

c. Only those abbreviations authorized by AR 310-50 may be used. The terms noun, and noun nomenclature are used interchangeably.

**1-10. Requesting deviation authority**

Deviation from the procedures in this pamphlet will only be made with prior approval of HQDA. Use the guidance in AR 735-5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Send all requests for deviation through command channels to Commandant, U.S. Army Quartermaster School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1061.

**Chapter 2  
Requesting and Receiving Supplies**

**Section I  
Requesting Supplies**

**2-1. General**

This chapter gives procedures for requesting and receiving supplies. It includes procedures for keeping the document register and due in status file, and for requesting follow-up, cancellation, or modification of open requests.

**2-2. The Uniform Materiel Movement and Issue Priority System (UMMIPS)**

The UMMIPS provides the means for expressing the importance of a supply request. This is done by assigning a 2-digit numeric code, ranging from 01 through 15, to the supply request. This numeric code is referred to as a priority designator (PD). The PD is based on two factors. These factors are the unit's Force/Activity Designator (FAD) and the Urgency of Need Designator (UND) of the supply request.

a. *The Force/Activity Designator.* FADs are expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit usually include the assigned FAD. A unit has only one FAD.

b. *Determining the Urgency of Need Designator.* The UND is determined by the using unit personnel. The UND is used to express how urgently the unit needs the requested supplies. UNDs are identified by the letters A, B, and C. Select UNDs using the following guidelines:

(1) UND A is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the force or activity is unable to perform assigned operational missions, or such condition will occur within 15 days in the CONUS and 20 days overseas.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

(c) Required for immediate use for installation on or repair of direct support equipment (i.e., ground support, fire fighting) needed for the operation of mission-essential materiel.

(d) Required for immediate use in replacement or repair of mission essential training materiel. Without this materiel, the unit or activity is unable to perform its assigned training mission.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without these supplies, the activity is unable to perform its assigned missions.

(f) Required for immediate use to end an existing work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required for immediate use to end an existing work stoppage on a direct support (DS) or general support (GS) production line performing maintenance and repair of unserviceable, intensive management or critical items.

(2) UND B is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.

(b) Required for immediate installation on or repair of mission-essential materiel and without which the ability of the unit or activity to perform assigned operational missions is impaired.

(c) Required for immediate use for installation on or repair of auxiliary equipment.

(d) Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions would be impaired.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this materiel, the ability of the activity to perform assigned missions is impaired.

(f) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required to prevent an expected work stoppage on a DS/GS production line performing maintenance and repair of unserviceable, intensive management/critical items.

(h) Required for replenishment of the quantity issued that brings a line to zero balance on the PLL/combat PLL.

(3) UND C is used to request materiel meeting one or more of the following criteria:

(a) Required for on schedule repair, maintenance, manufacture, or replacement of all equipment.

(b) Required for initial issue and replenishment of stock to meet authorized stockage quantities on the PLL/combat PLL (including MPL quantities).

(c) Required for initial stockage of operational load quantities.

(d) Required for purposes not covered by any other UND.

c. *Selecting the priority designator.* The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:

(1) Determine the UND of the needed item.

(2) Use table 2-1 to select the PD on the line that relates the unit FAD and UND.

**Table 2-1  
Priority Designator Table (Relating Force/Activity Designator to Urgency of Need).**

Force/activity designators (FAD)	Urgency of need designators (UND)		
	A	B	C
I.....	01	04	11
II.....	02	05	12
III.....	03	06	13
IV.....	07	09	14

**Table 2-1  
Priority Designator Table (Relating Force/Activity Designator to Urgency of Need).—Continued**

Force/activity designators (FAD)	Urgency of need designators (UND)		
	A	B	C
V.....	08	10	15

*d. Special use of priority designators.* Under the following special conditions, stated PDs may be used by all requesters, regardless of FAD. Do not use these PDs for resupply of stocks to meet authorized stockage objectives.

(1) Use PD 03 for medical or disaster supplies or equipment required to:

(a) Prolong life, relieve suffering, or expedite recovery in case of injury, illness, or disease.

(b) Avoid or reduce the impact of epidemics or similar potential mass illness or diseases when, in professional opinion, the occurrence is imminent.

(2) Use PD 03 for emergency supplies or equipment needed immediately for controlling civil disturbances, disorder, or rioting.

(3) Use PD 06 for emergency supply of individual and organizational clothing. This clothing must be needed immediately to provide a minimum of essential clothing to active duty military personnel who are actually without the clothing required.

**2-3. Control of priority designator utilization**

*a.* Commanders are responsible for the accurate assignment of Pds. The commander will either personally review or delegate, in writing, on a memorandum order or a DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies), specific personnel the authority to review—

(1) All requirements based on UND A to certify an inability to perform mission.

(2) All requirements based on UND B to certify that the urgency has been accurately determined.

*b.* The reviews of paragraph a above will be made before sending requests to the supply source. Make the following checks before certification:

(1) Make sure the item requested is authorized.

(2) Make sure the quantity requested is the actual amount needed.

(3) Verify that the need for the item corresponds to the PD assigned.

*c.* Persons certifying UND A and B requests will place their initials in column h of DA Form 2064 (Document Register for Supply Actions) for each request submitted, prior to sending the request to the SSA.

*d.* Supply requests that are required by a maintenance request submitted by a supported unit do not have to be recertified. Instead, enter the maintenance job order number in column f of DA Form 2064.

*e.* In the ARNG, the following additional individuals are responsible for the accurate assignment of PDs and will personally review or delegate in writing the authority to review PDs:

- (1) Chiefs of TDA activities.
- (2) State maintenance officers.

**2-4. Use of the standard delivery date (SDD) in the using unit**

*a.* The SDD is the latest calendar date that the requesting unit can normally expect to receive an item. The SDD depends on the PD of the supply request and the location of the unit.

*b.* Compute the SDD as follows:

(1) Locate the standard delivery time in table 2-2. Select the number of days on the line that relates the PD and the location of the unit.

(2) Add this number of days to the date of the supply request. The result is the SDD.

**Table 2-2  
Standard Delivery Time in Days**

Priority designators	CONUS and intratheater	Unit location	Europe, Mediterranean and Africa	Pacific
01 thru 03	10	14	14	15
04 thru 08	14	18	18	19
09 thru 15	32	70	75	85

Notes:

<sup>1</sup> Alaska, Hawaii, South America, Caribbean, and North Atlantic.

**2-5. The required delivery date (RDD)**

*a.* The RDD is the calendar date when materiel is required by the requester. Find when to use an RDD on a supply request by comparing the date the materiel is required with the SDD. If delivery of materiel by the computed SDD will not meet requirements, and one of the following conditions exist, use an RDD.

(1) Delivery of the item by the computed SDD will not meet requirements.

(2) The item must be delivered to a certain point by a specific day, to meet one of the following conditions:

(a) The scheduled departure date for a vessel or other carrier is such that future replenishment of the unit from current supply sources will not be practical after departure.

(b) The scheduled deployment date for an operational force by a fixed date.

(c) The emergency requirement for medical and disaster supplies to save life or prevent suffering and disaster.

*b.* Commanders are responsible for using correct RDDs when assigned to supply requests.

*c.* Enter the RDD on the supply requests as explained in the preparation instructions (see fig 2-1). To schedule an RDD beyond the SDD see instructions in AR 725-50, chapter 2.

*d.* Table 2-2 shows the time standards for requisitions with a specific RDD.

**Table 2-3  
Forms Used to Request Supplies**

**Form:** DA Form 581

**Used to Request:** Ammunition and explosives.

**Form:** DA Form 2765 or DA Form 2765-1

**Used to Request:** Expendable, durable, or nonexpendable single line item with National Stock Number (NSN) listed in the Army Master Data File (AMDF).

**Form:** DA Form 3161

**Used to Request:** Ten or more line items of supplies normally provided by a Self-Service Supply Center (SSSC) when SSSCs are not available. Five or more line items of packaged class 3 items. Expendable medical items within a medical facility. Five or more lines of supplies normally ordered on a recurring basis. Examples are insignia, badges and individual awards.

**Form:** DD Form 1348-6

**Used to Request:** Non-NSN single line item. NSN single line item when the NSN is not listed in the AMDF. Modification Work Order (MWO) and modification kits. Classified items. All exception data requests.

## 2-6. End item codes (EIC)

The EIC is a three position code replacing the W/ESDC on requests for issue. The EIC is entered in cc 54-56 or block 18 of every request for issue, cancellation, and modification for repair parts having end item application. If no EIC had been assigned to the end item, leave blank. Repair parts do not show EICs on the AMDF because one part may fit several end items. If two or more EICs are applicable to a single item, use the EIC that is applicable to the specific major end item that the part is being applied to. For example, if the part is being used to repair a radio which is installed on a truck, use the EIC for the radio, not the EIC for the truck.

## 2-7. Forms used to request supplies

Table 2-3 lists the forms used to request supplies and the type supplies requested with the form. Units must submit all requests for supplies, regardless of source of supply, to the specific SSA that supports the unit for the class of supply requested. The SSA stock record officer then determines the source of supply for the requested item.

## 2-8. Preparation of DA Form 2765-1

When used as a request for issue, DA Form 2765-1 (Request for Issue or Turn-In) is a four-part carbon interleaved form. When prepared, present the number of copies required by the Supply Support Activity (SSA). One copy may be filed in the due in status file. Instructions for preparing a DA Form 2765-1 are in figure 2-1.

## 2-9. Preparation of DA Form 3161 when used as a request for issue

a. DA Form 3161 (Request for Issue or Turn-In) and DA Form 3161-1 (Request for Issue or Turn-In (Continuation Sheet)) may be used to request supplies from an SSA as shown in table 2-3.

b. Use DA Forms 3161/3161-1 only on a fill or kill basis. Dues out are not made on these forms.

c. Prepare the forms in enough copies to meet local needs. Instructions for preparing DA Form 3161 are in figure 2-2. Overprinting of DA Form 3161 is authorized when the same items are requested frequently. When using an overprinted DA Form 3161 to request supplies, line through items and their corresponding blank quantity columns when those items are not requested.

d. In the ARNG, the USPFO should publish specific instructions for using DA Form 3161.

## 2-10. Preparation of DA Form 581 when used as a request for issue

DA Form 581 (Request for Issue and Turn-In of Ammunition) is used to request ammunition items. Prepare the form in enough copies to meet local needs. Keep a copy in suspense. Present all other copies to the Ammunition Supply Point (ASP) accountable officer. ARNG use procedures in NGB Pamphlet 350-3.

## 2-11. Preparation of DD Form 1348-6 as a request for issue

a. DD Form 1348-6 (DOD Single Line Item Requisition System Document) is used to request items as shown in table 2-3.

b. Exception data for non-NSN items is only required when the items being requested do not have a manufacturer's part number (MPN). An MPN consists of a five-digit Commercial and Government Entity Code (CAGE) and a part number. Enter the exception data in blocks 2 through 9 of the request. If required, attach additional exception data to the request. This data includes as much of the following as possible, and any other information that would aid in identification. For non-cataloged, nonstandard, commercial items, enter a complete item description and include the end item application. For PD 01-08, add on the back of the form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to take a piece of equipment off deadline, or is needed to satisfy a mission-essential requirement. If text length precludes use of the back of the form, use an informal memorandum.

(1) Manufacturer's name.

(2) Publication number, page number, and date of publication.

(3) Size, shape, color and purpose of the item requested.

