

Date: July 30, 2020

MEMORANDUM FOR ACQUISITION CENTER PERSONNEL

FROM: JEFFREY J. THURSTON  
DIRECTOR, OFFICE OF SUPPLY CHAIN MANAGEMENT (QSD),  
OFFICE OF GENERAL SUPPLIES AND SERVICES (GSS)

DocuSigned by:  
Jeffrey J. Thurston

SUBJECT: GSS SUPPLY OPERATIONAL NOTICE (SON) SON-20-02  
PACKING LIST AND DOCUMENTATION REQUIREMENTS

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**1.1 Does SON-20-02 apply to me?**

This SON applies to all Supply Chain Management (SCM), Acquisition Management (AM), and Acquisition Operations (AO).

**1.2 Effective Date and Duration:**

This SON is effective immediately upon signature and remains effective until revised or revoked in writing.

**1.3 Background:**

This SON revises SON-19-01, titled Packing List and Documentation Requirements, dated September 16, 2019 and complements SON-17-03, dated May 2nd, 2017, titled: Packaging, Packing, Marking, Labeling, Hazmat, Formaldehyde, Emissions and other Requirements.

Packing list and documentation requirements are considered part of the marking requirements which are covered under GSAM clause 552.211-73 titled "Marking". The clause is found in all of the GSS contracts. It mandates that marking for deliveries to civil agencies to be in accordance with Federal Standard 123 and that marking for deliveries to military agencies to be in accordance with Military Standard 129. Presently, the latest revision of MIL-STD-129 is "R" and Change 2, dated September 27, 2019.

A number of our customers have encountered added expense and frustrated freight due to improper delivery marking especially for shipments involving multiple boxes via parcel post. Since some contractors are having difficulty understanding or interpreting the packing list and documentations requirements of the standard, this SON has been developed to simplify and summarize the packing list and documentation requirements of the military standard.

**1.4 Purpose:**

The purpose of this SON is to show contractors how to meet the packing list and documentation requirements stated in paragraphs 5.11, 5.5, and other subparagraph throughout the standard. Provide clarification to both GSA contracting personnel and contractors relevant to the commercial packing list and documentation. The other purpose is show how to construct and suffix a Transportation Control Number (TCN).

**1.5 Implementation:**

All contracting personnel in 1.1 must ensure that the GSAM provision/clause 552.211-73 titled "Marking" is incorporated in solicitation/contracts, in full text or by reference, and that the requirements in the attached supplemental/clarification sheets pertaining to Packing List and Documentation is communicated to them for additional details on the topic.

**Supplemental/Clarification Sheet Pertaining To Packing List and Documentation**  
**Packing List and Documentation:**

Marking, labeling, barcoding, and shipment packing list and documentation for deliveries to military agencies shall be in accordance with the latest issue of MIL-STD-129. Currently, the latest issue is revision “R” with Change 2, dated 27 September, 2019 and can be found at “quicksearch.dla.mil”. Identification, address, and barcode marking requirements are covered in paragraphs 5.1, 5.2, and 5.4; respectively. Shipment marking in a Customer Direct (formerly Direct Vendor Delivery [DVD]) environment is covered in paragraph 5.5. Packing lists and documentation is covered in paragraph 5.11. Your contract may include other packing list clauses or requirements. This SON is designed to elaborate in more detail on the packing list and documentation requirements in MIL STD 129R with Change 2. The first mention in MIL-STD-129R of a packing list in a DVD environment appears in paragraph 5.5. This paragraph requires that the issue/receipt linear bar code marking for NSN & Requisitions shall either be placed on or printed on labels affixed to either the DD Form 250/250c, or the commercial packing list (CPL) as specified in paragraph 5.5 a, b, and c. The same barcoded data are also required on the DD 1348-1A. If any of these documents are furnished, it shall be furnished in a packing list envelope as specified in 5.11.2a. Placing a packing list inside each container is recommended (not mandatory), however; placing a packing list to the outside is mandatory (see paragraph 5.11.2b). Providing an additional Packing List inside is considered a “Best Practice”, helps avoid confusion, can prevent FF, can reconcile and remediate shipments when they do frustrate, and can minimize or avoid cost to the contractor chargeable as offsets. Content lists shall be as specified in paragraph 5.11.1 of the standard.

