

**U.S. TRANSPORTATION COMMAND**

**DEFENSE COURIER DIVISION**



**SUPPORTED ACTIVITY GUIDE**

**September 2017**

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## **CHAPTER 1 - INTRODUCTION**

### **1.1. Mission and Organization**

**1.1.1.** DODI 5200.33 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 Chief, Defense Courier Division, (TCJ3-C) is responsible for all assigned Defense Courier personnel, operations and logistics. Organizationally, TCJ3-C is assigned and reports directly to USTRANSCOM Director of Operations (TCJ3).

### **1.2. Security**

**1.2.1.** TCJ3-C ensures security of qualified material by:

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

**1.2.1.2.** Using accredited Sensitive Compartmented Information Facilities (SCIF) for material storage and processing.

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

**1.2.2.** Material in Defense Courier possession is afforded the highest degree of protection in accordance with national level policy during transportation and storage.

### **1.3. Defense Courier Stations**

**1.3.1.** Each courier station is assigned responsibility for providing courier service to supported activities within a defined geographic region. This courier station is the supported activity's first point of contact for all matters relating to courier service.

See <http://www.ustranscom.mil/cmd/associated/dcd/?page=contacts.cfm> for station contact information.

### **1.4. Defense Courier Supported Activity Guide**

**1.4.1.** This guide was created to assist supported activities who enter and/or receive qualified material via USTRANSCOM Defense Couriers. While the information in this guide is applicable to all courier stations, supported activities should contact their regional servicing station as local procedures may vary slightly.

## **CHAPTER 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 for in their contracts), 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. Qualified Material.**

**2.2.1.** DOD Instruction 5200.33, *Defense Courier Operations* (DCO), defines Qualified and Prohibited Material.

**2.2.2.** Except for material specifically prohibited from entry (see paragraph 2.3), any sensitive material requiring courier escort is qualified for movement by USTRANSCOM Defense Courier. Examples of material transported by USTRANSCOM Defense Couriers include:

**2.2.2.1.** TOP SECRET information.

**2.2.2.2.** Classified information assurance material to include cryptographic and communication security material.

**2.2.2.3.** Classified cryptologic material.

**2.2.2.4.** Cryptographic keying material designated and marked “CRYPTO” by the National Security Agency/Central Security Service (NSA/CSS).

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

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

**2.2.2.7.** Controlled cryptographic or COMSEC items, and other information assurance products or materials identified by NSA/CSS as requiring courier service.

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

**2.2.2.9.** SECRET collateral material for the Intelligence Community to addresses already receiving material qualified under this subparagraph.

**2.2.2.10.** Technical surveillance countermeasures material.

**2.2.2.11.** Department of State (DOS)-accompanied diplomatic courier pouches as allowed by U.S. Department of State Foreign Affairs Handbook.

**2.2.2.12.** Any other classified material.

## 2.3. Prohibited Material

2.3.1. The following materials are prohibited from movement by USTRANSCOM Defense Couriers regardless of security classification:

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

2.3.3. Personal property.

2.3.4. Explosives, ammunition, firearms, and their components.

2.3.5. Radioactive, etiological, or other material hazardous to humans.

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

2.3.7. Hazardous materials as defined in Air Force Manual 24-204\_IP.

2.3.8. Liquids of any kind.

2.3.9. Batteries (if regulated as hazardous materials). According to the AFM 24-204\_IP, Attachment 19, regarding “Excepted and Limited Quantities”, batteries are authorized for shipment **only** when contained within a device or component/part of an otherwise non-hazardous item. Loose/uninstalled batteries are prohibited.

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

## 2.4. How to Establish a Defense Courier Account.

2.4.1. Each DOD Component, Federal Agency, or other organization desiring Defense Courier service must first establish an account through its servicing Defense Courier Station. To establish an account, supported activities will be required to complete a USTRANSCOM Form 10, *Defense Courier Account Record*, and submit the form to the servicing courier station. Contact the servicing courier station if you require guidance on how to complete the form.

## 2.5. General

2.5.1. USTRANSCOM Form 10, *Defense Courier Account Record* (Figure 2.1), is the primary authentication document used by USTRANSCOM Defense Couriers to confirm listed individuals are authorized to receive and/or enter qualified material by an account(s). 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.**

2.5.2. 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 requested by your servicing station’s account manager:

2.5.2.1. A contract is terminated or closed.

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

## **2.6. Changes and Corrections**

**2.6.1.** All entries on the Form 10 submitted by supported activities must be typed. 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. Contact the regional servicing courier station or TCJ3-C Ops with Form 10 questions.

## **2.7. Exceptions to Establishing an Account**

**2.7.1.** Supported activities with a short duration requirement for courier service may request special authorization by letter to TCJ3-C. Request letters must identify the origin and destination locations, required service dates, individuals authorized by name to enter/receive materials and a funding citation or Military Interdepartmental Purchase Request (MIPR). Contact your regional courier station or TCJ3-C Operations for assistance and a sample letter (Figure 2.3).

## **2.8. Category of Account (COA) Funding and Cost of Defense Courier Support**

**2.8.1.** USTRANSCOM Defense Courier Division operates under Transportation Working Capital Fund (TWCF) procedures. Support is provided on a reimbursable basis. The reimbursement fee is a “per pound” rate set each fiscal year and remains stable for the duration of the effective year. After validating documentation authorizing use of Defense Couriers, the servicing station’s account manager will verify the appropriate Category of Account (COA). Defense Courier Accounts will not be established until the supported activity’s COA has been confirmed.

