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MILITARY STANDARD
FORMATS AND CODING OF APERTURE,
COPY AND TABULATING CARDS FOR
ENGINEERING DATA MICRO-REPRODUCTION SYSTEM



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Formats and Coding of Aperture, Copy and Tabulating cards for Engineering Data Micro-Reproduction System.

MIL-STD-804B

1. This standard is mandatory for use by all Departments and Agencies of the Department of Defense.

2. Recommended corrections, additions, or deletions should be addressed to Commanding General, U. S. Army Electronics Command, Attn: AMSEL-PP-ED, Fort Monmouth, N. J. 07703

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1. SCOPE

- * 1.1 This standard establishes formats for aperture, copy and tabulating cards applicable to the Department of Defense Engineering Data Micro-Reproduction System (DOD-EDMS). These standard formats for aperture, copy and tabulating cards are for use in recording engineering documents. The standard also covers the codification and method of data entry into the aperture, copy or tabulating cards.
- * 1.2 Application. Aperture, copy and tabulating cards prepared in accordance with this standard will be used to meet Department of Defense requirements for copies of engineering documents, and for direct support of the DOD-EDMS. They will be used as the standard medium for the interchange of engineering data among Department of Defense activities. Any or all of the active formats (see 1.4) for aperture, copy or tabulating cards established by this standard may be used at the option of each Department of Defense activity.
- * 1.3 Classification. Aperture, copy or tabulating cards shall have the following forms printed in black ink:
 - DD Form 1306 - Engineering Drawing Card (Card Code A), (fig. 2).
 - DD Form 1307 - Associated List and Book Form Engineering Document Card (Card Code B), (fig. 3).
 - DD Form 1308 - Revision Notice Card (Card Code C), (fig. 4).
 - DD Form 1309 - Model or Type Designation Card (Card Code D), (fig. 5).
 - DD Form 1310 - Part and Drawing Number Card (Card Code E), (fig. 6).
 - DD Form 1388 - Complex-Paginated Engineering Document Card (Card Code F), (fig. 7).
 - DD Form 1389 - Manufacturer's Specification Card (Card Code G), (fig. 8).
 - DD Form 1463 - Engineering Documentation Universal Card (Card Code H), (fig. 9).
 - DD Form 1562 - Dual Purpose Engineering Document Card (Card Code H/T), (fig. 10).
 - DD Form 1563 - Superseded Document Card (Card Code J) (fig. 11).



- * 1.4 Inactivation. The DD Forms listed below shall be inactive for system desinged after 15 August 1966, and inactive for procurement after 15 August 1967.

DD Form 1306
DD Form 1307
DD Form 1308
DD Form 1388
DD Form 1389
DD Form 1463

- * 1.4.1 The inactivated forms shall be replaced by the appropriate legend of DD Form 1562, which can be interfiled and machine processed on the drawing or document number, code identification number, and revision letter fields with all of the inactivated forms except DD Form 1388. The appropriate legends are as follows:

<u>Inactivated Form</u>	<u>Replacement Form and Legend</u>
DD Form 1306	DD Form 1562, Lower Legend
DD Form 1307	DD Form 1562, Lower Legend
DD Form 1308	DD Form 1562, Lower Legend
DD Form 1389	DD Form 1562, Upper Legend
DD Form 1463	DD Form 1562, Upper Legend

2. REFERENCED DOCUMENTS

SPECIFICATIONS

- * **Military**
MIL-M-9868 Microfilming of Engineering Documents, 35-mm, Reqmts for
- * MIL-M-38761 Microfilming and Photographing of Engineering/Technical Data and Related Documents: PCAM Card Preparation, Engineering Data Micro-Reproduction System, General Requirements for, Preparation of.

PUBLICATIONS

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



STANDARDS

Military
MIL-STD-100 Engineering Drawing
Practice

Military
DOD Industrial Security
Manual for Safeguarding
Classified Information

3. DEFINITIONS

- * 3.1 Definitions of terms used in this standard are contained in Section 6 of MIL-M-38761.

