# USER'S MANUAL FOR THE DD1149 REQUISITION AND INVOICE/SHIPPING DOCUMENT



Version 1.1 Produced by IB Logistics, LLC August 2015

#### 1 PURPOSE AND FUNCTION:

- 1.1 The DD1149 system allows users to submit DD1149 invoice data for visibility in CMOS. The system also allows users to print a DD1149 PDF form. It keeps track of all submissions, allowing for users to re- use data as well as re-print past DD1149 invoices.
- 1.2 The goal of the site is to provide users with a common interface to quickly communicate transportation data required to successfully ship cargo globally

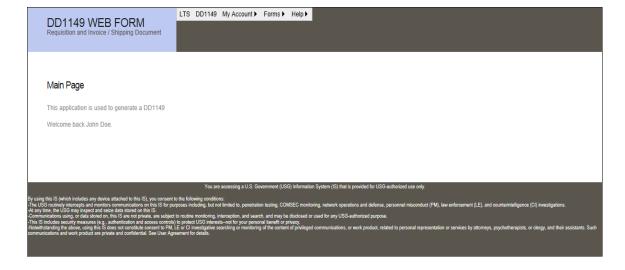
#### 2 ACCESSING THE WEB SITE:

2.1 The DD1149 Web Site is located at url: <a href="https://trackerlite.wpafb.af.mil/dd1149/">https://trackerlite.wpafb.af.mil/dd1149/</a> It is a ".mil" access site that requires the use of a Common Access Card (CAC) to reach.

The first screen the user will see is the main page. If the user has not yet registered an account, they will see Figure 2.1. If the user has already registered he/she will see Figure 2.2



Figure 2-1



#### Figure 2-2

- 2.2 New users will have to create an account that is linked to their Common Access Card (CAC). This only occurs once. This information is covered in Section 3.
- 2.3 Existing users are shown the system menu. My Account menu is covered in Section 4. Forms menu is covered in Section 5. Help menu is covered in Section 6.

#### **3 REGISTRATION:**

3.1 All new users are required to register an account which is linked to their Common Access Card (CAC). Upon successful registration, user can then access the site via CAClogin only. Upon reaching the main screen, new users must click the "Create an Account" button shown in figure 2-1 once clicked, users will be show the screen in figure 3-1.

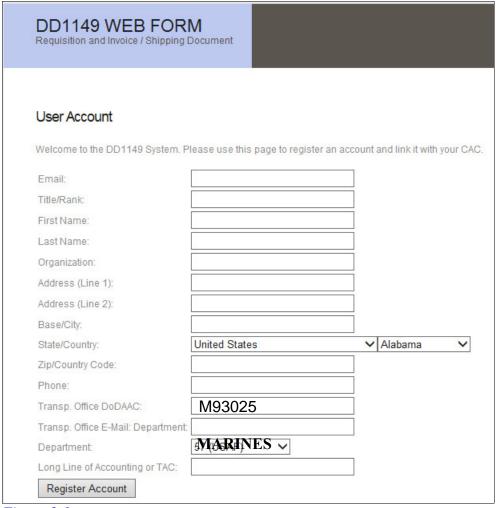


Figure 3-1

3.2 Every field is required during registration with the exception of the Address (Line 2) and Transportation Office Email Address. Most of the fields are self-explanatory. DoDAACs are validated against the Master DoDAAC table. If the system cannot find your

DoDAAC, it is not currently active.

3.3 Once your information has been entered hit the "Register Account" button to create your account. Any errors will be listed at this time by the system. Errors will be displayed on the screen as shown in Figure 3-2

User Account		
Welcome to the DD1149 System, P	lease use this page to registe	r an account and link it with your CAC.
Email:	Č	- A valid email address is required.
Title/Rank:		- A valid rank or title is required.
First Name:		- A valid first name is required.
Last Name:		- A valid last name is required.
Organization:		- A valid organization is required.
Address (Line 1):		- A valid address is required.
Address (Line 2):		
Base/City:		- A valid city or base is required.
State/Country:	United States	✓ Alabama ✓
Zip/Country Code:		- A valid zip is required.
Phone:		- A valid Phone number (comm or DSN) is required
Transp. Office DoDAAC:	M93025	- A valid 6 character DoDAAC is required.
Transp. Office E-Mail: Department:	Quantico_Freight(	ausmc.mil
Department:	MARINES V	
Long Line of Accounting or TAC:		- A valid LLoA or TAC is required.
Register Account		

Figure 3-2

**4 MY ACCOUNT:** This section will cover the "**My Account**" menu item of the DD11449.

#### 4.1 User Detail

4.1.1 This section allows users to update their user account. All fields are editable and are used when submitted a DD1149. It is selected by clicking the "**User Detail**" submenu item under the "**My Account**" menu item as seen in Figure 4-1.

