Component criteria furnished to DLA Disposition Services. See Chapter16.2.1.1, for requirement.
Blank	72-80	Leave blank.

²¹ Ibid.