(4) End item identification to include the EIC.

c. Prepare DD Form 1348-6 in four copies. When prepared, present copies one, two and three to the SSA. File copy four in the due-in status file. Instructions for preparing DD Form 1348-6 as a request for a non-NSN item are in figure 2-3. Instructions for preparing DD Form 1348-6 for an NSN item are in figure 2-4.

## Section II Special Request Instructions

### 2-12. Requests for recoverable or nonexpendable components

These items have a recoverability code (RC) other than O, Z, or blank, or have an Accounting Requirements Code (ARC) of N. The codes are in the Army Master Data File (AMDF). Use these procedures when requesting these items.

a. *Requests citing a recurring demand.*

(1) When possible, send the request to the SSA at the same time the unserviceable item is turned in.

(2) Request on a one-for-one basis.

(3) Enter turn-in document number in block O of DA Form 2765-1.

(4) When an unserviceable item is not turned in, do this:

(a) Enter an explanation on the reverse side of the request.

(b) Have the commander or responsible officer sign the explanation.

b. *Requests citing a nonrecurring demand.*

(1) Enter an explanation for the request on the reverse side of the request.

(2) Have the commander or responsible officer sign the explanation.

### 2-13. Not Mission Capable Supply (NMCS) and Anticipated Not Mission

a. Capable Supply (ANMCS) requests NMCS requests are to be initiated when a maintenance work stoppage has occurred because an item of supply is not available at the maintenance activity to continue repairs or to return a piece of equipment to mission capable status. If the end item has an assigned End item code (EIC), the EIC should be entered in block 18, or cc 54-56 on the request for issue.

b. An ANMCS request is required when such a condition is anticipated. Submit these requests for only the quantity required to return the equipment to mission capable status.

(1) For NMCS conditions requiring expedited handling originating overseas (or in CONUS units alerted for deployment within 30 days), use the following procedures:

(a) Requesting unit will possess FAD I, II, or III.

(b) Enter PD 01-03 in block 20 (cc 60-61). Use the PD relating to UND A and the unit's FAD. See table 2-1.

(c) Enter 999 in block 21 (cc 62-64).

(d) Enter the proper EIC in block 18 or cc 54-56. EICs are listed in the AMDF for most major end items but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. If you can not identify the specific end item, or no EIC has been assigned to the end item, leave the EIC blank.

(2) For all other CONUS or overseas NMCS requests other than 999 or ANMCS requests (all FADs), use these procedures.

(a) Enter an "N" in the first position of block 21 (cc 62) for NMCS requests.

(b) Enter an "E" in the first position of block 21 (cc 62) for ANMCS requests.

(c) Short RDDs may be entered in the second and third positions of block 21 (cc 63-64). When used, enter the number of days within which the materiel is required.

(d) Enter PD 01-08 in block 20 (cc 60-61). For ANMCS, use the

PD relating to UND B in units having FAD I, II, or III and UND A in units having FAD IV or V. Use table 2-1

(e) Enter the proper EIC in block 18 or cc 54-56. EICs are listed for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. If you can not identify the specific end item, or no EIC has been assigned to the end item, leave the EIC blank.

#### **2-14. Modification work order (MWO) and modification kits**

Units are not authorized to request MWO kits. The U.S. Army Materiel Command sponsoring agency is responsible for issue and installation of MWO kits at no cost to the unit.

#### **2-15. Classified items**

When requesting a classified item, use these procedures.

- a. Use DD Form 1348-6.
- b. Enter enough unclassified information on the request to permit identification of the item; such as stock number, noun, and authority.
- c. Do not enter classified information on the request.
- d. Deliver the request to the SSA. If the SSA needs further information, they will ask for it. Provide classified information only when a need to know has been established.
- e. These procedures do not apply to requests for classified COMSEC items. Commanders will coordinate with their supporting classified COMSEC account for transactions concerning classified COMSEC materiel. See paragraph 2-16 below.

#### **2-16. Types and sources of classified COMSEC materiel**

a. *Accountable classified COMSEC materiel.* Classified COMSEC materiel and all keying materiel is "accountable" within a special system known as the COMSEC Materiel Control System (CMCS) managed by USACSLA per AR 380-40(O) and TB 380-41. Authorized customers can obtain this materiel only through classified COMSEC logistics channels (COMSEC accounts) using DA Form 2765/2765-1 or DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)) and DD Form 1348m (DOD Single Line Item Requisition System Document (Mechanical)).

b. *Unclassified COMSEC materiel (less keys).* Unclassified COMSEC materiel to include Controlled Cryptographic Items (CCI), are also managed by USACSLA (B56). Unclassified COMSEC materiel is listed in the Arms Master Data File (AMDF) with a Controlled Item Inventory Code (CIIC) of "U", "7" or "9". Account for nonexpendable unclassified CII using the standard accounting policy and procedures provided in this publication. Although, they are unclassified when unkeyed, unclassified CCI are coded as sensitive items on the AMDF, and require special handling and storage procedures as specified DA Pam 25-380-2. Keyed CCI assumes the same security classification of the key being used and will be safeguarded accordingly.

c. *Requests for COMSEC materiel.* Requesting accountable classified COMSEC materiel. Classified COMSEC materiel (to include key) may only be requested through a duly established COMSEC account as specified in AR 380-40(O). Unclassified CCI items are requested through the unit PBO.

(1) Within CONUS, units will request classified COMSEC materiel from their designated COMSEC Materiel Direct Support Activity (CMDSA). CMDSAs and units not supported by a CMDSA will requisition/request all classified COMSEC materiel (other than key or publications) by submitting DA Form 2765/2765-1 or DD Form 1348/1348m directly to RIC: B56 via AUTODIN or mail to USACSLA, ATTN: SELCL-KP, Fort Huachuca, AZ 85613-7090.

(2) OCONUS units will request classified COMSEC officer (other than key and publication) by submitting DA Form 2765 or DA Form 2765-1 to their designated COMSEC Logistics Support Facility (CLSF).

(3) Procedures for acquisition of commercial COMSEC equipment are located in AR 710-2, paragraph 1-14. Request only approved unclassified CCI items through approved vendors according to the instructions provided. Contact USACSLA prior to proceeding with the acquisition. Account for commercial CCI items on the property book using procedures outlined in AR 710-2 and this pamphlet. Caution! Do not assign local MCN for commercial COMSEC items. Use USACSLA assigned MCNs for control, accounting and reporting requirements.

(4) Procedures for requesting COMSEC key and publications are contained in TB 380-41.

d. *Source for COMSEC materiel.* USACSLA (RIC B56), as the Army NICP for all COMSEC materiel, is the source of supply for retail support activities requisitioning COMSEC materiel directly from the wholesale level. All wholesale level stocks are stored at, and shipped from, the COMSEC Directorate, Tobyhanna Army Depot (TYAD), Tobyhanna, PA (RIC BL4).

#### **2-17. Requests for items in addition to authorized allowances**

Prepare requests for authorization of items in excess of current authorized allowances in the form of a memorandum. Process the memorandum through command channels according to AR 310-49. Do not submit a request for supplies until the memorandum request is approved.

#### **2-18. Preparation for overseas movement (POM) requests**

Use the procedures in AR 220-10 for POM requests.

#### **2-19. Requests for construction-type equipment**

Use the procedures in AR 725-50 when requesting construction-type equipment.

#### **2-20. Request for repair parts in support of commercial construction equipment (CCE), materiel handling equipment (MHE), and commercial vehicles or commercial design tactical vehicles**

Requests are prepared according to section I, of this chapter. A military publication or commercial catalog will be referenced. A project code in cc 57-59 and an EIC in cc 54-56 of request document will be used to identify part numbered repair parts in support of CCE and MHE.

a. *Commercial construction equipment (CCE).* Use project code JZC for OCONUS and CONUS requests to identify part numbered repair parts in support of CCE.

b. *Materiel handling equipment (MHE).* Use project code JZM for OCONUS requests and CONUS requests to identify part numbered repair parts in support of MHE.

c. *Commercial vehicles and commercial design tactical vehicles.* Commercial vehicles are identified by an "M" in position 2 of the Materiel Category Structure Code (MATCAT) on the end item NSN. Commercial design tactical vehicles are identified by an "L" in the second position of the MATCAT for the end item NSN, however, the generic category code definition (position 4 and 5 of the MATCAT), should also be examined for commercial end item description. Use project code JZO for CONUS/OCONUS requests to identify part numbered repair parts in support of commercial vehicles.

#### **2-21. Requests for medical items**

Requests for Class VIII (Medical) items will be coordinated with the Division Medical Supply Office (DMSO) for divisional units and Supply Support Activities (SSA) organic to U.S. Army Hospitals or major medical facilities for nondivisional units. These organizations publish standard operating procedures (SOP) which contain specific instructions concerning the procurement of medical items.

#### **2-22. Exception data requests**

a. Submit requests for items requiring exception data on DD Form 1348-6. Prepare the form for non-NSN items as shown in figure 2-3. Prepare the form for NSN items as shown in figure 2-4.

Enter the exception data in blocks 2 through 9 of the request. If additional space is needed, attach exception data to the request. For non-cataloged, nonstandard commercial items, enter complete item description and end item application, as a minimum, for the item being requested. Add on back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to take a piece of equipment off deadline, or is needed to satisfy a mission essential requirement.

b. Exception data is required for major item requests when:

(1) The authorization document does not contain nomenclature and line item number (LIN) to identify the item as ancillary equipment to a major system.

(2) The user has special requirements such as preservation and packaging, ship-to address not listed in the Department of Defense address directory, or winterization required.

(3) Requesting tracked combat vehicles, whether initial issue or replacement. Exception data is necessary because electronic or communications equipment differs from vehicle to vehicle within an organization. Overaged, high-mileage vehicle serial number must be provided for replacement issue.

### Section III Document Register, Supply Status, and Due-In Status File Procedures

#### 2-23. Keeping the DA Form 2064/electronically generated DA Form 2064.

The document register is a record of document numbers assigned to supply documents. It serves as the suspense file for open supply transactions.

a. There are three types of document registers; nonexpendable, durable, and expendable.

(1) The nonexpendable register is kept at property book level. Use it to record supply transactions for property book items (regardless of ARC) and nonexpendable components.

(2) One durable register is authorized to be maintained at the unit level as directed by the PBO. The PBO may authorize this register to be combined with an expendable document register, making an expendable/durable register. This register will normally be maintained by the unit supply element.

(3) Expendable document registers are kept by each element within a unit that is authorized to submit supply requests to an SSA. Use it to record supply transactions for expendable items.

*Note.* In the USAR only, assign a document number from the durable/expendable register when personal clothing is requested for an individual.

b. The Property Book Officer (PBO) designates, by Informal Memorandum, those elements within a unit authorized to request expendable and durable supplies. He will ensure that document numbers are not duplicated among unit elements. The Informal Memorandum will specify class of supply, DODAAC and block of document serial numbers to be used by that element. The Informal Memorandum will also specify any restrictions. For example, only one element within a unit is authorized to request durable items. Other elements would be restricted from requesting durables. The durable document register will have the same DODAAC as the property book account. As noted above only one durable register will be maintained within the organizational activity authorized the property book account. When assignment of the durable register is made to an element outside the property book office, i.e., an S-4 in the division or brigade, the establishment and maintenance of hand receipts/shortage annexes becomes the responsibility of the element having the register.

c. Document registers are kept by calendar year or fiscal year. Use the procedures in AR 25-400-2, file number 710-2b for filing and extracting document registers.

d. Supply documents are recorded in the document register as explained in figure 2-5. For training ammunition use the procedures outlined in figure 11-6.

e. When a unit document is found or received that is not recorded in the document register, or has a document number that is a

duplicate of a recorded document number for a different transaction, take the following action:

(1) Research the transaction with all activities that would act on it if it were valid. If the document is an obvious error, or was never processed, destroy it. If the document was processed, submit a request for cancellation.