4. GENERAL REQUIREMENTS

- * 4.1 Card Stock. Aperture, copy and tabulating card size and thickness shall be in accordance with Figure 1. The color of aperture, copy and tabulating card stock shall be buff. The bottom 3/32 inch on the face of the card may be used by the card manufacturer for printing his own internal identification data.
- * 4.2 Card Corner Cut. All aperture, copy and tabulating cards except those containing classified information shall have an upper left corner cut. The corner cut shall be 1/4 inch along the top edge of the card and 3/8 inch along the left edge of the card. Other corners shall be either cut square or rounded with a radius of not more than 1/4 inch.
- * 4.3 Card Punching Codes. The card punching codes used to punch and interpret information on aperture, copy or tabulating cards shall be as follows:

<u>Graphic Character</u>	<u>Character Name</u>	<u>Card Code</u>
(Opening parenthesis	0-4-8
)	Closing parenthesis	12-4-8
*	Asterisk	11-4-8
,	Comma	0-3-8
-	Hyphen (minus)	11
.	Period (decimal point)	12-3-8
/	Slant	0-1
∅	Zero	0
1	One	1

<u>Graphic Character</u>	<u>Character Name</u>	<u>Card Code</u>
2	Two	2
3	Three	3
4	Four	4
5	Five	5
6	Six	6
7	Seven	7
8	Eight	8
9	Nine	9
A	A	12-1
B	B	12-2
C	C	12-3
D	D	12-4
E	E	12-5
F	F	12-6
G	G	12-7
H	H	12-8
I	I	12-9
J	J	11-1
K	K	11-2
L	L	11-3
M	M	11-4
N	N	11-5
O	O	11-6
P	P	11-7

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<u>Graphic Character</u>	<u>Character Name</u>	<u>Card Code</u>
Q	Q	11-8
R	R	11-9
S	S	0-2
T	T	0-3
U	U	0-4
V	V	0-5
W	W	0-6
X	X	0-7
Y	Y	0-8
Z	Z	0-9

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

(a) The card striping code to assist in identifying aperture, copy or tabulating cards containing classified information will be a nominal 1/4 inch red stripe printed across the face and back of the card between the 0 and 1 punch locations.

(b) The card striping code to identify an aperture card containing a processed camera microfilm image (Type I Class 1 microfilm in accordance with MIL-M-9868) will be a nominal 1/4 inch yellow stripe printed across the face of the card above the 12 punch location. When specified by the procuring activity, this stripe will be omitted from aperture cards containing the camera microfilm code field (see 5.2.34).

4.5 Document image location. Frames of microfilm shall be mounted in aperture cards and microfilm images contact printed into copy 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 cards 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.

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* 4.7 Interpretation. The information punched into the data fields on aperture, copy or tabulating cards shall be interpreted above the 12 punch location (or above the 11 punch location and below the 12 punch location for "L" bar assignments on DD Form 1563) in solid line black characters at least .075 inch high in accordance with the interpreter bar assignments on the forms.

* 4.8 Security markings. Aperture, copy or tabulating 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 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 aperture, copy or tabulating 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 Overflow instructions. When information is longer than the data field in which it is to be entered, the information shall be entered starting in the left column of the field and continued 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 information overflows the field. The remaining characters of the information 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 "*".

* 4.10 Modification and Entry of Reference Numbers.

* 4.10.1 All reference numbers (see MIL-M-38761) shall be left-hand justified.

- * 4.10.2 Enter the reference number(s) into the applicable data field(s) without change or modification in any manner except as shown in the following paragraphs.
- * 4.10.3 The seven special characters: dash "-", slant "/", period or decimal ".", comma ",", left parenthesis "(", right parenthesis ")", and asterisk "*", shall remain unchanged. In addition, the asterisk "*" shall be used to represent all other special characters except those listed below which shall be replaced by the alphabetic abbreviations indicated:

<u>Original Character</u>	<u>Correct Entry</u>
%	PCT
" (inch) (inches)	IN
' (foot) (feet)	FT
o	DEG

- * 4.10.4 When the following terms are included as a part of a reference number, they shall be abbreviated as follows:

<u>Term</u>	<u>Abbreviation</u>
Alteration	ALT
Amendment	AMEND
Assembly	ASSY
Class	CL
Data List	DL
Degree	DEG
Design	DSGN
Detail	DET
Figure	FIG
Foot (feet)	FT
Grade	GD
Group	GR



<u>Term</u>	<u>Abbreviation</u>
Inch (inches)	IN
Index List	IL
List of Drawings	LD
List of Materiel	LM
Mark	MK
Material List	ML
Model	MO
Modification	MOD
Ounce (ounces)	OZ
Paragraph	PARA
Part	PT
Parts List	PL
Pattern	PATT
Percent	PCT
Piece	PC
Pound (pounds)	LB
Revision	REV
Section	SECT
Series	SER
Sheet	SH
Size	SZ
Sketch	SK
Style	STY
Sub-Assembly	SUBASSY

<u>Term</u>	<u>Abbreviation</u>
Through	THRU
Type	TY
<u>Original Number</u>	<u>Correct Entry</u>
6190 Assembly 29	6190ASSY29
P 382146 Piece A 12, M19	P382146PCA12,M19

* 4.10.5 Close up all spaces.

