CHAPTER 203

SHIPPER, TRANSSHIPPER, AND RECEIVER REQUIREMENTS AND PROCEDURES

A. GENERAL

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

2. ~~CONUS shipments to and from Canada are covered in Chapter 202, Paragraphs E.4 and E.5. Additional~~ Customs requirements for cargo movements are in DTR Part V, Department of Defense Customs and Border Clearance Policies and Procedures.

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

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

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

6. Information on marking cargo with active RFID tags is in this chapter; Chapter 202; Chapter 208; and Appendices K, O, and W.

7. DoDM 4140.01 requires that TOs maintain the capability to receive and prepare for shipment "999", "N__", or "E__" shipments 24 hours a day, 7 days a week.

8. Vehicles and equipment having characteristics presenting air movement transportability problems as identified in DoDI 4540.07, Operation of the DoD Engineering for Transportability and Deployability Program-may need to be approved by the Air Transportability and Test Loading Agency: http://www.wpafb.af.mil/library/factsheets/factsheet.asp?id=16730 or be listed in an aircraft weapon system Dash 9 technical order. See AMCI 24-101, Volume 11, Transportation Cargo and Mail Policy, for detailed instructions.

B. SHIPPER REQUIREMENTS AND PROCEDURES

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

2. Consignee. The consignee is determined, usually from a document such as DD Form 1348-1A, Issue Release/Receipt Document, Figure 203-2, DD Form 1149, Requisition and Invoice/Shipping Document, Figure 203-1, or a contract. Personal property consignees are listed in the Personal Property Consignment Instruction Guide (PPCIG). Identify the consignee by the Department of Defense Activity Address Code (DoDAAC) at https://www.transactionservices.dla.mil/DAASINQ/ listed in the Department of Defense Activity Address Directory (DoDAAD) or by the Military Assistance Program Address Code (MAPAC) https://www.transactionservices.dla.mil/DAASINQ/ as listed in the Military Assistance Program

Address Directory (MAPAD). The in-the-clear name of the consignee may be used in addition to the required DoDAAC/MAPAC. When the consignee does not have an assigned DoDAAC, the sponsoring Service code (e.g., F for Air Force followed by five zeros) is used. The clear text address must then be entered on the TCMD as trailer data (Document Identifier [DI] T_9, Appendix M, Table M-13, rp 54-79 h).

a. For all DLA transshipments, to include unit movement requests, walk-ins, non-depot stock movement, or shipment requests, the customer/requestor must provide the DLA Distribution transportation shipping office with either a DD Form 1149, Figure 203-1, or a DD Form 1348-1A, Figure 203-2, or the DD Form 1384, Transportation Control and Movement Document, Figure 203-3, to ship an item on behalf of another party (e.g., local military service customer).

3. TP. The shipper also determines if the shipment requires TP-1, TP-2, or routine transportation (TP-3). The TP is determined by the shipment content and the assigned RDD, which may be blank. See Table 203-3 and the following subparagraphs for TP assignment criteria.

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

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

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

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

e. Green sheet is a procedure whereby specifically identified cargo in the AMC system may gain movement precedence over other expedited cargo, including 999 shipments, of the sponsoring Service. Green sheet is not a priority, but it is designed to override priorities when expedited movement of specific shipments is required in the national or defense interest and is certified as an operational necessity by the sponsoring Service. It only overrides priorities for the requesting Service's shipments. The requester submits requests for green sheet action to the sponsoring Service ACA or to the overseas ACA that has geographic responsibility over the aerial port where the on-hand cargo is located. The ACA originating the green sheet action will assure coordination is accomplished with intermediate ACAs prior

to departure of the cargo from the origin station. The originating ACA must document in writing (via e-mail or FAX) requests to down-line ACAs to assure identified cargo is green sheeted after each terminating channel and on any subsequent flight to the final destination. All down-line stations are required to honor original green sheet action.

f. Purple Sheet is a procedure whereby specifically identified cargo (of national interest and operational necessity) already on hand or en route at any AMC air terminal may gain movement precedence over all other priority cargo shipments. Purple sheet cargo will move ahead of all 999 and Green Sheet shipments, regardless of service lane or arrival date at the APOE. The Purple Sheet process is applicable to the movement of cargo only, and does not apply to passenger movement and will not be used to ship full plane loads. The supported COCOM reviews and approves Purple sheet requests and forwards Purple sheet action to the USTRANSCOM DDOC. The DDOC tasks the 618th Air and Space Operations Center (AOC) Tanker Airlift Control Center (TACC), who in turn tasks the applicable APOE. The APOE will inform the Service ACA. Purple sheet is not a priority, but is designed to override priorities when expedited movement of specific cargo is required in the national interest and is certified as an operational necessity for the supported COCOM.

g. Movement of cargo at TP-4 rates and TDD standards is a service offered by AMC. Cargo designated as TP-4 is moved at surface rates in otherwise uncommitted aircraft capacity. Only shipments that are not air eligible may be offered for TP-4 service. The usage of TP-4 service is strictly controlled by AMC, the ACAs, the Air Terminal Managers (ATMs), and the shippers.

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

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

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

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

h. Since required availability dates (RADs) often are used in the RDD field of Security Cooperation Programs (SCP) (FMS and Building Partner Capacity program) requisitions, an RDD or 777 is not used. RADs have no relation to shipment priority.

i. IAW DLM 4000.25-1, 999 is not authorized for use in SCP requisitions.

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

   a. An RDD is assigned by a requisitioner only if the requisition must be satisfied by a justified date earlier or later than the Standard Delivery Date (SDD). The SDD is the sum of the individual TDD standards, and the requisition date. The shipper obtains the RDD (if any) from the DD Form 1348-1A, Figure 203-2, other source document, or contract.

   b. A RDD for personal property is assigned by the personal property shipping office IAW DTR Part IV, Personal Property and the needs of the customer.

   c. Using an RDD of "999" or "777" or "555" or "444" to identify expedited handling and transportation requirements is explained in Paragraph B.3 above and DoDM 4140.01.

5. Project Code. The shipper will determine any project code by examining the source document, usually a DD Form 1348-1A, Figure 203-2, DD Form 1149, Figure 203-1, or contract. The Joint Chiefs of Staff (JCS) or Service project code, assigned by the requisitioner, identifies requisitions, related documentation, and shipments that require special recognition. It also allows accumulation of performance and cost data. The project code will be perpetuated on all transportation documents.

6. Shipment Unit (SU).

   a. A SU is one of the following:

      (1) A single line item of supply (one Material Release Order [MRO] or DD Form 1348-1A, Figure 203-2, destined to one consignee.

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

         (a) In the same container (package).

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

         (c) In the same ISO container (without regard to DTR commodity category).

         (d) Individual loose packages banded or boxed together to form a single piece, but not palletized to a 463L pallet or placed in an ISO container (see Paragraph B.6.c below).

         (e) As a set or assembly.

         (f) A vehicle on a DD Form 788, Private Vehicle Shipping Document for Automobile, Figure 203-9.

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

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

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

(2) HAZMAT will not be consolidated. Line items of HAZMAT/dangerous articles may not be loaded, transported, or stored together except as provided in 49 CFR 174.81, Segregation of Hazardous Materials, and Air Force Manual (AFMAN) 24-204_IP, Preparing Hazardous Materials for Military Air Shipments, Tables A18.1 and A18.2 (found at http://www.e-publishing.af.mil/ by selecting "Air Force", "Departmental", "24 Transportation", and "AFMAN 24-204_IP").

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

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

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

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

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

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

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

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

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

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

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

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

(1) SUs need not be destined to the same BBP, consignee, or receiving point to be aggregated. However, caution will be exercised during the consolidation process to ensure that downstream activities are capable of performing any necessary de-consolidation and/or transloading.

(2) ISO containers may be stuffed for more than one consignee when stopoff services are used. When stopoff services are used, ISO containers will be loaded in the order of the stopoffs along the route to the final destination.

(3) SUs of ammunition, explosives, and other HAZMAT may be loaded into the same conveyance provided the transportation compatibility provisions of the following references are met:

Mode	Publication
Commercial Air Transport	IATA/International Civil Aviation Organization (ICAO) Regulations/Title 49 CFR 175, Carriage by Aircraft
Military Air Transport	AFMAN 24-204_IP
Rail	Title 49 CFR 174, Carriage by Rail
Motor	Title 49 CFR 177, Carriage by Public Highway
Water	International Maritime Organization IMDG Regulations/Title 49 CFR 176, Carriage by Vessel

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

7. Transportation Control Number (TCN). The TCN is a 17-position alphanumeric character set assigned to control a shipment throughout the transportation cycle of the DTS. The TCN is assigned, usually by the shipper, to each SU for control from origin to ultimate consignee. The ISO container TCN is assigned by the WCA/OCCA at the time of clearance. Because it is a control used throughout the transportation system, the assigned TCN will not be changed except as authorized for partial or split shipments.

a. Detailed instructions for constructing all types of TCNs are contained in Appendix L.

b. Whenever a shipper consolidates two or more SU TCNs into a higher-level SU consolidation, the shipper generates a Shipment Consolidation Notice transaction for routing to the Defense Automatic Addressing System (DAAS), IAW with Table 203-2. These procedures are for use by DLA and resulting data is provided to the Army Logistics Support Activity (LOGSA). Other shippers may use these procedures at their options. The purpose of the Shipment Consolidation Notice transaction is to provide visibility for all levels of consolidation for shipments in the DTS by linking together the TCNs of nested shipments units in a hierarchical array. The Shipment Consolidation Notice transaction reports the new TCN or TCNs that result from SU TCN-level consolidations; that is, any consolidation that results in another TCN beyond the TCN reported by the origin shipper in the Shipment Status transaction (AS_ or Defense Logistics Management System [DLMS] EDI IC 856S).

c. When coalition partner materiel marked with a Serial Shipping Container Code (SSCC) IAW the GS1 General Specifications enters the DTS, a TCN is assigned to document the movement of the SU. Activities will document the SU with a TCMD and create a TCMD T_9 record IAW Appendix M, Table M-13, to encode the SSCC in a TCMD miscellaneous information trailer record.

d. For each shipment to a foreign government that is consolidated for movement, TOs/shippers will identify, track, and control all TCNs linked to the lead TCN.

e. To simplify order tracking when one or more shipments are made to satisfy a requisition, all shipments in response to supply requisitions will be assigned a shipment unit TCN linked to the requisition. This shipment unit TCN will be identified on the MSL and is not authorized to be deconsolidated or have any part of the original requisition quantity removed or reconfigured at the lowest level. If the origin TO is performing a consolidation of TCNs, the consolidation TCN will be assigned IAW guidance in Appendix L, Paragraph H; the TO is not authorized to use one of the underlying TCNs as the “lead” for the consolidation.

f. Unit move tracking numbers. For unit move cargo, a TCN may be reused IAW Service procedures for multiple DTS movements of the same piece of serialized-cargo (e.g., a TCN constructed using a specific bumper/registration number) or a standardized-cargo content configuration (e.g., a TCN assigned to a type of engine stand or floodlight/light cart – a consolidated load such as 463L pallet or mixed-content mobility container does not meet the criteria). The Global Air Transportation Execution System (GATES) will accept and process a reused TCN for multiple DTS shipments (air and sea). When the capability exists, TOs will ensure that the unique 13-position Transportation Tracking Account Number (TTAN) is present and the 17-position Transportation Tracking Numbers (TTN) is generated by shipping applications that support unit move for each shipment unit. The TTN provides uniqueness to differentiate between multiple DTS movements in support of deployment/redeployment requirements. See Appendix M, Table M-13.

NOTE: Only the TTN is added to the MSL and the RF tag data set.

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

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

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

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

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

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

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

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

9. Dimensional Data. The dimensions of the individual pieces, or a unitized piece, of a SU are required to be documented for all shipments regardless of whether they are oversized or not. The shipper must know the actual dimensions (in inches), weight, and cube of any piece prior to preparing transportation documents.

10. Mode/Method. Determining the mode and method of shipment is generally the responsibility of the shipper. Mode refers to the general category of movement (e.g., air or surface) while method refers to the specific means of transportation, (e.g., motor, rail, air freight, parcel post). The DoD

policy for selecting the mode of transportation is contained in Table 203-3. The mode and method of transportation selected will be that which will meet DoD requirements satisfactorily using the best value to the Government from the origin to the final known destination in the CONUS or OCONUS.

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

b. When a SU or consolidation of SUs is of sufficient volume to effectively utilize an ISO container, selection of that method of surface shipment is arranged through coordination between the shipper and the clearance authority as detailed in Paragraph B.24.e.(2).

11. National Stock Number (NSN). NSN information is required for all shipments in IGC and by the joint deployment community for purposes of apportioning lift and tracking and monitoring cargo during peacetime, contingencies, and mobilizations. The NSN is determined by the shipper from available requisition source data or unit equipment records. The format for providing the NSN is in Appendix M, Table M-10, rp 54-66.

12. Commodity, Special Handling, and Water Type Cargo Codes. The commodity of each shipment is determined by the shipper and is usually represented on transportation documentation by a code. The nature of the commodity may also be identified by a Special Handling code and/or Water Type Cargo code.

a. Separate code structures are used for air and ocean shipments. Both of these code structures identify the commodity, with varying degrees of specificity, as well as providing information about any special handling that may be required. Complete explanation of these codes is detailed in the TRDM website at https://trdmws.maf.ustranscom.mil/.

(1) For Air Commodity codes, select from the TRDM website at https://trdmws.maf.ustranscom.mil/, and then select DTR Data and Air Commodity. Select Display Data from the Action Legends box.

(2) For Air Special Handling codes, select from the TRDM website at https://trdmws.maf.ustranscom.mil/, and then select DTR Data and Air Special Handling. Select Display Data from the Action Legends box.

(3) For Mail Air Special Handling codes, select from the TRDM website at https://trdmws.maf.ustranscom.mil/, then select DTR Data and Mail Air Special Handling. Select Display Data from the Action Legends box.

(4) For Water Commodity codes, select from the TRDM website at https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Commodity. Select Display Data from the Action Legends box.

(5) For Water Type Cargo codes, select from the TRDM website at https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Type Cargo. Select Display Data from the Action Legends box.

(6) For Water Special Handling codes, select from the TRDM website at https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Special Handling. Select Display Data from the Action Legends box.

b. In addition to these Commodity codes, shipments between the CONUS and Hawaii or Guam are also described on the TCMD using the NMFC commodity descriptions. The shipper includes this clear text description in the miscellaneous information on the TCMD using DI T_9, as indicated in Appendix M, Table M-13, rp 54-79. The information is detailed for each SU, including those in ISO containers, but excluding HAZMAT that are already adequately detailed. SUs containing multiple commodities are described using the STCC for rail or the NMFC description of the highest-rated article.

~~13. Cargo Description. For movements between a CONUS location and Canada, Mexico, or a CONUS POE for export, the shipment description from the origin CONUS location to Canada, Mexico, or the CONUS POE must meet the following requirements to ensure compliance with customs requirements on shipment arrival at border crossing or the CONUS POE to preclude shipment delays.~~

~~a. For export shipments, shippers must provide an accurate, in the clear, description of items to be transported from the requisition source data presented to display this description on the shipment documentation.~~

~~b. Use of terms such as Not Otherwise Specified (NOS), Said To Contain (STC), Freight All Kinds (FAK), Consolidated Cargo, General Merchandise, or No Description "Blank" are not acceptable for customs clearances purposes. Generic descriptions such as "aircraft part" or "electronic part" may result in delays in the customs clearance process and must not be used. The best available nomenclature based on NSN and other data presented by the supply activity must be used.~~

~~c. For shipments from CONUS to CONUS locations (does not include export shipments to Canada, Mexico, or a CONUS POE), shipment descriptions must be IAW tenders, freight classifications (NMFC), commercial (STCC), or DoD commodity codes.~~

~~d. For movements between a CONUS location and Canada, Mexico, or a CONUS POE for export, the shipment description from the origin CONUS location to Canada, Mexico, or the CONUS POE must meet the following requirements to ensure compliance with customs requirements on shipment arrival at border crossing or the CONUS POE to preclude shipment delays. For export shipments, shippers must derive an accurate description of items to be transported from the requisition source data presented to display this description on the shipment documentation. Use of terms such as NOS, STC, FAK, Consolidated Cargo, General Merchandise, or No Description "Blank" are not acceptable for customs clearances purposes. Generic descriptions such as "aircraft part" or "electronic part" may result in delays in the customs clearance process and must not be used. The best available nomenclature based on NSN and other data presented by the supply activity must be used.~~

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

a. CCP eligibility by Service/Agency/Geographical region is provided in Table 203-8. Shipments excluded from CCPs and special instructions are provided in Table 203-9, Table 203-10, and Table 203-11.

b. For shipments not excluded, the shipper determines the applicable CCP from the DoDAAD website: http://www2.dla.mil/j-6/dlmso/Programs/Committees/dodaad/dodaad.asp. The

sponsoring Services/Agencies designate individual activities eligible for shipment through a CCP by entering the CCP code under the "TRANSPORTATION INFORMATION" section, CCP block. The CCP codes may be found by going to the TRDM website at https://trdmws.maf.ustranscom.mil/, selecting "DTR Data" and "Consolidation Containerization Point", and then selecting "Display Data" from the Action Legends box. Shipment routings for Navy mobile units are provided in the POE and POD field in the Navy Cargo Routing Information File (CRIF). Data in the CRIF is maintained by the Naval Supply Global Logistics Support (NAVSUP GLS) Transportation and Distribution, Norfolk, VA.

c. For shipments authorized for the CCP, shippers must:

(1) Offer all air-eligible shipments for air clearance IAW the procedures in Paragraph B.24.f, prior to shipment to the CCP. (Surface shipments do not require clearance prior to shipment to the CCP.)

