CHAPTER 203

SHIPPER, TRANSSHIPPER, AND RECEIVER REQUIREMENTS AND PROCEDURES

A. GENERAL

1. This chapter provides the instructions and guidance necessary to route air and ocean export shipments to, from, and between locations in the CONUS and OCONUS, to include Alaska, Hawaii, and OCONUS theater areas. The instructions and procedures established within this chapter apply in OCONUS to the extent that they do not conflict with procedures established by the theater CDR. This chapter is organized in the order that shipments are normally processed through the DTS, i.e., shipper, transshipper, CCP, POE, POD, Breakbulk Point (BBP), and receiver.

2. CONUS shipments to and from Canada are covered in Chapter 202, Paragraphs E.3 and E.4. Additional customs requirements for cargo movements are in this Regulation, Part V, Department of Defense Customs and Border Clearance Policies and Procedures.

3. Procedures governing the movement of hazardous and other regulated material are in Chapter 204.

4. Procedures governing the movement of SECRET, CONFIDENTIAL, Controlled Cryptographic Items (CCI), and sensitive conventional AA&E material are detailed in Chapter 205.

5. Information on the preparation of a BL is in Chapter 206.

B. SHIPPER REQUIREMENTS AND PROCEDURES

1. This section explains, in the general order of performance, the actual steps the shipper must take to process a shipment. While some shipments require different or more detailed data than others, the basic procedural steps are similar. The first step in the planning process is to determine the following key data elements and documentation requirements.

2. Consignee. The consignee is determined, usually from a document such as DD Form 1348-1A (See Figure 202-7), DD Form 1149, Requisition and Invoice/Shipping Document, Figure 203-1, or a contract. Personal property consignees are listed in the Personal Property Consignment Instruction Guide (PPCIG). Identify the consignee by the Department of Defense Activity Address Code (DODAAC) at https://day2k1.daas.dla.mil/dodaac/dodaac.asp listed in the Department of Defense Activity Address Directory (DODAAD) or by the Military Assistance Program Address Code (MAPAC) https://day2k1.daas.dla.mil/dodaac/mapac.asp as listed in the Military Assistance Program Address Directory (MAPAD). The in-the-clear name of the consignee may be used in addition to the required DODAAC/MAPAC. When the consignee does not have an assigned DODAAC, the sponsoring Service code, e.g., F for Air Force followed by five zeros is used. The clear text address must then be entered on the TCMD as trailer data (Document Identifier [DI] T_9, Appendix M, Table M-13, Record Position [rp] 54-79 h).

3. TP. The shipper also determines if the shipment requires TP-1 and TP-2 or Routine Transportation (TP-3). TP-1 is assigned to requisitions with priority designators 01 through 03 and all RDDs (including a blank RDD field). TP-2 is assigned to DOD cargo shipments or requisitions (MILSTRIP priority designators 04 through 15) with RDDs 444, 555, 777, N__, or E__ or a RDD Julian date that is eight days or less from the Julian date the requisition or

associated shipment(s) are being processed. TP-3 is assigned to DOD shipments or requisitions (MILSTRIP priority designators 04 through 15) with a blank RDD field or a RDD Julian date greater than or equal to eight or 21 days (depending on if the customer is CONUS or OCONUS, respectively) from the Julian date the requisition or associated shipment(s) are being processed for movement. Appendix U directs the user to the TDD standards. The shipment types and corresponding TPs are as follows:

a. Transportation processing for personal property shipments will be based on the RDD assigned IAW the sponsoring Service policy. TP-3 normally applies; however, TP-2 may be designated when operationally or economically beneficial, or to avoid hardship to the member/employee or his/her dependents. In all cases, the RDD field contains the actual date the shipment is required at the destination. TP-4, explained in Paragraph B.3.f. below, may be used IAW sponsoring Service guidance.

b. Nonappropriated Funds (NAF) activity shipments are normally afforded TP-3. The sponsoring Service may, however, authorize expedited transportation processing for seasonal items delayed by late availability from the CONUS vendors, items requiring air shipment for control purposes, necessary health items in critically low stock, or shipments caused by equipment or facility failures that threaten the operation of NAF activities. When expedited transportation is authorized, TP-2 is assigned and a valid day of the year (Julian date) or "777" must be entered in the RDD field.

c. Shipments of GSA-managed sealants/adhesives, selected medical items, and items with limited remaining shelf life, when designated by the shipper, are authorized TP-2. When expedited transportation is authorized, a day of the year (Julian date) or "777" must be entered in the RDD field.

d. Registered letter mail, regular letter mail, priority parcels, command pouches, system pouches, and Casualty Report (CASREP) pouches when shipped in bulk through the DTS are authorized expedited transportation. CASREP pouches are assigned TP-1 and must have either "999", N__, or day of the year entry (Julian date) in the RDD field. Military Ordinary Mail (MOM), Space Available Mail (SAM), and Parcel Airlift Mail (PAL) are authorized TP-2 when "777" is entered in the RDD field. For all other mail, the RDD field will be left blank and TP-3 is assigned.

e. Green sheet is a procedure whereby specifically identified cargo in the AMC system may gain movement precedence over other expedited cargo, including 999 shipments, of the sponsoring Service. Green sheet is not a priority, but it is designed to override priorities when expedited movement of specific shipments is required in the national or defense interest and is certified as an operational necessity by the sponsoring Service. It only overrides priorities for the requesting Service's shipments. The requester submits requests for green sheet action to the sponsoring Service ACA or to the overseas ACA that has geographic responsibility over the aerial port where the on-hand cargo is located. The ACA originating the green sheet action will assure coordination is accomplished with intermediate ACAs prior to departure of the cargo from origin station. The originating ACA must document in writing (via e-mail or FAX) requests to down-line ACAs to assure identified cargo is green sheeted after each terminating channel and on any subsequent flight to the final destination. All down-line stations are required to honor original green sheet action.

f. Movement of cargo at TP-4 rates and TDD standards is a service offered by AMC. Cargo designated as TP-4 is moved at surface rates in otherwise uncommitted aircraft capacity.

Only shipments that are not air eligible may be offered for TP-4 service. The usage of TP-4 service is strictly controlled by AMC, the ACAs, the Air Terminal Managers (ATMs), and the shippers.

(1) The ATM will establish acceptable on-hand cargo levels based on port processing levels, historical airlift utilization, and projected available space estimates. The ATM will also, in coordination with the CSBs and ACAs, develop a clearance plan to control the flow of TP-4 shipments into the port. The ATM will ensure movement capability exists to the final APOD. This level may change and during contingencies and high workload periods, AMC may close the APOEs to all TP-4 cargo. The AMC will ensure that TP-4 cargo is moved as quickly as possible and that delivery to the customer does not exceed TDD standards for routine cargo movements.

(2) The ACAs receive offerings for TP-4 cargo from the shipping activities and, in coordination with ATMs, clear the cargo into the airlift system. TP-4 cargo will be identified by the TP-4 entry in the TP field (rp 53). Within the CONUS, documentation for approved TP-4 is passed to HQ AMC; at OCONUS locations, the documentation is passed directly to the APOE concerned. When movement by TP-4 is not approved, the ACA will notify the shipper.

(3) The ATM, in coordination with the ACA and the shipper, monitors and controls the movement of TP-4 cargo.

(4) The shipper offers potential TP-4 shipments to the ACA in a manner similar to other air eligible shipments. The shipper does not release the shipments for movement until after receiving clearance from the ACA and submits documentation to the OCCA/booking office for shipments not approved for TP-4 movement.

g. Since Required Availability Dates (RADs) often are used in the RDD field of SAP (FMS and Grant Aid) requisitions, an RDD or 777 is not used. RADs have no relation to shipment priority.

h. IAW DODM 4000.25-1-M, 999 is not authorized for use in SAP requisitions.

4. RDD. The RDD is the calendar date, specified by the requisitioner, when material is required by the requisitioner. The shipper does not assign the RDD.

a. An RDD is assigned by a requisitioner only if the requisition must be satisfied by a justified date earlier or later than the Standard Delivery Date (SDD). The SDD is the sum of the individual TDD standards, and the requisition date. The shipper obtains the RDD (if any) from the DD Form 1348-1A (Figure 202-7), other source document, or contract.

b. An RDD for personal property is assigned by the personal property shipping office IAW this Regulation, Part IV, Personal Property and the needs of the member/employee.

c. Using an RDD of “999” or “777” or “555” or “444” to identify expedited handling and transportation requirements is explained in Paragraph B.3 above and Appendix U.

5. Project Code. The shipper will determine any project code by examining the source document, usually a DD Form 1348-1A, (Figure 202-7), DD Form 1149, Figure 203-1, or contract. The project code, assigned by the requisitioner as prescribed in MILSTRIP, identifies requisitions,

related documentation, and shipments that require special recognition. It also allows accumulation of performance and cost data. The project code will be perpetuated on all transportation documents.

6. Shipment Unit (SU).

   a. A SU is one of the following:

      (1) A single line item of supply (one Material Release Order [MRO] or DD Form 1348-1A, Figure 202-7) destined to one consignee.

      (2) Two or more compatible line items (with certain specific exceptions listed in Paragraph B.6.b below) having the same consignee/destination, DTR commodity CAT, and (within sponsoring Service guidelines) Transportation Account Code (TAC). They are shipped together in one of the following ways:

         (a) In the same container (package/Container Express [CONEX]).

         (b) In the same conveyance (railcar or truckload).

         (c) In the same SEAVAN/MILVAN (without regard to DTR commodity CAT).

         (d) Fastened together into a single piece.

         (e) As a set or assembly.

         (f) A vehicle on a DD Form 788, Private Vehicle Shipping Document for Automobile, Figure 203-2.

      (3) Two or more compatible SUs aggregated into a consolidated SU IAW Paragraph B.6.c.

   b. Certain line items and commodities will not be consolidated with other line items or commodities into a SU. This provision does not preclude aggregation/consolidation of SUs IAW Paragraph B.6.c. whenever possible to minimize transportation cost. The following items and commodities will be documented and controlled as separate SUs:

      (1) Line items subject to domestic commercial movement at significantly differing freight rates unless consolidation or aggregation would result in lower overall costs to the destination.

      (2) HAZMAT will not be consolidated. Line items of HAZMAT/dangerous articles may not be loaded, transported, or stored together except as provided in 49 CFR, § 174.81, Segregation of Hazardous Materials.

      (3) Line items with different project codes. Project coded material will not be consolidated with non-project coded material.

         NOTE: Line items for Navy consignees other than Navy International Logistics Program consignees may be consolidated.

(4) Line items with "999" in the RDD field unless they are dropped in the same supply-MRO cycle, consigned to the same ultimate consignee (customer). ITV must be maintained over each line item.

(5) Items of supply requiring TP-1 or TP-2. These are not normally consolidated with items of supply to be moved by TP-3, unless permitted by Service/Agency policy and consistent with sound traffic management. When permitted, such consolidations receive expedited transportation.

(6) Line items filling Not-Mission-Capable Supply (NMCS) requisitions unless they are dropped in the same supply-MRO cycle, consigned to the same ultimate consignee (customer). ITV must be maintained over each line item.

(7) FMS case items, except those with the same FMS case designator.

(8) Items or commodities that are not compatible. Incompatibility may be due to:

(a) Excess size or dimensions, which require special handling.

(b) Uneconomical consolidation costs, i.e., for packing, repacking, handling, and loading.

(c) Different perishable commodities, i.e., potatoes and onions, or dissimilar keeping qualities, i.e., bananas and eggs.

(d) Possible contamination of subsistence items if consolidated with general cargo.

c. SUs are consolidated for unitized, e.g., pallet, CONEX, SEAVAN, handling and movement whenever possible. Documentation for the SUs in the consolidation is maintained. Such consolidations will conform to the rules of line item and commodity consolidations listed in Paragraph B.6.b above, except that:

(1) SUs destined to the same intermediate BBP need not be destined to the same consignee to be aggregated.

(2) SEAVANs may be stuffed for more than one consignee when stopoff services are used.

(3) SUs of ammunition, explosives, and other HAZMAT may be loaded into one conveyance if the provisions of the publications listed in the front of this Regulation are met.

d. Report SU unit consolidations IAW Paragraphs B.7.a and B.7.b below.

7. Transportation Control Number (TCN). The TCN is assigned, usually by the shipper, to each SU for control from origin to ultimate consignee. The SEAVAN TCN is assigned by the WCA/OCCA at the time of clearance. Because it is a control used throughout the transportation system, the assigned TCN will not be changed except as authorized for partial or split shipments. Detailed instructions for constructing all types of TCNs are contained in Appendix L.

a. Whenever a shipper or transshipper consolidates two or more SU TCNs into a higher-level consolidation, the shipper or transshipper generates a TAW/TAV transaction set for routing

to the DAAS, IAW with Table 203-1 and Table 203-2. The purpose of the TAW/TAV transaction is to provide visibility for all levels of consolidation for shipments in the DTS by linking the old TCN to the new TCN assigned in the consolidation process. The TAW/TAV transaction is prepared to report new or additional TCN-level transactions; that is, any consolidation that results in another TCN beyond the TCN reported in the AS_, Shipment Status transaction. A TAW transaction is always sent before a TAV transaction to report the initial consolidation. The TAV includes additional TCN-level information if the shipment is then reconsolidated into another TCN beyond the TCN reported on the TAW.

b. Whenever a transshipper receives a consolidated shipment that must be broken down for reconsolidation and onward movement, the transshipper generates a TAW/TAV for routing to DAAS IAW Table 203-1 and Table 203-2. The TAW/TAV is prepared to report the TCN assigned to new MILSTRIP requisition or other document number level consolidations.

8. Pieces, Weight, and Cube. The pieces, weight, and cube for each SU must be determined. In all cases, they are expressed as whole numbers. Fractions or decimals are rounded to the next higher whole number. Numbers less than one are rounded to one.

   a. The pieces in a SU are those separate segments that have not been unitized. For example, a SU may have 10 separate items that will be counted as 10 pieces. However, if those 10 items are unitized e.g., banded together on a pallet, they will be counted as one piece.

   b. The weight of a SU is expressed in whole pounds. It is the total for all the pieces in the SU. Certain specific variations are detailed in the instructions for TCMD preparation. Any individual piece or unitized piece (other than an SEAVAN/MILVAN) that weighs 10,000 lbs or more is identified as a heavy lift.

   c. The cube of a SU is expressed in whole cubic feet. It is the total for all the pieces in the SU. Certain specific variations are detailed in the instructions for TCMD preparation in Appendix M.

   d. In data formats, the space allotted for the entry of pieces, weight, and cube is limited to four, five, and four characters respectively. If any entry exceeds the capacity of the field (i.e., more than 9,999 pieces, 99,999 lbs, or 9,999 cube), the entry will be as follows:

      (1) For 10,000 to 19,999 pieces/cube or 100,000 to 199,999 lbs, drop the first position "l." For the second digit, substitute a letter/character as follows: 0=&, 1=A, 2=B, 3=C, 4=D, 5=E, 6=F, 7=G, 8=H, 9=I. For example: 13,468 pieces = C468.

      (2) For 20,000 to 29,999 pieces/cube or 200,000 to 299,999 lbs, drop the first position "2." For the second position digit, substitute a letter/character as follows: 0=- (i.e., a hyphen), 1=J, 2=K, 3=L, 4=M, 5=N, 6=O, 7=P, 8=Q, 9=R. For example: 220,015 lbs = K0015.

      (3) When shipment pieces, weight, and cube details exceed the above limits for the prime TCMD record, a trailer record will be required. The prime TCMD record will indicate a W followed by zeroes in the piece, weight, or cube field. The T_9 trailer will carry specific shipment details.

9. Dimensional Data. The dimensions of the individual pieces, or a unitized piece, of a SU are normally a concern only if they are outsize. Whenever a piece (other than a Privately Owned

Vehicle [POV], CONEX, or SEAVAN/MILVAN) measures more than six feet in any dimension, it is said to have outsize dimensions. The shipper must know the actual dimensions (in inches), weight, and cube of any piece with outsize dimensions prior to preparing transportation documents.

10. Mode/Method. Determining the mode and method of shipment is generally the responsibility of the shipper.

    a. Mode refers to the general CAT of movement, e.g., air or surface, while method refers to the specific means of transportation, e.g., motor, rail, air freight, parcel post. The DOD policy for selecting the mode of shipment is contained in DODD 4500.9, Transportation and Traffic Management. The mode and method of transportation selected will be that which will meet DOD requirements satisfactorily using the best value to the Government from origin to the final known destination in the CONUS or OCONUS.

    b. The normally recommended modes of shipment based on TP are shown in Table 203-3. Additional traffic management factors considered when selecting the mode of shipment include the RDD, nature of the material, weight and cube of the shipment, distance to be shipped, and the costs of the transportation alternatives available between the consignor and consignee. The ability of the shipper, transshipper, and receiver to handle shipments by a particular mode also influences the mode selection. This receiver's handling ability is determined by reference to the SDDC Web site, https://eta.sddc.army.mil/, then select General and Transportation Facilities Guide Update for the TFG online database or by direct contact.

    c. When a SU or consolidation of SUs is of sufficient volume to effectively utilize a SEAVAN/MILVAN, selection of that method of surface shipment is arranged through coordination between the shipper and the clearance authority as detailed in Paragraph B.19.d.(2).

11. National Stock Number (NSN). NSN information is required for all shipments in GTN and by the joint deployment community for purposes of apportioning lift and tracking and monitoring cargo during peacetime, contingencies, and mobilizations. The NSN is determined by the shipper from available requisition source data or unit equipment records. When multiple items of supply are consolidated to form a single SU, the NSN will be determined by the predominant weight factor. The format for providing the NSN is in Appendix M, Table M-10, rp 54-66.

12. Commodity Code. The commodity of each shipment is determined by the shipper and is usually represented on transportation documentation by a code.

    a. Separate code structures are used for air and ocean shipments. Both of these code structures identify the commodity, with varying degrees of specificity, as well as providing information about any special handling that may be required. Complete explanation of these codes is detailed in Appendix Z and AA for air shipments and Appendix KK and LL for ocean shipments.

    b. In addition to these commodity codes, shipments between the CONUS and Hawaii or Guam are also described on the TCMD using the National Motor Freight Classification (NMFC) commodity descriptions. The shipper includes this clear text description in the miscellaneous information on the TCMD using DI T_9, as indicated in Appendix M, Table M-13, rp 54-79. The information is detailed for each SU, including those in SEAVANs, but excluding

HAZMAT that are already adequately detailed. SUs containing multiple commodities are described using the Standard Transportation Commodity Code (STCC) for rail or the NMFC description of the highest rated article.

13. POE.

a. The POE, either air or sea, is determined by the shipper, often with the assistance of the clearance authority. Selection of the POE is normally dependent on the transportation channel of the lowest-cost service that meets the delivery requirements. Except for shipments by mini bridge, the POE is the actual location of loading on the vessel (military or commercial) and not merely a military port responsible for the loading operations.

(1) The APOE is indicated on transportation documents by the air terminal identifier code from Appendix CC. The clear text designation may be included on manual documents in addition to the required code. Guidance as to which APOE is to be used for a particular OCONUS destination may be obtained from the ACA listed in Appendix R or from the AMC Sequence Listing for Channel Traffic available at https://tacc.scott.af.mil/directorates/xog/analysis.asp. Contact phone is DSN: 779-2865, FAX: 779-0157, or Commercial: 618 229-2865. The APOE for shipments to mobile units, including Navy fleet vessels, must be obtained from the sponsoring Service ACA.

(2) The SPOE is indicated on transportation documents by the seaport identifier code from Appendix MM. The clear text designation may be included on manual documents in addition to the required code. Selection of the SPOE is made by the WCA/OCCA for RU shipments and certain Less-Than-Release-Unit (LRU) shipments. The shipper makes the selection for most LRU shipments. For all shipments (RU and LRU) to mobile units, including Navy fleet vessels, the SPOE is obtained from the sponsoring Service WCA/OCCA.

(a) A RU is a SU of a specific commodity, weight, size, or mode that requires an export release before shipment. For the CONUS, RUs are specifically defined in Chapter 202, Paragraph Y.2.c(1). For OCONUS, RUs are specifically defined in the theater directives.

(b) A LRU shipment is any SU that is not an RU.

1 For LRU shipments from the CONUS, the shipper selects a SPOE. For LRU shipments from an OCONUS location, the shipper receives SPOE selection assistance from the local WCA/OCCA. Since time is usually not the critical element for surface movements, the shipper selects the SPOE that is generally cost favorable. When a RDD is established, in addition to the cost, the SPOE selection considers the total transit time (including travel to the SPOE, port handling, sailing frequency, and sailing time to the SPOD).

2 CONUS less than container load shipments from the CONUS to: United Kingdom, Germany, Belgium, Netherlands, Italy, Iceland, Greenland, Spain, Greece, Turkey, Azores, Puerto Rico, Virgin Islands, Guantanamo Bay, Kuwait, Bahrain may be routed to FISC Norfolk (1MJ). See also Paragraph C.3 for instructions on routing shipments to Defense Logistics Agency CCPs. Routings to 3C4, 3GA, 1N4, and 4CD are provided by the SDDC Operations Center.

1MJ:
Fleet and Industrial Supply Center (FISC) Norfolk
9248 Virginia Avenue
Bldg CEP 201
Norfolk, VA 23511- 3392

3C4
834th Transportation Battalion
Concord, CA

3GA
Naval Base Ventura County (formerly NCBC)
Port Hueneme, CA

*1N4
Southport (MOT Sunny Point), NC

*4CD
NAVMAG Indian Island
Port Hadlock, WA

* Indicates Ammunition SPOE

3 United States Postal Service (USPS) packages will not be sent to 1MJ unless postal regulations prohibit direct mailing. Instructions for parcel post are contained in sponsoring Service regulations.

4 Exceptions below will be offered to the OCCA for a release:

-Shipments greater than 600 cu ft or 10,000 lbs.
-AA&E, narcotics, and classified shipments.
-Temperature controlled (refrigerated) shipments.

b. The shipper may direct a shipment to a port for transportation service or cost reasons. Such nonstandard routing is only made to ports capable of handling LRU shipments to the OCONUS destination. Upon request of a shipper, the WCA/OCCA may authorize other deviations for specific LRU shipments under unusual circumstances. Primary and alternate SPOEs for POVs are determined from this Regulation, Part IV, Personal Property, Appendix F, Vehicle Processing Centers (VPCs) for Shipping – Receiving Privately-Owned Vehicles (POVs).

c. The shipper may determine a shipment will be routed to a CCP, explained in Paragraph C.3, instead of directly to a POE. The CCPs were established in the CONUS by the Services and DLA to consolidate cargo for onward movement by SEAVAN or 463L pallets.

(1) The sponsoring Services/Agencies establish the criteria for selecting shipments routed to CCPs instead of directly to a POE. These criteria are issued to the shippers and generally exclude AA&E; other classified or protected items requiring signature security service; most cargo requiring refrigeration; radioactive material; items that are oversize to a 20-foot SEAVAN or outsize to a 463L pallet; and shipments that fill a SEAVAN (by weight or cube).

(2) For shipments not excluded, the shipper determines the CCP from the DODAAD. The DODAAC of the CONUS CCP serving an OCONUS consignee is listed in the DODAAD entry for that consignee, under the column headed BBP.

(3) The sponsoring Services/Agencies designate individual activities eligible for shipment through the CCP by entering the CCP code (Appendix PP) in the activities' individual DODAAC record. The CCP is identified in the DODAAC record in the BBP field. Shipment routings for Navy mobile units are provided in the POE and POD field in the Navy Cargo Routing Information File (CRIF). Data in the CRIF is maintained by the NOLSC Transportation and Distribution, Norfolk, VA.

(4) For shipments authorized for the CCP, shippers must:

(a) Offer all air-eligible shipments for air clearance IAW the procedures in Paragraph B.19.e., prior to shipment to the CCP. (Surface shipments do not require clearance prior to shipment to the CCP.)

(b) Enter the CCP code (Appendix PP) in the MILSTRIP Shipment Status (AS_) document. (DODM 4000.25-1-M, Appendix 3.19).

(c) For each surface shipment that has been downgraded from air, re-label (if necessary) with the CCP address prior to shipment to the CCP, insert markings "AIR DENIED", manually or using a stamp, adjacent to the 2D MSL bar-coded Military Shipping Label, (MSL) (See Figure 208-1).

(d) Prepare the TCMD IAW Appendix M including required prime and trailer data. The shipper completes all data elements of the TCMD, except rp 4-8 (pallet/van number), rp 21-23 (POE), and rp 63 (ETA).

NOTE: The TCMD reflects the DODAAC of the OCONUS consignee, not the CONUS CCP. The shipper then forwards the TCMD to the CCP, as detailed in Paragraph C.4.a of this Chapter.

14. POD.

a. The shipper determines the POD whether the shipment moves by air or sea. The DODAAD usually contains the POD for each consignee outside the CONUS. The code used will indicate the final destination terminal. The DODAAD lists the POD for air shipments under the heading Air, the BBP under the heading BBP, and the POD for sea shipments under the heading Port.

b. The APOD is indicated on transportation documents by the Air Terminal Identifier code from Appendix CC. The clear text designation may be included on manual documents in addition to the required code. Obtain additional guidance as to which APOD services a particular destination from the AMC Sequence Listing for Channel Traffic available at https://tacc.scott.af.mil/directorates/xog/analysis.asp. Contact phone is: DSN: 779-2865, FAX: 779-0157, or Commercial: 618 229-2865. Obtain the APOD for shipments to mobile units, including Navy fleet vessels, from the sponsoring Service ACA or the ACA listed in Appendix R.

c. The SPOD is indicated on transportation documents by the seaport identifier code from Appendix MM. The clear text designation may be included on manual documents in addition to the required code. Obtain additional guidance as to which SPOD serves a particular destination from the WCA/OCCA listed in Appendix R. Obtain the SPOD for shipments to mobile units, including Navy fleet vessels, from the sponsoring Service WCA/OCCA. The SPOD for POVs is determined from this Regulation, Part IV, Appendix F.

