DOD 4500.9-R

DEFENSE TRANSPORTATION REGULATION

PART II

CARGO MOVEMENT

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SUMMARY OF DTR PART II CARGO MOVEMENT CHANGE ONE

(NOTE: ALL PAGE AND PARAGRAPH REFERENCES ARE TO THE DTR PART II, CARGO MOVEMENT CHANGE ONE))

Section/Chapter	Page/Paragraph
Table of Contents	Adds new section of forms
References	Corrects date on MFTRP Page xiv adds DLAD 4145.41/AR 700-143/AFJI 24-210/ NAVSUPINST 4030.55B/MCO4030.40B, Packaging of Hazardous Materials and DOD Directive 3005.7 Emergency Requirements, Allocations, Priorities, and Permits for DOD Use of Domestic Civil Transportation
Definitions	Correct references to DoD unique codes to X.12 **Adds:** • Bill of lading • Optimum benefit negotiation • Mode of Transport • Voluntary Intermodal Sealift Agreement (VISA) • Switching and trackage agreements • Best Value **Removes:** TRAMS and DWASP Corrects reference in UMMIPS definition to: DMMR DoD 4140.1-R Changes Required Delivery Date (RDD) definition to remove last sentence
Chapter 201	Page 201-19 new para I on Public Highway Requirements Page 201-19 para J adds new para 4 on Commercial Carrier embargoes Page 201-20 new para K on Rail Abandonment Assistance Page 201-26 delete references to manual changes to TFG Page 201-26 makes TFG updates for OCONUS units mandatory Page 201-26 corrects MTMC office symbol Page 201-27 new para S on Optimum Benefit Negotiation Page 201-27 new para T on Switching and Trackage agreements Pages 201-28, 29 and 30 Adds new paragraphs on Contract Support Policy and Transportation Acquisition Policy and MRM-15 and Powertrack
Chapter 202	Page 202-1, para B1, expands T.O. routing authorities and references use of Powertrack Page 202-1, para B1a, expands automated routing request to all commodities Page 202-5 para L 3 add new para on GTN Page 202-7 para O1 adds last sentence Page 202-11 Adds new para W on driveaway/truckaway service Page 202-17, adds reference for DOD4140.1R, Appendix 8, UMMIPS Deletes figure 202-5
Chapter 203	Page 203-5, para C.3.b.(1)(a) adds URL Page 203-5, para C.3.b.(1) adds clarification on clearance Page 203-5, para C Adds Part I App C&K to Part II App W Page 203-11 para F corrects JMTCA definition Page 203-12 paras F.1a and h modified for airlift of munitions by AMC, adds sub para o. for aerial port munitions storage clearance
Chapter 204	Page 204-1 para B.4, corrects Title 49 CFR reference Page 204-2 Para D, inserts MTMC corrections

	Page 204-3 para 2c is rewritten Page 204-7 para E, adds hazardous waste training site Page 204-5 para D.3.e aligns words with DD Form 836 Page 204-5 updates REPSHIP info and example and expands para D.3.m for munitions storage clearance at aerial ports Page 204-6 para E.1.a, corrects reference to AFJAM to Joint Manual Page 204-6 and 7 para E 1.b updates schools information to include Army Ammunition Center, McAlester, OK replacement for Savanna Army Depot. Page 204-7 para E.2 changes refresher training interval to 24 months Page 204-8 paraF.1 clarifies submission of exemption, COE and CAA requests Page 204-8 paraF.2.clarifies reference to DOT Page 204-9 paraF.2.c adds revised para c. Page 204-9 paraF.2.d adds exemption renewal information and revised Navy procedures Page 204-10 para F.3 adds definition of COE Page 204-10 para F.4 clarifies CAA reference Page 204-10 para G2 corrects US AMC to US Army IOC Page 204-11 para H.4 clarifies use of DD 626 Page 204-14 Para M, inserts optional certification statement (IMDG) Page 204-18 Figure 204-2 updates GBL example Page 204-19 to 22 Revises REPSHIP examples Page 204-23 corrects spelling and DLA office symbol and corrects Army addresses Page 204-23 corrects Army addresses Page 204-23, fig 204-5 corrects Navy address Page 204-26/27, Fig 204-6 corrects Air Force office symbols and Navy SPAWAR address Page 204-28 corrects DLA office symbol and Army addresses Page 204-29 Figure 204-8 inserts latest version of exemption Page 204-35 replaces GENERAL INSTRUCTIONS para and corrects paragraph alignment to DD Form 626 dated Sep 1998 Page 204-34/35 revises Item 14
Chapter 205	Page 205-4 adds new para D on risk assessment Page 205-8 Figure 205-1, retitles charts Page 205-20 para T 2, adds Alaska, Hawaii and Puerto Rico Page 205-20. Para T.1 clarifies locations on movements of SECRET and CONFIDENTIAL cargo Page 205-21, adds para 3 on use of express carriers for movement of classified shipments to AMC APOEs Page 205-22 Fig 205-2 corrects designations
Chapter 206	Page 206-2, para B.1 deletes third sentence and clarifies use of GBL for FMS shipments Page 206-5, para D8, adds DFAS approved policy on Certification of Lost or Destroyed GBLs Page 206-5, para E 1, deletes last sentence on MTMC coordination for use of commercial forms and procedures Page 206-9 para I 1, clarifies use of GBL correction notice in EDI and manual formats Page 206-9 para I 2, corrects Navy address
Chapter 207	Page 207-1 Paras C 2 c and d and Page 207-5 para K1f corrects references Page 207-3, para E, new para 8 clarifies TPS discrepancy procedures

Chapter 208	Page 208-3, Figure 208-1, corrects reference
Chapter 209	Page 209-2, para C 4 and page 209-3, para E, changes frequency of visits
Chapter 210	Page 210-8 para E 3 changes TDR claims threshold to $500 and inserts authorization for local settlement of claims Pages 210-15, 20, 21, 23, 25,and 26, corrects addresses for Navy and MTMC locations Page 210-24, para b 1, corrects OCONUS to CONUS
Appendix R	Page R-1, Para A 4, deleted Page R-1, para B 1 line three, corrects IP address Page R-37 para 13, defines satellite and tenant activities
Appendix U	Page U-20 and 21, consolidates tables and updates addresses and adjusts Notes Page U 22, Step 2, para 1, adds clarification on use of ETRR
Appendix V	Page V-1, paras A and B 1 c, corrects reference Page V-6, para H 1 and 2, changes policy on movement of FMS Hazard Division 1.3 through commercial gateways Page V-7, adds sub para 3 to para H for aerial port storage clearance of munitions
Appendix W	Page W-2, Part I, para D 1 a, changes forecast frequency Page W-7, Part II, para A 1 b, changes forecast frequency
Appendix X	Old Attachment 2 deleted, remaining attachments renumbered Attachment 2 , A, Block 4(c) adds numerical designators for DSC Attachment 3 Block 18, pages X-3-14-16 and X-3-19 applies new hazard classes to commodity codes Page X-2-2 Para A Block 4 adds DSC codes Page X-2-4 Block 10 adds reference Page X-2-9, Block 16, clarifies location of information on CFM GBLs Page X-2-15, Block 28, adds GBL charges as required field Pages X-3-3, 4, and 5 updates ANSI X.12 codes Page X-3-14 to X-3-16 and X-3-19 Atch 4, Block 18 corrects Hazard classes Page X-3-24, clarifies CFM data field Page X-3-33, Item 12, clarifies low cost carrier use
Appendix Y	Page Y-6, adds GBLOC at McConnell AFB, KS Corrects/deletes Services GBLOC addresses Inserts revised format for GBLOC addresses
Appendix Z	Page Z-7, Section B updates MTMC Area Command to Deployment Support Command Page Z-9, para D, corrects NOS code
Appendix bb	Adds placeholder for implementing procedures for MRM-15 business processes and procedures

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ACQUISITION AND TECHNOLOGY

FOREWORD

18 JUN 1998

This document represents changes to DOD Regulation 4500.9-R, Part II, Cargo Movements and is issued under the authority of Deputy Under Secretary of Defense (Logistics) Memorandum, Defense Transportation Regulation (DTR), Parts I-IV, August 4, 1995. It implements and updates DOD policies governing the use of DOD-owned and controlled aircraft, sealift, and establishes criteria for cargo movement. In accordance with DOD Directive 5158.4, United States Transportation Command, January 1993, USCINCTRANS is the DOD single manager for transportation (for other than Service-unique or theater-assigned transportation assets). Strict adherence to the provisions of this regulation is essential to maintain the integrity of the DOD transportation system. This change updates provisions for the movement of cargo to, from, and within Continental United States (CONUS) and Outside the Continental United States (OCONUS).

This change to DOD Regulation 4500.9-R, Part II applies to the Office of the Secretary of Defense, Military Departments; Chairman and Joint Chiefs of Staff; unified combatant commands; and the defense agencies (hereafter referred to collectively as the DOD Components). It also applies, to Uniformed Service members of the U.S. Coast Guard, U.S. Public Health Service, and U.S. Coast and Geodetic Survey, when cross-servicing agreements are in effect.

This change is effective immediately. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this regulation and all DOD components will distribute it for use at the operating level. The DOD components may publish more detailed guidance if needed and will provide a copy to USTRANSCOM/TCJ4-LTP. Proposed changes to this regulation may be sent to USTRANSCOM/TCJ4-LTP after being staffed through appropriate DOD component traffic management channels. USTRANSCOM will then forward proposed changes to the Assistant Deputy Under Secretary of Defense for Transportation Policy for approval. No changes to the DTR may be made without prior coordination with the Military Services.

The DOD components may obtain copies of this regulation through their own publication channels approved for public release; distribution unlimited. Authorized registered users may obtain copies of this publication from the Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir VA 22060. Other federal agencies and the public may obtain copies for a fee from the U.S. Department of Commerce, National Technical Information Services, 5285 Port Royal, Springfield VA 22161.

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of Defense (Logistics)

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REFERENCES

(Each applies to the current edition, unless otherwise specified. Due to numerous reorganization efforts, the guidance in some of the references may have been or will be reissued in other publications. It may be necessary to consult a functional area expert to determine the most recent guidance.)

(a) DOD Directive 5158.4, United States Transportation Command, (current edition).

(b) DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP), 15 March 1987.

(c) Joint Federal Travel Regulations, Volume I (current edition).

(d) Joint Travel Regulation, Volume II (current edition).

(e) DOD 4515.13-R, Air Transportation Eligibility, 3 November 1994.

(f) DOD Instruction 4500.42, DOD Transportation Reservation and Ticketing Services, (current edition).

(g) USTRANSCOM Regulation 110-5, Acquisition Oversight Group, (current edition).

(h) DOD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies, (current edition).

(i) DOD Instruction 4100.31, Reports on Single-Manager Operations, (current edition).

(j) DOD Directive 4140.1, Materiel Management Policy (P&L), (current edition).

(k) DOD Directive 5010.38, Internal Management Control Program, (current edition).

(l) AFI 24-101/MCO P4600.7/NAVMILPERSCOMINST 4650.2, Passenger Movement, (current edition).

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(s) AFJMAN 24-204/TM 38-250/MCO P4030.19F/NAVSUP Pub 505(Rev)/DSAM 4145.3, Preparation of Hazardous Materials for Military Air Shipments, (current edition).

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(y) AFR 183-2, AR 66-5, OPNAVINST 5130.2, Defense Courier Service, (current edition).

(z) MTMC Freight Traffic Rules Publication No. 1A (MFTRP No. 1A), Rules and Accessorial Services Governing the Movement of Department of Defense Freight Traffic by Motor Carrier, (current edition).

(aa) MTMC Freight Traffic Rules Publication No. 4A (MFTRP No. 4A), Rules and Accessorial Services Governing the Movement of Department of Defense Bulk Commodity Traffic Requiring Tank-Truck Service, (current edition).

(ab) MTMC Pipeline Rules Publication No. 6A (MPRP No. 6A), Rules and Accessorial Services Governing the Movement of Department of Defense Petroleum Products by Pipeline Carrier, (current edition).

(ac) MTMC Freight Traffic Rules Publication No. 10 (MFTRP No. 10), Rules and Accessorial Services Governing the Movement of Department of Defense Freight Traffic by Rail Carrier, (current edition).

(ad) MTMC Class Rate Publication No. 100A (MCRP No. 100A), Containing Baseline Class 100 Rates and Minimum Charges for the Movement of Department of Defense Freight Shipments, 1 Feb 89.
(ae) MTMC Standard Tender Instruction Publication No. 364 (MSTIP No. 364), Preparation Instructions for the Department of Defense Standard Tender of Freight Services for MT Form 364, 1 Jun 93.

(af) DOD 5030.49-R, Customs Inspection, (current edition).

(ag) DOD 5105.38-M, Department of Defense Security Assistance Manual, (current edition).

(ah) DOD 4000.25-8M, Military Assistance Program Address Directory (MAPAD), (current edition).

(ai) DOD 5220.22-C, Carrier Supplement to Industrial Security Manual for Safeguarding Classified Information, (current edition).

(aj) DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information,(current edition).

(ak) NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials, (current edition).

(al) DOD 6055.9-STD, DOD Explosives Safety Board, (current edition).

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(an) AR 55-27, Vehicle Movement Schedule for Shipment Forecast, (current edition).

(ao) JCS Pub 4-04, Mobility System Policies, Procedures, and Considerations, (current edition).

(ap) DLAD 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/MCO 4030.40B, Packaging of Hazardous Materials.

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(ar) AR 55-29, Military Convoy Operations in CONUS.

(as) MTMCTEA Pamphlet 55-19, Tiedown Handbook for Rail Movements

(at) MTMCTEA Reference 96-55-20, Tiedown Handbook for Truck Movements

(au) MTMCTEA Reference 96-55-21, Lifting and Tiedown Handbook of U.S. Military Helicopters

(av) MTMCTEA Reference 96-55-22, Marine Lifting and Lashing Handbook

(aw) MTMCTEA Reference 96-55-23, Containerization of Military Vehicles

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DEFINITIONS

1. **Abbreviated Transportation Accounting Classification.** Alphanumeric code used in lieu of a full 23 character line accounting.

2. **Accessorial Service.** A service performed by a carrier in addition to the line-haul.

3. **Active Duty**. Full-time duty in a military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

4. **Actual Placement.** The placing of a carrier conveyance in an accessible position for loading or unloading, or at a place previously designated by the consignor or consignee.

5. **Actual Value Rate**. A rate based on the actual value of the material shipped.

6. **Aerial Port.** An airfield that has been designated for sustained air movement of personnel and materiel to serve as an authorized port of entrance or departure to or from the country where located.

7. **Aerial Port of Debarkation (APOD).** A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located.

8. **Aerial Port of Embarkation (APOE).** A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.

9. **Agreed Valuation.** The value of articles in a freight shipment agreed upon as the basis on which the freight rate is assessed. This valuation establishes a value beyond which recovery cannot be made in event of loss or damage in transit.

10. **Air Charter Service**. Air transportation procured under an arrangement with an air carrier for the exclusive use of one or more aircraft.

11. **Airlift Clearance Authority (ACA).** A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DOD 4500.32-R, MILSTAMP.

12. **Air Mobility Command (AMC).** An Air Force major command and USTRANSCOM Air Force component with the primary responsibility for DOD strategic airlift.

13. **Air Movement Designator (AMD).** An alphanumeric code assigned according to established codes to identify the originating and destination station, priority, type travel, and sponsoring activity in whose interest a passenger is being moved.

14. **Air Taxi Service**. Air transportation in aircraft having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of federal and state bodies.

15. **Ammunition/Explosives.** A device charged with explosives, propellants, and pyrotechnics, initiation composition of nuclear, biological, or chemical material for use in connection with defense or offense, including demolition. This also includes ammunition used for training, ceremonial, or non-operational purposes.

16. **Appeal.** Procedure which allows reconsideration of a carrier in non-use or disqualified status.

17. **Area Monitoring Office.** The office which is assigned responsibility for monitoring Transportation Discrepancy Report (TDR) actions in a specific theater or area.

18. **Area of Responsibility (AOR).** A defined area in which responsibility is specifically assigned to the commander of the area for development and maintenance of installations, control of movement, the conduct of tactical operations involving troops under the commander's control, along with parallel authority to exercise these functions; and/or acquisition of transportation, storage, and related personal property movement services.

19. **Armed Forces (Military Services).** The Army, Navy, Air Force, Marine Corps, and Coast Guard (See 37 CFR 101(4)).

20. **Armed Forces of the United States.** A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. (Also see "United States Armed Forces.")

21. **Astray Cargo.** Shipments or portions of shipments found in a carrier's possession or delivered to a government activity for which billing (waybill, freight warrant, etc.) is not available, or which is being held for any reason except transfer.

22. **Barge.** A flat-bottomed vessel customarily used in commercial ship canals and in ports where ships are unable to load or unload at piers due to shallow drafts.

23. **Best Value**. Selection of contractors/carriers to support Defense Transportation System requirements will utilize a best value approach, based on determining factors such as quality of service, past performance, cost/price, claims experience, ability to perform service within stated requirements, and carrier commitment of transportation assets to readiness support. Under this best value approach, cost is not the only factor in carrier selection. Past performance factors include but are not limited to; on-time pickup and delivery percentage, lost or damaged cargo percentage, number of claims, and provider availability. Service factors include, but are not limited to carrier ability to respond, routing, and ability to provide in-transit visibility (ITV) and commitment of transportation assets to readiness support. Carriers/contractors who use the PowerTrack payment processing system for movement of DOD cargo will be given additional consideration under best value criteria when compared to other carriers who do not use the PowerTrack payment system.

24. **Bill of Lading.** A document that lists goods being shipped and specifies terms and conditions of their transport.

25. **Breakbulk Ship.** A ship with deep holds that are loaded through hatches. Ships are normally self sustaining.

26. **Calendar Days.** Consecutive days without regard to weekends or holidays.

27. **Cargo.** Supplies, materials, stores, baggage, or equipment transported by land, water, or air.

    a. Bulk. Dry or liquid cargo, e.g., oil, coal, grain, ore, sulfur, or fertilizer, which is shipped unpackaged in large quantities.

    b. Containerizeable Cargo. Items which can be stowed or stuffed into a container closed SEAVAN or MILVAN.

    c. Non-Containerizeable Cargo. Items which cannot be stowed or stuffed into SEAVANs or MILVANS, i.e., overdimensional or overweight cargo.

    d. Source Stuffed Cargo. Cargo which economically fills a container from a single origin point.

28. **Carrier.** Any individual, company, or corporation commercially engaged in transporting cargo, passengers, or household goods. A business entity which holds appropriate state or federal permits or certificates for movement of personal property and/or mobile homes. Carriers are further defined in the International Through Government Bill of Lading (ITGBL) program as follows:

    Primary Carrier. The carrier who establishes the low rate for an incentive traffic channel during the traffic distribution period is the primary carrier. A primary carrier is also referred to as a rate setter.

    Equalization Carrier. The carrier meeting the low rate for an incentive traffic channel becomes an equalization carrier. Equalization carriers share the remaining traffic not tendered to the primary carrier.

    Other Participating Carrier. A carrier which neither sets nor equalizes the low rate but rather files a higher rate is a participating carrier

29. **Carrier, DOD-Approved** Any carrier, as defined above, approved by the Commander, Military Traffic Management Command, for participation in the DOD Personal Property Shipment and Storage Program

30. **Certification of Essentiality: For Highway Movement.** A certification by an appropriate military authority that the cargo is "essential cargo." The oversize or overweight shipment cannot be reduced in size or weight and the shipment must be moved via highway.

31. **Channel Airlift.** Common-user airlift service provided on a recurring basis between two points.

32. **Channel Sequence Listing.** A listing of approved active AMC channels prepared annually by HQ AMC and distributed to all users of AMC airlift.

33. **Channel Traffic.** Passengers and cargo moving over established worldwide routes served by either scheduled DOD aircraft under the control of AMC or commercial aircraft under contract to and scheduled by AMC.

34. **Circuitous Route.** A route from shipment origin point to destination point which is other than the direct route between the points and which is used by carrier for emergency reasons or if required by Federal, state, or local statutes.

35. **Civil Agencies**. All agencies in the federal government other than DOD installations and activities, e.g., General Services Administration (GSA).

36. **Claim.** A written legal demand for payment of goods lost or damaged in shipment.

37. **Claim Office.** The office responsible for filing claims on behalf of the DOD against carriers, contractors, stevedores, or vendors for loss or damage resulting from movement of government-owned property, e.g., the appropriate finance center for CONUS commercial carriers; MSC for commercial ocean carriers; the responsible contracting officer for contractors, stevedores, and vendors.

38. **Classification.** See "Freight Classification."

39. **Classified Material/Matter.** Official information or matter, in any form or of any nature, which requires protection in the interest of national security. Material is classified CONFIDENTIAL or SECRET under DOD 5200.1-R, Information Security Program Regulation. Material classified TOP SECRET is not included in this Regulation.

40. **Clearance Authority (CA).** The activity which controls and monitors the flow of cargo into the airlift or water transportation system. (See Airlift Clearance Authority (ACA), Ocean Cargo Clearance Authority (OCCA), and Water Clearance Authority (WCA).)

41. **Cleared Carrier.** A commercial carrier who meets the criteria for handling up to SECRET shipments.

42. **Closed Vehicle or Equipment**. A conveyance that is fully enclosed with permanent sides and top, and with doors that can be locked and sealed.

43. **Commercial Air Movement.** The movement of a group of persons routed by Headquarters, Military Traffic Management Command (HQ MTMC) in regular or chartered commercial air service.

44. **Commercial Bill of Lading (CBL).** Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation.

45. **Common-User Land Transportation (CULT)**. A program managed by a designated single manager for all DOD motor carrier cargo movements in a theater, specific country, or geographic region. Theater CINC usually designates the predominate DOD Component as the CULT manager.

46. **Common-User Lift**. U.S. Transportation Command-controlled lift: The pool of strategic transportation assets either government-owned or chartered that are under the operational control of Air Mobility Command (AMC), Military Sealift Command (MSC), or Military Traffic Management Command (MTMC) for the purpose of providing common-user transportation to the DOD across the range of military operations. These assets range from common-user organic or chartered pool of common-user assets available day-to-day to a larger pool of common-user assets phased in from other sources.

47. **Common-User Water Terminal.** A facility which regularly provides (for two or more Services) the terminal functions of receipt, transit storage or staging, processing, and loading or unloading of cargo or passengers on ships. It may be a military installation, part of a military installation, or a commercial facility operated under contract or arrangement of a DOD Component.

48. **Consignee.** The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that is receiving the product.

49. **Consignor.** The person or activity that is the supplier or shipper of a product.

50. **Constructive Placement.** When a carrier conveyance cannot be placed for loading, unloading, or at a point previously designated by the consignor or consignee, and is placed elsewhere, it is considered as being under constructive placement and subject to tariff rules and charges.

51. **Container**.

a. Cargo. A standardized, demountable receptacle for transporting cargo on a chassis, rail car, or vessel.

b. Dromedary. A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer or in a van and which can be used to transport less-truckload shipments of Arms, Ammunition and Explosives (AA&E), SECRET, CONFIDENTIAL, CCI, or sensitive material.

c. Flat Rack. Open-sided and top International Standard Organization (ISO) containers with two removable/adjustable ends.

d. Half-Height. Standard ISO containers with one end door and an open top.

e. Military Van (MILVAN). A military-owned demountable container that conforms to U.S. and international standards and operates in a centrally controlled fleet for movement of military cargo.

f. Military Sealift Command Van. A SEAVAN leased and controlled by the Military Sealift Command. (See SEAVAN.)

g. SEAVAN. Commercial or government-owned (or leased) shipping containers which are moved via ocean transportation without bogey wheels attached.

52. **Container Handling Equipment (CHE).** Items of materiel handling equipment (MHE) required to specifically receive, maneuver, and dispatch containers.

53. **Containerization.** The use of containers to unitize cargo for transportation, supply, and storage. Containerization incorporates supply, transportation, packaging, storage, and security together with visibility of a container and its contents into a distribution system from source to user.

54. **Container ship.** A ship specifically constructed and equipped to carry only containers. Container ships are usually non-self-sustaining and do not have built-in capability to load or offload containers, and require port crane service. A containership with shipboard installed cranes, capable of loading and off-loading containers without assistance of port crane service, is considered self-sustaining.

55. **Continental United States (CONUS).** The 48 contiguous states and the District of Columbia.

56. **Contract Administration Office.** The activity responsible for administering the contract against which the shipment was made.

57. **Controlled Cargo.** Items that require additional control and security as prescribed in various regulations and statutes. (See Protected Cargo.)

58. **Controlled Cryptographic Item (CCI).** Communications Security (COMSEC) equipment declassified by the National Security Agency. CCI requires accountability when shipped by commercial transportation by use of paper or electronic signature service. Classified keying material associated with CCI must be separately transmitted according to requirements for its classification.

59. **Convoy Commander**. The officer or noncommissioned officer in charge of vehicles and operating personnel of a convoy. The convoy commander is designated by the person authorizing movement.

60. **Convoy Movement Order.** A computer-generated movement directive issued to a moving unit to establish convoy route, movement schedule, reporting requirements, and special instructions. This document is generated by the ARNG State Movement Control Center (SMCC) in the state where a convoy originates. During a time of emergency, the SMCC is authorized to assign convoy movement order numbers to installations. These orders will be based on the DD Form 1265 submitted by requesting unit and prior emergency procedures established by the SMCC.

61. **Customer.** Any authorized user of the DTS.

62. **Declared Valuation.** The value of goods, as stated by a shipper, when tendered to a carrier.

63. **Defense Freight Railway Interchange Fleet (DFRIF).** A fleet of freight cars built and maintained to the standards established by the Association of American Railroads (AAR) and the Department of Transportation. These cars are suitable for shipping DOD cargo over the commercial railroad system throughout North America, including Alaska, Canada, and Mexico.

64. **Defense Transportation System (DTS).** That portion of the worldwide transportation infrastructure which supports DOD transportation needs in peace and war. DTS consists of those military and commercial assets, services, and systems organic to, contracted for, or controlled by the DOD, except for those which are Service-unique or theater-assigned.

65. **Defense Transportation Tracking Service (DTTS).** A computer-based system located at the Naval Transportation Support Center, Norfolk, Virginia, which is manned 24-hours a day

and is used to maintain in-transit visibility of carrier vehicles transporting shipments of munitions and other hazardous material.

66. **Demurrage.** A charge made on carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading and unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for demurrage are in addition to all other lawful transportation charges. Demurrage charges typically are associated with rail and water port operations.

67. **Denied Boarding Compensation**. A monetary allowance paid by an air carrier to a traveler holding a confirmed reservation when the carrier is unable to provide the reserved space.

68. **Department of Defense Activity Address Code (DODAAC).** A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations as found in DOD Activity Address Directory.

69. **Department of Defense Activity Address Directory (DODAAD).** Publication that lists all DOD activities and their six-position alphanumeric codes called DODAACs.

70. **Department of Defense (DOD) Aircraft.** An aircraft owned or controlled by any DOD activity or component, includes planes chartered or leased for periods greater than 90 days.

71. **Department of Defense (DOD) Components.** The Office of the Secretary of Defense (OSD) and activities administratively supported by the OSD; the Military Departments; the Chairman, Joint Chiefs of Staff; the Unified Commands; and the Defense Agencies.

72. **Department of Defense (DOD) Constant Surveillance Service (CS).** A Transportation Protective Service requiring carrier to provide qualified driver or other qualified representative who maintain constant visual surveillance of a shipment during transportation.

73. **Department of Defense (DOD) Foreign Clearance Guide.** A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.

74. **Desired Delivery Date (DDD)**. A specific date by which delivery of a shipment should be accomplished by a carrier.

75. **Destination Station.** A base or airport where the mission ends as shown in the schedule.

76. **Detention.** A charge made on a carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for

detention are in addition to all other lawful transportation charges. Detention charges are typically associated with motor carriage.

77. **Disability Cost.** Costs other than transportation line-haul and accessorial charges which are considered as part of the aggregate cost of a shipment for purposes of mode and carrier selection. Disability costs include costs resulting from procuring additional labor, materials, material handling, or fire fighting equipment on a temporary "as required" basis; labor charges for loading, unloading, blocking, and bracing; commercial rail switching of a rail car to a loading or unloading site; and drayage.

78. **Disqualification.** Action taken by MTMC or theater CINC resulting in the exclusion of a carrier from transporting DOD shipments from one or more origin points for specific routes or for all routes. this also includes the exclusion of a carrier or storage firm from participation in the DOD Personal Property Shipment and Storage Program at one or more installations for a definite or indefinite period of time.

79. **Diversion.** A change made in the route of a shipment while in transit. (See Reconsignment.)

80. **Drayage**.

    a. Cargo. Movements that originate and terminate within 30 miles of origin.

    b. Personal Property. See Local Moves (drayage).

81. **Drive-Away Service.** The movement of a vehicle under its own power by a driver of an authorized motor carrier. This method also includes the movement of one or more vehicles, including other than self-propelled vehicles, when towed or mounted (either full or saddle mount) upon a vehicle.

82. **Dromedary.** See Container.

83. **Dual Driver Protective Service (DD).** A Transportation Protective Service requiring carrier to provide qualified dual drivers who perform continuous attendance and surveillance of a shipment at all times while in transit.

84. **Dual Driver with National Agency Check (DN).** A Transportation Protective Service requiring carrier to provide two drivers with satisfactory National Agency Checks to perform continuous attendance and surveillance of a shipment at all times while in transit.

85. **Electronic Commerce.** Conducting business transactions and information exchange using automation and telecommunications without paper documents.

86. **Electronic Data Interchange (EDI).** Computer to computer exchange of business data using standards jointly developed by standard groups such as American National Standards Institute (ANSI) or Electronic Data Interchange Agency.

87. **Embargo.** To restrict or prohibit an acceptance or movement of freight or passengers.

88. **Escort(s) or Courier(s), Transportation.** U.S. Government military members or civilian employees, or DOD contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.

89. **Essential Cargo.** Cargo that is essential to a military mission and is prescribed in DOD 4140. 1 -R, DOD Materiel Management Regulation.

90. **"EX" Number.** A number proceeded by prefix "EX-" which is assigned by the associate administrator for hazardous materials safety to identify an explosive which has been approved.

91. **Expediting.** Actions taken to insure movement to destination in the shortest time possible.

92. **Export Cargo Shipments.** Shipments originating from an inland point/POE destined to an overseas destination.

93. **Export Traffic Release (ETR).** Shipping instructions, issued by MTMC or theater CINC in response to an offering, that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, cost favorable terminal, shipment terminal arrival date, and any pertinent Routing Instruction Notes (RINs).

94. **Fast Release of Ammunition**. An exception to Export Traffic Release (ETR) procedures.

95. **Flat Rack Container**. See Container.

96. **Force Activity Designator (FAD).** A term accompanied by a Roman Numeral (I through V) which denotes the operational importance of the mission of a unit, activity, or project. FAD I represents top national priority and must be authenticated by the Joint Chiefs of Staff (JCS). Service chiefs and unified commanders are authorized to assign FADs II through V to include Military Assistance Program (MAP) requirements.

97. **Free-on-Board (FOB)**. This term is used with the designation of a physical point to determine the responsibility and basis for payment of freight charges and, unless otherwise agreed, the point at which title for supplies passes to the buyer or consignee. The policies on designation of contracts as FOB Origin or FOB Destination are set forth in FAR Subpart 47.3.

a. FOB Destination. Free-on-board at destination, or where the seller or consignor delivers the supplies on the seller's or consignor's conveyance to a specified delivery point. In this case, unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the seller or consignor.

b. FOB Origin. Free-on-board at the place of origin, or where the seller or consignor places the supplies on the conveyance by which they are to be transported. Unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the buyer or consignee.

98. **Free Time.** Time allowed by tender, tariff, or contract to load and/or unload carrier's equipment before detention or demurrage is charged.

99. **Freight Classification.** A system of grouping together commodities of like or similar transportation characteristics for the purpose of assigning ratings to be used in applying rates.

100. **Freight Forwarder (FF).** A firm other than a railroad, motor, water, or air carrier which represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidating and performing or providing for the performance of breakbulk and distributing; assumes responsibility for the transportation of such property from point of receipt to point of destination; and uses the services of carriers subject to the governing bodies.

101. **Frequency Channels.** A frequency channel may be set up when traffic requirements do not support the desired frequency of service. Frequency channels may be requested on the basis of operational necessity for support of a mission sensitive area or for quality of life purposes to remote areas.

102. **Full Visible Capacity.** A conveyance so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

103. **General Agency Agreement (GAA).** Pertains to government-owned ships operated under cost plus fixed fee contracts by commercial ocean carriers acting as general agents for the Maritime Administration, U.S. Department of Commerce, with whom Military Sealift Command has entered into agreements for the exclusive use of such ships.

104. **Government Bill of Lading (GBL).** A government document used to procure transportation and related services from commercial carriers.

105. **Green Sheet Procedures**. A procedure invoked by DOD Components to identify specific cargo requiring precedence over all other cargo from that DOD Component. Cargo of the other DOD Components is not affected.

106. **Guaranteed Traffic (GT).** A MTMC/AMC rate and service agreement negotiated on behalf of DOD shippers with commercial carriers. Under this agreement, carrier(s) commit to provide transportation services in return for the right to all traffic from and to certain locations, regions, or geographic areas for a specific amount of time.

107. **Half-Height Container**. See Container

108. **Hazardous Material.** A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials as defined in this section, materials designated as hazardous under the provisions of parts 172.101 and 172.102 of 49 CFR, and materials that meet the defining criteria for hazard class and divisions in part 173 of 49 CFR (part 171.8 of 49 CFR). See figure 204-1 for list of hazardous classifications.

109. **High Value Item.** A cargo shipment which exceeds the carrier's normal liability for loss and damage during transportation and which requires the TO to request the carrier to purchase additional insurance to ensure liability for full shipment value in the event of loss or damage.

110. **Inadequate Carrier Equipment or Facilities.** Carrier's equipment or facilities that are not sufficient for movement, storage, or protection of material while in carrier's custody. This includes equipment which is not safe, i.e., holes in equipment or equipment that cannot be properly secured to prevent pilferage, etc.

111. **Installation Transportation Officer ITO.** See Transportation Officer.

112. **Intermodal.** Type of cargo shipment system that permits transshipping among sea, highway, rail, and air modes of transportation through use of ANSI/ISO standard containers, line-haul assets and handling equipment.

113. **International Air Transport Association (IATA).** Association of member airlines and developer of IATA Dangerous Goods Code which is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Code includes special restrictions imposed by its member airlines.

114. **International Civil Aviation Organization (ICAO).** Official ruling body for commercial air shipment of hazardous material and publisher of the official ICAO Dangerous Goods Code.

115. **International Maritime Organization.** Official ruling body for commercial maritime shipment of hazardous material and publisher of the International Maritime Dangerous Goods (IMDG) Code.

116. **International Standards Organization (ISO).** A specified international agency for standardization. This agency is comprised of members from more than 80 countries. The agency's aim is to promote worldwide agreement of international standards.

117. **Intertheater.** Between theaters or between the continental U.S. and theaters. Also see "Intertheater Traffic."

118. **Intertheater Traffic.** Traffic between theaters exclusive of that between the continental U.S. and theaters.

119. **In-Transit Visibility (ITV).** The ability to track the identity, status, and location of DOD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination established by the CINCs, Military Services, or DOD Agencies during peace, contingencies, and war.

120. **Intratheater.** Within a theater.

121. **Intratheater Traffic.** Traffic within a theater.

122. **Joint Logistics Over the Shore (JLOTS).** Logistics Over the Shore operations conducted by two or more military Services.

123. **Joint Transportation Board (JTB).** JTB is responsible to the JCS ensuring common-user transportation resources assigned or available to the DOD are used to achieve the maximum benefit in meeting DOD objectives. The JCS and each DOD Component designate a general or flag-rank officer as principal member; an alternate member is also named to act for the principal. DOD Component representatives are the Directors of Transportation or the general or flag incumbent of a comparable billet. The JCS representative is designated by the Director of Operations, Office of the Joint Chiefs of Staff. The Deputy Director of Logistics (Strategic Mobility), Office of the Joint Chiefs of Staff, is the chairperson of the JTB.

124. **Julian Date.** This date chain, composed of a four-digit numeric figure, indicates the year and day of the year. This four-digit number is composed of the last number of the year and day of the year, in that sequence. Example: 25 August 1994 = 4237.

125. **Knocked Down (KD).** An article taken apart so as to materially reduce the space it will occupy while being transported.

126. **Less Carload (LCL).** A quantity of cargo less than that required for the application of a carload rate.

127. **Less Truckload (LTL).** A quantity of cargo less than that required for the application of a truckload rate. Also called "less than truckload."

128. **Light and Bulky Articles.** Articles which have a low weight per cubic foot of space occupied. Such articles are usually made subject to the provisions of Rule 34 of the Uniform Freight Classification.

129. **Lighterage.** Small boats or craft used to move cargo in harbor areas.

130. **Line-haul.** Transportation of cargo over carrier routes from point of origin to destination, excluding local pick-up, delivery, local drayage, and switching services.

131. **Loaded to Capacity.** A conveyance loaded to its cube or weight-carrying capacity. Also, a conveyance loaded with that quantity of material which is so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

132. **Local Flight.** A continuous flight performed within the local flying area which terminates at the point of origin.

133. **Logistics Over the Shore (LOTS).** Loading and unloading of ships without benefit of fixed port facilities, in friendly or non-defended territory, and in time of war, during phases of theater deployment in which there is no enemy opposition.

134. **Long Ton (L/T or LTON).** A Long Ton equals 2,240 pounds. (See Ton)

135. **Materiel Handling Equipment (MHE).** Mechanical devices for handling of supplies with greater ease and economy.

136. **Measurement Ton (M/T or MTON).** A Measurement Ton equals 40 cubic feet. (See Ton.)

137. **Metric Ton (M.T.).** 1,000 kg. (2,204.6 pounds.) See Ton.

138. **Military Impedimenta (MI).** All equipment owned and controlled by a unit and carried on the Unit Property Books (Table of Organization and Equipment) and moving simultaneously or in conjunction with troops. MI consists of material such as weapons, vehicles, tools, housekeeping equipment, records, training aids, and limited quantities of spare parts and other consumables normally in the possession of the unit. May also be referred to as equipment to accompany troops (TAT).

139. **Military-Owned Vehicles (MOV).** Organic, tactical, or theater-owned vehicles, may include aircraft, and sea vessels.

140. **Military Sealift Command (MSC).** A Navy second echelon command and USTRANSCOM component with primary responsibility for providing sealift service.

141. **Military Services.** The Army, Navy, Air Force, Marine Corps, and Coast Guard.

142. **Military Traffic Expediting (MTX) Service.** An expediting service provided by the Association of American Railroads (AAR) for military carload or specialized shipments.

143. **Military Traffic Management Command (MTMC).** An Army major command and USTRANSCOM component that provides cargo, passenger, and personal property traffic management services to all DOD Components. (See Part 1, "Individual Mission, Roles, and Responsibilities," Chapter 101, paragraph C.)

144. **Military Van (MILVAN).** See Container.

145. **Mobility Officer.** Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. This designation also includes: Division Transportation Officer (DTO), Unit Movement Coordinator (UMC), Unit Movement Officer (UMO), Strategic Mobility Officer (SMO), Defense Movement Coordinator (DMC), Installation Deployment Officer (IDO), Embarkation Officer (EMBO), and Installation Mobility Officer (IMO).

146. **Mode of Transport.** The various modes used for a movement. For each mode, there are several means of transport. They are (a) inland surface transportation (rail, highway and inland waterway); (b) sea transportation (coastal and ocean); (c) air transportation; and (d) pipeline.

147. **Munition(s).** A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, chemical material, and all similar or related items or components, explosive in nature, for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes. Also called ammunition. NOTE: In common usage, "munitions" (plural) can be military weapons, ammunition, and equipment.

148. **National Motor Freight Classification (NMFC).** A motor tariff containing freight descriptions of a specific or generic nature under which all commodities moving in motor freight service are "rated" or "classed."

149. **Naval Transportation Support Center (NAVTRANS).** Provides worldwide transportation/physical distribution services for U.S. Navy afloat and ashore activities plus pay and accounting services for Navy transportation.

150. **Non-Containerizable Cargo.** See Cargo.

151. **No Show.**

a. Cargo. Failure of a carrier to pick up a shipment as scheduled.

b. Passenger. Passengers who fail to show up for a scheduled flight/ride.

c. Personal Property. Members or their authorized agents who fail to show up for scheduled services (packing, pickup, or delivery).

152. **Ocean Cargo Clearance Authority (OCCA).** The MTMC activity which books DOD sponsored cargo and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for DOD cargo moving within the DTS. (See Water Clearance Authority.)

153. **Operating Authority.** An authorization issued by the appropriate regulatory body for a commercial carrier to perform transportation service, sometimes within specific limitations.

154. **Opportune Airlift.** Any aircraft not on a scheduled channel misstion which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission, and the portion of airlift capability available for use after planned mission requirements have been met.

155. **Optimum Benefit Negotiation (OBN).** is an arrangement or solicitation which uses a carrier selection process that considers past performance, technical aptitude, and cost competitiveness. Technical qualifications are based on quality of services (transit times, on-time deliveries, refunds for late deliveries, cargo liability coverage and EDI capability), past performance (loss and damage ratios, on-time delivery percent, letters of warning, removals and suspensions and withdrawals), and managerial capabilities (resources, equipment, terminals, and company financial data).

156. **Organic Airlift.** Airlift provided by aircraft owned/operated by each Service.

157. **Overage.** Any article of freight (packaged or loose) which, upon delivery by a carrier, found to be in excess of the quantity recorded on the bill of lading, manifest, or other government documentation covering the shipment.

158. **Overseas.** Any country or place beyond the limits of the 48 contiguous United States and the District of Columbia. For purposes of this Regulation, Alaska, Hawaii, Puerto Rico, and U.S. territories and possessions are considered overseas.

159. **Packaging.** The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

160. **Pallet.** A platform used to secure material for ease in handling and storing. It is also used to consolidate small packages into a unitized load.

a. 463L System. Aircraft pallets, nets, tie down and coupling devices, facilities, handling equipment, procedures, and other components designed to interface with military and civilian aircraft cargo restraint systems which accepts pallets 108" x 88".

b. Warehouse. A two-deck platform, usually wooden, used for handling several packages as a unit.

161. **Palletized.** A quantity of items, packed or unpacked, which is arranged on a pallet in a specific manner and is secured, strapped, or fastened on the pallet so that the whole palletized load may be handled as a single unit.

162. **Palletized Load System (PLS).** A truck with hydraulic load handling mechanism, trailer and flatrack system capable of self-loading and self-unloading. Truck and companion trailer have a 16.5 ton payload capacity.

163. **Palletized Load System Flatrack**. Topless, sideless container component of palletized load system, which does not conform to ISO specifications.

164. **Partial Loss.** Indicates partial loss of contents of shipment units, other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

165. **Pilferable Cargo.** Items which are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computer software, etc.

166. **Pilferage.** The act of stealing in small quantities. Used in reference to missing cargo that is easily converted to money, has intrinsic value, or a commercial use.

167. **Port of Debarkation (POD)**. The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

168. **Port of Embarkation (POE).** The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

169. **Priority.** Precedence for movement of traffic.

170. **Proof of Delivery.** The date and signature of the designated receiver listed on the delivery manifest, certifying the item was received. The proof of delivery establishes transfer of custody and liability to the receiver.

171. **Protected Cargo.** Items designated as having characteristics requiring them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. It is divided into sensitive, pilferable, and controlled cargo. (See Controlled Cargo, Pilferable Cargo, and Sensitive Cargo.)

172. **Protective Security Service (PS).** A Transportation Protective Service which requires a cleared commercial carrier to provide qualified dual drivers to maintain constant surveillance of a shipment at all times during transportation to include stops en route.

173. **Qualified Carrier Representative.** A designated person employed by a carrier or terminal management involved in handling DOD shipments under Transportation Protective Service.

174. **Rail Armed Guard Surveillance Service (RG).** A Transportation Protective Service which requires the carrier to provide an armed guard to maintain constant surveillance of shipment and rail car specific 24-hour surveillance while in transit. RG may also be performed by guards escorting the rail movement in a separate motor vehicle providing surveillance of the rail car is maintained.

175. **Receiver.** The activity or agency at which the DTS shipment terminates. The activity is usually the ultimate consignee, but may also be the agent for the ultimate consignee, e.g., a central receiving point or a temporary storage point for the ultimate consignee.

176. **Reconsignment.** A change made in the consignment of a shipment before its arrival at the billed destination. Also, a change made in the consignment of a shipment after its arrival at the billed destination, when the change was accomplished under conditions which make it subject to a carrier's diversion or reconsignment rules and charges. (See Diversion.)

177. **Refuge.** Emergency assistance provided by an installation to a carrier's vehicle transporting arms, classified (SECRET or CONFIDENTIAL) materials, or division 1.4 ammunition. The criteria for granting assistance are the same as for safe haven, except the installation does not have to consider quantity-distance factors.

178. **Released Value Rate**. A rate applied to a shipment that specifically limits carrier liability in case of loss or damage.

179. **Report of Shipment (REPSHIP).** An advance notification of shipment provided by a shipper to the consignee not later than 24 hours prior to the shipment arrival.

180. **Required Delivery Date (RDD)--Cargo.** The calendar date when material is required by the requisitioner. RDD field may contain 999, E--, N--, 444, 555, or 777 to indicate expedited handling required.

181. **Requirement Channel.** AMC channel that services two points on a recurring basis, with actual movements dependent on volume of traffic.

182. **Retrograde Cargo.** Cargo moving in the reverse direction of the normal flow of material provided in support of the using Theater.

183. **Route Order (Domestic, International, Standing, and Passenger Standing).** Shipping instructions issued by MTMC or theater CINC that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes (RINs).

184. **Routing Authority.** An activity which designates modes and/or provides routing instructions for shipments requiring clearance prior to movement.

185. **Routing Instruction Note(s) (RIN).** Codes used on Route Orders to identify conditions and stipulations required.

186. **Safe Haven.**

a. Cargo. Emergency assistance provided by an installation to a carrier's vehicle transporting division 1.1, 1.2, 1.3 ammunition and explosives due to circumstances beyond a carrier's control (such as severe weather or vehicle breakdown). A primary consideration by the installation commander is whether the load poses an unacceptable hazard to personnel or operations. This involves an analysis of the quantity-distance factors involved and the ability to locate the vehicle away from populated areas. The term "safe haven" is used in transportation of explosive and hazardous items by DOD requirements in Chapter 205.

b. Personal Property. A location within or outside the United States named in an evacuation order, to which dependents are direceted to relocate on a temporary basis to await a decision by competentauthority to either return to the overseas permanent duty station or proceed to a designated location.

187. **Satellite Motor Surveillance (SM).** Transportation Protective Service which requires carriers to provide vehicle location reports to the Defense Transportation Tracking System (DTTS) and for two-way communications devices to provide truck status changes, and emergency situation notification.

188. **Sealift Enhancement Program.** Special equipment and modifications which adapt merchant-type dry cargo ships and tankers to specific military missions. They are typically installed on

Ready Reserve Force (RRF) ships or ships under MSC control. Sealift enhancements fall into three categories: productivity, survivability, and operational enhancements.

189. **Sea Port of Embarkation (SPOE).** An authorized point of departure from a foreign country or the United States located at a water port.

190. **SEAVAN.** See Container.

191. **Secure Holding Area.** Assistance provided by an installation, to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or at the discretion of an installation commander, to a vehicle in transit when no emergency exists. The installation commander must make the same kinds of determinations as for "safe haven" or "refuge."

192. **Security Classification.** A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure of which could cause national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories:

a. TOP SECRET -- National security information or material which requires the highest degree of protection and the unauthorized disclosure could cause exceptionally grave damage to the national security.

b. SECRET -- National security information or material which requires a substantial degree of protection and the unauthorized disclosure could cause serious damage to the national security.

c. CONFIDENTIAL -- National security information or material which requires protection and the unauthorized disclosure could cause damage to the national security.

193. **Security Escort Vehicle Service (SE).** A Transportation Protective Service which requires carrier to provide two unarmed drivers riding in a single escort vehicle to maintain constant surveillance of a vehicle containing a shipment of Category I material for the purpose of obtaining law enforcement or other emergency.

194. **Sensitive Cargo/Material.** Arms, ammunition, and explosives (AA&E) that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions. See Protected Cargo.

195. **Sensitive Material.** Sensitive, conventional AA&E as defined in DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

196. **Service Failure.** Carrier non-compliance with applicable tenders, tariffs, contracts, laws, regulations, GBL instructions, or commitments to the shipper(s).

197. **Service-Unique.** Equipment, operations, and resources that are specific to individual DOD Component commands.

198. **Shipment Container--Cargo.** A receptacle of sufficient strength, by reason of material, design, and construction, to be shipped safely without further packing (e.g., wooden boxes or crates, fiber and metal drums, and corrugated and solid fiberboard boxes).

199. **Shipment Planning.** Concurrent or coordinated decisions between the warehousing, consolidating, packing, and transporting functions of shipping activities as to the composition of shipment units and their method of transportation.

200. **Shipment Unit (SU).** One or more items of compatible commodities or items assembled into one unit which becomes the basic entity for control throughout the transportation cycle.

201. **Shipper.** A Service or agency activity (including the contract administration or purchasing office for vendors) or vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting, and arranging material movement.

202. **Shippers Export Declaration.** A form (Commerce Form 7525-V) which exporters are required to complete according to U.S. Department of Commerce regulations. It is filed with the U.S. Customs Office at the port of export and is used for statistical purposes.

203. **Shipping/Item Discrepancies.** Any variation in quantity or condition of goods received from that shown on the covering authorized shipping documents, purchase orders, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

204. **Shortage.** The condition that exists when the number of pieces of freight (packaged or loose) received is less than the number recorded on the applicable bill of lading or governing document.

205. **Short Ton (STON)(S/T).** A Short Ton equals 2,000 pounds. (See Ton.)

206. **Signature Tally (ST).** A written record designed to provide continuous accountability and custody of a shipment from point of pickup to delivery to consignee.

207. **Single Manager.** A military department or agency designated by the Secretary of Defense to be responsible for management of specified commodities or common-Service activities on a DOD-wide basis.

208. **Single Point of Contact.** For definition of single point of contact to customer and industry, see DTR, Part I, Chapter 101, paragraphs C.6.f. and C.7.g.

209. **Soft-Sided Trailers.** Commercial trailers which are typically 40'l x 8'w x 8.5'h and which differ from other trailers only in that the sides are flexible and/or made of water and fire resistant material.

210. **Space Available Traffic.** Passenger and cargo traffic eligible for space which is surplus after all space required traffic has been accommodated.

211. **Space-Required Traffic.** Mission essential traffic as identified in DOD 4515.13-R

212. **Space Required Travel.** Mission essential traffic as identified in DOD 4515.13-R, Air Transportation Eligibility.

213. **Special Air Mission (SAM).** Presidential-directed special missions.

214. **Special Assignment Airlift.** All domestic requirements and those requiring special pickup or delivery by AMC at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.

215. **Special Assignment Airlift Mission (SAAM**). A mission performing special assignment airlift. SAAM is defined as airlift requirements for special pickup or delivery by AMC at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

216. **Special Train Service.** The expedited movement of rail cars in unscheduled service between specified points under special arrangements with the AAR.

217. **Sponsoring Service.** DOD Component which validates initial requirements and is sponsoring a particular activity, movement, or operation.

218. **Standing Route Order (SRO).** A route order issued which covers repetitive movements (two or more shipments per month) of specific items between points in CONUS or intra-theater by any mode of transportation when the origin, destination, commodity(ies), and frequency of shipments constitute a repetitive traffic pattern. Also see Guaranteed Traffic.

219. **Status of Forces Agreement (SOFA).** A formal agreement between the U.S. and the government of a country delineating the relationship of U.S. military forces stationed in that country.

220. **Stop-Off.** An authorized stop to load or off-load partial shipments.

221. **Storage.** A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

222. **Storage.**

a. Temporary Storage. Storage in connection with a line-haul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. Nontemporary Storage. Storage that is not used in connection with a line-haul movement of household goods and is acquired under the terms of a BOA entered into by the storage firm and the government.

223. **Strategic Transportation.** Movement between theaters or between the CONUS and a theater.

224. **Stuffing/Stowing.** Packing or containerizing cargo or household goods into a container.

225. **Switching Agreement.** An agreement between an installation and a railroad which defines responsibilities for railcar switching services on or adjacent to the installation including switching on military-owned trackage and use of military assets e.g. locomotives on railroad-owned trackage.

226. **Tally or Tally and Count.** Record of actual count of shipment pieces or containers.

227. **Tariff.** A publication containing rates, rules, regulations, and charges applying to commercial/military transportation and accessorial services.

228. **Tariff Weight.** Weight standard agreed upon in tariffs.

229. **Tender.** A typed or electronic voluntary or negotiated offer by a qualified carrier to provide transportation service to the U.S. Government at specified rates or charges and submitted by the carrier to a central authority for official acceptance and authorization for use to route traffic.

230. **Theater.** A geographic area outside CONUS for which a commander has responsibility and control. Exception is U.S. Atlantic Command's area of responsibility (AOR).

231. **Theater-Assigned Transportation Assets.** Transportation assets that are assigned for combatant command to a commander of a unified or specified command other than USCINCTRANS.

232. **Theater Commander in Chief (CINC).** The commander of a unified command having responsibility and control for military operations in a designated geographical area.

233. **Through Government Bill of Lading (TGBL).** A bill of lading that is issued by a U.S. Government activity to document overseas, intermodal, through movement of cargo from initial point of origin to final destination.

234. **Ton.** A measurement of weight.

a. Long Ton (L/T) (LTON). 2,240 pounds.

b. Measurement Ton (M/T)(MTON). 40 cubic feet.

c. Metric Ton (M.T.). 1,000 kilograms (2,204.6 pounds).

d. Short Ton (S/T) (STON). 2,000 pounds.

235. **Traceable Means.** A transportation service that provides accountability for a shipment.

236. **Tracing.** Action to determine the location of a shipment.

237. **Trackage Agreement.** An agreement between an installation and a railroad which outlines the responsibilities of each party for usage and fees for use of track and for maintenance of way to include rails, ballast, switches, crossings and signaling and signage.

238. **Traffic.** Cargo, mail, passengers, patients, security courier material, accompanied baggage, and human remains. Outbound traffic is that which originates in the CONUS and is destined for an area outside of CONUS. Inbound traffic is that which originates outside of CONUS and is destined to or moving in the general direction of the CONUS.

239. **Traffic Management.** The direction, control and supervision of all functions incident to the procurement and use of cargo, passenger and personal property transportation services (including rail, highway, air, sea, pipeline, inland waterway, coastal, intercoastal carriers, and organic assets).

240. **Transportation Account Code (TAC).** A four-digit code by which the appropriate Service, agency, or contractor identifies the account to be charged for transportation. (See DOD 4500.32-R, Volume II)

241. **Transportation Component Command (TCC).** Subordinate command of United States Transportation Command (USTRANSCOM) and under combatant command of USCINCTRANS. TCCs currently are Military Traffic Management Command (MTMC), Military Sealift Command (MSC), and Air Mobility Command (AMC).

242. **Transportation Control Number (TCN).** A 17-position number assigned to control a shipment throughout the transportation cycle of the DTS.

243. **Transportation Discrepancies.** Any deviations of shipment received, i.e., quantity, condition, documentation, or deficiencies.

244. **Transportation Discrepancy Report (TDR).** Standard Form (SF) 361 used to report loss and damage to material.

245. **Transportation Officer (TO).** Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer (ITO), Traffic Manager (TM), Traffic Management Officer (TMO), Passenger Transportation Officer (PTO), Movement Control Team (MCT), or Branch Movement Control Team (BMCT).

246. **Transportation Priority.** A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the DTS.

247. **Transportation Protective Service (TPS).** A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive material.

248. **Transportation Working Capital Funds (TWCF).** TWCF is the USTRANSCOM portion of the WCF transportation business area.

249. **Transshipment Point.** Point where the responsibility for an in-transit shipment is transferred from one mode or conveyance to another for further transportation to the consignee.

250. **Trip Leased.** A vehicle lease of 30 days or less in duration between a carrier and a leasing agent involving the power unit of a vehicle.

251. **Truck-Away Service.** A method of transporting vehicles, including other than self-propelled vehicles, whereby the vehicles are loaded into or upon carrier's equipment.

252. **Truckload.** A quantity of cargo required for the application of a truckload rate. Also, a motor vehicle loaded to its carrying capacity.

253. **Uniform Freight Classification.** A rail tariff containing freight descriptions of a specific or general nature under which all commodities moving in rail cargo service are "rated" or "classed."

254. **Uniform Materiel Movement and Issue Priority System (UMMIPS).** DOD Directive 4140.1-R, Materiel Management Regulation, Chapter 5 and Appendix 8, specifies incremental time standards for requisition, issue, and movement of materiel for DOD. The time standards

apply to all transportation modes in peace and war and vary according to the priority and ultimate destination of the shipment. Also see DOD Regulation 4500.32-R, MILSTAMP Vol. I.

255. **Uniformed Services.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

256. **United States Armed Forces.** Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

257. **United States Transportation Command (USTRANSCOM).** The unified command which is the DOD single manager for sea, land, and air transportation in both peace and war. USTRANSCOM controls all DOD transportation assets except those which are Service-unique or theater-assigned.

258. **Unstuffing.** Removal of cargo or household goods from container.

259. **USTRANSCOM Transportation Component Commands (TCCs).** The three component commands of USTRANSCOM: Air Force Air Mobility Command, Navy Military Sealift Command, and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.

260. **Volume Movement Report (VMR).** Means used by TO or other shipper to inform MTMC or theater CINC of cargo movement having sufficient volume and/or characteristics for potential negotiations with carrier industry for special transportation rates and service.

261. **Voluntary Intermodal Sealift Agreement (VISA).** An alternative sealift readiness Program to the SRP. VISA provides a responsive transition from peace to Contingency operations through pre-coordinated agreements for sealift capacity to support DOD contingency requirements. VISA establishes procedures for the commitment of intermodal shipping services/systems to satisfy such requirements

262. **Water Clearance Authority (WCA).** An activity which controls and monitors the flow of cargo into ocean terminals. (See Ocean Cargo Clearance Authority.)

263. **Water Port of Embarkation (WPOE).** An authorized point of departure from a foreign country or the United States located at a water port.

264. **Working Capital Fund (WCF).** A revolving industrial fund concept for a large number of defense support functions, including transportation, using business-like cost accounting to determine total cost of business activity. (See also TWCF.)

ABBREVIATIONS AND ACRONYMS

2D	Two Dimensional
AA&E	Arms, Ammunition, and Explosives
AACG	Arrival Airfield Control Group
AAFES	Army and Air Force Exchange System
AAR	Association of American Railroads
ACA	Airlift Clearance Authority
ACL	Allowable Cabin Load
ACO	Administrative Contracting Officer
A/DACG	Arrival/Departure Airfield Control Group
ADN	International Standard for Shipment of Hazardous Goods by Highway
ADNR	International Standard for Shipment of Hazardous Goods on European Inland Waterway Systems
ADPE	Automated Data Processing Equipment
ADSN	Accounting and Disbursing Station Number
ADUSD(TP)	Assistant Deputy Under Secretary of Defense for Transportation Policy
A&E	Ammunition and Explosives
AEP	Air Evacuation Patient
AFARS	Army Federal Acquisition Regulation Supplement
AFI	Air Force Instruction
AFJMAN	Air Force Joint Manual
AFR	Air Force Regulation
AGS	Armed Guard Service
AID	Agency for International Development
AIG	Address Indicator Group
AIS	Automated Information Systems
AIT	Automated Identification Technology
ALCE	Airlift Control Element
ALOC	Air Line Of Communication
AMC	Air Mobility Command
AMC	Army Materiel Command
AMCCOM	Army Armaments, Munitions, and Chemical Command
AMCM	Air Mobility Command Manual
AMD	Air Movement Designator
AMDF	Army Master Data File
AMEMB	American Embassy
AMO	Area Monitoring Office
AMTRAK	Registered Trademark for National Railroad Passenger Corporation
ANG	Air National Guard
ANSI	American National Standards Institute
AOC	Army Operations Center
AOR	Area of Responsibility
APO	Army Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APS	Aerial Port Squadron
AR	Army Regulation
AR	Army Regulation
ARC	Air Reserve Components

ARNG	Army National Guard
ASC	Accredited Standards Committee
ASIF	Airlift Service Industrial Fund (See DBOF-T)
ATAC	Abbreviated Transportation Accounting Classification
ATCMD	Advanced Transportation Control and Movement Document
AUTODIN	Automated Digital Information Network
AUTOSEVOCOM	Automatic Secure Voice Communications
BB	Breakbulk
BBL	Barrel
BMCT	Branch Movement Control Team
BRAC	Base Realignment and Closure
C2	Command and Control
C3	Command, Control, and Communications
C4	Command, Control, Communications, and Computers
C4S	Command, Control, Communication, Computer Systems
CA	Clearance Authority
CAA	Competent Authority Approval
CADS	Containerized Ammunition Distribution System
CAGE	Contractor and Government Entity
CAM	Commercial Air Movements
CAO	Contract Administration Office
CAPS	Consolidated Aerial Port System
CASREP	Casualty Reporting
CBA	Centrally Billed Accounts
CBBLS	Hundreds of Barrels
CBL	Commercial Bill of Lading
CCI	Controlled Cryptographic Items
CCN	Certification Control Number
CCP	Consolidation and Containerization Point
CDL	Commercial Driver License
CENTCOM	Central Command
CFM	CONUS Freight Management
CFR U.S.	Code Federal Regulation
CG	Center of Gravity
CHE	Container Handling Equipment
CIC	Customer Identification Code
CIM	Corporate Information Management
CIN	Cargo Increment Number
CINC	Commander-in-Chief
CJCS	Chairman of the Joint Chiefs of Staff
CL	Carload
CM	Committee Member(s)
CMCS	Central European Movements Control System
CMIP	Cargo Management Improvement Program
CMOS	Cargo Movement Operations Systems
CNO	Chief of Naval Operations
COCOM	Combatant Command
COE	Certificate of Equivalency
COFC	Container on Flat Car
COMJTF	Commander, Joint Task Force

COMUSJTF	Commander, U.S. Joint Task Force
CONUS	Continental United States
COP	Contingency Operation Plan
COR	Contracting Officer's Representative
CORE	Contingency Response
CORS	Cargo Out-Turn Reporting System
CP	Committee Chairperson
CPP	Carrier Performance Program
CQP	Carrier Qualification Program
CRAF	Civil Reserve Air Fleet
CRS	Commercial Reservation System
CSS	Constant Surveillance Service
CSB	Customer Service Branch
CSRO	Contingency Standing Route Order
CTO	Commercial Travel Office
CULT	Common-User Land Transportation
CVSA	Commercial Vehicle Safety Alliance
CWT	Hundred Weight
CY	Calendar Year
DACG	Departure Airfield Control Group
DBA	Data Base Administrator
DCMAO	Defense Contract Management Area Office
DCMC	Defense Contract Management Command
DCS	Deputy Chief of Staff, Defense Courier Service
DD	Dual Driver Protective Service
DDD	Desired Delivery Date
DDI	Department of Defense Instruction
DDN	Defense Data Network
DeCA	Defense Commissary Agency
DFAS	Defense Finance and Accounting Service
DFRIF	Defense Freight Railway Interchange Fleet
DFSC	Defense Fuel Supply Center
DIC	Document Identifier Code
DIS	Defense Investigative Service
DISA	Defense Information Systems Agency / Data Interchange Standards Association
DISCO	Defense Industrial Security Clearance Office
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLMSO	Defense Logistics Management Systems Office
DMC	Defense Movement Coordinator
DN	Dual Driver with National Agency Check
DND	Canadian Department of National Defense
DOB	Date on Berth
DOD	Department of Defense
DOD	Date of Delivery
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory

DODD	Department of Defense Directive
DODDS	Department of Defense Dependents Schools
DODIC	Department of Defense Identification Code
DOE	Department of Energy
DOJ	Department of Justice
DOS	Department of State
DOT	Department of Transportation
DOT-E	Department of Transportation - Exemptions
DPRO	Defense Plant Representative Office
DRMO	Defense Reutilization Marketing Office
DRO	Domestic Route Order
DSAA	Defense Security Assistance Agency
DSC	Deployment Support Command
DSN	Defense Switched Network
DSR	Defense Subsistence Region
DSS	Distribution Standard System
DSSN	Disbursing Station Symbol Number
DTAV	Department of Defense Total Asset Visibility
DTC	Delivery Term Code
DTEDI	Defense Transportation Electronic Data Interchange
DTO	Division Transportation Officer
DTPS	Defense Transportation Payment System
DTR	Defense Transportation Regulation
DTRANSEDI	Department of Defense Transportation Electronic Data Interchange
DTS	Defense Transportation System
DTSCC	Defense Transportation Systems Coordination Committee
DTTS	Defense Transportation Tracking System
DWT	Deadweight Tonnage
E-MAIL	Electronic Mail
EC	Electronic Commerce
EDI	Electronic Data Interchange
EDOB	Estimated Date on Berth
EDOD	Estimated Date of Delivery
EMBO	Embarkation Officer
EML	Environmental and Morale Leave
EOD	Explosive Ordnance Disposal
ERL	Expected Receipt Listing
ETA	Estimated Time of Arrival
ETADS	Enhanced Transportation Automated Data System
ETD	Estimated Time of Departure
ETMP	Emergency Traffic Management Plan
ETR	Export Traffic Release
ETRR	Export Traffic Release Request
EUCOM	European Command
EX	Explosives
FAA	Federal Aviation Administration
FAD	Force Activity Designator
FAK	Freight All Kinds
FAR	Federal Acquisition Regulation
FAW	Front Axle Weight

FAX	Facsimile
FCGS	Freight Classification Guide System
FDT	First Destination Transportation
FEDEX	Federal Express
FEMA	Federal Emergency Management Agency
FF	Freight Forwarder
FHC	Final Hazard Classifications
FINS	Freight Information System
FMS	Foreign Military Sales
FOB	Free-on-Board
FOH	Front Overhang
FOIA	Freedom of Information Act
FOL	Forward Operating Location
FPO	Fleet Post Office
FTS	Federal Telecommunications System
FY	Fiscal Year
GAA	General Agency Agreement
GAL	Gallons
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GCCC	General Charter Coach Certificate
GEOLOC	Geographic Location Code
GMT	Greenwich Mean / Meridian Time
GO/CO	Government Owned / Contractor Operated
GPMRC	Global Patient Movement Requirements Center
GPS	Global Positioning System
GS	Greater Security
GSA	General Services Administration
GT	Guaranteed Traffic
GTN	Global Transportation Network
GTR	Government Transportation Request
GTS	Government Travel Service
GWT	Gross Weight (pounds)
HAP	Humanitarian Assistance Program
HAZCOM	Hazardous Commodity
HAZMAT	Hazardous Material
HMIS	Hazardous Materials Information System
HND	Highways for National Defense
HQ	Headquarters
HRA	Humanitarian and Refugee Affairs
IAP	International Airport
IATA	International Air Transport Association
IAW	In Accordance With
ICAO	International Civil Aviation Organization
ICC	Interstate Commerce Commission
ICP	Inventory Control Point
IDO	Installation Deployment Officer
IFR	Instrument Flight Rules
IMDG	International Maritime Dangerous Goods
IMO	Installation Mobility Officer

INMARSAT	International Maritime Satellite
IOC	Industrial Operations Command
IP	Internet Protocol
IPD	Issue Priority Designator
IRA	Interface Requirements Agreement
IRO	International Route Order
ISARC	Installation Shipping and Receiving Capability
ISO	International Standards Organization
ISSA	Inter-Service Support Agreement
ITO	Invitational Travel Order
ITV	In-Transit Visibility
JA/ATT	Joint Airborne and Air Transportability Training
JCCA	Joint Container Control Activity
JCCO	Joint Container Control Office
JCS	Joint Chiefs of Staff
JDGACP	Joint Department of Defense / General Services Administration Astray Cargo Program
JDGACPC	Joint DOD/GSA Astray Cargo Program Committee
JFTR	Joint Federal Travel Regulation
JHCS	Joint Hazardous Certification System
JICTRANS	Joint Intelligence Center Transportation
JLOTS	Joint Logistics Over the Shore
JLSC	Joint Logistics System Center
JMAFC	Joint Military Astray Freight Committee
JMAFP	Joint Military Astray Freight Program
JMCG	Joint Mobility Control Group
JMTCA	Joint Munitions Transportation Coordinating Activity
JOPES	Joint Operation Planning and Execution System
JOSAC	Joint Operational Support Airlift Center
JS	Joint Staff
JSPS	Joint Strategic Planning System
JTB	Joint Transportation Board
JTCC	Joint Transportation CIM Center
JTMO	Joint Traffic Management Office
JTR	Joint Travel Regulation
JUSMAG	Joint United States Military Advisory Group
kg	kilogram
km	kilometer
l	liters
lbs	pounds
LCL	Less-Than-Car-Load
LIC	Low-Intensity Conflict
LOC	Lines of Communication
LOGMARS	Logistics Applications of Automated Marking and Reading Symbol
LOPA	Local Payment of Airlines
LOTS	Logistics Over-the-Shore
LRU	Less-Than-Release Unit
LT, LTON, L/T	Long Ton
LTL	Less-Than-Truckload
MACOM/MAJCOM	Major Command

MAIN	Military Authorization Identification Number
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MARAD	Maritime Administration
MARFORRES	Marine Forces Reserve
MATA	Military Air Transportation Agreement
MBA	Military Bus Agreement
MBBLs	Thousands of Barrels
MCC	Movement Control Center
MCO	Marine Corps Order
MCT	Movement Control Team
MEPS	Military Entrance Processing Stations
METOC	Meteorological and Oceanographic Cell
MGTRP	MTMC Guaranteed Traffic Rules Publication
MHE	Materiel Handling Equipment
MI	Military Impedimenta
MICOM	Missile Command
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTD	Military Standard
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MLM	Mail-Like Material
MO	Mobility Officer
MOA	Memorandum of Agreement
MOM	Military Official Mail
MOU	Memorandum of Understanding
MOV	Military-Owned Vehicle
MPF	Maritime Prepositioning Force
MRA	Military Rail Agreement
MRM	Management Reform Memorandum
MRO	Military Route Order
MSC	Military Sealift Command
MSG	Message
MSGT	Multi-Service Guaranteed Traffic
MSS	Motor Surveillance Service
MT	Metric Ton
M/T, MTON	Measurement Ton
MTMC	Military Traffic Management Command
MTMP	Munitions Transportation Management Program
MTTM	Joint Traffic Management Office
MTX	Military Traffic Expediting Service
MWR	Morale, Welfare, and Recreation
NA	National
NA	North America
NAC	National Agency Check
NAF	Nonappropriated Funds
NAFTA	North American Free Trade Agreement
NALC	North Atlantic Treaty Organization
NAVSUPINST	Naval Supply Systems Command Instruction
NAVTRANS	Naval Transportation Support Center

NCA	National Command Authority
NCOIC	Non-commissioned Officer in Charge
NCSC	National Customer Service Center
NDHQ	National Defense Headquarters
NDRF	National Defense Reserve Fleet
NEQ	Net Explosive Quantity
NEW	Net Explosive Weight
NGB	National Guard Bureau
NICP	National Inventory Control Point
NISPOM	National Industrial Security Program Manual
NLT	Not Later Than
NMCS	Not-Mission-Capable Supply
NMFC	National Motor Freight Classification
NMFTA	National Motor Freight Traffic Association
NOA	Notice of Availability
NOFORN	Not Releasable to Foreign Nationals
NOIBN	Not Otherwise Identified by Name
NRC	National Response Center
NSACSM	National Security Agency Communication Security Manual
NSACSS	National Security Agency Central Security
NSN	National Stock Number
NTSB	National Transportation Safety Board
OADUSD(TP)	Office of the Assistant Deputy Under Secretary of Defense for Transportation Policy
OAG	Official Airline Guide
OBN	Optimum Benefit Negotiation
OCBO	Ocean Cargo Booking Office
OCCA	Ocean Cargo Clearance Authority
OCONUS	Outside Continental United States
OIC	Officer in Charge
OMB	Office of Management and Budget
OPCON	Operational Control
OPLOC	Operating Location
OPLIFT	Opportune Lift
OPNAVINST	Operational Naval Instruction
ORM-D	Other Regulated Material-D
OSA	Operational Support Airlift
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
PC	Personal Computer
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PEC	Program Element Code
PIH	Poisonous by Inhalation
PIP	Product Improvement Program
PLS	Palletized Load System
PM	Provost Marshall
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation

POL	Petroleum, Oils, and Lubricants
POP	Performance Oriented Packaging
POV	Privately Owned Vehicle
PP	Personal Property
PPBS	Planning, Programming, and Budgeting System
PRAMS	Passenger Reservation and Manifesting System
PRC	Passenger Reservation Center
PRU	Proposed Release Unit
psi	Pounds per square inch
PSRO	Passenger Standing Route Order
PSS	Protective Security Service
PTO	Passenger Transportation Officer
RAD	Required Availability Date
RAW	Rear Axle Weight
RDD	Required Delivery Date
RDL	Reference Data Line
REPSHIP	Report of Shipment
RFI	Request for Information
RFP	Request for Proposal
RG	Rail Armed Guard Surveillance Service
RI	Rail Inspection Service
RIC	Reservation Identification Code / Routing Identifier Code
RIN	Routing Instruction Note
ROH	Rear Overhang
RO/RO	Roll On/Roll Off
ROWPU	Reverse Osmosis Water Purification Unit
RRF	Ready Reserve Force
RTD	Required Terminal Delivery Date
RTO	Rail Transportation Office
RU	Release Unit
SAAM	Special Assignment Airlift Mission
SAM	Special Air Mission
SCAC	Standard Carrier Alpha Codes
SDO	Supply Depot Operation
SDS	Standard Depot System
SDT	Second Destination Transportation
SE	Security Escort Vehicle Service
SECDEF	Secretary of Defense
SECTRANS	Secretary of Transportation
SED	Shipper's Export Declaration
SF	Standard Form
SICA	Secondary Item Control Activities
SIP	Shipper Information Package
SLOC	Sea Line Of Communication
SMCA	Single Manager Conventional Ammunition
SMO	Strategic Mobility Officer
SMSS	Satellite Motor Surveillance Service
SNS	DTTS Satellite Motor Surveillance Service
SOFA	Status of Forces Agreement
SOP	Standard Operating Procedures

SOS	Sources of Supply
SPLC	Standard Point Location Code
SPOD	Seaport of Debarkation
SPOE	Seaport of Embarkation
SRC	Security Risk Category
SRO	Standing Route Order
SRP	Sealift Readiness Program
SSAN	Social Security Account Number
SSCO	Shipper Service Control Office
SSS	Signature Security Service
S/T,	STON Short Ton
ST	Signature Tally
STANAG	Standardization Agreement
STATCO	Statistical Collection of Passenger Travel
STR	Signature Tally Record
SU	Shipment Unit
TA	Transportation Agent
TAC	Transportation Account Code / Type of Address Code
TACC	Tanker/Airlift Control Center
TAD	Temporary Additional Duty
TALO	Theater Airlift Liaison Officer
TAT	To Accompany Troops
TC-ACCIS	Transportation Coordinator Automated Command and Control Information System
TC-AIMS	Transportation Coordinator Automated Information for Movement System
TCC	Transportation Component Command
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDCC	Transportation Data Coordinating Committee
TDR	Transportation Discrepancy Report
TDY	Temporary Duty
TEA	Transportation Engineering Agency
TFG	Transportation Facilities Guide
TGBL	Through Government Bill of Lading
TL	Truckload
TLR	Trailer
TM	Traffic Manager
TMO	Traffic Management Officer / Traffic/Transportation Management Office
TMS	Transportation Management System
TO	Transportation Officer
TOFC	Trailer on Flat Car
TP	Transportation Priority
TP-4	Deferred Air Freight Shipments

TPA	Trading Partner Agreement
TPF	Total Package Fielding
TPP	Travel Performance Period
TPS	Transportation Protective Service
TS	Tank Surveillance
TSP	Transshipment Point
TTP	Trailer Transfer Point
TTU	Transportation Terminal Unit
TWCF	Transportation Working Capital Fund
TWX	Teletypewriter Exchange
UFC	Uniform Freight Classification
UIC	Unit Identification Code
UMC	Unit Movement Coordinator
UMMIPS	Uniform Materiel Movement and Issue Priority System
UMO	Unit Movement Officer
UN	United Nations
UNCAT	Uncategorized
UPS	United Parcel Service
US	United States
USA	United States Army
USAF	United States Air Force
USAPPC	United States Army Publications and Printing Command
USCG	United States Coast Guard
USCINCTRANS	Commander-in-Chief, United States Transportation Command
USEUCOM	United States European Command
USFJ	United States Forces Japan
USFK	United States Forces Korea
USMC	United States Marine Corps
USN	United States Navy
USPFO	United States Property and Fiscal Office(r)
USPS	United States Postal Service
USTRANSCOM	United States Transportation Command
USTRANSCOMR	United States Transportation Command Regulation
VISA	Voluntary Intermodal Sealift Agreement
VLP	Vehicle Level of Processing
VMR	Volume Movement Request
WB	Wheel Base
WCA	Water Clearance Authority
WCF	Working Capital Fund
WPLO	Water Port Liaison/Logistics Office
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WRM	War Reserve Materiel
WTA	Water Terminal Authority
WTCA	Water Terminal Clearance Authority
ZULU	Time Zone Indicator for Universal Time

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CHAPTER 201

GENERAL CARGO MOVEMENT PROVISIONS

A. PURPOSE

This Regulation prescribes policies and procedures and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) activities.

B. POLICY

1. Part II of this Regulation governs routing of DOD-initiated or DOD-sponsored cargo shipments worldwide by commercial rail, motor, air, freight forwarder, pipeline, intermodal (including inland waterway, intra-coastal, inter-coastal, ocean), and by military transportation, with the exception of mobility movements which are outlined in the Defense Transportation Regulation (DTR), Part III. The Regulation outlines authority assigned to the United States Transportation Command (USTRANSCOM), Transportation Component Commands (TCCs), Unified Commands' Commanders-in-Chief (CINCs), and Transportation Officers (TOs), in regards to providing transportation services.

2. USTRANSCOM, in conjunction with the Services and theater CINCs, will provide technical direction and supervision over all traffic management functions incident to DOD passenger, cargo, mobility, and personal property movements within the Defense Transportation System (DTS) during peace and time of war.

3. DOD activities are required to use the DTS services outlined in this Regulation. Required DTS services, for the purpose of this Regulation, include all services provided by TCCs and other agencies on their behalf.

C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

1. Office of the Assistant Deputy Under Secretary for Acquisition and Technology shall:

a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.

b. Chair the DOD Transportation Policy Council, which provides a forum for coordinated review of DOD transportation policies, systems, and programs.

2. Service Secretaries shall:

a. Assign their transportation commands, Military Traffic Management Command (MTMC), of the Department of the Army; Military Sealift Command (MSC), of the Department of the Navy; and Air Mobility Command (AMC), of the Department of the Air Force, in time of

peace and war to the Commander-in-Chief, United States Transportation Command (USCINCTRANS) as TCCs under USCINCTRANS' combatant command (COCOM).

b. Assign common-user transportation assets of the military departments to USCINCTRANS' combatant command, except for those Service-unique or theater-assigned transportation assets.

c. Organize, train, and equip forces for assignment to USCINCTRANS.

d. Program and budget for the organizing, training, and equipping forces for assignment to USCINCTRANS.

e. Administer and contract for Commercial Travel Office (CTO) services under DOD Instruction 4500.42.

f. Resource and manage their transportation programs, which include base transportation operations, and issue applicable supplemental policy, procedures, and traffic management guidance in support of those operations.

3. Chairman of the Joint Chiefs of Staff (CJCS) shall:

a. Staff and submit to the Secretary of Defense (SECDEF), through the Under Secretary of Defense for Acquisition, USCINCTRANS and other officials as may be appropriate, for approval:

(1) Changes to procedures for submission of transportation movement requirements to USCINCTRANS.

(2) Changes to the transportation movement priority system to ensure its responsiveness to the commanders requiring transportation services.

b. Recommend forces for assignment to USCINCTRANS to the SECDEF for approval, in accordance with 10 U.S.C. 162.

4. USCINCTRANS will:

a. Provide air, land, and sea transportation for the DOD, both in time of peace and in time of war.

b. Exercise COCOM of MTMC of the Department of the Army, MSC of the Department of the Navy, and AMC of the Department of the Air Force, in time of peace and war.

c. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets (i.e., C-130 aircraft, port handling equipment, and other transportation assets).

d. Be the DOD single manager for transportation, other than for Service-unique or theater-assigned transportation assets.

e. Provide management support for Service-unique or theater-assigned transportation assets when agreed by USCINCTRANS and a Service Secretary or a commander of a unified command, or when so directed by the SECDEF.

f. Submit as necessary to the SECDEF, through the CJCS, the Under Secretary of Defense for Acquisition, and such other officials as may be appropriate, for approval any changes to transportation, fiscal, procurement, or other DOD policies that may be appropriate to implement this directive.

g. Establish and maintain relationships between the DOD and the commercial transportation industry to develop concepts, requirements, and procedures for the Contingency Response (CORE) Program, the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA)/Sealift Readiness Program (SRP). Any procedure so developed shall take effect upon approval by the SECDEF.

h. Act as the DOD single manager for transportation, other than Service-unique or theater-assigned transportation assets. USTRANSCOM will align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy, both in time of peace and in time of war.

i. Provide air, land, and sea transportation as the DOD single manager for transportation and shall perform such additional functions as outlined below:

(1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions, and providing forces in support of other unified commands. USCINCTRANS will exercise COCOM through the TCCs. USCINCTRANS will direct AMC, MSC, and MTMC to perform missions and related responsibilities as noted in paragraphs C.7., C.8., C.9., and C.10. of this Chapter, or as may be necessary to carry out USCINCTRANS' assigned missions.

(2) Apply apportioned/allocated strategic mobility resources as directed by the National Command Authority (NCA).

(3) Prescribe procedures for the submission of transportation requirements by the DOD Components to USCINCTRANS.

(4) Provide management support for Service-unique or theater-assigned transportation assets, to include prepositioned ships, to the secretaries of the military departments and the commanders of unified commands at the direction of the SECDEF, or upon request of the Service Secretary or CINC concerned.

(5) Develop, prioritize, and make recommendations through the Joint Chiefs

of Staff (JCS), to the secretaries of the military departments and the Under Secretary of Defense for Acquisition on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DOD common-user transportation and strategic mobility objectives. Identify and support them as programming requirements along with capital investment strategies via the Planning, Programming, and Budgeting System (PPBS).

(6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Transportation (DOT), Federal Aviation Administration (FAA), and the National Transportation Safety Board to promote the seamless transition from peace to war and improve interfaces between the DOD and industry.

(7) Manage the Transportation Working Capital Fund (TWCF) financial operations to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.

(8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain USCINCTRANS' visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS in accordance with DOD Directive 5158.4.

(9) Control assigned funds made available from the National Defense Reserve Fleet (NDRF) for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.

(10) Review and analyze Service proposed organizational and mission changes within the TCCs that impact on the ability of USCINCTRANS to carry out assigned responsibilities.

(11) Ensure the effective and efficient use and control of United States (U.S.) Government-owned or commercial strategic mobility resources and capabilities available to the DOD.

(12) Coordinate and implement, through the TCCs, transportation and acquisition policy, and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account, and participate in acquisition planning, monitoring, and oversight of TCCs' procurement execution as outlined in USTRANSCOMR 110-5, Acquisition Oversight Group. Develop acquisition strategies for execution by the TCCs, as necessary, to accomplish USCINCTRANS' missions. Excluded from these procedures are responsibilities specifically reserved to the Head of the Contracting Activity.

(13) In support of Service heads of an agency, take action to facilitate resolution of USTRANSCOM-unique requirements related to the procurement of transportation services.

(14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DOD in both peace and war, to include channel approval. Advise the Joint Staff (JS) and other DOD Components when there is insufficient capability to meet requirements and make recommendations for appropriate actions to alleviate the shortfall.

(15) Disseminate necessary information to the DOD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other pertinent information to ensure effective transportation operations within the DOD.

(16) With the approval of the SECDEF as required, and in accordance with memoranda of understanding with DOT, augment, as necessary, the strategic mobility capability by activating strategic reserve or mobilization programs, such as CRAF, Ready Reserve Force (RRF), VISA/SRP, and the CORE program. Develop policies, requirements, concepts, and procedures, and provide direction and oversight for the CORE Program, CRAF, VISA/SRP, and other established mobilization programs as assigned.

(a) Upon approval of the SECDEF and in coordination with the Secretary of Transportation (SECTRANS), USCINCTRANS will activate the RRF to meet operations/ contingencies/CJCS exercises, or as prudent, take advance action to coordinate and plan with the Maritime Administration (MARAD) the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise MARAD activation of the VISA/SRP is under consideration and request MARAD prepare an economic impact statement. Forward a recommendation to SECDEF, and transmit for signature, a proposed memorandum to the SECTRANS, requesting concurrence in the activation of the VISA/SRP. Direct MSC to arrange with ship operators for the acquisition of particular ships upon approval of VISA/SRP activation.

(b) Activate, with concurrence of the SECDEF, any CRAF stage or segment to fulfill commercial air augmentation of DOD's airlift fleet.

(c) Recommend, through the SECDEF, in coordination with the SECTRANS, necessary Presidential action to enable requisitioning of ships in accordance with 46 App. U.S.C. 1242, and 50 U.S.C. 196.

(17) Serve as the principal DOD focal point with MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards in accordance with applicable memoranda of understanding and/or agreements.

(18) Monitor and evaluate Service readiness programs for active and reserve component units which support USCINCTRANS' missions.

(19) Coordinate with the unified commands for the protection of USCINCTRANS assets, host nation transportation, negotiate/review international support agreements, and other related support to USCINCTRANS forces.

(20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal or other U.S. Government agencies and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DOD, or coordinate with appropriate DOD or other U.S. Government agencies on legislative, legal, or regulatory issues as necessary to protect or promote DOD transportation interests in accordance with DOD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.

(21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority as required in accordance with DOD Instruction 4000.19, Interservice, Interdepartmental, and Interagency Support, and act as the point of contact for operational agreements within the DTS.

(22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulatory Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in appropriate acquisition regulations.

(23) Conduct deliberate and execution transportation planning for DOD Components in accordance with the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPES).

(24) Coordinate and provide worldwide JOPES training in conjunction with service schools.

(25) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted in accordance with the JSPS and JOPES.

(26) Integrate, in coordination with the DOD Components and the transportation industry, the DOD transportation-related command, control, communications, and computer systems (C4S) by establishing the Global Transportation Network (GTN). USTRANSCOM will coordinate and provide worldwide GTN training.

(27) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS and establish C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.

(28) Act as the DOD administrator for all transportation data to ensure automated systems that support the DTS are compatible and/or interoperable in support of Corporate Information Management (CIM) goals and objectives. Establish and coordinate transportation data standards and protocols, and provide transportation data for the logistics portion of the Defense Data Repository System.

(29) Serve as the program manager for Defense Transportation Electronic Data Interchange.

(30) Serve as DOD single manager for intertheater medical regulating. Conduct Continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center (GPMRC). Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy as needed, medical regulating teams (Category A reservists).

(31) Serve as the principal focal point to develop, coordinate, and execute a DOD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DOD standards for transportation intelligence products, and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM's and components' mission planning and execution.

(32) Propose DOD intermodal system policies for SECDEF approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that will optimize strategic mobility.

(33) Provide direction and oversight for the Joint Logistics Over the Shore Program.

(34) Act as lead-agent for transportation publications as assigned by the CJCS or SECDEF.

(35) Establish and operate the Joint Transportation CIM Center to improve the efficiency and effectiveness of the DTS through the application of functional process improvement, and the central direction of transportation-related information systems development and migration.

(36) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.

(37) In coordination with other appropriate agencies, provide direction and oversight for all matters dealing with the transportation of hazardous material.

(38) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.

(39) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service, and when appropriate, make recommendations to the JS and SECDEF for policy changes.

(40) Designate, in consultation with the Services, CONUS sea and aerial ports of embarkation/debarkation for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater commanders for designation of Outside

Continential United States (OCONUS) sea and aerial ports of debarkation and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.

(41) Establish Command Arrangement Agreements with the unified commands and enter into Memoranda of Agreement (MOA)/Memoranda of Understanding (MOU) with other agencies to execute USCINCTRANS' missions.

(42) Provide operational reports as required by DOD Instruction 4100.31, Reports on Single Manager Operations.

(43) Communicate and coordinate directly with all DOD Components and with other departments and agencies of government in matters relating to the USCINCTRANS' missions.

(44) Serve as DOD focal point for all international cooperative airlift agreements.

(45) Furnish, through the CJCS, for SECDEF approval, changes to DOD transportation policy.

(46) Perform other missions as directed by the SECDEF.

5. Joint Mobility Control Group (JMCG):

a. The JMCG consists of the Mobility Control Center (MCC), the Joint Traffic Management Office (JTMO), Joint Operational Support Airlift Center (JOSAC), GPMRC, Joint Intelligence Center Transportation (JICTRANS), and the TCCs command and control centers.

b. The JMCG is a key end-state objective of the USTRANSCOM Strategic Plan. The JMCG exemplifies the concept of centralized control and decentralized execution of DTS movement requirements and is the focal point to orchestrate and optimize DTS operations in support of the Unified Commanders and other customers. The JMCG improves DTS efficiency and effectiveness through maintaining better visibility of assets and requirements, providing alternative recommendations on transportation options, eliminating redundant functions, improving operations modeling and feasibility estimation, and improving coordination between USTRANSCOM command and control nodes. It provides for an operational environment where execution functions remain at the TCCs. The JMCG overarching responsibilities include:

(1) Enacting USTRANSCOM's responsibility as the single manager of the DTS.

(2) The command and control organization charged with bringing U.S. transportation resources to bear against any movement task.

(3) Providing visibility of all movement requirements.

(4) Providing command and control of global mobility forces and other assets.

6. MCC. USTRANSCOM's MCC is the single location for managing all movement requirements. The MCC is comprised of requirements and customer service teams, and includes a meteorological and oceanographic cell (METOC), a medical cell, and an intelligence representative. With the implementation of the JMCG, the MCC serves as the single face to the customer on all requirements moving within the DTS. The MCC also:

a. Performs transportation feasibility analyses.

b. Performs deployment estimates.

c. Performs cost estimates.

d. Performs requirements confirmation.

e. Performs shortfall identification.

f. Performs mode selection.

g. Performs requirements consolidation recommendations.

7. TCCs (AMC, MTMC, and MSC) will:

a. Take all required actions within law, executive order, and regulation to support USCINCTRANS in executing their missions.

b. Ensure the effective and efficient use of USTRANSCOM controlled and commercial transportation services for the DOD.

c. Prepare recommendations for USCINCTRANS on the design, specifications, and equipping of strategic mobility assets. In collaboration with appropriate government agencies, study, analyze, and recommend improvements in strategic mobility systems.

d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USCINCTRANS, to integrate DOD transportation information worldwide and provide data for the DOD Components.

e. Manage TWCF activities, incur obligations and costs as necessary to perform the activity mission, prepare and submit TWCF required transportation financial reports to USCINCTRANS/Office of the Secretary of Defense (OSD), and identify to USCINCTRANS any impediments to achievement of performance cost goals.

f. Submit to USCINCTRANS for coordination and analysis, any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.

g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USCINCTRANS. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.

h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination, as directed in USTRANSCOMR 110-5, Acquisition Oversight Group.

i. Develop and submit TWCF program and budget submissions and associated reports to USCINCTRANS in accordance with established procedures.

j. Notify USCINCTRANS, in accordance with established procedures, of the receipt of, or initiation of, any claim by or against a contractor in excess of $1 million.

k. Submit to USCINCTRANS, for forwarding to higher headquarters, all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USCINCTRANS copies of responses to congressional inquiries relating to common-user, DTS initiatives.

l. Submit to USCINCTRANS, for forwarding to higher headquarters, all prepared responses to audit reports relating to common-user, DTS issues. Report to USCINCTRANS all DTS-related internal control weaknesses identified under DOD Directive 5010.38, Internal Management Control Program.

m. Recommend to USCINCTRANS policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within CONUS and OCONUS.

n. Review and analyze such proposals, notices, decisions, regulations, laws, etc., of federal, state, and local agencies, courts, legislatures, and commercial entities that affect USCINCTRANS' mission.

o. Provide program and budget submissions to the military departments for strategic mobility requirements in accordance with established procedures. Keep USCINCTRANS informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.

p. Review, analyze, and submit recommendations to USCINCTRANS on Command Arrangement Agreements.

q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DOD Components, where appropriate, on installation outload capability and enhancement programs.

r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the policies prescribed by this Regulation. Examine all such documents to bring them in compliance with the Regulation and, where appropriate, submit them to USCINCTRANS for approval prior to final signature.

s. Provide deliberate and execution planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.

t. Provide USCINCTRANS with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USCINCTRANS all changes, revisions, and new internal regulations which would either require subsequent action from USCINCTRANS or which would supplement specific USCINCTRANS guidance previously received.

u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions will be made only with concurrence of the affected shipper service, agency, or CINC.

v. When designated, develop and publish transportation publications as assigned by USCINCTRANS.

w. Serve as the USTRANSCOM point of contact for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other hazardous material.

x. Inform USCINCTRANS of Service-assigned missions.

y. Perform other mission tasks as directed by USCINCTRANS.

8. Commander AMC will:

a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater and CONUS aeromedical evacuation, aerial refueling support and support services to the DOD Components as required by USCINCTRANS.

b. Be responsible for all airlift procurement, negotiation, and serve as the single face to industry for airlift matters.

c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DOD Components.

d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of DOD, based on an evaluation of requirements.

e. Procure all commercial air mobility services. Administers and negotiates Air Service City Pairs Contract in conjunction with General Services Administration (GSA) and in coordination with DOD components.

f. Administer and execute the CRAF program. Recommend to USCINCTRANS the activation of CRAF to include required stage(s) and/or segment(s) required to meet airlift/aeromedical requirements. Prepare documentation to activate the CRAF and Federal Aviation Regulation, Chapter 443, Aviation Insurance. Request Secretary of the Air Force Indemnification Program activation, and any waivers deemed appropriate. Monitor and manage AMC assigned missions of these forces upon activation.

g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DOD cargo and passengers. Interface, as required, with other Federal Agencies to determine civil air carrier eligibility and suitability to provide appropriate service.

h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.

i. Provide USCINCTRANS information, as requested, on the availability of AMC organic and controlled commercial strategic air mobility capability.

j. Through USTRANSCOM, serve as DOD focal point for international cooperative airlift agreements.

k. Provide host support for USTRANSCOM, including contracting and personnel support.

l. Operate, or arrange for operation of, common-user aerial ports/air terminals within CONUS or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

m. Act as the sole negotiator within CONUS with commercial firms on rates and other matters incidental to air transportation of freight.

n. Provide USCINCTRANS information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.

o. Act as single point of contact with commercial airline industry for USTRANSCOM, effective 1 January 1994, for procurement of DOD domestic and international airlift services.

p. Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.

q. Determine and arrange the best means available for obtaining supplemental surface transportation; i.e., bus service incidental to commercial air movement.

9. Commander MTMC will:

a. Provide surface and surface intermodal traffic management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USCINCTRANS. Provide rates (other than intermodal rates including ocean rates), routing, and performance quality control.

b. Negotiate rates and other matters incidental to surface transportation of freight within CONUS and, as directed by USTRANSCOM, intermodal rates.

c. Negotiate and administer the DOD Personal Property Shipment and Storage Program, as directed by USTRANSCOM. DOD Privately-Owned Vehicle Import Control Program and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.

d. Operate, or arrange for operation of, common-user ocean terminals within CONUS, or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

e. Manage the Defense Freight Railway Interchange Fleet, required to supplement the capability of commercial transportation carriers.

f. Administer the U.S. Government car rental program.

g. Administer the surface commercial carrier quality assurance program.

h. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.

i. Provide ocean cargo booking for the DOD Components and perform duties as the Administrative Contracting Officer (ACO) and Contracting Officer's Representative (COR) for sealift cargo for the DOD Components under authority delegated by Commander, MSC.

j. Arrange for movement of DOD-sponsored surface export cargo and act as the ocean cargo clearance authority in accordance with DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP).

k. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense, and administer other modal national defense programs as directed by the SECDEF.

l. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.

m. Administer and execute the CORE Program. Recommend to USCINCTRANS the activation of CORE Program, as appropriate.

n. Provide USCINCTRANS information on the availability of MTMC-controlled commercial mobility capability.

o. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.

p. Consolidate normal shipper service and unified command surface transportation requirements and provide these to MSC. During contingency or wartime, assist USCINCTRANS with the clarification and consolidation of surface requirements from supported unified commanders.

q. Establish a JTMO with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the DTS and with the following responsibilities:

(1) Procurement and booking of surface intermodal movement requirements.

(2) Maintenance of intermodal shipping schedules and integrated booking system.

(3) Providing the Defense Finance and Accounting Service (DFAS) with supporting documentation to generate customer bills.

(4) Management of related support systems.

r. Upon request of AMC, provide data residing in Statistical Collection of Passenger Travel (STATCO) for use in the GSA City Pairs Contract.

10. Commander MSC will:

NOTE: Upon full implementation of JTMO Concept of Operations and the changes to TCC responsibilities, some of the below responsibilities will fall under JTMO.

a. Provide ocean transportation and intermodal transportation including ocean movement and support services to the DOD Components as directed by USCINCTRANS.

b. Provide USCINCTRANS and MTMC information on the availability and status of ships in the government-owned and MSC-controlled fleet, including chartered commercial ships.

c. Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates; procure ships and related services as required to meet DOD ocean and delegated intermodal transportation requirements. Delegate full ACO and COR duties to the Commander, MTMC.

d. Administer and execute the SRP, exercise oversight of the RRF in concert with MARAD, exercise oversight over ships requisitioned, and exercise operational control over those mobilization forces on behalf of USCINCTRANS.

e. Recommend to USCINCTRANS activation of the RRF; the SRP; requisitioning of U.S.-owned ships; or the acquisition or activation of foreign ships or other established mobilization programs, as appropriate, in accordance with 50 U.S.C. 196, and DOD Directive 4140.1, Materiel Management Policy (P&L).

(1) When activation is under consideration, MSC, based upon information provided by the JCS/CINCs through USCINCTRANS, will inform MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USCINCTRANS, MSC will request that MARAD activate required RRF ships. Operational Control (OPCON) of ships will be transferred from MARAD to MSC at activation.

(2) RRF activation, in accordance with applicable law, is authorized under the following criteria:

(a) To meet a need for sealift capacity which can only be satisfied by a ship in the RRF, subject to conditions contained in the DOD and DOT memorandum of agreement.

(b) To support deployment, sustainment, redeployment, and other transportation requirements of U.S. armed forces in military contingencies.

(c) In support of CJCS exercises.

(d) For civil contingency operations upon orders from the NCA.

(e) Testing for readiness and suitability for mission performance.

(f) Activation in connection with a transfer.

(3) Ships activated in accordance with the above shall not be in competition with, or substitute for, or displace privately-owned U.S. flag vessels.

(4) MSC, in conjunction with USTRANSCOM, will determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates will be a part of the selection process used to ensure different ships are activated. MSC will coordinate with MARAD for the activation of requested ship(s).

(5) The requirement to activate RRF shipping to test for readiness and operational performance will be considered in the determination of ship activation for use in a contingency

deployment or an exercise. Periodic activation is required to ensure ships are able to meet their breakout schedules and to enhance the readiness of the RRF. MSC will coordinate with MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.

(6) When activating ships, USTRANSCOM and MSC will determine the type of ship best suited to complete a mission by utilizing factors discussed in paragraphs 10.e.(2)(b), (c), (d), and (e) of this Chapter, and known funding constraints. When activating RRF ships, MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.

(7) Upon Presidential approval of authority to requisition ships, and when directed by USCINCTRANS, MSC will request that MARAD requisition specific ships, which will be transferred from MARAD to MSC after they are requisitioned.

(8) MSC will notify ship owners which of their vessels are being considered for call up under the SRP. When directed by USCINCTRANS, MSC will notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping MARAD informed.

f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DOD requirements.

g. Act as DOD agent, on behalf of USTRANSCOM, for procurement of intermodal surface containers for common-user service supporting those DOD Component requirements and capability assessments coordinated through MTMC.

h. Study, analyze, and recommend requirements for ocean transportationsystems.

i. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.

j. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by MSC in coordination with MTMC.

k. Coordinate MSC operations with appropriate port authorities.

l. Promote the requirements, development, protection, and fielding of C4S to support in-transit visibility for ocean transportation and intermodal transportation.

11. Area, Activity, or Installation Commander (or their delegated representative(s) will appoint a military member or civilian employee as TO to execute DOD traffic management policy and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member of the activity or installation commander's technical staff. Appointment

will be accomplished by special order of the area, activity, or installation commander in accordance with regulations of the military departments concerned.

12. TO will:

a. Provide efficient, responsive, and quality transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws, directives, and regulations.

b. Provide technical direction, management, and evaluation of the traffic management aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM and DOD Components.

(1) Prepare and edit travel and shipment documentation to ensure quality data and timely submission to support total movement business processes.

(2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.

c. Act as a COR, alternate COR, or ordering officer when commercial travel offices and other related traffic management functions are served under appropriate contracts.

d. Appoint one or more military members, civilian employees, or contractor personnel as transportation agent (TA) to assist the TO in his/her responsibilities. Contractor personnel may not be appointed as TA to perform any function involving the obligation or expenditure of government funds. This may be accomplished by letter to be retained in the transportation office. Service-unique procedures may require the TOs to request TAs be appointed by their commander.

13. Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DOD Component regulations.

14. Departure/Arrival Airfield Control Group, Port Support Activity, Beach and Terminal Operations, Tanker Airlift Control Element will act as a focal point between the unit requiring movement and the arrival and departure point activity at the Port of Embarkation (POE) and Port of Debarkation (POD).

D. REGULATORY BODY PROCEEDINGS

1. USTRANSCOM will review respective dockets and notices issued by regulatory bodies affecting transportation between points within the U.S. and its territories to determine DOD interest and required action. DOD personnel will not participate in, or supply information to, a transportation regulatory body without prior approval of the TCC or theater CINC, unless subpoenaed to testify. When DOD personnel are required by subpoena to testify in proceedings before a transportation regulatory agency, prompt notice will be sent to USTRANSCOM in

accordance with DOD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies. Additionally, DOD personnel will notify their appropriate component headquarters.

2. Requests for information will be acted upon in accordance with applicable DOD Component publications.

E. DEFENSE CONTRACT MANAGEMENT COMMAND (DCMC) ADMINISTERED CONTRACTS

1. In accordance with Federal Acquisition Regulation (FAR), contract management may be delegated to DCMC for full administration or for transportation support only. The administration office TO will provide traffic management functions in accordance with contract terms and DLAD 5000.4, Contract Management. Copies of DLAD 5000.4 will be made available from area DCMC offices and Defense Logistics Agency (DLA) headquarters.

2. DCMC TOs may delegate traffic management authority to qualified contractors by written agreement in accordance with DLAD 5000.4.

F. ACTIVITY CHANGE OF STATUS OR MISSION

Appropriate TO or other DOD Component authority, projecting any change of status or mission of a service-owned or sponsored activity which will result in significant change to transportation requirements, will request planning information on transportation rates, costs and other transportation management data from Commander HQ MTMC, Attn: MTOP-O, 5611 Columbia Pike, Falls Church VA 22041-5050, or theater CINC. When the final decision is made regarding the activity's change of status or mission, notify HQ MTMC or theater CINC as far in advance as possible to enable negotiations with commercial carriers for transportation rates and services.

G. COMMERCIAL CARRIER INQUIRIES

1. Information furnished carriers in response to inquiries concerning cargo shipments that have taken place will be confined to facts on their respective traffic routing, except as restricted by security regulations.

2. Freedom of Information Act (FOIA) inquiries pertaining to transportation issues will be coordinated with cognizant FOIA office.

H. TRAFFIC MANAGEMENT UNDER EMERGENCY CONDITIONS

1. Emergency traffic management procedures in CONUS will be implemented upon the proclamation of a state of national emergency by the President of the U.S. and by concurrent resolution of Congress.

2. MTMC will:

a. Maintain and provide an Emergency Traffic Management Plan (ETMP) to support the National Plan for Emergency Preparedness, the Joint Strategic Capabilities Plan, unilateral plans of the DOD Components and applicable DOD guidance and directives. ETMP provides guidance to DOD Components for traffic management functions and operations under emergency conditions. Distribution of ETMP will be made to DOD Component headquarters.

b. Activity commanders will direct TOs to implement emergency procedures according to restrictions imposed on commercial transportation by governmental control agencies. Procedures in this Regulation will be implemented by TOs to the extent warranted by emergency conditions.

I. PUBLIC HIGHWAY REQUIREMENTS

Through the Highways for National Defense (HND) Program, MTMC Transportation Engineering Agency (TEA) is responsible for assisting the Military Services and installations with resolving public highway needs. For additional guidance, refer to Joint Service Regulations AR55-80, OPNAVINST 11210.1B,AFR 75-88, MCO 11210.2C, DLAR 4500.19, "Highways for National Defense" or contact MTMC-TEA at DSN 927-4313, (757) 599-1117 or (800) 722-0727.

J. EMBARGOES

1. USCINCTRANS or theater CINC may declare an embargo against specific carriers or modes for a region if it is considered to be in the best interest of DOD Components under the following conditions:

a. National, regional, or local emergency.

b. Traffic congestion.

c. Disaster.

d. Strikes.

e. Operational conditions.

2. When an activity is completely or partially unable to ship or receive DOD traffic due to embargo conditions, TO will immediately notify MTMC or theater CINC.

3. Upon declaration of a DOD activity embargo, MTMC or theater CINC will disseminate the following information:

a. Reason for embargo.

b. Name of activity affected.

c. Mode and carrier involved.

d. Type of traffic embargoed.

e. Exception to embargo, if any.

4. Commercial carriers may declare an embargo on traffic moving through certain areas or affected points in time of:

a. Shortage of equipment or personnel

b. Traffic congestion

c. Disaster

d. Strikes

(1) During war or mobilization or other emergency, the President of the U.S. may direct the DOT to certify that it is essential to national defense and security that selected traffic be given preference or priority in transportation and that carriers should do all within their means to expedite those shipments.

(2) Shipments of material for government agencies moving between contractor plants on Commercial Bills of Lading (CBL), or from DOD activities to contractor plants on CBL or Government Bill of Lading (GBL) are subject to embargoes declared by commercial carriers. However, when a military emergency requires a shipment move contrary to a commercial carrier embargo, MTMC Deployment Support Command will obtain a permit for the shipment under the following conditions:

(a) On the request of a contracting officer or contractor,

(b) On the request of a T.O. for a shipment that does not require a MTMC routing, or

(c) Before issuing routing instructions, the permit number will be shown on the bill of lading.

K. RAIL ABANDONMENT ASSISTANCE

Through the RND Program, MTMC TEA is responsible for assisting the Military Services and installations with resolving commercial rail line abandonments. A number of options have been developed to ensure continued essential rail service to DOD installations. TO's should contact MTMC TEA at DSN 927-4313, (757) 599-1117 or (800) 722-0727.

L. NEGOTIATIONS

1. TCCs or theater CINCs will negotiate with commercial carriers to establish or modify rates, charges, rules, and accessorial services. Negotiations will include DOD or Foreign Military Sales (FMS) volume movements.

2. TOs and contracting officers will submit Volume Movement Requests (VMRs) when:

a. Estimated shipments from one origin point to a single destination will total (in one year) 25 carloads (CLs), or 25 truckloads (TLs), or 500,000 pounds or more.

b. Routing in effect is insufficient.

c. Transportation factors indicate better rate and/or service can be obtained.

3. VMRs will be furnished as soon as possible before movement start date to HQ MTMC/JTMO or theater CINC for negotiations with commercial carriers. Submit VMRs using automated or DD Form 1085 (See Chapter 202) format and annotate remarks section "This is a VMR and request for a route order". VMRs may be submitted any time before movement start date but desirable negotiation lead-time is 30 days for rail and 10 days for other modes.

4. MTMC and theater CINCs will provide VMR originators a written response to each request, including any cost avoidance through successful negotiation.

5. In addition to the Guaranteed Traffic (GT) Program described in paragraph M, below, MTMC uses other negotiations processes to serve DOD customers. During these negotiations, carriers are provided the terms and conditions for the movement, usually by written solicitations, including easy-link transmissions, but the negotiation may be conducted verbally, if the movement is urgent. To be awarded the traffic, a carrier must offer the best value and most favorable rates to DOD and meet all other terms and conditions of the solicitation. A description of the various negotiation processes is provided below:

a. Short Term Negotiations (Direct, Spot Bid, or One-Time-Only). A negotiation and award of a volume of traffic that is moving on a single bill of lading, or a negotiation award of a volume of traffic that will move in separate shipments normally over a period of 90 days or less. A verbal negotiation may be conducted in an emergency with backup written documentation as soon as possible. This type of negotiation is referred to as a spot bid, a one-time-only or a direct negotiation. MTMC may award the traffic to more than one carrier, if the volume of traffic exceeds the awarded carrier's capacity. No guarantee of traffic may be given to the carrier, except as provided on paragraph M. On negotiations where the traffic is solicited for longer than 30 days, MTMC reserves the right to compare the negotiated rate with voluntary tenders on file and recommend use of a lower cost carrier.

b. Long-Term Negotiation--Standing Route Order (SRO). A negotiation and award of a volume of traffic that will move in separate shipments over a period greater than 90 days and up to one year. Normally, traffic is awarded to the primary carrier on the SRO for a 180-day period.

MTMC may award the traffic to more than one carrier, if the volume of traffic exceeds the awarded carrier's capacity. No guarantee of traffic may be given to a carrier, except as provided in paragraph M. On negotiations where the traffic is solicited for longer than 30 days, MTMC reserves the right to compare the negotiated rate with voluntary tenders on file and recommend use of a lower cost carrier. At the end of this period, if the negotiated rate is lower than voluntary rates on file, MTMC may extend the award to the primary carrier for an additional 180-day period.

M. GT–LONG-TERM NEGOTIATIONS

1. Description and Benefits of GT.

a. GT is a transportation agreement by which a primary carrier is selected and alternate carriers are identified to transport specified DOD traffic for a designated time period.

b. A GT agreement can be executed for any DOD traffic regardless of commodity or transportation requirements. Generally, all shipper requests will be considered for a GT agreement which can provide:

(1) Reduced transportation and administrative costs/workload for the Government.

(2) Stabilized transportation rates for the term of the solicitation.

(3) Reduced transit times.

(4) Tailored services to the individual shippers' needs.

(5) Improved supply support responsiveness.

(6) Improved carrier on-time pickup and delivery.

(7) Improved and more responsive carrier service based on long term relationships.

(8) Improved and more effective method to remedy poor carrier performance.

2. How to Become a GT User.

a. Headquarters MTMC/JTMO coordinates with TO and DOD Component headquarters to develop and implement a responsive GT agreement. Generally, all traffic will be considered for a GT agreement if it meets any of the following criteria:

(1) Annual volume of 1 million pounds, or 500,000 gallons or more.

(2) Repetitive movements.

(3) Transportation protective service or other special services required.

(4) Round trip movements.

(5) Equipment problems (shortages).

(6) Special movements not specifically identified in (1)-(5) above.

b. If a GT agreement is desired, the shipper must provide MTMC/Joint Traffic Management Office (MTTM) the following information for MTMC to prepare a GT agreement.

(1) Origins

(2) Destinations

(3) Commodities

(4) Activity Operations (e.g., hours of operation, shipper load and count, Point of Contact (POC), telephone number, facsimile (fax), Electronic Mail (e-mail).

(5) Type equipment required (e.g., truckload van, less than truckload van, flatbed, specialized equipment).

(6) Type of special service requirements.

(7) Type of transportation protective services.

(8) Required delivery date (RDD), if no specific RDD is required, JTMO will use the standard transit times.

(9) Projected annual tonnage/gallons/number of shipments.

(10) Type of movement (e.g., to and from, round-trip or between points).

(11) Any exceptions to assessorial service requirements contained in MTMC Guaranteed Traffic Rules Publication (MGTRP) 50 or other applicable rules.

3. Obligations and liabilities of individual shippers, multi-service users groups and carriers.

a. Shippers/Multi-Service Users groups. Users groups consist of one designated representative from each activity covered by a multi-service guaranteed traffic (MSGT) agreement. The group oversees the operation and monitors the carrier performance of an MSGT.

(1) Obligations:

(a) Use only the GT prime carrier(s) and alternate carrier(s), except as provided in Items 35 and 45 of MGTRP No. 50. Alternate carriers, when used, must be used in descending order.

(b) Record unsatisfactory performance in accordance with (IAW) Item 30 of MGTRP No. 50.

(c) Document non-use of the prime/alternate GT carrier(s) IAW Item 30 of MGTRP No. 50.

(d) MSGT participants use and comply with provisions of established Users Group Charter.

(2) Liabilities:

(a) Diversion or use of non-GT carriers to move traffic governed by a GT may result in litigation, if operational justification cannot be provided.

(b) DOD shippers may be liable to pay for costs associated with any breach of the terms of a GT agreement.

b. Carriers.

(1) Obligations:

(a) Responsible to move all traffic generated during the specified GT agreement time period, except as provided in Items 35 and 45 of MGTRP No. 50.

(b) Comply with the provisions of the GT solicitation and governing rules publication MGTRP No. 50.

(c) Comply with the MTMC carrier qualification program rules.

(2) Liabilities:

(a) May be liable for any costs associated with a breach of the terms of the GT agreement.

(b) May be removed from the GT program for unsatisfactory performance or other actions as determined by a MTMC Carrier Review Board.

4. Responsibilities.

a. MTMC.

(1) Analyzes requirements, submitted by shippers, prepares GT solicitation, and when requested by the shipper jointly conducts pre-solicitation, pre-bid and/or pre-award meetings.

(2) For MSGT participants, provide user's groups' representatives a sample MSGT, MGTRP No. 50 and Users Group Charter.

(3) Advertises and issues GT solicitation to carrier industry.

(4) Receives and evaluates carriers' bids.

(5) Awards GT, one primary carrier and alternates, if applicable, for each traffic lane.

(6) Notify shipper of GT award with rates at least two weeks before start date, if possible.

(7) Assigns additional alternate carriers to a traffic lane when the shipper identifies the need for additional carriers. If no additional alternate carriers are available for the traffic lane, shipper will be instructed to follow routing procedures in Chapter 202 of the DTR.

(8) Resolves carrier unsatisfactory service, IAW Item 30 of MGTRP No. 50.

(9) Administers the GT through its effective time frame.

(10) Coordinate all GT policy/procedures and GT extensions including percent of increase in carrier rates with applicable DOD Component/shipper.

b. DOD Components.

(1) When establishing GT requirements, validate shipper service participation in all GT agreements.

(2) In conjunction with MTMC and individual activities, develop historical shipment data and coordinate shipper requirements.

(3) For multi-service GT agreements, coordinate/endorse shipper service participation in all user groups.

(4) When required, act as a liaison between MTMC and individual shipper service activities to resolve GT issues.

(5) Serve in advisory capacity for GT solicitation(s).

N. RATE QUOTING SERVICE

USTRANSCOM/MCC, MTMC and theater CINCs will provide a transportation rate quoting service for DOD and other authorized government agencies. This service is automated for TOs with CONUS Freight Management (CFM) access.

O. GOVERNMENT/MILITARY-OWNED OR ORGANIC ASSETS

DOD shall maintain and operate in peacetime only those owned or controlled transportation resources, including assets leased or chartered for periods greater than 90 days, needed to meet approved DOD emergency and wartime requirements that cannot be met readily from commercial transportation sources. (For OCONUS the requirement for non-availability of commercial transportation may not apply.) These transportation resources shall be used during peacetime as efficiently as possible to provide essential training for operational personnel, and to meet logistics needs consistent with fostering the development of militarily useful commercial capabilities. Requirements in excess of DOD capability will be met by using commercial carriers. DOD-owned or controlled transportation resources will be used for official purposes only.

P. TRANSPORTATION FACILITIES GUIDE (TFG)

1. TOs (CONUS and OCONUS freight TOs as listed in Appendix Y) are required to update their TFG record whenever changes occur.

2. Proposed revisions which would modify terms of delivery, delay receipt, or increase transportation costs must be approved at major command level and coordinated with shipper service HQs prior to or initiating any on-line changes.

3. TFG Instructions (Appendix R, Part II) provides users step-by-step procedures to use TFG on-line application system and update records.

4. TOs are required to provide MTMC (MTOP-JF) a notice 90-days in advance of ceasing their transportation operations to ensure TFG entries, Government Bill of Lading Office Codes (GBLOCs) and commercial industry products supporting DOD are updated or deactivated accordingly.

Q. CARRIER QUALIFICATION

Carriers handling DOD surface cargo must be approved through the MTMC carrier qualification program. HQ AMC is responsible for determining civil air carrier eligibility and suitability of airlift carriers. TOs can use only qualified carriers and should check with MTMC HQs when questions arise concerning a carrier's status.

