

APPENDIX E

SECURITY COOPERATION PROGRAM (SCP) SHIPMENTS: FOREIGN MILITARY SALES (FMS) AND BUILDING PARTNER CAPACITY (BPC) PROGRAMS

A. GENERAL

1. The SCPs are United States Government (USG) programs that regulate the transfer of USG defense articles and services to foreign governments as either government-to-government sales or government-to-government transfers. Authority and procedures for the SCP come from several levels of the USG. These include Congressional legislation; Presidential Determinations (PD); and by rules, regulations, and procedures published by the Departments of State, Commerce, and Defense. Within the Department of Defense (DoD), each of the Services issues its own SCP rules, regulations, and procedures. The Services are called Implementing Agencies (IA) or Sponsoring United States (U.S.) Military Services when they work in the SCP. The SCP is divided into two sub-programs, the FMS program and a collection of other Security Cooperation BPC SCP programs.
2. FMS is the major SCP. FMS customer countries buy defense articles and services from the DoD or the USG. FMS purchasers, then, pay with cash, credit, grant, or non-repayable credit.
3. The difference between title/ownership and possession/custody is a very important subject in the FMS program. The DoD may transfer custody or possession to an FMS purchaser at a shipment's point of origin, a purchaser's Continental United States (CONUS)-located facility or freight forwarder, at an overseas port of debarkation (POD), or at an inland destination in the purchaser's country or even a third-party country. Movement can be totally non-Defense Transportation System (DTS), partially DTS, or totally DTS. Regardless of where custody passes, title or ownership passes to the purchaser at a shipment's point of origin. Any exception to this procedure must be specifically addressed in an FMS case (Letter of Offer and Acceptance [LOA]).
4. A Delivery Term Code (DTC) identifies an FMS shipment's custody transfer point. This point is determined between the purchaser and the USG in an FMS case/LOA. Although a DTC is negotiated in the LOA process, it can be at least partially determined by what is being sold. For example, Arms, Ammunition, and Explosives (AA&E) must be under DoD control at least through a DoD-controlled port of embarkation (POE). Therefore, a minimum of DTC 8 must be assigned.
5. Besides DTCs, other data needed to process and ship FMS material are entered into LOAs. This other data includes Type Assistance/Funding Codes and address codes. IAs transfer the data to Defense Logistics Manual (DLM) 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), requisitions to have material released from the DoD's Logistic System to FMS purchasers. MILSTRIP data provides DoD/USG shipping activities information needed to correctly ship FMS material. In addition to the custody transfer point, this coded data identifies the IA, Offer Release Code, the ship-to and mark-for addresses, and the FMS cases.
6. Title to Foreign Military Sales (FMS) materiel is transferred to the purchaser upon release from a Department of Defense supply activity (point of origin) unless otherwise specified in the Letter of Offer and Acceptance (LOA). DoD/USG-procured transportation may be furnished as a reimbursable service. The USG will never be held responsible for damage or loss that may occur in transit. FMS purchasers are told in the LOA process that they should buy commercial insurance if they want to recover full costs for in transit loss or damage. DoD shipping activities or transportation agencies must submit tracer or claims actions against carriers on behalf of FMS purchasers if loss or damage occurs during DoD-procured transportation.

7. Non-FMS SCP includes both grant programs, such as the Presidential Drawdowns and International Military Education and Training Programs, and specially funded BPC programs, such as Counter-Narcotics programs and National Defense Authorization Act programs. Shipments made under a BPC program are processed by shippers in the same way as FMS program shipments. MILSTRIP is also used to release and route BPC SCP shipments. The procedures for transporting material under BPC Grant Program SCP differ from FMS/ BPC procedures in the following ways:
 - a. All BPC shipments move via the DTS to recipient country PODs (offloaded) (DTC 9), or to final destination (DTC 7). Transportation for BPC materials can be provided by vendors with prior coordination and approval by DSCA.
 - b. For Grant Program BPC material, title or ownership passes to purchasers/recipients at the destination. DoD/USG-procured transportation is furnished as part of the transfer agreement. The standard terms and conditions expressed in a standard FMS LOA do not apply to Grant Program BPC transfers. The USG is responsible for damage or loss that may occur in transit. DoD shipping activities or transportation agencies must submit tracer or claims actions against carriers on behalf of the USG if loss or damage occurs during DoD-procured transportation.
8. See Chapter 205 and supplemental Service/Agency policy for information on the movement of conventional arms, ammunition, and explosives; Classified (Secret and Confidential), Sensitive, and Controlled cryptographic items; and material under a Transportation Protective Service (TPS).
9. Clarification of the term “freight forwarder.” This term is used throughout the Defense Transportation Regulation (DTR). It is important to distinguish the difference between a freight forwarder as a transportation service provider approved by the DoD for DoD cargo and an FMS freight forwarder who acts as an agent in the United States for the foreign customer country to receive their cargo and provide other services in addition to transportation (e.g., customs brokerage, storage). All mention of the term freight forwarder in this appendix refers to the latter context
10. DTS is described as the following: Any movement of FMS and BPC SCP material done by DoD-operated or DoD-procured transportation. For DoD cargo, DTS is that portion of the worldwide transportation infrastructure that supports the DoD’s transportation needs across the range of military operations. The DTS consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DoD, except for those that are Service-unique or theater-assigned. Overseas movement via a carrier paid with a bill of lading (BL) or electronic data interchange (EDI) that cites a DoD-controlled fund is a DTS movement. If FMS cargo moves to a freight forwarder in the CONUS (DTC 5) under a prepaid BL, it is DTS transportation. If FMS material moves to a DoD port for pickup by an FMS purchaser (DTC 8), the inland movement and port handling is DTS. A Notice of Availability (NOA) and other special FMS procedures apply to these shipments, but tracing and claim responsibility belong to the DoD because the transportation has been procured by DoD activities.

B. RESPONSIBILITIES

1. For DTS surface-moved FMS and all BPC SCP cargo, Military Surface Deployment and Distribution Command (SDDC) Operations will:
 - a. Determine proper freight classification, rates, charges, rules, and regulations that apply to SCP traffic. DoD tenders also apply to the movement of SCP shipments.

- b. Negotiate with all commercial-for-hire carriers to establish or modify rates, classification descriptions and ratings, charges, rules, regulations, or accessorial freight services.
 - c. Ensure that rates and charges that involve accessorial freight services incidental to a line-haul transportation movement under SDDC routing control are solicited as follows:
 - (1) Rates and charges for performance of transportation (does not include accessorial freight services).
 - (2) Rates and charges for performance of transportation plus accessorial freight services.
 - d. Advise IAs and other DoD agencies of the results of negotiation actions taken.
 - e. Recommend litigation in transportation and traffic management areas to protect and promote the interests of the DoD SCP.
2. Transportation Officers (TO) and contracting officers will furnish SDDC Operations with all the information in connection with negotiations with commercial carriers as far in advance as possible. Ideally, Volume Movement Request for DTS-routed SCP-planned volume shipments should be submitted at least 60 days in advance of a movement, but not less than 30 days before the date of the movement. If a movement develops within a shorter time frame, the information must be furnished as soon as possible.
 3. Commanding officers, purchasing and contracting officers, inventory managers, TOs at contract administration offices, and other DoD officials having advance information concerning procurement or other actions involving DTS-routed SCP-planned volume movements will furnish such information to the TO or traffic analyst serving the purchasing activity (Federal Acquisition Regulation, Part 47.207-11, Volume Movements within the Contiguous United States). The TO or traffic analyst, in turn, will furnish the required information to SDDC Operations in accordance with (IAW) transmittal instructions as far in advance as possible.

C. PLANNED VOLUME MOVEMENT (SEE CHAPTER 201, PARAGRAPH M.13.d)

1. As used in this appendix, a planned volume movement is any DTS movement of SCP freight shipments from one origin point to a single destination that will total (in 1 year) 25 carloads, 25 truckloads, or 500,000 pounds (lbs) or more.
2. Shippers will consolidate traffic with origin or destination points within the same geographical area within a single SCP case whenever possible. Consolidation increases the potential for volume rate negotiation benefits.

D. TRANSPORTATION PROCEDURES

1. Shippers must release FMS cargo via the DTS or under purchaser country/freight forwarder control based on their DTC. When assembling a shipment unit for release, the DTC will be found in record position 34 of the MILSTRIP document or documents that a shipper includes in the shipment unit. The DTC will then also appear in the fifth position of the Transportation Control Number (TCN) constructed for the shipment unit (see Appendix L, Paragraphs A, C, M, and O for correct SCP TCN construction).

NOTE: The first 14 positions of MILSTRIP document numbers, the MILSTRIP suffix code in position 15, and their associated TCNs cannot be altered, amended or changed in any way; they are permanent records. Positions 16 and 17 of an FMS TCN can be modified to allow split or partial shipments and to achieve onward movement beyond a shipment consolidation point. An IA can issue instructions for shippers to process certain releases/shipments under a different DTC than the one that appears in the document numbers/TCNs. Therefore, if a release is made under an amended DTC, the document number/TCN will retain the original DTC. Changes in DTC are

considered scope changes in the Letter of Offer and Acceptance and generally require an amendment to the case. If a DTC assigned to an FMS release does not conform to special requirements that might apply to the material in the shipment (e.g., minimum of DTC 8 for Sensitive and AA&E items), a shipper will contact the correct IA assistance office for resolution. This must be done before a shipment can be released (see Chapter 205 for Transportation Protective Service (TPS) requirements).

2. All codes, including DTCs, that a shipper needs to release SCP material appear in the MILSTRIP. MILSTRIP and IA Service regulations provide the procedures to follow. They also identify supply documentation needed to properly mark and address the material. Shippers will use DTCs, Country Codes, Offer/Release Option Codes, and other such methods, to correctly address and release SCP shipments. DTCs are defined and described in Paragraphs [K](#) and [L](#) below. They are located in record position (rp) 34 of a MILSTRIP document or the fifth position of a TCN.
3. Depending on a shipments' DTC the source of material (i.e., Defense Working Capital Funds [DWCF] or non-DWCF items), and type of material (e.g., sensitive AA&E or classified items), transportation for FMS material will be arranged by DoD shippers as described below. All Grant Program BPC SCP shipments will be shipped as DTC 2, 7, or 9.

- a. DTC 4 and E releases will, if they are non-DWCF, non-AA&E, non-small parcels and/or non-sensitive cargo, be shipped as follows:

- (1) To a CONUS freight forwarder under Collect Commercial Bills of Lading (CCBL) or
- (2) Released to a freight forwarder-arranged pickup carrier or
- (3) Released under third-party billing procedures (see note below).

NOTE: If a TAC 7, third-party billing address appears in the Military Assistance Program Address Directory (MAPAD) for a DTC 4 or E release, the shipper must select a carrier that will accept third-party billing, not collect, terms for delivering the material to the freight forwarder. If a shipper has any doubt, the freight forwarder will be contacted.

- b. Unless an FMS purchaser or its freight forwarder directs the release of a DTC 4 or E shipment to an alternate address in an NOA response or in MAPAD Special Instructions, the shipper will address the material to the ship-to address shown in the MAPAD as a TAC 2 address.

NOTE: If a DTC 4 or E release qualifies as a small parcel shipment, the shipper will send a notice to the freight forwarder requesting a small parcel account number unless this account number already appears in MAPAD Special Instructions for the Military Assistance Program Address Code (MAPAC) involved. Shipment will then be released prepaid under the account number. If no response is received within 1 week, the shipment will be shipped under a CCBL at the minimum freight rate that applies.

- c. DTC 5, 7, 8, 9, A, B, C, D, F, G, H, and J and all DWCF material must be shipped pre-paid to a CONUS location, which can be one of the following: An FMS purchaser facility, a freight forwarder facility, a commercial port facility identified in a NOA response, or a CONUS POE (for DTC 7, 8, 9, or C). Payment for inland CONUS transportation will be made under a prepaid BL or any other acceptable DoD carrier payment procedure (e.g., Third Party Payment System [TPPS] EDI). Shippers must ensure that they cite the DWCF funds for shipments of DWCF material and the FMS transportation fund for non-DWCF shipments. For DTC 7, 9, F, G, and J releases, a DWCF cite/TAC will apply only to inland CONUS transportation to the POE. An FMS cite/TAC will apply to CONUS port loading and to any over ocean transportation required by the DTC.

- NOTE:** Neither the FMS purchaser nor a freight forwarder can designate which carrier a shipper will use for DTC 5 releases. When the DoD procures transportation, DoD carrier selection rules must be followed. Only when shipments are DTC 4/E and non-DWCF can an FMS purchaser or freight forwarder name the carrier. NOA responses stating otherwise will be ignored. Special Instructions in the MAPAD that direct use of a particular carrier will be followed only for DTC 4, non-DWCF, releases and DTC E releases.
- d. DTCs as they appear in MILSTRIP document numbers and their related TCNs cannot be amended once a requisition is submitted to show a DTC revision. However, the actual DTC used to ship a requisitioned requirement can be changed at any time prior to the release of the material. MILSTRIP document numbers are permanent records, a requisition/MRO document number and its associated TCN cannot be amended to show a DTC change. The shipping activity will be directed in writing by an IA or a material manager to process a shipment according to the revised DTC. The IA or a material manager uses a Transportation Bill Code to advise the Defense Finance and Accounting Service (DFAS) of the action for billing corrections.
 - e. If in transit loss or damage is involved, shippers will file claims against carriers on behalf of FMS purchasers. Claim proceeds, if any, are forwarded to FMS purchasers' accounts at DFAS. DoD transportation agencies use Transportation Discrepancy Report procedures for tracers and claims for overseas DTS FMS shipments. For CCBL/collect shipments, DoD only has to prove shipment. For DTC 4/E shipments, the FMS purchaser or freight forwarder is then responsible for all tracer or claim actions.
4. DoD/USG-furnished transportation follows normal DTS procedures for carrier selection, routing, and discrepancy reporting. Some special procedures, such as NOAs, apply to some DoD-furnished transportation. FMS purchasers and freight forwarders follow alternate procedures when they procure transportation. DoD shippers often select carriers for true DTC 4 or E shipments. This is because automatic (non-NOA) release procedures apply to most of these shipments and no Special Instructions in the MAPAD apply. In spite of this, FMS purchasers or their freight forwarders are technically still in control under the CCBLs used to move the cargo. Shippers must add a “no-recourse” clause to every CCBL as a precaution against consignee default. Shippers must be alert to NOA requirements for DTC 4 or E releases because responses may say to use a particular carrier. They must also watch for Special Instructions in the MAPAD that say the same thing. Also, if a TAC 7, third-party billing address appears in the MAPAD, carriers cannot be selected who do not agree to third-party billing procedures.
- a. An FMS case/LOA authorizes export of defense articles under DoD auspices instead of direct State Department auspices (i.e., FMS program exports versus direct commercial sale exports). If FMS purchasers export their purchases themselves (i.e., DTCs 4, 5, or 8), they must have their freight forwarders registered with the U.S. State Department Directorate of Defense Trade Controls and provide the freight forwarders with official copies of LOAs. Freight forwarders will be registered with the Directorate of Defense Trade Controls (DDTC) pursuant to the [International Traffic in Arms Regulations \(ITAR\)](#) Part 122 and the Defense Security Cooperation Agency (DSCA) Manual 5105.38-M.
 - b. Data for an Electronic Export Information (EEI) preparation is taken from the material's supply release documents: DD Form 1348-1A, [Issue Release/Receipt Document \(Figure E-7\)](#), for depot-released items; DD Form 250, [Material Inspection and Receiving Report \(Figure E-6\)](#) or Wide Area Workflow (WAWF) forms for vendor-supplied shipments; or properly filled in DD Form 1149, [Requisition and Invoice/Shipping Document \(Figure E-8\)](#), when special circumstances apply. Shippers must attach copies of these documents to the exterior of every shipment unit (SU) according to MILSTRIP and MIL-STD-129,