<u>Original Number</u>	<u>Correct Entry</u>
123 45 B 6 D	12345B6D
43 9 B	439B
123 1/4 62	1231/462
2346 1/4	23461/4

* 4.10.6 Delete the word "number" and any abbreviations thereof (e.g., No., Nr.) when they are used in reference numbers.

* 4.10.7 Replace Roman numerals with Arabic numerals when they are limited to the kinds of designators listed below:

<u>Original Number</u>	<u>Correct Entry</u>
MARK VII	MK7
Model X	MO10
TYPE III	TY3
CLASS IV	CL4

* 4.10.8 Do not enter the drawing size designator except as an element of a drawing number of which it is an integral part.

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<u>Original Number</u>		<u>Correct Entry</u>
Dwg Size	Dwg No.	
A	12-1234	12-1234
<u>Dwg No.</u>		
A12-1234		A12-1234

* 4.10.9 Do not enter the drawing revision symbol except as an element of a drawing number of which it is an integral part.

<u>Original Number</u>		<u>Correct Entry</u>
Dwg No.	Dwg Rev. Symbol	
3621740	C	3621740
<u>Dwg No.</u>		
36721740C		36721740C

* 4.10.10 When two or more items are shown on a drawing or sheet form standard, the part number entered shall be the basic drawing or standard number plus the applicable suffix or suffixes assigned to the individual item being referenced.

<u>Original Number</u>	<u>Correct Entry</u>
NAS 467, Part No. NAS 467-4-18	NAS467-4-18
Dwg. 123A679, Part No. 123A679P1	123A679P1
Dwg. 67943, Part No. 67943-10	67943-10

* 4.10.11 When an individual drawing is identified by multiple whole numbers.

(a) The drawing number entered shall be the first whole number in the series:

(b) The part (Item) number entered shall be the identifying number assigned to the individual item being referenced.

<u>Original Number</u>	<u>Correct Entry for Drawing</u>	<u>Correct Entry for Item</u>
12345 thru 12390	12345	12361

- * 4.10.12 Do not enter the kind of number indicator except when it is required to reflect a complete reference number.

<u>Original Number</u>	<u>Correct Entry</u>
MARK IV	MK4
TYPE 32	TY32
MODEL 12	MO12
MODIFICATION 16	MOD16
Part 2233	2233
Catalog Number 281	281
Catalog #345	345

5. DETAILED REQUIREMENTS

- * 5.1 Forms of aperture, copy or tabulating cards. The various engineering documents covered by each form for aperture, copy or tabulating cards, as well as the data fields each form contains, are listed below:
 - * 5.1.1 DD Form 1306 - Engineering drawing card. The engineering drawing aperture or copy card (Card Code A) is intended to carry images of engineering drawings. It contains the following data fields (fig. 2):
 - (a) Proprietary designation (rights) (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.

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- (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 DD Form 1307 - Associated list and book form engineering document card. The associated list and book form engineering document aperture or copy card (Card Code B) is intended to carry images of associated lists and book form engineering documents. Each card can carry and identify 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 (rights) (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 DD Form 1308 - Revision notice card. The revision notice aperture or copy card (Card Code C) is intended to carry images of revision notices describing changes to engineering drawings in accordance with Standard MIL-STD-100. It also is intended to carry images of documents relating to the 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 (rights)(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 DD Form 1309 - Model or type designation card. The model or type designation tabulating card (Card Code D) is intended to be used as a supplemental card to an aperture or copy card to carry the model or type designation of the item in the aperture or copy card. It is not intended to be used as an aperture or copy 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) Open (card columns 53-77) see 5.2.10.
 - (h) Open (card columns 78-80) see 5.2.10.
- * 5.1.5 DD Form 1310 - Part and drawing number card. The part and drawing number tabulating card (Card Code E) is intended to be used as a supplemental card to an aperture or copy 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 or copy 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 5.2.22.
 - (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 38-48) see 5.2.10.
 - (f) Beginning or end code (card column 49) see 5.2.35.
 - (g) Card code (card columns 50 and 51) see 5.2.12.
 - (h) Security classification (card column 52) see 5.2.13.
 - (i) Open (card columns 53-77) see 5.2.10.
 - (j) Open (card columns 78-80) see 5.2.10.