(1) For shipments to the CONUS from OCONUS, shippers determine the SPOD. The SPODs listed are used to the extent practicable, but do not supersede existing directives or instructions issued by the Services. Separate guidelines are included for shipments of general cargo, personal property (Direct Procure Method [DPM] and Code 5), classified cargo, and explosive or other cargo requiring protective security measures.

(2) When a shipment of 250 or more Measurement Tons (MTONs) from OCONUS to a single CONUS destination is planned, the shipper notifies the SDDC Operations Center by electronic means. The shipper includes information on the commodity, ultimate destination, and commodity/Item Manager (IM) so the cargo booking function may assist in SPOD selection and possibly negotiate favorable onward movement rates.

15. TAC. The TAC must be determined by the shipper for every shipment. The TAC to the over ocean (POE/POD) movement segment must be entered on a Military Shipping Label (MSL) (See Figures 208-1, 208-2, and 208-3) IAW Appendix X instructions. Since the TAC represents a funding account, its correct application is essential to valid budgeting and payment of transportation expenses. To obtain valid TACs or Service coordinator assistance, use the Master TAC Reference Table located at https://www.daas.dla.mil/tac_inq/tac_menu.html.

16. USML Status. Shipments of USML items leaving the US require a GBL and a SED IAW 22 CFR 126.4, Shipments by or for United States Government Agencies unless that requirement is waived by the US Department of State, Office of Defense Trade Controls. Supply and other shipping activities requesting transportation support are required to indicate in clear text on the DD Form 1348-1A, DD Form 1149, or other documentation, whether or not the shipment is a USML item. Shippers determine whether an item is on the USML by the Demilitarization (DEMIL) code, Table 203-4, assigned to the item.

See DODM 4160.21-M-1, Defense Demilitarization Manual, and DODM 4100.39-M, Federal Logistics Information System, Volume 10, Table 38 for additional information.

Detailed information about USML requirements, SED procedures, and Department of State waivers are located in this Regulation Part V, Chapter 508.

17. Special Data for Specific Commodities. In addition to the general information listed in Paragraphs B.1 through B.16 above, the shipper must also determine limited special data for certain specific commodities or types of shipments.

    a. For shipments of HAZMAT to and from sea and aerial ports, including ammunition and explosives, the shipper must determine:

        (1) Whether or not the shipment can be considered Government-owned explosives (Class 1) packaged before 1 January 1990 and remains in its original packaging.

            (a) If yes, then a statement attesting to that fact must appear on the shipping documents accompanying the shipment to the POE and also be noted on the ATCMD (T_9 record, Appendix M, Table M-16, j.) advanced to the SDDC Operations Center or terminal. The statement will read, "GOVERNMENT-OWNED GOODS PACKAGED BEFORE 1 JANUARY 1990."

                NOTE: HAZMAT packaged prior to 1 January 1990 offered for commercial air must meet United Nations (UN) specification packaging requirements.

            (b) If the material was packaged after 1 January 1990 and/or cannot be considered Government-owned for military use, then compliance with the UN specification packaging requirements of the IMDGC (water mode) and the International Civil Aviation Organization (ICAO) (air mode) technical instructions is mandatory.

                NOTE: Any costs incurred to bring a non-complying shipment subject to UN standards into compliance will be borne by the shipper.

            (c) If the shipment is hazardous and a Competent Authority Approval (CAA) (DOT approval to deviate) was obtained, then the CAA number must be reflected on the shipping documentation accompanying the shipment and on ATCMD data (T_9 record, Appendix M, Table M-16, k.) advanced to the SDDC Operations Center, or ports. The CAAs are documents issued to 49 CFR, IMDGC, and ICAO regulations. The documents can provide classification information only or provide stipulations on how to package, mark, test, and a variety of other special provisions to follow when shipping domestically and internationally. A CAA states that the Competent Authority has reviewed the packaging, it meets UN standards, and it is approved for international use. Two types of CAAs are issued by separate departments within DOT: explosive hazard classification CAAs and packaging CAAs. An explosive hazard classification CAA is required by all commercial carriers before shipment. A packaging CAA is issued for items for which the packaging method specifically requires a CAA.

        (2) The Proper Shipping Name (PSN), including the Reportable Quantity (RQ), hazard classification, including the compatibility group for ammunition and explosives; and DOT label requirements, as prescribed in 49 CFR. The DOD Hazardous Materials Information Resource System (HMIRS) (http://www.dlis.dla.mil/hmirs/) may be used to assist in determining the PSN and certain additional shipping data.

        (3) The transportation Net Explosive Weight (NEW) for Class 1.1, 1.2, 1.3 and 1.4 explosives. The DOD Joint Hazard Classification System (JHCS) will be used to

determine the transportation NEW. If the item is not listed in the JHCS, use other documents, i.e., Interim Hazard Classification, to determine the NEW.

(4) The actual flashpoint for flammable liquids, usually from the container markings prescribed by Military Standard-129, Department of Defense Standard Practice, Military Marking For Shipment and Storage (MIL-STD-129), which can be found at http://131.82.253.19/docimages/0003\51\85\STD129.PD8.

(5) The Department of Defense Identification Code (DODIC)/Navy Ammunition Logistics Code (NALC) for shipments of ammunition, ammunition components, and explosives. This four-digit alphanumeric code is assigned to items of supply in Federal Supply Groups (FSGs) 13 (ammunition/explosives) and 14 (guided missiles). Found listed by NSN in such publications as DOD supply catalogs or the Federal Items Logistics Data Record (FILDR), the DODIC is often prefixed by the FSC and listed as the Department of Defense Ammunition Code (DDAC or DODAC). For example, if the DDAC/DODAC is 1305A011, the DODIC is A011.

(6) The round/component count for each unit of issue and, by extension, the total round/component count for the SU.

(7) Additional data for radioactive material as required by 49 CFR.

(8) The UN, North America (NA), or ID number, class number, and compatibility group code from the IMDGC for water shipments.

(9) Compatibility as required by Air Force Manual (AFMAN) 24-204(I), Technical Manual (TM) 38-250, Marine Corps Order (MCO) P4030.19I, Naval Supply (NAVSUP) Pub 505, Defense Logistics Agency Instruction (DLAI) 4145.3, and Defense Contract Management Agency Directive (DCMAD) 1, CH 3.4 (HM24) Preparing Hazardous Materials for Military Air Shipments.

(10) The lot number on all shipments of ammunition and explosives and the serial number for missiles.

b. For shipments of Government vehicles, trailers, wheeled guns, or aircraft, the shipper determines the model, nomenclature, and serial number of the item shipped. When shipping to Central or South America, the shipper also needs to determine the make and year of the item. Enter all the information in the trailer portion of the TCMD, Appendix M, Table M-9.

c. For shipments of personal property, the shipper determines information peculiar to each shipment. The shipper includes this additional information in the trailer portion of the TCMD, Appendix M, Table M-12.

(1) For Unaccompanied Baggage (UB) and Household Goods (HHG), the shipper includes the member's/employee's name and grade on the TCMD. The complete address is included when the shipment is consigned to a civilian location. For DPM shipments to the CONUS, the shipper also determines the net weight of the shipment. For shipments of UB belonging to Air Force personnel (members/employees) on Temporary Duty (TDY), an Air Force TAC must be established for billing purposes. Contact the Air Force TAC coordinator for assistance. For all Through Government Bills of Lading (TGBLs) shipments entering the DTS, the shipper determines the origin HHG carrier.

(2) For shipments of POVs, the shipper (usually a SPOE) determines the member's/employee's name and grade, as well as the POV year, make, color, and license plate number and issuing state.

d. For shipments loaded into a SEAVAN/MILVAN at origin, the shipper determines a variety of information about the SEAVAN/MILVAN itself. The shipper obtains the information during the booking and container loading (stuffing) process.

(1) The shipper identifies the van number, the size (length in feet) of the van used, the inside cubic capacity, and who owns it. In addition, the shipper obtains from the WCA/OCCA the name of the ocean carrier that will actually move the van. Since it may directly affect the charges to the Government, the shipper maintains information on the size of van ordered in addition to that actually used.

(2) When shipping in a reefer container, the shipper determines the temperature at which the cargo is to be maintained in either a specific temperature or a temperature range in degrees Fahrenheit.

(3) When shipping a MILVAN equipped with a mechanical bracing system, the shipper will determine the number of beam assemblies in the loaded MILVAN.

e. Turkish General Staff (TGS) prior approval is required to import the following material consigned to US Forces in Turkey: vehicles (all types), computers and communications systems, generators, classified cargo, Major Items of Equipment (MIE) which are listed in the Defense and Economic Cooperation Agreement, arms, ammunition, and new equipment which has been identified by the TGS as requiring customs clearance. Separate project approval is required prior to requesting cargo clearance for new equipment, generators, and MIE that will result in a mission or capability change, or revision to the MIE listing. Cargo for FMS is exempt from this requirement. The shipper must obtain TGS approval and a Turkish Defense Affairs number prior to shipment as detailed in the Foreign Clearance Guide (FCG). Clearance information for all countries is available at the FCG Web site: http://www.fcg.pentagon.mil/.

18. TCMD Preparation. After the shipper has determined the many factors affecting a shipment in the DTS, the next step is preparation of the automated TCMD (i.e., automated record, Appendix M, or DD Form 1384, Transportation Control and Movement Document, Figure 203-3) or manually prepared DD Form 1387-2 (STC-5) (not shown). The DD Form 1384 and the DD Form 1384-2 (STC-5) are exactly the same format, except the STC-5, which stands for set copies, is a multi-copy carbon TCMD that is pin-fed through a printer. The DD Form 1384-2 (STC-5) variation is currently being used at several CONUS and OCONUS ports. The TCMD lists all the data concerning a shipment and is prepared in one of several formats for every shipment except UB (Code J) shipments. For Code J shipments, the carrier's port agents are responsible for preparing a TCMD for each shipment delivered to the AMC aerial port IAW this Regulation, Part IV. Local carrier port agents are also responsible for all necessary corrective actions.

a. The TCMD provides the clearance authorities, ports, receivers, and other interested transportation personnel with advance notice of shipments and the information necessary to process the shipments through the DTS. The information on the TCMD is the basis for preparation of air and surface manifests and for compiling logistics management reports. Use the form itself as a dock receipt, tally sheet, highway waybill, or for other transportation control purposes. Place a copy of the TCMD in a waterproof envelope on the number one

box of SUs forwarded to a CONUS CCP and on all shipments of personal property (UB and HHG) entering the DTS.

b. The TCMD has three primary formats: the transaction data set, the electrically transmitted message, and the manual or hard copy form. While all of the formats contain the same basic information concerning a shipment, use the automated record whenever both the preparing and receiving activities are able to prepare, transmit, and receive automated records. Activities or segments in the DTS may use (online) electronic data transmission facilities provided the data exchanged uses the same formats, contains the same information, and results in the prescribed output products.

c. The information entered on the TCMD is described as either prime or trailer data. Prime data is required for every shipment while trailer data, which is supplementary, is also required for some specific type shipments. Shipments consolidated into an SEAVAN/MILVAN, Roll On/Roll Off (RO/RO), CONEX, or other consolidation container also require a prime data entry for the consolidation container in addition to the prime and trailer data for each SU.

d. DI codes indicate what type data is being detailed and the format in which it is presented. DIs for SU prime data are T_0, T_l, T_2, and T_3. DI T_4 identifies prime data entries for shipments consolidated into a SEAVAN, MILVAN, CONEX, 463L pallet, a RO/RO vehicle/trailer, or other consolidation container. Trailer data entries use DIs, T_5, T_6, T_7, T_8, and T_9. Based on the type of shipment, trailer data entries must be prepared as depicted in Table 203-5.

e. Appendix M contains detailed instructions for preparing all TCMD formats.

f. In addition to other uses of the TCMD, the shipper forwards copy (listing, tape, diskette, Electronically Transmitted Message [ETM]), or similar documentation containing TCMD data, for each SU in an SEAVAN. The shipper places the copies in a waterproofed envelope labeled “Load List” and attaches it securely to the inside of the SEAVAN loading door. Both consolidated and partial load lists are made when the SEAVAN is loaded for stopoff deliveries.

g. The shipper prepares a TCMD for SEAVAN shipments moving to a SPOE under terms of the USC. IAW 49 CFR, when hazardous and non-hazardous materials are listed on a SEAVAN TCMD, 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 entered first. Preparation instructions are outlined in Appendix M, Paragraph C.2. The shipper, as a minimum, maintains one signed copy to record acceptance by the original carrier. In addition, the shipper provides the carrier with at least two copies of the TCMD. The carrier, in turn, gives one of the copies to the ocean carrier’s representative, e.g., gate guard, checker, when delivering the SEAVAN to the carrier’s container yard.

h. When the actual gross weight of an intermodal container or trailer exceeds 29,000 lbs (13,154 kilograms) and includes CONUS over-the-highway transportation that is not performed by government-owned vehicles operated by government employees, the shipper will:

(1) Notify the initial CONUS carrier of the projected gross cargo weight and description of the container or trailer contents before tendering it to the initial CONUS carrier when that carrier is a motor carrier. This notification may be transmitted electronically, by telephone, FAX, or paper copy.

(2) Give the initial motor carrier a written certification:

(a) This certification can be on the TCMD or the BL or provided as a separate document. If provided as a separate document, it must be conspicuously marked "Intermodal Certification."

(b) The certification must be in English and include the following:

1 The identification number of the container or trailer.

2 Actual gross cargo weight, including the unit of measurement of the contents of the container or trailer, including packaging material and pallets.

3 A reasonable description of the contents. Shippers must not document cargo using: Not Otherwise Specified "NOS", Said To Contain "STC", Freight All Kinds "FAK", Consolidated Cargo, General Merchandise, or No Description "Blank". SDDC Operations Center will issue a "Do Not Lift" message on all cargo documented using the terminology explained above or other similarly vague descriptions. (See Chapter 203, Paragraph B.18.h.(2)(b)3 .)

4 The identity of the certifying party.

5 The date of certification.

i. The POE, acting as a shipper, prepares a DD Form 788, Figure 203-2, to provide a record of the condition, customs, and Environmental Protection Agency (EPA) qualifications and complete ownership identification data of POVs shipped in the DTS. While the shipper is technically the POV owner, the terminal prepares the DD Form 788 as detailed in this Regulation, Part IV. Use the DD Form 788 instead of a manual TCMD for processing at the POE. The TCMD data entries on the form are also detailed in Appendix M.

j. Shippers authorized to load and ship 463L pallets prepare Pallet Header data as shown in Table 203-6, and as instructed by the APOE responsible for processing the shipment.

19. Shipment Clearance.

a. After the TCMD is assembled, the shipper offers for clearance all cargo (including all personal property except UB [Code J]) and POVs entering the DTS before making the shipment.

NOTE: The selection of Code J as a method of movement in itself negates the need for air clearance action. The submission of ATCMDs to the ACA is not required.

The procedures for shipment clearance serve a common purpose whether the movement is by surface or air. The clearance process aids cargo receiving and the scheduling of watercraft and aircraft, and provides the TCMD data for manifest preparation.

b. As exceptions or additions to the general procedures detailed below, shippers and clearance authorities may develop local agreements to satisfy clearance and documentation requirements. These local agreements are limited to regular cargo movements through normal POE/POD combinations as listed in the agreement, or the AMC Sequence Listing for Channel Traffic available at https://tacc.scott.af.mil/directorates/xog/analysis.asp. The

contact phone number is DSN: 779-2865, FAX: 779-0157, or Commercial: 618 229-2865. The local agreements must result in documentation as required by this regulation. Service/Agency HQs of both the shipper and the clearance authority must approve formal agreements.

c. For most shipments, air or water, the clearance process is started when the shipper submits ATCMD information to the clearance authority listed in Appendix R. An exception to that general rule (for RU and certain LRU shipments) is in Paragraph B.19.d.(2). The contract administration office or purchasing office arranges for clearance and documentation of all vendor shipments in the same manner as a shipper. The responsibilities and general procedures for the ocean and air clearance authorities are in Paragraph B.19.f.

d. For surface clearance:

(1) There are two procedures for clearing surface (ocean) export cargo, one for RU shipments and one for LRU shipments. Unless specifically excluded, the procedures apply to all shipments in the DTS including personal property other than POVs, vendor-originated material, and mail. Additional details for clearance of personal property are contained in this Regulation, Part IV. The primary difference between the two shipment clearance procedures is the ETR.

(2) Prior to making an RU surface export shipment (as defined above in Paragraph B.13.a.(2)(a) the shipper must request an ETR from the WCA/OCCA. Certain LRU shipments also require an ETR. See Paragraph B.19.g for the WCA/OCCA processes.

(a) The shipper receives an ETR from the WCA/OCCA. The OCCA will furnish an ETR within 48 hours for TP-1 and TP-2 shipments and within three working days for TP-3 shipments as indicated in Table 203-7. If the OCCA must secure a firm booking before issuing the ETR, the shipper will be notified (within 48 consecutive hours from receipt of request) of the estimated date for issuance of the ETR.

(b) The ETR and the ETRR procedures are outlined in Chapter 202, Paragraphs Y.2.a and Y.2.c and Appendix D for CONUS and in theater directives for OCONUS. For shipments to be loaded in a SEAVAN by the shipper, the ETR includes the carrier. The SPOE and SPOD will be the actual loading and unloading locations and not merely the military port responsible for the origin and destination area.

(c) After receiving the ETR, the shipper makes any necessary additional entries on the TCMD and proceeds according to Paragraph B.19.d.(3). If the shipment cannot meet the SPOE delivery date established during the clearance procedure, the shipper will telephone the WCA/OCCA for alternate instructions.

(3) The shipper clears LRU shipments, or shipments for which an ETR has been received, by sending ATCMD data to the WCA/OCCA.

(a) No surface export shipment is made until the shipper submits an ATCMD according to the timetable shown in **Error! Reference source not found.**. When a shipment is routed through a CCP, the CCP acts like a shipper and clears the shipment. The actual originator of the shipment only prepares a TCMD, as described in Paragraph B.13.c.(4)(e).

(b) Submit ATCMD data separately for each SEAVAN (van contents) from the shipper/CCP to the WCA/OCCA.

(c) LRU shipments and shipments for which an ETR has been received are considered cleared if they have not been challenged by the WCA/OCCA prior to 1600 local time on the day before the "day shipped" entry on the ATCMD. Follow the instructions provided by the WCA/OCCA if the shipment is challenged. The shipper will immediately call the WCA/OCCA if unable to comply with the challenge instructions.

(d) If shipment delays occur at the origin and shipment will not arrive at the SPOE by the Estimated Time of Arrival (ETA) shown on the TCMD, the shipper will promptly notify the WCA/OCCA.

e. For air clearance:

(1) The shipper must clear all cargo shipped by AMC. The air clearance procedure is essentially the same as for water shipments. In the air systems, however, there is no requirement for an ETR and no differentiation between RUs and LRUs.

(2) The shipper clears an air freight shipment by sending ATCMD data to the ACA. The ACAs are designated by the Services and Agencies and listed in Appendix R. Before an air shipment is made, the shipper submits an ATCMD to the ACA according to the timetable shown in Table 203-8.

(3) Except for TP-4, an air shipment is considered cleared if the ACA has not challenged it by the hour/day entered in the ATCMD date shipped field. The ACA issues challenges by e-mail or message and may be made at any time before the estimated hour/day shipped TCMD entry. If the shipment is challenged, the shipper follows the instructions issued by the ACA.

(4) For shipments selected to move by TP-4 service, the shipper will submit the ATCMD data to the ACA as for any other air shipment. The TP entry will be "4." Unlike other air shipments, the shipper will not release TP-4 shipments until approved by the ACA. When the ACA rejects a shipment, the shipper submits ATCMD data to the WCA/OCCA for surface movement.

(5) Shipping activities will obtain airlift clearance from point of origin to destination for cargo moving from one theater to another when traversing the CONUS. Shipping activities obtain this clearance by providing complete TCMD data to the origin theater ACA.

(6) The Postal Concentration Centers (PCCs) and the DCS provide TCMD data for shipment clearance according to procedures developed locally with the ACA.

(7) The shipper submits a request for green sheet action to the sponsoring Service ACA (See Paragraph B.3.e).

(8) The POE, acting as a shipper, prepares a DD Form 788, Figure 203-2, to provide a record of the condition, customs, and EPA qualifications and complete ownership identification data of POVs shipped in the DTS. While the shipper is technically the

POV owner, the terminal prepares the DD Form 788 as detailed in this Regulation, Part IV. Use the DD Form 788 instead of a manual TCMD for processing at the POE. The TCMD data entries on the form are also detailed in Appendix M, Table M-12.

(9) Shippers authorized to load and ship 463L pallets prepare Pallet Header data as shown in Table 203-6, and as instructed by the APOE responsible for processing the shipment.

f. Clearance authorities do not physically handle material shipments, but do provide an important documentation link between the shipper, transshipper, and receiver. Appendix R is a complete list of ocean and air clearance authorities, as well as booking offices for ocean cargo. In general, the clearance authorities:

(1) Control the movement of cargo. That control includes furnishing TCMD data to the terminal for each SU, coordinating movements of classified or courier material, and monitoring retrograde cargo from OCONUS to the CONUS, ensuring shipment to the ultimate CONUS consignee.

(2) Divert cargo as required and in coordination with the sponsoring Services.

(3) Trace and expedite cargo.

NOTE: The Navy ACA expedites cargo, but does not trace cargo. The Navy's tracing function is performed by the Navy Integrated Call Center.

(4) Provide lift and receipt data to the Services/Agencies, including the USTRANSCOM.

(5) Correct discrepancies in the shipment documentation with the assistance of the sponsoring Services. Documentation correction includes reporting to the TCMD/Shipping Instructions (SI) Effectiveness Reporting System Program (as explained in Appendix N) for late, missing, or improperly prepared TCMDs.

NOTE: For shipments from the CONUS, HQ AMC provides sponsoring Services with receipt and lift information.

(6) Using the information on the ATCMD submitted by the shipper, determine if the shipment is routed correctly. This check verifies such details as the availability of transportation service between the POE and POD indicated, as well as the suitability of the mode of transportation, i.e., air versus sea. These various traffic management considerations and the authority to apply them are prescribed in individual/joint Service regulations and OCONUS theater command directives. If the shipment is accepted as routed, the clearance authority normally does not communicate further with the shipper. When the shipper requires additional guidance or if the clearance authority challenges the shipment, the shipper is called immediately. Detailed procedures for challenge or guidance are included in Paragraphs B.19.g and B.19.h.

g. The WCA/OCCA is the clearance authority responsible for shipments moving by sea. Appendix R lists all WCAs/OCCAs, along with their communications addresses. The geographic location of the SPOE designates the WCA/OCCA. In the CONUS, the WCA/OCCA is the SDDC Operations Center. In areas OCONUS, the WCA/OCCA is designated by area and/or sponsoring Service by the theater CDR according to theater directives in coordination with SDDC.

(1) After receiving the ATCMD from the shipper, the WCA/OCCA determines whether cargo will be shipped in containers, e.g., SEAVANs, or by BB. When the nature of the cargo and the ocean service available allows movement by either container or BB service, the WCA/OCCA gives preference to the method which offers the lowest overall cost to the Government and meets sponsoring shipper Service requirements.

(2) Having determined the lowest-cost method of ocean transport that meets Service requirements, the booking office contacts the ocean carrier via electronic means.

(3) The information used in the offering/booking process for container offerings includes the following:

(a) The cargo CAT, e.g., general cargo (including mail and mail equipment), POV, wheeled or tracked vehicles (unboxed), or refrigerated cargo (chill or freeze).

(b) The size of the container(s) required is stated as large (over 32 feet long) or small (32 feet or less in length). If either large or small containers are acceptable, no size is specified. Requests for containers of a specific size, e.g., 20, 27, 35, or 40 feet, or specific characteristic, e.g., flatrack or open top, are made only when required by the characteristics of the cargo or other identifiable reasons. The booking office accepts requirements for a specific length container, but not requirements naming a specific carrier, except when the specified length is rate-favorable under the USC or when the shipper submits adequate cost data to justify the size indicated.

(c) The consignee.

(d) The day the cargo will be available for stuffing.

(e) The stuffing point location, e.g., warehouse, street address, dock number.

(f) The cargo priorities, including the RDD, SDD, and RAD for SAP cargo. Consider the delivery time from the POD to the ultimate consignee in obtaining ocean service.

(g) The loading and discharge ports and, when using through–container rates, the origin and destination points.

(h) For SAP cargo, whether or not discharge costs are the responsibility of the recipient government.

(4) The information used in the offering/booking process for BB cargo offerings includes the following:

(a) The MTONs by cargo CAT (i.e., general cargo, ammunition/hazardous cargo, POV, cargo carrying trailer, aircraft, special [including all other wheeled or tracked vehicles and by commodity weighing more than 10,000 lbs or more than 35 feet in any dimension], cargo [chill or freeze], refrigerated commodities, and bulk [unpacked commodities]).

(b) The loading and discharge ports.

(c) The day the cargo will be available for loading.

(d) The cargo priorities, including the RDD, SDD, or RAD. Consider the delivery time from the SPOD to the ultimate consignee in obtaining ocean service. If there is a shortage of a specific type of space for cargo requiring special handling or stowage, the WCA/OCCA coordinates the cargo relative priority with the Service/Agency or theater authority.

(e) For SAP cargo, whether or not discharge costs are the responsibility of the recipient government.

(5) In the booking process, when selecting the ocean transportation, the concerns addressed include:

(a) The availability of timely and economical ocean shipping that meets the requirements for delivery of the cargo.

