CHAPTER 210

TRANSPORTATION DISCREPANCY REPORT (TDR)

A. GENERAL

1. This chapter prescribes responsibilities and procedures for reporting transportation discrepancies involving commercial carriers and military shippers worldwide. The Services, DLA, and GSA approved these procedures.

2. Purpose: TDRs are created for two purposes:

   a. To document loss of or damage to government material to support the filing of claims against carriers for Government reimbursement. If a claim is not filed, the Government is not compensated by a carrier for loss/damage, which leaves the Government, and thereby the taxpayer, to pay the bill.

   b. To document shipper-related discrepancies, e.g., those associated with HAZMAT requiring corrective action.

3. This chapter provides the receiver with rules to:

   a. Document facts and evidence to claims offices (DFAS) for each of the Services, DLA, DCMA, and the GSA National Customer Service Center to support loss and damage claims against the carrier or contractor to ensure recovery of government funds.

   b. Provide facts to the SDDC Operations Center and other responsible activities for use in loss and damage prevention.

   c. Provide proof of transportation discrepancies so changes can be made to financial records, property, and inventory files, and dependent on Service and Agency policy, to the IM who can reissue the lost or damaged material.

4. Report transportation discrepancies involving motor, air, water, rail, and small package commercial carriers. Use the procedures in this chapter for discrepancies involving:

   a. Astray cargo.

   b. Shortage.

   c. Pilferage.

   d. Theft.

   e. Damage.

   f. Vandalism.

   g. Material overage.

h. Contract services not provided.

i. Non-conformance with HAZMAT shipping requirements.

5. For miscellaneous transportation discrepancies, see Paragraph H.

B. RESPONSIBILITIES

1. The SDDC Operations Center, SDG3-GD-CS will:

a. Serve as the DOD TDR Program Manager for the Worldwide Cargo Loss and Damage Prevention Reporting and Analysis System.

b. Take necessary measures to determine the effectiveness of and weaknesses in the system and provide recommendations to DOD Components for improvement or corrective action(s).

c. Develop and administer the system, as well as the GOCARE Program in coordination with the DOD Components.

d. Provide data, analysis, information, and reports to DOD components, DFAS, and GSA to determine trends, changes required for claims prevention, and procedures to reduce loss and damage.

e. Assist DOD and GSA components in resolving transportation discrepancies.

f. Assure that published regulatory guidance meets the needs of the military and federal agencies involved with the TDR program.

g. Provide TOs with timely, adequate training and assistance in the preparation and submission of TDRs and the operation of the GOCARE Program.

h. Provide assistance to theater CDR Area Monitoring Offices (AMOs); review and comment on all AMO implementing instructions.

i. Monitor TDR actions and initiate investigative or corrective actions affecting CONUS and OCONUS locations assigned to the US Joint Forces Command.

j. Input manually prepared TDRs into the ETA system.

k. Provide TDR training assistance and advice.

l. Monitor the TDR performance of field activities that fail to respond to Request for Information (RFI) tracers; take action to ensure prompt and accurate replies in the future.

m. Assist finance centers and claims offices in obtaining shipment and discrepancy information to resolve transportation discrepancies.

2. Theater CDRs will establish an AMO that:

a. Monitors TDR actions within its AOR.

b. Provides training assistance and advice, as required, to ensure compliance with this Regulation.

3. DOD Components (Services/Agencies) will:

a. Monitor subordinate activities' compliance with the TDR Program.

b. Provide assistance IAW this Chapter and Chapters 209 and 211.

c. Promote and ensure participation in the TDR Program.

d. Provide Service/Agency-related policy guidance to TOs who are responsible for preparing discrepancy reports.

4. TOs and Receiving Officers will:

a. Take proactive steps to identify potential lost, damaged, or astray cargo. Refer to Chapter 209.

b. Document and submit TDRs on all transportation discrepancies in shipments received at their activity, including TDRs on military mobilizations and exercises, IAW TDR reporting standards.

c. Respond to RFIs, TDRs, and any other requests for information within established timeframes.

d. Provide procedures for discrepancy reporting on shipments received by off-site and tenant activities.

e. Ensure procedures for obtaining actual repair cost statements and repair cost estimates are followed as they apply to the activity. (See Chapter 211)

f. Investigate and gather facts relating to each shipment discrepancy to support Government claims against the responsible carrier.

g. Notify the security and law enforcement elements upon loss of classified/protected material, if loss, pilferage, theft, damage, or vandalism is readily apparent.

h. Notify Defense Investigative Service cognizant security office of classified material security violations according to DODM 5220.22-M.

i. Furnish documentation to support a contractor's claim against a carrier for FOB destination shipments; use the SF 361, Transportation Discrepancy Report, Figure 210-1, for this purpose.

j. Review each TDR before forwarding to the finance center or claims office to ensure that:

(1) Carrier responsibility is established and supported with documented evidence.

(2) Amount of loss/damage is supported with documented evidence citing the actual expense of repairing or replacing the lost or damaged material. Use estimated repair costs only when repairs will not be made, repairs will be delayed due to lack of parts or

backlog in the repair facility, or the damaged property must be shipped to another facility for repair.

(3) Items shipped to the repair facility are adequately marked so the repair facility can identify them and maintain separate repair cost records for claim action.

(4) Controls are in place to ensure action is taken on correspondence from the finance center or claims office IAW established TDR reporting standards.

k. Ensure that transportation discrepancies of less than $500.00 in value are documented, reported, and settled at the local level.

l. For SAP (FMS or Grant Aid) deliveries to overseas destinations, US Military Representatives such as Security Assistance Officers (SAOs) perform the TDR functions of a Receiving Officer. This applies primarily to Grant Aid and DTCs 9 and 7 FMS shipments.

5. CMOs will:

a. Take proactive steps to identify potential lost, damaged, or astray cargo. Refer to Chapter 209, Paragraph E.

b. Ensure prompt, accurate reporting of discrepancies for inbound shipments at contractor plants.

c. Respond to TDR RFIs.

d. Take corrective action to prevent further discrepancies.

e. Investigate each discrepancy and gather facts to support claim actions.

6. Finance Centers/Claims Offices will:

a. Make final determination of liability and measure of damage.

b. File an SF 362, U.S. Government Freight Loss and/or Damage Claim, Figure 210-2, to complete formal claim actions.

c. Conduct an investigation and respond to all carrier protests, declinations, and compromise offers pertaining to claims filed by their office.

d. Take collection action.

e. Handle claims to conclusion, to include furnishing administrative reports to the US General Accounting Office and litigation reports to the US Department of Justice, when required, because of uncollectible debts, carrier bankruptcy debts, or compromise offers of $20,000 or more.

f. Act in an advisory capacity for locally filed claims.

7. Transshipment Activities, Terminal Operations, and CCPs will prepare and distribute initial notifications to the reporting activity, transshipment point, consignor, shipper, consignee, and final destination. (See Figure 210-3, SF 361, Discrepancies Discovered by Other Agencies.)

8. Security Assistance Implementing Agency (IA) centers or commands will advise and assist in-country SAOs regarding TDR submission for DTS-delivered SAP shipments.

C. EXCEPTIONS

This chapter does not apply to:

1. Reporting, IAW Chapter 207, e.g., carrier equipment that cannot meet the safety requirements for moving HAZMAT.

2. Reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments; or Presidential Determination shipments under the International Logistics Program. Report these discrepancies on an SF 364, Report of Discrepancy (Supply Discrepancy Report), Figure 210-4. (See: http://www.supply.dla.mil/PDFs/sf%20364.pdf)

3. Reporting discrepancies under the GSA Government Purchase Card or the GSA SmartPay Purchase Card.

   a. GSA Government Purchase Card: If a discrepancy occurs on a shipment paid for under the GSA Government Purchase Card program, cardholders must contact the material vendor to resolve the discrepancy IAW GSA procedures. If billing adjustments do not show up in next month's bill, a dispute form (Form CSQICPPPUR, Cardholder Statement of Questioned Item) will be completed and mailed to the bank representing the GSA Government Purchase Card. Obtain the form from the bank by calling toll-free 888 994-6722.

   b. GSA SmartPay Purchase Card: If a discrepancy occurs on an order and/or shipment paid for under the purchase card program, the cardholder must contact the responsible vendor/carrier to resolve the discrepancy.

4. Loss and damage to personal property, unless that loss and damage happened to be property consigned to transshipment activities for movement overseas or the discrepancies resulted from movements by AMC or by MSC.

5. Shipments of bulk petroleum via all modes, e.g., tanker, pipeline. (See DODM 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal, Volume II, Chapter 5, at: http://www.dlaps.hq.dla.mil/dodm4140.25.htm for SF 361 requirements.)

6. FMS Shipments.

   a. TDR procedures apply to any SAP shipment made within the DTS. This includes FMS program shipments to overseas destinations and PODs (DTCs 7, 9, G, and J), to DOD CONUS POEs (DTCs 8, B, and C) and to DOD/US Government (USG) CONUS-located activities and contractors (DTC 2). TDRs for overseas deliveries will be submitted by DOD POD personnel (if any) or by US Military Representatives assigned to the Customer Country, e.g., SAOs. TDRs for shipments arriving at CONUS POEs with discrepancies will be submitted by CONUS port personnel. Discrepancies for shipments sent to CONUS-located DOD/USG locations will be submitted by receiving personnel.

b. TDR procedures do not apply to FMS materiel shipped to non-DOD consignees within the CONUS; e.g., FMS freight forwarders, Customer Country embassies, or carrier facilities identified in NOA responses. However, different policies and procedures apply to prepaid shipments (DTCs 5 and H) and non-prepaid shipments (DTCs 4 and E).

(1) Prepaid shipments to these destinations, regardless of the funding source, involve a contractual relationship between a DOD/USG shipping activity and the inland CONUS carrier. The consignee cannot submit claims or tracing requests directly to the carrier. As non-DOD/USG entities, they cannot submit TDRs. For these reasons, the freight forwarder or the Country Representative will report these discrepancies to the DOD shipping activity with a letter or memorandum. The shipping activity will use these reports to initiate tracers or damage claims with the inland CONUS carrier. The proceeds from claims will be forwarded to the Customer Country's account held at DFAS-Denver.

(2) Non-prepaid shipments can either be picked up at a CONUS shipping activity by freight forwarder/Customer Country-arranged transportation or they may be released by the shipper to the freight forwarder under a Collect Commercial Bill of Lading. In either case, all requests for tracing actions or claims for damages must be submitted to the carrier by the consignee. The shipping activity will not involve itself with the carrier in these actions.

c. Non-transportation discrepancies will be reported under SDR procedures. Customer Countries report these discrepancies on a SF 364. See DLAI 4140.55, AR 735.11-2, SECNAVINST 4355.18A, AFJAM 23-215, for SDR procedures at: http://webl.deskbook.osd.mil/data/002pidoc.doc.

7. Overages and shortages on single consignee SEAVANs or containers that were loaded at the supply source and were unstuffed by the cargo consignee with original seals intact. Report these overages and shortages on a SF 364. Transshipment points (CCP, ports, and BBP) are not supply sources for purposes of this exception.

8. Dunnage and lashing gear, e.g., lumber and wood products, wire, wire rope, turnbuckles, clips, chains (other than those items identified as recoverable according to current individual Service policy and procedures), used to fasten cargo to prevent shifting during transportation.

9. Discrepancies that occur in the movement of material to or from on-station sites or satellite activities using equipment assigned to a government activity, vendor, or contractor operation.

D. REPORTING PROCEDURES

1. To report a discrepancy:

a. The consignee will:

(1) Prepare an Advisory Action RFI message for classified or protected shipments within 24 hours from the date the discrepancy was discovered.

(2) Provide a copy of an RFI to the carrier within seven calendar days from the date the discrepancy was discovered for a non-classified/non-protected shipment. US Military Representatives serving as SAOs in Recipient Countries receiving SAP materiel via the

DTS will submit all RFIs and TDR packages directly to the SDDC Operations Center indicated in Paragraph I.1. below.

(3) Prepare, document, and submit a TDR for loss and/or damage claim action to the finance center/claims office. See Paragraph D.1.a.(2) above.

(4) Report astray freight recoveries using the guidelines in Chapter 209.

(5) Obtain a billing adjustment/credit. A copy of the SF 361 will be sent to the ICP, e.g., Defense Supply Center. The completed TDR must be provided to the ICP to receive repair and disposition instructions. Customers must request credit within nine months of receipt or expected receipt of the materiel. Routing Identification Code, which identifies the Defense Supply Center where the materiel originated, is found at positions 67-69 of the DD 1348-1A. (See Figure 202-7) Make the request for credit in the "REMARKS" section, Block 30 of the SF 361. Deposit credit in the account of the requisition originator. Provisions of this subparagraph do not apply to FMS shipments because of title/ownership transfer.

b. Activities other than the consignee will:

(1) Prepare an initial notification SF 361 by completing Block 1 and Blocks 4 through 31. (Appendix I provides instructions for completion of the SF 361.) Block 30 will contain the probable responsible party for the discrepancy, e.g., carrier, transshipment activity.