(2) If the document can't be cancelled and is for an expendable/durable item:

(a) File the document in the applicable file in document number sequence.

(b) Record the document on a blank DA Form 2064 and line out the remaining blank spaces on that register page. File the page immediately following the page where the document would have been recorded using the same page number plus a letter for the new page. For example, if filed following page 13, the new page will be numbered page 13a; a second new page behind page 13 would be page 13b.

(c) When extracting open documents at the beginning of a calendar or fiscal year from an inactive document register to the new document register per AR 25-400-2, file number 710-2b, record the open documents in correct document number sequence as the first entries in the new document register. See paragraph 2-23d above.

(3) If the document can't be cancelled and is for a nonexpendable item:

(a) Record the document in the nonexpendable document register using procedures in (b) and (c) above.

(b) File the document in the supporting document file in document number sequence with a statement, signed by the property book officer, that explains the circumstances.

f. When a document number from the wrong document register is assigned to a transaction, such as an expendable document number to a request for a nonexpendable item, cancel the transaction and resubmit it using a document number from the correct document register. If the transaction is completed, or can't be cancelled, assign a document number to the transaction from the correct document register. On the document registers and in the due-in suspense files, cross-reference each document number to the other. File completed copies in the file that supports the correct document register. When a nonexpendable document number is erroneously used, file a statement in the supporting document file that cross-references the document number from the correct document register. Dispose of file copies as required for the correct document register.

g. When force-issue items are RIC2, send a copy of the receipt document to the CBS-X Central Collection Activity (CCA).

h. Units operating classified COMSEC accounts will have a document register for COMSEC items managed by the COMSEC custodian. This will be a separate register, not under control of the PBO. It will be kept using the instructions provided in this section, except that instead of using a DODAAC, document numbers will be constructed using the classified COMSEC account number as prescribed in TB 380-41.

#### 2-24. Supply status

Supply status tells the requester of a decision made by the supplier on a specific supply request. Supply status is received from the SSA on status cards and/or listings. Supply status is in the form of status codes. The codes are explained in appendix C.

a. *Types of supply status.*

(1) *Shipment status.* Shipment status is advice of estimated or actual shipment dates.

(2) *Exception status.* Exception status results from any of the following supply decisions made by the supplier:

(a) Substitution of an authorized stock number.

(b) Change of unit of issue and/or quantity.

(c) Back-order is established when materiel cannot be sent by the SDD or RDD.

(d) Partial supply action on a requested quantity.

(e) Request rejected (returned without action) for a specific reason.

(f) Cancellation confirmed.

(g) Procurement of materiel for direct shipment from vendor to customer.

(h) Events indicating that materiel may not be sent to the requester within the set time frame for the assigned priority or the RDD.

b. *Processing.* Status cards from the SSA are usually on DD Form 1348m or DA Form 2765/2765-1. Status cards are identified by the document identifier code (DIC) in card columns 1 through 3 and the status code in card columns 65 and 66. The most often used DICs are AE-series supply status; AS-series shipment status; and AU-series reply to a cancellation request-shipment status. Figure 2-6 gives an explanation of the entries for a supply status card, DIC AE1. Figure 2-7 gives an explanation of the entries for a shipment status card, DIC AS1. Figure 2-8 gives an explanation of the entries for a reply to a cancellation request-shipment status, DIC AU1. Process status cards as explained in table 2-4. Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMIS) are not required to post routine status. Routine status is defined as BA, BB, and BM.

## 2-25. Keeping the due-in status file

a. A due-in status file is kept for each document register. This file holds status cards and status listings on unfilled supply requests, except SPBS-R/SPBS-R/TDA users. For SPBS-R and SPBS-R-I-TDA users, see paragraph d below. Duplicate or carbon copies of

requests will also be placed in the file.

*Note.* A copy of the original request will be maintained in the file.

This may be a duplicate provided by the supporting DSU with the initial status of "BB" which acknowledges receipt of the request.

b. When status cards are received, process them according to table 2-4. File the status cards in document number sequence. File the card in front of other documents related to the request. Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMIS) are not required to post routine status. Routine status is defined as BA, BB, BM.

c. Destroy the status cards from the file when the total quantity due-in is received, cancelled, or rejected. Also destroy the cancellation or rejection status cards for requests from the expendable/durable document register. File cancellation or rejection status cards for requests from the nonexpendable document register in the document file. Before filing, mark the card "cancelled," enter the Julian date, and initial it.

d. SPBS-R and SPBS-R-I/TDA users, file a copy of nonexpendable requests in the supporting document file. Expendable requests may be kept in a suspense file for information only. Automated document register and due-in list suffices for the due-in suspense file.

**Table 2-4**  
**Status Card Processing (See note 1)**

STATUS CARD RECEIVED	TAKE THESE ACTIONS
AE . . . card with BA, BB, BC, BV, BZ or B3 status code.	<ol style="list-style-type: none"> <li>1. Enter the status code and quantity, if partial quantity, estimated delivery date (EDD) from status card in column l of document register (in pencil). (If no EDD is supplied, use the date of receipt of the card in column 1.)</li> <li>2. Place status card in due-in status file in front of all other cards for that request.</li> </ol>
AE . . . card with BD, BK, B2, B8, or B9 status code.	<ol style="list-style-type: none"> <li>1. Enter the status code only from the status card in column of the document register (in pencil).</li> <li>2. Place the status card in the due in status file in front of all other cards for that request.</li> </ol>
AE . . . card with BG status code (stock number and/or unit of issue changed).	<ol style="list-style-type: none"> <li>1. For items not accounted for on property books: <ol style="list-style-type: none"> <li>a. For NSN changes: <ol style="list-style-type: none"> <li>(1) Post the change to all records kept for the item.</li> <li>(2) Enter the status code in column l of document register. (pencil entry).</li> </ol> </li> <li>b. For unit of issue changes: <ol style="list-style-type: none"> <li>(1) Enter the new unit of issue on all records kept for the item.</li> <li>(2) Change the quantity recorded as on hand to agree with new unit of issue.</li> <li>(3) Enter status code in column l of document register. (pencil entry).</li> <li>(4) Place status card in due-in status file.</li> </ol> </li> </ol> </li> <li>2. For items accounted for on property books: <ol style="list-style-type: none"> <li>a. For NSN changes: <ol style="list-style-type: none"> <li>(1) Change the stock number in column d of document register.</li> <li>(2) Enter the status code in column l of document register (pencil entry).</li> <li>(3) Place status card in due-in status file.</li> <li>(4) If there is a quantity on hand, prepare and process DA Form 4949 (Administrative Adjustment Report (AAR)). If there is no quantity on hand, lace the property book page in the inactive file. Prepare a page for the new NSN.</li> </ol> </li> <li>b. For unit of issue changes: <ol style="list-style-type: none"> <li>(1) If there is no quantity on hand, enter the new unit of issue on all records kept for the item.</li> <li>(2) Enter the status code in column l of document register. (pencil entry).</li> <li>(3) Place status card in due-in status file.</li> <li>(4) If there is a quantity on hand, prepare and process an AAR.</li> </ol> </li> </ol> </li> </ol>
AE . . . card with BH status code (substitution for requested item).	<ol style="list-style-type: none"> <li>1. Post new NSN to column 4 of the document register. If appropriate, change entries in columns i and k (pencil).</li> <li>2. Enter the status code in column l of the document register (pencil entry).</li> <li>3. Place status card in due-in status file.</li> </ol>
AE . . . card with BJ status code (quantity changed to conform to unit columns i pack).	<ol style="list-style-type: none"> <li>1. Enter the new quantity due-in in columns i and k of the document register.</li> <li>2. Enter the status code in column l of document register (pencil entry).</li> <li>3. Post the change to other records kept for the item if they show quantities requested or due-in.</li> <li>4. Place status card in due-in status file.</li> </ol>
AE . . . card with BM status code.	<ol style="list-style-type: none"> <li>1. Enter status code in column l of document register. (pencil entry).</li> <li>2. Place status card in due-in status file.</li> </ol>
AE . . . card with BN or B7 status code.	<ol style="list-style-type: none"> <li>1. Enter the code from the status card in column of the document register (in pencil).</li> <li>2. Properly adjust local fund obligation records to reflect change.</li> <li>3. Place the status card in the due in status file in front of all other cards for that request.</li> </ol>

**Table 2-4**  
**Status Card Processing (See note 1)—Continued**

STATUS CARD RECEIVED	TAKE THESE ACTIONS
AE . . . card with BQ or B4 status code for total quantity requested.	<ol style="list-style-type: none"> <li>1. Enter the status code and Julian date in column m of document register.</li> <li>2. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", date of posting and initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it.</li> <li>3. Remove previous status cards from due-in status file and destroy.</li> </ol>
AE . . . card with BQ or B4 status code for part of quantity requested.	<ol style="list-style-type: none"> <li>1. Enter the status code, quantity, from status card, and Julian date in column n of document register.</li> <li>2. If there is no due-in quantity, change the entry in column j of the document register to ink, and enter the same date as the status card in column m. Remove previous status cards for the request from the due-in status file and destroy.</li> <li>3. If due-in still exists, adjust due-in quantity in column k of document register (pencil entry).</li> <li>4. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date of posting, and the initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it.</li> </ol>
AE . . . card with any rejection status code for total quantity requested.	<ol style="list-style-type: none"> <li>1. Enter the status code and Julian date in column m of document register.</li> <li>2. Remove previous status cards for the request from due-in status file and destroy.</li> <li>3. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected.</li> <li>4. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date of posting, and the initials of individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.</li> </ol>
AE . . . card with any rejection status for part of quantity requested.	<ol style="list-style-type: none"> <li>1. Enter the status code and quantity from status card and Julian date in column n of document register.</li> <li>2. If there is no due-in quantity, change entry in column j to ink, and enter date from status card in column m. Remove previous status cards for the request from the due-in status file and destroy.</li> <li>3. If a quantity remains due-in, adjust the due-in quantity in column k of document register and file status card due-in status file.</li> <li>4. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected.</li> <li>5. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date posted, and the initials of the individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.</li> </ol>
AS . . . or AU . . . card for total due-in quantity.	<ol style="list-style-type: none"> <li>1. Enter the DIC and date shipped or estimated delivery date (ESD) from status card in column l of document register (pencil entry).</li> <li>2. Place status card in the due-in status file.</li> </ol>
AS . . . or AU . . . card for part of due-in quantity.	<ol style="list-style-type: none"> <li>1. Enter the DIC, date shipped or ESD, and quantity from status card in column l of document register (pencil entry).</li> <li>2. Place status card in the due-in status file.</li> </ol>

**Notes:**

<sup>1</sup> Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMMIS) are not required to post routine status.

<sup>2</sup> Unless otherwise stated, all entries cited above will be made in ink.

**Section IV**  
**Follow-up, Cancellation, Modification, and Reconciliation Procedures**

**2-26. Follow-up procedures**

a. Follow-up action on an unfilled request is not mandatory. When used, follow-ups will not be submitted earlier than:

(1) For PD 01-08 requests, at least 9 calendar days have passed since the document date or the EDD on the latest supply or shipment status has not been received.

(2) For PD 09-15 requests, at time of monthly reconciliation and supply or shipment status has not been received.

(3) For PD 01-15 requests:

(a) At time of monthly reconciliation and the estimated shipping date has expired.

(b) It is determined that valid existing supply status is unsatisfactory in terms of estimated availability date.

(c) Fourteen calendar days have passed since a cancellation request was submitted and supply or shipment status has not been received.