(b) Cargo consolidations made without adversely affecting timely delivery of the shipment.

(c) Best utilization of MSC-controlled, commercial, BB, or RO/RO vessels.

(d) Compliance with DOD policy prohibiting the use of foreign flag shipping when US flag shipping is available and capable of meeting the delivery requirements.

(e) Acceptance, without challenge, of container–required offerings, unless such bookings conflict with the prohibition on use of foreign flag vessels.

(f) Equitable distribution of traffic among US flag commercial carriers consistent with delivery requirements and lowest cost.

(g) Movement of protected cargo by the most direct sailing possible with ocean service beginning and ending at the carrier's terminal. Containerized cargo is booked using container service code "K" (Appendix L, Paragraph J).

(h) Movement of personal property (Code 5) shipments by either container or BB vessel. Those moved by containership are booked for local drayage (container service code "L" or "l'' – "9", Appendix L, Paragraph J) between the actual SPOD and the military port activity. When the military port activity is not in the local

drayage zone of the actual SPOD, the shipments are booked under container service code "M" (Appendix L, Paragraph J).

(6) Develop information necessary for ship loading and manifesting during the booking process. The basic booking information includes:

(a) The vessel name, type, International Radio Call Sign (IRCS) or hull number for towed ocean barges without an IRCS, and for SEAVAN shipments, the assigned voyage number.

(b) The vessel operator and local agent.

(c) The day the vessel is available for loading.

(d) The itinerary of the vessel, including ETA at the SPOD.

(e) The vessel's capability to handle specific cargo requirements, e.g., unusual size or weight.

(f) The description and location of allocated stowage space aboard the vessel (provided as soon as possible, but not later than 48 hours before the vessel is available for loading).

(g) The terms of carriage (i.e., who is responsible for loading and unloading); see Appendix II.

(h) The vessel status (i.e., the type of shipping and payment agreement); see Appendix II.

(i) Container cutoff date to carrier.

(7) When transferring cargo from one vessel to another en route to the final SPOD, the booking office provides the manifesting activity with data to be included in the cargo traffic message and cargo manifest. This transshipping information includes:

(a) The MTONs of cargo (or number of SEAVANs) and commodity(ies) being transshipped.

(b) The transshipment port(s).

(c) The name of each subsequent vessel (or destination of overland mode).

(d) The ETA at each transshipment port and manifested SPOD.

(e) Whether the carrier or Government is responsible for transshipment costs and manifesting.

(f) The letters "TBN" (To Be Named) if the subsequent vessels have not been identified.

NOTE: If the TBN entry is used, or the subsequent vessel(s) changes, or the requirement for transshipment is identified after shipment, the booking office notifies all addresses of the original cargo traffic message.

(8) If the booking proposed by the booking office is not acceptable to the military activity responsible for loading the cargo, the activity coordinates directly with the booking office to resolve the problems. Shipments of classified cargo or small increments of class 1.3 or 1.4 explosives for which timely and economical ocean delivery cannot be arranged may, with the approval of the sponsoring Service, be diverted to air.

(9) When an acceptable booking has been arranged by the booking office, a cargo clearance order is issued.

h. The ACA is the clearance authority for shipments moving by AMC. Appendix R lists all ACAs and their communications addresses. Each sponsoring Service has a designated ACA for shipments exported from the CONUS by AMC. The Air Force ACA also clears CONUS export shipments sponsored by any shipper other than the Army, Navy, Marine Corps, or Coast Guard. In OCONUS areas, ACAs are designated by area and/or sponsoring Service.

(1) The ACA issues shipment challenge (APOE, APOD, and consignee) or consignment instructions as necessary. The instructions are issued by telephone or message whenever the ACA determines a shipment will not be shipped as indicated on the ATCMD. The ACA contacts the sponsoring Service International Logistics Control Office (ILCO) to obtain confirmation of questionable airlift requirements for SAP shipments. Challenges are issued any time prior (two hours prior for Marine Corps shipments) to the estimated hour/day of shipment listed on the ATCMD.

(2) The ACA provides air terminal operators (HQ AMC for CONUS export) with complete TCMD data for shipments accepted into the DTS.

(3) When notified of receipt of a shipment weighing more than 500 lbs or exceeding challenge criteria at an aerial port without advance clearance, the ACA either clears or diverts the shipment within 36 hours. The ACA provides the terminal with a TAC for all of the shipments authorized air movement. The ACA provides a fund citation and diversion instructions by the ACA for those shipments that are not cleared.

(4) Upon receipt of an ATCMD for shipment by TP-4, the ACA clears the shipment based on the excess space available, maximum TP-4 cargo levels, and coordination with the ATM. For disapproved shipments, the ACA provides notification and returns documentation to the shipper.

20. Markings. The shipper applies address markings to each piece of each SU, IAW Chapter 208, Paragraph E.4.

21. Making the Shipment. After preparing all of the documentation and receiving clearance, the shipper makes the shipment to the transshipment point (CCP or POE) or consignee. The shipper forwards the delivery documentation, e.g., BL, TCMD, with the shipment, as outlined above. Aggregation of SUs on the same BL or manifest for delivery to the same ultimate destination within established TDD standards is required by shippers.

22. Answering TDR. If a discrepancy occurs in a shipment and information is needed to process a possible claim, the shipper receives a request for information in the form of a TDR. Complete instructions on processing and distributing TDRs are contained in Chapter 210. Additional instructions for use OCONUS may be contained in theater publications.

C. TRANSSHIPPER REQUIREMENTS AND PROCEDURES

1. While there is a shipper and receiver for every shipment, most shipments in the DTS also involve one or more transshippers. The transshipper is any transportation activity, other than the shipper or receiver, which handles or documents the transfer of a shipment between conveyances. The transshipper is usually a CCP, APOE, SPOE, APOD, SPOD, or BBP. The transshipper may perform more than one type transshipment, e.g., a seaport may be a CCP, POE, POD, and BBP.

2. This section explains, in the general order of performance, the actual steps a transshipper takes to process a shipment. The steps each type transshipper must complete are detailed in separate sections. The documentation the transshipper uses is usually based on the TCMD data prepared by the shipper, as explained in this Chapter.

3. CCP. The CCPs provide a means to consolidate shipments from multiple shippers who do not regularly generate full 463L pallet or SEAVAN shipments to a single OCONUS activity. The CCPs consolidate all depot, vendor, and other DOD authorized LRU shipments originating within the CONUS and destined for OCONUS activities identified by the sponsoring Services/Agencies in the individual activities' address record as described in Paragraph B.13.c.(2). Shipments may be consolidated by the CCP for movement directly to a single BBP or as stopoff service. Table 203-9, Table 203-10, Table 203-11, Table 203-12, and Table 203-13 delineate geographic eligibility by CCP and Service/Agency; mandatory CCP exclusions; and special instructions.

   a. Defense Distribution Depot, Susquehanna PA (DDSP) (101) (W25N14/SW3123) POC: DDSP-New Cumberland, DSN: 771-6393; Commercial: 717 770-6393; FAX: 717 770-8660.

   b. Defense Distribution Depot, San Joaquin CA (DDJC) (301) (W62N2A/SW3225) POC: DDJC-San Joaquin (Tracy), DSN: 462-3558; Commercial: 209 982-3558; FAX: 209 982-3986.

   c. Fleet and Industrial Supply Center (FISC) Norfolk VA (1MJ) (N45631) POC: FISC-Norfolk VA, DSN: 564-4170; Commercial: 757 444-4170; FAX: 757 444-3078.

4. Procedures.

   a. Receiving for transshipment.

      (1) Individual shipments are to arrive at the CCPs accompanied by the TCMD information and within a waterproof envelope on the number one box of each SU. In the event a shipment is received without a TCMD, the CCP uses any available data and the assistance of the shipper and sponsoring Service to prepare the TCMD.

      (2) TCMDs the CCP receives from the shipper are prepared according to the DI T_3/T_4 format (with necessary DI T_5 through T_9 entries). The spaces for entry of the van number (block 2/rp 4-8), POE (block 6/rp 21-23), and stopoff indicator (block 16/43/rp 63) remain blank for completion by the CCP. TCMDs the CCP receives through the

clearance authority are prepared according to the formats for single SUs. The CCP alters or completes the TCMDs, after loading the shipments into containers. The CCP will also prepare a Consolidated Shipment Information (DI TAW/TAV). This transaction reports new TCNs assigned when shipments are broken down to the MILSTRIP requisition or other document number level for reconsolidation for onward movement and for consolidations of SU TCNs into higher level shipment configurations performed at the CCP.

(3) When the CCP discovers a shipment discrepancy (overage, shortage, or damage), the CCP will document and report the discrepancy IAW Chapter 210. Before forwarding damaged shipments, the CCP also coordinates with the shipper, receiver, and/or sponsoring Service to ensure proper disposition of the material. Recoopering, remarking, repacking, and similar services necessary for safe onward movement are provided by the CCP. If the shipper did not properly prepare the shipment according to military standards (except for marking), the CCP obtains either a fund citation to correct the deficiency (unless such costs are incorporated in other handling charges) or disposition instructions from the sponsoring Service. The CCP reports inadequate shipment preparation according to the requirements in Chapter 210.

(4) The CCP reports to the clearance authority any shipment not received within 15 days following the ETA shown on the ATCMD.

b. CCP procedures for surface shipments.

(1) Securing an ocean booking.

(a) The CCP begins the container booking process by projecting the requirements for containers. To preclude a substantial increase in processing time and storage facilities, the cargo does not have to actually be on hand at the CCP to determine the container requirements. Instead, the CCP makes forecasts based on experience and insight into future trends.

(b) The CCP develops the container requirements for each destination stated by number and size (large or small; i.e., longer than 32 feet or not). The CCP submits the requirement to the OCCA/booking office, which books the total number of containers required with the ocean carrier. Having secured the booking, the OCCA booking office then furnishes the CCP with a block of TCNs, one per container.

(c) The CCP coordinates directly with the ocean carrier's agent for spotting of empty containers. As containers are required, the CCP assigns an ETR and TCN to a specific container.

(2) Loading the container.

(a) Since the CCP is not required to identify the SEAVAN consignee for each container requested ahead of time, complete SEAVAN loading on receipt of cargo. To meet delivery requirements at lowest overall costs, the CCP usually loads "stuffs" cargo into containers in the following descending order of preference:

1 A full container load for a single consignee.

2 A container load for delivery by stopoff service to multiple consignees in the same geographic area. The ocean carrier assesses an additional charge for each stopoff en route to the final destination. Various Service/Agency publications provide guidance on stopoff consignee selection, stowing, blocking, etc.

3 A container load for delivery to multiple consignees through a BBP (including a SPOD). The additional transshipment handling necessary at a BBP usually results in additional transportation cost and time, as well as provides increased potential for loss or damage.

(b) When loading the container, the CCP maintains consignor SU integrity and uses a split shipment indicator (Appendix L, Paragraph L.1), as necessary.

(3) Preparing shipping documentation.

(a) Prior to sealing the SEAVAN, the CCP places a contents list, e.g., TCMD, list of items, ETM, in a waterproof envelope labeled "Load List" and attaches the envelope securely to the inside of the SEAVAN loading door. Make both consolidated and partial load lists when the SEAVAN is loaded for stopoff deliveries.

(b) The CCP adds necessary container information (van number, POE, and stopoff indicator) to the TCMDS received from the shipper for each shipment in the SEAVAN. The CCPs also converts the DI T_O/T_l entries to T_4. The CCP then prepares a TCMD for the SEAVAN (DI T_9) as detailed in Appendix M. The SEAVAN TCMD (DI T_2/T_9), along with the content TCMDs (DI T_3/T_4 and T_5 through T_9) offers comprehensive information on the SEAVAN and its contents. Together they are the source documents for preparation of the ocean manifest.

(c) A TCMD or other document containing TCMD data is prepared by the CCP for SEAVAN shipments moving to a SPOE under terms of the USC. Preparation instructions are in Appendix M, Paragraph C.1. The CCP, at a minimum, maintains one signed copy to record acceptance by the original carrier. In addition, the CCP provides the carrier with at least two copies of the document. The carrier gives one of the copies to the ocean carrier's representative, e.g., gate guard, checker, when delivering the SEAVAN to the carrier's container yard.

(d) Attach a MSL to the container IAW Chapter 208 instructions.

(e) When containers move to the POE by a negotiable document, the CCP will prepare a BL that includes the SEAVAN TCN, TCN for each SU, and the complete van and seal numbers. The detailed procedures for completing and distributing the BL are contained in Chapter 206 for the CONUS and in theater directives OCONUS.

(f) When shipping a container carrying classified materiel, certain HAZMAT, or RU quantities of inert components by a CCP, the CCP sends a REPSHIP to the next transshipper, e.g., SPOE. Send the REPSHIP by ETM (or telephone confirmed by ETM) as soon as possible to ensure its receipt before the shipment. Complete details on REPSHIP procedures are contained in Chapter 204, Figure 204-9 and Chapter 205, Paragraph L.

c. CCP procedures for channel air shipments.

(1) Preparing shipment for movement:

(a) The CCP begins the channel air 463L pallet shipment by consolidating transshipment cargo received from other sources with local depot mission shipments destined for the same customer. The customer may be a single ALOC-designated consignee; multiple ALOC consignees destined for shipment to a single point; or other configuration as designated by the shipper Service or Agency.

(b) Primary emphasis is on building throughput 463L pallets to one consignee. The CCP uses historical data to create staging lanes for the high-volume ALOC and other customers that generate enough freight within two to four days for a throughput pallet. Low-volume customers that do not generate enough freight for a throughput pallet are consolidated and shipped as a multiple consignee pallet to the theater distribution center or BBP OCONUS, as designated by the shipper Service or Agency.

(2) Loading the 463L pallet:

(a) The building surface of a 463L pallet is 104" by 84". The type of aircraft being used to transport the pallets determines the height. Unless otherwise notified, the CCP builds up to 96" in height. The weight of the shipment can vary and, normally, does not exceed 8,500 pounds.

(b) The pallets are built for a single consignee going directly to a single customer or to multiple consignees going to a designated BBP or theater distribution center. Some multiple consignee pallets are built at the request of low-volume customers for delivery to a designated drop point in order to decrease the order ship time.

(c) The CCP does not accept HAZMAT for consolidation.

(3) Preparing shipping documentation:

(a) Prior to loading the 463L pallet into the roller bed trailer, a cardboard placard is prepared and placed under the netting of the pallet with the following documentation:

1 A military shipping label IAW Chapter 208.

2 A stick-on label indicating whether the pallet is a throughput or BB shipment configuration.

3 Waterproof plastic bags with the TCMD and packing list copies.

4 For designated customers only, an optical memory card containing the issue release/receipt document data.

(b) For designated customers only, Radio Frequency (RF) tags are attached to the pallet netting.

(c) For all channel air 463L pallet shipments, ATCMD data are transceived to the ACA and AMC port. The ATCMD/TCMD data are prepared IAW Appendix M, Table M-6, (DI T_2), Table M-8, (DI T_4), Table M-10, (T_6), and Table M-13 (DI T_9). DI TAW/TAV transactions are also prepared, IAW Table 203-1 and Table 203-2.

(d) A pallet-consolidated TCN is constructed IAW Appendix L, Paragraph K.

(4) Moving the channel air 463L pallet to the POE:

(a) The CCP retains empty roller bed trailers for movement of the pallets to the POE.

(b) The CCP completes loading the trailer and calls the carrier for pickup and delivery to the POE within the terms of the existing tender or tariff.

NOTE: For movement of 463L pallets by commercial air by the DLA CCP, TCMD data are prepared and attached to the shipment for documentation. DI TAW/TAV transactions are also prepared and transmitted. However, no ATCMD is required.

d. Moving the container to the POE.

(1) The CCP coordinates directly with the ocean carrier's agent for pickup of full containers as indicated in the ETR instructions.

(2) The linehaul or drayage of containers is generally specified by the OCCA under the terms of the USC. Ocean carriers provide linehaul service through interline agreements with commercial linehaul carriers. Other alternatives for linehaul or drayage (when indicated in the ETR) include using organic equipment and commercial tariffs, tenders, or other contracts.

(3) Upon release of the container for delivery to the POE, the CCP submits completed ATCMDs for the container to the WCA or OCCA. The ATCMD is the notification to the OCCA and terminal that the container is stuffed and en route to the POE. In addition, the TCMD ties together the SEAVAN TCN, the SEAVAN serial number, and the SEAVAN contents.

(4) When the actual gross weight of an intermodal container or trailer exceeds 29,000 lbs (13,154 kilograms) and includes CONUS over-the-highway transportation that is not performed by Government-owned vehicles, operated by Government employees, the CCP will:

(a) Notify the initial CONUS carrier of the projected gross cargo weight and description of the container or trailer's contents before tendering it to the initial CONUS carrier when that carrier is a motor carrier. This notification may be transmitted electronically, by telephone, FAX, or paper copy.

(b) The initial motor carrier must be given a written certification as stated in Paragraph (c) below. This certification can be on the TCMD or the BL or provided as a separate document. If provided as a separate document, it must be conspicuously marked "Intermodal Certification."

(c) The certification must be in English and include the following:

1 The identification number of the container or trailer.

2 The actual gross cargo weight, including the unit of measurement of the contents of the container or trailer, including packaging material and pallets.

3 A reasonable description of the contents ("FAK" is not a sufficient description).

4 The identity of the certifying party.

5 The date of certification.

e. Holding, diverting, and tracing shipments are all actions in which the CCP may be involved due to irregular or interrupted movement of cargo in the DTS. Formats for documenting these actions are in Appendix T and in Table 202-2, in addition to the instructions below:

(1) The CCP may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold will be brief and only long enough for the CCP to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation conditions, shipments with "555" in the RDD field (rp 54-56) are not held, but processed through the POE IAW the transportation priority on the TCMD.

(2) A transportation diversion is normally limited by cost, but may be a change of mode, e.g., from water to air, a change of destination, and/or a change of route.

(a) Once the shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, divert only complete units after leaving the shipper (i.e., individual line items are not removed from multiple line SUs, nor is a shipping container removed from a multi-container SU with one TCN).

(b) After a shipment has reached the CCP, a diversion between modes normally occurs only because of a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the clearance authority or booking office.

(c) A diversion to a different consignee or destination may result from conditions such as:

1 Strikes, national disturbances, or acts of God.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of PCS orders authorizing personal property.

6 Change in the receiving locations for mobile units.

(d) A diversion in the route of a shipment occurs within a particular mode (i.e., air or water) and is usually directed and coordinated by the clearance authority or booking office.

(3) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is available from the clearance authorities, the transshipping data could be at the CCP. The CCP responds to such requests by providing all available information. Detailed formats used for tracing are in Appendix T.

f. If a discrepancy occurs in a shipment after it leaves the CCP and information is required to process a possible claim, the CCP receives a request for information in the form of a TDR. Complete instructions on processing and distributing TDRs are contained in Chapter 210. Additional instructions for use OCONUS may be contained in theater publications.

g. After completing a shipment, the CCP maintains records detailing the actions undertaken, including a TCN cross-reference file between SUs and SEAVANs. Various Service publications detail the length of time and method for keeping such files.

5. POE, including intra-country air and sea DTS transship ports.

a. POEs are authorized points where shipments leave a country, either the US or a foreign country. A POE may be for shipments by either APOE or SPOE.

b. Other ports that process DTS transshipments that do not leave the country, e.g., the theater inter-port portion of an international shipment, follow the same DTR requirements. For simplicity of explanation, these intra-country DTS transshipments are included with the procedures for POEs (and also PODs).

c. SDDC operates or manages the common-user military water terminals (and military-sponsored shipments transshipped through commercial terminals) in the CONUS and at selected OCONUS locations. At other locations, the theater CDR provides for seaport operation. AMC operates or arranges operation of air terminals serving AMC channels flown by scheduled AMC aircraft. One of the Services or an Air Force Major Command operates aerial ports not operated by AMC.

d. At CONUS AMC APOEs, the CSB works with the APOE to ease completion of the transshipment. The CSB, an element of AMC, provides the following services:

(1) Performs any necessary coordinating action with AMC terminal operators to ensure an orderly flow of cargo.

(2) Represents the sponsoring Services at the AMC aerial ports in the CONUS.

(3) Changes precedence of movement of specific shipments, as requested by sponsoring Service ACAs.

(4) Responds to sponsoring Service requests for assistance in tracing, special handling, or shipment status reports.

(5) Ensures timely processing of unscheduled or frustrated traffic.

(6) Monitors cargo movement through the ports and advises the ACAs of any condition affecting the orderly and expeditious flow of cargo through the aerial ports.

(7) Reports shipment discrepancies to sponsoring Service ACAs and coordinates resolution with the ACA and AMC.

(8) Clears shipments arriving at the APOE without ATCMD data by coordinating with the sponsoring Service ACA.

(9) Reports all FMS shipments frustrated by the air terminal to the ACA for clearance coordination.

(10) Performs, or arranges performance of, inspection and acceptance of vendor-supplied materiel at the APOE, IAW ACA direction.

(11) Arranges for diversion of cargo, including necessary repacking and certification of diverted HAZMAT, IAW ACA directions.

6. Procedures.

a. Receiving the shipment.

(1) Individual shipments arrive at the POEs by land, air, or sea accompanied by the TCMD documentation. This paragraph details receiving procedures for shipments arriving by land (or a non-DTS mode); DTS air and sea arrivals are in Paragraph C.8.

(2) The TCMD shipment data will have been provided to the POE through the clearance authority or booking office. Use the data to plan receipt and schedule processing consistent with the TP and RDD. The port uses any available data and the assistance of the shipper, sponsoring Service, and clearance authority to prepare documents for shipments arriving without TCMDs. The CONUS export clearance authority (SDDC Operations Center and HQ AMC) will notify each sponsoring Service of each late or inadequate submission of shipping data documentation, to include all TCMDs. TCMD submission standards are detailed in Table 203-8.

(3) When a receiver at the POE discovers a discrepancy (overage, shortage, or damage), the POE documents and reports the discrepancy according to the requirements of Chapter 210. The POE coordinates disposition instructions with the shipper, receiver, and/or sponsoring Service. On damaged shipments, the POE provides recoopering, remarking, repacking, and similar services necessary for safe onward movement. If the shipper did not prepare the shipment IAW military standards (except marking), the POE must obtain either a fund citation to correct the deficiency (unless such costs are incorporated in other handling charges) or disposition instructions from the sponsoring Service. The POE reports inadequate shipment preparation according to the requirements in Chapter 210.

(4) The POE completes TCMDs by correcting or entering missing information. Correct TCMDs with estimated entries by adding actual pieces, weight, and cube. Record the shipment receipt date (including GMT hour at air terminals) on the TCMD or on the receiving document for ready reference. CONUS SPOEs also enter vehicle identification data on TCMDs (additional DI T_5 entries created by the terminal) for

multiple vehicle shipments. The POE will also prepare a Consolidated Shipment Information (DI TAW/TAV). This transaction reports the TCN resulting from a change to higher-level shipment configuration performed at the POE.

(5) By completing receipt data and reporting it to the clearance authority or booking office, the POE clears the ATCMD expected receipt file. Report any shipment to the clearance authority not received at (or offered for delivery to) the POE by the end of a specified period following the ETA. The late or non-receipt is depicted in Table 203-14.

(6) Questionable, erroneous, or missing TACs.

(a) When the TAC for a SU is questionable, erroneous, or missing, the POE notifies the sponsoring Service/Agency representative of the error IAW local procedures. Determine the sponsoring Service/Agency by the first position of the TAC. If the TAC is missing, determine the sponsoring Service/Agency by the first position of the TCN.

(b) The sponsoring Service/Agency representative provides corrections within twenty four hours or the next business day of notification. A default TAC is assigned IAW the Master TAC Reference Table located at https://www.daas.dla.mil/tac_inq/tac_menu.html. For Marine Corps and Coast Guard shipments refer to the Master TAC Reference Table or contact the Marine Corps or Coast Guard TAC Coordinator. For DLA, the default TAC is assigned IAW instructions in the Master TAC Reference Table Web site. For Navy-sponsored shipments, a default TAC is only assigned IAW Appendix V.

b. Planning for loading.

(1) Receipt information and ATCMD data are used for planning the loads to be lifted from POEs. In general, process shipments on a first-in, first-out basis within the assigned transportation priorities. Commingle and process priority shipments according to pallet, module, or conveyance.

(2) Design the load planning process to make the most efficient use of space consistent with the safe operation of aircraft and vessels. Pre-load planning minimizes ground or on-berth time. For both air and sea, planning considers the capabilities of the conveyance, the weight and dimensions (configuration) of the individual pieces, the perishability of the cargo, and the compatibility of shipments.

(3) The POE makes the necessary plans in coordination with the clearance authority/booking office and the carrier.

(a) Air terminals work with AMC, the ACAs, and the aircraft crew to ensure planning is complete before loading.

(b) Water terminals work with MSC, the booking office/clearance authority and the vessel operator. Planning, called pre-stowage planning, is done for all BB ships whether they are MSC-controlled or SDDC-arranged.

(c) The military activity responsible for the water terminal prepares the pre-stowage plan when MSC-controlled shipping is used. When cargo is to be loaded on a

SDDC-arranged commercial ship, the booking office/OCCA coordinates the preparation and implementation of pre-stowage plans with the commercial operator. SDDC representatives resolve any problems that may arise between the booking office/clearance authority and the commercial operator in preparation of the plans.

