

USERS MANUAL
FOR
CREATING WEB-BASED
DD1149
REQUISITION AND INVOICE/SHIPPING
DOCUMENT

Logistics Support Office



Wright-Patterson AFB

20 Oct 2003

POC: Chris Delahanty, Commercial (678) 852-6577
Email: chris.delahanty@iblogistics.com

EFFECTIVE 30 SEP 03, ALL AIR FORCE AND ANG BASES WERE REQUIRED TO USE THE WEB-BASED PROGRAM TO GENERATE DD 1149'S. THE ONLY EXCEPTIONS TO USING THIS PROGRAM IS FOR BASES USING THE CMOS FLOPPY DISK AND PMEL AUTOMATED MANAGEMENT SYSTEM (PAMS) TO CREATE THEIR DD1149'S.

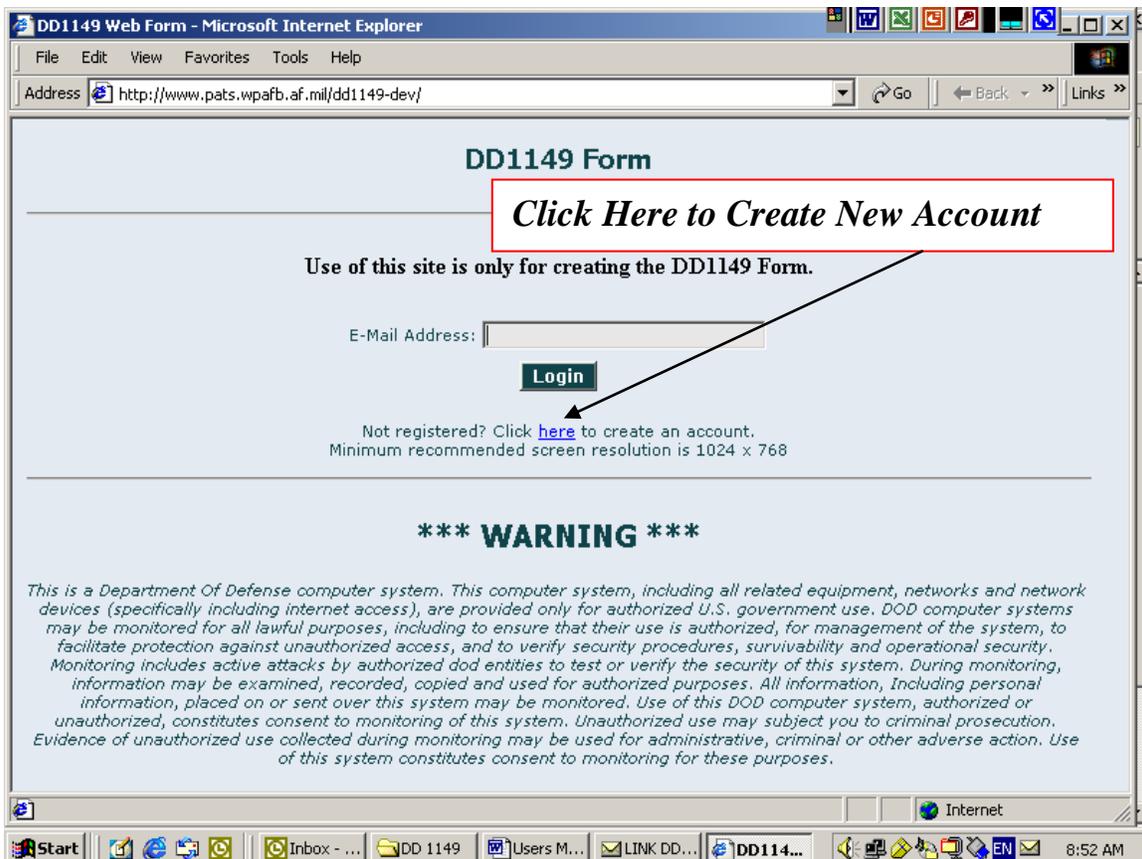
BEFORE A SHIPPER MAY CREATE A WEB-BASED DD 1149, A USER ID REQUEST SCREEN MUST BE COMPLETED TO ALLOW ACCESS TO THIS PROGRAM. TO CREATE YOUR PROFILE, GO TO THE FOLLOWING WEBSITE:

<https://lsotools.wpafb.af.mil/dd1149/>

There is not an operating system requirement, but there is a minimum browser requirement of IE 5.x+ and Netscape 6.x+. The system checks for this and will not allow users to use the system that are not in compliance.