(d) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

(e) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

b. When a follow-up is used, take these actions:

(1) If supply status has been received, use the latest AE-series status card. Enter "AF1" in block 1. Circle block 1 using colored pencil or ink.

(2) If no status has been received, prepare a follow-up document. Remake the supply request from the document register and proper supply publication. Enter the correct AT-series document identifier code from appendix H in block 1 (cc 1-3). Circle the entry using colored pencil or ink.

(3) Record the follow-up in the document register. Enter "AF1" or the DIC "AT-series" used and the Julian date of the action in

column n. A status card prepared as a follow-up and posted to the document register is shown in figure 2-9.

(4) Send the follow-up to the SSA.

c. In the ARNG, instead of the time frames noted above, commanders will make sure follow-up action is not taken earlier than:

(1) For PD 01-08 requests, at least 17 calendar days have passed since the document date and supply or shipment status has not been received.

(2) For PD 09-15 requests, at least 30 calendar days have passed since the document date and supply or shipment status has not been received.

(3) Thirty calendar days have passed since the submission date of a cancellation request and supply or shipment status has not been received.

## 2-27. Follow-up on a shipment (request for transportation status)

a. Follow-up action on requests with shipment status is not mandatory. When used, follow-ups will not be submitted earlier than:

(1) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped or ESD and the shipment has not been received.

(2) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped or ESD and the shipment has not been received.

b. When a follow-up on a shipment is used, take these actions:

(1) Remove the shipment status card from the due-in status file. Enter "TM1" in block 1. Circle the entry using colored pencil or ink.

(2) Record the follow-up in the document register. Erase proper entry in column l. Enter "TM1" and Julian date of the action in column n.

(3) Send the follow-up to the SSA.

*Note.* If shipment status card is lost, notify the SSA that the shipment has not been received. Provide the SSA with all available information related to the request.

## 2-28. Requesting an improved estimated delivery date

Requests for improved EDDs are not mandatory. When used, requests for improved EDDs are restricted to PD 01-08 requests. A request for an improved EDD may be used when status is received with an unacceptable EDD. Use the following procedures:

a. Remove the latest status card from the due-in status file. Enter "AFC" in block 1. Circle block 1 using colored pencil or ink.

b. Record the follow-up request to the document register. Enter "AFC" and Julian date of the action in column n.

c. Send the follow-up request to the SSA.

## 2-29. Cancellation procedures

Submit a request for cancellation when all or part of a quantity requested is no longer needed. Be sure to include the EIC in cc 54-56 on all customer initiated cancellation requests. Use the following procedures:

a. *Preparation of a request for cancellation.*

(1) If status has been received, use the latest status card. Enter "AC1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request for cancellation. Remake the supply request from the document register and proper supply publication. Enter "AC1" in block 1 (cc 1-3). Enter the quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

b. *Processing.*

(1) Record the cancellation request in the document register. Enter "AC1" and Julian date if requesting cancellation of the entire quantity; or "AC1," quantity, and Julian date if requesting cancellation of a partial quantity. These entries are made in pencil in column n. Figure 2-10 shows a cancellation request posted to the document register.

(2) Send the cancellation request to the SSA.

c. *Completion of cancellation action.* A request for cancellation is not complete until verification is received from the SSA. This is a supply status card with a "BQ" status code. When verification is received, do the following:

(1) When entire quantity requested is cancelled:

(a) Post the document register. Enter "BQ" and the Julian date of the cancellation verification in column m. Erase any previous entry in column l. Erase the "AC1" and Julian date in column n. Figure 2-11 shows the completion of the cancellation action started in figure 2-10 columns k and l.

(b) Remove all status cards and other documents for the item from the due-in status file and destroy.

(c) If the cancellation verification applies to the nonexpendable document register, file it in the document file; otherwise, destroy it.

(2) When part of a quantity requested is canceled:

(a) Post the document register. Erase the "AC1," quantity, and Julian date in column n. Enter "BQ," quantity canceled and the Julian date of cancellation verification in column n. Erase the previous entry in column l, as appropriate. Make the entry in column j permanent if action is completed. Change the due-in quantity in column k. Figure 2-12 shows entries required on the document register when a partial cancellation is started. Figure 2-12 shows entries required when the cancellation is confirmed.

(b) If cancellation verification applies to the nonexpendable document register, file it in the document file; otherwise, destroy it.

d. *Follow-up on a cancellation request.* Follow-ups on cancellation requests are not mandatory. When used, 14 calendar days must have passed since a cancellation request was submitted and supply or shipment status has not been received. Use the following procedures:

(1) If status card is available, use it. Enter "AK1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(2) If status card is not available, prepare a follow-up. Remake the supply request from the document register and proper supply publication. Enter "AK1" in block 1 (cc 1-3). Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(3) Record the follow-up in the document register. Erase "AC1," quantity, and Julian date in column n. Enter "AK1," quantity, and Julian date the action is started in column n.

(4) Send the follow-up to the SSA.

## 2-30. Modification of previously submitted requests

a. *Use.* A request modifier document is used to modify the following information on previously submitted requests. Use it only when the change pertains to the entire quantity due in. It must be submitted for each open request when a unit's Force Activity Designator (FAD) or Urgency of Need designator changes. Prepare a DA Form 2765-1 as follows:

(1) Media and Status Code, block 3.(1.1) Type of requirement (TRC), end item code (EIC), block 18.

(2) Project Code, block 19.

(3) Priority Designator, block 20.

(4) Required Delivery Date, block 21.

(5) Advice Code, block 22.

b. *Preparation.*

(1) If status has been received, use the latest status card. Enter the correct "AM"-series DIC from appendix H in block 1. Enter the new data in the appropriate blocks. Delete a previously submitted code by circling the empty block. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request modifier. Remake the supply request from the document register and proper supply publication. Enter the correct "AM"-series DIC from appendix H in block 1 (cc 1-3). Enter the new data in the appropriate blocks. Be sure to include the Project Code, RDD and Advice Code if one or more of these codes was entered on the original requisition. If any of these codes are left off, they will be deleted from the transaction automatically. Circle these entries using colored pencil or ink.

*c. Processing.* Record the request modifier in the document register as follows:

(1) If the PD was modified, draw a line through the original PD in column g; enter the new PD. Have the request authenticated if required.

(2) Enter the correct "AM"-series DIC from appendix H and the Julian date of the action in column n. Figure 2-13 shows a request modifier posted to the document register.

(3) Send the request modifier to the SSA.

### **2-31. Reconciliation/validation of supply requests**

*a.* This paragraph prescribes responsibilities and procedures for the Standard Army Validation and Reconciliation (SAVAR) Program, and prescribes the validation process at the customer level. It also prescribes procedures on performing periodic reconciliations at all levels of the Army supply system. These procedures will:

(1) Improve readiness and sustainability by keeping a more credible data base within wholesale, intermediate, and retail supply systems. Ensure recognition of the customer as the driving force within the supply system. Minimize the manual effort required at the customer level and the ADP required at all levels.

(2) Minimize the funds involved in un-needed requisitions. Provide management and command visibility of the validation and reconciliation process.

*b.* The SAVAR process is a standard procedure using automated systems for validating materiel obligations with the user and reconciling the due in and due out records maintained within the supply chain. The SAVAR process is accomplished monthly (except that reconciliation with LCA is done quarterly) and is scheduled so that adjustments generated as a result of one cycle will be posted prior to initiating the next monthly cycle. The process begins with the first source of supply (SOS) providing its customers with a listing of dues out requiring validation. The process continues by adjusting the supporting SSA records with the customers validated requirements. The adjusted SSA/SAILS due in file will be reconciled on a quarterly basis with the records maintained at the LIF and SOS. After completion of the above, due in/due out records (for records meeting the SAVAR criteria) at all levels within the supply system should be compatible.

*c.* The SAVAR process is as follows:

(1) The SSA cutoff date to the customer will be no later than the fifth calendar day of each month. Include open requisitions that are more than 30 days old (from document date). All open requisitions recorded at the SSA meeting these criteria will be included in the SSA to customer segment of the SAVAR Program.

(2) All open requisitions meeting the SAVAR criteria except those identified in TM 38-03-15, chapter 13, section VII, will be included in the intermediate level SSA to LCA segment of the SAVAR Program. All Uniform Movement and Issue Priority System (UMMIPS) priority designators (PDs) will be included in the SAVAR Program. The quarterly SOS materiel obligation validation (MOV) scheduled for response during the months of February, May, August, and November of each year will be used in place of the LIF bottoms-up reconciliation (BUR) requirement for those months.

(3) One complete cycle of the SAVAR process will be completed each calendar month (quarterly for USAR and National Guard units). Within the monthly cycle each individual segment will be initiated without regard for the completion of any other segment.

(4) The retail level SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not validated by the requesting activity for 2 consecutive SAVAR cycles.

*d.* SAVAR criteria includes a monthly SAVAR cycle run for requisitions that are at least 30 days old and without shipping status at the time of cutoff. For example, if the cutoff date is 3072, then it would apply to all requisitions without a shipping status dated 3042 or earlier.

*e.* Each customer maintaining a document register will validate and reconcile its open requisitions meeting the SAVAR criteria at

least once each calendar month. Customer validation and reconciliation procedures will be of interest during IG inspections, assistance visits, and Command Logistics Review Team (CLRT) visits.

*f.* For validation procedures, the continued need for quantities of items due in from the SSA will be validated each month between the seventh and the 22nd calendar day. It is mandatory that an item by item review be conducted with the requestor of the materiel to confirm the continued need for the item and the quantity requested. The validation is the most important step of the SAVAR process. The confirmation of need is not routine. There are many changing conditions or requirements that affect the need for an item. These include changes in mission, personnel reductions, equipment changes, inactivations or reorganizations, cannibalization or lateral transfer, and fund reductions.

(1) In accomplishing a validation the customer must do the following:

(a) Check authorization documents to validate the authorization for the equipment.

(b) Check to determine if materiel may have been obtained from another source.

(c) Determine if there have been any changes to the PLL if for stockage items.

*g.* When items are identified as no longer required or excessive quantities are identified, requests for full or partial cancellation of the requirement will be submitted to the SSA.

*h.* It is recommended that a customer and SSA representative perform a face-to-face, item by item validation/reconciliation at least once each quarter. This does not apply to USAR and National Guard units.

*i.* Not later than the seventh of each month the customer will receive two copies of the customer due out reconciliation list. This list will show all requisitions meeting the SAVAR criteria by the cutoff date (not later than the 5th day of the current month) that are recorded at the SSA as due out to the unit. Both copies of the listing will be arranged in document number sequence. After validation as discussed above, the requirements on the list will be reconciled against the customer document register. In order to ensure complete compatibility of records, the unit document register should also be cross-checked against the customer due out reconciliation list. Each requisition will be marked in the "FLD COMM" columns as noted below. DA Pam 710-2-2 and TM 38-L32-13-12, chapter 39 provide additional information.

(1) Enter "OK" if the request is still valid.

(2) Enter "REC" if the request has been received.

(3) Enter "CANC" if the request should be or has been cancelled.

(4) Make two entries to show a partial cancellation; one showing quantity to be cancelled and a second showing quantity still required.

(5) Make two entries to show a partial receipt; one showing quantity received and a second showing the quantity still open.

*j.* When a valid due in is recorded on the document register but is not listed on the customer due out reconciliation listing received from the SSA, take the following actions:

(1) Ensure the document date is prior to the reconciliation cutoff date. If not, take no action.

(2) If status has been received, refer to paragraph 2-26 to prepare the appropriate document. If no status has been received prepare a follow-up document. Attach the document to the customer due out reconciliation listing for return to the SSA.

