

INSTRUCTIONS FOR CC FORM 194-R
(Completion of Instructions by Item # or Column/Data Identifier)

Item #	Column/Data Identifier	Instructions
1.	DODACC	Enter your instructor group's DODACC.
2.	Name of School	Enter your instructor group's name.
3.	Page of Pages	Number the pages 1 of 2, 2 of 2, 3 of 3, etc.
4.	Date Inventory Started	Enter the date you started the inventory.
5.	Date Inventory Completed	Enter the date you completed the inventory.
6.	Counted By	Enter the person's signature who conducted the inventory.
7.	Name of PBO/MPC	Enter the name of the PBO/MPC for the instructor group.
8.	Item No.	Enter the number of each item inventoried (the first item in property book will be Item #1, the second item #2, the third item #3, etc.
9.	Nomenclature	Enter the nomenclature of the item being inventoried.
10.	NSN/LIN/MCN	Enter the stock number or line item number of manufacturer's control number that you have on the property book page for that item.
11.	U/I	Enter the unit of issue of the item being inventoried.
12.	Unit Price	Enter the price of the item being inventoried.
13.	INV Count	Enter the total quantity that you have on the shelf/bin in the supply room.
14.	QTY on H/R	Enter the total quantity that you have on hand receipt.
15.	Total Count	Enter the total quantity. This is the quantity that you have in supply (INV Count) plus the quantity you have on hand receipt (QTY on H/R).
16.	Rec'd BAL	Enter the quantity that is on the property record (DA Form 3328).
17.	QTY Over/Short	Enter the amount that you are over or short. (If the total count is more than Rec'd BAL, you are over . If the total count is less than the Rec'd BAL, you are short .) The shortages must be corrected IAW AR 735-5 , and the overages IAW DA PAM 710-2-1 , paragraph 3-7.