



Naval Logistics Library

Naval Supply Systems Command

Packaging and Labeling Guidelines

The Naval Logistics Library (NLL) strives to meet or exceed customer expectations by providing quick access to Naval publications. Proper packaging and labeling of shipments to our warehouse will help us achieve that goal. In the past, the DLA warehouse in Mechanicsburg, PA has identified the following issues with some incoming shipments:

- Items are not shrink-wrapped or bundled by each individual unit of issue
- No stock number or barcode on the individual unit of issue
- Outside packaging does not have a barcode stock number
- No indication of quantity or stock number on the outside packaging
- Scan of barcode does not match the actual item stock number
- Barcode will not scan

These problems can cause receipt processing delays and additional expense to the publication sponsors. Please adhere to the packaging and labeling guidelines that we've provided below. This is especially important as we begin shipping items to the U.S. Army facility in St. Louis, MO.

When packaging publications please ensure the following:

- Each individual unit of issue is bundled or shrink-wrapped
- Each individual unit of issue is marked with the stock number and barcode stock number¹
- All shipping labels include the following²:
 - Originating address
 - Destination address: U.S. Army Media Distribution Division
1655 Woodson Road
St. Louis, MO 63114-6128
 - Stock number and barcode stock number
 - Total quantity shipped
 - Quantity per carton
 - Carton number and total number of cartons (e.g., 1 of 5)
- Shipments comply with GPO Publication 310.2 (Rev. 5-99); highlights include:
 - Only new corrugated or solid fiberboard containers may be used.
 - Containers must be packed solidly (top and sides) with material laid flat on the bottom of the containers (never stand on end).

¹ Linear (Code 39) barcode symbology with density range of 3.0 to 9.4 characters per inch (CPI)

² We've attached the label used by DAPS North Island as a sample

- Minimum container bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).
- Maximum carton size should be (The only exception is oversized items):
 - Height: 12 ½ inches
 - Length: 11 ½ inches
 - Width: 18 inches
- Palletizing:
 - Wood material, Type III - four-way; size 2 - 40" X 48"
 - Maximum pallet height is 55"
 - Maximum weight: 2,000 lbs
 - Containers on pallet will be flush to corners, top side up, label facing out, without overhang at any edge
 - Voids must be to the center of the pallet
- Carton quantity will be consistent throughout each item. Should strive to keep the same carton-quantity throughout life-cycle of each item

For more information on military marking, please see the Department of Defense Standard Practice – Military Marking for Shipment and Storage (MIL-STD-129P) on the NLL website (<http://www.nll.navsup.navy.mil>).

FROM		DAPS JOB NO.	
		CUSTOMER REQ. NO.	
STOCK NO. (NSN)		FP NUMBER	
PUB/FORM NO.		NP NUMBER	
TITLE		TOTAL QUANTITY SHIPPED	
TO: U.S. Army Media Distribution Division 1655 Woodson Road St. Louis, MO 63114-6128		QUANTITY THIS CARTON	
		CARTON	OF