



DEFENSE FINANCE AND ACCOUNTING SERVICE

CLEVELAND CENTER
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CLEVELAND, OH 44199-2055

JUL 14 1997

(DFAS-CL/AACB/118)

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Revision Number 1 to Defense Finance and Accounting
Service - Cleveland Center Instruction Number 7200.1

The Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) issued instruction number 7200.1 dated May 10, 1996, Subject: Policy and Guidance Concerning the Use of Standard Document Numbers (SDNs). This instruction was provided to all Navy Major Commands, Marine Corps, and DFAS-CL Operating Locations.

This memorandum provides a list of changes to the instruction. Please review the attached. Do not change documents already assigned a standard document number. Distribute the revised pages to budget, personnel, contracting, and all other activities involved in the preparation of documents which result in an initiation, commitment, consignment, or obligation. A complete copy of this instruction can be accessed through the Standard Accounting and Reporting System (STARS) on line library.

The intent of this revision is: (1) achieve consistency, (2) ensure effective and efficient processing, (3) aid in the reduction of unmatched disbursements, and (4) improve audit trails.

My point of contact is Ronald Cholewa (Code AACB), Accounting Policy and Procedures, DSN 580-6927 or commercial (216) 522-6927.

A handwritten signature in cursive script that reads "Phyllis A. Hudson".

Phyllis A. Hudson
Director

REVISION NUMBER 1

<u>PAGE NO</u>	<u>PARAGRAPH CHANGE</u>
1, 2	All reference to the word "Policy" was changed to "Procedures.."
2	PARA D.4. - Rewritten.
3	PARA D.7. - The Standard Accounting and Reporting System (STARS) was originally exempted from this policy. The exemption was removed and became effective on December 3, 1996.
3	PARA D.9. - Added the format to be used to establish an initiation, commitment or consignment
4	PARA D.10. - Added new paragraph.
8	PARA E.6. - Rewritten.
9	PARA E.7. - Added new paragraph on Posting and Assignment of SDN on a Refund.
9-1 thru 9-4	Added new section for SECNAV and Chief of Naval Reserve Forms.

(DFAS-CL/A)

Distribution D

SUBJECT: **[PROCEDURES] AND GUIDANCE CONCERNING THE USE OF
STANDARD DOCUMENT NUMBERS (SDNs)**

- References:
- (a) NAVCOMPTINST 7300.99C, "Navy Standard Document Numbering System and Related Accounting Classification Reference Numbers (ACRNs), March 3, 1976 (hereby canceled)
 - (b) NAVCOMPNOTE 5215, "Cancellation of Comptroller of the Navy (NAVCOMPT) Instructions, Reporting Requirements, and Forms," April 7, 1995
 - (c) DFAS Cleveland, Ohio Message, R041420Z Jul 95 ZYB, "Cancellation of NAVCOMPTINST 7300.99C." (NOTAL)
 - (d) Defense FAR Supplement, current edition, (DFARS), (NOTAL)
 - (e) NAVSUP Publication 437, "Military Standard Requisition and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), (NOTAL)
 - (f) DOD 4500.32-R, "Military Standard Transportation and Movement Procedures, Volume 1," March 15, 1987 (MILSTAMP) (NOTAL)
 - (g) DFAS-CL (NAVSO P) 1000.3, (NAVCOMPT Manual Volume 3), current edition
 - (h) DOD 3210.6-R, DOD "Grant and Agreement Regulations," interim guidance draft (NOTAL)
 - (i) DOD 4000.25-6-M, "Department of Defense Activity Address Directory, -- April 1995 (DODAAD) (NOTAL)
 - (j) NAVSUP Publication 485, "Afloat Supply Procedures" (NOTAL)
 - (k) NAVSO P-1000-25, "Navy Comptroller Manual Volume 2 Chapter 5, Unit Identification Codes," revision 68
 - (l) DOD 4160.21-M, "Defense Reutilization and Marketing Manual," March 1990
 - (m) NAVCOMPTINST 7600.30A, "Policy and Guidance Concerning the Utilization and Accounting for Order for Work and Services/Direct Citation (NAVCOMPT Form 2276A) for Use at Activities and Organizations Authorized to Use the NAVCOMPT Form 2276A," July 23, 1990, (NOTAL)

A. PURPOSE

This Instruction replaces reference (a), which was canceled by reference (b) and reinstated by reference (c). It establishes **[procedures and guidance]** for Standard Document Numbers (SDNs). Improper use or the failure to use SDNs contributes significantly to the unmatched disbursements problem.

B. APPLICABILITY

This Instruction applies to the Department of the Navy (DON), **[The Marine Corps]**, the DOD Domestic Schools and the Defense Information Systems Agency (DISA).

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure (1).

