

THE DD FORM 1149 FACT OR FICTION

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

DD FORM 1149 (Rev. 04-01-2000)
GPO: 2000-0-000-00000-0

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Directorate for Management Operations and Reporting (0704-0188), Washington, DC 20301-4018. Do not send comments on this collection of information to Washington Headquarters Service, GPO, Washington, DC 20540-0001.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

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|-------------------------|--|---|--------------------|---------------------|-----------------------|
| 1. FROM (YOUR ZIP CODE) | | 3. SHEET NO. | 4. REQUISITION NO. | 5. REQUISITION DATE | 6. REQUISITION NUMBER |
| 7. TO (YOUR ZIP CODE) | | 8. DATE MATERIAL REQUIRED (YYYYMMDD) | | 9. PRIORITY | |
| 10. SUPPLY POINT | | 11. AGENCY OR OFFICE | | | |
| 12. SUPPLY POINT | | 13. QUANTITY | | | |
| 14. SUPPLY POINT | | 15. UNIT NUMBER & DATE (YYYYMMDD) | | | |
| 16. SUPPLY POINT | | 17. DATE OF ORDER | | | |
| 18. SUPPLY POINT | | 19. MOVEMENT DESIGNATOR OR PORT REFERENCE | | | |
| 20. SUPPLY POINT | | 21. AGENCY | | | |

| ITEM NO. | FEDERAL STOCK NUMBER, DESIGNATION, OR NAME OF MATERIAL AND/OR SERVICES | QUANTITY REQUESTED | SUPPLY POINT | UNIT PRICE | TOTAL COST |
|----------|--|--------------------|--------------|------------|------------|
| | | | | | 0.00 |
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| 22. TRANSPORTATION VIA AIR OR SEA CHARGEABLE TO: | | 23. SPECIAL HANDLING | |
| 24. ISSUED BY | TOTAL QUANTITY | 25. COMPANIES | 26. DATE (YYYYMMDD) |
| 27. CHECKED BY | TYPE | 28. QUANTITIES | 29. DATE (YYYYMMDD) |
| 30. RECEIVED BY | NUMBER | 31. QUANTITIES | 32. DATE (YYYYMMDD) |
| 33. RECEIVED BY | EXCEPT AS NOTED | 34. QUANTITIES | 35. DATE (YYYYMMDD) |
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| 95. RECEIVED BY | EXCEPT AS NOTED | 95. QUANTITIES | 96. DATE (YYYYMMDD) |
| 97. RECEIVED BY | EXCEPT AS NOTED | 97. QUANTITIES | 98. DATE (YYYYMMDD) |
| 99. RECEIVED BY | EXCEPT AS NOTED | 99. QUANTITIES | 100. DATE (YYYYMMDD) |

DD FORM 1149, JUL 2006
PREVIOUS EDITION IS OBSOLETE

Edward Winters, CPPM CF
June 14, 2010

I've worked in Property Management for 35 years and during that time I have prepared more DD Form 1149's than I care to admit. After all that time it amazes me that there are still so many questions regarding this simple form. Is it contractually required? What information is required? Where do I find information regarding the form? Who can use it? The questions just seem to go on and on. There have been several workshops on this subject over the years and I have attended several. However I have found that the information provided in many cases is not entirely accurate. It is for that purpose that I have prepared my presentation for the 2010 NPMA National Education Seminar.

During the presentation and within this paper I plan to answer several questions. Like the investigations performed for LDD reports I plan to address the who, what, where, when and how questions regarding the 1149. More specifically:

Who uses the form?

What information is required?

Where can you find information?

When is the form used?

Why use the form?

One would think that these are self explanatory but as you will see this may not be the case.

Before I address the answers to those questions I thought I would provide some history on the DD Form 1149 itself and answer that age old question once and for all.

IS THE DD FORM 1149 CONTRACTUALLY REQUIRED?

History of the DD Form 1149

As I indicated earlier I have been using this form for 35 years. From the time I started with Fairchild Republic in 1975 as an inventory analyst I used the 1149 for shipments and transfers of government property. In the 1970's the 1149 was a multi-part form and as I recall there were some instructions on the back that provided guidance as to what information was needed in each box. When I started this presentation I thought it would be interesting to do a little research and determine exactly when the 1149 was created. Now living in a small town of 13,000 which is the middle of nowhere I did not have the option of using reference materials from a large library so my only alternative was the internet and some help from other property professionals.

