

## APPENDIX L

### TRANSPORTATION CONTROL NUMBER (TCN)

#### A. GENERAL

1. The TCN is a 17-character data element assigned to control and manage every shipment unit throughout the transportation pipeline. The TCN for each shipment is unique and not duplicated. Except for a misdirected shipment, a retrograde shipment will not be re-shipped using the original TCN. A new TCN will be created each time a shipment enters the transportation pipeline. For shipments other than SEAVANs and personal property, the 17 character TCN is essentially a four-part number composed of a Department of Defense Activity Address Code (DODAAC), Julian date, serial number, and suffix. The first three parts of the TCN for Military Standard Requisition and Issue Procedures (MILSTRIP) shipments are normally the requisition number, found on such documents as the DD Form 1348-1A, Issue Release/Receipt Document, (Figure 202-5), DD Form 1149 Requisition and Invoice/Shipping Document, (Figure 203-1), or a contract. For most other shipments, the TCN is constructed in the same standard four-part format. The SEAVAN TCN (assigned by the Water Clearance Authority (WCA)/Ocean Cargo Clearance Authority (OCCA)) differs from the standard by inclusion of a voyage number instead of a Julian date and by using the suffix to identify container service payment responsibility and the container type. The personal property TCN has a totally unique construction derived from the sponsoring member's/employee's Service, social security number, shipment pickup/turn-in date, and the type of personal property being shipped. TCN construction for the various types of shipments is detailed in the paragraphs listed below:

<u>Type of Shipment</u>	<u>Paragraph</u>
a. Shipments in response to MILSTRIP requisitions (other than Security Assistance (SA)).	B
b. SA Foreign Military Sales (FMS)/Grant Aid shipments.	C
c. Non-appropriated Fund Activity shipments.	D
d. Unit move shipments.	E
e. Shipments by the Defense Courier Service.	F
f. Shipments of mail from postal activities.	G
g. Cargo shipments (except personal property) not detailed previously.	H
h. Personal property shipments.	I
i. Shipment of a SEAVAN/MILVAN (TCN assigned by the Clearance Authority).	J
j. Channel air shipment of a 463-L pallet.	K
k. Partial and Split shipments.	L
l. Supercargoes and other passengers on ocean voyages.	M

## B. SHIPMENTS IN RESPONSE TO MILSTRIP REQUISITIONS (OTHER THAN SA)

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-14	30-43	Enter the 14 position (Record Position (rp) 30-43) MILSTRIP requisition document number. If the shipment unit contains multiple requisitions, use any of the document numbers, but ensure the earliest Required Delivery Date (RDD) (if any) is reflected on the DD Form 1387, <u>Military Shipment Label</u> , (Figure 208-4) and DD Form 1384, <u>Transportation Control and Movement Document</u> , (Figure 203-4).
15	44	Enter the suffix code; if none, enter "X".
16	45	Enter the partial shipment code (See Paragraph L).
17	46	Enter the split shipment code (See Paragraph L).

## C. SA FOREIGN MILITARY SALES (FMS)/GRANT AID SHIPMENTS

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-14	30-43	Enter the 14 position (rp 30-43) MILSTRIP requisition document number. If the shipment unit contains multiple requisitions (permitted by Chapter 203, Paragraph B.6), use any of the document numbers, but ensure the earliest RDD (if any) is reflected on the DD Form 1387 and DD Form 1384.
15	44	Enter the suffix code; if none, enter "X".
16	45	Enter the partial shipment code (See Paragraph L).
17	46	Enter the split shipment code (See Paragraph L).

## D. NON-APPROPRIATED FUND ACTIVITY SHIPMENTS

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-6	30-35	Enter the DODAAC of the consignee/ordering activity, if assigned; if not, enter the DODAAC of the facility where the consignee/orderer is located.
7	36	Enter the last digit of the calendar year shown on the purchase order or in which the shipment is made.
8-10	37-39	Enter the day-of-the-year shown on the purchase order, or when the TCN is constructed.

<b>TCN</b>	<b>TCMD</b>	<b>Explanation</b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
11	40	Enter the type shipment code from the following list: M - Service clubs and messes. W - Welfare and recreation (Special Services). N - All other non-Army and Air Force Exchange Service (AAFES)/Navy Resale System Office (NRSO) Non-appropriated Funds shipments. 0-9- AAFES/NRSO purchase orders or any alphanumeric except I, L, M, N, O, V, or W.
12-14	41-43	Enter the last three digits of the purchase order number or any alphanumeric, except I or O, for AAFES/NRSO shipment identification.
15	44	Enter the letter "X" unless the shipment unit must be shipped from multiple plant or warehouse locations. For multiple locations, identify each shipping point alphabetically as indicated below: A - First location. B - Second location. C - Third location. D-Z - Fourth through 23d locations (do not use the letters I, O, or X).
16	45	Enter the partial shipment code (See Paragraph L).
17	46	Enter the split shipment code (See Paragraph L).

#### **E. UNIT MOVE SHIPMENTS**

TCNs for unit moves will be constructed as described in Appendix O, Paragraph F.

#### **F. SHIPMENTS BY THE DEFENSE COURIER SERVICE**

<b>TCN</b>	<b>TCMD</b>	<b>Explanation</b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-3	30-32	Enter the letters "CTS".
4-6	33-35	Enter the identifier code for the air terminal at which the origin Courier Transfer Station (CTS) is located. If not collocated, enter the identifier code for the air terminal nearest the origin CTS.
7	36	Enter the last digit of the calendar year.
8-10	37-39	Enter the day-of-the-year.
11	40	Enter the letter "X".
12-14	41-43	Enter a serial number without any duplication on the day shown in positions 8-10 (rp 37-39). Use the numbers 001 through 999 in sequence. Additional numbers, if needed, should use alphanumeric, e.g., A01, A02, A99, B01, B02, etc.
15-17	44-46	Enter the letters "XXX".

## G. SHIPMENTS OF MAIL FROM POSTAL ACTIVITIES

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-6	30-35	Enter the abbreviation or Zone Improvement Plan (ZIP) code (preceded by a 0) of the postal activity making the shipment; e.g., NYCPCC, FRFAMT, 009633.
7	36	Enter the last digit of the calendar year.
8-10	37-39	Enter the day-of-the-year.
11	40	Enter the letter "X".
12-14	41-43	Enter a serial number without any duplication on the day shown in positions 8-10 (rp 37-39). Use the numbers 001 through 999 in sequence. Additional numbers, if needed, should use alphanumeric, e.g., A01, A02, A99, B01, etc.
15-17	44-46	Enter the letters "XXX".

## H. CARGO SHIPMENTS (EXCEPT PERSONAL PROPERTY) NOT DETAILED PREVIOUSLY

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-6	30-35	Enter the DODAAC of the activity assigning the TCN.
7	36	Enter the last digit of the calendar year.
8-10	37-39	Enter the day-of-the-year the TCN is assigned.
11	40	Enter alpha character (A-Z) to be selected by the shipper for tracking purposes. X is the default character. For TCNs that begin with "N" or "V", do not use "G" or "W".
12-14	41-43	Enter a serial number without any duplication on the day shown in positions 8-10 (rp 37-39). Use the numbers 001 through 999 in sequence. Additional numbers, if needed, should use alphanumeric, e.g., A01, A02, A999, B01, B02, etc.
15	44	Enter the letter "X" unless the shipment unit must be shipped from multiple plant or warehouse locations. For multiple locations, identify each shipping point alphabetically as indicated below: A - First location. B - Second location. C - Third location. D-Z - Fourth through 23d locations (do not use the letters I, O, or X).
16	45	Enter the partial shipment code (See Paragraph L).
17	46	Enter the split shipment code (See Paragraph L).

## I. PERSONAL PROPERTY SHIPMENTS

<b>TCN</b>	<b>TCMD</b>	<b>Explanation</b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1	30	Enter the code for the Service or Agency sponsoring (paying for) the shipment as indicated by the first position of the Transportation Account Code (See Appendix R, Paragraph E.).
2	31	Enter the last digit of the fiscal year in which the member/employee officially leaves his/her current duty station. If the shipment is not a result of transfer orders e.g., early return of dependents, deserters, use the last digit of the fiscal year of shipment.
3-5	32-34	For Privately Owned Vehicles (POVs), enter the day-of-the-year of delivery to the original Port of Embarkation. For all other personal property, enter the day of the year the shipment is to be picked up from the member/employee or storage. <sup>27</sup>
6-14	35-43	Enter the member's/employee's social security number.
15	44	Enter the type shipment code from the following list: B - Unaccompanied baggage Direct Procurement Method (DPM) J - Unaccompanied baggage Through Government Bill of Lading (TGBL) H - Household goods (DPM) K - Household goods (TGBL) P - POV
16	41-43	Enter the partial shipment code (see Paragraph L).
17	46	Enter the split shipment code (see Paragraph L).

## J. SHIPMENT OF A SEAVAN/MILVAN (TCN ASSIGNED BY THE CLEARANCE AUTHORITY)

<b>TCN</b>	<b>TCMD</b>	<b>Explanation</b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-6	30-35	Enter the DODAAC of the activity loading shipments into the SEAVAN/MILVAN.
7-10	36-39	Enter the last four positions of the voyage document number assigned during booking. Once assigned, do not change even if the SEAVAN actually moves on a different voyage (see Appendix WW, Paragraph B).
11	40	Enter the letter "V".
12-14	41-43	Enter the serial number assigned by the clearance authority or booking office.

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<sup>27</sup> To preclude duplication of TCNs, if multiple shipments of the same type (position 15) are to be picked up on the same day, for the same person, regardless of origin or destination, the shipments are documented as partial shipments (position 16).

**TCN**    **TCMD**  
rp      rp

**Explanation**

15-16    44-45    The SEAVAN Service Codes provided by the clearance authority indicate the extent of service for which the ocean carrier is paid. Select codes from the following list and enter the origin service in position 15 (rp 44) and the destination service in position 16 (rp 45). When the ocean carrier’s responsibility for movement begins or ends:

<u>Code</u>	<u>Definition</u>
K	At carrier’s terminal (pier service).
L	In the commercial zone of the United States (US) port city or, outside the US within 10 miles of the port city limits. Certain port cities are divided into modified zones as listed in the Universal Service Contract and are assigned Codes 1-9 instead of Code L (local drayage).
1-9	In modified zones for certain port cities as defined in the Universal Service Contract. The number Codes used correspond with zone numbers in the contract.
M	At any point not covered by Codes K, L, or 1-9 (linehaul).
P	Same as Code M, except one or more stopoffs en route to final destination have been booked with the ocean carrier. Does not apply to local deliveries performed at expense to the US Government.
R	Linehaul booked to a contract other than the ocean contract, limited to Puerto Rico only.
S	Same as Code P, except that one or more scheduled stopoffs have been booked.
T	Same as Code L, 1-9, or M, except cargo is booked as a “Through Shipment” under single factor rates.
U	Linehaul booked with one or more stopoffs to a contract other than an ocean contract, limited to Puerto Rico only.

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
17	46	Enter the type of SEAVAN from the following list: 2 - Dry cargo 3 - Platform or flatbed 4 - Open top 5 - Refrigerated 6 - Top filling 7 - Insulated 8 - Open frame or rack 9 - Tank type X - Special or experimental A - High cube dry van (9 ft 6 in or higher) B - High cube refrigerated C - High cube insulated D - Trailer E - Dry rail car F - Reefer rail car G - Garment container H - Rail flatrack

**K. CHANNEL AIR SHIPMENT OF A 463-L PALLET**

<b>TCN</b>	<b>TCMD</b>	<b><u>Explanation</u></b>
<b><u>rp</u></b>	<b><u>rp</u></b>	
1-6	30-35	Enter the DODAAC of the activity loading the shipments on the pallets.
7-10	36-39	Enter the last digit of the calendar year and the day or the Julian date of the year TCN is assigned.
11-14	40-43	Enter the TCN serial number. In the first position, enter alpha character. Enter any alpha/numeric characters in the remaining three positions.
15-17	44-46	Enter "XXX".

## L. PARTIAL AND SPLIT SHIPMENTS

1. The partial and split shipment codes indicate whether or not a shipment unit is separated into increments and, if separated, identify the specific increments. Cargo identified by DI TU\_, as assemblies or sets, which must move together in a shipment unit are not divided into partial or split shipments. The partial and split shipment codes are required to ensure a 17 character TCN is not duplicated. While the same letter codes are used for both partial and split shipment entries, the partial shipment entry (position 16, rp 45) is made by the shipper and the split shipment entry (position 17, rp 46) is made by the transshipper. The only time a shipper makes a split shipment entry is for shipments of vehicles with detached component parts as explained in Appendix M. The assignment of partial and split shipment codes differ for surface and air shipments as explained in subparagraphs a and b below.
  - a. Assignment of partial and split shipment codes for surface movement (TCN positions 16 and 17, rp 45 and 46).
    - (1) General. The partial and split shipment codes for surface cargo provide a method to document separate increments of shipment units.
    - (2) Surface Partial Shipment Codes (TCN position 16, rp 45).
      - (a) When assigning a TCN to surface cargo, the shipper selects a partial shipment code from Paragraph L.1.a.(4), for each increment of the shipment unit moved on a separate conveyance. The shipper enters the selected partial shipment code in position 16 (rp 45) of the TCN and enters the letter "X" in position 17 (rp 46), except as indicated in Paragraph L.1 for detached component parts of vehicles.
      - (b) Partial shipment codes used for surface shipments; see examples in Paragraph L.1.a.(5) (I and O are omitted and X is used only for shipments which have not been separated into partials).
    - (3) Split Shipment Code (TCN position 17, rp 46). As indicated in Paragraph L.1.a.(2)(a), the shipper enters the letter "X" in position 17 (rp 46) of the TCN. The transshipper does not alter the TCN unless it is necessary to split the shipment unit and move it onward by more than one conveyance. Such a split includes loading into more than one SEAVAN/MILVAN/Roll On/Roll Off, but stowage in multiple holds on the same ship is indicated by separate manifest entries showing stow location, not a split TCN. When splitting the shipment unit, the transshipper selects a code from Paragraph L.1.a.(4) below, and enters it in position 17 (rp 46) of the TCN.
    - (4) Partial and split shipment codes used for surface shipments; see examples in Paragraph L.1.a.(5) below. (I and O are omitted). X is used only for shipments that have not been separated into partials or splits.