## **2.9. Additional Requirements for U.S. Government Contractor Accounts**

**2.9.1.** U.S. Government contractors must provide a signed Contract Authorization Letter (Figure 2.6) from their sponsoring U.S. Government agency certifying their eligibility for courier support based on the information contained in their DD Form 254, *Department of Defense Contract Security Classification Specification*. The DD Form 254 is not required by the servicing Defense Courier Station.

## **2.10. Contract Account Certifying Official (USTRANSCOM Form 10 Part II)**

**2.10.1.** Government contractor accounts must have their account verified by a government official using Part II of the USTRANSCOM Form 10. SCI and Non-SCI contracts require different levels of verification. Non-SCI contract accounts are normally verified by the Contract Officer’s Representative (COR) responsible for the contract whereas each military Service/Federal Agency has specific requirements for verification of SCI contracts as specified below. The government representative verifying the clearance may use a digital signature on the Form 10.

**2.10.1.1.** 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.

**2.10.1.2.** 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).

**2.10.1.3.** 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.

**2.10.1.4.** Other authorized contractors will forward their Form 10 to the COR or 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.

**2.10.2.** Enter the date which the current contract expires according to the final DD Form 254.

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

**2.11.1.** 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-supported activity and may be utilized upon supported activity request.

**2.11.2.** CCAs authorized to act on behalf of the account listed in Part 1 of the Form 10 will be listed in the 'Supported Activity 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.

**2.11.3.** Likely candidates for CCAs include: Installation Top Secret Control Officers (TSCOs), SSOs, COMSEC or Key Management Infrastructure (KMI) offices. However, supported activities may authorize any account(s) to act as their CCA by entering their DODAAC in Part 3. Supported activities 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.

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

**2.12.1.** FA accounts include all supported activities embarked aboard ships and deployed/mobile units. FA accounts that deploy in their entirety will not require a new Form 10; however, if courier support is required at both home station and a deployed location, a new account will need to be established at the deployed location too. FA accounts will often authorize, in writing, another account to enter/receipt for material on their behalf as a CCA.

**2.12.2.** Additional information is required on the Form 10 for FA accounts due to the fact that contact with the forces afloat can be difficult.



## Figure 2.2: Instructions for Preparing USTRANSCOM FORM 10

The USTRANSCOM FORM 10 is in four parts. Complete only the parts needed for a particular account. Unless authorized, all entries (except signatures) must be typed or computer printed. Pen and ink changes to the Account Delivery Address are **NOT** authorized.

### Part I – All Account Types

– **Account Delivery Address.** Enter the Account’s three-line Delivery Address. The servicing courier station will construct and provide the three-line Account Delivery Address to the supported activity. More than one DODAAC/account may be established on the same Form 10 when the same individuals are authorized to receive/ship for each DODAAC/account.

- **First Line.** A six character account number and the servicing station run code. Account numbers are assigned as follows:

-- For COMSEC accounts, the six character account number is assigned by the applicable COMSEC office and provided to the servicing station by the supported activity. COMSEC supported activities, to include contractors with COMSEC accounts, receive COMSEC account numbers from their specific service/supporting agency in accordance with governing directives.

-- Non-COMSEC account numbers will be assigned by the servicing station.

-- Station Run Code. The next four characters of the first line identify the servicing station digraph and the station delivery run code. Each station’s delivery run codes are designed by the courier station to identify the route for the supported activity’s service.

- **Second Line.** The supported activity’s DODAAC, the three-digit aerial port code (APC) of the servicing courier station, the servicing station’s digraph, and the supported activity’s Category of Account code (COA) make up the second line.

-- Each DODAAC will be developed by the servicing station.

-- Servicing courier station APC is what is used as Port of Embarkation (POE) and Port of Debarkation (POD). The servicing station will assist in determining the APC.

-- Digraph to identify the servicing station.

-- COA for payment.

- **The Third Line.** An unclassified, clear and concise unit name to help consignors and couriers positively identify the intended recipient.

- **Account Mailing Address.** Enter the Accounts official U.S. Postal Service mailing address and Fax number (optional). This address will only be used for communication with the supported activity. The address will not be used on official courier material.

- **After Hours Contact.** Account’s after hours contact phone number. DSN, Commercial, and Secure phone are requested. This information is optional.

- **Organization/Group NIPR and SIPR Email Address:** Supported activity can provide an UNCLAS and CLASSIFIED Email address for the account which does not rely on a single individual if possible. This information is optional.

- **Account Expiration Date:** The account expires one year from the account validation date or on the expiration of the contract for contract accounts, whichever comes first. Courier stations will enter this data.

- **Individual Information.** Provide name, grade and rank (CTR for contractors), telephone, Email, and signature specimen of at least two individuals with a clearance equal to or greater than the highest level of material entered and/or received by the account. All names and the grade/rank must be typed. Enter "Last item" on the next line after the last person listed.

