

**U.S. TRANSPORTATION COMMAND**

**DEFENSE COURIER DIVISION**



**CUSTOMER SERVICE GUIDE**

**JANUARY 2024**

# TABLE OF CONTENTS

## SECTION 1: INTRODUCTION

1.1. Mission and Organization .....	1
1.2. Security.....	1
1.3. Defense Courier Stations.....	1

## SECTION 2: ESTABLISHING SERVICE

2.1. Authorized Users.....	2
2.2. Material Qualification .....	2
2.3. Establishing a Defense Courier Account .....	3
2.4. One-Time Authorizations.....	4
2.5. Funding for Defense Courier Support.....	4
2.6. Additional Requirements for Government Contractor Accounts.....	4
2.7. Consolidated Control Account .....	5
2.8. Forces Afloat Accounts .....	6
Figure 2.1 – Sample USTRANSCOM Form 10 .....	7
Figure 2.2 – Instructions for Preparing USTRANSCOM Form 10 .....	8
Figure 2.3 – One-Time Memorandum for Special Authority .....	9
Figure 2.4 – One-Time Memorandum for Individuals .....	10
Figure 2.5 – One-Time Memorandum for Account.....	11

## SECTION 3: CUSTOMER IDENTIFICATION REQUIREMENTS

3.1. Customer Authorization and Identification Procedures .....	12
---	----

## SECTION 4: DEFENSE COURIER MOVEMENT SYSTEM

4.1. Categories of Movement .....	13
4.2. Establishing Regular Service.....	13
4.3. Delivery and Acceptance Coordination .....	14
4.4. Material Delivery .....	14

## SECTION 5: MATERIAL PACKAGING

5.1. General .....	16
--------------------	----

## SECTION 6: DOCUMENTATION REQUIREMENTS

6.1. Defense Courier Advanced Transportation Control Movement Document.....	18
6.2. DD Form 1384, Transportation Control Movement Document.....	18
6.3. DD Form 1387, Military Shipment Label .....	18
Figure 6.1 – Sample DD Form 1384 (TCMD) .....	20
Figure 6.2 – Instructions for Preparing DD Form 1384 (TCMD) .....	20
Figure 6.3 – Sample DD Form 1387 (MSL).....	21
Figure 6.4 – Instructions for Preparing DD Form 1387 (MSL).....	21

## SECTION 7: UNIQUE CIRCUMSTANCES

7.1. Return to Sender.....	22
7.2. Material Re-Route .....	22
7.3. Positive Control Material .....	22
7.4. Nuclear Command and Control, Extremely Sensitive Information Material.....	22
7.5. Two Signature Required Material .....	22
7.6. Forces Afloat/Deployed Units.....	23
7.7. Required Delivery Date Material .....	23

SECTION 8: DELIVERY BY DEPARTMENT OF STATE	
8.1. General .....	24
8.2. Packaging Requirements .....	24
8.3. Delivery Instructions .....	25
APPENDIX A – USEFUL INTERNET LINKS .....	26
APPENDIX B – INSTRUCTIONS FOR USING DC-ATCMD .....	27
APPENDIX C – COURIER STATION AREAS OF RESPONSIBILITY .....	30

## 1. SECTION 1 – INTRODUCTION.

### 1.1. Mission and Organization.

**1.1.1.** DoD Instruction 5200.33, *Defense Courier Operations*, assigns the Defense Courier mission to the Commander, USTRANSCOM to provide secure, timely, and efficient end-to-end global distribution of classified and sensitive material for the United States and its allies.

**1.1.2.** Within USTRANSCOM, the Defense Courier Division (DCD) is aligned under the Director of Operations (TCJ3) and responsible for overseeing all administrative and operational activities and requirements for assigned Defense Courier personnel.

### 1.2. Security.

**1.2.1.** Material in Defense Courier possession is afforded the highest degree of protection in accordance with national level policy during transportation and storage. DCD ensures security of qualified material by:

**1.2.1.1.** Restricting handling of material to appropriately cleared and trained personnel.

**1.2.1.2.** Storing material in an accredited Sensitive Compartmented Information Facility (SCIF).

**1.2.1.3.** Maintaining continuous two-person accountability and chain-of-custody throughout the transportation process.

### 1.3. Defense Courier Stations.

**1.3.1.** Courier stations are assigned responsibility for servicing customers within defined geographic regions and should be the customer's first point of contact for support. If unsure of which courier station to contact, call the DCD Operations for assistance.

DCS	DSN PHONE NUMBER	COMMERCIAL PHONE
Bahrain (Manama)	318-439-4215	+973-1785-4215
Baltimore (Ft Meade)	312-622-3786	(301) 677-3786
Buckley	312-847-5367	(720) 847-5367
Honolulu (Hickam)	315-447-6065	(808) 447-6065
Jacksonville	312-942-5440	(904) 542-5440
Korea (Osan)	315-784-4509	011-82-505-784-4509
Lackland	312-945-3704	(210) 925-3704
McChord	312-382-5171	(253) 982-5171
Mildenhall	314-238-2283	+44-1638-54-2283
Norfolk	312-564-3471/3472	(757) 444-3471/3472
Offutt	312-271-5354	(402) 294-5354
Ramstein	314-480-6037	+49-6371-47-6037
San Diego	312-735-0097	(619) 545-0097
Sigonella	314-624-2151	+39-095-86-2151
Travis	312-837-2641	(707) 424-2641
Wright Patterson	312-787-4200	(937) 257-4200
Yokota	315-225-9706/9707	+81-41-522-2510 ex 59706
DCD Operations	322-817-2338	(618) 817-2338

## **2. SECTION 2 – ESTABLISHING SERVICE.**

### **2.1. Authorized Users.**

**2.1.1.** All Department of Defense (DoD) components, agencies, and activities.

**2.1.2.** Non-DoD agencies and activities of the U.S. Government, U.S. Government contractors (when specifically provided in their DD Form 254), North Atlantic Treaty Organization (NATO), and foreign governments (when used for combined operations) seeking to ship qualified, classified and sensitive material through the Defense Transportation System (DTS).

### **2.2. Material Qualification.**

**2.2.1.** DoD Instruction 5200.33 defines what material may (qualified) and may not (prohibited) be shipped through the Defense Couriers system.

**2.2.1.1.** Qualified Material.

**2.2.1.1.1.** TOP SECRET information.

**2.2.1.1.2.** Cryptographic and communications security material.

**2.2.1.1.3.** Sensitive Compartmented Information (SCI).

**2.2.1.1.4.** Air and space borne imagery material classified SECRET or higher.

**2.2.1.1.5.** Nuclear Command and Control (NC2) materials.

**2.2.1.1.6.** Technical surveillance countermeasures material.

**2.2.1.1.7.** Department of State (DOS)-accompanied diplomatic courier pouches.

**2.2.1.1.8.** Any classified or sensitive material not specifically prohibited per paragraph 2.2.1.2.

**2.2.1.2.** Prohibited Material.

**2.2.1.2.1.** Unclassified Material not considered sensitive.

**2.2.1.2.2.** Contraband, including controlled substances (particularly narcotics and dangerous drugs).

**2.2.1.2.3.** Personal property.

**2.2.1.2.4.** Hazardous materials of any kind.

**2.2.1.2.5.** Firearms and their components.

**2.2.1.2.6.** Perishable materials requiring refrigeration or icing (e.g., blood and vaccines).

**2.2.1.2.7.** Liquids of any kind.

**2.2.1.2.8.** Batteries if regulated as hazardous materials. Batteries are authorized for shipment only when installed within a device or component/part of an otherwise non-hazardous item (e.g. laptop battery, batteries internal to computer components, etc.) Loose/uninstalled batteries are prohibited.

