MILITARY STANDARD

FORMATS AND CODING OF TABULATING AND APERTURE CARDS FOR ENGINEERING DATA MICRO-REPRODUCTION SYSTEM

TO ALL ACTIVITIES:

1. The following pages of MIL-STD-804A have been revised and supersede the pages listed:

New page	*Date*	*Superseded page*	*Date*
20	27 June 1964	20	1 September 1962

2. The following pages are to be added:

New page	*Date*
14a	27 June 1964
14b	27 June 1964

(others as needed by printer)

MILITARY STANDARD

FORMATS AND CODING OF TABULATING AND APERTURE CARDS FOR ENGINEERING DATA MICRO-REPRODUCTION SYSTEM

TO ALL ACTIVITIES:

1. Correct any dates on Change Notice 1 reading 27 June 1964 to read 27 January 1964.

2. The following pages of MIL-STD-804A have been revised and supersede the pages listed:

New pages	Date	Superseded page	Date
Corrected cover sheet	16 April 1964	Cover sheet	1 September 1962
iv	16 April 1964	iv	1 September 1962
1	16 April 1964	1	1 September 1962
14a	16 April 1964	14a	27 January 1964
14b	27 January 1964	Delete	

3. The following pages are to be added:

New page	Date
17a	16 April 1964

802- 804

1. SCOPE

1.1 This standard established formats for tabulating and aperture cards applicable to the Department of Defense Engineering Data Micro-Reproduction System. These standard formats for tabulating and aperture cards are for use in recording engineering documents as defined in Specification MIL-M-9868. The standard also covers the codification and method of data entry into the engineering data tabulating and aperture cards.

1.2 Application. Tabulating and aperture cards prepared in accordance with this standard will be used to meet Department of Defense requirements for copies of engineering documents, and will be used as the standard medium for exchanging engineering data among Department of Defense activities.

1.3 Classification. Tabulating and aperture cards shall have the following formats printed in black ink:

Format A—Engineering Drawing Card (Card Code A), DD Form 1306 (fig. 2).

Format B—Associated List and Book Form Engineering Document Card (Card Code B), DD Form 1307 (fig. 3).

Format C—Revision Notice Card (Card Code C), DD Form 1308 (fig. 4).

Format D—Model or Type Designation Card (Card Code D), DD Form 1309 (fig. 5).

Format E—Part and Drawing Number Card (Card Code E), DD Form 1310 (fig. 6).

Format F—Complex—Paginated Engineering Document Card (Card Code F), DD Form 1388 (fig. 7).

Format G—Manufacturer's Specification Card (Card Code G), DD Form 1389 (fig. 8).

Format H—Engineering Documentation Universal Card (Card Code H), DD Form 1463 (fig. 9).

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FIGURES

5.1.8 *Form H—Engineering Documentation Universal Card.* The engineering documentation universal aperture card is intended to carry images of any engineering document. It contains the following data field (fig. 9):

(a) Type of document (card columns 1 and 2) see 5.2.30.
(b) Document number (card columns 3–17) see 5.2.31.
(c) Code identification number (card columns 18–22) see 5.2.4.
(d) Revision letter (card columns 23 and 24) see 5.2.6.
(e) Kind of accompanying document (card columns 25 and 26) see 5.2.26.
(f) Accompanying document number (card columns 27–33) see 5.2.27.
(g) Revision letter (card column 34) see 5.2.6.
(h) FSC (card columns 35–38) see 5.2.32.
(i) Card number (card columns 39–42) see 5.2.28.
(j) Number of cards (card columns 45–46) see 5.2.29.
(k) Proprietary designation (card column 47) see 5.2.1.
(l) Control activity (card columns 48 and 49) see 5.2.11.
(m) Card code (card columns 50 and 51) see 5.2.12.
(n) Security classification (card column 52) see 5.2.13.
(o) Revised code (card column 53) see 5.2.14.
(p) Aperture (card columns 54–76) see 5.2.15.
(q) Rejected code (card column 77) see 5.2.16.
(r) Open (card columns 78–80) see 5.2.10.

Supersedes page 14a of 27 January 1964.

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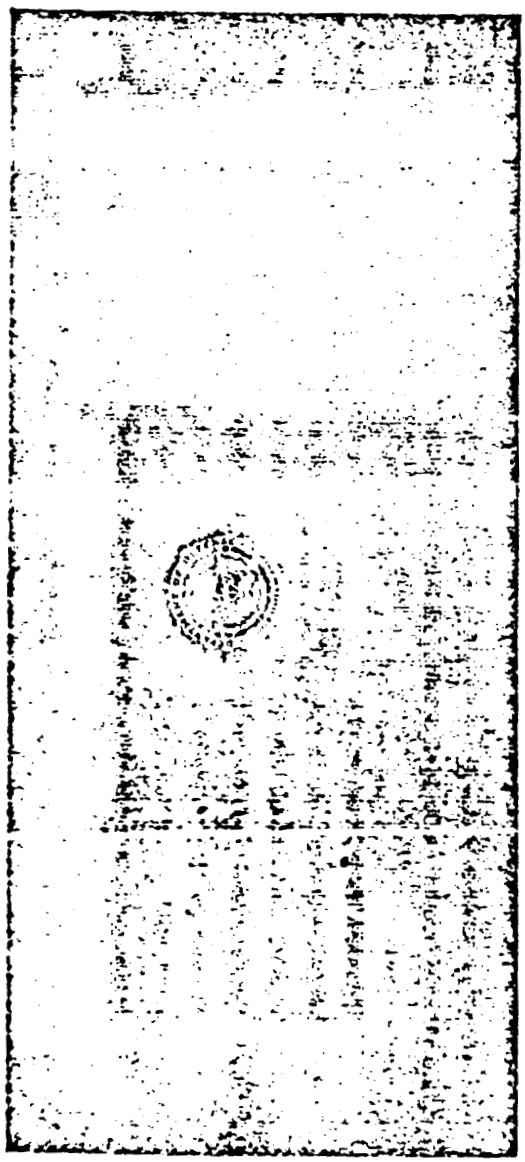

FIGURE 9. Engineering Documentation Universal Card (Card Code H).

U. S. GOVERNMENT PRINTING OFFICE 1964— 701051/0138

MILITARY STANDARD

FORMATS AND CODING OF TABULATING AND APERTURE CARDS FOR ENGINEERING DATA MICRO-REPRODUCTION SYSTEM

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14a	16 April 1964	14a	27 January 1964
14b	27 January 1964	Delete	

3. The following pages are to be added:

New page	*Date*
17a	16 April 1964

#

802-806

1. SCOPE

1.1 This standard established formats for tabulating and aperture cards applicable to the Department of Defense Engineering Data Micro-Reproduction System. These standard formats for tabulating and aperture cards are for use in recording engineering documents as defined in Specification MIL-M-9868. The standard also covers the codification and method of data entry into the engineering data tabulating and aperture cards.

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Format C—Revision Notice Card (Card Code C), DD Form 1308 (fig. 4).

Format D—Model or Type Designation Card (Card Code D), DD Form 1309 (fig. 5).

Format E—Part and Drawing Number Card (Card Code E), DD Form 1310 (fig. 6).

Format F—Complex—Paginated Engineering Document Card (Card Code F), DD Form 1388 (fig. 7).

Format G—Manufacturer's Specification Card (Card Code G), DD Form 1389 (fig. 8).

Format H—Engineering Documentation Universal Card (Card Code H), DD Form 1463 (fig. 9).

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FIGURES

Supersedes Page iv of 1 September 1962.

5.1.8 *Form H—Engineering Documentation Universal Card.* The engineering documentation universal aperture card is intended to carry images of any engineering document. It contains the following data field (fig. 9):

(a) Type of document (card columns 1 and 2) see 5.2.30.

(b) Document number (card columns 3–17) see 5.2.31.

(c) Code identification number (card columns 18–22) see 5.2.4.

(d) Revision letter (card columns 23 and 24) see 5.2.6.

(e) Kind of accompanying document (card columns 25 and 26) see 5.2.26.

(f) Accompanying document number (card columns 27–33) see 5.2.27.

(g) Revision letter (card column 34) see 5.2.6.

(h) FSC (card columns 35–38) see 5.2.32.

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(j) Number of cards (card columns 45–46) see 5.2.29.

(k) Proprietary designation (card column 47) see 5.2.1.

(l) Control activity (card columns 48 and 49) see 5.2.11.

(m) Card code (card columns 50 and 51) see 5.2.12.

(n) Security classification (card column 52) see 5.2.13.

(o) Revised code (card column 53) see 5.2.14.

(p) Aperture (card columns 54–76) see 5.2.15.

(q) Rejected code (card column 77) see 5.2.16.

(r) Open (card columns 78–80) see 5.2.10.

Supersedes page 14a of 27 January 1964.