(2) Enter the CCP code in the MILSTRIP Shipment Status (AS_) document. DLM 4000.25-1, Appendix 3.19 (http://www.dla.mil/j-6/dlmso/elibrary/Manuals/MILSTRIP/Default.asp). Not implemented by DLA (subsistence) and GSA.

(3) For each surface shipment that has been downgraded from air, re-label (if necessary) with the CCP address prior to shipment to the CCP, insert markings "AIR DENIED", manually or using a stamp, adjacent to the 2D MSL bar-coded MSL, Figure 203-10.

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

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

15. POE.

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

(1) The APOE is indicated on transportation documents by the Aerial Port code selected from the TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Data" and "Aerial Ports"). Select Display Data from the Action Legends box. The clear text designation may be included on manual documents in addition to the required code. Guidance as to which APOE is to be used for a particular OCONUS destination may be obtained from the ACA listed in Appendix R or from the AMC Sequence Listing for Channel Traffic available at https://tacc.scott.af.mil/?action=request_account. To establish an account, click on "Request An Account"; complete all the data fields, especially the mandatory fields (red asterisk); in the Requesting Access To field, select "XOGD Access"; and click on "Request New Account". The contact phone is 618-229-2865 or DSN 779-2865 (fax: 779-0157). The APOE for shipments to mobile units, including Navy fleet vessels, must be obtained from the sponsoring Service ACA.

(2) The SPOE is indicated on transportation documents by the Water Port code selected from the TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Data" and "Water Port"). Select Display Data from the Action Legends box. Also see Appendix MM. The clear text designation may be included on manual documents in addition to

the required code. Selection of the SPOE is made by the WCA/OCCA for RU shipments and certain Less-Than-Release-Unit (LRU) shipments. The shipper makes the selection for most LRU shipments. For all shipments (RU and LRU) to mobile units, including Navy fleet vessels, the SPOE is obtained from the sponsoring Service WCA/OCCA.

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

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

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

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

1MJ
Norfolk Intermodal Hub (NIMH)
DLA Distribution, Norfolk, VA
9248 Virginia Avenue, Building CEP-201
Norfolk, VA 23511- 3392

3C4
834th Transportation Battalion
Concord, CA

3GA
Naval Base Ventura County
Port Hueneme, CA

*1N4
Southport (MOT Sunny Point), NC

*4CD
NAVMAG Indian Island
Port Hadlock, WA

*1G5
Naval Weapons Station Earle
Colts Neck, NJ
* Indicates Ammunition SPOE

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

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

b. The shipper may direct a shipment to a port for transportation service or cost reasons. Such nonstandard routing is only made to ports capable of handling LRU shipments to the OCONUS destination. Upon request of a shipper, the WCA/OCCA may authorize other deviations for specific LRU shipments under unusual circumstances. Primary and alternate SPOEs for POVs are determined from this DTR Part IV, Personal Property, Attachment K3, Shipping Your POV.

16. POD.

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

b. The APOD is indicated on transportation documents by the aerial port code from the TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Data" and "Aerial Ports" and then select "Display Data" from the Action Legends box). The clear text designation may be included on manual documents in addition to the required code. Obtain additional guidance as to which APOD services a particular destination from the AMC Sequence Listing for Channel Traffic available at https://tacc.scott.af.mil/?action=request_account. To establish an account, click on "Request An Account"; complete all the data fields, especially the mandatory fields (red asterisk); in the Requesting Access To field, select "XOGD Access"; and click on "Request New Account". The contact phone is 618-229-2865 or DSN 779-2865 (fax: 779-0157). Obtain the APOD for shipments to mobile units, including Navy fleet vessels, from the sponsoring Service ACA or the ACA listed in Appendix R.

c. The SPOD is indicated on transportation documents by the Water Port code from the TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Data" and "Water Port" and then select "Display Data" from the Action Legends box). Also see Appendix MM. The clear text designation may be included on manual documents in addition to the required code. Obtain additional guidance as to which SPOD serves a particular destination from the WCA/OCCA listed in Appendix R. Obtain the SPOD for shipments to mobile units, including Navy fleet vessels, from the sponsoring Service WCA/OCCA. The Vehicle Processing Center for POVs is determined from DTR Part IV, Attachment K3.

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

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

17. TAC. The TAC is a four-digit alphanumeric code by which the Service, Agency, or contractor identifies the account to be charged for transportation services. TAC code purpose and use is addressed in Appendix V. The TAC must be determined by the shipper for every shipment. The TAC for the over ocean (POE/POD) movement segment must be entered on an MSL (see Figure 203-10, Figure 203-11, and Figure 203-12) IAW Appendix X instructions. Since the TAC represents a funding account, its correct application is essential to valid budgeting and payment of transportation expenses. To obtain valid TACs or Service coordinator assistance, use the Transportation Global Edit Table (TGET) on the WWW. The Internet address is https://beis.csd.disa.mil/beis-html/frontpage-pki.html.

18. USML Status. Shipments of USML items leaving the United States require a CBL/Carrier's house airbill and an EEI IAW 22 CFR 126.4, Shipments by or for United States Government Agencies unless that requirement is waived by the U.S. Department of State, Office of Defense Trade Controls. Supply and other shipping activities requesting transportation support are required to indicate in clear text on the DD Form 1348-1A, DD Form 1149, or other documentation, whether or not the shipment is a USML item. Shippers determine whether an item is on the USML by the Demilitarization (DEMIL) code, see DoDM 4160.28-M-1, Defense Demilitarization: Demilitarization Coding: http://www.dtic.mil/whs/directives/corres/pub1.html. See DoDM 4160.21-M (http://www.dtic.mil/whs/directives/corres/pub1.html) and DoDM 4100.39-M, Volume 10, Table 38 (http://www.dlis.dla.mil/flis_procedures.asp) for additional information. Detailed information regarding USML requirements, EEI procedures, and Department of State waivers are located in DTR Part V, Chapter 508.

19. Special Data for Specific Commodities. In addition to the general information listed in Paragraphs B.1 through B.18 above, the shipper must also determine limited special data for certain specific commodities or types of shipments.

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

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

            (a) If yes, then a statement attesting to that fact must appear on the shipping documents accompanying the shipment to the POE and also be noted on the ATCMD (T_9 record, Appendix M, Table M-16, rp 54-79 j) advanced to SDDC Operations or terminal. The statement will read, "GOVERNMENT-OWNED GOODS PACKAGED BEFORE 1 JANUARY 1990."

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

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

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

            (c) If the shipment is hazardous and a Competent Authority Approval (CAA) (Department of Transportation [DOT] approval to deviate) was obtained, then the CAA number must be reflected on the shipping documentation accompanying the shipment and on ATCMD data (T_9 record, Appendix M, Table M-16, rp 54-79 k.) advanced to SDDC Operations, or ports. The CAAs are documents issued to 49 CFR, IMDGC, and ICAO regulations. The documents can provide classification

information only or provide stipulations on how to package, mark, test, and a variety of other special provisions to follow when shipping domestically and internationally. A CAA states that the Competent Authority has reviewed the packaging, it meets UN standards, and it is approved for international use. Two types of CAAs are issued by separate departments within DOT: explosive hazard classification CAAs and packaging CAAs. An explosive hazard classification CAA is required by all commercial carriers before shipment. A packaging CAA is issued for items for which the packaging method specifically requires a CAA.

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

(3) The transportation Net Explosive Weight (NEW) for Class 1.1, 1.2, 1.3 and 1.4 explosives. The DoD Joint Hazard Classification System (JHCS) (https://acc.dau.mil/CommunityBrowser.aspx?id=46348) will be used to determine the transportation NEW. If the item is not listed in the JHCS, use other documents (i.e., Interim Hazard Classification) to determine the NEW.

(4) The actual flashpoint for flammable liquids, usually from the container markings prescribed by MIL-STD-129.

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

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

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

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

(9) Compatibility as required by AFMAN 24-204_IP.

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

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

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

(1) For Unaccompanied Baggage (UB) and Household Goods (HHG), the shipper includes the customer's name and grade on the TCMD. The complete address is included when the shipment is consigned to a civilian location. For DPM shipments to the CONUS, the shipper also determines the net weight of the shipment. For shipments of UB belonging to AF personnel (customers) on Temporary Duty (TDY), an Air Force TAC must be established for billing purposes. Contact the Air Force TAC coordinator for assistance, Appendix V, Attachment V5. For all Through Government Bills of Lading (TGBLs) shipments entering the DTS, the shipper determines the origin HHG carrier.

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

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

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

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

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

f. Shipments of ship propulsion materials such as propellers, hubs, and shafts, because of their heavy weight and oversize dimensions, require the use of carrier owned special tie-down and load securement equipment designed to protect the integrity of the cargo in-transit. This special equipment often accompanies the cargo to the destination and is subject to detention charges for failure to return the empty equipment to the carrier within the allotted free time. The shipper must be aware of these special transport conditions and ensure that shipping papers, including TCMDs, are annotated accordingly. The shipper can include this additional information in the trailer portion of the TCMD, Appendix M, Table M-13.

20. TCMD Preparation. The TCMD is a basic shipping document, DD Form 1384, Figure 203-3, used to control the movement of cargo while in the non-commercial DTS; the TCMD performs functions similar to a BL in the commercial transportation system. After the shipper has

determined the many factors affecting a shipment in the DTS, the next step is preparation of the automated TCMD (i.e., automated record, Appendix M, or DD Form 1384). The TCMD lists all the data concerning a shipment and is prepared in one of several formats for every shipment except UB (Code J) shipments. For Code J shipments, the carrier's port agents are responsible for preparing a TCMD for each shipment delivered to the AMC aerial port IAW DTR Part IV. Local carrier port agents are also responsible for all necessary corrective actions.

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

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

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

d. DI codes indicate what type data is being detailed and the format in which it is presented. DIs for SU prime data are T_0, T_l, T_2, and T_3. DI T_3 and T_4 identify prime data entries for SUs consolidated into an ISO container, 463L pallet, a RO/RO vehicle/trailer, or other consolidation container. Trailer data entries use DIs, T_5, T_6, T_7, T_8, and T_9. Based on the type of shipment, trailer data entries must be prepared as depicted in Table 203-4.

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

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

g. The shipper prepares a TCMD for ISO container shipments moving to a SPOE under terms of the USC. IAW 49 CFR, when hazardous and non-hazardous materials are listed on an ISO container TCMD, the HAZMAT content records (i.e., T_4 records with hazardous Water Commodity codes and their accompanying T_6, T_7, and T_9 records) must be entered first. Preparation instructions are outlined in Appendix M, Paragraph C.2. The shipper, as a minimum, maintains one signed copy to record acceptance by the original carrier. In addition, the shipper provides the carrier with at least two copies of the TCMD. The carrier,

in turn, gives one of the copies to the ocean carrier's representative (e.g., gate guard, checker) when delivering the ISO container to the carrier's container yard.

h. To correct or cancel a TCMD, see the instructions in Appendix DD for manual procedures (there are no electronic means of processing TCMD corrections). For automated record processing of manifests based on TCMD data, use the codes and entries provided in Table 203-23 for supplements, deletions, and corrections. Also, use the signal codes in Table 203-22 to indicate a deletion (/, S, T) or correction (A, B, C) and the applicable Transportation Priority in record position 53.

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

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

b. Give the initial motor carrier a written certification:

(1) This certification can be on the TCMD (see Appendix M, Table M-13 for instructions on entering Trailer data for general miscellaneous information) or the BL (see Appendix G, Attachment G4, "Description of Articles," Line 5 for instructions on entering weight information) or provided as a separate document. If provided as a separate document, it must be conspicuously marked "Intermodal Certification."

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

(a) The identification number of the container or trailer.

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

(c) For export, a reasonable description of the contents. Shippers must not document cargo using: NOS, STC, FAK, Consolidated Cargo, General Merchandise, or No Description "Blank". SDDC Operations will issue a "Do Not Lift" message on all cargo documented using the terminology explained above or other similarly vague descriptions.

(d) The identity of the certifying party.

(e) The date of certification.

22. POV Shipment. The POE, acting as a shipper, prepares a DD Form 788, Figure 203-9, to provide a record of the condition, customs, and Environmental Protection Agency (EPA) qualifications and complete ownership identification data of POVs shipped in the DTS. While the shipper is technically the POV owner, the terminal prepares the DD Form 788 as detailed in DTR Part IV. Use the DD Form 788 instead of a manual TCMD for processing at the POE. The TCMD data entries on the form are also detailed in Appendix M.

23. 463L Pallet Shipment. Shippers authorized to load, manifest, and ship 463L pallets via DTS air modes, must prepare Pallet Header and Prime Data entries, as shown in Table 203-5 and Table 203-16 or use AMC-approved documentation for the record.

24. Shipment Clearance.

a. After the TCMD is assembled, the shipper offers for clearance all cargo (including all personal property except UB [Code J]) and POVs entering the DTS before making the shipment. Unit move cargo validated for movement on JOPES assigned air missions does not require ACA clearance – all other unit move cargo air shipments offered for movement from DTR Part III, Appendix M designated aerial ports (e.g., channel air) require ACA clearance. The clearance-exempted unit move cargo/shipment TCMDs must still be made available to the manifesting activity for cargo processing.

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

The procedures for shipment clearance serve a common purpose whether the movement is by surface or air. The clearance process aids cargo receiving and the scheduling of watercraft and aircraft, and provides the TCMD data for manifest preparation. This also allows the Services to monitor the transportation modal expense which may directly affect a requested modal change from air to surface for shipments challenged by ACAs as well as upgrading surface to air based on change in requirements.

b. The shipper prepares and submits an ATCMD to the responsible air or water clearance authority. The ATCMD is essentially a TCMD that:

(1) Provides a means for processing a shipment through the air or water clearance authority;

(2) Provides notification to the POE of impending inbound cargo for further transfer; and

(3) Facilitates cargo manifesting operations at the POE.

Instructions for the preparation and submission of the ATCMD are provided in Appendix M.

c. As exceptions or additions to the general procedures detailed below, shippers and clearance authorities may develop local agreements to satisfy clearance and documentation requirements. These local agreements are limited to regular cargo movements through normal POE/POD combinations as listed in the agreement or the AMC Sequence Listing for Channel Traffic available at https://tacc.scott.af.mil/?action=request_account. To establish an account, click on "Request An Account"; complete all the data fields, especially the mandatory fields (red asterisk); in the Requesting Access To field, select "XOGD Access"; and click on "Request New Account". The contact phone number is 618-229-2865 or DSN 779-2865 (fax: 779-0157). The local agreements must result in documentation as required by this regulation. Service/Agency HQs of both the shipper and the clearance authority must approve formal agreements.

d. For most shipments, air or water, the clearance process is started when the shipper submits ATCMD information to the clearance authority listed in Appendix R. An exception to that general rule (for RU and certain LRU shipments) is in Paragraph B.24.e.(2). The contract administration office or purchasing office arranges for clearance and documentation of all vendor shipments in the same manner as a shipper. The responsibilities and general procedures for the air and ocean clearance authorities are in Paragraph B.24.f and B.24.h.

e. For surface clearance (also see Chapter 202, Paragraph Y):

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

procedures is the ETR. The shipper submits the ATCMD according to the timetable shown in Table 203-6.

(2) Prior to making an RU surface export shipment (as defined above in Paragraph B.15.a.(2)(a)) the shipper must request an ETR from the WCA/OCCA. Certain LRU shipments also require an ETR. See Paragraph B.24.h below for the WCA/OCCA processes.