<u>Code</u>	<u>Shipment Increment</u>
X	Entire shipment unit moved together
A	1st increment of a partial or split shipment
B	2d
C	3d
D	4th
E	5th
F	6th
G	7th
H	8th
J	9th

<u>Code</u>	<u>Shipment Increment</u>
K	10th
L	11th
M	12th
N	13th
P	14th
Q	15th
R	16th
S	17th
T	18th
U	19th
V	20th
W	21st
Y	22nd
Z	23rd increment of a partial or split shipment. <sup>28</sup>

(5) Examples of partial and split shipment code assignment for surface movement:

- (a) A shipment unit moving as a complete unit from the TCN Position 16/17  
origin shipper .....XX
- (b) A shipment unit partialized into three increments for  
movement from the shipper
- |                  |    |
|------------------|----|
| 1st partial..... | AX |
| 2d partial.....  | BX |
| 3d partial.....  | CX |
- (c) A complete shipment unit (XX) split into three increments  
by the surface transshipper
- |                  |    |
|------------------|----|
| 1st partial..... | XA |
| 2d partial.....  | XB |
| 3d partial.....  | XC |
- (d) A partial shipment unit (AX) from the origin shipper that is  
split into three increments by the surface transshipped
- |                              |    |
|------------------------------|----|
| 1st split of partial A ..... | AA |
| 2d split of partial A.....   | AB |
| 3d split of partial A.....   | AC |

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<sup>28</sup> If the shipment unit is divided into more than 23 partial or split increments, except for ammunition and explosives, or shipments under the SA Program, an additional TCN is constructed according to the procedures in Paragraph H, above. That additional TCN, with partials or splits as necessary, is used for the 24th and each subsequent increment. Precise controls necessary on ammunition, explosives, and SA shipments restrict the assignment of additional TCNs. If shipments of ammunition or explosives, under the SA program exceed 23 increments, an additional document number suffix is obtained from the inventory control point or for FMS, the responsible International Logistics Control Office, and a TCN constructed as outlined in Paragraph C, above.

b. Assignment of Partial and Split Shipment Codes for Air Movement (TCN Positions 16 and 17, rp 45 and 46).

(1) General. The partial and split shipment codes for air cargo provide a method to document separate increments of shipment units. In addition, the codes are used for actual piece control in the air system.

(2) Air Partial Shipment Codes (TCN position 16, rp 45).

(a) When assigning a TCN to air cargo, the shipper selects a partial shipment code from Paragraph L.1.b.(2)(b) below, for each increment of the shipment unit moved on a separate conveyance. In addition, by assigning each 23 pieces (or fraction thereof) a separate partial shipment code, the shipper ensures no increment (partial) contains more than 23 pieces. Limiting each increment (partial) to 23 pieces allows the transshipper to assign a split shipment code to each piece. The shipper enters the selected partial code in position 16 (rp 45) of the TCN and (except as indicated in Paragraph L for detached component parts of vehicles) enters the letter "X" in position 17 (rp 46).

(b) Partial shipment codes used for air shipments; see examples in paragraph L.1.b.(3)(c) (I and O are omitted, X is used only for shipments which have not been separated into partials).

**Code**    **Shipment Increment**

X	Complete shipment unit not separated into increments (and containing 23 pieces or less)
A	1st increment of a partial shipment (and containing 23 pieces or less)
B	2d
C	3d
D	4th
E	5th
F	6th
G	7th
H	8th
J	9th
K	10th
L	11th
M	12th
N	13th
P	14th
Q	15th
R	16th
S	17th
T	18th
U	19th
V	20th
W	21st
Y	22nd

**Code    Shipment Increment**

Z    23rd increment<sup>29</sup>.

- (3) Split shipment code (TCN position 17, rp 46).
- (a) As indicated in Paragraph L.1.b.(2)(a), the shipper enters the letter “X” in position 17 (rp 46) of the TCN. Whenever the air shipment contains more than one piece, the transshipping air terminal entering the shipment into the air system selects a split shipment code from Paragraph L.1.b (3)(b), and (on the air manifest documents only) enters it in TCN position 17 (rp 46) instead of the letter “X”.
  - (b) Split shipment codes used for air shipments; see examples in Paragraph L.1.b.(3)(c). (I and O are omitted). X is used only for shipments that have only one piece.

**Code    Shipment Increment**

X	Complete shipment unit consisting of only one piece
A	1st piece of a shipment unit containing multiple pieces
B	2d piece
C	3d
D	4th
E	5th
F	6th
G	7th
H	8th
J	9th
K	10th
L	11th
M	12th
N	13th
P	14th
Q	15th
R	16th
S	17th
T	18th
U	19th
V	20th
W	21st
Y	22d
Z	23d piece of a shipment unit

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<sup>29</sup> Use same procedures for partial and split shipments as in Footnote 28.

(c) Examples of partial and split shipment code assignment for air movement:

TCN Position 16/17

- 1 A shipment unit consisting of only one piece.....XX
- 2 A shipment unit consisting of three pieces:
  - 1 As it leaves the shipper .....XX
  - 2 As it leaves the air terminal:
    - 1st piece.....XA
    - 2d piece .....XB
    - 3d piece .....XC
- 3 A shipment unit as it leaves the shipper partialled into three increments:
  - 1st increment.....AX
  - 2d increment .....BX
  - 3d increment .....CX

**M. SUPERCARGOES AND OTHER PASSENGERS ON OCEAN VOYAGES**

<b>TCN</b>	<b>TCMD</b>	<b>Explanation</b>
<u>rp</u>	<u>rp</u>	
1-3	30-32	Enter \$\$\$.
4-7	33-36	Enter the last four digits of the passenger’s social security number.
8-11	37-40	Enter the last four digits of the applicable voyage document number.
12-14	41-44	Enter the applicable ocean POE Code.
15-17	44-46	Enter “XXX”.

## APPENDIX M

### TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD) DATA PREPARATION

#### A. GENERAL

This Appendix contains DD Form 1384, Transportation Control and Movement Document, (Figure 203-4) preparation instructions for the various types of shipments in the Defense Transportation System. The basic requirements for preparation of the TCMD are detailed in Chapter 203, Paragraph B.18. The required TCMD entries for the various types of shipments are determined by referring to the decision table in Table M-1. Instructions for obtaining, selecting, and/or constructing the various data entries on TCMDs are detailed in the explanatory notes of Table M-2 through Table M-23, Figure M-1, and in Chapter 203, Paragraph B. While all of the formats contain the same basic information about a shipment, the automated format is used whenever both the preparing and receiving activities are able to prepare, transmit, and receive automated data.

#### B. CERTAIN RULES APPLY TO ALL TCMD ENTRIES

1. Unless otherwise stated in Figures M-2 through M-24, all data fields are filled by using zeros if necessary.
2. All quantities are stated in whole numbers. Fractions or decimals are rounded to the next higher whole number.
3. If obtaining exact information will delay transmission of advance TCMDs beyond the time requirements listed in Chapter 203, Tables 203-7 and 203-8, estimated weight and cube may be used for personal property shipments and shipments from vendors. Whenever using estimated weight or cube, enter "EEEE" in Block 22/Column 44a (Record Position (rp) 68-71) instead of the number of pieces.
4. Data entries are compiled in numeric/alphabetic order using the third position of the document identifier (DI) for each shipment unit.
  - a. For single shipment units, trailer data entries (T\_5 through T\_9) immediately follow the prime data entry T\_0/1 through T\_4 to which they apply.
  - b. For consolidated shipments, the prime data entries (T\_4) with related trailer data entries (T\_5 through T\_9) immediately follow the consolidation container prime data entries (T\_2/T\_3) and related data (T\_9).

#### C. EXCEPTIONS TO THE NORMAL TCMD PREPARATION RULES OR OTHER SPECIAL REQUIREMENTS

1. Detached component parts moving with a vehicle are documented on a TCMD as a separate shipment unit by use of the split shipment indicator.
2. SEAVAN shipments moving to a Water Port of Embarkation under terms of the Universal Service Contract, and not on a bill of lading, require an additional TCMD prepared as detailed in Table M-5. In addition to the entries shown in Table M-5, the van number and seal number prefixed by "VN" and "SN" respectively, are entered in Block 21 of the additional DD Form 1384. In accordance with 49 Code of Federal Regulations (CFR), when hazardous and non-hazardous material (HAZMAT) are listed on these SEAVAN TCMDs, the HAZMAT content records, i.e., T\_4 records with hazardous water commodity codes and their accompanying T\_6, T\_7, and T\_9 records must be listed first.

When preparing a TCMD, determine which data entries are required by referring to this Decision Table, Table M-1. For every listing in Column A that applies, complete the documents described in the Tables listed in Column B. Every shipment unit must have at least one prime entry (T\_0, T\_1, T\_2, T\_3, or T\_4).

**Table M-1. Decision Table for TCMD Preparation**

Column A If the shipment is:	Column B Then a TCMD entry is prepared for every applicable category listed in Column A by following the instructions in each Table listed for the various document identifiers in Column B.								
	T_0/1	T_2	T_3	T_4	T_5	T_6	T_7	T_8	T_9
1. A single shipment unit:									
a. Not in a consolidated container.	M-2					M-10			
b. In any consolidation container.				M-8					
c. Outsized.					M-9				
d. HAZMAT:									
(1) Ammunition or explosives.						M-10	M-11		M-16
(2) All other HAZMAT.						M-10			M-16
e. A Government vehicle, trailer, wheeled gun, or aircraft.					M-9				
f. Personal property:									
(1) Consigned to civil address.								M-12	M-17
(2) Unaccompanied baggage belonging to Temporary Duty (TDY) United States Air Force (USAF) personnel.								M-12	M-17
2. Made through the Defense Courier Service (DCS).	M-3					M-10			
3. A Roll On/Roll Off (RO/RO) trailer (containing cargo).		M-4				M-10			
4. A loaded 463-L pallet for channel air.		M-6				M-10			M-13
5. A SEAVAN/MILVAN (containing cargo).		M-5				M-10			M-14
a. With stop-offs en route.									M-15
6. A Container Express (CONEX) unitized pallet, or other consolidation container, other than a SEAVAN, MILVAN, or RO/RO.				M-7		M-10			
7. An empty SEAVAN, MILVAN, or CONEX.	M-2								M-14
8. Anything requiring additional information not listed above.									M-13

**Table M-2. Prime Data TCMD Entries for Single Shipment Units (DI T\_0/1) (Including Empty SEAVAN/MILVAN/CONEX)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1	Enter three-position code. The first position is always T. The second and third digits are selected from the list in Appendix DD.
4-8	2	Enter the trailer, van, or container number, if any, as explained in Appendix QQ. If none, leave blank. For air shipments, enter the Federal Supply Classification (FSC) in rp 5-8. Leave rp 4 blank. For Army shippers, the Army Airlift Clearance Authority will provide FSC data to the United States Transportation Command.
9-14	3	Enter the Department of Defense Activity Address Code (DODAAC) of the consignor. The in-the-clear address may be added on the DD Form 1384 as trailer (T_9) records.
15-19	4	Enter the applicable air commodity code from Appendix Z, or water commodity code from Appendix KK. For water, enter a five-position code. For air, enter a two-position code in rp 18-19. For short shelf-life items, enter one of the following codes in rp 15: K for General Services Administration (GSA)-managed sealants/adhesives, M for medical items, or X for all other short shelf-life items.
20	5	For air, enter a code from Appendix BB.
21-23	6	Enter the appropriate aerial or water port identifier code (POE) from Appendix CC or MM.
24-26	7	Enter the appropriate aerial or water port identifier code (POD) from Appendix CC or MM.
27	8	Enter the mode/method code from Appendix GG for movement from the origin to the Port of Embarkation (POE).
28-29	9	Enter type pack code from Appendix UU.
30-46	10	Enter the shipment unit TCN.
47-52	11	Enter DODAAC of the consignee. The in-the-clear address may be added on the DD Form 1384. For personal property, identify the military activity responsible for receiving/processing the shipment at destination as trailer (T_9) records.
53	12	Enter the transportation priority.
54-56	13	Enter the Required Delivery Date (RDD) or expedited handling or transportation signal, if any (Chapter 203, Paragraph B.4).
57-59	14	Enter the project code, if any. (Chapter 203, Paragraph B.5).
60-62	15	Enter the code for the date the shipment moved to the POE from Appendix QQ.
63	16	<b><u>Enter the Estimated Time of Arrival (ETA) code from Appendix EE.</u></b>
64-67	17	<b><u>Enter the shipment unit Transportation Account Code (TAC).</u></b>
68-71	22	Enter total number of pieces in shipment unit. (Chapter 203, Paragraph B.8). When shipping a Government vehicle, trailer, wheeled gun, or aircraft with Basic Issue Item (BII), see Footnote 33, Table M-8.
72-76	23	Enter total weight of shipment unit. (Chapter 203, Paragraph B.8).
77-80	24	Enter total cube of shipment unit. (Chapter 203, Paragraph B.8).

**Table M-3. Prime Data TCMD Entries for Single Shipments by the DCS**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1	Enter TC1.
4-8	2	Leave rp 4 blank and enter the FSC in rp 5-8.

Prime Data rp	DD Form 1384 Block	Procedure
9-14	3	Enter Courier Transfer Station (CTS) plus the Aerial Port of Embarkation (APOE) air terminal identifier code.
15-17	4	Leave blank.
18-19	4	Enter the air commodity code from Appendix Z.
20	5	Enter a code selected from Appendix BB.
21-23	6	Enter the APOE air terminal identifier code (See Appendix CC).
24-26	7	Enter the Aerial Port of Debarkation (APOD) air terminal identifier code (See Appendix CC).
27	8	Enter 9 if CTS and APOE are collocated; otherwise, enter X.
28-29	9	Enter type pack code from Appendix UU.
30-46	10	Enter the Transportation Control Number (TCN). (See Appendix L, Paragraph F).
47-52	11	Enter CTS plus the APOD air terminal identifier code.
53	12	Enter the transportation priority.
54-56	13	Enter the RDD or expedited handling or transportation signal, if any. (See Chapter 203, Paragraph B.4).
57-59	14	Leave blank.
60-62	15	Enter the Greenwich Mean Time code from Appendix RR for the date shipment released to the APOE.
63	16	Enter the ETA code from Appendix EE.
64-67	17	Enter 0003.
68-71	22	Enter total pieces in shipment unit.
72-76	23	Enter total weight of shipment unit.
77-80	24	Enter total cube of shipment unit.

**Table M-4. Prime Data TCMD Entries for Loaded RO/RO Trailers (DI T\_2)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1	Enter three-position code. The first position is always T. The second position is selected from Appendix DD. For RO/RO trailers, the third position is two.
4-8	2	Enter the number of the RO/RO trailer from Appendix QQ.
9-14	3	Enter the DODAAC of the loading activity. In-the-clear text may be added on the DD Form 1384 as trailer (T_9) records.
15-19	4	For trailers containing more than one commodity; if any is HAZMAT, prepare the TCMD as explained in Table M-5, Footnote 30. For all others, enter the applicable commodity code as follows: <u>Water</u> . Enter the five-position code from Appendix KK, for the commodity with the greatest cube. <u>Air</u> . Enter the two-position code from Appendix Z, for the commodity with the greatest weight in rp 18-19. For short shelf-life items, enter K for GSA-managed sealants/adhesives, M for medical items, or Z for any other commodity with limited shelf life in rp 15.
20	5	For air shipments, enter a code selected from Appendix BB.
21-23	6	Enter the appropriate POE air or water port identifier code from Appendix CC or MM.