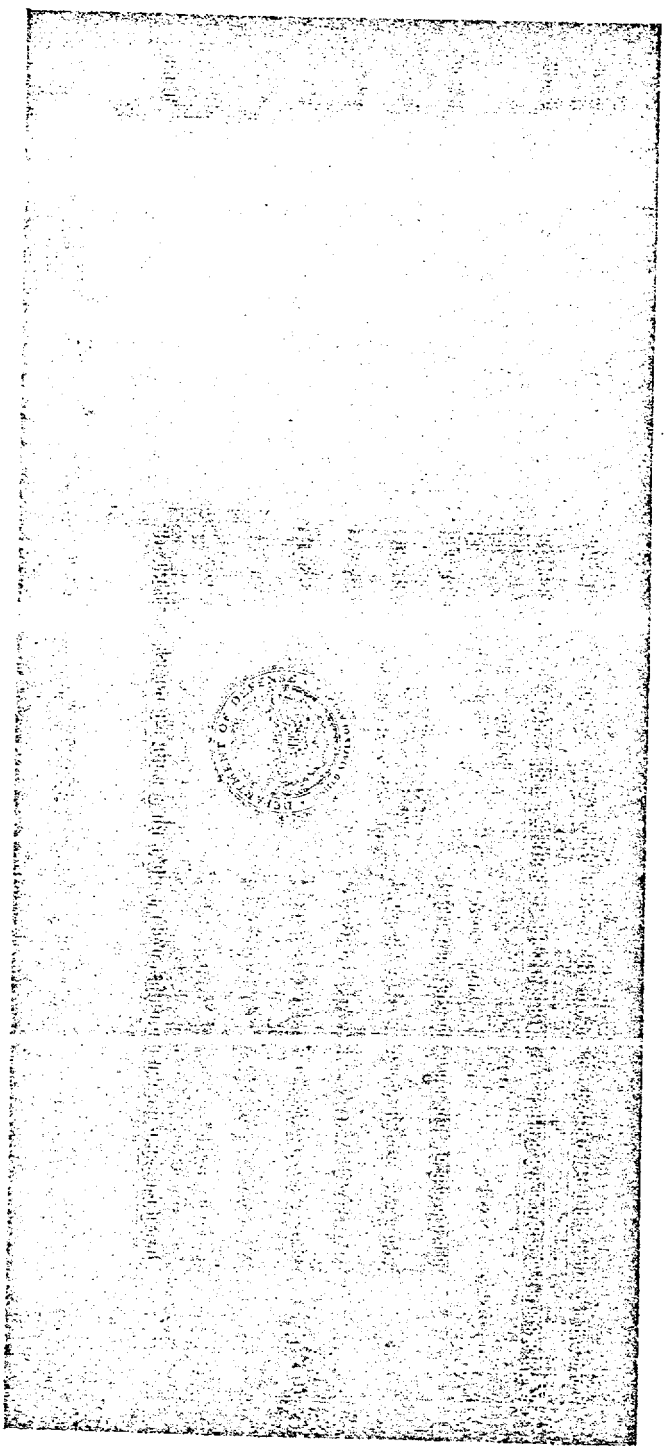

FIGURE 9. *Engineering Documentation Universal Card (Card Code H).*

☆ U. S. GOVERNMENT PRINTING OFFICE: 1964—701051/2135

22-01-21

MILITARY STANDARD

FORMATS AND CODING OF TABULATING AND APERTURE CARDS FOR ENGINEERING DATA MICRO-REPRODUCTION SYSTEM

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1	16 April 1964	1	1 September 1962
14a	16 April 1964	14a	27 January 1964
14b	27 January 1964	Delete	

3. The following pages are to be added:

New page	*Date*
17a	16 April 1964

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22-01-21

MIL-STD-804A
1 September 1962

SUPERSEDING
MIL-STD-804
15 April 1960

MILITARY STANDARD

FORMATS AND CODING OF TABULATING APERTURE CARDS FOR ENGINEERING DATA MICRO-REPRODUCTION SYSTEM

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON: 1962

FSC EDMS

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DEFENSE LOGISTICS SERVICES

WASHINGTON 25, D.C.

Formats and Coding of Tabulating and Aperture Cards for Engineering Data Micro-Reproduction System.

MIL–STD–804A

1. This standard has been approved by the Department of Defense and is mandatory for use by the Departments of the Army, the Navy, and the Air Force, effective 1 September 1962.

2. Recommended corrections, additions, or deletions should be addressed to the Standardization Division, Defense Logistics Services Center, Washington 25, D.C.

CONTENTS

FIGURES

Supersedes Page iv of 1 September 1962.

1. SCOPE

1.1 This standard established formats for tabulating and aperture cards applicable to the Department of Defense Engineering Data Micro-Reproduction System. These standard formats for tabulating and aperture cards are for use in recording engineering documents as defined in Specification MIL-M-9868. The standard also covers the codification and method of data entry into the engineering data tabulating and aperture cards.

1.2 Application. Tabulating and aperture cards prepared in accordance with this standard will be used to meet Department of Defense requirements for copies of engineering documents, and will be used as the standard medium for exchanging engineering data among Department of Defense activities.

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Format D—Model or Type Designation Card (Card Code D), DD Form 1309 (fig. 5).

Format E—Part and Drawing Number Card (Card Code E), DD Form 1310 (fig. 6).

Format F—Complex—Paginated Engineering Document Card (Card Code F), DD Form 1388 (fig. 7).

Format G—Manufacturer's Specification Card (Card Code G), DD Form 1389 (fig. 8).

Format H—Engineering Documentation Universal Card (Card Code H), DD Form 1463 (fig. 9).

Supersedes Page 1 of 1 September 1962.

2. REFERENCED DOCUMENTS

SPECIFICATIONS

MILITARY

MIL-M-9868 Microfilming of Engineering Documents, 35-mm, Requirements for.

STANDARDS

MILITARY

MIL-STD-2 Engineering Drawings, Sizes and Formats.
MIL-STD-24 Revision of Drawings.
MIL-STD-31 Numbering and Coding of Engineering Drawings, Associated Lists and Documents.

PUBLICATIONS

FEDERAL

Cataloging Handbook H4-1 (Name to Code) Federal Supply Code for Manufacturers.

MILITARY

DoD Industrial Security Manual for Safeguarding Classified Information.

(Copies of specifications, standards, drawings, and publications required by contractors in connection with specific procurement functions should be obtained from the procuring activity or as directed by the contracting officer.)

22-01-21

3. DEFINITIONS

3.1 Aperture card. An aperture card is a tabulating card with a rectangular hole specifically prepared for the mounting of a frame of microfilm.

3.2 Associated documents. Associated documents, as used in this standard, are design activity standards, standard drawings, specifications, pamphlets, printed, typewritten, or other design information referenced on drawings or lists.

3.3 Associated lists.

3.3.1 *List of material or parts list.* A "List of Material" (LM) or "Parts List" (PL) is a tabulation of the items necessary to fabricate or assemble the end item(s) to which the list applies.

3.3.2 *Data list.* A "Data List" (DL) is a tabulation of engineering drawings, LMs or PLs, subordinate DLs, and referenced documents applicable to the item(s) to which the list applies.

Index list. An "Index List" (IL) is a tabulation of lists applicable to the end item, or to the complete system, to which the list applies.

3.4 Book form drawing. A book form drawing is an assemblage of drawings and related data pertaining to an item(s) or individual system under a single identifying drawing number and title, and is used for special purpose applications utilizing combinations of printed or typewritten data accompanied by pictorial delineation to disclose requirements. Each sheet of the drawing is identified by a page number and each item depicted is individually identified. Book form drawings shall not be used to circumvent the requirements for furnishing individual drawings normally required for items or systems.

3.5 Complex page numbering system. A complex page numbering system is one in which the sheets or pages are sequence numbered by (a) combinations of numerals and letters, such as: 1, 1a, 2, 2a, 2b, 2c, 3, 3a, etc.; (b) decimal page numbers, such as: 1, 1.1, 1.2, 1.2.1, 1.2.2, 1.3, 1.3.1, 2, etc.; or (c) dash page numbers, such as: 1, 1–1, 1–2, 1–3, 2, 2–1, 2–2, 3, etc.

3.6 Control activity. The control activity is the Department of Defense activity that holds the processed camera microfilm image of the document, and is responsible for answering requests from other Department of Defense activities for copies of the microfilm image.

3.7 Data field. A data field consists of one or more columns on a tabulating or aperture card that are reserved for specific information entered in a specified manner.

3.8 Engineering document. "Engineering Documents" applies to specifications, drawings, sketches, lists, standards, pamphlets, reports and printed, typewritten, or other information, prepared by a design activity and relating to the design, procurement, manufacture, test, or inspection of items or services.

3.9 Frame number. The frame number is the number of a microfilm frame in a series of microfilm frames. It applies to the frame of microfilm and not to the engineering document.

3.10 Multiple frame microfilming. Multiple frame microfilming is where two or more frames of microfilm are required to depict a single sheet of an engineering document.

3.11 Multisheet drawing. A multisheet drawing consists of two or more sheets representing the same item. Each sheet shall be identified by the same drawing number.

3.12 Revised. The term "revised" code-punched in a tabulating or aperture card means that there is a more recent issue of the document than shown in the card.

3.13 Revision notice. A revision notice is a separate document that describes a change

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to an engineering drawing in accordance with Standard MIL-STD-24.

3.14 **Sheet (or page) number.** The sheet (or page) number is the sequence number appearing on each sheet (or page) of a multisheet (or multipage) document to give it a unique identification.

3.15 **Single frame microfilming.** Single frame microfilming is where only one frame of microfilm is required to depict a single sheet of an engineering drawing or up to four sheets or pages of an engineering document.

3.16 **Tabulating card.** A tabulating card is a card on which data is entered by use of punched holes or other means that can be sensed by a machine so that it can sort, collate, list, total, or otherwise manipulate the card or the data.

4. GENERAL REQUIREMENTS

4.1 Card stock. Tabulating and aperture card stock size and thickness shall be in accordance with figure 1. The color of tabulating and aperture card stock shall be buff.

4.2 Card corner cut. All tabulating and aperture cards except those containing classified information shall have an upper left corner cut. The corner cut shall be ¼ inch along the top edge of the card and ⅜ inch along the left edge of the card.

4.3 Card punching code. The card punching code used to punch and interpret information on tabulating and aperture cards shall be the EDMS card punching code as follows:

Character	*Card punching code*	*Character*	*Card punching code*
A	12–1	N	11–5
B	12–2	O	11–6
C	12–3	P	11–7
D	12–4	Q	11–8
E	12–5	R	11–9
F	12–6	S	0–2
G	12–7	T	0–3
H	12–8	U	0–4
I	12–9	V	0–5
J	11–1	W	0–6
K	11–2	X	0–7
L	11–3	Y	0–8
M	11–4	Z	0–9

Character	*Card punching code*	*Character*	*Card punching code*
1	1	&	12
2	2	–	11
3	3	/	0–1
4	4	.	12–8–3
5	5	)	12–8–4
6	6	*	11–8–4
7	7	,	0–8–3
8	8	(	0–8–4
9	9	#	8–3
0	0		

4.4 Card striping code. The card striping code shall be as follows:

(a) The card stripping code to assist in identifying tabulating or aperture cards containing classified information will be a nominal ¼ inch red stripe printed across the face and back of the card between the 0 and 1 punch locations.