(2) Distribute the completed SF 361. Forward original, with enclosed supporting documents, to the consignee within seven calendar days of identifying the discrepancy.

(3) Maintain a file copy.

(4) Forward one copy to the carrier explaining that the carrier's response will be sent to the consignee identified in Block 6 of the TDR.

(5) Send a copy to the AMO for OCONUS activities.

(6) Report astray cargo using the guidelines in Chapter 209.

2. Timeframes for submitting TDRs are as indicated in Table 210-1.

3. Time Limitations for Filing Claims. 41 CFR 101-40.709 states, "Government agencies shall take prompt action to recover amounts due the United States as a result of discrepancies in delivery, in accordance with time limitations established by the bill of lading or other contracts of carriage, or by statute." The time limit is based on the mode of transportation used and, therefore, TOs may find it necessary to step up reporting and investigation of discrepancies in shipment. TOs will use Table 210-2, Time Limit to File Claim, to determine if there is a reduced time line for submission of a TDR for claim action.

4. TDR reporting requirements for claim action:

a. Report all discrepancies in DOD shipments valued at $500 or more (for reporting miscellaneous transportation discrepancies that do not result in a claim, refer to Paragraph H.)

b. Report all classified, protected, HAZMAT, and SAP shipment discrepancies regardless of value.

c. Shipments valued at under $100.00 do not require claims action, except classified and protected shipments.

d. When a response to an RFI indicates the actual value of the discrepancy is $499.99 or less, TDRs may be processed at the local level and locally established claims procedures will be used. (See Chapter 211 on how to determine the cost of a transportation discrepancy.) If the carrier declines the claim at the local level, forward the claim with the SF 361 and all supporting documentation for assistance by the finance center or claims office. Digital photographs are acceptable. Provisions of this paragraph do not apply to SAP shipments.

e. Forward all TDRs valued at $500 or more to the finance center or claims office for claim action. If the property value is $499.99 or less and the claim cannot be settled at the local level, or there is a question of proper law or disposition, forward the claim to the finance center or claims office for action. Proceeds obtained for FMS Program shipment discrepancies will be forwarded to the Customer Country's account at the DFAS in Denver, Colorado.

(1) Claims settlement: Upon receipt of settlement from the carrier, submit the settlement (claims) check to the finance office or Service or Agency designated location using the DD Form 1131, Cash Collection Voucher, Figure 210-5.

(2) Funds credit: 10 USC §2636, Deductions from Amounts Due Carriers, requires that deductions from carriers because of loss or damage to material in transit requires all monies collected from carriers for loss and damage claims be credited to the fund or appropriation from which the same or similar material will be purchased. For damages, funds may be returned to the account from which repair costs are paid. If the original purchase was made using industrial operating funds/stock funds, any monies recovered can be credited to that fund at any time. If the original purchase was made using appropriated funds, recovered monies can only be returned to that appropriation as long as it is still active; after the appropriation has expired, recovered funds must be returned to the General Treasury.

f. GSA does not require reporting of discrepancies of a certain value, nor does GSA impose a minimum amount for processing discrepancies. GSA bills at the time of shipment and leaves it to the discretion of the Agencies to determine when recovery of their funds warrants the effort of processing a discrepancy report and claim.

5. Changing or canceling the TDR. Use the original copy of the SF 361 as follows:

a. To change a TDR, write the word "REVISED" on the front, top, and bottom of the form; draw a line through the old information and legibly print the corrected information. In Block 30, state the reason for the TDR change. Sign and date the change notation, and forward to the original addressees.

b. To cancel a TDR, write the word "CANCELLED" on the top and bottom of the form. In Block 30 or Block 43, type the reason for cancellation. Sign and date the cancelled notation and forward to the original addressees.

E. DOCUMENTS AND THEIR USE

1. Use the SF 361 to:

   a. Report discrepancies for AMC and contract carrier discrepancies by sending the original TDR to the last AMC aerial port that handled the freight; do not send the TDR to a finance center. Provide an information copy to:

      HQ, Air Mobility Command
      ATTN: A43
      402 Scott Drive. Unit 2A2
      Scott AFB, IL 62225-5302

   b. Issue an RFI to the carrier for every documented transportation discrepancy.

   c. Request information (from any source) to resolve a discrepancy, e.g., request pricing data from shipping activity or ICP.

   d. Reply to an RFI.

   e. Change or cancel a previously issued TDR.

   f. Request disposition instructions from the IM and request credit.

   g. Support claims against carriers and contractors.

2. When a sealift carrier is suspected or known to be responsible for a loss or damage, follow procedures in Paragraph G, below.

F. REPORTING REQUIREMENTS

1. When a shipment discrepancy is identified, the actions taken differ depending on the type of discrepancy, value of the material discrepancy, and the activity finding the discrepancy. Discrepancies in classified or protected material, as well as AA&E shipments (regardless of classification), require reporting procedures that are slightly different from other cargo shipments. TDRs are important for SAP shipments because they provide needed documentation for Customer Countries to submit insurance claims. This is over and above proceeds obtained from carriers. Not all countries, however, purchase insurance.

2. Advisory Action and RFI.

   a. Classified or Protected Shipments and all Shipments of AA&E. If a discrepancy is found in a classified, protected, or AA&E shipment, notify the nearest TO by telephone upon discovery. This includes ocean and air shipments and is in addition to the ocean cargo out-turn reporting requirements in Paragraph G.

      (1) The TO or designated agent notifies the carrier or contractor and the local security office and records the name(s) and position(s) of all individuals contacted.

(2) Regardless of the value of the shipment, within 24 hours after the discovery of a discrepancy, the TO must notify the addressees listed in Paragraph I by message. When a theft or loss of narcotics or controlled substances is involved, forward a copy to:

Drug Enforcement Administration
Office of Diversion
Washington, D.C. 20537-5000

(3) The Sample Joint Message Form, Figure 210-6, is prepared with line numbers corresponding to Blocks 1 through 31 of the SF 361. (See Appendix I, Paragraph A, for explanation of blocks.) Block 30 is used if more information is needed or if a particular addressee is to take action.

(4) Distribution of the RFI Advisory Message:

(a) Consignor. If shipped by a non-DOD agency, send to the government activity that directed the shipment (except GSA, see Paragraph J.) If shipped by a contractor, send to the CMO TO.

(b) Consignee. If the discrepancy is discovered in transit.

(c) SDDC Operations Center or theater CDR.

SDDC Operations Center
ATTN: SDG3-GD-CS
661 Sheppard Place, Second Floor
Fort Eustis, VA 23604-1644

Commercial: 757 878-8622; DSN: 826-8622
FAX: Commercial: 757 878-7994; DSN: 826-7994
e-mail address: mainorp@sddc.army.mil

(d) If OCONUS, send additional copy to the AMO.

(e) IM, as shown in Paragraph I.

(5) If an activity other than the consignee discovers the discrepancy, the consignee is ultimately responsible for the TDR preparation. The activity that discovers the discrepancy must prepare an initial notification TDR and include a statement in the Remarks section or Block 30 of the Advisory or RFI message requesting all action responses to the consignee in Block 4.

(6) Classified or protected cargo will not be released to the carrier or any unauthorized personnel for repair or salvage. Property that is designated SECRET or CONFIDENTIAL and narcotic preparations will not be released to the carrier regardless of the extent of damage.

(7) Responding to the Advisory or RFI Message. All action addressees must answer the Advisory or RFI Message within seven calendar days of the date the discrepancy was reported on a classified or protected shipment. Even if an action addressee has no information concerning the discrepancy, a negative reply is required. After all the

answers are received, the consignee attempts to resolve the discrepancy and follows the procedures outlined in Paragraph F.2.f. In many instances, shortages are resolved by checking supply and inventory records. (See Figure 210-6, Sample Joint Message Form.)

(8) Unanswered Advisory or RFI TDR. If a response is not received by the close of business on the seventh day, the TO sends a "Non-response" TDR to remind action addressees that a reply is mandatory. The subject of the TDR will be "RFI Follow-up" and the body of the message states: "Answer not received by required deadline." The consignee sends a copy of this tracer to the SDDC Operations Center if the action addressee is located in CONUS or to the AMO if the action addressee is OCONUS. For Air Force RFIs, send a copy to the major command of the consignee. The consignee does not wait for a reply to the late notice, but continues with actions required at Paragraph F.2.f.

(9) Resolved Advisory or RFI TDR. If the discrepancy is resolved within 30 calendar days from the date it was discovered, cancel the Advisory and RFI message. Send the message canceling the TDR to each addressee that received the original message reporting the discrepancy.

(10) Unresolved Advisory and RFI TDR. If the discrepancy is not resolved, the consignee will issue a SF 361, regardless of the cost of the discrepancy, no later than 30 calendar days after the discrepancy was discovered for claim action against the carrier.

(11) Assembling the TDR Package. The SF 361 is the source document for claim action against the carrier and, depending on the Service or Agency policy, for the IM to reissue material, issue credits, or provide disposition and repair instructions. These actions will be successful if the TDR is supported with documented facts and firm evidence that establish carrier liability and the actual amount of the government's loss. Paragraph F.2.h. lists the documents required to support the TDR for claim action.

(12) Forwarding the TDR Package. The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary. Distribution follows:

(a) Forward one copy, without attachments, to the consignor.

NOTE: SAOs submitting TDR packages for SAP shipments will usually not send this copy.

(b) Maintain one copy of the TDR package.

(c) Send one copy of the TDR, without attachments, to the SDDC Operations Center.

NOTE: TDR packages for SAP will include attachments with the SDDC Operations Center copy.

(d) For SAP TDRs, send one copy of the TDR, without attachments, to the Security Assistance Agency that administers the SAP for the DOD IA that generated the shipments involved.

(13) Guidance for completing the SF 361. The consignee will complete Blocks 1 through 33 of the SF 361. Most of the information needed to fill out the SF 361 is available from

the Advisory or RFI TDR. In addition, complete Blocks 34 through 45 (Part II of the SF 361) for claim action against the carrier. Carrier claims will be filed by the finance center or claim office whose fund cite is annotated on the Appropriation Chargeable (Block 24) of the BL. Contractor claims will be filed by the Government activity that administers the contract. Information contained in Part II of the SF 361 will not be disclosed to the carrier or contractor. (See Figure 210-1.)

(a) If OCONUS, forward one copy of the SF 361, without attachments, to the AMO.

(b) Distribute other copies as required by the Service or Agency identified in Paragraph I.

b. Non-Classified or Non-Protected Shipments. When a commercial carrier delivers a shipment and pilferage, theft, damage, or vandalism is apparent, the consignee must notify the carrier by telephone and request that the carrier inspect the shipment within seven calendar days from the date the discrepancy was discovered. If the carrier waives inspection, record the person's full name, title, and date of the waiver. When a carrier waives inspection, the government must perform an inspection to determine the extent and cause of the damage. If a military vehicle delivered the shipment, the same inspection procedures are required.

(1) An RFI must be issued for each transportation discrepancy. Whether the consignee discovers a discrepancy in a shipment or is notified that such a discrepancy was discovered by another activity, the consignee must use the SF 361, marked RFI, to notify all interested parties and gather information. (See Figure 210-7, Request for Information)

(2) Describe the specific information required in Block 30. The information gathered will aid in the resolution of the discrepancy or provide the necessary data for the completion of a TDR package, which will be the basis for a claim. (See Figure 210-8, Source Document for Claims)

(3) Do not enter the pre-shipment value of the item or the cost of repairs (Block 29) of the SF 361 on the copy of the RFI that is provided to the carrier. (See Figure 210-7.)

(4) If the consignee receives an Initial Notification SF 361 from another activity, the shipment will be checked for additional discrepancies.

(a) The consignee will file any Initial Notification SF 361 received from another activity with a copy of the consignee-prepared RFI, to be retained as evidence in the event that the discrepancy is not resolved.

(b) The consignee must initiate an SF 361, checking the Request For Information (RFI) Block, showing the addresses in Blocks 3 and 4 and copying the rest of the information from the Initial Notification SF 361.

(c) Send the RFI to any parties that may have information to help resolve the discrepancy.

1 Always notify the carrier in writing (carrier copy of the RFI) of any discrepancy. Do this within seven calendar days after the discrepancy is found,

or when a reasonable delivery time has passed and none of the shipment has been delivered.

2 Send the RFI to the consignor for pricing information for the discrepancy when it is not available.

3 Forward a copy of the RFI to any other activity from which information is being requested in Block 30 of the TDR.

4 Send the RFI to the TO at the CMO if the shipper is a DOD contractor.

5 Send a copy to the AMO for OCONUS.

6 File the original SF 361 RFI in a suspense file for 30 calendar days to give the carrier and other action offices time to investigate and resolve the discrepancy. Do not send a copy of the SF 361 RFI to the finance center or claims office. During this time, the reporting activity will be collecting supporting documentation for the TDR package. The 30 calendar days are counted from the date the discrepancy was discovered.

c. Unanswered SF 361 RFI. If answers are not received by the close of business on the eighth day for a non-classified/non-protected shipment, the TO sends a "Non-Response" TDR to remind action addressees that a reply is mandatory. The subject of the TDR will be "RFI Follow-up" and in Box 30 of the TDR, insert: "Answer not received by required deadline." The consignee sends a copy of this tracer to the SDDC Operations Center if the action addressee is located in CONUS; if the action addressee is located outside CONUS, a copy is sent to the AMO. For Air Force RFIs, send a copy to the major command of the consignee and non-respondent.

d. Actions for Resolved and Unresolved Discrepancies.

