ENCLOSURE B - REQUIRED DATA ELEMENTS AND HELPFUL RESOURCES
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Shipments to the Department of Defense (DOD) require compliance with: (1) package or "product" marking; (2) shipping label; and (3) packing list requirements.

The data elements below are largely excerpted from Military Standard 129R (MIL-STD-129), "Department of Defense Standard Marking for Shipping and Storage".

Many data elements are found in common in all three instances. These elements support uniform and automated DOD supply systems world-wide. GSA vendor compliance directly impacts the speed and efficiency of our military forces in moving supplies.

This enclosure is not all-encompassing. The intent is to focus vendor attention to the existence and importance of data elements not commonly encountered in commercial shipping.

Bar-Coding: Per contract clause 552.211-73, Marking, your shipment to a military entity must be marked and labeled in accordance with MIL-STD-129.

Paragraph 5.5 of MIL-STD-129 states that customer direct (formerly direct vendor delivery (DVD) shipments require identification and address marking with 2D (PDF417) and linear (Code 39) bar codes.

Section 1: Package Markings and Product Markings

The following minimum identification text information shall be marked on all exterior containers, palletized unit loads, and unpacked (loose) items in the order listed:

a.NSN/NATO (National Stock Number)
b. CAGE code
c. Part number
d. Item description or nomenclature
e. Quantity and UI   (UI = Unit of Issue)
f. Contract number or purchase order number (PIIN). (Procurement Instrument Identification
   Number)
g. Military preservation method
   ("blank" unless specified in GSA contract; is not a frequent requirement)
h. Gross weight
i. Proper shipping name (PSN) and North American (NA) or United Nations (UN)
   HAZMAT identification number
j. Shelf life
k. Serial number(s)
   (GSA "Global Supply" products rarely require marking of serial numbers)
l. Hazardous materials
   (Generic reference to marking of hazardous materials is covered in multiple
    other regulations, i.e., as required by CFR / DOT)

The following identification text information shall be marked on all unit packs and intermediate containers, in the order listed.

a. NSN/NATO stock number
b. CAGE code
c. Part number
d. Item description or nomenclature
e. Quantity and UI
f. Contract number or purchase order number
g. Military preservation method and date of unit preservation
h. Shelf life
i. Serial number(s)
j. Hazardous materials

Section 2: Data Elements on Shipping Labels

Military Shipping Labels (MSL) contain some data that is commonly included on commercial labels. Some elements relate to critical customer order information that may be unfamiliar to vendors.

If vendor label compliance is high, labels support rapid bar code scanning and movement of product through the Defense Transportation System. If the vendor lacks bar coding but data is accurate, DOD personnel "hand jam" or manually locate due-in information, and the shipment moves accurately although slowly. If the vendor is practically non-compliant, shipments become frustrated and generate expensive research to identify and resolve. DOD readiness suffers.

Per the Defense Transportation Regulation-Part II, Chapter 208, Packaging and Handling, "…DoD and contractor or vendor shipping activities will apply address markings using a bar coded MSL for all cargo shipments that will enter the DTS. This includes shipments moving within the CONUS, between the CONUS and OCONUS, or conversely between OCONUS and the CONUS. Shipments originating at non-military facilities moving to or through any DTS node, to include origin, consolidation, transship, a receiving terminal, or a transportation office or supply receiving function will be considered to have "entered the DTS" and must be marked with an MSL...". As a result, apply MSL to all shipping containers. Please contact GSA if you have additional questions.

The notes below are important for all shipments but are especially important for shipments moving OCONUS and CONUS shipments moving through any DTS node:

a. Transportation Control Number (TCN) and in linear barcode:

MIL-STD-129 does not specifically "spell out" that the TCN contains the critical "requisition number" used by the customer to order the material. Consisting of the DODAAC (DOD Activity Address Code), Julian Date, and Serial Number, this is the data element allowing DOD at every handling stage to identify the order. If the vendor has not mastered showing the full TCN, providing the Requisition Number, i.e. N00189-3334-0001 on the shipping labels helps DOD identify the shipment. GSA's vendor website provides additional information on the TCN.

b. Vendor CAGE and Name & Address

c. Ship to Port Of Embarkation (POE) & Port of Debarkation (POD) (if applicable)**

d. Ultimate/Mark For Consignee Name and DODAAC and in linear barcode**

**Regarding items "c" and "d" above – Vendors should carefully review GSA purchase orders to accurately identify the Ship To and Mark For addresses. GSA provides this information in Blocks 10 and 12 of the purchase order. For CONUS shipments, there is normally one shipping address. For OCONUS orders, the GSA purchase order will identify the DOD forwarding point – typically a DLA address AND the Mark For or "ultimate consignee" who awaits the shipment.

e. Transportation Priority Code:

This data helps DOD processing personnel recognize urgent shipments. GSA includes this data in the GSA purchase order. (Transportation Priority actually refers to how requisition priorities are grouped. Example: the urgent Priorities 01-03 = Transportation Priority Group 1.) DOD deployed forces depend on GSA vendors to assure label information triggers DOD recognition to speedily move and process the shipment.

f. Required Delivery Date (RDD):

GSA Purchase Orders include the "RDD" (by which the customer expects the order to be delivered). Vendors should show this date on the label. This enables DLA and other "forwarding points" to recognize customer requirements and make necessary shipping arrangements, including via air mode to meet customer needs. The RDD is expressed as a Julian date; also by designated codes that signify urgency (i.e., "999", "777").

g. Project Code:

Please assure that this code, also included on the GSA Purchase Order, appears on the shipping label. This data element is "on par" with Priority Code to help DOD recognize shipments that need to move rapidly.

h. Ship Date

i. Weight, Cube, and Piece Number "x" of "x" Pieces and in linear barcode

Section 3: Packing Lists:

MIL-STD-129, Paragraph 5.5 (cited above to reinforce need for bar codes), refers to the use of commercial packing lists along with the standard reference to DD Form 250. MIL-STD 129 also refers to DD Form 1348 and other formats. GSA Form 1348 was used by the now-closed GSA distribution centers. Vendors will frequently observe a GSA contract requirement for use of the Form 1348, which is an effort to preserve the most complete format of information for the DOD customer. DOD packing list requirements essentially seek to preserve all ordering data i.e., all requisition data) to accompany the shipment. The DD Form 1348 literally preserves the 80-characters of requisition data to accompany the shipment in the same format used to requisition the material.

GSA Contracts usually require that a copy of the GSA purchase order be included with the shipment.

Regardless of which format (follow the specific requirement of the GSA contract) the vendor packing list should include any of the following that were included on the purchase order provided by GSA.

    a. GSA Purchase Order Number
    b. Requisition Number and Suffix (if any)
    c. National Stock Number
    d. Nomenclature
    e. Unit of Issue Quantity
    f. Supplementary DODAAC
    g. Signal Code
    h. Project Code
    i. Priority Code
    j. Mark For Data
    k. Any Hazardous Material Data Required
    l. Unit Issue Cube and Total Cube
    m. Unit issue Weight and Total Weight
    n. Any other information normally provided as a part of the Vendor's packing lists.

Section 4: Helpful Resources

You can also access other reference documents and examples of MSLs, using this link to the Strategic Partner Delivery Page on the GSA Vendor Support Center:

https://vsc.gsa.gov/administration/spd.cfm