My first step was to perform Google searches on DD1149 history, instructions, guidelines, forms, etc., etc., etc. These queries provided in excess of 32,000 hits most of which contained useless information. I did find sites with PDF copies of 1149's, references to Ask the Professor and references to Appendix E of the DOD 4161.2-M Manual which provides guidance on the preparation of the 1149 which I'll address later. Unfortunately I did not find any information what-so-ever on the history of the form.

One interesting piece of information that I did find was a completed copy of a DD1149 dated December 19, 1957 that was used for the sale and transfer of title for a rifle from Letterkenny Ordnance Depot in Schenectady New York to an individual whose name was blocked out. If you look at the form it is very similar to the DD1149 we use today.

LETTERKENNY ORDNANCE DEPOT, CHAMBERSBURG, PENNA.
 SHIP FROM SCHENECTADY GENERAL DEPOT, SCHENECTADY, N.Y.

REQUISITION AND INVOICE / SHIPPING DOCUMENT (FORM 1)

36-005- GS 30697-58
 PURCHASE ORDER # 95837

ASAP
 19 DEC 57 U 205039

24 DEC 57 RAILWAY EXPRESS
 10-55-72

| STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES | QUANTITY REQUESTED | SUPPLY ACTION | UNIT PRICE | TOTAL COST |
|--|--------------------|---------------|--------------------|------------|
| DOLLARS | CENTS | DOLLARS | CENTS | YEARS |
| 4801 1005-674-1518 RIFLE U S CAL 30 M1903A3 UNS 6 BOX # 1669 SERIAL # REM 3599808 | EA CTN | 1 | 15 00 | 15 00 |
| | | | PACKING & HANDLING | 4 50 |
| GRAND TOTAL | | | | 19 50 |

THIS DOCUMENT CONSTITUTES A BILL OF SALE AND IS EVIDENCE OF LAWFUL TRANSFER OF TITLE FROM THE GOVERNMENT OF THE UNITED STATES OF 1 EACH RIFLE U S CAL. 30 M1903A3 TO PERSON WHOSE NAME APPEARS ABOVE. LACK OF SUFFICIENT EVIDENCE OF TRANSFER OF TITLE COULD RESULT IN CONFISCATION OF RIFLE DESCRIBED ABOVE UNDER PROVISIONS OF RS USC 10-131T. RECORD OF THIS SALE IS RECORDED AT THE MAJOR ITEM SUPPLY MANAGEMENT AGENCY, CHAMBERSBURG, PENNA., IN THE EVENT OF LOSS OR ANY OTHER DISPOSITION THE C.O. MAJOR ITEM SUPPLY MANAGEMENT AGENCY, ATTN-ORDSM-WY SHOULD BE NOTIFIED. SALE IS FINAL AND THE UNITED STATES GOVERNMENT RETAINS NO OBLIGATIONS OR RESPONSIBILITY FOR MALFUNCTIONS, REPAIR, REPLACEMENT OR EXCHANGE.

DD FORM 1149-3, 1 MAR 57

However, with all of the information provided from the queries I was hoping to find a little more information on exactly when the 1149 was first created and used by the Department of Defense and defense contractors. At this point I made a few calls to others in the Property profession and was provided some additional information.

My Government Property Administrator, Dee Howe, provided a package titled “The DD 1149 By The Numbers”. This package appeared to be an informal procedure with some guidance as to what information was to be included in each section of the form. It also included a copy of Section XXIV, Personal Property in the Possession of Contractors, to the Armed Services Procurement Regulation dated July 1, 1976. The package had no formal document number or indication as to what organization had prepared the procedure. One thing the package did have was an illustration of a DD1149 dated July 1, 1956 which is 8 months earlier than the one I found on the internet. So I’m inching back in time.

The second piece of information was provided by my friend Dr. Goetz. When I called and told Doug what I was trying to accomplish he told me about a book he had read years earlier titled “Accounting Guide for Defense Contractors” which was written by Paul M. Trueger. Doug had

acquired the 1st edition of this book which was published in 1953 by Commerce Clearing House a name you'll recognize as the same company that publishes soft copies of the Federal Acquisition Regulations today. He indicated that this book addressed some history that I may be able to use for the presentation including illustrations of common DD forms used by property folks which were dated 1951. I was unable to obtain a copy of that 1st addition but did find a copy of the 2nd edition published 5 years later in 1958.