- **Clearance Statement.** By signing in this block, the Account Authorizing Official (AO) certifies the individuals named on the form possess the security clearance and need to know equal to or greater than the highest classification of material entered and/or received by the account and the individuals will enter only qualified material for movement. The AO may use a digital signature in this block; however, if the AO intends to enter or receive material, then the AO must provide a verifiable signature specimen either by signing this block or listing themselves separately with other authorized individuals.

**Part II: Government Contractor Accounts:** The security clearances of government contractor personnel must be certified by a U.S. Government Official. (See para 2.10)

**Part III: Consolidated Control Account (CCA) Authorization:** Specify the DODAAC of the requested CCA. The Account Authorizing Official signs the statement authorizing the account to enter/receive material on their behalf. This must be the same AO who signed in Part I. The AO may use a digital signature to certify Part III. (See para 2.11)

**Part IV: Forces Afloat Required Contact Information:** This section is included to assist delivering courier stations by providing additional avenues for contacting Forces Afloat supported activities. Enter name and grade of each point of contact along with the Plain Old Telephone System, Commercial/DSN phone and Email addresses for each contact. (See para 2.12)

**Account Validation:** For Courier Station Use Only.

**Figure 2.3 Memorandum for Special Authority One-Time Entry/Receipt of Courier Material**

(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 DCS account numbers if available). (Include brief justification why one-time is being requested versus setting up a Defense Courier account).

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

<u>NAME</u>	<u>RANK/GRADE</u>	<u>SIGNATURE</u>

(Recommend supported activities authorize at least two individuals)  
(Obtain wet signatures for specimen verification)  
(Agency/activity must provide funding document for use by J-8 in processing payment)

//////////////////////////////////////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 2.4 Memorandum for One-Time Entry/Receipt of Courier Material – Individual**

(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 for one-time (entry, receipt, or both) on behalf of Defense Courier account (requesting agency/activity DODAAC). Individuals listed below are authorized to (enter, receipt, or both) material addressed (to/from) (requesting agency/activity DODAAC) for (list individual TCNs or time period required).

NAME	RANK/GRADE	SIGNATURE

(Recommend supported activities authorize at least two individuals)  
(Obtain wet signatures for specimen verification)

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

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

(Authorizing Official Signature Block)

Attachment:  
USTC Form 10 for (Requesting agency/activity DODAAC)

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 Memorandum for One-Time Entry/Receipt of Courier Material – Inter-Account**

(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 for one-time (entry, receipt, or both) on behalf of Defense Courier account (requesting agency/activity DODAAC).
2. Members authorized per USTRANSCOM Form 10 on the account listed below are authorized to (enter, receipt, or both) material addressed (to/from) (requesting agency/activity DODAAC) for (list individual TCNs or time period required).

(Three-line address of requested account)

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

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

(Authorizing Official Signature Block)

Attachment:  
USTC Form 10 for (Requesting agency/activity DODAAC)

1st Ind, USTC-J3C (Date)

MEMORANDUM FOR (Requesting agency/activity)

Request for one-time entry/receipt is approved.

(TCJ3-C Signature Block)

**Figure 2.6 Sample Contractor Authorization Letter**

CONTRACTOR AUTHORIZATION LETTER

[Date]

MEMORANDUM FOR DEFENSE COURIER DIVISION

FROM: [Government Sponsor for the contract]

SUBJECT: Contract Authorization Letter for DODAAC \_\_\_\_\_

1. [Company name] is authorized Defense Courier Service per DD Form 254. The following information is provided to assist in establishing a Defense Courier Account:

- a. Contract number: [contract number]
- b. Does block 11k of DD Form 254 authorize use of DCS? [YES / NO]
- c. Does block 11h of DD Form 254 authorize COMSEC material? [YES / NO]
  - i. If yes, enter COMSEC account number: [COMSEC account number]
- d. Does block 10e indicate SCI? [YES / NO]  
(If yes, the Form 10 and this letter must be sent to the authority listed in DoDI 5200.33, Enclosure 8)
- e. Contract expiration date: [REQUIRED DATE/DO NOT ACCEPT INDEFINITE]
- f. Government agency sponsor of the contract: [Sponsoring Agency]

2. Please contact the undersigned at [full telephone number and email address] for questions related to this memorandum.

SIGNATURE BLOCK

## **CHAPTER 3 – SUPPORTED ACTIVITY IDENTIFICATION REQUIREMENTS**

### **3.1. Supported Activity Authorization and Identification Procedures**

**3.1.1.** Individuals seeking to ship or receive qualified material via Defense Courier 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 Defense Courier Account Record.

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

- Department of Defense Common Access Card
- U.S. Government civilian identification card/credentials
- Contractor company identification card/badge
- State-issued driver's license
- DOS Diplomatic Courier Service courier credentials
- Passport
- Foreign national photo identification

**3.1.3.** The individual physically presenting material for Defense Courier movement does not have to be the same person who completed or signed the DD Form 1384, Transportation Control and Movement Document (TCMD) or ATCMD but both individuals must be listed on the supported activity's Form 10 or One-Time Authorization letter. The individual who is handing the material over to the couriers has to print and sign their name on the TCMD/ATCMD.

**3.1.4.** Couriers will verify the supported activity representative's signature on the manifest against the specimen provided on the Form 10 prior to transferring material.

