



# MILSTRAP

MILitary

Standard

Transaction

Reporting and

Accounting

Procedures

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DEPARTMENT OF DEFENSE  
OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
(Installations and Logistics)

M I L S T R A P

FOREWORD

This manual represents a continuation of the standardization process emanating initially from Defense Materiel Management Improvement Project 60-11 (Single Manager System Design) and touching upon other DoD project and committee efforts. It relates closely to the Military Standard Requisitioning and Issue Procedures (MILSTRIP).

This publication basically prescribes a uniform method of integrated item and financial accounting, transacting, and reporting between elements of the military services and DSA and allows a degree of flexibility in order that intra-supply service application may parallel interservice use as closely as possible.

The manual does not include every transaction applicable to distribution systems. Military service/DSA philosophies, evident in the design of distribution systems and related inventory accounting procedures, differ radically. It was necessary, therefore, to eliminate many minor preferences in order that more significant principles could be preserved and perpetuated into the procedures. Subsequent action will be taken to achieve additional standardization in the MILSTRAP area.



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## CHAPTER I

### GENERAL

1-1. PURPOSE. This manual provides policies, procedures and instructions for recording inventory management data passed between elements of a single military service/DSA distribution system or between the various distribution systems of the Department of Defense. The Military Standard Transaction Reporting and Accounting Procedure (MILSTRAP) enlarges upon the Military Standard Requisitioning and Issue Procedures (MILSTRIP) by extending uniform communicating procedures to the elements of information which an inventory control point must send to or receive from a stock control activity or a storage activity in the exercise of supply and financial management.

1-2. SCOPE.

a. This manual establishes uniform codes, forms, formats, and procedures for the transmission of item and financial inventory data between the management, stock control and storage elements of military service/DSA distribution systems. It standardizes data elements interchanged between the military services/DSA and prescribes use of these same basics for intra-supply system transactions but permits the introduction of additive elements of management data in the latter application.

b. The range of codes, forms, formats and procedures is fixed to accommodate the variations in logistics organizations within and among the military services/DSA and to accommodate the variety of processing hardware in use. These organizational and operational concepts in their pure, modified or combined forms were given consideration:

- (1) Centralized inventory control and stock control; decentralized storage.
- (2) Centralized inventory control; decentralized stock control and storage.
- (3) Automated procedures (electronic data processing capability).
- (4) Mechanized procedures (electrical accounting machines capability).
- (5) Manual procedures (neither electronic nor electrical processing capability).

c. Within the purview of this manual, the Defense Supply Agency is regarded as a separate supply service with separate distribution systems. Storage or stock control activities for DSA materiel, even though located at installations of the military services, are considered a part of the DSA distribution system. Whenever this manual sets aside card columns or allows the military services/DSA managing the item to define data entries, DSA may prescribe these data and entries for materiel stored in or accounted for by elements of the DSA distribution system.

d. The codes, forms, formats, and procedures in this manual are mandatory for inter-service use by the Department of the Army, the Department of the Navy, the Department of the Air Force, the Marine Corps and the Defense Supply Agency. The codes, forms, formats and procedures in this manual are mandatory also for intra-supply system use by the military services/DSA when subject data is interchanged between remote elements of a distribution system.

e. The mandatory provision of this manual is not intended to direct or force the use of a code, form, format or procedure if policy or practice renders any of these devices inapplicable. It does prohibit substitution of codes and forms or deviation in formats and procedures if the transactions and circumstances described in this manual exist in the distribution systems utilized by the service/DSA.

### 1-3. EXCLUSIONS.

a. These procedures are not applicable to:

(1) Supply transactions below the ICP-stock control activity-storage activity level in the distribution system, i.e., transactions at post, camp, station, base (or equivalent) level or between post, camp, station, base (or equivalent) and using organizations.

(2) Financial transactions generated independently of inventory control record maintenance. The financial accounting aspects of this manual pertain only to that financial data produced as a by-product of receipt, issue, and adjustment processing. The myriad of other financial transactions are not a consideration and are not candidates for inclusion in MILSTRAP.

b. The following are also exempt from the provisions of this manual:

(1) Perishable subsistence items and brand-name resale subsistence items.

(2) Bulk petroleum and packaged fuel products.

(3) Forms and publications.

(4) Industrial Plant Equipment.

(5) COMSEC and SIGINT Equipment COMSEC Aids (keying materiel).

### 1-4. IMPLEMENTATION.

a. Each military service and DSA shall implement these procedures by 1 July 1965 unless otherwise directed by the Assistant Secretary of Defense (I&L).

b. Each military service shall submit, to the Assistant Secretary of Defense (I&L) and to the Director, Defense Supply Agency, in advance of the effective date, two copies of its implementing orders, directives and instructions.

### 1-5. SYSTEM MAINTENANCE AND RESPONSIBILITIES.

a. The Defense Supply Agency is assigned responsibility for monitorship of the MILSTRAP. The Director, DSA, shall insure implementation and continuous operation in a uniform manner by each of the military services and DSA.

b. Recommendations, revisions, or suggested changes shall be forwarded to the DSA (DSAH-LP) for evaluation, service staffing and acceptance. If any military service non-concurs in a proposed amendment, DSA shall refer the matter to the Assistant Secretary of Defense (Installations and Logistics) for resolution.

c. Following are specific responsibilities of the Defense Supply Agency:

(1) Insure implementation of the system within the time frames established by the Department of Defense.

(2) Insure adherence to the system including the principles, rules, coding structures and use of forms and formats.

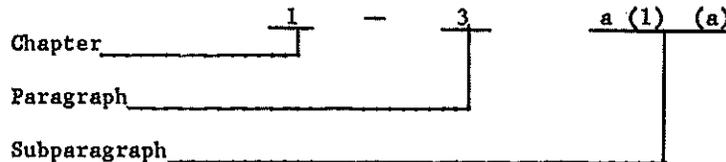
(3) Coordinate, when appropriate, and approve requests by the military services for deviation or waiver from the provisions of MILSTRAP. (Disapproval of requests for deviation or waiver is reserved to the ASD (I&L).

(4) Develop, in coordination with the military services, new or revised procedures and coding structures.

d. Amendments to MILSTRAP will normally be published as page revisions and distributed by numbered changes to this manual. The changed portions of pages will be identified by bold black lines entered in the left and right hand margins adjacent to the changed data.

#### 1-6. NUMBERING SYSTEM.

a. The paragraph numbering system of this manual is designed to indicate the chapter and paragraph for identification and reference purposes. Subdivisions of paragraphs are indicated by lower case letters, number in parenthesis, and lower case letter in parenthesis, in that order, as follows:



b. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with Arabic numerals beginning with 1. Each page number is preceded by the number of the chapter; for example: the 2nd page of Chapter 4 is numbered 4-2.

#### 1-7. DEFINITIONS.

a. For the purpose of this manual, these terms and definitions apply:

Distribution System. That complex of facilities, installations, methods, patterns and procedures designed to receive, store, maintain, distribute and control the flow of materiel between the point of receipt into a military supply system to the point of issue to a post, camp, station, base (or equivalent).

Intra-supply service. Exchange of materiel, inventory control documentation and other management data within or between the distribution systems of a single military service/DSA.

Interservice. Exchange of materiel, inventory control documentation and other management data between a distribution system of one military service/DSA and a distribution system of another.

Inventory Control Point (ICP). The organizational element within a distribution system which is assigned responsibility for systemwide direction and control of materiel including such management functions as the computation of requirements, the initiation of procurement or disposal actions, the development of world-wide quantitative and monetary inventory data, and the positioning and repositioning of materiel. In a centralized inventory control system, the ICP may also perform the functions of a stock control activity.

Inventory Control Record. The composite of data entries showing, by item, the ownership/purpose, condition, location, balances on hand, due in or on backorder, and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

Stock Control Activity (SCA). The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel due in, on hand and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

Storage Activity. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its inchecking and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage) and its selection and shipment (issue).

b. Other terms and definitions may be found in DoD Instruction 5000.8; Joint Chiefs of Staff Publication No. 1; and Automatic Data Processing Glossary (Executive Office of the President) dated December 1962.

## CHAPTER 2

### INVENTORY CONTROL SYSTEM

#### 2-1. GENERAL.

a. This chapter introduces the inventory control system applying to materiel which is accounted for on the inventory control record of inventory control points or stock control activities. It discusses the relationship of MILSTRAP to MILSTRIP, the principles and objectives of the system, and the inventory management data codified by this manual around which the system is designed.

b. The subject matter of this chapter is purposely held to broad guidance. Procedures applying to a particular type of transaction or processing action are contained in the procedural chapters of this manual.

#### 2-2. RELATIONSHIP OF MILSTRAP TO MILSTRIP.

a. MILSTRIP standardized transaction formats and coding for the basic function of requisitioning and preparing related documents. Among elements of supply distribution systems, uniform communicating procedures were provided only to the extent necessary for determining supply action on a requisition and for preparing the shipping document. While MILSTRIP did not extend its uniform procedures beyond the requisitioning process, it recognized the fundamental need within any supply distribution system for communicating data pertinent to the inventory accounting and reporting process. Consequently, its design took into account the eventual development of a complementary system standardizing transaction formats and coding for receipts, issues, adjustments, and allied management actions.

b. In structural design, MILSTRAP follows the precepts of MILSTRIP, it makes use of many codes and techniques originating in MILSTRIP; it identifies products of the inventory accounting and reporting function in the pattern of MILSTRIP. In brief, MILSTRAP is an adaptation of MILSTRIP method to the processing of receipt, issue, and adjustment transactions and related management actions.

#### 2-3. PRINCIPLES AND OBJECTIVES OF THE SYSTEM.

a. This inventory control system for the Department of Defense holds to the principle that the structure of the system provide essential information to inventory control points for the exercise of supply and financial management without encumbering the system with details peculiar to differing types of materiel. A standard system of this design then imparts uniformity without impairing the latitude of an inventory control point in the selection of internal management techniques appropriate to the items of supply under its cognizance.

b. This system, in its most sophisticated application, affords flexibility in developing management information at the ICP level. Information conveyed by transactions, supplemented by ancillary codes and data already available to MILSTRIP, may be programmed to obtain an infinite number of combinations of transaction intelligence for management purposes.

c. Salient features of the system are:

(1) A coding structure which conveys the information required for effective management of inventories with an overall reduction in the number of data groupings in use by the supply services. The prescribed structure represents an increase in the degree of detail available for the management of inventories.

(2) A common system of data elements, related codes, documents and card formats which establishes uniformity in the interchange of inventory accounting information within and between the military services/DSA. Thus the ability to provide requisition-processing and storage services across departmental lines is materially enhanced.

(3) An integrated system of item and financial accounting which permits the accumulation of financial data for financial reporting purposes as an adjunct to updating of the inventory control record. Hence financial data may represent the aggregation of quantitative data compiled in the first instance for supply management purposes.

(4) An individual transaction reporting capability which accommodates any combination or variation of existing methods for centralized, decentralized or regional processing of requisitions. If the supply services elect to exploit this capability to its fullest advantage, it is possible to centralize all financial accounting, billing and collection in one element of a supply distribution system. Moreover, individual transaction reporting makes it relatively simple for subordinate elements providing requisition-processing and storage services uniformly to transmit the "raw data" which fully describes each change in inventory status.

d. MILSTRAP does not purport to accommodate every transaction relevant to an inventory control system nor does it embody all data elements integral to existing systems. Rather, MILSTRAP isolates and concentrates on transactions which are fundamental to any inventory control system and on related data elements which are interchanged between distribution systems or elements of systems with sufficient frequency to justify standardization and universal recognition.

e. The design of MILSTRAP recognizes that applied supply policy may obviate use of a prescribed code or may demand system-oriented codes. Accordingly, the procedure allows selectivity in the application of codes and permits in-service/agency assignment of certain supplemental codes within the basic coding structure. Codes established under this option shall not duplicate or circumvent the intent of codes utilized in the basic uniform system nor shall use of these codes exceed the confines of applicable distribution system(s).

f. Latitude is provided by means of "multi-use data" columns and fields. Unless definitized and prescribed by this manual, entries in these columns/fields shall be prescribed by each military service and DSA in its own operational instructions. If prescribed under this option, entries are meaningful only within the distribution system(s) of that service/agency.