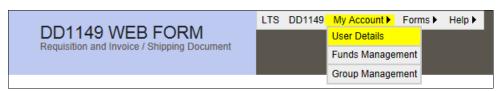


Figure 4-1

4.1.2 Once selected, the user is presented with the User Account Management page as seen in Figure 4-2.

User Account		
Use this page to manage your ac	ecount information.	
Email:	JohnDoe@us.af.mil	
Title/Rank:	Mr.	
First Name:	John	
Last Name:	Doe	
Organization:	AFSC/A4RT	
Address (Line 1):	4375 Chidlaw Rd	
Address (Line 2):	Bldg 262	
Base/City:	WPAFB	
State/Country:	United States	∨ Ohio ∨
Zip/Country Code:	45433-5750	
Phone:	123-4567	
Transp. Office DoDAAC:	FB2300	
Transp. Office E-Mail: Departmen	nt	
Department:	57 (USAF) ~	
Update Account		

Figure 4-2

- 4.1.3 Every field is required during user management with the exception of the Address (Line 2) and Transportation Office Email Address.
- 4.1.4 DoDAACs are validated against the Master DoDAAC table. If the system cannot find your DoDAAC, it is not currently active.
- 4.1.5 Once your information has been entered hit the "**Update Account**" button to create your account. Any errors will be listed at this time by the system. Errors will be displayed on the screen.

#### 4.2 Funds Management

4.2.1 This section allows users to update their user funding information. All fields are editable and are used when submitting a DD1149. It is selected by clicking the "Funds Management" sub-menu item under the "My Account" menu item as seen in Figure 4-3

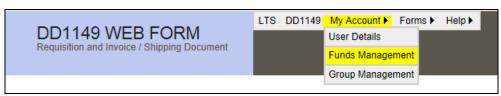


Figure 4-3

4.2.2 Once selected, the user is presented with the Funds Management page as seen in Figure 4-4.

Funds Management								
Use this page to manage your Funding information. You may store up to five entries form.								
DTR, Part 2, Chapter 212								
TOs will not accept a shipment without proper supporting documentation for financia								
1.) TAC F8GR								
2.) TAC <b>V</b> T409								
3.) MORD/SDN ✓								
4.) MORD/SDN ✓								
5.) MORD/SDN 🗸								
Submit								

Figure 4-4

- 4.2.2.1 If you are already a group member, the page will display the group POC as well as any group members.
- 4.2.3 Users may choose a Long Line of Accounting (LLoA), TAC or MORT/SDN in each of the blocks. Only the first entry is required.
- 4.2.4 Up to five entries may be saved. If in a group, the funding information is shared by the group members.

#### 4.3 **Group Management**

4.3.1 This section allows users to manage their group associations. All groups are accessible through the TMO DoDAAC. It is selected by clicking the "Group Management" sub-menu item under the "My Account" menu item as seen in Figure 4-5



Figure 4-5

4.3.2 Upon selection, users will be sent to the Group Management screen (Figure 4-6). A user may create, join or leave a group at any time. A user may only be a member of one group at a time. Also, leaving a group will not remove historical submissions from your account. However, those submissions will be permanently linked to your former group.



Figure 4-6

- 4.3.3 A user may search for existing groups by clicking the "**Search**" link on the page. A user may create a group by clicking the "**Create**" link on the page
- 4.3.4 While searching, users will be presented with the screen in figure 4-6. Each group will be displayed by name. Included in each listing is the name of the group POC, the group POC's email address as well as the group POC's phone number To join a group click the "**Join Group**" link under the "**Action**" column as shown in Figure 4-7.

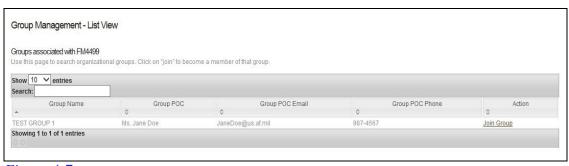


Figure 4-7

- 4.3.5 To create a new group, click the "Create" link and add the name of the group you wish to create. You will automatically become the group POC.
- **5 FORMS:** This section will cover the "**Forms**" menu item of the DD1149
  - 5.1 Create a new DD1149
    - 5.1.1 This section allows users to create a DD1149. All fields are editable and are used when submitted a DD1149. It is selected by clicking the "Create a new DD1149" submenu item under the "Forms" menu item as seen in Figure 5-1.