(a) The shipper receives an ETR from the WCA/OCCA. The OCCA will furnish an ETR within 48 hours for TP-1 and TP-2 shipments and within 3 working days for TP-3 shipments as indicated in Table 203-27. If the OCCA must secure a firm booking before issuing the ETR, the shipper will be notified (within 48 consecutive hours from receipt of request) of the estimated date for issuance of the ETR.

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

(c) After receiving the ETR, the shipper makes any necessary additional entries on the TCMD and proceeds according to Paragraph B.24.e(3) below. If the shipment cannot meet the SPOE delivery date established during the clearance procedure, the shipper will telephone the WCA/OCCA for alternate instructions.

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

(4) No surface export shipment is made until the shipper submits an ATCMD. When a shipment is routed through a CCP, the CCP acts like a shipper and clears the shipment. The actual originator of the shipment only prepares a TCMD, as described in Paragraph B.14.c.(4).

(a) Submit ATCMD data separately for each ISO container (van contents) from the shipper/CCP to the WCA/OCCA.

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

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

f. For air clearance: (also see Chapter 202, Paragraph Y)

(1) The shipper must clear all cargo, subject to Paragraph B.24.a exceptions, shipped by AMC to include air eligible cargo shipped to a CCP. The air clearance procedure is essentially the same as for water shipments. In the air systems, however, there is no requirement for an ETR and no differentiation between RUs and LRUs.

(2) The shipper clears an air freight shipment by sending ATCMD data to the ACA. The ACAs are designated by the Services and Agencies and listed in Appendix R. Before an

air shipment is made, the shipper submits an ATCMD to the ACA according to the timetable shown in **Error! Reference source not found.**.

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

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

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

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

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

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

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

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

(3) Trace and expedite cargo.

NOTE: The Navy ACA expedites cargo, but does not trace cargo. The Navy's tracing function is performed by the Fleet Logistics Center (FLC) Global Distance Support Center (GDSC). The Marine Corps ACA expedites cargo and does have some tracing capability; however, the Marine Corps tracing function (for aerial ports) is performed by the Marine Corps Shipper Support Office located at Travis Air Force Base (AFB).

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

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

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

(6) Using the FACTS information on the ATCMD submitted by the shipper, determine if the shipment is routed correctly. This check verifies such details as the availability of

transportation service between the POE and POD indicated, as well as the suitability of the mode of transportation (i.e., air versus sea). These various traffic management considerations and the authority to apply them are prescribed in individual/joint Service regulations and OCONUS theater command directives. If the shipment is accepted as routed, the clearance authority normally does not communicate further with the shipper. When the shipper requires additional guidance or if the clearance authority challenges the shipment, the shipper is called immediately. Detailed procedures for challenge or guidance are included in Paragraphs B.24.h and B.24.i below.

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

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

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

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

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

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

(c) The consignee.

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

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

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

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

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

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

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

(b) The loading and discharge ports.

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The vessel name, type, International Radio Call Sign (IRCS) or hull number for towed ocean barges without an IRCS, and for ISO container shipments, the assigned Voyage Document Number (VDN)

(b) The vessel operator and local agent

(c) The day the vessel is available for loading

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

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

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

(g) The terms of carriage (i.e., who is responsible for loading and unloading); for the information, go to the TRDM website at https://trdmws.maf.ustranscom.mil/, select "DTR Data" and "Vessel Status Term of Carriage", and then select "Display Data" from the Action Legends box

(h) The vessel status (i.e., the type of shipping and payment agreement); for this information, go to the TRDM website at https://trdmws.maf.ustranscom.mil/, select "DTR Data" and "Vessel Status", and then select "Display Data" from the Action Legends box

(i) Container cutoff date to carrier.

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

(a) The MTONs of cargo (or number of ISO containers) and commodity(ies) being transshipped

(b) The transshipment port(s)

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

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

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

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

NOTE: If the TBN entry is used, or the subsequent vessel changes or the requirement for transshipment is identified after shipment, the booking office notifies all applicable addressees in Table 203-14.

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

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

i. The ACA is the clearance authority for shipments moving by AMC. Appendix R lists all ACAs and their communications addresses. Each sponsoring Service has a designated ACA for shipments exported from the CONUS by AMC. The Air Force ACA also clears CONUS

export shipments sponsored by any shipper other than the Army, Navy, Marine Corps, or Coast Guard. In OCONUS areas, ACAs are designated by area and/or sponsoring Service.

(1) The ACA issues shipment challenge (APOE, APOD, and consignee) or consignment instructions as necessary. The instructions are issued by telephone, message, or e-mail whenever the ACA determines a shipment will not be shipped as indicated on the ATCMD. The ACA contacts the sponsoring Service International Logistics Control Office (ILCO) to obtain confirmation of questionable airlift requirements for SCP shipments. Challenges are issued any time prior (2 hours prior for Marine Corps shipments) to the estimated hour/day of shipment listed on the ATCMD.

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

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

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

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

26. RFID Tag. For each RFID Layer 2/3 SU, the shipper will generate a passive RFID tag and its respective Ship Notice/Manifest EDI transactions IAW Chapter 208.

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

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

C. TRANSSHIPPER REQUIREMENTS AND PROCEDURES

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

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

3. CCP. The CCPs provide a means to consolidate shipments from multiple shippers who do not regularly generate full 463L pallet or ISO container shipments to a single OCONUS activity. The

CCPs consolidate all depot, vendor, and other DoD authorized LRU shipments originating within the CONUS and destined for OCONUS activities identified by the sponsoring Services/Agencies in the individual activities' address record as described in Paragraph B.14.c. Shipments may be consolidated by the CCP for movement directly to a single BBP or as stopoff service. Table 203-8, Table 203-9, Table 203-10, Table 203-11, and Table 203-12 delineate geographic eligibility by CCP and Service/Agency; mandatory CCP exclusions; and special instructions. The designated DoD CCPs are:

a. DLA Distribution Susquehanna PA (DDSP) (101) (W25N14/SW3123) POC: DDSP-New Cumberland, 717-770-6393, DSN: 771-6393, and fax: 717 770-8660.

b. DLA Distribution San Joaquin CA (DDJC) (301) (W62N2A/SW3225) POC: DDJC-San Joaquin (Tracy), 209-982-3558, DSN: 462-3558, and fax: 209 982-3986.

c. Norfolk Intermodal Hub (NIMH), DLA Distribution Norfolk, VA (1MJ), (SW3185) POC: DDNV NIMH, 757-444-4170, DSN: 564-4170, and fax: 757-444-3078.

4. CCP Procedures.

a. Receiving for transshipment.

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

(2) TCMDs the CCP receives from the shipper are prepared according to the DI T_3/T_4 format (with necessary DI T_5 through T_9 entries). The spaces for entry of the van Container Number reference code (block 2/rp 4-8), POE (block 6/rp 21-23), and stopoff indicator (block 16/43/rp 63) remain blank for completion by the CCP. TCMDs the CCP receives through the clearance authority are prepared according to the formats for single SUs. The CCP alters or completes the TCMDs, after loading the shipments into containers.

(3) The CCP will prepare a Receipt Notice to document receipt of inbound SUs and their content line items. The Receipt Notice is normally only transmitted when a package is physically broken down to the content line item document number for receipt; however, the DLA CCPs (DDSP and DDJC) are required to do a Receipt Notice for all shipments received. If an inbound shipment to the CCP (DLA Distribution Susquehanna and DLA Distribution San Joaquin) is not physically broken down (unpacked) to the line item document number for repackaging and onward movement, the Receipt Notice will be generated using line item information available from on-line information systems or external packing list research (i.e., the shipment will not be opened). If the shipment is physically broken down to the line item document number level, the Receipt Notice will report the applicable line item document numbers. The Receipt Notice will be prepared IAW Table 203-1, and transmitted to DLA Transaction Services.

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

disposition instructions from the sponsoring Service. The CCP reports inadequate shipment preparation marking and documentation according to the requirements in Chapter 210.

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

b. CCP procedures for surface shipments.

(1) Securing an ocean booking.

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

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

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

(2) Loading the container.

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

1 A full container load for a single consignee.

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

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

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

(3) Preparing shipping documentation.

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

(b) The CCP adds necessary container information (van number, POE, and stopoff indicator) to the TCMDs received from the shipper for each shipment in the ISO container. The CCP also converts the DI T_0/T_l entries to T_4. The CCP then prepares a TCMD for the ISO container (DI T_9) as detailed in Appendix M. The ISO container TCMD (DI T_2/T_9), along with the content TCMDs (DI T_3/T_4 and T_5 through T_9) offer comprehensive information on the ISO container and its contents. Together they are the source documents for preparation of the ocean manifest.

(c) A TCMD or other document containing TCMD data is prepared by the CCP for ISO container shipments moving to a SPOE under terms of the USC. Preparation instructions are in Appendix M, Paragraph C.2. The CCP, at a minimum, maintains one signed copy to record acceptance by the original carrier. In addition, the CCP provides the carrier with at least two copies of the document. The carrier gives one of the copies to the ocean carrier's representative (e.g., gate guard, checker) when delivering the ISO container to the carrier's container yard.

(d) Attach an MSL and an active RFID tag IAW Chapter 208 instructions.

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

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

(g) The CCP will prepare a Shipment Consolidation Notice to document the repackaging of line item document numbers into new SU TCNs and/or to document the consolidation of SU TCNs into higher level TCN consolidations. The Shipment Consolidation Notice will be prepared IAW Table 203-2 and transmitted to DLA Transaction Services. These procedures are for use by DLA and resulting data is provided to LOGSA. FLC Norfolk may use these procedures at their option.

c. CCP procedures for shipping 463L pallet SUs.

(1) Preparing shipment for movement:

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

(b) Primary emphasis is on building a throughput 463L pallet to one consignee. The CCP uses historical data to create staging lanes for the high-volume ALOC and other customers that generate enough freight within 2 to 4 days for a throughput pallet. Low-volume customers that do not generate enough freight for a throughput pallet are consolidated and shipped as a multiple consignee pallet to the TCSP or BBP OCONUS, as designated by the shipper Service or Agency.

(2) Loading the 463L pallet:

(a) The load bearing surface of a 463L pallet is 104" by 84". The type of aircraft being used to transport the pallets determines the height. Unless otherwise notified, the CCP builds up to 96" in height. The weight of the shipment can vary and, normally, does not exceed 9,600 pounds.

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

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

(3) Preparing shipping documentation:

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

1 An MSL IAW Chapter 208.

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

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

(b) Attach an active RFID tag to the 463L System pallet netting IAW Chapter 208 instructions.

(c) For all air 463L pallet SUs, ATCMD data are transceived to the ACA and AMC port, except as noted in Paragraph B.24.a. The ATCMD/TCMD data are prepared IAW Appendix M, Table M-6, (DI T_2), Table M-8, (DI T_4), Table M-10, (T_6), and Table M-13 (DI T_9).

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

(e) The CCP will prepare a Shipment Consolidation Notice to document the repackaging of line item document numbers into new SU TCNs and/or to document the consolidation of SU TCNs into higher level TCN consolidations. The Shipment Consolidation Notice will be prepared IAW Table 203-2 and transmitted to DLA Transaction Services. These procedures are for use by DLA and resulting data is provided to LOGSA.

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

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

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

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

d. Moving the container to the POE.

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

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

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

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

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

(b) The initial motor carrier must be given a written certification as stated in Paragraph C.4.d.(4)(c) below. This certification can be on the TCMD or the BL or provided as a separate document. If provided as a separate document, it must be conspicuously marked "Intermodal Certification."

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

1 The identification number of the container or trailer.

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

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

4 The identity of the certifying party.

5 The date of certification.

e. Holding, diverting, and tracing shipments are all actions in which the CCP may be involved due to irregular or interrupted movement of cargo in the DTS. Formats for documenting these actions are on the TRDM website (go to https://trdmws.maf.ustranscom.mil/, select "DTR Data" and "Transportation Hold Code", and then select "Display Data" from the Action Legends box). This is in addition to the following instructions:

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

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

(a) Once the shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, divert only complete units after

leaving the shipper (i.e., individual line items are not removed from multiple line SUs, nor is a shipping container removed from a multi-container SU with one TCN).

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

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

1 Strikes, national disturbances, or natural disasters.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of PCS orders authorizing personal property.

6 Change in the receiving locations for mobile units.

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

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

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

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

h. As shipments in response to supply requisitions move through transportation nodes and undergo consolidation and deconsolidation actions, transportation will neither change the integrity of the Shipment Unit TCN-to-requisition relationship nor alter the requisition quantity found in a shipment unit. Consolidation TCNs can be reconfigured (e.g., further consolidated or deconsolidated), as long as the new TCN relationships (to include the Shipment Unit TCN-to-requisition relationship) are perpetuated in the Shipment Consolidation and Due-In Notice transactions. If the transshipper is performing a consolidation of TCNs, the consolidated TCN will be assigned IAW the guidance in Appendix L, Paragraphs H, J, K, and L. The TO is not authorized to use one of the underlying TCNs as the “lead” for the consolidation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. POE Procedures.

a. Receiving the shipment.

(1) Individual shipments arrive at the POEs by land, air, or sea accompanied by the TCMD documentation. This paragraph details receiving procedures for shipments arriving by land (or a non-DTS mode); DTS air and sea arrivals procedures are in Paragraphs C.6.d(6) and (7).

(2) The TCMD shipment data will have been provided to the POE through the clearance authority or booking office. Use the data to plan receipt and schedule processing consistent with the TP and RDD. The port uses any available data and the assistance of the shipper, sponsoring Service, and clearance authority to prepare documents for

shipments arriving without TCMDs. The CONUS export clearance authority (AMC) will notify each sponsoring Service of each late or inadequate submission of shipping data documentation, to include all TCMDs. TCMD submission standards are detailed in **Error! Reference source not found.**.

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

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

(5) The POE may prepare a Receipt Notice to document receipt of a SU and its content line item document numbers when the SU has been unpacked and the content line item document numbers repackaged under a new TCN for onward movement. The Receipt Notice will be prepared IAW Table 203-1 and transmitted to DLA Transaction Services.

(6) By completing the receipt data and reporting it to the clearance authority or booking office, the POE clears the ATCMD expected receipt file. Report any shipment to the clearance authority not received at (or offered for delivery to) the POE by the end of a specified period following the ETA. The late or non-receipt schedule is depicted in Table 203-13.

(7) Questionable, erroneous, or missing TACs.

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

(b) The sponsoring Service/Agency representative provides corrections within 24 hours or the next business day of notification. A default TAC is assigned IAW the TGET at: https://beis.csd.disa.mil/beis-html/frontpage-pki.html. For Marine Corps and Coast Guard shipments refer to the TGET or contact the Marine Corps or Coast Guard TAC Coordinator. For DLA, the default TAC is assigned IAW instructions in the TGET Web site. For Navy-sponsored shipments, a default TAC is only assigned IAW Appendix V, Attachment V2.

b. Planning for loading.

(1) Receipt information and ATCMD data are used for planning the loads to be lifted from POEs. In general, process shipments on a first-in, first-out basis within the assigned

transportation priorities. Commingle and process priority shipments according to pallet, module, or conveyance.

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

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

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

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

(c) The military activity responsible for the water terminal prepares the pre-stowage plan when MSC-controlled shipping is used. When cargo is to be loaded on a SDDC-arranged commercial ship, the booking office/OCCA coordinates the preparation and implementation of pre-stowage plans with the commercial operator. SDDC representatives resolve any problems that may arise between the booking office/clearance authority and the commercial operator in preparation of the plans.

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

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

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

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

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

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

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

(c) A summary and location of heavy lifts.

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

(e) Vessel characteristics.

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

(3) The plan is used for loading and discharge at each subsequent port. It is a cumulative plan and shows all cargo on board, regardless of loading port. When vessels load or discharge at more than one port on a voyage, each terminal prepares and distributes the required number of plans to all subsequent terminals, their representative MSC activities and area CDRs, and (for SDDC CONUS ports) SDDC Operations, regardless of whether loading and/or discharging is planned at those ports. Complete distribution instructions are in Table 203-14 for manifests and stow plans. The BL distribution is shown in Table 203-26. Table 203-14 must be used in conjunction with Figure 203-8, which explains the letter codes used in the distribution method and remarks columns.

(4) The POE or its clearance authority prepares a manifest listing the cargo loaded on each aircraft or vessel. The information contained on each TCMD provides the basis for preparing the manifest with the terminal operator adding necessary loading detail. The manifest, prepared in TCMD format (DD Form 1384, Figure 203-3, or in the manifest format (either automated or on a DD Form 1385, Cargo Manifest, Figure 203-5), is used to verify delivery of cargo, support billing for services, and justify claims resulting from cargo discrepancies. Manifest documents are unclassified except when the sponsoring Service indicates a need for security classification. Process classified manifests IAW DoDM 5200.01, DoD Information Security Program.