R. TRANSPORTATION ACQUISITION POLICY

It is DOD policy to procure transportation and related services using streamlined, "best value" acquisition processes. The following are some of the determining factors to be considered: quality of service, past performance, cost/price, service provisions, claims experience, provider availability and commitment of transportation assets to readiness support. The transportation acquisition process should involve the customer and transportation service providers early in and throughout the transportation acquisition process. The involvement of transportation providers shall be accomplished in a fair and equitable manner; care shall be taken not to favor some firms in an industry over others. The acquisition of transportation and related services shall be accomplished through a variety of flexible procurement instruments, including Federal Acquisition Regulation (FAR) based contracts under Part 12, to the maximum extent practicable, and tariffs and tenders, as appropriate.

S. OPTIMUM BENEFIT NEGOTIATION (OBN)

OBN is an arrangement or solicitation which uses a carrier selection process that considers past performance, technical aptitude, and cost competitiveness. Technical qualifications are based on quality of services (transit times, on-time deliveries, refunds for late deliveries, cargo liability coverage and Electronic Data Interchange (EDI) capability), past performance (loss and damage ratios, on-time delivery percent, letters of warning, removals and suspensions and withdrawals), and managerial capabilities (resources, equipment, terminals, and company financial data). OBN awards are based on carrier price and technical qualifications. Award evaluations are made by two teams: cost and technical. The technical and price /cost proposals are weighted equally in terms of importance. Customer and MTMC personnel work together to evaluate technical qualifications to ensure customer needs are met. Prime carriers and alternates are selected for each lane of traffic.

T. SWITCHING OR TRACKAGE AGREEMENTS

The rights and obligations of carriers and their customers in the performance of switching services are normally matters which are the subject of tariff provisions and are in the realm of general law: however, upon request of the carrier, or when it has been determined that a formal switching agreement would be in the best interest of the Government, such agreements may be negotiated. When an agreement already exists, it will be renegotiated when it appears to be in the best interest of the Government. TOs' will:

1. Conduct initial negotiations with carriers for switching or trackage agreements. In preparing the agreement TOs will ensure that the provisions are limited to the procurement of transportation services that are excepted from the requirements of DOD supplement to the FAR.

2. Request assistance through the applicable shipper service headquarters to the Commander, MTMC, ATTN: MTOP-T, 5611 Columbia Pike, Falls Church, VA 22041-5050 when differences with carriers cannot be satisfactorily resolved.

3. Forward new or revised agreements, prior to execution, through the applicable shipper service HQ to the Commander, MTMC, ATTN: MTOP-T, 5611 Columbia Pike, Falls Church, VA 22041-5050 for review and approval.

DOD Military Installations, and in the case of Commander Naval Facilities Engineering Command Headquarters (COMNAVFACENGCOMHQ), NAVFAC Engineering Field Divisions and Engineering Field Activities (Real Estate Divisions), are directly involved with Navy and Marine Corps Military installations requiring rail service from time to time may be required to amend their Switching and Trackage Agreement with the servicing railroad(s) due to some of the following changes:

a. Ownership and maintenance.

b. Changes or enlargements.

c. Operation.

d. Liability.

e. Right of entry.

f. Clearances.

g. Terms of agreement.

h. Termination.

i. Ordering of services.

j. Rate schedule.

U. CONTRACTING SUPPORT POLICY FOR TRANSPORTATION ACTIVITIES

This paragraph establishes an interface between transportation and contracting and stipulates policies and procedures related to transportation support of contracting for the movement of government material from contractor and vendor plants to overseas destinations.

The FAR directs Procuring Contracting officers to obtain traffic management advice, and assistance, prior to contract award. It is essential that a liaison be established between the two activities to produce the best possible contractual instrument, clearly defining the responsibilities of the contractor and the government.

The acquisition process should involve the customer and transportation service providers early in and throughout the transportation acquisition process. The involvement of transportation

providers shall be accomplished in a fair and equitable manner; care shall be taken not to favor some firms in an industry over others.

It is DOD policy to procure transportation and related services using streamlined "best value" acquisition processes. See definition of "Best Value".

All future DOD contracts must include as a minimum the following transportation instructions:

1. All shipments moving within the DTS (See definition of DTS) must comply with DOD 4500.32_R Military Standard Transportation and Movement Procedures (MILSTAMP).

2. All shipments must comply with In Transit Visibility (ITV) requirements by providing movement data to GTN via EDI using American National Standards Institute (ANSI) X12 codes.

3. All shipments will comply with DOD Automatic Identification Technology (AIT) standards. As a minimum shipments must contain two-dimensional (2D) bar coding.

4. All planeload/shipload movements going to an OCONUS destination (prior to movement) must be cleared through the USTRANSCOM MCC, by calling 1-888-USTC-MCC.

5. All export OCONUS shipments entering the DTS must be precleared using an Advanced Transportation Control and Movement Document(s) (ATCMDs) through the sponsoring shipper service clearance authority. If in doubt concerning clearance requirements, contact USTRANSCOM MCC at 1-888-USTC-MCC.

V. MANAGEMENT REFORM MEMORANDUM (MRM) #15 – REENGINEERING DEFENSE TRANSPORTATION DOCUMENTATION AND FINANCIAL PROCESSES

In July 1997 the Deputy Secretary of Defense issued MRM #15 which directed Reengineering of Defense Transportation Documentation and Financial processes. The directive specifically addressed reengineering billing, collection, and payment processes through transition to commercially acceptable practices. Implementation is currently underway at DOD installations in coordination with the commercial carrier industry. As part of this initiative, Deputy Secretary of Defense has directed use of PowerTrack as the commercial payment mechanism for DOD cargo shipments. Generally, DOD contracts will require use of PowerTrack and will specify when carriers must be PowerTrack capable as a prerequisite to perform under the contract. In those circumstances where voluntary tenders are used to route shipments, as DOD shipping installations become PowerTrack capable, commercial carriers servicing those locations will be given six months from date of notification to become PowerTrack capable. After the six month period, unless there is a documented negative, critical mission impact, all DOD cargo movements will be offered only to commercial carriers who utilize PowerTrack as their billing and payment system. Once installations become PowerTrack capable the business process/procedures in Appendix bb must be followed.

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CHAPTER 202

CARGO ROUTING AND MOVEMENT

A. GENERAL

This Chapter provides routing and general provisions for DOD worldwide cargo movement by rail, motor, air, freight forwarder, pipeline, intermodal systems, drive-away and tow-away service, and water (inland waterway, coastal, and inter-coastal) carriers. Additional information can be found by consulting the appropriate MTMC Freight Traffic Rules Publication.

B. ROUTING AUTHORITY

1. Except as shown in paragraphs B.2. through B.5. below, TOs may route general commodity shipments by motor, rail, and air, as described in paragraphs 1.a. and 1.b., below, using best value principles and in compliance with DOD and Service traffic management policy. TOs have three routing procedure options, as specified in paragraphs 1.a. and 1.b. Only qualified carriers having Tender of Freight Services on file with HQ MTMC or HQ AMC within the CFM system are authorized for use when routing cargo. For those installations having PowerTrack capability, carriers utilizing the PowerTrack payment system will be given greater consideration for traffic award over carriers not using the PowerTrack payment system. This consideration should be consistent with service, past performance, and cost requirements. Carriers with PowerTrack capability are a better overall choice for the DOD (they provide greater value overall). Tenders used for routing air cargo must contain a HQ AMC approval stamp, in addition to the HQ MTMC stamped distribution number.

a. Activities with automated capabilities may obtain route orders using the automated system routing request formats.

b. TOs Without Automated Capability:

(1) May elect to maintain a complete file of authorized tenders for use in routing general commodity shipments locally without MTMC involvement. A TO desiring to maintain a complete file of tenders may contact MTMC DSC, Ft Eustis, VA, Attn: MTMC DSC, Ft Eustis VA 23604, for assistance in obtaining a list of carriers serving their location. Orders placed by TOs under this election will require data to be separately entered into the billing/payment process through an approved/supporting EDI, if available.

(2) If not electing to maintain a complete file of authorized tenders for routing locally, to obtain routing, submit a DD Form 1085, Domestic Freight Routing Request and Order, to the appropriate MTMC routing authority in accordance with paragraph C. below.

2. The following shipment and commodity exceptions require a routing request, in accordance with paragraph C:

a. Articles listed in International Civil Aviation Organization Technical Instruction or Title 49 CFR Parts 100-199.

b. Class/Division 1.1, 1.2, 1.3, and 1.4 ammunition and explosives; 2.3 Poisonous by Inhalation (PIH) poisonous materials; and 7 radioactive materials Yellow III label.

c. SECRET material. Unless moving under procedures developed for shipping CONFIDENTIAL or SECRET materiel by GSA contract small package express carrier.

d. CONFIDENTIAL material weighing 10,000 Pounds or More. CONFIDENTIAL materiel may be moved via the GSA contract small package express carrier when the materiel meets contract criteria.

e. Bulk liquids and gases.

f. Empty towable tank trailers.

g. Vehicles in drive-away or tow-away service.

h. Shipments and/or commodities requiring special handling. (See paragraph C.)

i. Shipments made in Defense Freight Rail Interchange Fleet (DFRIF) equipment. (See paragraph Q.)

j. Shipments of any commodity of 25 CLs or 25 TLs or weighing 500,000 pounds or more. (See Chapter 201, paragraph L.)

k. Shipments for which there are no MTMC or AMC approved tenders.

3. TOP SECRET shipments are routed by the Defense Courier Service in accordance with Army Regulation (AR)66-5/Operational Navy Instruction (OPNAVINST)5130.2/AFR 183-2.

4. Export shipments are routed in accordance with Chapter 203.

5. Air shipments funded by Services must be made in accordance with applicable service instructions and published guidance.

6. Carriers must file their rates and services on a DOD Standard Tender of Freight Services (MT Form 364-R), when an MTMC Freight Traffic Rules Publication is in effect. In routing traffic, only tender rates governed by MTMC rules publications will be considered.

C. ROUTE ORDER

1. Domestic Route Order (DRO) request will be submitted to appropriate MTMC routing authority using DD Form 1085, message providing DD Form 1085 information, or authorized automated format. Submit a DRO request for a routing within CONUS or between a CONUS point and a Canadian point. Figure 202-1 contains a sample of completed DD Form 1085. International route order (IRO) requests within or between theaters will be submitted to MTMC or theater CINC, as appropriate. Requests may be submitted by telephone, message, FAX, or authorized automated computer systems. DD Form 1086, Export Traffic Release Request will be used for shipments moving from CONUS to OCONUS. Refer to Chapter 203, Export Cargo Shipments.

2. SRO requests will be submitted to the appropriate MTMC routing authority or theater CINC for repetitive shipments over a specific time period and are valid for up to one year. When an SRO is no longer required, notify MTMC or theater CINC.

3. Requests for DRO/IRO/SRO amendments will be submitted to the appropriate MTMC routing authority or theater CINC using DD Form 2017, Route Order Amendment; authorized automated format; or form designated by theater CINC.

4. MTMC routing authority or theater CINC will provide a DRO request response with carrier selections and routing instructions within four hours for TP-1 movements and eight hours for all other movements. DROs will be effective for 90 days. DRO amendment requests will be answered within four hours of receipt. Requests for IROs will be responded to within 10 days and emergency IROs within 24 hours. Request for SRO will be coordinated directly with origin shipper.

5. Three-digit Routing Instruction Notes (RINs) are included in a DRO or SRO, when applicable. See Appendix S for explanatory plain language notes corresponding to each 3-digit RIN.

6. An example of a DD Form 2017, Route Order Amendment, is provided in Figure 202.6.

D. EXCEPTION

Exceptions to assignment of routing authority and other routing procedures are granted by MTMC or theater CINC during national, regional, or local emergencies. (See Chapter 201.)

E. CUSTOMS

1. TOs must comply with customs laws and agreements of the countries in which cargo is being either imported or exported. For U.S. customs procedures, see 15 CFR for export requirements, 19 CFR for import requirements, and DOD 5030.49-R, Customs Inspection, for DOD requirements.

2. Applicable customs forms must accompany U.S. Forces international and intratheater cargo to assure shipments are not delayed and are exempted from import or export duties.

3. Shipments to Canada fall into two different categories U.S. Government-owned or items procured by the Canadian Department of National Defence (DND).

a. When shipping materiel that is U.S. Government-owned, which will remain so while in Canada, the GBL shall be annotated with the following statement: "*Free entry under Canadian customs, Tariff Item No. 9810.00.00. Value for Canadian customs purposes $ (dollar amount)* ." When this shipment is being carried by U.S. military mode, no other documentation is required other than an additional copy of the GBL for Canadian customs purposes, which shall be presented to Canadian customs upon entry. When using commercial modes and the shipment is consigned to either a U.S. unit co-located with a DND unit or directly to a DND unit, a copy of the GBL accompanied with additional information detailing which commercial carrier is being used and where and when this shipment will enter Canada shall be faxed to National Defence Headquarters (NDHQ) Customs (613) 995-2287. If necessary, contact the Customs section at either (613) 995-0834 or 996-0290.

b. When shipping items procured by DND, a Shipper's Export Declaration (SED) is required complete with references to each DD Form 1348 document (Document Identification (DOC ID), description, and value). A copy of the SED and each DD Form 1348 shall be attached to the GBL and another to Box 1 of each shipment. The hired carrier shall be Canada customs bonded. All shipments are to be delivered "In Bond" to destination for Canadian customs clearance at destination by the DND broker.

F. INTRATHEATER FERRY SERVICE

Cargo originating at an inland location, moved by truck or rail (for which ferry service may be required incidental to the total overland movement), will be routed by TOs using approved tenders, agreements, or conventions on IROs.

G. PROOF OF SHIPMENT AND PROOF OF DELIVERY

1. Tenders may contain provisions for carriers to furnish proof of shipment and proof of delivery records.

2. Proof of shipment is a paper or electronic carrier record provided by the carrier at time of shipment and signed by the origin TO or representative. The signed copy of the proof of shipment provides the shipper with evidence a specific shipment was tendered to a carrier for transportation.

3. Proof of delivery is a paper or electronic record maintained by the carrier which establishes when a specific shipment was offered for delivery at destination and when it was accepted for delivery as authenticated by signature of the consignee TO or representative.

4. Proof of receipt for delivery at stop off unloading point will utilize DD Form 1371. A sample is provided at Figure 202-5.

H. UNDELIVERABLE SHIPMENTS

When a TO is advised a shipment is undeliverable due to natural disaster, labor dispute, or other such conditions, the TO will coordinate with appropriate shipping or receiving authority for disposition. (See Chapter 210 for Transportation Discrepancy Report (TDR) procedures.)

I. DRAYAGE, PICKUP, AND DELIVERY SERVICES

In CONUS, commercial transportation will be used for drayage, pickup, and delivery services when practical. Government-owned transportation will be used as efficiently as possible, only during peacetime, to provide essential training for operational personnel and to meet logistics needs consistent with fostering development of military useful commercial capabilities. In OCONUS theaters, policy is to maximize use of government-owned assets and use commercial transportation when requirements exceed capability of government-owned assets.

J. DEMURRAGE, DETENTION, AND STORAGE

TO will be familiar with MTMC freight traffic rules for demurrage, detention, and storage and take appropriate action to keep charges at a minimum. TO will inform activity commanders of conditions which may cause excess charges. Assistance in determining correct charges will be provided by the MTMC or theater CINC upon request.

K. DIVERSION AND RECONSIGNMENT

1. For domestic and intratheater shipments, TO will issue diversion or reconsignment instructions directly to carrier.

2. For international and/or intertheater shipments, TO will obtain approval from appropriate clearance authority prior to issuing diversion or reconsignment instructions to the carrier.

L. TRACING and TRACKING

1. If shipment is not delivered by the RDD or within Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards, shipper or consignee will initiate tracer action. When tracing service is required, a request may be placed by TO at shipping activity directly with carrier involved.

2. Advance GBL copies for inbound shipments will be checked periodically for status of undelivered shipments. Tracer action will be initiated, if needed.

3. Routine cargo movement tracking and tracing may be accomplished using GTN. GTN provides command and control and ITV information which integrates automated information

support to the DOD. GTN is the designated DOD system for ITV. ITV data timeliness is a critical factor in the effective management of assets moving through the logistics pipeline, and the standards for ITV data capture timeliness directed by the Office of the Under Secretary of Defense for Acquisition and Technology are (not applicable to those shipments expressly excluded in DOD 4500.32_R, MILSTAMP, Appendix L):

(a) Four hours for all ocean shipments.

(b) Two hours for all intratheater shipments and passenger movements (all modes).

(c) One hour for all unit and non-unit equipment shipments.

(d) One hour for all air shipments and passenger movements.

GTN access may be obtained through the GTN web page at http://www.gtn@ hq.transcom.mil.

M. EXPEDITED SERVICE

Expedited service may be used when a shipment is urgently needed at destination. When expedited service is required, shipping TO will order it from the carrier and comply with existing rules for that service.

N. TRANSIT TIMES

1. UMMIPS time standards apply. (See Figure 202-4.)

2. As an option, TOs may use the DOD Standard Transit Times Guides, Figures 202-2 and 202-3, to determine acceptable transit times for motor. Report transit times not met in accordance with Chapter 210. Transit time for small package express carriers are those shown in the carrier's service guide for the level of service provided.

3. Computation of transit times:

a. Transit time starts when shipment is picked up by origin carrier and stops when shipment is offered for delivery or delivered. Day of pickup is counted but day of delivery is not.

b. Weekends and holidays will not be included except as outlined in paragraph N.4., below.

4. Exceptions to DOD Standard Transit Time Guides are as follows:

a. RDD on GBL.

b. Oversize, overweight, or hazardous material shipments which have movement constraints, such as daylight movement only.

c. GT shipments.

d. Shipments moved under agreements other than GT and which specify transit times.

5. Transit times for small package express carriers are those shown in the carrier's service guide for the level of service provided.

O. PERMITS FOR MOTOR SHIPMENTS

1. DOD policy is to comply with State and local laws, regulations, ordinances, and toll authority regulations relating to vehicle size and weight limitations. No vehicular movement exceeding legal size and weight limitations, or any other special movement requiring highway permits will be made over public highways unless prior permission is obtained from the appropriate State or local authority. For details associated with moving oversize/overweight equipment and convoy operations, see DTR Part III, Mobility, Appendix AV, Permits for Oversize, Overweight, or other special military movements on public highways in the United States", and Army Regulation 55-29, Military Convoy Operations in CONUS.

2. DOD policy is to move extremely oversize/overweight equipment, by a means other than highway. Rail or water carriage should be used.

3. Carriers are required to obtain all necessary permits. Shipping activities must not release DOD oversize/overweight cargo shipments until the carrier has notified or presented the shipping activity with a written statement that they have, or will be able to obtain, required state road-use permits. Under unusual situations, that is when a shipment by motor carrier has been certified as essential to national defense, the TO will request assistance from the servicing MTMC area command or theater CINC.

4. Units using military-owned vehicles (MOVs) are required to obtain all permits necessary for convoy or motor shipments. (See DTR Part III, Mobility.)

P. USE OF CARRIER EQUIPMENT

1. TO will:

a. Ensure equipment is suitable for its intended purpose and reject if unsuitable.

b. Annotate GBL when equipment furnished differs from that ordered.

c. Ensure shipments are properly loaded, blocked, braced, and secured to prevent damage. An actual count will be made and a record kept of all items loaded into carrier equipment. This record will show shipment identification, carrier equipment number, time, date, and checker's signature.

d. Place seals on carrier equipment when exclusive use or protective service is required. Annotate seal numbers on the GBL. If seals are removed, carriers will notify consignor and consignee, and annotate GBL with new seal numbers.

e. Ensure carrier is provided copies of appropriate shipment documentation.

2. Loading and Unloading.

a. When tariffs or tenders require carriers to make cargo accessible to the tailgate to off-load vehicle, carriers are liable for personal injury or property damage. The Government will be liable when the decision is made that it will perform these services for reasons of expediency or convenience.

b. When carrier is obligated by tariffs or tender provisions to load and/or unload but requests the government to perform this service, an agreement (including applicable charges) will be signed by the agreeing parties and distributed to each party involved. A GBL Correction Notice, Standard Form 1200 should be prepared, if carrier contracted to perform the service under the GBL, did not perform the service, and a deduction equal to the cost of the service is warranted. A copy of the agreement between the government and the carrier, whereby the government agrees to perform the loading and/or unloading, should be sent to the GBL issuing activity and the destination activity with a copy sent to the finance office referencing the GBL that will have to be corrected to show an adjustment of services and charges thereto.

3. Rail Equipment.

a. Ensure placement of placards marked "Documents This Door" and "Documents Other Door" to indicate location of shipping documents in a closed rail car.

b. In CONUS, when damage to a rail car is caused by DOD personnel through negligent or accidental acts, rail carrier will issue a defect card which establishes liability for damaged railroad-owned equipment. The defect card may be acknowledged by TO after consultation with their legal office.

Q. DFRIF

1. This fleet is used in preference to commercial rail equipment to satisfy DOD Component mission requirements, except when the use of commercial equipment produces a lower overall cost.

2. MTMC DSC controls the assignment, use, and maintenance of DFRIF equipment.

3. When DFRIF equipment is desired for loading, TOs will submit requests to MTMC DSC, Ft Eustis, VA 23604. Cars requested less than 10 days before the desired loading may not be received in time. The request must specify the following:

a. Type equipment desired.

b. Commodity to be shipped.

c. Origin loading point.

d. Destination unloading point.

e. Date equipment is required for loading.

f. Period for which equipment is required, if cars will not be loaded, shipped, or unloaded promptly or will be held at destination after unloading.

4. When releasing empty cars:

a. Do not reverse route empty cars. Contact MTMC DSC for destination and routing instructions. Use these instructions to prepare a CBL and annotate it: *"Free under the provisions of Railway Publications Service Mileage Tariff."*

b. Make sure chain tie-down assemblies are secured so that they will not pose a safety hazard while in transit.

5. Take care of cars as follows:

a. Promptly load and unload cars to make them available for other users.

b. If a car is delivered with evidence of recent damage, request a defect card from the delivering carrier. Defect cards are used by the railroad industry to acknowledge responsibility for unrepaired damage. Notify MTMC DSC of the circumstances of the accident or damage occurring to DFRIF equipment.

c. Establish local procedures for prevention of damage to DFRIF equipment during loading, unloading, or movement. Installations are responsible for obtaining and funding repairs to DFRIF equipment damaged while in their possession, unless MTMC DSC finds a commercial railroad at fault. Upon request by MTMC DSC, arrange with the serving railroad for repair of DFRIF equipment. Ensure that no welding, cutting, or alterations are made to DFRIF equipment without prior approval of MTMC DSC.

d. Ensure each car equipped with chain tie-down assemblies has not less than 32, nor more than 36 functioning assemblies. This should be done by removing damaged assemblies for repair and then swapping assemblies among cars on hand, as necessary. If there is still a shortage of functioning assemblies, contact MTMC DSC to obtain the required quantity. Place damaged assemblies in drums, or other containers suitable for shipping to repair facilities, as directed by MTMC DSC.

e. Do not use DFRIF equipment for installation transportation or as storage without prior approval from MTMC DSC. If permission is received to store equipment on chain tie-down flat

cars, do not tighten chain tie-down assemblies until the car is to be shipped. Unnecessary tension on the assemblies reduces the useful life of their shock absorbers. If an engine is available, exercise the bearings on cars on hand by moving them at least 100 feet at least once a month.

6. Submit reports to MTMC DSC by the close of business each work day a DFRIF car is received, loaded, unloaded, or shipped. See Appendix T for DFRIF car report formats.

R. WEIGHING CARGO

1. TOs should determine actual weight of shipment in accordance with weight agreements in effect. If weight agreement is not in effect, weight of shipments will be determined by use of tariff or actual weights, whichever is applicable.

2. Records maintained in connection with weight agreements (including shipper's weight certificates), weight correction verifications, and annual scale inspection records will be maintained by shipping activity.

3. Authorized carrier representatives will be allowed to inspect original records and verify weights and descriptions of commodities certified on bills of lading.

S. ANIMAL SHIPMENTS

TOs will:

1. Obtain inspections, health certificates, reports, and any other tests required by Service regulations and the carrier.

2. Provide health certificate to carrier driver or agent.

3. Supervise loading and handling according to Service regulations.

4. Furnish detailed instructions to attendants.

5. Ensure all shipments conform to carrier rules and regulations.

T. PREPARATION, DESCRIPTION, AND CONSOLIDATION OF CARGO

TOs will:

1. Pack, label, describe, and document shipments in accordance with Chapters 206 and 208 and other applicable regulations.

2. Consolidate shipments to maximum extent.

3. Use stop-off privileges.

U. EXCESS VALUATION

When a TO determines it is desirable to declare a valuation in excess of that which produces the lowest rate because of the peculiar nature or unusual value of a shipment, the TO must obtain specific authority from Service HQs (unless authority is delegated) and enter a reference to the authorization in the GBL remarks block.

V. LIFTING AND TIEDOWN PROCEDURES

1. General

Proper tiedown, lifting and loading procedures are critical to ensuring that military cargo will be delivered on-time and without damage. Vehicles must be lifted by appropriate means to avoid structural damage. Also, tremendous forces and stresses occur during shipment requiring that defense cargo be secured adequately to prevent shifting loads during transit.

2. Guidance

The following MTMCTEA Publications provide guidance on tiedown, lifting and loading procedures:

MTMCTEA Pamphlet 55-19, Tiedown Handbook for Rail Movements

MTMCTEA Reference 96-55-20, Tiedown Handbook for Truck Movements

MTMCTEA Reference 96-55-21, Lifting and Tiedown Handbook of U.S. Military Helicopters

MTMCTEA Reference 96-55-22, Marine Lifting and Lashing Handbook

MTMCTEA Reference 96-55-23, Containerization of Military Vehicles

Copies of these publications can be obtained by writing to Commander, Deployment Support Command (DSC), Ft Eustis, VA 23604-2574 or telephoning DSN 927-4646/4647, (757) 878-4646, (800) 722-0727. WEB address: http://www.tea-army.org/

W. DRIVEAWAY AND TRUCKAWAY SERVICE

Shipping T.O.s will:

1. Ensure that the required preliminary vehicle maintenance and/or servicing has been performed before surrender of vehicle to the carrier, and give the carrier an opportunity to determine that the vehicle is in satisfactory, driveable condition.

2. Advise the carrier of any vehicle which requires special handling and/or operation, and annotate the bill of lading accordingly. Normally, each vehicle subject to this requirement will be shipped on a separate bill of lading.

3. Ensure that governors are properly installed and sealed on those vehicles equipped with governors.

4. Furnish the carrier operator with a set of DD Form 651, Carrier's Report of Damage or Breakdown, with the NOTE in Item 8 completed for each vehicle to be transported in driveaway service.

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER

(All items must be completed or otherwise explained. See Instructions on back of this

TO (Name. Address and ZIP Code of Routing Authority) Commander. Military Traffic Management Command. Eastern Area. ATTN: MTEC-TS Ft. Eustis, VA 23604	1. REQUESTING AGENCY NUMBER 240	2. DATE OF (YYYYMMDD) 950422
	3. DATE SHIPMENT ABLE FOR 950529	4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY TP-3 950605
FROM (Name. Address and ZIP Code of Requesting Agency) Transportation Officer Crane Army Ammunition Activity Crane, IN 47523-5099	5. F.O.B. CONTRACT TERMS AND EXPIRATION	

6. COMPLETE COMMODITY DESCRIPTION. NSN. AND FREIGHT NOMENCLATURE AS SHOWN IN MILITARY FREIGHT GUIDE SYSTEM WITH HEC. AND/OR NMDC ITEM NUMBER. INCLUDING NUMBER AND KIND OF

Class C Ammunition, 9MM 64300-03, UPC 05903, 40 pallets

7.	NUMBER	SIZE	TYPE	8. GROSS
a. CARS	1		RC2	80,000
b. TRUCKS	2	40	AV2	9. TOTAL NUMBER CUBIC
c.				
d. CONTAINERS				4,900

10. CONSIGNOR (Show actual shipper)

Crane Army Ammunition Activity, Crane, IN 47522-5099

11. CONSIGNEE(S) (Name and Address)	12. ORIGIN (Show actual shipping point)
Transportation Office Fort Hood, TX 76544-5062	Crane, IN SPLC:376123250 13. DESTINATION (Show actual point of delivery) Fort Hood, TX SPLC: 683260250

14 RAIL CARRIER SERVING		c. PRIVATE SIDING YES	NO	d. IF NO PRIVATE SIDING NEAREST POINT OF
a. CONSIGNOR	CPRS	X		SPLC: 376125000
b. CONSIGNEE	ATSP	X		SPLC: 683267000

15 a. IF 'TRANSIT FREIGHT' SHOW INBOUND

(1) (BLOCK 15a information not required.)

(2)

(3)

b. DISABILITY COSTS (See DTR definition.)

X NO YES (If "YES," furnish in "Remarks"

16. REMARKS (Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or

Sensitive Risk Category IV: MOTOR - 3M and DO

RAIL - DI and MIW

17. TYPED NAME AND TITLE OF	18. OFFICE PHONE AND	19. SIGNATURE
Mary Jones Transportation Officer	DSN 482-0000	*Mary Jones*

1ST ENDORSEMENT (Valid for 20 unless otherwise

20. TO:	21. DATE OF	22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)

23. ROUTES AUTHORIZED FOR

24. APPLICABLE RATE			25. REMARKS
RATE(S) (Cents per 100 lbs.) a.	MINIMUM WEIGHT (Pounds) b.	TARIFF OR AUTHORITY c.	
			26. NAME AND TITLE OF ISSUING (Please type)
			27. SIGNATURE OF ISSUING

DDFORM 1085, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE Designed Using Perform Pro, WHS/DIOR,

Figure 202-1. Sample Completed DD Form 1085

DOD STANDARD TRANSIT TIME GUIDE – TRUCKLOAD

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY
AL	1																																																
AZ	4	1																																																
AR	2	4	1																																														
CA	6	2	5	2																																													
CO	3	2	2	3	1																																												
CT	3	6	3	6	4	1																																											
DC	2	5	3	6	4	1	1																																									
DE	3	6	3	6	4	1	1	1																																								
FL	2	5	3	7	5	3	2	3	2																																							
GA	1	5	2	6	4	3	2	2	2	1																																							
ID	5	2	4	2	2	6	5	6	7	6	1																																						
IL	2	4	2	5	3	3	2	2	3	2	4	1																																						
IN	2	4	2	5	3	2	2	2	3	2	4	1	1																																					
IA	2	3	2	4	2	4	3	4	4	3	3	1	2	1																																				
KS	2	3	2	4	2	4	3	3	4	3	3	2	2	1	1																																			
KY	2	4	2	6	3	3	2	2	2	1	5	1	1	2	2	1																																		
LA	1	4	1	5	3	4	3	3	3	2	5	2	2	3	2	2	1																																	
ME	3	7	4	7	5	1	2	2	4	3	7	3	3	4	4	3	4	1																																
MD	2	6	3	6	4	1	1	1	2	2	5	2	2	3	3	2	3	2	1																															
MA	3	6	4	7	5	1	2	2	3	3	6	3	3	3	4	3	4	1	2	1																														
MI	3	5	2	5	3	2	2	2	3	2	4	2	2	2	3	2	3	2	2	2	2																													
MN	3	4	2	5	2	3	3	3	4	3	3	2	2	1	2	2	3	4	3	4	2	1																												
MS	1	4	1	5	3	3	2	3	2	1	5	2	2	3	2	2	1	4	3	3	3	3	1																											
MO	2	3	1	5	2	3	3	3	3	2	4	1	1	1	1	2	2	4	3	3	2	2	2	1																										
MT	5	4	4	3	2	6	5	5	6	5	2	4	4	3	3	4	5	6	5	5	4	3	5	4	2																								
NE	3	3	2	4	2	4	3	4	4	3	3	2	2	1	1	2	3	4	3	4	3	1	3	1	2	1																						
NV	5	2	4	2	2	6	6	6	7	6	2	4	4	4	3	5	5	7	6	6	5	4	5	4	2	2	1																					
NH	3	6	4	7	5	1	2	2	4	3	5	3	3	4	4	3	4	1	2	1	3	4	4	3	6	4	5	1																				
NJ	3	6	3	6	4	1	1	1	3	2	6	2	2	3	3	2	3	2	1	1	2	3	3	3	5	3	6	2	1																		
NM	3	2	3	3	1	5	5	5	5	4	3	3	3	2	2	4	2	6	4	5	4	3	3	3	3	2	3	6	5	1																	
NY	3	6	4	7	4	1	1	1	3	2	6	3	2	3	4	2	4	2	1	1	2	4	3	3	5	4	6	2	1	5	1																
NC	2	5	2	6	4	2	1	1	2	1	6	2	2	3	3	2	2	3	1	2	3	3	2	3	5	3	6	3	2	4	2	1															
ND	4	4	4	4	2	4	4	4	5	4	3	3	3	2	2	3	4	5	4	4	3	1	4	3	2	2	4	5	4	3	4	4	1														
OH	2	5	2	5	3	2	1	2	3	2	5	1	1	2	3	1	3	3	1	2	2	2	2	2	4	3	5	3	2	4	2	2	3	1													
OK	2	3	2	4	2	4	3	4	4	3	4	2	2	2	1	2	2	5	3	4	3	2	2	2	3	2	3	4	3	2	4	3	3	2	1												
OR	6	3	5	2	3	7	6	6	7	6	2	5	5	4	4	5	5	7	6	7	5	4	6	5	3	3	2	7	6	3	7	6	3	5	4	1											
PA	3	5	3	6	4	1	1	1	3	2	6	2	2	3	3	2	3	2	1	2	2	3	3	3	5	3	6	2	1	5	1	2	4	1	3	6	1										
RI	3	6	4	7	5	1	1	1	4	3	6	2	2	3	4	2	4	1	1	1	2	4	3	3	5	4	6	1	1	5	1	2	4	2	4	7	1	1									
SC	1	5	2	6	4	2	1	2	2	1	5	2	2	3	3	1	2	3	2	2	3	3	2	2	5	3	6	3	2	4	2	1	4	2	3	6	2	2	1								
SD	4	4	3	4	2	4	4	4	5	4	3	2	2	2	2	3	4	5	4	4	3	2	4	2	2	1	3	5	4	3	4	4	1	3	3	3	4	4	4	1							
TN	2	4	2	6	3	3	2	2	2	1	5	2	1	2	2	1	2	3	2	3	2	3	1	2	4	3	5	3	2	3	3	2	3	2	2	6	2	3	2	3	1						
TX	2	3	2	4	2	5	4	4	3	3	4	3	2	2	2	3	2	5	4	5	3	3	2	2	4	3	3	5	4	2	4	3	3	3	2	5	4	5	3	3	3	2					
UT	4	2	4	2	2	5	5	5	6	5	1	4	4	3	2	4	4	6	5	5	4	4	4	3	2	2	2	6	5	2	5	5	3	5	3	2	5	5	5	3	4	3	1				
VT	4	6	4	7	5	1	2	2	4	3	6	3	3	3	4	3	4	1	2	1	3	4	4	4	6	4	6	1	1	5	1	3	5	2	4	7	1	1	3	4	3	5	6	1			
VA	2	5	3	6	4	2	1	1	2	2	5	2	2	3	3	2	3	2	1	2	2	3	2	3	5	3	6	2	1	4	2	1	4	2	3	6	1	2	1	4	2	4	5	2	1		
WA	6	4	5	3	3	7	6	6	7	6	2	5	5	4	4	5	6	7	6	7	5	4	6	5	3	4	2	7	6	4	6	7	3	5	4	1	6	7	7	3	6	5	2	7	7	1	
WV	2	5	2	6	4	2	1	1	2	2	5	2	1	2	3	1	3	2	1	2	2	3	2	2	5	3	5	2	1	4	2	1	3	1	3	6	1	2	1	3	2	4	4	2	1	6	1
WI	2	4	2	5	2	3	2	2	3	2	4	1	1	1	2	2	3	4	2	3	2	1	2	2	4	2	5	3	2	3	3	2	2	1	2	4	2	3	2	2	2	3	4	3	2	5	2	1
WY	4	2	3	3	1	4	4	4	5	4	2	3	3	2	2	4	3	5	4	5	3	2	4	2	2	1	2	5	4	2	4	4	2	3	2	3	4	5	4	2	4	3	2	5	4	3	4	3	1

Figure 202-2. DOD Standard Transit Time Guide-Truckload

DOD STANDARD TRANSIT TIME GUIDE – LESS TRUCKLOAD

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY
AL	2																																																
AZ	7	2																																																
AR	4	5	2																																														
CA	7	4	7	3																																													
CO	7	4	4	4	2																																												
CT	5	7	5	9	7	2																																											
DC	4	8	4	9	7	3	2																																										
DE	5	7	5	9	7	3	3	2																																								
FL	4	7	4	9	7	5	4	4	3																																							
GA	3	6	4	7	5	4	4	4	3	2																																						
ID	7	4	7	4	4	8	8	7	8	8	2																																					
IL	4	7	4	7	4	4	4	4	5	4	7	2																																				
IN	4	7	4	7	5	4	4	4	4	4	7	3	2																																			
IA	4	5	4	7	4	6	5	5	7	5	5	3	4	2																																		
KS	4	5	4	5	4	6	6	6	5	5	5	4	4	3	2																																	
KY	3	6	3	7	7	5	4	4	4	3	7	3	3	4	4	2																																
LA	3	7	3	7	5	6	5	5	4	3	7	4	4	5	4	4	2																															
ME	5	9	7	9	7	3	4	4	4	4	8	5	5	6	5	5	6	2																														
MD	4	8	4	9	7	3	3	3	4	4	8	4	4	5	5	4	5	4	2																													
MA	5	8	6	9	7	3	3	3	5	5	8	4	5	7	5	5	6	3	3	2																												
MI	4	7	4	7	5	4	4	4	5	4	7	3	3	4	4	3	5	4	4	4	2																											
MN	5	6	4	7	4	6	5	5	6	5	7	3	4	3	4	4	5	6	5	6	4	2																										
MS	3	6	3	7	5	6	4	5	4	3	7	3	4	5	4	4	4	6	5	6	5	5	2																									
MO	3	5	3	7	4	5	5	5	5	4	7	3	3	3	3	3	3	5	5	5	4	4	3	2																								
MT	8	5	7	5	4	7	8	7	8	8	4	7	6	6	6	7	7	8	7	8	7	6	7	6	2																						
NE	5	5	3	7	4	5	6	6	7	5	5	4	4	3	3	4	4	5	6	5	4	3	4	3	5	2																				
NV	7	3	6	4	4	8	8	8	7	7	4	7	7	6	5	6	6	8	8	8	7	7	7	6	4	4	2																			
NH	5	8	6	9	7	3	3	3	5	5	8	4	5	6	5	5	6	3	4	3	4	6	6	5	8	6	8	2																		
NJ	5	7	6	9	7	3	3	3	4	4	8	4	4	5	6	4	6	4	3	3	4	5	5	5	8	6	8	3	2																	
NM	5	3	4	5	3	7	7	7	7	5	5	4	5	4	4	6	4	7	7	7	6	5	5	4	5	4	4	7	7	2																
NY	5	8	6	8	7	3	3	3	5	4	7	4	4	5	6	4	6	4	3	3	4	5	5	5	8	5	7	4	3	7	2															
NC	3	7	4	8	6	4	3	3	4	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	2														
ND	6	7	5	7	5	6	7	7	7	7	6	5	5	5	5	5	6	8	6	7	5	4	6	5	5	5	6	7	6	6	6	6	2													
OH	4	7	4	7	5	4	3	4	5	4	6	3	3	4	4	3	5	4	3	4	3	4	5	4	7	4	7	4	4	5	4	4	6	2												
OK	4	4	3	5	3	6	6	6	7	4	5	4	4	4	3	4	3	7	5	6	4	4	4	3	6	3	5	6	5	3	6	5	5	4	2											
OR	8	5	6	4	4	9	9	9	9	8	4	7	7	7	6	8	8	9	9	9	8	6	8	6	4	5	4	9	9	6	9	9	6	8	6	2										
PA	5	7	5	7	7	3	3	3	5	4	7	4	4	5	6	4	5	4	3	3	4	5	5	4	7	5	7	3	3	7	3	3	6	3	5	7	2									
RI	5	9	6	8	7	3	3	3	5	4	8	4	4	5	6	4	6	3	3	3	4	6	5	5	8	5	7	3	3	7	3	4	7	4	6	8	3	2								
SC	3	7	4	7	6	4	3	3	3	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	3	6	4	5	9	4	4	2							
SD	5	7	6	7	5	6	6	6	7	7	5	5	5	4	4	5	6	7	6	7	5	4	8	5	5	4	6	7	6	6	6	6	4	5	5	6	6	7	6	2						
TN	3	6	3	7	5	4	4	4	4	3	7	4	3	4	4	3	3	5	4	5	4	4	3	3	7	5	6	5	4	5	4	3	5	4	4	7	4	5	3	5	2					
TX	4	4	3	5	4	6	6	6	5	4	7	4	4	4	3	4	3	7	6	7	5	5	4	4	6	4	5	7	6	3	6	5	5	5	3	7	6	7	5	5	4	3				
UT	7	3	6	4	3	7	7	7	7	7	3	5	6	5	4	7	7	8	7	8	5	5	7	5	4	4	3	8	7	3	7	7	5	6	4	4	7	7	7	5	6	5	2			
VT	4	8	5	9	7	3	4	4	5	5	8	5	4	6	5	5	6	3	4	3	4	5	6	5	8	5	8	3	3	7	3	5	7	4	6	9	3	3	4	7	5	7	7	2		
VA	4	7	5	9	7	3	3	3	4	4	8	4	4	5	5	3	5	4	3	3	4	5	4	4	8	6	8	4	3	7	3	3	6	3	6	9	3	3	3	6	3	6	7	4	2	
WA	8	4	7	4	5	9	9	9	9	8	4	6	7	7	6	8	8	9	9	9	8	6	8	6	4	7	4	8	9	5	9	9	6	8	6	3	9	9	9	6	8	6	4	9	9	2
WV	4	7	4	7	7	4	3	3	4	4	7	4	3	4	4	3	5	4	3	4	4	4	4	4	7	5	8	4	3	6	4	3	5	3	5	8	3	4	3	5	3	6	6	4	3	8
WI	4	5	4	7	4	4	4	4	5	4	7	3	3	3	4	4	5	5	4	5	3	3	4	3	6	3	7	5	4	6	4	4	4	3	4	7	4	5	4	4	4	5	5	5	4	7
WY	6	4	5	4	3	7	7	7	7	6	4	5	6	4	4	6	7	7	7	7	7	4	7	4	4	3	4	7	7	4	7	7	4	6	4	5	7	7	6	5	6	5	3	7	7	5

Figure 202-3. DOD Standard Transit Time Guide-Less Truckload

TIME STANDARD IN CALENDAR DAYS FOR UMMIPS PRIORITY DESIGNATORS (1)															
	EXPEDITE										ROUTINE				
	TP-1 PD 01 - 08					TP-2 PD 01-08 (01-15 for 444)					TP-3 PD 01-15				
Time Segment	RDD of 999, N__,E					RDD of 444, 555, 777					Blank RDD				
A. Requisition Submission	1					1					2				
B. Passing Action	0.5					1					1				
C. ICP Availability Determination (Note 5)	1					1					1 (Note 3)				
D. Depot Storage Site or Base Processing and Packaging (Note 5)	1					1					5				
E. Transportation Hold and CONUS In-Transit	1					4					10 (Note 4)				
Area (Note 2)	CON	1	2	3	4	CON	1	2	3	4	CON	1	2	3	4
F. POE and/or CCP Processing and In-Transit to Carrier	N/A	1	1	1	3	N/A	1	1	1	3	N/A	10	10	10	21 (Note 3)
G. In-Transit Overseas	N/A	1	1	2	3	N/A	1	1	2	3	N/A	10	15	25	30
H. POD Processing	N/A	1	1	1	1	N/A	1	1	1	2	N/A	3	3	3	5
I. Intratheater In-Transit	N/A	1	1	1	1	N/A	1	1	1	1	N/A	5	5	5	5
J. Receipt Takeup by Requisitioner	0.5	0.5	0.5	0.5	0.5	1	1	1	1	1	3	3	3	3	3
K. Total Order-Ship	5	9	9	10	13	9	13	13	14	18	22	50	55	65	83

NA = Not Applicable

RDD:

999 Indicates expedited handling required for Not-Mission-Capable Supply (NMCS) overseas customers or CONUS customers deploying overseas within 30 days.

N __ Indicates expedited handling due to NMCS requirement CONUS customer.

E __ Indicates expedited handling due to anticipated NMCS requirement CONUS customer.

555 Indicates exception to mass requisition cancellation, expedited handling required.

777 Indicates expedited transportation required for other than the above reasons.

Figure 202 - 4. UMMIPS Time Standards

444 Indicates handling service for customers collocated with the storage activity or for locally negotiated arrangements.

- Specific date indicates handling to meet that date of delivery.

- Blank RDD indicates routine handling.

NOTES:

1. Pipeline standards for materiel delivery exclude weekends and holidays except for segments D and E for requirements with RDDs 999, N__, or E__. Storage activities and transportation managers may combine the times for segments D and E as long as the combined time is not exceeded. The pipeline time standards are service level targets; they shall be met or improved upon whenever physically and economically feasible. Individual segment standards should not be considered inviolate when subsequent savings in time and improved service can be achieved.

2. Areas:

a. To Alaska, Hawaii, Guam, Caribbean, or Central America.

b. To United Kingdom and northern Europe.

c. To Japan, Okinawa, Korea, and western Mediterranean.

d. Hard lift area--all other destinations not included in 1-3 (e.g., South America, eastern Mediterranean, North Atlantic Africa, Diego Garcia, etc.) as determined by USTRANSCOM. Current information on air and surface hard lift areas is available from the Service clearance authorities.

3. For manually submitted requisitions or requiring manual review, one day for Priority Designations (PDs) 01-08 and three days for PDs 09-15.

4. Combine segments E and F as a single segment when a SEAVAN is loaded at source or when cargo is moved breakbulk to the POD.

5. Measurement of intra/inter-Service lateral support or redistribution begins at segment C or segment D (installation level).

6. See DOD 4140.1, Appendix 8.

Figure 202-4. UMMIPS Time Standards (Cont').

CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT

1. FROM *(Consignee at Stopoff Point)*
Transportation Officer
Defense Depot Richmond
Richmond Va. 23297-5900

2. BILL OF LADING NUMBER
G-4,989,092

3. STOPOFF POINT
Defense Distribution Depot Richmond
Richmond Va., 23297-5900

4. TO
Transportation Officer
Defense Distribution Depot
Susquehanna
Mechanicsburg, PA., 17055-0000

5. CAR INITIALS AND NUMBER OR MOTOR CARRIER AND TRUCK NUMBER
Ranger Transportation Inc. (RNGR) Trl 140641

6. DATE RECEIVED *(YYYYMMDD)*
19990628

7. INBOUND SEAL NUMBER(S)
Unk.

8. ARTICLES UNLOADED

a. DESCRIPTION	b. NUMBER OF PACKAGES	c. KIND	d. NO. ON PACKAGE(S)	e. WEIGHT
Brush, Chipper	1	LS	1	5450

9. TOTAL WEIGHT UNLOADED *(In words and figures) (The weight of bulkheads, dunnage, or similar material will not be shown. Any change in net weight of such material used inbound will be reported to final consignee.)*
Five Thousand Four Hundred and Fifty Pounds. (5450)

10. DATE FORWARDED FROM STOPOFF POINT *(YYYYMMDD)*
19990628

11. OUTBOUND SEAL NUMBER(S)
Unk.

12. FORWARDING CARRIER
Ranger Transportation Inc. (RNGR)

13. REMARKS *(Indicate if loss or damage is involved)*
No Apparent Discrepancy

14. THE PROPERTY DESCRIBED IN ITEM 8 WAS RECEIVED ON THE DATE INDICATED ABOVE, IN APPARENT GOOD ORDER AND CONDITION EXCEPT AS NOTED IN ITEM 13.

a. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT
TA FOR ROBERT M. CYGRYMUS,LTC, USA.,, T. O.
TRANSPORTATION & SHIPPING DIVISION

DD FORM 1371, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE.

Figure 202-5. Consignee's Receipt for Delivery at Stop Off Unloading Point, DD Form 1371

ROUTE ORDER AMENDMENT

DATE OF REQUEST
4 MAR 96

PART 1 – REQUEST FOR AMENDMENT

2. TO: *(MTMC routing authority)* MTMC/DSC FT EUSTIS, VA 23604	3. FROM: *(Name, address, and ZIP code of requesting agency)* U.S. NAVAL ACADEMY

4. ROUTE ORDER NUMBER	5. IDENTIFICATION NUMBER	6. TYPE OF MOVEMENT (X) ☐ RAIL ☐ OTOR ☐ HER _____

7. CONSIGNOR *(SHOW ACTUAL SHIPPER)* U.S. NAVAL ACADEMY, MD (BANT)	8. CONSIGNEE *(Name and Address)* NCBC PORT HUENEME, CA
9. ORIGINAL CARRIER(S)	10. AMMENDED CARRIER(S)

11. ORIGINAL SCHEDULED DEPARTURE DATE (YYYYMMDD)	12. VESSEL INVOLVED (X) YES ☐ NO ☐	13. AMMENDED DEPARTURE DATE (YYYYMMDD)	14. DATE VESSEL COMES ON BERTH (YYYYMMDD)

15 COMPLETE COMMODITY DESCRIPTION

W-109190 - STEAM PLANT UNIT 35,000
J60X960 X 32

16. REMARKS *(Reason for amendment)*

NEW CARRIERS

17. REQUESTOR

a. TYPED NAME (Last, First, Middle Initial) CARLOS	b. TITLE	c. TELEPHONE NUMBER 410-293-3384 FAX: 410-293-9297	d. SIGNATURE

PART II – CONFIRMATION OF AMENDMENT

18. TO: *(Requesting agency)*	**19. FROM:** *(MTMC routing authority)*

20a. ROUTED BY (Name of MTMC technician)	b. TELEPHONE NUMBER *(Include Area Code)*	21a. CONFIRMED BY *(Name)*	b. TELEPHONE NUMBER *(Include Area Code)*

22. DATE ROUTING COMPLETED (YYYYMMDD)	23. DATE OF CONFIRMATION (YYYYMMDD)

24. REMARKS (Rate Route – Tariff/Tender authority)

SEE ATTACHED AMENDMENT

25. ISSUING OFFICER

a. TYPED NAME *(Last, First, Middle Initial)*	b. TITLE	c. TELEPHONE NUMBER *(Include Area Code)*	d. SIGNATURE

DD FORM 2017, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE.

Figure 202-6. Route Order Amendment, DD Form 2017.

AT4TEIN055
Date: 02/07/96 SHIP RESPONSE – AMENDMENT 1 (AUTOFAX) Page: 1 of 4
****
****
Route Order: 1YBAACASUN Regular ID: N0016D00596 Group Number: 1
Requestor Name: CARLOS BANT TP1 Phone: (410) 293-9297 Fax: (410) 293-3384
Route Information: Available Date: 02/14/96
Origin: 236830290 US NAV ACAD MD SPLC miles: 2717
Destn: 884169290 NCBC PRT HUENEME CA Total miles: 2717

Total QNTY: 35000 Pounds POC: Brow, Thomas Phone: (201) 823-5767
****
*** When more than one carrier can provide the required Service at the ***
*** same delivered cost, distribute traffic equitably ***

Equipment: AE2 Commodity: 190190 Request: 776081

1. HUNA HUNT TRANSPORTATION Mode: g FS: D% Phone: (800) 245-4868
Tender: 000007 00 EPF: 09/23/94 EXP: 09/22/96 Phone: (402) 331-0660
Route: MD - CA EQP: AE2 Commodity: 190190
SVC: Cost SVC Cost SVC Cost SVC Cost SVC Cost

Linehaul Cost: 3749.46 Permit Cost: MISC Cost:

REN5 : 141 – 1 ,111, 131, 319, 337, 355

Remarks: $1.38.PM @40,000 LBS.
ADD RIN 117 ($20M) TO ALL CARRIERS ON THIS ORDER

---

2. RTTA R.T. TRANSPORTATION, INC. Mode: Q PS:08 Phone(708)361-3353
Tender: 000031 DD REF: 10/29/94 EXP: 10/29/96 Phone(800)323-5750
Route: SC - SC EQP: AE2 Commodity: 190290
SVC: Cost SVC Cost SVC Cost SVC Cost SVC Cost

Linehaul Cost: 3776.63 Permit Cost: MISC Cost:

REN5 : 141 – 1 ,111, 131, 319, 337, 355

Remarks: $1.39.PM

Figure 202-6. Route Order Amendment, DD Form 2017 (Cont').

CHAPTER 203

EXPORT CARGO SHIPMENTS

A. GENERAL

1. This Chapter provides instructions and guidance necessary to route air and ocean export shipments to, from, and between locations in CONUS and OCONUS, to include Alaska, Hawaii, and overseas theater areas. The instructions and procedures established within this Chapter are applicable in OCONUS to the extent that they do not conflict with procedures established by the theater CINC.

2. CONUS shipments to and from Canada are covered in Chapter 202.

3. Procedures governing the movement of hazardous and other regulated material are in Chapter 204.

4. Procedures governing the movement of SECRET, CONFIDENTIAL, controlled cryptographic items (CCI), and sensitive material are detailed in Chapter 205.

B. POLICY

1. Shipment Planning. TOs will plan, prepare, and document shipments in accordance with DOD Regulation 4500.32_R, Military Standard Transportation and Movement Procedures (MILSTAMP), Volume I, Chapter 2, Section B.

2. Intermodal Surface Containers.

a. Movement of cargo in containers (SEAVANs and MILVANs) is the preferred method for shipping DOD-sponsored export cargo. Maximum benefits can be derived by the government when cargo is shipped in containers at or near the supply source and delivered directly to the ultimate user. Procurement bid evaluations, stockage, criteria, requisition order quantities, and shipment planning should take into account source stuffing of containers whenever container service is available and overall distribution costs are favorable. When cargo is not sufficient at source for container stuffing, it can be forwarded to a consolidation and containerization point (CCP), or shipped to a military ocean terminal as directed by the routing authority, as prescribed by DOD 4500.32_R, MILSTAMP, Volume I, Appendix J.

b. The primary objective is to obtain maximum efficiencies from use of container service at the lowest overall cost to the government, while meeting cargo delivery requirements. Shipping activities should stuff each container, to the maximum extent possible, taking into account such factors as cargo hold time, single or multiple consignee delivery, configuration and density of cargo and availability of specific size containers.

c. Information on the use, management, and control of containers may be found in DOD Regulation 4500.9-R-1, Management and Control of Intermodal Containers (Volume I).

3. Use of CCPs.

a. The inland movement of export cargo to a CCP does not require the submission of an Export Traffic Release Request (ETRR), but will be routed in accordance with Chapter 202.

b. Only cargo meeting the criteria prescribed for each CCP is authorized to be routed to the CCP for containerization.

C. SHIPMENT PROCEDURES

1. General. The procedures in this paragraph establish overall guidance for a TO or other responsible authority to prepare and submit movement requirements of export cargo to the designated clearance authority.

2. Ocean Shipments. The booking authority for ocean shipments is assigned to MTMC. Ocean movements require an Export Traffic Release (ETR) from the designated MTMC clearance authority in accordance with subparagraph a below. Shippers will submit export cargo requirements via ETRR to designated Ocean Cargo Clearance Authority (OCCA) or Ocean Cargo Booking Office (OCBO) using data elements and formats set forth in Appendix U, Sections A and B. Export shipments will not be loaded or tendered to a line-haul carrier until an ETR is obtained. Overseas country requirements are contained in Status of Forces Agreements (SOFAs), established by the CINC and the Host Nation.

a. Shipments Requiring Submission of ETRRs, DD Form 1086.

(1) Containerized Cargo. Full containers (SEAVANs/MILVANs), including specialized equipment such as flat racks, moving under terms and conditions of an MSC contract/agreement or ocean carrier tariff.

(2) Noncontainerizable Cargo. Outsize/overweight items or other items for which containerization is not possible or practical. DOD Regulation 4500.32_R MILSTAMP, Volume I, Chapter 2, Section B, provides guidelines for routing low volumes of export shipments of noncontainerized cargo to CONUS ports without prior clearance.

(3) Special Category Cargo. Special category cargo (shipments in any quantity) is comprised of the following:

(a) Small arms.

(b) Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT as defined in 49 CFR, except those radioactive materials which are declared exempt under 49 CFR and the International Maritime Organization/Dangerous Goods Code. See Chapter 204 for munitions and HAZMAT.

(c) Material classified SECRET or CONFIDENTIAL, refer to Chapter 205 for further guidance.

(d) Narcotics and drug paraphernalia.

(e) Perishable biological material.

(f) Temperature controlled cargo.

b. MTMC is the OCCA and books DOD-sponsored shipments and passengers worldwide for ocean movement within the DTS. OCBOs are designated by MTMC. In the CONUS, MTMC is the single water clearance authority (WCA) and controls the movement of export/import cargo through water terminals. In OCONUS, the theater commander designates WCAs in coordination with MTMC. Shippers may use DOD 4500.32-R, MILSTAMP, Appendix J, to select appropriate clearance authority. It lists clearance authorities, and OCBOs, located throughout the world. They are separated by mode, i.e., air and water, as well as location.

c. Submission of ETRR (DD Form 1086)/Export Cargo Offering.

(1) When required, TO will submit export cargo requirements to the designated clearance activity in ETRR format using data elements and formats established in this Chapter. Requirements submitted in this manner will be cleared by an ETR as outlined in paragraph 2.c., below.

(a) Noncontainerized Cargo. Prepare and submit data required by Appendix U, Section C in the format prescribed in Appendix U, Figure U-1, or other formats as may be prescribed by theater CINCs.

(b) Containerized Cargo. Prepare and submit data required by Appendix U, Section D, in the format prescribed in Appendix U, Figure U-3, or other format as may be prescribed by theater CINCs.

(c) Special Category Cargo. Prepare and submit data using format prescribed for containerized and noncontainerized, as applicable.

d. Issuance of ETR.

(1) ETR will be provided to the TO within three working days from time of receipt at the OCCA. If for any reason the clearance authority cannot issue cargo clearance within the three working days, then the clearance authority shall advise the offeror of reasons for the delay and estimated time when it will be cleared using format in Appendix U, Section F. Any shipments available 10 or more days in advance will be cleared not later than the shipper-established lead time necessary to ensure processing and transit to the port.

(2) Format for ETRs will be as shown in the sample ETR messages for containerizable and noncontainerizable shipments in Appendix U, Figures U-2 and U-4.

Appendix U, Section E, contains an explanation of the additional data elements (R56) used for container shipments.

(3) The clearance authority will transmit an ETR to the requesting activity, normally by the same means of communication used for submission of the ETRR.

(4) Shipments covered by separate ETRs will not be combined without prior approval from the clearance authority. When approval is received, enter all ETR reference numbers on GBL, if appropriate.

(5) Cancellations of ETRs will be promptly reported to the clearance authority using format in Appendix U, Section G.

(6) Increases/decreases in cargo volume that do not impact the number/type/size containers booked with ocean carriers do not need approval from the clearance authority. No other deviation from the ETR clearance instructions is permitted without prior coordination and approval by the clearance authority.

e. Preparation and Transmission of Transportation Control and Movement Document (TCMD) Data. ATCMD and TCMD data will be prepared and transmitted for all export surface cargo, as prescribed in DOD Regulation 4500.32_R MILSTAMP, Volume I, Chapter 2, Section B.

f. Use of CBL and GBL. Shipments moving under commercial tariffs and tenders of service require a GBL prepared in accordance with Chapter 206.

3. Air Shipments.

a. General. AMC-arranged/operated/negotiated airlift will be utilized unless the TO documents negative critical mission impact justify non-usage (Standard documents to be used are being developed). In the event of critical mission needs, use the following order of precedence:

(1) Contracted airlift or CRAF carriers.

(2) Other CRAF carriers.

(3) DOD-approved U.S. flag carriers.

(4) DOD-approved foreign flag carriers.

(5) Non-DOD approved carriers.

b. Shipping Procedures.

(1) AMC. Prior to forwarding a shipment to military air terminal, TO will submit ATCMD data to appropriate Airlift Clearance Authority (ACA) identified in DOD Regulation

4500.32_R MILSTAMP, Volume I, Appendix J. Clearance authorities must clear or challenge the movement request in accordance with Service challenge criteria. If challenged, the requisitioner must then justify the airlift requirement. In addition, shippers will coordinate special and outsized cargo requiring special Materials Handling Equipment (MHE), storage, or handling prior to delivery to the Aerial Port of Embarkation (APOE) in accordance with the TFG. In the absence of the TFG guidance, coordination must be accomplished at least 72 hours prior to delivery. Coordination of short-notice requirements must be accomplished as soon as possible. Shipments of explosives, working dogs, perishables, courier material, and personal property will obtain an APOE clearance number, which the ACA must obtain for the shipper prior to releasing these shipments to a carrier.NOTE: This requirement applies to shipments originating at both CONUS and overseas APOEs or air terminals.

(a) APOE/Aerial Port of Debarkation (APOD) may be obtained from AMC Sequence Listing for Channel Traffic at http://tacc.scott.af.mil/directorates/xog/seqence.asp

(b) Green sheet procedures may be used to increase movement precedence over all other categories of the requesting service. Contact the clearance authority for validation of green sheet requests.

(c) Requests for Special Assignment Airlift Missions (SAAMs) should be routed via the Service validator (see Appendix W, Part II, Attachment 2) to USTRANSCOM/TCJ3-ODJ, Scott AFB IL 62225. SAAM requests should be submitted to USTRANSCOM with informational copies to HQ AMC TACC/SAAM/XOOMS. See Appendix W, Part II, Attachment 1 for SAAM request format and instructions.

(d) Use of deferred air freight/TP-4 service is encouraged. Refer to either MILSTAMP, the clearance authority, or AMC aerial port for availability and procedures.

(2) DOD International Tenders. Prepare documentation in accordance with applicable tenders, which can be obtained by contacting HQ AMC or the carrier.

(a) International Small Package is for international shipments under 150 pounds.

(b) International Heavy Weight is for international shipments over 150 pounds.

(c) Special (One-Time-Only) is for international shipments with special requirement.

(3) Commercial Air. Prepare a CBL or GBL in accordance with Chapter 206 of this Regulation.

c. AMC Channel Service. AMC channel service is provided to DOD activities worldwide. This service is performed between CONUS and overseas theaters, between overseas theaters, and within overseas theaters. Two types of channel service are available:

(1) Requirements channels. The amount and type of airlift provided is determined by the quantity of traffic generated.

(2) Frequency channels. A frequency channel is established when traffic requirements do not provide the desired minimum amount of service. Frequency channel airlift is validated and requested by the CINC or Service HQs on the basis of operational necessity for support of a mission sensitive area or for morale purposes to remote areas.

(a) Mission sensitive areas include safe movement of classified material, Military Assistance Program (MAP) support, or locations where service is required on a national interest basis.

(b) Morale purposes include movement of mail, personnel on leave, subsistence items, and other requirements in support of remote locations where alternative modes of transportation are not available.

(c) Since frequency channels are based on a schedule regardless of the amount of cargo being moved, the Service or CINC component who validated the frequency channel will be billed by TWCF when HQ AMC weight goals are not achieved.

d. How AMC Channels Are Established, Suspended, or Canceled.

(1) Requests to establish or change (excluding suspension or cancellation) AMC channels must include;

(a) Type of channel service required:

1 Frequency or requirements channel.

2 Passenger, cargo, or mixed passenger and cargo.

(b) Required OCONUS destination. If appropriate, include recommended POD and origin country and/or POE, en route stops or combinations with other channels, and any known host-nation restrictions at destination (e.g., no arrivals or departures permitted on certain days/hours).

(c) Reason why AMC service is required, or why existing channel or commercial service will not satisfy the requirement. (For changes, the reason why existing channel service requires change).

(d) Estimated monthly movement requirements (number of DOD-sponsored passengers and/or tons of cargo).

(e) For frequency channels, desired frequency (e.g., weekly, bi-weekly, twice a month, monthly).

(f) Required date to start or change service.

(2) Unified Theater Commanders-in-Chief (CINCs) responsibilities:

(a) Originator of request (normally an OCONUS CINC) will send the request:

TO: USCINCTRANS SCOTT AFB IL//TCJ3-J4//
INFO: HQ AMC TACC SCOTT AFB IL//XOG//

- the HQ of the Service(s) primarily affected by the new or changed channel;
- if applicable, other affected DOD agencies (e.g., DLA for cargo channels).

(b) If channel request originates below OCONUS CINC level, it will be sent to the CINC before being routed to USTRANSCOM, AMC, and Services HQs. CINC will ensure prior coordination with other DOD component users of the channel. Except in contingency situations, if USTRANSCOM receives a new channel request, or a request to change existing channels from other than the OCONUS CINC, the request will be returned to the CINC for validation before further action.

(c) A CINC who validates a channel must propose a Service or its OCONUS Component as co-validator.

1 For a frequency channel, the co-validator is the bill-payer for the underutilization charges that may result from operating the channel at that frequency.

2 For a requirements channel, the co-validator is the Service or other DOD component with primary interest in the operation of that channel.

3 For frequency channels, USTRANSCOM will ensure that:

a. New channels are formally coordinated with the co-validator--the Service or its overseas Component who is identified or proposed as the validator (bill-payer) for the channel.

b Any changes to existing channels are formally coordinated with the co-validator.

4 For requirements channels, cargo and passenger, USTRANSCOM will ensure that channel changes are formally coordinated with all Services with a significant presence in the overseas command or area affected, even if the Service is not the dominant user or the channel co-validator.

5 For all channels, AMC assessment/estimate will include:

a Proposed operating concept.

b Adequacy of support resources at proposed POE and POD.

c Diplomatic, political, and country clearance considerations, as appropriate.

d Impact on existing AMC channel structure.

e Impact on TWCF to include: cost-to-revenue expectations based on forecasted movements and comments relating to the TWCF deficit when aircraft weight goal standards are not obtained.

6 For frequency channels, AMC will provide both the CINC and the co-validator an initial estimate of potential underutilization costs.

a AMC will usually provide the estimate within 30 days of CINC's request.

b Estimate will be based on the movement requirement in the channel request (C3(c)6 above), compared to estimated cost of operating that channel.

c While service may begin before the estimate has been completed, the channel will not be considered as validated until AMC provides both the validator and co-validator this estimate. AMC should provide proposals for changing the frequency or routing to eliminate or reduce underutilization costs.

7 Actual frequency channel underutilization charges are billed months after the beginning of the fiscal year, or the beginning of new service. Therefore, particularly in the case of new channels, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of significant differences between monthly movements and the request (C3(c)6 above) on which the cost estimate was based. In addition, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of changes in actual movements on existing channels that are significant enough, if trend continues, to result in underutilization costs on channels that were not previously underutilized.

4. Co-validator responsibilities:

a. For frequency channels, identify the specific bill-payer for underutilization costs; include billing address. Notify USTRANSCOM and HQ AMC of any change in bill-payer or billing address. If channel service begins without prior agreement on costs, notify USTRANSCOM and HQ AMC if cost estimate (B3d above) has not been received within 30 days after service begins.

b. For all channels, review utilization data provided by AMC and propose changes in type or frequency of service.

5. Requests to suspend or cancel an AMC channel normally will not require such formal or extensive coordination.

a. At a minimum, the request must originate from the OCONUS CINC.

b. If the channel being suspended or canceled is part of an AMC route that serves other channels (e.g., a mission servicing two frequency channels, or both Central Command (CENTCOM) and European Command (EUCOM) areas of responsibility), USTRANSCOM will treat the request as a channel change, for the purpose of identifying to validator and co-validator the potential impact on underutilization costs.

c. In either case, an information copy of the request will be provided to all Services' HQs (and DLA for cargo channels).

6. Action on channel request: USTRANSCOM will respond to the requesting CINC, the co-validator, and all other interested parties (Service HQ, other affected CINCs, DLA, other DOD agencies), indicating approval, disapproval, or modification of the channel request. If the request is approved, or modified, USTRANSCOM response will include:

a. TWCF cost-to-revenue expectations.

b. Proposed alternatives, with rationale.

c. Instruction to HQ AMC TACC/XOG to take appropriate action to start/change channel operation and make appropriate publication changes.

7. USTRANSCOM and AMC play an important role in channel management. Required actions include:

a. Upon approval of a channel, AMC will develop and forward proposed tariff rates for the approved channel to USTRANSCOM/TCJ8 for subsequent submission to the Office of the Under Secretary of Defense, Comptroller, USD(C), in OSD for approval.

b. Annually, HQ AMC TACC/XOG will prepare and distribute a sequence listing for channel traffic. This listing will be distributed not later then 1 October and contain the minimum information below. Changes (message or electronic media) will be published as required. APOE/APOD may be obtained from AMC Sequence Listing for Channel Traffic at http://tacc.scott.af.mil/direcotrates/xog/seqence.asp

(1) Channel code.

(2) Channel name (including identification of APOE and APOD).

(3) Type of traffic authorized for movement over the channels, i.e., cargo, passenger, and/or aeromedical evacuation patient.

(4) Tariff rates.

(5) Indication of type of channel, frequency or requirements, and frequency of service if a frequency channel.

(6) Identification of the Service or theater validator of the channel.

c. HQ AMC TACC/XOG, will provide periodic reports (minimum quarterly) to USTRANSCOM and channel validators, summarizing passenger utilization and cost-to-revenue (by channel) information. HQ AMC TACC/XOG will ensure all channels are reviewed annually and advise USTRANSCOM of those which have not had significant movement for six consecutive months. HQ AMC TACC/XOG will identify those frequency channels that do not meet ACL utilization standards and report findings to USTRANSCOM/TCJ4-LTP. USTRANSCOM will use channel utilization and cost-to-revenue information, along with costs associated with contract cancellations and mission cancellations, to coordinate with appropriate DOD Components regarding the continued need for service on inefficient channels.

d. Deferred Air Freight Shipments (TP-4). TP-4 cargo is non-air eligible cargo which would otherwise move by surface and which is transported by AMC at surface-equivalent rates. The goal of the TP-4 program is to maximize aircraft utilization. Capability for TP-4 movement is determined by port managers using a combination of factors including individual port processing constraints, historical utilization, and known future uncommitted space. AMC will attempt to move TP-4 as expeditiously as possible to meet TP-3 UMMIPS standards. TP-4 cargo will move on a "first in-first out" basis. AMC will annually publish TP-4 rates between overseas points and CONUS.

e. Denton Amendment Humanitarian Program. The Denton Program allows DOD to provide space available transportation of humanitarian cargo at little or no cost to the donor, provided the donor demonstrates that there is a legitimate humanitarian need for the supplies by the people for whom they are intended, that the supplies will in fact be used for humanitarian purposes, and that the beneficiaries are capable of using the donated commodities safely. (see DTR, Part III, Mobility, Appendix AX). The Office of Assistant Secretary of Defense for Humanitarian and Refugee Affairs (OASD/HRA) and U.S. State Department/Agency for International Development (AID) accepts and approves all applications from donors. USTRANSCOM/MCC works directly with HRA (Global Affairs) in providing appropriate Transportation Control Numbers (TCNs) and obtaining approval for a designated POE. AID POC address is as follows: Department of State, Agency for International Development, Attn: Denton Program Officer, 1515 Wilson Blvd, 7th Floor, Suite 712, Arlington VA 22209, Com'l Phone: (703) 351-0181.

D. TRANSSHIPPER AND RECEIVER

DOD Regulation 4500.32_R MILSTAMP, Volume I, Chapters 3 and 4, respectively, set forth the responsibilities for transshipper and receiving activities.

E. AGRICULTURAL INSPECTIONS

The Federal Government, through the Plant Pest Act (Public Law 85-36), prohibits the introduction of any animal, plant, or material into the U.S., which is considered harmful to U.S. agriculture. DOD Directive 4500.9, Transportation and Traffic Management, requires that the DOD Components prevent the introduction of rodents, arthropod vectors of human disease, snails, termites, and other agricultural and animal pests and soil capable of harboring plant pests and animal disease organisms that may be in retrograde cargo from entering the United States, it's territories, and possessions. SECNAVINST 6210.2A/ AR 40-12/AFR 161-4, Quarantine Regulations of the Armed Forces, 24 Jan 92, directs the armed forces to comply with applicable regulations published by other federal agencies governing the movement of diseases, pest, wildlife, and arthropod vectors. The DOD executive agent for customs advised theater CINCs of their responsibility for compliance with these regulations and for issuance and enforcement of such directives and instructions as may be required to meet special and unusual conditions such as the gypsy moth in Europe and the Brown Tree Snake in the Pacific.

F. JOINT MUNITIONS TRANSPORTATION COORDINATING ACTIVITY (JMTCA)

1. The Commander, HQs U.S. Army Industrial Operations Command (IOC), will establish and operate a JMTCA which will:

a. Develop procedures to receive airlift and sealift export requirements. This includes munitions under the Single Manager for Conventional Ammunition (SMCA) and DOD Component-unique munitions or non-SMCA munitions.

b. Plan vessel load requirements in conformance with the scheduled ocean vessel load(s).

c. Provide DOD Component National Inventory Control Point (NICPs) and TOs with in-transit data and maintain control of munitions.

d. Coordinate with DOD Component NICPs and TOs, any required actions which may affect implementation of previously coordinated or future shipment schedules.

e. Coordinate with DLA Director, JMTCA, and NICPs regarding implementation of procedures for shipments from production sources under the authority of DCMC.

f. Receive annual forecasts of export (both CONUS and OCONUS) munitions requirements. Request detailed movement data from each service twice a year.

g. Monitor the output of all production and storage sites and report any changes that will affect shipment planning to the appropriate NICP and JMTCA.

h. Receive all munitions shipment requirements to include ATCMD/TCMD data for airlift movement.

i. Consolidate munitions requirements into shipload quantities and prepare ETRR for submission to MTMC using the Fast Release for Ammunition System. DOD Component NICPs and TOs will be information addressees on such submissions.

j. Inform MTMC of the desired on-berth date.

k. Establish, in conjunction with MTMC and TOs, a schedule for each approved shipment requirements plan. This will be developed and coordinated with MTMC to meet the munitions port delivery date. The schedule will be provided to MTMC, ports, TOs, and DOD Component NICPs.

l. Monitor all shipments until lifted aboard vessel. Advise NICPs, TOs/receivers, and requisitioners of changes to ship planning messages and prepare a final Report of Shipment (REPSHIP) message which informs all concerned of munitions loaded onto the ocean vessel.

m. Annually, provide MTMC with combined DOD Component's forecasts of all DOD munitions shipment requirements.

n. Advise NICPs and TOs when economical sealift cannot be provided for particular shipment requirements.

o. Obtain APOE clearance e.g. available space for intransit storage for all export air munitions shipments.

2. The DOD Component /NICP will:

a. Identify export shipment requirements and forward, as appropriate, to the JMTCA for ocean vessel consolidation.

b. Provide TO(s), commercial carrier(s), and/or Sea Port Of Embarkation(s) (SPOEs) any technical information concerning the transportability requirements of munitions managed by the respective NICP.

c. Include JMTCA as an information addressee on all export REPSHIPs.

d. Advise JMTCA when an export shipment is delayed at origin or en route, when known.

e. When required by the DOD Components, submit export shipment request to the JMTCA for shipment planning actions.

f. Provide FMS notice of availability (NOA) to freight forwarder and a copy to JMTCA.

g. Provide yearly forecasts of munitions requirements and semi-annual updates to the JMTCA.

h. Monitor shipments, as necessary, until lifted aboard vessel.

G. FMS SHIPMENTS

Appendix V outlines provisions for FMS shipments moving under a GBL or collect CBL. DOD 5100.38-M, Security Assistance Manual, Section 80206, and DOD 4500.32-R, MILSTAMP, Volume I, Appendix K, contain additional information on the movement of FMS material.

H. FORECASTING CARGO REQUIREMENTS

Service and agency HQs are required to submit long-range requirements for surface cargo movements and both short- and long-range requirements for air cargo movements. Submission procedures are detailed in Appendix W.

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CHAPTER 204

HAZARDOUS MATERIAL

A. GENERAL

This Chapter contains policies, procedures, and responsibilities applicable for movement of hazardous material (HAZMAT) by all modes of commercial transportation and military surface transportation operated by military, DOD civilian personnel, and contractor personnel. Theater CINCs may apply more stringent requirements. Policies, procedures, and responsibilities applicable for movement of hazardous materials by military air shipment are identified in AFJMAN 24-204, Preparation of Hazardous Materials for Military Air Shipments. For purposes of this Regulation, the terms ammunition, explosives, and munitions are synonymous. Also, the term HAZMAT includes all classes of materials including munitions. For hazardous material classifications, see Figure 204-1.

B. REGULATORY REQUIREMENTS

1. Surface and commercial air movement. TOs arranging transportation of HAZMAT shall comply with local, state, federal (Title 49 Code of Federal Regulations), international laws and regulations, SOFA, Standard North Atlantic Treaty Organization (NATO) Agreements (STANAG), host country, and DOD Component publications. DOD personnel or contractor personnel who fail to comply may be liable to civil and criminal personal liability penalties for violations and any resulting penalties.

2. Military Airlift. Military aircraft and commercial aircraft under contract to the AMC operating under DOT-E 7573 are covered in AFJMAN 24-204/NAVSUP Pub 505/ TM 38-250/MCO P4030.19G, DLAI 4145.3, Preparing Hazardous Materials for Military Air Shipment.

3. Point of Contact. All matters pertaining to the establishment, amendment, or clarification of DOD HAZMAT rules and regulations will be referred to the theater CINC or DOD Component HQs. HAZMAT issues requiring coordination or further handling by non-DOD regulatory bodies shall be forwarded through Service HQs to Commander, MTMC, Attn: MTOP-OPS, 5611 Columbia Pike, Falls Church VA 22041-5050.

4. Shipments for National Security. The provisions of Title 49 CFR, Section 173.7(b), may only be used under a special program approved by the Service or DOD component HQs. The program will provide equal or better protection than the normally applicable DOD/service/ DOT rules during transport. The approving official will be at the general officer level or equivalent. The approving official will sign the memorandum which will certify that the shipments made within the specific program are in the interest of national security. A copy of the memorandum will be in the possession of the person who is in charge of the security escorting team.

5. Installation Transportation of HAZMAT. The respective military service shall determine requirements for on-post/installation transportation of regulated amounts of HAZMAT as defined in Title 49 CFR, 172.101, Hazardous Materials Table. At a minimum, the military services will address operator training, driver licensing, minimum blocking and bracing requirements, and emergency notification procedures for incidents and/or accidents. This applies where roads are controlled by DOD. A road is considered controlled by the DOD if access to the road is restricted at all times through the use of gates and guards. A road is considered uncontrolled by DOD if it is used by the general public (including dependents of Government employees) without having to gain access through a controlled access point. Requirements under Paragraph B. (1) Regulatory Requirements, shall be followed.

C. EXPLOSIVES HAZARD CLASSIFICATION

This classification is found in the Joint Hazard Classification System (JHCS) which provides shipper-required information on munitions (Class 1). It also contains the following information: DOT/United Nations (UN) Proper Shipping Name, UN Number, Explosives (EX) Number, Net Explosive Weight (NEW), Label/Placard Information, Division, Class, DOD Nomenclatures, and Competent Authority Approval (CAA) listing. Explosive hazard classification of unlisted items must be obtained from the following points of contact:

1. Army. Director, U.S. Army Technical Center for Explosives Safety, Attn: SIOAC-ESM, McAlester, OK 74501-9002; Commercial (918) 420-8807, DSN 956-8807.

2. Navy/Marine Corps. Commander, Naval Surface Warfare Center Division, Explosive Engineering Safety Division, Code 041B, Bldg 482, Indian Head MD 20640-5035, Commercial (301) 743-4383/4484, DSN 354-4383/4384.

3. Air Force. Commander, U.S. Air Force Safety Agency, Attn: AFSA/SEWV, 9700 Avenue G, Suite 264, Bldg 24499, Kirtland AFB NM 87117-5671; Commercial (505) 846-5658, DSN 246-5658.

D. RESPONSIBILITIES

1. Commander MTMC:

a. Is the DOD liaison to the DOT and other state and federal regulatory agencies on all DOD matters concerning the transportation of HAZMAT.

b. Provides shippers with export routing instructions.

c. Arranges for expedited service upon request of TO.

d. Provides operational management and control (including maintenance and repair) of the Army-owned Containerized Ammunition Distribution System (CADS).

e. Monitor carrier compliance with applicable HAZMAT safety requirements.

2. Each DOD Component will:

a. Submit in writing in duplicate request for DOT-E, CAA, and Special Approvals at least 140 days prior to requested effective date to: HQ MTMC, Attn: MTOP-OPS, 5611 Columbia Pike, Falls Church VA 22041-5050.

b. Maintain historical files of DOT-Exemptions (DOT-E) and Competent Approval Authority (CAA) requests. In addition, maintain current copies of DOT-E, Special Approvals, Final Hazard Classifications (FHC) and CAA letters.

c. Maintain files and copies of DOT-E, Special Approvals, CAA's, Certificate of Equivalency (COE), and FHC, and prepare usage report for submission to HQ MTMC, ATTN: MTOP-OPS, 5611 Columbia Pike, Falls Church VA 22041-5050. Submission of this report will be in accordance with paragraph F.2.c below.

d. Submit request for renewal for DOT-E in writing in duplicate at least 90 days prior to expiration date of exemption to HQ MTMC. A negative response will automatically cancel exemption.

e. Provide at a minimum the following information as required by the 49 CFR 172 for application, renewal, or changes.

(1) Current proper shipping name of item listed in exemptions.

(2) Hazard class or division number.

(3) Identification number.

(4) Packing number.

(5) EX approval number (for explosives): and section(s) of current regulations from which exemption desired.

f. Prepare usage report for annual submission in addition to requirements in para 2(b) to HQ MTMC, Attn MTOP-OPS, 5611 Columbia Pike, Falls Church VA 22041-5050.

3. TO will:

a. Ensure, before releasing HAZMAT, driver(s) has/have the items listed below. One of the forms of identification must contain the driver's photograph.

(1) A valid commercial driver's license with a HAZMAT endorsement for HAZMAT shipments.

(2) A medical examiner's certificate.

(3) Employee record card or similar document which identifies the driver.

(4) An endorsement for the vehicle to be driven.

(5) A route plan, as prescribed by 49 CFR 397.9 (A and B), for EX shipments.

b. Ensure inspection of motor vehicles, in accordance with paragraph H.4. below, and rail cars, in accordance with paragraph K.1.below, prior to use for transporting HAZMAT.

c. Ensure placards are affixed by the carrier in accordance with 49 CFR, applicable STANAG, or international directives and regulations.

d. Prior to release, ensure commercial and military vehicle drivers receive emergency response instructions and proper reporting procedures for accidents, incidents, or delays en route. Activities having safe haven/refuge capability will provide carriers with a temporary holding area. Holding areas will be subject to regulations for handling and safeguarding HAZMAT. Responsibility for the shipment remains with the carrier until actual delivery and receipt at destination. The following emergency response telephone numbers must be annotated on the first page of GBL in bold or highlighted letters. (See Figure 204-2 for example.)

(1) For DOD Hazard Class 1 (Explosives) Only:
Call Army Operations Center - Collect - (703) 697-0218/0219.
Ask for "WATCH OFFICER."

(2) For DOD Nonexplosive Hazardous Material Only:
Call 1 (800) 851-8061
(To call from a ship at sea - (804) 279-3166)

(3) For DOD Radioactive Material Only:
Call (309) 782-3510 - Collect.
Ask for "STAFF DUTY OFFICER."

For Navy Nuclear Propulsion Program Radioactive Material Shipments, use the 24-hour emergency response telephone number provided by the Navy Nuclear Propulsion program activity initiating the shipment.

(4) For Hazardous Substance Spills Only:
Call National Response Center (NRC)
1 (800) 424-8802 (Day or Night)
(202) 267-2675 in District of Columbia

(5) For Safe Haven/Refuge:

Immediately, Call appropriate MTMC Area hot line listed below:

Eastern/Western United States:	1 (800) 435-4566/(800) 524-0331
New Jersey Only:	1 (800) 642-1381

e. Ensure the GBL, CBL, shipping papers, or DD Form 836, Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles are annotated with HAZMAT data in accordance with regulations. Required entries on shipping papers include the following: proper shipping name; hazard class and division, when identified; UN/North America (NA) number; packing group (if applicable); and total quantity of HAZMAT expressed in metric units of measure with English equivalents following in parentheses, e.g., 100 kilograms, (220.5 pounds), or 100 liters, (26.4 gallons); however, the listing of English equivalents is optional. To convert from lbs. to kg. multiply lbs. by 2.2046, and to convert gal to l., multiply gallons by 3.7854. (See Figure 204-2 for sample of completed GBL for a HAZMAT shipment.)

f. Ensure the individual transporting the shipment has immediate access to emergency response information in accordance with applicable regulations. The Emergency Response Guide (DOT P5800.6 or latest edition) can be used for this purpose. The minimum information required is: immediate hazards to health, risk of fire or explosion, immediate precautions to be taken in the event of an accident or incident, immediate method for handling spills or leaks in the absence of fire, and preliminary first aid.

g. Ensure that government or MOV driver has a completed copy of DD Form 836.

h. Trace munitions (Class 1) shipments when not received 24 hours after estimated time of arrival.

i. Report overage, shortage, damage, and other transportation-type discrepancies in accordance with Chapter 210.

j. Except where electronic GBL meets time limits, TO must send REPSHIP to consignee. Report to be transmitted no later than two hours after shipments departure and should be made by telephone, fax machine, or other immediate electronic means.

k. Prepare and mark HAZMAT for shipping in accordance with MILSTD 129, and applicable directives as specified in Section B.1., above.

l. Ensure shipments are loaded, blocked, and braced in accordance with 49 CFR and DOD-approved specifications.

m. Ensure applicable ATCMD/TCMD is completed in accordance with DOD Regulation 4500.32_R, MILSTAMP. ATCMD/TCMD for export airlift munitions shipments will be sent to the Service ACA and JMTCA. Prior to movement of an EX shipment to the APOE, clearance will be obtained from the JMTCA.

n. Comply with regulations and instructions governing the safe transportation of HAZMAT for applicable modes of transportation.

o. Annotate shipping papers, GBL, CBL, or DD Form 836 with applicable CAA, COE, or DOT Exemption.

p. Comply with DOD and Service agency regulations when using military vehicles to transport EX and other hazardous material. Chapter 201, paragraph M. applies.

E. TRAINING

1. Mandatory Training.

a. All personnel involved with the preparation and shipment of HAZMAT for commercial or surface military transportation must receive training in accordance with 49 CFR 172.704 and DOD Component regulations. Training for military air shipment will be in accordance with Joint Manual AFJMAN 24-204, Preparing Hazardous Materials for Military Air Shipments.

b. Persons who certify HAZMAT on shipping papers, GBL, CBL, or DD Form 836, by any mode of transportation, military or commercial, and conduct function-specific training for subordinate personnel must successfully complete an approved hazardous materials certification course from one of the DOD schools listed below:

(1) Dean, School of Military Packaging Technology
U.S. Army Ordnance Center and School
ATTN: ATSZ-MPA
3071 Aberdeen Blvd
Aberdeen Proving Grounds, MD 21005-5100
DSN: 298-2232 Commercial: 410.278.2232
Web address: http://www.apg.army.mil/SMTPDown.htm

(2) 345th Technical Training Flight
345 TRS/TTTH
1000 Seymoyer
Lackland AFB TX 78236-5404
DSN: 473-4917 Commercial: 210.671.4917
Web address: http://www.lackland.af.mil/345TRANS/

(3) Naval Supply Corps School
1425 Prince Ave
Athens, GA 30606
DSN: 588-7240
Commercial: 706.354.7240
Web address:
http://academics.nscs.com/academics/ShoreTraining/schedule_hazmat.htm

(4) Commander
USACE Professional Development Support Center
ATTN: CEHR-P-RG (Registrar)
Box 1600
Huntsville, AL 35807-4301
Web address: http://www.hnd.usace.army.mil
DSN: 760-7404 Commercial: 256-895-7404

(5) Dept. of the Army
Defense Ammunition Center (Training Directorate)
Attn: SIOAC-ASE
1C Tree Rd
McAlester, OK 74501-9053
DSN: 956-8931 Commercial: 918-420-8931
FAX: 8944
Web page: www.dac.army.mil/as

(6) Additional training sources may be available to meet limited needs. Contact the DOD Component HQs for information on other approved schools available from DOT, approved universities or colleges, and commercial firms.

c. Persons who only certify hazardous waste shipments may satisfy the requirement of paragraph E.1.b, above, by successfully completing the "Hazardous Waste Management and Manifesting Course" offered by the U. S. Army Corps of Engineers, Professional Development Support Center, Huntsville, AL.

d. Mobility training requirements for technical specialists are identified in the DTR, Part III. Technical specialists are personnel who are trained and qualified to certify limited types of HAZMAT and selected transportation modes as described by each service.

2. Refresher Training. All HAZMAT personnel must receive initial training and subsequent refresher training at 24-month intervals. This applies to all levels of required training to include personnel involved with certifying shipments, preparation, packaging, or handling HAZMAT for transportation. Refresher training for persons who certify HAZMAT and conduct function-specific training for subordinate personnel must be received at one of the approved schools listed in paragraph E.1.b. or E.1.c, above, as appropriate.

3. Certification. In all cases, the individual who signs the certification statement must personally inspect the HAZMAT item being certified.

4. Training Records. All training to include testing will be documented in personnel training records. Maintain the record for as long as the person works for the DOD and for 90 days after separation from the DOD. This record must indicate the following:

a. Name of person who received the training.

b. Date training took place.

c. A description, copy, or location of training materials used to train.

d. The name and address of the person who provided the training.

e. Certification statement of completion of training and testing.

5. Testing. Testing will be done in accordance with 49 CFR. Employee must successfully pass a written test and a test record must be maintained in employee's file for review.

6. Appointment. Be appointed in writing by the activity or unit commander, to include scope of authority.

F. EXEMPTIONS, COE, AND CAA

1. General. Requests for exemptions and CAAs will be submitted through the DOD Component (listed in Figures 204-5 and 204-7, respectively) to MTMC. Requests for COEs will be submitted to the applicable DOD Component listed in Figure 204-6.

a. Submit in writing in duplicate request for DOT-E, CAA, and Special Approvals at least 140 days prior to request effective date to: HQ MTMC, ATTN: MTOP-OPS, 5611 Columbia Pike, Falls Church, VA 22041-5050.

b. Submit request for renewal of CAA in writing in duplicate at least 60 days prior to expiration date of CAA to HQ MTMC.

c. Submit request for renewal for DOT-E in writing in duplicate at least 90 days prior to expiration date of exemption to HQ MTMC.

2. Exemptions.

a. DOT-E. A DOT-E is an exemption from specific requirements of Title 49 CFR and/or other applicable regulations issued by DOT. Under provisions of DOT Exemption 868, DOD Components are exempt from specific 49 CFR provisions which require inspection by rail or motor carriers prior to tendering cars or vehicles loaded with certain Hazard Class/Division

1.1, 1.2, and 1.3 munitions and subject to security considerations for shipment in rail or motor service. A copy of the basic exemption is provided in Figure 204-8.

b. Report. Exemption usage report will be furnished by TOs to their Service HQs in accordance with 49 CFR. The report will contain shipment history data on each application for renewal of a DOT exemption. Each Service HQs will submit a annual exemption usage report (RCS MTMC-158) to HQ MTMC, Attn: MTOP-OS, 5611 Columbia Pike, Falls Church VA 22041-5050, for the 12-month period ending June 30. Reports should be forwarded to arrive at HQ MTMC by 30 July, for the period 1 July through 30 June. The report will contain the following data on each exemption:

(1) DOT exemption number.

(2) Number of shipments made.

(3) Facts pertaining to any accident or incident involving a shipment made using the exemption.

c. Report. Title 49 CFR requires submission of shipment history data on each application for renewal of a DOT exemption. Accordingly, each TO will furnish an annual exemption usage report to their service/agency component. Each service/agency component will submit the consolidated exemption usage report (RCS MTMC-158) annually to HQ MTMC, ATTN: MTOP-OPS, 5611 Columbia Pike, Falls Church VA 22041-5050, on 30 July for the previous 1 July - 30 June period. The report will contain the following data on each exemption:

(1) DOT exemption.

(2) Number of shipments made.

(3) Facts pertaining to any accident or incident involving a shipment made using the exemption.

d. Renewal. When it is apparent that a shipment for which an exemption has been issued will not be completed before an exemption expires, a request for extension will be submitted through DOD Component to MTMC, at least 120 days prior to the exemption expiration date. Upon receipt of renewal request, MTMC will take appropriate action to obtain a new expiration date and will advise requester accordingly. For Navy, follow the procedures in NAVSEA SW020-AG-SAF-010, Navy Transportation Safety Handbook for Ammunition, Explosives and Related Hazardous Materials, Appendix F, and submit requests to Navy POC in triplicate 150 days prior to requested effective date. The following information is required for exemption renewals:

(1) Proper shipping name (commodity name/generic description).

(2) Mode of transportation (motor, rail, air).

(3) Department of Transportation (DOT) (49 CFR) Regulation(s) requesting to be exempted from.

(4) Duration of request.

(5) Reason for renewal/basis for seeking relief from compliance with regulations.

(6) UN/NA, hazard class, and packing group.

(7) Shipping and incident/accident experience (if none, so indicate).

3. COE. A COE is an approval issued IAW procedures prescribed in the joint packaging regulation DLAD 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/MCO 4030.40B, Packaging of Hazardous Material, that the proposed packaging for shipment of HAZMAT either equals or exceeds the requirements of Title 49 CFR, Parts 100-180. Each container will be marked with the applicable COE number IAW MIL-STD-129. Mark the COE number on shipping papers, ATCMD/TCMD, and exterior containers. Additional information or instructions provided by COE will be compiled with and a copy of the COE must be with the shipment. DOD Components will forward copies of all COE's to HQ MTMC, ATTN: MTOP-OPS, 5611 Columbia Pike, Falls Church VA 22041-5050 .

4. CAA. A CAA is a written approval stating the competent authority has reviewed the EX hazard classification or HAZMAT packaging; that it meets the UN standards; and that it is approved for transportation. For HAZMAT packaging, CAA is required when the UN standards or 49 CFR specifies the packaging must be in accordance with the shipper's national competent authority, when the package of materials exceeds the non-bulk packaging criteria, or when the packaging conflicts with the prescribed packaging of the modal regulations. The DOT is the only recognized competent authority for the U.S. Whenever a CAA is used, the shipping papers must be annotated with the CAA number (see Figure 204-2). Additional information and instructions provided by the CAA will be complied with and a copy must be attached to the shipping papers. The two types of CAA are EX hazard classification and HAZMAT packaging. Procedures for applying for CAAs are prescribed in joint packaging regulation DLAD 4145.41.

G. ROUTING

1. CONUS. Carrier selection for CONUS HAZMAT shipments will be in accordance with domestic route order procedures in Chapter 202.

2. Export. The DOD Component NICP for munitions (Class 1), retail activities, or TOs will submit shipment request data in accordance with Figure 204-09, to the Commander, U.S. Army Industrial Operations Command, Attn: JMTCA, Rock Island IL 61299-6000. Shipment request may be submitted by fax to Commercial (309) 782-6811 or DSN 793-6811. The JMTCA will consolidate these requirements into planned ocean vessel loads and issue a requirements planning message to all concerned. This message will also serve as a DOD consolidated shipment request under the "Fast Release for Ammunition" (Class 1) procedures

and be provided to MTMC for issuance of an ETR to the shipping TOs and the JMTCA. See Figure 204-10 for data elements used in MTMC acknowledgment of ETR for ammunition (Class 1). The in-port date will be coordinated among JMTCA, MTMC, the SPOE, the DOD Component NICPs, and the shippers.

3. FMS. A shipment request (see Figure 204-09) will be submitted to JMTCA for Delivery Term Code (DTC) 6, 7, and 9. The JMTCA will also process shipment requests for DTC 8, customer country-controlled carriers at DOD controlled ports. The DOD Component NICP, retail activities, and TOs will submit shipment request data in accordance with paragraph 2. above. The JMTCA will submit these requirements on a planned ocean vessel message and issue a shipping message to all concerned. This message will be provided to MTMC which will issue an ETR to the TOs and the JMTCA. See Figure 204-10 for data elements used in MTMC acknowledgment of ETRR for ammunition (Class 1). The in-port cargo date(s) will be coordinated among the JMTCA, MTMC, freight forwarder(s), the SPOE, TOs, and DOD Components NICPs.

H. MOTOR MOVEMENT REQUIREMENTS

1. Licensing Requirements for Drivers.

a. Commercial drivers, DOD civilians, contractors, and reserve technicians in technician status must have a commercial driver's license (CDL) endorsed for HAZMAT and type vehicle and a medical examiner's certificate issued within the previous 24 months.

b. Military personnel (active duty; National Guard, including full-time technicians; and Reserves, not in technician status) will be licensed in accordance with DOD Component regulations. A medical examiner's certificate is not required for military personnel.

2. Substitute Rail Service. Use of substitute rail service (trailer-on-flatcar) by motor carriers is prohibited for shipments of Hazard Classes/Divisions 1.1, 1.2, 1.3, and 1.4 munitions, 7 radioactive, and PIH materials not meeting rail service loading requirements. GBLs covering shipments of this nature will be annotated with the following statement, *"Substitute service not to be used."*

3. Leased Equipment. Vehicles used must be leased under a valid long-term agreement signed by owner/operator and carrier. The lease agreement may not be canceled by either party on less than 30-day notice. A short-term lease of less than 30 days will not be used. Vehicle drivers must be full-time employees or under the direct control and responsibility of the company transporting the shipment.

4. Inspection of Vehicles. Prior to loading, inspect all vehicles used in the transportation of Hazard Classes/Division 1.1, 1.2, 1.3, 1.4 (in quantities requiring placarding only), 2.3 (PIH) toxic gases, 6.1 (PIH) toxic materials, or 7 radioactive material (Yellow III only) in accordance with Title 49 CFR and DOD safety regulations using DD Form 626, Motor Vehicle Inspection.

5. Transfer or Interchange. Commercial motor carriers shall not use military activities as a transfer or interchange point unless authorized by the installation and/or activity commander and transfer or interchange is deemed essential to national defense or required during emergencies affecting the security and safety of life and property. See Chapter 205 for Safe Haven/Refuge information.

6. Accident, Incident, Delays. When shipping Hazard Classes/Divisions 1.1, 1.2, 1.3, or 1.4 munitions, 2.3, and 6.1 PIH, or 7 radioactive requiring a Yellow III label materials, TOs will furnish vehicle drivers with written instructions on a shipping paper to notify the consignor and consignee, by the fastest available means, when shipment is:

a. Involved in an accident or incident.

b. Delayed en route for a period of 12 hours or more.

7. Emergency Response Information.

a. Commercial Carrier. HAZMAT emergency response information will be annotated on front sheet of GBL, CBL, or shipping paper. See Figure 204-2 for a sample completed GBL for a HAZMAT shipment.

b. Government/MOV Vehicles. HAZMAT emergency response information will be annotated on DD Form 836, Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles. See Figure 204-12 for a sample DD Form 836.

I. DD FORM 626, MOTOR VEHICLE INSPECTION

1. Shipping Activity. The shipping activity must prepare DD Form 626 before commercial or government/MOV vehicles are used for transportation of HAZMAT on public highway. All spaces on DD Form 626 must be completed for government/MOV vehicles. Additional pages may be used if necessary. Shipments will not be tendered if any unsatisfactory items are noted and not corrected.

2. Receiving Activity. The receiving activity must complete the destination portion of the DD Form 626 before a motor vehicle containing a shipment of HAZMAT is accepted for delivery.

3. DD Form 626. DD Form 626 (See Figure 204-11) is divided into the following three sections:

a. Section I: Documentation. Verify required documentation for commercial and Government/MOV vehicles.

b. Section II: Mechanical.

(1) Government/MOV vehicles. Perform a detailed inspection of government/ MOV vehicles. Item 7, fire extinguisher requirements, applies both to commercial and government/MOV vehicles. DOD inspectors must perform a detailed mechanical inspection on all government/MOV vehicles transporting HAZMAT on public highways.

(2) Commercial Vehicles. If commercial vehicles have a current Commercial Vehicle Safety Alliance (CVSA) sticker, DOD inspectors can perform a cursory mechanical inspection. If defects are noted during a cursory inspection, a detailed inspection will be performed on commercial vehicles. The activity may perform a detailed inspection at their option even if a current CVSA sticker is present.

c. Section III: Post Loading Inspection. Applies to commercial and Government/ MOV vehicles.

4. Corrected Deficiencies. Deficiencies which are discovered during inspection and are corrected before loading or unloading of the vehicle will be entered in the "Remarks" column opposite the proper item. Only deficiency-free vehicles will be accepted for loading. Deficiencies must be corrected by the carrier before vehicles are permitted to enter sensitive or restricted areas.

5. Distribution. A copy will be retained by the inspecting activity. For a TL and Less-Than-Truckload (LTL) shipments, the original will be given to the vehicle driver at origin for delivery to the consignee. For deficient commercial vehicle that has been rejected from loading or unloading or the driver of the vehicle has been found unsatisfactory, one copy will be sent to each of the following:

a. Nearest DOT field office.

b. Carrier home office.

c. MTMC, Attn: MTOP-OS, 5611 Columbia Pike, Falls Church VA 22041-5050.

J. DD FORM 836, SHIPPING PAPER AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES

1. DD Form 836 (see Figure 204-12) will be used as a shipping paper with emergency response information for all government/MOV vehicles transporting HAZMAT. Emergency response instructions will provide information as required to enable the driver to protect self, lading, vehicle, and any other life or property in the vicinity from hazards associated with accidents or incidents. Additional information as required by 49 CFR, this Regulation, and DOD Component will be annotated.

2. Drivers shall use evacuation distances specified in DOT P5800.6 Emergency Response Guidebook, latest revision, which driver is required to carry.

3. The origin government or military driver will be instructed to keep DD Form 836 in the vehicle while transporting HAZMAT and transferring it to each successive driver for delivery to the consignee.

4. When Security Escort Vehicle Service (SE) is used, personnel performing the service will be provided a duplicate copy of DD Form 836.

K. RAIL MOVEMENT REQUIREMENTS

1. To comply with 49 CFR 174.104, each rail car used to transport EX Hazard Class/Divisions 1.1 and 1.2 must be inspected using three-part car certificate (provided by carrier) prior to loading. Ensure that railroad representative receives a copy of the applicable shipping documents, papers, and emergency response information for the train crew prior to release.

2. Shipments of Hazard Class/Divisions 1.1, 1,2, 1.3 and 1.4, must be properly sealed, upper rail locks secured, and the GBL annotated with seal numbers.

L. AIR MOVEMENT REQUIREMENTS

1. Commercial air shipments are permitted under the provisions of International Civil Aviation Organization (ICAO), International Air Transport Association (IATA), and 49 CFR.

2. During a declared national emergency, commercial air carriers may be used only if special authority is granted by the DOT upon request of AMC, i.e., approval to use DOT-E-9232.

3. Military air shipments must meet the requirements of Joint Service Manual AFJMAN 24-204.

M. WATER MOVEMENT REQUIREMENTS

1. A completed container packing certificate or vehicle packing declaration will be provided for each unit by the packer of the unit containing HAZMAT in accordance with the International Maritime Dangerous Goods requirements, paragraphs 12.3.7 and 17.7.7. Unit packers must certify that the following provisions have been properly carried out. A sample container packing certificate or vehicle packing declaration is contained in Figure 204-13, or use the method in paragraph 4 below.

2. A dangerous goods declaration will be provided for each HAZMAT goods consignment loaded in a vehicle or freight container in accordance with 49 CFR.

3. Each ship carrying dangerous goods shall have a special list or manifest listing the HAZMAT and the location of the HAZMAT. A detailed stowage plan, which identifies by class and sets out the location of all HAZMAT on board, may be used in place of a special list or manifest. A copy of one of these documents shall be made available to the state port authority.

4. The following statement can be annotated on the shipping paper or a separate sheet of paper may be used in lieu of Figure 204-13 as the container or vehicle declaration: *"THIS IS TO CERTIFY THAT THE CARGO INSIDE THIS UNIT (VEHICLE OR CONTAINER NO._____) HAS BEEN PROPERLY PACKED AND SECURED, AND THAT ALL APPLICABLE TRANSPORT REQUIREMENTS HAVE BEEN MET IN ACCORDANCE WITH THE PROVISIONS OF 12.3.7 (CONTAINER) OR 17.7.7 (VEHICLE), AS APPLICABLE, OF THE GENERAL INTRODUCTION TO THE INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG) CODE."*

5. Prior to packing the container and signing the unit packing certification specified in paragraph 4 above, the person packing the unit must have a properly prepared shipping document for each consignment to be packed, with a "Certification or declaration that the shipment offered for carriage is properly packaged, marked, labeled, and placarded, as appropriate, and in proper condition for carriage."

6. A list of DOT Exemptions issued to DOD for HAZMAT shipments by vessel is contained in Figure 204-14.

7. Where there is due cause to suspect that the freight container or road vehicle in which the HAZMAT is packed is not in compliance with the requirements or where a container packing certification or vehicle packing declaration is not available, the freight container or vehicle shall not be accepted for shipment.

8. Containers carrying hazardous cargo, destined for carriage aboard a DOD-owned/DOD-chartered ship must be placarded and have a detailed contents packing list with hazardous cargo documentation affixed inside door for protection from inclement weather.

N. CARRIER ASSISTANCE

1. To promote safety, expedite transportation, and ensure delivery of HAZMAT shipments, the DOD Component may extend any technical assistance and aid considered necessary in connection with moving, salvage, demolition, neutralization, or other disposition of government-owned shipments being transported or stored by carriers. Except for emergency situations, requests for carrier assistance will be in writing before the fact. Safe haven and refuge must always be given consideration.

2. If assistance is given, the government does not assume any liability and the carrier may be held responsible for all expenses incurred by the government.

3. Collection of money for services rendered will be in accordance with DOD Component regulations.

4. See Chapter 205, paragraphs P and Q, for additional types of assistance.

HAZMAT CLASSIFICATION

Class: 1 Explosives (49 CFR 173.50)

Division 1.1 Explosives with mass explosive hazard
Division 1.2 Explosives with projection hazard
Division 1.3 Explosives with predominantly a fire hazard
Division 1.4 Explosives with no significant blast hazard
Division 1.5 Very insensitive Explosives (no mass detonating hazard)
Division 1.6 Extremely insensitive Explosives (no mass detonating hazard)

NOTE: Explosives were formerly classified as Class A, B, C, or Blasting Agent. A comparison of the old and new classification system is contained in Title 49 CFR 173.53.

Class: 2 Gases (49 CFR 173.115)

Division: 2.1 Flammable gases
Division: 2.2 Nonflammable/nonpoisonous gases
Division: 2.3 Poisonous gases

NOTE: This class includes materials that are COMPRESSED, DISSOLVED UNDER PRESSURE, OR PRESSURIZED CRYOGENIC LIQUIDS, AND LIQUEFIED GAS.

Class: 3 Flammable and Combustible Liquids (49 CFR 173.120)

Class: 4 Flammable Solids, Spontaneously Combustible, and Dangerous when Wet Materials (49 CFR 173.124)

Division: 4.1 Flammable solids
Division: 4.2 Spontaneously combustible materials (solids and liquids)
Division: 4.3 Dangerous When Wet materials.

Class: 5 Oxidizers and Organic Peroxides

Division: 5.1 Oxidizers (49 CFR 173.127)
Division: 5.2 Organic peroxides (49 CFR 173.128)

Class: 6 Poisonous and Infectious Materials

Division: 6.1 Poisonous (toxic) materials (49 CFR 173.132)
Division: 6.2 Infectious materials (49 CFR 173.134)

Figure 204-1. HAZMAT Classification (INFORMATION ONLY)

HAZMAT CLASSIFICATION
(Cont')

Class: 7 Radioactive Materials (49 CFR 173.403)

Class: 8 Corrosive Materials (49 CFR 173.136)

Class: 9 Miscellaneous Dangerous Goods (49 CFR 173.140)

NOTE: This class includes Environmentally Hazardous Substances, Elevated Temperature Material, Hazardous Wastes, and Marine Pollutants.

Class: (None) ORM-D Other regulated materials (49 CFR 173.144)

Figure 204-1. HAZMAT Classification (INFORMATION ONLY) (Cont')

U.S. GOVERNMENT BILL OF LADING

MEMORANDUM COPY — B/L NO. > M2536514

1. TRANSPORTATION COMPANY TENDERED TO: OLD DOMINION FREIGHT LINE, IN
2. SCAC: ODFL
3. DATE B/L PREPARED: 990520
4. ROUTE ORDER/RELEASE NUMBER: 7YBCANR3PE

5. DESTINATION (Name, address, and ZIP code):
MARINE AIR STATION
TRAFFIC MANAGEMENT BLDG 149
CHERRY POINT, NC, 28533-5040

6. SPLC (Dest.): 405523000
7. SPLC (Orig.): 396618240

8. ORIGIN (Name, address, and ZIP code):
375 AW/LGTTF TRAFFIC MGT FLT
102 SOUTH ADAMS STREET BLDG 4001
SCOTT AFB, IL, 62225-5406

9. CONSIGNEE (Name, address and ZIP code of installation):
MARINE AIR STATION
TRAFFIC MANAGEMENT BLDG 149
CHERRY POINT, NC, 28533-5040

10. GBLOC (Cons.): IOOI

11. SHIPPER (Name, address and ZIP code):
375 AW/LGTTF TRAFFIC MGT FLT
102 SOUTH ADAMS STREET BLDG 4001
SCOTT AFB, IL, 62225-5406

12. APPROPRIATION CHARGEABLE — ADVICE NO:
O/A:

13. BILL CHARGES TO (Dept/agency,bureau/office mailing address and ZIP code):
COMMANDING GENERAL MARINE CORP
MARINE CORPS LG BASE, CODE 470
ALBANY, GA, 31704-5001
AGENCY LOC CODE: G31704

14. VIA (Route shipment when advantageous to the Government)

15. MARKS AND ANNOTATIONS: RDD - 1999-06-01
MARINE AIR STATION
TRAFFIC MNGT BLDG 149
CHERRY POINT, NC, 28533-5040

16. PACKAGES NO	KIND	17 HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)	19. WEIGHT* (Pounds only)	FOR USE OF BILLING CARRIER ONLY Services	Rate	Charges
			CLASSIFICATION ITEM NO. D-999913(0) FAK, RVNE $2.50 PER LB				
1	PCS		RELEASE VALUE: $2.50 TOTAL CUBE: 0 TOTAL WEIGHT: This GBL consists of 2 page(s) and has no stop offs.	194			
			OLD DOMINION FREIGHT LINE 04300136603 STL				
			EMERGENCY PHONE # 1-800-851-8061				
1	SD	X	M001469130006XXX N-156240(0) CUBE: 21 LIQUID, NOI, OTHER THAN AS DESCRIBED IN ITEMS 46030 AND 46032, IN BARRELS, BOXES, CRATES OR PACKAGES 2440, 2445 OR 2516 PAINT.3/ FLAMMABLE LIQUID, UN1263, PGII, ACETONE.3/ FLAMMABLE LIQUID, UN1090, PGII, PROPANE.2.1/ FLAMMABLE GAS, UN1978.	194			
					TOTAL CHARGES		

20. TARIFF/SPECIAL RATE AUTHORITY: ODFL00120300
21. PICKUP SERV. FURNISHED: X YES / VEHICLE FULLY LOADED: YES
SHIPPER'S INITIALS: KMB
22. CARRIER WAY/FREIGHT BILL NO. AND DATE: ODFL04300136603

23. STOP THIS SHIPMENT AT
FOR:

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS*

INITIALS & NO	SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE FURNISHED
ODFL/1		AV1 /	AV1 /			
ODFL/1	APPLIED BY:					

25. CARRIER'S PICKUP DATE (Year, month & day): 99 5 20
26a. SIGNATURE OF AGENT: 682116 Ben Grzof /sh
26b. PER:
B/L NUMBER: M2536514

27. MODE	28. ESTIMATE	29.NO. OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON
B	52	1	1		

Received by the transportation company named above, subject to the regulations published in Title 41, Part 101-41 of the federal regulations, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

FOR USE OF ISSUING OFFICE

33a. ISSUING OFFICE (Name and complete address)
TRAFFIC MANAGEMENT OFFICE
102 SOUTH ADAMS STREET BLDG 4010
SCOTT AFB, IL 62225-5426

33b. GBLOC: GKEL

33c. ISSUING OFFICER
GARY R. TYLER, GS-12, TMO
GARY R. TYLER

34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED
SHORTAGE DAMAGED

33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY

33e. DATED

33f. FOB POINT NAMED IN CONTRACT

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

1103-221-01 YELLOW
DoD exception to SF 1103 approved by GSA/IRMS 8-88

STANDARD FORM 1103-A-LP (E[illegible])
PRESCRIBED BY GSA, FPMR (41 CFR)

Figure 204-2. Sample of Completed GBL (SF 1103) for a HAZMAT Shipment.

ILLUSTRATION OF REPSHIP DATA REQUIREMENTS FOR INDIVIDUAL SHIPMENTS OF HAZARDOUS MATERIAL AND INERT COMPONENT PARTS – CONUS TO CONUS, CONUS TO OVERSEAS, OR OVERSEAS TO CONUS

FROM: SHIPPING ACTIVITY

TO: (*DOMESTIC CUSTOMER OR TRANSSHIPPING ACTIVITY CLEARANCE AUTHORITY (OCEAN) OR CUSTOMER SERVICE BRANCH (CSB) (AIR)*

INFO: *SPONSORING SERVICE ACCOUNTABLE SUPPLY ACTIVITY*

SUBJ: REPSHIP

1.CONVEYANCE NUMBER.

A. CARRIER AND ROUTING, BILL OF LADING NUMBER, NEW.

B. SEAL NUMBER(S) AND ANY OTHER SECURITY DEVICES APPLIED, SUCH AS LOCKS, WIRE TWISTS, ETC.

C. TYPE OF TRANSPORTATION PROTECTIVE SERVICE (TPS), I.E., SIGNATURE TALLY (ST), CONSTANT SURVEILLANCE SERVICE (CS),
RAIL ARMED GUARD SURVEILLANCE SERVICE (RG), NONE, ETC., AND TX-GS SERVICE NUMBER, WHEN APPLICABLE.

D. SHIPMENT DATE WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.

E. ETA WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.

F. FOR SURFACE SHIPMENTS, ETR NUMBER AND VESSEL NAME AND/OR VOYAGE NUMBER. FOR AIR SHIPMENTS, ENTER APPLICABLE
AIR RELEASE NUMBER OR N/A.

(1) TCN.

(2) NSN AND DODIC

(3) DIMENSIONS OF UNITIZED LOADS (LENGTH, WIDTH, HEIGHT), IN INCHES.

(4) TOTAL ROUNDS, TOTAL PIECES, TOTAL WEIGHT, TOTAL CUBE.

(5) LOT NUMBER AND NEW. FOR MORE THAN ONE LOT, FURNISH THE LOT NUMBER, ROUND COUNT, PIECES, WEIGHT, CUBE, AND NEW FOR EACH LOT.

(6) PROJECT CODE, IF APPLICABLE.

(7) SECURITY CLASSIFICATION (E.G., SENSITIVE--CATEGORY II, SECRET; NONE, ETC.)

Figure 204-3. Illustration of REPSHIP Data Requirements for Individual Shipments of HAZMAT and Inert Component Parts

ILLUSTRATION OF REPSHIP DATA REQUIREMENTS (Cont')

NOTES:

1. When the conveyance contains more than one shipment unit, repeat the data elements (1) through (7) in separately lettered paragraphs for each shipment unit.

2. Cargo for more than one vessel or flight, but shipped to POE in a single conveyance, is included in a single REPSHIP. When cargo for a single vessel is moved to the SPOE in more than one conveyance, repeat all the data elements as above in separate numbered paragraphs for each conveyance.

3. A separate REPSHIP is used for each mode of shipment to the POE.

Figure 204-3. Illustration of REPSHIP Data Requirements for Individual Shipments of HAZMAT and Inert Component Parts (Cont')

ILLUSTRATION OF REPSHIP DATA REQUIREMENTS FOR CONTAINERIZATION OF HAZMAT AND INERT COMPONENT PARTS FOR EXPORT

FROM: *{SHIPPING ACTIVITY}*

TO: *{CONUS WATER TERMINAL (Note 1)}*

INFO: *{SPONSORING SERVICE ACCOUNTABLE SUPPLY ACTIVITY}*

SUBJ: REPSHIP

1. ETR AND VESSEL NAME AND/OR VOYAGE NUMBER.

2. CONVEYANCE NUMBER.

A. CARRIER AND ROUTING.

B. GBL NUMBER; TOTAL NEW.

C. MTX-GS SERVICE NUMBER.

D. TYPE OF TPS, I.E., SIGNATURE TALLY RECORD (STR), CS, DD, ETC.

E. SHIPMENT DATE WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.

F. ETA WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.

3. CONTAINER AND SEAL NUMBER (NOTE 2).

A. CONTAINER TCN.

B. TOTAL WEIGHT OF CONTENTS.

C. TOTAL NEW.

D. CONTENT TCN.

(1) NSN AND DODIC.