The following two paragraphs sections titled Explanation of Packing List and Documentation Requirements for Single Item Shipment and Multiple Item Shipment should serve as a guide to contractors on how to comply with the packing list and documentation requirements of the Military Standard.

In summary, Change 2 of MIL-STD-129R required contractors to attach to the exterior container or palletized unit load of each shipment unit (SU) or SU increment, in a water resistant envelope, a copy of:

- (a) DD Form 250/250C or a Commercial Packing List (CPL),
- (b) DD Form 1348-1A,
- (c) DD Form 1384 (TCMD), and
- (d) GSA Purchase Order (PO)

Instead, this SON grants a waiver from the above requirements to allow contractor to attach to the exterior container or palletized unit load of each SU or SU increment, in a water resistant envelope, a copy of:

- (a) DD Form 250/250C, a CPL, or a DD Form 1348-1A, and
- (b) DD Form 1384 (TCMD) or a GSA PO.

# UNDERSTANDING THE PACKING LISTS AND DOCUMENTATION PER MILITARY STANDARD 129

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Sample DD Form 1348-1A

**(Found in the MIL-STD-129R w/ CHANGE 2 dated 27 May 2019, Page 89, Paragraph 5.11.2.1)**

5.11.2.1 Shipment units containing a single DD Form 1348-1A. For single line-item shipments, attach a copy of the DD Form 1348-1A to the material in shipping container No. 1 or palletized unit load No. 1. In addition, enclose at least one copy of the form in a water-resistant envelope attached to the outside of the exterior container or palletized unit load as noted in 5.11.2.

**Explanation of packing list and documentation requirements for Single Item Shipment:**

Vendor has received (1) order for 20 boxes of paper. The Purchase Order is FPN-J-12345-9F, there is one requisition associated with the PO which is W91EB8-1234-1234XXX. Vendor will ship the order complete by banding the material together or stretch wrapping the order to a skid. Vendor will also ensure that each box has a Military Shipping Label (MSL) on the box and numbered {1 of 20, 2 of 20, 3 of .....}. Then Vendor will comply with MIL-STD-129 by placing either the barcoded CPL, DD 250/250C or the DD-1348-1A. Also placing a copy of either DD 1384 (TCMD) or a copy of a GSA PO that relates to the requisition inside a water-resistant envelope as required in paragraph 5.5. Vendor then will attach the envelope to container No. 1 on the outside of the exterior container or on the palletized unit load No. 1.

**FOR THIS SHIPMENT THERE IS 1 BOX REQUIRING ITS OWN CPL, DD 1348-1A, OR DD250/250C ALONG WITH A DD 1348 (TCMD) or A GSA PO PLACED IN AN ENVELOPE THEN ATTACHED TO THE OUTSIDE OF NUMBER ONE PACKAGE..**



MSLs indicating  
1/20, 2/20, 3/20,  
.....



**Packaging envelope added onto the stretch wrap after MSLs were applied to each box above. Within the envelope will be the CPL, 250, or 1348-1A along with a 1384 or a GSA PO**

THIS CAN BE STRETCH WRAPPED TO A SKID FOR A PALLETIZED LOAD. IF THE MATERIAL IS SENT THROUGH PARCEL POST THEN THE VENDOR SHOULD SUFFIX THE 16<sup>th</sup> CHARACTER IN THE TRANSPORTATION CONTROL NUMBER (TCN) JUST IN CASE THE SHIPMENT DOES NOT ARRIVE TOGETHER.

## UNDERSTANDING PACKING LISTS AND DOCUMENTATIONS PER MIL-STD-129

1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO		
DOLLARS		CTB		WK4FV9	
06138		999912		SW3124	
05020 20		5020 20		WK4FV9	
5. DOC DATE		6. MFC		7. FRI RATE	
06138		999912		U	
8. QTY REC		11. UP		12. UNIT WEIGHT	
0		0		0.04	
13. UNIT CUBE		14. UIC		15. BL	
0.008		0		0	
16. FREIGHT CLASSIFICATION NOMENCLATURE					17. ITEM NOMENCLATURE
					LOOP, STRAP
18. TX COM1		19. NO COM1		20. TOTAL WEIGHT	
				0.00	
21. TOTAL CUBE		22. RECEIVED BY			
0.000					
23. DATE RECEIVED		24. ISSUED BY AND DATE			
/ /					
ULTIMATE CONSIGNEE /MARK FOR 223 SUPPLY SUPPORT ACTIVITY WAREHOUSE BUILDING 1054 CAMP LEJEUNE, NC 12345					

