

NROTC Unit Supply Binder - 3-32

Date: August 2025

SUBJECT: Use of DD Form 1149 for Unit Level Shipping of Urinalysis Samples

1. PURPOSE:

To inform NROTC Supply Technicians of the process for completing the DD Form 1149 to fund and execute Unit Level shipping requirements via the NKAU TAC Code.

2. OVERVIEW:

The DD Form 1149, "Requisition and Invoice/Shipping Document," is a Department of Defense (DoD) form used to document the requisition, invoice, and shipment of materials and services between DoD parties and contractors. It serves as a record of transactions related to materials, supplies, and services, including requests, receipts, and shipments.

At the Unit Level, the DD Form 1149 can be used with the NKAU TAC Code to ship items from the Unit to other Government entities, including NSTC and the Urinalysis Sample Testing Lab.

3. ACTION REQUIRED:

NROTC Unit Supply Technicians should follow the procedures below to properly process and execute shipping to the Urinalysis Sample Testing Lab utilizing the DD Form 1149 and the NKAU TAC Code.

4. Process for Shipping Samples:

IMPORTANT: If any Personally Identifiable Information (PII) is included, the hardcopy and electronic versions of the form *MUST* be properly protected in accordance with standard PII handling policies and regulations.

- **Step 1: DD-1149 Creation:** The Unit will complete a DD-1149 with the Unit address as the pickup location. Include the phone number and email address of the Point of Contact (POC).
- **Step 2: Submission to NAVSUP Transportation:** The Unit will submit the completed DD-1149 to the appropriate NAVSUP Transportation Office via email. The current POC's are listed below.
 - LUNC NAVSUP Regional Transportation Office West (San Diego) - PMO-SD_ALLHANDS@NAVY.MIL
 - GLNT - NAVSTA GLAKES Transportation Office - cynthia.m.soens.civ@us.navy.mil

- BGNZ – NAVSUP Norfolk - edwin.n.kangea.civ@us.navy.mil
- HBNL – JRB Ft Worth - Leslie.watkins.civ@us.navy.mil

- **Step 3: Cost Estimate:** NAVSUP will estimate the cost of shipping and return the estimate to the unit.
- **Step 4: Funds Approval:** The unit will annotate the cost on the DD-1149 and submit it to NSTC N8 for funds approval.
- **Step 5: Shipping Label Generation:** NAVSUP will generate a shipping label and send it to the Unit.
- **Step 6: Pickup Coordination & Record Keeping:** The Unit will coordinate pickup with the shipper and retain a completed DD Form 1149 on file.

NOTE: The Unit is required to ensure compliance with all requirements for shipping urinalysis program coordinator (UPC) samples as outlined by the Urinalysis Program and the Program Coordinator.

5. Filling Out the DD Form 1149:

Ensure all required blocks of the DD Form 1149 are filled out and completed prior to routing for signature and execution. This document *MUST* be accurate to properly utilize the TAC Code.

- **Block 1 (FROM):** The address of the sending entity. Include the completed address, DODAAC, Phone Number, and name of the POC who is sending the item(s).
- **Block 2 (TO):** The address of the receiving entity. Include the completed address, DODAAC, Phone Number, and name of the POC who is receiving the item(s).
- **Block 3 (SHIP TO – MARK FOR):** Similar to Block 2. You can include other amplifying information such as additional email addresses or POC information.
- **Block 4 (Appropriations Data):** The TAC Code being used to fund the document. Use “TAC: NKAU”.
- **Block 5 (Requisition Date):** The date the Requisition is created.
- **Block 6 (Requisition Number):** A self-generated number consisting of the DODAAC, the Julian Date, and a 4-digit serial number locally created. The Julian Date will be the date of the document creation. *Example: N0021050800001*
- **Block 7 (Date Material Required):** N/A.