D. POLICY

1. Document numbers are to be constructed following the detailed instructions contained herein.

2. Document numbers are to be assigned at the time documents are prepared manually or automatically. The document number will be inserted in the block or on the line currently used for that purpose before it has been approved, signed and ready for release.

3. When documents are prepared for submission to higher authority for approval and issuance in Program Fund Allocations, the approval/issuing authority **will** assign the document number.

4. **[When an invoice is submitted for payment, the Prompt Payment Certification and Deduction (PPCD) form will be submitted. See enclosure (2). The PPCD form will be used when a formal form (i.e.: DD, SF, NAVCOMPT) is not available with the invoice. The PPCD form must be legible and in agreement with the DD 1155 or latest modification. To ensure timely processing in accordance with the Prompt Payment Act, the PPCD form needs to be filled in completely. This includes a point of contact and telephone number.]**

5. SDNs will be the primary means of identifying, updating, and recording accounting transactions in all present and future accounting/financial systems. All accounting transactions must be identified and recorded in accounting systems by SDN. Systems designers may continue to provide the capability to query by additional means. The query could consist of cost account number, functional account number, subactivity group code, etc.

6. SDNs will be the primary means for accessing data bases and will be used to match disbursements and collections to obligations.

7. The Procurement Instrument Identification Number (PIIN) is the proper SDN to cite when recording obligations applicable to contracts. The Supplementary Procurement Instrument Identification Number (SPIIN) is the call or order number used for Blanket Purchase Agreements, Indefinite Delivery Contracts, and Basic Ordering Agreements. This will be done regardless of the document number under which the related **[initiation, commitment or consignment]** was recorded. **[This policy is applicable to all systems including the Standard Accounting and Reporting System (STARS). The incorporation into STARS was completed on December 3, 1996.]**

8. All forms which are prepared by Navy fleet activities will contain an SDN. The SDN will be constructed following the detail instructions contained herein. To include the SDN in the Fleet Resource Accounting Module (FRAM) would require a major programming change. The FRAM system will be eliminated during FY97 and fleet accounting will migrate to STARS-FL. Fleet accounting is exempt from the requirement to include an SDN in the FRAM system. This Instruction does not prevent the fleet activities from assigning an SDN to forms which will be necessary for the transfer to STARS-FL.

9. When a contract is issued by a procurement activity citing various funds from other activities, each activity will reduce the initiation, commitment or consignment amount under their original SDN. **[The SDN can be established for the initiation, commitment or consignment using the following formats:**

**a. Enclosure (3) (Procurement Instrument Number)
(i.e.: N00019-97-C-0020)**

**b. Enclosure (6) (Other Financial Related Documents)
(i.e.: N00019-97-RX-0020)**

The original SDN established with the initiation, commitment, or consignment will remain in the system as a cross reference to the SDN assigned to the contract.] Each activity will then obligate under the Standard Document Number assigned to the contract. For example:

Activities A, B, and C each issue a fund usage document. Each document contains one line of accounting data and cites Accounting Classification Reference Number (ACRN) "AA." These documents are forwarded to activity D for procurement.

Activity D includes the requirements of the three activities into the same contract. Since ACRNs are not to be duplicated in the same procurement instrument, activity D assigns ACRNs "AA," "AB," and "AC" to the contract for these items. Activity D forwards a copy of the contract to activities A, B, and C for obligation recording and appropriate reduction in the previously recorded initiation, commitment or consignment.

Example of a PIIN which was issued to replace Other Financial Related Documents.

FINANCIAL DOCUMENT NUMBER	REPLACED BY PIIN
N00019-95-RX-85716	N61339-95-C-0064
N00019-95-AL-JC251	
N00019-95-RC-BS7QA	

Example of a PIIN which was issued to place a request for Invitation for Bid.

BID	REPLACED BY PIIN
N00019-95-B-0090	N00019-95-C-0095

10. [The related Type Codes listed in enclosure 9 should be associated to a specific purpose not to a particular form. Example: Type Code NS was assigned to order supplies or services. DD Form 1155 was associated with Type Code NS. Type Code NS should not be limited to just the DD Form 1155. Type Code NS should be assigned to whatever form is used to order supplies or services.]

E. PROCEDURES

1. Document Numbering for Procurement Instruments (Contracts)

a. The uniform PIIN and SPIIN system prescribed in reference (d), PART 204 will continue to be used by contract issuing activities for identifying procurement instruments of the types listed in reference (d), SUBPART 204.7003 and in enclosure (7). The PIIN document consists **of** 13 positions, and the SPIIN document consists of 4 positions as illustrated in enclosure (3).

b. Contracts must always be obligated under the PIIN and SPIIN. The following numbers will NOT be used for this purpose:

(1) 14/15 digit Military Standard Requisition and Issue Procedures/Military Standard Transaction Reporting and Accounting Procedures (MILSTRIP/MILSTRAP) document number, or;

(2) 15 digit document number associated with other financial related documents which initiated the procurement action.

c. There is an exception to the Indefinite Delivery Contract requiring a SPIIN. You can pay without a SPIIN because an indefinite delivery IS a contract. A call or order could **be** issued against this contract. Example: A basic contract orders 100 items. The contracting officer issues a call for 40 items for which a SPIIN is assigned. The government is obligated to pay for the remaining 60 items on the basic contract. To do this, another call can be issued or the Indefinite Delivery Contract can be paid off.