(1) Resolved discrepancies. If the discrepancy is resolved within 30 calendar days from the date it is discovered, the TDR SF 361 is canceled as indicated in Paragraph D.4.b. Send a copy of the TDR SF 361 to the carrier and all activities that received a copy of the RFI.

(2) Unresolved discrepancies. If the discrepancy is not resolved within 30 days from the date the discrepancy was discovered, initiate claim action. For claims valued at $500 or more, send the SF 361 with supporting documentation to the claims office. For claims valued at less than $500, locally established claims procedures will be used.

e. Guidance for Completing the TDR (SF 361):

(1) The consignee will check the "RFI" square only when the SF 361 is being used exclusively to request additional information to resolve the discrepancy or support the freight claim.

(2) Check the "Initial Notification" square only when the SF 361 preparer is other than the consignee and is being used exclusively to notify the ultimate consignee.

(3) Check the "Miscellaneous Problems" block when the SF 361 is being used exclusively for discrepancies pertaining to Paragraph H.

(4) If evidence indicates that AMC is responsible for the discrepancy, complete only Blocks 1 through 28, and 30 through 31. Data for Blocks 10, 14, 17 and 19 may not be available.

(5) Most of the information needed to fill out the SF 361 is available from the Initial Notification or the RFI. Part II of the SF 361 (Blocks 34 through 45) will be completed by the consignee and will be used as supporting documentation for formal claims filed with the carrier or contractor. Information contained in this part will not be disclosed to the carrier or contractor. Carrier claim will be filed by the finance centers or claim offices whose fund cite is annotated in the Appropriation Chargeable Block of the BL (see Paragraph I.). Contractor claim will be filed by the government activity that administers the contract for FOB Destination shipments. Do not disclose the information contained in Part II of the SF 361 to the carrier or contractor.

f. Instructions for Completing a TDR Document are shown in Table 210-3, Completing a TDR.

g. Assembling the TDR Package. The SF 361 is the source document for claim action against the carrier and, dependent on Service or Agency policy, for the IM to reissue material, issue credit or provide disposition instructions for astray freight and repair of damaged DOD shipments. These actions will be successful if the TDR is supported with documented facts and firm evidence that establish carrier liability and the actual amount of the government loss. Paragraph F.2.h. (below) lists documents required to support the TDR for claim action. The SF 361, with all supporting documentary evidence, is called the TDR package. If evidence indicates that AMC is responsible for the discrepancy, supporting documents are not required.

h. Supporting Documents. Table 210-4 lists supporting documents that are required for development of the TDR package for filing with claims adjudication:

i. Forwarding the TDR Package.

(1) The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary.

(a) If a sealift carrier is at fault, the TDR package is forwarded according to procedures in Paragraph G.

(b) When a contractor uses a BL and the shipment was moved under FOB Destination terms, forward the TDR package for claim action to the responsible CMO.

(c) If a non-DOD Agency made the shipment, send the TDR package to the Government activity that directed or arranged for the shipment (except GSA). (See Paragraph I.3.h.)

(d) If the shipment is personal property, send a copy to the final consignee marked "For member/employee to give to the proper claims office when filing their claim."

(e) If no claim action against a carrier is indicated, e.g., DOD shipper responsibility (seals are intact for shortage, overage shipments, or astray freight), forward the SF 361 with supporting documentation to the SDDC Operations Center.

(f) If evidence indicates that AMC is responsible for the discrepancy, do not send the TDR to the finance center or claims office. However, it is important to file these TDRs to enable monitoring and evaluation of contract and carrier performance.

(g) If a claim against the carrier is intended, forward the TDR package to the finance center or claims office. (See Paragraph I.3.)

j. The following distribution applies to all conditions listed above:

(1) Forward one copy, without attachments, to the consignor.

(2) Maintain one copy with attachments for consignee file.

(3) Forward one copy, without attachments, to the SDDC Operations Center.

k. If OCONUS, forward one copy of the SF 361, without attachments, to the AMO.

l. Distribute copies, as required, to the Service or Agency listing in Paragraph I.3.

G. CARGO OUTTURN REPORTING SYSTEM (CORS)

The CORS reports discrepancies when a sealift carrier (or agent) is suspected or known to be at fault.

1. Consignees will:

a. Prepare the TDR package. If the discrepant item is a POV, use a DD Form 788, Figure 210-10; DD Form 788-1, Figure 210-11; or DD Form 788-2, Figure 210-12, or comparable commercial carrier form that arrived with the vehicle. If the discrepant item is general cargo, regardless of classification, use the SF 361. Do not use the SF 361 for POV unless a DD Form 788 series form is not available or is not adequate to describe the discrepancy. Ensure that "Vessel (Voyage Number)" Block of the DD Form 788 is legibly annotated, and that Blocks 2-6 of "Inspection" portion of form are completed. This will expedite the claims process. (See Figure 210-13, Sample of completed DD Form 470, Cargo Out-Turn Report)

b. Send the original TDR or DD Form 788 series package to the POD within seven calendar days from the time the discrepancy was discovered for classified or protected shipments, or within 15 calendar days for non-classified or non-protected shipments. If the POD mailing address is not known, obtain assistance from the AMO. Express small package carrier service may be used, if necessary, to meet reporting timeframes.

c. Maintain one complete copy of the TDR or DD Form 788 series package for the official file.

d. Send one copy of each SF 361 without attachments, to:

(1) GFM/ETA database, where capability exists;

(2) SDDC Operations Center, where GFM/ETA is not available;

(3) If overseas, to the AMO.

e. Send any other copies as required by the sponsoring Service or Agency (see Paragraph I.)

f. If the discrepancy is resolved, follow the procedures outlined in Paragraph D.4.b. to cancel the TDR.

2. POD will:

a. Combine, by voyage number, all TDR and DD Form 788 series packages received.

b. Prepare a Cargo-Out-Turn Report (DD Form 470) for each voyage, as shown in Figure 210-13; use the DD Form 470 as a cover sheet for the attached TDR and DD Form 788 series packages. DD Form 470 is initiated by ocean terminals to consolidate individual TDRs when an ocean carrier is at fault.

c. Send the DD Form 470, with attached TDR and DD Form 788 series packages to the POE within 20 calendar days after discharge of the cargo for classified or protected shipments, or within 35 calendar days for non-classified or non-protected shipments. Express small package carrier service may be used, if necessary, to meet reporting timeframes.

3. POE will:

a. Act on DD Form 470 packages received within 30 calendar days after the discharge of the cargo for classified or protected shipments or within 45 calendar days for non-classified or non-protected shipments. Express small package carrier service may be used to meet reporting timeframes.

(1) If only one DD Form 470 package is received for a single voyage, review for completeness and add any necessary information or documentation not previously included. Send the package to the SDDC Operations Center for final review.

(2) If more than one DD Form 470 package is received for a single voyage, review each for completeness and add any necessary information or documentation not previously included. Consolidate all packages using a new DD Form 470 as a summary sheet for the total package. Complete Blocks 1, 2, 3, and 12 of the consolidated DD Form 470; sign and date. Enter the number of DD Forms 470 contained in the new consolidated package in Block 12. Send the complete package to the SDDC Operations Center for final review.

4. The SDDC Operations Center will:

a. Review all DD Form 470 packages received.

b. Return any incomplete packages to the POE for additional documentation.

c. Process complete packages for claim action. Table 210-5 lists the documents that will be included in DD Form 470 package:

H. MISCELLANEOUS TRANSPORTATION DISCREPANCIES

1. These discrepancies cause problems for the TO, in-checker, inspector, and others involved in timely, proper movement of cargo. However, because they do not show a direct cost to the Government, they usually will not result in a claim against a carrier or contractor. Reporting these discrepancies on a TDR provides data to the loss and damage prevention program. The following discrepancies will be reported under the TDR process:

    a. Broken, missing, or improper seals used on a shipment.

    b. Improper loading, stowing, handling, blocking, or bracing of shipment.

    c. Improper blocking, bracing, placarding or labeling of HAZMAT shipment.

    d. Improper description of HAZMAT shipment.

    e. Improper, incomplete, or missing dangerous goods declaration.

    f. TFG/related publications not followed.

    g. Improper marking or missing label(s).

    h. REPSHIP message not received within 24 hours prior to receipt of shipment.

    i. Shipper failed to show number of containers shipped on a pallet.

    j. Shipper failed to send an advance copy of the BL.

2. Reporting of Discrepancies. Prepare the SF 361 by completing Blocks 1 through 28, and 30 through 31 with all available information. Appendix I, Paragraph B, explains how to fill out a SF 361; for the GFM ETA-generated TDR, Appendix I, Paragraph J, provides instructions for preparing the SF 361. In Block 30, indicate the probable party responsible for the discrepancy, e.g., shipper, packer, carrier, etc., within seven calendar days after the discrepancy was noted. (See Figure 210-14, Sample TDR, Miscellaneous Problems.) Make the following distribution:

    a. Send the original SF 361 to the SDDC Operations Center and maintain a file copy.

    b. Send one copy of the SF 361 to the consignor.

    c. Send a copy to the Government Agency that directed or arranged for the shipment if the shipper was a non-DOD Agency.

    d. Send a copy to the TO at the CMO (except GSA), if the shipper was a contractor.

    e. Send one copy to the finance center/claim office for recovery of transportation charges for carrier service failures.

    f. For overseas activities, send a copy to the consignor's AMO.

I. TDR DISTRIBUTION AND ADDRESSES

The following paragraphs contain addresses and distribution information for the SDDC Operations Center, AMOs, Services, Agencies, IMs, Finance Centers, and Claims Offices:

1. SDDC Operations Center:

SDDC Operations Center
ATTN: SDG3-GD-CS
661 Sheppard Place, Second Floor
Ft. Eustis, VA 23604-1644

Commercial: 757 878-8622; DSN: 826-8622
FAX: Commercial 757 878-7994; DSN: 826-7994
E-mail address: mainorp@sddc.army.mil
Message address: CDRSDDC OPSCTR FT EUSTIS VA//SDG3-GD-CS//

2. OCONUS AMOs.

a. US Joint Forces Command.

(1) All Services, except Air Force:

SDDC Operations Center
ATTN: SDG3-GD-CS
661 Sheppard Place, Second Floor
Ft. Eustis, VA 23604-1644

Commercial: 757 878-8622; DSN: 826-8622
FAX: Commercial: 757 878-7994; DSN: 826-7994
E-mail address: mainorp@sddc.army.mil
Message address: CDRSDDC OPSCTR FT EUSTIS VA//SDG3-GD-CS//

(2) Air Force:

Headquarters, Air Combat Command (ACC)
ATTN: LGTT
130 Douglas Street, Suite 210
Langley AFB, VA 23665-2791

Commercial: 757 764-2639; DSN: 574-2639
E-mail address: Curtis.Smith@Langley.af.mil
Message address: ACC LGTT LANGLEY AFB VA

b. United States European Command.

(1) ECJ4-SDDC, HQ USEUCOM
ATTN: 1CTD, UNIT 30400
P. O. Box 1000
APO AE 09128

Message address: DIR ITTD SDDC EUROPE VAIHINGEN GE//MTEEU-ITT-I//

(2) Headquarters, United States Air Force Europe (USAFE)
HQ USAFE/LGTT
Unit 3050, Box 105
APO AE 09094-0105

E-mail address: USAFE.LGTT@ramstein.af.mil
Commercial: 011-49-6371-47-6327
DSN: 314-480-6327
Message address: HQ USAFE RAMSTEIN AB GE//LGTT//

c. United States Pacific Command.

(1) Army:

Commander, US Army Pacific
ATTN: APLG
Ft. Shafter, HI 96858

Message address: CDRUSARPAC FT SHAFTER HI//APLG//

(2) Army Alaska:

Commander, 6th Infantry Division (L)
ATTN: AFVR-DL-TF
Fort Richardson, AK 99505-5700

Message address: CDR6THINFDIV L FORT RICHARDSON AK//AFVR-DL-TF//

(3) Navy:

Commander, US Pacific Fleet
ATTN: Code 414
Pearl Harbor, HI 96860

Commercial: 808 471-9876; DSN: 471-9876
E-mail address: veningf@cpf.navy.mil
Message address: COMPACFLT PEARL HARBOR HI//CODE 414//

(4) Air Force:

HQ, Pacific Air Force
ATTN: LGRDT
25 E Street, Suite J304
Hickam AFB, HI 96853

DSN: 315 449-8198
FAX: 315 449-3686
E-mail address: deborah.bailey@hickam.af.mil
Message address: HQ PACAF HICKHAM AFB HI//LGRD//

(5) Marine Corps:

Commanding General, FMFPAC Hawaii
ATTN: Chief of Staff, G-4/SMO/TMO
Box 64118
Camp H. M. Smith, HI 96861-4118

Message address: COMMARFORPAC//G-4/SMO/TMO//

3. Service and Agency Distribution.

a. Army.

