

## 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 on CONUS only movements can be found by referring to MFTURP-1, which can be located on the SDDC website at <http://docketing.sddc.army.mil/> and then select View MFTURP\_1.

#### B. ROUTING AUTHORITY

1. TOs, or their authorized shipper agent appointed by official letter, may route general commodity shipments by motor, rail, and air, as described in Paras B.1.a. and B.1.b. below, using best value principles and in compliance with DOD and their respective Service HQ traffic management policy. Items listed in Para B.2 below must be routed by SDDC using Route Orders described in [Para C](#). TOs have two primary and one backup routing procedure options, as specified in Paras B.1.a. and B.1.b. Only DOD certified freight carriers having an active paper or electronic Tender of Freight Services on file, approved by SDDC or AMC within the GFM system and the DOD Blanket Purchase Agreement (DOD BPA) which includes the DOD Domestic Express Small Package Service (DESPS) for CONUS small package express services under the GSA Multiple Award Schedules (MAS), are authorized for use when routing cargo. The Worldwide Express (WWX) contracts are for the international express small package transport and the international heavy package transport of overseas material between 1 and 300 pounds (See [Para Y.3.b](#)). Unless preapproved by SDDC, only carriers that use the TPPS are eligible for freight traffic awards and are considered a best value. The freight traffic awards will be consistent with the elements of best value. A list of DOD Approved Carriers can be accessed in real time at the DOD Approved Carrier List link: <https://eta.sddc.army.mil/default.asp?fa=freight>. Tenders used for routing air cargo must contain an AMC approval stamp, in addition to a SDDC Operations stamped distribution number. When air tenders do not meet the need of the freight shipping requirements, the GSA MAS is available as another means in shipping domestic heavyweight freight in excess of 150 lbs.
  - a. Activities with automated capabilities must obtain route orders using the automated system routing request formats (GFM). TOs may not utilize the override feature on automated systems when voluntary rates exist without prior approval from the SDDC's Chief of Business Services at 618 220-6834 or via e-mail at [SDDC-OPS-BusinessServices@us.army.mil](mailto:SDDC-OPS-BusinessServices@us.army.mil), or after hour (1800 CST) route requests, contact the Business Services Rater and Router after hour contact via the SDDC Command Operations Center at 618-220-4262 (exception: GFM 500K series tenders that require approval from the SDDC Special Requirements Section at [SDDC-OPS-Negotiation@us.army.mil](mailto:SDDC-OPS-Negotiation@us.army.mil) or after 1700 Eastern Standard Time, contact 618 220-4262). The following information must be provided as part of the override request: requesting TO name, phone number, e-mail address, shipment from/to, dates of movement, commodity, pieces, weight, Controlled Inventory Item Code (CIIC), and special movement requirements (Satellite Motor Surveillance Service [SNS], Dual Driver Protective Service [DDP], DCS). A monthly unauthorized override report will be submitted to Service HQ for appropriate action.
  - b. When automated systems are unavailable and TOs requiring manual processing:
    - (1) To utilize the manual processing method, TOs must maintain a complete file of authorized tenders for use in routing general commodity shipments obtained from

SDDC or AMC. A TO that maintains a complete file of tenders must contact SDDC (Special Requirements Section at [SDDC-OPS-Negotiation@us.army.mil](mailto:SDDC-OPS-Negotiation@us.army.mil) or after 1700 Eastern Standard Time, contact 618 220-4262) or AMC for assistance in obtaining a list of tenders serving their location. Manual tender files must be updated semi-annually to add new and/or remove expired tenders. Orders placed by TOs under this election will require data to be separately entered into the billing/payment process through an approved/supporting EDI.

- (2) Can submit an electronic request using the SDDC ETA site at <https://eta.sddc.army.mil/default.asp?fa=freight> to obtain a freight routing or submit a manual DD Form 1085, [Figure 202-1](#), to SDDC Operations IAW [Para C](#). For shipments that are over-dimensional, over-weight, large volume movements, or freight requiring special permits; installation can FAX DD1085 requests to SDDC Special Requirements Branch at 618-220-5261 or e-mail DD1085 to [sddc.ops.negotiation@us.army.mil](mailto:sddc.ops.negotiation@us.army.mil)
2. The following shipment and commodity exceptions require a routing request IAW [Para C](#):
    - a. Articles listed in [International Civil Aviation Organization Technical Instruction](#) or 49 CFR 105-180, [Other Regulations Relating to Transportation](#). Material that is eligible for shipment via DOD BPA contract (DESPS, Worldwide Express (WWX) [1-300 pounds]) does not require a SDDC Route Order.
    - 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. Limited quantities of Class 1.4. ammunition and explosives that are eligible for shipment via DOD BPA contract carriers do not require a SDDC Route Order (See Chapter 205, Para G).
    - c. SECRET material. Unless moving under procedures developed for shipping SECRET materiel by cleared DOD BPA for small package express services under the GSA contract small package express carrier. (See Chapter 205, Para T.)
    - d. CONFIDENTIAL material weighing 10,000 lbs or more.
    - e. CONFIDENTIAL material may be moved via the DOD BPA for small package express services under the GSA MAS when the material meets contract criteria. (See Chapter 205, Para T.)
    - f. Bulk liquids and gases.
    - g. Empty towable tank trailers.
    - h. Vehicles in drive-away or tow-away service.
    - i. Shipments and/or commodities requiring special handling. (See [Para C](#).)
    - j. Shipments made in DFRIF equipment. (See [Para Q](#).)
    - k. Shipments of any commodity of 25 CLs, 25 TLs, or weighing 500,000 lbs or more. (See Chapter 201, Para L.)

**NOTE:** T.O.'s may request assistance from SDDC for shipments of any commodity of any number of truck/car loads by submitting a request to SDDC Special Requirements for solicitation. E-mail request to: [usarmy.scott.sddc.mbx.omb-for-negotiations-team@mail.mil](mailto:usarmy.scott.sddc.mbx.omb-for-negotiations-team@mail.mil)

    - l. Shipments for which there are no SDDC- or AMC-approved tenders.
    - m. Shipments under a Transportation Protective Service (TPS).

3. TOP SECRET and other sensitive material which requires escort via USTRANSCOM Defense Courier Division (DCD) shipments are routed by the DCD IAW DODI 5200.33, Defense Courier Operations (DCO) <http://www.dtic.mil/whs/directives/corres/ins1.html>.
4. Export shipments are routed IAW this chapter.
5. Air shipments funded by the Services must be made IAW Service instructions and published guidance.
6. When transportation is performed under a FAR-based contract, all freight must be offered first to all the awarded contractors/carriers within the contract or within a lane of traffic before moving the traffic via an alternate method or via alternate carrier(s). A voluntary tender may be used only during emergency or contingency conditions or when the traffic volume exceeds the contractor/carrier capacity. Only the voluntary tenders of a current contract carrier participant will be used; the only exception will be if there are no voluntary tenders on file for that contract carrier participant.

### C. ROUTE ORDER

1. Domestic Route Order (DRO) Requests (DROR) will be submitted to SDDC Operations. To facilitate minimum processing time, authorized automated computer systems will be used to initiate the routing process. Submit a DROR for a routing within the CONUS or between a CONUS point and a Canadian point. For the CONUS, a DD Form 1085, [Figure 202-1](#), will only be used on an exception basis. These requests may be submitted by FAX, e-mail, or authorized automated computer systems. If a DD Form 1085 is submitted via FAX or e-mail, SDDC manually inputs the information into an automated system and manually provides routing instructions to the requestor. The requestor must allow three business days for manual processing. When a DRO is no longer required, notify SDDC Operations. International Route Order (IRO) requests within or between theaters will be submitted to SDDC Operations or the theater CDR movement control activity.
2. SRO requests will be submitted to SDDC Operations or the theater CDR for repetitive shipments over a specific time period and are valid for up to one year. When a SRO is no longer required, notify SDDC Operations or the theater CDR.
3. Requests for DRO/IRO/SRO amendments will be submitted to SDDC Operations or the theater CDR using DD Form 2017, Route Order Amendment, [Figure 202-2](#), an authorized automated format, or a form designated by the theater CDR.
4. SDDC Operations or the theater CDR will provide a DRO Request Response, [Figure 202-3](#), with carrier selections and routing instructions within four hours (regardless of the Transportation Priority [TP]) for all requests submitted via an automated electronic shipper system (i.e., Cargo Movement Operations System [CMOS]/GFM). For manually submitted requests (i.e., FAX, e-mail), carrier selections and routing instructions will be provided within three business days of receipt. DROs are effective for 15 days. DRO Amendment Requests, [Figure 202-4](#), will be answered within timeframes noted for initial DRO request submission. Requests for IROs will be responded to within 10 days and emergency IROs within 24 hours. Requests for SROs will be coordinated directly with the origin shipper.
5. Three-digit Routing Instruction Notes (RINs) are included in a DRO or SRO. See <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then select DTR Data and Route Instruction Note for explanatory plain language notes corresponding to each three-digit RIN.
6. Route order number codes are shown in [Table 202-1](#).
7. DRORs for shipments of Arms, Ammunition and Explosives (AA&E) where a Security Escort Vehicle is required will be submitted through automated shipper systems no later than 48 hours

prior to the shipment pickup. Shippers may contact the SDDC freight routing section Monday through Friday from 0800 until 2000 for assistance at 618 220-6359. During non-duty hours and emergencies, contact SDDC/Command Operations Center at 618 310-5559 for assistance. Any emergency shipment of AA&E where 48 hours notice does not support mission requirements, must be immediately coordinated with SDDC Operations at Commercial: 618-220-4262.

