**C29. CHAPTER 29**

**RELEASE AND RECEIPT OF MATERIEL
DD FORM 1348-1A**

C29.1. GENERAL

 C29.1.1. The Issue Release/Receipt Document, DD Form 1348-1A (or DD Form 1348-2 with attached shipping label), and continuation page are prepared by the supply/shipping activity. These documents are used to select, pack, ship, and receive materiel. They are also used as a receipt transaction and/or to provide a means to automate the capture of data using automatic identification technology (AIT) devices. The DD Form 1348-1A (or DD Form 1348-2) is mandatory for all shipments to DoD customers, including foreign military sales (FMS) and contractors, from DoD and General Services Administration (GSA) shipping activities, except as noted in paragraph C29.3. Additionally, the continuation page is a mandatory document to assist the processing of serialized items (see Appendix 6.36).

 C29.1.2. The DD Form 1348-1A (or DD Form 1348-2) may be manually or mechanically prepared and will contain data elements prescribed herein for the various types of transactions.

 C29.1.3. Use of carbonless paper for a preprinted DD Form 1348-1A (or DD Form 1348-2) is authorized at the option of the Service/Agency.

 C29.1.4. Mechanically prepared DD Form 1348-1A (or DD Form 1348-2) must contain all required bar codes as outlined in C29.1.6 through C29.1.9 (and associated sub-paragraphs).

 C29.1.5. For transfers to DLA Disposition Services Field Offices, at least one copy of DD Form 1348-1A (or DD Form 1348-2) must accompany the property and be in a legible, easy-to-read format.

 C29.1.6. For the DD Form 1348-1A, see Appendices 6.25 through 6.29, Appendix 6.31 and Appendix 6.35. There are two methods for generating the form:

 C29.1.6.1. Preprinted form. Data entries will be made by automated printer, typewriter, or hand scribed.

 C29.1.6.2. Non-preprinted form. When this method is used, the form and data are printed simultaneously and will contain the prescribed data elements.

 C29.1.7. The preprinted DD Form 1348-1A is 8-1/2 inches long (side to side) and 51/2 inches high (top to bottom). When printed on plain stock paper using laser, thermal transfer, ion disposition, cold fusion, or other nonimpact printers, the size may vary within a range of 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth inch tolerance). When such print technology is used, the in-the-clear/human-readable data must be easily read and the AIT entries must be machine readable. Margins of one-fourth inch and outside lines are preferred, but may be eliminated provided the DD form number remains readable. When printing three forms per 8-1/2- by 14-inch sheet of paper, the originator must shall ensure that the form, spacing, size, and data entered thereon are legible and capable of being interpreted by a Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) scanning device.

 C29.1.7.1. Block numbers are provided for data entry. Data to be entered in the data blocks are shown in Appendices 3.48 and 3.49. Block 27 will contain information facilitating item unique identification (IUID) in support of unique item tracking (UIT) and DoD supply policy in conjunction with the expanded content of the Portable Data File 417 (PDF417) two-dimensional (2D) bar code as illustrated in Appendices 6.35 and 6.36. For a single item shipment, include the clear-text, concatenated/single value unique item identifier (UII). Phased/staggered implementation is authorized pending DoD-wide implementation of DoD policy for the application of IUID in supply processes. As an interim approach, identification of the item on the Issue Release/Receipt Document (IRRD) by serial number alone is authorized. Additional optional information may include the item manufacturer’s contractor and Government entity (CAGE) code, current part number, and batch/lot number. Block 27 will contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text may be used with the AIT encoded information for those activities possessing bar coding capability.

 C29.1.7.2. The paper may be any color that provides a minimum bar code contrast as specified in International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) (ISO/IEC) 15415, Information Technology - Automatic Identification and Data Capture Techniques - Bar Code Print Quality Test Specification – Two-dimensional Symbols and in ISO/IEC 15416, Information Technology – Automated Identification and Data Capture Techniques – Bar Code Symbology Specification – Linear Symbols.

 C29.1.8. The Code 39 (three-of-nine) linear bar code, and PDF417 2D bar code, and Macro PDF417 2D bar code, as defined in ISO/IEC 16388 Information Technology – Automated Identification and Data Capture Techniques – Bar code symbology specifications – Code 39 and ISO/IEC 15438 Information Technology – Automated Identification and Data Capture Techniques – PDF417 2D bar code symbology specification, are established as the standard symbologies for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied using MIL-STD-129 (latest revision), unless otherwise authorized. When Code 39 linear bar code symbols are printed on DD Form 1348-1A (or DD Form 1348-2), all record positions of data elements that will be encoded, will contain a bar code character even if the position was blank on the source document. The specific technical information provided in MILSTRIP is not intended to be compressive and should be used in conjunction with the MIL-STD-129.

