

**THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL  
JSP 886**

**VOLUME 2  
INVENTORY MANAGEMENT**

**PART 312  
MILITARY STANDARD REQUISITION  
AND ISSUE PROCEDURE  
(Formerly JSP 886, Volume 13, Leaflet MM 27/2)**

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List of Contents:

**SECTION 1 - MM 27/2 - MILITARY STANDARD REQUISITION AND ISSUE  
PROCEDURE**

Introduction

Types of Requisitions

Raising Of Requisition

US Services Priority System

Determining the Priority Designator for a Requisition

Force/Activity Designator (FAD)

Urgency of Need Designator (UND)

The Misuse of Priority Designators

Mission Capability Procedure

Advice Codes

Changes to Requisitions

MILSTRIP REQUISITION (DD FORM 1348M) - 'IN COUNTRY CODES' IN COLUMN 33

TABLE OF AMERICAN SERVICE PRIORITY CODES ( Figure 2-1)

MILSTRIP REQUISITION (DD FORM 1348M) MEANING OF ADVICE CODES COLUMNS 65-66

ANNEX A - MM 27-2 - FMS PRICE & AVAILABILITY CHECK

USFO Contact Telephone Numbers

## **SECTION 1 - MM 27/2 - MILITARY STANDARD REQUISITION AND ISSUE PROCEDURE**

### **INTRODUCTION**

1. The Military Standard Requisition and Issue Procedure (MILSTRIP) is the procedure used by the US Services and FMS customers to demand items procured by the US Department of Defence (DoD). A MILSTRIP requisition is created by the Automated MILSTRIP Progression System (AMPS) from the data input by the user and the fixed data held within the system. The AMPS is managed by BDM (AIR), Platform Support Team (PST) at RAF Wyton ext 3643. This leaflet describes the various types of MILSTRIP requisitions and provides detailed instructions on how they should be raised.

### **TYPES OF REQUISITIONS**

2. There are 2 basic types of MILSTRIP requisition:

a. **Document Identifier A01.** This is a requisition for a National Stock Number item in current supply. The requisition is raised in an 80 column format taken from completed MILSTRIP input. Annex A describes the purpose of the various fields of the MILSTRIP 80 column format and provides details of those fields required to complete the MILSTRIP. Appendix 1 to Annex A provides instructions for raising a requisition by electronic transfer, together with the additional information required to input the record to AMPS.

b. **Document Identifier A05.** This is a requisition for a National Stock or Part Numbered item, where information is required which is in excess of the limitations of the A01 requisition input format. The requirement should be forwarded on the standard 80 column format, using the remarks field for the additional information, to the appropriate PST, US Field Office (USFO) where it is sourced and, if available, input directly onto the relevant computer system before loading onto AMPS. In this particular situation a phone call to USFO prior to transmission is required. If the requirement is available, USFO staff will advise the Item Manager (IM) accordingly.

### **RAISING OF REQUISITION**

3. If equipment is required through the FMS program a Price & Availability (P&A) request may be placed through the appropriate USFO either by email (preferred) or fax. This will give an indication of what stocks may be held by the USG and at what price they may be obtained. The result will be only accurate at the time of enquiry. The proforma that is to be used for this is shown in annex A. An A01 MILSTRIP is input onto AMPS by the appropriate IPT. An A05 MILSTRIP or when AMPS is offline the IPT should be Contact the USFO for a MILSTRIP requisition serial number to avoid duplication with other IPT's MILSTRIPs. They should complete the proforma and email it with the expedite to the relevant USFO for future update onto AMPS and manual input onto the appropriate US Service system.

4. On receipt of the MILSTRIP the following action is to be taken by USFO staff.

a. **Requisition Received by MILSTRIP.** The Output is checked by USFO staff to ensure that all details are correct. After input the original copy is returned to the IPT.

- b. **Advice of MILSTRIP Requisition Action.** Advice of MILSTRIP requisition action against all requisitions for direct delivery is to be sent to the originating unit, on request by fax or email message.
- c. **Data Input.** Data from the MILSTRIP will input into AMPS.
- d. **Message Transmission.** A daily transmission of requisition messages to US DoD and the DSDA Depot Computer System (DCS) using a communication link (DAMES). Where these links are not available transmit priority 02 MILSTRIP's by fax or email to the appropriate USFO for direct input, as at Paragraph 2b.