#### **D. EXCEPTION**

Exceptions to assignment of routing authority and other routing procedures are granted by SDDC or the theater CDR 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 CBP procedures, see 15 CFR, Commerce and Foreign Trade, for export requirements; 19 CFR, Customs Duties, for import requirements; and this Regulation, Part V, Department of Defense Customs and Border Clearance Policies and Procedures, Chapter 508, US Export Requirements, for DOD requirements. CBP information is available through the USTRANSCOM Web site at <http://www.transcom.mil/> and select Defense Transportation Regulations, Part V.
2. CBP forms must accompany US Forces international and intratheater cargo to ensure shipments are not delayed and are exempted from import or export duties.
3. Electronic Export Information (EEI) submission must be made using one of the following methods:
  - a. Electronically through a direct interface between the DOD shipper system and the Automated Export System (AES) excluding contractor originated shipments.
  - b. Through AESDirect, the US Census Bureau's free, internet based system for filing EEI information in AES. Instructions for using AESDirect can be found at the following website: <http://www.aesdirect.gov/> (\*) **non-DOD website**. Commercial contractors/vendors will contact their local TO for direction.
  - c. For Service systems authorized users, the Service systems EEI application provides an interface to CBP's AES.
  - d. For GFM authorized users, the GFM EEI application provides an interface between CBP's AES and the GFM Freight Acquisition Shipping Tool (FAST), Spot Bid, and Small Package Express shipping systems, eliminating entry of shipment and EEI information in *AESDirect*. EEIs are created in the GFM EEI application from information entered for the shipment in the GFM shipping system. Additional shipping and customs information is entered for the EEI, and then the EEI is submitted to AES for processing. Once processed and accepted, AES assigns an Internal Tracking Number (ITN). Users are notified by e-mail when an EEI approval or rejection response is received from AES. EEI information is transmitted electronically to CBP. The Port authority can locate the ITN by referencing the External Tracking Number that prints on the BL for FAST and Spot Bid shipments or on the Commercial Invoice for Small Package Express shipments.

4. Shipments to non-DOD activities (i.e., defense contractors or Department of National Defense (DND) and Canadian Forces in Canada) from the US require a Commercial Bill of Lading (CBL) and an AESDirect Shipment Record, [Figure 202-8](#), when transiting the border. Para E.5.a, below, Chapter 206, Para D.3, and Part V, this Regulation, Chapter 514, Para B define the procedures to ship US government-owned items or items procured by the Canadian DND. Part V, Chapter 508, contains information on US export procedures including EEI preparation.
  - a. Shipments to Canada, via rail and motor, must clear both CBP for export and Canada Border Services Agency (CBSA) for import. Most DOD shipments to Canada are exempt from an export license under 22 CFR 126.5, [Canadian Exemptions](#). However, items on the United States Munitions List (USML), when shipped to non-DOD locations (i.e., defense contractor facilities) must be shipped using a CBL and an EEI submitted electronically to CBP's AES.
  - b. EEIs must be filed electronically using the AESDirect website, <http://www.aesdirect.gov> (\*). The AESDirect website provides a User's Guide and instructions on how to complete the electronic version of the EEI.
5. CBL annotations depend on the category of shipment. Shipments to Canada fall into two categories: US Government-owned or items procured by the Canadian DND.
  - a. When shipping U.S. Government-owned material, which will remain so while in Canada, the CBL will 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 a US military vehicle is carrying this shipment, no other documentation is required other than an additional copy of the vehicle manifest for Canadian customs purposes, which must be presented to Canadian customs upon entry. When a commercial carrier transports a shipment consigned to either a US military unit collocated with a Canadian DND unit, or consigned directly to a Canadian DND unit, the following is required: A copy of the CBL, the name of the commercial carrier transporting the material, when the material will enter Canada, and which border crossing will be used. FAX this information to the National Defense Headquarters Canada Forces (NDHQ CD) Customs 613 992-9921 or 613 995-2287. If necessary, contact the NDHQ CD Customs section at 613 995-0834 or 613 996-0290, DSN 842.
  - b. When shipping items procured by the DND, an EEI is required with references to each DD Form 1348-1A, [Issue Release/Receipt Document](#), [Figure 202-5](#), including the Document Identification (DOC ID), description, and value. Attach a copy of the EEI and each DD Form 1348-1A to the CBL and another EEI to Box 1 of each shipment. The commercial carrier must be Canadian customs bonded. The DND broker for Canadian customs clearance must deliver all shipments "In Bond".
  - c. When shipping USML items to commercial contractors in Canada under 22 CFR 126.5, the contractor must be registered with the Canadian Controlled Goods Program. Registered companies using the Controlled Goods Program can be located at <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> (\*).

## **F. INTRATHEATER FERRY SERVICE**

Cargo originating at an inland location and 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, PROOF OF DELIVERY (POD), AND DOD ITV REQUIREMENT**

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

2. Proof of shipment is a paper or electronic carrier record provided by the carrier at the 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. POD is a paper or electronic record maintained by the carrier that establishes when a specific shipment was offered for delivery at the destination and when it was accepted for delivery as authenticated by the signature of the consignee TO or representative.
4. Proof of receipt for delivery at the stopoff unloading point will utilize DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point, [Figure 202-6](#).
5. All DOD shipments must comply with DOD ITV requirements by having carriers submit movement data to IGC via EDI using ANSI X12 codes IAW DOD Timeliness Evaluation Criteria, [Table 202-2](#), or best business reporting procedures.

## **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 the shipping or receiving authority for disposition. (See Chapter 210 for Transportation Discrepancy Report [TDR] procedures.)

## **I. DRAYAGE, PICK-UP, AND DELIVERY SERVICES**

In the CONUS, commercial transportation will be used for drayage, pick-up, 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. Government-owned transportation will not be used to replace FAR-based contracted transportation IAW Para [B.6](#). In OCONUS theaters, the 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**

1. The TO will be familiar with SDDC freight traffic rules for demurrage, detention, and storage and take action to keep these charges at a minimum. The TO will inform activity CDRs of conditions that may cause excess charges. Assistance in determining correct charges will be provided by SDDC or the theater CDR upon request.
2. For locally paid services, (e.g., crane services) the carrier will bill the party responsible for incurring the charge. Local funds will be used for payment of the charges. See Chapter 212, Para C.3.c.(2) for additional information on TPPS ebill payments.
3. FMS-related charges for detention and demurrage at destination.
  - a. Charges for FMS-related transportation accessorial charges for detention and demurrage which accrued because of actions by an FMS-Purchaser or Purchaser's agent (FMS Freight Forwarder) at a CONUS-located destination are charged at actual cost to the applicable FMS case (Letter of Offer and Acceptance [LOA]) and line, see [Table 202-5](#). DLA/Services will direct billings to the appropriate military department Security Cooperation Program (SCP) for distribution to the Case Manager responsible for the FMS Purchaser involved. The Implementing Agency (IA) Case Manager will insure that the collection for the payment is taken from the correct FMS Case and Line.
  - b. DLA/Services will follow-up with an e-mail or a FAX request to the IA POC at DTR Part II, Attachment V.7., Table V.7-2 TAC Points of Contact, to identify the correct Case Manager at Para J.3.a above.

- c. If a delayed shipment relates to more than one FMS shipment, the costs will be pro-rated among the shipments (and their respective FMS cases/lines) according to total purchase costs. IA Case Managers must obtain the approval of the Defense Security Cooperation Agency (DSCA) (Business Operations Directorate) before processing billings in excess of \$50,000, or 10 percent of the FMS case value. If a billing for the additional transportation changes results in an increase in cost for the Case line, modify or amend the case to include the additional charge. Charge the unanticipated carrier services associated with shipment delays caused by the CONUS consignee to the FMS case line associated with the shipment. If multiple FMS cases/lines are involved, the charges must be pro-rated to the applicable lines according to the purchase costs of the individual shipments. See Defense Security Cooperation Agency Memorandum, I-08/000 256-DBO, Additional Transportation Charges for Foreign Military Sales (FMS) Shipments, 22 January 2008 (<http://www.dsca.mil/samm/PolicyMemoList-All.htm>).

## **K. HOLDING, DIVERSION, AND RECONSIGNMENT**

1. For domestic and intratheater shipments, the TO will issue diversion or reconsignment instructions directly to a carrier using a BL Correction Notice (See Chapter 206, Para H.)
2. For international and/or intertheater shipments, the TO will obtain approval from the clearance authority prior to issuing diversion or reconsignment instructions to the carrier.
3. Holding and Diversion.
  - a. Holding and diverting are actions in which a shipper may be involved due to irregular or interrupted movement of cargo in the DTS.
    - (1) The shipper may be required to hold a shipment for a variety of reasons including a consolidation delay, a wait for an Export Traffic Release (ETR), or an embargo. These and other reasons for a transportation hold are listed at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then select DTR Reference Data and Transportation Hold Code. Select Display Data from Action Legends box. The list also contains the transportation holding codes for DOD Manual (DODM) 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) shipments that the shipper enters in Record Position (rp) 51 of the MILSTRIP shipment status record/entry. By including this holding code or its explanation on shipment planning records, the shipper is able to research the cause of any shipment delays. Except for transportation delays as mentioned above, the shipper will not hold material requisitioned under MILSTRIP unless directed to do so by the supply source. For non-MILSTRIP shipments, the shipping activity responsible for moving the material may hold the material when necessary. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the Required Delivery Date (RDD) field (rp 62–64, DD Form 1348-1A) are not held, but processed by the shipper IAW the TP.
    - (2) A transportation diversion may be a change of mode (e.g., from air to water), a change of destination, and/or a change of route. Except for mode change, the shipper will not divert material requisitioned under MILSTRIP unless directed to do so by the supply source.

- b. A diversion between modes is a routine occurrence during the clearance process and the shipper will follow the instructions issued by the clearance authority. This type of diversion may happen as a result of:
  - (1) A change in the urgency of need. Such a change may result in a planned air shipment being moved by surface or a surface shipment by air. A change in urgency of need may occur while the shipment is anywhere in the transportation system with the related diversion coordinated by the clearance authority.
  - (2) The challenge process during air clearance. Requisitions with a Time-Definite Delivery (TDD) priority designator 01-03 and all RDDs (including blank RDD field) are designated as Expedited Transportation (TP-1); Expedited Transportation (TP-2) is assigned for requisition priority designators 04 through 15 and RDDs 444, 555, 777, N\_\_, E\_\_, or RDD Julian date that is eight days or less from the Julian date the requisition or associated shipment is being processed. TP-1 and TP-2 normally move by premium (air) transportation. When the actual need does not justify the additional expense normally associated with air transportation, the requisitioner may authorize the shipper or the ACA to direct diversion of the shipment movement by a surface mode. Such a diversion occurs at the shipping point before actual movement. The air clearance process is described in Para [Y.3.c](#).
- c. A diversion to a different consignee or destination may result from conditions such as:
  - (1) Strikes, national disturbances, or natural disasters.
  - (2) Supply cancellations.
  - (3) Terminations of projects.
  - (4) Changes in logistics buildup.
  - (5) Modification of Permanent Change of Station (PCS) orders authorizing personal property shipments.
  - (6) Change in the receiving units, to include mobile units.
- d. A diversion in the route of a shipment normally occurs after it leaves the shipper. Such a change in route is only within a particular mode (i.e., air or sea) and is usually directed and coordinated by the clearance authority.