* 5.1.6 DD Form 1388 - Complex-paginated engineering document. The complex-paginated engineering document aperture or copy card (Card Code F) is intended to carry images of associated lists and book form engineering documents that use a complex page numbering system (see MIL-M-38761). Each card can carry and identify 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 5.2.23.
- (e) Number of sheets (card columns 43-46) see 5.2.7.
- (f) Proprietary designation (rights)(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 DD Form 1389 - Manufacturers' specification card. The manufacturers' specification aperture or copy card (Card Code G) 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 (rights) (card column 1) see 5.2.1.
- (b) Open (card column 2) see 5.2.10.
- (c) Specification number (card columns 3-17) see 5.2.24.
- (d) Code identification number (card columns 18-22) see 5.2.4.

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- (e) Revision letter (card columns 23 and 24) see 5.2.6.
- (f) Kind of accompanying document (card columns 25-27) see 5.2.25.
- (g) Accompanying document number (card columns 28-33) see 5.2.26.
- (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 5.2.27.
- (k) Number of cards (card columns 45-47) see 5.2.28.
- (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.

* 5.1.8 DD Form 1463 - Engineering Documentation Universal Card. The engineering documentation universal aperture or copy card (Card Code H) 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 5.2.29.
- (b) Document number (card columns 3-17) see 5.2.30.
- (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 5.2.25.
- (f) Accompanying document number (card columns 27-33) see 5.2.26.
- (g) Revision letter (card column 34) see 5.2.6.
- (h) FSC (card columns 35-38) see 5.2.31.

- (i) Card number (card columns 39-42) see 5.2.27.
- (j) Number of cards (card columns 43-46) see 5.2.28.
- (k) Proprietary designation (rights) (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.

* 5.1.9 DD Form 1562 Dual Purpose Engineering Document Card. The dual purpose engineering document aperture or copy card (Card Code H/T) is intended to carry images of any engineering document (upper legends) or any engineering drawing (lower legends). It contains the following data fields (fig. 10):

(a) Upper legends. The following fields are in the upper row of legends, and are in effect only when there is a letter "H" punched in card column 51:

- (1) Type of document (card columns 1 and 2) see 5.2.29.
- (2) Document number (card columns 3-17) see 5.2.30.
- (3) Code identification number (card columns 18-22) see 5.2.4.
- (4) Revision letter (card columns 23 and 24) see 5.2.6.
- (5) Kind of accompanying document (card columns 25 and 26) see 5.2.25.
- (6) Accompanying document number (card columns 27-33) see 5.2.26.
- (7) Revision letter (card column 34) see 5.2.6.
- (8) Open (card columns 35-38) see 5.2.10.

- (9) Card number (card columns 39-42) see 5.2.27.
- (10) Number of cards (card columns 43-46) see 5.2.28.
- (11) Rights (card column 47) see 5.2.1.
- (12) Control activity (card columns 48 and 49) see 5.2.11.
- (13) Card code "H" (card columns 50 and 51) see 5.2.12.
- (14) Security classification (card column 52) see 5.2.13.
- (15) Revised code (card column 53) see 5.2.14.
- (16) Image Plane-Back Code (card column 53) see 5.2.32.
- (17) Image Plane-Face Code (card column 53) see 5.2.33.
- (18) Aperture (card columns 54-76) see 5.2.15.
- (19) Rejected code (card column 77) see 5.2.16.
- (20) Camera microfilm code (card column 77) see 5.2.34.
- (21) Open (card columns 78-80) see 5.2.10.

(b) Lower Legends. The following fields are in the lower row of legends, and are in effect only when there is a letter "T" punched in card column 51:

- (1) Type of document (card columns 1 and 2) see 5.2.29.
- (2) Document number (card columns 3-17) see 5.2.30.
- (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.
- (6) Number of sheets (card columns 28-30) see 5.2.7.
- (7) Open (card columns 31-46) see 5.2.10.
- (8) Rights (card column 47) see 5.2.1.
- (9) Control activity (card columns 48 and 49) see 5.2.11.
- (10) Drawing size (card column 50) see 5.2.2.

