**AP1.1. APPENDIX 1.1**

**FORMS/MESSAGE FORMATS
(INTRODUCTION)**

AP 1.1.1. Requisitions may be transmitted using the CJCSI 5721.01E, The Defense Message System[[1]](#footnote-1) and Associated Legacy Message Processing Systems, requirements. DLM 4000.25-1, Chapter C1, paragraph C1.7., describes methods used to transmit and receive requisition and requisition-related transactions. In addition, the specific forms and message formats[[2]](#footnote-2) prescribed for use under MILSTRIP are described below.

AP1.1.2. MILSTRIP Message Requisition (AP1.8.) and Abbreviated MILSTRIP Message Supply Status (AP1.11)

 AP1.1.2.1. The first line in the body of the message will contain the words “MILSTRIP REQUISITION.” Thereafter, each requisition will be numbered, commencing with number 1, and the first 66 positions of data (except for dividing slashes (/)) will be inserted. The basic requisition will consist of 18 separated field-lengths of data.

 AP1.1.2.2. Below is a sample message requisition segmented and explained.

 AP1.1.2.2.1. First Line: A0E/(DIC); XYS/(RIC); S/(M&S); 1224005123456/(stock or part number); EA/(unit of issue); 00015(quantity); ZY1234/(requisitioner); 1150/(ordinal date); 0112/(serial number); R/(demand); BLNK/(SUPADD); A/(signal).[[3]](#footnote-3)

 AP1.1.2.2.2. Second Line: 19/(fund); 089/(distribution); BLNK/(project); 03/(PD); 154 (RDD); 2B/(advice).[[4]](#footnote-4)

 AP1.1.2.3. Part number requisitions converted to message format are illustrated in AP1.13.

AP1.1.3. MILSTRIP Message Follow-Up (AP1.9.).

 AP1.1.3.1. Follow-up on requisitions may be transmitted electronically in the form of a formatted message or a narrative message when requesting status and improved estimated shipping date (ESD), under chapter 2.

 AP1.1.3.2. The first line in the body of the message will contain the words “MILSTRIP FOLLOW-UPS.” When requesting normal status, DICs AF1, AF2, and AF3 apply. When requesting an improved ESD, DIC AFC applies. Exception data, and additional wording will be omitted unless DIC AT\_ is used. The DIC dictates action to be taken by the supply source, under chapter C3, and added comments or requests are not applicable since the narrative message is no more than one of the media of communications for submitting follow-ups.

 AP1.1.3.3. Below is a sample narrative follow-up message segmented and explained:

 AP1.1.3.3.1. First Line: AT5/(DIC); S/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity); XTZ456/(requisitioner); 1250/(ordinal date); 0111/(serial number); R/(demand); BLNK/(SUPADD).[[5]](#footnote-5)

 AP1.1.3.3.2. Second Line: 12/(fund code); 089/(distribution code); BLNK/(project code); 02/(PD); 154/(RDD); 2B/(advice).[[6]](#footnote-6)

AP1.1.4. Request for Supply Assistance. Requests for Supply Assistance are described under chapter C2 and illustrated in AP1.10. Paragraphs AP1.3.2 and AP1.3.3., above, also apply, except DIC AFC will always be used. This will ensure manual review and reply using chapters C3 and C4.

AP1.1.5. Message Cancellation

 AP1.1.5.1. Cancellation of a requisition may be transmitted electronically in the form of a narrative message[[7]](#footnote-7) under chapters C1 and C2.

 AP1.1.5.2. The first line is the body of the message will contain the words “MILSTRIP CANCELLATION.” Exception data, remarks, and additional verbiage will be omitted.

 AP1.1.5.2.1. First Line: AC1/(DIC); FMI/(R); 2/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity); FB2300/(requisitioner); 6265/(ordinal date); 0111/(serial number); R/)demand code); BLNK/(SUPADD); A/(signal).[[8]](#footnote-8)

 AP1.1.5.2.2. Second Line: 12/(fund); 089/(distribution); BLNK/(project); 02/(PD); 354/(RDD); BLNK/(advice).[[9]](#footnote-9)

AP1.1.6. Abbreviated Message Documents (AP1.11 and AP1.12)

 AP1.1.6.1. Abbreviated message formats are provided for MILSTRIP follow-ups (DIC AF\_ series only), cancellations, supply status, and shipment status, respectively. Use of these documents will be at the option of the individual Service/Sgency (S/A). Use between S/As will be based upon agreement between the S/As.

 AP1.1.6.2. Abbreviated message follow-up (DIC AF\_ only) and cancellation documents will be initiated only by those activities with capability to prepare machine-readable documents for transmission by the Defense Message System (DMS).[[10]](#footnote-10)

 AP1.1.6.3. When abbreviated messages are used, each message will be limited to a maximum of seven items or the contents of a single page, whichever is greater.

