

## Guidon/ Streamer/ Organizational Flag Ordering Instructions

1. Prepare PDF Fillable 1348-6
2. Blocks 1-3 (Document Identifier): A0E for CONUS, A05 for OCONUS
3. Blocks 4-6 (Routing Identifier): SMS
4. Block 7 (Media and Status Code M & S): S
5. Blocks 8-11 (Federal Supply Class for Manufactures FSCM): 8345
6. Blocks 12-20 (Part Number or applicable NIIN)
7. Blocks 21 and 22 are blank
8. Blocks 23-24 (Unit of Issue) EA
9. Blocks 25-29 (Quantity) 00001 (unless you are ordering more than one streamer of the same kind and same embroidery)
10. Blocks 30-35 (Requisitioner/ DODAAC Number). Each number is unit specific. Contact your unit supply representative to determine your unit number. (Department of Defense Activity Address Code)
11. Blocks 36-39 (Date of order) Must be written using the Julian Calendar.  
Ex. 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.
12. Blocks 40-43 (Requisition Serial Number). This four-digit number is determined by unit supply to maintain continuity within unit requisition process.
13. Block 44 (Demand Code) N for non-recurring.
14. Blocks 45-50 (Supplementary Address) leave blank, if you are not shipping or billing to another DoDAAC.
15. 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).
16. Blocks 52-53 (Funding Code): always 6C unless the following:
  - a. DODAAC's starting with 95- use LC
  - b. DODAACs starting with HX –use XP.
17. Blocks 54-56 (Distribution Code) 001- Does not change
18. Blocks 57-59 are blank
19. Blocks 60-61 (Priority Code). 03 is appropriate for a guidion streamer.
20. Blocks 62-64 is the Required Julian Date of delivery. Delivery date must be 45 days after date in blocks 36-39.
21. Blocks 1-6 are blank.
22. Block 7 is the Name of the Item.
23. Block 8 (Description of Item Requested): For example, First Line: Air Force Outstanding Unit Award Streamer; Second Line: Embroidery: if applicable (Dates of unit award. For example: 1 MAY 89 - 30 APR 91). Ensure "to" and "from" date formats are consistent.
24. 8b Size. This block MUST read Length by Width. Failure to provide both length and width will result in order being rejected.
25. Blocks 9-9e are blank
26. Block 10 is the Requisitioner. Typically, the unit supply person will go here. Name, Unit, Address, Base and Full Commercial Number should be listed.
27. Please email your request to [AFPHLHERALDRY@dla.mil](mailto:AFPHLHERALDRY@dla.mil)
28. To follow-up on your requisition contact DLA Customer Service: [DLAcontactcenter@dla.mil](mailto:DLAcontactcenter@dla.mil) or 1-877-352-2255.