Prime Data rp	DD Form 1384 Block	Procedure
24-26	7	Enter the appropriate Port of Departure air or water port identifier code from Appendix CC or MM.
27	8	Enter the mode/method code by which the loaded RO/RO will be delivered to the POE from Appendix GG. If loaded at the POE, leave blank.
28-29	9	Enter type pack code RT.
30-46	10	Enter the shipment unit TCN.
47-52	11	Enter the DODAAC for the RO/RO consignee. In-the-clear text may be added on the DD Form 1384 as trailer (T_9) records.
53	12	Enter the highest transportation priority contained in the loaded RO/RO.
54-56	13	Enter the earliest RDD assigned to any shipment unit loaded in the RO/RO or highest expedited handling or transportation signal.
57	14	If RO/RO contents for a single consignee, enter S; if for multiple consignees, enter M.
58-59	--	Enter the total number of shipment units loaded in the RO/RO. If more than 99, enter XX and list the total number in a T_9 entry.
60-62	15	Enter the date code from Appendix RR for the day the RO/RO is expected to be released for movement to the POE. If loaded at the POE, leave blank.
63	16	Enter code for ETA at the POE from Appendix EE. If loaded at the POE, leave blank.
64-67	17	Leave blank.
68-71	22	Enter 0001.
72-76	23	Enter total weight of RO/RO and its contents preceded by zeros if less than five digits.
77-80	24	Enter gross cube of RO/RO preceded by zeros if less than four digits.

**Table M-5. Prime Data TCMD Entries for Loaded SEAVAN/MILVAN (VAN)(DI T\_2)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1	Enter three-position code. The first position is always T. The second position is selected from Appendix DD. For MILVAN/SEAVAN, the third position is two.
4-8	2	Enter the last five digits of the SEAVAN/MILVAN number. (See Appendix QQ).
9-12	3	Enter the SEAVAN ownership code from the SEAVAN. If there is no ownership code on the SEAVAN, enter "XXXX" and list the clear text name of the SEAVAN owner in the last miscellaneous entry (T_9).



Prime Data rp	DD Form 1384 Block	Procedure
68-71	22	For MILVANS, enter 0001; for SEAVANS, enter total number of pieces preceded by zeros, if less than four digits.
72-76	23	For MILVANS, enter the total weight of the van and its contents. For SEAVANS, enter only the total weight of the contents of the van preceded by zeros, if less than five digits.
77-80	24	For MILVANS, enter the outside cube of the van. For SEAVANS, enter the total cube of the van contents preceded by zeros, if less than four digits.

**Table M-6. Prime Data TCMD Entries for Loaded Channel Air 463-L Pallets (DI T\_2)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1	Enter three position code. The first position is always T. The second position is selected from Appendix DD. For channel air 463-L pallets, the third position is 2.
4-8	2	Blank.
9-14	3	Enter the DODAAC of the loading activity. In-the-clear text may be added on the DD Form 1384 as trailer (T_9) records.
15-19	4	Air Commodity/Special Handling Code
15-17		Blank.
18		Enter the code from Appendix Z, Paragraph B.
19		Blank.
20	5	Enter the air dimension code from Appendix BB.
21-23	6	Enter the appropriate channel APOE identifier code from Appendix CC.
24-26	7	Enter the appropriate channel APOD identifier code from Appendix CC.
27	8	Enter the appropriate mode/method of shipment code from Appendix GG.
28-29	9	Enter the type pack code LP.
30-46	10	Enter the pallet TCN, in accordance with Appendix M, Paragraph K.
47-52	11	Enter the DODAAC for the channel air 463-L pallet consignee. In-the-clear text may be added on the DD Form 1384 as trailer (T_9) records.
53	12	Enter highest transportation priority contained in the loaded channel air 463-L pallet.
54-56	13	Enter the earliest RDD assigned to any shipment unit loaded on the channel air 463-L pallet or the highest expedited handling.
57-59	14	Enter the project code. If material contains more than one project code, enter highest priority JCS project code. If no project code applies, zero fill.
60-62	15	Enter the date shipped code from Appendix RR, for the day the channel air 463-L pallet is expected to be released for movement to the channel POE.
63	16	Enter the code for ETA at the channel APOE from Appendix EE.
64-67	17	Enter the transportation account code (TAC).
68-71	22	Enter "0001".
72-76	23	Enter total weight of channel air 463-L pallet and its contents, preceded by zeros if less than five digits.
77-80	24	Enter total cube of channel air 463-L pallet and its contents.

**Table M-7. Prime Data TCMD Entries for CONEX (Containing Cargo),  
Unitized Pallet Loads, and All Loaded Consolidation Containers MILVAN (DI T\_3)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1	Enter three-position code. First position is T. Select the second position from the list in Appendix DD. For consolidation containers, the third position is always three.
4-8	2	Enter the number marked on the consolidation containers. <sup>31</sup> (See Appendix QQ).
9-14	3	Enter the DODAAC of the activity loading the consolidation container in a RO/RO, MILVAN, or SEAVAN. In-the-clear text may be added on DD Form 1384 as trailer (T_9) records.
15-19	4	Enter the applicable commodity code as follows: For water, enter the five-position code (Appendix KK) for the commodity with the greatest cube. For air, enter the two-position code (Appendix Z) for the commodity with the greatest weight in rp 18-19. For short shelf-life items, enter K for GSA-managed sealants/adhesives, M for medical items, or Z for all others.
20	5	For air shipments, enter Air Dimension code (Appendix BB).
21-23	6	Enter the appropriate POE air or water port identifier code (Appendix CC or MM).
24-26	7	Enter the appropriate POD air or water port identifier code (Appendix CC or MM).
27	8	Enter the mode/method code for movement of the consolidation container to the POE (Appendix GG). For consolidation containers loaded at the POE, leave blank.
28-29	9	Enter the type pack code (Appendix UU).
30-46	10	Enter the shipment unit TCN.
47-52	11	Enter the DODAAC for consignee of the consolidation container. In-the-clear text may be added on DD Form 1384 as trailer (T_9) records.
53	12	Enter the highest transportation priority for any shipment unit loaded in the consolidation container.
54-56	13	Enter the earliest RDD for any shipment unit loaded in the consolidation container or highest expedited handling or transportation signal.
57-59	14	Enter the project code, if any. (Chapter 203, Paragraph C.4).
60-62	15	Enter the code for the date the shipment will be released for movement to the POE (Appendix RR).
63	16	Enter the ETA code (Appendix EE), for consolidation containers loaded on an RO/RO, MILVAN, or SEAVAN. <sup>32</sup>
64-67	17	Leave blank.
68-71	22	Enter 0001.

<sup>31</sup> When a consolidation container is loaded in the RO/RO, MILVAN, or SEAVAN, the following entries apply:

- 4-8      2    Enter the RO/RO, MILVAN, or SEAVAN number.  
9-14     3    Enter the consolidation container number.

<sup>32</sup> When consolidation containers are loaded in an RO/RO, MILVAN, or SEAVAN, the following entries apply :

- 63      16    Enter one of the following codes to indicate if individual shipment units are to be delivered to the RO/RO, MILVAN, or SEAVAN consignee or at stopoff points:
- X            There are no stopoffs.
  - 1            Deliver at first stopoff.
  - 2            Deliver at second stopoff.
  - 3, 4        Deliver at third, fourth, etc., stopoff.
  - Z            Deliver at final destination.

Prime Data rp	DD Form 1384 Block	Procedure
72-76	23	Enter total weight of the consolidation container and its contents, preceded by zeros if less than five digits.
77-80	24	Enter the gross cube of the consolidation container, preceded by zeros if less than four digits.

**Table M-8. Prime Data TCMD Entries for Shipment Units Loaded into all Consolidation Containers (DI T\_4)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	1/32	Enter a three-position code. The first position is always T. The second and third positions are selected from the list in Appendix DD. On advance TCMDs for shipment units loaded in a consolidation container, the third position is always four.
4-8	2/33	Enter the number of the channel air 463-L pallet, RO/RO trailer, SEAVAN/MILVAN, or other consolidation container as explained in Appendix QQ. The number entered is always identical to rp 4-8 (Block 2) of the corresponding T_2 or T_3 entry. <sup>33</sup>
9-14	3/34	Enter the DODAAC of the consignor of the actual shipment unit loaded in the channel air 463-L pallet, RO/RO trailer, SEAVAN, MILVAN or other consolidation containers. The clear text may be added on DD Form 1384 as trailer (T_9) records.
15-19	4/35	Enter the applicable commodity code for the mode of overseas movement (Appendix Z for air shipments or Appendix KK for water shipments). (See Footnote 30, Table M-5). For air shipments, rp 15-17 are left blank except for short shelf-life items; for these items, enter one of the following codes in rp 15: K - GSA-managed sealants/adhesives M - Medical items Z - All others
20	5/36a	For air shipments, enter the appropriate code (Appendix BB).
21-23	6/36b	Enter the appropriate air or water POE identifier code (Appendix CC or MM).
24-26	7/36	Enter the appropriate air or water POD identifier code (Appendix CC or MM).
27	8/38	Enter the code for the mode/method of movement to the POE (Appendix GG).
28-29	9/39	Enter the code for the type of pack (Appendix UU).
30-46	10/40	Enter the TCN for the shipment unit. (Appendix M).
47-52	11/41	Enter the DODAAC of the ultimate consignee.
53	12/42	Enter the transportation priority for the shipment unit (See Chapter 203, Paragraph B.3).
54-56	13/43	Enter the RDD or expedited handling or transportation signal, if any (See Chapter 203, Paragraph B.4).
57-59	14/43	Enter the project code for the shipment unit, if any (See Chapter 203, Paragraph B.5).
60-62	15/43	Enter the code for the date of release for movement of the shipment unit to the POE (Appendix

<sup>33</sup> For shipment units in consolidation containers also loaded in RO/RO/SEAVAN/MILVAN, the prime data T\_4 entries are changed as follows:

- |      |      |   |
|------|------|---|
| 4-8  | 2/33 | Enter the RO/RO/SEAVAN/MILVAN number from the prime data T_2 entry.                           |
| 9-14 | 3/34 | Enter the number marked on the consolidation container. (See Appendix QQ.) Leave rp 14 blank. |

Prime Data rp	DD Form 1384 Block	Procedure
		RR).
63	16/43	Enter the code for the estimated time of arrival at the POE <sup>34</sup> from Appendix EE.
64-67	17/41	Enter the Transportation Account Code (TAC) from the shipping document or as determined from the Master TAC Reference Table or other source.
68-71	22/44	Enter the number of pieces for the shipment unit. If greater than 9999, see Chapter 203, Paragraph B.8.
72-76	23/44	Enter the total weight of the shipment unit. If greater than 99,999, see Chapter 203, Paragraph B.8.
77-80	24/44	Enter the total cube of the shipment unit. If greater than 9999, see Chapter 203, Paragraph B.8.

**Table M-9. Trailer Data TCMD Entries (DI T\_5) for All Vehicles, Unit Movement, Pre-Positioned and Outsize General Cargo Requirements**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the corresponding prime data entry. For shipments with outsize dimensions the third position is always five. For shipments of vehicles to Central and South America, T_5 entries are changed as shown in footnote below. <sup>35</sup>
4-8	33	Enter the trailer, van or container number from the prime data entry.
9-14	34	For Government vehicles, trailers, wheeled/tracked guns, and aircraft; enter the model or abbreviated nomenclature. For all other items, leave blank.
15-19	35	For Government vehicles, trailers, wheeled/tracked guns, and aircraft, enter BII in rp 15-17 and the number of pieces of BII per vehicle in rp 18-19; e.g., BII 00 for no pieces, BII 02 for two pieces, etc. For all other items, enter the commodity code from the prime data entry.
20	36a	For air shipments enter the air dimension code (Appendix BB).
21-23	36b	Enter the POE identifier code from the prime data entry.
24-26	37	Enter the POD identifier code from the prime data entry.
27	38	Enter the mode/method code from the prime data entry.
28-29	39	Enter the type pack code from the prime data entry.
30-46	40	Enter the TCN from the prime data entry.

<sup>34</sup> For all shipments in SEAVANS or MILVANS, the prime data T\_4 entries are changed as follows:

63 16/43 Enter a code indicating if the shipment unit is to be delivered at a particular stopoff point, or at the final destination of the SEAVAN or MILVAN. Select the code from the following list

<u>Code</u>	<u>Explanation</u>
X	There are no intermediate stopoffs.
1	Deliver this shipment unit at first stopoff point.
2, 3	Deliver this shipment unit at the second, third, etc., stopoff point.
Z	Deliver this shipment unit at the final destination of the SEAVAN or MILVAN.

<sup>35</sup> For shipments of vehicles to Central and South America, a TV9 trailer entry indicating the vehicle make and year in rp 54-79 (blocks 43 and 44) is required. In addition, the TV5 entries are changed as follows:

9-14 34 Enter the model instead of the nomenclature.

Prime Data rp	DD Form 1384 Block	Procedure
47-52	41	Enter the consignee DODAAC from the prime data entry.
53	42	Enter the transportation priority from the prime data entry.
54-59	43	Enter the length of the item, in inches, followed by the letter L. If less than five digits, left zero fill.
60-63	43	Enter the width, in inches, followed by the letter W. If less than three digits, left zero fill.
64-67	43	Enter the height, in inches, followed by the letter H. If less than three digits, left zero fill.
68-71	44	Enter the number of pieces to which the dimensions apply. <sup>36</sup> If less than four digits, left zero fill. If greater than 9999, see Chapter 203, Paragraph B.8.
72-76		Enter weight of one piece. If less than five digits, left zero fill. If greater than 99,999, see Chapter 203, Paragraph B.8.
77-80		Enter the cube of one piece. If less than four digits, left zero fill. If greater than 9999, see Chapter 203, Paragraph B.8.

**Table M-10. Trailer Data TCMD Entries for Ammunition Round Count, HAZMAT, Stock Number, and International Maritime Organization (IMO) Classification (DI T\_6)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is the same as the second position of the prime data entry. For shipments of ammunition, explosives, and other HAZMAT, the third position is six. For nonhazardous material, see rp 54-66 below, before generating a T_6 record.
4-8	33	Same as the prime data entry.
9-14	34	For HAZMAT other than ammunition, leave blank. For ammunition shipments, enter the total round count in the shipment unit. If the quantity exceeds 999,999, enter the number in thousands followed by the letter M. If the quantity exceeds 999,999, and is not shipped in units of 1,000, enter the number in units of thousands followed by an M and indicate the total round count in rp 54-79 (Block 43/44) of an accompanying T_9 entry. In all cases, left zero-fill the field.
15-19	35	Enter the code from the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.

<sup>36</sup> For shipments of Government vehicles, trailers, wheeled/tracked guns, and aircraft, the TV5 entries are changed as follows:

68-80      44      For single vehicle shipment units, enter the serial number. For multiple vehicle shipments, leave blank.

Prime Data rp	DD Form 1384 Block	Procedure
54-66	43	Enter the National Stock Number (NSN). If the NSN is not known, enter NNSN (no national stock number) in rp 54-57 and leave the balance of the field blank. When multiple line items are consolidated and the consolidation container is not comprised of 51 percent or more by weight of a single NSN, a T_6 record will not be generated. T_6 records are not required for personal effects, i.e., Household Goods (HHGs), baggage, and Privately Owned Vehicles (POVs), and other material for sale in stores, and material which is not covered by NSNs.
67-80	44	For nonhazardous material, enter the abbreviated nomenclature of the item listed in rp 54-66.
67-70	44	For ammunition, ammunition components, and explosives, enter the Department of Defense Identification Code (DODIC). (See Chapter 203, Paragraph B.17.a (5)). For other HAZMAT, enter the letters IMO.
71-72		Enter the two-digit United Nations (UN) class and division number, including the decimal fraction from International Maritime Dangerous Goods Code (IMDGC), 49 CFR.
73		Leave blank.
74-75		Enter UN or NA.
76-79		Enter the four-digit UN or North American (NA) identification number from the IMDGC, 49 CFR, § 172.102/2, or other source publication.
80		For ammunition and explosives, enter the compatibility group code from IMDGC or 49 CFR, § 172.102, i.e., the letter following the IMDGC class and division number. For all other HAZMAT, leave blank.