**2.2.1.2.9.** Currency, military payment certificates, bonds, securities, precious metals, jewels, postage stamps, or other negotiable instruments.

**2.2.2.** Customers found to have shipped unqualified material will be responsible for the additional costs associated with returning the shipment to their location. Customers will be responsible for retrieving hazardous material from the courier station where discovered as couriers are not authorized to move HAZMAT.

**2.2.2.1.1.** Customers found to be shipping unqualified material on multiple occasions will have their courier account suspended. Coordination with the DCD Chief will be required prior to resumption of service.

### **2.3. Establishing a Defense Courier Account.**

**2.3.1.** All units, agencies, and organizations desiring Defense Courier support must first establish an account through a Defense Courier station. To establish an account, customers must contact the courier station that services their location and complete a USTRANSCOM Form 10, *Defense Courier Account Record*. Prior to completing their Form 10, customers are encouraged to reach out to their servicing stations for questions and feedback.

**2.3.2.** The USTRANSCOM Form 10, *Defense Courier Account Record* (see Figure 2.1), is the primary authentication document used by Defense Couriers during all material transactions. The form lists the individuals who have been appointed by their organization to ship or receive material on their behalf. Organizations are responsible for ensuring the individuals listed on their form maintain the requisite security clearance and access for the material being shipped/received.

**2.3.3.** Defense Courier accounts are valid for one (1) year from date of validation. However, there are a few events requiring an updated Form 10 prior to the expiration date. The following are some reasons why a new Form 10 may be required earlier than one year from validation:

**2.3.3.1.** A contract account is terminated or closed.

**2.3.3.2.** Additions are made to personnel authorized to enter/receive material.

**2.3.3.3.** Changes and corrections

**2.3.4.** See Figure 2.2 for step-by-step instructions on completing the Form 10. Entries on the Form 10 must be typed or computer generated; handwritten forms will not be accepted. Courier station personnel are authorized to make pen and ink changes to correct contact information (e.g., account mailing address, listed email addresses, and phone numbers) and station delivery run codes. Additionally, courier stations may line out a previously listed authorized individual. Most other changes require submission of a new Form 10.

## **2.4. One-Time Authorization to Utilize Defense Courier Support.**

**2.4.1.** Customers that do not possess an active Defense Courier account may request Defense Courier support for a one-time requirement via official memorandum/letter (see Figure 2.3). Request letters must identify the following:

**2.4.1.1.** Origin and destination locations.

**2.4.1.2.** Transportation Control Numbers (TCNs) for the shipment (will be provided by the servicing courier station).

**2.4.1.3.** Name, rank/grade, and signature specimen for all individuals who will be responsible for shipping/receiving material. It is highly recommended that at least two individuals are identified.

**2.4.1.4.** Funded order for payment (i.e., MIPR).

**2.4.1.5.** Any special requirements, such as a requested delivery due date. Generally, Defense Couriers must be given at least 30 days lead-time prior to a requested due date.

**2.4.2.** Customers with active Defense Courier accounts may also temporarily authorize additional individuals not listed on their Form 10 to enter and/or receive material via official memorandum/letter. These requests must include either the specific shipment TCNs or a time-period, the courier DoDAAC to be utilized, and the individuals' names, rank/grade, and signature specimens (see Figure 2.4). These requests must be submitted to the servicing courier stations and routed to DCD HQ for review and approval.

**2.4.3.** Customers with active accounts may temporarily grant another active courier account to enter and/or receive material on their behalf via official memorandum/letter. These requests must specify the supporting and supported courier DoDAACs, the specific TCNs or a time-period, and the complete Three-Line Address of the supporting Defense Courier account (see Figure 2.5). These requests may be submitted to servicing stations or directly to DCD for approval.

## **2.5. Funding for Defense Courier Support.**

**2.5.1.** DCD operates under Transportation Working Capital Fund (TWCF) procedures; support is provided on a reimbursable basis. The reimbursement fee is a flat per-pound rate set for each fiscal year.

**2.5.2.** Billing for Defense Courier support is arranged during account validation. DCD does not bill individual account holders. Instead, the agency/department-level organization under which the individual account holder is assigned, termed a Category of Account (COA), is responsible for funding courier shipments for their subordinate units. Defense Courier personnel will confirm funding responsibility with the appropriate COA point of contact prior to activating a new courier account.

## **2.6. Additional Requirements for Government Contractor Accounts.**

**2.6.1.** U.S. Government contract accounts must provide complete and accurate information from their sponsoring U.S. Government agency. This information will be provided in Part II on the fillable USTC Form 10. This information certifies the eligibility for courier support based on the information contained in their DD Form 254, *Department of Defense Contract Security Classification Specification*.

**2.6.2.** Government contractor accounts must have their account verified by a government official using Part II of the Form 10. Non-SCI accounts are normally verified by the Contract Officer's Representative (COR) responsible for the contract. COR will verify contractor accounts requiring shipment/receipt of SCI material by one of the below processes:

**2.6.2.1.** Army and Air Force contractors must forward their Form 10 to their servicing U.S. Government Special Security Office (SSO), Industrial Security Officer, or Contract Management Division/Office.

**2.6.2.2.** Navy contractors must forward their Form 10 to the Director, Office of Naval Intelligence, ATTN: MSD-2/SCI Contracts Management Division, 4300 Suitland Road, Washington DC 20395 or e-mail the Form 10 to [ssosuitland@nmic.navy.mil](mailto:ssosuitland@nmic.navy.mil).

**2.6.2.3.** National Security Agency (NSA) contractors must send their Form 10 to the NSA Industrial and Acquisitions Security Officer, 9800 Savage Road, Suite 6670, Ft Meade MD 20755-6000, who will forward the Form 10 to the appropriate Contract Special Security Officer within NSA.

**2.6.2.4.** Other authorized contractors will forward their Form 10 to the COR or government security manager of the component/agency responsible for the contract to verify the clearances. The COR or security manager will certify by signing Part II of the Form 10.

**2.6.3.** Government contractor accounts expire at the one-year point from validation or on the date the contract expires, whichever is soonest.

## **2.7. Consolidated Control Account (CCA).**

**2.7.1.** The CCA process is designed to allow one account to enter/receive material on behalf of another. It is mainly used in cases where one account consolidates and enters/receives material for multiple accounts. Deliveries to CCAs provide the same level of accountability as deliveries directly to the end-customer and may be utilized upon customer request.

**2.7.2.** CCAs authorized to act on behalf of the account listed in Part 1 of the Form 10 will be listed in the 'Customer DoDAAC' section of Part 3. The same authorizing official (AO) who signed in Part 1 will also sign in Part 3 to verify the CCA arrangement.

**2.7.3.** Customers must ensure the account(s) they nominate as CCAs are accredited for the classification level and type of the material being entered/received on their behalf.

## **2.8. Forces Afloat (FA) Accounts.**

**2.8.1.** The term "Forces Afloat" refers to accounts for customers embarked aboard vessels and deployed/mobile units. FA accounts that deploy in their entirety do not require a new Form 10 unless courier support is required at both the home station and deployed location. In this case, a new account must be established at the deployed location. Instead, FA accounts are frequently transferred between servicing courier stations to allow material to be redirected during periods of deployment.

**2.8.2.** FA accounts will often authorize another account to enter/receipt for material on their behalf as a CCA.

**2.8.3.** Additional information is required in Part 4 of the Form 10 for FA accounts because contact with the forces afloat can be difficult.

**2.8.4.** It is imperative for FA accounts to contact their servicing courier station with movement information well in advance of an upcoming deployment to arrange courier support at the deployed location(s).

