

CHAPTER IV  
INSTRUCTIONS FOR MODIFICATION  
OF REFERENCE NUMBERS

4.100 Section 1: **Purpose and Policy.**

**4.100.1 Purpose.** To provide instructions for the modification of reference numbers as required for processing reference numbers against DLSC/DIDS files.

**4.100.2 Policy.** Because of restrictions imposed by limitations in the DIDS character subsets and data processing equipment and wire transmission facilities; and, to permit processing of reference numbers by DLSC, it is required that all reference numbers submitted to DLSC for screening conform to the formatting detailed in the instructions contained in this chapter.

4.200 Section 2: **Rules and Instructions for Modification of Reference Numbers.**

**4.200.1 Symbols and Characters Requiring Change.** Symbols or characters not in the DIDS 64 Character Subset which require change:

± Plus or Minus	Input as PORM
° Degrees	Input as DEG
½ Fractions	Input as 1/2
e Lower Case	Input as E Upper Case

**4.200.2 Symbols and Characters Requiring Clarification.** Symbols or characters in the DIDS Subset which are ambiguous in meaning and require clarification:

‘ Apostrophe meaning FOOT, FEET	Input as FT
‘ Apostrophe meaning MINUTE(S) (Angular)	Input as MIN
“ Quotation meaning INCH(ES)	Input as IN
“ Quotation meaning SECOND(S) (Angular)	Input as SEC
+ Plus meaning PLUS	Input as P
+ Plus meaning POSITIVE	Input as POS
- Dash (11 Punch) meaning MINUS	Input as M
- Dash (11 Punch) meaning NEGATIVE	Input as NEG

**4.200.3 Alpha O.** The submitter will not convert alpha “O’s” to numeric “0’s”.

**4.200.4 Roman Numerals.** The submitter will input Roman numerals as arabic numbers.

**4.200.5 Decimal Numbers.** When the original configuration of the number includes a decimal number expression

of a value less than one, such as .001, .05, .500 and similar, one numeric zero will be inserted before the decimal point (e.g., 0.001, 0.05, 0.500).

**4.200.6 Words Appearing as Part of a Reference Number.** When a word appears as part of the reference number, submit the complete word and space(s) as it appears **in-the-clear**. For example:

AB123 - ITEM 2, 4, 6, 9  
AB123 - DETAIL 4, 6, 9  
AB123 - PIECE 4, 6, 9  
AB123 - ASSEMBLY 6  
**AB123-1** and **AB123-3** and  
AB1237

**4.200.7 Other Characters.** All other characters in the character subset assigned to DIDS will be input without change.

**4.210. Reference Number Preparation.**

**4.210.1 Addition of Prefixes or Suffixes.** Except for the modifications cited in this chapter, reference numbers will be submitted exactly as configured by the manufacturer or design activity (source document). No prefix or suffix will be added, unless such designation are an inherent part of the manufacturer’s or design activity’s part numbering system.

**4.210.2 Kind of Number Indicators.** Omit “kind of number” indicators or derivatives. For example:

Catalog: CAT  
Part: PT, P/N, P-N, PT No., PT #  
Drawing: DWG, Dwg  
Number: NO, NR, #

Modify as follows:

Original Reference Number	Input Modification
Dwg E-C123	E-C123
Model BCA/123	BCA/123
Part 2233	2233
Catalog No. 23X41	23X41

**4.210.3 Spaces When Applicable.** Use spaces when applicable, *except a space shall not appear in the first (left) position of a reference number*. A space will be one character in width. Use a slash (01 punch) in the representation of a fraction. Insert a single space between the converted expression of the fraction and the preceding and following numbers.

Original Number	Input Modification
12-B½ 16¼	12-B1/2 16 1/4
123%62	123 1/2 62
2346-U	2346-1/4
12-B ½C6¼	12-B1/2C6 1/4

**4.210.4 Degree Symbol.** Where the symbol for degrees is used to indicate temperature or angle values, replace the symbol with the abbreviation DEG.

Original Number	Input Modification
6 BRACKET-90°	6 BRACKET-90DEG
100 ± 5°C	100PORM5DEGC

**4.210.5 Dimensional, Linear and Angular Expressions.** Use an alphabetic "X" to express "by" in a dimensional phrase. When the dimension includes the word or symbol for feet (') and inches ("), replace the word or symbol with the abbreviation FT or IN as appropriate. If the apostrophe symbol is used to represent minutes of angle, replace the symbol with the abbreviation MIN. If the quotation mark (") is used to represent seconds of angle, replace the symbol with the abbreviation SEC. Do not leave spaces on either side of the "X" or abbreviation.

