

CHAPTER 202

CARGO ROUTING AND MOVEMENT

A. GENERAL

This chapter provides routing and general provisions for Department of Defense (DoD) worldwide cargo movement by rail, motor, air, freight forwarder, pipeline, intermodal systems, drive-away and tow-away service, and water (inland waterway, coastal, and inter-coastal) carriers. Additional information on Continental United States (CONUS)-only movements can be found by referring to Military Freight Traffic Unified Rules Publication-1 (MFTURP-1). It can be located on the United States Army Transportation Command (ARTRANS) website at <https://www.army.mil/artrans#org-industry>. Under the GUIDANCE | PUBLICATIONS | FORMS | REPORTS | TRAINING header, click the + link for Essential Transportation Guidance (MFTURP, DTR, Access Guide, etc.).

B. ROUTING AUTHORITY

1. Transportation Officers (TO), or their authorized shipper agents appointed by official letter, may route general commodity shipments by rail, motor, and air, as described in Paragraphs [B.1.a](#) and [B.1.b](#) below, using best value principles and in compliance with the DoD's and the TOs' respective Service HQ's traffic management policies. TOs have two primary and one backup routing procedure options, as specified in Paragraphs [B.1.a](#) and [B.1.b](#). [Paragraph C](#) describes the three means in which shipment route orders are handled. Only DoD approved freight carriers having an active paper or electronic Tender of Freight Services on file that is approved by the United States Transportation Command (USTRANSCOM) or ARTRANS within the Global Freight Management (GFM) system and/or a Global Heavyweight Service (GHS), Commercial Multi-Modal (MM), Civil Reserve Air Fleet (CRAF) Charter, or Next Generation Delivery Services (NGDS) contract for domestic and international package delivery services are authorized for use when routing cargo (see [Paragraph Y.3.b](#)). Unless preapproved by ARTRANS, only carriers that use the Third Party Payment System (TPPS) are eligible for freight traffic awards and are considered a best value. The freight traffic awards will be consistent with the elements of best value. A list of DoD-approved carriers can be accessed in real time through GFM at the DoD Approved Carrier List Application.

NOTE: Here is a link to access GFM through TEAMS: <https://eta-teams.transport.mil/teams/login> (you must have an ETA/GFM TEAMS account to access).

- a. Activities with automated capabilities must obtain route orders using the automated system routing request formats (GFM). The appointed TO may authorize the use of the automated system's override feature in accordance with applicable Service-level guidance and policies. TOs must maintain written justification for each shipment conducted using the override feature for a minimum of three years from the shipment pickup date for post payment audit purposes. Military Service and DOD Agency Headquarters may designate a higher approval authority through their Service/Agency policies. Exception: GFM 500K series tenders negotiated by the ARTRANS Special Requirements Branch does not require approval. The 349 Report provided is the authorization for override.
- b. When automated systems are unavailable and TOs require manual processing:
 - (1) The TO will follow their Service's contingency plans to facilitate freight movements during system outages. The TO will maintain a record of all manual commercial bills of lading (CBL) or straight bills of lading (BL) issued during emergency conditions. Upon departure, the driver must sign and be provided copies of all shipping documents.

- (2) When GFM is down:
 - (a) For all freight, the TO will contact approved carriers to provide shipment data/award freight.
 1. For overdimension and overweight shipments, the carrier will only be entitled to their tendered rate plus the cost of permits/escorts. The carrier must provide hard copies of receipts for these charges.
 2. Prepare a straight BL with the shipment information listed and have the driver sign after loading. Copies will be kept for the TO's record and given to the driver.
 3. The minimum data required on a straight BL include origin address, destination address, equipment type, total pieces, weight, dimensions, commodity code, accessorials requested, required delivery date (RDD), points of contact (POC), and valid phone numbers.
 4. Once GFM is operational, input shipment data and complete/release CBL.
 5. Once CBL is released in system, the data will transmit to the TPPS allowing the carrier to update the status.
 6. If Defense Transportation Tracking System (DTTS) tracking is required, manually enter these shipments in DTTS in accordance with (IAW) DTR Part II, Chapter 205.
 7. ARTRANS Domestic Freight Services can provide assistance on cost questions or routing instructions: email usarmy.scott.artrans.mbx.g3-domestic-freight-services-branch@army.mil.
- (3) When systems other than GFM are down:
 - (a) For non-overweight/overdimension freight, use the rate quote application in GFM to get a complete list of approved carriers with valid tenders for route and equipment requested.
 - (b) The rate quote should include origin, destination, mode, equipment, commodity, weight, and any accessorial services needed.
 - (c) For overweight/overdimension freight, use the spot-bid application to get a complete list of approved carriers with bids for the route and equipment requested.
 - (d) Contact the carrier and provide the shipment data/award freight.
 - (e) Prepare a straight BL with the shipment information listed and have the driver sign after loading. Copies will be kept for the TO's record and given to the driver.
 - (f) The minimum data required on a straight BL include origin address, destination address, equipment type required, total pieces, weight, dimensions, commodity code, accessorials requested, RDD, POCs, and valid phone numbers.
 - (g) Once shipper's system is operational, input the shipment data and complete/release the CBL.
 - (h) Once the CBL is released in the system, the data will transmit to the TPPS allowing the carrier to update the status.
 - (i) The carrier will only be entitled to rates valid within tender at the date of shipment or the spot-bid amount provided.

- (j) If DTTS tracking is required, manually enter these shipments in DTTS IAW DTR Part II, Chapter 205.
 - (k) ARTRANS Domestic Freight Services can provide assistance on cost questions or routing instructions: email: usarmy.scott.artrans.mbx.g3-domestic-freight-services-branch@army.mil.
- (4) The TOs can submit an electronic Spot Bid request using GFM through TEAMS: <https://eta-teams.transport.mil/teams/login> (you must have an ETA/GFM TEAMS account to access). If use of Spot Bid does not satisfy movement requirement, the TOs can submit a manual DD Form 1085, [Figure 202-1](#), to the ARTRANS Special Requirements Team at usarmy.scott.artrans.mbx.negotiations-team@army.mil.
- 2. TOP SECRET and other sensitive material that require an escort via USTRANSCOM Defense Courier Division (DCD) shipments are routed by the DCD IAW DoD Instruction (DoDI) 5200.33, [Defense Courier Operations \(DCO\)](#), <https://www.esd.whs.mil/Directives/issuances/dodi/>.
 - 3. Export shipments are routed IAW this chapter.
 - 4. Air shipments funded by the Services must be made IAW Service instructions and published guidance.

C. DOMESTIC ROUTE ORDER (DRO) REQUESTS (DROR)

- 1. DROs and DRORs are routed through ARTRANS via three primary means based on shipment type, shipment requirements and/or shipment commodity. Means of routings are: Standard Electronic Routings, Electronic Spot Bid and Negotiated Routings.
 - a. Standard Electronic Routings: General commodity shipments processed through a shipper system rate and ranked by the Oracle through the Automation Transportation Request (ATR)
 - (1) Electronic Routings of Arms, Ammunition, and Explosives (AA&E) and hazardous commodities: These type shipments are routed through ARTRANS SDG3 and are monitored and processed by the ARTRANS freight routing section prior to Oracle rate and ranked process. These type shipments include, but are not limited to:
 - (a) Class/Division 1.1, 1.2, 1.3, and 1.4 ammunition and explosives; Class 2.3 Poisonous by Inhalation (PIH) materials; and Class 7 radioactive materials with the Yellow III label. Limited quantities of Class 1.4 ammunition and explosives that are eligible for shipment via small package domestic contract carriers do not require an ARTRANS Route Order (see Chapter 205, Paragraph G).

NOTE: Shipments of AA&E, where a security escort vehicle is required will be submitted through automated shipper systems no later than 48 hours prior to the shipment pickup. Shippers may contact the ARTRANS Domestic Freight Section Monday through Friday from 0800 until 1400 CST for assistance via email at: usarmy.scott.artrans.mbx.g3-domestic-freight-services-branch@army.mil.
 - (b) Certain shipments and/or commodities requiring special handling, such as, hydrazine, fire extinguishers, etc.
 - (c) Any shipment where the shipper inputs notes into the Notes to SDG3 field.
 - b. Electronic Spot Bid: This integrated electronic rate-quoting process allows a TO to post a shipment electronically via the GFM Spot Bid Application. This process must be used to the maximum extent possible before submitting a manual routing. Typically used for:

- (1) Over-dimensional, overweight shipments.
- (2) Shipments for which there are no ARTRANS approved tenders.
- (3) Shipments where no carrier response was provided through a shipper system via ATR.
- c. Negotiated Routings: Shipments requiring negotiated routings are submitted using the DD Form 1085, Domestic Freight Routing Request and Order (Figure 201-1) to the ARTRANS Special Requirements Branch (see DTR Part II, Chapter 201, Para M.13.e.(1)(a) and Para O.4.). Negotiated route orders are required for the following:
 - (1) Volume Move Requests (VMR); a single movement requirement of any commodity from one origin to a single destination that will total 25 carloads (CL) or 25 truckloads (TL) or more.
 - (2) Shipments with accessorial services or special requirements that the electronic shipper system is unable to support and is not spot bid eligible.
 - (3) Shipments where no carrier response was provided through a shipper system via ATR and not spot bid eligible.
 - (4) Shipments where no carrier response was provided via electronic spot bid and items that are not spot bid eligible, such as, Transportation Protective Services items with an Security Risk Category (SRC) I or II.

D. EXCEPTION

Exceptions to the assignment of routing authority and other routing procedures are granted by ARTRANS or the theater Commander (CDR) during national, regional, or local emergencies. (See Chapter 201.)

E. CUSTOMS

1. TOs must comply with the customs laws and agreements of the countries in which cargo is being either imported or exported. See 15 CFR, Commerce and Foreign Trade, for U.S. Customs and Border Protection (CBP) export procedures and requirements; 19 CFR, Customs Duties, for import requirements; and DTR Part V, Department of Defense Customs and Border Clearance Policies and Procedures, Chapter 508, U.S. Export Requirements and Chapter 502, United States Entry Requirements. TOs must also refer to Combatant Command Chapters (510 through 515) in DTR, Part V, for Clearance requirements for the entry/exit of materiel for specific countries listed for those areas of responsibility (AORs). Customs information is available by going to the USTRANSCOM website at <https://www.ustranscom.mil/> and selecting “Defense Transportation Regulations, Customs (Part V)”.
2. Shippers are responsible for Electronic Export Information (EEI) submission. An EEI is required for all Foreign Military Sales (FMS) shipments and for shipment of United States Munitions List (USML) DoD-owned property shipments. See DTR Part V, Chapter 508, Paragraph D, for specific guidance on EEI submission and export documentation requirements for DoD-owned property. See also the DoD Foreign Clearance Guide.
3. Chapter 508 also provides guidance for the following:
 - a. Shipments originating in the United States that are not on the USML.
 - b. EEI.
 - c. Destination Control Statements for all products exported from the United States.

4. Shipments to non-DoD activities from the United States require a CBL and an Automated Commercial Environment (ACE) Shipment Record ([Figure 202-5](#)) when transiting the border.
5. Chapter 502 provides guidance for the importation of cargo into the United States. Paragraph N provides instructions on Importer Security Filings (ISF 10+2) submissions.

