

## Special Measurement Ordering Instructions

1. Prepare PDF fillable 1348-6
2. Blocks 1-3 (Document Identifier): A0E for CONUS or A05 for OCOUNS –Does not change.
3. Blocks 4-6 (Routing Identifier): SMS –Does not change.
4. Block 7 (Media and Status Code M & S): S –Does not change.
5. Blocks 8-20 (Special Measurement NSNs contact [Sandee.Wise@dla.mil](mailto:Sandee.Wise@dla.mil))
6. Blocks 21 and 22 are blank
7. Blocks 23-24 (Unit of Issue) EA
8. Blocks 25-29 (Quantity) 00001
9. Blocks 30-35 DODAAC Number. Each number is specific to your Store.
10. Blocks 36-39 (Date of order) Must be written using the Julian Calendar.  
For example: 1212 is July 31, 2021
  - a. Block 36 is the last digit of the year. For 2021 this number is 1. Next year it will be 2.
  - b. Blocks 37-39 is the day of the year on the Julian calendar. 212 would be the two hundred twelfth day of the calendar year or July 31.
11. Blocks 40-43 (Requisition Serial Number). This four-digit number is determined by AAFES Management.
12. Block 44: (Demand Code). N, for non-recurring demand –Does not change.
13. Blocks 45-50 are blank unless you would like an item shipped OR billed to another DODAAC location see 14.
14. Block 51 (Signal Code).
  - a. This is an “A”. This means the Airmen/Store wants it shipped and billed to DODAAC code in blocks 30-35.
  - b. For ALL AFFES orders signal code is “B” and billing DoDAAC is HXYAAA in blocks 45-50. (All AAFES orders are centrally billed to Headquarters in Dallas).
15. Blocks 52-53: (Funding Code): always 6C unless the following:
  - a. DODAACs starting with HX –use XP.
  - b. DODAACs starting with 95 –use LC.
16. Blocks 54-56 (Distribution Code) 001- Does not change
17. Blocks 57-59 are blank
18. Blocks 60-61 is the priority code. Pri Code is 03.
19. Blocks 62-64 Julian date of requested delivery date. This is 45 days from Julian date in blocks 36-39.
20. Blocks 65-80 are blank
21. Block 8 (Description of Item Requested): ex. AF Women Service Coat 1620
22. Block 8b Size.
23. Blocks 9-9e are blank
24. Block 10 is the Requisitioner. Name, Store Address, Email, Number should be listed.
25. Block 11 Airmen’s Information. Name, Email and Number.
26. For Special Measurements a DD Form 358 (Special Measurement - Male) or DD Form 1111 (Special Measurement - Female) complete and email to [Sandee.Wise@dla.mil](mailto:Sandee.Wise@dla.mil).
27. **DD 150 Footwear with drawings of left and right foot plus 1348-6** must be mailed to:
  - a. Sandee Wise, Air Force Clothing & Textiles Office, 700 Robbins Avenue, Building 3C South, Desk 6062 Philadelphia, PA 19111-5005
28. To follow-up on your requisition contact [Sandee.Wise@dla.mil](mailto:Sandee.Wise@dla.mil)