2. Numbering for MILSTRIP/MILSTRAP Documents

a. Documents covered by the provisions **of** MILSTRIP/MILSTRAP will continue to be numbered according to reference (e). The document number consists of 15 positions as illustrated in enclosure (4).

b. Forms

(1) DOD Single Line Item Requisition System Document (Manual), DD Form 1348. This form is used by activities without automated data entry capabilities.

(2) DOD Single Line Item Requisition System Document (Mechanized), DD Form 1348m. This form is used by activities with automated data entry capabilities.

(3) DOD Single Line Item Requisition System Document (Manual - Long Form), DD Form 1348-6. This form is used in requisitioning National Stock Number (NSN) items, part number items or other items for which the DD Form 1348m does not allow inclusion of sufficient pertinent identifying data.

(4) DOD Single Line Item Requisition System Document, DD Form 1348-1. This form is the single method of documentation for release of material by the supply source and the receipt document for the requisitioner. However, it is acceptable and preferred as a requisition when requesting property directly from a Defense Reutilization Management Office (DRMO).

3. Document Numbering for DOD Grants and Agreements

a. DOD Components shall assign identifying numbers to all nonprocurement instruments for grants and cooperative agreements.

b. The numbering system parallels the PIIN system specified in reference (d).

c. The document consists of 13 positions and is illustrated in enclosure (5).

4. Numbering for Military Standard Transportation and Movement Procedures (MILSTAMP) Transportation Control Number (TCN) Documents

a. The MILSTAMP TCN is a 17 character data element assigned to control and manage every shipment unit throughout the transportation pipeline. The TCN for each shipment is unique and not duplicated. For shipments other than seavans and personal property, the 17 digit TCN is essentially a four part number composed of a DoDAAC, Julian date, serial number and suffix. The first three parts of the TCN for MILSTRIP shipments are normally the requisition number, found on such documents as the DD Form 1348-1, DD Form 1149, or a contract. For most other shipments, the TCN is constructed in the same standard four part format. The seavan TCN differs from the standard by inclusion of a voyage number instead of a Julian date and by using the suffix to identify container service payment responsibility and the container type. The personal property TCN has a unique construction derived from the sponsoring member's Service, social security number, shipment pickup/turn-in date, and the type of personal property being shipped.

b. Refer to reference (f), appendix (c) for a complete description of the numbering requirements for the nine types of MILSTAMP shipment documents.

5. Numbering for All Other Financial Related Documents

a. The following standard document numbering system will be used for identifying all financial and financial related documents prepared which are not covered in paragraphs E.1, E.2 and E.3 above. The document number consists of 15 positions as illustrated in enclosure (6)

b. **An** exception to using the Unit Identification Code (UIC) of the issuing activity applies to travel orders.

(1) The UIC to be cited in positions 2-6 of military and civilian travel orders will ALWAYS be that of the ACTIVITY WHOSE FUNDS ARE BEING CHARGED.

(2) Positions 7-8 will always cite the last two digits of the fiscal year in which the travel is to COMMENCE or the effective or issue date in the case of civilian PCS orders.

(3) When traveling for the benefit of another activity, with the cost of travel to be charged to the benefiting activity, the following procedure should be used:

(a) The benefiting activity will provide the standard document number to be cited on the travel orders and related documents using their own UIC.

(b) The benefiting activity will provide the activity of the traveler with the complete accounting classification code(s) including related ACRNs to be cited on all documents.

(c) The benefiting activity will ensure that funds are reserved to cover the cost of such travel.

(d) The activity that the traveler is assigned to will provide a copy of the travel orders and the liquidated travel claim to the benefiting activity funding the travel.

(e) A Customer Identification Code (CIC) must be included in travel orders involving travel on Air Force Air Mobility Command (AMC). The CIC is used by AMC to identify the sponsor of the traveler for billing purposes. The CIC consists of 15 positions. This information is included on DD Form 1482 in the appropriate location. Refer to reference (g), Part C for construction of the CIC.

