

The Special Order Program:

MILSTRIP Guidance

DD Form 1348-6

DOD Single Line Item Requisition System Document

The DD Form 1348-6 must be completed in full by the ordering activity. An agency's finance and accounting office should be the first reference for any funding questions. For more detailed information regarding the fields and codes used in the DD Form 1348-6, please reference the FEDSTRIP Ordering Guide, available at https://www.gsaadvantage.gov/images/muffin/fedstrip_guide_2006.pdf.

GSA requires that an Interagency Agreement (IA) be completed for all DD Form 1348-6 submissions above \$150,000.

Note Regarding Customer Contact with Vendors: GSA understands that customers, prior to submitting a MILSTRIP order, may perform their own market research and contact vendors to determine feasibility of a potential order. That background information may be helpful to GSA so customers should include any research results along with their MILSTRIP document(s).

Customers should not issue requests for quotations or proposals (RFQ/RFP). To ensure its compliance with acquisition regulations, GSA needs to issue the RFQ/RFP and we don't wish to have vendors repeat work. Also, while GSA's RFQ/RFP is pending, we ask that customers have no contact with vendors. Even the appearance of such contact can delay or complicate the procurement. Please refer any and all questions to your designated GSA Contracting Officer. The CO will assist customers with any appropriate vendor communications.



Minimum Requirements for DD Form 1348-6

Doc ID [1-3] Mandatory

The Document Identifier determines the type of requisition.

The most common Doc IDs are listed below:

A0A—NSN items

A0E—Domestic shipments with exception data in "remarks"

A01—Overseas, NSN items

A02—Part Number items (includes GSA prefixes like TL1, OS3A, CP1A)

A05—Overseas, Other items with attached info or info in remarks section.

RIC [4-6] Mandatory

The Routing Identifier Code is meant to help route a requisition to the proper agency. Enter "GSA" for GSA requisitions.

M&S [7]

The M&S (Media and Status) code indicates if the requisitioner wants to receive status. A "0" indicates that no status report is needed. An "S" indicates that all (100%) activity will be provided to the activity via email (if available). If a requisition comes in via form or email and M&S is blank, GSA will enter it as a "0."

FSC [8-11]

The first four digits of the NSN, or the Federal Supply Class (FSC) associated with that particular product.

National Item Identification Number (NIIN / Part Number) [12-22]

This is where you would indicate the NIIN (National Item Identification Number), or the nine digits and dashes of the actual NSN being ordered. If you are ordering a part number item, you would leave this area blank and fill out Block 1 under "Identification Data."

Unit of Issue [23-24] Mandatory

The correct unit of issue needs to be used if an NSN is entered. This is a two letter code, such as EA (Each), BX (Box), DZ (Dozen) or GP (Group). If ordering a group of similar part number items that should be purchased and shipped together, you can indicate the appropriate FSC, list GP as the U/I and 1 for quantity. Then, in the Item Identification section, provide details regarding the items that you wish to order.

Quantity [25-29] Mandatory

This represents the quantity of the unit of issue needed. This is a five-digit code, such as 00001 or 00020.

DoDAAC [30-35] Mandatory

The DoDAAC is the Department of Defense Activity Address Code that GSA will bill against for that particular order.

Date [36-39] Mandatory

The Julian Date, or four digit date (last digit of year, followed by day of year), for when the requisition was created.

Serial [40-43] Mandatory

Number assigned by the customer, to help keep track of different items ordered under the same DoDAAC on the same Julian date. It is meant for the customer's internal control purposes, and must not be duplicated on the same date.

Supplemental Address [45-50]

The Address used if another AAC is to receive items ordered, i.e. alternate shipping address.

Signal Code [51] Mandatory

As referenced in the DoDAAC info, the Signal Code indicates to which DoDAAC the item will bill and to which DoDAAC the item will ship. The codes are as follows:

- A—Ship and Bill to DoDAAC requisitioning
- B—Ship to DoDAAC requisitioning, but bill to Supplemental DoDAAC provided
- C—Ship to DoDAAC requisitioning, but bill to the Fund Code provided (fund code must be valid for requisition to process)
- J—Ship to Supplemental DoDAAC provided, but bill to DoDAAC requisitioning
- K—Ship and bill to Supplemental DoDAAC provided
- L—Ship to Supplemental DoDAAC provided, but bill to Fund Code provided (fund code must be valid for requisition to process)

Fund Code [52-53] Mandatory

Two character code that indicates to GSA that funds are available. The fund code will come from the customer's finance office, and must be valid.

Project Code [57-59]

The Project Code is a three digit code used to assist with tracking funds or delivery locations. This must be provided to GSA if applicable to the requisition.

Priority Designator Code [60-61] Mandatory

A two-digit code (01 through 15). It is based upon a combination of factors which relate to the mission of the requisitioner and the urgency of need. It is used to provide a means of assigning relative ranking to competing demands placed upon the supply system.

Required Date of Delivery [62-64]

The Required Delivery Date (RDD) needs to be entered and be 999, 777, or 666 in order for air clearance to be requested of DOD.

Advice Code [65-66]

A two-digit code used to indicate special instructions for GSA. Advice code 2A indicates that the item is not available locally to the requisitioning DoDAAC. There are a number of Advice Codes available, please check the GSA Code Caddy or DLA Customer Handbook for more details.

Identification Data

Manufacturer's Code and Part Number [Identification Data, Block 1]

For Part Number items, information can be included in this area to notate a particular Manufacturer Part Number. If a specific brand name/part number is required, you must furnish a legitimate limited source justification IAW FAR 8.405-6 for GSA Multiple Award Schedule contract items. For open-market items, the sole source justification must be IAW FAR 6.3.

Description of Item Requested [Identification Data, Block 8] Mandatory, if NIIN [12-22] is left blank

For Part Number items, it is critical that detailed information be provided to assist in fulfilling your requirement. Include any market research conducted, product list(s) (including complete description and salient characteristics). Additional material can be attached in your submission of the DD Form 1348-6.

Requisitioner [Identification Data, Block 10] Mandatory

The requisitioner contact information (name, address, phone/email) for any questions regarding the order. A critical field if GSA has any questions regarding the order.