Original Number	Input Modification
2 B Y 4	2X4
½ by ¼ C	1 /2X1 /4c
½ byDc	1/2XDc
93-9 10Y2 by 2/3 in.	93-910 1/2X2/3IN
486, 8 feet 2 inches	486, 8FT2IN
757, 8 ft. 2 in. by 6 ft. 4 in.	757, 8FT2INX6FT4IN
B983, 6 in.	B983, 6IN
821C 39 Feet	821C 39FT
40 ' 35 "	40MIN35SEC
9 ' 2 "	9FT2IN

**4.210.6 Percent Symbols.** When a tolerance is expressed in percentage and the percent symbol (%) is used, the percent symbol (‰) is to be included.

Original Number	Input Format
1.75%	1.75‰
0.5070	0.5‰
0.05%	0.05‰

**4.210.7 Plus or Minus and Decimals.** When a reference number contains a plus (+) or a minus (-) or a plus or minus (±) tolerance as a part of the reference number, the following designators should be used:

- (+) P
- (-) M
- (~) PORM

When both a plus and a minus tolerance apply to the reference number, the designator for plus should precede the designator for minus. When a value is expressed in the

reference number in decimal form, a period (12-8-3 punch) will be used to represent the decimal point. Add a zero preceding the decimal point when the value as expressed is less than one.

Original Reference Number	Input Format
16932 + .005	16932P0.005
16932-0.05	16932M0.05
16932 ± 1.5%	16932PORM1 .5%
16932+ 10% - 0.5%	16932P10%'oM0.5'%
16932 + 10.05070	16932P 10.05%

**4.210.8 Single Reference Number or Drawing Number Nonexistent.** The following techniques will be used only when a single item identifying part or drawing number does not exist, and it is necessary to fabricate a single reference number from several prime part or drawing numbers; or it is necessary to include item identifying text in the reference number. The word "NUMBER", or the abbreviation "NO." for number, when they are contained in the item identifying data, will be dropped.

Original Reference Number	Input Format
34BX4 NO INNER RACE	34BX4 NO INNER RACE
7/16 BALL GRADE NUMBER	7/16 BALL GRADE 1
202 SF NO. 5 FIT	202 SF 5 FIT
EW3-4 ONE RACE	EW3-4 ONE RACE

**4.210.9 Words in Reference Numbers.** When required, use the words piece, item, detail, figure, part, assembly, subassembly, pattern, sketch, revision, alteration, amendment, paragraph, section, or group with a drawing number, and then the number applicable to the word. If it is necessary to show the sheet number to identify a piece, item, or the like, use the word 'sheet' (for both single and multiple) following the piece or item number, and then indicate the sheet number. Report multiple piece or item numbers by showing the singular word "PIECE" or "ITEM", followed by the various piece or item, numbers separated by commas. Separate those numbers which are in sequence of more than two numbers by inserting the word "TO" between the first and last numbers of the sequence. The "TO" will mean "to and including". Abbreviations will not be used in the preparation of reference records without authorization from DLSC.

Original Reference Number	Input Format
16932 ITEM 1,2,5,6,7,9, 10,12	16932 ITEM 1,2,5 TO 7,9,10,12
4761OD3 DETAIL NO. 3, 4, AND 5	4761OD3 DETAIL 3 TO 5
1963 PIECE 1 to 15 SHEETS 1 and 2	1963 PIECE 1 TO 15 SHEET 1,2
1A309 THROUGH 1A312	1A309 to 1A312
6190 ASSEMBLY 29	6190 ASSEMBLY 29
P382146 PIECE A12,M19	P382146 PIECE A12, M19

4.210.10 **Two or More Prime Part or Drawing Numbers.** When it is necessary for a reference number to consist of two or more prime part or drawing numbers, use the word "AND" between the prime numbers. Do not use the word "and" between **subnumbers, such as group, piece, and the like, or between prime and subnumbers.**

Original Reference Number	Input Format
4760D3 DETAIL No. 3, 4, 5, and 47601D4 GH-69504-4, H55715 DETAIL 19 ML-72B693 and Figure 6	4760D3 DETAIL 3 TO 5 AND 47601D4 GH-69504-4 AND H55715 DETAIL 19 ML-72B693FIGURE 6

4.210.11 **Open Parentheses.** When submitting a reference number which utilized parentheses without enclosed data, use the parentheses.