- Department of Defense Standard Practice – Military Marking for Shipment and Storage, procedures. These documents, gathered together and inserted in an orange waterproof envelope and firmly attached to the exterior of a shipment unit, are referred to as the shipment unit’s “packing list.” Contract Officers ensure vendors do this with DD Forms 250 or WAWF forms for vendor-sourced shipments consistent with DFARS Appendix F. Copies of release documents (extra sets or duplicates of packing list) described above along with copies of the BL must be mailed to the TAC 5 and 6 addresses listed in the MAPAD. Shippers will retain at least one good copy of release documents. Freight forwarders are not authorized to open containers to get copies from the inside of SUs. If exterior copies are lost or damaged, a shipping activity may have to furnish new copies.
5. The export of defense articles must comply with the [International Traffic in Arms Regulations \(ITAR\)](#). An export license is not required when FMS materiel is transferred to the purchaser and they take custody within the United States; however, Customs and Border Protection (CBP) must have current data for Letters of Offer and Acceptance (LOA), including all amendments or modifications, prior to export of these shipments. This information is provided electronically by DSCA’s Security Cooperation Information Portal (SCIP) to CBP.
 6. ITAR Exemptions for FMS. FMS shipments do not require a license when all conditions of ITAR Section 126.6(a) or Section 126.6(c) can be met.
 - a. ITAR Section 126.6(a) applies to Defense Transportation System shipments using USG-owned (organic) assets, DoD-contracted commercial resources, or shipments exported on military aircraft or naval vessel of the recipient foreign government or international organization.
 - b. ITAR Section 126.6(c) applies to shipments arranged by FMS freight forwarders.
 7. Individual Shipment-Level Requirements for Export.
 - a. EEI on each shipment of a defense article, whether classified or unclassified, must be reported to CBP using the Automated Export System (AES). Shipments of technical data or services must comply with ITAR Section 123.22(b)(3) and cite the FMS case identifier.
 - (1) For DTS shipments, the DoD entity that is arranging DTS transportation is the exporter and must file the EEI in AES.
 - (2) For freight forwarder-arranged shipments, the freight forwarder is the exporter and responsible for filing the EEI in AES. Foreign purchasers acting as their own freight forwarder are responsible for filing the EEI in AES.
 - b. If items from multiple FMS cases are included in the same shipment, the exporter must file a separate AES entry for each individual FMS case being decremented.
 - c. Invoices and shipping documentation must be annotated to include the following:
 - (1) For DTS shipments, “This shipment is authorized for export pursuant to 22 CFR 126.6(a), under FMS case [insert case identifier]. The U.S. Government point of contact is _____, telephone _____.”
 - (2) For Freight Forwarder shipments or shipments exported directly by the recipient foreign government, “This shipment is authorized for export pursuant to 22 CFR 126.6(c), under FMS case [insert case identifier]. The U.S. Government point of contact is _____, telephone _____.”
 - d. CBP will decrement a shipment only after export information has been filed correctly using AES. As part of the AES filing, the exporter must provide the Internal Transaction Number (ITN) to CBP. The ITN is generated by AES as the system acceptance of the data submitted.

The ITN data has successfully passed a series of basic edits and must be included on shipment documentation.

- e. Export information for all shipments must be filed electronically in AES in accordance with the timelines established in 22 CFR 123.22(b).
 - (1) By air and truck, at least 8 hours prior to departure from the United States.
 - (2) By sea and rail, at least 24 hours prior to loading aboard ship at the port of exit.
- f. The exportable value is based on the net value of all hardware and software provided on specific lines in the case. The exportable value of the case does not include accessories or services. If there are questions about the exportable value on a case, please contact CBP officers at the port prior to shipment. For articles temporarily imported into CONUS for repair and return purposes, the repair value of the article will be the value reported on re-export, not the original net value as identified on the specific line.
- g. The EEI submission will decrement the case in CBP's systems. If the case is not decremented by the EEI, the shipment will be held until the EEI is corrected and the issue is resolved. Shipments in excess of the net case value are in violation of the export authorization and will be stopped and/or seized.

NOTE: Any exports of classified defense material, technical data, or AA&E must have a detailed Transportation Plan to comply with National Industrial Security Program Operating Manual (NISPOM), 32 CFR 117, and DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

- h. When material is exported in DoD-owned transportation, such as Air Mobility Command (AMC) Channel or Special Assignment Airlift Mission (SAAM) airlift, the Transportation Plan and EEI requirements discussed above still apply. Shippers will contact the applicable IA assistance office indicated in [Table E-1](#) for any guidance required.
8. NOAs. Chapter 6 of DLM 4000.25-1 contains complete NOA procedures. However, some basic principles apply. The following information and precautions will help prevent improper release of FMS shipments:
- a. NOAs do not apply to DTC 2, 7, 9, A, D, F, G, or J shipments. All but DTC 2 shipments move to an overseas POD or beyond. DTC 2 shipments go from one DoD facility or contractor to another. Internal DoD transportation procedures apply.
 - b. NOA procedures apply equally to DTCs 4, 5, E, and H. DTCs 4 and E are collect shipment to FMS freight forwarders. DTCs 5 and H are DoD prepaid shipments to freight forwarders. However, freight forwarders still need to know if special material is involved so they can prepare for its receipt and export. Since pre-paid DoD transportation is involved, an NOA response for DTC 5 or H releases cannot indicate carrier selection. The normal NOA addressee is the TAC 3 address shown in the MAPAD for the MAPAC involved. For classified material, the NOA must go to the FMS purchaser's country representative (Paragraph 1 in the purchaser's MAPAD listing). This representative must be identified in the Transportation Plan. The country representative must respond to every NOA for classified material. Freight Forwarder responses are totally unacceptable.
 - c. For DTC 8, B, and C (pickup by customer country-arranged transportation at a DoD-controlled POE), NOA processing differs between ocean and air/pilot pickups.
 - (1) For ocean, the shipper sends an Export Traffic Release Request (ETRR) to SDDC Operations following Chapter 203 procedures of this regulation. At the same time, the shipper sends an NOA to the NOA addressee which says that the cargo will be held

until the addressee coordinates with SDDC Operations to determine the pickup port and date. The shipper will not release the cargo until it receives an Export Traffic Release (ETR) from SDDC. The shipper does not ship based on a NOA response.

NOTE: ETRRs for ammunition items are processed by the DoD Single Manager for Ammunition, the Joint Munitions Command (JMC) at Rock Island, Illinois. For ammunition and explosives releases, the shipper sends the NOA, but it routes the ETRR through the JMC TO.

- (2) Air pickups have two possible procedures:
 - (a) If the shipper knows in advance that the pickup will be by air/pilot, a NOA is transmitted but no ETRR is submitted. The FMS purchaser and its freight forwarder make arrangements with the U.S. Air Force or Navy and the State Department to land purchaser military aircraft or chartered commercial aircraft at a CONUS aerial port. The NOA response tells the shipper which aerial port to ship to and what date the cargo should arrive. The shipper always confirms this with the aerial port.
 - (b) If the purchaser changes from ocean to air/pilot pickup after an ETRR/NOA has been submitted, the shipper will then follow pilot pickup procedures and cancel the ETRR (or request that the JMC TO cancel the ETRR). For Air Force sponsored FMS munitions shipments, a copy of the NOA will be sent to the Air Force FMS Munitions point of contact (POC) listed in [Table E-1](#).
 - d. The normal NOA addressee is the TAC 3 address shown in the MAPAD for the MAPAC involved. However, for classified material, the NOA must go to the FMS purchaser's country representative (Paragraph 1 in the purchaser's MAPAD listing). The country representative must respond to every NOA for classified material. Freight Forwarder responses are totally unacceptable.
 - e. Offer Release Option Codes (rp 46 in MILSTRIP release document with the exception of Canada) usually indicate the need for NOAs. However, the type of material can also make an NOA mandatory. Offer Release Option Code Y says a shipment can be released if no response comes back within 15 days. A Z, however, says that material cannot be released without a response. An A normally means automatic release and no NOA. However, Z procedures must be followed if any unusual transportation factors apply. These include oversize or overweight shipments, hazardous materials (HAZMAT) shipments, classified shipments, Sensitive and AA&E shipments or any factor that mandates Release Unit (RU) procedures (this does include Canada). If a shipment has a Z assigned to it, but it is a small parcel, no NOA is required; it is released automatically.
9. Fund citations (cites) and Transportation Account Codes (TAC) provide the funds for USG-provided transportation. The following will be considered before releasing an SCP shipment:
- a. CCBL procedures normally apply to DTC 4 shipments of non-DWCF material and DTC E shipments. Unless MAPAD Special Instructions or a NOA response directs use of specific carriers, a shipper can select the carrier. If the MAPAD has a TAC 7 address listed for a specific MAPAC, the carrier must agree to third-party billing instead of cash on delivery from the consignee. The shipper must always put a "no recourse" clause into collect or third-party billing BLs. DTC 4 or E shipments go only to purchaser or Freight Forwarder facilities in the CONUS, or to locations in Canada. All DWCF material must be shipped pre-paid even if DTC 4 is in the release document.

NOTE: See NOTE in [Paragraph D.3.b](#). above if proposed DTC 4/E release is a small parcel.

- b. Prepaid Inland CONUS Transportation. Except for DTC 4 and E, all DTCs involve pre-paid inland CONUS transportation. Shippers must determine if this transportation will be DWCF-funded or FMS Trust Fund Transportation Cost Clearing Account-funded. Supply depots know their DWCF versus non-DWCF material. For vendor-sourced material, Contract Officers must use material fund cites to determine the difference. The FMS TAC must be in the contract per DFARS 225.7301 General (c) PGI 225.7301. DWCF fund cites usually start with 97x4930. Non-DWCF FMS fund cites start with 9711x8242. Certain types of material, such as Excess Defense Articles, use fund citations that relates to a line in an FMS case. The material manager will give the fund cites/TACs that apply to these shipments to the shipper. If in doubt, the shipper will contact the material manager. Once the fund source is determined, the applicable fund will be cited in the prepaid BL in the form of a TAC. See Appendix V and Attachment V-7 for Fund Cite and TAC instructions.
 - c. TACs. TACs are four-position abbreviated fund cites used by the DoD in lieu of long line of accounting fund citations. This applies especially to electronic BLs (e.g., TPPS). TACs are used not only for inland CONUS BLs but also by DoD Transportation Agencies to bill for their services, such as port handling and over ocean movement. Except for the Defense Logistics Agency (DLA), the first position of an FMS TAC is also the first position of the FMS MILSTRIP document number that a shipper uses to release an FMS shipment and the first position of a TCN constructed from the release document numbers. B identifies the U.S. Army, D the U.S. Air Force (USAF), K the Marine Corps, and P the U.S. Navy. DLA TACs begin with R, while its IA Code begins with T. A complete discussion of SCP TACs is contained in Appendix V of this regulation.
10. IA/Sponsoring U.S. Military Service. The U.S. Army, Air Force, Navy, Marine Corps, DLA Disposition Services and other DoD agencies all work FMS cases (LOAs) and BPC SCPs. When they do this, they are identified as IAs or Sponsoring U.S. Military Services. Any question about an FMS or BPC SCPs requirement will be directed to the IA. The first position of a TCN or a MILSTRIP document number identifies its IA. [Table E-1](#) lists the IAs and their codes, plus their SCP POCs when help is needed regarding a particular requirement.
- a. Airlift Clearances and TACs.
 - (1) Authority for air clearances of SCP shipments belongs to the IAs. If an FMS or BPC SCP (BPC or Grant Program) shipment is eligible for AMC Channel airlift (i.e., its Issue Priority Designator is 01-08 [Transportation Priorities 1 and 2]), it must be reviewed by a Service Air Clearance Authority (ACA) prior to release. The IA Code identifies the correct ACA. For example, if an FMS shipment's TCN starts with a B and AMC Channel airlift is an option, the Army Air Clearance Authority (AACA) will process the clearance. Service ACAs will annually review Financial and Air Clearance Transportation System (FACTS) or Logistics Tool Suite (LTS) (for AF shipments) business rules regarding FMS cargo with the appropriate Service Security Assistance office.
 - (2) Correct SCP TACs are also indicated by the IA Code. The first position of an SCP MILSTRIP release document is always, except for DRMS, the first position of the applicable TAC. For DRMS, the T in the MILSTRIP document becomes an S in the TAC. Never use the first position of document's Supplementary Address (SUPPAD) field as the first position of a TAC. This code (record position 45) is the FMS purchaser or recipient country Procuring Military Service Code. Since any purchaser's Military Service can purchase from any of U.S. Services, this code may be different from the IA Code.

11. MAPACs versus DoDAACs. MAPACs and their construction are discussed in [Paragraph E](#) below. The way to construct them and use them is detailed in [Figure E-2](#) through [Figure E-5](#). MAPACs are FMS and BPC SCPs specific (BPC TACs follow the same procedures as FMS; Grant Program MAPACs follow their own rules that differ from FMS and BPC). DoDAACs are DoD/USG-related. They are six positions each to make them work in DoD's Military Standard systems. Unlike DoDAACs, MAPACs are not the first six positions of a TCN or MILSTRIP document number. They do not appear in the SUPPAD field (rp 45–50) of a MILSTRIP document. MAPACs for FMS and BPC releases come from data in both a document number and SUPPAD field of a MILSTRIP release document. MAPACs for Grant Program BPC SCPs releases come from data found only in the document number field. The only time that DoDAACs will appear in any kind of SCP documentation is (1) as a DoDAAC that identifies the DoD shipper, (2) in Supply Discrepancy Reports (SDR) return instructions when they identify a DoD activity as a final destination for discrepant material, and (3) to identify a maintenance activity assigned to perform maintenance on FMS Repair and Return or Return and Replace shipments.
12. TCNs. TCNs for SCP shipments are done just like TCNs for DoD shipments (see Appendix L). The document number used to construct a TCN appears in DD Forms 1348-1A, DD Forms 250, DD Forms 1149, or WAWF forms depending on the source of a shipment. Local TCNs will not be used for SCP shipments. If not enough document numbers are on hand to produce a unique TCN for each SU, shippers will call the IA or the material manager for MRO suffixing or for additional requisitions.

