



## **Military/Federal Standard Requisitioning and Issue Procedures (MILSTRIP/FEDSTRIP)**

The Richmond Map Facility (RMF) requests that all defense activities and federal agencies use Military or Federal Requisitioning and Issue Procedures (MILSTRIP or FEDSTRIP) and submit orders via the Defense Automatic Addressing System (DAAS). MILSTRIP/FEDSTRIP allows map customers to take advantage of their intra-service or agency logistics systems to electronically transmit orders to the Defense Logistics Agency (DLA). In lieu of intra-support systems, alternative electronic methods are offered by the Defense Automatic Addressing System (DAAS). MILSTRIP/FEDSTRIP helps us to meet our goal of processing and shipping orders from our depot within 24 hours of their receipt. MILSTRIP/FEDSTRIP also allows intra-support or DAAS to perform validation edits on orders prior to submission to the RMF, thereby eliminating many of the errors which cause rejection or cancellation.

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### **STOCK NUMBERS**

Map products are assigned National Geospatial-Intelligence Agency Reference Numbers (NRNs) which are used to identify individual items. Each stocked product is assigned a National Stock Number (NSN), which can also be used for ordering by MILSTRIP/FEDSTRIP.

- **National Geospatial-Intelligence Agency Reference Number (NRN)**

The NRN is a variable length number (up to 15 characters) used to completely identify a map product. The NRN is used when ordering non-NSN assigned products and under certain conditions can be used in MILSTRIP/FEDSTRIP. The NRN consists of a product series (up to the first five character spaces) and Product Number (up to ten character spaces), which relates intelligence data about the item. The first five positions are the Series which is "X" filled for MILSTRIP, e.g., M745 L3546 becomes M745XL3546 when using MILSTRIP/FEDSTRIP. When ordering using a NRN, use Document Identifier Code "A0D" for CONUS or "A04" for OCONUS activities.

- **National Stock Number (NSN)**

The NSN is a thirteen position identification number used for ordering by MILSTRIP. The NSN consists of a four position--the Federal Supply Classification and a nine position National Item Identification Number, which uniquely identifies each single item of supply. Dashes are sometimes used in the NSN text form, but will not be used in MILSTRIP/FEDSTRIP; e.g., 7643-01-403-0770 becomes 7643014030770. When ordering using an NSN, use Document Identifier Code "A0A" for CONUS or "A01" for OCONUS activities.

- **Federal Supply Classification (FSC)**

The first four numerals of a NSN identify the FSC, which designates items within particular commodities. Map products are currently identified by four FSC's:

- 7641 - Aeronautical Products
    - 7642 - Hydrographic Products
    - 7643 - Topographic Products
    - 7644 - Digital Products

- **National Item Identification Number (NIIN)**

The NIIN is the last nine numerals of a NSN and is sequentially assigned to differentiate each item of supply from all other supply items. A NIIN is a unique item identifier for supply purposes. For example, NIIN 01-403-0770 identifies NRN M745XL3546.

## MILSTRIP/FEDSTRIP PREPARATION

Please note the Richmond Map Facility distribution management system currently in use is not fully MILSTRIP/FEDSTRIP compliant. Therefore, it is recommended the MILSTRIP/FEDSTRIP codes provided below be used when possible. Use of other MILSTRIP/FEDSTRIP codes or formats may result in rejection or cancellation of your order. Mandatory fields (\*) must be completed. Numbers in parentheses relate to the 80 record position (RP) MILSTRIP/FEDSTRIP format.

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### Document Identifier Code\* (DIC) (RP 1-3)

This is a three-digit code which identifies the transaction as an order, cancellation or follow-up request. RMF accepts only the following codes at this time:

- A0A - Requisition for CONUS shipment with NSN
- A0D - Requisition for CONUS shipment with NRN
- A01 - Requisition for Overseas shipment with NSN
- A04 - Requisition for Overseas shipment with NRN
- AC1 - Cancellation by the requisitioner
- AF1 - Follow-up request for latest status
- ATA - Follow-up to A0A, process as original if no record
- ATD - Follow-up to A0D, process as original if no record
- AT1 - Follow-up to A01, process as original if no record
- AT4 - Follow-up to A04, process as original if no record

DIC A3\_ and A4\_ passing and referral transactions must be processed via DAAS.

### Routing Identifier Code\* (RIC) (RP 4-6)

Use "HM8", the generic three-digit code which identifies RMF as the source of supply, unless service or agency procedures state otherwise.

### Media and Status (M&S) Code\* (RP 7)

This is a one-digit code which identifies mode and recipient of status. Status may originate from DAAS, RMF or that which appears on the shipping manifest. Orders sent electronically via DAAS will include any valid MILSTRIP / FEDSTRIP code (refer to local guidance). Manual orders not sent through DAAS will include one of the codes listed below.

- S - Exception status to requisitioner electronically
- 0 - No status required (default value)
- 2 - Exception status to requisitioner by message
- 3 - Exception status to requisitioner by mail
- 4 - Exception status to supplementary by message
- 5 - Exception status to supplementary by mail

### Stock Number\* (RP 8-22)

This is the NSN of the item required. Otherwise, enter the complete NRN of the product required. Check to ensure that the DIC (1-3) agrees with the type of stock number used.

### Unit of Issue\* (RP 23-24)

This is a two-digit code which identifies how products are issued. Enter: EA, the default value.

### Quantity\* (RP 25-29)

This is a five-digit number which identifies the quantity required. Right justify with zeros (e.g., 00001).

### Document Number\* (RP 30-43)

This is a unique order identification number assigned by the customer, comprised of the following:  
Requisitioner (RP 30-35) - Six character DODAAC or FEDAAC identifying the requisitioner.