F. INTRATHEATER FERRY SERVICE

Cargo originating at an inland location and moved by truck or rail (for which ferry service may be required incidental to the total overland movement) will be routed by TOs using approved tenders, agreements, or conventions on International Route Orders.

G. PROOF OF SHIPMENT, PROOF OF DELIVERY (POD), AND DOD IN-TRANSIT VISIBILITY (ITV) REQUIREMENT

1. Tenders and/or Contracts may contain provisions for carriers to furnish proof of shipment and POD records.
2. Proof of shipment is a paper or electronic carrier record provided by the carrier at the time of shipment and signed by the origin TO or representative. The signed copy of the proof of shipment provides the shipper with evidence a specific shipment was tendered to a carrier for transportation.
3. POD is a paper or electronic record maintained by the carrier that establishes when a specific shipment was offered for delivery at the destination and when it was accepted for delivery as authenticated by the signature and legible and printed (manually or mechanically, in English) name of the consignee TO or representative.
4. Proof of receipt for delivery at the stopoff unloading point will utilize DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point, [Figure 202-3](#).
5. All DoD shipments must comply with DoD ITV requirements by having carriers submit movement data to Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) via Electronic Data Interchange (EDI) using American National Standards Institute (ANSI) X12 codes IAW DoD Timeliness Evaluation Criteria, [Table 202-1](#), or best business reporting procedures.

H. UNDELIVERABLE SHIPMENTS

When a TO is advised a shipment is undeliverable because of natural disaster, labor dispute, or other such conditions, the TO will coordinate with the shipping or receiving authority for disposition. (See Chapter 210 for Transportation Discrepancy Report [TDR] procedures.)

I. DRAYAGE, PICKUP, AND DELIVERY SERVICES

In the CONUS, commercial transportation will be used for drayage, pickup, and delivery services when practical. Government-owned transportation will be used as efficiently as possible, only during peacetime, to provide essential training for operational personnel and to meet logistics needs consistent with fostering development of military useful commercial capabilities. Government-owned transportation will not be used to replace Federal Acquisition Regulation (FAR)-based contracted transportation IAW [Paragraph B.6](#). In Outside Continental United States (OCONUS) theaters, the policy is to maximize the use of Government-owned assets and to use commercial transportation when requirements exceed the capability of Government-owned assets.

J. DEMURRAGE, DETENTION, AND STORAGE

1. The TO will be familiar with ARTRANS freight traffic rules for demurrage, detention, and storage and take action to keep these charges at a minimum. The TO will inform activity CDRs of conditions that may cause excess charges. Upon request, ARTRANS or the theater CDR will provide assistance in determining the correct charges.
2. For locally paid services (e.g., crane services) the carrier will bill the party responsible for incurring the charge. Local funds will be used for payment of the charges. See Chapter 212, Paragraph C.3.c.(2), for additional information on TPPS ebill payments.
3. In regard to FMS-related charges for detention and demurrage at destination:
 - a. FMS-related transportation accessorial expenses for detention and demurrage that accrued because of actions by an FMS purchaser or purchaser's agent (FMS freight forwarder) at a CONUS-located destination are charged at actual cost to the applicable FMS case (Letter of Offer and Acceptance [LOA]) and line (see [Table 202-4](#)). DLA/Services will direct billings to the appropriate military department Security Cooperation Program (SCP) for distribution to the case manager responsible for the FMS purchaser involved. The Implementing Agency (IA) case manager will ensure the payment is collected from the correct FMS case and line.
 - b. DLA/Services will follow up with an e-mail or a fax request to the IA POC from DTR Part II, Attachment V-7, Table V-7-2, TAC Points of Contact, to identify the correct case manager for [Paragraph J.3.a](#) above.
 - c. If a delayed shipment relates to more than one FMS shipment, the costs will be pro-rated among the shipments (and their respective FMS cases/lines) according to the total purchase costs. IA case managers must obtain the approval of the Defense Security Cooperation Agency (DSCA) (Business Operations Directorate) before processing billings in excess of \$50,000 or 10 percent of the FMS case value. If a billing for the additional transportation charges results in an increase in cost for the case line, the case manager will modify or amend the case to include the additional charge. The case manager will charge the FMS case line associated with the shipment for unanticipated carrier services associated with shipment delays caused by the CONUS consignee. If multiple FMS cases/lines are involved, the charges must be pro-rated to the applicable lines according to the purchase costs of the individual shipments. See Defense Security Cooperation Agency Memorandum 08-04, [Additional Transportation Charges for Foreign Military Sales \(FMS\) Shipments, 22 January 2008, <http://www.samm.dsca.mil/policy-memoranda/dsca-08-04>](#).

K. HOLDING, DIVERSION, AND RECONSIGNMENT

1. For domestic and intratheater shipments, the TO will issue diversion or reconsignment instructions directly to a carrier using a BL Correction Notice (see Chapter 206, Paragraph H)
2. For international and/or intertheater shipments, the TO will obtain approval from the clearance authority prior to issuing diversion or reconsignment instructions to the carrier.
3. Holding and Diversion:
 - a. Holding and diverting are actions in which a shipper may be involved because of irregular or interrupted movement of cargo in the Defense Transportation System (DTS).
 - (1) The shipper may be required to hold a shipment for a variety of reasons, including a consolidation delay, a wait for an Export Traffic Release (ETR), or an embargo. These and other reasons for a transportation hold are listed in the TRANSCOM Reference Data Management (TRDM) system website at <https://web.trdm.transport.mil/>. Hover over the Data header tab, then click on DTR from the dropdown to display USTRANSCOM

Reference Data for DTR-specific information. These codes are also publicly accessible by all users, including DoD contractors and vendors, through the Defense Transportation Electronic Business (DTEB) website at:

<https://www.ustranscom.mil/cmd/associated/dteb/> by clicking on Reference Data, then the Reference Data header. Select Transportation Hold Code. The list also contains the transportation holding codes for DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), shipments that the shipper enters in Record Position (rp) 51 of the MILSTRIP shipment status record/entry. By including this holding code or its explanation on shipment planning records, the shipper is able to research the cause of any shipment delays. Except for transportation delays as mentioned previously, the shipper will not hold materiel requisitioned under MILSTRIP unless directed to do so by the supply source. For non-MILSTRIP shipments, the shipping activity responsible for moving the materiel may hold the materiel when necessary. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the RDD field (rp 62–64, DD Form 1348-1A [Figure 202-2]) are not held, but are processed by the shipper IAW the Transportation Priority (TP).

- (2) A transportation diversion may be a change of mode (e.g., from air to water), a change of destination, and/or a change of route. Except for mode change, the shipper will not divert materiel requisitioned under MILSTRIP unless directed to do so by the supply source.
- b. A diversion between modes is a routine occurrence during the clearance process, and the shipper will follow the instructions issued by the clearance authority. This type of diversion may happen as a result of:
 - (1) A change in the urgency of need. Such a change may result in a planned air shipment being moved by surface or a surface shipment by air. A change in urgency of need may occur while the shipment is anywhere in the transportation system, with the related diversion coordinated by the clearance authority.
 - (2) The challenge process during air clearance. A transportation priority of TP-1, TP-2, or TP-3 is assigned IAW Table 203-3 criteria. TP-1 and TP-2 normally move by premium (air) transportation. When the actual need does not justify the additional expense normally associated with air transportation, the requisitioner may authorize the shipper or the Airlift Clearance Authority (ACA) to direct diversion of the shipment movement by a surface mode. Such a diversion occurs at the shipping point before actual movement. The air clearance process is described in [Paragraph AA.3.b.\(1\)](#).
 - c. A diversion to a different consignee or destination may result from conditions such as:
 - (1) Strikes, national disturbances, or natural disasters
 - (2) Supply cancellations
 - (3) Terminations of projects
 - (4) Changes in logistics buildup
 - (5) Modifications of Permanent Change of Station (PCS) orders authorizing personal property shipments
 - (6) Changes in the receiving units, to include mobile units.
 - d. A diversion in the route of a shipment normally occurs after it leaves the shipper. Such a change in route is only within a particular mode (e.g., air or sea) and is usually directed and coordinated by the clearance authority.

L. TRACING AND TRACKING

1. If the shipment is not delivered by the RDD or within Time Definite Delivery (TDD) standards, the shipper or consignee will initiate tracer action. When tracing service is required, the TO may place a request at the shipping activity directly with the carrier involved.
2. Advance shipment data for inbound shipments will be checked routinely for the status of undelivered shipments. Tracer action will be initiated, if needed.
3. Routine cargo movement tracking and tracing may be accomplished using IGC. IGC provides command and control (C2) and ITV information that integrates automated information support to the DoD. IGC is the designated DoD system for ITV. IGC access may be obtained through the IGC Web page at <https://www.igc.ustranscom.mil/igc/>. The Timeliness Evaluation Criteria, [Table 202-1](#), are provided to evaluate current systems capabilities and identify improvements after the analysis of impact, cost, and value-added.
4. Multiple tracking and tracing systems exist that provide additional information granularity and tracking system status information that could prove useful in analyzing performance metrics of the distribution process. One such system is the Radio Frequency In-Transit Visibility (RF-ITV) System, which may be accessed at <https://national.rfitv.army.mil/login/>. The system provides status and tracking information for active Radio Frequency Identification (RFID) tags and tracking information from OCONUS-commercial satellite-based ITV tracking systems. Active RFID tag procedures and requirements are identified in Chapters 203, Chapter 208, and Appendices K, O, and W. The active RFID tag and satellite-based ITV tracking tag data requirements are identified in Appendix K.
5. Shipment tracing formats allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the shipper may occasionally be asked for shipping data. The shipper must respond to such requests by providing all available information.

M. EXPEDITED SERVICE

1. **Small Package Air**: The NGDS contracts must be used for small-package delivery requiring express service, time-definite, and door-to-door. NGDS service is for delivery of packages up to 150 lbs within CONUS and for delivery of packages up to 300 lbs between CONUS and Alaska, Hawaii, and Puerto Rico and within Alaska, Hawaii, and Puerto Rico. NGDS must also be used for international packages (up to and including 300 lbs) requiring express service, time-definite, door-to-door pickup and delivery when the Air Mobility Command (AMC) channel service does not meet shipment delivery performance requirements. Note: This does not preclude use of the AMC channel airlift or other options when the shipment does not meet the definition or when NGDS will not meet shipment requirements or the RDD.
2. **Ground**: Expedited service for TL and less than truckload (LTL), for shipments greater than 150 lbs, may be used when a shipment is urgently needed at the destination. When expedited TL or LTL service is required, the shipping TO will order it from the carrier or contractor and comply with the contract or tender of service.
3. **Heavyweight Commercial Air**: GHS contracts provide international commercial heavyweight pickup and delivery service for international shipments over 300 lbs. The service provides door-to-door, time-definite, pickup and delivery service, timely and accurate shipment tracking, customs clearance processing and shipment data reporting. GHS contracts also provide domestic heavyweight pickup and delivery service for shipments greater than 150 lbs. within the 48 contiguous states (CONUS), plus the District of Columbia (D.C.); and for shipments of greater than 300 lbs. from/to CONUS to/from Alaska and Hawaii (including shipments within/between

Alaska and Hawaii.) Domestic heavyweight pickup and delivery service includes: (1) Priority Service next available flight, shipment may be required anytime during a 24-hour period. (2) Overnight service shipment to be delivered to consignee during consignee's normal operating hours on the next business day following the consignor's requested pickup date of shipment; (3) Second day service, shipment to be delivered to consignee during consignee's normal operating hours on or before the second business day after consignor requested pickup date of shipment; (4) Deferred service, shipment to be delivered to consignee during consignee's normal operating hours on or before the fifth business day after consignor requested pickup date of shipment. These services include door-to-door (DD), time-definite, pickup and delivery service, timely and accurate shipment tracking.