 AP1.1.6.4. The first line in the body of the message will contain the words ABBREVIATED MILSTRIP FOLLOW-UP, CANCELLATIONS, SUPPLY STATUS, OR SHIPMENT STATUS, as applicable. Thereafter, number each line item, commencing with number 1. Insert slashes (/) or other appropriate marks between each code and/or data element as depicted in AP1.11 and AP1.12. The authorized data elements[[11]](#footnote-11) and code entries for abbreviated messages are as follows:

 AP1.1.6.4.1. Follow-Ups and Cancellation Requests (No Supply Status Received)

 AP1.1.6.4.1.1. Document Identifier Code (DIC)

 AP1.1.6.4.1.2. Routing Identifier Code (RIC) (To)

 AP1.1.6.4.1.3. Stock or Part Number

 AP1.1.6.4.1.4. Unit of Issue

 AP1.1.6.4.1.5. Quantity

 AP1.1.6.4.1.6. Requisition Document Number

 AP1.1.6.4.1.7. Distribution, when applicable; otherwise, leave blank.

 AP1.1.6.4.1.8. Priority Designator

 AP1.1.6.4.2. Follow-Ups and Cancellation Requests (Supply Status Received)

 AP1.1.6.4.2.1. Document Identifier Code

 AP1.1.6.4.2.2. Routing Identifier Code (To)

 AP1.1.6.4.2.3. Stock or Part Number

 AP1.1.6.4.2.4. Unit of Issue

 AP1.1.6.4.2.5. Quantity

 AP1.1.6.4.2.6. Requisition Document Number

 AP1.1.6.4.2.7. Suffix, when applicable; otherwise, leave blank.

 AP1.1.6.4.2.8. Status

 AP1.1.6.4.2.9. Distribution, when applicable; otherwise, leave blank.

 AP1.1.6.4.2.10. Priority Designator

 AP1.1.6.4.3. Supply Status

 AP1.1.6.4.3.1. Document Identifier Code

 AP1.1.6.4.3.2. Stock or Part Number

 AP1.1.6.4.3.3. Unit of Issue

 AP1.1.6.4.3.4. Quantity

 AP1.1.6.4.3.5. Requisition Document Number

 AP1.1.6.4.3.6. Suffix, when applicable; otherwise, leave blank.

 AP1.1.6.4.3.7. Priority Designator

 AP1.1.6.4.3.8. Status

 AP1.1.6.4.3.9. Estimated Shipping Date

 AP1.1.6.4.4. Shipment Status

 AP1.1.6.4.4.1. Document Number Code

 AP1.1.6.4.4.2. Quantity

 AP1.1.6.4.4.3. Requisition Document Number

 AP1.1.6.4.4.4. Suffix, when applicable; otherwise, leave blank.

 AP1.1.6.4.4.5. Date Shipped or Estimated Shipping Date

 AP1.1.6.4.4.6. Priority Designator

 AP1.1.6.4.4.7. Transportation Control Number (TCN).

 AP1.1.6.4.4.8. Mode-of-Shipment

 AP4.2.6.4.4.9. If available, any of the following may also be provided: GBL Number, Registered Parcel Post Number, or other shipment number.

 AP1.1.6.5. Materiel Obligation Validation Form Letters and Messages. Form letter requests, followup requests, message requests, and replies are provided in AP1.15 through AP1.20 and AP1.32 for use in connection with Materiel Obligation Validation (MOV) procedures under chapter C7.

 AP1.1.6.6. DD Form 1348-1A, Issue Release/Receipt Document (AP1.25, AP1.27, AP1.29, AP1.31, and AP1.35).

 AP1.1.6.6.1. Non-Preprinted Issue Release/Receipt Document. A single line item, single part form produced on plain stock paper (see example, AP1.25). The size may vary within a range of 7-3/4 to 9 inches long (side to side) and 4 to 5 inches high (top to bottom) (see Chapter C5). Data to be entered in the data blocks are shown in Appendices 3.48 and 3.49. Blocks 24, 25, and 26 must contain bar coded data except for DLA Disposition Services Field Office documents. DLA Disposition Services Field Office documents will not contain bar coding in Block 26. Block 27 must contain a two-dimensional (2D) bar code (Portable Data File (PDF) 417) encompassing the linear bar code data elements plus additional elements to improve automated information technology (AIT) efficiencies and to facilitate item unique identification (IUID) when applicable.