**Date (RP 36-39)**

This is a four-digit number which identifies the date the order was created. Enter the last digit of the year and the three digit Julian date (e.g., 6001 for 1 January 2006 and 5365 for 31 December 2005).

**Serial Number (RP 40-43)**

This is a four character number which identifies each product ordered. Adequate controls are necessary to ensure that serial numbers are not repeated on the same Julian Date (order will reject as duplicate).

**Demand Code\* (RP 44)**

This is a one-digit code which identifies demand type. Enter "R" for recurring; "N" for non-recurring. Special Service or Agency rules may also apply.

**Supplementary Address (RP 45-50)**

This is a six character number DODAAC or FEDAAC which identifies an activity, other than the requisitioner, to receive products, status, or billing. Alternatively, the supplementary address may be left blank, or it may be used for internal purposes if not required for an activity address code. In which case, enter "Y" in (45) plus five character entry. If products being issued are unclassified and for a DOD or USCG activity, the information in this field will appear on the mailing label

**\*Signal Code (RP 51)**

This is a one-digit code which identifies the "ship-to" and, if applicable, "bill-to" activities, i.e., the requisitioner (DODAAC in RP 30-35) or supplementary address (DODAAC in RP 45-50). Map products are free issue to DOD and USCG activities. Use one of the following codes only:

- A - Ship to and bill requisitioner
- B - Ship to requisitioner and bill supplementary
- D - Ship to requisitioner, no billing required - DOD and USCG only
- J - Ship to supplementary and bill requisitioner
- K - Ship to and bill supplementary
- M - Ship to supplementary address, no billing required - DOD and USCG only

**Fund Code (RP 52-53)**

This is a two=-digit code which identifies the source of funding. Enter the appropriate Code:

- NS - DOD / US Coast Guard (no cost)
- RS - Other U.S. Government
- FX - Foreign Exchange
- FM - Foreign Military Sales

**Distribution Code (RP 54-56)**

This is a dual purpose field. When applicable, (RP 54) will contain a code to identify an additional activity to receive status. Navy customers add "2A" in (RP 55-56). Others should refer to local procedures.

**Project Code (RP 57-59)**

This is a three character code which identifies requisitions as to special programs, exercises, projects, operations, or other purposes. All Navy orders should contain a valid project code, refer to local procedures.

**Priority Code\* (RP 60-61)**

This is a two-digit code which indicates the priority of the order. Valid entries are 01-15, based upon your activity's Force/Activity Designator (F/AD) and Urgency of Need Designator (UND). For further explanation of this code, reference Part III - Logistics Programs and Customer Information of the DLA Customer Handbook.

**Required Delivery Date (RP 62-64)**

This is a three-digit Julian date identifying when products are required. The default value is a standard delivery date based on the Priority Code.

**Advice Code (RP 65-66)**

This is a two-digit code which identifies instructions for order processing. The RMF will only recognize the following codes at this time:

2B - Requested item only will suffice. Do not substitute or interchange.

2C - Do not backorder; reject unfilled quantity not available to meet the Required Delivery Date in (62 - 64).

2J - Do not substitute or backorder any unfilled quantities.

**Leave Blank (RP 67-71)**

**Fold Code (RP 72)**

This is applicable only to FSC 7642 - Hydrographic Products. Enter "F" if folded charts are required, otherwise products will be issued in flat configuration.

**Leave Blank (RP 73-80)**

## MILSTRIP/FEDSTRIP STATUS

Certain MILSTRIP/FEDSTRIP validation errors may be returned directly by DAAS, in which case, the RMF will not have a record of your order. Otherwise, status, when requested, is generally returned by the same method that the order is received by the RMF. Some unusual situations may dictate the use of a narrative message. Federal civil agencies should receive GSA Form 10050, which provides narrative status of the order. Check with GSA Federal Supply Service for more information.

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### Media and Status

Check to ensure that the correct code is entered in RP 7 of your MILSTRIP/FEDSTRIP order. Generally, if you are able to send orders electronically you should be able to receive status the same way. Some customers may be receiving status differently than requested. For example, you may currently receive status by narrative message or mailer though you have the capability to receive electronically. If this is the case, contact DAASC to arrange a change in the method of providing this information.

### Status Format

The MILSTRIP/FEDSTRIP status format perpetuates much of the information from the original order. The type of status is identified by the DIC (RP 1-3). Further guidance can be obtained from your supply support activity if required.

DIC AS\_ is for shipment status. In most cases products will be shipped through the U.S. Postal Service.

DIC AE\_ is for supply status. If AE\_, check status code (RP 65-66) for information about your order. The RMF uses the following codes; however, it is possible for DAAS to generate other status (contact your supply office for the definitions of other codes).

BA - Item being processed for release and shipment. If in response to DIC AF1, estimated shipping date is in record positions 70-73.

BB - Item is backordered. Estimated shipping date is in position 70-73. Customers may be asked to validate backorders in separate correspondence.

BD - Order delayed for internal review. Additional status will follow.

BQ - Order canceled by customer or other authorized activity.

CA - Rejected. Status will be by narrative message.

CB - Rejected. Customer requested rejection of that quantity not available for immediate release or not available by the required delivery date.

CG - Rejected. Unable to identify requested items. Submit a new order with correct NRN or NSN, using a different document number.

CJ - Rejected. Requested item is not available. May refer to a new item which is not yet available. Check stock number field (8 - 20) for possible substitute. If substitute is acceptable, submit a new order using a new document number. If the item is new and still desired, wait 30 days and reorder.