E. MAPAD

1. The MAPAD is a directory that lists every country or international organization currently in the SCP. It lists country or organization and the designated FMS freight forwarder. Ship to, mark for, documentation, and status addresses are all listed for use by shippers, Transportation Agencies, IAs, and other such agencies. MAPACs can be found in the following DoD website: <https://home.daas.dla.mil/daasing>. SC Country representatives shall work with the IA focal point to ensure that country representatives and address information is accurate and that all obsolete addresses are removed.
2. MAPACs are the SCP equivalent to DoDAACs. DoDAACs are used to address DoD cargo and documentation. MAPACs are used to address SCP cargo and documentation. MAPACs are also used to address requisition and shipment status for the SCP. Data from a MILSTRIP requisition/release document is used to construct MAPACs IAW [Figure E-2](#) through [Figure E-5](#). After constructing a MAPAC or MAPACs, a shipping activity goes to the MAPAD to get the addresses and shipping information needed to release material.
3. Besides a MAPAC and TAC, each listing has the following: TAC Sequence Code (TSC), Address File Indicator (AFI), Special Instruction Indicator (SII), Seaport/Water Port of Debarkation (SPOD/WPOD), Aerial Port of Debarkation (APOD), Freight Forwarder Location Code (FFLC), Change Number (Chgno), Effective Date (Effdate), Deletion Date (Deldate), CONUS/OCONUS, Last Validated, Create Date, and a block for a clear text address. The TSC, AFI, FFLC, Chgno, Effdate, and Deldate apply to MAPAD maintenance. MAPACs, TACs, SIIs, SPODs/WPODs, APODs, and clear text addresses furnish the information needed to correctly route cargo, documentation, and status. MAPAD data entries are described below:
 - a. [TAC](#). A TAC defines when and how to use each of the addresses listed under a MAPAC. The following is a summary:

<u>TAC</u>	<u>Explanation</u>
------------	--------------------

- | | |
|---|-------------------------------------------------------|
| 1 | Unclassified material moving by small parcel carrier. |
|---|-------------------------------------------------------|

TAC **Explanation**

- A Material classified SECRET or CONFIDENTIAL moving by small parcel carrier.
 - C Material classified CONFIDENTIAL only, moving by small parcel carrier.
 - 2 Unclassified material moving by surface or air freight carrier.
 - B Material classified SECRET or CONFIDENTIAL moving by surface or air freight carrier.
 - D Material classified CONFIDENTIAL only moving by surface or air freight carrier.
 - 3 For sending the NOA for UNCLASSIFIED shipments only. BPC SCP-For sending supply and shipment status and for forwarding of release documents and ocean or air documents.
 - 4 For sending supply and shipment status.
 - 5 For sending copies of the FMS release documents on TAC 1 shipments. Not entered in MAPAD if identical to TAC 1 address.
 - 6 For sending copies of the FMS release documents on TAC 2 shipments. Not entered in MAPAD if identical to TAC 2 address.
 - 7 Identifies address to receive billing from carrier if other than from ship-to addressee upon delivery of material (also called third party billing). Used only for shipments that qualify for collect delivery. “No recourse” clause in carrier’s BL must be executed the same as with a commercial collect shipment.
 - 9 Identifies deleted MAPAC and cross-references to MAPAC to be used in its place.
 - M Used to identify a clear text “mark for” address for SCP type freight shipments. Identifies ultimate consignee on shipping papers and BL. Also is default ship-to address for DTC 7 deliveries.
- b. **FFLC**. An FFLC is assigned if more than one freight forwarder location is listed under the same MAPAC: 1 = East Coast, 2 = West Coast, and 0 = only one location. This code applies only to MAPAD maintenance. If multiple freight forwarder locations are involved for a shipment, SII A will apply. The shipper will ship to the address closest to it.
- c. **TSC**. The TSC is assigned only if multiple freight forwarder locations are involved for a MAPAC. This code applies only to MAPAD maintenance.
- d. **SII**. This provides additional information necessary to document or ship material. Complete explanations are detailed in the MAPAD. Special instructions do not apply to a MAPAC/TAC listing unless a code is actually entered in the SII block. Only two SII codes can affect the release of an SCP shipment, A and S. A appears only when more than one freight forwarder location is listed for one MAPAC. A tells the shipping activity to release material or an NOA to the freight forwarder located closest to the shipping activity. S appears when clear text instructions apply to release of material or documentation. If an S appears in a MAPAD listing, the Special Instructions must be reviewed before releasing cargo. Special Instructions are found by clicking on the following entry found immediately above the MAPAC listing: “Click here for Country Reps and/or Special Instructions for” The instructions are listed by MAPAC and TAC and are self-explanatory. If the SII block is blank, special instructions do not apply to a MAPAC/TAC listing.
- e. **SPOD/WPOD and APOD**. These entries, when they appear, are three-digit aerial port or seaport (a.k.a. water port) from the USTRANSCOM Reference Data Management System at website <https://trdmws.maf.ustranscom.mil/> (click on “DTR Data” and “Aerial Ports” and then select “Display Data” from the “Action Legends” box) or

- <https://trdmws.maf.ustranscom.mil/> (select “DTR Reference Data” and “Water Port” and then select “Display Data” from the “Action Legends” box). They only apply to TAC 2 addresses, and they are used when SCP cargo is lifted to FMS purchasers or recipient countries via the DTS (SDDC-booked ocean lift or AMC channel airlift). They will only be used for DTCs 9, 7, D, F, G, and J shipments and Grant Program BPC shipments. SPOD or WPOD/APOD codes will not appear if Special Instructions indicate shipment to commercial airports by commercial airlift. When used, these codes are the TAC 2 ship to addresses and no clear text address information will appear. A shipping activity will follow air or sea booking and clearance procedures to ship material to the POD. In-country U.S. Military Representatives (MILREP) and the Mark for (TAC M) addressee are responsible for movement of the material from the POD to its final destination for DTC 9 and G deliveries. If a DoD transportation agency determines that an alternate POD is required, it will contact the sponsoring IA/Service SCP Agency before routing cargo. DTC 7, F, and J deliveries will be routed through PODs to ultimate in-country destinations (normally the TAC M address assigned to a MAPAC).
- f. [AFI](#). This code is always F or G. It identifies a MAPAD change as either FMS or BPC SCP. This code applies only to MAPAD maintenance.
 - g. [Chngno](#). This is a sequential identification number assigned to latest change that occurred to MAPAC. The first position is the year of change. This code applies only to MAPAD maintenance.
 - h. [Effdate](#). This is the date the latest change to MAPAC occurred. This code applies only to MAPAD maintenance.
 - i. [Deldate](#). This code is associated only with TAC 9, delete, address. It occurs 5 years after the Change Date, implementing deletion. On the Deldate, MAPAC is dropped from MAPAD.
 - j. [CONUS/OCONUS](#): This indicates whether MAPAC address is located in CONUS (C) or OCONUS (O).
 - k. [Last Validated](#): This indicates the last date the MAPAC was reviewed and information was validated by country/IA.
 - l. [Create Date](#): This is the date the initial MAPAC entry was created.

F. ADVANCE NOTICES AND OCEAN DOCUMENTATION

1. For DTS-routed SCP shipments, the same advance notification rules apply as for DoD shipments. In addition NOA procedures apply to many purchaser/Freight Forwarder exported shipments. DTS shipments of protected cargo, such as ammunition, require Reports of Shipment (REPSHIP). Ocean cargo documentation is required for SCP cargo lifted by DTS ocean transportation. This documentation must be delivered to U.S. MILREPs in recipient countries before the ship arrivals. SDDC or SDDC-contracted ports transmit this documentation to preclude Customs and offload problems at destination ports.
2. NOAs. NOA rules are published in MILSTRIP (DLM 4000.25-1, Chapter 6) and in the MAPAD. They are sometimes required for DTC 4, 5, or E shipments. They are always required for DTC 8, B, or C shipments. DTCs 2, 7, 9, D, F, G, or J never involve NOAs (except for special Concept of Operations [CONOPS] procedures for very special situations that will be identified to shippers via Special Instructions or exception data). Origin shippers transmit NOAs for release of unclassified material to MAPAD TAC 3 addresses. They transmit NOAs for Classified material to country representatives listed in the MAPAD. A proper NOA consists of a DD Form 1348-5 “cover sheet,” [Notice of Availability/Shipment \(Figure E-1\)](#), and one or more “detail” attachments (DD Forms 1348-1A, 250, and 1149 or WAWF forms). The DD Form

1348-5 is not sufficient by itself. The DD Form 1348-5 addresses an entire SU with the TCN as its reference number. The other forms address the individual MROs contained in the SU, and they provide a shipment's material details. These forms must contain the MILSTRIP document numbers, material detail (such as the National Stock Number), price, and FMS case information. NOAs are required under the following conditions:

- a. If the Offer/Release Option Code is A (Automatic Release), release the shipment without an NOA unless the material is overweight (10,000 lbs or more), outsize dimension(s) exceeding 84 inches, hazardous, Sensitive AA&E, pilferable, Classified or has any other transportation characteristic requiring special preparation by a receiver. Then follow Z procedures.
- b. If rp 46 in the MILSTRIP release document contains an Offer/Release Option Code of Y or Z, do the following:

If rp 46

entry is And no response is received within 15 days, shipper will:

- Y Automatically release the shipment as indicated in the MAPAD.
NOTE: Process as Offer/Release Option Code Z release if material fits description in [Paragraph a](#) above.
- Z Hold the shipment and transmit a second NOA (annotating it as a second notice) to same address as first NOA. If a response is still not received in 15 or more days, send a third NOA to the same address. Now, however, contact the IA/sponsoring Service SCP Agency for assistance.
NOTE: 15-day time standards do not apply to DTC 8 sensitive or classified shipments.

- c. If the Offer/Release Option Code is Y or Z, but a shipment qualifies as a small parcel, automatic release procedures will be followed.
 - d. NOA procedures do not apply to SCP shipments that move from a DoD/USG shipping activity to a DoD/USG storage or maintenance activity, a DoD/USG contractor, or a DoD POE for onward movement under DoD control. (Except for special CONOPS procedures for very special situations that will be identified to shippers via Special Instructions or exception data).
 - e. NOAs for Classified material must be sent to the country representative listed in the MAPAD, not to TAC 3 addresses. The country representative must also respond to a NOA for Classified items. It cannot be passed to a freight forwarder for response. The ship-to address indicated in the NOA response must match a location identified as TAC A, B, C, or D and provide a POC at that location, including phone number, who will receipt for the cargo.
 - f. NOAs must be transmitted for non-DTS shipments originating overseas. If a special address is not provided in the customer country's Special Instructions in the MAPAD, send a NOA to either the TAC 3 address or country representative listed. Material cannot be released until a reply is received. Do not ship material via the DTS in any method or mode; there is no over ocean funding for these releases and the CONUS freight forwarder will have customs problems as well. Only procured material will be released from overseas (offshore procurement). Item managers will not place FMS requirements on overseas depots.
3. REPSHIPS. See Chapter 205, Paragraph L for REPSHIP requirements. If REPSHIP procedures apply to a DTC 7, 9, F, G, J, or BPC SCP shipment, the shipping activity must send a copy of the REPSHIP to the U.S. MILREP (e.g., the SA officer in the destination country). For REPSHIP purposes, the in-country USMILREP is the Consignee Addressee for SCP deliveries. Contact the

respective IA SCP Agency POC indicated in [Table E-1](#) to obtain a plain language message or Electronic Mail (e-mail) addresses for the MILREP—if the TAC 4 (FMS) or TAC 3 (BPC SCP) address furnished in the MAPAD is insufficient. The USMILREP will use the REPSHIP to coordinate pickup or onward movement of the shipment with POD personnel. For Air Force FMS munitions shipments, send a copy of the REPSHIP to the Air Force FMS Munitions POC listed in [Table E-1](#).

4. Ocean and Air Documentation. USMILREPs assigned to customer/recipient countries must monitor and coordinate transfer of DTS-routed SCP shipments from DoD/USG to customer country control at PODs. Advance notice of incoming shipments plus copies of release documents, manifests, REPSHIPS, Cargo Traffic Messages and BL are needed to carry out these functions. Timely notice and accurate documentation are absolutely necessary for preventing release and Customs problems at PODs.
 - a. [Release Documents](#). Release documents can be any of the following: DD Form 1348-1A, DD Form 250, DD Form 1149, or WAWF Forms (electronic version of DD Form 250). Copies of these forms, as applicable, must be firmly attached to every FMS or BPC SCP SU as a DTR/MIL-STD-129-mandated packing list. They are mandatory for Customs. Copies must be inside SUs as well as outside, but the ones on the outside are the most important. An extra set of a packing list must also be forwarded to the TAC 5 or 6 address that applies to a ship-to MAPAC. Freight forwarders or port personnel cannot open SUs; so outside documentation is the only paperwork they can use. Because exterior documents can be lost or damaged in transit, keep copies in an active file for at least 2 years, after which they must be archived. Release documents must have at least the following data in them:
 - (1) The FMS Case Identifier (e.g., IT-B-BEL)
 - (2) Requisition/MRO MILSTRIP Document Number (e.g., BGYA45-6107-9001)
 - (3) Material NSN/Part Number and Nomenclature
 - (4) Material Unit of Issue
 - (5) Material Unit Price
 - (6) Total Quantity of release
 - (7) Total Price of Release
 - (8) Shipper's DoDAAC and Name
 - (9) Ship-to MAPAC
 - (10) Mark-for MAPAC
 - b. [Air](#). Advance documentation, especially air manifests, is not available for AMC-lifted cargo. Manifests normally travel with cargo, and these will be available for USMILREPs located in destination countries. Also, manifest data is available at AMC stations under the Global Air Transportation Execution System. USMILREPs can also access requisition status through the Security Cooperation Information Portal. Release/Shipment Status under this system will make it easier to track and trace in-transit cargo.
 - c. [Ocean](#). Time standards in this regulation dictate that certain notices and documentation will be transmitted to destination country USMILREPs when cargo for those countries departs CONUS ports. SDDC Operations ensures these notices and documentation are transmitted within the time standards. These notices/documents are:
 - (1) Cargo Traffic Messages. These notify USMILREPs that cargo for the purchaser/recipient country has left a CONUS SPOE. It gives weight and cube data

and, if possible, advises of any ship changes en route and of any hazardous or sensitive cargo destined for the SPOD (WPOD).

- (2) Ocean Manifests. Hard copy ocean manifests must be forwarded to USMILREPs located in these countries. These manifests need to be in the hands of USMILREPs in advance of the ship arrivals.
- (3) CBLs. If used, copies must be forwarded to USMILREP in customer/recipient countries.
- (4) Ocean BL (OBL). Original OBLs are the most important document of all for USMILREPs located in a recipient country. Foreign Customs officials will normally accept nothing else for releasing cargo from a SPOD (WPOD). Original OBLs will be forwarded by expedited delivery service.

The correct address for a USMILREP is usually identified by a TAC 4 address in the MAPAD. Plain language message or e-mail addresses for these USMILREPs can be obtained from the respective IA SA Agency POCs indicated in [Table E-1](#).

G. DISCREPANCIES

FMS purchasers have two methods to make claims for material deficiencies. The first method is the Supply Discrepancy Report (SDR) reported on an SF 364. The SDR is a process for international customers to file a complaint with the DoD for product loss, quality deficiencies, damage, and various other problems associated with the delivery of material under the FMS program. The second method is the Transportation Discrepancy Report (TDR) reported on a DD Form 361. The TDR documents the loss, shortage, or damage to Foreign Military Sales (FMS) or other Security Cooperation Program (SCP) shipments to support filing claims against a Transportation Service Provider (TSP)/Carrier for reimbursement to the foreign customer. Each form has a specific use depending on the type of discrepancy being reported.

