

INSTRUCTIONS FOR REQUISITIONING PARTS
FROM COMMERCIAL SOURCES

The supply officer shall identify the prime manufacturer of the repair part by Commercial and Government Entity (CAGE) Code Number and requisition the repair part from the prime manufacturer. When requisitioning parts from commercial sources, it is mandatory that the following information be provided the supply officer by the unit.

1. Commercial And Government Entity (CAGE) Code Number.
2. Manufacturer's Part Number - Exactly as listed in the commercial literature.
3. Nomenclature - Exactly as listed in the commercial literature, including dimensions if available.
4. Manufacturer's Model Number.
5. Manufacturer's Serial Number - (End Item).
6. Any additional information such as type, size, thread, frame number, and electrical characteristics.

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Encl 3

MILITARY SHIPMENT LABEL		<i>Form Approved. OMB No. 0704-0188</i>
1. TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS PRIORITY
7. POD		8. PROJECT .
9. ULTIMATE CONSIGNEE OR MARK FOR	10. WT. <i>(This piece)</i>	11. RDD
	12. CUBE <i>(This piece)</i>	13. CHARGES
	14. DATE SHIPPED	15. FMS CASE NUMBER
	16. PIECE NUMBER	
	17. TOTAL PIECES	

DD FORM 1387, JUL 1999

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**MILITARY SHIPMENT LABEL
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DEFINITION OF FIELDS:

- 1. TRANSPORTATION CONTROL NUMBER(TCN):** The TCN is a tracking number used by the military for its shipments. It is assigned by the Inventory Control Point (or by the Contractor) by taking the Customer Document Number and adding "XXXX" after it. However if by chance the shipment was to be split into separate deliveries, instead of using "XXXX" after the Customer Document Number, a suffix would be added and then "XXX". For example. If a unit ordered 10 doors and the contractor planned on shipping 5 first and then 5 the next day or so, the TCN for the first shipment would be the Customer Document Number followed by "AXXX" to show first shipment. Subsequently, the TCN for the second shipment would be the Customer Document Number followed by "BXXX" to show the second shipment. Concerning the Customer Document Number, it is assigned by the requisitioner (ordering unit) and is taken from the Requisitioning Form or Contractor Order Form. Examples of TCNs are: W52H091072D001XXXX , W52L231173D001AXXX, or W52L231173D001BXXXX.
- 2. POSTAGE DATA:** This field can be left blank.
- 3. FROM:** This field contains the ship from address. If the ship from address is from a contractor, the company's full name, full address, and phone number shall be entered in this field.
- 4. TYPE SERVICE:** This field shall be filled in with the word "ARMY"
- 5. SHIP TO/POE:** This field is utilized only for shipments that will go overseas (OCONUS). For shipments within CONUS, this field is left blank. For overseas shipments, this address is a Bulk Break Point (BBP) within the United States. There are 2 areas in the Continental United States (CONUS) that are BBPs. The DODAACs for these 2 are W25N14 meaning New Cumberland, PA and W62N2A meaning Tracy, CA. BPPs are used by the military for oversea shipments and act as a central receiving point within the U.S. Once a shipment reaches this BBP, it is shipped by the military to the oversea point based on the DODAAC and clear address provided in Field 9 of this form. For shipment Outside the Continental United States (OCONUS), the DODAAC of the oversea unit is the determining factor of what the BPP is. The shipping contractor can determine the BPP by going to WEBSITE:
<http://daynt6c.daas.dla.mil/dodaac/dodaac.htm>. In this website, the contractor can type in the requisitioning units DODAAC and it will provide the proper info to determine the BBP within the U.S. that the contractor will ship to. It will also allow the contractor to verify the requisitioning unit's DODAAC and their mailing address for Field 9 of this form. The BBP is determined by the AOR of the file located at the top right corner of the website screen. AOR of "PACOM"

means that the BPP is Tracy, CA while an AOR of "EUCOM" means the BPP is New Cumberland. In the instance where the AOR is blank in the WEBSITE, the contractor can look for a BPP in TAC 2 of the website page for either W25N14 or W62N2A. Once the BPP is established, the contractor can fill out this field with that BPP DODAAC number and full mailing address. Complete DODAAC and address information is provided (See Encl) for both New Cumberland and Tracy.

