CHAPTER 210
TRANSPORTATION DISCREPANCY REPORT (TDR)

A. GENERAL

1. This chapter prescribes responsibilities and procedures for reporting transportation discrepancies within the Defense Transportation System (DTS). TDRs will be used to document loss, shortage, and damage discrepancies attributable to the Transportation Service Provider (TSP) and for purposes prescribed in Paragraph A.2. All other shipper-related discrepancies will be reported using the Supply Discrepancy Report (SDR) procedures in Paragraph C.

2. The purpose of a TDR is to:
   a. Document the loss, shortage or damage to Government material to support the filing of claims against TSPs for Government reimbursement. If a claim is not filed, the Government is not compensated for loss/damage, which leaves the Government, and thereby the taxpayer, to pay the bill.
   b. Document the loss, shortage or damage to Foreign Military Sales (FMS) or other Security Cooperation Program (SCP) shipments to support filing claims against TSPs for reimbursement to the foreign customer.
   c. Document other TSP-related discrepancies, such as improper cargo blocking and bracing; shipping paper irregularities; broken/missing seals; failure to provide transport equipment that complies with Military Standard (MIL-STD) and/or state and federal transportation safety regulations; and TSP-related hazardous materials (HAZMAT) marking, labeling, placarding, and documentation errors.
   d. Report transportation discrepancies involving motor, air, water, rail, and small package TSPs for:
      (1) Astray freight (see Defense Transportation Regulation [DTR] Chapter 209)
      (2) Shortage
      (3) Pilferage
      (4) Theft
      (5) Damage
      (6) Vandalism
      (7) Material overage
      (8) Contract and/or accessorial services ordered but not provided
      (9) Non-conformance with HAZMAT shipping requirements.

3. This chapter provides the consignee with guidance to:
   a. Document facts and evidence for finance centers and or claims offices to support loss and damage claims against the TSP to ensure recovery of Government funds
   b. Provide information to Military Surface Deployment and Distribution Command (SDDC) Strategic Business Office (AMSSD-SB) and other responsible activities for use in loss and damage prevention
c. Provide proof of transportation discrepancies so adjustments can be made to financial records; property; inventory files; and dependent on Service and Agency’s policies, to the Item Manager (IM), who can reissue in replacement of the lost or damaged material.

4. For miscellaneous transportation discrepancies, see Paragraph K.

B. RESPONSIBILITIES

1. The SDDC Strategic Business Office, AMSSD-SBI-CB, will:
   a. Serve as the Department of Defense (DoD) TDR program manager
   b. Establish and maintain procedures for transportation discrepancies involving DTS shipments
   c. Develop, maintain, and administer the Global Freight Management (GFM) Discrepancy Identification System (DIS)
   d. Take necessary measures to determine the effectiveness of and weaknesses in the TDR process and provide recommendations to DoD Components for improvement or corrective action(s)
   e. Provide data, analysis, reports, and information to DTS users to determine trends and procedures to reduce loss and damage
   f. Assist Government agencies in resolving transportation discrepancies
   g. Ensure published regulatory guidance meets the needs of the military and federal agencies involved with the TDR program
   h. Provide Transportation Officers (TOs) and Receiving Officers with timely, adequate training and assistance in the preparation and submission of TDRs
   i. Provide assistance to theater Commander (CDR) Area Monitoring Offices (AMOs), and review and comment on all AMO implementing instructions
   j. Monitor TDR actions and initiate investigative or corrective actions as required
   k. Monitor the TDR performance of field activities that fail to respond to requests for information (RFIs)
   l. Assist finance centers and claims offices in obtaining shipment and discrepancy information to resolve transportation discrepancies.

2. Theater CDRs will establish an AMO that:
   a. Monitors TDR actions for theater-managed transportation tenders/contracts or other supporting contracts within its area of responsibility (AOR)
   b. Monitors systemic problems with transportation contracts and work with respective Contracting Officers’ Representatives (CORs) to rectify problems
   c. Monitors the performance of field activities that fail to answer RFIs to ensure prompt and accurate replies
   d. Provides theater-unique procedures for TDRs as required, and provides training, assistance, and advice
   e. Assists finance centers and claims offices in obtaining shipment and discrepancy information to resolve transportation discrepancies.
3. DoD Components (Services/Agencies) will:
   a. Monitor subordinate activities’ compliance with the TDR program and take corrective action as necessary to maximize program effectiveness.
   b. Provide Service/Agency-related policy guidance to TOs who are responsible for preparing discrepancy reports.
   c. Monitor the performance of field activities that fail to respond to RFI, and take action to ensure prompt and accurate replies in the future.
   d. Assist finance centers and claims offices in obtaining shipment and discrepancy information to resolve transportation discrepancies.

4. TOs and Receiving Officers will:
   a. Take proactive steps to identify potential lost, damaged, or astray freight. Document and submit TDRs on all transportation discrepancies in shipments received at their activity, including TDRs on military mobilizations and exercises, in accordance with (IAW) TDR reporting standards.
   b. Respond to RFIs and any other requests within established time frames (see Table 210-1).
   c. Report discrepancies for cargo handled within the Air Mobility Command (AMC) airlift system by sending the original TDR to the last AMC aerial port that handled the freight; do not send the TDR to a finance center. Provide an information copy to:

   HQ, Air Mobility Command
   ATTN: A4TC
   402 Scott Drive, Unit 2A2
   Scott AFB, IL 62225-5302
   Commercial: (618) 229-4434, DSN: 779-4434
   E-mail address: amc.a4tcp@us.af.mil

   d. Provide procedures for discrepancy reporting on shipments received by off-site and tenant activities.
   e. Ensure procedures for obtaining actual repair cost statements/estimates are followed as they apply to the activity (see Chapter 211).
   f. Investigate and gather facts relating to each shipment discrepancy to support Government claims against the responsible TSP. Notify the security and law enforcement elements upon loss of classified/protected material, suspected forgery or if loss, pilferage, theft, or vandalism is readily apparent.
   g. Notify the Defense Investigative Service cognizant security office of classified material security violations according to DoD 5220.22-M.
   h. Furnish documentation to support a contractor’s claim against a TSP for free on board (FOB) destination shipments; use the Web-based GFM DIS or DD Form 361, Transportation Discrepancy Report, Figure 210-1, for this purpose.
   i. Review each TDR before forwarding to the finance center or claims office to ensure:
      (1) TSP responsibility is established and supported with documented evidence.
      (2) The amount of loss/damage is supported with documented evidence citing the actual expense of repairing or replacing the lost or damaged material. They will use estimated repair costs only when repairs will not be made, repairs will be delayed because of lack
of parts or backlog in the repair facility, or the damaged property must be shipped to another facility for repair.

(3) Items shipped to the repair facility are adequately marked so the repair facility can identify them and maintain separate repair cost records for claim action.

(4) Controls are in place to ensure action is taken on correspondence from the finance center or claims office IAW established TDR reporting standards.

j. Ensure transportation discrepancies of less than $500 in value are documented and reported and further settled at the local level. When the loss or damage is less than $500, file a claim against the carrier, following the procedures outlined in Figure 210-8, Local Claim Filing Guidelines.

k. For SCP deliveries, U.S. Military Representatives, such as Security Assistance Officers (SAOs), perform the TDR functions of a Receiving Officer (see Appendix E and Table 210-5).

5. CMOs will:
   a. Take proactive steps to identify potential lost, damaged, or astray freight and ensure prompt, accurate reporting of discrepancies for inbound shipments at contractor plants
   b. Respond to TDR RFIs
   c. Take corrective action to prevent further discrepancies
   d. Investigate each discrepancy and gather facts to support claim actions.

6. Finance Centers/Claims Offices will:
   a. Make final determination of liability and measure of damage
   b. File an SF 362, U.S. Government Freight Lost/Damage Claim, Figure 210-2, to complete formal claim actions
   c. Investigate and respond to all TSP protests, declinations, and compromise offers pertaining to claims filed by their office
   d. Take collection action
   e. Handle claims to conclusion, to include furnishing administrative reports to the U.S. General Accountability Office and litigation reports to the U.S. Department of Justice, when required, because of uncollectible debts, TSP bankruptcy debts, or compromise offers of $20,000 or more
   f. Provide settlement notification to reporting activities when claims are adjudicated
   g. Act in an advisory capacity for locally filed claims.

7. Transshipment Activities, Terminal Operations, and Consolidation and Containerization Points (CCPs) will prepare and distribute initial notifications to the reporting activity, transshipment point, consignor, shipper, consignee, and final destination (if known). If discrepancies cannot be corrected within 90 days and the reporting activity has exhausted all “good faith” efforts to locate the owners, the report is considered closed. The activity will then request disposition instructions from the shipper, Inventory Control Point (ICP), or IM.

8. Security Assistance Implementing Agency (IA) centers or commands will advise and assist in-country Security Cooperation Officers (SCOs) regarding TDR submission for DTS-delivered SCP shipments.
C. EXCEPTIONS (TDR)

This chapter does not apply to:


2. Reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments; including shipments under International Logistics Programs. Report these discrepancies as an SDR using the Defense Logistics Agency (DLA) Transaction Services DoD Web Supply Discrepancy Reporting (WebSDR) program or the Service/Agency-sponsored SDR application for automated interface with DoD WebSDR. The hard copy SF 364, Report of Discrepancy (ROD) (Supply Discrepancy Report), Figure 210-3, is available for exception use only and is strongly discouraged.

3. The SDR is a tool used to report shipping and packaging discrepancies attributable to the responsibility of the supply activity (including Government sources, contractors/manufacturers, or vendors) shippers and to provide responses and resolution.

   a. The following types of shipments (discrepancies) will be reported on an SDR:

      (1) Improper preservation
      (2) Improper/excessive packaging
      (3) Improper packing
      (4) Mismatches between unique item identification on the item or packaging marks/labels and the associated shipping notice or shipping document
      (5) Lost/damaged parcel post United States Postal Service (USPS) shipments
      (6) Wrong/incorrect item received
      (7) Supply or product quality deficiencies under the Security Cooperation Program
      (8) Overage/shortage (not TSP-related)
      (9) Missing parts
      (10) Misdirected (not TSP-related)
      (11) Expired shelf life
      (12) Total non-receipt of material (not TSP-related)
      (13) Damaged material (not TSP-related)
      (14) Improper markings/labeling
      (15) Missing/unreadable Automatic Identification Technology (AIT)
      (16) Non-compliant wood packing material
      (17) HAZMAT documentation discrepancies (NOTE: Transshipper may report other types of missing or improper shipment documentation, to include Special Handling Data/Certification [DD Form 1387-2], Transportation Control and Movement Document [TCMD] [DD Form 1384], and the Shipper’s Declaration for Dangerous Goods per DLM 4000.25, Volume 2, C17.3.2.5.1)
(18) Underutilization of shipping containers
(19) Other shipper-related discrepancies as appropriate.

4. Reporting discrepancies under the General Services Administration (GSA) Government Purchase Card (GPC) or the GSA SmartPay Purchase Card.
   a. GSA GPC: If a discrepancy occurs on a shipment paid for under the GSA GPC program, cardholders must contact the material vendor to resolve the discrepancy IAW GSA procedures. If billing adjustments do not show up in next month’s bill, a dispute form (Form CSQICPPPUR, Cardholder Statement of Questioned Item) will be completed and mailed to the bank representing the GSA GPC. Obtain the Form from the bank by calling toll-free 888-994-6722.
   b. GSA SmartPay Purchase Card: If a discrepancy occurs on an order and/or shipment paid for under the purchase card program, the cardholder must contact the responsible vendor/transportation service provider to resolve the discrepancy.
   c. GPC purchases are highly discouraged from entering the DTS at an aerial port or a CCP. Improper marking, packaging, and funding requirements will result in frustrated cargo.

5. Loss and damage to personal property, unless that loss and damage is property consigned to transshipment activities for movement overseas or the discrepancies resulted from movements by AMC or by the Military Sealift Command (MSC).

6. Shipments of bulk petroleum via all modes (e.g., tanker, pipeline). (See DoDM 4140.25-M, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal, Volume II, Chapter 5, at http://www.dtic.mil/whs/directives/corres/publaw483.html for DD Form 361 requirements.)

7. Overages and shortages on single consignee SEAVANs or containers that were loaded at the supply source and were unstuffed by the cargo consignee with original seals intact. Report these overages and shortages on a SDR. Transshipment points (CCP, ports, and breakbulk points) are not supply sources for purposes of this exception.