1. Supply Discrepancy Reports (SDR).

- a. If the U.S. Government acknowledges fault in response to an SDR, SF 364, Report of Discrepancy (ROD), filed by an FMS customer for incorrect or defective material, the involved U.S. Sponsoring Service's material managers may direct return of the material to a CONUS-located storage or repair facility. Other options include local disposal in customer country. Return instructions will be furnished to a customer country in a DD Form 1348-1A format. Record positions 48 through 50 of the DD Form 1348-1A will show the FMS case designator that was used for the original purchase of the material. The DD Form 1348-1A instructions will also include (i) a TAC for overocean movement of the discrepant material and a fund citation for inland movement or (ii) instructions to use the most cost-effective way to return material to the designated address. FMS purchasers can make claims for material deficiencies, including for non-shipment, with SDRs. If the claim is for non-receipt, shippers must furnish proof of shipment. According to SCP regulations, proof of shipment is "Constructive Proof of Delivery." Proof of shipment is any BL or small parcel carrier pickup register that shows pickup of a shipment by a carrier. It can also be a U.S. Postal Service Insurance, Certified, or Registered Mail form that shows initial movement of the material from a shipper. "Shipping activity" includes both depots and commercial vendors that supply material under DoD contracts. A Contract Administration Transportation Office functions as the TO for a vendor shipment. The FMS customer is responsible for initiating the SDR. See Appendix V-7 for SDR Return TAC construction.
- b. An SDR is used for the following type of shipment discrepancies:
 - (1) Improper preservation

- (2) Improper packing
- (3) Wrong/incorrect item received
- (4) Supply or product quality deficiencies under the Security Cooperation Program
- (5) Missing parts
- (6) Expired shelf life

For SDR time frame and a complete list of supply discrepancies that can be filed on the SF 364, please review DLM 4000.25-M, Defense Logistics Management Standards, Volume 2, Chapter 17.

- c. The IA then sends the SDR, DD Form 1348-1A, and Disposition Instructions to the FMS customer and to DFAS (FMS). The FMS customer contacts their freight forwarder or another carrier to execute the movement directly to the location indicated in the Disposition Instructions. The freight forwarder/carrier completes the shipment and submits a commercial invoice and copies of the SDR, DD Form 1348-1A, and Disposition Instructions to DFAS via e-mail to dfas-in_fms_ea_request@dfas.mil or by postal mail to Defense Finance and Accounting Service, Attention: 116-E, 8899 E. 56th Street, Indianapolis, IN 46249.
 - d. DFAS will review documentation submitted by the freight forwarder/carrier and, if sufficient, make payment against the designated TAC or fund citation. If discrepancies are noted, DFAS will contact the respective Service IA POC shown in [Table E-1](#).
2. Transportation Discrepancy Report (TDR).
- a. A TDR is used to file a claim for loss or damage to materiel in transit that can be attributed to the transportation service provider/carrier, if all of the qualifiers are met. TDR procedures apply to FMS materiel shipped to non-DoD consignees (e.g., FMS freight forwarders, Customer Country embassies, partner nations, or facilities identified in Notice of Availability [NOA] responses). See Table 210-5 (DTR Chapter 210, page II-210-48) to identify the responsible individual for initiating the TDR.
 - b. Prepaid shipments to these destinations, regardless of the funding source, involve a contractual relationship between a DoD/USG shipping activity and the inland CONUS transportation service provider. DoD shippers and transportation agencies must submit tracer actions or claims against carriers on behalf of FMS purchasers for any loss or damage that happens during transportation procured by the DoD. For any commercial OCONUS Transportation Discrepancy Reports, the country representative needs to contact the Security Cooperation Officer (SCO) for assistance.
 - c. The CONUS-based consignee, as a non-DoD/USG entity, cannot submit claims or tracing requests directly to the TSP. For these reasons, the freight forwarder or the Country Representative will report these discrepancies to the DoD shipping activity with a Memorandum of Notification ([Figure E-10](#)). The shipping activity will use this memo and supporting documentation to initiate tracers or damage claims with the Transportation Service Provider.
 - d. FMS purchasers are told during the LOA process that they should purchase commercial insurance if they want to recover full value for in-transit loss or damage. This is because carriers have limited liability. The completed TDR can assist the non-DoD/USG entity in filing a claim with the commercial insurance company. If shipments are collect, then FMS purchasers or their freight forwarders must work with the carriers for tracers and claims.
 - e. A TDR is used for:
 - (1) Astray freight (see 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
 - (10) Miscellaneous transportation discrepancies:
 - (a) Broken, missing, or improper seals used on a shipment
 - (b) Improper block, bracing, placarding, or labeling of HAZMAT shipment
 - (c) Improper loading, stowing, handling, blocking, or bracing of shipment
 - (d) Improper, incomplete, or missing documentation of HAZMAT shipment
 - (e) Transportation Facility Guide/related instructions not followed
 - (f) Improper marking or missing label(s)/Automatic Identification Technology (e.g., RFID)
- f. Valuation of the TDR: As outlined in Chapter 210, TDRs are required for all classified, protected, HAZMAT, AA&E and Security Cooperation Program (SCP) shipment discrepancies regardless of value. There is no minimum value for SCP shipments to file a TDR.
- g. The procedures for filing a TDR are:
- (1) The receiving non-DoD/USG entity (FF, Embassy, etc) will take pictures of the damaged goods.
 - (2) Annotate any damage on the receiving shipping documentation. Shipment documentation may include the commercial BL; commercial air way bill; Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)/WAWF Material Receipt Report or DD Form 250; DD Form 1348-1A or DD Form 1149; Transportation Control Movement Document (TCMD); or carrier delivery receipt.
 - (3) Obtain the carrier representative/driver signature and printed name annotating the damage to the shipment. If the carrier representative/driver refuses to sign the documentation, then annotate the refusal on the documentation.
- NOTE:** See the exceptions annotated in Paragraph [h.\(1\)](#) for filing a TDR for classified, sensitive, or protected shipments.
- (4) The non-DoD/USG entity will complete the Memorandum of Notification ([Figure E-10](#)) to the USG shipping office.
 - (a) If the origin shipping office and/or transportation officer is unknown, contact the IA transportation specialists for assistance ([Table E-1](#), IA SCP POCs).
 - (b) Obtain a cost estimate to repackage/recertify shipment for onward movement to country. Include this cost estimate in the Memorandum of Notification if known at initial notification. If not, provide a cost estimate to the origin shipping office/transportation officer in a follow-up memo as soon as possible.

- (5) The non-DoD/USG entity will send the Memorandum of Notification, shipment documentation, pictures, and any other supporting documentation to:
 - (a) Origin Shipping Office
 - (b) Implementing Agency – Transportation Office
 - (c) Purchasing country representative (as necessary)
 - (6) Once the origin shipping office receives the Memorandum of Notification, the origin shipping office will be responsible for providing the TDR number/POC information back to the non-DoD/USG entity for tracking purposes.
 - (7) The non-DoD/USG entity can make distribution of the provided information to the IA Transportation Office and the country representative(s) as necessary. The IA Transportation Office will be able to track the status of the TDR using the Global Freight Management (GFM) Discrepancy Identification System (DIS). For shipments from a DLA Distribution Center, the Defense Transportation Coordination Initiative (DTCI) Claims process will be followed by the origin transportation officer.
 - (8) Prior to any documentation being forwarded to DFAS for financial reconciliation, the IA Transportation Office will be contacted to validate the line of accounting for reimbursement back to the country's DFAS holding account.
- h. The time frames for filing an SCP TDR are outlined below. The non-DoD/USG entity will:
- (1) For classified/protected material and all AA&E shipments, notify the IA Transportation Office immediately via phone (see [Table E-1](#))
 - (a) Within 24 hours, follow up with an e-mail. E-mail should have the details of the shipment:
 1. What is the classified/protected/AA&E material that was damaged?
 2. Is the classified/protected/AA&E material secured?
 3. What were the damages to the classified/protected/AA&E shipment?
 4. Did you receive a copy of the DD Form 1907, Signature and Tally Record ([Figure E-11](#)), or a commercial equivalent?
 5. Did you receive a copy of the shipping documentation (air waybill, BL, DD Form 1348-1A, DD Form 1149, DD Form 1384, etc.)?
 - (b) As directed by the IA Transportation Office, provide the Memorandum of Notification ([Figure E-10](#)) to the origin shipping office with all the supporting documentation.
 - (2) For non-classified/general cargo, notify the origin shipping office within 7 calendar days of discovery. This initial notification can be via e-mail or phone. Then as soon as possible, but no later than 30 calendar days from the initial date of discovery, follow up with the Memorandum of Notification and all supporting documentation to the origin shipping office.
- See Table 210-1 (DTR Chapter 210, page II-210-44) for the time frames for submitting/responding to TDRs.
- i. The origin shipping office will:
- (1) Acknowledge receipt via official e-mail back to the IA Transportation Office of the telephone call notification of possible TDR for classified/protected/AA&E SCP shipments.

- (2) Immediately start tracer action on all lost classified/protected/AA&E shipments.
 - (3) Provide coordination and assistance to the IA Transportation Office and or Non-DoD/USG entity for any specialized storage required due to the nature of the material and the type of discrepancy involved.
 - (4) Coordinate between carrier and non-DoD/USG entity a mutually agreed time for carrier to inspect damaged cargo, if requested by carrier.
 - (5) Complete the DD Form 361, Transportation Discrepancy Report with the information provided by the non-DoD/USG entity.
 - (6) Ensure the FMS TCN and case designator are included in the TDR report.
 - (7) Provide the TDR number and POC information back to the non-DoD/USG entity.
 - (8) Prior to forwarding the TDR package to DFAS, will verify the correct fund citation for reimbursement with the IA Transportation Office.
- j. The IA Transportation Office will:
- (1) Assist the non-DoD/USG entity when reporting discrepancy of classified/protected/AA&E SCP material shipments.
 - (2) Will coordinate the notification to the origin shipper for any discrepancy notification for classified/protected/A&E shipment.
 - (3) Assist in the coordination with the origin shipping office for any required specialized storage for classified/protected/AA&E discrepant material.
 - (4) Assist the SCO for any discrepancy against AMC airlift of SCP material.
 - (5) Provide origin shipping information to the non-DoD/USG entity for filing a Memorandum of Notification.
 - (6) Receive TDR number and POC information from the non-DoD/USG entity for discrepant SCP material.
 - (7) Provide status update to non-DoD/USG entity of TDR status via the GFM DIS system.
 - (8) Assist the origin shipping office with the correct fund citation for reimbursement of carrier payment to the country's holding account at DFAS.
- k. The DFAS office will:
- (1) Review TDR claim from origin shipping office.
 - (2) If there is monetary payment from the carrier, DFAS will ensure the correct fund cite is provided for the country's FMS holding account. If not the correct fund cite, contact the origin shipping office or IA Transportation Office.
 - (3) Notify the origin shipping office when TDR is finalized.
- l. The SCO will:
- (1) Perform the functions of a transportation receiving officer.
 - (a) For material provided through the AMC airlift system, send the original TDR with supporting documentation to the last known AMC aerial port. Also provide a copy of the TDR (without supporting documents) to:

HQ, AMC
ATTN: A4TC

402 Scott Drive, Unit 2A2
Scott AFB IL 62225-5302
E-mail: amc.a4tcp@us.af.mil

- (b) For material provided through the SDDC ocean movement, send the original TDR with supporting documentation to the SDDC Transportation Brigade, OCCA, Quality Assurance (QA) Office. Also send one copy without attachment to the responsible Area Monitoring Office (AMO).

- (2) If any questions, contact the IA Transportation Office for assistance.

H. SPECIAL CONSIDERATIONS

Shippers and other transportation activities or agencies must comply with special considerations when processing SCP shipments. Some of these special considerations are as follow:

1. Labeling. SCP shipments are labeled under MIL-STD-129 requirements. Unique labels, color codes, or other special markings are not authorized. If an FMS purchaser wants these extra services, they must be obtained from the purchaser's freight forwarder.
2. Mandatory Use of U.S. Flag Carriers. Carrier selection for Grant Program BPC Program shipments and credit-funded (repayable or non-repayable) FMS shipments must follow certain rules. Overseas ocean lift must be in U.S. Flag carriers unless waivers are obtained from the U.S. Maritime Administration and the Defense Security Cooperation Agency. Airlift must be in a U.S. Flag commercial air carrier unless none is available, but the first choice must always be a U.S. Flag air carrier or organic lift when authorized. If an FMS release document has an M, N, or Z in rp 35 (sixth position of the TCN), it must be shipped according to these requirements.
3. DoD/USG Freight Rates. If an FMS shipment moves in DoD-procured transportation, the DoD's special reduced rates do apply. Prepaid BLs for FMS shipments will be annotated, "This is an FMS shipment, commercial rates do not apply." This procedure includes reduced rates under the SDDC Universal Service Contract. However, AMC does charge cash and repayable cash FMS purchasers a different rate for both Channel and SAAM-lifted material, but it does charge non-repayable credit FMS purchasers and BPC SCP (both Grant and BPC Program) shipments DoD rates.
4. Suspensions. Shipments may be held, suspended, or cancelled as outlined in DSCA 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 6, and in individual Service directives.
5. NO RECOURSE CLAUSE. Any shipment made to a freight forwarder or to an FMS purchaser's CONUS-located facility under a CCBL or a third-party bill (TAC 7 address in the MAPAD) must include a NO RECOURSE CLAUSE (Section 7 of the LOA standard terms and conditions) in the BL.
6. HAZMAT Certifications. DoD/USG origin shipping activities or vendors under contract to the USG or DoD must ensure that FMS HAZMAT shipments have been packaged, marked and certified for shipment to a conus consolidation facility and/or overseas. Shipments shall be certified by individuals that have completed a valid HAZMAT certification course IAW the guidance for the specific method of which the materials will be shipped (CFR49, IATA, IMDG or AFMAN-24-604). Freight forwarders cannot violate the integrity of any SU, including SCP shipments. If they receive SUs certified only according to 49CFR, the Freight Forwarder will coordinate with the FMS purchaser for submission of an SDR documenting the problem and requesting disposition instructions from the responsible DoD Component. Validated SDRs may direct return, disposal, repackaging with reimbursement of actual repacking costs, or other action, as deemed appropriate by the item manager. The customer may request alternative action by the

item manager. The customer may request alternative action by the item manager if the SDR reply does not provide an acceptable solution for the customer. The International Logistics Control Office (ILCO) and source of supply will consider the estimated cost for corrective action prior to determining the most appropriate approach for resolution. When the estimated cost exceeds the value of the shipment, the burden for corrective action must fall on the DoD/USG and must not be delegated to the FMS customer/freight forwarder. This will eliminate the potential for credit reimbursement for repackaging to exceed the value of the original purchase of the materiel. When acceptable to the customer and upon authorization by the DoD Component to perform the necessary repackaging, the Freight Forwarder must hire a certified commercial packer to unpack, repack and then certify the SU according to international regulations (International Air Transport Association [IATA]/International Civil Aviation Organization [ICAO] or International Maritime Dangerous Goods). The bill for this service is passed to the FMS purchaser who, in turn, will make a claim against the DoD for reimbursement via the SDR process in accordance with DLM 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting. If an NOA is for HAZMAT, the NOA response will tell the shipping activity whether the cargo will move overseas by air or surface so it can be certified accordingly. DoD policy states that all HAZMAT certifications may be done on continuation pages of BLs. A NOA addressee cannot demand any kind of special form that is not required under DoD regulations. DoD regulations will determine which form will be used for a HAZMAT certification.