## **US SERVICES PRIORITY SYSTEM**

5. The processing of requisitions and issue, handling, and transportation of material throughout the DoD is governed by the Uniform Material Movement and Issue Priority System (UMMIPS). The requisitioner is to align the priority of requirement as denoted by the Standard Priority Code, as listed in the Standard Priority System, with codes available for use under the UMMIPS procedures (see Paragraph 10)

## **DETERMINING THE PRIORITY DESIGNATOR FOR A REQUISITION**

6. An FMS customer is limited in the priority numbers that can be assigned to their requisitions. The priority designator for a requisition is obtained from a chart provided in the UMMIPS instructions. The priority designator is based on two elements: the Force/Activity Designator (FAD) and the Urgency of Need Designator (UND). Figure 2-1 gives an example of how to use the UMMIPS chart to assign a priority designator to a requisition. Figure 2-1 shows the appropriate priority designator for a routine stock replenishment requisition for a country which has been assigned FAD IV.

### **FORCE/ACTIVITY DESIGNATOR (FAD)**

7. The FAD indicates the military importance of the activity that is to receive the material. The FAD is a Roman numeral: I, II, III, IV, or V. Normally the U.S. Joint Chiefs of Staff assign a FAD to a customer's country. This FAD usually applies to all requisitions prepared by that country. Under special conditions, a different FAD may be assigned to a specific military service, for example, US Army, US Navy, or US Air Force, of a customer's country or to a particular FMS case.

### **URGENCY OF NEED DESIGNATOR (UND)**

8. The UND indicates how urgently the receiving activity needs the material being requisitioned. The UND can be: A, B, or C. The requisition originator determines the UND to be assigned according to the rules described in the UMMIPS instructions. UND "A" normally indicates an extremely urgent requirement; UND "B" indicates a less urgent requirement and UND "C" indicates a routine requirement.

## **THE MISUSE OF PRIORITY DESIGNATORS**

9. The requisition originator is responsible for assigning correct priority designators. UMMIPS rules must be carefully followed. Before submitting a requisition, the priority designator should be carefully reviewed. This review should ensure that the authorized FAD and the actual urgency of need support the priority designator assigned

## **MISSION CAPABILITY PROCEDURE**

10. Units operating weapon systems supported by a Cooperative Logistic Supply Support Arrangement (CLSSA) case are eligible to participate in the US services Mission Capability (MICAP) procedure which is used to expedite operationally essential requirements. This procedure is detailed in JSP 886, Vol 4 Part 321 (UG 7/1).

## **ADVICE CODES**

11. Advice Codes provide coded instructions by the Support Authority (SA) to the supply sources when such data is considered essential. The life of a MILSTRIP requisition is indefinite except when the customer uses advice code '2J' -'Fill the requisition if there is stock or Kill if there is nil stock'.

## **CHANGES TO REQUISITIONS**

12. Provided that the procurement process has not gone beyond the stage of ready for issue, MILSTRIP requisitions may be changed in the following ways using inputs called 'modifiers':

- a. Change of priority.
- b. Total cancellation.

13. When considering cancellation, it should be noted that whilst a MILSTRIP requisition may not have reached the 'ready for issue' stage the US DoD may have committed itself on the MOD's behalf. Consequently, cancellation costs may be attributable to the MILSTRIP. Advice on any likely costs should be sought from appropriate USFO. There is currently no provision for amending quantity, item identity or consignee, the only way these amendments can be effected would be by cancellation and re-requisition.

## **MILSTRIP REQUISITION (DD FORM 1348M) - 'IN COUNTRY CODES' IN COLUMN 33**

14. The 'In Country Codes' in Column 33 of DD Form 1348M when read in conjunction with the service code in Column 45 serves to identify the consignee. The Code for the Army in Column 45 is B, RAF is D and RN is P.

15. The current list of 'In Country Codes' can be found on the following Web Site:

<https://www.daas.dla.mil/daasing>

**TABLE OF AMERICAN SERVICE PRIORITY CODES ( FIGURE 2-1)**

URGENCY OF NEED	FORCE ACTIVITY				
	I	II	III	IV	V
	REQN PRIORITY				
<b>DESIGNATOR A</b> Required for immediate end-use and without which the Force/Activity is unable to perform assigned operational mission or meet contract commitment.	01	02	03	07	08
<b>DESIGNATOR B</b> Required for immediate end-use and without which the capability of the Force/Activity to perform assigned mission or to meet contract commitment is	04	05	06	09	10
<b>DESIGNATOR C</b> Required for on-scheduled repair/maintenance/manufacture of all equipment for long range projects programs, or for routine stock replenishment/depot redistribution.	11	12	13	14	15