Reviewing the book I found chapters on Government property in the possession of Contractors, The Armed Services Procurement Regulations Appendix B – Manual for the Control of Government Property in the Possession of Contractors and copies of those government forms Doug had addressed. In this 2nd addition though those forms were all dated 1957. The forms illustrated included the DD250, the various Inventory Schedules (DD543 through the DD545), and the DD832, Termination Inventory Schedule. Absent however was any reference to the DD1149 but as I indicated above I had already found a DD1149 dated 1956.

So the question still remained, when was the 1149 first created? This book also provided some history on law, specifically the Armed Services Procurement Act of 1947 and the Federal Property and Administrative Services Act of 1949. These two laws resulted in the formation of the Armed Services Procurement Regulations (ASPR) for military agencies and the Federal Procurement Regulations (FPR) for civilian agencies. Although I have been unable to clearly identify a date as to when the 1149 was first created and used it is my belief that all pertinent DoD forms including the DD1149 were created when these 2 regulations were established or shortly thereafter. And for that reason I believe it is safe to say that the DD1149 form dated 1951 referenced in the 1953 printing of the Accounting Guide for Defense Contractors is probably the 1st edition of the form. So there you have it, this form we are all familiar with is almost 60 years old.

Now let's get to the big question everyone struggles with. Is the DD1149 form contractually required? I was unable to find any information on this during the internet searches so once again I turned to my friends at the Defense Acquisition University and their "Ask the Professor" site. I found 2 references on the use of the DD1149. In the 1st reference, dated July 3, 2007, it was asked what the official capacity of the DD1149 is for the transfer of property from one party to another.

Q: Use of DD1149
Posted to **Government Property** on 7/3/2007 12:00:00 AM
The Scenario—
Use of DD1149 to transfer property from one organization (contractor) to gaining organization (Army, Air Force, etc.)

The Question—
What is the official capacity of a DD1149 for transferring property from one party to another?

A: The DD 1149 is NOT a contractually required document. You will NOT find any direction regarding its use other than that in the *Department of Defense Manual for the Performance of Contract Property Administration, DoD 4161.2-M.*

Even then -- the uses for this document are only suggested uses -- not mandatory uses.

With that said, many DoD Activities have grown very comfortable with the use of the document to accomplish the transfer of Government property from Government to contractor or from contractor to Government -- as well as performing the transfer of Government property from one contract to another (Within the confines of the same contractor).

Therefore, the answer to your question is, Yes the DD 1149 MAY be used to transfer Government property from one party to another, e.g., Government to contractor, contractor to Government, Government activity to Government activity.

In answering the question it was simply stated that the DD1149 is not a contractually required document. After thinking about this for awhile I believed that the response did not provide a complete answer to the question so I continued to the 2nd reference which was asked only 8 months ago on November 19, 2009.

Q: How is a DD-1149 to be used properly
Posted to **Government Property** on 11/19/2009 12:00:00 AM
The Scenario—

The Question—
Should Gaining and Losing Contractors be communicating with one another separate from the Gaining and Losing COs and GPAs?

A: Bottom line - WOW! One could spend a great deal of time dealing with the uses of a DD-1149. I would recommend that you do a search of the AAP site -- as I have answered similar questions regarding this form. But, with that said let me try a different approach this time.
But let's deal with two issues first: 1.

Instructions for the use of a DD-1149 were originally found on the back of the form. For some reason around 1986 or 1987 the instructions dropped off the back of the form. In 1991 under the Department of Defense Manual for the Performance of Contract Property Administration, DOD 4161.2-M we included an appendix, Appendix E, providing instruction for this form. Those are the only printed instructions for the DD 1149 -- though there are numerous DOD sites that address this form and its use. 2.

This form is NOT a Federal Acquisition Regulation (FAR) Government Property form. Even more so as it is a DD form. Yes, it has been in use for decades -- yet it is not a CONTRACTUAL REQUIREMENT of the Government Property clauses, as none of the GP clauses references this form. But, please read your contract as agencies have been incorporating lots of requirements that are not in the FAR.

