

Acquisition Policy on
Facilitating Vendor Shipments in the DoD Organic Distribution System

Business Rules

For vendor shipments entering the DoD organic distribution system, which includes organic transportation provided by the United States Transportation Command; military department-operated ocean and aerial ports and facilities; defense consolidation and containerization facilities; and Defense distribution centers, vendors must:

1. Adhere to military standard documentation and marking in accordance with MIL-STD-129, *Department of Defense Standard Practice Military Marking for Shipment and Storage*, to include but not limited to Military Shipping Label and bar-coding requirements. MIL-STD-129 may be accessed by clicking "quick search" at <http://assist.daps.dla.mil/online>.
2. In addition to the "ship to" address, include a "mark for" in-the-clear delivery address which includes ultimate consignee's name, organization, unit/departmental name, office symbol, building number, room number, street address, city, state, country code designation, and consignee's DoD Activity Address Code (DODAAC). For shipments moving to overseas locations and for mobile deployable units, the in-the-clear address must also include the host country geographic address (if available) and APO/FPO address
3. Include Transportation Control Number (TCN), Transportation Account Code (TAC), transportation priority, piece count (i.e. number of outer boxes), and required delivery date when available
4. Ensure that packages include a packing slip located in plastic pouch on the outside of the package to eliminate need to open boxes for shipment content identification
5. Appropriately package items to arrive safely in good condition at specified destination
6. During contingency operations, ensure that packages include hard copies of Material Safety Data Sheets for all hazardous materiel secured inside the packing slip
7. Appropriately package hazardous materials to comply with applicable modal requirements and arrive safely in good condition at specified destination
8. Provide in-transit visibility at the time the shipment is initiated (this is required whether or not the shipment is known to be entering the DoD organic distribution system). To simplify vendor compliance with this requirement, Military Departments and Defense Agencies are encouraged to implement automated tools such as the Navy's SMART Transportation Solution (STS) or the DLA's Distribution Planning and Management System (DPMS)

Attachment