2-4. INVENTORY SEGMENTATION CODING. Intelligence regarding the stock balance of an item obtains from dividing the inventory of an item into meaningful categories having distinctive characteristics. The term "inventory segmentation" refers to this process. The inventory control system established by MILSTRAP to account for items of supply which are controlled, managed or stocked in the DoD distribution systems is based on the concept of inventory segmentation by ownership/purpose, condition, and location. The intelligence thus provided by the system indicates who has title to the asset or for what purpose the materiel is held within an ownership, the condition of materiel in terms of its readiness for issue, and where the materiel is physically stored. These basic elements of data are required by inventory control points, stock control activities or storage activities for management of inventories, for requisition processing, and for receipt, storage and issue of an item. This intelligence is also required for preparation of financial and supply status reports required for management and decision-making.

a. Ownership/Purpose Codes. Ownership coding provides the means for segmenting and identifying on the inventory control record maintained by other than the owner, the service or agency having title to the assets. This is reflected by the numeric code assigned (see Appendix B4 ). Purpose coding provides the means for segmenting and identifying on the inventory control record maintained by the owner, the purpose or reservation for which the materiel is held. This is reflected by the alphabetic code assigned (see Appendix B5 ).

(1) To preclude unwarranted sophistication in accounting, identifying and reporting of assets, ownership and purpose codes -- although separate and distinct elements of data -- shall be entered in the inventory control record as a single element.

of data. Accordingly, when one service/DSA is accounting for assets owned by another, the entire balance is maintained by the accounting activity under the numeric code assigned to the owning service/agency. Further breakout by Purpose (alphabetic code) is neither prescribed nor intended.

(2) In summary, any numeric entry reflects ownership by another activity and the numeric itself identifies the owner. Conversely, any alphabetic entry reflects ownership by the activity maintaining the inventory control record and the alphabetic code itself identifies the purpose for which the materiel is reserved.

b. Condition Codes. Condition coding provides the means of segmenting and identifying on the inventory control record the physical state of the materiel or actions underway to change the status of the materiel (see Appendix B6 ).

c. Location Codes. Location coding provides a means of segmenting and identifying on the inventory control record the activity where materiel is physically stored or located.

(1) The three-digit routing identifier (RI) code structure established by MILSTRIP provides a standard system for identification of activities within established supply distribution systems including those activities which store materiel. To make use of this existing system, location codes used in MILSTRAP to identify activities storing materiel correspond to the routing identifier codes established by MILSTRIP.

(2) Location codes need not be entered on the inventory control record in their RI configuration. If an alternate means is used to identify the physical storage site for record purposes, the record code shall be directly relatable to the routing identifier code of the storage activity entered on input and output documentation.

#### 2-5. TRANSACTION CODING.

a. An inventory transaction is a full description of a supply action furnished to, or developed by an inventory control point for its use in the management of the materiel under its cognizance from both a financial and a supply point of view. In turn inventory transactions, when properly aggregated, form the essential information required by an inventory control point for review and for reporting to higher authority the results of its management effort.

b. MILSTRIP already provides, by use of document identifiers to describe requisitions and related actions, the procedural vehicle for a system of transaction identification. It need only be supplemented to provide the documents and codes needed for a full description of receipts, issues and adjustments. Transaction identification developed for MILSTRAP enlarges on the established system. Each character of the three-digit alpha/numeric code assigned to receipt, issue and adjustment transactions provides intelligence regarding the effect of the transaction on the supply/financial records (see Appendix B1).

(1) The alphabetic character "D" in the first position of the document identifier is used to categorize inventory accounting transactions.

(2) The second position, when numeric, signifies an inventory transaction affecting on-hand balance(s) and indicates the general nature of the transaction. An even number signifies a receipt or debit and an odd number, an issue or credit.

(3) The second position, when alphabetic, signifies informative data not affecting on-hand balance(s).

(4) The third position augments the second position by furnishing specific information relating to the transaction. In order to interpret the meaning of the entry, the second and third digits must be read as a unit.

2-6. ANCILLARY CODING. Ancillary coding provides more finite management data about a receipt, issue, adjustment or management action than is conveyed by the transaction code alone. Codes are of two types: those in a series which concern specific transaction codes and card formats, and those in the series which has general application to the inventory control system.

a. Receipt Status Codes. These codes are one-position alpha/numeric characters which identify the status of the receipt and stage of deliveries (see Appendix B2 ).

b. Type of Physical Inventory Codes. These codes are one-position alphabetic characters which identify the type of inventory requested or conducted (see Appendix B3 ).

c. Management Codes. These codes are one-position alpha/numeric characters which provide supplemental detail about a receipt, issue or adjustment transaction (see Appendix B7 ).

## CHAPTER 3

### ISSUE, BACKORDER, AND DEMAND TRANSACTIONS

#### 3-1. GENERAL.

a. This chapter provides a standard procedure for processing issue transaction information from a stock control activity (SCA) to an inventory control point (ICP) for the purpose of:

- (1) Updating the central inventory control record.
- (2) Recording the appropriate financial transaction.
- (3) Providing a basis for billing the customer.

b. Processing points receiving requisitions, passing actions, follow-ups and cancellations, irrespective of format or method of transmission, will process such transactions in accordance with their respective internal procedures.

c. Internal processing methods may vary due to mechanical capability and related procedures; however, the forms and formats for output from processing point to requisitioner and between processing points will be in the form and formats prescribed in DoD MILSTRIP and this manual.

#### 3-2. ISSUE TRANSACTIONS.

a. Issue transaction card prepared on DD Form 1348m is identified by document identifier in the D7 series. Alignment and format is shown in Appendix C1. This card will be used in transmitting issue transaction data from the stock control activity to the inventory control point or to another stock control activity.

b. Issue transactions resulting from a backorder release will be identified by management code "M" in column 72 of this card (see Appendix B7).

3-3. BACKORDER TRANSACTIONS. Backorder transaction card prepared on DD Form 1348m is identified by document identifiers in the DG series. Alignment and format is shown in Appendix C2. This card will be used to report establishment or cancellation of a backorder between stock control activities and inventory control points.

3-4. DEMAND TRANSACTIONS. Demand transaction card prepared on DD Form 1348m is identified by document identifier DHA. Alignment and format is shown in Appendix C3. This card will be used between stock control activities and inventory control points to report the establishment or cancellation of demand for requisitions.



## CHAPTER 4

### RECEIPT AND DUE-IN TRANSACTIONS

#### 4-1. GENERAL.

a. This chapter prescribes a standard procedure for transmitting information about incoming materiel among stock control activities (SCA), inventory control points (ICP) and storage activities; and for processing materiel receipt documentation from the storage activity where materiel is received to the office where the inventory control record is maintained. It provides for timely establishment of procurement on-order records and for the expeditious reflection of assets in the inventory control record and related financial accounts.

b. Documentation covering consignment of materiel to storage activities is prescribed in other DoD and military service/DSA regulations. These documents are used, together with information developed by inspection and classification procedures, as source data for documenting transactions in terms of this manual. The distribution of disbursement, procurement or transportation documentation by storage activities is likewise governed by existing regulations and is therefore not a consideration here.

c. When data reflected in consignment documentation are converted into the DoD Materiel Receipt Document (DD Form 1486), recording of receipts within the Department of Defense is standardized and complements the principles established in other chapters of this manual.

#### 4-2. DUE-IN TRANSACTION CARDS.

a. Due-in transaction cards are used in transmitting due-in establishment and cancellation transactions between stock control activities and inventory control points. These cards are identified by document identifiers in the DD series for materiel due in on procurement instruments and in the DF series for materiel due in on other than procurement instruments.

b. The cards, punched in the alignment and format shown in Appendix C4 or C5, are prepared on the DoD Materiel Receipt Document (DD Form 1486).

#### 4-3. PRE-POSITIONING CARDS FOR RECEIPTS.

a. Military services/DSA managing the distribution system(s) may prescribe that advance notification of scheduled materiel receipts be transmitted to storage activities by SCA/ICPs. Cards punched in the alignment and format shown in Appendix C6 or C7 and identified by document identifiers in the DU or DW series may be pre-positioned at storage activities for this purpose. The DoD Materiel Receipt Document (DD Form 1486) is used in preparing pre-positioned materiel receipt cards.

b. Storage activities, upon arrival of the materiel, use such pre-positioned cards to report the receipt to the SCA/ICP, changing or adding to data in the pre-positioned cards only those data elements required to prepare materiel receipt cards shown in Appendix C8 or C9.

c. Deletion of cards from pre-positioned card files is controlled by use of the reversal X punch in the card being deleted. New pre-positioned cards (or replacement cards for deletion) do not contain the reversal X punch. Proper and accurate maintenance of the suspense card file by storage activities is extremely important.

#### 4-4. MATERIEL RECEIPT CARD (PROCUREMENT INSTRUMENT SOURCE)

a. DoD Materiel Receipt Document (DD Form 1486) reporting receipt of materiel on a procurement instrument is identified by a document identifier in the D4 series. Alignment and format is shown in Appendix C8. This card will be used by the storage activity in transmitting notification of the receipts to the SCA/ICP and by the stock control activity in reporting the receipt transaction to the inventory control point.

b. Receipts from vendors can emanate from central procurement or local procurement actions. Authorized procurement delivery documents should accompany each shipment as prescribed in ASPR.

c. When shipments of materiel received from commercial sources require inspection and/or acceptance at destination, the inspection and/or acceptance and the tallying-in operations will be accomplished as concurrent actions. Based on inspection, separate materiel receipt cards indicating the actual condition of the materiel received will be prepared by the storage activity.

d. The materiel receipt card will be completed by the changing or adding to date in the pre-positioned materiel receipt card or by extracting data from the consignment documentation.

#### 4-5. MATERIEL RECEIPT CARD (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

a. The DoD Materiel Receipt Document (DD Form 1486) reporting receipt of materiel on other than a procurement instrument is identified by a document identifier in the D6 series. Alignment is shown in Appendix C9. This card will be used by the storage activity in transmitting notification of the receipt to the SCA/ICP, and by the stock control activity in reporting the receipt transaction to the inventory control point.

b. The materiel receipt card will be completed by changing or adding to data in the pre-positioned materiel receipt card or by extracting data from the consignment documentation.

#### 4-6. DISCREPANCIES.

a. In addition to accomplishing and forwarding the prescribed materiel receipt card to the SCA/ICP, the storage activity will report all discrepancies of lost, damaged, or destroyed property and overages or shortages incident to shipment on forms prescribed by the military service/DSA managing the item.

b. When materiel is received without accompanying documentation, one of the following data sources will be used by the storage activity to develop materiel receipt card(s) to be forwarded to the SCA/ICP:

- (1) Pre-positioned materiel receipt cards.
- (2) Authorized procurement delivery documents and vendors packing lists.
- (3) Advance copies of DD Form 1348-1 or DD Form 1149.
- (4) Transportation and fiscal records.
- (5) Container markings.

(6) Advice provided by the SCA/ICP upon request of the storage activity if receipt documentation cannot otherwise be developed.

4-7. TIME FRAME FOR PROCESSING RECEIPTS. It is the objective of the system that receipts be processed through the storage activity, irrespective of geographical location, and reflected on inventory control records within a maximum of five (5) work days after receipt of materiel at unloading docks. Activities are encouraged to improve upon this time standard whenever possible.

## CHAPTER 5

### ADJUSTMENT TRANSACTIONS

#### 5-1. GENERAL.

a. This chapter provides procedures relating to the following types of adjustment actions:

(1) Changes in condition of materiel due to damage, deterioration, suspension, or other causes.

(2) Re-identification of improperly identified materiel.

(3) Transfer from one purpose code to another.

(4) Changes in on-hand inventory.

(5) Changes in financial accounts not resulting from concurrent adjustments to inventory balances.

b. The DoD Materiel Adjustment Document (DD Form 1487) is designed for use as either a single transaction or dual transaction input format. The first method accommodates those processing techniques which employ individual increase or decrease adjustment actions (document identifiers in the D8 or D9 series) against the inventory control records. The second technique permits condition and purpose transfers through the use of FROM and TO data fields in the single input card (document identifiers in the DA series). The document identifier employed distinguishes the technique applied.

c. Materiel adjustment cards will not be used to record changes in ownership. Appropriate issue and receipt transactions will be processed for such actions by stock control activities (SCA) or inventory control points (ICP).

d. Changes in project or distribution codes maintained on the inventory control record will be accomplished by utilizing individual increase and decrease materiel adjustment cards containing appropriate document identifiers in the D8 and D9 series.

