

## APPENDIX D

### EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

#### A. PURPOSE

This Appendix prescribes procedures for the completion of the Military Surface Deployment and Distribution Command (SDDC) prescribed formats for the submission of ETRRs for breakbulk and container movements. Table D-1 and Table D-2 prescribe the submission formats. The instructions for completion of the formats are also provided.

#### B. RELEASING AUTHORITY AND POINT OF CONTACT (POC) FOR SUBMITTAL OF ETRRS

1. The releasing authority is SDDC Operations.

<u>Shipper activity is located in --</u>	<u>And when the means of communication is --</u>	<u>The POC is --</u>
Continental United States (CONUS) and Alaska	Automated through the Integrated Booking System  No message traffic for receiving ETRRs	CDR SDDC Operations, FT EUSTIS VA//SDG3//SDG3-GI-C
	Mail	Commander, SDDC Operations ATTN: SDG3-GI-C 661 Shepherd Place, Ft. Eustis, VA 23604-1644
	FAX and Voice Telephone	DSN: FAX: 826-1810 Commercial: FAX 757 878-1810 DSN: 826-7471 Commercial: 757 878-7471

Outside CONUS/Alaska ETRRs will be submitted to the OCCA designated in Appendix R.

2. ETRRs for regulated hazardous materials are submitted to the US Army Field Support Command, ATTN: JMTCA, Rock Island, IL 61299-6000, in accordance with this Regulation, Chapter 204, Paragraph F.

### C. DIRECTIONS FOR COMPLETION OF THE BREAKBULK ETRR

1. DOCUMENT IDENTIFIER: Enter the three digit Julian date and four digit time the form is completed (i.e., 15 January at 0800 enter 0150800). Each ETRR submitted that day must have a different time. Once the ETRR is received in the Ocean Cargo Clearance Authority office, the Port Call File Number (PCFN) is the key reference number to be used when inquiring regarding the request.
2. ACKNOWLEDGMENT: Enter (Y)es for shippers without on-line access for receipt of PCFN.
3. EXPORT TRAFFIC RELEASE REQUEST DELIVERY METHOD: Enter the method by which the ETRR will be forwarded to the shipper (i.e., Facsimile Number or Electronic Mail Address).
4. OCEAN CARGO CLEARANCE AUTHORITY REFERENCE NUMBER: Leave Blank.
5. CARRIER REFERENCE NUMBER: Leave Blank.
6. FOR FOREIGN MILITARY SALES (FMS) CARGO ONLY:
  - a. FMS SUPPLEMENTARY ADDRESS: Enter FMS supplementary address.
  - b. FMS DELIVERY TERM CODE: Represents a specific condition for delivery of FMS Cargo. Enter the Delivery Term Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V\\_D\\_FMS\\_SHPMNT\\_UNT\\_DLV\\_Y\\_TRM&skip=0&max=10](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_D_FMS_SHPMNT_UNT_DLV_Y_TRM&skip=0&max=10).
  - c. FMS DELIVERY TERM DESCRIPTION:
7. REQUESTER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE: Enter the Department of Defense Activity Address Code (DODDAC), a distinct six position alphanumeric code that identifies the address of the requester.
8. REQUESTER NAME: Enter the name of the requester.
9. REQUESTER ADDRESS: Enter the street address of the requester
10. REQUESTER CITY: City the requester is located.
11. REQUESTER STATE/COUNTRY: Enter the State or Country the requester is located.
12. REQUESTER ZIP: Enter the Zip Code.
13. CONSIGNOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (ORIGIN): Enter the DODDAC, a distinct six position alphanumeric code that identifies the address of the shipper.
14. CONSIGNOR NAME: Enter the shipper's name.
15. CONSIGNOR ADDRESS: Enter the street address of the shipper.
16. CONSIGNOR CITY: Enter the City of the shipper location.