Now, with the above as background you ask, *Gaining and Losing Contractors be communicating with one another separate from the Gaining and Losing COs and GPAs?* This is not something governed by Regulation. Your question is in regard to basic BUSINESS PROTOCOLS. And my answer is YES!!! Proper communication amongst and between the various parties can help the movement of Government property via a DD149 or any other shipping/transfer document go smoothly -- providing the shipping contractor with supporting documentation of movement, providing the receiving contractor with advance notification that GP is coming their way! There is no regulation that forces good communication between contractor in the process of movement -- rather, that is good business practice.

This question addressed the communication between losing and gaining contractors. In the answer the contractual issue of the DD1149 is once again addressed but this time it goes into a little more depth. It is stated that the form is not a contractual requirement in any of the Government property clauses which is correct. You will not find any reference to the DD1149 in any government property clause including FAR 52.245-1 or the applicable DOD property clauses. In fact the only reference to the DD1149 in the DoD FAR Supplement is in Section 253 (Forms) and Part 245.7101-2 neither of which are contractually binding on contractors. The answer goes on to advise that we should read our contracts because the required use of the DD1149 has occasionally been incorporated by the Government Agencies.

So wait, now we're told that the use of the form DD1149 may be contractually required if its use is incorporated in the contract. OK but what if it's not addressed in the contract, do contractors still have to use the form? It is the answer to this question that is missing from this 2009 scenario. So once again I did some research and was provided an email from a Government Property Administrator (GPA) that also addresses the use of the DD1149 and I believe this email clarifies the issue once and for all.

Apparently the GPA works with a contractor that wanted to develop its own form for the shipment of all property, both government and company, and delete the use of the DD1149 entirely. The contractor asked the GPA to determine whether the use of the 1149 was required. The GPA forwarded this question up through the management chain and provided the contractor the following response.

From:
Sent: Tuesday, September 01, 2009 10:59 AM
To
Cc
Subject: Shipment of spare LRU to

Ken,

The use of DD Form 1149 has been kicked around, argued and debated for years and is only one of various forms of documentation that may be used to document the movement/shipment of Government property. Within the past year or two, Dr. James Downing, USDPFC Property Manager, came to me and ask if I could find any mandatory requirements for DD to use the DD Form 1149 for shipments. I researched this issue and elevated it to my management and concluded that its use is not mandatory unless required by contract, or the contractor's approved procedures. When transferring accountability of Government Property, FAR Parts 45 and 52 require such transfers to be documented by modification to both the losing and gaining contracts, but does not require the use of the DD Form 1149.

Sincerely,

Property Administrator
DCMAC Property

As you can see, in addition to the contractual issue, this answer picks up one additional point. What do your procedures say? Even if the use of the form is not contractually required, if its use is addressed in the procedures then you are still required to use the form. Especially these days, when contractors are bound by the ISO and AS standards, compliance to procedures is extremely important. I remember that first registration audit for ISO back in the mid 90's. The rule drummed into our heads was - Say what you do (establish procedures), Do what you say (comply with the procedures) and Document what you do (provide evidence of compliance). Bottom line, regardless of whether or not the use of the 1149 is contractually required, if your procedures indicate the DD1149 is to be used it must be used.

So there you have the answer once and for all. Is the use of the DD1149 required? All together now – **It Depends!** If the use of the DD1149 is addressed in your contract its use is contractually required. If it isn't but its use is addressed in your procedures its use is still required. If neither of these conditions exist you do not have to use the DD1149.

Here are a few examples of contract language and procedures that address the use of the DD1149.

F-10. Incremental deliveries of

specified Government locations at
Government at

(Contractor) facilities, the Contractor is authorized to deliver those components in place and subsequently ship to the locations determined by the Government. After Government acceptance, shall provide to the Contracting Officer a list of serial numbers for all serialized parts shipped. Upon receipt of the list, the Government will provide direction to identifying which serial numbers are to be shipped to each destination. The Contractor shall DD1149 serial numbers to the locations provided. The Contractor is authorized to make early deliveries with DCMA concurrence.

The purpose of this CLIN is to provide hardware to

Upon acceptance of S&A line items by the

This first example was found in Section F of a contract and involves the shipment in place of some spares material. It goes on to direct the contractor to DD1149 specific serial numbers to locations provided by the Contracting Officer. Other than the fact that I've never seen the use of DD1149 as a verb this is clear contractual language that the form is to be used.

