

INSTRUCTIONS FOR PREPARING DA FORMS 17 AND 17-1

1. Use. DA Forms 17 and 17-1 (*Continuation Sheet*) will be used to request publications for resupply purposes on a when-needed basis.

2. Copies required. Requisitions will be submitted as follows:

a. Original only. Unclassified publications and nonaccountable/nonsensitive blank forms.

b. In duplicate. Classified and FOUO publications; accountable and sensitive forms; school textbook requirements including Army Extension Course materials; ROTC requirements.

c. Assembly. When submitted in duplicate, requisitions will be assembled so that the original and duplicate copy of page 1 remain together, followed in sequence by the original and duplicate copy of each continuation sheet.

3. Completion of entries.

a. Header information.

(1) Number of pages. Enter total number of pages in the complete requisition.

(2) Date of requisition. Enter current date.

(3) Account number. Enter assigned account number, if applicable.

(4) Requisition number. Leave blank.

(5) Name of requisitioning agency. Self-explanatory. Leave blank if same as "ship to" address (*item . 6*)

b. Item 1. Check either "regular" or "special". Special requisitions will be submitted only when normal resupply action (*requisition turnaround time*) will not satisfy the need for the requisitioned items.

c. Item 2. Use only if "special" is checked in item 1. Complete justification for special handling must be furnished.

d. Item 3. Use only when requisition is marked "special." Enter date (*written as the Julian date*) when items are required.

e. Item 4. Check appropriate block if applicable.

f. Item 5. Enter the proper post stockroom stocking the items being requested.

g. Self-explanatory.

h. Item 7. Group each category of publications or blank forms together, such as Army Regulations, DA Pamphlets, Field Manuals, DA Forms, DD Forms, etc. List items in numerical sequence within each category, for example, AR 10-5, AR 310-25, AR 380-5. Use a separate line for each item.

(1) Column a. List line item number starting with 1 in sequence regardless of category.

(2) Column b. Enter numerical designation (*or title if unnumbered*) of the item. Items will be ordered as follows:

AR 10-1 (*when only the basic publication is desired*)
AR 10-1 and changes (*when a basic publication including all current changes is desired*)
AR 10-1, C1 (*when a specific change(s) only is desired*)

(3) Column c. For forms only, enter the unit of issue, such as "pad", "set", "sheet", etc. Units of issue are shown in DA Pamphlet 310-2.

(4) Column d. Enter the quantity needed of the item.

i. Item 8. Self-explanatory.

Items number 9 through 17 are provided for use by sources of supply for publications and blank forms. The following annotations will be used as advice of supply action accorded requisitions submitted thereto:

Item 9-

Column a - Items partially or completely shipped will be indicated by a check mark in this column. If partial shipment is made, actual quantity shipped will be indicated in Column c, "Other Action."

Column b - Items partially or completely unavailable which are established as dues-out will be indicated by a check mark in this column. Such items will not be rerequisitioned because the source of supply will automatically furnish these items when stock is available. Such items may be rerequisitioned if additional quantities are required.

Column c - Items cancelled will be indicated in this column, the following symbols may be used:

C1 - Item cannot be identified. Furnish copy of item or refer to directive governing its use.

OBS - Item has been declared obsolete, rescinded, superseded or suspended. (*Further clarification will be shown under Column c, "Other Action."*)

UR - Item under revision - no stocks available. Initial distribution or notice of availability will be made.

NYP - Item is new - not yet available. Initial distribution or notice of availability will be made.

ID - Initial distribution has been made, is being made or will be made in near future. (*ID dates will be shown in Column c, "Other Action."*)

NS - Item not stocked and source of supply not shown. If known, source of supply will be shown in Column c, "Other Action."

NR - Supply of item is exhausted and item will not be reprinted.