[Reset Form](#)

## DEFENSE COURIER ACCOUNT RECORD

### PART 1: ALL ACCOUNT TYPES

Account Delivery Address	Physical Address	After Hours Contact (Optional)	Expiration Date
		Organizational Email Addresses (Optional)	
		NIPR	
		SIPR	

#### Authorized Individuals

Agencies must coordinate with the servicing Defense Courier Station if there are additions and/or deletions concerning the authorized official or the individuals listed below. Individual listed as the **primary contact** will be the first notified of any shipment issues/concerns.

Name (Last, First, MI)	Grade/Rank (CTR for Contractors)	Telephone Number Email Address	Signature
<b>PRIMARY CONTACT</b>			

**CLEARANCE STATEMENT:** By signing below, the authorizing official acknowledges that the individuals listed above are authorized to enter and receive qualified material in accordance with DoDI 5200.33 and possess the appropriate security clearance for the material they enter or receive.

Date	Authorizing Official (Name, Grade, Title, Phone Number)	Signature <span style="color: red;">(SEE NAME)</span> Email

### PART 2: CONTRACTOR ACCOUNTS ONLY

Contract Number	Sponsoring Agency	DD Form 254 Authorizations Block 10e (SCI) <input type="radio"/> YES <input type="radio"/> NO Block 11k (DCS Services) <input type="radio"/> YES <input type="radio"/> NO Block 11h (COMSEC) <input type="radio"/> YES <input type="radio"/> NO	Contract Exp. Date

The undersigned certifies that the appropriate USG agency has verified the above contract includes authorization to process shipments on behalf of the government per DoDI 5200.33.

Government Contracting Officer Representative or Cognizant Authority (Name, Grade/Rank, Title & Organization)	Signature <span style="color: red;">(SEE NAME)</span> Email

### PART 3: CONSOLIDATED CONTROL ACCOUNT ONLY

Personnel listed on the USTRANSCOM Form 10 for the accounts listed below are authorized to enter and receive material on behalf of the account(s) listed in Part 1 of this form.

Authorized DODAACs	
Authorizing Official (Name, Grade, Title)	Signature <span style="color: red;">(SEE NAME)</span> Email

### PART 4: FORCES AFLOAT CONTACTS ONLY

Point of Contact	POTS number	Telephone Number	E-mail Address
Operations/Combat Systems Officer			
Secondary/OPS			

### PART 5: VALIDATION (COURIER USE ONLY)

Account Validator (Name, Rank/Grade)	Signature <span style="color: red;">(SEE NAME)</span>	Date

USTRANSCOM FORM 10, 4 November 2022

PREVIOUS EDITIONS ARE OBSOLETE

Prescribed by USTRANSCOMI 3210.03

**Figure 2.1 – Sample USTRANSCOM Form 10**

The USTRANSCOM Form 10 is divided into five parts; not all parts are applicable to every account. All entries must be typed, except signatures and where authorized below.	
<b>PART 1: ALL ACCOUNT TYPES</b>	
Account Delivery Address [Courier station will assign most information]	Organization's "three-line address," consisting of the following: First Line: account number*, run code* Second Line: DoDAAC*, aerial port code*, station digraph*, COA* Third Line: unclassified unit/organization name *Provided or verified by Courier Station
Physical Address	Organization's physical address to assist couriers in route planning.
After Hours Contact	While optional, it is highly recommended to include an after-hours point of contact that will only be used in the event of an urgent situation requiring immediate contact.
Account Expiration Date	Entered by the courier station upon validation. Form 10s are valid for one year from the validation date or on the contract expiration date if it is a contractor account. This date may be hand-written.
Authorized Individuals	Provide name, grade/rank (CTR for contractors), telephone, individual email, and hand-written signature specimen for at least two individuals with the appropriate security clearance for the highest classification level of material being shipped/received by the organization. Enter "LAST ITEM" on the line following the last person listed.
Clearance Statement	By signing in this block, the account's Authorizing Official (AO) certifies the individuals named on the form possess the appropriate security clearance for the highest classification level of material being shipped/received by the organization and that the individuals listed will only present qualified material for shipment.  Digital signature is acceptable unless the AO intends to personally enter or receive material. In that case, AO must provide a verifiable signature specimen either by wet signing this block or by listing themselves as an authorized individual in the section above.
<b>PART 2: CONTRACTOR ACCOUNTS ONLY</b>	
The security clearances and authority to utilize defense courier services must be verified by a government representative/official. This block is only required if when a contractor signs the clearance statement as the authorizing official. This part may be hand-written.	
Contract Number	Government contract number assigned
Sponsoring Agency	Government agency that sponsors the contractor
DD Form 254 Authorizations	Entries must match from contract DD Form 254 Block 10e (SCI) <input type="radio"/> Yes <input type="radio"/> No Block 11k (DCS Services) <input type="radio"/> Yes <input type="radio"/> No Block 11h (COMSEC) <input type="radio"/> Yes <input type="radio"/> No
Contract Expiration Date	List day/month/year of contract expiration, cannot be indefinite.
Government COR or Cognizant Authority	Provide name, grade/rank, title, organization, email address, and signature of government authorizing official of the contract. Digital signature is acceptable.
<b>PART 3: CONSOLIDATED CONTROL ACCOUNT ONLY</b>	
Authorized DoDAACs	Enter the DoDAACs that will be authorized to ship and receive material on behalf of this account. Separate multiple DoDAACs with a comma.
AO Signature	This must be completed by the same individual that signed Part 1 as the AO.
<b>PART 4: FORCES AFLOAT REQUIRED CONTACT</b>	
This section is included to assist courier stations in contacting ships or deployed units while away from home-station. Enter name/grade and POTS/DSN phone numbers and email addresses for each contact.	
<b>PART 5: VALIDATION</b>	
Completed by the courier station once the Form 10 has been reviewed for accuracy and validity.	

**Figure 2.2 – Instructions for Preparing USTRANSCOM Form 10**

(AGENCY/ACTIVITY LETTERHEAD)

(Date)

MEMORANDUM FOR USTRANSCOM J3-C

FROM: (Requesting Agency/Activity)

SUBJECT: Request for Special Authority to Use Defense Courier Services

1. Request special authorization to utilize Defense Courier services during the period (indicate inclusive period) to ship material (description of where the material is coming from and going to, including account numbers if available). (Include brief justification why one-time is being requested versus setting up a courier account).

2. Individuals listed below are authorized (enter, receive, or both) material.

NAME	RANK/GRADE	SIGNATURE

/////////////////////////////////LAST ITEM////////////////////////////////

3. Refer questions to (agency/activity POC and telephone number).

(Authorizing Official Signature Block)

Attachment:  
(Funding Document)

1st Ind, USTC-J3C

(Date)

MEMORANDUM FOR (Requesting Agency/Activity)

Request for special authority to use USTRANSCOM Defense Courier service is approved. This letter along with your personal identification/credentials constitutes authority for your agency to utilize courier services during the period specified above.

(TCJ3-C Signature Block)

Figure 2.3 – One-Time Memorandum for Special Authority

(AGENCY/ACTIVITY LETTERHEAD)

(Date)

MEMORANDUM FOR USTRANSCOM J3-C

FROM: (Requesting Agency/Activity)

SUBJECT: Request for One-Time (Entry, Receipt, or both) of Courier Material

1. Request one-time approval to allow the individuals listed below to (enter, receipt, or both) material on behalf of Defense Courier account (DODAAC of requesting customer). Request is valid for (provide time period or individual TCNs).