7. Hazardous Materials may be shipped to a freight forwarder under DTC 4 or 5 under NOA procedures; however, freight forwarders are not authorized to store or handle Class 1.1-1.6 Materials (Exceptions are in place for Canada). If a NOA response for a DTC 4 or 5 release directs a shipper to send the material to a DoD aerial or sea port for a pilot or ocean pickup, the shipper must contact the applicable IA. This is because the shipment will have to be upgraded to DTC 8 in order to have the FMS purchaser billed properly.
8. Export Routing Authority/Shipper, Transshipper, and Receiver Requirements and Procedures. The export routing procedures outlined in Chapters 202 and 203 apply to FMS shipments when ocean transportation is to be furnished by the DoD (DTCs 9, 7, F, G, and J), or when the DoD is responsible for loading and stowing cargo aboard a vessel (DTCs 8 and C). The shipping activity will notify the material management activity or shipper service International Logistics Control Office when FMS shipments are routed IAW DoD export routing procedures.

I. USE OF DOD-CONTROLLED PORTS FOR FMS

1. When authorized in an FMS case, some FMS material is exported via the DTS (e.g., DTC 9 or 7) through DoD controlled ports. Most FMS-purchased material is exported directly by customer countries or their freight forwarders (e.g., DTC 4 or 5) through commercial ports. However, sensitive conventional AA&E assigned to move by a freight forwarder must be routed through a DoD-controlled port (DTCs 8, B, or C). While title passes to the customer country at origin, possession of this cargo passes to the customer country only after DoD personnel load the cargo into the customer's ship or aircraft at the POE. A designated ship's officer or aircraft commander must sign a receipt for the cargo. The ship or aircraft can be either military or military-chartered. Sensitive AA&E material can go DTC 4 or 5 to the German Armed Forces facility in Dulles, Virginia, and to locations in Canada. Otherwise, this material must be released at no less than DTC 8. The following factors also apply to sensitive conventional AA&E:
 - a. Security Risk Category 1 AA&E material (e.g., Stinger Missiles) must be shipped as DTC 9 or DTC 7. However, a customer country may obtain a waiver to this requirement by applying through the IA and Defense Security Cooperation Agency.

- b. FMS shipments of Security Risk Category 2, 3, and 4 sensitive conventional AA&E requires, as a minimum, DTC 8 processing. However, NOA procedures must be followed because they are hazardous or pilferable. HAZMAT items must be certified for international movement IAW IMO Dangerous Goods Code or IATA/ICAO requirements.
2. Identifying sensitive AA&E. These items are defined and controlled by Department of Defense Manual (DoDM) 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, and identified by a sensitive material Security Risk Code (SRC). SRC 1 = Cat 1, SRC 2 = Cat 2, SRC 3 = Cat 3 and SRC 4 = Cat 4. Federal Catalog products contain these SRCs. The SRC found in the database can be incorrect; so a material manager may override the SRC. The material manager will be contacted if there is any doubt. See DTR, Part II, Chapter 205 to correlate between SRC and Controlled Inventory Item Code (CIIC).
3. Procedures for routing FMS cargo through a DoD-controlled port (DTC 8) are found in [Paragraph O](#) below.

J. CLASSIFIED SHIPMENTS

1. The IA must ensure a Transportation Plan is prepared with a detailed description of how the classified material will be moved by both the DoD and the FMS purchaser from point of origin to final destination. The movement of classified (SECRET or CONFIDENTIAL) material to an FMS purchaser's country is via the DTS from point of origin to a DoD POD in the purchaser's country, or, the purchaser may propose to take possession within the CONUS. This must be addressed in the LOA. Input to the Transportation Plan must come from both the IA and the FMS purchaser or its designated country representative (not its freight forwarder). The IA must have U.S. Military sponsoring Service Security Specialists review the plan. Approved plans will be filed with each official copy of the LOA. LOA lines for classified material will not be executed until an approved Transportation Plan is completed.
2. If a customer country's freight forwarder has been approved to receive and handle classified material by the Defense Counterintelligence and Security Agency, classified cargo (if it is not also sensitive AA&E) may be routed to that freight forwarder. Otherwise DTC 8 procedures must be followed. The following procedures apply to the release of classified items to CONUS destinations:
 - a. The shipper will send a NOA to the country representative indicated in the MAPAD for the country involved. NOAs for classified material must not be sent to the TAC 3 (NOA) address, especially if that addressee is a freight forwarder or any kind of commercial entity.
 - b. A shipper will not release classified material to an approved address (TACs A, B, C, or D in the MAPAD) until a response to the NOA has been received by the shipper from the country representative. The freight forwarder is not authorized to send the response. The NOA response will contain the following information:
 - (1) A properly cleared "ship-to" location. This location is identified in the MAPAD as a TAC A, B, C, or D address. Do not release SECRET material to a TAC C or D address. Do not release freight to a TAC A or C address because these can only receive small parcel classified shipments.
 - (2) The name of the person who will sign for the cargo upon arrival at the designated approved address. A phone number must also be given in the response.
 - (3) If the NOA response specifies a carrier, the shipper will try to comply as long as the carrier can provide the necessary transportation protective service. Also, selecting this carrier must not conflict with any other rules or regulations. For example, customer

countries cannot select carriers for prepaid shipments (e.g., DTC 5 or DWCF shipments).

3. If assistance is needed regarding release of classified material, contact the IA Agency POC indicated in [Table E-1](#).
4. Transportation plan enforcement is done by CBP officials in coordination with DoD Security Officials when an FMS purchaser or its freight forwarder exports classified material from the CONUS and when classified cargo is exported via the DTS. EEI will always make reference to the “lodged” LOA (including Transportation Plan)/data that is provided electronically to CBP.
 - a. Commingling. FMS material cannot be consolidated in the same SU as DoD material. Any FMS material can be consolidated in the same SU if the following are all the same in each of the requisition/MRO MILSTRIP document numbers that are being prepared for release:
 - (1) IA Code (rp 30).
 - (2) Purchaser/Recipient Code (rp 31–32).
 - (3) Within-country code (Mark-For) (rp 33), Delivery Term Code (rp 34).
 - (4) Purchaser Military Service Code (rp 45).
 - (5) Project Code if applicable (rp 57–59).
 - (6) Issue Priority Designator (rp 60–61).
 - b. FMS material cannot be aggregated/commingled with any DoD material on the same BL. It cannot be aggregated/commingled with other FMS freight unless all of the conditions stated above for consolidation apply.
5. Classified and sensitive shipments must move under TPS. For this reason, REPSHIP procedures apply. See [Paragraph F.3](#) of this appendix and Chapter 205, Paragraph L, for REPSHIP requirements. For DTC 7, 9, F, G, J, or non-FMS SCP (i.e., Grant Aid) shipments, the shipping activity must send a copy of the REPSHIP to the U.S. MILREP (e.g., the SA officer in the destination country). For REPSHIP purposes, the in-country USMILREP is the consignee addressee for SCP deliveries. Contact the respective IA SCP Agency POC indicated in [Table E-1](#) to obtain a plain language message or e-mail addresses for the MILREP, if the TAC 4 (FMS) or TAC 3 (non-FMS SCP) address furnished in the MAPAD is insufficient. The USMILREP will use the REPSHIP to coordinate pickup or onward movement of the shipment with POD personnel. For a DTC 4, 5, E or H shipment of Classified material to TAC A/B or C/D address, REPSHIPs will be transmitted to address, POC, phone/fax number indicated in the country representative’s NOA response for the shipment.

K. CCBL NO RECOURSE CLAUSE

1. If a CCBL is used or third-party billing (to a MAPAC TAC 7 address) applies, the TO (Depot or Defense Contract Management Agency [DCMA]) or a contractor/vendor representative designated by the DCMA will sign the “no recourse” clause that appears on the face of the CCBL. This clause states - Subject to Section 7 of the LOA standard terms and conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

“The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.”

2. If the origin shipper does not sign this statement, the USG can be held liable for freight charges. When the carrier cannot collect from a consignee, the USG will recoup the expenditure from the customer country.

L. DTCs OUTBOUND ONLY

1. These DTCs define DoD/USG responsibility for custody and transportation of FMS purchases from DoD/USG supply sources (from stock or DoD procurement). FMS shipments can originate from CONUS or from overseas sources (including procurements but excluding shipments from overseas depots). Title to FMS articles transfers to the FMS Purchaser at the initial point of shipment unless otherwise specified in the LOA. With respect to items procured for sale to the Purchaser, this will normally be at the manufacturer's loading facility; with respect to items furnished from USG stocks, this will normally be at the U.S. depot. Articles will be packed, crated, or otherwise prepared for shipment prior to the time title passes. They do not necessarily identify the funding used for DoD-furnished or procured transportation. When the USG provides transportation, it is performed as a reimbursable service. Funding may be from the FMS Trust Fund Transportation Cost Clearing Account, from DWCFs if inland CONUS transportation is part of the material purchase price, or from some form of direct funding used for very high-cost transportation, such as SAAMs. [Paragraph L.2](#) below gives a brief summary of FMS DTCs.

NOTE: Zero (0) is not a DTC, but may be used as a placeholder on the LOA and in MILSTRIP.

2. Summary of DoD responsibility.

DTC DoD Delivers

- 2 DoD/USG delivers to a CONUS inland point (or overseas inland point when a shipment's origin and destination are within the same geographic area).
- 4 Delivery at origin. Material is made available to the customer country at the point of origin (i.e., a depot's or vendor's loading dock) and that the customer is responsible for taking title as well as custody at that point.
- 5 Delivery to a CONUS-located freight forwarder, customer country facility or commercial port. The DoD is responsible for movement to the POE. The customer is responsible for unloading the shipment from the inland carrier at the POD, delivery alongside the vessel/aircraft, and all subsequent onward movement.
- 7 Delivery to an inland point in the recipient country. The DoD is responsible for transportation, including over-ocean and inland overseas movement, from point of origin to a specified inland point overseas. The customer country is responsible for offloading the shipment from the overseas inland carrier's equipment to a subsequent onward movement.
- 8 DoD delivery on board a customer country-controlled ship or aircraft at a DoD-controlled POE. The DoD is responsible for transportation from the point of origin to a customer country-controlled ship or aircraft at the DoD-controlled POE, including unloading material from the inland carrier, port handling and for stowage aboard a customer country-controlled ship or aircraft. The customer country is responsible for all subsequent onward movement.
- 9 DoD delivery to closest overseas air or ocean POD offloaded. This POD may or may not be in the customer's country. Movement may be effected either by DoD organic or commercial carrier. The customer country is responsible for all handling and onward movement of the material from the dock alongside the ship or from the air terminal.

3. Detailed explanation of DoD responsibility for CONUS originated FMS shipments.

DTC **Explanation**

- 2 Normally, a DTC 2 MILSTRIP requirement/MRO will contain “XX” in rp 46–47, which directs shipment to rp33 (customer within country code). Shipment will be strictly DTS (i.e., standard inland CONUS DoD procedures will be followed with no requirements for NOAs or other procedures that apply to shipment to FMS program freight forwarders). This information will be provided by the Implementing Agency.
NOTE: Sometimes requisitions will be issued with an Offer Release Option Code and Freight Forwarder Code in rp 46 and rp 47. In these instances, the freight forwarder address will indicate a DoD facility and shipment will still be made following DoD inland CONUS procedures.
- 4 In practice, a shipper normally effects this policy by shipping the material to an FMS program freight forwarder via a CCBL. Completion of the No Recourse Clause in the CCBL by the shipping activity emphasizes the technical point that the customer is responsible for all transportation and related costs from point of origin onward (if a TAC 7 address is listed for the involved MAPAC, a CBL will be issued and “billed to” that address—the No Recourse Clause will still be executed on the CBL). If an individual shipment can be shipped as a small parcel, it will be treated as a DTC 5 shipment and shipped prepaid using a small parcel carrier to the TAC1 address listed. The shipping activity is responsible for notifying the material manager involved so billings to the customer country can be adjusted. For offshore-sourced material, delivery at origin still applies. However, shipping activities (including contract administrators for material procured from overseas vendors) must follow the NOA procedures described in [Paragraph D.4.b](#) prior to release of material.
- 5 The DoD is responsible for the movement of material to a CONUS-located freight forwarder, customer country facility, or commercial port. The customer is responsible for unloading the material from the inland carrier’s equipment upon delivery at the inland destination and for all subsequent onward movement. Since BLs or other prepaid transportation is used to move material to these places, the shipping activity is responsible for tracing actions with the carrier and for initiating claims against a carrier on behalf of a customer country whenever any loss, damage, or total non-delivery occurs. Shipping activities must be careful to identify material as DWCF or non-DWCF to ensure that the correct fund citation is issued for inland CONUS transportation. DWCF material moves under the applicable DWCF transportation fund citation; non-DWCF material moves under the FMS Trust Fund Transportation Cost Clearing Account cite. For offshore-source material, all the above procedures for inland CONUS movement apply. However, in addition, shipping activities (including contract administrators for material procured from overseas vendors) must follow the NOA procedures described in [Paragraph D.4.b](#). prior to release of material. Expenses to the DoD for accessorial costs are reimbursable. This code is applied only when prior arrangements for the use of port facilities at the customer’s expense have been made.

DTC **Explanation**

- 7 It is used for countries which are authorized to use DTS. It also is applied to shipments routed via an Air Force/Army/Navy Post Office since these shipments are routed to destination beyond in-country PODs.
NOTE: When moving material under this DTC, shipping activities must be careful to identify material as DWCF or non-DWCF in order to ensure that the correct fund cite is used for the inland CONUS portion of the transportation. DWCF material will move under the applicable DWCF cite; non-DWCF material will move under the FMS Trust Fund Transportation Cost Clearing Account cite. Expenses to the DoD for accessorial costs are reimbursable. The shipper provides modes and routing from the origin to the consignee location by BL or by special arrangement with AMC, MSC, or U.S. military activities within the country for movement from the POD to the consignee location.
- 8 DoD port personnel must obtain a signature from ship or aircraft officer/commander confirming receipt of material. This DTC is used primarily for movement of Sensitive Cargo (AA&E as regulated by DoDM 5100.76) since customer countries or their freight forwarders are not authorized to receive or handle Sensitive material at their facilities. It is sometimes used for Classified shipments when a customer country does not have its own facilities or freight forwarder facilities cleared to receive Classified as identified by TACA, B, C or D in the MAPAD.
- 9 The proper use of this DTC is for movement intended for the closest SPOD/APOD. These PODs may or may not be within the country's geographic boundaries. If the country is unable to pick-up the material at a port outside its geographic boundaries then DTC-7 or DTC-8 should be considered. When moving material under this DTC, shipping activities must be careful to identify material as DWCF or non-DWCF in order to ensure that the correct fund citation is used for the inland CONUS portion of the transportation. DWCF material will move under the applicable DWCF cite; non-DWCF material will move under the FMS Trust Fund Transportation Cost Clearing Account citation.