6. Posting and Assignment of SDN on a Collection

a. [A collection is defined as the miscellaneous receipt of funds which cannot be applied to an existing financial obligation.]

b. [Collections will be processed on a DD Form 1131, Cash Collection Voucher.]

c. [These collections could be for Jury Duty/Witness Fees, Fees Under the Freedom of Information Act, Profits on the Sale of Scrap Material, Commission on Telephone Company Pay Stations, and Miscellaneous Collections.]

d. [The assignment of a new SDN will follow the format used in enclosure (6) Other Financial Related Documents. Follow the directions in enclosure (6) for position's 1-8. For the other positions, apply the following:]

(1) JURY DUTY/WITNESS FEES:

Positions 9-10 Document Type Assign "MD"

Positions 11-15 Serial Number Assign "JURYD or [WITNE]"

(2) OTHER:

Positions 9-10 Document Type Assign "MD"

Positions 11-15 Serial Number Assign "MISCE"

e. An obligation needs to be established in STARS-FL for one cent using the SDN assigned to the collection document.

f. Once the obligation is established, process the collection document against the obligation, resulting in a negative unliquidated obligation (NULO).

g. To reduce the NULO to zero, an adjustment for the difference must be processed against the obligation.

h. Once an obligation has been established for the various activities, [for this particular type collection,] use the assigned SDN for the entire fiscal year.

7. [Posting and Assignment of SDN on a Refund]

a. [A refund is defined as a recoupment (collection) of payments made in error. This refund results in a reduction in the amount of expenditures on an existing financial obligation.]

b. [Refunds will be processed on a NAVCOMPT Form 2277, Voucher for Disbursement and/or Collection or on a DD Form 1131, Cash Collection Voucher.]

c. [Refunds could be for an overpayment to a vendor, Civilian or Retirement Payment, repayment of an unliquidated travel advance, or overpayment on a travelers' claim.]

d. [Use the SAME SDN as assigned on the original payment.]

e. [If a refund cannot be associated with the SDN for the original payment, assign a new SDN. Follow the format used in enclosure (6) Other Financial Related Documents. For position's 1-8 follow the direction in enclosure (6). For the other positions apply the following:]

(1) PAYROLL:

Positions 9-10 Document Type Assign "MD"
Positions 11-15 Serial Number Assign "LABOR"

(2) OTHER:

Positions 9-10 Document Type Assign "MD"
Positions 11-15 Serial Number Assign "MISCE"

f. [An obligation needs to be established in STARS-FL for one cent using the SDN assigned to the collection document.]

g. [Once the obligation is established, process the collection document against the obligation, resulting in a negative unliquidated obligation (NULO).]

h. [To reduce the NULO to zero, an adjustment for the difference must be processed against the obligation.]

i. [Once an obligation has been established for the various activities, for this particular type collection, use the assigned SDN for the entire fiscal year.]

F. EFFECTIVE DATE AND IMPLEMENTATION.

This Instruction is effective immediately.

/s/
Phyllis A. Hudson
Director

Enclosures-9

1. Definitions
2. Prompt Payment Certification and Deduction Form
3. Procurement Instrument Type Codes
4. PIIN/SPIIN Document Numbers
5. MILSTRIP/MILSTRAP Document Numbers
6. Document Numbering for DOD Grants & Agreements
7. Numbering for Other Financial Related Documents
8. Serial Number Codes for MILSTRIP/MILSTRAP
9. Financial Documents and Related Type Codes

DEFINITIONS

1. Allocation, Allotment, and Operating Budget Documents. These documents are financial documents including Naval messages or letters that pass funds to an activity with **all** financial control, jurisdiction, and responsibility over or concerning such funds. Examples of pertinent NAVCOMPT Forms are the NC372, 2058, 2168-1, 2189-1, 2197 etc.

2. Fund Usage Document. A fund usage document is any financial or financial related document including Naval messages or letters. It is recorded in the accounting records of the issuing activity as an initiation, commitment consignment, obligation/undelivered order or payable. It will ultimately result in the disbursement of funds.

3. Service Designator Code (SDC). A one position alpha code used with a Unit Identification Code to identify the ordering or contracting activity. See reference (e) for a complete list of SDCs for all service agencies. For purposes of this instruction, the authorized SDCs and titles are the following:

H DOD Activities

K Marine Corps Foreign Military Sales (FMS) and Map Grant Aid use only.

L Marine Corps Contractor

M Marine Corps Activities

N Department of the Navy Shore Activities

P Department of the Navy Foreign Military Sales (FMS); MILSTRIP/MILSTRAP requisitions only.