NAME	RANK/GRADE	SIGNATURE

//////////////////////////////////////LAST ITEM//////////////////////////////////////

3. Refer questions to (agency/activity POC and telephone number).

(Authorizing Official Signature Block)

Attachment:

USTC Form 10 for (DODAAC of requesting customer)

1st Ind, USTC-J3C

(Date)

MEMORANDUM FOR (Requesting Agency/Activity)

Request for one-time entry/receipt is approved.

(TCJ3-C Signature Block)

**Figure 2.4 – One-Time Memorandum for Individuals**

(AGENCY/ACTIVITY LETTERHEAD)

(Date)

MEMORANDUM FOR USTRANSCOM J3-C

FROM: (Requesting Agency/Activity)

SUBJECT: Request for One-Time (Entry, Receipt, or both) of Courier Material

1. Request approval to allow individuals listed on the USTRANSCOM Form 10 for the account listed below to (enter, receipt, or both) material on behalf of Defense Courier account (DODAAC of requesting customer). Request is valid for (provide time period or individual TCNs).

(Three-line address of requested account)

//////////////////////////////////////LAST ITEM//////////////////////////////////////

2. Refer questions to (agency/activity POC and telephone number).

(Authorizing Official Signature Block)

Attachment:

USTC Form 10 for (DODAAC of requesting customer)

1st Ind, USTC-J3C

(Date)

MEMORANDUM FOR (Requesting Agency/Activity)

Request for one-time entry/receipt is approved.

| (TCJ3-C Signature Block)

*Figure 2.5 – One-Time Memorandum for Account*

### **3. SECTION 3 – CUSTOMER IDENTIFICATION REQUIREMENTS.**

#### **3.1. Customer Authorization and Identification Procedures.**

**3.1.1.** Individuals seeking to ship or receive qualified material via the Defense Courier system must be authorized either by a valid Form 10 or One-Time Authorization letter. At the time of service, each authorized individual must present valid personal identification. Defense couriers must be satisfied with the individual's identification and authority before transferring classified materials. Couriers may ask to verbally confirm any information contained on the identification document(s) or Form 10.

**3.1.2.** The following are acceptable forms of identification:

**3.1.2.1.** Department of Defense Common Access Card.

**3.1.2.2.** U.S. Government civilian identification card/credentials.

**3.1.2.3.** Contractor company identification card/badge.

**3.1.2.4.** State-issued driver's license.

**3.1.2.5.** DOS Diplomatic Courier Service courier credentials.

**3.1.2.6.** Passport.

**3.1.2.7.** Foreign national photo identification.

**3.1.3.** Individuals assuming (receiving) or releasing (shipping) custody of material to Defense Couriers will print name and sign the appropriate documentation for the shipment. Outgoing shipments are documented via DD Form 1384, Transportation Control and Movement Document (TCMD) or an Advanced Transportation Control and Movement Document (ATCMD). Shipments being received are documented on a shipment manifest generated by Defense Couriers.

**3.1.4.** Couriers will verify the signature provided by the customer matches the sample included in the account's Form 10 prior to transferring custody of the material. If couriers are not satisfied that the signatures match, they may refuse to accept/release custody of the material.

## **4. SECTION 4 – DEFENSE COURIER MOVEMENT SYSTEM.**

### **4.1. Categories of Movement.**

**4.1.1.** There are two levels of service provided by Defense Couriers: regular and special.

**4.1.1.1.** Regular Movements. Service to customers is most frequently conducted on pre-determined regularly scheduled mission routes and schedules. Cost for these shipments is based on the flat per-pound rate for the current fiscal year.

**4.1.1.2.** Special Movement. In circumstances when regular/routine courier missions do not meet a customer's urgency requirements, couriers may be able to adjust mission timing or schedule additional missions to facilitate the customer's requirement. Depending on the size, weight, and origin/destination locations, couriers may be authorized to hand-carry material via commercial airlines to facilitate rapid delivery (CONUS locations only).

**4.1.1.2.1.** Customers are responsible for covering any additional costs incurred by couriers when supporting a special movement. This may include costs associated with commercial airline travel, hotel/per-diem, etc. Funding may be provided either by providing a Line of Accounting in the Defense Travel System (for DoD customers) or by Military Interdepartmental Purchase Request (MIPR). Couriers will provide customers with realistic cost estimates utilizing the most cost-effective means to satisfy the shipment requirements while maintaining an appropriate level of security.

**4.1.1.2.2.** To request a special movement, customers will provide their courier station with the following information:

**4.1.1.2.2.1.** Consignor and consignee account information.

**4.1.1.2.2.2.** TCN(s), weight, and package dimensions.

**4.1.1.2.2.3.** Destination location.

**4.1.1.2.2.4.** Exact Required Delivery Date.

**4.1.1.2.2.5.** Date and location material will be available for movement.

**4.1.1.2.2.6.** Funded order or line of accounting (cross-org in DTS) for courier travel.

**4.1.1.2.2.7.** Points of contact at the requesting agency, originator, and recipient.

**4.1.1.2.2.8.** Any other pertinent or requested information.

### **4.2. Establishing Regular Service.**

**4.2.1.** Transactions to ship/receive material through the courier network can be conducted via several means: Over-the-Counter (OTC) at a courier station, at the customer's location, or at a Central Servicing Point (CSP).

**4.2.2.** As a general rule, customers located within 90 miles or a 1.5-hour drive of the servicing courier station will be asked to conduct transactions at the station (OTC).

**4.2.3.** Customers not located within the 90-mile/1.5-hour drive radius of a courier station may be requested to meet couriers at a CSP within that radius. This meeting location will be pre-coordinated and will only include locations affording adequate security and safety for the couriers, customers, and material (most frequently this is a military base or other federal property).

**4.2.4.** In the event a customer is not located within 90 miles/1.5-hour drive from a courier station or CSP, couriers will schedule missions to conduct transactions at the customer's location.

**4.2.5.** Couriers may utilize military aircraft to conduct missions to CSPs and/or customer locations. In this case, material transactions will be conducted planeside. Customers must coordinate with the appropriate airfield management authority to gain access to the flight-line.

### **4.3. Delivery and Acceptance Coordination.**

**4.3.1.** Courier stations will coordinate pick-up/delivery schedules with customers well in advance of the mission date. Stations may coordinate by phone or e-mail and will include the date, time, and location along with the number of articles, weight, and any special handling requirements customers may need to be aware of. During this coordination, customers will also notify couriers if they have material for pick-up (shipment).

**4.3.2.** To ensure material security, couriers will not transport material for customer account unless the couriers are able to confirm, through positive contact, that individuals listed on the account's Form 10 will be present to ship/receive their material. If no contact is made, couriers will not transport the customer's material to the location.

**4.3.3.** Couriers will notify the account's authorizing official if/when a customer fails to show for a scheduled/coordinated transaction. A second "no-show" may result in additional costs being charged to the customer associated with returning material to its sender or may result in a temporary suspension of courier services. Multiple "no shows" within a 90-day period may result in temporary account suspension at the Station Chief's discretion.

**4.3.4.** Couriers may provide the current location of an ongoing shipment to customers that provide TCNs for the material in question. However, specifics regarding delivery schedules and any account management issues will only be discussed with individuals listed on the account's Form 10.

### **4.4. Material Delivery.**

**4.4.1.** Defense Couriers utilize a regimented, methodical process during material delivery transactions to ensure the correct items are being delivered to the intended recipients. Material transactions are always conducted by two couriers working together as a team. As a result, couriers will only provide service to one customer at a time. This may involve a slight delay if multiple customers are being serviced at one location/time.

**4.4.2.** Transfer of custody and responsibility for the material to the customer is documented on a delivery manifest signed by both couriers and the individual(s) receiving the shipment. Manifests may be either electronic or hard copy; in either case, a copy will be provided to the recipients once the transaction is complete.