(2) ROUNDS, PIECES, WEIGHT, CUBE, AND LOT NUMBERS.

(3) PROJECT CODE, IF APPLICABLE.

(4) SECURITY CLASSIFICATION (E.G., SENSITIVE-CATEGORY II, CONFIDENTIAL, ETC.).

E. CONTENT TCN (NOTE 3).

Figure 204-4. Illustration of REPSHIP Data Requirements for Containerization of HAZMAT and Inert Component Parts For Export.

ILLUSTRATION OF REPSHIP DATA REQUIREMENTS FOR CONTAINERIZATION OF HAZMAT AND INERT COMPONENT PARTS FOR EXPORT
(Cont')

NOTES:

1. Containerized (CONEX, MILVAN, SEAVAN) loads containing HAZMAT are not eligible for airlift.

2. For a conveyance with more than one container, repeat container information (paragraph b.) in subsequent paragraphs. e.g., paragraph c., paragraph d., etc., for each additional container being transported

3. For a container with more than one shipment unit, repeat shipment unit information (paragraph b.(4)) in subsequent paragraphs, e.g., paragraph b.(5), paragraph b.(6), etc., for each additional unit being transported.

Figure 204-4. Illustration of REPSHIP Data Requirements for Containerization of HAZMAT and Inert Component Parts For Export (Cont')

DOT EXEMPTION POC

DOD Liaison to the DOT

Commander
Headquarters, Military Traffic Management Command
ATTN: Force Protection Division (Ms. Dawn C. Stewart-Frederick)
5611 Columbia Pike
Falls Church VA 22041-5050
DSN: 761-6951 Commercial (703) 681-6951 Fax: (703) 681-3547
E-mail: stewartd@mtmc.army.mil

DOD SERVICES COMPONENTS/POINT OF CONTACTS FOR DOT-E, CAA EX FHC AND COEs

Department of the Army

All Other Exemptions

Chief
U.S. Army Logistics Support Activity
Packaging, Storage, and Containerization Center
Attn: AMXLS-TP
(Ms. Sandy Gorba/Ms. Sandy Pizzuti)
11 HAP Arnold Blvd.
Tobyhanna, PA 18466-5097
DSN: 795-6622/7682 Commercial: (570) 895-6622
E-mail: sgorba@logsa.army.mil

Missiles Related Exemptions

Commander, U.S. Army AMCOM
ATTN: AMSAM-MMC-LS-MDT
Ms. Janice Hopkins
Building 5302 2nd Floor
Redstone Arsenal, AL 35898-5110
DSN 746-5717Comm'l (256) 876-5717
E-mail: hopkins-ja@redstone.army.mil

Ammunition and Related Exemptions

Commander, U.S. Army IOC
ATTN: AMSIO-JTT
(Mr. Gill Casillas)
Rock Island, IL 61299-6000
DSN 793-4762
Commercial (309) 782-4762
E-mail: casillasg@ioc.army.mil

Ammunition and Related Exemptions

Commander, U.S. ARDEC
ATTN: AMSTA-AR-ESK
Ms. Nora Hipschen
Rock Island, IL 61299-7300
DSN: 793-8205
E-mail: HipschenN@ria.army.mil

Figure 204-5. DOT Exemption Points of Contact.

Department of the Air Force

All exemptions/CAA/COE's

AFMC LSO/LOP
Attn: Ms. Tonita Davis/Mr. Duane Pfund
5215 Thurlow Street
Wright–Patterson AFB
OH 45433-5540
DSN787-1984/4503
E-mail: Duane.Pfund@wpafb.af.mil

Explosive Classification CAA's

HQ AFSC/SEW
ATTN: Mr. Eric Olsen
9700 G Ave SE
Kirtland AFB, New Mexico 87117-5670
DSN: 246-5658
E-mail: OLSENE@KAFB.SAIA.AF.MIL

Department of the Navy

Exemptions/CAA/COE's

Director, Naval Surface Warfare Center
Navy PHST Center, Code 715
Attn: Mr. Robert Dress
Colts Neck, NY 07722-6621
DSN: 449-2821
E-mail: rdress@noclant.navy.mil

Exemptions

Naval Ordnance Center
Attn: Code N714
Mr. Oliver Bell / Ms. Jennifer Jones
Farrugut Hall Building D-323
Indian Head, MD 20640-5555
DSN: 354-6055 EXT 109 or 110
E-mail: jones_jennifer@hq.navsea.navy.mil

Explosive Hazard Classification CAA

Commander
Indian head Division
Naval Surface Warfare Center
Center Code 04 Attn: Ed Walseman
101 Strauss Ave
Indian Head, MD 20640-5035
DSN: 354-4383
E-mail: walsemange@ih.navy.mil

Figure 204-5. DOT Exemption POC (Cont').

U.S. Marine Corps

Explosive Hazard Classification CAA

Commander
Indian head Division
Naval Surface Warfare Center
Center Code 04 Attn: Ed Walseman
101 Strauss Ave
Indian Head, MD 20640-5035
DSN: 354-4383
E-mail: walsemange@ih.navy.mil

All exemptions/CAA/COE's

Commandant of the Marine Corps
2 Navy Annex
Attn: LPP-2 (Mr. Mike Dawson)
Washington, DC 20380-1775
DSN: 225-8926
E-mail: dawsonmm@hqmc.usmc.mil .

DLA

COE'S

Defense Logistics Support Command
Attn: DLSC-LDD
Mr. Joseph Maloney
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221
DSN: 427-3673 Commercial (703) 767-3673
E-mail: joe_maloney@hq.dla.mil

Exemptions/CAA

Defense Logistics Support Command
Attn: DLSC-LDT
Ms. Betty Yanowsky Slanta
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221
DSN: 427- 3638 Commercial (703) 767-3638
E-mail: betty_Yanowsky@hq.dla.mil

Figure 204-5. DOT Exemption POC (Cont').

COE POC AMMUNITION AND RELATED ITEMS

ARMY:

Commander, U.S. Army IOC
Attn: JMTCA
Rock Island IL 61299-6000
DSN: 793-3172/5030

Missiles and Related Exemptions
Commander, U.S. Army MICOM
Attn: AMSMI-MMC-LSSC
Redstone Arsenal AL 35898-5110

All Other Items
Chief, AMC, LOGSA PSCC
Attn: AMXLS-TP-T
11 Hap Arnold Blvd
Tobyhanna PA 18466-5097
DSN: 795-7147
Commercial (717) 895-7147

NAVY/MARINE CORPS:

All Exemptions
Naval Weapons Station Earle
NA-XX through 300
PHST Center -- 5024
201 Highway 34, South
Colts Neck NJ 07722-5023
DSN: 449-2821
Commercial (908) 866-2821

NA-XX-300 through
SPAWARSYSCOM NZ-XX-699
Space & Naval Warfare
Systems Command
SPAWAR 04L-1C
Bldg OT1-Room 213 (1120-C)
4301 Pacific Highway
San Diego, CA 92110-3215
No DSN
Commercial (619) 557-0176

NA-XX-400 through
NAVFACENGCOM NA-XX-499
Naval Facilities Engineering
Command
Alexandria VA 22332-2300
DSN: 221-9133
Commercial (703) 325-9133

NA-XX-500 through
NAVSEASYSCOM NA-XX-699
Commanding Officer, Naval Weapons
Station Earle
PHST Center -- 5024
201 Highway 34, South
Colts Neck NJ 07722-5023
DSN: 449-2821
Commercial (908) 866-2821

NA-XX-700 through NASO
NA-XX-849
Naval Inventory Control
Point-Philadelphia
Code 0512.26
700 Robbins Avenue
Philadelphia PA 19111-5098
DSN: 442-5395

NA-XX-850 through NICP-
Mechanicsburg NA-XX-999
Naval Inventory Control
Point-Mechanicsburg
P.O. Box 2020
5450 Carlisle Drive
Mechanicsurg PA 17055-0788
DSN: 430-3505

Figure 204-6. COE POC Ammunition and Related Items.

COE POC AMMUNITION AND RELATED ITEMS (Cont')

AIR FORCE:

AF 1-19
ASC/SY
Bldg #526
2475 K Street, Suite 1
Wright-Patterson AFB OH
45433-7642
DSN: 785-2526
Commercial (513) 255-2526

AF 20-29
DET 10/SDC
1111 E. Mill Street
San Bernardino CA 92408-1621
DSN: 876-8359
Commercial (909) 382-8359

AF 51-60
ASC/
102 D Avenue, Suite 168
Eglin AFB FL 32542-6807
DSN: 872-3978
Commercial (904) 882-3978

AF 226-250
72 ABW/LGTP
7516 Sentry Blvd, Suite 204
Tinker AFB OK 73145-8912
DSN: 339-7969
Commercial (405) 739-7969

AF 251-300
75 ABW/LGT
7530 11th Street, Bldg #8007A
Hill AFB UT 84056-5707
DSN: 458-4514
Commercial (801) 777-4514

AF 301-325
76 ABW/LGTP
401 Wilson Blvd, Bldg 1572, Door 1B
Kelly AFB TX 78241-5340
DSN: 945-7225
Commercial (210) 925-7225

AF 376-400
78 ABW/LGTP
455 Byron Street, Suite 458A
Robins AFB GA 31098-1860
DSN: 468-5007
Commercial (912) 926-5007

Figure 204-6. COE POC Ammunition and Related Items (Cont').

CAA POC

ARMY:

Ammunition and Related Items
Commander, U.S. Army IOC
Attn: AMSIO-JTT
Rock Island IL 61299-6000
DSN: 793-4762
Commercial (309) 782-4762

Missiles and Related Exemptions
Commander, U.S. Army AMCOM
Attn: AMSAM-MMC-LS-MDT
Building 5302 2nd Floor
Redstone Arsenal AL 35898-5110
DSN: 793-5717
Commercial (256) 876-5717

All Other Items
Chief, AMC, LOGSA PSCC
Attn: AMXLS-TP
11 Hap Arnold Blvd
Tobyhanna PA 18466-5097
DSN: 795-6622/7862
Commercial (570) 895-6622/7682

AIR FORCE:

All
HQ Air Force Materiel Command
Attn: AFMC LSO/LOPP
5215 Thurlow Street
Wright Patterson AFB OH
45433-5540
DSN: 787-4503
Commercial (513) 257-4503

DLA

All
HQ Defense Logistics Agency
Attn: DLSC-LDD
8725 John J. Kingman Road
Fort Belvoir VA 22060-6221
DSN: 427-3515/3511
Commercial (703) 767-3515/3511

NAVY/MARINE CORPS:

All
Naval Weapons Station Earle
Naval Packaging, Handling,
Storage, and Transportability
Center, Code 5024
201 Highway 34, South
Colts Neck NJ 07722-5023
DSN: 449-2821
Commercial (908) 866-2821

Figure 204-7. CAA POC.

DOT-E 868
(FIFTH REVISION)

EXPIRATION DATE: DECEMBER 31, 1999
(FOR RENEWAL, SEE 49 CFR SECTION 107.109)

1. GRANTEE: U.S. Department of Defense, Falls Church, VA

2. PURPOSE AND LIMITATION: This exemption authorizes exceptions to requirements for carrier inspection of the method of manufacture, inspection of the packaging, inspection of the vehicle, etc., for the transportation in commerce of certain Division 1.1 through 1.3 explosives, subject to the limitations and special requirements herein, and provides no relief from any regulation other than as specifically stated.

3. REGULATORY SYSTEM AFFECTED: 49 CFR Parts 106, 107 and 171-180

4. REGULATIONS FROM WHICH EXEMPTED: 49 CFR 173.3(a), 173.7(a), 174.9, 174.104(f) and 177.801.

5. BASIS: This exemption is based on the application of the U.S. Department of Defense dated December 11, 1997 submitted in accordance with 49 CFR 107.109.

6. HAZARDOUS MATERIALS (49 CFR 172.101):

Hazardous materials description	Hazard Class	Identification Packing	Proper Shipping Name	Division Number Group
Division 1.1 through 1.3 Military ammunition and explosives subject to security considerations 1.1, 1.2 and 1.3 as appropriate.				

7. SAFETY CONTROL MEASURES:

a. Explosives must be packaged in DOT specification containers (until September 30, 1996); UN packages, or containers of equal or greater strength and efficiency as required by DOD regulations.

b. Explosives must be loaded, blocked and braced by the DOD shipper.

c. Execution of car certificate No. 2 by the rail carrier or his representative is not required. In lieu thereof, the DOD shipper must write or stamp on the car certificate "FINAL INSPECTION MADE UNDER DOT-E 868".

d. If breakage of seals is deemed necessary for any reason, the carrier must follow the instructions furnished by the consignor at the time of shipment.

8. SPECIAL PROVISIONS:

a. Persons who receive the packages covered by this exemption may reoffer them for transportation provided no modifications or changes are made to the packages, all terms of this exemption are complied with and a current copy of this exemption is maintained at each facility from which such reoffering occurs.

b. Shippers using the packaging covered by this exemption must comply with all provisions of this exemption, and all other applicable requirements contained in 49 CFR Parts 171-180.

9. MODES OF TRANSPORTATION AUTHORIZED: Motor vehicle and rail freight. Trailer-on-Flat-Car service is not authorized.

Figure 204-8. Sample Exemption Letter from U.S. DOT.

10. MODAL REQUIREMENTS: A copy of this exemption must be carried aboard each motor vehicle used to transport packages covered by this exemption. For shipments by rail, a copy of this exemption must accompany the shipping papers.

11. COMPLIANCE: Failure by a person to comply with any of the following may result in suspension or revocation of this exemption and penalties prescribed by the Federal hazardous materials transportation law, 49 U.S.C. Section 5101 et seq: All terms and conditions prescribed in this exemption and the Hazardous Materials Regulations, 49 CFR Parts 171-180

Registration required by 49 CFR 107.601et seq., when applicable.

Each "Hazmat employee" as defined in 49 CFR 171.8 who performs a function subject to this exemption must receive training on the requirements and conditions of this exemption in addition to the training required by 49 CFR 172.700 through 172.704.

No person may use or apply this exemption, including display of its number, when the exemption has expired or is otherwise no longer in effect.

12. REPORTING REQUIREMENTS: The carrier is required to report any incident involving explosives fire or explosion or loss of packaging contents or packaging failure to the Associate Administrator for Hazardous Materials Safety (AAHMS) as soon as practicable. (49 CFR 171.15 and 171.16 apply to any activity undertaken under the authority of this exemption.) In addition, the holder(s) of this exemption must inform the AAHMS, in writing, of any incidents involving the package and shipments made under the terms of this exemption.

Issued at Washington, D.C.:

Alan I. Roberts

Alan I. Roberts
Associate Administrator for Hazardous Materials Safety

DATE

Address all inquiries to: Associate Administrator for Hazardous Materials Safety, Research and Special Programs Administration, Department of Transportation, Washington, D.C. 20590. Attention: DHM-31.

The original of this exemption is on file at the above office. Photo reproductions and legible reductions of this exemption are permitted. Any alteration of this exemption is prohibited.

Dist: FHWA, FRA
Updated versions and renewals of this exemption may be obtained at http://www.text-trieve.com/dotrspa/xdotbody.asp

Figure 204-8. Sample Exemption Letter from U.S. DOT (Cont').

JMTCA EXPORT OFFERING

MEMORANDUM FOR JOINT MUNITIONS TRANSPORTATION COORDINATING ACTIVITY (JMTCA)

FROM: *{Shipper or DOD Component}*

SUBJECT: Export Offering

1. Document number.
2. Suffix (if applicable).
3. National Stock Number (NSN).
4. Department of Defense Identification Code (DODIC).
5. Supplemental address (Ship to).
6. Signal code.
7. Nomenclature.
8. Source of supply (shipper).
9. Required delivery date (RDD).
10. Issue priority designator (IPD).
11. Project code.
12. Quantity (each).
13. Pieces.
14. Type pack.
15. Weight.
16. Cube.
17. Proper shipping name.
18. International Maritime Dangerous Goods Code (i.e., Hazard Class/Division 1.1, 1.2, 1.3, etc.).
19. United Nations serial number (UNO).
20. Net explosive weight (NEW).
21. Sensitivity/classification code.
22. Transportation fund citation.

(*Signature Block*)

Figure 204-9. JMTCA Export Offering.

ACKNOWLEDGMENT OF RECEIPT OF AMMUNITION ETRR

Record Position: 1-3
Data Element Number: 1
Field Title or Entry Instruction: Document Identifier
Remarks: R1A

Record Position: 4-16
Data Element Number: 3
Field Title or Entry Instruction: Requester Identifier
Remarks: R11

Record Position: 17-22
Data Element Number: 4
Field Title or Entry Instruction: Shipper
Remarks: From R11

Record Position: 23
Data Element Number: Field Title or Entry
Instruction: Type offer code
Remarks: A-Ammo, B-Breakbulk, and C-Container

Record Position: 24
Data Element Number: N/A
Field Title or Entry Instruction: Reporting MTMC area command
Remarks: E/W-DSC

Record Position: 25-29
Data Element Number: 32
Field Title or Entry Instruction: File Identifier Remarks: Assigned by the MTMC DSC area Command

Record Position: 30-38
Data Element Number: N/A
Field Title or Entry Instruction: Acknowledgment of request
Remarks: N/A

Record Position: 39-46
Data Element Number: N/A
Field Title or Entry Instruction: Blank

Figure 204-10. Acknowledgment of Receipt of Ammunition ETRR.

ACKNOWLEDGMENT OF RECEIPT OF AMMUNITION ETRR
(Cont')

Record Position: 47-58
Data Element Number: N/A
Field Title or Entry Instruction: Specific line number if ammo planning wire
Remarks: N/A

Record Position: 59-70
Data Element Number: N/A
Field Title or Entry Instruction: Blank
Remarks: N/A

Record Position: 71-78
Data Element Number: N/A
Field Title or Entry Instruction: Month, day, and year of acknowledgment
Remarks: Two positions each: month, day and year

Record Position: 79-80
Data Element Number: N/A
Field Title or Entry Instructions: Always "00"

NOTE: Data elements are explained in Appendix U, Section A.

Figure 204-10. Acknowledgment of Receipt of Ammunition ETRR. (Cont')

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)

(Read Instructions before completing this form.)

This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.	1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER

SECTION 1 - DOCUMENTATION	ORIGIN a.	DESTINATION b.
2. CARRIER/GOVERNMENT ORGANIZATION		
3. DATE/TIME OF INSPECTION		
4. LOCATION OF INSPECTION		
5. OPERATOR(S) NAME(S)		
6. OPERATOR(S) LICENSE NUMBER(S)		
7. MEDICAL EXAMINER'S CERTIFICATE*		

8. *(X if satisfactory at origin)*

a. MILITARY HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO			
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*							
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397							

9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*	YES	NO
a. TRUCK/TRACTOR		
b. TRAILER		

SECTION II - MECHANICAL INSPECTION

All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.

10. TYPE OF VEHICLE(S)	11. VEHICLE NUMBER(S)

12. PART INSPECTED *(X as applicable)*	ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT		ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT	COMMENTS (3)
a. SPARE ELECTRICAL FUSES					k. EXHAUST SYSTEM					
b. HORN OPERATIVE					l. BRAKE SYSTEM*					
c. STEERING SYSTEM					m. SUSPENSION					
d. WINDSHIELD/WIPERS					n. COUPLING DEVICES					
e. MIRRORS					o. CARGO SPACE					
f. WARNING EQUIPMENT					p. LANDING GEAR*					
g. FIRE EXTINGUISHER*					q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING					r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS					s. TARPAULIN*					
j. FUEL SYSTEM*					t. OTHER *(Specify)*					

13. INSPECTION RESULTS *(X one)* **ACCEPTED** ☐ **REJECTED** ☐

(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)

14. SATELLITE MOTOR SURVEILLANCE SYSTEM *(X one)* **ACCEPTED** ☐ **REJECTED** ☐

15. REMARKS

16. INSPECTOR SIGNATURE *(Origin)*	17. INSPECTOR SIGNATURE *(Destination)*

SECTION III - POST LOADING INSPECTION

This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.

	ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT	COMMENTS (3)
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR					
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT					
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT					
21. PROPER PLACARDS APPLIED					
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS					
23. COPY OF DD FORM 626 FOR DRIVER					
24. SHIPPED UNDER DOT EXEMPTION 868					

25. INSPECTOR SIGNATURE *(Origin)*	26. DRIVER(S) SIGNATURE *(Origin)*
27. INSPECTOR SIGNATURE *(Destination)*	**28. DRIVER(S) SIGNATURE** *(Destination)*

DD FORM 626, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Page 1 of 3 Pages

Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 204-11. Sample DD Form 626, Motor Vehicle Inspection

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW Part 383.

Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Transportation Regulation (DTR) requirement.)

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator.

Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II*(Continued)*

Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

Figure 204-11. Sample DD Form 626, Motor Vehicle Inspection (Cont')

INSTRUCTIONS

SECTION II*(Continued)*

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83 and 396 Appendix G)

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83 and 396 Appendix G)

l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 396 Appendix G)

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 396 Appendix G)

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFT 396 Appendix G)

o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 177.815(e)(1) and 398.94)

p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.

SECTION II*(Continued)*

q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 396 Appendix G)

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))

t. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.

Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. Shipper will instruct the driver to send a "test" emergency message to DTTS by having the driver activate the "emergency (panic) button". Shipper will contact DTTS at 1-800-826-0794 to verify that test message was received. Message must be received by DTTS for system to be considered operational.

SECTION III - POST LOADING INSPECTION

General Instructions.

All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.

Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR Part 172 Subpart F.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR Part 172 Subpart C. For shipments transported by Government vehicle, shipping paper will be DD Form 836.

Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.

Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Exemption 868, ensure that shipping papers are properly annotated and copy of Exemption 868 is with shipping papers.

Figure 204-11. Sample DD Form 626, Motor Vehicle Inspection (Cont')

1. NOMENCLATURE: TCN NUMBER:
MODEL NO.: SERIAL NO.: BUMPER NO.

SHIPPING PAPER AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES

THIS VEHICLE IS TRANSPORTING HAZARDOUS MATERIALS

2a. LOCATION AND DATE PREPARED	b. DATE OF TRAVEL	c. PAGE OF PAGES

TO BE COMPLETED BY THE UNIT OR SHIPPER T.O. OFFICE.

3. CARGO

PACKAGES		PROPER SHIPPING NAME *(Include RQ, Technical Names, Additional Information per §172.203 as required.)*	HC	UN OR ID NO.	PG	NET TOTAL QTY.	TOTAL AMMO (NEW)
NUMBER a.	KIND b.	c.	d.	e.	f.	g.	h.

4. EMERGENCY NOTIFICATION. IN ALL CASES OF ACCIDENT, INCIDENT, BREAKDOWN OR FIRE, PROMPT NOTIFICATION MUST BE GIVEN TO:

a. SHIPPER'S ADDRESS AND TELEPHONE NO. *(List 24-hour telephone numbers):*	b. CONSIGNEE

FOR SAFE HAVEN/REFUGE, IMMEDIATELY CALL APPROPRIATE MTMC AREA HOTLINE LISTED BELOW:
EASTERN/WESTERN UNITED STATES: 1-800-524-0331
NEW JERSEY ONLY: 1-800-642-1381

24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:

DOD NON-EXPLOSIVE HAZARDOUS MATERIALS ONLY: 1-800-851-8061 TO CALL FROM A SHIP: 804-279-3166 (COLLECT)	DOD HAZARD CLASS 1 (EXPLOSIVES) ONLY CALL ARMY OPERATIONS CENTER - COLLECT 703-697-0218/0219 ASK FOR THE WATCH OFFICER	NATIONAL RESPONSE CENTER (NRC) 1-800-424-8802 TO CALL FROM A SHIP: 202-267-2675 (COLLECT) DOD RADIOACTIVE MATERIAL ONLY - COLLECT: 309-782-3510 ASK FOR STAFF DUTY OFFICER

4c. COPY OF EMERGENCY GUIDE NUMBER(S) _____ ATTACHED.

5. REMARKS

6. CERTIFICATION
THIS IS TO CERTIFY THAT THE HEREIN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED, AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.

a. SIGNATURE OF SHIPPER CERTIFIER	c. SIGNATURE(S) OF VEHICLE OPERATOR(S)
b. PRINT NAME OF SHIPPER CERTIFIER	

DD FORM 836, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 204-12. Sample DD Form 836

EMERGENCY RESPONSE INFORMATION

Guide Numbers 112 and 114 from the U.S. Department of Transportation North American Emergency Response Guide Book (RSPA P 5800.7) are reproduced hereon. These guides are applicable to Hazard Class 1 Materials (Explosives).
Mark an X in the appropriate box:

☐ **USE GUIDE 112 FOR EXPLOSIVES: (1.1), (1.2), (1.3), (1.5) or (1.6) Class A or B**

☐ **USE GUIDE 114 FOR EXPLOSIVES: (1.4) Class C**

For all other hazardous materials or substances, annotate appropriate Emergency Response Guide Book Guide Number in the block below, and attach a copy of the guide number page or pages.

GUIDE 112

POTENTIAL HAZARDS
FIRE OR EXPLOSION:
MAY EXPLODE AND THROW FRAGMENTS 1600 METERS (1 MILE) OR MORE IF FIRE REACHES CARGO.
HEALTH HAZARDS:
Fire may produce irritating, corrosive and/or toxic gases.

PUBLIC SAFETY:
CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer,
CALL CHEMTREC AT 1-800-424-9300.
- Isolate spill or leak area immediately for at least 500 meters (1/3 mile) in all directions. Move people out of line of sight of the scene and away from windows.
- Keep unauthorized personnel away and stay upwind.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING:
- Wear positive pressure self-contained breathing apparatus (SCBA), and Structural firefighters' protective clothing will only provide limited protection.

EVACUATION:
LARGE SPILL
Consider initial evacuation for 800 meters (1/2 mile) in all directions.
FIRE
- If rail car or trailer is involved in a fire and heavily encased explosives such as bombs or artillery projectiles are suspected, ISOLATE for 1600 meters (1 mile) in all directions; also, initiate evacuation including emergency responders for 1600 meters (1 mile) in all directions.
- When heavily encased explosives are not involved, evacuate the area for 800 meters (1/2 mile) in all directions.

EMERGENCY RESPONSE
FIRE
CARGO Fires: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!
- Stop all traffic and clear the area for at least 1600 meters (1 mile) in all directions and let burn. Do not move cargo or vehicle if cargo has been exposed to heat.

TIRE or VEHICLE Fires:
- **Use plenty of water - FLOOD it!** If water is not available, use CO2, dry chemical or dirt. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area.
- Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready.

SPILL OR LEAK
- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded. Do not touch or walk through spilled material.
- DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 feet) OF ELECTRIC DETONATORS.
- **DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST.**

FIRST AID:
- Move victim to fresh air. Call emergency medical care.
- Apply artificial respiration if victim is not breathing.
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

GUIDE 114

POTENTIAL HAZARDS
FIRE OR EXPLOSION:
MAY EXPLODE AND THROW FRAGMENTS 500 METERS (1/3 MILE) OR MORE IF FIRE REACHES CARGO.
HEALTH HAZARDS:
Fire may produce irritating, corrosive and/or toxic gases.
PUBLIC SAFETY
CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer,
CALL CHEMTREC AT 1-800-424-9300.
- Isolate spill or leak area immediately for at least 100 meters (330 feet) in all directions. Move people out of line of sight of the scene and away from windows.
- Keep unauthorized personnel away and stay upwind.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING:
- Wear positive pressure self-contained breathing apparatus (SCBA), and Structural firefighters' protective clothing will only provide limited protection.

EVACUATION:
LARGE SPILL
Consider initial evacuation for 250 meters (800 feet) in all directions.
FIRE
- If rail car or trailer is involved in a fire, ISOLATE for 500 meters (1/3 mile) in all directions; also, initiate evacuation including emergency responders for 500 meters (1/3 mile) in all directions.

CARGO Fires: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!
- Stop all traffic and clear the area for at least 500 meters (1/3 mile) in all directions and let burn. Do not move cargo or vehicle if cargo has been exposed to heat.

TIRE or VEHICLE Fires:
- **Use plenty of water - FLOOD it!** If water is not available, use CO2, dry chemical or dirt. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area.
- Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready.

SPILL OR LEAK:
- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded. Do not touch or walk through spilled material.
- DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 feet) OF ELECTRIC DETONATORS.
- **DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST.**

FIRST AID:
- Move victim to fresh air. Call emergency medical care.
- Apply artificial respiration if victim is not breathing.
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

SUPPLEMENTAL INFORMATION
Packages bearing the 1.4S label contain explosive substances or articles that are designed or packaged in such a manner that when involved in a fire, may burn vigorously with localized detonations and projection of fragments; effects are usually confined to immediate vicinity of packages.
If fire threatens cargo area containing packages bearing the 1.4S label, consider initial isolation of at least 15 meters (50 feet) in all directions. Fight fire with normal precaution from a reasonable distance.

DD FORM 836 (BACK), SEP 1998

Figure 204-12. (back), Sample DD Form 836

INSTRUCTIONS FOR COMPLETING DD FORM 836

GENERAL

DD Form 836 shall be completed by a ***qualified** individual from a transportation office, unit or other organization offering hazardous material for transportation in areas accessible to the general public.

*An individual is considered qualified to complete and sign (certify) DD Form 836, only after having satisfactorily completed either a DoD authorized Hazardous Material Course from one of the DoD-approved schools listed in the Defense Transportation Regulation (DTR) or technical specialist training in accordance with DTR, Part II, Chapter 204, Para (E). **This person shall be appointed in writing by the activity or unit Commander, to include scope of authority.**

Item 1. If applicable, at the top of the page fill in the nomenclature, model number, TCN, and bumper number/serial number, of the vehicle/container.

Item 2a. Enter the place/date the hazardous material was certified (e.g., B, Company 1/8 CAV Motor Pool, Fort Hood, TX 1 AUG 1998).

Item 2b. Enter the date the hazardous material will move.

Item 2c. Enter the page number and total number of pages of the DD Form 836 for the vehicle carrying the hazardous material. Example: "Page 1 of 5 Pages". Leave blank if there are no continuation sheets.

Item 3. Cargo.

Item 3a. Enter the total number of packages by type.

Item 3b. Enter the type of package (e.g., box, pallet, drum, cylinder, container, etc.), the hazardous material is packaged in.

Item 3c. Enter the Proper Shipping Name of the hazardous material and if applicable include the technical name. (Enter additional information as required by 49 CFR, §172.203 - Example: RQ, Inhalation Hazard.)

Item 3d. Enter the Hazard Class/Division and, if applicable, the Compatibility Group.

Item 3e. Enter the Identification Numbers (e.g., UN, NA). The letters "UN" or "NA" must be noted.)

Item 3f. Enter the Packing Group (e.g. I, II, or III) of the hazardous material.

Item 3g. Enter the total Gross, Mass, or Net Quantity for non-explosive material in metric measure. U.S. measure may be added in parentheses.

Item 3h. Enter total Net Explosive Weight (NEW) for ammunition/ explosives (Class I items). NEW information is found in the Joint Hazard Classification System (JHCS) in the column headed NEW (third explosive weight column).

Item 4a. Enter the Shipper's (e.g., unit name, agency, manufacturer, certifying person, etc.) address and telephone number where the hazardous material originated. Telephone number shall be monitored at all times (24 hour) until shipment is received by consignee. Telephone number is for **NOTIFICATION PURPOSES ONLY.** Emergency assistance shall be obtained from the appropriate **24 HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBER.** Additional notification if needed can be annotated in block 5.

Item 4b. Enter the six-digit Department of Defense Activity Address Codes (DODAAC) and/or the in-the-clear geographical location of the ultimate receiver or consignee of the HAZMAT shipment (e.g. Ft. Irwin CA.). (If this is a unit move, the unit name will be the same as that for 4a.) Additional information if needed can be annotated in Block 5.

Item 4c. Enter the ERG #(s) for the materials being shipped. (For materials other than explosives attach a copy of the ERG page, unless the vehicle has a copy of a current ERG.)

Item 5. Additional handling instructions/information. Enter additional information if needed or required concerning the hazardous material or emergency response information. (Example: for materials that must be kept dry, add statement "Keep Away From Water".)

Item 6a and 6b. Certifying person must sign in writing (longhand) and must type or print name legibly in 6b.

Item 6c. Vehicle operator(s) signs to accept responsibility for the load.
Military Drivers: Ensure the operator's OF 346, U.S. Government Motor Vehicle (Operator's Identification Card, contains the appropriate HAZMAT training, vehicle trained on, IAW DoD and component regulations.)
Civilian Drivers: Ensure the operator has a current DOT Commercial Driver License (CDL) IAW Title 49 CFR, Part 383.

NOTES:
1. Units returning from exercise or firing range must have a certified or qualified person to ensure that all HAZMAT is properly repackaged and secured (i.e. blocked, braced, tied down) prior to being transported back to base.

2. Completion of a new DD Form 836 is not required. Original DD Form 836 may be used provided that:

a. Change Item 2a. (Date Prepared) and Item 2b. (Date of Travel) as appropriate.

b. Change Item 3. (Cargo):
(i) HAZMAT used shall be deleted from form by crossing out or lining through.
(ii) HAZMAT which remains, but is in different quantities shall have the correct amounts entered in the appropriate section(s).

EXCEPTION:
c. Change Item 6.a.:
(i) A qualified individual (if available) shall sign in writing (longhand). If a qualified individual is not available, then the Officer-In-Charge (OIC) or Non-Commissioned Officer-In-Charge (NCOIC) shall sign in writing (longhand) to verify that the above procedures have been performed for the return trip to base.
(ii) Cross out original signature if different certifier will be used.

DD FORM 836 INSTRUCTIONS, SEP 1998

Figure 204-12. Sample DD Form 836 Instructions

1. NOMENCLATURE: | TCN NUMBER:

MODEL NO.: SERIAL NO.: BUMPER NO.

SHIPPING PAPER AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES *(Continuation Sheet)*

TO BE COMPLETED BY THE UNIT OR SHIPPER T.O. OFFICE	2c. PAGE OF PAGES

3. CARGO *(Continued)*

PACKAGES		PROPER SHIPPING NAME	HC	UN OR	PG	NET TOTAL	TOTAL
NUMBER	KIND	*(Include RQ, Technical Names, Additional Information per §172.203 as required.)*		ID NO.		QTY.	(NEW)
a.	b.	c.	d.	e.	f.	g.	h.

COPY OF EMERGENCY GUIDNUMBER(S) _____ ATTACHED.

DD FORM 836C, SEP 1998 (EG) Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 204-12. DD Form 836C.

DD FORM 836 INSTRUCTIONS

The DD Form 836 shall be completed by a "qualified" individual from a transportation office, unit, or other organization offering hazardous material for transportation in commerce or areas accessible to the general public.

Step 1. Item 1 - Enter the place and date the material was certified (e.g., Fort Campbell, 1 Jan 95).

Item 2 - Enter the date this material will move in commerce. Enter the page number and total number of pages of the DD Form 836. Mark an "X" on the box if there are continuation sheets. Enter "Page 1 of 5 Pages" or leave blank if there are no extension pages.

Step 2. Item 3 -

a. Indicate the total numbers of packages.

b. Indicate the type package (box, pallet, & etc.).

c. Describe hazardous materials on DD Form 836 (shipping paper) in accordance with the requirements of Title 49 CFR, subpart C, Shipping Papers. (49 CFR 172.200 - 172.205). NOTE: If additional space is required, use continuation sheet DD Form 836C.

Example: Rocket Motors, 1.1C,
UN 0280, PG II
Stannic Phosphide, 4.1, UN 1433, PG I

d. The total weight (e.g., gm, kg, etc.), or volume (e.g., liter, cc, etc.) of hazardous material.

e. Net Explosive Quantity. For explosive (Hazard Class 1) shipments, enter the Net Explosive Quantity (weight) for each proper shipping description listed. Net Explosive Quantity is the metric equivalent of Net Explosive Weight, which shall be obtained from the Joint Hazard Classification System (JHCS) of a DOD Component publication based on the JHCS. NOTE: For transportation, the NEQ (weight) shall consist of the Net Explosive Weight and the Net Propellant Weight combined, as listed in the JHCS.

Figure 204-12a. DD Form 836 Instructions.

DD FORM 836 INSTRUCTIONS
(Cont')

Example: 1 round - NSN 1315-00-761-2073 DODIC C706

Net Explosive Weight (kgs): 1.57642
Net Propellant Weight (kgs): .310793
Net Explosive Quantity (kgs): 1.886213

* An individual who has completed one of the approved hazardous materials certification course from one of the DOD schools or has received function-specific training on the items being shipped is qualified to complete and sign (certify) the DD Form 836.

Step 3. Item 4 -

a. Enter the shipper address and telephone number where the hazardous material originated. Telephone number shall be monitored at all times (24-hour) until shipment is received by consignee. Telephone number is for NOTIFICATION PURPOSES ONLY. Emergency Assistance shall be obtained from the appropriate 24-HOUR EMERGENCY ASSISTANCETELEPHONE NUMBER.

b. Enter the six-digit Department of Defense Activity Address Code (DODAAC) and/or the in-the-clear geographical location of the ultimate consignee (if known) or receiver of HAZMAT shipment.

c. Additional information or notification if needed.

Step 4. Item 5 - Additional handling instruction/information.

Step 5. Item 6 - The official or person who signs Item 6 (a.), must be qualified to certify that the shipment complies with the requirements of this instruction. Signature of certifying official or person must be in writing (longhand).

a. Change Item 1, Date Prepared; and Item 2, Date of Travel, as appropriate.

b. Change Item 3. Cargo.

Figure 204-12a. DD Form 836 Instructions (Cont').

DD FORM 836 INSTRUCTIONS
(Cont')

c. Change Item 6 (a) -

(1) Cross out original signature if different certifier will be used.

(2) A qualified individual (if available) shall sign in writing (longhand). If a qualified individual is not available, then the Officer-In-Charge (OIC) or Non-commissioned Officer-In-Charge (NCOIC) shall sign, in writing (longhand), to verify that the above procedures has been performed for the return trip to base.

Step 6. Item 6b - Signature(s) of operator of vehicle who certifies that material is properly blocked, braced, and safe for transport in commerce.

NOTE:

1. Units returning from exercise or firing range must have a qualified person ensure that all hazardous materials are properly repackaged and secured (i.e. blocked, braced, tied down) prior to transportation.

2. Completion of a new DD Form 836 is not required. Original DD Form 836 may be used provided that:

a. Hazardous materials used shall be deleted from form by crossing out or lining through.

b. Hazardous materials which remain, but are in different quantities shall have the correct amounts entered in the appropriate section(s).

Figure 204-12a. DD Form 836 Instructions (Cont').

CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION

Person responsible for packing the vehicle or container should complete the checklist. Cross out "vehicle" or "container," as appropriate. After completion, sign the certification.

It is hereby declared that the undersigned has visually inspected container/vehicle number *(Container/Vehicle Number)*_____ and certifies that:

_____ The container/vehicle was clear, dry, and apparently fit to receive the goods.

_____ If the consignment includes goods of Class 1 (except Division 1.4), the container/vehicle is structurally serviceable in conformity with Section 12 of the introduction to Class 1 of the IMDG code.

_____ No incompatible goods have been packed into the container/vehicle, unless approved by the competent authority concerned in accordance with 12.2.1.

_____ All packages have been externally inspected for damage, and only sound packages have been packed.

_____ All packages have been properly packed and secured in the container/vehicle.

_____ If container/vehicle is a bulk container, dangerous goods cargo has been evenly distributed.

_____ The container/vehicle and packages therein are properly marked, labeled, and placarded.

_____ When solid carbon dioxide (dry ice) is used for cooling purposes, the container/vehicle is externally marked or labeled in a conspicuous place at the door and, with the words: "DANGEROUS CO2 - GAS (Dry Ice) INSIDE. VENTILATE THOROUGHLY BEFORE ENTERING."

_____ The dangerous goods declaration required in subsection 9.4 of the General Introduction to the IMDG code has been received for each dangerous goods consignment packed in the container/vehicle.

Name/Status, Company/Organization of Signatory:

_____

Place and Date:

_____

Figure 204-13. Sample Container Packing Certificate or Vehicle Packing Declaration.

LIST OF DOT EXEMPTIONS ISSUED TO DOD FOR VESSEL MOVEMENT

Exemption	Purpose
1. DOT-E 7280:	Authorizes DOD to ship, on MSC-controlled cargo vessels, fueled vehicles, such as fixed-wing aircraft and helicopters with the fuel tanks not more than three-quarters full, and permits the transport of these vehicles with battery cables connected if the holds or compartments of the transporting vessels are mechanically ventilated.
2. DOT-E 11274:	Authorizes the transportation of personally-owned fire extinguisher bottles in privately-owned vehicles shipped under military or civilian permanent change of station orders aboard cargo vessels, as not subject to the requirements for documentation and marking and that each extinguisher must be shipped in the trunk or mounted in a secured rack.
3. DOT-E 6999:	Authorizes certain stowage deviations in the transportation of military explosives by vessel.
4. DOT-E 7255:	Authorizes simultaneous loading of two holds within the same hatch when handling military explosives.
5. DOT-E 7536:	Authorizes an increase to the maximum allowable draft weights for five and ten ton rated booms for shipment of military explosives.
6. DOT-E 7548:	Authorizes the stowage of explosives on deck of vessel, over the square of the hatch.
7. DOT-E 11072:	Authorizes the transportation of explosives materials containing white phosphorus of Class 1, Compatibility Group H, stored in ship-borne steel barges instead of steel portable magazines or freight containers.
8. DOT-E 11121:	Authorizes the transportation of certain hazardous materials on board cargo vessels operated under the U.S. Marine Corps Maritime repositioning Force (MPF) program and MSC charter utilizing alternative stowage and segregation provision to those specified 49 CFR 176.
9. DOT-E 868	Authorizes the exceptions to requirements for carrier inspection of manufacture, vehicle, loading, etc. for transportation of Division 1.1, 1.2 and 1.3 explosives loaded by Department of Defense shippers in DOT Specification containers.

Figure 204-14. List of DOT Exemptions Issued to DOD for Vessel Movement.

10. DOT-E 1479	Authorize the transportation of a poisonous cryogenic liquid and a nonflammable cryogenic liquid classed as Division 2.3 material, in non-DOT specification cargo tanks.
11. DOT-E 2136	Authorizes the shipment of radioactive materials with explosives in Department of Defense containers packaged and loaded by the Department of Defense without carrier inspection.
12. DOT-E 2709	Authorizes the transportation of certain 1.1G, 1.1D and 1.3G liquid explosives in DOT specification packagings.
13. DOT-E 2787	Authorizes the shipment of certain Division 2.2 materials in non-DOT specification pressure vessels equipped with w regulating valve.
14. DOT-E 3004	Authorizes the use of a non-DOT specification cylinder for transportation of certain Division 2.1 or 2.2 materials.
15. DOT-E 3121	Authorizes the transportation of certain poisonous material classed as Division 2.3, in DOT Specification MC 338 cargo tanks.
16. DOT-E 3128	Authorizes the use of a non-DOT specification cylinder for transportation of a Division 1.4 explosive and Division 2.2 gas.
17. DOT-E 3415	Authorizes the transport of rocket motors, containing certain Division 1.1, 1.2 or 1.3 explosives, without overpacking.
18. DOT-E 3498	Authorizes the transport of open top vehicles, military combat & tactical vehicles loaded w/their combat supply of accessory ammunition up to 6000 pounds and not to exceed 18 percent of net weight of vehicle.
19. DOT-E 5022	Authorizes the shipment of certain Division 1.1, 1.2 and 1.3 explosives in temperature controlled equipment.
20. DOT-E 5112	Authorizes the use of a specially designed kettle drum type aluminum containers for transportation of a Division 1 explosive.
21. DOT-E 6890	Authorizes the transport of an explosive severance system consisting of linear segments which may contain up to 79 grams of hexanitrostilbene.
22. DOT-E 6908	Authorizes certain variances from the specifications for DOT Specification 39 cylinders for shipment of certain Division 2.2 materials flammable gases.

Figure 204-14. List of DOT Exemptions Issued to DOD for Vessel Movement (Cont').

23. DOT-E 6944	Authorizes the transport of a liquid Division 1.1 or 1.2 material in a specially designed stainless steel desiccator.
24. DOT-E: 6974	Authorizes the use of non-DOT specification cylinders for transportation of certain nonliquefied compressed gases.
25. DOT-E 7280	Authorizes fuel tanks to be 3/4 full instead of 1/4 full and vehicles to be transported with battery cables connected if the holds or compartments of a vessel in which vehicles are loaded are mechanically ventilated.
26. DOT-E: 7573	Authorizes the transport of certain hazardous materials presently forbidden or in quantities greater than allowed for cargo-only aircraft.
27. DOT-E: 7605	Authorizes the transport of certain explosives contained in a partially dis-assembled aircraft or canopy assembly.
28. DOT-E: 7834	Authorizes the transport of nonliquefied sulfur hexafluoride in certain X-ray machines overpacked in strong wooden or fiberboard boxes.
29. DOT-E: 7945	Authorizes the use of a non-DOT stainless steel cylinder similar to the DOT Specification 4DS cylinder.
30. DOT-E: 8086	Authorizes the transport of a cruise missile containing hazardous materials.
31. DOT-E: 8228	Authorizes the transport of packages containing not in excess of 35 grams of one type of explosive material or one explosive device, not exceeding 35 grams, in any one package.
32. DOT-E: 8307	Authorizes the shipment of a nonpyrotechnic mixture of certain Class 8 materials, gas and an explosive charge in a non-DOT specification container.
33. DOT-E: 8427	Authorizes the use of a DOT Specification 3A or 3E stainless steel cylinder for shipment of anhydrous hydrazine.
34. DOT-E: 8445	Authorizes the shipment of various hazardous substances and wastes packed in inside plastic, glass, earthenware or metal containers, overpacked in a DOT specification removable head steel, fiber or polyethylene drum only for the purposes of disposal, repackaging or reprocessing.

Figure 204-14. List of DOT Exemptions Issued to DOD for Vessel Movement (Cont').

35. DOT-E 8451	Authorizes the transport of not more than 25 grams of Division 1.1 materials and pyrotechnic materials in a special shipping container.
36. DOT-E: 8569	Authorizes the shipment of 6.6 gallons of hydrazine, aqueous solution in non-DOT specification F-16 emergency fuel tanks.
37. DOT-E: 9232	Authorizes the shipment of explosives and other hazardous materials forbidden or in quantities greater than those prescribed by commercial air carriers activated under the Civil Reserve Air Fleet during a contingency airlift or national emergency.
38. DOT-E: 9323	Authorizes the shipment only by the U.S. Department of Defense of gasoline and JP-4 and JP-5 fuel, Class 3 liquids, in non-DOT specification collapsible, fabric reinforced rubber drums of 500-gallon capacity.
39. DOT-E: 9528	Authorizes the transport of nonself-propelled Aerospace Ground Equipment with gasoline or aviation fuel in the tanks.
40. DOT-E: 9550	Authorizes the carriage of a cesium clock containing 5 grams of cesium and wet storage batteries in the passenger compartment of an aircraft.
41. DOT-E: 9571	Authorizes the transport of not more than 5 grams of an approved or unapproved explosive in a special packaging essentially without regulation.
42. DOT-E: 9649	Authorizes radiation levels slightly higher than normally allowed for limited quantity Class 7 materials and relief from certain marking requirements for the depleted uranium component of the packages.
43. DOT-E: 10335	Authorizes the shipment of bromotrifluoromethane in DOT Specification 4BA 400 and 4BW 400 cylinders equipped with fusible pressure relief devices.
44. DOT-E: 10399	Authorizes the shipment of an explosive, rocket ammunition with smoke projectile, reclassified as a Division 1.2 or 1.3 explosive, and packed in accordance with 49 CFR 173.90.
45. DOT-E: 10631	Authorizes the use of a DOT Specification MC 338 cargo tank for shipment of certain hazardous materials.
46. DOT-E: 10897	Authorizes the transportation of a water reactive material in special packging without being labeled or marked with the proper shipping name.

Figure 204-14. List of DOT Exemptions Issued to DOD for Vessel Movement (Cont').

47. DOT-E: 10925	Authorizes the transportation of dimethylhydrazine, Class 3 material and nitrogen tetroxide Division 6.1 materials in 55 gallon DOT specification containers aboard cargo only aircraft.
48. DOT-E: 11072	Authorizes the transportation of explosive materials containing white phosphorus of Division 1, Compatibility Group H stored in shipborne steel barges instead of stored in steel portable magazines or freight containers.
49. DOT-E: 11077	Authorizes the transportation of Class 6.1 and Class 8 materials, in a limited number of UN1A1 and DOT 42B drums which do not meet all requirements of 49 CFR 173.226 and 173.227.
50. DOT-E: 11121	Authorizes the transportation of certain hazardous materials on board cargo vessels operated under the U. S. Marine Corps Maritime Prepositioning Force (MPF) program and Military Sealift Command charter utilizing alternative stowage and segregation provision to those specified in 49 CFR Part 176.
51. DOT-E: 11172	Authorizes the transportation of non-DOT specification (spherically shaped) cylinders, comparable to DOT specification 3A, used in a deep submergence rescue system designed to remove crew members trapped in a disabled submarine, to store air, nitrogen, and oxygen in non-liquefied form.
52. DOT-E: 11173	Authorizes the transportation of certain hazardous materials in stainless steel cylinders conforming in part with the DOT-4BW specification.
53. DOT-E: 11200	Authorizes the transportation in commerce of methylhydrazine in DOT Specification 110A500W multi-unit tank car tanks, which are not fitted with a pressure relief device.
54. DOT-E: 11452	Authorizes the transportation of certain non-DOT specification cylinders containing certain Division 2.2 materials.
55. DOT-E: 11486	Authorizes the transportation of glass ampoules containing certain Division 2.3 materials for disposal in a non-DOT specification packaging known as a single round container.
56. DOT-E: 11629	To authorize the emergency transportation of commerce of certain simulators that have a history of outgassing hydrogen due to a reaction between the magnesium based pyrotechnic compounds and internal moisture.

Figure 204-14. List of DOT Exemptions Issued to DOD for Vessel Movement (Cont').

57. DOT-E: 11697	To authorize an alternative stowage method for MSC chartered LASH type vessels to carry Division 1 explosives in LASH barges within 10 feet of machinery spaces under certain conditions.
58. DOT-E: 11701	To provide for a 3-year hydrostatic pressure test and to extend the life of non-DOT specification cylinders to 30 years used in the missile program.
59. DOT-E: 11952	To authorize the emergency transportation in commerce of specially designed packaging consisting of a cylinder containing less than 7.22 cubic inches of nitrogen, compressed, Division 2.2.
60. DOT-E: 11986	Request for emergency exemption to authorize the stowage of Division 1.2, comp. Group L explosives in a freight container below deck aboard large, med. speed roll on/roll off vessels.
61. DOT-E: 11989	Request for an emergency exemption from segregation requirements aboard vessels for explosive materials.
62. DOT-E: 12162	Request for an emergency exemption to authorize the use of non-DOT specification containers for certain compressed gases.

Figure 204-14. List of DOT Exemptions Issued to DOD for Vessel Movement (Cont').

CHAPTER 205

MOVEMENT OF SECRET, CONFIDENTIAL, CCI, AND SENSITIVE MATERIAL

A. GENERAL

1. This Chapter implements the policies of DOD 5100.76-M for transportation of sensitive conventional Arms, Ammunition, and Explosives (AA&E); DOD 5200.1-R for classified shipments; and National Security Agency Communication Security Manual (NSACSM) for CCI shipments. It establishes procedures and responsibilities applicable to worldwide shipments requiring Transportation Protective Service (TPS). Nothing herein is to be construed to prohibit transportation security responsibilities and procedures as established by the CINCs. Department of Energy (DOE)-funded shipments are not included in this Chapter. For DOE information, call (505) 844-7269 or DSN 244-7269.

2. The following are types of shipments:

a. DOD-funded.

b. Made under the DOD FMS program.

c. Made by a contractor or subcontractor.

d. Shipments funded by other government agencies participating in the DOD industrial security program.

3. TPS guidelines set forth in this Chapter are the minimum requirements applicable to the movement of sensitive and classified material, including demilitarized and retrograde cargo. TPS guidelines accomplish the following:

a. Prescribe procedures for insuring adequate protection of material requiring TPS and for minimizing freight loss and damage caused by negligence or unauthorized or illegal acts.

b. Establish procedures to maintain shipment accountability.

c. Provide a means for corrective or compliance action, when required.

B. POLICIES

1. Shipments of unclassified, non-sensitive material may be combined with material requiring TPS if the required TPS is applied to the entire shipment.

2. Trailers containing material requiring TPS must always be connected to tractors during shipment except when stopped at a:

a. DOD activity for loading or unloading.

b. Carrier terminal for servicing.

c. Carrier-designated point where the driver or qualified carrier representative maintains continuous surveillance over the shipment while disconnected.

d. State or local safe haven location which meets terminal security standards.

e. DOD safe haven or refuge location, in emergencies.

C. RESPONSIBILITIES

1. TCCs or overseas theater CINC will:

a. Develop, administer, and maintain transportation security procedures for TPS.

b. Provide transportation security advice and assistance to TOs and carriers.

c. Monitor carrier compliance with TPS requirements.

d. Investigate transportation security incidents and accidents within assigned geographical areas of responsibility.

2. DOD Components will ensure that shipping activities comply with DOD transportation security procedures for shipments requiring TPS.

3. TO will:

a. Ensure shipments of TOP SECRET material are routed by the Defense Courier Service in accordance with AR 66-5/OPNAVINST 5130.2/AFR 183-2, Defense Courier Service.

b. Ensure shipments requiring TPS be released to approved carriers that provide the appropriate level of service.

c. For air, instruct the carrier to load TPS shipment to preclude access by passengers and crew while in flight.

d. Request routing instructions from TCC or theater CINC for all export and import TPS shipments.

e. Forward AA&E shipments under appropriate measures prescribed in Figure 205-1.

f. Release classified shipments as follows:

(1) SECRET shipments must be tendered to cleared carriers that provide Protective Security Service (PSS) prescribed in Figure 205-1. When a cleared carrier is not

available, shipments may be made by an approved carrier that is not cleared, provided shipment is in the custody of escorts of couriers cleared for SECRET.

(2) CONFIDENTIAL shipments must be tendered to carriers that provide DOD Constant Surveillance Service (CSS). As an alternative, appropriately cleared escorts may be used.

(3) The GSA Small Package Air Express contractor is approved to transport SECRET and CONFIDENTIAL packages. See paragraph T of this Chapter for further discussion.

g. Confirm current SECRET clearance of drivers prior to releasing SECRET shipments or status of National Agency Check (NAC) investigation for shipments requiring Dual Driver with NAC (DN). Current clearance status may be obtained from the Defense Industrial Security Clearance Office (DISCO), Columbus OH, (614) 238-2265 or DSN 850-2265. Confirmation of NAC information for DN shipments may be obtained from MTMC at (703) 681-6109 or DSN 761-6109. Driver is required to maintain a letter on him/her at all times.

h. Ensure motor vehicle is equipped with an operational communication system capable of obtaining emergency assistance.

i. Secure package material requiring TPS in accordance with appropriate packaging regulations.

j. Mark and label TPS material in accordance with Military Standard 129. Restrictions on marking are found in paragraph I.

k. Before releasing a shipment requiring TPS (except those requiring PSS), ensure the driver possesses valid operators license; medical examiner's certificate; employee record card or similar document with the driver's photograph; a route plan, as prescribed by 49 CFR; and certification of Hazard Class/Division 1.1, 1.2, or 1.3 explosives safety training, if applicable. TO must be able to verify a driver's affiliation with the carrier named on the bill of lading.

l. Prepare a REPSHIP message in accordance with Figure 204-3 or 204-4, as applicable.

m. Enter AA&E shipments moving under Satellite Motor Surveillance Service (SMSS) in the Defense Transportation Tracking System (DTTS) by calling 1 (800) 826-0794, before carrier is released.

n. Provide the same degree of TPS for the motor segment of intermodal shipments (such as motor-air taxi-motor) as that required for direct motor movement.

o. Route Security Risk Category (SRC) I and II material via single carrier providing door-to-door service.

p. Ensure GBL is annotated with DTTS instructions as applicable, i.e., TO's responsibility to report to DTTS and origin TO if shipment not received within 24 hours of Estimated Time of Arrival (ETA) and input of SRC I shipments into DTTS when received.

4. Destination TO will notify the origin TO and DTTS, 1 (800) 826-0794, when an AA&E shipment moving under SMSS is not received within 24 hours of the ETA or when carrier cannot give a reasonable explanation for delay.

5. Procedures in the National Industrial Security Program Manual (NISPOM) will be used for the transportation of SECRET material by commercial carriers. For information on commercial carrier employee clearances, contact DISCO, P.O. Box 2499, Columbus, OH 43216; duty-hours telephone: (614) 236-2133, after-duty hours: (614) 236-2058; customer service contact: (614) 236-3724 or DSN 850-3724. Contact regional Defense Investigative Service (DIS) offices on matters pertaining to granting, denying, suspending, revoking, or terminating SECRET facility security clearance and DOD Transportation Security Agreement.

D. RISK CATEGORY DETERMINATION

Determine risk categories for specific sensitive material items by using the following guidance or contact phone numbers:

1. For Army-Sponsored Shipments: Army Master Data File (AMDF) or AR 190-11. POC telephone numbers for IOC-managed material are (309) 782-6805 or DSN 793-6805. POC telephone numbers for Missile Command (MICOM) managed material are Commercial: (205) 842-8034 / 876-4812, DSN: 788-8034 / 746-4812.

2. For Navy or Marine Corps-Sponsored Shipments: NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials. POC telephone number for the Naval Ordnance Center are (301) 743-6055 or DSN 354-6055.

3. For Air Force or DLA Sponsored Shipments: DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

4. Risk Assessment.

a. Definition. Risk assessment as used in this Chapter is a means to determine the risk and requirements for protection of inert and training ordnance, and sensitive non-ordnance assets that do not require a TPS under table 205-1 or 205-2. The TPS prescribed in this Chapter are not mandatory but are recommended for consideration by service and agency item managers, shippers, and supporting contractors subscribing to the standards of the DTR. These recommendations pertain to normal peacetime shipments. During periods of heightened threat, additional security measures may be required to provide adequate in-transit protection.

(1) Ordnance is defined as explosives, chemicals, pyrotechnic and similar stores; e.g., bombs, guns and ammunition, flares, smoke, napalm (JCS Pub 1-02).

(2) Inert ordnance is defined as an ordnance asset that is not operationally usable in combat for various reasons. An inert ordnance asset never has an operational warhead.

(3) Training ordnance is inert ordnance that has a training use.

(4) Sensitive non-ordnance items are those that do not have minimum protection specified in existing regulations but may be sensitive for transportation via commercial carriers.

b. Purpose. Protection of DOD assets in transportation must be based on a realistic assessment of the associated risks. The goal is to prevent loss, theft, vandalism or damage in transit. Performing risk analysis allows the user to prioritize assets so that transportation protection can be applied in the most efficient and cost effective manner possible.

c. Asset Categories. DOD asset types described herein and potentially at risk include:

(1) Inert and Training Ordnance.

(2) Sensitive non-ordnance assets.

d. Components of risk. Risk is composed of the factors of asset value, likelihood of aggressor activity, and likelihood of adverse public reaction if an accident or incident occurs in transportation.

(1) Asset value. The value or importance of the asset to the user and the service, agency or DOD. The risk level increases with increasing asset value in the risk analysis model.

(2) Likelihood of aggressor attack. The attractiveness of the asset to various aggressors.

(a) Likelihood includes consideration of the following vulnerabilities:

1 Motor transport: The asset is being transported in open commerce with the first line of defense consisting of state or local law enforcement in event of an accident or incident

2 Air transport: The asset is subject to motor vehicle pickup and delivery and aircraft transit through commercial airports.

3 Rail transport: The asset is in a rail cars or container on a flatcar moving in open commerce.

(b) Likelihood also considers the types of aggressors who may attack military shipments for various reasons.

1 Vandals: Small groups or individuals (usually juveniles) who deface or damage military property in shipment for various reasons.

2 Criminals: Includes unskilled or semi-skilled criminals who attack military shipments in transit to acquire the cargo. Experience has shown they have basic tools available to open containers and vehicles, including bolt cutters, pry bars, and hack saws. History has also shown that most military shipments are attacked as targets of opportunity, and they have not traditionally been victims of extensive planning and plotting for attack.

3 Terrorists: Includes domestic militia groups as well as international groups that may use military assets such as weapons systems or components for their own ends.

4 Intelligence Agents: Includes agents attempting to exploit weapons systems capabilities and other technologies in behalf of developed or third world countries.

(3) Adverse public response. The potential for adverse public response arises when the public may view (rightfully or not) that their safety is threatened by compromise of the asset.

e. Risk Category Determination. The Risk Assessment Table in figure 205-3 may be used to evaluate the risk and associated TPS for inert and training ordnance and sensitive non-ordnance assets that do not require protection under Figure 205-1 or 205-2. The following publications and points of contact should be consulted to determine whether assets have already been assigned SRCs for transportation:

(1) For Army-sponsored shipments: AMDF or AR 190-11. POC telephone numbers for IOC-managed material are (309) 782-6805 or DSN 793-6805. POC telephone numbers for MICOM-managed materials are Commercial: (205) 842-8034/876-4812, DSN: 788-8034/746-4812.

(2) For Navy or Marine Corps-sponsored shipments: NAVSEA SWO-20-AC-SAF-010/020/030. Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials. POC telephone number for the Naval Ordnance Center is (301) 743-6055 or DSN 354-6055.

(3) For Air Force or DLA sponsored shipments: DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives.

f. Risk analysis procedure. The following procedure will be applied to determine the appropriate TPS for inert and training ordnance and sensitive non-ordnance assets being considered for protection (Include those under development and production as well as those in the existing supply system):

(1) STEP 1: Try to match the shipment with the asset category in the Risk Assessment Table. If an item does not clearly fall within an identified asset category, find the closest approximation.

(2) STEP 2: Determine the appropriate TPS (if any) in the table. If an item(s) to be shipped falls in more than one asset category, select the most stringent applicable TPS.

Example: A shipment for motor transportation contains inert ordnance, more than 100 lbs, and it is also a high dollar item . The most stringent applicable TPS is Signature and Tally Service (ST) (because of its high dollar value). Therefore, consider using ST for this shipment.

(3) STEP 3: Determine the likelihood of aggressor attack by Vandals, Criminals, Terrorists, and/or Intelligence Agents as identified in the table. Coordinate the determination with the supporting Law Enforcement or Security Office.

(4) STEP 4: Determine the likelihood of adverse public response if the asset is compromised. Base an evaluation on experience with instances of adverse publicity in the past for incidents involving these types of assets in transit. Coordinate the determination with the Public Affairs Officer.

(5) STEP 5: Determine the appropriate TPS (if any) in the table. If an item fits in an asset category and, in the judgement of the user, meets criteria for one or more of the associated risks (value, aggressors, public concern), it is recommended that the TPS in the table be used. If an item (s) to be shipped falls in more than one asset category, select the most stringent applicable TPS.

Example: A shipment for motor transportation contains inert ordnance, more than 100 lbs, and it is also a high dollar item. The most stringent applicable TPS is CSS (because of its high dollar value). Therefore, consider using CSS for this shipment.

Risk Assessment Table

ASSET CATEGORY	VALUE	AGGRESSORS	PUBLIC CONCERN	RECOMMENDED TPS MOTOR/AIR/RAIL
		INERT AND TRAINING ORDNANCE		
WITH SENSITIVE TECHNOLOGY	HIGH	HIGH (ALL TYPES)	HIGH	CIS/CIS/RMS [1,2,3,4]
EXPORT CONTROLLED	HIGH	HIGH (ALL TYPES)	HIGH	CIS/CIS/RMS [1,2,3,4]
HIGH DOLLAR ($50,000 UP)	HIGH	HIGH (ALL TYPES)	MEDIUM	CIS/CIS/RMS [1,2,3,4]
PILFERABLE (CODE "P")	MEDIUM	MEDIUM (VAN/CRIM)	MEDIUM	CIS/675/MTX [1,2,3,4]
INERT LESS THAN 100 LBS	LOW	MEDIUM (VAN/CRIM)	MEDIUM	CIS/675/MTX [1,2,3,4]
WITH DIV 1.4 EXPLOSIVES	LOW	MEDIUM (VAN/CRIM)	MEDIUM	CIS/675/MTX [1,2,3,4]
INERT 100 LBS OR MORE	LOW	LOW (VAN/CRIM)	HIGH	SECURITY TARP [1,2,3]
		SENSITIVE NON-ORDNANCE		
NIGHT VISION DEVICES	HIGH	HIGH (CRIM)	HIGH	CIS/CIS/RMS [1,2,3,4]
SENSITIVE TECHNOLOGY	HIGH	HIGH (INTEL)	HIGH	CIS/CIS/RMS [1,2,3,4]
EXPORT CONTROLLED	HIGH	HIGH (INTEL)	HIGH	CIS/CIS/MTX [1,2,3,4]
CONTROLLED MEDICAL	HIGH	HIGH (CRIM)	HIGH	675/675/MTX [1,2,3,4]
HIGH DOLLAR ($50,000 UP)	HIGH	HIGH (VAN/CRIM)	MEDIUM	675/675/MTX [1,2,3,4]
PILFERABLE (CODE "P")	MEDIUM	MEDIUM (VAN/CRIM)	MEDIUM	675/675/MTX [1,2,3,4]
WITH UNCAT DIV 1.4 EXPLOSIVES	LOW	LOW (VAN/CRIM)	MEDIUM	SECURITY TARP [1,2,3]

FOOTNOTES/ABBREVIATIONS

1. FOLLOW TL/LTL STANDARDS OF FIGURE 205-1 (CAT III/IV/UNCAT) FOR SHIPMENT PACKING, SEALING, AND CARRIER REQUIREMENTS	675 = SIGNATURE & TALLY RECORD (ELECTRONIC SIGNATURE SERVICE MAY BE SUBSTITUTED)
2. USE SECURITY TARP ON THESE SHIPMENTS	CIS = DOD CONSTANT SURVEILLANCE SERVICE
3. FOR ASSETS FALLING IN MORE THAN ONE CATEGORY, SELECT MOST STRINGENT APPLICABLE TPS	RMS = RAIL INSPECTION SERVICE
4. CONTAINER ON FLATCAR IS OK	MTX = MILITARY EXPEDITING SERVICE (A TRACKING & REPORTING SERVICE)

VAN=Vandals CRIM=Criminals INTEL=Hostile Intel TERR=Terrorist Threat

Figure 205-1. Risk Assessment Table

E. TPS DETERMINATION

Material requiring TPS must be shipped in accordance with minimum security standards prescribed in Figure 205-1 or 205-2, as applicable.

F. SMALL SHIPMENTS OF ARMS, AMMUNITION, AND EXPLOSIVES

1. For purposes of this section, a small shipment of AA&E is defined as weighing 200 lbs. or less, or a shipment of arms consisting of 15 weapons or less. Shipment splitting should be considered for arms shipments to allow use of U. S. Postal Service registered mail.

2. If selected mode is LTL, shipments (except weapons) must be over-packed to a minimum of 200 lbs.

3. Motor shipments placed in a closed, locked vehicle or locked containers, such as a dromedary or similar equipment, do not require over-packing.

4. Small shipments of unclassified, Category III, IV, and Uncategorized Class/Division 1.1, 1.2, and 1.3 explosives may be shipped using DOD CSS in an approved, locked container such as a dromedary, MILVAN, SEAVAN, trailer, or closed equipment.

5. U.S. Postal Service registered mail and return receipt requested shipments are acceptable alternatives to commercial transportation for arms (including Categories II, III, and IV) and missile components (excluding ammunition and explosives). These shipments may be sent within CONUS when package size and weight meet U.S. Postal Service requirements.

6. For air shipments, each carrier will specify weight limitations and procedures for shipping munitions or other HAZMAT (See Chapter 204).

G. SEALING OF MOTOR CONVEYANCES

1. Shippers will apply DOD-approved seals on motor shipments of material requiring TPS when use is prescribed in Figure 205-1 or 205-2. An express air carriers' motor vehicle transporting shipments on local pickup or delivery service must be locked but not required to be sealed. Seal application by shipper does not constitute a request for exclusive use of vehicle. See paragraph H when exclusive use of vehicle is required.

2. Carrier may remove shipper seal in an emergency or at stop-off points, including carrier terminals, and replace with an equivalent seal. When seal is replaced, carrier must use a DOD-approved seal (see paragraph H) and annotate the new seal number on the GBL (see subparagraph 4 below).

3. TO may remove shipper seals at stop-off points or for emergency purposes and replace with seals meeting requirements of paragraph H.

4. When a seal is replaced by a carrier or TO for any reason, the following information must be entered on the GBL:

a. Replacement seal number.

b. Date and time replacement seal applied.

c. Reason for replacement.

H. SEALS FOR EXCLUSIVE USE

1. When exclusive use of a closed and locked compartment or vehicle is required for movement of material requiring TPS, a serially-numbered cable seal lock National Stock Number (NSN) 5340-00-084-1570, bolt seal (NSN 5340-01-260-9935), or other DOD-approved seal on carload or truckload shipments must be applied. Figure 205-3 contains information on approved cargo security seals. In an emergency when seal is replaced, the TO must notify the consignor and consignee.

2. Annotate seal numbers in GBL Item 24.

I. PACKAGE MARKINGS

Exterior containers will not be marked to indicate the security classification or TPS required. However, when a shipment is made by military airlift, DD Form 1387-2 (Special Handling Data/Certification) must show the TPS required to comply with DOD Regulation 4500.32_R, MILSTAMP.

J. REQUEST FOR ROUTING

When requesting route orders from TCC or theater CINC, in addition to information required by Chapter 202, TOs must also provide the identity of materials and risk categories.

K. GBL

When classified or sensitive ammunition or explosives are shipped by motor carrier, and the optional service of SE is used, personnel performing the service will be provided with a duplicate copy of shipping papers and instructed to keep these papers it in their custody.

L. REPSHIP

Shippers of TPS material will forward a REPSHIP to the consignee. Shippers shall notify the designated receiver no later than two hours after a shipment's departure. Such notification will be by telephone, fax, or other immediate electronic means, i.e., DTTS. All receivers shall establish and maintain suspense lists to ensure timely receipt of the material.

M. UNIT MOVES

1. When commercial carriers are used to transport sensitive weapons and ammunition of the same caliber, they will not be combined in the same package or on the same pallet unless the shipment consists of only one pallet.

2. When TPS material is being transported by MOV, protection equivalent to that required for movement by commercial carriers, as specified in DOD Component regulations, will be provided by the requesting unit or motor transport.

3. Uncategorized hazard class/division 1.1, 1.2, and 1.3 ammunition and explosives will be provided TPS in accordance with Figure 205-1.

N. TARPAULIN REQUIREMENTS

1. When specifically required by the DOD activity, using a flat bed trailer, flat-rack container, or similar open equipment to transport AA&E, the load must be completely covered by tarpaulin. The requirement for use of a tarpaulin will be annotated on the GBL.

2. The tarpaulin used must be fire and water resistant and be securely fastened by the carrier to the trailer to protect the load.

O. TPS REQUIREMENTS AND STANDARDS

1. DOD CSS. CSS requires constant surveillance of a shipment at all times by a qualified carrier representative. CSS is required for CONFIDENTIAL shipments and for small quantity movements of Security Risk Category (CAT) III, IV, and Uncategorized Division 1.1, 1.2, and 1.3 (UNCAT) AA&E.

a. For motor shipments, carriers providing CSS must:

(1) Maintain a DD Form 1907 (Signature and Tally Record) or equivalent carrier-furnished signature and tally record. Figure 205-5 contains a sample completed DD Form 1907.

(2) During brief stops, ensure a qualified carrier or terminal representative remains with the vehicle, is awake and not in a sleeper berth, or remains within 100 feet of the vehicle with the vehicle in full, unobstructed view.

(3) During lengthy stops, ensure the vehicle is parked only at a carrier terminal, a state or local-approved commercial safe haven under 49 CFR, or during emergencies, in a DOD-safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a commercial safe haven, a qualified carrier or terminal representative must keep the shipment in full view and stay within 100 feet of the vehicle or shipment at all times, or shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier (or terminal) representative at all times. As an alternative, the material may be placed in a security cage in accordance with Figure 205-5.

(4) When motor transport service is also provided in connection with air, rail, or water shipments, CSS procedures will apply for the motor segment of the move.

b. For air shipments, carriers providing CSS must:

(1) Maintain a DD Form 1907 or equivalent carrier-furnished signature and tally record.

(2) For parked aircraft with TPS material on board, ensure aircraft is parked within the confines of a commercial airport that has access control under FAA rules and guidelines or on a military installation or DOD contractor location. If the aircraft is parked anywhere else, or if the classified/sensitive cargo is removed from the aircraft or awaiting loading or unloading, the shipment must be under required degree of observation by employees of the airline transporting it as required by the terminal standards for PSS or CSS. As an alternative to observation, the shipment may be placed in an appropriate security cage in accordance with Figure 205-6.

(3) Observation of the shipment is not required during the period it is stored in an aircraft or on a ship in connection with flight or sea transit, provided the shipment is loaded into an appropriately secured, approved container. Observation is required during loading and unloading operation and at any intermediate stops along the flight or sea route.

2. Dual Driver Protective Service (DD). DD requires continuous attendance and surveillance of a shipment, and classified ordnance material, by two qualified drivers. DD is required for Cat III and IV and uncategorized (UNCAT) AA&E shipments. Carrier drivers providing DD must:

a. Maintain a DD Form 1907, or equivalent, carrier-furnished signature and tally record.

b. Meet the TPS requirements specified in paragraph A.3.

c. Ensure at least one driver remains in the cab of the vehicle, or remains within 25 feet of the vehicle, during brief stops, provided the vehicle is within full, unobstructed view.

d. Ensure during lengthy stops that the vehicle is parked only at a carrier terminal, a state or local approved commercial safe haven under 49 CFR, or during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or commercial safe haven, a qualified carrier or terminal representative must keep the shipment in view and stay within 25 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. As an alternative the material may be placed in a security cage in accordance with figure 205-5.

3. DN. DN has the same requirements as DD with the addition that the drivers must have undergone a DOD national agency check for trustworthiness. DN is required for CAT I and II AA&E shipments. (see paragraph C.3.g. for additional requirements).

4. Motor Surveillance Service (MSS). MSS is an optional TPS which requires the carrier to provide telephonic vehicle location reports at time intervals specified on the bill of lading.

5. PS. PSS is used for SECRET shipments and must be provided by a DIS cleared carrier qualified by MTMC to transport SECRET shipments. Cleared and qualified carriers furnishing PSS must:

a. Provide continuous attendance and surveillance of the shipment by qualified carrier representatives.

b. Maintain a DD Form 1907, or equivalent, carrier-furnished signature and tally record.

c. Use dual drivers who are SECRET-cleared under the DOD Industrial Security Program.

d. If time or distance does not permit delivery during the same day of pickup, comply with the following procedures:

(1) If the shipment remains in the transportation conveyance, at least one qualified carrier representative will maintain continuous attendance and surveillance of the shipment to prevent access by unauthorized persons. An exception to this policy is for air shipments. Continuous observation is not required while the aircraft is in flight provided the shipment is in a compartment that is inaccessible to unauthorized persons or is in a secure, sealed, safe-like container.

(2) When a shipment is unloaded from a conveyance at a storage site, it must be under the constant attendance and surveillance of a qualified carrier representative or placed in storage in a closed area, vault, or strong room approved by the DIS. Construction standards for closed areas, vaults, and strong rooms are contained in DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information.

6. SE. SE is an optional TPS that requires two unarmed drivers in an escort trail vehicle to maintain constant surveillance over a freight vehicle.

a. The GBL will be used to provide emergency response instructions to the cargo and SE vehicle drivers. DD Form 836 will be used to instruct MOV drivers.

b. Escort vehicles for commercial shipments will be furnished by the carrier. Military escorts may be used for movement by MOV.

c. Escort vehicles will contain a mobile communications unit capable of being used to contact local agencies to obtain emergency assistance and maintain local two-way communications.

d. Escort vehicle drivers must meet the same identification and security clearance requirements as for freight vehicle drivers (see paragraph C.3.g.).

e. Escort vehicle may be an unmarked, inconspicuous automobile or van, or a freight vehicle such as a tractor, tractor-trailer, or straight bed truck.

f. If a carrier elects to use any type of freight vehicle as an escort vehicle, the origin TO will ensure that the vehicle, plus any dromedary containers, are empty, sealed, and locked. Upon arrival, the destination TO will verify seals are intact to determine if unauthorized stops were made en route to load or unload freight. If an unauthorized stop was made, the destination TO will submit a report in compliance with Chapter 207. In event of emergency, the escort vehicle may be used to move the freight (or the trailer containing the freight) to a DOD safe haven or other location when directed by the DTTS, law enforcement officials, emergency officials, or a DOD TO.

7. SMSS. SMSS is used for CAT I through IV and, at service HQs direction, UNCAT AA&E movements. It may also be applied to other sensitive and classified shipments as requested by the shipper. The purpose of SMSS is for the carrier to provide the DTTS with periodic position location reports, in-transit status changes, and electronic emergency situation notification.

8. ST. ST is not a TPS but requires use of a DD Form 1907 or equivalent, carrier-furnished form to provide for tracing of a shipment moving under a TPS or other shipments, such as, pilferable or high-value shipments.

a. ST meets the standards of the National Security Agency Central Security Service for transportation of CCI.

b. Carriers offering electronic tracing of shipments equivalent to the DD Form 1907 meet ST requirements without the need to provide paper ST records. However, the consignee may request a paper-copy record of the tracing history which must be made available by the carrier within 24 hours of the request.

c. DD Form 1907 (Signature and Tally Record) Distribution.

(1) Original to origin carrier to accompany shipment to final destination.

(2) A copy to origin carrier to accompany shipment for delivery to consignee. The consignee is not required to return a copy to the shipper.

(3) A copy to origin carrier to accompany shipment for retention by destination carrier.

(4) A copy for retention by shipper.

d. On receipt of TPS material, TOs should compare DD Form 1907 or carrier furnished signature and tally record with routing furnished in the REPSHIP and report any discrepancy noted according to provisions of Chapter 209.

e. After receipt of shipment and completion of DD Form 1907 or a company form, the TO will furnish the delivery carrier with the original form to attach to the original GBL for forwarding to the appropriate finance office for payment.

9. Military Traffic Expediting Service(MTX). MTX is a rail car tracking service provided by the Association of American Railroads (AAR) to keep MTMC informed of the status and location of rail cars during movement from origin to destination. The AAR is linked to all railroads transporting DOD shipments through the TRAIN II automated tracking system.

10. Rail Armed Guard Surveillance Service (RG). RG is a TPS that provides one armed guard to maintain constant and specific 24-hour surveillance on specified rail car(s). As an alternative, guard(s) may escort the rail movement in a separate motor vehicle, providing surveillance is maintained.

a. Surveillance will be maintained at all rail stops, including in yards and terminals. All security seals and/or locks will be checked at all stops.

b. Guards will keep the rail car(s) transporting the shipment under observation at all times.

c. Guards will not leave rail car(s) transporting the shipment until properly relieved by another guard or consignee at destination.

11. Rail Inspection Service (RI). RI is a Greater Security (GS) TPS performed by rail carriers for in-transit inspection of sensitive and pilferable items in shipment. RI includes MTX service. Inspection under RI is external only to assure the integrity of the shipment container or vehicle and the seals and locking devices securing them. RI is required for the movement of M-1 Armor/tanks, night-vision devices, CAT II through IV, and, at service HQs direction, UNCAT AA&E. It is optional for tactical and wheeled vehicle movements and for unit or other movements involving pilferable items, such as high value communication and electronic items. Carriers providing RI must conform to the rules in MTMC Freight Traffic Rules, Publication 10.

P. EMERGENCY HOT LINES

1. MTMC Hot Lines. TOs or carriers may call the appropriate MTMC area command hot line on a 24-hour basis to obtain any type of DOD safety or security advice and assistance. The hot line number is:

MTMC DSC: 1-800-524-0331

2. Hot Line Should Be Used To:

a. Report information concerning any carrier whose practices may not be consistent with the national interest.

b. Obtain safe haven, refuge, or secure holding area assistance or information.

c. Request guidance on securing shipments requiring TPS.

d. Report any adverse information concerning movement of shipments requiring TPS.

e. Report any accident or incident and obtain emergency response support.

f. Provide electronic or manually produced passage reports on rail movements.

g. Report delays en route of 12 hours or more.

3. DTTS Toll Free Call. The DTTS may also be called at 1 (800) 826-0794 to obtain information specified in subparagraph b. above for shipments of AA&E moving under SMSS.

4. Notifying POCs. When notified, hot line or DTTS personnel will contact the following POCs:

a. Army Operations Center for accidents or incidents involving munitions, sensitive, or classified material.

b. DLA Emergency Hot Line, 1 (800) 851-8061, for accidents and incidents involving HAZMAT other than munitions, sensitive, classified, or radioactive material.

c. National Response Center, 1 (800) 424-8802, for radioactive materials.

d. Shipper and receiver when munitions and sensitive ordnance is involved in an accident or incident.

e. Providers of safe haven and refuge (safe haven for explosive and refuge for classified shipments) and secure holding areas.

Q. CARRIER ASSISTANCE

1. Safe Haven and Refuge.

a. When DOD and DOD-sponsored AA&E or classified shipments are en route and prevented from proceeding to destination by emergencies or other circumstances beyond the carrier's control, at the request of MTMC personnel, commanders of military activities with appropriate facilities will grant safe haven or refuge. Safe haven or refuge may also be granted en route for other government agency-sponsored shipments, when requested.

b. During emergencies, such as carrier strike, civil disorder, or natural disaster; carrier driver or qualified employee will notify the emergency hot line (see paragraph P). Hot line personnel will provide availability of activities which can provide safe haven or refuge.

c. Carrier representative will contact the hot line or selected activity to arrange safe haven or refuge. MTMC may be contacted for further assistance.

d. Each carrier whose vehicle is granted safe haven or refuge must be apprised by the selected activity orally or in writing of their policies such as the following:

(1) Granting of safe haven does not relieve the carrier of liability under the GBL contract of carriage.

(2) The U.S. Government does not assume responsibility for the shipment or carrier equipment, so long as terms and conditions of providing safe haven are not inconsistent with those of the GBL contract of carriage.

(3) It is within the prerogative of the activity commander to require carrier personnel to remain with the vehicle to fulfill TPS requirements.

(4) The safe haven or refuge provided is strictly temporary in nature and the vehicle must be removed as soon as the activity commander or appropriate civil authority determines that the shipment is no longer in danger.

e. When shipments are accorded a temporary storage area for safe haven or refuge, terminal security standards prescribed in DOD 5100.76-M, Appendix C, as implemented by DOD Component regulations, will apply. These standards also apply when a vehicle contains the shipment of classified material or UNCAT Class/Division 1.1, 1.2, 1.3 explosives as follows:

(1) SECRET shipments will be accorded the same protection as required for sensitive Category I shipments.

(2) CONFIDENTIAL shipments, except for those assigned CAT I or II, will be accorded the same protection as required for CAT III and IV material.

f. Compatibility restrictions and quantity-distance requirements of DOD 6055.9-STD, as implemented by shipper-service regulations, will be followed.

g. Shipping documents will be examined to prevent entry of an unauthorized shipment into the activity.

h. TFGs or MTMC Pamphlet 385-1 may be consulted to determine safe haven or refuge capabilities of specific activities.

i. Defense installations capable of providing safe haven, refuge, or secure holding areas will do so in the interest of public safety and national security. Installation Commanders will establish Standard Operating Procedures (SOPs) to accept all sensitive, classified, and/or hazardous shipments after hours. Granting of safe haven, refuge, or a secure holding area does not relieve the carrier of liability. Installation Commanders will establish specific procedures for receiving security risk category (SRC) I, II, and III shipments, relative to carriers remaining with cargo/equipment or placement in the custody of installation security. If the carrier leaves cargo/equipment in the custody of installation security, the installation may request and receive reimbursement for providing any additional required security services. Installations granting safe haven, refuge, or secure holding must ensure that quantity-distance requirements are met or a waiver/exception is granted IAW DOD 6055.9-STD (DOD Explosives Safety Board). In the event installation entry is denied, Commanders will ensure that adequate alternative arrangements are made and verified.

2. Secure Holding Areas.

a. Secure holding areas are required to protect vehicles transporting AA&E or classified shipments that arrive but cannot be off-loaded at destination. Installations having the capability will provide safe haven, refuge, or secure holding. If a secure holding area cannot be provided, the installation or activity commander will assist the carrier in finding a nearby secure location, or ensuring the carrier can use a commercial terminal that meets DOD safety and security requirements. Installation commanders will ensure current, detailed instructions are available to staff duty officers for shipments arriving after normal operating hours. Additionally, installation commanders will establish specific procedures for receiving security risk category (SRC) I, II, and III shipments, relative to carriers remaining with cargo/equipment or placement in the custody and control of installation security. If the carrier leaves the shipment in the custody of installation security, the commander may receive reimbursement for security services from the carrier. Commanders granting safe haven, refuge, or secure holding must ensure that quantity-distance requirements are met or a waiver/exception is granted IAW DOD 6055.9-STD.

b. For vehicles in transit, the installation commander or activity chief must determine the potential danger to public safety as well as shipment security requirements. Assistance will be rendered when, in the judgment of the installation commander or activity director, the public safety or shipment security would be jeopardized. This applies regardless of the installation or activity mission or final destination of the shipment.

c. Prior to making an AA&E or classified shipment, the shipping activity TO will ascertain, in coordination with destination TOs, that shipments requiring security protection can be received at destination.

d. Report problems with carrier abuse of secure holding areas using normal TDR procedures. (See Chapter 210.)

e. Safe haven and refuge procedures apply to protection of vehicles in secure holding areas. However, carriers should request secure holding areas directly from the installation or activity as far in advance as possible. The emergency hot line may be used for assistance where problems arise.

3. Other Assistance.

a. To promote safety and security; expedite transportation; and ensure delivery of AA&E, classified, hazardous, or other shipments requiring special handling; installations or activities may extend any technical assistance and aid considered necessary in connection with moving, salvage, demolition, neutralization, or other disposition of government-owned shipments being transported by carriers.

b. Applicable shipper-service regulations prescribe policies, responsibilities, and procedures for disposal of explosive ordnance material and commercial shipments of explosive-contaminated scrap materials.

c. The carrier must be advised in writing of the following:

(1) The carrier may be held responsible for expenses, including salaries and wages paid by the government, provided for the carrier's account.

(2) DOD personnel act and perform as a carrier's agent in providing assistance.

(3) DOD personnel assigned to assist a carrier will retain their status as DOD employees and, as such, will be entitled to benefits as provided by law.

(4) The government will not recognize or submit to any action for property damage in connection with such assistance furnished, when actual labor supervision or other services are performed at the carrier's request.

d. Except in an emergency, TOs will advise carrier in writing of the provisions of paragraph c. above. In an emergency, telephonic notification will be followed-up immediately by a fax or other electronic notification. Carrier will be asked to acknowledge the following:

(1) Responsibility for performance of the services requested from the government.

(2) Performance of services will not relieve carrier of tort liability.

4. Payment for Services.

a. The providing installation or activity will normally absorb the costs associated with providing safe haven or refuge for bona fide emergencies. For provision of secure holding areas, charges may be applied to carriers for services beyond the norm, such as additional security guards.

b. Carriers will not be billed or held responsible for any service performed by DOD personnel that was not requested by the carrier, such as dispatching of representatives to observe lading transfer or to suggest corrective measures in connection with seal breakage, shifting of loads or bracings, accidents, or other adjustments.

c. Collection of money for services rendered will be in accordance with the proper finance office procedures and shipper-service regulations.

R. ON-ROAD EMERGENCIES

When an on-road emergency occurs, the driver will be instructed to contact the emergency hot line (see paragraph P) and will maintain the integrity of all applicable TPS.

S. SHIPMENT DELAY OR MISHAP

1. When notified of an accident or incident en route, a TO must immediately confirm by telephone that the consignor and the emergency hot line have been advised.

2. Upon discovery of a discrepancy in a shipment requiring TPS, a TO will:

a. Notify the local security office or provost marshal if any security breach or compromise is suspected.

b. In accordance with Chapter 210, issue a message within 24 hours after discovering a discrepancy.

T. MOVEMENT OF CLASSIFIED SHIPMENTS VIA GSA CONTRACT CARRIER

1. SECRET and CONFIDENTIAL cargo shipments may be moved within CONUS, Alaska, Hawaii, Puerto Rico and other U.S. Territory locations as specified in the GSA small package express carrier contract, provided shippers and recipients comply with Federal law, Service restrictions (if any), and classified material handling processes.

2. Only the current GSA overnight small package contract carrier may be used. The shipment must be given to the carrier for next day delivery. The carrier must not be told that the shipment is classified. The delivery address must be a CONUS DOD activity or a CONUS DOD approved contractor location to include Alaska, Hawaii, and Puerto Rico.

3. Do not use this mode/method to move classified shipments to the AMC APOE or onward channel airlift.

4. The classified materiel must be within the carrier's standard small package size and weight limits. Classified shipments which are hazardous, sensitive, or arms, ammunition, and explosives are not authorized.

5. Do not, under any circumstances, release the carrier from having to gain a delivery signature. Assure the airway bill, either electronic or hard copy, requires a delivery signature.

6. Services must develop and publish specific procedures for the movement of SECRET and CONFIDENTIAL materiel by GSA contract carrier.

U. RETROGRADE SHIPMENTS

DOD CONUS and inter/intratheater retrograde movements to a repair or storage facility will comply fully with the security provisions of this Chapter.

EXAMPLES OF AA&E SHIPMENT CATEGORIES

CATEGORY I	CATEGORY II	CATEGORY III, IV, UNCAT CLASS 1.1 -1.3 EXPLOSIVES
1.TL	1.TL	1.TL
a. SMSS and DN. (Note 1.)	a. SMSS and DN. (Note 1.)	a. SNS and DD. (Note 1 and 7.)
b. Exclusive use of vehicle. (See Note 3.)	b. Exclusive use of vehicle. (See Note 3.)	b. Trip lease not authorized.
c. Locked and sealed by shipper unless shipment requires open equipment. (See Notes 4 & 5.)	c. Locked and sealed by shipper unless shipment requires open equipment.	c. Single-line haul preferred.
d. Trip lease not authorized.	d. Trip lease not authorized.	d. Locked and sealed by shipper unless shipment requires open equipment.
e. Single-line haul required.	e. Single-line haul required.	
f. Stop off in transit authorized.	f. Stop off in transit authorized.	
2. LTL.	2. LTL	2. LTL
a. SMSS and DN. (Note 1.)	a. SM and DN. (Note 1 & 2.)	a. SM and DD. (Notes 1, 2, 6)
b. Exclusive use of vehicle or authorized container.	b. Exclusive use of CONEX, dromedary, or similar container authorized. (See Note 2.)	b. CONEX, dromedary, or similar container authorized.
c. Locked and sealed by shipper unless shipment requires open equipment. (See Note 4.)	c. Cargo packed to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Notes 4 & 5)	c. Cargo packaged to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Notes 4 & 5.)
d. CONEX, dromedary, or similar container authorized.	d. Single-line haul required.	d. Trip lease not authorized.
e. Trip lease not authorized.	e. Trip lease not authorized.	e. Single-line haul preferred.
f. Single-line haul required.		f. Locked and sealed by shipper unless shipment requires open equipment.

DOD Constant Surveillance Service(CSS)
Dual Driver Protective Service (DD)
Dual Driver Protective Service with NAC (DN)
Protective Security Service (PSS)
Security Escort Vehicle Service (SE)
Motor Surveillance Service (MS)
Satellite Motor Surveillance Service (SMSS)
DTTS Satellite Motor Surveillance Service (SNS)

NOTES:

1. Use signature and tally record.
2. Consider sending arms by registered mail, if practicable
3. When vehicle is loaded to full visible capacity, do not request exclusive use of vehicle.
4. Shipper seal may be removed and replaced by equipment carrier seals or prior notification to, and consent of consignor. Application of shipper seal does not initially constitute exclusive use. When exclusive use is required, annotate bill of lading accordingly.
5. MILSTD 129 applies.
6. Shipments of category IV AA&E and non-sensitive Class1.1 through 1.3 ammunition and with gross weight of less than 200 lbs may be sent by commercial carrier offering DOD CSS without over packing.
7. For shipments where carrier terminals are located within 20 miles of the installation, use of single driver is permitted in lieu of DD for pickup and delivery between the installation and terminal only. DD applies beyond the local area. Carriers desiring to use single drivers require advance approval from MTMC/OP-OP of their compensatory measures, which must include (at a minimum): SNS; dual emergency communications (one may be SNS); driver DN qualified; and normal container, packaging and sealing applied.

Figure 205-2. Examples of AA&E Shipment Categories.

RAIL (CARLOAD)

CATEGORY I	CATEGORY II	CATEGORY III, IV, UNCAT CLASS 1.1 -1.3 EXPLOSIVES
1. RG. (See Note 3.)	1. RI. (See Note 2.)	1. RI. (See Note 2.)
2. MTX . (See Note 2.)	2. MTX. (See Note 2.)	2. MTX Service. (See Note 2.)
3. Locked and Sealed by Shipper. (See Note 1.)	3. Locked and Sealed by Shipper. (See Note 1.)	3. Locked and Sealed by Shipper. (See Note 1.)
4. Immediate Notification to Consignee of Delivery.	4. Immediate Notification to Consignee of Delivery.	4. Immediate Notification to Consignee of Delivery.
5. Use Appropriate Category I Motor for any Associated Motor Movement.	5. Use Appropriate Category II Motor for any Associated Motor Movement.	5. Use Appropriate Category III Motor for any Associated Motor Movement.
6. Single-Line Haul Required.	6. Use Load Driver Doors when Available.	

CONTAINER ON FLAT CAR (COFC)

CATEGORY I	CATEGORY II	CATEGORY III, IV, UNCAT CLASS 1.1 -1.3 EXPLOSIVES
1. Locked and Seal Authorized RG.	1. COFC Locked and Seal Authorized RI.	1. COFC Locked and Seal Authorized RI.
2. In Motor Phase, use Category I Motor Security	2. In Motor Phase, use Category II.	2. In Motor Phase, use appropriate Motor Security.
3. Use only approved shipping containers (e.g., MILVAN/ SEAVAN) and place on rail car door-to-door to prevent unauthorized access.	3. Use only approved shipping containers (e.g., MILVAN/ SEAVAN) and place on rail car door-to-door to prevent unauthorized access.	3. Use only approved shipping containers (e.g., MILVAN/ SEAVAN) and place on rail car door-to-door to prevent unauthorized access.

Figure 205-2. Examples of AA&E Shipment Categories. (Cont')

AIR

CATEGORY I	CATEGORY II	CATEGORY III, IV, UNCAT CLASS 1.1 - 1.3 EXPLOSIVES
1. Shipments by air freight, air taxi, or AMC.	1. DOD CSS	1. DOD CSS
2. SMSS and DN while aircraft on ground at commercial airports.	2. Shipments by air freight, air taxi, or AMC.	2. Shipments by air freight, air taxi, or AMC.
3. Shipper escort to carrier and immediate pickup at destination.	3. Shipper escort to carrier and immediate pickup at destination.	3. Shipper escort to carrier and immediate pickup at destination.
4. Banded/locked and sealed, if practicable. However, for commercial air freight, banded/ locked and sealed required.	4. Banded/locked and sealed, if practicable. However, for commercial air freight, banded/ locked and sealed required.	4. Banded/locked and sealed, if practicable. However, for commercial air freight, banded/ locked and sealed required.
5. Seals applied by Shipper. (See Notes 1 & 2.)	5. Seals applied by Shipper. (See Notes 1 & 2.)	5. Seals applied by Shipper. (See Notes 1 & 2.)

NOTES:

1. Air carriers providing pick-up and delivery service by motor must comply with all applicable security requirements during the motor phase as the category shipped. These protective services must be contained in their uniform tender on file at HQ MTMC.

2. On military installations, armed guard surveillance, and escort responsibilities may be assumed by the installation commander based on local command policies.

WATER

CATEGORY I	CATEGORY II	CATEGORY III, IV, UNCAT CLASS 1.1 - 1.3 EXPLOSIVES
1. SMSS with DN to POE and from POD.	1. Written receipt from ship's officer at POE and written release to carrier at POD	1. Written receipt from ship's officer at POE and written release to carrier at POD
2. SMSS and DN while aircraft on ground at commercial airports.	2. Pier service only.	2. Pier service only.
3. Pier service only.		

NOTES:

1. Use applicable TPS or delivery and pick-up services associated with water movement.

Figure 205-2. Examples of AA&E Shipment Categories. (Cont')

MINIMUM SECURITY STANDARDS FOR AA&E SHIPMENTS

CATEGORY I EXAMPLES	MISSILES AND ROCKETS Non-nuclear missiles and rockets in a ready to fire configuration (e.g., Hamlet, Redeye, Stinger, Dragon, LAW, Viper). Also where launcher tube and explosive round for missiles are jointly transported through not ready to fire.	AMMUNITION AND EXPLOSIVES Explosive complete rounds for Category I missiles and rockets.
CATEGORY II EXAMPLES	ARMS Light automatic weapons up to and including .50 caliber.	AMMUNITION AND EXPLOSIVES Grenades, high explosives, white, and phosp Mines, anti-tank, anti personnel (unpacked weight of 50 lbs or less each). Explosives used in demolition operation (e.g., C-4, military dynamite, TNT, etc.)
CATEGORY III EXAMPLES	ARMS Launch tube and gripstock for Stinger Missile. Launch tube, sight assembly and gripstock for Hamlet and Redeye missions. Tracker for Dragon missiles. Mortar tubes excluding the 4.2. Grenade launchers. Rocket and missile launchers, unpacked weight of 100 lbs or less. Flame throwers. Launcher and/or missile guidance set and/or optical sight for TOW missile.	AMMUNITION AND EXPLOSIVES Ammunition, .50 caliber and large, with explosive filled projectile (unpacked weight of 100 lbs or less each). Grenades, incendiary and grenade fuses. Blasting caps. Detonating cord. Supplementary charges. Bulk explosives.
CATEGORY IV EXAMPLES	ARMS Shoulder fired weapons, other than grenade launchers, not fully automatic. Handguns.	AMMUNITION AND EXPLOSIVES Ammunition with nonexplosive projectile (unpacked weight of 100 lbs or less each). Fuses, except for grenade fuses. Grenades, illumination, smoke, or practice, CS/cn (tear producing) Incendiary destroyers. Riot control agents, 100 lbpkg or less. Ammunition for Categories II, III, IV weapons, not otherwise categorized.

Figure 205-2. Examples of AA&E Shipment Categories. (Cont').

MINIMUM SECURITY STANDARDS FOR CLASSIFIED MATERIAL

AIR 1

SECRET	CONFIDENTIAL
1.TL	1.TL
a. PSS (See Note 2.)	a. CSS (See Note 2.)
b. Routing by HQ AMC.	b. Closed and locked vehicle.
c. Closed and locked vehicle with exclusive use.	c. Single-line haul preferred.
d. Single-line haul required.	d. Trip lease not authorized.
e. Trip lease not authorized.	e. Sealed by shipper.
f. Sealed by shipper.	
2. LTL:	2. LTL:
a. PSS (See Note 2.)	a. CSS (See Note 2.)
b. CONEX, dromedary, or similar container authorized with exclusive use container.	b. CONEX, dromedary, or similar container authorized.
c. Routing by MTMC area command.	c. Cargo packaged to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Note 1.)
d. Cargo packaged to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Note 1.)	d. Packaged so as to not reveal classified nature of shipment. (See Note 2.)
e. Packaged so as to not reveal classified nature of shipment. (See Note 2.)	e. Trip lease not authorized.
f. Trip lease not authorized	

MOTOR 1

SECRET	CONFIDENTIAL
a. PSS (See Note 2.)	a. CSS (See Note 2.)
b. Routing by MTMC area command.	b. Shipment by air freight, air taxi, or AMC.
c. Material in secure storage compartment or in a shipper-sealed, locked, safe-like container. (See Note 3.)	c. Shipper escort to carrier and immediate pickup at destination.
d. Shipper escort to carrier and immediate pickup at destination	d. Containers banded/locked and sealed, if practicable. However, for commercial air freight, banded/locked and shipper sealed
e. Packaged so as to not reveal classified nature of shipment	e. Container seals applied by shipper.
	f. Packaged so as to not reveal classified nature of shipment.

NOTES:

1. Classified material is not normally transported by rail or water. In event such movement is required, PSS applies for SECRET shipments and DOD CSS or equivalent must be provided for CONFIDENTIAL shipments.
2. Air carrier providing pick up and delivery service by motor vehicle must comply with all applicable security requirements during the motor phase.
3. Specific criteria for construction of classified material air containers are contained in Chapter VIII, DOD 5200.1-R, Information Security Program Regulation.

Figure 205-3. Minimum Security Standards for Classified Material.

APPROVED CARGO SECURITY SEALS

Seals pictured in this attachment are approved for use in the Defense Transportation System (DTS) and can be procured directly from one of the below identified manufacturers.

E. J. Brooks
164 North 13th Street
P.O. Box 7070
Newark NJ 07107
1-800-458-SEAL

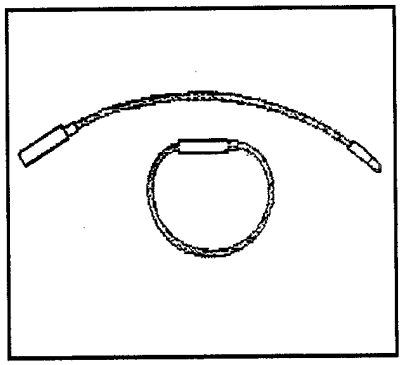
Cable Lock Seal
Rod-Lok Seal
Trans-Lok Seal

Brammel, Inc.
P.O. Box 208
Angola IN 46703
1-800-348-4777

Cone-Lok Seal
Tyden Ball Seal (Must be used w/wire twist)

J. J. Keller & Associates, Inc.
145 West Wisconsin Ave.
P.O. Box 368
Neenah WI 54957-0368
1-800-558-5011, Ext 208
(In Wisconsin: 1-800-242-6469)

CABLE LOCK SEAL



ROD-LOK SEAL

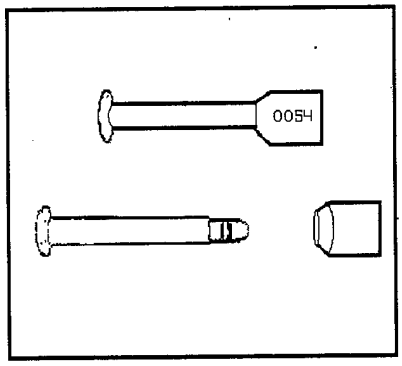
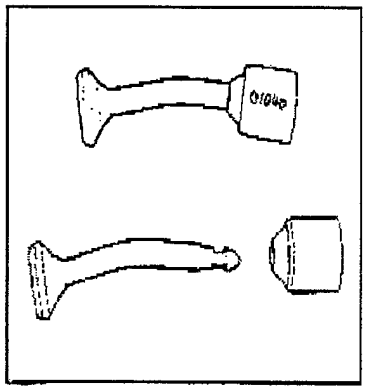
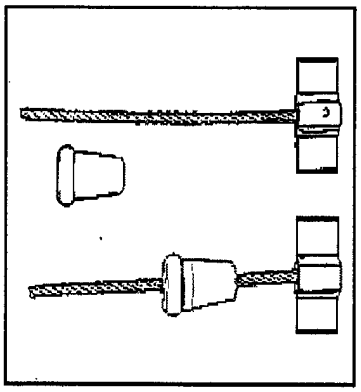


Figure 205-4. Approved Cargo Security Seals.

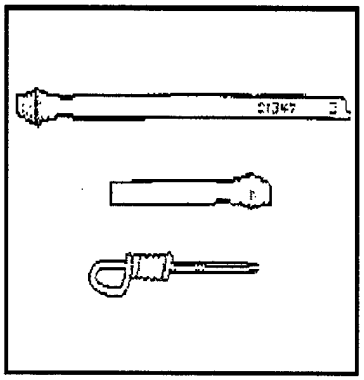
TRANS-LOK SEAL



CONE-LOK SEAL



TYDEN BALL SEAL



MULTIPLE SNAP LOCK SEAL

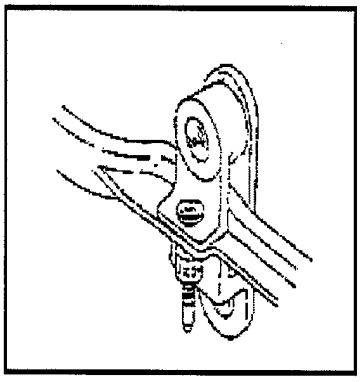


Figure 205-4. Approved Cargo Security Seals (Cont').

SIGNATURE AND TALLY RECORD Prescribing Directive DOD 5100.76M	DMB 0702-0027 Expires

Public reporting burden for this collection of information is estimated to average 3 minutes per response. Including the time for reviewing instructions. Searching existing data sources, gathering and maintaining the data needed, and completiong and reviewing the collection of information, Send comments regarding this burden estimate or say other aspect of this collection of information including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302and to the Office of Management and Budget Paperwork Reduction Project (0702-0027) Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to: Headquarters, Military Traffic Management Command
Attn: MTSS-SE 5611 Columbia Pike, Falls Church VA 22041-5050.

DISTRIBUTION INSTRUCTIONS

- The SHIPPER will prepare copies 1 through 4, retain copy 4 and deliver copies 1 through 3 to the common carrier
- The CARRIER will deliver copies 1 through 3 to the Destination Carrier.
- The DESTINATION CARRIER will attach copy 1
- The CONSIGNEE will ensure Destination Carrier surrenders copy 2

SECTION A – To be completed by the SHIPPER

1. SHIPPER	2. PROTECTIVE SERVICE REQUESTED SM AND DO
a. NAME Sunny Army Ammo Plant ATTN: SMGACS	
b. ORIGIN Detachment C, Wilmington, N.C. 20575-0000	3. GBL or CBL NUMBER C-1, 400,000
4. CONSIGNEE	5. PERMIT NUMBER (if any)
a. NAME Transportation Officer, ATTN: MFSR	
b. DESTINATION Happy Port N.C. 20545-0000	6. TRANSPORTATION

7. ROUTING BI – STATE MOTOR TRANSIT CO. INC	8. WEIGHT 33,855	9. CUBE 508
10. SPECIAL INSTRUCTIONS SUBSTITUTE SERVICE NOT TO BE USED	11. DATE TENDERED TO CARRIER 950529	12. NAME OF CARRIER Same as 7

13. NUMBER OF PIECES 18	14. TYPE OF PACKAGE.	15. FREIGHT CLASSIFICATION DESCRIPTION

SECTION 8 To be completed by person accepting custody of classified or and use of transportation during transit

16. CUSTODY RECORD

a. NAME OF PERSON AND COMPANY REPRESENTED	b. STATION INTERCHANGE POINT DESTINATION	c. SIGNATURE OF PERSON ACCEPTING CUSTODY	d. TIME ACCEPTED	E. DATE ACCEPTED

Figure 205-5. Sample DD Form 1907, Signature and Tally Record.

GENERAL DESCRIPTION OF SECURITY CAGES

Alternative: As an alternative to a security cage, a dromedary or similar heavy container which is sealed and locked with a DOD-approved (equivalent to American 200 series) lock, may be used in buildings which are locked, guarded, or alarmed. In lieu of locking the containers, they may be placed with doors against each other or against a substantial building wall. (See "Walls" below.)

Ceilings: Same material as wall or floor -- minimum height: eight feet, frame: metal.

Connecting Devices: Welded, penned, or otherwise installed so as to deter unauthorized entry.

Floors: Made of asphalt or reinforced concrete or wood if reinforced with steel floor plating.

General: Fabricated from commercial steel grating panels. Walls, doors, floors, and ceiling must provide protection equivalent to the steel grating to preclude forced entry. Doors must have DOD-approved padlocks (equivalent to American 200 series) and hasp systems. Connecting hardware must be welded or otherwise secured to deter unauthorized entry.

Hinges: Welded hinge pins. Locks: DOD-approved (equivalent to American 200 series) security locks and hasps.

Walls: Constructed of structural steel angle and expanded steel grating. Building walls also may be used which proved equivalent security to form side(s). (Examples: Double-course reinforced or filled concrete block.)

Windows/Openings: Expanded steel grating, anchored in metal frame, secured in same manner as door.

NOTE: Terminal buildings containing security cages will be locked, guarded, or alarmed.

Figure 205-6. General Description of Security Cages.

CHAPTER 206

BILLS OF LADING

A. GENERAL

1. This Chapter governs the accountability, application, issuance, preparation, and distribution of cargo bills of lading and contains instructions applicable to procurement of transportation from commercial carriers. See DTR, Part IV, for information on bills of lading used for shipping personal property.

2. Prescribed Forms.

a. Standard Form (SF) 1103, U.S. Government Bill of Lading (GBL), and SF 1109, Continuation Sheet, are pre-numbered forms used by activities that have no automation capabilities or are to be used by automated activities only in the case of emergencies such as their systems are not operational. The amount of pre-numbered forms that an installation may keep on-hand will be established by Service and Defense Agency policy. All printing requisitions by DOD activities for stock replenishment of pre-numbered GBL forms will be submitted on SF 1, Printing and Binding Requisition, to:

U. S. Army Publications & Printing Command (USAPPC)
2461 Eisenhower Avenue
Alexandria VA 22331-0302

b. For automated activities that have the capability of generating laser printed GBLs, using pin-feed pre-printed unnumbered GBL forms, and/or creating EDI GBLs will obtain GBL numbers for their systems from MTMC. To request GBL numbers, activities will send a memorandum indicating the amount of numbers requested based on projected annual shipment volumes, to:

Military Traffic Management Command
Attn: GBL NUMBER OFFICE (MTOP-CT)
5611 Columbia Pike
Falls Church, VA 22041-5050

c. Send requisitions for fanfold, pin-feed unnumbered GBL sets to USAPPC at address in paragraph 2.a. above. Requisitions will be filled with forms without GBL numbers and numbers will be furnished separately by MTMC as described in paragraph 2.b. above.

d. Authorized contractors must provide a request for GBL(s) from appropriate TO.

B. GBL APPLICATIONS

1. The GBL is used for procurement of transportation and related services from commercial carriers when charges are properly payable by the government. GBLs are used for FMS shipments with delivery term codes 2, 3, 4, (Service working capital fund) 5, 6, 7, 8, and 9, for movement from CONUS origin point to CONUS port of embarkation. Annotate the GBL, *"Foreign Military Sales Shipment.* " GBLs are used for Military Assistance Program-Grant- Aid shipments. Instructions for using the GBL are covered in detail in Attachment 2 to Appendix X.

2. For export shipments or through GBLs, when shipped from CONUS POE, annotate GBL with the following: *"Department of Defense Shipment. No export declaration or license required."*

3. Shipments to Canada fall into two different categories U.S. Government-owned or items procured by the DND.

a. When shipping materiel that is U.S. Government-owned, which will remain so while in Canada, the GBL shall be annotated with the following statement: *"Free entry under Canadian customs, Tariff Item No. 9810.00.00. Value for Canadian customs purposes $ (dollar amount)* ." When this shipment is being carried by U.S. military mode, no other documentation is required other than an additional copy of the GBL for Canadian customs purposes, which shall be presented to Canadian customs upon entry. When using commercial modes and the shipment is consigned to either a U.S. unit co-located with a DND unit or directly to a DND unit, a copy of the GBL accompanied with additional information detailing which commercial carrier is being used and where and when this shipment will enter Canada shall be faxed to National Defence Headquarters (NDHQ) Customs (613) 995-2287. If necessary, contact the Customs section at either (613) 995-0834 or 996-0290.

b. When shipping items procured by DND, a SED is required complete with references to each DD Form 1348 document (DOC ID, description, and value). A copy of the SED and each DD Form 1348 shall be attached to the GBL and another to Box 1 of each shipment. The hired carrier shall be Canada customs bonded. All shipments are to be delivered "In Bond" to destination for Canadian customs clearance at destination by the DND broker.

4. Advance copies of in-bound GBL shipments will be checked, based on expected delivery dates, for status of undelivered shipments. Tracer action will be initiated, if needed.

5. GBLs may not be used for:

a. Contract-related shipments and services, unless authorized in the contract or a government appropriation is furnished.

b. Accessorial services not provided in line-haul tenders.

c. Surplus property when sold Free on Board (FOB) Origin or when consigned to a state or municipality, other than National Guard, unless the terms of sale or transfer require shipment at government expense.

d. Movement of empty DFRIF cars.

e. Parcel post shipments.

f. Personal baggage checked on tickets issued on Government Transportation Requests, unless required by tariff of tender in connection with exceptional classes of property.

g. Procurement of accessorial services, i.e., loading/unloading, blocking/bracing, etc., which are provided in linehaul tariff, schedule, or tender.

h. Shipments, other than Army Air Force Exchange Service (AAFES), made to and from non-appropriated fund activities, except when transportation charges are payable from appropriated funds.

i. Shipments of supplies purchased from regimental, company or hospital funds, from point of purchase to location of purchase unit.

C. CBL APPLICATIONS

1. CBSs are authorized for any freight shipment regardless of quantity, size, valuation and weight. All other rules and procedures remain the same regarding the movement of government freight.

a. Each shipping activity using CBLs must establish procedures and controls to prevent and detect duplicate payments, properly account for expenditures, and require notice from the consignee when a discrepancy in shipment occurs.

b. For international movements, the CBL must be annotated with the following statement: *"Property of U.S. Government – Entitled to Duty Free Import".*

c. CBLs used for the movement of freight will be annotated with the following statement to protect the interests of the government: *"This shipment is for the account of the U.S. Government and is subject to the terms and conditions set forth in the standard form of the U.S. Government bills of lading and to any available special rates and charges".*

d. For movement of empty DFRIF cars, annotate the CBL with the following statement: *"Free, under the provisions of Railroad Protective Services Tariff 6007 series (mileage allowance tariff)".*

e. For DOD FMS shipment, when delivery terms authorize the use of CBLs.

2. CBLs are not authorized for:

a. Hazard Class/Division 1.1, 1.2, and 1.3 material.

b. Classified or protected material (except as authorized by specific DOD/Service policy directive).

c. DOD FMS program material, when delivery terms authorize a GBL.

D. ISSUANCE

1. Only authorized or acting TOs or TAs may issue GBLs or CBLs.

2. TOs are authorized to issue GBLs when supporting DD Form 1149, Requisition and Invoice/Shipping Document; DD Form 1348-1, DOD Single Line Item Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; DD Form 1384, Transportation Control and Movement Document; or other supporting documents are available. Support documents will be retained with the GBL. Persons furnishing supporting documents, contract data, or other information to TOs are responsible for its accuracy.

3. A single GBL may be used at anytime when an agreement exists between TO and carrier.

4. Normally, out-bound and in-bound segments of a round-trip are considered two separate movements and separate GBLs must be issued for each segment. Each GBL will be cross-referenced to show that a round-trip movement is being made. When a car or vehicle is loaded to capacity, the overflow will be billed on the same GBL unless prevented by provisions in the applicable carrier tender.

5. Use GBL continuation sheet(s) (SF 1109) when space is not sufficient in Items 15 and 18, this includes multiple stops. Original GBL number must be annotated on all continuation sheets. The total number of continuation sheets must be annotated on original GBL.

6. Issuance of GBL after service is performed is prohibited except for:

a. Conversion of a collect CBL.

b. Payment of additional charges resulting from the diversion or reconsignment of a line-haul shipment moving on a prepaid CBL.

c. When a portion of a multiple unit moving on a single GBL is diverted. (See Chapter 202, paragraph K.)

7. Issuance of a duplicate original GBL is prohibited. When an original GBL is lost, the carrier can use the Freight Waybill (original) to submit for payment or obtain a certified true copy of consignor copy of the GBL.

8. Certification of Lost or Destroyed GBLs:

a. When both the original GBL and Freight Waybill are lost or destroyed, the carrier may certify on the reverse side of a memorandum copy as follows: *"I certify that the services shown on this memorandum copy were performed."* The certifying official must be an agent of the carrier and must sign and date the certification. The carrier may then submit this certified copy to DFAS for payment. DFAS, upon the receipt of a carrier certified GBL, will:

(1) Use existing DFAS/MTMC GBL automated security measures to ensure that the GBL number is valid and was assigned to the shipping activity identified on the GBL.

(2) Match the GBL to the costing information provided to DFAS via the Defense Transportation Payment System (DTRS)/CFM interface. This match will include the issuing office GBLOC, GBL number, and the carrier's Standard Carrier Alpha Code (SCAC) to ensure the validity of the GBL.

(3) Pay the carrier only what has been authorized by CFM.

b. DFAS will return to the carrier any carrier certified GBL that does not meet the criteria outlined in paragraph D8 (a) above. In order to receive payment, the carrier must then request GBL certification from the issuing office TO. The issuing office TO may certify on the reverse side of a GBL memorandum copy as follows: "I certify that the services shown on this memorandum copy were requested." The certifying official must sign and date the certification and return to carrier. The carrier may then re-submit the GBL to DFAS for payment.

c. Any carrier not desiring to self certify memorandum copies of GBL may request TO certification as outlined in paragraph D8 (b) above.

