



## DD FORM 1898-D INSTRUCTIONS

BLOCK	INSTRUCTIONS
<b>PART I: Selling DFSP Information.</b> All Part I entry fields are mandatory unless otherwise specified in instructions.	
1a	Enter the DFSP (Defense Fuel Stock Point) name.
1b	Enter the name of the city where DFSP is located.
1c	Enter the name of the state or country (if outside the US) where the DFSP is located.
2a	Enter the DoDAAC of the Selling DFSP.
2b	Enter the grade of product sold.
2c	Enter the quantity of fuel sold in US Gallons.
2d	Enter the date of the sale.
3a	Enter the type of servicing equipment if applicable. This is an optional entry field.
3b	Enter the issue point/vehicle/equipment/facility ID number if applicable. This is an optional entry field.
3c	Enter the transaction ID assigned to the transaction if applicable. This is an optional entry field.
4a	Enter the Point of Contact (POC) name for the selling DFSP.
4b	Enter the telephone number of the DFSP POC.
4c	Enter the e-mail address for the DFSP POC.
<b>PART II: Receiving Aircraft, Ship, Vehicle, or Equipment and Receiving Customer Information.</b> All data fields in Part II are mandatory.	
5a	Enter the aircraft, ship, vehicle or equipment type (e.g. F-16, 747, Oiler, Truck, Generator, etc.).
5b	Enter the aircraft, ship, vehicle or equipment ID number (aircraft tail/nose/BUNO #, Ship hull #, vehicle/equipment ID #, etc.).
6a	Enter the customer's unit/organization name and numeric designator if applicable.
6b	Enter the home station/base of the aircraft, ship, vehicle/equipment receiving the fuel.
6c	Enter the city of the customer home station, base, or agency.
6d	Enter the state or country of the home station/base or agency operating location.
7a	Enter the branch of service (for military) or Federal agency name.
7b	Enter the AIR Card, VOYAGER Card number if available.
8a	Enter the customer representative's printed name.
8b	Enter the customer representative's title or rank/grade.
8c	Enter the customer representative's home station/office telephone number.
8d	Enter the customer representative's home station/office FAX number, if known.
8e	Enter the customer representative's email address if available.
8f	Customer representative must sign this block to acknowledge receipt of the product.
8g	Enter the date of the purchase/sale.
<b>Part III: Customer Billing Data.</b> Data entry provided by DESC-NI or Military Service Control Point if applicable.	
9a	Enter the customer DoDAAC.
9b	Enter the applicable signal code.
9c	Enter the applicable fund code.
9d	Enter customer sub-account data such as Org Code (AF), TEC (Navy Aviation), JON, JONO, or JOPCN (Army or Navy), etc.
9e	Enter Supplemental DoDAAC or FEDAAC if signal code other than Signal Code A is used.
9f	Enter appropriate use code for DoD customers
<b>Part IV: Processing Action Completion.</b> To be completed by office providing customer billing information, and Selling DFSP upon completion of transaction processing.	
10a	Enter the name of person completing research of customer billing information.
10b	Enter the office name/symbol of person completing research.
10c	Enter the telephone number of person completing research.
10d	Enter the date the form with customer billing data was returned to the Selling DFSP for processing.
11a	Enter the date Selling DFSP input transaction into the base level support application.
11b	Enter the date the transaction was processed to BSM-E.
12	Enter remarks as applicable.