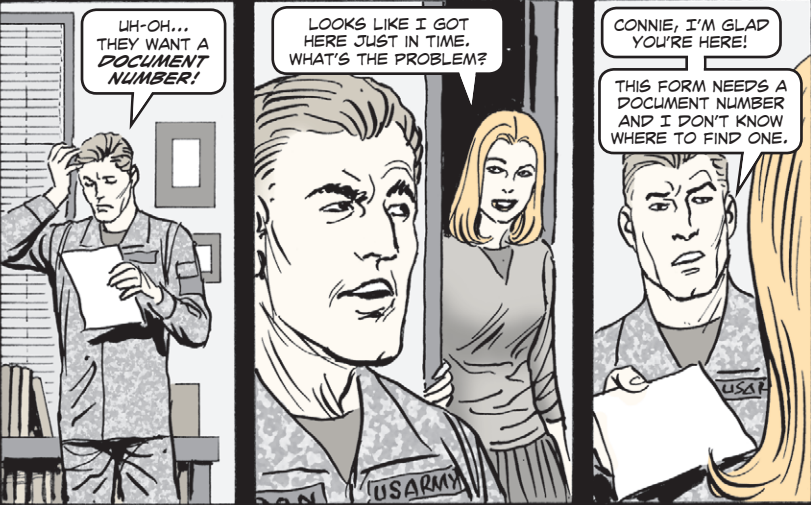


# CREATING DOCUMENT NUMBERS



IF YOU NEED A REFRESHER ON DOCUMENT NUMBERS, READ ON!



So you've got a supply form that needs a document number. But, you're stumped. Where do you find document numbers?

Document numbers, sometimes called document ID numbers, have three components: DODAACs, Julian calendar dates, and serial/sequence numbers.

## DODAACs

Your unit Defense Activity Address Code (DODAAC) makes up the first component. The DODAAC is on your company documents and should be in your ULLS computer. You can also find it on the unit document control register. Your DODAAC will look something like: WK4ABC.

If the DODAAC appears to be a set of random numbers and letters, here's some info to help understand it.

The DODAAC's first character is a letter. It designates the DOD or military service concerned. Army DODAACs are identified by the letter "W". The Logistics Support Activity assigns the rest of the DODAAC to identify the unique mailing and shipping addresses of each unit. Defense supply centers and commercial contractors can access the DODAAC database to obtain the addresses.

## 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

If you need more information about document numbers, check out DA Pam 710-2-1, *Using Unit Supply System (Manual Procedures)* 31 Dec 1997.

DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		FSCM		PART NUMBER		UNIT OF ISSUE		QUANTITY		DOCUMENT NUMBER	
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