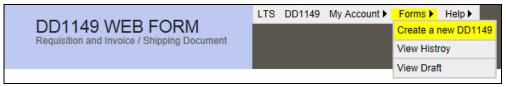


Figure 5-1

5.1.2 Once selected, the user is presented with the DD1149 Form Creation page as seen in

Figure 5-2.

DD1149 Form Cre	ation
Jse this page to create D	)D1149s.
From-	
(TMO) DoDAAC: From Address to use:	FM4499  DoDAAC Address
Display Address	DUDANO Audiess Y
and a second	
То	
Destination DoDAAC:	
Use non-DoDAAC addre Display Address	255? LI
Mark For-	
Name: Phone:	
Organization	
Base	
General Information—	
Funding:	F8GR Select Date From Calendar
Date Required:	Sun     Mon     Tue     Wed     Thu     Fri     Sat       26     27     28     29     30     31     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     28       30     31     1     2     3     4     5
Authority/Purpose:	
Project Code:	
TCN:	** Web Generated ** Web-Generated     Manual Entry O
Remarks:	Ĉ
HAZMAT:	
Sensitive:	
Classified:	
Items—	
# Nome: 1. Length:	nclature NSN/Part Number Unit of Issue DEMIL Code Qty Unit Price Type Container  NSN  EA  N/A  In. Width:  In. Width:  In. Weight:  In.

Figure 5-2

5.1.3 **Data Entry**: Project Code, Organization and base (under Mark For) and Unit Price (for each item) are the only fields on the form that are not required.

#### 5.1.3.1 **From**:

- 5.1.3.1.1 The "From" area consists of the TMO DoDAAC and an address selection box. The default TMO DoDAAC is pulled from the user's account. To change the default TMO DoDAAC use the My Account → User Details page to update it.
- 5.1.3.1.2 The system will automatically retrieve the address of the TMO DoDAAC by clicking on the "**Display Address**" button. The information will appear to the right of the TMO DoDAAC field as seen in Figure 5-3. This address can be edited at any time by clicking the "**Edit this address?**" checkbox.

FROM			25-1111111	
(TMO) DoDAAC:	FB2300	Name:	FB2300 88 MSG LGRS	Edit this address?
From Address to use:	DoDAAC Address ✓	Organization:	BLDG 257 CP 937 257 2271	
From Address to use.	DODANG Address V	Street Address:	5236 CHASE ST	
Display Address		City:	WRIGHT PATTERSON AFB	State/Country: OH Zip: 45433-5501

Figure 5-3

5.1.3.1.3 The user may also choose to use the address associated with their account. To do this, the user must select "User Address" from the "From Address to use" drop down list as seen in Figure 5-4. Note that it is not required to edit or even display the "From" address. A valid TMO DoDAAC is all that is required.

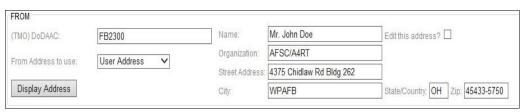


Figure 5-4

#### 5.1.3.2 **To**

5.1.3.2.1 The "To" area consists of the Destination DoDAAC. The system will automatically retrieve the address of the Destination DoDAAC by clicking on the "**Display Address**" button. This address can be edited at any time by clicking the "**Edit this Address?**" checkbox (Figure 5-5).



Figure 5-5

5.1.3.2.2 The user may also choose to use a non-DoDAAC destination address. By clicking on the "**Use non-DoDAAC address**" checkbox, the user is presented with blank address fields to enter data. The system will enter a "\***Non-**

**DoDAAC Address\***" in the destination DoDAAC field and set it to read-only. To revert back and use a Destination DoDAAC, uncheck the "**Use non-DoDAAC address**" checkbox. (Figure 5-6)

TO			
Destination DoDAAC:	*Non-DoDAAC Address*	Name:	
		Organization:	
Use non-DoDAAC addre	ss? 🗸	Street Address:	
Display Address		City:	State/Country: Zip:

Figure 5-6

#### 5.1.3.3 **Mark For**

5.1.3.3.1 The Mark For area consists of four text fields: Name, Phone, Organization and Base. Only Name and Phone fields are required.

