

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	18. FMS CASE NUMBER
	16. PIECE NUMBER	
	17. TOTAL PIECES	

DD FORM 1387, JUL 1999

PREVIOUS EDITION IS OBSOLETE.

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**MILITARY SHIPMENT LABEL
DD FORM 1387, JUL 1999**

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 overseas 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"

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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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MILITARY SHIPMENT LABEL		Form Approved: OMB No. 0704-0188
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 or 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 1	
17. TOTAL PIECES 1		

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SAMPLE LABEL

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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

Oversea 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

Oversea 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

Oversea 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 oversea 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.

(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.

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APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY

10. SCOPE.

10.1 Scope. This appendix is not a mandatory part of this handbook. Completion of the Content/Format Selection Summary Sheet may be used for acquisition of supplemental data for COTS manuals. (See 6.3.1/6.3.4) Information contained herein is for guidance or compliance as determined by the contracting activity.

10.1.1 Content/Format Selection Summary Sheet(s). The summary sheet(s) (the following pages) may be reproduced or adapted for specific application; however, the content and format should remain unchanged.

10.2 Completion of Summary Sheets. The contracting activity is responsible for filling in the pertinent information (contract number, manufacturer, model number, acquiring/contracting activity, etc.) at the top of the sheet and for indicating data required. All supplemental data required for a specific acquisition should be indicated by a "X" in the SELECTED CONTENT column.

10.3 Explanation of columns - Content-Format Selection Summary.

- a. Column (1), (Item No.) - self-explanatory.
- b. Column (2), (Criteria) - identifies the criteria.
- c. Column (3), (Applicable Paragraph Number) - identifies the paragraph where the criteria in column (2) is stated.
- d. Column (4), subcolumn (a), (Requirement Selected - (yes)) - is marked with an "X" if the criteria in column (2) is needed.
- e. Column (4), subcolumn (b), (Criteria Selected - (no)) - is marked with an "X" if the criteria in column (2) is not needed.
- f. Column (4), subcolumn (c), (Explanation/Remarks) - is used when a yes or a no alone is not adequate to completely identify the requirement. If necessary, additional explanation/information may be provided on a separate sheet(s) of paper and attached to this summary list when completed.

20. APPLICABLE DOCUMENTS. This section is not applicable to this appendix.

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**APPENDIX C
CONTENT/FORMAT SELECTION SUMMARY SHEET**

SUPPLEMENTAL DATA FOR SATS
 MANUFACTURER _____
 ACQUIRING/CONTRACTING ACTIVITY TACOM-Rock Island
 CONTRACT NO. _____
 MODEL NO. _____

(1) Item No.	(2) Criteria (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
(yes)	(no)				
1	Identifying Tech Public- ation Sheet	5.1.1	X		JAW Figure 1 & 2
2	Style/format/ form	5.1.2	X		
3	Cover & Title Page	5.2.a	X		
4	List of Effective Pages	5.2.b		Y	
5	Safety pre- cautions, warning page	5.2.c	X		
6	Approval and procurement record page	5.2.d		X	
7	Table of contents	5.2.e	X		MIL-STD-38784 JAW FILE M-38784
8	Reporting of errors statement	5.2.f	X		
9	Maintenance and records	5.2.g		X	

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**APPENDIX C
CONTENT/FORMAT SELECTION SUMMARY SHEET**

CONTRACT NO. _____

(1) Item No.	(2) Criteria (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c) Explanation/Remarks
			Options Selected		
(yes)	(no)				
10	Admin storage	5.2.h	X		
11	Destruction of Military Material	5.2.i		X	
12	Lub order/instr	5.2.j	X		
13	Prev Maint	5.2.k	X		
14	Maint Alloca- tion Chart (MAC)	5.2.l	X		From MIL 41-63038
15	Component of End Item & Basic Issue Item lists	5.2.m		X	
16	Additional authorization list	5.2.n		X	
17	Expendable supplies & material list	5.2.o	X		
18	Repair parts & special tools list (RPSTL)	5.2.p	X		Contractor format
19	Recommend changes, activity comment sheet, TM deficiency report	5.2.q	X		Government provided DA Form 2028, Contractor inserted

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APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Criteria (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c) Explanation/Remarks
			Options Selected		
			(yes)	(no)	
20	Other as indicated on Appendix A Evaluation Checklist	5.2.r	X		IAW MIL-STD-38784 DATE 11-15-38 MIL-STD-38784
21	Warranty Information	5.3	X		IS applicable
22	Equip/model coverage	5.5	X		
23	End Item Identification	5.6	X		
24	Publication No./date	5.7		X	

COMPLETED BY: _____
(authorized signature)

PUBLICATIONS ACTIVITY: _____ DATE: _____

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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RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
For use of this form, see AR 25-30; the proponent agency is OAASA							
TO: (Forward to proponent of publication or form) (Include ZIP Code)				FROM: (Activity and location) (Include ZIP Code)			
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER					DATE	TITLE	
ITEM	PAGE	PARA-	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON	
* Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE	

TO: (Forward to proponent of publication or form) (Include ZIP Code)	FROM: (Activity and location) (Include ZIP Code)
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PART II - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS

PUBLICATION/FORM NUMBER			DATE	TITLE				
PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTIONS

PART III - REMARKS *(Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)*

**Reference to line numbers with in the paragraph or sub paragraph.*

TYPED NAME, GRADE, OR TITLE	TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE
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T E A R A L O N G P E R F O R A T E D L I N E

PAGE

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