Note: These procedures are only in effect for those freight bills paid via the DTRS at the DFAS-Indianapolis Operating Location (OPLOC). All lost freight bills paid by other DFAS OPLOCs must be certified by the origin TO. As DFAS expands DTRS to all of their OPLOCs, these procedures will expand to cover those OPLOCs as well.

E. COLLECT CBL

1. General. These provisions will not apply to commercial forms used for transportation of DOD small shipments or other types of shipments as described in paragraph C, above. Commercial uniform order bills or lading will not be used for Government shipments.

2. Conditions. These provisions will apply to government shipments, under the following conditions:

a. In an emergency when material must be shipped immediately and GBLs are not readily available.

b. Where a net monetary benefit to the government would result on shipments of newly procured material.

c. When notified by the HQs of the shipper service concerned. Such notification will be based on specific authorization by GSA.

3. Terms and Conditions. The terms and conditions of the GBL and all other requirements for government shipments will apply to CBL shipments converted to GBLs.

4. Shipment Procedures. When transportation charges are properly payable by the government and a shipment moves on a collect CBL, express receipt, or other form customarily provided by commercial carrier, the original and all copies of the commercial document will be annotated with, "to be converted to a Government Bill of Lading by (office or activity to effect conversion)." Authority of (letter, Teletypewriter Exchange (TWX), and so forth) dated (date)." The commercial document will be converted to a GBL as follows:

a. Shipments Consigned to Military Activities. As determined by the authorizing TO, conversion of the commercial document to a GBL will be promptly effected by either the authorizing TO or by the consignee. In the latter case, the TO authorizing the shipment on the commercial document will instruct the shipper to send the commercial document direct to the consignee. Also, the authorizing TO will furnish the consignee with all additional information required for the conversion. Such information should include the contract number or other authority for payment from government funds, the appropriation chargeable, and the F.O.B. point named in the contract.

b. Shipments Consigned to Non-military Activities. When a shipment is consigned to a non-military activity, the shipper will be instructed to send the original of the collect CBL, express receipt or similar document, to the authorizing TO. Upon receipt of the commercial document, it will be converted to a GBL by the authorizing TO. The original GBL will be forwarded to the origin carrier who will be responsible for transmittal to the delivering carrier. The consignee copy will be forwarded to the consignee.

c. Accumulating Commercial Documents. More than one commercial document may be converted to a single GBL, when all documents are of the same type, all shipments are moving between the same points by the same route to the same consignee, and all shipments were tendered to the origin carrier on the same day. Non-transit, bulk shipments of coal, carload or TL, between the same point by the same route may be accumulated weekly for conversion, if the carrier agrees to this arrangement and the shipment dates are shown on the GBL. For all other bulk-type shipments, contact HQ MTMC, Attn: MTOP-T-SR, 5611 Columbia Pike, Falls Church VA 22041-5050, to request authority to accumulate documents.

5. Conversion Procedures.

a. Use a serially-numbered GBL and complete properly.

b. Note any discrepancies with CBL on the GBL, cross-reference the bills, and attach a copy of the CBL to the GBL.

c. Distribute a copy of each converted GBL and CBL covered, in accordance with paragraph G. below, as required. Office converting the documents should maintain a file copy.

d. If CBL is not available, use:

(1) Express Delivery Sheet, carrier shipping order, or carrier freight waybill.

(2) Photostats of the commercial documents which have the following annotation prior to copying: "Photostat of the document furnished consignee (*date*) to be converted to government bill of lading."

(3) Certified true copy of the commercial document(s) with a carbon impression of the following annotation placed on the commercial document: "Certified true copy of this document furnished consignee (date) to be converted to government bill of lading."

e. Prepaid CBLs or prepaid express receipts will not be converted to GBLs.

F. ACCOUNTABILITY

1. Records Maintenance. Each shipping activity will maintain records of GBLs issued and supply of GBLs on hand. GBL forms are accountable documents and the number of pre-printed forms that an activity may keep on-hand is limited by service policy. Internal procedures must be established to control stocks and assign accountability for GBL issuance and use. The TO, or in the absence of a TO, an acting TO, will be appointed in writing as the responsible GBL issuing officer and held accountable for GBL control, safekeeping, and disposition. To facilitate control, individual GBL sets are serially numbered when printed. The forms are issued by USAPPC and numbers provided by HQ MTMC/MTOP-CT. Packages of GBLs must be opened immediately upon receipt and inventoried by the GBL issuing officer (or designated representative) to verify that none are missing. Activities will establish procedures for conduct of audits by personnel external to the office controlling SF 1103s. Audits must be conducted at least every 180 days to verify inventories and records. TO must provide the same level of accountability and safeguarding of GBL numbers maintained and issued in automated systems as they do for pre-numbered GBL forms.

2. Transfer. Blank, serially-numbered, original GBLs or preassembled GBL sets, which have been issued to TOs or their designated agents, may not be transferred. Excess stock must be disposed of as described in the following paragraph and the numbers reported to HQ MTMC/MTOP-CT.

3. Disposition of GBLs Unfit for Use or Issued Prior to Shipment Cancellation. When GBLs have become mutilated or otherwise unfit for use, have been issued and the planned shipment is subsequently canceled for any reason, or if the TO is disposing of excess stock on-hand, all parts of the GBL set except the original will be destroyed. The original GBL will be marked "Canceled" or "Void" and filed in the "property shipped" bill of lading file. When circumstances prevent filing of the canceled or voided GBL, the consignor copy or a substitute memorandum copy, with appropriate annotation regarding disposition of the original GBL, will be placed in the "property shipped" bill of lading file.

4. Lost, Stolen, Missing, or Voided GBLs. The prefix symbol and serial numbers of blank original GBLs or preassembled GBL sets that have become lost, stolen, unaccountably missing, or voided or otherwise beyond the control of the issuing officer, will be reported to HQ MTMC/MTOP-CT, who in turn will notify all paying activities. Once GBLs are reported lost, stolen, missing , or voided they may not be used, even if recovered.

G. DISTRIBUTION

1. GBLs for DOD shipments may be distributed by mail, electronically, or other appropriate means to ensure arrival with, or prior to arrival of the shipment at destination as listed below. Continuation sheets for stop-offs must contain all pertinent information, as in original GBL.

a. Original (SF 1103) and copy(s) (SF 1104/1106) to the carrier.

b. Memorandum copy (SF 1103-A) for issuing office.

c. Memorandum copy (SF 1103-A) to the DFAS six-digit Accounting and Disbursing Station Number (ADSN) cited at the end of the accounting classification (For other than HQ Marine Corps and Navy open allotment funds only). See Appendix aa for a list of the DFAS OPLOC addresses supporting Air Force.

d. Memorandum copy (SF 1103-B) for consignee.

e. For shipments with stop-offs, a memorandum copy (SF 1103-A) to the stop-off point(s).

f. For GBLs citing multiple accounting activities, each DFAS six-digit ADSN/or four digit Disbursing Station Symbol Number (DSSN) cited at the end of each accounting classification will be provided a memorandum copy. (For other than Headquarters Marine Corps and Navy open allotment funds only). See Appendix aa for a list of the DFAS OPLOC addresses supporting Air Force.

g. Memorandum copy (SF 1103) to Defense Finance and Accounting Service (DFAS) six-digit ADSN/or four-digit DSSN cited at the end of the accounting classification for non-EDI capable system. (For other than Headquarters Marine Corps and Navy open allotment funds

only.) See Appendix aa for a list of the DFAS Operating Location addresses supporting Air Force.

2. For non-DOD agencies, distribution will be as required by the appropriate agency.

H. PREPARATION

1. Appendix X, Electronic Data Interchange (EDI) Operating Instructions for Defense Shipping Activities, gives coded and plain language information for entry in specific blocks on the original and all copies of a GBL. It applies for EDI and non-EDI-capable activities. See Figure 204-2 for an example of a GBL for munitions and other HAZMAT shipments showing emergency response information and certification statement.

2. TOs will ensure a TCN in accordance with DOD Regulation 4500.32_R, MILSTAMP, Volume I, Appendix C, is assigned to all DOD-sponsored shipments entering the DTS. The TCN will be employed as the single, standard shipment identification number.

I. GBL CORRECTION NOTICE

1. A GBL Correction Notice (SF 1200) will be issued to document changes to GBL information. For shippers with EDI capability, an EDI correction will be processed. For shippers with no EDI capability, a SF1200 will be issued. Information will not be corrected by any means including pen and ink changes. Information which needs to be changed, added to and/or deleted must be done through an SF 1200, Government Bill of Lading Correction Notice, regardless of the recoverable amount.

2. The consignor issues the SF 1200, however, the consignee can make necessary corrections without the issuing office's authorization when obvious corrections are necessary. The consignee copy will be annotated *"Corrected without authority of issuing officer"* and immediately sent to the origin TO. If the origin TO is EDI capable, they will immediately enter the corrected information and retransmit a corrected GBL. If the origin TO is not EDI-capable, they will forward the correction notice to DFAS-Indianapolis. For Navy, send GBL correction notices to: DFAS Norfolk OPLOC, Code FTB, P.O. BOX 8489, Norfolk, VA 23503-0489. For the Marine Corps, send GBL correction notices to Commanding General, Attn: Code 470, Marine Corps Logistics Base 814 Radford Boulevard, Albany, GA 31704-1128. Contract administration offices will issue SFs 1200 covering contractor issued GBLs. Use a SF 1200:

a. Anytime the data on the original GBL is changed/added to/and or deleted, regardless of the recoverable amount. Pen and ink changes are not authorized.

b. To resolve transportation discrepancies, including TDRs.

c. To correct GBLs as a result of shipment diversion or reconsignment.

3. Distribute SF 1200 as follows:

a. Original SF 1200 and one copy will be distributed to the originating/delivering carrier.

b. One copy to the consignee.

c. One copy to the appropriate finance center.

4. When the SF 1200 is prepared by the consignor and transportation charges are affected by the alternation or correction, the original and all copies of the SF 1200 will be signed by the origin carrier representative. For additional instructions regarding GBL Correction Notices, see Appendix X.

J. GBLOC

Each office authorized to issue GBLs is assigned a GBLOC. Requests to obtain, amend, or delete a GBLOC should be sent to HQ MTMC, Attn: MTOP-JF, 5611 Columbia Pike, Falls Church VA 22041-5050. All assigned GBLOCs are listed in Appendix Y.

CHAPTER 207

CARRIER PERFORMANCE

A. GENERAL

The Carrier Performance Program (CPP) is designed to ensure that DOD surface shippers get the best available service from CONUS commercial cargo carriers. The CPP establishes specific elements of service that are key indicators of carrier performance. It also establishes minimum levels of satisfactory performance and prescribes procedures for denial of DOD cargo shipments to any carrier that fails to provide satisfactory service. This Chapter outlines procedures for accomplishment of CPP objectives and assigns enforcement authority and responsibility for various segments of the CPP.

B. SCOPE

The CPP applies to all commercial carriers used to move DOD surface cargo. Carrier performance for GT shipments will be managed in accordance with applicable GT provisions .

C. RESPONSIBILITIES

1. Shipping activities will:

a. Implement the CPP as applicable to ensure local carrier performance is adequately monitored.

b. Report performance issues to MTMC for action as warranted.

2. Receiving activities will:

a. Monitor performance of carriers delivering to their activities.

b. Report any applicable service failures to shipping activities for their consideration.

c. Prepare TDRs (SF 361) in accordance with procedures set forth in Chapter 210.

d. Where available use the receiver module within your automated shipper system, i.e., CFM, Cargo Movement Operations Systems (CMOS), Transportation Coordinator Automated Command and Control Information System (TC-ACCIS), Standard Depot System (SDS), Distribution Standard System (DSS), etc., to manage all aspects of in-bound freight.

e. Communicate with shipping activities on carrier performance.

3. MTMC will:

a. Manage and monitor the effectiveness of the CPP.

b. Monitor carriers' overall performance and their ability to provide service to the DOD.

c. Consider service elements such as compliance with DOD and DOT regulations, rules publications, and qualification agreements.

d. Determine when a pattern of non-use actions and service failures documented by the TO warrants further non-use or disqualification.

4. Questions or concerns regarding any aspect of CPP should be forwarded to the attention of the area command or HQ MTMC. Addresses and phone numbers are as follows:

HQs, Military Traffic Management Command

Attn: MTOP-QEC
5611 Columbia Pike
Falls Church, VA 22041-5050
Telephone: DSN 761-6292, Commercial (703) 681-6292

Military Traffic Management Command
Deployment Support Command (DSC)
ATTN: DSC-QEC
Ft Eustis, VA 23604
Telephone: DSN: 927-8450, Commercial: (757) 878-8450

D. BENEFITS AND USE OF THE CFM SYSTEM

1. CPP within CONUS is supported by the GG4US Freight Management (ICFN4) System and several shipper systems. These systems are currently in use throughout DOD: CFM, CMOS, TC-ACCIS, DSS, Standard Depot System (SDS), Transportation Management System (TMS), etc. Some of these systems will continue to exist, while others will be replaced by Transportation Coordinator Automated Information for Movement System (TC-AIMS) II and CFM.

2. CFM field module users can use the cargo receiving function to:

a. Tally in and close out shipments as they are received.

b. Generate SF 361, TDR, as necessary.

c. Enter and track carrier performance failures at their activity.

d. Manually enter shipments originated by non-CFM activities.

E. SERVICE ELEMENTS AND STANDARDS

1. Service elements and standards described below refer to specific operational factors for timely, safe, and cost-effective movement of DOD cargo. Letters of warning or notification of non-use may be issued by shipping activities for failure to meet these standards. It is important that shipping/receiving activities communicate to ensure all aspects of carrier performance are adequately monitored and appropriate action is taken.

2. No-show is a failure by a carrier to pick up a shipment on the agreed date and time. Two occurrences within a 45-day period are unsatisfactory.

3. Improper equipment is a failure by a carrier to provide equipment as requested. Inadequate equipment is carrier equipment that is not safe, i.e., holes in equipment, equipment that cannot be properly secured to prevent pilferage, etc. Two occurrences within a 45-day period are unsatisfactory.

4. A combination of one no-show and one failure to provide requested equipment within a 45-day period is unsatisfactory.

5. Shipment refusal is failure of a carrier to accept or decline a shipment within one hour of offer. Shipments must be offered at least 24 hours in advance or 48 hours when TPS is required. Three refusals within a 30-day period are unsatisfactory. A TO can specify a shorter response time for high priority shipments, but not charge a carrier with a refusal if the carrier declines the shipment. If a carrier accepts the shipment, pick up is expected on the specified date and time.

6. Excessive transit time is when the carrier fails to deliver shipments in accordance with established transit times shown in figures 202-2 and 202-3. Two late deliveries in a 45-day period are unsatisfactory. Each GBL is considered a shipment regardless of the number of shipments moving under the GBL or the number of delivery points. Receiving activities must report excessive transit time to shipping activities so any necessary action can be taken against the carrier.

7. Any documented incident involving the use of intemperate, vulgar, or abusive language; drug or alcohol abuse; or engagement in offensive conduct may result in a carrier being placed in immediate non-use status or a recommendation to MTMC for disqualification.

8. Since most TPS failures are covered under "miscellaneous TDR reporting procedures", it is recommend that any change should cross-reference the TO to Chapter 210, paragraph H.

9. Carrier fails to provide TPS when ordered. For example, Constant Surveillance Service (CSS) is ordered and the carrier fails to maintain the DD form 1907 (Signature and Tally Record). Reporting of discrepancies should be done in accordance with paragraph H, Chapter 210, Miscellaneous Transportation Discrepancies.

F. CARRIER NOTIFICATION

1. Letters of warning may proceed a notice of non-use. (See sample at Figure 207-1.)

2. Non-use notification letters will be forwarded by certified mail to carrier's corporate HQs and will include the reason for the non-use action with sufficient supporting documentation to allow carrier to address TO concerns. (See sample at Figure 207-2.)

3. Non-use notification letters will advise carriers of the period of non-use, the reinstatement date, and of appeal procedures.

G. REPORTING SERVICE FAILURES

1. Copies of all non-use notification letters will be immediately forwarded to the servicing MTMC area command.

2. TOs must report any service failures or issues needing additional review to the servicing MTMC area command.

H. NON-USE

1. A TO may place a carrier in non-use for up to 90 days for shipments originating from their activity followed by a 90-day probationary period. If there are any additional service failures during the probationary period, the activity may again place the carrier in non-use for up to 90 days. A TO may also place a carrier in non-use for up to six months if the carrier has been placed in non-use at that activity twice within a 12 month period. HQ MTMC and the area command have broader authority to place a carrier in non-use for longer periods of time for multiple origin points.

2. TOs should keep complete and accurate records on carrier service and exercise discretion before placing carriers in a non-use status. Consider corrective actions taken to prevent future service failures, carrier's overall record, and need for special services which may not be readily available.

I. CARRIER APPEAL

1. Carrier may appeal a non-use action in writing to the TO.

2. If the TO denies the appeal, the carrier must be advised of further appeal rights to the area command.

J. CARRIER REINSTATEMENT

Carriers will be reinstated on the day following the last day of the non-use period unless reinstated sooner on appeal. TOs must immediately notify the area command when a carrier is reinstated prior to the end of the designated non-use period.

K. CARRIER PERFORMANCE FILE

Carrier service failures must be documented to fully support a non-use or disqualification action. Carrier performance files for each carrier will be documented either manually or by automated means. Carrier performance files should contain as a minimum:

1. A summary of each service failure with supporting documentation.

2. Copies of any letters of warning or notifications of non-use with supporting documentation.

3. Correspondence from carrier concerning service failures and remedial actions taken.

4. Reinstatement letters.

5. Copies of TDRs (SF 361) issued in accordance with Chapter 210.

6. Any other correspondence pertaining to the carrier's performance.

L. CONTAINER AGREEMENT PERFORMANCE

Worldwide performance of contractor and government under the MSC Container Agreement and Rate Guide is monitored and enforced using procedures and standards in the surveillance plan issued by MTMC.

SAMPLE LETTER OF WARNING

(Letterhead -- Activity and Address)
(Date)

(*Sender's Office Symbol*)

Mr. John J. Jones
President, ABC Company, Incorporated
P.O. Box 1056
Some City VA 12345

Dear Mr. Jones

This letter is to advise you of the service failure(s) described below and express our concern with the service your company has provided this installation.

You are reminded that we may place carriers in non-use status from transporting Department of Defense cargo from this installation for the service failures:

a. Furnishing inadequate or improper equipment.

b. No shows.

c. Shipment refusals.

d. Excessive transit time.

ABC Company is being considered for non-use action for the following reason(s): (*Describe service failure in detail*).

You are requested to provide a written explanation for the service failure(s) described above and correction actions you have taken to prevent a recurrence of similar problems within 15 days of the date of this letter. Additional service failure(s) or failure to satisfactorily respond to this letter when combined with the incident(s) described above, may result in non-use action against your company.

Please contact (*name and phone number*) if you should have any questions regarding this action.

Sincerely

(*TO's Signature*)

TO's typed name, rank/grade, & Service
Title/Position
Organization

cc:
(*MTMC Area Command*)

Figure 207-1. Sample Letter of Warning.

SAMPLE NOTICE OF NON-USE STATUS

(Letterhead - Activity and Address)
(Date)

(*Sender's Office Symbol*)

Mr. John J. Jones
President, ABC Company, Incorporated
P.O. Box 1056
Some City VA 12345

Dear Mr. Jones

You are hereby advised that ABC Company has been placed in a non-use status for the movement of Department of Defense cargo from (*enter origin*) for a period of *(number of days or months*) beginning (*date*) and ending (*date*).

Your non-use status is the result of your failure to (*define service failure, in detail*).

The enclosed letter of warning, dated (*date of attachment*) forewarned of the possibility of this action.

You are advised of your right to appeal this action in writing to the undersigned. A timely determination will be made upon receipt of your appeal.

Please contact (*name and phone number*) if you should have any questions regarding this action.

Sincerely

(*TO's Signature*)

TO's typed name, rank/grade, & Service
Title/Position
Organization

Attachment:

cc:
(*MTMC Area Command*)

Figure 207-2. Sample Notice of Non-Use Status.

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CHAPTER 208

PACKAGING AND HANDLING

A. GENERAL

This Chapter provides general guidance on the handling of packaged materiel.

B. RESPONSIBILITIES

Installation Commanding Officers will ensure:

1. All personnel involved with the shipment and preparation of HAZMAT to include handling and loading are trained in accordance with the requirements of 49 CFR, AFJMAN 24-204, and other modal regulatory requirements.

2. All personnel involved in handling, repackaging, and loading operations are properly trained and understand marking and labeling requirements. Suggested source of training is the School of Military Packaging Technology, Aberdeen Proving Grounds, Maryland 21005-5001.

3. All personnel who operate MHE are properly trained and licensed.

4. Work areas are laid out to avoid bottlenecks and back- handling of materiel.

5. All personnel understand and adhere to proper Occupational Safety and Health Administration (OSHA) requirements.

C. REPACKAGING

1. Transportation operations should not have to repackage materiel. Repackaging should only be done when absolutely necessary.

2. If transportation personnel suspects that materiel may require repackaging, they should first contact the installation packaging and preservation representative. Additional information can be obtained from the appropriate packaging and preservation representatives listed in Figure 208-1, Inventory Control Points (ICPs).

3. Appropriate packaging materials and shipping containers must be used.

D. HANDLING

1. Do not remove/tear tape, labels or other items from any containers, especially fiberboard boxes.

2. If an item is dropped or damaged, report it promptly. Procedures for TDR are detailed in Chapter 210.

3. Do not put heavy items on top of light items when unitizing loads.

4. Maintain correct separation and segregation of HAZMAT at all times in accordance with Joint Service publication: DLAM 4145.11/TM 38-410/NAVSUPPUB 573/AFR69.9/MCO P4450.12, Storage and Handling of Hazardous Materials.

E. MARKING AND LABELING

1. Marking and labeling are means of communication identified in MIL-STD-129, Marking for Shipment and Storage, and 49 CFR.

2. If required marking or label is faded, damaged, or illegible, the TO should contact the installation packaging and preservation representative.

3. HAZMAT labeling must be in accordance with the applicable modal regulations and clearly visible.

4. Local labels will not be used unless specifically authorized by service/agency authority.

F. UNITIZATION

Unitization is the assembly of a group of containers or items into a single load. Unitization encompasses, but is not limited to, consolidation in a container, placement on a pallet or load base, or securely binding together. Guidance for palletization and banding of unit loads is found in MIL-STD-147, Palletized Unit Loads.

ICPs

AGENCY	DSN TELEPHONE	DSN FAX
AIR FORCE		
75 ABW/LGTP, Hill AFB UT	777-4495	777-5161
72 ABW/LGTP, Tinker AFB OK	339-7969	339-3839
77 ABW/LGTP, McClellan AFB CA	633-2375	633-4674
76 LG/LGTP, Kelly AFB TX	945-6511	945-1347
78 ABW/LGTP, Robins AFB GA	468-5007	468-5932
ARMY		
AMCCOM (SMCAR-ESK)	793-6164	793-6339
ATCOM (AMSAT-I-SDP)	693-2372	693-1844
CECOM (AMSEL-LC-MMD-P)	992-3623	992-2929
MICOM (AMSMI-MMC-MM-DP)	746-4007	788-2467
TACOM (AMSTA-GTP)	786-6267	786-8744
DLA		
DCSC-VSP	850-3345	850-5068
DESC-ELVP	986-5075	986-5203
DISC-EVS	442-4362	442-4534
DGSC-ZZS	695-4454	695-6287
DPSC-FRFT (C&T)	444-5966	444-5655
DPSC-MSCBP (Medical)	444-3161	444-2058
DPSC-HROA (Subsistence)	444-5353	444-4115/7774
DFSC-QR	427-9700	427-9672
MARINE CORPS		
MCLB ALBANY GA (CODE 87)	567-6855	567-6873
NAVY		
NAVICP (CODE 0512), Philadelphia PA	442-2183	442-4965
NAVICP (CODE 0541), Mechanicsburg PA	430-2784	430-3480
NAVORDCEN-IMSD (CODE 62)	430-3142	430-5386
NAVORDCEN-AMMOPAC	735-8506	735-8505
NAVORDCEN0AMMOLANT	953-4940	953-4587

Figure 208-1. ICPs.

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CHAPTER 209

LOST, DAMAGED, OVER, SHORT, AND ASTRAY CARGO

A. GENERAL

This Chapter provides procedures for preventing, detecting, and resolving incidents of loss or damage. It also contains instructions for documenting and reporting overages, shortages, and astray cargo.

B. RESPONSIBILITIES

1. MTMC will develop and administer:

   a. DOD cargo loss and damage reporting and analysis system. (See Chapter 210)

   b. Joint DOD/GSA Astray Cargo Program (JDGACP).

2. TO will:

   a. Implement shipping and receiving procedures to minimize loss and damage.

   b. Ensure personnel are trained in prevention, procedures, and techniques.

   c. Ensure procedures are followed to detect and resolve lost or damaged shipments.

   d. Document discrepancies in accordance with TDR procedures set forth in Chapter 210.

C. JDGACP

1. The JDGACP provides commercial carriers with a point of contact, TO, or Joint DOD/GSA Astray Cargo Program Committee (JDGACPC) member to resolve astray government shipments. MTMC sponsors and coordinates JDGACPCs for survey of carrier facilities to reduce astray cargo. MTMC or theater CINCs will determine required DOD Component representation on JDGACPC serving a specific geographical area. Selection of one or more committee members (CMs) will be coordinated with TOs of major activities located within defined geographical areas.

2. MTMC or theater CINCs will:

   a. Act as program manager and evaluate effectiveness of the JDGACP.

   b. Provide training to JDGACPC members.

c. Analyze JDGACC reports for trends or weaknesses and provide feedback to the TOs and CMs.

3. Committee chairpersons will:

a. Make carrier terminal and warehouse assignments to each JDGACP CM.

b. Provide reporting procedure guidance to CM.

c. Provide an updated list of all CMs to MTMC or theater CINC, no later than 1 March of each year.

d. Provide the following information to MTMC or theater CINC by the 15th of January, April, July, and October:

(1) Number of terminals visited or called.

(2) Number of astray shipments located.

(3) Actual or estimated value of shipments located. If the actual value is not known or cannot be determined, an entry of $500.00 will be made for the value of each shipment located.

4. Committee members will:

a. Make quarterly visits to assigned carrier terminals and warehouses to locate astray government cargo. Visit at least physically once a year. The other three quarterly visits can be done by phone.

b. Encourage local carrier terminal managers to participate in JDGACP.

c. Make every effort to identify consignor, consignee, or destination of cargo. Open and examine containers in the presence of the carrier's representative. If identity of consignor or consignee is not available, contact the item manager of the commodity for disposition instructions.

d. Furnish forwarding instructions to carrier for astray cargo.

e. Record all available information for each shipment on SF 361, Transportation Discrepancy Report, in accordance with procedures set forth in Chapter 210.

f. Refer problems to and request assistance from MTMC or theater CINC.

5. Additional information on the Astray Freight Program can be found in MTMC Pamphlet, DOD Joint Military Astray Freight Committees. Copies can be obtained from MTMC, Attn: MTOP-QER, 5611 Columbia Pike, Falls Church, VA 22041-5050.

D. PREVENTIVE ACTIONS

TO will ensure:

1. Documentation and labeling are complete and accurate. Labels will include, at a minimum, in-the-clear addresses for consignor and consignee, TCN, and piece count.

2. Timely submission of changes to the Travel, Consignment, and TFGs.

3. Packaging methods withstand the ordinary hazards of transportation via selected modes.

4. Comprehensive training is conducted for all personnel involved with packaging and documentation.

E. SURVEYING CARRIER FACILITIES

TOs or CMs will visit carrier facilities quarterly. Visit each facility physically once per year to locate government cargo. The other three quarterly visits can be done by phone. Carriers will be encouraged to notify TOs or CMs of suspected astray government cargo. MTMC or theater CINCs will provide carriers with regional astray cargo hot line numbers.

F. DELIVERING ASTRAY CARGO TO TOs

Until final disposition is determined, a carrier may give astray cargo, identified as government property, to local TO to hold. In such cases, TO will furnish a receipt to carrier and follow TDR procedures in Chapter 210.

G. CHECKING SHIPMENTS UPON DELIVERY

1. The designated in-checker will examine and count all containers and pieces received in each shipment. Each item will be checked as it is being unloaded to record any overage, shortage, or damage.

2. Check shipments immediately after unloading, prior to departure of the carrier's representative, when possible. When a container shows evidence of damage or pilferage, call it to carrier's attention and segregate damaged items from other items being unloaded to ensure that a proper record is made.

3. Keep a record of count and condition of material when shipment is in-checked. This record will show shipment identification, carrier equipment number, time, date, seal number, condition of seals, and checker's name. Consignee's copy of bill of lading, a tally sheet, or other approved forms will be used for this purpose.

H. WHEN DISCREPANCIES EXIST

TO will:

1. Take photographs (before unloading, when practicable) when apparent damage or conditions exist that may result in concealed loss or damage.

2. Annotate original and consignee's copy of carrier's delivery receipt with specific identification of over, short, or damaged items. Sign both copies of delivery receipt and enter Julian date.

3. Ensure carrier representative signs both copies of delivery receipt.

4. Avoid making any qualifying statements on carrier delivery receipt such as, "Subject to count and inspection."

5. Contact nearest office of delivering carrier immediately to request an inspection of the shipment.

6. Give carrier up to seven calendar days to inspect shipment. If carrier waives inspection, make a record of waiver, including name of carrier representative.

7. Avoid opening damaged packages until carrier representative arrives, unless there is a possibility that damage to shipment will be reduced by prompt unpacking.

8. Obtain a copy of carrier representative's inspection report for inclusion in TDR package If carrier assumes responsibility, obtain certified statement to that effect.

9. Avoid discussing liability with carrier.

I. SHORTAGE OF CLASSIFIED OR SENSITIVE MATERIAL

1. In addition to the SF 361, report any shortage of classified material or a violation of security in accordance with applicable DOD Component procedures using the fastest means. Reports will be made for the following items:

   a. SECRET materials.

   b. CONFIDENTIAL materials.

   c. Difficult-to-replace-articles.

   d. Narcotics.

   e. Weapons, ammunition, and similar ordnance materiel.

2. Promptly notify MTMC or theater CINC if shortage is resolved and indicate condition of material as received.

J. DAMAGED MATERIAL

1. Destination TOs will accept delivery of shipments damaged during transportation regardless of who has damage-risk responsibility and will annotate the carrier delivery receipt in accordance with paragraph H above.

2. Report shipment discrepancies involving damage, other than FOB destination, on SF 361 in accordance with TDR procedures in Chapter 210. For FOB destination shipments, TOs will furnish procurement officials with all available information to support the shipper's claim for damage.

K. RELEASE OF CLASSIFIED, SENSITIVE, OR TECHNICAL MATERIAL

TOP SECRET, SECRET, CONFIDENTIAL, sensitive, and technical supplies or equipment will not be released to a carrier for repair or salvage.

L. OVERAGE

When materiel is received in excess of quantity shown on bill of lading, annotate carrier delivery receipt and report all overages and reconciliations in accordance with Chapter 210.

M. INCREASED LIABILITY COVERAGE

Should a shipper desire to declare and establish a cargo liability for an amount greater than that established, increased liability coverage may be purchased to increase the loss and/or damage cargo liability over the maximum.

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CHAPTER 210

TDR

A. GENERAL

This Chapter prescribes responsibilities and procedures for implementing the TDR System, a worldwide program for reporting various transportation discrepancies. These procedures have been approved by the military Services, DLA, and GSA. This Chapter provides the TO with step-by-step rules that must be followed to provide :

1. Documented facts to claims offices supporting loss and damage claims against the carrier or contractor to ensure recovery of government monies.

2. All the facts to HQ MTMC, its subordinate command, and any other responsible activities for use in loss and damage prevention.

3. Proof of transportation discrepancies so that changes can be made to financial records, property files, and inventory files; and, dependent on Service or agency policy, item managers can reissue lost or damaged items.

B. RESPONSIBILITIES

1. Commander, HQ MTMC, is responsible for managing the DOD Worldwide Cargo TDR and Analysis System and will:

a. Take necessary measures to determine effectiveness of, and weaknesses in, the system and provide recommendations to the DOD Components for improvement or corrective action(s).

b. Develop and administer the system, as well as the JDGACP in coordination with the DOD Components.

c. Furnish reports on the system and program as required.

d. Provide data, analysis, information, and reports to DOD and GSA components to help determine trends, any changes required for claims prevention, and improved procedures to reduce loss and damage.

e. Assist DOD and GSA components in resolving transportation discrepancies.

f. Furnish information on claim settlements.

g. Assure that published regulatory guidance meets the needs of the military and federal agencies involved with the system and program.

h. Provide TOs with timely, adequate training and assistance in the preparation and submission of TDRs and the workings of JDGACP.

i. Provide assistance to theater CINC Area Monitoring Offices (AMOs) and review and comment on all AMO implementing instructions.

2. MTMC DSC will:

a. Monitor TDR actions affecting their Area of Responsibility (AOR) and initiate investigative or corrective actions, as necessary.

b. Prepare TDR data for computer input and output.

c. Provide DOD activities with training assistance and advice.

d. Monitor TDR performance of field activities that fail to answer Requests For Information (RFI) and take action to ensure prompt and accurate replies in the future.

e. Assist finance centers and claims offices, upon request, in obtaining information to resolve transportation discrepancies and in interpreting disputed tariffs and tenders relative to the amount recoverable under specified released valuation clauses.

3. Theater CINCs will establish AMOs, which will:

a. Monitor TDR actions within their areas of responsibility.

b. Give training assistance and advice, as required, to ensure compliance with this regulation.

c. Monitor TDR performance of field activities that fail to answer RFIs to ensure prompt and accurate replies in the future.

4. TOs, Receiving Officers, and Contract Administrative Elements will:

a. Ensure transportation discrepancies are reported in accordance with TDR reporting standards.

b. Ensure that TDR inquiries are answered within established time frames.

c. Provide procedures for discrepancy reporting on shipments received by off-site activities.

d. Ensure that procedures for obtaining actual repair cost statements and repair cost estimates, as appropriate, are followed as they apply to their activity.

e. Document and submit TDRs on all transportation discrepancies in shipments received at their activity, including those pertaining to military mobilizations and exercises.

f. Investigate and gather facts relating to each discrepancy in shipment to support government claims against the responsible carrier.

g. Take necessary TDR corrective actions (e.g., cancel a TDR when a discrepancy is resolved).

h. Respond to RFIs and any other requests for additional information within established time frames. (See paragraph F.3.)

i. Notify appropriate DIS Cognizant Security Office of classified material security violations according to DOD 5220.22-M.

j. Furnish documentation to support a contractor's claim against a carrier for FOB destination shipments. SF 361, TDR, may be used for this purpose.

k. Notify supporting security and law enforcement elements immediately upon learning of discrepancies which indicate possible security compromise, theft, vandalism, unexplained loss, or any other activity that may warrant their investigation.

l. Review each TDR before submission to the cognizant finance center or claims office to ensure that:

(1) TDR is routed to the appropriate finance center or claims office.

(2) Carrier responsibility has been established and is supported with documented evidence.

(3) The amount of loss/damage is supported with documented evidence citing the actual expense of repairing or replacing the lost or damaged material. Use estimated repair costs only when repairs will not be made, repairs will be delayed due to lack of parts or backlog in the repair facility, or the damaged property must be shipped to another facility for repair.

(4) Items shipped to the repair facility are adequately marked so the repair facility can identify them and maintain separate repair cost records for claim action.

(5) Controls are set up so that action is taken on correspondence from the finance center or claims office in accordance with established TDR reporting standards.

5. Off-site activities will follow the TDR procedures of their support site.

6. Finance centers will:

a. Make final determination of liability and measure of damage.

b. File an SF 362, U.S. Government Freight Loss and Damage Claim, to complete formal claim action.

c. Conduct an investigation and respond to all carrier protests, declinations, and compromise offers pertaining to claims filed by their office.

d. Take collection action.

e. Handle claims to a conclusion to include furnishing administrative reports to U.S. General Accounting Office and litigation reports to U.S. Department of Justice, when required, because of uncollectable debts, carrier bankruptcy debts, or compromise offers of $20,000 or more.

7. Transshipment Activities will:

a. Prepare and submit TDRs to the consignee.

b. Complete initial notification to reporting activity, transshipment point, consignor, shipper, consignee, and final destination.

c. Distribute initial notifications to reporting activity, transshipment point, consignor, shipper, consignee, final destination, and HQ MTMC.

C. EXCEPTIONS

This Chapter does not apply to:

1. Reporting of carrier equipment that cannot meet the safety requirements for moving HAZMAT. (See Chapter 207.)

2. Reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments; or Presidential Determination shipments under the International Logistics Program. To report these on SF 364, Report of Discrepancy, see DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400-54/ MCO 4430.3J.

3. Loss or damage to personal property, unless that loss or damage happened to property consigned to transshipment activities for movement overseas, or the discrepancies resulted from movements by AMC or MSC.

4. Shipments of bulk petroleum via all modes, e.g., tanker car, pipeline. (See DOD 4140.25-M, Chapter 5, for SF 361 requirements.)

5. Discrepancies in FMS shipments not in government-controlled transportation. To report these on SF 364, see DLAR 4140.55/AR 735-11-2/ SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J. FMS astray freight shipments should be reported on an SF 361.

6. Overages and shortages on single consignee SEAVANs or containers that were loaded at the supply source and were unstuffed by the cargo consignee with original seals intact. Report these overages and shortages on SF 364. Transshipment points (CCP, ports, breakbulk points) are not supply sources for purposes of this exception.

7. Dunnage and lashing gear, e.g., lumber and wood products, wire, wire rope, turnbuckles, clips, chains (other than those items identified as recoverable according to current individual service policy and procedure), used to fasten or secure cargo to prevent shifting during transportation.

8. Discrepancies which occur in movement of material to or from on-station sites or satellite activities using equipment which is assigned to a government activity, agency, or contractor-vendor operation.

D. DOCUMENTS AND THEIR USE

1. Standard Form (SF) 361. This form will be used to:

a. Notify or confirm notification to carriers of a problem with a shipment. A RFI must be issued to the carrier for every documented transportation discrepancy. This requirement applies to all U.S. commercial carriers, as well as AMC.

b. Notify a carrier to pick up damaged material and to show where the material is located. This requirement applies to all U.S. commercial carriers, but exempts AMC.

c. Request information from any source to help resolve a discrepancy, such as requesting pricing data from shipping activity or inventory control point.

d. Reply to an RFI.

e. Change or cancel a previously issued TDR.

f. Document problems at a stop-off or transshipment point for action by the consignee.

g. Report all transportation discrepancies that have not been resolved within the time limits established by this Regulation.

h. Document discrepancies when services ordered by the government are not performed by the carrier (e.g., perishables not delivered on time, non-performance of overnight service, or non-performance of DOD CSS).

i. Request disposition instructions from the item manager and request credit where appropriate.

j. Support claims against carriers and contractors.

2. DD Form 173/2 (Joint Message Form) or Suitable Equivalent. Forms will be prepared for transportation discrepancies applicable to CLASSIFIED or PROTECTED (including HAZMAT) shipments. (Throughout this Chapter all references to PROTECTED ship-ments include only SENSITIVE and CONTROLLED items.)

3. DD Form 470 (Cargo Out-Turn Report). This form is used as a summary and transmittal sheet for a consolidated TDR, DD Form 788 series, Private Vehicle Shipping Document For Automobile, Van, or Motorcycle, or commercial carrier form file when a sealift carrier is suspected of being the cause of a loss or damage.

E. REPORTING GUIDELINES

1. Reporting a discrepancy.

a. Consignee will:

(1) Provide a copy of RFI to the carrier within seven days of discovering any transportation discrepancy.

(2) Use procedures in paragraph F to report all discrepancies except those specifically listed in paragraph H.1. Within this Chapter, all references to PROTECTED shipments include only SENSITIVE and CONTROLLED items.

(3) Use procedures in paragraph H to report discrepancies that will not result in a claim against a carrier or contractor, but may cause problems in the timely, proper movement of freight.

(4) Use procedures in Chapter 209 to report discrepancies discovered by JDGACP committee members during inspections of carrier terminals and DOD freight held in U.S. Customs bond rooms and freight storage warehouses.

b. Activities other than the consignee will:

(1) Prepare an initial notification SF 361 by checking the "initial notification" block, and filling in block l and blocks 4 through 31 (See Figure 210-3) with all available information. (Appendix Z, Section B, contains instructions for filling out each block.) In block 30, indicate the probable party responsible for the discrepancy, e.g., carrier, transshipping activity, etc.

(2) Distribute the completed SF 361. Mail the original, with all supporting documents, to the consignee within seven calendar days after the discrepancy is found.

(3) Maintain one copy of all documents for the file.

(4) Mail one copy to the carrier, clearly explaining that the carrier' s response shall be sent directly to the consignee indicated on the SF 361. This copy should not include either the statement concerning responsibility in block 30 or any attachments.

(5) Complete an RFI if a discrepancy on a TCMD or non-receipt of an advance TCMD, precludes onward movement or identifications of a shipment.

(6) Send a copy to the AMO, if the reporting activity is located OCONUS.

2. Determining the Cost of a Discrepancy.

a. For most discrepancies it is necessary to determine the cost to the government. This is the total cost of the loss or damage, to include applicable disposal fees, plus the unearned freight charges on a bill of lading. See AFR 177-19/AR 735-11-1/NAVSUPINST 4610.34E/MCO P4610.16E/DLAR 4500.12, Uniform Settlement of Military Freight Loss & Damage Claims, for complete details. To do this, consider the following factors:

(1) Pre-Shipment Value. This is the current Federal Supply Catalog or DLA Consolidated Management Data List price of an item, minus depreciation or average standard repair cost if the item was used or in reparable condition. The value of lost or damaged government property must be established by the supply activity or item manager. Pre-shipment value is not determined for personal property TDRs.

(2) Repair Cost. If the item is damaged, determine how much it will cost to completely repair only the in-transit damage. Carriers demand, and are entitled to know, the actual expense incurred by the government. The repair cost statement must list separately cost of parts, labor, and overhead. Use estimated repair costs only when repairs will not be made, must be delayed due to lack of parts or backlog in repair facility, or when damaged property must be shipped to another facility for repair. Activities submitting estimated repair costs are required to furnish actual repair cost statements when repairs are completed. If a carrier opts to repair damaged property, explain to the carrier that repairs must meet all military specifications. The carrier must agree in writing to this condition. Under no circumstances will classified or protected property, arms, ammunition, or explosives be released to a carrier for salvage or repair. Property subject to released rates and damaged beyond repair will be released to the carrier for salvage only after the full amount of the claim has been collected by the finance center or claims office. Repair cost is not determined for personal property.

(3) Unearned Freight Charges. This is money paid to the carrier, but not earned by carrier due to a breach in contract, e.g., in-transit shortage, delivery of freight damaged beyond repair, or transportation protective service requested, but not provided. If the shipment moved on a GBL, used commercial procedures for small domestic freight shipments, or was shipped FOB origin, the freight charges are added to the preshipment value. However, on FOB destination shipments, the freight charges are included in the price of the merchandise and the vendor or

shipper will file aclaim for the recovery of the in-transit loss from the carrier. On shipments made from or directed by GSA, the freight charges are included in the price of the merchandise. GSA will compute unearned freight charges and file claim to recover them plus the value of any in-transit losses and all unearned freight charges from the carrier.

(4) Cost of Disposal. When CONUS activities are prohibited from turning damaged material over to the carrier, the cost of disposal will be added to the claim.

b. To find the cost of the discrepancy, add the unearned freight charges or cost of disposal, if any, to the pre-shipment value or repair cost. The sum will be the cost of the discrepancy.

c. Finance centers and claims offices will contact reporting activities for firm figures of the actual amount of loss when this information is not furnished with the TDR.

3. Discrepancy Reporting Threshold.

a. Discrepancies valued at $500 or more and all discrepancies in classified or protected shipments must be reported. For GSA shipments of DOD material, all discrepancies, regardless of value, must be reported.

b. When a response to an RFI indicates that the value of the TDR is less than $500 (exception for GSA shipments), the consignee will cancel the RFI (see subparagraph E.4. below) and forward a copy to the appropriate finance center or claims office, and to each addressee that received a report of the discrepancy.

c. If OCONUS, adjust transportation charges and inventory according to theater regulations.

d. For claims less than $500 in property value, the TO is authorized to file directly with the carrier using carrier provided claims forms. On receipt of settlement from the carrier, the settlement is to be turned into the local finance office or Service or Agency designated location using the DD form 1131, Cash Collection Voucher. The funds are to be credited to the long line fund citation or the Transportation Account Code (TAC) of the shipper. If funding information or data is not available, credit the funds to the local TO. When a carrier does not respond to a locally filed claim, initiate a TDR using normal procedures.

4. Changing or canceling an SF 361. Use the file (original) copy of the SF 361 as follows:

a. To change a TDR, stamp or write "REVISED" on the front of the SF 361, top and bottom. Draw a line through the old information and clearly type or print the revised information. In block 30, state the reason for the change. Sign and date the change notation.

b. To cancel a TDR, stamp or write "CANCELED" on the top and bottom of the form. In block 30 or block 43, clearly type or print the reason for cancellation. Sign and date the canceled notation.

c. Send a copy of the change or cancellation to each addressee to whom you sent the original report of the discrepancy, including the appropriate finance center or claims office.

F. REPORTING REQUIREMENTS

1. When a discrepancy is found in a shipment, the actions taken differ depending on the type of discrepancy, value of the discrepancy, and the activity finding the discrepancy. Discrepancies in classified or protected cargo, as well as all arms, ammunition, and explosives shipments (whether or not classified or protected), require reporting procedures slightly different from other cargo shipments. If the discrepancy is not one of the types listed below, contact appropriate activity listed in paragraph I.

a. Astray.

b. Shortage.

c. Pilferage.

d. Theft.

e. Damage.

f. Vandalism.

g. Overage.

h. Special contract or carrier services not provided, e.g., shipper requested and carrier did not provide MSS, DDPS, etc. NOTE: For this type of discrepancy, prepare the TDR and send the original (with all supporting documents) to the appropriate finance center or claims office for recovery of special service charges.

2. Advisory Action and RFI.

a. Classified or Protected Shipments and All Shipments of AA&E. If a discrepancy is found in a classified or protected cargo shipment, notify the nearest TO immediately by telephone. This includes ocean and air shipments and is in addition to the ocean cargo out-turn reporting requirements in paragraph G below.

(1) The TO or designated agent notifies the carrier or contractor and the local security office and records the names and titles of all individuals contacted.

(2) Regardless of the value of the shipment, within 24 hours after the discrepancy is discovered, the TO notifies appropriate addresses listed in paragraph I.3. by electronic message. When a theft or loss of narcotics or controlled substances is involved, mail a copy to

the Drug Enforcement Administration, Office of Division Control (OD), Attn: Operations Section, 600 Army Navy Drive, Arlington VA 22202.

(3) The message form (Figure 210-1) is prepared with line numbers corresponding to blocks 1 through 31 of the SF 361. (See Appendix Z, Section A, for explanation of blocks.) Block 30 is used if more information is needed or if a particular addressee is to take action, such as:

(a) Consignor. If shipped by a non-DOD agency, send to the government activity that directed or arranged for the shipment (except for GSA, see subparagraph I.3.f.). If shipped by a contractor, send to the TO at the Contract Administration Office (CAO).

(b) Consignee. If the discrepancy is discovered in transit.

(c) MTMC Deployment Support Command (MTDC-OPF).

(d) HQ MTMC or theater CINC.

(e) If OCONUS, send additional copy to the AMO.

(f) Appropriate item manager, as shown in paragraph I.3.

(4) Even if the discrepancy is discovered by an activity other than the consignee, the ultimate responsibility for preparing the SF 361 rests with the consignee. (Transshipment points, except as noted in paragraph C, are consignees for TDR purposes.) Consequently, the discoverer must include a statement in the remarks line or block 30 of the advisory or RFI message requesting all action responses be sent directly to the consignee as noted in Remarks line or block 6.

(5) Property subject to security regulations will not be released or rejected to the carrier or any unauthorized personnel for repair or salvage. Property designated TOP SECRET, SECRET, or CONFIDENTIAL; narcotic preparations; and property that, in the best interest of the government, cannot be abandoned for any reason, will not be rejected to the carrier regardless of the extent of the damage.

b. Non-Classified or Non-Protected Shipments. When a shipment is delivered by a commercial carrier and pilferage, theft, damage, or vandalism is apparent, notify the carrier by telephone and request the carrier inspect the shipment within seven calendar days. If the carrier waives inspection, record the person's full name, title, and date of the waiver. When a carrier waives inspection, the government is required to perform an inspection to determine the extent and cause of damage. If the shipment was delivered by a military vehicle, the same inspection procedures are required.

(1) An RFI must be issued for each transportation discrepancy. Whether the consignee discovers a discrepancy in a shipment or is notified of such a discrepancy by another

activity, the consignee must use the SF 361, marked RFI, to notify all interested parties and gather information.

(2) The specific information that is being requested should be described in Block 30. The information gathered will aid in the resolution of the discrepancy, or provide the necessary data for the completion of a TDR package which will be the basis for a claim.

(3) The pre-shipment value of the item or the cost of repairs (Block 29) will not be entered on the copy of the RFI which is provided to the carrier. (See Figure 210-4.)

c. If the consignee receives an initial notification SF 361 from another activity, the shipment should be checked for additional discrepancies.

(1) The consignee must initiate an SF 361, according to paragraph F.6., using a locally developed report number, checking the "REQUEST FOR INFORMATION (RFI)" block, showing the appropriate addresses in blocks 3 and 4, and copying the rest of the information from the initial notification. If additional discrepancies are found, they must also be documented on this RFI.

(2) The consignee will file any "Initial Notification" received from another activity with a copy of the consignee-prepared RFI, to be retained as evidence in the event that the discrepancy is not resolved. The consignee then proceeds according to the instructions in paragraph F.3.

d. If the consignee is the first to discover any discrepancies, he or she must prepare an SF 361 marked "RFI," completing Blocks 1-31 according to figure 210-2, and then proceed in accordance with paragraph F.3.

e. Send RFI to any parties which may have information to help resolve the discrepancy.

(1) Always notify the carrier in writing (carrier copy of the RFI) of any discrepancy. Do this within seven calendar days after the discrepancy is found, or when a reasonable delivery time has passed and none of the shipment has been delivered.

(2) Send the RFI to the GSA National Customer Service Center if information is needed on any GSA-made or directed shipment. (See paragraph I.3.f.)

(3) Mail a copy to any other activity from which information is being requested in block 30.

(4) Send the RFI to the TO at the CAO if the shipper is a DOD contractor.

(5) Send a copy to the AMO for OCONUS.

(6) File the original SF 361 RFI in a suspense file for 50 calendar days to give the carrier and other action offices time to investigate and resolve the discrepancy. Do not send a copy of the SF 361 RFI to the applicable finance center or claims office. During this time, the reporting activity should be collecting supporting documentation for the TDR package. The 50 calendar days are counted from the date the discrepancy was discovered.

3. Responding to the Advisory or RFI Message. All action addressees must answer the advisory or RFI message within 10 calendar days of the date the discrepancy was reported on a classified or protected shipment, and within 50 calendar days for a non-classified, non-protected shipment. Even if an action addressee has no information concerning the discrepancy, a negative reply is required. When all the answers are received, the consignee attempts to resolve the discrepancy and follows the procedures outlined in paragraph F.6. In many instances, shortages are resolved by checking supply and inventory records.

4. Unanswered Advisory and RFI Messages. If answers are not received by the close of business on the 11th day for a classified/protected shipment, or the 51st day for a non-classified/ non-protected shipment, the TO sends a "Non-Response" message to remind applicable action addressees that a reply is mandatory. The subject of the message will be "RFI Follow-up" and the body of the message states, "Answer not received by required deadline." The consignee sends a copy of this tracer to the MTMC Deployment Support Command if the action addressee is located in CONUS; if the action addressee is located outside CONUS, a copy is sent to the AMO. For Air Force RFIs, send a copy to the major command of the consignee and non-respondent. The consignee does not wait for a reply to the late notice, but continues with the actions required by paragraph F.6.

5. Actions for Resolved, Unresolved, and Miscellaneous Discrepancies.

a. Resolved discrepancies. If the discrepancy is resolved within 30 calendar days after discovery for classified or protected shipments or 60 calendar days for non-classified or nonprotected shipments, the TDR (SF 361) is canceled as indicated in paragraph E.4.

b. Unresolved discrepancies. If the discrepancy is not resolved, an SF 361 will be issued by the final consignee no later than 30 calendar days after the discrepancy was discovered for a classified or protected shipment or no later than 60 calendar days for a non-classified or non-protected shipment.

c. Miscellaneous discrepancies. Report according to paragraph H.

6. Guidance for Completing the TDR (SF 361).

a. Blocks 1 through 33 of the SF 361 are completed by the consignee (See figure 210-2). Most of the information needed to fill out the SF 361 is available from the initial notification or the RFI. If the file copy of the initial notification or RFI is used, white-out the"Initial Notification" or check the RFI block. In addition, blocks 34 through 46 are to be completed. The entry in block 46d is not the TAC, but the accounting appropriation which paid for the material. Block 46f is signed by the approving official at the reporting activity. Since the SF 361 is used

for both the RFI and the final TDR, follow the specific block-by-block instructions in Appendix Z, Section B, based upon the specific action being taken. Blocks 1 through 33 and the squares at the top will be used to prepare the MANDATORY RFI as the "Initial Notification" to consignees concerning any discrepancies to a shipment, to identify an astray cargo find, or document a miscellaneous discrepancy. Check the proper square under Part I, according to the following:

(1) The consignee will check the "RFI" square only when the SF 361 is being used exclusively to request additional information to resolve the discrepancy or support the freight claim.

(2) Check the "Initial Notification" square only when the preparer of the SF 361 is other than the consignee, and it is being used exclusively to notify the consignee and the carrier.

(3) Check the "Miscellaneous Problems" square only when the SF 361 is being used exclusively to report miscellaneous transportation discrepancies using Discrepancy Type Code "X" as required in paragraph H.

(4) Do not check any of the above squares if the SF 361 is a final report which is going to a Service finance center or claims office for freight claim action.

b. If evidence indicates that AMC is responsible for the discrepancy, only blocks 1 through 28 and 30 through 31 are to be completed. Data for blocks 10, 14, 17, and 19 may not be available.

c. Part II of the Form will be used as supporting documentation for formal claims filed with the carrier or contractor. Carrier claims will be filed by the service or agency finance center or claims office whose fund cite is on the bill of lading. Contractor claims will be filed by the government activity that is administering the contract. The information contained in this part will not be disclosed to the carrier or contractor.

7. Assembling the TDR Package. The SF 361 is the source document for claim action against the carrier and, dependent on service or agency policy, for item manager to reissue material, issue credit, or provide disposition and repair instructions. These actions will be successful if the TDR is supported with documented facts and firm evidence which establish carrier liability and the actual amount of the government's loss. Paragraph F.8 lists documents required to support the TDR for claim action. The SF 361, with all supporting documentary evidence, is called the TDR package. If evidence indicates that AMC is responsible for the discrepancy, supporting documents are not required.

8. Supporting Documents. Include the following supporting documents with TDRs for shortage and damage claims purposes:

a. For Shortage Discrepancies, include:

(1) A copy of the GBL or CBL, as appropriate.

(2) A copy of the carrier's delivery document, e.g., pro or freight bill, ocean cargo manifest with discrepancy annotation, signed and dated by the consignee's in-checker and the carrier's driver or agent. If involving MTMC terminals and out-ports, this may be a copy of the Expected Receipt Listing (ERL) supported with a copy of the carrier's pro or freight bill.

(3) A copy of the completed shipping document showing the NSN, noun, condition, quantity, and value of material shipped. This may be a DD Form 1348-1/DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or DD Form 1149, Requisition and Invoice/Shipping Document, as appropriate. Additional documents will be required for the conditions shown below:

(a) When items in a carton are consolidated, include a copy of the shipping document for each missing item.

(b) If it was a partial shipment, include a copy of the debit document showing how many items were received.

(c) When an item in need of repair is shipped, a reparable value statement will be required.

(4) A copy of the document showing that supply records were checked to ensure that the item has not been received.

(5) A copy of the tally-out and tally-in records for truckload shipments.

(6) A signed affidavit by the person who discovered the shortage (in all instances when the carrier's delivery document or receipt was not annotated). The affidavit must show the time, place, and how the discovery was made.

(7) A copy of the contractor's paid invoice.

(8) For United Parcel Service (UPS) shipments, a copy of the pick-up record, the UPS tracer, and loss and damage investigation form with loss and damage investigation number annotated. (Not applicable to classified or protected shipments.)

(9) A copy of the CBL and the SF 1034, Public Voucher for Purchases and Services other than Personal, paid by the shipper when commercial forms are used on domestic shipments. Regarding payment for Navy activities, submit CBLs attached to a SF 1113, Public Voucher for Transportation Services, to: DFAS NORFOLK OPLOC Code FTA P.O. Box 8489 Norfolk, VA 23503-0489

b. <u>For Damage Discrepancies include</u>:

(1) A copy of the GBL or CBL.

(2) A copy of the carrier's delivery document (e.g., progressive or freight bill, ocean manifest) with discrepancy notation signed by the carrier's agent and the transportation in-checker. For CONUS MTMC terminals and out-ports, include a copy of ERL supported with a copy of the carrier's pro or freight bill.

(3) A copy of the completed shipping document which shows the NSN and/or noun name, condition, quantity, and value of material shipped. This could be a DD Form 1348-1, DD Form 1348-1A, DD Form 250, or DD Form 1149, as appropriate.

(4) Copies of photographs that were made of damaged property. These photos should include some that were made prior to off-loading. On the photograph, annotate the carrier, GBL or CBL number, and date the shipment was received.

(5) For small package shipments a copy of the pick-up record, the tracer, and loss and damage investigation form with loss and damage investigation numbers annotated.

(6) A copy of the carrier's inspection report signed by the carrier and the transportation representative or documented evidence of carrier inspection waiver.

(7) A statement from the shipper or other source describing the conditions under which loading, blocking, and bracing took place. Verify that loading, blocking, and bracing were performed according to current contract rules or tenders, and that the carrier inspected it.

(8) Original and one copy of the itemized actual repair cost statement. (See AFR 177-19/AR 735-11/NAVSUPINST 4610.34E/MCO 4610.16E/DLAR 4500.12).

(9) Copies of GBLs, CBLs, or freight bills for transportation costs to and from the repair facility if paid by the government.

(10) Carrier's signed receipt for property that was released to the carrier for salvage. It must show the value of the item before damage. DO NOT release classified or protected items or items shipped under released rates to a carrier or any unauthorized personnel for salvage.

(11) A signed affidavit by the person who discovered the damage, for concealed damage or when the carrier's receipt was not annotated. The affidavit must give a detailed explanation of time, place, who discovered the damage, and extent of the damage.

(12) A copy of the official law enforcement or accident safety report, in the case of rail, highway, or aircraft accident.

9. Forwarding the TDR Package:

a. The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary. For example:

(1) If a sealift carrier is at fault, the TDR package is forwarded according to procedures in paragraph G.

(2) When a commercial bill of lading is used by a contractor and the shipment was moved under FOB destination terms, the TDR package will be forwarded to the contractor for claim action against the carrier.

(3) If a non-DOD agency made the shipment, send the TDR package to the government activity that directed or arranged for the shipment (except for GSA). (See subparagraph I.3.f.)

(4) If the shipment is personal property, send a copy to the final consignee marked "For member to give a proper claim office when filing claim."

(5) If no claim action against a carrier is indicated, e.g., DOD shipper responsibility, astray, or overage not resolved, mail the TDR package to the MTMC DSC and the shipper.

(6) If evidence indicates that AMC is responsible for the discrepancy, the TDR should not be sent to a finance center. However, it is important to file these TDRs to enable monitoring and evaluation of contract and carrier performance.

(7) When none of the above conditions apply and a claim is intended, the TDR package is forwarded to the appropriate finance center or claims office listed in paragraph I.3. If the responsible carrier is overseas, send the SF 361 to the AMO for the originating OCONUS area.

(8) A TDR package will be forwarded to the appropriate item manager for the following actions: reissue, credit, disposition, and repair.

b. The following information applies to all conditions listed above:

(1) Mail one copy, without attachments, to the consignor.

(2) Keep one copy of the TDR package for the file.

(3) Send one copy, without attachments, to the MTMC DSC (except in condition shown in paragraph G below).

(4) If OCONUS, mail one copy of the SF 361, without attachments, to the AMO.

(5) Distribute other copies as required by the service or agency listing in paragraph I.3.

G. CARGO OUT-TURN REPORTING SYSTEM (CORS)

The CORS reports discrepancies when a sealift carrier (or its agent) is suspected or known to be at fault.

1. Consignees are responsible for the following actions:

a. Prepare the TDR package. If the discrepant item is a privately-owned vehicle (POV), use a Report of Discrepancy (POV) (DD Form 788); DD Form 788-1 or DD Form 788-2 whichever is applicable; or comparable commercial carrier form that arrived with the vehicle. Do not use the SF 361 for POV unless a DD Form 788 series form is not available or is not adequate to describe the discrepancy.

b. Send the original TDR or DD Form 788 series package to the POD within 30 calendar days from the time the discrepancy was discovered for classified or protected shipments or within 60 calendar days for non-classified or non-protected shipments. If the POD mailing address is not known, the AMO furnishes assistance in obtaining the address.

c. Maintain one complete copy of the TDR or DD Form 788 series package in the file.

d. Send one copy of each SF 361, without attachments, to MTMC DSC.

e. If overseas, send a copy to the AMO.

f. Send any other copies as required by the service or agency. (See paragraph I.3.)

g. If the discrepancy is resolved, follow the procedures outlined in subparagraph E.4.b to cancel the TDR.

2. POD Action. Combine, by voyage number, all TDR packages received. Prepare a Cargo Out-Turn Report (DD Form 470) for each voyage, as shown in Figure 210-6, and use the DD Form 470 as a cover sheet for the attached TDR packages. Send the DD Form 470 with attached TDR packages to the POE within 60 calendar days after discharge of the cargo for classified or protected shipments or within 90 calendar days for non-classified or non-protected shipments. DD Form 470 is initiated by ocean terminals to consolidate individual TDRs when an ocean carrier is at fault.

3. POEs will complete action on DD Form 470 packages received within 90 calendar days after the discharge of the cargo for classified or protected shipments or within 120 calendar days for non-classified or non-protected shipments.

a. If only one DD Form 470 package is received for a single voyage, the POE reviews it for completeness and adds any information or documentation not included. Send the package to the MTMC DSC for final review.

b. If more than one DD Form 470 package is received for a single voyage, the POE first reviews them for completeness and adds any information or documentation not included. After reviewing each package, POE consolidates all submissions into one package and uses a new DD Form 470 as a summary sheet for the total package. POE completes blocks 1, 2, 3, and 12, and signs and dates the new DD Form 470. The number of DD Forms 470 contained in the new, consolidated package is entered in block 12. POE then mails the complete package to the MTMC DSC for final review.

4. MTMC DSC will review all DD Form 470 packages received. Return any incomplete packages to POE for further action. Submit complete packages to the MSC office responsible for claims action. The following documents should be included in DD Form 470 package:

a. Required Documents.

(1) Statements of the vessel's master, officers, or agent, in connection with reports of discrepancies.

(2) Original tally sheets establishing quantity discharged, condition of cargo as noted by the checker or tally clerk, and place of stowage.

(3) Stevedore damage reports, with identification of stevedore and report of recovery action being taken.

(4) Extracts from vessel's log books.

(5) Repair estimates and invoices establishing cost of repair.

(6) Reports of costs incurred by the U.S. Government or recipient foreign government for recooperage, additional handling, or other extra work required solely as a result of damage to the cargo.

(7) Copies of the DD Form 1691, Arrival Condition Report-Perishable Subsistence.

b. Supporting documents, i.e.:

(1) Statements of witnesses.

(2) Cargo survey reports.

(3) Reports of investigation.

(4) Photographs and diagrams.

(5) Sales contracts establishing salvage value, price lists, or purchase invoices.

(6) Other available information to assist in claim collection and cargo loss and damage prevention.

H. MISCELLANEOUS TRANSPORTATION DISCREPANCIES

1. These discrepancies cause problems for the TO, the in-checker, the inspector, and others involved in the timely proper movement of cargo. However, because they do not show a direct cost to the government, they usually will not result in a claim against a carrier or contractor. Reporting these discrepancies will provide data to the loss and damage prevention program and carrier performance program, help correct deficiencies, and improve carrier and contractor services. In some instances, provisions of this paragraph may be used to support claims against carrier for "special damages" that occur when missed RDDs result in degradation or failure of unit training exercises. Discrepancies that should be reported are shown below:

a. When transit time between point of origin and destination exceeds RDD, if shown on the GBL or CBL, or normal transit time. (See Figure 202-2 and 202-3 for CONUS standard transit times.)

b. When shipments are frustrated because TFGs or related publications were not followed.

c. When carrier tariffs, tender agreements, or government transportation regulations are not followed.

d. When a specific shipper fails to send GBL and repeated follow-ups get no response.

e. When a shipper fails to send a REPSHIP or advance notice of shipment on classified, protected, or sensitive shipments. (Refer to Chapter 204 for additional guidance.)

f. When violations occur in the movement of HAZMAT, e.g., improper, incomplete, or missing Dangerous Goods Declaration; or improper descriptions of hazardous cargo on DD Form 1384, ITGBL, CBL or DD Form 1348.1A.

g. When blocking, bracing, placarding, labeling, or other handling of a vehicle, rail car, or vessel for transportation of ammunition, EX, or other hazardous materials does not agree with regulations or guidelines set forth by DOT, foreign government, or other directives.

h. When improper loading, stowing, handling, blocking, lashing, or bracing discrepancies are involved but there is no loss or damage to the cargo.

i. When a shipment has improper marking or a missing label, other than those that are to be reported on SF 364. (See subparagraph g. above).

j. When broken, missing, or improper seals are found, but there is no apparent loss or damage to the cargo.

k. When carrier fails to provide a service required by the GBL, e.g., signature security service, etc.

l. When discrepancies exist that are not listed above and are not covered by any other chapter.

2. Reporting of Discrepancies. Prepare the SF 361 by completing blocks 1 through 28 and 30 through 31 with all available information (see Figure 210-7). Appendix Z, Section B, explains how to fill out SF 361. In Block 30, indicate the probable party responsible for the discrepancy, e.g., shipper, packer, carrier, etc. This must be done within 30 calendar days after the discrepancy was noted. Distribute as follows:

a. Mail the original SF 361 to MTMC DSC and place one copy in file.

b. Mail one copy of the SF 361 to the consignor.

c. Send copy to the government agency that directed or arranged for the shipment if the shipper was a non-DOD agency.

d. Send copy to the TO at the CAO (except for GSA), if the shipper was a contractor.

e. For Navy shipments, forward one copy of the SF 361 to DFAS NORFOLK OPLOC CODE FTA 9712 Virginia Ave. Norfolk, VA 23511-3297.

f. Mail one copy to the appropriate finance center or claims office for recovery of transportation charges for carrier service failures.

g. For overseas, send a copy to consignor's AMO.

I. TDR DISTRIBUTION AND ADDRESSES

The following paragraphs contain addresses and distribution information required to submit SFs 361. The focal point for policy at each major military command or agency is listed. (Use only if unable to obtain satisfaction through normal command channels). Information on AMO and additional distribution requirements for each Service and agency is given, as well as information on item managers who, dependent on Service or agency policy, use transportation discrepancy data to reissue lost or damaged items.

1. Major Military Commands and Agencies:

a. Air Force: HQ USAF/ILTT
1030 Air Force Pentagon
Washington DC 20330-1030

b. Army:

Commander, U.S. Army Material Command
Attn: AMCLG-SD
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

c. Marine Corps:

Headquarters Marine Corps/LFT-1
2 Navy Annex
Washington DC 20380-1775
e-mail: feaganstm@hqmc.usmc.mil

d. Navy:

Naval Transportation Support Center
Code 02A
1667 Piersey Street
Norfolk, VA 23511-2806
e-mail: josephine_policastro@navsup.navy.mil

e. DLA:

Defense Logistics Agency
Attn: MMDTT
8725 John J. Kingman Road, Suite 2533
Ft Belvoir, VA 22060-6221
e-mail: deborah_beckner@hq.dla.mil

f. MTMC:

Commander, Military Traffic Management Command
Attn: MTOP-QER
5611 Columbia Pike
Falls Church, VA 22041-5050.
e-mail: saxtonr@baileys-emh5.army.mil

2. MTMC Deployment Support Command and AMOs.

a. MTMC Deployment Support Command.

MTMC Deployment Support Command is responsible for all TDR reports. Mailing address is:

Military Traffic Management Command
Deployment Support Command (DSC)
Attn: MTDC-OPQ-CE
Ft. Eustis, VA 23604-5000
Message address:
CDRMTMCDS FT EUSTISVA//MTDC-IN//

b. OCONUS AMOs.

(1) Alaskan Command Activities.

(a) Army:

Commander, 6th Infantry Division (L)
Attn: AFVR-DL-TF
Fort Richardson, AK 99505-5700
Message address:
CDR6THINFDIV L FORT RICHARDSON AK//AFVR-DL-TF//

(b) Navy:

1 Aleutian Islands:

Commander-in-Chief, U.S. Pacific Fleet
ATTN: Code 414
Pearl Harbor, HI 96860
Message address:
CINCPACFLT PEARL HARBOR HI / / CODE 414 / /

2 Mainland:

Commander-in-Chief, U.S. Pacific Fleet
ATTN: Code 414
Pearl Harbor, HI 96860
Message address:
CINCPACFLT PEARL HARBOR HI / / CODE 414 / /

(2) U.S. Atlantic Command.

(a) All Services:

MTMC, Deployment Support Command
Attn: MTDC-OPQ-CE
Ft. Eustis, VA 23604-5000
Message address:
CDRMTMCDS FT EUSTISVA//MTDC-IN//

c. United States European Command.

ECJ4-MTMC, HQ USEUCOM
Attn: 1CTD, UNIT 30400
P.O. Box 1000
APO AE 09128
Message address: DIR ITTD MTMC EUROPE
VAIHINGEN GE//MTEEU-ITT-I//

d. United States Pacific Command.

(1) Army: Commander, U.S. Army Pacific
Attn: APLG
Fort Shafter, HI 96858
Message address:
CDRUSARPAC FT SHAFTER HI//APLG//

(2) Navy: Commander-in-Chief, U.S. Pacific Fleet
Attn: Code 414
Pearl Harbor, HI 96860
Message address:
CINCPACFLT PEARL HARBOR HI//CODE 414//

(3) Air Force: HQ Pacific Air Force / LGT
25 E. Street, Suite I-326
Hickam AFB, HI 96853-5427
Message address: HQ PACAF HICKAM AFB HI//LGT//

(4) Marine Corps:
Commanding General, FMFPAC Hawaii
Attn: Chief of Staff, G-4/SMO
Box 64118
Camp H. M. Smith ,HI 96861-41118
Message address: COMMARFORPAC//G-4/SMO

3. Service and Agency Distribution.

a. Army.

(1) Finance Center or Claim Office (CONUS commercial shipments only). Commander, Defense Finance and Accounting Service (DFAS), Indianapolis Center, Attn: DFAS-I, Indianapolis IN 46249-0001. For OCONUS claims, contact the applicable AMO for information.

(2) Additional Army Distribution Requirements. Include NICP/ICP and/or Item Manager in block 14 of SF 361 for reporting purposes. Use installation supply officer or MILSTRIP document data to assist in determining correct item manager.

(a) Commander, U.S. Army Industrial Operations Command (IOC) Attn: AMSMC-TM, Rock Island IL 61299-6000; DSN 793-6426 (All Army Ammunition Plants and Arsenals under this command).

(b) Commander, U.S. Army Communications and Electronics Command (CECOM), Attn: AMSEL-LC-MMD-DT, Ft. Monmouth NJ 07703-5000; DSN 992-1996 (Ft. Monmouth and Vint Hill Farm Station under this Command).

(c) Commander, U.S. Army Missile Command (MICOM), Attn: AMSMI-LC-MM-D, Redstone Arsenal AL 35809; DSN 746-4812 (Redstone Arsenal under this Command).

(d) Commander, U.S. Army Tank-Automotive Command (TACOM), Attn: AMSTA-FDTT, WARREN MI 48090; DSN 786-6803.

(e) Commander, U.S. Army Aviation Systems Command (AVSCOM), Attn: AMSAV-SDT, St. Louis MO 63120-1798; DSN 693-5740.

(f) Commander, Depot System Command (IOC), Attn: AMSDS-SA-PD, Chambersburg PA 17201-4170; DSN 570-9933 (All Army depot ITOs managed shipments and receipts).

(g) Commander, U.S. Army Test and Evaluation Command (TECOM), Attn: AMSTE-LG-S, Aberdeen Proving Ground MD 21005-5055; DSN 298-4900 (TECOM is not an NICP but desires copies of TDRs it's subordinate ITOs prepare).

(h) Commander, U.S. Army Medical Material Agency, Attn: TRANS, Ft. Detrick MD 21701; DSN 343-7177 (All medical material units under this Command).

b. Navy.

(1) Finance Center or Claim Office. (CONUS commercial carrier shipments only) DFAS NORFOLK OPLOC, CODE FTA, 9712 VIRGINIA AVE., NORFOLK, VA 23511-3297.

(2) Additional Navy Distribution Requirements.

(a) For any TDR involving ammunition and explosives, mail reports to: Commander, Naval Ordnance Center; Farragut Hall, Bldg 323, Strauss Avenue; Attn: N424; Indian Head MD 20640-5555.

(b) For any Navy international logistics shipments, including Foreign Military Sales, Military Assistance Program, and Grant Aid, mail reports to: NAVICP, INTERNATIONAL PROGRAM, ATTN: CODE P753111, TRANSPORTATION BRANCH, 700 ROBBINS AVE. (BLDG. 4B), PHILADELPHIA, PA 19111-5095.

(c) For all shipments with shortages, partial loss, damage, theft, or pilferage, assure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

c. Air Force.

(1) Finance Center or Claim Office. (CONUS commercial carrier shipments only) When the appropriation shown on the GBL begins with "57" or the TAC begins with an "F," mail TDRs to: Commander, Defense Finance and Accounting Service, Indianapolis Center, Attn: DFAS-I, Indianapolis IN 46249-0001.

(2) Additional Air Force Distribution Requirements.

(a) For any TDR involving ammunition, EX, and other HAZMAT, mail TDRs to: 75MUNS, 7530 Eleventh Street., Hill AFB UT 84056-5707.

(b) For any Air Force sponsored Security Assistance shipment, mail TDRs to: HQ AFMC/LGTT, Specialized Traffic Group, 4375 Chidlaw Road Suite 6, Wright-Patterson AFB OH 45433-5006.

(c) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

d. Marine Corps.

(1) Finance Center or Claim Office. (CONUS commercial carrier shipments only) Commanding General, Marine Corps Logistics Base, Code 470, 814 Radford Boulevard, Albany GA 31704-1128.

(2) Additional Marine Corps Distribution Requirements.

(a) Any Marine Corps International Logistics Shipment, including FMS, Military Assistance Program, and Grant Aid: Commanding Officer, Navy International Logistics Control Office, Attn: Code 261, 700 Robbins Avenue, Philadelphia PA 19111.

(b) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

e. DLA.

(1) Finance Center. (CONUS commercial carrier shipments only) Commander, Defense Finance and Accounting Service (DFAS), Indianapolis Center, Attn: DFAS-I, Indianapolis IN 46249-0001.

(2) Additional DLA Distribution Requirements.

(a) A copy of the SF 361 will be forwarded to the applicable Defense Supply Center when requesting credit, repair and disposition instructions. Do not send centers "status of shipment" and "request for proof of delivery" requests.

1 Defense Construction Supply Center, Attn: DCSC-VCIF, Columbus OH 43216-3990. The RIC is S9C.

2 Defense Electronics Supply Center, Attn: DESC-ELQA, 1507 Wilmington Pike, Dayton OH 45444-5000. The RIC is S9E.

3 Defense General Supply Center, Attn: DGSC-ZZO, Richmond VA 23297-5000. The RIC is S9G.

4 Defense Industrial Supply Center, Attn: DISC-OSIF, Philadelphia PA 19111-509. The RIC is S9I.

5 Defense Personnel Support Center, Directorate of Medical Material, Technical Assurance Division, Technical Assurance Branch, Attn: DPSC-RQA(CCP), 2800 South 20th Street, Philadelphia PA 19101-8419. The RIC is S9M.

6 Defense Industrial Plant Equipment Center, Attn: DIPEC-SQ, Memphis TN 38114-5150. The RIC is S9R/S9Q.

7 Defense Personnel Support Center, Office of Deputy Commander for Subsistence and Commander, Subsistence Field Activities, Attn: DPSCV-HQS- CDCFP, 2800 South 20th Street, Philadelphia PA 19101-8419. The RIC is S9P/S9S.

8 Defense Personnel Support Center, Directorate of Clothing and Textiles, Attn: DPSC-FQ(CCP), Building 12-2-G, 2800 South 20th Street, Philadelphia PA 19101-8419. The RIC is S9T.

9 Defense Subsistence Region, Pacific; Attn: DSR-PAC-Q; 2155 Manner Square Loop; Alameda CA 94501-1022. The RIC is S7S.

(b) A copy of the SF 361 will be forwarded to the CAO and transportation officer on any shipment made by a contractor. CAOs are located in block 10 of the DD Form 250 and block 6 of DD Form 1155, Order for Supplies or Services/Request for Quotations.

(c) For all shipments with shortages, partial loss, damage, theft, or pilferage, assure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

f. GSA.

(1) Direct all SFs 361 on shipments made from, or directed by, GSA to the National Customer Service Center (NCSC). This includes direct delivery shipments from a vendor or contractor but excludes shipments of commercial vehicles. The NCSC address is: GSA National Customer Service Center (6FRT), 1500 East Bannister Road, Kansas City MO 64131.

(2) Submit TDRs for shortage, damage, theft, or pilferage on shipments of commercial vehicles purchased through GSA to the following address: General Services Administration, Automotive Commodity Center (FAP), Washington DC 20406.

g. International Logistics Shipments.

(1) TDR distribution for FMSs, Military Assistance Program, and Presidential Determination: Security Assistance Accounting Center (SAAC), Denver CO 80279-5000. Also mail a copy to the cognizant (in country) military assistance advisory group.

(2) Sponsoring Service International Logistics Coordinating Office listed under applicable Service section. Sponsoring Service is determined by the first position of the TCN, e.g., B-Army, D-Air Force, P-Navy, K-Marine Corps.

h. AAFES.

(1) Finance Center and Claim Office: Headquarters, Army and Air Force Exchange Service, Attn: CM-I, P.O. Box 222305, Dallas TX 75222.

(2) For any AAFES consignor, provide copy to: HQ AAFES, ATTN: LG-T, Box 660320, Dallas, TX 75266-0320.

4. Additional required distribution to Army primary sources of supply as follows:

a. Army Sources Of Supply (SOS) and NICP for Army managed-items (See Appendix Z, Section C).

b. Army Secondary Item Control Activities (SICA) for non-Army manager items.

c. Any Army international logistics shipments including FMSs, Military Assistance Program, and Presidential Determination: Commander, U.S. Army Security Assistance Center, Attn: AMSAC-OP, New Cumberland, PA 17070.

d. For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

e. For Army Total Package Fielding (TPF) shipments, the final consignee should send a copy of the TDR to the fielding command and the managing command using the addresses listed in paragraph I.3.a. above.

J. CODES

1. Countries and CONUS Reporting Area Codes. Appendix Z, Section D, lists CONUS area command codes by country so that OCONUS TDR preparer will know where to send the MTMC DSC copy of each TDR to MTMC DSC FT. EUSTIS, VA 23604. This does not include all worldwide geographic entities. If a TDR is prepared at, or pertains to, a geographic location not included above, contact: Commander, Military Traffic Management Command, Attn: MTOP-QER, 5611 Columbia Pike, Falls Church VA 22041-5050, at DSN 761-6292/6753 or Com'l (703) 681-6292/6753 for assistance.

2. Discrepancy Type and Cause Codes. Appendix Z, Section E, lists possible discrepancy codes. The first position indicates type of discrepancy and second position indicates cause of discrepancy, e.g., astray cargo attributed to incomplete marking would be coded "A3," and damage attributed to spoilage would be coded "DG." The second position must agree with one of the discrepancy causes assigned to the discrepancy type being reported in the first position.

3. Mode of Shipment. Appendix Z, Section F, identifies the method of shipment used for each segment of movement within the DTS. For advance TCMDs the mode should indicate the initial movement from the origin shipping activity.

4. Type Pack Codes. The type pack codes in Appendix Z, Section G, identify the type of packing used for container and breakbulk shipments. The first position of the code is always "A" for MSCVANs, "Y" for MILVANs and "Z" for SEAVANs. The second position of the code in Appendix Z, Section G, identifies who loaded the vans and to what capacity the vans were loaded.

FROM: CDR FORT HOOD TX //AFZ-DI-INS-MM//

TO: CDR TOAD TOBYHANNA PA// SDSTO-ST//

INFO: CDRMTMCDSC FT EUSTISVA//MTMC DSC IT-SS

CDRMTMC FALLS CHURCH VA//MTSS/IN//

CDRAIOC ROCK ISLAND IL//AMSMC-TM//

UNCLAS

SUBJECT: TDR ADVISORY/RFI FOR CLASSIFIED OR PROTECTED SHIPMENT

1. 9148

2. W4SORE-0031

4. TRANS OFF FT HOOD TX 76544 (W4SORE)

5. TRANS OFF, TOBYHANNA ARMY DEPOT, TOBYHANNA PA 18466 (425613)

6. SAME AS LINE 4

7. SAME AS LINE 5

8. ABC TRUCKING TRAILER NO.01234 SEAL NO 446688 INTACT

10. 064-657122

12. GBL K2,345,678

16. 9191

17. 9191

20. TCN 04SORE 90140001XXX

21. RADIOACTIVE DEVICE NSN 5840 00 123 9876 UNCLAS

JOHN WILL/ TMS/MTIT-MD
(703) 756-3600/DSN 289

Figure 210-1. Sample Joint Message Form.

22. BX

23. 1 PC

24. DK

28. 465 LBS

30. REQ A STATEMENT BE FURNISHED THIS CMD INDICATING WHO LOADED SHIPMENT WHAT WHERE LOADING CONDITIONS AND IF CARRIER INSPECTED.

31. JOHN WILL. TMS, COMM 703-756-1670, DSN 289-1680.

Figure 210-1. Sample Joint Message Form (Cont')

TRANSPORTATION DISCREPANCY REPORT	1. DATE 9212	2. REPORT NUMBER W45QRE-0031	FORM APPROVED OMB NO. 2000-0083

PART I

☐ REQUEST FOR INFORMATION (RFI) ☐ INITIAL NOTIFICATION ☐ MISCELLANEOUS PROBLEMS

3. TO TRANSPORTATION OFFICER TOBYHANNA ARMY DEPOT TOBYHANNA, PA 18466-5105	4. REPORTING ACTIVITY TRANSPORTATION OFFICER FORT WOOD, TX 76544 W45QRE
5. CONSIGNOR TRANSPORTATION OFFICER TOBYHANNA ARMY DEPOT TOBYHANNA, PA 18466, 5105 W25G1W	6. CONSIGNEE SAME AS 4 W45QRE
7. SHIPPER SAME AS BLOCK 5 W25G1W	8. CARRIER ROUTING AND IDENTIFICATION ABC TRUCKING TRAILER NO. 01234 ABCI
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 064-6571222
11. DESTINATION	12. BILL OF LADING NO./TYPE E, 2,345,678

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
	9184	9191	9191	9191	MR HARRY SMITH (215) 465-0960

19. SEAL NUMBERS AND CONDITION

☒ INTACT ☐ BROKEN/MISSING (Include details) 446688

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPANT UNITS	DISCREPANT WEIGHT	
20	21	22	23	24	25	26	27	28	29
W45QRES0140001XX	X RADIOACTIVE DEVICE 5840-00-123-9876	BY	1	DX	EA	4	1	465	$450.00

30. REMARKS (See preparation instructions of covering regulation for suggested information)

SHIPMENT WAS LOADED ON ABC TRUCKING TRAILER NO. 01234, 3 JUL 1989, BLOCKED AND BRACED WITH TWO-FOOT 4X4'S NAILED TO THE TRAILER FLOOR ON ALL FOUR SIDES OF THE BOX.

31A. NAME OF PREPARER (Type or print)	31B. TITLE
JOHN WILL	TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 289 (703) 256-1610	31D. SIGNATURE *John G. Will*

32. REPLY

33A. NAME OF RESPONDENT (Type or print)		33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE	33E. DATE

NSN 7540-00-965-2403
PREVIOUS EDITIONS USABLE

361-107

STANDARD FORM 361 (REV 3-84)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

USAPPC V2.00

Figure 210-2. Sample SF 361, Transportation Discrepancy Report (TDR), Source Document for Claims.

PART II - *(FOR CLAIMS PURPOSES)*

34. THIS AGENCY DOCUMENT: [X] YES [ ] NO

35. DATE: 9188

36. TO:
*** APPROPRIATE FINANCE CENTER/CLAIM OFFICE ***

37. RESPONSIBILITY

[X] CARRIER [ ] SHIPPER/CONTRACTOR [ ] TRANS/SHIPPING ACTIVITY [ ] RECEIVER [ ] OTHER (Specify)

38. EXCEPTION NOTED ON CARRIERS DELIVERY: [X] YES [ ] NO

39. DOCUMENTS ATTACHED *(IF YES FILL IN AMOUNTS)*: [ ] YES [ ] NO

40. PHOTOGRAPHS ATTACHED: [ ] YES [ ] NO

41 INSPECTION DATA

[ ] CARRIER INSPECTED [ ] INSPECTION WAIVED
[ ] ORAL WAIVER [ ] GOVERNMENT INSPECTED

42. DISPOSITION DATA

[ ] REJECTED *(Receipt Attached)*
[ ] REPAIRD AT GOVERNMENT EXPENSE *(See Attached)*
[X] OTHER

43. REMARKS (

DOCUMENT ATTACHED:
1. CY CBL
2. CY CARRIER'S TENDER 04218
3. CY CARRIER'S DELIVERY RECEIPT
4. PHOTOGRAPHS
5. CY CARRIE'S INSPECTION REPORT
6. CY GOVERNMENT INSPECTION REPORT
7. CY DD FORM 1348-1
8. ACTUAL REPAIR COST STATEMENT

CARRIER DROPPED SHIPMENT 6 JULY 1989 WHILE

44. DISTRIBUTION OF COPIES

MTNCNA/NTWA-ITO-F
FORT HOOD T.O. FILE
TOBYHANA ARMY DEPOT I.O. FILE
CDRMDC/MTSS/MTIN
DERCECDM/AMSEQ-MMD-DT
D\CDRTROSCOM/AMSTR-SDT

44a. NAME OF PREPARER (Type or Print): JOHN WILL

44b. TITLE: TRANSPORTATION OFFICER

44c. TELEPHONE NUMBER: (703) 756-1610 DSN 289

44d. SIGNATURE: *John G Will*

48. ACTION BY REVIEWING OFFICIALS

A. ABOVE ITEMS HAVE BEEN [ ] EXPENDED [ ] RECEIVED

B. INVENTORY ACCOUNT

C. CHARGE/TRANSFER TO

D. ACCOUNTING CLASSIFICATION

E. APPROVED TO HOLD _____ (Names) RESPONSIBLE IN THE AMOUNT OF $ _____

F. APPROVING OFFICIAL

NAME *(Type or Print)*

TITLE

47. ACTION BY CLAIMS OFFICE

NSN 7540-00-965-2403

STANDARD FORM 361 (REV 3-84)

Figure 210-2. Sample SF361, Transportation Discrepancy Report (TDR), Source Document for Claims (Cont')

TRANSPORTATION DISCREPANCY REPORT	1. DATE 9161	2. REPORT NUMBER	FORM

☐ REQUEST FOR INFORMATION (RFI) ☒ PART I INITIAL ☐ MISCELLANEOUS

3. TO	4. REPORTING ACTIVITY HTMC TERMINAL APO NY 09069 WK4F43
5 MILITARY OCEAN TERMINAL BAYONE, NEW JERSEY 07002-5050 W15QLL	6. CONSIGNEE CDR, EUROPEAN DISTRIBUTION AAFES - EUROPE APO NY 09143
7. SHIPPER SAME AS BLOCK 5	8. CARRIER ROUTING AND SL INDEPENDENCE A4929 W15QLL 4020 V033IN2 SLND
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO N/A
11. DESTINATION	12. BILL OF LADING NO /TYPE N/A

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON
Z			9116		MR HARRY (215) 465-0960

19. SEAL NUMBERS AND
☒ INTACT ☐ BROKEN/MISSING (Include details) 58765

ACQUISITION DOCUMENT TRANSPORTATION CONTROL NO.	COMMODITY AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA: UNIT OF ISSUE	ISSUE DATA: UNITS BILLED/ SHIPPED	DISCREPAN: UNITS	DISCREPAN: WEIGHT	VALUE OR COST OF REPAIRS
HX8AAUTOAT-	POTATO CHIPS 8940-00-A27-	C5	17	SK					
HX8AAUTOAT-	TORTILLA CHIPS 8940-00-A27-	C5	4	SK					

30. REMARKS (See preparation instructions of covering regulation for suggested
SHIPMENT WAS LOADED ON ABC TRUCKING TRAILER NO. 01234, 3 JUL 1989. BLOCKED AND BRACED WITH TWO-FOOT 4X4'S NAILED TO THE TRAILER FLOOR ON ALL FOUR SIDES OF THE BOX.

31A. NAME OF PREPARER (Type or RONDA A. FORTSON	31B. TITLE TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 289 dsn 247-	31D. SIGNATURE *Ronda A. Fortson*

32. REPLY

33A. NAME OF RESPONDENT (Type or	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE / 33E. DATE

NSN 7540-00-965-2403
PREVIOUS EDITIONS

361-107

STANDARD FORM 361 (REV 3-
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-3. SF 361, Sample for Discrepancies Discovered by Other Agencies.

TRANSPORTATION DISCREPANCY REPORT	1. DATE 9164	2. REPORT NUMBER	FORM 8000-0001

☐ REQUEST FOR INFORMATION (RFI) ☐ PART I INITIAL ☐ MISCELLANEOUS

3. TO	4. REPORTING ACTIVITY
TRANSPORTATION DEFENSE DEPOT MECHANICSBURG PA	TRAFFIC MANAGEMENT MARINE CORPS CAMP LEJUNE NC 28542-5000 M93135
5 TRANSPORTATION DEFENSE DEPOT MECHANICSBURG PA SW3100	6. CONSIGNEE SAME AS 4 M93135
7. SHIPPER SAME AS BLOCK 5	8. CARRIER ROUTING AND THURSTON MOTOR LINES, INC THUR
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO 052-072850-3
11. DESTINATION	12. BILL OF LADING NO./TYPE CBL 072850-3

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON
D	0156	0161	0161	0161	MR JONES (215) 402-1800

19. SEAL NUMBERS AND ☐ INTACT ☐ BROKEN/MISSING (Include details) N/A

ACQUISITION DOCUMENT TRANSPORTATION CONTROL NO.	COMMODITY AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPAN UNITS	DISCREPAN WEIGHT	
M931354360-	CLOTHING, COTTON 8410-00-265-	CT	2	SS	PR	56	56	71	267.680

30. REMARKS (See preparation instructions of covering regulation for suggested

CARRIER: 2 CARTONS SHORT. PLEASE TRACE.
CONSIGNOR: FURNISH PRICED COPY OF SHIPPING DOCUMENT.

31A. NAME OF PREPARER (Type or	31B. TITLE
RONDA A. FORTSON	TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 289 dsn 247-	31D. SIGNATURE *Ronda A. Fortson*

32. REPLY	
33A. NAME OF RESPONDENT (Type or	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE / 33E. DATE

NSN 7540-00-965-2403
PREVIOUS EDITIONS

361-107

STANDARD FORM 361 (REV 3-
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-4. SF 361, Sample of a Request for Information.

TRANSPORTATION DISCREPANCY REPORT	1. DATE 9164	2. REPORT NUMBER H90135-0037	FORM APPROVED 8000-0003

PART I

[x] REQUEST FOR INFORMATION (RFI) [ ] INITIAL NOTIFICATION [ ] MISCELLANEOUS PROBLEMS

3. TO	4. REPORTING ACTIVITY
TRANSPORTATION OFFICER DEFENSE DEPOT MECHANICSBURG MECHANICSBURG. PA 17055	TRAFFIC MANAGEMENT OFFICER MARINE CORPS BASE CAMP LEJUNE. NC 28542-5000 M93135
5. CONSIGNOR TRANSPORTATION OFFICER DEFENSE DEPOT MECHANICSBURG MECHANICSBURG. PA 17055 SW3100	6. CONSIGNEE SAME AS 4 M93135
7. SHIPPER SAME AS BLOCK 5	8. CARRIER ROUTING AND IDENTIFICATION THURSTON MOTOR LINES, INC. THUR
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 052-072850-3
11. DESTINATION	12. BILL OF LADING NO./TYPE CBL 072850-3

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B	9156	9161	9161	9161	MR. JONES (215) 492-1800

19. SEAL NUMBERS AND CONDITION [ ] INTACT [ ] BROKEN/MISSING (Include details) N/A

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPANT UNITS	DISCREPANT WEIGHT	
M931354360-00123XX	CLOTHING, COTTON 8410-00-265-0385	CT	2	SS	PR	56	56	71	267.60

30. REMARKS (See preparation instructions of covering regulation for suggested information)

CARRIER: 2 CARTONS SHORT. PLEASE TRACE.
CONSIGNOR: FURNISH PRICED COPY OF SHIPPING DOCUMENT.

31A. NAME OF PREPARER (Type or print)	31B. TITLE
RONDA A. FORTSON	TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 289 dsn 247-0071	31D. SIGNATURE *Ronda A. Fortson*

32. REPLY

PRICED COPY OF DD FORM 1348-1 IS ATTACHED.

33A. NAME OF RESPONDENT (Type or print)	33B. TELEPHONE NO.	
CRYSTAL HUNTER	(717) 790-3384 DSN 430	
33C. ADDRESS TRANSPORTATION OFFICER DEFENSE DEPOT MECHANICSBURG MECHANICSBURG, PA 17055	33D. SIGNATURE *Crystal R. Hunter*	33E. DATE 1-Jul-89

NSN 7540-00-965-2403
PREVIOUS EDITIONS USABLE

361-107

STANDARD FORM 361 (REV 3-84)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

USAPPC V2.00

Figure 210-5. SF 361, Sample of Source Document for Claims (Unclassified or Unprotected Shipment).

PART II - *(FOR CLAIMS PURPOSES)*	34. THIS AGENCY DOCUMENT	35. DATE
	[x] YES [ ] NO	9188

36. TO:
Defense Accounting and Finance Service.
Indianapolis Center
ATTN: FDAS-I-TB
Indianapolis, IN 46249-0001

37. RESPONSIBILITY

[X] CARRIER [ ] SHIPPER/CONTRACTOR [ ] TRANS/SHIPPING ACTIVITY [ ] ECEIVER [ ] OTHER (Specify)

38. EXCEPTION NOTED ON CARRIERS DELIVERY	39. DOCUMENTS ATTACHED *(IF YES FILL IN AMOUNTS)*	40. PHOTOGRAPHS ATTACHED
[X] YES [ ] NO	[ ] YES [ ] NO	[ ] YES [ ] NO

41 INSPECTION DATA	42. DISPOSITION DATA
[ ] CARRIER INSPECTED [ ] INSPECTION WAIVED [ ] ORAL WAIVER [ ] GOVERNMENT INSPECTED	[ ] REJECTED *(Receipt Attached)* [ ] REPAIRD AT GOVERNMENT EXPENSE *(See Attached)* [X] OTHER

43. REMARKS (

NEGATIVE RESULTS OF TRACER ACTION SHORTAGE.

DOCUMENTS ATTACHED
1. CY CBL
2. CY CARRIER'S DELIVERY RECEIPT
3. CY DD FORM 1348-1
4. NON-RECEIPT OF PROPERTY DOCUMENT INDICATING THAT SUPPLY RECORDS WERE CHECKED TOT DETERMINE IF ITEMS WERE RECEIVED.

44. DISTRIBUTION OF COPIES	44a. NAME OF PREPARER (Type or Print)	
MINCEA/MIEA-LTD DEFENSE DEPOT MECHANICSBURG, PA CAMP LEJEUNE T. O. FILE CDR IROSCOM/AMSTR-SDT	RONDA A. FORTSON	
	44b. TITLE TRANSPORTATION OFFICER	44c.TELEPHONE NUMBER (703) 756-1610 DSN 289
	44d. SIGNATURE *Ronda A. Fortson*	

48. ACTION BY REVIEWING OFFICIALS

A. ABOVE ITEMS HAVE BEEN [ ] EXPENDED [ ] RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO
D. ACCOUNTING CLASSIFICATION ▶		
E. APPROVED TO HOLD _____ (Names) RESPONSIBLE IN THE AMOUNT OF $ _____		
F. APPROVING OFFICIAL ▶	NAME *(Type or Print)*	TITLE

47. ACTION BY CLAIMS OFFICE

NSN 7540-00-965-2403 STANDARD FORM 361 (REV 3-84)

Figure 210-5. SF361, Sample of Source Document for Claims (Unclassified or Unprotected Shipment) (Cont')

CARGO OUT-TURN REPORT

1. VOYAGE DOCUMENT NO. P4252

PAGE 1 OF 1 PAGES

2. PREPARING ACTIVITY (Name and Address)

00604
NAVEACARCOORD – Terminals Department
Box 300 – code 4011
Pearl Harbor, HI 96860

3. NAME OF SHIP

SS KAUAI

4. SHIP STATUS

☐ USNS ☐ USS ☐ GAA

COMMERCIAL ☐ VOYAGE CHARTER ☒ BERTH TERM
☐ SHIPPING CONTROL ☐ TIME CHARTER

5. LOADING PORT

D2 MOTBA Oakland Army Base
Oakland, CA 94626

6. LOADING ACTIVITY

462p4e Same as block 5

7. DISCHARGING PORT

XE1 Honolulu, HI

8. DISCHARGING ACTIVITY

Matson Navigation Co.
Honolulu, HI

9a. DATE/TIME DISCHARGE STARTED

9139/0630

9b. DATE/TIME DISCHARGE COMPLETED

9140/2300

10. UNLOADING COST CHARGEABLE:

☒ SHIP ☐ CARGO

11. CARGO DISCHARGED BY:

☐ ☒ SHIP OPERATOR OR HIS AGENT
☐ MILITARY OR CONTRACT PERSONNEL ☐ RECIPIENT GOVERNMENT *(MAP/AID shipment)*

12. LIST OF INCLOSURES (Attach to this report all supporting evidence in form of sworn statements affidavits, extracts of ship's rough log: photographs, etc.)

one (1) SF 361
one (1) DD788
one (1) Report of Events
One (1) Freight Claim Inspectors Report
One (1) Cargo Manifest
One (1) Set DD 1348-1
One (1) DD 1385 2 pgs
One (1) Temperature Chart
One (1) DD 1232

13. DISCREPANCY *(Explain in detail, state apparent cause, indicate action taken or recommended)*

POV discrepancy noted at time of pickup by owner at port. Cause of damages to POV unknown.

POVs loaded in vans were devanned by carrier prior to release of shipment.

1. PAEPOKE, J_, 05

Cargo listed as damaged on attached SF 361 was loaded in undamaged condition at his activity.

Crystal Hunter
CRYSTAL HUNTER
Supervisory Shipment Assistant
MOTBA

I hereby certify that all items of property, discharged from the above indicated ship, in which discrepancy exists between quantity or condition as manifested and quantity or condition as tallied at time and place of discharge from ship, are included in this report: and that all items not appearing in this report were received as manifested in apparent good order and condition and that this report is true to the best of my knowledge and belief.

NAME/GRADE OR RANK OF CERTIFYING OFFICE *(Type)*
Ronda A. Fortson

TITLE
Director, Traffic Administration Division

SIGNATURE

Ronda A. Fortson

DATE
24 MAY 89

DD Form **470** EDITION OF 1 APR 66 IS OBOSOLETE, REPLACES DD FORM 470c, 1 APR 66, WHICH IS OBOSOLETE.

Figure 210-6. Sample of Completed DD Form 470, Cargo Out-Turn Report.

TRANSPORTATION DISCREPANCY REPORT	1. DATE 9120	2. REPORT NUMBER 215QLL-0008	FORM APPROVED 0000-0088

[X] REQUEST FOR INFORMATION (RFI) [ ] PART I INITIAL NOTIFICATION [ ] MISCELLANEOUS PROBLEMS

3. TO	4. REPORTING ACTIVITY
DCASHA, SPRINGFIELD 240 ROUTE 32 SPRINGFIELD, NJ 07081-3170	COMMANDER JMAP 007-010 MILITARY OCEAN TERMINAL, BAYONNE BAYONNE, NJ 07002-5301 W15QLL
5. CONSIGNOR DCASHA, SPRINGFIELD 240 ROUTE 32 SPRINGFIELD, NJ 07081-3170 SW3100	6. CONSIGNEE SAME AS 4 W15QLL
7. SHIPPER BALLY RIBBON HILLS BALLY, PA 19503	8. CARRIER ROUTING AND IDENTIFICATION OVERNITE TRANSPORTION CO. OVRT
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. N/A
11. DESTINATION	12. BILL OF LADING NO./TYPE

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B			9114		MR. JOHN DOE (245-5170)

19. SEAL NUMBERS AND CONDITION [ ] INTACT [ ] BROKEN/MISSING (Include details) N/A

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA: UNIT OF ISSUE	ISSUE DATA: UNITS BILLED/ SHIPPED	ISSUE DATA: DISCREPANT UNITS	ISSUE DATA: DISCREPANT WEIGHT	VALUE OR COST OF REPAIRS
DLA100-83-C-0238	TAPE TPX	CT	3	A6				75	1000.00
	8315-00-231-8531								
DLA100-84-F-C808	NECKTIE, POLYESTER	CT	4	A6				20	300.00
	8440-01-171-7571								
DLA100-83-F--FM18	SHEETS, BED, WHITE	CT	1	A6				25	157.00
	8315-00-231-8531								
DLA100-83-C-0651	MEDICAL SUPPLIES	CT	2	A6				50	625.00
	6505-01-029-8075								

30. REMARKS (See preparation instructions of covering regulation for suggested information)

CARRIER REQUESTED ASSISTANCE IN IDENTIFYING FREIGHT ON DOCK. NO BILLOF LADING AVAILABLE.
CONSIGNOR: REQUEST APPLICABLE BILLING BE FURNISHED FOR ABOVE MATERIAL.

31A. NAME OF PREPARER (Type or print)	31B. TITLE
JOSEPH STEWART SR.	TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 289 dsn 247-0071 (201) 823-6408	31D. SIGNATURE *Joseph Stewart, Sr.*

32. REPLY

PRICED COPY OF DD FORM 1348-1 IS ATTACHED

33A. NAME OF RESPONDENT (Type or print)	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE / 33E. DATE

NSN 7540-00-965-2403 361-107 STANDARD FORM 361 (REV 3-84)
PREVIOUS EDITIONS USABLE Prescribed by GSA FPMR (41 CFR) 101-40.702 USAPPC V2.00

Figure 210-7. SF 361, Sample of an Astray Freight Request for Information.

TRANSPORTATION DISCREPANCY REPORT	1. DATE 7093	2. REPORT NUMBER W68P4C-0216	FORM APPROVED 3090-0093

PART I

☐ REQUEST FOR INFORMATION (RFI) ☐ INITIAL NOTIFICATION ☒ MISCELLANEOUS PROBLEMS

3. TO	4. REPORTING ACTIVITY
COMMANDER MTMC EASTERN AREA, ATTN:MTEOP-QEL BAYONNE, NJ 07002-5302	TRANSPORTATION OFFICER 1313TH MEDIUM PORT COMMAND SEATTLE, WA 98134-2391 W68P4C
5. CONSIGNOR TRANSPORTATION OFFICER XVIII AIRBORNE CORPS AND FORT BRAGG FORT BRAGG, NC 28307-5000 W36R4X	6. CONSIGNEE SAME AS 4
7. SHIPPER SAME AS 5 W36R4X	8. CARRIER ROUTING AND IDENTIFICATION ROADWAY EXPRESS RDWY
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 679-869881-2
11. DESTINATION	12. BILL OF LADING NO./TYPE WP173576

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B	7038	7057	7059		MR. JOHN DOE (245-5170)

19. SEAL NUMBERS AND CONDITION ☐ INTACT ☐ BROKEN/MISSING (Include details)

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA: UNIT OF ISSUE	ISSUE DATA: UNITS BILLED/ SHIPPED	ISSUE DATA: DISCREPANT UNITS	ISSUE DATA: DISCREPANT WEIGHT	VALUE OR COST OF REPAIRS
F5029246497746HXX	HHG, AINSWORTH	CC	1	XD	1	1	1	2500	

30. REMARKS (See preparation instructions of covering regulation for suggested information)

GBL NOT ANNOTATED WITHIN REQUIREMENTS OF TRANSPORTATION FACILITIES GUIDE. THIS INSTALLATION REQUIRES CARRIERS TO PRELODGE FREIGHT 24 HOURS PRIOR TO DELIVERY.

31A. NAME OF PREPARER (Type or print)	31B. TITLE
BONNIE HANNON	TRANSPORTATION ASSISTANT
31C. TELEPHONE NO. DSN: 764-6540	31D. SIGNATURE

32. REPLY

PRICED COPY OF DD FORM 1348-1 IS ATTACHED

33A. NAME OF RESPONDENT (Type or print)	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE / 33E. DATE

NSN 7540-00-965-2403
PREVIOUS EDITIONS USABLE

361-107

STANDARD FORM 361 (REV 3-84)
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Figure 210-8. Sample SF 361, Sample TDR, Miscellaneous Problems

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APPENDIX R

TRANSPORTATION FACILITIES GUIDE (TFG) INSTRUCTIONS

PART I - TRANSPORTATION FACILITIES GUIDE TUTORIAL

A. PURPOSE

1. General. The purpose of the Transportation Facilities Guide (TFG) Tutorial is to provide the user with necessary information and step-by-step procedures to use the TFG on-line application system effectively. The TFG contains information on transportation facilities of the Departments of the Army, Navy, Air Force, and the Defense Logistics Agency (DLA), and is used to determine the proper routing for DOD freight and passenger movements between points within the CONUS. The Transportation Facilities Guide Tutorial Manual is intended for use by all personnel who need to view, update, and report on data from the TFG system.

2. Assistance and Problem Reporting. Any trouble or problems with the TFG should be reported immediately to the CFM Help Hot Line, (703) 696-8770. All TFG users are encouraged to contact the CFM Help Hot Line for assistance if there are any questions about the use of the system.

B. ACCESSING THE SYSTEM

1. The user must have a personal computer (PC) to access TFG. The system can be accessed either through modem to an outside phone line or direct, using Internet Protocol (I.P.) Address 144.101.9.78. There are several ways to connect a PC to the CFM host system, each involves the use of a PC communications software. While the procedures outlined below are intended for PROCOMM PLUS, the user is advised to check with local information personnel for correct communications software package installation.

2. First-Time Log-On Procedures. The following instructions are a one-time installation procedure, to be followed only when a particular PC is used to access the TFG for the first time.

a. When the DOS "C:" prompt appears, type the following commands, pressing [ENTER] after each command:

CD PCPLUS [ENTER]
("C:\PCPLUS" prompt will appear)
PCPLUS [ENTER]

The PROCOMM PLUS logo appears on the screen and PROCOMM PLUS initializes your modem. (Make a personal notation of the PROCOMM version number for later reference). Press any key to enter PROCOMM PLUS terminal mode.

b. To activate the menu line, press "Alt-D." The Dialing Directory menu will appear. By using the arrow keys, you may select any available blank line. However, if in subsequent sessions you wish to use the accelerated log-on procedures described in paragraph B.3 below, you must select line 7 at this step.

c. Press "R" to select the REVISE ENTRY command. A pop-up menu displays.

(1) Type the interface name, i.e., MTMC-TFG, and press [ENTER].

(2) Type the phone number that was assigned to you with your log-on information, and press [ENTER]. A pop-up menu displays a list of baud rates. If necessary, use the arrow keys to highlight the modem baud rate and press [ENTER].

(3) The cursor moves to the PARITY line and a pop-up menu displays options. Use the arrow keys to select "None" and press [ENTER].

(4) The cursor moves to the DATA BITS setting. If this setting is not "8," type "8" and press [ENTER].

(5) The cursor moves to the STOP BITS setting. If this setting is not "1," type "1" and press [ENTER].

(6) The cursor moves to the DUPLEX setting; PROCOMM PLUS highlights FULL, and a pop-up window displays, with the word FULL highlighted. Press "Enter" to accept this selection.

(7) The cursor moves to the PORT option. DEFAULT is highlighted and a pop-up window displays additional port selections. Use the arrow keys to select the desired port and press [ENTER].

(8) The cursor and highlighting next moves SCRIPT. Press [ENTER].

(9) The PROTOCOL specifications will display. Press [ENTER] to accept the default selection of XMODEM.

(10) The cursor moves to the TERMINAL option. A pop-up window displays additional options. Use the arrow keys to highlight VT/ANSI and press [ENTER]. Another list of options displays. Select VT102, and press [ENTER].

(11) The cursor moves to the MODE option, and a pop-up window will appear with mode options. MODEM is highlighted. Press [ENTER].

(12) The cursor moves to PASSWORD. No entry is required. Press [ENTER].

(13) The cursor moves to META FILE. No entry is required. Press [ENTER].

(14) The cursor moves to KBD FILE. No entry is required. Press [ENTER].

(15) The cursor moves to NOTE FILE. No entry is required. Press [ENTER].

(16) A pop-up window displays the prompt "CLEAR LAST DATE AND TOTAL? (Y/N)." It does not matter which key is pressed, as the entry function has not yet been called.

(17) The prompt "ACCEPT THIS ENTRY? (Y/N)" displays. Press [ENTER] ("Y" is the default), or type "N" to revise this entry again.

(18) The prompt "SAVE ENTRY TO DISK? (Y/N)" displays. Press [ENTER] ("Y" is the default). The entry is saved and the REVISE ENTRY window is closed.

d. The Dialing Directory window displays with your new entry highlighted. Press "Enter" to dial the new entry. A message displays when the connection is made. When the baud rate is displayed, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays with a list of available menu options. (See figure R-1)

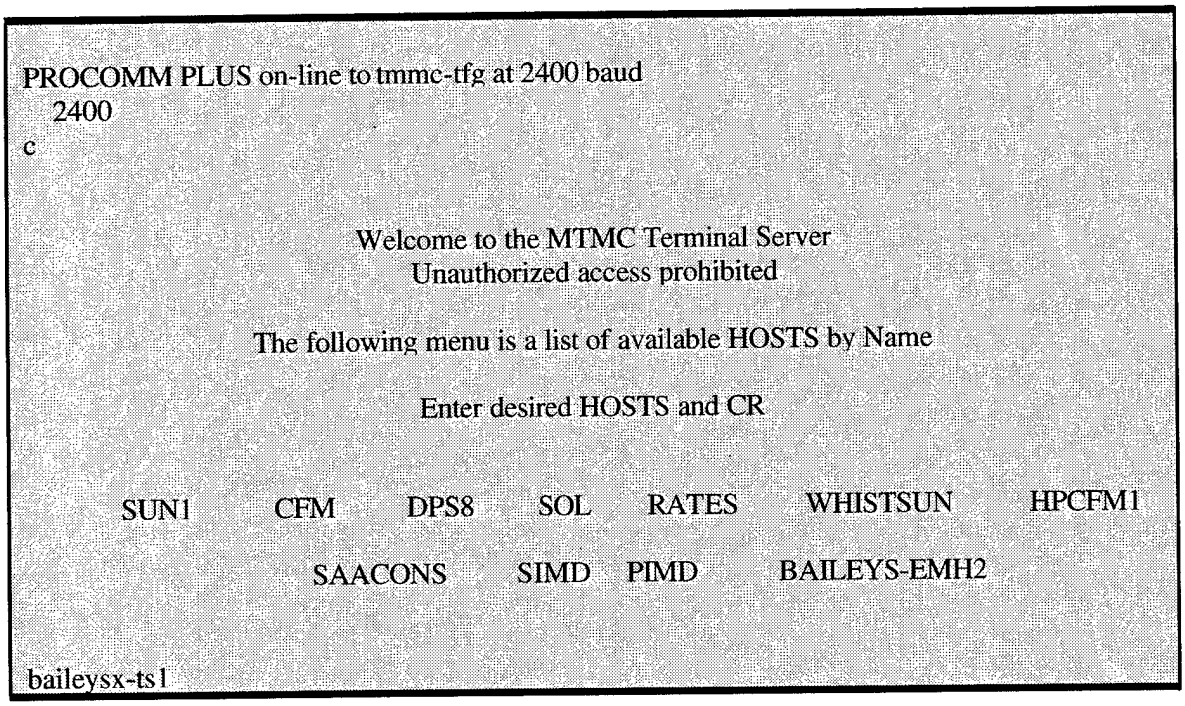


Figure R-1. MTMC Terminal Server Options Screen.

e. At BAILEYSX-TS1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett Packard computer.

(1) At TFG Log-On prompt, type your assigned log-on and press [ENTER].

(2) At password prompt, type your assigned password and press [ENTER]. The password will not displayed as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates the system has automatically set additional terminal settings.

f. The following prompt displays:

*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
Please type "y" and hit ENTER if you need the copy(y/n/CR) :

(1) Type "Y" and press [ENTER]. The following prompt displays:

*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
Please type "y" and hit ENTER if you need the copy (y/n/CR): y
Press "Pg-Dn" key and choose the Kermit option now.

(2) Press "Pg Dn." A pop-up menu displays a list of protocol options. Type "K" to select KERMIT and press [ENTER]. The pop-up window is replaced by another, indicating the transfer of data. As soon as downloading of protocol information is complete, the second pop-up window disappears and the following message displays:

*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
Please type "y" and hit ENTER if you need the copy (y/n/CR): y
Press "Pg-Dn" key and choose the Kermit option now.

IF YOUR VERSION IS 1x, COPY PCPLUS.KB1 PCPLUS.KBD.
IF YOUR VERSION IS 2x, COPY PCPLUS.KB2 PCPLUS.KBD.
THEN REBOOT YOUR PC AND LOGIN TO THE TFG.
LOGGING YOU OUT NOW.
logout

[Connection to HPCFM1 closed by foreign host]
baileysx-ts1>

(3) Type "EXIT" and press [ENTER]. Press "Alt-X" to exit to DOS. Press "Y" to confirm. Press "Y" to hang up. You will then be returned to the "C:\PCPLUS" prompt.

g. Recall the PROCOMM version number you recorded at the beginning of your session. Type one of the following two commands, depending on your version number, and press [ENTER] at the end of the command:

For version 1.x: COPY PCPLUS.KB1 PCPLUS.KBD
For version 2.x: COPY PCPLUS.KB2 PCPLUS.KBD

(1) You are now able to log on to TFG according to the normal log-on procedures described in paragraph 2 below.

(2) To bypass the normal log-on procedures and accelerate entry into TFG, follow the procedures in paragraph 3 below.

2. Normal Log-on Procedures.

a. When the DOS "C:" prompt appears, type the following commands, pressing [ENTER] at the end of each command:
CD PCPLUS [ENTER] ("C:\PCPLUS" prompt will appear.)
PCPLUS [ENTER] The PROCOMM PLUS logo will appear on the screen and PROCOMM PLUS initializes your modem. Press any key to enter PROCOMM PLUS terminal mode.

b. To activate the menu line, press "Alt-D." The Dialing Directory menu displays. Use the arrow keys to highlight the entry created for TFG.

c. Press [ENTER] to dial the entry. A message displays when the connection is made. When the baud rate is displayed, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays (see figure R-1), with a list of available menu options.

d. At the BAILEYSX-TS1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett Packard computer.

(1) At the TFG Log-on prompt, type your assigned log-on and press [ENTER].

(2) At the password prompt, type your assigned password and press [ENTER]. The password will not display as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates that the system has automatically set additional terminal settings.

e. The following prompt displays:

*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
Please type "y" and hit ENTER if you need the copy(y/n/CR) :

f. Press [ENTER], or type "N" and press [ENTER]. If the log-on is successful, the Transportation Facilities Guide (TFG) Main Menu will appear (Figure R-2). Proceed to Section C, Processing Procedures.

