

CHAPTER 9

DOCUMENT NUMBERS

9-1. GENERAL. Standardized document numbers as outlined in this chapter shall be used on all obligating documents as a unique identifier. The nine digit document number allows the user to distinguish the appropriation, DoD Component, type of document, and a case file designator for each transaction. The document number shall appear at the end of an accounting classification.

9-2. ORGANIZATION DOCUMENT CODES. The following codes shall be used as the first two digits.

ORGANIZATION BY APPROPRIATION AND LIMIT

<u>Operation and Maintenance, Document Defense Agencies</u>	<u>Appropriation/ Limit</u>	<u>Code</u>
OSD	0100.1120	DS
OSD	0100.1130	NG
WHS	0100.2020	DH
FEMP	0100.2320	EM
<u>U.S. Court of Appeals for the Armed Forces</u> USCA	0104.0020	DA
<u>RDT&E, Defense Agencies</u> OSD	0400.1120	DW
<u>DT&E, Defense</u> OSD	0450.1120	DT
<u>Pentagon Reservation Maintenance Revolving Fund</u> WHS	4950.2020	RF
PFPA	4950.2015	PF
<u>DOT&E, Defense</u> OSD	0460.1120	DV
<u>WHS/GSA Transfer Allocation Account</u> WHS	4542.0010	DZ

<u>Base Closure and Realignment Commission</u> BRAC	0510.1120	BC
<u>Special Events</u>	0116.1120	DE
<u>National Security Education Program</u> NSEP	8168.1120	NS
<u>Real Property Management</u> WHS	0131.2020	DH
<u>Building Management Fund</u> WHS	4931.2020	GD
PFPA	4931.2015	PB

9-3. DOCUMENT FORM IDENTIFICATION CODES. The following type of document codes shall be used as the third and fourth digits.

<u>DESCRIPTION AND TYPE OF DOCUMENT</u>	<u>CODE</u>
Standard Form (SF) Form 147, "Orders for Supplies or Services"	AA
GSA 2957, "GSA Reimbursable Work Authorization"	AB
DD Form 1262, "Administrative Service Request"	AC
Grant Agreement	AG
Representation Fund Expenditures	AH
Miscellaneous Obligation Documents [Locally prepared forms]	AL
DD Form 448, "Military Interdepartmental Purchase Request"	AM
DD Form 282, "DoD Printing Requisition/Order" and Government Printing Office (GPO) 1476 "Printing and Binding Request"	AP
DD Form 1149, "Requisition and Invoice/Shipping Document"	AR
Inter-Agency Agreement	IA
Training Requests	AT

Reimbursable assignments and other special personnel services	RD
Stock Fund Request	SF
Travel Orders	
Blanket Orders	TB
TDY Orders	TD
GSA 2957, "GSA Reimbursable Work Authorization" performed by DoD	WO
Permanent Change of Station (PCS) Orders	PC

9-4. SAMPLE OF DOCUMENT REFERENCE NUMBER. The following is a sample of a document number. The fifth digit shall signify the fiscal year. The sixth through ninth digits represents a sequential serial number assigned by the originating office of the document.

	DS	AL	8	0001
Organization Document Code _____				
Type of Document Code _____				
Fiscal Year _____				
Consecutive Numeric Codes _____				

9-5. CROSS-REFERENCE LIST. The following is a cross-reference list of Agency or Appropriation/Limit Codes to Documentation Code to Defense Supply Service-Washington [DSS-W] DoDAAC number used on DD Form 1262.

A. WHS Installation Accounting Division

<u>Appropriation Limit/ Organization</u>	<u>FC</u>	<u>OBAN</u>	<u>Payroll Code</u>	<u>Document DODAAC</u>
0100.1120 OSD	Y2	8111	DS	HQ0038 HQ0039DEFCONVCOM
0100.1130 OSD			NG	
0100.2020 WHS	Y7	8120	DH	HQ0002 DIOR H91268 SPT SVCS HQ0027 SPEC REIMB

0100.2320	FEMP				EM	
0104.0020	USCA	YD	8104		DA	HQ0008
0116.1120	SPECIAL EVENTS				DE	
0131.2020	RPM				DH	
0300.2020	WHS				DH	
0400.1120	RDT&E				DW	HQ0038
0450.1120	T&E				DT	HQ0041
0460.1120	OT&E				DV	HQ0042
0500.2020	WHS				DH	
0510.1120	BASE CLOSURE	2J	8105		BC	HQ0003

<u>Appropriation Limit/ Organization</u>	<u>FC</u>	<u>Payroll OBAN</u>	<u>Code</u>	<u>Document DODAAC</u>		
0819.2020					DH	
0828.1120					DS	
0832.1120					DE	
4542.0010						
		2B	8145	DZ		
4931.2020		6Y	8131	GD	HQ0017	LFD
					HQ0021	LFD
4950.2020		2I	8149	RF	HQ0014	PUP
RESERVATION					HQ0015	PBMO
MAINTENANCE					HQ0017	AWG
REVOLVING					HQ0020	DPS
FUND					HQ0021	FB 2
					HQ0050	RENOV OFF
8168.1120		XB	8197	NS		