17. CONSIGNOR ZIP: Enter the Zip code of the shipper.
18. NUMBER OF TRANSPORTATION CONTROL NUMBERS: Enter the total number of shipment units.
19. BREAKBULK REASON CODE. Enter either **A** or **C**:
  - A – Insufficient quantity of cargo to meet break-even cost factors
  - C – Cargo configuration/density not compatible to containers.
20. TRANSPORTATION ACCOUNT CODE: Enter the 4 Alphanumeric code used for payment of movement costs, required on all breakbulk shipments.
21. CONSIGNEE DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DESTINATION): Enter the consignee DODAAC of the final recipient of the cargo.
22. CONSIGNEE NAME: Enter the name of the recipient of the cargo.
23. CONSIGNEE ADDRESS: Enter the street address of the consignee.
24. CONSIGNEE POINT OF CONTACT: Enter the consignee POC.
25. CONSIGNEE COMMERCIAL PHONE NUMBER: Enter the consignee commercial phone number.
26. RATE GUIDE COMMODITY GUIDE: Enter one of the following:
  - a. 010 – General Cargo.
  - b. 020 – Light Vehicles (Unboxed Vehicles up to 10,000 pounds).
  - c. 030 – Heavy Vehicles (Unboxed Vehicles over 10,000 pounds).
27. LADING TERMS: Enter the code indicating the type of bill of lading and the Free On Board terms.
28. AVAILABLE DATE: Enter the date the cargo is available for the ocean carrier to pick-up.
29. REQUIRED DELIVERY DATE: Enter the required delivery date, time the cargo is needed at the final destination.
30. SPOT DATE: Enter the date the container is requested to be picked-up by the ocean carrier.
31. POINT OF CONTACT NAME: Enter the name of the individual to be contacted regarding the request.
32. POINT OF CONTACT'S COMMERCIAL TELEPHONE NUMBER: Enter the POC's commercial telephone number.
33. POINT OF CONTACT'S COMMERCIAL FAX NUMBER: Enter the POC's commercial fax number.
34. POINT OF CONTACT'S DEFENSE SWITCHED NETWORK PHONE NUMBER: Enter the POC's DSN telephone number.

35. POINT OF CONTACT'S DEFENSE SWITCHED NETWORK FACSIMILE NUMBER: Enter the POC's DSN fax number.
36. DELIVERY INFORMATION: Enter text providing delivery information to the carrier.
37. REMARKS TO BOOKER: Enter text to provide information regarding the request to the Military Surface Deployment and Distribution Command Booker.
38. WATER COMMODITY CODE: Enter the Water Commodity Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V\\_WT\\_COM](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V_WT_COM) and then select Commodity desired (i.e., 712 – Furniture, New other than HHG).
39. WATER TYPE CODE: Enter the Water Type Cargo Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V\\_WR\\_TYP\\_CAR](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V_WR_TYP_CAR) and then select type of cargo desired (i.e., "P"-Poison Class B, UN Class 6, [poison label]).
40. WATER SPECIAL HANDLING CODE: Enter the Water Special Handling Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V\\_WT\\_SP\\_HNDL](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_WT_SP_HNDL) and then select the special handling requirements desired (i.e., "K"-Highest Sensitivity Category I, Outsize Dimension [OD]).
41. TYPE PACK CODE: Enter the Type Pack Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V\\_TYPE\\_PACK](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V_TYPE_PACK). The code is constructed in two parts; the first position is the type of container and the second is position provides the load data.
42. LENGTH (INCHES):
43. WIDTH (INCHES):
44. HEIGHT (INCHES):
45. TOTAL PIECES: Enter total pieces.
46. EACH WEIGHT (POUNDS):
47. EACH CUBE:
48. PROJECT CODE:
49. ACCESSORIAL INDICATOR: Enter whether accessorial services are associated.
50. UNIT LINE NUMBER:
51. CARGO TRANSPORTATION CONTROL NUMBER(S):
52. HAZARDOUS CARGO INCLUDED YES/NO: Enter if the shipment contains Hazardous material. Hazardous cargo must be submitted with ETRR by inserting the Hazardous Declaration page.

#### **D. DIRECTIONS FOR COMPLETION OF THE CONTAINER ETRR**

1. DOCUMENT IDENTIFIER: Enter the three digit Julian date and four digit time the form completed (i.e., 15 January at 0800 enter 0150800). Each ETRR submitted that day must have a different time. Once the ETRR is received in the Ocean Cargo Clearance Authority office, the Port Call File Number (PCFN) is the key reference number to be used when inquiring regarding the request.
2. ACKNOWLEDGMENT: Enter (Y)es for shippers without on-line access for receipt of PCFN.
3. EXPORT TRAFFIC RELEASE REQUEST DELIVERY METHOD: Enter the method by which the ETRR will be forwarded to the shipper (i.e., Facsimile Number or Electronic Mail Address).
4. OCEAN CARGO CLEARANCE AUTHORITY REFERENCE NUMBER: Leave Blank.
5. CARRIER REFERENCE NUMBER: Leave Blank.
6. FOR FOREIGN MILITARY SALES (FMS) CARGO ONLY:
  - a. FMS SUPPLEMENTARY ADDRESS: Enter FMS supplementary address.
  - b. FMS DELIVERY TERM CODE: Represents a specific condition for delivery of FMS Cargo. Enter the Delivery Term Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V\\_D\\_FMS\\_SHPMNT\\_UNT\\_DLV\\_Y\\_TRM&skip=0&max=10](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_D_FMS_SHPMNT_UNT_DLV_Y_TRM&skip=0&max=10).
  - c. FMS DELIVERY TERM DESCRIPTION.
7. REQUESTER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE: Enter the Department of Defense Activity Address Code (DODDAC), a distinct six position alphanumeric code that identifies the address of the requester.
8. REQUESTER NAME: Enter the name of the requester.
9. REQUESTER ADDRESS: Enter the street address of the requester
10. REQUESTER CITY: City the requester is located.
11. REQUESTER STATE/COUNTRY: Enter the State or Country the requester is located.
12. REQUESTER ZIP: Enter the Zip Code.
13. CONSIGNOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (ORIGIN): Enter the Department of Defense Activity Address Code (DODDAC), a distinct six position alphanumeric code that identifies the address of the shipper.
14. CONSIGNOR NAME: Enter the shipper's name.
15. CONSIGNOR ADDRESS: Enter the street address of the shipper.
16. CONSIGNOR CITY: Enter the City of the shipper location.