(1) Finance Center or Claims Office (CONUS commercial shipments only). When the appropriation shown on the BL begins with "21" or if the TAC begins with an "A", forward TDRs to:

Defense Finance and Accounting Service (DFAS)
Indianapolis Center
ATTN: DFAS-IN-BVAYC
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317 510-2650; DSN: 699-2650
FAX: Commercial: 317 510-7829; DSN: 699-7829
For OCONUS claims, contact the AMO for information.

(2) Additional Army Distribution Requirements. Include NICP/ICP for reporting purposes. Use installation supply officer or MILSTRIP document data to assist in determining correct IM.

(a) Commander
US Army Joint Munitions Command (JMC)
ATTN: AMSJM-TT
Rock Island, IL 61299-6000

(All Army Ammunition Plants and Arsenals under this Command)

(b) Commander
US Army Communications and Electronics Command (CECOM)
ATTN: AMSEL-LC-MMD-DT
Ft. Monmouth, NJ 07703-5000

(c) Commander
US Army Aviation and Missile Command (AMCOM)
ATTN: AMSMI-LC-MM-D
Redstone Arsenal, AL 35809

(Redstone Arsenal under this Command)

(d) Commander
US Army Tank-Automotive and Armaments Command (TACOM)
ATTN: AMSTA-LC-CIAT
Warren, MI 48397-5000

(e) Commander
US Army Test and Evaluation Command (ATEC)
ATTN: AMSTE-LG-S
Aberdeen Proving Ground, MD 21005-5055

(TECOM is not an NICP but requires copies of TDRs its subordinate TOs prepare)

(f) Commander
US Army Medical Material Agency
ATTN: TRANS
Ft. Detrick, MD 21701

(All medical material units under this Command)

(g) Commander
US Army Soldier Biological Chemical Command
ATTN: AMSSB-RIM-L (N)
Kansas St., Bldg 3 Room 129
Natick, MA 01760

(3) Additional required distribution to Army primary sources of supply:

(a) Army Sources of Supply and NICP for Army managed-items. (See Appendix I, Paragraph C)

(b) Army Secondary Item Control Activities for non-Army managed items.

(4) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both the activity and requisitioner, when different offices).

b. Navy.

(1) For CONUS commercial shipments, only, when the TAC begins with "N" or in cases where an LOA is used, the gaining agency is 17 and the appropriation chargeable is not 1105, 1106, 1107, 1108, or 1109, or the gaining agency is "97" and the sub-head starts with an "N", forward TDRs to:

DFAS Norfolk
ATTN: Code NVV
9712 Virginia Avenue
Norfolk, VA 23511-3297

Commercial: 757 443-4935; DSN: 646-4835
E-mail address: arlene.peterson@dfas.mil
Commercial: 757 443-4834; DSN: 646-4834
E-mail address: margie.mitchell@dfas.mil
Commercial: 757 433-4833; DSN: 646-4833
E-mail address: beverly.jones@dfas.mil
FAX: Commercial: 757 443-4650; DSN: 646-4600

(2) For OCONUS commercial shipments, forward TDRs to servicing finance center.

(3) Additional Navy Distribution requirements:

(a) For TDR involving ammunition and explosives, forward TDRs to:

Commander
Naval Ordnance Safety and Security Activity
Farragut Hall, Building D-323
23 Strauss Avenue
ATTN: N714
Indian Head, MD 20640-5555

Commercial: 301 744-6043, ext.190; DSN: 354-6043, ext.190
Commercial: 301 744-6055/56, ext.110; DSN: 354-6055/56, ext.110
FAX: Commercial: 301 744-6093; DSN: 354-6093
E-mail address: heitzmannta@navsea.navy.mil
E-mail address: belloj@navsea.navy.mil

(b) For all shipments with shortages, partial loss, damage, theft, or pilferage, assure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

c. Air Force.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments only). When the appropriation shown on the BL begins with "57" or if the TAC begins with an "F", forward TDRs to:

Commander
Defense Finance and Accounting Service
Indianapolis Center
ATTN: DFAS-IN-BVAYC
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317 510-2650; DSN: 699-2650
FAX: Commercial: 317 510-7829; DSN: 699-7829

(2) Additional Air Force Distribution Requirements.

(a) For any TDR involving ammunition, explosives, and other HAZMAT, forward TDRs to:

75 MUNS
7530 Eleventh Street
Hill AFB, UT 84056-5707

(b) For any Air Force sponsored SAP shipment, (first position of the TCN = D), including FMS or the SAP, forward TDRs to:

HQ AFMC/LGTT
4375 Chidlaw Road, Room B117
Wright-Patterson AFB, OH 45433-5006

Commercial: 937 257-3422/5631; DSN: 787-3422/5631
Fax: Commercial: 937 257-3371; DSN: 787-3371
Charles.werthiemer@wpafb.af.mil

(c) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

d. Marine Corps.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments only). When the TAC on the BL begins with "M", or in cases where an LOA is used, the gaining agency is "17" and the appropriation chargeable is 1105, 1106, 1107, 1108, or 1109, forward TDRs to:

Transportation Voucher Certification Branch (TVCB)
ATTN: 470
814 Radford Boulevard, Suite 20318
Albany, GA 31704-0318

E-mail address: mooretc@matcom.usmc.mil

(2) Additional Marine Corps distribution requirements:

(a) Any Marine Corps International Logistics shipments, including FMS and SAP shipment(s), (first position of the TCN = K), forward TDRs to:

Navy Inventory Control Point (NAVICP)
International Program
ATTN: Code PP764, Transportation Branch
700 Robbins Ave., Building 4B
Philadelphia, PA 19111-5095

Commercial: 215 697-5002; DSN: 442-5002
FAX: Commercial: 215 697-0766; DSN: 442-0766
E-mail address: george_verghis@fmso.navy.mil

(b) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

e. US Coast Guard (USCG).

Commanding Officer (OGC)
USCG Finance Center
1430 Kristina Way
Chesapeake, VA 23326

Commercial: 757 523-6763
FAX: Commercial: 757 366-6541
E-mail address: cgibbs@fincen.uscg.mil

NOTE: Coast Guard personnel must follow Agency transportation discrepancy reporting guidelines contained in COMDTINST M4610.5, Transportation of Freight and COMDTINST M4610.6, US Coast Guard Freight Loss and Damage System.

f. DLA.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments, only). When the appropriation shown on the BL begins with "97" or if the TAC begins with an " S", forward TDRs to:

Defense Finance and Accounting Service (DFAS)
Indianapolis Center
ATTN: DFAS-IN-BVAYC
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317 510-2650; DSN: 699-2650
FAX: Commercial: 317 510-7829; DSN: 699-7829

(2) Additional DLA Distribution Requirements. Forward a copy of the SF 361 to the Defense Supply Center when requesting credit, repair, or disposition instructions. (Do not send Centers "status of shipment" or "requests for proof of delivery" requests. For lost, short-shipped or over-shipped shipments, submit a SF 364.) (See Figure 210-4)

Routing Identification Code: S9C/S9E

Defense Supply Center, Columbus
ATTN: DSCC-NAB
P. O. Box 3990
Columbus, OH 43216-5000

DSN: 850-2089
FAX: Commercial: 614 692-4179; DSN: 850-4179

Routing Identification Code: S9G

Defense Supply Center, Richmond
ATTN: DSCR-JKR
8000 Jefferson Davis Highway
Richmond, VA 23297-5000

DSN: 695-3209
E-mail address: s9grods@dscr.dla.mil
FAX: Commercial: 804 279-6638

Routing Identification Code: S9I/S9T/S9S/S9M

Defense Supply Center, Philadelphia
ATTN: DSCP-OMD (Transportation)
700 Robbins Avenue
Philadelphia, PA 19111-5092

Commercial: 215 737-3825; DSN: 444-3825
FAX: Commercial: 215 737-8400

Routing Identification Code: SMS

Defense Supply Center Philadelphia
ATTN: Pam Stephens, DSCP-ILSI
700 Robbins Avenue
Philadelphia, PA 19111-5092

Commercial: 215 737-5237; DSN: 444-5237
FAX: Commercial: 215 737-7902; DSN: 444-7902
E-mail address: paa9346@exmail.dscp.dla.mil

Routing Identification Code: S7S

Defense Supply Center Philadelphia Pacific Region
ATTN: DCSPP-SCP
440 Fuller Way
Pearl Harbor, HI 96860-4967

Commercial: 808 471-0513; DSN: 315 471-0513

(Use the DSCP-OMD address to report discrepancies)

g. DCMA.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments only). When the appropriation shown on the BL begins with "97" or if the TAC begins with an "H", forward TDRs to:

Defense Finance and Accounting Service (DFAS)
Indianapolis Center
ATTN: DFAS-IN-RTEC
8899 East 56th Street
Indianapolis, IN 46249-0001

Commercial: 317 510-2650; DSN: 699-2650
FAX: Commercial: 317 510-7829; DSN: 699-7829

(2) Additional distribution requirements:

(a) Forward a copy of the SF 361 to the CMO and the TO on any shipment made by a contractor. The CMOs are located in Block 10 of the DD Form 250, Material Inspection and Receiving Report, Figure 210-15 and Block 6 of the DD Form 1155, Order for Supplies or Services, Figure 210-16.

(b) For all shipments with shortages, partial loss, damage, theft, or pilferage, assure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both the activity and requisitioner, when different offices).

h. GSA.

(1) Direct all SF 361s on shipments made from or directed by GSA to the National Customer Service Center (NCSC). This includes direct delivery shipments from a vendor or contractor, but excludes shipments of commercial vehicles. The NCSC address is:

GSA National Customer Service Center (6FRT)
1500 East Bannister Road, Building 4
Kansas City, MO 64131-3087

Commercial: 800 488-3111; DSN: 465-1416

(2) The NCSC will also accept discrepancies sent via e-mail at rodsm.ncsc@gsa.gov, or through GSA ADVANTAGE. See https://www.gsaadvantage.gov, for more information on GSA ADVANTAGE.

(3) Additional distribution requirements:

Submit TDRs for shortage, damage, theft, or pilferage on shipments of commercial vehicles purchased through GSA to the following address:

General Services Administration
Federal Supply Service
Automotive Division (FFA)
1941 Jefferson Davis Highway, Room 600
Arlington, VA 22202

i. International Logistics Shipments.

(1) For FMS, SAP, and Presidential Determination, forward TDRs to:

Defense Finance and Accounting Service (DFAS), Denver
Directorate for Security Assistance
ATTN: DFAS-AW/DE
6760 E. Irvington Place
Denver, CO 80279-2000

Commercial: 303 676-6391
E-mail address: greg.keiling@dfas.mil

Also, forward a copy to the responsible in-country military assistance advisory group.

(2) Sponsoring Service International Logistics Coordinating Office listed under the Service section. The sponsoring service determines the first position of the TCN, for example:

B = Army
D = Air Force
P = Navy
K = Marine Corps

j. AAFES.

(1) Finance Center and Claim Office:

Headquarters
Army and Air Force Exchange Service (AAFES)
ATTN: CM-1, P.O. Box 222305
Dallas, TX 75222

(2) For any AAFES consignor, provide a copy to:

HQ AAFES
ATTN: LG-T, Box 660320
Dallas, TX 75266-0320

Exchange Customer Contact Center: 877 891-7827

k. Headquarters, Defense Commissary Agency (DeCA).

(1) Finance Center and Claim Office:

Headquarters, Defense Commissary Agency (DeCA)
Transportation Division
1300 E Avenue, ATTN: Ms. Arlene Ripp, Manager
Building 11200
Fort Lee, VA 23801-1800

Commercial: 804 734-8878; DSN: 687-8878
FAX: Commercial 804 734-8666
E-mail address: arlene.ripp@deca.mil
Message address: DECA FT LEE VA//CC/TR//

l. 3PL Contract Shipments. Transportation discrepancies in shipment must be reported directly to the contractor using the TDR module in ETA/GFM. Discrepancy reporting requirements and claim settlement information are in Appendix C, Performance Work Statement, of the 3PL Contract. Access them at http://websearch.sddc.army.mil/CONTENT/5764/mod5.pdf .