**Table M-11. Trailer Data TCMD Entries for Net Explosive Weight (NEW) and Lot Number(s) (DI T\_7)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is seven.
4-8	33	Same as the prime data entry.
9-14	34	Enter the NEW for Class 1.1, 1.2, 1.3 and 1.4 explosives.
15-19	35	Same as the prime data entry (See Footnote 30, Table M-5).
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.

Prime Data rp	DD Form 1384 Block	Procedure
54-67	43	Enter the lot number. <sup>37</sup>
68-71	44a	Enter the number of pieces for this lot number. If greater than 9999, see Chapter 203, Paragraph B.8.
72-76	44b	Enter the weight for this lot number. If greater than 99,999, see Chapter 203, Paragraph B.8.
77-80	44C	Enter the cube for this lot number. If greater than 9999, see Chapter 203, Paragraph B.8.

**Table M-12. Trailer Data TCMD Entries for HHGs and Baggage Ownership Data (DI T\_8)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is an eight.
4-8	33	Same as the prime data entry.
9-14	34	For HHG or baggage, enter the consignor DODAAC. For POVs, enter the last two digits of the POV model year in rp 9-10 and the first four letters of the POV make in rp 11-14, e.g., CHEV, FORD, DODG.
15-19	35	Same as the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-66	43	Enter personal property owner's last name.
67-68		Enter personal property owner's initials.
69-70		Enter the personal property owner's military or civilian grade code (Appendix FF).

<sup>37</sup> If the shipment unit contains more than one lot, a separate T\_7 is made for each lot. Each T\_7 reflects the NEW, pieces, weight, and cube of the lot being described. If any single piece of a shipment unit (consolidation container, pallet, etc.) contains multiple lots, separate T\_9 data is required for each lot.

Prime Data rp	DD Form 1384 Block	Procedure																
71-80	44	For HHG and baggage:																
71		Enter one of the following codes: <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>International Through Government Bill of Lading (ITGBL) HHGs authorized Storage In Transit (SIT)</td> </tr> <tr> <td>B</td> <td>ITGBL Unaccompanied Baggage (UB) authorized SIT</td> </tr> <tr> <td>D</td> <td>Direct Procurement (DPM) shipment authorized SIT</td> </tr> <tr> <td>N</td> <td>DPM (HHG/UB) for non-temporary storage</td> </tr> <tr> <td>H</td> <td>DPM HHGs transiting port only</td> </tr> <tr> <td>U</td> <td>DPM UB transiting port only</td> </tr> <tr> <td>P</td> <td>ITGBL (HHG/UB) transiting port only</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	International Through Government Bill of Lading (ITGBL) HHGs authorized Storage In Transit (SIT)	B	ITGBL Unaccompanied Baggage (UB) authorized SIT	D	Direct Procurement (DPM) shipment authorized SIT	N	DPM (HHG/UB) for non-temporary storage	H	DPM HHGs transiting port only	U	DPM UB transiting port only	P	ITGBL (HHG/UB) transiting port only
<u>Code</u>	<u>Definition</u>																	
A	International Through Government Bill of Lading (ITGBL) HHGs authorized Storage In Transit (SIT)																	
B	ITGBL Unaccompanied Baggage (UB) authorized SIT																	
D	Direct Procurement (DPM) shipment authorized SIT																	
N	DPM (HHG/UB) for non-temporary storage																	
H	DPM HHGs transiting port only																	
U	DPM UB transiting port only																	
P	ITGBL (HHG/UB) transiting port only																	
72-76		Activities outside CONUS enter net weight of DPM shipments to Continental United States (CONUS). CONUS activities, leave blank.																
77-80		If ITGBL codes T, J or 5 enter HHG and baggage carrier Standard Carrier Alpha Code. Otherwise leave blank.																
71-80	44	For POVs:																
71-72		Enter abbreviation for state issuing vehicle license plate. If none, enter NO.																
73-77		Enter last five letters/numbers of license plate. If less than five, left zero fill.																
78-80		Enter abbreviation for predominate vehicle color, e.g., blk, blu, red, etc.																

**Table M-13. Trailer Data TCMD Entries For General Miscellaneous Information Not Otherwise Detailed (DI T\_9)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always 9.
4-8	33	Same as the prime data entry.
9-14	34	Leave blank.
15-19	35	Same as the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.

Prime Data rp	DD Form 1384 Block	Procedure
54-79	43/44b	Using as many T_9 entries as necessary, enter the clear text data necessary for shipment, but not detailed in other data entries, e.g.: <ul style="list-style-type: none"> <li>a. Further description of NOS type cargo codes.</li> <li>b. For shipments of liquor, the type (gin, rye, etc.), bottle size (pint, quart, etc.), and the number of bottles per case.</li> <li>c. For shipments of cigarettes, the number of cartons per case.</li> <li>d. For shipments between CONUS and Hawaii or Guam, the clear text National Motor Freight Classification or Standard Transportation Commodity Code description of the highest rated article in the shipment unit other than HAZMAT (See Chapter 203, Paragraph B.12).</li> <li>e. For classified shipments, container and seal numbers, if any.</li> <li>f. For personal property Through Government Bill of Lading (TGBL) shipments, the name of the origin carrier and TGBL number.</li> <li>g. SEAVANS or MILVANS containing more than 99 shipments, the total number of shipment units.</li> <li>h. Any other pertinent information.</li> <li>i. All activities will generate a T_9 record containing ULN information for any unit move TCNs with a UIC construct that are used in relation to a TPFDD move. Enter in-the-clear in rp 54-57 "ULN" and in rp 58-64, enter the applicable ULN, e.g., ULN:1234567.</li> </ul>
80	44c	Enter a sequence number beginning with one for each T_9 entry.

**Table M-14. Trailer Data TCMD Entries for SEAVAN/MILVAN (Van) Miscellaneous Information (DI-T\_9) (Includes Empty SEAVAN/MILVAN/CONEX)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always 9.
4-8	33	Same as the prime data entry.
9-14	34	Enter an X followed by the five-digit Zone Improvement Plan (ZIP) code for the van's point of origin.
15-19	35	For other than reefer vans, same as the prime data entry. For reefer vans, enter an F (Fahrenheit) followed by the temperature or temperature range required to properly maintain the cargo, e.g., 34° is shown as F34XX, 34° to 41° is shown as F3441.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Enter the letter V.
28-29	39	Enter the length of the van ordered, in feet. For empty vans, enter the actual van length, in feet. For empty CONEX, enter the type pack code.
30-46	40	Same as the prime data (T_2) entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-55	43	Always VN.

Prime Data rp	DD Form 1384 Block	Procedure
56-63		Enter the number marked on the container. If less than eight digits, left zero fill. Do not include the check digit or the van owner code as part of the container number. If the container number is larger than eight digits, enter the rightmost eight digits. Include alphabetic characters but exclude special characters such as dashes, slashes, or other symbols.
64		Enter a dash (-).
65		Enter the check digit marked on the container. The check digit is a number separated from the container number by a dash, space, or slash. Some check digits are a different color, shaded, or enclosed in a box. If the container does not have a check digit, leave blank.
66-73		Enter the complete seal number. Left fill with zeros if less than eight characters. <sup>38</sup>
74-77	44a,b	For loaded vans, enter the ocean carrier code (Appendix SS).
78-79		For MILVANS, enter the number of beam assemblies for vans equipped with mechanical bracing systems. If the MILVAN is not so equipped, enter 00. For SEAVANs, leave blank.
80	44c	Enter the appropriate sequence number beginning with one.

**Table M-15. Trailer Data TCMD Entries For SEAVAN/MILVAN Stopoff Points (DI T\_9)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always 9.
4-8	33	Same as the prime data entry.
9-14	34	Enter an X followed by the five-digit ZIP code for the van's point of origin.
15-19	35	For other than reefer vans, same as the prime data entry. For reefer vans, enter an F (Fahrenheit) followed by the temperature or temperature range required to properly maintain the cargo, e.g., 34° is shown as F34XX, 34° to 41° is shown as F3441.
20	36a	Leave blank.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Enter the letter V.
28-29	39	Enter the length of the van ordered, in feet.
30-46	40	Same as the prime data (T_2) entry.
47-52	41	Same as the prime data entry.

<sup>38</sup> If for any reason, a van must be opened while en route to its final destination, a new seal is affixed. Whenever a seal is replaced, the new seal number and the activity replacing the seal are identified in rp 54-79 of an additional T\_9 entry as follows:

1-53	32-42	Enter the same data as detailed above.
54-65	43	Enter SECOND SEAL leaving rp 65 blank.
66-73		Enter new seal number.
74-79	44b	Identify the activity or ocean carrier, which applied the new seal by entering the DODAAC of the activity or the ocean carrier code from Appendix SS.

Prime Data rp	DD Form 1384 Block	Procedure
53	42	Same as the prime data entry.
54-59	43	Enter STOP and the stopoff number, e.g., STOP01.
60-65		Enter the DODAAC for the stopoff indicated in rp 54-59.
66-67		Leave blank.
68-73	44a,b	If there are additional stopoffs, enter STOP and the next stopoff number. If no additional stopoffs, leave blank.
74-79		Enter the DODAAC for the stopoff indicated in rp 68-73.
80	44c	Enter sequence indicator, beginning with the letter A, for each T_9 stopoff data entry.

**Table M-16. Trailer Data TCMD Entries For Additional Required HAZMAT Information (DI T\_9)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always 9.
4-8	33	Same as the prime data entry.
9-14	34	Leave blank.
15-19	35	Same as the prime data entry (See Footnote 30, Table M-5).
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-79	43-44b	<p>Using as many T_9 entries as necessary, enter, in the order listed, the following clear text information:</p> <ul style="list-style-type: none"> <li>a. The Proper Shipping Name (PSN) (without abbreviations) as listed on the certification document. <ul style="list-style-type: none"> <li>(1) The technical name of the material included in parentheses immediately following the PSN when required by regulation.</li> <li>(2) "RQ", Reportable Quantity, will follow the PSN, when appropriate, to indicate the HAZMAT quantity that meets or exceeds the quantity listed in 49 CFR.</li> <li>(3) "Waste" will precede the PSN when the HAZMAT is defined as such (see 40 CFR and 49 CFR).</li> </ul> </li> <li>b. The hazard class as listed in the certification document.</li> <li>c. UN, NA, or Identification (ID) number.</li> <li>d. Packing Group. (PG) May be PGI, PGII, or PGIII.</li> <li>e. "Limited Quantity" or "LTD QTY" must be indicated when the material is defined as such.</li> <li>f. Military air transportation. Enter "Cargo Aircraft Only" after the packaging group when passenger code P is indicated in accordance with (IAW) AFMAN 24-204(I)/TM 38-</li> </ul>

Prime Data rp	DD Form 1384 Block	Procedure
		<p>250/MCO P4030.19H/NAVSUP Pub 505/DLAI 4145.3, <u>Preparing Hazardous Materials for Military Air Shipments</u>.</p> <p>g. Toxic Inhalation Materials. Enter “Toxic Inhalation Hazard” followed by “Zone A”, “Zone B”, “Zone C”, or “Zone D” for gases or “Zone A” or “Zone B” for liquids (See 49 CFR). The word “toxic” is not required if already included as part of PSN.</p> <p>h. The total quantity (number of pieces, type pack, and weight or volume) of the material covered by the description. The actual number of pieces on a pallet or unitized load is reported with the type pack and total weight. For example, twelve 100-pound (lb) cylinders on a pallet are listed as 12 cyl 1200 lbs.</p> <p>i. The classification, security risk category, and/or transportation protection service requirements IAW Appendix KK. These entries will be on separate T_9 records.</p> <p>j. The statement: “GOVERNMENT-OWNED GOODS PACKAGED BEFORE JANUARY 1990” is required if the HAZMAT was originally packaged before 1 January 1990.</p> <p>k. A Special Approval (DOT exemption, CAA, COE, or DOD packaging waiver) number must be entered if the shipment is hazardous and packaged IAW UN specification packaging requirements, when applicable.</p>
80	44c	Enter sequence number for each T_9 beginning with one.

**Table M-17. Trailer TCMD Entries for Personal Property Address Information (DI T\_9)**

Prime Data rp	DD Form 1384 Block	Procedure
1-3	32	Enter a three-position code. The first position is always T. The second position is always the same as the second position of the prime data entry. The third position is always 9.
4-8	33	Same as the prime data entry.
9-14	34	Same as the prime data entry.
15-19	35	Same as the prime data entry.
20	36a	Same as the prime data entry.
21-23	36b	Same as the prime data entry.
24-26	37	Same as the prime data entry.
27	38	Same as the prime data entry.
28-29	39	Same as the prime data entry.
30-46	40	Same as the prime data entry.
47-52	41	Same as the prime data entry.
53	42	Same as the prime data entry.
54-79	43-44b	<p>For personal property consigned to a civil address, use as many T_9 entries as necessary to enter the complete clear text address.</p> <p>For unaccompanied baggage of TDY USAF personnel, military and civilian, use the first T_9 entry to list the travel order number and the Accounting Disbursing Station Number (ADSN)/fiscal station number from the DD Form 1610, <u>Request and Authorization for TDY Travel of DOD Personnel</u>, (items 22 and 19 respectively). Additional T_9 entries are made to list the organization and address that issued the orders, including sufficient data to allow Air Mobility Command (AMC) billing.</p>
80	44c	Enter the sequence number for each T_9 entry, beginning with the number one.

