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 NKAW 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 NKAW 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 NKAW 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: NKAW".
- **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.

#### 6. Demo DD Form 1149:

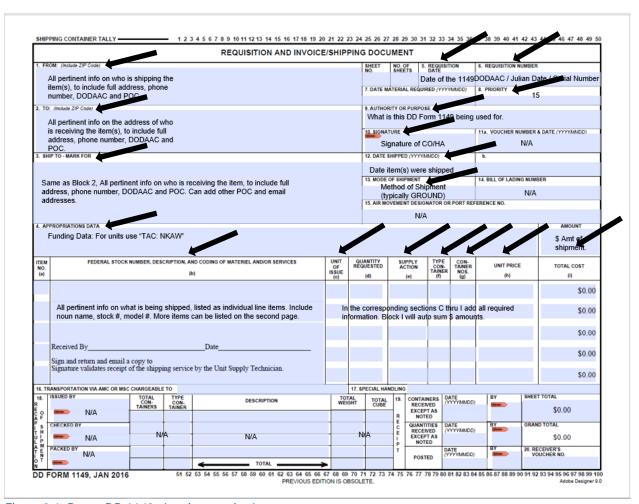


Figure 6.1. Demo DD 1149 showing required areas.

# 7. Completed DD Form 1149:

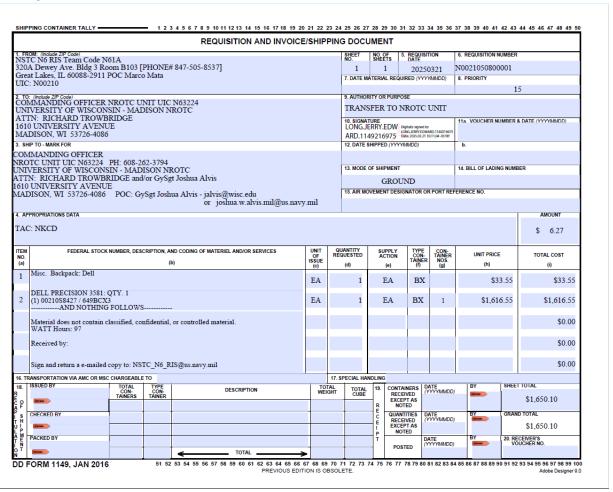


Figure 7.1. Completed DD 1149 example.

In conclusion, this document provides NROTC Unit Supply Technicians with a standardized process for utilizing the DD Form 1149 and the NKAW 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.

# **Points of Contact:**

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