8. Dunnage and lashing gear (e.g., lumber and wood products, wire, wire rope, turnbuckles, clips, and/or chains) other than those items identified as recoverable according to current individual Service policy and procedures, used to fasten cargo to prevent shifting during transportation.

9. Discrepancies that occur in the movement of material to or from on-station sites or satellite activities using equipment assigned to a Government activity, vendor, or contractor operation.

D. FMS SHIPMENTS

1. TDR procedures apply to any SCP shipment made within the DTS. TDRs will be submitted IAW Table 210-5 guidance. For any DTC not identified on the table, the TDR will be worked by exception by the IA. DTC 4 and E shipments do not involve the DTS so TDR procedures do not apply.

2. TDR procedures apply to FMS materiel shipped to non-DoD consignees within the Continental United States (CONUS) (e.g., FMS freight forwarders, Customer Country embassies, or facilities identified in Notice of Availability [NOA] responses). Prepaid shipments to these destinations, regardless of the funding source, involve a contractual relationship between a DoD/United States Government (USG) shipping activity and the inland CONUS transportation service provider.

3. The consignee cannot submit claims or tracing requests directly to the TSP. As non-DoD/USG entities, they cannot submit TDRs. For these reasons, the freight forwarder or the Country Representative will report these discrepancies to the DoD shipping activity with a letter or
memorandum. The shipping activity will use these reports to initiate tracers or damage claims with the inland CONUS TSP.

4. The proceeds from claims will be forwarded to the Customer Country’s account held at Defense Finance and Accounting Service (DFAS).

5. The FMS case identifier must be entered on the TDR.

6. Contact the FMS case manager for guidance on the responsibility for obtaining and paying for damage estimates.

7. Non-transportation discrepancies will be reported under Supply Discrepancy Report procedures. Customer countries report these discrepancies on an SDR. See 4000.25-M, Volume 2, Chapter 17, at http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlms/default.asp.

E. INSTRUCTIONS FOR PREPARING DD FORM 361 USING THE WEB-BASED GFM DISCREPANCY IDENTIFICATION SYSTEM

1. The procedures described herein apply to the use of the Web-based GFM DIS. All DoD freight shipping and receiving activities, to include the Services and DLA, are required to use this system, or a system that exchanges data electronically with this system, to generate TDRs. TSPs are also included as system users in order to reply to TDRs.


To access GFM, users must request an Electronic Transportation Acquisition (ETA) login ID and password.

a. From the SDDC website, http://www.sddc.army.mil, select the “Link” tab and click the “Electronic Transportation Acquisition (ETA) System” link.

   NOTE: The ETA website is also accessible directly at https://eta.sddc.army.mil.

b. Select the GFM checkbox, and select Applications or Training.

c. Select Training for DIS Online Tutorial and webinar training. All users are encouraged to familiarize themselves with the contents of the tutorial prior to using the system.

d. Help Desk Support. Live support is provided by the SDDC System Response Center 24 hours a day. They may be contacted as follows:

   800-462-2176 (calls from CONUS only)
   Commercial: 618 220-7332
   DSN: 770-7332
   E-mail: SDDC.SAFB.DPSHD@usarmy.mil

e. Prepare and submit supporting hard copy documents (such as photographs, material receipt inspection reports, and a manually prepared DD Form 361 [Figure 210-1]) to supplement the Web-based TDR action.
F. REPORTING PROCEDURES

1. To report a transportation discrepancy:
   a. The consignee will:
      (1) Notify the TSP in writing (i.e., fax or e-mail), within 3 business days from the date the discrepancy was discovered.
      (2) Prepare an Advisory Action RFI message (e-mail) IAW Figure 210-5 for classified or protected shipments within 24 hours from the date the discrepancy was discovered.
      (3) Provide a copy of a RFI to the TSP within 7 calendar days from the date the discrepancy was discovered for a non-classified/non-protected shipment.
      (4) Prepare, document, and submit a TDR for loss and/or damage claim action to the finance center/claims office.
      (5) Report astray freight recoveries using guidelines in Chapter 209.
      (6) Obtain a billing adjustment/credit. A copy of the DD Form 361, Figure 210-1, will be sent to the ICP (e.g., Defense Supply Center). The completed TDR must be provided to the ICP to receive repair and disposition instructions. Customers must request credit within 9 months of receipt or expected receipt of the materiel. The Routing Identifier Code (RIC), which identifies the Defense Supply Center where the materiel originated, is found at positions 67 to 69 of the DD 1348-1A, Figure 210-9. Make the request for credit in the “REMARKS” section, Block 28 of the DD Form 361. Deposit credit in the account of the requisition originator. Provisions of this subparagraph do not apply to SCP shipments because of title/ownership transfer.
   b. Transshipment activities or activities other than the consignee will:
      (1) Prepare a RFI by completing Block 1 and Blocks 4 through 31. (DTR Part II, Appendix I, provides instructions for manual completion of the DD Form 361.) Block 30 will contain the probable responsible party for the discrepancy (e.g., TSP, transshipment activity).
      (2) Distribute the DD Form 361. Forward original, with enclosed supporting documents, to the consignee within 5 calendar days of identifying the discrepancy.
      (3) Maintain a file copy.
      (4) Forward one copy to the TSP explaining that the TSP’s response must be sent to the consignee identified in Block 6 of the TDR.
      (5) Send a copy to the designated AMO.

2. Time frames for submitting TDRs are as indicated in Table 210-1.

3. Time Limitations for Filing Claims. Government agencies will take prompt action to recover amounts due to the United States as a result of discrepancies in delivery, IAW time limitations established by the bill of lading (BL) or other contracts of carriage or by statute. The time limit is based on the mode of transportation used and, therefore, TOs may find it necessary to step up reporting and investigation of discrepancies in shipment. TOs will use Table 210-2, Time Limit to File TDR for Claims Action, to determine whether there is a reduced timeline for submission of a TDR for claim action.

4. TDR reporting requirements for claim action:
   a. Report all discrepancies in DoD shipments valued at $500 or more.
b. Report all classified, protected, HAZMAT, and SCP shipment discrepancies regardless of value.

c. Shipments valued at under $100 do not require claims action, except classified, protected, and SCP shipments of any value. For reporting miscellaneous transportation discrepancies that do not result in a claim, refer to Paragraph H.

d. When a response to an RFI or other investigation indicates the actual value of the discrepancy is less than $500, TDRs may be processed at the local level and locally established claims procedures will be used. (See Chapter 211 on how to determine the cost of a transportation discrepancy.) If the TSP declines the claim at the local level, forward the claim with the DD Form 361, and all supporting documentation for assistance by the finance center or claims office. Provisions of this paragraph do not apply to SCP shipments.

e. Forward all TDRs valued at $500 or more to the finance center or claims office for claim action. If the property value is less than $500 and the claim cannot be settled at the local level, or there is a question of proper law or disposition, forward the claim to the finance center or claims office for action. Proceeds obtained for SCP shipment discrepancies will be forwarded to the Customer Country’s account at DFAS.

(1) Claims settlement: Upon receipt of settlement from the TSP, submit the settlement (claims) check to the finance office or Service or Agency designated location using the DD Form 1131, Cash Collection Voucher, Figure 210-4.

(2) Funds credit: Pursuant to 10 USC §2636, for deductions from TSPs because of loss or damage to material in transit, all monies collected from TSPs for loss and damage claims must be credited to the fund or appropriation from which the same or similar material will be purchased. For damages, funds may be returned to the account from which repair costs are paid. If the original purchase was made using industrial operating funds/stock funds, any monies recovered can be credited to that fund at any time. If the original purchase was made using appropriated funds, recovered monies can only be returned to that appropriation as long as it is still active; after the appropriation has expired, recovered funds must be returned to the General Treasury.

f. GSA does not require reporting of discrepancies of a certain value, nor does GSA impose a minimum amount for processing discrepancies. GSA bills at the time of shipment and leaves it to the discretion of the Agencies to determine when recovery of their funds warrants the effort of processing a discrepancy report and claim.

5. Changing or cancelling a manually prepared TDR. Use the original copy of the DD Form 361 as follows:

a. To change a TDR, write the word “REVISED” on the front, top, and bottom of the form; draw a line through the old information and legibly print the corrected information. In Block 28, state the reason for the TDR change. Sign and date the change notation, and forward to the original addressees.

b. To cancel a TDR, write the word “CANCELLED” on the top and bottom of the form. In Block 28 or Block 36, type the reason for cancellation. Sign and date the cancelled notation and forward to the original addressees.
G. USE THE DD FORM 361

1. Issue an RFI to the TSP for every documented transportation discrepancy.

2. Request information (from any source) to resolve a discrepancy (e.g., request pricing data from shipping activity or ICP).

3. Reply to an RFI.

4. Change or cancel a previously issued TDR.

5. Request disposition instructions from the IM and request credit.

6. Support claims against TSPs and contractors.

7. Support recovery of unearned transportation charges for services ordered but not provided; send one copy to claims/finance center.

8. When an international ocean TSP is suspected or known to be responsible for a loss, shortage, or damage, follow the procedures in Paragraph I.

H. REPORTING REQUIREMENTS

1. When a shipment discrepancy is identified, the actions taken differ depending on the type of discrepancy, value of the material discrepancy, mode of transportation, and the activity finding the discrepancy. Discrepancies in classified or protected material, as well as Arms, Ammunition, and Explosives (AA&E) shipments (regardless of classification), require reporting procedures that are slightly different from other cargo shipments. TDRs are important for SCP shipments because they provide needed documentation for Customer Countries to submit insurance claims. This is over and above procedures obtained from TSPs. Not all countries, however, purchase insurance.

2. Advisory Action and RFI.

   a. If a discrepancy is found in a classified, protected, or AA&E shipment, notify the nearest TO by telephone upon discovery.

      (1) The TO or designated agent notifies the TSP or contractor, DTTS and the local security office and records the name(s) and position(s) of all individuals contacted.

      (2) Regardless of the value of the shipment, within 24 hours after the discovery of a discrepancy, the TO must notify the appropriate addressees listed in Paragraph I by e-mail. When a theft or loss of narcotics or controlled substances is involved, notify local law enforcement.

      (3) The sample e-mail, Figure 210-5, is prepared with line numbers corresponding to Blocks 1 through 31 of the DD Form 361, Figure 210-1. Block 28 is used if more information is needed or if a particular addressee is to take action.

      (4) Distribution of the RFI Advisory Message:

         (a) Consignor. If shipped by a non-DoD agency, send it to the Government activity that directed the shipment. If shipped by a contractor, send to the CMO cognizant Transportation Office. For shipments administered only by Defense Contract Management Agency (DCMA), send requests to the DCMA Transportation Group Mailbox, Transportation.Division@dcma.mil, or the in-the-clear address per Paragraph M.1.g. All other TDRs will be sent to the DoD agency who issued the shipping documentation/instructions to the vendor.
(b) Consignee. If the discrepancy is discovered in transit.

(c) Designated AMO.

(5) If an activity other than the consignee discovers the discrepancy, the consignee remains ultimately responsible for final TDR preparation. The activity that discovers the discrepancy must prepare an Initial Notification TDR and include a statement in the Remarks section (Block 28) of the Advisory or RFI message requesting all action responses will be sent to the consignee listed in Block 6. Ensure the statement “Initial Notification” is included in Block 28.

(6) Classified or protected cargo will not be released to the TSP or any unauthorized personnel for repair or salvage. Property that is designated SECRET or CONFIDENTIAL and narcotics will not be released to the TSP regardless of the extent of damage.

(7) Responding to the Advisory or RFI Message. All action addressees must answer the Advisory or RFI Message within 3 business days of the date the RFI was received on a classified or protected shipment or 7 calendar days for unclassified/unprotected shipments. Even if an action addressee has no information concerning the discrepancy, a negative reply is required. After all answers are received, the consignee attempts to resolve the discrepancy. If the discrepancy cannot be resolved, complete the TDR and forward as appropriate.

(8) Unanswered Advisory or RFI TDR. If a response is not received by the close of business on the seventh day, the TO sends a “Non-response” TDR to remind action addressees that a reply is mandatory. The subject of the TDR will be “RFI Follow-up” and the body of the message states: “Answer not received by required deadline.” The consignee sends a copy of this tracer to the AMO of the action addressee. For Air Force RFIs, send a copy to the Major Command (Air Force) (MAJCOM) of the consignee. The consignee does not wait for a reply to the late notice, but continues with actions as required.