**Table M-18. Trailer Data TCMD Entries for Air Load Planning and Manifesting (T\_9) Vehicles**

Trailer Data rp	Procedures (for unit moves only)																																																								
1-3	Enter three-position document identifier. First position is always T. The second position is the same as the second position of the prime data entry. The third position is always 9.																																																								
4-5	Enter one of the following Computer-Aided Load Manifesting record type codes, right justified: rp 5 is always a zero (0) fill. <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Code</th> <th style="text-decoration: underline;">Definition</th> </tr> </thead> <tbody> <tr><td>A</td><td>Airdrop platform</td></tr> <tr><td>H</td><td>Helicopter</td></tr> <tr><td>L</td><td>Towed vehicle (non self-propelled trailer)</td></tr> <tr><td>M</td><td>Multi-pallet train</td></tr> <tr><td>N</td><td>Non-palletized cargo</td></tr> <tr><td>P</td><td>Palletized cargo</td></tr> <tr><td>R</td><td>Wheeled vehicle (self-propelled vehicle w/tires)</td></tr> <tr><td>T</td><td>Tracked vehicle</td></tr> </tbody> </table>	Code	Definition	A	Airdrop platform	H	Helicopter	L	Towed vehicle (non self-propelled trailer)	M	Multi-pallet train	N	Non-palletized cargo	P	Palletized cargo	R	Wheeled vehicle (self-propelled vehicle w/tires)	T	Tracked vehicle																																						
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6-9	Enter the center of balance in inches, rounded to the next whole inch. The formula for computing the center of balance follows: <p style="margin-left: 40px;">Distance to wheel 1 X weight of wheel 1 = Moment  Distance to wheel 2 X weight of wheel 2 = Moment  (through number of wheels up to 12)</p> <p style="margin-left: 40px;"><b><u>Total wheel weights</u> = Center of Balance</b>  <b><u>Total Moments</u></b></p>																																																								
10-15	Reserved. Leave blank.																																																								
16-32	Enter the TCN from rp 30-46 of the prime data entry.																																																								
33-34	Enter the manifest reference number from Appendix OO.																																																								
35	If venting required, enter "Y" for yes; otherwise, enter "N" for no.																																																								
36-43	Enter one to four load/storage group codes, right justified. Precede single-digit numbers with a leading zero, i.e., 02.																																																								
44-47	Enter the length in inches, rounded to the next whole inch.																																																								
48-50	Enter the width in inches, rounded to the next whole inch.																																																								
51-53	Enter the height in inches, rounded to the next whole inch.																																																								
54-56	Enter the front overhang in inches, rounded to the next whole inch. If none, leave blank.																																																								
57-58	Enter the rear overhang in inches, rounded to the next whole inch. If none, leave blank.																																																								
59-69	Enter the bumper/container number, including spaces. If less than seven characters, right justify.																																																								
70	For helicopters, enter one of the following codes: <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Code</th> <th style="text-decoration: underline;">Definition</th> <th style="text-decoration: underline;">Code</th> <th style="text-decoration: underline;">Definition</th> </tr> </thead> <tbody> <tr><td>A</td><td>UH-60</td><td>N</td><td>MH-53J</td></tr> <tr><td>B</td><td>OH-58</td><td>O</td><td>MH-53E</td></tr> <tr><td>C</td><td>AH-1 S</td><td>P</td><td>HH-3</td></tr> <tr><td>D</td><td>AH-1 G/J</td><td>Q</td><td>HH-60</td></tr> <tr><td>E</td><td>UH-1N</td><td>R</td><td>AH-1 W</td></tr> <tr><td>F</td><td>UH-1 D/H</td><td>S</td><td>MH-60K/L</td></tr> <tr><td>G</td><td>UH-1 C/M</td><td>T</td><td>MH-60G</td></tr> <tr><td>H</td><td>AH-64</td><td>U</td><td>H-6</td></tr> <tr><td>I</td><td>CH-46</td><td>V</td><td>VH-3</td></tr> <tr><td>J</td><td>CH-53D</td><td>W</td><td>MH-47D</td></tr> <tr><td>K</td><td>AH-IT</td><td></td><td></td></tr> <tr><td>L</td><td>CH-47</td><td></td><td></td></tr> <tr><td>M</td><td>CH-53E</td><td></td><td></td></tr> </tbody> </table>	Code	Definition	Code	Definition	A	UH-60	N	MH-53J	B	OH-58	O	MH-53E	C	AH-1 S	P	HH-3	D	AH-1 G/J	Q	HH-60	E	UH-1N	R	AH-1 W	F	UH-1 D/H	S	MH-60K/L	G	UH-1 C/M	T	MH-60G	H	AH-64	U	H-6	I	CH-46	V	VH-3	J	CH-53D	W	MH-47D	K	AH-IT			L	CH-47			M	CH-53E		
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Trailer Data rp	Procedures (for unit moves only)												
71	For helicopters, enter one of the following codes: <table border="1"> <thead> <tr> <th>Code</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>Flyaway or with refuel probe</td> </tr> <tr> <td>W</td> <td>Without wings</td> </tr> <tr> <td>P</td> <td>Without pods</td> </tr> <tr> <td>S</td> <td>Without stabilizers</td> </tr> <tr> <td>R</td> <td>Maximum reduced</td> </tr> </tbody> </table>	Code	Definition	F	Flyaway or with refuel probe	W	Without wings	P	Without pods	S	Without stabilizers	R	Maximum reduced
Code	Definition												
F	Flyaway or with refuel probe												
W	Without wings												
P	Without pods												
S	Without stabilizers												
R	Maximum reduced												
72	Enter number of road wheels for type code "T" items.												
73-75	Enter tread/skid length in inches, rounded to the next whole inch.												
76-77	Enter trailer tongue length in inches, rounded to the next whole inch.												
78-79	Enter the total number of axles. For "L" items, axle one is the hitch if the trailer tongue is not hinged.												
80	Enter the record sequence number beginning with one.												

**Table M-19. Trailer Data TCMD Entries for Air Load Planning and Manifesting (T\_9 Vehicle (Axles 1 to 4)**

Trailer Data rp	Procedures (for unit moves only)						
1-3	Enter three-position document identifier. First position is always T. The second position is the same as the second position in the prime data entry. The third position is always 9.						
4	If roller shoring used, enter "Y" for yes; otherwise, enter "N" for no.						
5	If parking shoring used, enter "Y" for yes; otherwise, enter "N" for no.						
6	If sleeper shoring used, enter "Y" for yes; otherwise, enter "N" for no.						
7	If bridge shoring used, enter "Y" for yes; otherwise, enter "N" for no.						
8-17	Enter the 10-digit joint line item number (JLIN), or a combination of the line item number (LIN) and its index number (Army, TB 55-46-1; Navy, NAVFAC P-1055 <u>Standard Characteristics, (Dimensions, Weight, and Cube) For Transportability of Military Vehicles and Other Outsize/Overweight Equipment (In Toe Line Item Number Sequence)</u> ). If neither the JLIN nor LIN/index number is available, leave blank. A sample LIN/index number entry follows: <table border="1"> <tbody> <tr> <td>8 - 13</td> <td>K31 796 (UHI D helicopter)</td> </tr> <tr> <td>14</td> <td>Leave blank</td> </tr> <tr> <td>15-17</td> <td>06 (UH1 D helicopter with one m/rotor blade removed)</td> </tr> </tbody> </table>	8 - 13	K31 796 (UHI D helicopter)	14	Leave blank	15-17	06 (UH1 D helicopter with one m/rotor blade removed)
8 - 13	K31 796 (UHI D helicopter)						
14	Leave blank						
15-17	06 (UH1 D helicopter with one m/rotor blade removed)						
18-21	Enter axle distance in inches, rounded to the next whole inch, for axle one. If type code is "L" enter hitch distance in inches rounded to the next whole inch.						
22-26	Enter the weight in pounds, rounded to the next whole pound, for axle one. If type code is "L" enter the hitch weight in pounds, rounded to the next whole pound.						
27-29	Enter the span in inches, rounded to the next whole inch, for axle one.						
30	Enter "S" for single axle or "B" for bogie for axle one.						
31-34	Enter the distance in inches, rounded to the next whole inch, for axle two.						
35-39	Enter the weight in pounds, rounded to the next whole pound, for axle two.						
40-42	Enter the span in inches, rounded to the next whole inch, for axle two.						
43	Enter "S" for single axle or "B" for bogie, for axle two.						
44-47	Enter axle distance in inches, rounded to the next whole inch, for axle three.						
48-52	Enter the weight in pounds, rounded to the next whole pound, for axle three.						
53-55	Enter the span in inches, rounded to the next whole inch, for axle three.						
56	Enter "S" for single axle or "B" for bogie, for axle three.						

Trailer Data rp	Procedures (for unit moves only)
57-60	Enter axle distance in inches, rounded to the next whole inch, for axle four.
61-65	Enter the weight in pounds, rounded to the next whole pound, for axle four.
66-68	Enter the span in inches, rounded to the next whole inch, for axle four.
69	Enter “S” for single axle or “B” for bogie, for axle four.
70	Enter the record sequence number.

**Table M-20. Trailer Data TCMD Entries for Air Load Planning and Manifesting (T\_9)  
Vehicle (Axles 5 to 9)**

Trailer Data rp	Procedures (for unit moves only)
1-3	Enter three position document identifier, First position is always T. The second position is the same as the second position of the prime data entry. The third position is always 9.
4-7	Enter axle distance in inches, rounded to the next whole inch, for axle five.
8-12	Enter the weight in pounds, rounded to the next whole pound, for axle five.
13-15	Enter the span in inches, rounded to the next whole inch, for axle five.
16	Enter “S” for single axle or “B” for bogie, for axle five.
17-20	Enter axle distance in inches, rounded to the next whole inch, for axle six.
21-25	Enter the weight in pounds, rounded to the next whole pound, for axle six.
26-28	Enter the span in inches, rounded to the next whole inch, for axle six.
29	Enter “S” for single axle or “B” for bogie, for axle six.
30-33	Enter axle distance in inches, rounded to the next whole inch, for axle seven.
34-38	Enter the weight in pounds, rounded to the next whole pound, for axle seven.
39-41	Enter the span in inches, rounded to the next whole inch, for axle seven.
42	Enter “S” for single axle or “B” for bogie, for axle seven.
43-47	Enter axle distance in inches, rounded to the next whole inch, for axle eight.
48-52	Enter the weight in pounds, rounded to the next whole pound, for axle eight.
53-56	Enter the span in inches, rounded to the next whole inch, for axle eight.
57	Enter “S” for single axle or “B” for bogie, for axle eight.
58-61	Enter axle distance in inches, rounded to the next whole inch, for axle nine.
62-66	Enter the weight in pounds, rounded to the next whole pound, for axle nine.
67-69	Enter the span in inches, rounded to the next whole inch, for axle nine.
70	Enter “S” for single axle or “B” for bogie, for axle nine.
71	Enter record sequence number.

**Table M-21. Trailer Data TCMD Entries for Air Load Planning and Manifesting (T\_9)  
Vehicle (Axles Ten to Twelve)**

Trailer Data rp	Procedures (for unit moves only)
1-3	Enter three-position document identifier. First position is always T. The second position is the same as the second position of the prime data entry. The third position is always 9.
4-7	Enter axle distance in inches, rounded to the next whole inch, for axle ten.
8-12	Enter the weight in pounds, rounded to the next whole pound, for axle ten.
13-15	Enter the span in inches, rounded to the next whole inch, for axle ten.

Trailer Data rp	Procedures (for unit moves only)
16	Enter "S" for single axle or "B" for bogie, for axle ten.
17-20	Enter axle distance in inches, rounded to the next whole inch, for axle eleven.
21-25	Enter the weight in pounds, rounded to the next whole pound, for axle eleven.
26-28	Enter the span in inches, rounded to the next whole inch, for axle eleven.
29	Enter "S" for single axle or "B" for bogie, for axle eleven.
30-33	Enter axle distance in inches, rounded to the next whole inch, for axle twelve.
34-38	Enter the weight in pounds, rounded to the next whole pound, for axle twelve.
39-41	Enter the span in inches, rounded to the next whole inch, for axle twelve.
42	Enter "S" for single axle or "B" for bogie, for axle twelve.
43	Enter the record sequence number.

**Table M-22. Trailer Data TCMD Entries for Air Load Planning and Manifesting (T\_9) Palletized Cargo**

Trailer Data rp	Procedures (for unit moves only)												
1-3	Enter three-position document identifier. First position is always T. The second position is the same as the second position of the prime data entry. The third position is always 9.												
4-5	Enter one of the following record type codes, right justified: <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>P1-6</td> <td>Palletized cargo train (number equals number of pallets in the train, i.e., P3 is three pallet train)</td> </tr> <tr> <td>AL</td> <td>Low altitude parachute extraction system</td> </tr> <tr> <td>AC</td> <td>Container delivery system</td> </tr> <tr> <td>AH</td> <td>Heavy equipment</td> </tr> <tr> <td>O</td> <td>Other cargo, i.e., commercial pallets</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	P1-6	Palletized cargo train (number equals number of pallets in the train, i.e., P3 is three pallet train)	AL	Low altitude parachute extraction system	AC	Container delivery system	AH	Heavy equipment	O	Other cargo, i.e., commercial pallets
<u>Code</u>	<u>Definition</u>												
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AL	Low altitude parachute extraction system												
AC	Container delivery system												
AH	Heavy equipment												
O	Other cargo, i.e., commercial pallets												
6	If rp 4-5 equals "AL," enter one of the following codes: <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Static line</td> </tr> <tr> <td>E</td> <td>Extraction force coupler</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	S	Static line	E	Extraction force coupler						
<u>Code</u>	<u>Definition</u>												
S	Static line												
E	Extraction force coupler												
7-12	Enter the pallet identifier code.												
13-16	Enter the center of balance in inches, rounded to the next whole inch.												
17-22	Leave blank.												
23-39	Enter the TCN from rp 30-46 of the prime data-entry.												
40-41	Enter the manifest reference number from Appendix OO.												
42	Enter the pallet profile code from Appendix ZZ.												
43	Venting instructions, enter "Y" for yes or "N" for no.												
44-51	Enter one of four load/storage group codes, right justified. Precede single-digit codes with a leading zero.												
52-55	Enter the length in inches, rounded to the next whole inch.												
56-58	Enter the width in inches, rounded to the next whole inch.												
59-61	Enter the height in inches, rounded to the next whole inch.												
62-63	Enter the front overhang in inches, rounded to the next whole inch.												
64-65	Enter the rear overhang in inches, rounded to the next whole inch. If none, leave blank.												

Trailer Data rp	Procedures (for unit moves only)																																																								
66-76	Enter the bumper/container number, including spaces. If less than seven characters, right justify. For cargo, other than vehicles or containers, leave blank.																																																								
77	For helicopters, enter one of the following codes: <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>UH-60</td> <td>N</td> <td>MH-53J</td> </tr> <tr> <td>B</td> <td>OH-58</td> <td>O</td> <td>MH-53E</td> </tr> <tr> <td>C</td> <td>AH-1 S</td> <td>P</td> <td>HH-3</td> </tr> <tr> <td>D</td> <td>AH-1 G/J</td> <td>Q</td> <td>HH-60</td> </tr> <tr> <td>E</td> <td>UH-1N</td> <td>R</td> <td>AH-1 W</td> </tr> <tr> <td>F</td> <td>UH-1 D/H</td> <td>S</td> <td>MH-60K/L</td> </tr> <tr> <td>G</td> <td>UH-1 C/M</td> <td>T</td> <td>MH-60G</td> </tr> <tr> <td>H</td> <td>AH-64</td> <td>U</td> <td>H-6</td> </tr> <tr> <td>I</td> <td>CH-46</td> <td>V</td> <td>VH-3</td> </tr> <tr> <td>J</td> <td>CH-53D</td> <td>W</td> <td>MH-47D</td> </tr> <tr> <td>K</td> <td>AH-IT</td> <td></td> <td></td> </tr> <tr> <td>L</td> <td>CH-47</td> <td></td> <td></td> </tr> <tr> <td>M</td> <td>CH-53E</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>	A	UH-60	N	MH-53J	B	OH-58	O	MH-53E	C	AH-1 S	P	HH-3	D	AH-1 G/J	Q	HH-60	E	UH-1N	R	AH-1 W	F	UH-1 D/H	S	MH-60K/L	G	UH-1 C/M	T	MH-60G	H	AH-64	U	H-6	I	CH-46	V	VH-3	J	CH-53D	W	MH-47D	K	AH-IT			L	CH-47			M	CH-53E		
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79	Enter record sequence number beginning with one.																																																								

**Table M-23. Trailer Data TCMD Entries for Air Load Planning and Manifesting (T\_9)  
Palletized Cargo**

Trailer Data rp	Procedures (for unit moves only)						
1-3	Enter three-position document identifier. First position is always T. The second position is the same as the second position of the prime data entry. The third position is always 9.						
2-20	Enter the TCN from rp 30-46 of the prime data entry.						
21-30	Enter the 10-digit Joint Line Item Number (JLIN), or a combination of the LIN and its index number (Army, TB 55-46-1 or Navy, NAVFAC P-1065). If neither the JLIN nor the LIN/index number is available, leave blank. A sample LIN/index number follows: <table border="0"> <tbody> <tr> <td>21-26</td> <td>K31 796 (UH1 D helicopter)</td> </tr> <tr> <td>27</td> <td>Leave blank</td> </tr> <tr> <td>28-30</td> <td>08, right justified (UH1 D helicopter with one m/rotor blade removed)</td> </tr> </tbody> </table>	21-26	K31 796 (UH1 D helicopter)	27	Leave blank	28-30	08, right justified (UH1 D helicopter with one m/rotor blade removed)
21-26	K31 796 (UH1 D helicopter)						
27	Leave blank						
28-30	08, right justified (UH1 D helicopter with one m/rotor blade removed)						
31	Enter record sequence number.						