## **5. SECTION 5 – MATERIAL PACKAGING**

### **5.1. General.**

**5.1.1.** Per DoDI 5200.33, customers are responsible for properly packaging and preparing courier shipments. Courier stations can incorporate packaging and documentation training in their local customer training programs if necessary and requested.

### **5.1.2. Minimum Packing Requirements.**

**5.1.2.1.** The minimum standards for packing and wrapping qualified material for shipment by DCD are:

**5.1.2.1.1.** Double wrapped with opaque material. Wooden crates, double-faced corrugated fiberboard, heavy Kraft wrapping paper, and burlap wrapping are acceptable outer packaging materials subject to restrictions further specified below.

**5.1.2.1.2.** Equipment packaged by manufacturer in accordance with contract specifications and double wrapped.

**5.1.2.1.3.** Packaged so contents will not shift during transit.

**5.1.2.1.4.** Reinforced gummed water activated paper tape or reinforced self-adhesive kraft paper tape (federal stock number 8135-00-598-6097) will be used to seal all flaps and open seams. Masking, cellophane, or translucent nylon-reinforced tape will not be used.

**5.1.2.1.5.** Cartons with stapled seams and/or corners must have the stapled seam covered by reinforced gummed water activated paper tape or reinforced self-adhesive kraft paper tape.

**5.1.2.1.6.** Any package weighing 50 pounds or more, and all equipment cases regardless of weight, must be banded with rayon, nylon, or plastic banding material. Metal bands are not allowed for courier safety and protection of other customer packages.

### **5.1.3. Labeling and Marking Requirements.**

**5.1.3.1.** The only label authorized on material being shipped by DCD is the DD Form 1387, *Military Shipment Label* (MSL). The outer container may contain pre-printed orientation or handling markings (e.g., this side up, fragile) but nothing may identify the contents or their classification. All identification/classification markings will appear on the inner package.

**5.1.3.2.** If the material has a Required Delivery Date (RDD) assigned, the courier station will affix a red RDD label near the MSL indicating the delivery due date.

### **5.1.4. Size and Weight Standards.**

**5.1.4.1.** Material must be of sufficient size to allow the MSL to be applied without being folded over a corner/edge. Specifically, the smallest shipment size is a package no smaller than 4 x 6 inches (MSL-size).

**5.1.4.2.** Customers must pre-coordinate any shipment exceeding 300 pounds or 90 linear inches (length + width + height). For material being moved by couriers via road mission or OTC, provide the station at least 48 hours advance notice; customers being serviced by air mission must provide 7-days advance notice of oversize/overweight material.

**5.1.4.2.1.** In general, larger shipments are more problematic for couriers to arrange movement of/for due to the various modes utilized. In instances where customers have multiple smaller items to ship and intend to consolidate the items into a single larger shipment, coordination with the servicing courier station is highly recommended. Based on the shipment's origin and destination, it may be advisable to enter the items as individual shipments rather than consolidating them. Since shipment costs are based solely on weight, there is no cost difference between shipping one heavier item versus multiple lighter items.

**5.1.4.3.** When coordinating oversize/overweight material, customers must provide:

**5.1.4.3.1.** TCN(s), weight, dimensions, and consignee of each piece.

**5.1.4.3.2.** Proposed date of shipment and RDD (if applicable)

**5.1.4.3.3.** Special handling instructions, if any.

## **6. SECTION 6 – DOCUMENTATION REQUIREMENTS.**

### **6.1. Defense Courier Advanced Transportation Control Movement Document.**

**6.1.1.** All shipments must comply with DTR 4500.9-R-Part II, “Cargo Movement”. A DD Form 1384, *Transportation Control and Movement Document* (TCMD), is required to track cargo while in the Defense Transportation System. This can be created either by utilizing the DC-ATCMD website or completing the form manually, but hard-copy forms are required to accompany each shipment.

**6.1.2.** Customers with a US Government Common Access Card (CAC) can use the DC-ATCMD web site to provide advanced shipment information to the servicing courier station and generate/print copies of the TCMD and MSL (<https://lts.cce.af.mil/DCATCMD/Main.aspx>). Appendix B of this guide provides website instructions.

**6.1.3.** The goal of DC-ATCMD is to provide users with an interface to quickly communicate data required to successfully ship material by the Defense Courier system. It is imperative that the data entered is correct as errors made in the system could result in material being delivered to the incorrect recipient. Customers must verify entries and documentation to ensure the correct data has been entered. Contact your owning or servicing courier station for questions and/or concerns.

### **6.2. DD Form 1384, Transportation Control and Movement Document (TCMD)**

**6.2.1.** Customers that cannot enter shipments via the DC-ATCMD website must complete manual DD Form 1384 (see Figures 6.1 and 6.2). Each shipment will be assigned a Transportation Control Number (TCN). The TCN is a 17-digit alpha numeric code. TCNs structure is broken down into 6 sections:

**6.2.1.1.** The first 6 digits are the shipper’s DoDAAC.

**6.2.1.2.** Digit 7 is the last number of the current calendar year.

**6.2.1.3.** Digits 8-10 are the Julian date on which the TCN was created.

**6.2.1.4.** Digit 11 is the serial number prefix, which is always X for courier shipments.

**6.2.1.5.** Digits 12-14 are the serial number, in sequential order starting over each day (e.g., 001, 002, etc.).

**6.2.1.6.** Digits 15-17 will be XXX for courier shipments. In some cases where multiple articles must be moved together, the 16th position will be used to identify the article as part of a multi-piece shipment (e.g., XAX, XBX, etc.).

### **6.3. DD Form 1387, Military Shipment Label (MSL).**

**6.3.1.** All articles presented for shipment by Defense Couriers must have an MSL permanently affixed to the side of the package by the shipper (see Figure 6.2). All fields on the MSL must be

clearly visible and match the information on the TCMD or ATCMD exactly. This is vital to ensure the material is ultimately delivered to the correct recipient.

**6.3.2.** In the event an MSL must be replaced with a new one, the new MSL must be affixed in a way that completely covers the previous one. Alternatively, the previous MSL may be removed or completely obliterated. The intent is to prevent confusion between old and new MSLs.

[illegible]

**Figure 6.1** – Sample DD Form 1384, Transportation Control and Movement Document (TCMD)

The following blocks are mandatory on the DD Form 1384. Information for the first item will be listed in blocks 1-31; subsequent items will be listed in blocks 32-44.	
BLOCK 3 (OR 34) – CONSIGNOR	Enter the shipper’s DoDAAC
BLOCK 4 (OR 35) – COMMODITY CODE	Enter LK
BLOCK 6 (OR 36B) – POE	Enter aerial port code of shipper’s servicing courier station
BLOCK 7 (OR 37) – POD	Enter aerial port code of receiver’s servicing courier station
BLOCK 10 (OR 40) – TCN	Enter the Transportation Control Numbers (TCNs) for each item
BLOCK 11 (OR 41) – CONSIGNEE	Enter the receiver’s DoDAAC
BLOCK 12 (OR 42) – PRIORITY	Enter 1
BLOCK 13 (OR 43A) – RDD	Enter Julian date material must be delivered by; otherwise 999
BLOCK 14 (OR 43B) – PROJECT CODE	Only applicable for certain types of material; contact servicing courier station for assistance with project codes
BLOCK 17 (OR 43E) – TR ACCT	Enter 0003
BLOCK 22 (OR 44A) – PIECES	Enter 1
BLOCK 23 (OR 44B) – WEIGHT	Enter actual weight of each piece of material
BLOCK 24 (OR 44C) – CUBE	Enter the cube of each piece: (length x width x height [inches]) ÷ 1,728