M. FMS DTCs FOR MATERIAL MOVING TO CONUS FOR REPAIR AND RETURN OR OTHER MAINTENANCE OR UPGRADE

1. These DTCs define DoD/USG responsibility for transportation of previously purchased material that is shipped to and from CONUS-located DoD/USG repair facilities. These movements are effected under Maintenance Support Arrangement (MSA) or Repair and Return FMS cases. These DTCs describe DoD and FMS purchaser responsibility for getting material to and from its correct destinations. Since two-way movement is involved, they are more complex. Also, coordination is required between FMS purchasers and DoD repair facilities for insuring that material gets to the facilities for the maintenance required. Regardless of the DTC, the FMS purchaser always retains title to this material. DWCF cites will not apply since new material is not involved. Return shipments will either be collect, or the DoD shipper will cite the FMS Trust Fund Transportation Cost Clearing Account.
2. Summary of DoD responsibility.

DTC **DoD Deliveries**

- A The DoD is responsible for transportation from a designated overseas POE to a CONUS destination and subsequent return to a designated overseas POD. The customer is responsible for overseas inland transportation of materiel to and from the overseas POE/POD and overseas port handling.

DTC **DoD Deliveries**

- B The DoD is responsible for transportation from a designated overseas POE to a CONUS destination, return to a CONUS POE, and CONUS port handling. The customer is responsible for overseas inland transportation to the overseas POE, overseas port loading, and all return transportation from the CONUS POE to ultimate destination.
 - C The DoD is responsible for CONUS port unloading from the customer-arranged carrier, transportation to and from a designated CONUS destination, and CONUS port loading of a customer-arranged carrier. The customer is responsible for movement of material to and from the CONUS POD/POE.
 - E The customer is responsible for all transportation from overseas point of origin to the CONUS destination and return to an overseas destination. Delivery to a CONUS-located freight forwarder, customer country facility, or commercial port.
 - F The DoD is responsible for transportation from an overseas inland location to an overseas POE, overseas port handling, transportation to a CONUS POD, CONUS port handling, inland transportation to a designated CONUS destination, and return to an overseas destination.
 - G The DoD is responsible for overseas port handling through an overseas POE, transportation to a CONUS POD; CONUS port handling, inland transportation to a CONUS destination, return to an overseas POD and overseas port handling. The customer country is responsible for overseas inland transportation to and from the overseas POE/POD.
 - H The customer country is responsible for all transportation from an overseas point of origin to the CONUS repair facility. The DoD/USG is responsible for transportation from the CONUS repair facility to a CONUS POE. The customer country is responsible for CONUS POE port handling and all further movement to the overseas destination.
 - J The customer country is responsible for all transportation from an overseas point of origin to a CONUS repair facility. The DoD/USG is responsible for all movement from the CONUS repair facility to the overseas inland destination.
3. Detailed explanation of DoD responsibility for material moving to CONUS for Repair and Return or other maintenance or upgrade CONUS originated FMS shipments.

DTC **Explanation**

- B Used for Repair and Return (ROR). Terms are the same as DTC-9 for inbound, and DTC-8 for outbound.
- C Same terms as DTC-8 for inbound and outbound.
- E Same terms as DTC-4 for inbound and outbound
- F Same terms as DTC-7 for inbound and outbound.
- G Same terms as DTC-9 for inbound and outbound.
- H Used for Repair and Return (ROR). Terms are the same as DTC-4 for inbound, and DTC-5 for outbound. This code is required for return, repair or exchange, and reshipment of classified materials.
- J Used for Repair and Return (ROR). Terms are the same as DTC-4 for inbound, and DTC-7 for outbound.

N. SECURITY ASSISTANCE DOCUMENTATION RETENTION GUIDANCE

In order to facilitate FMS case reconciliation and to assist in resolving disputes during and after case closure, all FMS shipping documentation (includes CBLs, NOAs, Transportation Control and Movement Documents [TCMD], Issue Release/Receipt Documents [DD Forms 1348-1A, 1149, and 250 and WAWF Release Forms], Inspection and Receiving Reports, Air Bills, Supply Transactions, Transfer to Carrier Documents, Acceptance Data, and any similarly related material used to effect transfer of FMS shipments to carriers) must be retained for 10 years after FMS case closure. Electronic formats are strongly recommended provided such files are complete, secure, and readily retrievable. Delivery and inventory records for Enhanced EUM articles must be maintained by the IA and Security Cooperation Organizations (SCO) indefinitely, or until the USG has verifiable information that the recipient country has properly disposed of the Enhanced EUM items(s).

O. SCHEDULING DTC 8 PICKUPS OF SENSITIVE AA&E

1. To ensure safe and secure shipment of classified and sensitive AA&E to FMS purchasers, the DoD requires that this material be delivered overseas via the DTS. As a minimum allowable alternative to overseas DTS delivery, an FMS purchaser may pick up Sensitive AA&E at a DoD-controlled aerial or sea port in its own military or military-chartered aircraft or vessel. The DoD, however, will retain control and custody of the Sensitive AA&E until it is loaded by DoD or DoD contract personnel into the vessel or aircraft at the POE. The DoD does not relinquish custody until a ship's captain/first officer or an aircraft commander signs a receipt.
2. DTS delivery to an overseas POD offloaded is DTC 9. Overseas delivery to an inland destination is DTC 7. Pickup by a purchaser at a DoD port is DTC 8. Only Sensitive Categories II, III, and IV (Security Risk Categories 2, 3, and 4) can be exported under DTC 8 procedures. Category I/1 must be exported under DTC 9 or 7 unless a purchaser obtains a waiver to use DTC 8 from the Under Secretary of Defense for Intelligence.
3. The DTC is determined in the FMS case development process. DTCs are annotated in a LOA which confirms a completed FMS case. When a requisition is submitted under an FMS case, the DTC goes into the fifth position of the document number that identifies the requisition. Since a document number never changes, the DTC will appear in the same position of the MRO placed on a shipping activity to fill the requisition. This is also true of the TCN created by the shipper to release the material. Unless overriding instructions are issued by the DoD IA that manages an FMS case, DTC 8 will appear in all requisitions/MROs/TCNs used to release material to a DoD-controlled POE for pickup by an FMS purchaser.
4. The following guidance is for FMS purchaser country representatives and DoD personnel who are involved with DTC 8 exports. It provides POCs and describes what must be done when arranging DTC 8 pickups. This includes selection of ports and determining pickup dates. There are very few Ports available that can handle Sensitive AA&E; so accurate information and strict compliance with procedures are essential. The two DoD agencies that have control of these POEs are SDDC and the USAF Civil and Foreign Government Aviation Office.

NOTE: Although DTC 8 procedures are not mandatory for releases of non-sensitive AA&E; some FMS Freight Forwarders, because of local HAZMAT ordinances, cannot receive non-Sensitive explosives and ammunition items at their facilities. When a freight forwarder receives a NOA for this material, it may instruct the shipping activity to send it to a DoD port to be included with a DTC 8 pickup. However, DTC 4 or 5 releases cannot be shipped as DTC 8 unless the DTC is upgraded to DTC 8 by the involved IA. If the DTC is 4 or 5, the FMS purchaser has not paid DoD for CONUS Port Handling (DTC 5) or CONUS Port Handling/Inland CONUS Transportation (DTC 4). Therefore, if a shipper receives NOA response instructions to ship a DTC 4 or 5 release to a DoD port, it will call the IA point of contact indicated in [Table E-1](#) for

further instructions. The IA FMS case manager must amend/modify applicable FMS case to include DTC 8 funds for the shipment. Once this is done, the IA will notify the shipper in writing that DTC 8 release is authorized. Because the original document number/TCN is a permanent record, however, the shipper must not alter the document number/ TCN when releasing the material to the DoD POE.

5. SDDC G3 Operations Division at Scott AFB, Illinois, is the POC for ocean or surface pickup. Their phone numbers are 618-220 6310, and 6443. The fax number is 618 220 7986. Their e-mail address is usarmy.scott.sddc.mbx.centcom-team@army.mil. The SDDC G3 Operations Division will coordinate port and pickup dates with either an FMS purchaser's country representative or its freight forwarder. A purchaser can designate an FMS Freight Forwarder to coordinate DTC 8 pickups by listing it as the NOA TAC 3 addressee in the MAPAD unless Classified (e.g., CONFIDENTIAL or SECRET) material is involved. For Classified material, only the country representative listed in the MAPAD can receive and answer the NOAs and arrange the pickups. FMS purchasers are also responsible for export licenses and EEI for DTC 8 exports. These must be available when DoD port personnel are loading a vessel. A berthing request must be received by SDDC Operations at least 45 days in advance of an intended pickup date. The mailing address for SDDC G3 Operations Division is ATTN: AMSSD-OP (Sealift Operations), 1 Soldier Way, Scott Air Force Base, Illinois 62225.
6. Pilot pickup procedures differ depending on the type aircraft used. If the purchaser employs a foreign state aircraft, normally a military aircraft, a country representative in the purchaser's Washington, DC, Embassy must request an Aircraft Landing Authorization Number (ALAN) from the USAF Civil and Foreign Government Aviation Office (AF/A30-AA). The phone number is 703 697-1938 or 703 697-1796. The fax number is 703 697-1972. Air Force Instruction (AFI) 10-1801, Foreign Governmental Aircraft Landing at United States Air Force Installations, provides detailed instructions for requesting ALANs. A request must be submitted at least 5 days before a planned pickup date. Also, if the country representative, as listed in the MAPAD, is not located in the purchaser's Washington, DC, Embassy, arrangements must be made for someone from the Embassy to formally make the request. A purchaser's freight forwarder absolutely cannot request ALANs. To obtain a Navy ALAN (NALAN), call the U.S. Navy Foreign Liaison Office (N2L) at 703 695-1402. NALAN requests will be made at least 3 working days in advance of aircraft arrival and will remain valid for a reasonable period of time surrounding the estimated time of arrival, up to a maximum of 5 days. Requests will be made in writing and faxed to N2L at (703) 695-1586/1560. To obtain an Army ALAN, contact the U.S. Army Aeronautical Services Agency (USAASA) at 703 806-0686. Prospective users should submit requests via the respective foreign military attaché to the USAASA a minimum of 3 working days prior to the intended landing date.
7. If an FMS purchaser charters a civilian aircraft instead of employing a foreign state aircraft, the air carrier must apply to AF/A30-AA for a Landing Permit not an ALAN--ALANs are required only when foreign state aircraft are used. The Landing Permit phone number is 703 697-5967; the FAX is 703 695-7004. The air carrier must provide the Civil and Foreign Government Aviation Office three Department of Defense Forms (DD Forms 2400, 2401, and 2402) which provide the USAF with Certificates of Insurance and Hold Harmless Agreements for each pickup. Detailed instructions for Landing Permit requests are found in AFI 10-1001, Civil Aircraft Landing Permits. Civil Aircraft Landing Permits must be requested at least 30 days before a pickup date.

NOTE: Prior to requesting landing permits for either foreign state or civilian chartered aircraft, coordinate with aerial port at least 35 days in advance of desired date to ensure the aerial port has the capability of supporting the Pilot Pick-Up. Aerial ports will provide the freight forwarder/country representative with a checklist to assist them with aerial port requirements.

8. When setting up a pilot pickup, an FMS purchaser must have current Export Licenses and EEI for the material. Also, no landing can be made without an overflight clearance from the U.S. State Department. If a State (military) aircraft is used, the purchaser's country representative will get the clearance. If the aircraft is chartered, the civil air carrier will get it. If explosives are involved, the FMS purchaser or the carrier must have valid CAAs either U.S.-owned or foreign country-obtained through the U.S. Department of Transportation. Aerial port personnel will review these documents when the items are being loaded.
9. Waivers to the 5- or 30-day advance notice requirements are possible, but they require a specific justification, and are considered on a case-by-case basis only. Contact the POC at the USAF Civil and Foreign Government Aviation Office (state aircraft or civil aircraft) directly to determine if a waiver can be considered. Landings without ALANs or landing permits are "Unauthorized Landings". A landing is an "Intentional Unauthorized Landing" if every detail of the actual pickup does not conform to the information provided in an ALAN or landing permit request. Incompatible HAZMAT is a good example. Too much material called forward for a pickup aircraft is another. The aerial port's Installation Commander must report Unauthorized Landings to HQ USAF, to the Federal Aviation Administration, and to the operator's government. All of the above information, AFIs procedures are available in the following website: <http://www.e-publishing.af.mil>, then select Departmental, 10-Operations, and AFI 18-1801.
10. Whenever a DoD shipping activity processes a DTC 8 release, surface procedures will be followed unless the FMS purchaser gives advance notice that a pilot pickup is planned. When preparing Sensitive AA&E for surface pickup, the shipper will send "information" NOA to the current NOA addressee. Concurrently, it will submit an ETRR to SDDC Operations. The NOA tells the addressee to contact SDDC Operations to make pickup arrangements. When the arrangements are finalized, SDDC Operations will transmit an ETR to the shipping activity. The ETR directs a shipper when and where to ship material. The SDDC ETR is the only authority for release of material for surface pickup for shipments within the DTS. NOA addressees are not authorized to direct a shipper to release material for a surface pickup.
11. Pilot pickups do not involve ETRs. The NOA addressee responds directly to a shipper after an ALAN or Civil Aircraft Landing Permit has been obtained. The NOA response directs shipment to a specified DoD aerial port plus the date or dates it must arrive. Before releasing cargo, the shipper will contact the aerial port to confirm the delivery information. Then the cargo will be shipped as directed. If a DTC 8 release is initiated as a surface pickup (e.g., NOA/ETRR) and is later revised to a pilot pickup, the shipper will cancel its ETR Request and pilot pickup procedures will be followed.
12. ETRRs for surface pickups of ammunition or explosives are not submitted directly to SDDC by the releasing activity. It routes ETRRs through the JMC. This is because the JMC is the DoD Single Manager for conventional ammunition, and the DoD has given release authority for most of the DoD's ammunition. Missiles and Air Force and Navy-peculiar items are exceptions. The shipper's "information" NOA still advises the NOA addressee that it must coordinate pickup with SDDC. It is only the ETRR to SDDC that the shipper must route through the JMC Transportation Office. The JMC Transportation Office then forwards the ETRR to SDDC Operations. After the pickup details have been finalized between the NOA addressee and SDDC, SDDC will transmit the ETR to JMC for retransmittal to the shipper. For information about a pending release, the NOA addressee will contact the JMC Transportation Office at 309 782-5612 or 5390. This special procedure with its additional steps does not apply to pilot pickups or to pickups of non-explosive arms.
13. Besides arranging for ports and times, other factors should be addressed to ensure successful DTC 8 pickups. Lead times are important; so advance notice requirements are firm. Personnel

and material resources at ports are limited, and scheduling is determined by these limitations. A ship or aircraft must show up as scheduled. “No-shows” waste resources and manpower. Delayed arrivals cannot always be accommodated. HAZMAT regulations must be followed for all cargo transactions. Ports cannot store material, especially Sensitive AA&E. If cargo cannot be loaded, it will be shipped to DoD Storage activities at the FMS purchaser’s expense. Purchasers are responsible for ensuring MAPAD addresses are current and with accurate contact information. It is strongly recommended each Geographic Combatant Command ensure that assigned Security Cooperation Offices meet on an established basis, not less than annually, with the respective FMS purchaser country MAPAD Point of Contact to conduct a review of all MAPAD addresses. CAAs are required for explosives shipments, and FMS purchasers must have them available for port personnel.