Sample DD Form 1348-1A for Straps

1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO		
DOLLARS		CTB		WK4FV9	
06138		999912		SW3124	
05020 20		5020 20		WK4FV9	
5. DOC DATE		6. MFC		7. FRI RATE	
06138		999912		U	
8. QTY REC		11. UP		12. UNIT WEIGHT	
0		0		0.04	
13. UNIT CUBE		14. UIC		15. BL	
0.008		0		0	
16. FREIGHT CLASSIFICATION NOMENCLATURE					17. ITEM NOMENCLATURE
					Stapler
18. TX COM1		19. NO COM1		20. TOTAL WEIGHT	
				0.00	
21. TOTAL CUBE		22. RECEIVED BY			
0.000					
23. DATE RECEIVED		24. ISSUED BY AND DATE			
/ /					
ULTIMATE CONSIGNEE /MARK FOR 223 SUPPLY SUPPORT ACTIVITY WAREHOUSE BUILDING 1054 CAMP LEJEUNE, NC 12345					

Sample DD Form 1348-1A For Staplers

1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO		
DOLLARS		CTB		WK4FV9	
06138		999912		SW3124	
05020 20		5020 20		WK4FV9	
5. DOC DATE		6. MFC		7. FRI RATE	
06138		999912		U	
8. QTY REC		11. UP		12. UNIT WEIGHT	
0		0		0.04	
13. UNIT CUBE		14. UIC		15. BL	
0.008		0		0	
16. FREIGHT CLASSIFICATION NOMENCLATURE					17. ITEM NOMENCLATURE
					Erasers
18. TX COM1		19. NO COM1		20. TOTAL WEIGHT	
				0.00	
21. TOTAL CUBE		22. RECEIVED BY			
0.000					
23. DATE RECEIVED		24. ISSUED BY AND DATE			
/ /					
ULTIMATE CONSIGNEE /MARK FOR 223 SUPPLY SUPPORT ACTIVITY WAREHOUSE BUILDING 1054 CAMP LEJEUNE, NC 12345					

Sample DD Form 1348-1A FOR ERASERS

**(Found in MIL-STD-129R w/ CHANGE 2 dated 27 September 2019, Page 90, Paragraph 5.11.2.2)**

5.11.2.2 Shipment unit containing multiple DD Forms 1348-1A. For multiple line item shipments, place a copy of each DD Form 1348-1A in a water-resistant envelope so the NSN identification and requisition information are visible and attach the envelope to the materiel for each **respective requisition (req.)**. When a polyethylene bag is used to group single line items for packing, the same bag shall contain the DD Form 1348-1A. At least one copy of the form, applicable to each requisition, shall also be placed in a water-resistant envelope attached to the outside of the exterior container or palletized unit load as noted in 5.11.2.

**Explanation of packing lists and documentation requirements for Multiple Item Shipment:**

Vendor has received (1) Purchase Order for 3 products. The Purchase Order is VPN-J-12345-9V, there are three requisitions associated with the PO which are WK4FV9-9140-5551XXX {LEAD REQUISITION (TCN)}, WK4FV9-9140-5552XXX and WK4FV9-9140-5553XXX. Vendor will ship the order complete by banding the material together or stretch wrapping the order to a skid. Vendor will also ensure that each box has a Military Shipping Label on the box and numbered {1 of 5, 2 of 5, 3 of .....}. If the vendor decides not to band or stretch wrap the material together and/or doesn't send the material via LTL (Less than a Truck Load) then to comply with MIL-STD-129, package the material by placing either the barcoded CPL, DD 250/250C or a DD 1348 along with a copy of either DD 1384 (TCMD) or a copy of a GSA PO that relates to each respective requisition inside of a water-resistant envelope as required in paragraph 5.5. Vendor then will attach the envelope on the outside of the exterior container/box unit load.

**EXPLAINED:**

If vendor has (5) boxes and in each box contains a portion of the order, let's help vendor package the material to ensure the material will not Frustrate at a CCP and preserve the integrity as it transits.