## **CHAPTER 4 – DEFENSE COURIER MOVEMENT SYSTEM**

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

**4.1.1.** There are two levels of USTRANSCOM Defense Courier service: regular and special.

#### **4.1.2. Regular Movement**

**4.1.2.1.** Regular service accounts for the vast majority of material movement by Defense Courier. Shipments are receipted for, processed, and delivered via normally scheduled transportation. USTRANSCOM J8 sends a monthly invoice to the account COA to bill for material moved at the “per pound” rate.

#### **4.1.3. Special Movement**

**4.1.3.1.** Special service may be utilized for material of such urgency that, to preclude mission impairment, must be moved more expeditiously than regular service. To ensure rapid delivery, couriers make special arrangements to meet the supported activity’s requested Required Delivery Date (RDD). Material too large to fit in an overhead bin on a commercial flight requires advance planning to accomplish expedited movement.

**4.1.3.2.** Special movements usually involve additional costs (e.g., commercial airline tickets, per diem, etc.) that are the consignor’s responsibility to cover. Stations will work through the Defense Travel System (DTS) and/or their local travel office to develop realistic cost estimates using the least expensive means to satisfy the supported activity’s requirement while ensuring appropriate security for the material and the couriers.

**4.1.3.3.** Supported activities must provide the following information for Defense Couriers to coordinate a special movement:

- Consignor’s account information
- Consignee’s account information
- TCN(s), weight, and package dimensions
- Destination location
- Exact Required Delivery Date (As soon as possible is not acceptable)
- Date and location material will be available for movement
- Fund cite, MIPR, or Line of Accounting (cross-org in DTS) for courier travel and any additional costs for material movement above and beyond the standard per pound rate
- Points of contact at the requesting agency, originator, and recipient
- Any other pertinent or requested information (for Nickname specials include the required period and frequency of movement)

**4.1.3.4.** Requests for special mission must be approved by USTRANSCOM TCJ3-C prior to execution.

### **4.2. Establishing Regular Pickup/Delivery Service.**

**4.2.1.** Service with supported activities can be completed several ways: over-the-counter at the courier station, at the supported activity’s location, or at a Central Servicing Point (CSP).

**4.2.1.1.** As a general rule, supported activities located within 90 miles or 1.5 hours one-way distance of the servicing courier station will be asked to pick up and deliver material over-the-counter at the courier station. Similarly, when scheduling service, supported activities may be asked to travel 90 miles or 1.5 hours to a common location where multiple supported activities can meet. While we strive to provide the best service possible, our resources are limited so door-to-door service for every supported activity is not possible or practical.

**4.2.1.2.** Supported activities located a significant distance from the supporting Defense Courier Station will normally be serviced by established over-the-road delivery routes. The meeting location will be pre-coordinated. Transactions will be conducted only at locations affording sufficient security and safety for the couriers and material (e.g., military, federal, or similar controlled-access facilities).

**4.2.1.3.** Defense Couriers use a mix of military airlift and government vehicles to transport material to and from supported activities. Commercial air travel may also be used for special movements. Delivery to geographically-separated supported activities requires coordination and cooperation from all parties involved. Extensive coordination with military airfields, military installations, various airfield support agencies and supported activities is required for each transaction. During special movement, coordination with commercial airfields and the Transportation Security Agency may also be required to ensure the security of the material. Delivery by commercial air is the most expensive means of transport and is reserved for only long distance or special delivery missions.

**4.2.1.4.** Whether service is schedule by road or air, it is imperative supported activities uphold the meeting arrangement as agreed with the servicing station. Mission couriers will make every effort possible to keep supported activities apprised of estimated arrival times.

**4.2.2.** Contact your servicing Defense Courier Station for specific information regarding your specific pick-up/delivery service.

### **4.3. Delivery Coordination**

**4.3.1.** Courier stations should coordinate pick-up/delivery schedules with supported activities well in advance of the actual date. Stations may coordinate by phone or e-mail and include the date, time and place along with the number of articles, total weight addressed to your account, and any special handling instructions you may need to know. This is also your opportunity to inform couriers about any material you have for pick-up.

**4.3.2.** To ensure material security, couriers will not transport material for your account unless the couriers are able to confirm, through positive contact, pick-up/delivery arrangements with an authorized individual listed on your account's Form 10.

**4.3.3.** Servicing stations monitor accounts that do not meet couriers for delivery or pick up as coordinated. A "Supported Activity No Show" is recorded when an authorized individual for your account commits to a rendezvous with our couriers but fails to show at the time and place as scheduled. Your servicing station will notify the Account Authorizing Official or COR if/when a "No Shows" occur. Costs associated with returning shipments after a "No Show" will be charged to the COA of the offending account. A negative "No Show" trend could result in account suspension.

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

**4.4.1.** Ensuring the right material is delivered only to the correct intended recipient is paramount to the security of your material. The delivery process used by Defense Couriers is purposely designed to be a methodical, redundant process to prevent delivery to the wrong person. We ask for your patience and understanding, especially when the weather is less than ideal, as our couriers accomplish standardized steps to assure the security of your material.

**4.4.2.** Transfer of custody and responsibility for the classified material occurs with the printed name, and signature of the recipient and Defense Couriers on the delivery manifest.

**4.4.3.** All actions identified above must be accomplished by two couriers, working as a team. As a result, couriers will only provide service to one supported activity at a time.