(d) The ocean terminal or booking office provides the carrier with berth space planning information at least 72 hours (excluding Sundays and holidays) before the ship's on-berth date. The planning information provided also includes the specific location, dimensions, and total cube of the available stowage space as provided by the vessel operator. In turn, the commercial operator confirms the hour/day the ship will be available for loading.

c. Loading shipment. Both aircraft and vessels are loaded according to standard practice for the type of conveyance. To assist in maintaining shipment integrity, multiple piece SUs are stowed together (i.e., block stowed) when reasonably possible. Document any split stowage necessary by using the TCN split shipment codes detailed in Appendix L, Paragraph L.

d. Preparing shipping documentation. After loading, a final plan showing the location of cargo on the aircraft or ship is prepared.

(1) A load/sequence breakdown worksheet is prepared by the aircraft load planner for all air shipments. Use the worksheet to document the location of cargo/mail/passengers aboard the aircraft and as a supportive document for preparing the DD Form 365-4, Weight and Balance Clearance Form F, Transport/Tactical, Figure 203-4, or civilian equivalent.

(2) The military water terminal operator for BB vessels for water shipments prepares the cargo stowage plan. Cargo stowage plans are unnecessary when cargo is loaded and discharged at commercial terminals and transported on USC, berth-term tariff, berth-term reduced rates, or TGBL SEAVAN arrangements. On a Lighter Aboard Ship (LASH)/Sea Barge (SEABEE) vessel, the last four digits of the barge number are considered a stow location and no internal stowage plans are required for cargo in the barge. The cargo stowage plan includes:

(a) A graphic representation of the cargo on board by tonnage (Long Ton [L/T] and MTON), location, and SPOD. Cargo stowed in lower holds is shown in side view, while that stowed on deck and between decks is shown in top view.

(b) A summary by hatch location of cargo to be discharged at each port.

(c) A summary and location of heavy lifts.

(d) The capacity and location of the ship's booms.

(e) Vessel characteristics.

(f) Remarks on special items of cargo, such as the location and quantity of mail, cargo of unusual value, or protected cargo.

(3) The plan is used for loading and discharge at each subsequent port. It is a cumulative plan and shows all cargo on board, regardless of loading port. When vessels load or

discharge at more than one port on a voyage, each terminal prepares and distributes the required number of plans to all subsequent terminals, their representative MSC activities and area CDRs, and (for SDDC CONUS ports) the SDDC Operations Center, regardless of whether loading and/or discharging is planned at those ports. Complete distribution instructions are in Table 203-15. The following table provides instructions for distribution of ocean cargo manifests (i.e., stow plans and cargo traffic messages). The BL distribution is shown in Table 203-28. Table 203-15 must be used in conjunction with Figure 203-9, which explains the letter codes used in the distribution method and remarks columns.

(4) The POE or its clearance authority prepares a manifest listing the cargo loaded on each aircraft or vessel. The information contained on each TCMD provides the basis for preparing the manifest with the terminal operator adding necessary loading detail. The manifest, prepared in TCMD format (either automated, DD Form 1384, Figure 203-3, or manual DD Form 1384-2 [STC-5], not shown) or in the manifest format (either automated or on a DD Form 1385, Cargo Manifest, Figure 203-5), is used to verify delivery of cargo, support billing for services, and justify claims resulting from cargo discrepancies. Manifest documents are unclassified except when the sponsoring Service indicates a need for security classification. Process classified manifests IAW DODR 5200.1-R. For water shipments, the cargo traffic message indicates the security requirements.

(5) For air shipments by AMC, the air cargo manifest is prepared as detailed in this Paragraph, as well as by regulations and instructions issued by the air system sponsor. Specific instructions for completing document entries on AMC air manifests are in Table 203-16 and Table 203-17. When preparing air manifests, the APOE:

(a) Completes separate manifests for cargo and mail. Assigns each manifest a separate air cargo manifest reference code, as detailed in Appendix OO.

(b) Groups palletized (463L pallets) SU data under a separate pallet header (Table 203-6) within each manifest.

(c) Arranges non-palletized (463L pallets) SU data in TCN sequence within each manifest.

(d) Lists palletized (463L) SU data first when the total aircraft load consists of both palletized and non-palletized cargo on a single manifest reference number.

(e) On discovery of a significant error, e.g., incorrect pieces, weight, or cube, prepares a manifest correction (either automated, DD Form 1384, Figure 203-3, or manual DD Form 1384-2 [STC-5], not shown/DD Form 1385) and forwards a copy of the corrected manifest page(s) prominently marked “Corrected Manifest” to the destination air terminal (APOD).

(f) Distributes the manifest to ensure its receipt by the time of aircraft arrival. A copy of the manifest is sent with the aircraft whenever feasible. Also, transmits to the APOD when communications facilities permit timely transmission and receipt. Sends a copy of the manifest or other similar lift data to the ACA.

(6) For water shipments in the DTS, the ocean manifesting activity and/or the loading terminal prepares a manifest complete with a variety of related documents. These manifest documents include the actual manifest, manifest recapitulation, manifest summary, and the cargo traffic message. In addition, a BL is prepared when a common carrier ocean service transports DOD cargo and when the shipment is not arranged under a USC.

(7) The ocean cargo manifest is prepared by the SPOE or, in the CONUS, by SDDC. A manifest is prepared for each SPOD and segregated according to the type of vessel or loading method. In addition, list HAZMAT and dunnage/lashing gear separately. These segments are described below. Complete instructions for preparing the ocean cargo manifest are provided in Table 203-18, Table 203-19, and Table 203-20 with distribution detailed in Table 203-15.

(a) The BB vessel manifest is separated by:

1 Service or Agency (identified by the first position of the ultimate consignee).

2 Stowage location by hatch (see Appendix VV).

3 Consignee (one per page).

(b) A container (SEAVAN) vessel manifest is separated by:

1 Service or Agency (identified by the first position of the SEAVAN consignee).

2 SEAVAN consignee (one per page).

3 SEAVAN service code (as explained in Appendix L, Paragraph J, TCN positions 15 and 16).

(c) A LASH/SEABEE vessel manifest is separated by:

1 Barge number (one per page).

2 Service or Agency (identified by the first position of the ultimate consignee).

3 Consignee (one per page).

(d) List the HAZMAT on a separate page for each SPOD. The listing is prepared by the military terminal operator for cargo transiting military terminals and by the commercial terminal operator for shipments over commercial piers.

1 In addition to other elements of data required by this regulation as indicated in (d) above, the words "Dangerous Cargo List (or manifest)" including IRCS and nationality of the vessel as provided by the booking office must be on the separate manifest page for each SPOD. The manifest is certified as accurate IAW the requirements of 49 CFR.

2 Inert component parts and, except as detailed in Paragraph C.6.d.(7)(d)3, Other Regulated Material-Domestic (ORM-D) materiel are not included in the

HAZMAT section of the manifest. They are listed as general cargo using the commodity codes.

3 Document consumer commodities, ORM-D, loaded onto a vessel at a military pier are included in a separate section of the manifest, unless other materiel in the SEAVAN/MILVAN requires inclusion in the HAZMAT section. The ORM-D section of each copy of the manifest placed on the ship is prominently identified on the section cover sheet by the following statement: "ORM-D Hazardous Materials of Various Classes in Small Receptacles, Commodity Code 70D. IMO Competent Authority Certification(s)—USA/Number(s) attached."

NOTE: Attach a copy of each certification immediately behind the section cover sheet. The terminal operator makes provisions for providing the commercial vessel operator with a copy of the certification for SEAVANs/MILVANs loaded over a commercial pier.

(e) List the Government-owned dunnage and lashing gear, complete with distribution instructions, on the recapitulation for each POD.

(f) Document the presence of supercargo personnel and other ocean voyage passengers using a manifest prime and trailer record for each person as indicated in Table 203-22.

(g) The manifesting activity establishes procedures for manifest distribution to support DTR requirements:

1 Distribute manifests in automated record format. If lack of facilities for sending and/or receiving manifests in automated record format or other circumstances preclude such transmission, the manifesting activity, clearance authority, and SPOD develop alternative arrangements.

2 Regardless of the method of transmission, the manifesting activity establishes procedures to ensure the manifest is received by the SPOD as early as possible before the vessel arrives, Table 203-21. Priority is given to manifests for destinations with the shortest sailing times. (If distribution of the manifest is delayed so that it will not arrive before the vessel, the manifesting Agency provides the clearance authority and the SPOD [by ETM] the firm date/time the manifest will be transmitted. For all container voyages from East Coast ports to Northern Europe, the manifest is forwarded within 72 hours of vessel departure from the SPOE.)

3 To allow a vessel to sail without waiting for complete manifest documents, including the Recapitulation and Summary, the SPOE places vessel papers on board. The vessel papers are used to satisfy port clearance requirements and include TCMD data, such as destination, commodity, TCN, pieces, weight, cube, stow location, voyage number, vessel name, and sailing date. A dangerous cargo (HAZMAT) list is also included. Neither vessel paper nor cargo manifest documents are placed on board commercial vessels engaged in common carrier trade and loaded at commercial ports.

4 When an error or omission is discovered in an already dispatched manifest, the ocean manifesting activity issues a manifest adjustment. Changes in vessel data contained in the manifest header and additions of discharge ports to all manifest addressees are made by message instead of complete retransmission of the entire manifest. All other manifest adjustments are made by one of three methods: supplement, deletion, or correction. The type of adjustment is identified in the manifest adjustment header data, as explained in Paragraph E.6.d.(7)(g)8. Send all adjustments as soon as practicable to the same addressees and by the same method as the original manifest. Distribution instructions are detailed in Table 203-15 and examples of adjustments are shown in Table 203-23.

5 Issue manifest supplements to add to the manifest complete consolidation containers (DI T_K or T_L), with the entire contents (DI T_M), as well as individual SUs not loaded into a consolidation container (DI T_J). For adjustments to the contents of consolidation containers see Paragraph C.6.d.(7)(g)7. The manifest supplement contains all prime and trailer data for the added SUs or consolidation containers that were lifted, but not manifested.

6 Issue manifest deletions to remove from the manifest complete consolidation containers (DI T_K or T_L), including contents (DI T_M), as well as individual SUs (DI T_J). The manifest deletion contains only the prime data entries for the manifested, but not lifted SUs or consolidation containers. The original manifest contains entries identical to those on the original manifest except for a "zero zone" insert in rp 53. On the manual manifest, this "zero zone" insert is shown in the TP entry as "/" for TP-1, "S" for TP-2, or 'T' for TP-3.

7 Issue manifest corrections to change manifested information about any SU or to add/delete a SU to/from a previously manifested consolidation container. For BB SUs or the prime data on a consolidation container, the correction is made by submitting the old manifest data with an "11-zone" insert in rp 53, followed by the new manifest data with a "12-zone" insert in rp 53. On the manual manifest, these inserts are shown as follows: 11-zone, "J" for TP-1, "K" for TP-2, "L" for TP-3; 12-zone, "A" for TP-1, "B" for TP-2, "C" for TP-3.

NOTE: When correcting information about the contents of a consolidation container, a "dummy" entry is made for the container itself. In this container "dummy" entry, the pieces, weight, and cube (rp 68-80) are left blank and a "C" is entered in rp 53. The change in the content information is then entered in the same manner as for the manifested information.

8 Manifest header data (DI TAJ) are prepared separately for each type of adjustment and for each SPOE/SPOD voyage combination. The same type multiple adjustments are grouped under a single header for each SPOE/SPOD voyage combination. The types of adjustment are identified by a letter code in rp 4 followed by the last digit of the calendar year in rp 5 and the three-digit day of the year code in rp 6-8. On the manual manifest, this five-position identification is included before the voyage number entry in the "Voyage Document Number" block. Table 203-24 explains the entries:

9 The Ocean Cargo Manifest Recapitulation or Summary, is one use of the DD Form 1386, Figure 203-6. Its other use, as a summary, is detailed in Paragraph C.6.d.(7)(g)10. The recapitulation is a summation of all cargo tonnages loaded on one ship and is prepared for each manifest (including adjustments). For each SPOD, the recapitulation lists:

a The consignee Service/Agency.

b The number of L/Ts.

c The number of MTONs.

d All heavy lifts (10,000 lbs or more), if any, including length, width, height, stowage location, and the ability of the ship's gear to discharge the item.

e Any mail, including its stowage location.

f Any Government-owned dunnage and lashing gear, including disposition instructions.

g The terms of carriage explained in Appendix II.

h The number of SEAVANs/MILVANs grouped by:

1) Terms of carriage.

2) Type of SEAVAN.

3) The Service/Agency of the SEAVAN consignee (i.e., the first position of the SEAVAN ultimate consignee DODAAC).

i When transporting SEAVANs/MILVANs IAW the USC, the following statement, signed by the designated administering contracting officer representative, is included on the copy of the recapitulation furnished to the SDDC Operations Center:

"This certifies that, based on information provided to the [insert identity of the manifesting activity] by the ocean carrier pursuant to the USC, all containers summarized on the manifest cover sheets were lifted on the vessel shown on the manifest heading."

j Detailed distribution instructions are in Table 203-15 and complete directions for completing the recapitulation are contained in Table 203-25.

10 The ocean cargo manifest summary is the second use of the DD Form 1386, Figure 203-6. (Its other use, as a recapitulation, is detailed in Paragraph C.6.d.(7)(g)9 and in Table 203-25). The summary is a summation by TAC, of all cargo loaded in one ship and is prepared for each manifest (including adjustments). For each Service/Agency responsible for paying transportation charges (i.e., the sponsoring Service/Agency), the summary includes the following, separately listed for each SPOD:

a A summation of the MTONs of cargo grouped by TAC, including default TACs (see Paragraph c below). Within each TAC grouping, total the quantities (MTON) by commodity group, Table 203-25. MTONs round to the nearest whole number, i.e., greater than 0.5 rounds up, omit 0.4 or less.

b A separate summary of cargo loaded on deck.

c All shipments with default TACs. Cargo summarized under a default TAC, e.g., A000, is detailed on the last page of the summary by listing the related prime TCMD data (including the shipping activity). The Service finance office or, for the Navy, the Naval Operational Logistics Support Center representative, reconciles the TAC discrepancy. For Navy shipments, see Appendix V regarding default TACs.

d Whenever SEAVANs/MILVANs are transported IAW the USC, use the same certification shown in Paragraph C.6.d.(7)(g)9i.

e Distribution instructions are detailed in Table 203-15 and directions for completing the Summary are contained in Table 203-26.

11 The military activity having jurisdiction over the loading terminal also prepares a cargo traffic message for all manifested shipments. The cargo traffic message is an advance notice that cargo is en route to a particular SPOD.

a When shipping classified materiel, the loading terminal prepares a separate cargo traffic message identifying each classified SU, its TCN, the container or seal number, the stowage location aboard ship, the degree of classification, and any additional instructions. The message is unclassified, unless required by procedures implemented under DOD 5200.1-R.

b Much of the information included in the cargo traffic message is provided to the loading terminal by the booking office/clearance authority. The information is supplied in sufficient time to allow inclusion in the message and includes:

1) The commodities and MTONs of cargo or the number of SEAVANs.

2) The transshipment port(s).

3) The ETA at each transshipment POD and at the manifested SPOD.

4) The responsibility for transshipment costs (i.e., carrier or Government).

5) The name of each on carrying vessel or designation of overland mode if not by ship.

6) The letters TBN when the name of transshipment vessel(s) is not yet known or designated. When the vessel(s) is identified, or when another vessel is substituted, or when it is determined after shipping that the cargo will be transshipped, the ocean booking agency sends a supplemental message to notify all addressees of the original cargo traffic message.

c After vessel sailing, the loading terminal dispatches the cargo traffic message as depicted in Table 203-27. The cargo traffic message may be sent by telephone or other means mutually accepted by the POE.

NOTE: When a weekend or non workday is involved, the cargo traffic message can be dispatched the next workday, if receipt by the affected ports is assured three days prior to the ETA of the vessel.

d Complete instructions for preparing the cargo traffic message and the information the message includes are in Figure 203-7. See Table 203-15 for distribution instructions.

e While not part of the cargo traffic message, the loading terminal also provides sailing information to HHG (Code 5) carriers or their agents. The notification is made as soon as possible after vessel departure and before vessel arrival at the SPOD. The loading terminal provides the following information:

1) Sponsoring member's/employee's name and grade.

2) SU TCN.

3) SEAVAN number.

4) Vessel name and voyage document number.

5) Sailing date.

6) SPOD.

12 Use a BL to document ocean transportation of DOD cargo by common carrier ocean service not arranged and paid for under a USC. The BL is a contract document between the Government and the carrier and provides a means to pay the carrier for the service performed while accounting for the cargo shipped.

a Ocean transportation by common carrier is normally limited to the movement of the cargo from the ocean terminal (or end of the ship's tackle) at the SPOE to the similar point at the SPOD. It excludes movement to the loading terminal or delivery beyond the discharge terminal from the common carrier ocean transportation contract. If the ocean carrier is to perform such additional service, as indicated in the cargo clearance order issued by the booking agency, the activity preparing the BL includes the

statement: "Through shipment from (insert origin point) to (insert destination point) by ocean liner." Stevedoring and terminal services may or may not be included in the ocean freight rate, depending on the shipment terms and the custom of the port. Other entries included on the BL are in Figure 203-8, Paragraph 10.

b For SEAVAN shipments made under the USC, the DD Form 1385, Figure 203-5, forms the contract of carriage and incorporates the provisions of the container contract. A BL is prepared when the movement is either arranged or paid for by the Government (not by the ocean carrier); payment responsibility is identified by the SEAVAN service code in position 15 of the SEAVAN TCN (see Appendix L, Paragraph J).

1) If the origin service code (position 15) is "K" indicating the ocean carrier's responsibility begins at the ocean terminal, the activity responsible for shipping the SEAVAN issues a BL for the linehaul or drayage of the SEAVAN. The preparing activity includes in the BL the SEAVAN TCN (assigned by the clearance authority or booking office), the TCN of each SU in the SEAVAN, and the full van and seal numbers. Chapter 206 and Table 203-28 or the theater directives detail BL distribution.

   Table 203-28 must be used in conjunction with Figure 203-9 that explains the letter codes used in the distribution method column.

2) If the origin service code (position 15) is "L," "M," or "1"–"9," indicating the movement to the SPOE is the responsibility of the ocean carrier, the activity responsible for the SEAVAN does not issue a BL. Instead of a BL, the activity prepares a manual TCMD (DD Form 1384, Figure 203-3, or DD Form 1384-2 [STC-5], not shown) or (from vendors) similar nonnegotiable document. The document includes the SEAVAN prime data with seal and van number and is prepared/forwarded as detailed in Paragraph B.18.g. The activity retains a signed copy to record acceptance by the origin carrier.

3) Regulations to the use of GBLs, conversion of Commercial Bills of Lading (CBLs) to GBLs, and issuance of certificates in lieu of lost GBLs are contained in 41 CFR, Chapter 101-41 Transportation Documentation and Audit.

c When a BL is required, the GBL is the usual document prepared. (The GBL addressed here is for ocean shipments charged directly to the Government by the ocean carrier. Not included in this explanation are shipments arranged by and paid through freight forwarders or any party other than the Government, i.e., shipments arranged with other than an ocean carrier for through movement under a through service tender).

1) The activity offering the cargo to the booking office ensures the GBL is prepared. The information included on the GBL is at Paragraphs 2) and 3) below and in Table 203-25. The preparing activity provides the original GBL to the carrier or his/her agent and annotates all copies

(including the original) with the statement "Original furnished ocean carrier." Complete distribution instructions are shown in Table 203-28.

2) When cargo is booked for transportation at the carrier's tariff rate, as used by the general public, the GBL must contain a precise description of each item to ensure application of the correct rate. This detail is also necessary when the rates charged are based on the carrier's tariff, e.g., "Carrier's tariff rates less %". In either case, the complete noun nomenclature for each commodity shipped is included on the GBL (or continuation sheet). Manifests are also prepared and distributed for such shipments, but are not substituted for the required full noun description on the GBL (or continuation sheet).

3) When cargo is booked for transportation at SDDC-negotiated rates, e.g., on the basis of terms in the USC or other basis not requiring a detailed description of cargo, manifest data are adequate for movement and payment. In this case, the GBL contains the description of cargo provided by DTR documents. The manifest is prepared, and a copy is made with the GBL number cross-referenced.

4) The carrier requests payment for transportation services 30 days after the cargo is loaded at the SPOE or when the vessel arrives at the SPOD, whichever is earlier. The carrier uses the Standard Form (SF) 1113, Public Voucher for Transportation Charges, Figure 203-10, for billing and annotates, on its face, either the date that the shipment was loaded at the SPOE or arrived at the SPOD. For payment and accounting control, the carrier complies with any reasonable numbering system established by each involved agency.

5) When processing GBLs for payment, the Government does not require the carriers to support their billing with a consignee certificate of delivery nor is payment subject to prior receipt of the cargo outturn message or report. However, the Government will not waive the right of pre-audit of charges where such action is in the best interest of the Government. The carrier is subject to the terms and conditions of the GBL and payment may be adjusted when cargo is lost, damaged, or not delivered.

d A CBL is prepared when a BL is required and when a GBL is not available, an OCONUS activity is not authorized to prepare a GBL, or a US flagship is not available and a foreign carrier refuses to accept a GBL.

1) The ocean carrier issues the CBL on a basis of either freight prepaid (charges payable upon loading at the SPOE) or freight collect (charges payable upon cargo delivery). In either case, unless the CBL is convertible to a GBL, the ocean charges are earned and payable once the cargo is loaded aboard the vessel. The information included on the CBL is detailed in Paragraphs 2) and 3) below and in Figure 203-8. Complete distribution instructions are shown in Table 203-28. The carrier also endorses all copies of the CBL with the following statement:

"In witness whereof, the master or agent of said vessel has signed (insert number) bills of lading as of this tenure and date, and if one is accomplished the others shall be void."

2) Unless the CBL is used because a foreign carrier refuses to accept a GBL, the carrier endorses the CBL (original and all copies) with the statement: "To be converted to a Government Bill of Lading." Process the CBL as follows:

   a) The carrier forwards the convertible CBL, whether prepaid or collect, to the clearance authority serving the SPOE unless directed otherwise during the booking process.

   b) The clearance authority, in turn, verifies and certifies (on the CBL) the accuracy of the information ensuring it is complete, prepares and distributes manifest documents, and forwards the CBL to the receiving activity at the SPOD.

   c) The receiving activity at the SPOD prepares the GBL, securely attaches it to the first original CBL, and cross-references both to indicate the conversion. After citing the rates, terms, and conditions of ocean shipment; the shipping order number; and the SDDC Operations Center on the GBL, the receiving activity surrenders the unaccomplished original to the ocean carrier (or their agent). In addition, the SPOD sends one copy of the GBL, with the converted CBL, to the SDDC Operations Center.

3) When the shipper uses a CBL because a foreign carrier refuses to accept a GBL, the shipment is booked on a freight collect basis if possible. If the foreign carrier desires prepayment of ocean charges, the carrier annotates the CBL with the statement "Shipped on board." Whether collect or prepaid, the carrier prepares the CBL and, as directed by the booking activity, surrenders the CBL to the SPOE shipping activity for distribution. The booking office also instructs the carrier on the procedures for submitting invoices on the freight charges. Process the CBL as follows:

   a) The booking office or SPOE receiving the CBL from the carrier verifies and certifies (on the CBL) the accuracy of the information and ensures it is complete, prepares and distributes DTR manifest documents, and forwards the CBL to the receiving activity at the SPOD.

   b) The receiving activity at the SPOD accomplishes the first original CBL if the shipment is collect or the second original CBL if it is prepaid. Return the accomplished CBL to the carrier or the carrier's agent.

   c) The carrier or their agent either itemizes on the CBL any cargo discrepancies or annotates on the CBL that discrepancies exist and

will be detailed by the DOD activity preparing the cargo outturn reporting documents.

13 The final manifest document the SPOE prepares is the Cargo Outturn Advisory and Reconciliation Message (CORM), Figure 203-11.

a The SPOE receives the CORM from the SPOD. If the SPOE has not received the CORM within 22 calendar days following the vessel's ETA, the SPOE sends a message to the SPOD requesting the CORM.

b Within 10 days of the date of the CORM, the SPOE reconciles any discrepancies shown, then prepares and sends the CORM Reply (CORMR) to the discharge activity that originated the CORM and to all addressees of the CORM.

c The CORMR contains the following information in the order indicated:

1) Message subject: CORM REPLY.

2) Line 1: Ports of loading and discharge in code and clear text, e.g., "IMJ NORFOLK, VA JF1 BREMERHAVEN".

3) Line 2: Vessel name(s) and voyage number as indicated in the CORM.

4) Line 3 and as many additional lines as necessary, in columns with the following headings:

a) ITEM (enter the item number from the CORM).

b) TCN (enter the TCN from the CORM).

c) DISPOSITION (indicate the status of items reported in the overage or shortage section of the CORM, e.g., "SHIPPED ON VOY A1266," "INCLUDED IN MANIFEST SUPP NO 3").

d) The POE also submits in transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The responsibilities for in transit data preparation vary at different types of POEs.

5) Other intra-country airlift terminals:

a) Army activities will complete in transit data with DI TK4 for shipments received on BLs for onward movement within the CONUS. This format indicates the period from shipment (day of year) by the consignor to receipt (day of year) by the consignee transportation element. The shipper makes all the entries on the TK4 (including consignee receipt date) when, under the provisions of a FAR-based contract, electing to use the carrier delivery receipt to obtain the information. (See Appendix W, Table W-1.)

b) Initiate or complete in transit data with DI TK1/TK2 for each SU received.

6) SDDC Operations Center SPOEs and HQ AMC:

a) Prepare receipt and lift data with DI TK7 for all SUs (except mail from postal concentration centers) manifested from the CONUS to OCONUS destinations. Reports on ocean shipments include the date the vessel arrived at the OCONUS SPOD as determined from the CORM.

b) For materiel received, enter on in transit data formats with DI TK4/TK7 the day the shipment was received or offered for delivery by the carrier, whichever is earlier.

d Holding, diverting, and tracing shipments are all actions in which the POE may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix T.