There are 2 boxes full of LOAD STRAPs equaling (20ea ordered), 2 boxes full of STAPLERs equaling (25ea ordered) and 1 box that has the remaining material that didn't fit into any of the other boxes which are the ERASERs equaling (15ea ordered) and the remaining STAPLERs ordered. Vendor decides to send this material via Parcel Post. Vendor should prep the shipment as follows: suffix the "16<sup>th</sup>" character of the TCN as shown below. Further suffixing instructions are found at the bottom of this document.

- Box 1 – Load Straps
  - MSLs should have the lead TCN WK4FV9-9140-5551 however this should be suffixed to read XAX. WK4FV9-9140-5551XAX.
  - On this box vendor should put in the packaging envelope the **CPL, or DD250, or the DD1348-1A** and include the DD1384 (TCMD) or the GSA PO document that relates to the respective requisition of the material inside. In this case it is the LOAD STRAPs.
  - The **CPL, or the DD250, or the DD1348-1A** should describe the LOAD STRAPs in that box ordered with that respective requisition (the Document

Number used for the LOAD STRAPs) and NSN for the LOAD STRAPs. Information to be included is the Document Number WK4FV9-9140-5551 and NSN 5430-01-123-6661.

- Box 2 – Load Straps
  - MSL should have the lead TCN WK4FV9-9140-5551 however this should be suffixed to read XBX. WK4FV9-9140-5551XBX
  - Vendor does not need to place a packaging envelope on this box.

**Note: Vendor did not have to apply another packaging envelope to the second box because the Lead TCN (Req.) relates to the order inside and the TCN is suffixed.**

- Box 3 – Staplers
  - MSLs should have the lead TCN WK4FV9-9140-5551 however this should be suffixed to read XCX. WK4FV9-9140-5551XCX
  - On this box vendor should put in the packaging envelope the **CPL, or DD250, or the DD1348-1A** and include the DD1384 (TCMD) or the GSA PO document that relates to the respective requisition of the material inside. In this case it is the STAPLERS.
  - The **CPL, or the DD250, or the DD1348-1A** should describe the STAPLERS in that box ordered with that respective requisition (the Document Number used for the STAPLERS) and NSN for the STAPLERS. Information to be included is Document Number WK4FV9-9140-5552 and NSN 5430-01-123-6662 with 10 ea.
- Box 4 – Staplers
  - MSL should have the lead TCN WK4FV9-9140-5551 however this should be suffixed to read XDX. WK4FV9-9140-5551XDX
  - On this box vendor should put in the packaging envelope the **CPL, or DD250, or the DD1348-1A** and include the DD1384 (TCMD) or the GSA PO document. However, in this packaging envelope the information should also relate to the respective requisition to the material inside. In this case it is the STAPLERS.
  - The **CPL, or the DD250, or the DD1348-1A** should describe the STAPLERS in that box ordered with that respective requisition (the Document Number used for the STAPLERS) and NSN for the STAPLERS. Information to be included is Document Number WK4FV9-9140-5552 and NSN 5430-01-123-6662 with 10 ea.
- Box 5 – Erasers & Staplers
  - MSL should have the lead TCN WK4FV9-9140-5551 however this should be suffixed to read XEX. WK4FV9-9140-5551XEX
  - On this box vendor should put in the packaging envelope the **CPL, or DD250, or the DD1348-1A** and include the 1384 (TCMD) or the GSA PO document that relates to the respective requisition of the material inside. In this case it is the STAPLERS and ERASERS.
  - This **CPL, or DD250, or DD1348-1A** should have (2) documents {or 2 annotations on one document} describing the STAPLERS and ERASERS in that box with their respective requisition (the Document Number used for the

STAPLERS and the ERASERS) and the NSNs that correlate. Information to be included: Stapler - Document Number WK4FV9-9140-5552 and NSN 5430-01-123-5552 with 5 ea. Eraser - Document Number WK4FV9-9140-5553 and NSN 5430-01-123-6663 with 15 ea.