(9) Resolved Advisory or RFI TDR. If the discrepancy is resolved within 30 calendar days from the date it was discovered, cancel the Advisory and RFI message. Send the message cancelling the TDR to each addressee that received the original message reporting the discrepancy.

(10) Unresolved Advisory and RFI TDR. If the discrepancy is not resolved, the consignee will issue a DD Form 361, regardless of the cost of the discrepancy, no later than 30 calendar days after the discrepancy was discovered for claim action against the TSP.

(11) Assembling the TDR Package. The DD Form 361 is the source document for claim action against the TSP and, depending on the Service or Agency policy, for the IM to reissue material, issue credits, or provide disposition and repair instructions. These actions will likely be successful if the TDR is supported with documented facts and firm evidence that establish TSP liability and the actual amount of the Government’s loss. Table 210-4 lists the documents required to support the TDR for claim action.

(12) Forwarding the TDR Package. The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary. Distribution follows:

(a) Forward one copy, without attachments, to the consignor.

NOTE: SAOs submitting TDR packages for SCP shipments will usually not send this copy.
(b) Maintain one copy of the TDR package.

(c) For SCP TDRs, send one copy of the TDR, without attachments, to the Security Assistance Agency that administers the SCP for the DoD IA that generated the affected shipment.

(13) Guidance for completing the DD Form 361. The consignee will complete Blocks 1 through 31 of the DD Form 361. Most of the information needed to fill out the DD Form 361 is available from the Advisory or RFI TDR. In addition, complete Blocks 32 through 38 (Part II of the DD Form 361) for claim action against the TSP. TSP claims will be filed by the finance center or claim office whose fund citation is annotated on the Appropriation Chargeable (Block 24) of the BL. Contractor claims will be filed by the Government activity that administers the contract. Information contained in Part II of the DD Form 361 will not be disclosed to the TSP or contractor. (See Figure 210-1.)

(a) If OCONUS, forward one copy of the DD Form 361 to the AMO.

(b) Distribute other copies as required by Service or Agency identified in Paragraph L.

b. Non-Classified or Non-Protected Shipments. When a TSP delivers a shipment and pilferage, theft, damage, or vandalism is apparent, the consignee must notify the TSP in writing by the most expedient means possible (i.e., fax, e-mail) within 3 business days of discovery. TSP has the right to inspect the shipment within 7 calendar days from the date of notification. If the TSP waives inspection, record the person’s full name, title, and date of the waiver. When a TSP waives inspection, the Government must perform an inspection to determine the extent and cause of the damage.

(1) Describe the specific information requested in Block 28. The information gathered will aid in the resolution of the discrepancy or provide the necessary data for the completion of a TDR package, which will be the basis for a claim.

(2) Do not enter pre-shipment value of the item or the cost of repairs (Block 27) of the DD Form 361 on the copy of the RFI that is provided to the TSP.

(3) If the consignee receives an Initial Notification DD Form 361 from another activity, the shipment will be checked for additional discrepancies.

(a) The consignee will file any Initial Notification DD Form 361 received from another activity with a copy of the consignee-prepared RFI, to be retained as evidence in the event that the discrepancy is not resolved.

(b) The consignee must initiate a DD Form 361, checking the RFI Block, listing the addresses in Blocks 3 and 4 and copying the rest of the information from the Initial Notification DD Form 361.

(c) Send the RFI to any parties that may have information to help resolve the discrepancy.

1 Always notify the TSP in writing (TSP copy of the RFI) of any discrepancy. Do this within 3 business days after the discrepancy is found, or when a reasonable delivery time has passed and none of the shipment has been delivered.

2 Send the RFI to the consignor for pricing information for the discrepancy when it is not available.

3 Forward a copy of the RFI to any other activity from which information is being requested.
4. Send the RFI to the TO at the CMO if the shipper is a DoD contractor. For DCMA administered shipments, send the request to the DCMA Transportation Group Mailbox: Transportation.Division@dcma.mil or in the clear address per Paragraph M.1.g. All other TDRs will be sent to the DoD agency who issued the shipping documentation/instructions to the vendor.

5. Send a copy to the AMO for OCONUS shipments.

6. File the original DD Form 361 RFI in a suspense file for 30 calendar days to give the TSP and other action offices time to investigate and resolve the discrepancy. Do not send a copy of the DD Form 361 RFI to the finance center or claims office. During this time, the reporting activity will be collecting supporting documentation for the TDR package. The 30 calendar days are counted from the date the discrepancy was discovered.

c. Unanswered DD Form 361 RFI. If no response is received by the close of business on the seventh day for a non-classified/non-protected shipment, the TO sends a “Non-Response” TDR to remind action addressees that a reply is mandatory. The subject of the TDR will be “RFI Follow-up” and in Box 28 of the TDR, insert: “Answer not received by required deadline.” The consignee sends a copy of this tracer to the responsible AMO. For Air Force RFIs, send a copy to the MAJCOM of the consignee and non-respondent.

d. Actions for Resolved and Unresolved Discrepancies.

(1) Resolved discrepancies. If the discrepancy is resolved within 30 calendar days from the date it is discovered, the TDR DD Form 361 is cancelled as indicated in Paragraph F.5.b. Send a copy of the TDR DD Form 361 to the TSP and all activities that received a copy of the RFI.

(2) Unresolved discrepancies. If the discrepancy is not resolved within 30 days from the date the discrepancy was discovered, initiate claim action. For claims valued at $500 or more, send the DD Form 361 with supporting documentation to the claims office. For claims valued at less than $500, locally established claims procedures will be used.

e. Guidance for Completing the TDR (DD Form 361):

(1) The consignee will check the “RFI” block only when the DD Form 361 is being used exclusively to request additional information to resolve the discrepancy or support the freight claim.

(2) Check the “Miscellaneous Problems” block when the DD Form 361 is being used exclusively for discrepancies pertaining to Paragraph K.

(3) Check the “Astray Freight” block when the DD Form 361 is being used exclusively for resolution of astray freight discrepancies.

(4) If evidence indicates that AMC is responsible for the discrepancy, complete only Blocks 1 through 28, and 30 through 31. Data for Blocks 10, 15, 16, 19 and 27 may not be available.

(5) Most of the information needed to fill out the DD Form 361 is available from the Initial Notification or the RFI. Part II of the DD Form 361 (Blocks 34 through 38) will be completed by the consignee and will be used as supporting documentation for formal claims filed against the TSP or contractor. Information contained in this part will not be disclosed to the TSP or contractor. Do not disclose the information contained in Part II of the DD Form 361 to the TSP or contractor.

f. Instructions for Completing a TDR Document are shown in Table 210-3.
g. Assembling the TDR Package. The DD Form 361 is the source document for claim action against the TSP and, dependent on Service or Agency policy, for the IM to reissue material, issue credit, or provide disposition instructions for astray freight and repair of damaged DoD shipments. These actions will be successful if the TDR is supported with documented facts and firm evidence that establish TSP liability and the actual amount of the Government loss. If evidence indicates that AMC is responsible for the discrepancy, supporting documents are not required.

h. Supporting Documents. Table 210-4 lists supporting documents that are required for development of the TDR package.

i. Forwarding the TDR Package.

(1) The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary.

(a) If an ocean carrier is known or suspected to be at fault, the TDR package is forwarded according to procedures in Paragraph I.

(b) If shipment was moved under FOB Destination terms, forward the TDR package for claim action to the responsible CMO.

(c) If a non-DoD Agency made the shipment, send the TDR package to the Government activity that directed or arranged for the shipment (except GSA). (See Paragraph L.3.h.)

(d) If the shipment contains personal property and is being transported by AMC and/or MSC, send a copy to the final consignee marked “For member/employee to give to the proper claims office when filing their claim.”

(e) If evidence indicates that the Government is responsible for the discrepancy, do not send the TDR to the finance center or claims office since funds will not be recovered. However, it is important to file these TDRs to enable monitoring and evaluation of performance.

(f) If a claim against the TSP is intended, forward the TDR package to the finance center or claims office. (See Paragraph L.3.)

j. The following distribution applies to all conditions listed above:

(1) Forward one copy, without attachments, to the consignor.

(2) Maintain one copy with attachments for consignee file.

k. Distribute copies, as required, to the Service or Agency listing in Paragraph L.3.

I. WHEN AN OCEAN CARRIER (OR AGENT) IS KNOWN OR SUSPECTED TO BE AT FAULT

1. Consignees will:

a. Prepare the TDR package

b. Send the Advisory TDR and supporting documentation to the SDDC Transportation Brigade, Ocean Cargo Clearance Authority (OCCA), Quality Assurance Office (QA) immediately for classified or protected shipments, or within 7 calendar days for non-classified or non-protected shipments

c. Maintain one complete copy of the TDR package for the official file
d. Send one copy of each DD Form 361, Figure 210-1, without attachments to:
   (1) The GFM/ETA database, where the capability exists
   (2) The responsible AMO

e. Send an information copy, without attachments as required by the sponsoring Service or Agency (see Paragraph L)
f. If the discrepancy is resolved, follow the procedures outlined in Paragraph F.5.b to cancel the TDR.

2. SDDC Transportation Brigade, OCCA, QA will:
   a. Serve as the AMO as appointed
   b. Serve as the COR for all SDDC/United States Transportation Command (USTRANSCOM)-managed ocean contracts when the final disposition point is within their AOR
   c. Request additional documentation for any incomplete TDR packages
   d. Monitor the performance of field activities that fail to answer requests for information
   e. Process discrepancies IAW this section and guidance and directives
   f. Monitor TDR actions within its scope of responsibilities
   g. Provide training assistance and advice, as needed
   h. Assist the USTRANSCOM Acquisition Directorate (TCAQ) and HQ SDDC in obtaining shipment and discrepancy information to resolve transportation discrepancies.

   NOTE: If shipments have significant damage, the cargo must be assessed and evaluated by an expert to determine whether the equipment is worth the cost of onward movement to the ultimate consignee or is beyond economical repair and should be salvaged or disposed of IAW DoD guidelines.

3. The SDDC Strategic Business Office or AMO will:
   a. Review all report packages received
   b. Process completed packages for claim action
   c. Provide claim closure notification.

4. Additional Information Regarding Ocean Movement Claims:
   a. For ocean cargo, the consignee should notify the TSP of the discrepancy within 3 business days of discovery. The carrier representative has 7 calendar days after notification to inspect the cargo. If the carrier waives their right to inspect, this information will be annotated on the DD Form 361.
   b. Request tracer action on shipments that have not arrived within 14 days of the required delivery date (RDD). If the carrier is unable to locate the shipment, submit the carrier response as supporting documentation for the TDR.
   c. Ensure Blocks 15 and 16 are annotated with the carrier contact information.
   d. If a unit suspects a fraudulent proof of delivery, contact the military investigative authorities. Provide the military authority point of contact information so the claims office can get a copy of the report.

   NOTE: Do not release military investigative reports to the carrier, as they may contain sensitive information.
e. Only USTRANSCOM TCAQ can negotiate contract sealift claims.

f. For ocean movement, TDRs valued at less than $1000.00 per shipment are documented, reported, and further settled at the local level.

g. To check on the status of a TDR contact the SDDC Strategic Business Office at: usarmy.scott.sddc.mbx.hq-loss-damage-reporting@mail.mil.

J. SHIPMENTS MOVING VIA AIR

1. AMC Shipments.

a. In the event a shipment is damaged within the AMC airlift system, the following actions will take place:

   (1) When only the package/container is damaged, the operations officer will arrange with the appropriate activity to have the shipment repacked, marked, and labeled, as required.

   (2) If the contents are damaged, AMC aerial port personnel will frustrate the shipment to the Customer Service Branch (CSB)/Air Clearance Authority (ACA), or equivalent authority. The AMC aerial port will initiate a DD 361 within 5 duty days advising the degree of damage and requesting disposition instructions from the shipper.

   (3) In addition to distribution for transshipment points, a copy will be sent to the last AMC aerial port that handled the freight, and HQ AMC A4TC.

b. In the event a shipment is lost within the AMC airlift system, the following action will take place:

   (1) AMC will initiate tracer action, which includes a message to the consignee requesting acknowledgment of receipt or non-receipt of cargo. If the shipment is not located in the AMC airlift system within 15 workdays, it is considered to be a lost shipment.