1) The POE may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold will be long enough for the POE to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with "555" in the RDD field (rp 54-56) are not held, but processed through the POE IAW the transportation priority on the TCMD.

2) A transportation diversion can be limited by cost, as well as by a change of mode, e.g., water to air, a change of destination, and/or a change of route.

a) Once the shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, after leaving the shipper, divert only complete SUs, i.e., individual items are not removed from multiple line SUs, nor is a shipping container removed from a multi-container SU with one TCN.

b) After the shipment has reached the POE, a diversion between modes normally occurs only from a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the clearance authority.

c) A diversion to a different consignee or destination may result from conditions such as:

– Strikes, national disturbances, or acts of God.

– Supply cancellations.

– Terminations of projects.

– Changes in logistics buildup.

– Modification of PCS orders authorizing personal property shipments.

– Change in the receiving locations for mobile units.

d) A diversion in the route of a shipment normally occurs within a particular mode (i.e., air or water) and is usually directed and coordinated by the clearance authority or booking office.

3) Shipment tracing using the procedures in Appendix T allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. Shipping data or tracing assistance is obtained from the clearance authorities or the POE. The POE responds to such requests by providing all available information.

e After completing a shipment, the POE maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

7. POD, including intra-country air and water DTS transship ports.

   a. PODs are authorized points where shipments enter a country, either a foreign country or the US. A POD may be either an APOD or SPOD.

   b. Other DTS transshipment ports follow this regulation requirement, e.g., the theater interport portion of an international shipment. For simplicity of explanation, these intra-country DTS transshipments are included with the procedures for PODs.

   c. SDDC and Navy manage common-user military water terminals (and military-sponsored shipments transshipped through commercial terminals) in the CONUS and at selected OCONUS locations. At other locations, the theater CDR provides for sea POD operation. AMC operates or arranges operation of air terminals serving AMC channels flown by scheduled AMC airlift. One of the Services or an Air Force Major Command operates aerial ports not operated by AMC.

8. Procedures.

   a. Receiving for transshipment:

      (1) Shipments arrive at PODs by either air or sea and are usually preceded or accompanied by the TCMD data in manifest format. SPODs initiate inquiries seeking corrective action when manifests are late or incorrectly prepared (reporting repeated failures to the USTRANSCOM through Service/TCC channels).

      (2) The POD uses the manifests (received in either automated or manual format) to plan for arrival of the cargo, assemble discharge tallies and clearance forms, produce forwarding documents, expedite shipments, and notify consignees (including BBPs) or personal

property carriers of cargo arrival. With approval of the consignee, the POD may provide the manifests in automated instead of manual format. In addition, in the CONUS, the POD provides the manifest data to all activities specified by the sponsoring Service.

(a) Military terminals use manifest data to prepare documentation for use by the military activity and to provide commercial carriers documentation for informational use only. The military terminal gives customs clearance forms to the ocean carrier for vessels discharging at military ports, but furnishes clearance forms only on request for vessels discharging at commercial facilities. Terminal operators coordinate with local customs officials and provide the documentation prescribed by this Regulation, Part V, or area requirements OCONUS. Commercial carriers are directly responsible for manifesting, accounting, reporting, and customs clearance requirements on TGBL shipments.

(b) The military activity responsible for the POD notifies HHG (Code 5 or T) and UB (Code 8 or J) carriers or their agents of the impending or actual arrival of personal property shipments. This notification must be made as soon as possible but not later than 48 hours after receipt of the manifest to ensure prompt pickup and delivery. The carrier or agent will be provided with the following information:

1 The sponsoring member's/employee's name and grade.

2 The SU TCN.

3 The POD.

4 The actual or estimated time of arrival.

5 The vessel name and voyage number, if by surface.

(c) Terminal activities also use the manifest to plan security and prompt onward movement of all shipments and especially for safeguarding hazardous, classified, and protected cargo.

(d) SPODs establish a vessel register or file to document the status of each ship scheduled to arrive for unloading. The register or file contains information and documents such as the cargo traffic message, CORMs and CORMRs, stowage plans, and manifests. The SPOD establishes procedures and follow-up action to ensure information in the register is complete.

(3) The discharging activity documents actual receipt of cargo from aircraft or vessels and maintains an audit trail using the manifest, TCMDs, or locally produced discharge tallies. When discharging cargo, the military activity or its designated agent inspects it for damage or pilferage before removing it from the vessel or aircraft. The cargo must be inspected not later than the first point of rest after discharge.

(a) APODs annotate cargo/mail manifests with:

1 The GMT hour/day the cargo/mail is received.

2 A circle around the entry for any line item manifested, but not on the aircraft. A short shipment report is forwarded to the manifesting station, each stopoff point, and the destination terminal.

(b) SPODs ensure the discharge documents include:

1 The vessel name (or class and number, if unnamed) and voyage document number.

2 The SPOD.

3 The berth or pier identification.

4 The TCN of the individual SU if it is loose; otherwise, the TCN of the major consolidation container, e.g., SEAVAN, CONEX.

5 The stowage location for BB cargo or SEAVAN and seal numbers.

6 The commodity code.

7 The type pack code.

8 The checker's tally of actual pieces.

9 The weight and cube from either the manifest or checker's tally.

10 Remarks by the checker, e.g., over, short, damaged.

11 Cargo disposition, e.g., to warehouse designation; truck, railcar, or barge number.

12 The signature of checker.

13 The date of the tally.

(c) All PODs prepare a complete tally for cargo discharged, but not manifested (sometimes called overlanded). Such cargo is reported to the POE and/or intermediate stops on the itinerary, then processed for onward movement to the consignee by the method as detailed in Paragraph C.8.b.(2)(c). Discrepancy information is prepared as detailed in Paragraph C.8.b.(2)(b) and Chapter 210.

(d) Discharge documents are not classified, do not identify the classification of cargo, and contain only that information necessary to properly identify the materiel for accurate piece count and processing. Classified and protected cargo is discharged as soon as possible after aircraft or vessel arrival.

b. Reconciling discharge discrepancies:

(1) The POD reports cargo damage and reconciles discrepancies between manifested shipments and those actually discharged. The POD eliminates many of the differences by comparing overage or shortage reports and by communicating with the POE and any other stops on the aircraft or vessel itinerary.

(a) APODs report discrepancies within the period designated by the major command, e.g., Air Force Materiel Command. Overages are recorded by the activities that processed the shipment. Unreconciled shortages by the APOD to the requisitioner are reported to allow reordering.

(b) SPODs report discrepancies (or the absence of discrepancies) within 14 calendar days using the CORM. The CORM consists of two parts.

1 Part 1, The Advisory, is the SPOD's report, the SPOE activities with jurisdiction over the cargo movement beyond the SPOD, and other selected addressees. It reports the vessel arrival and discharge dates and whether the manifested cargo has or has not changed in quantity or condition while under the control of the ocean carrier. It also advises of any variance from the contract terms that may affect payment of freight charges and permits the SDDC Operations Center to promptly process for payment all invoices submitted by commercial steamship operators.

2 Part 2, The Reconciliation, is the SPOD's report to the SPOE and intermediate ports. It reports apparent damage or pilferage (if any), specifies overages and shortages, and requests verification of shipment details to reconcile any discrepancies. Consolidation containers, including SEAVANs, RO/RO trailers, and CONEXs, are reconciled on a one-for-one basis. BB cargo, however, is reconciled only when there is an overage or shortage in total manifest lines or if individual variances are significant due to value or commodity.

(c) The activity responsible for vessel discharge prepares the CORM, as detailed in Figure 203-11 and forwards it by ETM to the following:

1 The activity responsible for the SPOE (for CONUS see Table 203-15).

a Areas/subareas where cargo is/was loaded or discharged (See Appendix WW).

b For cargo loaded in CONUS, the SDDC Operations Center.

c As information addressees, the OCCA that booked the cargo and the activity responsible for each port on the vessel itinerary where Government cargo is/was discharged.

2 In answer to the CORM, the SPOD receives the CORMR from the SPOE. The use and content of the CORMR are detailed in Paragraph C.6.d.(7)(g)13c.

3 The SPOD reports unreconciled discrepancies, and discrepancies to Government-owned dunnage and lashing gear, according to the requirements of Chapter 210.

(2) The POD forwards shipments received (on-hand), but not manifested for discharge at that activity, as soon as possible. Those shipments for consignees serviced by the POD, with documentation produced by the POD, are forwarded according to the procedures detailed in Paragraph C.8.b.(2)(c). Shipments for consignees not serviced by the POD are forwarded according to the following procedures:

(a) The APOD reports the unmanifested shipment to the APOE within 24 hours of receipt. To preclude further delay, the APOD processes the cargo as an in transit shipment and forwards it to the correct destination terminal by the first available aircraft. The APOD also prepares any necessary documentation for manifesting and further cargo accountability.

(b) The SPOD reports, as soon as possible, cargo that has been discharged prior to reaching the destination port (shortlanded) or cargo for a previous port found still on board the vessel (overcarried). The report goes by priority ETM to the consignee, the SPOD shown on the cargo, the SPOE, the booking activity, and (when prescribed by the theater CDR or sponsoring Service) the supply management activity.

1 If the cargo was shortlanded due to a diversion, the SPOD forwards the cargo as detailed in Paragraph C.8.e. If the cargo is shortlanded for any other reason, the discharging SPOD determines the reason for early discharge and coordinates with the activities/Agencies indicated in Paragraph (b) above to ensure shipment to the consignee. The SPOD reports the disposition action on the CORM, and the cargo is usually forwarded on the next available vessel that has proper routing and timely delivery. The terminal forwarding the cargo provides manifest documentation at the time of reshipment.

2 Review the vessel's itinerary (before discharge, if possible) when a SPOD discovers overcarried cargo, to determine the best port at which the cargo will be discharged. The SPOD doing the review considers the ports at which the vessel will call, as well as the shipping available between those ports and the intended destination of the cargo. The shipper, consignee, or SPOD to which the cargo was originally manifested provides disposition instructions prior to actual reshipment to avoid unnecessary handling and backhauls. Finally, if the ocean carrier is responsible for the overcarriage, the discharging terminal takes action with SDDC through the booking office to ensure Government reimbursement for any additional handling or transportation costs incurred.

(c) After discharge from the aircraft or vessel, the POD forwards shipments to the consignee. At APODs, the TO usually arranges the onward movement. At SPODs, the military activity responsible for the port arranges onward movement. Forward SEAVANs, regardless of where the cargo was discharged, as manifested, to the SEAVAN consignee, including BBPs, either directly or via stopoffs.

(3) When shipments arriving at air terminals are to continue movement by air in the DTS, the air terminal coordinates transshipment arrangements (including necessary air

clearances). The responsible TO arranges all other onward movement, including local surface delivery or reentry into the DTS at a different air terminal. The APOD provides the manifest and in transit data to allow timely onward movement. The responsible TO, in turn, secures the necessary clearances and forwards the shipment using a DD Form 1385, Figure 203-5, for Government trucks, a BL for commercial delivery, or other documentation. After the shipment departs, the responsible TO will advise the air terminal (by TCN, carrier, bill number, and hour/day) how and when the shipment moved. Local procedures are established to ensure the consignee receives the cargo leaving the APOD.

(4) The military terminal activity responsible for the SPOD begins arranging onward movement of cargo upon receipt of the vessel manifest. These arrangements include planning for necessary port clearance transportation, reviewing the compatibility and other pertinent characteristics of HAZMAT, and preparing movement documents in advance of vessel discharge. After discharge, the OCONUS SPOD reports cargo availability to the consignee, either directly or through an established Movement Control Agency (MCA).

(a) The military terminal or MCA coordinates the onward movement within priorities on a first-in/first-out basis, unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for a particular shipment(s) when notified of cargo acceptance. Actual onward movement is documented according to local procedures on a DD Form 1384, Figure 203-3, DD Form 1384-2 [STC-5], not shown, DD Form 1385, Figure 203-5, BL, or similar document containing essential TCMD data (TCN, SPOD, consignee, pieces, weight, and any SEAVAN and seal numbers).

(b) Inland (local) drayage or linehaul movement of SEAVANs contracted under the USC is not documented on a BL unless part of the movement is arranged or paid for by the Government directly (not by the ocean carrier). The SEAVAN service code in rp 16 of the SEAVAN TCN (see Appendix L, Paragraph J) identifies payment responsibility.

1 If the destination service code (rp 16) is "K" indicating the ocean carrier's responsibility ends at the ocean terminal, the activity responsible for the SPOD issues a BL for the linehaul or drayage of the SEAVAN. In the BL, the preparing activity includes the SEAVAN TCN (from the manifest), the TCN of each SU in the SEAVAN, and the full van and seal numbers. The BL is distributed IAW Chapter 206, or theater directives.

2 If the destination service code (rp 16) is "L," "M," "S," "T," or "1"–"9," indicating the movement from the SPOD is the responsibility of the ocean carrier, the terminal activity does not issue a BL. Instead of a BL, the activity issues a manual TCMD (DD Form 1384, Figure 203-3, or DD Form 1384-2 [STC-5], not shown) or similar nonnegotiable document according to local procedures. The document includes the SEAVAN prime data with the seal and van number and the activity retains a signed copy to record acceptance by the carrier.

3 The terminal activity coordinates with the theater CDR or (in the CONUS) SDDC Operations Center to ensure the consignee receives, as a minimum,

advance manifest data and anticipated delivery date. The terminal activity also establishes procedures to enable complete records of receipt, detention, and accountability of SEAVANs. If notified by the consignee that a SEAVAN has not been received, the terminal activity takes action to trace the SEAVAN including notifying the clearance authority/booking office and security authorities.

(c) The military terminal responsible for the SPOD ensures the security of cargo, especially protected or classified cargo. To further enable accountability and timely movement of cargo from the port, the terminal or (in the CONUS) SDDC Operations Center maintain a detailed inventory of cargo on-hand. This inventory includes:

1 The TCN.

2 For shipments, the SEAVAN number and owner's identification.

3 The consignee.

4 The cargo/SEAVAN location in the terminal area.

5 The vessel name and voyage number from which the cargo was discharged.

6 The cargo/SEAVAN discharge date and age.

7 The pieces, weight, and cube for each consignee (with a separate list for protected and classified cargo).

8 The TP and RDD.

(d) The owners (or owners' agents) of all POVs discharged by the SPOD and cleared by customs are promptly notified that their vehicles are available. Further requirements, including documentation, are contained in personal property regulations.

(e) Local procedures are established to document the forwarding of cargo from the SPOD to the consignee. Shortages and pilferage are reported to the security authorities. While similar, these procedures do not replace those required by Chapter 210.

c. The POD may also submit in transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The responsibilities for in transit data preparation vary at different types of PODs.

(1) Final intratheater airlift terminals submit in transit data with DI TK3 for shipments received unless the shipments move OCONUS. If the consignee is not located on the same installation as the terminal and there is no local agreement for the terminal to make the delivery entry, the APOD sends the DI TK3 to the consignee.

(2) AMC APODs submit in transit data with DI TK6 for shipments received. The APOD may also enter the consignee receipt date (rp 15-17) when it can be determined and a local agreement was reached with the consignee.

(3) SPODs do not complete in transit data since the discharge date is reported by the SPOE as determined from the CORM.

(4) Army activities will use the DI TK6, AMC APOD Theater Distribution Center (TDC) receipt and lift. This format indicates the period from receipt (GMT hour/day) at the APOD to the date (GMT hour/day) forwarded to the consignee. The format also allows entry of the date (day of year) received by the consignee, and (day of year) the Supply Support Activity received the shipment. This transaction is provided by the TDC via RF server communications. (See Appendix W, Table W-3.)

d. The SPOD also accomplishes BLs or prepares BLs for cargo that moved over ocean on a BL. The requirements are detailed in Paragraphs C.6.d.(7)(g)12d2) and 3).

e. Holding, diverting, and tracing shipments are all actions in which the POD may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix T.

(1) The POD may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold will be brief and only long enough for the POD to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with "555" in the RDD field (rp 54-56) are not held, but processed through the POD IAW the TP on the TCMD.

(2) A transportation diversion, normally limited by cost, may be a change of mode, e.g., theater truck to theater air, destination, and/or a change of route.

(a) Once a shipment leaves the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, after leaving the shipper, only complete SUs, i.e., individual items are not removed from multiple line SUs, nor is a shipping container removed from a multi container SU with one TCN, are diverted.

(b) After the shipment has reached the POD, a diversion between modes normally occurs because of a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the theater or the CONUS clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

1 Strikes, national disturbances, or acts of God.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of PCS orders authorizing personal property shipments.

6 Change in the receiving locations for mobile units.

(d) Diversion in the route of a shipment normally occurs within a particular mode (i.e., air or sea) and is directed by the clearance authority. Such a diversion may result in some or all of the cargo on board an aircraft or vessel being discharged at other than the originally manifested POD.

1 The command authorized to request a diversion notifies, by ETM or automated format, all concerned parties, i.e., POEs, all PODs (old and new) on the itinerary, and (for surface) the SDDC Operations Center having cognizance over the old and new SPODs. When cargo or an entire aircraft or vessel is diverted, the new POD assumes the responsibility for cargo discharge, documentation, discrepancy reporting, and disposition of the cargo.

2 Whenever possible, the old SPOD provides the new SPOD with the cargo manifests and supporting documents for all shipments for discharge. The old SPOD retransmits the manifest as originally prepared instead of remanifesting to indicate the diversion. In the air system, the cargo manifest documents and/or cards are usually on board the aircraft. When not possible for the old SPOD to retransmit the manifest, or when the aircraft is not carrying the manifest, the new POD prepares a manifest based on the discharge tallies. The required customs documentation that did not accompany the shipment from the old POD to the new POD is immediately forwarded by the fastest means available. Diversion instructions account for all cargo aboard a diverted aircraft or vessel.

(3) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. Though normally obtained from the clearance authorities, the POD may also be asked for the shipping data. The POD responds to such requests by providing all available information. The formats used for tracing are prescribed in Appendix T.

f. After completing a shipment, the POD maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

9. BBP.

a. BBPs are transshipping activities that receive multiple consignee SEAVAN or MILVAN shipments. The BBP separates the unitized shipments into individual SUs and forwards the individual SUs to the ultimate consignee.

b. A BBP may be located at sites or at SPODs or APODs.

c. Shipments are consigned to a BBP when sufficient volume is not available to ship directly to the ultimate consignee. Since the additional handling at the BBP increases costs and the opportunity for loss or damage, shipments are routed through a BBP only when a single consignee shipment or use of stopoff service (for SEAVANs) is not economically feasible.

10. Procedures.

a. Receiving for transshipment.

(1) Shipments arrive at BBPs accompanied by TCMD data for both the unitized shipment and the individual SUs that it contains. Documentation for the unitized shipment may be a BL, TCMD, or other document containing movement data. Documentation for the contents of the unitized shipment, i.e., the individual SUs, may be in the form of manual TCMDs (DD Form 1384, Figure 203-3, or DD Form 1384-2 [STC-5], not shown), a cargo load list, a manifest, automated records, or other documents sufficient to allow accountable transshipping. BBPs that receive shipments without documentation will seek corrective action from shippers.

(2) The BBP reports receipt of the unitized shipment to the POD. The BBP returns a copy of the receiving document to the SPOD. The signed document contains the day of receipt and condition of the cargo or SEAVAN, including the SEAVAN seal. The BBP sends the receipt to the SPOD within 10 calendar days of receiving the unitized shipment. When a SEAVAN is not received within 10 calendar days of its anticipated delivery, the BBP will notify the SPOD.

(3) BBPs coordinate with the POD to ensure timely receipt of SEAVANs, customs examination, and prompt release to the carrier after unloading the SEAVAN contents. The BBP makes every reasonable effort to unload (unstuff) the SEAVANs during the free time allowed by the ocean carrier. Failure to release the empty SEAVANs within that free time results in detention charges. All detention charges are billed separately from the ocean charges, and the charges are assessed against the activity responsible for causing the costs to be incurred.

b. Unloading (unstuffing) the unitized shipment.

(1) The BBP unloads the unitized shipment, tallies the cargo, and segregates the individual SUs for onward movement to the ultimate consignee. The load list accompanying the unitized shipment is used to ensure all cargo loaded is actually received and to provide the basis for an audit trail.

(2) When identifying an overage, shortage, or damage discrepancy, the BBP documents and reports the discrepancy according to Chapter 210 of this regulation. Services necessary for safe onward movement of the shipment, e.g. recoopering, remarking, repacking, are provided by the BBP. The BBP obtains a fund citation and diversion instructions for shipments that are not correctly prepared.

(3) BBPs also use the load lists and discharge tallies to plan security and prompt onward movement of all shipments and especially for safeguarding hazardous, classified, and protected cargo.

(4) The BBP maintains an on-hand inventory of cargo according to local procedures. This inventory enables accountability and timely movement of cargo from the BBP. This inventory normally includes such details as:

(a) TCN.

(b) Consignee.

(c) Cargo location in the BBP area.

(d) Vessel name and voyage number and/or SEAVAN number (including the owner abbreviation) from which the cargo was discharged.

(e) Cargo and SEAVAN receipt date and age at the BBP.

(f) Pieces, weight, and cube for each consignee (with a separate list for protected and classified cargo).

(g) TP and RDD or expedited handling/transportation signs.

c. Forwarding cargo to the consignee. After separating the cargo into individual SUs, the BBP arranges for onward movement.

(1) The BBP forwards most shipments by surface direct to the ultimate consignee. The BBP forwards shipments, within priorities, on a first-in/first-out basis unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for a particular shipment. When possible, the BBP prepares the movement documents in advance of actual cargo receipt to permit rapid transshipment. The BBP arranges and documents according to local procedures. The documentation may be a DD Form 1384, Figure 203-3, DD Form 1384-2 [STC-5], not shown, DD Form 1385, Figure 203-5, BL, or similar document containing essential TCMD data (TCN, BBP, consignee, pieces, weight, and cube).

(2) The BBP notifies HHG (Code 5 or T) and UB (Code 8 or J) carriers or their agents when personal property is available for pick up. Similarly, the BBP notifies POV owners or their agents when the vehicles are available. Further requirements, including documentation, are contained in personal property regulations.

(3) The BBP establishes cargo receipt by the consignee. When the BBP is operated in conjunction with a SPOD, these receipt procedures are as detailed in Paragraph C.8.b.(4)(e). Inland BBPs establish their own procedures and/or use those detailed in Chapter 210 or in theater publications OCONUS.

d. The BBP does not normally prepare in transit data. However, if the BBP operations are in conjunction with a POD, preparation may be required as detailed in Paragraph C.8.a.(2)(d).

e. Holding, diverting, and tracing shipments are all actions in which the BBP may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting those actions at BBPs operated by a POD are detailed in Appendix T.

(1) The BBP may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold is intended to be brief and only long enough for the BBP to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the RDD field (rp 54-56) are not held, but processed through the BBP IAW the TP on the TCMD.

(2) A transportation diversion may be a change of mode, a change of destination, and/or a change of route.

(a) Only complete SUs will be diverted, (i.e., individual line items will not be removed from multiple line SUs, nor will a shipping container be removed from a multi-container SU under one TCN).

(b) After the shipment has reached the BBP, a diversion between modes normally results from a change in the urgency of need. Such a change may result in a planned surface delivery being moved by air and is coordinated by the theater or the CONUS clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

1 Strikes, national disturbances, or acts of God.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of PCS orders authorizing personal property shipments.

6 Change in the receiving locations for mobile units.

(3) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. Normally, tracing assistance is obtained from the clearance authorities, but the BBP may occasionally be asked for shipping data. The BBP responds to such requests by providing all available information. The formats used for tracing are detailed in Appendix T.

f. After completing a shipment, the BBP maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

D. RECEIVER REQUIREMENTS AND PROCEDURES

1. The receiver is usually the ultimate consignee of a shipment in the DTS. The receiver may also be an agent for the ultimate consignee, e.g., a central receiving point or a temporary storage point for the ultimate consignee. Regardless of the exact designation of the receiver, when a shipment arrives at the receiver and documentation is accomplished, the movement is complete.

2. This section explains, in the general order of performance, the actual steps the receiver must take to process and complete a shipment.

3. Procedures.

a. Receiving the Shipment:

(1) Shipments arrive at a receiver by all modes/methods (truck, van, or rail; occasionally barge). Shipments are preceded and/or accompanied by TCMD data, regardless of

arrival method. Documentation may be a BL, TCMD, or other document containing the information necessary to properly account for the complete shipment. On delivery, receivers initiate inquiries seeking corrective action when shipments are delivered without documentation/data.

(2) The receiver uses the TCMD or other documents received with the shipment for a tally.

(a) The receiver identifies any discrepancies (overage, shortage, and/or damage) and documents and reports them IAW Chapter 210.

(b) The receiver notifies the SPOD if the consignee does not receive the SEAVAN within 10 calendar days of its anticipated delivery.

(3) Receivers coordinate with the POD to ensure timely receipt of SEAVANs (whether single delivery or stopoff) and prompt release to the carrier after unloading the SEAVAN contents. The receiver makes every reasonable effort to unload (unstuff) the SEAVANs during the free time allowed by the ocean carrier. Failure to release the empty SEAVANs within that free time results in detention charges. Detention charges will be billed separately from the ocean charges and assessed against the activity considered responsible for causing the detention. Other commercial carrier equipment also accrues detention chargeable to the receiver if not unloaded within the authorized free time.

b. In Transit Data. The receiver may also complete in transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The receiver complies with the general requirements listed below. Whenever the activity receiving a shipment also receives in transit data documentation (TK3/TK4), the date the shipment is delivered (or offered for delivery, if earlier) is entered in in transit data. For Army activities, the DI TK4, BL shipment within the CONUS, indicates the period from shipment (day of year) by the consignor to receipt (day of year) by the consignee transportation element. The shipper makes all the entries on the TK4 (including consignee receipt date) when, under the provisions of a FAR-based contract, electing to use the carrier delivery receipt to obtain the information. (See Appendix W, Table W-1.)

c. Holding, diverting, and tracing a shipment are all actions in which the receiver may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting those actions are detailed in Appendix T.