*k.* File one copy of the annotated listing at the unit until the next list is received and processed. Return the second marked copy, with attached follow-up documents, to the SSA within 15 calendar days of receipt.

*l.* Supporting SSAs will ensure that procedures are established to expedite the receipt, return, and control of the customer due out reconciliation listing. The failure to validate a requisition for two consecutive cycles may result in the cancellation of the requisitions by the SSA.

## Section V Receiving Supplies

### 2-32. Authorization to request/receipt for supplies

a. On appointment, commanders or accountable officers will send a copy of assumption of command orders or appointing memorandum to each SSA from which supplies are drawn. This authorizes the commander/accountable officer to request/receipt for supplies.

b. DA Form 1687 is used when an accountable/responsible person wants to designate personnel as authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. The DA Form 1687 will be used to request and/or receipt for all property listed in AR 710-2, paragraph 2-5e, Class VII, narcotics, ammunition, controlled forms, COMSEC items, and weapons. Commanders may designate additional items requiring control by DA Form 1687. For example:

(1) The PBO may designate persons to request/receipt for items from the SSA. Normally two sets of cards are prepared and sent to the SSA. One set to the Editing Branch and the other to the Issue/Receiving Branch. If possible, designate different individuals to perform these actions to reduce potential for fraud, waste and abuse.

(2) Hand or subhand receipt holders may designate personnel to sign "change document" in their absence. The use of "change documents" is explained in paragraph 5-3.

(3) DA Form 1687 may be used to delegate authority to a designated representative to sign or initial forms and records in this pamphlet. An example is the requirement to review and initial the document register outlined in paragraph 2-3.

c. Prepare DA Form 1687 in enough copies to meet local needs. Figure 11-4 gives instructions for preparing DA Form 1687 for Class 5.

d. The preparing unit or activity will keep a copy of completed DA Forms 1687. Send the other copies to the proper SSA, PBO.

e. Only the responsible/accountable officer or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is a U.S. Government identification card having the signature and a picture of the person.

f. Keep DA Forms 1687 current. Use the following procedures:

(1) Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement "Added, previous editions remain in effect" in the remarks block.

(2) To delete personnel, prepare a DA Form 1687 as shown in figure 2-14 listing the names of the persons deleted. Personnel to be deleted do not sign or initial the card. Enter an "X" in the "withdraws from" block. Circle this block using colored pencil or ink. Enter the words "Deleted. Other personnel listed remain in effect" in the remarks block.

(3) DA Forms 1687 expire on the date entered in the "expiration date" block. When the forms expire prepare new forms.

g. DA Form 5977 (Authorization Card) shown in figure 2-21, is used to request and/or receipt for supplies not requiring formal accountability at the user level (see para 2-28b above). The Authorization card when used in conjunction with a commander's assumption of command order, or accountable officers order, establishes accounts which authorize the request for, and receipt of supplies. Figure 2-22, DA Form 5978 (Control Sheet), is used by the responsible/accountable officer to track the location of each card. The card should be treated with the same sensitivity as keys.

(1) DA Form 5977 is issued to the user as determined by the responsible/accountable officer. These individuals also determine which of the functions, (request/receive supplies), or both, the cardholder will be authorized to perform. Card holders may be restricted to one of the two functions based on the judgement of the responsible/accountable officer. DA Form 5978 is used to record the card serial number, facilities where the card may be used, and the person, if any, authorized to hold the card. The responsible/accountable officer retains the options of keeping the cards in his/her possession, or issuing them directly to using personnel. More than one card can be issued to a subordinate activity. For example:

(a) The commander may issue the card to the motor sergeant. The card may be given by the motor sergeant to the PLL clerk to receive parts.

(b) The PLL clerk goes to the activities to request/receive supplies and presents the card. The card is checked to ensure the commander's signature and the serial number match those on the order which is on file at the facility. If the information is a match, the supplies may be requested/issued.

(c) If the facility requires a signature for the supplies, the PLL clerk will sign for the items and write the card serial number on the materiel release order, hand receipt or other document.

(2) One copy of the assumption of command or accountable officer orders is required at each facility using the authorization card. Add the phone number of the responsible/accountable officer below the signature block. On the order, write (ink entry), or type all serial numbers of the cards that are to be used for a particular activity. A separate order is not required for each serial number, however, an order is required to be on file at each facility requiring an account. Serial numbers may be added by sending a memorandum to the facility if valid orders are on file at the facility.

(3) Damaged, lost or stolen cards.

(a) Damaged cards will be returned to the issuing responsible/accountable officer immediately. The responsible/accountable officer will destroy the card and annotate the Control Sheet to indicate the card has been destroyed.

(b) Lost or stolen cards must be reported to the responsible/accountable officer immediately. The responsible/accountable officer will annotate the Control Sheet to indicate that the card has been lost or stolen. The facilities that are authorized on the card will be notified that the card has been lost or stolen. The facilities staff will line out the serial number of the missing card and items will no longer be issued to anyone holding the card. Loss of theft of a card will be investigated by the responsible/accountable officer.

(4) Disposition of the DA Form 5977, DA Form 5978, and assumption of command or accountable officer's orders.

(a) DA Form 5977 (fig 2-21): Upon change of command or accountable officer, all cards issued under his/her signature will be collected and destroyed.

(b) DA Form 5978 (fig 2-22): Will be retained in active supply administration files (AR 25-400-2, file number 710-2i) for 1 year and will be destroyed after 2 years.

(c) Assumption of command/accountable officer's orders: Will be retained after the change of command in active administration files (AR 25-400-2, file number 710-2i) for 1 year and will be destroyed after 2 years.

(5) The serial numbers on the cards serve as the basis for audit trail retention. Each issuing unit or activity will appoint a person to control the block of serial numbers to subordinate activities or units. All cards will be inventoried at least quarterly.

(6) Misuse of cards and cards suspected to be fraudulent.

(a) Commanders/accountable officers are discouraged from checking every block on the back of the card.

(b) Facilities that suspect cards to be fraudulent may challenge the card by calling the responsible/accountable officer.

(7) DA Form 5977, is not required at a facility that has a valid DA Form 1687 on file, unless the user desires to use the additional card.

### 2-33. Receipt documents

a. Supplies issued from an SSA are normally issued with DD Form 1348-1 (Issue Release/Receipt Document) or DD Form 1348-2 (DOD Issue Release/Receipt Document With Address Label). (See figure 2-15.) The customer acknowledges receipt of the supplies by signing his or her name, rank, and the Julian date in block 7.

b. Items in stock at the SSA are issued on DA Form 2765-1. (Fig 2-16 shows an example of a completed DA Form 2765-1 as a receipt document.) The customer acknowledges receipt of the supplies by entering the quantity received in block S, Julian date, signature and rank in block V of DA Form 2765-1.

c. When items are requested on DA Form 3161, the issue is

made on that form. (Fig 2-17 shows an example of a completed DA Form 3161 as a receipt document.) The customer acknowledges receipt of the supplies by completing the "Supply Action" column and entering the date, printed name, signature and rank in block 15.

*d.* When items are received directly from a contractor or vendor, they are accompanied by a commercial invoice, DD Form 250 (Materiel Inspection and Receiving Report), or DD Form 1155 (Order for Supplies or Service). The customer acknowledges receipt of supplies by signing name, printing name, and dating the "receiver" block on the commercial invoice, block 22 on DD Form 250, or block 26 on DD Form 1155. Send a copy of the receipt document to the SSA within 3 working days of receipt of supplies. (Figs 2-18 and 2-19 are samples of DD Form 250 and DD Form 1155, respectively.)

*e.* When items are received directly from a contractor or vendor and are not accompanied by any documentation, prepare DD Form 250 in four copies. Complete blocks 7, 11, 13, 15, 16 (include document number for each request that pertains to items received), 17, 18, and 22. Complete other blocks only if correct information is readily available, e.g. listed on the shipping container. Don't sign block 21B unless technically qualified to certify that items meet contract specifications. Keep one copy of the DD Form 250 and process the receipt under paragraph 2-34; send remaining copies to the supporting SSA.

*f.* Upon receipt of nonexpendable items are purchased with the IMPAC credit card, the primary hand receipt holder will prepare DD Form 250 in four copies. Complete blocks as follows:

- (1) Block 1 -- enter the word "IMPAC."
- (2) Block 2 -- enter the invoice number or reference number from vendor's receipt.
- (3) Block 9 -- enter the vendor's name and address.
- (4) Block 13 -- enter the hand receipt number and the unit address.
- (5) Blocks 15 to 20 -- enter known informatipn pertaining to items(s).
- (6) Block 22 -- place signature of hand receipt holder and date of purchase. Keep one copy of DD Form 250 and provide remaining copies of the DD Form 250 to the PBO for processing under paragraph 2-34.

*g.* Place the receipt document for items recorded on the nonexpendable document register in the supporting document file. Destroy the receipt document for items recorded on the expendable/durable document register. For all items direct-shipped from a depot, ARNG and USAR units will forward a copy of all receipt documents to the supporting SSA within 24 hours of the receipt. Copies of Government Bills of Lading (GBL) and TK4 intransit data cards will be sent to the USPFO.

*h.* If the receipt is for the total quantity requested, remove and destroy all status cards from the due-in status file that apply to the request.

*i.* Use the procedures in AR 55-38, AR 710-3, AR 735-5, and/or AR 735-11-2 for reporting and documenting discrepancies.

*j.* Upon receipt some property book items require submission of DA Form 2408-9 (Equipment Control Record). See DA Pam 738-750, chapter 5.

*k.* When inspecting and inventorying receipts of unclassified CCI ensure that seals are intact and that no tampering has occurred. Report tampering per AR 380-40 and DA Pam 25-380-2.

## **2-34. Recovered property**

When directed by a survey officer or approving authority under AR 735-5 to reestablish accountability for nonexpendable property on a report of survey before the report of survey is completed, take the following actions:

*a.* Post a gain to the applicable property book page(s). Use the document number assigned to the report of survey. Cancel requests for property to replace the lost property that was recovered.

*b.* Notify the initiator or approving authority by endorsement that accountability has been reestablished.

*c.* For RICC 2 items, send a copy of the report of survey, the

notice from the survey officer or approving authority, and the endorsement in b, above, to the CBS-X central collection activity.

*d.* Property recovered after the report of survey is completed will be processed per the instructions contained in AR 735-5, paragraphs 14-6 and 14-7. Use the procedures outlined in a through c above to post the item to the property book page.

## **2-35. Classified COMSEC equipment**

Special handling, receipt and reporting procedures for classified COMSEC items are contained in the TB 380-41.

DA FORM 2765-1, APR 76	SEND TO	REQUEST IS FROM
I SD	FT, KNOX, KY	1/651 ARTY BN
FT, KNOX, KY		FT, KNOX, KY
DOC IDENT	STOCK NUMBER	UNIT OF ISSUE
1005000739421		EA00006
DOC NUMBER	SERIAL	ITEM DESCRIPTION
WK4ABC12050002M		RIFLE, M16A1
PRIORITY	REQ DATE	MTOE 06153300100, FEB 81, P-25
11	06	

Figure 2-1. Sample of a DA Form 2765-1 as a request for issue

Legend for Figure 2-1;

Completion instructions by block number or letter for DA Form 2765-1

- (A) Enter the name and address of the SSA.
- (B) Enter the name and address of the requesting unit.
- (4-6) Enter the NSN of the item requested.
- (7) Enter the unit of issue.
- (8) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.
- (9-10) Enter the unit DOD Activity Address Code (DODAAC). For classified COMSEC materiel, use the COMSEC account number.
- (11) Enter the Julian date.
- (12) Enter the document serial number.
- (13) Enter demand code. Use "R" for recurring or "N" for nonrecurring.
- (18a) Enter the proper End Item Code in block 18 or cc54-56. EIC's are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, If the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave the EIC blank.
- (18b) If a major end item request, (as shown above) enter the Type of Requirement Code (TRC) (app E). Enter the code in the 2d and 3d positions of block 18.
- (19) Enter project code if assigned. Otherwise, leave blank.
- (20) Enter the priority designator.
- (21) Enter required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in the 1st position of block 21. Entries in the 2d and 3d position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.
- (22) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.
- (L) Enter the cost detail account number when required.
- (O) Enter one or two words that describe the item requested.
- (P) Enter the type, number, date, and page number of the authorizing publication and other applicable data, i.e., SLAC/MPL number.