HOW TO OBTAIN USER ID

After accessing website, click on “[here](#)” to create an account. Once your registration has been validated, an email containing your Validation Code will be automatically transmitted. The initial login will require you to enter the Email Validation Code; thereafter, only your email address is required to access the Web-Based DD1149 program.



USER PROFILE SCREEN

First you need to determine if this will be an individual or an organization account. If an individual account is selected, continue to fill out all fields on the form. If an organization account is required, the email of each user needs to be added. Fill out all the fields on the following form, “Title (i.e., Ms. Mr. Rank, etc) Name, Address, Phone Number (DSN and Commercial) etc”. The “Transp Office E-Mail “ is an optional field and if completed, should contain the email address of your transportation office, this will allow them to receive advance notice of the shipment. After selecting “Department” and/or “Appropriation” you will be prompted to enter your Long Line of Accounting (LLOA). The system allows up to three (3) LLOAs to be entered. The generic LLOA is only to be used if there is no appropriation template available. An error message will occur if the generic LLOA is used to create an appropriation for which a template already exists. Pop up menus are available to help with definitions of the data elements. Once complete, this information will automatically populate the DD 1149, therefore accuracy is important. **User information may be edited at any time by selecting the “edit your user information” option.**

Note: If a shipment is being made utilizing local transportation funds, the “Generic LLOA” should be selected and the words “TO FUNDED” entered.

DD1149 System

Please fill out all the fields in the following form. An email will be sent to the address provided containing a password to validate your account. This information will be used to fill out the DD1149 form, so accuracy is important.

* Account Type: * Address to Display:

* POC E-Mail:

* POC Title:

* POC First Name:

* POC Last Name:

* Organization:

* Street:

* Base/City:

* State/Country:

* Zip/Country Code:

* POC Phone:

* Transp. Office DoDAAC:

Additional Accounts:

DD1149 Web Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address Back Links

* POC Phone:

* Transp. Office DoDAAC:

Transp. Office E-Mail:

* Department: 57 (USAF)

* 1.) Appropriation: 3020

DEPT FY BSN FC PY OAC ASN PEC BPAC BA RC/CC MPC EEIC ADSN ESP SDN

57	3	3020	15	3							9950	46200			
57	3	3020	15	3	63	08		154272			002200		503000		

2.) Appropriation: 3400

DEPT FY BSN FC PY OAC ASN PEC BPAC BA RC/CC SC EEIC ADSN ESP SDN

57	3	3400	30	3								46200			
57	3	3400	30	3	67	12			AB	111300		592	667400	1X	

3.) Appropriation: Generic

* Generic Long-Line of Accounting Fund Cite: TO FUNDED

* SDN:

Register your Account

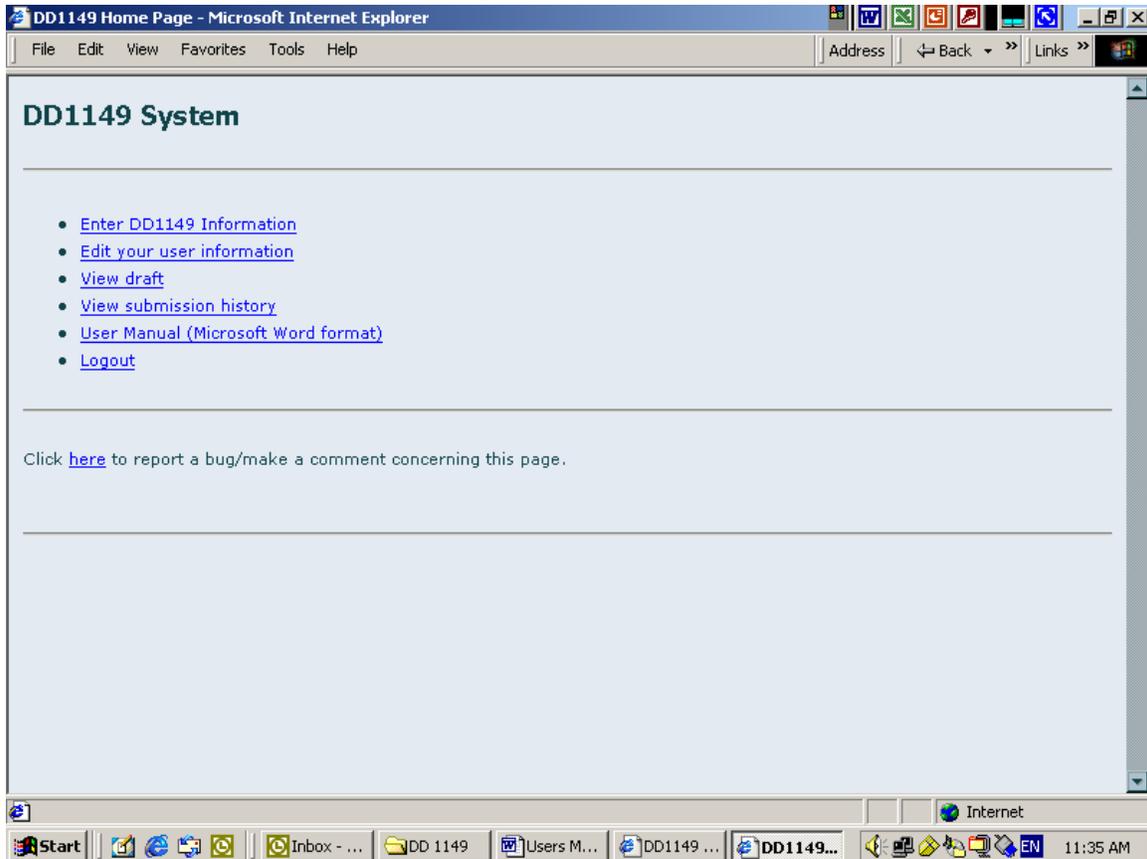
* Required

http://www.pats.wpafb.af.mil/dd1149-dev/DD1149_Registration.cfm# Internet

Start | Inbox - ... | DD 1149 | Users M... | DD114... | 8:59 AM

DD1149 MAIN MENU

The Main Menu allows you to enter DD1149 information, edit your user information, view draft, view submission history, or log out. The first time you log on, you will be required to enter your Validation Code, after that, only your email address is required to access the system.



COMPLETING DD 1149

To complete the DD 1149, select “Enter DD1149 Information” from the Main Menu. Your user profile information will populate the form. If changes need to be made to any of this data, go back to the Main Menu and select “edit your user information” and make necessary changes. Pop-up menus have been created to define codes to assist with the completion of the form. Note: DoDAAC information may be changed directly on screen. Complete instructions follow:

The screenshot shows the DD1149 Web Form in Microsoft Internet Explorer. The form is divided into sections for 'FROM (TMO DODAAC)', 'TO (Destination DODAAC)', and 'MARK TO'. The 'FROM' section includes fields for Name (Ms. Lore Chapman), Organization (AFMC/LSO), Street (4375 Chidlaw Rd.), Base/City (Wright Patterson AFB, OH), State/Country (OH), Zip/Country Code (45433), and Phone (937-904-1083). The 'TO' section includes fields for Name (88 MSG LGRS), Organization (BLDG 257), Street (5236 CHASE ST), Base/City (WRIGHT PATTERSON AFB), State/Country (OH), Zip/Country Code (45433), and Phone (937-257-3633). The 'MARK TO' section includes Name (T/Sgt Rickets) and Phone (937/257-3633). There is also a 'Populate DoDAAC' button. Other fields include 'Long-Line of Accounting Fund Cite' (57 3 3400 30 3 67 12 AB 111300 46200 667400 IX 12345), 'Date Required' (yyyyymmdd), 'Authority or Purpose', 'TCN: Note', 'Project Code', 'HAZMAT' (Classified, Sensitive), and 'Item Entry' (Number of Items).

INSTRUCTIONS:

FROM: TMO DODAAC, shipper’s unit/office symbol, address, and phone number (DSN and Commercial) will automatically be populated from user profile. This data may be changed by going to the Main Menu and selecting “edit your user information”.

TO: Enter Destination DODAAC, then select “populate DoDAAC”. The data will automatically populate the DD 1149 from the DODAAD. This information may also be changed directly on the screen. If no DODAAC is being used, the address may be manually entered.

SHIP TO – MARK TO: Enter name and phone number of person at destination.

LONG LINE OF ACCOUNTING FUND CITE: This will automatically be populated from user profile. User has option to enter three different LLoAs, then select the one to be used on that specific shipment.