The next 2 examples of contractual language were taken from the Statement of Work documents included by reference in Section A of each contract. In the first example below paragraph 1.1.1 indicates that end item deliveries are to be made in accordance with Attachment B and when you go to Attachment B paragraph B.1.2. it clearly states that assemblies are to be shipped using a DD1149 by a specific date.

1.1.1 Delivery Dates

End Item Delivery Dates shall be in accordance with Attachment B, ([REDACTED] -End Item Delivery Dates).

B.1.2 Task02 Deliveries

- [REDACTED] Assembly (Inspected)
[REDACTED] Assembly

Date

31 Jul 07
15 Mar 08

Delivery Point

1149 to [REDACTED]
1149 to [REDACTED]

In the following example, again taken from the SOW, the use of the DD1149 is required for the shipment of failed assemblies.

Maintenance Facility IAW DI-MGMT-80368. Failed subassemblies requiring repair shall be shipped utilizing DD Form 1149 to properly account for the material transfer. The contractor

So there you have some examples of how the required use of the DD1149 may be addressed in a contract. What about your procedures? For that I have provided the following examples of language taken from a Storage and Movement procedure that addresses the specific use of a DD1149 for shipments and transfers.

-
- A DD Form 1348-1 or DD Form 1149 is used for shipment of Government property.
 - A DD Form 1149 is also used to transfer Government property between contracts and/or [REDACTED] Facilities.

Who, What, Where, When and Why?

Now that we've gotten past the history and contractual information let's delve into that who, what where, when and why stuff but not necessarily in that order. First off, if the DD1149 is not

contractually required why do we even use it? After thinking about this for a little bit I came up with a few responses to that question. The first answer is simple and we just talked about it briefly. Even if the form is not contractually required its use may still be referenced in your procedures. There are however other common sense reasons to use the form. For one, the form already exists and unlike the hard copies that had to be typed back in the 70's today there are programs that contractors can use to prepare and print the 1149 from computers.

The next answer deals with the age of the form. As I indicated earlier the DD1149 has been around since at least 1951, 59 years, and it is a recognized form used for the shipment and transfer of US Government property. I can assure you that the employees in my receiving area know that when something comes in on an 1149 they are to contact the Property Management organization and I'm sure that this also happens with many of the other government contractors. So why cause confusion by using a myriad of different forms when one recognized form will do.

And last, if you decide to utilize another form for the shipment of property, but some of your contracts contain language requiring the use of a DD1149, you will have 2 different procedures for the shipment of Government property.

Who Uses the Form?

The obvious answer to this question is the DoD components, (Army, Air Force, Marines and Navy) and the DoD Contractors. But what about the other Government Agencies such as the Departments of Energy, Homeland Security, Justice, Transportation and NASA? Can these agencies and their contractors use the DD Form 1149 even though it is a Department of Defense Form? What do you think?

My company does not do any work for these other Agencies so I do not have the ability to review any contracts but I can review their FAR Supplements. Let's start with NASA. Upon reviewing the NASA supplement I found something interesting. Unlike the DoD Supplement, the NASA Supplement contains some specific language requiring the use of a DD1149. In Subpart 1846.106-70 the Contracting Officer is directed to incorporate clause 1852.245-71 in all contracts involving work by contractors on NASA installations. Paragraph (iii) of the clause clearly identifies the requirement to use a DD1149 to transfer title of purchased property from the contractor to the Government within 5 days or receipt.

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

Now granted the language allows for the use of an installation equivalent form but if no such equivalent form exists it is clear, the DD1149 shall be used.

If we continue to look in the NASA Supplement we'll find one more reference to the use of an DD1149 in Part 1845.7101-2. This section talks about the transfer and shipment of property and includes the use of a DD Form 250 which is contractually required by NASA Contractors. However, there is also language that addresses the use of other formats such as the DD Form 1149 and that the form should include the required information. Now this reference to the 1149 is not contractually required but it is interesting that NASA would include this guidance on the use of the DD1149 form.