#### 5-2. CHANGES IN CONDITION.

a. When inspection of stocks on hand reveals a change in condition of the materiel, storage activities will report such variances to the SCA/ICP by means of the materiel adjustment card prepared in accordance with Appendix C10. In these instances, document identifier "DAC" will be utilized and both the "FROM" and "TO" condition code fields completed.

b. In instances where materiel is found to have deteriorated to an uneconomically repairable state, military services/DSA may direct automatic turnover of such items to the property disposal activity by the storage activity, based on criteria promulgated by the military service/DSA. Management Code "M" has been provided to identify materiel shipped directly to the property disposal activity and will be punched in applicable adjustment transaction cards.

c. Materiel previously reported as a receipt/return suspended for condition determination, will be classified within ten (10) calendar days after such suspension. The materiel adjustment card in these instances will be prepared indicating the same Document Number as shown on the original receipt transaction.

d. SCA/ICP will utilize above cards to process the appropriate adjustment and issue transactions against inventory control records. See Appendix C11 for alignment and format of individual increase/decrease adjustments.

5-3. RE-IDENTIFICATION OF STOCK.

a. When inspection reveals that an item in stock has been misidentified, storage activities will prepare and transmit two (2) or more materiel adjustment cards prepared as outlined in Appendix C11. The first card will contain the misidentified stock number, the quantity misidentified, and document identifier D9A; the other card(s) will contain the correct stock number, quantity re-identified and document identifier D8A.

b. The adjustment cards will contain the same document number and bear suffix code "A" in the D9A card and suffix code B through Z, as required, in the D8A cards in order to permit correlation of actions. All cards will contain management code "N".

c. SCA/ICP will process the adjustment cards against inventory control records to effect the decrease under the incorrectly identified stock number and increase against the correct stock number(s).

5-4. PURPOSE TRANSFERS. Based on authorized programs, materiel may be reserved for specific purposes and retained on inventory control records until requisitioned. To effect the transfer of assets between purpose codes, the materiel adjustment card (document identifiers D8D and D9D or DAD) will be prepared as outlined in Appendix C10 or C11 and processed against inventory control records.

5-5. INVENTORY GAINS AND LOSSES. Procedures concerned with adjustments due to physical inventory losses or gains are contained in Chapter 7.

5-6. FINANCIAL ADJUSTMENTS.

a. To accommodate decentralized distribution systems which transmit adjustments to financial records only, certain financial adjustments transaction codes are provided to identify the following types of adjustments:

- (1) Purchase Variance.
- (2) Accounting Errors.
- (3) Gains/Losses from Assembly, Disassembly, Alteration, Conversion, Modification.
- (4) Price Changes.
- (5) Repair Expenses.
- (6) Discounts.

b. When usage is prescribed, stock control activities will transmit to the inventory control point the financial adjustment transaction card, prepared on the DoD Materiel Adjustment Document (DD Form 1487) as outlined in Appendix C12. Appropriate document identifiers in the DB or DC series will be utilized.

## CHAPTER 6

### LOGISTIC REASSIGNMENTS

6-1. GENERAL. This chapter provides standard procedures for transferring certain data to a gaining stock control activity (SCA) or inventory control point (ICP). Transfer of management data not considered herein will be accomplished based on the following:

a. Mutual agreement of the gaining and losing military service/DSA for transfers between military services/DSA.

b. Uniform procedures to be developed by military services/DSA for transfers between distribution systems of a single military service/DSA.

6-2. TRANSFER OF ON HAND BALANCES.

a. The transfer of on hand balances information from the losing to the gaining SCA/ICP will be accomplished through use of the DoD Materiel Adjustment Document (DD Form 1487) prepared as outlined in Appendix C14.

b. The decrease in inventory balance by the losing SCA/ICP and increase in inventory balances by the gaining SCA/ICP will be accomplished through use of the materiel adjustment card prepared as outlined in Appendix C13. The losing SCA/ICP will decrease inventory control record utilizing document identifier D9E or D9F as appropriate. The losing SCA/ICP will prepare and transmit the required transfer card(s) to the gaining SCA/ICP utilizing document identifier DEE or DEF as applicable. The gaining SCA/ICP will convert the document identifier in the transfer card(s) to D8E or D8F, as appropriate to increase inventory control record.

c. For initial transfers, catalog management data notification cards of the gaining service/agency will be processed against inventory control records by the losing SCA/ICP immediately prior to effecting the transfer.

d. The losing SCAs/ICPs will notify storage activities under their cognizance of the loss through dissemination of the catalog management data notification card(s) prior to the effective date of the change.

e. Physical movement of stocks to other storage activities may be directed by the gaining SCA/ICP subsequent to the completion of the logistics gain/capitalization using the appropriate documents prescribed by MILSTRIP.

6-3. TRANSFER OF BACK ORDERS. The losing SCA/ICP will process back orders on record as follows:

a. Forward a passing order prepared in accordance with MILSTRIP procedures to the gaining SCA/ICP.

b. Forward MILSTRIP supply status advising of the passing action, to authorized recipients.

6-4. TRANSFER OF DUE IN DATA. Due in information may be forwarded to the gaining activity through use of the appropriate due in transaction cards prepared as outlined in Appendix C4 or C5 and in accordance with negotiated agreements. When this method of transfer is used, document identifiers in the DD or DF series will be used as appropriate.



## CHAPTER 7

### PHYSICAL INVENTORY

7-1. GENERAL. These procedures provide a standard method of:

- a. Requesting inventories.
- b. Identifying the type of inventory conducted.
- c. Recording of counts.
- d. Adjusting inventory control records at the stock control activity (SCA) or inventory control point (ICP).

7-2. INVENTORIES.

a. In order to permit identification of the type of inventories being conducted, a "Type of Physical Inventory Code" has been provided to identify various types of cyclic and special inventories. These codes, outlined in Appendix B3, will be punched as appropriate in DoD Physical Inventory Documents (DD Form 1485).

b. Performance of inventories will be accomplished based on existing regulations and interservice support agreements.

7-3. SPECIAL INVENTORIES.

a. DoD Physical Inventory Document (DD Form 1485) containing document identifier DJA and prepared as outlined in Appendix C15 will be transmitted to storage activities to request special inventories.

b. Cut-off dates (for in-float document purposes) in physical inventory request cards will be established at not less than seven (7) calendar days subsequent to the date of request. However, military services/DSA may establish other time standards for cutoff dates within distribution systems under their control.

c. Storage activities will observe established cut-off date shown in request card and report the counts to the SCA/ICP within five (5) calendar days subsequent to such cut-off date.

7-4. CYCLIC INVENTORIES. Although the DoD Physical Inventory Document need not be used for requesting cyclic inventories, use of the document for reporting the count is required.

7-5. RECORDING INVENTORY COUNTS.

a. Inventory counts will be recorded on the DoD Physical Inventory Document (DD Form 1485) prepared as outlined in Appendix C16 utilizing one count card for each condition of property and each warehouse location.

b. Military service/DSA policies and interservice agreements prescribe the basis for segregating materiel in storage, whether by ownership code, purpose code, distribution code, or project code. When materiel is maintained in segregated storage, the appropriate codes of the segregated stock will be punched into the count card(s); if not segregated, the ownership/purpose/distribution/project code fields of the count card will be left blank.

7-6. RECONCILIATION OF INVENTORY COUNTS WITH INVENTORY CONTROL RECORDS.

a. Reconciliation of the inventory count to inventory control records will be the responsibility of the SCA/ICP.

b. Necessary increase or decrease material adjustment cards will be processed against inventory control records utilizing document identifiers D8A or D9A as appropriate.

7-7. REQUESTING AND REPORTING RECOUNTS.

a. When recount is required, the SCA/ICP will prepare the physical inventory request card in the format outlined in Appendix C15 except that the original cut-off date and management code "M" will be entered to indicate a request for recount.

b. Storage activities will perform recount actions under existing procedures and report the counts to the SCA/ICP within three (3) calendar days subsequent to the date of receipt of the request. The physical inventory count card prepared as outlined in Appendix C16 indicating management code "M" will be used to report such recount action.

## CHAPTER 8

### ASSET STATUS REPORTING

#### 8-1. GENERAL.

a. This chapter prescribes a card format for the interchange of asset status information between military services/DSA and, in decentralized distribution systems, between stock control activities (SCA) and inventory control points (ICP) of a military service/DSA.

b. Asset Status Cards will be prepared as outlined in Appendix C17. A printed card layout has not been provided due to the number of card columns devoted to entries prescribed by the military services/DSA for use within distribution systems. Each military service/DSA is authorized to procure a printed format suitable to its needs.

#### 8-2. REPORTING SCHEDULES.

a. Asset status cards will be transmitted between military services/DSA based on schedules established by mutual agreement.

b. ICP's may arrange and prescribe reporting schedules for stock control activities within the ICP's distribution system.



APPENDICES

The attached appendices provide illustrations of the Department of Defense forms prescribed by MILSTRAP, the codes to be used, and instructions for entry of data in the forms.

CARD FORMS . . . . .	"A" Series of Appendices
CODES . . . . .	"B" Series of Appendices
CARD FORMATS . . . . .	"C" Series of Appendices

APPENDIX A1

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL) DD FORM 1348m

**DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)**

LINE NO.	QUANTITY	UNIT	DESCRIPTION	STOCK NUMBER	PROJECT	UNIT PRICE	TOTAL AMOUNT
01	1	EA	...	...	...	...	...
02	...	...	...	...	...	...	...
03	...	...	...	...	...	...	...
04	...	...	...	...	...	...	...
05	...	...	...	...	...	...	...
06	...	...	...	...	...	...	...
07	...	...	...	...	...	...	...
08	...	...	...	...	...	...	...
09	...	...	...	...	...	...	...
10	...	...	...	...	...	...	...
11	...	...	...	...	...	...	...
12	...	...	...	...	...	...	...
13	...	...	...	...	...	...	...
14	...	...	...	...	...	...	...
15	...	...	...	...	...	...	...
16	...	...	...	...	...	...	...
17	...	...	...	...	...	...	...
18	...	...	...	...	...	...	...
19	...	...	...	...	...	...	...
20	...	...	...	...	...	...	...
21	...	...	...	...	...	...	...
22	...	...	...	...	...	...	...
23	...	...	...	...	...	...	...
24	...	...	...	...	...	...	...
25	...	...	...	...	...	...	...
26	...	...	...	...	...	...	...
27	...	...	...	...	...	...	...
28	...	...	...	...	...	...	...
29	...	...	...	...	...	...	...
30	...	...	...	...	...	...	...
31	...	...	...	...	...	...	...
32	...	...	...	...	...	...	...
33	...	...	...	...	...	...	...
34	...	...	...	...	...	...	...
35	...	...	...	...	...	...	...
36	...	...	...	...	...	...	...
37	...	...	...	...	...	...	...
38	...	...	...	...	...	...	...
39	...	...	...	...	...	...	...
40	...	...	...	...	...	...	...
41	...	...	...	...	...	...	...
42	...	...	...	...	...	...	...
43	...	...	...	...	...	...	...
44	...	...	...	...	...	...	...
45	...	...	...	...	...	...	...
46	...	...	...	...	...	...	...
47	...	...	...	...	...	...	...
48	...	...	...	...	...	...	...
49	...	...	...	...	...	...	...
50	...	...	...	...	...	...	...
51	...	...	...	...	...	...	...
52	...	...	...	...	...	...	...
53	...	...	...	...	...	...	...
54	...	...	...	...	...	...	...
55	...	...	...	...	...	...	...
56	...	...	...	...	...	...	...
57	...	...	...	...	...	...	...
58	...	...	...	...	...	...	...
59	...	...	...	...	...	...	...
60	...	...	...	...	...	...	...
61	...	...	...	...	...	...	...
62	...	...	...	...	...	...	...
63	...	...	...	...	...	...	...
64	...	...	...	...	...	...	...
65	...	...	...	...	...	...	...
66	...	...	...	...	...	...	...
67	...	...	...	...	...	...	...
68	...	...	...	...	...	...	...
69	...	...	...	...	...	...	...
70	...	...	...	...	...	...	...
71	...	...	...	...	...	...	...
72	...	...	...	...	...	...	...
73	...	...	...	...	...	...	...
74	...	...	...	...	...	...	...
75	...	...	...	...	...	...	...
76	...	...	...	...	...	...	...
77	...	...	...	...	...	...	...
78	...	...	...	...	...	...	...
79	...	...	...	...	...	...	...
80	...	...	...	...	...	...	...
81	...	...	...	...	...	...	...
82	...	...	...	...	...	...	...
83	...	...	...	...	...	...	...
84	...	...	...	...	...	...	...
85	...	...	...	...	...	...	...
86	...	...	...	...	...	...	...
87	...	...	...	...	...	...	...
88	...	...	...	...	...	...	...
89	...	...	...	...	...	...	...
90	...	...	...	...	...	...	...
91	...	...	...	...	...	...	...
92	...	...	...	...	...	...	...
93	...	...	...	...	...	...	...
94	...	...	...	...	...	...	...
95	...	...	...	...	...	...	...
96	...	...	...	...	...	...	...
97	...	...	...	...	...	...	...
98	...	...	...	...	...	...	...
99	...	...	...	...	...	...	...
00	...	...	...	...	...	...	...