DATE REQUIRED: Enter date the material is required at its destination. (used by TO to determine the priority of shipment)

AUTHORITY OR PURPOSE: Authority for shipment. Reason the shipment is being sent to destination, or miscellaneous information.

PROJECT CODE: Enter project code if applicable.

HAZMAT: Enter if material is hazardous. If block is not marked, the following statement will appear automatically on the DD 1149 “This shipment does not contain any hazardous materiel”. If marked, the hazardous code will appear on form.

CLASSIFIED: Enter classified item code. If the shipment does not contain classified materiel, the following statement will appear automatically on the DD 1149 “This shipment does not contain any classified materiel”. If marked, the classified item code will appear on form.

SENSITIVE: Enter sensitive item code. If the shipment does not contain sensitive materiel, the following statement will appear automatically on the DD 1149 “This shipment does not contain any sensitive materiel”. If marked, the sensitive item code will appear on the form.

NUMBER OF ITEMS: Enter number of items being shipped. (Please try to list boxes and containers separately)

NOMENCLATURE: Enter description of articles being shipped.

NSN/PART NUMBER: Enter National Stock Number or Part Number of items being shipped.

UNIT OF ISSUE: Select appropriate category for Unit of Issue.

DEMIL CODE: Enter demilitarization code if applicable.

QUANTITY: Enter number of items being shipped.

UNIT PRICE: Enter price of item (not mandatory field)

TYPE CONTAINER: Proper container should be selected (i.e., BX, BD, etc) Pop up menus are available to describe types of containers.

NOTE: The 17 position TCN is automatically generated by the system consisting of DODAAC (6), Year (1), Julian Date (3), X (1), Serial Number (3 – system generated starting with 500 and reset each day) XXX (3). User may override system and create own TCN.

ERROR MESSAGES

Error Messages may be received when the user tries to “Create DD 1149 Form”. Error messages indicate information is missing or entered incorrectly, these data fields are highlighted in red. These errors must be corrected before the form can be printed. Once the form is sent to be printed, the TCN is assigned at this time and the record will be stored in the history data base.

The screenshot shows a web form titled "DD1149 Web Form - Microsoft Internet Explorer". The form is divided into two columns of input fields. The left column includes fields for Organization (AFMC/LSO), Street (4375 Chidlaw Rd.), Base/City (Wright Patterson AFB, OH), State/Country (OH), Zip/Country Code (45433), Phone (937-904-1083), MARK TO Name (TSgt Rickets), Phone (937/257-3633), Long-Line of Accounting (57 3 3400 30 3 67 12 AB 111300), Date Required (highlighted in red), Authority or Purpose, HAZMAT (Classified, Sensitive), and Item Entry (Number of Items: Select Number of Items). The right column includes fields for Organization (BLDG 257), Street (5236 CHASE ST), Base/City (WRIGHT PATTERSON AFB), State/Country (OH), Zip/Country Code (45433), and Phone (937-257-3633). A dialog box is overlaid on the form, displaying error messages: "Please correct the following error(s) with your submission: - A valid required date is required. - At least one item is required." Red arrows point from the error messages to the "Date Required" and "Number of Items" fields. The form also includes buttons for "Submit Form", "View Draft DD1149 Form", "Save Data as Draft", and "Cancel". The status bar at the bottom shows "334 Items, 5 Unread".

After information is corrected; user can either Save Data as Draft, View Draft DD 1149 Form, or Submit Form which will allow user to print form.

To print the DD 1149, select “Print Form”. To obtain best printing results read “Help”

Go to *File, Page Set Up*

- Under *Header and Footers*, remove the enters for Header and footer
- Under *Orientation*, change to Landscape
- Under *Margins*, change all entries to 0.5

After “Print Current” is selected, the DD 1149 Form will be printed with a 2-D barcode.

Form Frame - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Back Links

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT

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 the data, reviewing the collection of information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Directorate for Information Operations and Reports (DDI-4240), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any notice that may appear hereon that it is required to provide information, it does not display a currently valid OMB control number.