 AP1.1.6.6.2. The Issue Release/Receipt Document data elements, configuration and locations are as follows:

| DATA ELEMENT NAME | LENGTH | RECORD POSITION(S) |
| --- | --- | --- |
| Document Identification Code | 3 | 1-3 |
| Routing Identifier Code (From) | 3 | 4-6 |
| Media and Status | 1 | 7 |
| Unit of Issue | 2 | 23-24 |
| Quantity | 5 | 25-29 |
| Service | 1 | 45 |
| Supplementary Address | 5 | 46-50 |
| Signal | 1 | 51 |
| Fund | 2 | 52-53 |
| Distribution | 3 | 54-56 |
| Project | 3 | 57-59 |
| Priority | 2 | 60-61 |
| Required Delivery Date | 3 | 62-64 |
| Advice | 2 | 65-66 |
| Routing Identifier | 3 | 67-69 |
| Ownership/Purpose | 1 | 70 |
| Condition | 1 | 71 |
| Management | 1 | 72 |
| Multi Use | 1 | 73 |
| Unit Price[[12]](#footnote-12) | 7 | 74-80 |

| BLOCK ELEMENT NAME | BLOCK SIZE/NO. OF CHARACTERS | BLOCK NUMBER |
| --- | --- | --- |
| Total Price | 12[[13]](#footnote-13) | 1 |
| Ship-From | 10 | 2 |
| Ship-To | 9 | 3 |
| Mark-For | ***24[[14]](#footnote-14)*** | 4 |
| Doc Date | 5 | 5 |
| NMFC | 9 | 6 |
| Freight Rate | 8 | 7 |
| Type Cargo | 10 | 8 |
| Physical Security | 4 | 9 |
| Quantity | 7 | 10 |
| Unit Pack | 3 | 11 |
| Unit Weight | 10 | 12 |
| Unit Cube | 7 | 13 |
| UFC | 6 | 14 |
| Shelf Life | 3 | 15 |
| Freight Classification Nomenclature | 36 | 16 |
| Item Nomenclature | 36 | 17 |
| Type Container | 5 | 18 |
| No. of Containers | 8 | 19 |
| Total Weight | 13 | 20 |
| Total Cube | 10 | 21 |
| Received By | 26 | 22 |
| Date Received | 10 | 23 |
| Document Number and Suffix (30-44) | 44 | 24 |
| National Stock Number and Additional (8-22) | 44 | 25 |
| For other than Security Assistance:RIC (4-6) UI (23-24) QTY (25-29) COND Code (71) Dist (55-56) UP (74-80)[[15]](#footnote-15)If Security Assistance:RIC (4-6), UI (23-24), QTY (25-29), COND (71), UP (74-80)[[16]](#footnote-16), SUPPADD (45, 48-50) | Variable | 26 |
| Additional DataFor shipments of GFP, include the GFP contract number (and call order number when provided). This includes shipments from DOD to contractors and contractor shipment of GFP to DOD activities. The contract number will be prefaced by “GFP” to clarify the usage. | Variable | 27 |
| Perpetuate the customer’s internal purchase order (PO) number when provided on the release order[[17]](#footnote-17). | PO number value: 10-13 characters |
| For FMS repair/return and repair/replace items, include the estimated or actual unit cost of the repair service per Appendix 3.48.[[18]](#footnote-18) | Repair value: up to 9 digits dollars followed by period and 2 digits cents |
| For IUID to support UIT/ serialized item management, include the following:[[19]](#footnote-19)Unique Item Identifier and/or Serial NumberThe following additional data elements may be included in support of IUID:Manufacturer’s CAGE, Current Part Number, Batch/LotClear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII. | Field size and characteristics of item unique identification data content and specific policy guidance is available at: <http://www.acq.osd.mil/dpap/pdi/uid/index.html> |

 AP1.1.6.6.3. The Issue Release/Receipt Document is used as:

 AP1.1.6.3.1. An issue document from distribution point to consignee resulting from a requisition.

 AP1.1.6.3.2. A release document for retrograde materiel or inter base (post, camp, station, etc.) movements.

 AP1.1.6.3.3. A materiel return document from base to depot.

 AP1.1.6.3.4. A receipt document by the consignee

 AP1.1.6.3.5. Disposal turn-in document.

 AP1.1.6.3.6. Local requisition on DLA Disposition Services Field Office.

 AP1.1.6.6.4. The Issue Release/Receipt Document is designed to accommodate the various elements of data used by any of the Services as source information for preparing other documentation. The document enables supply sources to use a single method of documentation for all requisitions and provide a standard receiving document that will accommodate both manual and automated requisitioners and consignees.