4. SAP Addresses.

a. Sponsoring US Military Services/IA. A copy of any submission related to the SAP will go to the Security Assistance Agency that generated the shipment involved. The US Army, US Navy, US Air Force and the Defense Reutilization and Marketing Service (DRMS) are the major IAs involved in the SAP. The addresses to use for furnishing SAP Agency copies are found in Paragraph F.5.f of Appendix E of this regulation.

b. Director DFAS Denver Center SAAC
ATTN: DFAS-D
6760 East Irvington Place
Denver, CO 80279-2000

J. TDR POLICY OFFICE ADDRESSES

1. The following activities are responsible for TDR policy issues:

a. Air Force

Commander
Air Force Material Command
ATTN: LSO/LOTC
5215 Thurlow Street, Suite 5, Building 70
Wright-Patterson AFB, OH 45433-5540

Commercial: 937 257-4814; DSN: 787-4814
FAX: Commercial: 937 257-4403; DSN: 787-4403
E-mail address: Margaret.proctor@wpafb.af.mil

b. Army

HQDA, ODCSLOG
Transportation Policy Division
ATTN: DALO-TSP
500 Army Pentagon
Washington, DC 20310-0500

Commercial: 703 614-1524; DSN: 224-1524
E-mail address: edgar.suckfiel@hqda.army.mil

c. Marine Corps

Headquarters Marine Corps
ATTN: Code LPD-1
2 Navy Annex
Washington, DC 20380-1775

Commercial: 703 695-7930; DSN: 225-7930
FAX: Commercial: 703 695-8160
E-mail address: feaganstm@hqmc.usmc.mil

d. Navy

Naval Transportation Support Center
ATTN: Code 02A
1837 Morris Street
Norfolk, VA 23511-3492

Commercial: 757 443-5401; DSN: 646-5401
FAX: Commercial: 757 443-5411; DSN: 646-5411
E-mail address: jo.policastro@navy.mil

e. USCG

Commandant
United States Coast Guard
ATTN: G-SLP
2100 Second Street, SW
Washington, DC 20593-0001

Commercial: 202 267-0640
FAX: Commercial: 202 267-4516
E-mail address: jchrist@comdt.uscg.mil

f. DLA

Defense Logistics Agency
ATTN: J-3733
8725 John J. Kingman Road, Suite 4234
Ft. Belvoir, VA 22060-6220

Commercial: 703 767-3638; DSN: 427-3638
FAX: Commercial 703 767-3628; DSN 427-3628
E-mail address: trans@hq.dla.mil

g. DCMA

Defense Contract Management Agency
ATTN: DCMA-OCS
6350 Walker Lane, Suite 300
Alexandria, VA 22310-5000

Commercial: 703 428-0754; DSN: 328-0754
FAX: Commercial: 703 428-1897; DSN: 328-1897
E-mail address: valli.barnes@dcma.mil

h. GSA

General Services Administration
ATTN: Jim Stroup, Transportation Management Specialist
Customer Service Branch II (6FRB)
1500 East Bannister Road, Building 4
Kansas City, MO 64131-3088

Commercial: 816 823-3060 EXT 66015
E-mail address: jim.stroup@gsa.gov

K. TDR CODE USAGE

1. Discrepancy Type and Cause Codes. Appendix I, Paragraph D lists possible discrepancy codes. The first portion indicates type of discrepancy and second position indicates cause of discrepancy, e.g., astray cargo attributed to incomplete marking would be coded "A3", and damage attributed to spoilage would be coded "DG". The second position must agree with one of the discrepancy causes assigned to the discrepancy type reported in the first position.

2. Mode of Shipment--Container and Breakbulk. Appendix I, Paragraph E identifies the type of packing used for container and BB shipments. For ATCMDs, the mode will indicate the initial movement from the origin shipping activity.

3. SDDC VAN, MILVAN, SEAVAN Shipments. The first position of the code is always "A" for SDDC VANs, "Y" for MILVANs and "Z" for SEAVANs. The second position of the code in Appendix I, Paragraph F, identifies who loaded the vans and to what capacity the vans were loaded.

4. Type Pack Codes. The type pack codes in Appendix I, Paragraph G, identifies the type of packing used for container and BB shipments.

Department of Defense OR Civilian Agencies	USE CODES AND FOLLOW INSTRUCTIONS SET FORTH IN:	Department of Defense Regulation 4500.9-R, Defense Transportation Regulation FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD

TRANSPORTATION DISCREPANCY REPORT	1. DATE 4212	2. REPORT NUMBER W45QRE-0031	FORM APPROVED OMB NO. 3090-0093

PART 1

☐ **REQUEST FOR INFORMATION** (*RFI*) ☐ **INITIAL NOTIFICATION** ☐ **MISCELLANEOUS PROBLEMS**

3. TO TRANSPORTATION OFFICER TOBYHANNA ARMY DEPOT TOBYHANNA, PA 18466-5059	4. REPORTING ACTIVITY TRANSPORTATION OFFICER FORT HOOD, TX 76544 W45QRE
5. CONSIGNOR TRANSPORTATION OFFICER TOBYHANNA ARMY DEPOT TOBYHANNA, PA 18466-5059 W25G1W	6. CONSIGNEE SAME AS 4 W45QRE
7. SHIPPER SAME AS 5 W25G1W	8. CARRIER ROUTING AND IDENTIFICATION ABC TRUCKING TRAILER NO. 01234 ABCI
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 064-6571222
11. DESTINATION	12. BILL OF LADING NO./TYPE E. 2,345,678 BL

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
	4184	4191	4191	4191, Phone	MR. HARRY SMITH 215 465-0960

19. SEAL NUMBERS AND CONDITION

☒ INTACT ☐ BROKEN/MISSING (*Include details*) 446688

ACQUISITION DOCUMENT AND/OR TRANSPORATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DISCREPANT (PIECES) 23	TYPE AND CAUSE CODE 24	ISSUE DATA: UNIT OF ISSUE 25	ISSUE DATA: UNITS BILLED/ SHIPPED 26	ISSUE DATA: DISCREPANT: UNITS 27	ISSUE DATA: DISCREPANT: WEIGHT 28	VALUE OR COST OF REPAIRS 29
W45QRES0140001XX X	RADIOACTIVE DEVICE	BX	1	DK	EA	4	1	465	$450.00
	5840-00-123-9876								

30. REMARKS (*See preparation instructions of covering regulation for suggested information*)
SHIPMENT WAS LOADED ON ABC TRUCKING TRAILER NO. 01234, 3 JUL 2004, BLOCKED AND BRACED WITH TWO-FOOT 4X4'S NAILED TO THE TRAILER FLOOR ON ALL FOUR SIDES OF THE BOX

31A. NAME OF PREPARER (*Type or print*) J T OEWENS	31B. TITLE TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 737 (817) 287-2200	31D. SIGNATURE J T OEWENS

32. REPLY

33A. NAME OF RESPONDENT (*Type or print*)	33B. TELEPHONE NO.

33C. ADDRESS	33D. SIGNATURE	33E. DATE

NSN 7540-00-965-2403 361-107 **STANDARD FORM 361** (REV 3-84) (EG)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-1. SF 361, Transportation Discrepancy Report (TDR), (Source Document for Claims)

PART II – (*FOR CLAIMS PURPOSES*)	34. THIS IS A SURVEY DOCUMENT ☒ YES ☐ NO	35. DATE 4188

36. TO:

*** APPROPRIATE FINANCE CENTER/CLAIM OFFICE ***

37. RESPONSIBILITY

☒ CARRIER ☐ SHIPPER/CONTRACTOR ☐ TRANS/SHIPPING ACTIVITY ☐ RECEIVER ☐ OTHER (*Specify*)

38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? (*If "NO," explain in Remarks*) ☒ YES ☐ NO	39. DOCUMENTS ATTACHED? *(If "YES," list in Remarks)* ☐ YES ☐ NO	40. PHOTOGRAPHS ATTACHED? ☐ YES ☐ NO

41. INSPECTION DATA	42. DISPOSITION DATA
☐ CARRIER INSPECTED (*Report attached*) ☐ INSPECTION WAIVED (*Waiver attached*) ☐ ORAL WAIVER (*Provide name, title, and date in Remarks*) ☐ OVERNMENT INSPECTED (*Report attached*)	☐ REJECTED *(Receipt attached)* ☐ REPAIRED AT GOVERNMENT EXPENSE *(Bill Attached)* ☒ OTHER (*Explain in Remarks*)

43. REMARKS (*See preparation instructions of covering regulation for suggested information*)

DOCUMENT ATTACHED:
1. CY CBL
2. CY CARRIER'S TENDER 04218
3. CY CARRIER'S DELIVERY RECEIPT
4. PHOTOGRAPHS
5. CY CARRIER'S INSPECTION REPORT
6. CY GOVERNMENT INSPECTION REPORT
7. CY DD FORM 1348-1
8. ACTUAL REPAIR COST STATEMENT

CARRIER DROPPED SHIPMENT 6 JULY 2003 WHILE UNLOADING

44. DISTRIBUTION OF COPIES	45a. NAME OF PREPARER (*Type or Print*)	
SDG3-GD-CS FORT HOOD TO FILE TOBYHANNA ARMY DEPOT I.O. FILE CDRMDC/MTSS/MTN DERCEDM/AMSEQ-MMD-DT	Bill Gazdagh	
	45b. TITLE TRANSPORTATION OFFICER	45c TELEPHONE NUMBER 703 428-2294 DSN 328
	45d. SIGNATURE Bill Gazdagh	

46. ACTION BY REVIEWING OFFICIALS

A. ABOVE ITEMS HAVE BEEN ☐ EXPENDED ☐ RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO
D. ACCOUNTING CLASSIFICATION ▶		

E. APPROVED TO HOLD _____ (*Name*) RESPONSIBLE IN THE AMOUNT OF $ _____

F. APPROVING OFFICIAL ▶	NAME *(Type or Print)*	TITLE
	SIGNATURE	DATE

47. ACTION BY CLAIMS OFFICE

Figure 210-1. SF 361, Transportation Discrepancy Report (TDR), (Source Document for Claims) (Cont'd)

U.S. GOVERNMENT
FREIGHT LOST/DAMAGE CLAIM

1. DEPARTMENT/AGENCY
2. FILE REFERENCE OR CLAIMANT NO.
3. TCN NO.
4. CARRIER CLAIM NO.

5. TO: *(Carrier)*
a. NAME
b. STREET ADDRESS
c. CITY | d. STATE | e. ZIP CODE

6. BILL OF LADING
a. TYPE ☐ GOVERNNMENT ☐ COMMERCIAL ☐ OCEAN
b. NO.
c. DATE ISSUED

7. CONSIGNEE
a. NAME
b. STREET ADDRESS
c. CITY | d. STATE | e. ZIP CODE

8. CONSIGNOR
a. NAME
b. STREET ADDRESS
c. CITY | d. STATE | e. ZIP CODE

9. MODE OF TRANSPORTATION CODE:
10. BASIS FOR CLAIM CODE:
11. CARRIER'S PRO/FREIGHT BILL NO.
12. CARRIER'S STATEMENT OR VOUCHER NO.
12a. CHARGES ($)
12b. DATE PAID
13. DATE CARRIER SIGNED FOR SHIPMENT
14. CONVEYANCE *(Car, truck, vessel, etc.) (Specify type and No.)*
15 D.O.V. NUMBER
16. BUREAU VOUCHER NUMBER
17. ACQUISITION DOCUMENT
a. TYPE
☐ REQUISITION ☐ CONTRACT ☐ OTHER *(Specify)*
☐ PURCHASE ORDER ☐ INVOICE
b. NUMBER
18. DOCK RECEIPT NUMBER

19. ACCOUNTING FUND CLASSIFICATION
a. UNEARNED FREIGHT
b. PROPERTY

20. CARRIER INSPECTIONs
a. INSPECTION ☐ YES ☐ NO ☐ WAIVED
b. NAME OF INSPECTOR

21. DESCRIPTION AND VALUE OF ARTICLES LOST AND/OR DAMAGED

COMMODITY DESCRIPTION AND NATIONAL STOCK NO. *(If any)* a.	ARTICLES WERE *(Check one)* b. LOST	DAMAGED	QUANTITY c. UNIT	NO. OF UNITS	WEIGHT d.	VALUE ($) *(Explain in Item 23)* e.
			f. TOTAL ▶			
g. UNEARNED FREIGHT	RATE			X		
			h. AMOUNT OF CLAIM *(Line f plus Line g)*			
i. AMOUNT DUE FROM CARRIER *(Enter amt. shown on Line h unless reduced because of released or declared value. Explain difference in Item 23)*						

22. SUPPORTING DOCUMENTS *(Check as appropriate)*
- ☐ GBL MEMO COPY
- ☐ PIER CLERK DELIVERY RECEIPT
- ☐ UNLOAIDNG WEIGHT CERTIFICATE
- ☐ CARRIER'S PRO/FREIGHT BILL NO.
- ☐ EAM LISTING
- ☐ INSPECTION CERTIFICATE
- ☐ CARRIER OS&D REPORT
- ☐ INVOICE OR CERTIFIED COPY
- ☐ REPAIR STATEMENT
- ☐ LOADING WEIGHT CERTIFICATE
- ☐ OTHER *(Specify)*:

23. REMARKS *(Continue on reverse)*

24. PAYING INSTRUCTIONS
(Return copy of this document with remittance. When remittance or documentary evidance of refutation is not received within one hundred twenty (120) days from the DATE OF CLAIM, the cliamed amount will be deducted from current bills. NOT APPLICABLE WITH RESPECT TO CLAIMS AGAINST INTERNATIONAL AIR CARRIERS.)

a. MAKE REMITTANCE PAYABLE TO

b. MAIL TO
NAME
STREET ADDRESS
CITY | STATE | ZIP CODE

25. CLAIM PREPARD BY
a. NAME OF ACTIVITY
b. SIGNATURE
c. TITLE
d. DATE PREPARED
e. DATE OF CLAIM

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is not usable

STANDARD FORM 362 (REV. 5-97)
Prescribed by GSA - FPMR (41 CFR)

Figure 210-2. SF 362, U.S. Government Freight Lost/Damage Claim

23. REMARKS

INSTRUCTIONS FOR PREPARATION

This form shall be prepared in a sufficient number of copies so that the original and one copy can be mailed to the carrier, and additional distributionmde in accordance with agency requirements. Detailed instructions are provided below for those items which are not considered self-explanatory.