## L. TRACING AND TRACKING

- 1. If the shipment is not delivered by the RDD or within TDD standards, the shipper or consignee will initiate tracer action. When tracing service is required, a request may be placed by the TO at the shipping activity directly with the carrier involved.
- 2. Advance shipment data for inbound shipments will be checked routinely for status of undelivered shipments. Tracer action will be initiated, if needed.
- 3. Routine cargo movement tracking and tracing may be accomplished using IGC. IGC provides C2 and ITV information that integrates automated information support to the DOD. IGC is the designated DOD system for ITV. IGC access may be obtained through the IGC Web page at <https://www.igc.ustranscom.mil/igc/>. The Timeliness Evaluation Criteria, [Table 202-2](#), are provided to evaluate current systems capabilities and identify improvements after analysis of impact, cost, and value-added.
- 4. Multiple tracking and tracing systems exist that provide additional information granularity and tracking system status information that could prove useful in analyzing performance metrics of the distribution process. One such system is the national Radio Frequency In-Transit Visibility

(RF-ITV) System Server that may be accessed at: <https://national.rfitv.army.mil/login/>. The national server and additional theater regional servers provide system status and tracking information for active Radio Frequency Identification (RFID) tags and tracking information from OCONUS, commercial satellite-based ITV tracking systems. Active RFID tag procedures and requirements are identified in Chapter 203, 208, Appendix K, O, and W. The active RFID tag and satellite-based ITV tracking tag data requirements are identified in Appendix K.

5. Shipment tracing formats allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the shipper may occasionally be asked for shipping data. The shipper must respond to such requests by providing all available information.

#### **M. EXPEDITED SERVICE**

1. **Small package air:** DOD BPA for CONUS small package express service under the GSA MAS may be used when a shipment is urgently needed at destination. When expedited service is required, the shipping TO will order the service from the carrier and comply with the DOD BPA contract terms.
2. **Ground:** Expedited service for TL and Less than Truckload (LTL), for shipments greater than 150 lbs, may be used when a shipment is urgently needed at the destination. When expedited TL or LTL service is required, the shipping TO will order it from the carrier or contractor and comply with the contract or tender of service.

#### **N. TRANSIT TIMES**

1. TDD time standards apply. (TDD standards are available in DOD 4140.1-R, DOD Supply Chain Material Management Regulation, Appendix 8 at: <http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf>.)
2. As an option, TOs may use the DOD Standard Transit Time Guide-Single and Dual Driver Shipments (Excluding Security Risk Category (SRC) I and II Shipments), [Table 202-3](#), and the DOD Standard Transit Time Guide-Dual Drivers (SRC I and II Shipments), [Table 202-4](#), to determine acceptable transit times for motor. Report transit times not met IAW Chapter 207. Transit times for small package express carriers are those shown in the carrier's service guide for the level of service provided.
3. The shipper/TO must identify a RDD for AA&E shipments moving under SNS consistent with the transit times in [Table 202-3](#) and [Table 202-4](#). Transit times not met will be reported IAW Chapter 207.
4. DOD standard transit times are based on either 500 or 700 miles per day, depending on the type of shipment. Computation of transit times is as follows:
  - a. Transit times start the day after pick-up and ends on the day the shipment has been offered for delivery or delivered. Delivery does not include arrival at the destination secure holding prior to shipment being offered to the consignee or delivery point.
  - b. Weekends and Federal holidays will not be counted as part of the transit time. A delivery date that falls on a non-business day (weekend/Federal holiday) will automatically be the next business day.
5. Exceptions to DOD Standard Transit Time Guides are as follows:
  - a. Remote sites, such as Naval Air Station, Key West, FL., and any location/site accessible only by a ferry. Transit times will be determined as listed on the BL RDD.
  - b. Operational necessity, as defined in this Chapter.

- c. RDD on the BL is less than the standard transit time (Expedited Service in the BL will apply).
- d. Oversize, overweight, or HAZMAT shipments that have movement constraints (i.e., daylight movement only).
- e. Shipments under FAR-based contracts.
- f. TL service ordered (excluding SRC I and SRC II) with one or more stop-offs on a BL. Each authorized stop-off on the BL will serve as a destination and subsequent origin when calculating transit times.

## **O. PERMITS FOR MOTOR SHIPMENTS**

1. The 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 state or local authority. For details associated with moving oversize/overweight equipment and convoy operations see this Regulation, Part III, Mobility, Appendix F, Permits for Military Movements on United States Public Highways and Army Convoy Operations and Procedures.
2. The DOD policy is to move extremely oversize/overweight equipment by a means other than highway. Rail or water carriage will 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. At a minimum, the carrier must present to the shipping activity the permit for the origin state prior to shipment release. Carrier requests to utilize a “rolling permit” process will not be permitted. 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 SDDC Operations via e-mail at [MTFECONUSCSC@us.army.mil](mailto:MTFECONUSCSC@us.army.mil) or the theater CDR.
4. Units using Military-Owned Vehicles (MOVs) are required to obtain all permits necessary for convoy or motor shipments. (See this Regulation, Part III)

## **P. USE OF CARRIER EQUIPMENT**

1. The TO will:
  - a. Ensure the equipment is suitable for its intended purpose and reject it if unsuitable.
  - b. Annotate the BL when the 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 the 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 BL. If seals are removed, carriers will notify consignor and consignee and annotate the BL with new seal numbers.
  - e. Ensure the carrier is provided copies of the shipment documentation.
2. Loading and Unloading:
  - a. When tariffs or tenders require the carriers to make cargo accessible to the tailgate to off-load vehicle, the 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. Loading/unloading by the carrier is an accessorial service to be paid using TPPS business rules.
3. Rail Equipment:
- a. Ensure placement of placards marked “Documents This Door” and “Documents Other Door” to indicate the location of shipping documents in a closed rail car.
  - b. In the CONUS, when DOD personnel through negligent or accidental acts cause damage to a rail car, the rail carrier will issue a defect card that establishes liability for damaged railroad-owned equipment. The defect card may be acknowledged by the 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. SDDC Operations controls the assignment, use, and maintenance of DFRIF equipment. It exercises control over the assignment and use of the cars through a contractor. Approving a car for repairs is exercised by SDDC Operations.
3. The SDDC fleet manager may be contacted by e-mail at: [DODX@us.army.mil](mailto:DODX@us.army.mil); by calling Commercial: 618 220-6870, DSN: 770-6870; or by writing:  
  
SDDC Strategic Business  
ATTN: AMSSD-SBI-R  
1 Soldier Way  
Building 1900 West  
Scott AFB, IL 62225-5006
4. TOs who are regular users of DFRIF equipment must obtain a user name and password for accessing the DFRIF contractor’s web site. The site will be used for ordering DFRIF cars, for reporting the shipment and receipt of cars, and for obtaining routing instructions for empty cars that are no longer required at an installation. User names and passwords can be obtained by sending an e-mail requesting the same to: [DODX@us.army.mil](mailto:DODX@us.army.mil). Infrequent users may communicate with the contractor through SDDC by using the [DODX@us.army.mil](mailto:DODX@us.army.mil) e-mail address.
5. When DFRIF equipment is desired for loading, TOs will submit requests to the SDDC contractor via the contractor’s web site. Cars requested less than 10 days before the desired loading may not be received in time. The request must specify the following:
  - a. Type of 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.

6. When releasing empty cars:
  - a. Do not reverse route empty cars. Contact the SDDC contractor for destination and routing instructions. Use these instructions to prepare a BL and annotate the BL: “Free under the provisions of Freight Tariff RPS 6007, Mileage Allowances and Rules.”
  - b. Ensure chain tie-down assemblies are secured so that they will not pose a safety hazard while in transit.
7. Submit a shipment or receipt report via the DFRIF contractor’s web site by the close of business each workday that a DFRIF car is received or shipped. The contractor’s web site can also be used to monitor the en route movement of cars en route to and from an installation.
8. 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 SDDC Operations 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 SDDC Operations finds a commercial railroad at fault. Upon a request by SDDC Operations, 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 SDDC Operations.
  - d. Ensure each car equipped with chain tie-down assemblies has not less than 32 or more than 36 functioning assemblies. This will be done by removing damaged assemblies for repair and then swapping assemblies among cars on hand. If there is still a shortage of functioning assemblies, contact SDDC Operations to obtain the required quantity. Place the damaged assemblies in drums or other containers suitable for shipping to repair facilities, as directed by SDDC Operations.
  - e. Do not use DFRIF equipment for installation transportation or as storage without prior approval from SDDC Operations. 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. Exercise the axle bearings on cars on hand by moving them at least 100 feet at least once every three months.

## **R. WEIGHING CARGO**

1. TOs will determine the actual weight of a shipment IAW weight agreements in effect. If a weight agreement is not in effect, the weight of shipments will be determined by the use of tender, contract agreement, or actual weights.
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 the shipping activity.
3. Authorized carrier representatives will be allowed to inspect original records and verify weights and descriptions of commodities certified on the BL.