(1) The receiver is normally involved in holding and diverting actions only for the purpose of reconsignment. After a shipment has arrived at the receiver, it is complete and further movement constitutes a new shipment. At that time, the receiver's responsibility is that of a shipper as detailed in this chapter and Chapter 202.

(2) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. The receiver normally sends tracing requests to the clearance authority, as detailed in Appendix T. Appendix T also contains the formats and procedures and tracing requirements.

d. The receiver also responds promptly to requests for information to support discrepancy reports.

e. The receiver maintains records to detail all transportation receiving actions undertaken. Various Service publications detail the length of time and method for keeping such files.

E. AGRICULTURAL INSPECTIONS

The Federal Government, through 7 USC, § 151, Plant Quarantine Act (also known as the Plant Pest Act), prohibits the introduction of any animal, plant, or material into the US considered harmful to US agriculture. This Regulation, Part V, requires that the DOD Components prevent the introduction of rodents, arthropod vectors of human disease, snails, termites, and other agricultural and animal pests and soil capable of harboring plant pests and animal disease organisms that may be in retrograde cargo from entering the US, its territories, and its possessions. AR 40-12/Secretary of the Navy Instruction (SECNAVINST) 6210.2A/ AFI(I) 48-104, Quarantine Regulations of the Armed Forces, directs the armed forces to comply with regulations published by other federal agencies governing the movement of diseases, pest, wildlife, and arthropod vectors. The DOD executive agent for customs advises theater CDRs of their responsibility for compliance with these regulations and for issuance and enforcement of such directives and instructions as may be required to meet special and unusual conditions, such as the gypsy moth in Europe and the brown tree snake in the Pacific.

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246
Expires Feb 28, 2006

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: *(Include ZIP Code)*	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
			7. DATE MATERIAL REQUIRED *(YYYYMMDD)*	8. PRIORITY
2. TO: *(Include ZIP Code)*			9. AUTHORITY OR PURPOSE	
			10. SIGNATURE	11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*
3. SHIP TO - MARK FOR			12. DATE SHIPPED *(YYYYMMDD)*	b.
			13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER
			15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	

4. APPROPRIATIONS DATA	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO	17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					
				← TOTAL →		

19. RECEIPT				
	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	SHEET TOTAL 0.00
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	GRAND TOTAL
	POSTED	DATE *(YYYYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JUN 2003

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Figure 203-1. DD Form 1149, Requisition and Invoice/Shipping Document

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT *(Continuation Sheet)*

Form Approved
OMB No. 0704-0246
Expires Feb 28, 2006

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

SHEET NO.	NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE	b. VOUCHER NUMBER AND DATE

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
							SHEET TOTAL	0.00

DD FORM 1149C, JUN 2003 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Figure 203-1. DD Form 1149, Requisition and Invoice/Shipping Document (Cont'd)

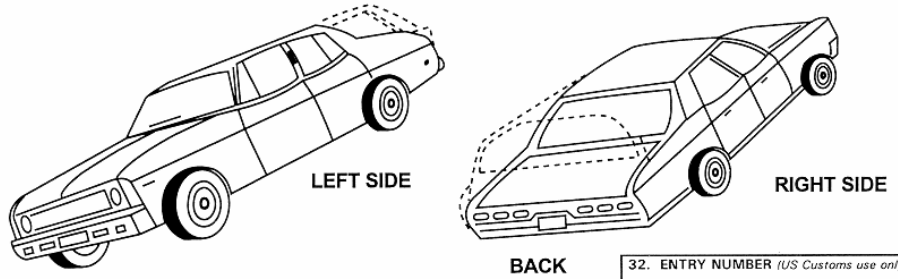
PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE

TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)
8. TRANSPORTATION CONTROL NUMBER (30-46)		9. CONSIGNEE (47-52)	10. RDD (54-56)	11. TR ACCOUNT (64-67)	12. PIECES (68-71)	13. WEIGHT (72-76)	
14. CUBE (77-78)	15. DOC ID (1-3) TP8	16. POV YR, MAKE (9-14)	17. OWNER'S LAST NAME (54-66)		18. F & MI (67-68)	19. GRADE (69-70)	
20. STATE (71-72)	21. LICENSE NUMBER (73-77)	21. COLOR (78-80)	22. BODY TYPE	23. VEHICLE IDENTIFICATION NUMBER			
24. ODOMETER READING	25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.		27. DATE LOADED (YYYYMMDD)		
28. STOWAGE LOCATION	29. BILLING ADDRESS FOR NOTIFICATION PURPOSES						

30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.	f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)
a. DATE (YYYYMMDD)	X	(a) Turn in joint inspection - owner/ agent & Government representative		
b. SIGNATURE OF OWNER OR AGENT	T	(b) POE use (Optional)		
c. NAME OF AGENT (Last, First, Middle Initial) (Print)	□	(c) POE check in stow/condition when stuffed in container		
d. STREET ADDRESS	◇	(d) POD check in stow/condition when removed from container		
e. CITY, STATE, AND ZIP CODE	○	(e) Release of custody by discharge stevedore		
	*	(f) POD use (Optional)		

Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.

31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.



32. ENTRY NUMBER (US Customs use only)

POV CONDITION CODES						
BE - Bent	CR - Cracked	LO - Loose	MI - Mildewed	RU - Rubbed	TO - Torn
BR - Broken	DE - Dent	MA - Marred	PF - Paint Faded	SC - Scratched	WO - Badly Worn
CH - Chipped	GO - Gouged	MG - Missing	RS - Rusted	SO - Soiled	

33. INTERIOR CONDITION	CODE	34. ACCESSORIES	IN BOX	LOOSE	35. PROCESSING SERVICE	POE	POD
a. FRONT SEATS		a. CATALYTIC CONVERTER/PELLETS			a. ADD/DRAIN FUEL		
b. REAR SEAT		b. SIDE MIRRORS					
c. REAR MIRROR		c. ANTENNA			b. CONNECT/DISCONNECT BATTERY		
d. FRONT SEAT BELTS		d. FAN BELT					
e. REAR SEAT BELTS		e. FENDER SKIRTS					
f. ASH TRAYS		f. FIRE EXTINGUISHER			c. PACK ACCESSORIES		
g. FLOOR MATS		g. FIRST AID KITS					
h. DOOR PANELS		h. CIGARETTE LIGHTER					
i. ARM RESTS		i. HAND TOOLS/FLASHLIGHT					
j. REAR SPEAKERS (Additional)		j. HUB CAPS			d. OTHER		
k. CUSHION		k. JACK/LUG WRENCH					
l. UPHOLSTERY		l. JUMPER CABLES					
m. RADIO (AM, FM, Tape)		m. LUGGAGE RACK					
n. CB RADIO		n. BLANKET					
o. CARPET		o. WARNING TRIANGLE/TROUBLE LIGHT					
p. CLOCK		p. SPARE TIRE					

36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)

a. THE VEHICLE DESCRIBED ABOVE:

- ☐ (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.)
- ☐ (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.
- ☐ (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.
- ☐ (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.)

b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)

(1) The catalyst was removed prior to use overseas and:

- ☐ (a) Has been reinstalled prior to shipment. (Proof of installation required.)
- ☐ (b) Will be reinstalled in accordance with the EPA Waiver.

(2) The catalyst was not removed prior to use overseas and:

- ☐ (a) A new catalyst has been installed prior to shipment. (Proof of installation required.)
- ☐ (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.

(3) This POV requires an oxygen sensor to meet US EPA emissions standards and:

- ☐ (a) An operable sensor has been installed prior to shipment. (Proof of installation required.)
- ☐ (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.
- ☐ (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.

c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)

- (1) ☐ Catalyst ☐ Oxygen sensor has been removed and is accompanying the vehicle.
- (2) ☐ Catalyst ☐ Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.
- (3) ☐ Catalyst ☐ Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.
- ☐ (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)

DD FORM 788, SEP 1998 PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR

Figure 203-2. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT

I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:

1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.

2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.

(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).

(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.

THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.

I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.

37. DELIVERY RECEIPT

a. EXCEPTIONS

(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS

b. TERMINAL SERVICE - PICKUP *(X as applicable. If unsatisfactory, specify.)* ☐ SATISFACTORY ☐ UNSATISFACTORY

38. MISCELLANEOUS INFORMATION

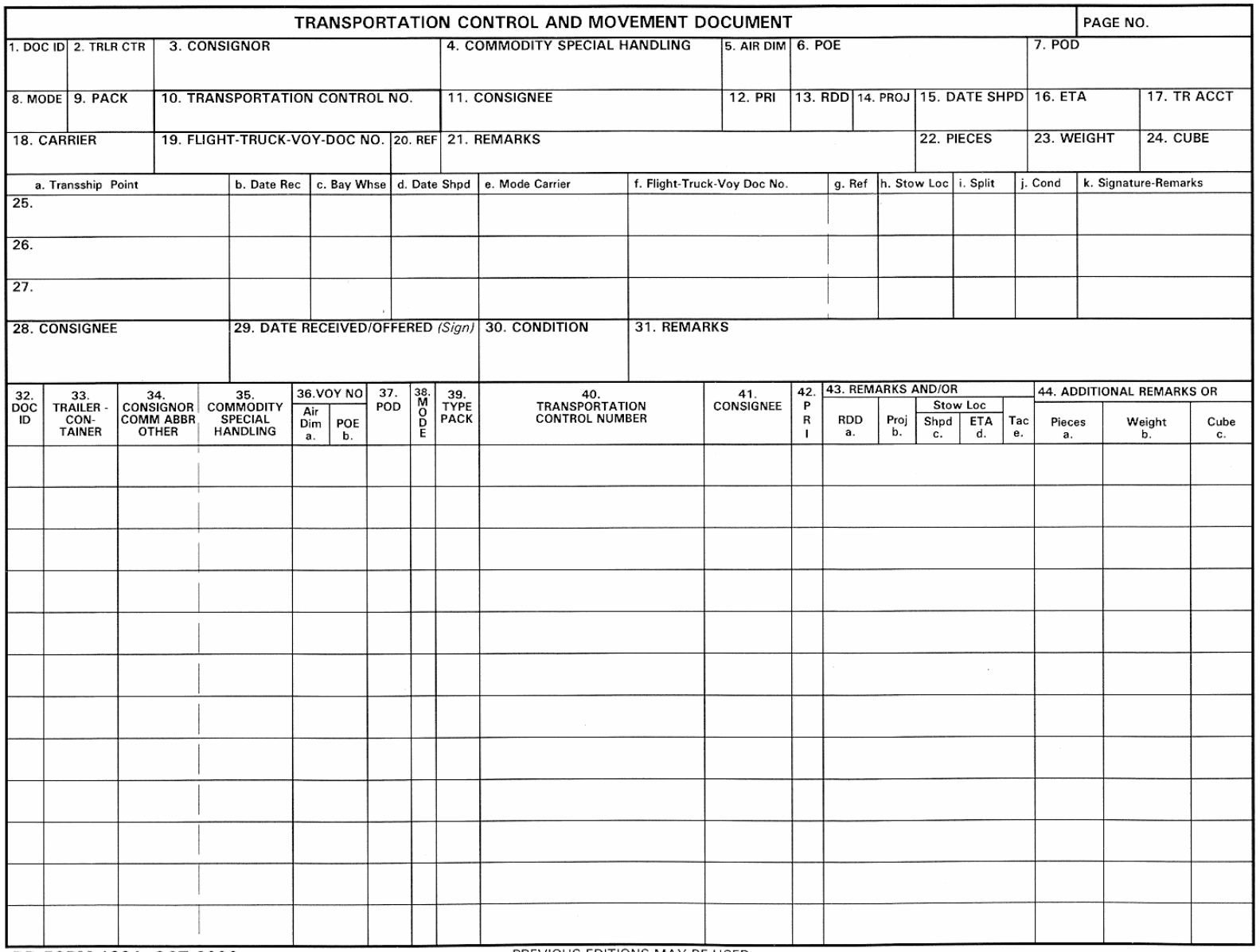
39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.

a. SIGNATURE OF OWNER OR AGENT	b. DATE *(YYYYMMDD)*

40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788 (BACK), SEP 1998

Figure 203-2. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)



TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT — PAGE NO.

1. DOC ID	2. TRLR CTR	3. CONSIGNOR	4. COMMODITY SPECIAL HANDLING	5. AIR DIM	6. POE			7. POD	
8. MODE	9. PACK	10. TRANSPORTATION CONTROL NO.	11. CONSIGNEE	12. PRI	13. RDD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT
18. CARRIER		19. FLIGHT-TRUCK-VOY-DOC NO.	20. REF	21. REMARKS			22. PIECES	23. WEIGHT	24. CUBE

	a. Transship Point	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
25.											
26.											
27.											

28. CONSIGNEE	29. DATE RECEIVED/OFFERED *(Sign)*	30. CONDITION	31. REMARKS

32. DOC ID	33. TRAILER - CON-TAINER	34. CONSIGNOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a.	36. VOY NO POE b.	37. POD	38. MODE	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER	41. CONSIGNEE	42. PRI	43. REMARKS AND/OR RDD a.	Proj b.	Stow Loc Shpd c.	Stow Loc ETA d.	Tac e.	44. ADDITIONAL REMARKS OR Pieces a.	Weight b.	Cube c.

DD FORM 1384, OCT 2000 — PREVIOUS EDITIONS MAY BE USED.

Figure 203-3. DD Form 1384, Transportation Control and Movement Document

WEIGHT AND BALANCE CLEARANCE FORM F - TRANSPORT

(Use reverse for tactical missions)

FOR USE WITH T.O. 1-1B-40, NAVAIR 01-1B-40, AND TM-55-1500-342-23

Form Approved OMB No. 0704-0188

DATE *(YYYYMMDD)*	AIRCRAFT TYPE	FROM	HOME STATION
MISSION	SERIAL NO.	TO	PILOT

REMARKS

REF	ITEM	WEIGHT	INDEX OR MOM/
1	BASIC AIRCRAFT *(From Chart C)*		
2			
3	CREW *(No.)*		
4	CREW'S BAGGAGE		
5	STEWARD'S EQUIPMENT		
6	EMERGENCY EQUIPMENT		
7	EXTRA EQUIPMENT		
8			
9	OPERATING WEIGHT		
10	TAKEOFF FUEL *(* *Gal.)*		
11	WATER INJ.		
12	TOTAL AIRCRAFT WEIGHT		

LOAD ADJUSTER NUMBER

CORRECTION/MOST FWD/MOST AFT

13 DISTRIBUTION OF ALLOWABLE LOAD *(PAYLOAD)*

14 ZERO FUEL WT

ZERO FUEL WT INDEX OR MOM

ZERO FUEL % M.A.C.

COMPT OR ARM	ITEM	CHANGES *(+ or -)* WEIGHT	CHANGES *(+ or -)* INDEX OR MOM/	PASSENGERS NO.	PASSENGERS WEIGHT	COMPT OR ARM	CARGO	CARGO	COMPT OR ARM
TOTAL WEIGHT REMOVED									
TOTAL WEIGHT ADDED									
NET DIFFERENCE									

LIMITATIONS

CONDITION	TAKEOFF	LANDING	*1* FUEL
ALLOWABLE GROSS WEIGHT			
TOTAL AIRCRAFT WT. (Ref. 12)			
(Ref. 9) + (Ref. 23)			
OPERATING WT. *(Ref. 9)*			
ALLOWABLE LOAD *(Ref. 13) (use smallest figure)*			

1 Zero Fuel or Limiting Wing Fuel

PERMISSIBLE C.G. TAKEOFF	FORWARD	AFT
PERMISSIBLE C.G. LANDING	FORWARD	AFT
PERMISSIBLE C.G. ZERO FUEL WT.	FORWARD	AFT

COMPUTED BY

SIGNATURE

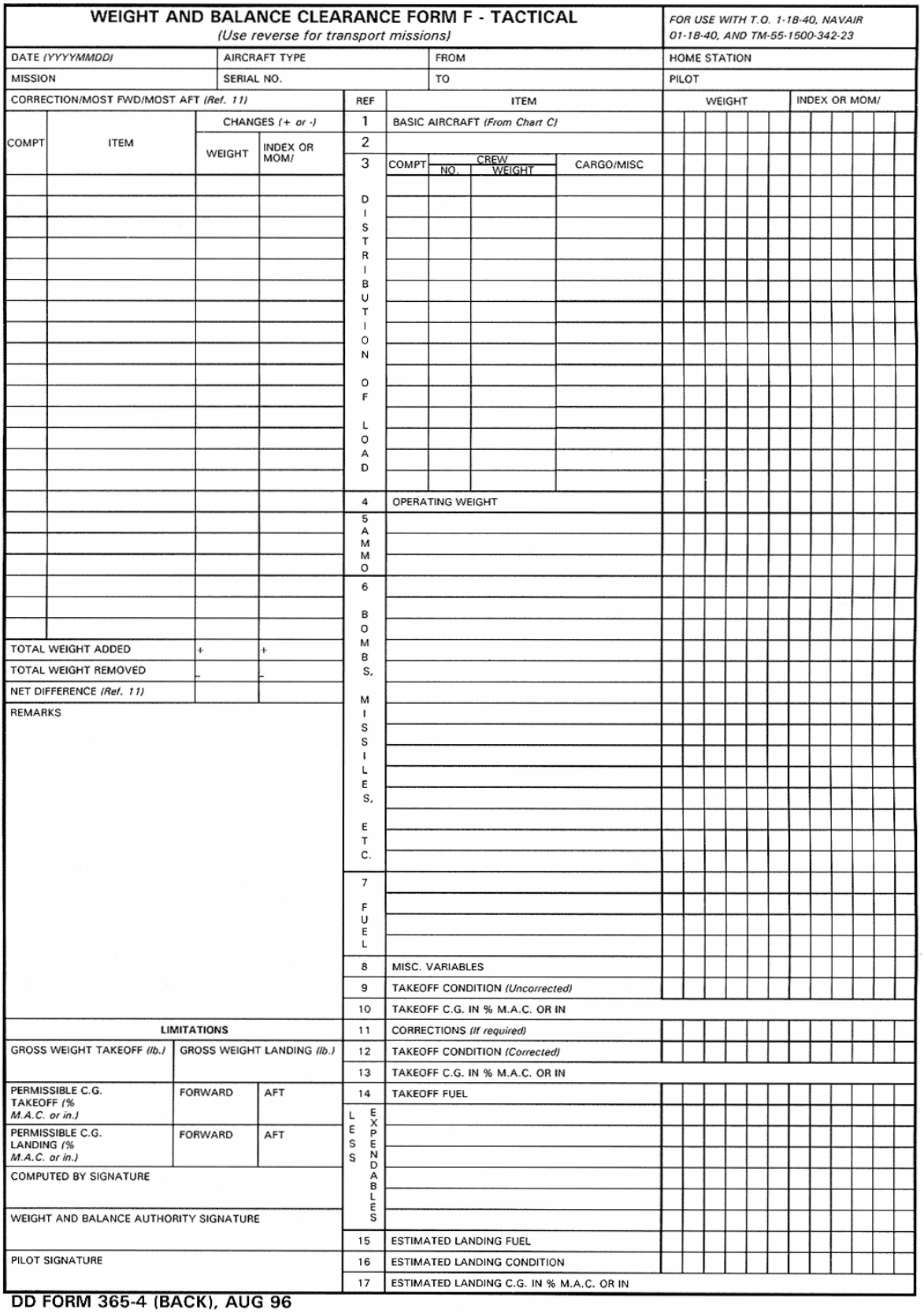
WEIGHT AND BALANCE AUTHORITY SIGNATURE

PILOT SIGNATURE

15	
16	TAKEOFF CONDITION *(Uncorrected)*
17	TAKEOFF C.G. IN % M.A.C. OR IN
18	CORRECTIONS *(If required)*
19	TAKEOFF CONDITION *(Corrected)*
20	TAKEOFF C.G. IN % M.A.C. OR IN
21	ZERO FUEL WT *(Ref. 14)*
22	LESS AIR DROP LOAD
23	ESTIMATED LANDING FUEL
24	ESTIMATED LANDING CONDITION
25	ESTIMATED LANDING C.G. IN % M.A.C. OR IN

DD FORM 365-4, AUG 96 (EG) PREVIOUS EDITION MAY BE USED.

Figure 203-4. DD Form 365-4, Weight and Balance Clearance Form F, Transport/Tactical



WEIGHT AND BALANCE CLEARANCE FORM F - TACTICAL
(Use reverse for transport missions)

FOR USE WITH T.O. 1-1B-40, NAVAIR 01-1B-40, AND TM-55-1500-342-23

DATE *(YYYYMMDD)*	AIRCRAFT TYPE	FROM	HOME STATION
MISSION	SERIAL NO.	TO	PILOT

CORRECTION/MOST FWD/MOST AFT *(Ref. 11)*

COMPT	ITEM	CHANGES (+ or -) WEIGHT	CHANGES (+ or -) INDEX OR MOM/
TOTAL WEIGHT ADDED		+	+
TOTAL WEIGHT REMOVED		-	-
NET DIFFERENCE *(Ref. 11)*			

REMARKS

LIMITATIONS

GROSS WEIGHT TAKEOFF *(lb.)*	GROSS WEIGHT LANDING *(lb.)*		
PERMISSIBLE C.G. TAKEOFF *(% M.A.C. or in.)*	FORWARD	AFT	
PERMISSIBLE C.G. LANDING *(% M.A.C. or in.)*	FORWARD	AFT	

COMPUTED BY SIGNATURE

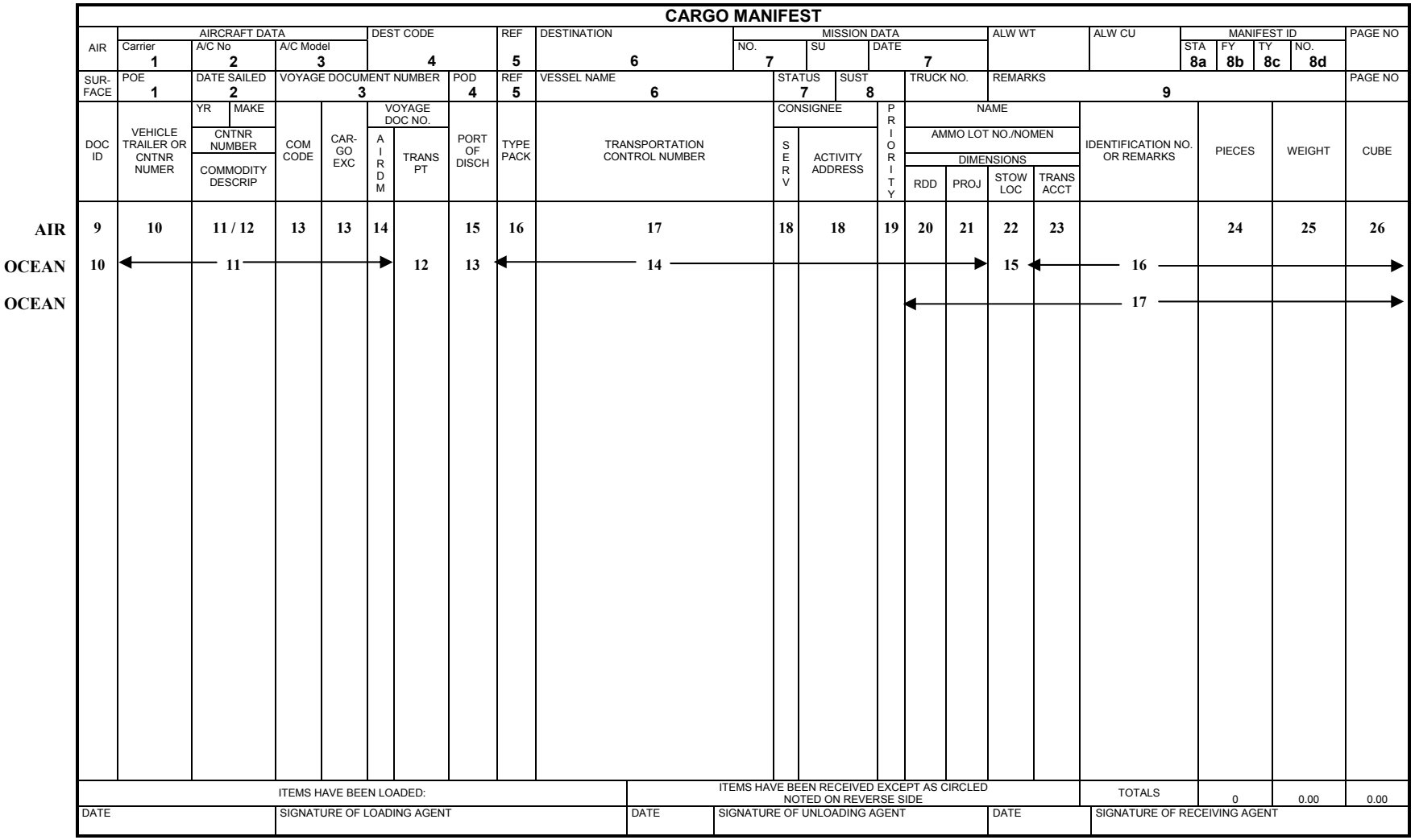
WEIGHT AND BALANCE AUTHORITY SIGNATURE

PILOT SIGNATURE

REF	ITEM	WEIGHT	INDEX OR MOM/
1	BASIC AIRCRAFT *(From Chart C)*		
2			
3	DISTRIBUTION OF LOAD — COMPT / CREW NO. / CREW WEIGHT / CARGO/MISC		
4	OPERATING WEIGHT		
5	AMMO		
6	BOMBS, MISSILES, ETC.		
7	FUEL		
8	MISC. VARIABLES		
9	TAKEOFF CONDITION *(Uncorrected)*		
10	TAKEOFF C.G. IN % M.A.C. OR IN		
11	CORRECTIONS *(If required)*		
12	TAKEOFF CONDITION *(Corrected)*		
13	TAKEOFF C.G. IN % M.A.C. OR IN		
14	TAKEOFF FUEL		
	LESS EXPENDABLES		
15	ESTIMATED LANDING FUEL		
16	ESTIMATED LANDING CONDITION		
17	ESTIMATED LANDING C.G. IN % M.A.C. OR IN		