N. TRANSIT TIMES

1. Time Definite Delivery (TDD) Transporter Segment standards for surface are derived from [Table 202-2](#), DoD Standard Transit Time Guide – Standard Commodity Shipments through a mileage calculation determined by source of supply to destination with consideration of specific contractual guidelines. Depending upon mode selected, the TDD standard for Carrier Time is adjusted as indicated below. TDD standards are reviewed and potentially adjusted annually. These standards are available at: <https://transcom.deps.mil/org/tcj5j4/J4L/J4LM/TCJ4LM%20Document%20Library/Forms/AllItems.aspx>.
2. As an option, TOs may use the DoD Standard Transit Time Guide – Standard Commodity Shipments, [Table 202-2](#), and the DoD Standard Transit Time Guide – SNS (DDP & PSS) Shipments, [Table 202-3](#), to determine acceptable transit times for motor. The TO will report unmet transit times IAW Chapter 207. Transit times for small package express carriers are those shown in the carrier's service guide for the level of service provided.
3. The shipper/TO must identify a RDD for AA&E shipments moving under SNS consistent with the transit times in [Table 202-3](#). Transit times not met will be reported IAW Chapter 207.
4. DoD standard transit times are based on either 500 or 700 miles a day, depending on the type of shipment. Computation of transit times is as follows:
 - a. Transit times start the day after the shipment departs the installation and end on the day the shipment has been offered for delivery or delivered. Delivery does not include arrival at the destination secure holding prior to shipment being offered to the consignee or delivery point for offloading.
 - b. Weekends and federal holidays will not be counted as part of the transit time. A delivery date that falls on a non-business day (weekend/federal holiday) will automatically be the next business day.
 - c. The consignee must accept and receipt for shipments of SRC I, II and AE upon arrival, ensuring appropriate safety and security measures are taken to reduce risk to the public domain and classified materials.
 - d. Shippers that utilize local drivers must coordinate the required delivery date (RDD) with Transportation Service Provider (TSP) and the destination. Coordination will include destination operating hours, any delivery restrictions specific to the destination and time in transit from when the over-the-road team is scheduled to depart the installation. Time-in-transit will not commence when the TSPs local driver accepts the load.

5. Exceptions to DoD Standard Transit Time Guides are as follows:
 - a. Remote sites, such as Naval Air Station, Key West, Florida, and any location/site accessible only by a ferry. Transit times will be determined as listed on the BL RDD.
 - b. A RDD on the BL that is less than the standard transit time (expedited service in the BL will apply).
 - c. Oversize, overweight, or hazardous material (HAZMAT) shipments that have movement constraints (e.g., daylight movement only).
 - d. Shipments under FAR-based contracts.
 - e. TL service ordered (excluding SRC I and SRC II) by the Transportation Office, with one or more stop-offs on a BL. Each authorized stop-off on the BL will serve as a destination and subsequent origin when calculating transit times.

O. PERMITS FOR MOTOR SHIPMENTS

1. The DoD policy is to comply with state and local laws, regulations, ordinances, and toll authority regulations relating to vehicle size and weight limitations. No vehicular movement exceeding legal size and weight limitations or any other special movement requiring highway permits will be made over public highways unless prior permission is obtained from the state or local authority. For details associated with moving oversize/overweight equipment and convoy operations, see this regulation, Part III, Mobility, Appendix F, Permits for Military Movements on United States Public Highways and Army Convoy Operations and Procedures.
2. Rail or water carriage is the preferred method when moving extremely oversize/overweight equipment.
3. Carriers are required to obtain all the necessary permits. Shipping activities must not release DoD oversize/overweight cargo shipments until the carrier has notified or presented the shipping activity with a written statement that the carrier has, or will be able to obtain, the required state road-use permits. At a minimum, the carrier must present to the shipping activity the permit for the origin state prior to shipment release. Carrier requests to utilize a “rolling permit” process will not be permitted. Under the unusual situation where a shipment by motor carrier has been certified as essential to national defense, the TO will request assistance for a Letter of Essentiality from ARTRANS Operations via e-mail at usarmy.scott.artrans.mbx.g3-domestic-freight-services-branch@army.mil or the theater CDR.
4. Units using military-owned vehicles are required to obtain all permits necessary for convoy or motor shipments. (See this regulation, Part III.)

P. USE OF CARRIER EQUIPMENT

1. The TO will:
 - a. Ensure the equipment is suitable for its intended purpose and reject it if it is unsuitable.
 - b. Annotate the BL when the equipment furnished differs from that ordered.
 - c. Ensure shipments are properly loaded, blocked, braced, and secured to prevent damage. An actual count will be made and a record will be kept of all the items loaded into the carrier equipment. This record will show the shipment identification, carrier equipment number, time, date, and checker’s signature.
 - d. Place seals on carrier equipment when exclusive use or protective service is required and annotate the seal numbers on the BL. The origin TO will provide the carrier at least one

- additional seal for each stop-off delivery and in the event of emergencies when the seal must be broken. If the seals are removed, the carriers will notify the consignor and consignee and annotate the BL with new seal numbers.
- e. Ensure the carrier is provided with copies of the shipment documentation.
2. Loading and unloading:
 - a. When tariffs or tenders require the carriers to make cargo accessible to the tailgate to off-load vehicle, the carriers are liable for personal injury or property damage. The Government will be liable when the decision is made that it will perform these services for reasons of expediency or convenience.
 - b. Loading/unloading by the carrier is an accessorial service to be paid using TPPS business rules.
 3. Rail equipment:
 - a. The TO will ensure the placement of placards marked “Documents This Door” and “Documents Other Door” to indicate the location of shipping documents in a closed rail car.
 - b. In the CONUS, when DoD personnel through negligent or accidental acts cause damage to a rail car, the rail carrier will issue a defect card that establishes liability for damaged railroad-owned equipment. After consultation with the legal office, the TO may acknowledge the defect card.

Q. DEFENSE FREIGHT RAILWAY INTERCHANGE FLEET (DFRIF)

1. This fleet is used in preference to commercial rail equipment to satisfy DoD Component mission requirements, except when the use of commercial equipment produces a lower overall cost.
2. ARTRANS Operations controls the assignment, use, and maintenance of DFRIF equipment. It exercises control over the assignment and use of the cars through a contractor. Approving a car for repairs is exercised by ARTRANS Operations.
3. The ARTRANS fleet manager may be contacted by e-mail at usarmy.scott.artrans.mbx.dodx@army.mil.
4. TOs who are regular users of DFRIF equipment must obtain a user name and password for accessing the DFRIF contractor’s website. The site will be used for ordering DFRIF cars, for reporting the shipment and receipt of cars, and for obtaining routing instructions for empty cars that are no longer required at an installation. Usernames and passwords can be obtained by sending an e-mail requesting the same to usarmy.scott.artrans.mbx.dodx@army.mil. Infrequent users may also communicate with the contractor through ARTRANS by using the usarmy.scott.artrans.mbx.dodx@army.mil e-mail address.
5. When DFRIF equipment is desired for loading, TOs will submit requests to the ARTRANS contractor via the contractor’s website, unless the TO is submitting a DD Form 1085 to ARTRANS Negotiations IAW DTR Part II, Chapter 201, Paragraphs M.13.e and O.4. Cars requested less than 30 days before the desired loading may not be received in time. The request must specify the following:
 - a. The type of equipment desired
 - b. The commodity to be shipped
 - c. The origin loading point
 - d. The destination unloading point

- e. The date the equipment is required for loading
 - f. The period for which the equipment is required
 - g. If the cars will not be loaded, shipped, or unloaded promptly or will be held at the destination after unloading.
6. When releasing empty cars:
 - a. The receivers of the equipment may not reverse route empty cars. They must contact the ARTRANS contractor for destination and routing instructions. They will use these instructions to prepare a BL and annotate the BL with “Free under the provisions of Freight Tariff RPS 6007, Mileage Allowances and Rules.”
 - b. The receivers will ensure chain tie-down assemblies are secured so that they will not pose a safety hazard while in transit.
 7. The TO will submit a shipment or receipt report via the DFRIF contractor’s website by the close of business each workday that a DFRIF car is received or shipped. The contractor’s website can also be used to monitor the en route movement of cars en route to and from an installation.
 8. In taking care of cars:
 - a. TOs will promptly load and unload cars to make them available for other users.
 - b. If a car is delivered with evidence of recent damage, the TO will request a defect card from the delivering carrier. Defect cards are used by the railroad industry to acknowledge responsibility for unrepaired damage. The TO will notify ARTRANS Operations of the circumstances of the accident or damage occurring to DFRIF equipment.
 - c. The TO will establish local procedures for the prevention of damage to DFRIF equipment during loading, unloading, or movement. Installations are responsible for obtaining and funding repairs to DFRIF equipment damaged while in their possessions, unless ARTRANS Operations finds a commercial railroad at fault. Upon a request by ARTRANS Operations, the TO will arrange with the serving railroad for repair of DFRIF equipment. The TO will ensure no welding, cutting, or alterations are made to DFRIF equipment without prior approval of ARTRANS Operations.
 - d. The TO will ensure each car equipped with chain tie-down assemblies has not less than 32 or more than 36 functioning assemblies. This will be done by removing damaged assemblies for repair and then swapping assemblies among cars on hand. If there is still a shortage of functioning assemblies, the TO will contact ARTRANS Operations to obtain the required quantity. The TO will place the damaged assemblies in drums or other containers suitable for shipping to repair facilities, as directed by ARTRANS Operations.
 - e. The TO will not use DFRIF equipment for installation transportation or as storage without prior approval from ARTRANS Operations. If permission is received to store equipment on chain tie-down flat cars, the TO will not tighten chain tie-down assemblies until the car is to be shipped. Unnecessary tension on the assemblies reduces the useful life of their shock absorbers. The TO will exercise the axle bearings on cars on hand by moving them at least 100 feet at least once every 3 months.

R. GENERAL REQUIREMENTS AND PROCEDURES FOR DOMESTIC RAIL SHIPMENTS (CONUS)

1. The below terms are to be used when communicating railcar loading/unloading status to any stakeholder in the logistics process. This will eliminate confusion and allow stakeholders to

allocate appropriate resources to facilitate the loading/unloading efficiently and without delay or waste.