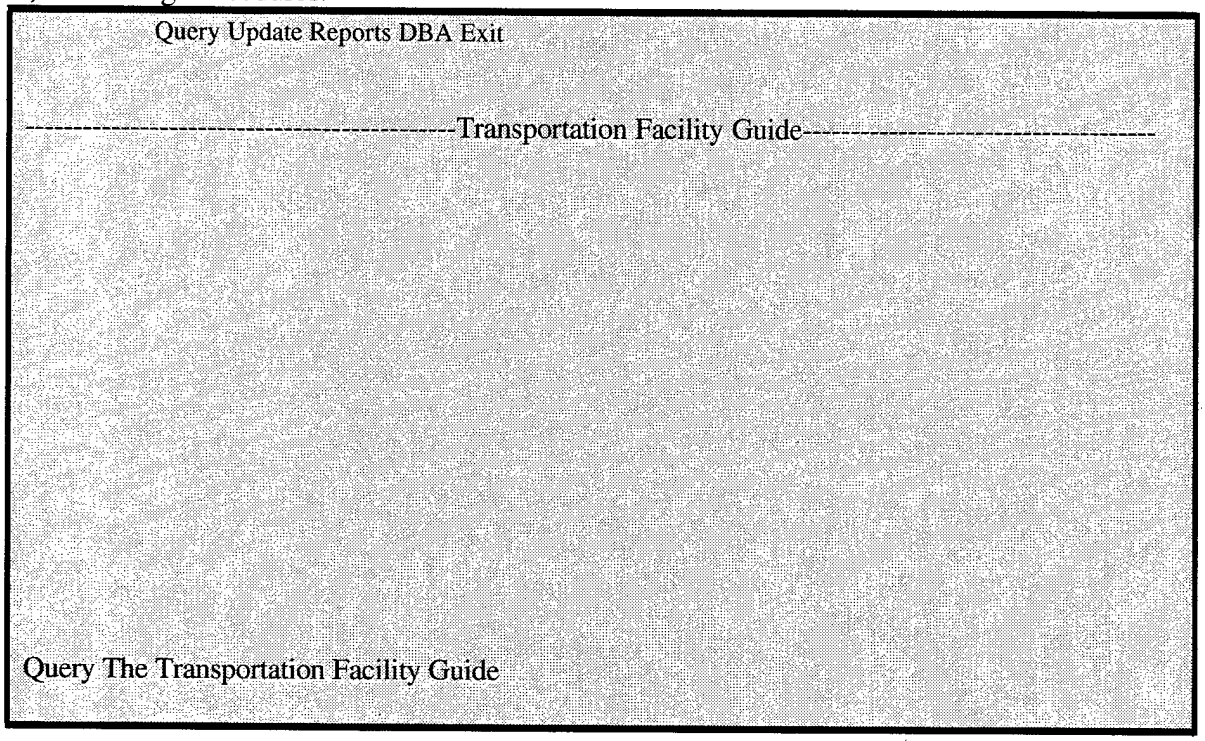


Figure R-2. Transportation Facilities Guide Main Menu.

3. Accelerated Log-on Procedures.

a. Depending on the user's version of PROCOMM, type one of the following commands at the "C:\PCPLUS" prompt, pressing [ENTER] after the desired command.

For Version 1.x: TFG1
For Version 2.x: TFG2

The Dialing Directory window will appear. When the window disappears and the baud rate displays, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays with a list of available menu options.

b. At the BAILEYSX-TS1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett-Packard computer.

(1) At the TFG Log-on prompt, type your assigned log-on and press [ENTER].

(2) At the password prompt, type your assigned password and press [ENTER]. The password will not display as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates that the system has automatically set additional terminal settings.

c. The following prompt displays:

*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
Please type "y" and hit ENTER if you need the copy(y/n/CR) :

d. Press [ENTER, or type "N" and press [ENTER]. The TFG Main Menu displays (Figure R-2). Proceed to Section C, Processing Procedures.

4. Field Module User Access.

a. At the Field Module System Menu (Figure 2-3), press "7" to access the CFM Host System Utilities, and press [ENTER]. The Host Utilities pop-up window displays (Figure R-4).

b. Press "2" to access the Transportation Facilities Guide. The following prompt displays (Figure R-5):

Call the TFG Host System?
<Yes> <No>
The response "Yes" is highlighted.

c. If you wish to be connected to the host system and continue processing, press [ENTER] to select the highlighted "Yes." If you wish to discontinue access to the host, select "No" and press [ENTER].

d. Depending on the PC communications software package used, the user may connect to the host in one of several ways. Continue using one of the following procedures:

(1) For first-time log-on, continue at paragraph B.1.e;

(2) For normal log-on, continue at paragraph B.2.d;

(3) For accelerated log-on, continue at paragraph B.3.b.

C. PROCESSING PROCEDURES

The TFG data is accessed by scrolling through a series of screens. All users can query the data (see paragraph D. for detailed instructions). Only owners of a record can access the update option for that record (see paragraph E. for detailed instructions). Both the user and the Data

Base Administrator (DBA) may access the Reports option (see paragraph F. for detailed instructions). Only the DBA may access the DBA option (see paragraph G. for detailed instructions).

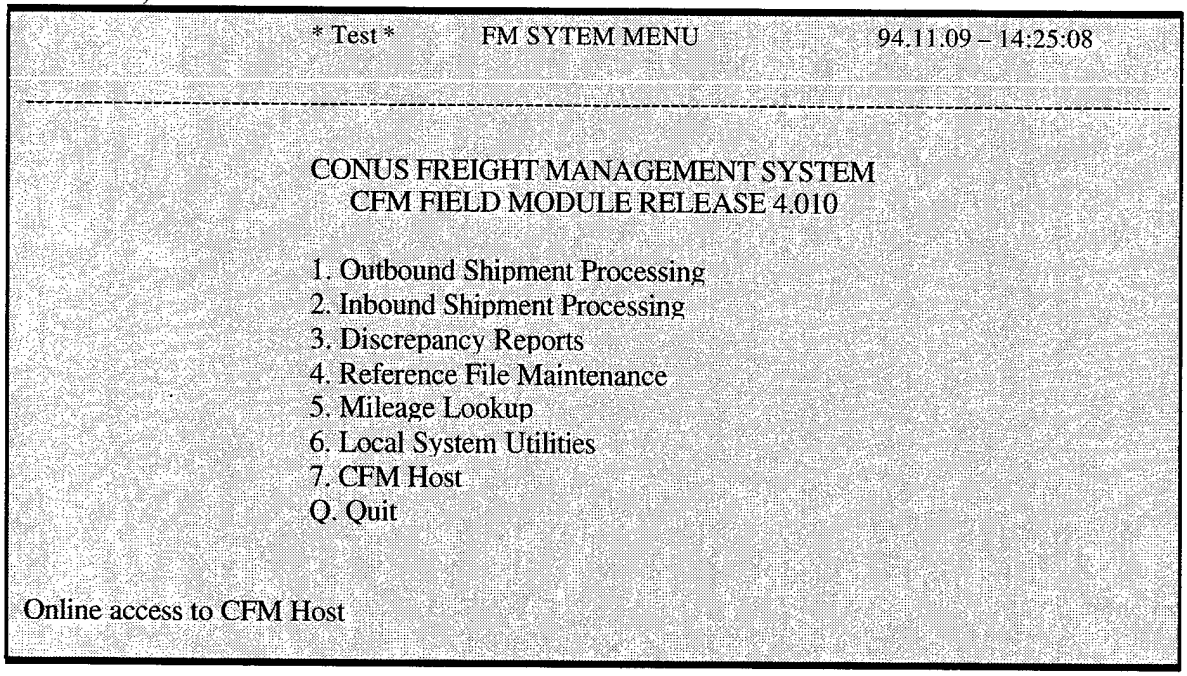


Figure R-3. Field Module System Menu.

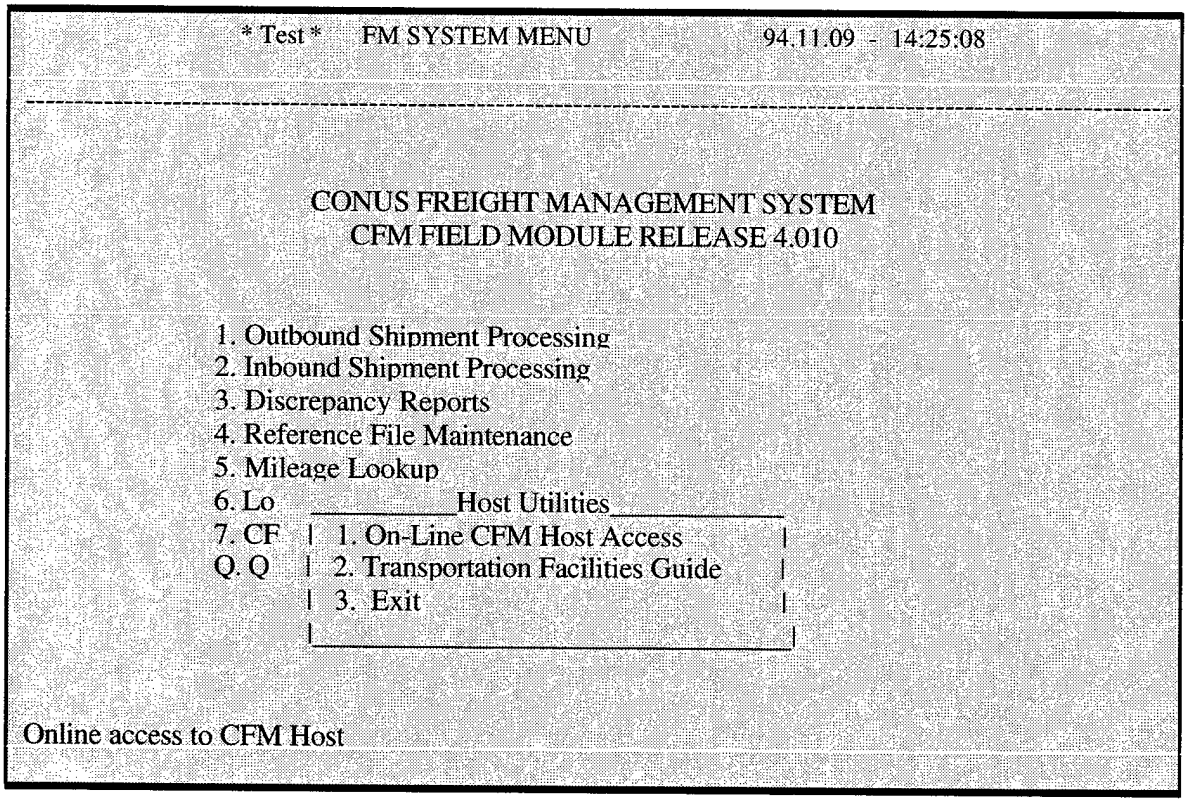


Figure R-4. Host Utilities Pop-Up Menu.

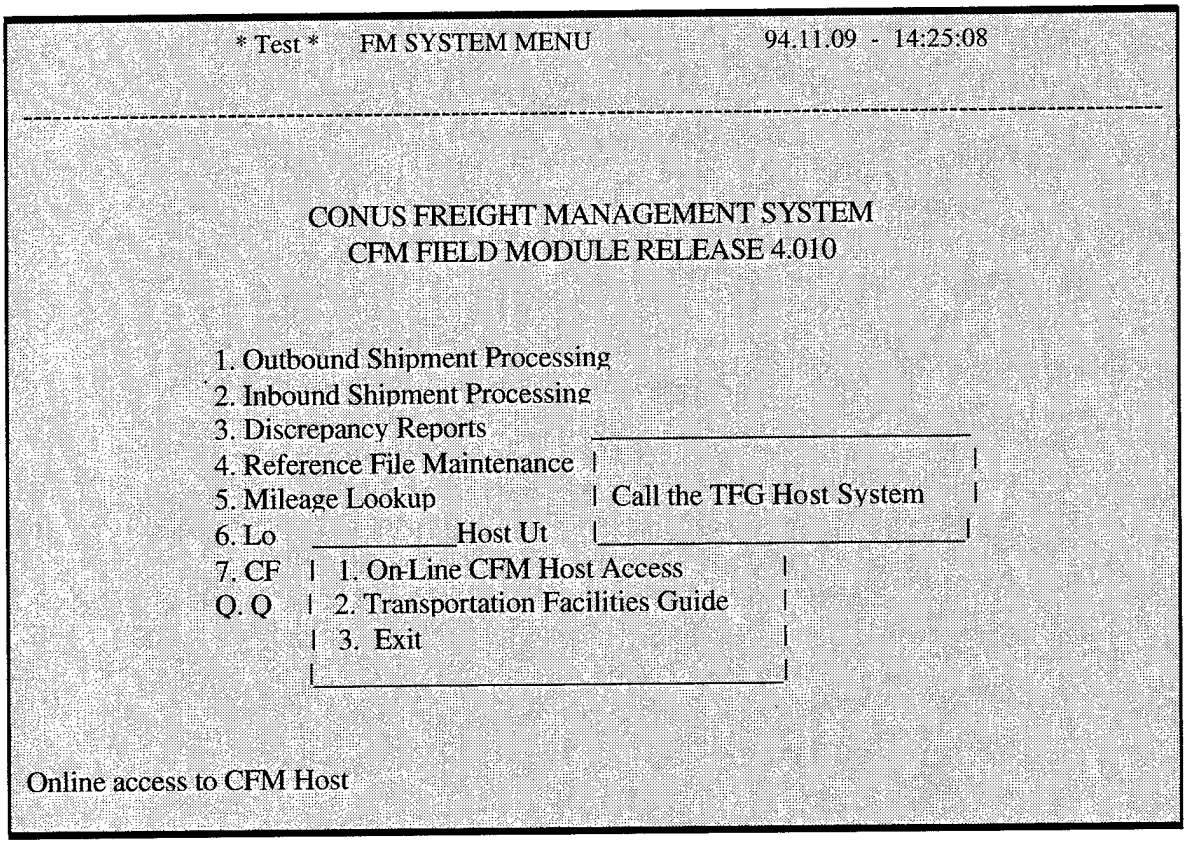


Figure R-5 Transportation Facilities Guide Prompt.

D. QUERYING TRANSPORTATION FACILITIES GUIDE DATA

1. All users may query TFG data. Press "Enter" to choose the highlighted Query option from the TFG main menu. The Transportation Facilities Guide General Section screen (Figure R-6) displays. At the bottom of the screen the words "Enter a query; press PF1 to execute, PF4 to cancel" appears with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

2. The Transportation Facilities Guide General Section screen contain fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform a query and retrieve information for activities, you can access all other screens on the various shipping methods as detailed in paragraphs D.2.a. through D.2.f. Records may be queried by DODAAC, GBLOC, branch of service, or state as detailed in paragraph D.1.

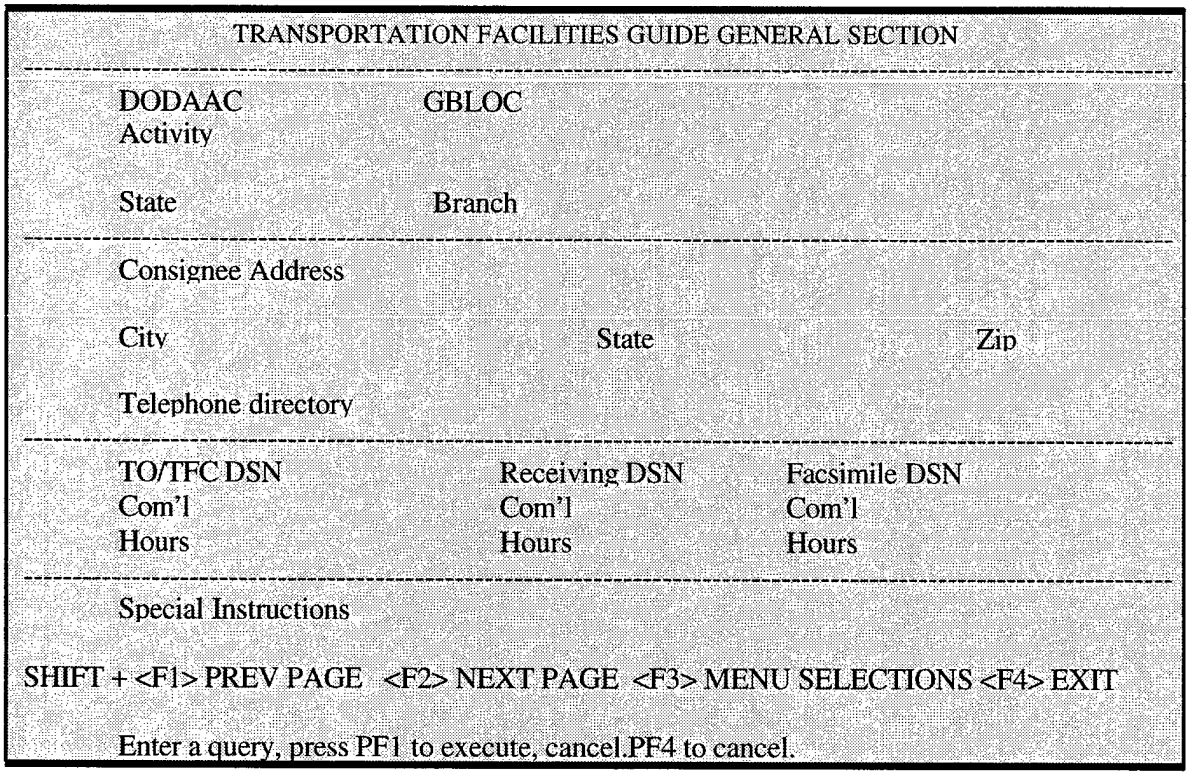


Figure R-6. Transportation Facilities Guide General Section.

3. Query by DODAAC, GBLOC, State, or Branch.

a. Type the DODAAC of the activity you wish to view, or press [ENTER] until the cursor moves to the GBLOC, State or Branch field. If the entire GBLOC or DODAAC is not known, part of the name plus a wild card character may be used to retrieve records. The wild card character replaces any remaining characters. For example, to search for all DODAACs that begin with "FD", type "FD%" in the DODAAC field. The percent sign (%) is the wild card character and can be used anywhere in the field.

b. Press "Shift-F1" (SEARCH). The system searches for all DODAAC or GBLOC activity records that fit within the specified range. Figure R-7 displays. At the bottom of the screen, the word "Working ..." displays briefly. The first activity record in the specified range of DODAACs or GBLOCs displays on the screen. Use the "Up Arrow" and "Down Arrow" keys to move back and forth between the available records. A message displays when the last record is found.

c. Press "Enter" to move the cursor from field to field. On the first page of a record, the cursor only moves to the DODAAC, GBLOC, State and Branch fields. Press "PgDn" to move from one block of data to the next.

d. Press "Shift-F2" (NEXT SCREEN) to see more information (additional pages) of the general section (Figures R-7b, R-7c and R-7d). The DODAAC number displays on each page in the upper right corner, and the name of the activity appears on each page. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window.

e. Continue pressing "Shift-F2" (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

f. Press "Shift-F1" (PREV PAGE) to return to previous pages of the general section.

g. Press "Shift-F3" (MENU SELECTIONS) to get information on the various shipping methods. See paragraphs D.4. and E.4. for details.

h. Press "Shift-F4" (EXIT) to exit the query screens and return to the main menu.

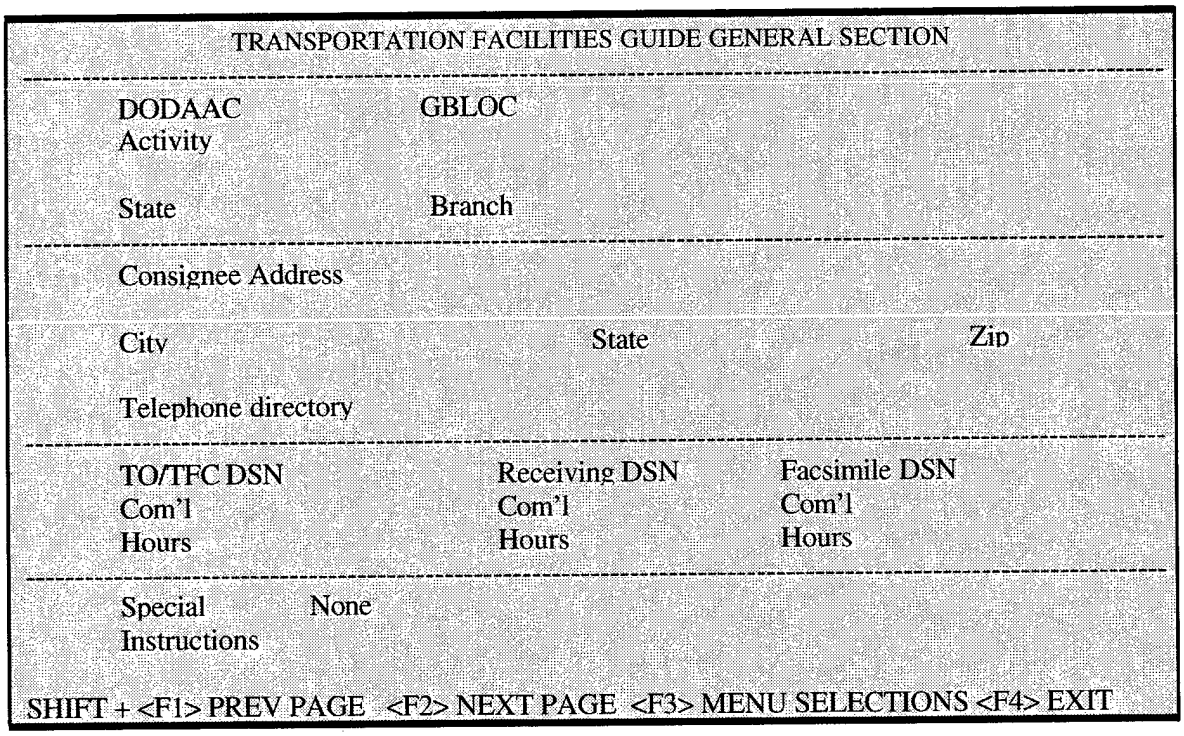


Figure R-7a. Transportation Facilitites Guide General Section. (Figure 1 of 4)

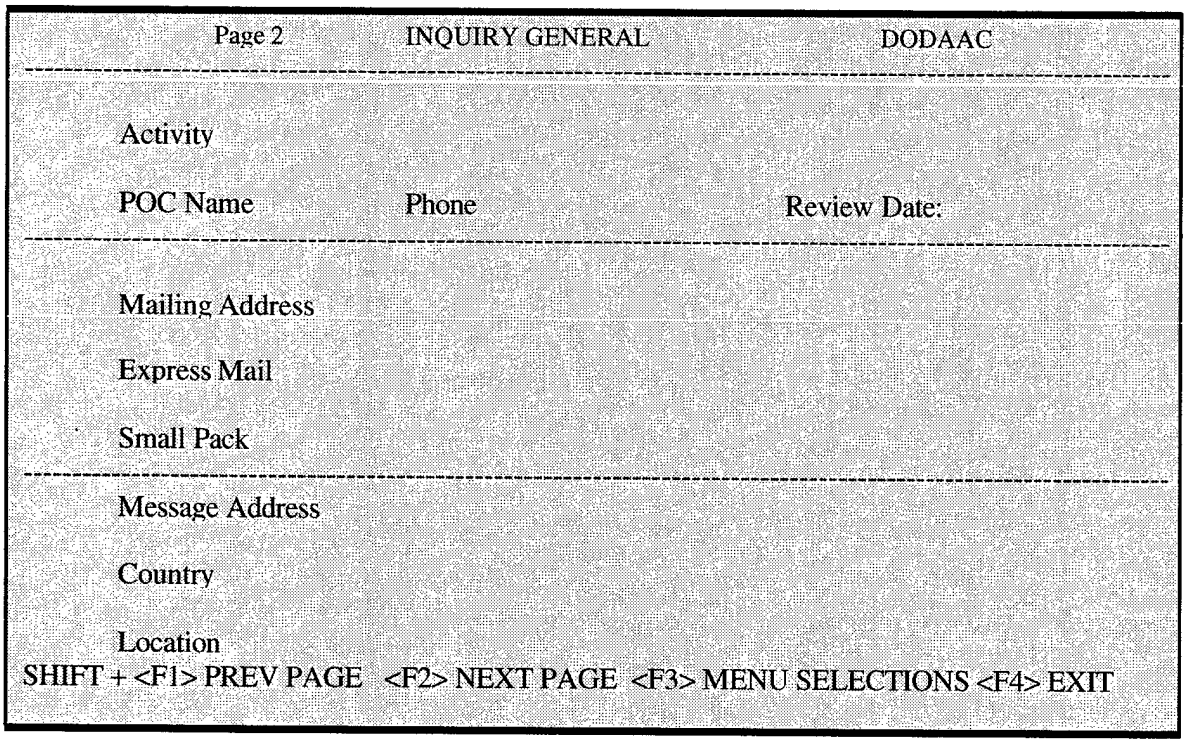


Figure R-7b. Transportation Facilities Guide General Section. (Figure 2 of 4).

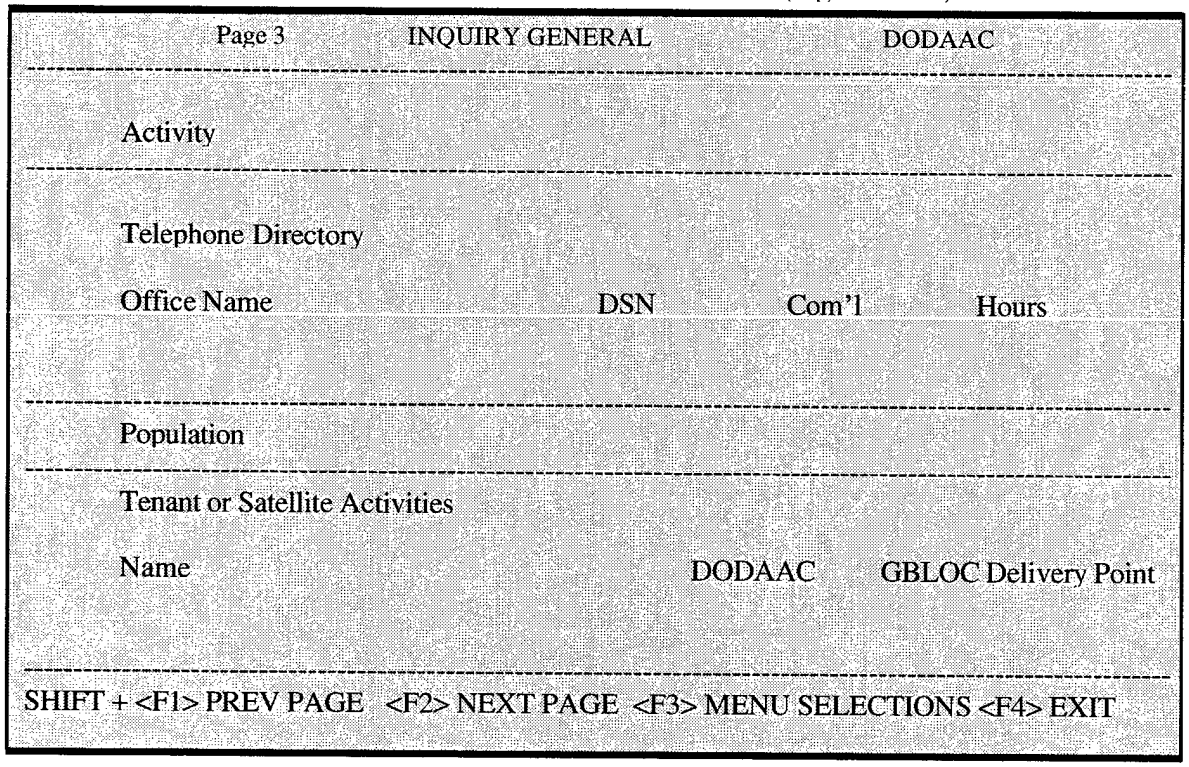


Figure R-7c. Transportation Facilities Guide General Section. (Figure 3 of 4).

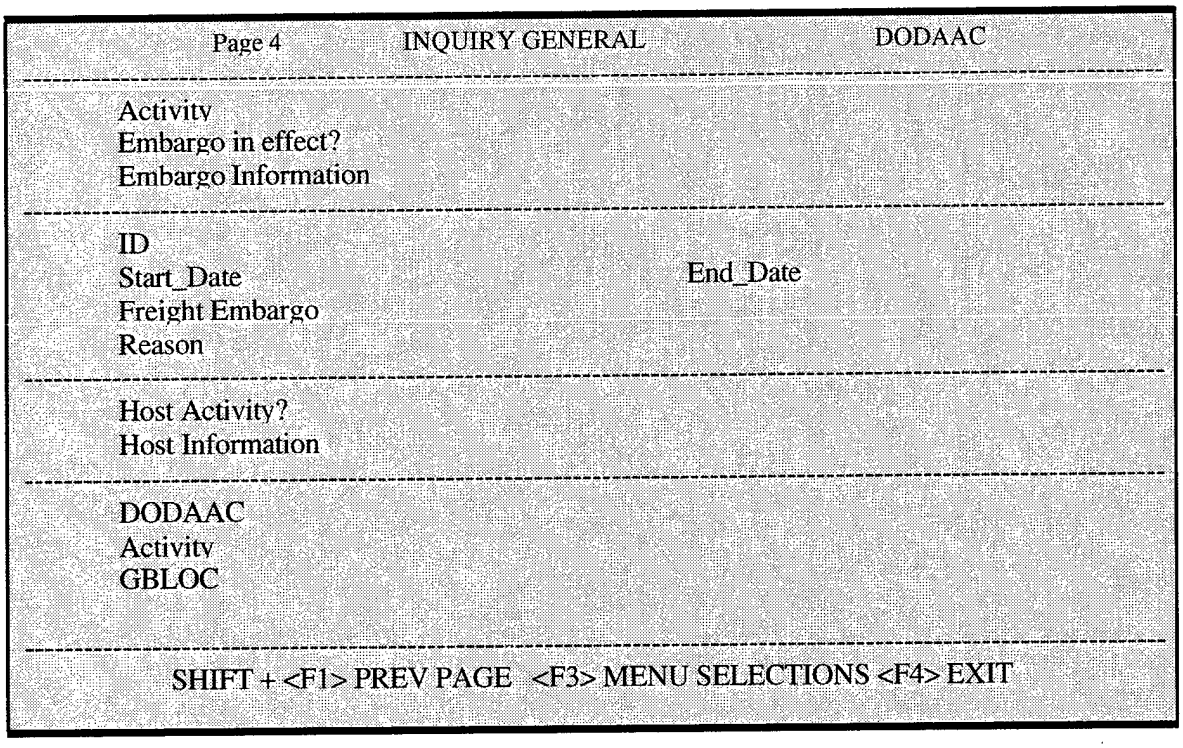


Figure R-7d Transportation Facilities Guide General Section. (Figure 4of 4).

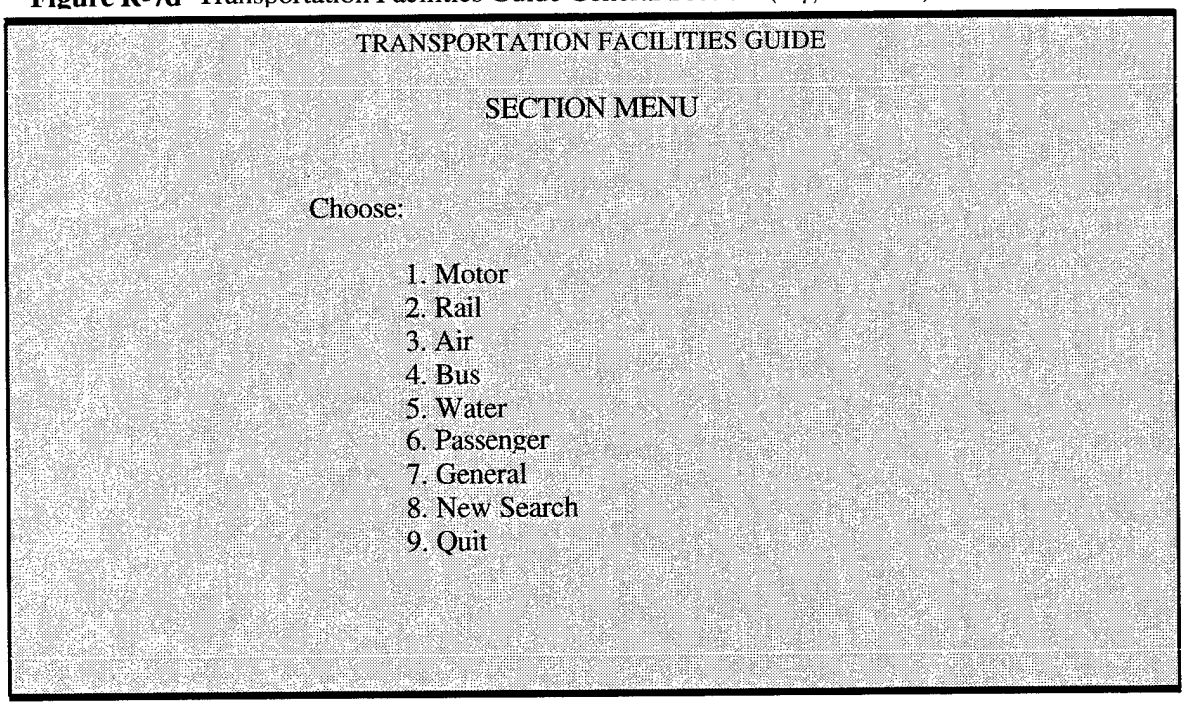


Figure R-8. Transportation Facilities Guide Section Menu.

4. Transportation Facilities Guide Section Menu. The Transportation Facilities Guide Section Menu (Figure R-8) is used to view additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys. Each option is explained in paragraphs 4.a. through 4.i. below.

a. Querying Motor Shipping and Receiving Information. To view records on motor shipping receiving, search for the activity to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraph D. for querying general information to retrieve data for activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press "Shift-F3." The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "1" and press [ENTER]. The first page of the Motor Shipping and Receiving Information screen (Figure R-9a) displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for the motor section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. To move from page to page, use the "Next Page" (Shift-F2) and "Previous Page" (Shift-F3) keys (Figures R-9a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

```
Page 1          SHIPPING & RECEIVING, MOTOR          DODAAC FB1111
-------------------------------------------------------------------
ACTIVITY    Activity Name.
-------------------------------------------------------------------
                                                    Disability
                                                    Cost
Code Comm   Commodity   Destination          Sple   Zip   Load  Unload
-------------------------------------------------------------------
REPSHIP required?          Min. # of Loads          Commodity

A&E Facilities?            N.E.W. Capacity          Consignee Approval?

Prelodge?                  Multiple Stop delivires? Transit Facilities?
Prearrange Delivery?
Remarks

SHIFT + <F1> PREV PAGE  <F2> NEXT PAGE  <F3> MENU SELECTIONS <F4> EXIT
```

Figure R-9a. Motor Shipping and Receiving Information. (Figure 1 of 3).

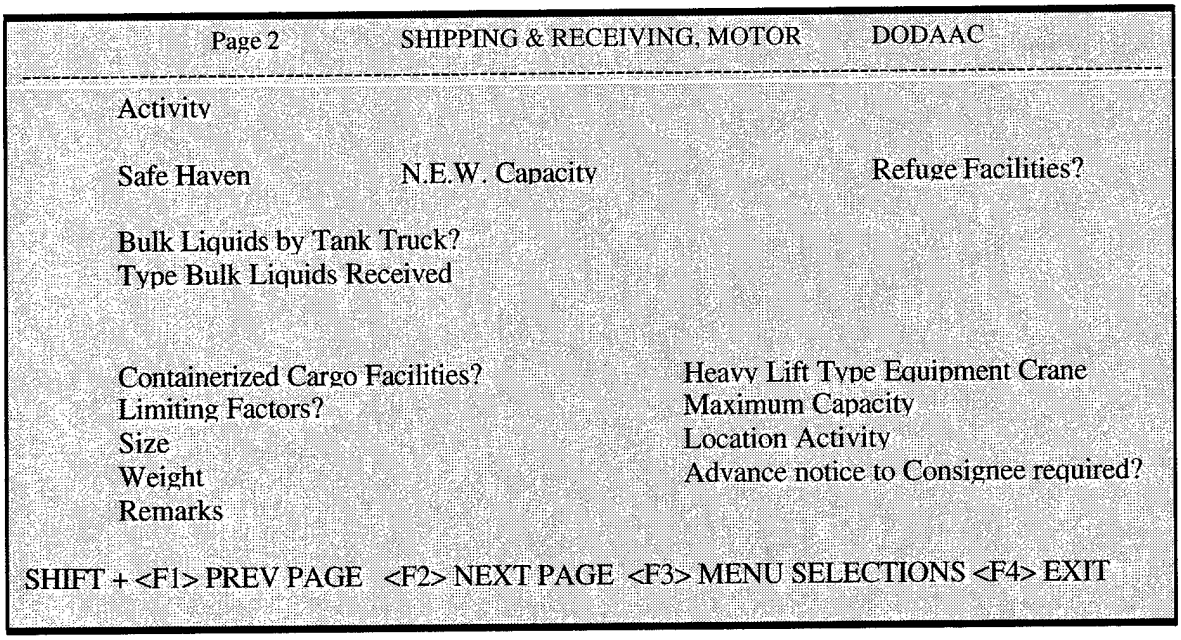


Figure R-9b. Motor Shipping and Receiving Information. (Figure 2 of 3).

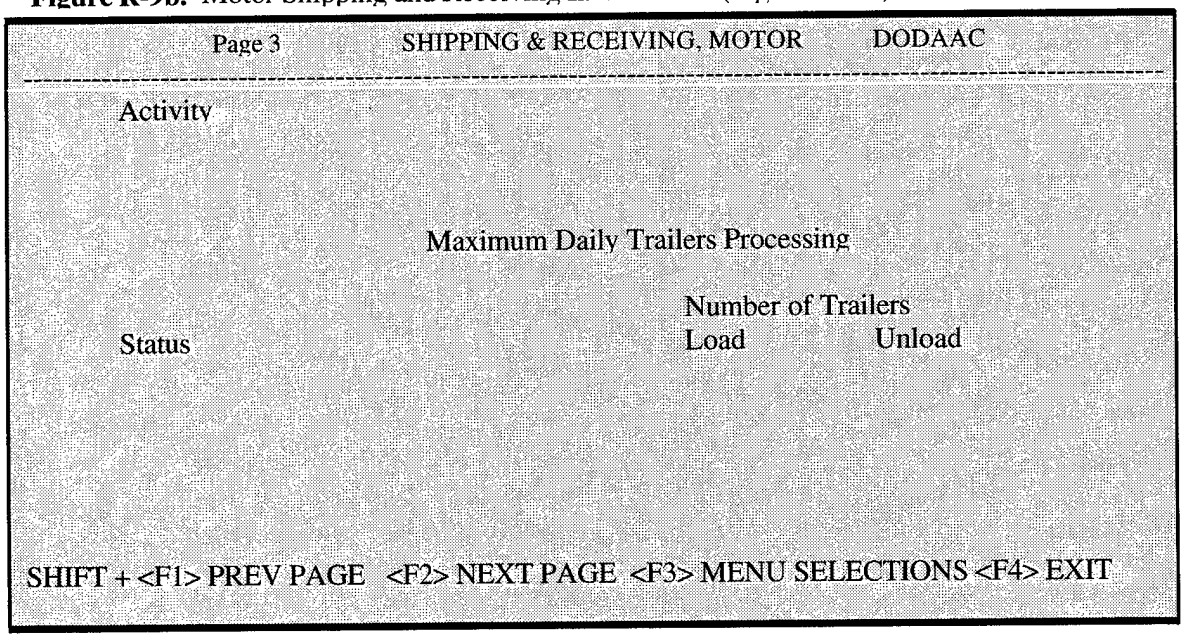


Figure R-9c. Motor Shipping and Receiving Information. (Figure 3 of 3).

b. Querying Rail Shipping and Receiving Information. To view records on rail shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section.

Follow the instructions in paragraph D. for querying general information to retrieve data for the activity or activities you wish to view. Once the requested activity appears on the screen, use the following directions.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "2" and press [ENTER]. The first page of the Rail Shipping and Receiving Information screen (Figure R-10) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears in the center. Data for the rail section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. Move from page to page of the rail section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-10a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

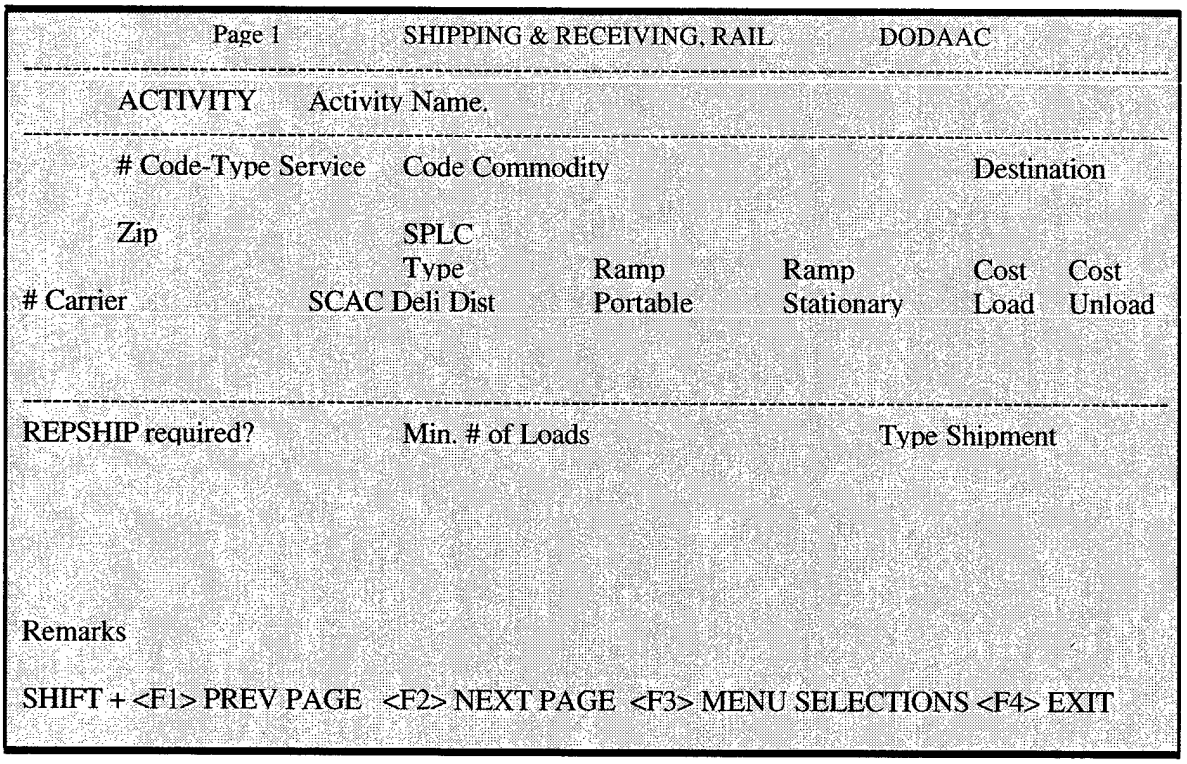


Figure R-10a. Rail Shipping and Receiving Information. (Figure 1 of 3).

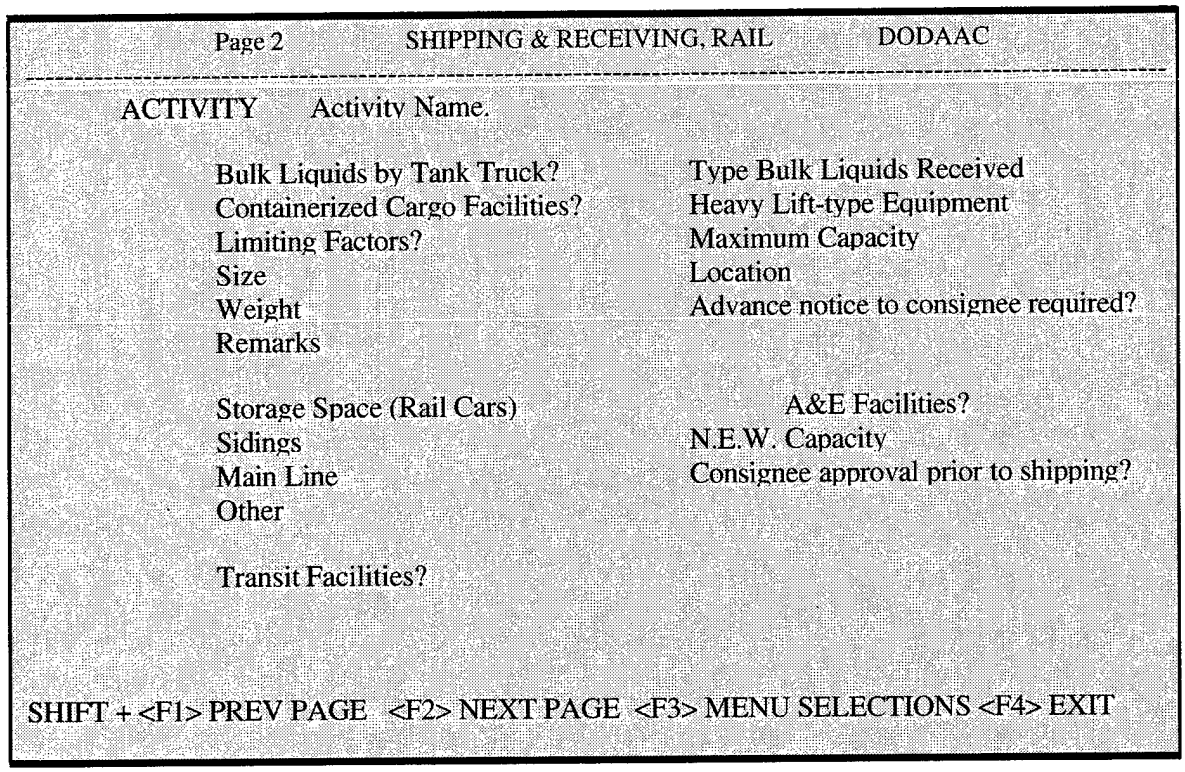


Figure R-10b. Rail Shipping and Receiving Information. (Figure 2 of 3).

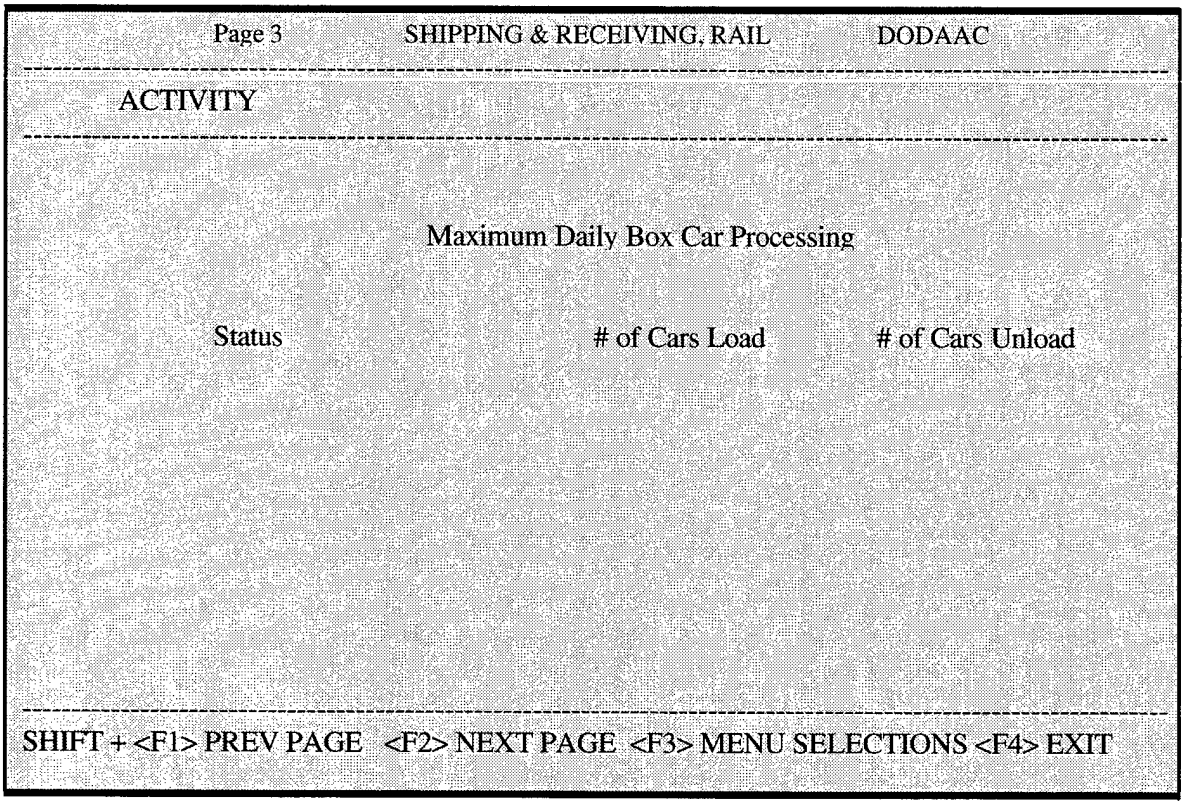


Figure R-10c. Rail Shipping and Receiving Information. (Figure 3 of 3).

c. Querying Air Shipping and Receiving Information. To view records on air shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraph D. for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "3" and press [ENTER]. The first page of the Air Shipping and Receiving Information screen (Figure R-11) displays. The DODAAC from page one of the general section appears in the top right-hand corner. The activity name appears at the top-center. Data for the air section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the air section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-11a-c). To move from one block of data to the next within a screen, use the "PgDn" key.

(For information regarding the contents of the Remarks field, see Attachment 1.)

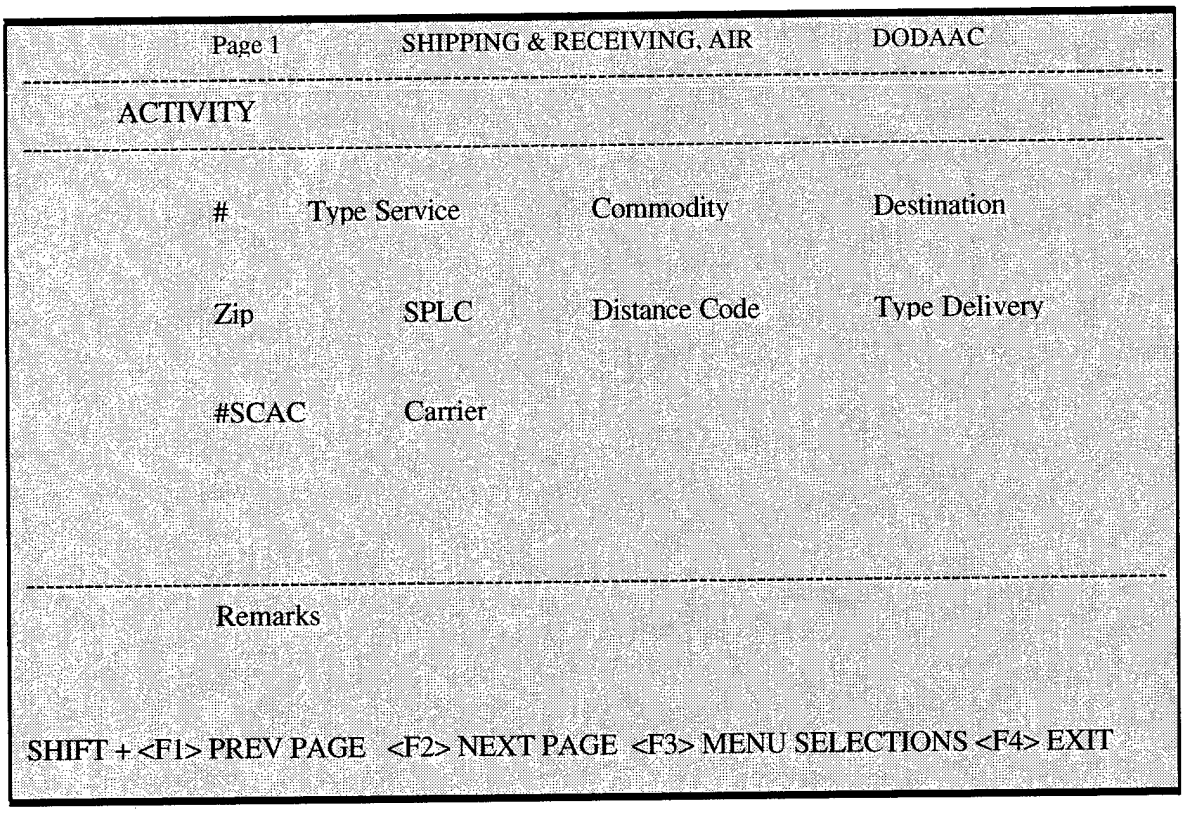


Figure R-11a. Air Shipping and Receiving Information. (Figure 1 of 3).

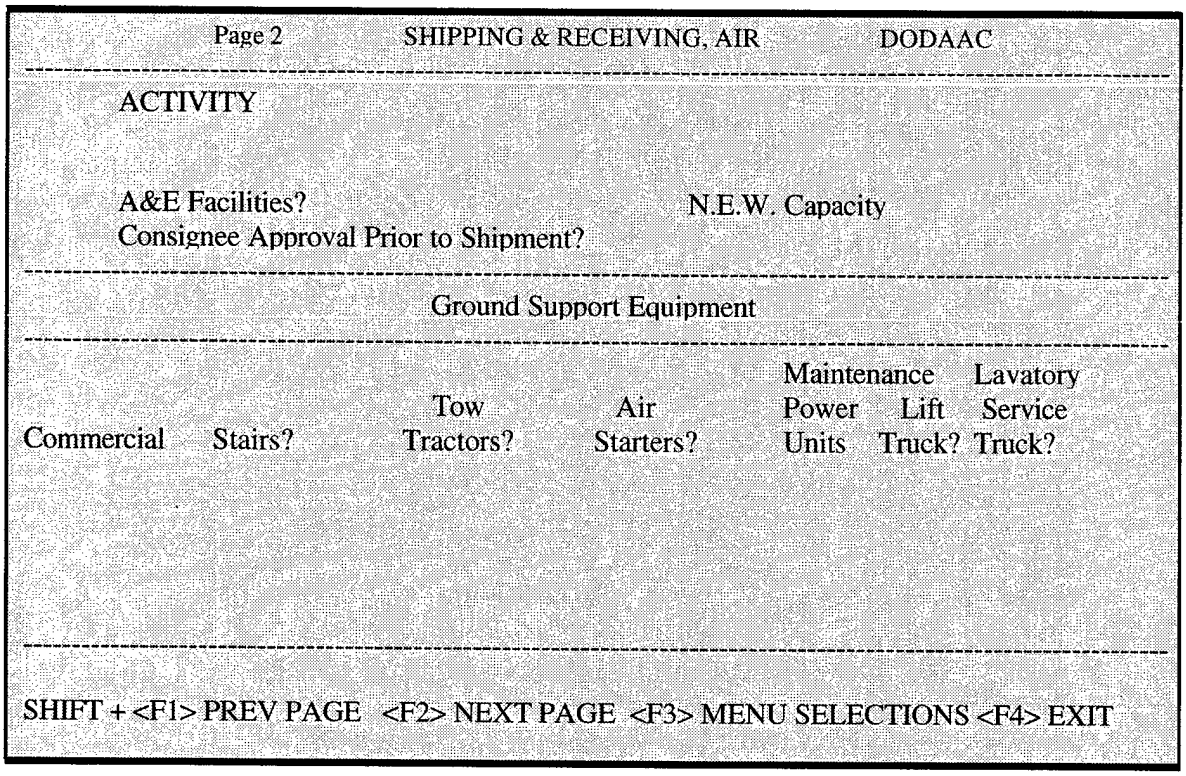


Figure R-11b. Air Shipping and Receiving Information. (Figure 2 of 3).

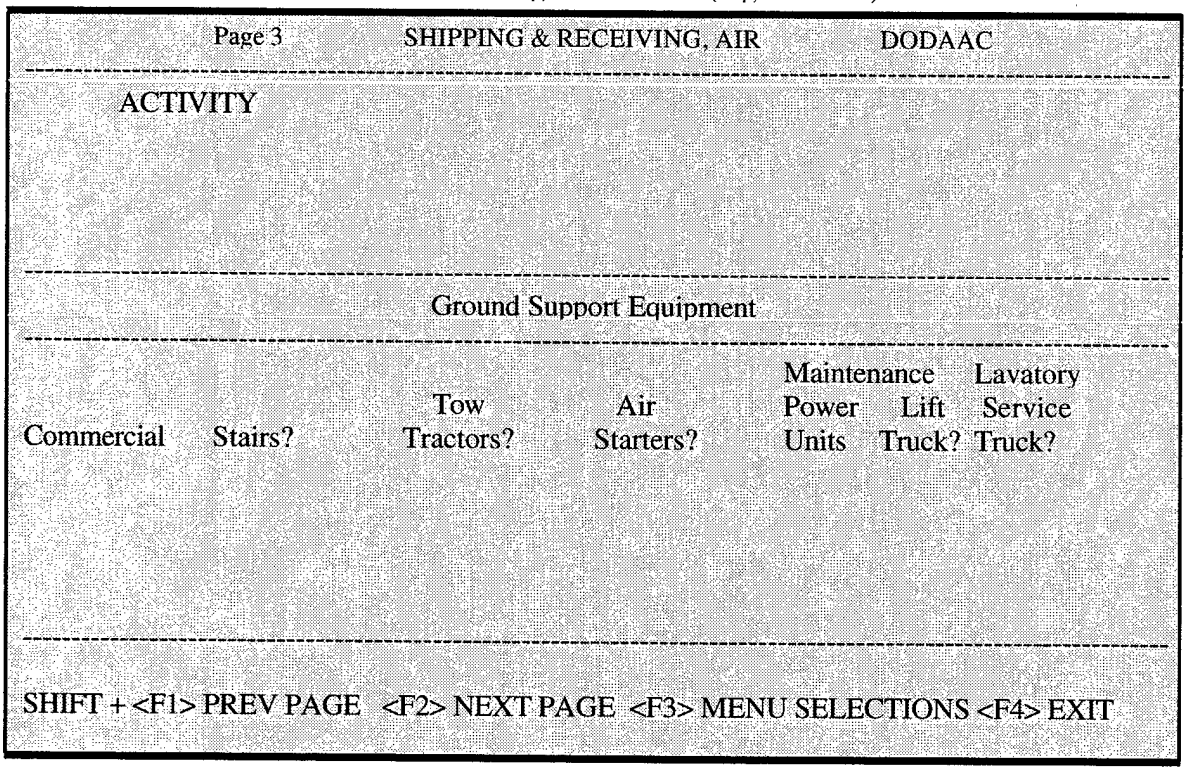


Figure R-11c. Air Shipping and Receiving Information. (Figure 3 of 3).

d. Querying Bus Shipping and Receiving Information. To view records on bus shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs D.1 and D.2 for querying general information for the activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "4" and press "Enter". The only page of the Bus Shipping and Receiving Information screen (Figure R-12) display. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the bus section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window.

(For information regarding the contents of the Remarks field, see Attachment 1.)

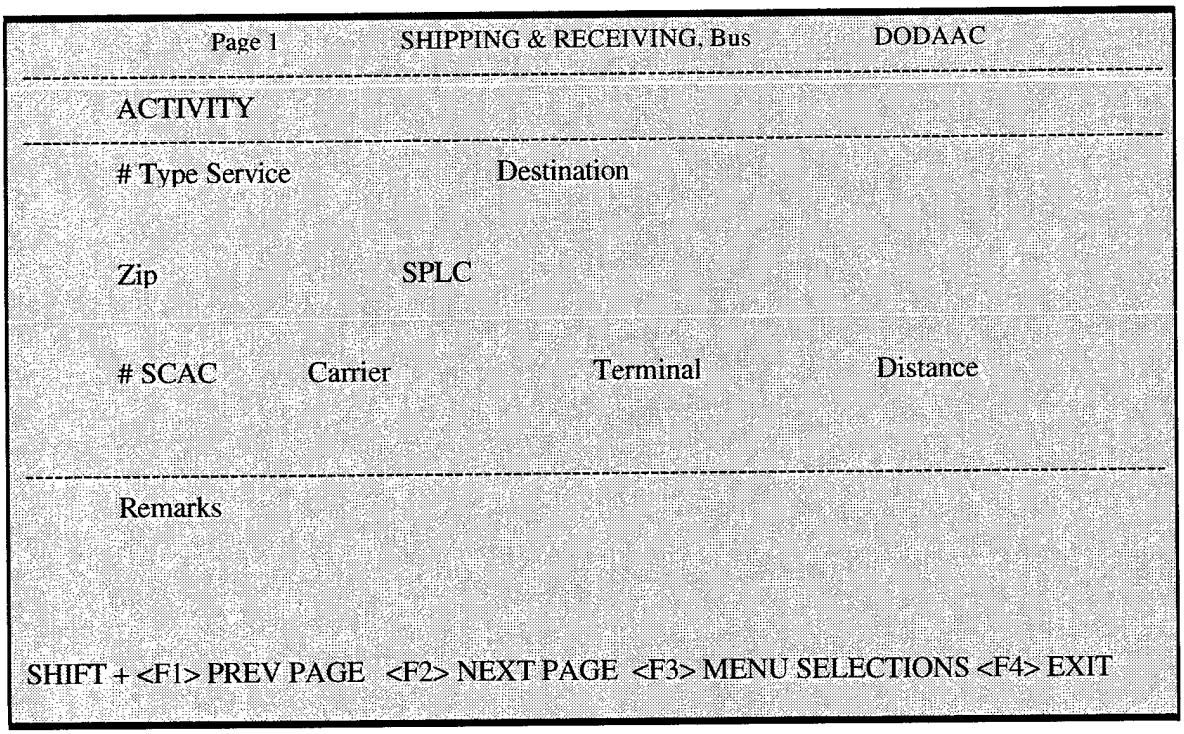


Figure R-12. Bus Shipping and Receiving Information.

e. Querying Water Shipping and Receiving Information. To view records from the TFG database that provide information on water shipping and receiving, search for the activity you

wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs D.1. and D.2. for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

(1) Press "Shift-F3." The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "5" and press [ENTER]. The first page of the Water Shipping and Receiving Information screen (Figure R-13) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top center of the screen. Data for the water section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the water section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-13a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

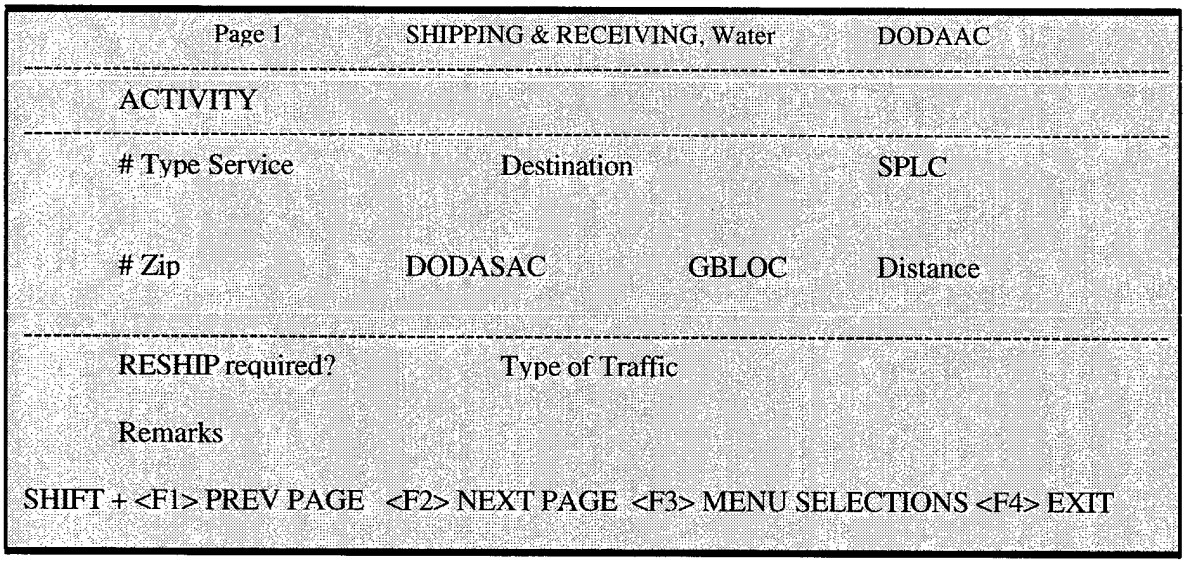


Figure R-13a. Water Shipping and Receiving Information. (Figure 1 of 3).

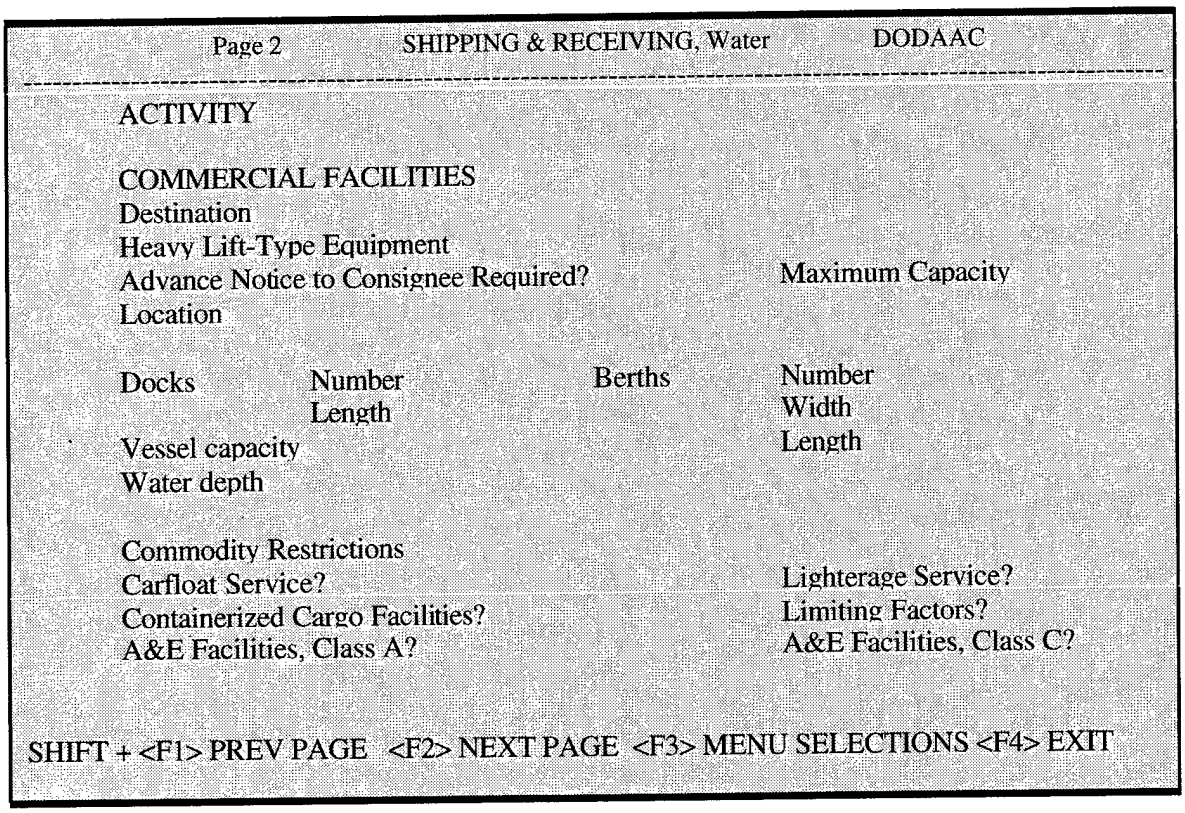


Figure R-13b. Water Shipping and Receiving Information. (Figure 2 of 3).

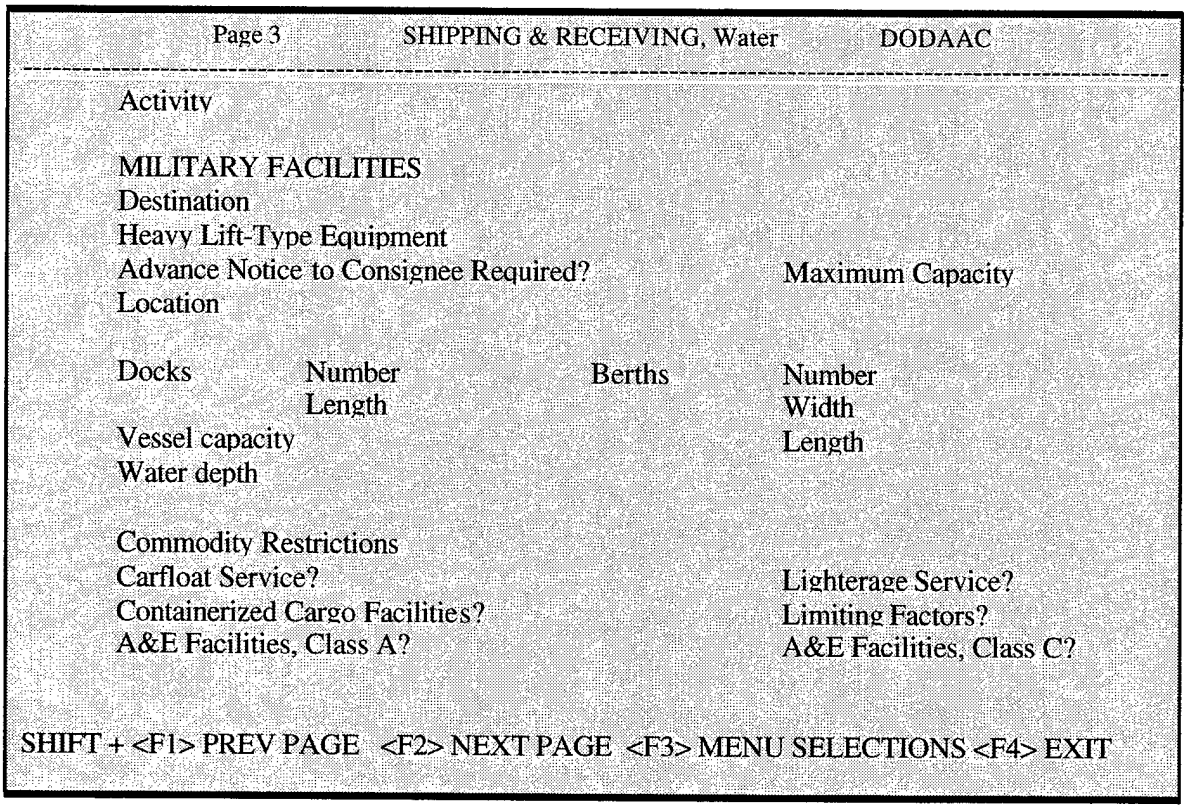


Figure R-13c. Water Shipping and Receiving Information. (Figure 3 of 3).

f. Querying Passenger Traffic Information. To view records on passenger traffic, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can only be performed from the first page of the general section. Follow the instructions in paragraph D.1 and D.2 for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "6" and press [ENTER]. The first page of the Passenger Traffic Information screen (Figure R-14) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the passenger section is retrieved and appears in the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the passenger section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-14a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

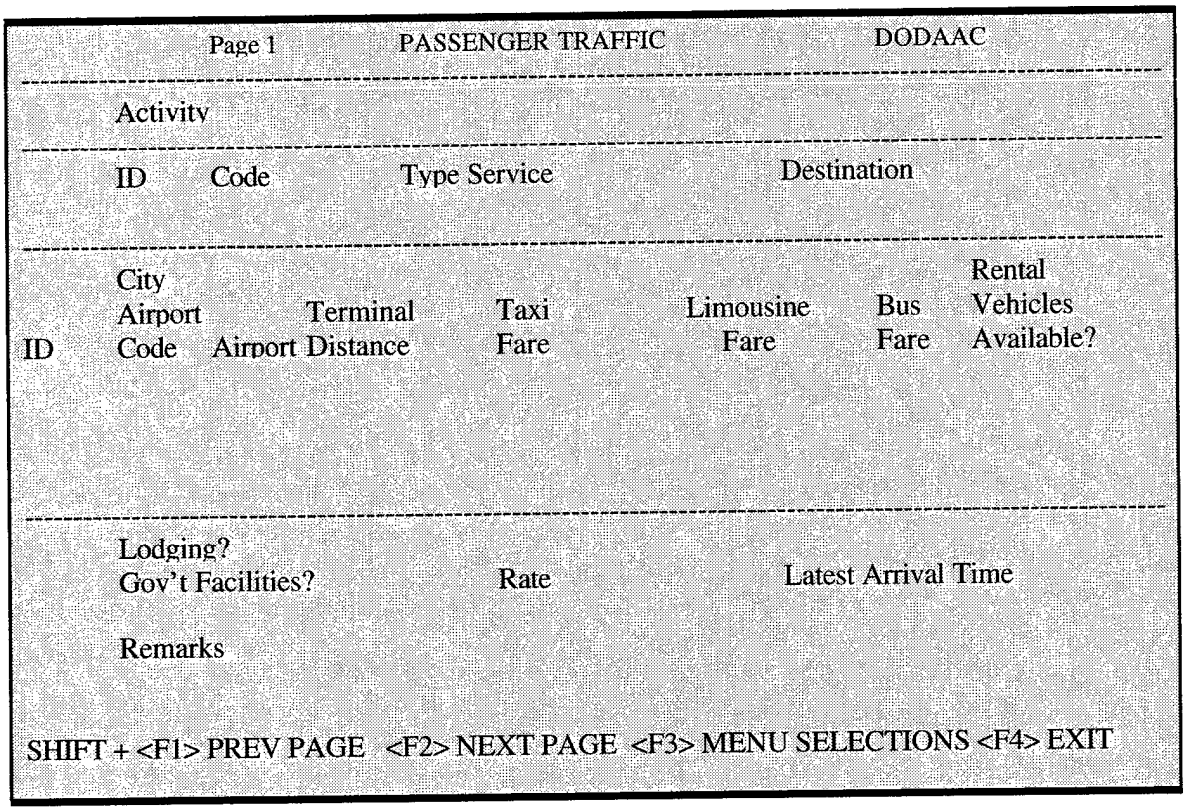


Figure R-14a. Passenger Traffic Shipping and Receiving Information. (Figure 1 of 3).

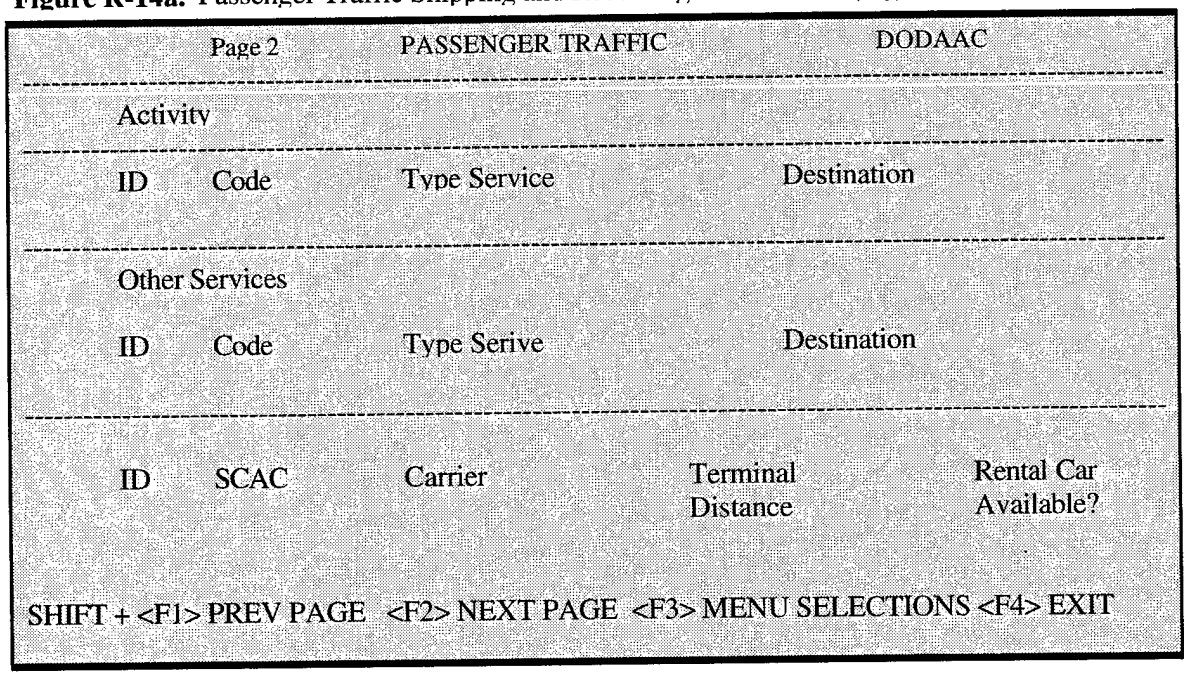


Figure R-14b. Passenger Traffic Shipping and Receiving Information. (Figure 2 of 3).

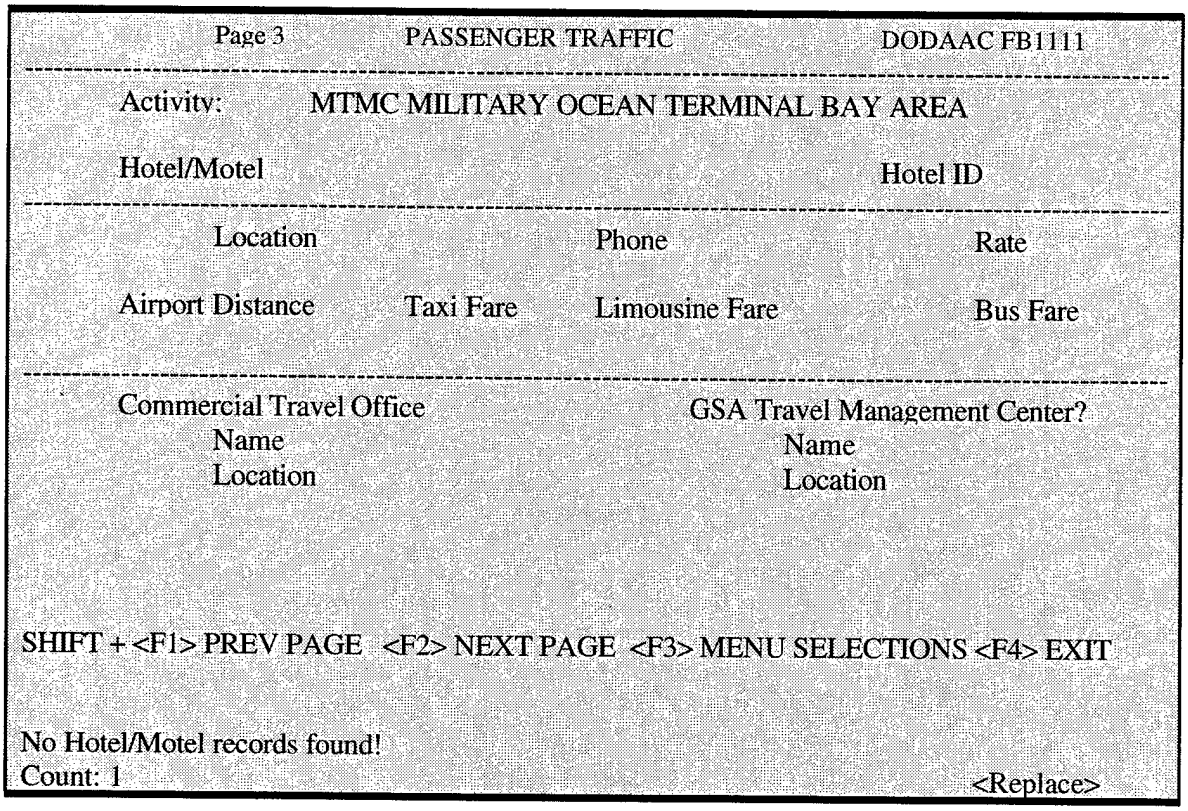


Figure R-14c. Passenger Traffic Shipping and Receiving Information. (Figure 3 of 3).

g. General. This option is used to return to the general section (see Figure R-6) of the current DODAAC.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-8).

(2) Type "7" and press [ENTER]. The first page of the General section displays (see Figure R-7a).

h. New Search. This option is used to start a new search for one or more records.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-8).

(2) Type "8" and press [ENTER]. The first page of a new General section displays (see Figure R-6).

i. Quit. This option is used to quit the current menu option and return to the TFG main menu.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-8).

(2) Type "9" and press [ENTER]. The Transportation Facilities Guide Section menu displays (see Figure R-2).

E. UPDATING TRANSPORTATION FACILITIES GUIDE DATA

1. The update function of a record can be accessed only by the owner of that record. To highlight the "Update" function in the TFG main menu, press "Right Arrow;" press "Enter" to select it. The Transportation Facilities Guide General Section screen (Figure R-2) displays. At the bottom of the screen the words "Enter a query; press PF1 to execute, PF4 to cancel" appear with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

2. The Transportation Facilities Guide General Section screen contain fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform an update and retrieve information for your activity, you can access additional screens as detailed in paragraphs D.4.a. through D.4.f. Records may be retrieved for update using DODAAC, GBLOC, branch of service, or state as detailed in paragraph D.3.

3. Retrieving a Record to Update by DODAAC, GBLOC, State, or Branch.

a. Type the DODAAC, GBLOC, State or Branch code of the activity. If the entire DODAAC or GBLOC is not known, part of the name plus a wild card character may be used to retrieve records. The wild card character replaces any remaining characters. For example, to search for all GBLOCs that begin with "FD", type "FD%." The percent sign (%) is the wild card character and can be used anywhere in the field.

b. Press "Shift-F1" (SEARCH). The system retrieves the record to update and the first screen of the Transportation Facilities Guide General Section displays (Figure R-7a). At the bottom of the screen, the word "Working ..." displays briefly. The fields display data automatically for this activity.

(1) Press "Enter" to move the cursor from field to field.

(2) Press "Shift-F2" (NEXT SCREEN) to see more information of the general section (Figures R-7b, R-7c, and R-7d). The DODAAC number displays on each page in the upper right corner.

(3) Continue pressing "Shift-F2" (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

c. Type the desired information in any field on any page requiring a correction. When all fields are correct, perform any available function option at the bottom of the screen; the

transaction will then be updated automatically. A message displays indicating that the transaction is complete, along with the number of records posted and committed. Press "Enter" to acknowledge the message. The cursor returns to the page at which the function option was invoked at the beginning of this step.

d. To display a valid reference table or list for the Code, Comm, SCAC, State or Type "Del fields," move the cursor to one of those fields and press the "Home" key. If there is additional information about an entry in that field, a pop-up window displays. Otherwise, a message displays indicating that the key is not used in that field.

(1) Use the "Up-Arrow" and "Down-Arrow" keys to pick the desired selection; the selection is highlighted. Press "Enter" to accept the selection. The new selection is inserted and the screen redisplays.

(2) Press "Shift-F4" to exit the pop-up window without changing the original selection. The screen redisplays.

e. To insert a new line entry in the Code, Comm, SCAC or Type "Del field," move the cursor to one of those fields and press "Insert." If the field is capable of insert entry, the cursor moves to the last entry in the list. Type the desired information in the specified field and press [ENTER]. If the information is not valid or not known, an error message displays. Continue entering data according to paragraph d. above.

f. Press the "Delete" key to delete an entire line in the highlighted border of a record. All entries for the displayed line are deleted. *Deletion of a line is immediate. There is no warning or confirmation message.*

4. Transportation Facilities Guide Section Menu. The Transportation Facilities Guide Section Menu (Figure R-8) is used to update additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys, each of which is explained in paragraphs D.4.a. through D.4.i.

5. Updating Shipping and Receiving Information. To update records on shipping and receiving methods, retrieve the record to be updated on the first page of the general section (see paragraph E.1.). Once the required activity appears, use the following procedures:

a. Press "Shift-F3." The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

b. Type the desired selection and press [ENTER]. The specified Shipping and Receiving Information screen displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for each activity is retrieved and appears on the screen. Continue entering data according to Steps 3 through 6 in paragraph E.1.a-f. above.

c. When updating water shipping and receiving information, if the value in the Limiting Factor field on the second or third page is "Y," a pop-up window displays (Figure R-15). Enter the desired information. Press "PgDn" to exit. If the value in the A & E Facilities, Class A, or A & E Facilities, Class C field is "Y," a pop-up window displays (Figure R-16). Enter the desired information. Press "PgDn" to exit.

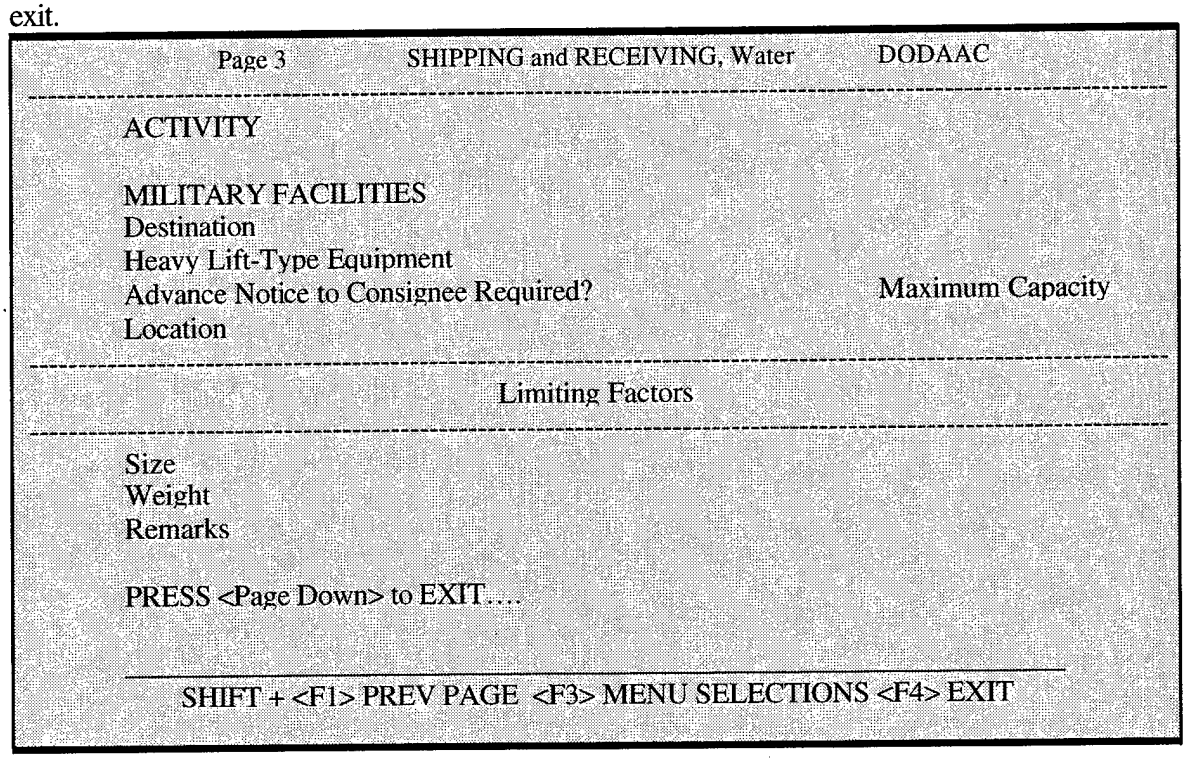


Figure R-15. Limiting Factors Pop-Up Window for Water Shipping and Receiving.

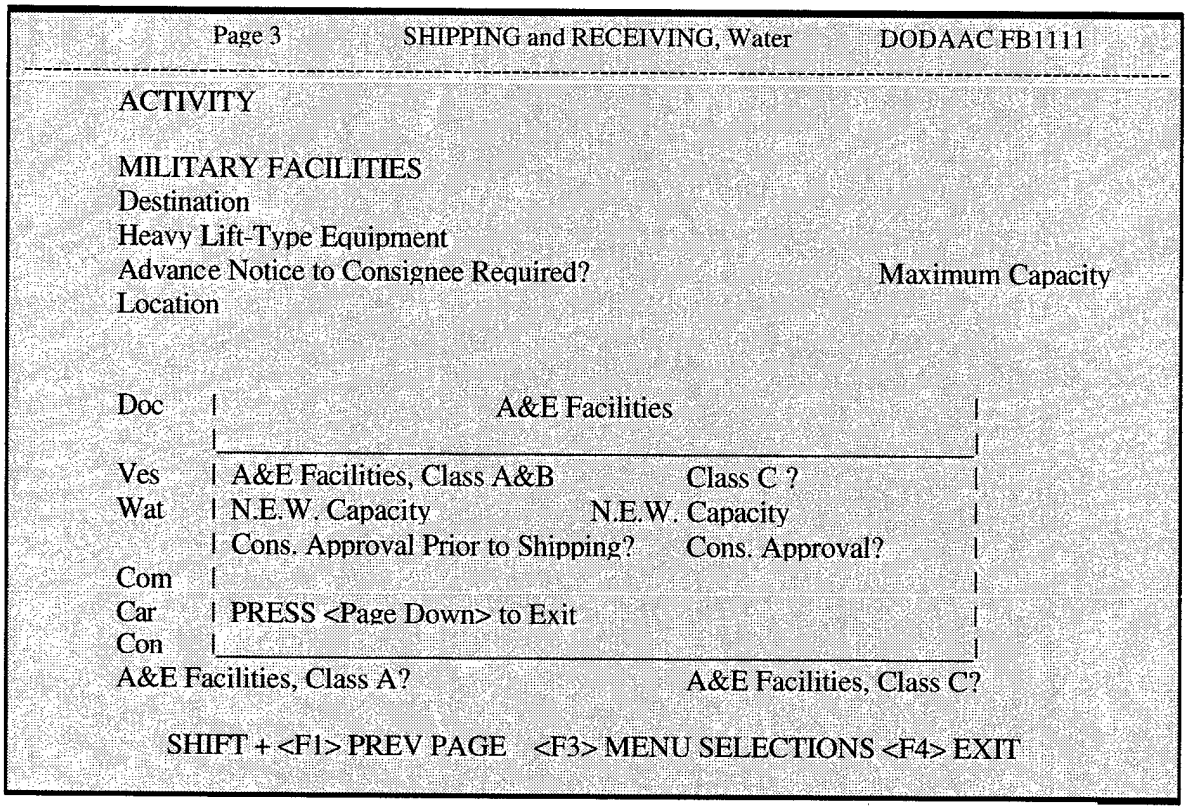


Figure R-16. Ammunition and Explosives (A&E) Facilities Pop-Up Window for Water Shipping and Receiving.

F. REPORTS

This function contains reports which may be generated by the Data Base Administrator (DBA) and the user. Use the "Right Arrow" key to highlight the Reports function in the TFG Main Menu (Figure R-2), and press "Enter" to select it. A pop-up window displays either one option for users, or two for the DBA. These options are described in detail in paragraphs F.1. and F.2, below.

1. DBA Reports. The DBA report lists all sites for a specified time period. The report includes the LOGIN-ID, last data updated, and number of updated records. When this option is selected, a pop-up window displays (Figure R-17), and the cursor moves to the Starting Date field.

a. Enter the starting date for the desired time period in DD-MON-YY format (i.e., 04-MAY-92), and press "Enter". The cursor moves to the Ending Date field.

b. Enter the ending data for the desired period in DD-MON-YY format and press "Enter" twice. The first page of the requested report for the specified date range displays (Figure R-18).

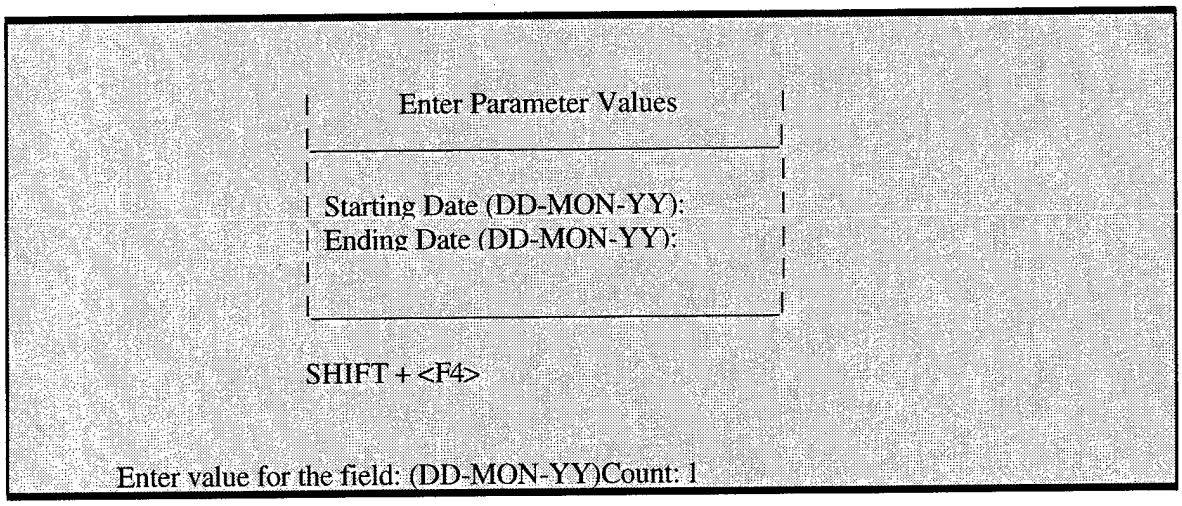
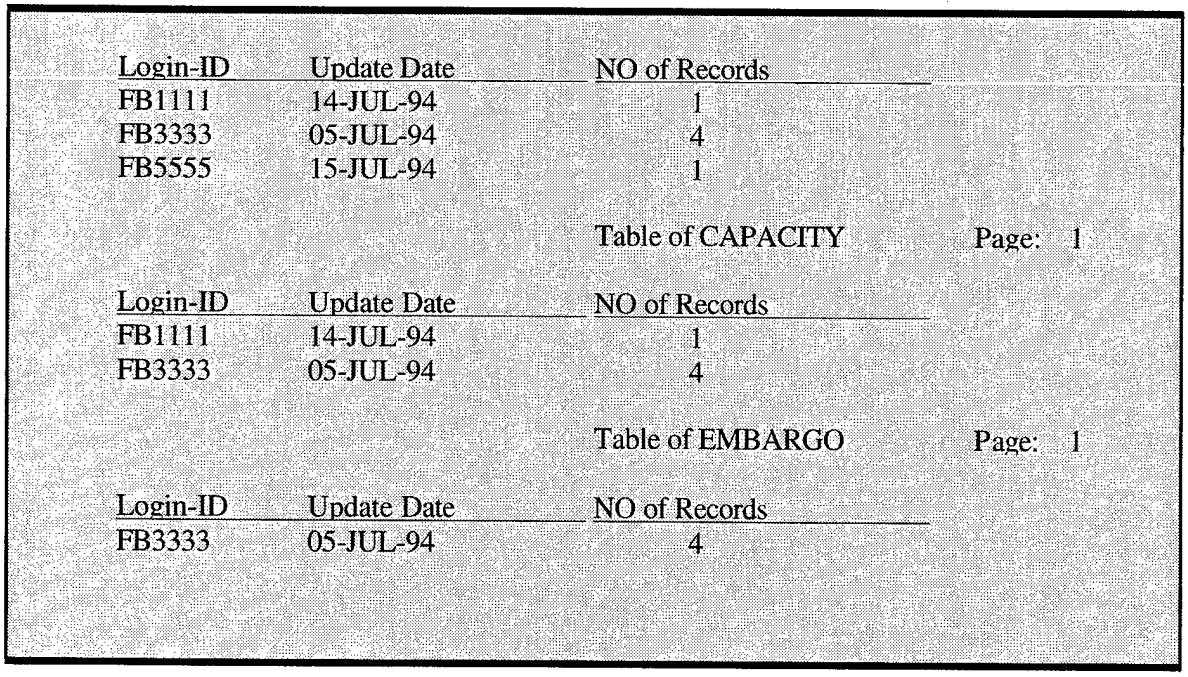


Figure R-17. Data Base Administration (DBA) Report Entry Screen.

c. Press "Enter" to display additional pages.

d. Press "Ctrl-C" to end the report and return to the TFG main menu.

2. User Report. The User Report lists only the owner records which have been updated for a specific time period. The report includes login-ID, last date updated, and the number of updated records. When this option is selected, a pop-up window displays and the cursor moves to the Starting Date field (Figure R-19).



Login-ID	Update Date	NO of Records
FB1111	14-JUL-94	1
FB3333	05-JUL-94	4
FB5555	15-JUL-94	1

Table of CAPACITY Page: 1

Login-ID	Update Date	NO of Records
FB1111	14-JUL-94	1
FB3333	05-JUL-94	4

Table of EMBARGO Page: 1

Login-ID	Update Date	NO of Records
FB3333	05-JUL-94	4

Figure R-18. Sample Data Base Administration (DBA) Report.

a. Enter the starting date for the desired time period in DD-MON-YY format (i.e., 04-MAY-92), and press [ENTER]. The cursor moves to the Ending Date field.

b. Enter the ending date for the desired period in DD-MON-YY format and press [ENTER]. The cursor moves to the DODAAC field.

c. Enter the DODAAC of the requested facility and press [ENTER]. If the DODAAC field is blank, a pop-up window displays (Figure R-20).

(1) Press "Enter" ("Yes" is highlighted) to quit the report and return to the TFG main menu.

(2) Press "Tab" or use the arrow keys to move between choices.

(3) Highlight "No" or "Cancel" and press "Enter" to clear the pop-up window and return to the DODAAC field of the User Report Entry screen.

(4) If DODAAC is valid, the first page of the report displays (Figure R-21).

d. Press "Enter" to display additional pages.

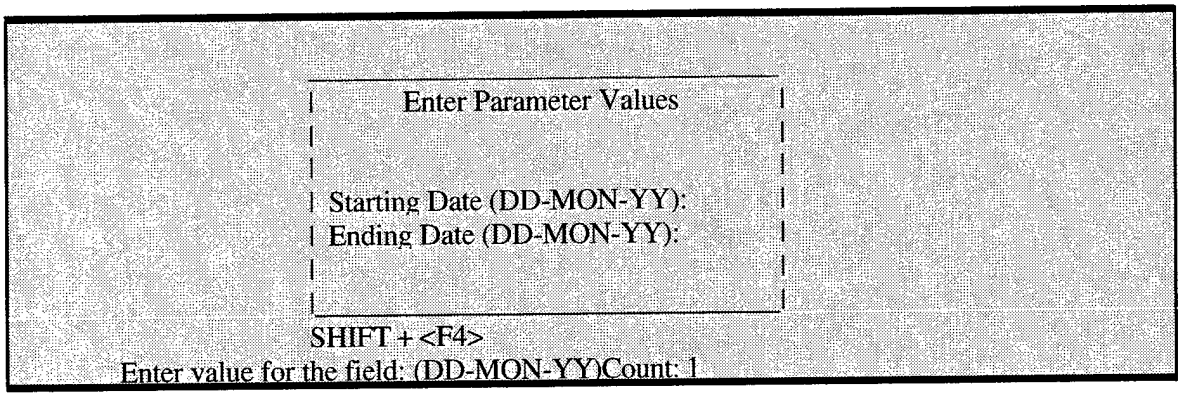


Figure R-19. User Report Entry Screen.

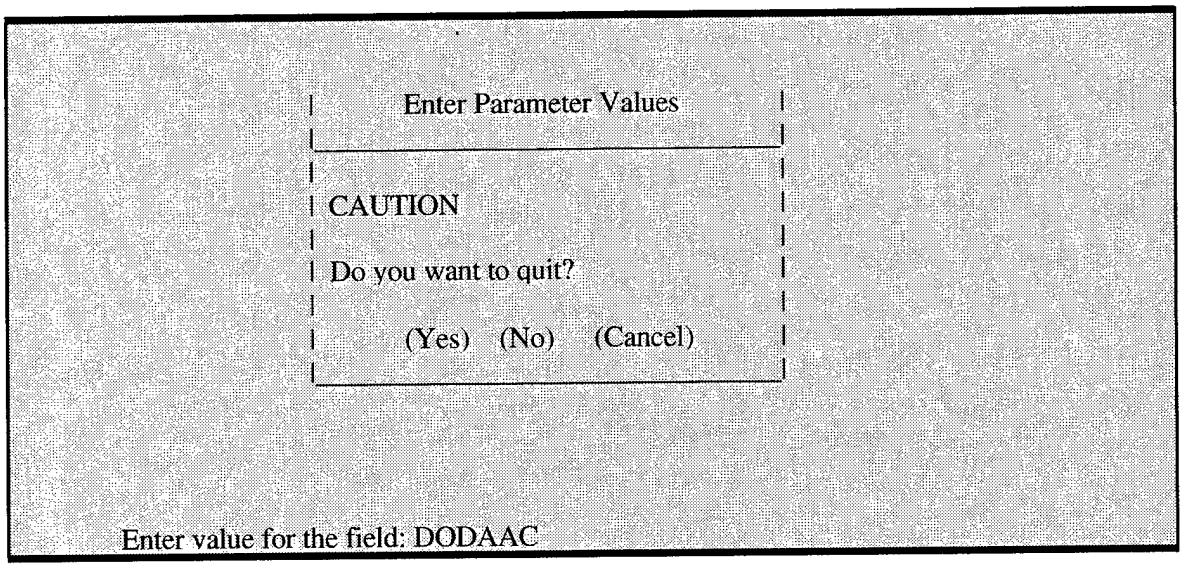


Figure R-20. Missing DOD Activity Address Code (DODAAC) Pop-Up Window.

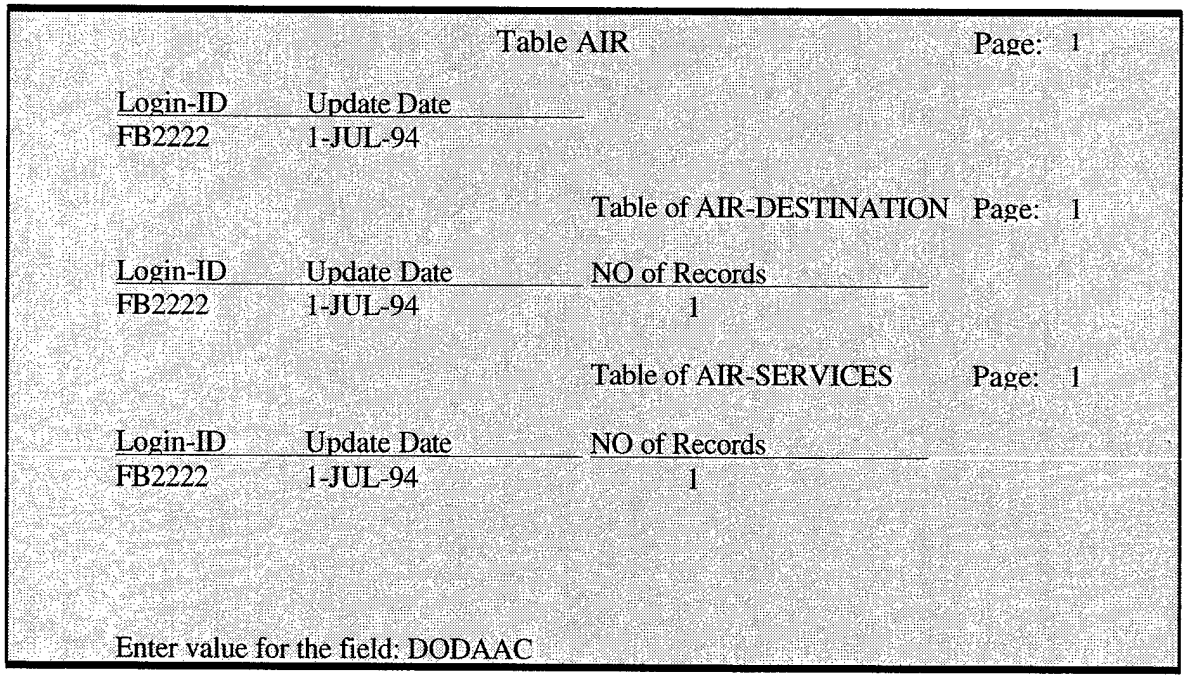


Table AIR Page: 1

Login-ID	Update Date
FB2222	1-JUL-94

Table of AIR-DESTINATION Page: 1

Login-ID	Update Date	NO of Records
FB2222	1-JUL-94	1

Table of AIR-SERVICES Page: 1

Login-ID	Update Date	NO of Records
FB2222	1-JUL-94	1

Enter value for the field: DODAAC

Figure R-21. Sample User Report.

G. DATA BASE ADMINISTRATION (DBA)

This TFG function is executable only by the DBA. The function contains the following five options:

1. Look-Up Table	Allows the DBA to update the look-up table. While this option is active, the "Home," "Delete," "Insert," and all arrow keys function as described in paragraph E.3.d and e.
2. Modify Login ID	Grants record ownership permission.
3. Add New DODAAC	Creates a new DODAAC when a new site is added to the system.
4. Delete a DODAAC	Deletes a DODAAC record completely from the database.
5. Download Tables	Downloads files from the ORACLE database to the FoxPro database. This process requires about 10 to 15 minutes to complete. While this function is in effect, press "Ctrl-W" to access the on-line help menu. The menu provides step-by-step instructions to perform the download function.

PART II - PROCEDURES FOR UPDATING TRANSPORTATION FACILITY GUIDES

A. GENERAL

1. The CONUS Management (CFM) System has automated the TFG to provide means for TOs to update and maintain their TFG data daily on shipping or receiving capabilities.

2. TFG Tutorial (Appendix R, Part I) provides users with necessary information and step-by-step procedures to use TFG on-line application system.

3. Requests for passwords to the CFM System will be submitted to the Commander, MTMC, Attn: MTOP-OS, 5611 Columbia Pike, Falls Church VA 22041-5050.

B. PREPARATION INSTRUCTIONS

1. Preparation instructions for reporting activities are in Part I of this appendix.

2. Tenant and Satellite Activities. A separate TFG record will be entered into CFM by each major tenant and satellite activity when the information differs from that of the parent or host facility.

3. Destinations.

a. Sections b. through g. of each TFG record designate the optimum destination points to be shown on bills of lading and Government Transportation Requests (GTRs) for the various modes and methods of transportation. The use of an alternate destination point specified by the consignee due to traffic management considerations is authorized.

b. Shipments forwarded to activities should indicate the "Transportation Officer" as consignee.

4. TFG Record Instructions. This paragraph provides instructions for completing a TFG change in CFM. Enter the name of the military service or the agency of which the reporting activity is a part. Enter the official name of the activity.

a. General.

(1) Review Date. Enter date TFG record was reviewed.

(2) POC Name. Indicate name of a technically qualified person who will be responsible for maintaining the activity TFG record.

(3) Phone. Enter DSN or commercial telephone number of the POC indicated above.

b. Address data.

(1) GBLOC. Enter appropriate GBL office code as shown in Appendix Y.

(2) DODAAC. Enter appropriate activity address code as shown in the DOD Activity Address Directory (DOD 4000.25-D).

(3) Mail Address. Specify mail address of transportation officer, including office symbol and 9-digit ZIP code.

(a) Express Mail. Specify exact location of the central receiving point where deliveries are to be made. Indicate complete address including warehouse, building, room number, name and the 9-digit ZIP code, as appropriate.

(b) Small Package Express. Same as (a) above.

(4) Message Address. Specify message address of transportation officer, including office symbol.

(5) Consignee Address. Specify official title of individual (for example, Transportation Officer) and complete name, address, and ZIP code of activity designated to receive copies of advance shipping documents, including consignee copy of the bill of lading.

(6) County. Specify county in which activity is located.

(7) Location. Select applicable condition, (a) or (b), below.

(a) When activity is within corporate limits of a town or city, specify its location, including identification of state and/or federal highway(s) connecting with main entrance or access road. Specify street address when deemed more useful.

(b) When activity is outside corporate limits of a town or city, specify its location, including identification of state and/or federal highway(s) connecting with main entrance or access road, together with highway and air mileage and direction of nearest entrance normally used for freight from closest point of the corporate limits of nearest town or city.

(8) Population. Specify the 1980 last decennial population of the town or city named above. Population of the nearest town or city will be specified if more than one is named.

(9) Host Activity? Indicate by a "Yes" or "No" response whether a host or parent activity. If response is "No," enter the name, DODAAC, and GBLOC applicable to the host or parent activity.

(10) Tenant or Satellite Activities Tenant or satellite activities as those activities for which the host activity T.O. performs transportation services. (This does not include base activities which perform their own transportation functions, e.g., a DLA activity that cuts their

own GBLs/CBLs/EBLs, receives their own freight, and has their own TFG record.) Indicate by a "Yes" or "No" response whether tenant or satellite activities are located on or near the host activity. If response is "Yes," enter the following information name, DODAAC, and GBLOC applicable to each major tenant or satellite activity. Building or warehouse delivery point designation within the activity where all shipments to such tenant or satellite activity are to be delivered. A separate Description of Transportation Facility Report must be submitted by each major tenant and satellite activity that receives traffic management services that are different from a host activity. The name, DODAAC, and GBLOC of the host activity will be included for cross-reference purposes. See paragraph (12) above.

c. Telephone Directory Data. Specify DSN and commercial prefixes and extensions applicable to the transportation officer/traffic manager and designated key activity functions during duty and non-duty hours as shown below. Specify the primary extension that would trigger an automatic connection to another available number(s) when the primary extension is busy. Also, specify hours of operation for key functions using the following day codes: M, T, W, Th, F, S, Su, and the abbreviation "EH" to indicate "Excluding Holidays." When considered necessary to facilitate the safe and timely arrival of freight and passenger movements, a maximum of five additional telephone entries may be included in (17) through (21) below.

(1) TO/Tfc Mgr.

(a) DSN.

(b) Commercial.

(c) Hours of operation.

(2) MTMC POC.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(3) Shipping.

(a) DSN.

(b) Commercial.

(c) Hours of operation.

(4) Receiving.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(5) Emergency.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(6) Emergency--After Duty Hours.

(a) DSN.

(b) Commercial.

(7) Express Mail.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(8) Express Mail--After Duty Hours.

(a) DSN.

(b) Commercial.

(9) Small Package Express.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(10) Small Package Express--After Duty Hours.

(a) DSN.

(b) Commercial.

(11) Safe Haven/Refuge.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(12) Safe Haven/Refuge--After Duty Hours.

(a) DSN.

(b) Commercial.

(13) Passenger: (Indicate which passenger office applies, e.g., Commercial Travel Office (CTO), Travel Agency, or GSA Center.)

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(14) BOQ Reservations.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(15) Airport Manager--Military.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(16) Airport Manager--Commercial.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(17) Other (specify).

(18) Other (specify).

(19) Other (specify).

(20) Other (specify).

(21) Other (specify).

d. Embargo in Effect? Indicate by a "Yes" or "No" response whether a military or commercial freight embargo is in effect on freight shipments to your activity. If response is "Yes," further specify the self-explanatory information required by the following:

(1) Identification.

(2) Start Date.

(3) Expected End Date.

(4) Freight Embargoed.

(5) Reason.

e. Special Instructions. Specify any required supplemental information to DOD routing authorities which, due to its broad and/or general nature, is deemed inappropriate for inclusion in a remarks field. The standard instruction notes at Attachment 1 will be used for remarks field entries, when applicable. Use of these notes will reduce the amount of language required for data entry.

(1) Shipping and Receiving--Motor. Specify the following standard types of motor service:

- TL.
- LTL.
- Freight Forwarder.

(a) Commodity. For each of the three standard types of service specify each commodity category (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E, clothing, perishables, medical supplies, etc.) that requires motor carrier delivery to a different destination point (See paragraph (3)(a)1 below). When all commodities for a specific type service are to be received at the same destination point, enter "All." When more than one commodity category is entered for a type service, each commodity category will be listed separately, followed by the general commodity category "All Other." Include Class C, Divisions 1.4, 1.5, or 1.6, A&E in the applicable commodity category; i.e., All or All Other, except when any freight destination data applicable to the general commodity category does not apply to the shipment of Class C, Divisions 1.4, 1.5, or 1.6, A&E. In such instances, list Class C, Divisions 1.4, 1.5, or 1.6, A&E separately.

(b) Destination. For each type service and commodity category, specify the destination point(s) where a motor carrier is to make actual (physical) delivery of shipments. Complete entry exactly as it is to appear on a bill of lading. Include any additional information that will facilitate shipment delivery to the specified destination point, provided such information applies to all motor shipments of the same type service and commodity category; e.g., identification of a building or warehouse where shipments are to be delivered, gate entrance to be used, etc. If the destination point for any specialized commodity (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E) differs from that for general commodities, specify each specialized commodity and its applicable destination point.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in paragraph (3)(a)1, above.

(e) Disability Cost--Load. Disability costs are applicable only to Army and Navy TL shipments. Specify both the total aggregate loading and unloading disability costs per trailer load. Such costs will normally result from procuring additional labor and materials, and material handling or fire fighting equipment on a temporary as required basis. Consider the following factors, when applicable, in determining actual aggregate costs: labor charges for loading or unloading and installing or removing blocking and bracing; additional materials required; and rental fees for material handling and/or fire fighting equipment.

(f) Disability Cost--Unload. Same as paragraph (3)(a)4, above.

(g) Maximum Daily Trailer Processing. This information will be used by cargo routers to coordinate with receiving activities when planned truckload shipments will exceed the designated maximum number that can be unloaded by the consignee.

1 Peacetime. Specify maximum number of 40-foot, 20-ton capacity trailers that, under peacetime operations, can be loaded or unloaded and made available to a carrier during an 8-hour workday.

2 Peacetime with Concurrent Rail Operations. Specify maximum number of 40-foot, 20-ton capacity trailers that, under peacetime operations, can be loaded or unloaded and made available to a carrier during an 8-hour workday with concurrent rail loading and unloading operations.

3 Mobilization. Specify maximum number of 40-foot, 20-ton capacity trailers that, during mobilization operations, can be loaded or unloaded and made available to a carrier during a 24-hour workday.

4 Mobilization with Concurrent Rail Operations. Specify maximum number of 40-foot, 20-ton capacity trailers that, during mobilization operations, can be loaded or unloaded and made available to a carrier during a 24-hour workday with concurrent rail loading and unloading operations.

(h) Heavy Lift.

Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload motor carrier equipment.

1 Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

2 Location. Specify location of the heavy lift equipment designated in (a) above. If location is at the reporting activity, enter "Activity" in space provided; if location is other than at the reporting activity, then specify the exact location or source.

3 Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

(i) AA&E Facilities? Indicate by a "Yes" or "No" response whether facilities are available to ship and receive shipments of AA&E.

1 Net Explosive Weight (NEW) Capacity. If above response is "Yes", specify NEW capacity (tons) of A&E facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Consignee Approval Prior to Shipment? If response to paragraph (6) above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(j) Safe Haven Facilities? Indicate by a "Yes" or "No" response whether facilities are available to afford safe haven for motor vehicles transporting DOD shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, A&E .

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of safe haven facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Refuge Facilities? Indicate by a "Yes" or "No" response whether facilities are available to afford refuge for motor vehicles transporting classified or sensitive cargo and explosives other than Class A or B, Divisions 1.1, 1.2, or 1.3.

(k) Bulk Liquids (by tank truck)? Indicate by a "Yes" or "No" response whether facilities are available to receive bulk liquids by tank truck. If response is "Yes," specify major type(s) of bulk liquids which normally are, or can be, received by tank truck.

(l) Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload motor shipments of containerized cargo (CONEXs, MILVANs, or SEAVANs). If there is a "Limiting Factor?" regarding the loading or unloading of containerized cargo, respond "Yes" and indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter the type(s) of containers that can be accommodated and brief, pertinent specifics regarding any limiting factors.

(m) Is REPSHIP Required? Indicate by a "Yes" or "No" response whether REPSHIPs are required at least 24 hours in advance of shipment arrival for all or specific types of motor shipments.

1 Minimum Number of Loads. If above response is "Yes", specify the minimum number of TLs which would require 24-hour advance notice to arrange for material receipt.

2 Commodity. Specify the commodity(ies) involved, if any.

(n) Special Delivery Instructions.

1 Prearranged delivery? Indicate by a "Yes" or "No" response whether local procedures require delivering carrier to telephone in advance for a delivery appointment or reservation.

2 Prelodge? Indicate by a "Yes" or "No" response whether local procedures require delivering carrier to furnish delivery documents in advance of shipment delivery.

(o) Multiple-Stop Deliveries? Indicate by a "Yes" or "No" response whether direct delivery of less-load shipments is required to other
than a central receiving point.

(p) Transit Facility? Indicate by a "Yes" or "No" response whether truckload shipments are being recorded for transit privileges.

(q) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) listed on Attachment 1, when applicable.

(2) Shipping and Receiving--Rail. For each of the following types of rail service, complete related information requirements in paragraphs c.(10)(a)1 through c.(10)(a)4 f below. If facilities are not available to ship or receive rail shipments at the activity, specify the nearest point that can accommodate each of the following types of rail service:

- CL (Box car).
- CL (Flat car).
- CL (Tank car).
- CL (Gondola).
- CL (Hopper).
- LCL.
- TOFC.
- COFC.
- Bi-level.
- Tri-level.

(a) Commodity. For each available type service above, specify the each commodity category that requires rail carrier delivery to a different destination point. When all commodities for a specific type service are to be received at the same destination point, enter "All." When more than one commodity category is entered for a type service, list each commodity category separately, followed by the general commodity category "All Other."

(b) Destination. For each available type service and commodity category, specify the destination point(s) where a rail carrier is to make actual (physical) delivery of shipments. Include any additional information that will facilitate shipment delivery to the specified destination point provided such information applies to all rail shipments of the same type service and commodity category (for example, designating a rail siding at destination point; when team track delivery is used (b below) and more than one freight station is available within a metropolis, designating the most conveniently accessible freight station). If the destination point for any specialized commodity (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E) differs from that for general commodities, specify each specialized commodity and its applicable destination point.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in 1 above.