#### 5.1.3.4 **General Information**

- 5.1.3.4.1 **Funding**: A drop-down list of all the users funding information is displayed. This information is managed in the user's account under "Funds Management." If a user is a member of a group, the drop down list will also contain the funding information from each user in that group. The information will be displayed as (Funding Information) (Group Member Name). Only the funding information is used during form submission.
- 5.1.3.4.2 **Date Required:** The calendar control allows the user to select the date, once the user selects the date the textbox above will be filled with the selected date (Figure 5-7). The date must be in the future.

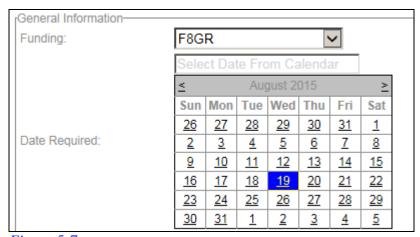


Figure 5-7

- 5.1.3.4.3 **Authority/Purpose**: Enter the Authority or Purpose.
- 5.1.3.4.4 **Project Code**: Enter the Project Code. This field is not required.

- 5.1.3.4.5 **TCN**: By default, the system will auto-generate a TCN for the submission. The user may enter a TCN by selecting "**Manual Entry**" on the radio box next to the TCN. To revert back to auto-generation, select "**Web-Generated**" on the radio box next to the TCN.
- 5.1.3.4.6 **HAZMAT, Sensitive and Classified**: Each one of these checkboxes is used to add information to the submission. Selection of any of these will place verbiage on the completed form. If selecting either Sensitive or Classified, a drop down box will appear, allowing the user to select the appropriate code.

#### 5.1.3.5 **Items**

- 5.1.3.5.1 **Number of Items**: Adjust the number of items displayed on the page. If the type of shipment in container information section is set to box/container/pallet/skid/skit then the range of items can be from 1 to 99. On the other hand if the items are to be shipped separately then range of items can be from 1 to 23.
- 5.1.3.5.2 **Nomenclature:** Item nomenclature.
- 5.1.3.5.3 **NSN/Part Number**: Allows users to enter Part Number, NSN or NNSN. When selecting Part Number, any alpha-numeric combination may be entered. When selecting NSN, a **13** character NSN is required. When selecting NNSN, "NNSN" is automatically entered and the field is set to read-only.
- 5.1.3.5.4 Unit of Issue: Item Unit of Issue
- 5.1.3.5.5 **DEMIL Code:** Item DEMIL Code
- 5.1.3.5.6 **Quantity**: Number of pieces of the item.
- 5.1.3.5.7 **Unit Price**: Price of the individual item.
- 5.1.3.5.8 **Type Container**: Item Type Container
- 5.1.3.5.9 Dimension and Weight (only for items shipped individually)
  - 5.1.3.5.9.1 **Length, Width, Height**: The user can specify the dimension (in inches) of the shipment container in which the item can be shipped.
  - 5.1.3.5.9.2 **Weight**: The user can also specify the weight of the item in pounds (lb.).

#### 5.1.4 **Container Information:**

- 5.1.4.1 **Type of Shipment:** The user can specify on whether to ship the items in one box or individually. If the items were to ship individually then the user can specify the dimensions as well as weight of all the items.
  - 5.1.4.1.1 Items are contained in one box/container/pallet/skid/skit: When items

are contained in one box/container/pallet/skid/skit the user will be optionally asked for the dimensional and weight information (Figure 5-8)

Container Information—	
Container Length:	in.
Items are contained in one box/container/pallett/skid/skit. Container Width:  Type of Shipment:  Others will be ableged individually.	in.
Type of Shipment. O Items will be shipped individually. Container Height:	in.
Container Weight:	lb.

Figure 5-8

5.1.5 **Data Validation**: All fields have validation for security purposes as well as data integrity.

#### 5.2 View History

5.2.1 This section allows users to view submission history. It is selected by clicking the "**View History**" sub-menu item under the "**Forms**" menu item as seen in Figure 5-9.

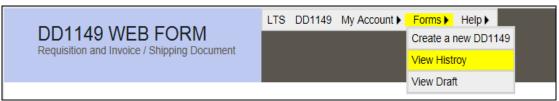


Figure 5-9

5.2.2 Users are shown each submission, in summary. TCN, Submit Date, CMOS Date and Action are displayed (Figure 5-10).



*Figure 5-10* 

5.2.2.1 **CMOS Date**: Represents a time stamp of when DLA Transaction Services has received the associated DD1149 data. It is not a receipt of entry into CMOS as we do not yet have the capability to receive validation from CMOS.