17. CONSIGNOR ZIP: Enter the Zip code of the shipper.
18. NUMBER OF VANS: Enter the total number of containers.
19. VAN SIZE. Enter van size.
20. VAN TYPE: Enter container category. (e.g., Reefer/Dry/High Cube)
21. GOVERNMENT LEASED: Enter “Y” if Government owned or leased van.
22. TEMPERATURE: Applies for Refer cargo only.
  - a. TEMPERATURE STATE: Indicates (i.e., chill or freeze).
  - b. TEMPERATURE VARIANCE:
23. TRANSPORTATION ACCOUNT CODE: Enter the 4 Alphanumeric code used for payment of movement costs.
24. CONSIGNEE DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DESTINATION): Enter the consignee DODAAC of the final recipient of the cargo.
25. CONSIGNEE NAME: Enter the name of the recipient of the cargo.
26. CONSIGNEE ADDRESS: Enter the street address of the consignee.
27. CONSIGNEE POINT OF CONTACT: Enter the consignee POC.
28. CONSIGNEE COMMERCIAL PHONE NUMBER: Enter the consignee commercial phone number.
29. LADING TERMS: Enter the code indicating the type of bill of lading and the Free On Board terms.
30. AVAILABLE DATE: Enter the date the cargo is available for the ocean carrier to pick-up.
31. REQUIRED DELIVERY DATE: Enter the required delivery date, time the cargo is needed at the final destination.
32. SPOT DATE: Enter the date the container is requested to be picked-up by the ocean carrier.
33. POINT OF CONTACT NAME: Enter the name of the individual to be contacted regarding the request.
34. POINT OF CONTACT’S COMMERCIAL TELEPHONE NUMBER: Enter the POC’s commercial telephone number.
35. POINT OF CONTACT’S COMMERCIAL FAX NUMBER: Enter the POC’s commercial fax number.
36. POINT OF CONTACT’S DEFENSE SWITCHED NETWORK PHONE NUMBER: Enter the POC’s DSN telephone number.
37. POINT OF CONTACT’S DEFENSE SWITCHED NETWORK FACSIMILE NUMBER: Enter the POC’s DSN fax number.

38. DELIVERY INFORMATION: Enter text providing delivery information to the carrier.
39. REMARKS TO BOOKER: Enter text to provide information regarding the request to the Military Surface Deployment and Distribution Command Booker.
40. WATER COMMODITY CODE: Enter the Water Commodity Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V\\_WT\\_COM](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V_WT_COM) and then select Commodity desired (i.e., 712 – Furniture, New other than HHG).
41. WATER TYPE CODE: Enter the Water Type Cargo Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V\\_WR\\_TYP\\_CAR](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V_WR_TYP_CAR) and then select type of cargo desired (i.e., “P”-Poison Class B, UN Class 6, [poison label])
42. WATER SPECIAL HANDLING CODE: Enter the Water Special Handling Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V\\_WT\\_SP\\_HNDL](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_WT_SP_HNDL) and then select the special handling requirements desired (i.e., “K”-Highest Sensitivity Category I, Outsize Dimension [OD]).
43. TYPE PACK CODE: Enter the Type Pack Code from the Table Management Distribution System located at [https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V\\_TYPE\\_PACK](https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?view=V_TYPE_PACK). The code is constructed in two parts; the first position is the type of container and the second is position provides the load data.
44. TOTAL PIECES: Enter total pieces.
45. TOTAL WEIGHT: Enter total weight of the shipment.
46. TOTAL CUBE: Enter the total volume of the cargo in cubic feet.
47. PROJECT CODE: Enter project code.
48. STOP-OFF INDICATOR: Enter indicator if the container must stop-off at one or more location.
49. ACCESSORIAL INDICATOR: Enter whether accessorial services are associated.
50. OUTSIZED DIMENSIONS: Enter whether the shipment exceeds standard dimensions and required special handling.
51. HAZARDOUS CARGO INDICATOR YES/NO: Enter if the shipment contains Hazardous material. Hazardous cargo must be submitted with ETRR by inserting the Hazardous Declaration page.