Where the DD Form 250, Material Inspection and Receiving Report, is used, the FSC code will be part of the national stock number (NSN) entered in Block 16 or, if the NSN is not provided, the FSC alone shall be shown in Block 16. The original Government acquisition date shall be shown in Block 23, by item. **Other formats, such as the DD Form 1149, Requisition and Invoice/Shipping Document, should be clearly annotated with the required information.**

What about the other Government Agencies? I reviewed the FAR Supplements for Energy, Homeland Security, Transportation and Justice and found no reference to the use of any specific document for the shipment or transfer of their property. So unless there is specific language within the contract itself or the procedures the answer to the question – Can the Other Government Agencies use the DD1149? – is yes.

When is the Form Used?

If there is no clear indication in the contract of when a DD1149 is to be used there are only 2 areas that provide some type of guidance to the contractors. The first is within the DoD FAR Supplement Part 245.7101-2. This section indicates the DD1149 may be used for the transfer and donation of contractor inventory including IPE. The second reference is Appendix E of the DoD Manual 4161.2-M. Although this manual is in the process of being rescinded it can still be found through a search on the internet.

In the 4161.2-M manual there are 5 suggested uses for the DD1149. Again these are only recommendations or suggestions as this manual is also not contractually binding on contractors.

1. The return of Government-Furnished property
2. The shipment of IPE
3. The internal transfer of Government property between contracts

4. The shipment of Government property to other contractors, and
5. The shipment of Government property to secondary locations of the prime contractor. This would include the prime contractor's vendors.

However, in addition to these 5 I would suggest that there is another use for the DD1149 and this brings me back to that DD1149 from 1957 that I found on the internet. In this case the form was used to transfer title of property that was sold by the US Government. So the transfer of title through sale or abandonment is one more use not addressed in either

What information is recommended and where do you find It?

These are the last 2 questions and let me address the last part first. If there are no specific requirement addressed in the contracts or your procedures as to the information that is to be entered on the DD1149 the only place you'll find information is in Appendix E of the DoD 4161.2-M. Again, this information is only a recommendation not a requirement and don't let anyone tell you otherwise. However, even though the information is not required it is a good idea to incorporate some of the suggestions when you prepare the forms. As for the information that is recommended, this will depend on the use of the form. Is it being used to ship or transfer the accountability between contracts?

For those DD1149's that are used to ship property I would strongly recommend that the following information be included on the form

COMPLETE ADDRESS

ATTENTION OF AND M/F INFORMATION

PART NUMBER, S/N, NSN, RECORD ID #

REQUISITION NUMBER AND DATE IF APPLICABLE

SHIPMENT AUTHORITY

VOUCHER NUMBER AND DATE

SIGNATURE

QUANTITY SHIPPED

PRICING INFORMATION

1. Boxes 1 and 2 - Complete mailing addresses, both your address and the address where the property is being shipped. Obviously Post Office Boxes should never be used. In the event you are shipping classified shipments the shipment should be directed to the recipients Security organization.
2. Box 3 – Enter the name and phone number for a contact at the receiving point and also the accountable contract or purchase order number if the shipment is going to another contractor or vendor.
3. Boxes 5 and 6 – Enter the Requisition information and date if applicable otherwise these boxed can remain empty.
4. Box 7 – Enter the date the material is required. This will allow the shipping organization to coordinate proper shipping arrangements.
5. Box 9 – Enter the authority or purpose for the shipment, This may be a contract, specific contract mod, letter from the Contracting Officer or Plant Clearance Officer or in some cases the Contracting Officer's signature. It is recommended that a copy of the authorizing document be filed with the DD1149 for ease of audit.
6. Boxes 11a and 11b – Enter a voucher number and date. This is normally the document reference number that is posted to the property records.
7. Box 4a – Enter enough information on the property being shipped so the receiving entity can physically verify the property upon receipt. Recommended information should include as applicable, part number, model number, serial number, duplicate number, unique record identification number, explosive classification, explosive weight and security classification.
8. Box 4d – Enter the quantity being shipped.
9. Boxes 4h and 4i – enter the unit and total cost of the property being shipped

Those DD1149's that are used for contract transfers should include similar information. However, in addition you should also include the losing contract number in Box 1, the gaining contract number in Box 2 and the losing and gaining contract modification numbers in the Authority or Purpose Box 9. Of course other information that is pertinent to specific operations may be included as needed.