   (2) The station originating the tracer initiates a DD 361 regardless of dollar value. Include these statements in the remarks block: “Shipment could not be located in the AMC airlift system and has been declared lost” and “consignee confirms that shipment was not received”. The TDR will be sent to the shipper, consignor, HQ AMC A4TC and consignee.

c. Agencies reporting damaged shipments moved via AMC airlift will not send a copy of the TDR to a financial center. A copy will be sent to AMC at:

   HQ, Air Mobility Command
   ATTN: A4TC
   402 Scott Drive, Unit 2A2
   Scott AFB, IL  62225-5308
   Commercial: 618 229-4434; DSN: 779-4434
   E-mail address: amc.a4tcp@us.af.mil

2. Commercial Contracted Air Shipments: (Total Delivery Services) (TDS) international contracts, Category A, and United States Central Command (USCENTCOM) Theater Express contracts.

   a. Prepare the TDR IAW Paragraph H above. In addition, the consignee must file a claim against the carrier using the carrier’s claims forms in order to be compensated.

   b. Claims forms and completion instructions can be obtained from either the local carrier’s representative or on the carrier’s web page. It is imperative the carrier receive the claim on
their form(s) within 30 calendar days of the contractually required delivery date. Unless the shipper declares a higher value for carriage liability on the shipment documentation and pays a commensurate surcharge, the contractor's liability will be limited to the lesser of the actual value of the cargo, or the amount determined IAW the Montreal Convention of 1999. In addition, for lost shipments, include reimbursement for the unearned transportation charges.

**NOTE:** TDS shipper initiated credits for unearned transportation charges. When an initiated credit is requested by the shipper within 30 days of the contractually required delivery date, the contractor will either not bill or will credit the agency or organization finance offices for those shipments that do not meet the delivery guarantee.

3. International Air Tenders.
   a. Prepare the TDR IAW Paragraph H. In addition the consignee must file a claim against the carrier using the carrier's claims forms in order to receive compensation.
   b. Claims forms and completion instructions can be obtained from either the local carrier's representative or on the carrier's web page. It is imperative the carrier receive the claim on their form(s) within 30 calendar days of the contractually required delivery date. Unless the shipper declares a higher value for carriage liability on the shipment documentation and pays a commensurate surcharge, the contractor's liability will be limited to the lesser of the actual value of the cargo, or the amount determined IAW the Montreal Convention of 1999.

4. Domestic Air Tender.
   a. Prepare the TDR IAW Paragraph H.

**K. MISCELLANEOUS TRANSPORTATION DISCREPANCIES**

1. These TSP related discrepancies cause problems for the TO, in-checker, inspector, and others involved in timely, proper movement of cargo. However, because they do not show a direct cost to the Government, they usually will not result in a claim against a TSP or contractor. Reporting these discrepancies on a TDR provides data for the loss and damage prevention program. The following TSP-related discrepancies will be reported under the TDR process:
   a. Broken, missing, or improper seals used on a shipment
   b. Improper loading, stowing, handling, blocking, or bracing of shipment
   c. Improper blocking, bracing, placarding, or labeling of HAZMAT shipment
   d. Improper, incomplete, or missing documentation of HAZMAT shipments
   e. Transportation Facilities Guide (TFG)/related instructions not followed
   f. Improper marking or missing label(s)/AIT (e.g., active Radio Frequency Identification [RFID])
   g. Other TSP-related discrepancies as appropriate.

2. Report of Shipment (REPSHIP) message not received prior to receipt of shipment: REPSHIP discrepancies will be reported using the TDR process as a miscellaneous discrepancy.
3. Reporting and Distribution of DD Form 361, Figure 210-1, for miscellaneous discrepancies. Prepare the DD Form 361 by completing Blocks 1 through 26, and 28 through 29d with all available information. Appendix I, Paragraph A, provides completion instructions for DD Form 361. In Block 28, indicate the probable parties responsible for the discrepancy (e.g., shipper, packer, TSP). Make the following distribution:
   a. Send one copy of the DD Form 361 to the consignor.
   b. Send a copy to the Government Agency that sponsored the shipment if the shipper was a non-DoD Agency.
   c. Send a copy to the TO at the CMO (except GSA), if the shipper was a contractor. For DCMA administered shipments, send request to the DCMA Transportation Group Mailbox: Transportation.Division@dcma.mil or in the clear address per Paragraph M.1.g. All other TDRs will be sent to the DoD agency who issued the shipping documentation/instructions to the vendor.
   d. For overseas activities, send a copy to the consignor’s AMO.
   e. For manually prepared TDRs, in addition to the above, maintain a file copy.

L. TDR DISTRIBUTION AND ADDRESSES

The following paragraphs contain addresses and distribution information for the SDDC Operations Center, AMOs, Services, Agencies, IMs, Finance Centers, and Claims Offices:

1. SDDC Operations:
   SDDC Strategic Business Office
   ATTN: AMSSD-SBI-CB
   1 Soldier Way
   Scott AFB, IL  62225-5006
   Commercial: 618 220-6789; DSN: 770-6789
   Fax: Commercial: 618-220-6056; DSN: 770-6056
   E-mail address: usarmy.scott.sddc.mbx.hq.loss-damage-reporting@mail.mil

2. AMOs.
   a. United States Southern Command.
      (1) USSOUTHCOM J4
          9301 NW 33rd Street Doral,
          FL 33172
          Paul Loch: paul.loch1@hq.southcom.mil
   b. United States European Command.
      (1) HQ USEUCOM
          ECJ4-EDDOC-ICTB, UNIT 30400
          P. O. Box 1000
          APO AE 09128
          Message address: DIR ITTD SDDC EUROPE VAIHINGEN GE//MTEEU-ITT-I//
(2) Headquarters, United States Air Force Europe (USAFE)
USAFE/A4RT
Unit 3050, Box 10
APO AE 09094-5010
E-mail address: USAF.A4RD2@ramstein.af.mil
Commercial: 011-49-6371-47-6327
DSN: 314 480-6327
Message address: HQ USAFE RAMSTEIN AB GE//A4RT/

(3) For Ocean Movement
SDDC 598th U.S. Army Transportation Brigade
ATTN: Quality Assurance
Unit 6713, Box 168
APO AE 09709
E-mail address: usarmy.rotterdam.598-trans-bde.mbx.598th-quality-assura@mail.mil
Commercial: +49 (0) 6111435525336
DSN: 314-552-5336

c. United States Africa Command.

(1) ACJ4-ADDOC, HQ AFRICOM
ATTN: UNIT 29951
J4 ADDOC
APO AE 09751
E-mail: africom.stuttgart.acj43.mbx.j4352-addoc-sustainment@mail.mil

(2) For Ocean Movement
SDDC 598th U.S. Army Transportation Brigade
ATTN: Quality Assurance
Unit 6713, Box 168
APO AE 09709
E-mail address: usarmy.rotterdam.598-trans-bde.mbx.598th-quality-assura@mail.mil
Commercial: 0031 10 4592384
DSN: 314-362-2384

d. United States Pacific Command.

(1) Army:
Commander, U.S. Army Pacific
ATTN: APLG
Ft. Shafter, HI 96858
Message address: CDRUSARPAC FT SHAFTER HI//APLG/

(2) Army Alaska:
Commander, 6th Infantry Division (L)
ATTN: AFVR-DL-TF
Fort Richardson, AK 99505-5700
Message address: CDR6THINFDIV L FORT RICHARDSON AK//AFVR-DL-TF//
(3) Navy:
   Commander, U.S. Pacific Fleet
   ATTN: Code 414
   Joint Base Pearl Harbor-Hickam AFB, HI 96860
   Commercial: 808-471-9876; DSN: 471-9876
   E-mail address: veningf@cpf.navy.mil
   Message address: COMPACFLT PEARL HARBOR HI//CODE 414//

(4) Air Force:
   HQ, Pacific Air Force
   ATTN: A4RD
   25 E Street, Suite J304
   Joint Base Pearl Harbor-Hickam AFB, HI 96853
   DSN: 315 449-4192
   Fax: 315 449-3686
   E-mail address: pacaf.a4rd@us.af.mil
   Message address: HQ PACAF HICKHAM AFB HI//A4RD//

(5) Marine Corps:
   Commanding General, FMFPAC Hawaii
   ATTN: Chief of Staff, G-4/SMO/DMO
   Box 64118
   Camp H. M. Smith, HI 96861-4118
   Message address: COMMARFORPAC//G-4/SMO/DMO//

(6) For Ocean Movement
   SDDC 599th U.S. Army Transportation Brigade
   352 Santos Dumont Avenue Building 204
   Wheeler AAF,
   Schofield Barracks, HI 96857
   Commercial: 808-656-6920
   DSN: 315-456-6920

   e. United States Central Command.

   (1) For Ocean Movement
   SDDC 595th U.S. Army Transportation Brigade
   OCCA SWA CDR 831st Trans Bn
   NSA-SWA, Juffair PSC 451, Box
   650 FPO AE 09834-2800
   E-mail address: OCCASWAQA@kuwait.swa.army.mil
   DSN: 318-439-6638
   COMM: 00973-17-85-6638
   Fax: 318-439-6443
   
a. Army.
   
   (1) Finance Center or Claims Office (CONUS commercial shipments only). When the appropriation shown on the BL begins with “21” or if the Transportation Account Code (TAC) begins with an “A”, forward TDRs to:

   Defense Finance and Accounting Service (DFAS)
   Indianapolis Center
   ATTN: DFAS-IN-JFNC
   8899 East 56th Street
   Indianapolis, IN 46249-0650

   Commercial: 317 212-2510; DSN: 699-2510
   Fax: Commercial: 317 275-0244; DSN: 699-7829
   For OCONUS claims, contact the AMO for information.

   (2) Additional Army Distribution Requirements. Include National Inventory Control Point (NICP)/ICP for reporting purposes. Use installation supply officer or Military Standard Requisitioning and Issue Procedures (MILSTRIP) document data to assist in determining correct IM.

   (a) Commander
   U.S. Army Joint Munitions Command (JMC)
   ATTN: AMSJM-TT
   Rock Island, IL 61299-6000

   (All Army Ammunition Plants and Arsenals under this Command)

   (b) Commander
   U.S. Army Communications and Electronics Command (CECOM)
   ATTN: AMSEL-LC-MMD-DT
   Fort Monmouth, NJ 07703-5000

   (c) Commander
   U.S. Army Aviation and Missile Life Cycle Management Command (AMCOM)
   ATTN: AMSMI-LC-MM-D
   Redstone Arsenal, AL 35809

   (Redstone Arsenal under this Command)

   (d) Commander
   U.S. Army Tank-Automotive and Armaments Life Cycle Management Command (TACOM-LCMC)
   ATTN: AMSTA-LC-CIAT
   Warren, MI 48397-5000

   (e) Commander
   U.S. Army Test and Evaluation Command (ATEC)
   ATTN: AMSTE-LG-S
   Aberdeen Proving Ground, MD 21005-5055

   (ATEC is not an NICP but requires copies of TDRs its subordinate TOs prepare)
(f) Commander
U.S. Army Medical Material Agency
ATTN: TRANS
Fort Detrick, MD 21701
(All medical material units under this Command)

(g) Commander
U.S. Army Soldier Biological Chemical Command
ATTN: AMSSB-RIM-L (N)
Kansas St., Bldg 3 Room 129
Natick, MA 01760

(3) Additional required distribution to Army primary sources of supply:
(a) Army Sources of Supply and NICP for Army-managed items. RICs are located in record positions 67 through 69 of the DD Form 1348-1A, which accompanies, is attached to, or is within the shipment.
(b) Army Secondary Item Control Activities for non-Army-managed items.

(4) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the DD Form 361, Figure 210-1, is furnished to the consignee’s stock control activity or requisitioner (copy to both activity and requisitioner, when different offices).

b. Navy.

(1) For CONUS commercial shipments only, when the TAC begins with “N” or in cases where a Line of Accounting (LOA) is used, the gaining agency is 17 and the appropriation chargeable is not 1105, 1106, 1107, 1108, or 1109, or the gaining agency is “97” and the sub-head starts with an “N”, forward TDRs to:
Defense Finance and Accounting Service (DFAS)
Indianapolis Center
ATTN: DFAS-IN-JFNJA
8899 East 56th Street
Indianapolis, IN 46249-0650
Commercial: 317-212-2510; DSN: 699-2510
Fax: Commercial: 317-275-0244; DSN: 699-7829
For OCONUS claims, contact the AMO for information.