**Data Entries When Using Electronically Transmitted Message (ETM)  
Format for an Advance TCMD**

Prepare the standard ETM entries prescribed by the various telecommunications publications. In addition, use the following procedures for data entry:

- A. Enter TT (tape to tape in the LMF block of the header line, Joint Message Form (DD Form 173 (series))).
- B. In the message body:
  - 1. Use symbols as follows:
    - a. Use a slash mark (/) to separate data entries.
    - b. Use a slash mark followed by an ampersand (/&) to denote the end of data for a DI which does not complete the data for a shipment unit.
    - c. Use a slash mark followed by a double ampersand (/&&) to show the data on a shipment unit is complete.
    - d. Use a single ampersand to begin additional message form pages.
  - 2. Enter in normal TCMD order, the following required data:
    - a. All elements of prime data (T\_O through T\_4 data).
    - b. All elements of SEAVAN miscellaneous/stopoff trailer data.
    - c. For all other trailer data, enter only rp 1-3, 9-14, and 54-80.
    - C. Make the entries cited in b(1) and (2) on two lines separated with a slash mark following the last position of the TCN (rp 46).
    - D. For T\_9 trailer entries, the sequence number is entered after the last entry following rp 54.

**Figure M-1. Data Entries When Using Electronically Transmitted Message (ETM)  
Format for an Advance TCMD**

## APPENDIX N

### TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD) EFFECTIVENESS REPORTING SYSTEM

#### A. PURPOSE

This Appendix describes the TCMD effectiveness reporting system. The uses, formats, and general description of the TCMD are contained in Chapter 203, Paragraph B.18. Appendix M details the actual procedures for preparing a DD Form 1384, Transportation Control and Movement Document (Figure 203-4). The reporting system outlined in this Appendix is designed to provide the shippers (and their Service or Agency Headquarters (HQ)) with the feedback necessary to ensure TCMDs are submitted correctly and on time. The reporting system also provides a means to highlight problems within the clearance process. Currently, the reporting system is in effect only for Continental United States (CONUS) export shipments.

#### B. RESPONSIBILITIES FOR THE SURFACE REPORTING PROGRAM

1. The Military Traffic Management Command (MTMC) Operations Center:
  - a. Prepares the reports detailing TCMD discrepancies.
  - b. Distributes the reports to the shippers and the shipping Service and Agency HQ Defense Transportation Regulation (DTR) focal points.
  - c. Reviews and analyzes the reports to determine possible trends or patterns of discrepancies.
  - d. Initiates specific communication with shippers to assist in identifying discrepancy causes and corrective actions. This assistance is directed first to the shippers with low effectiveness rates (below 90 percent) or a significant number of repetitive discrepancies in any error category.
  - e. Takes action to correct any report preparation errors.
2. The CONUS shipping activities:
  - a. Review and analyze the report received from the MTMC Operations Center to identify the cause of TCMD deficiencies and take corrective actions.
  - b. Notify the MTMC Operations Center when the analysis reveals the reports erroneously attribute a significant number of errors to the shipper. This notification is essential for the MTMC Operations Center to determine and correct the actual cause of documentation deficiencies.
  - c. Report to their respective Service or Agency HQ any circumstances which are beyond the control of the shipper and which preclude timely submission of accurate TCMDs.
3. The Service and Agency HQ:
  - a. Reviews the monthly summary reports received from the MTMC Operations Center, and initiates appropriate action with shipping activities that demonstrate poor performance on a continuing basis.
  - b. Notifies the Department of Defense (DOD) DTR Administrator when operating conditions or other circumstances beyond Service or Agency HQ control preclude specific shipping activities from meeting DTR standards for TCMD submission.

4. The DOD DTR Administrator:
  - a. Takes necessary action with Service and Agency HQ to correct system deficiencies and conducts onsite research into repetitive problems.
  - b. Ensures distribution of monthly summary reports to Service and Agency HQ (DTR focal points) and major shippers via the MTMC Operations Center.

### C. CONUS SURFACE REPORTS GENERATED BY THE TCMD EFFECTIVENESS REPORTING SYSTEM

1. The monthly MTMC Operations Center shipper effectiveness summary consists of a statistical summary for each shipping activity that has 10 or more shipments received at a CONUS Water Port of Embarkation (WPOE) during the report month. It is prepared and forwarded by the MTMC Operations Center to selected shippers.
  - a. The report includes a calculated summary of the timeliness of TCMD submission as well as the accuracy of those TCMDs actually submitted. Also included is a numerical summary of the errors noted on the TCMDs, with separate columns for Breakbulk TCMDs, Container TCMDs, and a composite of all TCMDs.
  - b. The error codes are identified on this report by both error code and a brief description. The error codes are explained in greater detail in Table N-1.

**Table N-1. Error Codes for TCMD Effectiveness Reports**

Code	Abbreviation	Explanation
01	MISSING TCMD	Shipper prepared TCMD not in the MTMC database at the time of cargo receipt.
02	INV TCN	TCMD submitted with Transportation Control Number containing blank(s) or invalid characters; rejected.
03	INV POE	TCMD submitted with WPOE (Record Position (rp) 21-23) unmatched to DTR water port identifiers (Appendix MM), or TCMD submitted to wrong clearance authority for WPOE listed; rejected.
04	INV TCMD	TCMD (Document Identifier) DI T_2, T_3, T_4) submitted with blank(s) or invalid characters in rp 4-8; rejected.
05	5 TRLR RQD	TCMD submitted without required trailer entry for oversized dimensions (DI T_5).
06	6 TRLR RQD	TCMD (DI TE_, TJ_) submitted without required trailer entry for round count International Maritime Organization (IMO) classification (DI T_6).
07	7 TRLR RQD	TCMD (DI TE_) submitted without required trailer entry for lot number (DI TE_7).
08	8 TRLR RQD	TCMD (DI TF_, TH_, TP_) submitted without trailer entry for ownership (DI T_8).
09	9 TRLR RQD	TCMD submitted without required trailer entry for miscellaneous information (DI T_9).
10	INV TAC	TCMD submitted with Transportation Account Code (TAC) (rp 64-67) unequal to four alphanumeric characters (other than four zeros), or unmatched to TAC edit criteria prescribed by Services and Agencies.
11	UNM CNSE	TCMD submitted with consignee field (rp 47-52) unmatched to DOD Activity Address Directory or Military Assistance Program Address Directory.
12	INV COMM	TCMD submitted with water commodity code (rp 15-17) unmatched to water commodity code table (Appendix KK).
13	INV CGOX	TCMD for surface shipment submitted with cargo exception field (rp 18-19) unmatched to type cargo and special handling tables (Appendix KK and LL).
14	CNTR W/O CNT	TCMD (DI T_2, T_3) submitted without any content (DI T_4) TCMDs.

Code	Abbreviation	Explanation
15	INV PCS	TCMD submitted with piece field (rp 68-71) value other than as prescribed by the DTR.
16	INV WT	TCMD submitted with weight field (rp 72-76) value other than as prescribed by the DTR.
17	INV CUBE	TCMD submitted with cube field (rp 77-80) value other than as prescribed by the DTR.
18	INV 6 TRLR	Round count and IMO classification trailer entry (DI T_6) submitted with one or more required fields containing blanks or invalid characters.
19	RESERVED	
20	RESERVED	
21	RESERVED	
22	DUPL TRLR	TCMD submitted with more than one DI T_6 or T_8 trailer entry; trailers rejected.
23	INV PRI	TCMD submitted with invalid value in priority field (rp 53); TCMD processed, priority 3 inserted.
24	INV VNOWN	Van TCMD submitted with van owner field (rp 9-12) blank or unmatched to SEAVAN owner abbreviations.
25	INV VNSZ	Van TCMD submitted with van size (rp 13-14) unequal to two numeric characters.
26	INV MODE	TCMD submitted with mode field (rp 27) unmatched to DTR mode of shipment codes (Appendix GG).
27	INV PKG	TCMD submitted with type pack field (rp 28-29) unmatched to DTR type pack codes (Appendix UU).
28	RESERVED	
29	RESERVED	
30	INV CDIST	Van TCMD submitted with content distribution indicator (DI T_2, rp 57) unequal to S, M, or 1 through 9.
31	INV SV SU	Van TCMD submitted with shipment unit field (DI T_2, rp 58-59) unequal to 01-99 or XX.
32	INV DTE	TCMD submitted with date shipped (rp 60-62) unequal to 001-366.
33	INV ETA	TCMD submitted with Estimated Time of Arrival field (rp 63) unequal to alphanumeric character other than 1 and O.
34	INV INCUBE	Van TCMD submitted with inside cube capacity (DI T_2, rp 64-67) unequal to four numerics.
35	INV 5 TRLR	Outsize dimensions trailer entry (DI T_5) submitted with one or more required fields blank or containing invalid characters.
36	INV 7 TRLR	Lot number trailer entry (DI TE_7) submitted with one or more required fields blank or containing invalid characters.
37	INV 8 TRLR	Ownership trailer entry (DI T_8) submitted with one or more required fields blank or containing invalid characters.
38	INV 9 TRLR	Miscellaneous information trailer entry (DI T_9) submitted with one or more required fields blank or containing invalid characters.
39	INV POD	TCMD submitted with Water Port of Debarkation (rp 24-26) unmatched to water port identifier codes (Appendix MM).

- c. Reports to activities meeting or exceeding the standard of 90 percent timeliness and 95 percent accuracy will contain a statement recognizing their good performance.
- d. Figure N-1 is an example of the report. Figure N-2 is an example of the report that may be sent to shippers meeting or exceeding the standards.

**EXAMPLE OF MONTHLY MTMC SHIPPER EFFECTIVENESS REPORT**  
**MILITARY TRAFFIC MANAGEMENT COMMAND, OPERATIONS CENTER**  
**FORT EUSTIS, VA 23602 TCMD EFFECTIVENESS REPORTING SYSTEM**

Transportation Control and Movement Documents (TCMDS)  
 Submitted to Military Traffic Management Command, Operations Center  
 May 2003

W62P4E  
 MR. JOHN DOE, TRANSPORTATION OFFICER  
 834<sup>TH</sup> TRANSPORTATION BATTALION  
 1807 PEARL STREET  
 Bldg. IA-18C  
 CONCORD, CA 94520-5014

Your activity made the following errors on Advance Transportation Control and Movement Documents (ATCMDs) during the above stated reporting month. Recommend you take necessary action to prevent documentation errors. TCMD errors reduce the effectiveness of in transit visibility, can result in shipments not reaching their destination, and cause a financial loss to the Department of Defense. Acceptable standard is at or above 90 percent timeliness and 95 percent accuracy of ATCMDs. It costs MTMC \$23.00 to prepare a TCMD when the ATCMD is not received from the consignor. This month, 10 missing ATCMDs from your activity resulted in MTMC having to prepare TCMDs with contract labor, at a cost of \$230.00. Your activity may be billed for this cost.

TIMELINESS OF MANDATORY ATCMD DATA

SHIPPER FURNISHED * ATCMDS	TERMINAL PREPARED TCMDS	TOTAL NUMBER TCMDS	SHIPPER FURNISHED PERCENT ON TIME
1013	10	1023	99

ACCURACY OF ALL SHIPPER ATCMDs

SHIPPER** ATCMDs	REJECT ATCMD ERROR	ATCMDs WITH ERRORS	PERCENT OF ACCURATE ATCMDs
1112	0	532	53

<u>CODE</u>	<u>ERROR</u>	<u>BREAK BULK</u>	<u>CONTAINER</u>	<u>TOTAL ERRORS</u>
***01	MISSING TCMD		10	10
**06	NO TRLR ENTRY FOR AMMO/ETC. ROUND COUNT/AMMO CLASS (T_6)	52	52	104
08	NO TRLR ENTRY FOR PERSONAL PROPERTY OWNERSHIP (T_8)		1	1
?*10	INVALID TAC	33		33
? 11	INVALID DODAAC OR MILITARY ASSIST. PROG. ADDRESS DIREC.	48	354	402
14	NO CONTAINER CONTENT (T_4)		49	49
23	INVALID PRIORITY (REPLACED WITH PRIORITY 3)		1	1
30	INVALID VAN CONTENT DISTRIBUTION CODE (T_2)		64	64
31	INVALID SHIPMENT UNIT FIELD (T_2)		64	64
35	INVALID OUTSIZE DIMENSIONS TRLR. ENTRY (T_5)	1	1	2
37	INVALID PERSONAL PROPERTY OWNERSHIP DATA TRLR. ENTRY (T_8)	5		5
38	INVALID MISC. INFORMATION TRLR. ENTRY (T_9)		64	64
**39	INVALID WPOD	18		18

Detailed explanation of error codes can be found in Figure N-1.  
 Inquiries concerning this report may be addressed to the MTMC Operations Center, Ms. Joan Hambercht DSN 826 7574 or commercial 757 878-7574.

?This total is for Container and Breakbulk prime records only.

?This total is a composite of Container primes, Container Content primes and Breakbulk prime records.

**Figure N-1. Example of Monthly MTMC Shipper Effectiveness Report**

**EXAMPLE OF THE MONTHLY MTMC SHIPPER EFFECTIVENESS SUMMARY  
SENT TO SHIPPERS MEETING OR EXCEEDING THE STANDARDS**

MILITARY TRAFFIC MANAGEMENT COMMAND, OPERATIONS CENTER  
FORT EUSTIS, VA 23602

TCMD EFFECTIVENESS REPORTING SYSTEM  
Transportation Control and Movement Documents (TCMDs)  
Submitted to Military Traffic Management Command, Operations Center  
May 2003

W62P4E  
MR. JOHN DOE, TRANSPORTATION OFFICER  
834<sup>TH</sup> TRANSPORTATION BATTALION  
1807 PEARL STREET  
Bldg. IA-18C  
CONCORD, CA 94520-5014

Request you review the following report of types of errors made by your activity and take the necessary steps to eliminate documentation errors. TCMD errors reduce the effectiveness of in transit visibility, can result in shipments not reaching their destination, and cause a financial loss to the Department of Defense.