- (11) Card code "T" (card column 51) see 5.2.12.
- (12) Security classification (card column 52) see 5.2.13.
- (13) Revised code (card column 53) see 5.2.14.
- (14) Image Plane-Back Code (card column 53) see 5.2.32.
- (15) Image Plane-Face Code (card column 53) see 5.2.33.
- (16) Aperture (card columns 54-76) see 5.2.15.
- (17) Rejected code (card column 77) see 5.2.16.
- (18) Camera microfilm code (card column 77) see 5.2.34.
- (19) Open (card columns 78-80) see 5.2.10.

5.1.10 DD Form 1563 Superseded Document Card. The superseded document tabulating card (Card Code J) is intended to be used as a supplemental card to an aperture or copy card when new or revised design activities engineering documents supersede, in whole or in part, previously submitted engineering documents. It is not intended to be used as an aperture or copy card. It contains the following data fields (fig. 11):

(a) SUPERSEDED document

- (1) Type of document code (card columns 1 and 2) see 5.2.29.
 - (2) Document number (card columns 3-17) see 5.2.30.
 - (3) Code identification number (card columns 18-22) see 5.2.4.1.
 - (4) Open (card columns 23-24) see 5.2.10.
 - (5) Kind of accompanying document (card columns 25-26) see 5.2.25.
 - (6) Accompanying document number (card columns 27-33) see 5.2.26.
 - (7) Open (card column 34) see 5.2.10.
- (b) SUPERSEDING document number (card columns 35-49) see 5.2.30.
- (c) Card code (card columns 50 and 51) see 5.2.12.

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- (d) Security classification (card column 52) see 5.2.13.
- (e) Open (card columns 53-58) see 5.2.10.
- (f) SUPERSEDING document
 - (1) Code identification number (card columns 59-63)
see 5.2.4.1.
 - (2) Kind of accompanying document (card columns 64-65)
see 5.2.25.
 - (3) Accompanying document number (card columns 66-72)
see 5.2.26.
- (g) Open (card columns 73-77) see 5.2.10.
- (h) 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.

(a) Data fields and their codes in this standard are subject to data element and data code standardization as provided by DoD Directive 5000.11 and DoD Instruction 5000.12.

* 5.2.1 Rights (formerly proprietary designation) field. The rights (formerly proprietary) status of the information on the document shall be entered in this field. The rights status codes are as follows:

(a) U-Code "U" signifies that the Government has an unlimited right to use the document so coded.

(b) L-Code "L" signifies that the Government has only a limited right to use the document so coded.

* 5.2.2 Drawing size field. The drawing size letter in accordance with MIL-STD-100 shall be entered in this field.

* 5.2.3 Drawing number field. The drawing number in accordance with MIL-STD-100, or those documents superseded by MIL-STD-100, 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. The number shall be entered in accordance with 4.10.

* 5.2.3.1 Multiple whole tabulated numbers. When a drawing is identified by multiple whole numbers, such as 123456 through 123490, the first number assigned (123456) shall be entered in the drawing or document number field. When a drawing is identified by a basic drawing number, such as 679543, and details of the drawing or parts depicted on the drawing are identified by suffix dash numbers, such as 679543-1 through -50, only the basic drawing number (679543) shall be entered in the drawing or document number field.

- * 5.2.4 Code identification number field. The code identification number of the design activity for the document in accordance with MIL-STD-100 shall be entered in this field. Code identification numbers are listed in Cataloging Handbook H4-1 (name to code) Federal Supply Code for Manufacturers.
- * 5.2.4.1 Code identification numbers shall be entered in Code J cards as follows:
 - (a) The code identification number for the superseded document identified in card columns 3-17 shall be entered in card columns 18-22.
 - (b) The code identification number for the superseding document identified in card columns 35-49 shall be entered in card columns 59-63.
- 5.2.5 Sheet number field. The sheet number of each sheet of a multi-sheet 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 on the card for the first sheet of that document and may, when specified by the procuring activity, be entered on the cards for all sheets 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 on the card for the first frame of that series and may, when specified by the procuring activity, be entered on the cards for all frames 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

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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, copy or tabulating card in parentheses following the card name, or that card code beneath the card name which designates the legends on a dual purpose card that are to be used, 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 the microfilm image in an aperture or copy card, or of the document identified in a tabulating 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 MIL-STD-100 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. The revision notice number shall be entered in accordance with 4.10.

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 designation, or other information, shall be entered in this field in the manner specified by the procuring activity.

- * 5.2.22 Part number field. When multiple whole numbers or dash numbers are used to identify individual items depicted on tabulated, multi-detail, detail assembly, etc., drawings, code E cards shall be prepared as follows:

(a) When multiple whole or dash part numbers are assigned in consecutive sequential order on a drawing, only two code E cards shall be prepared for a drawing. The first card shall contain the first part number of the sequence in the part number field and the letter "B" in the beginning or end field (see 5.2.35). The second card shall contain the last part number of the sequence in the part number field and the letter "E" in the beginning or end field.

