



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-622 1**

July 02, 2020

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1361,
Retirement of Legacy MILSTRIP Requisitioning Form DD1348-M

The attached change to DLM 4000.25, Defense Logistics Management Standards, is approved upon publication.

Addressees may direct questions to Mr. Eric Flanagan, DoD MILSTRIP Administrator, e-mail: EBSO.Supply@dla.mil. Others must contact their designated Supply PRC representative available at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>

THOMAS A. DELANEY
Director, Enterprise Business Standards Office
DLA Information Operations

Attachment
As stated

cc:
ODASD(Logistics)

ADC 1361

Retirement of Legacy MILSTRIP Requisitioning Form DD1348-M

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards Office (EBSO), email: EBSO.Supply@dla.mil

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

a. **Primary/Secondary Functional Area:** Supply

b. **Primary/Secondary Functional Process:** MILSTRIP

3. REFERENCES:

a. DLM 4000.25, Defense Logistics Management Standards

b. Approved DLMS Change 1322, Administrative Alignment of DLM 4000.25-1 Military Standard Requisitioning and Issue Procedures with the DLM 4000.25, Defense Logistics Management Standards Manual

c. DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures, April 12, 2019 (Decommissioned)

4. APPROVED CHANGE(S): Substantive updates subsequent to staffing are highlighted in green.

a. **Brief Overview of Change:** This change removes Department of Defense (DD) form 1348M from the DLM 4000.25, DLMS Manual (Reference 3.a.). PDC 1361 included DD forms 1348 and 1348-6, but were removed from the change based on Componet input received during the proposed change review process.

b. **Background:**

(1) In the 1960s, the Department of Defense established the Defense Logistics Standard Systems (DLSS). The DLSS were a series of procedures and electronic transmission formats used to exchange logistics data among DoD activities, and to a lesser extent, civil and commercial organizations. From the onset, DLSS used coded, single line-item documents for each supply transaction. At the time, DoD activities used data pattern messages to exchange these transactions. Data pattern messages were punched cards that measured 7-³/₈ by 3-¹/₄ inches, with 80 columns numbered left to right, and 12 rows from top to bottom. International Business Machines (IBM) developed these cards for use with Electronic Accounting Machine (EAMs).

(2) The Military Standard Requisitioning and Issue Procedures (MILSTRIP) was the first DLSS publication. MILSTRIP allowed DoD activities to use the 80-column card format to electronically exchange requisition data. Among many card-based transaction formats, MILSTRIP included DD Form 1348-series documents. In particular, the DD Forms DD1348,

DD1348-6, and DD1348M were the original media used by the Department of Defense for requisition-related transactions. Descriptions of each form are shown below:

(a) DD Form 1348: DoD Single Line Item Requisition System (Manual). Requisitioning activities used this form to submit manual requisitions, modifiers, follow-ups, and cancellation requests. However, the requisitioner could only use this form in the following situations:

1. When the requisitioning activity could not access facilities that allowed the electrical transmission of documents in data pattern format, or if keypunch facilities were not available.

2. When the requisition structure did not provide sufficient data to help the source of supply make supply decisions.

(b) DD Form 1348-6, DoD Single Line Item Requisition System Document, DoD (Manual-Long Form). Requisitioning activities used this form to requisition non-national stock number items when the combined length of the commercial activity and government entity (CAGE) and manufacturer's part number exceeded 15 positions. Requisitioning activities also used this form to convey narrative instructions (i.e., exception data) to help supply sources make supply decisions.

(c) DD Form 1348M, DoD Single Line Item Requisition System Document (Mechanical). This was the standard EAM card used by requisitioning activities with cardpunch capability. This form supported all transaction formats covered by MILSTRIP at the time.

(3) The Department of Defense eventually replaced the 80-column punch cards with electronic-equivalent transactions, commonly referred to as Military Standard Logistics Systems (MILS) transactions, and finally, the DLMS variable length transactions. Currently, the DLMS transactions are the preferred data format, and EBSO has long sought to retire the DLSS manuals and the associated 80-record position transactions.

(4) In 2019, EBSO published ADC 1322 (Reference 3.b.), which decommissioned the MILSTRIP manual (Reference 3.c.). The MILSTRIP manual included no textual references to DD Forms 1348, 1348-6, and 1348M, despite including them in DLMS Manual, Volume 2, Appendix 6 – Forms/Message Formats. The DLMS manual also includes no textual references to the forms.

(5) In June 2019, the Executive Services Directorate of the Washington Headquarters Service (WHS) sent an inquiry to the DLA forms manager and EBSO to find out how Department of Defense and participating organizations use these forms today. They asked questions such as, "Has their functions been superseded by other systems or forms, even if those instruments are not owned by DLA?" and "If they are still being used, who uses them, and for what purpose?" To answer these questions, WHS suggested a rigorous investigation into every facet of the DD Form 1348 series. After evaluating the forms' historical usage, the DoD MILSTRIP administrator determined that the DD1348, DD1348-6, and DD1348M were candidates for elimination.