Q Navy Contractor

R Pacific Fleet Operating Forces

V Atlantic Fleet Operating Forces

4. Standard Document Number (SDN). This is a number assigned to a document which uniquely identifies it from all other documents. There are five numbering systems authorized for use by activities to identify financial and financial related documents. They are as follows:

a. Uniform Procurement Instrument Identification Numbers. This is the numbering system prescribed by the Defense Federal Acquisition Regulation Supplement (DFARS), reference (d). It is mandatory for identifying all procurement instruments such as Standard Forms 26, 30, DD Form 1155, etc. The Uniform Procurement Instrument Identification Number consists of the following two parts:

(1) Procurement Instrument Identification Number (PIIN). This is the numbering system prescribed by reference (d), Part 204.7000. A PIIN is assigned to all solicitations, contracts, and related instruments.

(2) Supplementary Procurement Instrument Identification Number (SPIIN). This is the numbering system prescribed by reference (d), Part 204.7004. Supplementary numbers are used with the basic PIIN to identify calls or orders under contracts, basic ordering agreements, or blanket purchase agreements. These instruments are issued by a contracting office or by a DOD activity other than the contracting office. It can include DOD orders against Federal supply schedules.

b. MILSTRIP/MILSTRAP Numbering System. This is the numbering system prescribed by the Military Standard Requisition and Issue Procedures (MILSTRIP) and the Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), NAVSUP Publication 437, reference (e). Use of this numbering system **is** mandatory for identifying MILSTRIP/MILSTRAP documents, such as DD Forms 1348, 1348-1, 1348-6 and 1348m. See reference (e) for additional forms used.

c. DOD Grant and Agreement Numbering System. This is the interim numbering system required by the Director of Defense Research and Engineering. Use of this numbering system is mandatory for identifying grants, cooperative agreements and other transactions in accordance with reference (h), part **21**, paragraph 21.33.

d. Transportation Control Number (TCN) System. This **is** the numbering system prescribed by the Military Standard Transportation and Movement Procedures (MILSTAMP), DOD 4500.32-R, reference (j). Use of this numbering system is mandatory for identifying MILSTAMP shipment documents such as Security Assistance (FMS/MAP) and Nonappropriated Fund Shipments. See reference (f) for additional shipment documents used.

e. Standard Document Numbering System for All Other Financial Related Documents. This is the numbering system prescribed for all other financial related documents prepared that are not covered **by** references (d), (e), (f) and (h).

5. Unit Identification Code (UIC). The UIC is a five position alpha-numeric code used to identify organizational entities within the DON. **The** UIC is used to identify the activity that prepares and issues the financial or financial related document.

PROMPT PAYMENT CERTIFICATION AND DEDUCTION

(DATES MUST BE IN YY-MM-DD FORMAT)

INVOICE NUMBER(S) : _____

INVOICE DATE(S) : _____

DATE MATERIAL RECEIVED : _____

DATE MATERIAL ACCEPTED : _____

DATE INV REC'D BY CERT ACTIVITY : _____

DATE FORWARDED FOR PAYMENT : _____

REQUISITIONING UIC : _____

GROSS AMOUNT OF INVOICE : _____

CERTIFYING ACTIVITY'S UIC : _____

DEDUCTION AMOUNT : _____

REASON FOR DEDUCTION : _____

LINE OF ACCOUNTING/ACRN/REQUISITION NUMBER : _____

I CERTIFY THAT THE ACCOUNTING DATA PROVIDED IS ACCURATE: FUNDS HAVE BEEN OBLIGATED AND CHANGES HAVE BEEN APPLIED TO THE APPROPRIATE ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN); AVAILABLE FUNDS **HAVE** BEEN DECREMENTED FOR THE AMOUNT APPROVED FOR DISBURSEMENT AND WILL NOT BE DE-OBLIGATED; AND THE ABOVE **INVOICE** IS CORRECT AND PROPER FOR PAYMENT.

(Signature/Title)

(Point of Contact) (Activity) (Phone Nbr)

PIIN/SPIIN DOCUMENT NUMBERS

<u>POSITION</u>	<u>PIIN</u>			<u>SPIIN</u>	
	<u>N00023</u>	<u>95</u>	<u>D</u>	<u>0001</u>	<u>0002</u>
1-6	Identifies the department/ agency and office contracting/ procuring the instrument. See reference (d), appendix (g) for all valid codes. The code N00023 identifies the Naval Supply Systems Command (NAVSUP) as the contracting/procuring activity. —				
7-8	Last two digits of the <u>fiscal year</u> in which the PIIN was assigned. _____				
9	Type of Instrument (Contract) Code See enclosure (7) for valid codes. _____				
10-13	Serial Number. A separate series of numbers may be used for any type of instrument as listed in enclosure (7). Numbers are sequential. Activity may reserve a block of numbers or alpha-numeric characters for use by its various components. No letters "I", "O" or spaces. Field may not contain all zeros, spaces, dashes, or hyphens. _____				
14-17	A SPIIN will be used when Position 9 is coded A, G or H. A SPIIN could be issued if position 9 is a "D." See paragraph E.1.c for an example. No SPIIN is required on the basic contract. Calls or orders are issued under a Blanket Purchase Agreement (A), under an Indefinite Delivery Contract (D), under a Basic Ordering Agreement (G) and agreements including basic agreements and loan agreements (H). Use a serial number. The four positions will be alpha-numeric with no letters " I ", "O" or spaces. Field may not contain all zeros, spaces, dashes, or hyphens. _____				