(b) The card stripping code to identify an aperture card containing a processed camera microfilm image will be a nominal ¼ inch yellow stripe printed across the face of the card above the 12 punch location.

4.5 Document image location. Frames of microfilm shall be mounted in aperture cards so that images of documents are located in accordance with figure 1. Except for the images of documents requiring more than one frame, the effective image of the document is the entire image of the document. For the images of documents (except associated lists and book form engineering documents) requiring more than one frame, the effective image of the document is the central 1.133 inch by 1.467 inch section of the document image.

4.6 End printing. Space is provided on the card formats for end printing two lines of eight characters each. The use of this space, and the information to be printed therein, shall be as specified by the procuring activity.

4.7 Interpretation. The information punched into the data fields on tabulating and aperture cards shall be interpreted above the 12 punch location in solid line black characters at least .075 inch high in accordance with the interpreter bar assignments on the card formats.

4.8 Security markings. Tabulating and aperture cards containing classified information shall be marked as follows:

(a) The security classification will be stamped, preprinted or machine printed above the 0 punch location and below the 8 punch location between card columns 54 and 76. The marking will be the primary

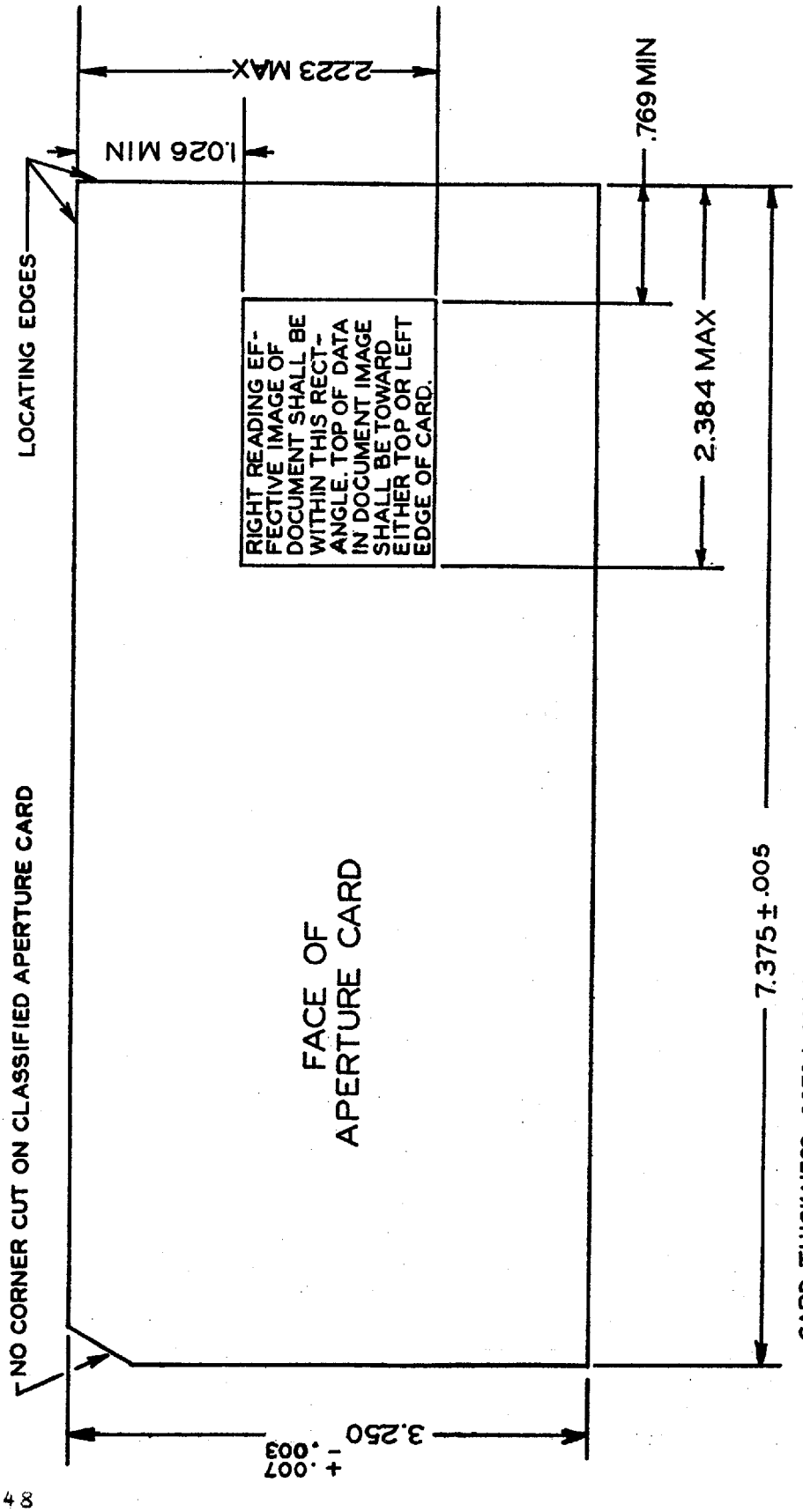

FIGURE 1. *Aperture card size and document image location.*

method of identifying cards containing classified information.

(b) The card will have a striping code in accordance with 4.4 to assist in identifying cards containing classified information.

(c) The card will have no corner cuts, thereby permitting the corner to assist in identifying classified cards intermingled with unclassified cards.

(d) The security classification code of the card will be punched and interpreted in the security classification field in accordance with 5.2.13.

(e) Other markings for security purposes (downgrading, Espionage Act marking, control number, dissemination limitations, etc.) will be placed on the back of the card as required.

4.8.1 Classified information contained on tabulating and aperture cards shall be handled, controlled, transmitted and stored in accordance with applicable departmental security regulations and instructions, or if appropriate, in accordance with the Department of Defense Industrial Security Manual for Safeguarding Classified Information.

4.9 Tabulating cards. Tabulating cards may be prepared using the aperture card format requirements of 5.1.1, 5.1.2, 5.1.3, 5.1.6, and 5.1.7.

4.10 Overflow instructions. When a number (drawing, part, specification, etc.) is longer than the field in which it is to be entered, the number shall be entered starting in the left column of the field and continuing through the next to last column of the field. An asterisk "*" shall be entered in the last column of the field to indicate that the number overflows the field. The remaining characters of the number shall be stamped, hand printed, or machine printed across the face of the card between the 12 and 11 punch locations with the first character directly beneath the interpreted asterisk "*".

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5. DETAILED REQUIREMENTS

5.1 Formats of tabulating and aperture cards. The various engineering documents covered by each format of tabulating and aperture card, as well as the data fields each format contains, are listed below:

5.1.1 *Format A—Engineering Drawing Card.* The engineering drawing aperture card is intended to carry images of engineering drawings. It contains the following data fields (fig. 2):

(a) Proprietary designation (card column 1) see 5.2.1.
(b) Drawing size (card column 2) see 5.2.2.
(c) Drawing number (card columns 3–17) see 5.2.3.
(d) Code identification number (card columns 18–22) see 5.2.4.
(e) Sheet number (card columns 23–25) see 5.2.5.
(f) Revision letter (card columns 26 and 27) see 5.2.6.
(g) Number of sheets (card columns 28–30) see 5.2.7.
(h) Frame number (card columns 31 and 32) see 5.2.8.
(i) Number of frames (card columns 33 and 34) see 5.2.9.
(j) Open (card columns 35–47) see 5.2.10.
(k) Control activity (card columns 48 and 49) see 5.2.11.
(l) Card code (card columns 50 and 51) see 5.2.12.
(m) Security classification (card column 52) see 5.2.13.
(n) Revised code (card column 53) see 5.2.14.
(o) Aperture (card columns 54–76) see 5.2.15.
(p) Rejected code (card column 77) see 5.2.16.
(q) Open (card columns 78–80) see 5.2.10.

5.1.2 *Format B—Associated list and book form engineering document card.* The associated list and book form engineering document aperture card is intended to carry images of associated lists and book form engineering documents. Each card can carry the images of up to four sheets or pages. It contains the following data fields (fig. 3):

(a) Prefix letters (card columns 1 and 2) see 5.2.17.
(b) Drawing number (card columns 3–17) see 5.2.3.
(c) Code identification number (card columns 18–22) see 5.2.4.
(d) Sheet number and revision letter (card columns 23–27, 28–32, 33–37, and 38–42) see 5.2.18.
(e) Number of sheets (card columns 43–45) see 5.2.7.
(f) Proprietary designation (card column 46) see 5.2.1.
(g) Open (card column 47) see 5.2.10.
(h) Control activity (card column 48 and 49) see 5.2.11.
(i) Card code (card columns 50 and 51) see 5.2.12.
(j) Security classification (card column 52) see 5.2.13.
(k) Revised code (card column 53) see 5.2.14.
(l) Aperture (card columns 54–76) see 5.2.15.
(m) Rejected code (card column 77) see 5.2.16.
(n) Open (card columns 78–80) see 5.2.10.