- a. Loaded - The specified railcar(s) have been loaded with all equipment designated for those railcar(s) AND secured/tied down IAW the Open Top Loading Rules (OTLR) and ARTRANS Transportation Engineering Agency Modal Instruction 19 (TEA MI 19), Tiedown Instructions for Rail Movements.
 - b. Inspected - The specified railcar or group of railcars have been approved for movement by the designated Railroad inspector. This includes measurements and securement of the equipment IAW the OTLR and ARTRANS TEA MI 19.
2. When ordering railcars the shipper must be aware of the charges applicable when a railcar order exceeds the railcars actually used (refer to MFTURP-1, Item 207). A TSP shall be entitled to submit an invoice charge via TPPS eBill for railroad-furnished rail cars that exceed the allotted threshold for railcars that were ordered by a shipper/consignee but not used. Such charges shall only be owed if the order for those empty railcar(s) were not canceled prior to commencing movement towards loading destination. Such charges shall not exceed the Per Car (PC) line haul rate associated with same order.
- a. Threshold Determination: Take the railcars ordered and then subtract the railcars used for a difference in ordered versus used. Take the difference in ordered versus used and then subtract the applicable threshold amount to give you the railcars that may be charged for ordered not used.
 - b. Thresholds:

RAILCARS ORDERED	THRESHOLD
1 – 50	5 Railcars
51 – 100	7 Railcars
101 - 150	10 Railcars
151 - 300	15 Railcars
>300	20 Railcars

- c. Examples:
 - (1) A shipper orders 600 railcars and loads 550. This gives a shipper a difference in ordered versus used of 50 railcars. Subtract the applicable threshold from above in paragraph 2.b. (i.e., >300 railcars ordered equals 20 railcars threshold). As a result, the shipper may be charged for 30 railcars that were ordered but not used.
 - (2) A shipper orders 75 railcars and loads 70 as a single unit train. This gives a shipper a difference in ordered versus used of 5 railcars. Subtract the applicable threshold (i.e., 51-100 railcars ordered equals 7 railcars threshold) and you get a negative of 2 railcars. Therefore, there is no charge for ordered not used.
 - (3) A shipper orders 250 railcars for an upcoming move. The empty railcars are in transit to their loading destination when the move is cancelled. Take the 250 railcars and subtract the applicable threshold (i.e., 151-300 railcars ordered equals 15 railcars threshold). As a result, the shipper may be charged for 235 railcars that were ordered but not used.
 - (4) A shipper orders 120 railcars for an upcoming move. The move is canceled, and everyone is notified prior to the departure of the empty railcars to their loading destination. Therefore, there is no charge for ordered not used.

S. WEIGHING CARGO

1. TOs will determine the actual weight of a shipment IAW weight agreements in effect. If a weight agreement is not in effect, the weight of shipments will be determined by the use of tender, contract agreement, or actual weights.
2. Containers moving by vessel must follow Verified Gross Mass (VGM) requirements of the International Maritime Organization (IMO) Safety of Life at Sea (SOLAS) Convention. Weighing equipment used to weigh the contents of the container must meet the applicable accuracy standards and requirements of the State in which the equipment is being used. Estimating the weight of a container's contents is not permitted. See Chapter 203, Paragraph B.21.
3. The shipping activity will maintain the records kept in connection with weight agreements (including shipper's weight certificates), weight correction verifications, and annual scale inspection records.
4. Authorized carrier representatives will be allowed to inspect the original records and verify the weights and descriptions of the commodities certified on the BL.
5. When utilizing commercial air carriers, the greater of the actual or dimensional weight is used as the billable weight. Dimensional weight pricing in commercial air shipping prioritizes cargo space over actual weight. Airlines use dimensional weight to ensure fair compensation for bulky, lightweight items. It is calculated by multiplying length, width, and height, then dividing by a dimensional factor (166 for domestic, 139 or 166 for international; as stated in carrier tender). The higher of the dimensional weight and actual weight becomes the "rated weight" used for calculating shipping costs. This applies to both single and multi-piece shipments, with each piece's rated weight summed for the total billable weight. Understanding dimensional weight is crucial for accurate cost estimation and invoice reconciliation; for detailed information on calculating dimensional weight, refer to the MFTURP-1, GHS Shipper's Guide, or the NGDS Shipper's Guide.

T. LIVE ANIMAL SHIPMENTS

TOs will:

1. Obtain inspections, health certificates, reports, and any other tests required by Service regulations and the carrier.
2. Provide health certificates as imposed by the United States Department of Agriculture (USDA) to the carrier driver or agent.
3. Supervise loading and handling according to Service regulations.
4. Furnish detailed instructions to attendants.
5. Ensure all shipments conform to carrier rules and regulations.

U. PREPARATION, DESCRIPTION, AND CONSOLIDATION OF CARGO

TOs will:

1. Properly pack, label, describe, and document shipments IAW Chapters 203, 206, and 208 and other regulations.
2. Consolidate shipments to the maximum extent.
3. Use stopoff privileges.

4. For shipments from the 50 United States, to include Canada, Mexico, and the U.S. Territories of Puerto Rico and Guam, ensure shipment descriptions are IAW freight classification applications (National Motor Freight Classification [NMFC] or Standard Transportation Commodity Code [STCC]) or DoD commodity codes.
5. Ensure an active RFID tag (license plate or data-rich) is attached at the point of shipment origin IAW Chapter 208 and DoD Manual (DoDM) 4140.01.
6. Ensure cargo is marked with a passive RFID tag(s) as specified in Chapter 208 and MIL-STD-129, which can be accessed at <http://quicksearch.dla.mil/>.
7. If providing wood packaging material ensure any packing material that consists/is made of wood (to include, but not limited to, dunnage, pallets, boxes, cleats, crates, and frames) meets the phytosanitary requirements set forth in DoDM 4140.65, Issue, Use, and Disposal of Wood Packaging Material (WPM).

V. EXCESS VALUATION

When a TO determines it is desirable to declare a valuation in excess of that which produces the lowest rate because of the peculiar nature or unusual value of a shipment, the TO must obtain specific authority from Service HQs (unless authority is delegated). Excess or increased valuation is an accessorial service that must be annotated on the BL and the carrier must be notified of the need for the service. For shipments greater than 150 lbs, for the cargo liability of carrier, the TO will reference MFTURP-1 (which can be located on the ARTRANS website at <https://www.army.mil/artrans#org-industry>) for release value rates. For shipments moving under a transportation contract, refer to the Performance Work Statement (PWS) for additional information on excess valuation, if applicable.

W. LIFTING AND TIEDOWN PROCEDURES

1. General. The TO will ensure the carrier's representative accepts the loading and blocking and bracing procedures. Proper tiedown, lifting, and loading procedures are critical to ensuring the cargo will be delivered on time and without damage. The TO will comply with DoDI 4540.07, Operation of the DoD Engineering for Transportability and Deployability. Vehicles must be properly lifted to avoid structural damage. Also, tremendous forces and stresses occur during shipment requiring that the cargo be secured adequately to prevent loads from shifting during transit. A system's technical manual (TM) is the authoritative source for the proper transportation procedures associated with an individual item, but ARTRANS TEA produces and maintains MIs that serve as a condensed guide that can be referenced more easily in the field.
2. Guidance. The following ARTRANS TEA publications provide guidance on tiedown, lifting, and loading procedures for surface movement:
 - a. ARTRANS TEA MI-19, Tiedown Handbook for Rail Movements.
 - b. ARTRANS TEA MI-20, Tiedown Handbook for Truck Movements.
 - c. ARTRANS TEA MI-21, Lifting and Tiedown Handbook for Helicopter Movements.
 - d. ARTRANS TEA MI-22, Marine Lifting and Lashing Handbook.
 - e. ARTRANS TEA MI-23, Tiedown Handbook for Containerized Movements.
 - f. ARTRANS TEA MI-24, Vehicle Preparation Handbook for Fixed Wing Air Movements.
3. Copies of these publications can be obtained by emailing the Transportability Engineering org box at usarmy.scott.artrans.mbx.tea-dpe@mail.mil, by calling the Transportability Engineering Branch at 618-817-8574, or at <https://www.army.mil/artrans#org-tea>.

4. Procedures for items requiring airlift not listed in ARTRANS TEA MI-24, Vehicle Preparation Handbook for Fixed Wing Air Movements, may be obtained from <https://intelshare.intelink.gov/sites/attla/> or contact attla@us.af.mil.

X. DRIVEAWAY AND TOWAWAY SERVICE

TOs will:

1. Ensure the required preliminary vehicle maintenance and/or servicing has been performed before surrender of the vehicle to the carrier, and give the carrier an opportunity to determine that the vehicle is in satisfactory, drivable condition.
2. Advise the carrier of any vehicle that requires special handling and/or operation, and annotate the BL accordingly. Normally, each vehicle subject to this requirement will be shipped on a separate BL.
3. Ensure the governors are properly installed and sealed on those vehicles equipped with governors.
4. Furnish the carrier operator with a set of DD Form 651, Carrier's Report of Damage or Breakdown, [Figure 202-4](#), with the NOTE in Item 8 completed for each vehicle to be transported in driveaway service.

Y. APPLICATION OF DOMESTIC SHIPYARD PREFERENCE

1. Consideration of overhaul, repair, and maintenance in U.S. shipyards is a requirement set forth in Public Law 109-364, § 1017. A methodology for evaluation and award of tender-based cargo movement on Coastwise and inland waterway “Jones Act” lanes was approved by the Military ARTRANS Commanding General (CG), and the decision was documented in the ARTRANS Memorandum titled, “Establish a Domestic Shipyard Preference Threshold and Application for Domestic Vessel Evaluation and Award,” dated 14 January 2020.
 - a. All DoD shippers must evaluate the percent of overhaul, repair, and maintenance in U.S. shipyards as part of the Mode O water tender best value determination and award. In accordance with DTR Part II, Cargo Movement, only the TO can award movement and create a transportation contract. The TO will select the best value award based on the criteria defined below.
 - b. All TSPs at or above 50% of overhaul, repairs, and maintenance in U.S. shipyards will be given a Category 1 preference, and all TSPs below 50% will be given a Category 2 preference. All Category 1 TSPs will be given preference over Category 2 TSPs. If there are no TSPs in Category 1 preference, award will be made to the lowest priced, technically acceptable TSP with a Category 2 preference.
2. Application:
 - a. Negotiated Tenders: Percent of overhaul, repairs, and maintenance in U.S. shipyards will be included in the TSP's bid in the “% Maintenance Completed in US” column of the 349 Report (consolidated bid sheet). The TSPs will be rank ordered by any Category 1 preference TSPs low-to-high cost first, followed by any Category 2 preference TSPs low-to-high cost.
 - b. Voluntary Tenders and Spot Bids: For all TSPs with a Mode O (water) voluntary tender that can meet the movement requirement being evaluated, DoD shippers must request each TSP's percent maintenance (percentage, i.e. - 88.7%) in writing for a best value determination. Note that these percentages MUST NOT be released to any other TSP or non-DoD entity, but must remain with DoD personnel involved in the movement of cargo.
 - (1) Reference the “Threshold & Preference” criteria, award preference will be as follows:

- (a) First preference: Category 1, technically acceptable TSPs low-to-high cost.
- (b) Second preference: Category 2, technically acceptable TSPs low-to-high cost.