MILSTRIP/MILSTRAP DOCUMENT NUMBERS

<u>POS I T I O N</u>	<u>N</u>	<u>0002</u>	<u>3</u>	<u>5</u>	<u>334</u>	<u>0125</u>	<u>R</u>
1	Service Designator Code (Marine Corps: K, L, M) (Navy: N, P, Q, R, V) (DOD: H)						
2-6	Unit Identification Code (UIC) of the requisitioning/issuing activity. UIC 00023 identifies the Naval Supply Systems Command (NAVSUP) as the requisitioning/issuing activity. Refer to reference (i) for a listing of valid codes.						
7	Last digit of the <u>calendar year</u> in which the document is being issued.						
8-10	The numeric consecutive day of the calendar year. Example: Nov 30 , 1995 = 334 .						
11-14	Serial numbers are assigned at the discretion of the document originator. Serial numbers will not be duplicated on the same day. Position 11 may consist of alpha or numeric characters with the utilization of certain alphas limited as specified. See references (e), (j) and enclosure (8) of this instruction for specific limitations on codes used as the first character of the serial number. Positions 12-14 may consist of alpha or numeric character or inter or intra-service/agency requisitions with exceptions of letters "I" or "O" on inter-service agency transactions. However, the entries in positions 12-14 will not be meaningful to the requisitioning service/agency, but will be used on documentation initiated as a result of requisition processing.						
15	The Demand/Suffix Code is optional. The field may be alpha or numeric. It has a dual purpose. For the requisitioner, this position is used to enter the demand code. For supply sources, this position is used for the suffix code when partial action is taken on a transaction. (E.g.: Demand Code "R" represents "Recurring Demand." See reference (e) or (j) for codes.						

DOCUMENT NUMBERING FOR DOD GRANTS & AGREEMENTS

<u>POSITION</u>	<u>N00023</u>	<u>5</u>	<u>0001</u>
1-6	Identifies the department/ agency and office contracting/ procuring the instrument. See reference (d), appendix (g) for valid activity address numbers.		
7-8	Last two digits of the <u>fiscal year</u> in which the number was assigned.		
9	Type of Instrument Code: Grants = 1 Cooperative Agreements = 2 Other Nonproductive Instruments = 3 No alpha characters		
10-13	Serial Number - A separate series of numbers may be used for any type of instrument as noted above. Numbers are sequential. Activity may reserve a block of numbers or alpha-numeric characters for use by its various components. No letters "I" or "O" or spaces. Field may not contain all zeros, spaces, dashes, or hyphens.		

NUMBERING FOR OTHER FINANCIAL RELATED DOCUMENTS

<u>POSITION</u>	<u>N</u>	<u>00</u>	<u>23</u>	<u>95</u>	<u>0</u>	<u>A0035</u>
1 Service Designator Code (Marine Corps: K , L, M) (Navy: N , P , Q , R, V)						
2-6 Unit Identification Code (UIC) of the requisitioning/issuing activity, regardless of the activity to be charged. See paragraph E.5.b for exceptions. UIC 00023 identifies the Naval Supply Systems Command (NAVSUP) as the requisitioning activity. See reference (k) for a listing of valid UICs for Navy.						
7-8 Last two digits of the <u>fiscal year</u> in which the basic document is being (or was) issued.						
9-10 Fund usage document type. See enclosure (9) for a list of document types						
11-15 Serial Number can be alpha and/or numeric. The positions can be all alpha or all numeric. Example: LABOR. Field may not contain all zeros, spaces, or hyphens. It is assigned at the discretion of the issuing activity. Numbers will not be duplicated within the same document type code, within the same fiscal year or within the same UIC .						

document is being (or

PROCUREMENT INSTRUMENT TYPE CODES

- A Blanket purchase agreements.
- B Invitations for bids.
- C Contracts **of** all types except indefinite delivery contracts, facilities contracts, sales contracts and contracts placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DOD.
- D Indefinite delivery contracts.
- E Facilities contracts.
- F Contracting actions placed with or through other Government department or agencies or against contracts placed **by** such departments or agencies outside the DOD (including actions with the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR)).
- G Basic ordering agreements.
- H Agreements including basic agreements and loan agreements, but excluding basic purchasing agreements, basic ordering agreements and leases.
- I Do not use.
- J Reserved.
- K Short form research contract.
- L Lease agreement.
- M Purchase orders-manual (assign **W** when numbering capacity of M is exhausted during the fiscal year).
- N Notice of intent to purchase.
- O Do not use.
- P Purchase order-automated (assign **V** when numbering capacity of P is exhausted during the fiscal year).
- Q Request of quotation-manual.