(5) The POE may prepare a Shipment Consolidation Notice to document the repackaging of line item document numbers into new SU TCNs and/or to document the consolidation of SU TCNs into higher level TCN consolidations. The Shipment Consolidation Notice will be prepared IAW Table 203-2 and transmitted to DLA Transaction Services.

(6) For air shipments by AMC, the air cargo manifest is prepared as detailed in this paragraph, as well as by regulations and instructions issued by the air system sponsor. Specific instructions for completing document entries on AMC air manifests are in Table 203-15, and Table 203-16. When preparing air manifests, the APOE:

(a) Completes separate manifests for cargo and mail. Assigns each manifest a separate air cargo Manifest Reference code, as detailed in Appendix OO and the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Air Manifest Reference Code. Select Display Data from Action Legends box.

(b) Groups palletized (463L pallets) SU data under a separate pallet header (Table 203-5) within each manifest.

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

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

(e) On discovery of a significant error (e.g., incorrect pieces, weight, or cube), prepares a manifest correction (either automated, DD Form 1384, Figure 203-3, or DD Form 1385, Figure 203-5) and forwards a copy of the corrected manifest page(s) prominently marked "Corrected Manifest" to the destination air terminal (APOD).

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

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

(8) The ocean cargo manifest is prepared by the SPOE. A manifest is prepared for each SPOD and segregated according to the type of vessel or loading method. In addition, list HAZMAT and dunnage/lashing gear separately. These segments are described below. Complete instructions for preparing the ocean cargo manifest are provided in Table 203-17, Table 203-18, and Table 203-19 with distribution detailed in Table 203-14.

(a) The BB vessel manifest is separated by:

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

2 Stowage location by hatch (see Appendix VV).

3 Consignee (one per page).

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

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

2 ISO container consignee (one per page).

3 ISO container Service code (as explained in Appendix L, Paragraphs J and K, TCN positions 15 and 16).

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

1 Barge number (one per page).

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

3 Consignee (one per page).

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

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

2 Inert component parts and, except as detailed in Paragraph C.6.d.(8)(d)3, Other Regulated Material-Domestic (ORM-D) materiel are not included in the HAZMAT section of the manifest. They are listed as general cargo using the Commodity codes.

3 Document consumer commodities of IMDG Class 9 loaded onto a vessel at a military pier in a separate section of the manifest, unless other materiel in the ISO container requires inclusion in the HAZMAT section. The IMDG Class 9 section of each copy of the manifest placed on the ship is prominently identified on the section cover sheet by the following statement: "IMDG Class 9, Miscellaneous Hazardous Materials, IMO Competent Authority Certification(s)-USA/Number(s) attached".

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

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

(f) Document the presence of supercargo personnel and other ocean voyage passengers using a manifest prime and trailer record for each person as indicated in Table 203-21.

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

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

2 Regardless of the method of transmission, the manifesting activity establishes procedures to ensure the manifest is received by the SPOD as early as possible before the vessel arrives, IAW Table 203-20. Priority is given to manifests for destinations with the shortest sailing times. (If distribution of the manifest is delayed so that it will not arrive before the vessel, the manifesting Agency provides the clearance authority and the SPOD [by AMHS message] the firm date/time the manifest will be transmitted. For all container voyages from East Coast ports to Northern Europe, the manifest is forwarded within 72 hours of vessel departure from the SPOE.)

3 To allow a vessel to sail without waiting for complete manifest documents, including the Recapitulation and Summary, the SPOE places vessel papers on board. The vessel papers are used to satisfy port clearance requirements and

include TCMD data, such as destination, commodity, TCN, pieces, weight, cube, stow location, VDN, vessel name, and sailing date. A dangerous cargo (HAZMAT) list is also included. Neither vessel paper nor cargo manifest documents are placed on board commercial vessels engaged in common carrier trade and loaded at commercial ports.

4 When an error or omission is discovered in an already dispatched manifest, the ocean manifesting activity issues a manifest adjustment. Changes in vessel data contained in the manifest header and additions of discharge ports to all manifest addressees are made by message instead of complete retransmission of the entire manifest. All other manifest adjustments are made by one of three methods: supplement, deletion, or correction. The type of adjustment is identified in the manifest adjustment header data, as explained in Paragraph C.6.d.(8)(g)8 below. Send all adjustments as soon as practicable to the same addressees and by the same method as the original manifest. Distribution instructions are detailed in Table 203-14 and examples of adjustments are shown in Table 203-22.

5 Issue manifest supplements to add to the manifest complete consolidation containers (DI T_K or T_L), with the entire contents (DI T_M), as well as individual SUs not loaded into a consolidation container (DI T_J). For adjustments to the contents of consolidation containers see Paragraph C.6.d.(8)(g)7 below. The manifest supplement contains all prime and trailer data for the added SUs or consolidation containers that were lifted, but not manifested.

6 Issue manifest deletions to remove from the manifest complete consolidation containers (DI T_K or T_L), including contents (DI T_M), as well as individual SUs (DI T_J). The manifest deletion contains only the prime data entries for the manifested, but not lifted SUs or consolidation containers. The deletion manifest contains entries identical to those on the original manifest except for the entry of a signal code in rp 53 or the TP block that represents both the deletion action and the TP; enter "/" for TP-1, "S" for TP-2, or 'T' for TP-3.

7 Issue manifest corrections to change manifested information about any SU or to add/delete a SU to/from a previously manifested consolidation container. For BB SUs or the prime data on a consolidation container, the correction is made by submitting the old manifest data with a signal code in rp 53 or the TP block that represents both the deletion action and the TP; enter "J" for TP-1, "K" for TP-2, "L" for TP-3. Submit the new manifest data with a signal code in rp 53 or the TP block that represents both the changed information and the TP; enter "A" for TP-1, "B" for TP-2, and "C" for TP-3.

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

8 Manifest header data (DI TAJ) are prepared separately for each type of adjustment and for each SPOE/SPOD voyage combination. The same type multiple adjustments are grouped under a single header for each SPOE/SPOD voyage combination. The types of adjustment are identified by a letter code in rp 4 followed by the last digit of the calendar year in rp 5 and the three-digit

day of the year code in rp 6-8. On the manual manifest, this five-position identification is included before the VDN entry in the "Voyage Document Number" block. Table 203-24 explains the entries.

9 An ocean cargo manifest recapitulation or summary, is one use of the DD Form 1386, Figure 203-6. Its other use, as a summary, is detailed in C.6.d.(8)(g)10 below. The recapitulation is a summation of all cargo tonnages loaded on one ship and is prepared for each manifest (including adjustments). For each SPOD, the recapitulation lists:

a The consignee Service/Agency.

b The number of L/Ts.

c The number of MTONs.

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

e Any mail, including its stowage location.

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

g The terms of carriage explained in the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Vessel Status Term of Carriage. Select Display Data from Action Legends box.

h The number of ISO containers grouped by:

1) Terms of carriage

2) Type of ISO container

3) The Service/Agency of the ISO container consignee (i.e., the first position of the ISO container ultimate consignee DoDAAC).

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

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

j Detailed distribution instructions are in Table 203-14 and complete directions for completing the recapitulation are contained in Table 203-24.

10 The ocean cargo manifest summary is the second use of the DD Form 1386, Figure 203-6 and Table 203-25. (Its other use, as a recapitulation, is detailed in Paragraph C.6.d.(8)(g)9 above and in Table 203-24). The summary is a summation by TAC, of all cargo loaded in one ship and is prepared for each manifest (including adjustments). For each Service/Agency responsible for paying transportation charges (i.e., the sponsoring Service/Agency), the summary includes the following, separately listed for each SPOD:

a A summation of the MTONs of cargo grouped by TAC, including default TACs (see Paragraph c below). Within each TAC grouping, total the

quantities (MTON) by commodity group, Table 203-24. MTONs round to the nearest whole number (i.e., greater than 0.5 rounds up, omit 0.4 or less).

b A separate summary of cargo loaded on deck.

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

d Whenever ISO containers are transported IAW the USC, use the same certification shown in Paragraph C.6.d.(8)(g)9i above.

e Distribution instructions are detailed in Table 203-14 and directions for completing the Summary are contained in Table 203-25.

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

a Ocean transportation by common carrier is normally limited to the movement of the cargo from the ocean terminal (or end of the ship's tackle) at the SPOE to the similar point at the SPOD. It excludes movement to the loading terminal or delivery beyond the discharge terminal from the common carrier ocean transportation contract. If the ocean carrier is to perform such additional service, as indicated in the cargo clearance order issued by the booking agency, the activity preparing the BL includes the statement: "Through shipment from (insert origin point) to (insert destination point) by ocean liner." Stevedoring and terminal services may or may not be included in the ocean freight rate, depending on the shipment terms and the custom of the port. Other entries included on the BL are in Figure 203-7.

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

1) If the Origin Service code (position 15) is "K" indicating the ocean carrier's responsibility begins at the ocean terminal, the activity responsible for shipping the ISO container issues a BL for the line-haul or drayage of the ISO container. The preparing activity includes in the BL the ISO container TCN (assigned by the clearance authority or booking office), the TCN of each SU in the ISO container, and the van's complete ID number and seal numbers. Chapter 206 and Table 203-26 or the theater directives detail BL distribution. Table 203-26 must be used in conjunction with Figure 203-8 that explains the letter codes used in the distribution method column.

2) If the Origin Service code (position 15) is "L," "M," or "1"–"9," indicating the movement to the SPOE is the responsibility of the ocean carrier, the activity responsible for the ISO container does not issue a BL. Instead of a BL, the activity prepares a manual TCMD (DD Form 1384, Figure 203-3) or (from vendors) similar nonnegotiable document. The document includes the ISO container prime TCMD data, the van's complete ID number, and the seal number and is prepared/forwarded as detailed in Paragraph B.20.g. The activity retains a signed copy to record acceptance by the origin carrier.

c A CBL is prepared when a BL is required.

1) The ocean carrier issues the CBL on a basis of either freight prepaid (charges payable upon loading at the SPOE Free on Board [FOB] Origin) or freight collect (charges payable upon cargo delivery FOB Destination). In either case, the ocean charges are earned and payable once the cargo is loaded aboard the vessel. The information included on the CBL is detailed in Paragraphs 2) and 3) below and in Figure 203-7. Complete distribution instructions are shown in Table 203-26. The carrier also endorses all copies of the CBL with the following statement:

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

2) Process the CBL as follows:

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

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

c) After citing the rates, terms, and conditions of ocean shipment; the shipping order number; and SDDC Operations on the CBL, the receiving activity surrenders the unaccomplished original to the ocean carrier (or their agent). In addition, the SPOD sends one copy of the CBL to SDDC Operations.

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

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

documents, and forwards the CBL to the receiving activity at the SPOD.

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

c) The carrier or their agent itemizes any cargo discrepancies on the CBL.

e. The POE is also responsible to submit in transit data. The POE also submits in transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The responsibilities for in transit data preparation vary at different types of POEs.

(1) Other intra-country airlift terminals:

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

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

(2) SDDC Operations and HQ AMC: For material received, enter on in transit data formats with DI TK$ the day the shipment was received or offered for delivery by the carrier, whichever is earlier.

f. Holding, diverting, and tracing shipments are all actions in which the POE may be involved due to irregular or interrupted movement of cargo in the DTS.

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

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

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

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

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

– Strikes, national disturbances, or natural disasters.

– Supply cancellations.

– Terminations of projects.

– Changes in logistics buildup.

– Modification of PCS orders authorizing personal property shipments.

– Change in the receiving locations for mobile units.

– Service operational necessity.

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

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

g. Attach an active RFID tag IAW Chapter 208 instructions. For water port POE container stuffing situations and for aerial port 463L System pallet manifesting situations, the POE operator will attempt to obtain commodity information for the RFID tag Commodity Item record in addition to what is available in the TCMD documents. Shipments and packing lists should not be opened during shipment processing to obtain the detailed commodity information – the preferred method is to use automated processing to access available commodity information from cross-linked TCMD data or requisition document data available from the Defense Automatic Addressing System Center.

h. As shipments in response to supply requisitions move through transportation nodes and undergo consolidation and deconsolidation actions, transportation will neither change the integrity of the Shipment Unit TCN-to-requisition relationship nor alter the requisition quantity found in a shipment unit. Consolidation TCNs can be reconfigured (e.g., further consolidated or deconsolidated), as long as the new TCN relationships (to include the Shipment Unit TCN-to-requisition relationship) are perpetuated in the Shipment Consolidation and Due-In Notice transactions. If the transshipper is performing a consolidation of TCNs, the consolidated TCN will be assigned IAW the guidance in Appendix L, Paragraphs H, J, K, and L. The TO is not authorized to use one of the underlying TCNs as the "lead" for the consolidation.

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

7. POD; including intra-country air and sea DTS transship ports.

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

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

c. SDDC and Navy manage common-user military water terminals (and military-sponsored shipments transshipped through commercial terminals) in the CONUS and at selected OCONUS locations. At other locations, the theater CDR provides for sea POD operation. AMC operates or arranges operation of air terminals serving AMC channels flown by

scheduled AMC airlift. One of the Services or an AF MAJCOM operates aerial ports not operated by AMC.

8. POD Procedures.

a. Receiving for transshipment:

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

(2) The POD uses the manifests (received in either automated or manual format) to plan for arrival of the cargo, assemble discharge tallies and clearance forms, produce forwarding documents, expedite shipments, and notify consignees (including BBPs) or personal property carriers of cargo arrival. With approval of the consignee, the POD may provide the manifests in automated instead of manual format. In addition, in the CONUS, the POD provides the manifest data to all activities specified by the sponsoring Service.

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

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

1 The sponsoring customer's name and grade.

2 The SU TCN.

3 The POD.

4 The actual or estimated time of arrival.

5 The vessel name and VDN, if by surface.

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

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

(3) The discharging activity documents actual receipt of cargo from aircraft or vessels and maintains an audit trail using the manifest, TCMDs, or locally produced discharge tallies. When discharging cargo, the military activity or its designated agent inspects it

for damage or pilferage before removing it from the vessel or aircraft. The cargo must be inspected not later than the first point of rest after discharge.

(a) APODs annotate cargo/mail manifests with:

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

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

(b) SPODs ensure the discharge documents include:

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

2 The SPOD.

3 The berth or pier identification.

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

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

6 The Commodity code.

7 The Type Pack code.

8 The checker's tally of actual pieces.

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

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

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

12 The signature of checker.

13 The date of the tally.

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

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

(e) The POD may prepare a Receipt Notice to document receipt of a SU TCN and its content line item document numbers when the SU has been unpacked and the content line item document numbers repackaged under a new TCN for onward movement. The Receipt Notice will be prepared IAW Table 203-1 and transmitted to DLA Transaction Services.

(f) For POD locations where a shipment unit is terminated and broken down for onward movement, the attached active RFID tag will be removed from the shipment, be deactivated (e.g., reverse polarity of the battery), and be processed for reuse IAW Service or Geographical CCDR requirements. If a new RFID Layer 4

shipment is generated during the processing for onward movement, the POD will generate an active RFID tag for each appropriate SU IAW Chapter 208. The content level detail commodity data from the previously deactivated tag for the respective cargo must be rewritten to the RFID shipment data for the tag attached to the newly generated shipment unit.

b. Reconciling discharge discrepancies:

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

(a) APODs report discrepancies within the period designated by the MAJCOM (e.g., AMC). Overages are recorded by the activities that processed the shipment. Unreconciled shortages by the APOD to the requisitioner are reported to allow reordering.

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

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

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

1 If the cargo was shortlanded due to a diversion, the SPOD forwards the cargo as detailed in Paragraph C.8.b.(2)(b). If the cargo is shortlanded for any other reason, the discharging SPOD determines the reason for early discharge and coordinates with the activities/Agencies indicated in Paragraph (b) above to ensure shipment to the consignee. The SPOD reports the disposition action via e-mail to the HQs and the cargo is usually forwarded on the next available vessel that has proper routing and timely delivery. The terminal forwarding the cargo provides manifest documentation at the time of reshipment.

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

action with SDDC through the booking office to ensure Government reimbursement for any additional handling or transportation costs incurred.