Items 1, 3, 9, and 10 - For optional use by civilian agencies - primarily for use by military activities.

Item 2 - Enter file reference or agency number, as appropriate.

Item 4 - Leave blank unless carrier has assigned a claim number and requested its use.

Item 11 - Enter applicable carrier transportation reference number (e.g., waybill, lading, delivery receipt, etc.).

Item 18 - Enter dock receipt number for ocean shipments.

Item 19 - Enter accounting fund classifications to be credited with collections from carrier for unearned freight and property. (If same for both, enter classification in Item 19a and use ditto marks in Item 19b.).

Item 21d - Enter weight of units short; weight of units or components rejected to carrier account of damage beyond economical repair.

Item 21e - Enter actual value of units (not released or declared value).

Item 21g - Enter freight rate, total weight, and amount of unearned freight for which carrier has been paid and which must be refunded. (When different rates apply to different units, enter "See Item 23" in spaces for rate and weight and show computations in Item 23.).

Item 25a - Enter name of activity preparing claim; also enter address if different from address shown in Item 7.

Item 25d - Enter date claim is prepared.

Item 25e - Enter date on which claim is mailed to the carrier.

STANDARD FORM 362 (REV. 5-97) **BACK**

Figure 210-2. SF 362, U.S. Government Freight Lost/Damage Claim (Cont'd)

Department of Defense OR Civilian Agencies	USE CODES AND FOLLOW INSTRUCTIONS SET FORTH IN:	Department of Defense Regulation 4500.9-R, Defense Transportation Regulation FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD

TRANSPORTATION DISCREPANCY REPORT	1. DATE 4161	2. REPORT NUMBER	FORM APPROVED OMB NO. 3090-0093

PART 1

☐ **REQUEST FOR INFORMATION** (*RFI*) ☒ **INITIAL NOTIFICATION** ☐ **MISCELLANEOUS PROBLEMS**

3. TO	4. REPORTING ACTIVITY 598TH US ARMY TRANSPORTATION TERMINAL APO AE 09709-5000 WK3FOY
5. CONSIGNOR FLEET AND INDUSTRIAL SUPPLY CENTER NORFOLK, VA 23511-5000 N45631	6. CONSIGNEE CDR, EUROPEAN DISTRIBUTION AAFES - EUROPE APO AE 09143
7. SHIPPER SAME AS BLOCK 5 N45631	8. CARRIER ROUTING AND IDENTIFICATION SL INDEPENDENCE A4929 WISQLL 4020 VO33IN2 SLND
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. N/A
11. DESTINATION	12. BILL OF LADING NO./TYPE N/A

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
Z			4116		MR. HARRY SMITH 215 465-0960

19. SEAL NUMBERS AND CONDITION

☒ INTACT ☐ BROKEN/MISSING (*Include details*) 57765

ACQUISITION DOCUMENT AND/OR TRANSPORATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DISCREPANT (PIECES) 23	TYPE AND CAUSE CODE 24	ISSUE DATA: UNIT OF ISSUE 25	ISSUE DATA: UNITS BILLED/SHIPPED 26	ISSUE DATA: DISCREPANT: UNITS 27	ISSUE DATA: DISCREPANT: WEIGHT 28	VALUE OR COST OF REPAIRS 29
HX8AAUTOAT-	POTATO CHIPS	CD	17	SK					
	8940-00-A27-								
HX8AAUTOAT-	TORTILA CHIPS	CD	4	SK					
	8940-00-A27-								

30. REMARKS (*See preparation instructions of covering regulation for suggested information*)
SHIPMENT WAS LOADED ON ABC TRUCKING TRAILER NO. 01234, 3 APR 2003, BLOCKED AND BRACED WITH TWO-FOOT 4X4'S NAILED TO THE TRAILER FLOOR ON ALL FOUR SIDES OF THE BOX

31A. NAME OF PREPARER (*Type or print*) RONDA A. FORTSON	31B. TITLE TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 328 (703) 428-2294	31D. SIGNATURE RONDA A. FORTSON

32. REPLY

33A. NAME OF RESPONDENT (*Type or print*)	33B. TELEPHONE NO.

33C. ADDRESS	33D. SIGNATURE	33E. DATE

NSN 7540-00-965-2403 361-107 **STANDARD FORM 361** (REV 3-84) (EG)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-3. SF 361, Sample for Discrepancies Discovered by Other Agencies

REPORT OF DISCREPANCY (ROD)

☐ SHIPPING ☐ PACKAGING

1. DATE OF PREPARATION	2. REPORT NUMBER

3. TO *(Name and address, include ZIP Code)*

4. FROM *(Name and address, include ZIP Code)*

5a. SHIPPER'S NAME	5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill; TCN, etc.)*

7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc.)*

9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11.
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN-TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE[1] (d)	AC-[2] TION CODE

12. REMARKS *(Continue on separate sheet of paper if necessary)*

[1]DISCREPANCY CODES	[2]ACTION CODES
CONDITION OF MATERIAL C1 — In condition other than that indicated on release/receipt document C2 — Expired shelf life C3 — Damaged parcel post shipment SUPPLY DOCUMENTATION D1 — Not received D2 — Illegible or mutilated D3 — Incomplete improper or without authority *(Only when receipt cannot be properly processed)* MISDIRECTED MATERIAL M1 — Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 — Quantity in excess of that on receipt document O2 — Quantity in excess of that requested *(Other than unit of issue pack)* O3 — Quantity duplicates shipment PACKING DISCREPANCY P1 — Improper preservation P2 — Improper packing P3 — Improper marking P4 — Improper unitization PRODUCT QUALITY DEFICIENCIES Q1 — Deficient material *(Applicable to Grant Aid and FMS shipments only)* SHORTAGE OF MATERIAL S1 — Quantity less than that on receipt document S2 — Quantity less that that requested *(Other than unit of issue pack)* S3 — Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS *(i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)* T1 — Missing T2 — Illegible or mutilated T3 — Precautionary operational markings missing T4 — Inspection data missing or incomplete T5 — Serviceability operating data missing or incomplete T6 — Warranty data missing WRONG ITEM *(Identify requested item as a separate copy in Item 9 above)* W1 — Incorrect item received W2 — Unacceptable substitute OTHER DISCREPANCIES Z1 — See remarks	1A — Disposition instructions requested *(Reply on reverse)* 1B — Material being retained *(See remarks)* 1C — Supporting supply documentation requested 1D — Material still required expedite shipment *(Not applicable to (FMS)* 1E — Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days *(Reply on reverse) (Not applicable to FMS)* 1F — Replacement shipment requested *(Not applicable to FMS)* 1G — Reshipment not required. Item to be re-requisitioned. 1H — No action required. Information only 1Z — Other action requested *(See remarks)*

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

364-103 7540-00-159-4442 *(Previous edition is obsolete.)* STANDARD FORM 364 (REV. 2-80) Prescribed by GSA FPMR 101-26.8

Figure 210-4. SF 364, Report of Discrepancy (ROD)

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES
18. TO:	Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

a. MATERIAL ☐ HAS BEEN ☐ WILL BE SHIPPED	DOCUMENT NUMBER	b. ☐ NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.	
c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT		d. ☐ INVOICE/BILL ATTACHED	e. ☐ PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.

(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK. DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. ☐ PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. ☐ RETAIN MATERIAL AT NO CHARGE.	d. ☐ MATERIAL WILL BE PICKED UP IN:	DAYS

e. ☐ SHIP MATERIAL *(Specify location):*

(1) ☐ GBL APPROPRIATION CHARGEABLE:

(2) ☐ CHARGES COLLECT-VIA: ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST *($ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)*

(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID

f. ☐ OTHER *(Specify)*

21. ☐ IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE

23. REMARKS *(Continue on separate sheet of paper if necessary)*

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE	24c. DATE

STANDARD FORM 364 BACK (REV. 2-80)

Figure 210-4. SF 364, Report of Discrepancy (ROD) (Cont'd)

CASH COLLECTION VOUCHER	1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER
	2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER

3. RECEIVING OFFICE

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

b. RECEIVED AND FORWARDED BY *(Printed Name, Title and Signature)*

d. DATE *(YYYYMMDD)*

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: DSN:

4. DISBURSING OFFICE

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

b. DISBURSING OFFICER *(Printed Name, Title and Signature)*

d. DISBURSING STATION SYMBOL NUMBER

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: DSN:

e. DATE *(YYYYMMDD)*

5. PERIOD: a. FROM: b. TO:

6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
		11. TOTAL	0.00	

DD FORM 1131, DEC 2003 PREVIOUS EDITION IS OBSOLETE.

Figure 210-5. DD Form 1131, Cash Collection Voucher

```
FROM:  CDR FORT HOOD TX //AFZ-DI-INS-MM//

TO:    CDR TOAD TOBYHANNA PA//SDSTO-ST//

INFO:  SDDCOPNSCTR FT EUSTIS VA//SDG3-GD-CS
       CDRJMC ROCK ISLAND IL//AMSJM-TT//

UNCLAS

SUBJECT:   TDR ADVISORY/RFI FOR CLASSIFIED OR PROTECTED SHIPMENT

1.   3148

2.   W45QRE-0031

4.   TRANS OFF FT HOOD TX 76544  (W45QRE)

5.   TRANS OFF, TOBYHANNA ARMY DEPOT, TOBYHANNA PA 18466 (425613)

6.   SAME AS LINE 4

7.   SAME AS LINE 5

8.   ABC TRUCKING TRAILER NO.01234 SEAL NO 446688 INTACT

10.  064-657122

12.  GBL K2,345,678

16.  3191

17.  3191

20.  TCN 04SORE 90140001XXX

21.  RADIOACTIVE DEVICE NSN 5840 00 123 9876 UNCLAS

22.  BX

23.  1 PC

24.  DK

28.  465 LBS

30.  REQ A STATEMENT BE FURNISHED THIS CMD INDICATING WHO LOADED SHIPMENT
     WHAT WERE LOADING CONDITIONS AND IF CARRIER INSPECTED.

31.  PAM MAINOR (Mainorp@sddc.army.mil)  Commercial:  757 878-8622, DSN:
     826-7558)
```

Figure 210-6. Sample Joint Message Form

Department of Defense OR Civilian Agencies	USE CODES AND FOLLOW INSTRUCTIONS SET FORTH IN:	Department of Defense Regulation 4500.9-R, Defense Transportation Regulation FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD

TRANSPORTATION DISCREPANCY REPORT	1. DATE 3164	2. REPORT NUMBER M31000-0081	FORM APPROVED OMB NO. 3090-0093

PART 1

☒ **REQUEST FOR INFORMATION** (*RFI*) ☐ **INITIAL NOTIFICATION** ☐ **MISCELLANEOUS PROBLEMS**

3. TO TRANSPORTATION OFFICER DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA, PA 17070-5002	4. REPORTING ACTIVITY TRAFFIC MANAGEMENT MARINE CORPS BASE CAMP LEJEUNE, NC 28542-0004 M31000
5. CONSIGNOR TRANSPORTATION OFFICER DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA, PA 17070-5002 SW3100	6. CONSIGNEE SAME AS LINE 4 M31000
7. SHIPPER SAME AS BLOCK 5	8. CARRIER ROUTING AND IDENTIFICATION THURSTON MOTOR LINES, INC THUR
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 052-072850-3
11. DESTINATION	12. BILL OF LADING NO./TYPE CBL 072850-3

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B	4156	4161	4161	4191	MR. BOB JONES 215 402-1800

19. SEAL NUMBERS AND CONDITION

☐ INTACT ☐ BROKEN/MISSING (*Include details*) N/A

ACQUISITION DOCUMENT AND/OR TRANSPORATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPANT		
							UNITS	WEIGHT	
20	21	22	23	24	25	26	27	28	29
M931354360-	CLOTHING, COTTON	CT	2	SS	PB	56	56	71	$267.60
	8410-00-265-0385								

30. REMARKS (*See preparation instructions of covering regulation for suggested information*)
CARRIER: 2 CARTONS SHORT. PLEASE TRACE
CONSIGNOR: FURNISH PRICED COPY OF SHIPPING DOCUMENT

31A. NAME OF PREPARER (*Type or print*) RONDA A. FORTSON	31B. TITLE TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 328 (703) 428-2294	31D. SIGNATURE RONDA A. FORTSON

32. REPLY

33A. NAME OF RESPONDENT (*Type or print*)	33B. TELEPHONE NO.