5.1.3 *Format C—revision notice card.* The revision notice aperture card is intended to carry images of revision notices describing changes to engineering drawings in accordance with Standard MIL–STD–24. It also

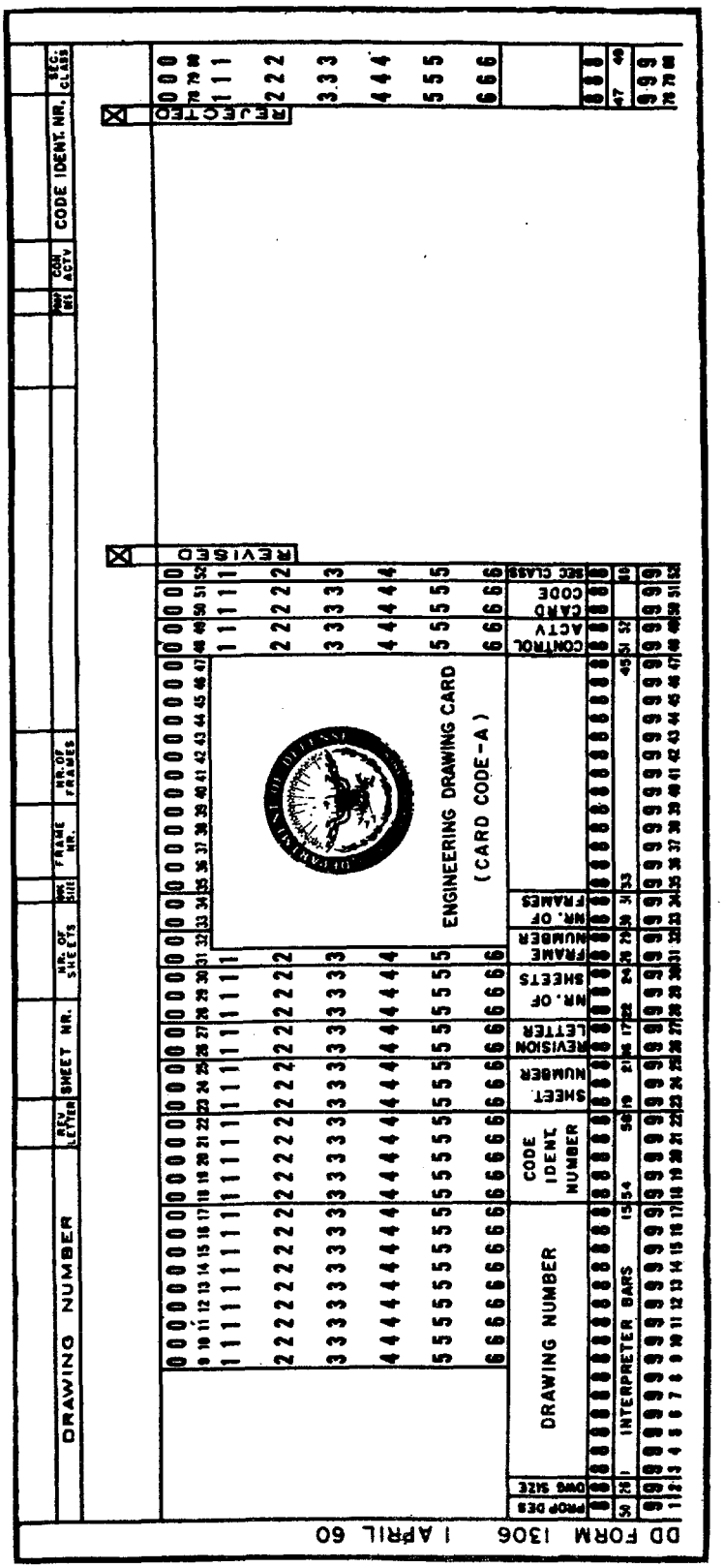

FIGURE 2. *Engineering drawing card (card code A).*

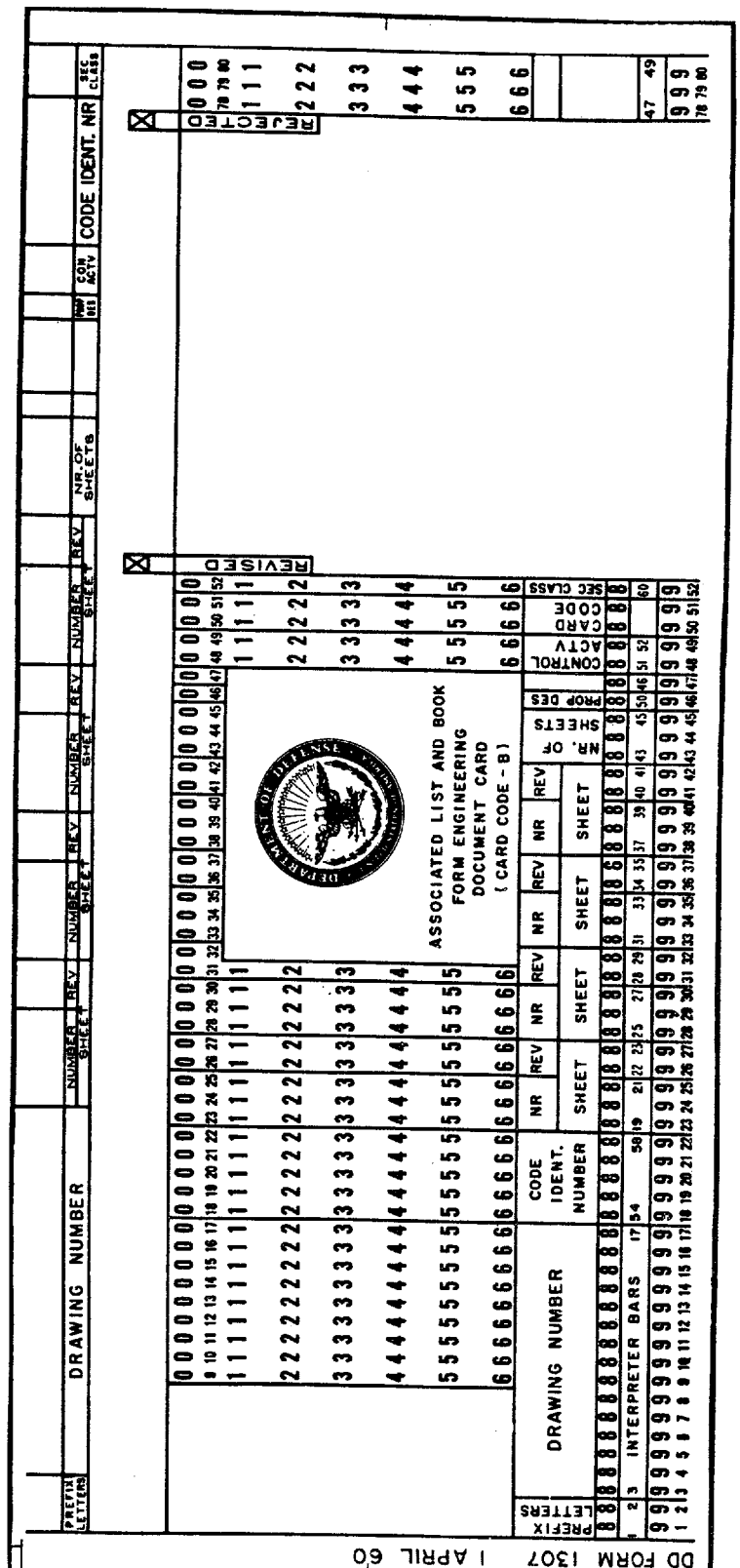

FIGURE 3. *Associated list and book form engineering document card (card code B).*

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is intended to carry images of documents relating to the initial release of engineering drawings. It contains the following data fields (fig. 4):

(a) The following fields identify the specific engineering drawing referenced by the revision notice:
  (1) Prefix letters (card columns 1 and 2) see 5.2.17.
  (2) Drawing number (card columns 3–17) see 5.2.3.
  (3) Code identification number (card columns 18–22) see 5.2.4.
  (4) Sheet number (card columns 23–25) see 5.2.5.
  (5) Revision letter (card columns 26 and 27) see 5.2.6.

(b) The following fields identify the revision notice itself:
  (1) Proprietary designation (card column 28) see 5.2.1.
  (2) Open (card columns 29 and 30) see 5.2.10.
  (3) Frame number (card columns 31 and 32) see 5.2.8.
  (4) Number of frames (card columns 33 and 34) see 5.2.9.
  (5) Revision notice number (card columns 35–41) see 5.2.19.
  (6) Date (card columns 42–47) see 5.2.20.
  (7) Control activity (card columns 48 and 49) see 5.2.11.
  (8) Card code (card columns 50 and 51) see 5.2.12.
  (9) Security classification (card column 52) see 5.2.13.
  (10) Revised code (card column 53) see 5.2.14.
  (11) Aperture (card columns 54–76) see 5.2.15.
  (12) Rejected code (card column 77) see 5.2.16.
  (13) Open (card columns 78–80) see 5.2.10.

5.1.4 *Format D—model or type designation card.* The model or type designation tabulating card is intended to be used as a supplemental card to an engineering drawing or associated list and book form engineering document card to carry the model or type designation of the item in the aperture card. It is not intended to be used as an aperture card. It contains the following data fields (fig. 5):

(a) Prefix letters (card columns 1 and 2) see 5.2.17.
(b) Drawing number (card columns 3–17) see 5.2.3.
(c) Code identification number (card columns 18–22) see 5.2.4.
(d) Model or Type designation (card columns 23–49) see 5.2.21.
(e) Card code (card columns 50 and 51) see 5.2.12.
(f) Security classification (card column 52) see 5.2.13.
(g) Free (card columns 53–77) see 5.2.22.
(h) Open (card columns 78–80) see 5.2.10.

5.1.5 *Format E—part and drawing number card.* The part and drawing number tabulating card is intended to be used as a supplemental card to an engineering drawing or an associated list and book form engineering document card. This card will include the cross reference of part numbers to drawing numbers on all types of drawings which use either whole or tabulated numbers to identify parts. It is not intended to be used as an aperture card. It contains the following data fields (fig. 6):

(a) Prefix letters (card columns 1 and 2) see 5.2.17.
(b) Part number (card columns 3–17) see 5.2.23.
(c) Code identification number (card columns 18–22) see 5.2.4.
(d) Drawing number (card columns 23–37) see 5.2.3.1.
(e) Open (card columns 38–49) see 5.2.10.
(f) Card code (card columns 50 and 51) see 5.2.12.
(g) Security classification (card column 52) see 5.2.13.

