



## Document Number (Doc Nbr) Process

### Definitions:

**Doc Nbr:** Unique numbers either automatically or manually assigned to track a requisition through the system from receipt to closing and to post custodial actions.

**Doc Nbr Reqd (Required):** A value field with the options of Yes or No. Setting this field to 'Yes' causes Document Numbers to be a mandatory field in DPAS. Setting this field to 'No' results in Document Numbers being an optional field in DPAS. This field may only be updated by an Agency Coordinator.

**Document Number Type:** A code used to identify the type of document.

**Document Range:** A screen field used to limit the serial numbers of documents retrieved for reporting purposes.

**Document Type:** The process for which the Document Number is being used. The only exception is for custodian transfer, where an Update Document Type is used.

### Document Number Business Rules:

The document number validation process is called upon by all processes where a Doc Nbr is used. It verifies that the document number entered by a user is the appropriate document type for the current process. It also inserts any new Doc Nbrs to the table so that it can be used again. Users also have the capability to manually enter a value to the Document Number field.

There must be at least one range of numbers in the document range for each UIC in order to use document numbers.

When the document number is mandatory, it must be in the following format: Department of Defense Activity Address Code (DoDAAC) + Julian Date + Serial Number, e.g. N6019192010009.

When the document number is optional, the format is not validated. The Document Number browse function is not used, but the number may be entered directly in the Doc Nbr field by the user.



For Turn-In actions to a disposal activity, the first six positions must be a valid Department of Defense Activity Address Code (DoDAAC) from the Department of Defense Activity Address File (DoDAAF). Transactions containing an invalid DoDAAC will be rejected by the disposal activity.

If your Agency has deemed the Document Number is mandatory, then the Agency Coordinator must update any Agency settings.

For UIC and Site Id Transfers; the Doc Nbr is mandatory. For Custodian Transfers, the Doc Nbr is not mandatory regardless of the Agency settings; however, if the user is required or wishes to generate a DD Form 1150, then a Doc Nbr is required.

Possible Document Number Types:

- |            |             |            |                          |
|------------|-------------|------------|--------------------------|
| <b>TRF</b> | Transfer    | <b>A5J</b> | DRMO Turn In             |
| <b>CHG</b> | Update      | <b>T/I</b> | Turn In                  |
| <b>DEC</b> | Disposition | <b>CIP</b> | Construction In Progress |
| <b>INC</b> | Increase    |            |                          |

When document numbers have not been required by agency settings, the following requirements still apply:

Process	Doc Nbr Required?
Receiving	No
Disposition – All Processes	Yes (Non-MILSTRIP Allowed)
Transfer – Custodian	No
Transfer – UIC	Yes (Non-MILSTRIP Allowed)
Transfer – UIC – Basic tab	Yes (Non-MILSTRIP Allowed)
Transfer – Site	Yes (Non-MILSTRIP Allowed)
Update – Basic Update	No
Update – Price Update	N/A
Update – Loan Update	No
Excess – Prenotification	N/A
Excess – Withdraw	N/A
Excess – Excess	Yes (Doc Nbr Range Required)
Pending Transactions – Receipt – AS	Defaulted
Pending Transactions – Disposition – Turn	Defaulted



Process	Doc Nbr Required?
In	
Pending Transactions – Transfer – Custodian	No
Pending Transactions – Transfer – UIC	Defaulted
Pending Transactions – Transfer – Site	Defaulted
Accounting – Improvement	Yes (Non-MILSTRIP Allowed)
Accounting – CIP	Yes (Non-MILSTRIP Allowed)
Accounting – Real Property	Yes (Non-MILSTRIP Allowed)