Reference Number	Input Format
RD-31 ( )/u	Same
AN/GRC-5 ( )	Same
AM-6 ( ) GRC-5	Same

4.220 Specifications and Standard Numbers.

4.220.1 **Additional Rules.** The following rules, in addition to the foregoing, will be applied when the reference number is for a Government or Military specification or standard.

4.221 **Specification.** When the reference is for a specification and the specification number includes a number after a slant, the entire number will be considered the basic specification number and shall be submitted accordingly (e.g., MIL-B-18/25). The identifying symbol or number of a purchase description will not be submitted as a reference number.

4.221.1 **Agency Name or Symbol; and, Words Canceled or Superseded.** When an agency name or symbol (e.g., CE; SHIPS) appears in parentheses after the symbol or number of the specification, the symbol or name will not be included in the reference record. The words "canceled" or "superseded" will not be included in reference record when the words are shown in parentheses following the specification or standard number. Examples:

Specification Number and Applicable Data	Input Format
MIL-P-00023, Canceled	MIL-P-00023
MIL-P-21154(MC) paragraphs 3.3 material, 3.4 design	MIL-P-21154

4.221.2 **Definitive Type, Style, Class, Grade, Series and Size Breakdowns.** When a specification includes definitive

type or style numbers (or instructions for developing definitive type or style numbers) which have the effect of fully identifying the items of supply covered by the specification, and such numbers are normally recognized by industry, commercial suppliers, and Government activities without reference to the specification, only the applicable definitive type or style number will be submitted. Examples:

Specification Data	Input Format
MIL-C-100, Type CR-1A/ AR(8435KC)	CR-1 A/AR(8435KC)
MIL-C-3432, Type CO-7, AGF(7/20) SJ0485	CO-7, AGF(7/20)SJ0485
MIL-C-3098/9, Type CR-27A/U- 3465KC	CR-27 A/U-3465KC
MIL-R-94/4A, Type RV2-NAXFK504A	RV2-NAXFK504A
MIL-R-14262, Type RB53-TC50002F	RB53-TC50002F

4.221.3 **Uncoordinated Revisions or Amendments.** When the same condition represented above applies, except that the new item of supply conforms to an uncoordinated revision or amendment of a specification, and the uncoordinated document retains exactly the same type number as the coordinate document, only the applicable definitive type or style number will be submitted.

Specification Data	Input Format
MIL-E-1/515(SigC) Type 6247	6247
MIL-T-19500/35(Navy), Type 2N118	2N118

4.222 **Standard Number.** When the reference number is for a standard, include the appropriate five-digit Federal Supply Code for Manufacturers (FSCM) for identification of the standard series.

4.222.1 **Modification of Standard Numbers.** Use the applicable symbol or number of the standard, or the standard part number when such numbers are established on the basis of the standard number plus 2 "dash", piece, or item number. Examples:

Standard Number and Applicable Data	Input Format
MIL STD (Sheet Form), MS9058, Part No. MS9058-02	MS9058-02
MIL STD (Sheet Form), MS16116, Part No. MS16116-1	MS16116-1
MIL STD (Sheet Form), MS124691 through 124730, Part No. MS124693	MS124693

Do not submit standard numbers, when the standard symbol or number must be supplemented by additional information to identify the item of supply, or when the standard number plus a “dash”, piece or item number must be supplemented to identify the item of supply.

**4.223 JAN/MIL and Federal Specifications or Standards.**

**4.223.1 JAN Specifications.** When the item of supply is limited to the coverage of the superseded JAN version of an existing MIL specification, the Federal Supply Code for Manufacturers (FSCM) for JAN specifications (83150) will be included in the reference record for the specification reference. The basic document symbol or number shall indicate JAN rather than MIL.

**4.223.2 Specification and Standards Titles.** The identifying title of a specification or standard series (e.g., Fed; MIL) will not be included in the reference record unless the title is part of the symbol or number.

Specification Number and Applicable Data	Input Format
Fed GGG-D-296, Type 1, Series B	GGG-D-296
Fed GGG-W-636, Type 1, Class 2, Style A	GGG-W-636
MIL-C-10466A(CE), Type A, Class 2, Size OT	MIL-C-10466
Fed F-F-351A, Amend 2, Type H, Class 1	F-F-351

**4.224 First (left) Position of Reference Number.** Spaces, symbols, or dashes shall not appear in the first (left) position of the first record for a logistics reference number (only A through Z and O through 9 are acceptable).