## **S. LIVE ANIMAL SHIPMENTS**

TOs will:

1. Obtain inspections, health certificates, reports, and any other tests required by Service regulations and the carrier.
2. Provide health certificates as imposed by the United States Department of Agriculture (USDA) to the 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. Properly pack, label, describe, and document shipments IAW Chapters 203, 206, 208, and other regulations.
2. Consolidate shipments to the maximum extent.
3. Use stop off privileges.
4. For shipments from the 50 United States, to include Canada, Mexico and the US Territories of Puerto Rico and Guam, ensure shipment descriptions are IAW tenders, freight tenders of service, freight classification applications (National Motor Freight Classification [NMFC] or Standard Transportation Commodity Code [STCC]) or DOD commodity codes.
5. Ensure an active RFID tag (license plate or data-rich) is attached at the point of shipment origin IAW Chapter 208 and DOD 4140.1-R.
6. Ensure cargo is marked with a passive RFID tag(s) as specified in Chapter 208 and MIL-STD-129, which can be accessed at [https://assist.daps.dla.mil/quicksearch/basic\\_profile.cfm?ident\\_number=35520](https://assist.daps.dla.mil/quicksearch/basic_profile.cfm?ident_number=35520).
7. Shippers providing Wood Packing Materials (WPM) will ensure that any packing material that consists/made of wood (to include, but not limited to, dunnage, pallets, boxes, cleats, crates, and frames) meet the phytosanitary requirements set forth in DOD 4140.01-M-1, Compliance For Defense Packaging: Phytosanitary Requirements For Wood Packaging Material (WPM).

## **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). Excess or increased valuation is an accessorial service that must be annotated on the BL and the carrier notified of the need for the service. For shipments greater than 150 lbs, for the cargo liability of carrier, the TO will reference MFTURP-1, which can be located on the SDDC website at <http://docketing.sddc.army.mil/> and then select View MFTURP\_1 for release value rates.

## **V. LIFTING AND TIEDOWN PROCEDURES**

1. General. Ensure carrier's representative accepts loading and blocking and bracing procedures. Proper tiedown, lifting, and loading procedures are critical to ensuring that the cargo will be delivered on time and without damage. Comply with DODI 4540.07, Operation of the DOD Engineering for Transportability and Deplorability. Vehicles must be lifted to avoid structural

damage. Also, tremendous forces and stresses occur during shipment requiring that the cargo be secured adequately to prevent loads shifting during transit.

2. Guidance. The following SDDC TEA Publications provide guidance on tiedown, lifting, and loading procedures for surface movement:
  - a. SDDC TEA Pamphlet 55-19, Tiedown Handbook for Rail Movements.
  - b. SDDC TEA Pamphlet 55-20, Tiedown Handbook for Truck Movements.
  - c. SDDC TEA Pamphlet 55-21, Lifting and Tiedown Handbook for Helicopter Movements.
  - d. SDDC TEA Pamphlet 55-22, Marine Lifting and Lashing Handbook.
  - e. SDDC TEA Pamphlet 55-23, Tiedown Handbook for Containerized Movements.
  - f. SDDC TEA Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements.
3. Copies of these publications can be obtained by writing to CDR, SDDC TEA, 1 Soldier Way, Building 1900 West, Scott AFB, IL 62225-5006, or DSN: 770-5118, Commercial: 618 220-5118 or 800 722-0727 or at <http://www2.tea.army.mil/pubs/default.asp>.

## W. DRIVEAWAY AND TOWAWAY SERVICE

TOs will:

1. Ensure that the required preliminary vehicle maintenance and/or servicing has been performed before surrender of the vehicle to the carrier, and give the carrier an opportunity to determine that the vehicle is in satisfactory, drivable condition.
2. Advise the carrier of any vehicle that requires special handling and/or operation, and annotate the BL accordingly. Normally, each vehicle subject to this requirement will be shipped on a separate BL.
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, [Figure 202-7](#), with the NOTE in Item 8 completed for each vehicle to be transported in driveaway service.

## X. GUIDANCE ON INTERMODAL SURFACE CONTAINERS AND USE OF CCPS

1. Intermodal Surface Containers:
  - a. Movement of cargo in containers (Commercial/Government-owned/leased shipping container [SEAVAN]) is the preferred method for shipping DOD-sponsored export cargo. The Government can derive maximum benefits 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 will take into account source stuffing of containers whenever container service is available and overall distribution costs are favorable. When cargo is not sufficient at the source for container stuffing, it will be forwarded to a CCP or shipped to a military sea terminal, as directed by the clearance authority, as prescribed by Appendix R.
  - b. The primary objective is to obtain maximum efficiencies from the use of container service at the lowest overall cost to the Government, while meeting cargo delivery requirements. Shipping activities will stuff each container to the maximum extent possible, taking into account such factors as the cargo hold time, if it is single or multiple consignee delivery, the configuration and density of the cargo, and the availability of specific size containers.

- c. Information on the use, management, and control of containers may be found in DTR 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment.
2. Use of CCPs:
  - a. The movement of export cargo to a CCP does not require an Export Traffic Release Request (ETRR) but will be routed IAW this Chapter.
  - b. Cargo routed through the CCP for containerization will meet the criteria prescribed for each CCP in Chapter 203, Para C.3.

## Y. OCEAN AND AIR SHIPMENT PROCEDURES

1. General. The procedures in this section 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 SDDC provides intermodal sealift service to DOD activities worldwide. This service is provided between CONUS and overseas theaters, between overseas theaters, and within overseas theaters. This service is characterized by use of ocean vessels for over-ocean movement and includes the use of trucks, railroads, barges, convoys, and/or pipelines for over-land movement.
  - a. Procedural Requirements. SDDC provides regular sealift service by contracting with ocean carriers to provide over-ocean service and some over-land movement services. SDDC negotiates a Universal Services Contract (USC) for most sealift services and regional contracts for sealift services in certain geographic areas (e.g., Guam, Hawaii).
    - (1) SDDC will negotiate contractual changes, including new contracts and/or modifications to existing contracts, with commercial carriers. The USC will be the default contractual vehicle for providing services. Routes and lanes of traffic will be established by SDDC based on warfighter requirements and carrier services.
    - (2) SDDC will coordinate the shipment booking process with the warfighter unit, shipper, commercial carrier and other parties. Coordination will include advising the parties of the processes, POCs, and other requirements of the booking process.
    - (3) During contingencies, SDDC may obtain sealift services by other means. If regular commercial service is insufficient, SDDC will charter additional capacity or request mobilization of reserve naval vessels controlled by MSC.
  - b. Establishing Requirements. The process of establishing requirements includes establishment of initial requirements; changing, increasing or decreasing existing requirements; and canceling existing requirements.
    - (1) The warfighter unit will coordinate its operational requirements, including distribution capacity needed to support proposed operations, with its HQ, IAW Service and unified COCOM procedures. The warfighter unit will then coordinate its distribution capacity requirements with USTRANSCOM or SDDC Operations and with the SDDC Transportation Group. The warfighter unit will coordinate initial or new requirements with USTRANSCOM, which will determine the channel. USTRANSCOM will then delegate channel fulfillment to SDDC Operations. The warfighter unit will coordinate continuing or routine sealift requirements directly with SDDC Operations. In the event that a requirement is sent to the wrong organization, USTRANSCOM and SDDC Operations will direct the requirement to the fulfillment center. Coordination communications will be free form text via e-mail, telephone, or electric message, and will typically be an iterative process.

- (2) SDDC will meet special requirements including high priority requirements, unique movements and short fused requirements on a case-by-case basis. High priority requirements include wartime needs. The warfighter will coordinate its requirements in the same manner as routine requirements but will indicate to SDDC the higher priority and other unusual features of the requirement. Unique movements will be designated as One Time Only (OTO) movements.
- c. The booking authority for ocean shipments process is assigned to SDDC Operations. These ocean shipments require an ETR from the designated SDDC clearance authority. Shippers will submit export cargo requirements to the designated OCCA or Ocean Cargo Booking Office (OCBO) using the formats in Appendix D. Export shipments will not be loaded or tendered to a line-haul carrier until an ETR is obtained. OCONUS country requirements are contained in Status of Forces Agreements (SOFAs) established by the theater CDR and the HN or established theater Command directive.
- (1) The Release Unit (RU) ocean shipments requiring the submission of ETRRs are:
    - (a) Cargo in lots of 10,000 (lbs) or more.
    - (b) Cargo in lots of 800 cubic feet or more.
    - (c) Vehicles by driveaway service.
    - (d) Containerized cargo. Full containers (SEAVANs), including specialized equipment, such as flat racks, moving under terms and conditions of an SDDC contract/agreement or ocean carrier tariff.
    - (e) Non-containerizable cargo (i.e., outsize/overweight items or other items for which containerization is not possible or practical). Chapter 203, Para B.13.b provides guidelines for routing low volumes of export shipments of non-containerized cargo to CONUS ports without prior clearance.
    - (f) SRC cargo. SRC cargo (shipments in any quantity) is comprised of the following:
      - 1 Small arms.
      - 2 Small shipments of AA&E, 15 or fewer arms Category II through IV and M-16 rifles (to include M82A1A.50 Caliber Special Application Scoped rifles (to exclude M2.50 Caliber (12.7mm) Machine Gun and above.
      - 3 Ammunition, 150 lbs or less of sensitive SRC IV.
      - 4 SRC I thru III AA&E or equivalent security risk code shipments cannot move under DOD BPA or MAS GSA contracts. Freight Forwarders, brokers, 3PL, indirect carriers cannot be used to move these type shipments.
      - 5 Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT as defined in 49 CFR, except those radioactive materials that are declared exempt under 49 CFR, the International Air Transport Association (IATA), and the International Maritime Organization/Dangerous Goods Code (IMDGC). See Chapter 204 for HAZMAT.
      - 6 Material classified SECRET or CONFIDENTIAL. Refer to Chapter 205 for further guidance.
      - 7 Narcotics and drug paraphernalia.
      - 8 Perishable biological material.
      - 9 Temperature-controlled cargo.