TIMELINESS OF MANDATORY ATCMD DATA

SHIPPER FURNISHED *	TERMINAL PREPARED	TOTAL NUMBER
ATCMDs 1013	TCMDs 10	TCMDs 1023

SHIPPER FURNISHED PERCENT ON TIME
99

ACCURACY OF ALL SHIPPER ATCMDs

SHIPPER** ATCMDs	REJECT ATCMD ERRORS	ATCMDs WITH ERRORS	PERCENT OF ACCURATE ATCMDs
1112	0	12	99

**CONGRATULATIONS, YOUR ACTIVITY'S PERFORMANCE  
FOR THIS MONTH HAS MET OR EXCEEDED THE STANDARD OF  
NINETY PERCENT TIMELINESS AND  
NINETY-FIVE PERCENT ACCURACY**

<u>CODE</u>	<u>ERROR</u>	<u>BREAK BULK</u>	<u>CONTAINER</u>	<u>COMPOSITE</u>
***08	NO TRLR ENTRY FOR PERSONAL PROPERTY OWNERSHIP (T_8)		2	2
?**10	INVALID TAC	5	5	10

Detailed explanation of error codes can be found in Figure N-1.

Inquiries concerning this report may be addressed to the MTMC Operations Center, Ms. Joan Hambercht DSN 826 7574 or commercial 757 878-7574.

? This total is for prime records only. Container primes and Breakbulk primes.

? \* This total is a composite of Container primes, Container Content primes and Breakbulk prime records.

**Figure N-2. Example of the Monthly MTMC Shipper Effectiveness Summary Sent to Shippers Meeting or Exceeding the Standards**

2. The MTMC Operations Center provides monthly trend analysis and detailed summary reports to Agency and Service HQs.

## APPENDIX O

### UNIT MOVES

#### A. PURPOSE

1. This Regulation, Part III, Mobility, Service regulations, directives, and field manuals prescribe the actions required to prepare deploying units for movements. This appendix applies to the cargo belonging to deploying units on Military Sealift Command-arranged ships through common user ocean terminals or via Air Mobility Command (AMC) airlift.
2. Transportation data for unit cargo movement during contingencies and classified mobilization exercises affords the maximum protection possible within the limitations and constraints of existing systems. Since data processing in the Defense Transportation System (DTS) is unclassified, classified data requires handling and processing separate from other movement data.
3. When available, clearance and advance movement data updates required by this appendix may be accomplished through the Service's automated deployment system.

#### B. HOST NATION (HN) AGREEMENTS

1. Unit movements in support of an overseas contingency/exercise must comply with standard HN agreements in addition to this regulation. These agreements provide the HN, Port of Debarkation (POD), and theater commander with information necessary for terminal operations and onward movement of equipment cargo within the theater.
2. In the North Atlantic Treaty Organization (NATO) these agreements are known as Standardization NATO Agreements (STANAGs). Implementing document information and other pertinent details concerning STANAG requirements (<http://www.nato.int/docu/standard.htm>) may be obtained by contacting the appropriate Service Headquarters (HQ) as follows:

a. US Army

Headquarters, Army Materiel Command  
ATTN: AMCICP  
5001 Eisenhower Avenue  
Alexandria, VA 22333-0001  
  
DSN: 284-8554  
Commercial: 202 274-8554

b. US Air Force

Headquarters, US Air Force/ILG  
1030 Air Force Pentagon  
Washington, DC 20330-1030  
  
DSN: 225-1793 or 227-4742  
Commercial: 703 695-1793 or 703 697-4742  
FAX: DSN: 225-2470; Commercial: 703 695-6799  
E-Mail: [trans@af.pentagon.smil.mil](mailto:trans@af.pentagon.smil.mil)

c. US Navy

Navy Warfare Development Command  
ATTN: Doctrine Department (Code N3)

686 Cushing Road, Simms Hall  
Newport, RI 02841-5000

DSN: 948-1145  
Commercial: 401 841-1145

d. US Marine Corps

Marine Corps Combat Development Command  
ATTN Doctrine Division (C 426)  
Building 3300, Russell Road, Suite 318A  
Quantico, VA 22134-5021

DSN: 278-3616  
Commercial: 703 784-3616

### **C. PROCEDURES**

The procedures used for documentation of unit moves are minor variations from normal procedures. They are detailed in Paragraphs D through M below.

### **D. SHIPMENT UNIT CONFIGURATION**

1. To limit the quantity of advance data, which is passed when transporting unit move cargo, each shipment unit is documented individually with minimal detailing of the content of unitized cargo.
2. Each consolidated 463-L pallet load, unitized load, vehicle (loaded or empty), multiple vehicles combined as an integral unit, CONEX, MILVAN, or SEAVAN, is unit controlled and the unitized shipment is documented as a single shipment unit rather than as a consolidated shipment. Shipment visibility is the responsibility of the deploying units.
3. Sensitive, classified, and/or hazardous materials (HAZMAT) will not be loaded in unit vehicles except when operationally required and authorized by the units' Service (HQ) and the appropriate Transportation Component Command (TCC), (AMC or Military Traffic Management Command (MTMC)). See also Paragraphs H.1.c and H.1.d.
4. Vehicles must be reduced in length, width, and height for shipping according to directives of each Service.

### **E. MARKING AND LABELING OF SHIPMENT UNITS**

1. Equipment cargo is marked in accordance with (IAW) Service directives and Military Standard (MIL-STD) 129, Department of Defense Standard Practice, Military Marking For Shipment and Storage (<http://131.82.253.19/docimages/0003/51/85/STD129.PD8>) and this regulation. The Transportation Control Number (TCN) must appear on each shipment unit.
2. Military Shipping Label (Figure 208-3) with linear and 2-dimensional bar codes and in-the-clear Unit Line Number (ULN) will be uniformly applied to all unit move equipment/cargo. These bar coded labels allow automated identification technology to process unit move shipments through the terminals expeditiously. DD Form 1387, Military Shipment Label, (Figure 208-4), will be used only for DOD contingency operations where manual entry is the only means available to document DTS shipments.
  - a. One label is required on each shipment unit except for vehicles and consolidated shipment units (MILVANS, SEAVANS, CONEXs, and 463-L pallets) where labels are applied on two adjacent sides.

- (1) Place one label on the front of the vehicle, either on the left side of the bumper or corresponding location for vehicles without bumpers and place the other label on the left side door or comparable location.
  - (2) For MILVANS, SEAVANS, and CONEXs, one label will be placed on the right door as seen from the outside opening and the other label on the adjacent side or comparable location.
- b. Upon arrival at the Port of Embarkation (POE) or other transshipment point, scan the bar-coded labels on the equipment/cargo to automatically update the advance movement data file and establish cargo accountability. If bar coded labels are not available upon deployment, apply them at the POE.
  - c. When completing a Military Shipping Label or a DD Form 1387 for a classified movement, the POD, consignee and Required Delivery Date fields will be left blank.
3. A Shipper's Declaration for Dangerous Goods (See Chapter 204, Paragraph F.5) must be prepared for all HAZMAT moving by air.
  4. A DD Form 836 (Figure 204-3) will be prepared if moving HAZMAT by government vehicle, container, or vessel and a certification will be included on the bill of lading when moving by commercial surface modes.
  5. In addition to the labels applied to each shipment unit, stencil the TCN when required by applicable Service directives.

## F. TCN

Each shipment unit (including SEAVAN shipments) is controlled by a unique TCN. Construct the TCN as outlined in Table O-1.

**Table O-1. TCN Construction**

TCN Position	TCMD Record Position (rp)	Explanation
1	30	Service code (A-Army, F-Air Force, M-Marine Corps, N-Navy, and Z-Coast Guard).
2-8	31-37	Army activities will enter a Unit Identification Code (UIC) beginning with TCN position 2 and putting a \$ (dollar) special character in position 8. All other Services will enter a ULN beginning with TCN position 2 and filling any unused positions with a \$ (dollar) special character. Army activities will generate a T_9 record containing ULN information. (See Appendix M, Table M-13).
9-10	38-39	Service use, except for code "CH" which is reserved to identify small units (10 tons of equipment or less) moving by air. Requires data entry, do not leave blank. Use zeros if no data available.
11-14	40-43	Shipment number, increment number, or serial number.
15	44	Unit cargo TCN indicator. (Enter a zero here).
16-17	45-46	Split/partial shipment or complete shipment unit indicator.

## G. TRANSPORTATION DOCUMENTATION CODES

1. Find the codes required for completion of transportation documentation in Appendices Y and YY.
  - a. Transportation Account Codes (TACs). The following service TACs are used for unit movements during actual emergency deployments:

<u>Service</u>	<u>Code.</u> <sup>39</sup>
United States (US) Army	To be assigned at time of deployment by HQ, Department of the Army.
US Air Force	See Appendix V, Attachment V5, for unit deployment/redeployment TAC assistance guidance or contact the Air Force TAC coordinator for assistance.
US Navy	To be obtained from Fleet Commander or other authority directing the deployment prior to movement.
US Marine Corps.	To be assigned at time of deployment.
US Coast Guard	To be assigned at time of deployment by HQ CG.

## H. ADVANCE MOVEMENT DATA FORMATS

1. Transportation data for unit moves is compiled and submitted using the formats and codes prescribed for all shipments in Appendix M and this appendix. Shippers will provide National Stock Number (TCMD T\_6) and Unit Line Number (TCMD T\_9) information when mandated by the respective TCMD format conditions. Unit move exceptions for TCMD generation are as follows:
  - a. CONEX, MILVAN, SEAVAN, loaded 463-L pallet, unitized load. Each of these containers, loaded or empty, loaded 463-L pallet, or a unitized load is a single shipment unit and is not documented as a consolidated shipment. Document identifier (DI T\_0/1) data formats and applicable trailer data as prescribed in Appendix M are used unless otherwise directed by the responsible Ocean Cargo Clearance Authority (OCCA). HAZMAT may not be loaded and documented as part of these single shipment units unless approved by the appropriate TCC and marked IAW paragraph H.1.c.
  - b. Vehicles. Each vehicle (empty or loaded) is a single shipment unit and is documented using data formats with DI TV\_ as detailed in Appendix M. The piece count will always be 0001. For empty vehicles, the actual weight and cube of the vehicles, as shipped, will be given. For loaded vehicles, the weight and cube will reflect the actual loaded vehicle weight and cube as shipped. HAZMAT may not be loaded and documented as part of this single shipment unit unless approved by the TCC and marked IAW paragraph H.1.c.
  - c. HAZMAT. When authorized by the appropriate TCC, compatible HAZMAT may be consolidated and documented as part of a container, vehicle, pallet, or unitized load single shipment unit. For shipments containing more than one commodity, the commodity code for the prime DI T\_0/1 format will be determined by the commodity with the greatest cube for surface moves and by weight for air moves. The water type cargo code and the special handling code will be determined IAW the appropriate appendix for the codes. For multiple

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<sup>39</sup> Problems and questions about TAC codes for contingency/deployment operations should be directed to the applicable Service focal point specified in Appendix V.

commodities, the additional commodity code, water type cargo code (as applicable), and special handling code information will be entered into DI T\_9 trailer formats. DI T\_9 trailers will include the information required by Table M-16. Ammunition and explosive material may require multiple DI T\_6 and DI T\_7 formats as applicable. The unit provides the T\_6 record covering the National Stock Number in the format prescribed in Appendix M, Table M-10, unless the multipak or other exception provision applies.

- d. Protected Shipments. Identify classified and sensitive cargo loaded in unit vehicles, containers, pallets, or unitized loads. Enter the appropriate commodity code, water type cargo code (as applicable), and special handling code in the prime DI T\_0/1 format and use T\_9 trailers as appropriate to enter additional information.

## **I. CLEARANCE, ROUTING AND ADVANCE DATA SUBMISSION**

1. The deploying unit will provide advance data before actual movement to the POE begins for clearance of cargo and equipment. This procedure allows proper routing of the cargo to be determined and provides for coordinated movement of material into the transshipment facilities. Units should be familiar with the movement information necessary to support these routing and clearance procedures.
2. Movement data, including requests for routing, are normally prepared as far in advance as possible and maintained by the cognizant transportation element<sup>40</sup> and updated in coordination with the supported unit. This advance preparation allows immediate submission to the appropriate clearance authority identified in Appendix R when a unit move is required.
3. The cognizant transportation element submits the advance movement data to the clearance authority unless prior arrangements have been made to provide automated movement requirements through a service system.<sup>41</sup> Automated systems may be established for Continental United States (CONUS) units in coordination with MTMC Operations Center (ATTN: MTOP-D) or, for overseas units, with the theater commander and supporting surface and air clearance authorities. Route these actions through the supported unit chain of command.
  - a. Commercial Transportation. When movement to the POE is by commercial transportation, the cognizant transportation element obtains a routing by submitting the movement requirements as detailed in this Regulation, Chapter 202, Paragraph C for CONUS or applicable theater directives overseas.
  - b. Road March. When movement to the POE is by road march (in organic vehicles), the cognizant transportation element submits advance data/Export Traffic Release Requests (ETRR) and is notified by MTMC or AMC of the appropriate POE and required arrival date. For FORSCOM units, an ETRR is not required if Automated Unit Equipment List (AUEL) data is available.
  - c. All Methods. After receiving routing information for movement of the equipment/cargo to the POE, the cognizant transportation element submits advance data in TCMD format, as

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<sup>40</sup> For Army and Air Force, this is generally the Transportation Officer (TO). For the Navy, in the absence of the TO, it is the Senior Supply Officer or designee of the Commanding Officer. For Marine Corps, it is the TO or the unit logistics planner in conjunction with the TO.

<sup>41</sup> U.S. Army Forces Command (FORSCOM) active and reserve units use the AUEL.

outlined in Chapter 203, Paragraph D.16 to the appropriate surface or airlift clearance authority listed in Appendix R.<sup>42</sup>

4. Preparation and use of a DD Form 1384, Transportation Control and Movement Document, is not required for clearance, movement by commercial transportation, or terminal processing. The data outlined by this Appendix is required and must be submitted in a machine-readable format, but the DD Form 1384 may be used to compile it.
5. Computer-Aided Load and Manifest/Automated Air Load Planning System. See Appendix M, Tables M-18 through M-23 for record formats.

## **J. SURFACE BOOKING AND TERMINAL PROCESSING**

1. Advance data provides the basis for arranging ocean movement and processing unit equipment/cargo through the POE.
2. MTMC OCCA and Ocean Cargo Booking Offices use the Export Traffic Releases (ETR), AUDEL and movement orders/directives to book ocean vessels and ensure adequate sealift is available at designated POEs.
3. The advance movement data (TCMD, ETR, AUDEL) provided to the clearance authority and movement orders/directives are used by the water terminals to plan vessel pre-stow and terminal operations (marshalling and staging areas, receipt of cargo, vessel loading). Use the cargo receipt data to update the advance movement data and enable terminals to prepare final vessel stow plans, ocean cargo manifests and cargo traffic messages/STANAGs.