Z. GUIDANCE ON INTERMODAL SURFACE CONTAINERS AND USE OF A CONSOLIDATION AND CONTAINERIZATION POINT (CCP)

1. Intermodal Surface Containers:

- a. For the movement of cargo in containers (a commercial/Government-owned/leased shipping International Organization for Standardization [ISO] container is the preferred method for shipping DoD-sponsored export cargo), the Government can derive maximum benefits when cargo is shipped in containers at or near the supply source and delivered directly to the ultimate user. Procurement bid evaluations, stockage, criteria, requisition order quantities, and shipment planning will take into account the source stuffing of containers whenever container service is available and overall distribution costs are favorable. When cargo is not sufficient at the source for container stuffing, it will be forwarded to a CCP or shipped to a military sea terminal, as directed by the clearance authority, as prescribed by Appendix R.
- b. The primary objective is to obtain maximum efficiencies from the use of container service at the lowest overall cost to the Government, while meeting cargo delivery requirements. Shipping activities will stuff each container to the maximum extent possible, taking into account such factors as the cargo hold time, if it is single or multiple consignee delivery, the configuration and density of the cargo, and the availability of specific size containers.
- c. Information on the use, management, and control of containers may be found in DTR 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment.

2. Use of a CCP:

- a. The movement of export cargo to a CCP does not require an Export Traffic Release Request (ETRR), but the cargo will be routed IAW this chapter.
- b. Cargo routed through the CCP for containerization will meet the criteria prescribed for each CCP in Chapter 203, Paragraph C.3.

AA. OCEAN, AIR, AND MULTI-MODAL SHIPMENT PROCEDURES

- 1. **General.** The procedures in this section establish overall guidance for a TO or other responsible authority to prepare and submit movement requirements of export cargo to the designated clearance authority and certain other service/agency-unique shipment requirements (CONUS and/or OCONUS).
- 2. **Ocean Shipments.** ARTRANS provides intermodal sealift service to DoD activities worldwide. This service is provided between CONUS and overseas theaters, between overseas theaters, and within overseas theaters. This service is characterized by the use of ocean vessels for over-ocean movement and includes the use of trucks, railroads, barges, and convoys.
 - a. **Procedural Requirements.** ARTRANS provides regular sealift service by contracting with ocean carriers to provide over-ocean service and some over-land movement services. ARTRANS negotiates a Universal Services Contract (USC) for most sealift services and regional contracts for sealift services in certain geographic areas (e.g., Guam and Hawaii).
 - (1) ARTRANS will negotiate contractual changes, including new contracts and/or modifications to existing contracts, with commercial carriers. The USC will be the default contractual vehicle for providing services. ARTRANS will establish routes and lanes of traffic based on shipper requirements and carrier services.

- (2) ARTRANS will coordinate the shipment booking process with the shipper unit, shipper, commercial carrier, and other parties. (Booking is a process to order transportation services in support of a shipper's movement requirement.) Coordination will include advising the parties of the processes, POCs, and other requirements of the booking process.
 - (3) During contingencies, ARTRANS may obtain sealift services by other means. If regular commercial service is insufficient, ARTRANS will request charter additional capacity or request activation of reserve naval vessels controlled by the Military Sealift Command (MSC).
- b. Establishing Requirements. The process of establishing requirements includes the establishment of initial requirements; changing, increasing, or decreasing existing requirements; and canceling existing requirements.
- (1) The shipper unit will coordinate its operational requirements, including the distribution capacity needed to support proposed operations, with its HQ, IAW Service and unified Combatant Command (CCMD) procedures. The shipper unit will then coordinate its distribution capacity requirements with USTRANSCOM or ARTRANS Operations and with the regional ARTRANS Transportation Brigade. The shipper unit will coordinate initial or new requirements with USTRANSCOM, which will determine the channel. USTRANSCOM will then delegate channel fulfillment to ARTRANS Operations. The shipper unit will coordinate continuing or routine sealift requirements directly with ARTRANS Operations. In the event a requirement is sent to the wrong organization, USTRANSCOM and ARTRANS Operations will direct the requirement to the fulfillment center. Coordination communications will be free-form text via e-mail, telephone, or electric message and will typically be an iterative process. Units will utilize the Joint Operations Planning and Execution System (JOPEs) to communicate and validate requirements with USTRANSCOM or ARTRANS Operations and with the ARTRANS Transportation Group.
 - (2) ARTRANS will meet special requirements, including high-priority requirements, unique movements, and short-fused requirements, on a case-by-case basis. High-priority requirements include wartime needs. The shipper will coordinate its requirements in the same manner as routine requirements but will indicate to ARTRANS the higher-priority and other unusual features of the requirement. Unique movements will be designated as one-time-only (OTO) movements.
- c. The booking authority for the ocean shipments process is assigned to ARTRANS Operations. These ocean shipments require an ETR from the designated ARTRANS clearance authority. Shippers will submit export cargo requirements to the designated Ocean Cargo Clearance Authority (OCCA) or Ocean Cargo Booking Office (OCBO) using the ETRR formats in Appendix D. Export shipments will not be loaded or tendered to a line-haul carrier until an ETR is obtained. OCONUS country requirements are contained in the Foreign Clearance Guide and in DTR Part V.
- (1) The Release Unit (RU) ocean shipments requiring the submission of ETRRs are:
 - (a) Cargo in lots of 10,000 lbs or more.
 - (b) Cargo in lots of 800 cubic feet or more.
 - (c) Vehicles moved by driveaway service.

- (d) Containerized cargo (full ISO containers, including specialized equipment, such as flat racks, moving under the terms and conditions of an ARTRANS contract/agreement or ocean carrier tariff).
 - (e) Non-containerizable cargo (i.e., oversize, breakbulk, roll-on/roll-off (RO/RO) items; overweight items; or other items for which containerization is not possible or practical). Chapter 203, Paragraph B.13.b, provides guidelines for routing low volumes of export shipments of non-containerized cargo to CONUS ports without prior clearance.
 - (f) SRC cargo. SRC cargo (shipments in any quantity) is comprised of the following:
 - 1. Small arms.
 - 2. Small shipments of AA&E, 15 or fewer arms Category II through IV and M-16 rifles, including M82A1A.50 Caliber Special Application Scoped Rifles (to exclude the M2.50 Caliber [12.7mm] Machine Gun and above).
 - 3. Ammunition, 150 lbs or less of sensitive SRC IV.
 - 4. SRC I through III AA&E or equivalent security risk code shipments cannot move under small package contracts. Freight forwarders, brokers, 3PL, and indirect carriers cannot be used to move these type shipments.
 - 5. Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT as defined in 49 CFR, except those radioactive materials that are declared exempt under 49 CFR, the International Air Transport Association (IATA), and the International Maritime Organization/Dangerous Goods Code (IMDGC). See Chapter 204 for HAZMAT.
 - 6. Materiel classified SECRET or CONFIDENTIAL. Refer to Chapter 205 for further guidance.
 - 7. Narcotics and drug paraphernalia.
 - 8. Perishable biological materiel.
 - 9. Temperature-controlled cargo.
- (2) Issuance of an ETR.
- (a) The ETR will be provided to the TO within 3 working days from the time of receipt at the OCCA. If, for any reason, the clearance authority cannot issue a cargo clearance within 3 working days, then the clearance authority will advise the offeror of the reasons for the delay and an estimated time when it will be cleared. Any shipments available 10 or more days in advance will be cleared not later than the shipper-established lead time necessary to ensure processing and transit to the port.
 - (b) The clearance authority will transmit an ETR to the requesting activity, normally by the same means of communication used for the submission of the ETRR.
 - (c) Shipments covered by separate ETRs will not be combined without prior approval from the clearance authority. When approval is received, the TO will enter all ETR reference numbers on the BL.
 - (d) The TO will report cancellations of ETRs promptly to the clearance authority.
 - (e) Increases/decreases in cargo volume that do not affect the number/type/size containers booked with ocean carriers do not need approval from the clearance

authority. No other deviation from the ETR clearance instructions is permitted without prior coordination and approval by the clearance authority.

- d. Direct booked ocean cargo. Under the direct booking process, ARTRANS centrally manages the contract acquisition/administrations function while allowing the transportation service requester (shipper) to book directly with the sealift ocean carrier.
 - (1) The direct booking process will remain within the Commercial Liner Business area for containerized shipments moving under ARTRANS contracts (USCs, Regional Domestic Contracts, Dedicated Contracts, and selected tariff-based shipments).
 - (2) ARTRANS designates Ordering Officers for transportation service requesters and only they are allowed to book cargo under the specific contract with the designated carrier.
 - (a) The shipper relays the request for service to the carrier by using the carrier's Web-based booking system and enters the booking information.
 - (b) The carrier confirms the booking via their Web-based booking system. The carrier's booking number replaces the Port Call File Number.
 - (c) The carrier begins actual service by providing equipment to the shipper or having the shipper select equipment from the approved container pool.
 - e. ARTRANS Operations is the OCCA and is responsible for DoD-sponsored shipments and passengers worldwide for ocean movement within the DTS. OCBOs are designated by ARTRANS Operations. In the CONUS, ARTRANS Operations is the single Water Clearance Authority (WCA) and controls the movement of export/import cargo through sea terminals. OCONUS, the theater CDR designates WCAs in coordination with ARTRANS Operations. Shippers may use Appendix R to select the clearance authority. It lists clearance authorities and OCBOs located throughout the world. They are separated by mode (i.e., air and sea) as well as location.
 - f. Shippers will prepare Advance Transportation Control and Movement Document (ATCMD) and Transportation Control and Movement Document (TCMD) data as prescribed in Chapter 203, Paragraph B.19, and transmit it for all export surface cargo as outlined in Chapter 203, Table 203-6.
 - g. Shipments moving under commercial tariffs and tenders of service require a BL prepared IAW with Chapter 206.
 - h. All container shipments should be sealed with a high-security serialized Bolt seal meeting U.S. Customs-Trade Partnership Against Terrorism (C-TPAT), International Organization for Standardization (ISO) 17712, Freight containers - Mechanical seals. For additional security, the shipper may also utilize a cable seal in figure 8 configuration at the top of the container. Padlocks are not an acceptable means for securing containers. Seal numbers are required to be annotated on the BL.
3. [Air Shipments.](#)
- a. [Airlift Selection.](#) AMC channel airlift consists of distribution or contingency channels and must be the primary means by which air eligible cargo, passenger, and aeromedical is transported to locations supported by the AMC channel airlift system. AMC channel service is provided to DoD activities worldwide. This service is performed between the CONUS and OCONUS theaters, between OCONUS theaters and within OCONUS theaters. AMC channels are established, suspended, changed or cancelled based on requirements. The primary method by which these changes are implemented is via the Distribution Lane Validation (DLV) process managed by USTRANSCOM. Potential requirements to add,

delete, change, or suspend channels may originate from various sources, but will be routed through appropriate Service, Agency, or CCMD channels. All changes and annual validations will be coordinated with appropriate CCMDs, Services, Agencies, and USTRANSCOM Components. Changes will be finalized IAW the DLV process described in Appendix P. When AMC channel service is not utilized due to negative mission impact, TOs must follow the specified airlift order of precedence listed below.