(e) Carrier. Specify name of the rail carrier(s) that serve each destination point shown in paragraph (a) 1, above.

1 SCAC. Specify the SCAC applicable to each rail carrier named above.

2 Type Delivery. For each rail carrier named in paragraph 4, Carrier, above, specify which one of the following types of shipment delivery applies: Direct, reciprocal switching, Government performs switching, or team track. If team track delivery is specified, further specify, in parentheses, the distance (miles) of the team tracks from the activity.

3 Disability Cost--Load. Disability costs are applicable only to Army and Navy shipments via all types of rail service except LCL. When applicable to a destination named in 1 above, specify both the total aggregate loading and unloading disability costs per carload. Such costs will normally result from assessment of commercial switching charges and/or cost of procuring additional labor and materials, and material handling or fire fighting equipment on a temporary as required basis. Consider the following factors, when applicable, in determining actual aggregate costs: Cost for switching a rail car from or to loading or unloading sites; labor charges for loading/unloading and installing/removing blocking and bracing; additional materials required; and rental fee for material handling and/or fire fighting equipment.

4 Disability Cost--Unload. Same as c above.

5 Type Ramp--Portable. For each type of rail service, indicate the types of ramps (end-flatcar, bi-level, tri-level;, side or dock-boxcar, flatcar) which are available for loading and unloading operations and whether they are portable or stationary.

6 Type Ramp--Stationary. Same as e above.

(f) Maximum Daily Boxcar Processing. This information will be used by cargo routers to coordinate with receiving activities when planned truckload shipments will exceed the designated maximum number that can be unloaded by the consignee.

1 Peacetime. Specify maximum number of 50-foot boxcars that, under peacetime operations with normal work force, can be loaded or unloaded and made available to a carrier during an 8-hour workday.

2 Peacetime with Concurrent Truck Operations. Specify maximum number of 50-foot boxcars that, under peacetime operations with normal work force, can be

loaded or unloaded and made available to a carrier during an 8-hour workday with concurrent truck loading/unloading operations.

3 Mobilization. Specify maximum number of 50-foot boxcars that, during space mobilization operations and with increased work force, can be loaded or unloaded and made available to a carrier during a 24-hour workday.

4 Mobilization with Concurrent Truck Operations. Specify maximum number of 50-foot boxcars that, during mobilization operations, and with increased work force, can be loaded or unloaded and made available to a carrier during a 24-hour workday with concurrent truck loading and unloading operations.

(g) Heavy Lift.

Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload rail carrier equipment.

1 Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

2 Location. Specify location of the heavy lift equipment designated in paragraph (12)(a) above. If location is at the reporting activity, enter "Activity" in space provided; if location is other than at the reporting activity, then specify the exact location or source.

3 Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice is required in order to facilitate the use of heavy lift equipment.

(h) Storage Space (Rail Cars). Indicate the total number of rail cars that can be stored on the installation. Also, indicate the maximum number that can be stored at each of the following locations. If storage space is not available, enter "None."

1 Sidings.

2 Main Line.

3 Other.

(i) AA&E Facilities? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, AA&E.

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of A&E facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Consignee Approval Prior to Shipment? If response to paragraph (14) above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(j) Bulk Liquids (by Tank Car)? Indicate by a "Yes" or "No" response whether facilities are available to receive bulk liquids by tank car.

Type Bulk Liquids Received. If above response is "Yes," specify major type(s) of bulk liquids which normally are or can be received by tank car.

(k) Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload rail shipments of containerized cargo (CONEXs, MILVANs, or SEAVANs).

Limiting Factor(s)? If above response is "Yes," indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes," indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter the type(s) of containers that can be accommodated and brief pertinent specifics regarding the limiting factors.

(l) REPSHIP Required? Indicate by a "Yes" or "No" response whether REPSHIPs are required at least 24 hours in advance of shipment arrival for all or specific types of rail shipments.

1 Minimum Number of Loads. If above response is "Yes," specify the minimum number of CLs which would require 24-hour advance notice to arrange for material receipt.

2 Type Shipment. If response to (17) above is "Yes," specify the type or method of shipment and/or commodity(ies) involved that require advance notice.

(m) Transit Facility? Indicate by a "Yes" or "No" response whether carload shipments are being recorded for transit privileges.

(n) Remarks. Furnish additional information necessary to amplify any data field in this section. For example, the number, type and condition of government-owned locomotives operating on the activity. Cite the appropriate note(s) listed Attachment 1, when applicable.

(3) Shipping and Receiving--Air. For each of the following types of air service, complete related information requirements in paragraphs d.7.(a)1 through d.7.(a)6 a, below. If facilities are not available to ship or receive material via air charter or air taxi at the activity, specify the nearest airport location that can accommodate these type shipments.

- Scheduled.
- Charter.
- Air taxi.
- Freight Forwarder.
- Military.

(a) Commodity. For each type service above, specify the commodity category that requires delivery to a different destination airport. When all commodities for a specific type service are to be received at the same destination airport, enter "All."

(b) Destination. For each available type service above, specify the destination airport that is most convenient and accessible. If the destination airport for any specialized commodity (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E) differs from that for general cargo, specify each specialized commodity and its applicable destination airport. Any additional information that will facilitate shipment delivery should be included with the specified destination point provided such information applies to all air shipments of the same type service.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in paragraph d.(7)(a)1, above.

(e) Distance. Specify distance (miles) of the receiving air facility (airport, military airfield, etc.) from the activity. When the receiving air facility and the reporting activity are identical, or when the receiving air facility is located within the boundaries of the reporting activity, enter "None."

(f) Type Delivery. For each destination point named in paragraph d.(7)(a)1, above, specify which one of the following types of delivery is used to deliver shipments from the destination airport to the reporting activity: carrier, government pickup, or second bill of lading.

(g) Delivery Carrier. When the use of a second bill of lading is specified in 5 above, further specify the name of the delivering surface carrier(s). When local carrier delivery or Government pickup is indicated in 5 above, enter "NA".

SCAC. Specify the SCAC that is applicable to each delivery surface carrier named above. When "N/A" is indicated above, enter "NA."

(h) AA&E Facilities? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, AA&E.

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of A&E facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Consignee Approval Prior to Shipment? If above response is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(i) Ground Support Equipment.

1 Commercial. Enter name of commercial airport(s) serving the activity, and indicate by a "Yes" or "No" response whether the following equipment is available.

- Stairs.
- Tow tractors.
- Air starters.
- Power units.
- Maintenance lift trucks.
- Lavatory service trucks.

2 Military. Enter name of military airport(s) serving the activity, and indicate by a "Yes" or "No" response whether the equipment specified above is available.

(j) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) listed in Attachment 1, when applicable.

(4) Shipping and Receiving--Bus.

(a) Type Service. Package express is the standard type of bus service available.

(b) Destination. Specify the destination point(s) where a bus carrier is to make actual (physical) delivery of package express shipments. Include any additional information that will facilitate shipment delivery at the destination point provided such information applies to all bus shipments.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to the destination point named above.

(d) SPLC. Specify the SPLC that is applicable to the destination point named above.

(e) Carrier. Specify name of bus carrier(s) serving the destination point named above.

1 SCAC. Specify the SCAC that is applicable to each bus carrier named above.

2 Terminal. Specify location of the carrier bus terminal serving the activity.

3 Distance. Specify distance (miles) of the serving bus terminal if not located within the activity. If bus terminal is located within the activity, enter "None" "0."

(f) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) in Attachment 1, when applicable.

(5) Shipping and Receiving--Water. This section is to be completed by all activities who are receiving or could receive service via water transportation.

(a) Type Service. If service is received through a military ocean terminal, specify the terminal(s) below, as appropriate, and omit all entries for (3) and (4). The following are the standard types of water service available:

- Breakbulk.
- Container.
- Barge ship.
- Roll-on/roll-off.
- Tug and barge.

(b) Destination. For each type of service, specify the destination point where a water carrier is to make actual (physical) delivery of shipments. Include any additional information that will facilitate shipment delivery to the specified destination point if such information applies to all water shipments of the same type service.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point.

(e) Commercial Facilities? Indicate by a "Yes" or "No" response whether commercial facilities are available for use. If military facilities are used in lieu of commercial facilities, enter "None;" then provide information required by paragraph f.(3), below.

(f) Destination. Specify the terminal destination point(s) where a water carrier is to make actual (physical) delivery of shipments. If response to (2) above is "Yes," provide information required by paragraph f.(2)(a)1 through f.(2)(a)10a, below, for each commercial terminal that is available for use. Include any additional information that will facilitate shipment delivery to the specified water terminal.

1 Distance. Specify distance (miles) of the commercial water facility from the activity.

2 Docks.

a Number. Specify number of docks.

b Length. Specify length of docks (in feet) using a low-to-high range.

3 Berths.

a Number. Specify number of berths.

b Width. Specify width of berths (in feet), using a low-to-high range.

c Length. Specify length of berths (in feet), using a low-to-high range.

d Vessel Capacity. Specify number of vessels that can be berthed.

e Water Depth (MLW). Specify mean low water (MLW) depth.

4 Heavy Lift.

a Type Equipment. Specify the type of available heavy lift equipment that can be used to load/unload water shipments.

b Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

c Location. Identify location of available heavy lift equipment designated in a above.

d Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

5 Commodity Restrictions. Specify any restrictions regarding the types of commodities that can be handled. If no restrictions apply, enter "None."

6 Carfloat Service? Indicate by a "Yes" or "No" response whether carfloat service is available.

7 Lighterage Service? Indicate by a "Yes" or "No" response whether lighterage service is available.

8 AA&E Facilities--Class A & B, Divisions 1.1, 1.2, or 1.3? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B Divisions 1.1, 1.2, or 1.3, AA&E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 8 above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

9 AA&E Facilities--Class C, Divisions 1.4, 1.5, or 1.6? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class C, Divisions 1.4, 1.5, or 1.6, AA&E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 9, above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

10 Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload water shipments of containerized cargo (CONEXs, MILVANs, and SEAVANs).

Limiting Factor(s)? If above response is "Yes," indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes," indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter any brief pertinent specifics regarding the limiting factors.

(g) Military Facilities? Indicate by a "Yes" or "No" response whether military facilities are available for use.

(h) Destination. Specify the terminal destination point(s) where a water carrier is to make actual (physical) delivery of shipments. If response to (3) above is "Yes", provide information required by (3)(a)1 through 10a below for each military terminal that is available for use. Include any additional information that will facilitate shipment delivery to the specified water terminal.

1 Distance. If the military water facility is not located at the reporting activity, specify distance (miles) of such facility from the activity. If the military water facility is located at the reporting activity, enter "None."

2 Docks.

a Number. Specify number of docks.

b Length. Specify length of docks (in feet), using a low-to-high range.

3 Berths.

a Number. Specify number of berths.

b Width. Specify width of berths (in feet), using a low-to-high range.

c Length. Specify length of berths (in feet), using a low-to-high range.

d Vessel Capacity. Specify number of vessels that can be berthed.

e Water Depth (MLW). Specify mean low water (MLW) depth.

4 Heavy Lift.

a Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload water shipments.

b Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

c Location. Identify location of available heavy lift equipment designated in paragraph f.3.(a) above.

d Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

5 Commodity Restrictions. Specify any restrictions regarding the types of commodities that can be handled. If no restrictions apply, enter "None."

6 Carfloat Service? Indicate by a "Yes" or "No" response whether carfloat service is available.

7 Lighterage Service? Indicate by a "Yes" or "No" response whether lighterage service is available.

8 AA&E Facilities--Class A & B, Divisions 1.1, 1.2, or 1.3? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, AA& E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 8, above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

9 AA&E Facilities--Class C, Divisions 1.4, 1.5, or 1.6? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class C, Divisions 1.4, 1.5, or 1.6, AA&E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 9 above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

10 Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload water shipments of containerized cargo (CONEXs, MILVANs, and SEAVANs).

Limiting Factor(s)? If above response is "Yes," indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes," indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter any brief pertinent specifics regarding the limiting factors.

(i) Is REPSHIP Required? Indicate by a "Yes" or "No" response whether REPSHIPs are required for all or specific types of water shipments.

Type of Traffic. If above response is "Yes," specify the load factors and/or commodities involved.

(j) Remarks. Furnish additional information necessary to amplify any data field in this section. Cite the appropriate note(s) in Attachment 1, when applicable.

f. Passenger Traffic. All cost information provided in this section is for traveler use in arriving at total estimated costs for budgetary and fund obligation purposes and for travel planning.

(1) Type Service: Air Scheduled.

Destination. Specify the air destination point(s) for personnel traveling to your activity in regularly scheduled air service.

(a) Airport. Enter name of commercial airport serving the air destination point shown above.

(b) City/Airport Code. Enter applicable city or airport code as shown in Official Airline Guide, North American Edition.

(c) Terminal Distance. Specify distance (miles) from airport terminal to the reporting activity.

(d) Taxi Fare. Specify taxi fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(e) Limousine Fare. Specify limousine fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(f) Bus Fare. Specify bus fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(g) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at serving airport.

(2) Type Service: Air Charter.

Destination. Specify the air destination point(s) (commercial or military) for personnel traveling to your activity in charter air service. When a commercial destination point is specified, further provide information requested by paragraphs (2)(a)1 through 3 below.

(a) Airport. Specify name of airport serving the air destination point shown above.

(b) City/Airport Code. Specify applicable city or airport code as shown in Official Airline Guide, North American Edition.

(c) Terminal Distance. Specify distance (miles) from airport terminal to the reporting activity.

(3) Military Air Facility.

Destination. Specify the nearest military air facility where regular and frequent passenger air service is available.

(a) Distance. Specify distance (miles) from military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "None".

(b) Taxi Fare. Specify taxi fare (use dollar range and round to nearest dollar) from nearest military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "NA."

(c) Limousine Fare. Specify limousine fare (use dollar range and round to nearest dollar) from nearest military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "NA".

(d) Bus Fare. Specify bus fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(e) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the nearest military air facility.

(4) Type Service: Bus Scheduled.

Destination. Specify the bus destination point(s) for personnel traveling to your activity in regularly scheduled, inter-city bus service.

(a) Carrier. Specify name of primary bus carrier serving the destination point shown above.

(b) SCAC. Specify the SCAC applicable to the bus carrier named above.

(c) Terminal Distance. Specify distance (miles) from bus terminal to the activity. If bus terminal/depot is located at activity, enter "None".

(d) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the bus terminal.

(5) Type Service: Bus Charter.

Destination. Specify the bus destination point for personnel traveling to your activity in chartered bus service. This destination will always be the reporting activity.

(6) Type Service: Rail Scheduled.

Destination. Specify the rail destination point for personnel traveling to your activity in regularly scheduled rail service.

(a) Carrier. Specify name of rail carrier(s) serving the destination point shown above.

(b) SCAC. Specify the SCAC applicable to the rail carrier named above.

(c) Terminal Distance. Specify distance (miles) from rail terminal to the activity.

(d) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the rail terminal.

(7) Type Service: Special Train.

Destination. Specify the rail destination point for units or volume passenger movements traveling to your activity in special train (troop train) service. This destination will always be the reporting activity when activity trackage is present, and the trackage can accommodate special train (troop train) movements.

(8) Lodging.

(a) Government Facilities? Indicate by a "Yes" or "No" response whether government lodging facilities are available to visiting military and civilian personnel.

1 Rate. If above response is "Yes," specify the daily rate currently in effect.

2 Latest Arrival Time. If response to paragraph (8)(a) above is "Yes," specify the latest arrival time personnel may check-in.

(b) Hotel/Motel. Specify name of hotel or motel that is considered "best suited" for visiting personnel in terms of location, accommodations, local transportation, and overall cost. Consult the GSA Federal Hotel/Motel Discount Directory for assistance in making determination and completing the following entries:

1 Location. Specify exact location of the hotel or motel.

2 Phone. Enter commercial prefixes and numbers for reservations at the specified hotel or motel.

3 Rate. Specify the daily rate currently in effect.

4 Airport Distance. Specify distance (miles) from serving commercial airport to the hotel or motel specified.

5 Taxi Fare. Specify the fare from the serving commercial airport to hotel or motel indicated. Use dollar range and round to nearest dollar.

6 Limousine Fare. Same as paragraph 5, above.

7 Bus Fare. Same as paragraph 5, above.

(c) Hotel/Motel. Specify name of hotel or motel that is considered the "next best suited" for visiting personnel, and complete all other entries in accordance with instructions contained in (b) above.

(9) Commercial Travel Office.

(a) Name. Specify name of the serving main, branch or remote ticketing CTO.

(b) Location. Exact location of the serving main, branch, or remote ticketing CTO.

(10) GSA Travel Management Center? Indicate by a "Yes" or "No" response whether the reporting activity is served by a GSA Travel Management Center.

(a) Name. If above response is "Yes," specify the name of the travel agency or GSA contractor providing the service.

(b) Location. If response to 8. (c) above is "Yes," specify the exact location of the GSA Travel Management Center. Furnish street address, building name, and room number, as appropriate.

(11) Remarks. Furnish additional information necessary to amplify any data field in this section. Cite the appropriate note(s) in Attachment 1.

ATTACHMENT 1

EXPLANATION OF TFG RECORD INSTRUCTION NOTES IN TFG REMARKS FIELD

The following are TFG record instruction notes, to be included in the TFG "Remarks" field, when appropriate.

NOTE	INSTRUCTION
Note: 1	Contact TO for additional information prior to forwarding shipment.
Note: 2	Contact TO for disability cost information.
Note: 3	Coordinate with TO prior to routing shipment.
Note: 4	Second bill of lading is required to forward shipment to the activity.
Note: 5	Government-owned locomotive operates on this activity.
Note: 6	Overdimensional and overweight shipments require prior coordination and approval of consignee.
Note: 7	Second GTR is required for onward transportation to this activity.
Note: 8	LCL shipments subject to restrictions in Official List of Open and Prepay Stations.
Note: 9	Commercial carrier(s) perform switch delivery service (specify carrier SCAC code).
Note: 10	Annotate bill of lading "Notify consignee for pickup."
Note: 11	Annotate bill of lading with consignee receiving hours of operation.
Note: 12	Coordinate classified and sensitive shipments with destination air terminal manager prior to forwarding.

ATTACHMENT 2

SAMPLE MESSAGE--ADDITION, CHANGE, AND/OR DELETION TO TRANSPORTATION FACILITIES GUIDE (TFG)

FROM: CDR FT MARTIN GA//FMT-FRT//

TO: CDR MTMC FALLS CHURCH VA//MTOP-OS//

SUBJ: TFG RECORD REVISION

UNCLAS

1. REVISE INFORMATION FOR ACTIVITY NO. 2-0, PAGE 55, DODAAC W33XXX

AS FOLLOWS:

PARA	TITLE	ADD
A(6)(A)	EXPRESS MAIL	BLDG 107, ROOM 111 FT MARTIN GA 30230-0000
A(14)(Q)	EXPORT/IMPORT	
A(14)(Q)l	AV	221-2036
A(14)(Q)2	COM'L	(912) 247-2036
A(14)(Q)3	HOURS	0730-1600 M-F-EH
B(ll)(B)	COMMODITY	VEHICLES
C(2)(A)4(F)	TYPE RAMP -	
	STATIONARY	SIDE
PARA	TITLE	CHANGE TO READ
A(5)	DODAAC	W33BCD
A(15)	EMBARGO	NO
F(3)	MILITARY FACILITIES	NO
A(13)(B)	NAME	NAVAL AIR RES CTR
A(15)(A)-(E)	EMBARGO	ALL DATA
F(3)(A)-10(D)	MILITARY FACILITIES	ALL DATA

2. SUBMITTED BY MR. DOE, DSN 123-4567.//

Attachment 2

ATTACHMENT 3

SAMPLE MESSAGE - TFG CHANGE NOTICE

FROM: CDR MTMC FALLS CHURCH VA //MTOP-OS//

TO: AIG 9025

AIG 1174

UNCLAS

SUBJ: MTMC TFG CHANGE NOTICE 96-1.//

1. THE FOLLOWING IS AN INTERIM CHANGE TO THE FT MARTIN GA TFG

RECORD NO. 2-0. DODAAC W33XXX, PAGE 55, AND IS EFFECTIVE ON

RECEIPT:

PA	TITLE	ADD
A(6)(A)	EXPRESS MAIL	BLDG 107, ROOM 111 FT MARTIN GA 30230-0000
B(11)(B)	COMMODITY	VEHICLES
PARA	TITLE	CHANGE
A(15)	EMBARGO	NO
F(3)	MILITARY FACILITIES	NO
PARA	TITLE	DELETE
A(13)(B)	NAME	NAVAL AIR RES CTR
A(15)(A)-(E)	EMBARGO	ALL DATA
F(3)(A)-10(D)	MILITARY FACILITIES	ALL DATA

2. SUBMITTED BY MR. DOE, DSN 123-4567.//

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APPENDIX S

ROUTING INSTRUCTION NOTES LIST

KEY TO NUMBER SERIES

100 - ANY MODE OF TRANSPORTATION
200 - RAIL TRANSPORTATION
300 - MOTOR TRANSPORTATION
400 - OTHER MODES (AIR, WATER)

RIN No.	INSTRUCTION
102	Annotate bill of lading: "Security escort vehicle service requested."
103	Annotate bill of lading: "For in-transit emergencies involving DOD general hazardous material shipments (excluding explosives) contact Defense Logistics Agency hot line, 1-800-851-8061. For explosives shipments, contact Army Operations Center, collect (703) 697-0218/0219 ask for "Watch Officer."
104	Shipper will request the carrier to provide dual driver protective service (DD). Annotate bill of lading: "Dual driver protective service requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
105	Annotate bill of lading: "Use of Signature and Tally Record requested. DD Form 1907 furnished to carrier."
107	Annotate bill of lading: "Move shipment by door-to-door trailer-on-flatcar (TOFC) service."
108	Shipper will request the carrier to provide dual driver protective service with national agency check. Annotate bill of lading: "Dual driver protective service with national agency check requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
109	Annotate bill of lading: "Carrier to load and unload."
110	Annotate bill of lading: "Loading performed by ("carrier" or "shipper" as appropriate); unloading performed by ("carrier" or "consignee", as appropriate)."
111	Annotate bill of lading: "Shipper to load and consignee to unload." Does not apply to towaway shipments.

RIN No.	INSTRUCTION
112	Annotate bill of lading: "Flame or heat producing tools will not be used to remove security devices."
113	Annotate bill of lading: "Protective security service required. Signature and Tally Record (DD Form 1907) furnished to carrier."
114	Except for movements requiring MS, annotate bill of lading: "Carrier to notify (name of consignor and consignee with duty and 24-hour non-duty telephone numbers) immediately if shipment is delayed en route because of an accident or incident. If neither can be reached, contact (insert hot line numbers for MTMC office serving consignor; MTMC eastern area, hot line (800) 524-0331; or MTMC Western Area hot line (800) 331-1822; California only (800) 348-4639). Use hot line number to obtain safe haven or refuge instructions in the event of a civil disorder, natural disaster, carrier strike or other emergency."
115	Export: when a shipment is consigned overseas direct, or is forwarded to a port for export, annotate bill of lading: "For Export."
116	Annotate bill of lading: Released value not exceeding $20,000 for each vehicle in the shipment.
117	Annotate bill of lading: "Released value not exceeding (released value amount of shipment in each vehicle as furnished in route orders) per vehicle."
121	Annotate bill of lading: "Department of Defense shipment. No export declaration or license required."
122	Annotate bill of lading: Foreign Military Sales shipment.
123	On bill of lading separate from weight of freight being shipped, show weights, each separately, for pallets, platforms, skids, dunnage, bulkheads, partitions, and door protection. (NOTE: When shipped by motor, rate includes free transportation of dunnage and pallets when minimum weight per vehicle is assessed. When shipped by rail, rate also includes free transportation of dunnage not in excess of 2,000 pounds. Weight in excess of 2,000 pounds will be charged at the rate for commodity shipped.)
131	Use alternate route only when initial carrier cannot provide equipment and service is to best advantage of the Government, or when there is not sufficient tonnage to meet minimum weight requirements of the lowest-rated carrier and use of higher alternate carrier will result in lower transportation charges.

RIN No.	INSTRUCTION
141	Load entire shipment on (number of vehicles or cars as provided in route order). If unable to comply, withhold shipment and notify MTMC routing office.
143	Annotate bill of lading: "DOD Constant Surveillance Service requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
146	Transmit REPSHIP to consignee same day shipment is moved.
147	Forward REPSHIP to CONUS water terminal and Water Clearance Authority. REPSHIP format is prescribed in MILSTAMP, Volume I.
153	If rocket motors are shipped in a propulsive state, route order is valid only if shipment is approved by the cognizant military authority designated in the following, as appropriate: a. ATA Hazardous Materials Tariff, ATA 111 series. b. Title 49, Code of Federal Regulations.
155	Shipment must comply with all requirements of: a. ATA Hazardous Materials Tariff ATA 111 series. b. Bureau of Explosives Tariff, BOE-6000 series. c. Title 49, Code of Federal Regulations, Parts 100-177.
156	Annotate the bill of lading with the total quantity and weight of MILVAN restraining bars.
157	Apply seals to restrained MILVANs and annotate seal numbers on the GBL.
158	(Name of carrier(s) as provided in Route Order) is/are disadvantaged woman-owned and is/are considered service and cost competitive on this standing route order. Shipper will establish a goal of offering this/these carrier(s) up to 25 percent of the tonnage. This is a goal, not a quota. The amount of traffic offered will depend upon carrier capability and length of time competitive, which may preclude the ability to handle as much as 25 percent of the tonnage.
200	Request Military Traffic Expediting Service (MX) Service and provide shipment information to area command routing office.

RIN No.	INSTRUCTION
201	Annotate bill of lading: "Tank surveillance service requested."
202	a. Annotate bill of lading: "Rail surveillance service requested." b. Provide MTMC area command with name of consignee and its duty and 24-hour non-duty telephone numbers.
203	If rail shipment is over 11 feet wide and/or over 15 feet high from top of the trail car, shipper is to obtain Railway Line Clearance Number from the carrier and note it on the front of the GBL.
205	Annotate bill of lading: "Rail armed guard surveillance service requested."
206	Emergency Response Information for this shipment must appear on the front of the GBL, CBL, or shipping paper.
209	Annotate bill of lading: "Delivery carrier must notify consignee (name of consignee with duty and 24-hour non-duty telephone numbers) immediately when rail car(s) delivered."
212	If applicable, standard railcar substitution is to be provided in accordance with MFTRP-10, item 480.
216	Describe all items as "Military impedimenta" on bill of lading and cite tender authority as provided in Route Order. Bill of lading must show car number and weight of lading for each car used and the separate dunnage weight for each car. Army Tractor Tanks (including USMC tanks); tractors, artillery towing, crawler type; and tractors, tracked, utility vehicles must be separately identified and described on the same bill of lading.
220	Bilevel railcars restricted for loading of powered vehicle units only.
246	Prior to release of shipment, obtain receiving approval from consignee for rail shipment as required by the Transportation Facilities Guide.
268	Rail Demurrage charges are shown in carriers tender, Section F, accessorial code DM..
271	Allow space in doorway of car for heater frames as follows: 2' X 4' space for Fairbanks area (Fort Wainwright, Eielson AFB and Fort Greely) and 2' X 2' space for Anchorage area (Fort Richardson, Elmendorf AFB and Kulis ANG). Pallet boards and/or side racks must be in place to assure proper circulation of heated air.

RIN No.	INSTRUCTION
272	a. Prior to ordering equipment, the shipper will contact CN Aquatrain, 1150 Station Street, Vancouver, British Columbia, V6A2X7, telephone (604) 665-4360 or 4205, facsimile (604) 665-4362, telex no. 045-3196, to request a space permit and furnish the following information: (1) Origin (2) Consignee (3) Destination (4) Commodity (5) Weight (6) Proposed shipping date (7) Dimensions, if high and/or wide load b. Shipper will notify origin rail carrier of the permit number when order is placed for empty cars. The permit number will be annotated by the shipper in the description of articles block of the GBL. As soon as rail cars are loaded, shipper will notify CN Aquatrain of: (1) Car number (2) Date shipped (3) Complete-Routing (4) Permit number
314	Annotate bill of lading: "Emergency response information for this motor shipment is indexed by UN number and is located in the Department of Transportation Emergency Response Guidebook (DOT P5800.5.)."
323	When vehicles move in combination drive-away service, annotate bill of lading: "Carrier is to disconnect drive shaft of towed vehicle at origin and reconnect at destination."
331	Annotate bill of lading: "Carrier will notify consignee (name of consignee with telephone number) 24 hours prior to delivery of shipment."

RIN No.	INSTRUCTION
332	On bills of lading for shipments of overdimensional freight by specialized carrier, enter height of material from ground and width of material after loaded on carrier equipment. On bills of lading covering overweight shipments, show length, width, and height including the loaded shipment weight and weight of carrier equipment.
337	Satellite motor surveillance service (SM) requested. In event of system failure, driver must immediately notify the motor carriers dispatcher who will immediately notify DTTS at 1-(800) 826-0794. The driver must subsequently provide DTTS a telephonic location/status report every four (4) hours, with a final telephonic report upon delivery at destination.
342	When shipments require transportation protective service, or when shipments of ammunition and/or explosives are routed by motor, consignor will: a. Consult consignee TFG record to determine hours delivery will be accepted. b. Annotate GBL with the hours consignee will accept delivery.
346	Annotate bill of lading: "Motor surveillance service requested. Driver must call DTTS at 1-(800) 826-0794 before departing origin activity and every eight (8) hours thereafter to furnish shipment location/status. A final call must be made upon delivery at destination.
347	Enter seal number in block 24 of GBL and annotate bill of lading: "Exclusive use of vehicle, dromedary, or 410 dromedary (as applicable), requested by the government. Do not break seals except in case of emergency or upon prior authority of the consignor or consignee. If broken for emergency reasons, apply carrier seals as soon as possible and immediately notify the consignor and the consignee. (Show name of consignor and consignee with duty and 24-hour non-duty telephone numbers.)"
348	Annotate bill of lading: "If shipper seal(s) are applied. Carrier may remove seal(s) and replace with equivalent seal(s). If seals are broken in emergencies, notify consignor (show name of consignor with duty and 24-hour non-duty telephone numbers) as soon as possible. Carrier must annotate seal changes on GBL."
350	Annotate bill of lading: "Expedited service requested."
351	Carrier is approved to trip lease. "Trip leased carriers must be DOD approved."

RIN No.	INSTRUCTION
353	Route Order valid only when permit authorities have approved carrier request for permit(s) or to release of shipment, carrier must advise the TO, by facsimile, that the permit(s) application has been approved and must sign a statement to that effect. Annotate bill of lading: "Carrier has obtained all necessary permits." If permit(s) are not obtainable, withhold shipment and notify the MTMC routing office.
356	Pickup carrier represents either a shipper agent, shipper association, or a freight forwarder. These carriers are not required to have documentation showing such affiliation, therefore, do not ask driver for copy of trip-lease permanent lease.
357	Shipper to verify DOD Driver ID requirements.
366	Annotate bill of lading: "Temperature control van service requested and furnished. Temperature to be maintained at (required temperature in Fahrenheit degrees)."
367	When ordering equipment, notify carrier that shipment must not be transported in trip-leased equipment. Annotate bill of lading: "This shipment must not be transported in trip-leased equipment."
369	This shipment requires state permits. Accessorial charges will be assessed if shipment is in the carrier's possession during a weekend. Unless delivery requirements dictate otherwise, tender shipment to carrier to avoid weekend accessorial charges.
435	Each shipment of hazardous materials must be packed, marked, loaded, stowed, secured and unloaded in accordance with the applicable rules and special instructions in 49 CFR 172 through 178.
436	Provide full instructions on special handling procedures and precautions necessary for safe shipment, including a completed DD Form 836-1 or other written statement containing the same information. The aircraft commander will also be instructed on the DD Form 836-1 that accidents, seal breakage, and delays exceeding 6 hours will be reported immediately by electrical means to the consignor or consignee. The report must include all pertinent information. Provide qualified personnel to supervise the loading and unloading of each shipment.
438	Shipper will schedule movement to ensure arrival at destination during normal working hours and will notify consignee by telephone of the estimated arrival time of aircraft as soon as information is available.

RIN No.	INSTRUCTION

440 Annotate bill of lading: "I certify that this aircraft is equipped for Instrument Flight Rules (IFR) operation (signature of pilot)."

442 When shipments of sensitive material are routed by air taxi, consignor will:

a. Notify carrier of pending move and record date, time and individual contacted.

b. Advise consignee of estimated time shipment can be picked up.

c. Tender each shipment on a separate bill of lading.

d. Annotate bill of lading with applicable type service as follows:

(1) "Deferred service requested. Maximum of 72 hours allowed carrier to effect pickup." See exception in e below.

(2) "Regular service requested."

(3) "Priority service requested."

(4) "All emergency and/or special type services requested (for example, Weapons service).

e. Document and report all carrier failures to provide pick-up service as scheduled unless additional time has been agreed to by shipper.

444 Notify Air Mobility Command (AMC), DSN 576-4343/3061, Com'l (618) 256-4343/3061 of all pending flights of hazardous or explosive material shipments by air taxi operators. Notification will include the following:

a. Name of carrier(s).

b. Name of origin airport.

(1) Time and date of scheduled departure.

(2) Name and telephone number of ground service operator/shipper.

c. Name of destination airport.

(1) Time and date of scheduled arrival.

(2) Name and telephone number of operator receiver.

RIN No.	INSTRUCTION
	d. Information in paragraphs b and c above is also required for any scheduled stops en route for partial loading/unloading service.
446	Ensure all aircraft transporting hazardous/explosive material are staffed with IFR qualified pilot in command and copilot. Also, insure that only aircraft identified on the MTMC approved list are used to transport hazardous/explosive material. Report any service failures.
447	Instruction: Advise WCA by priority message or telephone of the serial number of the container used for loading each TCN assigned by the releaser.
448	Annotate bill of lading: "Emergency response information for this air shipment is indexed by UN number and is located in the International Civil Aviation Organization Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods."
449	Annotate bill of lading: "Emergency response information for this water shipment is indexed by UN number and is located in the emergency procedures for ships carrying dangerous goods and the medical first aid guide."
450	Annotate bill of lading: "Signature and tally record service (ST) requested."

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APPENDIX T

DEFENSE FREIGHT RAIL INTERCHANGE FLEET (DFRIF) CAR REPORT FORMATS

A. CAR RECEIVING AND/OR FORWARDING FORMAT FOR DFRIF CAR REPORTS

Field number: 1
Card Column: 1
Field Description and Instruction: DOCUMENT IDENTIFIER (DOC IDENT). Enter appropriate code from following:

Code	Description
R	Car received loaded or empty
S	Car forwarded loaded

Field number: 2
Card Column: 2-7
Field Description and Instruction: REPORTING ACTIVITY. Enter the DOD Activity Address Code (DODAAC) of the reporting activity. Authorized codes are listed in DOD 4000.25-D (Department of Defense Activity Address Directory). Large military activities with more than one code assigned will use the DODAAC assigned to the activity's TO. If reporting activity is a contractor that has not been assigned a code, the DOD Component or other government agency requesting the use of DFRIF cars is responsible for obtaining a code for the contractor from the Commander, MTMC DSC, Attn: MTDSC-AR, Ft Eustis VA. MTMC DSC will assign a code for the contractor and notify the requesting activity.

Field number: 3
Card Column: 8-13
Field Description and Instruction: CAR NUMBER. Enter the six-position road number of the DFRIF or commercial in leased car. Precede car numbers of less than six positions with zeroes. (Example: 001234).

Field number: 4
Card Column: 14-19
Field Description and Instruction: ORIGIN ACTIVITY. Enter DODAAC of the activity or contractor shipping the empty or loaded DFRIF or commercial in-leased car.

Field number: 5
Card Column: 20-25
Field Description and Instruction: DATE. Enter date the DFRIF or commercial in-leased car was received or forwarded, constructed as follows:

CC	Description
20-21	Calendar year--95, 96, and so on.
22-23	Month--01 for January, 02 for February, and so on.
24-25	Calendar day of month. Precede single-digit dates with a zero. (Example: Show 9 January 1995 as 950109).

Field number: 6
Card Column: 26
Field Description and Instruction: LOAD IDENTIFICATION. Enter "L" for loaded or "E" for empty to indicate the load status of the car.

Field number: 7
Card Column: 27-32
Field Description and Instruction: DESTINATION ACTIVITY. Enter the DODAAC of the activity or contractor receiving the DFRIF or commercial in-leased car.

Field number: 8
Card Column: 33
Field description and Instruction: MAINTENANCE STATUS. (M/S). Enter appropriate Maintenance Status Code applicable to the DFRIF or commercial in-leased car received or forwarded.

Code	Description
B	Bad order; not available for loading or movement.
O	Operational; available for loading or movement.

Field number: 9
Card Column: 34-35
Field description and Instruction: TOTAL LINES. Enter total number of single-line transactions included in the report. Precede less than 10 single-line transactions with a zero. The total lines entry on the final single-line entry must agree with the final entry under Field Number 10, LINE NUMBER.

Field Number: 10
Card Column: 36-37
Field description and Instruction: LINE NUMBER. Assign a sequential line number, beginning with 01, for each single-line transaction in the report. Final line number assigned must agree with final entry under Field Number 9, TOTAL LINES.

B. CAR UNLOADED FORMAT FOR DFRIF CAR REPORTS

Field number: 1
Card column: 1
Field description and Instruction: DOCUMENT IDENTIFIER (DOC IDENT). Enter the following code:

Code	Description
U	Car unloaded.

Field number: 2
Card column: 2-7
Field description and Instruction: REPORTING ACTIVITY. Enter the DODAAC of the reporting activity. Authorized codes are listed in DOD 4000.25-D, Department of Defense Activity Address Directory (DODAAD). Large military activities with more than one assigned code will use the DODAAC assigned to the activity's TO. If reporting activity is a contractor that has not been assigned a code, the DOD Component or other government agency requesting the use of DFRIF cars is responsible for obtaining a code for the contractor from the Commander, MTMC DSC, Attn: MTDSC-AR, Ft Eustis VA. MTMC DSC will assign a code for the contractor and will notify the requesting activity.

Field number: 3
Card Column: 8-13
Field description and Instruction: CAR NUMBER. Enter the road number of the DFRIF or commercial in-leased car. Precede car numbers of less than six positions with zeroes (Example: 001234).

Field number: 4
Card column: 14-19
Field description and Instruction: CAR LOCATION. Enter DODAAC for activity where the car was actually unloaded.

Field number: 5
Card column: 20-25
Field description and Instruction: DATE. Enter date the DFRIF or commercial in-leased car was unloaded, constructed as follows:

CC	Description
20-21	Calendar year--95, 96, and so on.
22-23	Month--01 for January, 02 for February, and so on.
24-25	Calendar day of month. Precede single-digit dates with a zero. (Example: Show 9 January 95 as 950109).

Field number: 6
Card column: 26
Field description and Instruction: MAINTENANCE STATUS. Enter appropriate Maintenance Status Code applicable to the DFRIF or commercial in-leased car unloaded.

Code	Description
B	Bad Order; not available for unloading or movement.
O	Operational; available for unloading or movement.

Field number: 7
Card column: 27-28
Field description and Instruction: TOTAL LINES. Enter the number of single-line transactions included in the report. The total lines entry on the final single-line transaction must agree with the final entry under Field number 8, LINE NUMBER.

Field number: 8
Card column: 29-30
Field description and Instruction: LINE NUMBER. Assign a sequential line number, beginning with 01, for each single-line transaction in the report. Final line number assigned must agree with final entry under Field Number 7, TOTAL LINES.

APPENDIX U

EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

A. DATA ELEMENTS FOR EXPORT REQUEST, OFFER, ACCEPTANCE, AND RELEASE CYCLE

Data element number: 1
Number of characters: 3
Field title and entry instructions: DOCUMENT IDENTIFIER. A unique coded identifier for each data transaction or message line transmission in the export request, offer, acceptance, and release cycle.

Data Transaction	Line Title Identifier
R11	Proposed Release Unit Header
R14	Proposed Release Unit Remarks
R21	Shipment Unit Header
R23	Outsize Specification
R24	Shipment Unit Remarks
R51	Release Unit Header
R52	Routing Data
R53	GBL Notes
R54	Routing Instructions Remarks
R55	Consignment Instructions Remarks
R56	Container Release Data
RTD	Delay of Export Traffic Release (ETR)
RT1	Cancellation of ETR
R1A	Acknowledgment of Receipt of Ammunition ETR

Data element number: 2
Number of characters: 6
Field title and entry instructions: REQUESTER. DODAAC of the activity requesting an ETR. Codes may be obtained from DOD Directive 4000.25, DOD Activity Address Directory (DODAAD), and from the appropriate Transportation Facility Guide (TFG).

Data element number: 3
Number of characters: 7
Field title and entry instructions: REQUESTER IDENTIFIER. Date/Time Group (Zulu Time) of initiation of ETRR. No two requests from the same requester will bear the same Requester Identifier. The first three digits indicate the Julian Date and the last four digits embody the 24-hour time of the request. Thus a request made on 11 February at 4:45 pm, Eastern Standard Time, would bear a Requester Identifier as follows: "0422145".

Data element number: 4
Number of characters: 6
Field title and entry instructions: SHIPPER. DODAAC of activity making physical shipment. Codes may be obtained from the DODAAD and from the appropriate TFG. In cases where no DODAAC is assigned, enter "9," followed by the first 5 digits of ZIP Code and use data element 13 (Remarks proposed release unit (PRU)) to show shipping point and state, and railroads serving shipper facility, including private siding description when applicable.

Data element number: 5
Number of characters: 3
Field title and entry instructions: DATE AVAILABLE. Earliest Julian Date that PRU is to be available for movement from shipping point. When the entry in data element 11 (Daily Flow Factor) is other than "00," show the earliest date shipment can begin.

Data element number: 6
Number of characters: 1
Field title and entry instructions: LADING TERMS CODE. Coded indication of type bill of lading, FOB terms, or other considerations. The lading terms should not be confused with the Foreign Military Sales (FMS) Condition of Sales contained in the shipment unit Transportation Control Number (TCN) (R21, record position 23. See data element 14).

Code	Lading terms
A	FOB ORIGIN.
B	FOB PORT. Source load container shipments. Government is responsible for transportation from the ocean carrier's terminal to destination. This is "K" terms ocean service. Shipper is responsible for obtaining an empty SEAVAN from the ocean carrier and returning it loaded to the ocean carrier, See code "H", FOB PORT.
C	FOB PORT. Non-Containerized shipments. Shipper is responsible for transportation to a military or ocean carrier terminal.
D	FOB VESSEL. Shipper is responsible for transportation to port and for vessel loading costs.
E	FOB OTHER. Describe lading terms in remarks field.
F	FOB ORIGIN. CBL conversion to GBL at transshipment point.
G	FOB INTERMEDIATE POINT OR PORT. Container service. Vendor is responsible for obtaining empty container and returning loaded container to intermediate port or point. Government is responsible for transportation from that point. An example of a shipment using this lading code would be material procured FOB east coast for a destination in the far east. The vendor would bring the shipment to an east coast port and the government would arrange for transportation using. "M" term container service. Describe further in remarks.
H	FOB PORT. Commissary and NAF shipments.

Data element number: 7
Number of characters: 2
Field title and entry instructions: SHIPMENT UNITS. Number of shipment units included in PRU.

Data element number: 8
Number of characters: 5
Field title and entry instructions: NUMBER OF PIECES (PRU). Number of pieces comprising the PRU. In event of package consolidation, this number will be the same number that a carrier agent or checker would sign for. When the transportation unit is to be a single container (such as a CONEX or RO/RO trailer), enter "00001." When requesting SEAVANS, enter the number of vans being requested. The total number of SEAVANS requested cannot exceed 150.

Data element number: 9
Number of characters: 4
Field title and entry instructions: CUBE (PRU). Total cube of the PRU expressed in tens of cubic feet; thus, an entry of 4,500 cu. R. would be "0450." On containerized traffic, show total cube of container(s) expressed in tens of cubic feet. For vehicles, the cube shown in this field and in data elements 19 (Cube (SU)) and 20 (Weight (SU)) will be the cube of the vehicles when reduced for water shipment. The cube when prepared for CONUS shipment, when different, will be shown in data element 30 (Remarks (SU)). When cube exceeds the capacity of this field, divide PRU into two or more requests (See paragraph C, Step 3).

Data element number: 10
Number of characters: 5
Field title and entry instructions: WEIGHT (PRU). Total shipping weight of the PRU expressed in hundred weight. For example, an entry for 480,000 pounds. would be "04800." When weight exceeds the capacity of this field, divide PRU release into two or more requests. (See paragraph C, step 3.)

Data element number: 11
Number of characters: 2
Field title and entry instructions: DAILY FLOW FACTOR (PRU). Per cent of total PRU weight. To compute the daily flow factor percentage, divide the expected daily flow rate by the PRU total weight. For example, if the daily flow rate is 96,000 pounds. for a PRU weight of 480,000 pounds. (96,000 ¸ 480,000 = .20), the entry in this field would be "20." In most cases, single shipments will be involved and the entry will be "00" (to be interpreted as 100 per cent). In cases where entry is not "00," the numeric per cent value of the daily flow factor will be transmitted in the ETRR in the first two positions of data element 13 (Remarks (PRU)).

Data element number: 12
Number of characters: 1
Field title and entry instructions: Type of special container equipment required. (Leave blank when no special equipment required)

Code	Description
F	Flatrack, cargo cannot be loaded into open top or dry cargo container.
G	Flatrack, cargo could be loaded in open top or dry cargo container, but loading costs are less if shipped in a flatrack. Describe disability costs in remarks.
O	Open top.
H	High cube container.
I	Insulated dry cargo container.
B	Dry cargo container with liner for bulk, pourable cargo.
T	Tank (liquid) container.
V	Ventilated dry cargo container.
S	Dry cargo container with extended detention or storage at destination anticipated.
R	Refrigerated container.
Q	Shipment is loaded in a government-owned or leased container. The cargo can be considered a single shipment unit.
U	Shipment is loaded in a government-owned or leased container. The container with cargo can be considered as a single shipment unit.
Z	Other specialized equipment required. Describe in remarks.

Data element number: 13
Number of characters: (see Note 2)
Field title and entry instructions: REMARKS (PRU). Plain language remarks, as necessary, referring to PRU(s) as a whole. Requestor should also include the shipper's GBLOC and SPLC codes whenever possible. Remarks are limited to a maximum of five R14 lines/cards. In cases where there is no DODAAC assigned to the shipper, show the shipping point in the R14 line/card. Enter the shipper's name and street address and precede it with "VNDR." As an example, show VNDRJAXBOTTLING CO, 123 Elm St., Milwaukee WI. Enter the title, last name, and telephone number of the POC for notification of release information, except for Divisions 1.1 through 1.3 ammunition shipments. The telephone number should be expressed in the following format:

Commercial Area Code: XXX
Commercial Prefix: XXX
DSN Prefix: XXX
Digits: XXXX

Example: Mr. Jones 202 634 288 5789. When material is classified, the degree of classification, such as SECRET or CONFIDENTIAL, will be indicated. Shippers of classified material, however, must comply with applicable security regulations. If shipment is considered suitable for through-container movement, annotate "SEAVAN" in record position 19-24. The next position following "SEAVAN", record position 25, is reserved for a Van Code. Leave record position 26 blank and begin further remarks in record position 27. Requestor will advise the Ocean Cargo Clearance Authority (OCCA) of any significant change or impediment to loading the cargo in a container at origin. The following codes will be used to describe specific circumstances that may limit source loading in a container.

Van Code	Reason
A	Insufficient quantity of cargo to meet break-even cost factors; however, cargo could be containerized at the water port terminal stuffing facility if combined with other cargo.
B	Excessive density of cargo, however, cargo could be containerized at the water port terminal stuffing facility if mixed with higher cube cargo.
C	Cargo configuration/density not compatible to containers, and in all probability could not be containerized at the water port terminal stuffing facility.
D	Shipper facilities not adequate for source stuffing of containers.
E	Container offering returned by Cargo Booking Office due to no ocean carrier container lift or equipment being available for desired lift period to POD.
F	Source stuffing requiring door-to-door or on carriage service under shipping contracts is not authorized; e.g., nonappropriated fund shipments, vendor purchase agreements specify other than FOB origin; and shipper otherwise declines to stuff and have vans drayed at shipper expense.
G	Show disability costs for loading and shipment preparation that would vary with mode of transportation selected. Provide specifics beginning in record position 27. Format as follows: a. Abbreviations. (1) LD loading costs. Include labor, blocking, and bracing.

Van Code	Reason
	(2) Packing. Costs for over packing or other packaging required for different shipment modes. Not normally required for container eligible shipments.
	(3) DR--Local drayage and switching costs that would not be included in transportation arranged by MTMC.
	(4) R--Rail.
	(5) M--Motor.
	(6) C--Container.
	b. Express costs in total dollars for the release, unless other units are more appropriate, then specify units. Examples are: $/CWT, $/MT, $/PC(piece), $/RC(rail car), $/TR(truck), $/CR(container).
	c. Show cost category, units (if not total cost), and mode. Separate different cost categories with a colon, otherwise one blank. Example: LD $/CWT 1.09 R .89 C; DR 46 R would mean loading costs of $1.09/CWT for rail and $.89/CWT for both container and motor. There is a $46.00 cost for rail switching/drayage costs for either motor or container.
H	Contract terms do not allow for source loading. Source loading would require contract modification.
J	Shipper not knowledgeable of container stuffing techniques.
K	Applies to shipments of weight cargo only. Contract specifies palletization appropriate for rail or 20' container shipment (that is, pallet height would permit double stacking of pallets). The density of the shipments would preclude a full load in a 40' container. Change in palletization would require a contract modification.
L	Applies to shipments of weight cargo only. Contract specifies palletization appropriate for a 40' container shipment (that is, pallet height too tall to permit double stacking of pallets). Shipment in a 20' container would be under-utilized weight and cube. Change in palletization would require a contract modification.
M	Inspection required in CONUS. Describe further in remarks.
N	Other. Describe further in remarks. Blanks and all other codes. No van code applicable.

Data element number: 14
Number of characters: 16
Field title and entry instructions: SHIPMENT UNIT (SU). This number is obtained from the TCN applicable to the shipment unit (SU). The 17th digit of the TCN (split shipment indicator) is omitted from this entry.

Data element: 15
Number of characters: 6
Field title and entry instructions: OVERSEAS CONSIGNEE (SU). The coded overseas address of the activity designated to receive the SU, as obtained from MILSTRIP requisitions. For non-MILSTRIP SUs, code will be derived from the DODAAD. If the address is not available in coded form, enter the shipper-service code indicated by the first position of the Transportation Account Code, followed by five zeroes, e.g., N00000, and use data element 30 (Remarks (SU)) (R24 Request Card) to provide the plain language overseas shipping address of the activity to which shipment unit is ultimately consigned.

Data element number: 16
Number of characters: 1
Field title and entry instructions: FUNDING AGENCY (SU). Code of agency funding the domestic transportation segment. If move is to be on a CBL, the agency procuring the material will be coded.

Code	Assignment
A	Army
Y	Army-Air Force Exchange Service
F	Air Force
M	Marine Corps
N	Navy
S	DLA
Z	Coast Guard
D	Other DOD
P	Non-DOD

Data element number: 17
Number of characters: 3
Field title and entry instructions: PROJECT CODE (SU). The project code is obtained from MILSTRIP requisitions.

Data element number: 18
Number of characters: 5
Field title and entry instructions: NO. OF PIECES (SU). Number of pieces comprising the SU. (In event of containerization, this number may or may not equal the entry in data element 8 (No. of Pieces (PRU)).

Data element number: 19
Number of characters: 4
Field title and entry instructions: CUBE (SU). Total cube of SU expressed in tens of cubic feet. If cube is less than 10 feet, insert "1" in this field and show the actual cube in data element 30 (Remarks (SU)). For vehicles, the cube shown in this entry and in data element 9 (Cube (PRU)) and 29 (Outside Specification (SU)) will be the cube of the vehicles as reduced for water shipment. Cube as prepared for CONUS shipment, when different, will be shown in data element 30 (Remarks (SU)).

Data element number: 20
Number of characters: 5
Field title and entry instructions: WEIGHT (SU). Total shipping weight of SU expressed in hundreds of pounds. If weight is less than 100 pounds, insert "00001" in this field and show the actual weight in data element 30 (Remarks (SU)).

Data element number: 21
Number of characters: 6
Field title and entry instructions: FREIGHT CLASSIFICATION (SU). Appropriate UFC/NMFC item number. Indicate UFC by entering "U" in first character of field, e.g., "U03567".

Data element number: 22
Number of characters: 2
Field title and entry instructions: RESERVED.

Data element number: 23
Number of characters: 2
Field title and entry instructions: TYPE PACK CODE (SU). MILSTAMP alphanumeric code for type of packing (MILSTAMP, Volume I, Appendix F-14). If any package is longer than 15 feet, exceeds 8 feet in width or 6 feet in height, or weighs more than 10,000 pounds, enter instead the number of outsize specification entries (data element 29 (Outsize Specification (SU)) appended to describe the outsize items). Exceptions:

a. Dimensions will be provided in data element 29 (Outsize Specification (SU)) for all types of wheeled or tracked vehicles and for unitized ammunition, regardless of size.

b. Dimensions are not required for CONEX containers or roll-on/roll-off trailers.

Data element number: 24
Number of characters: 5
Field title and entry instructions: DOD COMMODITY CODE. MILSTAMP Water Commodity and Cargo Exceptions Code. (See MILSTAMP, Volume I, App F-20.)

Data element number: 25
Number of characters: N/A
Field title and entry instructions: TRANSIT REFERENCE. (deleted)

Data element number: 26
Number of characters: 1
Field title and entry instructions: TRANSPORTATION PRIORITY. (See MILSTAMP, figure 2-B-1)

Data element number: 27
Number of characters: 3
Field title and entry instructions: RDD. Required Delivery Date of SU, expressed as a Julian Date (or code 999 when applicable) when assigned by the requisitioner and perpetuated from MILSTRIP documentation. Use other codes that may appear in the RDD field for requisitions supporting overseas areas. Leave blank unless an RDD or code is assigned by the requisitioner. Do not compute the Standard Delivery Date.

Data element number: 28
Number of characters: N/A
Field title and entry instructions: TRANSIT CREDIT DATA (deleted)

Data element number: 29
Number of characters: 60
Field title and entry instructions: OUTSIZE SPECIFICATION (SU). Two outsize specification R23 data transactions/lines per SU may be submitted. This data field will be used when data element 23 (Type Pack Code) requires outsize specification entries. Outsize item description for vehicles will include the type and appropriate model designation, e.g., "Truck, utility, 4 x 4 1/2 ton, M606." Dimensions and cube shown for vehicles will be as reduced for water shipment. Dimensions and cube as prepared for CONUS shipment, when different, will be shown in data element 30 (Remarks (SU)). Data required for outsize specifications is shown below.

Data Fields	Digits
Number of pieces described in entry (Numeric)	3
Type Pack Code (See MILSTAMP, Volume I, App B)	2
Unit weight of described piece (in hundreds of pounds) (Numeric)	3
Unit Code of described piece (in tens of cubic feet) (Numeric)	3
Length in inches (Numeric)	3

Width in inches (Numeric)	3
Height in inches (Numeric)	3
Outside item description	40
TOTAL	60

If further description is necessary, enter "RMK" in this field and enter data in data element 30 (Remarks (SU)) which is limited to a maximum of three cards. The sum of pieces described in entries will equal number of pieces in the SU. An SU involving vehicles which require export processing (Military Standard 281 or MIL-V-62038C (AT)) will include one of the Vehicle Level of Processing (VLP) codes listed below, as appropriate.

Code	Level of Processing
VLPAA	Level "A" required; processed to level "A" at origin.
VLPAB	Level "A" required; processed to level "B" at origin.
VLPAC	Level "A" required; processed to level "C" at origin.
VLPAM	Level "A" required; processed to manufacturer's commercial practice at origin.
VLPAX	Level "A" required; not processed at origin.
VLPAZ	Level "A" required; processed to modified level "A" at origin (operable).
VLPBB	Level "B" required; processed to level "B" at origin.
VLPBC	Level "B" required; processed to level "C" at origin.
VLPBM	Level "B" required; process to manufacturer's commercial practice at origin.
VLPBX	Level "B" required; not processed at origin.
VLPCC	Level "C" required; processed to level "C" at origin.
VLPCM	Level "C" required; processed to manufacturer's commercial practice at origin.
VLPCX	Level "C" required; not processed at origin.

The VLP code will follow dimensions of wheeled or tracked vehicles when the message format is used. When the punch card format is used, the VLP code will be entered in cc 39-43 of the Outside Specification Data Transaction (R23).

Data element number: 30
Number of character: N/A
Field title and entry instructions: REMARKS (SU).

1. Submit a maximum of 3 remarks cards (R24), as necessary, referring to the SU.

2. When a SU includes any item of ammunition or explosives, or other hazardous materials, the following information must be provided in this field. (See DTR Chapter 204 for additional instructions.)

a. National Stock Number (NSN) of each item.

b. Net Explosive Weight (NEW) of each SU (in pounds); for example, "NEW 200" (do not enter "Pounds" or abbreviation "lbs.").

c. DOD Identification Code (DODIC) or Navy Ammunition Logistics Code (NALC).

d. Department of Transportation (DOT) Proper Shipping Name.

e. DOT Identification Number (preceded by UN or NA).

f. Storage Class and Storage Compatibility Group prescribed in DOD 6055.9-STD and AMCR 385-100.

g. Quantity/round count.

h. Coast Guard and DOD classification.

i. Sensitive arms, ammunition, and explosives risk category (See Chapter 205).

3. In addition to data specified in b above, the following information will be furnished for each shipment of radioactive material:

a. Hazard class (49 CFR 172.101).

b. Pieces, weight and cube (49 CFR 172.202).

c. Radioactive element, radionuclide, and transport group (49 CFR 172.203).

d. Description of chemical and physical form of material (49 CFR 172.203).

e. Activity (curies, millicuries or microcuries) (49 CFR 172.203).

f. Type label (49 CFR 172.203).

g. Transport index for shipments bearing Radioactive Yellow-II or III labels (49 CFR 172.430).

h. Fissile Class I, II or III, if applicable (49 CFR 173.417).

i. IMCO Class.

j. Nuclear Regulatory Commission, Export License Number, (if applicable).

k. Net weight of radioactive material.

l. Purpose of product (for example, radio tubes).

m. Level of radiation at surface of package.

n. Level of radiation at one meter from package.

4. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown in the DODAAD and this information must be passed to the terminal authority, enter the initials "POD" in this item, immediately followed by the code symbol for the port as shown in MILSTAMP, Volume I, Appendix F-21, and the authority for the POD exception information. Shipments to Navy PODs are excluded from the exception authority provisions. When POD information is required and automated format is used, make entry in record positions 19-24 of the R24 Remarks (SU) Card. When POD information is not required, start general remarks applicable to a SU in cc 19.

5. When the overseas consignee address is not available in coded form for entry in data element 15, enter "OVERSEAS CONSIGNEE" in the item, immediately followed by the plain language overseas address of the activity to which the shipment unit is ultimately consigned.

6. For Foreign Military Sales shipments, enter "SUPPAD" in this item immediately followed by the code symbol for the overseas activity as found in record positions 45-50 of the MILSTRIP requisition.

Data element number: 31
Number of characters: 2
Field title and entry instructions: MTMC REFERRAL SYMBOL. Alphanumeric code assigned by MTMC for perpetuation on terminal authority Export Traffic Acceptance.

Data element number: 32
Number of characters: 6
Field title and entry instructions: FILE IDENTIFIED. Unique validating file identifier, assigned by MTMC, which controls ETR processing and shipment.

Components	Digits
MTMC Identifier:	
E--Eastern Area	
W--Western Area	1
File Serial Number	5
Total	6

Data element number: 33
Number of characters: 14
Field title and entry instructions: Reserved

Data element number: 34
Number of characters: 3
Field title and entry instructions: PORT OF EMBARKATION. MILSTAMP coded designation of CONUS port through which cargo is to move. (See MILSTAMP, Volume I, Appendix F-21)

Data element number: 35
Number of characters: 3
Field title and entry instructions: TERMINAL ARRIVAL DATE. Julian Date by which transportation unit is to be received at terminal. Movement and routing will take account of this, but will be planned so that delivery is not earlier than 5 work days before this date.

Data element number: 36
Number of characters: N/A
Field title and entry instructions: REMARKS (CONSIGNMENT). Instructions for effecting proper land-water terminal coordination. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown therein, and this information must be passed to the shipper, enter the initials "POD" in the first 3 columns followed by the code symbols for the port, as shown in MILSTAMP, Volume I, Appendix F-21. When routing is for through-bill or through-container movement, include necessary instructions and through-bill issuing advice and single fund citation, if applicable.

Data element number: 37
Number of characters: 13
Field title and entry instructions: ETR NUMBER. A unique release identifier comprised of information needed by the shipper and for recovery of release and request information. ETR number components are provided below.

Components	Digits
MTMC Identifier: E--Eastern Area W--Western Area	1
Cargo Category: C--General A--Ammunition F--Foreign Military Sales V--Containers	1
Julian Date Due at Terminal (see 35)	3
File Serial Number (see 32)	5
Funding Agency (see 16)	1
Port of Embarkation (see 34)	3
TOTAL	14

Data element number: 38
Number of characters: 7
Field title and entry instructions: DATE/TIME OF RELEASE. Date/Time Group of release action by MTMC. (For construction, see data element 3 (Requester Identifier)).

Data element number: 39
Number of characters: N/A
Field title and entry instructions: Reserved.

Data element number: 40
Number of characters: 4
Field title and entry instructions: RATE/CWT. Tariff or tender rate per cwt applicable to the MTMC routing. If rate used in routing applies on other than a cwt, factor and enter the rate(s) and applicable factor (mileage, net ton, etc.) in the R54 card/line remarks field.

Data element number: 41
Number of characters: 3
Field title and entry instructions: MINIMUM WEIGHT. Minimum weight (in thousands of pounds) applicable to rate used in routing (including applicability of "R" for classification rule). Example: for 38,000 lbs., enter "038." Leading zeros will be entered automatically by the computer.

Data element number: 42
Number of characters: 1
Field title and entry instructions: TYPE EQUIPMENT TO ORDER. Coded designation of type of carrier equipment (including capacity and size) to be ordered by shipper (Codes are shown in B below). It appropriate code has not been assigned, insert "X" in field and enter plain language specifications in data element 48 (Remarks) for routing instruction.

Data element number: 43
Number of characters: 2
Field title and entry instructions: No. CL-TL. Number of carloads or truckloads anticipated to be shipped based on MTMC routing.

Data element number: 44
Number of characters: 1
Field title and entry instructions: TYPE RATE. Coded designation of type of rate used for routing.

Code	Type Rate
1	Section 10721 Tender
2	Commodity tariff rate
3	Exception tariff rating
4	Class tariff rate
9	Not identifiable
5	Other (Specify in data element 48 (Remarks))

Data element number: 45
Number of characters: 8
Field title and entry instructions: TARIFF OR SPECIAL RATE AUTHORITY. MTMC designation of tariff authority. If necessary, enter "RMKS" and use data element 48 (Remarks) for detailed explanation. This entry will be perpetuated on the bill of lading by the shipper.

Data element number: 46
Number of characters: 28
Field title and entry instructions: ROUTING. Enter the 4-digit Standard Carrier Alpha Code (SCAC) as published in the SCAC Directory, for up to eight carriers shown in routing. Some carriers are assigned a SCAC containing less than 4 digits, therefore, begin carrier designation on every fourth digit after entering the first SCAC; leave any unused columns blank. If more space is needed, enter "RMKS" in last four positions of this field and use data element 48 (Remarks) for explanation.

Data element number: 47
Number of characters: N/A
Field title and entry instructions: GBL NOTES. Coded or plain language notes which must appear on the GBL. (See Chapter 206)

Data element number: 48
Number of characters: N/A
Field title and entry instructions: REMARKS. Coded or plain language instructions necessary for routing or making a shipment. Furnish appropriate Standard Point Loca-tion Codes (SPLCs) as published in the SPLC Directory for the shipping and destination point entries on the GBL. SPLC codes may also be obtained from the appropriate TFG.

Data element number: 49
Number of characters: 1
Field title and entry instructions: LIGHTERAGE. Entry designates if free lighterage applies under terms of a tariff or tender. Enter "1" if free lighterage applies. Enter "0" if lighterage does not apply.

Data element number: 50
Number of characters: 2
Field title and entry instructions: PERMITTING UNDER EMERGENCY CONDITIONS. The ETR number, data element 37 (Export Traffic Release Number), will be used during national, regional, or local emergencies. When an ETR is issued as a permit or as an exception to embargoes declared by government agencies, the shipper services or commercial carrier(s), it will be prefixed with the added symbol "DD" in this field. (Exception: ICC Unit Permits will consist of the ETR number prefixed by the identifying symbol "DU." Interior storage points, when named by the ICC, will be assigned codes to be used in lieu of port codes in the ETR. ICC Port Storage Forwarding Permits will consist of the ETR prefixed by the identifying symbol "DS." Instead of the MTMC area identifier required in data element 37 (Export Traffic Release Number), all ICC Unit and Port Storage Forwarding Permits will show the numerical

identification of the Federal Emergency Management Agency (FEMA) region where the MTMC permit issuing office is located in lieu of the MTMC area command identifier code required in data element 37 (Export Traffic Release Number). See Chapter 201 for further guidance on routing under emergency conditions.

Data element number: 51
Number of characters: 2
Field title and entry instructions: SHIPMENT UNIT SEQUENCE NUMBER. Identities all lines or cards associated with a specific SU. Assign number 01 to first SU and associated lines or cards, 02 to second SU and associated lines or cards, and so forth.

Data element number: 52
Number of characters: 2
Field title and entry instructions: TOTAL CARDS OR LINES IN REQUEST OR RELEASE. Card count will include only those cards or lines containing an "R" document identifier. For example, for a message request containing one R11, two R14, and one R21 data lines, total lines in request would Be "04." Number shown in this field should coincide with number entered in data element 53 (Data transaction or line sequence number) of the last "R24" data transaction in the request.

Data element number: 53
Number of characters: 2
Field title and entry instructions: CARD OR LINE SEQUENCE NUMBER. Assign a number in numerical sequence to each card or line bearing an "R" document identifier. The sequence number of the R11 data transaction will always be 01. (Note: When more than one R14, R21, or R24 data transaction is used, insure that the transaction sequence number is maintained and properly recorded).

Data element number: 54
Number of characters: 1
Field title and entry instructions: AMPERSAND. A unique character to be used in message transmissions whenever data lines end prior to the allocated space. The R11 data transaction will always contain an ampersand (&) in record position 45 preceding data element 52 (total data transactions or lines in request or release). (Exception: In SEAVAN requests , the ampersand will appear in record position 50 of the R11 card). The R14, R23, and R24 lines will contain an ampersand preceding data element 53 (data transaction or line sequence number) when any of the available positions are not used. The R21 line is always complete, therefore, an ampersand will never be required in this line).

Data element number: 55
Number of characters: 1
Field title and entry instructions: SEAVAN REQUEST. Insert "V" in record position 49 of R11 data transaction to identify SEAVAN requests .

Data element number: 56
Number of characters: 5
Field title and entry instructions: NUMBER OF VANS REQUIRED. Used in SEAVAN requests to show number of vans required. No more than 150 vans may be requested on a single request.

Data element number: 57
Number of characters: 1
Field title and entry instructions: SIZE OF VANS REQUIRED. Used in SEAVAN requests to show size of vans required. Use the following codes: Y--small (up to 32 ft), Z--large (over 32 ft). (When a specific size container is required, see Paragraph D of this appendix, step 1).

Data element number: 58
Number of characters: 3-5
Field title and entry instructions: CARGO CODE. Used In SEAVAN requests to show MILSTAMP type of cargo and cargo exceptions code. (See MILSTAMP, Volume I, Appendix F-20).

Data element number: 59
Number of characters: 3
Field title and entry instructions: PORT OF DEBARKATION (POD). MILSTAMP code symbol for the overseas POD (See MILSTAMP, Volume I, Appendix F-21).

Data element number: 60
Number of characters: 1
Field title and entry instructions: MODE. Transportation mode to be used for shipment. Use following codes, as appropriate: P--Through bill of lading; V--SEAVAN.

Data element number: 61
Number of characters: 2
Field title and entry instructions: TYPE OF PACK. (Use type of Pack Code from MILSTAMP, Volume I, Appendix C).

Data element number: 62
Number of characters: 17
Field title and entry instructions: TRANSPORTATION CONTROL NUMBER (TCN). SEAVAN TCN as assigned by Cargo Booking Office. Make-up of TCN is shown in MILSTAMP, Volume I, Appendix C.

Data element number: 63
Number of characters: 3
Field title and entry instructions: ENDING SERIAL NUMBER. Last SEAVAN serial number assigned by Cargo Booking Office. (See paragraph E, note 4).

Data element number: 64
Number of characters: 1
Field title and entry instructions: DELAY CODES. The following delay codes are provided to the requester on the RTD output provided to the customer whenever the ETRR can not be processed in a routine manner.

Delay Codes	Reason
A	Insufficient/erroneous information in request.
C	Waiting confirmation of booking.
D	Infrequent ocean lift.
F	Offered to other area.
G	Terminal congestion-port hold.
H	Pending acceptance of hazardous cargo.
J	Service hold.
K	Theater hold.
L	Time standard (includes weekend or holidays).
M	Volume movement/rate negotiations.
N	Pending foreign flag approval.
R	Pending rating/routing.
T	Cargo availability excess of ten days.
U	TP3 shipment released 3 work days.
V	FMS cargo awaiting booking by purchasing government representative.

Data element number: 65
Number of characters: 1
Field title and entry instructions: CANCEL CODE. Code is provided in the MTMC-generated RT1 response to provide the requester with reason for cancellation of ETRR. Codes and explanation are listed below.

Code	Explanation
A	Cargo not available.
B	Airlifted.
D	Plain language reason(s) that cause a cancellation.
E	Alaska cargo.
G	Canceled per requester.
L	Domestic shipment.
M	Requester in other area.
R	Submitted incorrectly. Not in compliance with DTR. Resubmit.

Data element number: 66
Number of characters: 1
Field title and entry instructions: MODE OF TRANSPORTATION CODE. The method of shipment code as found in MILSTAMP, Volume I, Appendix F-13.

Data element number: A
Number of characters: 2
Field title and entry instructions: STATE/POSSESSION CODE. May be used in "REMARKS" fields.

Code	State	Code	State
01	Alabama	33	New York
02	Alaska	34	North Carolina
03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	Possessions:	
22	Massachusetts		
23	Michigan	52	American Samoa
24	Minnesota	53	Guam
25	Mississippi	54	Puerto Rico
26	Missouri	55	U.S. Virgin Islands
27	Montana	56	Marshall Islands
28	Nebraska	57	Midway Island
29	Nevada	58	Wake Island
30	New Hampshire		
31	New Jersey		
32	New Mexico		

B. RELEASING AUTHORITY AND POINT OF CONTACT FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUESTS

The releasing authority is MTMC Deployment Support Command (DSC). --		
Shipper activity is located in --	And, when the means of communication is	The point of contact is --
Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Idaho Illinois Indiana Iowa Kansas Louisiana Kentucky Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri	Automated	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
	Message	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
	Mail	Commander, MTMC Deployment Support Commnd ATTN: MTDC-OP 663 Shepherd Place Ft Eustis, VA 23604-5078
	Telephone	DSN 927-8547 Commercial (757) 878-8547 Notify answering operator: "This is an Export Traffic Release request."

The releasing authority is MTMC Deployment Support Command (DSC) (Cont'). --		
Shipper activity is located in --	And, when the means of communication is	The point of contact is --
Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming	Automated	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
	Message	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
	Mail	Commander, MTMC Deployment Support Commnd ATTN: MTDC-OP 663 Shepherd Place Ft Eustis, VA 23604-5078
	Telephone	DSN 927-8547 Commercial (757) 878-8547 Notify answering operator: "This is an Export Traffic Release request."

NOTE:

1. OCONUS ETRR will be submitted to the Ocean Cargo Clearance Authority (OCCA) designated in Appendix J of MILSTAMP, Volume I.

C. INSTRUCTIONS FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUEST(ETRR) (NON-CONTAINERIZED SERVICE)

Step: 1
Objective: Prepare shipment unit header data.
Instructions (See Notes 1 and 2): Prepare shipment unit (SU) header data for each SU to be included in the ETRR. Data elements 14, 21, 23, 26, and 27 may be transcribed from the shipment planning work sheet. Data element 24 (DOD commodity code) is obtained from MILSTAMP, Volume I, Appendix F-20.

Step: 2
Objective: Prepare transit credit, outsize specification, and remarks data.
Instructions (See Notes 1 and 2): Prepare data for:

1. Outsize Specifications. If an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds). For ETRR's, if an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds).

a. Data element 29 (Outsize Specification (SU)) will be completed to reflect all dimensions and the weight of the outsized item.

b. Data element 23 (Type Pack Code (SU)) will be revised to show the number of outside specification entries.

2. Hazardous Material. When ammunition explosives or other hazardous materials are involved, identify these articles in accordance with data element 30 (Remarks (SU)).

3. Remarks. Essential plain language remarks will be stated in accordance with data element 30 (Remarks (SU)).

Step: 3
Objective: Selection of one or more shipment units for nomination as elements of a Proposed Release Unit.
Instructions (See Notes 1 and 2):

1. Select SUs for inclusion in a PRU based on the principles of consolidation prescribed in MILSTAMP. In addition, a PRU may include the following:

a. One or more SUs intended for movement to the designated water terminal as a single shipment, except that each ETRR for movement to an ammunition out-loading port must only include shipments for one country.

b. A single requisition intended to move in several increments.

2. On the basis of the included SUs necessarily consistent with data elements 5 (Date Available) and 6 (Lading Terms Code)), data elements 7 through 11 are calculated and entered in the (PRU) Header Data; data element 13 (Remarks (PRU)) may include remarks pertaining to the entire PRU. Whenever the cube or weight of a PRU exceeds the capacity of data elements 9 (Cube (PRU)) or 10 (Weight (PRU)) fields, the PRU should be divided into two or more requests, each cross-referenced to the other in data element 13 (Remarks (PRU)). Example: If total weight is 12,000,000 lbs. and total cubic feet is 160,000, make two requests-- each for 6,000,000 lbs. and 80,000 cu. ft.

Step: 4
Objective: Arrangement of Shipment Units.
Instructions (See Notes 1 and 2):

1. Arrange the included SUs in the sequence prescribed for TCNs as prescribed in MILSTAMP and, taking into account only those card lines actually bearing information for transmittal, number (in sequence) the lines or cards of the request in the last two data columns.

2. After numbering, recheck numbers and enter last number used in data field of the PRU Header Data labeled "Total Lines in Request" or "Total Data Transactions in Request." Data elements 1 (Document Identifier), 2 (Requester), and 4 (Shipper), are entered after checking the data included in the request for accuracy of content and adherence to prescribed format. Data element 3 (Requester Identifier) is the last item entered and should coincide with the time accepted for transmission by local communications elements. Data elements 2 (Requester) and 3 (Requester Identifier) should be duplicated on all cards in the request.

3. When texts of ETRRs are prepared off-line for later transmission, the anticipated time of release may be used, always protecting the necessary uniqueness of this identifier. The entry will be used by MTMC to evaluate the speed of the in-bound phase of the communications cycle; when it differs substantially from the time of receipt by MTMC, the requester will be notified. However, this identifier is not the time against which response is measured in the offering, acceptance, and release cycle. Steps 1 through 4 apply to preparation of the content of all ETRRs. The format used depends upon the means of communication to be used in the transmittal (Step 5).

Step: 5
Objective: Transmittal.
Instructions (See Notes 1 and 2):

1. The format for an ETRR is prescribed in figure U-1.

2. Points of contact for the appropriate releasing authority are prescribed in Paragraph B of this appendix.

3. The message content for text transmittal begins with the first character of the Document Identifier (data element 1) (always the letter "R") and ends with the last line/card sequence number of the particular ETRR. The message content may be preceded or followed by any

message elements prescribed in regulations governing the means of communication used. Line integrity will be protected during transmission, but prescribed page numbers may be inserted within the message content for teletypewriter transmittal.

NOTES:

1. Data elements are explained in Paragraph A of this Appendix.
2. Positions not used in table PRU and SU header data will be filled with:
   a. Zero when the position(s) is normally used exclusively for numeric data.
   b. "X" when the position(s) is normally used for either alpha or numeric data.

SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF NON-CONTAINERIZED SHIPMENT INFORMATION

FROM: CDR ANAD ANNISTON AL

TO: CDR MTMCEA BAYONNE NJ//MTE-IME// *(OR)*
CDR MTMCWA OAKLAND CA//MIW-ITW//

SUBJECT: EXPORT TRAFFIC RELEASE REQUEST

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (54) (52) (53)
R11 B00250 2910938 919405 291 B 02 00011 0049 00216 00 & 04 01

(1) (12) (13) (54) (53)
R14 XX SHIPMENT MUST MOVE BY THURSDAY A & 02 (See Notes 2 & 3)

(1) (51) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24)
R21 01 N6286392788077XX N62863 N 000 00011 00049 00216 43949 00 PT 700Z9

(25) (26) (27) (53)
0 3 228 03 (See Note 4)

(1) (51) (29) (54) (53)
R22 01 400326 NY BROOKLYNXX 60332000 2000 1 1 ABC TRUCKING ABCT & 04
(See Notes 2 & 5)

(1) (51) (29) (54) (53)
R23 01 001 PT 011 012 101 084 075 OUTSIZE WIDGETS ON PALLET & 05 (See Notes 2
& 6)

(1) (51) (30) (54) (53)
R24 01 DELIVER TO DOOR 34 & 06 (See Notes 2 & 7)

Notes:
1. Numbers in parentheses correspond to data element numbers in paragraph A of this appendix.
2. Use only if applicable.
3. Limit remarks pertaining to entire proposed release unit (R14) to a maximum of five lines.
4. Use a separate line for each shipment unit.
5. Limit transit credit date (R22) entries to a maximum of two lines.
6. Limit outsize specification (R23) of shipment unit to a maximum of two lines.
7. Limit remarks applicable to shipment unit (R24) to a maximum of three lines.

Figure U-1. Sample Format for Electronic Transmission of Non-Containerized Shipment Information

SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETR FOR NON-CONTAINERIZED SHIPMENT

CDRMTMCEA BAYONNE NJ//MTE-ITEP//
CDR LCAAP INDEPENDENCE MO

SUBJECT: EXPORT TRAFFIC RELEASE (NON-CONTAINERIZED SHIPMENT)

UNCLAS

```
(1)  (2)        (3)      (4)       (50)   (37)                (38)    (64) (66) (54) (52) (53)
R51  1A58QLV    0952315  A58QLV    XX     EA10642525A1N4      0991245 L    B    &    06   01

(1)  (12)  (21)  (22)  (40)  (41)  (42)  (43)  (44)  (45)  (46)
           (54)  (55)
R52  XX    U05980 00    0178  400   0     01    1     SPFFC207 MP--SOU-ACL-RMKS & 02

(1)  (12)       (47)              (54)      (53)
R53       XX    GBLRIN115231123   &         03

(1)  (12)       (48)                        (54)      (53)
R54  XX    RIR  JUNCTION POINTS MEMPHIS COLUMBUS      &    04

(1)  (12)       (36)                        (54)      (53)
R55       XX    CIR 1N4 MOT SUNNY POINT NC FOR AS36  &    07

(1)  (12)       (36)                (54)      (53)
R55       XX    CIR TAP NET 101 NLT 106  &    08
```

NOTE:

1. Numbers in parentheses correspond to data element numbers in Paragraph A of this Appendix.
2. Ammo not shipped in containers is a breakbulk movement.

Figure U-2. Sample Format for Electronic Transmission of ETR for Non-Containerized Shipment.

D. EXPORT TRAFFIC RELEASE REQUEST FOR CONTAINER SERVICE

Step: 1

1. Use the same formats for non-containerized cargo requests (figures U-1 and U-2) modified by the procedures in paragraph 2.b. below and Steps 2, 3, and 4.

2. Specific size containers may be requested when required by the characteristics of the cargo or for other operational requirements. When a required quantity and type (large or small) container(s) is needed, include the following data in the abbreviated ETRR.

a. If a specific size container is requested, the size requested shall be shown in data element 13 (Remarks(PRU)) (R14 data transaction), with a complete description of the cargo, including description of the commodity and actual dimensions, weight and cube, or a concise statement of the operational requirement or other reason making use of a specific size container necessary.

b. Date cargo available for loading at source.

c. Activity address code of consignee.

d. Priority and RDD, if applicable.

e. Whether cargo is sensitive or requires protective handling.

Step: 2

Provide additional required data elements as follows:

Data Transaction	Data Element Number	Field title or entry Instruction	Record Position
R11	56	Number of Vans Required	29-33
R11	55	"V" to identify as SEAVAN Request	49
R21	19	Cube (SU)	50-53
R21	20	Weight (SU)	54-58
R21	57	Size of Vans Required	67
R21	58	Cargo code	72-73

Step: 3

The following data are omitted from an ETRR for container service (except under the conditions described in Step 4).

Data Transaction	Data Element Number	Field title or entry Instruction	Record Position
R11	7	Shipment Units	27-23
R11	9	Cube (PRU)	34-37
R11	10	Weight (PRU)	38-42
R11	11	Daily Flow Factor (PRU)	43-14
R21	14	Shipment Unit (SU)	19-34
R21	18	Number of Pieces (SU)	45-49
R21	21	Freight Classification (SU)	59-64
R21	23	Type Pack Code	67-68
R21	24	DOD Commodity	69-73

Step: 4

When an ETRR for container service covers shipments moving in straight commodity loads or shipments moving from a transit point, and the weight of a single commodity exceeds 10,000 pounds in a shipment consisting of one or more containers, the following data elements must be included.

1. Data Element 21 (Freight Classification (SU)).

2. Data Element 20 (Weight) (SU)).

Step: 5

Submit to appropriate MTMC releasing authority (Paragraph B of this appendix). Allow as much lead time as possible.

* Data elements are explained in Paragraph A of this appendix.

SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETRR MESSAGE FOR A CONTAINER SHIPMENT

FROM: CDR NCAD NEW CUMBERLAND PA

TO: CDR MTMCEA BAYONNE NJ//MTE-IME// *(or)*
CDR MTMCWA OAKLAND CA//MIW-ITX//

SUBJECT: EXPORT TRAFFIC RELEASE REQUEST

(1) (2) (3) (4) (5) (6) * (56) * * * * (55) (54)
R11 A25HAT 2541703 A25HAT 257 A 00 00001 0000 00000 00 0000 V &

(52) (53)
02 01

(1) (51) * (15) (16) (17) (18) (19) (20) * (57) * (24)
R21 01 0000000000000000 AK4B22 A ZTB 00085 0090 00075 00000000 Y 0 700Z9

* (26) (27) (53)
0 3 302 02

NOTES:

1. Numbers in parentheses correspond to data element in Paragraph A of this appendix.
2. Fill fields designated by an asterisk (*) with zeros only.
3. Use separate line for each shipment unit.

Figure U-3. Sample Format for Electronic Transmission of ETRR Message for a Container Shipment.

SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETR FOR A CONTAINER SHIPMENT

CDRMTMCEA BAYONNE NJ//MTE-ITEP//
CDR NCAD NEW CUMBERLAND PA

UNCLAS

SUBJECT: EXPORT TRAFFIC RELEASE

(1) (2) (3) (4) (50) (37) (38) (64) (66) (54) (52) (53)
R51 A25HAT 2541703 A25HAT XX EV26584225A1L1 2591800 L V & 09 01

(1) (12) (21) (22) (40) (41) (42) (43) (44) (45) (46) (54) (55)
R52 XX 000000 00 RMKS 000 A 10 4 RMRKSP69 PRESTONTRKGCOC/ & 04
09875USLINES

(1) (12) (47) (54) (53)
R53 XX GBLRIN115134 & 03

(1) (12) (48) (54) (53)
R54 XX RIR RELEASED FOR LOADING AT ORIGIN BY USLINES CONTAINERSVC &
04

(1) (12) (48) (54) (53)
R54 XX RIR RATED $31.25 PER MT AT 21 MIN MT USLINES TGBL NO.9 & 05

(1) (12) (48) (54) (53)
R54 XX RIR TCN A25HAT-0537-V055-MM2V055 & 06

(1) (12) (36) (54) (53)
R55 XX CIR ARR AT 1L1 5265 ETD 267 ETA JG1 277 CAR BK. MLA 33764 & 07

(1) (12) (36) (54) (53)
R55 XX CIR 1L1 BALTO MD TAP B 265 USLINES C/O BERTH 8 DUNDALK MD & 08

(1) (56) (57) (34) (59) (60) (61) (62) (63) (54) (53)
R56 011 20 1L1 JG1 V ZC A25HAT0537V055MM2 066 & 09

NOTE: Numbers in parentheses correspond to data elements in paragraph A of this appendix.

Figure U-4. Sample Format for Electronic Transmission of ETR for a Container Shipment.

E. EXPORT TRAFFIC RELEASE FOR CONTAINER SERVICE (NOTE 1)

Record Position: 1-3
Data Element Number (Note 2): 1
Field Title or Entry Instructions: Document Identifier
Remarks: R56 data transaction

Record Position: 4-9
Data Element Number (Note 2): 2
Field Title or Entry Instructions: Requester
Remarks: From record position 4-16 of ETR data transaction

Record Position: 10-16
Data Element Number (Note 2): 3
Field Title or Entry Instructions: Requester Identifier
Remarks: R11 data transaction

Record Position: 17-19
Data Element Number (Note 2): 56
Field Title or Entry Instructions: Number of Vans Required
Remarks: From record position 31-33 of R11 data transaction

Record Position: 20-21
Data Element Number (Note 2): 57
Field Title or Entry Instructions: Size of Vans Required
Remarks: (Note 3)

Record Position: 22-24
Data Element Number (Note 2): 34
Field Title or Entry Instructions: Port of Embarkation
Remarks: N/A

Record Position: 25-27
Data Element Number (Note 2): 59
Field Title or Entry Instructions: Port of Debarkation
Remarks: N/A

Record Position: 28
Data Element Number (Note 2): 60
Field Title or Entry Instructions: Mode
Remarks: P--Through-bill of lading, V-SEAVAN

Record Position: 29-30
Data Element Number (Note 2): 61
Field Title or Entry Instructions: Type of Pack
Remarks: First position always Z

Record Position: 31-47
Data Element (Note 2): 62
Field Title or Entry Instructions: Transportation Control Number
Remarks: See MILSTAMP, Volume I, Appendix C

Record Position: 31-36
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Shipping activity
Remarks: From record position 4-9 or R11 data transaction

Record Position: 37-40
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Voyage Number
Remarks: N/A

Record Position: 41
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: V
Remarks: Denotes SEAVAN TCN

Record Position: 42-44
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Serial number assigned by MTMC area command
Remarks: (Note 4)

Record Position: 45-46
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Terms of carriage for SEAVAN
Remarks: MILSTAMP, Volume I, Appendix F-15

Record Position: 47
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Type of SEAVAN
Remarks: N/A

Record Position: 48-50
Data Element Number (Note 2): 63
Field Title or Entry Instructions: Ending Serial Number assigned by MTMC
Remarks: N/A

Record Position: 51-78
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Remarks
Remarks: Plain language information

NOTES:

1. ETR issued in response to request for container service will include an additional (R56) data transaction. This record is used exclusively for an ETR for container service.

2. Data elements are explained in Paragraph A of this appendix.

3. Multiple R56 data transactions will be used when van sizes vary within one release unit.

4. Record position 42-14 will show the serial number assigned for one van (shown as "001" in record position 17-19). If record position 17-19 entry is for more than one van, record position 42-44 will show the first serial number assigned, and record position 48-50 will show the last serial number assigned. Example: Four vans are to be used record position 17-19 show "004," record position 42-44 show the first serial number assigned (e.g., "069"), and record position 48-50 show the last serial number assigned (e.g., "072").

F. DELAY OF EXPORT TRAFFIC RELEASE

Record Position: 1-3
Data Element Number: 1
Field Title or Entry Instructions: Document Identifier
Remarks: RTD

Record Position: 4-16
Data Element Number: 3
Field Title or Entry Instructions: Requester Identifier
Remarks: From R11

Record Position: 17-24
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Record Position: 25-29
Data Element Number: 32
Field Title or Entry Instructions: File Identifier
Remarks: Assigned by the MTMC area command

Record Position: 30
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Record Position: 31-35
Data Element Number: N/A
Field Title or Entry Instructions: Projected day of release
Remarks: Two position year and three position Julian Date

Record Position: 36-77
Data Element Number: N/A
Field Title or Entry Instructions: Plain language reason for delay of release
Remarks: N/A

Record Position: 78
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Record Position: 79-80
Data Element Number: N/A
Field Title or Entry Instructions: Always "01"
Remarks: N/A

NOTE: Data elements are explained in Paragraph A of this appendix.

G. CANCELLATION OF EXPORT TRAFFIC RELEASE

Record Position: 1-3
Data Element Number: 1
Field Title or Entry Instructions: Document Identifier
Remarks: RT1

Record Position: 4-16
Data Element Number: 3
Field Title or Entry Instructions: Requester Identifier
Remarks: From R11

Record Position: 17-22
Data Element Number: 4
Field Title or Entry Instructions: Shipper
Remarks: From R11

Record Position: 23
Data Element Number: N/A
Field Title or Entry Instructions: MTMC area command providing data
Remarks: E--MTMCEA, W--MTMCWA

Record Position: 24
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Record Position: 25
Data Element Number: 65
Field Title or Entry Instructions: Cancel Code
Remarks: N/A

Record Position: 26-30
Data Element Number: 32
Field Title or Entry Instructions: File Identifier
Remarks: Assigned by the MTMC area command

Record Position: 31-77
Field Title or Entry Instructions: Plain language reason(s) for cancellation, if Cancel Code "D" is used in record position 25

Record Position: 78-80
Field Title or Entry Instructions: Port to which cargo was released
Remarks: Use MILSTAMP codes

NOTE: Data elements are explained in Paragraph A of this appendix.

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APPENDIX V

FOREIGN MILITARY SALES

A. GENERAL

The provisions of this appendix apply to Foreign Military Sales (FMS) shipments moving under a GBL or a collect commercial bill of lading (CBL). DOD 5105.38-M, Department of Defense Security Assistance Management Manual, and MILSTAMP Volume I contain additional information pertaining to the movement of FMS shipments. Also, see Chapter 205 for information on shipments of SECRET, CONFIDENTIAL, and sensitive material.

B. RESPONSIBILITIES

1. Commander, MTMC, will:

a. Determine proper freight classification, rates, charges, rules, and regulations on FMS traffic.

b. Negotiate with all commercial for-hire carriers to establish or modify rates, classification descriptions and ratings, charges, rules regulations, or accessorial freight services on FMS traffic.

c. Ensure that rates and charges involving accessorial freight services incidental to a line-haul transportation movement under MTMC routing control are solicited as follows:

(1) Rates and charges for performance of transportation alone.

(2) Rates and charges for performance of transportation plus accessorial freight services.

d. Advise appropriate DOD and FMS components of the results of negotiation actions taken.

e. Recommend litigation in transportation and traffic management areas to protect and promote the interests of the DOD FMS program.

2. TOs and contracting officers will furnish the Commander, MTMC, with all information in connection with negotiations with commercial carriers as far in advance as possible. Ideally, Volume Movement Request (VMRs) for FMS-planned volume movements will be submitted at least 60 days in advance of a movement, but not less than 30 days prior to the date of the movement. If a movement develops within a shorter time frame, the information must be furnished as soon as possible.

3. Commanding officers, purchasing and contracting officers, inventory managers, TOs at contract administration offices, and other DOD officials having advance information concerning procurement or other actions involving FMS-planned volume movements will furnish such information to the TO or traffic analyst serving the purchasing activity (Federal Acquisition Regulation, sub-part 42-1402). The TO or traffic analyst, in turn, will furnish the required information to the Commander, MTMC, in accordance with transmittal instructions as far in advance as possible.

C. PLANNED VOLUME MOVEMENT

1. As used in this chapter, a planned volume movement is any movement of FMS freight where the total quantity amounts to or exceeds 25 carloads (CLs), or 25 truckloads (TLs), or weighs 500,000 pounds or more.

2. Shippers should consolidate traffic with origin or destination points within the same geographical area whenever possible. Consolidation increases the potential for volume rate negotiations benefits.

D. RATE NEGOTIATIONS

1. Except as noted, TO will forward information shown below to the Commander, MTMC, with an information copy to the servicing MTMC area command. Copies of Export Traffic Release Requests (ETRRs) may be furnished instead of VMRs, provided the copies submitted to Commander, MTMC, and the servicing MTMC area command are in plain language and identified as a VMR. It is mandatory that VMRs include the information required in paragraph D3 below. Information will be submitted when:

a. A planned volume movement is scheduled to move from one origin point to one destination point for which the transportation charges are either paid by a foreign government or the U.S. Government.

b. It is estimated that shipments from one origin point to a single destination will amount to or exceed 25 carloads, or 25 truckloads, or 500,000 pounds within one year.

c. Repetitive shipments originate at or are destined to a point with rail disability or inadequate motor service.

d. The transportation needs of the activity would be better met with trailer-on-flatcar service, container-on-flatcar service, or container service.

e. A movement not reportable as listed above, which involves carrier services or unusual characteristics or circumstances which indicate a need for or possibility for freight rate negotiations.

2. An exception to the policy stated in paragraph 1 above is for repetitive movements involving the same commodity and identical origin and destination points which have been previously reported need not be reported again during that same calendar year, or until at least six months have elapsed from the time of the initial report, whichever is later.

3. The following information will be reported for paragraph 1 above to Commander, MTMC (RCS MTMC-88):

a. Requesting activity identification number.

b. Complete description of commodity, including National Stock Number (if assigned), use of article, material from which made, value (if known), and type of inner package. General categories (such as Quartermaster Supplies," "TOE equipment," "organizational equipment," "Air Force equipment," or "yards and docks equipment") and general stock-list class numbers will not be used, except for shipments that include wide mixtures. For wide-mixture shipments, complete description of at least three of the predominant items will be furnished.

c. Governing freight classification and item number, or MTMC-authorized classification item number (Freight Classification Guide System (FCGS)).

d. Packaging of commodity (box, crate, bundle, loose, set up or knocked down, containerized, or palletized unit loads).

e. FOB contract terms (when applicable).

f. Origin point (if a commercial facility, identify railroad(s)) serving the location or the water port nearest the location.

g. Destination point (port of embarkation). Identify the railroads serving the location or the water port nearest the location.

h. Purchasing government.

i. International freight forwarder.

j. Estimated total weight of shipment.

k. Estimated number of car loads, truck loads, or barge loads. (The estimated number of car loads, truck loads, or barge loads should be computed on the weight that can be loaded in or on a single transportation conveyance when loaded to full visible capacity or load limit).

l. Date movement is expected to start.

m. Date movement is expected to end.

n. Total origin disability costs for each mode.

o. Total destination disability costs for each mode.

p. Accessorial services required.

q. Data applicable to light and/or bulky shipments and containerized cargo:

(1) Number of units loaded per (size) (type) rail car.

(2) Number of units loaded per (size) (type) truck.

(3) Number of units loaded per (size) (type) container.

(4) Number of units loaded per (size) (type) barge.

(5) Cube and physical measurement of each commodity unit.

r. For classified shipments, indicate security classification (for example, SECRET or CONFIDENTIAL). For sensitive shipments indicate sensitive category (namely, Category I, II, III or IV). Also, specify the type of transportation protective service required (e.g., DOD Constant Surveillance Service, or Satellite Motor Surveillance Service).

4. Newly procured vehicles are exempt from VMR requirements when reported under the provisions of AR 55-27, Vehicle Movement Schedule for Shipment Forecast.

E. ACCESSORIAL SERVICES

1. When accessorial services, other than those authorized in tariffs, are required because of the volume or nature of the traffic, a request for negotiations should be submitted to Commander, MTMC. Accessorial services include pickup and delivery, reciprocal switching, terminal services and facilities or extensions thereof, and dismantling and/or reassemble. Adjustments in rates and charges for services already established and questions of policy in connection with these services will also he referred to Commander, MTMC.

a. TOs will transmit information to HQ MTMC in one of the following formats:

(1) Letter. Address: Commander, MTMC, Attn: MTOP-TN, 5611 Columbia Pike, Falls Church VA 22041-5050.

(2) Message. Address: CDR MTMC FALLS CHURCH VA//MTOP-TN//

(3) Telephone/Telegraph. When condition "MINIMIZE" is imposed, information will be transmitted via commercial telephone or telegraph. Classified information will be transmitted under proper security classification and applicable security regulations.

(4) Facsimile. Telephone: DSN 761-8388 or Com'l (703) 681-8388; Attn: MTOP-TN, Falls Church VA.

b. Commander, MTMC, will not normally acknowledge receipt of, or furnish any replies to, correspondence received under the provisions of this paragraph. However, a copy of HQ MTMC correspondence advising the serving MTMC area command of negotiation actions taken will be forwarded to the activity that furnished the planned volume movement information.

F. TRANSPORTATION PROCEDURES

1. Transportation of FMS shipments is divided into distinct categories (non-TWCF and TWCF). Each purchasing government or organization is responsible for the transportation of non-TWCF item FMS shipments, unless the international freight forwarder or country representative requests DOD transportation assistance on the U.S. Department of Defense Letter of Offer and Acceptance requires the use of DTS (See paragraph F.2.c., below). Determination of TWCF item status may be determined from the contract under which the material is being moved on from the DOD item manager. DOD personnel will arrange for the movement of TWCF item FMS material to the first port of exit or freight forwarder. The MILSTAMP documentation instructions will apply for all movement of FMS material. If DOD is required to move the freight beyond the port of embarkation, see MILSTAMP for documentation instructions.

2. A GBL will be used for the movement of TWCF item shipments. Non-TWCF item FMS shipments will normally be made using a collect CBL. A GBL is required for the following:

a. Shipments of arms, ammunition, explosives, and certain other hazardous material within CONUS. Onward movement may be effected by purchaser-controlled aircraft or surface vessels.

b. Classified shipments, except when shipped to an international freight forwarder cleared to received classified material.

c. May be authorized on an exception basis when U.S. Government-arranged transportation is specified in U.S. Department of Defense Letters of Offer and Acceptance and approved by the cognizant DOD Component.

d. Shipments of sensitive cargo to DOD APOE/WPOE.

3. When a GBL is used for FMS shipments, DOD is responsible for obtaining proof of delivery at destination. Processing claims against carriers is discussed in DOD 5105.38-M, Department of Defense Security Assistance Manual, paragraph 80206.

4. When a CBL is issued, DOD will retain evidence of shipment. Movement document or receipt signed by a carrier representative which shows that the U.S. has shipped or released

material to a carrier for shipment to the country's representative, constitutes evidence of shipment.

G. EXPORT ROUTING

The export routing procedures outlined in Chapter 203 apply to FMS shipments when ocean transportation is to be furnished by the DOD, or when the DOD is responsible for loading and stowing cargo aboard a vessel. This applies whether the use of DOD-furnished transportation or services is dictated by the terms of the sale or the nature of the commodity. This includes classified material (when the purchasing government's freight forwarder or agent is not cleared to handle classified material), sensitive, controlled, or certain hazardous material. The shipping activity will notify the appropriate materiel management activity or shipper service International Logistics Control Office when FMS shipments are routed in accordance with DOD export routing procedures.

H. USE OF DOD-CONTROLLED PORTS, FOREIGN MILITARY SALES (FMS)

1. FMS shipments of sensitive materiel (CAT I, II, III, and IV), sensitive ammunition, explosives, and other hazardous material moving under a GBL will be shipped through a CONUS water or aerial port controlled by the DoD. Items determined to be non-sensitive, such as DOT Hazard Division 1.3 or 1.4 items (low grade explosives such as CAD/PAD), may be transported to or through CONUS commercial gateways providing DOT Competent Authority Approval has been obtained and is accompanying the shipment. FMS Shipments of Hazard Division 1.3 and 1.4 ammunition and explosives may be transported to or through commercial gateways providing:

The material is not security classified (see note).

The shipment is properly certified for commercial shipment in accordance with 49 CFR/IMDG/ICAO/IATA requirements, as appropriate.

A commercial carrier will accept the shipment. The foreign representative obtains approval from the gateway authority to handle Hazard Division 1.3 and 1.4 materials at the gateway.

NOTE: Classified materials may be sent to and through commercial gateways if the foreign representative has proper clearances for handling and approved facilities to protect or secure the materials. Classified materials will be transferred in accordance with the approved transportation plan. A commercial gateway is either a CONUS commercial airport or seaport used by a foreign representative or a CONUS authorized commercial freight forwarder under contract to an FMS customer. Before a shipment of Hazard Division 1.3 or 1.4 materials can be made to a foreign representative, the shipper must have dispatched a Notice of Availability (NOA) to the FMS customer and received a response to the NOA directing the shipment to the foreign representative's location.

2. FMS Shipments of Hazard Division 1.4 ammunition and explosives may be transported to or through commercial gateways providing:

a. The material is not security classified (See Note).

b. The shipment is properly certified for commercial shipment in accordance with 49 CFR/IMDG/ICAO/IATA requirements, as appropriate.

c. A commercial carrier will accept the shipment.

d. The foreign representative obtains approval from the gateway authority to handle Hazard Division 1.4 materials at the gateway.

NOTE: Classified materials may be sent to and through commercial gateways if the foreign representative has proper clearances for handling, and approved facilities to protect or secure, the materials. Classified materials will be transferred in accordance with the approved transportation plan. A commercial gateway is either a CONUS commercial airport or seaport used by a foreign representative or a CONUS authorized commercial freight forwarder under contract to an FMS customer. Before a shipment of Hazard Division 1.4 materials can be made to a foreign representative, the shipper must have dispatched a Notice of Availability (NOA) to the FMS customer and received a response to the NOA directing the shipment to the foreign representative's location.

I. CLASSIFIED SHIPMENTS

1. Shipments of SECRET or CONFIDENTIAL Foreign Military Sales (FMS) material are usually made within the Defense Transportation System (DTS). The exception to this is when a foreign country's freight forwarder or agent has been granted clearance by the Defense Investigative Service (DIS) to receive classified material on U.S. Government commercial bills of lading. A cleared freight forwarder can be determined by consulting DOD 4000.25-8M, Military Assistance Program Address Directory (MAPAD).

2. When shipping to a cleared freight forwarder, the shipping activity must comply with the following procedures:

a. Send the DD Form 1348-5, Notice of Availability, or DOD-approved substitute document to the country representative shown on the first page of that country's section in MAPAD.

b. Do not ship the FMS material until the country representative's NOA response contains the following:

(1) A cleared "ship-to" location published in MAPAD along with the appropriate Type of Address Code (TAC), A, B, C, or D from the MAPAD list, to indicate freight forwarder, agent, or embassy address.

(2) Name of the person designated by the FMS country representative to receive the FMS material at the destination point.

3. If a NOA response specifies a location other than those referred to in paragraph b.2. above, or if the response does not specify the name of the person designated to receive the shipments, the shipment will not be released until the information is provided.

4. If assistance is needed to obtain the required receiving information, contact the appropriate International Logistics Control Office of the Service which sponsored the shipment. Points of contact are USASAC, Defense Distribution Region East-New Cumberland Site, New Cumberland PA; NAVILCO, Philadelphia PA; and HQ, AFMC/LGTT, Wright Patterson AFB OH.

5. If the NOA response specifies a carrier to be used for a shipment, the shipper should try to comply with the request as long as the carrier can provide the necessary transportation protective service and such compliance would not otherwise be in conflict with U.S. rules and regulations.

J. COMMINGLING

FMS material will not be commingled on the same GBL with DOD material.

K. COLLECT COMMERCIAL BILL OF LADING (CBL) NO RECOURSE CLAUSE

If a CBL is used, the TO or if a contractor, the designated representative, will sign the "no recourse" clause that appears on the face of the collect CBL. This clause states "Subject to Section 7 of the contract terms and conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: *The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges." If the TO or contractor's designated representative does not sign this statement, the U.S. Government can be held liable for freight charges when the carrier cannot collect from a consignee.*

APPENDIX W

AIRLIFT AND SEALIFT FORECASTING

PART I - FORECASTING FOR SEALIFT REQUIREMENTS

A. PURPOSE

This part establishes procedures for submission of peacetime sealift transportation movement requirements. It assigns responsibilities and prescribes procedures for determining and submitting dry cargo requirements for ocean transportation, and for preparing and distributing necessary reports.

B. SCOPE

All ocean cargo authorized for movement in the DTS during peacetime and eligible to use common-user arranged lift, including privately-owned vehicles and Code 4 household goods, is subject to the provisions of this regulation and will be reported to MTMC. Wartime and contingency requirements are excluded and will be handled in accordance with JCS Pub 4-04, Mobility System Policies, Procedures, and Considerations.

C. RESPONSIBILITIES

1. Each Military Service, DLA, and certain other designated DOD Agencies, e.g., Defense Nuclear Agency, Defense Intelligence Agency, are responsible for the determination, collection, and submission of transportation movement requirements for common-user sealift procured by the MSC. MTMC is authorized to grant relief to individual DOD Agencies when their requirements are insignificant.

2. MTMC is the single point of contact with the military services and DOD Agencies for obtaining, validating, and combining common-user sealift requirements, and coordinating these requirements with MSC.

3. Upon receipt of consolidated sealift transportation movement requirements from MTMC, MSC will procure the requested common-user sealift transportation in accordance with the policies and procedures prescribed by DOD Directive 4500.9.

4. As a minimum, the forecasts should support the Service's manpower (troop level) projection and program objectives at the time of submission.

D. SUBMISSION OF REQUIREMENTS

1. Sealift transportation movement requirements will be prepared and submitted to MTMC in accordance with the schedules as indicated below:

a. Annual Fiscal Year Report of Peacetime Ocean Transportation Requirements will be provided to MTMC by 1 October for the subsequent 3 fiscal years (e.g., 1 October 1999 for fiscal years 2001-2003).

b. Ad hoc Requirement Reports will be submitted whenever there is a significant change to the Annual Report already submitted, or a new requirement surfaces outside the scope of an existing contract or requires the use of a dedicated vessel.

2. Common user sealift dry cargo requirements will be submitted to MTMC in the format prescribed in figure W -1. The requirements will be submitted as a yearly total under the appropriate codes. MTMC will allocate the tonnage by month based on past history. Only shipments moving during particular time frames will be reported by month(s), i.e., shipments to Greenland.

3. Liner contracts require additional detail to support development of the work statement. MTMC will determine schedules for submitting the supplemental information. Normally, the process of collecting requirements for liner contracts/agreements begins at least eight months prior to the effective date of the new contract/agreement cycle. Based on the effective date of each contract/agreement, MTMC will notify the appropriate DOD Components and other DOD Agencies of time frames for submitting the additional information together with any reporting guidance unique to the specific contract/agreement. Consolidated requirements will be presented for review and approval at Cargo Management Improvement Program (CMIP). These meetings provide a forum for shippers to address future contractual requirements as well as remedies to performance and operational problems. CMIPs are scheduled to meet the timelines established by the MSC Procuring Contracting Officer for receipt for Work Statement.

4. Reports will be submitted using electronic media. Paper copy reports are not acceptable.

5. Using the forecast of cargo requirements, MTMC will review the submitted requirements to ensure compliance with format, and liaison as required with the MSC and DOD Agencies to satisfy needs for fiscal and operational planning. MTMC will complete its evaluation and forward requirements to MSC based on mutually agreed schedules.

6. Exercise requirements will be included in these reporting procedures.

E. USE OF FORECAST INFORMATION

1. Liner Contracts.

MTMC will provide MSC with quantitative requirements to support all solicitations for commercial service. These requirements will be passed to MSC with requirements for special services identified by service by CMIP process. Time frames will be established by the MSC Procuring Officer.

2. MSC Controlled/Chartered Vessels.

a. Where scheduled commercial service is determined to be inadequate or unavailable to meet DOD forecasted requirements, or a military controlled vessel is required, MTMC will pass these requirements to MSC for special negotiations, or assignment of controlled assets.

b. MSC will determine the best contractual approach to meet these lift requirements. Assignment of controlled vessels will be consistent with the policy prescribed by DOD 4500.9.

3. Fiscal Operations.

a. MTMC and MSC require forecast information to support their respective budgeting process. This information provides the basis for determining the level of billing rates necessary to cover anticipated expenses.

b. As mutually agreed between MTMC and MSC, procedures will be established to ensure that forecast information is made available for the budgeting process consistent with timelines prescribed for this operation.

F. PERFORMANCE REPORTS

MTMC will assess the accuracy of forecasts and provide reporting activities with periodic assessments comparing actual versus forecast performance. The format and frequency of reports will be developed in coordination with the reporting activities to ensure that they have value in improving the accuracy of forecast information.

Data Elements For Automated Submission of Common-User Dry Cargo Requirements

Common-User Sealift Dry Cargo requirements will be submitted to MTMC utilizing the following data format.

Data Element	Code	Remarks
Sponsor Code (Required for all transactions)	A	Army
	N	Navy
	F	Air Force
	M	Marine Corps
	Z	Coast Guard
	T	Defense Information Systems Agency
	S	Defense Logistics Agency
	R	Defense Intelligence Agency
	J	Joint Chiefs of Staff
	U	Defense Nuclear Agency
	P	Defense Mapping Agency
	Q	Office, Secretary of Defense
	K	National Security Agency
	D	Defense Security Assistance Agency
	C	Defense Commissary Agency
Program	TSP	Troop Support Program
	MCP	Military Construction Program
	FMS	Foreign Military Sales (FMS)
	HAP	Humanitarian Assistance Program (HAP)
	EXE	Scheduled Exercises
	NAF	Non-Appropriated Fund
	CTR	Cooperative Threat Reduction

Figure W -1. Data Elements For Automated Submission of Common-User Dry Cargo Requirements.

Data Elements For Automated Submission of Common-User Dry Cargo Requirements

General Water Commodity Codes

Class	Commodity
CHL	Reefer-Chill 100-149
FRZ	Reefer-Freeze 150-199
COK	Coal and Coke 230-233
BLK	Bulk-other 200-299
POV	Privately-owned vehicle 300-359
HHG	Household goods and baggage 360-399
AMO	Ammunition & explosives 40X-489
GEN	General 500-686, 700-799
CNX	Empty containers (incl. SEAVANs, MILVANs, MSCVANs, FLATRACKs) 690-699
SPC	Special * 800-820
VEH	Government vehicles & construction equipment 822-887, 889-899
CCT	Cargo-carrying trailers 888
AAC	Assembled Aircraft 990-999

*Refer to the General Water Commodity Codes in DOD 4500.32-R, (MILSTAMP)

Fiscal Year	Use last two digits of fiscal year
Origin Traffic Area	Use country codes listed in ST-GA, States of the United States, DOD 5000-12-M (DOD Manual for Standard Data Elements), with the following exceptions: Add AK-Alaska, AD-Adak, HI-Hawaii, ON-Okinawa. Origins and destinations in CONUS will be listed under U.S.
Destination Traffic Area	Use codes listed under "Origin Traffic Area."

Type Forecast

Code	Type
A	Annual (Annual Forecast Requirements)
H	Ad hoc (Submitted if there is a new requirement or a significant change to a requirement already submitted).

Figure W-1. Data Elements For Automated Submission of Common-User Dry Cargo Requirements. (Cont')

Data Elements For Automated Submission of Common-User Dry Cargo Requirements (Cont')

Months Covered

10	OCT	04	APR
11	NOV	05	MAY
12	DEC	06	JUN
01	JAN	07	JUL
02	FEB	08	AUG
03	MAR	09	SEP

Type Shipment

Code	Description
B	Breakbulk
C	SEAVAN Commercial Container
M	Military controlled container/flatrack
O	Other (includes overdimensional)

Forecast Measurement Tons - rounded to the nearest measurement ton.

POC Program code, name, and telephone number of those reporting large quantities of cargo. Special reporting on oversize pieces.

Figure W-1. Data Elements For Automated Submission of Common-User Dry Cargo Requirements. (Cont')

PART II - FORECASTING CARGO AIRLIFT REQUIREMENTS

A. SUBMISSION REQUIREMENTS

The Services, DLA and DECA are required to submit both short- and long-range forecasts for air cargo movement requirements. These requirements will be reported to the nearest short ton and will be for those channels listed in the AMC Sequence Listing for Channel Traffic. The exception is DLA long-range forecasts for Category A movement which do not involve AMC-approved channels.

1. Long-Range Airlift Requirements Forecast Reports. Each Service, DLA, and DECA will send long-range channel requirements forecast on floppy disk (360K). Prepare each disk in 80-card column, ASCII format (see figure W-2). Submit forecast to USTRANSCOM/MCC, HQ AMC TACC/XOGD as scheduled below. Schedule for submitting long-range requirements forecast is as follows:

a. 1 November Final Report. An update of the 1 November forecasts. This report is submitted 11 months prior to the upcoming fiscal year. For example, the final forecast for FY 97 is due 1 November 1995. The FY 97 forecast will be a "final" version of the previous year's FY 97 "initial" submission.

b. 1 November Initial Report. Forecasts are also required for a 3-year period following the upcoming fiscal year. For example, FY 98 through FY 03 forecasts are also due on 1 November 1995.

c. Other Update Reports. Additional updates to the long-range forecast are usually not submitted; however, additional reports may be submitted by any agency or at USTRANSCOM request when changing situations dictate.

2. Short-Range Airlift Requirements Forecast Reports. Each Service, DLA, and DECA sends requirements to USTRANSCOM/MCC through use of DDN (where capability exists). An 80-card column format is used (see figure W-3). Send to USTRANSCOM/MCC, HQ AMC TACC/XOGD, as scheduled, beginning 110 days before the operating month.

a. Submitting Changes. Report each change in monthly requirements by telephone to USTRANSCOM/MCC and confirm by message. These changes must contain the information required in the original forecast. Since unrestricted changes prevent AMC from providing reliable and economical airlift service, the CINCs, Services, DLA, and DeCA will monitor all proposed changes to keep them at a minimum. HQ AMC TACC/XOGD will provide feedback to the Services, DLA, and DECA on the number of changes and their impact on the airlift scheduling process. Excessive changes after I-Day, during peacetime, may ultimately result in assessment of a service fee. Unless the month's space assignment for the channel is less than 20 tons, do not send a cargo change of less than 5 tons.

b. Schedule of Submitting Short-Range Airlift Requirements Forecast:

(1) I-Day is the first day of the AMC operating month. From I-100 to I-60, the Services, DLA, and DeCA will consolidate any changes in requirements and send the changes by channel to USTRANSCOM/MCC.

(2) Services and DLA should report any additional changes to USTRANSCOM/MCC by the I-60. Any changes will be forwarded to HQ AMC TACC/XOGD. Requirements are sent to the East/West Channel Operations Divisions (XOGE/XOGW) (AMC TACC/ TRKOM) and the Channel Airlift Management Branch on the I-45 XOGD. This is necessary for them to apply the airlift capacity to the forecast requirements.

(3) From I-45 to I-Day, the Services, DLA, and DECA may send requirements changes, with justification, to USTRANSCOM/MCC as they occur.

(4) During peacetime, channel increases or decreases will not be accepted after the I-Day. Only when unforeseen circumstances occur can changes be reported after the I-Day. USTRANSCOM/MCC will attempt to handle them providing airlift capability can be increased or decreased.

B. DISTRIBUTION OF REPORTS

1. AMC sends each Service, DLA, DECA an initial report of air space assignments-after finalizing the initial space assignment against the user requirements forecasts. This report will show the tons of cargo and mail that has been assigned space for each channel.

2. Changes to requirements submitted by the Services, DLA, and DeCA will be used by AMC to develop revisions to the initial space assignment report.

C. WARTIME REQUIREMENTS

During a contingency or war, when notified by USTRANSCOM, the following additional cargo categories will be broken out. This breakout may be limited to specific channels.

1. Outsize Cargo. In reporting airlift requirements, report outsize cargo when known; this is cargo that exceeds 810 inches long by 117 inches wide by 105 inches high in any dimension (the loading capability of the C-141 aircraft).

2. Oversize Cargo. Report oversize cargo when known; this is cargo that exceeds 108 inches long by 88 inches wide by 96 inches high in any dimension (dimensions of the standard 463L pallet).

3. Hazardous Cargo. Report hazardous cargo, when known; this is cargo that contains any material that is an oxidizing agent, or whose properties make it flammable, corrosive, combustible, explosive, toxic, radioactive, or has magnetic qualities strong enough to cause appreciable deviations to compass-sensing or other navigational devices of an aircraft.

D. JCS REQUIREMENTS

The commander of a unified or specified command sends requirements for a JCS-directed or JCS-coordinated exercise directly to USTRANSCOM under procedures established by the JCS. All requirements submitted to USTRANSCOM for the types of cargo listed below are generally reported by one of the Services or DLA, even though the agency, office, or activity directly served and the sources of funding the airlift vary.

1. Army and Air Force Mail. These requirements are reported by the Army.

2. Navy and Marine Corps Mail. These requirements are reported by the Navy.

3. Army and Air Force Exchange Services (AAFES). These cargo requirements are reported by the Army.

4. Other Agencies, Offices, or Activities. These cargo requirements are usually reported by the Air Force, or as assigned by the OSD or JCS.