DD FORM 1348m 1 AUG 61 661966 © TABCO

APPENDIX A2

DOD MATERIEL RECEIPT DOCUMENT DD FORM 1486

DOD MATERIEL RECEIPT DOCUMENT											
DOC. NO.	DATE	ISSUE	QUANTITY	UNIT	ISSUE	QUANTITY	UNIT	ISSUE	QUANTITY	UNIT	ISSUE
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104	105	106	107	108
109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132
133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200	201	202	203	204
205	206	207	208	209	210	211	212	213	214	215	216
217	218	219	220	221	222	223	224	225	226	227	228
229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264
265	266	267	268	269	270	271	272	273	274	275	276
277	278	279	280	281	282	283	284	285	286	287	288
289	290	291	292	293	294	295	296	297	298	299	300
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325	326	327	328	329	330	331	332	333	334	335	336
337	338	339	340	341	342	343	344	345	346	347	348
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361	362	363	364	365	366	367	368	369	370	371	372
373	374	375	376	377	378	379	380	381	382	383	384
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469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492
493	494	495	496	497	498	499	500	501	502	503	504
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529	530	531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550	551	552
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649	650	651	652	653	654	655	656	657	658	659	660
661	662	663	664	665	666	667	668	669	670	671	672
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745	746	747	748	749	750	751	752	753	754	755	756
757	758	759	760	761	762	763	764	765	766	767	768
769	770	771	772	773	774	775	776	777	778	779	780
781	782	783	784	785	786	787	788	789	790	791	792
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805	806	807	808	809	810	811	812	813	814	815	816
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829	830	831	832	833	834	835	836	837	838	839	840
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853	854	855	856	857	858	859	860	861	862	863	864
865	866	867	868	869	870	871	872	873	874	875	876
877	878	879	880	881	882	883	884	885	886	887	888
889	890	891	892	893	894	895	896	897	898	899	900
901	902	903	904	905	906	907	908	909	910	911	912
913	914	915	916	917	918	919	920	921	922	923	924
925	926	927	928	929	930	931	932	933	934	935	936
937	938	939	940	941	942	943	944	945	946	947	948
949	950	951	952	953	954	955	956	957	958	959	960
961	962	963	964	965	966	967	968	969	970	971	972
973	974	975	976	977	978	979	980	981	982	983	984
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997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008
1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020
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1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068
1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080
1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092
1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104
1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116
1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128
1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140
1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152
1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164
1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176
1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188
1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200
1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212
1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224
1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236
1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248
1249	1250</										

APPENDIX A3

DOD MATERIEL ADJUSTMENT DOCUMENT DD FORM 1487

DOD MATERIEL ADJUSTMENT DOCUMENT														
DOC. NUMBER		FISC. YEAR		FUND		PROJECT		DAY		COND.		DATE		REMARKS
DOC. NO.	ISSUE	FISC. YEAR	FUND	PROJECT	DAY	COND.	DATE	COND.	DATE	COND.	DATE	COND.	DATE	REMARKS
001	001	79	001	001	001	001	001	001	001	001	001	001	001	
<p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.</p>														

DOD PHYSICAL INVENTORY DOCUMENT											
1. DATE OF INVENTORY		2. TITLE		3. STOCK NUMBER		4. QUANTITY		5. WAREHOUSE LOCATION		6. COUNT CARD NUMBER	
7. ISSUE NUMBER		8. FISC		9. ITEM		10. ADJ'L.		11. DIST		12. PROJ	
13. ISSUE NUMBER		14. STOCK NUMBER		15. QUANTITY		16. DIST		17. PROJ		18. CUTOFF DATE	
19. ISSUE NUMBER		20. STOCK NUMBER		21. QUANTITY		22. DIST		23. PROJ		24. INVENTORY DATE	
25. STOCK NUMBER		26. FISC		27. ITEM		28. ADJ'L.		29. DIST		30. PROJ	
31. STOCK NUMBER		32. FISC		33. ITEM		34. ADJ'L.		35. DIST		36. PROJ	
37. STOCK NUMBER		38. FISC		39. ITEM		40. ADJ'L.		41. DIST		42. PROJ	
43. STOCK NUMBER		44. FISC		45. ITEM		46. ADJ'L.		47. DIST		48. PROJ	
49. STOCK NUMBER		50. FISC		51. ITEM		52. ADJ'L.		53. DIST		54. PROJ	
55. STOCK NUMBER		56. FISC		57. ITEM		58. ADJ'L.		59. DIST		60. PROJ	
61. STOCK NUMBER		62. FISC		63. ITEM		64. ADJ'L.		65. DIST		66. PROJ	
67. STOCK NUMBER		68. FISC		69. ITEM		70. ADJ'L.		71. DIST		72. PROJ	
73. STOCK NUMBER		74. FISC		75. ITEM		76. ADJ'L.		77. DIST		78. PROJ	
79. STOCK NUMBER		80. FISC		81. ITEM		82. ADJ'L.		83. DIST		84. PROJ	
85. STOCK NUMBER		86. FISC		87. ITEM		88. ADJ'L.		89. DIST		90. PROJ	
91. STOCK NUMBER		92. FISC		93. ITEM		94. ADJ'L.		95. DIST		96. PROJ	
97. STOCK NUMBER		98. FISC		99. ITEM		100. ADJ'L.		101. DIST		102. PROJ	
103. STOCK NUMBER		104. FISC		105. ITEM		106. ADJ'L.		107. DIST		108. PROJ	
109. STOCK NUMBER		110. FISC		111. ITEM		112. ADJ'L.		113. DIST		114. PROJ	
115. STOCK NUMBER		116. FISC		117. ITEM		118. ADJ'L.		119. DIST		120. PROJ	
121. STOCK NUMBER		122. FISC		123. ITEM		124. ADJ'L.		125. DIST		126. PROJ	
127. STOCK NUMBER		128. FISC		129. ITEM		130. ADJ'L.		131. DIST		132. PROJ	
133. STOCK NUMBER		134. FISC		135. ITEM		136. ADJ'L.		137. DIST		138. PROJ	
139. STOCK NUMBER		140. FISC		141. ITEM		142. ADJ'L.		143. DIST		144. PROJ	
145. STOCK NUMBER		146. FISC		147. ITEM		148. ADJ'L.		149. DIST		150. PROJ	
151. STOCK NUMBER		152. FISC		153. ITEM		154. ADJ'L.		155. DIST		156. PROJ	
157. STOCK NUMBER		158. FISC		159. ITEM		160. ADJ'L.		161. DIST		162. PROJ	
163. STOCK NUMBER		164. FISC		165. ITEM		166. ADJ'L.		167. DIST		168. PROJ	
169. STOCK NUMBER		170. FISC		171. ITEM		172. ADJ'L.		173. DIST		174. PROJ	
175. STOCK NUMBER		176. FISC		177. ITEM		178. ADJ'L.		179. DIST		180. PROJ	
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187. STOCK NUMBER		188. FISC		189. ITEM		190. ADJ'L.		191. DIST		192. PROJ	
193. STOCK NUMBER		194. FISC		195. ITEM		196. ADJ'L.		197. DIST		198. PROJ	
199. STOCK NUMBER		200. FISC		201. ITEM		202. ADJ'L.		203. DIST		204. PROJ	
205. STOCK NUMBER		206. FISC		207. ITEM		208. ADJ'L.		209. DIST		210. PROJ	
211. STOCK NUMBER		212. FISC		213. ITEM		214. ADJ'L.		215. DIST		216. PROJ	
217. STOCK NUMBER		218. FISC		219. ITEM		220. ADJ'L.		221. DIST		222. PROJ	
223. STOCK NUMBER		224. FISC		225. ITEM		226. ADJ'L.		227. DIST		228. PROJ	
229. STOCK NUMBER		230. FISC		231. ITEM		232. ADJ'L.		233. DIST		234. PROJ	
235. STOCK NUMBER		236. FISC		237. ITEM		238. ADJ'L.		239. DIST		240. PROJ	
241. STOCK NUMBER		242. FISC		243. ITEM		244. ADJ'L.		245. DIST		246. PROJ	
247. STOCK NUMBER		248. FISC		249. ITEM		250. ADJ'L.		251. DIST		252. PROJ	
253. STOCK NUMBER		254. FISC		255. ITEM		256. ADJ'L.		257. DIST		258. PROJ	
259. STOCK NUMBER		260. FISC		261. ITEM		262. ADJ'L.		263. DIST		264. PROJ	
265. STOCK NUMBER		266. FISC		267. ITEM		268. ADJ'L.		269. DIST		270. PROJ	
271. STOCK NUMBER		272. FISC		273. ITEM		274. ADJ'L.		275. DIST		276. PROJ	
277. STOCK NUMBER		278. FISC		279. ITEM		280. ADJ'L.		281. DIST		282. PROJ	
283. STOCK NUMBER		284. FISC		285. ITEM		286. ADJ'L.		287. DIST		288. PROJ	
289. STOCK NUMBER		290. FISC		291. ITEM		292. ADJ'L.		293. DIST		294. PROJ	
295. STOCK NUMBER		296. FISC		297. ITEM		298. ADJ'L.		299. DIST		300. PROJ	
301. STOCK NUMBER		302. FISC		303. ITEM		304. ADJ'L.		305. DIST		306. PROJ	
307. STOCK NUMBER		308. FISC		309. ITEM		310. ADJ'L.		311. DIST		312. PROJ	
313. STOCK NUMBER		314. FISC		315. ITEM		316. ADJ'L.		317. DIST		318. PROJ	
319. STOCK NUMBER		320. FISC		321. ITEM		322. ADJ'L.		323. DIST		324. PROJ	
325. STOCK NUMBER		326. FISC		327. ITEM		328. ADJ'L.		329. DIST		330. PROJ	
331. STOCK NUMBER		332. FISC		333. ITEM		334. ADJ'L.		335. DIST		336. PROJ	
337. STOCK NUMBER		338. FISC		339. ITEM		340. ADJ'L.		341. DIST		342. PROJ	
343. STOCK NUMBER		344. FISC		345. ITEM		346. ADJ'L.		347. DIST		348. PROJ	
349. STOCK NUMBER		350. FISC		351. ITEM		352. ADJ'L.		353. DIST		354. PROJ	
355. STOCK NUMBER		356. FISC		357. ITEM		358. ADJ'L.		359. DIST		360. PROJ	
361. STOCK NUMBER		362. FISC		363. ITEM		364. ADJ'L.		365. DIST		366. PROJ	
367. STOCK NUMBER		368. FISC		369. ITEM		370. ADJ'L.		371. DIST		372. PROJ	
373. STOCK NUMBER		374. FISC		375. ITEM		376. ADJ'L.		377. DIST		378. PROJ	
379. STOCK NUMBER		380. FISC		381. ITEM		382. ADJ'L.		383. DIST		384. PROJ	
385. STOCK NUMBER		386. FISC		387. ITEM		388. ADJ'L.		389. DIST		390. PROJ	
391. STOCK NUMBER		392. FISC		393. ITEM		394. ADJ'L.		395. DIST		396. PROJ	
397. STOCK NUMBER		398. FISC		399. ITEM		400. ADJ'L.		401. DIST		402. PROJ	
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409. STOCK NUMBER		410. FISC		411. ITEM		412. ADJ'L.		413. DIST		414. PROJ	
415. STOCK NUMBER		416. FISC		417. ITEM		418. ADJ'L.		419. DIST		420. PROJ	
421. STOCK NUMBER		422. FISC		423. ITEM		424. ADJ'L.		425. DIST		426. PROJ	
427. STOCK NUMBER		428. FISC		429. ITEM		430. ADJ'L.		431. DIST		432. PROJ	
433. STOCK NUMBER		434. FISC		435. ITEM		436. ADJ'L.		437. DIST		438. PROJ	
439. STOCK NUMBER		440. FISC		441. ITEM		442. ADJ'L.		443. DIST		444. PROJ	
445. STOCK NUMBER		446. FISC		447. ITEM		448. ADJ'L.		449. DIST		450. PROJ	
451. STOCK NUMBER		452. FISC		453. ITEM		454. ADJ'L.		455. DIST		456. PROJ	
457. STOCK NUMBER		458. FISC		459. ITEM		460. ADJ'L.		461. DIST		462. PROJ	
463. STOCK NUMBER		464. FISC		465. ITEM		466. ADJ'L.		467. DIST		468. PROJ	
469. STOCK NUMBER		470. FISC		471. ITEM		472. ADJ'L.		473. DIST		474. PROJ	
475. STOCK NUMBER		476. FISC		477. ITEM		478. ADJ'L.		479. DIST		480. PROJ	
481. STOCK NUMBER		482. FISC		483. ITEM		484. ADJ'L.		485. DIST		486. PROJ	
487. STOCK NUMBER		488. FISC		489. ITEM		490. ADJ'L.		491. DIST		492. PROJ	
493. STOCK NUMBER		494. FISC		495. ITEM		496. ADJ'L.		497. DIST		498. PROJ	
499. STOCK NUMBER		500. FISC		501. ITEM		502. ADJ'L.		503. DIST		504. PROJ	
505. STOCK NUMBER		506. FISC		507. ITEM		508. ADJ'L.		509. DIST		510. PROJ	
511. STOCK NUMBER		512. FISC		513. ITEM		514. ADJ'L.		515. DIST		516. PROJ	
517. STOCK NUMBER		518. FISC		519. ITEM		520. ADJ'L.		521. DIST		522. PROJ	
523. STOCK NUMBER		524. FISC		525. ITEM		526. ADJ'L.		527. DIST		528. PROJ	
529. STOCK NUMBER		530. FISC		531. ITEM		532. ADJ'L.		533. DIST		534. PROJ	
535. STOCK NUMBER		536. FISC		537. ITEM		538. ADJ'L.		539. DIST		540. PROJ	
541. STOCK NUMBER		542. FISC		543. ITEM		544. ADJ'L.		545. DIST		546. PROJ	
547. STOCK NUMBER		548. FISC		549. ITEM		550. ADJ'L.		551. DIST		552. PROJ	
553. STOCK NUMBER		554. FISC		555. ITEM		556. ADJ'L.		557. DIST		558. PROJ	
559. STOCK NUMBER		560. FISC		561. ITEM		562. ADJ'L.		563. DIST		564. PROJ	
565. STOCK NUMBER		566. FISC		567. ITEM		568. ADJ'L.		569. DIST		570. PROJ	
571. STOCK NUMBER		572. FISC		573. ITEM		574. ADJ'L.		575. DIST		576. PROJ	
577. STOCK NUMBER		578. FISC		579. ITEM		580. ADJ'L.		581. DIST		582. PROJ	
583. STOCK NUMBER		584. FISC		585. ITEM		586. ADJ'L.		587. DIST		588. PROJ	
589. STOCK NUMBER		590. FISC		591. ITEM		592. ADJ'L.		593. DIST		594. PROJ	
595. STOCK NUMBER		596. FISC		597. ITEM		598. ADJ'L.		599. DIST		600. PROJ	
601. STOCK NUMBER		602. FISC		603. ITEM		604. ADJ'L.		605. DIST		606. PROJ	
607. STOCK NUMBER		608. FISC		609. ITEM		610. ADJ'L.		611. DIST		612. PROJ	
613. STOCK NUMBER		614. FISC		615. ITEM		616. ADJ'L.		617. DIST		618. PROJ	
619. STOCK NUMBER		620. FISC		621. ITEM		622. ADJ'L.		623. DIST		624. PROJ	
625. STOCK NUMBER		626. FISC		627. ITEM		628. ADJ'L.		629. DIST		630. PROJ	
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637. STOCK NUMBER		638. FISC		639. ITEM		640. ADJ'L.		641. DIST		642. PROJ	
643. STOCK NUMBER		644. FISC		645. ITEM		646. ADJ'L.		647. DIST		648. PROJ	
649. STOCK NUMBER		650. FISC		651. ITEM		652. ADJ'L.		653. DIST		654. PROJ	
655. STOCK NUMBER		656. FISC		657. ITEM		658. ADJ'L.		659. DIST		660. PROJ	
661. STOCK NUMBER		662. FISC		663. ITEM		664. ADJ'L.		665. DIST		666. PROJ	
667. STOCK NUMBER		668. FISC		669. ITEM		670. ADJ'L.		671. DIST		672. PROJ	
673. STOCK NUMBER		674. FISC		675. ITEM		676. ADJ'L.		677. DIST		678. PROJ	
679. STOCK NUMBER		680. FISC		681. ITEM		682. ADJ'L.		683. DIST		684. PROJ	
685. STOCK NUMBER		686. FISC		687. ITEM		688. ADJ'L.		689. DIST		690. PROJ	
691. STOCK NUMBER		692. FISC		693. ITEM		694. ADJ'L.		695. DIST		696. PROJ	
697. STOCK NUMBER		698. FISC		699. ITEM		700. ADJ'L.		701. DIST		702. PROJ	
703. STOCK NUMBER		704. FISC		705. ITEM		706. ADJ'L.		707. DIST		708. PROJ	
709. STOCK NUMBER		710. FISC		711. ITEM		712. ADJ'L.		713. DIST		714. PROJ	
715. STOCK NUMBER		716. FISC		717. ITEM		718. ADJ'L.		719. DIST		720. PROJ	
721. STOCK NUMBER		722. FISC		723. ITEM		724. ADJ'L.		725. DIST		726. PROJ	
727. STOCK NUMBER		728. FISC		729. ITEM		730. ADJ'L.		731. DIST		732. PROJ	
733. STOCK NUMBER		734. FISC		735. ITEM		736. ADJ'L.		737. DIST		738. PROJ	
739. STOCK NUMBER		740. FISC		741. ITEM		742. ADJ'L.		743. DIST		744. PROJ	
745. STOCK NUMBER		746. FISC		747. ITEM		748. ADJ'L.		749. DIST		750. PROJ	
751. STOCK NUMBER		752. FISC		753. ITEM		754. ADJ'L.		755. DIST		756. PROJ	
757. STOCK NUMBER		758. FISC		759. ITEM		760. ADJ'L.		761. DIST		762. PROJ	
763. STOCK NUMBER		764. FISC		765. ITEM		766. ADJ'L.		767. DIST		768. PROJ	
769. STOCK NUMBER		770. FISC		771. ITEM		772. ADJ'L.		773. DIST		774. PROJ	
775. STOCK NUMBER		776. FISC		777. ITEM		778. ADJ'L.					