- (1) USTRANSCOM Contracted Airlift, includes Global Heavyweight Service (GHS), commercial MM, CRAF charters, NGDS, or other airlift contracted with CRAF carriers using FAR guidelines. Programs include:
 - (a) GHS: contracts provide international commercial heavyweight pickup and delivery service for international shipments over 300 lbs. The service provides door-to-door, time-definite, pickup and delivery service, timely and accurate shipment tracking, customs clearance processing and shipment data reporting. GHS contracts also provide domestic heavyweight pickup and delivery service for shipments greater than 150 lbs. within the 48 contiguous states (CONUS), plus the District of Columbia (D.C.); and for shipments of greater than 300 lbs. from/to CONUS to/from Alaska and Hawaii (including shipments within/between Alaska and Hawaii.) Domestic heavyweight pickup and delivery service includes: (1) Priority Service next available flight, shipment may be required anytime during a 24-hour period. (2) Overnight service shipment to be delivered to consignee during consignee's normal operating hours on the next business day following the consignor's requested pickup date of shipment; (3) Second day service, shipment to be delivered to consignee during consignee's normal operating hours on or before the second business day after consignor requested pickup date of shipment; (4) Deferred service, shipment to be delivered to consignee during consignee's normal operating hours on or before the fifth business day after consignor requested pickup date of shipment. These services include door-to-door (DD), time-definite, pickup and delivery service, timely and accurate shipment tracking. For further information and shipping procedures visit <https://ww2.ustranscom.mil/commair/index.cfm>.
 - (b) MM: Service is for door-to-door international commercial transportation services to move DoD- and other Government-approved cargo. Multiple modes (e.g., airlift, sealift, and line-haul) of transportation may be used to move cargo to/from multiple zones globally.
 - (c) CRAF Charters: Service includes full plane-load movement of passengers and cargo, long-range and short-range.
 - (d) NGDS: Service includes small-package delivery requiring express service, time-definite, door-to-door pickup and delivery to NGDS locations and falls within the limitations specified in the NGDS contracts. NGDS service is for delivery of packages up to 150 lbs within CONUS and for delivery of packages up to 300 lbs between CONUS and Alaska, Hawaii, and Puerto Rico and within Alaska, Hawaii, and Puerto Rico. NGDS must also be used for international packages (up to and including 300 lbs) requiring express service, time-definite, door-to-door pickup and delivery when the AMC channel service does not meet shipment delivery performance requirements. See <https://hallways.cap.gsa.gov/app/#/gateway/transportation-logistics-services/4726/package-delivery-packaging-sub-hallway>.

- (2) USTRANSCOM Commercial Air Heavyweight Tenders: Service under tenders includes negotiated and voluntary tenders. Negotiated tenders support FAR-based contract programs like GHS, [Paragraph AA.3.a.\(1\)\(a\)](#). Voluntary tenders can be established for circumstances where FAR-based contracts do not meet shippers' requirements. New voluntary tender requests must be coordinated with USTRANSCOM J4-LC.
 - (a) Spot Bid: Service includes transportation to specific regions/locations that are not adequately serviced by the AMC channel service, contract, or tender programs listed above. Spot bid shipments must include a critical mission impact statement documenting the shipment parameters that preclude the use of an AMC channel, FAR-based contract, or tender. TOs must use the following order of precedence in carrier selection for spot bids:
 1. CRAF carriers
 2. DoD-approved U.S. flag carriers
 3. DoD-approved foreign flag carriers
 4. Non-DoD-approved carriers.
- b. [Shipping Procedures](#).
 - (1) Prior to forwarding a shipment to an aerial port, the TO will submit ATCMD data to the ACA identified in Appendix R. ACAs will use an approved Air Clearance capability, as identified in Appendix R, Paragraph E.9. All Air Force shipments must be processed within the Logistics Tool Suite (LTS). All Air Force ACA's will use the LTS exclusively to process shipments. Navy ACAs will use the Financial and Air Clearance Transportation System (FACTS) to clear air shipments. All Navy shipments, regardless of ACA, will be processed in FACTS. Other Services/Agencies must refer to their respective Service instructions to determine which system to use. To minimize call-ins and faxes to ACAs, submit export shipment(s)' ATCMDs to the applicable automated means to request and receive air clearance. Clearance authorities must clear or challenge the movement request IAW Service-challenge criteria, Joint doctrine and regulations, and any existing specified requirements prioritization guidance as identified by the supported CDR. If challenged, the requisitioner must then justify the airlift requirement. In addition, shippers will coordinate special requirements (e.g., munitions movements and outsized cargo requiring special materials handling equipment, storage, or handling before delivery to the aerial port of embarkation [APOE]) IAW the Transportation Facilities Guide (TFG) and [Paragraph Z](#) of this chapter. In the absence of the TFG guidance, coordinate receipt at least 72 hours before delivery. Coordination of short-notice requirements must be accomplished as soon as possible. Shipments of explosives require an APOE clearance number that the ACA obtains for the shipper prior to releasing the shipment to the carrier. The ACA must notify the APOE of shipments of courier materiel, perishables, and working dogs prior to releasing the shipment to the carrier. This requirement applies to shipments originating at both CONUS and OCONUS APOEs or air terminals. APOE clearance for munitions shipments for in-transit handling or storage-pending movement must be coordinated with the Joint Munitions Transportation Coordinating Activity (JMTCA) (see [Paragraph Z](#)) by submitting the movement planning and ATCMD data to both the JMTCA and ACA.
 - (a) USTRANSCOM validated and approved APOE/APOD pairings may be obtained from the Distribution Lane List (DLL), which is located on the "Tools" tab at the following link: <https://dod365.sharepoint-mil.us/sites/TRANSCOM-Home>.

- (b) Green sheet procedures may be used to increase movement precedence over all other categories of the requesting service. Refer to Chapter 203, Paragraph B.3.e. Contact the clearance authority for validation of green sheet requests.
 - (c) Requests for Special Assignment Airlift Missions (SAAM) must be routed via the Service validator to USTRANSCOM/TCJ3-ODJ, 508 Scott Dr., Scott AFB, IL 62225-7001. SAAM requests must be submitted to USTRANSCOM with informational copies to the 18th AF TACC/XOOMS. See Appendix Q for SAAM request format and instructions.
NOTE: Only validators can submit SAAM requests to USTRANSCOM.
 - (d) AMC provides use of Deferred Air Freight (TP-4) service on a limited basis. Refer to Chapter 203, Paragraph B.3.f, for the clearance authority or AMC aerial port for availability and procedures.
 - (e) Because of the physical characteristics and shipping requirements of Class IV (e.g., barrier and construction materiel), the default mode of shipment for inter-theater movement of Class IV sustainment will be by surface, with air shipment requiring approval based on the receiving CDR's established ACA challenge and clearance parameters and prioritization requirements (see DTR 4500.9-R, Part III, Chapter 304, Paragraph A.2, for responsibilities, authorities, and coordination requirements relating to sustainment cargo shipments). Refer to Appendix A for Class IV sustainment shipment procedures.
 - (f) Sponsoring Military Services and DoD Agencies will develop procedures to ensure shipments, to include shipments prepared by a vendor and forwarded to the CCPs for consolidation, will be air cleared prior to arrival at the CCP.
- (2) For DoD international tenders, prepare documentation IAW with tenders, which can be obtained by contacting USTRANSCOM or the carrier.
 - (3) For commercial air, prepare a BL IAW Chapter 206 of this regulation.
4. **Multi-Modal Shipments.** Multiple modes (e.g., airlift, sealift, line-haul, rail, and barge) of transportation may be used to move cargo to/from multiple zones globally. The Commercial Multi-Modal (CMM) Sea/Air contract is an option the shipper can utilize in order to meet the customer's RDD. Shippers may request CMM service in the notes section of the ETRR before submitting their request to the ARTRANS Ocean Cargo Clearance Authority (OCCA) Booking Office. Any HAZMAT will need to comply with the applicable modal regulations in which the cargo will move.
- a. **Procedures for using the CMM contract.**
 - (1) Shippers will submit CMM booking requests to their respective ARTRANS OCCA Booking Office listed in Appendix R. NOTE: Shippers will submit their ETRRs in the Integrated Booking System's (IBS) sustainment module or via e-mail to ARTRANS.
 - (a) CMM booking requests must include all TCMD cargo data and supporting documentation (e.g., DD Form 2781, DD Form 2890, and Shipper's Declaration for Dangerous Goods).
 - (b) ARTRANS will review Time-Phased Force and Deployment Data (TPFDD)-validated cargo data in the Joint Operation Planning and Execution System (JOPES) to determine transportation feasibility. NOTE: Since JOPES does not contain all required TCMD cargo data or supporting documentation, shippers will

work with ARTRANS to provide the cargo data to complete the ETRR (see Appendix D) and supporting documentation.

- (c) The responsible ARTRANS OCCA Booking Office will process the requirement into the IBS OTO module.
 - (d) ARTRANS G3 will coordinate with USTRANSCOM TCAQ to select the TSP.
 - (e) Once the shipment has been awarded to a TSP, the respective ARTRANS OCCA Booking Office will complete the booking in IBS. ARTRANS will provide the ETR (booking details, TSP, container/equipment spot dates, sail dates, trans-shipment locations, etc.) to the shipper via electronic means (IBS, system interface, e-mail, fax, etc.).
- b. Procedures for using other Multi-Modal Solutions.
- (1) There are other multi-modal acquisition vehicles (e.g., USC and Hybrid) and USTRANSCOM organic/charter conveyances that may be combined to meet shipper's unique requirements and desired RDD.
 - (2) Shippers will work with USTRANSCOM TCJ3 and ARTRANS G3 to route and book multi-modal cargo via other than the CMM contact.
5. Government-Wide Purchase Card (GPC) Shippers. Refer to DAFI 64-117, Government Purchase Card Program, and AFI 24-602, Volume 2, Preparation and Movement of Air Force Cargo, for policy and procedures on OCONUS GPC shipments. Cardholders and shippers may access the following website for specific instructions to use when purchase card shipments will move in the DTS: <https://www.acq.osd.mil/asda/dpc/ce/pc/docs-guides.html>.

BB. JMTCA

1. The CDR, HQ U.S. Army Joint Munitions Command (JMC), will establish and operate a JMTCA that will:
 - a. Develop procedures to receive airlift and sealift export requirements for munitions managed under the Single Manager for Conventional Ammunition (SMCA) and sourced from SMCA depots. The JTMCA will also develop procedures to receive sealift export requirements of SMCA and DoD Component-unique munitions or non-SMCA munitions.
 - b. Provide DoD Component National Inventory Control Points (NICP) and TOs with in-transit data and maintain control of munitions.
 - c. Coordinate with DoD Component NICPs and TOs any required actions that may affect implementation of previously coordinated or future shipment schedules.
 - d. Receive annual forecasts of export (both CONUS and OCONUS) munitions requirements and request detailed movement data from each Service twice a year.
 - e. Monitor the output of all production and storage sites and report any changes that will affect shipment planning to the NICP.
 - f. Receive all Service "single-managed" munitions shipment requirements, to include ATCMD data for airlift movement and requests, for theater munitions clearance and for APOE/APOD munitions clearances. TOs will submit ATCMDs to FACTS or LTS (for AF shipments) and to the JMTCA via the Munitions Transportation Management System website: <https://mtms.jmc.army.mil/mtms/cac/HomeServlet>. The JMTCA will work with FACTS or LTS to obtain airlift and APOE clearance for the TO, including making special arrangements.