**4.4.4.** A separate manifest (two copies) will be prepared for each account receiving material on a given delivery mission. After completing the delivery transaction and verifying all material is accounted for, the two Defense Couriers and the authorized receiving supported activity representative will sign the two copies of the manifest. Couriers will keep the original and the receiving supported activity will keep the second copy.

#### **4.5. Material Security.**

**4.5.1.** Any movement of classified material away from a secured storage location exposes the material and the couriers to risk. USTRANSCOM servicing courier station and individual couriers will take all precautions necessary to minimize risks and ensure secure movement and delivery of classified material.

**4.5.2.** Security is optimal when the transfer of classified material is conducted within the secure confines of the servicing courier station. For this reason, supported activities within a reasonable geographic range from the station are asked to conduct business over-the-counter at their servicing station.

## **CHAPTER 5 – MATERIAL PACKAGING**

### **5.1. General**

**5.1.1.** In accordance with DODI 5200.33, only “qualified” material that has been properly packaged and documented may be accepted for movement by USTRANSCOM Defense Couriers. Courier stations can incorporate packing and wrapping training in local supported activity training programs as necessary and if requested.

**5.1.2.** Prior to material acceptance, no markings or labeling will be visible other than the military shipment label and any pre-printed caution markings (e.g. fragile, this side up, etc.)

### **5.2. Minimum Packing Standards Specified in DODM 5200.01 and MIL-STD-129**

**5.2.1.** Minimum standards for packing and wrapping qualified material are:

- Double wrapped with opaque material.
- Equipment packaged by manufacturer in accordance with contract specifications and double wrapped.
- Packaged so contents will not shift during transit
- Wooden crates, double-faced corrugated fiberboard, heavy Kraft wrapping paper, canvas shipping bags are acceptable outer packaging materials subject to restrictions further specified below.
- Tape-gummed Kraft paper tape (reinforced), federal stock number 8135-00-598-6097, or its equivalent. Masking, cellophane, or translucent nylon-reinforced tape will not be used.
- Cartons with stapled seams and/or corners must have the stapled seam covered by reinforced Kraft paper tape.
- 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 strapping bands are not allowed for courier safety and protection of other supported activities packages.

### **5.3. Size and Weight Standards**

**5.3.1.** The minimum acceptable shipment size is a package capable of applying a Military Shipment Label (MSL) without bending the label around an edge.

**5.3.2.** Single items will not normally exceed 150 pounds or have dimensions in excess of 45½ x 26 x 22 inches. Supported activities request exceptions to weight or size restrictions through their servicing courier station in advance of the shipment so the servicing station can coordinate with all down-line stations prior to movement.

**5.3.3.** At a minimum, provide the following overweight/oversize information to your servicing station at least 48 hours prior to entering material into the courier system for over-the-counter and road mission supported activities. Supported activities who are serviced via air missions, may need to provide the following information 7 days prior to pick-up due to space/weight limitations on the aircraft:

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

**5.3.3.2.** Proposed date of shipment and Required Delivery Date (RDD) when applicable.

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

**5.3.4.** Per DoDI 5200.33, Enclosure 8, supported activities are required to pre-coordinate any shipment exceeding 300 pounds or 90 linear inches (length + width + height).

#### **5.4. Reinforcement Methods**

**5.4.1.** Reinforcement tape is to be used to seal all seams and flaps. Kraft paper tape (reinforced), federal stock number 8135-00-598-6097, or its equivalent is required to complete this task.

**5.4.2.** Flaps and open seams of the fiberboard carton will be sealed completely.

**5.4.3.** If a paper outer wrapper is used, all exposed seams will be taped.

**5.4.4.** Packages 20 to 49 pounds will be packaged with a first and second wrapper of double-faced corrugated fiberboard carton. All seams will be sealed.

#### **5.5. Shipping Bags/White Canvas Bags**

**5.5.1.** The total weight of shipping bags will not exceed 50 pounds. They will not be used to pack exposed wooden or metal boxes that can tear the bag during shipment.

**5.5.2.** Shipping bags will be secured at the neck at least 6 inches below the top of the bag with strong cord and sealed using a lead seal. The seal will be pulled tight to prevent it from being removed, except by cutting the cord. The military shipping label will be affixed to a hardened material, i.e., plastic or cardboard.

**5.5.3.** Exposed stitching of the shipping bag must be turned to the inside.

**5.5.4.** Shipping bags with holes, tears, or defective seams will not be used.

**5.5.5.** U.S. Postal Service bags, pouches, or sacks will not be used.

**5.5.6.** DOS bags, pouches, or sacks will not be used for non-DOS material.

## **CHAPTER 6 – DOCUMENTATION REQUIREMENTS FOR MATERIAL**

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

**6.1.1.** All shipments moving within the DTS must comply with DTR 4500.9-R-Part II, “Cargo Movement”. The basic shipping document, DD Form 1384, *Transportation Control and Movement Document* (TCMD), is used to control the movement of cargo while in the DTS. (Figure 6.1)

**6.1.2.** Supported activities use the Defense Courier Advanced Transportation Control Movement Document (DC-ATCMD) web site <https://trackerlite.wpafb.af.mil/DCATCMD> to provide advanced shipment information to their servicing courier station, and print the TCMD and bar-coded shipping labels.

**6.1.3.** Each shipment will be assigned a separate Transportation Control Number (TCN). The TCN is a 17-digit alpha numeric code that identifies each individual piece of courier material. TCNs can be broken down into 6 sections.