Appendix B1. DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha-numeric

EXPLANATION: Identifies (1) actions as forming a part of the inventory accounting system (2) the effect that a transaction has upon inventory control records (as well as the type of document) and (3) the specific relation of various inventory transactions to appropriation fund and stock fund financial statements.

CARD COLUMNS: 1 through 3

a. "D" Series - Code assignments are shown in subsequent pages. All "D" series codes not shown in the following pages are reserved for future assignment by DoD and will not be used by military services or DSA until assigned by DoD.

b. "B" and "C" Series - For those actions and/or formats not presently covered by MILSTRAP, military services and DSA may continue to use "B" and "C" series document identifiers as follows:

- (1) "B" series - military services only
- (2) "C" series - DSA only

"D" SERIES DOCUMENT IDENTIFIERS

<u>CODE</u>	<u>CARD TITLE / TRANSACTION</u>	<u>DEFINITION / EXPLANATION</u>
<u>MATERIEL RECEIPT TRANSACTION</u> <u>(PROCUREMENT INSTRUMENT SOURCE)</u>		
D4S	From - Purchase - Commercial Concerns	Self-explanatory
D4T	(Not to be assigned)	
D4U	From - Purchase - Another DoD Agency	Self-explanatory
D4V	From - Purchase - Non-DoD Federal Agency	Self-explanatory
D4W	From - Purchase - Foreign Government	Self-explanatory
D4Z	From - Other	Into depot inventory when a specific transaction code is not otherwise provided. (Assignor of this code will maintain intelligence pertaining to its use and, as required, will furnish this data.)
<u>MATERIEL RECEIPT TRANSACTION</u> <u>(OTHER THAN PROCUREMENT INSTRUMENT SOURCE)</u>		
D6A	From-Own Service/Agency	Returns from users into depot inventory. Excludes receipts of end items from repair activity.
D6B	From-Another DoD Agency	Returns from users into depot inventory. Excludes receipts of end items from repair activity.
D6C	From-A Non-DoD Federal Agency	Returns from users into depot inventory. Excludes receipts of end items from repair activity.
D6D	From-MAP - Grant Aid	Returns from users into depot inventory.
D6E	From-MAP - Military Assistance Sales	Returns from users into depot inventory.
D6F	From-Foreign Governments (Other than MAP)	Returns from users into depot inventory.
D6G	From-Commercial Concerns - Sales returns only	Returns to depot inventory of materiel previously sold. Excludes return of repaired end items and GFM.
D6H	From-Contractors - GFM only	Returns of GFM to depot inventory. Includes return of items from test. Excludes return of repaired end items.

D6J	From-Property Disposal Officers	Return to depot inventory.
D6K	From-Other Storage Locations	Relocation between installations under control of the same item manager without change in item management responsibility. Excludes receipts of repaired end items.
D6L	From-Assy/Disassy/Alter/Conv/Mod.	Into depot inventory after change (other than repair) of physical characteristics of items.
D6M	From-Repair Activity (End Items only)	Into depot inventory from repair activity following repair of original item.
D6N	From-Loan	Into depot inventory from authorized recipient.
D6P	(Not to be Assigned)	
D6Q	From-Removal of Installed Service-Designated items	Into inventory, specified by military service/DSA, from installation on a principal item/weapon system.
D6R	From-Exchanges of Service-Designated Items	Into inventory, specified by military service/DSA, when a like item is issued on an exchange basis.
D6S	(Not to be Assigned)	
D6T	From-Purchase-Military Manufacture	Self-explanatory.
D6U	From-Purchase-Another DoD Agency	Self-explanatory.
D6V	From-Purchase-Non-DoD Federal Agency	Self-explanatory.
D6W	(Not to be Assigned)	
D6Z	From-Other	Into depot inventory when a specific transaction code is not otherwise provided. (Assignor of this code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data).

**ISSUE TRANSACTION**

D7A	To-Own Service/Agency	From depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7B	To-Another DoD Agency	From depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.

D7C	To-A Non-DoD Federal Agency	From depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7D	To-MAP - Grant Aid	From depot inventory or by direct delivery from vendor.
D7E	To-MAP Military Assistance Sales	From depot inventory or by direct delivery from vendor.
D7F	To-Foreign Governments (other than MAP)	From depot inventory or by direct delivery from vendor.
D7G	To-Commercial Concerns - Sales only	From depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired and issues of GFM.
D7H	To-Contractors - GFM only	From depot inventory or by direct delivery from vendor. Includes issues for inclusion in another item and issues for testing and expected return. Excludes issues of end item to be repaired.
D7J	To-Property Disposal Officers	From depot inventory.
D7K	To-Other Storage Locations	Relocation between installations under control of the same item manager without change in item management responsibility. Excludes issues of end items to be repaired.
D7L	To-Assy/Disassy/Alter/Conv/Mod.	From depot inventory for purpose (other than repair) of changing the identity or the physical characteristics of items.
D7M	To-Repair Activity (End Items only)	From depot inventory to repair activity for repair and return of original item.
D7N	To-Loan	From depot inventory to authorized recipients.
D7P	To-Returned Purchases	From depot inventory to suppliers for credit or reimbursements.
D7Q	To-Installation of Service - Designated Items	From inventory, specified by military service/DSA, to installation on a principal item/weapon system.
D7R	To-Exchanges of Service - Designated Items	From inventory, specified by military service/DSA, when a like item is returned on an exchange basis.
D7Z	To Other	From depot inventory when a specific transaction code is not otherwise provided. (Assignor of this code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data.)

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INVENTORY ADJUSTMENT TRANSACTION - SINGLE ADJUSTMENT

D8A	Increase-Physical Inventory Adjustment	Gain disclosed as a result of physical count of stock.
D8B	Increase-Accounting Errors Adjustment	Gain resulting from clerical or mechanical accounting errors which are not subject to correction by reversal of original transaction.
D8C	Increase-Condition Transfer	Self-explanatory.
D8D	Increase-Purpose Transfer	Self-explanatory.
D8E	Increase-Logistic Transfer	Gain of item management responsibility.
D8F	Increase-Capitalization	Gain to a Stock Fund or Stock Fund Division at time of activation or subsequent extension/expansion.

D8G (Not to be Assigned)

D8H (Not to be Assigned)

D8Z Increase-Other Adjustments

Gains for which a specific transaction code is not otherwise provided. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data.)