- (2) Issuance of an ETR.
  - (a) The ETR will be provided to the TO within three working days from the time of receipt at the OCCA. If, for any reason, the clearance authority cannot issue a cargo clearance within three working days, then the clearance authority will advise the offeror of the reasons for the delay and an estimated time when it will be cleared. 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.
  - (b) The clearance authority will transmit an ETR to the requesting activity, normally by the same means of communication used for submission of the ETRR.
  - (c) 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 the BL.
  - (d) Report cancellations of ETRs promptly to the clearance authority.
  - (e) Increases/decreases in cargo volume that do not affect 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.
- d. Direct booked ocean cargo. Under the direct booking process, SDDC centrally manages the contract acquisition/administrations function while allowing the transportation service requester (shipper) to book directly with the sealift ocean carrier.
  - (1) The direct booking process will remain within the Commercial Liner Business area for containerized shipments moving under SDDC contracts (USCs, Regional Domestic Contract, Dedicated Contracts and selected tariff based shipments).
  - (2) SDDC designates Ordering Officers (OO) for transportation service requesters and only they are allowed to book cargo under the specific contract with the designated carrier.
    - (a) The shipper relays the request for service to the carrier by using the carrier's web based booking system and enters the booking information.
    - (b) The carrier confirms the booking via their web based booking system. The carriers booking number replaces the Port Call File Number.
    - (c) The carrier begins actual service by providing equipment to the shipper or having the shipper select equipment from their approved container pool.
  - (3) SDDC Operations is the OCCA and is responsible for DOD-sponsored shipments and passengers worldwide for ocean movement within the DTS. OCBOs are designated by SDDC Operations. In the CONUS, SDDC Operations is the single Water Clearance Authority (WCA) and controls the movement of export/import cargo through sea terminals. OCONUS, the theater CDR designates WCAs in coordination with SDDC Operations. Shippers may use Appendix R to select the clearance authority. It lists clearance authorities and OCBOs located throughout the world. They are separated by mode (i.e., air and sea) as well as location.
  - (4) ATCMD and Transportation Control and Movement Document (TCMD) data will be prepared and transmitted for all export surface cargo, as prescribed in Chapter 203, Para B.20.d.

- (5) Shipments moving under commercial tariffs and tenders of service require a BL prepared IAW with Chapter 206.

3. Air Shipments.

- a. Airlift Selection. An AMC-arranged/operated/negotiated airlift will be utilized unless the requisitioner/Service/Agency documents a negative critical mission impact to justify non-use to the TO. For BPA eligible shipments to/from Alaska and Hawaii and WWX eligible shipments, a critical mission impact statement is not required. In the event of critical mission needs, use the following order of precedence in airlift selection:

- (1) Contracted airlift CRAF carriers.
- (2) Other CRAF carriers.
- (3) DOD-approved US flag carriers.
- (4) DOD-approved foreign flag carriers.
- (5) Non-DOD approved carriers.

- b. OCONUS (International) Express Small Package Shipments: The WWX contracts must be used if a shipment requires OCONUS commercial express time-definite, door-to-door delivery to a WWX location and falls within the limitations specified in the WWX contracts. The WWX contracts (see <https://private.amc.af.mil/A4/WWX/index.htm>), which include both the “International Small Package” program and the “International Heavy Package” program, apply to all international DOD small package air-eligible shipments in two weight categories: up to and including 150 lbs per piece when the dimensions of each piece do not exceed 108 inches in length or 130 inches in length and girth, combined, and all DOD air eligible shipments between 151 lbs but not exceeding 300 lbs. Some countries may have lower weight restrictions; however, at no time will the single package weight exceed 300 lbs. The dimensions of each piece will not exceed a length of 119 inches and length/girth of 300 inches.

- c. Shipping Procedures.

- (1) Prior to forwarding a shipment to an aerial port, the TO will submit ATCMD data to the ACA identified in Appendix R. Financial and Air Clearance Transportation System (FACTS) is the single DOD system for CONUS and OCONUS export shipment air clearance. For export shipments, submit ATCMDs to the FACTS, which is an automated means to request and receive air clearance, minimizing call-ins and FAXes to the ACAs. (For access to FACTS, contact the FACTS Help Desk at DSN: 430-6122 or Toll Free: 877 962-3365). Clearance authorities must clear or challenge the movement request IAW Service challenge criteria, Joint doctrine and regulations, and any existing specified requirements prioritization guidance as identified by the supported CDR. If challenged, the requisitioner must then justify the airlift requirement. In addition, shippers will coordinate special requirements (e.g., munitions movements and oversized cargo requiring special Materials Handling Equipment (MHE), storage, or handling before delivery to the APOE) IAW the TFG and Para Z of this Chapter. In the absence of the TFG guidance, coordinate receipt at least 72 hours before delivery. Coordination of short-notice requirements must be accomplished as soon as possible. Shipments of explosives require an APOE clearance number that the ACA obtains for the shipper prior to releasing the shipment to the carrier. Shipments of courier material, perishables, and working dogs require notification to the APOE by the ACA prior to releasing the shipment to the carrier. This requirement applies to shipments originating at both CONUS and OCONUS APOEs or air terminals. APOE clearance for munitions

shipments for in transit handling or storage-pending movement must be coordinated with the Joint Munitions Transportation Coordinating Activity (JMTCA) (see [Para Z](#)) by submitting the movement planning and ATCMD data to both the JMTCA and ACA.

- (a) The APOE/APOD may be obtained from the AMC Sequence Listing for Channel Traffic available at [https://tacc.scott.af.mil/?action=request\\_account](https://tacc.scott.af.mil/?action=request_account). To establish an account, Click on Request An Account, Complete all data fields especially mandatory fields (red asterisk), In the Requesting Access To: select: XOGD Access, Click on Request New Account. The contact phone number is DSN: 576-3614, FAX: 576-3633, or Commercial: 618 256-3614.
  - (b) Green sheet procedures may be used to increase movement precedence over all other categories of the requesting service. Refer to Chapter 203, Para B.3.e. Contact the clearance authority for validation of green sheet requests.
  - (c) Requests for SAAMs must be routed via the Service validator to USTRANSCOM/TCJ3-ODJ, 508 Scott Dr., Scott AFB IL 62225-7001. SAAM requests must be submitted to USTRANSCOM with informational copies to 18th Air Force (AF) TACC/XOOMS. See Appendix Q, for SAAM request format and instructions.  
**NOTE:** Only validators can submit SAAM requests to USTRANSCOM.
  - (d) Use of Deferred Air Freight (TP-4) service is provided by AMC on a limited basis. Refer to Chapter 203, Para B.3.f. for the clearance authority or AMC aerial port for availability and procedures.
  - (e) Due to the physical characteristics and shipping requirements of Class IV (e.g., barrier and construction materiel), the default mode of shipment, for inter-theater movement of Class IV sustainment, will be by surface, with air shipment requiring approval based on the receiving CDRs established ACA challenge and clearance parameters and prioritization requirements (see DTR 4500.9-R, Part III, Chapter 304, Para A.2 for responsibilities, authorities, and coordination requirements relating to sustainment cargo shipments). Refer to Appendix A for Class IV sustainment shipment procedures.
- (2) For DOD international tenders, prepare documentation IAW with tenders, which can be obtained by contacting AMC or the carrier.
    - (a) International Small Package (WWX) is for international shipments up to 300 lbs, see Para [Y.3.b](#).
    - (b) International heavyweight air freight tenders are for international shipments over 300 lbs but less than full plane load lots or other than aircraft charters. International air tenders of service are established to transport cargo to locations which are not serviced by the AMC channel system or to deliver cargo more expeditiously than possible in the channel system. The list of approved international air tenders is posted on the AMC website <https://business.transcom.mil/tcaq/TCAQ-I/tenders/TENDERS.htm>. Only USTRANSCOM approved tenders of service are to be used IAW [Para B. 1.](#) for the approved routing option.
      - (a) Special (OTO) is for international shipments with special requirements. Contact USTRANSCOM/J3 at DSN: 779-4041, 618 229-4041, e-mail address: [USTCAQ-Tenders@ustranscom.mil](mailto:USTCAQ-Tenders@ustranscom.mil).
  - (3) For commercial air, prepare a BL IAW Chapter 206 of this regulation.

- d. AMC Channel Service. AMC channel service is provided to DOD activities worldwide. This service is performed between the CONUS and OCONUS theaters, between OCONUS theaters, and within OCONUS theaters. The types of channel service available are:

- (1) Distribution or Contingency Channels.
- (2) Passenger, Cargo, or Aeromedical Channels.

AMC channels are established, suspended, changed, or canceled based on the requirements and upon the request of the military departments and/or theater unified COCOMs. Although the potential requirement to add, delete, change, or suspend channels may originate from various sources, a Service HQ or theater-unified COCOMs must validate and USTRANSCOM approve the requirement. See Appendix P for additional requirements.

4. Government-wide Purchase Card Shippers. Refer to Air Force Instruction (AFI) 64-117, Air Force Government-Wide Purchase Card (GPC) Program, and AFI 24-203, Preparation and Movement of Air Force Cargo, for policy and procedures on OCONUS GPC shipments. Cardholders and shippers may access the following web site for specific instructions to use when purchase card shipments will move in the DTS:  
<http://www.acq.osd.mil/dpap/pdi/pc/docs/pcardguidebook-20060120.pdf>.

## Z. JMTCA

1. The CDR, HQ US Army Joint Munitions Command (JMC), will establish and operate a JMTCA that will:
  - a. Develop procedures to receive airlift and sealift export requirements for munitions managed under the Single Manager for Conventional Ammunition (SMCA) and sourced from SMCA depots. Also develop procedures to receive sealift export requirements of SMCA and DOD Component-unique munitions or non-SMCA munitions.
  - b. Provide DOD Component National Inventory Control Point (NICPs) and TOs with in transit data and maintain control of munitions.
  - c. Coordinate with DOD Component NICPs and TOs any required actions that may affect implementation of previously coordinated or future shipment schedules.
  - d. Receive annual forecasts of export (both CONUS and OCONUS) munitions requirements. Request detailed movement data from each Service twice a year.
  - e. Monitor the output of all production and storage sites and report any changes that will affect shipment planning to the NICP.
  - f. Receive all Service “Single Managed” munitions shipment requirements to include ATCMD data for airlift movement and requests for theater munitions clearance and for APOE/D munitions clearances. TOs will submit ATCMDs to FACTS and to the JMTCA via the Munitions Transportation Management System Web site:  
<https://apps.jmc.army.mil/mtms/LoginServlet>. The JMTCA will work with FACTS to obtain airlift and APOE clearance for the TO including making special arrangements.
  - g. Consolidate munitions requirements into shipload quantities and prepare an ETRR for submission to SDDC.
  - h. Inform SDDC Operations of the desired on-berth date.
  - i. Establish, in conjunction with SDDC Operations and TOs, a schedule for each approved vessel requirements plan. Develop and coordinate the munitions port delivery date. Provide the schedule to SDDC Operations, ports, TOs, and DOD Component NICPs.