**Figure 6.2 – Instructions for Preparing DD Form 1384 (TCMD)**

<b>MILITARY SHIPMENT LABEL</b>		<i>Form Approved. OMB No. 0704-0188. OMB Approval Expires 20221130</i>	
<b>1. TRANSPORTATION CONTROL NUMBER</b>		<b>2. POSTAGE DATA</b>	
<b>3. FROM</b>		<b>4. TYPE SERVICE</b>	
<b>5. SHIP TO/POE</b>		<b>6. TRANS PRIORITY</b>	
<b>7. POD</b>		<b>8. PROJECT</b>	
<b>9. ULTIMATE CONSIGNEE OR MARK FOR</b>	<b>10. WT. (This piece)</b>	<b>11. RDD</b>	
	<b>12. CUBE (This piece)</b>	<b>13. CHARGES</b>	
	<b>14. DATE SHIPPED</b>	<b>15. FMS CASE NUMBER</b>	
	<b>16. PIECE NUMBER</b>		
	<b>17. TOTAL PIECES</b>		

**DD FORM 1387, JUL 1999** PREVIOUS EDITION IS OBSOLETE.

*Figure 6.3 – Sample DD Form 1387, Military Shipment Label*

The following blocks are mandatory on the DD Form 1387 and must match the corresponding information on the TCMD (DD Form 1384).	
BLOCK 1 – TCN	TCMD BLOCK 10 (OR 40)
BLOCK 3 – FROM	TCMD BLOCK 6 (OR 36B)
BLOCK 5 – POE	Same as Block 3
BLOCK 6 – PRIORITY	Enter 1
BLOCK 7 – POD	TCMD BLOCK 7 (OR 37)
BLOCK 8 – PROJECT CODE	TCMD BLOCK 14 (OR 43B)
BLOCK 9 – CONSIGNEE	TCMD BLOCK 11 (OR 41)
BLOCK 10 – WEIGHT	TCMD BLOCK 23 (OR 44B)
BLOCK 11 – RDD	TCMD BLOCK 13 (OR 43A)
BLOCK 12 – CUBE	TCMD BLOCK 24 (OR 44C)
BLOCK 16 – PIECES	Enter 1

*Figure 6.4 – Instructions for Preparing DD Form 1387*

## **7. SECTION 7 – UNIQUE CIRCUMSTANCES.**

### **7.1. Return to Sender (RTS).**

**7.1.1.** Courier stations will typically hold shipments for up to 30 days. After 30 days, stations will notify individuals listed on the account's Form 10 that the material in question will be returned to the originator if it has not been delivered or picked up within 10 days of the message date. Customers receiving these messages should immediately contact the servicing courier station to coordinate delivery or pick-up.

**7.1.2.** Costs associated with the return shipment due to the non-responsiveness of an intended recipient (consignee) will be incurred by the consignee's account.

**7.1.3.** Customers may also request material shipped by their account be returned. In this case, the shipper's account will be billed for the return shipment.

### **7.2. Material Re-route.**

**7.2.1.** Customers may request their material be re-routed during shipment to a different destination/account while the material is in transit. Requests must be made in writing (or digitally signed email) to the servicing courier station. Only individuals listed on the originating account's Form 10 may request material be re-routed.

### **7.3. Positive Control Material (PCM).**

**7.3.1.** Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3260.01E, *Joint Policy Governing Positive Control Material and Coded Control Device*, sets the policy and procedures for the control and handling of PCM material. Due to sensitivity and limited units involved, handling instructions for PCM is not provided in this service guide. If shipping or receiving PCM and unfamiliar with the unique Two Person Control (TPC) handling requirements associated with PCM, contact your owning or servicing courier station.

### **7.4. Nuclear Command and Control-Extremely Sensitive Information (NC2-ESI).**

**7.4.1.** Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive Information*, sets the policy and procedures for the handling and control of NC2-ESI material. It is imperative that the utmost attention to detail is given to all aspects related to the transfer of NC2-ESI material. All documents, signatures, packaging, and addressing require verification and validation before couriers will accept material from a shipper or deliver material to an addressee. Please contact the owning or servicing courier station via secure means for assistance.

### **7.5. Two-Signature Required (TSR).**

**7.5.1.** Defense Courier processes always include constant two-person integrity when handling, processing, and transporting material. However, material is often presented for shipment or received by a single individual from the customer's account. If customers have a requirement for material to be delivered to (signed for) by two individuals, courier stations will code the material

as “Two Signatures Required” or TSR. Material will not be delivered unless two individuals from the receiving account are present to take delivery, and both individuals will be required to sign the manifest.

## **7.6. Forces Afloat/Deployed Units.**

**7.6.1.** To ensure uninterrupted service, Forces Afloat accounts and deploying units must contact their servicing station as far in advance of a deployment as possible to coordinate material routing instructions. All courier stations have secure communication means since deployment and/or port call schedules are classified.

**7.6.2.** Submarines and other forces afloat accounts with two or more teams (i.e., blue/gold) must either ensure their Form 10 includes personnel from both teams or create a separate Form 10 for each team.

**7.6.3.** Defense Couriers will route material according to the address specified by the shipper. Shipments may be delayed if the originating shipper and couriers do not have accurate location or shipment routing information.

## **7.7. Required Delivery Date (RDD) Material.**

**7.7.1.** Customers are responsible for identifying shipments which must be delivered to the recipient by a specific date. Defense Couriers use the Required Delivery Date (RDD) to assist in movement decisions and will make every effort to meet the RDD. If the stated RDD cannot be met through regularly scheduled courier routes, additional costs may apply to support special movement (see paragraph 4.1.1.2). Customers may request an RDD but the DCD must determine/confirm feasibility prior to the deadline being accepted.

**7.7.1.1.** To request RDD, customers will provide their courier station with the following information:

**7.7.1.1.1.** Consignor and consignee account information.

**7.7.1.1.2.** TCN(s), weight, and package dimensions.

**7.7.1.1.3.** Destination location.

**7.7.1.1.4.** Exact calendar required delivery date.

**7.7.1.1.5.** Date and location material will be available for movement.

## **8. SECTION 8 – DELIVERY BY DEPARTMENT OF STATE.**

### **8.1. General.**

**8.1.1.** Material destined to customers located in countries/territories with which the United States does not have a Status of Forces Agreement (SOFA) or similar agreement protecting couriers and material from search and seizure may be transferred to Department of State (DoS) for delivery under diplomatic pouch. These shipments require additional coordination with both DCD and DoS field offices.

**8.1.2.** DoS couriers are not authorized to receive or transport PCM or NC2-ESI material.

**8.1.3.** Material must be pre-cleared by a DoS regional field office prior to entry. Shippers are responsible to provide DoS field office with the following shipment details during pre-shipment coordination:

**8.1.3.1.** Transportation Control Number (TCN).

**8.1.3.2.** Destination name (US embassy or consulate location) and individual recipient.

**8.1.3.3.** Weights/dimensions of each piece of material.

**8.1.4.** The regional field office will provide all required documentation for completion prior to acceptance. Once the documentation is completed and returned to the regional field office, DoS will send an approval e-mail; this e-mail must be printed and accompany the material. The material WILL NOT be accepted by the courier station from the consignor unless a copy of the email from DoS is provided.

**8.1.5.** Points of contact for DoS regional field offices:

**8.1.5.1.** CONUS (and Central/South America) shipments, HKD098: Perry Davidson, ([DavidsonSP@state.gov](mailto:DavidsonSP@state.gov)).