**6.1.3.1.** The First 6 digits are the shipper’s DODAAC.

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

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

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

**6.1.3.5.** Digits 12-14 are the TCN serial number, in sequential order starting over each day.

**6.1.3.6.** Digits 15-17 will be XXX for most courier shipments. In some cases where a supported activity has multiple individual articles that must be moved/delivered together, the 16th position will be used to identify the article as part of a multi-piece shipment.

**6.1.4.** When material is entered through the DC-ATCMD web site, the TCN will be constructed automatically.

### **6.2. DD Form 1387, Military Shipment Labels (MSL)**

**6.2.1.** The security of your material depends on accurate addressing of the DD Form 1387. We rely on your care and attention when addressing and labeling packages to ensure the courier delivery address on the DD Form 1387 is correct for the intended recipient and that the label is securely affixed to package in a way that prevents loss or damage to the label. (Figure 6.2)

**6.2.2.** Each article will have a MSL permanently affixed by the shipper.

**6.2.3.** Postal mailing addresses are not authorized on the MSL.

**6.2.4.** When replacing or updating a military shipping label with a new one, completely cover or otherwise obliterate the old DD Form 1387 to prevent confusion.

### **6.3. Purpose and Function of the ATCMD Website**

6.3.1. The goal of DC-ATCMD is to provide users with a common interface to quickly communicate transportation data required to successfully ship material by Defense Courier. It is imperative that the data you enter is correct as it will determine the ultimate delivery address. Please verify your entries and double check your shipping labels to ensure you have correctly addressed your shipment before physically transferring the material to Defense Couriers.

6.3.2. See Appendix C of this guide for instructions on using the DC-ATCMD system. DC-ATCMD is currently limited to CAC-access only. Contact your servicing courier station for DC-ATCMD questions and comments.



**Figure 6.2: Instructions for Preparing DD Form 1387, Military Shipment Label**

- Inserts identify which block from the DD Form 1384, TCMD that must match with the DD Form 1387, MSL

MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-0188
1. TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
<b>Block 10</b>		
3. FROM	<b>Block 6</b>	4. TYPE SERVICE
5. SHIP TO/POE	<b>Block 6</b>	6. TRANS PRIORITY
		<b>Block 12</b>
7. POD	<b>Block 7</b>	8. PROJECT
		<b>Block 14</b>
9. ULTIMATE CONSIGNEE OR MARK FOR	10. WT. <i>(This piece)</i>	11. RDD
	<b>Block 23</b>	<b>Block 13</b>
	12. CUBE <i>(This piece)</i>	13. CHARGES
	<b>Block 24</b>	
	14. DATE SHIPPED	15. FMS CASE NUMBER
	16. PIECE NUMBER	
	<b>Block 22</b>	
	17. TOTAL PIECES	

DD FORM 1387, JUL 1999 PREVIOUS EDITION IS OBSOLETE

## **CHAPTER 7 – UNIQUE CIRCUMSTANCES**

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

**7.1.1.** Courier stations will typically hold shipments for up to 30 days. Stations will notify your account using the contact information you provide on your Form 10. The message will advise receiving supported activities that material will be returned to the originator if it has not been delivered or picked up within 30 days of the message date. Supported activities receiving these messages should immediately contact the servicing courier station to coordinate delivery or pick-up.

**7.1.2.** In most cases, the COA of the addressee unit (Consignee) will be billed for shipping associated with RTS material when positive contact is unable to be made to coordinate delivery or pick-up.

### **7.2. Re-routing Material (Supported Activity Request)**

**7.2.1.** Originating supported activities (Consignors) who want to change the destination of a package already entered in the courier movement system must do so in writing (signed email is acceptable) to their servicing courier station. Only individuals listed on the originating account's Form 10 may request material re-route. Since your shipment is likely moving or being planned for movement, contact your servicing station as soon as possible to advise of your intentions and to request that the material be stopped or "Frustrated" from further movement until disposition instructions are finalized.

### **7.3. Two-Person Control (TPC) (including NATO-TPC)**

**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 forth policy and procedures for the control and handling of TPC material. Due to sensitivity and limited units involved, handling instructions for Two-Person Control material is not provided in this guide; however, it is imperative that the utmost attention to detail is given to all aspects related to the transfer of TPC material. All documents, signatures, packaging, and addressing require verification and validation before Defense Couriers will accept material from a shipper or deliver to an addressee. Contact your servicing station via secure means for assistance.

### **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 forth JCS policy on the security, handling, and control of NC2-ESI material. As mentioned in the preceding paragraph, 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 your servicing station via secure means for assistance.

### **7.5. Two-Signatures Required (San Antonio, Baltimore and Europe only)**

**7.5.1.** USAFE Instruction 33-201, *Operational Doctrine for Safeguarding and Control of Weapons Storage and Security System (WS3)* (Limited Distribution), contains guidance on this program. Please contact your servicing station for assistance.

## **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 deployment as possible to confirm material routing instructions. All courier stations have secure communication means in the event deployment or port call schedules are sensitive or classified.

**7.6.2.** Submarines and other forces afloat accounts with two or more teams must either ensure their Form 10 includes personnel from all 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 current location or shipment routing information.