P. CONSTRUCTING A MAPAC

A MAPAC is constructed from the requisition document number and supplementary address. The MAPAC is used as the consignee code on TCMDs and to find complete addressing information in the MAPAD. [Figure E-2](#) through [Figure E-5](#) illustrate the different methods of MAPAC construction.

NOTICE OF AVAILABILITY/SHIPMENT						
ORIGIN INFORMATION						
Origin Point of Contact (Full name)			NOA DATE		NOA NOTICE NUMBER	
ORIGIN INFORMATION RIC: PHONE:		RETURN COMPLETED FORM TO: EMAIL: FAX:		NOA ADDRESSEE MAPAC		
SHIP TO MAPAC		MARK FOR MAPAC		Security Cooperation Customer Code		Transportation Control Number
# of Line Items (DD 1348-1/DD 250)	Delivery Term Code		FMS Case Designator		Export Release Required (Yes or No)	
FREIGHT NOMENCLATURE		WATER COMMODITY DATA Commodity Code: Type Cargo Code: Special Handling Code:			AIR COMMODITY DATA Commodity Code: Special Handling Code: Air Dimension Code:	
Transportation Priority	Project Code	Type Pack	Pieces	Weight (pounds)	Cube (Cubic FT)	Total Shipment Value (USD)
OVER-DIMENSIONAL INFORMATION						
LENGTH (inches)		WIDTH (inches)		HEIGHT (inches)		WEIGHT (pounds)
SPECIAL REQUIREMENTS						
Hazmat Indicator (Yes or No)		Explosive Indicator (Yes or No)		UN/NA Identification Number		
Proper Shipping Name			Primary Hazard Class/Division		Packing Group	
DODIC		Net Explosive Weight (pounds)		Special Approval Number (DOT/CAA/COE)		Controlled Inventory Item Code
CONSIGNEE INFORMATION (To be completed by the Freight Forwarder/Security Cooperation Representative)						
Point of Contact Name		Street Address			Telephone	
City		State		Country (GENC and Full Name)		Postal Code
Port of Embarkation (POE)		Port of Debarkation (POD)		Ship Mode to Final Destination (Air or Surface)		
Comments/Remarks						

DD FORM 1348-5, JAN 2015

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Adobe Livecycle 11.0

Figure E-1. DD Form 1348-5, Notice of Availability/Shipment

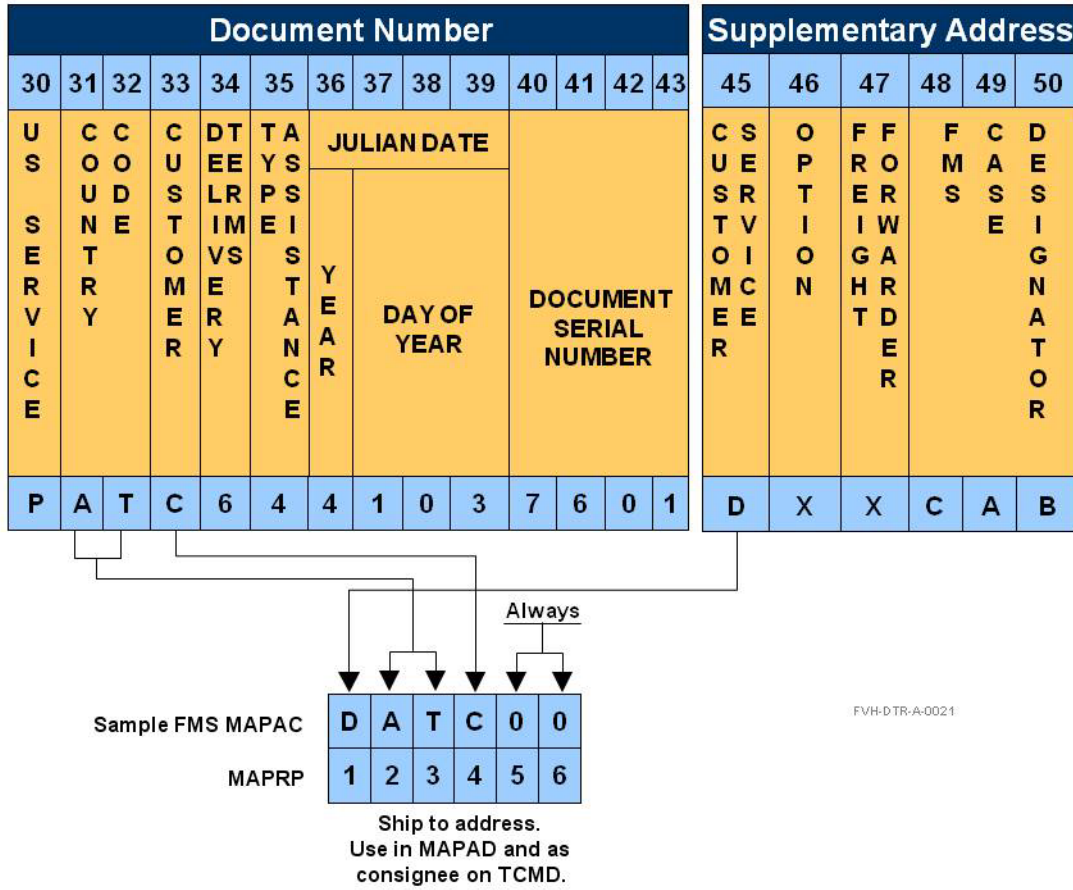


Figure E-2. MAPAC Construction (FMS Shipment Through the DTS to Overseas)

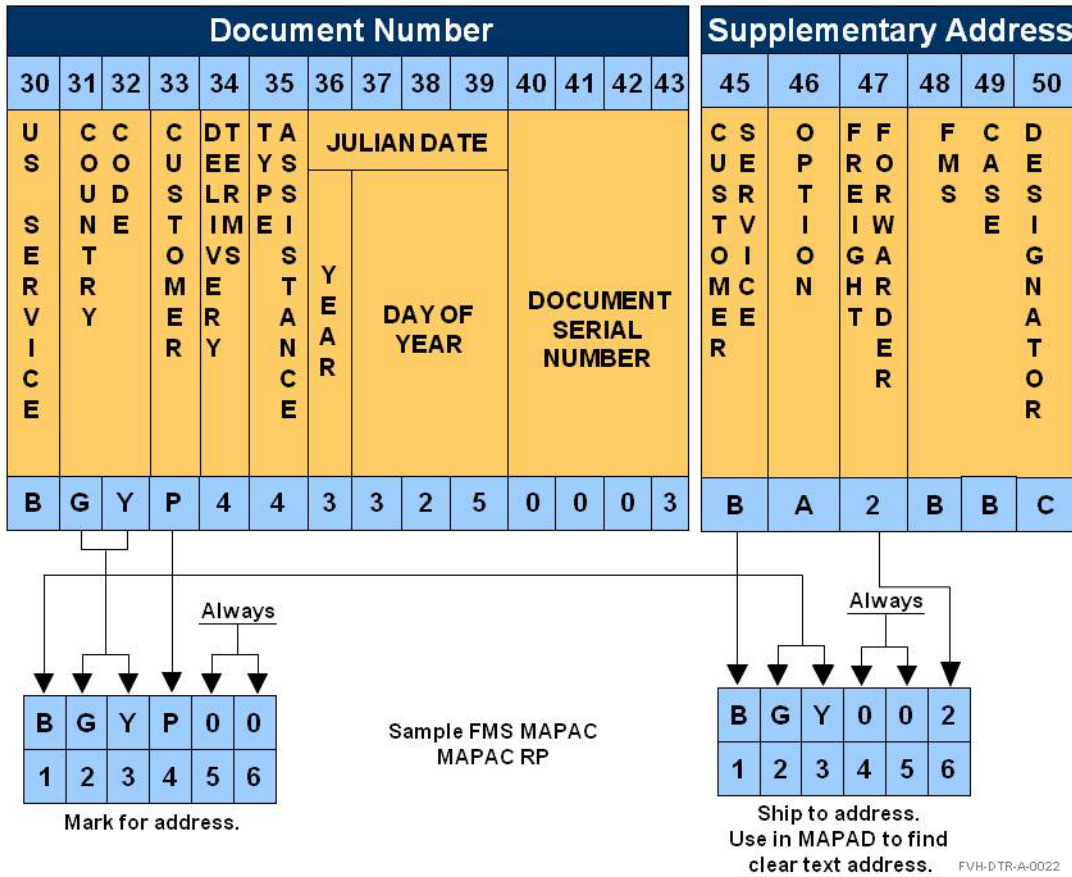


Figure E-3. MAPAC Construction (FMS Shipment to a Freight Forwarder)

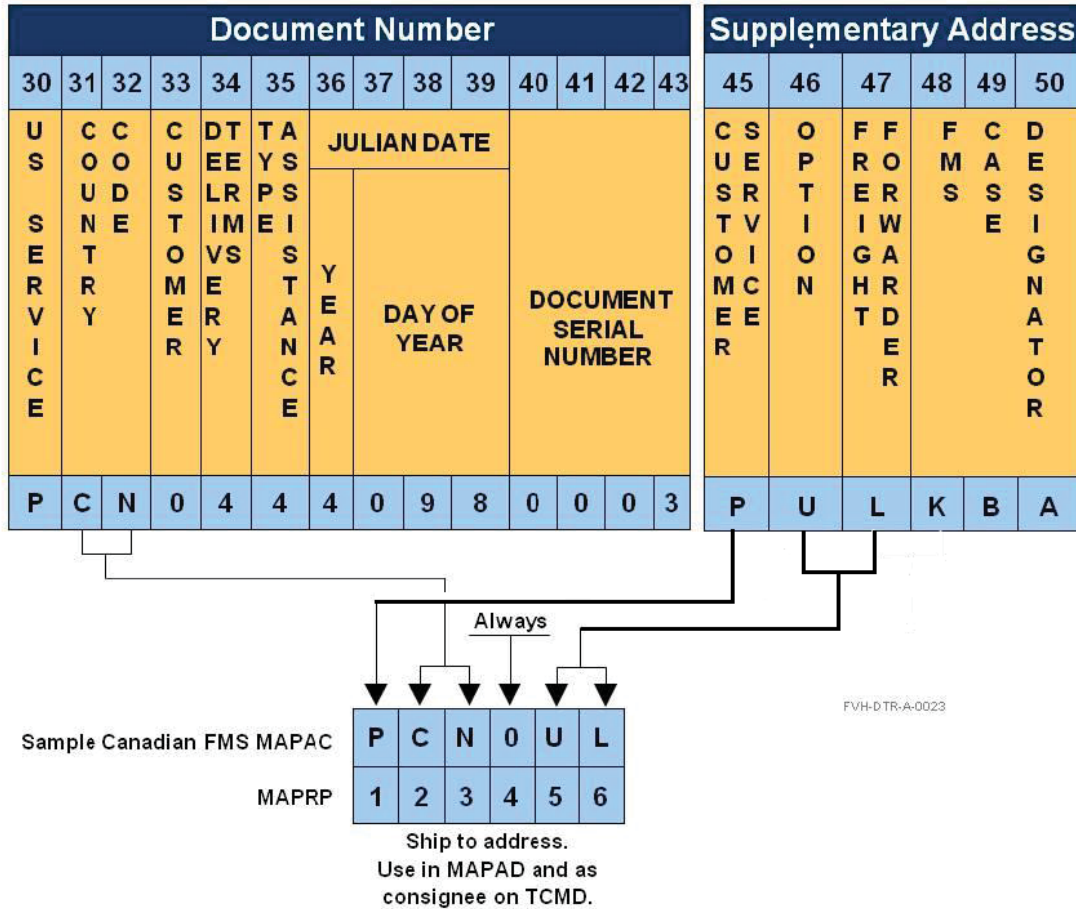


Figure E-4. MAPAC Construction (FMS Shipment to a Canadian Customer [Ship Directly])

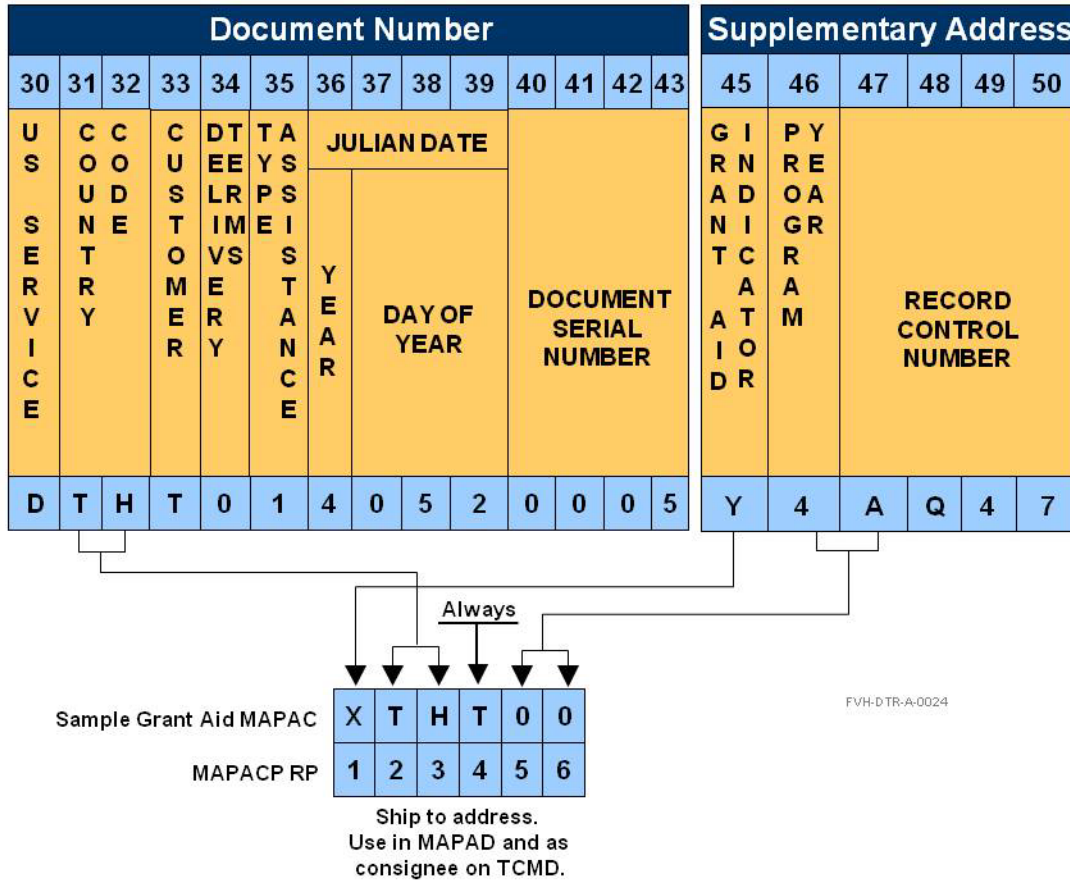


Figure E-5. MAPAC Construction (Grant Aid and Presidential Drawdowns Shipment)