33C. ADDRESS	33D. SIGNATURE	33E. DATE

NSN 7540-00-965-2403 361-107 **STANDARD FORM 361** (REV 3-84) (EG)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-7. SF 361, Request for Information

Department of Defense OR Civilian Agencies	USE CODES AND FOLLOW INSTRUCTIONS SET FORTH IN:	Department of Defense Regulation 4500.9-R, Defense Transportation Regulation FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD

TRANSPORTATION DISCREPANCY REPORT	1. DATE 4164	2. REPORT NUMBER	FORM APPROVED OMB NO. 3090-0093

PART 1

☒ **REQUEST FOR INFORMATION** (*RFI*) ☐ **INITIAL NOTIFICATION** ☐ **MISCELLANEOUS PROBLEMS**

3. TO TRANSPORTATION OFFICER DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA, PA 17070-5002	4. REPORTING ACTIVITY TRAFFIC MANAGEMENT MARINE CORPS BASE CAMP LEJEUNE, NC 28542-0004 M31000
5. CONSIGNOR TRANSPORTATION OFFICER DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA, PA 17070-5002 SW3100	6. CONSIGNEE SAME AS 4
7. SHIPPER SAME AS BLOCK 5	8. CARRIER ROUTING AND IDENTIFICATION THURSTON MOTOR LINES, INC THUR
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 052-072850-3
11. DESTINATION	12. BILL OF LADING NO./TYPE CBL 072850-3

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B	4156	4161	4161	4191	MR. BOB JONES 215 402-1800

19. SEAL NUMBERS AND CONDITION

☐ INTACT ☐ BROKEN/MISSING (*Include details*) N/A

ACQUISITION DOCUMENT AND/OR TRANSPORATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DISCREPANT (PIECES) 23	TYPE AND CAUSE CODE 24	ISSUE DATA: UNIT OF ISSUE 25	ISSUE DATA: UNITS BILLED/ SHIPPED 26	ISSUE DATA: DISCREPANT: UNITS 27	ISSUE DATA: DISCREPANT: WEIGHT 28	VALUE OR COST OF REPAIRS 29
M931354360-	CLOTHING, COTTON	CT	2	SS	PB	56	56	71	$267.60
	8410-00-265-0385								

30. REMARKS (*See preparation instructions of covering regulation for suggested information*)
CARRIER: 2 CARTONS SHORT. PLEASE TRACE
CONSIGNOR: FURNISH PRICED COPY OF SHIPPING DOCUMENT

31A. NAME OF PREPARER (*Type or print*) RONDA A. FORTSON	31B. TITLE TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 328 (703) 428-2294	31D. SIGNATURE RONDA A. FORTSON

32. REPLY
PRICED COPY OF DD FORM 1348-1 IS ATTACHED

33A. NAME OF RESPONDENT (*Type or print*) CRYSTAL HUNTER	33B. TELEPHONE NO. 717 279-3384 DSN 430

33C. ADDRESS TRANSPORTATION OFFICER, DEFENSE DISTRIBUTION DEPOT, SUSQUEHANNA, PA 17070-5002	33D. SIGNATURE Crystal R. Hunter	33E. DATE 14 May 04

NSN 7540-00-965-2403 361-107 **STANDARD FORM 361** (REV 3-84) (EG)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-8. SF 361, Source Document for Claims

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM TO WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES *(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)*	QUAN-TITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below)** **TOTAL**

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR = $

EXCHANGE RATE = $1.00

DIFFERENCES

BY 2

Amount verified; correct for

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) *(Authorized Certifying Officer)* 2 *(Title)*

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER ON *(Name of bank)*

CASH $ DATE

PAYEE 3

1 When stated in foreign currency, insert name of currency.
2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3 When a voucher is receipted 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 he signs, must appear. For example: "John Doe Company, per John

PER

TITLE

Previous edition usable.

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Figure 210-9. SF 1034, Public Voucher for Purchases and Services other than Personal

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.

a. DATE *(YYYYMMDD)*

b. SIGNATURE OF OWNER OR AGENT

c. NAME OF AGENT *(Last, First, Middle Initial) (Print)*

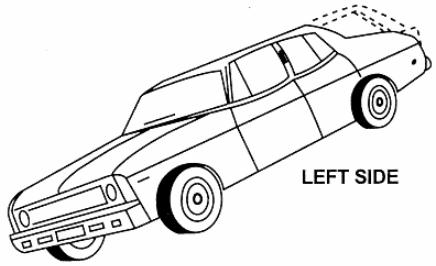
d. STREET ADDRESS

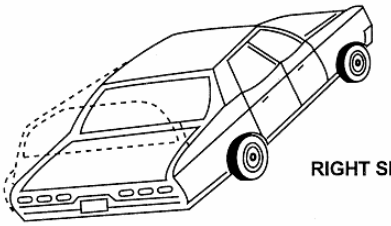
e. CITY, STATE, AND ZIP CODE

f. (1) USER CODE	(2) INSPECTION	(3) DATE *(YYYYMMDD)*	(4) INSPECTOR'S PRINTED NAME *(Last, First, Middle Initial)*
X	(a) Turn in joint inspection - owner/agent & Government representative		
T	(b) POE use *(Optional)*		
□	(c) POE check in stow/condition when stuffed in container		
◇	(d) POD check in stow/condition when removed from container		
○	(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					
d. FRONT SEAT BELTS		d. FAN BELT			b. CONNECT/DISCONNECT BATTERY		
e. REAR SEAT BELTS		e. FENDER SKIRTS					
f. ASH TRAYS		f. FIRE EXTINGUISHER					
g. FLOOR MATS		g. FIRST AID KITS			c. PACK ACCESSORIES		
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 210-10. 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 210-10. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

PRIVATE VEHICLE SHIPPING DOCUMENT FOR VAN

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.

a. DATE *(YYYYMMDD)*

b. SIGNATURE OF OWNER OR AGENT

c. NAME OF AGENT *(Last, First, Middle Initial) (Print)*

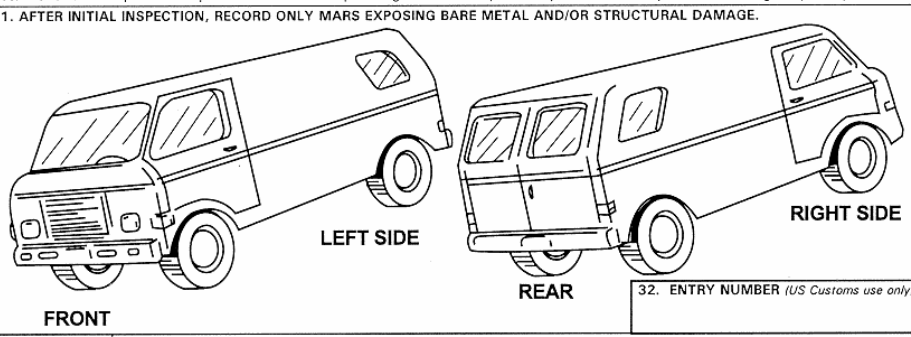
d. STREET ADDRESS

e. CITY, STATE, AND ZIP CODE

f. (1) USER CODE	(2) INSPECTION	(3) DATE *(YYYYMMDD)*	(4) INSPECTOR'S PRINTED NAME *(Last, First, Middle Initial)*
X	(a) Turn in joint inspection - owner/agent & Government representative		
T	(b) POE use *(Optional)*		
□	(c) POE check in stow/condition when stuffed in container		
◇	(d) POD check in stow/condition when removed from container		
○	(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					
d. FRONT SEAT BELTS		d. FAN BELT			b. CONNECT/DISCONNECT BATTERY		
e. REAR SEAT BELTS		e. FENDER SKIRTS					
f. ASH TRAYS		f. FIRE EXTINGUISHER					
g. FLOOR MATS		g. FIRST AID KITS			c. PACK ACCESSORIES		
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 788-1, SEP 1998 PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR

Figure 210-11. DD Form 788-1, Private Vehicle Shipping Document for Van

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 788-1 (BACK), SEP 1998

Figure 210-11. DD Form 788-1, Private Vehicle Shipping Document for Van (Cont'd)

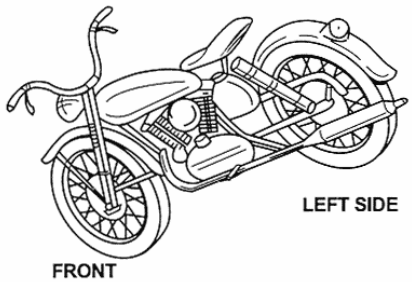
PRIVATE VEHICLE SHIPPING DOCUMENT FOR MOTORCYCLE

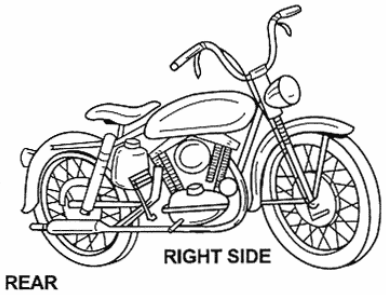
TCMD DATA	1. DOC ID *(1-3)* TP1	2. CONTAINER NO. *(4-8)*	3. CONSIGNOR *(9-14)*	4. COMM-EX *(15-19)*	5. POE *(21-23)*	6. POD *(24-26)*	7. PACK *(28-29)*
8. TRANSPORTATION CONTROL NUMBER *(30-46)*			9. CONSIGNEE *(47-52)*	10. RDD *(54-56)*	11. TR ACCOUNT *(64-67)*	12. PIECES *(68-71)*	13. WEIGHT *(72-76)*
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)*
	X	(a) Turn in joint inspection - owner/ agent & Government representative		
a. DATE *(YYYYMMDD)*	T	(b) POE use *(Optional)*		
b. SIGNATURE OF OWNER OR AGENT	□	(c) POE check in stow/condition when stuffed in container		
c. NAME OF AGENT *(Last, First, Middle Initial) (Print)*	◇	(d) POD check in stow/condition when removed from container		
d. STREET ADDRESS	○	(e) Release of custody by discharge stevedore		
e. CITY, STATE, AND ZIP CODE	*	(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			c. PACK ACCESSORIES		
f. ASH TRAYS		f. FIRE EXTINGUISHER					
g. FLOOR MATS		g. FIRST AID KITS			d. OTHER		
h. DOOR PANELS		h. CIGARETTE LIGHTER					
i. ARM RESTS		i. HAND TOOLS/FLASHLIGHT					
j. REAR SPEAKERS *(Additional)*		j. HUB CAPS					
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)*

THE MOTORCYCLE DESCRIBED ABOVE:

- [ ] a. Was manufactured after January 1, 1978 and does not have a manufacturers label affixed certifying its conformance with US EPA emissions standards. The owner must post a bond with US Customs prior to vehicle release ot the US Port of Entry.
- [ ] b. Was manufactured after January 1, 1978 and does have a manufacturers label affixed certifying its conformance with US EPA emissions standards.
- [ ] c. Is not subject to the regulations under the Clean Air Act because it was manufactured before January 1, 1978.

DD FORM 788-2, SEP 1998 PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR

Figure 210-12. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle

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 vehicle 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 788-2 (BACK), SEP 1998

Figure 210-12. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle (Cont'd)

CARGO OUT-TURN REPORT	1. VOYAGE DOCUMENT NO. P4252	PAGE 1 OF 1 PAGES
2. PREPARING ACTIVITY (Name and Address) N00604 FISC Pearl Harbor – Terminals Department Box 300- Code 4011 Pearl Harbor, HI 96860-4549	3. NAME OF SHIP SS KAUAI	

4. SHIP STATUS

☐ USNS ☐ USS ☐ GAA

COMMERCIAL

☐ VOYAGE CHARTER ☒ BERTH TERM

☐ SHIPPING CONTRACT ☐ TIME CHARTER

5. LOADING PORT D2 MOTBA Oakland Army Base Oakland, CA 94626	6. LOADING ACTIVITY 462p4e Same as block 5
7. DISCHARGING PORT XE1 Honolulu, HI	8. DISCHARGING ACTIVITY Matson Navigation Co. Honolulu, HI
9a. DATE/TIME DISCHARGE STARTED 4139/0630	9b. DATE/TIME DISCHARGE COMPLETED 4140/2300

10. UNLOADING COST CHARGEABLE:

☒ SHIP ☐ CARGO

11. CARGO DISCHARGED BY:

☒ SHIP OPERATOR OR HIS AGENT

☐ MILITARY OR CONTRACT PERSONNEL ☐ RECIPIENT GOVERNMENT *(MAP/AID shipment)*

12. LIST OF INCLOSURES
(Attach to this report all supporting evidence in form of sworn statements affadavits, extracts of ship's rough log: photographs, etc.)

one	(1)	SF 361
one	(1)	DD 788
one	(1)	Report of Events
one	(1)	Freight Claim Inspectors Report
one	(1)	Cargo Manifest
one	(1)	Set DD 1348-1
one	(1)	DD 1385 2 pgs
one	(1)	Temperature Chart
one	(1)	DD 1232

13. DISCREPANCY (Explain in detail, state apparent cause, indicate action taken or recommended)

POV discrepancy noted at time of pickup by owner at port.
Cause of damages to POV unknown.

POVs loaded in vans were devanned by carrier prior to release of shipment.
1PAEPOKE, J_, 05

Cargo listed as damaged on attached SF 361 was loaded in undamaged condition at his activity.