#### **5.2.2.2 Action:**

5.2.2.2.1 View/Save PDF: Generates a PDF form for the submitted DD1149. The

form generation may take a few seconds after the first submission and display the screen in Figure 5-11.

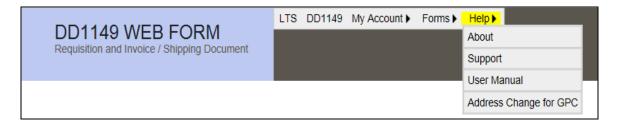


Figure 5-11

- 5.2.2.2.2 **Re-Use**: By selecting this, users are sent to the DD1149 creation form pre-filled with the data from the selected submission. TCN is removed in the new page.
- 5.2.3 Users can sort by any of the displayed fields by clicking on the column header. Users can select the number of entries shown per page by using the drop down box for "Show x entries." Users can search by any fields by entering search criteria into the "Search" text box.
- 5.2.4 If users are members of a group, a separate table is displayed below, showing submission history for the group. The only difference is the inclusion of the submitter's name in the columns.

#### 5.3 View Draft

- 5.3.1 This section allows users to view their draft. It is selected by clicking the "**View Draft**" sub-menu item under the "**Forms**" menu item as seen in Figure 5-X.
- 5.3.2 Once selected, users are sent to the DD1149 creation form with data pre-filled from their saved draft. If users do not have a draft, they are sent to a blank DD1149 creation form.
- **6 Help:** This section will cover the "**Help**" menu item of the DD1149



- 6.1 This section allows users to view the **About** page, **Support** page, **User Manual**, and **Address Change for GPC** document of the DD1149 system.
  - 6.1.1 About

- 6.1.1.1 About page lists the current version of the DD1149 application. This can be used by the user to report the version of the application in which they found the issue.
- 6.1.2 Support
  - 6.1.2.1 Support page lists the contact details of the Functional and Technical personal.
- 6.1.3 User Manual
  - 6.1.3.1 Shows this user manual
- 6.1.4 Address Change for GPC
  - 6.1.4.1 Document that outlines on how to edit the "From" or "To" address.