DOCUMENT IDENTIFIER							ROUTING IDENTIFIER							M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)										UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER				
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		
															8 6 4 0 3 4 0 3 3 6 3 1										E A		0 0 0 0 1					W K 4 A B E				
DOCUMENT NO. (Cont.)							DATE	SERIAL	DEMAND	SERV	SUPPLEMENTARY ADDRESS										SIGNAL	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE		BLANK		
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			
1	3	3	1	0	9	2	2	R										B	D	A				1	3											
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																								
										65		66		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																						
														2. MANUFACTURER'S NAME																						
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																					
6. TECHNICAL MANUAL NUMBER TM 9-2320-20P, Pg 210, Feb 78										7. NAME OF ITEM REQUESTED HOOD																										
8. DESCRIPTION OF ITEM REQUESTED																8a. COLOR																				
																8b. SIZE																				
9. END ITEM APPLICATION Truck Ambulance 1 1/4 Ton M893																9a. SOURCE OF SUPPLY																				
9b. MAKE					9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																					
10. REQUISITIONER (Clear text name and address)										11. REMARKS																										

DD Form 1348-6, FEB 85

Edition of Apr 77 may be used until exhausted.

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

U.S. GPO: 1985-485-306

Figure 2-3. Sample of a DD Form 1348-6 as a request for issue for a non-NSN item

Legend for Figure 2-3;

Completion instructions by card column for DD Form 1348-6 as a request for issue for a non-NSN item

- (1-7) Leave blank.
- (8-22) Enter the CAGE, when available, and the part number. When part number exceeds 10 digits, see Note 2 below.
- (23-24) Enter the unit of issue.
- (25-29) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.
- (30-35) Enter the unit DODAAC.
- (36-39) Enter the Julian date.
- (40-43) Enter the serial number.
- (44) Enter demand code. Use "R" for recurring or "N" for nonrecurring.
- (45-53) Leave blank.
- (54-56) Enter the proper End Item Code in cc54-56. EIC's are listed in the AMDF for most major end item NSN but not for repair part NSN's. Use the EIC that identifies the major end item for which the

- request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave blank.
- (57-59) Enter project code if assigned. Otherwise, leave blank.
- (60-61) Enter the priority designator.
- (62-64) Enter required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date. When short RDDs are used, enter the number of days within which the material is required.
- (60-66) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.
- (67-80) Leave blank.
- Identification Data Section (Completion instructions by block number)**
- (5) Enter the type, number, date, and page number of the authorizing publication.
- (6) Enter one or two words that describe the item requested.
- (7) Enter complete item description.



in the AMDF for most major end item NSNs but not for repair part NSN's. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave blank.  
**(57-59)** Enter project code if assigned. Otherwise, leave blank.  
**(60-61)** Enter the priority designator.  
**(62-64)** Enter required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date. When

short RDDs are used, enter the number of days within which the materiel is required.

**(65-66)** Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.

**(67-80)** Leave blank.

**Identification Data Section**

Note.

1. Complete blocks 2 through 9 with as much data as possible.
2. Use block number 11 ("Remarks"), as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date and signature of receiving person when DD Form 1348-6 is used for issue purposes.

DOCUMENT REGISTER FOR SUPPLY ACTIONS For use of this form see DA PAM 710-2-1 The proponent agency is ODCSLOG				ELEMENT KEEPING THE REGISTER 1-651 Avty Bn Property Book Section				DOD ACTIVITY ADDRESS CODE WR4ABC			UNIT IDENTIFICATION CODE WRBNA		PAGE NUMBER 33
DOCUMENT NUMBER		DOCUMENT SENT TO	STOCK NUMBER	NOUN	REQUEST FOR	POI	INITIALS	QUANTITY			DATE FOLLOW UP DUE	DATE COMPLETED	REMARKS
DATE	SERIAL							REQUEST	REC'D	DUE IN			
3161	0001	XYZ	3930-00-177-9258	1xk wh/c	NR3	03	CNW	2	1	1	BD 3301		
3161	0002			RRR									3161
3161	0003	38519 B-		lokal transfer									3161
3166	0001	XYZ	1005-00-073-9431	R.Flc									3166
3166	0002	XYZ	1005-00-073-9431	R.Flc	NR1	06	CNW	1	1				3180
3172	0001	Finance		S/C	NR3								3172
3172	0002	XYZ	6605-00-846-7618	Compass	NR3	13		1		1	BB 3197		
3172	0003	Bn Hqs		R/S	NR4								3172
3172	0004	XYZ	4340-00-936-4300	Mask	NR4	06	CNW	1		1	AS1 3306		
3172	0001	XYZ	1005-00-073-9431	R.Flc					6				3172
3172	0002	XYZ	1005-00-073-9431	R.Flc	NR2	06	CNW	6		6	BA(4) 3184		BD(3) 3314
3176	0001	XYZ	3930-00-344-6518	truck					1				3176
3176	0002	XYZ	373-7332 3930-00-344-6518	truck	NR1	06	CNW	1		1	BB 3328		
3176	0003	LMN		DA Form 581	NR3								3180
3179	0001	XYZ	4310-00-861-9831	Compressor					1				3179
3179	0002	XYZ	4310-00-861-9831	Compressor	NR1	06	CNW	1					C1 3181
3181	0001	XYZ	4310-00-604-4368	Compressor	NR1	06	CNW	1		1			
3183	0001	XYZ	4340-00-936-4301	Mask					2				C7L 3183

DA FORM 2064  
JAN 82

EDITION OF SEP 65 IS OBSOLETE

Figure 2-5. Sample of a completed DA Form 2064 Actions

Legend for Figure 2-5;

Completion instructions by column or block for DA Form 2064.

**(Element keeping the register)** Enter name of the element and unit keeping the register.

**(DOD Activity Address Code)** Enter the unit DODAAC that will be put on the request. COMSEC custodians will enter the COMSEC account number used to request classified COMSEC equipment and components.

**(Unit Identification Code)** Enter the UIC of the requesting unit.

**(Page number).** Enter page number. Pages are numbered in sequence.

**(a)**—Enter the Julian date. For training ammunition follow the procedures in figure 11-6.

**(b)**—Enter the assigned four-digit document serial number. Restart the sequence daily.

**(c)**—

1. For request for issue and turn-in, enter the last three digits of the SSA's DODAAC. classified COMSEC custodians enter the last threedigits of the supporting SSA COMSEC account number.
2. For other than request for issue or turn-in, enter name of activity the document is sent to.

**(d)**—

1. Enter the stock number of the item being requested or turned in. For nonexpendable document registers, the LIN may be included for purposes of continuity and cross-reference.
2. For requests for issue or turn-in on DA Form 3161, leave blank.
3. For ammunition requests, leave blank.
4. For other than request for issue or turn-in, leave blank.

**(e)**—

- a. Enter one or two words that identify the item requested or turned in.
- b. For request for issue or turn-in on DA Form 3161, enter DA Form 3161.
- c. For training ammunition follow the procedures in figure 11-6.
- d. For other than requests for issue or turn-in, enter a description of the form or action. Examples are—  
S/C for Statement of Charges.  
R/S for Report of Survey.  
AAR for Administrative Adjustment Report.

**(f)**—

- a. Enter hand receipt or equipment number, or other locally assigned identification for which item is requested.
- b. For supply requests that are required by a maintenance request, enter the job order number.
- c. For adjustment documents such as statements of charges or reports of survey, applicable hand receipt number may be entered.

**(g)**—Enter the PD of the request for issue; otherwise, leave blank.

**(h)**—

a. The person authorized to authenticate requests will place their initials in this column for each UND A and B request. Otherwise, leave blank.

b. For UND A and B supply requests that are required by a maintenance request, leave blank.

*Note:* Initials are not required for requests that have been extracted from another register.

**Quantity**

**(i)**—

- a. Enter the quantity requested.
- b. For training ammunition follow the procedures in figure 11-6.
- c. For request for issue on DA Form 3161, leave blank.
- d. For other than request for issue, leave blank.

**(j)** Enter the quantity received from the SSA or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.

**(k)** Enter the quantity due-in when document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.

**(l)** This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column n (Remarks).

WHEN

DO THIS

ENTER

Supply status card is received for total due-in quantity.

Erase any previous entry.

Status code and if provided the EDD from the card.

Supply status card is received for part of due-in quantity.

Erase previous entry. Status code, EDD if provided and quantity from status card.

WHEN

DO THIS

ENTER

Shipment status card is received for total due-in quantity.

Erase previous entry. Document identifier code (DIC) and the date shipped or ESD from the card.

Shipment status card is received for part of due-in quantity.

Erase previous entry, as appropriate. DIC, the date shipped, or ESD, and quantity from status card.

Final action is completed.

Erase old entry.

**(m)**—

a. Enter Julian date when final action is completed. If a partial quantity is received, enter the Julian date of receipt in pencil.

b. When cancellation or rejection status is received for total quantity requested, enter the status code and the Julian date of the cancellation or rejection verification. (See para 2-29.)

c. Enter CXL and the Julian date when request documents are canceled prior to forwarding to the SSA, and when documents other than request for issue are canceled.

d. Julian date adjustment documents (AR 735-5) or AARs are posted to the property records, or the Julian date of the release document is initiated by the survey officer for damaged property.

**(n)**

WHEN

DO THIS

ENTER

Cancellation/rejection status is received for part of the quantity requested.

Mark partial quantity received in column j, a permanent entry when action is completed.

Status code, quantity cancelled, and the Julian date of the cancellation/rejection verification.

AF1 or AT follow-up is submitted. (See para 2-26.)

Erase proper entry in column 1.

AF1 or appropriate AT DIC and Julian date (pencil entries).

AFC follow-up is submitted. (See para 2-28.) AFC and Julian date (pencil entries).

WHEN

DO THIS

ENTER

Request for transportation status is submitted. (See para 2-27.)

Erase entry in column l. TM1 and Julian date (pencil entries).

Request modifier is submitted. (See para 2-30.)

Update entries for which modification is requested.

AM and Julian date (pencil entries).

Request for cancellation for total due-in quantity is submitted. (See para 2-29.)

AC1 and Julian date (pencil entries).

WHEN

DO THIS

ENTER

Request for cancellation for part of due-in quantity is submitted. (See para 2-29)

AC1, quantity to be cancelled, and Julian date (pencil entries).

Follow-up on a cancellation request is submitted. (See para 2-29.)

Erase AC1 and Julian date in column n.

AK1 and Julian date (pencil entries).

1. Erase pencil entries in this column on receipt of reply to document submitted.

2. All entries will be made in ink or by typewriter unless otherwise stated. Corrections are made by drawing a single line through the incorrect entry and entering the correction above.