**8.1.5.2.** Bahrain (Southwest Asia) shipments, HKB003: Jim Dasney ([DasneyJV@state.gov](mailto:DasneyJV@state.gov)).

**8.1.5.3.** Korea (Central/Eastern Asia) shipments, HKQ300: Larry Parker ([ParkerLC@state.gov](mailto:ParkerLC@state.gov)).

**8.1.5.4.** Frankfurt (Europe and Africa) shipments HKR324: Peter Yahl ([YahlPD@state.gov](mailto:YahlPD@state.gov)).

**8.1.5.5.** Note that DoS WRDCD must be copied on all requests ([WRDCD-OPS@state.gov](mailto:WRDCD-OPS@state.gov)).

### **8.2. Package Requirements.**

**8.2.1.** Restrictions on material size/weight when shipping material through DoS may differ from DCD restrictions. DoS reserves the right to refuse material for movement and delivery. Material refused by DoS will be returned to sender (RTS) at the shipper's expense. Contact servicing courier station or DCD for assistance.

**8.2.2.** Articles with dimensions exceeding 29x29x30 inches must be wrapped in burlap and cross-banded before acceptance by DoS. The burlap must be taut and tightly closed at the seams. All seams must be sealed with an adhesive and/or staples. Nylon or plastic banding straps must be applied in perpendicular directions so that the bands cross themselves. At least two sides of the burlap article must be stenciled “Dept. of State, Diplomatic Pouch.”

**8.2.3.** Since the material will be initially moved through DCD, the normal documentation requirements (e.g., MSL, TCMD) remain the same. However, the “Mark For” field on the TCMD must also be completed indicating the specific individual the item is intended for. This is to aide embassy personnel in notifying the member of the material upon arrival. [NOTE Example: Attn: Capt Christopher Crunch/DS3A/318-535-0300]

### **8.3. Delivery Instructions.**

**8.3.1.** Shippers must contact the personnel at the receiving organization as well as the DoS site (embassy, consulate, etc.) that will handle the shipment to provide the following information.

**8.3.1.1.** Article number.

**8.3.1.2.** DoS consignment number.

**8.3.1.3.** Date material was given to DoS for movement.

**8.3.1.4.** Material quantity and weight.

**8.3.1.5.** Anticipated delivery date.

**8.3.1.6.** Location and contact info (name/phone) for representative at DoS site (embassy, consulate, etc.)

**8.3.2.** Shipments being processed through DoS may require additional lead times. To determine feasibility of shipments and estimated lead times or for questions in general, contact one of the below POCs:

**8.3.2.1. Branch Chief:** John Brandt: 703-922-3080.

**8.3.2.2. Diplomatic Security Courier Liaison:** Perry Davidson: 703-922-3018.

**8.3.2.3. Diplomatic Courier Support Flight Coordinator:** Perry Davidson: 703-922-3018.

**8.3.2.4. Customer Service Department:** Melinda Foreman: 703-922-3232.

**8.3.2.5. Pouch Tracking:** WRDCD-OPS@state.gov, DPM-ANSWERPERSON@STATE.GOV

## APPENDIX A - USEFUL INTERNET LINKS

USTRANSCOM: <https://ww2.ustranscom.mil/>

Defense Courier Division (External): <https://www.ustranscom.mil/cmd/associated/dcd/>

\*DC-ATCMD (Material shipping): <https://lts.cce.af.mil>

\*IGC (Shipment Tracking): <https://www.igc.ustranscom.mil/igc/>

DTR 4500.9-R *Defense Transportation Regulation* – Part II Cargo Movement:  
<http://www.ustranscom.mil/dtr/dtrp2.cfm>

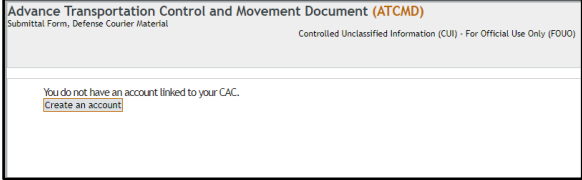
DoDAAC Search: [https://www.transactionservices.dla.mil/daasinq/captcha\\_form.asp](https://www.transactionservices.dla.mil/daasinq/captcha_form.asp)

\*CAC and account registration required

# APPENDIX B

## INSTRUCTIONS FOR USING


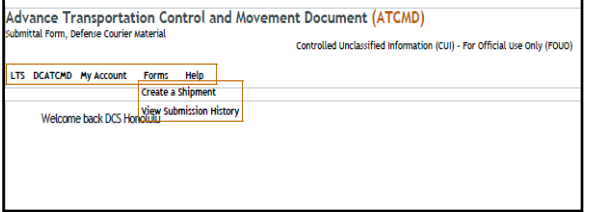
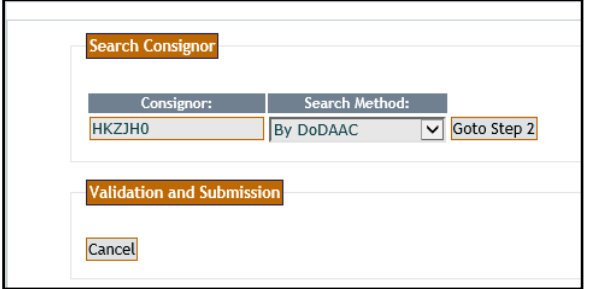
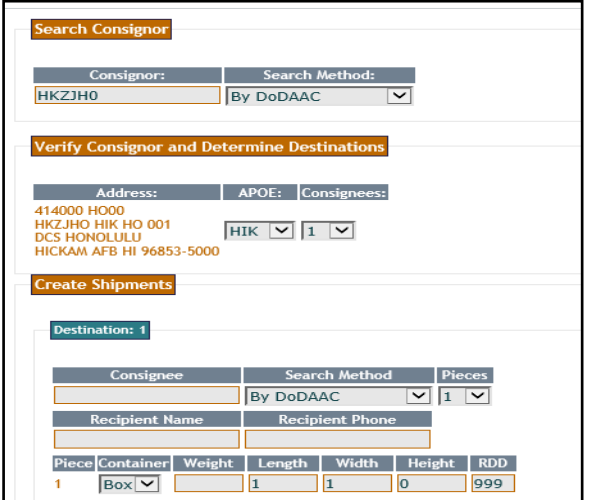
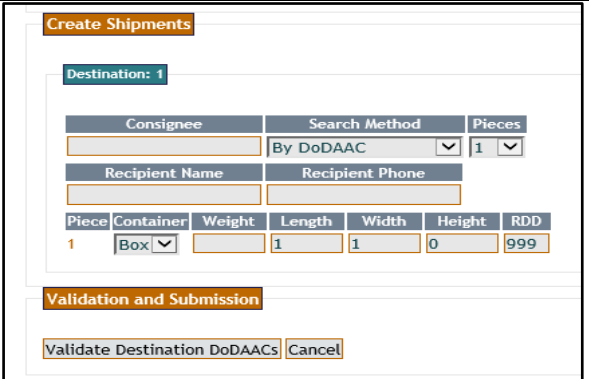
### DC-ATCMD

ADVANCING MATERIAL VIA DC ATCMD	
1. Website requires DoD Common Access Card (CAC): <a href="https://lts.cce.af.mil">https://lts.cce.af.mil</a>	
2. Click Login / OK	
3. Select 'DC-ATCMD'	
4. Select 'Create an account'	
5. Enter Email address, first/last name, and HK-series DoDAAC provided by the servicing courier station.  6. Click 'Register Account'	