(b) When multiple whole or dash part numbers are not assigned in consecutive sequential order on a drawing, separate code E cards shall be prepared for each part number depicted on the drawing.

5.2.23 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

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shall be used for each sheet whose image appears in the card. The first digit of the sheet number shall always be 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.

- * 5.2.24 Specification number field. The specification or book form standard number shall be entered in this field of cards for the basic document and cards for an accompanying document to the basic document. The specification number shall be entered in accordance with 4.10.
- * 5.2.25 Kind of accompany 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 micro-film images are mounted in aperture cards, as separate documents.) The accompanying document codes are as follows:

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

- * 5.2.26 Accompanying document number field. The number of the accompanying document shall be entered in this field of cards for the accompanying document only. The accompanying document number shall be entered in accordance with 4.10.
- * 5.2.27 Card number field. The number of each card of a group of cards containing the complete document identified in the card 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. (The card number need not be the same as, or be related to, the frame, sheet or page number(s) shown in the document image).
- * 5.2.28 Number of cards field. The number of cards in a group of cards containing the complete document identified in the card shall be entered in this field on the first card in the group and may, when specified by the procuring activity, be entered on all cards of 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. (The number of cards need not be the same as, or be related to, the number of frames, sheets or pages in the complete document identified in card columns 1 through 34).

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

<u>Code</u>	<u>Type of Document</u>
	<u>Lists</u>
DL	Data List
EL	Inspection Equipment List
GL	Gage List
IL	Index List
ML	List of Material
PL	Parts List
RL	Running List
WL	Wiring List
	<u>Kind of accompanying documents to basic documents</u>
IN	Revision Notice to a Basic Document

5.2.29.1 Additional type of document codes may be used internally provided they do not duplicate the above codes.

* 5.2.30 Document number field. The document number shall be entered in this field of cards for the basic document and cards for an accompanying document to the basic document. The document number shall be entered in accordance with 4.10.

* 5.2.30.1 For engineering drawings the drawing number in accordance with MIL-STD-100, or those documents superseded by MIL-STD-100 shall be entered in this field.

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

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5.2.30.3 For specifications, standards, documents, etc., the complete number (i.e., M50T948A, BACS30BW, D-6953) shall be entered in this field.

5.2.31 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 thru 17, shall be entered in this field.

- * 5.2.32 Image Plane - Back code field. When specified by the procuring activity, aperture or copy cards with the plane of the document image on the back of the card shall have an 8 punch entered in this field.
- * 5.2.33 Image Plane - Face code field. When specified by the procuring activity, aperture or copy cards with the plane of the document image on the face of the card shall have a 9 punch entered in this field.
- * 5.2.34 Camera microfilm code field. When specified by the procuring activity, aperture cards containing a processed camera microfilm image (Type I class 1 per MIL-M-9868) shall have an 8 punch entered in this field.
- * 5.2.35 Beginning or end code. The beginning code "B" or the end code "E" shall be entered in this field, as applicable (see 5.2.22).

* NOTE: The margins of this standard are marked with an asterisk to indicate where changes (additions, modifications, corrections, deletions) from the previous issue were made. This was done as a convenience only and the Government assumes no liability whatsoever for any inaccuracies in these notations. Bidders and contractors are cautioned to evaluate the requirements of this document based on the entire content irrespective of the marginal notations and relationship to the last previous issue.

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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.

Custodians:

Army - EL
Navy - AS
Air Force - 26

Preparing Activity
Army - EL

Project No. EDMS - 0025

Review Activities:

Army - MJ, MO, WC
Navy - AS, OS, EC, SS, YD, MC
Air Force - 26

User Activities

Navy - MC

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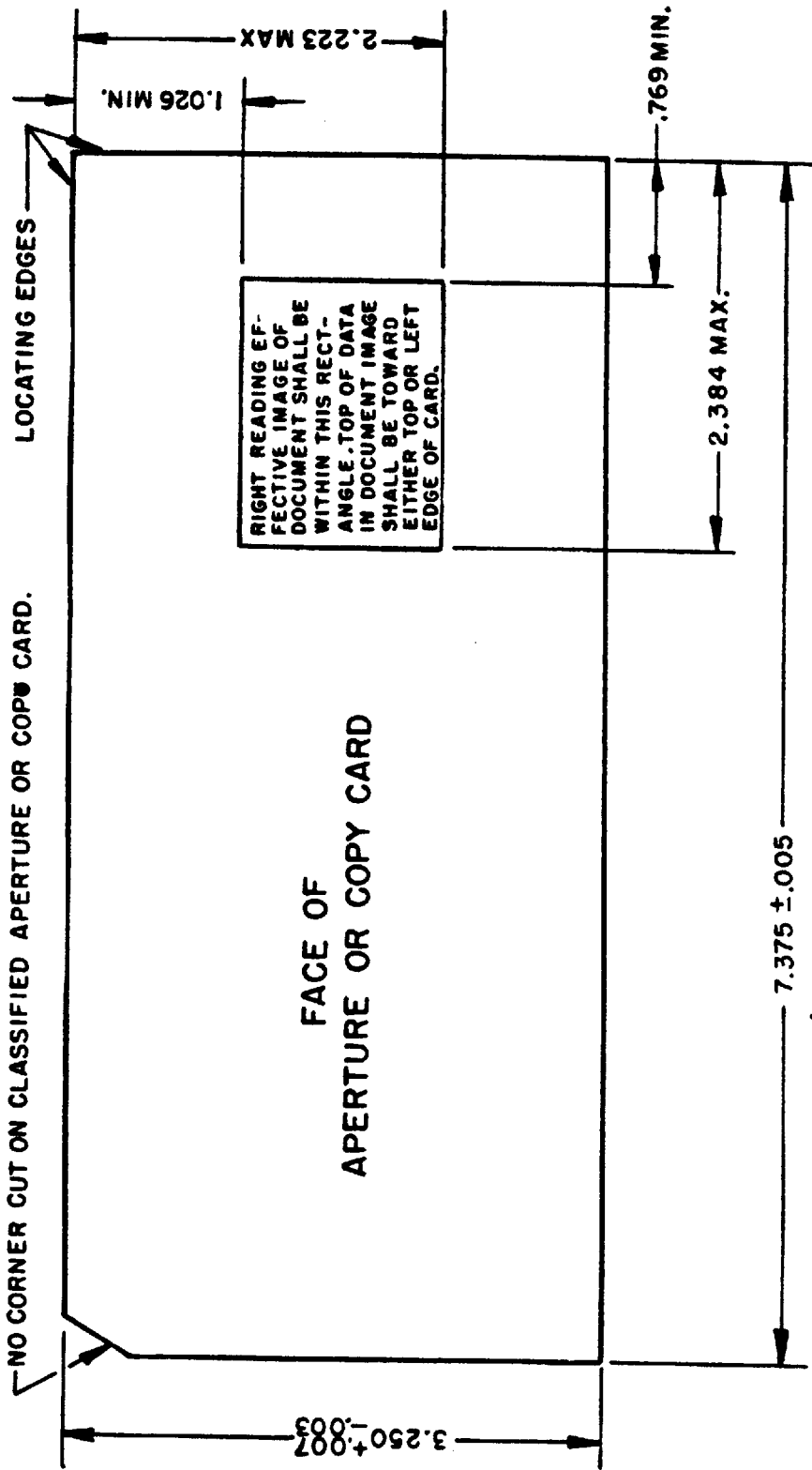



Figure 1. Aperture and Copy Card Size and Document Image Location

DRAWING NUMBER		REV. LETTER	SHEET NR.	NO. OF SHEETS	FR. NO. OF FRAMES	ACTV. NO.	SEC. CLASS.	CODE IDENT. NR.	SEC. CLASS.
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
9 10 11 12 13 14 15 16 17	18 19 20 21 22 23 24 25 26 27 28 29 30 31 32	33 34 35 36 37 38 39 40 41 42 43 44 45 46 47	48 49 50 51 52	53 54 55 56 57 58 59 60 61 62 63 64 65 66	67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	00000000	00000000	00000000	00000000
11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111
22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222
33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333
44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444
55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555
66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666



ENGINEERING DRAWING CARD
(CARD CODE - A)

PROP DES	INTP	INTERPRETER BARS	5015	2106	1702	2409	2906	3403	3900	4407	4904	5401	5908	6405	6902	7409	7906	8403	8900	9407	9904
99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32


DD FORM 1306 1 APRIL 60

Figure 2 Engineering Drawing Card (Card Code - A)