INVENTORY ADJUSTMENT TRANSACTION - SINGLE ADJUSTMENT

D9A	Decrease-Physical Inventory Adjustment	Loss disclosed as a result of physical count of stock.
D9B	Decrease-Accounting Errors Adjustment	Loss resulting from clerical or mechanical accounting errors which are not subject to correction by reversal of original transaction.
D9C	Decrease-Condition Transfer	Self-explanatory.
D9D	Decrease-Purpose Transfer	Self-explanatory.
D9E	Decrease-Logistic Transfer	Loss of item management responsibility.
D9F	Decrease-Decapitalization	Loss from a Stock Fund or Stock Fund Division at time of deactivation or contraction.
D9G	Decrease-Shrinkage, Theft, Contamination	Loss from shrinkage, theft, contamination, and deterioration.
D9H	Decrease-Major Disaster	Loss from major fire loss, enemy action, Act of God, etc.

D9Z Decrease-Other Adjustments

Losses for which a specific transaction is not otherwise provided. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data).

INVENTORY ADJUSTMENT TRANSACTION - DUAL ADJUSTMENT

DAC Increase/Decrease - Condition Transfer Self-explanatory.  
DAD Increase/Decrease - Purpose Transfer Self-explanatory.

FINANCIAL ADJUSTMENT TRANSACTION (INCREASES)

DBA Gain-Purchase Variance Excess of Standard Price (less surcharges) over the cost price of purchased materiel.  
DBB Gain-Accounting Errors Adjustment Gain resulting from reconciliation of Financial ledgers to Stock record balances.  
DBC Gain-Assy/Disassy/Alter/Conv/Mod. Gains realized by difference between standard price of assemblies and the component parts making up assemblies as a result of an assembly or disassembly process.

DBD Gain-Standard Price Changes Self-explanatory.  
DBE Gain-Repair Expense Value of Stock Fund materiel used to repair Stock Fund materiel.

DBF Gain-Discout on Reparable Materiel Difference between standard price of materiel returns with credit and credit allowed.

DBG (Not to be assigned)

DBZ Gain-Other Gains for which a specific Transaction code is not otherwise provided. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required will furnish this data).

FINANCIAL ADJUSTMENT TRANSACTION (DECREASES)

DCA Loss-Purchase Variance Excess of cost price of purchased materiel over the standard price (less surcharges).  
DCB Loss-Accounting Errors Adjustment Loss resulting from reconciliation of Financial ledgers to Stock record balances.

DCC	Loss-Assy/Disassy/Alter/Conv/Mod.	Losses realized by difference between standard prices of assemblies and component parts making-up assemblies as a result of an assembly or disassembly process.
DCD	Loss-Standard Price Changes	Self-explanatory.
DCE	Loss-Repair Expense (Balancing)	Balancing entry to transaction value recorded in Code DBE.
DCF	(Not to be assigned).	
DCG	Loss-Price Reductions on Sales	Reductions in Standard Price of materiel sold.
DCZ	Loss-Other	Losses for which a specific transaction is not otherwise provided. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data).
DD	<u>DUE IN TRANSACTION (PROCUREMENT INSTRUMENT SOURCE)</u>	(The third digit codes in this series correspond to the third digit codes provided in the D4 series).
DEE and DEF	<u>LOGISTIC TRANSFER/DECAPITALIZATION</u>	
DF	<u>DUE IN TRANSACTION (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)</u>	(The third digit codes in this series correspond to the third digit codes provided in the D6 series).
DG	<u>BACKORDER TRANSACTION</u>	(The third digit codes in this series correspond to the third digit codes provided in the D7 series).
DHA	<u>DEMAND TRANSACTION</u>	
DJA	<u>PHYSICAL INVENTORY REQUEST</u>	
DKA	<u>PHYSICAL INVENTORY COUNT</u>	
DU	<u>PRE-POSITIONED MATERIEL RECEIPT (PROCUREMENT INSTRUMENT SOURCE)</u>	(The third digit codes in this series correspond to the third digit codes provided in the D4 series).
DW	<u>PRE-POSITIONED MATERIEL RECEIPT (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)</u>	(The third digit codes in this series correspond to the third digit codes provided in the D6 series).
DZA	<u>ASSET STATUS</u>	

Appendix B2. RECEIPT STATUS CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha-numeric

EXPLANATION: Identifies (1) the relationship of a materiel receipt to existing due in records and (2) the stage of deliveries, i.e., partial or final.

CARD COLUMNS: 7 (Materiel Receipt Document)

<u>CODE</u>	<u>STATUS</u>	<u>DELIVERY STAGE</u>
6	Not due in	Final
7	Not due in	Partial
F	Due in	Final
P	Due in	Partial

Appendix B3. TYPE OF PHYSICAL INVENTORY CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha-numeric

EXPLANATION: Identifies the type of inventory being conducted or requested.

CARD COLUMNS: 7 (Physical Inventory Document)

<u>CODE</u>	<u>DEFINITION</u>
A	Cyclic Inventory (wall to wall)
B	Cyclic Inventory (sample)
C	Special Inventory (all conditions)
D	Special Inventory (specified condition)
E through Z	(Reserved for future assignment by DoD)
Ø through 9	(Reserved for future assignment by DoD)

Appendix B4. OWNERSHIP CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Provide a means of segmenting inventory balances, accounted for in inventory control records of a military service/DSA, but which are owned by others. Further segmentation of these stocks by Purpose Code is neither prescribed nor intended.

GARD COLUMNS: 70

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
1	ARMY	Stocks held on inventory control records of a non-Army item manager but owned by Army.
2	DEFENSE SUPPLY AGENCY	Stocks held on inventory control records of a non-DSA item manager but owned by DSA.
3	OTHERS	Stocks held on inventory control records of a military service/DSA item manager but owned by an agency outside of DoD.
4	MARINE CORPS	Stocks held on inventory control records of a non-Marine Corps item manager but owned by Marine Corps.
5	NAVY	Stocks held on inventory control records of a non-Navy item manager but owned by Navy.
6	AIR FORCE	Stocks held on inventory control records of a non-Air Force item manager but owned by Air Force.
7	OTHER DoD	Stocks held on inventory control records of a military service/DSA item manager but owned by a DoD agency other than a military service or DSA.
8	MAP	Stocks held on inventory control records of a military service/DSA item manager but owned by the military assistance program.
9	OTHER ITEM MANAGER	Stocks held on inventory control records of a military service/DSA item manager but owned by another item manager within that same military service or DSA.
Ø	(NOT ASSIGNED)	(Reserved for future assignment by DoD).

Appendix B5. PURPOSE CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Provide the owner of materiel with a means of identifying the purpose or reason for which an inventory balance is reserved.

CARD COLUMNS: 70

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	GENERAL ISSUE	Stocks held which are available for general issue and which are not earmarked or reserved for other specific purposes.
B	GENERAL MOBILIZATION RESERVE	Stocks held for <u>general</u> mobilization reserve materiel objectives (See Footnote).
C	SPECIFIC MOBILIZATION RESERVE	Stocks held to meet <u>specific</u> mobilization reserve materiel objectives(See Footnote).
D	FWRs MOBILIZATION RESERVE	Stocks held to meet <u>pre-positioned war reserve</u> materiel objectives. (See Footnote).
E	RESERVED FOR SPECIFIC PLANS OR PROJECTS	Stocks held to support requirements generated by a specific plan, project or operation other than general, specific, or FWRs mobilization objectives.
F	RESERVED FOR PRODUCTION AND MAINTENANCE	Stocks held to support military service/DSA-accomplished repair, alteration, modification, conversion or assembly programs.
G	RESERVED FOR PROVISIONING	Stocks held to support provisioning of end items.
H	RESERVED FOR GFM	Stocks held for issue as government furnished materiel to support contractually-accomplished repair or production programs.
J	RESERVED FOR MAP	Stocks allocated and earmarked for Military Assistance Program/NATO countries.
K	RESERVED FOR LOAN	Stocks held for issue on a loan basis.
L	SUSPENDED (ON LOAN)	Stocks issued on loan basis.
M	POTENTIAL DoD EXCESS	Stocks that have been determined to be in excess of authorized retention levels and are held pending completion of DoD utilization screening.
N through R	(NOT ASSIGNED)	(Reserved for future assignment by DoD).
S through Z	(NOT ASSIGNED)	Codes reserved for military services/DSA segmentation of above assigned codes.

NOTE: This purpose code may be reflected as a control level under Purpose Code A (General Issue). Only those items selected for stockage in accordance with military service/DSA guidance and which are to be protected will be reflected under this code (or level).

Appendix B6. CONDITION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel.

CARD COLUMNS: 71

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)	New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction.
B	SERVICEABLE (ISSUABLE WITH QUALIFICATION)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service-life expectancy.
C	SERVICEABLE (PRIORITY ISSUE)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B materiel to avoid loss as a usable asset.
D	SERVICEABLE (TEST/MODIFICATION)	Serviceable materiel which requires test, alteration, modification, conversion or disassembly. (This does not include items which must be inspected or tested immediately prior to issue).
E	UNSERVICEABLE (LIMITED RESTORATION)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
F	UNSERVICEABLE (REPARABLE)	Economically repairable materiel which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
G	UNSERVICEABLE (INCOMPLETE)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	UNSERVICEABLE (CONDEMNED)	Materiel which has been determined to be unserviceable and is uneconomical to repair (includes condemned items which are radioactively contaminated).
J	SUSPENDED (IN STOCK)	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known.

<u>COCE</u>	<u>TITLE</u>	<u>DEFINITION</u>
K	SUSPENDED (RETURNS)	Material returned from customers or users and awaiting condition classification.
L	SUSPENDED (LITIGATION)	Stocks held pending litigation or negotiation with contractors or common carriers.
M	SUSPENDED (IN WORK)	Material identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N through Z	(NOT ASSIGNED)	(Reserved for future assignment by DoD).

Appendix B7. MANAGEMENT CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha-numeric

EXPLANATION: Provide supplemental data not indicated through the transaction coding structure. When a situation exists which is not covered by a code, the military service/DSA managing the distribution system may assign management codes A through L (except I) and prescribe their entry in appropriate transaction cards.

CARD COLUMNS: 72

a. RECEIPT TRANSACTIONS

<u>CODE</u>	<u>DEFINITION</u>
A through L	(Not assigned. Reserved for assignment by military service/DSA managing the item).
M	Materiel condemned upon receipt. Quantity indicated shipped direct to property disposal activity.
N	Return of undelivered (frustrated) cargo (with accompanying shipper documentation).
O	(Not to be assigned).
P	Materiel received without documentation. Support documentation and document number created by storage activity.
Q	Multiple Use: 1. Return of materiel improperly identified at time of shipment from depot. 2. Return of Government owned containers.
R through Y	(Reserved for future assignment by DoD).
Z	Exception data entered in remarks or follows by separate correspondence.
Ø through 9	(Reserved for future assignment by DoD).

b. ISSUE TRANSACTIONS

<u>CODE</u>	<u>DEFINITION</u>
A through L	(Not assigned. Reserved for assignment by military service/DSA managing the item).
M	Backorder Release.
N	Non-recurring Demand.
O	No Demand.
P and Q	(Not assigned. Reserved for future assignment by DoD).
R	Recurring Demand.

<u>CODE</u>	<u>DEFINITION</u>
S	Resale Demand.
T	Warehouse Refusal.
U through Y	(Reserved for future assignment by DoD).
Z	Exception data entered in remarks or follows by separate correspondence.
Ø through 9	(Reserved for future assignment by DoD).

c. ADJUSTMENT TRANSACTIONS

<u>CODE</u>	<u>DEFINITION</u>
A through L	(Not assigned. Reserved for future assignment by military service/DSA managing the item).
M	Materiel condemned. Quantity indicated shipped direct to property disposal activity.
N	Reidentification of stock number(s).
O	(Not to be assigned).
P through Y	(Reserved for future assignment by DoD).
Z	Exception data entered in remarks or follows by separate correspondence.
Ø through 9	(Reserved for future assignment by DoD).

d. PHYSICAL INVENTORY REQUEST/COUNTS

<u>CODE</u>	<u>DEFINITION</u>
A through L	(Not assigned. Reserved for assignment by military service/DSA managing the item).
M	Recount requested/Recount effected.
N	(Reserved for future assignment by DoD).
O	(Not to be assigned).
P through Y	(Reserved for future assignment by DoD).
Z	Exception data entered in remarks or follows by separate correspondence.
Ø through 9	(Reserved for future assignment by DoD).