- j. Monitor all shipments until lifted aboard vessel. Advise NICPs, TOs/receivers, and requisitioners of changes to ship planning messages. Prepare a final Report of Shipment (REPSHIP) message (see Figure 204-10) that informs all addressees of munitions loaded onto the ocean vessel.
  - k. Advise NICPs and TOs when economical sealift is unavailable for particular shipment requirements.
  - l. The JMTCA will offer airlift requirements to FACTS. FACTS will obtain APOE clearance (e.g., identifying space for in transit storage for all export air munitions shipments).
2. The DOD Component/NICP will:
- a. Identify export shipment requirements and forward them to the JMTCA for ocean vessel consolidation.
  - b. Provide TO(s), commercial carrier(s), and/or SPOEs with any technical information concerning the transportability requirements of munitions managed by the respective NICP.
  - c. Include the JMTCA as an information addressee on all export REPSHIPS.
  - d. Advise the JMTCA of a delayed export shipment.
  - e. Submit export shipment request to the JMTCA for shipment planning actions IAW the DTR.
  - f. Provide FMS Notice of Availability (NOA) to the freight forwarder and to the JMTCA.
  - g. Provide yearly forecasts of munitions requirements and semi-annual updates to the JMTCA.
  - h. Monitor shipments until lifted aboard vessel.

**AA. DTR RELATED CODES ACCESS FOR DOD CONTRACTORS AND VENDORS  
(NON .MIL AND .GOV ADDRESSES)**

The transportation codes are resident in the US TRANSCOM Reference Data Management (TRDM) databases. They are accessible by all users, to include DOD contractors and vendors through the DTEB website at <http://www.transcom.mil/dteb/>, click on Reference Data.

**BB. SHIPMENT OF MATERIAL UNDER THE DOD PRIVACY ACT**

Shipment of material identified as containing personal information, also known as Personally Identifiable Information, require additional control and security commensurate with the nature and type of personal information being shipped. At a minimum, shipments identified as containing personal information must be transported using Signature and Tally Record (675) service or with a TSP capable of providing shipment tracking and proof of evidence of receipt. More information concerning Signature and Tally Record (675) service is available at Chapter 205, Para O. DODD 5400.11, DOD Privacy Program and DOD 5400.11-R, Department of Defense Privacy Program defines "personal information." Examples of "personal information" include information about an individual that identifies, links, relates, or is unique to, or describes him or her (e.g., a person's name and Social Security Number, personal cell/home telephone numbers and home/e-mail addresses, date and place of birth, biometrics, marital status, medical information, financial information, or law enforcement data).

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER					
<i>(All items must be completed or otherwise explained. See Instructions on back of this page.)</i>					
TO <i>(Name, Address and ZIP Code of Routing Authority)</i>			1. REQUESTING AGENCY IDENTIFICATION NUMBER		2. DATE OF REQUEST <i>(YYYYMMDD)</i>
			3. DATE SHIPMENT AVAILABLE FOR LOADING		4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE
FROM <i>(Name, Address and ZIP Code of Requesting Agency)</i>			5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE		
			6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMENCLATURE AS SHOWN IN STANDARD TRANSPORTATION COMMODITY CODE AND/OR NMFC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES		
7. EQUIPMENT		NUMBER	SIZE	TYPE	8. GROSS WEIGHT
a. CARS					9. TOTAL NUMBER OF CUBIC FEET
b. TRUCKS					
c. BARGES					
d. CONTAINERS					
10. CONSIGNOR <i>(Show actual shipper)</i>					
11. CONSIGNEE(S) <i>(Name and Address)</i>			12. ORIGIN <i>(Show actual shipping point)</i>		
			13. DESTINATION <i>(Show actual point of delivery)</i>		
14. RAIL CARRIER SERVING			c. PRIVATE SIDING		d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
			YES NO		
a. CONSIGNOR					
b. CONSIGNEE					
15. DISABILITY COSTS AVAILABLE <i>(DTR 4500.9-R, Part II, Definitions)</i>					
		NO	YES <i>(If "YES," furnish in "Remarks" below.)</i>		
16. REMARKS <i>(Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or mode.)</i>					
17. TYPED NAME AND TITLE OF REQUESTOR			18. OFFICE PHONE AND EXTENSION		19. SIGNATURE
1ST ENDORSEMENT <i>(Valid for 30 days unless otherwise indicated)</i>					
20. TO:			21. DATE OF RESPONSE <i>(YYYYMMDD)</i>		22. ROUTE ORDER NUMBER <i>(Must be shown on each BILL OF LADING)</i>
23. ROUTES AUTHORIZED FOR SHIPMENT(S)					
24. APPLICABLE RATE INFORMATION			25. REMARKS		
RATE(S) <i>(Cents per 100 lbs.)</i>		MINIMUM WEIGHT <i>(Pounds)</i>	TARIFF OR OTHER AUTHORITY		
a.		b.	c.		
26. NAME, TITLE, EMAIL AND PHONE NUMBER OF ISSUING OFFICER <i>(Please type)</i>					

Figure 202-1. DD Form 1085, Domestic Freight Routing Request and Order

<b>INSTRUCTIONS</b>	
<p>This form is to be executed and distributed in accordance with instructions in the Defense Transportation Regulation, Part II, when it is necessary to obtain routings for shipments from SDDC routing offices.</p>	
<p><b>1. REQUESTING AGENCY IDENTIFICATION NUMBER.</b> Enter number(s), letter(s), or any combination thereof as required.</p> <p><b>2. DATE OF REQUEST.</b> Enter date of request.</p> <p><b>3. DATE SHIPMENT AVAILABLE FOR LOADING.</b> Enter date shipment available for loading.</p> <p><b>4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE.</b> Enter the Transportation Priority (TP) (1, 2, or 3, as applicable) and the Required Delivery Date at destination.</p> <p><b>5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE.</b> Enter exact location where freight is to be accepted by the consignee. (For example, F.O.B. car or other carriers' equipment; shipside, warehouse, or other place of rest and location.) Enter the contract expiration date, if known.</p> <p><b>6.</b> For shipments made up of chiefly a single commodity, the National Stock Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Standard Transportation Commodity Code wherever possible for such information.</p> <p>When a numbered item in the rail or motor classification includes sub-descriptions with a different rating for the item to be shipped, additional identifying information will be shown; such as "SU", "KD", "Loose", "FF", "NSTD", "NOTSTD", "WHEELS-ON-OR-OFF", etc., with the total weight applicable to each rating.</p> <p>If a description different from that provided in carriers' classification is intended to be used (For example, when a different description is given.), it will be furnished in full, including reason and reference to source.</p> <p>In the case of shipment(s) consisting of numerous items, each being of considerable weight, the description will be limited to carriers' classification item number only, observing the requirements above with respect to sub-descriptions and grouping of articles taking the same item numbers or sub-description.</p> <p>Items in shipments weighing less than 500 pounds which cannot be grouped by classification item number need not be listed, but reference thereto will be made by using the letters RS or L. (RS or L - and other articles rated the same or lower.)</p> <p>The separate weight of items or groups of articles under a single listing will be shown therewith.</p> <p>Whenever a large volume to be shipped involves both straight and mixed carloads or truckloads, indicate hereunder those commodities which will be shipped in mixed carload or truckload lots and those which will be shipped in straight carloads or truckloads. The modified commodity descriptions prescribed will not be construed as authority to depart from the requirement for properly describing shipments on Bills of Lading.</p>	<p><b>7.</b> Enter the exact number of carloads, truckloads, barges, or containers required, including the size and type. When the exact number cannot be computed, an estimate based on the heaviest practicable loading of carrier's equipment will be entered.</p> <p><b>8. GROSS WEIGHT.</b> Enter gross weight of shipment(s). (See Item 16.)</p> <p><b>9. TOTAL NUMBER OF CUBIC FEET.</b> Enter total number of cubic feet. When actual figures are not available, a reasonable accurate estimate will be furnished and marked "EST". (See Item 16.)</p> <p><b>10. CONSIGNOR.</b> Enter name of actual shipper.</p> <p><b>11. CONSIGNEE(S).</b> Enter correct name and mail address of consignee.</p> <p><b>12. ORIGIN.</b> Enter carriers' name of station from which freight will be forwarded.</p> <p><b>13. DESTINATION.</b> Enter destination station to which shipments will be billed by carrier. (Also local point of delivery, if known.)</p> <p><b>14. RAIL CARRIER SERVING.</b> a. Enter initials or name of rail carriers serving consignor's facilities, if known. (See appropriate "Transportation Facilities Guide".) At installations where various buildings are served by different carriers, the building in which the property is stored will be indicated as well as carriers actually serving such buildings.</p> <p>b. Enter initials or name of carriers serving consignee's facilities, if known. At installations where various buildings are served by different carriers, the building to which the property is to be delivered, as well as carrier(s) actually serving such building, will be indicated.</p> <p>c. Indicate if private siding available.</p> <p>d. Indicate location, such as team-track, carrier's initials, and name of town.</p> <p><b>15. DISABILITY COSTS AVAILABLE.</b> Costs other than transportation linehaul and accessorial charges that are considered as part of aggregate cost of a shipment for purposes of mode and carrier selection.</p> <p><b>16 - 23.</b> Self-explanatory.</p> <p><b>24.</b> Articles of unusual weight or size presenting problems of transportability or hazards in transit by any means of transportation necessitate the furnishing of accurate information as to each dimension (length, width, height), and actual or reasonable accurate estimate of weight which will be shown in this space.</p> <p>In general, such information will be furnished for each article in shipment exceeding 8 feet in height or width. If movement is requested via mode of transportation involving a higher cost than by other means of transportation, justification therefore should be included in a statement in this item.</p> <p>When information is available relative to a previous rate quotation, the rate, route, date, number and source will be shown.</p> <p><b>25-27.</b> Self-explanatory.</p>