3. Document registers are kept by calendar or fiscal year (FY). When closing out document registers at the end of the year, enter the statement "CLOSED OUT," the current date, and the signature of the individual performing the posting on the next available line following the last document entry in the register. Use the procedures in AR 25-400-2 for filing and extracting document registers.

4. Block n may be used to record the document number assigned to a reorder when an item is cancelled and requested again. This will ensure continuity during the reconciliation process with customers.

0E19KZT2530001763343										F400003UK49BF10350901										UK4PDNTH 30										04043RRAK710710001289																																																																																																																																																					
DOCUMENT IDENTIFIER										ROUTING IDENTIFIER										STOCK NUMBER										UNIT										QUANTITY										BLANK										FUND										STATION										PROJECT										REG DEL DATE										ADVISE DATE										ROUTING IDENTIFIER										TRANSACTION										DOLLARS										CENTS																																							
EDITING DATA										ROUTING IDENTIFIER										STOCK NUMBER										UNIT										QUANTITY										BLANK										FUND										STATION										PROJECT										REG DEL DATE										ADVISE DATE										ROUTING IDENTIFIER										TRANSACTION										DOLLARS										CENTS																																							
REQUISITION NUMBER										DOCUMENT NUMBER										SERIAL										DEM AND SVC										15 SUPPLEMENTARY ADDRESS										SIG. NO.										COST DETAIL										ACCOUNT NUMBER										UNIT PRICE										TOTAL PRICE										ITEM DESCRIPTOR										PUBLICATION DATA										DATE POSTED										INIT										DATE AVAILABLE										INIT										DATE RECEIVED										SIGNATURE									
DISTRIBUTION										PROJECT										PRIORITY										REG DEL DATE										FUNDED										NON FUNDED										EXP										NON E										MIS CODE										ISSUED										DATE POSTED										INIT										DATE AVAILABLE										INIT										DATE RECEIVED										SIGNATURE																													
ADVISE										RECEIVED										DATE RECEIVED										SIGNATURE										DATE RECEIVED										SIGNATURE										DATE RECEIVED										SIGNATURE										DATE RECEIVED										SIGNATURE										DATE RECEIVED										SIGNATURE										DATE RECEIVED										SIGNATURE																																																	

The information listed on this form is to be used as a general guide only.

Figure 2-6. Sample of a supply status card, DIC AE1, DA Form 2765

Legend for Figure 2-6;

Completion instructions of supply status card, DIC AE1 for DA Form 2765

- (1-3) Document identifier code indicates supply status.
- (4-6) Routing identifier code of the supply source furnishing the status.
- (7) Media and status code from the supply request.
- (8-22) Stock number of the item.
- (23-24) Unit of issue of the item.
- (25-29) Quantity to which the status applies.
- (30-43) Document number to which the status applies.
- (44) Suffix code entered if the status card applies to a partial issue.
- (45-50) Address of the activity to receive the materiel.

- (51) Signal code from the original supply request.
- (52-53) Fund code from the original supply request.
- (54-56) Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request. Otherwise, blank.
- (57-59) Project code from the original supply request; otherwise, blank.
- (60-61) Priority designator from the original supply request.
- (62-64) Julian date this card was processed.
- (65-66) Supply status or rejection code (app C).
- (67-69) Routing identifier code of the last known source of supply.
- (70-73) Estimated delivery date.
- (74-80) Unit price of the item.



DA FORM 2765 1 APR 78

011K90T13030008325671 S500003UK49RF10420904 UK4PDR3TM 30072138943Y427 8071

DOC IDENT	ROUT IDENT	FSC	STOCK NUMBER	ADD	QUANTITY	UNIT	BLANK	FUND	STR	PROJECT	DATE SHIPPED	ADVISE DEL DATE	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS
1-3	4-6	7	8-22	23-24	25-29	30-43	44	45-50	51	52-53	54-56	57-59	60-61	62-76	77	78-80

REQUEST FOR ISSUE OR TURN-IN (AR 710-2)

SAFON 0-04548 (AR 710-2)

PREVIOUS EDITIONS WILL BE VOID

The information listed on this form is to be used as a general guide only.

Figure 2-8. Sample of a shipment status card, DIC AU1 Reply to cancellation request, DA Form 2765

Legend for Figure 2-8;

Completion instructions of status card, DIC AU1 reply to cancellation request for DA Form 2765

- (1-3) Document identifier code indicates shipment status.
- (4-6) Routing identifier code of the activity making shipment.
- (7) Media and status code from the supply request.
- (8-22) Stock number of the item shipped.
- (23-24) Unit of issue of the item shipped.
- (25-29) Quantity shipped.
- (30-43) Document number to which the status applies.
- (44) Suffix code entered if the status card applies to a partial issue.
- (45-50) Address of the activity to receive the materiel.
- (51) Hold code is entered if applicable.
- (52-53) Fund code from the supply request.
- (54-56) Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request. Otherwise, blank.
- (57-59) Date shipped or estimated shipping date.
- (60-61) Priority designator from the original supply request.
- (62-76) Transportation control number, government bill of lading, or other shipment unit number.
- (77) Mode of shipment code (app D).
- (78-80) Date available for shipment.



DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 1-161 Arty Bn Property Book Sec				DOD ACTIVITY ADDRESS CODE WK4ABC			UNIT IDENTIFICATION CODE WA2HAA			PAGE NUMBER 5
DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY			DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
DATE a	SERIAL b							REQUEST i	REC'D/TURN-IN j	DUE IN k			
1048	0001	XYZ	4240-00-926-4200	Mask	HR3	06	NDR	2		2			ACI 1081
REQUEST FOR CANCELLATION ENTRIES													

DA FORM 2064  
JAN 82

EDITION OF SEP 65 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 2-10. Sample of a request for cancellation posted to DA Form 2064

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 1-651 Arty Bn Property Book Section				DOD ACTIVITY ADDRESS CODE WK4ABC			UNIT IDENTIFICATION CODE WA2HAA			PAGE NUMBER 5
DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY			DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
DATE a	SERIAL b							REQUEST i	REC'D/TURN-IN j	DUE IN k			
1048	0001	XYZ	4240-00-926-4200	Mask	HR3	06	SP	2					BQ 1099
ENTRY FOR TOTAL QUANTITY CANCELLATION													

The information listed on this form is to be used as a general guide only.

Figure 2-11. Sample of a DA Form 2064 showing completion of cancellation when entire quantity is canceled

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1 The proponent agency is ODCSLOG</i>				ELEMENT KEEPING THE REGISTER 1-651 Arty Bn Property Book Section			DOD ACTIVITY ADDRESS CODE WK4ABC			UNIT IDENTIFICATION CODE WA2HAA		PAGE NUMBER 61	
DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY			DATE FOLLOW UP DUE l	DATE COMPLETED m	REMARKS n
DATE a	SERIAL b							REQUEST i	REC'D TURN IN j	DUE IN k			
1264	0005	XYZ	2320-00-177-9258	Trk Util	HR4	03	CWU	3	2	1			RC (1) 1292
REQUEST FOR CANCELLATION ENTRY													

(A)

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1 The proponent agency is ODCSLOG</i>				ELEMENT KEEPING THE REGISTER 1-651 Arty Bn Property Book Section			DOD ACTIVITY ADDRESS CODE WK4ABC			UNIT IDENTIFICATION CODE WA2HAA		PAGE NUMBER 61	
DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY			DATE FOLLOW UP DUE l	DATE COMPLETED m	REMARKS n
DATE a	SERIAL b							REQUEST i	REC'D TURN IN j	DUE IN k			
1264	0005	XYZ	2320-00-177-9258	Trk Util	HR4	03	CWU	3	2		1299	1299	BQ (1) 1299
ENTRY FOR PARTIAL CANCELLATION													

(B)

A PARTIAL CANCELLATION STARTED  
B PARTIAL CANCELLATION CONFIRMED

Figure 2-12. Entries required on DA Form 2064 for cancellation of partial quantity

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 1-651 Arty Bn Property Book Section				DOD ACTIVITY ADDRESS CODE WK4ABC			UNIT IDENTIFICATION CODE WA2HAA			PAGE NUMBER 48	
DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY			DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n	
DATE a	SERIAL b							REQUEST	REC'D/ TURN-IN j	DUE IN k				
1208	0001	XYZ	1005-00-073-9421	Rifle	HR2	06 18		4		4			AMA 1218	
								OBTAIN INITIALS WHEN REQUIRED						
								MODIFICATION REQUEST ENTRIES						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>ISD Ft Knox, KY</p> <p>W K4ABC12080001</p> <p>11</p> </div> <div style="width: 45%;"> <p>1/651 Arty Bn Ft Knox, KY</p> <p>1 0 0 5 0 0 0 7 3 9 4 2 1 EA 0 0 0 0 4</p> <p>Rifle</p> <p>MTOE 06 153300100, Feb 81, Pg 25</p> </div> </div>														

DA FORM 2064  
JAN 82

EDITION OF SEP 65 IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1984-421-040/8117

Figure 2-13. Sample of a request modifier posted to DA Form 2064

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.					6 May 96
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES 1st FSB			LOCATION Fort School, VA		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
Smith, Adam J.	X	Yes	Yes	Adam J. Smith ASS	
Birch, John A.		Yes	No	John A. Birch JAB	
Jones, Alonzo L.		Yes	No	Alonzo L. Jones ALJ	
Perez, Pedro M.		Yes	Yes	Pedro M. Perez PMP	
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request and receive Class 2, 4, 7, and 9 supplies as shown above.					
REMARKS Installation Supply Division					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE WA3HAA			DODAAC/ACCOUNT NUMBER W80THE		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
ROJAS, COOKE E.	CPT	(804) 687-9988	25 May 97	Cooke E. Rojas	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V1.00

Figure 2-14. Sample of a completed DA Form 1687

Legend for Figure 2-14;

Completion instructions by block number for DA Form 1687

- (1) **Date** Enter the calendar date the form is prepared.
- (2) **Organization receiving supplies** Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
- (3) **Location** Enter the name of the installation on which the unit is located.
- AUTHORIZED REPRESENTATIVE(S) Section**
- (4) **Last name - first name - middle initial** Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow on card.
- (5) Enter "not used" on next available line when all lines are not used.
- (6) (REQ) Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
- (7) **Signature and initials** Enter the signature and initials of authorized representatives.

**AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section**

- (8) Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.
- (9) **Remarks** Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.

- (10) **Unit identification code** Enter the assigned unit identification code.

**I ASSUME FULL RESPONSIBILITY Section**

DODAAC/Account Number

- (11) Enter the unit DODAAC and any locally assigned account number.
- (12) **Last name - first name - middle initial** Enter the name of the responsible person.
- (13) **Grade** Enter the grade or rank of the responsible person.
- (14) **Telephone number** Enter the office telephone number of the responsible person.
- (15) **Expiration date** 15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
- (16) **Signature** Enter the signature of the responsible person.