Appendix C1. ISSUE TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the D7 series.
Routing Identifier (To)	4-6	Enter the code identifying the ICP/SCA to which the card is being forwarded.
Media & Status	7	Enter Media & Status Code from original MILSTRIP document.
Stock Number	8-22	Enter stock number of the item issued.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity issued preceding significant digits with zeros.
Document Number	30-43	Enter document number from original MILSTRIP document.
Suffix	44	Enter assigned MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate codes from original MILSTRIP document.
Signal	51	" " " " "
Fund	52-53	" " " " "
Distribution	54-56	" " " " "
Project	57-59	" " " " "
Priority	60-61	" " " " "
Delivery Date	62-64	" " " " "
Advice	65-66	" " " " "
Routing Identifier	67-69	Enter code identifying storage activity from which the item is to be shipped.
Ownership/Purpose	70	Enter ownership/purpose code from which item is to be shipped.
Condition	71	Enter condition code from which item is to be shipped.
Management	72	Enter appropriate issue management code.
Day Processed	73-75	Enter numerical day on which card is processed.
Multi-Use	76-80	Enter data prescribed by the military service/DSA managing the item; otherwise, leave blank.

NOTE: When reversal of the original transaction is required, enter an X punch in column 25.

## Appendix C2. BACKORDER TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the DG series.
Routing Identifier (To)	4-6	Enter the code identifying the ICP/SCA to which the card is being forwarded.
Media & Status	7	Enter media & status code from original MILSTRIP document.
Stock Number	8-22	Enter stock number of the item back-ordered.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity backordered, preceding significant digits with zeros.
Document Number	30-43	Enter document number from original MILSTRIP document.
Suffix	44	Enter assigned MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate codes from original MILSTRIP document.
Signal	51	" " " " "
Fund	52-53	" " " " "
Distribution	54-56	" " " " "
Project	57-59	" " " " "
Priority	60-61	" " " " "
Delivery Date	62-64	" " " " "
Advice	65-66	" " " " "
Routing Identifier	67-69	Enter code identifying storage activity against which the backorder is recorded.
Ownership/Purpose	70	Enter ownership/purpose code of the item backordered.
Condition	71	Enter condition code of the item backordered.
Management	72	Enter appropriate management code; otherwise, leave blank.
Day Processed	73-75	Enter numerical day on which the card is processed.
Multi-Use	76-80	Enter data prescribed by the military service/DSA managing the item; otherwise, leave blank.

NOTE: When reversal or cancellation of the original transaction is required, enter an X punch in column 25.

## Appendix C3. DEMAND TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter transaction code DHA.
Routing Identifier (To)	4-6	Enter the code identifying the ICP/SCA to which the card is being forwarded.
Media & Status	7	Enter media & status code from original MILSTRIP document.
Stock Number	8-22	Enter stock number from original MILSTRIP document.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter the quantity of the demand, preceding significant digits with zeros.
Document Number	30-43	Enter document number from original MILSTRIP document.
Suffix	44	Enter assigned MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate codes from original MILSTRIP document.
Signal	51	" " " "
Fund	52-53	" " " "
Distribution	54-56	" " " "
Project	57-59	" " " "
Priority	60-61	" " " "
Delivery Date	62-64	" " " "
Advice	65-66	" " " "
Routing Identifier	67-69	Enter code identifying storage activity from which the item should have been shipped.
Ownership/Purpose	70	Leave Blank.
Condition	71	Leave Blank.
Management	72	Enter appropriate management code; otherwise, leave blank.
Day Processed	73-75	Enter numerical day on which the card is processed.
Multi-Use	76-80	Enter data prescribed by the military service/DSA managing the item; otherwise, leave blank.

NOTE: When reversal or cancellation of the original demand transaction is required, enter an X punch in column 25.

Appendix C4. DUE IN TRANSACTION CARD ENTRIES (PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the DD series.
Routing Identifier (To)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Status	7	Leave blank.
Stock Number	8-22	Enter stock number of the item due-in.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity due in, preceding significant digits with zeros.
Procurement Instrument Number	30-43	Enter applicable Procurement Instrument Number.
Suffix	44	When all data elements (other than quantity) are identical and the quantity due in exceeds 99,999, enter consecutive suffix code beginning with letter "A" in the initial card; otherwise, leave blank.
Item Number	45-50	Enter procurement instrument line item number.
Multi-Use	51-53	Enter data prescribed by military service/DSA managing the item; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by military service/DSA managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying storage activity to which item is due in.
Ownership/Purpose	70	Enter ownership/purpose code of item due in.
Condition	71	Enter condition code of item due in.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter last digit of calendar year and two digit month signifying estimated delivery date, e.g., "406" means 1964 month of June.

Multi-Use

76-80

Enter data prescribed by military  
service/DSA managing the item;  
otherwise, leave blank.

NOTE: When reversal or cancellation of the original due in transaction is required,  
enter an X punch in column 25.

Appendix C5. DUE IN TRANSACTION CARD ENTRIES (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)  
CARD

<u>FIELD LEGEND</u>	<u>COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the DF series.
Routing Identifier (To)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Status	7	Leave blank.
Stock Number	8-22	Enter stock number of the item due in.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity due in, preceding significant digits with zeros.
Document Number	30-43	Enter the controlling MILSTRIP -- type document number.
Suffix	44	Enter the controlling MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by the military service/DSA managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying storage activity to which the item is due in.
Ownership/Purpose	70	Enter ownership/purpose code of item due in.
Condition	71	Enter condition code of item due in.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter last digit of calendar year and two digit month signifying estimated delivery date, e.g. , "406" means 1964 month of June.

Multi-Use

76-80

Enter data prescribed by military  
service/DSA managing the item; other-  
wise, leave blank.

NOTE: When reversal or cancellation of the original due in transaction is required,  
enter an X punch in column 25.

Appendix C6. PRE-POSITIONED MATERIEL RECEIPT CARD ENTRIES (PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the DU series.
Routing Identifier (To)	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
Stock Number	8-22	Enter stock number of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Procurement Instrument Number	30-43	Enter applicable Procurement Instrument Number.
Suffix	44	When all data elements (other than quantity) are identical and the quantity due in exceeds 99,999, enter consecutive suffix code beginning with letter "A" in the initial card; otherwise, leave blank.
Item Number	45-50	Enter procurement instrument line item number preceding significant digits with zeros.
Multi-Use	51-53	Enter data prescribed by military service/DSA managing the item; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by military service/DSA managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying storage activity which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.

Date	73-75	If prescribed by the military service/ DSA managing the item, enter last digit of calendar year and two-digit month signifying estimated delivery date., e.g., "406" means 1964 month of June.
Multi-Use	76-80	Enter data prescribed by military service/DSA managing the item; other- wise, leave blank.

NOTE: When cancellation of prepositioned materiel receipt card is required, an identical card with an X punch in column 25 will be forwarded to the recipient of the original card.

## Appendix C7.

PRE-POSITIONED MATERIEL RECEIPT CARD ENTRIES (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)  
CARD

<u>FIELD LEGEND</u>	<u>COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the DW series.
Routing Identifier (To)	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
Stock Number	8-22	Enter stock number of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Document Number	30-43	Enter the controlling MILSTRIP - type document number.
Suffix	44	Enter the controlling MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by the military service/DSA managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying storage activity which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	If prescribed by the military service/DSA managing the item, enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., "46" means 1964 month of June.
	C-10	

Multi-Use

76-80

Enter data prescribed by military  
service/DSA managing the item; otherwise,  
leave blank.

**NOTE:** When cancellation of a prepositioned materiel receipt card is desired, an  
identical card with an X punch in column 25 will be forwarded to the recipient  
of the original card.

Appendix C8. MATERIEL RECEIPT CARD ENTRIES (PROCUREMENT INSTRUMENT SOURCE)  
CARD

<u>FIELD LEGEND</u>	<u>COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter the appropriate transaction code from the D4 series.
Routing Identifier (To)	4-6	Enter (or perpetuate) the code of the SGA/ICP to which the card is being forwarded.
Status	7	<u>Storage Activity:</u> Enter receipt status code 7 (partial) or receipt status code 6 (final), as appropriate.  <u>Stock Control Activity:</u> Perpetuate receipt status code 6 or 7 to indicate materiel not due in; or enter receipt status code P (partial) or F (final) to indicate delivery status of materiel as due in.
Stock Number	8-22	Enter (or perpetuate) stock number of the item received.
Unit of Issue	23-24	Enter (or perpetuate) unit of issue of the item received.
Quantity	25-29	Enter quantity received, preceding significant digits with zeros.
Procurement Instrument Number	30-43	Enter (or perpetuate) procurement instrument number.
Suffix	44	Enter consecutive alpha code "A thru Z" as necessary, if separate cards are required because quantity exceeds 99,999 or because different conditions of materiel are received; otherwise, leave blank.
Item Number	45-50	Enter (or perpetuate) procurement instrument line item number preceding significant digits with zeros.
Multi-Use	51-53	Enter (or perpetuate) data prescribed by the military service/DSA managing the item; otherwise, leave blank.
Distribution	54-56	Enter (or perpetuate) MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter (or perpetuate) MILSTRIP project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number or GFM number shown on shipping document, preceding significant digits with zeros.
Routing Identifier	67-69	Enter (or perpetuate) code identifying activity at which item is received.

Ownership/Purpose	70	<u>Storage Activity:</u> Enter (or perpetuate) code shown on shipping document or in prepositioned materiel receipt card; otherwise, leave blank.
		<u>Stock Control Activity:</u> Enter appropriate ownership/purpose code.
Condition	71	Enter (or perpetuate) condition code of item received.
Management	72	Enter management code; otherwise, leave blank.
Date	73-75	<u>Storage Activity:</u> Enter numerical day materiel received at unloading dock.
		<u>Stock Control Activity:</u> Enter numerical day receipt posted to the inventory control record or perpetuate numerical day materiel received at unloading dock, whichever is prescribed by the military service/DSA.
Multi-Use	76-80	Enter (or perpetuate) data prescribed by the military service/DSA managing the item; otherwise, leave blank.

NOTE: When reversal or cancellation of the original receipt transaction is required, enter an X punch in column 25.

## Appendix C9. MATERIEL RECEIPT CARD ENTRIES (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter the appropriate transaction code from the D6 series.
Routing Identifier (To)	4-6	Enter (or perpetuate) the code of the SCA/ICP to which the card is being forwarded.
Status	7	<u>Storage Activity:</u> Enter receipt status code 7 (partial) or receipt status code 6 (final), as appropriate.  <u>Stock Control Activity:</u> Perpetuate receipt status code 6 or 7 to indicate materiel not due in; or enter receipt status code P (partial) or F (final) to indicate delivery status of materiel as due in.
Stock Number	8-22	Enter (or perpetuate) stock number of the item received.
Unit of Issue	23-24	Enter (or perpetuate) unit of issue of the item received.
Quantity	25-29	Enter quantity received, preceding significant digits with zeros.
Document Number	30-43	Enter (or perpetuate) controlling MILSTRIP - type document number.
Suffix	44	Enter consecutive alpha code A through Z, as necessary, if separate cards are required because the quantity exceeds 99,999 or because different conditions of materiel are received; otherwise, leave blank.
Supplementary Address	45-50	Enter (or perpetuate) MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter (or perpetuate) signal code; otherwise, leave blank.
Fund	52-53	Enter (or perpetuate) fund code; otherwise, leave blank.
Distribution	54-56	Enter (or perpetuate) MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter (or perpetuate) MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter data prescribed by the military service/DSA managing the item; otherwise, leave blank.

Routing Identifier	67-69	Enter (or perpetuate) code identifying activity at which item is received.
Ownership/Purpose	70	<u>Storage Activity:</u> Enter (or perpetuate) code shown on shipping document or in prepositioned materiel receipt card; otherwise, leave blank.  <u>Stock Control Activity:</u> Enter appropriate ownership/purpose code.
Condition	71	Enter (or perpetuate) condition code of the item received.
Management	72	Enter management code; otherwise, leave blank.
Date	73-75	<u>Storage Activity:</u> Enter numerical day materiel received at unloading dock.  <u>Stock Control Activity:</u> Enter numerical day receipt posted to the inventory control record or perpetuate numerical day materiel received at unloading dock, whichever is prescribed by the military service/DSA managing the item.
Multi-Use	76-80	Enter (or perpetuate) data prescribed by the military service/DSA managing the item; otherwise, leave blank.

NOTE: When reversal or cancellation of the original receipt transaction is required, enter an X punch in column 25.