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

**7.7.1.** Supported activities 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 guide 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 para 4.1.3.).

**Supported activities may request an RDD, but it is up to the servicing station and TCJ3-C to accept or refuse the RDD based on the timeline and the acceptance/delivery location of the material.**

## CHAPTER 8 – DELIVERY BY DEPARTMENT OF STATE

### 8.1. General.

**8.1.1.** Material destined to supported activities located in, temporarily assigned to, or transiting nations with which the United States does not have a Status of Forces Agreement (SOFA) or similar agreement protecting material from search and seizure, may be transferred to Department of State (DOS) for ultimate delivery under the Vienna Convention. Material and DOS required accompanying documentation will be coordinated and provided to the DOS regional field office that is responsible for the specific area of delivery. Service to some countries or regions require additional time therefore, advance notification of requirements is key.

**8.1.2.** Department of State couriers are not authorized to receive or transport TPC or NC2-ESI material for any account.

**8.1.3.** Material must be pre-cleared with DOS regional field office prior to entry. Shippers are responsible to request DOS movement to the appropriate DOS regional field office with the Transportation Control Number, Destination Name (U.S. Consulate or Embassy), individual recipient, weights, dimensions and consignee at post. The regional field office will provide all required documentation for completion prior to acceptance. Once the documentation is completed and return to the regional field office, a DOS approval e-mail will be sent. This e-mail is to accompany the material. The material **WILL NOT** be accepted by the servicing courier station from the consignor unless a copy of the email from DOS is provided.

**8.1.4.** Points of Contact for DOS Regional Field Offices:

- CONUS (and Central/South America) shipments, HKD098: Perry Davidson ([DavidsonSP@state.gov](mailto:DavidsonSP@state.gov))
- Bahrain (Southwest Asia) shipments, HKB003: Eric McKenzie ([McKenzieEA@state.gov](mailto:McKenzieEA@state.gov))
- Korea (Central/Eastern Asia) shipments, HKQ300: Tim Howlin ([HowlinTM@state.gov](mailto:HowlinTM@state.gov))
- Frankfurt (Europe and Africa) shipments HKR324: Peter Yahl ([YahlPD@state.gov](mailto:YahlPD@state.gov))

**NOTE: \* DOS WRDCD (copied on all correspondence):** ([WRDCD-OPS@state.gov](mailto:WRDCD-OPS@state.gov))

### 8.2. Package Requirements

**8.2.1.** DOS restrictions on material size/weight may differ from Defense Courier Division restrictions. DOS reserves the right to refuse courier material for movement and delivery. Material refused by DOS will be returned to sender (RTS) at the consignor's expense. Contact your servicing courier station or TCJ3-C Operations for assistance.

**8.2.2.** Articles with dimensions exceeding 29"x29"x30" must be wrapped in burlap and cross-banded before acceptance by DOS Couriers. 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 the Defense Courier Division, the documentation requirements stay the same with an MSL and TCMD. In addition, there is a “Mark For” requirement on the documents to specifically identify to whom the package is going.

### **8.3. Delivery Instructions**

**8.3.1.** Originators must contact the destination account (consignee) and the receiving DOS agency (Embassy, Consulate, Defense Attaché Office (DAO), etc.) and advise of:

- Article number.
- DOS consignment number.
- Date material was given to DOS for movement.
- Material quantity and weight.
- Anticipated delivery date.
- Name/telephone #/location of DOS representative (Embassy, Consulate, etc).

**8.3.2.** If final delivery is to be done by the Department of State, a message with instructions for DOS delivery, submitted by the addressee is required. A CCA statement on the “*Defense Courier Account Record*” is not required.

**8.3.3.** Due to various global situations, availability of aircraft, delivery schedule frequency and material weight, packaging, and destination country restrictions, DOS service may require additional lead times and in some cases may not be possible. We recommend you contact one of the Diplomatic Security Courier points of contact listed below to obtain the latest information.

**BRANCH CHIEF CPM:** John Brandt: 703-922-3080

**DIPLOMATIC SECURITY COURIER LIAISON:** Perry Davidson: 703-922-3018

**DIPLOMATIC COURIER SUPPORT FLIGHT COORDINATOR:** Shane Morris: 703-922-3230

**CUSTOMER SERVICE DEPARTMENT:** Dorothy Howerton: 703-874-6420

**POUCH TRACKING:** [DPM-ANSWERPERSON@STATE.GOV](mailto:DPM-ANSWERPERSON@STATE.GOV)

## **APPENDIX A - REFERENCES**

DOD Instruction 5200.33, *Defense Courier Operations*

DOD 4500.9-R, Part II, *Defense Transportation Regulation, Cargo Movement*

MIL-STD-129, *Military Marking for Shipment and Storage*

Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3231.01B, *Safeguarding the Single Integrated Operational Plan (SIOP)*

CJCSI 3260.01E, *Joint Policy Governing Positive Control Material and Coded Control Devices*

Air Force Manual (AFMAN) 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*

USAFE Instruction 33-201, 21 December 2007, *Operational Doctrine for Safeguarding and Control of Weapons Storage and Security System (WS3) (Limited Distribution)*

USTRANSCOMI 10-22, *Defense Courier Operations*

DD Form 1384, *Transportation Control and Movement Document*

DD Form 1387, *Military Shipment Label*

## APPENDIX B – USEFUL INTERNET LINKS

USTRANSCOM <http://www.transcom.mil/>

Defense Courier Portal <http://www.ustranscom.mil/cmd/associated/dcd/?page=contacts.cfm>