R Request for proposal.

S Sales contract.

T Request for quotation-automated (assign U when numbering capacity of T is exhausted during a fiscal year.

U See T.

V See P.

W See M.

X Reserved for departmental use.

Y Imprest fund.

Z Reserved for departmental use.

SERIAL NUMBER CODES FOR MILSTRIP/MILSTRAP
(FIRST POSITION ALPHA LIMITATION)

<u>CODE</u>	<u>PURPOSE</u>
A-F	Insignificant to supply service and assigned at the discretion of the requisitioner for local control.
G	To identify aviation Not Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS) requisitions.
H	1. Marine Corps Aviation peculiar PWR (Cloud/Storm) requirements. 2. To identify requisitions for Hazardous Container (HAZCON) items in the Defense Satellite Communications system (used with Project Code LGP). Not to be used.
J	To identify requisitions resulting from interrogations of the Interrogation Requirements Information System. See reference (1).
K	To identify requisition systems submitted to DRMS, DRMO or GSA for excess property located at a DRMO that is requested as a result of reviewing manual screening lists, e.g., Excess Personal Property Lists (EPPL). GSA Regional Catalog listings.
L	To identify requisitions submitted to DRMOs which result from Physical screening of property at the DRMO. This type of screening is referred to as "Local Area Screening" without any consideration of the distance traveled by the screener.
M	Reserved.
N	Reserved.
O	Not to be used.
P	Reserved.

Q Reserved.

R To identify requisitions submitted to DRMS/DRMOs from Inventory Control Points or Integrated Material Managers based on a final asset.

S To identify requisitions submitted to DRMS/DEEMOs from Inventory Control Points or Integrated Material Managers based on a Front End Screening notice of excess personal property.

T Reserved.

U Reserved.

W To identify Casualty Report (CASREPT) requisitions.

Y To identify Marine Corps ownership of material applicable to Contractor Inventory Utilization Group (CIUG) procedures.

V, X, Z To be used only by Inventory Managers on Referral Orders and Inventory Manager initiated Reservations and Planned Requirements.

FINANCIAL DOCUMENTS AND RELATED TYPE

<u>DOCUMENT NO</u>	<u>DOCUMENT NAME</u>	<u>TYPE CODE</u>
<u>SECNAV FORMS</u>		
SECNAV 7132/1	Advice of Project Funds	AF
SECNAV 7132/7	Project Directive	PD
SECNAV 7133/1	Interim Below Threshold Reprogramming Actions	BT
SECNAV 7300/1	Resource Authorization by Cost Account	RA
SECNAV 7300/2	Reimbursable Order Data Sheet	RO
SECNAV 7300/9	Procurement Request	RC
<u>NAVCOMPT FORMS</u>		
NC 372	Allotment/Sub-Allotment Authorization	AL
NC 621	Correction Notice (Note 1)	**
NC 2035	Summary of Accounting Data (Note 1)	**
NC 2058	Budget Activity Allocation	FA
NC 2061	Utility-Invoice Certification (Note 4)	UT
NC 2168-1	Resource Authorization	RA
NC 2189-1	Approved Operating Budget (RDT&E Activities)	OB
NC 2201	Claims for Reimbursement for Round-Trip Transportation at Personal Expense from Place of Overhaul to Home Port	RV
NC 2202	Authority for Issuance of T/R or MTA for Round-Trip Transportation from Place of Overhaul to Home Port	RV
NC 2275	Order for Work and Services (Funded Reimbursable Work Estimate)	WE
NC 2275	Order for Work and Services (Project Order)	PO
NC 2275	Order for Work and Services (Economy Act Order)	WR
NC 2276	Request for Contractual Procurement	RC
NC 2276A	Order for Work & Services Direct Citation (Note 2)	
NC 2277	Voucher for Disbursement and/or Collection (Note 1)	**