# 7 Sample DD1149 Form

# 7.1 Shipment form Main Page

511	III III CONTAINER TALLI		- 1	234307031011	12 13 14 13 10 17 10 13 20 2	1 22 25	2425	20 27 20	25 50	31 32 0	00 04 0.	, 50 57 50 5	,,,	71 72 75 7	4 43 40	0 47 40 45 50
REQUISITION AND INVOICE/SHIPPING DOCUMENT										OMB No. 0704-0246						
burd	The public reporting burden for this collection of information is estimated to average 1 hour per response, including 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, Executive Services Directorate (0704-0246). Respondents should be aware that not withstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not clipidly a currently valid OMBs control numbers.															
	PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.															
										6. RE	6. REQUISITION NUMBER					
CP	402 294 2170 5 PEACEKEEPER DR BLDG D EN	NT 8					ŀ	7. DATE MAT		QUIRED (YY	YYMMDD)			HORITY		
OFFUTT AFB NE 68113											AIVI					
2.TO: (include 2IP Code) FB2300 88 MSG LGRS CP 937 257 2271										Code:	123					
52	36 CHASE ST BLDG 257 RIGHT PATTERSON AFB OH 45	422						10. SIGNATU	IRE					VOUCHER NUMB nit Patel 20		
	IIPTO - MARK FOR	5455					_	12. DATE SHI	IPPED (YY	YYMMDD)			b.			
	HN DOE MC/A4RT													MC/A4RT		
WI	PAFB 3-4567							13. MODE O	F SHIPME	NT			14. B	IILL OF LADING NU	JMBER	
12.	3-4307							15. AIR MOV	EMENTO	ESIGNATOR	OR PORT R	FERENCE NO.				
4. AF	PROPRIATIONS DATA															AMOUNT
	**															
ITEM	FEDERAL STOCK NUMBER	R, DESCRIPTION, AN	ND CODING OF MA	TERIAL, AND/OR SERVICES		UNITOF	QUAN	TITY	SUPPL	ACTION	TYPE	CONTAINER	UNIT	PRICE		TOTAL COST
(a)			(b)			(c)		d)	(4	:)	(f)	(g)		(h)		(i)
1	ACBD1234DCBA1 ITEM 1					EA	1				\$5			5		
2	Length: 5 in., Width: 5 in., NNSN ITEM 2	Height: 5 in	n., Weight: 1	.0 lb.		EA	1				BX		\$10	n		10
-	Length: 10 in., Width: 10 in	n., Height: 1	l0 in., Weigl	nt: 20 lb.										-		
3	123#ABC ITEM 3 Length: 15 in., Width: 15 in	n Haiaht: 1	Ein Maid	st: 20 lb		EA	1				BX		\$15	5		15
4	NNSN ITEM 4	ii., Height. 1	io iii., weigi	IC. 30 ID.		EA	1				вх		\$20	0		20
	Length: 20 in., Width: 20 in	n., Height: 2	20 in., Weigl	nt: 40 lb.												
5	1234ABCD4321A ITEM 5 Length: 25 in., Width: 25 in	n Height: 2	5 in Weigl	nt: 50 lb.		EA	1				BX		\$25	5		25
	HAZARDOUS	,	,													
16. T	RANSPORTATION VIA AMC OR MSC CHARGEAB	LETO					17. SP	17. SPECIAL HANDLING								
18.REC	ISSUED BY	TOTAL	TYPE	DESCRIPTION		TOTA	AL.	TOTAL	19.R	RECEIVE	D	DATE (MM/DD/YYYY)	) BY SHEET TOTAL		TTOTAL	
RECAPITULATION OF				See line item deta	ail (column b) for Piece Data.				RECEIPT	EXCEPT A	45					
ATION					-				7	QUANTI		DATE		ВУ	GRAN	D TOTAL
FS AO										RECEIVE	•	(MM/DD/YYY)				
PMEN	CHECKED BY								<b>⊣</b>	POSTED		DATE (MM/DD/YYYY)	$\neg$	ВУ	20. RE	CEIVER'S VOUCHER NO.
-									Ш	POSIED		(mm, 22, 1111)				
											15.0416	COENTAINSE	PEGO	27. P.	8336	35-1480 USS ESSENCEN #HHH
											18.2E		Mül			
													$\mathbb{N}$		IKKII.	SECTION AND THE SECTION AND TH
	PACKED BY									W 55			mil	李格洛的		
										III Ra		CESO PA	M.	<b>21.52.3</b> 183	ll sigh	
											H/H		1370		极侧	
				<	TOTAL>					III Ba	HY WIN		1473	FFIGARY	H.ZP	

## Shipment form Additional Items Page

	REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)  OMB No. 0704-0246												
burde	The public reporting burden for this collection of information is estimated to average 1 hour per response, including 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, Executive Services Directorate (0704-0246). Respondents should be aware that not withstanding any other provision of law, no person shall be subject to any penalty for falling to comply with a collection of information if it does not display a currently valid OMB control number.												
	PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.												
SHEET NO. NO. OF SHEETS 6. REQUISITION NUMBER 11a. VOUCHER NUMBER AND DATE										b VOUCHER NUMBER AND DATE			
2		3 FB46005148X511XXX Ronit Patel 20150528											
ITEM		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL, AND/OR SERVICES UNIT OF QUANTITY SUPPLY ACTION TYPE CONTAINE									TOTAL COST		
(a)		(b) (c) (d) (e) (f) (g)									(1)		
6	NNSN	ITEM 6			EA	1		BX		\$30	30		
	Length	: 30 in., Width: 30 in	., Height: 30 in., Weight: 60 lb.										
7	ABC#1	23 ITEM 7			EA	1		BX		\$35	35		
	Length	: 35 in., Width: 35 in	., Height: 35 in., Weight: 70 lb.										
										SHEET TOTAL	\$65		

## 7.3 Shipment form Remarks Page

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)  OMB No. 0704-024										
The public reporting burden for this collection of information is estimated to average 1 hour per response, including 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, Executive Services Directorate (0704-0246). Respondents should be aware that not withstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.										
	PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.  SHEET NO. NO. OF SHEETS 6. REQUISITION NUMBER AND DATE 118. VOUCHER NUMBER AND DATE									
SHEET NO.	NO. OF SHEETS	b VOUCHER NUMBER AND DATE								
2	2	FB46005148X510XXX	Ronit Patel 20150528	AFMC/A4RT						
REMARKS										
Test DD1149 shipment form.										