**Table D-1. ETRR - Breakbulk**

ITEM	COMMENTS
1. Document Identifier	
2. Acknowledgment	
3. Export Traffic Release Request Delivery Method	
4. Ocean Cargo Clearance Authority Reference Number	
5. Carrier Reference Number	
6. For Foreign Military Sales (FMS) Cargo Only:	
a. FMS Supplementary Address	
b. FMS Delivery Terms Code	
c. FMS Delivery Term Description	
7. Requester Department of Defense Activity Address Code	
8. Requester Name	
9. Requester Address	
10. Requester City	
11. Requester State/Country	
12. Requester Zip	
13. Consignor Department of Defense Activity Address Code	
14. Consignor Name	
15. Consignor Address	
16. Consignor City	
17. Consignor Zip	
18. Number of Transportation Control Numbers	
19. Breakbulk Reason Code	
20. Transportation Account Code	
21. Consignee Department of Defense Activity Address Code (Destination)	
22. Consignee Name	
23. Consignee Address	
24. Consignee Point of Contact	
25. Consignee Commercial Phone Number	
26. Rate Guide Commodity Code	
27. Lading Terms	
28. Available Date	
29. Required Delivery Date	
30. Spot Date	
31. Point of Contact Name	
32. Point of Contact Commercial Phone Number	
33. Point of Contact Commercial Facsimile Number:	
34. Point of Contact Defense Switched Network Phone Number	
35. Point of Contact Defense Switched Network Facsimile Number	
36. Delivery Information	
37. Remarks to Booker	
38. Water Commodity Code	
39. Water Type Code	
40. Water Special Handling Code	
41. Type Pack	
42. Length (Inches)	
43. Width (Inches)	
44. Height (Inches)	
45. Total Pieces	
46. Each Weight (Pounds)	
47. Each Cube	
48. Project Code	
49. Accessorial Indicator	
50. Unit Line Number	
51. Cargo Transportation Control Number(s)	
52. Hazardous Cargo Included <b>Yes/No</b> (Attach the Dangerous Goods Declaration)	
ETRR VERSION 1.9	

**Table D-2. ETRR - Container**

ITEM	COMMENTS
1. Document Identifier	
2. Acknowledgment	
3. Export Traffic Release Request Delivery Method	
4. Ocean Cargo Clearance Authority Reference Number	
5. Carrier Reference Number	
6. For Foreign Military Sales (FMS) Cargo Only:	
a. FMS Supplementary Address	
b. FMS Delivery Terms Code	
c. FMS Delivery Term Description	
7. Requester Department of Defense Activity Address Code	
8. Requester Name	
9. Requester Address	
10. Requester City	
11. Requester State/Country	
12. Requester Zip	
13. Consignor Department of Defense Activity Address Code	
14. Consignor Name	
15. Consignor Address	
16. Consignor City	
17. Consignor Zip	
18. Number of Vans	
19. Van Size	
20. Van Type	
21. Government Leased	
22. Temperature:	
a. Temperature State	
b. Temperature Variance	
23. Transportation Account Code	
24. Consignee Department of Defense Activity Address Code (Destination)	
25. Consignee Name	
26. Consignee Address	
27. Consignee Point of Contact	
28. Consignee Commercial Phone Number	
29. Lading Terms	
30. Available Date	
31. Required Delivery Date	
32. Spot Date	
33. Point of Contact Name	
34. Point of Contact Commercial Phone Number	
35. Point of Contact Commercial Facsimile Number:	
36. Point of Contact Defense Switched Network Phone Number	
37. Point of Contact Defense Switched Network Facsimile Number	
38. Delivery Information	
39. Remarks to Booker	
40. Water Commodity Code	
41. Water Type Code	
42. Water Special Handling Code	
43. Type Pack	
44. Total Pieces	
45. Total Weight	
46. Total Cube	
47. Project Code	
48. Stop Off Indicator <b>Yes/No</b> (Identify each stop off in the Stop Off sheets.)	
49. Accessorial Indicator	
50. Outsized Dimensions	
51. Hazardous Cargo Indicator <b>Yes/No</b> (Attach the Dangerous Goods Declaration)	
ETRR VERSION 1.9	

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