*Note.* All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

DD FORM 1348-1A JUN 86 ISSUE RELEASE/RECEIPT DOCUMENT										1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO							
A5ASRCK CN00075 YX0A72ATK 13152 S9CAA										UNIT PRICE		DOLLARS		CT\$							
24. DOCUMENT NUMBER & SUFFIX (30-44)										0004294		000322050		SW0400 W26AEK							
25. NATIONAL STOCK NO. & ADD (8-22)										5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS			
26. RIC (4-6) IN (23-24) QTY (25-28) CON CODE (71) DISTR (55-56) UP (74-80)										97108		069160		060		635G9 Z		U			
27. ADD'L DATA										10. QTY. REC'D		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. LFC		15. SI	
28. ADD'L DATA										00001		0000054.00		0001.292		38270		0			
29. ADD'L DATA										16. FREIGHT CLASSIFICATION NOMENCLATURE											
30. ADD'L DATA										FIRE EXTINGUISHER CHARGES/COMPOUNDS											
31. ADD'L DATA										17. ITEM NOMENCLATURE											
32. ADD'L DATA										DRY CHEMI											
33. ADD'L DATA										18. TY CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE					
34. ADD'L DATA										22. RECEIVED BY				23. DATE RECEIVED							
35. ADD'L DATA										Andrew Shue				7/63							
36. ADD'L DATA										3											
37. ADD'L DATA										24. DOCUMENT NUMBER & SUFFIX (30-44)											
38. ADD'L DATA										W26AEK71051009											
39. ADD'L DATA										25. NATIONAL STOCK NO. & ADD (8-22)											
40. ADD'L DATA										4210007529343											
41. ADD'L DATA										26. RIC (4-6) IN (23-24) QTY (25-28) CON CODE (71) DISTR (55-56) UP (74-80)											
42. ADD'L DATA										SRC CN 00075 A 0004294											
43. ADD'L DATA										ORG NSN: STOCK FUND											
44. ADD'L DATA										PCN: L6S6D											
45. ADD'L DATA										FORM APPROVED, OMB NO 0704-0188											

Figure 2-15. Sample DA Form 1348-1A, Issue release/receipt document

DOC TYPE	ROUT TYPE	FSC	SYNOPSIS NUMBER	ABO	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU	PROJECT	REQ DEL DATE	ADV STATE
SEND TO: 416th Maint Co. Ft. Knox, KY										REQUEST IS FROM: Btry B - 2/651 Arty Ft. Knox, KY				
DOC IDENT	PRI	TY	TO	SER	L	M	I	S	T	S	S	S	S	S
2990007526823										EA	00001			
FSC	REQUISITIONER	DATE	SERIAL	DEPT	SIC	SUPPLEMENTARY ADDRESS	SIG	M	S	S	S	S	S	S
WK4NBC	1028G906	RW	K4PDE											
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUNDED	NON-FUNDED	PUB	REVISION DATE						
			03999					TM 9-2350-256-20P, May 77, Pgs						
ADVISE	23							ISSUED	1	DATE POSTED	1028	BUY	a.d.l.	
								DUE OUT		DATE AVAILABLE		BUY		
								RECEIVED	1	DATE RECEIVED	1028		SIGNATURE	Hector Cruz SP4
DOC	ROUTE	FSC	SYNOPSIS NUMBER	ABO	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU	PROJECT	REQ DEL DATE	ADV STATE

Figure 2-16. Sample of a DA Form 2765-1 as a receipt document



# MATERIAL INSPECTION AND RECEIVING REPORT

*Form Approved*  
OMB No. 0704-0248

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.  
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.**

1. PROC. INSTRUMENT IDEN. (CONTRACT) DABC03-93-0001-0001				(ORDER) NO.		6. INVOICE NO. / DATE B-9482		7. PAGE 1		OF 1		8. ACCEPTANCE POINT	
2. SHIPMENT NO. S 023		3. DATE SHIPPED 11 Jun 93		4. B/L TCN CB/L #X9-4007				5. DISCOUNT TERMS NET					
9. PRIME CONTRACTOR Chimerical Wholesalers 1 SW Rio Verde Big Sky, TX 79002						10. ADMINISTERED BY Purchasing and Contracting Office Bldg 54 Fort Infantry, TX 79001							
11. SHIPPED FROM (If other than 9) Fabricated, Inc. SW Division Sunshine, AZ 85999						12. PAYMENT WILL BE MADE BY Financing & Accounting Office Bldg 496 Fort Infantry, TX 79001							
13. SHIPPED TO 99th Maintenance BN Bldg 9898 Fort Infantry, TX 79001						14. MARKED FOR							
15. ITEM NO.	16. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number.)</small>		DESCRIPTION				17. QUANTITY SHIP/REC'D *	18. UNIT	19. UNIT PRICE		20. AMOUNT		
1.	5940-00-168-3366 Widget 3.5" x .5" 100 PER BX						6	BX	120.00		720.00		
21. CONTRACT QUALITY ASSURANCE								22. RECEIVER'S USE					
<input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				<input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				Quantities shown in column 17 were received in apparent good condition except as noted.					
DATE _____ SIGNATURE OF AUTH GOV'T REP _____				DATE _____ SIGNATURE OF AUTH GOV'T REP _____				DATE RECEIVED _____ SIGNATURE OF AUTH GOV'T REP _____					
TYPED NAME AND OFFICE _____				TYPED NAME AND TITLE _____				TYPED NAME AND OFFICE _____					
23. CONTRACTOR USE ONLY								* If quantity received by the Government is *the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.					

DD Form 250, NOV 92

*Previous edition may be used.*

\* U.S.GPO. 1993-0-342-027-70443

**Figure 2-18. Sample of a DD Form 250**

ORDER FOR SUPPLIES OR SERVICES <i>(Contractor must submit four copies of invoice.)</i>				Form Approved OMB No. 0704-0187 Expires Aug 31, 1992	PAGE 1 OF 1
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.					
<b>PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.</b>					
1. CONTRACT / PURCH ORDER NO. GS-00D-4436A		2. DELIVERY ORDER NO. DABC-03-93-F-0096		3. DATE OF ORDER (YYMMDD) 93/07/23	
4. REQUISITION / PURCH REQUEST NO. 11650001				5. PRIORITY	
6. ISSUED BY Directorate of Contracting Purchasing Division Building T-4005 Fort Lee, VA 23801-5172			7. ADMINISTERED BY (If other than 6) Directorate of Contracting Building T-4005 Fort Lee, VA 23801-5172 Buyer:		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other.)</i>
9. CONTRACTOR Vendor ID: 002938 NAME AND ADDRESS Whimsey Furniture Co. 200 Bank St. Lake City, NC 44372			10. DELIVER TO FOB POINT BY (Date) (YYMMDD) 93/08/15		11. MARK IF BUSINESS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
14. SHIP TO Supply & Services Division, DOL Warehouse T-3325 Fort Lee, VA 23801 DABC0393F0096			15. PAYMENT WILL BE MADE BY Finance & Accounting Division Building T-5216 Fort Lee, VA 23801		13. MAIL INVOICES TO See Block 15  MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER
16. TYPE OF ORDER DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/> This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified here: ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
<input type="checkbox"/> NAME OF CONTRACTOR If this box is marked, supplier must sign Acceptance and return the following number of copies: _____		SIGNATURE _____		TYPED NAME AND TITLE _____	
17. ACCOUNTING AND APPROPRIATION DATA / LOCAL USE _____					
18. ITEM NO.	19. SCHEDULE OF SUPPLIES / SERVICE	20. QUANTITY ORDERED / ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1	Chair, Rotary, W/Arms, Black No. 31-60027-202 PR Number: W27AB3-2226-3001 Accounting: 97X4930AC250670000W27AB32226300149100T54055	4	EA	200.00	800.00
2	Desk, DBL PED, 60in x 40in, WOOD No. 31-60059-207 PR Number: W27AB3-2226-3002 Accounting: 97X4930AC250670000W27AB32226300249100T54055	4	EA	450.00	1800.00
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA Frank B. James GS13 BY: _____		25. TOTAL 2600.00	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED			27. SHIP. NO.		28. D.O. VOUCHER NO.
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. DIFFERENCES
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____			31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		30. INITIALS
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYMMDD)	
40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	
32. PAID BY			33. AMOUNT VERIFIED CORRECT FOR		
34. CHECK NUMBER			35. BILL OF LADING NO.		

DD Form 1155, DEC 91

Previous editions are obsolete.

Figure 2-19. Sample of a DD Form 1155

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE
					29 Jun 96
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES Co B, 2/16th Inf			LOCATION Ft Wood, MO		
LAST NAME-FIRST NAME MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
Radford, Markus E	X			<i>Markus E Radford MER</i>	
Nothing Follows					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Initial column "h" of DA Form 2064 for high priority requests, (UND A and B)					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WA2HAA			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Traylor, John H.	Maj	(804) 734-1617	28 Jun 97	<i>John H. Traylor</i>	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

Figure 2-20. Sample of a completed DA Form 1687

Legend for Figure 2-20;

Completion instructions by block number for DA Form 1687.

- (1) Enter the calendar date the form is prepared.
- (2) Enter the name of the unit.
- (3) Enter the name of the installation on which the unit is located.

**AUTHORIZED REPRESENTATIVE(S)**

- (4) Enter the name of authorized representative.
- (5) Enter "not used" on next available line when all lines are not used.

(6) (REQ) Enter "NO".

(REC) Enter "NO."

(7) Enter the signature and initials of authorized representatives.

**AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER**

(8) Enter an "X" in this box to show that the authorized representative is delegated to sign specific forms and records. Specify the forms and records that may be signed or initialed.

(9) Leave blank.

(10) Enter the assigned unit identification code.

(11) Leave blank.

(12) Enter the name of the commander or responsible person.

(13) Enter the grade or rank of the commander or responsible person.

(14) Enter the office telephone number of the commander or responsible person.

(15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.

(16) Enter the signature of the commander or responsible person.

*Note.* All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

DA PAM. 710-2-1

AUTHORIZATION CARD	
NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES	
ORGANIZATION, INSTALLATION HHC, FORT SCHOOL, VA	DODAAC/ACCT # WK4ABC
THE BEARER OF THIS CARD IS AUTHORIZED TO RECEIPT/REQUEST SUPPLIES FROM THE ACTIVITY CHECKED ON THE REVERSE SIDE OF THIS FORM. THIS CARD IS ACCOUNTABLE. ITS LOSS WILL BE REPORTED TO THE INDIVIDUAL ISSUING THIS CARD AND THE AUTHORIZED FACILITIES CHECKED ON THE REVERSE.	SERIAL #
SIGNATURE/SIGNATURE BLOCK <i>James Bond, CPT</i> JAMES BOND, CPT, SC, CMDG	

DA FORM 5977, MAR 91

AUTHORIZED FACILITIES			
	CLASS IVTISA		CAN POINT
	CLASS IIV WHSE		AG PUBLICATIONS
X	CLASS III		DS MAINTENANCE
	CLASS VIII, WHSE		GS MAINTENANCE
	CLASS IX		DOL MAINT (INSTAL)
	SSSC		QM LAUNDRY
	DEH WHSE		DEH SELF HELP
	DRMO	X	TASC

REVERSE OF DA FORM 5977, MAR 91

Figure 2-21. Sample of a DA Form 5977

Legend for Figure 2-21;  
Completion instructions for DA Form 5977

DA Form is typed or completed in ink as follows:

**Organization/Installation** Enter the Unit or Activity designation. Example: HHC, 23 QM Bde, Ft. Smith, VA or Supply Division, DOL, Fort Jones, VA.

**DODAAC/Account #** Enter either the DODAAC or account number. (Examples: W33V33 or any other alpha-numeric account number that the unit has been provided.)

**Signature/Signature Block** On a single line, type or write, in ink, the signature block of the responsible/accountable officer. The card is signed above the signature block by the person listed on the orders.

**Authorized Facilities** Place an "X" in the box which denotes the facility to which access is desired. Spaces are available to write in, or type, the name of a facility not listed. For example, a motor pool on a card may have "Xs" in the block for Class IX, Can. Point, and DS Maintenance. In addition, COPARS and Calibration may be written in to the available blank spaces.

Laminate the card on both sides using plastic sheet, NSN 9330-00-752-9091 which is available through the SSSC.