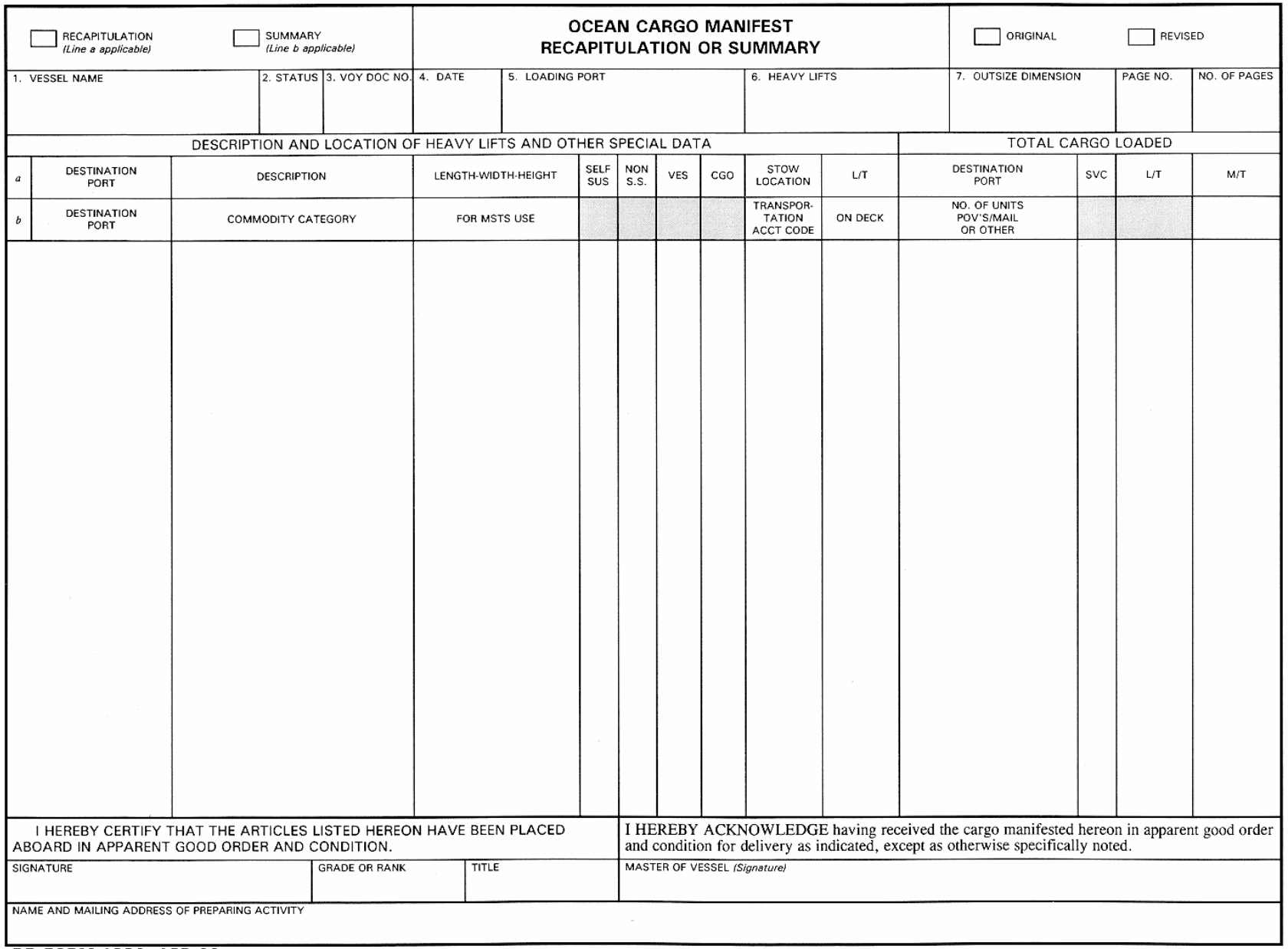
DD FORM 365-4 (BACK), AUG 96

Figure 203-4. DD Form 365-4, Weight and Balance Clearance Form F, Transport/Tactical (Cont'd)



DD Form 1385, NOV 78 REPLACES EDITION OF 1 APR 66 WHICH MAY BE USED

Figure 203-5. DD Form 1385, Cargo Manifest



☐ RECAPITULATION *(Line a applicable)* ☐ SUMMARY *(Line b applicable)*

OCEAN CARGO MANIFEST
RECAPITULATION OR SUMMARY

☐ ORIGINAL ☐ REVISED

1. VESSEL NAME	2. STATUS	3. VOY DOC NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS	7. OUTSIZE DIMENSION	PAGE NO.	NO. OF PAGES

DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA

TOTAL CARGO LOADED

a	DESTINATION PORT	DESCRIPTION	LENGTH-WIDTH-HEIGHT	SELF SUS	NON S.S.	VES	CGO	STOW LOCATION	L/T	DESTINATION PORT	SVC	L/T	M/T
b	DESTINATION PORT	COMMODITY CATEGORY	FOR MSTS USE					TRANSPOR-TATION ACCT CODE	ON DECK	NO. OF UNITS POV'S/MAIL OR OTHER			

I HEREBY CERTIFY THAT THE ARTICLES LISTED HEREON HAVE BEEN PLACED ABOARD IN APPARENT GOOD ORDER AND CONDITION.

I HEREBY ACKNOWLEDGE having received the cargo manifested hereon in apparent good order and condition for delivery as indicated, except as otherwise specifically noted.

SIGNATURE	GRADE OR RANK	TITLE	MASTER OF VESSEL *(Signature)*

NAME AND MAILING ADDRESS OF PREPARING ACTIVITY

DD FORM 1386, APR 66

REPLACES EDITION OF 1 APR 63, AND DD FORMS 1386-1-1, 1386-1-2, AND 1386-2, WHICH ARE OBSOLETE

Figure 203-6. DD Form 1386, Ocean Cargo Manifest Recapitulation or Summary

CARGO TRAFFIC MESSAGE (CTM) DATA ENTRIES

The following provides details of the information included in the CTM.

From: Preparing Activity

To: Addressees (see Table 203-15)

SUBJ: CARGO TRAFFIC MESSAGE

1. Paragraph 1. Enter vessel identification as follows:
    a. Ship prefix, e.g., USS, USNS, USCG, SS, MS.
    b. Ship name and number.
    c. Voyage document number (Appendix WW).
    d. Vessel status/terms of carriage code (Appendix II).
    e. IRCS (commercial ships only).
    f. Type of commercial ship, e.g., C1, C2, LASH, RO/RO.
2. Paragraph 2. Enter movement data for the vessel as follows:
    a. Departure port name, in-the-clear.
    b. Departure day and hour (Zulu date/time group).
    c. Next port of call, in-the-clear.
    d. Estimated date of arrival, next port of call.
    e. Subsequent port of call, in-the-clear.
3. Paragraph 3. Enter operational and handling data as follows:
    a. Ship discharge capability (self-sustaining/non self-sustaining).
    b. Special berthing requirements.
    c. Special information for the port area HN or theater CDR (expected arrival draft, overall length, beam, and capacity in MTON, cubic meter (include L/T and MTON in parentheses).
    d. Enter manifest on board or manifest forwarded separately by (enter method; e.g., DDN, mail).
    e. Enter cargo for transshipment at SPOD.
4. Paragraph 4. Total cargo loaded in MTON and cubic meter (include L/T and MTON in parentheses; e.g., 40 L/T, 10 MTON.

Figure 203-7. Cargo Traffic Message (CTM) Data Entries

CARGO TRAFFIC MESSAGE (CTM) DATA ENTRIES

5. Paragraph 5. A separate paragraph for each port of discharge to include the following subparagraph. Each subparagraph will identify by columns the number of wheeled and the number of tracked vehicles, MTON, cubic meter and in parentheses, L/T and MTON. Stowage location is identified by the first three positions of the stow location code: for LASH/SEABEE barges, the last four positions of the barge number. The Service will be identified by the TAC for BB cargo and by the consignee for containerized cargo.

    a. Total cargo loaded (mandatory).

    b. Deck load of BB cargo by Service, by location, excluding ammunition and explosives.

    c. Hatch load of BB cargo by Service, by location, excluding ammunition and explosives.

    d. Total number of reefer containers for each Service.

    e. Total number of other containers for each Service excluding those in f, below.

    f. Total number of containers containing ammunition and explosives for each Service. Include Net Explosive Quantity (NEQ), by IMDGC UN class, UN classes to include decimal fraction (1.1, 1.2), IMDGC compatibility group code, and stow location (four positions).

    g. Description of bulk ammunition and explosives for each Service. Include additional data described in f, above.

    h. Heavy lift cargo exceeding capacity of ships' boom.

    i. Protected (except pilferable) and/or classified cargo, number of pieces, stow location, and TCN.

    j. For LASH/SEABEE shipments, list each barge by barge number and by Service.

6. Final paragraph. Transshipment data:

    a. Port of transshipment in the clear.

    b. Information specifying responsibility for transshipment.

    c. Name of on-carrying vessel. Enter TBN if unknown.

    d. Cargo data required by Paragraph 5 above, for each port of discharge.

    e. For LASH/SEABEE shipments, the port of transshipment is the port of discharge of the vessel. For movement of the barge to a port of discharge, indicate towed in lieu of name of on-carrying vessel. Summarize cargo data by barge number and barge port of discharge.

Figure 203-7. Cargo Traffic Message (CTM) Data Entries (Cont'd)

NOTE: Deck/Hatch Loads are identified by the first three positions of the vessel stowage location code; for LASH/SEABEE vessels, use the last four positions of barge number.

INFORMATION TO BE LISTED ON THE OCEAN BL

The following information is entered on the BL whenever used for ocean transportation.

1. Name of ocean carrier, vessel, SPOE, and SPOD.
2. Rates, terms, and conditions of shipment, including responsibility for loading and unloading.
3. Appropriation chargeable.
4. Dollar rate of exchange as of booking date if ocean charges are based on, but not payable in, a foreign currency.
5. Voyage document number and SDDC clearance order number.
6. The SDDC Operations Center.
7. Weight and cube of each commodity and measurements of any cargo with any dimensions exceeding 30 feet.
8. SEAVAN TCN and TCN of each SU.
9. Consignee.
10. Government activity or representative at the SPOD responsible for receiving the cargo and submitting the cargo outturn message and report.
11. Enter, "Unless otherwise indicated, all cargo to be stowed under deck."
12. Actual or estimated sailing date.

Figure 203-8. Information to Be Listed on the Ocean BL

EXPLANATION OF CODES FOR OCEAN CARGO MANIFEST DISTRIBUTION

1. Method of distribution.

Code	Meaning
E	Electronically transmitted message.
H	Hand delivery.
M	Regular mail.
V	On the ship carrying the cargo.
X	By fastest available means following vessel departure, including FAX transmission or expedited small package carrier.

2. Remarks.

Code	Meaning
U	Contingency Cargo. Military owned or contracted vessels.

Figure 203-9. Explanation of Codes for Ocean Cargo Manifest Distribution

PUBLIC VOUCHER FOR TRANSPORTATION CHARGES

See FPMR (41 CFR) 101-41 for Instructions on Completing this Form.

CARRIER'S BILL NUMBER

DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS

U.S.

CARRIER'S SCAC

SERVICES FURNISHED *(Check one)*

☐ FREIGHT ☐ PASSENGER

THE UNITED STATES, DR., TO: *(Payee's name and address)*

PAID DATE

VOUCHER OR SCHEDULE NO.

Do NOT bill GBL and GTR charges on the same form.

For payment of services rendered as evidenced by attached subvouchers.

ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	
TOTAL CLAIMED ▶		

ACCOUNTING CLASSIFICATION

PAYEE'S CERTIFICATE

I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement, or exemption from regulation.

DATE _____

PAYEE * _____

PER _____ *(Signature)*

_____ *(Capacity)*

*When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.

DIFFERENCES	AMOUNT	
AMOUNT VERIFIED—CORRECT FOR ▶		

VERIFIED BY *(Signature or initials)* ▶

STANDARD FORM 1113 (REV. 7-85)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41
1113-109

The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. *(No acknowledgment of receipt of the check is necessary.)*

NAME: _____

ADDRESS: _____

_____

MEMORANDUM

NOTE—If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip will be mailed with the check.

_____ *(Department, Bureau or Establishment)*

BILL NO.: _____

AMOUNT: $ _____

Figure 203-10. SF 1113, Public Voucher for Transportation Charges

CARGO OUTTURN ADVISORY AND RECONCILIATION MESSAGE

FROM: Vessel Discharging Activity

TO: Activity Responsible for SPOE

MSC area/subarea command of the SPOE or SDDC Operations Center for CONUS loaded cargo

INFO: Activity responsible for each port of call and booking office that booked the cargo

SUBJ: Cargo Outturn Advisory and Reconciliation Message.

1. PART 1-ADVISORY.

2. Enter the SPOD in code and clear text as well as the three-position day-of-the-year of vessel arrival and discharge completion. If cargo has been diverted from another port, indicate the port from which it is diverted following the discharge data. For example:

   POD - JFI BREMERHAVEN 278/281

   POD - JFI BREMERHAVEN 278/281 DIVERSION FROM JG1 ROTTERDAM

3. Enter name, voyage number, and vessel status/terms of carriage for the vessel on which the cargo was manifested. If the cargo is received on a different vessel, indicate the delivering vessel in parentheses following the basic entry. For example:

   SSNEVERSINKA123461 (SS LEAKS ALOT)

4. Enter an indicator of manifest receipt, the number of supplements received, and the ocean BL number. For example:

   MANIFEST RECEIVED NO SUPP

   MANIFEST AND 1 SUPP RECEIVED GBL X7654321

5. Determine the agency responsible for each discharge element:

   a. The agency that discharged the cargo.

   b. The agency responsible for discharge costs.

   c. The agency responsible for paying port charges.

Figure 203-11. Cargo Outturn Advisory and Reconciliation Message

CARGO OUTTURN ADVISORY AND RECONCILIATION MESSAGE

Agency	(a) Paying Discharging	(b) Discharge Costs	(c) Paying Port Costs
US Army	DISARM	REARM	PCUS
US Navy	DISNAV	RENAV	PCUS
US Air Force	DISAF	REAF	PCUS
Commercial operator	DISOP	REOP	PCOP
Foreign government (SAP)	DISGOV	REGOV	PCGOV

Select and enter codes from the above table as per the following example:

DISARM/REARM/PCUS

6. Enter the SPOE and indicate whether all cargo manifested was received in apparent good order (CAGO) or with discrepancies including Overages, Shortages, Or Damages (OSOD). For example:

   IGC CAGO or IGC OSOD

7. Enter "PART II -- RECONCILIATION."

8. If the entry for cargo condition (Paragraph 6) was CAGO, enter "NEGATIVE." No further entries are necessary. If the entry for cargo condition (Paragraph 6) indicates OSOD, detail the discrepancies by line entries for each SPOE under the following column headings:

Heading	Data Indicated
ITEM	Item number. Enter sequentially starting with 1 for each SPOE
TCN	Transportation Control Number
CNTR NO	Container number (SEAVAN, MILVAN, RO/RO, CONEX)
OWNER	Container owner code (SEAVAN/MILVAN only)
COMMOD	Commodity /special handling code
PACK	Type pack code
MANIF	Number of pieces manifested
DISCH	Number of pieces discharged

Figure 203-12. Cargo Outturn Advisory and Reconciliation Message (Cont'd)

Table 203-1. TAW Transactions

Data Field	Procedures
1-3	Shippers and transshippers, enter "TAW" to report consolidation of two or more shipment or transportation unit TCNs into a higher-level consolidation TCN. CCPs also enter "TAW" to report consolidation of two or more MILSTRIP requisition or other document numbers that are broken down and reconsolidated into a new TCN for onward movement.
4-6	Enter the routing identifier of the original shipper.
7	Enter "Z" if CCP shipment; or "H" if Hub consolidation; otherwise, leave blank.
8-24	Enter the TCN of the shipment that is being consolidated into a higher level of consolidation or broken down for reconsolidation.
25-29	Enter quantity, if available; otherwise, leave blank.
30-44	Enter the MILSTRIP requisition, contract number, purchase order number or other document number for each individual line item that is being broken down and reconsolidated into a higher-level TCN.
45-50	Enter supplementary address, if available; otherwise, leave blank.
51-53	Enter date received by the transshipper, leave blank for shipper transaction.
54-56	Enter date shipped by shipper or transshipper.
57-59	Enter project code, if available; otherwise, leave blank.
60	Enter TP code, if available; otherwise, leave blank.
61-77	Enter new consolidated TCN assigned to next highest level of consolidation for movement (i.e., 463L pallet, SEAVAN/MILVAN, or other consolidation configuration).
78-80	Enter the routing identifier for the POE identified for onward movement.

Table 203-2. TAV Transactions

Data Field	Procedures
1-3	Transshippers, enter "TAV" to report consolidation of two or more shipment or transportation unit TCNs into a higher-level consolidation TCN.
4-6	Enter the routing identifier of the original shipper.
7	Enter "Z" if CCP shipment; enter "H" if Hub shipment; otherwise, leave blank.
8-24	Enter the TCN of the shipment that is being consolidated into next higher level of consolidation.
25-27	Enter CCP or air/water terminal identifier code for SUs processed with a new TCN assigned.
28-44	Enter the TCN (17 characters) of the newly formed transportation unit/consolidation.
45-50	Enter "marked for" address, if available; otherwise, leave blank.
51-53	Enter date received by the transshipper.
54-56	Enter date shipped by transshipper.
57-59	Enter project code, if available; otherwise, leave blank.
60	Enter TP code, if available; otherwise, leave blank.
61-77	Enter new consolidated TCN (17 characters) assigned to next highest level of consolidation for movement (i.e., 463L pallet, SEAVAN/MILVAN, or other consolidation configuration). (If not required, leave blank.)
78-80	Enter the air/seaport code of the POE.

Table 203-3. Application of Transportation Mode/Priorities

TP Code	Recommended Shipment Mode	Type of Shipment Other Than Mail	Explanation/ Exception Paragraph	Mail Shipments Paragraph B.2
1	Air	TDD Category 1 requisitions with priority designators 01–03 with or without RDDs except when RDD starts with a "X" or "S".	B.3	Registered letter mail, Command pouches, weapon system pouches, and CASREP pouches. Letter mail. Priority parcels.
2	Air	TDD Category 2 priority designators 04-15 with RDDs of 444, 555, 777, N__, E__, and specific Julian dates less than 8 days for CONUS or 21 days for OCONUS customers.	B.3	MOM, SAM, and PAL.
3	Surface	TDD Category 3 priority designators 04-15 and those RDDs that are blank or greater than 8 days for CONUS or 21 days for OCONUS from Julian dates when the requisition and shipment(s) are being processed. Personal Property NAF.	B.3	OCONUS mail and inter-command mail.
4	AMC uncommitted space	TP-3.	B.3	

Note: For explanation of codes, see Paragraph B.3, TP and Appendix U, TDD Standards. TP4 is not a TP but identifies cargo selected to move as TP-4.

Table 203-4. Demilitarization Codes

Code	Description
A	Non-USML (DEMIL not required)
B	USML (DEMIL not required)
C	USML (Remove and/or DEMIL installed key points)
D	USML (DEMIL by mutilation)
E	USML (DEMIL instructions provided by DOD DEMIL Program Office)
F	USML (DEMIL instructions to be furnished by IM/technical manager)
G	USML (DEMIL required – Ammunition, Explosives, and Dangerous Articles)
P	USML (Security Classified Item)
Q	Non-USML (Strategic List Item)

Table 203-5. Trailer Data Entries

Type Shipment	Mandatory Trailer Format DI Code
Outsized	T_5
Government vehicles including trailers, wheeled guns, and aircraft	T_5
Ammunition and explosives	T_6, T_7, T_9
Other HAZMAT	T_6, T_9
Personal property	T_8, T_9
Prepositioned Cargo	T_5
Unit Movement	T_5, T_9
NSN and Nomenclature	T_6
SEAVAN Information	T_9
Cargo with NOS Codes	T_9
Liquor, Cigarettes	T_9
Cargo to Hawaii, Guam	T_9
Classifies Cargo Seal No.	T_9

Table 203-6. Air Cargo Pallet Header Entries Manual or Automated Format

Record Position	DD Form 1385 block	Procedures
1-3	(9)	Enter TAB.
4-5	(10)	The air terminal enters a two-digit alphanumeric pallet designator. The letters I and O and the numeral 0 will not be used in these record positions.
6-8	(11)	Enter Greenwich Mean Time (GMT) hour/day of oldest piece of cargo on the pallet (Appendix RR).
9-12		Air terminal enters local bay location. Otherwise leave blank.
13-14		Leave blank.
15-17	(12)	Enter GMT hour/day code pallet leaves APOE (Appendix RR).
18-19	(13)	Leave blank.
20	(14)	Enter the air dimension code (Appendix BB).
21-23		Enter air terminal identifier code (Appendix CC).
24-26	(15)	Enter air terminal identifier code (Appendix CC).
27	(16)	Enter mode/method for pallet from APOE (Appendix GG).
28-29		Enter manifest reference code from manifest header entry.
30-35	(17)	Enter DODAAC of activity that loaded the pallet if other than air terminal.
36-39		Enter four-digit date code (Appendix RR).
40		Enter "L" to indicate 463L pallet.
41-43		Enter serial number assigned by pallet loading activity other than air terminal.
44-45		Enter one of the following: BC = Belly cargo LS = Loose cargo PC = Palletized cargo RS = Rolling stock SD = Cargo on skid

Record Position	DD Form 1385 block	Procedures
		T- = Pallet train (second digit = number of pallets in the train)
46		Enter one of the following: G = General cargo M = Mixtures of G and S S = Cargo requiring special handling U = Mail
47-52	(18)	Enter DODAAC of ultimate consignee. Leave blank if more than one consignee.
53	(19)	Enter highest priority on the pallet.
54		Enter last character of expanded pallet ID
55-57		Pallet height in inches.
58-60		Center of balance or pallet train.
61		Tiedown: C = Chain S = Straps N = Net M = Mixture
62-63		Number of equivalent pallet positions with assumed decimal point, e.g., 25 equals 2.5 pallet positions.
64		Overhang direction A, F, or B, or blank.
65		Enter personal property code: B = Personal baggage H = Household goods J = Personal baggage – ITGBL K = Household goods – ITGBL P = POV T = Household goods
66		Enter air special handling code (Appendix Z), otherwise, leave blank.
67		Leave blank.
68-71	(24)	Enter total number of pieces on the pallet.
72-76	(25)	Enter total weight of cargo on the pallet.
77-80	(26)	Enter total cube of cargo on the pallet.

Table 203-7. Time Standards for Issuance of an ETR

When the Shipper Requests an ETR for:	The OCCA Provides an ETR:
TP-1 and TP-2 shipments.	Within 48 hours from receipt at the OCCA.
TP-3 shipments.	Within three working days from time of receipt at the OCCA.
Any shipment with an availability date 10 or more days in the future.	Not later than the shipper-established lead time necessary to ensure processing and transit to the port.

Table 203-8. TCMD Submission for Air Shipments

When the shipper makes:	The Shipper Sends ATCMD Data to the ACA for Shipments Moving by AMC:	The ATCMD is Transmitted by:
Expedite TP–1 (999) shipments	Not later than two hours prior to release to the carrier	(l) Telephone/DSN (2) DDN (3) FAX (4) WWW
All other TP–1 shipments	Not later than six hours prior to release to the carrier	(l) DDN (2) ETM (3) Telephone/DSN/FAX (4) WWW
All other air shipments except AMC Forward Supply System (FSS) cargo	Not later than 14 hours prior to release to the carrier	(l) DDN (2) ETM (3) Telephone/DSN/FAX (4) WWW

Note: For shipments requiring clearance through the Marine Corps ACA and ATCMD, transmission is by telephone only.

Note: Facsimile of clearly legible ATCMDs may be used when the computer for sending or receiving data is temporarily inoperable. To ensure accountability, the shipper must provide advance notice to the ACA of approximate transmission time and number of ATCMDs being transmitted. The ACA will advise the shipper of any discrepancies.

Note: AMC FSS cargo does not require clearance. The TCMD forwarded with the FSS shipment contains a significant identifier indicating no advance documentation is required.