1. FROM (include ZIP Code) AFMC/LSO 4375 Chidlaw Rd. Wright Patterson AFB, OH, OH 45433	SHEET NO 1	NO. OF SHEETS 1
2. TO (include ZIP Code) SHIP TO: FB2300 88 MSG LGRS 5236 CHASE ST WRIGHT PATTERSON AFB, OH 45433	3. AUTHORITY OR I	
3. SHIP TO - MARK FOR	7. DATE MATERIAL	
4. APPROPRIATIONS DATA 57 3 3400 30 3 67 12 AB 111300 46200	10. SIGNATURE	
ITEM NO. 1.	FEDERAL STOCK NUMBER, D 23789 TEST TUBE	

Options:

- [Print Current](#)
- [Help](#)

[Main Menu](#)

DD1149 Printing FAQ - Microsoft Internet Explorer

For best printing results, try these steps:

In Internet Explorer:

- Go to **File, Page Setup**.
 - Under **Header and Footers**, remove the entries for **Header** and **Footer**.
 - Under **Orientation**, change to **Landscape**.
 - change all the entries under **Margins (inches)** to **0.5**.

Close Window

Done Internet

Start [Icons] 3:41 PM

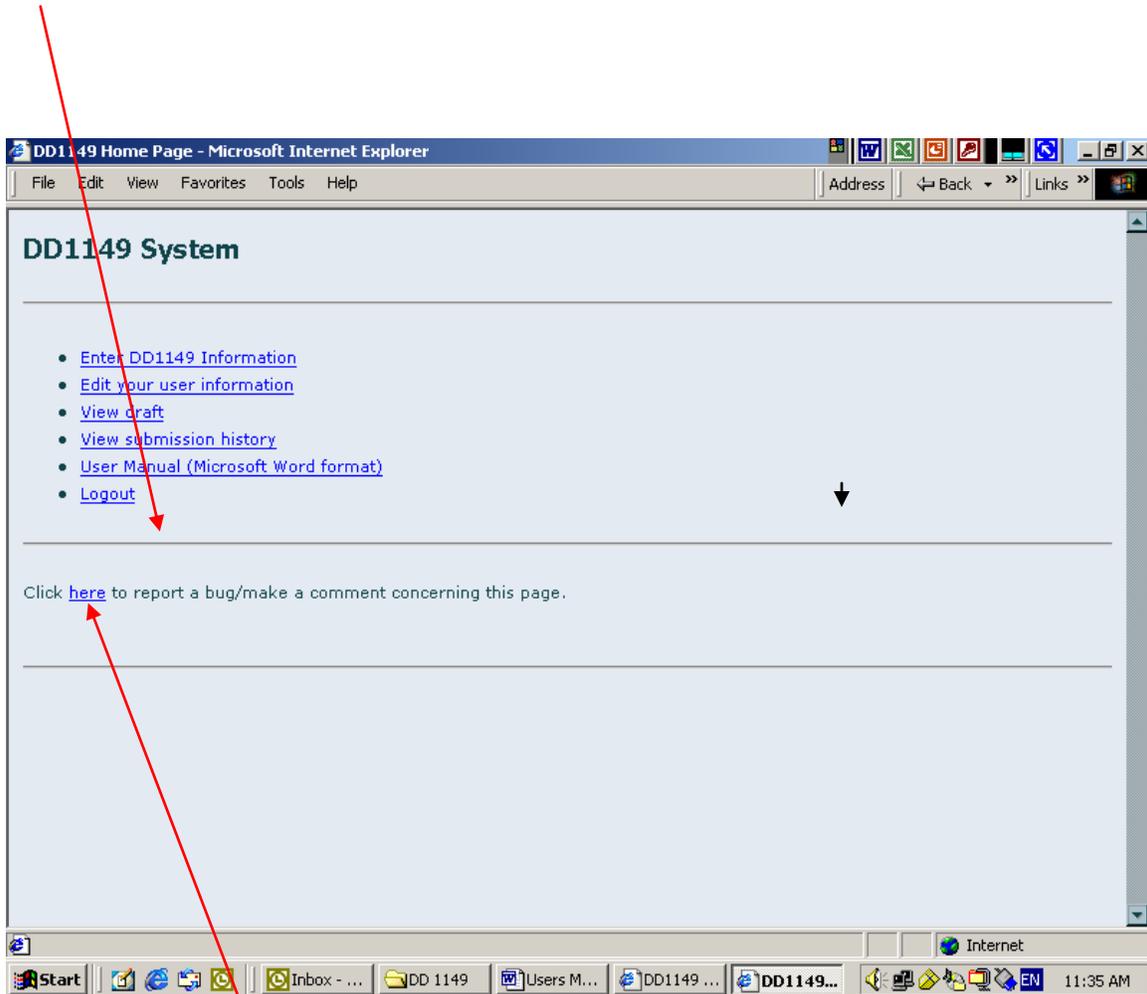
CONTINUATION PAGE:

If the DD 1149 has a continuation page, "Load Page 2" must be selected, then select "Print page 2".