Format for Submitting Long-Range Airlift Requirements

Data Elements	Record Positions	Description
1. APOE	1-3	Enter the 6-digit channel code as listed in the Sequence Listing for Channel Traffic.
2. APOD	4-6	For example, requirements for SUU-HIK and HIK-SUU will be entered as SUUHIK in positions 1-6.
3. First Quarter Year Requirements (average per month):		
a. Outbound PAX	7-11	Enter number of passengers
b. Inbound PAX	12-16	Enter number of passengers
c. Outbound Cargo	17-20	Enter short tons of cargo
d. Inbound Cargo	21-24	Enter short tons of cargo
4. Second Quarter Year Requirements (average per month):		
a. Outbound PAX	25-29	Enter number of passengers
b. Inbound PAX	30-34	Enter number of passengers
c. Outbound Cargo	35-38	Enter short tons of cargo
d. Inbound Cargo	39-42	Enter short tons of cargo
5. Third Quarter Year Requirements (average per month):		
a. Outbound PAX	43-47	Enter number of passengers
b. Inbound PAX	48-52	Enter number of passengers
c. Outbound Cargo	53-56	Enter short tons of cargo
d. Inbound Cargo	57-60	Enter short tons of cargo
6. Fourth Quarter Year Requirements (average per month):		
a. Outbound PAX	61-65	Enter number of passengers
b. Inbound PAX	66-70	Enter number of passengers
c. Outbound Cargo	71-74	Enter short tons of cargo
d. Inbound Cargo	75-78	Enter short tons of cargo

Figure W-2. Format for Submitting Long-Range Airlift Requirements.

Format for Submitting Long-Range Airlift Requirements (Cont')

Data Elements	Record Positions	Description
7. Service Code	79	Enter the one-digit numerical code assigned to each branch of Service, DLA, and DeCA.

Codes are:
- DeCA-4
- Army-5
- Navy-6
- Air Force-7
- Marine Corps-8
- DLA-9

8. AMC Region Code	80	Enter the one digit numerical code assigned to each region:

Atlantic:
- CONUS-2
- INTRA-3

Pacific:
- CONUS-4
- INTRA-5

Figure W-2. Format for Submitting Long-Range Airlift Requirements. (Cont')

Format for Submitting Short-Range Airlift Requirements (Cargo)

Data Elements	Record Positions	Description
1. Program Name	1-3	Enter "CRQ," Channel Requirements
2. Channel Name	5-6	Enter "CN," Channel Name
2a. AMC Code	7	Enter "=", equal sign
3. APOE	8-10	Enter the three digit code of the origin AMC aerial port of embarkation (APOE), e.g., "DOV" for Dover AFB aerial port.
3a. AMC Code	11	Enter "-", the dash sign.
4. APOD	12-14	Enter the three digit code of the destination AMC aerial port of debarkation (APOD), e.g., "RMS' for Ramstein AB aerial port.
5. Appropriate Service	16-19	Enter "SV" in record positions 16 and 17. Enter an equal sign "=" in record position 18. Enter the appropriate Service code in record position 19. Service codes are as follows: Army-A Navy-N Air Force-F Marine Corps-M DLA-D DeCA-C
6. General Cargo Quota	21-29	Enter "CQ" in record positions 21 and 22. Enter an equal sign "=" in record position 23. Enter a plus sign "+" in record position 24. Enter the number of short tons in record positions 25-29. If the number of short tons is less than 10,000, enter zeros "0" in record positions to the left, e.g., if the number of tons is 460, enter "0" in record positions 25 and 26.

Figure W-3. Format for Submitting Short-Range Airlift Requirements (Cargo)

Format for Submitting Short-Range Airlift Requirements (Cargo) (Cont')

Data Elements	Record Positions	Description
7. Household Goods Quota	31-39	Enter "HQ" in record positions 31 and 32. Enter an equal sign "=" in record position 33. Enter a plus sign "+" in record position 34. Enter the number of short tons in record positions 35-39. If the number of short tons is less than 10,000, precede the number with zeros "0" as described under General Cargo Quota above.
8. Baggage Quota	41-49	Enter "BQ" in record positions 41 and 42. Enter an equal sign "=" in record position 43. Enter a plus sign "+" in record position 44. Enter the number of short tons in record positions 45-49. If the number is less than 10,000, precede the number with zeros "0" as described under General Cargo Quota above.
9. Mail Quota	51-59	Enter "MQ" in record positions 51 and 52. Enter an equal sign "=" in record position 53. Enter a plus sign "+" in record position 54. Enter the number of short tons in record positions 55-59. If the number is less than 10,000, precede the number with zeros "0" as described under General Cargo Quota above.
10. AMC Code	61	Enter a dollar sign -- "$".
11. Month	63-64	Enter the month of the forecast, e.g., "01" for January and "12" for December.
12. Geographical Area	65	Enter "M" for the Atlantic area. Enter "N" for the Pacific area.
13. Movement Direction	66	Enter "1" if movement is outbound. Enter "2" if movement is inbound.

Figure W-3. Format for Submitting Short-Range Airlift Requirements (Cargo) (Cont')

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ATTACHMENT 1

FORMAT FOR SAAM REQUEST

1. In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the appropriate Service or theater validator(s). (See Appendix K for list of validators).

2. Format for Requesting Airlift.

MSGID/TITLE/ORIGINATOR//

AL1249REQ/TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/ JCS PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR//

ON/OFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICK UP DATE/LATEST ARRIVAL DATE/NUMBER OF PAX/BAGGAGE SHORT TONS/CARGO SHORT TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS (IF APPLICABLE)//

MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE ACFT/CONFIGURATION/MSN SUPPORT COMMENTS (I.E., FORKLIFTS)//

LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY PLTS, VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//

HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ CARGO/PACKAGING PARA/NET EXP WGT (ENTER /-/ IF NOT APPLICABLE)//

CONTACTS/CLASSIFICATION/TYPE OF CONTACT, I.E., ONLOAD, EN ROUTE, ETC/LOCATION/NAME/DUTY PHONE/HOME PHONE//

BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER /-/ IF NOT KNOWN OR NOT USED)//

REMARKS/COMMENTS (ENTER /-/ IF NONE)//

3. Instructions for Completing Airlift Request Messages Information. Fields must be given in the order listed. Each field must be separated by a single slash (/). Each data-set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter /-/. A dataset line may not exceed 69 characters. The entire dataset may, however, require two or more lines of text. In this case, end each line with a

complete field and begin the continuation line with a single slash (/) followed by the next field. A dataset field may not be split between two lines.

a. MSGID Dataset (required dataset).

(1) (Mandatory) Enter the dataset title, i.e., MSGID (5 characters maximum).

(2) (Mandatory) Enter the title of the message, i.e., AL1249 (6 characters maximum).

(3) (Mandatory) Enter the organization or location initiating the request (20 characters maximum).

b. AL1249REQ Dataset (Required dataset).

(1) (Mandatory) Enter the dataset title, i.e., AL1249REQ (9 characters maximum).

(2) (Mandatory) Enter the type of request, i.e., SAAM or JCS (4 characters maximum).

(3) (Conditional) Enter the SAAM number. NOTE: Initial requests for airlift will not contain a SAAM number until assigned by the appropriate validator. Therefore, requesters should enter "/-/" if the number is not known (4 characters maximum).

(4) (Conditional) Enter the airlift priority, i.e., 1B1 (3 characters maximum). Requesters should enter /-/ if the priority is not known.

(5) (Mandatory) Enter your unit identifier, i.e., NGB Andrews AFB (20 characters maximum).

(6) (Optional) Enter the project name, if applicable, i.e., drug interdiction. Enter /-/ if no project name (40 characters maximum).

(7) (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering "Y." Enter "N" to exclude information addressees on subsequent messages (1 character maximum).

c. ONOFF Dataset (Required dataset).

(1) (Mandatory) Enter the dataset title, i.e., ONOFF (5 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U"--Unclassified, "C"--Confidential, "S"--Secret, or" "T"--Top Secret (1 character maximum).

(3) (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM of JCS exercise. For multiple stops, enter a new reference number for each on/offload combination, i.e., ONOFF/U/1/KBLV/MYIG .... ONOFF/U/2/KHRT/MYIG .... ONOFF/U/3/KDYS/MYIG .... This number will tie each on/offload location and its requirement to the commodity description in the load and HAZCOM datasets (4 characters maximum).

(4) (Mandatory) Enter the name of the port of embarkation (POE) by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).

(5) (Mandatory) Enter the name of the port of debarkation (POD) by name or ICAO code (preferred entry) (16 characters maximum).

(6) (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the available-to-load date, i.e., 140100ZJUL91. If the time should be coordinated, also enter "COORD" (12 characters maximum).

(7) (Mandatory) For SAAMs, enter the pick-up date and time. For JCS exercises, enter the earliest arrival date. Use Greenwich Mean Time expressed at "Z time," i.e., 140200ZJUL91. If time should be coordinated, enter "COORD" (12 characters maximum).

(8) (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the latest arrival date, i.e., 141400ZJUL91. If time should be coordinated, enter "COORD" (12 characters maximum).

(9) (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks dataset, identify all foreign nationals. If mission is a cargo SAAM, indicate Pax who may be couriers or technical escorts (5 characters maximum).

(10) (Conditional) Enter the total weight of the baggage, expressed in short tons, to the nearest tenth of a ton (5 characters maximum).

(11) (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (5 characters maximum).

(12) (Conditional) Enter the total cubic feet of the cargo and baggage (6 characters maximum).

(13) (Optional) Enter any comments about the on/offload or timing, i.e., TBD (7 characters maximum).

d. MSNREQ Dataset (Optional dataset) if used, dataset must follow this format. If optional fields are not used, enter "/-/".

(1) (Mandatory) Enter the dataset title, i.e., MSNREQ (6 characters maximum).

(2) (Mandatory) Enter the security classification of this line. "U"--Unclassified, "C"--Confidential, "S"--Secret, "T"--Top Secret (1 character maximum).

(3) (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the onoff dataset (4 characters maximum).

(4) (Optional) Enter the number of aircraft requested (3 characters maximum).

(5) (Optional) Enter the type of aircraft requested (8 characters maximum).

(6) (Optional) Enter the aircraft configuration requested (5 characters maximum).

(7) (Optional) Enter Mission support requirements, i.e., forklifts, X-loaders, pallets, etc. (37 characters maximum).

e. Load Dataset (optional dataset). If used, must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., load (4 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter a reference number for each load description. This number will tie the load description in this dataset to its requirement in the ONOFF dataset (4 characters maximum).

(4) (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this dataset to the hazardous commodity description in the HAZCOM dataset (1 character maximum).

(5) (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation (DOT) shipping name and class, if appropriate. NOTE: Do not use slashes within this dataset. Use a separate line for each commodity description. Begin each additional line of the dataset with "LOAD/" (16 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (4 characters maximum).

(7) (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (6 characters maximum).

(8) (Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (5 characters maximum).

(9) (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(10) (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(11) (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(12) (Mandatory) Enter the security classification of the cargo: "U" -- Unclassified; "C" -- Confidential; "S" -- Secret; "T" -- Top Secret; or "Y" -- Classified (1 character maximum).

f. HAZCOM Dataset (Optional Dataset). If used, dataset must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., HAZCOM (7 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this dataset to an on/offload requirement in the ONOFF dataset (4 characters maximum).

(4) (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this dataset to the load description in the load dataset (1 character maximum).

(5) (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks dataset, if necessary. Hazardous materials will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight, and total weight-in to the On/Offload order. Nuclear weapons data are found in TO 11N-45-61 and TO 11N-45-51A(A).) (43 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (4 characters maximum).

(7) (Optional) Enter the total net explosive weight (NEW) (3 characters maximum). Indicate in the remarks dataset the NEW, by class, for each item containing DOD class/division 1.1, 1.2, or 1.3 explosives.

g. Contacts Dataset (Required Dataset)

(1) (Mandatory) Enter the dataset title, i.e., contacts (8 characters maximum).

(2) (Mandatory) Enter the security classification of the line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter the type of contact, i.e., Onload, En route, Best, Overall, Validator, etc. (10 characters maximum).

(4) (Mandatory) Enter the location of the contact (20 characters maximum).

(5) (Optional) Enter the full name of the contact (25 characters maximum).

(6) (Mandatory) Enter the office phone number. Include DSN and commercial, as applicable (18 characters maximum).

(7) (Optional) Enter the home phone number. Include the area code (18 characters maximum).

h. Billing Dataset (Conditional Dataset). If message originates from a SAAM validator, billing information is mandatory. If this dataset is used, follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., billing (7 characters maximum).

(2) (Conditional) Enter the CIC, TAC, or appropriation chargeable, as applicable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Not applicable for JCS exercises. Enter no more than 69 characters per line (255 characters maximum).

i. Remarks Dataset (Optional Dataset). If used, dataset must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., remarks (7 characters maximum).

(2) (Optional) Provide he following: (2500 characters maximum).

(a) Purpose of the SAAM. A brief, concise, unclassified statement, i.e., Purpose--Mission is airlifting support equipment for F-4E unit training exercise.

(b) Geographic location of information addressees. If you did not enter an "N" in the INFOADDR field of the AL1249REQ dataset, all information addressees included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.

(c) Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by HQ USAF/XOXXI.

(d) SAAM requirements submitted within 72 hours of the desired movement date are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks dataset. Individual declaring rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks dataset. Individual declaring rapid reaction or emergency requirement will be at least an 0-6 in rank, civilian equivalent, or designated representative. Also, that individual's name and rank must be included in the remarks dataset of the request.

(e) SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See AFR 76-11, which establishes criteria for channel extensions and flag stops.)

1 Transportation Control Number(s).

2 AMC Channel Mission Identifier to be used, e.g., AJM804000140.

3 Contacts for initial channel onload station and point of channel extension for flag stop. NOTE: A required delivery date cannot be assigned to a flag stop or channel extension

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ATTACHMENT 2

SAAM REQUIREMENTS VALIDATOR LIST

WHITE HOUSE MILITARY OFFICE
Message Address: Mailing Address:

WHMO WASH DC//AIR OPS// White House Military Office
Old Executive Office Bldg, Rm 405
COMM: (202) 395-2006 Washington DC 20500
DSN: 284-2000, ext 52006
FAX: (202) 638-1578
JOINT STAFF/J4

Message Address: Mailing Address:

JOINT STAFF WASHINGTON Joint Staff/J4
DC//J4-LRC// Strategic Mobility Division
4000 Joint Staff Pentagon
COMM: Washington DC 20318-4000
DSN: 227-0744
FAX: (703) 614-2569 224-2569
JOINT SPECIAL OPERATIONS COMMAND (JSOC)/J4TR

Message Address: Mailing Address:

COMJSOC FT BRAGG NC//J4TR// COMJSOC/J4TR
P.O. Box 70239
COMM: (910) 396-0514 Ft Bragg NC 28307-5000
DSN: 236-0514
FAX:

U.S. ATLANTIC COMMAND (USACOM)
Message Address: Mailing Address:

CINCUSACOM NORFOLK VA//J4-LRC// U.S. Atlantic Command
1562 Mitscher Ave
COMM: (757) 322-5171 Suite 200
DSN: 836-5171 Norfolk VA 23551-2488
FAX: 836-5230

HQ U.S. CENTRAL COMMAND (USCENTCOM) CCJ4/J7
Message Address: Mailing Address:

USCINCCENT MACDILL HQ USCENTCOM/CCJ4/7-M
AFB FL//CCJ4/7-M// MacDill AFB FL 33608-7001
COMM: (813) 830-6602
DSN: 968-6602
FAX:

U.S. SPECIAL OPERATIONS COMMAND (SOCOM) SOJ4-O
Message Address: Mailing Address:

USCINCSOC MACDILL USSOCOM/SOJ4-O
AFB FL//SOJ4-O// MacDill AFB FL 33608-6001
COMM: (813) 830-3886
DSN: 968-3886
FAX: 968-4741

U.S. STRATEGIC COMMAND (USSTRATCOM) J42
Message Address: Mailing Address:

USSTRATCOM OFFUTT AFB NE//J42// USSTRATCOM/J42
Offutt AFB NE 68113-5001
COMM:
DSN: 271-6919
FAX:

U.S. TRANSPORTATION COMMAND (USTRANSCOM/)/TCJ3
Message Address: Mailing Address:

USCINCTRANS SCOTT United States Transportation Command
AFB IL//TCJ3-D// Attn: TCJ3-D
508 Scott Drive
COMM: (618) 256-8105 Scott AFB IL 62225-5357
DSN: 576-8105
FAX: 576-8029

AIR FORCE

HQ AIR COMBAT COMMAND (ACC)/LGTA
Message Address: Mailing Address:

HQ ACC LANGLEY AFB HQ ACC/LGTRA
VA//LGTRA// 130 Douglas Street, Suite 210
Langley AFB VA 23665-2791
COMM: (757) 764-3213
DSN: 574-3213
FAX: 574-4414

AIR COMBAT COMMAND (ACC) CPS/PST
Message Address: Mailing Address:

ACC CPS LANGLEY AFB VA//PS// ACC CPS/PST
11817 Canon Blvd, Suite 310
COMM: (804) 51-4490 Newport News VA 23606-1988
DSN: 574-9490
FAX: (804) 764-9477
574-9477

HQ AIR EDUCATION AND TRAINING COMMAND (AETC)/LGTT
Message Address: Mailing Address:

HQ AETC RANDOLPH HQ AETC/LGTT
AFB TX//LGTT// 555 E Street East
Randolph AFB TX 78150-4440
COMM: (210) 652-4776
DSN: 487-4776
FAX:

HQ AIR FORCE MATERIEL COMMAND (AFMC)/LGTT
Message Address: Mailing Address:

HQ AFMC WRIGHT PATTERSON HQ AFMC/LGTT
AFB OH//LGTT// 4375 Chidlaw Road, Suite 6
Wright Patterson AFB OH 45433-5001
COMM: (513) 257-3372
DSN: 787-3372
FAX: 787-3371

HQ AIR FORCE RECRUIT OFFICER TRAINING CORPS (AFROTC)/DO
Message Address: Mailing Address:

HQ AFROTC MAXWELL HQ AFROTC/DO
AFB AL//DOTF/DOTS// Maxwell AFB AL 36112-6663
COMM: (205) 953-6458
DSN: 493-6458
FAX:

HQ AIR FORCE RESERVE (AFRC)/LGTN
Message Address: Mailing Address:

HQ AFRC ROBINS AFB GA//LGTN// HQ AFRC/LGTN
155 2nd Street
COMM: (912) 926-1708 Robins AFB GA 31098-1635
DSN: 497-1708
FAX:

HQ AIR FORCE SPACE COMMAND (AFSPACE)/LGTT
Message Address: Mailing Address:

HQ AFSPC PETERSON HQ AFSPACECOM/LGTT
AFB CO//LGTT// Peterson AFB CO 80914-5001
COMM:
DSN: 692-5345
FAX:

HQ AIR FORCE SPECIAL OPERATIONS COMMAND (AFSOC)/DOOOA
Message Address: Mailing Address:

HQ AFSOC HURLBURT HQ AFSOC/DOOOA
FLD FL//DOO// 100 Bartley Street, Suite 225
Hurlburt Field FL 32544-5273
COMM:
DSN: 579-2211
FAX:

HQ AIR FORCE TECHNICAL APPLICATIONS CENTER (AFTAC)/LG
Message Address: Mailing Address:

HQ AFTAC PATRICK AFB FL//LG// HQ AFTAC/LG
Patrick AFB FL 32925-6001
COMM: (407) 494-4456
DSN: 854-4456
FAX:

For Contingency Purposes to validate intra/inter-theater airlift requests in support of short-notice deployment or other special operations deployment.:

COMM: (916 643-6137) Mailing Address:
DSN: 633-6137
FAX: Tech Operations Division/LG
McClellan AFB CA 95652-6437

HQ AIR INTELLIGENCE AGENCY (AIA)/LEST
Message Address: Mailing Address:

HQ AIA DIR OF LOG AND ENGR HQ AIA/LEST
KELLY AFB TX//LEST// 102 Hall Blvd, Suite 258
San Antonio TX 78243-7030
COMM: (210) 977-2068
DSN: 969-2068
HQ AIR MOBILITY COMMAND (AMC)/CEOR

Message Address: Mailing Address:

HQ AMC SCOTT AFB IL//CEOR// HQ AMC/CEOR
Scott AFB IL 62225-5001
COMM: (618) 256-6452
DSN: 576-6452
FAX:

HQ AIR MOBILITY COMMAND (AMC)/IGIX
Message Address: Mailing Address:

HQ AMC SCOTT AFB IL//IGIX// HQ AMC/IGIX
Scott AFB IL 62225-5001
COMM: (618) 256-5224
DSN: 576-5224
FAX:

HQ AIR MOBILITY COMMAND (AMC)/SE
Message Address: Mailing Address:

HQ AMC SCOTT AFB IL//SE// HQ AMC/SE
Scott AFB IL 62225-5101
COMM: (618) 256-2003
DSN: 576-2003
FAX:

HQ AIR MOBILITY COMMAND (AMC)/SPX
Message Address: Mailing Address:

HQ AMC SCOTT AFB IL//SPX// HQ AMC/SPX
502 Scott Drive, Rm 330
COMM: (618) 256-4966 Scott AFB IL 62225-5318
DSN: 576-4966
FAX:

HQ AIR MOBILITY COMMAND (AMC)/TEP
Message Address: Mailing Address:

HQ AMC SCOTT AFB IL//TE// HQ AMC/TEP
402 Scott Drive, Unit 1K5
COMM: (618) 256-6798 Scott AFB IL 62225-5364
DSN: 576-3903
FAX:

HQ AIR MOBILITY COMMAND (AMC) TACC/LOC
Message Address: Mailing Address:

HQ AMC TACC SCOTT AFB IL//LOC// HQ AMC TACC/LOC
Scott AFB IL 62225-5001
COMM: (618) 256-7908
DSN: 576-7908
FAX:

HQ AIR MOBILITY COMMAND (AMC) TACC/XOGM
Message Address: Mailing Address:

HQ AMC TACC SCOTT AFB IL//XOGM// HQ AMC/TACC/XOGM
Scott AFB IL 62225-5001
COMM: (618) 256-5673
DSN: 576-5673

HQ AIR MOBILITY COMMAND (AMC) TACC/XOOL
Message Address: Mailing Address:

HQ AMC TACC SCOTT AFB IL//XOOL// HQ AMC TACC/XOOL
Scott AFB IL 62225-5001
COMM: (618) 256-5970
DSN: 576-5970
FAX:

HQ AIR MOBILITY COMMAND (AMC) TACC/XOOS
Message Address: Mailing Address:

HQ AMC TACC SCOTT AFB IL//XOOS// HQ AMC TACC/XOOS
Scott AFB IL 62225-5001
COMM: (618) 256-1774
DSN: 576-1774
FAX:

AIR NATIONAL GUARD READINESS CENTER (ANGRC)/LGRT
Message Address: Mailing Address:

ANGRC ANDREWS AFB MD//LGRT// ANGRC/LGRT
Andrews AFB MD 20331-6008
COMM: (301) 981-2143
DSN: 858-8511
FAX:

HQ AIR RESERVE PERSONNEL CENTER (ARPC)/XPR
Message Address: Mailing Address:

HQ ARPC LOWRY AFB CO//RC/LGX// HQ ARPC/RC/LGX
6760 E. Irvington Place #5500
COMM: (303) 676-7081 Denver CO 80280-5000
DSN: 926-7081
FAX:

HQ CIVIL AIR PATROL (CAP)-USAF/DOO
Message Address: Mailing Address:

HQ CAP USAF MAXWELL HQ CAP-USAF/DOO
AFB AL//DOO// Maxwell AFB AL 36117
COMM:
DSN: 493-7457
FAX:
FD2388 TRANSPORTATION OFFICER

Message Address: Mailing Address:

DIR SP WPNS KELLY FD2388 Transportation Officer
AFB TX//SWRST// Bldg 1420 SWRST
Kelly AFB TX 78241-5000
COMM: (512) 925-7602
DSN: 945-7602
FAX:

ON-SITE INSPECTION AGENCY (OSIA)/DRLT
Message Address: Mailing Address:

OSIA FIELD OFFICE SAN On-Site Inspection Agency/DRLT
FRANCISCO TRAVIS AFB CA 300 West Service Road
Dulles International Airport
COMM: (703) 742-4312 Washington DC 20041-0498
DSN:
FAX:

HQ PACIFIC AIR FORCE (PACAF)/LGT
Message Address: Mailing Address:

HQ PACAF HICKAM AFB HI//LGTRA// HQ PACAF/LGT
25 E Street, Suite 1326
COMM: (808) 449-8839 Hickam AFB HI 96853-5427
DSN: (315) 449-8839
FAX:

HQ PACIFIC AIR FORCE (PACAF)/PAMO
Message Address: Mailing Address:

USCINCPAC HONOLULU HQ PACAF/PAMO
HI//PAMO// 25 E Street, Suite 1326
Hickam AFB HI 96853-5427
COMM: (808) 477-0848
DSN: 477-0848
FAX: DSN/COMM 449-0059

PACIFIC IN-THEATER
Message Address: Mailing Address:

DET 419 AFTAC WHEELER DET 419/DO
AAF HI//DO/LG// Wheeler AAF HI 96854-5000
COMM: (808) 656-1491
DSN: 456-1491
FAX:

HQ U.S. AIR FORCE (USAF)/ILTT
Message Address: Mailing Address:

HQ USAF WASH DC//ILTT// HQ USAF/ILTT
1030 Air Force Pentagon
COMM: (703) 697-4744 Washington DC 20330-1030
DSN: 227-4744
FAX: 227-4316

HQ U.S. AIR FORCE ACADEMY COLORADO/LGDTP
Message Address: Mailing Address:

HQ USAF ACADEMY CO//LGDTP// HQ USAF Academy/LGDTP
2354 Vandenberg Drive, Suite 5J33
COMM: (719) 472-4429 USAF Academy CO 80840-6274
DSN: 259-4429
FAX:

U.S. AIR FORCE EUROPE (USAFE)/GOA, DETACHMENT 1
Message Address: Mailing Address:

DET 1 USAFE C2 CENTER Det 1, USAFE/GOA
RAMSTEIN AB GE//GOA// Unit 3050, Box 105
APO AE 09094-0105
COMM: (49) 6372-5442
DSN: 480-8211
FAX: (49) 6371-43618

HQ U.S. CENTRAL COMMAND AIR FORCE (USCENTAF)/4AF-LGT
Message Address: Mailing Address:

HQ USCENTAF SHAW HQ USCENTAF/A4-LGT
AFB SC//A4-LGT// Shaw AFB SC 29150-5029
COMM: (803) 668-2040
DSN: 965-2040
FAX: DSN 965-5736

U.S. SOUTHERN COMMAND AF/12AF-LGT
Message Address: Mailing Address:

USSOUTHAF DAVIS MONTHAN USSOUTHAF/12AF-LGT
AFB AZ//12AF-LGT// Davis Monthan AFB AZ
COMM: (602) 750-2003
DSN: 361-2003
FAX:

23ST AEROMEDICAL EVACUATION SQUADRON (AES)/AEOO
Message Address: Mailing Address:

23 AES POPE AFB NC//AEOO// 23 AES/AEOO
1398 Surveyor Street
COMM: Pope AFB NC 28308-2796
DSN: 486-2685
FAX:

89TH AIR WING (AW)/DOO
Message Address: Mailing Address:

89AW ANDREWS AFB MD//DOO// 89 AW/DOO
Stop 105
COMM: Andrews AFB MD 20331-5000
DSN: 858-5712
FAX:

ARMY

CONUS One-Way Outbound or Round Trip SAAMs Originating in CONUS
HQ MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC)/MTOP-O-MP
(For passenger movements including units with accompanying equipment.)
Message Address: Mailing Address:

CDRMTMC FALLS CHURCH HQ MTMC/MTOP-TS-CP
VA//MTOP-TS-CP// 5611 Columbia Pike
Falls Church VA 22041-5050
COMM: (703) 681-9442
DSN: 761-2442
FAX: (703) 681-3265

HQ U.S. ARMY INDUSTRIAL OPERATIONAL COMMAND (IOC)
(For Army ammunition movements, except missiles movements.)
Message Address: Mailing Address:

CDRIOC ROCK ISLAND HQ IOC
IL//AMSIO/TMJ// Attn: AMSIO-TMJ
Rock Island IL 61299-6000
COMM: (309) 782-5579
DSN: 793-5579
FAX: 793-6811

U.S. ARMY MISSILE COMMAND
(For Army missile movements.)
Message Address: Mailing Address:

CDRMICOM REDSTONE ARS CDRUS Army Missile Command
AL//AMSMI-MMC-LS-MOT// Attn: AMSMI-MMC-LS-MDT
Bldg 5302
COMM: (205) 876-1155/4812 Redstone Arsenal AL 35898-5239
DSN: 746-4812
FAX: (205) 842-2501
788-2501

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND (TACOM)
(For Army items managed by TACOM.)
Message Address: Mailing Address:

CDRTACOM WARREN MI// CDR TACOM
AMSTA-IM-OET// Attn: AMSTA-IM-OET
Warren MI 48397-5000
COMM: (810) 574-6490
DSN: 786-6490
FAX: 786-7757

U.S. ARMY AVIATION AND TROOP COMMAND (ATCOM)
(For movement of Army aviation and troop support equipment.)
Message Address: Mailing Address:

CDRATCOM STL CDR ATCOM
MO//AMTAI-RT/AMSAT-I-SDT// Attn: AMTAI-RT/AMSAT-I-SDT
4300 Goodfellow Blvd
COMM: (314) 263-1060 St Louis MO 63120-1798
DSN: 693-1060
FAX: 693-1484

U.S. ARMY MATERIEL COMMAND (AMC) LOGISTIC SUPPORT ACTIVITY (LOGSA)
Message Address: Mailing Address:

EXECUTIVE DIRECTOR
EXDIRLOGSA REDSTONE USAMC Logistic Support Activity
ARS AL//AMXLS-RT// Attn: AMXLS-RT
COMM: (205) 955-9766 Redstone Arsenal AL 35898-7466
DSN: 645-9766
FAX: (205) 955-9700
645-9700

SAAMs Originating in an Overseas Theater

U.S. ARMY EUROPE (USAREUR)
Message Address: Mailing Address:

CINCUSAREUR HEIDELBERG GE//AEAGC-O// Attn: AEAGC-O
Unit 29351
COMM: 011-49-6221-57-8922/8753 APO AE 09014
DSN: 370-8922/8753
FAX:

Command Center Emergency Action Officer: DSN 372-8906/8907

EIGHTH U.S. ARMY (EUSA)
Message Address: Mailing Address:

CDR EUSA SEOUL KOR//EAGD-T// Attn: EAGD-T
Commander,
Unit 15237
COMM: APO AP 96205-0010
DSN: 725-3739
FAX: 725-7184

HQ U.S. ARMY JAPAN (USARJ)
Message Address: Mailing Address:

CDR USARJ-IX CORPS CP HQ U.S. ARMY JAPAN
ZAMA JA//APAJ-GD-TSD// Unit 45005
Attn: APAJ-GD-TSD
COMM: APO AP 96343-0054
DSN: 263-7125
FAX: 263-3483

ALASKA -- MOVEMENT CONTROL CENTER
Message Address: Mailing Address:

CDR 6TH INF DIV L Movement Control Center
FT RICHARDSON AK// Transportation Division
APVR-DL-TP// P.O. Box 5-509
Ft Richardson AK 99505
COMM:
DSN: (317) 384-1835
FAX:

U.S. ARMY SOUTH -- 41ST AREA SUPPORT GROUP, EOC
Message Address: Mailing Address:

CDR 41STASG COROZAL 41st Area Support Group, EOC
PM//MCC-SOGA-SST-C// Transportation Division
Attn: SAAM Validator
COMM: APO AA 34004-5000
DSN: 285-4748
FAX: 285-6207

U.S. ARMY PACIFIC (USARPAC)
Message Address: Mailing Address:

USARPAC FT SHAFTER Commander, U.S. Army Pacific
HI//APVG-GLT-MC// Attn: APVG-GLT-MC
Fort Shafter HI 96858-5100
COMM: (808) 438-6503
DSN: 438-6503
FAX:

MARINE CORPS

HQ MARINE CORPS, LFT-*2*
Message Address: Mailing Address:

CMC WASHINGTON DC//LFT-*2*// Commandant of the Marine Corps
HQ MC (Code LFT-2)
COMM: (703) 696-0855 2 Navy Annex
DSN: 426-0855 Washington DC 20380-1775
FAX: (703) 696-0841

U.S. MARINE CORPS FORCES, ATLANTIC
Message Address: Mailing Address:

COMMARFORLANT//G-4/SMO// Commander, U.S. Marine Corps
Forces, Atlantic
COMM: (910) 451-8670 Attn: G-4/Strategic Mobility Officer
DSN: 484-8413 PSC, Box 20115
FAX: (910) 451-8648 Camp Lejeune NC 28542-0115

MARINE FORCES PACIFIC
Message Address: Mailing Address:

COMMARFORPAC CAMP SMITH Commander, Marine Forces Pacific
HI//G-4/SMO// Attn: G-4/SMO
Box 64118
COMM: (808) 477-0272 Camp H.M. Smith HI 96861-4118
DSN: 477-0272
FAX: (808) 477-0260

MARINE FORCES RESERVE (MARFORRES), CODE 4 SMO
Message Address: Mailing Address:

CG MARRESFOR NEW ORLEANS Commander, MARRESFOR, Code 4 SMO
LA//4-SMO// 440 Dauphine Street
New Orleans LA 70146-5400
COMM: (504) 948 1345
DSN: 363-1345
FAX:

NAVY

COMMANDER-IN-CHIEF, ATLANTIC FLEET (CINCLANTFLT)
Message Address: Mailing Address:

CINCLANTFLT NORFOLK CINCLANTFLT
VA//N413/N413T// Attn: N41
1562 Mitscher Ave
COMM: (757) 444-6972 Suite 250
DSN: 564-0386 Norfolk, VA 23551-2487
FAX: 564-8995

CHIEF OF NAVAL OPERATIONS
Message Address: Mailing Address:

CNO WASHINGTON DC// Chief of Naval Operations
N413B// N413B
2000 Navy Pentagon
COMM: (703) 604-9957 Washington DC 20350-2000
DSN: 664-9957
FAX: (703) 604-0033/DSN 664-0033
NAVAL TRANSPORTATION SUPPORT CENTER

Message Address: Mailing Address:

NAVTRANSSUPPCEN NORFOLK Naval Transportation Support Center
VA//031// 1837 Morris Street
Ste. 600
COMM: (757) 444-7381 Norfolk VA 23511-3492
DSN: 564-7381
FAX:

COMMANDER-IN-CHIEF, U.S. NAVY EUROPE (CINCUSNAVEUR)/CODE N4
Message Address: Mailing Address:

CINCUSNAVEUR LONDON UK//N4// CINCUSNAVEUR Code N4
PCS 802, Box 8
COMM: FPO AE 09499-0153
DSN: 235-4411
FAX:

U.S. PACIFIC FLEET
Message Address: Mailing Address:

CINCPACFLT PEARL U.S. Pacific Fleet
HARBOR HI//N41/N414// Attn: Code N414
Pearl Harbor HI 96860-7000
COMM: (808) 471-3984
DSN: 471-3984
FAX:

OTHER DEFENSE AGENCIES

HQ DEFENSE COURIER SERVICE (DCS)
Message Address: Mailing Address:

DCS FT MEADE MD//DCS// HQ DCS
Bldg 830
COMM: Ft Meade MD 20755-5370
DSN: 923-6011
FAX:

DEFENSE LOGISTICS AGENCY (DLA)
Message Address: Mailing Address:

HQ DLA Headquarters, Defense Logistics Agency
FT BELVOIR VA//DLA-MMLDT// 8725 John J. Kingman Road, Ste 4234
COMM: (202) 767-3622 Ft Belvoir VA 22060-6221
DSN: 427-3622
FAX:

APPENDIX X

ELECTRONIC DATA INTERCHANGE (EDI) OPERATING INSTRUCTIONS FOR DEFENSE SHIPPING ACTIVITIES

A. INTRODUCTION

1. Background.

a. The DOD is replacing the Government Bill of Lading (GBL) and other commonly used freight payment documents with electronic transfers of information using EDI techniques. The use of electronically exchanged information will alter greatly the GBL preparation and distribution procedures at all DOD freight shipping activities.

b. Shipping activities with the capability to automatically create GBLs, and to transmit and receive freight information using EDI techniques will submit shipment information electronically to the MTMC CONUS Freight Management (CFM) System. (Those EDI-capable shipping activities may also exchange shipment information electronically with commercial carriers). The CFM system will then create a shipment information record, cost the shipment, and pass the information to the Defense Finance and Accounting Service Indianapolis (DFAS-IN) Center's Defense Transportation Payment System (DTPS) for reconciliation with the carrier's invoice and payment. Freight shipping activities that are not EDI capable will send a paper copy of the GBL directly to the appropriate shipper service finance office listed below.

Navy	DFAS OPLOC NORFOLK Code FPVCB P.O. Box 8489 Norfolk VA 23503-0489
Marine Corps	Transportation Voucher Certification Branch (Code 470) Marine Corps Logistics Base 814 Radford Blvd Albany GA 31704-1128
All Others	Defense Finance and Accounting Service (DFAS) Indianapolis Center, Attn: DFAS-I Indianapolis IN 46249-0001

c. When DFAS-IN implements the first increment of DTPS, DOD's shipping activities will need to be capable of carrying out these new GBL preparation and distribution procedures. Before EDI-capable shipping activities exchange shipment information with MTMC, two events must occur:

(1) Their parent military service or defense agency must have executed an interface requirements agreement (IRA) governing EDI operations with MTMC.

(2) They must have demonstrated their ability to use EDI in sending and receiving shipping information.

d. An overview of defense transportation's EDI operating concept can be found in the "Doing Business Using Electronic Data Interchange: An Information Package for Defense Freight Shipping Activities." That document is frequently referred to as the Shipper Information Package (SIP) and is available from the DTEA (DTEA), located at MTMC. (See Attachment 1 to this appendix for the address and phone number).

2. Purpose. This appendix describes the new electronic and paper processing requirements for submitting shipment information to MTMC and DFAS-IN, respectively. Paragraph B describes the new electronic procedures for EDI capable shipping activities. Paragraph C details the preparation and distribution of GBLs by shipping activities that do not have an EDI capability. All inquiries pertaining to this appendix should be addressed to the DTEA. To ensure that written inquiries are directed properly, envelopes should be annotated, "EDI Operating Instructions Inquiry."

B. OPERATING PROCEDURES FOR EDI-CAPABLE SHIPPING ACTIVITIES

1. Introduction. Before attempting to conduct business with MTMC electronically, freight shipping activities need to understand and comply with the EDI requirements detailed in this paragraph. Those requirements are presented as follows:

a. ASC (Accredited Standards Committee) X12 standards and DOD EDI conventions.

b. Communications.

c. Initiating EDI operations.

d. Transmitting electronic shipment information to the CFM system, commercial carriers, and defense consignees.

e. Suspending EDI Operations.

f. Shipping activities should also review the SIP before reading this section.

2. ASC X12 Standards and DOD EDI Conventions. Defense transportation's EDI operating concept currently calls for the exchange of five EDI transaction sets between DOD shipping activities and the CFM system. Those transaction sets, and the conventions for their use, are described below.

a. ASC X12 Transaction Sets. Defense shipping activities will use five EDI transaction sets to exchange information with the CFM system in an electronic environment, the 858, 213, 214, 994, and 997. Each of these are described below:

(1) ASC X12 Transaction Set 858, Shipment Information. Defense shipping activities will use this transaction set to transmit GBL information to the CFM system and retransmit corrected GBL information. They will also use the 858 to transmit shipment information to commercial carriers and defense consignees.

(2) ASC X12 Transaction Set 994, Administrative Message. MTMC will use the Transaction Set 994 to transmit the results of the CFM system's application data edits to the shipping activity that originally sent the data. The shipping activity will then correct the errors and retransmit to the CFM system using the ASC X12 Transaction Set 858. The Transaction Set 994 is a free-form electronic message that uses EDI syntax. While not an official ASC X12 transaction set, most EDI translation software packages support it. The DOD plans to use the ASC X12 Transaction Set 824, Application Advice, instead of the Transaction Set 994, by 1994.

(3) ASC X12 Transaction Set 213, Motor Carrier Shipment Status Inquiry. Defense transportation's EDI operating concept calls for DFAS-IN to send an ASC X12 Transaction Set 213 to the CFM system for each invoice that it receives requesting the corresponding shipment information record. The CFM system will match that Transaction Set 213 with an existing shipment information record. However, under certain circumstances, the CFM system will show no record of that shipment. When this occurs, the CFM system will transmit an ASC X12 Transaction Set 213 to the appropriate defense shipping activity. That shipping activity will respond to the inquiry by determining the status of the shipment in question. Although the ASC X12 Transaction Set 213 (and the following Transaction Set 214) was originally developed for the motor carrier industry, it meets DOD's requirements for all transportation modes.

(4) ASC X12 Transaction Set 214, Motor Carrier Shipment Status Message. If the shipment information requested by the CFM system above is not available, or if a shipment did not occur, the shipping activity will transmit an ASC X12 Transaction Set 214 to the CFM system. MTMC will use that information to formulate a response to DFAS-IN's 213 and update the CFM system data base. If the shipment did occur, the shipping activity will send an updated ASC X12 Transaction Set 858 (not a 214) for that shipment to the CFM system.

(5) ASC X12 Transaction Set 997, Functional Acknowledgment. The CFM system will use the Transaction Set 997 to indicate whether an EDI transmission is a valid ASC X12 transaction. Validity, in this context, refers only to the transmitted transaction set's compliance with X12 standard syntax requirements, not to the semantic meaning or accuracy of the data. As X-4 a consequence, receipt of a functional acknowledgment indicating that the original transmission was free of errors does not infer the CFM system acceptance of the information transmitted.

(6) In addition to identifying syntax errors, the CFM system will also use the ASC X12 Transaction Set 997 to notify shipping activities that it received an EDI transmission and the number of transaction sets in the transmission. The CFM system will send a functional acknowledgment within one business day of receiving an EDI transmission. If a shipping activity does not receive a functional acknowledgment from the CFM system for each of its EDI

transactions, that shipper must identify the missing transactions and take the steps necessary to ensure that they are received by the CFM system.

(7) The formats for each transaction set are available from the Data Interchange Standards Association (DISA) point of contact listed in Attachment 1. DISA is the secretariat for all ASC standards.

b. Use DOD EDI Conventions. An EDI convention describes the rules for how an activity or organization will use a particular ASC X12 transaction set. In keeping with that practice, the DOD has prepared a "DOD EDI Convention" for each of the four transaction sets described above. All DOD shipping activities, along with MTMC and DFAS-IN, will follow the rules and practices detailed in those conventions when using the Transaction Sets 858, 994, 213, and 214. Shipping activities may obtain copies of DOD's EDI conventions from the DTEA.

c. Version/Release of the ASC X12 Transaction Set. Defense shipping activities will use ASC X12 Version 3 Release 1 (003010) for the Transaction Sets 858 and 997, and all transaction set interchange control envelopes, until notified otherwise. Defense shipping activities will use 003020 for the Transaction Sets 213 and 214, and the Transportation Data Coordinating Committee (TDCC), Version 2, Release 8 (T2/8), for the Transaction Set 994 until notified otherwise. The procedures for updating transaction sets are described in the next section.

d. Updating Transaction Sets and Conventions. Whenever the DOD adopts updated ASC X12 transaction sets or revises its EDI conventions, the MTMC DTEA will notify all EDI-capable shipping activities by letter of a requirement to convert to a new version/release or DOD EDI convention, and the effective date of that conversion. MTMC will give shipping activities sufficient time to implement the new standard or convention. During that time, however, the CFM system will accept both the old and new versions/ releases of the standard and conventions.

3. Communications. The DOD has obtained the services of a commercial EDI value-added network (VAN) for sending and receiving its transportation EDI transactions. Those services are available through a GSA contract with Sprint.

a. EDI Value-Added Network. Each shipping activity will make separate arrangements for using DOD's EDI VAN to communicate electronically with its DOD and commercial trading partners. The procedures for establishing communications on that EDI VAN are described in "Ordering EDI Value-Added Network Services from Sprint," which is available from the DTEA point of contact.

b. EDI Costs. Each DOD shipping activity will be responsible for all costs it incurs using the EDI VAN. Those costs, which are described in greater detail in "Ordering EDI Value-Added Network Services from Sprint," include a monthly mailbox charge, a usage-based transmission charge for all communications between it and the EDI VAN, and interconnect charges when a commercial trading partner uses another EDI VAN.

4. Initiating EDI Operations. The DOD will use IRAs to document the general conditions under which the military services and defense agencies exchange transportation information

electronically, and Trading Partner Agreements (TPAs) for defining the EDI relationships between defense activities and commercial carriers. The DTEA will centrally maintain those IRAs and TPAs in addition to acting as an EDI information clearing house for DOD Activities and commercial carriers, establishing EDI VAN connection procedures, and monitoring EDI VAN usage. Defense shipping activities will establish all EDI trading partner relationships by following the procedures described in paragraphs 4a-4c.

a. Initiate Electronic Operations with MTMC. Defense shipping activities must complete four actions before they will be permitted to transmit shipment information to the CFM system. Those actions are described below.

(1) Complete an IRA. Each military service and defense agency that wants to exchange shipment information with the CFM system will negotiate an IRA with MTMC. Those IRAs should reference the operating procedures described in these instructions, list the shipping activities targeted for EDI implementation, and be signed by representatives from the military service or defense agency and MTMC. The MTMC DTEA will retain all completed IRAs.

(2) Submit an EDI Addendum. Each shipping activity listed in the IRA will request a blank EDI addendum from the DTEA. The EDI addendum contains the administrative information needed by DOD shipping activities to establish VAN mailboxes and initiate communications with their EDI trading partners. Each shipping activity will then return two copies of the completed EDI Addendum to the DTEA, who will review the EDI Addendum and, if it is acceptable, send one copy to the CFM Program Office and retain the other copy as a file copy.

(3) Receive the CFM Program Office's EDI Addendum. Upon receiving a completed shipping activity's EDI addendum, the CFM Program Office then will send its EDI addendum to that shipping activity. The receipt of the CFM system EDI addendum will confirm that the shipping activity's EDI addendum was accepted.

(4) Test the EDI Process. After the shipping activity receives the EDI addendum from the CFM Program Office, it can begin the testing process. Testing is a necessary part of the EDI approval process. It ensures that the shipping activity can send and receive the required data electronically, following the same rules that apply to the exchange of "live," electronic shipment information.

(a) Throughout the EDI testing period, the shipping activity will continue to prepare and distribute GBLs following the procedures described in paragraph C for non-EDI-capable shipping activities. The CFM system will not accept EDI transactions as official data until the shipping activity completes a minimum of three successive, error-free shipment information transmissions following the testing procedures described below:

(b) Transmit a group of EDI shipment information transactions to the CFM system. In this first step of the testing process, the shipping activity will select a large number of previous or current shipments made by that activity and transmits a Transaction Set 858 for each of those shipments to the CFM system. A large test file will ensure a thorough test and minimize

the possibility of shipment information being rejected after the shipper is approved for "live" EDI transmissions. A copy of the GBL for each Transaction Set 858 transmitted must be forwarded to MTMC using overnight mail.

(c) Receive notification of errors. Upon receiving the historical EDI shipment information, the CFM system will verify that the information complies with the ASC X12 syntax and MTMC's application data requirements. This verification process involves two separate actions:

1 First, the CFM system translator checks transactions, data segments, and data elements for compliance with ASC X12 structure and rules. For example, a transaction set must have a valid header and trailer, and proper identification; data segments must be in the proper sequence and present if mandatory; data elements must be the proper length and use valid codes. (For more information on complying with ASC X12 syntax, call or write the DISA point of contact listed in Attachment 1 to this Appendix.) The CFM system translator will automatically return an ASC X12 Transaction Set 997 to the shipping activity. That transaction set will both identify any syntax errors and confirm receipt of the shipment information.

2 The second action in the verification process, an application data edit, identifies any errors in the transmitted data and discrepancies between the electronic record and the paper GBL. (See EDI web site at http://alpha.Imi.org/lmi/dtedi). If that edit uncovers any data errors, the CFM system will send an ASC X12 Transaction Set 994 describing the application errors to the shipping activity.

(d) Modify the EDI shipment information system. In the third step of the testing process, the shipping activity will modify its system to ensure that the errors identified by the CFM system do not recur. When those modifications are completed, the shipping activity will send another batch of historical shipment information transactions to the CFM system, which in turn will notify the shipping activity that it received the transaction sets and identify any errors found with the data. Following three successive, error-free transmissions to the CFM system, the DTEA Office will notify the shipping activity that the parallel paper flow is no longer required, and that it is qualified to submit electronic shipment information to the CFM system.

b. Initiate EDI Operations With Commercial Carriers. In addition to providing the CFM system with electronic shipment information, defense shipping activities will provide electronic shipment information to EDI-capable commercial carriers. Alternatively, if timeliness can be maintained, defense shipping activities can have the CFM system provide that shipment information to the commercial carrier. The electronic receipt of shipment information by the carrier should improve the accuracy of invoice information sent to DFAS-IN, and therefore, the efficiency of payment operations. A shipping activity should follow five steps when initiating EDI operations with commercial carriers. These steps are described below:

(1) Identify Potential Commercial Carrier Trading Partners. Each shipping activity will identify its current and projected carrier trading partners, particularly their guaranteed traffic carriers, and estimate likely transaction volumes.

(2) Contact the DTEA Office. Each shipping activity will provide the DTEA with the carrier information developed in the first step. The DTEA will then compare the shipping activity's carrier profile with DOD's central file of TPAs to determine if any of those carriers have already established an EDI capability with other defense activities. The DTEA will also contact the carriers on the shipping activity's list that have not completed a TPA to solicit their participation in defense transportation's EDI program. Finally, the DTEA will determine if the CFM Program Office and the military service or defense agency responsible for that shipping activity have signed an IRA, and if an EDI addendum for each shipping activity is on file.

(3) Receive EDI Addenda from the DTEA. The DTEA will send to the shipping activity copies of the EDI addenda for all carriers on the shipping activity's list that have signed TPAs on file. As the DTEA finalizes new TPAs with other carriers on the list, those EDI addenda will also be sent to the shipping activity.

(4) Distribute EDI Addenda. Upon receiving the carrier's EDI addendum from the DTEA, the shipping activity has approval to begin EDI operations with that carrier. The shipping activity will send its EDI addendum to each carrier, which should serve as the basis for discussion on how to proceed with implementation.

(5) Test the EDI Process. Shipping activities will test their planned EDI operations with the carriers to ensure the timeliness and accuracy of shipment information transmissions. They should develop the procedures for that testing jointly with the carrier trading partner. The test procedures described in paragraph 4.a.(4) may serve as guidelines for shipper-carrier testing. When testing is completed with each carrier, the shipping activity notifies the DTEA which, in turn, notifies the commercial carrier that live operations may begin.

c. Initiate Electronic Operations With Defense Consignees. Defense consignees must complete four actions before they will be permitted to receive electronic shipment information. Those actions are described below.

(1) Contact the DTEA. When defense consignees are ready to begin receiving electronic shipment information, the military service and defense agency responsible for those activities will submit a letter to the DTEA requesting the addition of those consignees to defense transportation's EDI program. That letter should list the activities targeted for implementation, a point of contact for each, and their address.

(2) Submit an EDI Addendum. The DTEA will return a blank EDI addendum for each consignee identified in the military service or defense agency letter. The EDI addendum contains the administrative information needed by DOD activities to establish VAN mailboxes and initiate communications with their EDI trading partners. Each consignee activity will then return two copies of the completed EDI addendum to the DTEA.

(3) Receive an EDI Addendum and Trading Partner Extract List. Upon receiving a completed consignee's EDI addendum, the DTEA will review the EDI addendum and, if it is

acceptable, add that consignee to the list of existing EDI capable trading partners. That list contains summary information from each accepted EDI addendum and is used by defense activities to identify and contact potential trading partners. The DTEA will return to the consignee the updated trading partner list and one copy of the completed EDI addendum, and retain the other as a file copy. The receipt of the EDI addendum from the DTEA confirms that the consignee's EDI addendum was accepted.

(4) Test the EDI Process. Defense consignees will test their planned EDI operations with shipping activities to ensure the timeliness and accuracy of shipment information trans-missions. They should develop the procedures for that testing jointly with the shipping activity trading partner. The test procedures described in paragraph 4.a.(4) may serve as guidelines for shipper-consignee testing. When testing is completed with each shipping activity, each trading partner will notify the DTEA that live operations have begun.

5. Transmitting Electronic Shipment Information. This section provides defense shipping activities with the guidance required to conduct business electronically. The general terms and conditions of Chapter 206 of the DTR will continue to apply except in the following circumstances.

a. Shipment Information Preparation and Distribution. Shipping activities with EDI capability will continue to print the GBL as required. The number of copies required is described below:

(1) The shipping activity will give the original, signed copy of the GBL to the carrier at time of freight pick-up. (A paper copy of the GBL must always accompany the shipment to serve as a shipment manifest.) Shipping activities may give the carrier additional copies, depending upon the carrier's electronic capability and other local considerations.

(2) The shipping activity will transmit an electronic GBL record to the consignee. However, if the consignee lacks EDI capability, the shipper will continue to mail the consignee copy of the GBL.

(3) The shipping activity will transmit an electronic GBL record to the CFM system using the ASC X12 Transaction Set 858 and associated DOD implementation conventions. They will follow the procedures for transmitting ASC X12 858 records to the CFM system that are presented in paragraph 5.c. When processing the multiport GBL form, refrain from mailing the memo copy to DFAS-IN.

(4) The shipping activity will transmit an electronic GBL record to the carrier. defense shipping activities should encourage carriers to receive ASC X12 Transaction Sets 858 because they reduce the number of paper copies of the GBL and improve the accuracy of invoices submitted to DFAS-IN.

(5) The shipping activity will retain a paper copy of all GBLs for documentation purposes. While the Code of Federal Regulations (CFR 101-41.006) permits defense activities to electronically store historical shipment information, a paper copy of the GBL must be retained

until legal precedents are established for the admissibility of electronic shipment information. However, defense shipping activities should develop the capability to an electronically store shipment information in parallel with the paper document retention. This will allow defense shipping activities to eliminate the paper copy when legal precedents are established. The length of time that electronic shipment information records must be retained is the same as current requirements for paper GBLs.

b. Transmission Timing Requirements.

(1) Defense shipping activities will transmit electronic information to the CFM system and defense consignees within two hours of shipment. Because the CFM system uses shipment information to support the bill paying process and to maintain a central DOD transportation data base, shipping activities should ensure that all shipment information transmitted daily to the CFM system is correct. However, sensitive shipments, such as ordnance, may require immediate transmission. These requirements will be identified in separate instructional documents.

(2) The timeliness of exchanging shipment information with commercial carriers is also critical. Consequently, shipping activities should determine the timing requirements of their carrier trading partners to ensure that complete shipment information is available before carriers manually enter GBL information into their systems. This data entry, which usually occurs shortly after the shipment is loaded and moved, ultimately is used in the preparation of an invoice. As a result, carriers that receive timely and accurate shipment information from defense shipping activities should submit more accurate invoices. To satisfy the carriers' requirement for timely shipment information, shipping activities will establish mutually agreeable transmission schedules with their carrier trading partners that provide timely information without sacrificing accuracy.

c. Electronic Operating Procedures for Exchanging Information With the CFM System. Following a successful test of the EDI process, shipping activities will adhere to the procedures described below when exchanging transportation information electronically with the CFM system.

(1) Transmit Shipment Information. Following the preparation of a GBL and receipt of the shipment by a commercial carrier, shipping activities will generate an electronic shipment information record for each GBL. Within two hours of shipment, shipping activities will transmit shipment information records to the CFM system through DDN or an EDI VAN. Shipping activities will transmit those records using the ASC X12 Transaction Set 858 format, comply with established DOD guidance on the current version and release of the transaction set, satisfy the CFM system data requirements, and follow DOD conventions for use of the ASC X12 Transaction Set 858.

(a) The CFM system will access its EDI mailbox hourly and download all shipment information records received since its last communications session. Once downloaded, the CFM system EDI translator will conduct a syntax edit on every ASC X12 Transaction Set

858 and create an ASC X12 997 Functional Acknowledgment file, containing all accepted and rejected transaction sets.

(b) During the next communications session, the CFM system will transmit ASC X12 Transaction Sets 997 to the appropriate shipping activities. When creating the ASC X12 Transaction Set 997 file, the CFM system will also upload all accepted shipment information transaction sets; i.e., those that meet EDI syntax requirements, to its application system for further processing.

(2) Receive Functional Acknowledgment. During the shipping activity's next communication session, it will download all the CFM system functional acknowledgments from the EDI VAN mailbox. (The CFM system will return a functional acknowledgment for every shipment information transaction set that it receives). If the transaction set is not valid, or if it is not in compliance with ASC X12 syntax, the CFM system EDI translator will indicate rejection of the transaction when it returns a functional acknowledgment. If a shipping activity receives an ASC X12 Transaction Set 997 indicating rejection, it must correct the syntax errors and retransmit the shipment information using the ASC X12 Transaction Set 858 as soon as possible.

(3) Receive Application Acknowledgment. Once the CFM system receives a shipment information transaction set and returns a functional acknowledgment indicating acceptance, it will ensure that all of the data elements required for costing and payment are present and valid. If the shipment information passes these edit checks, the CFM system will tag the shipment "ready for costing," and create an acceptance application acknowledgment. If it does not pass the edit checks, the CFM system will tag the shipment "rejected" and create a rejection application acknowledgment. Both the acceptance and rejection application acknowledgment messages will use the Transaction Set 994. The CFM system will then transmit the Transaction Sets 994 to the shipping activity's EDI VAN mailbox in the communication session following the edit check.

(4) Receive Shipment Status Inquiry. Defense transportation's EDI operating concept calls for DFAS-IN to request a shipment information record from the CFM system for each carrier invoice that it receives. When the CFM system has not received a corresponding shipment information record, it will transmit an ASC X12 Transaction Set 213 to the shipping activity identified in the invoice. The shipping activity will then process the ASC X12 Transaction Set 213 and prepare either an ASC X12 214 or Transaction Set 858, as described below in paragraphs 5.c.(5) and 5.c.(6), below.

(5) Transmit Amended Shipment Information. Upon receipt of an ASC X12 Transaction Set 213 from the CFM system, each shipping activity will determine the status of the shipment in question. If the shipping activity either has additional information or did not send any shipment information originally, it will prepare and transmit an ASC X12 Transaction Set 858 to the CFM system. When a shipping activity is amending information already sent to the CFM system, it will use the correction notice transaction set purpose code identified in Attachment 2.

(6) Transmit Shipment Status Message. If the shipment information requested by the CFM system in paragraph 5c(4) is not available or if the shipment did not occur, the shipping activity will transmit an ASC X12 Transaction Set 214 to the CFM system. MTMC will then use that information to formulate a response to DFAS-IN and update the CFM system data base.

6. Suspending EDI Operations. Either MTMC or the shipping activity may suspend EDI operations if chronic systems problems dictate. However, if a shipping activity ignores requirements of this document, fails to correct cited deficiencies, or has a history of transmitting erroneous shipment information, MTMC retains the right to suspend EDI transactions with that shipping activity within 30 days. The suspension of EDI operations will have no effect on shipment information accepted prior to the effective date of suspension. When EDI operations are suspended, shipping activities will follow the operating procedures for non EDI-capable shipping activities described in paragraph C until they resume EDI operations.

C. OPERATING PROCEDURES FOR NON-EDI-CAPABLE SHIPPING ACTIVITIES

1. Introduction. The operating procedures in this section provide non-EDI capable shipping activities with the GBL preparation and distribution requirements for use in an electronic environment. Although the DOD eventually plans to implement EDI at all shipping activities, only the largest shipping activities will have the capability to transmit shipment information electronically for some time. The DOD Comptroller has mandated that all DOD shippers will obtain the capability to use automated systems and EDI. Consequently, these procedures may be used only until the activity has transitioned to automated systems and EDI. At the close of the period for meeting this DOD requirement, these instructions will be removed from the DTR and all shipping activities must follow the instructions in paragraph B of this appendix.

2. GBL Preparation. The primary change to the operating procedures for non-EDI-capable shipping activities in an electronic operating environment is the requirement to provide DFAS-IN with a copy of the GBL. However, the format and content of the GBL needs to be consistent and compatible with the DTPS input screens to ensure timely and accurate payment of carrier invoices. In addition, DFAS-IN will transmit information from those paper GBLs to the CFM system for costing and transportation management. (The CFM system data base will replace the Freight Information System (FINS) data base currently used by MTMC for transportation management). Consequently, shipping activities need to ensure that the GBL is prepared in accordance with the format and content provided in Attachment 2.

3. GBL Distribution.

a. Shipping activities usually distribute seven to nine copies of every GBL. While this requirement remains largely the same for non-EDI-capable shipping activities in an electronic environment, there is one important change. The memorandum copy of the GBL that is now sent to the MTMC Area Commands will not be required in an electronic environment. Instead, non-EDI-capable shipping activities will send that memorandum copy, within 24 hours of issuance to the carrier and prepared following the instructions in Paragraph C.2, to DFAS-IN. (See Attachment 1 for the DFAS-IN point of contact)

b. The timely and accurate submission of GBL information to DFAS-IN is vital to Defense Transportation's EDI Program. If DFAS-IN does not receive that information, it will not pay the carrier's invoice for that shipment. In addition, whenever DFAS-IN receives an invoice from a commercial carrier for which no GBL is available, it must contact the shipping activity to request the missing information, a time consuming and costly process. Finally, without a copy of the GBL, DFAS-IN may not be able to meet the requirements of the Prompt Payment Act, which would ultimately increase DOD's transportation costs.

ATTACHMENT 1

REFERENCES AND POINTS OF CONTACT

The following identifies pertinent documents and points of contact that can assist defense shipping activities in implementing procedures described in the body of this appendix:

1. Trading Partner Agreement (TPA)

2. TPA Addendum.

3. *Doing Business with DOD Using Electronic Data Interchange: An Information Package for Defense Shipping Activities.*

4. *DOD Electronic Data Interchange (EDI) Convention -- X12 Transaction Set 858, Shipment Information.*

5. *DOD Electronic Data Interchange (EDI) Convention -- X12 Transaction Set 213, Motor Carrier Shipment Status Inquiry.*

6. *DOD Electronic Data Interchange (EDI) Convention -- X12 Transaction Set 214, Motor Carrier Shipment Status Message.*

7. *DOD Electronic Data Interchange (EDI) Convention -- Transaction Set 994, Administrative Message.*

8. *A Guide to EDI Translation Software, 1992 Edition.*

9. Answers to freight EDI technical questions:

   Commander
   Military Traffic Management Command
   Attn: MTIM-CF (EDI Administrator)
   5611 Columbia Pike
   Falls Church VA 22041-5050
   Telephone: (703) 756-7597
   FAX: (703) 756-1002

10. For information about the "Standard Carrier Alpha Code," (SCAC):

    National Motor Freight Traffic Association, Inc.
    2200 Mill Road, Alexandria VA 22314
    Commercial Telephone: (703) 838-1832

11. For general or technical information about the "ASC X12 transaction sets":

Data Interchange Standards Association, Inc.
ANSI X12 Secretariat
1800 Diagonal Road, Suite 355
Alexandria VA 22314-2852
Telephone: (703) 548-7005
FAX (703) 548-5738

12. For placing orders for ASC X12 transaction sets and customer service:

EDI Support Services, Inc.
P.O. Box 203
Chardon OH 44024-0203
Telephone: (800) 334-4X12
FAX: (216) 286-6817

13. For information about electronic or paper operating procedures, or assistance with implementing EDI:

Defense Finance and Accounting Service Indianapolis Center
Attn: Transportation Operations Directorate
Systems Management Office
(DFAS-IN-TA)
Indianapolis IN 46249-0606
Telephone: (317) 542-2471
FAX: (317) 543-7829

ATTACHMENT 2

DEFENSE FINANCE AND ACCOUNTING SERVICE, INDIANAPOLIS CENTER (DFAS-IN) GOVERNMENT BILL OF LADING DATA REQUIREMENTS -- PREPARATION FORMAT

This attachment describes the changes to the GBL document required by the DFAS-IN for input and payment in an electronic operating environment. These GBL requirements represent currently approved guidance and procedures. The guidance is provided by the block number from the GBL form. Each change is followed with an example. While not mandatory for all GBLs, these requirements must be included when applicable to the shipment.

A. INSTRUCTIONS FOR USING GOVERNMENT BILL OF LADING (SF 1103)

BLOCK 1. TRANSPORTATION COMPANY TENDERED TO. The full name of the initial line-haul carrier will be shown. If insufficient space, abbreviations may be used.

Example: OVERNITE TRANSPORTATION COMPANY

BLOCK 2. SCAC. The Standard Carrier Alpha Code (SCAC) of the line-haul carrier in Block 1 will be shown.

Example: OVNT

BLOCK 3. DATE B/L PREPARED. This date represents the date in which the bill of lading was prepared. This date is assigned by the Transportation Officer at the time of B/L creation.

Example: 930623

BLOCK 4. ROUTE ORDER/RELEASE NUMBER.

a. General. The Route Order (RO) or Export Traffic Release (ETR) number, as appropriate, will be shown. The RO number is required for all MTMC-routed shipments.

b. Route Order Number. Enter the RO number provided by MTMC. The RO number is a ten position alpha/numeric string and is located on the hard copy DD Form 1085 (Domestic Route Order Request/Release) or the electronic shipment response for shipments moving under non-guaranteed and non-negotiated rates. The RO number is located on the GT award letter for shipments moving under GT rates and on the negotiated RO for shipments moving under negotiated rates.

c. Domestic Emergency Routings. In emergencies, when a domestic shipment is routed under the provisions of the DTR paragraph 201H., show the numerical designator for Deployment Support Command as follows: Deployment Support Command First position

codes Deployment Support Command Code: 1 Deployment Support Command (Foreign Military sales shipments) Code: 2, preceding one of the codes listed below. (Example: An emergency routing shown as "A," indicates that the shipper was unable to contact Deployment Support Command during off-duty hours). The emergency routing authority codes and explanations are as follows:

Code	Explanation
A	Shipper unable to contact MTMC area command during area command off-duty hours.
B	MTMC area command failed to respond to shipper's urgent request within 4 hours.
C	MTMC area command could not be contacted because of communications failure.

d. Export Routings. ETRs will not be altered or canceled by other than the appropriate MTMC area command.

(1) When an ETR number has been assigned and a Domestic and/or Standing Route Order number is also applicable to the movement, only show the ETR number.

(2) When two or more ETRs are combined on a single GBL, the MTMC area command issuing the ETRs will designate the ETR number to be shown.

e. Excepted Routing Authority. Enter the letter "F" for perishable subsistence shipments routed under an exemption granted by the Commander, MTMC.

f. Emergency Procedure - Permits. Show the DOD emergency permit (MTMC RO or ETR number containing the emergency identification prefix "DD") and, when assigned, the ICC, commercial carrier, or military embargo permit authorization.

BLOCK 5. DESTINATION.

a. Enter the DODAAC or Contractor and Government Entity (CAGE) on the same line as the block title. Enclose the data in parenthesis. The DODAAC should be six characters long. The CAGE should be five characters long.

Example: 5. DESTINATION (Name, address and ZIP code) (W15LPQ)

b. Enter the clear text address below the block description. Instructions contained in the Transportation Facilities Guide's (TFG's) designate, according to the mode of transportation utilized, the city, town, or point, official post office state abbreviation, and zip code to be shown. For consignees not listed in the guides and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from local representatives or carriers, the destination transportation officer, or the appropriate MTMC area command. When there are two or more cities or towns of the same name in a state, the name of

the county in which the destination is located must also be shown. If insufficient space, abbreviations may be used.

BLOCK 6. SPLC (Dest). Look up the destination Standard Point Location Code (SPLC) in the Continental Directory of Standard Point Location Codes (NMF 102H and subsequent issues thereof). In Block 5 enter the nine-digit SPLC for the point. When the NMF 102H indicates a valid six-digit SPLC, add three zeros to the right of the SPLC to satisfy the nine-digit requirement.

Example: MOT Sunny Pt. IN 409469250

Example: Sunny Pt NC
409469 would be entered as 409469000

BLOCK 7. SPLC (Orig). Look up the origin SPLC in the Continental Directory of Standard Point Location Codes (NMF 102H and subsequent issues thereof). Enter the nine-digit SPLC for the point in Block 8. When the NMF 102H indicates a valid six-digit SPLC, add three zeros to the right of the SPLC to satisfy the nine-digit requirement.

Example: Crane AAA, IN 376123250

Example: Crane, IN
(125 would be entered as 376125000)

BLOCK 8. ORIGIN.

a. Enter the DODAAC or CAGE on the same line as the block title. Enclose the data in parenthesis. The DODAAC should be six characters long. The CAGE should be five characters long.

Example: 8. ORIGIN (Name, address and ZIP code) (N67004)
(Enter the clear text address below the block description)

b. When such point is outside the switching district, the name of the carrier's station, name of military installation, or name of industry, as the case may be, will be shown. If insufficient space, abbreviations may be used.

c. Enter the clear text address below the block description. Instructions contained in the TFG, according to the mode of transportation utilized, the city, town, or point, official post office state abbreviation, and zip code to be shown. For consignees not listed in the guides and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from local representatives or carriers, the destination transportation officer, or the appropriate MTMC area command. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If insufficient space, abbreviations may be used.

BLOCK 9. CONSIGNEE.

a. Enter the DODAAC or CAGE on the same line as the block title. Enclose the data in parenthesis. The DODAAC should be six characters long. The CAGE should be five characters long.

Example: 9. CONSIGNEE (Name, address and ZIP code) (W15LPQ)

b. Enter the clear text address below the block description. Instructions contained in the TFGs, according to the mode of transportation utilized, the city, town, or point, official post office state abbreviation, and zip code to be shown. For consignees not listed in the guides and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from local representatives or carriers, the destination transportation officer, or the appropriate MTMC area command. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If insufficient space, abbreviations may be used.

c. The destination or official title of consignee and the official name of the installation or activity will be shown in accordance with particular shipping instructions. When the consignee's post office address differs from the destination (Block 5), address will be added in parentheses. Other information, such as government department or whether plant or warehouse delivery, will be shown when appropriate. When shipment is consigned for transshipment or final delivery to other than the consignee, the word "For" and appropriate additional information will be shown in Block 15, "Marks and Annotations." If insufficient space, abbreviations may be used.

BLOCK 10. GBLOC (Cons). Enter the appropriate Government Bill of Lading Office Code (GBLOC) assigned to the consignee (Block 9). If no GBLOC is assigned to the consignee, enter "IOOI" (eye-o-o-eye). When the shipper uses IOOI, he should notify consignee that they need to apply for a GBLOC. The consignee should refer to Chapter 206, page 206-9, paragraph J, of the DTR for instructions to apply for a valid GBLOC.

Example: BKAH

BLOCK 11. SHIPPER.

a. Enter the DODAAC or CAGE on the same line as the block title. Enclose the data in parenthesis. The DODAAC should be six characters long. The CAGE should be five characters long.

Example: 11. SHIPPER (Name, address and ZIP code) (N67004)

b. The name of the shipping establishment will be shown, except when a bill of lading is issued to a contractor or other authorized shipper to cover a shipment from another point. In

such instances, the name of the actual shipper will be shown. If insufficient space, abbreviations may be used.

c. Enter the clear text address below the block description. Instructions contained in the TFG, according to the mode of transportation utilized, the city, town, or point, official post office state abbreviation, and zip code to be shown. For consignees not listed in the guides and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from local representatives or carriers, the destination transportation officer, or the appropriate MTMC area command. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If insufficient space, abbreviations may be used.

BLOCK 12. APPROPRIATION CHARGEABLE. If a GBL is charged to a single appropriation, enter the appropriation number and the total weight charged to that appropriation. If a GBL is charged to multiple appropriations, enter "SEE CONTINUATION SHEET" in BLOCK 12. On the continuation sheet, list each unique appropriation number and its correspond-ing appropriation chargeable weight. The list should be clearly marked "BLOCK 12 APPROPRIATION CHARGEABLE". An appropriation may be substituted with an MDC, TAC, or ATAC, as appropriate. See Attachment 4 for a description of the appropriation number breakdown and format (attached).

Example:

Appropriation	Chargeable Weight
21 3 2020 0000 0 32 0 1824 7280 1015 2231 012121 US 123456	15000
97 X 4930 5BCD 0 00 0 0001 0349 0000 2200 033181 US 789012	25000
97 X 8242 J001 0 00 0 0063 VIPO 0100 2231 001021 US 345678	5000
57 3 3400 0000 3 47 0 8000 1885 9207 4630 503000 US 912345	2000

Summing the chargeable weight of all appropriation numbers should equal the total chargeable weight of the shipment.

BLOCK 13. BILL CHARGES TO. Show the official designation and address of the disbursing office responsible for payment of charges. When transportation charges are to be paid directly to a carrier by a government agency other than the shipper agency, show the name of the department and the office responsible for payment of charges. When more than one office is responsible for payment of charges, the office responsible for the preponderance of weight listed on the GBL will be shown as the disbursing office.

Example: DEFENSE FINANCE AND ACCOUNTING SERVICE
INDIANAPOLIS CENTER
DIRECTORATE FOR TRANSPORTATION PAYMENTS
8899 EAST 56TH STREET
INDIANAPOLIS IN 46249-0611

BLOCK 14. VIA.

a. Enter the interline sequence number, the SCACs and the interline SPLC. The SCACs provided in the RO or export release routing instruction will be shown in the "VIA" space of the GBL. Use only carriers who possess a valid SCAC identifier.

b. The interline sequence number begins with 1 and describes the order of the carrier routing. Do not include the origin carrier. If the list includes more than one interline carrier, write SEE CONTINUATION SHEET in this block and list all interline carrier's on the continuation sheet. The list should be clearly marked "BLOCK 14 VIA".

Example: 1 UP 191470250
2 CSXT 652312342

BLOCK 15. MARKS AND ANNOTATIONS.

a. When required by regulation, directives, carriers' tenders/tariffs or Federal or State regulations, the following additional information will be shown in this space. If any of the following information does not fit in Block 15, enter "SEE CONTINUATION SHEET" in BLOCK 15, and list the information on the continuation sheet. The list should be clearly marked "BLOCK 15. MARKS AND ANNOTATIONS".

b. List accessorial and protective services in BLOCK 15 as shown in table format below. Use the X12 accessorial and protective service codes listed in Attachment 4 of this appendix.

Example:

Service Code	Units	Qualifier	Information	Service Description
SRT			35 mph	Restricted Speeds
CHN	5	EA		Chains and Binders
MES	3	NV		Escort (standard)
	6	PR		
PUD	4	TH		Pickup/Delivery
	2	DR		

The service code must appear for all services ordered. The units, qualifier, additional information, and service description should be included when applicable and available.

c. Shipments for Other Than Billed Consignee or For Transshipment. Show the word "For" preceding the designation or name (full name or activity address code) of the ultimate receiver and destination. Also, enter all applicable information, such as consignee number, shipment number, priority symbol, or requisition number.

d. Transportation Priority. When a shipment is subject to the MILSTRIP, the Transportation Priority (TP) (1, 2, or 3 as applicable) will be shown prefixed with the letters "TP". The TP shown will be that applicable to the Issue Priority Designator (IPD) assigned to the shipment or the same Issue Priority Group. When the shipment consists of two or more items or shipment units, the TP to be shown will be for the block of shipment unit requiring the most expeditious service.

e. Desired/Required Delivery Date. Enter either the Desired Delivery Date (DDD) or the Required Delivery Date (RDD). The purpose of a DDD is to indicate to the carrier that delivery is desired on the date specified, and to provide a means for evaluating carrier performance. However, the DDD alone neither constitutes a legal implication that delivery must be made on the date specified, nor implies that special carrier services resulting in additional cost to the government will be performed or provided. Show only one DDD. Use the YYMMDD format. If expedited services are required, enter the RDD. Show only one RDD. Use the YYMMDD format.

Example: DDD = 930603
RDD = 940223

f. TOFC Shipments. When separate GBLs are used for the pickup and/or delivery and line-haul portions of the shipment (TOFC Plans 11 1/4 and 11 1/2), cross-reference each GBL with the other GBL numbers used in the shipment.

g. Other Information. Other additional information or instructions to be shown, e.g., lighterage, refrigeration, icing, heaters, or similar requirements when service is necessary.

h. Narcotics. The export permit number issued by Bureau of Narcotics.

i. RIN. Enter all clear text Routing Instruction Notes (RIN) and their corresponding RIN numbers. The RIN number should precede, in parentheses, the clear text instruction of each note.

Example: (111) "Shipper to load, consignee to unload"

j. CBL. Enter the CBL number. Include if GBL has been converted from a CBL.

Example: CBL123456

k. If additional space is needed for annotations, the "Description of Articles" space (Block 18), the continuation sheets will be used.

BLOCKS 16-19. SHIPMENT DETAIL INFORMATION. Use blocks 16 through 19 to describe four sets of information. Starting on the cover sheet of the GBL, first enter hazardous material information, second enter shipment totals information, third enter commodity summary information, and finally enter line item information. If you fill up the space on the cover sheet,

continue entering the information on the CONTINUATION SHEET. The information should be clearly marked with the appropriate block number.

BLOCKS 16-19. HAZARDOUS MATERIALS INFORMATION SET. Applicable only if you move hazardous material, the following set of information must appear on the cover sheet of the GBL. If you are not conveying hazardous material, go the Shipment Totals Information Set and begin entering that information on the cover sheet.

Block 16. (NOT USED)

Block 17. When hazardous material (HM) and non-hazardous materials are described on the same GBL, the hazardous material description must be entered first. The description for HAZMAT in Block 18 will be preceded by an "X" or IIRQII (as appropriate).

Block 18. Hazardous material subject to DOT regulation will be described in this block. The description will be in accordance with regulations and directives governing the movement of hazardous material on a GBL.

Block 19. (NOT USED)

BLOCKS 16-19. SHIPMENT TOTALS INFORMATION SET. Applicable only if you convey multiple line items, calculate and enter this information on the cover sheet of the GBL after any hazardous material information. If you fill up the space on the cover sheet, continue entering the information on the CONTINUATION SHEET.

Block 16. (NOT USED)

Block 17. (NOT USED)

Block 18. Identify categories for freight, pallet/skid/platform, net, tare, and gross weights when they apply to the shipment. Carry weights associated with these categories in Block 19 below.

Block 19. List the weights that correspond to the categories identified in Block 18 above.

Example 1.

18. Description of Articles	19. Weight
Freight =	9,700
Pallet =	50
Net =	9,750

BLOCKS 16-19. COMMODITY SUMMARY INFORMATION SET. Applicable only when conveying multiple line items of mixed commodities, calculate and enter this information immediately following shipment totals information. When possible, this information should

appear on the cover sheet of the GBL. If you fill up the space on the cover sheet, continue entering the information on the CONTINUATION SHEET.

Block 16. (NOT USED)

Block 17. (NOT USED)

Block 18. Enter the commodity summary information. Enter the total freight weight for each commodity. Finally, enter the total pallet/skid/platform weight for the entire shipment.

Rail Example:

Commodity Code and Sub-Element	Freight Quantity	Quantity Qualifier
U05901	20,000	LBS
Dunnage	500	LBS

Motor Example:

Commodity Code and Sub-Element	Freight Quantity	Quantity Qualifier
999912	3,000	LBS
99991301	8,000	LBS
14570201	70,000	LBS
14570209	500	GAL
Pallet	400	LBS

Block 19. (NOT USED)

BLOCK 16-19. LINE ITEM INFORMATION. Describe each line item in the shipment. If stop-offs are applicable to the shipment, enter a stop-off address and immediately follow that address with all line items for that stop. When conveying only one line item with a GBL, total all weights of the line item (freight, example pallet/skid/platform) and enter the result of that calculation on the cover sheet of the GBL, in place of the shipment totals information set described above.

Block 16. Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (for example: 6 pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. Except for shipment of bulk freight (such as coal, gravel, scrap, etc.), show the number of pieces or units in this block when articles are shipped TSUloose. Refer to Attachment 4 for a list of valid package codes. For CFM generated GBLs, information should be entered in BLOCK 18, Description of Articles.

Example: 20 BX

Block 17. When a line item consists of hazardous material, the description in Block 18 will be preceded by an "X" in this block.

Block 18.

a. Line Item Description. Enter the proper freight description and classification item for each article, identified as to UFC, NMFC, or DOD-unique. The UFC item number will be used to identify articles shipped by rail. The UFC item number should always begin with a "U." The NMFC item number will be used to identify articles shipped by all other modes. DOD-unique classification will be used to identify articles shipped using a DOD-unique commodity code. See Attachment 4 for a list of those commodity codes. When a shipment consists of only one commodity, even when multiple listings of the same UFC, NMFC, or DOD-unique are shown, the freight classification number will be shown in the "Classification Item No." block. Otherwise, the "Classification Item No." should be utilized. In addition, enter the Transportation Control Number (TCN) for each line item following the MILSTAMP format. Enter the project code for each TCN if applicable.

b. Cube, Density, and Dimensions. When a carriers' tariff or tender rates are dependent on the cube, density, dimension, or type of material, such information will be shown.

c. Freight All Kinds (FAK). When it is determined that a Freight All Kinds (FAK) rate is advantageous to the government, enter the term "Freight All Kinds." Refer to Attachment 4 for a list of valid DOD FAK commodity codes. Except as otherwise provided, for MILSTRIP shipments, supporting documents which show the actual contents of shipments will be adequately identified in this block in lieu of listing and describing each article shipped. Supporting documents will be retained by the issuing office.

d. Continuation Sheets. Use continuation sheets whenever the designated space of the basic GBL set is insufficient to list the articles constituting the entire shipment and other required information as prescribed above. Reserve sufficient space on the GBL to show the total number of continuation sheets used, the total weight shown thereon, the total number of units of equipment and the total weight of the entire shipment. Also show the total weight of pallets and dunnage.

Block 19. Weight. Enter four types of measurement date in Block 19.

a. Listing Estimated Weights. When a reliable weight cannot be determined before shipment, an "Estimated" weight will be shown. In this case, the bill of lading will show "Estimated weight; weigh and correct."

b. Listing Weights on GBLs. Opposite the description of articles and number of packages, there will be shown separately the aggregate weight in pounds of the total number of each different kind of loose piece, package, or container of the different kinds of articles. Do not enter the word "pounds" or any abbreviation or symbol for pounds. Make reference to minimum

weights only when specified in ROs or ETRs. When more than one weight is indicated in this block, show the sum of all weights identified by the word "total".

c. Listing Weight of Pallets, Platforms, Skids, and Dunnage. Many tariffs make certain allowances for the transportation of pallets, platforms, skids, and dunnage used in connection with the movement of a shipment. However, to be accorded these allowances, it is necessary that the weight of these items be shown on the bill of lading separately from the weight of the freight being shipped, and also separately from the weight of any dunnage or other similar material.

d. Cubic Measurement. Always round this measurement up to the nearest whole number.

(1) Shipments Consigned to Water Ports. When shipments are to be loaded on vessels or consigned to ports for later movement by water, the total measurement of the shipment in cubic feet will be shown on the GBL. When a shipment is made up of a number of items, the cubic measurement for each item, or group of items, and the total cube measurement of all items will be shown. If the number of items in the shipment is insufficient to require continuation sheets, the total cube measurement of all items will be shown in the lower right hand portion of the "Description of Articles" block of the GBL.

(2) Shipment by Motor Carrier. In addition to the provision above, when shipments are forwarded by a motor carrier and transportation charges are based on cubic measurement or density per cubic foot, show the total measurement in cubic feet of the material loaded in or on the vehicle on the GBL. When a shipment is made up of a number of items, the cubic measurement for each item, or group of items, and the total number of cubic feet will be shown.

(3) Shipments by Air. When shipments are forwarded by air freight or air freight forwarder, show the aggregate cubic measurement and, in addition, list the weight and cubic measurement of each piece or package separately in the "Description of Articles" block. For the purpose of determining cubic measurements, the greatest dimension of length, width, and height will be used.

(4) Shipment by Rail. When a car of greater length than ordered is loaded to capacity with a commodity subject to Rule 34 of the UFC and the actual weight does not meet or exceed the minimum weight provided for the car furnished, check the "YES" block in Block 21 (Vehicle Fully Loaded) and show the cubic dimension in the "Description of Article" block on the GBL.

BLOCK 20. TARIFF/SPECIAL RATE AUTHORITY

a. Tariffs. When, in connection with MTMC-routed traffic, the MTMC routing office has advised the shipper as to the applicable tariff, such information will be annotated on the original and all copies of the bill of lading in the space marked "Tariff/Special Rate authority" (C/L-T/L or Vol. only). The applicable tariff will be identified by entering the appropriate SCAC

assigned by the SCAC directory for the authority issuing the tariff, followed by the tariff number (excluding the suffix).

b. Special Rate Authorities. When any shipment, regardless of quantity, is subject to a special rate tender or other special arrangement for free, special, or contract rates, an identifying reference to the tender or contract will be shown on the original and all copies of the bill of lading. When more than one identifying reference is included on the tender or contract, the first listed identifying reference will be shown. Such information will be annotated in the space marked "Tariff/Special Rate Authority" (C/L-T/L or Vol. only). The applicable tender will be identified by entering the appropriate SCAC assigned by the SCAC directory for the authority issuing the tender, followed by the tender number including the supplement number if applicable.

c. Format. Separate the SCAC and tender/tariff number with space.

Example: CFWY 600250

BLOCK 21. PICKUP SERVICE FURNISHED.

a. Except as provided below, when pickup service is furnished by the carrier, the block indicated by a "YES" will be checked for all modes of transportation and initialed by any authorized person having knowledge of the facts. EXCEPTION: For rail or piggyback shipments, this block will be checked only when the carrier furnishes a highway vehicle for movement of the shipment from the shipping activity to carrier's terminal.

b. Required Endorsement. When required pickup service (including multiple pickup) for which a tender or tender charge applies is performed by the carrier at the request of the shipper, place the following additional endorsement on the GBL:

Pickup Service was Requested of and Performed by_____
(Carrier's Initial)

_____, _____
(Number) (Stop(s) Made In Accompanying Pickup)

_____
(Name of Person Ordering Service)

This endorsement will be shown in Block 15, "Marks and Annotations" on the GBL and must be signed by or for the person ordering the pickup service. If additional space is needed, print "SEE CONTINUATION SHEET" and enter this information on the continuation sheet, clearly labeled with the block number.

c. Vehicle Fully Loaded. When a shipper loads a car or truck to its full visible capacity or to its weight carrying capacity, the block indicated "YES" will be checked and initialed by any authorized person having knowledge of the facts. When this situation arises and multiple cars or trucks are used, the statement "Loaded to Capacity" and the dimensions or cubic

measurement of the loaded space of each car or vehicle will be shown in the "Description of Articles" block.

BLOCK 22. CARRIER WAY/FREIGHT BILL NO. AND DATE. If available enter the carrier waybill or freightbill number and the bill date enclosed by parenthesis.

Example: 22605(930603)

BLOCK 23. STOP THIS SHIPMENT AT--STOP-OFF TO COMPLETE LOADING. Enter the stop-off sequence number, stop-off reason code, and the nine-digit SPLC for each address. If the stop-off information does not fit in BLOCK 23, enter "SEE CONTINUATION SHEET" in BLOCK 23, and list the stop-off sequence, stop reason, SPLC, and code on the CONTINUATION SHEET. Clearly mark the information with "BLOCK 23 STOP-OFFS". The stop-off reason code can be UL for unload or LD for load. See Block 16- 19, Line Item Information, for an explanation of line-item and stop-offs. Continuation sheet can be used to include "in the clear" addresses for each stop-off.

Example: 1 UL 147225090

BLOCK 24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS.

a. Initial and No. When other than a rail car, motor vehicle, or container is used, cross out the words "Car/Truckload/Container" shown in the printed space on the GBL and substitute the appropriate term, such as "plane" or "barge" to fit the mode of transportation. When carrier equipment is not identified by initials and numbers, show the word "NONE".

b. More Than One Unit of Equipment. Data will be shown separately for each unit of equipment. When so identified, show the initials and number of each unit of equipment preceding such data in "Description of Articles" block.

c. Planeload Shipments. On planeload shipments show the aircraft initial and number.

d. Container Shipments. On container shipments also show the seal numbers applied to the container(s).

e. Seal Numbers. Show the ownership and numbers of seals applied by carriers or shippers to carrier equipment. When more than one transportation unit is covered by the GBL, indicate the identify of seals applied to each unit. If seals are applied to carrier equipment for the primary purpose of denying access to the shipment for security or other special reasons, annotate the GBL in Block 15: "DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON APPROVAL OF THE CONSIGNOR OR CONSIGNEE. IF FOUND BROKEN, OR IF BROKEN FOR EMERGENCY REASONS, CARRIER TO APPLY SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE CONSIGNOR AND CONSIGNEE."

f. Length/Cube.

(1) For "TYPE OF EQUIPMENT ORDERED," enter the three-digit equipment code from Attachment 4 of this appendix. This must be accompanied by either length or cube capacity of the equipment. (Example: Line 1 = AV3, Line 2 = 53') If the shipment involves more than one piece of equipment, enter "SEE CONTINUATION SHEET" in BLOCK 24 and list the equipment information on the continuation sheet.

(2) For "TYPE OF EQUIPMENT FURNISHED," enter the three-digit equipment code from Attachment 4 of this appendix. This must be accompanied by either length or cube capacity of the equipment. (Example: Line 1 = AV3, Line 2 = 53') If the shipment involves more than one piece of equipment, enter "SEE CONTINUATION SHEET" in BLOCK 24 and list the equipment information on the continuation sheet. Clearly label the information with "BLOCK 24 EQUIPMENT INFORMATION".

Example:

Initials	Seal	Length/Cube		Marked/Capacity		
& Nos.	Numbers	Ordered	Furnished	Ordered	Furnished	Date Furnished
CSXT	124688	KF1	KF2			920910
	159864	60'	89'	123,000	155,000	

g. Marked Capacity. When a rail car is ordered and furnished, the capacity ordered and furnished will be shown in the block provided. When a motor vehicle or barge is ordered, these blocks will be completed only when the equipment of a specific capacity is ordered.

h. Date Furnished. Enter the date the rail car, motor vehicle, aircraft, container, or barge was furnished. Use the YYMMDD format.

BLOCK 25. CARRIER'S PICKUP DATE. Show year, month, and day carrier accepted the shipment. This date serves as the basis for determining when carrier's responsibility for the shipment begins. Use the YYMMDD format.

Example: 930604

BLOCK 26A. SIGNATURE OF AGENT. Consignor will assure that the individual who accepts the shipment for the line-haul carriers (whether that individual be a designated agent, truck driver, etc.) manually signs the GBL in the space marked "Signature of Agent," upon acceptance of the shipment.

BLOCK 26B. PER. If the agent's name is signed by his authorized representative, the initials of the representative must appear under the heading "PER".

BLOCK 27. MODE. Enter the X12 transportation mode code from Attachment 4 in this appendix.

Example: B

BLOCK 28. ESTIMATE. Enter the estimated transportation charges, rounded to the nearest dollar, for all shipments. This is a required field. If it is left blank, the GBL invoice will be rejected by the DOD payment center until the T.O. issues a GBL correction notice.

BLOCK 29. NO. OF CARLOADS/TRUCKLOADS. The total number of units of equipment used will be shown. When only one unit of equipment is used, the number "1" will be shown.

BLOCK 30. TYPE RATE. On MTMC-routed traffic only, enter the appropriate X12 type of rate code as listed below:

X12 Code	DOD Code	Description
QUO	1	Section 10721 Tender Quotation Rate
C	2	Commodity or Volume-Tariff Rate
Y	3	Exception Rating
L	4	Class Tariff Rate
A	5	All Other Types of Rates
Z	9	Not Identifiable

BLOCK 31. PSC. Enter the highest protective service code in this block. Shipments requiring transportation protective services during transit must show the appropriate X12 transportation protective service codes. See Attachment 4 of this appendix for the service code list.

BLOCK 32. REASON. When shipping, receiving, or carrier instructions require MTMC to furnish routing instructions containing other than the lowest cost route, the MTMC routing authority will include the appropriate reason code and the difference in cost in the RO or ETR. When the reason code and the difference in cost are shown in the RO or ETR or when the applicable routing instructions contain alternate routes and a route other than the lowest cost route is used, enter the appropriate reason code and difference in cost in this block. Also, when shipping, receiving, or carrier instructions require TOs to use a route which is other than the lowest cost route, enter the appropriate reason code in the manner prescribed above when the difference in cost is more than $50. For valid reason codes, see Attachment 4 of this appendix.

BLOCK 33A. ISSUING OFFICE. The official name and address of the installation or activity at which the GBL is issued will be shown. When continuation sheets are used, show the name and location of the issuing office in the space provided for "Department or Establishment and Bureau or Service" and "Location." If insufficient space, abbreviations may be used.

BLOCK 33B. GBLOC. The official GBLOC of the installation or activity at which the GBL is issued will be shown in this block. If the issuing office's GBLOC is unknown or not available, contact HQ MTMC at (703) 681-6000 or DSN 761-6000 for a GBLOC.

Example: AGSK

BLOCK 33C. ISSUING OFFICER. The name and title of the issuing transportation officer will be shown.

BLOCK 33D. CONTRACT/PURCHASE ORDER NO. When a shipment is covered by a contract, purchase order, or other procuring document, enter the number of this document in this space.

BLOCK 33E. DATED. Show year, month, and day the contract, purchase order, or other authority must be shown. Use YYMMDD format.

BLOCK 33F. F.O.B. POINT NAMED IN CONTRACT. When the terms of the contract provide that transportation is at Government expense from a specified F.O.B. point, such point and SPLC will be shown.

BLOCKS 34A - 34G. To be completed by delivering carrier.

B. INSTRUCTIONS FOR USING GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200)

1. When distribution of the GBL has been made and transportation charges are affected by an alteration or correction, an SF 1200 will be prepared by the issuing officer or designee. The SF 1200 will be prepared to make corrections that affect the transportation charges when the issuing officer (or designee) has determined that there is a recoverable amount. The issuing officer will issue an SF 1200, regardless of that value of the recoverable amount.

2. The blocks on SF 1200, identified below by their title and number, will be completed as follows:

UNNUMBERED. DATE NOTICE PREPARED. Enter date the SF 1200 is prepared. Use format YYMMDD.

BLOCK 1. GBL NUMBER. Enter the prefix symbol and serial number of the GBL being corrected. Only one GBL will be corrected on each SF 1200.

BLOCK 2. DATE GBL WAS ISSUED. Enter the issue date shown on the GBL being corrected. Use the YYMMDD format.

BLOCK 3. TOTAL WEIGHT SHOWN ON GBL. Enter total weight shown on GBL. This total will include the weight of the pallets, skids, dunnage, etc., as applicable.

BLOCK 4. ORIGIN. Enter name of shipping point shown on GBL. This will be the point at which the origin transportation company actually took possession of the shipment.

BLOCK 5. DESTINATION. Enter destination information shown in the GBL.

BLOCK 6. ROUTE. Enter route shown in the "via" block on the GBL. Leave blank if no route is shown on GBL.

BLOCK 7. ISSUING OFFICE. Enter name of the activity issuing GBL. Enter the GBLOC.

BLOCK 8. TO. Enter name and address (including ZIP code) of activity to which the original SF 1200 is to be sent.

BLOCK 9. PAYMENT DATA. Self-explanatory.

BLOCK 10. FROM. Enter name and address (including ZIP code) of activity issuing the SF 1200.

BLOCK 11. BILL OF LADING NOW READS.

a. Enter information from the GBL which is to be corrected. If SF 1200 is issued to include information omitted from the GBL, enter the words "Information Omitted" in this block.

b. If there is a change in the "ESTIMATED CHARGES" for a GT GBL, enter the original charge.

Example: BLOCK 28 READS: {charge}

BLOCK 12. CORRECT BILL OF LADING TO READ.

a. Enter information to be shown on the corrected GBL.

b. If a diversion/reconsignment applies, enter the locations here.

Example:

DIVERSION/RECONSIGNMENT:
Diversion/Reconsignment from SPLC = {nine-digit SPLC}
Diversion/Reconsignment to SPLC = {nine-digit SPLC}
Accessorial code 'RC' applies.

c. If there is a change in the "ESTIMATED CHARGES" for a GT GBL, enter the adjusted charge.

Example: BLOCK 28 SHOULD READ: {adjusted charge}

BLOCK 13. AUTHORITY FOR CORRECTION. Enter any information which justifies the correction. This may be the applicable tariff, tender or classification item number, regulatory reference, etc. In the absence of specific authority, enter one or more of the paragraph numbers in this section as appropriate.

BLOCK 14. REMARKS. Include TENDERED TO CARRIER SCAC from the original GBL.

a. When a SF 361 (Transportation Discrepancy Report) has been issued against the GBL being corrected, enter File Reference Number of the SF 361.

b. This block may be also used for other remarks, as appropriate.

BLOCK 15. INFORMATION COPY. Enter name and address (including ZIP code) of all recipients of SF 1200, excluding addressee shown in the block titled "TO" and the issuing activity shown in block titled "FROM."

BLOCK 16. SIGNATURE AND TITLE OF INITIATING OFFICIAL. Self-explanatory.

BLOCK 17. CARRIER REPRESENTATIVE'S SIGNATURE. Self-explanatory.

ATTACHMENT 3

DEFENSE FINANCE AND ACCOUNTING SERVICE--INDIANAPOLIS CENTER (DFAS-IN) GOVERNMENT BILL OF LADING DATA REQUIREMENTS CODE LISTS

A shipper will use this attachment to determine code values for specific blocks on the GBL. Those blocks include:

BLOCK 12 Appropriation Code Software
BLOCK 15 Marks and Annotations
BLOCK 16 Packages
BLOCK 18 Description of Articles
BLOCK 24 Furnish Information on Car/Truckload/Container
BLOCK 27 Mode
BLOCK 32 Reason

BLOCK 12. APPROPRIATION CODE STRUCTURE

Position	Element Name	Data Length	Data Type	Format Specifications	Description
1-2	Department	2	N	Must contain 2 numbers. Field cannot be blank.	The department or agency responsible for administering the account.
3	(Unused)	1	AN	Space fill.	
4	Fiscal Year	1	AN	Must contain number or alpha character. Field cannot be blank.	Indicates the fiscal year of availability for obligation.
5-8	Basic symbol	4	AN	Must contain 4 numbers.	The last four digits of the appropriation.
9-12	Limitation	4	AN	Leading zeros, if less than 4 characters/numbers.	A breakdown of a receipt, appropriation, or fund account for a specific purpose. In some cases, the limit is a subdivision of funds that restricts the amount or use of funds for a certain object or
13	Program year	1	AN	Zero fill, if blank.	The year for which activity received program approval, regardless of the year of the transaction.
14-15	Operating agency	2	AN	Leading zeros, if less than 2 characters/numbers.	Identifies the agency that was allocated the funds. This agency is responsible for issuing and administering the funds.
16	Reimbursement designator	1	N	If "C," replace with "7;" otherwise replace with "0."	Identifies a reimbursement or collection into deposit funds, general special, trust, and other receipts.
17-20	Allotment serial number	4	N	Leading zeros, if less than 4 numbers.	Identifies multiple fund subdivisions within an appropriation or fund.
21-24	Project	4	N	Skip "P," blanks, and decimals. Trailing zeros if less than 4 numbers.	Shows function, mission, or activity.
25-28	Sub-project	4	AN	Left justify and space fill unused positions.	Breakdown within a project.
29-32	Element of resource	4	N	Left justify and zero fill unused positions.	Identifies the kind of resource and classifies the type of service, goods, or other item being produced according to the nature of usage, rather than the purpose.
33-38	Fiscal station number	6	N	Leading zeros, if less than 6 numbers.	Specifies the installation or station that maintains the funds to be charged or credited.
39-40	Country code	2	AN	Space fill unused positions.	Identifies a geographical area (country, an island, a group of islands, or possessions).
41-45	Fiscal stations APC	6	AN	Left justify and space fill unused positions.	Local code for processing accounting data.

NOTE: Listed above are the segments of the current appropriation, including format structure and the definitions for each segment.

BLOCK 15. MARKS AND ANNOTATIONS - ACCESSORIAL AND PROTECTIVE SERVICE CODES.

BLOCK 15. MARKS AND ANNOTATIONS - ACCESSORIAL AND PROTECTIVE SERVICE CODES.

Accessorial/Protective Services for Motor Shipments

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
AC	045	Advancing Charges	EA
OD	520	Overdimension Charges	
ST	675	Signature Tally	FR
CB	CHN	Chains and Binders	EA
CS	CIS	Constant Surveillance	
DN	DDN	Dual Driver with National Agency Check	
DD	DDP	Dual Driver	
DP	DEP	Detention With Power Unit	TH
DW	DET	Detention Without Power Unit	TH
DF	DFS	410 Dromedary	
DA	DNA	Dunnage Allowance	
DS	DSR	Regular Dromedary	
EU	EXC	Exclusive Use	
EL	ELS	Extra Lights	NV
EM	EMT	Empty Movement	NV
ER	ERS	Empty Return	NV
SO	EXM	Stop-Off In Transit (Excess Mileage Charge)	
EX	EXP	Expedited Service	
HF	HHB	Handling Freight	LC
PD	HOL	Pickup/Delivery On Sunday/Holiday	TH, DR

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
IM	IMP	Impactographs	EA
EF	MEN	Escort (overnight subsistence)	NG, PR
EF	MES	Escort (standard)	DM, NV, PR
EF	MET	Escort (Telephones)	NV
MS	MNS	Motor Surveillance (12-hour calls)	
MS	MVS	Motor Surveillance (8-hour calls)	
OW	PER	Overweight Permit	EA
PP	PLT	Pallets, Skids, Platforms	
PR	PRL	Prelodging	NV
PS	PSS	Protective Security Service	
PT	PTS	Protective Tarping	NV
PD	PUD	Pickup/Delivery On Normal Business Days	TH, DR
RC	RCC	Reconsignment/Diversion	FR
RD	RCL	Redelivery	
RV	RLS	Relocation of Vehicle	EA
RU	RSS	Restricted Speeds	
RP	RSV	Reservation	CF
PD	SAT	Pickup/Delivery On Saturday	TH, DR
SD	SDS	Special Dromedary	
SE	SEV	Security Escort Service	NV
SM	SNS	DTTS Satellite Motor Surveillance Service	
SO	SOC	Stop-Off	

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
SP	SPU	Split Pickup/Delivery	SP
SR	SRS	Surveying Routes	DM, PR, NV
SG	SRG	Storage	
LU	URC	Loading/Unloading	LC
VF	VFN	Vehicle Furnished, But Not Used	NV
VI	VIS	Vehicles Inoperable	NV
VT	VTS	Vehicles In Truck-Away	NV
WV	WTV	Weight Verification	

Accessorial/Protective Services for Rail and TOFC/COFC Shipments

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
AC	045	Advancing Charges	EA
AA	AAS	Attendants Accompanying	PR
RG	ARG	Rail Armed Guard	
CG	CCP	Carrier Caboose Furnished	NC
CG	CGC	Carrier Guard Cars Furnished	NC
CG	CGR	Government Caboose/Guard Cars Returned	NC
CG	CSP	Government Caboose Furnished	NC
DM	DEM	Demurrage	TD
DV	DTB	Detention of Vehicles	TH, TD
EC	ECS	Empty Cars Ordered But Not Used	NC
50	EXM	Stop-off (Excess Mileage Charge)	
FC	FCS	Furnishing Chassis	
CG	GSP	Government Guard Car Furnished	NC
GS	GSS	Greater Security	
HF	HHB	Handling Freight	LC
PD	HOL	Pickup/Delivery On Sunday/Holiday	TH, DR
HR	HRS	Heater/Refrigeration	NC
PR	PRL	Prelodging	NV
PD	PUD	Pickup/Delivery On Normal Business Days	TH, DR
RC	RCC	Reconsignment/Diversion	
RD	RCL	Redelivery	NV

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
RV	RLS	Relocation of Vehicle	NV
RE	RMC	Return of Empty Containers	
RP	RMP	Return Movement of Pallets	
RS	RMS	Rail Surveillance	DM, NC
PD	SAT	Pickup/Delivery On Saturday	TH, DR
SS	SFT	Special Train Service	
SO	SOC	Stop-Off	
SP	SPU	Split Pick-up/Delivery	SP
SG	SRG	Storage	TD, LC
SV	SVS	Storage of Vehicles	TD
TS	TMS	Tank Surveillance (two tanks per car)	NC
TM	TMV	Tendering of Multiple Vehicles	TH
TPS	Third	Party (XI2 Code)	
TS	TSS	Tank Surveillance (one tank per am)	NC
LU	URC	Loading/Unloading	LC
VF	VFN	Vehicle Furnished But Not Used	NV
WV	WTV	Weight Verification	

Bulk Fuel Shipments

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
AC	045	Advancing Charges	EA
LS	ADL	Advance Loading Charge	TD
CL	CLN	Cleaning	NV
DP	DEP	Detention With Power Unit	TH
DW	DET	Detention Without Power Unit	TH
EH	EDD	Equipment Hose at Destination Charge	
EH	EDO	Equipment Hose at Origin Charge	
SO	EXM	Stop-off In Transit (Excess mileage charge)	
EX	EXP	Expedited Service	
PD	HOL	Pickup/Delivery On Sunday/Holiday	TH, DR
EH	HOS	Equipment Hose (over 36')	FT
EH	HOX	Equipment Hose (special type)	FT
PE	PAJ	Pumping Equipment	GL
PD	PUD	Pickup/Delivery On Normal Business Days	TH, DR
RC	RCC	Reconsignment/Diversion	FR
RD	RCL	Redelivery	
PD	SAT	Pickup/Delivery On Saturday	TH, DR
SO	SOC	Stop-Off	
AL	SPA	Allowances	NV
SP	SPU	Split Pickup/Delivery	SP
SG	SRG	Storage	TD, NV

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
VF	VFN	Vehicle Furnished But Not Used	NV
WD	WDS	Waterfront Delivery Charge	TH

Pipeline Shipments

AJ	AIB	Additional Injection/Blending Service Charge	BA
DE	DEL	Delivery Service	BA
FL	FLT	Filtration Service Charge	BA

Type of Service Qualifier Definitions

X12 Code	X12 Definition
DM	Miles
CF	Cubic Feet
FR	Flat Rate
NV	Vehicles
FT	Foot
EA	Each
TH	Hours
TD	Days
LC	100 Pounds
DR	Drivers
SP	Stops
LB	Pounds

X12 Code	X12 Definition
NG	Nights
PR	Persons
BA	Barrels
GL	Gallons
NC	Car
TN	Ton
ST	States

Miscellaneous Services

DOD Code	X12 Code	DOD Definition	Service Units Qualifier
	MSG	Miscellaneous Charge	(X12 code)
	TPS	Third Party	(X12 code)

BLOCK 16. PACKAGES (Kind).

DOD Code	X12 Code	DOD Definition	L010
BG	BAG	Bag, burlap or cloth	
BE	BAL	Bale	
BL	BBL	Barrel	
BD	BDL	Bundle	
BX	BOX	Box	
BS	BSK	Basket	
CA	CAB	Cabinet	
CN	CAN	Can	
CS	CAS	Case	
CB	CBY	Carboy	
CC	CNA	HHG containers, wood	
CM	CNB	Container, MAC-ISO, LT, WGT, 8x8x2O foot air	
CU	CNC	Container, Navy cargo transporter	
CR	CND	Container, commercial highway lift	
EC	CNE	Engine container	
MW	CNF	Multiwall container secured to warehouse pit	
CO	CNT	Container, other than CC, CM, CU, CW, MW, MX	
X1	CNX	CONEX (government-owned container)	X1-X0

DOD Code	X12 Code	DOD Definition	L010
CL	COL	Coil	
ED	CRD	Engine cradle or dolly	
CW	CRT	Crate	
CT	CTN	Carton	
CY	CYL	Cylinder	
DR	DPM	Drum	
DB	DUF	Duffelbag	
HA	HPR	Hamper	
KE	KEG	Keg	
LS	LSE	Loose, not packed	
YB	MLV	MILVAN	YA, YB, YC, YD, YE, YF, YL
AB	MSV	MSCVAN	AA. AB, AC, AD, AE, AF, AL
MX	MXD	Mixed	
PL	PAL	Pail	
PC	PCS	Piece	
PT	PLT	Palletized unit load other than code MW	
RL	REL	Reel	
RO	ROL	Roll	
SA	SAK	Sack, paper	
SW	SCS	Suitcase	

DOD Code	X12 Code	DOD Definition	L010
SH	SHT	Sheet	
SD	SKD	Skid	
SB	SKE	Skid, box	
SL	SPL	Spool	
ZB	SVN	SEAVAN	ZA, ZB, ZC, ZD, ZE, ZF, ZL
TU	TBE	Tube	
VS	TBN	SEAVAN - TOTE	
FK	TRK	Footlocker (Trunk)	
TK	TRU	Truck	
TB	TUB	Tub	
LIX	UNT	Unitized (use RT for unitized cargo on RORO)	
VE	VEH	Vehicle	
VO	VOC	Vehicle in operating condition	
VC	VPK	Van chassis	
RT	WHE	RORO (roll off roll on)	
WR	WRP	Wrapped	

BLOCK 18. DOD UNIQUE COMMODITY CODES.

DOD Code	DOD Definition
014255	Missiles/Rockets w/o warheads, RV NTE $5.00 per lb or Missile Guide Control System, Electronic Guidance Control Apparatus; or Missile or Rocket Frame Assemblies containing electronic apparatus or mobile missile or rocket guidance control systems.
06430001	Ammo/Explo/Fireworks, Hazard Class 1.1, RV NTE $2.50 per lb.
06430002	Ammo/Explo/Fireworks, Hazard Class 1.2, 1.3, RV NTE $2.50 per lb.
06430003	Ammo/Explo/Fireworks, Hazard Class 1.4, RV NTE $2.50 per lb.
06430004	Missiles/Rockets, guided w/warhead, RV NTE $5.00 per lb.
10024001	Crated household goods and unaccompanied baggage, RV NTE 10 cents per lb, DPM shipments.
12082002	Engines, Int. Comb., RV NTE $5.00 per lb, radial cyl type or jet prop type, mounted on trailers or wheeled-ship containers.
12082003	Engines, Int. Comb., RV NTE $5.00 per lb. Radial cyl type or jet prop, O/T mounted on trailers or wheeled-ship containers.
12092004	Engines, Steam or Int. Comb., RV NTE $5.00 per lb, NOIBN, mounted on trailers or wheeled-ship containers.
12082005	Engines, Steam or Int. Comb., RV NTE $5.00 per lb. NOIBN, O/T mounted on trailers or wheel-ship containers.
145701	Army Tracked Vehicle Group; with or without guns, vehicle weight less than 40,000 lb RV NTE $2.50 per lb.
14570101	Mortar Carrier, M106
14570102	Mortar Carrier, M106A1
14570103	Mortar Carrier, M106A2
14570104	Personnel Carrier, M113
14570105	Personnel Carrier, M113A1

DOD Code	DOD Definition
14570106	Personnel Carrier, M113A2
14570107	Personnel Carriers, M113A3
14570109	Mortar Carrier, M125A1
14570109	Mortar Carrier, M125A2
14570110	Flame Thrower Carrier, M132
14570111	Flame Thrower Carrier, M132A1
14570112	Anti-Aircraft Gun, M163
14570113	Missile Loader Transporter, M501
14570114	Cargo Carrier, M548
14570115	Cargo Carrier, M548A1
14570116	Reconnaissance Vehicle, M551
14570117	Reconnaissance Vehicle, M551A1
14570118	Command Post Carrier, M577
14570119	Command Post Carrier, M577A1
14570120	Combat Engineering Vehicle, M577A2
14570121	Recovery Vehicle, M806
14570122	Improved Tow Carrier, M901
14570123	Improved Tow Carrier, M901A1
145702	Army Tracked Vehicle Group: with or w/o guns, vehicle weight 40,000 to 59,999 lbs, RV NTE $2.50 per lb per vehicle.
14570201	Bradley Tank, M2
14570202	Bradley Tank, M2A2

DOD Code	DOD Definition
14570203	Bradley Tank, M3
14570204	Howitzer, M109
14570205	Howitzer, M109A1
14570206	Howitzer, M109A2
14570207	Howitzer, M109A3
14570208	Howitzer, M110
14570209	Recovery Vehicle, M578
14570210	Ammunition Carrier, M992
14570211	Multiple Rocket Launcher, MLRS
145703	Army Tracked Vehicle Group: with or w/o guns, vehicle weight 60,000 lbs or more, RV NTE $2.50 per lb per vehicle.
14570301	Combat Tank, M1
14570302	Combat Tank, M1A1
14570303	Bradley Tank, M3A2
14570304	Combat Tank, M48A1
14370305	Combat Tank, M48A2
14570306	Bridge Launcher Tank, M48A
14570307	Combat Tank, M48A3
14570308	Combat Tank, M48A5
14570309	Bridge Launcher Tank, M48A5
14570310	Combat Tank, M48C
14570311	Bridge Launcher Tank, M48C

DOD Code	DOD Definition
14570312	Combat Tank, M60A1
14570313	Combat Tank, M60A2
14570314	Combat Tank, M60A3
14570315	Bridge Launcher Tank, M60C
14570316	Recovery Vehicle, M88
14570317	Recovery Vehicle, M88A1
14570318	Howitzer, M110A1
14370319	Howitzer, M110A2
14570320	Combat Engineering Vehicle, M728
999910	Second Provision Commodities, as defined in Item 510 MFTRP No. 1A, Rules and Accessorial Services Governing the Movement of Department of Defense Freight Traffic by Motor Carrier, RV NTE $2.50 per lb.
999911	Freight, All Kinds, including HAZMAT but excluding (1) Personal Property Shipments, included, (2) Hazmat Class 1.1, 1.2, 1.3, Ammo, Explo, Fireworks, (3) Hazmat Class 1.4 Ammo, Explo requiring DOD TPS, etc., RV NTE $20.00 per lb (RFCC –Regional Freight Consolidation Ctr GT only)
999912	FAK. RV NTE $1.75 per lb
99991201	FAK. RV NTE $1.75 per lb, including crated household goods and unaccompanied baggage. DPM Shipments.
999913	FAK, RV NTE $2.50 per lb.
99991301	FAK. RV NTE $2.50 per lb, including DPM Shipments of crated household goods and accompanied baggage.
999914	FAK, RV NTE $9.50 per lb, including unaccompanied baggage or personal effects shipments, but excluding Hazmat Class 1.1, 1.2, 1.3, 1.4, Ammo, Explo, Fireworks (AIR SHIPMENTS ONLY).
99991501	Gasoline/Gasohol, Automotive

DOD Code	DOD Definition
99991502	Gasoline, Aviation
99991503	Kerosene
99991504	Turbine Fuel, Aviation, O/T JP-4, 5, 7, 8, 10, or JPS
99991505	Diesel Fuel
99991506	Fuel Oil, Burner
99991507	Lubricating Oil
99991508	Turbine Fuel, Aviation JP-4; NMFC155250S DOT Classed Flammable LIQ UN 1863.
99991509	JP5 Aviation Fuel, Turbine, Kerosene-Based, Flash Point 150 degrees Fahrenheit. U.S. DOT Classed Combustible LIQ, UN 1863.
99991510	JP-7 Aviation Fuel Turbine, HYDRO-TREATED Light Distillate, Petroleum, Flash Point 140 degrees Fahrenheit.
99991511	JP-8 Aviation Fuel, Turbine
99991512	JP-10 Aviation Fuel, Turbine
99991513	JPTS Aviation Fuel
999920	Third Proviso Comm, as defined in Item 510, MFTRP No. 1A, RV NTE $2.50 per lb.
999921	Freight, All Kinds, except Hazmat Class 1.1, 1.2, 1.3, 1.4, Ammo, Explo, Fireworks, or Chemical Munitions, but including other HAZMAT, non-Sensitive Hazmat. Full Common-Carrier Liability. (GT only)
999925	Perishable Subsistence Requiring Temperature Control Subject to Full Common Carrier Liability.
99926	Third Proviso Commodities, as defined in Item 510, MFTRP No. 1A, Full Common-Carrier Liability. (Base Closure only).
999927	Freight, All kinds, except Hazmat Class 1.1, 1.2, 1.3, 1.4. including certain Hazmat. RV NTE $9.07 per lb per piece, or $2.50 per piece, whichever is greater, not exceeding actual value. (Air GT Shipment only)

DOD Code	DOD Definition
999928	Heat Exchangers, NOI, RV NTE $.40 per lb.(Special Req. Shipment DOE/Navy only)
999954	Special Detention.
U05901	Ammo, Explo, or Fireworks, Hazard Class 1.1, RV NTE $2.50 per lb.
U05902	Ammo, Explo, or Fireworks, Hazard Class 1.2, 1.3, RV NTE $2.50 per lb.
U05903	Ammo, Explo, or Fireworks, Hazard Class 1.4, RV NTE $2.50 per lb.
U05904	Missiles/Rockets, Guided w/warheads, RV NTE $5.00 per lb.
U61370	Engines, Int. Comb. Radial Cylinder Type or Jet Propulsion-Type mounted on trailers or wheeled-shipping containers, RV NTE $5.00 per lb.
U61371	Engine, Int. Comb. Radial Cylinder Type or Jet Propulsion Type, other than mounted on trailers or wheeled-shipping containers, RV NTE $5.00 per lb.
U61409	Engines, Steam or Int. Comb. NOIBN, mounted on trailers or wheeled-shipping containers, RV NTE $5.00 per lb.
U6l4l0	Engines, Steam, or Int. Comb. NOIBN other than mounted on trailer or wheeled-shipping containers, RV NTE $5.00 per lb.
U69093	Missiles/Rockets w/o Warhead: RV NTE $5.00 per lbs, or Missile UID Control Sys. Electronic Guidance Control Apparatus, or Missile or Rocket Frame assemblies containing Electronic Apparatus or Mobile Missile or Rocket Guidance Control Systems.
U72777	Army Tracked Vehicles Group: with or w/o guns, vehicle weight less than 40,000 lbs, RV NTE $2.50 per lb per vehicle.
U7277701	Mortar Carrier, M106
U7277702	Mortar Carrier, M106A1
U7277703	Mortar Carrier, M106A2
U7277704	Personnel Carrier, M113
U7277705	Personnel Carrier, M113A1
U7277706	Personnel Carrier, M113A2

DOD Code	DOD Definition
U7277707	Personnel Carrier, M113A3
U7277708	Mortar Carrier, M125A1
U7277709	Mortar Carrier, M125A2
U'7277710	Flame Thrower Carrier, M132
U7277711	Flame Thrower Carrier, M132A1
U7277712	Anti-Aircraft Gun, M163
U7277713	Missile Loader Transporter, M501
U7277714	Cargo Carrier, M548
U7277715	Cargo Carrier, M548A1
U7277716	Reconnaissance Vehicle, M551
U7277717	Reconnaissance Vehicle, M551A1
U7277718	Command Post Carrier, M577
U7277719	Command Post Carrier, M577A1
U7277720	Combat Engineering Vehicle, M577A2
U7277721	Recovery Vehicle, M806
U7277722	Improved Tow Carrier, M901
U7277723	Improved Tow Carrier, M901A1
U72778	Army Tracked Vehicles Group: with or w/o Guns, vehicle weight 40,000 to 59,999 lbs, RV NTE $2.50 per lb.
U7277901	Bradley Tank, M2
U7277802	Bradley Tank, M2A2
U7277103	Bradley Tanks, M3

DOD Code	DOD Definition
U7277804	Howitzer, M109
U7277805	Howitzer, M109A1
U7277906	Howitzer, M109A2
U7277807	Howitzer, M109A3
U7277808	Howitzer, M110
U7277809	Recovery Vehicle, M578
U7277810	Ammunition Carrier, M992
U7277811	Multiple Rocket Launcher, MLRS
U72779	Army Tracked Vehicle Group: with or w/o guns, vehicle weight 60,000 lbs or more, RV NTE $2.50 per lb.
U7277901	Combat Tank, M1
U7277902	Combat Tank, M1A1
U7277903	Bradley Tank, M3A2
U7277904	Combat Tank, M48A1
U7277903	Combat Tank, M48A2
U7277906	Bridge Launcher Tank, M48A
U7277907	Combat Tank M48A3
U7277901	Combat Tank, M48A5
U7277909	Bridge Launcher Tank, M48A5
U7277910	Combat Tank, M48C
U7277911	Bridge Launcher Tank, M49C
U7277912	Combat Tank, M60A1

DOD Code	DOD Definition
U7277913	Combat Tank, M60A2
U7277914	Combat Tank, M60A3
U7277913	Bridge Launcher Tank, M60C
U7277916	Recovery Vehicle, M88
U7277917	Recovery Vehicle, M88A1
U7277918	Howitzer, M110A1
U7277919	Howitzer, M110A2
U7277920	Combat Engineering Vehicle, M728
U99912	Freight, All Kinds, RV NTE $1.75 per lb.
U9991201	Freight, All Kinds, RV NTE $1.75 per lb, including DPM shipments of crated household goods and unaccompanied baggage.
U99913	Freight, All Kinds, RV NTE $2.50 per lb.
U9991301	Freight, All Kinds, RV NTE $2.50 per lb, including DPM shipments of crated household goods and unaccompanied baggage.
U9991501	Gasoline/Gasohol, Automotive
U9991502	Gasoline, Aviation
U9991503	Kerosene
U9991504	Turbine Fuel, Aviation
U9991505	Diesel Fuel
U9991506	Fuel Oil, Burner
U9991507	Lubricating Oil
U9991508	JP-4 Aviation Fuel Turbine, NAPTHA-Based, flash point less than 0 degrees Fahrenheit. U.S. DOT Classed Flammable LIQ UN 1863

DOD Code	DOD Definition
U9991509	JP-5 Aviation Fuel, Turbine, Flash Point 150 degrees Fahrenheit. U.S. DOT Classed Combustible LIQ UN 1863
U9991510	JP-7 Aviation Fuel
U9991511	JP-8 Aviation Fuel
U9991512	JP-10 Aviation Fuel
U9991513	JPTS Aviation Fuel
U99921	Freight, All Kinds, Except Classes A, B, & C Ammo, Explo, Fireworks, or Chemical Munitions, but including other HAZMAT and Non-Sensitive Class C Commodities subject to full common-carrier liability.
U99925	Perishable subsistence requiring temperature control, subject to full common-carrier liability.
U99928	Heat exchangers, NOI, RV NTE $.40 per lb. (Special Neg DOE/Navy shipments only)
U99955	Special Demurrage.