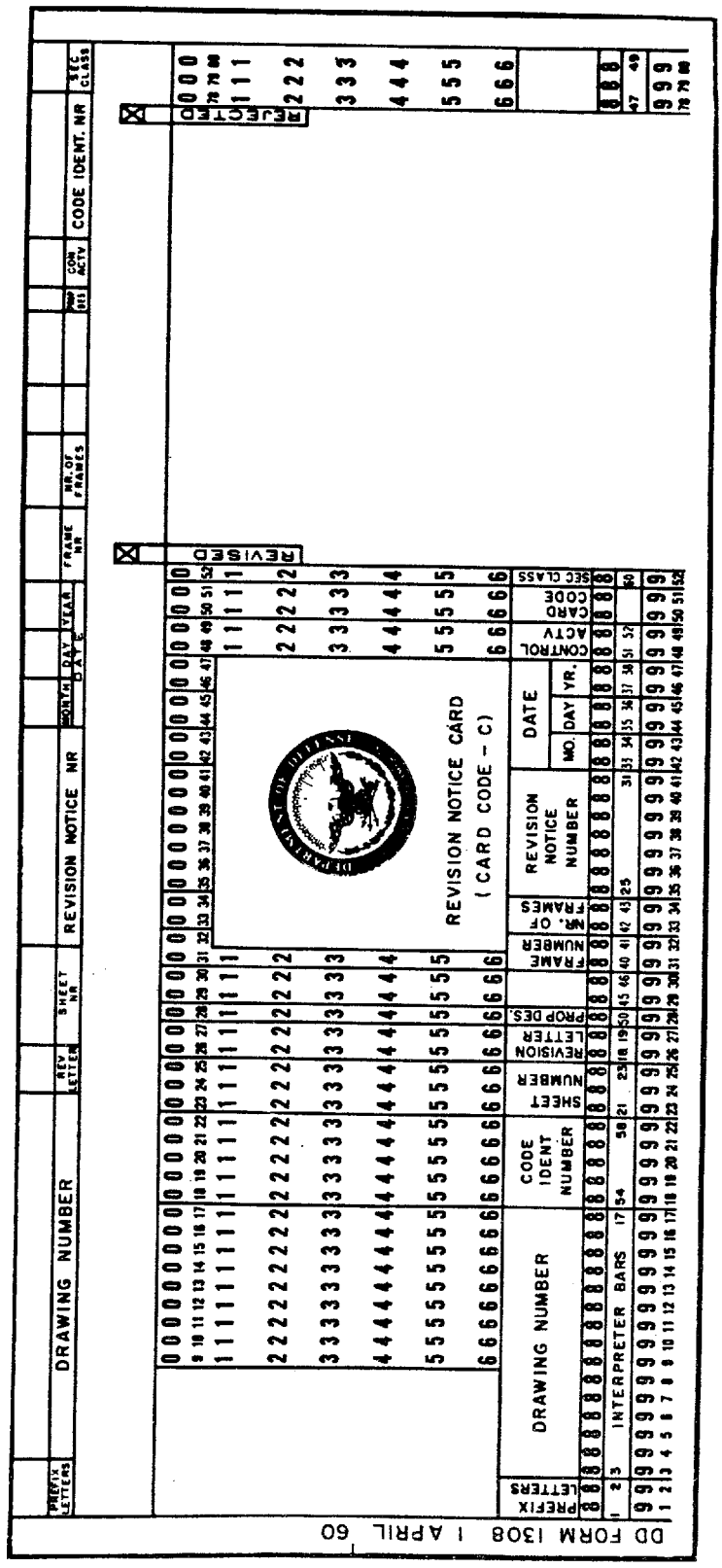

FIGURE 4. *Revision notice card (card code C).*

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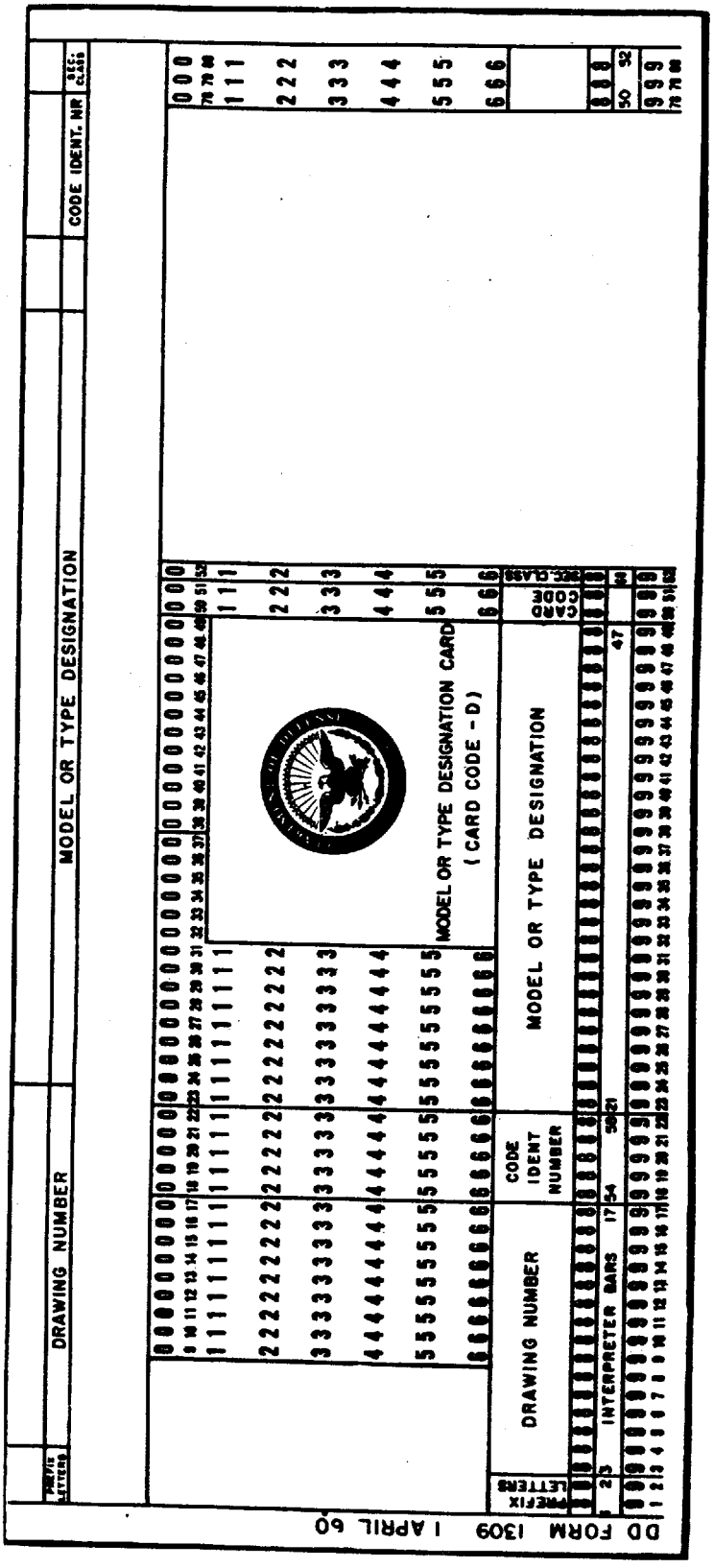

FIGURE 5. *Model or type designation card (card code D).*

(h) Free (card columns 53–77) see 5.2.22.
(i) Open (card columns 78–80) see 5.2.10.

5.1.6 *Format F—complex—paginated engineering document card.* The complex—paginated engineering document aperture card is intended to carry images of associated lists and book form engineering documents that use a complex page numbering system (see 3.5). Each card can carry the images of up to two sheets or pages. It contains the following data fields (fig. 7):

(a) Prefix letters (card columns 1 and 2) see 5.2.17.
(b) Drawing number (card columns 3–17) see 5.2.3.
(c) Code identification number (card columns 18–22) see 5.2.4.
(d) Complex sheet number and revision letter (card columns 23–32, and 33–42) see 5.2.24.
(e) Number of sheets (card columns 43–46) see 5.2.7.
(f) Proprietary designation (card column 47) see 5.2.1.
(g) Control activity (card columns 48 and 49) see 5.2.11.
(h) Card code (card columns 50 and 51) see 5.2.12.
(i) Security classification (card column 52) see 5.2.13.
(j) Revised code (card column 53) see 5.2.14.
(k) Aperture (card columns 54–76) see 5.2.15.
(l) Rejected code (card column 77) see 5.2.16.
(m) Open (card columns 78–80) see 5.2.10.

5.1.7 *Format G—manufacturers' specification card.* The manufacturers' specification aperture card is intended to carry images of manufacturers' specifications or book form standards furnished as part of engineering document packages. It contains the following data fields (fig. 8):

(a) Proprietary designation (card column 1) see 5.2.1.
(b) Open (card column 2) see 5.2.10.
(c) Specification number (card columns 3–17) see 5.2.25.
(d) Code identification number (card columns 18–22) see 5.2.4.
(e) Revision letter (card columns 23 and 24) see 5.2.6.
(f) Kind of accompanying documents (card columns 25–27) see 5.2.26.
(g) Accompanying document number (card columns 28–33) see 5.2.27.
(h) Revision letter (card column 34) see 5.2.6.
(i) Open (card columns 35–41) see 5.2.10.
(j) Card number (card columns 42–44) see 5.2.28.
(k) Number of cards (card columns 45–47) see 5.2.29.
(l) Control activity (card columns 48 and 49) see 5.2.11.
(m) Card code (card columns 50 and 51) see 5.2.12.
(n) Security classification (card column 52) see 5.2.13.
(o) Revised code (card column 53) see 5.2.14.
(p) Aperture (card columns 54–76) see 5.2.15.
(q) Rejected code (card column 77) see 5.2.16.
(r) Open (card columns 78–80) see 5.2.10.

5.2 Data Fields. The following data fields are on one or more of the cards covered by this standard.

5.2.1 *Proprietary designation field.* The proprietary status of the information on the document shall be entered in this field. The proprietary status codes are as follows:

(a) G–Code "G" signifies that the document so coded was prepared by a Government activity and that the document may be reproduced and used in connection with any Government operation.
(b) U–Code "U" signifies that the document so coded is, or has been, sup-

5.1.8 *Form H—Engineering Documentation Universal Card.* The engineering documentation universal aperture card is intended to carry images of any engineering document. It contains the following data field (fig. 9):

(a) Type of document (card columns 1 and 2) see 5.2.30.