(2) For OCONUS commercial shipments, forward TDRs to servicing finance center.

(3) Additional Navy Distribution requirements:
(a) For TDR involving ammunition and explosives, forward TDRs to:
Commanding Officer
Naval Ordnance Safety and Security Activity
3817 Strauss Avenue, Indian Head, MD 20640-5151
Commercial: (301) 744-6066; DSN: 354-6066
E-mail: Mario.Harley@navy.mil

(b) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the DD Form 361, Figure 210-1, is furnished to the consignee’s stock control activity or requisitioner (copy to both when different).
c. Air Force.

(1) Finance Center and Claims Office (CONUS commercial TSP shipments only). When the appropriation shown on the BL begins with “57” or if the TAC begins with an “F”, forward TDRs to:

Commander
Defense Finance and Accounting Service (DFAS)
Indianapolis Center
ATTN: DFAS-IN-JFNCC
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317-212-2510; DSN: 699-2510

(2) Additional Air Force Distribution requirements:

(a) For any TDR involving ammunition and explosives, forward TDRs to:

Munitions Operations/EBHM
Global Ammunition Control Point
6043 Elm Lane
Bldg 1246
Hill AFB, UT 84056-5819

E-mail address: aflcmc.ebhm.workflow@hill.af.mil

(b) For any Air Force-sponsored SCP shipment (first position of the TCN = D), including FMS or the SCP, forward TDRs to:

Air Force Security Assistance and Cooperation Directorate (AFSAC-D),
International Division International Logistics Branch (AFLCMC/WFAL) Distribution Section (AFLCMC/WFALC)
1940 Allbrook Drive, Bldg 1
Wright-Patterson AFB, OH 45433

Commercial: 937-522-6564/6565/6570/6571; DSN: 672-6564/6565/6570/6571
Fax: Commercial: 937-257-1207 and DSN: 787-1207
E-mail address: AFSAC.Transportation@us.af.mil

(c) For any Air Force shipment involving sensitive, classified, and HAZMAT material, forward TDRs to:

AF/A4LM
1500 West Perimeter Rd, Suite 4330
Joint Base Andrews
Washington, MD 20762
afcargo.policy@pentagon.af.mil

HQ AFMC/A4RT
4375 Chidlaw Rd., Bldg 262A
Wright-Patterson AFB, Ohio 45433-5750
DSN: 312-787-2880, Commercial: 937-257-2880
afmc.a4rt.Workflow@wpafb.mil
(d) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the TDR is furnished to the consignee’s local stock control activity or requisitioner (copy to both when different).

d. Marine Corps.

   (1) Finance Center and Claims Office (CONUS commercial TSP shipments only). When the TAC on the BL begins with “M”, or in cases where an LOA is used, the gaining agency is “17” and the appropriation chargeable is 1105, 1106, 1107, 1108, or 1109, forward TDRs to:

   Commanding General
   TVCB Bldg 3700 Rm 315
   814 Radford Boulevard, Suite 20262
   Albany, GA 31704-0262

   E-mail address: mooretc@matcom.usmc.mil

   (2) Additional Marine Corps distribution requirements:

   (a) Any Marine Corps International Logistics shipments, including FMS and SCP shipment(s), (first position of the TCN = K), forward TDRs to:

   Navy Inventory Control Point (NAVICP)
   International Program
   ATTN: Code PP764, Transportation Branch
   700 Robbins Ave., Building 4B
   Philadelphia, PA 19111-5095

   Commercial: 215-697-1340; DSN: 442-1340
   Fax: Commercial: 215-697-0766; DSN: 442-0766
   E-mail address: mohan.verghis@navy.mil

   (b) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure a copy of the DD Form 361, Figure 210-1, is furnished to the consignee’s local stock control activity or requisitioner (copy to both when different).

e. United States Coast Guard (USCG).

   USCG Finance Center
   1430A Kristina Way
   Chesapeake, VA 23326
   Commercial: 757-523-6763
   Fax: Commercial: 757-366-6541
   E-mail address: christopher.t.gibbs@uscg.mil

   NOTE: Coast Guard personnel must follow Agency transportation discrepancy reporting guidelines contained in Commandant Instruction (COMDTINST) M4610.5A, Transportation of Freight and COMDTINST M4610.6, U.S. Coast Guard Freight Loss and Damage Claim System.
f. DLA.

(1) Finance Center and Claims Office (CONUS commercial TSP shipments, only). When the TAC begins with an “S”, forward TDRs to:

Indianapolis Center
ATTN: DFAS-IN-JAB
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317-212-2510/2943; DSN: 699-2510
Fax: Commercial: 317-275-0244; DSN: 699-7829

(2) Additional DLA Requirements:

(a) For misdirected and damaged cargo, to include SCP/FMS shipments, contact the Transportation Officer/Office as specified on the BL or air waybill.

(b) For HAZMAT-related cargo, to include SCP/FMS shipments, contact the Transportation Officer/Office as specified on the BL or air waybill. For additional HAZMAT information refer to DTR Part II, Appendix E, Paragraph H.6, Special Considerations, HAZMAT Certifications; this includes instructions regarding FMS freight forwarders. For unresolved HAZMAT issues, contact DLA Distribution HQs J3/J4-TPP, 717-770-6046, DSN 771-6046.

(c) Forward a copy of the DD Form 361, Figure 210-1, or Memorandum for Freight Forwarder and all supporting documents (see Table 210-4) to the Transportation Officer/Office as specified on the BL or air waybill.

(d) For unresolved TDR issues (i.e., claims credit, damage repairs, or disposition instructions) contact the DLA Distribution Center (DDC) at distribution.transops@dlamil. For DDC- and DLA Depot-related processes and policies, contact DLA Distribution HQs J3/J4-TPP at 717-770-6046, DSN 771-6046, or ddc.transpolicy@dlamil. Do not send DDCs “status of shipment” or proof of delivery” requests.

(e) For TDR issues involving written policies and procedures outlined in the DTR and/or Security Acquisiton Management Manual (SAMM) for FMS and Freight All Kind (FAK) shipments contact DLA HQs: Headquarters Defense Logistics Agency, ATTN: J345 Transportation Policy, 8725 John J. Kingman Road, Suite 4235, Fort Belvoir, VA 22060-6220; 703-767-7941 or DSN 427-7941; fax 703-3628 or DSN 427-3628; or e-mail james.morgan@dlamil.

g. DCMA.

(1) Finance Center and Claims Office (CONUS commercial TSP shipments only). When the appropriation shown on the BL begins with “97” or if the TAC begins with an “H”, forward TDRs to:

Defense Finance and Accounting Service (DFAS)
Indianapolis Center
ATTN: DFAS-IN-JFNCC
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317-212-2510; DSN: 699-2510
Fax: Commercial: 317-275-7829; DSN: 699-7829
(2) Additional distribution requirements:
   
   (a) Forward a copy of the DD Form 361 to the CMO and the TO on any shipment made by a contractor. The CMOs are located in Block 10 of the DD Form 250, Material Inspection and Receiving Report, Figure 210-6, and Block 6 of the DD Form 1155, Order for Supplies or Services, Figure 210-7. For DCMA shipments, forward DD Form 361 to DCMA Transportation Group Mailbox: Transportation.Division@dcma.mil or in-the-clear address:

   DCMA Transportation Group
   1222 Spruce Street
   St. Louis, MO  63103

   (b) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the DD Form 361 is furnished to the consignee’s local stock control activity or requisitioner (copy to both the activity and requisitioner, when different offices).

   h. GSA.

   (1) Direct all DD Form 361s on shipments made from or directed by GSA to the National Customer Service Center (NCSC). This includes direct delivery shipments from a vendor or contractor, but excludes shipments of commercial vehicles. The NCSC address is:

   GSA National Customer Service Center (6FRT)
   1500 East Bannister Road, Building 4
   Kansas City, MO  64131-3087

   Commercial:  800-488-3111; DSN:  465-1416

   (2) The NCSC will also accept discrepancies sent via e-mail at rodsm.ncsc@gsa.gov, or through GSA ADVANTAGE. See https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do for more information on GSA ADVANTAGE.

   (3) Additional distribution requirements:

   Submit TDRs for shortage, damage, theft, or pilferage on shipments of commercial vehicles purchased through GSA to the following address:

   General Services Administration
   Federal Supply Service
   Automotive Division (FFA)
   1941 Jefferson Davis Highway, Room 600
   Arlington, VA  22202

   i. International Logistics Shipments.

   (1) For FMS, SCP, and Presidential Determination, forward TDRs to:

   Defense Finance and Accounting Service (DFAS),
   Security Assistance Accounting
   Indianapolis, IN  46249-6300

   Commercial:  303-676-6391
   E-mail address:  greg.keiling@dfas.mil

   Also, forward a copy to the responsible in-country military assistance advisory group.
(2) Sponsoring Service International Logistics Coordinating Office listed under the Service section. The sponsoring service determines the first position of the TCN, for example:

B = Army  
D = Air Force  
P = Navy  
K = Marine Corps

j. Army and Air Force Exchange Service (AAFES).

(1) Finance Center and Claim Office:

Headquarters  
Army and Air Force Exchange Service (AAFES)  
ATTN: CM-1, P.O. Box 222305  
Dallas, TX  75222

(2) For any AAFES consignor, provide a copy to:

HQ AAFES  
ATTN: LG-T, Box 660320  
Dallas, TX  75266-0320

Exchange Customer Contact Center: 877-891-7827

k. Headquarters, Defense Commissary Agency (DeCA).

(1) Finance Center and Claim Office:

Headquarters, Defense Commissary Agency (DeCA)  
Transportation Division  
1300 E Avenue, ATTN: Ms. Arlene Ripp, Manager  
Building 11200  
Fort Lee, VA  23801-1800

Commercial: 804-734-8878; DSN: 687-8878  
Fax: Commercial 804-734-8666  
E-mail address: arlene.ripp@deca.mil

Message address: DECA FT LEE VA/CC/TR/

4. SCP Addresses.

a. Sponsoring U.S. Military Services/IA. A copy of any submission related to the SCP will go to the Security Assistance Agency that generated the shipment involved. The U.S. Army, U.S. Navy, U.S. Air Force, and DLA Disposition Services are the major IAs involved in the SCP. The addresses to use for furnishing SCP Agency copies are found in Table E-1 of Appendix E of this regulation.

b. Defense Finance and Accounting Service (DFAS)  
Security Assistance Accounting  
Indianapolis, IN  46249-6300
M. TDR POLICY OFFICE ADDRESSES

1. The following activities are responsible for TDR policy issues:
   a. Air Force
      Commander
      Air Force Material Command
      ATTN: AFMC/A4RT
      4375 Chidlaw Rd., Bldg 262A
      Wright-Patterson AFB, Ohio 45433-5750
      Commercial: 937-257-2880; DSN: 787-2880
      Fax: Commercial: 937-257-3371; DSN: 787-3371
      E-mail address: AFMC.A4RT.Workflow@us.af.mil
   b. Army
      HQDA, ODCSLOG
      Distribution Division
      ATTN: DALO-FPD
      500 Army Pentagon
      Washington, DC 20310-0500
      Commercial: 703-614-0373; DSN: 224-0373
      E-mail address: alexander.b.moreno@us.army.mil
   c. Marine Corps
      Headquarters Marine Corps
      ATTN: Code LPD
      3000 Marine Corps Pentagon
      Washington, DC 20350-3000
      Commercial: 703-695-7998; DSN: 225-7998
      Fax: Commercial: 703-695-8160
      E-mail address: kevin.ashley1@usmc.mil
   d. Navy
      Naval Supply Global Logistics Support
      ATTN: Code 048.2
      1837 Morris St, Suite 600
      Norfolk, VA 23511-3492
      Commercial: 757-443-5406; DSN: 646-5406
      Fax: Commercial: 757-443-5438; DSN: 646-5438
      E-mail address: keith.boylan@navy.mil
   e. USCG
      Commandant
      United States Coast Guard
      ATTN: CG-441
      2100 Second Street, SW
      Washington, DC 20593-0001
      Commercial: 202-475-5654
      Fax: Commercial: 202-475-5958
      E-mail address: brenda.b.barry@uscg.mil
f. DLA

Defense Logistics Agency
ATTN: J345 Transportation Policy Branch
8725 John J. Kingman Road, Suite 4235
Fort Belvoir, VA 22060-6220

Commercial: 703-767-7941; DSN: 427-7941
Fax: Commercial 703-767-3628; DSN 427-3628
E-mail address: trans@hq.dla.mil

g. DCMA

Defense Contract Management Agency
ATTN: DCMA-QAA
1222 Spruce Street
St. Louis, MO, 63103-2812

Commercial: 703-428-0754; DSN: 328-0754
Fax: Commercial: 703-428-1897; DSN: 328-1897
E-mail address: valli.barnes@dcma.mil

h. GSA

General Services Administration
ATTN: Josephine Carullo, Transportation Management Specialist
National Customer Service Center
1500 East Bannister Road, Building 4
Kansas City, MO 64131-3088

Commercial: 816-823-3060 EXT 66015
E-mail address: carey.deforest@gsa.gov, Josephine.carullo@gsa.gov

N. TDR CODE USAGE

1. Discrepancy Type and Cause Codes. Appendix I, Paragraph C, lists possible discrepancy codes. The first position indicates type of discrepancy and second position indicates cause of discrepancy (e.g., astray freight attributed to incomplete marking would be coded “A3”, and damage attributed to spoilage would be coded “DG”).