AP1.1.7. DD Form 1348-2, Issue Release/Receipt Document with Address Label (AP1.31)

 AP1.1.7.1. The Service/Agencies have the option to stock or print the DD Form 1348-2. The DD Form 1348-2 configuration is a DD Form 1348-1A with a perforated address label attached to the outer right edge. The length of the DD Form 1348-2 is 13 inches. The DD Form 1348-2 may be configured for printing as continuous forms. For continuous forms configuration, pin-fed strips of one-half inch on each side may be added. The length of the DD Form 1348-2 with pin-fed strip will not exceed 14 inches. The address label dimensions of the DD Form 1348-2 are 4-1/4 inches long and 5-1/2 inches high. Use of the address label with preprinted postage data is only authorized for shipments by the U.S. Postal Service. The address label will contain the following elements.

 AP1.1.7.1.1. Postage Data

 AP1.1.7.1.2. TCN Data

 AP1.1.7.1.3. Weight Data

 AP1.1.7.1.4. Type Service Data

 AP1.1.7.1.5. From Data

 AP1.1.7.1.6. Ship-to Data

 AP 1.1.7.2. Data will be entered on the address label as follows:

 AP1.1.7.2.1. Postage Data. A shipment through the U.S.P.S. must contain the following phrase, “OFFICIAL BUSINESS.” This phrase will be printed on the bottom line of the postage block.

 AP1.1.7.2.2. Transportation Control Number. Enter the TCN applicable to the shipment.

 AP1.1.7.2.3. Weight. Enter the weight of the item being shipped.

 AP1.1.7.2.4. Type Service. Enter the appropriate type of delivery service; for example, first-class-priority, express mail, and Military Official Mail (MOM).

 AP1.1.7.2.5. Ship-to. Enter the applicable in-the-clear address of the activity that is to receive the shipment. If mark-for data is required, enter the mark-for data above the city/state/zip code data. If the Port of Embarkation (POE) is required, enter the POE in this block.

AP1.1.8. IRRD (DD Form 1348-1A or DD Form 1348-2) Continuation Page. This is a mandatory document for serialized Item shipments containing machine readable bar codes for the encoded content information to include the serial numbers, unique item identifiers (UIIs), and batch/lot numbers as required for tracking under a UIT program or in support of DoD policy for the application of IUID in supply processes. The continuation page is intended to expedite supply and distribution processes by providing a means to automate the capture of data using automatic identification technology (AIT) devices. The continuation page is free form. The data elements and preferred format are shown in AP1.36.

1. CJCS Directives Home Page – <http://www.dtic.mil/cjcs_directives/> [↑](#footnote-ref-1)
2. Narrative messages shall only be used on an exception basis. When used, each transmission shall be limited to a maximum of seven transactions or the contents of a single page, whichever is greater. See chapter C1, paragraph C1.7.2.3., to obtain additional information regarding the use of narrative messages. [↑](#footnote-ref-2)
3. When an element of data is not available, the field shall be recognized and entered as “BLNK.” [↑](#footnote-ref-3)
4. Ibid. [↑](#footnote-ref-4)
5. Ibid. [↑](#footnote-ref-5)
6. Ibid. [↑](#footnote-ref-6)
7. Narrative messages shall only be used on an exception basis. When used, each transmission shall be limited to a maximum of seven transactions or the contents of a single page, whichever is greater. See chapter C1, paragraph C1.7.2.3., to obtain additional information regarding the use of narrative messages. [↑](#footnote-ref-7)
8. When an element of data is not available, the field shall be recognized and entered as “BLNK.”. [↑](#footnote-ref-8)
9. Ibid. [↑](#footnote-ref-9)
10. CJCS Directives Home Page – <http://www.dtic.mil/cjcs_directives/>. [↑](#footnote-ref-10)
11. When an element of data is not available, the field shall be recognized and entered as “BLNK.”. [↑](#footnote-ref-11)
12. Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. Refer to ADC 221. [↑](#footnote-ref-12)
13. Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221. [↑](#footnote-ref-13)
14. ***Maximum length is 24 positions: Mark-for clear text (with no DoDAAC or RIC) displays on DoD shipment documents as two lines of 12 characters each. If text is combined with a DoDAAC, up to 17 clear text characters are allowed. If text is combined with a RIC, up to 20 clear text characters is allowed. Insert a slash (/)during printing of shipment documentation to separate the DoDAAC or RIC from clear text; do not perpetuate the slash (/) in the DLMS transaction. Refer to ADC 1009A.*** [↑](#footnote-ref-14)
15. Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. Refer to ADC 221. [↑](#footnote-ref-15)
16. Ibid [↑](#footnote-ref-16)
17. Refer to ADC 473A [↑](#footnote-ref-17)
18. Refer to ADC 1031 [↑](#footnote-ref-18)
19. Capability to support IUID data content within the PDF 417 2D bar code has been approved for staggered and phased implementation under ADC 44B and ADC 399/ADC 399A. Components have not reported implementation at this time. [↑](#footnote-ref-19)