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DD FORM 1309 1 APRIL 60

DRAWING NUMBER	CODE IDENT. NUM	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION
0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
01011213141516171819202122232425262728293031323334353637383940414243444546474849505152	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222
3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333
4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444
5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555
6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666



MODEL OR TYPE DESIGNATION
(CARD CODE - D)


DRAWING NUMBER	CODE IDENT. NUMBER	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION	MODEL OR TYPE DESIGNATION
0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
01011213141516171819202122232425262728293031323334353637383940414243444546474849505152	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222
3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333
4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444
5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555
6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666

DD FORM 1309 1 APRIL 60
 INTERPRETER BARS 17-04 30-21 47
 25
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52
 IM D22063

Figure 5 Model or Type Designation Card (Card Code - D)

DRAWING NUMBER

PART NUMBER



**PART AND DRAWING NUMBER CARD
(CARD CODE - E)**

PREFIX LETTERS	PART NUMBER		DRAWING NUMBER		CODE IDENT NUMBER	
	1	2	3	4	5	6
9 9 9	9 9 9	9 9 9	9 9 9	9 9 9	9 9 9	9 9 9
1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	16 17 18	19 20 21
2 3	INTERPRETER BARS		17 54	50 21	35 37	40

DD FORM 1310 1 APRIL 60

DISI 022056

REG CHAR 0000

COOR 0242

CARD 0000

30 21


9 9 9

000

Figure 6. Part and Drawing Number Card (Card Code - E)

DD FORM 1562 1 JUNE 1962

TYPE OF DOCUMENT	DOCUMENT NUMBER	REV LETTER		REV SHEET NO	REV SHEET OF SHEETS	NUMBER OF PAGES	CARD NO	NO OF CARDS	CODE IDENT NUMBER	SEC CLASS
		REV LETTER	REV SHEET OF SHEETS							
0000000000000000000000000000000000	0000000000000000000000000000000000			000	000	000	0000	000		000
1111111111111111111111111111111111	1111111111111111111111111111111111			111	111	111	1111	111		111
2222222222222222222222222222222222	2222222222222222222222222222222222			222	222	222	2222	222		222
3333333333333333333333333333333333	3333333333333333333333333333333333			333	333	333	3333	333		333
4444444444444444444444444444444444	4444444444444444444444444444444444			444	444	444	4444	444		444
5555555555555555555555555555555555	5555555555555555555555555555555555			555	555	555	5555	555		555
6666666666666666666666666666666666	6666666666666666666666666666666666			666	666	666	6666	666		666
7777777777777777777777777777777777	7777777777777777777777777777777777			777	777	777	7777	777		777
8888888888888888888888888888888888	8888888888888888888888888888888888			888	888	888	8888	888		888
9999999999999999999999999999999999	9999999999999999999999999999999999			999	999	999	9999	999		999



DUAL PURPOSE
ENGINEERING DOCUMENT
CARD


CARD CODE-H UPPER LEGENDS
CARD CODE-T LOWER LEGENDS

REV LETTER	REV SHEET OF SHEETS	REV SHEET NO	REV SHEET OF SHEETS	CARD NO	NO OF CARDS	CODE IDENT NUMBER	SEC CLASS
000	000	000	000	0000	000		000
111	111	111	111	1111	111		111
222	222	222	222	2222	222		222
333	333	333	333	3333	333		333
444	444	444	444	4444	444		444
555	555	555	555	5555	555		555
666	666	666	666	6666	666		666
777	777	777	777	7777	777		777
888	888	888	888	8888	888		888
999	999	999	999	9999	999		999

REV LETTER	REV SHEET OF SHEETS	REV SHEET NO	REV SHEET OF SHEETS	CARD NO	NO OF CARDS	CODE IDENT NUMBER	SEC CLASS
000	000	000	000	0000	000		000
111	111	111	111	1111	111		111
222	222	222	222	2222	222		222
333	333	333	333	3333	333		333
444	444	444	444	4444	444		444
555	555	555	555	5555	555		555
666	666	666	666	6666	666		666
777	777	777	777	7777	777		777
888	888	888	888	8888	888		888
999	999	999	999	9999	999		999

Figure 10. Dual Purpose Engineering Document Card (Card Code H/T)

TYPE OF DOC.		DOCUMENT NUMBER		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED	
		CODE IDENT. NR.		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED		SUPERSEDED	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
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SUPERSEDED DOCUMENT CARD (CARD CODE - J)

DD FORM 1963
1 JUNE 1963

Figure 11. Superseded Document Card (Card Code - J)