2. Mode of Shipment—Container and Breakbulk. Appendix I, Paragraph D, identifies the mode of shipment. For Advance Transportation Control and Movement Documents (ATCMDs), the mode will indicate the initial movement from the origin shipping activity.

3. SDDC VAN, SEAVAN Shipments. The first position of the code is always “A” for SDDC VANs and “Z” for SEAVANs. The second position of the code in Appendix I, Paragraph E, identifies who loaded the vans and to what capacity the vans were loaded.

4. Type Pack Codes. The type pack codes in Appendix I, Paragraph F, identifies the type of packing used for container and breakbulk shipments.
### TRANSPORTATION DISCREPANCY REPORT (TDR)

<table>
<thead>
<tr>
<th>Part I</th>
<th>Request for Information (RFI)</th>
<th>MISCELLANEOUS PROBLEMS</th>
<th>ASTRAY FREIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. TO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. REPORTING ACTIVITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. CONSIGNOR (Origin)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. CONSIGNEE (Destination)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. SHIPPER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. CARRIER'S NAME (SCAC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. CARRIER'S PROPRIETARY BILL NO.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. BILL OF LADING NO./TYPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. MODE CODE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. DATE CARRIER SIGNED FOR SHIPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. DATE CARRIER RECEIVED SHIPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. DATE DISCREPANCY DISCOVERED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. DATE CARRIER NOTIFIED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. CARRIER REPRESENTATIVE CONTACTED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. SEAL NUMBERS AND CONDITION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTACT</td>
<td>BROKEN/MISSING (Include details)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. TRANSPORTATION CONTROL No.</td>
<td></td>
</tr>
<tr>
<td>19. COMMODITY DESCRIPTION AND/OR NATIONAL STOCK No. (NSN)</td>
<td></td>
</tr>
<tr>
<td>20. TYPE OF PACK</td>
<td></td>
</tr>
<tr>
<td>21. QUANTITY DISCREPANT (Pieces)</td>
<td></td>
</tr>
<tr>
<td>22. TYPE AND CAUSE CODE</td>
<td></td>
</tr>
<tr>
<td>23. UNIT OR ISSUE</td>
<td></td>
</tr>
<tr>
<td>24. UNITS BILLED / SHIPPED</td>
<td></td>
</tr>
<tr>
<td>25. UNITS DISCREPANT</td>
<td></td>
</tr>
<tr>
<td>26. WEIGHT</td>
<td></td>
</tr>
<tr>
<td>27. VALUE OR COST OF REPAIRS</td>
<td></td>
</tr>
</tbody>
</table>

28. REMARKS (See preparation instructions of covering regulation for suggested information)

29a. NAME OF PREPARED (Type or print) | 29b. EMAIL ADDRESS

29c. TELEPHONE NO. | 29d. FAXSIMILE NUMBER

30. REPLY

31a. NAME OF RESPONDENT (Type or print) | 31b. TELEPHONE NO.

31c. EMAIL ADDRESS | 31d. FAXSIMILE NUMBER | 31e. DATE

---

**Figure 210-1. DD Form 361, Transportation Discrepancy Report (TDR) (Source Document for Claims)**

II-210-30
### PART II - (FOR CLAIMS PURPOSES)

#### 32. TO:

#### 33. EXCEPTION NOTED ON CARRIER'S DELIVERY RECEIPT? (If "NO," explain in Remarks)

- [ ] YES
- [x] NO

#### 34. INSPECTION DATA

- [ ] CARRIER INSPECTED
  - (Report attached)
- [ ] INSPECTION WAIVED
  - (Waiver attached)
- [ ] ORAL WAIVER (Provide name, title, and date in Remarks)
- [ ] GOVERNMENT INSPECTED
  - (Report attached)

#### 35. DISPOSITION DATA

- [ ] REJECTED
  - (Receipt attached)
- [ ] REPAIRED AT GOVERNMENT EXPENSE
  - (Bill attached)
- [ ] OTHER (Explain in Remarks)

#### 36. REMARKS (See preparation instructions of covering regulation for suggested information)

#### 37. ATTACHMENTS

- [ ] CY BOL
- [ ] CY CARRIER'S TENDER
- [ ] CY CARRIER'S DELIVERY RECEIPT
- [ ] PHOTOGRAPH
- [ ] CARRIER'S INSPECTION REPORT

#### 38. ACCOUNTING CLASSIFICATION

- [ ] OTHER

---

**Figure 210-1. DD Form 361, Transportation Discrepancy Report (TDR) (Source Document for Claims) (Cont’d)**
**U.S. Government Freight Lost/Damage Claim**

<table>
<thead>
<tr>
<th>1. DEPARTMENT/AGENCY</th>
<th>2. FILE REFERENCE OR CLAIMANT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. TCN NO.</td>
<td>4. CARRIER CLAIM NO.</td>
</tr>
<tr>
<td>5. TO (Carrier)</td>
<td>6. BILL OF LADING</td>
</tr>
<tr>
<td>a. NAME</td>
<td>e. TYPE</td>
</tr>
<tr>
<td>b. STREET ADDRESS</td>
<td>□ GOVERNMENT □ COMMERCIAL □ OCEAN</td>
</tr>
<tr>
<td>c. CITY</td>
<td>d. STATE e. ZIP CODE</td>
</tr>
<tr>
<td>7. CONSIGNEE</td>
<td>8. CONSIGNOR</td>
</tr>
<tr>
<td>a. NAME</td>
<td></td>
</tr>
<tr>
<td>b. STREET ADDRESS</td>
<td></td>
</tr>
<tr>
<td>c. CITY</td>
<td>d. STATE e. ZIP CODE</td>
</tr>
<tr>
<td>9. MODE OF TRANSPORTATION CODE:</td>
<td>10. BASIS FOR CLAIM CODE:</td>
</tr>
<tr>
<td>11. CARRIER’S PRO/FREIGHT BILL NO.</td>
<td>12. CARRIER’S STATEMENT OR VOUCHER NO.</td>
</tr>
<tr>
<td>12a. CHARGES ($)</td>
<td>12b. DATE PAID</td>
</tr>
<tr>
<td>13. DATE CARRIER SIGNED FOR SHIPMENT</td>
<td></td>
</tr>
<tr>
<td>14. CONVEYANCE (Car, truck, vessel, etc.) (Specify type and No.)</td>
<td></td>
</tr>
<tr>
<td>15. D.O.V. NUMBER</td>
<td>16. BUREAU VOUCHER NUMBER</td>
</tr>
<tr>
<td>a. TYPE</td>
<td>b. NUMBER</td>
</tr>
<tr>
<td>REQUISITION</td>
<td>INVOLVE</td>
</tr>
<tr>
<td>CONTRACT</td>
<td>OTHER (Specify)</td>
</tr>
<tr>
<td>PURCHASE ORDER</td>
<td></td>
</tr>
<tr>
<td>19. ACCOUNTING FUND CLASSIFICATION</td>
<td></td>
</tr>
<tr>
<td>a. UNEMBARGED FREIGHT</td>
<td>□ YES □ NO □ WAIVED</td>
</tr>
<tr>
<td>b. PROPERTY</td>
<td></td>
</tr>
<tr>
<td>a. INSPECTION</td>
<td></td>
</tr>
<tr>
<td>□ YES □ NO □ WAIVED</td>
<td></td>
</tr>
<tr>
<td>21. DESCRIPTION AND VALUE OF ARTICLES LOST AND/OR DAMAGED</td>
<td></td>
</tr>
<tr>
<td>COMMODITY DESCRIPTION AND NATIONAL STOCK NO. (If any)</td>
<td>ARTICLES WERE (Check one)</td>
</tr>
<tr>
<td>a. LOST</td>
<td>b. DAMAGED</td>
</tr>
<tr>
<td>c. QUANTITY</td>
<td>d. UNIT NO. OF UNITS</td>
</tr>
<tr>
<td>e. WEIGHT</td>
<td>f. VALUE ($)</td>
</tr>
<tr>
<td>g. UNEMBARGED FREIGHT</td>
<td>□ YES □ NO □ WAIVED</td>
</tr>
<tr>
<td>h. AMOUNT OF CLAIM (Line f plus Line g)</td>
<td></td>
</tr>
<tr>
<td>22. SUPPORTING DOCUMENTS (Check as appropriate)</td>
<td></td>
</tr>
<tr>
<td>PIER CLERK DELIVERY RECEIPT</td>
<td>CARRIER O&amp;D REPORT</td>
</tr>
<tr>
<td>UNLOADING WEIGHT CERTIFICATE</td>
<td>INVOICE OR CERTIFIED COPY</td>
</tr>
<tr>
<td>CARRIER’S PRO/FREIGHT BILL NO.</td>
<td>REPAIR STATEMENT</td>
</tr>
<tr>
<td>EAM LISTING</td>
<td>LOADING WEIGHT CERTIFICATE</td>
</tr>
<tr>
<td>23. REMARKS (Continue on reverse)</td>
<td></td>
</tr>
<tr>
<td>24. PAYING INSTRUCTIONS (Return copy of this document with remittance. When remittance or documentary evidence of satisfaction is not received within one hundred twenty (120) days from the DATE OF CLAIM, the claimed amount will be deducted from current bills. NOT APPLICABLE WITH RESPECT TO CLAIMS AGAINST INTERNATIONAL AIR CARRIERS.)</td>
<td></td>
</tr>
<tr>
<td>b. MAKE REMITTANCE PAYABLE TO</td>
<td></td>
</tr>
<tr>
<td>a. NAME</td>
<td>b. MAIL TO</td>
</tr>
<tr>
<td>c. STREET ADDRESS</td>
<td></td>
</tr>
<tr>
<td>d. CITY</td>
<td></td>
</tr>
<tr>
<td>e. STATE ZIP CODE</td>
<td></td>
</tr>
<tr>
<td>25. CLAIM PREPARED BY</td>
<td></td>
</tr>
<tr>
<td>a. NAME OF ACTIVITY</td>
<td>b. SIGNATURE</td>
</tr>
<tr>
<td>c. TITLE</td>
<td>d. DATE PREPARED</td>
</tr>
<tr>
<td>e. DATE OF CLAIM</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 210-2. SF 362, U.S. Government Freight Lost/Damage Claim**
INSTRUCTIONS FOR PREPARATION

This form shall be prepared in a sufficient number of copies so that the original and one copy can be mailed to the carrier, and additional distribution made in accordance with agency requirements. Detailed instructions are provided below for those items which are not considered self-explanatory.

Item 1, 3, 9, and 10 - For optional use by civilian agencies - primarily for use by military activities.
Item 2 - Enter file reference or agency number, as appropriate.
Item 4 - Leave blank unless carrier has assigned a claim number and requested its use.
Item 11 - Enter applicable carrier transportation reference number (e.g., waybill, lading, delivery receipt, etc.).
Item 19 - Enter dock receipt number for ocean shipments.