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

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

c. The military terminal responsible for the SPOD ensures the security of cargo, especially protected or classified cargo. To further enable accountability and timely movement of cargo from the port, the terminal or (in the CONUS) SDDC Operations maintains a detailed inventory of cargo on-hand. This inventory includes: The TCN, for shipments, the complete ISO container ID number to include the owner's identification, the consignee, the cargo/ISO container location in the terminal area, the vessel name and VDN from which the cargo was discharged, the cargo/ISO container discharge date and age, the pieces, weight, and cube for each consignee (with a separate list for protected and classified cargo), and TP and RDD.

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

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

(a) The military terminal or MCA coordinates the onward movement within priorities on a first-in/first-out basis, unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for a particular shipment(s) when notified of cargo acceptance. Actual onward movement is documented according to local procedures on a DD Form 1384, Figure 203-3, DD Form 1385, Figure 203-5, BL, or similar document containing essential TCMD data (TCN, SPOD, consignee, pieces, weight, and any ISO container and seal numbers).

(b) Inland (local) drayage or line-haul movement of ISO containers contracted under the USC is not documented on a BL unless part of the movement is arranged or paid for by the Government directly (not by the ocean carrier). The ISO container

Service code in rp 16 of the ISO container TCN (see Appendix L, Paragraphs J and K) identifies payment responsibility.

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

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

3 The terminal activity coordinates with the theater CDR or (in the CONUS) SDDC Operations to ensure the consignee receives, as a minimum, advance manifest data and anticipated delivery date. The terminal activity also establishes procedures to enable complete records of receipt, detention, and accountability of ISO containers. If notified by the consignee that an ISO container has not been received, the terminal activity takes action to trace the ISO container including notifying the clearance authority/booking office and security authorities.

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

d. The POD may prepare a Shipment Consolidation Notice to document the repackaging of line item document numbers into new SU TCNs and/or to document the consolidation of SUs into higher consolidation level TCNs. The Shipment Consolidation Notice will be prepared IAW Table 203-2 and transmitted to DLA Transaction Services.

e. As shipments in response to supply requisitions move through transportation nodes and undergo consolidation and deconsolidation actions, transportation will neither change the integrity of the Shipment Unit TCN-to-requisition relationship nor alter the requisition quantity found in a shipment unit. Consolidation TCNs can be reconfigured (e.g., further consolidated or deconsolidated), as long as the new TCN relationships (to include the Shipment Unit TCN-to-requisition relationship) are perpetuated in the Shipment Consolidation and Due-In Notice transactions. If the transshipper is performing a consolidation of TCNs, the consolidated TCN will be assigned IAW the guidance in Appendix L, Paragraphs H, J, K, and L. The TO is not authorized to use one of the underlying TCNs as the "lead" for the consolidation.

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

(1) AMC APODs submit in transit data with DI TK6 for shipments received.

(2) SPODs do not complete in transit data since the discharge date is reported by the SPOE.

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

g. The SPOD also accomplishes BLs or prepares BLs for cargo that moved over ocean on a BL. The requirements are detailed in Paragraphs C.6.d(8)(g)11c 2) and 3).

h. Holding, diverting, and tracing shipments are all actions in which the POD may be involved due to irregular or interrupted movement of cargo in the DTS.

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

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

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

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

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

1 Strikes, national disturbances, or natural disaster.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of PCS orders authorizing personal property shipments.

6 Change in the receiving locations for mobile units.

7 Service operational necessity.

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

1 The command authorized to request a diversion notifies, by AMHS message or automated format, all concerned parties (i.e., POEs, all PODs [old and new] on the itinerary, and [for surface] SDDC Operations having cognizance over the

old and new SPODs). When cargo or an entire aircraft or vessel is diverted, the new POD assumes the responsibility for cargo discharge, documentation, discrepancy reporting, and disposition of the cargo.

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

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

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

9. BBP.

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

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

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

10. BBP Procedures.

a. Receiving for transshipment.

(1) Shipments arrive at BBPs accompanied by TCMD data for both the unitized shipment and the individual SUs that it contains. Documentation for the unitized shipment may be a BL, TCMD, or other document containing movement data. Documentation for the contents of the unitized shipment (i.e., the individual SUs, may be in the form of manual TCMDs (DD Form 1384, Figure 203-3), a cargo load list, a manifest, automated records, or other documents sufficient to allow accountable transshipping. BBPs that receive shipments without documentation will seek corrective action from shippers.

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

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

(4) The BBP (e.g., a TCSP) may prepare a Receipt Notice to document receipt of a SU TCN and its content line item document numbers when the SU has been unpacked and the content line item document numbers repackaged under a new TCN for onward movement. The Receipt Notice will be prepared IAW Table 203-1 and transmitted to DLA Transaction Services.

b. Unloading (unstuffing) the unitized shipment.

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

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

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

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

(a) TCN.

(b) Consignee.

(c) Cargo location in the BBP area.

(d) Vessel name and VDN and/or ISO container number (including the owner abbreviation) from which the cargo was discharged.

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

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

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

(5) For BBP locations where a shipment unit is terminated and/or broken down for onward movement, the attached active RFID tag will be removed from the shipment, be deactivated (e.g., reverse polarity of the battery), and be processed for reuse IAW Service or Geographical CCDR requirements. If a new RFID Layer 4 shipment unit is generated during the processing for onward movement, the BBP will generate an active RFID tag for each appropriate SU IAW Chapter 208. The content level detail

commodity data from the previously deactivated tag for the respective cargo must be rewritten to the RFID tag for the newly generated shipment unit.

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

(1) The BBP forwards most shipments by surface direct to the ultimate consignee. The BBP forwards shipments, within priorities, on a first-in/first-out basis unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for a particular shipment. When possible, the BBP prepares the movement documents in advance of actual cargo receipt to permit rapid transshipment. The BBP arranges and documents according to local procedures. The documentation may be a DD Form 1384, Figure 203-3, DD Form 1385, Figure 203-5, BL, or similar document containing essential TCMD data (TCN, BBP, consignee, pieces, weight, and cube).

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

(3) The BBP establishes cargo receipt by the consignee. When the BBP is operated in conjunction with a SPOD, these receipt procedures are as detailed in Paragraph C.8.b(2)(d). Inland BBPs establish their own procedures and/or use those detailed in Chapter 210 or in theater publications OCONUS.

(4) The BBP (e.g., a TCSP) may prepare a Shipment Consolidation Notice to document the repackaging of line item document numbers into new SU TCNs and/or to document the consolidation of SUs into higher consolidation level TCNs. The Shipment Consolidation Notice will be prepared IAW Table 203-2 and transmitted to DLA Transaction Services.

d. Holding, diverting, and tracing shipments are all actions in which the BBP may be involved due to irregular or interrupted movement of cargo in the DTS.

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

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

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

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

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

1 Strikes, national disturbances, or natural disasters.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of PCS orders authorizing personal property shipments.

6 Change in the receiving locations for mobile units.

7 Service operational necessity.

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

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

f. As shipments in response to supply requisitions move through transportation nodes and undergo consolidation and deconsolidation actions, transportation will neither change the integrity of the Shipment Unit TCN-to-requisition relationship nor alter the requisition quantity found in a shipment unit. Consolidation TCNs can be reconfigured (e.g., further consolidated or deconsolidated), as long as the new TCN relationships (to include the Shipment Unit TCN-to-requisition relationship) are perpetuated in the Shipment Consolidation and Due-In Notice transactions. If the transshipper is performing a consolidation of TCNs, the consolidated TCN will be assigned IAW the guidance in Appendix L, Paragraphs H, J, K, and L. The TO is not authorized to use one of the underlying TCNs as the "lead" for the consolidation.

D. RECEIVER REQUIREMENTS AND PROCEDURES

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

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

3. Procedures.

a. Receiving the Shipment:

(1) Shipments arrive at a receiver by all modes/methods (truck, van, or rail; occasionally barge). Shipments are preceded and/or accompanied by TCMD data, regardless of arrival method. Documentation may be a BL, TCMD, or other document containing the information necessary to properly account for the complete shipment. On delivery, receivers initiate inquiries seeking corrective action when shipments are delivered without documentation/data.

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

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

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

(3) Receivers will coordinate with the POD to ensure timely receipt of cargo and expeditious offload of the cargo from the carrier owned conveyance equipment (i.e., van/flat-bed trailer, chassis, flat-rack, ISO container). In addition, the receiver must ensure that other carrier owned specially designed equipment used to protect and prevent movement of the cargo in-transit is accounted for. The receiver makes every reasonable effort to offload the cargo from the carrier's conveyance during the free-time allowed by the carrier. Failure to release the empty conveyance and/or the special cargo securement equipment to the carrier within the allowable free time will result in detention. Detention charges are billed separate from the customary transportation charges and are assessed against the activity considered responsible for causing the detention. Under no circumstances will detention costs be charged against the affected Service's service-wide transportation account and related TAC.

(4) For receiver locations where a SU is terminated and/or broken down for distribution, the attached active RFID tag will be removed from the shipment, be deactivated (e.g., reverse polarity of the battery), and be processed for reuse IAW Service or CCDR requirements.

b. Holding, diverting, and tracing a shipment are all actions in which the receiver may be involved due to irregular or interrupted movement of cargo in the DTS.

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

(2) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. The receiver normally sends tracing requests to the clearance authority.

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

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

E. AGRICULTURAL INSPECTIONS

The Federal Government, through 7 USC, § 7701, Plant Protection Act (also known as the Plant Quarantine Act), prohibits the introduction of any animal, plant, or material into the United States considered harmful to U.S. agriculture. DTR Part V, requires that the DoD Components prevent the introduction of rodents, arthropod vectors of human disease, snails, termites, and other agricultural and animal pests and soil capable of harboring plant pests and animal disease organisms that may be in retrograde cargo from entering the United States, its territories, and its possessions. Secretary of the Navy Instruction (SECNAVINST) 6210.2A, Quarantine Regulations of the Armed Forces, directs the armed forces to comply with regulations published by other federal agencies governing the movement of diseases, pest, wildlife, and arthropod vectors. The DoD executive agent for customs advises theater CDRs of their responsibility for compliance with these regulations and for issuance and enforcement of such directives and instructions as may be required to meet special and unusual conditions, such as the gypsy moth in Europe and the brown tree snake in the Pacific.

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

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

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

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

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

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO	17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT							19. RECEIPT				
ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE		CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	SHEET TOTAL 0.00
CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	GRAND TOTAL
PACKED BY							POSTED	DATE *(YYYYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.
			← TOTAL →							

DD FORM 1149, JUL 2006

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

PREVIOUS EDITION IS OBSOLETE.

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

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

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

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

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

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

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

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

DD FORM 1149C, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

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

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

27. ADDITIONAL DATA

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

25. NATIONAL STOCK NO. & ADD (8-22)

24. DOCUMENT NUMBER & SUFFIX (30-44)

DOCUMENT NO. 1 2 3

FROM RI 4 5 6

M&S 7

UNIT UI 23 24

QUANTITY 25 26 27 28 29

SMR 45

SUPPLEMENTARY ADDRESS 46 47 48 49 50

SIG 51

FUND 52 53 54

DISTRIBUTION 55 56 57

PROJECT 58 59 60

PRI 61

REQUIS DATE 62 63 64

ADV 65 66 67

RI 68 69

OCM/PND 70 71

COMMENT 72 73 74

UNIT PRICE 75 76 77 78 79 80

DOLLARS CTS

1. TOTAL PRICE

DOLLARS CTS

2. SHIP FROM

3. SHIP TO

4. MARK FOR

5. DOC DATE

6. NMFC

7. FRT RATE

8. TYPE CARGO

9. PS

10. QTY. REC'D

11. UP

12. UNIT WEIGHT

13. UNIT CUBE

14. UFC

15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT

19. NO CONT

20. TOTAL WEIGHT

21. TOTAL CUBE

22. RECEIVED BY

23. DATE RECEIVED

FormFlow (DLA)

PREVIOUS EDITION MAY BE USED

Figure 203-2. DD Form 1348-1A, Issue Release/Receipt Document

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT | PAGE NO.

1. DOC ID	2. TRLR CTR	3. CONSIGNOR	4. COMMODITY SPECIAL HANDLING	5. AIR DIM	6. POE	7. POD

8. MODE	9. PACK	10. TRANSPORTATION CONTROL NO.	11. CONSIGNEE	12. PRI	13. RDD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT

18. CARRIER	19. FLIGHT-TRUCK-VOY-DOC NO.	20. REF	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE

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

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

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

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

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

WEIGHT AND BALANCE CLEARANCE FORM F - TRANSPORT
(Use reverse for tactical missions)

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

Form Approved OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 10 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 (0704-0188), 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 FORM TO THE ABOVE ADDRESS.

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

REMARKS

LOAD ADJUSTER NUMBER

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

CORRECTION/MOST FWD/MOST AFT

13 DISTRIBUTION OF ALLOWABLE LOAD *(PAYLOAD)*

14 ZERO FUEL WT

COMPT OR ARM	ITEM	CHANGES *(+ or -)* WEIGHT	CHANGES *(+ or -)* INDEX OR MOM/	PASSENGERS NO.	PASSENGERS WEIGHT	COMPT OR ARM	CARGO	CARGO	COMPT OR ARM	ZERO FUEL WT INDEX OR MOM / ZERO FUEL % M.A.C.
TOTAL WEIGHT REMOVED										
TOTAL WEIGHT ADDED										
NET DIFFERENCE										

LIMITATIONS

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

1 Zero Fuel or Limiting Wing Fuel

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

COMPUTED BY SIGNATURE

WEIGHT AND BALANCE AUTHORITY SIGNATURE

PILOT SIGNATURE

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

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

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

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

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

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

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

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

REMARKS

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

LIMITATIONS

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

COMPUTED BY SIGNATURE

WEIGHT AND BALANCE AUTHORITY SIGNATURE

PILOT SIGNATURE

DD FORM 365-4 (BACK), AUG 96

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

CARGO MANIFEST

AIR	AIRCRAFT DATA: Carrier 1	A/C No 2	A/C Model 3	DEST CODE 4	REF 5	DESTINATION 6	MISSION DATA: NO. 7	SU	DATE 7	ALW WT	ALW CU	MANIFEST ID: STA 8a	FY 8b	TY 8c	NO. 8d	PAGE NO
SUR-FACE	POE 1	DATE SAILED 2	VOYAGE DOCUMENT NUMBER 3	POD 4	REF 5	VESSEL NAME 6	STATUS 7	SUST 8	TRUCK NO.	REMARKS 9						PAGE NO

	DOC ID	VEHICLE TRAILER OR CNTNR NUMER	YR / MAKE / CNTNR NUMBER / COMMODITY DESCRIP	COM CODE	CAR-GO EXC	VOYAGE DOC NO.: AIRDM	VOYAGE DOC NO.: TRANSPT	PORT OF DISCH	TYPE PACK	TRANSPORTATION CONTROL NUMBER	CONSIGNEE: SERV	CONSIGNEE: ACTIVITY ADDRESS	PRIORITY	NAME / AMMO LOT NO./NOMEN / DIMENSIONS: RDD	PROJ	STOW LOC	TRANS ACCT	IDENTIFICATION NO. OR REMARKS	PIECES	WEIGHT	CUBE
AIR	9	10	11 / 12	13	13	14		15	16	17	18	18	19	20	21	22	23		24	25	26
SURFACE	10	←	11			→	12	13	←	14					→	15	←	16			→
														←				17			→

ITEMS HAVE BEEN LOADED:		ITEMS HAVE BEEN RECEIVED EXCEPT AS CIRCLED NOTED ON REVERSE SIDE			TOTALS	0	0.00	0.00
DATE	SIGNATURE OF LOADING AGENT	DATE	SIGNATURE OF UNLOADING AGENT	DATE	SIGNATURE OF RECEIVING AGENT			

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

Figure 203-5. DD Form 1385, Cargo Manifest

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

OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY

☐ ORIGINAL ☐ REVISED

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

8. DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA

	(1) DESTINATION PORT	(2) DESCRIPTION	(3) LENGTH-WIDTH-HEIGHT	(4) SELF SUS	(5) NON S.S.	(6) VES	(7) CGO	(8) STOW LOCATION	(9) LONG TONS
a.									
b.	(1) DESTINATION PORT	(2) COMMODITY CATEGORY	(3) FOR MSC USE					(4) TRANS-PORTATION ACCT CODE	(5) ON DECK

9. TOTAL CARGO LOADED

(1) DESTINATION PORT	(2) SVC	(3) LONG TONS	(4) MEASURE-MENT TONS	(5) SQUARE FEET
(1) NO. OF UNITS POV'S/MAIL OR OTHER				

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

a. SIGNATURE	b. GRADE OR RANK	c. TITLE

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

MASTER OF VESSEL *(Signature)*

12. NAME AND MAILING ADDRESS OF PREPARING ACTIVITY

DD FORM 1386, APR 2006 PREVIOUS EDITION IS OBSOLETE FormFlow/Adobe Professional 7.0