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248	
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p style="text-align: center;">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</p>							
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.		ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF	8. ACCEPTANCE POINT
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN		5. DISCOUNT TERMS			
9. PRIME CONTRACTOR CODE			10. ADMINISTERED BY CODE				
11. SHIPPED FROM (if other than 9) CODE		FOB:		12. PAYMENT WILL BE MADE BY CODE			
13. SHIPPED TO CODE			14. MARKED FOR CODE				
15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION <i>(Indicate number of shipping containers - type of container - container number.)</i>			17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
21. CONTRACT QUALITY ASSURANCE a. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> 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. DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:						b. DESTINATION <input type="checkbox"/> CQA <input type="checkbox"/> 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. DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:	
22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:						* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.	
23. CONTRACTOR USE ONLY							

DD FORM 250, AUG 2000

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

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

27. ADDITIONAL DATA				26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)				25. NATIONAL STOCK NO. & ADD (8-22)				24. DOCUMENT NUMBER & SUFFIX (30-44)																																																																																																																																																																																																				
1	2	3	4	5	6	7	QUANTITY				SUPPL. ADDRESS				DIS. PR. TION				PROJ. JECT				R. E. Q. U. I. R. Y.				R. I. O. C. P. N. D.				1. TOTAL PRICE				2. SHIP FROM				3. SHIP TO																																																																																																																																																																									
DL	OR	C	IN	RI	FR	OM	QU	AN	T	I	T	Y	S	U	P	P	L	E	S	E	C	T	PRO	J	ECT	R	E	Q	U	R	E	Y	R	I	O	C	P	N	D	D	O	L	L	A	R	S	C	T	S	SH	I	P	F	R	O	M	S	H	I	P	T	O																																																																																																																																																		
							23	24	25	26	27	28	29	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																													
5. DOC DATE											6. NMFC											7. FRIT RATE											8. TYPE CARGO											9. PS											10. QTY. RECD											11. UP											12. UNIT WEIGHT											13. UNIT CUBE											14. UFC											15. SL											16. FREIGHT CLASSIFICATION NOMENCLATURE											17. ITEM NOMENCLATURE											18. TY CONT											19. NO CONT											20. TOTAL WEIGHT											21. TOTAL CUBE											22. RECEIVED BY											23. DATE RECEIVED										

FormFlow (DLA)

PREVIOUS EDITION MAY BE USED

Figure E-7. DD Form 1348-1A, Issue Release/Receipt Document

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT											
1. FROM: (Include ZIP Code)					SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER			
					7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY			
2. TO: (Include ZIP Code)					9. AUTHORITY OR PURPOSE						
					10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)			
3. SHIP TO - MARK FOR					12. DATE SHIPPED (YYYYMMDD)			b.			
					13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER			
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATIONS DATA									AMOUNT		
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO					17. SPECIAL HANDLING						
RECEIVER'S ATTENTION	18. ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIPT	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
	← TOTAL →										

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE. Adobe Designer 9.0

Figure E-8. DD Form 1149, Requisition and Invoice/Shipping Document

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet) - Page 2									
SHEET NO.	NO. OF SHEETS	8. REQUISITION NUMBER	11a. VOUCHER NUMBER & DATE (YYYYMMDD)				b. VOUCHER NUMBER & DATE (YYYYMMDD)		
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES		UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CONTAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)		(c)	(d)	(e)	(f)	(g)	(h)	(i)
1									
2									
3									
4									
5									
6									
7									
8									
9									
Add Page 3								SHEET TOTAL	

DD FORM 1149C, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE.

Figure E-8. DD Form 1149C, Requisition and Invoice/Shipping Document (Cont'd)

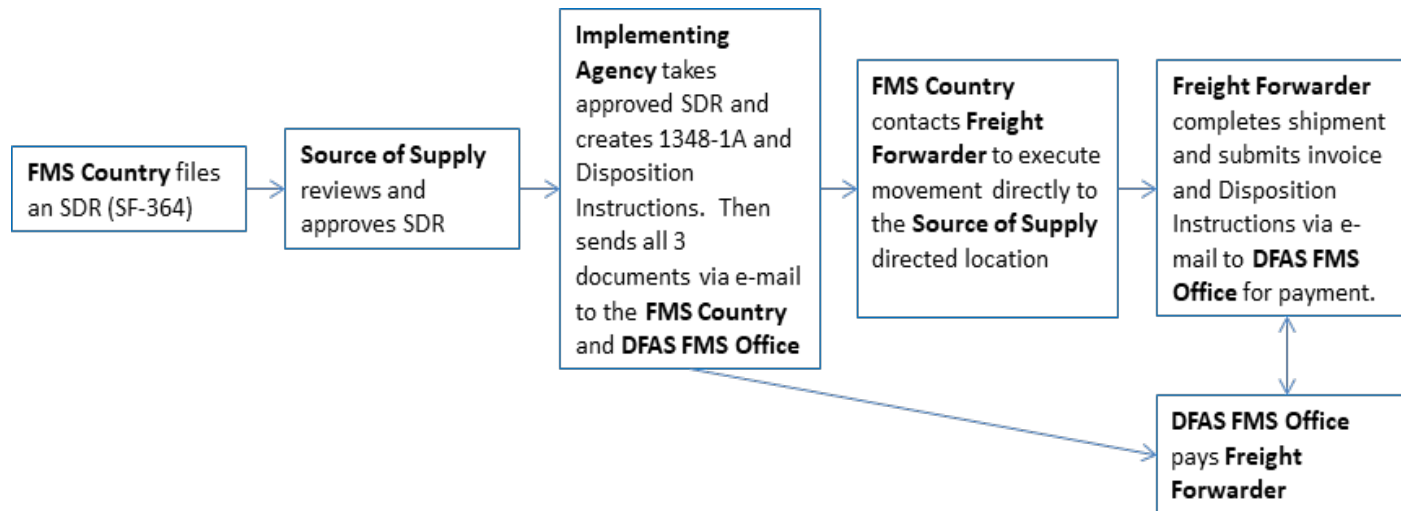


Figure E-9. SDR Return Process

DOMES FORWARDING INC. (BANDARIA)
1234 MAIN STREET
NOWHERE, MD 12345

November 12, 20XX

TO: Origin Shipping Office
Attn: Transportation Officer
Street Address
City/Base, State Zip Code

SUBJECT: Request for Claims Assistance

1. We have received a damaged freight shipment for the country of Bandaria, against Foreign Military Sales (FMS) Document DBNXXX41237500 and FMS Case Designator/Line Item number BN-D-XXX/001. We are requesting support from the Distribution Center (Shipper) to submit a Transportation Discrepancy Report and/or DTCI Claim against the DoD-arranged carrier, Workaday Trucking Co., for the damaged shipment.
2. The damaged crate was identified when the shipment arrived at our location and we noted the damages on the carrier's shipping documents. Attached with this letter are the following supporting documents: seven (7) photos of the damaged materiel, a photocopy of the commercial bill of lading, and a copy of the DD Form 1348-1. (Other shipment documents may be listed here depending on the type of shipment and the origin source of supply).
3. The damaged crate cannot be shipped in its current condition and needs to be repacked or recreated. Estimates for repacking/crating will be provided once it has been completed. Be advised, damage(s) to the materiel inside the container may also have occurred.
4. As this is a Security Cooperation Program (SCP) claim, there is no minimum dollar threshold to submit a TDR claim. If this claim is settled in our favor, please contact our office for the correct accounting citation for the Bandarian holding account at DFAS for the deposit of the TSP payment.
5. Please provide this office with an acknowledgement receipt of this memorandum and the **name, e-mail and phone number of the individual(s) assisting with this claim submission**. Our points of contact are Mr. John Bologna, 702-999-XXXX, john.b.bologna@att.nrt and Ms. Jane Doe, 702-999-XXXX, jane.doe@att.nrt.

Cordially,

JOHN B. BOLOGNA
MANAGER, Shipping Division
Domes Forwarding Inc. (Bandaria)

Four (4) Attachments

1. 7 Photos of damages
2. Commercial Bills of Lading
3. DD Form 250
4. DD Form 1348-1

cc:
Embassy of Bandaria
IA Transportation Office




























Figure E-10. Memorandum of Notification Sample

SIGNATURE AND TALLY RECORD (See DTR 4500.9-R for guidance) (Use of equivalent carrier-furnished signature and tally record is acceptable.)				
DISTRIBUTION INSTRUCTIONS				
(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier. (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier. (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained. (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.				
SECTION I - TO BE COMPLETED BY THE SHIPPER				
1a. SHIPPER NAME		b. ORIGIN		
2. PROTECTIVE SERVICE REQUESTED		3. COMMERCIAL BILL OF LADING NUMBER		
4a. CONSIGNEE NAME		b. DESTINATION		
5. PERMIT NUMBER (If any)		6. TRANSPORTATION CONTROL NUMBER		
7. ROUTING		8. WEIGHT	9. CUBE	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD)	
12. NAME OF CARRIER			13. NUMBER OF PIECES	
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only)		15. FREIGHT CLASSIFICATION DESCRIPTION		
SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT				
16. CUSTODY RECORD				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.
		SIGN HERE →		
		SIGN HERE →		
		SIGN HERE →		
		SIGN HERE →		
		SIGN HERE →		
		SIGN HERE →		
		SIGN HERE →		
		SIGN HERE →		

DD FORM 1907, JAN 2025

PREVIOUS EDITION IS OBSOLETE.

Figure E-11. DD Form 1907, Signature and Tally Record

16. CUSTODY RECORD (Continued)				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				

DD FORM 1907 (BACK), JAN 2025

Figure E-11. DD Form 1907, Signature and Tally Record (Cont'd)

Instructions for Completing the DD Form 1907, Signature and Tally Record	
Section I	
To be completed by the shipper. (All items (1.a. through 15.) will be checked at origin prior to loading.)	
1a. Shipper Name:	Enter the name.
1b. Origin:	Enter the location of the shipper.
2. Protective Service Requested:	Enter the Transportation Protective Service(s) (TPS) requested.
3. Commercial Bill of Lading Number:	Enter the bill of lading number associated with the shipment.
4a. Consignee Name:	Enter the name or DoDAAC of the consignee.
4b. Destination:	Enter the destination address (Organization name, address with postal ZIP Code or DoDAAC).
5. Permit Number:	Enter the state permit number associated with the movement, if any.
6. Transportation Control Number:	Enter the TCN (number) associated with the shipment.
7. Routing:	Enter the mode/method the movement is routed (e.g., motor rail, air, water, ocean/barge (optional)).
8. Weight:	Specify the shipment weight, in pounds.
9. Cube:	Specify the number of cubic feet in the shipment.
10. Special Instructions:	Optional.
11. Date Shipment Tendered to the TSP (YYYYMMDD):	Date the shipment was given to the TSP.
12. Name of TSP:	Enter the Name of the TSP listed on the bill of lading unless military conveyance. In the case of military conveyance, enter the unit name of the conveyance operator.
13. Number of Pieces:	Enter the number of pieces shipped (numeric).
14. Type of Package(s) or Conveyance Identification and Seal Numbers:	Enter type of package (e.g., box, container, package, pallet) and type of equipment (conveyance identification [truck number, license plate number, bumper number, rail car number, aircraft number, vessel number, ocean container number]) and seal number(s) if seals are applied.
15. Freight Classification Description:	Enter freight description (optional).
Section II	
To be completed by each person accepting custody of classified or protected material requiring the use of Transportation Protective Service during transit.	
16. Custody Record	
a. Print Name of Person and Company Representative:	Both drivers are required to sign the Signature and Tally Record. (DD Form 1907) when they assume initial responsibility for the shipment and subsequent change-off points to other drivers. The signature must be the signature(s) of the drivers who signed the bill of lading. When used with Dual Driver Protective Service (DDP), both drivers are required to sign when they assume responsibility for the shipment. (Both drivers must sign the DD Form 1907 if an escort vehicle is required.)
b. Station Interchange Point Destination:	Annotate the place (town or military installation) signed.
c. Signature of Person Accepting Custody:	Signature of Person Accepting Custody: The initial signature must be that of the TSP's agent who signed the bill of lading. Both drivers are required to sign when they assume responsibility for the shipment. (Verify and review that both drivers have signed the STR prior to releasing the shipment.) When a tractor/trailer replaces the original unit annotate the new power unit tractor/trailer number below the signatures.
d. Time Accepted:	Current time the TSP's agent signed the DD Form 1907.
e. Date Accepted (YYYYMMDD):	Date (in the year, month, date format) the DD Form 1907 was signed.

Figure E-11. DD Form 1907, Signature and Tally Record (Cont'd)

Table E-1. IA, SCP POCs

Service Code	Implementing Agency	Security Cooperation POC
B	U.S. ARMY	U.S. ARMY SECURITY ASSISTANCE COMMAND ATTN: AMAC-SDP-S 5081 J Avenue, Bldg. 81 NEW CUMBERLAND, PA 17070-5096 TEL: COMMERCIAL 717 770-6219 or 4590/7050 DSN: 771-6219/4590/7050 E-MAIL: usarmy.new-cumberland-pa.usasac.mbx.transportation@army.mil
D	U.S. AIR FORCE	AIR FORCE SECURITY ASSISTANCE AND COOPERATION (AFSAC) DIRECTORATE AFLCMC/WF ALD 1940 ALLBROOK ROAD, BLDG 1, DOOR 19 WRIGHT-PATTERSON AFB, OH 45433-5006 TELEPHONE: COMMERCIAL: 937 522-6564/6565/6570/6571 DSN: 672 6564/6565/6570/6571 FAX: 937 656-1155/DSN: 986 1155 E-MAIL: AFSAC.Transportation@us.af.mil
P	U.S. NAVY	U.S. NAVY INVENTORY CONTROL POINT PHILADELPHIA, PA 19111-5098 TEL: COMMERCIAL 215 697-5103, 1155, or 1340 DSN: 442 E-MAIL: transport.wssn52.fct@navy.mil
K	U.S. MARINE CORPS	COMMANDANT OF THE MARINE CORPS CODE LFT-1 WASHINGTON, DC 20380-0001 TEL: COMMERCIAL 703 695-7930 U.S. NAVY INVENTORY CONTROL POINT PHILADELPHIA, PA 19111-5098 TEL: COMMERCIAL 215 697-5002, 1155, or 1340
T	DLA DISPOSITION SERVICES	DLA DISPOSITION SERVICES (FMS) 74 WASHINGTON AVENUE NORTH BATTLE CREEK, MI 49037 TEL: COMMERCIAL 269 961-5927, 5142 or 5668
I	MISSILE DEFENSE AGENCY	MISSILE DEFENSE AGENCY ATTN: DIRECTORATE OF INTERNATIONAL AND POLICY LOGISTICS MDA/DI-L BUILDING 5225 MARTIN ROAD REDSTONE ARSENAL, AL 35898 TEL: COMMERCIAL 256-955-4166 DSN: 645-4166 E-MAIL: MDA.Transportation@mda.mil

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