DD FORM 1085 (BACK), NOV 2007

**Figure 202-1. DD Form 1085, Domestic Freight Routing Request and Order (Cont'd)**

ROUTE ORDER AMENDMENT				1. DATE OF REQUEST (YYYYMMDD)	
<b>PART I - REQUEST FOR AMENDMENT</b>					
2. TO: (SDDC routing authority)			3. FROM: (Name, address and ZIP code of requesting agency)		
4. ROUTE ORDER NUMBER		5. IDENTIFICATION NUMBER (Requesting agency)		6. TYPE OF MOVEMENT (X)	
				<input checked="" type="checkbox"/> RAIL <input checked="" type="checkbox"/> MOTOR <input checked="" type="checkbox"/> OTHER	
7. CONSIGNOR (Show actual shipper)			8. CONSIGNEE (Name and address)		
9. ORIGINAL CARRIER(S)			10. AMENDED CARRIER(S)		
11. ORIGINAL SCHEDULED DEPARTURE DATE (YYYYMMDD)		12. VESSEL INVOLVED (X)		13. AMENDED DEPARTURE DATE (YYYYMMDD)	
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
14. DATE VESSEL COMES ON BERTH (YYYYMMDD)					
15. COMPLETE COMMODITY DESCRIPTION					
16. REMARKS (Reason for amendment)					
<b>17. REQUESTER</b>					
a. TYPED NAME (Last, First, Middle Initial)		b. TITLE		c. TELEPHONE NUMBER (Include Area Code)	
				d. SIGNATURE	
<b>PART II - CONFIRMATION OF AMENDMENT</b>					
18. TO: (Requesting agency)			19. FROM: (SDDC routing authority)		
20a. ROUTED BY (Name of SDDC 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)					
<b>25. ISSUING OFFICER</b>					
a. TYPED NAME (Last, First, Middle Initial)		b. TITLE		c. TELEPHONE NUMBER (Include Area Code)	
				d. SIGNATURE	

DD FORM 2017 SEP 2005

PREVIOUS EDITION IS OBSOLETE.

Alpha Professional 6.0

**Figure 202-2. DD Form 2017, Route Order Amendment**

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AT4TVIN028
Date: 01/13/08                SHIP RESPONSE                Page: 1 of 3
*****
*****
Route Order: 7YBCBEIJ3F      Requestor ID: GKFL140130004      Group Number: 1
Requestor Name: MANNINO, JOHN      Phone: (618) 256-5321      Fax: (618)256-6208
Route Information:                Available Date: 01/13/08
Origin: 396618240      SCOTT AFB      IL      SPLC miles: 1040
Destn : 777550000      CARLSBAD      NM      Total miles: 1040

Total QNTY: 6540 Pounds      POC: McDonald Zach      Phone: (757)878-8651
*****
***      When more than one carrier can provide the required Service at the      ***
***      same delivered cost, distribute traffic equitably      ***
=====+=====
Equipment: AF1      Commodity: 061700      Request: 065176
=====+=====
1.  CKSB C AND K TRANSPORTATION      Mode: B  FS: 2%  Phone1:(800)428-5277
Tender: 000211 00  EFF: 09/30/06      EXP: 09/30/08      Phone2:(909)880-3399
Route:      9C - 9C      EQP: AE2      Commodity: 999912
SVC:  Cost      SVC      Cost      SVC      Cost      SVC      Cost      SVC      Cost
405      12.50

Linehaul Cost:      625.00      Permit Cost:      MISC Cost:
TOTAL Cost:      637.50

RINS : 141 - 111, 123, 131, 351

Remarks:

-----
2.  CCAB CROSSROAD CARRIERS INTERMODAL      Mode: B  FS 2%  Phone1:(800)723-0834
Tender: 020517 00  REF: 09/18/07      EXP: 09/18/09      Phone2:(800)869-8032
Route:      9C - 9C      EQP: AF1      Commodity: 061700
SVC:  Cost      SVC      Cost      SVC      Cost      SVC      Cost      SVC      Cost
405      13.31

Linehaul Cost:      665.53      Permit Cost:      MISC Cost:
TOTAL Cost:      678.84

RINS : 141, 111, 123, 131, 351
Remarks:

```

Figure 202-3. DRO Request Response

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AT4TEIN055
Date: 07/07/08          SHIP RESPONSE - AMENDMENT          1 (AUTOFAX) Page: 1 of 4
*****
*****
Route Order: 1YBAACASUN      Requestor ID: N0016D00596      Group Number: 1
Requestor Name: CARLOS BANT  TP1      Phone: 410 293-9297      Fax: (410)293-3384
Route Information:          Available Date: 07/14/08
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  EFF: 09/23/06  EXP: 09/22/08  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:

RINS      : 141 - 111, 131, 319, 337, 355

Remarks:  $1.38.PM  @40,000 LBS.
          ADD RIN 17 ($20M) TO ALL CARRIERS ON THIS ORDER

-----
2.  RTTA R.T. TRANSPORTATION, INC.  Mode: Q  PS:08  Phone:(708)361-3353
Tender:  000031  DD  EFF: 10/29/07  EXP: 10/29/09  Phone:(800)869-8032
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, 111, 131, 319, 337, 355
Remarks:  $1.39.PM
    
```

**Figure 202-4. DRO Amendment Response**

**DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT**

27. ADDITIONAL DATA	26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)	25. NATIONAL STOCK NO. & ADD (8-22)	24. DOCUMENT NUMBER & SUFFIX (30-44)	1	2	3	4	5	6	7	QUANTITY	SUPPLIER'S ADDRESS	SHIP TO	PROJ. I.D. DATE	RI O.C.M. P.N.D.																																																																																										
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				FROM	NS	NS																																																																																																			
<table border="1"> <tr> <td colspan="2">5. DOC DATE</td> <td colspan="2">6. NMFC</td> <td colspan="2">7. FRT RATE</td> <td colspan="2">8. TYPE CARGO</td> <td colspan="2">9. PS</td> <td colspan="2">1. TOTAL PRICE</td> <td colspan="2">2. SHIP FROM</td> <td colspan="2">3. SHIP TO</td> </tr> <tr> <td colspan="2">10. QTY. RECD</td> <td colspan="2">11. UP</td> <td colspan="2">12. UNIT WEIGHT</td> <td colspan="2">13. UNIT CUBE</td> <td colspan="2">14. UFC</td> <td colspan="2">DOLLARS</td> <td colspan="2">DOLLARS</td> <td colspan="2">CTS</td> </tr> <tr> <td colspan="13">16. FREIGHT CLASSIFICATION NOMENCLATURE</td> <td colspan="2">4. MARK FOR</td> </tr> <tr> <td colspan="13">17. ITEM NOMENCLATURE</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">18. TY CONT</td> <td colspan="2">19. NO CONT</td> <td colspan="2">20. TOTAL WEIGHT</td> <td colspan="2">21. TOTAL CUBE</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="13">22. RECEIVED BY</td> <td colspan="2">23. DATE RECEIVED</td> </tr> </table>													5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS		1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO		10. QTY. RECD		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UFC		DOLLARS		DOLLARS		CTS		16. FREIGHT CLASSIFICATION NOMENCLATURE													4. MARK FOR		17. ITEM NOMENCLATURE															18. TY CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE										22. RECEIVED BY													23. DATE RECEIVED	
5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS		1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO																																																																																											
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22. RECEIVED BY													23. DATE RECEIVED																																																																																												

FormFlow (DLA) PREVIOUS EDITION MAY BE USED

**Figure 202-5. DD Form 1348-1A, Issue Release/Receipt Document**

CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT				
1. FROM <i>(Consignee at Stopoff Point)</i>		2. BILL OF LADING NUMBER		
		3. STOPOFF POINT		
4. TO				
5. CAR INITIALS AND NUMBER OR MOTOR CARRIER AND TRUCK NUMBER				
6. DATE RECEIVED <i>(YYYYMMDD)</i>		7. INBOUND SEAL NUMBER(S)		
8. ARTICLES UNLOADED				
a. DESCRIPTION	b. NUMBER OF PACKAGES	c. KIND	d. NO. ON PACKAGE(S)	e. WEIGHT
9. TOTAL WEIGHT UNLOADED <i>(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.)</i>				
10. DATE FORWARDED FROM STOPOFF POINT <i>(YYYYMMDD)</i>		11. OUTBOUND SEAL NUMBER(S)		
12. FORWARDING CARRIER				
13. REMARKS <i>(Indicate if loss or damage is involved)</i>				
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		

DD FORM 1371, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

**Figure 202-6. DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point**

<b>CARRIER'S REPORT OF VEHICLE DAMAGE OR BREAKDOWN</b>			
1a. TYPE AND MAKE OF VEHICLE	1b. VEHICLE REGISTRATION NUMBER	2a. B/L NUMBER	
		2b. FREIGHT BILL NUMBER	
3. LOCATION OF ACCIDENT OR VEHICLE BREAKDOWN		4. SPEEDOMETER READING AT TIME OF ACCIDENT OR VEHICLE BREAKDOWN	
5. DATE AND TIME OF ACCIDENT OR VEHICLE BREAKDOWN		6. DATE AND TIME VEHICLE RETURNED TO OPERATION	
7. DESCRIBE DAMAGE(S) AND/OR TROUBLE <i>(If additional space is required, explain under Remarks.)</i>			
8. COST OF REPAIRS		<i>NOTE: Approval of repair costs in excess of those authorized must be obtained from:</i>	
MATERIAL		SHIPPING TRANSPORTATION OFFICE	
LABOR		ADDRESS <i>(Include ZIP Code)</i>	TELEPHONE NUMBER
<b>TOTAL</b>	0.00		
9. REMARKS			
10a. SIGNATURE OF OPERATOR		10b. NAME OF CARRIER	
11a. SIGNATURE OF OPERATOR		11b. NAME OF CARRIER	
12. To the best of my knowledge the above statements are true and correct. Visual inspection indicates repaired or replaced item(s) are new or serviceable.		SIGNATURE OF RECEIVING OFFICER	

DD FORM 651, AUG 69 (EG) PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

USAPPC V1.00

COPY 1

Reset

**Figure 202-7. DD Form 651, Carrier's Report of Damage or Breakdown**

## INSTRUCTIONS

In the event of an accident or mechanical failure which leaves the vehicle in a condition so that it cannot be operated safely to its destination, operator will complete this form.

