Julian Calendar Dates

The Julian date is the next component of the document ID number. It is formed by using the last number of the calendar year and the three digit numbers that identify the day of the year you are completing the DD Form 1348-6. That is, if you completed the request on 14 Jul 06 the Julian date would have been 6195.

Serial Numbers

The last component for the document number is the document’s serial number. The document serial number starts at 0001 each day and each new document is numbered in order.

Some units divide the serial numbers into sub-series for use as an expendable register, non-expendable register, and Class IX register. Others sub-divide the serial numbers among companies when supplies are ordered by battalion DODAAC. The bottom line is to ensure that document numbers are unique and sequential.

Using the above examples, if your document is the eighth one of the day your document number would be: WK4ABC61950008