REQUISITION AND INVOICE / SHIPPING DOCUMENT

OMB No. 0704-018
GSA approved version for 03-2008

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESSES IN ITEM 2.

| | | | |
|---|--|--|--|
| 1. FROM (include ZIP Code) APEX INDUSTRIES 1234 MAPLE AVE. MIDDLE AMERICA, AR 12345 CONTRACT WXXXX-08-C-0001 | | 2. REQUISITION DATE NO. 1 SHEETS 1 3. DATE MATERIAL REQUIRED (YYYYMMDD) N/A 4. REQUISITION NUMBER N/A 5. PRIORITY N/A | |
| 3. TO (include ZIP Code) APEX INDUSTRIES 1234 MAPLE AVE. MIDDLE AMERICA, AR 12345 | | 6. AUTHORITY OR PURPOSE WXXXX-08-C-0001 P000044, WXXXX-10-C-0001 P000002 7. SIGNATURE <i>[Signature]</i> 8. VOUCHER NUMBER & DATE (YYYYMMDD) 421478MAN02100004-6 | |
| 3. SHIP TO - MARK FOR CONTRACT WXXXX-010-C-0001 | | 9. DATE SHIPPED (YYYYMMDD) N/A 10. MODE OF SHIPMENT N/A 11. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO. N/A | |

| ITEM NO. (0) | FEDERAL STOCK NUMBER, DESCRIPTION, AND COMMODITY OF MATERIAL AND/OR SERVICES | UNIT OF MEASURE (0) | QUANTITY REQUESTED (4) | SUPPLY ACTION (5) | TYPE CONTAINER (3) | CONTAINER NO. (6) | UNIT PRICE (9) | TOTAL COST (8) |
|--------------|---|---------------------|------------------------|-------------------|--------------------|-------------------|----------------|----------------|
| 1 | 1IN 2019-L, 5IN 4218, HIGH PRICED WOODST, NEN XXXX-XX-XXX-XXXX, Record ID #248830 | EA | 1.0000 | 1.0000 | | | \$2,000.00 | \$2,000.00 |
| 2 | LAST ITEM | 0 | 0.0000 | 0.0000 | | | \$0.00 | \$0.00 |
| 3 | | 0 | 0.0000 | 0.0000 | | | \$0.00 | \$0.00 |
| 4 | | 0 | 0.0000 | 0.0000 | | | \$0.00 | \$0.00 |
| 5 | | 0 | 0.0000 | 0.0000 | | | \$0.00 | \$0.00 |

| 16. TRANSPORTATION OR AMC OR MSC CHARGEABLE TO | | | | 17. SPECIAL HANDLING | | | |
|--|------------------|-----------------|----|-------------------------------------|-----------------|----|----------------------------|
| ISSUED BY | TOTAL CONTAINERS | DATE (YYYYMMDD) | BY | CONTAINERS RECEIVED EXCEPT AS NOTED | DATE (YYYYMMDD) | BY | SHEET TOTAL |
| | | | | | | | \$2,000.00 |
| CHECKED BY | TOTAL CONTAINERS | DATE (YYYYMMDD) | BY | QUANTITIES RECEIVED EXCEPT AS NOTED | DATE (YYYYMMDD) | BY | DRAWN TOTAL |
| | | | | | | | \$0.00 |
| PACKED BY | TOTAL CONTAINERS | DATE (YYYYMMDD) | BY | POSTED | DATE (YYYYMMDD) | BY | JR. RECEIVER'S VOUCHER NO. |
| | | | | | | | |

DO FORM 1149, JUL 2006 01 02 03 04 05 06 07 08 09 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
PREVIOUS EDITION IS OBSOLETE

LOSING CONTRACT NUMBER

GAINING CONTRACT NUMBER

LOSING AND GAINING CONTRACT MOD INFORMATION

OK one last question – What does the future hold for this form? This is one question that I do not know the answer to. I have been told that there was some discussion at a recent meeting in the Washington area that the form may be canceled because there is no clear direction on how it is used and the information required. In response to that I'm not sure why the information contained in Appendix E of 4161.2-M is not added to the new DoD manual that will eventually replace 4161.2-M but that is not my call. We'll just have to wait and see what transpires in the near future.

So there you have it. I believe I have addressed everything I set out to and I hope that each of you can take away something from this paper and presentation that will help you in your daily activities. If you have any questions please do not hesitate to contact me. My e-mail address is ed.winters@lmco.com.