(b) Document number (card columns 3–17) see 5.2.31.

(c) Code identification number (card columns 18–22) see 5.2.4.

(d) Revision letter (card columns 23 and 24) see 5.2.6.

(e) Kind of accompanying document (card columns 25 and 26) see 5.2.26.

(f) Accompanying document number (card columns 27–33) see 5.2.27.

(g) Revision letter (card column 34) see 5.2.6.

(h) FSC (card columns 35–38) see 5.2.32.

(i) Card number (card columns 39–42) see 5.2.28.

(j) Number of cards (card columns 45–46) see 5.2.29.

(k) Proprietary designation (card column 47) see 5.2.1.

(l) Control activity (card columns 48 and 49) see 5.2.11.

(m) Card code (card columns 50 and 51) see 5.2.12.

(n) Security classification (card column 52) see 5.2.13.

(o) Revised code (card column 53) see 5.2.14.

(p) Aperture (card columns 54–76) see 5.2.15.

(q) Rejected code (card column 77) see 5.2.16.

(r) Open (card columns 78–80) see 5.2.10.

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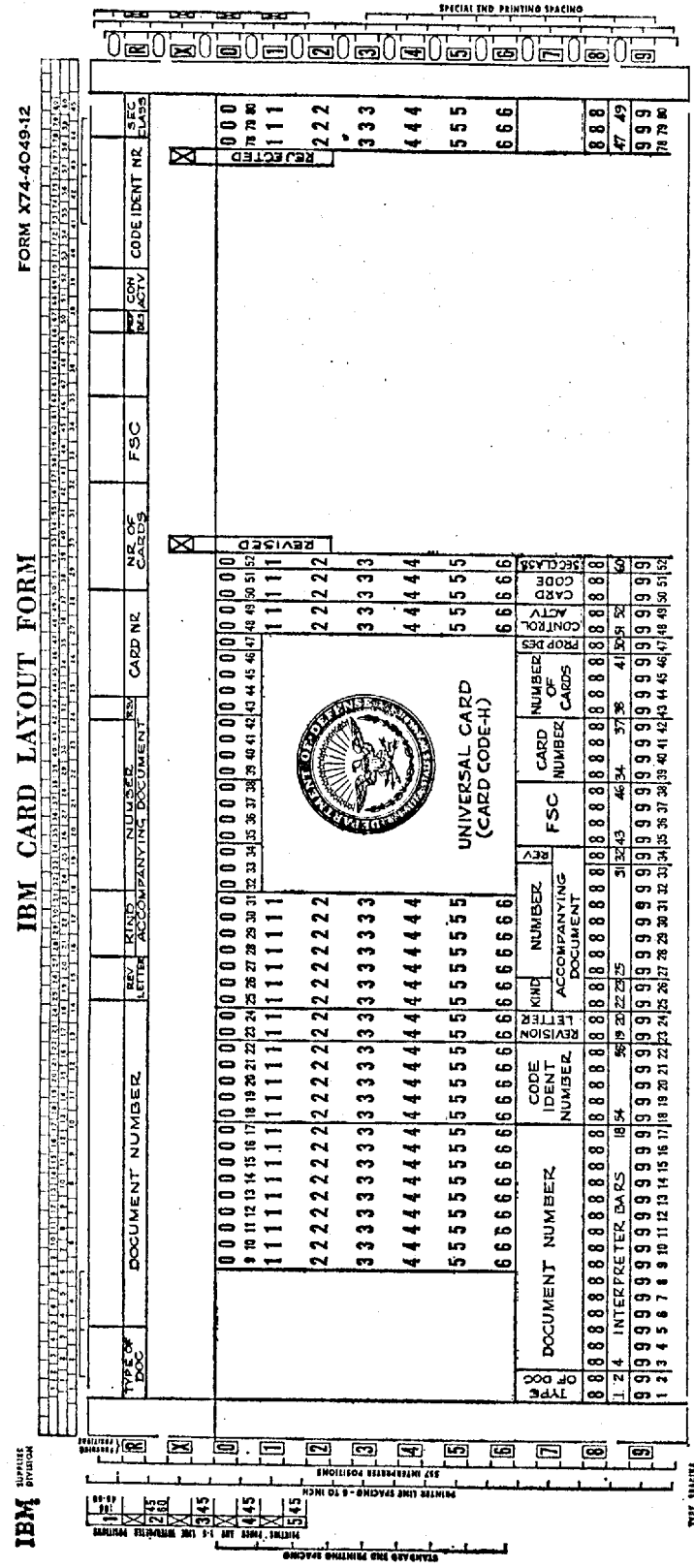

FIGURE 9. *Universal card (card Code H).*

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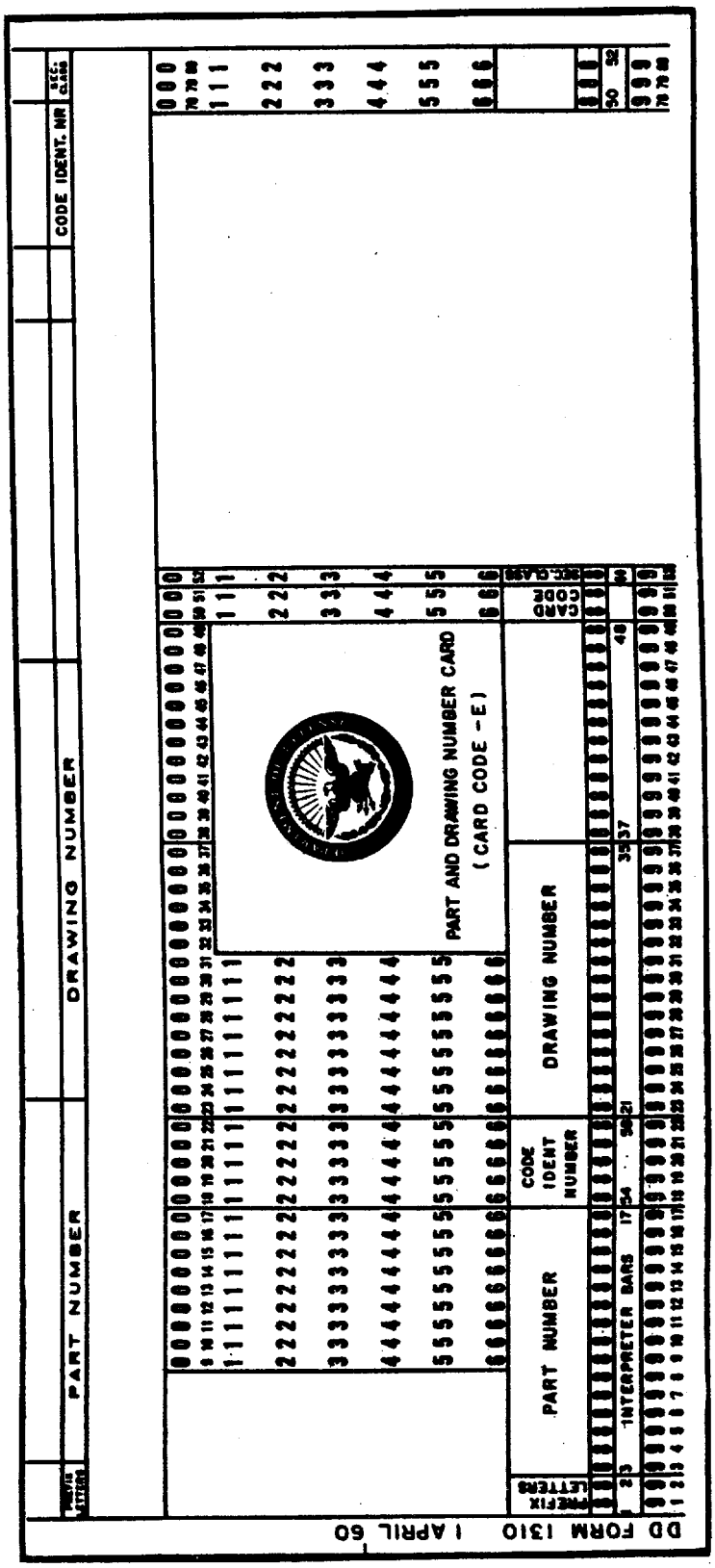