 C29.1.9. IRRD (DD 1348-1A or DD Form 1348-2) Continuation Page. For shipment quantities of two or more serialized items, the responsible activity will prepare a continuation page to facilitate automatic data capture.

 C29.1.9.1. In lieu of printing the PDF417 2D bar code in Block 27 of the DD Form 1348-1A (or DD Form 1348-2), the continuation page will contain a single PDF417 2D bar code or multiple Macro PDF417 2D bar codes (as required by data volume) for the included data.

 C29.1.9.2. The continuation page will contain, at a minimum, the prescribed data elements outlined in Appendix 6.36. For systems capable of printing PDF417 2D bar codes, see Appendix 6.35 for a listing of encoded MH10.8.2 standard data identifiers for the data elements.

 C29.1.9.3. The continuation page will also contain Code 39 linear bar coding with the respective human-readable interpretation (i.e., clear text) for the included serial numbers to satisfy legacy system requirements.

 C29.1.10. IRRD (DD 1348-1A or DD Form 1348-2) Continuation Page for Ammunition and Explosives (A&E). For shipment of items categorized as A&E, the responsible activity will prepare a continuation page to capture additional data elements required for A&E management /accountability and facilitate automatic data capture. The continuation page may be produced by AIT systems on the same page as the 1348-1A if space permits, or separately.

 C29.1.10.1. The continuation page will contain, at a minimum, the prescribed data elements outlined in Appendix 6.36 to include human-readable interpretation (i.e. clear text) data elements 28 through 42.

 C29.1.10.2. In lieu of printing the PDF417 2D bar code in Block 27 of the DD Form 1348-1A, the continuation page may contain a single PDF417 2D bar code or multiple Macro PDF417 2D bar codes (as required by data volume) for the included data.

 C29.1.10.3. The continuation page will contain, at a minimum, the prescribed applicable data elements outlined in Appendix 6.36. For systems capable of printing PDF417 2D bar codes, see Appendix 6.35 for a listing of encoded MH10.8.2 standard data identifiers for the data elements.

 C29.1.10.4. Printing Code 39 linear bar code symbols for A&E is optional on the continuation page(s). All A&E hand held terminals (bar code imagers) in use support Code 39 linear, PDF417 and Data Matrix 2D barcode symbols. Serial, Lot, or any other required clear text data from either the DD Form 1348-1A or the continuation page will be included in the PDF417 or PDF417 Macro 2D barcodes.

C29.2. DOCUMENT DISTRIBUTION

 C29.2.1. Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See Tables C29.T1 and C29.T2 for the distribution of the transactions.

 C29.2.2. For transfers to DLA Disposition Services Field Offices, if all DD 1348-1A data is provided in automated transactions and/or available via digital image, one copy of the printed document must accompany the shipment; in accordance with the Paperwork Reduction Act, additional paper copies are not required including verification of receipt copies.

| Table C29.T1. Distribution of DD Form 1348-1A (or DD Form 1348-2), Issue Release/Receipt Document, and Continuation Page to all Consignees other than DLA Disposition Services and Security Assistance[[1]](#footnote-1) |
| --- |
| TRANSACTION | NO. OF COPIES | DISTRIBUTION |
| DD Form 1348-1A(or DD Form 1348-2) | One (Automated)orTwo (Manual) | One copy will accompany all shipments on the outside of the shipping container if not in conflict with other applicable directives. When the DD Form 1348-1A (or DD Form 1348-2) contains bar coding, the copy accompanying the shipment will contain the bar coding.For manually generated copies, one copy will be retained by the shipper unless an automated capability is available to prove that a shipment has been made.Copies must be attached IAW MIL-STD-129. |
| Continuation Page  | One (Automated)orTwo (Manual) | One copy will accompany the DD Form 1348-1A (or DD Form 1348-2) for all shipments containing serialized items and be attached to the material and shipment IAW MIL-STD-129.For manually generated copies, one copy will be retained by the shipper unless an automated capability is available to track the serialized contents of the shipment. |
| DD Form 1348-1A(or DD Form 1348-2) | One (Automated)orTwo (Manual) | One copy will accompany all shipments of materiel and remain attached to the property at the DLA Disposition Services Field Office. When the DD Form 1348-1A (or DD Form 1348-2) contains bar coding, the copy accompanying the shipment will contain the bar coding.For manually generated copies, one copy will be produced and retained by the shipper unless an automated capability is available to prove a shipment has been made.  |
| Continuation Page | One (Automated)orTwo (Manual) | One copy will accompany the DD Form 1348-1A (or DD Form 1348-2) for all shipments containing serialized items and be attached to the material. Upon receipt at the DLA Disposition Services Field Office, the copy will be used by personnel screening property for potential reutilization, transfer, or donation. It will remain attached to the property at the DLA Disposition Services Field Office. For manually generated copies, one copy will be produced and retained by the shipper unless an automated capability is available to track the serialized contents of the shipment and prove a shipment has been made.  |

C29.3. ISSUES FROM SUPPLY SYSTEM STOCK OR FROM DLA DISPOSITION SERVICES FIELD OFFICES; REQUISITIONS FOR LOCAL ISSUE FROM DLA DISPOSITION SERVICES FIELD OFFICES

 C29.3.1. The DD Form 1348-1A (or DD Form 1348-2) will be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DLA Disposition Services Field Office (DLA Disposition Services-directed issues from the local DLA Disposition Services Field Office). The requisitioner may also use this format when hand carrying requisitions for local issue from DLA Disposition Services Field Office. Minimum data entries are outlined in Appendix 8.48 for the DD Form 1348-1A (or DD Form 1348-2).