<p>Print displayed DD1149 Form Load Continuation Sheet</p> <p><i>(Having problems with the DD1149 print results? Read the FAQ.)</i></p>		<p>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 4</p> <p>DD INVOICE/SHIPPING DOCUMENT</p> <p><small>average 1 hour per response, including the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information, including postage for reducing the burden, to Department of Defense, Washington Headquarters, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be held liable for a currently valid OMB control number.</small></p>					
<p>SHIP TO: FB2500 BLDG 660 965 PAINE ST PETERSON, AFB 80914</p>		<p>SHEET NO 1</p>	<p>NO. OF SHEETS 2</p>	<p>5. REQUISITION DATE 20030328</p>	<p>6. REQUISITION NUMBER FB23003087</p>		
<p>3. SHIP TO - MARK FOR 21 LSS LGS 719-556-8317</p>		<p>7. DATE MATERIAL REQUIRED (YYYYMMDD) 20030401</p>		<p>8. PRIORITY</p>			
<p>4. APPROPRIATIONS DATA 57 3 3600 29 3 47 21 65807F 6606TS 7M4800 46200 503000 SDN: 24689</p>		<p>9. AUTHORITY OR PURPOSE TEST</p>		<p>11. VOUCHER NUMBER MS. LORE CH</p>			
		<p>10. SIGNATURE</p>		<p>12. DATE SHIPPED (YYYYMMDD)</p>			
		<p>13. MODE OF SHIPMENT</p>		<p>14. BILL OF LADING AFMC LSD/LC</p>			
		<p>15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.</p>					
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)
1.	1 A	EA	1		BX		\$ 2.00
2.	1 A	EA	1		BX		N/A
3.	1 A	EA	1		BX		N/A
4.	1 A	EA	1		BX		N/A
5.	1 A	EA	1		BX		N/A
6.	1 A	EA	1		BX		N/A
7.	1 A	EA	1		BX		N/A
8.	1 A	EA	1		BX		N/A
9.	1 A	EA	1		BX		N/A
10.	1 A	EA	1		BX		N/A
11.	1 A	EA	1		BX		N/A
12.	1 A	EA	1		BX		N/A
<p>This shipment does not contain any classified, sensitive, protective or hazardous material.</p>							

VIEW DRAFT:

Capability exists to save copy to DD 1149 and retrieve at later time to complete. From Main Menu, select “view draft”



REPORTING BUGS

Most screens have the capability to report a bug/make a comment. If you find any discrepancies, please complete this email in order for the programmer to address these issues. Another alternative is to send an email to chris.delahanty@iblogistics.com.

VIEW SUBMISSION HISTORY/REUSE INFORMATION ON PREVIOUS FORM:

From Main Menu select “View Submission History”. This capability is to view history information, reuse previous DD1149 information to create another form, or print a form that was previously created. All DD1149’s that you have created within the last 30 days* will be listed. This information is listed by TCN and data prepared.

***NOTE: Until such time a method of retaining this information after the 30 days is identified, all TCNs created will remain the history data base.**

The screenshot shows a web browser window with the title "HQ AFMC LSO-LOL - Microsoft Internet Explorer". The address bar is empty. The main content area is titled "DD1149 System Submission History" and contains the instruction: "Please select a TCN to view the record. TCNs will remain in the system for 30 days." Below this is a table with the following data:

TCN:	Date:	View this information	Re-Use this submission information.	Print DD1149 Form.
FB23003239X500XXX	(27 aug 2003)	View this information	Re-Use this submission information.	Print DD1149 Form.
FB23003240X500XXX	(28 aug 2003)	View this information	Re-Use this submission information.	Print DD1149 Form.
FB23003240X501XXX	(28 aug 2003)	View this information	Re-Use this submission information.	Print DD1149 Form.
FB23003247X503XXX	(04 sep 2003)	View this information	Re-Use this submission information.	Print DD1149 Form.
FB23003247X504XXX	(04 sep 2003)	View this information	Re-Use this submission information.	Print DD1149 Form.
FB23003250X500XXX	(09 sep 2003)	View this information	Re-Use this submission information.	Print DD1149 Form.