Items 21a-21e - Enter weight of units short, weight of units or components rejected to carrier account of damage beyond economical repair.
Item 21f - Enter actual value of units (not released or declared value).
Item 21g - Enter freight rate, total weight, and amount of unearned freight for which carrier has been paid and which must be refunded. (When different rates apply to different units, enter “See Item 23” in spaces for rates and weight and show computations in Item 23.)
Item 25a - Enter name of activity preparing claim; also enter address if different from address shown in Item 7.
Item 25b - Enter date claim is prepared.
Item 25e - Enter date on which claim is mailed to the carrier.

Figure 210-2. SF 362, U.S. Government Freight Lost/Damage Claim (Cont’d)
### REPORT OF DISCREPANCY (ROD)

<table>
<thead>
<tr>
<th>1. DATE OF PREPARATION</th>
<th>2. REPORT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. TO (Name and address, Include ZIP Code)</td>
<td>4. FROM (Name and address, Include ZIP Code)</td>
</tr>
<tr>
<td>5a. SHIPPER'S NAME</td>
<td>5d. NUMBER AND DATE OF INVOICE</td>
</tr>
<tr>
<td>7b. OFFICE ADMINISTERING CONTRACT</td>
<td>8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. SHIPMENT, BILLING, AND RECEIPT DATA</th>
<th>10. DISCREPANCY DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSN/PART NUMBER AND NOMENCLATURE</td>
<td>UNIT OF ISSUE</td>
</tr>
<tr>
<td>QUANTITY SHIPPED/SHIPPED</td>
<td>QUANTITY RECEIVED</td>
</tr>
<tr>
<td>QUANTITY</td>
<td>UNIT PRICE</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>CODE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. ACTION CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
</tr>
</tbody>
</table>

#### DISCREPANCY CODES

- **CONDITION OF MATERIAL**
  - C1 = In condition other than that indicated on release/receipt document
  - C2 = Expired shelf life
  - C13 = Damaged parcel post shipment
  - C14 = Damaged parcel post shipment
  - C15 = Damaged parcel post shipment

- **MISSING MATERIAL**
  - M1 = Addressed to wrong activity
  - M2 = Incorrect or multilateral
  - M3 = Incorrectly operational markings missing
  - M4 = Inspection data missing or incomplete
  - M5 = Serviceability operating data missing or incomplete
  - M6 = Warpage data missing

- **WRONG ITEM**
  - W1 = Incorrectly requested item as a separate copy in item (subitem)
  - W2 = Unacceptable substitutes

- **OTHER DISCREPANCIES**
  - O1 = See remarks

#### FUNDING AND ACCOUNTING DATA

<table>
<thead>
<tr>
<th>14a. TYPE OF PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL</th>
<th>14b. SIGNATURE</th>
</tr>
</thead>
</table>

#### DISTRIBUTION ADDRESSEES FOR COPIES

---

**Figure 210-3. SF 364, Report of Discrepancy (ROD)**
Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

<table>
<thead>
<tr>
<th>16. FROM:</th>
<th>17. DISTRIBUTION ADDRESSEES FOR COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. TO:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

a. MATERIAL WILL BE SHIPPED

b. DOCUMENT NUMBER

c. AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A:
   - [ ] CREDIT
   - [ ] DEBIT

d. [ ] NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.

e. [ ] INVOICE/BILL ATTACHED

f. AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION:

(1) REASON FOR NOT PROCESSING (2) PRESCRIBING REGULATION

| a. DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR |
| (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR |
| (b) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR |

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. [ ] PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.

b. [ ] REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: DAYS

c. [ ] RETAIN MATERIAL AT NO CHARGE.

d. [ ] MATERIAL WILL BE PICKED UP IN: DAYS

e. [ ] SHIP MATERIAL (Specify location):
   - [ ] QTL. APPROPRIATION CHARGEABLE
     - [ ] (1) CHARGES COLLECT-
     - [ ] (2) FREIGHT
     - [ ] EXPRESS
     - [ ] PARCEL POST
     - [ ] POSTAGE PAID PREPAID
     - [ ] (3) PARCEL POST LABEL ATTACHED
     - [ ] (4) FREIGHT PREPAID
     - (5) Postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.

f. [ ] OTHER (Specify)

21. [ ] IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION

22. [ ] REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: DATE

23. REMARKS (Continue on separate sheet of paper if necessary)

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL

24b. SIGNATURE

24c. DATE

STANDARD FORM 364 BACK (REV. 2-80)

Figure 210-3. SF 364, Report of Discrepancy (ROD) (Cont'd)
<table>
<thead>
<tr>
<th>CASH COLLECTION VOUCHER</th>
<th>1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER</th>
<th>2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. RECEIVING OFFICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. ACTIVITY (Name and Location) (Include ZIP Code)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. TELEPHONE NUMBER (Include Area Code):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMERCIAL: DSN:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. DISBURSING OFFICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. ACTIVITY (Name and Location) (Include ZIP Code)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. DISBURSING OFFICER (Printed Name, Title and Signature)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. TELEPHONE NUMBER (Include Area Code):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMERCIAL: DSN:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. PERIOD: a. FROM: b. TO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. DATE RECEIVED</td>
<td>7. NAME OF REMITTER DESCRIPTION OF REMITTANCE</td>
<td>8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED</td>
</tr>
<tr>
<td>11. TOTAL</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 210-4. DD Form 1131, Cash Collection Voucher

II-210-36
From: Gazdagh William 436 APS/TRTW [mailto:W.Gazdagh@dover.af.mil]
Sent: Wednesday, July 13, 2006 4:45 PM
To: Dull, Kimberly; K.Dull@dlm.mil
Subject: TDR ADVISORY/RFI FOR CLASSIFIED OR PROTECTED SHIPMENT
Importance: High
UNCLAS

SUBJECT: TDR ADVISORY/RFI CLASSIFIED OR PROTECTED SHIPMENT

1. 6194
2. FB4497-06-0167
4. TRAFFIC MANAGEMENT OFFICE, DOVER AFB, DE 19902 (FB4497)
5. DDJC, DEFENSE DISTRIBUTION CENTER, STOCKTON, CA 95296 (SW3224)
6. SAME AS LINE 4
7. SAME AS LINE 5
8. RINDERER TRANS, TRK 9310, TRL 48112 SEAL NO. 01709 INTACT
10. TSP'S PRO N/A
12. CBL 494356J2
16. 6193
17. 6193
20. W81XDG42260011LXX - 1 PC OVER AND W9103951370006LXX - 1 PC SHORT
21. RECEIVER, TRANSMITTER SET, RADIO 5820 01 234 8093 AND IMAGE INTENSIFIER, NIGHT VISION 5855 01 504 4590 UNCLAS
22. PC AND CT
23. 2 PCS
24. OO AND SS
28. 21LBS AND 1 LB (total wt 22 lbs)
30. 1 PC OVER PLEASE APPLY TO APPLICABLE CBL, 1 PC SHORT, PLEASE TRACE. WAS SL&C? WAS SEAL APPLIED BY SHIPPER? WAS SHIPMENT SHIPPED AS BILLED? REQUEST INFO ON LOADING CONDITIONS. NEGATIVE REPLY REQUIRED.
31. WILLIAM GAZDAGH (W.Gazdagh@Dover.af.mil) Commercial: 302-677-4394, DSN: 445, Fax 6594

Figure 210-5. Sample E-Mail
# Defense Transportation Regulation – Part II

## Cargo Movement

**Figure 210-6. DD Form 250, Material Inspection and Receiving Report**

<table>
<thead>
<tr>
<th>1. PROCUREMENT INSTRUMENT IDENTIFICATION</th>
<th>2. SHIPMENT NO.</th>
<th>3. DATE SHIPPED</th>
<th>4. B/L</th>
<th>5. DISCOUNT TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACT</strong> NO.</td>
<td><strong>TCN</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. INVOICE NO./DATE</th>
<th>7. PAGE</th>
<th>8. ACCEPTANCE POINT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. PRIME CONTRACTOR</th>
<th>10. ADMINISTERED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CODE</strong></td>
<td><strong>CODE</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. SHIPPED FROM</th>
<th>12. PAYMENT WILL BE MADE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CODE</strong></td>
<td><strong>CODE</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. SHIPPED TO</th>
<th>14. MARKED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CODE</strong></td>
<td><strong>CODE</strong></td>
</tr>
</tbody>
</table>

|-------------------|-----------------|--------------|---------|----------------|-----------|

<table>
<thead>
<tr>
<th>21. CONTRACT QUALITY ASSURANCE</th>
<th>22. RECEIVER’S USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ORIGIN</td>
<td>Quantities shown in column 17 were received in apparent good condition except as noted.</td>
</tr>
<tr>
<td>COA  ☐  ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</td>
<td></td>
</tr>
<tr>
<td>b. DESTINATION</td>
<td>DATE RECEIVED:</td>
</tr>
<tr>
<td>COA  ☐  ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE</td>
</tr>
<tr>
<td>TYPED NAME:</td>
<td>TITLE:</td>
</tr>
<tr>
<td>MAILING ADDRESS:</td>
<td>Mailing Address:</td>
</tr>
<tr>
<td>COMMERCIAL TELEPHONE NUMBER:</td>
<td>Commercial Telephone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23. CONTRACTOR USE ONLY</th>
</tr>
</thead>
</table>

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

II-210-38
<table>
<thead>
<tr>
<th>1. CONTRACT/PURCH ORDER/AGREEMENT NO.</th>
<th>2. DELIVERY ORDER/CALL NO.</th>
<th>3. DATE OF ORDER/CALL (YYYY/MM/DD)</th>
<th>4. REQUISITION/PURCH REQUEST NO.</th>
<th>5. PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ISSUED BY</td>
<td>COG</td>
<td>7. ADMINISTERED BY (if other than 6)</td>
<td>CODE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. DELIVERY FOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. CONTRACTOR</td>
<td>COG</td>
<td>10. DELIVER TO THIS POINT BY NAME (YYYY/MM/DD)</td>
<td>FACILITY</td>
<td></td>
</tr>
<tr>
<td>NAME AND ADDRESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. X IF BUSINESS IS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISCOUNT TERMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMALL DISCOUNT VENDOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOMEN-OWNED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. MAIL INVOICES TO THE ADDRESS IN BLOCK</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. TYPE OF ORDER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELIVERY/ CALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURCHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FURNISH YOUR PURCHASE SPECIFICATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCEPTANCE: THE CONTRACTOR HEREFOR ACCEPTS THE ORDER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME OF CONTRACTOR</td>
<td>SIGNATURE</td>
<td></td>
<td>DATE SIGNED (YYYY/MM/DD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. SHIP TO</td>
<td>CODE</td>
<td>17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE</td>
<td>CODE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. UNITED STATES OF AMERICA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BY: CONTRACTING/ORDERING OFFICER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27a. QUANTITY IN COLUMN 20 HAS BEEN INSPECTED</td>
<td>RECEIVED</td>
<td>ACCEPTED, AND CONFORMS TO THE CONTRACT AS NOTED:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARTIAL</td>
<td>FINAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. PAYMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPLETE</td>
<td>PARTIAL</td>
<td>FINAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. CHECK NUMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. BILL OF LADING NO.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. RECEIVED AT</td>
<td>38. RECEIVED BY (Photo)</td>
<td>39. RECEIVED (YYYY/MM/DD)</td>
<td>40. TOTAL CONTAINERS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. S/R ACCOUNT NUMBER</td>
<td>42. S/R VOUCHER NO.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 210-7. DD Form 1155, Order for Supplies or Services**

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE

II-210-39
**Local Claim Filing Guidelines**

1. These are the minimum basic requirements for filing a loss or damage claim against a commercial carrier. These procedures supplement the procedures in Chapter 210 for completing and submitting a TDR package to the finance center/claims office. These local claim-filing procedures must be followed after the TDR investigation is complete. Refer to Paragraphs 5 and 6 below for guidance.

2. By law, the claim must be proven with documented evidence that proves all three points below:
   a. Shipment was given to the carrier in good condition.
   b. Shipment was delivered in lesser condition or quantity than when tendered to the carrier.
   c. The amount of the loss.

3. The carrier can relieve itself of liability by showing evidence that one of the following exceptions apply and that the carrier was not negligent. The exceptions are a natural disaster, act of the public enemy, act or mandate of public authority, act or fault of the shipper, and/or defects in or inherent vice of property. See Paragraph C for a more detailed explanation of these exceptions.