- g. Consolidate munitions requirements into shipload quantities and prepare an ETRR for submission to ARTRANS.
 - h. Inform ARTRANS Operations of the desired on-berth date.
 - i. Establish, in conjunction with ARTRANS Operations and TOs, a schedule for each approved vessel requirements plan. The JTMCA will develop and coordinate the munitions port delivery date. The JTMCA will provide the schedule to ARTRANS Operations, ports, TOs, and DoD Component NICPs.
 - j. Monitor all shipments until lifted aboard the vessel. The JTMCA will advise NICPs, TOs/receivers, and requisitioners of changes to ship planning messages. The JTMCA will prepare a final Report of Shipment (REPSHIP) message (see Figure 204-10) that informs all addressees of munitions loaded onto the ocean vessel.
 - k. Advise NICPs and TOs when economical sealift is unavailable for particular shipment requirements.
 - l. Offer airlift requirements to FACTS or LTS (for AF shipments). Airlift Clearance Authority (ACA) will obtain APOE clearance (e.g., identifying space for in-transit storage for all export air munitions shipments).
2. The DoD Component/NICP will:
- a. Identify export shipment requirements and forward them to the JMTCA for ocean vessel consolidation
 - b. Provide TO(s), commercial carrier(s), and/or seaports of embarkation with any technical information concerning the transportability requirements of munitions managed by the respective NICP
 - c. Include the JMTCA as an information addressee on all export REPSHIPS
 - d. Advise the JMTCA of a delayed export shipment
 - e. Submit an export shipment request to the JMTCA for shipment planning actions IAW the DTR
 - f. Provide an FMS Notice of Availability (NOA) to the freight forwarder and to the JMTCA
 - g. Provide yearly forecasts of munitions requirements and semi-annual updates to the JMTCA
 - h. Monitor shipments until lifted aboard vessel.

CC. DTR-RELATED CODES ACCESS FOR DOD CONTRACTORS AND VENDORS (NON .MIL AND .GOV ADDRESSES)

The transportation codes are resident in the USTRANSCOM Reference Data Management (TRDM) databases. They are accessible by all users, including DoD contractors and vendors, through the Defense Transportation Electronic Business (DTEB) website at <https://www.ustranscom.mil/cmd/associated/dteb/> by clicking on “Reference Data”.

DD. SHIPMENT OF MATERIEL UNDER THE DOD PRIVACY ACT

Shipment of materiel identified as containing personal information, also known as personally identifiable information, requires additional control and security commensurate with the nature and type of personal information being shipped. At a minimum, shipments identified as containing personal information must be transported using Signature and Tally Record (675) service or with a TSP capable of providing shipment tracking and proof or evidence of receipt. More information

concerning 675 service is available at Chapter 205, Paragraph O. DoDI 5400.11, DoD Privacy and Civil Liberties Programs, defines “personal information.” Examples of personal information include information about an individual that identifies, links to, relates to, or is unique to or describes him or her (e.g., a person’s name and Social Security Number, personal cell/home telephone numbers and home/e-mail addresses, date and place of birth, biometrics, marital status, medical information, financial information, or law enforcement data).

EE. TOP SECRET

In accordance with the guidance in 32 CFR, Part 2001, Classified National Security Information, TOP SECRET materiel may be shipped/transmitted between the United States, Puerto Rico, or a U.S. possession or trust territory by direct contact between authorized persons, the Defense Courier Division (DCD) or an authorized government agency courier service, a designated courier or escort with TOP SECRET clearance, or electronic means over approved communications systems. Under no circumstances will TOP SECRET information be transmitted via the U.S. Postal Service or any other cleared or uncleared commercial carrier. Shippers who are able to provide their own cleared couriers or escorts are authorized to do so, and should follow the procedures outlined in 32 CFR and DoD Manual 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information. For shippers who need to ship materiel outside of the areas designated by 32 CFR or who otherwise need assistance, contact the DCD using the USTRANSCOM DCD website listed below in [Paragraph FF.1](#).

FF. TOP SECRET, SECRET, CLASSIFIED/SENSITIVE, OR UNCLASSIFIED/SENSITIVE MATERIEL, BOTH CONUS AND OCONUS:

1. SECRET, classified/sensitive, or unclassified/sensitive materiel, both CONUS and OCONUS: USTRANSCOM maintains a global courier network called the Defense Courier Division. DCD provides secure, worldwide movement of classified and sensitive national security materiel requiring courier escort in support of the DoD, the Department of State, Federal Agencies, the North Atlantic Treaty Organization (NATO), U.S. Allies, and U.S. Government contractors through an international network of couriers and courier stations. Agencies requiring service need to establish support with USTRANSCOM DCD. Questions or requests for defense courier support can be addressed on the USTRANSCOM DCD website at <https://www.ustranscom.mil/cmd/associated/dcd/>.
 - a. Courier stations provide service to areas where Status-of-Forces Agreements (SOFAs) or similar agreements ensure border clearance officials admit such materiel free of duty and without examination. The USTRANSCOM DCD and the Diplomatic Courier Service (under the Department of State) maintain close liaison and interoperability to minimize duplication of service and provide delivery of courier materiel into those areas where the USTRANSCOM DCD cannot provide service.
 - b. Shipments are transported via various conveyances, including, but not limited to, military airlift, U.S.-flag commercial airlift, Government-chartered aircraft, and military/commercial vehicles. In all instances, security of materiel is of paramount importance, maintained through a combination of means, to include restricted handling, use of accredited facilities, and continuous accountability for materiel in the USTRANSCOM DCD system.
 - c. The directive governing USTRANSCOM DCD operations and qualified materiel is DoDI 5200.33, Defense Courier Operations. For customer guidance/the DCD Customer Service Guide, go to <http://www.ustranscom.mil/cmd/associated/dcd/> and select “Customers”.

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER				
<i>(All items must be completed or otherwise explained. See instructions on back of this page.)</i>				
TO (Name, Address and ZIP Code of Routing Authority):		1. Unit Identification Code and GBLOC		2. DATE OF REQUEST (YYYYMMDD)
FROM (Name, Address and ZIP Code of Requesting Agency):		3. DATE SHIPMENT AVAILABLE FOR LOADING (YYYYMMDD)		4. REQUIRED DELIVERY DATE (YYYYMMDD)
		5. Moving Unit Name:		
8. COMPLETE COMMODITY DESCRIPTION: (National Stock Number (NSN) and freight nomenclature as shown in Standard Transportation Commodity Code (STCC) for rail and/or National Motor Freight Classification (NMFC) for motor. Additionally, UN number/Proper Shipping Name/Hazard Class/PG/NEW/CIIC or SRC as applicable for all HAZMAT/sensitive items.)				
7. Equipment				8. Gross Weight
	Number	Size	Type	
a. Railcars				
b. Trucks				
c. Trailers				
d. Barges				
e. Containers				
				9. Load Plan provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
				10. Port Call Order? <input type="checkbox"/> Yes <input type="checkbox"/> No
11. Accessorial Codes requested, as found in MFTURP 1 Appendix C				
a. Rail				
b. Motor				
12. Consignor			13. Consignee(s)	
a. Consignor (Title, Rank, Full Name, Contact #, Email and Address)			a. Consignee(s) (Title, Rank, Full Name, Contact #, Email and Address)	
b. Origin (Show actual shipping location and Single Point Location Code (SPLC))			b. Destination (Show actual shipping location and Single Point Location Code (SPLC))	
14. Remarks				
15. Typed Name and Title of Requestor			16. Office Phone and Extension	17. Signature

Figure 202-1. DD Form 1085, Domestic Freight Routing Request and Order

INSTRUCTIONS	
<p>This form is to be executed and distributed in accordance with instructions in the Defense Transportation Regulation, Part II, when it is necessary to obtain routings for shipments from SDDC routing offices.</p>	
<p>1. REQUESTING AGENCY UNIT IDENTIFICATION CODE and GBLOC. Enter number(s), letter(s), or any combination thereof. AGENCY UNIT IDENTIFICATION CODE is internal to requesting agency and is optional. GBLOC is mandatory.</p> <p>2. DATE OF REQUEST. Enter date of request (YYYYMMDD).</p> <p>3. DATE SHIPMENT AVAILABLE FOR LOADING (YYYYMMDD). Enter anticipated date equipment is expected to be on site for loading.</p> <p>4. DELIVERY DATE. Enter the Required Delivery Date at destination (YYYYMMDD).</p> <p>5. UNIT NAME. Enter number(s), letter(s), or any combination thereof. Ex: 1-101 ABCT, 2-1 ID, etc.</p> <p>6. COMPLETE COMMODITY DESCRIPTION. Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Standard Transportation Commodity Code (STCC) for rail and/or National Motor Freight Classification (NMFC) for motor and barge wherever possible for such information. Complete hazardous materials identification data (UN number, proper shipping name, hazard class, packing group, net quantity and SRC/CIIC required for all hazardous items. For shipments made up of multiple commodities an itemized listing/load plan is required.</p> <p>7. EQUIPMENT. Enter the exact number of railcar loads, truckloads, barges, or containers required, including the size and type. When the exact number cannot be computed, an estimate based on the heaviest practicable loading of carrier's equipment will be entered.</p> <p>8. GROSS WEIGHT. Enter gross weight of shipment(s).</p> <p>9. LOAD PLAN PROVIDED. Self-explanatory.</p> <p>10. PORT CALL ORDER PROVIDED. Self-explanatory.</p> <p>11. ACCESSORIAL CODES REQUESTED. Commonly used Rail Accessorial Codes: Loading (LDA)/Unloading (LDL) by Transportation Service Provider; Carrier to Unblock, Unbrace, and Untie (TER); Blocking, Bracing and Tie Down Services for Vehicles and Military tractor tanks (BLK); Materials (AAM); Crane at Destination (495); Crane at Origin (500); Dedicated Switch Engine Crew at Origin (LTE); Dedicated Switch Engine Crew at Destination (LFD); Dedicated Switch Engine at Destination (LMD); Dedicated Switch Engine at Origin (LME); Technical Assistance for Loading Railcars (RDH); Inspector Requested for Loading (SUP); Rail Inspection Service (RIS); Drayage at Destination (DPD). Commonly used Motor Accessorial Codes: Signature and Tally Record Service (675); Over dimensional Freight Service (520); Overweight Permit Shipment (PER); Escort/Flagman/Telephone Service (MES/MEN/ MET); Pickup/Delivery on Saturdays (SAT); Sundays or Holidays (HOL); Normal Business Days before/after Normal Operating Hours (PUD); Protective Tarping Service (PTS). Commonly used Transportation Protective Services: Dual Driver Protective Service (DDP); Protective Security Service (PSS); Trailer Tracking Service (DCS); Satellite Motor Surveillance Service (SNS).</p> <p>(FOR COMPLETE LIST OF ACCESSORIAL CODES SEE Military Freight Traffic Unified Rules Publication (MFTURP-1) (Appendix C))</p>	<p>12. CONSIGNOR. Enter Title/Rank, Full Name Contact #, email, address and shippers' actual shipping location name of station and Single Point Location Code (SPLC) from which freight will be forwarded.</p> <p>13. CONSIGNEE(S). Enter Title/Rank, Full Name Contact #, email, address and destination actual delivery location name of station and Single Point Location Code (SPLC) to which shipments will be delivered by carrier.</p> <p>14. REMARKS. Information that can be included in this block include but are not limited to detailed special requirements, loading or delivery schedule, origin and destination hours of operation, base access or vetting requirements, if return rates are needed, if the request requires the tender to be valid more than 30 days, if the request is only for a cost estimate, etc.</p> <p>15 - 17. Self-explanatory.</p>