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

INFORMATION TO BE LISTED ON THE OCEAN BL

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

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

Figure 203-7. Information to Be Listed on the Ocean BL

EXPLANATION OF CODES FOR OCEAN CARGO MANIFEST DISTRIBUTION

1. Method of distribution.

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

2. Remarks.

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

Figure 203-8. Explanation of Codes for Ocean Cargo Manifest Distribution

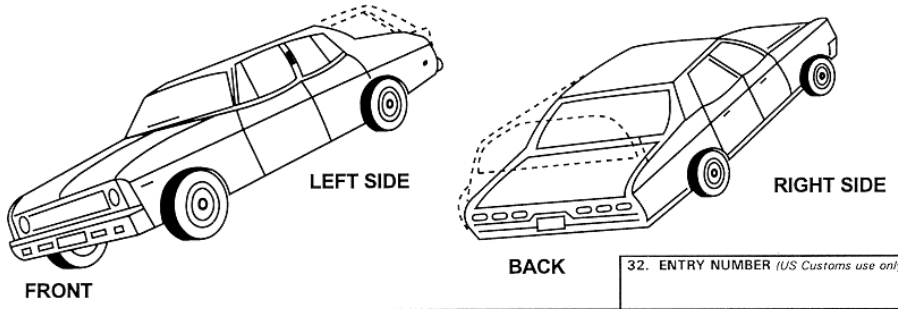
PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE

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

30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.	f. (1) USER CODE	(2) INSPECTION	(3) DATE *(YYYYMMDD)*	(4) INSPECTOR'S PRINTED NAME *(Last, First, Middle Initial)*
	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					
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					
h. DOOR PANELS		h. CIGARETTE LIGHTER			c. PACK ACCESSORIES		
i. ARM RESTS		i. HAND TOOLS/FLASHLIGHT					
j. REAR SPEAKERS *(Additional)*		j. HUB CAPS			d. OTHER		
k. CUSHION		k. JACK/LUG WRENCH					
l. UPHOLSTERY		l. JUMPER CABLES					
m. RADIO *(AM, FM, Tape)*		m. LUGGAGE RACK					
n. CB RADIO		n. BLANKET					
o. CARPET		o. WARNING TRIANGLE/TROUBLE LIGHT					
p. CLOCK		p. SPARE TIRE					

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

a. THE VEHICLE DESCRIBED ABOVE:

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

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

(1) The catalyst was removed prior to use overseas and:
☐ (a) Has been reinstalled prior to shipment. *(Proof of installation required.)*
☐ (b) Will be reinstalled in accordance with the EPA Waiver.

(2) The catalyst was not removed prior to use overseas and:
☐ (a) A new catalyst has been installed prior to shipment. *(Proof of installation required.)*
☐ (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.

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

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

(1) ☐ Catalyst ☐ Oxygen sensor has been removed and is accompanying the vehicle.
(2) ☐ Catalyst ☐ Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.
(3) ☐ Catalyst ☐ Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.

☐ (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. *(Bond with US Customs required upon return.)*

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

Figure 203-9. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT

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

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

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

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

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

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

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

37. DELIVERY RECEIPT

a. EXCEPTIONS

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

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

38. MISCELLANEOUS INFORMATION

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

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

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

DD FORM 788 (BACK), SEP 1998

Figure 203-9. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

This 2D symbol contains data for the MSL, TCMD, and 10 supply line items.

Figure 203-10. Military Shipping Label, Generic

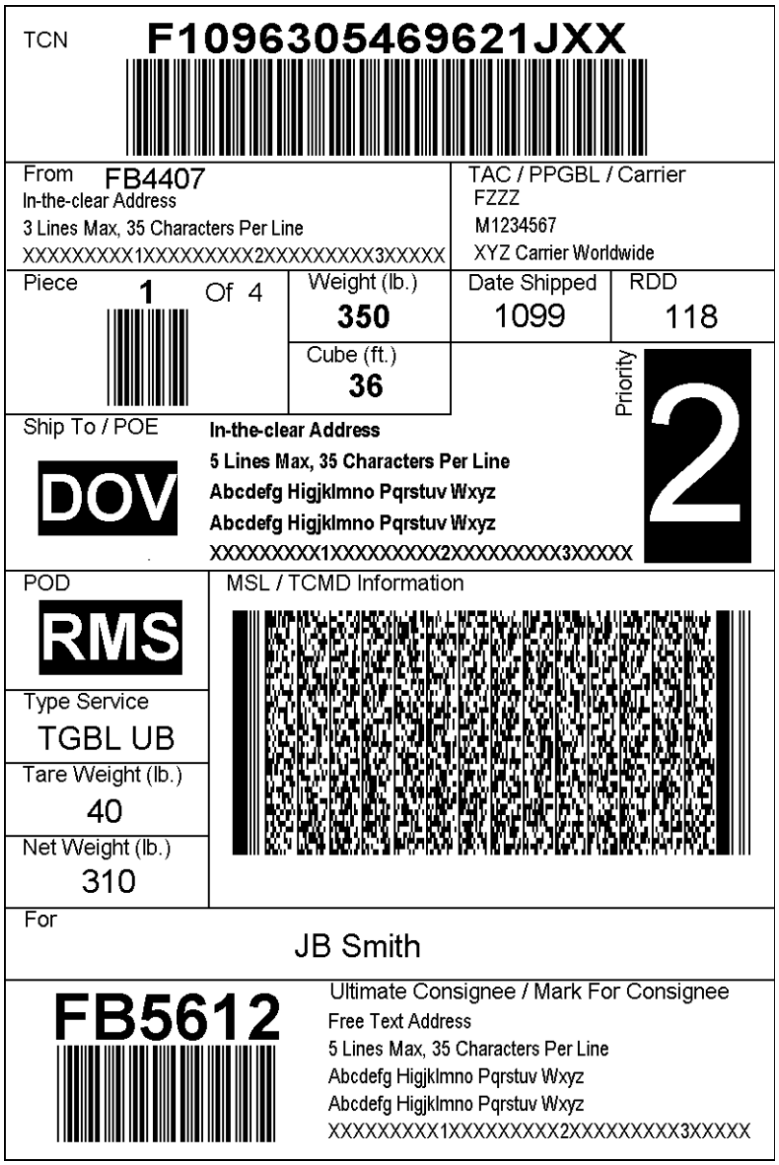


Figure 203-11. Military Shipping Label, Personal Property

When the capability exists, add TTN data to Unit Move MSL 2D bar code symbol.

Figure 203-12. Military Shipping Label, Unit Move

Table 203-1. Receipt Notice (DTEB EDI Convention 856A)

Data Element	Procedures (see NOTE)
EDI Purpose Code	Insert a code value of "42" to identify this as a Receipt Notice. A Receipt Notice may not be sent in the same transaction as a Shipment Consolidation Notice (Table 203-2).
Transaction Date	Enter the date of the notice in Coordinated Universal Time (UTC), also known as Greenwich Mean Time (GMT), using format CCYYMMDD (Century/Year/Month/Day).
Transaction Time	Enter the time of the notice in UTC, using format HHMM.
Start Loop for each individual Document Number (only one document number per Receipt Notice transaction)	
Quantity	Enter the line item quantity shipped to the consolidation location as indicated by the DD Form 1348-1A, the packing list, or other shipping documents used to identify the shipment's contents.
Unit of Issue	For the line item quantity reported, enter the line item unit of issue as indicated by the DD Form 1348-1A, the packing list, or other shipping documents used to identify the shipment's contents.
Transportation Control Number (TCN)	Enter the shipment TCN of the SU containing the document number being reported. If the shipment TCN has been unitized for movement within a higher level consolidated SU intermediate TCN or conveyance TCN, only report the shipment TCN.
Transportation Tracking Number (TTN)	Where the capability exists, the system will enter the TTN of the SU when applicable. Manual entry is not permitted.
Transportation Tracking Account Number (TTAN)	Where the capability exists, the system will enter the TTAN of the SU when applicable. Manual entry is not permitted.
Document Number	Enter the requisition document number, contract number, purchase order number, or other document number for an individual line item in the shipment. Do not include a DLMS requisition document number suffix in this entry. Only one document number will be identified in each Receipt Notice transaction.
Document Number Suffix	Enter the requisition document number suffix, if available.
Receipt Date	Enter the actual receipt date in UTC using format CCYYMMDD.
Routing Identifier Code (RIC)	Enter the RIC of the Inventory Control Point, if available, as identified by the DD Form 1348-1A, which originated the Material Release Order.
Consignee DoDAAC	Enter the ultimate consignee DoDAAC for the line item document (see Document Number).
Consolidation Location Indicator	Enter the applicable code to indicate the type of activity processing the receipt for onward movement. "CP" = CCP; "HB" = Hub; "ZZ" = Other than CCP or Hub.
Consolidation Location DoDAAC	Enter the DoDAAC of the consolidation activity receiving the TCN for onward movement.
End Loop for each individual Document Number	

NOTE: See the Defense Transportation Electronic Business website at http://www.transcom.mil/cmd/associated/dteb/—c lick on "Reference Data" for the programming requirements of the 856A Implementation Convention and its associated XML schemas.

Table 203-2. Shipment Consolidation Notice (DTEB EDI Convention 856A)

Data Element	Procedures (see NOTE)
EDI Purpose Code	Insert a code value of "ZZ" to identify this as a Shipment Consolidation Notice. A Shipment Consolidation Notice may not be sent in the same transaction as a Receipt Notice (Table 203-1).
Transaction Date	Enter the date of the notice in Coordinated Universal Time (UTC), also known as Greenwich Mean Time (GMT), using format CCYYMMDD (Century/Year/Month/Day).
Transaction Time	Enter the time of the notice in UTC, using format HHMM.
Start Loop	
Loop Type	Indicate the type of loop for which the data applies. Use an "S" to indicate a shipment loop for data being reported as SU information. Use an "I" to identify line item loop information; the line item loop is normally subordinate to a pack loop, but can be directly subordinate to a shipment loop if there is no piece of pieces information to convey. "I" = Line Item; "P" = Pack; "S" = Shipment
Start Shipment Subloop (S)	
Total Pieces	Enter the total number of pieces in the shipment. For split and partial shipments, this number may be different than the total number of pieces in the SU as documented by the Pieces number in the Military Shipping Label's Piece of Pieces (see Pack Subloop).
Transportation Control Number (TCN)	Enter the TCN of the SU. Start with the highest level conveyance TCN for a consolidation (e.g., container or 463L pallet); repeat the loop and its associated pack and line item loops, as required, to document all levels of intermediate TCNs and shipment TCNs.
Transportation Tracking Number (TTN)	Where the capability exists, the system will enter the TTN of the SU when applicable. Manual entry is not permitted.
Transportation Tracking Account Number (TTAN)	Where the capability exists, the system will enter the TTAN of the SU when applicable. Manual entry is not permitted.
Transportation Priority	Enter the transportation priority of the highest level SU consolidation (e.g., container or 463L pallet).
Ship Date	Enter the actual ship date of the highest level SU consolidation (e.g., container or 463L pallet) in UTC using format CCYYMMDD.
CCP Code	As applicable, enter the DTR code for the CCP from the TRDM website at: https://trdmws.maf.ustranscom.mil/ , then select DTR Data and Consolidation Containerization Point. Select Display Data from Action Legends box.
Consignee DoDAAC	Enter the consignee DoDAAC for the SU TCN (described in the loop instance).
Consolidation Location Indicator	Enter the applicable code to indicate the type of activity processing the receipt for onward movement. "CP" = CCP; "HB" = Hub; "ZZ" = Other than CCP or Hub.
Consolidation Location DoDAAC	Enter the DoDAAC of the consolidation activity receiving the TCN (described in the loop instance) for onward movement.
Port of Embarkation (POE)	Enter the POE code for the highest level consolidation SU from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data, Aerial Ports, and Display Data from the Action Legends Box or https://trdmws.maf.ustranscom.mil/, then select DTR Data, Water Port, and Display Data from the Action Legends box.
Port Consolidation Terminal	Enter the port code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data, Aerial Ports, and Display Data from the Action Legends Box or https://trdmws.maf.ustranscom.mil/, then select DTR Data, Water Port, and Display Data from the Action Legends box, if the port is serving as a consolidation activity.
End Shipment Subloop	

Data Element	Procedures (see NOTE)
Start Pack Subloop (P)	
Piece Number	Enter the piece number if line item information or RFID tag information is available at the piece number level of resolution. Enter the information and repeat the pack loop and its associated line item loop, if required, until each piece number's related data has been documented.
Total Pieces	If piece number is entered, enter the total number of pieces in the SU or the SU increment. This is the second number in the MSL's Piece of Pieces entry (e.g., 2 of 5).
RFID Tag #	As applicable, enter the RFID tag number for the piece.
End Pack Subloop	
Start Line Item Subloop (I) ***Note:*** The line item subloop data element reporting requirements are conditional. DLA CCPs will always report available line item subloop information. All other transshippers are only required to report line item subloop information when a line item has been unpacked to the document number level and repacked under a new shipment TCN.	
Quantity	Enter the actual quantity packaged and shipped for the line item requisition document number, the packing list, or the other shipping documents used to identify the shipment's contents. This information is for the individual piece as identified by the parent pack loop or shipment loop for the SU or SU increment.
Unit of Issue	Enter the line item unit of issue as indicated by the DD Form 1348-1A, the packing list, or other shipping documents used to identify the shipment's contents.
Document Number	Enter the requisition document number, contract number, purchase order number, or other document number for an individual line item in the shipment. Do not include a DLMS requisition document number suffix in this entry.
Document Number Suffix	Enter the requisition document number suffix, if available.
Routing Identifier Code (RIC)	Enter the RIC of the Inventory Control Point, if available, as identified by the DD Form 1348-1A, which originated the Material Release Order.
Receipt Date	Enter the actual receipt date of the document number in UTC using format CCYYMMDD. If a Receipt Notice was generated for this document number, the receipt dates should match.
End Line Item Subloop	
End Loop	

NOTE: See the Defense Transportation Electronic Business website at http://www.transcom.mil/cmd/associated/dteb/—click on "Reference Data" for the programming requirements of the 856A Implementation Convention and its associated XML schemas.

Table 203-3. Application of Transportation Mode/Priorities

TP Code	Recommended Shipment Mode	Type of Shipment Other Than Mail	Explanation/ Exception Paragraph	Mail Shipments Paragraph B.3.d
1	Air	TDD Category 1 requisitions with priority designators 01–03 with or without RDDs except when the RDD starts with an "X" or "S". If "X" or "S" use TP-3	B.3	Registered letter mail, Command pouches, weapon system pouches, and CASREP pouches. Letter mail. Priority parcels.
2	Air	DoD cargo shipments or TDD Category 2 requisitions with priority designators 04-15 with RDDs of 444, 555, 777, N__, E__, and specific Julian dates less than 8 days for CONUS or 21 days for OCONUS customers.	B.3	MOM, SAM, and PAL.

TP Code	Recommended Shipment Mode	Type of Shipment Other Than Mail	Explanation/ Exception Paragraph	Mail Shipments Paragraph B.3.d
3	Surface	DoD cargo shipments or TDD Category 3 requisitions with priority designators 04-15 and those RDDs that are blank or greater than 8 days for CONUS or 21 days for OCONUS from Julian dates when the requisition and shipment(s) are being processed. Personal Property NAF.	B.3	OCONUS mail and inter-command mail.
4	AMC uncommitted space	TP-3.	B.3	

NOTE: For explanation of codes, see Paragraph B.3, TP and DoDM 4140.01, at: http://www.dtic.mil/whs/directives/corres/pub1.html. TP-4 is not a TP but identifies cargo selected to move as TP-4.