6. **TRANS PRIORITY:** This field contains the priority which is assigned by the requisitioning unit. It can be taken off the contractor's order form from the shipment priority the requisitioner requested. This is a 2 digit code.
7. **POD:** This field can be left blank.
8. **PROJECT:** This field can be left blank.
9. **ULTIMATE CONSIGNEE OR MARK FOR:** For OCONUS shipments, this is the ultimate delivery point of the shipment. For example, if the DODAAC for the unit said the destination was Bosnia, the DODAAC number and full mailing address as well as a point of contact and in-country phone number would be put in this field. For CONUS shipments, this is the DODAAC and full mailing address with POC and phone number of the requisitioning unit.
10. **WT:** This is a mandatory fill field and shall contain the weight of the piece being shipped.
11. **RDD:** The RDD is Required Delivery Date and it is assigned by the Requisitioning Unit. It is a 3 digit code based on the 365 day calendar. For example, Mar 14, 2001 is the 73rd day of the calendar year. Thus the 3 digit code would be "073". This information can be gained from the contractor's order form.
12. **CUBE:** This is a mandatory field and shall contain the cubic volume of the piece being shipped.
13. **CHARGES:** This field can be left blank.
14. **DATE SHIPPED:** This field contains the ship date of when the item was actually shipped by the contractor.
15. **FMS CASE NUMBER:** This field can be left blank.
16. **PIECE NUMBER:** If the shipment is only one package, the piece number is 1. However, if the shipment contains several separate packages, this is the piece number of Field 17 "Total Pieces". This allows tracking of each package since each will have its own Military Shipment Label.

17. TOTAL PIECES: This field contains the total number of pieces being shipped within this shipment order.

ADDRESS INFORMATION FOR BULK BREAK POINTS (BBP)

If the BBP for the unit's DODAAC is W25N14 use the following address in field 5

**DODAAC W25N14
XU CONSOLIDATION AND CONTAINERIZATION POINT
DDSP NEW CUMBERLAND FACILITY
BLDG 2001 CCP DOOR 135 THRU 168
NEW CUMBERLAND, PA 17070-5001**

If the BBP for the unit's DODAAC is W62N2A use the following address in field 5

**DODAAC W62N2A
XU DEFENSE DISTRIBUTION DEPOT SAN JOAQUIN
CCP WAREHOUSE 30
25600 SOUTH CHRISTMAS ROAD
TRACY, CA 95376-5000**

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1. TRANSPORTATION CONTROL NUMBER (Example of overseas shipment (OCONUS)) TCN Consists of Customer Document Number followed by "XXXX" Customer Document Number is assigned by ordering customer (Example: W52H091072D001XXXX)		2. POSTAGE DATA
3. FROM Company name, Full address and phone number		4. TYPE SERVICE ARMY
5. SHIP TO/POE BBP in DODAAC File which is either one of the following W25N14 or W62N2A New Cumberland, PA Tracy, Ca Address from file Address from file		6. TRANS PRIORITY Customer Assigned Priority
7. POD "Leave this area Blank"		8. PROJECT "Blank"
9. ULTIMATE CONSIGNEE OR MARK FOR Ship to DODAAC In the clear address from DODAAC file Customer POC Name Customer in country phone number	10. WT. (This piece) Mandatory	11. RDD Customer Assigned
	12. CUBE (This piece) Mandatory	13. CHARGES
	14. DATE SHIPPED Mandatory	15. FMS CASE NUMBER "Blank"
	16. PIECE NUMBER <div style="text-align: center;">1</div>	
	17. TOTAL PIECES <div style="text-align: center;">1</div>	

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SAMPLE LABEL

SHIPMENT PRIORITY CODES

DEFINITION: Required Delivery Date (RDD): The RDD is a maximum ending date by which normal processing and shipping will permit the consignee to receive and record the materiel. The requisitioner will assume, unless requisition status information shows otherwise, that the materiel will be delivered not later than the RDD.

Priority Designators (PDs): The PD is a 2 digit code assigned by the requisitioner in accordance with the unit's rules and is used to determine the RDD.

CONUS: Continental United States

OCONUS: Outside the Continental United States (Overseas)

DETERMINATION OF RDD FOR EACH PD

PD:01-03

CONUS or intratheater RDD from date of requisition to receipt of materiel: 7 days

Overseas RDD from date of requisition to receipt of materiel: 11-12 days

PD:04-08

CONUS or intratheater RDD from date of requisition to receipt of materiel: 11 days

Overseas RDD from date of requisition to receipt of materiel: 15-16 days

PD:09-15

CONUS or intratheater RDD from date of requisition to receipt of materiel: 29 days

Overseas RDD from date of requisition to receipt of materiel: 67-82 days

EXAMPLES:

(1) A unit in Bosnia orders a replacement door. On their order form they put a shipping priority of 03. In other words, the PD is 03. Since the unit is in Bosnia making it an overseas shipment (OCONUS), the contractor would have 11-12 days from receipt of requisition to process, ship and have in the hands of the unit the replacement door.

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0 (2) A unit at Ft. Benning, GA orders a replacement roof assembly. On their order form they put a shipping priority of 11. Since the unit is CONUS, the contractor would have 29 days to process, ship, and have in the unit's hand the replacement roof assy.