Figure 202-1. DD Form 1085, Domestic Freight Routing Request and Order (Cont'd)

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

27. ADDITIONAL DATA	26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)	25. NATIONAL STOCK NO. & ADD (8-22)	24. DOCUMENT NUMBER & SUFFIX (30-44)	1	2	3	4	5	6	7	QUANTITY	SUPPL. ADDRESS	S. C. F. Z. D.	DIS. PR. TION	PROJ. JECT	R. E. D. A. V.	RI	O. C. M. P. N. D.	1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO											
				DD	QUAN	RI	FROM	M	NS	QUANTITY												SUPPL. ADDRESS	S. C. F. Z. D.	DIS. PR. TION	PROJ. JECT	R. E. D. A. V.	RI	O. C. M. P. N. D.				
				23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829												434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980	23242526272829	434647484950515253545556575859606162636465666768697071727374757677787980
				UNIT PRICE	DOLLARS	CTS	DOLLARS	CTS	4. MARK FOR	5. DOC DATE												6. NMFC	7. FRIT RATE	8. TYPE CARGO	9. PS	10. QTY. RECD	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL	
				17. ITEM NOMENCLATURE		18. TY CONT		19. NO CONT		20. TOTAL WEIGHT												21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED						

FormFlow (DLA) PREVIOUS EDITION MAY BE USED

Figure 202-2. DD Form 1348-1A, Issue Release/Receipt Document

CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT				
1. FROM <i>(Consignee at Stopoff Point)</i>		2. BILL OF LADING NUMBER		
		3. STOPOFF POINT		
4. TO				
5. CAR INITIALS AND NUMBER OR MOTOR CARRIER AND TRUCK NUMBER				
6. DATE RECEIVED <i>(YYYYMMDD)</i>		7. INBOUND SEAL NUMBER(S)		
8. ARTICLES UNLOADED				
a. DESCRIPTION	b. NUMBER OF PACKAGES	c. KIND	d. NO. ON PACKAGE(S)	e. WEIGHT
9. TOTAL WEIGHT UNLOADED <i>(In words and figures) (The weight of bulkheads, dunnage, or similar material will not be shown. Any change in net weight of such material used inbound will be reported to final consignee.)</i>				
10. DATE FORWARDED FROM STOPOFF POINT <i>(YYYYMMDD)</i>		11. OUTBOUND SEAL NUMBER(S)		
12. FORWARDING CARRIER				
13. REMARKS <i>(Indicate if loss or damage is involved)</i>				
14. THE PROPERTY DESCRIBED IN ITEM 8 WAS RECEIVED ON THE DATE INDICATED ABOVE, IN APPARENT GOOD ORDER AND CONDITION EXCEPT AS NOTED IN ITEM 13.		a. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT		

DD FORM 1371, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 202-3. DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point

CARRIER'S REPORT OF VEHICLE DAMAGE OR BREAKDOWN			
1a. TYPE AND MAKE OF VEHICLE		1b. VEHICLE REGISTRATION NUMBER	2a. B/L NUMBER
			2b. FREIGHT BILL NUMBER
3. LOCATION OF ACCIDENT OR VEHICLE BREAKDOWN		4. SPEEDOMETER READING AT TIME OF ACCIDENT OR VEHICLE BREAKDOWN	
5. DATE AND TIME OF ACCIDENT OR VEHICLE BREAKDOWN		6. DATE AND TIME VEHICLE RETURNED TO OPERATION	
7. DESCRIBE DAMAGE(S) AND/OR TROUBLE <i>(If additional space is required, explain under Remarks.)</i>			
8. COST OF REPAIRS		<i>NOTE: Approval of repair costs in excess of those authorized must be obtained from:</i>	
MATERIAL		SHIPPING TRANSPORTATION OFFICE	
LABOR		ADDRESS <i>(Include ZIP Code)</i>	TELEPHONE NUMBER
TOTAL	0.00		
9. REMARKS			
10a. SIGNATURE OF OPERATOR		10b. NAME OF CARRIER	
11a. SIGNATURE OF OPERATOR		11b. NAME OF CARRIER	
12. To the best of my knowledge the above statements are true and correct. Visual inspection indicates repaired or replaced item(s) are new or serviceable.		SIGNATURE OF RECEIVING OFFICER	

DD FORM 651, AUG 69 (EG) PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

USAPFC V1.00

COPY 1

Reset

Figure 202-4. DD Form 651, Carrier's Report of Damage or Breakdown

INSTRUCTIONS

In the event of an accident or mechanical failure which leaves the vehicle in a condition so that it cannot be operated safely to its destination, operator will complete this form.

The operator is authorized to incur necessary repair expenses up to the amount specified in the Bill of Lading instruction or as specified by company policy. Repair costs exceeding those authorized must be approved by the transportation office shown in Item 8 prior to start of repair.

When possible, items of warranty should be repaired by the manufacturer's authorized dealer. Warranty notification is located on the dashboard of each vehicle.

In the event operator is required to leave vehicle at repair facility, he must execute and sign this form and place it in the glove compartment of the vehicle. The last copy (*Copy 4*) may be retained by operator.

ITEMS 1a and 1b - Enter type and make of vehicle, and vehicle registration number as shown on Bill of Lading or other shipping document. Normally, these documents are located in glove compartment or cab of each vehicle.

ITEMS 2a and 2b - Enter Bill of Lading Number and Freight Bill Number as shown on respective documents.

ITEM 3 - Enter highway number, distance to, and name of nearest city and state. If at a service station and/or other establishment, give name and telephone number of service station or establishment.

ITEM 4 - Enter speedometer reading at time of breakdown.

ITEM 5 - Enter exact date and time vehicle became inoperative.

ITEM 6 - Enter exact date and time vehicle is returned to operator for onward movement.

ITEM 7 - Indicate nature of damage(s) and/or describe in detail the technical evaluation of the trouble.

ITEM 8 - List both material and labor costs required to repair deficiencies. Estimated prices are acceptable when exact information is not available. (*NOTE: Parts of items of equipment that do not have credit or exchange value must be turned in at destination and noted on the freight bill of delivery of vehicle.*)

ITEM 9 - List other pertinent details that will clarify or assist in determining circumstances under which the damage or failure occurred. If a summons is issued (*in connection with vehicle damage*) by a duly authorized police officer, describe offense and location, and give police officer's name and badge number.

ITEMS 10a and 10b - Signature of operator and name of carrier sustaining damage or breakdown.

ITEMS 11a and 11b - Signature of operator and name of carrier accomplishing onward movement from repair facility.

DD FORM 651, AUG 69 (EG)

Figure 202-4. DD Form 651, Carrier's Report of Damage or Breakdown (Cont'd)

[\[Print\]](#) [\[Return to Shipment\]](#)

Shipment Information		USPPI	
Filer ID	432035260	Name	DDNV-DISTRIBUTION CENTER
Shipment #	PCN05V50483678XXX	ID Number	432035260 (EIN)
ITN:	X20050622010332	Contact	PAMELA EASTER
Current Date/Time:	Tue Jun 28 16:03:33 2005 EDT	Phone	7574433312
Departure Date	06/22/05	Cargo Origin	1968 GILBERT STREET NORFOLK, VA 235120001
Trans. Ref. #	9391077485	Ultimate Consignee	
Origin State	VIRGINIA (VA)	Name	BASE COMMANDER, CFB ESQUIMALT
Country of Dest.	CANADA (CA)	Contact	
Export Port	DHL,CINCINNATI,OH (4197)	Phone	
Mode of Transport	Air (40)	Address	BLDG 66 COLWOOD VICTORIA BC, BC CA V9C1B0
Carrier SCAC/IATA	DHL WORLDWIDE (DHL)		
Conveyance Name	DHL WORLDWIDE		
Routed Transaction?	No		
Related Companies?	No		
Hazardous?	No		
Commodities			
Item	EIC	Schedule B/HTS/Description	Qty Gross Wt. Value Origin License Vehicle
1	FS	8485900080 SCREWS SILIVER PLATED	0 X 1 KG \$ 2403 D S94 No
DDTC Licence Details			
License Type: DSP-94 Foreign Military Sales (S94)			
Export License #: CN-P-KMQ			
DDTC Registration #: F-4382			
DDTC Sig. Military Eq. Indicator: No			
DDTC USML Category Code: 21			
DDTC Quantity: 1 PCS			

Figure 202-5. AES Direct Shipment Record

Table 202-1. Timeliness Evaluation Criteria

MOVEMENT EVENT	MANIFEST TRANSMISSION TO IGC
1. Ocean Shipments	
a. Commercial liner and charter service	Within 24 hours of event (Goal of 4 hours)
b. Exercise and wartime unit and sustainment moves on gray-bottom U.S. Naval Ship vessels	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All air, truck, and rail cargo and passenger inter-theater movements	Within 1 hour of event

Table 202-2. DoD Standard Transit Time Guide – Standard Commodity Shipments

TOTAL TRANSIT DAYS – EXCLUDING SATELLITE MOTOR SURVEILLANCE (SNS) (DDP & PSS) SHIPMENTS		
DISTANCE		
MILES	TL	LTL
<=500	1	3
501 – 1000	2	4
1001 – 1500	3	5
1501 – 2000	4	6
2001 – 2500	5	7
>2500	6	7

Table 202-3. DoD Standard Transit Time Guide – SNS (DDP & PSS) Shipments

TOTAL TRANSIT DAYS FOR SNS (DDP & PSS) SHIPMENTS			
DISTANCE	PSS TL / LTL / DROM	DDP	
MILES		TL	LTL /DROM
<=700	1	1	5
701 – 1400	2	2	6
1401 – 2100	3	3	7
2101 – 2800	4	4	8
>2800	5	5	9

Table 202-4. Table of FMS Charges

Charge	Description	How Priced	Applied by – for Billing	References	
Transportation	Cost to the United States of transporting purchaser materiel using the Defense Transportation System (DTS) or a Bill of Lading. (Includes costs for labor, materiel, or services at ports of embarkation or debarkation.)	Included as a percentage of applicable line items as a below-the-line charge on the LOA. See Chapter 5 for a complete list of Delivery Term Codes (DTC). For blanket order lines – the DTC %. For defined order lines – the DTC % for the first \$10,000 in unit cost and 25% of the DTC % for the portion of the unit cost that exceeds \$10,000. See Table C9.T4a for DTC percentages.	Defense and Accounting Service (DFAS)– Indianapolis	DoD FMR, Volume 15, Chapter 7, paragraph 070503 BPC: DoD FMR, Volume 11A, Chapter 1, Addendum 1	
		A Transportation Bill Code (TBC), if used, overrides the DTC for both blanket and defined order line entries. Estimated/actual pricing for transportation may be used if known.			Implementing Agency
		When provided as a unique service, this charge may be included as a separate line on the LOA.			
	Unanticipated services related to detention and demurrage.	Actual charges are applied to the applicable line. The case must be modified to reflect the additional costs to the line.		See Section C7.12	