Table 203-4. Trailer Data Entries

Type Shipment	Mandatory Trailer Format DI Code
Outsized dimension(s)/Oversized	T_5
Government vehicles including trailers, wheeled guns, and aircraft	T_5
Ammunition and explosives	T_6, T_7, T_9
Other HAZMAT	T_6, T_9
Personal property	T_8, T_9
Prepositioned cargo	T_5
Unit movement	T_5, T_9
NSN and Nomenclature	T_6
ISO container information	T_9
Liquor, Cigarettes	T_9
Cargo to Hawaii, Guam	T_9
Classified cargo container and seal no.	T_9
Address information	T_9
Serial Shipper Container code (SSCC)	T_9
ISO container with 100+ SUs	T_9
Type Cargo code descriptions	T_9
Air load planning and manifesting	T_9

Table 203-5. Air Cargo Pallet Header Entries Manual or Automated Format

Record Position	DD Form 1385 block	Procedures
1-3	(9)	Enter TAB.
4-5	(10)	The air terminal enters a two-digit alphanumeric pallet designator. The letters I and O and the numeral 0 will not be used in these record positions.
6-8	(11)	Enter Greenwich Mean Time (GMT) hour/day of oldest piece of cargo on the pallet (Appendix RR).
9-12		Leave blank.
13-14		Leave blank.
15-17	(12)	Enter GMT Hour/Day code pallet leaves APOE (Appendix RR).
18-19	(13)	Leave blank.
20	(14)	Enter the Air Dimension code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data, Air Dimension Code and Display Data from the Action Legends box.
21-23		Enter air POE Aerial Port code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data, Aerial Ports, and Display Data from the Action Legends Box.
24-26	(15)	Enter air POD Aerial Port code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data, Aerial Ports, and Display Data from the Action Legends Box.
27	(16)	Enter the method for movement of the pallet from the APOE from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data, Transportation Method, and Display Data from the Action Legends box.
28-29		Enter Manifest Reference code from manifest header entry.
30-35	(17)	Enter DoDAAC of activity that loaded the pallet if other than air terminal.
36-39		Enter four-digit Date code when pallet load is complete (Appendix RR).
40		Enter "L" to indicate 463L pallet.
41-43		Enter serial number assigned by pallet loading activity other than air terminal.
44-45		Enter one of the following: BC = Belly cargo LS = Loose cargo PC = Palletized cargo RS = Rolling stock SD = Cargo on skid T- = Pallet train (second digit = number of pallets in the train)
46		Enter one of the following: G = General cargo M = Mixtures of G and S S = Cargo requiring special handling U = Mail
47-52	(18)	Enter DoDAAC of ultimate consignee. Leave blank if more than one consignee.
53	(19)	Enter highest priority on the pallet.
54		Enter special priority, when applicable, otherwise leave blank: E=Anticipated NMCS F=FSS – Forward Supply Support G=Green Sheet N=NMCS/CASREP 4=444 5=555 7=777 9=999

Record Position	DD Form 1385 block	Procedures
55-57		Pallet height in inches.
58-60		Center of balance of pallet train.
61		Tiedown: C = Chain S = Straps N = Net M = Mixture
62-63		Number of equivalent pallet positions with assumed decimal point (e.g., 25 equals 2.5 pallet positions).
64		Overhang direction A, F, or B, or blank.
65		Enter Personal Property code: B = Unaccompanied baggage (DPM) H = Household goods (DPM) J = Unaccompanied baggage (TGBL) K = Household goods (TGBL) P = Privately Owned Vehicle (POV) T = Household goods (INTL AMC)
66		Enter air Special Handling code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Air Special Handling. Select Display Data from Action Legends box. or Mail Air Special Handling, https://trdmws.maf.ustranscom.mil/, then select DTR Data and Mail Air Special Handling. Select Display Data from Action Legends box, otherwise, leave blank.
67		Enter last character of expanded pallet ID.
68-71	(24)	Enter total number of pieces on the pallet.
72-76	(25)	Enter total weight of cargo on the pallet.
77-80	(26)	Enter total cube of cargo on the pallet.

Table 203-6. ATCMD/SI Submission for Ocean Shipments

When the shipper prepares and sends ATCMD:	
Dry Shipments	**Reefer (Chilled) Shipments**
The shipper submits ATCMD/SI data via automated means (e.g., e-mail; scan; or transportation systems, such as the Cargo Movement Operation System [CMOS], Integrated Booking System [IBS]-ATCMD, Distribution Standard System [DSS], or Global Air Transportation Execution System [GATES]) to SDDC no later than 48 hours prior to the scheduled vessel sail date.	The shipper submits ATCMD/SI data via automated means (e.g., e-mail; scan; or transportation systems, such as CMOS, IBS-ATCMD, DSS, or GATES) to SDDC no later than 24 hours prior to the scheduled vessel sail date.
Note: This table applies to CONUS and OCONUS shipments	

Table 203-7. TCMD Submission for Air Shipments

When the shipper makes:	The Shipper Sends ATCMD Data to the ACA for Shipments Moving by AMC:	The ATCMD is Transmitted by:
Expedite TP–1 (999) shipments	Not later than 2 hours prior to release to the carrier	(l) DDN (2) Telephone/DSN/Fax (3) WWW
All other TP–1 shipments	Not later than 6 hours prior to release to the carrier	(l) DDN (2) Telephone/DSN/Fax (3) WWW
All other air shipments except AMC Forward Supply Support (FSS) cargo	Not later than 14 hours prior to release to the carrier	(l) DDN (2) Telephone/DSN/Fax (3) WWW

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

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

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

Table 203-8. CCP Eligibility by Service/Agency/Geographic Region

Service	DDSP (101) Air/Surface Shipments	DDJC (301) Air/Surface Shipments	DDNV-NIMH (1MJ) Surface Shipments
Army and Air Force	Europe	Pacific	*
	Middle East	Hawaii	
	Central America	Alaska	
	South America		
	Azores		*
	Africa		
	Iceland		*
	Caribbean Islands		*
Navy and Marine Corps		Middle Americas, West Coast	North Atlantic
		South America, West Coast	Panama
		Myanmar - India	Caribbean
		China Sea	South America, East Coast
		Philippines	Azores
		Central Pacific	British Isles
		Bonin and Ryukyu Islands	Northern Europe
		Korea	West Mediterranean
		Japan	East Mediterranean
		Australia	West Africa
		New Zealand	South Africa
		Coral Sea	East Africa
		South Pacific Islands	CDR Atlantic Fleet Deployed units in: Persian Gulf, Red Sea
		Hawaiian Islands	
		North Central Pacific	
		North Pacific and Northwest Arctic	
		Antarctica	
		CDR Pacific Fleet Deployed units in: Persian Gulf, Red Sea	
Designated Marine Corps Units	Europe, Middle East, Central and South America, Azores, and Africa		

* Army and Air Force shipments for these geographic regions that are excluded from shipment to the CCP/DDSP as described in Tables 203-10, 203-11, and 203-12 may be shipped to 1MJ.

Table 203-9. Mandatory CCP Exclusions

Category	Explanation	
RU shipments or combination of LRUs that economically fill a ISO container for a single OCONUS consignee or BB activity		See Chapter 202.Y.2
Air-eligible unless specified by individual Service regulations and air clearance obtained IAW Paragraph B.24		See Chapter 202.Y.3
Air eligible shipments with a piece-outsized to a 463L pallet, other than those specified by individual Service regulations and air clearance obtained IAW Paragraph B.24.	Multiple piece shipments of air cleared cargo where the dimensions of each piece are equal to or less than 96 inches (height) by 104 inches (width) by 84 inches (length) must be routed to the CCP, unless a piece exceeds the 463L pallet weight limitations (see below).	See Chapter 202.Y.3
Air eligible shipments with a piece greater than 9645 lbs not downgraded to surface, other than those specified by individual Service regulations and air clearance obtained IAW Paragraph B.24.	Multiple piece shipments of air cleared cargo where the total weight exceeds 9645 lbs must be routed to the CCP, unless a piece exceeds the 463L pallet weight limitations (9645 lbs) or dimension limitations (see above).	See Chapter 202.Y.3
Single items oversize to a 20-foot ISO container	Maximum item dimensions: Height = 85 inches Width = 85 inches Length = 228 inches	See Chapter 202.Y.2
Single items occupying 50 percent or more of the space in a 40-foot ISO container. Does not apply to FLC Norfolk.	(e.g., Vehicles or construction equipment)	See Chapter 202.Y.2
Pre-approved, exception Army expedited and high priority (TP-1 and TP-2) to customers designated by unique ship-to DoDAAC or specific Project codes (e.g., AOG, ACE, 9FF)	(e.g., pre-approved for TDS)	See Chapter 202.Y.3
Air Force expedited and high priority (TP-1 and TP-2) shipments with RDD of 999, 777, 555, N__, or E__, or Julian RDD equal to or less than 21 days from the date the shipper received the requirement that have not been downgraded to surface		See Chapter 202.Y.3

Category	Explanation		
Marine Corps expedited and high priority (TP-1 and TP-2) shipments with RDD of 999, 777, 555, N__, or E__, or Julian RDD equal to or less than 60 days from the date the shipper received the requirement that have not been downgraded to surface. Exceptions may be made to route Marine Corps expedited and high priority (TP1 and TP2) shipments through the CCP to facilitate the building of Marine Corps pure pallets.			See Chapter 202.Y.3
Navy expedited and high priority (TP-1 and TP-2) shipments with RDD of 999, N__, or E__.			See Chapter 202.Y.3
Parcel post unless Army Post Office (APO)/Fleet Post Office (FPO) is the only choice available or requested by the requisitioner			Ship via parcel post
FMS			Ship via special consolidation locations for the SCP as listed in the MAPAD
Specific Commodities	**Description**	**Water Commodity Code**	See Chapter 202.Y.2
	Aircraft, unboxed	900	
	Ammunition, explosives, and other hazardous items to include radioactive waste	400-497	
	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items	680-686	
	Bulk cargo, unpackaged, dry or liquid, except POL	210-280	
	Refrigerated cargo	100-189	
	Subsistence, perishable	100-189	
	Medical Supplies/Drugs and Sundries (Refrigerated)	500-503	
	Mail	610-614	

Table 203-10. Additional Mandatory CCP Exclusions for DLA Distribution Susquehanna and DLA Distribution San Joaquin

Category	Explanation		
Specific Commodities	**DESCRIPTION**	**WATER COMMODITY CODE**	See Chapter 202.Y.2
	Drugs and Medicines Excluding Penicillin, Sulpha, Serums, Vaccines, and Vitamins	532	
	Ether or chloroform	533	
	Penicillin	537	
	Razor blades and sharpeners	784	
	Serums and vaccines	540	
	Sodium peroxide	542	
	POVs	300-352	
	Radioactive devices	451-496	
	Antisubmarine equipment	800-809	
	Boats and Boxed Vehicles	810-829	
	Lumber and Logs	832-840, 842-843, 845-846, 848-849. 851-859	
	Special cargo	860-894	
Special Handling Required	**DESCRIPTION**	**TYPE CARGO CODE**	
	Radioactive substance, UN Class 7	A4	
	Etiologic agent, UN Class 6	C	
	Contaminated cargo (not including HAZMAT)	D	
	Explosive Class A, UN Class 1	I	
	Explosive Class B, UN Class 1	J	
	Poison Class B, UN Class 6	P	
	Poison Class A, UN Class 2	S	
	DESCRIPTION	**SPECIAL HANDLING CODE**	
	Highest sensitivity, Category I	2	
	Highest sensitivity, Category II	3	
	Moderate sensitivity, Category III	4	
	Low sensitivity, Category IV	5	
	Highest sensitivity, Category I (Secret)	6	
	Highest sensitivity, Category I (Confidential)	7	
	Highest sensitivity, Category II (Confidential)	8	

Table 203-11. Additional Mandatory CCP Exclusions for DLA Distribution Susquehanna

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

Table 203-12. Special Instructions for NIMH (Norfolk Intermodal Hub)

Category	Explanation		
Specific Commodities	**Description**	**Water Commodity Code**	Ship to NIMH, DLA Distribution Norfolk
	Baggage	360-380	
	HHG	390-396	
	Drugs and Medicines Excluding Penicillin, Sulpha, Serums, Vaccines, and Vitamins	532	Contact SDDC Operations Center for shipping instructions at 618 220-4262; DSN 770-4262
	Ether or chloroform	533	
	Penicillin	537	
	Serums and vaccines	540	
	Sodium peroxide	542	
	Calcium Hypochlorite	635Y9	
	Special cargo	860-894	
Special Handling Required	**Description**	**Type Cargo Code**	
	Etiologic agent, UN Class 6	C	
	Explosive Class A, UN Class 1	I	
	Explosive Class B, UN Class 1	J	
	Description	**Special Handling Code**	
	Highest sensitivity, Category I	2	
	Highest sensitivity, Category II	3	
	Moderate sensitivity, Category III	4	
	Low sensitivity, Category IV	5	
	Highest sensitivity, Category I (Secret)	6	
	Highest sensitivity, Category I (Confidential)	7	
	Highest sensitivity, Category II (Confidential)	8	
Radioactive Material			NIMH, DLA Distribution Norfolk does not accept radioactive material. All radioactive material will be cleared for air movement with the ACA.

Table 203-13. Non-Receipts

Type of Shipment	Report if Not Received Within
Air shipments documented for expedited handling	1 day following ETA
All other air shipments	5 days following ETA
All water shipments	15 days following ETA

Table 203-14. Distribution of Ocean Cargo Manifest

Distribution to:	Cargo Stowage Plan			Cargo Manifest and Recapitulation			Cargo Manifest Summary		
	No. of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No. of Copies	Dist Method	Remarks
For all cargo. Commanding Officer or master of the Vessel	3	V	U						
POD and next port of call	3	X	U	1	E	U	1	E	U
POE for files	1		U	1		U	1		U
Clearance Authority for POD if different than POD	1	M	U	1	X/E	U	1	X/E	U
MSC area and subareas command for POE	1	X	U	1	X/E	U		X/E	U
MSC area and subareas Commanders on the Vessel	1	X	U	1	X/E	U			
MSC port representatives for ports on vessel itinerary unless same as area and subarea command	1	X		1	X/E	U			
Local agent of carrier (Unclassified Only)	5	X							
Clearance authority for POE if different than POE	1	X							
MSC (Headquarters)				1	X/E	U	1	X/E	U
For Navy-sponsored Cargo loaded on board ships at OCONUS terminals: Commanding Officer NAVSUP GLS ATTN: Code 048.2, 1837 Morris St, Suite 600 Norfolk VA 23511-3492				1	X/E	U			
For all Marine Corps-sponsored shipments: Commanding Officer MCLB Albany Compt Tran Vouch Cert Branch (TVCB) 814 Radford Blvd Suite 20318, Albany GA 31704-0318				1	E/M				

Distribution to:	Cargo Stowage Plan			Cargo Manifest and Recapitulation			Cargo Manifest Summary		
	No. of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No. of Copies	Dist Method	Remarks
CG, FMF Atlantic U.S. Naval Base, Norfolk VA 23511-5000 (Atlantic Ocean-area discharge only)				1	X/E				
CG, FMF Pacific FPO AP 96601 (Pacific Ocean area discharge only)				1	X/E	U			
For all U.S. Guard-sponsored shipments: Commandant (FA 71) U.S. Coast Guard Washington DC 20591				1	X/E	U			

NOTE: See Figure 203-8 for letter code explanation.

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

NOTE: The addresses for MSC area and subarea CDRs are listed in the TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Data" and "Voyage Document Number Code" and then select "Display Data" from the Action Legends box). Also see Appendix WW.

Table 203-15. Air Manifest Header Data Entries

Record Position	DD Form 1385 block	Procedures
1-3	(9)	Enter TAA.
4-8	(1)	Enter carrier abbreviation (e.g., AMC); precede carrier abbreviations with zeros. On automated formats, the APOD enters the hour/date the cargo is received in rp 6-8 (Appendix RR).
9-14	(2)	Enter the aircraft tail number.
15-17	--	Enter GMT Hour/Date code to indicate time/date of flight departure (Appendix RR).
18-21	(3)	Enter aircraft model and series number (e.g., 005[for C-5]).
22-23	--	Leave blank.
24-26	(4)	Enter air POD Terminal code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Aerial Ports. Select Display Data from Action Legends box
27	--	Enter onward Method code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Transportation Method. Select Display Data from Action Legends box
28-29	(5)	Enter Manifest Reference code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Air Manifest Reference Code. Select Display Data from Action Legends box
30-44	(6)	Enter in the clear destination.
45-47	--	Enter GMT Hour/Date code for ETA (Appendix RR).
48-59	(7)	Enter mission number assigned by aircraft controlling agency in rp 48-56 and enter Julian date in rp 57-59.

Record Position	DD Form 1385 block	Procedures
60-62	(8a)	Enter Air Terminal code for manifesting station from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Aerial Ports. Select Display Data from Action Legends box
63	(8b)	Enter last digit of fiscal year.
64	(8c)	Enter type manifest (e.g., "C" for cargo, "M" for mail).
65-69	(8d)	Enter last five digits of manifest number, if less than five numbers precede with zeros.
70-75	--	Enter total cargo weight.
76-80	--	Enter total cargo cube.

NOTE: See Figure 203-5 for DD Form 1385 block number references.