BLOCK 24. TYPE OF EQUIPMENT.

Motor and TOFC (Dimensions are outside dimensions).

DOD/ASC Code	DOD Definition
A5	Tractor, air ride.
A6	Tractor, other than air ride.
A7	Flat bed, 30 ft and less, hooked in tandem as one unit.
A8	Van, air ride, w/temperature and human control.
A9	Van, closed, padded, w/air ride suspension, 2nd & 3rd Proviso only.
A1O	410 Dromedary, 102"L x 75 1/2"H x 92"W, 410 cubic feet.

DOD Code	DOD Definition
A11	Van, air ride, 45 ft or 48 ft, padded, equipped with electric hydraulic powered crane loading/unloading system or hydraulic powered.
A20	Motor vehicle transport trailer.
A30	Removable gooseneck.
A40	Flat bed trailer, hot shot, 40 ft and over.
A50	Van, closed, padded/logistics type, freight only, w/air ride suspension, 40 ft and over.
AA1	Van, closed air ride, 30 ft and less.
AA2	Van, closed air ride, 31-40 ft.
AA3	Van, closed air ride, over 40 ft.
AB0	Lowboy, level deck, 10 axles and over.
AB2	Lowboy, level deck, 2 axles.
AB3	Lowboy, level deck, 3 axles.
AB4	Lowboy, level deck, 4 axles.
AB5	Lowboy, level deck, 5 axles.
AB6	Lowboy, double drop, air ride, w/outriggers, 3 axles.
AB7	Lowboy, level deck, 7 axles.
AB9	Lowboy, level deck, 9 axles.
AC2	Expandable low bed trailer, 2 axles.
AC3	Expandable low bed trailer, 3 axles.
AC4	Expandable low bed trailer, 4 axles.
AD1	Dromedary, 82"L x 53 1/2"H x 52"W, 132 cubic feet. CFM will only accept AD for Dromedary movements.

DOD Code	DOD Definition
AD2	Dromedary, 89"L x 60"H x 60"W, 155 cubic feet. CFM will only accept AD for Dromedary movements.
AD3	Dromedary, 96"L x 66"H x 55"W, 180 cubic feet. CFM will only accept AD for Dromedary movements.
AD4	Dromedary, 90"L x 70"H x 57 1/2"W, 200 cubic feet. CFM will only accept AD for Dromedary movements.
AEO	Lowboy, double drop, 10 axles and over.
AE2	Lowboy, double drop, 2 axles.
AE3	Lowboy, double drop, 3 axles.
AE4	Lowboy. double drop, 4 axles.
AE5	Lowboy, double drop, 5 axles.
AE6	Lowboy, double drop. w/outriggers, 3 axles.
AE7	Lowboy, double drop. 7 axles.
AE9	Lowboy, double drop, 9 axles.
AF1	Flat bed, 30 ft and less.
AF2	Flat bed, 31-40 ft.
AF3	Flat bed, over 40 ft.
AG1	Van, open, 30 ft and less.
AG2	Van, open, 31-40 ft.
AG3	Van, open, over 40 ft.
AH2	Drop frame trailer, drop/step deck, 2 axles.
AH3	Drop frame trailer, drop/step deck, 3 axles.
AI2	Drop frame trailer, drop/step deck, air ride, 2 axles.

DOD Code	DOD Definition
AI3	Drop frame trailer, drop/step deck, air ride, 3 axles.
AJ0	Lowboy, level deck, air ride, 10 axles and over.
AJ2	Lowboy, level deck, air ride, 2 axles.
AJ3	Lowboy, level deck, air ride, 3 axles.
AJ4	Lowboy, level deck, air ride, 4 axles.
AJ5	Lowboy, level deck, air ride, 5 axles.
AJ6	Lowboy, level deck, air ride, w/outriggers, 3 axles.
AJ7	Lowboy, level deck, air ride, 7 axles.
AJ9	Lowboy, level deck, air ride, 9 axles.
AK	Van, refrigerated, perishable food.
AL2	Extendible flat bed trailer, 2 axles.
AL3	Extendible flat bed trailer, 3 axles.
AL4	Extendible flat bed trailer, 4 axles.
AM0	Lowboy, double drop, air ride, 10 axles and over.
AM2	Lowboy, double drop, air ride, 2 axles.
AM3	Lowboy, double drop, air ride, 3 axles.
AM4	Lowboy, double drop, air ride, 4 axles.
AM5	Lowboy, double drop, air ride, 5 axles.
AM6	Lowboy, double drop, air ride, w/outriggers, 3 axles.
AM7	Lowboy, double drop, air ride, 7 axles.
AM9	Lowboy, double drop, air ride, 9 axles.
AN	Adjustable tilt bed trailer.

DOD Code	DOD Definition
AO	Drive-away/truck-away.
AO1	Straight truck, enclosed van, 12 ft, 5,000 lb, maximum cargo capacity.
AO2	Straight truck, enclosed van, air ride, 20 ft. 13,000 lb, maximum cargo capacity.
AO3	Straight truck, enclosed van, air ride, 12 ft, 5,000 lb, maximum cargo capacity.
AO4	Straight truck, enclosed van, air ride, 20 ft. 13,000 lb, maximum cargo capacity.
AO5	Straight truck, enclosed van, 20 ft, 13,000 lb, maximum cargo capacity, added/logistics type, w/air ride suspension.
AO6	Pickup truck, with cap, 18 ft. long, 500 lbs maximum cargo capacity.
AO7	Econo van, 17 ft long, 2,000 lbs maximum cargo capacity.
AO8	Dump trailer, 28 ft long, 2 axle, hydraulic powered lift.
AP	Aft steering unit.
AR	Van, refrigerated, other.
AS	Livestock transporter.
AT1	Tank, 5001-8000 gallons.
AT2	Tank, over 8000 gallons.
AU	Container, shipper-owned, environmental, temperature and humidity controlled.

DOD Code	DOD Definition
AV1	Van, closed, 30 ft and less.
AV2	Van, closed, 31-40 ft.
AV3	Van, closed, over 40 ft.
AV4	Van, closed, Roller bed, 40 ft. fixed rollers.
AV5	Van, closed, Roller bed, 40 ft. retractable rollers.
AV6	Van, closed, Roller bed, 45 ft. and over, fixed rollers.
AV7	Van, closed, Roller bed. 45 ft. and over, retractable rollers.
AV8	Van, closed, 45 to 48 ft, 12' 4" high.
AW	Special Dromedary (See item 326, MFTRP No. 1A).
AX	Flat bed, all lengths (twist lock).
AY1	Van, closed, 30 ft and less, double type single unit.
AY2	Van, closed, 30 ft and less, hooked in tandem as one unit.
AZ1	Flat bed, air ride, 30 ft and less.
AZ2	Flat bed, air ride, 31-40 ft.
AZ3	Flat bed, air ride, over 40 ft.

Rail

DOD Code	DOD Definition
KA	Box, automobile.
KB1	Flat, bi-level, not enclosed.
KB2	Flat, bi-level, enclosed.
KC	Box, nuclear waste, DODX w/racks permanently affixed.
KD	Gondola, drop ends.
KE	Box, end door.
KFI	Flat, any other type, not over 70'.
KF2	Flat, any other type, over 70' but not over 90'.
KG1	Gondola, any other type, 52' hi capacity.
KG2	Gondola, any other type, 65' hi capacity.
KH1	Hopper, open-top, 80 tons and less.
KH2	Hopper, open-top, 100 tons, 2000 cubic feet.
KH3	Hopper, closed-top, 70 tons, 2000 cubic feet.
KH4	Hopper, closed top, 100 tons, 2929 cubic feet.
KH5	Hopper, closed-top, 100 tons, 4000 cubic feet.
KH6	Hopper, closed-top, 100 tons, 4600 cubic feet.
KK1	Refrigerator, perishable foods, not over 53' mechanical.
KK2	Refrigerator, perishable foods, over 53', but not over 61' mechanical.

DOD Code	DOD Definition
KL1	Flat, tri-level, not enclosed.
KL2	Flat, tri-level, enclosed.
KO1	Box, any other type, not over 52' 6".
KO2	Box, any other type, over 52' 6", but not over 60' 9".
KO3	Box, any other type, over 60' 9".
KP	Box, damage prevention type.
KR1	Refrigerator, any other type, not over 53' mechanical.
KR2	Refrigerator, any other type, over 53', but not over 63' mechanical.
KS	Stock.
KT1	Tank, 10,000 gallons.
KT2	Tank, 20,000 gallons.
KT3	Tank, 30,000 gallons.
KU	Caboose, DODX armed guard.
KW1	TOFC car.
KW2	COFC car.
KX	Box, missile, DODX w/refrigeration.
KY	Flat, heavy duty.

DOD Code	DOD Definition
KZ1	Flat, DODX, not over 60'.
KZ2	Flat, DODX, over 60'.

Containers

DOD/ASC Code	DOD Definition
QA1	Non-MILVAN, 20 feet and less.
QA2	Non-MILVAN, 24 feet.
QA3	Non-MILVAN, 27 feet.
QA4	Non-MILVAN, 35 feet.
QA5	Non-MILVAN, 40 feet.
QA6	Non-MILVAN, 45 feet and over.
QM	MILVAN

Water

DOD/ASC Code	DOD Definition
WA	Steam ship.
WE	Covered Barge.
WG	Cylinder Tank Barge.
WI	Flush Deck Oil Barge.
WK	Liquid Covered Barge.
WM	Open Barge.
WP	Special Auto Barge.

BLOCK 27. MODE.

DOD Code	X12 Code	DOD Definition
K	AF	Air F reight.
M	AH	Air T axi.
A	BU	Bus.
S	DA	Drive-Away.
U	DW	Drive-Away/Towage Service.
L	FA	Air Freight Forwarder.
B	J	Motor.
D	PL	Pipeline.
E	R	Rail.
F	RA	Rail TOFC/COFC Door-to-Door.
G	RB	Rail TOFC/COFC Plan 3.
H	RC	Rail TOFC/COFC Plan 4.
Q	SB	Shipper Agent.
P	SD	Shipper Association.
N	SF	Surface Freight Forwarder
T	TA	Tow-Away.
R	U	Private Parcel Service.
O	W	Inland Water Way.
V	WP	Water/Pipeline Intermodal Movements.

BLOCK 32. REASON CODE.

DOD Code	DOD Definition
01	Traffic distribution.
02	Excusable refusal.
03	Disability cost at origin offsets lower rail cost.
04	Disability cost at destination offsets lower rail cost.
05	Origin and destination disability costs offset rail costs.
06	Shipping/receiving facility unable to accommodate rail service.
07	Shipping/receiving facility unable to accommodate motor service.
08	Lower cost rail service unavailable due to strike.
09	Lower cost motor service unavailable due to strike.
10	Contract requires specific requested mode.
11	FOB contractor plant not on a private siding.
12	Low cost carrier not used to prevent double handling.
13	Low cost carrier not used in order to use carrier on site.

DOD Code	DOD Definition
14	Disability cost at origin offsets lower air taxi cost.
15	Disability cost at destination offsets lower air taxi cost.
16	Low cost carrier unable to meet service requirements.
17	Low cost carrier in non-use status.
18	Low cost carrier unable to meet DDD/RDD.
19	Failure to use low cost routing plan.
A	Failure to pick up at origin as scheduled.
AA	Carrier qualification noncompliance.
AB	Drug/alcohol/firearm.
B	Improper or inadequate equipment.
C	Shipment refusal.
D	Didn't pick up shipment, inadequate equipment, shipment refusal.
E	Failure to provide protective service.
F	Failure to provide signature and tally record.
G	Time-in-transit.
H	Mishandling freight.
I	Loss or damage.
J	Improper routing.
K	Use of bad language, offensive conduct.
L	Equipment, facility, personnel failure to meet government safety standards.
M	Nonpayment of just debts; delay, seizure, or detention of government shipment.
N	Expired carrier exemption, permits, or authorization (F/S/L).

DOD Code	DOD Definition
O	Failure to meet required insurance coverage and/or provide required administrative documents.
P	Failure to settle claims promptly.
Q	Insufficient financial responsibility.
R	Violations of federal statutes and executive orders.
S	Failure to comply with DOT, ICC, FAA, DOD regulations (F/S).
T	An indictment/conviction for commission of a criminal offense.
U	Indictment/conviction under Organized Crime Act, 1970.
V	Inclusion of Comptroller General, Part 5, Sect 56B dol.
W	A finding by Director, Office of Federal Contracts.
X	Bankruptcy.
Y	Ceased operations or out of business.
Z	No longer interested in DOD traffic.

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APPENDIX Y

PART I, UNITED STATES, STATE ORDER

GOVERNMENT BILL OF LADING OFFICE CODE LISTING

GBLOC	DODAAC	NAME/TFG RECORDS	CITY	ST
MAAJ	WC1JTW	USPFO ALASKA CP DENALI (WC1JTW)	FT RICHARDSON	AK
MAAS	WC1JTH	FT RICHARDSON (WC1JTH)	FT RICHARDSON	AK
MAAT	WC1JUR	FT GREELY (WC1JUR)	FAIRBANKS	AK
MAFL	FB5004	354 LGS (FB5004)	EIELSON AFB	AK
MAFO		COLD BAY AFS	COLD BAY	AK
MANL	N60462	NAV STA ADAK (PP PRIM) (N60462)	ADAK	AK
MAPK	Z71117	USCG ISC KETCHKAN-JUNEAU (Z71117)	JUNEAU	AK
MAPL	Z20280	CGAS SITKA (Z20280)	SITKA	AK
MAPS	Z46000	USCG ISC KODIAK (Z46000)	KODIAK	AK
MASQ	SJ0628	DEF ENERGY SUP CTR-ANCHORAGE	ELMENDORF AFB	AK
MBAT	WC1JH5	FT WAINWRIGHT (WC1JH5)	FORT WAINWRIGHT	AK
MBFL	FB5000	3LG (FB5000)	ELMENDORF AFB	AK
MBFY	FB5007	611 OSUS LGS (FB5007)	KING SALMON AIRPORT	AK
MCFL	FB5040	611 OSUS LGS (FB5040)	EARECKSON AS	AK
MDFL	FB5060	623 SPTS LGS (FB5060)	GALENA AFS	AK
MEFL		LADD AFB	LADD	AK
MEFX		INDIAN MOUNTAIN AFS	INDIAN MOUNTAIN	AK
MFFL		MISSLE EARLY WARNING STA	CLEAR	AK
MGFX		MURPHY DOME AFS	MURPHY DOME	AK
MHFX		SPARREVOHN AFS	SPARREVOHN	AK
MIFX	FG5015	611 ASUS TATALINA AFS (FG5015)	ELMENDORF	AK
MKFL	FB6520	176LS KULIS ANGB (FB6520)	ANCHORAGE	AK
MOFX		CAPE ROMANZOF AFS	ROMANZOF	AK
FGAJ	W31LPY	USPFO ALABAMA (W31LPY)	MONTGOMERY	AL
FGAQ	W31G1Z	ANNISTON AD (W31G1Z)	ANNISTON	AL
FGAT	W31R6T	FT MCCLELLAN (W31R6T)	FT MCCLELLAN	AL
FGFL	FB6011	ALABAMA ANG (FB6011)	BIRMINGHAM	AL
FGMK		FOURTH MARINE DIV	BESSEMER	AL
FGPS	Z36239	CGB MOBILE (Z36239)	MOBILE	AL
FGSK	S0101A	DCMC BIRMINGHAM (S0101A)	BIRMINGHAM	AL
FGUA		FED PRISONS IND INC TALLADEGA	TALLADEGA	AL
FGUV		NASA MARSHALL SP FLT CTR	HUNTSVILLE	AL
FHAT	W31R4Z	FT RUCKER (W31R4Z)	FORT RUCKER	AL
FHFL		115TH TAC ALABAMA ANG	DOTHAN	AL
FIAM	W31P38	REDSTONE ARS (W31P38)	REDSTONE ARS	AL
FJFL	FB6012	ALABAMA ANG (FB6012)	MONTGOMERY	AL
FKFL	FB3300	MAXWELL AFB (FB3300)	MAXWELL AFB	AL
FLSQ	SW3120	DEF DIST DEP ANNISTON (SW3120)	ANNISTON	AL
HSAJ	W41RAA	USPFO AR CP ROBINSON (W41RAA)	LITTLE ROCK	AR
HSAM	W41G27	PINE BLUFF ARS (W41G27)	PINE BLUFF ARS	AR
HSFK		223 COMBT SQDN ARKANSAS ANG	HOT SPRINGS	AR

HTFL	FB6032	188FG ARKANSAS ANG (FB6032)	FT SMITH	AR
HUFL	FB6031	ARKANSAS ANG (FB6031)	LITTLE ROCK AFB	AR
HVFL	FB4460	314 TRNS (FB4460)	LITTLE ROCK AFB	AR
KDAJ	W61LQA	DOL USPFO ARIZONA (W61LQA)	PHOENIX	AZ
KDAK	W61DEL	INTEL CTR & FT HUACHUCA (W61DEL)	FT HUACHUCA	AZ
KDAQ	W80T6L	NAVAJO AD (W80T6L)	BELLEMONT	AZ
KDAV	W61R67	YUMA PG (W61R67)	YUMA	AZ
KDFT	FB6022	162 FW ARIZONA ANG (FB6022)	TUCSON	AZ
KDML	M62974	MCAS YUMA (M62974)	YUMA	AZ
KDSK	S0302A	DCMC PHOENIX (S0302A)	PHOENIX	AZ
KDUA		FED PRISONS IND INC SAFFORD	SAFFORD	AZ
KEFL	FB4887	LUKE AFB (FB4887)	LUKE AFB	AZ
KEUA		FED PRISONS IND INC TUCSON	TUCSON	AZ
KFFL	FB6021	161 ARG ARIZONA ANG (FB6021)	PHOENIX	AZ
KGFL	FB4877	355 SUPS LGS (FB4877)	DAVIS-MONTHAN AFB	AZ
LDAM	W62H0T	RIVERBANK AAP (W62H0T)	RIVERBANK	CA
LDAQ	W62G2X	SIERRA AD (W62G2X)	HERLONG	CA
LDFK	FB2816	LOS ANGELES AFS (FB2816)	LOS ANGELES AFB	CA
LDFL	FB4427	60 APS (FB4427)	TRAVIS AFB	CA
LDFX		750TH RADAR SQDN BORON AFS	BORON	CA
LDMQ	M62204	MCLB BARSTOW (M62204)	BARSTOW	CA
LDMT	M33610	MC MT WARFARE TRNG CTR (M33610)	BRIDGEPORT	CA
LDNI	N63139	NAV AIR RESERVE (N63139)	SANTA CLARA	CA
LDNM	N60036	NWS CONCORD (N60036)	CONCORD	CA
LDNP	N62583	NAV CONSTRUCTION BN CEN (N62583)	PORT HUENEME	CA
LDPL	Z20180	CGAS SAN FRANCISCO (Z20180)	SAN FRANCISCO	CA
LDPS		CGSC ALAMEDA	ALAMEDA	CA
LDPT	Z61200	CGTC PETALUMA (Z61200)	PETALUMA	CA
LDUA		FED PRISONS IND TERMINAL IS	SAN PEDRO	CA
LDUQ		GENERAL SERVICES ADMIN OAKLAND	OAKLAND	CA
LEAK	W62N6M	USAED SACRAMENTO (W62N6M)	SACRAMENTO	CA
LEFL	FB6044	CALIFORNIA ANG (FB6044)	FRESNO	CA
LEFS		6594TH CA ANG SUNNYVALE AFS	SUNNYVALE	CA
LENL	N60042	NAV AIR FAC (N60042)	EL CENTRO	CA
LENM	N00396	NAVORDCENPACDIV DET (N00396)	FALLBROOK	CA
LENQ	N68276	FISC DET SEAL BEACH (N68276)	SEAL BEACH	CA
LENV	N60530	NAVWPNSCEN CHINA LAKE (N60530)	CHINA LAKE	CA
LEPK	Z47500	USCG ISC ALAMEDA(Z47500)(FRT ONLY)	ALAMEDA	CA
LEPL		CGAS SAN DIEGO	SAN DIEGO	CA
LEPS		CGB YERBA BUENA ISL	SAN FRANCISCO	CA
LESK	S0513A	DCMC SANTA ANA (S0513A)	SANTA ANA	CA
LEUA		FED PRISONS IND INC SAN DIEGO	SAN DIEGO	CA
LEUQ		GSA (ROUGH&READY ISLAND)	STOCKTON	CA
LFAH	W62P4E	596TH TRANS TML GP (W62P4E)	CONCORD	CA
LFAK	W62B6R	PRESIDIO OF SAN FRANCISCO (W62B6R)	SAN FRANCISCO	CA
LFFL	FB6041	129 LS CALIFORNIA ANG (FB6041)	MOFFETT FED AF	CA
LFFX		666TH RADAR MILL VALLEY AFS	MILL VALLEY	CA
LFMT	M00681	MCB CAMP PENDLETON (M00681)	CAMP PENDLETON	CA
LFNT	N62271	NAV POST GRAD SCHOOL (N62271)	MONTEREY	CA

LFNV	N64267	NWAD FISC CORONA (N64267)	CORONA	CA
LFPS		CGSC TERMINAL ISLAND	SAN PEDRO	CA
LFUA		FED PRISONS IND INC LOMPOC	LOMPOC	CA
LGAJ	W81LHA	1106TH AVCRAD USPFO CA (W81LHA)	FRESNO	CA
LGFL	FB4610	30 TRNS (FB4610)	VANDENBERG AFB	CA
LGFX		751ST RADAR MOUNT LAGUNA AFS	MOUNT LAGUNA	CA
LGMT	M34000	MC RECRUIT DEP (M34000)	SAN DIEGO	CA
LGNC	N43438	NWAD FISC POMONA (N43438)	POMONA	CA
LGNL	N63042	NAS LEMOORE (N63042)	LEMOORE	CA
LGNV	N66001	SPAWAR SYSCEN (N66001)	SAN DIEGO	CA
LGPL	Z20285	CGAS HUMBOLDT BAY (Z20285)	MCKINLEVILLE	CA
LGUA		FED PRISONS IND INC PLEASANTON	PLEASANTON	CA
LHAT	W62R65	DLIFLC (W62R65)	PRESIDIO O MONTEREY	CA
LHFL		MILITARY AIRLIFT CMD	LOS ANGELES	CA
LHNM	N60701	NWS SEAL BEACH (N60701)	SEAL BEACH	CA
LIFL	FB4686	BEALE AFB (FB4686)	BEALE AFB	CA
LIFX		POINT ARENA AFS	POINT ARENA	CA
LIMT	M67399	USMC AIR GRD COMBAT CTR (M67399)	TWENTYNINE PALMS	CA
LINC	N44399	NAVTRANS DET TRAVIS (N44399)	TRAVIS AFB	CA
LINF	N44943	NAVIMFAC DET SAN DIEGO (N44943)	SAN DIEGO	CA
LISQ	SW3215	DEF DIST DEP BARSTOW (SW3215)	BARSTOW	CA
LJML	M67865	MC AIR STA MIRAMAR (M67865)	SAN DIEGO	CA
LJNL	N63126	NAVAIRWPNSTA (N63126)	PT MUGU	CA
LJSK	S0514A	DCMC SAN DIEGO (S0514A)	SAN DIEGO	CA
LJSQ	SW3212	DEF DIST DEP MCCLELLAN (SW3212)	MCCLELLAN AFB	CA
LKAJ	W62M49	USPFO CALIFORNIA (W62M49)	SAN LUIS OBISPO	CA
LKAT	W80S4X	NATIONAL TRAINING CENTER (W80S4X)	FORT IRWIN	CA
LKFL	FB6042	163 ARW CA ANG (FB6042)	MARCH ARB	CA
LKNQ	N00244	FISC SAN DIEGO NORTH ISLAND (N00244)	SAN DIEGO	CA
LKSK	S0507A	DCMC SAN FRANCISCO (S0507A)	SAN BRUNO	CA
LLFL		PALMDALE-LANCAS AIRPORT	PALMDALE	CA
LLSK	S0512A	DCMC VAN NUYS (S0512A)	VAN NUYS	CA
LMFL	FB4664	452 LSS (FB4664)	MARCH ARB	CA
LMNQ	N66857	NAVY REG PLAN EQ OFC (N66857)	OAKLAND	CA
LMSK		DEF FUEL REG LOS ANGELES	LOS ANGELES	CA
LMSQ	SJ0606	DEF ENERGY SUP CTR-LOS ANGELES (SJ0606)	LOS ANGELES	CA
LNFL	FB2805	95 TRNS (FB2805)	EDWARDS AFB	CA
LNSQ	SW3218	DEF DIST DEP SAN DIEGO (SW3218/SW3205)	SAN DIEGO	CA
LOSQ	SW3224	DEF DIST DEP SAN JOAQUIN (SW3224/SW3200/SW3225)	STOCKTON	CA
LQFL		HAMILTON AFB	HAMILTON AFB	CA
LSFL	FB6043	CHANNEL ISL CA ANG STA (FB6043)	PORT HUENEME	CA
LUAT	W81W0X	CA OFF-POST SPT BR DSS (W81W0X)	OAKLAND AB	CA
LUNK	N63394	NAVSURFWARCENDIV PT HUENEME (N63394)	PORT HUENEME	CA
KIAB	W51MXR	USAG FITZSIMMONS (W51MXR)	AURORA	CO
KIAJ	W81LJT	USPFO COLORADO (W81LJT)	GOLDEN	CO
KIAM	W51G2G	ROCKY MTN ARS (W51G2G)	ENGLEWOOD	CO
KIAQ	W51G2B	PUEBLO CHEMICAL DEPOT (W51G2B)	COMMERCE CITY	CO

KIAT	W51HUN	FT CARSON (W51HUN)	FT CARSON	CO
KIDK	HQ0107	DFAS DENVER CTR (HQ0107)	DENVER	CO
KIFK		HQ AEROSPACE DEF CMD	PETERSON FIELD	CO
KIFL	FB6061	140 LS CO ANG BUCKLEY ANGB (FB6061)	AURORA	CO
KISK	S0602A	DCMC DENVER (S0602A)	ENGLEWOOD	CO
KIUA		FED PRISONS IND INC LITTLETON	LITTLETON	CO
KIUQ		GENERAL SERVICES ADMIN DENVER	DENVER	CO
KJFL	FB7000	10 ABW AIR FORCE ACADEMY (FB7000)	USAF ACADEMY	CO
KJSK	S0605A	DCMC LOCKHEED MARTIN (S0605A)	LITTLETON	CO
KJUA		FED PRISONS IND INC FLORENCE	FLORENCE	CO
KKAK	W81EUD	USAR SPACE COMMAND (W81EUD)	COLORADO SPRS	CO
KKFL	FB2500	21 LSS (FB2500)	PETERSON AFB	CO
AMAJ	W11M93	USPFO CONNECTICUT (W11M93)	HARTFORD	CT
AMFS		BRAINARD FIELD	HARTFORD	CT
AMNF	N62789	SUPSHIP CONV REPAIR (N62789)	GROTON	CT
AMNS	N00129	NSB NEW LONDON (N00129)	GROTON	CT
AMPT	Z60100	USCG ACADEMY NEW LONDON (Z60100)	NEW LONDON	CT
AMSK	S0701A	DCMC STRATFORD (S0701A)	STRATFORD	CT
ANAF	W11M91	1109TH AVCRAD (W11M91)	GROTON	CT
ANFL	FB6071	103 FW CONNECTICUT ANG (FB6071)	WINDSOR LOCKS	CT
ANSK	S0702A	DCMC HARTFORD-STRATFORD (S0702A)	STRATFORD	CT
BEAB	W74MYG	WALTER REED AR MED CTR (W74MYG)	WASHINGTON	DC
BEFK	FB4208	11 TRNS BOLLING AFB (FB4208)	WASHINGTON	DC
BEMC	M54900	MC BARRACKS WASH (M54900)	WASHINGTON	DC
BENK	N00171	FISC NORF DET WASHINGTON (N00171)	WASHINGTON	DC
BENV	N00173	NAV RESEARCH LAB (N00173)	WASHINGTON	DC
BEUQ		GENERAL SERVICES ADMIN WASH	WASHINGTON	DC
BFAJ	W81KJK	USPFO DIST OF COLUMBIA (W81KJK)	WASHINGTON	DC
BFDQ		DEF PRINTING SVC	WASHINGTON	DC
BFMK	M95425	HQ USMC NAVY ANNEX (M95425)	WASHINGTON	DC
BFUQ		GOVT PRINTING OFFICE WASH	WASHINGTON	DC
ASAJ	W21LRB	USPFO DELEWARE (W21LRB)	NEWCASTLE	DE
ASFL	FB4497	DOVER AFB (FB4497)	DOVER AFB	DE
ATFL	FB6081	DELEWARE ANG (FB6081)	NEW CASTLE	DE
CLAH	W32QLR	954TH TRANS CO (W32QLR)	CAPE CANAVERAL	FL
CLAJ	W32MUV	USPFO FL (W32MUV/W32RXX)	ST AUGUSTINE	FL
CLFM		CAPE CANAVERAL AFS TITAN III	CAPE CANAVERAL	FL
CLFS		OPA-LOCKA AFS	OPA-LOCKA	FL
CLFX		OLAJ 20TH ADS	OLD TOWN	FL
CLFY	FB4417	16 TRNS/LGTTH (FB4417)	HULBURT FIELD	FL
CLFZ	FB6091	FLORIDA ANG (FB6091)	JACKSONVILLE	FL
CLMC	M92502	BLOUNT ISLAND PORT (M92502)	JACKSONVILLE	FL
CLNF	N62670	SUPSHIP CONV REPAIR (N62670)	JACKSONVILLE	FL
CLNT	N60200	NAS CECIL FIELD (N60200	CECIL FIELD	FL
CLPK	Z71107	USCG ISC MIAMI (Z71107)	MIAMI	FL
CLPL		CGAS OPA LOCKA	OPA LOCKA	FL
CLPS		CGB MIAMI BEACH	MIAMI	FL

CLSK	S1002A	DCMC ORLANDO (S1002A)	ORLANDO	FL
CLUA		FED PRISONS IND INC TALLAHASSEE	TALLAHASSEE	FL
CLUV		NASA JFK SP CTR CAPE CANAVERAL	KENNEDY SP CTR	FL
CMFL	FB2520	45 TRNS (FB2520)	PATRICK AFB	FL
CMFX		679TH ACFT CON&WARNING SQDN	JACKSONVILLE	FL
CMNL	N00207	NAS JACKSONVILLE (N00207)	JACKSONVILLE	FL
CMNT	N30475	NTC ORLANDO (N30475)	ORLANDO	FL
CMPL	Z20150	CGAS GP ST PETERSBURG (Z20150)	ST PETERSBURG	FL
CMUA		FED PRISONS IND INC (MARIANNE	MIAMI	FL
CNFL	FB6648	482 LSS LGS (FB6648)	HOMESTEAD ARB	FL
CNFX		OLAJ 20TH ADS (TAC)	KEY WEST	FL
CNNQ	N68836	FISC JACKSONVILLE (N68836) (PP ONLY)	JACKSONVILLE	FL
CONT	N00204	NAS PENSACOLA (N00204)	PENSACOLA	FL
CONV	N61331	NAVSURFWARCTR PANAMA CITY (N61331)	PANAMA CITY	FL
CPFL	FB4819	TYNDALL AFB (FB4819)	TYNDALL AFB	FL
CPNT	N61339	NAVAIRWARCENTRASYSDIV (N61339)	ORLANDO	FL
CQNL	N00213	NAS KEY WEST (N00213)	KEY WEST	FL
CRSQ	SW3122	DEF DIST DEP JACKSONVILLE (SW3122)	JACKSONVILLE	FL
CSFL	FB4814	6 TRNS (FB4814)	MACDILL AFB	FL
CTFL	FB2823	96 LGS (FB2823)	EGLIN AFB	FL
CFAJ	W33QW7	USPFO GA (W33QW7/W33MNC/W33MNG)	ATLANTA	GA
CFAK	W33FRS	FT MCPHERSON/ FT GILLEM (W33FRS)	FOREST PARK	GA
CFAT	W33APT	FT BENNING (W33APT)	FORT BENNING	GA
CFFQ	FB2065	78 ABW (FB2065)	ROBINS AFB	GA
CFFX		702TH RADAR SQDN	SAVANNAH	GA
CFFY	FB6103	GEORGIA ANG CRTC (FB6103)	GARDEN CITY	GA
CFFZ	FB6101	116 BW GA ANG DOBBINS AFB (FB6101)	MARIETTA	GA
CFMQ	M67004	MC LOGISTICS BASE ALBANY (M67004) (PP ONLY)	ALBANY	GA
CFNF	N44466	TRIDENT REFIT FAC (N44466)	KINGS BAY	GA
CFSK	S1103A	DCMC ATLANTA (S1103A)	MARIETTA	GA
CFSQ	SW3121	DEF DIST DEP ALBANY (SW3121)	ALBANY	GA
CFUA		FED PRISONS IND INC ATLANTA	ATLANTA	GA
CFUQ		GENERAL SERVICES ADMIN ATLANTA	ATLANTA	GA
CGAL	W33JYG	HUNTER ARMY AF (W33JYG)	SAVANNAH	GA
CGAP	W33SJG	USAED SAVANNAH (W33SJG)	SAVANNAH	GA
CGAT	W33M8U	FT GORDON (W33M8U)	FT GORDON	GA
CGNT	N62741	NAV SUPPLY CORPS SCHOOL (N62741)	ATHENS	GA
CHAT	W33GGZ	FT STEWART (W33GGZ)	FORT STEWART	GA
CHNL	N00196	NAS ATLANTA (N00196)	MARIETTA	GA
CIFL	FB6703	94 LG DOBBINS AFB (FB6703)	MARIETTA	GA
CJFL	FB6102	GEORGIA ANG (FB6102)	GARDEN CITY	GA
CKFL	FB4830	347 TRNS (FB4830)	MOODY AFB	GA
CKSQ	SW3119	DEF DIST DEP WARNER ROBINS (SW3119)	ROBINS AFB	GA
MLNQ	M00318			HI
MLSQ	SW3144	DEF DEPOT PEARL HARBOR (SW3144)	PEARL HARBOR	HI
MMAJ	W81KK5	USPFO HAWAII (W81KK5)	HONOLULU	HI
MMFL	FB5260	15ABW (FB5260)	HICKAM AB	HI

GIAJ	W81JM8	USPFO IOWA CAMP DODGE (W81JM8)	JOHNSTON	IA
GIAM	W54H0G	IOWA AAP (W54H0G)	MIDDLETOWN	IA
GIFL	FB6141	132 FW IOWA ANG (FB6141)	DES MOINES	IA
GISK		DCMC CEDAR RAPIDS	CEDAR RAPIDS	IA
GJFL	FB6142	185 FW IOWA ANG (FB6142)	SERGEANT BLUFF	IA
JKAJ	W63KQW	USPFO IDAHO (W63KQW)	BOISE	ID
JKFL	FB6112	IDAHO ANG (FB6112)	BOISE	ID
JLFL	FB4897	366 TRNS (FB4897)	MOUNTAIN HOME AFB	ID
GKAM	W52ACD	JOLIET AAP (W52ACD)	JOLIET	IL
GKFL	FB4407	375 TRNS (FB4407)	SCOTT AFB	IL
GKUQ		GENERAL SERVICES ADMIN CHICAGO	CHICAGO	IL
GLAJ	W52JUD	USPFO ILLINOIS (W52JUD)	SPRINGFIELD	IL
GLAK	W52H01	USA C M PRICE SPT CTR (W52H01)	GRANITE CITY	IL
GLAM	W52H1C	ROCK ISLAND ARS (W52H1C)	ROCK ISLAND	IL
GLAQ	W52G2K	SAVANNA AD (W52G2K)	SAVANNA	IL
GLFD	FB6618	128 LG O'HARE IAP ARS (FB6618)	CHICAGO	IL
GLFL	FB6121	ILLINOIS ANG (FB6121)	OHARE	IL
GLNT	N00210	NTC GREAT LAKES (N00210)	GREAT LAKES	IL
GLUQ		US GOVT PRINTING OFC CHICAGO	CHICAGO	IL
GMAK	W52H09	HQ INDUSTRIAL OP CMD (W52H09)	ROCK ISLAND ARS	IL
GMFL	FB6122	182 AW ILLINOIS ANG (FB6122)	PEORIA	IL
GMNC	N47078	NAVAIRWARCEN (N47078)	GRANITE CITY	IL
GMSK	S1403A	DCMC CHICAGO (S1403A)	CHICAGO	IL
GNFL	FB6123	ILLINOIS ANG (FB6123)	SPRINGFIELD	IL
GOAM	W53H0F	INDIANA AAP (W53H0F)	CHARLESTOWN	IN
GONM	N00164	NSWC CRANE (N00164)	CRANE	IN
GOSK	S1501A	DCMC INDIANAPOLIS (S1501A)	INDIANAPOLIS	IN
GOUA		FED PRISONS IND INC TERRE HAUTE	TERRE HAUTE	IN
GPAJ	W53P1L	USPFO INDIANA (W53P1L/W53T0A)	INDIANAPOLIS	IN
GPAM	W53H0P	NEWPORT CHEMICAL DEPOT (W53H0P)	NEWPORT	IN
GPFL	FB6132	122 FW INDIANA ANG (FB6132)	FORT WAYNE	IN
GQFL	FB4654	434 LSS (FB4654)	GRISSOM AFB	IN
GRAM	W53XMD	CRANE ARMY AMMO ACT (W53XMD)	CHARLESTOWN	IN
GRFL	FB6131	181 FW INDIANA ANG (FB6131)	TERRE HAUTE	IN
KOAJ	W81K4N	USPFO KANSAS (W81K4N)	TOPEKA	KS
KOAM	W55H0W	SUNFLOWER AAP (W55H0W)	LAWRENCE	KS
KOAT	W81FG8	FT RILEY (W81FG8)	FT RILEY	KS
KOFL	FB4621	22 ARW (FB4621)	MCCONNELL AFB	KS
KOFZ	FB6152	190 ARW KS ANG FORBES FIELD (FB6152)	TOPEKA	KS
KOMK		HQ 9TH MC DIST	SHAWNEE MISSION	KS
KOSK	S1701A	DCMC WICHITA (S1701A)	WICHITA	KS
KOSQ	SP4303	DDOO ATCHISON FAC (SP4303)	ATCHISON	KS
KOUA		FED PRISONS IND INC LEAVENWORTH	LEAVENWORTH	KS
KPAM	W55H0H	KANSAS AAP (W55H0H)	PARSONS	KS
KPAT	W55C6G	FT LEAVENWORTH (W55C6G)	FT LEAVENWORTH	KS
KPFL	FB6151	184BG KANSAS ANG BASE (FB6151)	MCCONNEL AFB	KS

FAAM	W22PL1	FT KNOX (W22PL1)	FORT KNOX	KY
FAAQ	W90JFF	KY LOG OP CTR (W90JFF) BLUEGRASS AD	LEXINGTON	KY
FAAT	W34GNA	FT CAMPBELL AAF (W34GNA)	FORT CAMPBELL	KY
FANM	N00197	NSWC PT HUENEME DIV LOUISVILLE DET (N00197)	LOUISVILLE	KY
FAUA		FED PRISONS IND INC ASHLAND	ASHLAND	KY
FBAJ	W81K70	USPFO KENTUCKY (W81K70)	FRANKFORT	KY
FBFL	FB6161	123 AW KENTUCKY ANG (FB6161)	LOUISVILLE	KY
FRAM	W42H0M	LOUISIANA AAP (W42H0M)	SHREVEPORT	LA
FRAP	W42HEM	USAED NEW ORLEANS (W42HEM)	NEW ORLEANS	LA
FRFC	FB6716	926 FW NAS JRB (FB6716)	NEW ORLEANS	LA
FRFX		630TH RADAR SQDN	SLIDELL	LA
FRNQ	N00205	NAV SPT ACTY NEW ORLEANS (N00205)	NEW ORLEANS	LA
FRPS	Z36240	CGB NEW ORLEANS (Z36240)	NEW ORLEANS	LA
FSAJ	W42BJ2	USPFO LOUSIANNA (W42BJ2/W42N6L)	NEW ORLEANS	LA
FSAT	W42CXA	FT POLK (W42CXA)	FT POLK	LA
FSFL	FB4608	BARKSDALE AFB (FB4608)	BARKSDALE AFB	LA
FSNT	N00206	NAS JRB NEW ORLEANS (N00206)	BELLE CHASE	LA
FUFL	FB6171	159 FW LOUISIANA ANG (FB6171)	BELLE CHASE	LA
FUMI	M26382	HQBN MARFORCES (M26382)	NEW ORLEANS	LA
AGAT	W13G9B	DEVENS RES FORCES TNG ACT (W13G9B)	DEVENS	MA
AGAV	W13PPH	USAR SOLDIER SYS CMD (W13PPH)	NATICK	MA
AGFL	FB2835	66LS HANSCOM AFB (FB2835)	HANSCOM AFB	MA
AGPC	Z47000	CG SPT CTR BOSTON (Z47000)	BOSTON	MA
AGPK	Z71101	1ST CG DIST BOSTON (Z71101)	BOSTON	MA
AGPS	Z36215	CGB WOODS HOLE (Z36215)	WOODS HOLE	MA
AGSK	S2206A	DCMC BOSTON (S2206A)	BOSTON	MA
AGUQ		GENERAL SERVICES ADMIN BOSTON	BOSTON	MA
AHFL	FB6606	439 LSS WESTOVER ARB (FB6606)	CHICOPEE	MA
AHSK	S2202A	DCMC EAST (S2202A)	BOSTON	MA
AIAJ	W13N92	USPFO MASSACHUSETTS (W13N92/W13N93/W13N94)	MILFORD	MA
AIFL	FB6202	102FW MA ANG (FB6202)	OTIS AFB	MA
AJPL	Z20115	CGAS CAPE COD (Z20115)	CAPE COD	MA
AKFL	FB6201	104FW MA ANG (FB6201)	WESTFIELD	MA
BAAJ	W23R7B	USPFO MARYLAND (W23R7B)	HAVRE DE GRACE	MD
BAAP	W23HAV	BALTIMORE ENGINEER DIST (W23HAV)	BALTIMORE	MD
BAAQ	W23V0T	USA AG PUB CTR BALTIMORE (W23V0T)	BALTIMORE	MD
BAAT	W23A9F	FT GEORGE G MEADE (W23A9F)	FT GEO G MEADE	MD
BAAV	W23AUU	ABERDEEN PG (W23AUU)	ABERDEEN PG	MD
BAAY	W23P47	7TH SIGNAL CMD (W23P47)	FORT RITCHIE	MD
BAFQ	FY7495	AF PUB DIST CTR BALTIMORE (FY7495)	BALTIMORE	MD
BAMT		MARINE ACFT GP 41ST DET	ANDREWS AFB	MD
BANB	N00168	NATL NAV MED CTR (N00168)	BETHESDA	MD
BANL	N00166	NAF ANDREWS AFB (N00166)	ANDREWS AFB	MD
BANM	N00174	NSWC DIV INDIAN HEAD (N00174)	INDIAN HEAD	MD
BANT	N00161	NAVAL ACADEMY (N00161)	ANNAPOLIS	MD

BAPF	Z52700	CG SUPPLY CTR BALTIMORE (Z52700)	BALTIMORE	MD
BASK	S2101A	DCMC BALTIMORE (S2101A)	TOWSON	MD
BAUV		NASA GODDARD SP FLT CTR	GREENBELT	MD
BAUW		NATL OCEAN/ATMOSP ADMIN	ROCKVILLE	MD
BBAV	W23G1M	USAG FT DETRICK (W23G1M)	FREDERICK	MD
BBFL	FB4425	89 TRNS (FB4425)	ANDREWS AFB	MD
BBFV		TECHNICAL RESEARCH INST	ANDREWS AFB	MD
BBNV	N00167	NSWC CARDEROCK DIV BETHESDA (N00167)	BETHESDA	MD
BBSC		DCMC ANNAPOLIS RESIDENCY	ANNAPOLIS	MD
BCAV	W81PA4	ARMY RESEARCH LAB (W81PA4)	ADELPHI	MD
BCNV	N00421	NAS PATUXENT RIVER (N00421)	PATUXENT RIVER	MD
BDFL	FB6191	MARYLAND ANG (FB6191)	BALTIMORE	MD
BDWZ	H98230	NATL SECURITY AGCY (H98230)	FT GEO G MEADE	MD
BEBU	HM0027	NAT IMAGERY&MAPPING AGY (HM0027)	BETHESDA	MD
BEFL	FB6511	113FW DC ANG (FB6511) FB6511	ANDREWS AFB	MD
AAAJ	W12L3Z	USPFO MAINE (W12L3Z)	AUGUSTA	ME
AAFL	FB6181	101 ARW MAINE ANG (FB6181)	BANGOR	ME
AANC	N00702	NAV SECURITY GP (N00702)	WINTER HARBOR	ME
AANF	N62786	SUPSHIP CONV REPAIR (N62786)	BATH	ME
AANL	N60087	NAS BRUNSWICK (N60087)	BRUNSWICK	ME
AANY	N63038	NAVCOMTELSTA CUTLER (N63038)	CUTLER	ME
AAPC	Z36217	CG GP SOUTHWEST HARBOR (Z36217)	SOUTHWEST HARBOR	ME
AAPS		CGB SOUTH PORTLAND	PORTLAND	ME
EAFY	FB6221	127 WG MICHIGAN ANG (FB6221)	SELFRIDGE ANGB	MI
EAFZ		BAYSHORE RADAR BOMB SQDN	BAYSHORE	MI
EAPS	Z31210	CGB SAULT STE MARIE (Z31210)	SAULT STE MARIE	MI
EASK	S2303A	DCMC GRAND RAPIDS (S2303A)	GRAND RAPIDS	MI
EASQ	SB4201	DEF LOGISTICS SERVICE CTR (SB4201)	BATTLE CREEK	MI
EAUA		FED PRISONS IND INC MILAN	MILAN	MI
EBPS	Z31360	CGB DETROIT (Z31360)	DETROIT	MI
EBSK	S2303A	DCMC DETROIT-WARREN (S2303A)	WARREN	MI
ECAJ	W56LS9	USPFO MICHIGAN (W56LS9/W56R69/W56D5E)	LANSING	MI
ECAK	W56HZY	ARMY TANK AUTO CMD (W56HZY)	WARREN	MI
ECFL	FB6223	MICHIGAN ANG (FB6223)	ALPENA	MI
EDFL	FB6222	110 LS MI ANG (FB6222)	BATTLE CREEK	MI
GAAJ	W57LVB	USPFO MINNESOTA (W57LVB)	LITTLE FALLS	MN
GAAM	W57H0X	TWIN CITIES AAP (W57H0X)	ARDEN HILLS	MN
GASK	S2401A	DCMC TWIN CITIES (S2401A)	BLOOMINGTON	MN
GAUA		FED PRISONS IND INC (DULUTH)	SANDSTONE	MN
GBFL	FB6232	148 FW MN ANG (FB6232)	DULUTH	MN
GCFL	FB6633	934 LG (FB6633)	MINNEAPOLIS	MN
GDFL	FB6231	133 AW MN ANG (FB6231)	ST PAUL	MN
GSAJ	W58MYQ	USPFO MISSOURI (W58MYQ)	JEFFERSON CITY	MO
GSAM	W58H0J	LAKE CITY AAP (W58H0J)	INDEPENDENCE	MO
GSAP	W58XUW	USAED KANSAS CITY (W58XUW)	KANSAS CITY	MO

GSAQ	W58WKT	ARMY PUB DIST CTR (W58WKT)	ST LOUIS	MO
GSAT	W58QRC	FT LEONARD WOOD (W58QRC)	FT LEONARD WOOD	MO
GSPA		CGB ST LOUIS	ST LOUIS	MO
GSPK	Z71102	USCG ISC ST LOUIS (Z71102)	ST LOUIS	MO
GSSQ	SJ0604	DEF ENERGY SUP CTR-ST LOUIS (SJ0604)	ST LOUIS	MO
GSUQ		GENERAL SERVICES ADMIN KC	KANSAS CITY	MO
GSUV		DEPT OF ENERGY KANSAS CITY	KANSAS CITY	MO
GTAK	W81CM6	USA RESERVE ADMINCTR (W81CM6)	ST LOUIS	MO
GTFL	FB4625	509 LG (FB4625)	WHITEMAN AFB	MO
GUAJ	W81PNC	MISSOURI ANG (W81PNC)	SPRINGFIELD	MO
GUAM	W58HOV	ST LOUIS AAP (W58HOV)	ST LOUIS	MO
GUBU	HM0001	NAT IMAGERY&MAPPING AGY (HM0001)	ST LOUIS	MO
GUFL	FB6251	MISSOURI ANG (FB6251)	ST LOUIS	MO
GUSK	S2605A	DCMC BOEING (S2605A)	ST LOUIS	MO
GVFL	FB6252	139 AW MO ANG (FB6252)	ST JOSEPH	MO
GWBU	HM0093	NAT IMAGERY&MAPPING AGY (HM0093)	ST LOUIS	MO
FMAJ	W35KT6	USPFO MISSISSIPPI CP SHELBY (W35KT6)	SHELBY	MS
FMAM	W80KLB	MISSISSIPPI AAP (W80KLB)	PICAYUNE	MS
FMAS		WATERWAYS EXP STA CE VICKSBURG	VICKSBURG	MS
FMFL	FB3010	81 TRNS (FB3010)	KEESLER AFB	MS
FMNF	N62795	SUPSHIP CONV REPAIR (N62795)	PASCAGOULA	MS
FMNT	N62604	NAV CONSTRUCTION BN CD GULFPORT (N62604)	GULFPORT	MS
FMNU	N62306	NAV OCEANOGRAPHIC OFC (N62306)	STENNIS SPACE CENTER	MS
FNAJ	W35KT5	DOL USPFO MISSISSIPPI (W35KT5)	JACKSON	MS
FNFL	FB3022	14 LS (FB3022)	COLUMBUS AFB	MS
FNNT	N63043	NAS MERIDIAN (N63043)	MERIDIAN	MS
FOFL	FB6242	172 AW MS ANG (FB6242)	JACKSON	MS
FPFL	FB6243	MS ANG CRTC (FB6243)	GULFPORT	MS
FQFL	FB6241	186 ARW MS ANG (FB6241)	MERIDIAN	MS
FQNL	N68890	NAV STA PASCAGOULA (N68890)	PASCAGOULA	MS
JMAJ	W64PTP	USPFO MONTANA (W64PTP)	HELENA	MT
JNFL	FB4626	341 TRNS (FB4626)	MALMSTROM AFB	MT
JOFL	FB6261	MONTANA ANG (FB6261)	GREAT FALLS	MT
JOFX		OLAB 25 ADS/TAC KALISPELL AF STAT	LAKESIDE	MT
BKAH	W36QLP	597TH USAR TRANS TML GP (W36QLP)	SOUTHPORT	NC
BKAJ	W81KDP	USPFO NORTH CAROLINA (W81KDP)	RALEIGH	NC
BKAS	W36R4X	FT BRAGG (W36R4X)	FORT BRAGG	NC
BKFL	FB6331	145 AW NC ANG (FB6331)	CHARLOTTE	NC
BKMT	M31000	MCB CAMP LEJEUNE (M31000)	CAMP LEJEUNE	NC
BKPF	Z50100	CG AIR SUP CTR (Z50100)	ELIZABETH CITY	NC
BKPL		CGAS ELIZABETH CITY	ELIZABETH CITY	NC
BKPS	Z36234	CGB FT MACON (Z36234)	ATLANTIC BEACH	NC
BKUA		FED PRISONS IND INC BUTNER	BUTNER	NC
BLFL	FB4488	43 WG (FB4488)	POPE AFB	NC
BMFL	FB4809	4 TRNS (FB4809)	SEYMORE JOHNSON AFB	NC
BMML	M02020	MCAS NEW RIVER (M02020)	JACKSONVILLE	NC
BNFX		701 RADAR SQ FT FISHER AFS	KURE BEACH	NC

BOFL		RALEIGH-DURHAM AIRPORT	RALEIGH	NC
BPSQ	SW3113	DEF DIST DEP CHERRY POINT (SW3113)	CHERRY POINT	NC
JSAJ	W81J62	USPFO NORTH DAKOTA (W81J62)	BISMARCK	ND
JSAS	W5ALXV	CAMP GRAFTON (W5ALXV)	DEVILS LAKE	ND
JSFL	FB6341	119 FW ND ANG (FB6341)	FARGO	ND
JSFX		785TH RADAR SQDN FINLEY AFS	FINLEY	ND
JTFL	FB4659	319 TRNS (FB4659)	GRAND FOLKS AFB	ND
JUFL	FB4528	5 TRNS (FB4528)	MINOT AFB	ND
KQAJ	W59TYJ	USPFO NEBRASKA (W59TYJ)	LINCOLN	NE
KQAM	W59H0B	CORNHUSKER AAP (W59H0B)	GRAND ISLAND	NE
KQFL	FB6271	155 ARW NE ANG (FB6271)	LINCOLN	NE
KRFL	FB4600	55 TRNS (FB4600)	OFFUTT AFB	NE
ADAJ	W14KUL	USPFO NEW HAMPSHIRE (W14KUL)	CONCORD	NH
ADAV	W14GQK	USA COLDREG RESEARCH LAB(W14GQK)	HANOVER	NH
ADNF	N00102	PORTSMOUTH NAV SHIPYARD (N00102)	PORTSMOUTH	NH
AEFL	FB6291	157 ARW NH ANG (FB6291)	PEASE ANGB	NH
AOAC	W15T8R	USA COMM ELEC CMD (W15T8R)	FT MONMOUTH	NJ
AOAH	W15QLL	600TH TRANS GP TML (W15QLL)	FT MONMOUTH	NJ
AOAT	W15A9U	FT DIX (W15A9U)	FT DIX	NJ
AOFL	FB6303	177FW NJ ANG EGG HARBOR (FB6303)	EGG HARBOR TWP	NJ
AOFX		772 RADAR SQDN GIBBSBORO AFS	GIBBSBORO	NJ
AONF	N39826	FISC NORFOLK DET EARLE (N39826)	LEONARDO	NJ
AONL	N68335	NAV AIR ENGR STA (N68335)	LAKEHURST	NJ
AONQ	N60478	ATLANTIC ORDNANCE COMMAND DET EARLE (N60478)	COLTS NECK	NJ
AOPT	Z67100	CG TNG CTR CAPE MAY (Z67100)	CAPE MAY	NJ
AOSK	S3101A	DCMC SPRINGFIELD (S3101A)	PICATINNY	NJ
AOSQ	SJ0602	DEF ENERGY SUP CTR (SJ0602)	FT DIX	NJ
APAJ	W15MCC	USPFO NEW JERSEY (W15MCC)	LAWRENCEVILLE	NJ
APAM	W15BXD	USAR RES&DEV CMD (W15BXD)	PICATINNY ARS	NJ
APFL		ESSEX CTY APT AF FAC	ESSEX	NJ
APNF	N39554	SUPSHIP PORTSMOUTH DET COLTS NECK (N39554)	COLTS NECK	NJ
AQFL	FB4484	305 APS (FB4484)	MCGUIRE AFB	NJ
ARFL	FB6302	108ARW NJ ANG (FB6302)	MCGUIRE AFB	NJ
KLAE	W43SAQ	WHITE SANDS MSL RANGE (W43SAQ)	WHITE SANDS	NM
KLAJ	W43MYP	USPFO NEW MEXICO (W43MYP)	SANTA FE	NM
KLFL	FB4801	49 TRNS (FB4801)	HOLLOMAN AFB	NM
KLFV	FB4469	337 ABW (FB4469)	KIRTLAND AFB	NM
KLFX		26TH AIR DEF SQDN/OP_LOC	CLIFF	NM
KMFL	FB6311	150 LS NM ANG (FB6311)	KIRKLAND AFB	NM
KMUA		FED PRISONS IND INC ANTHONY	ANTHONY	NM
KNFL	FB4855	27 TRNS (FB4855)	CANNON AFB	NM
JAAJ	W65KUC	USPFO NEVADA (W65KUC)	CARSON CITY	NV
JAAM	W65XZ2	HAWTHORNE AD (W65XZ2)	HAWTHORNE	NV

JADV	HD1006	NEVADA TEST SITE (HD1006)	NEVADA TEST	NV
JANL	N60495	NAS FALLON (N60495)	FALLON	NV
JBFL		INDIAN SPRINGS AF AUX FLD	INDIAN SPRINGS	NV
JCFL	FB4852	99 TRNS (FB4852)	NELLIS AFB	NV
JDFL	FB6281	152 RG NEVADA ANG (FB6281)	RENO	NV
DBAJ	W16L6D	USPFO NY (W16L6D/W16DDS/W7NRAA)	BROOKLYN	NY
DBAM	W16H1F	WATERVLIET ARS (W16H1F)	WATERVLIET	NY
DBAQ	W16JGF	FT HAMILTON ARMY BASE (W16JGF)	BROOKLYN	NY
DBAT	W16BEU	DOL FT DRUM (W16BEU)	FT DRUM	NY
DBFV	FB2812	ROME RESEARCH LAB SITE/LGT (FB2812)	ROME	NY
DBNK	N68317	NAV ADMIN UNIT (N68317)	SCOTIA	NY
DBPK		3RD CG DIST GOVERNORS ISLAND	GOVERNOR ISLAND	NY
DBPS	Z36244	CGB BUFFALO (Z36244)	BUFFALO	NY
DBSK	S3309A	DCMC LONG ISLAND (S3309A)	GARDEN CITY	NY
DBUA		FED PRISONS IND INC OTISVILLE	OTISVILLE	NY
DBUQ		GENERAL SERVICES ADMIN NEW YORK	NEW YORK	NY
DCAQ	W16G1B	SENECA AD (W16G1B)	ROMULUS	NY
DCAT	W16BC1	MILITARY ACADEMY WEST PT (W16BC1)	WEST POINT	NY
DCFL		DET-1 49TH FIS (ADC)	NIAGRA FALLS	NY
DCSK	S3310A	DCMC NEW YORK (S3310A)	STATEN ISLAND	NY
DCUA		FED PRISONS IND INC RAY BROOK	RAY BROOK	NY
DDFL	FB6321	107 ARW NEW YORK ANG (FB6321)	NIAGARA FALLS	NY
DEFL	FB6670	914TH AW (FB6670)	NIAGARA FALLS	NY
DGSK	S3306A	DCMC SYRACUSE (S3306A)	SYRACUSE	NY
DHFL	FB6323	109 AW NY ANG (FB6323)	SCOTIA	NY
DJFL	FB6324	174 FW NY ANG (FB6324)	SYRACUSE	NY
DKFL	FB6325	106 RW NY ANG (FB6325)	WESTHAMPTON BEACH	NY
DLFL	FB6322	105AW NY ANG STEWART ANGB (FB6322)	NEWBURGH	NY
EIAJ	W24MBT	USPFO OHIO (W24MBT/W24L9M)	COLUMBUS	OH
EIAM	W24H0R	RAVENNA AAP (W24H0R)	RAVENNA	OH
EINK	HQ0103	DFAS NAVY CLEVELAND (HQ0103)	CLEVELAND	OH
EIPK	Z71109	9TH CG DIST CLEVELAND (Z71109)	CLEVELAND	OH
EISQ	SW0700	DEF DIST DEP COLUMBUS(SW0700)	COLUMBUS	OH
EIUV		NASA LEWIS RESEARCH CTR	CLEVELAND	OH
EJSQ	SW0900	DEF ELECTRONICS SUPPLY CTR (SW0900)	DAYTON	OH
EKFL	FB6356	OH ANG RICKENBACHER IAP (FB6356)	COLUMBUS	OH
EKSK	S3605A	DCMC DAYTON (S3605A)	WRIGHT-PAT AFB	OH
ELFL	FB2300	88TH TRNS (FB2300)	WRIGHT-PAT AFB	OH
ELSK	S3603A	DCMC CLEVELAND (S3603A)	BRATENAHL	OH
EMFL	FB6353	179 AW OH ANG (FB6353)	MANSFIELD	OH
ENFL	FB6356	121 ARW RICKENBACKER ANGB (FB6356)	COLUMBUS	OH
EPFL	FB6352	178 FW OH ANG (FB6362)	SPRINGFIELD	OH
EQFL	FB6355	OHIO ANG (FB6355)	SWANTON	OH
ERFL	FB6656	910 LG YOUNGSTOWN-VIENNA (FB6656)	VIENNA	OH
ERSK	S3618A	DCMC GEN DYNAMICS LIMA (S3618A)	LIMA	OH
HOAM	W44W9M	MCALLESTER AAP (W44W9M)	MCALLESTER	OK
HOAT	W44QQ8	FT SILL (W44QQ8)	FORT SILL	OK
HOFL	FB4419	97 TRNS (FB4419)	ALTUS AFB	OK

HOFQ	FB2039	72 ABW (FB2039)	TINKER AFB	OK
HOSQ	SW3211	DEF DIST DEP OKLAHOMA CITY (SW3211)	OKLAHOMA CITY	OK
HOUA		FED PRISONS IND INC EL RENO	EL RENO	OK
HOUV		FAA AERONAUTICAL CTR OK CITY	OKLAHOMA CITY	OK
HPAJ	W44AAY	USPFO OKLAHOMA (W44AAY/W44SFL)	OKLAHOMA CITY	OK
HPFL	FB3029	71 LS (FB3029)	VANCE AFB	OK
HQFL	FB6562	137 LS OK ANG (FB6562)	OKLAHOMA CITY	OK
HRFL	FB6563	138 FW OK ANG (FB6563)	TULSA	OK
LAAQ	W66G2Z	UMATILLA CHEMICAL DEPOT (W66G2Z)	HERMISTON	OR
LAFL	FB6372	173 FW OR ANG KINGSLEY FLD (FB6372)	KLAMATH FALLS	OR
LAPS		CGB ASTORIA	ASTORIA	OR
LAUA		FED PRISONS IND INC SHERIDAN	SHERIDAN	OR
LBAJ	W66MRS	USPFO OR (W66MRS/W66MRF/W66MRU)	CLAKAMAS	OR
LBFX		761ST RADAR SQDN NORTH BEND AF S	NORTH BEND	OR
LBPS	Z20276	CGAS NORTH BEND (Z20276)	NORTH BEND	OR
LCFL	FB6371	142 FW OR ANG (FB6371)	PORTLAND	OR
DMAC	W25XGP	CHALES E KELLY SPT FAC (W25XGP)	OAKDALE	PA
DMAJ	W25KYQ	USPFO PENNSYLVANIA (W25KYQ)	ANNVILLE	PA
DMAQ	W25G1R	LETTER KENNY AD (W25G1R)	CHAMBERSBURG	PA
DMAT	W25BDT	CARLISLE BARRACKS (W25BDT)	CARLISLE	PA
DMFL	FB6712	911 AW (FB6712)	CORAOPOLIS	PA
DMNL	N00158	NAS JRB WILLOW GROVE (N00158)	WILLOW GROVE	PA
DMNC		NAVICP PHILADELPHIA (PP)	PHILADELPHIA	PA
DMSC	SW0100	DEF PER SUP CTR (SW0100)	PHILADELPHIA	PA
DMSK	S3915A	DCMC PHILADEPHIA (S3915A)	PHILADELPHIA	PA
DMUA		FED PRISONS IND INC LEWISBURG	LEWISBURG	PA
DMUQ		GENERAL SERVICES ADMIN PHILA	PHILADELPHIA	PA
DNAT	W25DLH	FT INDIANTOWN GAP (W25DLH)	ANNVILLE	PA
DNFL	FB6381	171 ARW PA ANG PITTSBURGH ITL(FB6381)	CORAOPOLIS	PA
DNNF	N44931	ISSOT, PHILADELPHIA (N44931)	PHILADELPHIA	PA
DNNQ	N00288	NAVICP PHILADELPHIA (N00288)	PHILADELPHIA	PA
DNSK	S3911A	DCMC PITTSBURGH (S3911A)	PITTSBURG	PA
DNSQ		DEF INDUSTRIAL SUP CTR	PHILADELPHIA	PA
DNUA		FED PRISONS IND INC MONTGOMERY	MONTGOMERY	PA
DOAQ	W25G1W	TOBYHANNA AD (W25G1W)	TOBYHANNA,	PA
DOFL	FB6383	193 SOW PA ANG (FB6383)	MIDDLETOWN	PA
DOSK	S3912A	DCMC PHILADELPHIA-READING (S3912A)	READING	PA
DOSQ	SW3124	DEF DEP SUSQYHANNA (SW3100/SW3115/SW3124)	NEW CUMBERLAND	PA
DPAM	W25H0U	SCRANTON AAP (W25H0U)	SCRANTON	PA
DPSQ	SW3114	DEF DIST DEP TOBYHANNA (SW3114)	TOBYHANNA	PA
DQFL	FB6382	111 FW PA ANG (FB6382)	WILLOW GROVE ARS	PA
DRAI	W25PR4	1185TH USA TTBDE (W25PR4)	LANCASTER	PA
DRFL	FB6637	913 AW (FB6637)	WILLOW GROVE ARS	PA
DRNF	N47791	FISC NORVA DET (N47791)	PHILADELPHIA	PA
DRPS	Z36211	USCG MSO GP (Z36211)	PHILADELPHIA	PA
ORAJ	WF3SCY	USPFO PR (WF3SCY)	FT BUCHANAN	PR
ORAK	W90EHF	USAG FT BUCHANAN (W90EHF)	FT BUCHANAN	PR

OSAH	W81FER	600TH USARMY TRANS TML GP (W81FER)	SAN JUAN	PR
OSFX	FB6540	PR AIR NG MUNIZ ANGB (FB6540)	CAROLINA	PR
ALAJ	W17KZ8	USPFO RHODE ISLAND (W17KZ8)	PROVIDENCE	RI
ALFL	FB6391	143AW RI ANG (FB6391)	NORTH KINGSTON	RI
ALNT	N32411	NAVAL STATION NEWPORT (N32411)	NEWPORT	RI
CAAC	W81X89	USA COMBAT GP ASIA (W81X89)	GOOSE CREEK	SC
CAAH	W37QLQ	595TH USAR TRANS TML GP (W37QLQ)	N CHARLESTON	SC
CAAJ	W37JTM	USPFO SOUTH CAROLINA (W37JTM)	COLUMBIA	SC
CAAT	W37R7A	FT JACKSON (W37R7A)	FT JACKSON	SC
CAFL	FB4418	437 APS (FB4418)	CHARLESTON AFB	SC
CAML	M02030	MCAS BEAUFORT (M02030)	BEAUFORT	SC
CAMT	M00263	MC RECRUIT DEP (M00263)	PARRIS ISLAND	SC
CANC	N42885	ISSOT N CHARLESTON (N42885)	N CHARLESTON	SC
CANM	N00193	ATLANTIC ORDNANCE COMMAND DET CHARLESTON (N00193)	CHARLESTON	SC
CANQ	N39825	FISC NORF DET CHARLESTON (N39825) (PP ONLY)	GOOSE CREEK	SC
CANX	N65236	SPAWAR SYSCEN N CHARLESTON (N65236)	N CHARLESTON	SC
CAPS	Z31150	CGB CHARLESTON (Z31150)	CHARLESTON	SC
CBFL	FB6401	SOUTH CAROLINA ANG (FB6401)	EASTOVER	SC
CDFL		NORTH AIR FIELD	NORTH	SC
CEFL	FB4803	20 TRNS (FB4803)	SHAW AFB	SC
CENF	N39825	FISC NORF DET CHARLESTON (N39825)	GOOSE CREEK	SC
JVFL	FB4690	28 BW (FB4690)	ELLSWORTH AFB	SD
JWAJ	W81LBJ	USPFO SD (W81LBJ/W5BM2U)	RAPID CITY	SD
JWFL	FB6411	11 FW SD ANG (FB6411)	SIOUX FALLS	SD
FDAJ	W38NCE	USPFO TENNESSEE (W38NCE)	NASHVILLE	TN
FDAM	W80YA8	HOLSTON AAP (W80YA8)	KINGSPORT	TN
FDFL	FB6423	134 ARW MCGHEE TYSON ANGB (FB6423)	LOUISVILLE	TN
FDFV	FB2804	ARNOLD ENGR DEV CTR (FB2804)	ARNOLD AFB	TN
FDNT	N00639	NSA MEMPHIS (N00639)	MILLINGTON	TN
FDSQ		DEF DEP MEMPHIS	MEMPHIS	TN
FDUA		FED PRISONS IND INC MEMPHIS	MEMPHIS	TN
FEAM	W38H0N	MILAN AAP (W38H0N)	MILAN	TN
FEFL	FB6422	164 AW TN ANG (FB6422)	MEMPHIS	TN
FFAM	W38H0Y	VOLUNTEER AAP (W38H0Y)	TYNER	TN
FFFL	FB6421	118 LS TN ANG (FB6421)	NASHVILLE	TN
FFNK	N66540	BUPERS MWR DIVISION (N66540)	MILLINGTON	TN
HAAE	W45QQ9	FT BLISS (W45QQ9)	FORT BLISS	TX
HAAH	W45QLX	834TH TRANS BN (W45QLX)	BEAUMONT	TX
HAAJ	W81JTH	USPFO TX (W81JTH/W45L1R/W45K1Q)	AUSTIN	TX
HAAM	W45H0L	LONGHORN AAP (W45H0L)	MARSHALL	TX
HAFB	FM9133	USAF MEDICAL LOGISTICS OFF (FM9133)	FT WORTH	TX
HAFK	FB3047	37 TRNS (FB3047)	LACKLAND AFB	TX
HAFL		COMB GUID MSL MAINT SHOP	AUSTIN	TX
HAFQ	FB2059	67 LG (FB2059)	KELLY	TX

HAFS		HICKS FIELD	FORT WORTH	TX
HAFT	FB6675	FT WORTH NAS JRB (FB6675)	FT WORTH	TX
HAFX		630TH RADAR SQDN	ANDREW	TX
HAPL		CG DEP CORPUS CHRISTI	CORPUS CHRISTI	TX
HAPS	Z31180	CGB GALVESTON (Z31180)	GALVESTON	TX
HASC		DLA DALLAS	DALLAS	TX
HASQ		BUR OF MINES (HELIUM OPNS)	AMARILLO	TX
HAUA		FED PRISONS IND INC TEXARKANA	TEXARKANA	TX
HAUQ		GENERAL SERVICES ADMIN FT WORTH	FORT WORTH	TX
HAUV		NASA LBJ SPACE CTR HOUSTON	HOUSTON	TX
HBAM	W45H0K	LONE STAR AAP (W45H0K)	TEXARKANA	TX
HBAQ	W45G19	RED RIVER AD (W45G19)	TEXARKANA	TX
HBAT	W45QRE	FT HOOD (W45QRE)	FORT HOOD	TX
HBFK	FY9175	ENERGY MANAGEMENT OFF (FY9175)	KELLY AFB	TX
HBFL	FB4661	7 TRNS (FB4661)	DYESS AFB	TX
HBFX		630TH RADAR SQDN	OILTOWN	TX
HBFY	FB6433	147 LS TX ANG (FB6433)	HOUSTON	TX
HBNL	N83447	NAS JRB FT WORTH (N83447)	FT. WORTH	TX
HBNT	N00216	NAS CORPUS CHRISTI (N00216)	CORPUS CHRISTI	TX
HBPL		CGAS HOUSTON	HOUSTON	TX
HBPS	Z36249	CGB CORPUS CHRISTI (Z36249)	CORPUS CHRISTI	TX
HBSK	S4404A	DCMC SAN ANTONIO (S4404A)	SAN ANTONIO	TX
HBSQ	SW3227	DEF DIST DEP RED RIVER (SW3227)	TEXARKANA	TX
HBUA		FED PRISONS IND INC BIG SPRING	BIG SPRING	TX
HCAK		USAED FORT WORTH	FORT WORTH	TX
HCAQ	W45PVM	CP STANLEY STORAGE ACTY (W45PVM)	SAN ANTONIO	TX
HCFY		272 ENGR INST SQDN TEXAS ANG	LAPORTE	TX
HCNT	N60241	NAS KINGSVILLE (N60241)	KINGSVILLE	TX
HCSQ	SJ0603	DEF ENERGY SUP CTR (SJ0603)	HOUSTON	TX
HCUA		FED PRISONS IND INC SEAGOVILLE	SEAGOVILLE	TX
HDSK	S4402A	DCMC DALLAS (S4402A)	DALLAS	TX
HDSQ	SW3213	DEF DIST DEP SAN ANTONIO (SW3213)	KELLY AFB	TX
HDUA		FED PRISONS IND SIGN FACT FT WORTH	FORT WORTH	TX
HEAK	W45QQ7	FT SAM HOUSTON (W45QQ7)	FT SAM HOUSTON	TX
HEFL	FB3099	47 FTW (FB3099)	LAUGHLIN AFB	TX
HEFY	FB6432	149 FW TX ANG (FB6432)	KELLY AFB	TX
HEUA		FED PRISONS IND INC THREE RIVERS	THREE RIVERS	TX
HHFL	FB6431	TEXAS ANG (FB6431)	DALLAS	TX
HKFL	FB3030	17 LS (FB3030)	GOODFELLOW AFB	TX
HLFL	FB2857	70 LS (FB2857)	BROOKS AFB	TX
HMFL	FB3089	12 TRNS RANDOLPH AFB (FB3089)	UNIVERSAL CITY	TX
HNFL	FB3020	82 LG (FB3020)	SHEPPARD AFB	TX
HNNC	N47903	FISC DET INGLESIDE (N47903)	INGLESIDE	TX
HNSQ	SW3222	DEF DIST DEP CORPUS CHRISTI (SW3222)	CORPUS CHRISTI	TX
HNUA		FED PRISONS IND INC BASTROP	BASTROP	TX
KAAJ	W67K2Q	USPFO UTAH (W67K2Q)	SALT LAKE CITY	UT
KAAQ	W67PVV	TOOELE AD RAIL SHOPS BR (W67PVV)	TOOELE	UT
KAAV	W67HY8	DUGWAY PG (W67HY8)	DUGWAY	UT
KAFE		UTAH TEST & TNRG SITE	OGDEN	UT
KAFL	FB6441	15 ARW UTAH ANG (FB6441)	SALT LAKE CITY	UT

KAFQ	FB2029	75 ABW (FB2029)	HILL AFB	UT
KASK		DCMC SALT LAKE CITY	SALT LAKE CITY	UT
KASQ	SW3400	DEF DIST DEP OGDEN (SW3400)	OGDEN	UT
KBAQ	W67G23	TOOELE AD (W67G23)	TOOELE	UT
KBSQ	SW3210	DEF DIST DEP HILL AFB (SW3210)	HILL AFB	UT
KCSC	S4503A	DPRO THIOKOL (S4503A)	BRIGHAM CITY	UT
KCSQ		DEF DIST DEP TOOELE	TOOELE	UT
APNC	N31979	MSCNFAFEAST	VIRGINIA BEACH	VA
BEMK	M54004	HQBN HQ USMC (M54004)	ARLINGTON	VA
BGAM	W26H0Q	RADFORD AAP (W26H0Q)	RADFORD	VA
BGAP	W26AAT	DOL FT BELVOIR (W26AAT)	FORT BELVOIR	VA
BGAQ	W26DDJ	FT EUSTIS (W26DDJ	FT EUSTIS	VA
BGAT	W26DKB	FT PICKET (W26DKB)	BLACKSTONE	VA
BGML	V55616	MCAF QUANTICO (V55616)	QUANTICO	VA
BGMT	M00264	MCB QUANTICO (M00264)	QUANTICO	VA
BGNB	N00183	NAV MED CTR (N00183)	PORTSMOUTH	VA
BGNC	N00189	FISC NORFOLK (CODE 306) (PP ONLY)	NORFOLK	VA
BGNF	N62793	SUPSHIP CONV REPAIR (N62793)	NEWPORT NEWS	VA
BGNL	N60191	NAS OCEANA (N60191)	VIRGINIA BEACH	VA
BGNP	N65580	SPAWARSYSCEN CHAS DET (N65580)	NORFOLK	VA
BGNT	N61414	NAVAL AMPHIBIOUS BASE (N61414)	NORFOLK	VA
BGNV	N00178	NAVSURWPNCEN (N00178)	DAHLGREN	VA
BGNZ	N69110	NAV SEA STAGING FAC (N69110)	CHESAPEAKE	VA
BGPC		CG SPT CTR PORTSMOUTH	PORTSMOUTH	VA
BGPK	Z71105	5TH CG DIST PORTSMOUTH (Z71105)	PORTSMOUTH	VA
BGPS	Z52400	CG INFORMATION SYS CTR (Z52400)	ALEXANDRIA	VA
BGPY	Z63100	CG RES TRNG CTR YORKTOWN (Z63100)	YORKTOWN	VA
BGSQ	SC0800	DLA DEF NAT STOCKPILE CTR (SC0800)	FT BELVOIR	VA
BGSU	SW3141	DLA DEF DIST MAPPING ACT (SW3141)	RICHMOND	VA
BGSZ	SA4705	DLA DEF AUTO PRINTING SVC (SA4705)	FT BELVOIR	VA
BGUA		FED PRISONS IND INC PETERSBURG	HOPEWELL	VA
BGUV		NASA GODDARD SP FLT CTR	WALLOPS ISLAND	VA
BHAJ	W26L8F	USPFO VIRGINIA (W26L8F/W26L8J/W26L8K/W26L84)	BLACKSTONE	VA
BHAK	W73HYR	VINT HILL FARMS STA (W73HYR)	WARRENTON	VA
BHAQ	W26HBK	FT LEE (W26HBK)	FORT LEE	VA
BHAT	W26DJ2	FT A P HILL (W26DJ2)	BOWLING GREEN	VA
BHFL	FB4800	1 TRNS (FB4800)	LANGLEY AFB	VA
BHFX		CAPE CHARLES AFS	CAPE CHARLES	VA
BHNC	N63408	NAVTRANS NORFOLK (N63408)	NORFOLK	VA
BHNF	N00181	FISC NORFOLK DET NSY PORTSMOUTH (N00181)	PORTSMOUTH	VA
BHNL	N00188	NAS NORFOLK (N00188)	NORFOLK	VA
BHNM	N00109	ATLANTIC ORDNANCE COMMAND YORKTOWN (N00109)	YORKTOWN	VA
BHNQ	N60138	FISC CHEATHAM ANNEX (N60138)	WILLIAMSBURG	VA
BHNT	N00281	FLEET CBT TNG CTR ATLANTIC (DAM NECK) (N00281)	VIRGINIA BEACH	VA
BHSQ	SL4900	DEF LOGISTICS AGCY (SL4900)	FT BELVOIR	VA
BIAK		USAR PUBLICATIONS COMMAND	ALEXANDRIA	VA

BIAT	W26HBL	FT MONROE (W26HBL)	FT MONROE	VA
BIFL	FB6461	192 FD VIRGINIA ANG (FB6461)	SANDSTON	VA
BINP	N41756	NAVY ENGR LOGISTICS OFF (N41756)	ARLINGTON	VA
BINQ	N00189	FISC NORFOLK (SPEC MATL-CD304) (N00189)	NORFOLK	VA
BINZ	N45631	FISC OCEAN TERMINAL DIV NORF (N45631)	NORFOLK	VA
BISQ	SW3117	DEF DIST DEP NORFOLK (SW3117)	NORFOLK	VA
BJAT	W2600J	FT STORY (W2600J)	FT STORY	VA
BJNB	N68610	FLEET HOSPITAL SUP OFFICE (N68610)	WILLIAMSBURG	VA
BJNC	N31979	MSCNFAFEAST CP PENDLETON (N31979)	VIRGINIA BEACH	VA
BJNZ	N45627	NAVAIRTERM NORFOLK (N45627)	NORFOLK	VA
BJSQ	SW0400	DEF DIST DEPOT RICHMOND (SW0400)	RICHMOND	VA
DAAJ	W81KBL	USPFO VERMONT (W81KBL)	WINSOOKI	VT
DAFL	FB6451	159 FW VERMONT ANG (FB6451)	BURLINGTON	VT
JEAH	W68P4C	833RD TRANS BN (W68P4C)	SEATTLE	WA
JEAJ	W68N9X	USPFO WA CP MURRAY (W68N9X)	TACOMA	WA
JEAP	W68SBV	USAED WALLA WALLA (W68SBV)	WALLA WALLA	WA
JEFK		DET-35 AIR LOGISTIC CMD	MUKILTEO	WA
JEFQ	FY9105	USAF WATER PORT LOGISTICS (FY9105)	SEATTLE	WA
JENF	N00251	NAV SHIPYARD PUGET SOUND (N00251)	BREMERTON	WA
JENL	N00620	NAS WHIDBEY ISLAND (N00620)	OAK HARBOR	WA
JENM	N00253	NUWC DIV KEYPORT (N00253)	KEYPORT	WA
JENQ	N00406	FISC PUGET SOUND (N00406) (PP ONLY)	BREMERTON	WA
JEPC	Z47200	CG SPT CTR SEATTLE (Z47200)	SEATTLE	WA
JEPK	Z71113	13TH CG DIST SEATTLE (Z71113)	SEATTLE	WA
JEPL		CGAS PORT ANGELES	PORT ANGELES	WA
JESK	S4801A	DCMC SEATTLE (S4801A)	SEATTLE	WA
JESQ	SW3216	DEF DIST DEP PUGET SOUND (SW3216)	BREMERTON	WA
JEUQ		GENERAL SERVICES ADMIN AUBURN	AUBURN	WA
JFAT	W68P4L	FT LEWIS (W68P4L)	FT LEWIS	WA
JFNQ	N48439	FISC PUGET SOUND DET EVERETT (N48439)	EVERETT	WA
JGFL	FB4620	192 TRNS (FB4620)	FAIRCHILD AFB	WA
JGNM	N32013	NAVORDCENPACDIV DET (N32013)	PORT HADLOCK	WA
JHFL	FB6471	141 LS WASHINGTON ANG (FB6471)	FAIRCHILD AFB	WA
JHFX		25TH AIR DEF SQDN	FAIRCHILD AFB	WA
JIFL	FB4479	62 APS (FB4479)	MCCHORD AFB	WA
JINF	N68438	TRIDENT REFITFAC BANGOR (N68438)	BANGOR	WA
JJAP	W68MD9	USA CORP OF ENGINEER DIST (W68MD9)	SEATTLE	WA
GEAJ	W5CK4Y	USPFO WI CP DOUGLAS (W5CK4Y)	CAMP DOUGLAS	WI
GEAM	W5CHZ8	BADGER AAP (W5CHZ8)	BARABOO	WI
GEAS	W5CQRF	FT MCCOY (W5CQRF)	SPARTA	WI
GEFL	FB6493	WISCONSIN ANG CP DOUGLAS (FB6493)	CAMP DOUGLAS	WI
GEPS		CGB MILWAUKEE	MILWAUKEE	WI
GESK	S5001A	DCMC CHICAGO-MILWAUKEE (S5001A)	MILWAUKEE	WI
GEUA		FED PRISONS IND INC OXFORD	OXFORD	WI
GFFL	FB6492	115FW WI ANG TRUAX FLD (FB6492)	MADISON	WI

GGFL	FB6605	440 LG GEN MITCHEL IAP-ARS (FB6605)	MILWAUKEE	WI
GHFL	FB6491	128 ARW WI ANG (FB6491)	MILWAUKEE	WI
BQAJ	W27L9C	USPFO WEST VIRGINIA (W27L9C/W27L9J/W80G90)	BUCKHANNON	WV
BQAP	W81F8E	USAED HUNTINGTON ENGR DIS (W81F8E)	HUNTINGTON	WV
BQFL	FB6481	130 AW WV ANG (FB6481)	CHARLESTON	WV
BQUA		FED PRISONS IND INC MORGANTOWN	MORGANTOWN	WV
BRFL	FB6482	167 AW WV ANG (FB6482)	MARTINSBURG	WV
BRUA		FED PRISONS IND INC ALDERSON	ALDERSON	WV
JQFE	FB4613	90 TRNS (FB4612)	FE. WARREN AFB	WY
JQFL	FB6501	WYOMING ANG (FB6501)	CHEYENNE	WY
JQFZ		DET 459 US AF	BOULDER	WY
JRAJ	W5DK51	USPFO WYOMING (W5DK51/W5DK52)	CHEYENNE	WY

APPENDIX Y

PART II, OVERSEAS COUNTRY ORDER

GOVERNMENT BILL OF LADING OFFICE CODE LISTING

GBLOC	DODAAC	NAME/TFG RECORDS	COUNTRY
RAAY	FB2512	5SW WOOMERA (FB2512)	AUSTRALIA
VASK	SBL00A	DCMC BRUSSELS (SBL00A)	BELGIUM
RHDO	HHACBC	AM EMBASSY, PHNOM PENH (HHACBC)	CAMBODIA
NDFL		DET 1 438MAW(MAC) GOOSE BAY	LB, CANADA
NDFX		STEPHENVILLE AS	NF, CANADA
NFFX		HOPEDALE AS	NF, CANADA
NGFX		MELVILLE AS	NF, CANADA
NJDK	HHAC2C	USDAO AM EMBASSY OTTAWA(HHAC2C)	ON, ANADA
NJFC	FY5850	722 SUS NORTH BAY ONTARIO (FY5850)	ON, CANADA
NJSK	SCN01A	DCMC AMERICAS OTTAWA (SCN01A)	ON, CANADA
NKFX		21ST RADAR SQDN ST MARGARET	NB, CANADA
YBFL	FY5643	423 ABS RAF ALCONBERY (FY5643)	UK ENGLAND
YBSK	SUK12A	DCMC UK LOUDWATER (SUK12A)	UK ENGLAND
YCFC	FB5518	100 LG LGS RAF MILDENHALL (FB5518)	UK ENGLAND
YEFC	FB5587	48 LG LAKENHEATH (FB5587)	UK ENGLAND
YGFC	FY5505	424 ABS RAF FAIRFORD (FY5505)	UK ENGLAND
YMFC	FY5499	422 ABS RAF CROUGHTON (FY5499)	UK ENGLAND
TADK	HHAE4E	AM EMBASSY, ADDIS ABABA (HHAE4E)	ETHIOPIA
WAAB	WK4FV1	USAR MED MAT CTR EUR PIRMASENS (WK4FV1)	GERMANY
WASK	SGR18A	DCMC GERMANY WIESBADEN (SGR18A)	GERMANY
WFFL	FB5621	TMO SPANGDAHLEM (FB5621)	GERMANY
WGAE	FB4420	ITT FSIC RHEIN MAIN AB (FB4420)	GERMANY
WKAS	WK4F57	USAREUR PP SHIP OFF GRAFENWOEHR (WK4F57)	GERMANY
PBFL	FB5240	36TRNS ANDERSEN AFB (FB5240)	GUAM, MARIANAS
PBNQ	N61775	US NAV FORCES MARIANAS (N61775)	GUAM, MARIANAS
PCFL	HGD044	JOHNSTON ISLAND (HGD044)	JOHNSTON ATOLL
QEAZ	WT5LE0	PACIFIC STARS & STRIPES, TOKYO (WT5LE0)	JAPAN
QEFL	FB5205	35TRNS MISAWA AB (FB5205)	JAPAN
QEML	M62613	MCAS IWAKUNI (M62613)	JAPAN
QESQ	SW3142	DEF DIST YOKOSUKA (SW3142)	JAPAN
QFAC	WT5SZP	CAMP ZAMA (WT5SZP)	JAPAN
QGSQ	SW3143	DD YOKOSUKA DET SASEBO (SW3143)	JAPAN
QIAH	WT6JHX	835TH TRANS BN OKINAWA (WT6JHX)	JAPAN
QIFL	FB5270	KADENA AB OKINAWA (FB5270)	JAPAN

QIMS	M20220	CAMP S D BUTLER, OKINAWA (M20220)	JAPAN
QKAS	W902A4	10TH ASG TORII STA (W902A4)	JAPAN
QKSK	SJP11A	DCMC PACIFIC NAF ATSUGI (SJP11A)	JAPAN
QLAC	WT4KC1	20TH SUPGP TEAGU (WT4KC1)	KOREA
QMFL	FB5284	8FW KUSAN AB (FB5284)	KOREA
QNAK	WT4KDJ	501ST CSG TONGDUCHON (WT4KDJ)	KOREA
QNFL	FB5294	OSAN AB (FB5294)	KOREA
QUAK	WT4KC5	USAR CP CHUNCHON (WT4KC5)	KOREA
QXAK	W81LYE	34TH SPT GP SEOUL (W81LYE)	KOREA
YSNL	N63032	NAV AIR STA KEFLAVIK (N63032)	ICELAND
RCDK	HHAQ2Q	USDAO AM EMBASSAY JAKARTA (HHAQ2Q)	INDONESIA
UCFS	FB5682	AVIANO AB (FB5682)	ITALY
UCNQ	N62588	NAVSUPPACT NAPLES (N62588)	ITALY
UDAK	W90YHJ	22D AREA SP TM LIVORNO LEGHORN (W90YHJ)	ITALY
VHAK	WK3FQY	539TH TRANS GP ROTTERDAM (WK3FQY)	NETHERLANDS
REFL	FB6543	ANG DET 13 CHRISTCHURCH (FB6543)	NEW ZEALAND
VIFC	FY8243	426ABS, STAVANGER CITY (FY8243)	NORWAY
VJFC	FY8242	426ABS OA-L OSLO (FY8242)	NORWAY
RFDF	HHAP5P	USDAO AM EMBASSY MANILA (HHAP5P)	PHILIPPINES
SWFL	FB4833	4404 TRANS SQ PRAINCE SULTAN AB (FB4833)	SAUDI ARABIA
SPDK	HHAS7S	USDAO, AM EMBASSY COLOMBO (HHAS7S)	SRI LANKA
UNNL	N62863	NAVSTA ROTA (N62863)	SPAIN
UQAZ	FB5685	INCIRLIK AB, ADANA (FB5685)	TURKEY
IGDK	HHAZ2Z	AMEMBASSY HARARE (HHAZ2Z)	ZIMBAWE

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APPENDIX Z

TRANSPORTATION DISCREPANCY REPORT (TDR) INSTRUCTIONS

A. INFORMATION NEEDED FOR AN ADVISORY OR RFI MESSAGE

Line/Block	Element
1	Date. Enter Julian Date of the day message is written, e.g., 30 January 1989 would be entered as 9030.
2	Report Number. This number is made up of the reporting activity's DODAAC followed by four-digit serial number, e.g., W45QRE-0001. This same number will be used on the TDR if the discrepancy is not resolved within the required time frame. See Paragraph B for instructions.
4	Reporting Activity. Enter name, address (including ZIP code), and DODAAC of the activity.
5	Consignor. Enter name, address (including ZIP code), and DODAAC of the activity which directed the shipment. If shipped by a contractor, use DODAAC of the activity that administered the contract.
6	Consignee. Enter name, address (including ZIP code), and DODAAC of the activity shown as consignee on the transportation document. If the consignee is the same as the reporting activity, enter "Same as line 4."
7	Shipper. Enter name and address (including ZIP code) of the activity making the shipment for the consignor. If the shipper is the consignor, enter "Same as line 5." If the shipment is containerized, include the name of the activity that stuffed the container. If the shipper is a contractor, enter the Contractor and Government Entity (CAGE) Code from the accompanying bill of lading or other shipping document, if available. For location of CAGE codes on shipping documents, see paragraph B, Part I, Block 7.
8	Carrier Routing. Show the carrier's complete name and Standard Carrier Alpha Code (SCAC) and the identification number of the car, truck, or trailer, or the name of the vessel. For containers, show the trailer or container number; for a commercial SEAVAN, also show the name of the owner. Furnish the seal number and condition if applicable. For containers, also show the transportation control number (TCN), and, when known, the voyage number. Copy the routing information from the transportation document.
10	Carrier's Pro/Freight Bill Number.

Line/Block	Element
12	Bill of Lading Number/Type. Enter number and indicated type of bill of lading, e.g., GBL or Commercial Bill of Lading (CBL).
16	Date Discrepancy Discovered. Enter Julian date on which discrepancy was discovered.
17	Date Carrier Notified. Enter Julian date on which the commercial carrier was first notified of the discrepancy.
20	Acquisition Document and/or Transportation Control Number. Show both numbers, if available, and any other control number assigned by the shipper to identity the material.
21	Commodity Description and/or National Stock Number. Show the item name and NSN or part number (if known) and the SECURITY CLASSIFICATION of the commodity.
22	Type of Pack. Enter the correct code as shown in Paragraph H.
23	Quantity Discrepant (pieces). Show the number of pieces reported as discrepant for each line entry.
24	Type and Cause Code. Enter correct codes as shown in Paragraph E.
28	Discrepant Weight. Show the total weight for each discrepant line entry shown in 23 above.
30	Remarks. Use this space to add details or supporting information that will help in identification or investigation. Also use this space to request special information or action.
31	Name, Title, Telephone. Enter the name, title, and the commercial, DSN, or Federal Telecommunications System (FTS) telephone numbers of the person drafting the message.

B. INSTRUCTIONS FOR PREPARING SF 361

(See Figures 210-2, 210-3, 210-4, 210-5, 210-7, and 210-8 for samples of completed SF 361.)

PART I

Block	Element
1	Date. Enter Julian date TDR is prepared, e.g., 30 January 1990 would be entered as 0030.
2	Report Number. This number is made up of the reporting activity's DODAAC followed by a four-digit number. This four-digit number will start with 0001 and go to 9999, e.g., W15QLL-0001, or to the end of the calendar year. The first TDR of each calendar year will always be 0001. Units giving subsistence stockage support to a Defense Subsistence Region (DSR) will use the DODAAC of that DSR. The last four digits will come from a block of numbers assigned by DLA.
3	TO. Enter name and address (including ZIP Code) of the office(s) to which the RFI or miscellaneous TDR will be mailed. Leave blank for an initial notification.
4	Reporting Activity. Enter name and address (including ZIP Code) of the reporting activity. Joint DOD/GSA Astray Cargo Program (JDGACP) committee members enter identification code. Enter the DODAAC in the shaded area. If the unit gives subsistence stockage support to a DSR, use the DSR DODAAC and ZIP Code.
5	Consignor. Enter name and address (including ZIP Code) of the activity that directed the shipment. Enter the DODAAC in the shaded area. If shipped by a contractor, use DODAAC of the activity that administered the contract. If a sealift carrier is suspected or known to be at fault, enter the POE code.
6	Consignee. Enter name and address (including ZIP Code) of the activity shown as consignee on the transportation document. Enter the DODAAC in the shaded area. If the reporting activity is the consignee enter "Same as 4."
7	Shipper. Enter name and address (incl. ZIP Code) of activity making shipment for consignor. If shipper is consignor, enter "Same as 5." If shipment is containerized, include name of activity that stuffed the container. If shipper is a contractor, enter Contractor and Government Entity (CAGE) code from bill of lading or other shipping document, if available. Location of CAGE codes is as follows: on DD Form 250, in "SHIPPED FROM" block; on DD Form 1348-1 in "SHIPPED FROM" block; on GBL, Block 11; and on CBL in "FROM" or "SHIPPER" block.

Block	Element
8	Routing and Identification. Enter Standard Carrier Alpha Code(s) (SCAC) from transportation documents in the proper sequence in the shaded blocks. Enter complete name of the origin carrier. On other than less truckload (LTL), enter the identification number of car, truck, trailer, or the name of the vessel. For containers, show the trailer or container number. If it is a SEAVAN, show owner. For containers, also show the TCN and when known, the voyage number. When a sealift carrier is suspected or known to be at fault, the voyage number is required.
9	Point of Origin. Enter from bill of lading if different from blocks 5 and 7.
10	Carrier's Pro/Freight Bill Number. Enter number from carrier's delivery receipt, if available.
11	Destination. Enter destination from bill of lading if different from blocks 4 and 6.
12	Bill of Lading Number/Type. Enter number and indicate type; i.e., GBL or CBL.
13	Mode Code. Choose correct code from Paragraph F.
14	Date Carrier Signed for Shipment. Julian date the carrier signed for the shipment.
15	Date Consignee Received. Julian date on which the consignee signed for the shipment.
16	Date Discrepancy Discovered. Julian date on which the discrepancy was discovered.
17	Date Carrier Notified. Julian date on which the commercial carrier was first notified (as in case of pilferage, theft, vandalism, partial loss, or damage) and method, e.g., 94133 phone.
18	Name of Person Contacted. Show the name and telephone number of the carrier's agent to whom you spoke.
19	Seal Numbers and Condition. Place an "X" in the proper block and show the seal number and condition.

Block	Element
20	Acquisition Document and/or Transportation Control Number. Show both the numbers or the one on hand; and any other control number assigned by the shipper to identify the material.
21	Commodity Description and/or National Stock Number (NSN). Enter item name and NSN or part number. Include the member's name and grade on personal property shipments.
22	Type of Pack. Choose the correct code from Paragraph H.
23	Quantity Discrepant (pieces). Show the number of pieces reported as discrepant for each line entry.
24	Type and Cause Code. Show the correct codes from Paragraph E.
25	Unit of Issue. Show the two-letter abbreviation of the type of unit under which the material was issued. See shipping document.
26	Units Billed/Shipped. Show the total number of units that were shown on the billing or shipping document.
27	Discrepant Units. Enter the number of units of issue that were found to have discrepancies.
28	Discrepant Weight. Show total weight for each discrepant line entry in Block 23.
29	Value or Cost of Repairs. For shortages, enter the replacement value. For over or astray cargo, enter the value of material when available. For reparable damage, enter the total of the cost to repair plus the transportation costs to and from the repair shop. For non-reparable damage, use the total of preshipment value plus any other costs incurred to salvage the materials, minus amount recovered through salvage.
30	Remarks. This block is to request information needed in investigation of discrepancies. Include photographs (if available) or any document the shipper may not have that will aid his or her reply. Use this space to confirm notification to the carrier. For miscellaneous discrepancies explain circumstances and responsibility.
31(a)	Name of Preparer. Self-explanatory.
31(b)	Title of Preparer. Self-explanatory.

Block	Element
31(c)	Telephone Number. Show both the commercial and DSN or FTS telephone numbers of the person signing the form.
31(d)	Signature. Self-explanatory.
32	Reply. This block is to reply to any questions asked in block 30 or to furnish any information to aid in resolution of discrepancy.
33(a)	Name of Respondent. Self-explanatory.
33(b)	Telephone Number. Show both the commercial and DSN or FTS telephone of the person who will sign the reply.
33(c)	Address. Show official address.
33(d)	Signature. Self-explanatory.
33(e)	Date. Julian date.

PART II

Block	Element
34	Survey Document. Place an "X" in the proper block. A TDR is a survey document when the reported loss or damage requires an adjustment to inventory in accordance with service or agency property accountability regulations.
35	Date. Current Julian date of TDR.
36	TO. Name and address (including ZIP Code) of the finance center or claim office or contract administration office to which the TDR package is to be mailed. See paragraph I-3, theater directive, or contract for address.
37	Responsibility. The transportation officer will decide how to check this block based on evidence gathered during the investigation.
38	Exception Noted on Carrier's Delivery Receipt. Place an "X" in the proper block and complete required remarks.
39	Documents Attached. Place an "X" in the proper block and list documents in block 43.
40	Photographs Attached. Place an "X" in the proper block.

Block	Element
41	Inspection Data. Place an "X" in the proper block and complete required remarks.
42	Disposition Data. Place an "X" in the proper block and complete required remarks.
43	Remarks. Add any details that will help explain the discrepancy to the finance center or claims office, or that will aid them in filing a claim. List documents attached.
44	Distribution of Copies. Unit name and office symbol of each activity that will get a copy, e.g., MTMC Deployment Support Command or MTDC-OPQ-CE.
45(a)	Name of Preparer. Self-explanatory.
45(b)	Title. Self-explanatory.
45(c)	Telephone Number. Show both the commercial and DSN or FTS telephone numbers of the person who will sign block 45d.
45(d)	Signature. Self-explanatory.
46	Action by Reviewing Official Blocks a, b, c, and d are for Inventory and Financial Adjustments. This section will not be used if the approving official signature is the same as the signature in block 45. When filling in block 46d for the DLA Stock Fund, always use 26.0 in positions 14, 15, and 16 in appropriation of the property. Armed Service components will complete block 46d in accordance with individual service instructions. Block 48f is to be completed by the approving official at the reporting activity.
47	Action by Finance Center or Claim Office. To be used by finance center or claim office only.

C. FIRST POSITION OF MATERIAL

Code	Category Structure Code	Mailing address
RIC: (Note 1)		
B14	D, M	Commander, U.S. Army Armament, Munitions, and Chemical Command Attn: AMSMC--TM Rock Island IL 61299-6000
B17	H	Commander, U.S. Army Aviation and Troop Command Attn: AMSAT-I-SDT St. Louis MO 63120-1798
B16	G, P, U	Commander, U.S. Army Communications and Electronics Command Attn: AMSEL-LC-MMD-DT Ft. Monmouth NJ 07703-5000
B64	L, X	Commander, U.S. Army Missile Command Attn: AMSMI-LC-MM-D, Redstone Arsenal AL 35809
B69	C	Commander, U.S. Army Medical Material Agency Attn: TRANS Ft. Detrick MD 21701
AKZ	K	Commander, U.S. Army Tank-Automotive Command Attn: AMSTA-IM-FIT Warren MI 48090
A12	B, E, J, Q, R, S	Commander, U.S. Army Aviation and Troop Support Command, Attn: AMSAT-I-SDT St. Louis MO 63120-1798

NOTES:

1. Routing identifier codes (RIC) are located in card columns 67 through 69 of the DD Form 1348-1, which accompanies, is attached to or is within the shipment.

D. DISCREPANCY CODES

Discrepancy Type	1st Position Code	Cause	2nd Position Code
Astray	A	Incomplete, illegible, or missing marking, label, or tag	3
		Hot line call initiated visit	H
		Carrier call initiated visit	C
		Routine visit	R
		Bill of lading missing (result of visit to carrier terminal)	4
		Hot line call initiated visit	51
		Carrier call initiated visit	61
		Routine visit	71
		Bill of lading missing (Carrier released freight to activity other than JDGACP Committee)	8
		Customs Bond Rooms or Freight Storage Warehouses	91
		Not specified above (Describe in remarks)	A
Overage	O	Improper documentation	5
		Incomplete marking or missing label	3
		Defaced or illegal marking	4
		Improper loading or stowage	K
		Not specified above (describe in remarks)	O
Shortage	S	Leakage, spoilage, or evaporation	L
		Improper documentation	5
		Theft	T
		Pilferage	P
		Status "W" cargo (MTMC terminal use only)	I
		Improper loading or stowing	K
		Not specified above (describe in remarks)	S
Damage	D	Fire	F
		Improper loading, stowing, or blocking and bracing	K
		Material handling equipment	6
		Marine casualty	1
		Spoilage	G
		Rough handling	Q
		Stevedoring	2
		Water damage	E

Discrepancy Type	1st Position Code	Cause	2nd Position Code
		Wreck	W
		Vandalism	V
		Concealed damage	Z
		Not specified above (describe in remarks)	D
Other	X	Broken/missing/improper/inadequate seal	B
		Special contract or carrier services not provided on unclassified or non-protected cargo	C
		Excess transit time	H
		Incomplete marking/missing label/tag	3
		Defaced/illegible marking	4
		Improper carrier handling, service, or equip.	J
		Improper loading, stowing, blocking or bracing (if no actual damage)	K
		Certification of hazardous material missing or incorrect Shipper's Declaration for Dangerous Goods	L
		Violations in the movement of hazardous material (other than violations)	M
		Misconsignment	N
		Special contract or carrier services not provided on classified protected cargo for:	
		PS	5
		DD	6
		CS	7
		MS	8
		RS	9
		TS	1
		GS	2
		SE	F
		Signature and Tally Record (DD Form 1907) violations	S
		REPSHIP message not received within 24 hrs prior to arrival of shipment.	E

Discrepancy Type	1st Position Code	Cause	2nd Position Code
Other (Cont')	X	Copy of GBL not received by consignee prior to arrival of shipment(CONUS only)	G
		CONUS carrier did not provide shipping documents in advance of shipments for scheduled appointments (Prelodge)	P
		CONUS carrier did not provide DD Form 836 (Special Instructions for Motor Vehicles)	P
		CONUS carrier did not provide DD Form 626 (Motor Vehicle Inspection) when transporting hazardous material GBL	Q
		Not annotated within requirements of Transportation Facilities Guide	D
		DD Form 1387 (Military Shipment Label) not affixed to cargo	U
		Not specified above (describe in remarks)	X

E. MODE OF SHIPMENT CODES

Code	Description
A	Motor, truckload
B	Motor, less truckload
C	Van (unpacked, uncrated personal or government property)
D	Drive-away / truck-away / tow-away
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission (SAAM)
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air-small package carrier
K	Rail, carload (Note 1)
L	Rail, less than carload (Note 1)
M	Surface-Freight forwarder
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial air freight including regular and expedited service (provided by major airlines) air charter, and air taxi
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air freight forwarder
V	SEAVAN
W	Water, river, lake, coastal (commercial)

Code	Description
X	Bearer, walk-through (customer pickup of material)
Y	Military intratheater airlift service (other than AMC airlift)
Z	Military Sealift Command (MSC); controlled contract, or arranged 2 Government water craft, barge, or lighter
3	Roll on/roll off (RORO) service
4	Defense Courier Service
5	Surface--Small package carrier
6	Military Official Mail (MOM)
7	Express mail
8	Pipeline
9	Local delivery by government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals and adjacent activities. Local delivery areas are identified in commercial carriers' tariffs which are filed and approved by regulatory authorities.

NOTE: 1. Includes TOFC and COFC (excluding SEAVAN).

F. MSCVAN, MILVAN, AND SEAVAN SHIPMENTS

Second Position Code	Description
A	Loaded to capacity by ocean carrier
B	Loaded to capacity by military terminal
C	Loaded to capacity by military shipping activity
D	Loaded to capacity by vendor
E	Loaded to capacity by contract shipment consolidation facility
F	Loaded to less than capacity by military shipping activity with loading to capacity completed by contract shipment consolidation facility
L	Loaded to less than capacity by military shipping activity, loading completed by military terminal
M	Loaded to less than capacity by vendor. loading completed by military terminal
N	Loaded to less than capacity by contract shipment consolidation facility, loading completed by military terminal
P	Loaded to less than capacity with military cargo by ocean carrier, commingled with commercial cargo in accordance with the MSC Container Agreement and Rate Guide
T	Loaded to less than capacity by military shipping activity, loading completed by ocean carrier

Second Position Code	Description
U	Loaded to less than capacity by vendor, loading completed by ocean carrier
V	Loaded to less than capacity by contract shipment consolidation facility loading completed by ocean carrier
W	Loaded to less than capacity by vendor, loading completed by contract shipment consolidation facility
Z	Empty MILVAN or SEAVAN
3	Loaded to less than capacity by military shipping activity
4	Loaded to less than capacity by vendor
5	Loaded to less than capacity by contract shipment consolidation facility

G. BREAKBULK SHIPMENTS

Code	Description
BD	bundle
BE	bale
BG	bag, burlap or cloth
BL	barrel
BS	basket
BX	box
CA	cabinet
CB	carboy
CC	HHG containers, wood (federal specification PPP-B-580)
CL	coil container, AMC-International 'Standards Organization, lightweight 8' x 8' x 20' air container
CN	can container, other than CU, CW, CC, MW, CR, MX
CR	crate
CD	case
CT	carton
CU	container, Navy cargo transporter
CW	container, commercial highway lift
CY	cylinder
BD	dufflebag
DR	drum
EC	engine container
ED	engine cradle or dolly
EN	envelope (note 1)
FK	foot locker
HA	hamper
KE	keg

Code	Description
LS	loose, not packaged
MW	multi-wall container (formerly referred to as triple-wall or tri-wall secured or attached 'to a warehouse pallet)
MX	mixed (more than one type of shipping container)
PC	piece
PL	pail
PT	palletized unit load, other than code MW
RL	reel
RO	roll
RT	RORO
SA	sack, paper
SB	skid, box
SD	skid
SH	sheet
SL	spool
SW	suitcase
TB	tub
TK	trunk
TU	tube
UX	unitized (use code. RT for unitized cargo on RORO)
VC	van chassis
VE	vehicle
VO	vehicle in operating condition
VS	SEAVAN
WR	wrapped

NOTE 1: The term "envelope" applies to shipments of material packaged in envelopes larger than DD Form 1387, Military Shipment Label. The Military Shipment Label is 6-2/3 inches high by 6-5/8 inches long and, when applied to the envelope, all entries, including the bar codes, must be scanable/readable from a single surface.

H. INSTRUCTIONS FOR PREPARING DD FORM 470

Block 1. Voyage Document Number. The voyage document number from the manifest.

Block 2. Preparing Activity. The full name, mailing address, and DODAAC of the POD or POE preparing the report.

Block 3. Name of Ship. The name or number of the ship shown on the manifest. If the vessel that delivered the cargo was not identified on the manifest, list both vessels.

Block 4. Ship Status. Check the proper block. If the status is not listed, type "other" and show the vessel status mode listed on the manifest.

Block 5. Loading Port. Name, geographic location (city, state, country) and water port identifier code of POE indicated on the manifest. Also enter the loading site, if known.

Block 6. Loading Activity. The full name, address, and DODAAC of activity responsible for loading. If same as loading port, indicate "Same as Block 5."

Block 7. Discharging Port. Name, geographic location (city, state, country), water port identifier code of POD indicated on the manifest, and the name of the military or commercial berth used. If cargo was diverted to another port from the one on the manifest, show the original destination in parentheses.

Block 8. Discharging Activity. The full name and DODAAC of the activity responsible for unloading. If same as preparing activity, state "Same as block 2." If unloading was done by a representative or agent of the responsible activity, add the representative's or agent's name. If Military Assistance Program (MAP) cargo was unloaded by the receiving government, name the government.

Block 9a. Date and Time Discharge Started. Ordinal date and hour that unloading began.

Block 9b. Date and Time Discharge Completed. Ordinal date and hour that unloading was finished.

Block 10. Unloading Cost Chargeable. Check the proper block.

Block 11. Cargo Discharged By. Check the proper block.

Block 12. List of Enclosures. State the number of SFs 361 and DD Forms 788 attached. List and attach all documentary evidence and supporting data that will show the nature and cause of the discrepancies reported, and the amount of monetary loss when known.

Block 13. Discrepancy. If a vessel incident occurred that might have caused or had an effect on the reported discrepancies, show place, time, and details. Add "SEE ATTACHED." (This refers to the SFs 361, DD Forms 788, and other evidence pertaining to the discrepancies.)

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APPENDIX aa

DEFENSE ACCOUNTING AND FINANCE SERVICE (DFAS)
ACCOUNTING AND DISBURSING STATION NUMBERS (ADSN)
SUPPORTING AIR FORCE

ADSN	LOCATION	ADDRESS TO MAIL COPY OF GBL
503000 503300 595600 503900 503901 678100	Dayton, Ohio	DFAS-DY, 1050 Forrer Blvd, Dayton, OH 45420-1472
525700 503100 673200	Omaha, Nebraska	DFAS-OM, Box 7030, Bellevue, NE 68005-1930
660700 504300	San Antonio, Texas	DFAS-SA, 500 McCullough Ave, San Antonio, TX 78215-2100
672300 504400 503200 594200	San Bernardino, California	DFAS-SB, 1111 East Mill Street, San Bernardino, CA 92408-1621
662400	Orlando, Florida	DFAS-OR/AOB(Intergovernmental), 2500 Leahy Avenue, Box 932300(Air Force), Orlando, FL 32893-2300
667100	Limestone, Maine	DFAS-LI, 3 Arkansas Road, Limestone, Maine 04751-1500
668300	Honolulu, Hawaii	DFAS-PC, Box 1392, Pearl Harbor, HI 96860-7552
678900	Ramstein, Germany	DFAS-EU/MAR, Unit 10005, Box 580, Bldg 2108, APO AE 09094
875800	Denver, Colorado	DFAS-DE/O, 6760 E Irvington Place, Bldg 667, 80279-8610

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APPENDIX bb

MANAGEMENT REFORM MEMORANDUM #15 BUSINESS PROCESSES AND PROCEDURES

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