CRYSTAL HUNTER
Supervisory Shipment Assistant
MOTBA

I hereby certify that all items of property, discharged from the above indicated ship, in which discrepancy exists between quantity or condition as manifested and quantity or condition as tallied at time and place of discharge from ship, are included in this report and that all items no appearing in this report were received as manifested in apparent good order and condition and that this report is true to the best of my knowledge and belief.

NAME/GRADE OR RANK OF CERTIFYING OFFICE *(Type)* Ronda A. Fortson	TITLE Director, Traffic Administration Division
SIGNATURE Ronda A. Fortson	DATE 24 MAY 04

DD Form 470, OCT 76(EG) EDITION OF 1 APR 66 IS OBSOLETE, REPLACES DD FORM 470C, 1 APR 66, WHICH IS OBSOLETE USAPPC V1.00

Figure 210-13. DD Form 470, Cargo Out-Turn Report

Department of Defense OR Civilian Agencies	USE CODES AND FOLLOW INSTRUCTIONS SET FORTH IN:	Department of Defense Regulation 4500.9-R, Defense Transportation Regulation FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD

TRANSPORTATION DISCREPANCY REPORT	1. DATE 4093	2. REPORT NUMBER W68P4C-0216	FORM APPROVED OMB NO. 3090-0093

PART 1

☐ **REQUEST FOR INFORMATION** (*RFI*) ☐ **INITIAL NOTIFICATION** ☒ **MISCELLANEOUS PROBLEMS**

3. TO SDDC OPERATIONS CENTER ATTN: SDG3-GD-CS 661 SHEPPARD PLACE, SECOND FLOOR FT. EUSTIS VA 23604-5000	4. REPORTING ACTIVITY TRANSPORTATION OFFICER 833RD TRANS BN SEATTLE, WA 98134-2391 W68P4C
5. CONSIGNOR TRANSPORTATION OFFICER XVIII AIRBORNE CORPS FORT BRAGG, NC 28310-5000 W36R4X	6. CONSIGNEE SAME AS 4
7. SHIPPER SAME AS BLOCK 5 W36R4X	8. CARRIER ROUTING AND IDENTIFICATION ROADWAY EXPRESS RDWY
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO. 679-869881-2
11. DESTINATION	12. BILL OF LADING NO./TYPE WP173576

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B	4038	4057	4059	4191	MR. BOB JONES 215 402-1800

19. SEAL NUMBERS AND CONDITION

☐ INTACT ☐ BROKEN/MISSING (*Include details*)

ACQUISITION DOCUMENT AND/OR TRANSPORATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DISCREPANT (PIECES) 23	TYPE AND CAUSE CODE 24	ISSUE DATA: UNIT OF ISSUE 25	ISSUE DATA: UNITS BILLED/SHIPPED 26	ISSUE DATA: DISCREPANT: UNITS 27	ISSUE DATA: DISCREPANT: WEIGHT 28	VALUE OR COST OF REPAIRS 29
F5029246497746HXX	HHG, AINSWORTH	CC	1	XD	1	1	1	2500	

30. REMARKS (*See preparation instructions of covering regulation for suggested information*)
BL NOT ANNOTATED WITHIN REQUIREMENTS OF TRANSPORTATION FACILITIES GUIDE, THIS INSTALLATION REQUIRES CARRIERS TO PRELODGE FREIGHT 24 HOURS PRIOR TO DELIVERY

31A. NAME OF PREPARER (*Type or print*) BONNIE HANNON	31B. TITLE TRANSPORTATION OFFICER
31C. TELEPHONE NO. DSN 289 618 428-2294	31D. SIGNATURE Bonnie Hannon

32. REPLY
PRICED COPY OF DD FORM 1348-1 IS ATTACHED

33A. NAME OF RESPONDENT (*Type or print*)	33B. TELEPHONE NO.

33C. ADDRESS	33D. SIGNATURE	33E. DATE

NSN 7540-00-965-2403 361-107 **STANDARD FORM 361** (REV 3-84) (EG)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-14. SF 361, Sample TDR, Miscellaneous Problems

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

The public reporting burden for this collection of information is estimated to average 30 minutes 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. 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 COMPLETED FORM TO THE ABOVE ADDRESS.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.	ORDER NO.	6. INVOICE NO./DATE	7. PAGE	OF	8. ACCEPTANCE POINT

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN	5. DISCOUNT TERMS

9. PRIME CONTRACTOR CODE	10. ADMINISTERED BY CODE

11. SHIPPED FROM *(If other than 9)* CODE / FOB:	12. PAYMENT WILL BE MADE BY CODE

13. SHIPPED TO CODE	14. MARKED FOR CODE

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION *(Indicate number of shipping containers - type of container - container number.)*	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT

21. CONTRACT QUALITY ASSURANCE

a. ORIGIN

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

b. DESTINATION

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

DATE RECEIVED | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

** If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.*

23. CONTRACTOR USE ONLY

DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE.

Figure 210-15. DD Form 250, Material Inspection and Receiving Report

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF

1. CONTRACT/PURCH ORDER/AGREEMENT NO.	2. DELIVERY ORDER/CALL NO.	3. DATE OF ORDER/CALL *(YYYYMMMDD)*	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than 6)*	CODE	8. DELIVERY FOB
				☐ DESTINATION ☐ OTHER *(See Schedule if other)*

9. CONTRACTOR	CODE	FACILITY	10. DELIVER TO FOB POINT BY *(Date)* *(YYYYMMMDD)*	11. X IF BUSINESS IS
NAME AND ADDRESS			12. DISCOUNT TERMS	☐ SMALL ☐ SMALL DISAD-VANTAGED ☐ WOMEN-OWNED
			13. MAIL INVOICES TO THE ADDRESS IN BLOCK	

14. SHIP TO	CODE	15. PAYMENT WILL BE MADE BY	CODE	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER		
DELIVERY/CALL	☐	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE	☐	Reference your furnish the following on terms specified herein. **ACCEPTANCE.** THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED *(YYYYMMMDD)*

☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
					$0.00 $0.00 $0.00

**If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*	24. UNITED STATES OF AMERICA BY: CONTRACTING/ORDERING OFFICER	25. TOTAL	$0.00
		26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN

☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: _____

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE *(YYYYMMMDD)*	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER / g. E-MAIL ADDRESS	☐ PARTIAL ☐ FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
	31. PAYMENT		34. CHECK NUMBER
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.	☐ COMPLETE		
a. DATE *(YYYYMMMDD)* / b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	☐ PARTIAL ☐ FINAL		35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED *(YYYYMMMDD)*	40. TOTAL CON-TAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

DD FORM 1155, DEC 2001 PREVIOUS EDITION IS OBSOLETE.

Figure 210-16. DD Form 1155, Order for Supplies or Services

Table 210-1. Timeframes for Submitting TDRs

Type of Discrepancy Message/Document (SF 361)	Classified/Protected Shipments and All Shipments of AA&E	Unclassified/Unprotected
Advisory or RFI Message	Immediately, via telephone	Within seven calendar days of discovery
Follow-up Notification Message	Within 24 hours via message	Not required
Advisory/RFI Message Response	Within seven calendar days	Within seven calendar days
Tracer Message, if required	Send a tracer message the eighth calendar day after loss is discovered	Send message within eight calendar days after loss is discovered
Cancellation Message	Within 30 calendar days of discovery	Within 30 calendar days of discovery
SF 361, if not resolved	NLT 30 calendar days after discovery, cancel message; take claim action	NLT 30 calendar days after discovery

Table 210-2. Time Limit to File Claim

Mode of Shipment	Time Limit to File Claim
Domestic motor	Nine months from date of delivery or expected date of delivery
Domestic rail	Nine months from date of delivery or expected date of delivery
Domestic air	Limits are set forth on the individual carrier's air waybill
Ocean	One year from date of delivery
International air	Visible damage – within 14 days of delivery; other damage – within 14 days of delivery; non delivery of goods – 120 days from the date of the airway bill issue
Small package carrier	Limits are set forth in the carrier's individual service guide

Table 210-3. Completing a TDR

Transportation Discrepancy Document (SF 361)	Complete These Block Numbers on the TDR
Advisory TDR	1-2, 4-8, 10, 12, 16-17, 20-24, 28, 30-31
Initial Notification TDR	1, 4-31
Loss or Damage TDR	1-28, 30-33
Astray Freight TDR	1-31
TDR Claim for Action	1-46
Miscellaneous TDR	1-28, 30-31 Block 30 - Indicate the probable party who is responsible for the discrepancy, e.g., the shipper, packer, carrier, within seven calendar days after the discrepancy was noted.

Table 210-4. TDR Development Supporting Documents

Supporting Document	Shortage Discrepancy	Damage Discrepancy
Minimum Documentation Needed To Support a TDR for a Claim		
Copy of the BL. For commercial air shipments, a copy of both the front and back of the airbill is required.	☑	☑
Copy of the consignee's copy of the carrier's delivery receipt with discrepancy noted and signed and dated by the carrier's driver and the consignee.	☑	☑
Copy of the shipping document completed to show NSN, quantity shipped, material condition, unit cost, and noun or nomenclature as shown by the Federal Supply Catalog. This shipping document may be a DD Form 1348-1, DD Form 250, DD Form 1149, DD Form 1155, etc.	☑	☑
Additional Documentation, as Needed		
When there is a consolidation of requisitions in a carton covered by one TCN, a completed copy of each document in the consolidation is required to establish the actual loss.	☑	
When property is shipped in reparable (F) condition, a reparable value statement is required, citing the actual preshipment value.		☑
For prepaid FOB origin shipments, a copy of the contractor's paid invoice is required.	☑	☑
Copy of a document showing the consignee's supply records have been researched for confirmation of whether or not the property checking short has been received. If ultimate consignee is overseas, they will be contacted for confirmation of whether or not shipment has been received and a copy of such reply will be included in the TDR package.	☑	
A copy of the debit document showing how many items were received on a partial delivery (for example, one box of two received).	☑	
A copy of the shipper's reply to the TDR (Request for Information) confirming whether or not shipment was shipped as billed and condition of property when tendered to the carrier.	☑	☑
Copy of the shipper's reply to TDR (Request for Information) describing conditions under which loading, blocking, and bracing took place, the adequacy of those actions, and who performed them. Shipper must show if packing, loading, blocking, bracing were performed according to the terms of the contract, the Rules of the Association of American Railroads or American Trucking Associations, and whether or not loading was inspected by carrier.		☑
Copy of tally-out and tally-in records for truckload or rail shipments when carrier is determined responsible for the shortage or damage.	☑	☑
Copy of tally-out, tally-in, or truck loading/unloading manifest for any shipment considered to be shipper load and count and/or consignee unload.	☑	
For concealed loss or clear delivery receipt, signed affidavit(s) by person(s) who first discovered the discrepancy, showing time, place, circumstances of delivery, and explanation as to why shortage or damage was not noted at time of delivery. If the property was moved from the original delivery point, also include signed and dated statement(s) or affidavit(s) by person(s) who moved the property, showing distance, method of movement, time, and circumstances of movement.	☑	☑

Supporting Document	Shortage Discrepancy	Damage Discrepancy
A copy of the carrier's inspection report signed by the carrier's representative and the consignee. If the carrier declined inspection of the damaged property, a copy of the government inspection performed, signed and dated by a technically qualified person.		☑
Original photographs made of the damaged property, showing the carrier's name, BL number, date shipped, TCN, date shipped, and NSN to identify the property.		☑
Itemized actual or estimated repair cost statement, signed and dated by a technically qualified person. For commercial repair, a copy of the contractor's paid invoice.		☑
Copy of the carrier's receipt for property released to it for salvage, showing the preshipment value as the amount of the government's loss. The carrier or its authorized agent must sign the receipt.		☑
Copy of the official accident report initiated by law enforcement personnel for loss or damage due to aircraft, rail, or highway accidents.	☑	☑
If damaged property was sent to a repair facility, a copy of the BL or freight bill for transportation costs to and from the repair facility.		☑
For small package express shipments, a copy of the pickup record, e.g., manifest, bar code number, or BL. Include the SF 1034, Figure 210-9, or other paying documentation to support transportation charges paid on shipment.	☑	☑
For small package express shipments, a copy of the tracer or loss and damage investigation report/number. The carrier will not honor claims failing to cite this number.	☑	☑
Appropriation to be credited for replacement or repair costs.	☑	☑

Table 210-5. DD Form 470 Package Documents

Required Documents	Supporting Documents
Statements of the vessel's master, officers, or agent, in connection with reports of discrepancies	Statements of witnesses
Original tally sheets establishing quantity discharged, condition of cargo as noted by the checker or tally clerk, and place of stowage	Cargo survey reports
Stevedore damage reports, with identification of stevedore and report of recovery action being taken	Reports of investigation
Extracts from vessel's log books	Photographs and diagrams
Repair estimates and invoices establishing cost of repair	Sales contracts establishing salvage value, price lists, or purchase invoices
Reports of costs incurred by the US Government or recipient foreign government for re-cooperage, additional handling, or other extra work required solely as a result of damage to cargo	Any other information to support the claim process and prevention of future cargo loss or damage