FIGURE 6. *Part and drawing number card (card code E).*

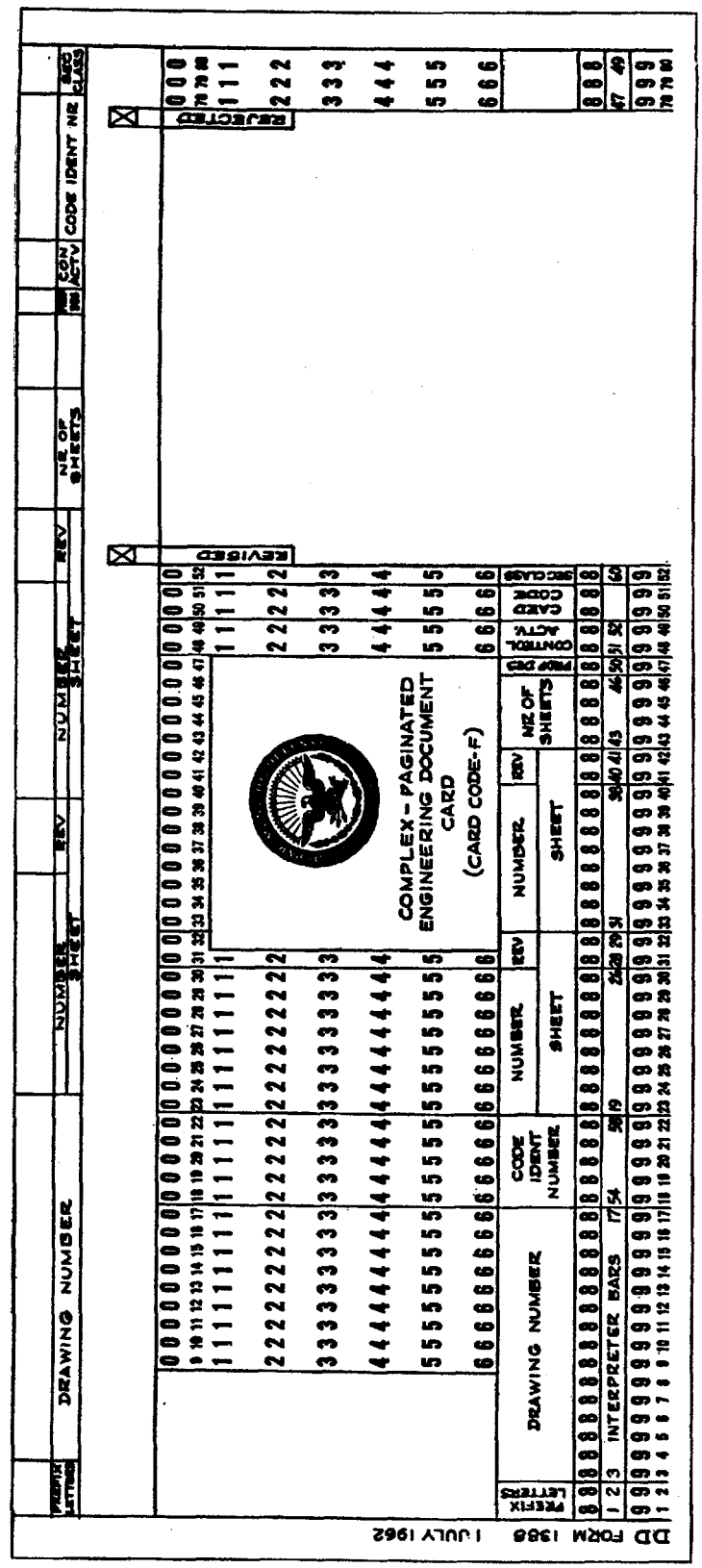

FIGURE 7. *Complex-paginated engineering document card (card code F).*

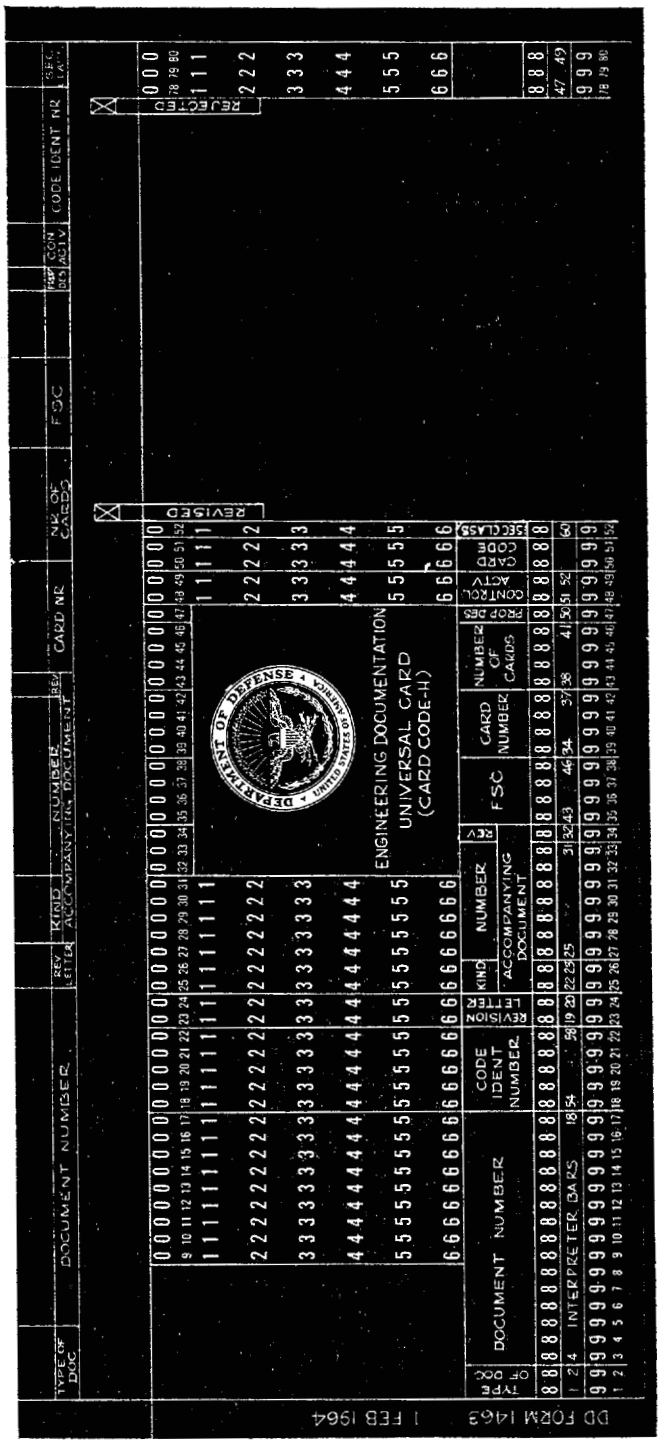

FIGURE 9. *Engineering Documentation Universal Card (Card Code H).*

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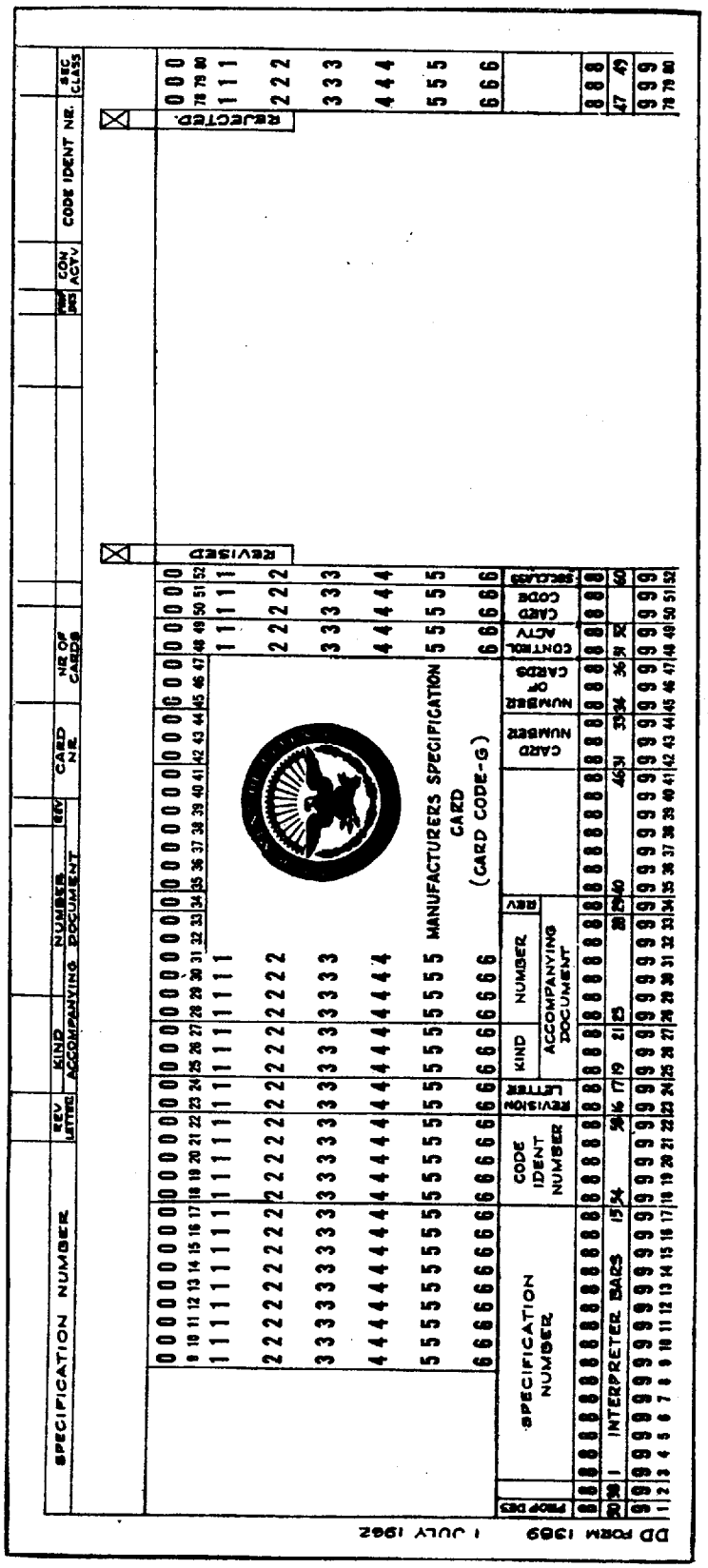

FIGURE 8. *Manufacturers' specification card (card code G).*

plied to the Government under contract provisions which grant to the Government an unlimited right to use the document for any purpose.

(c) L–Code "L" signifies that the document so coded is, or has been, supplied to the Government under contract provisions which grant to the Government only a limited right to use the document in accordance with the terms of the particular contract.

(d) P–Code "P" signifies that the document so coded contains proprietary information (this code is for Control Activity use only).

5.2.2 *Drawing size field.* The drawing size letter in accordance with Standard MIL–STD–2 shall be entered in this field.

5.2.3 *Drawing number field.* The drawing number in accordance with Standard MIL–STD–31, or those documents superseded by Standard MIL–STD–31, shall be entered in this field. When an engineering document number other than a drawing number is used, the applicable engineering document number shall be entered in this field. Unless otherwise specified by the procuring activity the first character of the drawing number shall be in the left column.

5.2.3.1 *Multiple whole numbers.* When tabulated, multidetail, detail assembly, etc., drawings are identified by multiple whole number, such as 123456 through 123490, the first number assigned (123456) shall be entered in the drawing number field on cards A, B, C, D, and F. When Card E is prepared, the part number and drawing number shall be entered in the respective fields in accordance, with 5.1.5. One card E will be prepared for each part number listed on the types of drawings described in this paragraph for parts used in the equipment for which the aperture cards are being provided.