The left sidebar contains a navigation menu with the following items: Home, Mission, Transportation Funding, Process Improvement, Cargo Metrics / Analysis, Logistics Web Forms, PowerTrack in AF, Export Cargo Movement, OEF Tools, DoDAACs, Hot Links, ATCMD, Tracker, and a SITE MAP dropdown menu with a GO button.

GLOSSARY

Accounting and Disbursing Station Number (ADSN) – A six-digit number that identifies the activity which is responsible for performing the official accounting and reporting for the funds.

Allotment Serial Number – A three- to five-position code that identifies a particular distribution of funds.

Basic Symbol Number (BSN) - A four digit number that identifies the type of funds being used.

Budget Authority Code (BAC) — A two-position alphanumeric code. An aggregate of mission oriented and support programs, resources and cost data included in the DoD Six-Year Defense Program. See also Major Force Program.

Budget Program Activity Code (BPAC) – A six position alphanumeric code established for a classification below appropriation level to identify major budget programs and activities. It is applicable to Air Force procurement and RDT&E appropriations.

Department (DEPT) – The department code is a two or four-digit code which identifies the military department or government entity receiving the appropriation.

Element of Expense/Investment Code (EEIC) – A five-digit alphanumeric code consisting of two parts: a three-digit account code followed by a two-digit subaccount code to provide a further breakdown. The codes are designed for use in budget preparations and accounting systems to identify the nature of services and item acquired for immediate consumption (expense ()) or capitalization (investment). EEICs are used as part of the Air Force account classification in accounting for commitment, obligation, disbursement, collection and international balance of payment transactions. See also Element of Resource (EOR) and Object Class Code (OC)

Emergency and Special Program Code (ESP) – A two-digit alphanumeric code used to provide separate accounting and reporting for cost incurred during an emergency or in support of a special program. ESP codes may be assigned by HQ USAF, Major Commands (MAJCOMs) or bases. The first position is assigned by the user and may be either an alpha or numeric character. The second position is always an alpha character and is assigned as follows (A-G) HQ USAF; (H-W) MAJCOM; or (X-Z) base. See also Special Operations Decision Package (SODP).

Fiscal Year (FY) – A one-position alphanumeric code that designates the year funds are available for obligation.

Fund Code (FC) – A two-position code established for each Air Force appropriation, DoD funds allotted to the Air Force and military assistance appropriations transferred to Air Force. These codes facilitate computer processing and are an element of the allotment code.

Material Program Code (MPC) – A code up to six positions used to identify major elements of weapon systems. It is used with procurement appropriations with the Budget Program Activity Code.

Operating Agency Code (OAC) – A two-position alphanumeric code which identifies a major high level organization unit within the Air Force to which HQ USAF allocates funds

Program Year (PY) – A one-position alphanumeric code that designates the year funds are available for obligation. Relative to Program Year and US Treasury Symbol (USTS).

Project and Project/Subproject (Proj/Sub Proj) - An alphanumeric code of up to six positions established for a classification below appropriation level to identify budget programs and activities. Applicable to Air Force construction and military personnel appropriations. See also Army Management Structure Code (AMSCO). Relative to Budget Program Activity Code (BPAC).

Program Element Code (PEC) – An element of the DoD Defense Program representing a combination of personnel, equipment and facilities which together constitute a specific identifiable military capability or support activity (i.e., a B-52 Squadron)

Responsibility Center/Cost Center Codes (RC/CC) – These codes identify Air Force organizations, subordinate units, successive levels of responsibility and their related cost accounts. Responsibility centers are the focal point of managerial control and represent a level of reporting for financial accountability. A cost center is a subordinate entity or unit of activity of an organization used for purposes of cost accumulation and distribution. The cost account is subordinate to a cost center and is used to collect costs below organization entities; also cost accounts are identified to single parent command, DoD program element and functional category. See also Cost Account Code (CAC) and Management Decision Package (MDEP).

Sales Code (SC) - A 2 or 3 digit numeric/alpha code prefixed by the letter "C" (i.e. C16). The sales code is used to identify and classify the major sources of appropriation reimbursements and represents a subsidiary classification of accounts receivable. Also identifies groups of customers and provides the financial data required for budget administration and reporting purposes.

Standard Document Number (SDN) – A locally developed alphanumeric code that is utilized by accounting to track each obligation record through all account phases (Advice, MIPR or MORD Number)