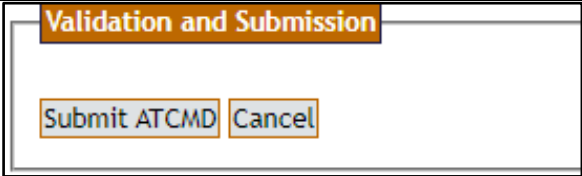
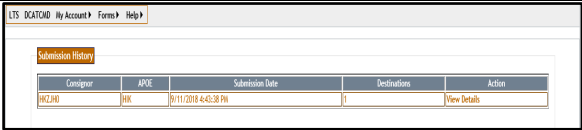
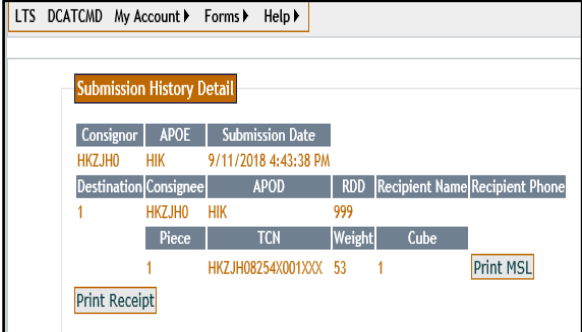
# APPENDIX B

## INSTRUCTIONS FOR USING

### DC-ATCMD

7. Select 'Forms'	
8. Select 'Create Shipment'	
9. Enter shipper's DoDAAC in the 'Consignor' box.  10. Click 'Goto Step 2'	
11. Verify that all data displayed in 'Verify Consignor and Determine Destinations' information is correct.  12. Enter HK-series DoDAAC of receiver in the 'Consignee' box and select number of pieces to be shipped.	
13. For each item to be shipped, enter container type, length, width, height, and required delivery date (if applicable).  14. Once all items have been entered, click 'Validate Destination DoDAACs'	

# **APPENDIX B** **INSTRUCTIONS FOR USING** **DC-ATCMD**

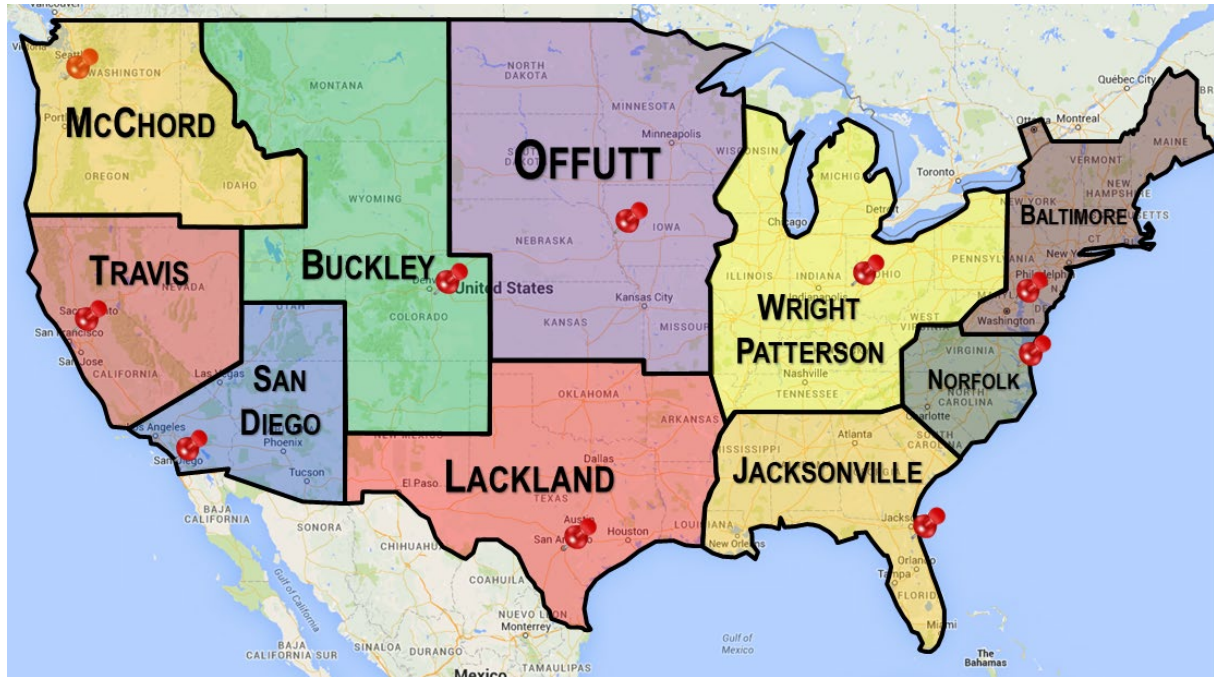
15. Click 'Submit ATCMD' to complete shipment.	
16. Click 'View Details'	
17. Click 'Print MSL' and 'Print Receipt'	
18. Verify the data on the MSL matches the receipt EXACTLY; and discrepancy will result in the shipment being refused by the servicing courier station. Of particular importance are the POD and Consignee blocks as this determines where the item will be routed/delivered.	
19. Attach the MSL to the package being shipped and bring a copy of the receipt to present to the couriers during the transaction.	

## APPENDIX C

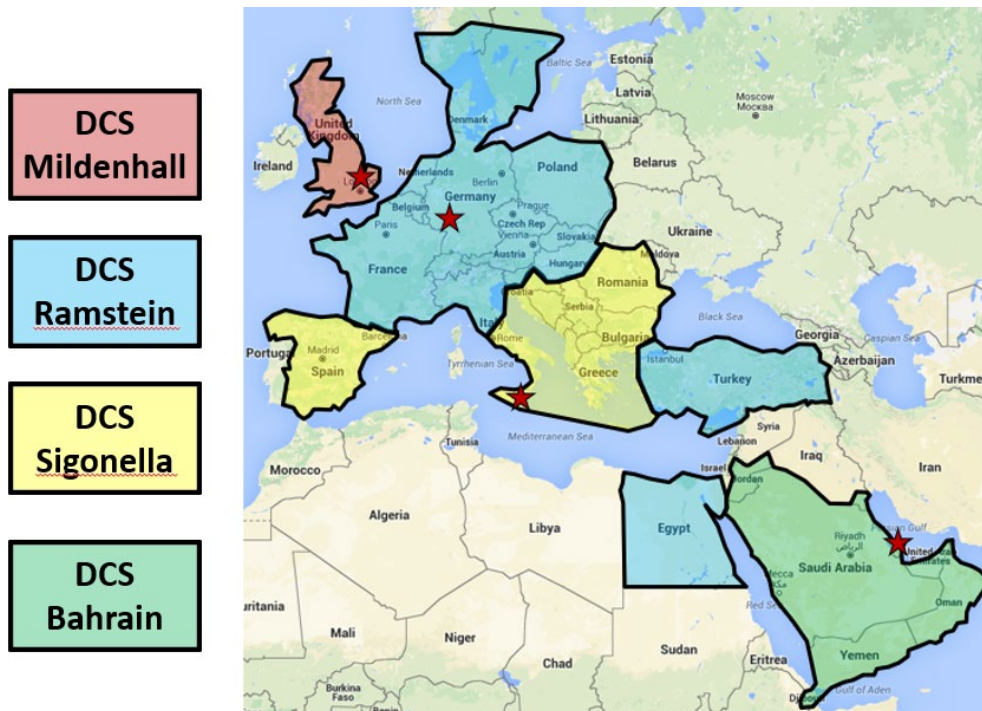
### COURIER STATION

#### AREAS OF RESPONSIBILITY

##### CONUS



##### EUROPE & SOUTHWEST ASIA



**APPENDIX C**

**COURIER STATION**

**AREAS OF RESPONSIBILITY**