<u>DOCUMENT NO</u>	<u>DOCUMENT NAME</u>	<u>TYPE CODE</u>
<u>DOD FORMS</u>		
DD 282	Printing Requisitions/Order	PT
DD 410	Requisition for Telephone Service	CA
DD 428	Communication Service Authorization	CA
DD 448	Military Interdepartmental Purchase Request (MIPR) (Sent to DOD Activity) (Sent to Activity Outside DOD)	MP IP
DD 1105	Apportionment and Re-Apportionment Schedule	AS
DD 1131	Cash Collection Voucher (Note 3)	MD
DD 1149	Requisition and Invoice/Shipping Document (Mail Service - Note 6)	RQ MS
DD 1155	Order for Supplies or Services 1) Utility Invoices (Note 4) 2) Mail Service (Note 6)	NS UT M\$
DD 1342	DoD Property Record (Note 1)	
DD 1556	Request, Authorization, Agreement Certification of Training and Reimbursement	TG
DD 1610	Request and Authorization for TDY Travel of DoD Personnel	TO
DD 1614	Request and Authorization for DoD Civilian Permanent Duty Travel	CS
DD 2161	Referral for Civilian Medical Care	CM
<u>STANDARD FORMS</u>		
SF 44	Purchase Order/Invoice Voucher (Utility Invoices - Note 4)	PI UT
SF 1034/1035	Public Voucher for Purchases and Services Other than Personal 1) Uniform or Clothing Allowance Example: Police and Firemen, Work Shoes - (Note 5) 2) Legal Services 3) Mail Service (Note 6) 4) Utility Invoices (Note 4)	PV UA LS MS UT
SF 1080	Voucher for Transfers Between Appropriations and/or Funds - (Note 1)	**
SF 1081	Voucher and Schedule of Withdrawals and Credits - (Note 1)	**
SF 1151	Non-Expenditure Transfer Authorization	TA
SF 1164	Claims for Reimbursement for Expenditure on Official Business	RV

<u>DOCUMENT NO</u>	<u>DOCUMENT NAME</u>	<u>TYPE CODE</u>
<u>MISCELLANEOUS FORMS</u>		
GSA 2957	Reimbursable Work Authorization	WA
	NAVEDTRACOM NROTC Travel Orders	RT
NAVPERS 1320/6	NAVPERS Other Related Travel Orders	TO
NAVSO 4650/10	Invitational Travel Orders	IT
NAVOCNR	ONR Job Order	JO
	Government Orders (ONR)	GO
	Letters Authorizing Funds	LT
	Miscellaneous Financial Documents (See Note 3)	MD
	Navy Real Property Acquisition Contracts (Not Covered By DFARS)	RP
	Written Agreement for Re-enlistment/ Extension Bonus for Selection Reserve Incentive Program	RN
<u>[CHIEF OF NAVAL RESERVE]</u>		
NAVRES 1571/5	1) CNAVRES Annual Training/Active Duty Training Orders	RT
	2) CNAVRES Inactive Duty Training Travel	RW
	3) CNAVRES Sea/Air Mariner and Officer Sea/Air Mariner	SM
	4) Mobilization Training	MT
	5) Schools	SH
	6) Specials	SP
DD448	Military Interdepartmental Purchase Request (MIPR) Funded Reimbursable Program	PM
Bonus Pay	1) Enlistment Bonus	EB
Authorizations	2) Affiliation Bonus	AB
Status Report	3) Re-enlistment Bonus	RB
	4) Bonus Program (Educational Assistance)	EA
	Miscellaneous Financial Documents	DM
	Written Agreement for Re-enlistment/ Extension Bonus for Selection Reserve Incentive Program	RN

Note 1 Document Type Code "***" will use an SDN from another form. As an example, repayments of overdrawn travel advances will cite the original travel order number. Cite only one contract document number per debit and credit for each form. Multiple adjustments per form are permitted as long as only one document is cited.

Note 2 The Standard Document Number of NAVCOMPT Form 2276A will be assigned by the requiring activity in accordance with reference (m), except, the ninth and tenth positions of the Document Number which will be assigned as follows:

"WX" will be used when the form is issued solely as an Economy Act Order or as a combination of an Economy Act Order and a Direct-Citation for contractual procurement.

"PX" will be used when the form is issued solely as a Project Order or as a combination of a Project Order and a Direct Citation for contractual procurement.

"RX" will be used when the **form is** issued solely as a Direct Citation for contractual procurement.

Note 3 Document Type Code "MD" will be used for documents not included in the above list, but which require the assignment of a SDN in accordance with this instruction. Such a document will be recorded on the books of the issuing activity as an initiation, commitment or obligation.

Note 4 As an option, the five position serial number **MAY** be used to distinguish the payment by type or sequence. As an example: A combination of alpha and numeric characters to provide a purpose and a sequence number as in utility bills. GS (natural gas), EL (electricity), WA (water), PH (telephone), SE (sewer), TR (trash removal) or CA (cable TV) where the blanks represent a sequence number from 001 to 999.

Note 5 Indicate type of service first (uniform allowance). Then list individual names and Social Security Number for each service.

Note 6 As an option, the five position serial number may be used to distinguish the payment by type or sequence. As an example: A combination of alpha and numeric characters to provide a purpose and a sequence number as in mail service. UP (United Parcel Service), MP (Metered Postage), FE (Federal Express), AB (Airborne), DH (DHL Express) and MC (Miscellaneous Not Noted).