 C29.3.2. To accommodate the various distribution systems and equipment, DD Form 1348-1A (or DD Form 1348-2) provides blocks for data entry. With the exception of Blocks 9, and 15, use of these blocks is optional, but when used, will contain information shown in Appendix 8.48.

 C29.3.3. The continuation page will accompany the DD Form 1348-1A (or DD Form 1348-2) and must be attached to the material and shipment IAW MIL-STD-129 shipping document requirements for all shipments of two or more items which are tracked under a UIT program or in support of DoD policy of the application of IUID in supply business process. Minimum data entries are outlined in Appendix 6.36.

 C29.3.4. By exception, when DLA Disposition Services property is sold to a Commercial Venture contractor, the DLA Disposition Services Field Office has the option to suppress printing of the DD Form 1348-1A. When no IRRD is prepared, DLA Disposition Services will utilize the Workload Location List in lieu of the IRRD as the document transferring ownership from the Government to the contractor. The Workload Location List will identify all document numbers associated with the Commercial Venture delivery order, materiel identification by national item identification number (NIIN), and applicable quantities. A copy of the Workload Location List will be retained by the field office.

C29.4. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICES)

 C29.4.1. In addition to the release of materiel for shipment based upon a requisition, other situations such as the following necessitate release of materiel for shipment:

 C29.4.1.1. Materiel returns from base to depot.

 C29.4.1.2. Base-to-base movements.

 C29.4.1.3. Retrograde or lateral system movements.

 C29.4.2. The documentation copy and distribution requirements prescribed in Tables C29.T1 or C29.T2 will be used to effect returns and transfers. Entries will be as shown in Figure C29.F1 for all DLA and inter-Service/Agency (S/A) transactions.

 C29.4.3. For intra-S/A use, the data prescribed in Figure C29.F1. must be entered. Other entries may be prescribed by concerned S/As; however, any such entries must relate to the columnar and/or block headings indicated in the form.

| Figure C29.F1. Instructions for Completion of DD Form 1348-1A (or DD Form 1348-2), Used for Returns to Stock Transfers (Excluding Transfers to DLA Disposition Services Field Offices) |
| --- |
| RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
| 1-3 | Perpetuate from source document or blank. |
| 4-7 | Leave blank. |
| 8-22 | Enter the stock or part number. |
| 23-24 | Enter the U/I. |
| 25-29 | Enter the quantity. |
| 30-43 | Enter the document number of the consignor (shipper.) |
| 44-73 | Leave blank. |
| 74-80 | Enter the unit price[[2]](#footnote-2). |
| Blocks 3 and 27 | Enter DoDAAC of the activity to which the materiel is directed. The in-the-clear name, number, and address may be in Block 27. |
| Block 27 | Enter the supply condition code reflecting the condition of the materiel. (See Appendix 2.5, ***Supply*** Condition Codes) |
| Block 27 | Enter activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable). (See DLM 4000.25, Volume 4 Finance). For single quantity item, enter applicable serial number and/or UII content in conjunction with application of a PDF417 2D bar as illustrated in Volume 2, Appendix 6.35. For multiple uniquely identified items, use the continuation page per Volume, 2, Appendix 6.36[[3]](#footnote-3) |

C29.5. TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICES. Use DD Form 1348-1A (or DD Form 1348-2) as the disposal turn-in document (DTID) for all transfers to DLA Disposition Services Field Offices. See C29.2.2. for criteria to use automated distribution of DD Form 1348-1A (or DD Form 1348-2). Appendix 8.49 shows required entries required for single line item turn-ins. See Appendix 6.35 for PDF417 2D bar code content. A continuation page will accompany the DD Form 1348-1A (or DD Form 1348-2) for all shipments of two or more items that are tracked under a UIT program or in support of DoD policy for the application of IUID in supply business processes. See Appendix 6.35 for PDF417 2D bar code content and Appendix 6.36 for the continuation page content.

1. For Security Assistance shipments, see Figure C6-F1. [↑](#footnote-ref-1)
2. 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. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221 [↑](#footnote-ref-2)
3. For Security Assistance shipments, see Figure C25-F1. [↑](#footnote-ref-3)