**BE SURE TO ACCURATELY IDENTIFY THE “UNIT OF ISSUE” AS ORDERED!!**  
**“MSLs using the Lead TCN (req.) should remain consistent on each MSL for that shipment” with the exception of the suffixing! The purpose of the example is to understand how to apply the CPL, or the DD250, or the DD1348-1A and 1384 (TCMD) or GSA PO documents to your shipments.**

**FOR THIS SHIPMENT THERE ARE 5 BOXES EACH REQUIRING ITS OWN CPL, DD 1348-1A, OR DD250/250C ALONG WITH DD 1348 (TCMD) or A GSA PO PLACED IN AN ENVELOPE THEN ATTACHED TO THE OUTSIDE OF THE RESPECTIVE REQUISITION" THIS WILL ALLOW ALL HANDLERS TO KNOW THAT THERE ARE 5 BOXES ASSOCIATED WITH THIS PARTICULAR SHIPMENT AND MAINTAINS ITS CONTINUITY**

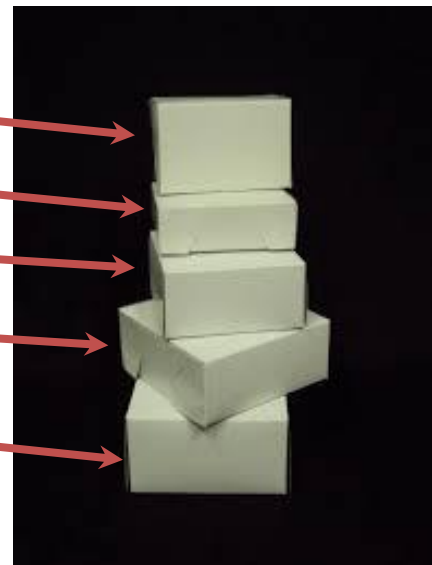
Load Straps - WK4FV9-9140-5551X**A**X

Load Straps - WK4FV9-9140-5551X**B**X

Staplers - WK4FV9-9140-5551X**C**X

Staplers - WK4FV9-9140-5551X**D**X

Erasers & Staplers - WK4FV9-9140-5551X**E**X



Note that the document used should have all necessary information. What is being described here is the use of the Document Number to correlate with the NSN.

If the material is waiting for pickup like in the picture below or above then the vendor should package according to this document. This document is not a change in the requirements. This should serve as a guide to understanding packing lists and documentation requirements per Mil-Std-129 which is also guided by the Defense Transportation Regulation (DTR). We have highlighted some important parts that may help understanding the documents.





**Found in the DTR– Part II****Cargo Movement - Jun 28 2016, Section Part M, Page II-L-10 - II-L-11****M. PARTIAL AND SPLIT SHIPMENT UNIT INCREMENTS**

1. The partial and split shipment codes indicate whether or not a shipment unit is separated into increments and, if separated, identify the specific increments. Cargo identified by DI TU\_, as assemblies or sets, which must move together in a shipment unit are not divided into partial or split shipments. The partial and split shipment codes are required to ensure a 17 character TCN is not duplicated. While the same letter codes are used for both partial and split shipment entries, the partial shipment entry (position 16, rp 45) is made by the shipper and the split shipment entry (position 17, rp 46) is made by the transshipper. The only time a shipper makes a split shipment entry is for shipments of vehicles with detached component parts as explained in this Paragraph. The assignment of partial and split shipment codes differ for surface and air shipments as explained in subparagraphs a and b below.

a. Assignment of partial and split shipment codes for surface movement (TCN positions 16 and 17, rp 45 and 46).

(1) General. The partial and split shipment codes for surface cargo provide a method to document separate increments of shipment units.

(2) Surface Partial Shipment Codes (TCN position 16, rp 45).

(a) When assigning a TCN to surface cargo, the shipper selects a partial shipment code from Paragraph M.1.a.(4), for each increment of the shipment unit moved on a separate conveyance. The shipper enters the selected partial shipment code in position 16 (rp 45) of the TCN and enters the letter “X” in position 17 (rp 46), except as indicated in Paragraph M.1 for detached component parts of vehicles.

(b) Partial shipment codes used for surface shipments; see examples in Paragraph M.1.a (5) (I and O are omitted and X is used only for shipments which have not been separated into partials).

<u>Code</u>	Shipment Increment
X	Entire shipment unit moved together
A	1st increment of a partial or split shipment
B	2nd
C	3rd
D	4th
E	5th
F	6th
G	7th

H	8th
J	9th
K	10th
L	11th
M	12th
N	13th
P	14th
Q	15th
R	16th
S	17th
T	18th
U	19th
V	20th
W	21st
Y	22nd
Z	23 <sup>rd</sup> increment of a partial or split shipment