## **K. AIR TERMINAL PROCESSING**

Advance movement data provided to air clearance authorities and movement orders/directives are used by AMC for planning and the receipt/processing of cargo at the terminals. Cargo receipt data is used to update the advance movement data and enable terminals to generate air cargo manifests.

## **L. HAZMAT EXEMPTIONS**

1. Transportation of HAZMAT during unit moves must be in compliance with Service regulations and the regulations discussed in Chapter 204. The Department of Transportation (DOT) issues certain exemptions related to unit moves. (<http://hazmat.dot.gov/exsys.htm>)
2. The Commander, MTMC is the authorized representative of the sponsoring Services in obtaining new or modified exemptions. In an emergency, the sponsoring Services may make direct contact with the DOT to obtain an exemption. MTMC Operations Center, ATTN: MTOP-DF (Force Protection Division), 661 Sheppard Place, Ft Eustis, VA 23604-1644, is to be promptly notified of each emergency action.
3. Units may obtain specific information on exemptions from Table 204-1 of this regulation and the following:
  - a. US Army - MTMC Operations Center (See Paragraph L.2.)
  - b. US Air Force - AFMC LSO/LOT
  - c. US Navy - Refer to NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.

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<sup>42</sup> For FORSCOM units, ETRR is not required if AUDEL data is available.

- d. US Marine Corps - Refer to NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.

#### **M. TRANSPORTATION DISCREPANCIES**

Report all losses and damage IAW Chapter 210.

#### **N. DATA TIMELINESS**

The arrival and departure of unit personnel and equipment at all nodes from the origin to the destination will be visible in the Global Transportation Network (GTN) within one hour of the event. This applies to all military and commercial origin, in transit, and receiving activities. Manifesting activities such as POEs and PODs will input data to transportation systems that interface with GTN.

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**APPENDIX P**  
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## APPENDIX Q

### FORMAT FOR SPECIAL ASSIGNMENT AIRLIFT MISSIONS (SAAM) REQUEST

#### A. PURPOSE

In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the Service or theater validator(s). (See Figure Q-1).

#### B. FORMAT FOR REQUESTING AIRLIFT

(See Paragraph 3 for optional and required datasets).

```
MSGID/TITLE/ORIGINATOR//  
  
AL1249REQ/TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/JCS  
PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR//  
  
ONOFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD LOCATION/AVAIL LOAD  
DATE/EARLIEST ARRIVAL OR PICKUP DATE/LATEST ARRIVAL DATE/NUMBER OF  
PAX/BAGGAGE SHORT TONS/CARGO SHORT TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS//  
  
MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE ACFT/CONFIGURATION/MSN  
SUPPORT COMMENTS (I.E., FORKLIFTS)//  
  
LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY PLTS,  
VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN  
POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//  
  
HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ CARGO/UN  
NUMBER/CLASS DIVISION/PACKAGING PARA/NET EXP WGT (ENTER /- / IF NOT  
APPLICABLE)//  
  
CONTACTS/CLASSIFICATION/TYPE OF CONTACT; I.E., ONLOAD, ENROUTE,  
ETC/LOCATION/NAME/DUTYPHONE/HOMEPHONE//  
  
BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER /- / IF NOT KNOWN OR NOT  
USED)//  
  
REMARKS/COMMENTS (ENTER /- / IF NONE)//
```

#### C. AIRLIFT REQUEST MESSAGES INSTRUCTIONS

1. Fields must be entered in the format and order as listed above or as identified in the optional and required data fields. Each field must be separated by a single slash (/). Each data set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter /-/. A data set line may not exceed 69 characters. The entire data set may, however, require two or more lines of text. In this case, end each line with a complete field and begin the continuation line with a single slash (/) followed by the next field. A data set field may not be split between two lines.
2. Message Identification (MSGID) data set (required data set).
  - a. (Mandatory) Enter the data set title; i.e., MSGID (five characters maximum).
  - b. (Mandatory) Enter the title of the message; i.e., AL1249 (six characters maximum).
  - c. (Mandatory) Enter the title of the message; i.e., AL1249 (six characters maximum).

- d. (Mandatory) Enter the organization or location initiating the request (20 characters maximum).
3. AL1249REQ data set (required data set).
- a. (Mandatory) Enter the data set title; i.e., AL1249REQ (nine characters maximum).
  - b. (Mandatory) Enter the type of request; i.e., SAAM or JCS (four characters maximum).
  - c. (Conditional) Enter the SAAM number. NOTE: Initial requests for airlift will not contain a SAAM number until assigned by the validator. Therefore, requesters should enter “/-/” if the number is not known (four characters maximum).
  - d. (Conditional) Enter the airlift priority; i.e., 1B1 (three characters maximum). Requesters should enter /-/ if the priority is not known.
  - e. (Mandatory) Enter unit identifier; i.e., NGB Andrews AFB (20 characters maximum).
  - f. (Optional) Enter the project name; i.e., drug interdiction. Enter /-/ if no project name (40 characters maximum).
  - g. (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering “Y”. Enter “N” to exclude information addressees on subsequent messages (one character maximum).
4. ONOFF data set (required data set).
- a. (Mandatory) Enter the data set title; i.e., ONOFF (five characters maximum).
  - b. (Mandatory) Enter the security classification of this line; i.e., “U”–Unclassified, “C”–Confidential, “S”–Secret, or “T”–Top Secret (one character maximum).
  - c. (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM or JCS exercise. For multiple stops, enter a new reference number for each on/offload combination; i.e., ONOFF/U/1/KBLV/MYIG ... ONOFF/U/2/KHRT/MYIG ... ONOFF/U/3/KDYS/MYIG .... This number will tie each onload/offload location and its requirement to the commodity description in the load and hazardous communications (HAZCOM) data sets (four characters maximum).
  - d. (Mandatory) Enter the name of the port of embarkation by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).
  - e. (Mandatory) Enter the name of the port of debarkation by name or ICAO code (preferred entry) (16 characters maximum).
  - f. (Mandatory) Enter the Greenwich Mean Time (GMT), expressed as “Zulu (Z) time” for the available-to-load date; i.e., 140100ZJUL03. If the time should be coordinated, enter “COORD” (12 characters maximum).
  - g. (Mandatory) For SAAMs, enter the pickup date and time. For JCS exercises, enter the earliest arrival date. Use GMT expressed as “Z time”; i.e., 140200ZJUL03. If time should be coordinated, enter “COORD” (12 characters maximum).
  - h. (Mandatory) Enter the GMT, expressed as “Z time” for the latest arrival date; i.e., 141400ZJUL03. If time should be coordinated, enter “COORD” (12 characters maximum).
  - i. (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks data set, identify all foreign nationals. If the mission is a cargo SAAM, indicate passengers who may be couriers or technical escorts (five characters maximum).

- j. (Conditional) Enter the total weight of the baggage, expressed in short tons, to the nearest tenth of a ton (five characters maximum).
  - k. (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (five characters maximum).
  - l. (Conditional) Enter the total cubic feet of the cargo and baggage (six characters maximum).
  - m. (Optional) Enter any comments about the onload/offload or timing; i.e., TBD (seven characters maximum).
5. Mission Request (MSNREQ) data set (Optional data set) if used, data set must follow this format. If optional fields are not used, enter “/-”.
- a. (Mandatory) Enter the data set title; i.e., MSNREQ (six characters maximum).
  - b. (Mandatory) Enter the security classification of this line. “U”, “C”, “S”, “T” (one character maximum).
  - c. (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the ONOFF data set (four characters maximum).
  - d. (Optional) Enter the number of aircraft requested (three characters maximum).
  - e. (Optional) Enter the type of aircraft requested (four characters maximum).
  - f. (Optional) Enter the aircraft configuration requested (five characters maximum).
  - g. (Optional) Enter mission support requirements; i.e., forklifts, K-loaders, pallets, etc. (37 characters maximum).
6. Load data set (optional data set). If used, must follow this format. Enter “/-” if optional fields are not used.
- a. (Mandatory) Enter the data set title; i.e., load (four characters maximum).
  - b. (Mandatory) Enter the security classification of this line; i.e., “U”, “C”, “S”, “T” (one character maximum).
  - c. (Mandatory) Enter a reference number for each load description. This number will tie the load description in this data set to its requirement in the ONOFF data set (four characters maximum).
  - d. (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this data set to the hazardous commodity description in the HAZCOM data set (one character maximum).
  - e. (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation shipping name and class. NOTE: Do not use slashes within this data set. Use a separate line for each commodity description. Begin each additional line of the data set with “LOAD/” (16 characters maximum).
  - f. (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (four characters maximum).
  - g. (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (six characters maximum).
  - h. (Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (five characters maximum).

- i. (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (three characters maximum).
  - j. (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (three characters maximum).
  - k. (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (three characters maximum).
  - l. (Mandatory) Enter the security classification of the cargo: “U”, “C”, “S”, “T” (one character maximum).
7. HAZCOM data set (Optional data set). Data set must follow this format. Enter “/-” if optional fields are not used.
- a. (Mandatory) Enter the data set title; i.e., HAZCOM (seven characters maximum).
  - b. (Mandatory) Enter the security classification of this line; i.e., “U”, “C”, “S”, “T” (one character maximum).
  - c. (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this data set to an on/offload requirement in the ONOFF data set (four characters maximum).
  - d. (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this data set to the load description in the load data set (one character maximum).
  - e. (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks data set. Hazardous materials will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight, and total weight-in to the On/Offload order. Nuclear weapons data are found in Technical Order (TO) 11N-45-61 and TO 11N-45-51A(A) (43 characters maximum).
  - f. (Mandatory) Enter the packaging paragraph for hazardous items in accordance with Air Force Manual (AFMAN) 24-204(I), Defense Logistics Agency Instruction (DLAI) 4145.3, Marine Corps Order (MCO) P4030.19H, Naval Supply (NAVSUP) Publication 505, Technical Manual (TM) 38-250, Preparing Hazardous Material for Military Air Shipments. (10 characters maximum)
  - g. (Optional) Enter the total net explosive weight (NEW) (three characters maximum). Indicate in the remarks data set the NEW, by class, for each item containing Department of Defense class/division 1.1, 1.2, or 1.3 explosives.
8. Contacts data set (Required data set).
- a. (Mandatory) Enter the data set title; i.e., contacts (eight characters maximum).
  - b. (Mandatory) Enter the security classification of the line; i.e., “U”, “C”, “S”, “T” (one character maximum).
  - c. (Mandatory) Enter the type of contact; i.e., Onload, En Route, Best, Overall, Validator, etc. (10 characters maximum).
  - d. (Mandatory) Enter the location of the contact (20 characters maximum).
  - e. (Optional) Enter the full name of the contact (25 characters maximum).

- f. (Mandatory) Enter the office phone number. Include Defense Switched Network and commercial (18 characters maximum).
  - g. (Optional) Enter the home phone number. Include the area code (18 characters maximum).
9. Billing data set (Conditional data set). If message originates from a SAAM validator, billing information is mandatory. If this data set is used, follow this format. Enter “-/” if optional fields are not used.
- a. (Mandatory) Enter the data set title; i.e., billing (seven characters maximum).
  - b. (Conditional) Enter the Customer Identification Code, Transportation Account Code, or appropriation chargeable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Not applicable for JCS exercises. Enter no more than 69 characters per line (255 characters maximum).
10. Remarks data set (Optional data set). No special characters may be used in this field, and the only punctuation that can be used is commas and periods until the end of the field where double slash (//) is entered. Any other special character or punctuation mark can cause the Air Mobility Command Deployment Analysis System to stop reading the remainder of the Remarks section. If used, data set must follow this format. Enter “/? /” if optional fields are not used.
- a. (Mandatory) Enter the data set title; i.e., remarks (seven characters maximum).
  - b. (Optional) Provide the following: (2500 characters maximum).
    - (1) Purpose of the SAAM. A brief, concise, unclassified statement; i.e., Purpose/Mission is airlifting support equipment for F-4E unit training exercise.
    - (2) Geographic location of information addressees. If an “N” is not entered in the Information Addresses (INFOADDR) field of the AL1249REQ data set, all INFOADDR included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.
    - (3) Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by Headquarters United States Air Force X0XX.
    - (4) SAAM requirements submitted within 96 hours of the desired movement date are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. The individual declaring a rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. The individual declaring a rapid reaction or emergency requirement will be at least a general officer, civilian equivalent, or designated representative. Also, that individual’s name and rank must be included in the remarks data set of the request.
    - (5) SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See <http://public.scott.af.mil/hqamc/fm/rates.htm>, which establishes criteria for channel extensions and flag stops).
      - (a) Transportation Control Number(s).
      - (b) Air Mobility Command Channel Mission Identifier to be used; e.g., AJM804000140.

- (c) Contacts for initial channel onload station and point of channel extension for flag stop. NOTE: A required delivery date cannot be assigned to a flag stop or channel extension.
- (6) (Mandatory) Enter “Chapter 3 Applies” when operational requirements under the provisions of AFMAN 24-204(I), DLAI 4145.3, MCO P4030.19H, NAVSUP Publication 505, TM 38-250, Chapter 3 is necessary. This entry will only be used when one or more of the following apply:
  - (a) Expanded vehicle/equipment fuel-in-tank is justified
  - (b) Incompatible items must be transported together
  - (c) Hand carrying of individual basic issue explosives, ammunition and other hazardous materials.

SAAM OR JCS EXERCISE – AIRLIFT REQUEST									
<i>AUTHORITY: 10 U.S.C.. 8012</i>									
<i>PRINCIPAL PURPOSE(S): Your home phone number is required in order that contact can be made during off-duty hours.</i>									
<i>ROUTINE USES: Your home phone number will be used to obtain information regarding the mission or to advise you of unexpected changes to previous arrangements.</i>									
<i>DISCLOSURE IS VOLUNTARY: The requirement for your home phone number is voluntary. IMPACT IF NOT FURNISHED: The airlift mission could be delayed and additional cost incurred.</i>									
OVERALL SECURITY CLASSIFICATION			DATE (YYYYMMDD)		NAME OF VALIDATOR (Last, First, M.I.)			OFFICE SYMBOL	
SAAM NUMBER		PRIORITY		UNIT PROJECT NAME OR NICKNAME					
EXERCISE NAME			PRIORITY		UNIT				
ONLOAD TO OFFLOAD									
R	LINE	NUMBER	POE	POD		PAX	BAG	CGO-ST	CUBE
TIMING									
R	LINE	NUMBER	AVAILABILTIY	PICKUP	EAD	LAD			
AIRCRAFT MISSION REQUIREMENTS									
R	LINE	NUMBER	NO. TYPE ACFT	CONFIGURATION	MISSION SUPPORT REQUIREMENTS				
COMMODITY DESCRIPTION - ONE									
R	LINE	NUMBER	DESCRIPTION	QTY	WEIGHT	CUBE	DIMENSIONS	NEW	RS
COMMODITY HAZARDOUS - TWO									
R	LINE	NUMBER	HAZARDOUS PARA	HAZARDOUS SHIPPING NAME					
R	TYPE	LOCATION	NAME	DUTY PHONE	HOME PHONE				
BILLING INSTRUCTIONS									
REMARKS									

Figure Q-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request

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