(6) During Proposed DLMS Change (PDC) staffing, DLA and the Navy indicated a continued need for DD Forms 1348 and 1348-6. DLA stated that DD Form 1348-6 is used to manually process requisitions during continuity of operations (COOP)/system outage situations. The Navy initially non-concurred with the PDC, and provided a detailed rationale for preserving the forms. Accordingly, DD1348 and DD1348-6 continue to be valid forms.

c. **Approved Change in Detail:** See Section 4.d.

d. **Revisions to DLM 4000.25 Manuals:** As shown in Enclosure 1, mark AP6.3. DD Form 1348M, DoD Single Line Item Requisition System Document (Mechanical) as “RESERVED”. See Enclosure 3 for sample DD Form 1348M.

e. **Proposed Transaction Flow:** N/A

f. **Alternatives:** None identified.

5. REASON FOR CHANGE: The Department of Defense established the DD1348M to support the exchange of 80-column punched cards and paper-based manual entry. This obsolete procedure is superseded by fixed and variable-length electronic transactions.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** This change supports the modernization of DLMS procedures and removes an obsolete form from the DoD Forms Management Program.

b. **Disadvantages:** Removing the DD1348 and DD1348-6 would negatively impact the Navy and DLA. DLA uses the DD1348-6 to manually process requisitions during Continuity of Operations (COOP)/system outage situations.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Effective upon release of the ADC.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: None identified.

9. IMPACT:

a. **New DLMS Data Elements:** N/A

b. **Changes to DLMS Data Elements:** N/A

c. **Automated Information Systems (AIS):** N/A

d. **Defense Automatic Addressing System (DAAS):** N/A

e. **Non-DLM 4000.25 Series Publications:** DoD Components and participating Federal and non-Federal organizations must update their publications to reflect the elimination of DD Form 1348M.

10. PROPOSED DLMS CHANGE (PDC) 1361 RESPONSE/COMMENT RESOLUTION:

	Component	Response/Comment	Disposition
1.	DAAS	Concur without comment	As noted.
2.	Disposition Services	Concur without comment	As noted.
3.	DLA	<p>Concur with comment</p> <p>DLA concurs with this PDC with the understanding that the DD Forms 1348-1A, 1348-2, 1348-5, and 1348-6 are not being removed. These forms are still utilized by DLA for official purposes.</p> <p>The DD form 1348-6 is currently used by DLA for processing orders manually during COOP/system outage situations. While DLA would prefer to keep the 1348-6 DLA can utilize the 1348-1A instead.</p>	<p>Noted.</p> <p>The ADC was revised to preserve the DD Form 1348-6.</p>
4.	DSCA	Concur without comment	As noted.
5.	ODASD(Logistics)	Concur without comment	As noted.
6.	US Air Force	Concur without comment	As noted
7.	US Army	No response received.	
8.	USMC	Concur without comment	As noted
9.	US Navy	<p>Concur</p> <p>Issue: Although paper formats of the DD Form 1348-series documents referenced in subject PDC have largely been replaced with electronic versions, Navy still has valid use cases for DD Form 1348 and DD Form 1348-6 paper forms. Navy non-concurs with the provisions of this PDC to eliminate usage of these two forms. Navy concurs with removal of DD Form 1348M.</p> <p>1. Rationale:</p> <p>The following summarizes current usage, policy references and rationale for maintaining DD Form 1348 and DD Form 1348-6.</p> <p>DD Form 1348</p>	<p>Noted.</p> <p>The ADC was revised to preserve the DD Forms 1348 and 1348-6.</p>

	Component	Response/Comment	Disposition
		<p>DD Form 1348 is still being used by aviation squadrons in their pilot flight packets and is used in system downtime procedures for Relational Supply (R-Supply), Optimized Organizational Maintenance Activity (OOMA) and Naval Aviation Logistics Command Management Information System (NALCOMIS). Every Navy aviation squadron uses these forms in its pilot packets, and every Navy ship/submarine maintains a supply of them.</p> <p>DD Form 1348-6</p> <p>DD Form 1348-6 is used by fleet customers, in use cases similar to those requiring DD Form 1348, to requisition items not associated with a national stock number, as this form allows the capture of additional information not supported on DD Form 1348.</p> <p>2. Policy References</p> <p>a. Both forms are referenced extensively in NAVSUP Publication 485 (P-485), Vol I, Operational Forces Supply, including references in Chapter 3 (Material Procurement) and Chapter 6 (Inventory Management).</p> <p>b. DD Form 1348-6 is referenced multiple times in NAVSUP P-485, Vol II, Supply Appendices.</p> <p>c. Both forms are referenced extensively in NAVSUP P-485, Vol III, Ashore Supply, including references in Chapter 2 (Supply Systems Management); Chapter 3 (Material Procurement); and Chapter 6 (Stock Point Operations).</p> <p>3. Rationale for Maintaining (Both Forms)</p> <p>a. Paper forms may be needed to manually request material in case an Automated Information System (AIS) is</p>	