Table 203-9. CCP Eligibility by Service/Agency/Geographic Region

Service	DDSP (101) Air/Surface Shipments	DDJC (301) Air/Surface Shipments	FISC Norfolk (1MJ) Surface Shipments
Army and Air Force	Europe	Pacific	*
	Middle East	Hawaii	
	Central America	Alaska	
	South America		
	Azores		*
	Africa		
	Iceland		*
	Caribbean Islands		*
Navy and Marine Corps		Middle Americas, West Coast	North Atlantic
		South America, West Coast	Panama
		Myanmar - India	Caribbean
		China Sea	South America, East Coast

Service	DDSP (101) Air/Surface Shipments	DDJC (301) Air/Surface Shipments	FISC Norfolk (1MJ) Surface Shipments
		Philippines	Azores
		Central Pacific	British Isles
		Bonin and Ryukyu Islands	Northern Europe
		Korea	West Mediterranean
		Japan	East Mediterranean
		Australia	West Africa
		New Zealand	South Africa
		Coral Sea	East Africa
		South Pacific Islands	CDR Atlantic Fleet Deployed units in: Persian Gulf, Red Sea
		Hawaiian Islands	
		North Central Pacific	
		North Pacific and Northwest Arctic	
		Antarctica	
		CDR Pacific Fleet Deployed units in: Persian Gulf, Red Sea	
Designated Marine Corps Units		Middle East and Europe	

* Army and Air Force shipments for these geographic regions that are excluded from shipment to the CCP/DDSP as described in Tables 203-12, 203-13, and Table 203-14 may be shipped to 1MJ.

Table 203-10. Mandatory CCP Exclusions

Category	Explanation	
RU shipments or combination of LRUs that economically fill a SEAVAN for a single OCONUS consignee or BB activity		See Chapter 202.Y.2
Air-eligible unless specified by individual Service regulations and air clearance obtained IAW Paragraph B.19		See Chapter 202.Y.3
		See Chap 202.Y.3.)

Category	Explanation	
Air eligible items outsized to a 463L pallet	Maximum item dimensions and usable area of pallet: Height = 96 inches Width = 104 inches Length = 84 inches	See Chapter 202.Y.3
Air eligible items greater than 10,000 pounds not downgraded to surface	e.g., Army Air Line of Communications (ALOC) or Remote Area Support (RAS)	See Chapter 202.Y.3
Single items oversize to a 20-foot SEAVAN	Maximum item dimensions: Height = 85 inches Width = 85 inches Length = 228 inches	See Chapter 202.Y.2
Single items occupying 50 percent or more of the space in a 40-foot SEAVAN. Does not apply to FISC Norfolk.	e.g., Vehicles or construction equipment	See Chapter 202.Y.2
Pre-approved, exception Army expedited and high priority (TP-1 and TP-2) to customers designated by unique ship-to DODAAC or specific project codes (e.g., AOG, ACE, 9FF)	e.g., Pre-approved for WWX	See Chapter 202.Y.3 See Chap 202.Y.3.)
Air Force expedited and high priority (TP-1 and TP-2) shipments with RDD of 999, 777, 555, N__, or E__, or Julian RDD equal to or less than 21 days from the date the shipper received the requirement that have not been downgraded to surface		See Chapter 202.Y.3 See Chap 202.Y.3.)
Marine Corps expedited and high priority (TP-1 and TP-2) shipments with RDD of 999, 777, 555, N__, or E__, or Julian RDD equal to or less than 60 days from the date the shipper received the requirement that have not been downgraded to surface. Exceptions may be made to route Marine Corps expedited and high priority (TP1 and TP2) shipments through the CCP to facilitate the building of Marine Corps pure pallets.		See Chapter 202.Y.3 See Chap 202.Y.3.)

Category	Explanation		
Navy expedited and high priority (TP-1 and TP-2) shipments with RDD of 999, N__, or E__.			See Chapter 202.Y.3 See Chap 202.Y.3.)
Parcel post unless Army Post Office (APO)/Fleet Post Office (FPO) is the only choice available or requested by the requisitioner			Ship via parcel post
FMS			Ship via special consolidation locations for the SAP as listed in the MAPAD
Specific Commodities	**Description**	**Water Commodity Code (Appendix KK)**	See Chapter 202.Y.2
	Aircraft, unboxed	900	
	AA&E	400-433 680-686	
	Bulk cargo, unpackaged, dry or liquid	200-280	
	Refrigerated cargo	100-195	
	Subsistence, perishable	500-52E	
	Mail	610-614	

Table 203-11. Additional Mandatory CCP Exclusions for DDSP and DDJC

Category	Explanation		
Specific Commodities	**Description**	**Water Commodity Code (Appendix KK)**	See Chapter 202.Y.2
	Drugs and medicines	532	
	Ether or chloroform	533	
	Penicillin	537	
	Razor blades and sharpeners	539	
	Serums and vaccines	540	
	Sodium peroxide	542	
	POVs	300-352	
	Radioactive devices	490-496	
	Special cargo	800-894	
Special Handling required	**Description**	**Type Cargo Code (Appendix NN)**	

Category	Explanation		
	Radioactive substance, UN Class 7	A	
	Etiologic agent, UN Class 6	C	
	Contaminated cargo (not including HAZMAT)	D	
	Explosive Class A, UN Class 1	I	
	Explosive Class B, UN Class 1	J	
	Poison Class B, UN Class 6	P	
	Poison Class A, UN Class 2	S	
	Description	**Special Handling Code (Appendix LL)**	
	Highest sensitivity, Category I	2	
	Highest sensitivity, Category II	3	
	Moderate sensitivity, Category III	4	
	Low sensitivity, Category IV	5	
	Highest sensitivity, Category I (Secret)	6	
	Highest sensitivity, Category I (Confidential)	7	
	Highest sensitivity, Category II (Confidential)	8	

Table 203-12. Additional Mandatory CCP Exclusions for DDSP

Category	Explanation		
Specific Commodities	**Description**	**Water Commodity Code (Appendix KK)**	See Chapter 202.Y.2
	Baggage	360-380	
	HHG	390-396	
Special Handling required	**Description**	**Type Cargo Code (Appendix NN)**	See Chapter 202.Y.2
	Explosive Class C, UN Class 1	F	

Table 203-13. Special Instructions for FISC Norfolk

Category	Explanation		
Specific Commodities	**Description**	**Water Commodity Code (Appendix KK)**	Ship to FISC Norfolk
	Baggage	360-380	
	HHG	390-396	
	Drugs and medicines	532	Call Commercial: 757-444-4170 X100 or DSN: 564-4170 X100 prior to shipment. Ship to FISC Norfolk with prior approval and delivery
	Ether or chloroform	533	
	Penicillin	537	
	Razor blades and sharpeners	539	
	Serums and vaccines	540	

Category	Explanation		
	Sodium peroxide	542	appointment.
	Calcium Hypochlorite	635Y9	
	Special cargo	800-894	
Special Handling required	**Description**	**Type Cargo Code (Appendix NN)**	
	Etiologic agent, UN Class 6	C	
	Contaminated cargo (not including HAZMAT)	D	
	Explosive Class A, UN Class 1	I	
	Explosive Class B, UN Class 1	J	
	Poison Class B, UN Class 6	P	
	Poison Class A, UN Class 2	S	
	Description	**Special Handling Code (Appendix LL)**	
	Highest sensitivity, Category I	2	
	Highest sensitivity, Category II	3	
	Moderate sensitivity, Category III	4	
	Low sensitivity, Category IV	5	
	Highest sensitivity, Category I (Secret)	6	
	Highest sensitivity, Category I (Confidential)	7	
	Highest sensitivity, Category II (Confidential)	8	
Radioactive Material			FISC Norfolk Ocean Terminal does not accept radioactive material. All radioactive material will be cleared for air movement with the ACA.

Table 203-14. Non-receipts

Type of Shipment	Report if Not Received Within
Air shipments documented for expedited handling	One day following ETA
All other air shipments	Five days following ETA
All water shipments	15 days following ETA

Table 203-15. Distribution of Ocean Cargo Manifest

Distribution to:	Cargo Stowage Plan			Cargo Traffic Message			Cargo Manifest and Recapitulation			Cargo Manifest Summary		
	No. of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No. of Copies	Dist Method	Remarks
For all cargo. Commanding Officer or master of the Vessel	3	V	U									
POD and next port of call	3	X	U	1	E		1	E	U	1	E	U
POE for files	1		U	1	E		1		U	1		U

Distribution to:	Cargo Stowage Plan			Cargo Traffic Message			Cargo Manifest and Recapitulation			Cargo Manifest Summary		
	No. of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No. of Copies	Dist Method	Remarks
Clearance Authority for POD if different than POD	1	M	U	1	E		1	X/E	U	1	X/E	U
MSC area and subareas command for POE	1	X	U	1	E		1	X/E	U		X/E	U
MSC area and subareas Commanders on the Vessel	1	X	U	1	X		1	X/E	U			
MSC port representa-tives for ports on vessel itinerary unless same as area and subarea command	1	X		1	X		1	X/E	U			
Local agent of carrier (Unclassified Only)	5	X										
Clearance authority for POE if different than POE	1	X		1	X							
MSC (Headquarters)							1	X/E	U	1	X/E	U
For Navy-sponsored Cargo loaded on board ships at OCONUS terminals: Commanding Officer NOLSC ATTN: Code 031, 1837 Morris St, Norfolk VA 23511-3492							1	X/E	U			
For all Marine Corps-sponsored shipments: Commanding Officer MCLB Albany Compt Tran Vouch Cert Branch (TVCB) 814 Radford Blvd Suite 20318, Albany GA 31704-0318							1	E,M				
CG, FMF Atlantic US Naval Base, Norfolk VA 23511-5000 (Atlantic Ocean-area discharge only)							1	X/E				
CG, FMF Pacific FPO AP 96601 (Pacific Ocean area discharge only)							1	X/E	U			
For all US Guard-sponsored shipments: Commandant (FA 71) US Coast Guard Washington DC 20591							1	X/E	U			

Note: Neither vessel papers nor cargo manifest are placed on board commercial vessels engaged in common carrier trade and loaded at commercial piers.

Note: The addresses for MSC area and subarea CDRs are listed in Appendix WW.

Table 203-16. Air Manifest Header Data Entries

Record Position	DD Form 1385 block	Procedures
1-3	(9)	Enter TAA.
4-8	(1)	Enter carrier abbreviation, e.g., AMC; precede carrier abbreviations with zeros. On automated formats, the APOD enters the hour/date the cargo is received in rp 6-8 (Appendix RR).
9-14	(2)	Enter the aircraft tail number.
15-17	--	Enter GMT hour/date code to indicate time/date of flight departure (Appendix RR).
18-21	(3)	Enter aircraft model and series number, e.g., 005 (for C-5).
22-23	--	Leave blank.
24-26	(4)	Enter air terminal code (Appendix CC).
27	--	Mode code (Appendix GG).
28-29	(5)	Enter manifest reference code (Appendix OO).
30-44	(6)	Enter in the clear destination.
45-47	--	Enter GMT hour/date code (Appendix RR).
48-59	(7)	Enter mission number assigned by aircraft controlling agency in rp 48-56 and enter Julian date in rp 57-59.
60-62	(8a)	Enter air terminal code for manifesting station (Appendix CC).
63	(8b)	Enter last digit of fiscal year.
64	(8c)	Enter type manifest, e.g., “C” for cargo, “M” for mail.
65-69	(8d)	Enter last five digits of manifest number, if less than five numbers precede with zeros.
70-75	--	Enter total cargo weight.
76-80	--	Enter total cargo cube.

Table 203-17. Prime Data Entries for SUs on Air Manifests

Record Position	DD Form 1385 block	DD Form 1384 block	Procedures
1-3	(9)	32	Enter three-digit code as follows. First position: Always “T” Second position: Same as second position of the TCMD. Third position: “A” for a loose shipment and “D” for a shipment loaded on a 463L pallet.
4-5	(10)	33	Enter pallet number on which shipment is loaded.
6-8			Enter hour/date received (Appendix RR).
9-14	(11)	34	For nonpalletized mail, enter the registry number. For all other shipments, enter the DODAAC of the consignor.
15-17	(12)	43c	Enter GMT hour/day code shipment leaves APOE (Appendix RR).
18-19	(13)	35	Enter air commodity code (Appendix Z).
20	(14)	36a	Enter air dimension code (Appendix BB).
21-23		36b	Enter air terminal POE identifier code (Appendix CC).
24-26	(15)	37	Enter air terminal POD identifier code (Appendix CC).
27	(16)	38	Enter mode/method code (Appendix GG).
28-29		39	Enter manifest reference code from manifest header entry.
30-46	(17)	40	Enter TCN from SU TCMD.

Record Position	DD Form 1385 block	DD Form 1384 block	Procedures
47-52	(18)	41	Enter DODAAC of ultimate consignee.
53	(19)		Enter TP from SU TCMD.
54-56	(20)	43a	Enter RDD or expedited handling or transportation signal from the SU TCMD. If none, leave blank.
57-59	(21)	43b	Enter project code from SU TCMD. If none, leave blank.
60-62	(22)	43d	Enter hour/day code shipment arrived at APOE (Appendix RR).
63			For Services internal applications.
64-67	(23)	43e	Enter TAC from SU TCMD.
68-71	(24)	44a	Enter total number pieces in the SU.
72-76	(25)	44b	Enter total weight of the SU.
77-80	(26)	44c	Enter total cube of SU.

Table 203-18. Ocean Manifest Header Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD DD Form 1384 block	Manifest DD Form 1385 block	Procedures
1-3	1			Enter TAJ.
4-8	21	21	(3)	Original manifest, no Government dunnage and/or lashing gear used, enter NODUN. Supplemental manifest enter type of adjustment and date as explained in Paragraph C.6.d.(7)(g)8. For all others, leave blank.
9-11	6	25a	(1)	Enter seaport code (Appendix LL). For LASH/SEABEE shipments, show port that loaded cargo on the barge.
12-14				Leave blank.
15-18	15	25d	(2)	Enter four position date (Appendix RR).
19-23	19	25f	(3)	Enter voyage document number (Appendix WW).
24-26	7	26a	(4)	Enter seaport code for final SPOD (Appendix MM).
27	20	20	(5)	Enter voyage manifest reference code (Appendix XX).
28-29				Leave blank.
30-46	21	25k	(6)	Enter vessel name, if unnamed, enter vessel class and hull number.
47				Leave blank.
48-49	18	25e	(7)	Enter two-position code assigned by the OCCA. If a LASH/SEABEE barge is loaded with cargo booked under different terms of carriage, a separate manifest section is prepared for each term of carriage.
50				Enter L for LASH vessels, S for SEABEE vessels; otherwise, leave blank.
51	18	25e	(8)	Enter SDDC assigned code.
52-59	21	21	(9)	Enter assigned IRCS. For barges without an IRCS, enter the hull number.
60-80	31	31	(9)	Enter additional required data, e.g., actual loading activity if other than the SPOE, transshipping data, and so forth.

Table 203-19. Ocean Manifest Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest DD Form 1384 block	DD Form 1385 block	Procedures
1-3	32	1	(10)	Enter DI code from TCMD, but convert third position as follows: 0=&, 1 =J, 2=K, 3=L, 4=M, 5=N, 6=O, 7=P, 8=Q, 9=R. For Government-owned dunnage or lashing gear, enter TLJ for prime and TLR for trailer entries (Paragraph C.6.d.(7)(e)). See special instructions in Table 203-20. For supercargo personnel and other passengers, enter TXJ for prime and TXR for trailer entries. (See special instructions in Table 203-22.)
4-19	33-35		(11)	Enter prime and trailer data from TCMD.
20-23	36		(12)	Enter last four digits of the voyage document number from the manifest header.
24-26	37		(13)	Enter code from manifest header.
27	-			Enter code from manifest header.
28-59	39-43b		(14)	Enter prime and trailer TCMD data.
60-63	43cd	25h	(15)	For prime data entries, enter the vessel stowage location code (Appendix VV). For dunnage lashing gear, see Table 203-20. For all others, leave blank.
64-80	43e, 44		(16)	Enter prime and trailer TCMD data.

Table 203-20. Ocean Manifest Data Special Instructions for Dunnage and Lashings

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest DD Form 1384 block	DD Form 1385 block	Procedures
1-3	32		(10)	Enter TLJ for prime entries and TLR for trailer entries.
59-79	43-44b		(17)	Enter clear text disposition instructions.
80	44c			For trailer entries, enter a sequence number.

Table 203-21. Manifest Forwarding Time

If Transit Time to the First SPOD is:	The Manifest is Forwarded Within:
Seven days or less	72 hours of vessel departure from the SPOE
Eight days or more	Five days of vessel departure from SPOE

Table 203-22. Ocean Manifest Data Special Instructions for Supercargo Personnel/Passengers

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedures
1-3	1		10	Enter TXJ for prime entries and TXR for trailer entries.
4-8	2		11	Leave blank.

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedures
9-14	3		11	Enter the Unit Identification Code (UIC) of the unit providing the supercargo personnel/passenger.
15-19	4		11	Enter "821Z9".
20	5			Leave blank.
21-23	6		12	Enter sea POE code from Appendix MM.
24-26	7		13	Enter sea POD code from Appendix MM.
27	8			Leave blank.
28-29	9		14	Enter "PC".
30-32	10		14	Enter "S$$".
33-36	10		14	Enter the last four digits of the passenger's social security number.
37-40	10		14	Enter the last four digits of the voyage document number.
41-43	10		14	Enter the sea POE code.
44-46	10		14	Enter "XXX".
47-52	11		14	Enter the UIC of the unit providing the supercargo personnel/passenger.
53	12		14	Enter "3".
54-56	14			Leave prime records blank.
57-59	14		14	For prime records, enter Project Code if any, otherwise leave blank.
60-63	15, 16			Leave prime records blank.
64-67	17		15	For prime records, enter "####", a TAC will be provided by SDDC.
68-71	22		15	For prime records, enter "0001".
72-76	23		15	For prime records, enter "00001".
77-80	24		15	For prime records, enter "0001".
54-79				For trailer records, enter clear text details about the supercargo personnel/passenger identified in record positions 33-36. Use as many trailer records as required.
80	44C			For multiple trailer entries, enter a sequence number starting with "1".

Table 203-23. Instructions for Preparing Manifest Adjustments

Supplements	DI Entry	Record Position 4	Record Position 53	Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3
2. To add SU lifted but not manifested, prepare:				
a Manifest header	TAJ	S	No overpunch	No change
b. SU entries:				
Prime data:	T_J		"	"

Supplements	DI Entry	Record Position 4	Record Position 53	Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3
Trailer data:	T_N-R		"	"
2. To add consolidated containers and SUs in containers, prepare:				
a. Manifest header	TAJ	S	"	"
b. Container entries:				
Prime data:	T_K/L		"	"
Trailer entries:	T_R			
c. SU entries:			"	"
Prime data:	T_			
Trailer entries:	T_N-R			
Deletions				
1. To delete SU manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. SU entries: Prime data only:	T_J		Zero	/ S T
2. To delete a complete consolidation container manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. Prime container	T_K/L		Zero	/ S T
c. SU entries:				
Prime data only:	T_		Zero	/ S T
Corrections				
1. To change SUs not containerized, prepare:				
a. Manifest header	TAJ	C	11	J K L
b. To delete old SU.				
Prime data:	T_J		11	J K L
Trailer data:	T_N-R		11	J K L
2. To change a consolidated container, prepare:				
a. Manifest header	TAJ	C	None	None
b. To delete old container:				
Prime data:	T_K/L		11	J K L
Trailer data:	T_R		11	J K L
c. To add new container				
Prime date:	T_K/L		12	A B C
Trailer data:	T_R		12	A B C
3. To change SUs in consolidation, prepare:				
a. Manifest header	TAJ	C	None	None
b. Dummy entry:	T_K/L		12	A B C

Supplements	DI Entry	Record Position 4	Record Position 53	Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3
c. To delete old SU:				
Prime data:	T_K/L		11	J K L
Trailer data:	T_N-R		11	J K L
d. To add new SU:				
Prime data:	T_M		12	A B C
Trailer data:	T_N-R	1	2	A B C

Table 203-24. Manifest Adjustment Type

Type of Adjustment	rp 4	rp 5-8
Supplement	S	year/day of year
Deletion	D	year/day of year
Correction	C	year/day of year

Table 203-25. Ocean Cargo Manifest Recapitulation Data Entries

DD Form 1386	Procedures
(1)	Enter "X" in recapitulation box.
(2)	Enter "X" in the box. If the recapitulation is for a manifest adjustment, see special instructions below.
(3)	Enter vessel name. If unnamed, enter vessel class and hull number.
(4)	Enter two position vessel status terms of carriage code (Appendix II).
(5)	Enter voyage document number (Appendix WW).
(6)	Enter vessel sailing date code (Appendix RR).
(7)	Enter seaport code for actual port of loading (Appendix MM).
(8)	Enter the number of heavylifts (10,000 lbs or more, other than SEAVANs).
(9)	Enter the number of pieces, other than SEAVANs, with outsize dimensions (any dimension of 72 inches or more).
For each SPOD list, on separate lines, the data required by Paragraph C.6.d.(7)(g)8, as follows:	
(10)	Enter the seaport code for the final POD to which the cargo is booked (Appendix MM). If booked for transshipment, follow the SPOD with "BY T/S."
(11)	Enter abbreviated commodity description(s) (Appendix KK).
(12)	Enter length, width, and height, in inches, of each heavy lift, other than SEAVANs (indicate L, W, H).
(13)	Enter "X" if heavy lift can be discharged by vessel's gear; otherwise, leave blank.
(14)	Enter "X" if heavy lift cannot be discharged by vessel's gear; otherwise, leave blank.
(15)	Enter "X" if discharge costs are payable by the vessel operator, terms of carriage 2 or 3; otherwise, leave blank.
(16)	Enter "X" if discharge costs are payable by the Government, terms of carriage 1 or 4; otherwise, leave blank.
(17)	Enter vessel stowage location code for cargo being described (Appendix VV).
(18)	Enter in L/Ts, the weight of the cargo, other than SEAVANs, being described.
For each SPOD and consignee Service list, on separate lines, the data required by Paragraph C.6.d.(7)(f)9 as follows:	

DD Form 1386	Procedures
(19)	Enter seaport code for the cargo final SPOD (Appendix MM).
(20)	Enter first position of the consignee DODAAC.
(21)	Enter, in L/Ts for each SPOD, the total cargo on board for each Service/Agency identified in Block (20).
(22)	Enter in MTONs, the total volume of cargo included in Block (21).

If a DD Form 1384, Figure 203-3, or DD Form 1384-2 (STC-5) (not shown), is used, follow the above instructions and include a note to indicate the terms of carriage (Appendix II).

Special Instructions

If the recapitulation is prepared for a manifest adjustment, the data listed in Blocks (10) through (22) is separated as follows:

List exactly as on the original manifest, all items to be deleted, under the heading "Delete."

List all items to be added under the heading "Add." For original manifest items which must be corrected, include both a delete entry and an add entry.

Table 203-26. Ocean Cargo Manifest Summary Data Entries

DD Form 1386 Block	Procedures
(1)	Enter "X" in the summary box.
(2)	Enter "X" in the box if the summary is for a manifest adjustment. If the summary is prepared for a manifest adjustment, the data listed in Blocks (10) through (17) is separated as follows: List exactly as on the original manifest, all items to be deleted under the heading "Delete." List all items to be added under the heading "Add." For items on the original manifest that must be changed, include both a delete entry and an add entry.
(3)	Enter the vessel name. If unnamed, enter the vessel class and hull number.
(4)	Enter two-position vessel status/terms of carriage code (Appendix II).
(5)	Enter voyage document number (Appendix WW).
(6)	Enter year and day code for vessel sailing date (Appendix KK).
(7)	Enter seaport code for actual port of loading (Appendix MM).
(8)	Leave blank.
(9)	Leave blank.
For each SPOD list, on separate lines for each commodity CAT and TAC, enter the information required by Paragraph E.6.d.(7)(a), as follows:	
(10)	Enter the seaport code for the final SPOD to which the cargo is booked. If booked for transshipment, enter BY T/S after the SPOD (Appendix MM).
(11)	Enter the clear text commodity CAT from Appendix KK, Table KK-1.
(12)	Leave blank.
(13)	Enter the TAC for each commodity CAT to be summarized. For each CAT, a TAC is listed no more than twice, once for under deck cargo stowage and once for cargo stowed on deck.
(14)	Enter "X" on the same line as the TAC for any cargo stowed on deck.
(15)	Enter the number of pieces of mail or POVs that are summarized for that TAC. For all other cargo, leave blank.
(16)	Leave blank.

DD Form 1386 Block	Procedures
(17)	Enter the number of MTONs rounded to the nearest whole number for each TAC entry.

Table 203-27. Cargo Traffic Message Dispatch Schedule

When the Vessel Transit Time is Within:	The Cargo Traffic Message is Dispatched
0 to 72 hours	24 consecutive hours
Three to 12 days	48 consecutive hours
12 days and over	Three workdays

Table 203-28. Distribution of Ocean Bill of Lading

Activity or Agency	Government Bill of Lading		Commercial Bill of Lading (CBL) - Collect Convertible to GBL		CBL - Collect Nonconvertible to GBL		CBL - Prepaid Nonconvertible to GBL	
	Copies	Dist Method	Copies	Dist Method	Copies	Dist Method	Copies	Dist Method
Receiving activity at POD designated on the BL or the consignee	2 memos	X	1st orig and 2 memos	X	2d orig and 2 memos	X	1st orig and 2 memos	X
Ocean Carrier	Orig and 2 memos	X	Orig GBL and 1st orig CBL	X				
Activity offering the cargo for booking	1 memo signed by the carrier's agent	X	3d orig	X	3d orig	X	3d orig	X
MSC paying command	3 memos	X	2d orig and 1 memo plus 1 GBL with converted CBL	X	1st orig and 2 memos	x	2d orig and 1 memo	X
Booking office	1 memo	X	1 memo	X	1 memo	X	1 memo	X
MSC port representative unless the same as the MSC paying Command	1 memo	X	1 memo	X	1 memo	X	1 memo	X

Note: For SAP shipments, distribution will be to the US Military Representative indicated in the MAPAD for the recipient country. Contact sponsoring US Service Security Assistance Agency for assistance identifying US Military Representative if doubt exists. (See Appendix E for SAP POC).

Note: For Ocean carriers, distribution is made by the receiving activity at the POD.

Note: The addresses for MSC area and subarea commands are listed in Appendix WW.

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