ATCMD (Material shipping) <https://trackerlite.wpafb.af.mil/DCATCMD> account registration required

IGC (Shipment Tracking) <https://www.igc.ustranscom.mil/igc/> CAC and account registration required

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

# APPENDIX C – DC-ATCMD WEBSITE GUIDE

## Logistics Tool Suite

### Tools

- [TrackerLite](#)
- [Funds Control](#)
- [Dashboard](#)
- [DC-ATCMD](#)
- [DD1149](#)
- [DODAAC](#)
- [JTRT](#)
- [LTS Reports](#)
- [RECON](#)
- [SPIRES](#)
- [TAC Request](#)
- [TLQ](#)
- [Track N Trace \(TNT\) - DLA Only](#)



# LTS



### Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



support request

## Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

LTS DCATCMD My Account

Forms

Help

Create a Shipment

View Submission History

Welcome back

**Step 1: Search Consignor**

Consignor:  Search Method:

The **consignor** field defaults to your registration account. If you have multiple accounts, you can manually input any DoDAAC or account number.

**Step 2: Verify Consignor and Determine Destinations**

Address: 434021 WP06  
 HKZJ3C FFO WP 001  
 USTRANSCOM J3-C  
 SCOTT AFB IL 62225

APOE:

Consignees:

Enter up to 20 **destinations** (consignees) per session. Pieces will be added in the next step.

Verify **your account** information for accuracy

**Step 3: Create Shipments**

Destination: 1

Consignee:  Search Method:  Pieces:

Enter up to 23 **pieces** per consignee.

Enter destination DODAAC or account number  
 Ensure proper DODAAC is entered, this is where the shipment will be delivered

**Step 3: Create Shipments**

**Destination: 1**

Consignee: HKZJJA      Search Method: By DoDAAC      Pieces: 2      Search

Address: 416000 JA00  
HKZJJA NIP JA 001  
934 ALBERMARLE ST  
JACKSONVILLE FL 32212-0032

APOD: NIP

Piece:	Container:	Weight:	Length:	Width:	Height:	RDD:
1	Box		1	1	1	999
2	Flat		14	9	0	999

**Destination: 2**

Consignee: HKZJSN      Search Method: By DoDAAC      Pieces: 2      Search

Address: 444000-SN00  
HKZJSN DC5 SN 001  
DCS STATION -SAN DIEGO  
SAN DIEGO CA 92135-7134

APOD: DC5

Piece:	Container:	Weight:	Length:	Width:	Height:	RDD:
1	Box		1	1	1	999
2	Box		1	1	1	999

Ensure the destination and APOD are accurate! This is where your shipment will be delivered!

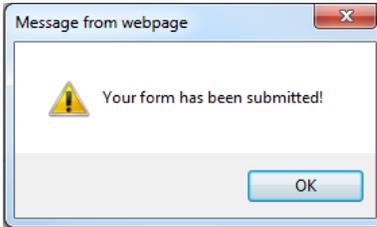
Identify each piece as a box or flat.

Enter the weight, length, width, and height of each piece. (pounds & inches)

After all required fields are completed, click submit

**Step 4: Validation and Submission**

Submit ATCMD      Re-start



**Submission History**

Show 10 entries

Search:

**Locate submission to print**

Consignor	APOE	Submission Date	Destinations	Action
HKK022	SKF	7/23/2013 2:23:02 PM	1	<a href="#">View Details</a>
HKR222	RMS	7/25/2013 12:42:44 PM	1	<a href="#">View Details</a>
HKZJ3C	FFO	7/22/2013 3:24:50 PM	2	<a href="#">View Details</a>
HKZJ3C	FFO	7/23/2013 8:36:24 AM	1	<a href="#">View Details</a>
HKZJ3C	FFO	7/23/2013 9:50:50 AM	1	<a href="#">View Details</a>
HKZJ3C	FFO	7/23/2013 12:25:56 PM	1	<a href="#">View Details</a>
HKZJ3C	FFO	7/24/2013 3:55:00 PM	1	<a href="#">View Details</a>
HKZJ3C	FFO	7/25/2013 8:50:43 AM	1	<a href="#">View Details</a>
HKZJ3C	FFO	7/25/2013 12:56:08 PM	2	<a href="#">View Details</a>
HKD620	DC6	7/18/2013 8:42:08 AM	1	<a href="#">View Details</a>

Showing 1 to 10 of 12 entries

**Click View Details**

**Submission History Detail**

Consignor	APOE	Submission Date	
HKZJ3C	FFO	7/25/2013 12:56:08 PM	
Destination	Consignee	APOD	RDD
1	HKZJJA	NIP	999
Piece	TCN	Weight	Cube
1	HKZJ3C3206X002XXX	35	1
2	HKZJ3C3206X003XXX	1	1
Destination	Consignee	APOD	RDD
2	HKZJSN	DC5	999
Piece	TCN	Weight	Cube
1	HKZJ3C3206X004XXX	35	1
2	HKZJ3C3206X005XXX	1	1

**Click here to print  
Military Shipping Label (MSL)**

[Print Receipt](#)

**Click here to print Receipt**