Table 203-16. Prime Data Entries for SUs on Air Manifests

Record Position	DD Form 1385 block	DD Form 1384 block	Procedures
1-3	(9)	32	Enter three-digit code as follows. First position: Always "T" Second position: Same as second position of the TCMD. Third position: "A" for a loose shipment and "D" for a shipment loaded on a 463L pallet.
4-5	(10)	33	Enter pallet number on which shipment is loaded.
6-8			Enter GMT Hour/Date code when cargo received at POE (Appendix RR).
9-14	(11)	34	For nonpalletized mail, enter the registry number. For all other shipments, enter the DoDAAC of the consignor.
15-17	(12)	43c	Enter GMT hour/day code shipment leaves APOE (Appendix RR).
18	(13)	35	Enter Air Commodity code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Air Commodity. Select Display Data from Action Legends box.
19	(13)	35	Enter air Special Handling code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Air Special Handling. Select Display Data from Action Legends box. Or Mail Air Special Handling, https://trdmws.maf.ustranscom.mil/, then select DTR Data and Mail Air Special Handling. Select Display Data from Action Legends box.
20	(14)	36a	Enter Air Dimension code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Air Dimension Code. Select Display Data from Action Legends box.
21-23		36b	Enter air POE Terminal Identifier code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Aerial Ports. Select Display Data from Action Legends box.
24-26	(15)	37	Enter air POD Terminal code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Aerial Ports. Select Display Data from Action Legends box.
27	(16)	38	Enter onward Method code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Transportation Method. Select Display Data from Action Legends box.
28-29		39	Enter Manifest Reference code from manifest header entry.
30-46	(17)	40	Enter TCN from SU TCMD.
47-52	(18)	41	Enter DoDAAC of ultimate consignee.
53	(19)		Enter TP from SU TCMD.
54-56	(20)	43a	Enter RDD or expedited handling or transportation signal from the SU TCMD. If none, leave blank.

Record Position	DD Form 1385 block	DD Form 1384 block	Procedures
57-59	(21)	43b	Enter Project code from SU TCMD. If none, leave blank.
60-62	(22)	43d	Enter GMT hour/day code shipment processed into system at APOE (Appendix RR).
63			For Services internal applications.
64-67	(23)	43e	Enter TAC from SU TCMD.
68-71	(24)	44a	Enter total number pieces in the SU.
72-76	(25)	44b	Enter total weight of the SU.
77-80	(26)	44c	Enter total cube of SU.

NOTE: See Figure 203-3, DD Form 1384, and Figure 203-5, DD Form 1385 for block number references.

Table 203-17. Ocean Manifest Header Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD DD Form 1384 block	Manifest DD Form 1385 block	Procedures
1-3	1			Enter TAJ.
4-8	21 for NODUN ---------- 19 for manifest adjustment	21 for NODUN ---------- 19 for manifest adjustment	(9) for NODUN ---------- (3) for manifest adjustment	For original manifest, no Government dunnage and/or lashing gear used, enter NODUN. ---------- For supplemental manifest enter type of adjustment and date as explained in Paragraph C.6.d.(8)(g)8. For all others, leave blank.
9-11	6	25a	(1)	Enter POE Seaport code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Port. Select Display Data from Action Legends box. For LASH/SEABEE shipments, show port that loaded cargo on the barge.
12-14				Leave blank.
15-18	15	25d	(2)	Enter four position date vessel sailed (Appendix RR).
19-23	19	25f	(3)	Enter the VDN from the TRDM website at https://trdmws.maf.ustranscom.mil/ (select “DTR Data” and “Voyage Document Number Code” and then select “Display Data” from the Action Legends box). Also see Appendix WW.
24-26	7	26a	(4)	Enter Seaport code for final SPOD from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Port. Select Display Data from Action Legends box.
27	20	20	(5)	Enter Voyage Manifest Reference code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Voyage Manifest Reference. Select Display Data from Action Legends box.
28-29				Leave blank.
30-46	21	25k	(6)	Enter vessel name, if unnamed, enter vessel class (ship type) and hull number.
47				Leave blank.

Record Position	TCMD Manifest DD Form 1384 block	ATCMD DD Form 1384 block	Manifest DD Form 1385 block	Procedures
48-49	18	25e	(7)	Enter two-position code assigned by the OCCA. If a LASH/SEABEE barge is loaded with cargo booked under different terms of carriage, a separate manifest section is prepared for each term of carriage.
50				Enter L for LASH vessels, S for SEABEE vessels; otherwise, leave blank.
51	18	25e	(8)	Enter SDDC assigned code (vessel sustaining code).
52-59	21	21	(9)	Enter assigned IRCS. For barges without an IRCS, enter the hull number.
60–80	31	31	(9)	Enter additional required data (e.g., actual loading activity if other than the SPOE, transshipping data, and so forth).

NOTE: See Figure 203-3, DD Form 1384, and Figure 203-5, DD Form 1385 for block number references.

Table 203-18. Ocean Manifest Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest DD Form 1384 block	DD Form 1385 block	Procedures
1-3	32	1	(10)	Enter DI code from TCMD, but convert third position as follows: 0=&, 1 =J, 2=K, 3=L, 4=M, 5=N, 6=O, 7=P, 8=Q, 9=R. For Government-owned dunnage or lashing gear, enter TLJ for prime and TLR for trailer entries (Paragraph C.6.d.(8)(e)). See special instructions in Table 203-19. For supercargo personnel and other passengers, enter TXJ for prime and TXR for trailer entries. (See special instructions in Table 203-21.)
4-19	33-35		(11)	Enter prime and trailer data from TCMD.
20-23	36		(12)	Enter last four digits of the VDN from the manifest header.
24-26	37		(13)	Enter POD code from manifest header.
27	-			Enter Manifest Reference code from manifest header.
28-59	39-43b		(14)	Enter prime and trailer TCMD data.
60-63	43cd	25h	(15)	For prime data entries, enter the vessel Stowage Location code (Appendix VV). For all others, leave blank.
64-80	43e, 44		(16)	Enter prime and trailer TCMD data.

NOTE: See Figure 203-3, DD Form 1384, and Figure 203-5, DD Form 1385 for block number references.

Table 203-19. Ocean Manifest Data Special Instructions for Dunnage and Lashings

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest DD Form 1384 block	DD Form 1385 block	Procedures
1-3	32		(10)	Enter TLJ for prime entries and TLR for trailer entries.
54-79	43-44b		(17)	Enter clear text disposition instructions.
80	44c			For trailer entries, enter a sequence number.

NOTE: See Figure 203-3, DD Form 1384, and Figure 203-5, DD Form 1385 for block number references.

Table 203-20. Manifest Forwarding Time

If Transit Time to the First SPOD is:	The Manifest is Forwarded Within:
7 days or less	72 hours of vessel departure from the SPOE
8 days or more	5 days of vessel departure from the SPOE

Table 203-21. Ocean Manifest Data Special Instructions for Supercargo Personnel/Passengers

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedures
1-3	1		10	Enter TXJ for prime entries and TXR for trailer entries.
4–8	2		11	Leave blank.
9–14	3		11	Enter the Unit Identification Code (UIC) of the unit providing the supercargo personnel/passenger.
15–19	4		11	Enter “821Z9”.
20	5			Leave blank.
21–23	6		12	Enter sea POE code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Port. Select Display Data from Action Legends box.
24–26	7		13	Enter sea POD code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Port. Select Display Data from Action Legends box.
27	8			Leave blank.
28–29	9		14	Enter “PC”.
30–32	10		14	Enter “$$$”.
33–36	10		14	Enter the last four digits of the supercargo personnel’s/passenger’s social security number.
37–40	10		14	Enter the last four digits of the VDN.
41–43	10		14	Enter the sea POE code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Water Port. Select Display Data from Action Legends box.
44–46	10		14	Enter “XXX”.
47–52	11		14	Enter the UIC of the unit providing the supercargo personnel/passenger.
53	12		14	Enter “3”.
54–56	14			Leave prime records blank.
57–59	14		14	For prime records, enter Project code if any, otherwise leave blank.
60–63	15, 16			Leave prime records blank.
64–67	17		15	For prime records, enter “####”, a TAC will be provided by SDDC.
68–71	22		15	For prime records, enter “0001”.
72–76	23		15	For prime records, enter “00001”.
77–80	24		15	For prime records, enter “0001”.

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedures
54–79				For trailer records, enter clear text details about the supercargo personnel/passenger identified in record positions 33-36. Use as many trailer records as required.
80	44C			For multiple trailer entries, enter a sequence number starting with "1".

NOTE: See Figure 203-3, DD Form 1384, and Figure 203-5, DD Form 1385 for block number references.

Table 203-22. Instructions for Preparing Manifest Adjustments

	DI Entry	Record Position 4	Record Position 53 for TP-1, TP-2, TP-3	Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3
Supplements				
1. To add SU lifted but not manifested, prepare:				
a Manifest header	TAJ	S	None	No change
b. SU entries:				
Prime data:	T_J		None	No change
Trailer data:	T_N-R		None	No change
2. To add consolidated containers and SUs in containers, prepare:				
a. Manifest header	TAJ	S	None	No change
b. Container entries:				
Prime data:	T_K/L		None	No change
Trailer entries:	T_R			
c. SU entries:			None	No change
Prime data:	T_M			
Trailer entries:	T_N-R			
Deletions				
1. To delete SU manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. SU entries: Prime data only:	T_J		/ S T	/ S T
2. To delete a complete consolidation container manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. Prime container	T_K/L		/ S T	/ S T
c. SU entries:				
Prime data only:	T_M		/ S T	/ S T
Corrections				

	DI Entry	Record Position 4	Record Position 53 for TP-1, TP-2, TP-3			Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3		
1. To change SUs not containerized, prepare:								
a. Manifest header	TAJ	C	None			None		
b. To delete old SU.								
Prime data	T_J		J	K	L	J	K	L
Trailer data:	T_N-R		J	K	L	J	K	L
c. To add new SU.								
Prime data	T_J		A	B	C	A	B	C
Trailer data:	T_N-R		A	B	C	A	B	C
2. To change a consolidated container, prepare:								
a. Manifest header	TAJ	C	None			None		
b. To delete old container:								
Prime data:	T_K/L		J	K	L	J	K	L
Trailer data:	T_R		J	K	L	J	K	L
c. To add new container								
Prime date:	T_K/L		A	B	C	A	B	C
Trailer data:	T_R		A	B	C	A	B	C
3. To change SUs in consolidation, prepare:								
a. Manifest header	TAJ	C	None			None		
b. Dummy entry:	T_K/L		A	B	C	A	B	C
c. To delete old SU:								
Prime data:	T_M		J	K	L	J	K	L
Trailer data:	T_N-R		J	K	L	J	K	L
d. To add new SU:								
Prime data:	T_M		A	B	C	A	B	C
Trailer data:	T_N-R		A	B	C	A	B	C

NOTE: See Figure 203-3, DD Form 1384, for block number references.

Table 203-23. Manifest Adjustment Type

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

Table 203-24. Ocean Cargo Manifest Recapitulation Data Entries

DD Form 1386	Procedures
	Enter “X” in recapitulation box.
	Enter “X” in the ORIGINAL OR REVISED box. If the recapitulation is for a manifest adjustment, see special instructions below.

DD Form 1386	Procedures
1	Enter vessel name. If unnamed, enter vessel class and hull number.
2	Enter two position Vessel Status Terms of Carriage Code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Data and Vessel Status Term of Carriage. Select Display Data from Action Legends box.
3	Enter the VDN from the TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Reference Data" and "Voyage Document Number Code"). Also see Appendix WW.
4	Enter Vessel Sailing date code (Appendix RR).
5	Enter seaport code for actual port of loading from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Port.
6	Enter the number of heavy lifts (10,000 lbs or more, other than ISO containers).
7	Enter the number of pieces, other than ISO containers, with outsize dimensions (any dimension of 84 inches or more).
For each SPOD list, on separate lines, the data required by Paragraph C.6.d.(8)(g)8, as follows:	
8a(1)	Enter the Seaport code for the final POD to which the cargo is booked from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Port. If booked for transshipment, follow the SPOD with "BY T/S."
8a(2)	Enter abbreviated commodity descriptions from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Commodity and then select short name.
8a(3)	Enter length, width, and height, in inches, of each heavy lift, other than ISO containers (indicate L, W, and H).
8a(4)	Enter "X" if heavy lift can be discharged by vessel's gear; otherwise, leave blank.
8a(5)	Enter "X" if heavy lift cannot be discharged by vessel's gear; otherwise, leave blank.
8a(6)	Enter "X" if discharge costs are payable by the vessel operator, terms of carriage 2 or 3; otherwise, leave blank.
8a(7)	Enter "X" if discharge costs are payable by the Government, terms of carriage 1 or 4; otherwise, leave blank.
8a(8)	Enter vessel Stowage Location code for cargo being described (Appendix VV).
8a(9)	Enter in L/Ts, the weight of the cargo, other than ISO containers, being described.
For each SPOD and consignee Service list, on separate lines, the data required by Paragraph C.6.d.(8)(g)9 as follows:	
9a(1)	Enter Seaport code for the cargo final SPOD from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Port.
9a(2)	Enter first position of the consignee DoDAAC.
9a(3)	Enter, in L/Ts for each SPOD, the total cargo on board for each Service/Agency identified in Block 9a(2).
9a(4)	Enter the number of MTONs rounded to the nearest whole number for each TAC entry.
9a(5)	Enter the number of Square Feet rounded to the nearest whole number for each TAC entry.

NOTE: If a DD Form 1384, Figure 203-3, is used, follow the above instructions and include a note to indicate the terms of carriage from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Vessel Status Term of Carriage.

Special Instructions

If the recapitulation is prepared for a manifest adjustment, the data listed in Blocks 8a(1) through 9a(5) is separated as follows:

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

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

NOTE: See Figure 203-6 for DD Form 1386 block number references.

Table 203-25. Ocean Cargo Manifest Summary Data Entries

DD Form 1386 Block	Procedures
	Enter "X" in summary box.
	Enter "X" in the box if the summary is for a manifest adjustment. If the summary is prepared for a manifest adjustment, the data listed in Blocks (10) through (17) is separated as follows: List exactly as on the original manifest, all items to be deleted under the heading "Delete." List all items to be added under the heading "Add." For items on the original manifest that must be changed, include both a delete entry and an add entry.
1	Enter the vessel name. If unnamed, enter the vessel class and hull number.
2	Enter two-position Vessel Status/Terms of Carriage code from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Vessel Status Term of Carriage.
3	Enter the VDN from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Voyage Document Number Code.
4	Enter Year and Day code for vessel sailing date (Appendix RR).
5	Enter Seaport code for actual port of loading from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Port.
6	Leave blank.
7	Leave blank.
For each SPOD list, on separate lines for each commodity category and TAC, enter the information required by Paragraph C.6.d.(8)(g)10, as follows:	
8b(1)	Enter the Seaport code for the final SPOD to which the cargo is booked from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Port. If booked for transshipment, enter BY T/S after the SPOD.
8b(2)	Enter the clear text commodity category from the TRDM website at: https://trdmws.maf.ustranscom.mil/, then select DTR Reference Data and Water Commodity.
8b(3)	Leave blank.
8b(4)	Enter the TAC for each commodity category to be summarized. For each category, a TAC is listed no more than twice, once for under deck cargo stowage and once for cargo stowed on deck.
8b(5)	Enter "X" on the same line as the TAC for any cargo stowed on deck.
9b(1)	Enter the number of pieces of mail or POVs that are summarized for that TAC. For all other cargo, leave blank.
9b(4)	Enter the number of MTONs rounded to the nearest whole number for each TAC entry.
9b(5)	Enter the number of Square Feet rounded to the nearest whole number for each TAC entry.

NOTE: See Figure 203-6 for DD Form 1386 block number references.

Table 203-26. Distribution of Ocean Bill of Lading

Activity or Agency	CBL - Collect		CBL - Prepaid	
	Copies	Dist Method	Copies	Dist Method
Receiving activity at POD designated on the BL or the consignee	2d orig & 2 memos	X	1st orig and 2 memos	X
Ocean Carrier				
Activity offering the cargo for booking	3d orig	X	3d orig	X
MSC paying command	1st orig & 2 memos	x	2d orig & 1 memo	X
Booking office	1 memo	X	1 memo	X
MSC port representative unless the same as the MSC paying Command	1 memo	X	1 memo	X

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

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

NOTE: The addresses for MSC area and subarea commands are listed in TRDM website at https://trdmws.maf.ustranscom.mil/ (select "DTR Reference Data" and "Voyage Document Number Code"). Also see Appendix WW.

Table 203-27. Time Standards for Issuance of an ETR

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