4. To properly file a shortage or damage claim against a carrier, refer to Chapter 210, Table 210-4 for the minimum supporting documentation needed. To determine the actual value of the Government’s loss, refer to Paragraphs M through X. These paragraphs discuss the measure of damage, replacement or repair issues, and salvage. Become familiar with these basic concepts to effectively file a valid freight loss and damage claim against a carrier.

5. Claims for loss or damage must be filed within a certain amount of time. The time limitation is based on the mode of transportation used. Consult Chapter 210, Table 210-2, for the basic claim filing time limits. The time limit is greatly reduced when an air or small package carrier moved the shipment.

6. Once the investigation is complete and all evidence has been gathered, reviewed and documented, file a formal claim against the carrier. The TO may:
   a. Use the carrier’s own claim form(s). To obtain the form(s), contact the carrier’s local terminal. Inform the carrier of the need to file a freight loss and/or damage claim and request they mail or fax their form(s).
   b. Prepare a SF 362 (see Figure 210-2). This form can be accessed at [http://www.gsa.gov/portal/forms/download/116278](http://www.gsa.gov/portal/forms/download/116278). This website has a fill-in on the screen (FormNet Fill) version of the SF 362 along with blank version (PDF view) that can be printed and completed with a typewriter.
   c. Regardless of the form used, prepare a cover letter to the carrier advising that a freight loss and/or damage claim is being submitted. This letter will instruct the carrier where to send the claim payment check. (Note: Small package carriers generally send the claim check to the shipper only.) Provide the carrier with a copy of all supporting documentation, including photographs and the DD Form 361 (front side only), in the claim package. Submit the claim package by a traceable means to the carrier’s home office, not its local terminal.

7. Some carriers permit filing claims online. If this option is available, comply with all instructions provided by the carrier for supporting documentation. Consult with the carrier’s local terminal if problems are encountered.

8. The carrier must acknowledge the claim within 30 days. Follow up with the carrier after 60 days. The carrier has 120 days to pay, protest, or deny the claim. If there are any problems or concerns, or no response is received from the carrier, then forward the TDR and supporting documents along with a copy of the claim package to the service or agency finance center/claims office. Advice or assistance may be requested at any time from claims office personnel to resolve the claim.

---

**Figure 210-8. Local Claim Filing Guidelines**

Il-210-40
**Figure 210-9. DD Form 1348-1A, Issue Release/Receipt Document**
### Table 210-1. Time Frames for Submitting/Responding to TDRs

<table>
<thead>
<tr>
<th>Type of Discrepancy Message/Document (DD 361)</th>
<th>Classified/Protected Shipments and All Shipments of AA&amp;E</th>
<th>Unclassified/Unprotected</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFI Advisory Message</td>
<td>Immediately, via telephone</td>
<td>Not required</td>
</tr>
<tr>
<td>Follow-up Notification Message</td>
<td>Within 24 hours via e-mail</td>
<td>Not required</td>
</tr>
<tr>
<td>Advisory/RFI TDR</td>
<td>Within 24 hours</td>
<td>Within 7 calendar days of discovery</td>
</tr>
<tr>
<td>Advisory/RFI Response</td>
<td>Within 3 business days</td>
<td>Within 7 calendar days</td>
</tr>
<tr>
<td>Tracer Message, if required</td>
<td>Send a tracer message eighth calendar day after loss is discovered</td>
<td>Send message within 8 calendar days after loss is discovered</td>
</tr>
<tr>
<td>Cancellation Message</td>
<td>Within 30 calendar days of local resolution</td>
<td>Within 30 calendar days</td>
</tr>
<tr>
<td>DD 361, if not resolved</td>
<td>NLT 30 calendar days after discovery, either issue cancellation message or take claim action</td>
<td>NLT 30 calendar days after discovery, either issue cancellation message or take claim action</td>
</tr>
</tbody>
</table>

### Table 210-2. Time Limit to File TDR for Claims Action

<table>
<thead>
<tr>
<th>Mode of Shipment</th>
<th>Time Limit to File TDR for Claims Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic motor</td>
<td>9 months from date of delivery or expected date of delivery</td>
</tr>
<tr>
<td>Domestic rail</td>
<td>9 months from date of delivery or expected date of delivery</td>
</tr>
<tr>
<td>Domestic air</td>
<td>Limits are set forth on the individual TSP’s air waybill</td>
</tr>
<tr>
<td>Ocean</td>
<td>1 year from date of delivery</td>
</tr>
<tr>
<td>International air</td>
<td>Visible damage – within 14 days of delivery; other damage – within 14 days of discovery; non-delivery of goods – 120 days from the date of the airway bill issue</td>
</tr>
<tr>
<td>Small package TSP</td>
<td>Limits are set forth in the TSP’s individual service guide</td>
</tr>
<tr>
<td>Barge</td>
<td>9 months from date of delivery or expected date of delivery</td>
</tr>
</tbody>
</table>

**NOTE:** Time Limitations for Filing Claims will be IAW limitations established by the BL or other contracts of carriage or by statute.

### Table 210-3. Completing a TDR

<table>
<thead>
<tr>
<th>Transportation Discrepancy Document (DD 361)</th>
<th>Complete These Block Numbers on the TDR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory TDR</td>
<td>1-2, 4-8, 10, 12, 16-17, 20-24, 28, 30-31</td>
</tr>
<tr>
<td>Initial Notification TDR</td>
<td>1, 4-31</td>
</tr>
<tr>
<td>Loss or Damage TDR</td>
<td>1-28, 30-33</td>
</tr>
<tr>
<td>Astray Freight TDR</td>
<td>1-31</td>
</tr>
<tr>
<td>TDR Claim for Action</td>
<td>1-46</td>
</tr>
<tr>
<td>Miscellaneous Problems TDR</td>
<td>1-28, 30-31; Block 30 – Indicate the probable party who is responsible for the discrepancy (e.g., shipper, packer, TSP) within 7 calendar days after the discrepancy was discovered.</td>
</tr>
<tr>
<td>Ocean Cargo TDR</td>
<td>1-45</td>
</tr>
</tbody>
</table>

Block 29, unless noted elsewhere on the TDR, will be the person that is contacted for additional information. Blocks 28 or 36 should include the details of the survey by the carrier.
### Table 210-4. Supporting Documentation for TDR Development

<table>
<thead>
<tr>
<th>Supporting Document</th>
<th>Shortage Discrepancy</th>
<th>Damage Discrepancy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Documentation Needed To Support a TDR for a Claim</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of the BL or TCMD. For commercial air shipments, a copy of both the front and back of the airbill is required.</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Copy of the TSPs delivery/interchange receipt with discrepancy noted, signed and dated by the TSPs driver and the consignee.</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Copy of the completed shipping document (e.g., DD Form 1348-1, DD Form 250, DD Form 1149, DD Form 1155, packing list) with associated cost.</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td><strong>Additional Documentation, as Needed/Applicable</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When there is a consolidation of requisitions in a carton covered by one TCN, a completed copy of each document in the consolidation is required to establish the actual loss.</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>When property is shipped in reparable (F) condition, a reparable value statement is required, citing the actual preshipment value.</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>For prepaid FOB origin shipments, a copy of the contractor’s paid invoice is required.</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Confirmation from the consignee that the item was not received (i.e., email, fax)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>A copy of the shipper’s reply to the Request for Information confirming whether or not shipment was shipped as billed and condition of property when tendered to the TSP.</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Shipper must show if packing, loading, blocking, bracing were properly performed</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Copy of tally-out and tally-in records when TSP is determined responsible for the shortage.</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>For concealed loss and damage, a signed statement(s) by person(s) who first discovered the discrepancy, showing time, place, circumstances of delivery, and explanation as to why shortage or damage was not noted at time of delivery. If the property was moved from the original delivery point, also include signed and dated statement(s) or affidavit(s) by person(s) who moved the property, showing distance, method of movement, time, and circumstances of movement.</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Copy of the TSP’s inspection/survey report signed by the TSP’s representative and consignee. If TSP declined inspection of damaged property, then provide a copy of the Government’s inspection, signed and dated by a technically qualified person.</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Photographs of the damaged property. If pilferage/theft has occurred photograph possible ways of entry or damage to the container or cargo. photograph seals if they are still intact, and photograph the inside of the container and its contents or lack thereof. Additional photographic examples: MSL, data plates, packaging, Vehicle Identification Number, container number, conveyance</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Itemized actual or estimated repair cost statement, signed and dated by a technically qualified person. For commercial repair, a copy of the contractor’s paid invoice. (Include labor separate from parts)</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Copy of the TSP’s receipt for release of salvaged property, showing the preshipment value as the amount of the Government’s loss. The TSP or its authorized agent must sign the receipt.</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Copy of the official accident report initiated by law enforcement personnel for loss or damage due to aircraft, rail, or highway accidents.</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Security and law enforcement reports for loss, pilferage, theft, suspected forgery or vandalism</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Supporting Document</td>
<td>Shortage Discrepancy</td>
<td>Damage Discrepancy</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>If damaged property was sent to a repair facility, a copy of the BL or freight bill for transportation costs to and from the repair facility.</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>For small package express shipments, a copy of the pickup record (e.g., manifest, bar code number, or BL). Include the documentation to support transportation charges paid on shipment.</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>For small package express shipments, a copy of the tracer or loss and damage investigation report/number. The TSP will not honor claims failing to cite this number.</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>Appropriation to be credited for replacement or repair costs.</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>Statements from eye witnesses and/or other involved parties (signed and dated).</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>Any Certificate of Destruction, Veterinary Inspection Report, or Temperature Readings for temperature controlled shipments that are applicable to the TDR file.</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>Cargo Declarations, Tracking Reports, Shipping Documents, Inspection Reports, and Weather and Sea State Reports.</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>Information for replacement costs and depreciation amounts (e.g., FEDLOG, WEBFLIS).</td>
<td>☑ ☑</td>
<td></td>
</tr>
<tr>
<td>Email correspondence relevant to TDR/claim (e.g., initial notification to TSP).</td>
<td>☑ ☑</td>
<td></td>
</tr>
</tbody>
</table>
### Table 210-5. FMS TDR Guidance

<table>
<thead>
<tr>
<th>Delivery Term Code (Ref Appendix E)</th>
<th>Identify Discrepancy</th>
<th>Initiate TDR</th>
<th>Submit TDR/supporting documents to</th>
<th>Remit Funds to</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Consolidation Point</td>
<td>Receiving USG representative</td>
<td>TDR in DIS Supporting docs to DFAS</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>2</td>
<td>Contractor receiving Government Furnished Equipment (GFE)</td>
<td>Contractor (if capable); if not, notify shipping Transportation Office (TO) to initiate</td>
<td>TDR in DIS Supporting docs to DFAS</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>2</td>
<td>Unit deployed to U.S.</td>
<td>Installation TO</td>
<td>TDR in DIS Supporting docs to DFAS</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Freight Forwarder (see notes if SAAM is used on DTC 5)</td>
<td>Shipping TO</td>
<td>TDR in DIS Supporting docs to DFAS</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>7</td>
<td>Customer Country</td>
<td>SCO</td>
<td>Ocean: SDDC</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Military Air: AMC</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commercial Air: Shipping TO</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>8</td>
<td>Freight Forwarder or Customer Country Rep (at port)</td>
<td>Shipping TO</td>
<td>TDR in DIS Supporting docs to DFAS</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>9</td>
<td>Customer Country</td>
<td>SCO</td>
<td>Ocean: SDDC</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Military Air: AMC</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commercial Air: Shipping TO</td>
<td>FMS Purchasers’ account at DFAS</td>
</tr>
<tr>
<td>All others</td>
<td>Managed by Service Implementing Agency by exception</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**
- Different scenarios for DTC 2 are shown (delivery to consolidation point, GFE to contractor’s facility, or unit deployed to CONUS base)
- Military Air includes organic military aircraft and commercial contracted aircraft
- If SAAM is used on DTC 5 shipment, responsibilities for TDR are same as DTC 7
- For CCBL/collect shipments, DoD only has to prove shipment. The FMS Purchaser or freight forwarder is then responsible for all tracer or claim actions
- The USG will never be held responsible for damage or loss that may occur in transit (include shipments lost or damaged by AMC or MSC)
- For SCP (FMS or Grant Aid) deliveries to overseas destinations, U.S. Military Representatives such as Security Assistance Officers (SAOs) perform the TDR functions of a Receiving Office
- For DTC 4, since customer takes custody of shipment at origin, no TDR is applicable.