

# DATA ITEM DESCRIPTION

Form Approved  
OMB No 0704-0188

<b>1 TITLE</b> GOVERNMENT PROPERTY PHYSICAL INVENTORY COUNT OR CUSTODIAL BALANCE REPORT	<b>2 IDENTIFICATION NUMBER</b>  DI-MGMT-80441
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**3 DESCRIPTION PURPOSE**

**3.1** This report enables the contractor to periodically report to the Management Control Activity (MCA) or Accountable Supply Distribution Activity (ASDA) a balance by contract and National Stock Number (NSN).

**3.2** This report enables the MCA or ASDA to reconcile the contract (Continued on Page 2)

<b>4 APPROVAL DATE (YYMMDD)</b> 870917	<b>5 OFFICE OF PRIMARY RESPONSIBILITY (OPR)</b> A/AMSMC-MMD	<b>6a DTC APPLICABLE</b>	<b>6b GDEP APPLICABLE</b>
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**7 APPLICATION/INTERRELATIONSHIP**

**7.1** This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

**7.2** This DID is applicable to all contracts which require custodial records for Government owned materiel or accountable records for Government Furnished Materiel (GFM).

<b>8 APPROVAL LIMITATION</b>	<b>9a APPLICABLE FORMS</b>	<b>9b AMSC NUMBER</b>  A4217
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**10 PREPARATION INSTRUCTIONS**

**10.1 Format.** The format shall be 80 column Electronic Accounting Machine (EAM) cards.

**10.2 Content.** Following are the card instructions.

**10.2.1 Item 1 - DOCUMENT IDENTIFIER CODE (CC 1-3).** Code which identifies the purpose of this transaction and the system to which it pertains.

- a. DKA - physical inventory count.
- b. DZH - custodial balance document.

**10.2.2 Item 2 - ROUTING IDENTIFIER CODE-TO (CC 4-6).** Code which identifies the address of the MCA or ASDA to which this document shall be forwarded. To be specified in the contract.

**10.2.3 Item 3 - BLANK (CC 7).**

**10.2.4 Item 4 - NATIONAL STOCK NUMBER (CC 8-22).** The National Stock Number of the item which was counted or for which balance is submitted. May contain blanks.

**10.2.5 Item 5 - UNIT OF ISSUE (CC 23-24).** The 2-position alphabetic abbreviation expressing a determinate quantity of an item that will be issued by which accountable records are maintained. (Continued on on Page .

**11 DISTRIBUTION STATEMENT**

**DISTRIBUTION STATEMENT A:** Approved for public release; distribution is unlimited.

Block 3, Description/Purpose (Continued)

record balance with the MCA balance or accountable record and verify discrepancies.

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Block 10, Preparation Instructions (Continued)

10.2.6 Item 6 - QUANTITY (CC 25-34). Enter quantity. Right justified. Zero filled (e.g., 00010).

10.2.7 Item 7 - COUNT OR BALANCE RECORD DATE (CC 35-38). Julian date on which item was counted or balance taken. Example: 31 Jan 87 shall be written as 7031.

10.2.8 Item 8 - BLANK (CC 39-43).

10.2.9 Item 9 - LOT NUMBER (CC 44-46). The number assigned to a group of items for physical inventory or location record audit. To be specified in the contract.

10.2.10 Item 10 - BLANK (CC 47-53).

10.2.11 Item 11 - CONTRACT IDENTIFICATION NUMBER (CC 54-64). Last seven positions of the Procurement Instruction Identification Number (PIIN), and if applicable, four-position Delivery Order.

10.2.12 Item 12 - BLANK (CC 65-66).

10.2.13 Item 13 - ROUTING IDENTIFIER CODE-FROM (CC 67-69). Routing Identifier Code of the contractor submitting this transaction. To be specified in the contract when required.

10.2.14 Item 14 - BLANK (CC 70).

10.2.15 Item 15 - CONDITION CODE (CC 71). Classification of materiel denoting degree of serviceability condition, and completeness in terms of readiness for issue. Appropriate condition code of item for which count or balance is submitted.

10.2.16 Item 16 - DOD ACTIVITY ADDRESS CODE (CC 72-77). Assigned 6-position Department of Defense Activity Address Code (DODAAC) specified in the contract which authorizes the contractor to receive or ship Government property.

10.2.17 Item 17 - BLANK (CC 78-80).