Appendix C10. INVENTORY ADJUSTMENT TRANSACTION CARD ENTRIES (DUAL ADJUSTMENT)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter transaction code DAG or DAD as appropriate.
Routing Identifier (To)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
Stock Number	8-22	Enter stock number of the item being adjusted.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity being adjusted preceding significant digits with zeros.
Document Number	30-43	<p><u>For reclassification of previously-suspended receipts:</u></p> <p>Enter the document number under which the materiel originally was received.</p> <p><u>For other adjustments:</u></p> <p>(30-35) a. Enter activity address of the SCA/ICP.</p> <p>(36-39) b. Enter numerical date of assignment of the serial number.</p> <p>(40-43) c. Enter serial number assigned for control purposes.</p>
Suffix	44	<p><u>For reclassification of previously-suspended receipts:</u></p> <p>Enter suffix code under which the materiel was originally received.</p> <p><u>For other adjustments:</u></p> <p>Enter Code A through Z (except I and O) and Ø through 9 to distinguish between cards bearing the same document number.</p>
Losing ICP	45-47	Leave blank.
Multi-Use	48-50	" "
Signal	51	" "
Fund	52-53	" "
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.

Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	Leave blank.
Ownership/Purpose	65	<u>Storage Activity:</u> Enter "TO" purpose code if stocks are segregated and maintained by such codes; otherwise, leave blank.  <u>Stock Control Activity:</u> Enter "TO" purpose code of the inventory balance being adjusted.
Condition	66	Enter the "TO" condition code.
Routing Identifier	67-69	Enter code identifying the storage activity at which item is stored.
Ownership/Purpose	70	<u>Storage Activity:</u> Enter appropriate "FROM" purpose code if stocks are segregated and maintained by such codes; otherwise, leave blank.  <u>Stock Control Activity:</u> Enter "FROM" purpose code of the inventory balance being adjusted.
Condition	71	Enter the "FROM" condition code.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	<u>Storage Activity:</u> Leave blank.  <u>Stock Control Activity:</u> Enter the numerical day on which the adjustment is processed to the inventory control record.
Blank	76-80	Leave blank.

**NOTE:** When reversal or cancellation of the original transaction is required, enter an X punch in column 25.

Appendix C11. INVENTORY ADJUSTMENT TRANSACTION CARD ENTRIES (SINGLE ADJUSTMENT)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from D8 or D9 series.
Routing Identifier (To)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
Stock Number	8-22	Enter stock number of the item being adjusted.
Unit of Issue	23-24	Enter unit of issue of item.
Quantity	25-29	Enter quantity being adjusted preceding significant digits with zeros.
Document Number	30-43	<p><u>For reclassification of previously suspended returns:</u></p> <p>Enter the document number under which the materiel originally was received.</p> <p><u>For other adjustments:</u></p> <p>(30-35) a. Enter activity address of the SCA/ICP.</p> <p>(36-39) b. Enter numerical date of assignment of the serial number.</p> <p>(40-43) c. Enter serial number assigned for control purposes.</p>
Suffix	44	<p><u>For reclassification of previously-suspended receipts:</u></p> <p>Enter suffix code under which the materiel was originally received.</p> <p><u>For other adjustments:</u></p> <p>Enter Code A through Z (except I and O) and 0 through 9 to distinguish between cards bearing the same document number.</p>
Losing ICP	45-47	Leave blank.
Multi-Use	48-50	" "
Signal	51	" "
Fund	52-53	" "

Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	" "
Ownership/Purpose	65	" "
Condition	66	" "
Routing Identifier	67-69	Enter the code identifying storage activity at which item is stored.
Ownership/Purpose	70	<u>Storage Activity:</u> Enter appropriate ownership/purpose code if stocks are segregated and maintained by such codes; otherwise, leave blank.  <u>Stock Control Activity:</u> Enter ownership/purpose code of the inventory balance being adjusted.
Condition	71	Enter condition code of the inventory balance being affected.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	<u>Storage Activity:</u> Leave blank.  <u>Stock Control Activity:</u> Enter the numerical day on which the adjustment is processed to the inventory control record.
Blank	76-80	Leave blank.

**NOTE:** When reversal or cancellation of the original adjustment transaction is required, enter an X punch in column 25.

## Appendix C12. FINANCIAL ADJUSTMENT TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate transaction code from the DB or DC series.
Routing Identifier (To)	4-6	Enter the code identifying the ICP to which the card is being forwarded.
Blank	7	Leave blank.
Federal Supply Group	8-9	Enter the FSG applicable to the adjustment.
Federal Supply Class	10-11	Enter the last two digits of the FSC applicable to the adjustment; otherwise, leave blank.
FIIN	12-18	Leave blank.
Addtl	19-22	Leave blank.
Unit of Issue	23-24	Leave blank.
Quantity	25-29	Leave blank.
Document Number	30-43	Enter number assigned by initiator of the card or perpetuate number from source document as prescribed by the military service/DSA.
Suffix	44	Enter number assigned by initiator of the card or perpetuate number from source document as prescribed by the military service/DSA.
Losing ICP	45-47	Leave blank.
Multi-Use	48-50	Enter data prescribed by the military service/DSA managing the item; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	Enter numerical day on which the card is processed.
Ownership/Purpose	65	Leave blank.
Condition	66	Leave blank.

Routing Identifier	67-69	Enter code identifying activity from which the card is being forwarded.
Ownership/Purpose	70	Enter ownership/purpose code; otherwise, leave blank.
Condition	71	Enter condition code; otherwise, leave blank.
Management	72	Enter appropriate management code; otherwise, leave blank.
Total Amount	73-80	Enter the extended amount (dollars and cents) for the transaction being processed.

**NOTE:** When reversal or cancellation of the original financial adjustment transaction is required, enter an X punch in column 25.

Appendix C13. INVENTORY ADJUSTMENT TRANSACTION CARD ENTRIES (LOG TRANSFER/CAP/DECAP)

<u>FIELD LEGEND</u>	<u>CARD COLUMN</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter transaction code D8E, D8F, D9E, or D9F as appropriate.
Routing Identifier (To)	4-6	Enter the code identifying the ICP to which the card is being forwarded.
Blank	7	Leave blank.
Stock Number	8-22	Enter stock number of the item being adjusted.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity being adjusted preceding significant digits with zeros.
Document Number	30-43	<u>For D8E or D8F (Gain) transactions:</u> Perpetuate number from DEE or DEF card. <u>For D9E or D9F (Loss) transactions:</u> a. Enter activity address of the losing SCA/ICP. b. Enter numerical date of assignment of the serial number. c. Enter a consecutive serial number for each different inventory control record balance.
Suffix	44	<u>For D8E and D8F transactions:</u> Perpetuate code from DEE or DEF card. <u>For D9E or D9F transactions:</u> Enter consecutive code (beginning with the letter "A" in the initial card) when quantity for inventory control balance exceeds 99,999.
Losing ICP	45-47	Enter routing identifier code of the losing ICP.
Multi-Use	48-50	Leave blank.
Signal	51	" "
Fund	52-53	" "
Distribution	54-56	Enter MILSTRIP distribution code if inventory control records are maintained by codes reflected in the distribution field; otherwise, leave blank.

Project	57-59	Enter MILSTRIP project code if inventory control records are maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	Enter original numerical effective day on which logistic transfer or decapitalization was directed.
Ownership/Purpose	65	Leave blank.
Condition	66	Leave blank.
Routing Identifier	67-69	Enter code identifying storage activity at which the item is stored.
Ownership/Purpose	70	Enter <u>purpose</u> code of the inventory balance being affected.
Condition	71	Enter condition code of the inventory balance being affected.
Management	72	Enter appropriate management code; otherwise, leave blank.
Transaction Day	73-75	Enter the numerical day on which the adjustment is processed to the inventory control record.
Blank	76-80	Leave blank.

NOTE: When reversal or cancellation of the original adjustment transaction is required, enter an X punch in column 25.

## Appendix C14. LOGISTIC TRANSFER/DECAPITALIZATION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter document identifier DEE or DEF as appropriate.
Routing Identifier (To)	4-6	Enter code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
Stock Number	8-22	Enter stock number of item being transferred.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity being transferred, preceding significant digits with zeros.
Document Number	30-43	Enter codes as follows:
	(30-35)	a. Enter activity address of the losing SCA/ICP.
	(36-39)	b. Enter numerical date of assignment of the serial number.
	(40-43)	c. Enter consecutive serial number for each different inventory control record balance.
Suffix	44	Enter consecutive code (beginning with the letter "A" in the initial card) when quantity for inventory control record balance exceeds 99,999.
Losing ICP	45-47	Enter routing identifier code of losing ICP.
Multi-Use	48-50	Leave blank.
Signal	51	" "
Fund	52-53	" "
Distribution	54-56	Enter MILSTRIP distribution code if inventory control records are maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code if inventory control records are maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	Enter original numerical effective day on which the logistic transfer or decapitalization was directed.

Ownership/Purpose	65	Leave blank.
Condition	66	Leave blank.
Routing Identifier	67-69	Enter code identifying storage activity at which the item is stored.
Ownership/Purpose	70	Enter <u>purpose</u> code of the balance being transferred.
Condition	71	Enter condition code of the balance being transferred.
Management	72	Enter appropriate management code; otherwise, leave blank.
Blank	73	Leave blank.
Unit Price	74-80	Enter unit price in effect, for transfer between military services/DSA. (For transfers within a military service/DSA, this field may be left blank).

Appendix C15. PHYSICAL INVENTORY REQUEST CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter code DJA.
Routing Identifier (To)	4-6	Enter the code identifying the storage activity to which the card is being forwarded.
Type	7	Enter type of physical inventory code.
Stock Number	8-22	Enter stock number of the item to be counted.
Unit of Issue	23-24	Enter unit of issue of item to be counted.
Quantity	25-31	Leave blank.
Warehouse Location	32-46	Leave blank.
Count Card Control Number	47-53	Leave blank.
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60	Leave blank.
Count Number	61	Leave blank.
Cutoff Day	62-64	Enter the numerical day established for the cutoff day.
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter code identifying the activity from which the card is being forwarded.
Ownership/Purpose	70	Enter ownership/purpose code applicable to the segregated lot for which an inventory count is requested if stocks are segregated; otherwise, leave blank.
Condition	71	Enter applicable condition code of item to be counted; leave blank when used with type of physical inventory code "C".
Management	72	Enter appropriate management code; otherwise, leave blank.

Request/Count Day

73-75

Enter the numerical day on which the cards are prepared.

Blank

76-80

Leave blank.

## Appendix C16. PHYSICAL INVENTORY COUNT CARD ENTRIES

<u>FIELD LEGEND</u>	<u>COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter code DKA.
Routing Identifier (To)	4-6	Enter the code identifying the activity to which the card is being forwarded.
Type	7	Enter (or perpetuate) type of physical inventory code.
Stock Number	8-22	Enter stock number of item counted.
Unit of Issue	23-24	Enter unit of issue of stock number counted.
Quantity	25-31	Enter quantity counted preceding significant digits with zeros.
Warehouse Location	32-46	Enter warehouse location in which the materiel is stored, punching from left to right and leaving unused columns blank.
Count Card Control Number	47-53	Enter the serial number assigned to each card.
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60	Leave blank.
Count Number	61	Enter numeric digit to indicate the number of counts taken.
Cutoff Day	62-64	Enter (or perpetuate) the numerical day established for the cutoff day.
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter code identifying the storage activity from which the card is being forwarded.
Ownership/Purpose	70	Enter ownership/purpose code if stocks are segregated; otherwise, leave blank.
Condition	71	Enter condition code of the item counted.

Management	72	Enter (or perpetuate) the appropriate management code; otherwise, leave blank.
Request/Count Day	73-75	Enter the numerical day on which the item is counted.
Blank	76-80	Leave blank.

Appendix C17. ASSET STATUS CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
D Document Identifier	1-3	Enter document identifier DZA.
R Routing Identifier ((To)	4-6	Enter code identifying the ICP to which this card is being forwarded.
G Card Overflow	7	Enter code A through Z (except I and O) when any quantity exceeds the number of digits allotted.
S Stock Number	8-22	Enter the stock number of the item reported.
U Unit of Issue	23-24	Enter the unit of issue of the item.
O On Hand	25-30	Enter quantity of the item on hand preceding significant digits with zeros.
D Due In	31-36	Enter the quantity of the item due in preceding significant digits with zeros.
B Backorder	37-41	Enter quantity of the item on backorder preceding significant digits with zeros.
Blank	42-66	When used between military services/DISA, leave blank. When used within a military service/DISA, enter data prescribed by that military service/DISA.
Routing Identifier (FROM)	67-69	Enter code identifying the SCA/ICP preparing the card.
Ownership/Purpose	70	When used between military services/DISA, enter ownership code of the item. When used within a military service/DISA, enter purpose code of the item.
Condition	71	Enter condition code of the item.
Blank	72-80	When used between military services/DISA, leave blank. When used within a military service/DISA, enter data prescribed by that military service/DISA.