The operator is authorized to incur necessary repair expenses up to the amount specified in the Bill of Lading instruction or as specified by company policy. Repair costs exceeding those authorized must be approved by the transportation office shown in Item 8 prior to start of repair.

When possible, items of warranty should be repaired by the manufacturer's authorized dealer. Warranty notification is located on the dashboard of each vehicle.

In the event operator is required to leave vehicle at repair facility, he must execute and sign this form and place it in the glove compartment of the vehicle. The last copy (*Copy 4*) may be retained by operator.

ITEMS 1a and 1b - Enter type and make of vehicle, and vehicle registration number as shown on Bill of Lading or other shipping document. Normally, these documents are located in glove compartment or cab of each vehicle.

ITEMS 2a and 2b - Enter Bill of Lading Number and Freight Bill Number as shown on respective documents.

ITEM 3 - Enter highway number, distance to, and name of nearest city and state. If at a service station and/or other establishment, give name and telephone number of service station or establishment.

ITEM 4 - Enter speedometer reading at time of breakdown.

ITEM 5 - Enter exact date and time vehicle became inoperative.

ITEM 6 - Enter exact date and time vehicle is returned to operator for onward movement.

ITEM 7 - Indicate nature of damage(s) and/or describe in detail the technical evaluation of the trouble.

ITEM 8 - List both material and labor costs required to repair deficiencies. Estimated prices are acceptable when exact information is not available. (*NOTE: Parts of items of equipment that do not have credit or exchange value must be turned in at destination and noted on the freight bill of delivery of vehicle.*)

ITEM 9 - List other pertinent details that will clarify or assist in determining circumstances under which the damage or failure occurred. If a summons is issued (*in connection with vehicle damage*) by a duly authorized police officer, describe offense and location, and give police officer's name and badge number.

ITEMS 10a and 10b - Signature of operator and name of carrier sustaining damage or breakdown.

ITEMS 11a and 11b - Signature of operator and name of carrier accomplishing onward movement from repair facility.

DD FORM 651, AUG 69 (EG)

**Figure 202-7. DD Form 651, Carrier's Report of Damage or Breakdown (Cont'd)**

[\[Print\]](#) [\[Return to Shipment\]](#)

Shipment Information		USPPI	
<b>Filer ID</b>	432035260	<b>Name</b>	DDNV-DISTRIBUTION CENTER
<b>Shipment #</b>	PCN05V50483678XXX	<b>ID Number</b>	432035260 (EIN)
<b>ITN:</b>	X20050622010332	<b>Contact</b>	PAMELA EASTER
<b>Current Date/Time:</b>	Tue Jun 28 16:03:33 2005 EDT	<b>Phone</b>	7574433312
<b>Departure Date</b>	06/22/05	<b>Cargo Origin</b>	1968 GILBERT STREET NORFOLK, VA 235120001
<b>Trans. Ref. #</b>	9391077485	<b>Ultimate Consignee</b>	
<b>Origin State</b>	VIRGINIA (VA)	<b>Name</b>	BASE COMMANDER, CFB ESQUIMALT
<b>Country of Dest.</b>	CANADA (CA)	<b>Contact</b>	
<b>Export Port</b>	DHL,CINCINNATI,OH (4197)	<b>Phone</b>	
<b>Mode of Transport</b>	Air (40)	<b>Address</b>	BLDG 66 COLWOOD VICTORIA BC, BC CA V9C1B0
<b>Carrier SCAC/IATA</b>	DHL WORLDWIDE (DHL)		
<b>Conveyance Name</b>	DHL WORLDWIDE		
<b>Routed Transaction?</b>	No		
<b>Related Companies?</b>	No		
<b>Hazardous?</b>	No		
Commodities			
Item	EIC	Schedule B/HTS/Description	Qty Gross Wt. Value Origin License Vehicle
1	FS	8485900080 SCREWS SILIVER PLATED	0 X 1 KG \$ 2403 D S94 No
<b>DDTC Licence Details</b>			
License Type: DSP-94 Foreign Military Sales (S94)			
Export License #: CN-P-KMQ			
DDTC Registration #: F-4382			
DDTC Sig. Military Eq. Indicator: No			
DDTC USML Category Code: 21			
DDTC Quantity: 1 PCS			

Figure 202-8. AESDirect Shipment Record

**Table 202-1. Route Order Number – Codes and Structure**

<p><b>POSITION 1 - Issuing Office:</b>                  1 – SDDC Operations                  7 - Transportation Officer                  9 - Headquarters SDDC</p> <p><b>POSITION 2 - Type of Route Order:</b>                  Door-to-Door Contract:                  A - Base Realignment                  B - Bulk Liquid                  D - Other Movement                  J - Development                  L - Volume Movement                  O - Exercise                  P - Redeployment/Retrograde                  S - Standing Route Order                  T - Emergency Procedure                  V – Contractor/Vendor                  X - Military Impedimenta</p> <p><b>Negotiated:</b>                  C - Base Realignment                  E - Bulk Liquid                  F - Other Movement                  G - Foreign Military Sales                  H - Deployment                  K - Volume Movement                  M - Redeployment/Retrograde                  N - Standing Route Order                  Q – Contractor/Vendor                  R - Military Impedimenta                  1 – Exercise</p> <p><b>Non-Negotiated:</b>                  U - Base Realignment                  W - Bulk Liquid                  Y - Other Movement                  Z - Foreign Military Sales                  2 - Deployment                  3 - Emergency Procedure                  4 - Volume Movement                  5 - Redeployment/Retrograde                  6 - Standing Route Order                  7 - Exercise                  8 - Contractor/Vendor                  9 - Military Impedimenta</p>	<p><b>POSITION 3 - Transportation Mode</b>                  A – Bus                  B - Truck                  D - Pipeline                  E - Rail                  F - Rail TOFC/COFC                  G - Rail TOFC/COFC Plan 3                  H - Rail TOFC/COFC Plan 4                  K - Air Freight                  L - Air Freight Forwarder                  M - Air Taxi                  N - Surface Freight Forwarder                  O - Water                  P - Shipper Association                  Q - Shipper Agent                  R - Package Express                  S - Drive-away Service                  T - Tow-away Service                  U - Drive-away/Tow-away Service                  V - Water-Pipeline Intermodal Movements                  W - Shipper Agent (Truck/Rail/Truck)                  X - Shipper Agent (Truck)</p> <p><b>POSITION 4-9 - Unique Identifier Assigned by GFM Host</b></p> <p><b>POSITION 10 - Military Service</b>                  A - Army                  B – National Geospatial-Intelligence Agency                  D - Any Service                  F - Air Force                  M - Marine                  N - Navy                  P - Coast Guard                  S - Defense Logistics Agency                  U - GSA                  W - Army/Air Force Exchange Service                  Y – Non-DOD (Except Coast Guard)</p>
---	---

**Table 202-2. Timeliness Evaluation Criteria**

MOVEMENT EVENT	MANIFEST TRANSMISSION TO IGC
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 12 hours of event (Goal of 4 hours)
b. Exercise and wartime unit and sustainment moves on gray bottom USNS Vessels	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within 1 hour of event

**Table 202-3. DOD Standard Transit Time Guide – Single & Dual-Driver Shipments**

TOTAL TRANSIT DAYS -- EXCLUDING SRC I AND II SHIPMENTS				
MILES \ DISTANCE	SINGLE DRIVER		DUAL DRIVER	
	TL	LTL	TL	LTL/DROM
< = 500	1	3	1	5
501 – 1000	2	4	2	5
1001 – 1500	3	5	3	6
1501 - - 2000	4	6	4	7
2001 – 2500	5	7	5	8
> 2500	6	7	5	9

**Table 202-4. DOD Standard Transit Time Guide – Dual Drivers**

TOTAL TRANSIT DAYS FOR SRC I AND II SHIPMENTS	
MILES \ DISTANCE	TL & LTL
< = 700	1
701 – 1400	2
1401 – 2100	3
2101 - - 2800	4
> 2800	5

**Table 202-5. Table of FMS Charges**

CHARGE	DESCRIPTION	HOW PRICED	APPLIED BY – FOR BILLING	REFERENCES
Transportation	<p>Cost to United States of transporting purchaser materiel using the Defense Transportation System (DTS) or a Bill of Lading. Includes costs for labor, materiel, or services at ports of embarkation or debarkation.</p> <p>Unanticipated services related to detention and demurrage</p>	<p>Included as a percentage or estimated actual computation, as required, of applicable line items as a below-the-line charge on the LOA.</p> <p>See DSCA Security Assistance Management Manual Chapter 5 for a complete list of Delivery Term Codes (DTCs).</p> <p>For blanket order lines – the DTC percent.</p> <p>For defined order lines – the DTC percent for the first \$10,000 in unit cost and 25 percent of the DTC percent for the portion of the unit cost that exceeds \$10,000 unless estimated actual computations are used.</p> <p>A Transportation Bill Code (TBC), if used, overrides the DTC for both blanket and defined order line entries. A TBC also indicates that transportation, or a portion of it (e.g., provided in the form of a Special Assignment Airlift Mission [SAAM]), is funded directly from a line in the FMS Case.</p> <p>Estimated/actual pricing for transportation may be used if known (see comments above; estimated actual charges replace percentages below-the-line; Actual charges are used for line-funded transportation; (e.g., for a SAAM).</p> <p>When provided as a unique service, this charge may be included as a separate line on the LOA. (see “actual” versus “estimated actual” reference above.)</p> <p>Actual charges applied to the applicable line. The case must be modified to reflect the additional costs to the line.</p> <p>NOTE: Inland CONUS transportation, which applies to the majority of shipments to CONUS-located freight forwarders (under DTC 5), is funded from DOD Working Capital Funds (WCFs). This is because item manager materiel prices include inland CONUS transportation. For this reason, WCF pays for the demurrage etc. because that is the fund cite/TAC that appears in the DTC 5 Bill of Lading. These are the funds that need to be reimbursed by collections from the applicable FMS Cases and lines.</p>	<p>DFAS-Indianapolis</p> <p>Implementing Agency</p> <p>Implementing Agency</p>	<p>DoDFMR, Volume 15, Chapter 7, paragraph 070503</p> <p>See DSCA Security Assistance Management Manual Chapter 7, C7.18.3.</p>