- **Block 8 (Priority):** This will always be “15”.
- **Block 9 (Authority or Purpose):** What is the purpose of this DD Form 1149? What is it used to do?
- **Block 10 (Signature):** Electronic signature of the Commanding Officer / Head of Activity (HA) authorizing the use of the DD Form 1149.
- **Block 11a/11b (Voucher Number and Date):** N/A.
- **Block 12 (Date Shipped):** Date the item(s) were shipped.
- **Block 13 (Mode of Shipment):** What method was used to ship the item(s). This is typically “GROUND”.
- **Block 14 (Bill of Lading Number):** N/A.
- **Block 15 (Air Movement Designator or Port Reference No.):** N/A.
- **Item No.(a):** The item number for each item to be shipped using the DD Form 1149. *Example: 1, 2, 3, etc.* The second page of the document can be used for additional items.
- **Federal Stock Number, Description, and Coding of Material and/or Services:** A description of each line item to be shipped. Include Noun Name, Stock / Serial numbers, NSNs if applicable. Be sure to include any statements to indicate as to whether the shipment contains any classified, confidential, or controlled material (refer to Urinalysis Coordinator for specifics). Also, include the statement “**Sign and Return to** _____” followed by the email address of the Unit Supply Technician. The second page of the document can be used for additional items.
- **Blocks (c) – (i):** Fill out all required information. Block (i) will auto-sum based on the information from Block (h). This will also auto-populate the date in “Sheet Total”.
- **Blocks 16-20:** N/A.

[illegible]

7. Completed DD Form 1149:

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50							
REQUISITION AND INVOICE/SHIPPING DOCUMENT									
1. FROM: (Include ZIP Code) NSTC N6 RIS Team Code N61A 320A Dewey Ave Bldg 3 Room B103 [PHONE# 847-505-8537] Great Lakes, IL 60088-2911 POC Marco Mata UIC: N00210		5. REQUISITION DATE 20250321	6. REQUISITION NUMBER N0021050800001						
2. TO: (Include ZIP Code) COMMANDING OFFICER NROTC UNIT UIC N63224 UNIVERSITY OF WISCONSIN - MADISON NROTC ATTN: RICHARD TROWBRIDGE 1610 UNIVERSITY AVENUE MADISON, WI 53726-4086		7. DATE MATERIAL REQUIRED (YYYYMMDD)	8. PRIORITY 15						
3. SHIP TO - MARK FOR COMMANDING OFFICER NROTC UNIT UIC N63224 PH: 608-262-3794 UNIVERSITY OF WISCONSIN - MADISON NROTC ATTN: RICHARD TROWBRIDGE and/or GySgt Joshua Alvis 1610 UNIVERSITY AVENUE MADISON, WI 53726-4086 POC: GySgt Joshua Alvis - jalvis@wisc.edu or joshua.w.alvis.mil@us.navy.mil		9. AUTHORITY OR PURPOSE TRANSFER TO NROTC UNIT							
4. APPROPRIATIONS DATA TAC: NKCD		10. SIGNATURE LONGJERRY.EDW ARD.1149216975 Digitally signed by LONGJERRY.EDW.1149216975 Date: 2025.03.21 10:11:04 -05'00'							
		11a. VOUCHER NUMBER & DATE (YYYYMMDD)							
		12. DATE SHIPPED (YYYYMMDD)	b.						
		13. MODE OF SHIPMENT GROUND	14. BILL OF LADING NUMBER						
		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
		AMOUNT \$ 6.27							
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON. TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	
1	Misc. Backpack: Dell	EA	1	EA	BX		\$33.55	\$33.55	
2	DELL PRECISION 3581: QTY. 1 (1) 00210S8427 / 649BCX3 -----AND NOTHING FOLLOWS----- Material does not contain classified, confidential, or controlled material. WATT Hours: 97 Received by: Sign and return a e-mailed copy to: NSTC_N6_RIS@us.navy.mil	EA	1	EA	BX	1	\$1,616.55	\$1,616.55	
								\$0.00	
								\$0.00	
								\$0.00	
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO		17. SPECIAL HANDLING							
18. ISSUED BY	TOTAL CON. TAINERS	TYPE CON. TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
PACKED BY						POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
			TOTAL						

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE. Adobe Designer 9.0

Figure 7.1. Completed DD 1149 example.

In conclusion, this document provides NROTC Unit Supply Technicians with a standardized process for utilizing the DD Form 1149 and the NKAU TAC Code to ship urinalysis samples to the testing lab. Adherence to these procedures, including proper completion of the form and compliance with PII handling policies, will ensure the timely and secure shipment of samples while remaining in accordance with all applicable regulations and requirements.

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