5.2.4 *Code identification number field.* The code identification number of the design activity for the document in accordance with Standard MIL–STD–31 shall be entered in this field. Code identification numbers are listed in Cataloging Handbook H4–1 (name to Code) Federal Supply Code for Manufacturers.

5.2.5 *Sheet number field.* The sheet number of each sheet of a multisheet document shall be entered in this field. A single sheet document shall have sheet number "1" entered in this field. The last digit of the sheet number shall always be in the right column and nonsignificant zeros shall always be used to fill out the field.

5.2.6 *Revision letter field.* The revision letter, or letters, shall be entered in this field. If the revision is a single letter, it shall always be in the right column.

5.2.7 *Number of sheets field.* The number of sheets of a multisheet document shall be entered in this field only on the card for the first sheet of that document. A single sheet document shall have number of sheets "1" entered in this field. The last digit of the number of sheets shall always be in the right column and nonsignificant zeros shall always be used to fill out the field.

5.2.8 *Frame number field.* The frame number of each frame in a series of frames shall be entered in this field. A single frame shall have frame number "1" entered in this field. The last digit of the frame number shall always be in the right column and nonsignificant zeros shall always be used to fill out the field.

5.2.9 *Number of frames field.* The number of frames in a series of frames shall be entered in this field only on the card for the first frame of that series. A single frame shall have number of frames "1" entered in this field. The last digit of the number of frames shall always be in the right column and nonsignificant zeros shall always be used to fill out the field.

5.2.10 *Open field.* This field may be used to enter any data needed for internal operations of the procuring activity for which a specific field is not established by this standard. The

use of this field shall be as specified by the procuring activity.

5.2.11 *Control activity field.* The control activity code furnished by the procuring activity shall be entered in this field.

5.2.12 *Card code field.* The card code printed on the aperture or tabulating card in parentheses following the card name shall be entered in this field. A single character card code shall always be in the right column.

5.2.13 *Security classification field.* The security classification of a card shall be entered in this field utilizing the following codes:

N—None
C—Confidential
M—Confidential—Modified Handling Authorized
S—Secret
T—Top Secret
E—Confidential Restricted Data
F—Secret Restricted Data
G—Top Secret Restricted Data
H—Confidential—Formerly Restricted Data
J—Secret—Formerly Restricted Data
K—Top Secret—Formerly Restricted Data

5.2.14 **Revised code field.** Cards for other than the latest issue of a document or of part of a document shall have an 11 punch entered in this field, or shall be identified as otherwise specified by the procuring activity.

5.2.15 *Aperture field.* This field is reserved for mounting a frame of microfilm.

5.2.16 *Rejected code field.* Cards for which an acceptable microfilm image is not available shall have an 11 punch entered in this field.

5.2.17 *Prefix letters field.* Associated list prefix letters in accordance with Standard MIL-STD-31 shall be entered in this field.

5.2.18 *Sheet number and revision letter fields.* The sheet number of each sheet of a book form document and the corresponding revision letters for each of these sheets shall be entered in these fields. Starting with the left field, a separate field on the card shall be used for each sheet whose image appears in the card. The last digit of the sheet number shall always be in the right column and nonsignificant zeros shall always be used to fill its portion of the field. A single revision letter shall always be in the right column of its portion of the field.

5.2.19 *Revision notice number field.* The number of the revision notice shall be entered in this field. Unless otherwise specified by the procuring activity, the last digit of the number shall always be in the right column.

5.2.20 *Date field.* The date of the document shall be entered in this field. The data shall be entered as a six digit number. The first two digits will be the number of the month. The digit for the first nine months will be preceded by a zero. The second two digits will be the day of the month. The digit for the first nine days of the month will be preceded by a zero. The last two digits will be the last two numerals of the year.

5.2.21 *Model or type designation field.* The model or type of designation, or other information, shall be entered in this field in the manner specified by the procuring activity.

5.2.22 *Free field.* This field of a format not used for aperture cards is not reserved for any specific information. It may be used to expand one of the other fields, or to enter any data needed for internal operations of the procuring activity for which a specific field is not established by this standard. Most of the columns in this field will not be read when the tabulating card is processed in the normal manner through punched card accounting machines modified to process aperture cards. Unless otherwise specified by the procuring activity, this field shall be left blank.

5.2.23 *Part number field.* When multiple whole numbers or dash numbers are used to identify individual items depicted on tabulated, multidetail, detail assembly, etc.,

drawings, a separate Card E shall be prepared in accordance with 5.2.3.1 and the applicable part number shall be entered in this field. Unless otherwise specified by the procuring activity, the first character of the part number shall be in the left column.

5.2.24 *Complex sheet number and revision letter fields.* The complex sheet number of each sheet of a book form document and the corresponding revision letters for each of these sheets shall be entered in these fields. Starting with the left field, a separate field on the card shall be used for each sheet whose image appears in the card. The first digit of the sheet number shall always be in the left column of its portion of the field. A single revision letter shall always be entered in the right column of its portion of the field.

5.2.25 *Specification number field.* The specification or book form standard number shall be entered in this field of cards for both the basic document and the accompanying document. Unless otherwise specified by the procuring activity, the first character of the specification number shall be in the left column.

5.2.26 *Kind of accompanying document field.* The kind of accompanying document shall be entered in this field of cards for the accompanying document only. (Accompanying documents are microfilmed, and the microfilm images are mounted in aperture cards, as separate documents.) The accompanying document codes are as follows:

3 ltr code	*2 ltr code*	*Kind of accompanying document*
ADD	AD	Addendum
AMT	AM	Amendment
ANX	AN	Annex
APP	AP	Appendix
NTC	NT	Notice
SPS	SP	Specification Sheet
SUP	SU	Supplement

5.2.27 *Accompanying document number field.* The number of the accompanying document shall be entered in this field of cards for the accompanying document only. Unless otherwise specified by the procuring activity, the first character shall be in the left column.

5.2.28 *Card number field.* The number of each card of a group of cards containing a document shall be entered in this field. A single card group shall have card number "1" entered in this field. The last digit of the card number shall always be in the right column and nonsignificant zeros shall always be used to fill out the field.

5.2.29 *Number of cards field.* The number of cards in a group of cards containing a document shall be entered in this field only on the first card in the group. A single card group shall have number of cards "1" entered in this field. The last digit of the number of cards shall always be in the right column and nonsignificant zeros shall always be used to fill out the field.

5.2.30 *Type of document field.* The type of document code shall be entered in this field. The type of document codes are as follows:

Code	*Type of document*
	Drawings
1A	Assembly
2A	Detail Assembly
3A	Inseparable Assembly
1B	Installation
2B	Installation Control
1C	Source Control
2C	Specification Control
3C	Envelope
4C	Dummy Reference
5C	Interface Control
6C	Design Control
7C	Coordination Control
1D	Electric Schematic Diagram
2D	Electronic Schematic Diagram
3D	Interconnection Diagram
4D	Mechanical Schematic Diagram
5D	Piping Diagram
6D	Wiring Diagram
7D	Connection Diagram
8D	Cabling Diagram
1E	General Arrangement
2E	Elevation (Profile)
3E	Erection
4E	Master Plan
5E	Construction
6E	Plan
7E	Plot (plat) Plan
8E	Vicinity Plan
1F	Detail
2F	Mono Detail
3F	Multi Detail
4F	Matched Parts

Code	Type of document
	Drawings
5F	Tabulated
6F	Undimensioned
7F	Master Plate
1M	Kit
2M	Shipping and Packaging
3M	Lubrication
4M	Combination of Adopted Items
	Associated lists
ML	List of Material
PL	Parts List
DL	Data List
IL	Index List
WL	Wiring List
RL	Running List
GL	Gage List
EL	Inspection Equipment List
	Kind of accompanying documents to specifications
AD	Addendum
AM	Amendment
AN	Annex
AP	Appendix
NT	Notice
SP	Specification Sheet
SU	Supplement
PD	Packaging Data Sheet
MP	Master Packaging Data Sheet
SQ	Supplementary Quality Assurance Provisions
1N	Revision Notices to Drawings
	Specifications and standards
1S	Military Specifications
2S	Federal Specifications
3S	BuWeps Specifications
4S	Air Force Specifications
5S	Electronics Command Specifications
6S	Industrial Association Specifications
7S	Company (Contractor) Specifications
1R	Military Standards (Book Form)
2R	Military Standard Drawings (MS)
3R	AN Standards
4R	ASA Standards
5R	Industrial Association Standards
6R	Company (Contractor) Standards

5.2.31 *Document number field.* The document number shall be entered in this field of cards for both the basic document and the accompanying document. Unless otherwise specified by the procuring activity, the first character of the document number shall be in the left column.

5.2.31.1 For engineering drawings the drawing number in accordance with MIL-STD-31, or those documents superseded by MIL-STD-31, shall be entered in this field.

5.2.31.2 For associated lists, the drawing number portion of the associated list number shall be entered in this field.

5.2.31.3 For specifications, standards, documents, etc., the complete number (I.E., M50T948A, BACS30BW, D-6953) shall be entered in this field.

5.2.32 Federal Supply Class (FSC) Number Field. The applicable FSC number for the item, or items, depicted on the engineering document which is identified in card columns 3–17, shall be entered in this field.

Notice. When Government drawings, specifications, or other data are used for any purpose other than in connection with a definitely related Government procurement operation, the United States Government thereby incurs no responsibility nor any obligation whatsoever; and the fact that the Government may have formulated, furnished, or in any way supplied the said drawings, specifications, or other data, is not to be regarded by implication or otherwise as in any manner licensing the holder or any other person or corporation, or conveying any rights or permission to manufacture, use or sell any patented invention that may in any way be related thereto.

Copies of specifications, standards, drawings, and publications required by contractors in connection with specific procurement functions should be obtained from the procuring agency or as directed by the contracting officer.

Copies of this standard for military use may be obtained as indicated in the foreword to the Index of Military Specifications and Standards.

Copies of this standard may be obtained for other than official use by individuals, firms, and contractors from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C.

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