**MILSTRIP REQUISITION (DD FORM 1348M) MEANING OF ADVICE CODES COLUMNS 65-66****16. Columns 65 66:**

- 2 A Item is not obtained through manufacture, fabrication or procurement.
- 2 B Requested item only will suffice. Do not substitute/interchange. Also applies to 'obsolete'/inactive items previously rejected with status code 'CJ'.
- 2 C Do not back-order. Reject unfilled quantity not available to meet delivery date. Suitable substitute acceptable.
- 2 D Supply exact quantity requested; Any increase to quantity will only be accepted if the value does not increase by more than \$5.00, and is bought about by an increase to the PPQ.
- 2 E Free issue. Stock list or other publications offer this material without cost. (To be used with Signal Codes 'D' or 'M' on inter-service requisitions).
- 2 F Item known to be coded 'obsolete' but still required for immediate use. Service coordinated/approved substitute may be acceptable. If unable to supply, reject requisition with status 'CJ'
- Multiple use:
- Ship new stocks having new appearance;
  - Strategic mission requires latest model and configuration (for electronic tubes).
  - Strategic mission requires newest stock (for photographic film or for aerial requirements for ammunition devices or cartridges).
  - Anticipated usage requires latest expiration dates only (for biological).
- 2 H Special textile requirement for use in airborne operations, where personnel safety is involved.

- 2 J Do not substitute or back order any unfilled quantities. 'FILL or KILL'.  
Item being requisitioned from Continental United States (CONUS) pursuant to the
- 2 K balance or payments programme. (To be used only by CONUS (overseas requisitioners).
- 2 L Resubmitted. Previous requisition rejected as suspect or excess quantity. Although quantity requested appears excessive, requirement is confirmed as valid.
- 2 N Item required in one continuous length as expressed in cols 25-29 and unit of issue in cols 23-24. No other configuration or multiples of the unit pack are acceptable.
- 2 T Deliver to the ultimate consignee by the Required Delivery Date (RDD) or cancel requirement.
- 2 1 Combination of advice codes 2L and 2T.
- 2 2 Combination of advice codes 2C and 2L.
- 2 3 Combination of advice codes 2L and 2G.
- 2 4 Combination of advice codes 2B and 2G.
- 2 5 Combination of advice codes 2A and 2F.
- 2 6 Combination of advice codes 2B and 2L.
- 2 7 Combination of advice codes 2D and 2L.
- 2 8 Combination of advice codes 2N and 2L.
- 2 9 Combination of advice codes 2D and 2G.
- 3 B Item being requisitioned is a commercial type item. Unable to obtain item from commercial sources. Request quantity be supplied against FMS case shown in card columns 48-50.
- 3 Q Only item requested will suffice. Do not substitute or interchange. Condition E stock will be accepted in a usable condition (ammunition stock only).
- 3 V Deliver to ultimate consignee by the Required Delivery Date quoted.
- 3 W Supply exact quantity quoted. Do not adjust to reflect PPQs. Condition E stock will be accepted in a usable condition (ammunition stock only).
- 3 X Condition E stock acceptable (ammunition stock only).
- 3 1 Combination of advice codes 2J and 2G.
- 3 2 Combination of 2C and 2T.
- 3 3 Combination of 2L and 2J.
- 3 4 Only item requested will suffice. Do not substitute or interchange. Item required in the one continuous length expressed in cols 25-29 and unit issue in Cols 23-24. No other configuration or multiple of the unit pack is acceptable.

## **ANNEX A - MM 27-2 - FMS PRICE & AVAILABILITY CHECK**

	<b><u>IPT REQUIREMENT</u></b>	<b><u>USFO RESPONSE</u></b>
NSN		Stock Available:
PART NUMBER		Price:
DESCRIPTION		Unit of Issue:
QTY REQUIRED		AAC:
RDD		Advice Code:
COMMERCIAL COST		Remarks:
LAST COMMERCIAL PURCHASE DATE		
COG CODE (US NAVY ONLY)		
NSN		Stock Available:
PART NUMBER		Price:
DESCRIPTION		Unit of Issue:
QTY REQUIRED		AAC:
RDD		Advice Code:
COMMERCIAL COST		Remarks:
LAST COMMERCIAL PURCHASE DATE		
COG CODE (US NAVY ONLY)		

IPT Contact Name		
Contact No	Tel:	Fax:
Date		
Additional Comments		

### **USFO CONTACT TELEPHONE NUMBERS**

<b>US Military Dept</b>	<b>PST US Field Office</b>	<b>Telephone Number</b>	<b>Fax Number</b>
US Air Force	USFO	001 937 257 3400	001 937 257 7824
US Navy	USFO2	001 215 697 2157	001 215 697 1250
US Army	USFO3	001 717 770 4420	001 717 770 4421