

Milstrip Key

Filling Out a MILSTRIP Requisition (DD 1348-1a) for DoD Property

****Only DoD Customers (on a .mil computer system) can order property through the automated MILSTRIP requisitioning process.**

DoD Customers: You **MUST** have authorization from your Accountable Supply Officer (ASO) to order from this form. **Use of this form without such authorization is prohibited.**

Information You Need to Know ...

- **Document Number of Requisitioner** = DoDAAC + Date + Serial No.
- DO NOT USE "SC4401/SC4402" in the "DoDAAC" or "Supp Add" fields.
- **NOTICE TO OCONUS UNITS - Use your APO/FPO Address for your ship to address:** OCONUS Units, when requesting property please use your APO or FPO address for the ship to address instead of a local street address. These are the benefits of using the APO/FPO mailing address: You will get your property quicker. APO/FPO offers faster service (mailing time), is more cost effective, less handling of package and delivers faster to deployed units during times of crisis than the US Postal Service or local Government Postal Service.
- Items with a Record Status Code (RSC) of "B" or "J" are in SALES STATUS & may be Reutilized *only in special cases*, with justification. Please contact the holding DLA Disposition Services Field Activity to confirm availability status *before* you submit your requisition.
- "M" listed after a field in the requisition (below) denotes the fields required to process a requisition & the ones most likely to give you a "reject" if not filled in correctly.

**** Sample DLA Disposition Services Requisitioning Form - MILSTRIP****

Doc Ident: <input type="checkbox"/> A0A <input type="checkbox"/> A01 <input type="checkbox"/> A0D	Rout Ident: S9D
M&S: <input type="checkbox"/>	NSN: <input type="checkbox"/> (Mandatory)
DTID Suffix: <input type="checkbox"/>	Unit of Issue: <input type="checkbox"/> (Mandatory)
Quantity: <input type="checkbox"/> (Mandatory)	DoDAAC: <input type="checkbox"/> (Mandatory)
Date: <input type="checkbox"/> (Mandatory)	Serial No. <input type="checkbox"/> (Mandatory)
Demand Code: <input type="checkbox"/>	Supplementary Address: <input type="checkbox"/>
Signal Code: <input type="checkbox"/> (Mandatory)	Fund Code: <input type="checkbox"/>
Distribution Code: <input type="checkbox"/>	Project Code: <input type="checkbox"/>
Priority: <input type="checkbox"/> (M)	Req. Del. Date: <input type="checkbox"/>
Advice Code: <input type="checkbox"/>	DTID: <input type="checkbox"/> (Mandatory)

Explanation of Fields Used On a Requisition:

DoDAAC: Department of Defense Activity Address Code: identifies your military unit or activity; the first position designates your specific military service or government agency.

Media & Status Code: The *Media & Status Code* is especially important to you.

Most commonly used is "S" which sends MILSTRIP "status data" to your communication center, in message format. If you leave this field blank, it will default to "0," & no follow-up information can be sent to your communication center.

Other codes are described in the MILSTRIP Manual 4000.25-1-M, or the Defense Logistics Support Command (*DLSC Customer Assistance Handbook*).

Document Identifier Code (DIC):

- **A0A** - valid National Stock Number (NSN)
- **A01** - overseas shipment.
- **A0D** - Local Stock Number (LSN).

Demand Code: Not applicable to DLA Disposition Services property.

Signal Code: Use signal code "D" or "M" which indicates the property is a free issue. In addition:

- **"D"** - tells the system to ship property to the DoDAAC listed in the *requisition number*.
- **"M"** - tells the system to ship property to the DoDAAC listed in the *supplementary address*.

Priority: defaults to 15. You can override (by typing over) & change to a higher priority, if necessary.

DTID: the Disposal Turn-In Document (DTID) - the standard document used to turn in property to a DLA Disposition Services Field Activity - is mandatory. It's composed of a DoDAAC, Date (in Julian format) and a serial number. It normally has 14 characters; 15, if it includes a suffix

DTID Suffix: if the DTID includes a suffix (added as the last character), it's input in this field.

Fund, Distribution, Advice & Project Codes are not required by the system to fill out a requisition; however, they may be required by your activity. Your Accountable Supply Officer (ASC) should be able to tell you if your activity requires these codes.



Further Information is Available

- For more detailed explanations/information on MILSTRIP requisitioning codes, check the **MILSTRIP Manual**, 4000.25-1M.

- See also ***the Customer Assistance Handbook, Fourteenth Edition, 2002***, by the Defense Logistics Support Command, Defense Logistics Agency.
- **If you run into problems or have more in-depth questions** on MILSTRIP requisitioning procedures, contact DRMSRTD@dla.mil for further assistance.
- If you have **technical problems** completing this process, direct your concerns to: dlistdrmshelpdesk@dla.mil