	Component	Response/Comment	Disposition
		<p>not available to provide electronic versions of the forms or if a customer is operating in an offline contingency environment.</p> <p>b. When utilized, paper forms are maintained as records and provided as evidence in response to financial audit-related inquiries.</p> <p>At this time, Navy has no plans to discontinue use of DD Form 1348 or DD Form 1348-6 due to the above use cases and given the need for ad hoc offline support and audit documentation.</p>	
10.	USTRANSCOM	Abstain	As noted.

AP6. APPENDIX 6

FORMS/MESSAGE FORMATS INDEX

NUMBER	TITLE
AP6	FORMS/MESSAGE FORMATS INDEX (THIS FILE)
AP6.1	FORMS/MESSAGE FORMATS INTRODUCTION
AP6.2	DD FORM 1348, DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)
AP6.3	RESERVED- DD FORM 1348M, DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
AP6.4.	DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT
AP6.5.	STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT
AP6.6	DD FORM 1348-6, DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)
<i>(Remaining Appendices not shown)</i>	

DD FORM 1348, DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)

USE TYPEWRITER OR BALL POINT PRESS HERE TO ASSURE LEGIBILITY ON ALL COPIES PEN

DOD SINGLE LINE ITEM
REQUISITION SYSTEM DOCUMENT (MANUAL)

DD FORM 1348, JUL 91

A										B																									
FINDING DATA					ROUTING					STOCK NUMBER					UNIT OF ISSUE																				
DOC. IDENT.	R1-TO	SUF	DOC. IDENT.	IDENTIFIER	S.	FSC	STOCK NUMBER	FSC	ADDIT.	UNIT OF ISSUE	QUANTITY	DOC. IDENT.	R1-TO	SUF	DOC. IDENT.	IDENTIFIER	S.	FSC	STOCK NUMBER	FSC	ADDIT.	UNIT OF ISSUE	QUANTITY												
1	2	3	4	5	6	44	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
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ADVISE		R1-TO	
DOC. IDENT.	ADVISE	DOC. IDENT.	ADVISE
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80

FUND		PROJECT		PRIORITY		REQ. DATE		STAT. DATA	
DISTRIBUTION	PROJECT	PRIORITY	REQ. DATE	DOC. IDENT.	SUF	EST. W/L DATE	STATUS	DOC. IDENT.	SUF
52	53	54	55	56	57	58	59	60	61
62	63	64	65	66	67	68	69	70	71

DOCUMENT NUMBER		DATE		SERIAL		QUANTITY	
DOC. IDENT.	REQ. IDENT.	DATE	SERIAL	DOC. IDENT.	REQ. IDENT.	DATE	SERIAL
30	31	32	33	34	35	36	37
38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53

DOCUMENT NUMBER		DATE		SERIAL		QUANTITY	
DOC. IDENT.	REQ. IDENT.	DATE	SERIAL	DOC. IDENT.	REQ. IDENT.	DATE	SERIAL
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80

PREVIOUS EDITIONS MAY BE USED

Reset

DD FORM 1348-6

DoD SINGLE LINE ITEM REQUISITION SYSTEM

DOCUMENT (MANUAL-LONG FORM)

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* <small>(NSN, FSCM/Part No., Other)</small>															UNIT OF ISSUE	QUANTITY		DOCUMENT NUMBER								
							FSCM					PART NUMBER												REQUISITIONER										
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
DOCUMENT NO. (Cont.)										D I S T R I B U T I O N C O D E	SUPPLEMENTARY ADDRESS					S I G N A L	F U N D C O D E	D I S T R I B U T I O N C O D E	P R O J E C T C O D E	P R I O R I T Y	R E Q U I R E D D E L I V E D A Y O F Y E A R	A D V I C E C O D E	B L A N K											
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										REJECT CODE <small>(FOR USE BY SUPPLY SOURCE ONLY)</small>		IDENTIFICATION DATA																						
										65 66		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																						
												2. MANUFACTURER'S NAME																						
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																			
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																								
8. DESCRIPTION OF ITEM REQUESTED															8a. COLOR																			
															8b. SIZE																			
9. END ITEM APPLICATION															9a. SOURCE OF SUPPLY																			
9b. MAKE										9c. MODEL NUMBER					9d. SERIES				9e. SERIAL NUMBER															
10. REQUISITIONER (Clear text name and address)															11. REMARKS																			

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DD Form 1348-6, FEB 85 (EG)

Edition of Apr 77 may be used until exhausted.

DOD SINGLE LINE ITEM REQUISITION SYSTEM
DOCUMENT (MANYAA - LONG FORM)